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|  | Minutes |
| Finance Division |

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| Date |  | **Friday 19th July 2019** |
| Time |  | **9:30am** |
| To |  | **University Financial Users Group (FUG)** |
| At |  | **Sanders Room, Post-Doctoral Centre, Eddington** |
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**University Financial Users Group (FUG)**

Opening of meeting and initial remarks:

Robin Uttin opened the meeting and welcomed new attendees:-

Geoffrey Gradon – UIS

Tony Langley – CBU

Jo Kimble – Physics

A new interim Head of Tax will start on Monday 22nd July; Mark Dyson.

MINUTES

1. Minutes of previous meeting 5th June 2019

* Approved and signed.

1. **Actions from previous meeting** 
   * Helpdesk contacts – please can they be at the top of the page on the website **Action -** Complete
   * IPO - supplier wants us to pay bank charges and if don't they add $20 to next invoice. **Action –**Complete
   * Telephone data fails on Research grants and goes to suspense. **Action** – Departments are submitting incorrect data which includes closed awards and tasks which is causing the data to fail.
2. **Waste Reduction Initiatives** (presentation attached)  **Peter Lumb**

* **Targets** – zero non-hazardous waste to land fill by 2020.
  + The University generate over 10,000 tonnes of waste each year at a cost of £1.4m
* **Global Challenges** – only 9% of plastics are recycled. Every 1kg of plastic created emits 568g of CO2. For 1kg of clothing, 22kg of carbon is generated.
  + Move to a circular economy – we keep resources in use for as long as possible instead of ‘make, use, dispose’
* **WarpIt** – Financial regulations (section 18.6) state we should find goods within the University first before looking to purchase goods and services.
  + The volume of users has increased and so far saved over £175,000
  + You can create an account here - [www.warp-it.co.uk/cambridgeuni/](https://www.warp-it.co.uk/cambridgeuni/)
* **UniGreen Scheme** – facilitates the sale of surplus items and a rebate goes back to the department
* **Ideas for Waste reduction** – re-use envelopes, duplex printing, tap water rather than bottled, recycled paper, crisp packet recycling
  + Website ‘Recycling & waste A to Z - www.environment.admin.cam.ac.uk/recyclingAtoZ

1. **Finance Business Transformation Programme** (presentation attached) **John Galvin**

* **Scope** –managed, co-ordinated programme that consists of multiple projects
  + Over 70% of users are outside of the Finance Division
* **Objectives** – identify the importance, must meet the vision to become part of the Programme. Communication is critical.
  + Identify and address gaps, improve processes. Not systems lead but this will play a key part.
* **Governance** – the Programme team will provide communication and co-ordination
  + The commissioning board is a selected group who will decide what the Programme delivers
* **Discovery Phase** – will span across the University and is a very important stage which will help to identify the future business needs and understand the current issues faced by academics and support staff.
* **Current projects** – The following projects are currently part of the Finance Business Transformation Programme:-
  + CUFS Upgrade – this is contingency if a replacement is not achievable prior to end 2021
  + Expense Management System
  + Group Consolidation System
  + Strategic Procurement Review

1. **Strategic Procurement Review** (presentation attached) **Helen Wain**

* **Scope** - Procurement and purchasing review across top 15 departments by spend and 10 departments by invitation.
  + Items to include are: processes, systems, governance, culture and behaviour
* **Objectives** – There are eight objectives focussed around key areas. If there is something not covered then review the contacts and let them know your thoughts.
* **Phases** – the first phase is data gathering and is now closed. PA Consulting will be on site and reviewing and benchmarking the data over the next 14 weeks.
  + Online survey to be issued, open for a month for all users in the selected departments. This will be followed by World Cafes (getting information from different groups quickly)
  + Workshops will follow the World Cafes and the final phase will be face to face interviews.
* **Results** – feed into SPROG and then into the Programme Board and Procurement Strategy Group.

1. **Training** (presentation attached) **Karen Sheldon**

* **Insurance** – portal is now live. Reminder that the two systems are running in parallel. No accidental damage for mobile devices or laptops but they are covered for theft.
* **Modern Slavery Act** – online course will be available w/c 22nd July. This is a requirement for certain categories of users.
  + Bursting of compliant training will include MSA in the future
* **AAT** – Level 3 and 4 to be hosted by First tuition.

1. Ourcambridge (presentation attached) Stephen Kent-Taylor
   * Changes to UDA (interest paid on uninvested deposits) – process is still being reviewed, will update at a future FUG.
   * Bacs list – Finance Division will soon start to receipt some items centrally (where it is clear which invoice a receipt relates to) and notify the department.  Suggestion from Department to have a template to claim items. This will be attached to the GBP BACS file going forward, and asks for the receipt number – a key item.
   * IPO’s – workshop held last week to look at processes. Some small changes we can implement quickly to improve the process, and other larger changes we are looking at. Review of process and data indicates IPOs processed through Shared Services are paid more quickly, an improvement that has arisen fairly recently and seems to be a result of changes Shared Services and Cashiers have made to the way they work together. Additionally, improvements in Cashiers section processes in the last year have already improved payment times, and we’re looking to keep the improvements coming
2. General Finance Matters (presentation attached) Chris Patten

* **Expenses** - A policy review will be underway shortly so if you have any thoughts then please feed them back.
* **Year-end seminars** - now completed and bulletin will update details of deadlines
* **Barclaycards** - are being re-issued. Pin centric device for online payments. 45 days to swap from the old to the new.

1. AOB Robin Uttin

* Hierarchy of Finance Division – please can there be a chart to show the different projects and team structures to enable us to see where queries should go?
  + The Finance Division handbook will be published shortly
  + The Finance Business Transformation Programme is in the process of recruiting a Communication Manager and a website will link to Finance

Presentation



Dates of next meetings

**2019 Venue and notes**

Wednesday 25th September Sainsbury Lab Lecture Theatre

Friday 1st November Post Doc Centre, Eddington

Wednesday 11th December 201 - Fadi Boustany Lecture Theatre, Judge Business School

**Attendees**

Robin Uttin Finance Division

Chris Patten Finance Division

Michelle Bond Finance Division

Stephen Kent-Taylor Finance Division

Douglas Youngson UIS

Sri Aitken ROO

Andy Measor MRC – CU

Katie Fanstone Medical Library

Sue Leatherbarrow Astronomy

David Savidge Astronomy

Julie Blackwell Earth Sciences

Samantha Hetzis CSCI and Haematology

Omar Kaikati Finance Division

Ashleigh Eccles Finance Division

Luke Bovill Finance Division

Sam Thake Finance Division

Katie Butler Finance Division

Elmarie Tambellini PHPC

Alicia D’Alton Pharmacology

Tracey Theobald-Greaves Pharmacology

Sophie Stock NIHR Bio Resource

Annie Baxter CRUK CI

Julia Nicholson INI

Will Clark Oncology

John Galvin Finance Division

Vladka Mikulski Finance Division

James Webb Finance Division

Gillian Burrows Finance Division

Peter Benie Engineering

Ann Searle Chemistry

Yanying Chen MRC BSU

Gosia Gurtekin Faculty of Education

Dan Greenfield School of Technology

Dawn Foulser Langford Psychiatry

Sandy Norton Biochemistry

Louise Luke Finance Division

Lucy Harney Finance Division

Diane Gaskin Finance Division

Claire Ebanks HSPS

Claire Cahill Arts & Humanities

Ben Green CEB

Garry Browne Finance Division

Abdul Khalique Finance Division

Geoffrey Gradon UIS

Joe Worth MRC CBU

Tony Langley MRC CBU

Stephanie Clare Sports Service

Andria Laws Hamilton Kerr Institute

Niall Taylor Physics

Yasmiena Jones Geography

Peter Lumb Estate Management

Howard Jones Chemistry

Sue Burnham DAMTP

Taryn Miller PHPC

Ricard Davey Criminology

Sharmaine Anthony Public Health

Helen Wain Finance Division

Helen Stuckey Finance Division

Trish Coby MRC Epid

Luke Ashby PHPC

Gihah Rupaningal SSC

Donna Faux Engineering

Mark Housden Engineering

May Tu CDBB

Luke Beattie Estate Management

Lee Fountain Estate Management

Lorraine Dann Material Science & Metallurgy

Rebecca Stamford Material Science & Metallurgy

Kay Zavareh Institute for Sustainability Leadership

Michael Atkins CUDAR

Irina Scurtu ROO

Farhana Ghelani Investment Office

Dave Sizer Finance Division

Michael Dunn Finance Division

Jo Kibble Physics

Jian Yuan Physics

Anice Norman MRC Epid

Inga Skeberdyte OPdA

Ali Stellings CJBS

Joel Brand SPS

Mike Sinclair Finance Division

Robert Williams Clinical School

Karen Sheldon Finance Division

Chris Butler ICE

**Apologies:**

Gina Arnold