University of Glasgow
Business Continuity and Resilience Board

Minute of meeting held on Thursday the 18th of January 2024 at 10am in the
Carnegie Room, Main Building

Present: Selina Woolcott (HSW), David Duncan (Convenor), Liz Broe (CoAH), Gary Stephen
(Facilities), Liridona Jahdaut (BCA), Jenna Millar (MVLS), Phil Whitfield (MVLS), Steven
Richardson (CoSS), Rosie Thompson (CoSS), Pauline McNally (External Relations)

In Attendance: Debbie Beales (Clerk), Alun McGlinchey (IS)

Apologies: Cyril Pacot (CoSE), Mark Johnston (IS)

1. Minute from the last meeting

The Minute from the last meeting was approved.

2. BC Adviser update (Paper 1)

The Board noted the Paper that was circulated for information only. Highlights include:

- Liridona has created a new Business Continuity Hub on SharePoint which can be
  accessed at https://gla.sharepoint.com/sites/BusinessContinuityHub
  Liridona asked that the Board view the site and provide feedback on anything that
  isn’t user friendly, such as layout/ease of use. Once all feedback has been
  actioned, BC Co-ordinators will be able to access this site to share BIA’s and BC
  Plans from their specific areas. Staff will also be able to access BC policies,
  templates etc.
- Liridona and Selina provided KPMG with an update on all outstanding actions from
  the 2019 BCM audit. These actions will be marked as complete once the newly
  approved Strategic Business Impact Analysis (SBIA) is distributed University wide.

3. IT Incident Reports (Paper 2)

The Board noted the Paper that was circulated for information only. The Paper consists of
4 incidents that took place at the end of 2023. All incidents were resolved locally with
minimum disruption to business users.

4. AOCB

- The Board agreed that a report on non-IT related BC issues should be brought to
  future meetings. This report will be generated by Gary Stephen, who asked that
  Board members draw any local issues to his attention in advance. This will allow
  him to find the relevant information on Avanti.
- The Board welcomed Steven Richardson, Health, Safety and Business Continuity
  Manager for CoSS, as the new BCRB representative for CoSS.

5. Date of Next Meeting

The next meeting of the BCRB will take place on Friday the 19th of April at 2pm in the
Turnbull Room, Main Building.