

# Deputy President (Finance and Services) – Council report

Sam Lee – 11<sup>th</sup> May 2021

## Summary:

- Commercial Review, Space Review, Staffing Review
- Health & Safety Policies (Volume 2) Approved
- Sponsorship & Refund Process Changes
- Reopening of Union Services

College Meetings & Prep	Student + Union Meetings & Prep	Operational work (day-to-day)	Project work (major goals)	Misc
5%	30%	35%	30%	5%

My sixth individual report to Council of the academic year 2020-21. It really is all hands on deck now as we look to reopen our services to a full-suite, and to start enabling more in-person CSP activity. It has been difficult juggling all this work against trying to make headway against my manifesto, but I am making some significant strides in my manifesto and we should see more overdue changes making volunteers lives across the organisation easier.

## Updates:

- Sponsorship Contracts – Sponsorship contracts have now been handed over the Student Opportunities & Development Team, which will make better a process that has been incredibly frustrating for CSPs for many years. Meetings have been organised for the Sponsorship review to occur, which took a back seat to get the process handed over.
- Refunds review – I have met with permanent staff and have kicked off work to hand this process over to our permanent staff team. There is also currently systems work being undertaken to make the refunds process faster by being able to refund entire shop products rather than individual orders.
- Bars & Shop – Both 568 & the Union Shop have reopened under COVID regulations, we are currently looking at how we can expand our offering from May 17<sup>th</sup> including opening both Reynolds and h-bar.
- Health & Safety Policies – The Union now has a complete set of up-to-date Health & Safety papers spanning all relevant, key areas.
- User Groups – Meetings have been scheduled with interested members to start work around formalisation of User Groups.
- UCH Redevelopment project – UCH Redev project has been rescheduled to ensure no disruption to students sitting exams in Beit Hall, but is on track to be delivered and completed before October 2021. Works are looking to be started mid-to-late June.

- CSP Annual Budgeting – I am continuing to work with Ross to deliver Annual Budgeting for CSPs.
- Space Review – We have initiated a full audit of our current spaces (both spaces managed by ICU as well as rooms used by any groups within ICU). This will inform the next stages of the Space Review. We have also drafted principles for allocation of space to individual CSPs, which ensures fair and appropriate allocation based on many factors.
- Commercial Review – Commercial Review has just been started, this will include a new strategy for 4 key areas (the Shop; the bars; events; sales, sponsorship, external hire), which will inform the operational changes required to fulfil the new strategy. This work is likely to be completed between October and January 2021/22.
- Staffing Review – Staffing review has had kick off meetings highlighting key streams of work, including a large amount of work on ensuring student staff are integrated into our staff team better; how we can support them better; and how we can provide better and more appropriate training for them.
- End of year events programme – I am currently working on delivering an events programme for the end of the academic year in 568/Metric, I am also working closely with ICSMSU Exec to deliver an events programme at Reynolds for the end of the academic year.
- Sustainability – I have been contacted and agreed to sit on the College's Sustainability Strategy Committee, which is primarily focused on ensuring implementation of the recently launched Sustainability Strategy. The DPFS role has also been made a member of the Grantham Advisory Board to both Imperial and LSE's Grantham Institutes.

#### Upcoming:

- Reynolds Redevelopment Project
- 568 & Reynolds Events Plan
- Assistant Venues Manager & Web Developer Interviews

#### Where am I with my Objectives?

1. Conduct a Commercial Services review
  - I have undergone a Commercial Services SWOT analysis
  - Commercial review kick off meeting happened recently
  - Set out the scope for the project and identified 4 key streams of work
2. Develop a framework for the use of the Union building for CSPs
  - A full audit of all Union spaces (including College rooms used by CSPs) has been started as part of the Space Review
  - A set of principles for how space is allocated/ used by CSPs is being developed

3. Review and change CSP processes, policies and services
  - Sponsorships have been handed over to the Student Opportunities & Development Team
  - Looking at Sponsorship process being implemented into eActivities
  - Refunds being handed over to permanent staff team
  - Working with our Systems Manager and ICT to develop a better way of managing and administering role/society accounts.
  
4. Provide a better Union presence/ space on other campuses
  - Work on the White City campus has taken a backseat under COVID
  - I am working with Abhijay to involve myself in College discussions around White City
  - Reynolds redevelopment project has been started which allows us to make Reynolds a place
  
5. See through the Union Concert Hall redevelopment project
  - We now have a preliminary timeline for the works to happen, with works pencilled in to be started in June and running over the summer.
  - Project should be completed before the start of the next academic year.