

Date **Wednesday 11th December 2019**
 Time **9:30am**
 To **University Financial Users Group (FUG)**
 At **201 - Fadi Boustany Lecture Theatre, Judge Business School**

University Financial Users Group (FUG)

MINUTES

Robin Uttin welcomed attendees and asked for any newcomers to the meeting.

- Maxine Martin – McLellan; Procurement Advisor at the Fitzwilliam Museum
- Louise Platts - AFPA

1. Minutes of previous meeting 1st November 2019

- Approved and signed.

2. Actions from previous meeting

- **Report in detail**
 - In the upgrade to 12.1.3 it was decided that we would capture information in the sub ledgers in detail and also post in detail to the GL. If users do not want to see the full detail then a summary version of the report should be run instead
- **Miscoding of payroll** - how can we resolve it?
 - Recirculate matrix in the bulletin – Circulated in CUFS weekly bulletin No. 800 and available on the Finance Division website - https://www.finance.admin.cam.ac.uk/files/matrix_for_communication_with_overtime.pdf

3. Strategic Procurement Review

Helen Wain

- SPR is complete. It consisted of a number of World Café's, workshops, interviews and surveys across a variety of users
- Recap of the 3 carbon emissions scopes
 - 1: Direct - relates to our activities, facilities and company vehicles
 - 2: Indirect - activities that enable us to do what we need to do e.g. electricity
 - 3: Indirect upstream and downstream – suppliers fall into this category. Upstream are activities prior to what we need to do e.g. purchase goods. Downstream what we do afterwards e.g. use of sold products
- As part of the SPR, departments spend was analysed, the Procurement team will feed this back to departments
- As-is operating model does not reflect end-user needs and/or good procurement practice, but it does give us a starting point for moving forward
- 11 other organisations were used for benchmarking. ROSMA (Return on Supply Management Assets) 3rd party measure was utilised.

- The University ROSMA score is 1.7 and the leading organisation is 12, for Education establishments it usually ranges from 3.7 to 5.2. Four stages, Foundational, Developing, Maturing and Leading, benefits for each stage. The University needs to get to the development stage to be able to start analysing data.
- **You said – we did**
 - Delegated authority form, single clear process, clear down of retention documents, Procurement CUFS bulletin items for the last 12 months (see attached document) compiled into one email and distributed
 - Making archive information more accessible, search facilities on the Finance Division web pages more user friendly
 - Departments with colleagues who are MCIPS qualified, please let Procurement know who the colleagues are additional delegated authority for work can be given to increase the level you work to
 - Communicating who the system owners are in the Finance Division
- **What now – short term**
 - Key contacts who were involved in the review will receive feedback by end of Jan 2020, and the broader stakeholders March 2020
 - Terms of reference for the Procurement Strategy Group, which replaces the Purchasing Working Group
 - Rebuild the commodity working group.
- **Q:** Has the funding already been given approval for the actions to be progressed following the review?
A: June 2020 is the target date to secure funding

4. **Ourcambridge**

Stephen Kent-Taylor

- Submit other ideas online – <https://www.ourcambridge.admin.cam.ac.uk/submit-idea>, the web page has links to events and news
- Mailing lists - Finance Division have a number of mailing lists, looking to utilise a database and have the majority of them in one place and maintained centrally whilst accessible by the departments. Key contacts will get a link which advises who in their department receives what information
- Pay slips – paper ones will still be possible in exceptional circumstances. Promote the use of ESS
- AR Data cleanse – work has commenced and is in progress, removed 14,000 sites so far and more to follow
- As previously discussed, we are looking at bringing AR customers into line with AP supplier, but having the 'site' (address) visible across departments. This will make set up and maintenance easier, as well as reduce the number of set ups many departments will need to request.

5. **General Finance Matters**

Chris/Michelle/Stephen/Andrew

- **No CUFS access from 5pm 23rd Dec – 9am 2nd Jan** – staff can raise a manual PO if it is urgent, guidance and a link to the document was circulated in CUFS bulletin No 800
- **JAVA** – Standard level of versions across the University
- **2020 Half Year End** – extra 4 days have been given
- **2020 Year End** – commitment has been given to keep to the same number of working days between tasks / close dates, dates will be communicated. YE certificates will be electronic again. March 2020 YE dates for MRC will be extended by 2 days again.
 - Q: Can the year-end timetable include petty cash procedures
 - Q: If central tasks are completed late, please could departments be advised as it does impact their procedures

- **Unregulated travel services** - We don't recommend use of unregulated travel and accommodation services (such as Uber, Lyft, AirBnB) and the University's insurance policies may not fully cover travellers using these. However, we recognise use of these services may be unavoidable in some cases and the costs of these services for legitimate academic/business use will be reimbursed.
This also applied to other forms of temporary accommodation. Booking.com can be accessed via Key Travel (standard Key Travel service charge will be applied).
- **Subsistence rates** – now includes breakfast of £10. Full guidance will be issued ready for 1 January. New rate for a driver carrying car passengers (5p per passenger per mile - paid to the driver).
- **Cheque Payment review**
 - Reduce the number of cheques
 - Amending payment terms for suppliers that are on the end of Month + 30 days to Net 30 days (from date of invoice) Terms will be available on the website and contracts have already been updated to state 30 days
 - Need supplier contact details as the central team have to independently verify bank details but looking at a way to do this more efficiently. Because of this verification, initially the supplier would default to cheque payment, but where possible this will be Electronic straight away.
 - Switching unlimited individuals who provide a service to be a supplier with the type of sole trader, new guidance to be issued.
 - **Q:** Can an individual still be set up as an Individual > Other?
A: Yes
 - **Q:** Some suppliers have contacted the departments advising that they have received a call asking for bank detail clarification and whether the call is legitimate.
A: Independently verifying bank details of a supplier is best practice and advised by the banks and auditors.
 - **Q:** A retired academic who is no longer an employee is paid by cheque even though we already have their bank details, could this be changed to ensure that they remain as BACS in these scenarios?
Andrew to review.
- **Christmas Fraud** - £20 notes are being phased out in 2020 so please be vigilant when accepting. Fraudulent emails tend to become common in the lead up to Christmas, again be extra vigilant.

6. Action Points

- **Terms and Conditions on the PO** – need to be accessible externally and not behind Raven
- **Supplier record is changed from employee to individual** – could the payment method remain as BAC's as we already have their bank details, at the moment it is a cheque
- **Pay student maintenance by bacs** so why can't this information be used to pay them expense rather than giving them a cheque?
- **Timetable for when P11D's** and SRF's need to be submitted?

7. AOB

- None due to time

Presentations / Attachments



Attachment for FUG
Minutes 11 Dec 2016

Dates of next meetings

2020

Friday 24th January	Lecture Theatre, Sainsbury Laboratory
Wednesday 4th March	LT4, JBS
Friday 17th April	Pfizer Lecture Theatre, Chemistry
Wednesday 3rd June	Clifford Allbutt Lecture Theatre, CBC
Friday 10th July	Post Doc Centre, Eddington
Wednesday 23rd September	Pfizer Lecture Theatre, Chemistry
Friday 6th November	Isaac Newton Institute
Wednesday 9th December	Post Doc Centre, Eddington

Attendees	Department	Attend SPR event
Robin Uttin	Finance Division	
Chris Patten	Finance Division	
Michelle Bond	Finance Division	
Stephen Kent-Taylor	Finance Division	y
Andrew Weatherley	Finance Division	
Becky Darlow	Finance Division	
Sri Aitken	ROO	
Tanya Romyn	Finance Division	y
John Galvin	Finance Division	
Louise Platts	AFPA	
Hania Biernacka	Music	
Bernie Parsons	Finance Division	
Nadiya Yefimova	CRASSH	
Andy Measor	MRC – CU	
Tracey Theobald-Greaves	Pharmacology	
Christine Molton	Translational Research Hub	
Gosia Gurtekin	Education	
Sophie Stock	NIHR Bioresource	
Kylie Birch	Vet School	y
Gina Arnold	Vet School	y
Sandy Norton	Biochemistry	y
Sigita Siliunaite	CJBS	y
Nathan Doherty	CJBS	
Chris Wu	English and Philosophy	
Andrea Wadeson	MRC BSU	
Marisella Moreno	Leverhulme Centre for Future of Intelligence	
Will Clark	Oncology	

Ali Stellings	CJBS	y
Amanda Green	Finance Division	
Ged Verbauskas	CJBS	
Joel Brand	SPS	
Michael Dunn	SHSS	
Jon Slater	Criminology	
Lee Fountain	Estate Management	
Luke Beattie	Estate Management	y
Agata Fehramm	CISL	y
Jane Batten	CISL	y
Emma Crompton	ICE	
Jian Li	Oncology	
Theresa Daly	Investment Office	
Matt McAuslnad	Medicine	y
Mel Turner	University Library	y
Liz Irvine	Fitzwilliam Museum	
Maxine Martin – McLellan	Fitzwilliam Museum	
Derek Martin	DMSM	y
Clare Thrower	DMSM	y
Rebecca Stamford	DMSM	y
Mike Sinclair	Finance Division	
Annie Baxter	CRUK CI	y
Julia Nicholson	INI	
Ann Searle	Chemistry	y
Jo Kibble	Physics	
Victoria White	CBU	
Anice Norman	MRC Epid	
Catherine Bentham	Finance Division	
Christine Rogerson	Finance Division	
Julie Blackwell	Earth Science	
Niall Taylor	Physics	y
Mark Housden	Engineering	
Lin Cheng	Finance Division	
Joseph Worth	MRC CBU	y