

Imperial College Union Council Report

Rob Tomkies, President

Introduction

Work is busy as ever – we’re now over a third of the way through the year which is slightly scary but we’re coming close to Christmas!

As part of an initiative to look at work prioritisation and streamlining the amount of time I’m putting into things – for the past month I have been structuring the way I work into the below categories so that imbalances can be addressed and also making sure that nothing gets dropped. For the past month calendared time has been allotted as below.

Updated 30/11/2018				
College Meetings	Project Work	Student + Union Meetings	Board of Trustee meetings + work	Operational
33.5 hours	41.5 hours	18 hours	14.5 hours	31 hours

Report on Progress

Club, Society, Projects (CSPs) and Constituent Union (CU) Support

- Key staff figures have been away and so work on setting up platforms on plexus has been slow. We are looking to launch the first student platforms for constituent Unions in January with clubs and societies shortly after.

Next steps: Setting up of platforms to start and CSP platforms to follow.

- The Times relationship is now fully up and running – for those of you that haven’t heard this includes events, an ambassador scheme, training workshops, free subscriptions etc. The launch event went off successfully last Tuesday with around 100 people attending and in the first three days of the offer going out 1350 people took up the times subscription – haven't looked at the latest figures.

Next steps: Now that the agreement and relationship is secured with a student focus I will largely be stepping back from this to allow the ambassadors and Felix to really drive this forward and make sure that it’s a success.

Governance – Process Development

- The Graduate Student Union working group is still ticking along. Of the four workstreams, governance and representation has been the most active recently and been where I have spent my time. A new structure for GSU governance has been constructed and will be brought to council by the GSU. The other three work streams – Activities and Events, Identity and Communications, Resources - have been defined and memberships constructed with remit defined. The ToR for these has been attached as appendices.

Next steps: The other three workstreams will be meeting around the time of this Union Council. Priorities for now due to time constraints are the governance structures (changes need to be made by Jan 22nd Union Council) and Events (the “Refreshers” events previously discussed)

- Union Council work has focussed heavily on the operational processes recently. I have developed a spreadsheet which should automate the voting record compiling so that going forward this should be a very simple task. We have also evaluated that operational sides of set up, seating plan and so on so that now (today) things should require much less time.

Next steps: Hopefully heading forward this should be a much slicker and so the next challenges will look at the communication of UC outwards and the most appropriate platform as well as beginning to examine the format of council itself.

- There are ongoing issues in the Union on the prioritisation of work when things are brought in from all areas eg. Union Council, Board, campaigns, college, OT's and so on – I'm beginning to scout and look at formalising a process to prevent pieces falling to one side – the larger project is ongoing however myself and the Managing Director have started an evaluation of where we spend our time so that data gather we can see what guidelines are reasonable, heading forward. This is part of what generated the figures in the intro table.

Support for the Deputy Presidents

- Worked with Becky and Wellbeing to help work through disciplinary and complaint procedures with reps.
- Worked with Becky to tackle the solutions to the Bursary concerns raised previously where an individual year group received less. This was started last year and is now nearing completion – being raised at the Access Participation and Student Support Working Group before now heading for approval at Provost Board.
- Worked with Alejandro on the GSU reform.
- James and I had the President, Provost and Associate Provost (Academic Planning) round to the Union to show them the planned redevelopments to the Union Concert Hall before having the expenditure passed at College Council – this is now all in the clear.
- Worked with Becky to tackle colleges approach to widening participation. Real progress is beginning to be made but not formalised yet so watch this space.
- Worked with all DP's on the Student Experience Survey and what we want it to do at the end of the project. This has largely taken shape now.
- Worked with Alejandro on the Union Vision and Mission – expanded in the team report – consultation will be going out soon.

Next steps: As detailed in relevant reports.

Operational Highlights

- After pushing at College Council – The President and Provost have for the first time now agreed to include a section on student experience in the college strategy – previously there has been the heading "student experience" and then nothing actually about the student experience under it. They took this on board and we are now working on the section together.
- Again - for the first-time college have added student wellbeing to the strategic risk register – this has been after cumulative pressure and the realisation that this is increasingly a risk for their whole business model – rather than something to worry about on the side.
- Review process of "Presidents Speeches" at graduation events confirmed – slow progress but good to finally be getting somewhere.
- Involved in the Race Equality Charter self-assessment group – very early days but (first meeting last week) hopefully shall be more productive in future.

Closing Comments

As always, I am available in person and via email for any questions you may have on my report or the Union's work.

union.president@ic.ac.uk | @icu_president | 020 7594 8060 | IC ext: 58061



GSU Working Group – Governance and Representation work stream

Terms of Reference

Purpose

The Governance and Representation work stream has delegated responsibility from the GSU working group to ensure effective and appropriate channels, structures and platforms for communication exist within the GSU.

Remit

1. To review the governance structures in place and determine if these cover the necessary areas within the GSU to enable efficient operation.
2. To review the current methods that the GSU use to consult and obtain information from their membership.
3. To discuss best practice with internal communications within the committee including forums of communication and project management.
4. To review the general governance of the GSU.

Membership

The Committee shall have no set membership or quorum however the following are recommended to attend:

1. Union President - (Rob Tomkies)
2. Deputy President (Education) – (Alejandro Luy)
3. Education and Welfare Manager - (Fran Hyatt)
4. Head of Student Voice and Communication - (Keriann Lee)
5. GSU President – (Ute Thiermann)
6. GSU Deputy President (Representation) – (Ashley Brooks)
7. GSU Secretary – (Rosie Riley)

This list is non exhaustive and the group may grow or shrink. This group membership may be opened up to the wider Union should it decide it.



GSU Working Group – Identity and Communications

Terms of Reference

Purpose

The Identity and Communications work stream has delegated responsibility from the GSU working group to ensure that the GSU communicated effectively and appropriately to its members in a way that aligns with the branding and sense of identity that the GSU wishes to create.

Remit

5. Evaluate and steer the GSU strategy to branding.
6. Evaluate and design effective communication channels to its membership.
7. Evaluate the current media platforms and decide if these are appropriate.
8. Construct a timeline of key content on platforms such as Felix, Website, Emails etc.

Membership

The Committee shall have no set membership or quorum however the following are recommended to attend:

8. Union President - (Rob Tomkies)
9. Deputy President (Education) – (Alejandro Luy)
10. Head of Student Voice and Communication - (Keriann Lee)
11. GSU Social Media Officer – (Carina Zhao)
12. GSU Marketing & Publicity Officer – (Sandunika Hirimuthugoda)
13. Deputy President (Operations) – (Lingru Zheng)

This list is non exhaustive and the group may grow or shrink. This group membership may be opened up to the wider Union should it decide it.



GSU Working Group – Resource Allocation work stream

Terms of Reference

Purpose

The Resource Allocation work stream has delegated responsibility from the GSU working group to discuss and advise on the future resource allocation given to the GSU.

Remit

9. To examine and evaluate the funding model of the GSU.
10. To discuss, evaluate and advise on the creation of a sabbatical GSU President role.
11. To evaluate and steer the Union staff and time resource given to the GSU.

Membership

The Committee shall have no set membership or quorum however the following are recommended to attend:

14. Union President - (Rob Tomkies)
15. Deputy President (Education) – (Alejandro Luy)
16. Managing Director - (Jarlath O'Hara)
17. GSU President – (Ute Thiermann)
18. GSU Deputy President (Operations) – (Lingru Zheng)
19. GSU Treasurer – (Joseph Tam)

This list is non exhaustive and the group may grow or shrink. This group membership may be opened up to the wider Union should it decide it.



GSU Working Group – Activities and Events work stream

Terms of Reference

Purpose

The Activities and Events work stream has delegated responsibility from the GSU working group to ensure that regular and appropriate events are organised and run through the GSU throughout the year.

Remit

12. To decide on what type of activities and events the GSU feel are most appropriate for its membership.
13. To organise said activities and events at a higher level including decisions on dates, timings, themes and location.
14. To discuss and delegate the operational planning of the activity or event to the appropriate place.
15. To discuss and design methods of feedback that would be most appropriate to gather at each activity or event.
16. To review and evaluate activities and events in order to construct action plans for future events.

Membership

The Committee shall have no set membership or quorum however the following are recommended to attend:

20. Union President - (Rob Tomkies)
21. Deputy President Finance and Services – (Claudia Caravello)
22. Events & Conferences Manager - (Jess Harrison)
23. GSU Events Officer – (Hannah Jones)
24. GSU Events Coordinator – (Clare Chan)
25. GSU Marketing & Publicity Officer – (Sandunika Hirimuthugoda)

This list is non exhaustive and the group may grow or shrink. This group membership may be opened up to the wider Union should it decide it.