

**Imperial College Union
Deputy President Clubs and Societies Report
Union Council 3rd November 2020**

Ross Unwin

Summary:

- Supporting our Clubs & Societies
- Activity Registration and Risk Assessments of club activity
- Officer objective setting
- Welcome Fair

College Meetings & Prep	Student + Union Meetings & Prep	Operational work (day-to-day)	Project work (major goals)	Misc
15%	20%	50%	5%	10%

My first individual report to council mostly covers my objectives and how they match my manifesto points, as required by Alex. The team and I have also done a significant amount of work to enable CSP activity and keep activities safe - an outline of this is below.

Updates:

- Training – Equipping our volunteers to lead and achieve their aims is essential and I have worked with the Student Opportunities & Development team to create CSP, CU, and MG committee member welcome and introduction booklets, volunteer training week delivering a number of core training sessions, and have created additional eActivities training articles.
- Reacting to COVID and government announcements – the Union has had to react, very swiftly at times, to the constantly changing environment we now live in. I have tried to proactively communicate with our CSP committee members to keep them in the loop of how the law affects them. I have also been working with college to try and allow as much CSP activity as possible to happen in a safe manner.
- Supporting CSPs - This has included routine and recurring matters, such as resolving individual queries and sorting all eActivities issues at the start of the year, as well specific matters resulting from COVID, such as the development of a new risk assessment process (developed by Sam, more in his update) and consequent work processing club risk assessments.
- Imperial Athletes - The 'sports hub' finally launched for all of our 80+ sports clubs under the name 'Imperial Athletes'. This is a joint venture between Move Imperial and the Union to create a 'one stop shop' for sport and enable us to support clubs better, whilst increasing accessibility and inclusivity. This includes the launch of 7 intramural leagues that started w/c 19th October. Staff furlough over the summer means some of the work to support clubs under this new structure is still taking place, under my direction.
- Student & club disciplinaries – some involvement in ongoing cases and development of a COVID strike policy approved by CSPB. I have also been involved in reviewing our current disciplinary process.
- Student Experience Meetings – My predecessor wrapped up the stream of ESOG-SE that he chaired, but I have continued to be part of ESOG-SE meetings, discussing issues from student mental health, and re-purposing of college spaces to student sport & music during the pandemic.
- NSS – I spent some time with Michaela on the work for the Union NSS response. For more detail, see the DPE report.
- CSP funding model - Work to realise an upfront reduction on CSP grant is ongoing. I am working, in consultation with senior volunteers, on a principled basis for reaching a ~25% (~£100,000) reduction in CSP grant, minimising the adverse effect on club activity.
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- Objective setting - We have been going through a process of setting officer objectives, against which all OTs will report. A summary of my objectives follow.

Objectives:

Here are the objectives I've set for myself for this year. I've included relevant manifesto points in red next to the appropriate objective. It should be noted that 'MD' stands for Managing Director, the most senior member of permanent staff in the Union, with whom I work closely. I welcome any questions on the below points.

- i. **Working to ensure all relevant stakeholders are properly involved when the College makes decisions (Keep challenging the College; from our curricula to the cost of food and rent, decisions shouldn't be made without us)**
- ii. Overhaul Training for CSP, MG & CU volunteers (Overhaul all Union training - Provide any elected student with position-specific introductory training packs; enable you to develop relevant skills recognised by employers; and empower you to have greater impacts as volunteers.)
 1. Undergo an analysis of what training CSP committee members require, and any additional training needed by CU & MG committees. Consultation with students is essential – by end of Nov 2020
 2. Sort eActivities training articles into searchable and useable training documents, understand what essential training articles are missing from eActivities and add to the sorted training articles, and improve articles required by students that are impossible to understand – 19 Dec 2020
 3. Design new content ready for handover between current & future committees, ready by end of March 2021
 4. Create all content for 2021/22 committees by the end of June 2021.
- iii. Increase accessibility and inclusivity of our CSPs (Make sport cheaper and more accessible to everyone across college. I have been working with Move Imperial and the union to shape the future of an athletics union, and I want to carry on this work to secure kit deals, contracts, and venues to benefit you) – This manifesto point has been expanded to encapsulate all CSPs.
 1. Understand diversity within our CSPs now. This is data driven and should be done before Christmas.
 2. Create an inclusivity checklist for our CSPs and develop inclusivity and accessibility training to be incorporated with Objective 1 by April 2021.
 3. Develop a social sport programme as part of Imperial Athletes that has a low cost, low barrier to entry and requires low commitment. This should carry on the success of the Imperial Leagues in Term 1. Part of this programme will be needed for term 2 of academic year 2020/21. But the larger role out will be for academic year 2021/22.
 4. Create opportunities for postgraduates to engage with CSP activity during term 3 and over the summer.
- iv. Setting a long-term trajectory for CSP space and storage (Improve Union facilities and spaces - The union has the opportunity to invest in their students and create space on multiple campuses. This will improve student life, improve the facilities we use, and improve the locations we run our clubs in. I want to develop a long-term strategy with College for the continual improvement of these.)
 1. Space and storage audit – by Dec 2020
 2. CSP consultation by February 2021
 3. Resolve CSP storage issues by the end of July 2021
 4. Create a 5, 10, and 20 year plan for storage and space to be approved by the Harlington Trust and college estates by May 2021

5. Work with DPFS and Pres to ensure that any developments by college at White City and in SK consider the needs of the Union and CSPs. – throughout rest of tenure.
 6. Work with the Kay (operations manager) to ensure that our bars welcome CSPs and that there are no significant barriers for CSPs to book and run events in our bars (**This was stated in my manifesto as “Introduce a happy hour”, but it boils down to putting CSPs at the heart of our commercial services. Our bars should be places that students and CSPs come to make friends and build communities**).
- v. Support our CSPs by reviewing the most broken processes
1. Work with HoMS, SO&DM and DPFS to understand what the Union does that is good for CSPs and the Union does that hinders CSPs – by 31st Oct 2020. This will then require a consultation with students to ensure we are focusing resources in the right areas
 2. Understand what CSPs need the Union for, and what the Union needs our CSPs to do – Nov 2020.
 3. Outline the processes that CSPs need and create a matrix of problems. Define the 2 most broken processes and process map these under the new process mapping system – by end of Jan 2021. Create new solutions and fix problems with these 2 processes, which are likely to be room bookings and risk assessments, and integrate any changes into Union systems.
 4. Create a plan with the SO&D, and systems team for reviewing other CSP processes over the coming years to progressively improve the student experience – March 2021.
 5. Roll out new processes and systems for start of AY 2021/22
 6. Develop a document storage and sharing policy for staff by January 2021

Other manifesto points:

The only manifesto point I've failed to explicitly mention above relates to Union staffing and forms a larger piece of work that the MD and Abhijay will mostly be undertaking. My 5th objective aims to fix one of the problems caused by understaffing, and that's processes that rely on staff. If a process can be automated and run in a way that requires minimal staff input, then we mitigate this issue.

Upcoming:

- Work towards the above objectives, in particular increasing accessibility and fixing broken processes.
- Imperial Athletes will take up a considerable amount of my times as I fully model IA membership and tiering system for individual and martial clubs, I will also be working with the team at Move on a Kit tender – all of this will need lots of input from and consultation with students.
- Further objective setting will soon be taking place in the Union – this time on a team by team rather than an individual basis, for permanent staff members.
 - I will be helping set objectives for the student opportunities and development team.
- Regular review of our CSP support and how we can facilitate more activity under current government guidelines, we will be directing particular focus at helping CSPs with their online capability.
- I will be meeting with senior volunteers from CSPB on a one to one basis alongside the HoMS to better understand the issues that our students and CSPs are currently facing.