



# UNIVERSITY OF CAMBRIDGE

Finance Division

Date **Wednesday 5<sup>th</sup> June 2019**  
 Time **9:30am**  
 To **University Financial User Group (FUG)**  
 At **Clifford Allbutt Lecture Theatre, Cambridge Biomedical Campus**

## University Financial User Group (FUG)

### Opening of meeting and initial remarks:

Robin Uttin opened the meeting and advised of two new people in Finance; John Galvin is the Interim Director for Finance Business Transformation Programme and Nicky Roth will be the new Head of Insurance from 1<sup>st</sup> August. Robin then welcomed new attendees to the meeting

- Lyn Penfold – CRUK
- Simon Gibbs – Procurement
- Louise Comber – Procurement
- Richard Dixon – CRUK CI
- Irina Scurtu - ROO

The next meeting is at the Post Doc Centre, Eddington on 19 July and will include talks on Energy and Recycling and an update on the Finance Business Transformation Programme and Strategic Procurement Review.

### MINUTES

#### 1. Minutes of previous meeting 26<sup>th</sup> April 2019

- Approved and signed.

#### 2. Actions from previous meeting

- N/A

#### 3. ourcambridge (presentation attached)

**Stephen Kent-Taylor**

- **Two strands** – *Supporting our Staff*, HR related such as secondments, wellbeing and *Simplifying our Processes*. The ourcambridge website is still open for submissions, and there should be updates on there soon.

A few ideas that we would like to progress are:

- **AR Customer site striping** – Removing the striping from customer sites; this will simplify setup and bring AR customers into line with AP suppliers. This is being reviewed by FSG to see if it's possible/practical.
- **Printing payslips** – wasteful and inefficient, let's just stop! Any objections? Please contact Stephen.
- **UDA Interest** - takes a lot of work centrally and in departments, we have a lot of exceptions. We may be obliged to continue to pay interest on some SoFs such as trust funds and specific donations, but we propose ceasing to pay interest on other SoFs. We may be able to calculate interest for those areas without departments having to move balances by GL journal.

The amounts paid to departments each month are mostly small, so the downsides of stopping paying a proportion of these amounts should be outweighed by the benefits of reducing work in departments. Finding efficiencies will include stopping doing things, and we can do this without some disruption. Please pass feedback and concerns to Stephen.



- Small dept rely on interest. Alternative mechanism to earn interest on deposits?

**Q** Are there any grants from ourcambridge to progress work?

**A** There is little funding but resources are available (eg to help with project management or backfill)

**Q** Can you update on ideas from other departments and efficiencies they have found?

**A** We will report back on these at future FUGs if we have any examples

#### 4. **Shared Services Update** (presentation attached)

**Bernie Parsons**

- **POD reshuffle** – aid multi skilling, data to see trends allow us to distribute work more effectively. Staff changes but this will be ongoing.
- **Clinical school filing** – moved to Greenwich house - highlights the amount of paper we have!
- **AR receipting** – currently done with Clinical school, but would like to do it for others. Is that of interest? Centrally receipt invoices if it is obvious where the money is for so will remove a chunk of remittances from the report and ease volumes
- **Ambitions** – more eInvoicing; now have Banner but a few issues as they are still sending hard copies occasionally; better data analysis in review to help monitor and understand the peaks and varieties of work.

#### 5. **Finance Systems** (presentation attached)

**Jo Hall**

- **Business Transformation Programme** – a discovery phase is being led by John Galvin, Strategic Procurement review led by Helen Wain, with support from John. In parallel planning for a 12.2 upgrade if needed.
  - **12.2 upgrade** – if this option is chosen UAT and training will be either side of year end and going LIVE just before December 2021
- **LIVE and WIP**
  - Chart of Account data cleansing - now complete and helps with Group Consolidation project. If find one that is deactivated and now need this then please ask for reactivation in the usual way.
  - IPO - doing specific work on certain areas. Mapping out the current processes and understanding the reasons behind them. Keen to speak to people in Departments, if you would like to please email [elena.carpenter@admin.cam.ac.uk](mailto:elena.carpenter@admin.cam.ac.uk)
  - New UFS webpages / bulletin – coming soon
  - Java upgrade - will update the supported version to 1.8.0\_211 on 17 June and need to capture who is using it by pc number. UAS putting pc into group to allow access, if not in UAS speak to Computer Officer. If not in group then contact helpdesk to get into the group.

#### 6. **General Finance Matters** (presentation attached)

**Chris Patten**

- **PWC** - performing an interim audit prior to year-end so you may be contacted regarding queries.
- **Year-end seminars** – a new theme this year, see you there!
- **Procurement update** - Marketplace review, feedback from users being collated, update at next FUG
  - Current activity – Apprenticeship training framework and security services framework; Travel work stream groups. Travel has a spend of over £8m per annum, need efficient contracts in place
  - Directs(Science) - negotiating contracts with key suppliers for maintenance agreements and updating the master framework contracts for directs
- **Finance Training** - Modern Slavery Act - testers required by 21 June, takes approx. 30 mins
  - Travel insurance web portal live 1 July. The existing and new sites will run in parallel for a month. For trips returning before 1st Sep use existing web form; for trips returning on or after 1 Sep use new web portal

- **Congratulations** to Joe Worth who ran the London marathon and raised £4100 for the Air Ambulance, thanks to all those who donated at April's FUG.

## 7. AOB

**Robin Uttin**

- Advance payments - copies of invoices, under £10k, head of dept can approve, remember the amount includes VAT. Over £10k needs to be approved by Procurement.
- Barclays temporary closure - use Cherry Hinton Rd, only one month
- Helpdesk contacts – please can they be at the top of the page on the website – **Action** Helen Bailey
- IPO - supplier wants us to pay bank charges and if don't they add \$20 to next invoice. **Action** – Elena to contact Annie
- Telephone data fails on Research grants and goes to suspense. **Action** – FSG
- Debt write off - frequently for individuals when hold events and should pay later, but then don't. If dealing with individuals, need to know other contact details too as well as the college details.
- Thank you to Chris for his work helping Theresa Daly at the Investment Office

## Presentation



FUG presentation  
June 19.pptx

## Dates of next meetings

### 2019

Friday 19<sup>th</sup> July  
Wednesday 25<sup>th</sup> September  
Friday 1<sup>st</sup> November  
Wednesday 11<sup>th</sup> December

### Venue and notes

Post Doc Centre, Eddington  
Sainsbury Lab Lecture Theatre  
Post Doc Centre, Eddington  
201 - Fadi Boustany Lecture Theatre, Judge Business School

## Attendees

Robin Uttin	Finance Division
Chris Patten	Finance Division
Michelle Bond	Finance Division
Stephen Kent-Taylor	Finance Division
Yanying Chen	MRC BSU
Douglas Youngson	UIS
Victoria White	MRC-CBU
Irina James	MRC MBU
Alicia Dalton	Pharmacology
Tracey Theobald-Greaves	Pharmacology
Lee Fountain	Estate Management
Sophie Stock	NIHR Bio Resource
Annie Baxter	CRUK CI
Christine Molton	Translational Research
Janice Sutton	Finance Division
Louise Comber	Finance Division
Julia Nicholson	INI

Lin Cheng	Finance Division
Mike Webster	CSCI
Will Clark	Oncology
Bernie Parsons	Finance Division
John Galvin	Finance Division
Andrew Weatherley	Finance Division
Vladka Mikulski	Finance Division
David Cramp	Physics
Nadiya Yefomiva	CRASSH
Emma Crompton	ICE
Kerry Wallis	Fitzwilliam Museum
Andrea Wadeson	MRC BSU
Theresa Daly	Investment Office
Ricard Dixon	CRUK CI
Ragha Adapa	Clinical Neurosciences
Kajal Chougala	Clinical Neurosciences
Edina Tandari	Clinical School
Izabela Sciwkiewicz	Clinical School
Adam Austwick	MRC Cancer Unit
Lyn Penfold	CRUK (Oncology)
Jian Li	Oncology
Louise Chandler	Oncology
Bruce Daniels	CRUK Cambridge Centre
Clare Rice	Paeds
Angela Cattermole	Psychiatry
Sharmaine Anthony	Public Health
Abdul Khaliq	Finance Division
Jo Hall	Finance Division
Catherine Bentham	Finance Division
Jen Waterfield	Finance Division
Simon Gibbs	Finance Division
Christie King	CRUK CI
Julia Bucuresteanu	CRUK CI
Anna Sullivan	CRUK CI
Trish Coby	MRC Epid
Matt Mcausland	Medicine
Mariesla Moreno	CFI
Matt Burgess	SCM
Irina Scurtu	ROO

**Apologies:**

Joe Worth