



UNIVERSITY OF CAMBRIDGE

Finance Division

Date **Wednesday 27th September 2017**
 Time **9:30am**
 To **University Financial Users Group (FUG)**
 At **Unilever Lecture Theatre, Department of Chemistry**

University Financial Users Group (FUG)

Opening of meeting and initial remarks:

Andrew Reid opened the meeting and welcomed new attendees:

- Helen Wain, Head of Procurement

To Note

- Joanna Walmsley recently appointed as the Interim Finance Manager to the School of Technology, with previous experience from Heriot Watt University- Edinburgh as a Finance Manager to the School of Energy, Geoscience, Infrastructure and Society. We look forward to welcoming Joanna at a future FUG.

MINUTES

- 1. Minutes of last meeting 14th July**
 - Approved and signed.
- 2. Matters arising**
 - Year-end certificates are due by 29th September
- 3. Computer Emergency Response Team (presentation attached) Kieren Lovell- Guest speaker**
 - Password guidance has changed, a policy is currently being drafted within the University. 3 long words or a phrase should be used that can be remembered easily without needing to write down or change the password.
 - University systems are currently being updated to enable users to change passwords according to the new password criteria.
 - Standard 8 character passwords with numbers and letters are easily compromised.
 - To check how secure a password is please see <https://howsecureismypassword.net/>
 - Turn PC's off at the end of each day. This means that if there is a virus/compromise on the PC, then it stops running when it has been turned off. When PCs are turned on again, any software updates will be applied which can halt a virus.
 - Spammers target Universities all the time but also at particular vulnerable points in the year when staff are busy, e.g. Friday afternoons, end of term or end of financial year.
 - Use the website <https://haveibeenpwned.com/> which provides an indication if there has been a data breach.
 - Send any suspicious emails/activity to cert@cam.ac.uk particularly if emails appear targeted.

Questions raised:

Catherine Bentham: Attempted to change password recently but was unable to do so according to the new criteria.

- The University is working on this so that all systems adhere to the new policy that is being drafted.

Annie Baxter: Clarification as to whether a password management system is endorsed?



- Yes, management systems/apps can be a good way to keep track of passwords, Last Pass is a good provision <https://www.lastpass.com/>

Stephanie Clare: Will the policy be changed in the University?

- Further clarification that the policy is being drafted and will be changed. Awareness of the need to change the policy has built momentum over recent months.

Jade Tran: Suggestion to alter terminology from 'password' to 'passphrase'.

- Affirmed that this is in line with the draft policy

Catherine Bentham: Clarification as to whether a password should include spaces or dashes

- Whatever works for the individual to be able to remember the password. More guidance will be provided within the policy.

Irina James: Clarification- use of personal passwords

- Whatever works for the individual to be able to remember the password. More guidance will be provided within the policy.

Catherine Bentham: What does it mean if an email account has been compromised?

- May receive spam or send spam to contacts, may provide access to contacts/calendar within email. This depends on the type of compromise.

4. Financial Systems (presentation attached)

Jo Hall

- **PO Format:** New format has been live since 12th September. A Purchasing User Group will be put in place to inform future changes and development.
Clarification: Annie Baxter- profile set up and information appearing on PO.
If a profile is set up including contact details, e.g. phone number, fax number, email address then this will populate on PO. If this information is missing the PO contact information will not populate.
- **Live Catalogue order issue:** Error with contact details recorded on PO transmitted by Science Warehouse to the supplier. Work in progress.
- **Salary drill down:** Functionality will go live on 3rd October. Request if users are happy the responsibility of Grants Administrator will have access to salary drill down, to respond to Jo Hall after FUG. Request if users need access to salary drill down in General Ledger, and if so, who should have access, to respond to Jo Hall after FUG- jo.hall@admin.cam.ac.uk
- **eInvoicing expansion:** Increasing electronic invoicing via various methods.
- **Online supplier form:** To be redeveloped. Focus on current state then requirements will be reviewed to release an updated version of the supplier form.
- **Updated University password policy:** Covered previously by Kieren Lovell (see item 3). Policy to reflect use of three random words or a phrase with minimum character limits.
- **RG Numbers- new sequence:** New sequence will be advanced over the coming months as we have nearly used all RG numbers in the current sequence. Work commencing by Dawn Edwards and Research Office.
- **Reporting User Groups:** Please contact Paul Humphreys on paul.humphreys@admin.cam.ac.uk if you are interested in getting involved in the new reporting user groups.
- **Payment of external expenses by BACS:** Solution identified, pilot expected in October to be rolled out shortly after.
- **CUFS critical patching:** More information to follow but expected to commence November 2017 – January 2018.
- **Bank sort code changes:** Change occurs weekend of 20th, 21st January 2018. A year for cutover to allow for transition. Working group in progress to address system changes.
- **Invoice scanning project:** In progress, more information to follow.

5. **General Finance Matters**

Chris Patten and Stephen Kent-Taylor

- **First steps in Procurement Training:** The start date has been pushed back to Dec 17 to provide opportunity to include any new starters and for those where the original dates were problematic. Ideal for stores personnel and others involved with making purchases on behalf others. For more details please contact finance.training@admin.cam.ac.uk for queries.
- **Criminal Finances Act 2017:** Comes into force on 30th Sept 2017. This introduces the offence of failing to prevent our representatives from committing criminal facilitation of tax evasion. More details/training will come out shortly. This will be incorporated on the Bribery Course which is currently being updated.
- **Increased subsistence rates:** An increase to the rates has been approved. The new rates are on the Finance Division's website (<https://www.finance.admin.cam.ac.uk/finance-staff/accounts-payable/expense-claims/subsistence-rates>)
- **External auditor department selection:** Auditors have selected departments. All necessary parties will be made aware of departments chosen.

6. **AOB**

Sam Skehel: Communication required on excluded countries. Action required from Chris Patten.

Jade Tran: Use of Air BnB.

Post meeting clarification- Airbnb use: Official response obtained from the Head of Insurance- Gillian Armstrong;

The University has a legal duty of care to ensure the safety of its members whilst on University business this extends to individuals in positions of responsibility. The University or the responsible individual may be found to be negligent should a University member be injured or killed whilst staying in unsuitable accommodation which has been arranged by the University. The risk management measures taken by the Safety Office is to advise that the University should not use Airbnb for University related travel.

From a travel insurance perspective there is a condition under the policy that the University and the individual travellers must take reasonable care to avoid injury or loss and must mitigate the extent of the loss.

Any claims relating directly to the use of Airbnb properties or bookings are unlikely to be covered by the insurance.

Two actual examples of claims made by members of the University which were not covered are:

1. Money or possessions stolen from unsecured accommodation.
2. Costs of alternative accommodation due to Airbnb booking cancellations or providing unsuitable accommodation.

With regards to medical emergency claims, there have been two serious incidents reported in the press, a carbon monoxide poisoning and a tree falling on a person's head both resulted in death of an individual whilst staying at Airbnb properties. Whilst the University's insurer would always assist a University traveller in obtaining medical or other emergency assistance, these types of incidents are caused by substandard accommodation provided by a company known to provide unregulated accommodation. Any person making a booking or taking the trip against the University's Safety policy should be aware that Airbnb should not be used. Airbnb do not exercise reasonable care in ensuring the safety of the traveller. Medical costs or repatriation of the person or their remains in circumstances such as these would not be met by the insurance policy, the costs not covered by insurance would be passed to the University department.

Any topics that people want to see covered at a future FUG please email Robin.Uttin@admin.cam.ac.uk

Dates of next meetings – held at Todd-Hamied Room, Department of Chemistry starting at 9.30am unless stated otherwise

2017

Friday 3 November
Wednesday 13 December

Notes

Presentations:

The following presentations covers items 3 & 4



FUG 27.09.17 Cyber School.pdf



FUG Presentation 27.09.17.pdf

Attendees

Andrew Reid	Finance Division
Robin Uttin	Finance Division
Catherine Bentham	Finance Division
Annie Baxter	CRUK
Anouska Arthur	Botanic Garden
Stephen Kent-Taylor	Finance Division
Jade Tran	Engineering
Chris Patten	Finance Division
Stef James	Finance Division
Becky Darlow	Finance Division
Jo Hall	Finance Division
Paul Zuppinger	Finance Division
Bernie Parsons	Finance Division
Sam Thake	Finance Division
Helen Maffin	Finance Division
Helen Wain	Finance Division
Louise Luke	Finance Division
Sam Thake	Finance Division
Luke Bovill	PHPC
Matt McAusland	MRC-CU
Pilar Lacuna	Finance Division
Tanya Romyn	Finance Division
Angela Cattermole	Arts and Humanities
Irina James	MRC MBU
Mark Chaldecott	Clinical Biochemistry
Debbie Canham	Biochemistry
Kay Zavareh	Institute of Sustainability
Andria Laws	Hamilton Kerr Institute
Julie Blackwell	Earth Sciences



UNIVERSITY OF CAMBRIDGE

Finance Division

Mike Webster	Haematology
David Cramp	Physics
Andrea Wadeson	MRC BSU
Stephanie Clare	Sports Service
Camila Hernandez	Office of Postdoctoral Affairs
S Moore	Finance Division
Elizabeta Moss	Finance Division
Richard Stuckey	ICE
Julia Nicholson	INI
Samantha Skehel	INI
Theresa Daly	Investment Office
Ann Searle	Chemistry
Michanne Haynes-Prempeh	Research Operations Office

Apologies

Lara Gisborne	Disability Resource Centre
Christine Molton	Dept of Medicine
Elaine Mortimer	Vice-Chancellor's Office

**The attendance list may not have been circulated around the room so some individuals may be missing from this list, apologies if this is the case.*