



Imperial College Union Board of Trustees

Date: 17/10/18

AGENDA ITEM NO.	
TITLE	DPCS Board Report
AUTHOR	James Medler
EXECUTIVE SUMMARY	Report on progress as DPCS
PURPOSE	Update board on work
DECISION/ACTION REQUIRED	None

Goal 1 – Expand Ethos Gym - Complete

Ethos has always had a problem with low capacity. Whilst the recent refurbishment has improved the type, layout and quantities of different types of equipment, it hasn't upped the capacity.

- Proposal put together for expansion of the gym with full costings
- Funding approved, gym will be expanded on ground floor over the next year

Goal 2 – Dedicated Sports Hub

Sport within Imperial is currently incredibly confusing, with student committees regularly not knowing whether to go to Sport Imperial or ICU. Working with volunteers, Sport Imperial and the Sports Board, I'm wanting to create a single place that sports clubs can go to for all their needs within sport. Students would sit at the very top of this to ensure the student body are at the forefront of every decision that is made.

- Areas that ICU and SI work on have been looked at, and a map created as to who currently does what
- A rough framework as to which areas could sit under a sports hub, which under SI and which under ICU has been created.
- A proposed plan as to who would sit on the exec, and the frameworks as to what the frameworks would be around this for their support is currently being created
- Needs to be taken to CSPB to discuss financials and how it would work so as to not create a duplication of work.

Goal 3 – Improve our Union processes and get more bookable space

A lot of our processes are old and take up a considerable amount of student time. I'm trying to tackle a few of these starting with annual budgeting. The plan is to redo this process from the ground up with a new, easier to use system and a more transparent method of grant allocation.

- Different version ideas have been mocked up
- Been presented at management group training to gauge opinion
- Will go through thorough process at CSPB to ensure it reduces the workload and is a better system for our CSPs, MGs and CUs.
- Looking at process to make annual room bookings happen automatically, currently in discussions with college timetabling to see if it can be automatically rolled over rather than manually done every year

Goal 4 – Create an online CSP Portal

- I've been meeting with a few Imperial tech startups to see if we can create a "one stop" portal that automatically directs students to the relevant person or area of the website they need to get to for help. Currently this information is not in an accessible format and I want to improve that.

Goal 5 – Easier, better and more relevant consultation forms

I want to ensure you are involved in all of the key decisions so that we truly understand your needs.

- Fortnightly town halls for information about the work I have been doing
- Reworking our sections and the action plans behind the Student Experience Survey with Rob and Alejandro so that we can work with college to improve the service, and lobby where necessary

Operational Achievements

Significant operational tasks I have completed over the summer period are as follows:

Freshers Fair

- Layout sorted
- New system so each year only the extra clubs will need to be added as opposed to the layout redone every single year

Monday night transport

- Monday night transport system has been planned with coach service as opposed to minibuses to ease the strain on minibuses, and make it easier for students with less reliance on student drivers.
- Similar price to minibuses, final details still to be discussed with clubs
- [First week worked smoothly, second week showed issues to be ironed out](#)
- Massive thanks to Sports Sector Chair Thomas for his work around this, he's been vital to the process

Trustee Work

- Reworking how we use the Student Experience Survey, to try and make it our one, major piece of student consultation annually that we use to shape how we operate as a union
 - Including questions, data analysis, evaluation
- Reviewing cyclic processes within clubs and societies, ie freshers fair, room bookings, annual budgeting and now the student experience survey, to see how they can be packaged up and made into softwares that automate a bulk of the operational work to save on time, and increase work time within other areas
- Work on project management with Jarlath, Rob and Alex, with a first idea currently being tested on the Student Experience Survey as a trial project
- Reviewing ticketing systems to deal with prioritisation and correct assignment of email issues