

Tuesday 24 October 2017

## Imperial College Union Council Report

Thomas Bacarese-Hamilton,  
Deputy President (Clubs & Societies)

This year the Officer Trustee team are trialling a new style of reports. This is to provide Union Council with a high level oversight of our work and hold us to account on our goals for the year. These goals were developed from our manifestos at the Trustee residential in August.

The reports will also feature next steps however this will form a key focus of my next report due to the proximity of the two meetings.

We are always happy to answer specific questions on our reports and work or anything you think is missing. We welcome any feedback you have on our report style.

### Goals

#### Training of volunteers

- This year I want to see a redesign on the training offered to our student volunteers, and will provide progress updates through these reports.
- I started by sitting on the interview panel for new student trainers. We have now employed, and trained, three students to provide regular training sessions to our volunteers.
  - o This scheme will be launched shortly with revised syllabuses which will employ more engaging techniques to train our students.
- Officer Academy: we welcomed 60 students to Officer Academy, a new style of training our key volunteers in the basics. It has been largely well received and we are planning another 3 sessions.
- Next steps – review the training guides on offer with the Student development team, ensuring that the information is up to date and presented in a suitable way. I will also look into launching new guides to cover aspects not previously considered.

#### Review of Room Booking procedure and systems

- I widely advertised that there were issues with the room booking system when running for this position. I have since learnt that it is a system issues surrounding the whole of college, not just the union.
- I hold a seat on the College Space Programming Board, responsible for the raising of room booking issues and the development of a new college wide system, which I will use to ensure that the Union's voice is heard over this issues.
- I have also had a part in the annual room booking allocation process, ensuring that we were as fair as possible with the allocations given.
- Next steps – to look into the potential of an interim system to ease the room booking process and to review and formalise the procedures we use.

#### Review of Minibus Booking procedure and systems

- I ran wanting to introduce a shuttle/coach service on Mondays and Wednesdays which would free up much of the fleet for other clubs to use. I have allowed DPFS to take lead on this matter in collaboration with Sport Imperial. Both are in the process of trying to secure funding for the model so that we do not have to ask for CSPs to fund it fully.

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- Next steps: if/when we are able to implement a shuttle service I will review the procedure for minibus allocations to ensure that it is as fair as can be, given the (potential) provisions made for some clubs.

#### Accessibility of information (openness)

- The website is in the process of undergoing a redesign to change the look and several key features, this will hopefully make navigation easier for our members, and improve the way in which information can be accessed.

### Team Goals

We also developed four team goals for the year. Some clearly falls under one/two Officers' remit while others are collaboration between all of us. These will feature on specific Officer's reports where they have worked towards these goals.

#### Wellbeing strategy

- Please see President and DPW report.

#### Year-round democracy

- *This year we have tried to put a greater focus on Autumn Elections and are hoping for an increased turnout.*
- I am currently working on launching October/November CSP election period, during which all unfilled positions will be encouraged to be filled. Clubs with over 150 members will be run through the online system. Clubs with unfilled Principle Officer positions will be a focus.

#### Support & development of volunteers

- *This is a team goal and we've identified a segment of our key volunteers that each Officer Trustee works with.*
- Please see above for my report (Training).

#### Accessibility & openness

- Please see above

### Operations

Operational tasks of note I have completed over the summer period are as follows:

#### Freshers' Fair

- I started by reviewing last years allocations and acknowledging any issues that had been reported.
- A request form was send out to students, I then read through each request to allocate tables accordingly
- The day itself appeared to be a great success, constructive criticisms can be received through the feedback form to feed into next year's planning.
- Next steps: send out feedback form to both clubs and attendees.

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### Sport

- I have been actively engaging with Sport Imperial to ensure that student voice is heard.
- We have begun discussions about Varsity.
- We have also picked up the collaboration to create the Sport Strategy.

### CSP Accreditation

- We will be launching a CSP accreditation scheme this year (soft launch in November) and I have been working with Chippy and Matt on criteria and accreditation system.
- We hope that this will recognise clubs with robust operational procedures and have worked to create a range of metrics that embed our values while also being feasible for this year. This is something we will review at the end of this year and work with our successors to shape further.

### General club issues

- Having the largest number of CSPs in the country, there are a number of day to day issues that need to be dealt with, from Event budget approval to lost passwords. These have (mostly) been dealt with in an efficient manner.
- I will be working to refine the expectations had on clubs this year so that we can focus on the quality of our clubs now that we have such an amazing quantity.

As always, I am available in person and via email for any questions you may have on my report or the Union's work.

[dpcs@ic.ac.uk](mailto:dpcs@ic.ac.uk) | [@icu\\_dpcs](#) | 020 7594 8060