

**University of Glasgow**  
**Business Continuity and Resilience Board**

**Minute of meeting held on Friday the 1<sup>st</sup> of September at 10am in the Carnegie Room, Main Building**

**Present:** Selina Woolcott (HSW), Cyril Pacot (CoSE), David Duncan (Convenor), Mark Johnston (IS), Liz Broe (Arts), Gary Stephen (Facilities), Liridona Jahdaut (BCA)

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

**Apologies:** Jenna Millar (MVLS), Sharon McGregor (CoSS)

**1. Minute from the last meeting**

The Minute from the last meeting was approved.

**2. Introduction to new Business Continuity Adviser**

Selina introduced Liridona Jahdaut, the new Business Continuity Adviser (BCA). Liridona has been in post for 2 weeks and is in the process of assessing the previous action plan. Liridona also plans to simplify the current draft Strategic Business Impact Analysis (BIA) and will create a lessons learned log to share with all BC co-ordinators.

Liridona informed the Board that she had already encountered a BC issue at an open day event on campus. The room where the event was being held had a leak in the ceiling which led to it collapsing. Liridona felt that communications between the Zone Manager and the Helpdesk had not been ideal, leading to a hold up in the resolution of the issue. The Board suggested that Liridona liaise with Jacqueline Campbell, Facilities Management Service Improvement Manager, and Simon Watkins, Interim Director of Facilities Operations, to discuss lessons learned.

The Board welcomed Liridona to the University and look forward to working with her.

**3. Boiler issues in the Sir Graham Davies Building**

Selina informed the Board of boiler issues in the Sir Graham Davies Building. These issues, which have been ongoing since 2018, led to the University having to use external contractors to autoclave waste produced in the building prior to disposal. This is usually done by on-site, by the University, so had significant cost implications. The Board agreed that this could be a good case study for Liridona to look at with the relevant College.

**4. IT Incident Reports x4**

Mark Johnston informed the Board that these papers were for information only.

## **5. AOCB**

### *Tabletop BC exercise*

The Board agreed that the next BC exercise will take place in the first quarter of 2024 and will be repeated on an annual basis. Cyber security will be the topic at the first exercise, and Mark Johnston agreed to create a scenario with Liridona Jahdaut.

### *BCRB Rep from Human Resources*

The Board agreed that there should be a Board member from Human Resources.

### *BCRB Minute now online*

The Clerk informed the Board that, following advice from an internal audit, the BCRB Minutes are now published on the University BC website.

## **6. Date of Next Meeting**

The next meeting of the BCRB will take place on Friday the 1<sup>st</sup> of December 2023 at 10am.