

University of Glasgow

Business Continuity Governance Board

Minute of meeting held on Friday 29 June 2018 at 11am in the PMR

Present: Selina Woolcott (HSW), Paul Fairie (MVLS), Pat Duncan (CoSE), Diane Montgomery (IT), Barry Morton (E&CS)

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

Apologies: Liz Broe (Arts), Sharon McGregor (CoSS)

1. Minute from the last meeting

The Minute from the last meeting was approved.

2. Planning progress update

SW informed the Board that with regard to progress with BIAs and BC plan development there has been no feedback from the Colleges since the end of the BC Officer secondment in April.

DM circulated a draft document summarising the lessons learned by IT Services during the unprecedented snowfall in February. As many staff were unable to physically get to work, this placed strain on both the remote desktop and VPN services. The document also provided service improvements and recommendations moving forward. DB agreed to circulate this document to the Board via email.

BM had recently met with the Trade Unions to discuss the lessons learned from the adverse weather in February and will share key points from the meeting with the Board via email.

It was agreed that there should be an EP exercise in the autumn to consolidate the lessons learned, but not necessarily using adverse weather as the topic. Topic suggestions around the table included animal rights activists accessing a lab, a major IT server failure, and a viral outbreak on campus. SW agreed to discuss these options with relevant colleagues with a view to developing one or more draft scenarios for discussion with this group and the Emergency Response Group.

3. Colleges updates/comments

SW informed the Board of current BC status within Colleges:

- MVLS – the Institutes are progressing well with the exception of Neuroscience & Psychology and Molecular Cells & System Biology. BIA's are not in place for admin areas but PF stated that this is in the process of being completed and agreed to email SW a summary of progress within MVLS. At School level, only the Vet School has still to complete the BIA.
- Arts – all BIA's are complete
- CoSS – the Business School is the only School within CoSS to have progressed with BC so far. SW will meet with SM to discuss how best to proceed.
- CoSE – High-level BIA's are in place for critical activities, but only three Schools have made progress with local BIAs, and these do not include the high risk Schools

of Chemistry, Engineering and Psychology. SW will meet with PD to discuss addressing School level BCP's.

- University Services – Process is largely complete for HR, HSW, Biological Services, and the Communications Office. Student & Academic Services are largely complete other than LEADS. MaRIO are largely complete other than for DAO. With respect to Information Services, IT Services have yet to transfer their BC processes into the templates and Library Services have not responded. BM said E&CS should have a final draft plan ready during July. There has been no response from RSIO or Finance and SW will follow up with Sheenagh Young in The Hunterian.

SW agreed to email the progress across the University in table form to the Board. PF discussed the fact that individual BCP's work to a certain point but then additional support is required whether it be from E&CS or IT Services. BM agreed to meet with PF to discuss what E&CS will provide as standard in an emergency.

4. Civil Contingencies agreements

SW informed the Board of the need to develop a Memorandum of Understanding with local authorities regarding the use of premises. This came to light when another institution lent a building to a local authority and struggled to get it back in time for exams. The University's Head of Security and Operational Support will meet with his counterparts at Glasgow Caledonian University and Strathclyde University to discuss the potential for a MoU with Glasgow City Council. SW informed the Board that the University currently has a MoU for Safety Management with NHS Greater Glasgow & Clyde and PF agreed that it would be a good idea to meet with SW to discuss this further with an additional meeting with the NHS GGC if required.

5. GSA Fire

The Board discussed the most recent fire at the Glasgow School of Art. The University has completed a health check on all fire systems within the University and the fire system at Pearce Lodge (currently under contractor control for renovation) has been reactivated. Fire arrangements for contractors are being reviewed against the FPA Joint Code of Practice on Fire Safety on Construction Sites.

6. AOB

Climate Change Adaptation Plan. This draft plan has been created by the University's Sustainable Environment Officer and has already been to the Sustainability Group. The relevant sections of the plan for this meeting of the BCGB are:

- business from reduced employee productivity due to infrastructure disruption
- business from disruption to supply chains and distribution networks

DM agreed to keep the Board updated on the progress of these items of the plan, and the Board agreed that the BCGB was an appropriate body to provide a monitoring oversight of the plan, as a whole.

7. Date of Next Meeting

The next meeting will take place on the 27th of September 2018 at 3.30pm in David Duncan's office.