

University of Glasgow

Business Continuity Governance Board

Minute of meeting held on Thursday 27th September 2018 at 3.30pm in David Duncan's office

Present: Selina Woolcott (HSW), Paul Fairie (MVLS), Neil Bowering (CoSE), Chris Ellis (IT), Peter Haggarty (E&CS), Liz Broe (Arts), Billy Howie (CoSS)

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

Apologies: Sharon McGregor (CoSS), Jane Townson (MVLS), Diane Montgomery (IT)

1. Minute from the last meeting

The Minute from the last meeting was approved.

2. BC Governance Report power outage report (Paper 1)

The Board noted the Paper that was circulated. Chris Ellis informed the Committee that there had been a power issue at the Boyd Orr Building on the 13th July 2018. At 7.30am, there was a drop in voltage to a level where the generator did not start and the batteries stopped charging correctly. At 8.10am, the batteries drained which meant that IT services delivered from the Boyd Orr Building ceased. IT and E&CS then worked together to restore power with 70% of services restored by noon. The issue seems to have been that the incoming power from Scottish Power was under voltage.

E&CS electricians have adjusted the tolerance on transfer relay to cope with lower voltage and this should ensure that the generator will start in the event of an external power failure in the future.

3. Update on BC Plans (verbal update SW)

Selina Woolcott updated the Board on the progress of BC:

- MVLS – with Paul Fairies' assistance, the Vet School and the Institute of Neuroscience & Psychology are progressing well and BIAs will be completed by the end of November.
- CoSE – Neil Bowering has set up an operational group to share plans and focus on critical facilities. He is also looking at a more collaborative approach with the NHS and E&CS. Ms Woolcott is meeting with the Director of SUERC in October to assist them in producing a BIA for their areas.
- CoSS – as only 2 of the original 7 BC Co-ordinators are still in post, Selina Woolcott will hold another workshop to provide guidance and support to the new BCCs.
- Arts – BIAs are all complete with a few pieces of work to be finalised such as communications.
- US – the Museum and Art Gallery are currently revising their BIAs and transferring them to the new template. Selina Woolcott is meeting with the Library and DAO in October to help them progress and has a telephone meeting with RSIO for the same reason.

The Board agreed that all BIAs should be complete by the end of December.

4. Building criticality matrix pilot (verbal update SW)

Selina Woolcott informed the Board that, when in post as BCO, Colin Montgomery developed this matrix to assist the University when designing new buildings or carrying out major refurbishments. The matrix was designed to identify whether a building is critical or not, and to identify the appropriate level of resilience for the building. Martin Munro, E&CS Project Development Manager, will pilot this document on a future contract.

5. Mutual aid agreement (verbal update SW)

Selina Woolcott informed the Board that the University has compiled a mutual aid agreement with Glasgow Caledonian University to share resources in the event of an emergency at either University. Although not legally binding, this agreement will provide reassurance to both Universities moving forward.

6. Call centre contract review (verbal update SW)

Selina Woolcott informed the Board that the current contract with Kenyon International is due for renewal by the end of October. The University currently pay a retainer fee for a remote call centre to be used in the event of an emergency where the gatehouse is unable to deal with the volume of calls. The plan is to incorporate the feature into the next Emergency Response Exercise, scheduled for 1st March 2019.

7. AOB

There was no AOB.

8. Date of next meeting

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