

University of Glasgow
Business Continuity Governance Board

Minute of meeting held on Wednesday 23rd November 2016 at 4pm in

Room 1, VP Suite, Main Building

Present: Selina Woolcott (HSW), Colin Montgomery (BCO), Liz Broe (Arts), Carol Clugston (MVLS), Gordon Duckett (CoSE), Sharon McGregor (CoSS), Diane Montgomery (IT)

In Attendance: Debbie Beales (Clerk), David Newall (Convenor)

1. Convenors Business

The Convenor welcomed the attendees to this, the first meeting of the Business Continuity Governance Board (BCGB). The Board would consist of all Directors of College Professional Services, a member of IT, a member of E&B, The Business Continuity Officer and the Director of Health, Safety & Wellbeing.

A recent audit of the University had flagged up Business Continuity (BC) as an issue, stating that there was a requirement for more robust procedures to be put in place. As a result the University had created an 18 month post for a Business Continuity Officer (BCO) to ensure that all business areas within the University had Business Continuity Plans (BCP's) in place. Colin Montgomery had recently taken up this role and would be working closely with business areas within the University and reporting back to the BCGB.

2. Scope and purpose of Board

The BCO agreed to write up a Terms of Reference (ToR) which the Clerk would forward to the Board for comment. This would clarify what was expected of the Board going forward.

3. Policy and Guidance

Although the University had a BC Policy with guidance in place, Mr Montgomery had reviewed these and had written a new BC Policy with guidelines which he had brought in draft form to the Board for comment. After discussing the wording of the Policy, the Board agreed that some of the terminology/hierarchy/structure needed further discussion and coordination and that Mr Montgomery should meet with the Directors of College Professional Services to agree BC structure within the Colleges.

Action – Clerk to set up this meeting

4. Communication

Mr Montgomery informed the Board that he was working closely with the University's Internal Communications Manager to arrange short, medium and long term communications regarding Business Continuity. The Board would be asked to endorse these before publishing.

5. Planning and Development

- **Establishing BC Teams**

The Board agreed that this couldn't progress until Mr Montgomery had met with the Directors of College Professional Services.

- **Workshops**

Mr Montgomery informed the Board that workshops would start in the New Year for University Services.

- **Devising BC Plans**

Mr Montgomery informed the Board that this had been initiated within University Services and, once completed, he would begin BC planning with those nominated by Colleges.

6. Testing and Exercising

Mr Montgomery informed the Board that he hoped to host a table top exercise towards the end of his contract and would keep the Board updated on this.

7. Any Other Business

There was no AOB

8. Date of Next Meeting

The next meeting will take place at the end of January 2017 and will be organised by the Clerk.