



**Imperial College Union Board of Trustees**  
**30<sup>th</sup> October 2019**

<b>AGENDA ITEM NO.</b>	19
<b>TITLE</b>	Deputy President (Finance & Services) Report
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<b>EXECUTIVE SUMMARY</b>	A DPFS summary of ongoing work from August 1 <sup>st</sup> to date of writing (October 24 <sup>th</sup> )
<b>PURPOSE</b>	Overview of current work and future projects for Board to consider and advise, if required
<b>DECISION/ACTION REQUIRED</b>	N/A

# Deputy President (Finance & Services) report to Board of Trustees

Fifi Henry

## Introduction:

It has been a hectic few months since beginning my year as DPFS, but have generally managed to stay on top of things. CSPs are doing well, and management of their finances has been successful thus far. Sustainability projects with College/Greening Imperial started off strong, with a bigger project in second term to look forward to. Gaps within Commercial services have, for the most part, been filled, and foundations are being laid. I am involved with both H&S as a sub committee of Board, and with the Health & Safety Consultative Committee with College, which I feel is particularly important as we, as a Union, often miss the mark with Health & Safety, and miss key areas that need attention. All in all, good relationships within the Union and with College are being formed, and it has been a good start to the academic year.

## Key goals:

### Goal 1: Sustainability – In progress

- Student Switch Off campaign
  - It's an energy/waste saving initiative/competition between halls as part of a Sustainability Behaviour-Change Campaign.
  - Signed up late, should be ready to go late October/early November, will have student Ambassadors.
  - Focus on UG residences. If successful this year, will look into PG/private halls moving forward.
- Alternative to Meat Free Mondays
  - Working with Greening Imperial and Greening Campus Services to look into what campaign to run instead of Meat Free Mondays, and the comms behind it
  - Pressure to reduce/eliminate meat consumption/options, but was not received positively in the past if decisions were not transparent or communicated early enough

### Goal 2: Bars – Started - paused/resolved in some areas

- H-Bar
  - A consultation survey regarding h-bar evening food service went out to all postgraduates Friday 2nd August 2019, with the report written and is now online. Evening food in h-bar has been put on hold due to a) equipment needed was not available/not feasible, so menu needed adapting further and b) significant gaps in commercial services that needed addressing.
  - Gaps in the management structure of Commercial Services have been filled, but the Head Chef is leaving his full-time position to work 3-days a week.
  - Decision was made to put the development of a h-bar food offering on hold. Will be re-evaluated in January 2020. DPFS and President looking into alternative solutions.

- Reynolds
- As a response to the Student Experience Survey (SES), College introduced Starbucks coffee at several outlets, including the cafe in Reynolds. Also refreshed the area with new paint, designs and vinyls in the window. Was consulted at the start of August, and discussed with ICSMSU President beforehand.
- Food & Drink Policy – not started
- New club/events – not started
- Reducing food/drink wastage – delegating to Services & Sustainability Board (first meeting is November 14<sup>th</sup>)

### Goal 3: Food & Drink – In Progress

- A new food menu was introduced in to FiveSixEight for Welcome Week, focussing on fresher products and quality. A smaller menu was used until Monday 21<sup>st</sup> October, when the full menu launched.
  - QR codes and paper forms for feedback available at the bar
  - Issue with staff throwing away QR codes at the end of the shift. Note: the codes were laminated specifically to last longer in the bar environment - will raise with Charlie (Assistant Manager) and replace old ones and leave spares in the office in case damage is done
- Coffee Loyalty scheme at Shop Extra now available
- The Bakery in JCR is now open
- Fusion changing hands from external to College – have a food tasting on November 7<sup>th</sup> with a group of 8 students.

### Goal 4: Opportunities & Training – In Progress

- A Services & Sustainability Board has been created with the purpose of acting as a forum for discussion around services offered by ICU, and looking at how to improve their sustainable impact. Sustainability here involves a balance of financial viability, being environmentally conscious/friendly whilst always holding the student experience and welfare at its centre.
  - First meeting was cancelled as membership had not been confirmed.
  - Next meeting is on November 14<sup>th</sup>
- Improved First Aid and Mental Health First Aid training across College is being considered within the Student Support Strategy

### Goal 5: Clubs and Societies – Not Started

- Not made significant progress, but helped support at Officer Academy in September, and starting to consider how better to train and support CSPs with their finances throughout the year and at the official training sessions
  - Looking at creating a legacy training resource that consists of:
    - Updating information on training hub
    - Creating new documents relevant to sections of the training hub that require further detail – this will be passed on to the DPFS successors to edit according to relevance each financial year
    - Video tutorials/run throughs to ensure healthy financial management

## Operational Achievements/Other Matters:

- Sponsorship Contracts

Signed 168 contracts, a 68% increase in comparison to last year - this is fundamentally due to an improved system and not allocating a set time/day to sign contracts. The use of a secondary email has ultimately stopped due to conflicting information, resulting in unsigned contracts being sent to the wrong account and sponsorship being missed. There is still a delay, but this has been minimised in comparison to previous years.

- CSP Debt Management

CSP's that had debt greater than £500 (9 CSP's total, but excluding ICSMSU), as of the time submitted to F&R, have been called in for a meeting to discuss their debt management plan. 1 club no longer is in debt, but have been asked to come in to discuss finance management, 3 have had a meeting, 1 meeting has been rescheduled and 2 CSP's have not responded.

- Summer Ball

- o **Taken to Council:**

- Theme consultation will be live from October 2<sup>nd</sup> to October 15th >> engagement with students at Union Welcome Fair stall, lecture shout-outs, plus promotional material across satellite campuses.
- Looking into main acts (TBC)
- Advisory team to ensure high student involvement in the ball, will be set up once theme has been decided.

- o Summer Ball advisory team

- Will consist of key student stakeholders, with the aim of ensuring student voice is heard for the Ball this year, and keep student involvement in terms of the running and performances

- o **Update:**

- Difficulty with marketing and unable to execute lecture shout outs in time for Welcome Week extended initial consultation to October 23<sup>rd</sup>. Top theme ideas consolidated. Will put out to the student population based on the decision made by Board with respect to paper proposed by Head of Commercial Services