

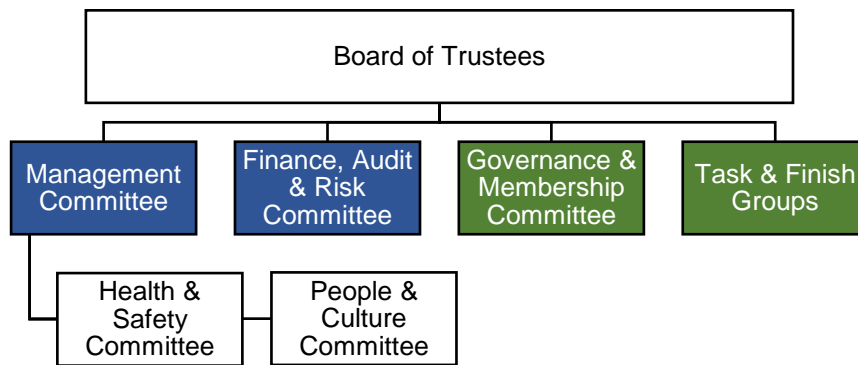
**Imperial College Union
Board of Trustees / September 2024**

Board Subcommittees Update

Author(s): Tom Newman (Managing Director)
 Purpose: To update Board on the work of its subcommittees
 Decision(s): To note

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. 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 (15 August 2024)

The Management Committee met on the 15 August to review the strategic risk register, review the Welcome 2024 plan, approve the Union Advice Service policies, note the safeguarding code of practice, note the annual calendar of business for the Board and review the Union’s annual operating plans and objectives.

2.1 Health and Safety Committee

The committee will next meet in October 2024.

2.2 People and Culture Committee

The committee will next meet in October 2024.

3. Finance, Audit & Risk Committee (28 August 2024)

The Finance, Audit & Risk Subcommittee met, and a summary of items discussed is below.

Strategic Risk Register

The committee reviewed the strategic risk register and recommend an updated version to the Board. The committee will review strategic risks at each of its meetings escalating to the Board as and when necessary.

Business Continuity Plan

The committee received an update on the implementation of the business continuity plan. The policy will now be periodically updated and reviewed. The committee advised that the plan is routinely tested which will be planned by relevant staff over the course of the year.

Management Accounts and Draft Year End Position

The committee reviewed and noted the July Management Accounts and Draft End of Year position. The Board will receive a draft end of year update.

Activities Development Fund (ADF) and Student Experience Fund (SEF) Allocations

The committee reviewed proposed allocations to the ADF and SEF funds. The committee agreed to recommend the presented allocations to the Board.

Commercial Strategy

The committee considered the second iteration of the Commercial strategy, feedback was provided to be incorporated ahead of the Board meeting.

Strategic Investment Fund

The committee considered two proposals for the strategic investment fund, an employment service and developments of commercial partnership capacity. Feedback was provided to be incorporated ahead of the Board.

4. Governance & Membership Committee (25 July 2024 and 4 September 2024)

The Governance & Membership Sub-Committee met twice since the last Board. The July meeting was specifically to consider an appeal from a disqualified candidate in the Summer CSP Elections (the appeal was not upheld and the disqualification was therefore upheld), and a summary of items considered at the September meeting is detailed below:

Complaints and Disciplinary Update

The committee noted an update and summary of the 2023/24 complaints and disciplinarys. The committee approved proposed complaint handlers, investigators and panel members in accordance with the relevant bye laws.

Committee Effectiveness Review

The approach to an effectiveness review for the committee was considered, the committee will move forward with a review and conclude in November 2024. The findings will be provided to the Board and include in the wider Board effectiveness review.

Democracy and Corporate Structure Review

A verbal update was provided to the Board on the progress of the Democracy and Corporate Structure Review.

Major Election Byelaw

An amendment to the Election Byelaw was reviewed by the Committee. It was proposed to reduce the timeframe for a candidate to make a complaint regarding the conduct of the Returning Officer in a major election from 10 working days to 24 hours. Feedback was provided and will be incorporated into papers provided to the full Board.

Election Dates

The committee reviewed and approved the election dates for all elections in academic year 2024/25.

Election Rules

The committee approved the appointment of the Returning and Deputy Returning Officers for all the 2024/25 elections. The committee reviewed and recommend the election rules to the Returning Officer for all elections in academic year 2024/25.