

**Imperial College Union
Board of Trustees / 29 September 2021**

Annual Calendar of Business 2021/22 UPDATE

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Purpose: To note the updated Annual Calendar of Business for Board and its standing subcommittees.

1. Summary

The items in red have already identified as substantive:

Annual Calendar of Business 2021/22

Date	Meeting	Strategic	Financial	Governance / Risk	Other Cyclical Substantive Items
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	Elections Briefing Space & Buildings Strategic Review
16 Feb	Board		2021/22 Stage 4 Budget Update January (December) Management Accounts	Board Effectiveness Discussion	Commercial Strategic Review
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