

## University of Glasgow

### Business Continuity Governance Board

#### Minute of Meeting held on Tuesday 23 January 2018 at 13:00 PM, Carnegie Room

**Present:** Dr David Duncan (Chair), Selina Woolcott, Colin Montgomery, Diane Montgomery, Jane Townson, Peter Haggarty, Dr Gordon Duckett, Sharon McGregor

**In Attendance:** Karen Christoforou (Clerk)

**Apologies:** Liz Broe

#### 1 Minute of last meeting held on Tuesday 24 October 2017

The Minute was approved.

#### 2 Planning progress Update

CM tabled a paper on the Business Impact Analysis for the University which set out details of critical activities for Schools, Research Institutes and Services and the resources required to deliver both, in business as usual and in crises. The appropriate Business Continuity Management Teams would refer to their own BIA to help inform the response required and re-establish activities and business processes. It was highlighted that school and research specific activities were the main focus of local planning..

Also detailed were the essential site services (Security; Utilities; IT; SEPS), which if compromised would have an immediate and serious impact on the organisation. It was therefore emphasised that the Recovery Plan should include explicit plans for the restoration of these critical services.

The document highlighted those Schools/Services where a BIA had been completed, where work was still ongoing and areas which had not yet been approached (including Senate Office and LEADS).

This work would be ongoing over the next few months, working closely with IT colleagues. CM indicated that he would like to meet with DM to discuss this Phase further. **CM/DM**

#### 3 Colleges Update

GD reported that he and his team had been working closely with CM on the College's BIAs, and that this support had proved extremely beneficial in College of Science and Engineering. SMcG indicated that work was still ongoing on the BIAs in the College of Social Sciences, and requested some further assistance from CM in pulling together those areas with plans still to be completed. **CM/SMcG**

An area of focus for the BIAs in both Science and Engineering and MVLS were the risks involved with storing research data, emphasizing the need to identify what could be done in advance of any disruption. There was a concern about the lack of physical research lab space accessible following any disruption, with the prospect of relying heavily on the general willingness of colleagues, and other institutions agreeing to collaborate and provide some mutual aid. It was felt that the issue of responsibility for space management and actions required to re-establish labs would need clarification from Estates.

#### **4 Areas of concern**

The issue of responsibility between local and central IT was raised, but it was suggested that this would be looked at as part of the Transformation Programme. There had been wider engagement with Project Management users however further work was still ongoing. ECS was pro-actively looking at ways to provide a more efficient helpdesk provision and now the senior team was in place, priority would be given to identifying assets.

#### **5 Emergency Exercise 9 March 2018**

CM gave an overview of what the proposed emergency exercise would entail and what might be achieved. The exercise would involve operation managers, technicians and support staff from across the University, focusing on an event which would impact in particular upon the Schools of Maths, Statistics and Chemistry.

The exercise would be scenario-led with facilitators assisting responses, expectations and presentations. This would provide the opportunity for colleagues to look at existing draft plans and test the necessary support, given a set of circumstances leading to disruption. It was suggested that representatives from other Colleges/Schools might attend. CM agreed to re-circulate the briefing document and follow up.

#### **6 GDPR/Plan Storage**

CM/DM would identify suitable arrangements to host presentations on GDPR/Plan storage for colleagues. **CM/DM**

#### **7 AOB**

Dave Anderson, IT Services, would meet with CM in relation to the backup provision of databases within Schools.

The Board would next meet between 9th March and 6th April 2018.