

University of Glasgow

Business Continuity Governance Board

Minute of meeting held at 2pm on 5th March 2021 via Zoom

Present: Selina Woolcott (HSW), Liz Broe (Arts), Billy Howie (CoSS), Diane Montgomery (IT), David Duncan (Convenor), Paul Fairie (MVLS),

In Attendance: Debbie Beales (Clerk), Denis Fischbacher-Smith

Apologies: Peter Haggarty (E&CS)

Matters arising

- Incident in the Rankine Building – lessons learned. The Board asked that if, as Peter Haggarty was unable to attend, he could submit an update on the actions that were discussed at the last meeting.
- IT update. Diane Montgomery informed the Board that the IPSC meeting had focused on information security. Mark Johnston delivered a presentation to set out the landscape for the HE sector as to what the top threats are, what we are doing and where there is an opportunity to do more. As a result, a group will be set up, membership to be decided, to develop an action plan. Diane agreed to forward the presentation to the Clerk for distribution to the Board.

1. Minute from the last meeting

The Minute from the last meeting was approved.

2. Covid update:

Selina Woolcott informed the Board that the main focus is how we transition to a more normal service delivery. It is unclear as to how this will look as we don't know what social distancing rules will be in the future. As a result, multiple scenarios are being looked at. Challenges include:

- The BC impact of dental students repeating a year
- How we deliver and invigilate exams online
- International travel
- Psychological issues relating to staff returning to campus

The Board discussed the fact that, due to Covid, a new normal will exist with new ways of working such as blended learning and working, at least partly, from home. Instead of looking at this as problematic, the University should use Covid as an opportunity for a less building- intense way of working. The Board agreed that the University must identify key vulnerabilities and then road test solutions for them.

3. Lessons Learned exercise planning

Denis Fischbacher-Smith informed the Board that there should be a series of learning events and listed 4 issues that need to be addressed:

- Awareness of the threat

- Training for dealing with adverse events
- Commitment issues
- Competence

Other observations from Denis included - a crisis team is required to test day to day systems. Communications need to improve, especially horizontally. There is no central repository for skill sets. Academics are searching for a return to a normal that no longer exists. Learning models and tribal mind-sets need to change.

The Board agreed that the initial meeting should last around 90 minutes with around 30 attendees. The conversation should be as broad as possible as should the attendee list. David Duncan and Selina Woolcott agreed to finalise an attendee list and send it to the Clerk. The meeting is scheduled for the 27th April via Zoom.

4. Risk Register

Selina Woolcott informed the Board that there isn't currently a risk register for Business Continuity. Craig Chapman-Smith, David McLean and Selina Woolcott reviewed the risk register for HSWC and Selina suggested a similar register for BC to be discussed at the next BCGB, once the lessons learned exercise has taken place. David Duncan informed the Board that there is a risk in the corporate risk register for Business Continuity and agreed to share the register with Selina.

5. AOCB

Paul Fairie informed the Board that a pilot within MVLS is taking place on lateral flow testing of staff and 5,000 home testing tests have been purchased.

6. Date of next meeting

The next meeting of the BCGB will take place in June 2021 (exact date TBA).