# BCI East of England Forum

## Committee Meeting: 10:00-13:00 9th February 2018

### *Willow Room, ARM3, Main Reception Building*

### *110 Fulbourn Road, Cambridge CB1 9NJ*

#### **Minutes**

**Attendees**

Mark Suttle, Chair

Richard Verrinder, Vice Chair

Brian Kinch, Secretary

Jim Barrow, Committee Member

Tim Cracknell, Committee Member

Ken Clark, Committee Member & Host

Josh Subair, Committee Member (by telephone)

Adrian Jolly, Committee Member (part, by telephone)

**Apologies**

David West, Ex-officio Member

**Welcome and Chair’s Opening Remarks**

MS drew the meeting to order and extended thanks, on behalf of the Committee, to KC (and to ARM generally) for hosting the meeting and providing breakfast and refreshments.

**Review and approval of Minutes of last meeting, 15th December 2017**

The Committee expressed its thanks to BK for producing the previous minutes, since published on the BCI web page for the Forum, and ratified that they were a thorough and accurate summary.

**Note/record update on actions, 15th December 2017**

*Prior actions brought forward from previous meetings:*

* 14/150917 – Closed. Follow-up with those offering premises/meeting room or catering support is now an agenda item later at this meeting.
* 02/171117 – Complete. BK had followed up with DW about making sure any images used to promote Forum events were appropriate and this had been agreed.
* 04/171117 – Complete. MS had confirmed the Forum’s support for the BRF and KC is attending the next one, on behalf of the Forum, on 18th April, near Peterborough.

*Actions from 15th December 2017:*

* 01 – Complete. Minutes from 17th November 2017 meeting have now been published on the BCI web page for the Forum.
* 02 – Complete. JB has produced a further revision to the “Checklist for Meetings” to include the latest meeting structure and convention.
* 03 – Complete. MS has approached Steve Dance regarding the BRF promoting Forum events, which has been accepted and our registration form and links offered to advance; and has also agreed a reciprocal arrangement, starting with Steve showing a video at the beginning of our March Forum event.
* **04 – Carried Forward.** **MS to liaise with DW about BCI central office assuming more of a direct presence at future LRFs and BRF.**
* 05 – Complete. JS had received general support for his organisation, Blue Chip, hosting a Forum and/or Committee event, subject to numbers attending. This had been aided by their recent ISO22301 auditor mentioning that the company should have greater involvement in BCI activities. Size limitations (including parking) are probably c 15 people, but the suggested room does also have a 50” display screen to aid presentations. The Committee expressed their thanks for the offer and will certainly consider using Blue Chip at a date later in the year.

**Action 01/090218 – JS to check which of the planned forthcoming Committee meetings in 2018 could be accommodated by Blue Chip.**

* 06 – Complete. BK recounted his latest exchange with David Thorp, and the ultimate response from DW to the issue of potential voting system compromise risk as follows:

*“Hi Brian*

*Apologies for the slow reply here.*

*In 2017 we, in partnership with a consultant who has strong knowledge of GDPR and general data protection issues, undertook a comprehensive audit of our systems, policies and procedures to ensure we are prepared for the introduction of GDPR in May 2018. That audit identified a number of changes (over 50) that were necessary and we are currently implementing these.*

*In this instance, we believe the safeguards we have in place are proportionate to the risk involved and we’re not making any plans to change this method of electing board members in future. No sensitive data is at risk and the only action that could be fraudulently undertaken in the event of a breach would be voting in a BCI election. This could be easily remedied once identified.*

*I hope this helps. Please let me know if you have any questions.”*

The Committee acknowledged the fulsome response but JS indicated, in his experience, the risk and governance issues were potentially not thoroughly covered, and JB commented that he had, as yet, seen no official BCI statements in connection with GDPR generally. It was agreed that these matters would be rolled into action 07/151217, below.

* **07 – Carried Forward.** **MS to liaise with DW/BCI central office generally to determine the BCI’s stated position on GDPR issues in advance of the March 2018 Forum (because GDPR is the focus topic there).**
* 08 – Complete. MS expressed his thanks to RV for helping with the liaison with the District Council over the potential next Forum event arrangements. DW, on behalf of the BCI, has kindly agreed to underwrite the Forum event being held at Ipswich Town (Portman Road) and therefore contracts can be signed. 16 people had already signed up. c 36 are necessary to cover costs/break even (not including presenters who will not be expected to pay), but that should be broadly achievable (albeit some of the Committee seem not to have received the invite). Russ Timpson will no longer be expected to cover sponsorship/costs.

**Action 02/090218 – BK to liaise with DW should the Forum event generate an excess of income to keep a track of funds raised.**

**Action 03/090218 – TC, AJ and JS to check whether they had received BCI invite to the Forum event and, if not, to brief MS such that he can take up with DW.**

* 09 – Complete. BK had added the list of contacts/potential presenters and exhibitors to the future “register of ideas” on this meeting agenda.
* 10 – Complete. BK has reached out to David Thorp regarding his availability to present a BCI strategy update and a response is awaited.
* 11 – Complete. MS has advised speakers for March Forum event of logistics and likely event timings.
* 12 – Complete. BK has added a “GDPR (March Forum) event finalisation” agenda item to this meeting’s agenda.
* 13 – Closed. MS has produced a promotional advert for the March Forum.
* 14 – Complete. BK had changed “Future Events” to reflect a likely major Forum event in October (or September) and a smaller Forum event in July.
* **15 – Carried Forward. MS to collate all comments previously received [on the website], and made at the Management Committee, and to feedback to BCI Central Office.**
* 16 – Complete. MS advised the South Forum is holding a cyber event on 10th July, and that nothing is at this stage planned for the London Forum.

**Any other matters arising from past meeting minutes**

MS enquired to what extent other Forums or Chapters are documenting and publishing their minutes or other sources of event records?

**Action 04/090218 - BK to look on line at other Forums and Chapters and report back to a future Committee meeting.**

* BREAK - (awaiting AJ)

AJ joined the meeting by teleconference.

**GDPR (March Forum) event finalisation: content; presenter briefings; etc**

MS confirmed he was the “owner” of event and would be completing the new checklist as supplied by JB to BK.

**Action 05/090218 – MS to complete and issue the checklist for completeness.**

The revised likely running order was stated to be:

0915 Arrival/welcome refreshments.

0945 Start, with MS’s welcome and Forum briefing.

Thereafter, reasonably broad on timings, but the running order would be:

* + Crisis Boardroom: Russ Timpson deliberately to be allowed to go first in order to allow him to have flexibility on room logistics, especially for any scenario “break-out”.
	+ Legal: Christie from ARM.
	+ AJ.
	+ Council: This will now be Scott Sammons.
	+ Round Table: JS indicated he is looking to run his own agenda, with potentially 2 questions each being sought/sent in advance, and then opening out to “any other questions?” Plus thereafter, time permitting, 3 standard questions (e.g. policy in place?; business classification/retention?; declaration window and impact on timings?).

**Action 06/090218 - KC to check on Christie’s availability to stay for the Round Table panel session.**

JB cautioned that there may be a danger of using pre-set questions in that the topic/issue might have already been covered earlier in the day. This was acknowledged by JS considered he should be able to monitor for this and adapt as appropriate.

BK questioned whether there was any hard stop? MS advised no, but that the contract technically only extended to 5pm. TC wondered if there was any Ipswich Town football game being played that evening, but this was checked on-line and confirmed that they were playing away at Bristol City on the Saturday.

TC suggested it may be appropriate to schedule in time for an afternoon break? MS concurred but was concerned about the risk of people taking advantage for an early exit and therefore probably proposed an afternoon break “on the go”.

TC asked whether the idea of an exhibition how now been discounted? BK indicated that the topic and surroundings meant that this may now have some advantages and certainly there is now adequate space to accommodate. However, MS stated this option had not been discussed with Ipswich Town and was likely to lead to a higher cost. The Committee decided an exhibition approach would not be progressed this time.

Regarding the event promotion, TC asked whether it would be worth resending the previous e-mail, or sending a fresh one? MS advised the promotional e-mails could be sent on-demand. JB indicated it would be preferable for the promotion dates to be scheduled x weeks and x days in advance rather than ad hoc. TC agreed and felt that this should be automated. The last communication had been sent out on 24th January and the Committee felt there should be another next week (or, per KC, the week after to avoid a clash with half-term school holidays), and one a week or so before the event (c 3rd March).

**Action 07/090218 – MS to contact DW about scheduling in appropriate additional promotional e-mails.**

**Action 08/090218 – RV to ensure Rick Thornton (his equivalent in Suffolk) has the invite and circulates to others on his contact list**.

TC enquired whether there are any capacity constraints, and MS confirmed this was for a maximum of 50 people.

Regarding presentations:

* KC is briefing Christie on Monday and will send copy slides to AJ.
* AJ is dealing with Scott and has a meeting with him on Tuesday.

**Action 09/090218 – All to confirm any presentation logistics/requirements to MS by 11th March.**

**Future Committee and Forum meeting plans**

BK reflected that the March Forum event preparations are now being completed and that the smaller scale/webinar or Committee dignitary meeting for the July Forum is, in his view, bound to secure David Thorp per action 10/151217, above.

KC expressed concern that potentially 20th July is too late/too close to school summer holidays and suggested that maybe this should be aimed for earlier. BK indicated that he will bear this in mind when he hears back from David Thorp.

BK queried whether, in light of the closer affiliation being forged with the BRF, and the BCI’s strategy generally of developing mutually beneficial partnerships, rather than cutting back on Forum events, the Committee should look at “buddying up” on a dual branded event. TC was generally in support of this, seeing it as a lower overhead/time commitment from the Committee but an opportunity to be involved in a larger, prestigious event.

In a similar vein, TC questioned whether there should be partnership events explored with the LRFs? However, RV indicated that the LRFs are typically not organisations that would put on events unless necessary.

The Committee wondered whether those, who are not BCI members, attending a good quality partnership event could be offered, for example, Affiliate membership for free to drive up BCI membership and contacts.

BK suggested that MS include these questions as part of an evaluation and determination of the overall BCI strategy for partnerships within action 04/151217, see above, and this was agreed.

**Action 10/090218 – MS/KC to raise with Steve Dance whether the BRF would be prepared to host a “joint branded event” with the Forum.**

JB considered that initiatives such as partnership events or webinars are important for the Forum as a means of trying to do something different and fresh. RV agreed and indicated that some topics on the “Future events” list would naturally lend themselves to certain delivery styles e.g. succession planning would work well as a webinar delivery.

The Committee agreed to see what the responses are to actions 04/151217 and 10/090218, above, and to re-evaluate from there.

**Follow-up on past offer of venue support for future Forums/Committee meetings**

BK expressed concerns that, as a Committee, there had been a lack of follow-up to those who had previously been so good as to offer space, catering and/or presenters, especially where there may be some time-criticality to the latter. The Committee acknowledged that this needed to be redressed.

MS indicated that the offer from Stansted airport meant that there was a real chance to capitalise on an airport-based event, probably in the summer, maybe aligned with the David Thorp update (if secured).

**Action 11/090218 - BK to enquire of Stansted whether they would still be interested and could accommodate a Forum event in June/July.**

JB questioned whether, in terms of forward planning, the issue of Brexit would still be relevant for a potential October Forum event? AJ indicated, in his experience, this would be the ideal time as there would be additional information available. BK concurred and reiterated that, similar to Year 2k, there is a definite end date and undoubted, if ill-defined, changes but (bizarrely for Brexit) an apparent lack of forethought and forward planning amongst risk practitioners. The Committee concurred.

**Action 12/090218 - BK to offer others who have indicated a willingness to provide premises and catering either the chance to host a September/October Forum event majoring on Brexit or, as an alternate, a chance to host intervening Committee meetings.**

**Action 13/090218 - RV to raise with Paul Walker the possibility of the ERF hosting future Committee meeting on their premises.**

KC indicated that, if the above two actions proved fruitless in finding future hosts for Committee meetings, he would be very happy for ARM to be the default for future Forum Committees. The Committee expressed its gratitude for this excellent and generous offer.

**BCI Web-site & Forum page**

MS advised he already has the action to collate and provide feedback to the BCI in this regard, per 15/151217, above.

BK added, in that some Member feedback had already been made, he was surprised there was no evidence of post-deployment changes or any request for a Post Implementation Review, as this is standard project discipline. KC felt that the apparent lack of Member engagement in User Acceptance Testing, and the absence of necessary amendments post-live, made it look like the community was an inconvenience.

JS reiterated past feedback that Forum events buried 3 layers behind the Home page seems too remote/hidden.

TC indicated he would like to understand what follow up is either in place, or planned, from the BCI.

MS indicated he would further incorporate these elements in action 15/151217, above.

**South and London Forum: shared plans**

These had already been discussed under action 16/151217, above.

**Any other business**

JS asked that AJ send across any suggested questions for the GDPR March Forum Round Table

**Action 14/090218 – AJ to provide JS with suggested GDPR questions**

JB indicated that, should the Committee restart planning for a utility-based event, and need a stakeholder, a good contact may be Neil Wainman or E.ON who is also the leader of the BCI East Midlands Forum. The Committee acknowledged that information, with thanks.

RV indicated that access to booking any meetings or Forum events at County Hall will shortly be curtailed owing to his exit from Essex County Council. The Committee thanked RV for his previous flexibility and generosity in arranging meetings at County Hall and wished him well in his future endeavours outside the Council.

MS advised that, on Tuesday at 1115am, BBC Essex will be featuring a single which he and his band, Stu’s Front Room, have released “Subway Girl” in aid of the local Chelmsford homeless charity, CHESS and encourage everyone to listen and support: <http://www.stusfrontroom.com/subway-girl/4594193772> - it is an incredibly poignant story. The Committee all wished mark the very best of luck in his fundraising endeavours.

Being no further business, the meeting was drawn to a close at 1240.