

University of Glasgow

Business Continuity and Resilience Board

Minute of the BCRB meeting held on Friday the 22nd of May 2026 at 11am in the PMR, Main Building

Present: David Duncan (Convenor), Jenna Millar (MVLS), Phil Whitfield (MVLS), Steven Richardson (CoSS), Nicholas Fatoye (CoSE), Simon Ambrose (CoAH), Gary Stephen (Security), David Harty (USR)

In Attendance: Debbie Beales (Clerk)

Apologies: Mark Johnston (IS), Pauline McNally (External Relations)

1. Convenor's Business.

The Convenor welcomed Steven Richardson as the University's new Business Continuity and Resilience Manager (BCRM).

2. Minutes from the last meeting (Paper 1)

The minutes from the last meeting were approved.

3. Action tracker update

- BCRB25/03. Action amended to reflect the change in personnel. Steven Richardson and David Harty replace Gerry Moore and Gary Stephen as action owners. SR and DH to decide on a new completion date for this action. **Ongoing.**
- BCRB25/04. As above, the action owners have changed to SR and DH who will agree a new completion date. **Ongoing.**
- BCRB25/06. Action paused while the BCA post was filled. Steven Richardson and Jane Hoey will now revisit this as appropriate. **Ongoing.**
- BCRB25/07. The University BC Policy has been approved. **Complete.**
- BCRB26/01. Standardised BIA and BCP templates now in place. **Complete.**

4. BC Policy (Paper 2)

The Board noted the paper that was circulated. As the University's 2036 strategy is about to be launched, the Board agreed that the introduction section of the Policy should be re-worded to reflect this before it is shared with Health, Safety and Wellbeing Committee (HSWC) and SMG for approval.

Action: Steven Richardson to re-word the introduction paragraph. Clerk to distribute to the HSWC and SMG.

5. Business Continuity & Resilience Manager update (verbal SR)

Steven Richardson provided the Board with the following information on his plans for his new role of BCRM:

- A strategic BIA overview of key activities is in progress.
Action: SR to bring this paper to the next meeting.

- A BC manual is in production to complement the University BC Policy by going into more detail.
- The BC Hub is to be revived with a folder for each management unit. It will also include a document suite and guidance notes.
- SR will meet with each College/Service to discuss how he can help with their plans.

The Board agreed that this progress is extremely positive and discussed how best to support him in publicising BC within the University.

Action: Board to invite SR to events that will help him to get the BC message across.

6. College Updates

- MVLS held a BC scenario which focused on how a power outage would affect research samples. This helped to establish a prioritised list of samples, and the plan is to work with Estates to see what a backup system would look like if a power outage was to occur.

Action: CBRE already have BC plans in place. SR to share these with the Board.

- CoSE to hold a BC exercise at SUERC from an IT perspective. A list of equipment/plant within the College is nearing completion. Nicholas meeting with researchers to discuss the BC process.
- COAH have had a change in BC personnel with Simon Ambrose replacing Jon McCue.

Action: SR to meet with Simon to provide guidance on how best to proceed.

- CoSS have most BC plans in place and have conducted a few tabletop exercises. SR to continue as BCRB rep for the College in the meantime.

7. AOCB

Action: The Board asked SR for an outline/roadmap timeline for the next meeting.

8. Date of Next Meeting

The next meeting of the BCRB will take place at the end of August