

DPCS report to Union Council

India Marsden

Updates:

- **Getting set up** - Unsurprisingly, the thing I've been spending most of my time doing is just figuring everything out. I'm now pretty much there in terms of understanding all our systems, meetings and methods, so hopefully I will be able to focus more on projects from now on.
- **New Staff** - Our new Student Opportunities and Development Manager, Connor Walford started two weeks ago. I have been working with him to get him up to speed on how we work, and our structures. We have been planning and prioritising work for the upcoming term. I have also been on Interview panels for various new staff members and will continue to be as we go through our current recruitment drive.
- **Imperial Athletes** - Connor and I have been working closely with Move Imperial to finalise the club allocations within Imperial Athletes and making those transfers. Since this is the first year where clubs will be able to run activity under relatively normal circumstances, it has been tricky to figure everything out.
- **Welcome fair (Digital and In-person)** - I have been working closely with the team in planning the Welcome fair, making sure clubs get a stall and sorting out plans, one way systems and all the associated complications. In particular, there were some challenges will clubs finding and recognising the
- **Women focused departmental groups** - I've picked up a project that Ross didn't get around to starting last year, which is finding a way for the Union to support the creation of "Women In" society - societies to represent the female population of specific departments. Previously, Ross and the New Activities Committee had expressed concern around the similarity of their remits and had subsequently rejected their applications. We have a lot of societies, and it is difficult for the team to give them the support they need. I have met with current stakeholders, and will be working with them to set up a solution that minimises the admin overhead and allows them to function as independently as possible.
- **Tours funding** - There was remaining work from prior to the handover to allocate and send out Tour Grants from IC Trust, so this was something I completed in August to enable Summer tours to happen.
- **Give it a go** - Ensuring the Union has a Give it a go provision this year to enable clubs to have an opportunity to have a taster session advertised and supported by the union. I have extended this from only one day to a week long series of event, to ensure more groups have the opportunity to take part. This is particularly important this year to ensure groups can regain membership after a year where they likely had a smaller intake than standard.
- **College facing work** - I have been attending ESOG-SE meetings as they wrap up their existence, providing updates to College Staff about CSP activity and our plans for Welcome. There have also been various College facing presentations about the OTs and the Unions plans and offering, which I have been taking part in.

Upcoming:

- **Start of term** Welcome week and the start of term is approaching, and so there will be lots of work to sort all that out and make sure all activity is approved and running safely, alongside all the organisation involved in Welcome Fair and Give it a go.
- **Further Work on Women in societies** The structure needs to be set up and enabled appropriately through NAC.

- **Objectives** Beginning work on objectives. The first ones I will look to tackle will likely be Training and Systems and Processes.

Clubs, Societies and Projects Board (CSPB) Update:

- CSPB Policy has been reapproved for the upcoming year with no changes.
- We will be putting together an Imperial Athletes Policy to clearly define its role and who is responsible for what.
- Subcommittees will be elected in the next CSPB in mid October.

Objectives:

Objective 1: Training for CSP Committees - [Not yet started]

I want to review both our active committee training (the lectures that happen during Volunteer Training Week) as well as our passive online resource (the articles on eActivities and the website). I believe that the current set up on eActivities is not maintained well enough to be fit for purpose, it is confusing to navigate and often contains confusing and incorrect information. Actions (with potential timelines) involved include:

- Update online training. Make all articles on the website up to date and remove out of date information. Done ASAP, hopefully done by November 2021.
- Consider new methods of delivering online training, hopefully to create more clarity on what guidance there is and signpost more clearly where it is. Timescale goal done by January 2022.
- Review in person/ live training offering. Consider mode of teaching - is a lecturing style most effective or would it be better done in a perhaps more interactive way. Potential trials throughout the year with a new offering hopefully rolled out June 2022

Objective 2: CSP Systems and Processes - [In progress]

In partnership with Sam (DPFS), I want to update and develop the processes we use to support CSP activity, in particular the Risk Assessment, Budgeting, Event Budgeting and Sponsorship processes. We'll first identify specific problems, then work out if the best solution done through an in house or external solution We'll do the systems a few at a time, probably beginning with Budgeting as that has a very constrained timeline where we need a plan for the system by January at the latest. Sam has already begun some work on the Risk Assessment app.

Objective 3: Imperial Athletes - [In Progress]

It is important to both ensure that Imperial Athletes that is providing a benefit for the societies that are a part of it, and that the students are able to understand this benefit. The first part will be done by ongoing work with Move Imperial and the Sports Exec to ensure the set up is reviewed and potentially modified throughout the year. The second part is continued and increased communication throughout the year, both directly to committees and to the wider student body, coming from both the Exec and me.

Objective 4: Communication (Response Times) - [Not yet started]

We all know that communication between between the Union and students has been painfully slow at times. I want to look into a system to direct emails to the correct person, so that we don't get emails bounced around the office, or missed because it wasn't your area and you didn't notice that you were the only recipient - an issue I could already see happening in the DPCS inbox. This would probably look like some form of ticketing system, which would also help generally keep track of queries and avoid things getting lost.

Objective 5: Student Representation around Spaces - [Not yet started]

The Concert Hall user group (CHUG) has existed for several years, and has been quite successful in representing the student voice around that space. I want to extend this set up to other spaces commonly used by multiple societies, such as the West Basement and the Great Hall, among others. This would help manage usage, maintenance and any project associated with the space. It also helps provide a single point of contact for the staff to work with all societies using a certain space. This will help follow up on the work done last year on the space review, and ensure that any changes are implemented with full student consultation.