

## Minutes of the Corporate Management Team (CMT) Meeting Held 15<sup>th</sup> February 2024

### Present:

Sue Winspear (SW), Auditor General  
Patrick Smith (PS), Deputy AG (Corporate & International)  
Angela Cullen (AC), Deputy AG (Performance Audit)  
Winston Sobers (WS), Acting Deputy AG (Financial Audit)  
Ruel Huet (RH) Audit Manager for item 3 (present from start)

### Apologies:

Katrina Thomas (KT), Corporate Services Manager

SW chaired the meeting.

### 1. Approval of Minutes (17<sup>th</sup> January 2024)

The minutes of the last CMT meeting were agreed with minor amendments. SW to amend, sign and upload them onto the OAG website (**Action: SW**).

### 2. Action items

The **action items** still outstanding from the meeting of 17<sup>th</sup> January 2024 are:

- a) Creation of a workforce plan (**Action: AC**).
- b) Confirmation of the pension credit from PSPB (**Action: KT**)
- c) Confirmation that the cleaning contract extension was signed (**Action: KT**)
- d) Completion of 2023 TOIL balances (**Action: KT**)
- e) Provide CMT with a variation analysis of 2023 audit fee income (**Action: PS / RH**)
- f) Completion of 2023 appraisal write ups (**Action: SW**)

All other actions were cleared or covered on the agenda.

### Matters Arising:

None that are not already covered on the agenda.

### Business Items:

- 3a. PS and RH presented the draft **financial statements for 2023** and PS said that these had been shared with the auditors, Berman Fisher. A conversation ensued and the remaining items to be concluded before finalization are 1) employee obligations – as mentioned in 2d above, PS to check with KT on the status of these as it appears that leave has been finalized but not the TOIL balances 2) checking about the status and accounting for the pensions' credit from PSPB (**Action: RH**) 3) final payroll

checks as PS was working through the 2023 payroll entries after SW tried to reconcile and sign off on them and found some supporting documents missing (**Action: PS then SW**) and 4) clarifying with MFED the budget presentation is correct (**Action: PS**). PS said they would work on updating the draft financial statements for these matters and then circulate another version to CMT on Tuesday at which point, CMT could review them and provide comments (**Action: PS then CMT**). SW asked that PAC reimbursements be done promptly each month in 2024 to avoid the financial statements showing aged and large amounts outstanding in the financial statements (**Action: PS / KT**).

- 3b. CMT discussed the draft **2023 Annual Report** that AC had produced. CMT to provide comments on this draft to AC by 22<sup>th</sup> February so that the report and financial statements could be given to the auditors on 26<sup>th</sup> February (**Action: CMT**).

SW thanked PS, RH and KT for their work in getting the draft financial statements prepared in good time and AC for preparing the draft annual report also in good time. It was felt that OAG were well positioned and there was little risk of OAG not achieving the statutory submission deadline aiming for submission by 26<sup>th</sup> February 2024.

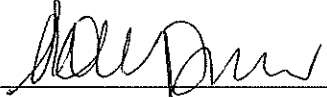
- 3c. The **January 2024 Expenses** were reviewed and it was noted that salaries were over budget which was a concern. PS to check if there were any contract payouts that may have caused January to be unusually high (**Action: PS**). Busy season food budget to be the same per capita as in 2023.

RH left the meeting.

4. PS updated on the **various corporate IT matters**. He said that the RFP for the website had gone live on Bonfire with a 29<sup>th</sup> February deadline. There had been 26 downloads and one bid so far. The tender evaluation panel would comprise PS, JA and EPC (AC, WS, GN) and evaluations would be done by 13<sup>th</sup> March. PS reported that with Clockify the country related concerns had been resolved and that the next step was to pilot with management and some staff. CMT agreed to pilot in May rather than through busy season as had been scheduled (**Action: PS to reschedule**). With regard to the work on cloud v continuing with CSD, PS said that the meetings with the Ombudsman's office had helped address concerns and that JA will do a summary update for EPC addressing their questions by the end of next week (**Action: JA / PS**). PS said he had also approved the purchase of caseware licenses for the temporary staff and that the business case for the purchase of four IDEA licenses would come to SW for approval this week (**Action: JA / PS**).

- 5a. CMT then considered the updated **Flexible and Remote Working policy** circulated by SW which took account of CMT comments from the last meeting. CMT agreed this version.
- 5b. CMT discussed the updated **Trainee Study and Progression policy** and the various job descriptions. SW to clarify with PoCS on the use of point 1 in the grade and align the job descriptions to the OAG competency framework. Once updated, the policy and job descriptions to be circulated to CMT for agreement (**Action: SW**).
- 5c. The updated **Policy for Acting Allowances** was discussed and a change was agreed to the description around long-term absences. SW to amend and circulate to CMT for agreement (**Action: SW**).

- 5d. The updated **Corporate Credit Card policy** was agreed subject to SW amending paragraph 6 (**Action: SW**).
- 5e. CMT agreed that the updated **Proactive Disclosure policy** should reference the disclosure of the CMT minutes on the OAG website as well as revisiting disclosure periods for various items and aligning contract disclosure sums with the Procurement Act. SW to amend and circulate to CMT for agreement (**Action: SW**).
6. There was a discussion about **OAG pay** which is captured in a confidential minute and CMT briefly discussed the **staff survey results** with a full discussion to be scheduled for the next CMT meeting.
7. **Any Other Business**
- a) WS asked for the windows to be cleaned (**Action: PS**)
- b) AC raised the recent problem with general staff access to a private management sharepoint file. CMT agreed not to use sharepoint for sensitive matters until this had been resolved.
- c) **CMT absences:** SW 20 to 22 February for medical reasons, AC on leave 18 March to 1 April and PS on leave 29 February to 6 or 7 March.

  
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Sue Winspear  
Auditor General

12<sup>th</sup> April 2024  
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Date