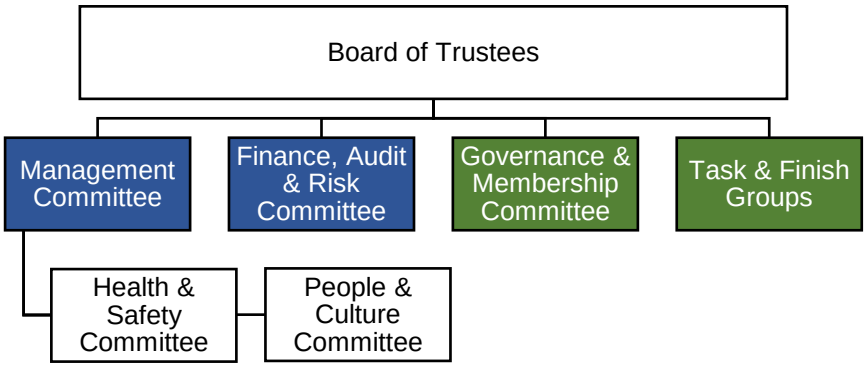
Imperial College Union
Board of Trustees / 28 May 2025

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 (31 March 2025, 8 May 2025, 13 May 2025)

The Management Committee met on the 31 March 2025 to review ICU progress against the 2024/25 operational plan. This included presentations from all directorates on progress on objectives, focusing on the at-risk activity. The Officers also presented an update against their individual and team objectives. The committee met on 8 May to review the democracy review recommendations in order to provide feedback ahead of submission to the Union Council meeting in May. The committee met on 13 May to review and approve the 2025/26 Officer Trustee induction programme. Finally, the Management Committee have been meeting fortnightly to update and share work on priority areas.

2.1 Health and Safety Committee (20 March 2025)

The committee received updates from the Facilities, Health and Safety Manager which included an update on 24/25 H&S priority work, a summary of accidents, incidents and near misses, and a reflection on good practice and areas for development. The Activities and Commercial teams provided updates on substantive work being undertaken in their areas. An improved approach to recording H&S compliance training has been implemented.

2.2 People and Culture Committee (15 May 2025)

The committee met for the third time this year in May. The committee reviewed the quarterly People and Culture KPI report, received an update on the EDI plan including an update on new staff voluntary roles for EDI Champions, an initial review of the staff survey results and

reviewed an approach to Equality Impact Assessments. Finally, the committee agreed to recommend the Union undertake Investors in People. The committee included attendance from the College's strategic HR business partner.

3. Finance, Audit & Risk Committee (26 March 2025)

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

February Management Accounts

The committee reviewed the February management accounts. The committee agreed that plans for H-Bar and Reynolds are to be included in the budget discussion items in the June meeting of the committee.

Budget Framework 2025/26

The committee approved the proposed approach, framework and timetable for 2025/26 budget setting.

Corporate Structure/Trading Subsidiary Update

The committee reviewed and scrutinise the proposal to establish a trading subsidiary for ICU. The committee agreed to recommend to the Board the creation of a trading subsidiary subject to further board review and legal advice to be provided by ICU executive.

Student Experience Fund

The committee were updated on the progress of the Student Experience Fund and considered the longer-term governance of the fund. A paper firming up the governance will come to a future Board/FAR meeting.

Student Group Funding Balances

The committee reviewed the current position of all student groups and agreed to proposed action of the DPCS and Activities team.

Student Group Funding Policy Section 8 Approval

The committee approved the recommendation to update the student group funding policy with regards to allocation of resources of closed student groups. This was on the basis of the ICU auditor's recommendation post review of the student group funding policy.

Strategic Risk Register Review

The committee noted the updated strategic risk register. The committee recommended further testing of ICU's digital system and infrastructure. The committee agreed that they wish to receive a more regular H&S report rather than the single report that goes to the Board each year.

Business Continuity Plan

The committee reviewed the operational documentation for the business continuity plan.

FAR Effectiveness Review Update

The committee were provided an update of the implementation of the recommendations from the 2024 effectiveness review of the committee.

Financial Procedures

The committee approved updates to the financial procedures. This included a requirement for a copy of any new approved contract with performance clauses over £10k to be shared with

the finance team and added to the contracts register. The committee also agree contracts with performance clauses or multi year elements are to be reviewed by finance preauthorisation.

4. **Governance & Membership Committee**

The Governance & Membership Sub-Committee has not met since the previous Board.