

Imperial College Union
Minutes of Services and Sustainability Board
19th May 2021 – 6:00pm – 7.30pm

Minutes of meeting of 25th February 2021

Present

Role	Name
Deputy President (Finance and Services)	Sam Lee (Chair) (SL)
Arts and Entertainment Sector Chair	India Marsden (IM)
Council Representative	Michael Kohn (MK)
Ethics & Environment Officer	Chin Stephanie Yeung (CY)
Ethics & the Environment Campaigns Officer	Neha Yasin (NY)
DramSoc Representative	Ellen Redgrave (ER)
Bar Representative	Niamh McAuley (NA)
KNE Environmental President	Petchara Newson (PC)

Observers:

Governance Officer	Victoria Agbontaen (VA)
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Absent:

Ethics & the Environment Community Engagement Officer	Jumana Ibrahim SalahEldin Mohamed (JM)
Ethics & the Environment Welfare Officer	Danielle Gimbosh (DG)
CHUG Chair	Dan Price (DP)

Item	Actions
1. Chair's welcome and Introductions 1.1. Chair welcomed members of SSB to the first 2020-21 meeting and gave an overview of the new format that SSB will be operating in this year.	
2. Apologies: George Porter (GP)	
3. Minutes of Previous Meeting Minutes were confirmed.	
4. Matters Arising/Action Tracker N/A	
Regular Updates	
5. DPFS Update 5.1. SL took the paper as read but gave a brief overview of the report, noting that the bars have reopened, and the health and safety policies have been approved. 5.2. The space review and commercial review have started, and this is expected to finish around December/January. The four streams are the shops, bars, events and external hire and Union-wide staffing review.	
6. UCH Redevelopment Update 6.1. Redev project is starting on the 14 th June for soft stripping etc, with the aim to start the structural works on the 21 st June. This will run in parallel with the BBC over the Summer and will finish by the 1 st of October, in time for the start of the new academic year.	
7. Commercial Update 7.1. SL informed SSB that the bars re-opened in April, as per government guidelines. Due to the current staff structure of the Commercial team, there will be a delay in opening h-bar but there are plans for this to be opened as soon as possible.	
8. SRI Update 8.1. SL noted that the policy had been approved and the College is now at the implementation stage of the policy, which is key. A proposal is being submitted to the College's SRI engagement group tomorrow. Once this is approved, it will detail how the College will move from where they currently are to where the policy says they should be. 8.2. SL added that Abhijay is forming a SRI group where he will be addressing issues that target College-wide issues.	
Substantive Items	
9. Allergens Update 9.1. SL noted that the allergens issue has been made to the Operations Manager but due to capacity issues, SL has asked the Director of Finance and Resources to meet with himself and Kay to discuss and ensure appropriate training, labelling of items on the menu (app + paper menus).	
10. User Groups 10.1. SL explained that being able to integrate User groups into the space review, it allows for a lot more to be done to allow Union accountability.	

<p>10.2. SL asked what SSB how they think user groups should report to, how the staff team and OT's should be held to account and what should the objectives and deliverables of this project be.</p> <p>10.3. IM suggested having a subcommittee of Council that would be responsible for spaces, space use as well as having staff who deal with room bookings, DPFS and DPCS. SL agreed with this suggestion as a forum for staff and students to discuss issues.</p> <p>10.4. IM also suggested having a sub-group of that committee without staff as students can sometimes being intimidated with having staff in these meetings. SL questioned where the line between students and staff on this issue should be drawn.</p> <p>10.5. IM said that a deliverable for this project may need to be some type of training provided as a one off to societies about the changes, so they understand how they can best use it.</p>	
<p>11. Sponsorship</p> <p>11.1. SL highlighted that AB brought a paper to Council for SBB to look at policy implementation around who/how the Union can get sponsorship.</p> <p>11.2. SL noted that it has become apparent this topic will be challenging to approach and he will be working with AS. SL noted this work should be looked at similar to the College's SRI implementation.</p> <p>11.3. SL is working on a project plan for sponsorships for this area which will help to decide what the scope of the project will be and will help to provide a timeframe with objectives and deliverables. This way, student and staff involvement can be provided.</p>	
<p>12. Summer Events</p> <p>12.1. SL noted that it had been proposed to Leadership to have an external company manage a series of events to celebrate the end of the year as a large Summer Ball cannot go ahead at this time and there is limited resource in the staff team to run and support events. These events would include a drag show, comedy show, dj sets etc.</p> <p>12.2. SL said Leadership believed it may be going to quickly with these plans and that this may not be the type of things students want at the moment and they would prefer to just sit and drink in the bar. SL asked SSB for comments and opinions on this.</p> <p>12.3. MK asked if there is any data on how many students have returned to London or on campus. MK said that a series of smaller events would be more sensible than one big event as it will be independent of the change in government guidance. MK added that the Union should not be seen to be doing nothing as future students can see that the Union have had some events in term 3.</p> <p>12.4. MK said generally there has been low attendance at events, but students want to do things in person, and it gives an opportunity for first years to meet students outside of their degree or CSP.</p> <p>12.5. IM agreed with having smaller events and expressed support for asking MG's to run events as it has the advantage of not being limited to people you may already know.</p>	

<p>12.6. PN added that a series of smaller events would be great and would work better. PN asked how involved the Union are considering having CSP's involved in creating events. SL said if CSP's want to run events in the garden, they will be allowed to run and organise this and will be supported by the Union.</p> <p>12.7. NM agreed that smaller events are better and it would not be feasible to do a larger event. NM suggested starting with a few events and having more towards the end of term so more students can attend. NM agreed that allowing CSP's to run events would be a good idea but we should not rely on them to have events and having the support of external events would be helpful.</p> <p>12.8. NM said student staff should be made aware of the events happening so they can prepare accordingly. NM expressed that student's do want events and have in-person activities.</p>	
<p>13. Student Trustee Appointment</p> <p>13.1. SL explained that there are two vacancies for the Student Trustees on the Board of Trustees that the Union is currently recruiting for. Applications have just opened, and SL encouraged members of SSB to run for these positions as they understand how the organisation works and have experience working and volunteering at the Union.</p>	
<p>14. Strategic Plan</p> <p>14.1. SL noted that the strategic plan details the back-to-basics strategy of the Union, which has been through a period of transformation. It is in place to build back better and get the Union into a better place, the strategic plan will last for a period of 2 years.</p> <p>14.2. MK voiced his concern on the waste policy and what the policy for the College is and may be useful when discussing sustainability. SL noted a lot of the Union's waste is College managed so it is difficult to keep track of that. SL added that he sits on Campus Services Greener committee, and they have introduced a new sustainability strategy (including food and wastage).</p> <p>14.3. SL noted that the Union is looking at creating an SLA with Campus services in terms of minimising food waste, better communication, reducing delivery days etc. The Union is figuring out how to better work with Campus Services when it comes to minimising waste.</p>	<p>Circulate Campus Services new sustainability strategy to SSB.</p> <p>Schedule a meeting with the College's waste team to understand their roles and responsibilities.</p>
<p>AOB</p> <p>SL noted City SU London are doing a national student survey on food sustainability and have invited Imperial to be a part of this and encouraged SSB to fill out the survey.</p>	