BCIEoE – Management Committee Meeting 26/01/2021

09:30 – 11:30 GMT, By Zoom Teleconference

Attendees:

Mark Suttle, Chair

Richard Verrinder, Vice Chair Key:

Brian Kinch, Secretary **Current Actions**

Jim Barrow, Member **Carried Forward Actions**

Adrian Jolly, Member  **Late Actions**

Matthew Neall, Member

Lauren Kinch, Administrator

Apologies:

David West, Ex-Officio

Tim Cracknell, Member

Welcome:

MS welcomed everyone to the call and made apologies for those who were unable to attend.

Review and approval of Minutes of meeting 18th December 2020:

The Committee have reviewed and approved the minutes from 18th December 2020 for publication.

Record/note update on actions:

***16th October 2020:***

1. Complete. ‘MS to explore more details regarding the financial results, including levels of membership payment, what the payments go towards and whether there is a “war chest”.’ MS checked the BCI financial results which showed the cash reserves for 2019/20 are slightly reduced from 2018/19, but they are broadly in line with recent years. The overall income has increased by 13% so the BCI has not been financially impacted by COVID-19.
2. Complete. ‘MS to obtain an update from DT/DW on receiving minutes from senior meetings.’ MS received the following link from DW containing the details of the Committees and the terms of reference for each group. <https://www.thebci.org/about-bci/governance.html>

MS was informed by DW that the Board does not feel it is appropriate to share the minutes taken from their meetings as the topics discussed and commercially confidential. The Board indicated they are looking at their approach to communication to members and DW will mention the Committee’s request to the board.

1. Complete. ‘MS to discuss membership benefits and paywall options with DT.’ MS received an update from DW indicting he is not aware of any formal reviewing of membership benefits; however, the website does have a paywall feature to offer different access dependent on someone’s membership status. This access is continuously monitored and there may be some changes made in the future.

**Action 01/260121 - MS and BK to discuss the review of the membership benefits with DT.**

BK explained that we are a membership association, who are trying to generate more members in a collective and common interest for everyone’s overall benefit, but being able to articulate the benefits of being a member are fundamental in being able to attract other people.

JB expressed that as a Committee, we are very transparent by providing our minutes to the BCI web-page, but wonders if they are of interest to others. MS explains that the minutes are there to show others we exist and are active and if they would like to engage with us is entirely up to them.

1. Also, cross refers to Action 01/181220. Closed. ‘MS to have DW specifically speak to a future Chapter Management Committee meeting about the BCI’s latest committee strategy.’ MS suggested the Committee should be explicit on who we would like to attend the future Chapter Management Committee meetings. MS believes there should not be any issue, but it would be beneficial to give the board notice beforehand. MS suggested we have the Board attend a virtual monthly meeting or a Chapter event in the future.

**Action 02/260121 – MS to confirm which event a member of the Board will be attending.**

1. Complete. ‘AJ to create a brief overview of social media – what content we should have and who would keep it updated etc.’AJ and MN have provided the Committee with high level dos and don’ts regarding social media content. AJ has requested feedback based on their brief overview so they can create something purposeful when we have more of an understanding regarding the social media pages. MS commented on this information that sets the principals but questioned the clarity around the practicalities and logistics. AJ wondered if this was going to go ahead before having the designated people in place to create schedules. MS explained that we have been given the ‘go ahead’ from the Board.

**Action 03/260121 – MN and AJ are to prepare a ‘road map’ of the social media journey, including what will be done, how frequent the posts will be made etc.**

1. Closed. ‘MS to ask DW to add the Rachael Elliott presentation, that MS had recorded, to our website page.’Some of Rachael Elliott’s presentation material has already posted on the website, and MS is cautious to not duplicate what is already available. MS asked for the committee’s review of what we should with the recording from our sessions with RE back in September. RV suggested leaving the current content on the website if it is adequate but to add a link to RE’s presentation for those who are interested. MS suggested speaking to DW to share RE’s presentation are she provided a unique commentary that may be beneficial for others to hear. BK indicated that the last document relating to an event for the Chapter is 31st October 2019, so it would be beneficial for the Chapter if there is content on the webpage as it shows we are still active. However, BK expressed that time may have passed for having the presentation uploaded as it is now no longer topical and would no longer seem meaningful to post.

***27th November:***

1. **LK to ensure that DW has a WIR representative amongst those who will be sent the invite to the next Chapter event.** This action is to be carried forward until there is a secure date for the next event.
2. **AJ to present on Brexit at a future meeting.** This action is to be carried forward until there is a secure date for the next event.

***18th December:***

1. Closed. Cross refers to Action 10/161020.
2. Complete. ‘BK to chase DW regarding updating the Chapter webpage.’All previous minutes have been added to the web-page.
3. **Carried forward. BK to ascertain if the 90 hours’ worth of BCI World presentations will be made available online to the membership.**
4. Complete. ‘LK to add 2021 planning to the January Committee agenda.’LK added 2021 planning to the agenda.
5. Complete. ‘MS to reach out to Central Office to see how we can assist the South of England considering the apparent changes to the Chapter leads in that region.’MS has spoken to DW and he has advised that Russ Timpson, Chair of the South of England was still active.
6. Complete. ‘MS to set up Zoom arrangements for the next meeting.’Zoom arrangements had been set up by MS.

Matter arising:

MS indicated it had been mentioned in previous sessions about reaching out to membership in our region to see what they would like to hear from us and the potential content they would like to see for future events. MS queried whether a decision has been made on this outreach but BK replied that we had never concluded how we were going to do this, and it would have to go via DW.

MS asked the Committee if there were any other matters they would like to discuss.

JB suggested inviting Heather Merchan along to a future Committee meeting. MS agreed it would be beneficial to ask but questioned if we would like her to attend a Committee meeting or a Chapter event. JB suggested putting questions together as part of the flyer for the event and clear them with Heather first. By doing this, she is pre-warned about the topics we would like her to cover. The Committee agreed and MS will approach DT to make this happen.

**Action 04/260221 – ALL to provide LK with their suggested questions or topics for LK to create a consolidated list to present to Heather Merchan.**

No other matters arising.

2021 Planning:

MS indicated that due to COVID-19, we would unlikely be having a physical event this year. If we were able to, the earliest may be the summer, so MS focused the discussions on what virtual events we could possibly do. MS suggested we look to do a potential physical event in October if the lockdown restrictions have been lifted.

For the events, we already have a list of topics of interest listed in the agenda table and we have the option to invite members of the board to come and present.

MS asked the Committee of their thoughts on the virtual event topics and when it could take place.

BK mentioned that we were initially targeting the March event with Rachael Elliott. BK had done some previous outreach to RE, who would be prepared with a current topical study. BK suggested pairing this presentation with David West piece regarding Community strategy and Committee strategy. For event plans later in the year, BK mentioned David Rubens had been pushed back to October to possibly be a face-to-face event, and the Brexit piece from AJ to be presented in June when we sit 3-6 months post. BK expressed that this would all be subject to change depending on the situation at the time.

MS summarised the three event proposals and asked the Committee what they thought.

JB questioned if a Brexit event 3-6 months later would be too late and of no further interest at that point. MS expressed that it may be beneficial to be able to look back on what we have learnt, and MS would be happy to provide some content regarding the Brexit team from a Dell Technologies perspective. Sharing information about potential impacts, how things materialised, how the company responded to them, what would have been done differently etc.

AJ agrees with MS in learning the impacts to many organisations, but AJ suggested tweaking the topic and follow on from David West to discuss global events and how we need to factor those into our resilience planning. Some examples could include COVID-19, Brexit, cyber space etc. AJ suggested using these topics to reflect what we have learnt but then provide an explanation on how we could change going forward and how we would plan and cater for large scale events that are out of our control. MS suggested having an event based on lesson learnt from 2020. The Committee agreed this would of interest to others and MS felt this would be ideal timing in June.

MS opened the discussion out to the Committee for other opinions.

MS asked BK to take the lead for the March event whilst he and AJ would take the lead for the June event.

BK mentioned about the Christmas event and the Committee ask that he provisionally book the usual arrangements.

**Action 05/260121 – BK to make the usual Christmas arrangements.**

BK questioned whether as a Committee we should do more this year for Business Continuity Awareness Week. MS suggested using the social media strategy and having the BCAW for the formal launch on 17th -21st May. AJ/MN are trying for March but could fallback to May if necessary.

Turning to the summary of suggested topics on the agenda, BK ask whether this needed to be revisited and changed as there are a lot of old items on there. The Committee felt that it was a helpful aide memoire but asked if it could be added as an appendix to each agenda and only obsolete items removed.

RV did caution that some of the suggested contacts may have gone a little stale which was acknowledged.

MS postulated that the use of workplace recovery and data centre sites in particular may change, and this may be a useful topic for a medium-term event. The Committee agreed and felt there were various factors which post-covid working will bring to the fore.

MS also highlighted that three years on from the disaster the Grenfell topic continued to have pertinence and prominence in the media.

MS further referenced that for him, and for the company he is working for, ISO Certification is high on the agenda.

JB felt that the utilities item also had some real relevance owing to the advancement of the green agenda. MS concurred and suggested that Sizewell C would fall into the same category.

**Action 06/260121 – ALL to advise BK on any update to the topics on the agenda, such that he can amend and move it to an appendix.**

South and London Chapter: shared plans

MS reflected that the South Chapter had been covered earlier in this agenda and that he had no update in connection with the London Chapter, although MS considered the Chairmanship of the latter had not changed.

Any other business

RV indicated he had seen the sad news of Jim Burtles passing away and all the Committee shared a sense of sorrow in having lost such an important representative for the profession. BK indicated that he had suggested in response to the announcement on social media that the BCI should consider creating an award in Jim’s name, in support of his contribution over the years and values.

**Action 07/260121 – BK to raise the proposal for an award direct to Central Office.**

JB asked whether the Chapter team leaders meeting had ever gone ahead, and MS advised not to his knowledge.

BK reflected on a piece of work that he had seen from a former colleague, now with Vodafone, about the lasting impacts of COVID-19. BK felt it would be useful for the BCI to be producing a summary view based upon their studies and experience suggesting how such impacts could be best managed or capitalised on. The Committee agreed and felt this was probably another example of where a “talking head” would be desirable and to help drive presence and leadership from the BCI. JB felt that this would be an interesting topic to cover at the March/June event.

MS enquired whether the Committee should do a communication its constituents about what they might to hear from the Chapter over the next 12 months.

**Action 08/260121 – BK to include a “what else do you want to hear?” on the communication for the March event.**

Close

With thanks to all, MS closed the meeting at 11:20.

**Action 09/260121 – BK to send out a revised invite for the next meeting 25th February using MS’s Zoom details.**