



Date **Friday 9th March 2018**
 Time **9:30am**
 To **University Finance User Group (FUG)**
 At **Post-Doctoral Centre, Eddington**

University Financial Users Group (FUG)

Opening of meeting and initial remarks:

Robin Uttin opened the meeting and welcomed all new attendees:-

Douglas Youngson – UIS

Gideon Coles - Finance

Caroline Rodney – North West Cambridge Development

Matthew Moon – Vet School

Robin advised the group that the MRC Toxicology Unit became part of the University from the 1st March 2018 and is located in Leicester and that the Pensions Administration Section became part of the Finance Division from the 1st March 2018.

To Note

- The next FUG is at the Sainsbury Laboratory, a map will be published with the agenda.

MINUTES

1. Minutes of previous meeting 26th Jan

- Approved and signed.

2. Actions from previous meeting

- No actions from previous meeting.

3. North West Cambridge (presentation attached)

Matthew Dawkes

Phase 1 is due to complete end of 2018. 700 market homes for non-University staff are available, whilst 325 student units have been bought by Girton College. 700 University staff homes are being rented to University staff and staff within affiliated institutions. Calculation for rent is based on 30% of net household income. The development is broken down into lots and currently lot one is nearing completion by the end of the year. Phase 2, which is the market square and a further 1000 home (mix of market, student and staff units) will be built as well as additional amenities such as laundrette, hotel, public house, pharmacy. The development is funded via a 40 year loan from the University at 4.25% interest.

The primary school is due an Ofsted inspection this year and took 15 months to complete the build. The community Centre building has been nominated for some design awards and the Nursery is due to open September 2018. There is no plan for a secondary school and there are no plans to change the junction with the M11.

The site focuses on being sustainable e.g. central boilers connecting to all accommodation, combined heat and power, which is billed by the University and not from an outside supplier.

4. Shared Services Update (presentation attached)

Bernie Parsons

Background – Shared Services within Finance Division now process transactions for 121 out of 142 departments, with the Clinical School Shared Services Team processing for all 35 departments. In December 2017, the Clinical Schools Team transferred into and joined teams with the Shared Services within the Finance Division. A small team remain at the Clinical Schools for filing and post.

Changes so far – Questionnaires were sent to departments and staff to provide feedback on Shared Services, which had a very good response rate. The batch naming convention has now changed (not yet adopted in Clinical Schools) and review is being undertaken of processes to look for efficiencies. New expense claim form has been introduced. Whilst some users expressed their satisfaction with the current on-line forms, feedback from users has been positive about the new form.

Fast Track of Employee expenses – Fast track employee expenses, new email address for scanned claims, department will retain the paperwork. Guidance will be issued shortly. Departments have many different versions of their own expenses forms, and this is a challenge when transferring the data into CUFS.

Overall Aims – To standardise processes and increase efficiencies. Work will be prioritised according to urgency.

To assist with understanding the way the departments work, the Shared Service Team will be split into PODS, initially by School, and will also visit the departments. Benefits of this will be to obtain a greater understanding of how the departments work, understand the local processes and constraints. In addition the Shared Service website is being re-designed, along with the addition of FAQ's, roles and responsibilities of both Shared Services and the department. All of this is to go LIVE as soon as possible, but with a provisional date of May 2018.

How can Departments help – A large volume of queries are of the same nature e.g. PO's not receipted, coding incorrect, control at the requisition/PO stage would be extremely helpful.

5. Trade Suppliers Setup (presentation attached)

Helen Wain

What's changing - Changes are being made to the back office process relating to new and amendment requests for trade suppliers to improve the quality of information. Changes include categorising the supplier with the correct category and key search words and to remove the system default of the X (miscellaneous code).

Who it affects - The change will have no impact on the process the departmental users follow as it is solely a behind the scenes process change

Supporting Documentation - To assist with getting things right first time, a training pack and flowchart has been attached to these minutes and will be distributed via the bulletin. This will highlight the process and what documents are required from departments to ensure the process is as smooth and efficient as possible.

Date for the diary: Purchasing Exhibition 2018, Sustainability, will be held at the Double Tree Hilton, Granta Place, Mill Lane on Wednesday 25th April from 12 noon – 4pm.

6. General Finance Matters (presentation attached)

Chris Patten

- **Critical and security patching** – this went LIVE on the 5th February and CUFS is now using Java Web Start
- **PO email address** – PO is now populating with the correct email address based on profile set up.
- **Apprenticeship Levy** – Going LIVE in March. This will show as a separate column on GMS staff Costs Report
- **RG numbers** – are running out so the most efficient system solution is to remove the R and the new format will be G123456

- **Year-End dates** – closing of modules in the month of June will be extended to allow for more processing prior to July year-end. Further details will be discussed at the April FUG.

7. AOB – Robin would like feedback on the venue.

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

Email for suggestions/feedback that department staff can give directly to the Finance Division can be emailed to the helpdesk hub UFS_HelpdeskHub@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 20th April

Wednesday 6th June

Friday 13th July

Wednesday 19th September

Friday 2nd November

Wednesday 12th December

Notes

Sainsbury Laboratory

Clifford Allbutt Lecture Theatre, Addenbrooke's

Followed by year end seminar

Isaac Newton Institute for Mathematical Sciences

Presentations:

The following presentations cover items 3, 4, 5 and 6



NORTH WEST
CAMBRIDGE DEVELC



FUG Presentation
09.03.18.pptx



Trade suppliers set
up FUG v3.pptx

Attendees

Robin Uttin

Matt Dawkes

Stephen Kent Taylor

Bernadette Parson

Helen Wain

Elaine Dalton

Tracy Levitt

Vladka Mikulski

Julia Nicholson

Stephanie Clare

Tina Lapthorne

Andrew Weatherley

Ana Fabrega Fernandez

Judy Law

Finance Division

NWCD

Finance

Finance

Finance Division

Botanic Garden

Finance Division

Finance Division

INI

Sports Service

Phsyics

Finance Division

Finance Division

Finance Division

Samantha Smith	Archaeology
Dorothee Amour	Staff Bureau
Becky Darlow	Finance Division
Helen Maffin	Finance Division
Mike Sinclair	Finance Division
Bonnie McCull	Finance Division
Katie Butler	Finance Division
Sam Thake	Finance Division
Luke Bovill	Finance Division
Omar Kaikati	Finance Division
Craig Langton	Economics
Victoria White	MRC – CBU
Joel Brand	School of Physical Sciences
Matt Burgess	School of Clinical Medicine
Abdul Khalique	School of Arts and Humanities
Deana Robinson	School of Humanities and Social Science
Gideon Coles	Finance Division
Helen Wain	Finance Division
Sophie Stock	Bioresource
Mike Webster	Haematology
Matt McAusland	Medicine
Matt Moon	Vet School
Andy Measo	MRC Cancer
Sidney Ho	Economics
David Savidge	Astronomy
Irina James	MRC – MBU
Faith Durup	DPMMS
Sue Leatherbarrow	Astronomy
Farhana Ghelani	Investment Office
Taryn Miller	Public Health Primary Care
Camila Hernandez	office of Post doc Affairs
Susie Chan	Office of Post Doc Affairs
Anna Stapien	NWCD
Caroline Rodney	NWCD
Jane Course	Gurdon Institute
Michanne Haynes-Prempeh	Research Operations Office
Jill Bullman	Finance Division
Annie Baxter	CRUK Cambridge Institute
Anne Waldock	Engineering
Murray Papworth	Engineering
Kylie Birch	Vet School
Gina Arnold	Vet School
Niall Taylor	Physics
Andrew Rose	UIS
Simon Irvin	UIS
Douglas Youngson	UIS
Yanying Chen	MRC BSU
Maria Pearman	Scott Polar Research

Andria Laws

Ben Green

Claire Thrower

Rebecca Stamford

Chris Patten

Hamilton Kerr

Chemical Engineering

Material Science

Material Science

Finance Division

Apologies

David Hughes

Joseph Worth

Elaine Mortimer