

University of Glasgow
Business Continuity Governance Board

Minute of meeting held on Friday 27th January 2017 at 3.30pm in the Principal's Meeting Room

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

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

1. Convenors Business

The Minute from the previous BCGB meeting was approved along with the Terms of Reference. The Convenor asked that Mr Montgomery provide a plan listing project milestones to be circulated with the minutes of the meeting.

Action: CM to provide a high level view of BC project

2. Policy and Guidance

Mr Montgomery had met with each Director of Professional College Services (DoPS) and agreed the business streams and required nominee framework within Colleges for the Business Continuity Policy. The Board approved the amended Policy which would now be published.

Action: Publish the Business Continuity Policy (Clerk)

3. Communication

Mr Montgomery tabled a Paper listing the proposed internal promotion campaign 'expecting the unexpected' and asked that the Board provide him any feedback on the publicity campaign. Once approved this would go live in February via Campus E-News.

Action: Board members to feedback on campaign to CM by Mon 30th Jan

4. Planning and Development

- **Establishing BC Teams**

Mr Montgomery informed the Board that the majority of University Services had identified the main stakeholders for their BC management teams. Some slight adjustments were suggested around stakeholders for Estates & Buildings and Finance. With the hierarchy/structure for Colleges now in place, the DoPS were ready to identify main stakeholders for their College. CoSS and CoA have agreed to adopt the same model.

Action: DoPS to email CM with a list of nominations by 20th February 2107 (including nominee(s) for SUERC for CoSE)

- **Workshops**

Mr Montgomery informed the Board that these were now in place with University Services workshops taking place in February, March and April. Once the DoPS had identified the main stakeholders for each College he would host workshops there.

- **IT Approach**

The Committee discussed the potential benefit of a shared approach to information technology business continuity for shared services provided by IT Services Divisions (accountability Director of IT Services) and specific local services in College/School IT Services (accountability DoPS).

5. Testing and Exercising

Mr Montgomery informed the Board that all training would be completed by August 2017 with a live event at the start of 2018 to test and validate the BC Plans that had been implemented. The Board agreed that they were happy with how BC was progressing and asked to see a copy of the implementation plan.

Action: CM to email this document to the Board

6. Any Other Business

There was no AOB

7. Date of Next Meeting

The next meeting will take place on Tuesday 18th April at 1pm, location TBA