Minutes of previous meeting 26th April 2019

1. Approved and signed.

2. N/A

3. ourcambridge (presentation attached)

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

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<tr>
<th>2019</th>
<th>Venue and notes</th>
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<tr>
<td>Friday 19th July</td>
<td>Post Doc Centre, Eddington</td>
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<tr>
<td>Wednesday 25th September</td>
<td>Sainsbury Lab Lecture Theatre</td>
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<tr>
<td>Friday 1st November</td>
<td>Post Doc Centre, Eddington</td>
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<tr>
<td>Wednesday 11th December</td>
<td>201 - Fadi Boustany Lecture Theatre, Judge Business School</td>
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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 Khalique  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