



**Imperial College Union Board of Trustees**

**24.10.2018**

<b>AGENDA ITEM NO.</b>	21
<b>TITLE</b>	Deputy President (Finance & Services) Report
<b>AUTHOR</b>	Claudia Caravello, Deputy President (Finance & Services)
<b>EXECUTIVE SUMMARY</b>	<ul style="list-style-type: none"> <li>• <b>Union breakfast:</b> <ul style="list-style-type: none"> <li>○ Launched, review being planned</li> </ul> </li> <li>• <b>Sustainability:</b> <ul style="list-style-type: none"> <li>○ Talks with College's Greening Imperial Committee</li> <li>○ Reviewing aspects of Commercial Services activity</li> </ul> </li> <li>• <b>Food/drink provision:</b> <ul style="list-style-type: none"> <li>○ College: Increasing, 24hr food vending to be trialled</li> <li>○ Union Shop Extra: Increase in fresh food, addition of hot drinks, clearer allergen info</li> </ul> </li> <li>• <b>Accessibility:</b> <ul style="list-style-type: none"> <li>○ Infographic on Union income/expenditure</li> </ul> </li> </ul>
<b>PURPOSE</b>	Overview of current work. Board members to consider and advise, as desired.
<b>DECISION/ACTION REQUIRED</b>	None essential

# Imperial College Union Trustee Board Report

Claudia Caravello, Deputy President (Finance & Services)

## Introduction

Combining on-going projects and student campaigns with my manifesto points, I have decided to focus on: sustainability, service quality, communication and engagement.

## Report on Progress

### Goal 1 - Union Breakfast

Since SCR breakfast was shut by College, there has been no alternative for sit down breakfast on campus. Union trial is allowing us to test a variety of dishes and gain feedback from students on all aspects, helping identify if demand is great enough to continue and shape our future breakfast menus.

Progress so far:

- Breakfast trial launched! (Soft launch 24<sup>th</sup> Sept, Hard launch 1<sup>st</sup> Oct)
- Waitressed each morning for the first two weeks. Talked to customers about their expectations and their thoughts on the meals and service. I've added all my notes to a larger bank of feedback Beit bars has been collecting.
- Breakfast review timeline being planned

### Goal 2 – Union bars sustainability review

Focus has been on plastic use, driven by student campaign proposals and global media. I have sat on the Greening Imperial College Committee, discussing their ideas to improve sustainability in College and also visited the Natural History Museum and LSE to hear their thoughts on the issues and how they've been tackling sustainability.

Progress so far:

- Identified all plastic use in bar outlets
- Considering ways to eliminate/replace/reduce the use of the of single-use disposable plastics
- Last Union Council, brought up discussion points on what sustainability aspects to focus on and asked what Council thought of replacing single-use plastic cups. Feedback has been taken into consideration.

### Goal 3 - College food provisions

Working with campus services to improve range of food available, focusing on healthier options and dietary information available on all their products.

Progress so far:

- Plans for College to trial 24hr vending on campus
- More gluten free and vegan options added to College food

### Goal 4 - Shop Extra offerings review

Aim is to look at what food we offer in Shop Extra and non-South Kensington outlets, and improve our offerings.

Progress so far in Shop Extra:

- Coffee-to-go machine ordered and to be installed soon

- Allergens now labelled on all pastries
- Fridges ordered and to be installed soon, allowing us to extend the range of fresh food available

#### Goal 5 – Accessibility: Be more transparent where Union income is spent

Has been fed back to me that a lot of students don't understand where our money is spent, especially in regards to why our bars make a profit. I shall be looking into the annual budget and all income/expenditure to try create a document or infographic to explain this simply to all students.

### Operational Achievements

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

#### Sponsorship Contracts

Sponsorship contracts used to be emailed to DFPS, printed off, read, signed and stamped, scanned back in, re-saved and emailed back to the student, while a hard copy was also filed for records. This was a very lengthy task, wasted a lot of time, and contracts risked being lost in a very busy inbox.

- Online process planned by Matt Blackett (DFPS 2017/18) not implemented as resources not available in Systems team
- Instead, new sponsorship email address created: [csp.sponsorship@imperial.ac.uk](mailto:csp.sponsorship@imperial.ac.uk)
- All signatures and stamps digitalised, making online signing possible and speeding up process.
- Working well, 100 contracts currently approved. Build-up caused in lead up to welcome week as other work took priority and I was also on sick leave. However, turnover time is down from months to weeks, a significant change from last year.
- Aims to improve contract template, further reduce reply time, and improve the training guidelines online.

#### Chargebox

- Contract renewed
- Talking with College to get more on campus, paid by College but registered under the same site, which would allow both parties to gain more of a group discount

#### Bar Supplier Tender Process

- Molson Coors products implemented since 1<sup>st</sup> August 2018 (3-year deal)
- D and L chosen as post-mix supplier

#### Investment

- Investments now made, via Rathbones.

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Want to know more? Have any thoughts, ideas, questions? Please get in contact!

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