

In brief:

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Interruption of studies

- Beginning work to ensure we maximise support to students on interruption of studies (why has this taken this long).
- I do not have full knowledge of the intricacies of IOS. I am doing the work to ensure there is the framework to ensure it is a possibility, with cases to be reviewed individually.
- My part in this project is to ensure there is access to CSPs, in governance and participation.
 - o Options could include either creating a new type of membership within the Union, or changing the coding for students in Registry so that they can still be registered students with regards to the data feed coming to EActivities.
- I am lobbying BUCS to change to soften their rules on student status to account for this.

Grant Recycling

- In the past, unspent grant has been taken from all club accounts and put into a central Union pot.
- From now on, this is not going to happen.
- Money will be ringfenced for CSP purposes as the money was allocated to there in the first place.
- Money will still be taken from CSP accounts at the end of the year, definitely withheld grant with regards to membership target, but I am exploring the options on grant that is simply unspent as that implies financial mismanagement of club accounts.

Room Bookings

- As a bit of a surprise, we are working with College's Operational Excellence department on an exercise to rapidly improve the room bookings system before the next academic session (this refers to ad hoc bookings, yearly bookings are another beast).
- Improvements are looking to be (hopefully):
 - o Ability to see all available rooms on a timetable (and their specifications to see suitability).
 - o Ability to see all bookings, pending and completed.
 - o Ability to see all previous bookings made for each society, where bookings that have changed are highlighted and an auto-reminder email will be sent nearer to the time

as a reminder (no more instructors coming in when the booking was cancelled at the start of session)

- If these process efficiencies are implemented, we can bring down the 3-week deadline as-per policy, as the Student Activities Administrator will need less time to process bookings (currently there is a back and forth about unavailable rooms/unsuitable rooms etc.)
- Laura Regan is the one to thank for making this project happen, and unfortunately Activities are losing her to Education & Welfare in the coming months, where she will take on the role of Wellbeing & Campaigns Coordinator.

Syndicate Sponsorship

- Back on the cards! This project is moving into the Sponsorship working group within the Union. The aim is still to have a framework where clubs can opt-in to be bundled together for a more attractive sponsorship offer to companies.
- No news on when this will become a reality, it relies on the Systems team (just like most things) and they are very busy!

Alumni Funding Policy

- With upcoming changes to Life Membership (the most important part being that money from purchases will go back into clubs of the purchaser's choice, with options for standing orders) it is important to come up with some ground rules.
- All money in to a club from life membership (unless otherwise specified at point of purchase) will go into a new account code: Alumni
- This code will have rules attached, imagine it as a mixture of the Activities Development Fund, Harlington and CSP Grant all rolled into one.
- I am working on those rules.

Club Training Foundation

- CSP Expectations
 - o Working on a matrix for all governance levels, where expectations of one-another are explicitly stated.
 - o This will significantly improve initial training, highlighting role responsibilities.
 - o This will significantly improve signposting of queries and issues as there are multiple matrices for different themes (governance, finance, sport, room bookings etc.)
- CSP Expenditure
 - o There is nothing really written and set in stone to ensure CSP expenditure is appropriate.
 - o I am writing a policy to clarify what each type of funding is for and what it can be used for.
 - o I am working with Rachel to create a new forum where Management Group treasurers will be able to have oversight and challenge others on their expenditure.
 - o With £2.7m of costs annually and only £390k to support them, we need to ensure that those with financial responsibility are passing the benefits to all students and not being self-serving.

Free Printing

- On a lighter note, I'm happy to confirm that club printing will be free* again (T's and C's)
- I am writing a Printing Policy where clubs who need printing as a core part of their activity (probably less than 30, approved at CSPB) will be able to access free printing.
- Approved clubs will receive a new login, e.g. A&Exec_printing so that they don't have to share the details of the main account with the whole committee.
- Given that expenditure can be tracked, if this process is abused the privilege can very well be rescinded.

DepSocs

- I have started meeting with College on how to better support DepSocs, as they have the unique ability to develop student communities which is in all of our interests.
- The focus will be on improving postgrad engagement and improving departmental recognition (not necessarily involvement, more championing the benefits of the activities the depsoecs undertake)
- There may be some increases in finances available specifically for depsoecs (but no promises)

Tours

- Desperately trying to come up with a better system for tour funding as it is an EActivities minefield (you think it's bad from your perspective!)
- Given the fluctuation in the pound and increase in demand for funding, I will be making the case to increase the size of the funding pot from IC Trust accordingly (currently £30k)

Union Work

- As trustees, we have a responsibility to improve the Union as a whole, and not focus on our own particular manifesto points to the letter day-in day-out. Here's what I've been doing on a more Union-centric level:
- Operating plans
 - o Heavily involved in operating plans surrounding Activities in absence of SAM, now taken a step back as Iain has joined.
 - o Creating prioritisation exercise for managers to prioritise work in order to assess feasibility where plans are dependent on other departments (essentially this will highlight that Systems are going to be overworked and we cannot deliver all this awesome stuff if so)
- Contingency + Succession Planning
 - o Co-leading working group on how human resource is managed and supported when there is a staff vacancy, especially in terms of recognising and rewarding staff members to step up beyond their job description (and therefore pay grade) responsibilities in difficult times
- Communications
 - o Working with Gareth (new Lewis) on improving communications to pre-uni students and students in general, aiming to get 60 second videos highlighting the vast amount of ways students can be involved.

- College computers
 - Aiming to get the union's homepage on College computers in student community hubs (e.g. library)
 - Even if not homepage, aim to ensure the first thing a student sees is a timetable of "What's On (Give it a Go, mass volunteering, bar events)" "How you can get involved" "How we can support you (welfare)" "What the union is up to (council reports on steroids)"
 - This is to really have a presence in student minds at all times, something which is difficult, also to help clubs promote their GIAG activities (free fun activities, who can complain)
- Beer
 - Getting a guest ale from an IC alumnus, with the plan in future to have a house brand (e.g. Imperial Ale) and where students can go and get involved with the brewing process etc.
- CSP Finance
 - Updated Terms of Reference of CSP Finance meeting
 - Previously just to look at clubs in debt
 - Now still is to look at clubs in debt, except now clubs in debt will have a report in a shared space for group to refer to, with relevant actions and updates.
 - Clubs will meet with staff/OTs to create repayment plan, this will be recorded
 - Now to provide forum for all club finance stakeholders in union to be creative to improve the processes and systems surrounding CSP Finance
 - Keep all relevant parties updated on projects directly impacting CSP Finance (Gift Aid, Alumni, sponsorship)
 - DPFS, who would chair the new finance meeting, would feed suggestions and feedback directly from student-led committee to staff-led working group to ensure effective implementation (to be honest this would be a good idea for CSPB too but with a separate meeting, something like a CSP Governance meeting in the union, I'll make it happen but I think it'll be largely irrelevant for this year)