

Deputy President (Finance & Services) Council Report

Proposer:
Alex Savell (DPFS)

Seconder(s):
N/A

Contributors:
N/A

1. Objectives:

- 1.1. This year we as a Sabbatical team are keen for Union Council to hold us fully to account. I invite questions and further probing of this report and my activities as an Officer Trustee and would be glad to discuss this further either at Council or outside of meetings.

2. Leave:

- 2.1. During the summer I have taken 2 half days and one full day of leave

3. Higher Education Funding Policy

- 3.1. I have taken the lead on planning the Union's strategy for a new Higher Education Funding Policy. Good progress has been made on formulating the strategy and timeline. Please see the related Council paper for further details.

4. Welcome Week Acts

- 4.1. The Union President and myself had an active voice in short listing the acts we targeted for Welcome week. I am pleased to say The Commercial Services Manager, Venue Manager and the Commercial Services Team managed to secure some great headline acts for the Mingle, the Post Graduate Mingle, Fresher's Ball and other Welcome Week Events including a late find of Finn Jones from the Game of Thrones cast for Fresher's Ball. We have also got great input from student groups and acts for these events. By the time of council these events will have happened and I may be able to update verbally on the success of these events.

5. Welcome Week

- 5.1. At time of writing I will have attended both Mingles as well as MingleLite. During which time I acted as an Emergency Minibus driver for any at risk students to get home. I am glad to say that this service was needed minimally this year, but I believe it offered a useful contingency for any at risk students or situations that had not already been anticipated. It also fulfilled, at least in part, one of my campaign pledges to expand the Union's provision in this area. During the time between submission of this paper and Council all of the officer trustees will be attending a variety of Welcome Week events as well as our alcohol free event Dri which is immediately after Council.

6. Operational Excellence

- 6.1. I have attended 3 days of training for the Operational Excellence Scheme that college are running in order to enact major restructures. Moving forwards I will be participating actively in their Student Finance stream.

7. CSPB Policies

- 7.1. In combination with the DPCS and advised by members of the Union Activities team I have thus far drafted two new policies for discussion at the first Clubs and Societies Board meeting of the year. The New Activities Committee will be the new forum for new society formation, combining the former New Clubs Committee and the New Projects Committee to allow more consistency and flexibility in decision making as well as an expanded

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remit. In addition the Activities Development Board will administer the new Activities Development Fund and take decisions on new and expanding activity funding throughout the year. It should be noted that as a completely new function of CSPB it is likely this will need review and modification later this year.

8. CSPB Budgeting Mission Statement

8.1. In order to have a better focused and targeted budgeting process for clubs and societies a paper was taken to trustee board regarding the formation of a mission statement for CSP Budgeting defining our objectives when funding club activities. This was raised with Management Group/Constituent Union officers at MG Training and a proposal for such a statement will be discussed at the first CSPB meeting.

9. Finance Restructure

9.1. The Union is currently in the process of restructuring the Union Finance team. As such a particular part of my work at the moment will be helping with this in order to try to reduce disruption to our service as much as possible as well as assisting wherever possible with recruitment. It is unfortunately inevitable that as we undergo this process and train new team members in our procedures there will be some problems, please try to bear with us as we are working towards an improved system for everyone in the long run.

10. Operational Work

10.1. A large portion of the DPFS' work is operational. In subsequent reports I will not include this section unless I feel there has been a significant change to this.

10.2. At present this has generally included but is not limited to:

10.2.1. Answering, passing on or investigating queries regarding transactions

10.2.2. eActivities Authorisations

10.2.3. Budget Approvals and meetings

10.2.4. Sponsorship Contracts

10.2.5. Password resets and other e-Mail requests

10.2.6. Online Shop Refunds