# BCI East of England Forum

## Committee Meeting: 10:00-12:00 - 20th September 2019

#### **Held at 57 Valkyrie Road, Westcliff-on-Sea, Essex SS0 8AN**

#### **Minutes**

**Attendees**

Richard Verrinder, Acting Chair & Host

Brian Kinch, Secretary

Jim Barrow, Committee Member

Adrian Jolly, Committee Member

Ken Clark, Committee Member

Tim Cracknell, Committee Member (by phone only)

**Apologies**

Mark Suttle, Chair

Josh Subair, Committee Member

David West, Ex-officio Member

**Welcome and Chair’s Opening Remarks**

RV welcomed everyone to the meeting and the Committee expressed its gratitude to him for kindly providing the meeting accommodation and refreshments.

RV noted that JS would unfortunately, owing to his change of employment and his working location (being effectively outside of the Forum catchment; as indeed is his residence), be stepping down from the Committee at the end of 2019. The Committee noted both its sincere thanks for JS’s many past contributions, and also that his extended exit would at least give an opportunity to both mark a proper farewell and hopefully secure a replacement.

**Action 01/200919: KC to highlight the availability of Committee vacancies when introducing the forthcoming London Stansted Forum Event.**

RV indicated that the main purpose of this Committee Meeting was to discuss and ensure adequate preparation for the forthcoming London Stansted Forum Event in October 2019, and therefore he intended to major on those matters first; the Committee duly acknowledged.

**Promotional Text for the London Stansted Forum Event**

The Committee considered that the suggested promotional text produced by BK was generally hitting the right tone and content. A few style, grammatical and content changes were recommended, especially by JB.

**Action 02/200919: BK to effect changes to the promotional text and have the final version provided to DW/BCI Central Office for e-mailing/publication**

**Logistics for the London Stansted Forum Event**

The Committee acknowledged the logistical proposal for the event as circulated in advance of the meeting by BK. The Committee proposed certain changes such that the itinerary, as now agreed, is as follows:

0900 Arrival and welcome refreshments

0915 Chair’s introduction and administration for the day (KC as MS’s proxy)

0930 *Keeping the Airport Running Throughout Adversity - Emergency Planning and Business Continuity Coordination from a People Perspective* (Adrian Battaini, Business Continuity & Risk Manager, London Stansted Airport)

1020 *Handling the Manchester Arena Attack* (Alan Cain, Honorary Member of the Higher Education Business Continuity Network)

1110 Refreshment Break

1125 *Case Study: Managing the Response to a Meningitis Outbreak at the University of Surrey – Transferable Lessons in Resilience Planning* (Justin Cuckow, Business Continuity Manager, University of Surrey)

1215 *Practical Experiences in Managing Major Incidents, and the Government Response* (Roger Kember, Associate Consultant, Integrated Continuity Solutions)

1305 Chair’s thanks and closing (KC as MS’s proxy)

1315 Networking Lunch

1400 Close

**Action 03/200919: BK to check with Adrian Battaini regarding additional administration arrangements for the day including security, car parking, cut-off times, etc. and to circulate the Pre-Event Planner if there were other tasks needing help with completion.**

RV did express some concern that the day before the planned Forum Event, Continuity Logic (Paul Gant) is running a cyber-based crisis event in London and therefore there might be some cannibalisation of attendance [https://www.continuitylogic.com/events/cyberattack/](about:blank). For example, our old Forum colleague, Mark Brown, who we would expect at the Stansted event, actually works at Continuity Logic. Whilst the Committee acknowledged it was unfortunate to have two quality events convened in such close proximity to one another, it was felt that the events, itineraries and locations were sufficiently distinct not to require a re-think.

**Minutes of Last Committee Meeting, 15th March 2019**

The Committee thanked RV for his hard work in compiling the minutes from the last Committee meeting in BK’s absence. The amount of outstanding actions, some over a protracted period, had given rise to a “rainbow effect” of colours on the minutes of record to try to distinguish those that were new, open, carried forward, or late. The mix of colours appeared a little confusing but, in that many actions have since been advanced or closed, the Committee agreed to approve the minutes “as is” and to run an update from the minutes to this meeting.

**Action 04/200919: BK to produce a Publication Version of the previous minutes and to ask DW/BCI Central Office to post these on the Forum web page.**

**Update of Actions from Last Committee Meeting, 15th March 2019**

*Previous Actions*

* 08/150618 – CLOSED - “Post it” or similar polls are now used to solicit feedback from attendees at each Forum event. AJ suggested asking instead of (or in addition to) feedback, for attendee recommendations/voting on three possible “next topics” which the Committee determine in advance.

**Action 05/200919: MS to look to incorporate this with effect from the first Forum Event in 2020.**

* 07/170818 – CLOSED – KC advised that ARM are in the process of changing suppliers and therefore he will no longer retain the same connections with Helix.
* 01/211218 – COMPLETE – Accessibility needs is now a key consideration in each Pre-Event Planner.
* 13/211218 – CLOSED – The BCI Media Panel was a matter of discussion some time ago amongst Chapter Leaders. The sense was there needs to be greater engagement needing structure, format and above all presence, especially across social media channels.

**Action 06/200919: JB to raise the issue of “talking heads” and greater formality around media spokespeople at the 2019 Chapter Leaders’ Conference.**

* 14/211218 – CLOSED – There is insufficient capacity of the London Stansted Forum Event to also include a session with David Thorp.

**Action 07/200919: BK to invite David to the Management Committee Christmas function.**

* **15/211218 – CARRIED FORWARD – MS is still awaiting confirmation of where Forum communication e-mails get distributed to from Central Office, albeit DW has indicated he should be able to provide these on request.**

RV advised that he is concerned that, since his retirement from work, he may not be receiving all of the e-mail communications that he should even though he considers his membership profile is up-to-date.

**Action 08/200919: RV to write to DW/BCI Central Office to confirm his retirement status and that contact details are updated and correct.**

* 19/211218 – COMPLETE – BK had cancelled the July Management Committee meeting.
* 24/211218 – COMPLETE – MS had indicated the Management Committee vacancies (2 extra) in his communications during the Fire HQ Forum Event. There has unfortunately not yet been any further interest.
* 01/150219 – COMPLETE – BK has secured confirmation of the London Stansted Forum Event in October.
* 03/150219 – COMPLETE – RV had checked the suitability of Russ Timpson presenting at the Fire HQ Forum Event.
* 04/150219 – CLOSED – Whilst Russ Timpson had not been required to reprise on Grenfell issues at the Fire HQ Forum Event, the Committee considered this is a good topic to retain for potential future use/reference at another Forum Event.

**Action 09/200919: BK to add Russ Timpson’s Grenfell issues reprise/update to the list of potential future event topics.**

* 05/150219 – CLOSED – Whilst Belfor/ISS had not been required to present at the Fire HQ Forum Event on salvage and restoration following fire/flood (TC having covered the Loss Adjuster view instead), the Committee considered this is a good topic to retain for potential future use/reference at another Forum Event.

**Action 10/200919: BK to add Belfor/ISS salvage and restoration topics to the list of potential future event topics.**

* 06/150219 – CLOSED – Essex Fire had expressed no interest in having 999eye presented at the summer Fire HQ Forum Event.

* 08/150219 – CLOSED – The BCI Central Office imposition of “match funding” (i.e. the BCI will only fund an equal amount to that the Forum funds) is a matter that the Committee felt should be raised across the Chapter Leaders. This is especially pertinent in terms of the relative rarity with which the East of England Forum, and its predecessor, has ever requested financial support.

**Action 11/200919: JB to raise the question of why the BCI requires a minimum of match funding at the Chapter Leaders’ Conference.**

* 09/150219 – COMPLETE – Management Committee minutes from December 2018 have been published and appear on the Forum web page.

**Action 12/200919 – BK to chase up where the Publication Version of the February 2019 minutes are with DW/BCI Central Office.**

**Action 13/200919: RV to ensure copies of available Fire HQ presentations are available on the Forum web page via contact with DW/BCI Central Office.**

* 12/150219 – CLOSED – BCI Central Office feedback is a matter that the Committee feels should be raised direct with David Thorp, perhaps at the Christmas event if he attends

**Action 14/200919: BK to indicate, in inviting David Thorp to the Management Committee Christmas meeting, that some of the things they would like to cover include:**

1. The need for minutes of the Forum/Chapter Leaders’ meeting;
2. Central Office, and Rachael Elliott in particular, to focus on why BCM professionals are often not BCI members, and the rate of and reason for membership attrition;
3. The need for current and prospective Board Members to have greater visisbility “at grass roots”, perhaps through offering Skype session to each one in turn at successive meetings;
4. The current engagement strategy with disruptors such as DRII and the Resilience Association.

*Actions from 15th March 2019 Meeting.*

1. COMPLETE – RV and JB had met with the Business Continuity Manager at Fire HQ.
2. COMPLETE – BK had changed the April 2019 Management Committee date.
3. **CARRIED FORWARD - MS to ask DW whether the Regus venue is usable on a regular basis when he cannot book his own office as a committee venue.**
4. CLOSED – The BCI AGM minutes are on the BCI web site.
5. CLOSED – JB had been unable to produce an article to time regarding the Forum achievements for the 25th Anniversary blog.
6. CLOSED – RV’s review of JB’s action (5), above, was not necessary.
7. CLOSED – Business Continuity Awareness Week has progressed without a specific Forum engagement this year.
8. **CARRIED FORWARD - MS to ask DW about Professional Indemnity cover as a membership benefit and for a copy of all current benefits.**

**Matters Arising/Any Other Business**

* KC advised of his invitation to the Disruptive Technologies launch event: [https://www.eventbrite.co.uk/e/bci-disruptive-technologies-research-launch-2019-tickets-68473458959#](about:blank). He advised Rachael Elliott, Head of Thought Leadership for the BCI, did a great job. The turnout had been very small (<30), possibly driven in part by a 9am start in London, and there was only one BCI attendee, but the event had been very well produced and KC had featured on the panel.

KC felt that it was probably a miss having an on-line meeting capability, albeit he was pleased to note that the event was videoed.

KC advised that there had been many questions, especially from the Editor of the Continuity & Resilience magazine.

The thing that remains unclear is what is now going to be taken forward, and by whom, and the demonstration of value, especially as capability is being built out from membership fees.

RV indicated it would be good to get a hard copy of the Disruptive Technologies document.

**Action 15/200919: KC will look to obtain and distribute, to the Management Committee, hard copies of the Disruptive Technologies document at the October London Stansted Forum Event.**

* The Committee noted that the BCI has Board vacancies and queried whether anyone was intending to stand. No Management Committee member, or any others to their direct experience and knowledge, intends to stand.
* The next meetings are the London Stansted Forum Event on 18th October 2019 and the Management Committee scheduled for 15th November 2019.

No further business declared; RV called the meeting to a close.