

TRUSTEE BOARD**COVER SHEET**

Title:	Trustee Board Report: DPFS
Agenda item:	Item 13
Action requested:	For information
Executive Summary:	Please summarise: <ul style="list-style-type: none">• To provide an update on my activities since assuming the role.• To provoke discussion on a number of issues that have arisen and I would like to address
Summary of recommendations:	Please use bullet points <ul style="list-style-type: none">• Advice on solving Hammersmith campus hot food problem.• Advice on Silwood permanent services contact.• Advice on how to structure a role review over the year ahead.

Trustee Board Report

Deputy President (Finance & Services)

For the record, since taking up the position for DPFS in August I have:

Completed a large number of administrative duties, including but not limited to:

- Authorising expenditure (POs, MFRs, Claims, etc.) and income (sponsorship, charitable donations).
- Committing all Union refunds.
- Being a first or second authoriser for Bankline.
- Created role accounts and email addresses for new CSPs.
- Updated the login and password details for Union addresses.

Have continued Chris and Ben's student-facing approach by:

- Advising students on their transaction lines, for minor issues (e.g. BioEngineeringSoc, ACC Judo, CGCU) and those with high volumes of claims or those that have the largest transactions (e.g. OSC Indian [-£15,612.09], ScC Punjabi [-£46,016.84], e.quinox [£16,060 imprests]).
- Reviewing (and improving where necessary) Event Budgets with students and the Activities team.
- Begun the process for creating a signposting scheme for events.

Proactively represented the voice of students by:

- Interviewing the Beit bars permanent supervisor, Activities coordinator, Retail manager positions, sitting on the EPOS tender panel.
- Began writing a paper for Health and Safety committee.
- Presented two proposals to SMG/Licensed Trade – 1 for snow sports on Freeze Friday, 1 for Tri-Union Bar night on a CSP Wednesday.
- Met with our Head of Student Voice and Communications about sharing responsibilities for Halls.
- Initiating a project for credit card readers for rental for CSPs, e.g. Imperial Cinema and Enactus Imperial.

Have begun tackling some of the larger issues in my manifesto and other problems that have come to my attention since being in the role:

- Accessible accounts: door charge on Wednesday and Friday nights, spreadsheet set up and basic infographic outline.
- Postgraduate engagement: administrator on the Graduate Students' Union Facebook and Twitter pages. Begun liaising with h-bar manager on promotional material. Helped the GSU president with eActivities and financial transactions. Comparing attendance numbers for the Postgraduate Welcome Mingle to evaluate our events engagement so far this year.
- Campus services: Hammersmith campus has recently stopped serving hot food. Reynolds café has limited opening hours. Silwood squash court redevelopment. Potential JCR/SCR merge.

- Cookery classes for first year students: met with Student Development, Social Enterprise and Activities to discuss the prospect of beginning this later in the term. Scoped out College culinary lessons in Welcome Week.
- Sustainable food/sourcing: Contacted Silwood about their chickens and allotment spaces for students who are allowed to grow their own produce.
- Considering a potential role review.
- Spoken to Licensed Trade about creating customer feedback forms in all 6 outlets (already live in the Foundry). These are meant to be released by the end of the month.

For the board to provide advice, I require opinions on the following:

I would like opinions/advice on (*deadlines outlined briefly*):

Administrative tasks – best way to move them from an Officer Trustee – *as soon as possible, as these are taking up the majority of my time and are not an appropriate duty of a student advocate.*

How (or if) a role review will go ahead this year – *not urgent, I am in the process of documenting any proposed changes. I recognise that this role cannot be reviewed in isolation, but rather a broader look into OT roles should be conducted.*

How to tackle campus services issues – Reynolds café has opening hours that do not suit students, Hammersmith campus has recently stopped serving hot food and Silwood campus have complained about the lack of squash courts this year – *all urgent. Advice sought on how to interact with campus services across various campuses.*