

Minutes of HEFESTIS Board Meeting held at 11:00 am on Thursday 19 March 2020 via MS Teams.

Present

Participated by MS Teams

Brian Henderson (Chair)	University of Aberdeen
Andrew McCreath (AM)	HEFESTIS Ltd.
James Morris (JM)	University of Dundee
Nick Murton (NM)	Edinburgh College
Anne Jamieson (AJ)	Independent
Angus Allan (AA)	South Lanarkshire College
Lisa Clark (LC)	Glasgow Kelvin College
Angus Warren (AW)	APUC Ltd. - Observer
Elizabeth McFarlane (EM)	Corporate Services, APUC Ltd.
Norice Bain (NB)	Corporate Services, APUC Ltd

Welcome and Apologies

- 1 AM opened the meeting and advised in conversation with BH last night they discussed shortening today's meeting to one hour and spending the time to review the state of HEFESTIS' readiness for the covid-19 related restrictions. The board agreed this proposal for today's meeting and that a full board meeting covering all agenda actions would be scheduled. Apology for absence was received from M. Caithness.

Operational Arrangements for HEFESTIS

- 2 AM advised from Tuesday 17 March all HEFESTIS staff to work from home to help limit the spread of the virus and keep staff and their families safe.
- 3 All staff are working well from home with some minor issues in accessing institutional systems being worked through with the institutions concerned. There may be a further impact on some staff for childcare when schools close on Friday, but everyone is doing what they can when they can to work flexibly and may work in the evening if it is not possible to complete some tasks during the day. AM has asked staff to keep a log of what they are doing each day.
- 4 DPO and CISO Steering groups on 2 and 28 April respectively will take place via Teams. **[Action: AM will send a communication to the steering groups advising these will go ahead via teams.]**
- 5 Recruitment for an additional CISO is currently on hold due to the above changes but will be picked up shortly in relation to discussions with other institutions about membership.
- 6 AM had agreed with EM for invoices to be issued to institutions sooner rather than later as there could be potential delays with receiving payments.
- 7 AM asked that the payroll process is protected and in the event of information not being available from HR staff should be paid the same as last month and any anomalies would be addressed in the following payroll.
- 8 EM advised if she were absent Dawn Mitchell would be able to process all finance activity including payroll.

Finance Update

- 9 Currently there are no outstanding debtors, all 3rd quarter DPO invoices covering the period up to end April 2020 have been paid.
- 10 4th quarter invoices covering the period from May – July 2020 are planned for issue end March. LC asked if invoices are sent electronically as there could be an issue with receiving mail at the moment. EM confirmed all invoices are sent electronically.
- 11 EM confirmed there is currently no cashflow issue, if an issue were to materialise this would not impact until August 2020 when the next set of annual payments fall due.

Service Status

- 12 AM asked the board how they felt the service was operating in the current situation of covid-19 related restrictions.
- 13 JM advised meetings are being held via teams and attended by the CISO. JM highlighted this could be a good opportunity for the service to develop content/website as discussed at the strategy meeting.
- 14 LC advised they are continuing to function online and work on DSA's is progressing.
- 15 NM advised working from home has had little impact on the work provided by the DPO as he has felt this could be performed remotely, subject to availability of the technical infrastructure.
- 16 AW shared his view that this is very good test of how far we can take flexible working. APUC are drafting guidance for managers on working from home including an opportunity to reduce working hours temporarily. AW offered to share the document with HEFESTIS, which was welcomed by AM. **[Action: AW to share APUC guidance on working remotely with AM.]**

Staffing

- 17 AM advised the board that one DPO had left the company and temporary cover was being provided from elsewhere in the team whilst arrangements are made to replace the DPO.

BH joined the meeting

Risks to Service

- 18 BH proposed that risks to service are discussed and highlighted that in the current situation if there is a significant drop in foreign student numbers, particularly those from China, this would have a very substantial impact on institutions' financial positions. Institutions would be asked to find areas where cost savings could be made, and the shared services provided by HEFESTIS could be a candidate for these cost savings.
- 19 BH advised HEFESTIS needs to prove its worth in areas of IT Security and Governance to institutions in order to ensure continued membership. Content on working from home and themed output around COVID-19 would be very beneficial for members at this time.
- 20 LC advised MW issued guidelines on DPO issues for institutions during the pandemic to members yesterday. LC has distributed this to all staff. **[Action: AM to speak to JS about producing topical COVID-19 content for IT Security and Governance for members.]**
- 21 AJ advised creating contingency plans in the event of members not renewing memberships. BH advised this is a good point and asked if it would be worth considering emergency liquidity funding. AW advised the 6-month notice period in memberships should give some comfort and provides some time to mitigate against any members who intend to leave the service.
- 22 AA advised the services delivered by HEFESTIS to South Lanarkshire College are critical and they have no plans to change their arrangement.

Discussion on o365 & SharePoint proposed shared services

- 23 There was a discussion on whether to proceed with the workshop for the two new potential shared services. AJ suggested it may be better to postpone this for a month.
- 24 LC advised proceeding with caution as there is a risk of appearing insensitive to staff who may be at risk.
- 25 AW advised there is a level of interest and recommended the workshop goes ahead as planned.
- 26 BH agreed with the proviso that the decision makers with authority to commit are in attendance.
- 27 BH asked that AM inform Jordan Schroeder of the implicit priorities for HEFESTIS.

CRU

- 28 BH asked AM if there was any progress on the offer from CRU to second an FTE to HEFESTIS to develop briefing materials for senior management and Tabletop Exercises (TTX). **[Action: AM to obtain an update from Jordan Schroeder on CRU proposal for seconded FTE.]**
- 29 JM advised materials for virtual TTX could become a requirement from the sector, UoD are planning to hold a virtual TTX in April.

Next Meeting

- 30 AM will ask Mike Caithness to poll diaries for a suitable date for the next full board meeting after 28 April when both steering groups have taken place.
- 31 Meeting closed at 12:00.