University of Glasgow

Business Continuity and Resilience Board

Minute of the BCRB meeting held on Friday the 8th of August 2025 at 2pm in the PMR, Main Building

Present: David Duncan (Convenor), Gerry Moore (BCA), Jenna Millar (MVLS), Steven Richardson (CoSS), Pauline McNally (External Relations), David Harty (USR), Jane Hoey (Finance)

In Attendance: Debbie Beales (Clerk), Tanya Roche (Facilities), Nicholas Fatoye (CoSE)

Apologies: Jon McCue (CoAH), Phil Whitfield (MVLS), Cyril Pacot (CoSE), Gary Stephen (Facilities), Mark Johnston (IS)

1. Minute from the last meeting (Paper 1)

The Minute from the previous meeting was approved.

2. Convenor's Business

The Convenor welcomed Jane Hoey, Head of Risk and Nicholas Fatoye, Safety, Quality and Resilience Manager of CoSE to the BCRB.

3. Action tracker update

Gerry met with David Bennion on 25th July to discuss BC options if Moodle becomes unavailable during examinations. These include:

- Moodle maintenance to take place out-with exam diets.
- Limit Moodle usage/implement load balancing to prevent system overload. In the long term increase the number of users who can log on to Moodle at the same time or look for alternative platforms.
- Identify which exams/assessments are impacted. If it's likely to last more than an hour, then reschedule.
- Create pre-approved comms templates.

4. Any notable BC incidents

Mark Johnston will bring a paper regarding IT related BC issues to the next meeting.

5. College and Service updates

- **Estates planning of BC workshops (GM)**

  Gerry informed the Board the Estates are to hold a BC exercise on the 23rd of October which will Introduce new templates, explain BC principles, action plans etc. CBRE are to be involved as they also have BC responsibilities within the University. Gerry is aware that work is required to ensure that CBRE's BC Plans mirror those of the University.

- **CoSS update (SR)**

  Steven informed the Board that:

  - ♦ All CoSS BIA's and BCP's have been reviewed and feedback incorporated.
  - ♦ SMG have approved the College BCP.
  - ♦ Currently working through strategic BIA to identify common dependencies.
  - ♦ A testing schedule of all local BCP's is in progress.

  Action: Gerry and Gary to arrange a BC exercise in September to look at how College BCP's aligns with the University BCP.

- **MVLS update (JM)**

  Jenna informed the Board that School BIAs are 80% complete. The remainders are to be completed by calendar year end.

- **CoAH update (JMcC)**

  Gerry informed the Board that, in John's absence, he can confirm that BCP's are progressing well.

- **CoSE update (CP)**

  Nicholas informed the Board that he is engaging with all Heads of Schools and other BC coordinators and will communicate regularly with Gerry. Nicholas's focus is to run a BC workshop with research groups before the end of the current calendar year.

- **Other relevant updates**

  Gerry informed the Board that he is in the process of working through the BC Hub to archive or delete older documents and update policies and procedures. The aim is to have a full suite of documents by calendar year end and, if possible, mirror BC documents held on College SharePoint sites.

  Action: Gerry to arrange a University wide BC workshop early 2026

- The Board agreed that there should be a University wide BC Policy.

  Action: Gerry and David Harty to produce a draft University BC Policy for the next BCRB meeting

6. Update on critical incident guide (GS/GM)

   Gerry informed the Board that this document is almost complete and will be uploaded to the BC Hub, and the BC website.

7. AOCB

   - Audit & Risk Committee (A&RC). David H informed the Board that he recently met with the A&RC who agreed that BC progression is noticeable and reassuring.
   - Steven raised concerns about risk registers within College Finance lacking in both identified and controlled risks.

     Action: Steven and Jane to discuss this further.

8. Date of Next Meeting – The date of the next meeting will be held in November 2025.