

University of Glasgow

Business Continuity Governance Board

Minute of meeting held 2pm on Wednesday 10th June 2020 via Zoom

Present: Selina Woolcott (HSW), Liz Broe (Arts), Billy Howie (CoSS), Peter Haggarty (E&CS), Neil Bowering (CoSE), Diane Montgomery (IT), David Duncan (Convenor)

In Attendance: Debbie Beales (Clerk)

Apologies: Paul Fairie (MVLS), Jane Townson (MVLS)

1. Minute from the last meeting

The Minute from the last meeting was approved.

2. Covid-19, Campus Recovery Plan

2.1 Academia

The Board was informed that all exam board assessments had been completed successfully and recognised that this was a huge testament to all staff involved, both academic and administrative. Staff were also to be commended for turning high level policy decisions into working spreadsheets for the exam boards. Moving forward, preparation is underway for blended teaching (online and face to face) with the emphasis on making the student experience as positive as possible. Whilst the current social distancing is 2 metres, it is hoped that this will be reduced to 1 metre by the time the new academic year commences.

2.2 People

The Board agreed that the decision to furlough 1800 staff had been correct and had worked well. The challenge now will be to get staff back to work, especially if they perceive that it is still unsafe to do so. The next stage will be critical as staff may be asked to work more flexibly than they have previously been used to. This message has already been communicated but will need to be re-enforced in future communications. From July some staff will return to work part-time whilst being furloughed for the time they are not working.

The Board discussed that while communications to Heads of Schools and above were good, this wasn't always filtered down to other staff. The Board agreed that colleagues should be encouraged to read the Campus Management Guide and the more general staff guide for information. Another Q&A session is due to take place next week which will also be helpful.

2.3 Research

The Board were informed that Researchers are eager to return to both lab and field work. The University are awaiting further instructions from the Scottish Government before any decisions on this can be made.

2.4 Estate

The Board were informed that the University are working with Multiplex to plan remobilisation on campus. Additional welfare facilities are being provided to enable contractors to provide safe social distancing for their staff. Customer Engagement Leads have been deployed within Colleges to support and assist with recovery, including the interpretation of guidance.

The James McCune Smith Learning Hub is scheduled for completion on 20th November 2020, based on current social distancing rules, but could be completed sooner if these rules are relaxed. Some other projects have been deferred for the time being.

Operational teams are recommissioning all existing buildings in terms of water quality etc. in readiness of the Campus re-opening.

2.5 Student Support

The Board noted that online support, such as counselling and careers advice, appears to be working well. The Board agreed that a subgroup of the Return to Work Project should be created to address any concerns on how to deliver student services such as timetabling and registration in the future.

2.6 Capturing lessons learned

The Board agreed to organise a lessons learned exercise later in the year. Lead officers from various work streams will be invited to contribute.

3. AOB

The Board were informed that remote working has been very successful with no major issues to report. Staff are using Office365 rather than remote desktop, where possible, as requested by IT. IT have loaned over 400 laptops to staff, all of which have been built and managed locally, with additional PC's being re-deployed from the Library. The Board acknowledged that, with many staff continuing to work from home for up to a year, workstations will need to be looked at and additional equipment provided – both IT and furniture supplies.

The Board thanked IT staff for their hard work and exceptionally high quality support.

4. Date of next meeting

The next meeting of the BCGB will take place in September 2020 (exact date TBA)