

## Minutes of the Corporate Management Team (CMT) Meeting Held 10<sup>th</sup> September 2019

### Present:

Sue Winspear (SW), Auditor General  
Katrina Thomas (KT), Finance & Administrative Manager  
Angela Cullen (AC), Director of Performance Audit  
Winston Sobers (WS), Acting Director of Financial Audit

Apologies: Patrick Smith (PS), Director of Financial Audit

SW chaired the meeting.

### 1. Approval of Minutes

The minutes of 28th May 2019 meeting were agreed and 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 28<sup>th</sup> May 2019 are:

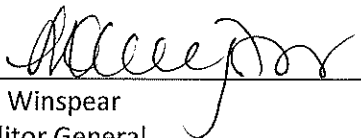
- a) Develop a strategy, through EPS work, for dealing with old court fund trust papers and new papers going forward. Note: work has started and discussions have been held with the Accountant General who has to work through the legal issues. PS to email the AG one more time to seek progress on amending the law. (**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- b) ZB and GF be asked to review the OAG's outdated fraud and corruption policy and response plan and offer CMT a critique of what needs to happen to update and improve upon this in light of their recent IDI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 AC (was GH) would take forward the update of the OAG HR manual (last updated 2012) on a "slow burn" basis given other work priorities (**Action: KT & AC**)
- d) 2019 audit engagement letters to reflect OAG's decision to change back to quarterly billing (Action: PS / SW)
- e) GH had not cross referenced his IT strategic plan to the OAG strategic plan before he left the Office and the CMT action to find a person to do the options appraisal on future IT arrangements was also still outstanding. (Action: CMT)

There were **no matters** arising not covered elsewhere on the agenda.

3. **CMT noted and endorsed the various decisions taken over the summer which were:**
  - 3.1 The decision to progress renewing the lease at Anderson Square
  - 3.2 The formal adoption of the Long Service Awards policy and its implementation
  - 3.3 The finalization of the 2019 to 2020 budget submissions
  - 3.4 The decision to go to PAC to progress the re-tender of the audit of the OAG 2019 to 2021
  - 3.5 The OAG quarterly report to 30 June 2019
  - 3.6 The decision to take on a summer intern during 2019
  - 3.7 The payment of duty allowances for the interim period after the departure of the Deputy AG and prior to the new structure being finalised
  
4. **The monthly expenditure position for August 2019** was considered and it was noted that the budget for professional fees was underspent with little more spend anticipated. CMT felt at some point it would make sense to ask for a permanent virement of budget between this line and salaries and / or overtime. WS confirmed that audit staff had been offered up to 50 hours of overtime for the two month interim audit period.
  
5. SW reported that she was close to finalizing the JDs for the revised job roles for KT, PS and AC subsequent to the departure of the Deputy AG and decision not to replace on a like-for-like basis. SW would share them and consult before sending them off to PoCS for evaluation. She said the **interim arrangements** would need to continue beyond 30<sup>th</sup> September until the job evaluations were completed and that the audit manager roles would be looked at after that. **(Action: SW).**
  
6. KT said that the three **portable tablets** were on island but not yet released by customs. CMT agreed the cost for these should be expensed not capitalized if under \$1k. SW suggested GN should have the third tablet given he was going to Montserrat with AC before month end.
  
7. KT and WS agreed to discuss their **monthly use of TRS information** with a view to only one TRS download happening each month and this being held in a shared file on the L drive so that it could be accessed by any OAG staff member for whatever their need was **(Action: WS & KT)**. SW discussed the analysis she had done on TRS admin codes and CMT agreed she should take the code restructure and changes forward with PS and GF **(Action: SW)**
  
8. The content of the **whole office session on 20<sup>th</sup> September** was discussed and agreed.
  
9. SW asked CMT for its view on whether or not OAG should participate in the CIG staff survey between 23<sup>rd</sup> September to 11<sup>th</sup> October 2019. After discussion and recognizing there were pros and cons, CMT concluded that we should and SW should talk about this at the all staff session on 20<sup>th</sup> September **(Action: SW)**

10. **Any Other Business**

- 10.1 AC raised that the **contracts for the performance audit consultants** would expire shortly. After discussion, CMT concluded that no tender / new contracts should be let as the use would be very low given more performance audit work was being undertaken by OAG staff and this would continue and we could do a mini tender or spot purchase as appropriate on the occasions in the future when a need arises.
- 10.2 AC also raised the need to **tender for editorial services** and CMT agreed she should do this and with her suggestion that the tender should include a style guide being written and an element of in-house training on report writing skills **(Action: AC)**
- 10.3 KT told CMT that she was attending the **procurement training** on writing RFPs etc. on 26<sup>th</sup> September.

  
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Sue Winspear  
Auditor General

17.10.19  
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Date