# BCI East of England Forum

## Committee Meeting: 10:00-13:00 21st September 2018

### *M&G, Legg Street, Chelmsford*

#### **Minutes**

**Attendees**

Mark Suttle, Chair & Host

Richard Verrinder, Vice Chair & Minutes

Tim Cracknell, Committee Member

Jim Barrow, Committee Member

Ken Clark, Committee Member

David Thorp, BCI

Rachael Elliott, BCI

**Apologies**

Brian Kinch, Secretary

Josh Subair, Committee Member

Adrian Jolly, Committee Member

David West, Ex-officio Member

**Welcome and Chair’s Opening Remarks**

MS drew the meeting to order and expressed his thanks, on behalf of the Committee, to David Thorp (DT) and Rachael Elliott (RE) for attending the meeting.

The agenda for the meeting had been primarily arranged to discuss BCI strategy and to allow the committee members present to discuss issues with DT. Most usual items were dropped from the agenda.

RV agreed to take minutes.

**Introductions**

All present gave a brief career history for the benefit of DT & RE.

DT explained that Rachael had started 9 days previously as Head of Strategy at BCI and that her role was being developed. She is visiting members and similar groups to meet and understand members’ interests and opinions as she starts her new role.

**Review and approval of minutes of last meeting – 17th August 2018**

MS asked the Committee whether there were any comments on the previous minutes as BK was not present due to family bereavement. Those present agreed that there were no material changes required.

**Action 01/210918: MS to notify BK and request minutes be issued.**

**BCI East of England Forum Purpose and Activity Update**

MS reported on the history of the forum for DT’s & RE’s benefit noting that several of the current committee members had been founding members of the old BCI South East of England Forum (dating back to 2003) prior to the devolution to form the East of England Forum and the South of England Forum in 2016.

The Forum aim was to deliver 2 or 3 free events each year for both members and non-members to promote best practice and to encourage non-members into membership.

Although historically most events had been London or Essex based the aim was to visit all parts of the new region. Funding had been an issue for some venues and the committee were grateful to the central office for recent support in underwriting the GDPR event at Ipswich in March.

**BCI Central Office update**

DT presented on a number of issues from central office:

1. Staff turnover
   1. 3 recent staff left
   2. 1 taken voluntary redundancy
   3. 1 head hunted
   4. Team now stable
2. CRM and website
   1. CRM. Taken longer than expected
   2. Plans for space to be available for Forums on web
   3. DT thinks the website is better than before but is not fooled by the award
   4. To be used better for BCAW and Education month
3. BCI branding
   1. Planning to stay as BCI (not Resilience)
   2. Renamed magazine to Continuity & Resilience
   3. Considering Resilience Index and then to push this with media / press
   4. GPG positioned in the Resilience spectrum
   5. Launching Continuity & Resilience Review edited by Ruth Massey (Cranfield)
4. Messaging
   1. Proposing to employ PR agency
   2. Should BCI lead or follow?
5. Education and training
   1. Considering a learning content management system
   2. Improve education rigour through new Head of Education
   3. DT wants to provide a better progress path for new entrants
   4. Use a professional approach to question bank material and its development

RE

1. Insight team now consists of 4 staff (Lucille, Kamal, Gianluca, Rachael)
2. Planning to produce 2 Research indices
   1. Resilience
   2. Brexit

**Q&A**

1. Value of BCI membership vs Non-membership
   1. 9200 – 9300 paid up members. Retention better in UK, Middle East, India, poorer in rest of world
   2. 40k occasional visitors to website
   3. DT – benefits of membership
      1. Post nominals
      2. Access to information. Currently not limited on website but planned to limit this at some point in the future.
      3. Academic journal planned - Continuity & Resilience Review – launch in May or August 2019.
   4. RV – requested review for local authorities, charities workers, etc for costs of both membership and also BCI World Conference
   5. KC – DRJ World has richer content than BCI World – DT responded that BCI not being organised by 1 person and that it would be better focused.
   6. JB – why did the direct debit process not work correctly. DT said it had been tested before new process introduced but it had failed in live environment. Now fixed.
2. BCI website feedback - not discussed
3. Extending the reach of Forums and access to members
   1. MS – how can we be certain of who have received invites to our events?
   2. DT – there should be no problem for the events to be publicised to neighbouring regions or all parts of the UK
4. CPD strategy
   1. DT not in favour of compulsory CPD and stated it would not happen while he was in post.
   2. JB – how would CPD work for those who are retired or semi-retired?
5. BCI GDPR implementation – not discussed
6. Forum feedback on BCI cyber / data breach
   1. DT reported that the security incident was investigated by the IT support company
      1. 242 email data records had been affected
      2. 56 data subjects affected and notified
      3. ICO notified
      4. Technical improvements made to BCI infrastructure
7. Alignment of GPG and industry standards - not discussed
8. BCI media presence
   1. DT reported that there was a media list/panel which would be used to answer press queries.
   2. He wants to have briefing papers available but also admitted that developing this was not on his priority list at present.
9. BCI nominated charity. DT agreed that this was something he would support at Board level but that when raised previously it had not received support. If suggested from the Forum and membership it may carry greater weight.

**Planning for October event**

* Speakers
  + KC & JS to provide titles to MS asap
* Venue logistics
  + BK to confirm details
* Event schedule
  + Confirmed
* Comms to members
  + to be issued by 28/9 at the latest

**Any other business**

JB – has any progress been made with liaison with the EPS? DT replied it has difficult to take it further. RV commented that it is a BC managers job to connect different parts of the organisation together and so it is something that the BCI should be following up with all similar organisations.

MS – BCIEoE Forum has been building connections to other groups around the region e.g. Business Resilience Forum (Peterborough). This group would appreciate talking to BCI central office.

DT – 2019 will be the 25th Anniversary of the BCI. Any ideas on how to celebrate this would be welcomed.