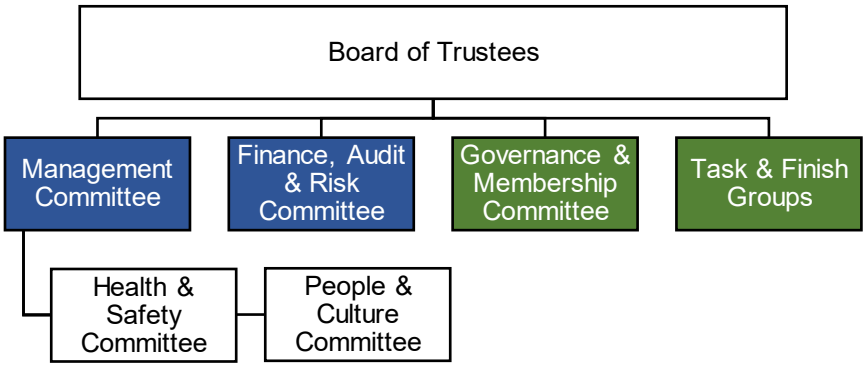
Imperial College Union
Board of Trustees / 17 September 2025

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 (1 September 2025)

The Management Committee met on the 1 September. The Committee reviewed the risk of a ICSMSU Welcome event and agreed a risk mitigation approach to be implemented. The Committee reviewed the Annual Operating Plan including team level objectives for each team, the Committee agreed to recommend this to the Board for approval. The Committee reviewed and considered the ICU Advocacy and Influencing Plan, noting the work of the Advice Manager and the Representation Manager in its development. The Committee approved changes to the member's disciplinary operational procedure. The Committee were asked to note and comment on the Strategic Risk Register ahead of the Board.

2.1 Health and Safety Committee

The committee has not met since the last Board, the next meeting will take place in 24 September 2025.

2.2 People and Culture Committee

The committee has not met since the last Board, the next meeting will take place 21 October 2025.

3. Finance, Audit & Risk Committee (27 August 2025)

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

Strategic Risk Register

The Committee reviewed the strategic risk register, this included scrutinising each risk presented and their mitigations. The Committee agreed to recommend the strategic risk register to the Board, subject to the inclusion of minor changes to include emerging stock risks that have been included in the Board paper,

Risk Escalation Materialisation Procedures

The Committee were presented with risk escalation procedures that are to be implemented operationally. These procedures will ensure that after a risk materialises appropriate escalation occurs including informing the right internal and external contacts to notify them of any incident or near miss, so that an appropriate organisational response can occur. The Committee approved the procedures and these are to be implemented by the executive.

Trading Subsidiary Update

The Committee received and considered an update on the progress of the establishment of the trading subsidiary. The Board should note that a bank account is now established and contracts have been transferred. The only outstanding contract relates to the till system for our Venues, but there is a workaround that presents no risk to any trading. Board should also note that communications have been published regarding the establishment of Imperial Union Trading Limited on the Union website: https://www.imperialcollegeunion.org/blog/trading-subsidiary.

July Management Accounts & Draft Year End Position

The Committee noted the expected outturn figures for 2024/25, the Committee noted the projected **operational** total surplus for the year of £169k and noted this could fluctuate dependent on performance in the remaining period. The Committee were also updated on the expected provision based on prior year item that can be updated verbally at the Board.

Strategic Investment Fund

The Committee approved the approach outlined in the Strategic Investment Fund and recommend this to the Board.

Catering Business Case

The Committee scrutinised the business case for in house catering provision. The Committee recommend that the Board approve the business case subject to appropriate Board scrutiny of the proposal.

Commercial Deep Dive

The Committee received a detailed presentation on ICU commercial services. The Committee were invited to ask questions and provide suggestions ahead of the Commercial Deep paper and presentation at the Board.

4. Governance & Membership Committee (2 September 2025)

The Governance & Membership Sub-Committee met, and a summary of items discussed is below:

Election Dates

The Committee reviewed the and approved the ICU election timetable for 2025/26. This included hearing support to be put in place for Leadership Elections for students who may be observing religious commitments.

Election RO & DRO Appointment and Election Rules

The Committee approved the RO and DRO appointments. The Committee reviewed the election rules and recommend these to the RO.

Complaints & Disciplinaries Update

The Committee noted the complaints and disciplinary report for 2024/25, and approved the updated processes to manage ICU complaints and disciplinaries with increased expediency.