



Imperial College Union Board of Trustees

12.12.2018

AGENDA ITEM NO.	20
TITLE	Deputy President (Finance & Services) Report
AUTHOR	Claudia Caravello, Deputy President (Finance & Services)
EXECUTIVE SUMMARY	<ul style="list-style-type: none"> • Union breakfast: <ul style="list-style-type: none"> ○ Review to be done in Spring Term ○ Feedback cards now out • Sustainability: <ul style="list-style-type: none"> ○ Meat Free Mondays – joint Union and College campaign, shall be launching a trial in January • Food/drink provision: <ul style="list-style-type: none"> ○ College: Increasing, 24hr food vending to be trialled (launch date unconfirmed), student consultation done • Accessibility: <ul style="list-style-type: none"> ○ Infographic on Union income/expenditure
PURPOSE	Overview of current work. Board members to consider and advise, as desired.
DECISION/ACTION REQUIRED	None essential

Imperial College Union Council Report

Claudia Caravello, Deputy President (Finance & Services)

Introduction

My focus aspects for the year: sustainability, service quality, communication and engagement.

Report on Progress

Goal 1 - Union Breakfast

- Review scheduled for Spring term. This is so a full term of feedback and spending trends can be analysed.
- Feedback cards now supplied in the bars.

Goal 2 – Sustainability

- Shall be trialling Meat Free Mondays in our bars during January joint with College outlets – I have written a Felix article on this (released 7th December).
- I'm working with Campus Services, College Catering, 3 students groups and Greening Imperial to launch this. Happening in 9 outlets across college, including Reynolds and 568.

Goal 3 - College food provisions

- Silwood campus to get gluten free and vegan options. Catering on the campus has been informed to action this by Campus Services.
- 24 hour food vending project – aim is to get accessible late night meals on campus in case anyone is staying late at university and needs dinner after other outlets shut in College.
 - 3 options have currently been proposed and business plans written to show it's a good investment to put these on campus and are being presented to various stakeholders in the next few weeks by myself and the Head of campus service special projects.
 - Worked with a design engineering project group that was focusing on vending machines to gather anonymised data on how late students stay at university/how often, whether they bring their own food/where they buy food from, what food they'd like to see available/how much would they pay/where would they like it located, etc. Data is helping us present an even stronger case to stakeholders on why they should finance meal vending machines for students.

Goal 4 - Shop Extra offerings review

- Coffee machines being installed on the 7th December! Dairy and non-dairy milk options 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 regarding 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.

- Currently reading through the Union annual budget for 2017/18 and the comparing to the annual report (which tells you the Union's actual spending) for 2017/18. Seeing how similar they are. If similar, will chose to use the annual budget of 2018/19 to use in my infographic.
- Looking at various other universities to see how they display their finances.

Operational Achievements

Training

- Completed Recruitment and Selection Interview Level 2 training

Communications

- 'Day in the life of DPFS' blog written (3rd Dec)
- 'Meat Free Mondays' Felix article written to inform students of changes next term (7th Dec)

Metric

- Initially lobby was overcrowded, so a queue system was introduced outside, limiting access to the lobby, as a temporary solution. Now talking with Malcom and building managers to find a more permanent solution that doesn't stop people accessing the lobby toilets and improves flow in Metric.

Orbis

- Conversations with our EPOS supplier 'OrbisTech' went well. Have identified we may not be using Orbis to its full potential due to lack of communication from the company when they released new system add-ons. Solution: Getting a full briefing on how the system works at the start of the new year.
- Talk of potentially introducing a food ordering phone app linked up with the Orbis system. Would require myself to work with Orbis to build, or create a student internship for a DoCSoc student to work at Orbis to build the app using Orbis building blocks.

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

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