

University of Glasgow
Business Continuity Governance Board

**Minute of meeting held at 10am on Monday the 31st of October in Room 251,
Main Building**

Present: Selina Woolcott (HSW), Cyril Pacot (CoSE), Billy Howie (CoSS), David Duncan (Convenor), Stella Matimba (BC Adviser), Gary Stephen (Facilities), Pauline McNally (ER)

In Attendance: Debbie Beales (Clerk), Ian Campbell (Estates)

Apologies: Mark Johnston (IS)

1. Minute from the last meeting (Paper 1)

The Minute from the last meeting was approved.

2. Covid update (verbal update SW)

Selina informed the Board that she attended a meeting run by Scottish Government which involved Public Health Scotland, Further Education, Higher Education and Community Learning and Development (CLD). A playbook will be drafted to respond to new variants or any sharp increases in reported cases and Selina will update the Board at the next meeting.

3. Energy Security (Paper 2)

Stella informed the Board that Estates are currently working to identify all supply points on campus. A working group will then assess areas that would be vulnerable to a sudden loss of power and develop an energy security plan for the University.

4. Strategic Business Impact Analysis (SBIA) Workshop update (Paper 3)

Stella informed the Board that the new BC short life working group met on the 12th of October to develop a new SBIA. The associated Paper notes the key points from feedback and all required actions. A focus group, consisting of Information Services, CoSS and/or the College of Arts, will test the new template to see how it works in practice. Stella agreed to update the Board at the next meeting.

5. Loss Mitigation, Resilience and Sustainability Modules (verbal update SM))

Stella informed the Board that the modules, exhibited at the University as part of COP26, were developed to recover data from items damaged by fire or flood. The module works by dehumidifying damaged equipment/vehicles. Stella tabled a paper with further details and the Board agreed that any potential purchase of these modules will be decided by Estates/Security.

6. Clinical Waste Contingencies (verbal update SM/SW)

Selina informed the Board that, if the company that currently uplifts our clinical waste was to cease trading, the University does not have a contingency plan in place. A group consisting of various members of SEPS as well as Selina, Stella and Tom Bryce, Cleaning and Waste Adviser, will be planning an exercise for 6th December for Schools who generate clinical waste and partners from SEPS and the wider Estates directorate. This will help establish current capacities for storing waste and what other options might be

available to increase capacity for a significant period without service. The exercise will also ask Schools to consider how they would prioritise activities to inform decisions should some activity have to cease in the event of any long- term lack of waste uplift service. Selina agreed to update the Board at the next meeting.

7. HEBCoN National Power Outage Exercise (verbal update SM)

Stella informed the Board that a group comprising stakeholders from Comms, Estates, IS, CoSE, MVLS and Accommodation will meet on the 2nd of December to create a plan on how the University would deal with a local or national power outage. Stella agreed to update the Board at the next meeting.

8. AOCB

The Board welcomed Pauline McNally, from External Relations, as a new member of the Board.

9. Date of next meeting

The next meeting of the BCGB will take place in early February 2023 TBA