

Minutes of the Corporate Management Team (CMT) Meeting Held 25th April 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.

1. Approval of Minutes

The minutes of 27th March 2019 meeting were agreed. SW to sign and upload them onto the OAG website (**Action: SW**)

2. Action items / Matters Arising

The **action items** still outstanding from the meeting of 27th March 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- b) ZB and GF be asked to review the OAG's outdated fraud and corruption policy and response plan and offer CMT a critique of what needs to happen to update and improve upon this in light of their recent IDI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**)
- f) GH to produce a data protection policy (**Action: GH**)
- g) AC & JA to test Office 365 and 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/JA**)

Matters Arising: None

3. Update on OAG 2019 Operational Plan

AC had worked further on this and reported that overall we were around 1,000 hours short at APL level but had excess hours at trainee and auditor level and after discussion CMT concluded that this felt about right over all. Management were also over but again this was broadly considered acceptable particularly as GH had not allocated hours down fully yet.

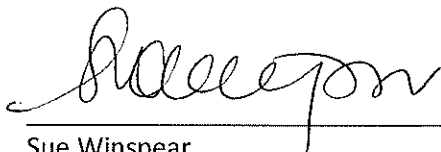
5. Leading by Example

A well governed and transparent organisation:

- a) CMT considered the **March 2019 expenditure** and quarterly financial statements. There were no areas of concern at this early stage in the year and it was noted that the budgeted numbers were based on the original budget submission and not the forecasted / budgeted numbers recently submitted in the SPS for 2019.
- b) KT updated CMT that we only need to give two months' notice on Anderson Square which gives us a little more time to decide on whether or not to renew our lease here or move elsewhere. KT also presented an updated sheet on **office availability** and how they scored against our four criteria. CMT decided that Cricket Square had to be eliminated as unaffordable and that CMT would view properties in May and then return to the decision. It was noted that other factors to bear in mind would be the cost and location of extra parking and security and lighting at nights.

6. Any Other Business

- a) CMT agreed that a half day would be given to staff (3¼ hours to be charged to "general administration" for the end of busy season celebratory brunch).



Sue Winspear
Auditor General

28th May 2019
Date