

## Meeting Minutes – Finance System – Security working group.

Karen Wilbraham (KW)	✓	Sue Milward (SM)	✓
Alex Walsh (AW)	✓	Kathy Channing (KC)	✓
Tanya Hitchen (TH)	✓	Mike Phillips (MP)	✓
Tracy Banks (TB)	✓	Martin Henson (MH)	✓

Location	Committee Room A
Date	19 <sup>th</sup> September 2006
Time	10:00
Ref	<b>001</b>

✓ Attended Meeting

\*\* Initials in bold, indicate lead person

**Systems covered** Aptos; SAM; NatWest software; Purchasing cards

Action Ref	Notes / Actions	Estimated Completion Date	Allocated To **	System
	<b>Welcome</b> Karen Wilbraham confirmed as chair and then welcomed new members			
001-01	<b>Remove Appendix “A” from T.O.R , document out of date.</b>  The Terms of reference were reviewed and Sue advised that the Appendix “A” document she submitted, the first time around is now out of date and needs removing.	N/Meeting	KW	All
001-02	<b>Contact Chris Austin and invite to the next meeting.</b>  Karen to invite Chris Austin to talk about information security project (The project has been set up to develop and implement a University wide Information Security Policy, as stated in the University IT Strategy 2004-9)	N/Meeting	KW	Aptos
001-03	<b>Update Terms of Reference, to show correct responsibilities</b>  Since the original document was written, responsibility has changed, Karen to update with who she believes is responsible now.	N/Meeting	KW	All
001-04	<b>Provide a list of fields currently being audited and provide audit statistics.</b>  The auditing was turned on in Aptos for a selection of fields some time ago. Sue to provide a list of fields and provide audit statistics to this point.	N/Meeting	SM	Aptos
001-05	<b>Discuss auditing at B-plan Conference (Dick Leitch / Chris Snow) and report back.</b>  Sue to ask Dick and Chris to discuss the new method of Auditing within Aptos and get	10/01/2007	SM	Aptos

	feedback from other users.			
001-06	<b>Discuss and investigate new Auditing with B-plan and report back.</b> Review Auditing paper from B-plan and report back to the group.	N/Meeting	SM, AW, TH	Aptos
001-07	<b>Issue LDAP paper to new security working group for discussion.</b> A paper was written for the old Finance systems – security working group, Sue asked to circulate it to the new group.	N/Meeting	SM	Aptos
001-08	<b>Update “Aptos Helpdesk procedure” which includes “User Changes Role” and report.</b> Discuss and write up the procedure for logging helpdesk calls, this will include who is responsible and what is covered by the helpdesk and what is covered by other members of Finance staff and IS staff. Also review if a user change role form is required.	N/Meeting	AW, KC	Aptos
001-09	<b>Review “Aptos system access and Financial Controls” and report.</b> This task was carried out by Anne Shrubshall, Karen Wilbraham has now taken responsibility and will review and advise.	N/Meeting	KW	Aptos
001-10	<b>Review systems used by Finance and report.</b> The group discussed increasing the scope of the FSSWG to include other systems used by Finance. To this point SAM, Natwest bank software and purchasing cards have been included within the systems covered. Karen to review and advise.	N/Meeting	KW	All
	<b>Future Meetings</b> Agreed these would be held approx every 6 weeks. The next meeting would be held early November (arrange in meetingmaker)			
	<b>Web Page</b> A web page has been created to include TOR, notes of meetings etc. <a href="http://www.groups.ex.ac.uk/fsswg">www.groups.ex.ac.uk/fsswg</a>			