

# Deputy President (Finance & Services) – Council report

Sam Lee – 15<sup>th</sup> June 2021

## Summary:

- Commercial Review, Space Review, Staffing Review
- President's Fund
- End of Year Events Planning

College Meetings & Prep	Student + Union Meetings & Prep	Operational work (day-to-day)	Project work (major goals)	Misc
5%	30%	35%	20%	10%

My seventh individual report to Council of the academic year 2020-21. With the end of my first term in sight I have been looking at my progress on my manifesto, and I feel good progress has been made, but will require more work into the next academic year and a big push for the end of this academic year.

## Updates:

- President's Fund – Working closely with Ross to find ways for students to engage and create ideas for the President's Fund, and will work with students to write applications. 1<sup>st</sup> deadline is the end of this month, but primarily looking for the 2<sup>nd</sup> deadline.
- Sustainability Application for President's Fund – Working closely with key members of College staff to plan one or many applications with relation to sustainability (i.e. Green Areas, looking at waste disposal etc.)
- Health & Safety Policy implementation – working with a task group to take our recently approved H&S policies and implement them into our standard operating procedures
- Volunteer Training Week – Creating presentations and preparing for volunteer training week for CSP volunteers w/c 14<sup>th</sup> June
- UCH Redevelopment – Works for UCH redevelopment will commence Monday 14<sup>th</sup> June with project completion of October 1<sup>st</sup> at the latest
- Welcome Week planning – task groups created to look at different areas of the Welcome season, in meetings and planning for the Welcome Fair and events planning
- Web Developer recruitment – 3<sup>rd</sup> round of interviews and have a successful candidate, will be focusing on eActivities when they start
- Board Reviews – Continued work on each of the reviews (Commercial, Space, People & Culture)
- Sponsorship Contract process – Process handed over to Student Opportunities & Development Team, but I am also doing a piece of work into looking into an automated cloud-based solution (i.e. DocuSign, DocuFlow etc.) for the next academic year
- End of Year Event Planning – Working on events for both Reynolds and 568 for the end of year (will be working with A&E and Sports), and also working with specific CSPs for any big end of year events they want to do (i.e. formal dinners)

## Upcoming:

- Deputy Venues Manager and Student Opportunities & Development Manager recruitment
- Volunteer Training Week
- Space review consultation with students

## Where am I with my Objectives?

1. Conduct a Commercial Services review
  - Commercial services review split into streams
  - SWOT analysis completed of all streams
  - Looking at research into best practices within Commercial services across the sector to inform the strategy with expected completion of around end of Autumn Term 2021/22
  
2. Develop a framework for the use of the Union building for CSPs
  - A full audit of all Union spaces (including College rooms used by CSPs) has been started as part of the Space Review
  - A set of principles for how space is allocated/ used by CSPs is being developed
  
3. Review and change CSP processes, policies and services
  - Sponsorships have been handed over to the Student Opportunities & Development Team
  - Looking into an automated cloud-based platform for Sponsorship contracts for AY 2021/22
  - Refunds being handed over to permanent staff team
  - Working with our Systems Manager and ICT to develop a better way of managing and administering role/society accounts.
  
4. Provide a better Union presence/ space on other campuses
  - Work on the White City campus has taken a backseat under COVID
  - I am working with Abhijay to involve myself in College discussions around White City
  - Reynolds redevelopment project has been started which allows us to make Reynolds a place that medical students can call home and a space that they feel belongs to them
  
5. See through the Union Concert Hall redevelopment project
  - Concert Hall redevelopment will be starting Monday 14<sup>th</sup> June
  - Redevelopment looking to finish 1<sup>st</sup> October