

Minutes of the Corporate Management Team (CMT) Meeting Held 17th October 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 10th September 2019 meeting were agreed and SW to sign and upload them onto the OAG website (**Action: SW**)

2. Action items / Matters Arising

Matters Arising:

- a) CMT formally agreed that they would adopt the CIG accounting policy of expensing items of less than \$1k and that all surface tablet computer related expenditure would therefore consequently be expensed but the machines would be recorded and managed as any asset would.
- b) As CIG were still working on trust funds, CMT agreed that the outstanding items relating to this should be dropped from the carried forward actions on the basis that OAG had done all that they could and the matter was now with Treasury.
- c) It was noted that the staff survey launch date had been put back to 28th October.

The **action items** still outstanding from the meeting of 10th September 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- a) ZB and GF be asked to review the OAG's outdated fraud and corruption policy and response plan and offer CMT a critique of what needs to happen to update and improve upon this in light of their recent IDI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**)

3. The **monthly expenditure position for September 2019** was considered and it was noted that the budget for salaries was now starting to track under budget as anticipated given the departure of the DAG and interim arrangements. There was expenditure items recorded under hospitality that need re-coding to training, long service awards or subsistence lines. CMT reiterated that hospitality should be used when we provide this to clients or visitors and would be infrequent, training should be used when refreshments are brought for staff briefings or training events, subsistence should be used for food bought in the evenings during audit peak times when staff work late into the night or for extended periods on weekends and long service awards refreshments should be coded to staff awards. **(Action: KT)**.

FA **client billing** was not undertaken in September and KT circulated the base data from the TRS system and PS agreed to look at this and arrange for KT to prepare the bills once done so that the October month end figures would be comprehensive. PS would also give SW an accrual figure to add to the September quarter end revenues to reflect the true position for inclusion in the quarterly report **(Action: PS)**. AC queried how the PAC revenue budget ended up at \$760k and not \$900k and KT agreed to research what had happened **(Action: KT)**

The **financial statements for quarter end 30 September** were also considered and CMT concluded that OAG would once again be on course for a year end surplus. CMT concluded that the security of overall financial position meant that office and IT update purchases being considered could be afforded as well as the cost of any short term interim staff resource if that proved necessary.


4. The items on the **risk register** were considered and amendments made to risk controls in place and mitigations. No new risks were added but it was felt that the poor performance of two of our outsourced audit contractors should be added to OAG's reputational risk. The revised and updated risk register to be circulated by SW **(Action: SW)**
5. SW said that KT's job description was put in for job evaluation several weeks ago but there was no news. It was agreed that SW would meet with PS and AC to finalise the allocation of corporate responsibilities between them and enable the finalization of their new job descriptions prior to submission for job evaluation and also discuss between them taking forward the IT related work mentioned above **(Action: SW)**.
6. Further to SW's email to OAG staff consulting them on the **proposed new office layout** which would relocate the filing and create a new work station area next to Erin and a filing / break out meeting room, no concerns had been expressed save around the suitability of the photocopier area for report binding work. CMT agreed to move forward with PWD's option 1 and the Office wide annual clear out and filing of documents in December. SW to draw up a project plan based on the substance of the CMT discussion and then KT to project manage the exercise including contracting PWD for the moves, National Archives and CayShred for the filing / document shredding exercise and ordering of the desking for the new area and other agreed office related items. **(Action: SW then KT)**
7. PS reported that the three **portable tablets** being trialed by him, AC and GN were working well. The compatibility with other systems and connectivity are ok and while access memory is less this was considered a positive thing as it discourages local filing. It was agreed that over time we should move to replacing all laptops / desktops with these tablets and that we would place an immediate order for SW so that she could get hers prior to her business trip at the end of

November. JA also be asked to see who else is due a machine replacement now or in the near future (i.e. those 3 years old) and consider ordering these at the same time or shortly thereafter. Given the extensive time and difficulty around the last order, there may be a business case for getting these directly in Miami and CMT would be open to this if there was a justified business case that could be made **(Action: PS with JA)**

8. CMT discussed the potential staff secondment to RCIPS and were disappointed that despite a positive response each time, nothing had progressed since it was first raised with RCIPS in early August. SW was trying to secure a potential interim busy season inward secondment to fill the gap. PS agreed to contact RCIPS to try to move this on **(Action: PS)** and SW to continue with the inward secondment options **(Action: SW)**

Any Other Business

9. PS suggested that OAG might want to formalize its own **flexible working policy** which the others agreed made a lot of sense. SW offered to draft a policy for consideration at the next CMT meeting and CMT felt it appropriate that start time could be from 7.30am and going home time could be from 3.30pm and that 10 to 11.30am and 2.30 to 3.30pm would be core hours when people would be expected to be working on any working day. **(Action: SW)**



Sue Winspear
Auditor General

06.01.2020

Date