

DPFS Report to Union Council – October 2020

Sam Lee

Summary:

- CSP Activity Registration
- Operational Administrative Tasks
- UCH Redevelopment Project

College Meetings & Prep	Student + Union Meetings & Prep	Operational work (day-to-day)	Project work (major goals)	Misc
5%	25%	60%	10%	10%

My second individual report to Council report of the academic year 2020-21. I have been very focused on operational tasks, but I have started working and looking at project work as well as some strategic work for the organisation.

Updates:

- CSP Admin – A large proportion of my time has been around signing contracts and manually doing refunds for CSP shop products (which are still numerous given COVID and the backlog from last year). Refunds of duplicate Imperial Athletes memberships.
- Christmas Planning – I have been planning and working on being able to open 568 for students staying in London over Christmas. I have also been working to provide a social calendar for the Christmas.
- Table service app – I have continued working on implementing the Table Service app in preparation for the re-opening of 568.
- Health & Safety Policies – Have been working with Head of Membership Services and the Venues & Operations Manager to set out work to update our Health & Safety policies which will take up a proportion of my time.
- Contracts & Refunds – I have now set out a plan and timeline to have this process handed over to the Student Opportunities & Development team.
- CSP Development Plan – I have worked alongside DPCS, Head of Membership Services and the Student Opportunities & Development team to create an improvement plan for the team for the next 3 years, which plans out what projects I will be undertaking to improve over this year.
- CSP Planning – I have spent a small period of time working with the Student Opportunities & Development team planning for activity in the new year.
- Welcome Back Planning – I have been working on providing a calendar of activities for the new year when students return to campus.
- Planning SSB for review by Council.
- UCH Redevelopment project – I have been having meetings with student stakeholders and College staff to make sure the project is focused on students and the needs of key CSPs.

Upcoming:

- Starting Commercial Services review
- Review of many health & safety policies;
- SO&D team improvement projects;
- Resuming of SSB including new Standing Orders for the Committee.
- Commercial Services review and looking at the potential to open our other bars.