

Date **Wednesday 13th December 2017**
 Time **9:30am**
 To **University Financial Users Group (FUG)**
 At **Todd-Hamied Room, Department of Chemistry**

University Financial Users Group (FUG)

Opening of meeting and initial remarks:

Andrew Reid opened the meeting and welcomed all new attendees. David Hughes, the new Director of Finance attended and gave a brief talk on his background.

To Note

- Please be vigilant regarding your emails and fraud at this time of year. If you suspect a fraudulent email please forward the email as an attachment to cert@cam.ac.uk
- Clinical medicine shared services team have now moved into the Finance Division at Greenwich House
- New venues for FUG after requests from the last meeting – see end of the minutes for details.
- Andrew's last FUG as he retires in January 2018. Andrew thanked everyone and told attendees it had been a pleasure working with all those in finance throughout the University.
- Volunteers still required for new bribery training course – will take approx. an hour and a half.

MINUTES

1. Minutes of last meeting 3rd Nov

- Approved and signed.

2. Actions from last meeting

- Single sign on – this is the best action. Raven is used for most systems but for existing systems this is difficult to implement due to the current architecture.

3. Procurement Services (presentation attached)

Helen Wain

- **What is the difference between procurement and purchasing?** Procurement is the total value opportunity – strategic sourcing and contract management. Purchasing is GRN and supplier interaction
- **Meet the team** – see the presentation attached for all personnel and their positions
- **Stakeholder engagement** – **YOU** are our stakeholders. Share your plans; what are you looking for? We are here to help make things easier and provide a better service. The top 15 Departments represent 50% of the Universities total spend. Our goal is to have a named procurement contact who will be present in that Department one day a week. We are also looking to have supplier contacts. If you want to develop and become a supplier contact then please contact Helen.Wain@admin.cam.ac.uk
- **Disaggregation of spend** – take a box of celebration chocolates. The most popular chocolate is the Mars. Everyone likes Mars and it is the most popular; it is easy to get. Twix, Milky Way and Snickers are of similar popularity and can be linked together to provide a framework. The Malteser and Bounty are a bit different but not significantly so, they can also be linked to the framework. Now, take Galaxy



and Galaxy Caramel, these are unique, not many of these in a box. You need guidance to find them but this is difficult because you don't know what that is. This is where Procurement step in. Talk to us, tell us what you need.

- **Planning** – we all need a clear plan. We are looking at data, to help smooth things going forward. Building a procurement pipeline with all contracts and when they expire and one point of reference to go to.
- **Financial Regulations** – show clearly what the process should be. Looking to change the thresholds and therefore focus on high value activities. Make it adaptable to cope with exceptions. Dispensation process should be the exception and not the norm.
- **Interaction** – holding procurement surgery and the Procurement commodity group is becoming the procurement strategy group. How do we engage academics as stakeholders?

4. Financial Systems (presentation attached)

Jo Hall

- **Java and Critical Patching** – Patching plan is now established and it is expected downtime will be from Friday 2nd February at 5pm and restored on Monday 5th February at 9am. There are changes to Java which will be communicated in due course. A technical link with guidance will be issued.
- **Invoice scanning** - Project to get a scanned image of the AP invoice into CUFS. Pilot will be launched in May for some departments using shared services and all shared services users by July 2018.
- **Reporting** – There are 2,547 reports in 256 folders. Our aim is to make reporting more flexible and improve access to reports. We are currently assessing the issues and looking at how this can be addressed. Our aims are:-
 - replace variations of a report with one report and multiple parameters
 - Improve the folder structure.
 - Develop and issue guidance notes before reports are released
 - Improve communications

School finance reporting group is in place and the Departmental one will be in place for the New Year. If you have any issues please let us know. Please contact paul.humphreys@admin.cam.ac.uk

5. General Finance Matters

Chris Patten, Stephen Kent-Taylor and Karen Sheldon

- **Christmas schedule** – timelines for AP payment runs are in the bulletin 699 and 700
- **Shared services** – As advised by Andrew the Clinical Schools shared services are now merged with finance. Nothing has changed but things will change. Initial aim is to meet targets and once established look for efficiencies.
 - Comment – Better to have consistency in contacts per department
 - Response – Views will be taken in the new year via a survey
- **IPO** – IPO by email has now been enabled. Departments were still printing them so they now have a supplier reference to make it easier to identify. Rates for IPO reduced from 7.90 to 6.15
- **E-invoicing** – We are receiving more AP invoices electronically so please remember to clear invoices on hold and receipt purchase orders so the process runs smoothly.

6. AOB

- Do Departments have any thoughts on shutting CUFS down at Christmas in 2018
- Can we have a GDPR presentation in relation to Finance?

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

2018

Friday 26th January

Friday 9th March

Friday 20th April

Wednesday 6th June

Friday 13th July

Wednesday 19th September

Friday 2nd November

Wednesday 12th December

Notes

Post-Doctoral Centre, Eddington

Sainsbury Laboratory

Clifford Allbutt Lecture Theatre, Addenbrooke's

Followed by year end seminar

Isaac Newton Institute for Mathematical Sciences

Presentations:

The following presentation covers items 3 & 4



FUG Presentation
13.12.17.pptx

Attendees

Robin Uttin	Finance Division
Theresa Daly	Investment Office
Neil Kent	CIMR
Andrew Reid	Finance Division
Michelle Bond	Finance Division
Jo Hall	Finance Division
Stephen Kent-Taylor	Finance Division
Tracy Levitt	Finance Division
Kylie Birch	Vet School
Gina Arnold	Vet School
Dan Greenfield	School of Technology
Ann Searle	Chemistry
Annie Baxter	CRUK Cambridge Institute
Camila Hernandez	Office of Post-Doctoral Affairs
David Cook	Finance Division
Paul Humphreys	Finance Division
Claire Cahill	Arts and Humanities
Joel Brand	School of Physical Sciences
Murray Papworth	Engineering
Elaine Dalton	Botanic Garden
Andy Measo	MRC Cancer
Matt McAusland	MRC Cancer
Rob Williams	School of Clinical Medicine
Andria Laws	Hamilton Kerr Institute
Joseph Worth	MRC CBU
Trish Cobby	MRC Epid



UNIVERSITY OF CAMBRIDGE

Finance Division

Niall Taylor	Physics
Victoria White	MRC CBU
Sophie Stock	Haematology & PHPC
Ulle Oyeniran	Psychiatry
Janice Sutton	Finance Division
Kay Zavareh	Institute of Sustainability
Lara Gisborne	DRC
Julia Nicholson	INI
Stephanie Clare	Sports Service
Emily Challis	Physics
Andrew Rose	UIS
James Webb	Finance Division
Paul Zuppinger	Finance Division
Ian Harris	CUDAR
David Hughes	Finance Division
Helen Wain	Finance Division
Karen Sheldon	Finance Division
Chris Patten	Finance Division
Richard Stuckey	ICE
Francois Meullenet	MRC CU
Yanying Chen	MRC BSU