

**University of Glasgow**

**Business Continuity Governance Board**

**Minute of meeting held on Friday 20th March 2019 in the PMR**

**Present:** Selina Woolcott (HSW), Paul Fairie (MVLS), Liz Broe (Arts), Billy Howie (CoSS), Pat Duncan (CoSE), Peter Haggarty (E&CS)

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

**Apologies:** Neil Bowering (CoSE), Diane Montgomery (IT)

**1. Minute from the last meeting**

The Minute from the last meeting was approved.

**2. Update on BIA completion (verbal report SW)**

Ms Woolcott informed the Board that BIA completion is progressing well with around 85% of plans now in place. Mr Howie and Mr Fairie agreed to forward any plans that have recently been completed but not received by Ms Woolcott such as the BIA for Life Sciences.

**3. Testing of College plans (verbal update SW)**

Ms Woolcott informed the Board that the College of Arts will hold an emergency planning exercise on the 12<sup>th</sup> April 2019 to test their BIA's. MVLS will hold another one soon after with a date yet to be arranged. Miss Woolcott also advised that Johanna Gimenez, a BC professional with experience in other sectors, was keen to do some voluntary work with UoG to gain experience in the HE Sector and will be contributing to College exercises.

**4. Findings from suspicious parcel event (note from meeting 120319)**

The Board noted the Paper that was circulated. Dr Duncan informed the Board that Police Scotland had commended the University on its handling of the incident and for its support over the course of the day. The incident had been well handled by staff and Dr Duncan thanked all those involved. Mr Haggarty informed the Board that processes and systems had worked well but, as in any situation, lessons had been learned (as listed in the note that had been circulated).

**5. AOB**

Ms Woolcott informed the Board that there is currently an issue with Stericycle, the company that uplift clinical waste at the University. There have been disruptions to the service due to capacity issues at their Cumbernauld dept, as well as issues with incinerators. SEPS are now working with procurement to improve the current service, and identify alternative arrangements, should they be required.

**6. Date of next meeting**

The next meeting of the BCGB will take place in June 2019 (exact date TBA)