### FSSC Meeting Notes 15th February 2018

**Attendees:** David Hughes (DH), Robin Uttin (RU), Chris Patten (CP), Helen Turner (HT), Katya Samoylova (KS), Chris Edwards (CE), Richard Hey (RH), Jamie Thorogood (JT), Jo Dekkers (JD), Stef James (SJ)

**Apologies:** Helen Wain (HW), Jo Hall (JH)

**For information:** Chris MacLaed (CM)

### Business Systems Strategy background
- **Financial Systems Programme**
  - Action Point (AP): Business Systems Strategy (BSS) document to be circulated to FSSC
  - BSS does not include Peony or the AFPA Data Integration but does include the replacement of Data Manager (DM) with Oracle reporting tool (ODI)
  - Peony should be included in BSS, this needs to follow the proper process
  - AP: Discuss with JH regarding inclusion of Peony to progress
  - Dependency: Next Business Systems Sub-Committee (BSSC) to be held on 12th April
  - 10 year plan for BSS currently in draft, including budget. Encompasses Finance System tender and outcome, Procurement feasibility and potential outcome, Peony and replacement of DM with ODI. Vehicle of approval will be the planning round, with a request to the Information Services Committee (ISC) to use the priority fund for Peony

### Financial Systems Programme governance
- **Programme Board**
- **Steering Committee**

### Interim progress updates (pending Programme Manager appointment)
- **Funding requirement for Procurement feasibility will need ISC approval.** JH, HW and CE to meet on 20th Feb to progress
- **Tender evaluation report for Peony received, need to start again and segregate budget modelling with financial reporting/consolidation to understand requirements**
- **AP**: A new name for Peony will be required. This should be descriptive of what the pieces of work hope to achieve
- **AP**: AFPA Data Integration to provide lessons learned for next FSSC
- **AP**: remove AFPA Data Integration from the agenda after lessons learned have been provided

### Interim next steps (pending Programme Manager appointment)
- **Convoluted recruitment process within the University has stalled progress on Programme Manager advertisement and appointment, this is now unblocked and progressing**
- **Business Analyst interviews underway, 2 candidates selected for interview, 1 candidate deemed not suitable. Panel members are JH, CM, and SJ**

### AOB
- **Portfolio Support Officer has been appointed to assist with setting up the structure of PMO, maintaining a risk log for the BSS**
- **A project summary including traffic lights/RAG for each project, using the UIS approved template, should be adopted for future updates**
- **AP**: SJ to liaise with CM and circulate appropriate project summary template for the next meeting

**Next meeting:** 15th March 2018, Greenwich House, Kyoto