

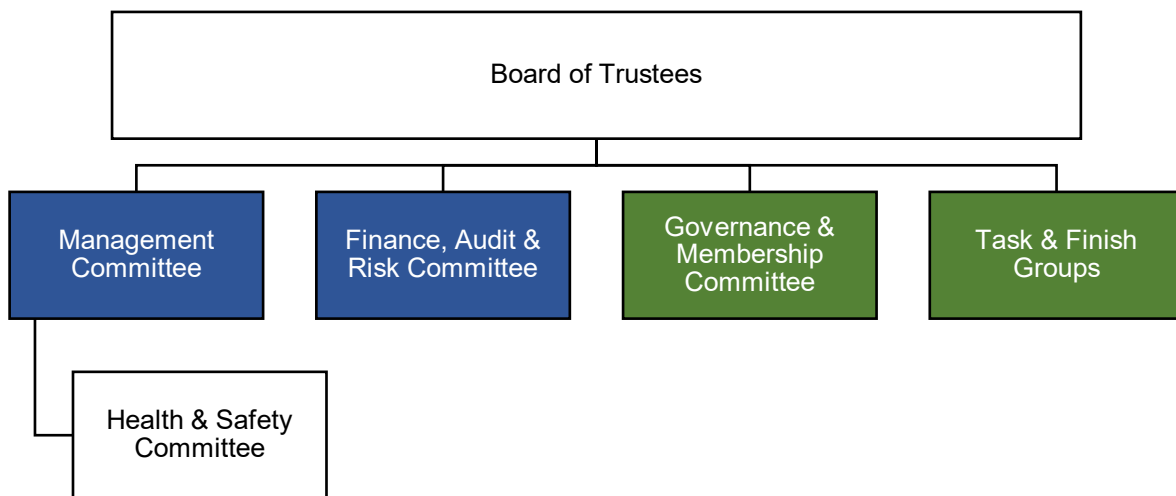
**Imperial College Union  
Board of Trustees / 19 July 2023**

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Purpose: To update Board on the work of its subcommittees

**1. Context**

Byelaw B.41 establishes that Board has the following Sub-Committees as a non-exhaustive list: Management Committee; Finance, Audit & Risk Committee; Governance & Membership Committee. In practice, a People Committee and Task & Finish Groups are also convened when specific matters arise. These are all shown below, with those shown in blue meeting regularly, and those in green meeting at least annually and then as required.



**2. Management Committee (14 June)**

The Management Committee met to approve updates to the Suspended Members Process. The committee noted the CSP culture review, led by the DPW and DPCS, and recommended several amends for the final document. The committee were presented the principles for socially responsible engagement by the DPFS, discussion focused around operationalising the principles. The committee were provided an update on the Summer Ball, and provided feedback on a number of operational considerations particularly on the management of VIPs at the event.

**2.1 Health and Safety Committee**

This committee has not met since the last board, the next meeting is 25 July 2023.

**3. Finance, Audit & Risk Committee (21 June 2023)**

The Finance, Audit & Risk Subcommittee have considered the following substantive items:

Risk Register

The risk register was reviewed by the committee. The Union is now embedding an updated organisational approach to managing risk. Including risk/H&S as a standing agenda item at SMT and operational management group meetings. Updated risks the committee were made

aware of included building operations, health and safety audit, disciplinary and complaint procedures, building WIFI and upcoming regulatory changes.

#### Health and Safety

An update was provided on the audit undertaken by the College Health and Safety department of the Union's management of organisational health and safety. Next steps were agreed and the action plan will be presented at the next meeting.

#### Management Accounts & 2022/23 Expected Outturn

The May 2023 Management accounts were reviewed, alongside the expected 2022/23 outturn for the Union. This was noted by the committee. The Director of Commercial notified the committee that currently there are increased levels of stock levels in retail, and that external stock takes are planned for both the Bar and Retail. This may impact the final outturn.

#### 2023/24 Draft Budget

The draft budget was approved to be recommended the Board for final approval.

#### 2023/24 CSP Grant Allocation

The CSP grant allocation for 2023/24 was approved to be recommended to the Board for final approval. The Committee agreed that the procedure for grant allocation was as per the Union policy. The Committee believe the Board should decide the most appropriate course of action for underspent CSP grants and that CSPs cannot know their final allocation until the Board has approved it.

#### Business Continuity

The business continuity plan was approved, SMT were asked for further operational detail to be provided at the next FAR for further assurance.

#### Ethical Framework

The principles of socially responsible engagement were discussed, it was agreed that this policy should be approved by the Board.

#### EPOS Update

The EPOS update provided an overview of the project and assurance that the EPOS system has been appropriately implemented as re

### **4. Governance & Membership Committee**

The Governance & Membership Sub-Committee has not met since the previous Board meeting. Members of the committee have supported the Union elections by being on stand by to support with any election complaint or appeal. Committee members have provided support for several Union member disciplinary matters primarily the suspension of members in line with the relevant bye laws.