University Financial User Group (FUG)

Opening of meeting and initial remarks:

Robin Uttin opened the meeting and welcomed new attendees to the meeting

- Elaine Mortimer – Pro Vice Chancellors Office

Also mentioned:
- Gill Armstrong – Head of Insurance is retiring

MINUTES

1. Minutes of previous meeting 25th January 2019
   - Approved and signed.

2. Actions from previous meeting
   - If a supplier has been made inactive part way through the process, could the purchase order or invoice be attached to the reactivation as proof?
     - Continuing to review the process, copy of invoice / PO is acceptable to have the supplier reactivated. Action now closed.
   - How do we deal with suppliers that are abroad? – MSA Question - AW (Andrew Weatherley)
     - Consulted with our legal advisors and the working group, taking a risk approach to these overseas suppliers. We are already reviewing their own policy documents for acceptance where they have these in place. Action now closed.
   - Supplier number to be made available on the framework agreement web pages/spreadsheet
     - In the process of being implemented
   - P11D query – If an individual is based in more than one department, how is the expenditure recorded and should there be consolidation by Finance division if claiming from different Departments?
     - The P11D query has been addressed in revised guidance for the P11D return
   - Email Address on PO’s – This is work in progress and further information will be provided in due course
     - Covered in Finance System Update

3. OurCambridge (presentation attached) 
   - Caroline Edmonds
   - Who are Professional staff – If your name is on a Research paper you are not professional staff
     - Variety of grades, job titles, areas; we need to get end to end perspective and not treat things in isolation.
   - Progress – Over 750 ideas submitted so far. Not closed to ideas so if you think of anything then please let us know.
• **What’s important** - working from home, remove paper, processes wanting to be consistent and persuade academics to change, establish a change framework
  o CHRIS can be used to book leave
• **Next steps** - consolidate ideas, communicate, ideas feed into larger projects. Have Ourcam stamp of approval.
  o Quick wins but individual feels no senior backing - hence why we have academics on board in the governance
• **Ideas** - Stamp online approval (digital signature)
  o Process created by dept and could be best solution but need to know.
  o Customer setup to be centralised and mandated
• Risk is open so best to try and fail than not try at all. Be brave!

**Q and A**
- Why printing 1500 payslips when they are available online?
- Dept. want consistency but heads and academics see regulations as guidelines and not enforceable
- Can you publish a Newsletter to say what Depts. have done or what changes others have made to inspire others?

4. **Finance System Update** (presentation attached)  
   **Jo Hall**
   - **Chart of Account data cleansing** - Trying to reduce the number of codes. Will be sending lists out to the relevant departments to confirm that the codes can be deactivated.
   - **Phase 2 of Supplier database** (SSR) - work to be carried out soon, volunteers required for testing. Anyone wanting to volunteer please contact Rebecca.Darlow@admin.cam.ac.uk
   - **Email address on PO’s** – UAT w/c 11th March and go LIVE shortly after – request that departments use this functionality – any changes send to Helpdesk
   - **Audit** – The six monthly audit report can be requested at any time. Please contact the Helpdesk to request this.

5. **General Finance Matters** (presentation attached)  
   **Chris Patten and Stephen Kent-Taylor**
   - **Procurement update**
     o Brexit – Spending time liaising with suppliers to assess their plans
     o Stakeholder engagement – CUFFS Supplier numbers added to framework should be complete in next 6 weeks
     o Purchasing Working Groups – plan to be resurrected in the next few weeks
     o Marketplace – under scrutiny so please give any feedback regarding suppliers, ideas, service etc and send to Procurement.Services.enquiries@admin.cam.ac.uk
   - **Internal Trading Invoices** – are now being burst to contacts submitted. There is no need to print the invoices and post to the customer now.
     o A list detailing the key contacts that the invoices are sent to will be published so any attachments can go to the same contact
   - **TES invoices** – will also be burst and now receive one email per worker with a line per week worked. This will remove the need to pass one invoice around for various sign offs.

6. **AOB**  
   **Robin Uttin**
   - What responsibility is available for amending SSF entered invoices?
   - Can we have better communication?
• Do all Doctor Surgeries need MSA sign off? Andrew Weatherley has emailed Department directly and will follow up with them.
• Scanned invoices have stopped. The pilot showed that this was not scalable and would need further resource. This should be a requirement for the new finance system.

Presentation

FUG presentation 6  Mar 19.pptx
OurCambridge  March 2019.pptx

Dates of next meetings

<table>
<thead>
<tr>
<th>2019</th>
<th>Venue and notes</th>
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<tr>
<td>Friday 26th April</td>
<td>Wolfson Lecture Theatre, Chemistry</td>
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<tr>
<td>Wednesday 5th June</td>
<td>Clifford Allbutt Theatre, Addenbrookes</td>
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<tr>
<td>Friday 19th July</td>
<td>Post Doc Centre, Eddington</td>
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<tr>
<td>Wednesday 25th September</td>
<td>Sainsbury Lab Lecture Theatre</td>
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<tr>
<td>Friday 1st November</td>
<td>Post Doc Centre, Eddington</td>
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<tr>
<td>Wednesday 11th December</td>
<td>201 - Fadi Boustany Lecture Theatre, Judge Business School</td>
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Attendees

Robin Uttin                  Finance Division
Chris Patten                 Finance Division
Andrew Weatherley            Finance Division
Michelle Bond                Finance Division
Stephen Kent-Taylor          Finance Division
Vladka Mikulski              Finance Division
Yanying Chen                 MRC BSU
Douglas Youngson             UIS
Elmarie Tambellini           PHPC
Jo Hall                      Finance Division
Becky Darlow                Finance Division
Victoria White               MRC-CBU
Joe Worth                    MRC-CBU
Michael Atkins               CUDAR
Claire Cahill                SAH
Anice Norman                 MRC-Epid
Maria Pearman                SPRI
Elizabeta Moss              Finance Division
Catherine Bentham            Finance Division
Dan Ford-Barnes              Finance Division
Elaine Mortimer              PVCO
Anouska Arthur               CUBG
Ben Green                    Chem Eng and Biotech
Irina James                  MRC MBU
Sara Hajnassiri              ROO
Peter Hewitt                 Finance Division
Aniko Pechenyuk  Finance Division
Robert Williams  Clinical School
Dominic Drane  Psychiatry
May Tu  COBB
Alex Charter  NWCD
Derek Martin  DMSM
Rebecca Stamford  MS & M
Lee Fountain  Estate Management
Kerry Wallis  Fitzwilliam Museum
Luke Beattie  Estate Management
Marisela Moreno  Centre for Future of Intelligence
Sophie Stock  NIHR Bio Resource
Michael Dunn  SBS
Sue Burnham  DAMTP
Stephanie Clare  Sports Service
Annie Baxter  CRUK CI
Andria Laws  Hamilton Kerr Institute
Heather Twinn  Finance Division
Jen Waterfield  Finance Division
Murray Papworth  Finance Division

Apologies:
Gina Arnold
Kylie Birch