

# DPFS Report to Union Council – February 2021

Sam Lee

## Summary:

- Sponsorship Policy Approved
- Health & Safety Policies Approved
- Union CRM/Email/other equivalent review

College Meetings & Prep	Student + Union Meetings & Prep	Operational work (day-to-day)	Project work (major goals)	Misc
5%	25%	35%	32%	8%

My fourth individual report to Council report of the academic year 2020-21. This term has started picking up for project work, and is good to finally start getting my teeth into some big changes for the Union and to be able to start focusing on my manifesto rather than reacting to the issues caused by COVID.

## Updates:

- CSP Admin – Again, a large proportion of my time has around manually doing refunds for CSP shop products.
- Sponsorship Contract review – Sponsorship policy was ratified by Finance & Risk. This will now properly kick off the work on reviewing sponsorship policies. I have also spent some significant time pulling together data on sponsorships by our CSPs to inform this review.
- Refunds review – I shall be meeting with the relevant staff to discuss the process required to handover refunds (i.e. systems changes, financial process changes, which departments refund which sales, e.t.c.)
- Bars & Shop – Bars & Shop have remained closed, although the shop has been doing online trading and this is performing relatively well.
- Health & Safety Policies – Finance & Risk approved the first half of the Health & Safety policies, and we are now working on creating the next half for the next Finance & Risk meeting.
- User Groups – I have created a proposal document for how the Union’s user groups should fit into the governance structures and how they should function, I have also pulled together a working group to discuss these ideas with.
- UCH Redevelopment project – I have been working closely with the student stakeholders to develop a clear plan to take to College, so they can deliver this project effectively. There have been a few complications, but College have taken the ownership of the project from an external client which allows us to have better oversight and communications. Approval has been given from multiple stakeholders and we should be approving structural sign off within the next couple of weeks.
- CSP Annual Budgeting – I have been supporting in providing access and support for annual budgeting

## Upcoming:

- Sustainability Week
- Hiring a Systems Developer
- Staffing Review
- Space Review

## Where am I with my Objectives?

1. Conduct a Commercial Services review
  - I have undergone a Commercial Services SWOT analysis
  - We will be kicking off the full Commercial Services Review working group when the new Director of Finance & Resources starts full-time, which will start pushing this project forwards at a faster rate
  
2. Develop a framework for the use of the Union building for CSPs
  - A space review has been initiated
  - A project brief has been drafted for approval
  - The current project brief is focused on CSPs, but I will be part of a review group starting in the next couple of months that looks at space use in general
  
3. Review and change CSP processes, policies and services
  - Sponsorship Policy has been approved by Finance & Risk
  - Sponsorship Policy will be reviewed yearly by CSPB & SSB with suggestions implemented for approval to F&R, the policy shall be approved for the next academic year.
  - Sponsorship Review will now start properly and will inform a review of this policy in ~5 months
  - Contact with eSignature companies has been paused until term 3, where it can be reviewed properly for the next academic year.
  - I will be meeting with the SO&D team in the next week to implement distribution of workload for sponsorships
  
4. Provide a better Union presence/ space on other campuses
  - Work on the White City campus has taken a backseat under COVID
  - I am working with Abhijay to involve myself in College discussions around White City
  - I spoke with ICSMSU Exec at the end of last term around Reynolds' bar, and this has kicked off some work on ensuring that space can be better utilised and how we can do better as a Union to ensure the space is run and managed to the best ability for students.
  
5. See through the Union Concert Hall redevelopment project
  - I have been having weekly meetings with student stakeholders to understand what they want out of this project
  - Concert Hall Users' Group and SSB have seen the stakeholder plans and have approved them
  - SPB shall be seeing the plans before this Council meeting and shall update at the meeting
  - We should be meeting with the relevant College team in charge of this project before Council, to discuss final decisions,