

Council

25 October 2016

Report to Union Council

Rachel Blythe, Deputy President (Finance & Services) October 24, 2016

General Matters

Over the Summer I focused on making plans and connections with Union and College staff, volunteers and students to begin implementing my manifesto points. As the Autumn term began, I then spent time hearing common issues and major complaints about Campus and Union services from students and began forming potential solutions to their problems.

Finance

- Authorising expenditure (POs, MFRs, Claims, etc.) and income (sponsorship [117 contracts reviewed and approved to date], charitable donations).
- Committing all Union refunds.
- Beginning the creation of a 'Finance Timeline' per month so students can work out how much time it will take to be recompensed, or have items approved (e.g. traffic light system).
- Created several role accounts and email addresses for all Union services (CSPs, Liberation Officers, GSU, Felix) whilst also updating the login and password details.
- Reviewed the process for Halls budgeting for first years.
- Advised students on their transaction lines and cases for reimbursement, locating income, or emergency payments e.g. ICSM Dance, E.quinox, SCC Punjabi, OSC CSSA.
- 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 having a one-hour drop in session on a set weekday to streamline the procedures for approval.

Campus/College Services

- Discussed with the Islamic Society the request for repair of the Prayer Room, have begun making a plan of action for them.
- Discussed with College the need to provide an improved sports facility or repair of Squash courts, scheduled a visit for November 8th.
- Have contacted Silwood campus management about their allotments and healthy, sustainable food activities to begin planning implementation in South Kensington.
- Discussed issues with Hammersmith campus services and scheduled a visit for this month.
- Discussed opening hours of Reynolds café with other Officer Trustees.

Union Services

- Have begun generating an infographic of easy-to-read 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.
- Interviewed the Beit Bars permanent supervisor position.
- Interviewed the Activities coordinator position.
- Interviewed the Retail Manager position.
- Helped to form the 10% Discount on Yoyo Wallet for all students during 3-16 October 2016.
- Attended both undergraduate and postgraduate Mingles to welcome all students to Imperial College.
- Sat on and participated in the Electronic Point of Sale (EPOS) tender panel for the new system to be implemented in 2017.
- Presented two proposals to SMG and Licensed Trade on behalf of ACC Snowsports and the Tri-Union Bar night committee. Have begun creating a 'major events proposal template' that students can use to submit for use of Beit Quad and Queens Lawn in advance of the new academic year.
- Initiated a project for credit card readers for rental from Reception for CSPs, e.g. Imperial Cinema and Enactus Imperial.
- Became a 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.
- Set up and presented Imperial College Union to students at the Fresher's Fair and PGR Welcome Event.
- Began planning for cookery classes for first year students. Scoped out College culinary lessons in Welcome Week at I-Connect to ensure we do not duplicate our efforts.
- Implementing customer feedback forms in all 6 Union outlets (not just at The Foundry) in the next couple of months. Will be jointly responsible for acting on the feedback received.
- Agreed the improvements for the Lite Mingle to become an Outdoor Cinema.

Health, Safety and Disciplinary Committees

- Presented the Union activities and incidents for 2015/16 to the College Health, Safety and Environment committee. Took notes on how to improve Union health and safety for 2016/17, with a focus on training CSPs and students in the workplace on SALUS reporting.
- Sitting on the Union disciplinary hearing committee and the College disciplinary committee on the 25th October 2016.

Other/Unaddressed manifesto points

- Interviewed Hall sub-wardens for Eastside on behalf of Emily-Jane (DPW) as she was unable to participate.
- Considering a potential role review.
- ICSM-ICU CSP funding gap, as the process for organising CSP Finances and budgeting for next year does not begin properly until January.