

Business Continuity & Risk Group (BCRG)

Terms of Reference

Purpose

As a sub-Group of Executive Board, the Business Continuity and Risk Group will ensure effective and transparent risk management, business continuity and resilience across the University.

The Group will bring together information that will allow Executive Board to manage risk and resilience effectively. The group will also cascade key messages relating to risk and resilience from EB to ensure this is cascaded as appropriate. There may be information shared at this Group that is also be presented to and discussed at other University Groups (e.g. FMBSG (Financial Monitoring and Budget Scrutiny Group), University Health & Safety Committee, Technology Portfolio Board, Cyber Security Group). This Group will allow cross discipline review and discussion of this information.

Composition

- Chair – Registrar Colin Campbell, Registrar
- Business Resilience Manager - Gary Morton, Business Resilience Manager
- Risk Manager Kelly Oliver, Risk Manager
- Head of Internal Audit Jess Fogarty, Head of Internal Audit
Director of Financial Control Anna Munro, Deputy Director of Finance – Financial Control
- Director of Technology Operations
- Chief Information Security Officer Jason Bain, Chief Information Security Officer
- Academic Registrar Lucy Backhurst, Academic Registrar
- Director of Estates & Facilities Iain Garfield, Director of Estates & Facilities
- Head of Security Paul Harris, Security Manager
- Head of Occupational Health & Safety Services Chris Walton, Head of Occupational Health & Safety Services
- Director of Communications – Jen Middleton
- Head of Information Governance & Data Protection Maureen Wilkinson, Head of Information Governance & Data Protection
- Students Union Director of Commercial Graham Hattan, Students' Union Director of Commercial - dco.union@newcastle.ac.uk
- Insurance Manager Kelly Lovelock, Insurance Manager
- Fire Safety Adviser Kev Bell, Fire Safety Adviser
- Faculty & Academic Representation
 - Lindsey Ferrie, Senior Lecturer, School of Biomedical Sciences
 - Stewart Robinson, Dean of NUBS
 - June Horne, HaSS Faculty Estates Manager
 - Ryan Nelson, PhD Translational and Clinical Res (FT) - R.Nelson4@newcastle.ac.uk
 - Tim Robson, Head of Infrastructure (FMS)
- Research and Innovation David Hill, Director of Research Strategy and Development
- Legal Services Andrea Wright-Watkinson, Director of Legal Services

In attendance:

Other nominees as required

Secretariat:

Alison Jeavons

Attendance

Members should attend all meetings; deputies may be nominated when members are not available.

Meetings

Four meetings per year in line with Audit Risk & Assurance Committee dates. The BCRG Teams site is available to flag issues between meetings.

Agenda, Papers & Minutes

The agenda and supporting papers will be sent out at least 5 working days in advance of the meetings.

Minutes and action log will be recorded and submitted for approval at the next meeting. The draft minutes will be agreed by the Chair of the Group.

Remit

The Group, chaired by the Registrar is an advisory Group that will review and discuss risk, resilience, and any other related matters. The Group will escalate any concerns regarding trends in risk that may then be reflected in the strategic risk register and upward to Executive Board.

The Group will:

- Review a set of metrics and agree action to be taken when necessary. Discuss, challenge and share experience and best practice on faculty/hub level risks;
- Identify risks across Faculties and Hubs highlighting individual risk events where significant or concerning trends in risk events;
- Monitor the application of the University's risk appetite and highlight where this is not being followed;
- Monitor compliance with existing legislation and regulations (OfS (Office for Students), Ofstead, CMA (Competition and Markets Authority), Home Office etc);
- Highlight new or amended policy, legislation, regulations, sector wide issues or other external factors that may have risk implications for the University;
- Highlight new or amended internal policy that may have risk implications for the wider University;
- Support and share risk management best practice for further dissemination across Faculties and Hubs;
- Ensure risk events and risk management activities are captured and where appropriate provided to our insurers;
- Ensure that a robust business continuity management system is implemented, maintained, monitored and reviewed to ensure its effectiveness at mitigating/controlling and managing threats;
- Review the Major Incident Plan to ensure currency and continuous improvement;
- Monitor compliance with the Business Continuity Management System;
- Raise awareness and act as “champions” when it comes to university-level risk and resilience.
- Provide an annual update on activity to Executive Board and ARAC

Member Responsibilities

Each Group member has a responsibility to:

- Provide scrutiny and challenge to all documents, policies and papers provided to the Group;

- Cascade information from the Group to their relevant areas and bring back to the Group any feedback or relevant information;
- Apply current thinking and subject matter expertise in relevant fields to risk or resilience topics;
- Provide critical analysis on cross cutting themes to develop when needed a set of mitigating action plans to be implemented;
- Foster a culture that promotes cooperation, compromise, collegiality, and collective ownership of risk.

Review

- The composition and remit of the Group to be reviewed on an annual basis.

Reviewed and agreed by EB & ARAC – November 2022

Updated November 2024

Date for next review November 2025