

**Imperial College Union
Union Council**
Tuesday 2 November 2021
6.00pm – 8.30pm / Union Dining Hall

Standing Items

	Item	Author	Action	Time
01	Introductions and refreshments	Council Chair	To note	6:00pm
02	Apologies	Council Chair	To note	6.30pm
03	Minutes	Council Chair	To approve	
04	Action Tracker	Council Chair	To consider	

Matters for Decision/Discussion

05	Motion of No Confidence: KNC Consultancy ICG President	FE	To approve	6:35pm
06	Changing Union Council Meeting Venue	MD	To approve	6.50pm
07	Increasing number of votes shared by GSU AWOs	MF	To approve	7.00pm
08	PG engagement review	LJ	To discuss	7.05pm
09	Democratic structures review	LJ	To approve	7.10pm
10	Union's response to College's Disciplinary Procedures	NP	To discuss	7.20pm
11	Appointments to Union Council Subcommittees	SL	To approve	7.30pm
Break				7.35pm

Matters for Report

12	RSMU Report	RSMU President	To approve	7.45pm
12	CGCU Report	CGSU President	To approve	7.50pm
14	RCSU Report	RCSU President	To approve	7.55pm
15	ICSMSU Report	ICSMSU President	To approve	8.00pm
16	Felix Report	Felix Editor	To approve	8.05pm
17	DPE Report	DPE	To approve	8.10pm
18	DPW Report	DPW	To approve	8.15pm
19	DPCS Report	DPCS	To approve	8.20pm
20	DPFS Report	DPFS	To approve	8.25pm
21	Union President Report	Union President	To approve	8.30pm
	AOB			

Author key

LJ – Lloyd James

MD – Malinda Davies

MF – Michaela Flegrova

FE – Filbert Edius

NP – Nathalie Podder

SL – Sam Lee

Date of Next Meeting:

30th November 2021

Imperial College Union
Minutes of The first ordinary Meeting of Union Council 21/22
30th September 2021 - 6:00pm – 8:00pm

Present

Role	Name
Union Council Chair	Michaela Flegrova (MF/Chair)
Union President	Lloyd James (LJ)
Deputy President (Welfare)	Nathalie Podder (NP)
Deputy President (Education)	Daniel Lo (DL)
Deputy President (Clubs & Societies)	India Marsden (IM)
Deputy President (Finance and Services)	Sam Lee (SL)
Arts and Entertainment Sector Chair	Niamh McAuley (NM)
CGCU President	Hayley Wong (HW)
CGCU Vice President (Education)	Tianxiao Wang (TW)
Disabilities Officer	Awais Seyyad (AS)
Ethics and Environment Officer	Camilla Billari (CB)
Gender Equality Officer	Malinda Davies (MD)
GSU PGR Academic & Welfare Officer (NS)	Ceire Wincott (CW)
ICSMSU Academic Chair	Julia Komor (JK)
ICSMSU President	Samuel Hammond (SH)
International Officer	Anvesh Rajeshirke (AR)
Knowledge Sector Chair	Matthew Hamer (MH)
Mental Health Officer	Charlotte Barot (CB)
RCSU President	Aparna Pillai (AP)
RSMSU President	Jasmine Crocker (JC)
RSMSU Vice President (Education)	George Morgan (GM)
RSMSU Vice President (Welfare)	Emily Li (EL)
Sports Sector Chair	Beckett Marshall (BM)

Observers:

Governance Officer	Victoria Agbontaen (VA)
Student	Alex Auyang (AAu)
Felix Editor	Samuel Lovatt (SLo)

Apologies:

BME Officer	Rebekah Christie (RC)
LGBT Officer	Calyste Revel (CR)
Working Class Officer	Grace Fisher (GF)

Absent:

CGCU Vice President (Wellbeing)	Aisha Azlin (AAz)
Community and Faith Sector Chair	<i>Vacant</i>
Culture Sector Chair	<i>Vacant</i>
GSU President	<i>Vacant</i>
GSU Vice President (Representation)	<i>Vacant</i>

Interfaith Officer	<i>Vacant</i>
ICSMSU Welfare Officer	Mabel Prendergast (MP)
PG FoE Council Rep	<i>Vacant</i>
PG FoM Council Rep	<i>Vacant</i>
PG FoM Council Rep	<i>Vacant</i>
PG NF Council Rep	<i>Vacant</i>
PG NF Council Rep	<i>Vacant</i>
UG FoM Council Rep	<i>Vacant</i>
UG FoM Council Rep	<i>Vacant</i>
UG FoNS Council Rep	<i>Vacant</i>
UG FoNS Council Rep	<i>Vacant</i>
UG FoE Council Rep	<i>Vacant</i>
UG FoE Council Rep	<i>Vacant</i>
UG FoE Council Rep	<i>Vacant</i>
UG FoE Council Rep	<i>Vacant</i>
PG FoNS Council Rep	<i>Vacant</i>
PG FoNS Council Rep	<i>Vacant</i>
Recreation Sector Chair	<i>Vacant</i>
RCSU Vice President (Education)	Nicolas Barykin Pankevich (NP)
RCSU Vice President (Welfare)	Tianyu Wen (TWe)
Silwood Park President	<i>Vacant</i>

Item	Actions
<p>1. Chair's welcome and Chair's business</p> <p>1.1. Chair welcomed the Council to the first 2020-21 Council Meeting and gave a brief presentation of Council including an introduction to the governing documents, Council structure and overview of Council 'rules'.</p> <p>1.2. Chair confirmed that there would be an opportunity for members of Council to attend more in-depth thorough training in late October.</p> <p>1.3. AS and the Chair suggested it would be useful for all members of Council to introduce themselves.</p>	
<p>2. Apologies:</p> <p>2.1. Apologies from: Rebekah Christie (RC) Calyste Revel (CR) Grace Fisher (GF)</p>	
<p>3. Action Tracker</p> <p>3.1. SL stated that all allergens have been labelled on the app in the Union bars. However, due to the legal responsibility of kitchen staff, it has been noted that if any individuals have allergens they should speak to staff to discuss specifics.</p> <p>3.2. SL also met with the Head of Campus Services to discuss unification of allergens across all campuses and the Union.</p>	
Matters for Decision	
<p>4. Standing Orders</p> <p>4.1. MF explained that standing orders come to the first meeting of every Council of the year and they were discussed in more detail during the Union Council training that took place last week.</p> <p>4.2. MF stated that the Standing orders will be kept online where Council members will be able to refer to them at any point.</p>	
<p>5. Associate and Life Membership Policy Motion</p> <p>5.1. LJ gave a brief overview of the paper stating it is a policy that is formally owned by the Board of Trustees but requires input from Council before it goes to the Board.</p> <p>5.2. LJ explained the differences between the types of membership offered by the Union as outlined in the paper.</p> <p>5.3. NP questioned the association between the medical school and the University of Singapore. Council were informed that we have a jointly operated Medical school with that university.</p> <p>5.4. Chair put the paper to members of Council to vote on with the results as follows: 18 approve.</p>	
<p>6. CSPB Restructure</p> <p>6.1. IM said this paper is an outline of a restructure of what CSPB was changed to last year which was previously split in to the societies and projects Board (SPB) and the sports hub exec (SHE) Board. IM explained that this was a result of set up of Imperial athletes.</p> <p>6.2. However, in practice members of SHE almost always came to SPB so IM proposed putting CSPB back together and define a formal SHE which will ensure equal oversight of sports and other societies.</p> <p>6.3. HW questioned whether CSPB will be responsible for sports budgets. Council were informed Sports will be responsible for their own budgets but will come to CSPB with a proposal for approval.</p>	

<p>6.4. Chair put the paper to members of Council to vote pending the amendments. The results are as follows: 17 approve 1 abstain Paper was passed by Council.</p>	
<p>7. Extending VONC and Censure Powers</p> <p>7.1. LJ expressed that Union Council has always been able to enact motions of censures and votes of no confidence.</p> <p>7.2. LJ stated there are cases where a member of a society is not being responsive or participating in their role, the only way to relieve an individual of their duties is to bring that to Union Council who will then decide if the individual is fit to still be on the committee.</p> <p>7.3. LJ explained that within the CSP space, we should use Management Groups and CU's so these societies would go to the Recreation Management group and ask that committee to consider a VoNC.</p> <p>7.4. This provides a route for the individual to appeal the case without it coming to Council for approval.</p> <p>7.5. AAu stated that it would be sensible to ask CU's to bring a list of positions they would want to be on this committee to Council so Council can ratify which positions are a part of this committee.</p> <p>7.6. LJ stated that the general committees are most appropriate despite them not having expertise in Clubs and Socs. However, what matters is there is a broad group of engaged volunteers who are relatively impartial and can make a decision of a VoNC and we should therefore stick with the original motion in the paper.</p> <p>7.7. The amendments of the papers are as follows: The Council chair will be required to inform Union Council of any successful motions of no confidence, the Felix Editor can only be VoNC'd by Union Council, 5.7 refers to committees not hearing VoNC's of their own voting member two seconders are required from which the motion is being submitted and its only full members of the Union who can propose or second a VoNC.</p> <p>7.8. Chair put the paper to members of Council to vote on pending the amendments confirmed. The results were as follows: 17 approve 1 reject 3 abstain Paper was passed by Council.</p>	<p>LJ to add standardisation of CU governing documents to be added into the democracy review.</p>
<p>8. Council Briefing September 2021</p>	
<p>8.1. LJ expressed that the Union has not always kept Council aware of what is happening within the Union as an organisation so the brief will provide an update and more information on the strategy.</p> <p>8.2. LJ provided an update on the 'back to basics' strategy for 2021-2023 with a brief PowerPoint presentation.</p> <p>8.3. MF questioned who students should contact if they are unhappy with something within the Union. Council was informed the best way to do that is dependent upon what the issue is but the first point of call would be an Officer Trustee who will direct them to the appropriate individual.</p>	
<p>Matters for Report</p>	
<p>9. DPE Report</p> <p>9.1. DL explained that the NSS Report was submitted to the provost Board this week and the majority of his time has been spent going to numerous College meetings to discuss certain concerns and building relationships with Senior College staff.</p> <p>9.2. HW questioned whether mums and dads will be taking place this year. Council were informed that the mums and dads initiative is taking place this year, however the value of the scheme is under review to determine how many students are actually benefitting from it.</p>	<p>DL to provide an updated set of detailed objectives for the next Council meeting.</p>

<p>9.3. AAu said DL's report was not detailed enough in comparison to the other reports and more detail should be provided in future.</p> <p>9.4. GS questioned when the ACO is coming out to clubs and societies. RU confirmed it would be tomorrow, but he would provide an update to all Committee Officers by the end of the day.</p>	
<p>10. DPW Report</p> <p>10.1. NP noted she has done undertaken work on community reintegration and safeguarding disciplinary prior to the start of term and stated that the 'Ask for Angela' scheme will be in place in the bars and venues from the start of term.</p> <p>10.2. NP added that active bystander training have been sent out for Hall Seniors in 11/13 halls and she has liaised with each warden independently and they have agreed to send their hall seniors to this training.</p> <p>10.3. NP added she had written a blog post regarding the stay safe 2021 campaign which will be released on Monday.</p> <p>10.4. NP stated that the upcoming projects she is working on include the analysis of the sexual misconduct survey and liaising with and forming an Imperial College working group to review the Union and College disciplinary processes and using this to write an operational procedures policy for the Union.</p>	
<p>11. DPCS Report</p> <p>11.1. IM explained that her time in the role so far has been spent on working on welcome week, admin and setting up clubs.</p> <p>11.2. IM added she has also been focusing on a project on women focused departmental groups and how that structure fits into the Union.</p> <p>11.3. Upcoming tasks for IM include working on and improving processes for risk assessments and all admin that impacts CSP's.</p>	
<p>12. DPFS Report</p> <p>12.1. SL highlighted that two of his main objectives are sustainability focused as it is important to get this right internally as well as in the College.</p> <p>12.2. SL added there have been several meetings with Campus services and estates to ensure student voices are strategically involved with discussions in that area.</p> <p>12.3. MF questioned how SL will decide who is going to be on the events committee. Council was informed that it will be a subcommittee of SSB SL explained the purpose of the events committee as specified in the report. SL requested for any Council members who are interested to get in touch with him directly to discuss it in more detail.</p>	
<p>13. Union President Report</p> <p>13.1. LJ highlighted the appendices that were included in his report including the annual measuring round and the detail of the surveys that are intended to take place to obtain that information.</p> <p>13.2. LJ requested Council members to get in touch with him if they are interested in the 'beautification of the Chemistry building'.</p> <p>13.3. AAu asked whether there was an update on the renaming of Beit. Council were informed there is a report that summarises the recommendations of the College's history group and these recommendations will be published in October.</p>	<p>LJ to share the recommendations of the College's history group with Council members once published in October.</p>
<p>Any Other Business</p> <p>MF requested Council members to contact her if they are interested in joining a working group to discuss how Officer Trustees are held accountable. Alex Auyang, Hayley Wong, Lloyd James and George Morgan volunteered to join.</p>	

Union Council Action Tracker
Action Tracker

Meeting Date	Item	Action	Responsible	Timeline/Due Date	Completed
30 th September 2021	7	Extending VONC and Censure Powers Add standardisation of CU governing documents to be added into the democracy review.	Union President	Continuous	
30 th September 2021	9	DPE Report To provide an updated set of detailed objectives for the next Council meeting.	DPE	November 2021	
30 th September 2021	13	Union President Report Share the recommendations of the College's history group with Council members once published in October.	Union President	October 2021	

Motion of No Confidence: KNC Consultancy ICG President

Proposed by: Filbert Edius (ICG Vice President: Training)

Seconded by:

Pui Kei Wong	ICG VP Operations
Jackie Man	ICG VP Marketing & Technology
Eric Leung	ICG VP Projects
Manmohan Malik	ICCS President
Clarissa Muliawan	ICCS VP Finance - Treasurer
Carlos Romeo Casaus	ICCS VP Corporate Relations ICCS Corporate Functions, Analytics & Strategy (Secretary)
Martina Torce	
Hemal Gor	ICCS VP Case Study Club
Sanjna P Ravidran	GRC Vice President – Project Development
Bu Kai Xian	Member
Gan Yi Yang	Member
Christophorus Gilbert	Member
Lucas Canizares	
Alonso	Member - ex ICG President (2020/21)
Javier Guerra	Member - ex ICG VP Training (2020/21)
Juan Ahmar Juoro	Member
Chun Hei Ho	Member
Craig James Lough	Member
Christina Boxiu Wang	Member
Annisa Victoria	Member
Tiffany Laurentia Lim	Member

Union notes:

1. Motion of no confidence is a dismissal that can be administered by the Council
2. Imperial Consulting Group (ICG) is a subsidiary of Imperial College Consultancy Society (ICCS) with main objective of offering students at Imperial College London the opportunity to acquire new skill sets and gain real work experience in the consulting industry
3. ICG operates semi-independently from ICCS and works with real-life clients, which includes multinational corporations, local businesses, Imperial and Non-Imperial start-ups
4. ICG President (Calum Mackay) is responsible for liaising with ICCS and governing bodies of Imperial College, and coordinating ICG towards a common vision in accordance to ICCS Constitution (6.12), which quotes:
“The ICG President shall be responsible for liaising with the Society and the governing bodies of Imperial College and co-ordinating the Subsidiary Management towards a common vision.”
5. ICG President is responsible for day-to-day operations and strategy of ICG in achieving its main objective

6. ICG President is responsible for Project Sourcing and Project Sourcing strategy, which involves being actively involved in acquiring new clients for ICG
7. ICG President is responsible for maintaining quality of ICG projects and maintaining a healthy client relationship
8. Calum Mackay has never been involved in any ICG projects nor operations prior to his elections in April 2021
9. Calum Mackay was placed in a client project as Associate in Summer 2021 due to his lack of ICG Project experience and his claim to learn about ICG operations. Throughout his time in the project, Calum has not been responsive to the Project Manager and has not delivered in his work up to standard required. Calum Mackay even contributed to the demotivation of other Associates within the same project team, which led to unresponsiveness of 2 other Associates and quitting of an Associate towards the end of the project. This negatively affected ICG and Imperial College London's reputation and goes against the aim of ICG to provide Imperial students with opportunities to work on real consulting projects and acquire key consulting skills, which is stated within ICCS Constitution (2.3):

“To offer students at Imperial College London the opportunity to acquire new skill sets and gain real work experience in the consulting industry through Imperial Consulting Group.”

10. Calum Mackay has never responded to any of the discussions made by the ICG committee regarding day-to-day ICG operations and strategy of ICG in achieving its main objective
11. Calum Mackay has never been involved in Project Sourcing, Project Sourcing strategy and Project Planning for both ICG Summer Projects 2020/21 and ICG Autumn Projects 2021/22.
12. Calum Mackay has never contributed to the recruiting of ICG Project Managers and Associates for projects in both terms. The rest of the ICG committee had to conducted more than 110 Project Manager and Associate interviews within 5 days and had no other choice but to seek assistance from ICCS committee members due to the high number of interviews that had to take place prior to project launch.
13. Calum Mackay has never been involved in maintaining quality of ICG projects and maintaining healthy client relationship; instead the client complained to the Engagement Manager about his unresponsiveness and lack of quality work (See Appendix)
14. Calum Mackay has never joined any ICG meeting to discuss about project organisation, project operations and the general direction of ICG
15. Calum Mackay has not been responding to any messages regarding ICG
16. Calum Mackay has never been involved in the planning, organisation and hosting of any ICG events in 2021/22. This includes Freshers Fair, Consulting Workshop Series and L.E.K. training partner events.

Union believes:

1. Calum Mackay has neglected his duties as ICG President and has never been involved in liaising with ICCS and governing bodies of Imperial College
2. Calum Mackay, by abandoning his duties as ICG President, has put extra burden in work of ICG Vice Presidents and the rest of ICCS committee

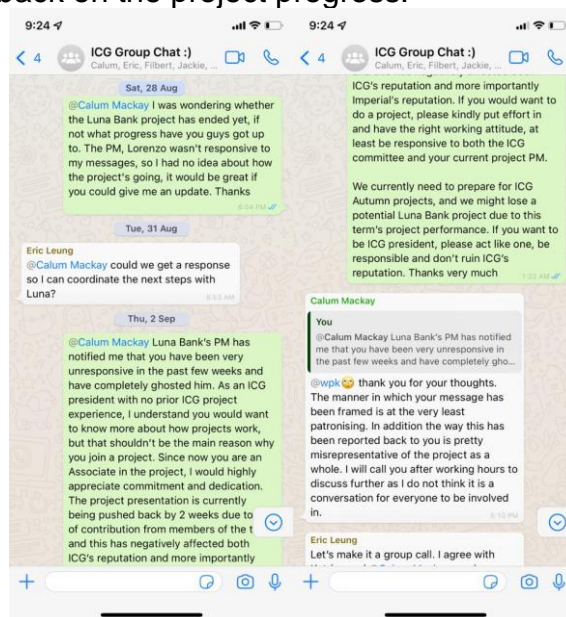
3. Calum Mackay, by abandoning his duties during his time as ICG Project Associate, has led to reputational damage of ICG and Imperial College London students
4. Calum Mackay, by abandoning his duties during his time as ICG Project Associate, has led to the derailing of the Summer 2021 Project with Luna Financial Services, an external client
5. Calum Mackay is unfit to hold the position of leadership at ICG or any other entities and a suspension and dismissal is necessary

Union resolves:

1. Union Council does not have confidence in the ICG President
2. Calum Mackay should be dismissed from his role as ICG President

Appendices:

1. Calum Mackay was unresponsive for 5 days despite follow-ups from Pui Kei Wong (ICG VP – Operations) and Eric Leung (ICG VP – Projects) about the Luna Bank project. In his reply 5 days later, he still provided no response and feedback on the project progress.



Evidence 1: ICG committee group chat from Pui Kei Wong's phone (Dated 28th August 2021 – 2nd September 2021)

2. Calum Mackay was unresponsive to the project manager of the Luna Bank project, Lorenzo Bernasconi and even the ICG client. His unresponsive behaviour contributed to the result of an unmotivated team and the client has also complained to the ICG committee about this behaviour.



Evidence 2: Luna Bank project manager’s feedback on the project and Calum Mackay
 (Dated: 1st September 2021)

3. A screen recording of the entire ICG group chat from creation to present can be provided on request – Calum Mackay has only introduced himself at the start and has not contributed to any discussions nor provided any feedback

**Changing the meeting place of the Union Council
Union Council
21.10.2021**

**Proposer Name: Malinda Davies (Gender Equality Officer)
Secunder: Nathalie Podder (DPW)**

Union Notes

- i. Imperial College Union has been set up in order to promote and enable student activities.
- ii. Imperial College Union offers facilities in Beit Bulding like Union Dining Hall (UDH) or Union Concert Hall for societies to organise their trainings, practices, meet-ups free of charge.
- iii. Multiple societies rely on the Union spaces in Beit to hold their trainings, practices, meet-ups because they cannot afford better facilities outside of the Union.
- iv. Union Council holds their meetings in UDH.
- v. Cheerleading's trainings are compulsory; therefore, we tell people in advance when they are so everyone can schedule their life around them. This means that many people schedule other activities for days other than Tuesday. This means if training is switched to Wednesday, members would have to change their activities or not show up.
- vi. Wednesdays are social nights, which means it is much harder to incentivise people to come to training when they have this night reserved for socials.
- vii. Within and outside of cheerleading, many societies rely on coaches with whom they have contracts for specific dates that cannot be easily rescheduled.

Union Believes

- i. While multiple societies, for example, martial arts, cheerleading and Funkology, cannot organise their respective activities outside of the Union, the Union Council can easily move their meeting to another place within the Union or the College.
- ii. UDH has high ceilings and hard floor, which makes it irreplaceable to activities like dance, cheerleading and some martial arts. On the other hand, Union rooms e.g. meeting rooms used by societies to partake in mental instead of physical activities can easily be replaced by an alternative room in the Union or the College.
- iii. Union Council holding their meetings in UDH, negatively influences societies, who have to cancel or move their activities to worse quality facilities, thus contradicting the Union's original aim of enabling and promoting student activities.
- iv. It is a bigger inconvenience for societies to reschedule their events and training sessions in UDH, which rely on specific timings and locations, than it would be for Union Council to take place in a different venue.

Union Resolves

The Union Council should move their meetings to a room/facility within the Union or College that does not prevent student activities from taking place and influencing them negatively and stop using UDH for Union Council meetings.

Motion to temporarily increase the number of votes shared by the GSU AWOs on Union Council from 2 to 3

Proposed by: Michaela Flegrová (ICU Council Chair)

Seconded by: Lloyd James (ICU President)

Union Notes

1. The Graduate Students' Union (GSU) is a Constituent Union (CU) of ICU
2. The GSU is responsible for the representation of all postgraduate students at Imperial College
3. According to ICU Bye-Laws (A 1.), each Constituent Union gets three seats on Union Council:
 - a. The Constituent Union President
 - b. One Welfare Officer
 - c. One Academic Affairs Officer
4. In the GSU there are 8 officers responsible for the Academic and Welfare representation:
4 PG Taught and 4 PG Research Academic and Welfare Officers (AWOs) per each Faculty
5. Typically, the 8 AWOs share the two votes on Council. The logistics of this can vary from year to year and are decided by the GSU and the AWOs themselves.
6. The ICU started a Postgraduate Engagement review in Term 3 of 2020/21
 - a. The review is not yet concluded
 - b. The GSU structure is being reviewed as a part of this review
 - c. Most roles in the GSU, apart from the AWO roles, were suspended from the Summer By-Elections because of this review
7. Since the resignation of Zixiao Wang in July 2021, the GSU President position has been vacant
8. Due to the ongoing Postgraduate Engagement review, the ICU Board of Trustees decided in September to suspend the GSU President role from being elected in the Autumn Elections
9. Because PG students were not given a chance to elect a new GSU president, the GSU currently only has 2 seats on Council
10. The ICU is about to initiate a Democratic Structures Review which might change the composition on Council

Union Believes

1. Postgraduate representation is important
2. Postgraduate students should not be temporarily underrepresented on Council compared to a normal year just because of the Postgraduate Engagement review
3. The GSU should keep 3 votes on Council

Union Resolves

1. To temporarily increase the number of votes shared by the GSU AWOs on Union Council from 2 to 3 until a new GSU President is elected, or until the structure of the GSU or Union Council composition is changed otherwise, whichever comes first

Paper for Discussion: Postgraduate Engagement and Representational Structures review Project Outline

Author: Dr Lloyd T James

1. A review of PG Engagement and Representation Structures was initiated in June and is still currently ongoing.
2. The planned conclusion of the project has been pushed back from November to January in order to allow additional time for research before forming recommendations.
3. A project plan has been developed by ICU Advice and Representation Manager Cat Turhan, in consultation with myself, which outlines some key details of the project. This plan is presented in an appendix to this paper to be noted by Council. Any feedback on the plan is welcome.

Imperial College Union
Project initiation document
Postgraduate Engagement and Representational Structures review

Purpose: To provide a review of postgraduate engagement and representational structures at Imperial College Union

1. Introduction

Imperial College Union (ICU) is aiming to improve the experience of postgraduate (PG) students, both through an assessment of its current support and offering to this cohort, and the current structures which underpin postgraduate representation.

2. Rationale for a review

The decision to implement a review was taken in the summer of 2021. This was owing to a notable lack of support for PG students from the ICU, and structural issues with the Graduate Students' Union (GSU). This juncture presents a positive opportunity for change. As ICU transitions out of the pandemic and many union services are in the process of reopening, there is an opportunity to set forward a new way of doing things for PG students on a relatively clean slate.

In particular, there is a need to facilitate better postgraduate communities (a particular focus of the Presidents' manifesto), as well as supporting postgraduate mental health.

3. Key Questions

- How can ICU better foster a PG community at every campus?
- How can ICU better support PG student mental health and wellbeing?
- How can ICU staff and officers better support PG representation?
- Is the GSU fit for purpose? Is there a more effective structure which could support PG representation?

4. Timeline of review activity

This table documents activity which has already taken place, as well as future activity.

Activity	Lead	Date
Working group established	President	June 2021
Initial analysis of postgraduate students at Imperial College, and their engagement with ICU.	ICU staff	July 2021
Survey of postgraduate students	President (with support from ICU staff)	September 2021
Focus groups with postgraduate students	President (with support from ICU staff)	September 2021
Interviews with engaged postgraduate students (including some former GSU presidents)	President	October 2021
Further analysis of existing data, including event participation, election turnouts, student experience survey data	President (with support from ICU staff)	November 2021

Finalising report and recommendations	President and working group	December 2021
Present the report to Council and the Board of Trustees	President	January 2022
Elect postgraduate representatives	ICU	February 2022

5. Working group

The working group is made up of the following people:

- Lloyd James (President)
- Daniel Tin Lo (Deputy President Education)
- Michaela Flegrová (Union Council chair, current PhD student, former Deputy President Education)
- Milia Hasbani
- Leonie Strömlich (White City Officer)
- Ceire Wincott (Natural Sciences AWO)

The Representation team provides administrative and research support to these positions. If you are interested in joining the working group, contact Lloyd on union.president@imperial.ac.uk

6. Potential outputs from the review

The President will write a report presenting the findings and a number of recommendations which will aim to support changes to postgraduate engagement and representation at ICU. Some of these recommendations *may* include, and are not limited to:

- The removal or a restructure of the GSU
- Dedicated staff time for postgraduate representatives
- A dedicated website page for postgraduates on the ICU website
- Postgraduate representatives on the events committee
- A set of metrics for evaluating the GSU's performance going forward, in line with the ICU *Back to Basics* strategy.

As part of the report, ICU will include a PG engagement plan which will explain how the ICU will take a holistic approach to supporting PG students.

7. Next steps

This paper is for Council to note, and the working group will continue with the next steps as listed on the review activity timeline. If you have any further questions about the review, please contact Lloyd on union.president@imperial.ac.uk

Initiation of a Democratic Structures Review

Proposer: Dr Lloyd T James (President)

Seconder: Michaela Flegrova (Council Chair)

Union Notes

1. The Union's democratic structures (in particular Union Council) have not been meaningfully reviewed in a number of years.
2. The last attempt at review was in 2017/18, and fell through due to strong opposition from Council against quite radical reform of Council (implementation of a more 'direct' form of democracy).
3. A review of these democratic structures to ensure they are fit for purpose was included as one of the President's objectives for this year.
4. ICU Advice and Representation Manager Cat Turhan has developed a project plan for this review in consultation with the President, attached as an Appendix.

Union Believes

1. The effectiveness of the Union's democratic structures is critical to ensuring that we operate as a democratic organisation.
2. It is appropriate that these structures be periodically reviewed to ensure they continue to be operating effectively.
3. It is crucial that any such review has strong buy-in from the members of Council, and as such any recommendations should be developed by a working group of Council.

Union Resolves

1. To approve a Democratic Structures Review to go ahead for this academic year, as outlined in the attached project plan.
2. To create a working group of Council tasked with overseeing this review and developing recommendations, open to any interested Council members.

**Imperial College Union
Project initiation document
Democratic Structures review**

Purpose: To provide a review of the structures which currently support Imperial College Union to fulfil its purpose as a democratic organisation.

1. Introduction

Imperial College Union (ICU) is looking to review its democratic structures to fulfil its value of being a democratic organisation, and to ensure we have a 'strong democracy' to support us to empower student communities.¹

The review will particularly look at the structure of Council, including subcommittees.

2. Key Questions

- How can ICU Council better represent its members?
- How can ICU Council facilitate better PG engagement (linked to the PG review)?
- Are there additional functions around or outside of Council which could facilitate a more inclusive democracy?
- Is the size of Council appropriate for effective decision making?

3. What is in scope of this review?

The following things are in scope/not in scope of this review:

In scope	Out of scope
The composition of Council (including increasing/decreasing representation for certain groups)	Elections, and how elections are ran
The composition and structure of Council subcommittees	The composition of the full-time positions (e.g. the Officer Trustees, ICSMSU President, Felix Editor)
The introduction of additional processes to facilitate democracy (e.g. referenda)	Changes to the nature of volunteer roles, outside of their Council involvement

4. Timeline of activity

This table documents the intended approach to this review.

Activity	Lead	Date
Establish a working group	President, Chair of Council	November 2021
Initial scoping of exercise with working group	DSRWG	December 2021
Survey Council members	President, Chair of Council (with support from ICU staff)	January 2022
Interview Council members and other stakeholders	President (with support from ICU staff)	February 2022
Develop a DSR 'green paper' outlining potential changes	DSRWG	March 2022

¹ Imperial College Union, *Going Back to Basics – our strategic plan* (2021)

Further consultation with focus groups of Council members	President	April 2022
Development of DSR 'white paper' outlining proposed changes	DSRWG	May 2022
Discussion and approval at Council	President, Chair of Council	June 2022
Elect any new reps	ICU	October 2022

5. Working group

It is suggested that an official working group of Council is formed to steer the review. If you are interested in being part of this group, please contact Lloyd at union.president@imperial.ac.uk.

6. Next steps

If the review is agreed upon, ICU will commence this review as soon as possible. If you have further questions, please contact Lloyd at union.president@imperial.ac.uk.

**Union's Response to Disciplinary Procedures in Imperial College
Union Council
25 October 2021**

Proposer Name: Nathalie Podder (DPW)

Seconders: Grace Fisher (Working Class Officer), Nan Fletcher-Lloyd (ICUsToo Chair), Philippa Saunders, Ambika Bharadwaj (GirlUp Imperial Chair), Malinda Davies (Gender Equality Officer), Esha Kamran (Interfaith Officer), Awais Seyyad (Disabilities Officer), Lottie Barot (Mental Health Officer), Anvesh Rajeshirke (International Officer), Niamh McAuley (Arts & Entertainment Chair), Camellia Richards (ICSMSU Vice President Welfare), Hayley Wong (CGCU President), Daniel Lo (DPE), India Marsden (DPCS), Sam Lee (DPFS), Lloyd James (President)

Union Notes

1. Over a 5-year period, from 2016 to 2021, there have only been 10 complaints of sexual misconduct that have been submitted by students to the College.
2. The College's Student Disciplinary procedures were last reviewed in the summer of 2019. The working group for this did not include a student wellbeing representative.
3. In section 4.7.1 of the 2019 Review of College's Disciplinary Procedures, it states that a disclosure in the absence of a report "would have the effect of appropriate support and guidance being offered." However, there is no mention of preventative safeguarding measures being put into place.
4. In section 4.5.3 of the 2019 Review of College's Disciplinary Procedures, it states that "[f]or cases which involve multiple respondents/complainants and/or witnesses in common, the College should continue to follow the same set of procedures as are followed for cases which involve a single complainant/respondent/witness."
5. In section 5.3.3 of the 2019 Review of College's Disciplinary Procedures, it states that "In accordance with the OIA guidance, it should be made clear to the complainant that the outcome of the student disciplinary process should normally be confidential to the respondent, although they may consent to information being shared with the individual who made the complaint."
6. In section 8.3.3 of the 2019 Review of the College's Disciplinary Procedures, it states that "in cases where safeguarding measures must be put in place, including limitations on access, the College should notify Heads of Department and the complainant to prevent any breach of these measures (with suitable confidentiality requirements – see section 5.7)." However, no mention of made of what actions should be taken if these measures are breached.
7. For disciplinary cases directed at a student, the Office of Independent Adjudications (OIA) states that "at the conclusion of the disciplinary process **the student who made the complaint should be given some resolution to their complaint.** If the other student's behaviour is found to have had an adverse impact on the student who made the complaint, then **the provider should offer them a remedy for that impact.**"
8. For disciplinary cases directed at a student, the OIA states that "when a student makes a complaint about a staff member that complaint should normally be referred to the provider's staff disciplinary process. **The outcome of the process will normally be confidential to the staff member, although the staff member may consent to information being shared with the student who made the complaint.** Nevertheless, the student making the complaint should be given some resolution to their complaint. If

- the staff member's behaviour is found to have had an adverse impact on the student who made the complaint then the provider should offer them a remedy for that impact.”
9. Article (19) of the General Data Protection Regulation (GDPR) states that “the protection of natural persons with regard to the processing of personal data by competent authorities for the purposes of the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, including the safeguarding against and the prevention of threats to public security and the free movement of such data, is the subject of a specific Union legal act. **This Regulation should not, therefore, apply to processing activities for those purposes.**”
 10. The Information Commissioner's Office (ICO) (the executive body for the 2018 Data Protection Act (DPA)) provides the following legal bases for the processing of data for non-law enforcement purposes: consent, contract, legal obligation, vital interests, public task, and legitimate interests. As a public authority, Imperial is justifying its withholding of disciplinary outcomes from the complainant by using consent, instead of legitimate interests, as its lawful basis.
 11. The Article (9) of GDPR states that Special Category Data (which contains data concerning a person's sex life and/or sexual orientation) may be shared if “processing is necessary **for reasons of substantial public interest**, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.”
 12. Schedule 1, article 18 of the DPA states that the condition for sharing Special Category Data for reasons of substantial public interest is met if it involves the safeguarding of children or individuals at risk. It states that “an individual aged 18 or over is “at risk” if the controller has reasonable cause to suspect that the individual . . . **has needs for care and support** . . . is experiencing, or at risk or, neglect or physical, mental or emotional harm, and . . . as a result of those needs is unable to protect himself or herself against the neglect or harm or the risk of it.”
 13. The Office for Students (OfS) Statement of Expectations on preventing and addressing harassment and sexual misconduct affecting students in higher education states that “[h]igher education providers should ensure that students involved in an investigatory process have access to appropriate and effective support. We consider this to include . . . **[r]eporting and responding parties being provided with an outcome of the investigatory process** where the provider is able to share this information, **or an explanation of any actions the provider has taken, or not taken, as a result of the complaint.** Should the outcome of a process change, the reporting and responding parties should be informed of this.”
 14. In the summer of 2020, the Report and Support Tool was launched as a means of allowing members of the College community to disclose complaints of harassment or sexual violence. There is the option to either disclose anonymously or seek support from a trained member of staff. It is important to note that anonymous disclosures will not result in any direct disciplinary action, nor will they be used in any existing investigations.
 15. There is no set protocol in place for safeguarding students who make a disciplinary complaint to protect their privacy and safety, nor to communicate any safeguarding measures to the affected students.
 16. According to the Union Disciplinary Bye-Laws, “[t]he investigating officer shall refer the case to the College at any point if it is deemed that the nature of the action is relevant to the College or a serious enough allegation that requires College intervention.”

Union Believes

1. If anonymous disclosures cannot be used as evidence in disciplinary investigations and steps are not taken to protect the privacy of students when making a report, then this is likely to discourage students from making a disclosure or report.

2. If no safeguarding measures are put into place following a disclosure in the absence of a report, then the affected students may feel pressured to follow through with filing a report, which would result in the respondent being informed of the complaint. If there is no set protocol in place for safeguarding students who have made a report, then this could lead to highly dangerous and traumatic situations which could put the lives of the affected students at risk.
3. If the affected students and staff are not informed of what safeguarding measures have been put in place to protect their privacy and safety, then they will have no way of knowing when these measures have been violated, nor how they could seek support from College following the violation of these measures.
4. There needs to be a clear set of written guidelines for further sanctions that would be imposed as a result of any deliberate breach of a safeguarding measure. These sanctions need to be imposed whilst the investigation is still ongoing, and the consequences for breaching these measures need to be made clear to both the respondent and the complainant at the start of the investigation.
5. Using the same set of procedures for multiple complainants, as for a single complainant, does not provide room for the acknowledgement that the respondents may be exhibiting a pattern of behaviour. This needs to be taken into consideration in the outcome.
6. College has taken the default stance to bar the complainant from knowing the outcome of any disciplinary investigation, regardless of whether the respondent is a student or staff member, and cites the good practice framework from the OIA as the reason for doing so. However, the OIA only gives this guidance when the respondent is a staff member; not when the complaint is made against another student. By generalising the guidance in this way, College is disincentivizing students from making a report.
7. The OIA's good practice framework states that College should offer a remedy to students who have suffered an adverse impact from the subject of their complaint. This remedy should not inappropriately pressure the student to take an interruption of study or otherwise cause further harm or disadvantage to the student, as doing so would be a punishment, not a remedy. Furthermore, the resolution that is provided to the student should focus on what actions the College will take to respond to the complaint and continue to safeguard the affected students.
8. GDPR should not be used as a reason to avoid disclosing relevant safeguarding information or the outcome of an investigation to directly affected students, as this would violate the principles that are stated in the regulation itself.
9. The DPA should not be used as a reason to avoid disclosing relevant safeguarding information or the outcome of an investigation to directly affected students, as this would violate the principles that are stated in the act itself. Additionally, it should not be used as a reason to avoid giving a redacted report of the outcome and actions taken as a result of the investigation to both the respondent and the complainant, as the OfS states this clearly as a prerequisite to providing appropriate and effective support in its statement of expectations, which fits with the safeguarding criteria that is outlined in Schedule 1, Article 18 of the DPA.
10. If complaints of sexual violence have been determined by a College investigation to be true, then the level of disciplinary action taken by College should reflect the seriousness of the complaint. As such, there needs to be a specific, pre-written set of guidelines for the consequences of committing acts of sexual violence, as well as a non-exhaustive list of examples of evidence that would be considered in these cases. Neglecting to do so would send the message that such violence or harm is acceptable and carries minimal consequences within the College community.
11. Any investigation undertaken as part of College's disciplinary procedures should not seek to minimise the complaint that has been made, nor should it minimise the impact that it has had on the affected students.

12. In their current state, the College's Student Disciplinary Procedures do not uphold the College's duty of care to ensure the safety and privacy of vulnerable students.
13. Since serious disciplinary cases in the Union are deferred to the College, it is important to ensure that the principles that are present in the disciplinary processes in both institutions are aligned. In addition to working with College to review their disciplinary policy and procedures, the Union should also ensure that its own procedures are clear, consistent and fit for purpose.

Union Resolves

1. To work with the College to review its Student Disciplinary Procedures and ensure that they are fulfilling their duty of care to protect the safety and privacy of vulnerable students.

Appointments to Union Council Subcommittees

Proposer: Sam Lee (DPFS)

Secunder: Dr Lloyd T James (President)

Union Notes

1. Union Council has a number of Subcommittees, including the Education and Representation Board (ERB), Community and Welfare Board (CWB), Clubs, Societies and Projects Board (CSPB), Services and Sustainability Board (SSB) and Governance and Identity Board (GIB).
2. Of these, both SSB and GIB have seats open to any interested member of Council, to be appointed using STV voting at a meeting of Council.
3. There are two such seats open for GIB, the standing orders of which are included in the Appendix.
4. There are two such seats open for SSB and its subcommittees, the standing orders of which are included in the Appendix.
5. There are two PG seats available on the Events Committee (working group of SSB) which will take a creative lead on major Union events

Union Believes

1. That interested Members of Council ought to be allocated to the outlined roles.

Union Resolves

1. To vote upon the allocation of Members of Council to these roles.

Appendix A: Standing Orders of GIB and SSB

Governance and Identity Board (GIB):

Purpose:

1. The purpose of the Committee shall be:
 - 1.1. To act as a forum for discussion of matters relevant to the identity of the Union, including issues of the Union's public image, and the Union's history and traditions.
 - 1.2. To act as a forum for discussion of matters of Union Governance, such as those pertaining to Council and its subcommittees, Union Policy, and Governing Documents.
 - 1.3. To act as a forum for discussion of Constituent Union issues.

Membership:

2. The Voting Membership of the Committee shall be:
 - 2.1. The President
 - 2.2. The Council Chair
 - 2.3. Two Representatives of each Constituent Union
 - 2.4. Two additional members chosen by Council
3. The Non-Voting Membership of the Committee shall be:
 - 3.1. All other Officer Trustees

Structure:

4. The President shall chair the Committee.

Powers:

5. The Committee's powers shall be:
 - 5.1. Determining Policy relevant to Constituent Unions, and the Union's public image, history, and traditions, referring decisions to Council where appropriate.
 - 5.2. Proposing changes to Union governance structures and procedures, to be scrutinized and ratified by Council.

Services and Sustainability Board (SSB):

Purpose

1. The Services & Sustainability Board (SSB) is a joint Committee of the Services & Facilities Committee (SFC) and the Sustainability & Environment Committee (SEC).
2. The purpose of the Services & Facilities Committee shall be:
 - 2.1. To act as a forum for discussion around the services, spaces and events offered by the Union.
3. The purpose of the Sustainability & Environment Committee shall be:
 - 3.1. To act as a forum for discussion of matters of sustainability – environmental, financial, and social.

Membership

4. The Voting Membership of the Services & Facilities Committee shall be:
 - 4.1. The Deputy President (Finance & Services);

- 4.2. The Ethics & Environment Officer;
- 4.3. One representative of AEE Dramatic Society;
- 4.4. One representative of each of the Users' Groups;
- 4.5. Two representatives of the bars chosen by the Committee;
- 4.6. Two additional members chosen by Council (same members as SEC).
- 5. The Non-Voting Membership of the Services & Facilities Committee shall be:
 - 5.1. All other members of the Sustainability & Environment Committee;
 - 5.2. All other Officer Trustees.
- 6. The Voting Membership of the Sustainability & Environment Committee shall be:
 - 6.1. The Deputy President (Finance & Services);
 - 6.2. The Ethics & Environment Officer;
 - 6.3. One representative of the Ethics & Environment Network;
 - 6.4. One representative of KNE Environmental;
 - 6.5. One representative of REA VegSoc;
 - 6.6. Two additional members chosen by Council (same members as SFC).
- 7. The Non-Voting Membership of the Sustainability & Environment Committee shall be:
 - 7.1. All other Ethics & Environment Network representatives;
 - 7.2. All other members of the Services & Facilities Committee;
 - 7.3. All other Officer Trustees.

Structure

- 8. The Deputy President (Finance & Services) shall chair the joint Committee.
- 9. The Deputy President (Finance & Services) shall the chair the individual Committees whenever they meet independently.

Powers

- 10. The Services & Facilities Committee's powers shall be:
 - 10.1. Determining Policy relevant to the services the Union provides, referring decisions to Council where appropriate;
 - 10.2. To determine the creative direction of either a specific Union event or a series of Union events;
 - 10.3. To propose changes relevant to the spaces the Union runs including, but not limited to, maintenance, capital expenditure projects and space usage.
- 11. The Sustainability & Environment Committee's powers shall be:
 - 11.1. Determining Policy relevant to sustainability within the Union, referring decisions to Council where appropriate;
 - 11.2. To propose changes to the College about matters of sustainability and socially responsible investment.

RSMU Report

Union Council
02/11/2021

Prepared by Jasmine Hedra Crocker on behalf of the RSMU Committee

RSMU Overview

1. Introduction
2. Goals as President
3. RSMU Academics
4. RSMU Welfare
5. RSMU Events
6. RSMU Clubs and Societies
7. RSMA Collaboration
8. RSMU Finances
9. Items for Discussion



Introduction

This report provides an overview of the Royal School of Mines Union's activities so far and any plans for the year. I have detailed my plans and those of my officers below.

The RSMU is optimistic that this academic year will prove less challenging to deliver a full CU experience to our members while the effects of Covid-19 lessen. Despite this, the committee is still making great efforts to provide events, campaigns and services which are inclusive and considerate of what could be an overwhelming return to in-person university life. We are looking forward to seeing increased participation in our events that are returning from the online transition and welcoming back the UG and PG cohorts to our revived traditions.

Goals As President

1. Return member participation and engagement with our CU to pre-covid levels and reviving traditions that haven't been seen for 20 months.
2. Continue to encourage Postgraduate participation.
3. Successfully arrange two Bottle Match Varsities, something never achieved in 120 years.
4. Be the most effective support for the RSMU and respective CSP committee members who are experiencing an in-person RSM for the first time.

Goal 1 and 2

Return member participation and engagement with our CU to pre-covid levels and reviving traditions that haven't been seen for 20 months. Continue to increase Postgraduate participation.

As expected, and felt widely across ICU, the 2020/21 remote activities saw large decreases in member participation. For 2021/22 I would like to restore our attendance numbers to pre-Covid levels for events that are making a return and those that we are trialling for the first time where social distancing restrictions allow.

During Freshers' Fortnight the attendance for our Oktoberfest, Pub Crawl, Rock'N'Talk, Bowling and Freshers Dinner events were as high as we'd expect, if not greater. However, the Scavenger Hunt, Crazy Golf and Film Night events were lower than desired. These events will be reviewed by the activities committee to decide whether we should advise our successors to carry on their existence in the Freshers' Fortnight timetable. The Vice President - Activities and Events, will be adding new events to our social calendar and if they are successful, we would like them to implemented in future years (see RSMU Events section for more details).

As social members of the RSMU, postgraduate students have had minor engagement with our events in the last couple of year and therefore, we opted to elect a Postgraduate Ordinary Member onto the RSMU Executive Committee. This is to ensure that we are not biased by catering only for the desires of undergraduate students who may have a different taste to the more mature students. Unfortunately, the role remains empty following the Autumn elections so we will continue with our efforts to make more PG inclusive events with our existing committee.

Goal 3

Successfully arrange two Bottle Match Varsities, something never achieved in 120 years.

When COVID-19 brought the cancellation of our annual sports varsity between the RSMU and Camborne School of Mines (CSM) from Exeter University (Penryn Campus, Cornwall) in 2020, it was decided between both the RSM and CSM that the usual event held in February 2022 would go ahead in Cornwall. Further to this, a second extraordinary event would be held in June 2022 in London. This event will allow the most recent graduates to experience the varsity as if it were their final year of studies as it will be branded as the '2021 event in play'. The RSMA, Earth Science & Materials departmental staff, ICU, and CSM staff representatives all approve of the idea.

The efforts made for a singular event are high from RSMU volunteers (Vice President - Clubs & Societies and President among other contributors who help via delegation). Therefore, in most years, the planning stages for an event in February are completed before Autumn term



begins. Having only recently received confirmation of a date for the February event (25-27th) there is now a lot of pressure on the committee to bring the RSM's involvement to fruition. Accommodation, travel and excursions will need to be arranged for ~160 RSM students to Cornwall in 4 months' time.

For the second Bottle Match Varsity in 2022, an official event date, sports ground hire, travel for students and players, a players' dinner and afterparty will need to be arranged.

Goal 4

Be the most effective support for the RSMU and respective CSP committee members who are experiencing an in-person RSM for the first time.

Following the year of online activities, there are cohorts of students in the RSMU who haven't experienced as many, if any, RSMU traditional events (including the general working of the CU and Dep Socs/Sports Clubs) as they would have had the opportunity to by this point in their degree. Although the 20/21 committee worked hard to host as many traditional activities online, replicating the real experience as close as possible, there is ultimately a gap in cohorts who are most confident in committee roles based purely on the fact they haven't been exposed to the RSMU in a 'normal year'. Alongside myself, the 3rd and 4th year students on the RSMU General/Sports/Dep Socs committees are guiding the other half of our 2nd year volunteers who we want to feel comfortable in their roles now and who are expected to fill our roles in the upcoming years. There is ultimately a pressure to pass on as much information and guidance to the 2nd year students now as they will be the ones keeping the RSM afloat and teaching the students in the new cohorts in years to come. I would like to express how grateful I am for the students who are simultaneously learning what the RSM stands for and provides for other students as well as learning how their roles enable this.

RSMU Academics

The main goal of the Vice President (Education) (VPE) is to ensure a seamless transition to in-person teaching for both departments, ESE and Materials. This is an ironic change from the hard work of the previous VPE, whose main goal was to ensure the quality of remote learning would match the quality of in-person teaching. In-class learning, both in terms of quality and also student experience, should not be impacted by issues outside of the learning environment, wherever that may be. All universities, including the college and the RSM, are in a strange position where students from years 1 through 4 have received a completely wide-ranging learning experience at university. Most importantly, students in years 1 and 2 have had very little in-person teaching, either at school or university level over their last two years spent in education. Therefore, it is imperative that these students, as well as students in years 3 and 4, are able to adapt quickly to being in their department, as well as engaging with students and staff in-person - not via the means of Teams.



The VPE will work closely with both the Deputy President (Education) as well as the two departmental academic representatives within the RSM. This will be achieved firstly via the means of frequent communication, as well as listening diligently to the student voice and acting effectively and efficiently to ensure students are satisfied with their learning experience here in the RSM. The VPE and departmental representatives have analysed the NSS results for the two departments within the RSM. ESE maintains its high-scoring student satisfaction and excitingly achieved the highest overall student satisfaction within the Faculty of Engineering. Materials improves in all areas of the survey topics, yet ranks the lowest in the faculty in overall student satisfaction. The VPE will aim to understand the disparities in student experience between the two cohorts, taught on opposite sides of the RSM.

Nonetheless, the VPE is confident that this year will be a success academically. Both departments have a good record of working alongside the student representatives and the excitement surrounding the students' return should be able to overcome any uncertainties involving the return to South Kensington. All students and staff will need to collaborate to provide an enjoyable and well-rounded learning experience in the RSM, and the VPE is committed to facilitating this.

RSMU Welfare

The Vice-President Welfare (VPW) for the 2021/22 academic year echoes the aims of their predecessor to continue building a strong sense of community within the CU, integrating the two departments, and maintaining inclusivity. The VPW will act as a point of contact, bridging both departments' staff members and student representatives. Through frequent catchups, the VPW aims to implement best practice across the cohorts and departments, as well as discuss where areas need attention for improvement.

Improving student engagement is especially important with the transition back to in-person learning—to offer a chance for freshers and second years to build stronger relationships by interacting offline, and for older cohorts to rekindle bonds that may have been lost or weakened as an effect of distancing due to the pandemic. The situation seems optimistic, as observed through the already increased engagement with activities and events thus far, and positive feedback upon students' reflection. Looking forward to the year's wellbeing activities, the VPW will work closely with the Vice-President Activities & Events (VPAE) to host an annual 'Beat the Blues' campaign in January, as well as range of other themed activities such as Diversity Make & Share in March for as many students to feel resonance with the events on offer. This, and the reduced drinking aspects of events, are an active effort of the RSMU to widen participation and create a welcoming environment for all students to thrive.

It is also imperative that students continue to feel supported no matter what situation they are in to retain a healthy sense of physical and mental wellbeing. The VPW has created and



shared a directory of college-approved wellbeing resources within and outside of campus. The goal is to improve their accessibility for members who aren't familiar with or don't feel comfortable enough to reach out to the RSMU support services for. The RSMU wellbeing team will also work closely with the departmental staff, with adaptable strategies in response to unpredictable circumstances such as lunchtime drop-in sessions on Microsoft Teams. Therefore, all students are accounted for, and they engage as much as they can with our activities and services to prevent feelings of loneliness and isolation whether they are in-person or remote.

RSMU Events

Freshers' Fortnight

This year we have fulfilled a fortnight of events for first year and returning students.

- Oktoberfest
- Bowling
- South Kensington Pub Crawl
- 'RSM Olympics' /Sports day
- Film night
- Bar night
- Crazy golf
- Freshers Dinner

Future events

- Future plans for this year include:

November	December	January	February
Bar night. Ice skating at NHM. Escape room.	12 Days of Christmas scavenger hunt. Murder mystery night. Christmas buffet. Movie Night.	Bowling. Veganuary- cooking with VPW. Dry January- RSM mocktail competition. Beat the blues.	Secret cupid. Sweetheart's hangout- arts 'n' crafts. Pre-bottle bar night Bottle Match! Post-bottle bar night!
March	April	May	June
Women in STEM events. Mastermines. Easter egg hunt. Spring dinner.	Post- exam gaming afternoon.	RSM fashion show. Photography competition.	Water fight- students vs. lecturers/ ESE vs Materials. RSM Hackathon. Bottle Match.



RSMU Clubs and Societies

Bottle Match

- The varsity was planned, postponed and cancelled for a variety of eventualities (all players and spectators, no spectators, rugby match only) last year due to Covid-19 restrictions. Heated discussions were held with the opposers Camborne School of Mines (CSM) from Exeter University at Penryn campus when the time came to make a decision about who would host the next event, given that normally it alternates on a yearly basis. We are now pleased to say that in the 21/22 academic year, there will be two Bottle Match varsities. The first, 'ordinary' event will be held between 25th-27th February 2022 in Cornwall and ~160 RSM students will travel to Penryn for a weekend of sports and celebrations. The second, 'extraordinary' event will be held in late June 2022 in London and CSM students will migrate to the city for the '21 postponed event. This extraordinary event will be heavily advertised as an opportunity for the graduates of 2021 to return to the Bottle Match and play/spectate.
- It has been agreed between the RSM and CSM that terms of reference must be collaborated on in the eventuality that another Bottle Match varsity must be cancelled in the future.

Dep Socs

- Materials Society (MatSoc) has had a very successful start to the year with three new sponsors and a very well-attended first event. Students across all year groups are engaged with the society which is something the committee are particularly excited for heading into this term. MatSoc is currently planning a joint event with UAL to promote sustainable materials within the fashion industry as well as the annual careers fair on 27th October.
- Geology Society has had a good start to the term despite half of the committee being away on fieldwork. The introduction of a joint Pizza Social with GPS was well attended and provided a different setting for members to meet as well as an event we look to recur in future years. Plans for the Freshers Fieldtrip to the Mendip Hills on the 19-21st Nov are well underway and expected to be a sell-out amongst younger years. With nearly 500 members and plans for our lunchtime lecture series to kickstart in late November, the committee are very excited for a busy year ahead.
- Geophysics (GPS) are planning their first academic talks of the year as well as socials. They have maintained a good relationship with last year's sponsors and are currently securing more sponsorship agreements. With CGG, their biggest sponsor, GPS are organising a Women in Geoscience talk, as well as planning career-oriented talk in November.



Sports

- Badminton, Tennis, and Rugby (who attend IC training sessions) have all engaged with their members through casual training so far. The former 2 clubs are entered in leagues and expect to play matches this term.
- Netball, Football and Hockey have participated in matches with a range of wins and losses but are experiencing great engagement with students so far this year.
- Cricket and Lacrosse currently have no official committee, but volunteers exist who are keen to get the clubs functional ahead of Bottle Match in February.
- A Ladies' Football club are planning to submit a 'New Club' proposal to the New Activities Committee soon.
- None of the RSMU's sports clubs have received the kit that should be provided by Imperial Athletes thus far and have therefore been attending matches in their own sportswear. The clubs have not been able to use old kit due to the contract that Imperial Athletes has with the kit provider. We hope that our sports clubs can return to looking professional at matches with the promised kit soon.

RSMA Collaboration

Relationship between the RSMU and the RSMA remains positive, with the RSMU President and Honorary Secretary attending meetings, as well as the three Dep Soc Presidents. I, in my position as RSMU President, act *ex officio* as a Trustee of the Royal School of Mines Association Trust.

RSMA Events:

- The 136th annual RSMA Dinner is scheduled for Friday 26th November and is returning after the 2020 cancellation due to Covid.
- RSMA Careers Day will go ahead in-person in Spring Term.
- Summer Term BBQ will go ahead at the Union after the 2021 cancellation.

Finances

- RSMA will continue to provide bursaries and hardship funds to RSMU students. The have just awarded 5 final year student bursaries through members funds in the '100 Club'. There is continual work being done to raise awareness of the RSMA Endowment Fund.
- The RSMU receives a grant from the alumni association each year which goes towards Bottle Match, Spring Term formal dinner and welfare events. An exact amount hasn't been determined thus far but it has been agreed that funding will be increased slightly for the cost of the additional Bottle Match.

Transitions from RSMU to RSMA

- The Facebook group for recent graduates to connect with the alumni community is not used as we'd hope but there will be a drive for participation again this year. This space should be used as a platform to share information about the activities the undergraduates are getting up to throughout the year.
- RSMA events tickets are often discounted for students to aid transition.



- A mentoring scheme will be set up this year for RSMA members to guide current students in aspects of their studies, job applications and further into their careers.

Student involvement with RSMA Committee

- RSMU President and Honorary Secretary sit on the RSMA committee, as well as DepSoc Presidents to boost involvement of students on RSMA Committee.
- The RSMU President also sits on the RSMA Board of Trustees ex-officio.

RSMU Finances

Opening balance of -£9200. The Faculty of Engineering have granted £5270, an increase compared to previous years. This is due to the addition of a second Bottle Match Varsity this year, an increase in Freshers Dinner attendees due to Covid-19 preventing the 2020/21 dinner and £500 allotted for the new Tri-Union event. A move to make 'The Pit' magazine online has reduced the grant by £250 in comparison to previous years. We are also hoping to acquire grants from the Royal School of Mines Association to boost our goods and services budget later this term.

Due to the extra Bottle Match Varsity this year, more funding is required. The Royal School of Mines Association (RSMA) have offered to contribute extra this year. The Earth Sciences and Engineering department have delegated an increased their donations of up to £2000 for this year and a similar contribution from the Materials department is still to be confirmed, however we hope to see a similar return following the hiatus due to Covid-19.

All three Dep Socs are in a good financial position with the support of external sponsorship and Union grant. The story for the sports teams is very different, however. With the introduction of Imperial Athletes and the removal of membership funds going directly to the clubs, many of the RSM sports clubs are very close to being in debt. Although IA had promised to pay for costs such as umpires and court hire, many clubs have experienced that either there isn't space for matches or IA are prioritising Imperial ACC Sports Clubs. This has led to clubs being forced to pay for external venues and umpires. In addition to this, with travel only being paid for matches above LUCA level, the benefits of IA to our clubs is very minimal as we only play in local matches. This is causing a great concern within the RSM, and although Imperial Athletes was created to make sport more accessible, if anything it is creating a financial detriment to our teams.

Items for Discussion

Participation Rates

1. Would any CSPs/MGs/CUs like to collaborate in celebrating cultural events this year?
2. Would any MG/CU chairs like to discuss how they are supporting clubs suffering from lack of IA support?



If you have any other comments or would like to discuss RSMU activities to a greater depth, you can contact me at rsm.chair@imperial.ac.uk



CITY & GUILDS COLLEGE UNION

Council Report I

“The Aims of the City & Guilds College Union:

- *To further the academic, welfare, sporting, recreational, and social interests of students of the Faculty of Engineering.*
- *To encourage, promote, and support our clubs and societies.*
- *To represent the needs and interests of Engineering Students to College, ICU, and external bodies.”*



The CGCU is hosting the biggest event in its history in the form of this year's Annual Engineering Dinner. We also have many exciting plans and initiatives down the line. The committee has officially been fully filled by the recent Autumn Election. Some aspects of the CGCU were hindered by the fact that many important roles were unfilled, so hopefully this will allow us to return to full force.

We appreciate the decision to delay this report until mid-term, allowing plan to be more concrete and more to actually take place before having to be reported upon.

Goals for the Year

This year, the CU Presidents have been invited to take part in objective setting alongside the Sabbatical Officers. Below are the goals set:

I. Interdepartmental Relation

Foster relations between the 8 engineering departments by hosting faculty-wide events. Enable cross-departmental idea-sharing and collaboration by acting as a forum for discussions. We hope to restart in-person events at a greater frequency and quality compared to the previous non-pandemic year, and will look to ignite engineering community spirit by possibly collaborating with other CUs in competitive events.

II. Support and Enable Volunteers

Support and enable volunteers within the engineering faculty to carry out their volunteering duty, and provide resources for them to go above and beyond should they wish. This includes the CGCU committee, reps and deptsoc committees within the engineering faculty

III. Connect Current Students with Alumni and Traditions

To connect current students with relevant alumni through mentoring scheme, social activities etc. and to reconnect students with the history and traditions of the CGCU

IV. Empower the Women of the Engineering Faculty

Work towards combating any inequalities or discrimination the women of the engineering faculty may face in a male-dominated environment. This includes collaborating with the upcoming working group to review the college's disciplinary system. We will also look into lobbying at a faculty level to develop an action plan.

Annual Engineering Welcome Dinner

The welcome dinner is our annual flagship event. This year, to celebrate the return to in-person events, we are hosting the biggest welcome dinner in CGCU's 123 years history, with a capacity of 500. We have managed to secure more than double the grant of previous years for the welcome dinner, thus affording us the chance to host the dinner in Guildhall, a Grade I listed building with strong historic ties to the CGCU. It is a site that has host many royal events and the Lord Mayor's Banquet. A formal application letter was required in order to hire the Guildhall (attached at the end of this report).



Welcome Dinner promotional banner

The estimated gross expenditure of the dinner is £57,700, with the income for this dinner being from ticket sales, Faculty grant, CGCA grant, Old Centralian's Trust grant, Union grant, and our own savings.

The catering is done by Mosimann's, the Royal Warranted company that catered to events such as Kate & William and Harry & Meghan's weddings. The event contains a drinks reception, performance by the Techtonics, and appearance from Bo and Clem (Jez was going to make an appearance but it broke down). The afterparty is held at the Gable, a venue less than a minute walk from the Guildhall.

Activities

Kia Popat – Vice President

Freshers Fair

We had many visitors to our stand at the welcome fair this year, mostly asking questions about what the CGCU is, and about the welcome dinner. We gave out complimentary welfare supplies, pens, and oyster card wallets.

Pub Crawl

We held the CGCU pub crawl on 22nd October, as a means to meet and socialise with fellow engineering students. We began at Eastside at 6pm, and distributed 150 free t-shirts to the first arrivals. The route took us through some of Kensington before moving to Fulham, and resulted in an enjoyable evening for all students involved.



CGCU Pub Crawl promotion

Christmas Dinner

We are working on planning a black-tie Christmas dinner, for Tuesday 14th December. Due to the popularity of our welcome dinner, we thought another black-tie event may give others the chance to have a similar experience if they had missed out the first time. For this reason, the first release of tickets for this dinner will be reserved for those who were unable to get tickets for the welcome dinner. The current contract specifies a large venue near Kings Cross, with seating for up to 600 people. The package specified is £60 per person, which is the price we shall be selling the tickets at (the event

will not be subsidised), and covers a prosecco reception, 3 course meal with half a bottle of wine, an indoor fire show, and dance floor + DJ.

Committee Handover & Training

All handovers for committee members elected in 20/21 have been completed and we are currently in the process of carrying out the handovers for the committee members that were newly elected in the Autumn Elections. This year, instead of committee 'training' we opted for a committee bonding day in which the committee takes part in a corporate bonding cooking day with a prosecco reception. This is fully funded by alumni. We are also once again employing the internal wiki to record and pass on knowledge.

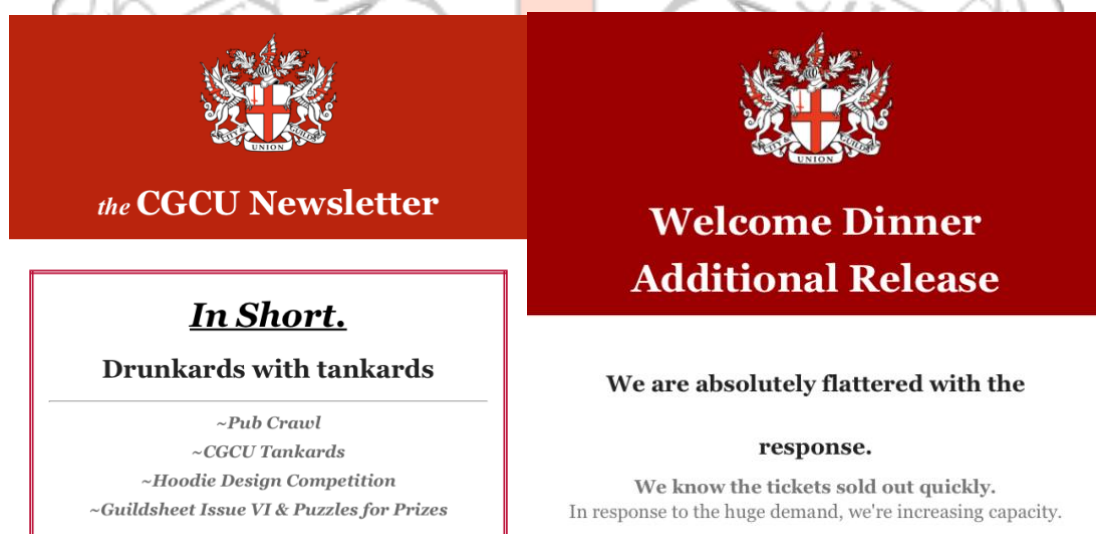
Communication

The comms team worked hard to ensure all the necessary comms, especially Welcome Dinner promotion. They have also carried out a welcome raffle to improve CGCU's online reach.



Marketing materials made by the comms team

Moreover, Honorary Secretary Will Carter has also been formulating and sending out weekly newsletters to update all 9600 engineering students.



CGCU newsletters

Guildsheet

Nnaemeka Anyamele – Alumni Officer

Guildsheet has always been about sharing the thoughts, voices, and experiences of (and with) the engineering students of Imperial. Just as the last issue was being distributed, the pandemic began to wreak havoc and threw spanners into the works. Nevertheless, work on the Guildsheet eventually resumed, and this year the choice was to deliver content more meaningful and purposeful content to the development of the students at Imperial, alongside the typical content. Three initiatives arose from this for the upcoming issue, the idea being that they will become recurring series in future issues:

- 1) The Careers Corner – A designated series of articles on topics with a core focus on careers that could provide useful information and new ideas to current students as they navigate university and explore possible career options and pathways;
- 2) The Alumni Corner – A designated series of articles about Imperial Engineering alumni, whose stories and experiences as students going through Imperial and making their ways through a vast range of careers; and
- 3) The Interns' Diary – Series of recounts of students summer placements and internships.

With the pandemic situation persisting and pretty much all work going remote, while we did work to gather content from students, we also turned to conducting interviews to obtain more content; access to MS Teams further enabled this, now we were able to reach out to interviewees wherever they were. In the previous academic year 2020-21, we began to make the most of it, organising interviews for both Careers and Alumni Corners with: a recruiter who attended this year's CGCU Faces of Engineering event to share more on recruiting, diversity, and the effects of the pandemic; two Imperial Mechanical Engineering alumni – one a professional international Rugby player, and the other a CEO of a successful start-up; an Imperial Aeronautical Engineering alumni working in Formula 1; and various student Engineers sharing their internship experiences. Over the next few issues these will be shared and published.

At the end of October, the upcoming 52-page issue of the Guildsheet will be published and distributed (currently in print at the time of writing), showcasing all things from Imperial College London Rocketry's growth and successes and CGCA's IMPACT Photographic Contest, to an agriculture technology start-up and the aforementioned interview with a recruiter.



Guildsheet Issue IV

As a keen puzzler, the editor had also set out to design the Guildsheet Big Brain Trail, a trail of puzzles that takes students around the 8 departments that are under the CGCU. Made as an inter-departmental competition, the idea behind this was to get students more integrated between different

departments, getting them to physically go to areas of interest in these different departments, and in some cases solve puzzles which require knowledge about other departments that only students in that department will likely know, encouraging further conversation across students across different departments. With students returning back home and not being around campus, this could not be carried out, but plans are in place to roll it out in a later term this academic year. Meantime, Guildsheet has also been working on an autumn puzzle competition (guildsheetpuzzles.wordpress.com) to keep students entertained and enticed for the puzzle trail, with the chance to win £50 Amazon vouchers.

In its short history as the CGCU's rebranded magazine Guildsheet has spread various stories, ideas and fun that have come out of Imperial's Engineering student community. Despite the challenges of working through the pandemic and trying to put content together whilst working through the pandemic, Guildsheet eagerly awaits the publishing of more issues in the new academic year and the positive impact the new initiatives will hopefully have on the readers.

Regalia

Kia Popat – Regalia Officer

We have multiple items currently in various stages of production for regalia. Committee hoodies are ready to be ordered as soon as newly-elected committee members have had a chance to confirm sizes for their hoodies. We have recently released tankards on the union website, priced at £18 per tankard, and each of these are to be individually personalised with names, year of graduation, and the CGCU crest.



CGCU student tankards

We are also in the process of getting academic scarves + beanies hopefully just in time for Christmas. We are also holding a design competition for the official CGCU hoodies that will be put on sale – the winning design will be featured on the back of the hoodies, and the designer will receive a free hoodie. We will also be selling sweatshirts, t-shirts, zip-up hoodies, and quarter-zip hoodies, all of which will be released in the next few weeks.

Clubs & Societies

The C&S aspect of the CGCU has been slightly hindered by the fact that the position of C&S chair was RON, however now that it is filled we hope to resume our usual level of support for the CSPs.

This term, we have assisted Racing in hosting an EGM. We have also carried forward the discussion of the quoracy as an impossible inhibitor for larger clubs to run a successful EGM.

Education

Tianxiao Wang – Education Officer, James White – Education Chair

Education matters completed so far:

1. Facilitation of Drafting the National Student Survey (NSS) recommendation with Daniel Lo in September with a focus on feedback (related to SOLE revision issue)
2. Approaching the Departmental Reps individually while although some mistakes were made it was fixed. This is currently on-going.
3. The CGCU Education Officer had completed their Union Council Rep training (27th Sept) with current academic and well-being reps.
4. Introduction of Union Rep network at FoE Faculty Teaching Committee (FTC) on 24th Sept.
5. At the Faculty Education Committee meeting on the 29th of September, students' concerns on vaccination and self-isolation policies were reported. These were aligned with the college policy (Teaching will be in mixed-mode. Safety measures in place. The College encourages students to be fully vaccinated).

Matters currently in progress:

1. SOLE survey update – The decision of removing the evaluation and feedback related to individual lecturers is causing much debate. Prof Jason Riley is overseeing this matter and will provide updates before next FTC. The issue of transparency and a broken feedback loop with the current system were raised and a student survey regarding this has been prepared and is ready to be sent out.
2. Online Delivery Experience – Work with the Design Engineering department in terms of addressing recording and playback issues is ongoing. This is extra important as some departments such as Design and Mechanical Engineering are having both in-person and remote lecture delivery while others such as Chemical Engineering are almost entirely remote delivery like AY 20-21.
3. Mitigating Circumstances – There is a need to oversee at the faculty level how the mitigation policies work and change for AY 21-22. Also, some departments have a more modern and accessible mitigating circumstances system whereby all mitigating circumstances can be submitted electronically while others are more traditional and require manual processing (Chemical Engineering is notorious for this...). This has the potential to become an accessibility issue if left unchecked.
4. Safety Net Policy - A lot of students were concerned at how the safety net policy for non-first years was implemented in AY 20-21. Many students felt that having a whole academic year impacted by the pandemic was more damaging to their performance. Therefore, from this many felt that having an individual safety net similar to AY 19-20 would have been more appropriate than a cohort wide safety net and that this should be considered in the event that a safety net is required for AY 21-22.

Wellbeing

Aurna Maitra – Wellbeing Chair, Aisha Azlin – Wellbeing Officer

Week beginning: 11th October, 2021

- **Waiting on dep rep elections before making a gc**
- **Pizza/Coffee (5 week gap e.g. week 2 and week 7) @ union**
- **Dog petting (week 9) / ice skating?**

- **Movie night @ imperial cinema/lecture room (week 5)**
- **Online welfare talks (2 online talks – message different societies)**
- **Agony aunt column with office hours – still in the works**

Work already started consists of setting up an “Agony Aunt” column for Felix. The main purpose of the column would be for signposting and giving general advice relating to studies, social and campus life. Readers can anonymously email in regarding their concerns and certain emails may be published (after consent has been given) in the paper. Additionally, “office hours” (one day a week) with the CGCU Welfare Chair will also be available for students every 2 weeks – 15-minute slots will have to be booked in advance for this. Discussions will be informal, mentor-like and will offer an opportunity for CGCU members to have in-person discussions with a fellow student regarding campus/social life and activities. Signposting in the case of issues related to and physical and mental health will also be a key resource offered in these sessions. It will be made clear on the signing up form that issues related to trauma or assault will not be discussed and the best resources for these issues will be outlined in the same.

Plans for this term consist of setting up a free pizza/coffee day on a Wednesday afternoon every 5 weeks (e.g. Week 2 and Week 7 of term). This would give CGCU members the opportunity to meet fellow undergraduates and be able to talk to the committee with any ideas, suggestions and concerns they may have with their studies and work the society is undertaking related to welfare. Additionally, another event we had planned would include renting out the Imperial Cinema or a lecture room for an evening in Week 5 to watch a film.

The main event for this term would be a dog petting session. We aim for this to be towards the end of term (approx. at Week 9) depending on approval as we are aware there may be issues with COVID-19. If this does not get approval, organising an ice-skating trip at the Natural History Museum ice rink with subsidised tickets would be the alternative. As it will be an outdoor event, the risk of COVID-19 would be much lower. We would also like to organise 2 online seminars on wellbeing conducted by societies such as Yoga Society, members of staff or an external speaker.

Alumni

Leah Redmond – Alumni Officer

During the first term, we have been working in close partnership with Peter Chase from the CGCA to ensure the CGCA is supporting the CGCU in the best ways possible. This has led to many new initiatives, including a ‘pizza budget’ for committee meetings and funding to cover a committee team building event in the first term.

The John Elliot bursaries have also been restructured to provide a fairer way of administering them, ensuring they are awarded to those who have contributed exceptionally to the committee rather than those who simply happen to fall into specific roles. A monthly catch-up call has been scheduled between the CGCA and CGCU to ensure these ties get only stronger throughout the year.

Hayley and Leah are additionally looking forward to meeting some alumni in person at the reunion luncheon on Nov 13th. We are extremely grateful to the CGCA for all of their donations. A big thank you!

Finance

This year, as there are no delays due to COVID-19, we submitted our faculty grant application in August, securing £13,850, the highest faculty grant ever in CGCU history. We have also managed to negotiate for increased grant from both the CGCA and OCTrust, further enabling us to improve the engineering student experience.



To Whom It May Concern:

On the behalf of the City & Guilds College Union (CGCU), a subsidiary of Imperial College Union, I would like to put in an application to hire the Guildhall on the 30th of October 2021. We would like to hire the Great Hall and the East & West Crypts, from 14:00 to 23:00. This will be for an event named the 'CGCU Annual Engineering Welcome Dinner'.

The City & Guilds College Union is the engineering student union of Imperial College London, representing over 9400 engineers of Imperial. Our organisation has deep historic ties to the City of London and specifically the City Corporation. Our engineering college was originally established by the City and Guilds of London Institute, itself founded by the City Corporation and 16 Worshipful Companies with the aim of promoting the science of engineering to industry - an aim our members continue to engage with. In celebration of this connection, we have previously held our most important dinners at the Guildhall including for the College Centenary. Furthermore, the union was a long-term participant of the Lord Mayor Show. More recently, the then Lord Mayor opened the City & Guilds Building at which we are based. Our mascot – the Spanner - was first made in 1937 to fit the bolts of the London Bridge.

The event is an annual tradition welcoming the new and returning engineering students of Imperial into the community. This year, we are celebrating 123rd year of the union. We are hoping to once again bring together the engineers of Imperial post-COVID and reigniting the community spirit. The attendees will be engineering students and alumni of Imperial College London.

The contract signing individual will be Sam Lee, the Deputy President of Finance and Services of Imperial College Union. Below are Sam Lee's details, which are the same for the purpose of contacting Imperial College Union:

Email address: dpfs@imperial.ac.uk

Postal address: Prince Consort Rd, South Kensington, London SW7 2BB

Phone number: 020 7594 8060

Please also communicate the decision to the CGCU President, Hayley Wong (engineering.president@imperial.ac.uk).

The registered charity number of Imperial College Union is 1151241.

We would love to host our event at the Guildhall this year and we look forward to hearing back from you.

Yours faithfully,

Allan Lee

CGCU Treasurer



Royal College of Science Union

End of year report

2021-2022 Executive Committee

Aparna Pillai (*President*)

Priantha Pretheshan (*VP of Activities*)

Tianyu Wen (*VP of Welfare*)

Trinity Stenhouse (*VP of Operations*)

Susan Rutter (*Treasurer*)

Nicolas Barykin (*VP of Education*)

Tharanyaa Bala (*Secretary*)



The Aims of the Royal College of Science Union:

- 1. To further the community experience of UG and PG students in the RCSU by providing sporting, social and other recreational activities.*
- 2. To build a stronger relationship between RCSU and departmental societies and the FoNS alumni association.*
- 3. To represent the welfare and education needs and concerns of students.*

President's message

APARNA PILLAI

Recent Activity

The year has gotten off to a great start. We have seen a lot of engagement with the various events that we are hosting particularly the annual RCSU Pub crawl that saw more than 200 students participate, and the RCSU Autumn Ball that has sold out over 800 tickets. We are hoping that these events provide an opportunity for students to reconnect with their friends but also provide a platform that freshers from the last two years can use to meet people outside their usual subject bubble.

Further to this, we have been focussing on education and welfare representation as usual. We are focussed particularly on the shift back to in-person teaching and in-person assessments and making sure that students are comfortable with the transition.

We also have plans to introduce a careers conference as part of the activities run by the operations team, with Science Challenge going forward as usual. We have also launched a Sports league in the RCSU that should finally provide an opportunity for informal participation in a variety of sports for RCSU students. And finally, we are hoping to run another alumni event in the upcoming weeks as well as setting up a formal RCSU alumni board that can run in a self-sufficient way with minimal RCSU UG involvement. All in all, we have been making steady progress towards achieving the aims above and are constantly evaluating our progress and what we can improve.



Activities

PRIANTHA PRETHESHAN

Fresher's Fortnight

This year our events across the two weeks included a presence at the Welcome Fair, the Annual Pub Crawl, a Scavenger Hunt, a Bookshop and a Mums and Dads Bar Night (the week after). We used the Welcome Fair to publicise most of our other events and the Autumn Ball and added a little fun to our stall by having a spinning wheel which determined what merchandise we would give out to each individual that visited us. The pub crawl was without doubt our biggest success with over 250 people, the first 200 of which were given a free t-shirt, joining us at the start and at least 30 of whom remained in the crawl until it ended at 2am. All in all, our events were a success and gave a good insight into the type of events the RCSU runs and also the services that we provide.

The Autumn Ball

This is the RCSU'S flagship club night event and this year it has been planned to be bigger and better than ever before. After visiting a couple of venues, we have decided to host it at the Steel Yard in Cannon Street and have sold 800 tickets (as opposed to the 200 usually) to our members (and plus ones) and gave drinks tokens to around 600 people. The event will be held on the 11th of November, and we hope that all our guests will have a great night dancing and meeting new people.

Sports

This year we are introducing a sports league to the RCSU which involves the departments in the union facing off against each other in five different sports across the year, including football, dodgeball, and chess. The winner of each match will be granted a certain number of points and at the end of the year we will crown an overall winner. We hope to use this league to get all of the different departments to interact more and also hope to find the best players across the union and form a Union sports team in the future that can play against other constituent unions. Sign-ups for the first sport are already underway and looks very promising for the future of the league!



Activities

PRIANTHA PRETHESHAN

RAG

Our first RAG event of the year was our Fresher's Fortnight Bookshop and was where we sold donated textbooks for a fraction of their retail prices and all the proceeds will be going to charity. We are also currently planning to sell RCSU Christmas cards and possibly decorations as well at the end of the year, the money from which will also go to our chosen charity. The charity has not been finalised as of yet but we hope to get the RCSU general committee to vote on it soon!



Welfare Representation

TIANYU WEN

October is the month when everything settles down and we make plan for the upcoming year. Students across all years within the RCSU departments are happily overwhelmed by the re-opening of all activities. No significant issues have been reported by individual dep reps; all dep rep positions are filled, and we plan to have in person meeting as soon as RCSU office is cleaned up.

Welfare activity officer and I have discussed the plan and started contacting the relevant people in preparation for the annual flagship event of welfare week in the second term. Current events planned are 1 hour yoga session with the yoga collabs, speed friend bingo, dodgeball collaboration, dog therapy day, origami day etc. All event budgets have been approved by the RCSU treasurer. Other smaller scale events are also planned to support the diverse group of students at Imperial, such as “what does BHM mean to you” campaign in the physics department.

Individual departmental welfare reps are contacted to discuss the NSS report and the plans for the next year to better support the student well-being, as well as recent updates within the departments. Issues raised during individual meetings will be discussed across faculty in our first RCSU welfare meeting; meetings were not possible previously as some of our officers have caught the freshers’ flu.

Physics wish to increase female representation in physics lecturer, as some years only have 1 female lecturer. NSS complaints are mainly focused on lack of community in physics department, which will be addressed this year more easily as more in person activities will foster a stronger sense of community. Peer mentor study program are setup and community building events such as meeting with senior groups (vertical mentoring) are put into trials.

Math strives to provide for counselling service in other languages, as currently only the mental health first aiders are available in languages other than English, not the in-person counselling service provided from the Sherfield Building. Math department Plans to organize more events for the second-year students to get more familiar with the university as the Mom and Dad events were on-line last year.



Welfare Representation

TIANYU WEN

Life sciences (biology and biochemistry) students enjoy the newly opened common room in the SEC building. Currently the room is only opened up to year 3 students as a trial, as all year 3 students have in person lectures and comes to the uni most often, whereas other years have recorded lecture and comes in only for labs. The students are using the common room well for discussion after lectures and will be open throughout the exam season. The academic reps and welfares rep oversee the management of the opening hours and common room rules. More welfare events in the upcoming month will be organized around the decoration of the common room, such as artwork session for the paintings in the common room, plant decorations. Once the trial within the year 3 students is successful, will open to all years.

Chemistry The dep rep has been sick for the entire time, unable to speak and work.



Operations

TRINITY STENHOUSE

Broadsheet

Our Broadsheet recruitment event – an evening of board games, pizza and cocktail making – was a great success, with over 40 attendees, many of whom have now signed up to the mailing list. Broadsheet meetings will commence soon, with the intention of putting together a top quality magazine, but also helping the attendees team build so as to assure cohesivity.

Alumni and Sponsorship

We have just set up an alumni mailing list, meaning that we can begin to contact alumni via LinkedIn to ask them if they would like to join. Last year's Pub Quiz mailing list is also being used as a starting point for the alumni mailing list. We are hoping that this list will become more established over the course of the year, enabling some mentorship events in terms 2 and 3, as well as some social opportunities for alumni and current students.

We have updated the sponsorship document with new statistics and a reshaped sponsorship categorisation, which is now easier to understand and can be tailored to different companies' needs more simply. Our sponsorship officer has created a list of companies who employ a large number of Natural Sciences graduates and is working through the list cold-calling HR departments and sending emails. Morgan Stanley is willing to sponsor the RCSU for the 2022-3 academic year, but their applications for this academic year closed in April, so we are unable to secure sponsorship from them at the moment. We are continuing to contact companies and will hopefully receive positive responses soon.

We are also hoping to hold a careers conference in term 2, but this is reliant on speakers from companies being forthcoming, and as of yet this has not been the case.



Operations

TRINITY STENHOUSE

Science Challenge

Preparations are well under way for this year's Science Challenge, with plans to make it bigger and better than ever before.

We have created a social media account for the Challenge, so that Imperial students and school children can follow and learn more about it and keep up to date with announcements. I am in the process of creating graphics to post on this page.

I have also had meetings with Professor Lord Winston, regarding the running of the Challenge, and we have agreed on the theme of Climate Change. He has been very forthcoming with suggestions for judges, and at the moment we are looking at Professor Kathy Sykes, Viscount Matt Ridley and Professor Mark Lythgoe, with Professor Sykes already agreeing.

Our next task is to make a launch video to be shared to schools on the day of the Launch (9th December), for which I have already recruited a videographer.

I am in the process of booking Blackett Level 8 for the Launch Ceremony but need to know for certain the names of the judges as they will need visitor passes and to be explicitly named on the risk assessment.

I have also booked the Royal Institute for the Awards Ceremony on 21st March 2022. We are hoping to acquire funding through either donations or ticket sales so that we can hire some reception rooms and serve champagne and canapes on entry, rather than just hiring the lecture theatre and having no breakout spaces.



Finances and Societies

SUSAN RUTTER]

The RCSU DepSocs have had a successful term so far, introducing the first years to their academic parents, running events in the first few weeks of term, and most have booked their Christmas Dinner events. We met with all the socs before term started, but have decided that we'd like to do one to one meetings now that the start of term has calmed down.

The RCSU exec started the year in a strong financial position, having £24k in reserves. We have not yet finished talking to the college about our financial position, however our expected budget is to run a deficit of £18k, hopefully most of which will be funded by the college.



Imperial College School of Medicine Students' Union Council Report

November 2021

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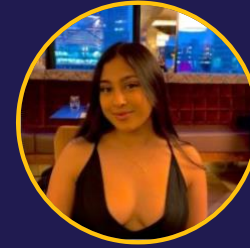
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Foreword

This year, taking on the ICSMSU President role has afforded me much-needed insight into the day-day processes of our SU. Building on what we've experienced so far this academic year, it's clear to me that the priority is to focus on making our SU processes as robust as possible, whilst streamlining them and changing some outdated processes. Similarly, the documentation and recording of our processes is sometimes lacking, which can lead to situations where not everyone is sure of what to do next or how to proceed. I believe it's fundamental that all of our members are on the same page and same level of understanding regarding how the union works and how to carry out their roles, and so, this is something I will equally be focusing on throughout the year.

Most importantly, this year has seen a return to on-campus teaching and in-person events which has been much-needed for students. With this in mind, part of our focus is a return to providing the best possible student experience, which is already well underway with our Freshers' fortnight having just wrapped up alongside our ICSM Halfway Dinner. These key events represent an important aspect of life at ICSM and delivering the very best for students is always our priority.

Finally, building on from last year's progress with student feedback and consultation, we have rolled out feedback boards to all year groups at ICSM in the hope that students' voices are heard more than ever before and we can advocate on their behalf to deliver the changes that are needed, feedback on where things could be improved and ensure decisions made about us, are not made without us.



Fig 1. A sneak peak at some of our ICSMSU Members

Stream Updates

ICSMSU Executive

The Executive team consists of a Deputy President (Adrija), BMB society President (Nitya), Executive Treasurer (Aryan), Secretary & Communications Officer (Sahil), Sites & Services Officer (Haider) and President (Sam).

Adrija, our Deputy President, has been hard at work arranging 1:1 meetings with each of our SU to discuss their plans for the year, how best to achieve these goals and how the exec team can help facilitate this. We've also managed to deliver Active Bystander and Welfare training to all of our SU as well as any CSP club captain that was available at the time of training. Welfare issues can be very widespread and giving each SU member the vital knowledge of how to deal with these issues and where to signpost them is essential. We also wanted to roll the training out to club captains in part to further help students with welfare but also to address the underlying club culture that can sometimes, unfortunately, lead to welfare concerns. Our ICSMSU believes club captains to be in a great position to champion these best practices and set the culture of their club from the beginning of the year. Our SU will continue to meet once monthly (alongside all the usual day-day communication) to reflect on the past month, discuss upcoming plans for the next month and address any issues that have arisen.

Nitya, in her capacity as BMB society president, plans to expand her committee with an additional social secretary to further increase the events for BMB students specifically. It's an area where ICSMSU could definitely improve and we've struggled with BMB student engagement for a number of years. Increasing the collaboration between ICSMSU and BMB society over the coming year will aim to address this. We want to make it clear to BMB students there are 100% a part of our ICSMSU and should feel free to engage with us whenever they need.

Aryan has used his role to secure a number of sponsors for our SU alongside doing the usual eActivities administration. He has managed to successfully coordinate several external stalls for the ICSMSU Welcome day and Freshers' fair. We are currently working on an inspirational morning set to take place in early November, for our Phase 1a students, on what it means to be a doctor and getting the most out of medical school. Aryan will be key in helping to organise sponsorship talks alongside some esteemed guest speakers.

Sahil has been getting to grips with how the website is run alongside creating social media posts – we're currently in the process of making a submission form for our SU to provide Sahil with details of posts for social media with a clear goal of posting a set number of times per week. We've moved all of our external opportunities to the website as the links often result in the newsletter reaching everyone's SPAM filter and going nowhere else. We've also discussed the need to centralise SU information and channel all of it through the website as not every student uses social media. This has resulted in some disconnect when communications do go out so we're keen to get this fixed and make sure that any and all ICSM info is available on the website.

Haider has had the enormous task of sorting through and stock checking all of our ICSMSU branded merchandise (and believe me, there's a lot that we've acquired over the years). This is in

the hope of setting up a clear system for selling merchandise. He will be taking orders throughout the year with a monthly collection date for students – unfortunately, posting merchandise is beyond the budget and capacity of our SU currently.

ICSMSU Academics

Our academics team consists of Academic Chair (Julia), Academic Officer for Clinical Years (Rebecca), Academic Officer for BSc (Roshni), Academic Officer for BMB (Cris) and Academic Officer for early years (Rayyan).

On the back of the NSS results, our academic teams have put together an SU response with recommendations. The response highlights the need for proper student consultation on large-scale decisions (for example, the sale of St. Mary's). Moreover, student feedback showed the need for clearer and more frequent communication with students on upcoming changes. Students felt that when information was communicated, it was often unclear or very late. In particular, students brought attention to the need for better communication on issues such as sexual assault with the need for faculty to communicate what actions they'd taken in addressing these issues. Furthermore, our academics team recommended that faculty address the discrepancies students experience when at different hospital sites such as differences in the level and quality of teaching they received. This NSS response was taken to the most recent Staff-Student Liaison Group (SSLG) and communicated to faculty for them to action several of the recommendations. Finally, the NSS response allowed the team to identify that students felt welfare support was well signposted but unfortunately, even if contacting the right people, the actual support received was sometimes below what was advertised. Equally, students felt that sometimes their welfare concerns weren't understood or could be met with apathy. This was of concern to our SU and something we highlighted very clearly as an issue that would need addressing.

As our new students joined us and existing students moved into their new year, members of our academics team were able to give welcome talks during the induction weeks on how to get the most out of medical school. We used these talks as an opportunity to highlight the resources available to students, what our SU is all about and how to approach their upcoming year at medical school. We also ran a 2 hour Q&A for the Phase 1a students which received amazing feedback and it was great to see loads of students engaging with us, even in their first few weeks at Medical school.

As mentioned previously, the feedback boards have been a triumph with lots of student engagement. The ability to display day-day feedback and queries has meant students are much more aware of what's happening within ICSM as well as getting faster, more efficient feedback to their queries. The boards will also add some much-needed structure to our SSLGs. The smaller, granular issues can be addressed using the feedback boards and once monthly meetings between heads of years and the academics team & year reps. This will open up SSLGs and allow us more time to focus on the big picture issues students are facing.

Our next big goal for academics is to begin preparations for our centralised mock exams which provides students with a vital opportunity to practice their skills and what they've learnt before they take on the real exams.

Year rep elections have been carried out, and at the time of writing, we are just waiting for the latest results. Once we have our reps, we hope to coordinate a training day with ICU as well as a meeting to discuss the use of these feedback boards and how to approach SSLGs to get the most out of them.

ICSMSU Ents

Our Ents team consists of the Ents Chair (Aoife), Social Secretary (Maya) and our ICSMSU RAG chair (Renée).

Our Freshers' fortnight was a much needed return to form and the team did an amazing job of delivering a fun-packed two weeks. Our theme this year was 'Indiana Bones and the Kingdom of the Crystal Phoenix' which was accompanied by a Freshers' intro video. The video provided a fun look at our SU members and meant we all had wanted to dance to 'Low' by Flo Rida, which, of course, was enjoyed by all 100% with no issues.

We hosted our iconic events such as The Reynolds Show, Boat Party and the Fulham Palace Run and sold more tickets than we've ever sold for some of these events (such as the FPR afterparty in Heaven nightclub). We did face some issues along the way and it's served as an excellent learning opportunity to improve further on our future events and for Freshers 2022. One of the biggest issues we faced was delivering these in-person events with COVID-19 safety in mind. Where possible, we used social distancing and facemasks as a safety tool and even had multiple sittings for our Fresher dinner to maintain social distancing.

Our SU were key in stewarding at these events and the fast pace and demanding nature of it all has led to a great team-bonding experience and we're all the better for it. Our SU also wanted to thank the amazing hard-work done by our Fresher buddies, who were also on hand to help with the events and ensure Freshers' were mingling and meeting as many new people as possible.

Now the team is hard at work planning a number of events for the current Phase 1b (year 2) students as they missed out on an in-person Freshers'. We fully acknowledge that this cohort will possibly be feeling a little left out and isolated from ICSM considering the past 18 months.

We are incredibly grateful to our faculty for funding the Freshers' passport bursary. This scheme allowed us to award 68 students, from widening participation and lower household income bands, with a completely subsidised passport granting them entry to all the events. This scheme was hugely successful and the possibility of expanding it to include other events in the future is something our SU are keen to work on and deliver. Life at ICSM and in London can be immensely expensive for our students and creating schemes to lower this financial burden is of the utmost importance.

Renée had a successful RAG day during Freshers' and has had great engagement with the new students. Her committee have all bonded exceptionally well and are now working on the Masquerade Ball which will raise money for their chosen charities. This year the charities being supported are 'Hope for Children' which is an international charity working to deliver education,

healthcare, child rights projects and livelihoods to thousands of children per year. 'Anthony Nolan' is a charity dedicated to saving the lives of people with blood cancer and blood disorders, and thanks to their efforts and support from funders and organisations such as ICSM RAG, 3 people a day are now given a second chance at life through donor recruitment.

ICSMSU Welfare

Our welfare team consists of Welfare Chair (Camellia aka. Cammy), Vice chair for campaigns (Jabed), Vice Chair for Wellbeing Representation (Phillipa) and Wellbeing Officer for BMB (Sophya).

Sophya's role is new this year and will help to increase coordination and welfare support for BMB students in particular. Cammy was elected into her position much later than the rest of our SU but has already done a fantastic job at coordinating with ICU welfare to work on issues such as increasing support in cases of harassment. She and I will also be looking to make a combined effort on creating/updating policies on dealing with these incidents as well as our approach to dealing with more general incidents within CSPs. Phillipa delivered her welfare report at our recent SSLG highlighting some of the worries and concerns our students are facing. The feedback was well-received and actioned by faculty and included the need for more notice regarding placement allocations, clearer communication on examinations and the subsequent release of exam results and exam averages.

The team and in particular, Jabed, are now moving on to launch welfare campaigns using social media to bring awareness to some welfare related issues. The first campaign will be bringing awareness to Drink Spiking on the back of the national surge in reported incidents. We want our students to feel safe at whatever event they're attending and, moving forwards, we will be making it good practice to ensure that venues we hire are taking measures to mitigate these problems, such as ensuring staff are trained on how to deal with this type of incident.

The welfare team have already highlighted to faculty the need to communicate the outcomes of these incidents. Students lack faith in the welfare support systems when they don't see or hear about how the incidents were dealt with. We hope by releasing the anonymised outcomes, students will see that they are being listened to and that they will be supported when these unfortunate incidents occur and are reported.

ICSMSU Clubs & Societies

Our Clubs and Societies team consists of the Clubs and Socs Chair (Pedro), Vice chair for Sports & Arts (Nick), Vice Chair for Volunteering and Academics (Nia) and a Management Group Treasurer.

Firstly, we want to thank Lauren, our management group treasurer. Lauren has been a vital member of the SU and we really want to thank her for all the hard work she has put into the role for the past two months, dealing with eActivities and answering individual financial queries. Lauren has resigned from her position which is a stance our SU fully supports. We will be looking to elect a new MGT as soon as possible via an online EGM. We will soon be formally announcing this on the back of this November council meeting.

The team has been incredibly self-sufficient this term, working tirelessly to support our 60+ strong ICMSU clubs and societies. They've hosted a Freshtival day during Freshers' to get students acquainted and engaged with the sports clubs through a variety of fun challenges on the day. They were on hand to support the clubs and socs stalls at Freshers' fair and some of our clubs have seen record numbers of sign-ups (just see ICSM Badminton if you don't believe me). Using our social media (@icsmsuclubssocs), we've been able to run takeovers for clubs to talk about what their clubs are all about and what they get up to throughout the year. Clubs and socs events will continue to be promoted via our social media channels and the clubs and societies section of our SU newsletter.



THANK YOU TO ALL OF OUR FANTASTIC VOLUNTEERS. YOU REGULARLY GO ABOVE AND BEYOND TO FAR EXCEED THE EXPECTED DUTIES OF A VOLUNTEER, AND EVERYONE IS VERY GRATEFUL THAT YOU ALL WORK TIRELESSLY TO IMPROVE THE STUDENT EXPERIENCE OF ALL THOSE WITHIN OUR ICSM COMMUNITY.

Our Social Media:



www.icsmsu.com



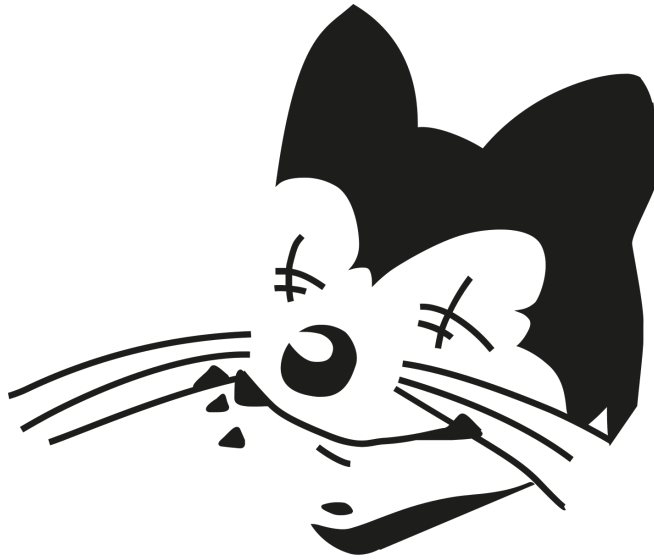
[@icsmsu](https://www.facebook.com/icsmsu)



[@icsmsu](https://www.instagram.com/icsmsu)



[@icsmsu](https://www.twitter.com/icsmsu)



FELIX EDITOR

COUNCIL REPORT

Sam Lovatt

November 2021



Foreword by the Editor-in-Chief

Felix entered the 2021/22 academic year in its worst state for many years. By the end of term 3 of 2020/21, the previous Editor was producing short issues of Felix almost entirely by himself, an operating procedure which proved not at all sustainable, as I'm sure you're all aware.

I began the year working by myself, save the handover, to get things running and assess the state of the paper at that time. A survey of last year's editors showed that only 38% were staying on with the paper, either because they were graduating or due to lack of interest. This exodus hit certain sections harder than others: the Music section went from 5 editors to just 1, Arts went from 4 to 1, Science went from 3 to 0.

The pandemic has had the extra effect of meaning that everyone who joined Imperial since it began has had almost no exposure to the paper. In my first year I was not at all involved in the paper, but I knew

and would recognise the name if it was mentioned. Current first and second years, for the most part, have literally never heard of Felix, and many editors who are holding the sections together by themselves are in their final year now.

Luckily, the people who are still involved are great and competent at what they volunteer to do, and we were able to put out a substantial first issue, with continued commitment going forward. Teething issues occurred on multiple fronts, as is to be expected, however at this point I see the paper in an almost exclusively positive light and I feel that we will grow significantly through this year.

There were some issues in handover and the passing down of information and tradition, which will all be addressed in my objectives this year. I also note with great relief that the cat remains free.

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Objectives heading into the new year - back on campus

► Rebuild the Felix Community

Felix is dissimilar from other student newspapers in a number of ways. Primarily is the role of a paid Editor-in-Chief, which exists only at a handful of other UK universities. This adds an interesting dynamic to the paper's operation where the EIC is not really able to ask anyone involved in the paper to do something they don't want to - the EIC is paid, they should do the un-enjoyable tasks.

Secondly there is the general attitudes of students to the paper. I will take the University of Bristol as a comparison, the newspaper of which is called Epigram. The Epigram website lists 88 people involved with the paper who are at least at the level of "sub-editor", which suggests that there are hundreds of students who contribute or are otherwise involved in the paper. In comparison, at the time of writing, after the Welcome Fair, the Felix CSP club has 72 members. Membership is free, and would be expected to outweigh the number of people who contribute quite significantly. I have heard anecdotally that, at other universities, it is quite competitive to get the title of "staff writer", highlighting a contributor who regularly writes for one section.

Felix currently has Section Editor positions on tap. It is a sad downside of our STEM-only university that students simply are far less interested in journalism than elsewhere. These factors need to be considered when assessing the success of rebuilding the paper.

We have had a very good response from the Welcome Fair - over 60 people signed up and let us know which sections of the paper they were interested in, and I have had a constant stream of people emailing either me or the section inboxes, asking to get involved in one way or another.

Sections have grown from nothing to quite substantial in the beginning weeks of term. The Science section now has four editors and numerous contributors - we produced a five page section in the most recent issue, which would have been impossible in week one. Sections such as Environment have also gained significant traction. Environment now has 3 experienced editors.

Furthermore, the office has reopened and some of the tech and equipment we had previously has been replaced. The rest is pending Union

financial approval.

Contributors come down to the office to work on non-Felix related

tasks, which suggests to me that the community is being properly rebuilt. I am nothing but hopeful for the future.

► The Felix Podcast and Phoenix

THE FELIX PODCAST

The Felix Podcast is a new endeavour, never previously undertaken by an Editor. It focusses around interviewing well-known or influential academics at Imperial College, partially on their work, partially on them as people, as well as touching on topics in politics and the wider world. At the time of writing 2 episodes have been recorded, with Professors David Nutt and Jake Baum. They are roughly half an hour in length and will be available on all normal platforms (Spotify, Apple Podcasts etc.). So far I have been the host, however other contributors to Felix will be taking over certain episodes in the future. Episodes will be released semi-regularly and the frequency will be determined further down the line where the balance of timing podcast and newspaper work can be more accurately assessed. Two contributors have so far expressed interest in editing the podcast and work on the first episode has begun, however this process takes far longer than I had anticipated. Multiple episodes will have been released by this year's second Felix report.

PHOENIX

Phoenix is Felix's predecessor, originally formed in 1904 off the back of H G Wells' creation the Science Schools Journal. Today Phoenix provides an outlet for the literary side of Imperial students and is available to facilitate the publishing of anything creative, including but not limited to short stories, poems, screenplays and illustrations. From what I can see on the records, Phoenix has been periodically restarted and shut down during the 21st century, depending on the enthusiasm of the Editor and contributors in the given year. The idea of restarting Phoenix was already in full swing when I took over the paper, and is now being jointly overseen by myself and the unofficially appointed Phoenix Editor. Advertising for Phoenix has begun in a rather rudimentary form of posters around campus. We will soon be running a series of social media ads for the magazine, and hope to publish the first issue at the beginning of term two. From this point on, we will publish once per term, assuming the contributions allow this.

THE FELIX PODCAST



The Felix Podcast Logo

► Reassessment of the Distribution Network

One of the most significant things I noticed upon starting the Editor job was the lack of structure to the distribution run. The so called “Bible”, a handover document compiled by a particularly diligent Editor some years ago, lists a very sweeping distribution summary based on what he used to do, however the number of copies in each location and the locations themselves are not justified or evaluated against changing consumer behaviour.

Because of this, one of my main goals for term one was to accurately assess the distribution in an attempt to more efficiently supply papers, where more readers are reached, fewer copies are needed and therefore less paper is wasted. This task has proven far harder than anticipated. Stacks of papers are rarely found where they were placed the week before, making accurate numbers hard to record.

Despite this, we have rough recordings of copies left over for multiple runs, along with the average time taken to distribute to each part of campus. This has allowed us to reduce the copies printed per week without reducing the readership, therefore saving paper. Sadly, economies of scale in the print business mean that the money saved is negligible.

Distribution also now includes the White City campus, which receives copies each week via the internal postal service. Some post-graduate students at the White City campus have very kindly agreed to distribute there once the copies arrive.

Updated recommendations for distribution will be added to the new Bible, which is now in the form of a Wiki. This is addressed in the next point.

► Updating the “Bible” and Wiki

As mentioned previously, the “Bible” is a handover document compiled by an Editor a few years ago. It is exceptionally useful and provides a good point of reference to remind myself of things I can’t remember from the handover. This being said, it has some notable flaws:

- There is only one copy. This is a physical copy, as far as I’m aware it doesn’t exist digitally and so would be very easy to lose. Due to the state of the Media Hub, this did in fact happen and I didn’t have it for the first two months of my tenure.
- It cannot be easily updated. Other than scribbling out information entered previously and replacing it, standard procedure cannot be altered when processes change and information such as account passwords remain out of date and insecure.
- It is not searchable. Finding out a certain piece of info may require searching through the almost 90 pages of the document

In light of these issues, I have decided to make a new “Bible” in the form of a Felix Wiki. The Wiki is currently live

online, however is largely incomplete. It will continually be filled out through the year and will likely remain a work in progress for years. This has the added benefit of doubling as a style guide, which section editors working remotely can refer to to ensure they are formatting their section correctly for the print version. This process is heavily supported by the Felix Webmaster, without whom this would all not be possible.

The existence of the wiki should massively improve handovers, and mean that incoming editors can read over the information contained and familiarise themselves before the handover officially begins. With everything tabulated, it will also make it more likely that stylistic differences are spotted and a consensus can be more easily decided on.

The “Bible” has incredibly useful guidance in it, including the basics of media law and guidelines on reporting on specific topics such as suicide, which require very specific nuance that may otherwise be unknown to a new editor. This guidance will be verified by a media lawyer and updated where necessary by the end of the year.

► Website Audit

The club committee and I have spent time over the past couple of months assessing the website and deciding on changes we’d like to make to it,

prioritising these and evaluating the feasibility of ideas with the Webmaster. We have so far made multiple stylistic changes and changed how the website

appears on web browser and mobile. Challenges have arisen where trying to keep the website up to date now the print version is back. The website is massively less popular than the print version, judging by site analytics. Embarrassingly, pages such as “About Felix” sometimes feature on the trending tab, which is driven by actual popularity of the pages rather than selection by anyone in Felix. On top of this, most editors do not know how to upload to the website, and there is no

convenient time to get people to upload other than the Monday after we print, which is three days after the print issue is distributed across campus. The alternative is that I upload all sections to the site each week, which would take a significant amount of time which I’m not sure I have spare. This issue will hopefully be solved through development of the wiki, which will host clear upload instructions that section editors can refer to remotely.

► Advertising from Newspaper Stands

Through conversation with Union staff, Felix has secured a contract with the advertising firm RockBox for three newspaper stands with built-in screens used for advertising. Not only are these free, but Felix receives 25% of advertising revenue generated through use of the screens.

This provides Felix with a substantial, guaranteed amount of SGI each year which can be used to improve our facilities and fund socials and similar events. It also provides us with free advertising space on the screens which can either be sold or donated to the Union or other societies.

Aims going forward

► Drive social media engagement

We are now blessed with a very competent publicity officer and social media interactions have so far proven successful in recruitment and advertising events. Felix recently had a very successful social in The Union Bar, largely advertised through Instagram. It has also been very useful for sharing more prominent articles and advertising when a new issue is

out on campus. I hope to maintain this level of engagement and grow it through the year. We have started a writers’ group on Facebook in the hope of making it easier for section editors to retain regular contributors. So far writers have written just one or two articles, as opposed to every week, more often than we would hope.

► **Maintain quality**

Felix has managed so far to produce four issues this year, all of which I am more than happy with the quality of. We have received significant praise for aspects of each issue and I can only hope that this quality is maintained for the rest of the year. I have heard rumours and have seen first-hand that this job can lead to burn-out, which I

so far am not experiencing, however I am wary that we are only a fraction of the way through they year at the moment. One of the results of the Felix review was devolved but consistent Union oversight, for which I am largely grateful as I feel it goes a long way to mitigate such things happening.

► **Union Oversight and Future Changes**

The Felix review largely concluded that a working assessment of Felix's relationship with the Union over the next few years would be necessary. This covers aspects of funding, advertising and managerial oversight. I have so far enjoyed a close and collaborative relationship with the Union President, Deputy Presidents and senior management, with my official liason

as the Director of Membership Services. This relationship seems overwhelmingly productive and I hope it can be codified and continued in future years. This being said, changes to aspects such as the way the Editor is elected, print frequency and methods to mitigate the paper falling apart may be reassessed in the future, subject to Union consultation.

Deputy President (Education) October report to Union Council

Daniel Lo

Updates:

- Presented my written NSS report and recommendations to the Provost Board
- Supported other Union staff during welcome week (e.g. welcome fair and welcome ball)
- Raised my concerns regarding the modification of the Academic Misconduct policy
- Wrote two blog posts about the Autumn Election and vaccination opportunities for students
- Invited by the College to join the panel to review and approve funding opportunities for learning and teaching innovation (Pedagogy Transformation and Digital Innovation Fund)
- Assisted the ICU representation team with promoting the Autumn Election
- Organising and planning for the year rep training week
- Discussed with Alan Spivey, Assistant Provost, to start discussions about how student input could be included within the raising and prioritisation of activities within the Teaching and Learning Product Line.
- Officially graduated and learnt how to use LaTeX (yay!)

Upcoming:

- Chairing the first Education and Representation Board meeting on 28th Oct.
- Welcome and support the newly elected faculty and departmental academic representatives (reps)
- Conduct initial analysis on postgraduate research experience survey (PRES) results with the Union President and contribute to the PRES task and finish group and PG research quality group
- Deliver the UG year rep training week in November and assist the Graduate school and ICU rep team in delivering PG academic and welfare officers training

Objectives:

Objective 1: Work closely with faculty and departmental (dep) academic reps to ensure departments are actively addressing the issues/feedback raised in the NSS response - [In progress]

Before officially starting my role as the DPE, I conducted detailed analysis on the NSS 2021 response. As part of this, I developed a departmental breakdown of NSS scores and the themes highlighted in the free-text comments. The rep team and I supported the dep reps in writing their NSS departmental recommendation report. Based on their recommendations and my analysis, I came up with 6 recommendations to the College, focusing on assessment and feedback, community building, workload and welfare support. After submitted my response to the College, I sent dep rep's reports to the Vice Deans (Education), Director of UG studies (DUGs) and Head of Departments (HoDs).

As the departmental staff-student committees (SSCs) and student-staff liaison groups (SSLGs) are happening very soon, I will ensure the dep reps are supported and are confident to bring their recommendations to the DUGs/HoDs. Departmental staff and faculty/dep reps will work together to create actionable, measurable and timely plans. The ICU will monitor the progress and implementation of these throughout the year.

Objective 2: Providing support on development training for reps and foster the sharing of good practice across different departments - [In progress]

In addition to training sessions delivered to the departmental reps regarding the NSS, I collaborated with DPW and ICU representation team to deliver rep training sessions for faculty/dept reps (late Sept, online) and developing training for the year reps (mid Nov, in-person). Besides focusing on the responsibilities of their roles, I have added additional materials which focuses on soft skills and personal development. It is exciting for me to deliver in-person rep training (and socials) for over 300 people, and I am trying to make it as interactive as possible so they can get the most out of it. I will also create more cross-departmental interaction by sharing good practice. This will be through the introduction of more socials, piloting a buddy scheme for reps in different departments, and championing good practice which exists in a department or faculty to the rest of the reps.

Objective 3: Work closely with PG AWOs to ensure the departments are actively addressing the recommendations raised in the PRES response - [In progress]

The approach with this objective is similar to NSS, except it focuses on postgraduate research students. We have received PRES result data and text comments in mid-October. This project

will take around 3 or 4 months to analyse data and text comments, extraction of recurring themes, organise focus groups for student consultation, development of recommendations, and writing the ICU PRES response. Similarly, I will be presenting them in various College meetings.

Although PG taught students are not surveyed this year, I work with the representation team to analyse the PGT results of the Student Experience Survey (SES) to help support us in the development of any recommendations for this cohort.

Objective 4: Review the Mums and Dads scheme to investigate what the right cause of action is - [In progress]

The ICU has run 'mums and dads' buddy scheme for a couple of years to support community cohesion and transition for first-year students ('children') by pairing them with current students on their course ('parents'). Owing to staffing changes within the ICU and a later timeline of activity, department societies ran the schemes independently. The purpose of this review is to investigate whether the scheme supports student academic attainment, continuation at the College, and mental health. Student consultations will occur in the next half a year, and I will update the result of the review in April 2022.

I have written the Project Initiation Document for this, which is attached to this report.

Objective 5: Enhance the Imperial experience for international students to ensure there is parity with home students - [Not yet started]

As an international student at Imperial, I know first-hand the challenges that my community faces, both in terms of their academic experience and also their ability to access College services effectively. I am working to develop a project plan to understand and lobby for improvements for this cohort. This may include plans to:

- Work with departments and the Union Advice Centre to understand issues which particularly impact international students (e.g. plagiarism).
- Work with the Careers Service to introduce a Careers fair featuring employers which sponsor international graduate visas.
- Work with International Student Support team and the Student Hub to ensure that support services are accessible and well signposted to international students.

Thanks for reading! If you have any questions, feel free to email me at dpe@ic.ac.uk or drop me a message on Teams:)

Purpose: To provide a review of the mums and dads buddy scheme service for students.

1. Introduction

Imperial College Union (ICU) has run a 'mums and dads' buddy scheme over a number of years. The scheme aims to support community cohesion and transition for first-year students ('children') into life at Imperial, by pairing them with current students on their course ('parents').

'Parents' can provide academic, social and signpost to pastoral support, as well as creating families with additional 'children' so that first years can benefit from peer support.

Currently, this scheme is run both centrally by ICU, as well as by department societies. This year, owing to staffing changes within the ICU and a later timeline of activity, department societies ran the schemes independently.

The review is a key objective on the manifesto of the Deputy President Education (DPE), and there is an interest in how the scheme supports student mental health, continuation at the College, and academic attainment.

2. Key Questions

- Is the scheme achieving its current aims of community cohesion and transitional support for students?
- Does the scheme support student mental health, as well as continuation and attainment?
- Is the scheme working operationally for parents and children, as well as department societies?
- Should the scheme be expanded to include more activity?

3. Timeline of review activity

The review will consist of a number of steps. Because the review is not time sensitive, there is a long timeline to allow for some flexibility

Activity	Lead	Date
Interview department presidents	DPE (with support from ICU staff team)	November-December 2021
Ask questions relating to the Mums and Dads scheme through the annual student experience survey (SES)	DPE, Deputy President Welfare (with support from the ICU staff team)	Feb 2022
Focus groups with students who have participated in the scheme	DPE (with support from the ICU staff team)	Feb 2022
Present findings to Union Council	DPE	April 2022
Implement any agreed changes for the next academic year	DPE (with support from the ICU staff team)	June 2022

4. Next steps

If the review is agreed upon, ICU will commence this review as soon as possible. If you would like to be involved in the review, please contact Daniel at dpeducation@imperial.ac.uk

Deputy President (Welfare) report to Union Council

Nathalie Podder

Updates:

- Attended three events during Welcome Week to offer welfare support to attendees, before falling ill and getting stuck at home for two weeks.
- Gave [written feedback](#) to College's Sexual Consent Training Working Group on three different consent training providers: Epigeum, Brooks (both the facilitator and student versions), and Marshall E-Learning. Met with Epigeum together with other members of the working group to discuss how it could be implemented in College.
- Asked for updates regarding the College's Disciplinary Working Group. Was promised that I would have involvement in it, but that it would take place on a time-frame that exceeds my current term.
- Submitted a paper to Union Council on the Union's response to College's disciplinary procedures.
- Asked for updates on the provision of free period products in female and gender neutral toilets around campus. Was told that there was overwhelming support from the AthenaSWAN and Women@Imperial groups to have it rolled out in a number of toilets across all departments (including the Union), rather than piloted in a single department.
- Had interviews with two journalists who published [articles](#) on the recent rise of spiking incidents across London.
- Met with the venues team to implement heightened safety and support measures in response to the recent rise in spiking incidents across London. Wrote a blog post about these measures, as well as what to do if you or someone you know suspects that they may have been spiked.
- Met with a task and finish group to draft a [tender document](#) for the recruitment of an EDI consultant that will lead the development of the Union's EDI strategy.
- Met with Malinda (Gender Equality Officer) and the Student Opportunities and Development team to agree on an action plan to roll out consent training to leaders of CSPs.
- Attended the BME network's screening of *Mangrove* for Black History Month. Participated in a lively intellectual discussion on it with students afterwards.

Upcoming:

- Supporting ICUsToo in their upcoming campaigns.
- Will begin drafting an Operational Procedures Policy for the Union's disciplinary procedures.
- Supporting the Disabilities Officer in his work on Disability Awareness Month.
- Supporting the Movember 2021 Campaign.
- A detailed analysis of the sexual misconduct survey.
- Will have a conversation with College on removing the lottery allocation system for bursary recipients entering halls of residence.
- Will work with the incoming Liberation and Campaigns coordinator to provide training on finance, budgeting, and project planning to the Liberation and Community Officers.
- Will provide training to the newly elected year welfare reps.
- Will begin drafting some survey and interview questions for Objectives 1 and 3 in collaboration with the incoming Policy and Research Officer.

Objectives:

Objective 1: Post-Pandemic Reintegration of the Imperial Community - [In progress]

I had a conversation with Lloyd about what our plan is for this joint objective. We agreed that Lloyd would take over the research piece, and that I would take over the implementation piece. The research will inform the implementation, which will take place after the report is published in Term 2. Following the recruitment of the Policy and Research Officer, we can start to draft some survey and interview questions.

Additionally, I reached out to one of my previous professors from the physics department to gather some reading material on complexity and networks; it certainly would be an interesting take on the research. We'll try not to make it too nerdy, but with two physicists working together on the project I'm afraid I won't be able to promise anything of the sort!

Objective 2: CSP Culture Review - [Not yet started]

I had originally intended to have begun drafting some survey and interview questions this month, but ended up falling sick for half of said month. Given that, I decided to prioritise my work on ensuring safety in the venues given the recent rise in spiking incidents across London.

Objective 3: Improving Safeguarding and Disciplinary Procedures - [In progress]

As mentioned in the updates, I spent a lot of time prioritising this objective this month. I met with the venues team to make a plan to improve our security and support measures in

response to the recent rise in spiking incidents across London. I also worked to raise awareness of this issue by writing a blog post and interviewing with two London journalists.

I consulted with the liberation and community officers, ICUsToo, GirlUp Imperial, and a few members of Union Council to write a paper detailing the Union's response to College's current student disciplinary policies. Many thanks to everyone who was involved and contributed; it's a very powerful piece of work, one that unifies our voices when presented to the College. Lloyd and I are planning to meet with legal expert who had also worked previously on Imperial College's disciplinary policies. If this paper gets approved, I plan to present it in our consultation with him. I am also planning to present it to the Student Experience Committee (co-chaired by Emma McCoy and me) along with a number of other College stakeholders.

Objective 4: Welfare Representation Network Review - [Not yet started]

Given everything else that I am doing which involves security, welfare, and inclusion in the Union, this happens to be one of my lower-priority objectives at the moment. I am looking to start work on this no earlier than term 2.

Objective 5: Developing the Union's EDI Strategy - [In progress]

Last month, I researched three different EDI consultancy groups and listed aspects of them that were positive and negative.

This month, I met with a task and finish group to deliberate on what EDI means to the Union, what our strengths and weaknesses are as an organisation, and identify our current roadblocks to inclusivity. Tom Flynn (staff co-lead) and I then amalgamated the group's responses to these questions and used them to draft a tender document which will be sent out to a number of EDI consultancy groups. Tom and I will then sit on an interview panel along with an external trustee and student trustee to evaluate which candidate will be the best fit to work on an EDI Strategy for the Union.

DPCS report to Union Council

India Marsden

Updates:

- **Welcome Week and Fair** We did it! Welcome Fair went well along with the whole week! It was very hectic and not without its issues but I hope it was good for everyone.
- **Interviews** I have been on the interview panel for several staff roles within the union - we are growing the team to ensure we can provide the best possible support. It's useful for me to give a potential CSP perspective, particularly for the roles I have been hiring for.
- **Staff Team** Working Closely with Connar and Sam, we have been developing the plan to expand the Activities team and thinking about what roles are required to support groups best. We are looking to recruit these later this calendar year.
- **Emails (and emails and emails and emails)** As a team, we are aware that we have not been on the ball when it comes to responding to emails. Lots of work is being done to try to respond to the emails currently in the inbox, and every member of the team is taking part in a dedicated hour a day to work on emails. As a team, we are also holding drop in sessions every day Monday to Thursday 2-4pm in person and online.
- **Processes** Part of the reason the emails are so much work, is that our processes are slow and tricky to deal with. We are starting to make changes to try to streamline issues, as well as we effectively use the team to do this. Some examples of these processes include (but are not limited to) Room Booking, Key Lists and Risk Assessments.
- **Enterprise Lab** The Enterprise Lab has created a Student Advisory Board to help ensure that they can provide the best services for students and CSPs. Certain groups have been asked to sit on this, and I am providing the Lab with details of student groups that are relevant to them. If you would like to be included and think you might not be, feel free to email! I also sit on the board to represent the union, so if you have issues or questions around it also feel free to contact me.
- **President's Community Fund** I am on the panel for the college's President's Community Fund, which aims to fund Capital Expenditure projects that improve the community at Imperial. We had a funding round in September that resulted in a couple applications being funded. The fund welcomes applications both from students and those co-created between staff and students, so if you are interested in making an application, I am happy to help!
- **Newsletters** The newsletters we regularly send out to CSP committee members have been going to spam (thanks college...). We are aware of this, and I have already contacted ICT but unsurprisingly they are not being helpful. We are looking at other ways of getting info out, watch this space.
- **CSP By-elections** The Autumn elections have happened and hopefully committees are looking a little bit more full now!
- **Graduation** I graduated last week! Feels a bit weird as I'm still going to be here literally every day.

Upcoming:

- Even more hiring!
- First Subcommittee Meetings
- Hopefully a chance to work on my objectives

Clubs, Societies and Projects Board (CSPB) Update:

- We have now approved new versions of the Activities Development Fund Policy, the New Activities Committee Policy and the Tour Policy, with minor changes.
- The Sports Exec Subcommittee Standing orders have been approved with no changes
- Subcommittees are elected. Tours committee is still looking for one more person so if you are a member of a CU or MG committee and are interested, let me know!

Objective Updates:

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

Currently, we are focusing on internal documentation so that the team can provide the best support, but aim to improve the student facing pages soon. In the meantime, the new daily drop in sessions (2-4pm, Mon-Thurs) can provide a way to find out more about a process and get help with any issues.

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

We are rapidly uncovering more and more processes that we didn't know about. The focus right now is making small changes that allow things to be processed quicker, as there is generally a significant backlog. Once this backlog is clear we will be more able to look towards new processes.

Objective 3: Imperial Athletes - [In Progress]

Imperial Athletes development plans and budgeting has been sent out, with funds making it to the accounts soon. Upcoming work to find out how well these plans work for clubs will be done with the sports sector over the course of this term.

Objective 4: Communication (Response Times) - [In Progress]

We have started the process of scoping out the requirements of a ticketing system. The aim is to keep it simple for now, in order to get it in place asap. Looking around the market for suitable off the shelf products will be happening in the next few weeks.

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

This objective still needs to be started.

Deputy President (Finance & Services) October report to Union Council

Sam Lee

Updates:

- Supported delivery of Welcome 2021, including a successful events program
- Shifted sponsorship contract signing to Student Opportunities & Development Manager
- Worked with India and the Opportunities & Development team to support on
- Made headway with Campus Services team in discussions around allergen labelling and food wastage
- Started work with other London Universities on delivery of the London Student Sustainability Conference 2022
- Initiated some delivery projects with India and Student Opportunities Team to improve processes (i.e. Ticketing system)
- Completed the Union Concert Hall Redevelopment Project
- Initiated the Summer Ball 2022 planning

Upcoming:

- The first Services & Sustainability Committee and first Events Committee
- Review of highlighted CSP processes
- Supporting cultural societies with their major events ran in term 2

Objectives:

Objective 1: Union Sustainability - [In progress]

We have spent the last few years lobbying the College on a sustainability agenda to improve their sustainability and their environmental impact. We have lobbied on these issues from a

very weak area, as we really are not sustainable. We need to improve our own sustainability and environmental impact, and this covers all things across all departments.

I have initiated a project around the ethics of the Union, and how this applies to all areas of the Union and will provide updates on how this projects goes.

As we have now moved out of Welcome 2021, I am working closely with our Director of Finance & Resources to focus on the improvement of our sustainability within our venues.

Objective 2: Developing a coherent lobbying agenda for Campus Services & Estates [Started] - Joint Objective with President

I have regular catch ups with the Director of Campus Services in College, to discuss a wide-variety of points, but to mainly allow me to raise any issues/ concerns/ improvements the Union would like to see made. I have raised the need for a clear, easily identifiable and unified approach to labelling of allergens across all College, Union and external outlets available to students on campus. We are currently creating an initial proposal of what this will look like, and I will be pulling together a working group of students to see how this initial proposal can be improved.

We have also identified the need to fully understand the need to equip students with the knowledge of how all College food is disposed of in a sustainable way.

This shows a clear improvement in our discussion and work with Campus Services, and gives us a good foundation to improve our future relationship and stand ourselves out as a key decision maker within this area.

Objective 3: CSP Systems and Processes [Started] - Joint Objective with DPCS

It has become clearer over the last few weeks how difficult and burdensome some of our processes can be. We have initiated reviews and projects into improvements of some of the weakest processes (i.e. Key Lists, email responses etc.) and are looking to provide a process that is most beneficial for our CSPs.

Sponsorship contract approval has now moved fully over the Student Opportunities & Development Manager in the interim period to enable the fastest response to these. If you have outstanding sponsorship contracts, please can they be emailed to c.walford@imperial.ac.uk.

Objective 4: Commercial Review - [Ongoing]

In the last academic year, the Board of Trustees instigated 5 reviews within the Union. One of the reviews was a Commercial Review, which was supposed to look at the offering we provided to students and ensure that offering is student-focused. This project is still in an early stage

and I want to focus on bringing our services back to basics and providing the events and services students want.

It is crucial we get this right, as our venues and shop are a major touch point for a large section of our student body.

Objective 5: Services & Sustainability Board [Started]

The Services & Sustainability Board (SSB) is a sub-committee of Union Council who are responsible for policy relating to internal sustainability, and for advising the DPFS on challenging the College on matters of sustainability. It is also where students input on our venues, shop, and facilities and can pass policy relating to these areas.

With thanks to Victoria, we have done some research into the policies required of this committee and have mostly planned an annual calendar of business, as well as reviewing outstanding policies held by the committee.

There is a working group formed of SSB which will be working on the creative planning behind some of our key events (including the Summer Ball), with meetings being initiated soon around these areas.

President Report to Union Council

Dr Lloyd T. James

Updates:

- Supported general Welcome efforts, including Welcome Fair and Welcome events provision
- Interviewed a range of students previously engaged with the GSU as part of the GSU Review
- Shaped the 'ICU Actions' which have come out of the Working Together Task Group. These include raising awareness of the President's Community Fund to students, co-designing with the College a process for students to raise feedback on Departmental culture, and developing a 'values/behaviour' stream of the Student Choice Awards
- Engaged in the College's Partnerships Working Group, which has been set up to outline the ethical/values-based requirements which have to be met for the College to engage in any kind of partnership (e.g. research or teaching)
- Advised on the development of the College's Estates Strategy, a presentation on which should be coming to Council later this month
- Initiated discussions on development of HR Policy / Guidance around student engagement in staff recruitment
- Analysed data from the PRES survey and computed Departmental breakdowns
- Hosted a visit of the College Council Chair, John Allen CBE, to the Union
- Delivered addresses at each Graduation Ceremony

Upcoming:

- Identification of 4-5 minor capital projects for ICU building improvements to go into College funding round
- Interviews for the Governance and Democracy Coordinator role
- Working with Nathalie on the Review of College and Union Disciplinary processes
- Managing communications around the History Group Report, and advising the College on student engagement with consequent decisions
- Potentially managing the fallout of the UCU ballot, e.g. by seeking Council's position on the proposed strike action
- Taking some annual leave (finally) from Nov 8-14

Objectives:

Objective 1: Reviewing our Offer to Postgraduates - [In progress]

Current progress: Following the completion of the PG Engagement Survey and focus groups, the GSU Review working group determined that more research was required before forming a set of recommendations, so the conclusion of this review has been pushed back to January. As well as interviewing former engaged GSU volunteers, we will be analysing existing data from eActivities, Student Experience Survey, eVoting etc to gain more information about current levels of PG engagement. Please refer to the relevant item included as a paper for discussion at this meeting for more details.

Objective 2: Reviewing our Democratic Structures - [In progress]

Current progress: A project plan outlining the delivery of this objective has been prepared and included as a paper for decision at this meeting.

Objective 3: Understanding Community Development - [Not yet started]

Current progress: Preliminary shaping of this project will likely come later in the term, with data gathering proceeding through Term 2.

Objective 4: Supporting Constituent Unions - [In progress]

Current progress: Continued to have semi-regular catch ups with CU Presidents, and provided ICU representation at CU events. Will soon be working with CU Presidents to identify where ICU staff support can assist in delivering their objectives for the year.

Objective 5: Developing a coherent lobbying agenda for Campus Services and Estates - [In progress]

Current progress: Continuing to engage regularly with senior stakeholders in Estates, including Neil Alford (Associate Provost - Academic Planning), and through attendance at College Council's Property Committee. Arranged for a presentation on the Estates Strategy to come to Union Council for input. Initiated project to map out key decision-makers and decision-making committees around estates decisions in the College.

Bonus:

As a test of how keenly Council members are reading Council papers: the first 3 Council members to send me an email acknowledging that you've read this bit of my report will win a chocolate bar, to be bestowed at Council. Please don't alert other Council members to this opportunity!

Updates on Board of Trustees Membership and Roles

Author: Dr Lloyd T James (President)

To Note

Deputy Chair Role

1. The Board of Trustees is the Union's most senior governing committee, with a focus on strategic, financial, and staffing matters.
2. The membership of the Board contains seats for up to five External Trustees, who are appointed to bring the requisite knowledge and expertise to the Board.
3. One of these External Trustees is the Chair of the Board, currently Jill Finney, whose chairship is due to expire at the end of the 2021/22 academic year.
4. The Bye Laws also provide optionally for an additional role of Deputy Chair, which has not been filled in recent years. The purpose of this role is to support the Chair.
5. To help provide some continuity after Jill Finney steps down, the Board has decided to appoint one of our External Trustees, Stephen Richardson, to be the Deputy Chair, with the understanding that Stephen will then be the likely candidate to succeed Jill in the role of Chair.

External Trustee Vacancy

1. We currently have one vacant External Trustee seat on the Board, following the end of Kate Owen's tenure in August.
2. The Union will soon begin a recruitment process, wherein the role will be advertised widely and applicants will be shortlisted and then interviewed. If the recruitment panel decides to make an appointment following this, that appointment will need to be ratified by Council.