

# Clubs, Societies & Projects Board

20<sup>th</sup> October 2015



# Clubs, Societies & Projects Board



# Welcome and Introductions

## ▲ Housekeeping

# Rules of Engagement



# 1 Chair's Business

- ▲ 1.1 NAC & ADB updates
- ▲ 1.2 upcoming deadlines
- ▲ 1.3 reminder of membership targets
- ▲ 1.4 Unfilled Committee positions

# 2 Minutes of meeeting – 16 June 2015

- ▲ No paper available
- ▲ Proposal:
  - ▲ Defer to next CSPB

# 3 Matters Arising

# 4 CSB Finance Report

ACC	RCC	SCC	A&E	Media	CAG	RAG	OSC	ICSMSU	CGCU	RCSU	RSM	GSU	Silwood
£136,194 .24	£69,36 5.63	£7,921 .69	£15,52 3.92	£5,481. 05	£3,946 .86	£485. 02	£2,965 .97	£48,757.9 1	£7,878. 53	£4,461. 58	£7,331 .21	£1,000 .00	£5,515.50

## Management Group Total Allocations 2014/15

**Subtotal: £316,829.11**

Others: IC Trust funding (TBC)

Affiliation fees: ~£500 (TBC)

Contingency: TBC

Depreciation: TBC

**Total: £316,829.11 + TBC**



# 5 Tours Policy

## ▲ Paper in progress

### ▲ Scope

#### ▲ IN scope

- ▲ To amend the process of tours funding allocations.
- ▲ To create a Tours subcommittee to process tour applications and budgets.
- ▲ To split the document into two: policy and operational application.

#### ▲ OUT of scope

- ▲ To change the subvention received from ICTrust.
- ▲ To change the basic principles behind tours funding.
- ▲ Changes to eActivities as it applies to Tours.

## ▲ Proposal:

- ▲ Defer to next CSPB
- ▲ Form Working Group to carry out preliminary filtering of applications

# 6 Tours Funding Split

- ▲ Decision delayed owing to non-finalised ICTrust income.
- ▲ Proposal:
  - ▲ Email decisions
  - ▲ Defer to next CSPB

# 7 Activities Development Committee Standing Orders

## ▲ Paper in progress

### ▲ Scope

#### ▲ IN scope

- ▲ To create a set of formal standing orders.
- ▲ To rename the committee to Activities Development Committee.
- ▲ To tie the committee to the previous year's budgeting cycle.
- ▲ To produce separate operational guidance, which may be held by the ADB.

#### ▲ OUT of scope

- ▲ To remove the ADB as a body.

## ▲ Proposal:

- ▲ Defer to next CSPB
- ▲ Work with the ADC to produce Standing Orders

# 8 Election to Activities Development Committee

# 9 New Activities Committee Policy

## ▲ Paper in progress

### ▲ Scope

#### ▲ IN scope

- ▲ To add responsibility to the members of the committee for mentoring NAI clubs.
- ▲ To link and clarify the policy to existing policy documents held by the Union.
- ▲ To split the document into a policy & operational guidance.
- ▲ To add guidance on the committee outside of UG term time.
- ▲ To allow NCI clubs to access eActivities on a probationary basis.

#### ▲ OUT of scope

- ▲ To grant the committee responsibility for discretionary funding.

## ▲ Proposal:

- ▲ Defer to next CSPB
- ▲ Work with the NAC to produce Standing Orders

# 10 Election to New Activities Committee



# 11 Budgeting Policy Brief

- ▲ The Union has c. £330,000 to allocate to clubs and societies every year.
- ▲ Budgeting is the single largest time commitment for MG & CSP volunteers every year, taking place over Spring Term.
- ▲ There are a number of key issues that come up time and time again that provoke extensive discussion.
- ▲ At the close of the 15/16 academic session, RC presented a paper requiring CSPB to produce a budgeting policy to be passed at CSPB before budgeting takes place.
- ▲ The Activities block Grant is finalised three months before the rest of the Union's budgeting process, to work around exam pressures.
- ▲ Communication around a new, centralised budgeting process is taking a while to make its mark.
- ▲ This process is intended to run in parallel with a more general review of budgeting processes, with changes to be made during Summer Term to influence 16/17.



# Scope

## ▲ IN scope

- ▲ Produce a budgeting policy in accordance with the Council paper passed in Jun 2015.
- ▲ Split the committee into subgroups.
- ▲ Clarify requirements for and the use of Grant.
- ▲ Change the process by which budgets are reviewed by MGs.

## ▲ OUT of scope

- ▲ Change the block Grant, except where made necessary by external factors.
- ▲ Make significant changes to the online budgeting portal.
- ▲ Change the principal period over which budgeting takes place.

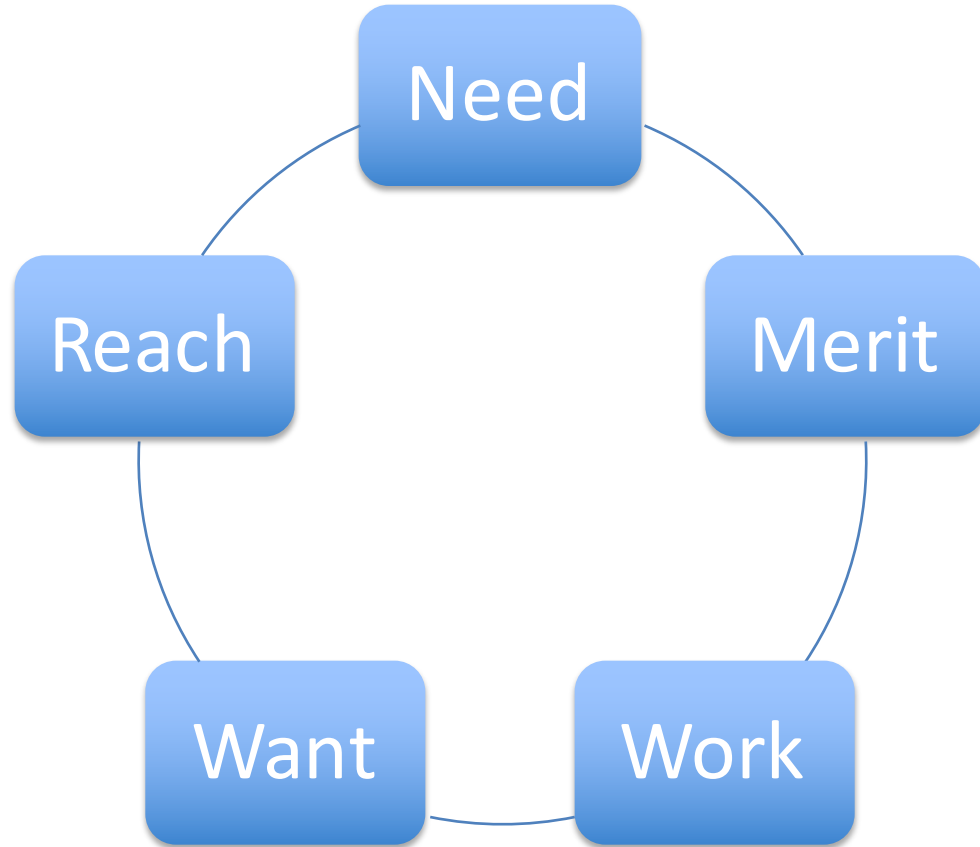
# Key Issues

- ▲ High Cost activities
- ▲ Ring fencing Motor Club Budgets, Silwood, and CWB lines
- ▲ The size of the A/B/Appeals/ADF pots
- ▲ An acceptable level of inflation to apply
- ▲ The subsidy available for minibus travel
- ▲ The subsidy available for sports facility hire (as Heston/Harlington are free)
- ▲ Clubs with high SGI/DMFs
- ▲ Health & Safety
- ▲ Committee/Personal level funding
- ▲ Publicity/Printing
- ▲ The priorities given to various schema regarding criteria for funding
- ▲ A split of the committee to sport/non-sport
  - ▲ SportsClub + ExpClub
  - ▲ SportsClub
  - ▲ Reclassification of ACC Clubs to SportsClub
- ▲ The process map

# Exercise

- ▲ For each area of discussion, we need to generate:
  - ▲ Decision necessary?
  - ▲ Who needs to make the decision (MGs, CSPB, DPCS/FS)?
  - ▲ When is decision necessary?
  - ▲ How will the decision be reached?

# Schema



# Budgeting Split 2015-16

	Arrangement 1 – ACC Split				Arrangement 2 – ACC together			
%ages	S&E	Else	Sports	Else	S&E	Else	Sports	Else
08-09	75.5%	24.5%	60.1%	39.9%	76.2%	23.8%	63.1%	36.9%
09-10	74.0%	26.0%	59.4%	40.6%	74.8%	25.2%	62.4%	37.6%
10-11	72.9%	27.0%	57.7%	42.3%	74.0%	26.0%	61.0%	39.0%
11-12	73.0%	27.0%	58.0%	42.1%	74.4%	25.6%	61.3%	38.7%
12-13	73.8%	26.3%	58.9%	41.3%	75.2%	24.8%	62.1%	37.9%
13-14	77.9%	22.1%	61.4%	38.6%	79.5%	20.5%	64.3%	35.8%
14-15	75.3%	24.7%	61.0%	39.0%	77.7%	22.4%	65.0%	35.0%
Mean	74.6%	25.4%	59.5%	40.5%	76.0%	24.0%	62.7%	37.3%
Var	0.02%	0.02%	0.02%	0.02%	0.03%	0.03%	0.02%	0.02%
% stdev	2%	6%	2%	3%	2%	8%	2%	4%

# Process Map

▲ Will be distributed by email

# Actions

## ▲ Proposal:

- ▲ DPCS/FS to distribute Process map & discuss with WG
- ▲ MG Chairs to consult with their groups on the issues introduced and form a general opinion
- ▲ WG to produce the framework for a budgeting policy and bring to next CSPB.

# 12 Freshers' Fair debrief – verbal



# 13 Clubs, Societies and Projects printing

- ▲ Introduction to the Office Space restructure
- ▲ Problems: People, Places, Policy, Procedure
- ▲ Proposal:
  - ▲ MG Chairs to consult with Exec
  - ▲ Form WG to consider issues around club printing and their resolutions
  - ▲ A report to come to the mid November CSPB

# 14 Access arrangements to Union Facilities

- ▲ Introduction to events during the Summer break.
- ▲ Problems: People, Places, Policy, Procedure
- ▲ Proposal:
  - ▲ MG Chairs to consult with Executive
  - ▲ Form WG to consider issues around access and their short and long term resolutions
  - ▲ A report to come to the mid November CSPB

# 15 AOB

## ▲ Next Meeting:

▲ 3 November, Meeting Rooms 1 &2