

# University of Glasgow

## Business Continuity Governance Board

**Minute of meeting held on Tuesday 18<sup>th</sup> April 2017 at 1pm in the Turnbull Room**

**Present:** Selina Woolcott (HSW), Colin Montgomery (BCO), Liz Broe (Arts), Jane Townson (MVLS), Diane Montgomery (IT), Peter Haggarty (E&B)

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

**Apologies:** Sharon McGregor (CoSS), Gordon Duckett (CoSE)

### 1. Convenors Business

The Convenor introduced David Duncan to the Board as his replacement for future meetings of the BCGB. The amended draft Minute from the previous meeting was approved.

### 2. Matters Arising

Mr Montgomery informed the Board that there were no matters arising.

### 3. Communication

Mr Montgomery informed the Board that a video campaign promoting the importance of Business Continuity Planning had recently been launched. There had been 5 short videos in total all promoted through Campus E-News.

### 4. Progress in establishing BC Teams

Mr Montgomery circulated tables showing the progress in establishing BC teams so far:

- Within University Services 80% of the workshops have already taken place with stakeholders being given 3-4 months to complete their Business Impact Analysis (BIA) reports. Remaining workshops are scheduled for the next month with the exception of RSIO (currently without a Plan Owner) and the Learning and Teaching Centre.
- The College of Arts and CoSS have both nominated their stakeholders and workshop dates are scheduled for May.
- MVLS have nominated plan owners for all areas who are now in the process of nominating stakeholders. Once these are in place workshops will follow.
- CoSE are still to nominate Plan Owners and Mr Montgomery had recently met with HoSA and technical staff within the Schools to discuss who these should be. Once this was agreed stakeholders would be appointed and workshops would follow.

**Action** – David Newall to speak to the Plan Owner of L&TC to encourage engagement with BC

**Action** – Colin Montgomery to circulate BIA report completion dates for US to  
BCGB

## **5. Planning and Development – update to project plan**

- Peter Haggarty informed the Board that he was now the BC Co-ordinator for Campus Services (CS) as well as for E&B and was confident that the BIA for CS would be completed by the end of May. E&B already had a draft plan in place with a workshop planned for 25 May. Peter Haggarty would work with Colin Montgomery to integrate the BIA's for both CS and E&B.
- Diane Montgomery informed the Board that Business Continuity was already well embedded within IT Services but needed to be formally documented. A clearer recovery plan was required so that local IT Teams could easily adopt the same approach.

## **6. Any Other Business**

There was no AOB

## **7. Date of Next Meeting**

The next meeting will take place on Thursday 27<sup>th</sup> July 2017 at 10am in the Principal's Meeting Room, Main Building