

## Minutes of the Corporate Management Team (CMT) Meeting Held 15<sup>th</sup> November 2019

### **Present:**

Sue Winspear (SW), Auditor General  
Katrina Thomas (KT), Finance & Administrative Manager  
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 17<sup>th</sup> October 2019 meeting were agreed with one minor amendment 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 17<sup>th</sup> October 2019 are:

- a) ZB and GF be asked to review the OAG's outdated fraud and corruption policy and response plan and offer CMT a critique of what needs to happen to update and improve upon this in light of their recent IDI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**)
- b) KT and AC would take forward the update of a slimmed-down OAG HR manual (last updated 2012) on a "slow burn" basis given other work priorities (**Action: KT & AC**)
- c) PS and JA to bring to CMT the work done on the IT strategy / policies / options appraisal on future IT arrangements so that CMT could consider next steps. (**Action: PS**)
- d) SW to discuss and take forward the changes to the TRS Admin codes with PS (**Action: SW**)
- e) AC to tender the contract for editorial services for a three year period including producing an OAG style guide and training for OAG staff on report writing skills (**Action: AC**)
- f) SW to prepare an OAG Flexible working policy (**Action: SW**)

#### **Matters Arising**

- a) PS reported that progress was being made on item 2c above and that this should be ready for the January CMT.
- b) AC reported that with regard to 2e above, OAG would tender for the service with the Ombudsman for a three year period early in 2020.
- c) CMT noted and agreed the amended risk register with the changes from 17<sup>th</sup> October meeting
- d) It was confirmed that the secondment of GF to RCIPS to work on financial crimes had taken effect from 1 November and EB was also supporting this work part time (from 8 November) but that the secondment agreement etc needed to be formalized. (**Action: SW / PS**)

3. The **monthly expenditure position for October 2019** was considered and it was noted that both salaries and expenses were under budget. It was agreed there should be a separate meeting on structure and resourcing before the next CMT in December (**Action: SW**)

4. The **OAG restructure** would be taken forward through the separate meeting referred to in the last agenda item.
5. KT reported that she had met with Kirks and an order had been placed for the new work station and partition. She had not heard back from PWD on our request for moves assistance. It was agreed that SW and AC would both get new mobile phones and new chairs would be ordered for staff still needing them. Consideration to be given to buying a phone conferencing system to aid participation in international meetings and putting a booster in for the wifi in the Board room **(Action: KT / PS)**
6. KT to arrange a meeting with the National Archives to progress the **document management project** and SW to join in that meeting **(Action: KT)**.
7. The **flexible working policy** was held over to the January meeting
8. CMT agreed to take on an **intern** from mid-December to mid-February and this person would undertake the document management project overseen by KT as well as other general support to the Office.
9. On the **Operational Plan**, AC said she would need to catch up with WS on staff resourcing and workload and work on this plan during December and come back to CMT **(Action: AC)**
10. Various issues related to **Christmas** were discussed and CMT agreed that 4<sup>th</sup> December seemed like the only possible date for the Christmas lunch and that this should be the conclusion to the Retreat on 3<sup>rd</sup> and morning of 4<sup>th</sup> December if sufficient staff were available, if not both would be held over until January 2020 as it was too important not to have a large turnout of staff. Due to staff absences, it was agreed to apply the discretionary days consistently and formally close the office to the public from 24<sup>th</sup> to 31<sup>st</sup> December even though a skeleton staff may be in place some days.
11. The **IT strategy and polices** were held over to the January meeting.

**Any Other Business**

12. KT spoke to CMT about her recent training on **data protection** and the implications of the Law change on the Office's work. OAG were felt to be largely compliant but there were a few things to be considered and it was agreed that KT and / or JA would draft a memo to staff outlining their responsibilities in terms of accessing, storing and using data for their audit work **(Action: KT / JA)**. On KT's advice about protection of personal data, it was agreed that OAG would stop doing proactive salary disclosures on the OAG website and just disclose through the annual financial statements and that JA would take down the recent disclosure if he had posted it **(Action: KT / JA)**

  
Sue Winspear  
Auditor General

06.01.2020  
Date