

Deputy President (Finance & Services) report to Union Council

Proposer - Fifi Henry

Seconder – Abhijay Sood

In light of COVID-19, and with July 31st fast approaching, the focus has shifted to ensuring our services, structures and processes are in a better shape than they were pre-COVID, to ensure it aligns properly with student needs and expectations. There is also a shift in what services in 2020/21 may look like, how training is delivered for new committees, and overall how this affects the finances of CSPs and the Union.

Updates:

- B.A.U priorities are refunds, DPFS objectives, CSP support and contracts
- SSB meet for the last time on Monday 8th June. Will provide a verbal update for Council. Agenda is: CSP Sponsorship and Ethics, DPFS reform, Policies, Reflection and forward thinking
- Chairing SCA panels for 'Outstanding Event' and 'Outstanding Student Partnership'
- DPFS Objectives for the next 8 weeks include:
 - DPFS Role Review - complete
Reviewed the JD and expectations of the DPFS position in contrast to how the role realistically runs. Recommendations for amendments have been written and the paper is with Council.
 - High Risk Event Management and Debt Management for CSPs – in progress
To develop a process for managing high risk events and debt management for future years. The end result will be documentation used by CSP committees and/or staff which inform them of the process of running a high risk event (financially or H&S) or make clear the procedures to follow when a CSP is in debt, respectively. This will result in clear process embedded for future officers and staff to follow.
 - Finance Training Review – in progress
To produce improved training materials that can be used in future years (irrespective of whether we're working remotely). The aim is to have an easily accessible, easily navigable, and high quality CSP finance training available to all committees online (usable regardless of COVID-19).
 - Summer Ball Review – in progress
To pull together the work done on the Summer Ball this year to ensure future officers, in particular the DPFS, will have a core framework to work from, where students have meaningful input and responsibility in all future creative/visual and student-facing aspects of the Ball. It will provide the basic structure for how students and Union staff work collaboratively, as partners.
 - Handover

Write and deliver a comprehensive handover, and improve the transition period so that the next DPFS can hit the ground running. For some College relationships, introductions have started to be made.

- H&S Management Tool – paused
 - o Work is still ongoing for this, and is a project the incoming DPFS is keen to work on too, so have de-prioritised to be a joint project and handover for completion.

Operational Achievements/ Other Matters:

- Room Bookings research
 - o HoCS is now responsible for the Room Bookings project, and has tasked me with a benchmarking exercise as preliminary research to start the project.
- Fit for future financial systems and processes project
 - o Lead OT on reviewing financial systems and processes to ensure they are fit for purpose and efficient with Jayne as the Project Manager.
- Will summarise the financial impact of CSPs as part of the CSP Debt Report, and take to F&R in June and report back to Board in July

dpfs@ic.ac.uk | [@icu_dpfs](#) | 020 7594 8060 | IC ext: 58062