



**Imperial College Union Board of Trustees**

**Date: 12/12/18**

<b>AGENDA ITEM NO.</b>	19
<b>TITLE</b>	DPCS Board Report
<b>AUTHOR</b>	James Medler
<b>EXECUTIVE SUMMARY</b>	Report on progress as DPCS
<b>PURPOSE</b>	Update board on work
<b>DECISION/ACTION REQUIRED</b>	None

## Goal 1 – Expand Ethos Gym – Complete – Should be done by July

### 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.

- Framework completed, being discussed with key stakeholders
- Budgets being worked out as to what the charges would need to be for clubs to benefit (this would be a one off yearly charge, or potentially termly membership, so that no other costs come up throughout the year)
- Full paper brought to January council

### 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 tackling storage, budgeting and room bookings early on.

- New annual budgeting system has been created and finished. Training sessions have been taking place with ~100 people having attended. Full online training is now available and the process has launched!
- Working carefully on room bookings, to try and make it part of college timetabling, meaning CSP activities would appear in your calendars, and it would make the annual booking process considerably quicker – this is still in the working phase.
- Storage – looking at what is available at White City to act as a “long term” storage facility, so ICU storage is only used as day to day. Have organised waste amnesties and cleaned up the Union Gym. We are now reviewing an equipment policy at CSPB to see how we deal with equipment going forwards.

### Goal 4 – Create an online CSP Portal

- Currently creating a ticketing system so that when requests come in, they are immediately prioritised and dealt with by the relevant person within the union, removing the unnecessary back and forth. This is not an externally viewed portal for clubs, but rather an internal portal that speeds things up for all students

### Goal 5 – Easier, better and more relevant consultation forms

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

- Student Experience Survey has now launched! I'm now creating data analysis tools so that when the results are in it will be easy to analyse and create a report to release to the student body on what actions we need to take
- Firm emphasis on “you said we did” for this year, and any actions that come out of this survey to be heavily marketed for both union and college directorates to start work on
- Survey currently has 2,000 respondents, by further increasing this, the survey could and should be used to shape our direction as a union

## Operational Achievements

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

- Work around the Varsity working group
- Further work on the minibus scheme and transport review
- Harlington half a million results! Union Concert hall + High torque towing vehicle. I'll be leading on the concert hall project to turn it into a high-class venue.
- ADF, tours and NAC first round
- Interviews for positions within the Union
- BUCS Regional Meeting
- Training at Silwood around finances and budgeting
- Training for annual budgeting at South Ken (organised for charing cross)
- Meeting clubs to help with their activities

## Trustee Work

- Student Experience Survey has been a major piece of work to improve our communications and hear our student voice. Next steps will be creating a reliable data analysis tool for this.
- Started work on the review of cyclic processes, with majority of work going into SES, club budgeting and room bookings so far. These are being stored with all details of involvement, action tracking and documentation so that next year they can be quicker and more efficient.
- Writing up project management work and package for directorates to use – including collaborative use of teams in directorates, and use of it within meetings / student groups. Also work on the training aspect around this of how to get staff in a project management led mindset.
- Reviewing ticketing systems to deal with prioritisation and correct assignment of email issues