

TRUSTEE BOARD**COVER SHEET**

Title:	Trustee Board Report: DPFS
Agenda item:	14
Action requested:	For the Board of Trustees to pass the Role Review (also attached, brought to Board by the President).
Executive Summary:	<p>Please summarise:</p> <ul style="list-style-type: none"> • To provide an update on the door charge infographic due to go out by the end of this month. • To discuss creation of an Environmental Policy for the Union. • Role Review paper.
Summary of recommendations:	<p>Please use bullet points</p> <ul style="list-style-type: none"> • Advice on how to structure parts of the infographic. • Advice on Environmental Policy.

Trustee Board Report

Deputy President (Finance & Services)

For the record, since taking up the position for DPFS in August I have committed to the following items:

Finance

- Authorised expenditure (POs, MFRs, Claims, etc.) and income (sponsorship [194 contracts reviewed, £183,257.01 approved to date.
- Committed 220+ shop refunds.
- Have begun working with Systems and Finance to streamline donations coming into the Union. The current system for receiving donations is time consuming and confusing for new volunteers. We are in the process of amending the Union income form to include internet bank transfers, and have taken steps to begin registering Imperial College Union with HMRC to add Gift Aid to donations from UK Taxpayers.
- Have analysed data from Systems regarding time taken to authorise transactions and have the transactions actually processed. This is in line with my plan to have a Finance Timeline live on eActivities for students to know when they can be reimbursed. Some claims coming in to the Union have been upwards of £3,000 and we have a duty to our members to ensure they are made aware of any delays in getting that money back. In the meantime, I will be adding a Finance Timeline to an automatic reply to my emails and will be looking to add forecasts to the automatic emails students receive from eActivities which says something along the lines of 'you are #12 in the queue, your claim will be processed within #3-4 working days'.
- Created several role accounts and updated passwords for all Union email addresses.
- Advised students on their transaction lines, annual budgeting and cases for reimbursement, locating income, or emergency payments e.g. ArtSoc, OSC Indian, SCC Punjabi. More recently, I facilitated and organised the return of 80% of £45,000 in ticketing sales income for SCC Punjabi after speaking to the NEC organisers and box office, the SCC Punjabi Foreign Performers manager and researching HMRC tax forms. Still working on the imminent return of the remaining 20% from HMRC, but returning the initial £37,000 has been a huge achievement this year.
- As a result of the past Finance & Risk meeting (January) I will be working with our Head of Finance & Resources to create project plans for annual events with expenditure exceeding £10,000.
- Have continued testing electronic sponsorship on development eActivities site to reduce some of the DPFS unnecessary admin.
- Worked with DPW, the President and students to open discussion on Student Finance and amendments to Imperial bursaries, update from DPW in their report.
- Evaluated the working document for students to rent out credit card machines. The Union is due to purchase a new PDQ machine for the Reception on Level 2 of the Union Building. This is in conjunction with the new EPOS tender which is set to be rolled out for Licensed Trade and Retail in January-February 2017. Now waiting on the EPOS launch and testing before rental goes ahead.
- Collated VAT FAQs to begin putting up a more thorough VAT information pack/picture. Have circulated a 'how to reclaim VAT' list of instructions to Finance and Systems to review before sending out in a simplified summary to students.

- Will update the management group authorisation minimum once the VAT 'how to reclaim' instructions are sent out to all students. Without this in place, we are risking students missing out on the reclaim opportunities and spending more than necessary. Infographic is currently in draft form, being reviewed and edited – likely to be sent out in mid-February.

Services

- Working with Director of Innovation (Grantham Institute), Director of Policy and Translation (Grantham Institute), Director of the Grantham Institute, Professor of Energy Engineering, Head of Energy & Environment (Estates & Facilities) to draft and edit a letter to the Provost Board titled “Making Imperial College London a Leader in Sustainability and Action on Climate Change”. Have been discussing both the Union and College strategies regarding environmental aims and objectives.
- Finalising the Entertainments budget (door charge) infographic. This is due to come out in early January alongside the Beit Bars January Sales. Currently considering options for students to make the door charges cheaper (i.e. buying for the month/year in advance at a subsidised price).
- Worked with James (DPCS) to get the Prayer Room refurbished. Refurbishment is now complete.
- Advised Silwood Management Group on funding and entertainments. Following a petition to get a shuttle mini bus survey from College, students have sent round a survey asking when would be the best times of day and during the week to be able to get to and from South Kensington via a shuttle bus service similar to that running from South Kensington-Hammersmith-White City campuses. Once these results are in I will be helping them to liaise with College to get a satisfactory service in place.
- Liaising with College catering, the Head of Campus Services and the International Liberation Officer to manage the hot food policy alongside the international food fair set for January 30th. Have so far located various College kitchen spaces for students to use in the evenings.
- Imperial Snowsports event successfully hosted with no incidents in Beit Quad after DPCS and I worked to create a comprehensive proposal to SMG and the College.
- Implemented customer feedback forms in The Union Bar, FiveSixEight and Metric.
- Working with Women @ Imperial to help them plan their annual event in March, continuing to provide information on CSPs built to promote and support women at Imperial.

Recruitment

- Interviewed the Beit Bars permanent Supervisor.
- Part of the EPOS panel for shortlisting, interviewing and implementation.
- Interviewed the Activities Administrator.
- Interviewed the Retail Manager.
- Interviewed the Reynolds student Bar Manager x2.
- Interviewed the Training & Development Manager.
- Interviewed the Student Activities Manager.

For the board to provide advice, I would appreciate all opinions on the following:

1. Door charge infographic (also attached) – the best way to present the Depreciation/Investments and an in-depth look at how we ask students to pay for equipment.
2. To pass the Role Review paper.
3. The necessity for an Environmental Policy as a Union in order to work alongside College in making Imperial College a world leader in sustainability and tackling climate change.