

Minutes of the Corporate Management Team (CMT) Meeting Held in two parts on 28th February & 1st March 2019

Present:

Sue Winspear (SW), Auditor General
Garnet Harrison (GH), Deputy Auditor General and Freedom of Information Manager
Katrina Thomas (KT), Finance & Administrative Manager
Patrick Smith (PS), Director of Financial Audit
Angela Cullen (AC), Director of Performance Audit

SW chaired the meeting.

Part 1 - 28th February 2019

1. Consideration & Approval of OAG 2018 Annual Report and Financial Statements

Following consideration of various drafts of both the FSs and AR narrative by CMT members via email, CMT met to give final approval to the above document. CMT duly agreed that GH be authorized to submit this after the meeting to OAG's auditors, Baker Tilly, in order to meet the statutory deadline. GH along with KT, WMcL and all involved were thanked for their work and it was felt that a good product had again been produced by the deadline. **(Action: GH)**

Part 2 – 1st March 2019

1. Approval of Minutes

The minutes of 5th February 2019, with one minor amendment and the addition of a fourth criteria on facilities under item 4c, were agreed. 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 5th February 2019 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 discussions have been held with the Accountant General who has to work through the legal issues **(Action: PS)**
- b) ZB and GF be asked to review the OAG's outdated fraud and corruption policy and response plan and offer CMT a critique of what needs to happen to update and improve upon this in light of their recent IDI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)**
- c) 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)**
- d) GH to update OAG procurement policy and bring to CMT once MFED had resolved the issue with Financial Regulations and the Procurement Law containing different tendering limits was resolved **(Action: GH)**

- e) OAG staff survey results to be circulated to staff **(Action: SW)** and the snapshot one page feedback be put on OAG's website and facebook page **(Action: GH)**.
- f) PS to resubmit his register of interests return adding his PTA role **(Action: PS)**
- g) GH to produce OAG IT strategy and plan and data protection policy for the March CMT meeting **(Action: GH)**
- h) GH suggested the office test upgrading a machine to Office 365 and see its interaction with caseware with a view to us all potentially moving across to Office 365 in due course if caseware ran well with Office 365 **(Action: GH)**

Matters Arising:

- a) CMT discussed and agreed to modify the CIG appraisal purposes to suit OAG's timing and business needs and recognizing our independent position. In light of no performance related pay and for clarity of application, it was agreed that rather than the one to five performance marking system used by CIG, OAG would deploy four categories of assessment for each objective namely; not met, partly met, met and exceeded. It was also agreed that OAG would not move onto the CIG's new competency framework recognizing that the office would likely want to adopt INTOSAI's competency framework for external auditors once agreed at INCOSAI later this year. SW said she would write, in due course, to CO PoCS to explain what OAG were doing and why. **(Action: SW)** At this point CMT felt minded to try to complete appraisals in March but that this would be a pressure to achieve with financial audit peak and workloads and so would keep this under review.
- b) All agreed that the RCIPS personal safety training delivered that morning by Sharon Graham was excellent and thanks had been conveyed. It was agreed that we should formally keep a record of any personal safety incidents and develop a policy on working out of the office including considering whether the OAG should purchase phones for staff. **(Action: SW)**

3. Update on OAG Strategy and Operational Plan

SW said the OAG strategy update was virtually there and AC thanks CMT for comments received on the operational plan. AC now requires detailed planning budgets from PA and GH on the financial audits for the work on resourcing **(Action: PS and GH)**. It was agreed that CMT should try to get the Strategy, at least, agreed at the March CMT meeting **(Action: SW)**.

4. Leading by Example

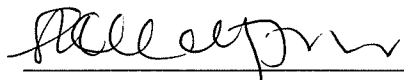
A well governed and transparent organisation:

- a) KT took CMT through the office options available and showed video clips and images of her site visits. CMT discussed their thoughts around each and enquired as to what would happen with the rent here if we chose to stay and whether an annual renewal was an option. A decision would have to be made by end of April and so KT will continue getting further information, eliminate those offices that do not meet our four criteria and CMT would return to the matter at the next CMT **(Action: KT)**

5. Any Other Business

- a) OAG January expenditure was circulated and briefly discussed.
- b) It was agreed that all staff should be offered the chance to do a one day first aid training course by the Red Cross given it is two years since this was last offered to staff **(Action: KT)**

- c) It was agreed that the women in the office should be invited to attend the Honouring Women luncheon on 15th March (**Action: SW to book**)



Sue Winspear
Auditor General

27.03.19

Date