

**University of Glasgow**  
**Business Continuity Governance Board**

**Minute of meeting held at 2pm on Friday the 26<sup>th</sup> of August 2022 in Room 134,  
Main Building**

**Present:** Selina Woolcott (HSW), Liz Broe (Arts), Neil Bowering (CoSE), Cyril Pacot (CoSE), Billy Howie (CoSS), Mark Johnston (IS), David Duncan (Convenor), Stella Matimba (BC Adviser)

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

**Apologies:** Paul Fairie (MVLS), Gary Stephen (Facilities)

**1. Minute from the last meeting (Paper 1)**

The Minute from the last meeting was approved.

**2. BCGB Terms of Reference (Paper 2)**

The Board approved the BCGB Terms of Reference and agreed that, moving forward, the BCGB will now be known as the Business Continuity and Resilience Governance Board, subject to certain amendments: The Board agreed that lines 12-16 of the membership table are not necessary and should be removed as additional officers could be asked to attend on an ad hoc basis; the Board recommended reference to the Policy within the ToR.

**3. BC Management working group Terms of reference (Paper 3)**

The Board discussed the Terms of Reference that was circulated for a new, short life, BC Management working group. This group will assist the Business Continuity Adviser in updating and establishing the Business Continuity Management System.

The Board suggested representation on the Working Group should comprise of members from this Board as well as nominated colleagues from Schools (Heads of Professional Services, where possible) and Services. Key work of the group will be to develop the strategic Business Impact Analysis (BIA), BC templates and more.

**4. BC Strategy and Resilience Framework (Paper 4)**

The Board approved the framework which aims to support, in partnership with internal and external colleagues, a BCMS that facilitates the service delivery of all the University's prioritised activities following a disruption. There was some discussion around the best way to engage with Schools and Services around key elements of the framework, such as the BIA.

**5. BC management Policy (Paper 5)**

The Board noted the Paper that was circulated. The Board approved the new policy, including the addition of the word 'resilience' to the title, subject to including responsibilities of Heads of Management Units. The new policy provides an overview of the new BCMS, laying out its characteristics such as structure, governance, and objectives.

## **6. AOCB**

- Stella informed the Board that, with the help of the new working group detailed in item 3, she will be finalising a new draft Strategic Business Impact Analysis template. Once achieved, she will take this template to all Schools/Services and help each area identify which items are relevant to their specific area and what the maximum tolerable period of disruption (MPTD) will be for each critical activity.
- Stella informed the Board that, moving forward, there will be a BC forum to support all BC co-ordinators within the University.
- Stella reminded the Board that business continuity is on the strategic risk register and agreed to contact Craig Chapman-Smith to provide him with an update.

## **7. Date of next meeting**

The next meeting of the BCGB will take place in October 2022 TBA