



# UNIVERSITY OF CAMBRIDGE

Finance Division

Date **Friday 3<sup>rd</sup> November 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:

- Joseph Worth, MRC CBU
- Victoria White, MRC CBU

### To Note

- Password changes are imminent. Awaiting on UIS to update the website for the new policy and this will then be referenced and implemented in CUFS. Communications will be issued stating that the 'passphrase' must be 15 characters long and will not expire.
- Criminal Finances Act 2017: Came into force on 30th Sept 2017. This introduces the offence of failing to prevent our representatives from committing criminal facilitation of tax evasion.

### MINUTES

#### 1. Minutes of last meeting 27<sup>th</sup> Sep

- Approved and signed.

#### 2. Actions from last meeting

- Communication required on excluded countries – addressed in General Finance presentation
- Use of Air BnB – Please do not use. See follow-up note attached to previous minutes.

#### 3. HR - People Strategy (presentation attached)

**Suzanne Fowler**

- HR consists of 126 staff and offer a range of services to departments and staff from recruitments, support, training, reward and retirement. In the last year HR was provided 409 courses to over 11,000 staff, opened two new post-doc centres and dealt with 49,000 web recruitment applications. Cambens discounts have saved employees over £318,000
- **People strategy** - has been developed to set focus and direction for the future, in consultation with departments and sets goals for the next five years. The strategy is broken down into four areas.
- **Recruitment and Retention** – Attract and retain the best talent. The appointments procedure for academic staff has been reviewed and academic related is next. Provide recruitment essentials training and developed further particulars. International employment framework for employing staff overseas including risk assessment.
- **Talent Management** – Personal and professional development to all staff to enhance their contribution to the University and help to fulfil their own potential. Streamline the career paths. Develop the Centre for Teaching and Learning and expand the on demand training to make it easier and more accessible for staff to learn. Explore ways to use the apprentice levy to fill skill gaps.
- **Reward** – Reward fairly and competitively to retain all staff. Become responsive and transparent in pay. Develop a benefit and reward strategy. Address the gender pay gap where female staff earn, on



average, 20% less than their male counterpart. Develop housing initiatives and expand the shared equity scheme. Improve job evaluation scheme and ensure the grading structure is fit for purpose. Ensure the wellbeing benefits are improve and communicated effectively.

- **Thriving and Inclusive community** – Actively promote health and wellbeing so feel valued <https://www.hr.admin.cam.ac.uk/hr-services/wellbeing>. Focus on mental health awareness. Recruited 70 wellbeing advocates and the annual festival of wellbeing will hold 11 events.
- **Further projects** – Equality and diversity – race equality charter is being applied for. New nursery opening in NW Cambridge. Unconscious bias training needs more uptake.
- **Breaking the Silence launched 24<sup>th</sup> October** - Target for sexual misconduct and harassment. Provides a toolkit for change in departments.
- **Finally** – Need to be able to evaluate the impact and success of projects. HR needs the support of staff and institutions. The 12 month plan will be launched on the website. <https://www.hr.admin.cam.ac.uk/people-strategy>

### Questions raised:

Q - The HR team seem to be very female dominated is this common in the sector?

A – Yes the sector is female dominant but there is a gender balance in Cambridge on committees.

Q - The wellbeing sessions were very popular, will they be repeated

A – Yes

Q – What is meant by ways to use the apprenticeship levy?

A – Sue Pandy and David Peat are engaging with staff at all levels. We need to spend money to make money and this is a costly challenge. There is a timeline by which we can spend the money.

Q – Can it be reviewed if University staff can enrol their children in the NW Cambridge School as this would enable staff to work more hours?

A – This will be taken to the Childcare Committee

#### 4. Financial Systems (presentation attached)

Jo Hall

- **Online password reset** – This is now available in CUFS from 17<sup>th</sup> October. Ability to reset your password out of hours. The helpdesk can still be contacted to do this if required.
  - **Action** – Check with UIS regarding remote access and password reset – **Jo Hall**
- **eInvoicing expansion:** Wolf Labs went LIVE on 1<sup>st</sup> November. Departments will no longer receive manual invoices if the PO was raised in Science Warehouse. There are up to 30 suppliers planned to be on eInvoicing in the next six months promoting efficiency in processing.
- **Reporting User Groups:** A good response has been received thank you. The groups will manage requests for report changes and new reports. The School group met this week and the Departmental group will be established later this month. Please contact [paul.humphreys@admin.cam.ac.uk](mailto:paul.humphreys@admin.cam.ac.uk) if you are interested in getting involved in the new reporting user groups.
- **CUFS critical patching:** Patching plan is now established and it is expected downtime will be from Friday 2<sup>nd</sup> February at 5pm and restored on Monday 5<sup>th</sup> February at 9am. There are changes to Java which will be communicated in due course.

#### 5. General Finance Matters

Chris Patten, Stephen Kent-Taylor and Karen Sheldon

- **Thank you** – to all Departments for their timely help in the financial year end exercise.
- **Export Control and sanctions** – There is a policy for trading overseas which can be found at <https://www.research-operations.admin.cam.ac.uk/policies/export-control> Before dealing with any sanctioned countries please check as it is difficult to make and receive payments from them.
- **AR Customer setup** – Please consider using the central service for AR customer set ups. Departments are able to set up their own departments, if the users have had the required training, but we are



finding duplicate customers being set up which cause numerous issues with billing and data quality. If you're setting up a customer please check first that the customer doesn't already exist in AR. If it does you can add a site to it for your department's use (Credit Control can advise on this if you need help searching or setting up a site). You can book onto AR training, or contact the Finance Division's Credit Control team who can set the customer up on your behalf.

- **Bribery Act training – volunteers required** – This has been redeveloped and ready for a second round of testing and we need volunteers the 1<sup>st</sup> week of December. Please contact [Karen.Sheldon@admin.cam.ac.uk](mailto:Karen.Sheldon@admin.cam.ac.uk) to volunteer. This will be LIVE by the end of January.
- **Payroll – HR Reporting** – It was identified that Departments are being sent staff reports but may not be actively using them. These are useful reports. **Staff listing** – will identify where your staff are and then allow you to track if they are not in the UK which could lead to tax issues. Please let payroll/HR know as soon as possible. The CHRIS helpdesk can give you more information. **Pay Trans report** will show your employee costs and the **Leavers report** will identify those who HR/Payroll need to know are leaving.

#### 6. AOB - Opportunity for round table discussion on what does / does not work for FUG

- Can FUG be recorded and put on line?
- The minutes produced are good and clear
- Ability to send questions in advance needs to be communicated
- Create a survey monkey for anonymous feedback on FUG with tailored questions
- More location variety would increase attendance
- A calendar event to gauge attendance – but this would make the meeting formal and not informal as now
- Feedback form would be useful
- Suggestions for Shared Services and CUDAR presentations
- Slide with leavers and joiners
- Name tags for attendees
- Make questions in advance an agenda item to prompt people
- FUG is chaired well, has a good format, time and interval between meetings

#### Post meeting clarification- North West Cambridge Nursery:

Further to the discussion at FUG, we thought it would be useful to update everyone on the nursery service provision for the North West Cambridge (NWC).

In late 2015, the University commenced a stakeholder driven project to secure nursery provision within the NWC site and a team of consisting of Caroline Blackman-Edney (Head of Procurement, Finance Division), Brian Nearney (Commercial Director, NWC Development), Sue Davis (Head of Childcare Office, HR Division) and Nicky Blanning (Head of Accommodation Service, Estate Management and Chair to the Childcare Committee). Caroline left the University in 2016 and Heather Ajimi (Facilities Category Manager, Finance Division) and Mandy Newman (Procurement Consultant) joined the team.

Over the last two years, significant work has been undertaken by the team using an extensive range of evaluation tools and processes with both local and national nursery providers in compliance with EU procurement legislation. Through this process three compliant bids were received which are currently undergoing final

evaluation. The project group hopes to award by the end of November 2017 with the NWC nursery due to open in Spring 2018.

**Helen Wain**

Head of Procurement

Any topics that people want to see covered at a future FUG please email [Robin.Uttin@admin.cam.ac.uk](mailto: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**

Wednesday 13 December

**Notes**

Guest speaker - Helen Wain, Head of Procurement

**Presentations:**

The following presentations covers items 3, 4 & 5



Finance User Group  
People Strategy Slide:



FUG Presentation  
03.11.17.pptx

**Attendees**

Andrew Reid	Finance Division
Michelle Bond	Finance Division
Jo Hall	Finance Division
Stephen Kent-Taylor	Finance Division
Tracy Levitt	Finance Division
Stef James	Finance Division
Abdul Khalique	School of Arts and Humanities
Dan Greenfield	School of Technology
Theresa Daly	Investment Office
Ann Searle	Chemistry
Camila Hernandez	Office of Post-Doctoral Affairs
Julie Blackwell	Earth Sciences
Andria Laws	Hamilton Kerr Institute
Sarah Norman	Disability Resource Centre
Julia Nicholson	INI
Sara Hajnassiri	Research Operations Office
Michanne Haynes-Prempeh	Research Operations Office
Victoria White	MRC CBU
Joseph Worth	MRC CBU
Kristen Ward	Faculty of Education
Ian Harris	CUDAR
Mike Webster	Haematology
Luke Bovill	PHPC
Helen Wain	Finance Division



# UNIVERSITY OF CAMBRIDGE

Finance Division

Karen Sheldon	Finance Division
Chris Patten	Finance Division
Jade Tran	Engineering
Kay Zavareh	Institute of Sustainability
Maria Pearman	SPRI
Sally Knock	Geography
Aniko Pechenyuk	Finance Division
Amanda Green	Finance Division
Bernie Parsons	Finance Division
Mike Sinclair	Finance Division
Andrew Weatherley	Finance Division
Niall Taylor	Physics
Richard Stuckey	ICE
Irina James	MRC MBU
Hania Biernacka	Music
Debbie Canham	Biochemistry
Taz Ali	Sainsbury Lab
Gina Arnold	Vet School