

**Imperial College Union
Board of Trustees / 23 June 2021**

Annual Calendar of Business 2021/22

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Purpose: To consider the draft Annual Calendar of Business for Board and its proposed standing subcommittees as per the recommendations set out in the corporate governance review.

1. Summary

The proposed calendar contains the main cyclical items that the Board and its proposed subcommittees will need to consider.

Specific agendas will be compiled between the Chair, President, MD and Governance Officer, and will take into account other projects and decisions required.

All meetings are proposed to take place on Wednesdays 2-5pm. Board is expected to meet in person, with subcommittees meeting over MS Teams unless otherwise required.

Annual Calendar of Business 2021/22

| Date | Meeting | Strategic | Financial | Governance / Risk | Other Cyclical Substantive Items |
|--------|-------------------------|--|---|---|---|
| 1 Sep | Finance, Audit & Risk | | 2020/21 Financial Performance Update | Strategic Risk Register Review | |
| 2 Sep | Governance & Membership | | | RO & DRO Appointment Election Rules & Regulations | |
| 28 Sep | Board Away Day | Team building and 'Board effectiveness' | | | |
| 29 Sep | Board | Annual Operating Plan Summary Annual Report & Baseline Balanced Scorecard 2020/21 | 2021/22 Stage 2 Budget Review (if required) | Scheme of Delegation Subcommittee ToR & Appointments Annual Charity Governance Code Review RO & DRO Appointment Election Rules & Regulations Trustee Succession Plan | OT Annual Objectives MD Annual Objectives Annual Health & Safety Report |
| 17 Nov | Finance, Audit & Risk | | Draft Annual Accounts 2020/21 Draft Audit Findings Report 2020/21 October (Q1) Management Accounts 2021/22 Stage 3 Budget | | CSP Grant Allocation Framework 2022/23 |
| 8 Dec | Board | | Annual Accounts 2020/21 Audit Findings Report 2020/21 November (October) Management Accounts | Annual Strategic Risk Register Review | |
| 16 Feb | Board | | 2021/22 Stage 4 Budget Update January (December) Management Accounts | Board Effectiveness Discussion | |
| 16 Mar | Finance, Audit & Risk | | February (Q2) Management Accounts 2021/22 Stage 4 Budget 2022/23 Budget Principles | Strategic Risk Register Review | College Internal Audit Report & Action Plan Annual Casual Staff Pay Review |
| 18 May | Board | Annual Planning Round Framework & Priorities | April Management Accounts | Annual RO & DRO Report Student Trustee Appointment | Staff Satisfaction Survey Results |
| 22 Jun | Finance, Audit & Risk | | 2021/22 Expected Outturn (Stage 5 budget) May Management Accounts 2022/23 Draft Budget Annual Review of the Finance Handbook | | CSP Grant Allocation 2022/23 Ratification |
| 13 Jul | Board | Annual Report & Balanced Scorecard 2021/22 | 2021/22 Expected Outturn (Stage 5 budget) June Management Accounts 2022/23 Final Budget | Annual Calendar of Business 2022/23 Board Effectiveness Discussion | OT Reflections |