



Imperial College Union
Union Council / 20 February 2024
Clubs, Societies & Projects Board Update

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Purpose(s): To note the progress of CSPB and any substantive updates.

Decision(s): To **note**.

Contents

1. CSPB Updates.....	2
1.1. Previous Meeting – 18 th January 2024	2
1.2. Ongoing Projects	2
1.3. Next Meeting – 15 th February.....	2
2. Sub-Committee Updates.....	2
3. Annual Budgeting.....	3
3.1. Policies	3
3.2. Grant Requests.....	3
3.3. CSP Annual Budgeting Timeline 2024	4
3.4. Staff Review Phase.....	5
3.5. Progress to Date (as of Monday 12 th February).....	5

1. CSPB Updates

Clubs, Societies & Projects board, at the time of writing, last met on 18th January 2024, and will meet again on 15th February 2024.

1.1. Previous Meeting – 18th January 2024

The most recent meeting of CSPB achieved:

- Ratification of Concert Hall User Group (CHUG) terms and conditions.
- Annual budgeting training for Management Group and Constituent Union officers.

1.2. Ongoing Projects

Key projects for term 2 of CSPB are:

- Annual budgeting grant allocations.
- Space and storage improvements.

1.3. Next Meeting – 15th February

Key items on the agenda for next meeting include:

- A review of the New Activity Process.
- Give it a Go – scoping session.
- CSP equipment insurance.

2. Sub-Committee Updates

The Activities Development Fund round 3 (January) allocated £8,723.00 to 14 CSPs, with a total of £25,617.20 to CSPs, with 2 more rounds of funding available.

The Trips Fund has allocated, to date, £10,293.14.

The New Activities committee have “cleaned up” the incubator, by promoting many societies out of the incubator and reviewing all societies within it, after a few years of inactivity.

3. Annual Budgeting

Every year all clubs, societies & projects (CSPs) must complete an annual budget, regardless of whether the CSP is requesting Union grant. Budgets are completed for the purpose of ICU understanding the annual activity of a CSP from a financial point of view.

CSPs which request Union grant must have a detailed annual budget with justified grant requests.

3.1. Policies

All student group funding allocations are governed by the [Student Group Funding Policy](#) which details the high-level principles which ICU follows when allocating funding to any student group. CSP annual grant allocations are also governed by the [CSP Annual Budgeting Policy](#) which provides more specific principles and procedures for CSP annual budgeting and grant allocation.

The CSP Annual Budgeting Policy was not updated this year as it was not felt that changes were required and it was deemed that continuity was required, where in the past the policy had been updated yearly, often confusing students.

3.2. Grant Requests

Many CSPs make grant requests to the Union through the annual budgeting process. The process for allocating grant is governed by the policies referenced above.

ICU allocates a fixed amount to CSP annual grant yearly, from its block grant. **The Finance, Audit and Risk Sub-Committee of the Board of Trustees has approved the provisional allocation of £425,000 to CSP Annual Budgeting 2024**, with the final figure to be approved at the July meeting of the Board of Trustees.

The timeline in section 3.3 details the timeframes for both grant requests/recommendations from CSPs and CSPB, and Board allocation and approval of grant funding.

3.3. CSP Annual Budgeting Timeline 2024

Table 1 shows the CSP Annual Budgeting Timeline for 2024.

Table 1 - Annual Budgeting 2024 Timeline

Date(s)	Action	Details
19 th Jan 2024 – 9 th Feb 2024	CSP Annual Budgeting	From this date, all CSPs can begin their budgets. They should use this time to meet with student volunteers and Union staff to develop their budgets and grant requests.
9 th Feb 2024 – 8 th Mar 2024	Management Group Review	<p>CSPs must submit their budgets by this date. Any budgets not submitted will be force-submitted.</p> <p>Management Groups (MGs) can begin reviewing budgets from this date. MG review is split into two phases:</p> <ul style="list-style-type: none"> • MG1 is the MG that represents the CSP. MG1 reviews the budget and grant requests of the CSP. • MG1 then recommends a grant allocation for the CSP. • MG2 is an alternative MG that is not affiliated with the CSP. • MG2 reviews the work of MG1. • MG2 then recommends a grant allocation for the CSP. This can be different from the MG1 recommendation.
8 th Mar 2024 – 14 th Mar 2024	Staff review	The DPCS, DPFS and Student Activities Manager (Operations) will review CSP budgets. This is a new step added this year to streamline the process for CSPB. This step is detailed in section 3.4 below.
14 th Mar 2024 (CSPB meeting)	CSPB Resolutions	<p>This is an in-person meeting where CSPB review budgets where MG1 and MG2 do not agree on grant allocations, or where the staff review has flagged a budget for further scrutiny.</p> <p>CSPB makes provisional recommendations for grant allocations.</p> <p><i>Additional meetings may be scheduled if further time is required to review budgets.</i></p>
April 2024 (dates tbc.)	Scaling & Provisional Grant Allocations	Where the total recommended grant allocations from CSPB exceed the total available funds, the allocations will be scaled proportionally. Provisional allocations will then be released to all CSPs.
	Appeals	Any CSP may appeal their provisional grant allocations in line with the CSP Annual Budgeting Policy or Student Group Funding Policy.
24 th July 2024 (Board of Trustees)	Final Grant Allocations	The Board of Trustees will be asked to approve final grant allocations for all CSPs.

3.4. Staff Review Phase

A phase of staff review has been introduced between the MG2 phase and the CSPB resolutions phase. From 8th March 2024 to 14th March 2024, the DPCS, DPFS and Student Activities Manager (Operations) will review all CSP budgets.

All budgets will be taken to CSPB, however, in the interests of prioritising scrutiny of budgets that require it, the staff review will do the following.

- Where MG1 and MG2 agree, and the staff agree with the decision, the budget will be noted as such. The budget will be taken to CSPB for final recommendation, but a detailed discussion will not be held unless requested by members of CSPB.
- Where MG1 and MG2 agree, but the staff do not, the budget will be noted as such. A detailed discussion will be held by CSPB.
- Where MG1 and MG2 do not agree, the staff will form a recommendation then detailed discussion will be held by CSPB.

CSPB will be provided with a full list of CSP budgets which fall into each of these categories. CSPB will be able to view all budgets outside of the meeting and may raise any budget for discussion during of the meeting. This means that at no point is decision making removed from CSPB, but that the in-person resolution meeting will provide CSPB with the time to review the budgets that require resolution, rather than reviewing all budgets regardless, even where MG1 and MG2 agree, which can prevent CSPB from exercising the appropriate level of scrutiny where it is required.

3.5. Progress to Date (as of Monday 12th February)

MG1/MG2 review phase has begun. MGs have been given a list of budgets for which they are responsible for reviewing.

The current total grant request is **£873,882.81**. The amount available to allocate is (provisionally) **£425,000.00**.

The review phase will aim to reduce this to as close to the available amount as possible, so that any scaling required is minimised. The review will utilise the annual budgeting grant allocation principles in line with the policy.