

**Imperial College Union Executive Committee
Club, Society & Project Contingency**

A paper by Yas Edwards, Deputy President (Clubs & Societies)

Background

A contingency policy was passed at Clubs & Societies Board on 18 June 2013 which bought all contingency money and control of it up to the level of the board, rather than at a Management Group (MG) or Constituent Union (CU) level. It also included specification for what constitutes a valid contingency claim, details of which can be seen in Appendix 1.

For the 2013/14 academic year, a total of £4000 was allocated to the Clubs, Societies & Projects Board (CSPB) contingency pot, for any Club, Society or Project to apply to with a claim. All claims have to be passed at MG or CU level first before going to CSPB for a decision. The claims passed at both levels and money awarded for these claims from October to December 2013 can be seen below:

MG/CU	Club	Description	Awarded
ACC	Netball	Travel expenses due to game location changes	£400.00
CGCU	Motor Club	Repairs and storage	£632.40
RCC	Canoe	Damaged equipment	£98.55
RCC	Funkology	Damaged equipment	£321.27
RCC	Riding & Polo	Lost lesson fees due to transport disruption	£208.00
RCC	Underwater	Unforeseen boat repairs	£824.00
Total Awarded			£2,484.22
Contingency Pot			£4,000
Amount remaining			£1,516

At the CSPB tours meeting held on January 21 2014, an additional seven contingency claims were presented to CSPB. The amounts and decisions of these are detailed below:

MG/CU	Club	Description	Amount	Awarded
ACC	Dodgeball	Ethos charges due to too few union room allocations	£403.20	£403.20
ACC	Rugby	Cancelled training sessions due to h&f council	£994.00	£994.00
ICSMSU	Boat	Two damaged boats due to collisions with objects	£890.00	Deferred
ICSMSU	Water Polo	Cost of Ethos and a coach	£1,197.73	£0.00
RCC	Dance	Hire charges due to too few union room allocations	£280.00	£280.00
RCC	Pole	Missing Pole	£224.94	£224.94
RCS	Motor	Towing fee for Jezebel after breakdown	£200.00	£200.00
Total Awarded				£2,102.14
Remaining contingency				£1,516.78
Difference				-£585.36
Including deferred ICSMSU Boat				-£1,475.36

ICSMSU Boat deferred decision details:

The decision on the contingency claims of ICSMSU Boat were deferred to the next CSPB meeting due to a lack of information to make decision on whether the claim fits the contingency policy. The information requested was:

Claim 1) Date the boat was damaged and if it was used again after the damage occurred before repair was sought.

Claim 2) Date the boat damaged as the initial repairs were budgeted for. Was this within the 6 month range stated as valid for a contingency claim in the policy.

It was agreed by CSPB that the decision on these contingency claims would be deferred to the next CSPB meeting when more information was available to the board. It was also agree that the timing of this should not affect any financial allocations and if accepted by CSPB it should be treated in the same way as those passed at the meeting on January 21 2014.

Further Background

As per the policy, when the contingency pot has been exhausted, all contingency claims must be passed to Imperial College Union Executive Committee (Exec). Exec needs to make a decision on how to progress with the claims bought here from CSPB, given the funds remaining.

Decisions and Options

1. Consider each claim to reassess the validity of the claim within the contingency policy
 - a) ACC Dodgeball
 - b) ACC Rugby
 - c) ICSMSU Boat
 - d) RCC Dance
 - e) RCC Pole
 - f) RCS Motor

2. Make a decision on if and how funds from the contingency pot are allocated, or whether other funds need to be sought after
 - a) Make a recommendation to completely fund the valid contingency claims if additional funds can be sourced by Exec
 - b) Fund all valid claims to a maximum percentage to use the remaining contingency pot and seek no further funding

Future Changes

I will rewrite the contingency policy in light of changes made to the budgeting process passed at CSPB on December 12 2013, and the way the contingency policy has worked this year, being controlled centrally by CSPB

Appendix 1

Contingency Policy <https://www.imperialcollegeunion.org/your-union/policies/82>