

**University of Glasgow**  
**Business Continuity and Resilience Board**

**Minute of meeting held at 2pm on Tuesday the 25th of April 2023 in the  
Turnbull Room, Main Building**

**Present:** Selina Woolcott (HSW), Cyril Pacot (CoSE), Billy Howie (CoSS), David Duncan (Convenor), Stella Matimba (BC Adviser), Mark Johnston (IS), Jenna Millar (MVLS), Liz Broe (Arts), Pauline McNally (ER)

**In Attendance:** Debbie Beales (Clerk), Claire Lowe (Facilities)

**Apologies:** Gary Stephen (Facilities)

**1. Minute from the last meeting**

The Minute from the last meeting was approved.

**2. NPO Report (Paper 1)**

Stella informed the Board that the aims and objectives in this paper were generated following the NPO exercise in February 2023. The Estates team, led by Billy Ferguson (Head of Technical Services), have compiled a list of actions and allocated action owners.

**3. Business Continuity Training (Paper 2)**

Stella informed the Board that this paper contains the draft PowerPoint presentation for BC Management Training.

**4. Exercise Programme (Paper 3)**

Stella informed the Board that this draft paper is intended to provide guidance on how to run successful BC exercises. The Board requested that this paper be updated to include an appendix of exercise schedule.

**5. IT Incident Report (Paper 4)**

Mark informed the Board that he will be bringing any BC related incidents from an IT perspective as they arise. This report relates to a telephony issue where no outbound external calls could be made. IT very quickly rerouted external calls to a BT circuit while Vodafone resolved the issue.

**6. AOCB**

Stella Matimba will leave the University at the end of this week. The Board thanked her for all her hard work over the last 12 months, especially the additional work that she did regarding energy security fears.

**7. Date of next meeting:** Friday the 1<sup>st</sup> of September 2023 at 10am in the Carnegie Room, Main Building.