

**Imperial College Union
Board of Trustees / 19 July 2023**

Annual Calendar of Business 2022/23 UPDATE

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Summary: An update to the Annual Calendar of Business for Board and its subcommittees

Purpose: To note

1. Summary

The calendar contains the dates that the Board and its subcommittees are due to meet for the rest of the academic year.

Specific agendas for Board will be compiled between the Chair, President, MD and Governance & Democracy Coordinator, and will take into account other projects and decisions required.

All meetings are proposed to take place on Wednesdays 2-5pm, apart from the Board Away Day which will be all day. Board is expected to meet in person, with subcommittees meeting over MS Teams unless otherwise required.

Annual Calendar of Business 2022/23

Date	Indicative Paper Deadline	Meeting	Strategic	Financial	Governance/Risk	Other Cyclical Substantive Items
31 Aug	24 Aug	Finance, Audit & Risk		Draft Financial Year End update (additional meeting held on 14-Sep)		
7 Sep	31 Aug	Governance & Membership			RO & DRO Appointment Election Rules & Regulations	
27 Sep		Board Away Day	Team building			
28 Sep	20 Sep	Board	Annual Operating Plan Summary Annual Balanced Scorecard	Final Financial Year End Position	Strategic Risk Register Review	OT Annual Objectives MD Action Plan Annual H&S Report
2 Nov	26 Oct	Finance, Audit & Risk		Draft Annual Accounts 2021/22 Draft Audit Findings Report 2022/23 October (Q1) Management Accounts		CSP Grant Allocation Framework 2023/24
30 Nov	23 Nov	Board		Annual Accounts 2021/22y Audit Findings Report 2021/22 October Management Accounts	Scheme of Delegation proposal –delayed from Sept 2022 meeting	Subcommittee ToR & Appointments MD Annual Objectives-Both delayed from Sept2022 meeting
15 Feb	9 Feb	Board		December Management Accounts		
22 Mar	15 Mar	Finance, Audit & Risk	Union Transport Strategy Update	February (Q2) Management Accounts	Strategic Risk Register Review	Annual Casual Staff Pay Review
24 May	17 May	Board		April Management Accounts	Annual RO & DRO Report Student Trustee Appointment Scheme of Delegation for approval	
21 Jun	14 Jun	Finance, Audit & Risk		2022/23 Expected Outturn May Management Accounts 2023/24 Draft Budget		
19 Jul	12 Jul	Board	Strategy Approval	2022/23 Expected Outturn June Management Accounts 2023/24 Final Budget	Annual Calendar of Business 2023/24 Subcommittee Terms of Reference	Staff Satisfaction Survey Results OT Reflections ST Reflections CC Reflections