

**BUSINESS PROTECTION POLICY GROUP MEETING**  
**SCOTT SUITE, SCOTTISH RUGBY UNION, MURRAYFIELD STADIUM**  
**EDINBURGH**  
**10.00-1200 ON THURSDAY, 28<sup>th</sup> FEBRUARY, 2008**

**MINUTES**

**Attendees:**

Tom Halpin (Chair)	<i>Lothian &amp; Borders Police</i>
Graham Bell	<i>Edinburgh Chamber of Commerce</i>
Amanda McGrath	<i>Lothian &amp; Borders Police</i>
Brian Lochhead	<i>Norwich Union</i>
Alistair Hutton	<i>Lloyds TSB</i>
Hillary Woodrow	<i>John Lewis PLC</i>
Steve Sansbury	<i>Lothian &amp; Borders Fire and Rescue</i>
John Mullan	<i>Lothian Buses</i>
Mary-Ellen Lang	<i>Edinburgh City Council</i>
Frank Connelly	<i>Standard Life</i>
Andrew Bisset	<i>Cisco Systems</i>
Paul Mackie	<i>Datpro</i>
Andrew Sinclair	<i>Glen Abbot Ltd.</i>
Erick Davidson	<i>Tayburn</i>
Mark Laidlaw	<i>Scottish Rugby Union</i>
Alex MacLeod	<i>Sheraton Grand Hotel</i>
Russell Brownlie	<i>JRB Risk Identification, Assessment and Control Services</i>
Michael Carter	<i>Advance Security</i>
Alan Dobie	<i>Scottish Business Crime Centre</i>

**1. Introduction -Tom Halpin**

T Halpin welcomed everyone to the meeting and introduced Mary Ellen Lang, Russell Brownlie, Michael Carter and Alan Dobie. He also thanked the SRU for the use of their meeting room.

**2. Apologies:**

J P Kavanagh (Alex MacLeod attended in lieu)	<i>The Sheraton Grand</i>
Ed Lyndsey	<i>BT Global</i>
Roy Durie	<i>Rydens</i>
Gordon Mckie (Mark Laidlaw attending in lieu)	<i>Scottish Rugby Union</i>
Graham Birse	<i>Edinburgh Chamber of Commerce</i>

3. The Minutes of the last meeting were discussed and agreed that this was a true record of the meeting.

#### **4. Action Updates – A. McGrath**

A McGrath gave an update on the outstanding actions – full record attached on Action Register

#### **5. Items for Discussion**

##### **5.1 Business Continuity Position Paper: A Sinclair**

A Sinclair told the group that the Council has a statutory obligation to inform and advise businesses on business continuity. He suggested the group liaise with the Council to run exercises on the subject, with a view to the Chamber holding an event for members, which could include various scenarios. However there is a need to be mindful of possible legal issues when handing out advice.

G Bell said there were Business Advisers in the Chamber who are insured to give out financial advice so maybe the Chamber could send out guidelines to their members. A Sinclair is on the Board of the SCG (Scottish Continuity Group) and would be happy to present to Chamber members. There was further discussion on how to get business continuity on the political agenda and G. Bell offered to discuss this in a forthcoming meeting with Kenny MacAskil.

A McGrath summarised there are 3 stages to progressing policy on business continuity: raising awareness; doing the training; doing the event. E Davidson suggested putting together a business protection information site in a 'toolkit' format on the Chamber website which could provide information for businesses and act as a means of signposting relevant information, thereby forgoing the need to give actual advice, when there is already plenty out there – it is a case of showing people, in a simple format, how to get the information they need. G Bell said a forum will be on the website in due course which would be beneficial for information sharing for businesses. A Dobie suggested if SMEs had a Business Continuity Plan in place there could be a potential discount with insurers, e.g. Norwich Union. It was agreed that the focus should be on SME's and all information should be provided in a readily accessible and uncomplicated format. G. Bell also suggested considering a mentoring project for SME's.

T Halpin suggested we should identify people who are already actively promoting resilience and A Sinclair suggested Prof Wytanabe (spelling unknown), who is regularly in the UK and would be happy to meet with the group.

#### **Agreement**

After discussion the group agreed that it would devise a business protection 'Toolkit' based on the 'What if...' principle and have approximately 10 'What If' questions per sub group area to be published on the Chamber website

## **ACTIONS**

- **A. McGrath to meet with Andrew Sinclair and Business Continuity Sub-Group to discuss viability of running a business continuity table-top exercise for Chamber members**
- **Sub-Group leads to collate all information in three sub-group areas with a view to developing a 'What If' page on Chamber website. This will contain signposts to free advice and also a business protection 'Toolkit' in a 'What If...?' format.**
- **Graham Bell to contact the Scottish Government - Kenny MacAskil MSP to discuss how to get government support for business continuity as a priority for the city of Edinburgh.**
- **A Sinclair to send A McGrath presentation on the Japanese experience of business continuity plans for circulation to group.**
- **A Sinclair to contact Professor Wytanabee re possible presentation to the group in the future.**
- **Brian Lohead to make further enquiries with Norwich Union to establish whether suggestion of insurance companies offering discounts to businesses who have continuity plans in place is viable**

T Halpin thanked A Sinclair for his work on the paper.

## **5.2 Physical Security Position Paper – P Mackie**

P Mackie discussed the content of the position paper and explained it was not about finding solutions, but about raising awareness and agreed that, via the Chamber and Chamber website, the group should seek to show people who they can contact to get relevant information and to raise awareness of the issues surrounding physical security including theft of information and fraud. To this end, the best way to raise awareness is by sharing real-life stories from those who have fallen victim to crime. It will be necessary to develop a communications strategy as to how these stories can be 'drip fed' to businesses and the group can consider how best to achieve this for the next meeting in May.

P. Mackie received information on Secure by Design from A. McGrath and would like to have further discussions with the group regarding this. A. Dobie suggested that PC Jackie Shiel could do a presentation to the group on this area.

A McGrath is organising a Chamber fraud event in May/June about and would appreciate any feedback from the group as to what type of information businesses would like to hear about at this event.

#### **ACTIONS**

- **Sub-groups to consider communications strategy and decide on best way to share real-life stories with businesses.**
- **Group members to identify aspects of fraud that will be of most interest to include businesses attending the Chamber fraud event in May/June**
- **A McGrath to organise a presentation on Secure by Design to Policy Group**

### **5.3 People Position Paper – H Woodrow**

H Woodrow summarised the main points covered in the paper and agreed we can engage people by telling real life stories. All three sub-groups are of the same opinion that it is necessary to engage interest i.e. real life stories and then ask the ‘What If’ questions and then provide the signposts on how to find the necessary information. T. Halpin suggested that all the sub-groups pool their information to provide the ‘Toolkit’. In time for the next meeting the groups should consider what relevant ‘What If’ questions should be asked in each of their areas and consider how they want to direct businesses to the necessary information.

H. Woodrow explained that she would need to withdraw from the group due to other commitments and therefore a new sub-group lead will need to be appointed. ME Lang expressed an interest so will speak to A McGrath to see what is involved.

#### **ACTIONS**

- **Each sub-group to develop a maximum of 10 ‘what if’ questions for their individual areas.**
- **A McGrath to discuss People sub-group lead with Mary Ellen Lang**

### **5.4 Sub-Group Membership – T Halpin**

**A. McGrath suggested that it would be a good idea if all members of the group identified which sub-groups they wished to assist on, so the leads have knowledge of who they can call on for support and information. The group agreed this was a good idea.**

**ACTION**

**A McGrath to email the group asking which sub-group members wish to support and circulate results**

**6. Business Needs Research – A McGrath**

A McGrath explained to the group that she would shortly be carrying out a business needs survey as part of a research project she has instigated. - The results of this survey will assist Lothian and Borders Police to provide a more tailored service to the business community. In addition, it will help them to better understand the priorities that businesses feel hold the key to protecting their assets. Amanda asked the group if they would act as a pilot group for this survey and this was agreed. She will circulate the survey for comment later this week.

**ACTION**

**A. McGrath to send pilot questionnaire to group for feedback**

**7. AOCB**

None

**8. Dates for future meetings:**

21st May (at Lloyds TSB, 120 George Street)

28<sup>th</sup> August (Rydens)

26<sup>th</sup> November – Scottish Rugby Union, Murrayfield