

FASIG Meeting
8 June 2006 2:30pm
Streatham Court Room E

Attendees:

A Binge (Chair)

J Child, P Frost, S Hammond, V Hemingway, M Hill, B Hopkins, B Hughes,
A Husband, C Innalls, N Kapelan, R Leitch, J Lunnon, S O'Connell, G Pearn,
M Phillips, K Pope, S Popham, N Samara, A Shrubshall, S Silverman,
E Stevens, K Swanston, D Teed, M Todd, D Watts, J Wyatt

Note – Alan Binge explained The Fire Drill.

1. Apologies:

Helen Clarke, J Evans, Patrick Kennedy, D McNeill, T Banks, J Pyne, P Curgenvin.
A George

2. Minutes from last meeting

Minutes from the meeting on 22 February 2006 were agreed and signed off.

3. Matters Arising

Equipment

What is the definition of equipment in financial regulations?

This was confirmed as all items in costing in excess of £500.

The fixed asset register includes any items over £25,000.

The Inventory includes items over £500.

Jan Evans had e-mailed a question, which asked how schools should manage their inventory – It was confirmed that there is no specific guidance except for the details of what should be included. This is something for schools to determine, as it is too big a task to prescribe one method.

Bank Details

A question was asked regarding access to check bank details.

Dick Leitch confirmed that they are still testing the ability to view but not change details. At the moment the screen allows both view and amend, which is why it has been withdrawn.

Gill Pearn confirmed that you should always check with big companies as they may have many accounts. If unsure, check with the Payments Department. Gill also confirmed that the ability to check addresses has been removed as well. **Anne Shrubshall will look into this and report at the next meeting.**

Other items

Anne gave an update on the proposal to replace the HR System. They are holding a brainstorming session and have invited a person from the University of Reading along for their experiences. The next step is to put a proper plan together, employ a project manager and invite stakeholders to be fully involved in the process. This is not a Finance project, it is a Personnel project. During the process they will explore how to take data into APTOS and this provides an opportunity to review the current processes. Implementation is targeted for 2008. Deborah Welland now has this as a

special project. We could use FASIG as a forum to raise views/suggestions. It was also noted that it will have an impact on the new InfoEd System.

4. Alternate Views - DL

Dick gave a presentation.

Anne commented on how much more data could be provided which is meaningful and accessible.

Alan stated that the greatest benefit would be to the Finance Department, although it would improve timing for schools to provide reports.

Anne asked who looks at the reports, to which the majority replied that they did.

Anne will ensure there is a link between high level and operational data. The next step is to look at who needs what. Anne asked if everyone could go back to the schools and discuss their needs so that they can then provide input into the process, which Alan confirmed is developmental and ongoing.

Dick confirmed that there is IT funding for the pilot. Data will be extracted overnight and published on the web, with only authorized people able to view it.

Anne confirmed this was currently being built. Once this is complete there will be training and visits to schools to ensure understanding.

5. Procurement

Alan Binge explained that Kathy Hill wants ideas that she can focus on when she gives her presentation. Alan suggested 'procedures' in schools for different items eg. Trigger Points, procedure and support available. Anne suggested Central Planning Procedures, along with rationale and the longer-term benefits. It was also suggested that the single supplier route is an issue eg. It is difficult to get the correct items to match.

Dick suggested a discussion on the electronic procedures available. The Southern Universities Purchasing Consortium should be considered (The Registrar is becoming the Chairman of this group. This will help organize the market place so all items can be purchased and will provide different suppliers.

What is the procedure for items of equipment over £5,000 – It was confirmed that 3 quotations need to be provided but Kathy will provide a definition of quotation regulations.

6. Next Meeting Topics

Year end matters will be discussed in July's meeting (non-formal).

October/November – Procurement presentation from Kathy Hill.

Update from Anne on reporting issues.

Review Terms of Reference.

Steve Popham formally stood down as FASIG Secretary after 1 year in the post. A volunteer will be found in time for the next formal FASIG meeting to replace him.

7. AOB

Anne confirmed that the Finance Steering Group had raised the issue of identifying APTOS key users, who test new patches etc. It would be good to have a FASIG representative. Please e-mail Dick or Anne to volunteer.

League Tables published in THES – Alan pointed out that the coding of items will affect the levels of IT spend eg. Equipment coded as 42000 won't be picked up. An area of concern is student facilities. Anne will be meeting Patrick Kennedy to pick up these issues eg. Staff time associated to Libraries and CDO time for students not being picked up.

Alan confirmed we need to understand the use of detail codes and make sure we use the right ones.

Anne asked that we all focus on the groups we need to report on eg. 41--- for books and periodicals but last three digits may not be so important. Also consumables must be separated by laboratory or non-laboratory.

8. Date of Next Meeting

The informal year-end meeting was suggested as 6 July at 2:30.