

Council

08 November 2016

Report to Union Council

Rachel Blythe, Deputy President (Finance & Services) November 04, 2016

General Matters

Since the last Council meeting, I have continued administrating CSP finances and found various ways to improve Union services across a number of different campuses.

Finance

- Authorising expenditure (POs, MFRs, Claims, etc.) and income (sponsorship [138 contracts reviewed and approved to date], charitable donations).
- Committing all Union refunds.
- Writing up the protocol for the 'Finance Timeline'. This is to ensure that students can work out how much time it will take to be recompensed, or have items approved (e.g. traffic light system).
- Created more role accounts and email addresses for CSPs whilst also updating the login and password details.
- Implementing stage 1 of credit card readers. In the process of writing up the training and regulations that need to be put in place for students looking to rent credit card readers from the Union.
- Advised students on their transaction lines and cases for reimbursement, locating income, emergency payments, or member donations e.g. CSSA, IC Fashion.
- Reviewing, (improving where necessary) and approving Event Budgets for students with members of the Activities team. In the process of creating a signposting scheme for budgets and have set up Ask Activities with DPCS and the Activities team - a two-hour drop in session on Thursdays which aims to streamline the procedures for approval, in addition to hearing general queries from students.

Campus/College Services

- Due to meet Director of Estates and Facilities with DPCS regarding the repair of the Prayer Room.
- Writing up a background for Silwood campus services on their Union facilities and services, still due to visit Silwood on November 8th.
- Have contacted the Imperial College Environmental Society regarding use of the Secret Garden.
- Have contacted the ICSMSU Sites and Services Officer regarding complaints about Reynolds Cafe.
- Received, reviewed and responded to a paper by Eric Suen about the Careers Service needing a vital change.

Union Services

- Have finished reviewing accounts for the Wednesday and Friday door charge. This is to inform students of the front gate income and expenditure and begin a wider campaign to make the Union accounts in general much more accessible. The next stage is to create the infographic/short video with the Union Marketing team.
- Looking to create a Union Systems focus group to discuss issues, e.g. problems with eActivities, imperialcollegeunion.org, etc.
- Have continued as volunteer administrator for the Graduate Students' Union Facebook page, to help provide more information to postgraduates and begin a dialogue to tailor our services to their wants/needs.
- Awaiting implementation of customer feedback forms in all 6 Union outlets. Will be jointly responsible for acting on the feedback received.
- Successfully proposed to SMG to change working hours on Wednesday/Friday evenings to tour different campuses and receive firsthand feedback from students and staff.
- Addressed a point raised by IC APES about use of vegetable oil in SK bars.
- Began negotiating for compensation on behalf of Wilkinson Hall.
- Due to change expenditure authorisation chain – moving the management group level from £20 to £50.

Health, Safety and Disciplinary Committees

- Collated a health and safety proposal for ACC Snowsports event looking to use Beit Quad.
- Due to sit on the College disciplinary committee for the 11th November 2016.

Other/Unaddressed manifesto points

- Have begun writing up a role review document.