

## Minutes of the Corporate Management Team (CMT) Meeting 3<sup>rd</sup> January 2018

### **Present:**

Sue Winspear (SW), Auditor General  
Garnet Harrison (GH), Deputy Auditor General and Freedom of Information Manager  
Kim Lutz (KL), Finance & Administration Manager  
Angela Cullen (AC), Director of Performance Audit

### **Apologies:**

Patrick Smith (PS), Director of Financial Audit

SW chaired the meeting.

### 1. Approval of Minutes

The minutes of 28th November 2017 meeting were agreed, subject to minor amendments being made, for SW to sign and then load onto the OAG website. **(Action: SW)**

### 2. Action items / Matters Arising

The action items still outstanding from the meeting of 28th November 2017 are:

- a) The write up of the SAI PMF report contributions urgently so that SW could then write up the rest. **(Action: GH / PS)**
- b) Develop a strategy for dealing with old court fund trust papers and new ones going forward **(Action: PS)**.
- c) Staff feedback and suggestions to be sought on the records "housekeeping" day **(Action: GH)**.
- d) Filing cabinets should be locked to avoid odd papers being put into them during the course of the year **(Action: GH)**
- e) Office Retreat agenda / content planning - PS agreed to take the lead on pulling the agenda together and discuss with other CMT members what sessions they needed to plan **(Action: PS / CMT)**

### 3. Leading by Example

#### **A well governed and transparent organisation:**

a) The OAG monthly detailed expenses to the end of November 2017 were presented by KL. The forecast position remains little changed from the month before and CMT spent a little time discussing where the year-end outturn may be but recognized it was too soon after year end to be very clear. SW asked for a PAC bill for December for the administrative meeting of the PAC on 8<sup>th</sup> January and KL asked AC to get an estimate of the BDO December expenses, so this could be added. **(Action: AC & KL)**

b) There was also a discussion about overtime during peak financial audit season (i.e. March and April 2018) and it was noted that the overtime budget for 2018 is \$63,000. CMT agreed, after

discussion, that SW should write to PoCs to request flexibility to pay some overtime to the Audit Managers (to avoid an unmanageable level of TOIL building up) **(Action: SW)** and that it would be possible to pay up to 50 hours per month during March and April to APLs / Auditors should that be necessary. If additional hours were worked over and above this, it would need to be added to that person's TOIL.

**A motivated, high performing & skilled workforce:**

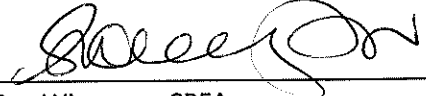
c) It was not possible to discuss the plans for the **Office Retreat** in PS's absence, although it was agreed that a outlook invitation should be sent to all staff so that the time was held in their diaries **(Action: SW)**. This would be picked up as a discussion point at the rearranged PMT next week on PS's return and KL to be invited for that item. **(Action: SW)**

**Ongoing development of our corporate office practices:**

d) GH presented the updated **risk register** and CMT focused on the mitigation actions and dates given for these. Amendments were made to the register as the meeting progressed and the revised register was agreed by CMT at the end of the discussion. A review of the risk register to be added to CMT agendas quarterly going forward starting in March 2018.

4. Any Other Business

- a) PMT scheduled for tomorrow to be rearranged for next week (now the PAC sessions are not going ahead) to enable greater attendance levels. **(Action: SW)**
- b) GH reminded CMT of the need to circulate to staff for completion the ethics and notice of interests forms. KL to get these out for GH to review and SW to send out to staff with a covering email **(Action: KL, GH & SW)**
- c) There was also a discussion about the need to do the 2017 performance reviews and 2018 performance agreements during January. CMT members to schedule dates for all staff save APLs / Auditors **(Action: CMT)** and SW suggested a two hour meeting of the 2 Directors and 2 Audit Managers to discuss APL / Auditor performance and objectives and agree how the two directors would split up the reviews between them (with an AM involved alongside the Director). SW, GH and KL would join them for the last half hour of the meeting to input their thoughts and get a final management decision on process and performance. **(Action: SW)**
- d) It was agreed that acting arrangements would be added to the February CMT agenda **(Action: SW)** given we had had 6 months working with the new policy and we need to review acting arrangements for when AMs are away (as we had told APLs we would return to this in 2018).
- e) Further to this, it was noted that the Acting Allowances policy was not loaded on the OAG website and SW agreed to go through old minutes to double check what policies had been agreed with what was loaded onto the website, so that CMT could deal with any anomalies if necessary. **(Action: SW)**

  
Sue Winspear, CPFA  
Auditor General

18<sup>th</sup> February 2018  
Date