

University of Glasgow
Business Continuity Governance Board

Minute of meeting held on Thursday 29 March 2018 at 10am in the Principal's Meeting Room

Present: Selina Woolcott (HSW), Colin Montgomery (BCO), Liz Broe (Arts), Sharon McGregor (CoSS), Jane Townson (MVLS), Diane Montgomery (IT), Peter Haggarty (E&B)

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

Apologies: Gordon Duckett (CoSE)

1. Convenors opening remarks

The Convenor informed the Board that this would be the last meeting with Colin Montgomery in attendance. Colin had done a fantastic job during his 18 months in the post of Business Continuity Officer and the Convenor thanked him for his hard work.

2. Planning progress update

CM informed the Board that the main progression since the last meeting was in the School of Physics and Astronomy who had now drafted their business impact analyses.

3. Colleges updates/comments

LB felt that the College of Arts were progressing well with business continuity and the emergency exercise had given more clarity as to what else needed to be actioned to finalise their BCP's.

JT was pleased with progress within MVLS and informed the Board that once the new Head of Operations was in post they would look at a College wide plan as well as the individual School BCP's already in place.

CM had produced a list of core functions required by the University with a priority for recovery ranging from low to high and agreed to forward this to the Board via email.

4. Emergency Exercise 9 March 2018

The EP exercise was well attended and received positive feedback from attendees.

Moving forward the Board agreed that:

- Colleges should choose future objectives for tabletop exercises to ensure that they were relevant to all.
- Schools and Colleges should share lessons learned after any internal review.

5. HEBCoN Conference

SW and CM attended the recent Higher Education Business Continuity Network Conference. One topic covered the recent outbreak of Meningitis B at another University, which resulted in three student cases, including one fatality. As a result, over 4000 students had to be vaccinated twice over a short period of time. SW and Des Spence (Barclay Medical Practice) will meet with Public Health Scotland to discuss what the University will need to have in place if this ever happens here and will report back to the Board in June.

6. Severe weather event

During the severe weather, the amount of staff trying to work remotely was too much for the remote desktop and Cisco systems to support. IT Services have produced a draft paper on this matter and will share it with the Board when finalised.

It was also decided, during a lessons learned exercise, to review communications processes in such events.

7. Any Other Business

There was no AOB

8. Date of Next Meeting

The next meeting will take place in June 2018 (TBA)