

# Deputy President (Finance and Services) – Council report

Sam Lee – 23<sup>rd</sup> March 2021

## Summary:

- Web Developer Hired
- Concert Hall Redevelopment
- Annual Leave

College Meetings & Prep	Student + Union Meetings & Prep	Operational work (day-to-day)	Project work (major goals)	Misc
10%	30%	25%	25%	10%

My fourth individual report to Council report of the academic year 2020-21. Quite a bit of time has been spent in meetings preparing for the new term and easing restrictions for our different services. I have been on Annual Leave for a week of this time so this report is less full than it ordinarily would be.

## Updates:

- CSP Admin – CSP finance issues have continued to happen, signing contracts, refunds, eActivities financial approvals
- Sponsorship Contract review – Sponsorship policy was ratified by Finance & Risk. Data has been pulled together. I had hoped to have a kick off-meeting to start the review of our CSP sponsorship but due to Annual Leave I haven't been able to, and shall kick off as soon as possible.
- Refunds review – Refunds requires changes to our financial procedures as an organisation, so I shall be meeting with the finance management team when their workload has lessened and some important work they are currently undertaking is completed.
- Bars & Shop – Bars & Shop have remained closed, but I am working with staff to achieve a safe re-opening plan and timetable.
- Health & Safety Policies – 2<sup>nd</sup> half of the Health & Safety papers have been written and we will be taken to the next Finance & Risk meeting for approval
- UCH Redevelopment project – Project has been pushed quite a lot and we are now at the finishing stages. We need to agree the timeline so it does not impact students in Beit Hall sitting exams during term 3
- CSP Annual Budgeting – I have been working with Ross to deliver CSP Annual Budgeting
- Web Developer interview panel – I sat on the interview panel for our new Web Developer and we have a successful candidate, their job will be focused on updating eActivities as well as introducing new procedures that are critical at this time
- Food Sustainability – College are doing a large piece of work around Food Sustainability on campus, I am very involved and will be a key part of this discussion. A student-wide survey will be going out in the coming months which will inform the changes they look to make. I shall advertise it around when there are more details.

## Upcoming:

- More CSP Annual Budgeting
- College are creating a Sustainability Committee, which will report to the Provost, and will be an area for the DPFS/ Union to advocate changes to current sustainability issues
- Commercial Review Project
- Space Review Project

## Where am I with my Objectives?

1. Conduct a Commercial Services review
  - I have undergone a Commercial Services SWOT analysis
  - We will be kicking off the full Commercial Services Review working group now the new Director of Finance & Resources starts full-time, which will start pushing this project forwards at a faster rate
2. Develop a framework for the use of the Union building for CSPs
  - A space review has been initiated
  - A project brief has been drafted for approval
  - We have had a kick off meeting for our space review which has informed the scope of the project and output requirements
3. Review and change CSP processes, policies and services
  - Sponsorship Policy has been approved by Finance & Risk
  - Sponsorship Policy will be reviewed yearly by CSPB & SSB with suggestions implemented for approval to F&R, the policy shall be approved for the next academic year.
  - Sponsorship Review will now start properly and will inform a review of this policy in ~4 months
  - Contact with eSignature companies has been paused until term 3, where it can be reviewed properly for the next academic year.
  - Due to work required by the SO&D team in planning elections and our plan for re-opening, the Sponsorship process will be handed over during the easter holidays in preparation for term 3.
  - Our Systems Manager is currently doing an eActivities mapping project (which I have been involved in) to understand our current position. This will inform the work of the new Web Developer whose focus will be on eActivities.
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
  - I spoke with ICSMSU Exec at the end of last term around Reynolds' bar, and this has kicked off some work on ensuring that space can be better utilised and how we can do better as a Union to ensure the space is run and managed to the best ability for students.

5. See through the Union Concert Hall redevelopment project
  - Concert Hall project plans are now nearly completely finished and signed off, we are just in conversation about some small/ minor changes
  - Leadership will be making a decision over the coming weeks about when this project shall occur, we wanted it to occur this Summer Term but are currently reviewing the timeline to ensure minimal-to-no disruption to students sitting exams in Beit Hall