

**Imperial College Union
Board of Trustees / 13 July 2022**

Board Sub-Committees Update

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Purpose: To update Board on the work of its subcommittees

Decision(s): To note

1. Management Committee

Key items considered by Management Committee since the last Board meeting include:

Casual Staff Recruitment & Continuation Management - Historically, ICU has employed Casual Workers via the Imperial College HR / Casual Worker Teams, and rotas and communications have been managed by individual teams. Over time, this led to increasing disparity between various databases for 'active' casual workers, so we have now moved to a central Union tool for managing rotas and timesheets ('RotaCloud'). Management Committee approved an approach to managing the list of active casual workers, namely that the 'active list' will be managed by the ICU People Team in conjunction with team managers.

Internal Communications – Following the recruitment of an Internal Communications Manager, Management Committee approved proposed changes to internal communications tools and practices at ICU, in to support the aims of the People and Culture Development Plan. The planned changes include: changes to the format of the All Staff Meeting; re-establishing the ICU Staff Team SharePoint homepage (to be used as an intranet); delivering a monthly staff newsletter; and designing and delivering a new ICU induction programme (new schedule, handbook, and resources).

Digital Transformation Project – Management Committee considered the project plan for this stream of work, which essentially relates to the development of the Union's digital infrastructure. Prior to the pandemic, ICU took an approach to digital infrastructure that primarily favoured the in-house development of bespoke IT systems for Union operations. This project explores a wider range of modular, third-party applications to support our existing infrastructure. A roadmap will be presented and recommended to September Board for approval.

2. Finance, Audit & Risk Committee

Finance, Audit & Risk has met once since the last Board meeting. Key items considered were:

Draft Budget – The committee considered the 2022/23 Draft Budget and agreed to recommend the budget to the full Board at today's meeting

Health & Safety – Following the Health & Safety Roadmap presented at the last Board, the committee reviewed the Union's Health and Safety Policy and Arrangements, and designated the Facilities, Health & Safety Manager as the 'policy owner' for a number of related policies and procedures that are now to be reviewed.

Summer Ball -The committee received a presentation on preparation for Summer Ball, and a verbal update on the financial performance of Summer Ball will be mentioned at this Board meeting.

3. Governance & Membership Committee

There were no matters arising from the Summer Elections 2022 that required decision from Governance & Membership Committee. The committee is next due to meet on 7 September 2022 as per the proposed Annual Calendar of Business for next academic year.