

 **Imperial College Union Finance and Risk Committee**

**Date 16th October 2019**

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| **AGENDA ITEM NO.** | 12 |
| **TITLE** | Summer Ball update |
| **AUTHOR** | Julia Mattingley |
| **EXECUTIVE SUMMARY** | The annual Summer Ball took place on Saturday 22nd June 2019. The event sold out with all 1700 tickets sold, and a scaled-back cost-cutting version of the previous year’s event was delivered. Despite a break-even budget expectation, the event made a loss in the region of £8k. However, this figure does not take into account staff salaries for organisation, set-up and TOIL for working the event. It is anticipated that costs are to rise in 19/20 and the future running of this event must be considered. |
| **PURPOSE** | For information |
| **DECISION/ACTION REQUIRED** | None – this will be discussed further by Leadership and recommendations put forward to F&R once discussions have taken place. |

Background

The Summer Ball was previously the responsibility of the Social Enterprise Manager to deliver. When the person left this post (which now does not exist within the Commercial Services structure) the responsibility for delivering the Ball was added to the job description of the Events & Conferences Manager, in addition to the other responsibilities of this role. The Ball takes substantial time, effort, energy and resource to deliver and in 2018/19 a fixed term Summer Ball Project Coordinator was hired to assist the Events & Conferences Manager with this project. Despite scaling back the 2018/19 Summer Ball budget to a break-even position, the organisation and delivery of the event continued to provide huge challenges and it simply was not possible to deliver against this budget leading to an estimated £8k loss (not taking into account staff time to organise and set-up the Ball plus TOIL claimed by staff for working the event itself).

The main challenges were:

* Health & Safety – with such a large, spread-out event the Health & Safety aspects of transporting, setting up and taking down rigging and equipment / mobile bars / supplying power / etc were numerous and challenging. The hours worked by several stakeholders to run the event, including Union staff and CSPs, were excessive leading to detrimental physical and mental well-being. More resource, and hence cost, will need to be allocated here going forward in order to address this.
* Security – the 2018/19 event was understaffed in this area and needed additional security guards – probably in the region of an extra £1.5k to be spent here going forward.
* Coordination of all stakeholders - College relationships, CSPs, students, Union staff, suppliers, security, external contractors and vendors, licensing authority, neighbours, police

The discussion of the future running of the Summer Ball will be discussed by Leadership and recommendations will be put forward to the Committee.