

Imperial College Union
Deputy President (Finance & Services) Council Report January 2013
A note by the DPFS – Stefan Nubert

Ents Working Group

The second Ents Working Group will be held the end of January. The date is to be finalized upon the return of Matthew Bowman (Commercial Services Manager). Once the date is finalized it will be advertised via various mediums.

Bar January Sales

A number of special offers are in place in ICU's bars during January. These include a range of offers on both alcoholic and non-alcoholic drinks in the bars. There is a £1 off your next lunch when purchasing any meal at lunchtimes. There are also specific daily offers in the bars. A number of sale offers are also available in the Union shop. Further details can be found on the ICU website.

Bar Product Tendering Process

We have recently put all our spirits and softs out to tender. Matthew Bowman and myself recently met with Coe Vintners to discuss the various products they offer and pricing. This is part in attempt to consolidate product lines across the South Kensington bars and Reynolds. We are meeting with various other wine/spirit merchants over the coming weeks.

Budgeting

Budgeting has been opened to clubs as of the beginning of term. The budgeting round will be open for a month to allow clubs to submit their budgets.

Henry Whittaker (DPCS) and myself will be meeting with management groups in mid-January to discuss the processes. Slight changes have been made to the process to hopefully avoid unrealistic budgets being submitted. The goal of this is to avoid unnecessary delays in the process. Unreasonable budgets will be highlighted and penalized. The main budgeting meeting will be where the decision is made on the division of the Clubs and Societies funding.

We Are Metric

Further We Are Metric applications have been received and accepted. I have met with a number of clubs to discuss these events.

Casual Staff – Worked Hours Limit

Following some investigation into the '20 hour rule' historically in place for all student casual staff at ICU, it appears that no documentation is in place for this 'rule'. It was suggested that this was simply guidance put in place on the advice of college, however no record could be found of this. I contract members of college staff but received no response in regards to this guidance. Following a further bit of investigation it transpires that college's guidance for its managers states that college recommends students work not more than 10-15 hours per week during term time.

However, it is worth noting that the 20-hour rule does apply to international students due to restrictions on their visa. There are also other exceptions and issues related to sponsored students

I have proposed guidance to Exec based on college's guidance to implementing the 20 hour rule as a policy for term time and greater checks on this at line manager level. For further detail please refer to the Exec paper.

Paying Club Members for Goods and/or Services

I have proposed guidance to Exec for the situation of paying club members for goods and/or services. Following consultation with Malcolm Martin (Head of Finance) it has been decided that it is in the best interests of ICU and its members to not allow the payment to club members for goods and services or allow club members to act as 'middle men' for transactions. Allowing this could have potential issues for ICU with the move to registered charitable status. A paper has been submitted for the next Exec.

Training Material

I have started work on producing further training material on specific areas of finance training that appear to cause a number of issues for club officers.

Venue Feedback

Due to some of the issues encountered by clubs when hiring external venues I have requested that club officers contact me with their experiences (good and bad) of venues they have used for events. I am collating this information to produce a 'good and bad' venue list, which can hopefully be used in future to suggest alternative venues to clubs or warn them of previous problems encountered by other clubs.

Christmas

In attempt to bring some festive cheer to ICU, Henry Whittaker and myself decorated our office with a seizure-inducing amount of fairy lights that were part of the collection of items to be disposed off following the club waste amnesty during December. Unfortunately due to health and safety reasons we are unable to remove one set of lights from the ceiling of our office, and so must stay in a festive mood for the remainder of our term in office.

Leave

I was on leave in sunny Wales during 2-7 January.