

**Imperial College Union
Board of Trustees / 23 June 2021**

Officer Trustee Update

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 Ross Unwin (DP Clubs & Societies)

Purpose: To note the work of the Officer Trustees.

For more detail and to see some of the business currently being discussed within ICU, you can find papers from our last Council meeting:

1. Sam Lee (DP Finance & Services)

Key pieces of work I've been involved in include:

Activity Registration App: This is a piece of work I undertook right near the beginning of my role, as we were looking at COVID with no real way of tracking Risk Assessments for CSPs and their events. I have had many people tell me how good this app is, but truthfully, I think that it was a reactionary piece and would prefer to implement a proper systems project to include this, and hence why I have not included it in my objectives update.

Health & Safety Policies: We came into this academic year with very few H&S policies, and the ones we did have were not up to scratch. I worked closely with our H&S consultant and Tom N, to write and approve an entire suite of H&S policies that brings us back to where we should be. There is still work to do with implementation, but all of the admin and approval stages are completed.

DPFS Role Review: Worked closely with Abhijay to review the role of the DPFS which should enable a better balance for the role and enable the role to be more involved in discussions within the College surrounding Sustainability, Campus Services etc.

COVID-19 Operational Challenges (Venues): It is worth noting the many hours within the first half of the year, were spent working with the MD and Venues & Operations Manager to get the venues up and running under restrictions, I also did a lot of work to get our mobile ordering app setup for the bars.

COVID-19 Operational Challenges (CSPs): I did a lot of work with the Student Opportunities & Development Team & DPCS to enable CSP activity to occur (and safely) under restrictions. In both these areas, we kept having setbacks due to constantly changing restrictions, and had to keep changing our approach in these areas.

Objectives Update

Objective	Update
Conduct Commercial Services review	a This became one of the 5 major Board reviews that were kicked off. Throughout the year, I had been running SWOT analysis' of the Venues and Shop, which became part of the wider review. This will be continued into the next academic year with an end point looking to be about Christmas 2021.

<p>Develop a framework for the use of the Union building for CSPs</p>	<p>Full audit of Union spaces is underway and closing on completion.</p> <p>Full set of principles for CSP space & storage allocation has been drafted.</p> <p>Wider space review was initiated as one of the 5 major projects of the Board.</p> <p>Created a Commercial Bookings policy that outlined a key set of principles for when Commercial Bookings will be allowed that limits the disruption to students and CSPs</p>
<p>Review and change CSP processes, policies and services</p>	<p>Sponsorship contracts process has been changed which should see faster response times for CSPs. I also have more aims for this to still improve with a more automated system, which I will be looking at over the summer.</p> <p>BACS payment run changes has taken a lot of the CSP financial processes away from OTs and moved back towards the finance team to allow for more agile and faster approval times.</p> <p>Kicked off a piece of work looking at CSP refunds (another major time sink for my role) which should enable more staff and departments to be involved in refunding their relevant products.</p> <p>Worked closely with Systems and College ICT to initiate a review and new implementation for how CSP role accounts are handled, which will mean they don't expire and potentially lose important information.</p> <p>3-year CSP development plan produced (you can read more about this in DPCS section)</p>
<p>Provide a better Union presence/ space on other campuses.</p>	<p>There has not been much movement on this area due to COVID-19, and College slowing these discussions down in light of this.</p> <p>I will work with Lloyd and Abhijay to involve myself in these discussions as they continue to pick up into the new year.</p>
<p>See through the Union Concert Hall redevelopment project</p>	<p>This project, when I inherited it, was nowhere near the level of improvement students wanted or were expecting as per the original plans. I worked closely with key student stakeholders, College, and Union staff to realign this project to being a project students would be proud of, especially given past projects on the UCH were similarly bad in nature and did not incorporate student expectations as it should've done.</p> <p>The building works have officially kicked off as of the 14th June 2021, with it looking to be finished by the 1st October 2021 in time for the new academic year. After nearly 3 years, we can breathe a sigh of relief it is finally completed.</p>

2. Ross Unwin (DP Clubs & Societies)

Key pieces of work I've been involved in include:

- Roadmap out of lockdown for CSPs:** Since my last council report we have moved into step 3 of the government's roadmap out of lockdown. That means that many of our clubs have been able to resume more indoor and outdoor activity. It's fantastic to see so many people resuming activity, and I'm working with the Ops & Dev team to approve activities on a timely basis whilst ensuring that everything remains safe.

- **CSP Annual Budgeting:** CSP Annual Budgeting continues to be a lengthy process, resolutions are currently with Management groups. Final provisional figures for societies and projects will be finalised at a final CSPB meeting at the end of June. For sports clubs, a holistic Imperial Athletes budget has been completed, the sports exec are involved with finalising what services will be paid for centrally and the grant that clubs will receive to pay for club administered core costs. Systems and Finance team are finalising details and logistics of memberships which will be ready for 1st August on the system.
- **Summer Tours Allocations:** I have met with the IC Trust secretary and secured £55,000 of funding for our clubs to go on tour this summer. The summer tours period runs until the end of term 1 next academic year, and we have received 32 applications. The majority of these were approved, and budgets are currently being reviewed.
- **New Activities Committee:** The New Activities Committee continue to meet and we have received a lot of application to create “Women in” societies. This is great to see and we are waiting for a discussion between all “Women In” societies, DepSocs, CU President’s and relevant MGs to ensure these are implemented in time for the next academic year.
- **Building & Space Review:** See space review paper.
- **Imperial Athletes:** We have finished a kit tender process and will be working with a kit partner for the next 5 years. Imperial Athletes requires some policy changes that will be coming to CSPB at the end of June. We are also writing a handbook to ensure transparency for all involved with Imperial Athletes.

Objectives Update

Objective	Update
1. Overhaul Training for CSP, MG & CU Volunteers	<ul style="list-style-type: none"> • All training articles on eActivities have been remapped, and refreshed so that they at • Welcome booklets for incoming officers created (specific ones for Pres, Tres and CU/MGs) and sent to all incoming officers (both last summer, and straight after elections this year) • Volunteer training week (VTW) introduced instead of officer academy. All training sessions delivered in <1 hour online, recorded, and made available for all officers after the session. 2nd VTW to be run in September. • All milestones met.
2. Increase accessibility and inclusivity of our CSPs	This became part of a bigger project that Shervin became project manager of in February due to the EDI element of this work. No update since February.
3. Setting a long-term trajectory for CSP space and storage	This was delayed so that it was incorporated into the building and space review. The building and space review is underway as per paper to board. Hoping I can get most of a final paper written up ready for TN and my successor to finish once the commercial review has concluded.
4. Support our CSPs by reviewing the most broken processes	3-year CSP Development plan produced in October 2021, developed in conjunction with DPFS, SODM, and DoMS. Update on this include: <ul style="list-style-type: none"> • A tender has been sent out looking for a long-term lease of minibuses ready for the start of next academic year. • Created a staff wiki to capture internal knowledge so that staff share knowledge with the wider team and is accessible in times to come • Volunteer training addressed as per other objective

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| <ul style="list-style-type: none"> • Sponsorship process reviewed by DPFS. • All CSPs now have ability to take part in online elections |
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3. Michaela Flegrova (DP Education)

Key pieces of work I've been involved in include:

- **Representation:** lobbying for planning for more in-person teaching next AY with Shervin and Abhijay. This was mostly successful, with the College changing their position based on our feedback
- **Digital Education Recording Policy:** Work on this has been finished and accepted by the Provost's Board; the outcome is that all lectures in all departments will be recorded in the future. Comms have gone out to students and have been very positively received.
- **DPE Elections:** conversations with potential candidates & trying to convince reps to run, unsuccessfully.
- **Student Choice Awards:** Led the shortlisting panels for various representation & teaching awards; virtual ceremony planned for 24th June, 2pm.
- **Student spaces refurbishments:** Led the student consultation group that was supporting the creation of new student spaces in the old RCS Chemistry building. More decisions were being made recently about furniture and design details which I facilitated student consultation for.

Objectives Update

Objective	Update
1. Work on the implementation of the NSS recommendations	<ul style="list-style-type: none"> - Produced the NSS reports, which included recommendations for the College and coordinating separate recommendations for each department written by the dep reps - We got College buy-in for the College-wide recommendations with staff assigned to each one of them - Progress has been mixed - Very little / no follow up on progress in departments by the reps <p>NSS recommendation completed / partially completed</p> <ul style="list-style-type: none"> - Review the SOLE survey – this will be replaced for next AY - Marking transparency – some limited changes being implemented for next year, but not anywhere near all of them - Work on spaces around campus – more work done in departments as well as shared spaces with direct student involvement <p>No/very little progress on (mostly because of lack of capacity on both our and College's side):</p> <ul style="list-style-type: none"> - Review management of staff - Review student welfare in departments - Improve timetabling support / release - Improve communications
2. Strengthen the Rep Network	<p>Things that happened:</p> <ul style="list-style-type: none"> - Regular meetings with the Faculty reps and Research AWOs to support them in the role - Some meetings with some dep reps - Sharing ideas and seeking rep feedback on College-wide decisions through Teams channels (to some extent) - Rep of the month, rep of the year awards – recognition - Reps involved early on in the NSS work

	<p>Things that did not happen:</p> <ul style="list-style-type: none"> - Improved training - Regular meetings with dep reps every couple of months - Improved platform for sharing of ideas - Recording of progress and proper reporting of what is going on
3. Review the PG rep network	<p>What has been done:</p> <ul style="list-style-type: none"> - Consultation with PG reps at different levels (year/course, department, faculty) - Discussions with other officers from other universities about PG representation – we’re doing quite well actually! <p>Conclusions:</p> <ul style="list-style-type: none"> - Student reps do not want things to change drastically, because whatever they have in whichever department works for them locally - We will aim to appoint a “departmental rep” in each department next year, even if that means just choosing a "more responsible" year/group rep - Work still needs to be done to improve how we collaborate with departmental admins, but this cannot be done without a rep coordinator in post

4. Shervin Sabeghi (DP Welfare)

Key pieces of work I’ve been involved in include:

- Representation work with Michaela: mainly looking forward to next year and what the experience will look like. Seem the College are mainly planning for no social distancing based on student response and updates from the DFE.
- Representation Network support: continuing to spend a lot of time plugging in gap for lack of staff in representation team. Continuing rep recognition schemes (Rep of the Month/Year), rep comms, planning training and organising a big in person celebration event.
- Halls policies: picking it up again after 20 months, I’ve finished reviewing our Halls policies and have a streamlined updated version approved at the College’s Residential Life Committee and ratified by Union Council.
- Student Choice Awards: our annual awards, the SCAs, are fully underway. We’ve had panels to decide the shortlist and winners and we are currently preparing for the ceremony. Make sure you tune in on our Facebook and YouTube for the **ceremony on 24th June 14:00-15:00**.
- History Group: as part of their response to BLM, the College launched a [History Group](#) with the intention of digging into the College’s history: establishing facts, learning about perceptions and making recommendations of any changes. I’ve been attending this monthly for about a year and it’s finally come up with recommendations that are being taken to the College’s President’s Board. These include the possibility of renaming Beit itself, but all of that is subject to wider student consultation and senior approval.

Objectives Update

Objective	Update
1. Liberation & Community Development	<u>No recent updates due to no staff support.</u>
2. Representation Network Review	No real update due to no staff support. With Cat starting, there will be some momentum in this area now but, fundamentally, will really happen after I leave at this point.

3. Covid-19 response	<ul style="list-style-type: none"> Continuing to co-chair College's ESOG-SE group the key priority has been producing plans for Student Experience delivery next year with a) minimal restrictions, b) some restrictions, c) full lockdown Other smaller bits of work from ESOG including exploring developing an app to allow students to see live study space capacity to avoid unnecessary campus movement (and help students) Pushed for work to look at differential in-year outcomes for students from disadvantaged backgrounds (particularly in the context of increased WP student numbers due to the CAG u-turn). This was successful and a pilot of doing this analysis is ongoing in a number of departments.
4. Student discipline and harassment	<p>Following approval of the discipline framework at the last Board, I've been progressing with the work to develop our policies:</p> <ul style="list-style-type: none"> Members policies: in process of redrafting following review with TF, TN and AS Venues policies: in process of creating 'skeleton' draft to flesh out with contributions from SL, RS, and relevant student bodies CSP policies: in process of finding students to contribute, otherwise not progressed
5. <u>Campaigns and student voice</u>	<p>Mainly folded into Petitions System discussions, however, past an initial meeting, not much progress. Intent to pick up again with Cat.</p>

5. Abhijay Sood (President)

Key pieces of work I've been involved in include:

- **Socially Responsible Investment** – This has taken up a fair amount of time for me since the start of term. Many meetings have been held, including with student stakeholders, to consult on final recommendations from the group I've been a part of. These recommendations will be presented to a senior College committee (President's Board) in July, and have already been presented to the Provost, CFO, and Business School Dean. I have been actively contributing to editing these and helping produce a summary.
- **GSU review** – I have met with the GSU to discuss mutual expectations and a review of our offering to/representation of PGs to be conducted over the summer, in light of concerns with the performance of some officers, low engagement, and my manifesto commitment.
- **Huawei and Lockheed Martin** -- I have had some discussions with students in response to recent events in Palestine, and the paper which passed through Council last term on Huawei.
- **Handover and Induction** – work on this is underway, primarily planning training and handover sessions for late July with Tom Newman and others. Some of the work for handover is also useful for inducting certain staff members, in particular the new representation manager Cat Turhan.
- I have been working with Michaela and Shervin on student representation, primarily in discussions on education delivery for 21-22 in the relevant meetings.
- I have been working with various members of SMT on initiating the Petitions System work, holding a pilot Volunteer Town Hall, and supporting our financial bid to the College.
- I am aiming to update the Bye-Laws, Constitution, and Policies on the website before my tenure concludes.

Objectives Update

Objective	Update
<p>1. Working to ensure all relevant stakeholders are properly involved when the College makes decisions</p>	<p>This is more a guiding statement of principle than a specific goal – one I have tried to uphold and raise consistently, as I believe it is the key to making good decisions.</p> <p>Nonetheless, I am disappointed I was not able to spend more time advocating for this in particular e.g. focussing on the composition of decision-making bodies in the College. COVID-19 hitting precluded this somewhat, and some of our advances in this area e.g. to the Chair of Council have been deflected. However, there is some progress – I believe the new committee structure being planned for education under the Provost’s Board will give student representatives a stronger voice within the College.</p>
<p>2. Setting a stable trajectory for the Union post-2021 (2021-23)</p>	<p>There were three pillars to this:</p> <ul style="list-style-type: none"> i. Strategy redevelopment, which has successfully all but concluded. ii. Avoiding a vacuum, which I would term a partial success. All major roles have been filled, which given the exhaustion the pandemic has caused among many volunteers is cause to be cheerful. However, three full-time roles were unfilled going into the summer, and many union volunteers feel quite disengaged. It is imperative that we improve this situation, and develop a stronger pipeline for students to become volunteers and for volunteers to seek increasingly senior roles. iii. Handover, which will be our core priority in the coming weeks.
<p>3. Reviewing Union Governance/Democracy</p>	<p>There were four pillars to this:</p> <ul style="list-style-type: none"> i. Reviewing the Felix Editor and DPFS roles, which has concluded. ii. Clarifying our relationship with constituent unions – we have held meetings and taken notes, but need to formalise this on paper before the end of July and ensure thinking on supporting union volunteers in these roles is considered within the representation team. I have had some conversations with the new representation manager on this topic. iii. Reviewing Union Council – we decided to pause this during COVID, since we didn’t want the sudden remote meetings at awkward times and the short-term effect on engagement to prejudice the outcome iv. Supporting the MD on clarifying the relationship between Board, its subcommittees, and Union Council – this work is currently in full swing.
<p>4. Coordinating a review of our offer to postgraduates</p>	<p>This has now been initiated, though I will be passing the baton on to Lloyd to supervise its conclusion.</p>
<p>5. Ensuring the Union’s staffing model is fit for the future</p>	<p>There were three pillars to this:</p> <ul style="list-style-type: none"> i. Permanent staffing model – on reflection, discussion made clear that our current model wherein our staff are employed by the College has more advantages than initially thought. We

	<p>are thus holding on to it, at least for the time being, albeit under a new structure which has been agreed by Board and Leadership.</p> <ul style="list-style-type: none"> ii. Student staff – we are bringing in a real London Living Wage, amongst other things (easier access to permanent staff, formalised relationships etc.) iii. Staff who support student activities – Ross and I must pick this up before the end of our tenures, to give recommendations to his successor and the incoming activities manager on how to manage staff who support student activities, short of full formal contracts.
6. Supporting the Officer Trustee Team	Part of my day-to-day responsibilities, though I could have certainly been more proactive on this particularly on the social side.

Further to this, working to improve the ethics of the College's investments was a key priority of mine on election to this role, and one in which there has been significant progress as described above.