

**Minutes of the Corporate Management Team (CMT) Meeting  
Held 17<sup>th</sup> February 2020**

**Present:**

Sue Winspear (SW), Auditor General  
Patrick Smith (PS), Deputy AG (Financial Audit)  
Angela Cullen (AC), Deputy AG (Performance Audit)  
Katrina Thomas (KT), Corporate Services Manager

SW chaired the meeting.

**1. Approval of Minutes**

The minutes of 16<sup>th</sup> January 2020 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 16<sup>th</sup> January 2020 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- a) ZB and GF be asked to review the OAG's outdated fraud and corruption policy and response plan and offer CMT a critique of what needs to happen to update and improve upon this in light of their recent IDI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) 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**).
- f) 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:**

It was noted the operational plan and flexible work policy will be considered at the next meeting as previously planned.

**Business Items:**

3. There was a discussion about the **2019 year-end financial position**. A surplus of \$470k was showing against a budgeted surplus of \$175k. The financial statements were virtually complete and would be given to Angela for the annual report and Baker Tilly for audit on 20<sup>th</sup>.

4. The **OAG resourcing plan** will come to the next meeting. (Action: AC) However there was some discussion about financial audit peak and our preparedness. CMT agreed to increase the overtime maximum for audit staff or honararia for manager grades to 60 hours from 50 for March and April. It was agreed that AC and SW would try to source a secondee from Audit Scotland or Welsh Audit Office for a short sharp performance audit piece during busy season if possible to try to keep the flow of performance audits going now pharmacy and CAL have been put back and noting that OAG staff could not be diverted from financial audit during this time.
5. PS verbally suggested that OAG go forward with an RFQ for getting **IT controls work** undertaken during financial audit peak. It was intended that the work be done from 9<sup>th</sup> March to 10<sup>th</sup> April. CMT agreed this should be progressed with other audit offices and firms on island. CMT were keen that JA and EB should benefit from some skills transfer. **(Action: PS to draft business case and get JA to take RFQ forward)**
6. CMT considered the annual staff declarations of interest and the compiled report on **threats to OAG independence**. KT's was the only return outstanding and KT said there was nothing new on hers and no conflicts. Two staff members had new matters to declare and CMT agreed with all the mitigations suggested (both for these two new conflicts and existing ones). Beyond ensuring a small number of staff didn't work on particular clients, there are no other mitigating actions needing to be taken.
7. **Any Other Business**
  - o CMT agreed to extend the **contract for the intern** for two more weeks to take her to the end of February **(Action: KT)**
  - o CMT noted the arrival of **two staff members from the NAO** in early March and ran through a variety of actions necessary to get them working.
  - o CMT considered requests from two members of staff for **support with MBAs** and decided to do more research before concluding but wanted to ensure fairness and consistency.
  - o AC mentioned that two members of staff would be **visiting from OAG Bermuda** from 24<sup>th</sup> to 26<sup>th</sup> March to understand our performance audit process.

  
Sue Winspear  
Auditor General

20<sup>th</sup> March 2020  
Date