

**University of Glasgow**

**Business Continuity Governance Board**

**Minute of meeting held at 10am on 2<sup>nd</sup> December 2020 via Zoom**

**Present:** Selina Woolcott (HSW), Liz Broe (Arts), Billy Howie (CoSS), Diane Montgomery (IT), David Duncan (Convenor), Cyril Pacot (CoSE), Peter Haggarty (E&CS)

**In Attendance:** Debbie Beales (Clerk)

**Apologies:** Paul Fairie (MVLS), Neil Bowering (CoSE)

**1. Minute from the last meeting**

The Minute from the last meeting was approved.

**2. Covid update:**

The Board discussed the current pandemic. Covid cases within student residences are returning to normal with both teaching and research running successfully. Student testing is now taking place with over 1,300 tests delivered so far. Only one positive case has been returned, with no reported on campus transmissions. The Board agreed that, from a business continuity perspective, the University has coped extremely well during the current pandemic, with student recruitment higher than predicted.

**3. Lessons Learned exercise planning**

The Board agreed that this exercise will take place in Spring 2021 and asked that the Clerk contact Professor Denis Fischbacher-Smith, the Research Chair in Risk and Resilience, to arrange a date for this. The Board discussed how best to deliver online teaching on a long-term basis. The new Learning and Teaching Strategy, which is about to be launched, should address this issue.

**4. IT update (Paper 1)**

Diane Montgomery informed the Board that working from home continues to be successful with the main issue being the funding, and delivery, of hardware to staff. HP, the University's main supplier of pc's, has an extremely long delivery time which has meant using other suppliers. The current procurement system has given rise to some challenges.

IS specialists continue to maintain cyber security with no major breaches thus far. Moving forward, multifactorial identification for Office 365 is a priority and will be rolled out in January 2021. Early communications to staff about this will be vital, along with enough support staff available to assist staff with the transition.

**5. AOCB**

- **Incident in the Rankine Building – lessons learned (Paper 2)**

Cyril Pacot informed the Board that at the start of November there was a small leak in the main connection to an RO unit pipe on level 8. This happened at some point after 7pm and the following morning levels 4-8 were found to be affected. E&CS led the evacuation of the building, isolated the problem and created an exclusion zone. The

lower levels were re-opened by lunch time with the upper levels being out of commission for several days. Labs were out of use for around a week, with one lab on level 4 being the most seriously damaged.

Lessons learned from this incident have led to the following recommended actions:

- Review all similar equipment across the University looking at the design of the installation and replacing pipes as appropriate
- Implement monthly visual inspections
- Develop a maintenance strategy and define replacement cycles
- Where possible, increase the number of overnight checks in high-risk areas

The Board agreed that there should be a checklist that provides a standard to work to. A gold, silver, bronze approach could be beneficial, and Peter Haggarty agreed to discuss this with Barry Morton in the first instance.

**6. Date of next meeting**

The next meeting of the BCGB will take place in March 2021 (exact date TBA)