



Imperial College Union Board of Trustees

20 Feb 2019

AGENDA ITEM NO.	Item 18
TITLE	19/20 Business plan themes
AUTHOR	Jarlath O'Hara
EXECUTIVE SUMMARY	<p>Leadership propose moving forward the start of the planning process for 19/20 by agreeing the overarching themes.</p> <p>The proposed themes are:</p> <ul style="list-style-type: none">• People• Foundations• Engagement• Modernisation
PURPOSE	To initiate the 19/20 planning process by agreeing the themes and enabling early input into shaping these themes.
DECISION/ACTION REQUIRED	To agree the high-level themes for the 19/20 Business plan.

19/20 Business plan themes

Introduction

Over the past few years, our planning process has effectively begun in April once the new trustees are elected. Leadership believe that this has a detrimental impact on cross-Union alignment within the planning process and that the advantages of bringing this forward would outweigh the benefits of maintaining that timeframe.

The planning and budgeting timeline is detailed overleaf and we therefore invite board to discuss the following high level themes. The intention is for each theme to have an overarching objective as set out for the People theme. The items underneath are indicative of the areas that may feature within the themes.

The next stage will be for leadership to develop the specific areas within each theme.

- **People**
- ***“to have a happy, healthy team of staff and volunteers”***
 - Staff survey
 - IIP
 - People Strategy
 - Training & Development
 - Alumni
- **Foundations**
 - Financial modelling
 - Income generation
 - Procedures & policies
 - Governance
 - Democratic structures
- **Engagement**
 - Elections
 - Activities
 - Training
 - Inclusivity
 - Postgraduates
 - Membership communication
 - Student Experience Survey
- **Modernisation**
 - Spaces
 - From Alcohol to Food
 - Project planning
 - Systems
 - Data protection

Planning and Budgeting Timeline

Stage	Date	Action	Responsible
1	12 February	SMG <ul style="list-style-type: none"> • Discussion and identification of themes for 2019/20 • Income generating ideas – medium and longer term 	Jarlath
2	20 February	2019/20 Themes and priorities to be discussed and approved by Board	Jarlath
3	26 February	Leadership <ul style="list-style-type: none"> • Discussion on Planning & budgeting process • Develop the Themes • Income generating ideas – medium and longer term 	Malcolm
4	18-29 March	Mapping and resource allocation process <ul style="list-style-type: none"> • Discussion and decision about which projects fit within the themes • Clarification of priorities 	Jarlath & SMG
5	21 March	Finance and Risk Committee <ul style="list-style-type: none"> • Approach to Budgeting and Planning • Progress update 	Malcolm
6	1 April – 26 April (16 working days)	SMG & Budget holders to prepare financial plans	SMG
7	29 April – 3 May	Budget Presentations	SMG + Budget holders
8	1 May	Board <ul style="list-style-type: none"> • Progress Update on themes and financial framework 	Jarlath
9	21 May	SMG <ul style="list-style-type: none"> • Review of 19/20 plan & resource allocation 	Jarlath
10	28 May	Leadership <ul style="list-style-type: none"> • Review of 19/20 plan & resource allocation 	Jarlath
11	19 June	Finance and Risk <ul style="list-style-type: none"> • Budget Review & recommendation to Board 	Malcolm
12	3 July	Board <ul style="list-style-type: none"> • Budget Approval 	Jarlath & Malcolm