

## Minutes of the Corporate Management Team (CMT) Meeting Held 17<sup>th</sup> December 2019

### Present:

Sue Winspear (SW), Auditor General  
Angela Cullen (AC), Deputy AG (Performance Audit)  
Patrick Smith (PS), Deputy AG (Financial Audit)

Apologies: Katrina Thomas (KT), Corporate Services Manager

SW chaired the meeting.

### 1. Approval of Minutes

The minutes of 15<sup>th</sup> November 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 15<sup>th</sup> November 2019 are:

- a) Uploading of the CMT minutes from 17<sup>th</sup> October onto the OAG website (**Action: SW**)
- b) ZB and GF be asked to review the OAG's outdated fraud and corruption policy and response plan and offer CMT a critique of what needs to happen to update and improve upon this in light of their recent IDI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 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**)
- d) 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**)
- e) SW to discuss and take forward the changes to the TRS Admin codes with PS (**Action: SW**)
- f) 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**)
- g) SW to prepare an OAG Flexible working policy (**Action: SW**)
- h) Formalisation of the secondment of GF to RCIPS to work on financial crimes (wef 1 November) and agreement regarding EB (also supporting this work part time wef 8 November). (**Action: SW / PS**).
- i) AC to discuss resourcing with WS and bring the 2020 operational plan to CMT for consideration in January (**Action: AC**).
- j) KT (possibly with JA) to prepare a memo to all staff outlining their responsibilities in terms of accessing, storing and using data for their work given the new DP Act (**Action: KT**).

### **Matters Arising:**

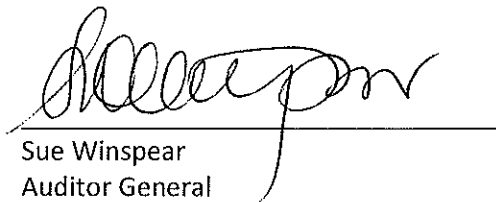
- a) With regard to the tender for editorial services etc (f above), AC mentioned that she was going to a RFQ and had started work on this but it would be necessary to extend the existing contract until the end of March (CMT agreed). She also said that the existing contractor did not wish to re-tender. SW said that at the UKOT forum, Bermuda expressed an interest in joining in our contract and so if AC could consider this as an option when drafting the RFQ noting that it was already likely to be a joint contract with the Ombudsman (**Action: AC**).
- b) With regard to office moves and office related purchases, it was noted that the moves had taken place during the last month and national archives had met with KT and SW regarding document disposal. MS would take forward the records management project work during her internship in December to February and it was agreed that the filing cabinets should be replaced, in time, with a floor to ceiling filing system in the new break out meeting room once the old documents had been disposed of and space was created. In addition, the surfaces (laptops) had been received and the new phones for SW and AC and new office chairs had been ordered. A quote had been received for teleconferencing kit in both board rooms and CMT decided not to proceed with this in either room on the basis of the cost being too expensive relative to the business value that would be gained. PS had ordered a booster to get the wifi improved in the board room. Finally, it was noted that 8 standing desks, mat pads and desk arms had been ordered during the last month at around \$200 a station and that these would be travelling from the US via sea freight.
- c) SW, PS and AC met yesterday to discuss the future structure options and resourcing model for the OAG. It was agreed that three audit manager posts be in the structure going forward and the job descriptions to be worked on for broader office consultation after the current acting up interim arrangements end in May 2020 and that additional audit resource was needed for interim and final audit peaks. It was agreed that getting AB back from the NAO along with KH who was unable to come in November would be the best option but that SAI Bermuda and the Welsh and Scottish Offices would also be options if the UK NAO were unable to support us again. The job descriptions for the two Deputy roles had recently been submitted to PoCS for job evaluation.

### **Business Items:**

3. No **monthly expenditure update for November 2019** had been submitted by KT and so there was no discussion on this (in part because the financial year was virtually complete and in part because item (b) under Matters Arising above had covered recent spend decisions). The preparation of the Financial Statements and Annual Report was discussed with PS agreeing to oversee the production of the Financial Statements as part of his new role (recognizing that KT had the major role to play) and AC agreeing to lead on the production of the Annual Report. Both PS and AC felt that it should be possible to get the OAG submission ready for SW's input / review by early February and it should be possible to complete the audit during March. PS said we should aim to have the planning meeting with Baker Tilly in 3<sup>rd</sup> week of January and then we could agree a firmer timetable with them (**Action: PS/AC**).
4. The **OAG restructure** update is covered in Matters Arising item (c) above. CMT also noted that KT's job evaluation had come through and her post would hereafter be known as "Corporate

Services Manager" and the change back dated to 1<sup>st</sup> June in line with GH's departure and the new arrangements coming into effect.

5. The **document management project** update is covered in Matters Arising item (b) above.
6. **Christmas arrangements and Retreat** were discussed and it was agreed that the Office be formally shut to the public between 23<sup>rd</sup> December and 1<sup>st</sup> January. Some staff would be working during that time on stock counts but most staff would be out on leave or TOIL. The DG's discretionary day would be applied to 27<sup>th</sup> December. It was agreed that 22 to 24 January for the annual OAG Retreat and Christmas lunch looked the best option for the whole office given leave bookings.



Sue Winspear  
Auditor General

13 February 2020  
Date