

Minutes of the Corporate Management Team (CMT) Meeting 31st October 2018

Present:

Sue Winspear (SW), Auditor General
Garnet Harrison (GH), Deputy Auditor General and Freedom of Information Manager
Katrina Thomas (KT) Finance & Administrative Manager

Apologies:

Angela Cullen (AC), Director of Performance Audit
Patrick Smith (PS), Director of Financial Audit

SW chaired the meeting.

1. Approval of Minutes

The minutes of 1st October 2018 were agreed with two minor changes. SW to amend, sign and upload them onto the OAG website (**Action: SW**)

2. Action items / Matters Arising

The **action items** still outstanding from the meeting of 1st October 2018 are:

- a) Develop a strategy, through EPS work, for dealing with old court fund trust papers and new papers going forward. Note work has started and will be dealt with through the EPS audit in January (**Action: PS**)
- b) GH to update the mitigating actions on the OAG risk register, amend the net risk scoring for the IT risk and circulate it for CMT's approval by email (**Action: GH**)
- c) ZB and GF be asked to review the OAG's outdated fraud and corruption policy and response plan and offer CMT a critique of what needs to happen to update and improve upon this in light of their recent IDI training on counter corruption (**Action: SW**)
- d) KT and GH would take forward the update of the OAG HR manual (last updated 2012) on a "slow burn" basis given other work priorities (**Action: GH & KT**)
- e) SW would update the Excess Leave policy by the end of November (**Action: SW**)
- f) GH would update the Procurement Policy by the end of November (**Action: GH**)
- g) PS to contact Richard Barrow in RCIPS to see if they could offer any advice so that CMT could consider further how to take forward the development of the physical security policy (**Action: PS**)

Matters Arising:

- a) The OAG 2019 to 2023 Strategy Refresh was being taken forward through separately arranged meetings of CMT & PMT during this week.
- b) JA and GH had met with RS regarding taking forward the IT strategy and data security policy and the three of them would be meeting with CSD next Wednesday.

3. Leading by Example

A well governed and transparent organisation:

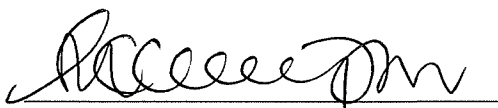
- a) The **OAG financial statements for quarter ended September 2018** were received and agreed as was the **forecast to year end** which was submitted to Treasury last week. The forecast showed a \$551k surplus at year end. In addition the **monthly detailed expenses to the end of September 2018** were considered.

The FS had said that no supplementary estimate was being given for the COLA increase and given the \$100k virement between OAG non-pay (consultants and legal fees) and pay budgets which had previously been agreed by the FS and PoCS, CMT felt the position would be manageable.

GH referenced an email received from Treasury today asking about a small supplementary estimate for PAC revenue (reflecting a 5% COLA uplift from July) and CMT agreed that whilst the money was not necessarily needed in 2018, it should be taken forward as PAC were expecting it and had agreed to it and it would help in requesting a supplementary estimate in 2019 where additional funding may well prove necessary.

4. Any Other Business

- a) The OAG quarterly report which was given to PAC last week was formally received by CMT and SW to send this to OAG staff and GH to load onto OAG website **(Action: SW & GH)**
- b) TOIL/sick and annual leave balances to be confirmed by staff to end of September and the details to be considered at the next CMT meeting **(Action: KT)**
- c) KT informed CMT that one APL had moved to a permanent contract on getting Caymanian status and PoCS had agreed the request for a further three months for the temporary AM post making a six month contract in total as first requested.


Sue Winspear
Auditor General

13.12.18
Date