BCIEoE Management Committee Meeting 31/01/20, 14:00 – 16:00

Attendees:

 Brian Kinch (Secretary)

 Lauren Kinch (Administrative Assistant)

 Richard Verrinder (Acting Chair)

 Jim Barrow (Committee Member)

 Adrian Jolly (Committee Member)

 Tim Cracknell (on the phone) (Committee Member)

Apologies:

 Mark Suttle (Chair)

 David West (Ex-Officio)

Welcome:

The meeting began with introductions from everyone attending.

BK made apologies for having no agenda for this meeting and for not circulating the previous minutes beforehand. He committed to finishing the minutes within the following 2 weeks.

The Committee thanked RV for hosting and providing refreshments for the meeting.

Matters Arising:

BK started by recapping elements of the Christmas meeting from 20/12/19. He advised that the most important topic to be covered at this meeting related to the next events.

Discussions were held on what different venues or events could be undertaken in March. JB indicated that if the event is being held in March the venue needs to be sorted asap. RV explained how the Committee should not try to force an event to be ready for March if they are not prepared. RV also indicated that we would need to decide on speakers and topics for the event, and that may take more time. In summary, AJ indicated that holding an event in March is too soon to try and arrange and we should look for a later date. The Committee agreed with this.

BK recapped on what events were well attended from previous years to see if the Committee could do something similar. LK asked what the events are and what they are for. BK explained prior background and reminded LK of an event the she had helped facilitate at FICO in London some years ago.

BK indicated that he has got some people who have offered to present at the next event which had been amended on the list of potential subjects at the Christmas meeting. BK wondered if those collectively offering to present could make a meaningful event. Not many will fall into the ‘topical bucket’.

AJ and JB both mentioned about Brexit being a topic for the event as it is current and affecting many businesses and individuals, so people will be able to relate. BK recounted that at Visa, many banks had already decided to have presence both in the UK and on mainland Europe in preparation for potential Brexit terms. JB agreed that more forward-thinking organisations were already preparing for inevitable changes e.g. Easy Jet and the banks.

RV indicated, in planning an event, the Committee need to know who they are targeting and what they want to have presentations on, and what would intrigue members. AJ reiterated that if the Committee are struggling to come up with ideas then they should look to do the event in a later month. This would allow the Committee to consider ideas and to get more structured and organised.

Bk indicated that the event should be no later than May. RV agreed that if the Committee choose to do the event in May, they could still look to do another event around September/October time too.

AJ wondered whether there would be active interest in establishing an event based around continuity, resilience and logistics at a major stadium. TC wondered whether Colchester or Norwich football stadiums could be an option. RV felt that a more prestige London stadium would be a greater attraction. BK indicated that if the Committee were able to do something based around the Olympic stadium, they could potentially also incorporate the Copper Box or the Greater Anglia railway or Westfield shopping centre at Stratford as part of the event.

AJ also mentioned Wembley as a possible venue option. BK indicated that as Wembley is further afield the Committee may have a smaller audience as it is neither central nor in the Committee’s catchment area. However, JB indicated that the parking would be fine at Wembley even though it may be more of an issue to get there. BK suggested the Committee should be happy to go ahead with whatever stadium fits best for location, date and audience.

**Action 01/310120 - AJ is to make an approach to see which stadia might be suitable, aiming for one of the placeholder dates of 17/04 or 15/05.**

JB suggested that it would be interesting to feature command and control procedures at and around a stadium if, for example, the automated ticketing system did not work, or the CCTV went offline. RV agreed and indicated that we need to understand the risks and the health and safety of the stadium. JB recommended that there is a safety officer at the event, and AJ indicated there should be someone to talk about mass evacuation if necessary. JB agreed and advised that in his experience there is usually a coded message sent out to all staff members/stewards etc advising them of the protocol to follow. BK indicated that this would be like the process used at stations where a common alert announcement is ‘will Inspector Sands please go to the operations room immediately.’

RV indicated that the Committee needed to decide if it would be better to do a half day event or a full day event, based upon topics. BK favoured a day’s worth depending on how many speakers the Committee can secure, possibly looking to do 10am – 3pm. Within that time, we could potentially have 3 or 4 speakers.

RV recommended that the event gives each speaker 45 minutes, with a possible variation to the theme in the afternoon session to keep everyone engaged. JB agreed and suggested perhaps giving a tour depending on the venue that is used. AJ also suggested, if using a football stadium, a cyber-attack on the football club may be an interesting topic and present several different problems.

TC advised he is very happy with the idea of using a London stadium as it is an easy location to get to and should promote some topically content.

BK reflected on the topics covered at the Stansted airport event and suggested a similar common thread of topics this time around as they flowed really well. JB agreed and referenced that for example the West Ham stadium can be changed for different uses, such as athletics or music events, and BK indicated that because of this there could potentially be interconnected topics anyway.

RV commented it would be good to secure sponsorship terms for refreshments at the stadium event especially if constituents are travelling a long way. AJ suggested that he should ask for sponsorship for the supply of food/refreshments as part of any stadium deal and the Committee agreed. This will be part of action 01 above.

BK indicated that it would be impractical to discuss further arrangements until AJ has made enquiries and has a venue in place. He mentioned that there may be a chance that the venue or time of year doesn’t work, and therefore it would need to be explored more out of season. The Committee concurred.

Other Future Events:

BK encouraged the Committee to look further ahead toward the October event and the possible ideas for that Forum. RV agreed and focused the Committee on thinking about the Autumn event so that they can be prepared. He mentioned the switch off of analogue phone lines targeted by BT for 2025 and the undoubted disruption that this will cause to vulnerable households and small businesses in particular. BK came up with the idea of using the BT tower conference room perhaps for the October event as this would be most appropriate, and JB suggested getting someone from BT or from Openreach to speak.

**Action 02/310120 – AJ is to liaise with his BT contacts to establish whether they would be willing to present at a Forum event and whether they could help us to source the BT tower for the event.**

BK also wondered whether contacts at the Business Resilience Forum in Peterborough might be suitable to help with a telecommunications-based event.

AJ suggested that it may now be better to wait until the proposed April/May event has been secured before undertaking further planning for the following one. The Committee agreed.

Any Other Business:

**Action 03/310120 – BK is to change the next meeting date from 21/02 to 28/02 to avoid half term.**

RV indicated that invitations to the April/May event would really need to go out 6 weeks in advance. AJ responded that this may not be as crucial if he was to set up the planned social media group mentioned at the Christmas meeting beforehand.

Being no further business, the meeting was ended.