



Minutes of the Imperial College Union  
Board of Trustees  
16 January 2014  
Meeting room 6, 6.00pm

**Present:**

Lay Trustee - Chair	Julia Higgins (JH)
President	David Goldsmith (DG)
Council Chair	Richard Bennett (RB)
Elected Student Trustee	Bukki Adedapo (BA)
Elected Student Trustee	Michael Foster (MF)
Appointed Student Trustee	Tian Chew (TC)
Appointed Student Trustee	John Winters (JW)
Lay Trustee	Colin Kerr (CK)
Lay Trustee	Janet Rogan (JR)
Lay Trustee	George Palos (GP)
Alumni Trustee	Andy Heeps (AH)
Deputy President (Clubs and Societies)	Yas Edwards (YE)
Deputy President (Finance & Services)	Kieron Creagh (KC)
Deputy President (Welfare)	Marissa Lewis (ML)
<b><u>Permanent Observers</u></b>	
Managing Director	Joe Cooper (JC)
Governance and Administration Manager – Clerk	Rebecca Coxhead (RC)
<b>Apologies:</b>	
Deputy President (Education)	Natalie Kempston (NK)

**1. CHAIRS BUSINESS & APOLOGIES**

NOTED:

- a) Apologies were received from NK.

*The agenda was reordered to consider agenda item 3 as the next item of business*

**3. STUDENT TRUSTEE APPOINTMENT**

RECEIVED: The paper was presented by JH

NOTED:

- a) The long list of candidates had phone interviews with JC and this was short listed to 4 candidates for face to face interviews.
- b) The quality of all applications was very good.
  - i. The 2 students recommended stood out in that they showed an extremely good knowledge of the Union and how it works and would be able to assimilate to the Board from the outset.
- c) As this was the first time that this process had happened, it was unknown how many candidates would apply.

- d) There is the option for the term of office to be more than 12 months and this length of office can be agreed at a later date.

**ACTION:**

1. **The term of office for appointed Trustees to be agreed at the 3 July 2014 meeting.**

- e) The Board moved to a vote on accepting the recommendations for appointed Trustees from the Appointments and Remuneration Committee and it was agreed unanimously.

**RESOLVED:**

- 1) **To appoint John Winters and Tian Chew as Student Trustees.**

**ACTION)**

2. **RC to send information to the appointed student trustees in regards to the Trustee Board sub committees to see if they wish to become members of these.**

*The agenda resumed normal order at this point*

**3. DECLARATION OF INTEREST – none**

**4. MINUTES OF LAST MEETING – 31 October 2013**

**NOTED:**

- a) The committee agreed to pass the presented minutes as an accurate reflection of the last meeting.

**RESOLVED:**

- 1) **To pass the minutes of the last meeting.**

**5. MATTERS ARISING**

**NOTED:**

- a) In regards to JC investigating what College's data protocols are for CCTV use and storage, he reported that College hold footage for 31 days.
  - i. College have assured that they will be paying for the installation of CCTV equipment in Beit.

**6. GOVERNANCE COMMITTEE MINUTES – 26 November 2014**

**RECEIVED:** The minutes were presented by AH

**NOTED:**

- a) Jim Dickinson has been recommended to be reappointed as Returning Officer.
  - i. The Board were asked to ratify this appointment and it was agreed unanimously.

**RESOLVED:**

- 1) **To appoint Jim Dickinson as Returning Officer.**

- b) Clubs have been invited to be involved in holding their elections during the Big Elections.
- c) The complaint arisen in last year's Big Elections were deemed to be a symptom of the new process bedding in.
- d) The Governance Committee will be available during the elections timetable and will meet electronically if appropriate.
- e) It was stated that last year the question was raised as to whether the supporter of the appellant should only be a college representative to stop the potential of a legal person coming in.

- i. It was stated that the Governance Committee will rule were appropriate on this matter.
- f) The Governance Matrix is being used as a body of work for the Committee to work on.
  - i. The pressing item on the matrix is the conflict of interest of prior trustees becoming employees.
- g) The Board moved to a vote to accept the minutes and they were approved.

**RESOLVED:**

- 1) **To accept the presented Governance Committee Minutes.**

**7. FINANCE AND RISK COMMITTEE MINUTES – 9 December 2013**

RECEIVED: The minutes were presented by CK

NOTED:

- a) The October Management Accounts show saving in staff which comes in the form of vacancies not being filled until later.
- b) Weekly reporting help with monitoring commercial outlets.
- c) Quotes are being sought in regards to minibus acquisitions.
- d) 23 tickets have been sold thus far for the Summer Ball.
- e) December has closed £3k up on budget.
- f) The January accounts will be out due to the weekly budgets being set when there was a weeks trading that was accounted for but didn't happen due to college closure.
  - i. This error will be mitigated from occurring again by having checks done by an independent person at the end of the budgeting process.

**RESOLVED:**

- 1) **To accept the minutes of the Finance and Risk Committee.**

**8. APPOINTMENTS AND REMUNERATION COMMITTEE MINUTES – 11 DECEMBER 2013**

RECEIVED: The minutes were presented by JH

NOTED:

- a) It was reported that the Managing Directors Personal File was located in a locked filing cabinet in the President's office.
  - i. AH stated that the Governance Matrix indicates that the Chair of the Board manages the Managing Director and the Governance will be putting this recommendation forward to the Appointments and Remuneration Committee.
- b) Succession planning for trustees will be coming to the May meeting of Appointments and Remuneration Committee.
  - i. AH stated that the skills audit of trustees will feed in to this.
- c) RC has started contact with prior sabbaticals who could be potential coaches/mentors for incumbent sabbaticals.
  - i. It was suggested that it would be helpful is a person spec for the role or 'expectations' could be drafted.
  - ii. Personality is a consideration with this matching.
  - iii. AH to work on a draft person spec document.
  - iv. Council is the political accountability for sabbaticals.
  - v. JC stated he will talk to colleagues to see what they do for sabbatical appraisal/mentor
  - vi. AH to take a plan to Governance Committee and report back in July Trustee Board.

## 9. MEMBERS UNDER 18 POLICY

**RECEIVED:** The policy was presented by JC

**NOTED:**

- a) Thanks were given to the Membership Services Manager for compiling the paper.
- b) Having a policy for dealing with member under 18 is not commonplace across student unions.
- c) It was queried as to what position the Union would take with under 18's attending the Summer Ball.
  - i. Summer Ball is like any other ticketed event and they would not be able to purchase ticket.
  - ii. ID checks occur so if a guest was under 18, they would not be served alcohol.
- d) The College has a policy to allocate all under 18 year olds to a single rooms in halls and do not offer halls of residences places to those under 16.
- e) Clubs have been emailed with the tabled policy and are aware of the processes.
- f) It was questioned as to how College look after those students under 16. JC stated he will look in to this and report back

**ACTION:**

1. **JC to investigate how students under 16 are looked after by College and report back to the Board.**
- g) It was pointed that this will affect the Associated Membership Policy and this will need to be updated.
  - h) The Union will be encouraging College not to put under 18's in Beit Hall due to the proximity to the bars.
  - i) It was questioned as to this would be communicated to the under 18's before arriving.
    - i. JC stated that the Union will work with College in getting this message out pre arrival.
  - j) The Board moved to a vote on the presented policy and it was passed unanimously.

**RESOLVED:**

- 1) **To accept the Members under 18 Policy.**

## 10. HEALTH & SAFETY ACTION PLAN

**RECEIVED:** The plan was presented by JC

**NOTED:**

- a) Training has been arranged for those who are required to attend.
- b) All activity for CSP's require risk assessments and the Health & Safety Committee will reviewing these annually.
- c) PAT testing is currently undertaken by a competent student club which is within the rules.
- d) It was highlighted that the Constitution needs to be amended to remove Health & Safety from the Job Description of the President.
- e) The Board moved to a vote on accepting the plan and it was passed unanimously.

**RESOLVED:**

- 1) **To accept the Health & Safety Action Plan**

## **11. PRESIDENTS REPORT**

RECEIVED: The report was presented by DG

NOTED:

- a) Sir Robert Winston has offered his support to the House of Lords investigation in the Immigration Bill which is hugely positive.
- b) The Board moved to a vote on passing the presented report and it was passed unanimously.

**RESOLVED:**

- 1) To accept the presented report.**

## **12. MANAGING DIRECTOR REPORT**

RECEIVED: The report was presented by JC

NOTED:

- a) It is heartening to see a full board and sub committees in place and see their works moving the Union forward positively.
- b) The Diploma in Management Studies is about to start which highlights the Unions commitment to training and encouraging the culture of development.
  - i. The Union will see the benefit from staff during their 18 month study programme.
  - ii. The course requires staff to show implementation of their learnings in their role.
  - iii. The Governance Matrix highlights staff development and succession and promotion planning.

**RESOLVED:**

- 1) To accept the presented report.**

## **13. OPERATING PLAN**

RECEIVED: The plan was presented by JC

NOTED:

- a) The traffic light system has highlighted some delays in dates however these have been explained.
- b) The Board moved to a vote on passing the presented plan and it was passed unanimously.

**RESOLVED:**

- 1) To accept the Operating Plan.**

## **14. COUNCIL CHAIR REPORT**

RECEIVED: The report was presented by RB

NOTED:

- a) The January meeting has historically been quorate.
- b) The group of regular non attendees have been pursued.
- c) It was suggested to put a change in the meeting rules to not accept apologies after 24 hours before the meeting apart from in extreme circumstances.
- d) The Board moved to a vote on passing the presented report and it was passed unanimously.

**RESOLVED:**

- 1) To accept the presented report.**

## 15. BUDGETING PROCESS FOR CLUBS, SOCIETIES & PROJECTS

RECEIVED: The paper was presented by YE

NOTED:

- a) The paper highlights a change to the decision making process with the rules make allocation process clearer.
- b) The creation of the Development Committee will help clubs to take on new initiatives during the year where they have been constrained in the past by the budget having already been set by a previous committee.
- c) Self-Generated Income is now taken in to account and special interest is taken in clubs that have no plan as to what to do with it.
- d) YE to report back to the Board how the new budgeting process went.

**ACTION:**

**1. YE to provide a debrief report on how the change to the budgeting process went.**

- e) The Board agreed that the process is fair and equitable and the Board resolved to pass the document.

**RESOLVED:**

**1) To accept the presented budgeting process for Clubs, Societies & Projects.**

## 16. TERM ONE IMPACT REPORT

RECEIVED: The report was presented by JC

NOTED:

- a) The Board agreed to accept the report.

**RESOLVED:**

**1) To pass the presented Term one Impact Report**

## 17. ANY OTHER BUSINESS

### 17.1 BOARD OF TRUSTEES AWAY DAY

NOTED:

- a) It was suggested that the Away Day could be a residential event and the following points were made.
  - i. There is value in having the evening to continue the activity generated during the day in a slightly less informal way.
  - ii. There is benefit in having a longer day and evening event but not travelling too far.
  - iii. It would be difficult to make happen this year as members have only planned for 1 day.
  - iv. The concept of blocking time away is good but it is perhaps done at a different time of the year – once the new officer trustees are bedded in.
  - v. The Governance Committee have 'training and away days' as part of their work plan.

The meeting closed at 8.00pm  
Approved as a correct record at a meeting  
of the Trustee Board on  
\_\_\_\_\_ 2013/14

\_\_\_\_\_ Chair of the Meeting

## **Members aged less than eighteen years policy**

### **1. Context**

- 1.1. Imperial College Union has a number of members aged under the age of eighteen. Under the Children's Act 1989 a child is defined as "a person under the age of 18" The Union has a duty of care to these students and must take extra consideration of the fact that they are minors.
- 1.2. As far as is practicable the aim of the Union is to treat members aged under eighteen in the same way as those aged eighteen or over. However, members aged under eighteen are entering an adult environment and therefore must accept that certain restrictions as to their participation in Union activities may be applied.
- 1.3. The UN Convention on the Rights of the Child states "every child has the right to say what they think in all matters affecting them, and to have their views taken seriously". In the context of the Union it is important that suitable opportunities are in place to ensure our members aged less than eighteen have an equal opportunity to voice their opinions.
- 1.4. This document outlines the restrictions and procedures which the Union will apply for members aged sixteen or seventeen and for members aged under sixteen. These procedures are different to those for members aged over eighteen.
- 1.5. For the avoidance of doubt, this policy applies only to the activities of Imperial College Union and its constituent parts. Other arrangements for similar circumstances may be in place in other parts of the College.
- 1.6. The Union will not act in Loco Parentis or provide direct supervision of members aged sixteen or seventeen when participating in activities of the Union.
- 1.7. Section 4 provides significant restrictions on Union activities a member aged less than sixteen can participate in. For clarity, the Union will not act in Loco Parentis or provide direct supervision of members aged less than sixteen for any Union activity they do participate in.
- 1.8. It is the Union's position to deal with members and not their parents or guardians, regardless of the member's age.
- 1.9. The Union will not carry out DBS checks on individuals aged over eighteen who are participating in activities with members aged under eighteen.

### **2. Legal and policy references**

- 2.1. Higher Education Institutions are not specifically named in the Children's Act as having a duty to safeguard and protect children and young people. Schools and FE Colleges do have a statutory duty. However, Higher Education Institutions do have a Common Law duty to take such steps that are reasonable to ensure that children and young people are safe and that reasonably foreseeable harm does not occur.
- 2.2. As noted, the Children's Act 1989 provides the legal definition of a child as "a person under the age of 18". The Health & Safety (Young Persons) Regulations 1997 and the Management of Health & Safety at Work Regulations 1992 outline additional responsibilities when employing anyone under the age of eighteen.
- 2.3. Often the term vulnerable adult is also used when considering procedures in place for safeguarding children. The term vulnerable adult is defined in the Police Act 1997, for the purposes of this document vulnerable adults will not be considered.
- 2.4. The College has two policies which apply to students aged under eighteen:
  - 2.4.1. Minors Policy, which concerns the admission of students aged sixteen or seventeen and the admission of students aged less than sixteen.
  - 2.4.2. Child Protection Policy, which concerns the College procedures for child protect and delegates some responsibility to Heads of Departments/Divisions, which includes the Union.

- 2.5. As a condition of admission to the College, a parent or guardian of a potential student is required to sign a declaration. The following elements are of note to the activities of the Union:
- 2.5.1. The student may not buy alcohol or enter licensed premises<sup>1</sup>.
  - 2.5.2. The student may not hold any positions of responsibility in College clubs or associations.
  - 2.5.3. Consent to the student participating in extracurricular activities that the student determines.
  - 2.5.4. Agree that, if the student is unable to consent and if it is not possible to contact a parent or guardian, the College may authorise emergency medical treatment in the best interests of the student.
- 2.6. Various other pieces of legislation apply to members aged under eighteen, these are referenced in the College's Child Protection Policy.

### 3. Full Members aged sixteen or seventeen

- 3.1. Trustee positions: These members will not be able to become Trustees of the Union if they are aged sixteen or seventeen on the first day of that term of office.
- 3.2. Elected positions<sup>2</sup>: With the exception of year representative positions in the Academic Reps Network, these members will not be able hold elected office if they are aged sixteen or seventeen on the first day of that term of office.
- 3.3. Voting in elections: These members will be able to vote in any election for which they are part of the electorate.
- 3.4. Employment: These members will not be employed by the Union until they reach the age of eighteen.
- 3.5. Use of venues: These members will not be able to access ticketed events at the Union which involve the potential for the purchase of alcohol; this applies where entry to the venue is controlled. In instances where entry is not controlled these members will be able to access the venues, but strict controls will be in place to control the purchase and consumption of alcohol.
- 3.6. Community Volunteering Scheme: These members will be able to participate in opportunities offered via the Community Volunteering Scheme which have been evaluated as suitable for individuals of their age by the Student Development Manager in conjunction with the opportunity provider. They will not be able to participate in opportunities which have been evaluated as unsuitable for individuals of their age.
- 3.7. Membership of Clubs, Societies & Projects: These members will be able to become members of Clubs, Societies & Projects. Participation in certain activities will require parental consent, see specific notes.
- 3.8. Participation in Increased Risk Activities: These members will be able to participate in increased risk activities subject to a signed parental consent form being provided to the Union.
- 3.9. Participation in Residential Activities: These members will not be able to participate in residential activities.
- 3.10. Participation in activities which require specific legal consent: These members will be able to participate in activities which require a specific legal consent subject to that consent being signed by their parent or guardian and a signed parental consent form being provided to the Union.
- 3.11. Participation in activities outside of the UK: These members will not be able to participate in activities which are taking place outside of the UK.

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<sup>1</sup> Further clarity to the Union's position on use of venues is provided in points 3.5 and 4.5.

<sup>2</sup> This includes committee membership of a Club, Society & Project, other positions within the Academic Representatives Network, committee positions within the Faculty Unions, Union Council, Liberation Officers and any other elected role within the Union.



- 3.12. Cinema: Members aged sixteen or seventeen will not be permitted to attend screenings of films with a British Board of Film Classification of 18 years of age.

#### **4. Full Members aged less than sixteen**

- 4.1. Trustee positions: These members will not be able to become Trustees of the Union until they are aged eighteen.
- 4.2. Elected positions<sup>3</sup>: These members will not be able hold elected office while aged less than sixteen, the conditions in point 3.2 apply once they become sixteen.
- 4.3. Voting in elections: These members will be able to vote in any election for which they are part of the electorate.
- 4.4. Employment: These members will not be employed by the Union until they reach the age of eighteen.
- 4.5. Use of venues: These members will not be able to access ticketed events at the Union which involve the potential for the purchase of alcohol; this applies where entry to the venue is controlled. In instances where entry is not controlled these members will be able to access the venues, but strict controls will be in place to control the purchase and consumption of alcohol.
- 4.6. Community Volunteering Scheme: These members will not be able to participate in opportunities offered via the Community Volunteering Scheme.
- 4.7. Membership of Clubs, Societies & Projects: These members will not be able to become members of Clubs, Societies & Projects.
- 4.8. Participation in Increased Risk Activities: These members will not be able to participate in increased risk activities.
- 4.9. Participation in Residential Activities: These members will not be able to participate in residential activities.
- 4.10. Participation in activities which require specific legal consent: These members will not be able to participate in activities which require a specific legal consent.
- 4.11. Participation in activities outside of the UK: These members will not be able to participate in activities which are taking place outside of the UK.
- 4.12. Cinema: Members aged less than sixteen will only be permitted to attend screenings of films with a British Board of Film Classification suitable to their age.

#### **5. Associate and Lifetime Associate Members**

- 5.1. No individual will be entitled to become an associate or lifetime associate member until they reach the age of eighteen<sup>4</sup>.

#### **6. Parental Consent**

- 6.1. Parental consent must be given by a parent or guardian of any full member aged sixteen or seventeen before they can participate in: increased risk activities or activities which also require specific legal consent.
- 6.2. A template parental consent form will be provided for this purpose which will be annually activity specific, but not specific to a club or trip.
- 6.3. The Union has a list of increased risk activities. This list is not exhaustive and may be updated from time to time by the Union's Health & Safety Committee. This list is activity specific, rather than covering individual Clubs, Societies or Projects.
- 6.4. Furthermore, specific one-off activities may be deemed to be high risk and parental consent may be made a requirement.

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<sup>3</sup> This includes committee membership of a Club, Society & Project, all positions within the Academic Representatives Network, committee positions within the Faculty Unions, Union Council, Liberation Officers and any other elected role within the Union.

<sup>4</sup> This will require a minor amendment to the Trustee Board Policy on Associate Membership

- 6.5. The Union reserves the right to deem any activity to pose too high a risk, and participation by members aged under eighteen will be not allowed.
- 6.6. If a parent or guardian is not resident in the UK, they must appoint an individual over the age of eighteen who is resident in the UK to act as a contact person.

## **7. Clubs, Societies & Project Committee Responsibilities**

- 7.1. Committee members of Clubs, Societies & Projects have a duty of care towards their members and must take extra precautions with members aged sixteen or seventeen.
- 7.2. The Union will periodically inform Club, Society or Project Chairs/Presidents of the names of any of their members who are aged sixteen or seventeen. This shall include the date at which they will no longer be a minor.
  
- 7.3. It is recognised that the activities of Clubs, Societies & Projects<sup>5</sup> do not involve only those students who are paid up members. As such it is expected that Club, Society or Project Chairs/Presidents will monitor the involvement of non-members in their activities.
  
- 7.4. Club, Society or Project Chairs/Presidents are expected to ensure that:
  - 7.4.1. The Union is informed of any students aged sixteen or seventeen participating in their activities who are not members of the Club, Society & Project.
  - 7.4.2. Parental consent has been given for the participation of any students aged sixteen or seventeen in their activities where it is required.
  - 7.4.3. Their risk assessments are reviewed if they have anyone aged sixteen or seventeen involved in their activities.
  - 7.4.4. That anyone under eighteen is not consuming alcohol during their events and activities.
  - 7.4.5. Members aged sixteen or seventeen in their Club, Society or Project are engaged with to ensure that they are not unduly excluded from their activities.

## **8. Other matters**

- 8.1. Further guidance will be developed to cover Union activities which involve working with people aged under eighteen who are not members of the Union.
- 8.2. In areas of ambiguity or for circumstances not covered in this document consultation should be undertaken with the most appropriate member of the Senior Management Team.

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<sup>5</sup> Activities of Clubs, Societies & Projects are taken to include, but not necessarily limited to, activities organised by or in the name of the Club, Society or Project. These include activities which make use of space, facilities, IT infrastructure, equipment or funding provided by the Union or the College.

## **Process and timescales for Clubs, Societies & Projects**

### **CSP budget submissions – December – January**

CSP budget submissions will no longer ask them to rate expenditure based on necessity. Instead expenditure will be rated with three categories:

- A. Core expenditure to be considered in Round 2.
- B. Extra expenditure to be considered in Round 3
- C. Costs which the CSP is not requesting funding towards.

Management Groups and Constituent Unions will review categories and ensure that the expenditure is in line with a CSP's core aims and objectives. They will re-categorise expenditure as they see fit, and help ensure the submissions are realistic.

### **Round 1 – CSPB Budgeting Meeting 1 – January**

CSPs will have completed budget submissions and so total demand and its breakdown for the next academic year will be available.

CSPB will decide on contingency and funding percentages for some core expenditure in this round.

### **Round 2 - CSPB Budgeting Meeting 1 – February**

CSPB to make decisions on Category A expenditure.

### **Round 3 – CSPB Budgeting Meeting 3 – March**

CSPB to make decisions on Category B expenditure.

### **Round 4 – Continuous throughout the year (August – July)**

Decisions to be made by Activities Development Committee based on an application process.

### **Decision making at each stage:**

#### **Round 1 (First CSPB Meeting in January)**

A contingency amount will be awarded to CSPB to be applied to throughout the year and distributed according to the criteria laid out in the CSP contingency policy. In deciding upon a contingency amount, CSPB should take the following into account:

- The amount of contingency awarded in previous years, including the amount distributed so far in the current academic year as well as any outstanding requests.
- Any external factors in the next academic year which may place additional demand on contingency funding, or conversely may reduce the need.
- Any changes that have been made to the contingency policy and the impact that may have on eligibility for receiving contingency funding.

CSPB will also make a decision on the amount of funding to allocate to the Activities Development Committee, a subcommittee of CSPB (see Round 4), which will be distributed to clubs throughout the year.

In this round money may also be ring-fenced for providing funding for club activities in collaborative initiatives such as Give It A Go, Artsfest, Student Volunteering Week and similar

projects, which will be allocated in Round 4 by the Activities Development Committee. Similarly funding for New Clubs Committee and New Projects Committee will be decided in this round.

In deciding upon an amount for the Activities Development Committee, CSPB should take the following into account:

- The amount of funding the Committee awarded in previous years, including the amount distributed so far in the current academic year as well as any outstanding requests.
- Any external factors in the next academic year which may place additional demand on funding, or conversely may reduce the need.
- Any changes that have been made to the budgeting policies and the impact that may have on eligibility for receiving funding.

Percentages will be agreed for Round 2 for a minimum funding level to be provided for:

- Travel costs to fixtures, training sessions, and sites of regular activity.
- Cost of facilities hire for fixtures, training, and regular activity.
- Cost of coaching and tuition fees.

If a CSP has requested less than the minimum percentage level than they will get the amount they requested rather than the higher figure. At this stage CSPB may also choose to set an absolute maximum subsidy level for subsequent rounds.

### **Round 2 (CSPB Budgeting pre-meeting)**

Core costs will be agreed to be funded based on pre-agreed criteria. Only costs which are deemed core to the club's aims and objectives shall be funded in this round. ACC Football would be eligible for funding for pitch hire as this is core to their fulfilment of their aims and objectives, whereas an OSC club would not receive funding for pitch hire as providing sporting opportunities for their members is not their core purpose.

Grant can be awarded for:

- X % of travel costs to fixtures, training sessions, and sites of regular activity.
- X % of cost of facilities hire for fixtures, training, and regular activity. This could include a range of expenditure such as pitch hire and concert venue prices. Prices subsidised will be at College Facility Hire rates or below. Where no equivalent College space exists or use of College is impossible higher costs can be considered. Otherwise higher costs due to having to use external venues should usually be submitted as part of Round 3.
- X% of cost of coaching and tuition fees.
- Competition entry fees for sporting and non-sporting activities (BUCS, LUSL, tournaments etc).
- Maintenance and upkeep of inventory items, including the replenishment of consumable items and the replacement of equipment due to natural wear and tear (replacement of parts of musical equipment, tools for maintaining equipment, replenishment of sporting items such as tennis balls etc).
- Mandatory training course fees.
- Extra insurance requirements.
- Affiliation fees to third party organisations (for CSP, not individual members).
- Licenses and performance rights.

Where it is felt that any requests are unreasonable, grounds will be given based on the funding criteria list and the requests will be deferred to Round 3. Amounts may also be adjusted or rejected in their entirety at this stage where there is agreement. Automatic funding in this round is therefore not guaranteed and contested items will be deferred to Round 3. As in Round 1 it

may be felt that due to a limited amount of resource individual club subsidy levels should be capped at an absolute amount should this not already have been done. Additionally it may be felt that money that has been granted to the Activities Development Committee for specific projects may be suitable for funding some expenditure, and these requests should be resubmitted as part of Round 4.

### **Round 3**

This is the opportunity for CSP's to "top-up" their funding after the decisions made in the previous round, and allows for any discrepancies in funding to be addressed, through looking at individual circumstances.

- Non-mandatory training and conference attendance fees.
- Requests for extra funding on top of that already received in Round 2 for:
  - Travel costs to fixtures, training sessions, and sites of regular activity.
  - Cost of facilities hire for fixtures, training, and regular activity (specifically where more expensive non-College facilities are required to be used).
  - Cost of coaching and tuition fees.
- Facility hire costs for events such as lecture theatres, performance venues, and other event spaces.
- New equipment which falls outside the scope of the Harlington Trust.
- Associated core event costs such as technical support, equipment hire, licenses, and travel expenses.

### **Round 4**

The Activities Development Committee will operate throughout the course of the academic year and will use the same criteria as in the preceding funding rounds for allocating funding. Its budget will have been decided in Round 1 of the budgeting process, some of which may have been ring-fenced for particular projects and initiatives. The Activities Development Committee itself may choose to set aside a portion of the funding during the course of the academic year in the same manner as in Round 1 for any new projects.

There will be a written method of application to access funding from the Committee.

The Committee may additionally consider applications for funding to cover events that have made a loss, where the event went through the correct channels of approval, and the loss could not have been avoided. Changes in costs due changes in use of venues and facilities due to the space booking process taking place after the initial budgeting rounds will also be considered by this Committee.

The Committee will comprise of:

- 5 members of Constituent Union or Management Group Committees, with at least 1 representative of a Constituent Union and 1 representative of a Management Group. There shall be a limit of one member from each Constituent Union or Management Group.
- Deputy President (Clubs & Societies) (Chair)
- Deputy President (Finance & Services)

### **Items which are ineligible to receive funding:**

- Tours, as defined by the Tours Policy.
- Direct donations to external charities.

- Individual events and activities which aim to raise money for charity.
- Events and activities where the primary purpose is for social reasons and falls outside of the core aims of the CSP. This would usually include dinners, balls, bar and club nights.
- Costs of food and drink where the event or activity falls outside of the core aims of the CSP.
- Large equipment item purchases which would be eligible to apply to the Harlington Trust.
- Affiliation fees for individuals where there is no benefit to the wider membership of the CSP.
- Activities which do not comply with the aims and objectives of the CSP.
- Activities which are contrary to Union policies or legal requirements.

Printing will not be considered as a core cost for a CSP and will usually not be funded. It may however be considered under discretionary circumstances.

### **Funding criteria list:**

Factors that will be taken into consideration in awarding funding:

- SGI: How much SGI a CSP has will be considered, and whether this SGI has been allocated for investment in club activities. Where a club has a large amount of SGI and no plan for how they will spend it, they may be ineligible to receive grant or receive a reduced amount. Turnover of the CSP will be taken into account here. Efforts to raise their own source of funding will be looked on favourably.
- Amount of money to distribute: There is a limited amount of funding that can be distributed. Funding requests may be deemed to be too large to fund given other competing requests and to ensure funding is distributed fairly.
- Improvement in activities: Whether a CSP has increased its levels of activity and this has had an impact on costs due to a greater level of participation.
- Economies of scale and efficiency: Whether these can be achieved will be assessed, and the sharing of resources between CSP's will be encouraged where possible. It is also recognised that lower membership may result in higher costs on a per member basis.
- Sporting leagues: The accompanying increases in costs for promotions and demotions in leagues and competitions will be taken into account, looking at facility usage and location of matches, however funding will not be awarded as a reward for promotion.
- Aims & Objectives: how far does the activity meet the aims and objectives of the CSP?
- Justification of the expenditure: Poor quality applications and requests may be rejected due to a lack of substantiation or lack of transparency in figures.
- Number of students benefitting: The students who benefit do not all have to be members of the CSP, but only Imperial students should be taken into account. Direct and indirect benefits will both be considered.
- Level of subsidy and remaining cost of participation: How much impact the funding will have on subsidising the activity and whether this will have a positive effect on access to the activity.
- New activities: It is recognised that CSPs will innovate and we should encourage innovation. Funding decisions with new activities will usually have less information to base the decision upon but as far as possible a lack of previous budgets to base decisions upon should not be a major factor in the awarding of funding.
- Loss of external income streams: Income such as sponsorship or ticket sales can be variable on an annual basis and sometimes out of the control of the CSP. As a result funding should be awarded in exceptional cases where externally generated income has failed to be generated. This should not be awarded where income has failed to be secured due to negligence or circumstances under the control of the CSP Committee.

