

**BUSINESS PROTECTION POLICY GROUP MEETING  
SCOTTISH ENTERPRISE, APEX HOUSE, EDINBURGH  
1000 ON MONDAY, 24 SEPTEMBER 2007**

**MINUTES**

**Attendees:**

Tom Halpin (Chair) *Lothian & Borders Police*  
Graham Birse, (Co-Chair) *Edinburgh Chamber of Commerce*  
Amanda McGrath, *Lothian & Borders Police*  
Roy Durie, *Rydens*  
Steve Haggart, *Edinburgh City Centre Management Unit*  
Brian Lochhead, *Norwich Union*  
Alistair Hutton, *Lloyds TSB*  
Kevin Leach, *City Centre Partnership*  
Hillary Woodrow, *John Lewis*  
Ronnie Liddell, *Lothian & Borders Police*  
Steve Sansbury, *Lothian & Borders Fire and Rescue*  
Erick Davidson, *Tayburn*  
Paul Mackie, *Datpro*  
Ed Lyndsey, *BTglobal*  
JP Kavanagh, *The Sheraton Grand Hotel & Spa*  
Julie Sanderson, *Edinburgh Chamber of Commerce*

**Apologies:**

Ian Broadfoot, *Edinburgh City Centre Management Unit*  
Gordon Innes, *Gillespie MacAndrew*  
Frank Connelly, *Standard Life*  
Janet Hamblin, *Baker Tilly*  
John Mullan, *Lothian Buses*

**1. Introduction – Tom Halpin**

T Halpin welcomed everyone to the meeting and thanked them for their support. The purpose of this meeting is to decide on the aims and objectives of the group for going forward, essentially it is necessary for the police and businesses to create the right environment where business can flourish

**2. Business Benefits – Graham Birse**

G Birse said he was delighted that the group had been formed with such a depth of experience and quality of people. Threats to businesses come from a number of sources and the business community as a whole are becoming more aware of the security threats and are keen to do what they can to protect their staff and businesses. He cited examples of businesses that had heeded advice on business protection/crime prevention which resulted in significant reductions in crimes and associated cost savings to the businesses in particular and communities as a whole.

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The Edinburgh Chamber of Commerce acts as a voice of business and the policy groups, driven by the chairs and the individuals round the table, are very effective.

**3. Facilitated discussion to establish central themes and objectives of group**

T Halpin said a discussion with the group would assist in establishing the remit of the group and how it should move forward. Numerous ideas were offered by the group:

E Davidson said his concern was for property, staff and information protection.

A Hutton wanted protection for business customers. Lloyds TSB have a Business Continuity Plan in place. He suggested the Edinburgh Chamber of Commerce could produce a template document which contained guidance notes for business protection and support.

**ACTION**

**With assistance from group members, ECC to produce a business continuity plan template to be published on their website**

T Halpin asked how we maintain communication and cited the example of Estonia who suffered a technological breakdown bringing the country to a standstill. The communication network is an area that needs to be addressed.

Lothian & Borders Police have an alert page on their website. Not everyone is aware of this and it should be more widely publicised

R Durie said there is a large Polish community in Edinburgh now and we need to integrate training within that community.

T Halpin summarised the group's discussion and noted the key areas to move forward would be

- **Business Continuity Planning –including disaster recovery**
- **Physical Protection – buildings, CCTV, computer systems**
- **People – Staff and customer welfare; internal threats**
- **Sharing of information, skills and training**
- **Building a sustainable relationship between the police and businesses**
- **Examining how we communicate and share best practice**
- **Raise awareness of the skills and advice available to businesses from the global police network**

T Halpin asked if a 'mission' statement should be developed.

A McGrath agreed that having such a statement or a vision would focus the group's activities and give it a goal to work towards.

**ACTION**

**G Birse and A McGrath to produce a draft mission statement to be circulated to the group for consideration prior to the next meeting.**

T Halpin said the group's initial activity should address the following areas:

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- Produce a template on business continuity
- Gain an understanding of available skills and identify training needs
- Look at scenario planning

**ACTION**

**A McGrath to coordinate the above activities and establish what each group member has to offer in terms of skills and their training needs**

R Liddell said in an incident like the Glasgow Airport attack, there should be a key strategic group that could be brought together within 12 hours of such an emergency.

E Davidson suggested using a “What if” branding as this would have a more positive marketing impact for the group.

**4. Project Argus – Amanda McGrath**

A McGrath explained the concept of Project Argus and asked the group to attend the Argus presentation on the 15<sup>th</sup> November. Ideally, she would like to have 20 people attending, all of which need to be in a decision making position. A McGrath will email everyone for final numbers.

**ACTION**

**A McGrath to send out invitations and formalise arrangements for Argus presentation**

**5. Moving Forward**

T Halpin asked the group if the meeting was progressing the way they would like it to.

P Mackie said its all about awareness and talking to people without scaring them.

S Sansbury said that if a member of staff died in a fire at their workplace, the business directors/owners could be liable.

E Davidson said it was vital for Health & Safety issues to be included in the group.

**6. AOB**

G Birse said there was a meaningful agenda to progress with. A press release has been sent out about the group and the press seem very interested. T Halpin was interviewed on Good Morning Scotland which was broadcast today, and there is a press conference taking place following this meeting.

P Mackie sent apologies for the Project Argus presentation on 15<sup>th</sup> November.

T Halpin thanked everyone for attending.

7. Date of next meeting: Argus presentation on 15/11/07

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**SUMMARY OF ACTIONS**

**1. ACTION**

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**2. ACTION**

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**3. ACTION**

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