

Minutes of the Corporate Management Team (CMT) Meeting Held 3rd June 2021 (Deferral of May's Meeting)

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.

Part One: 9am to 10am

1. Approval of Minutes

The minutes of 15th April 2021 meeting were agreed, SW to sign and upload them onto the OAG website (**Action: SW**).

2. Action items

The **action items** still outstanding from the meeting of 15th April 2021 are:

- a) 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**)
- b) 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**)
- c) SW to discuss and take forward the changes to the TRS Admin codes with PS (**Action: SW**)
- d) The loading of PWC contract information on the OAG website (**Action: PS**).
- e) Uploading the outstanding Notices of Interest on the OAG website (**Action: SW**)
- f) Updating of the OAG Procurement Policy to CMT in June (**Action: AC**)
- g) Updating of OAG Data Protection Policy to CMT in June (**Action: KT**)

All other actions were cleared.

3. Matters Arising

- a) It was confirmed that the PWC IT controls work under contract had exceeded the \$100k threshold, PS said he and JA were going to meet with the CPO tomorrow.
- b) The job evaluation results of the AM posts was discussed and SW would liaise with KT to get adverts out for those two AM posts and an APL given ZB's resignation had just been tendered. CMT agreed that further temporary APL resources may be taken on if the calibre of applicants was strong given the increase in audit clients. (**Action: SW & KT**)

- c) An updated version of the **OAG Business Continuity Plan** was presented by KT. All agreed this was very fit for purpose now and liked that it held all relevant information in one document. Some minor changes were agreed as was the allocation of responsibilities amongst CMT members so that Appendix C could be completed. KT to finalise the document for issuance and circulate a request to all staff for the information contained in Appendix E (**Action: KT**). SW mentioned the need to schedule an all staff meeting shortly and we should give an updated briefing on hurricane preparedness and PS agreed to lead this aspect and IAS should also be invited to that part. (**Action: SW & PS**)

Part Two: 1.30pm to 2.40pm

Business Items:

4. KT presented the **expenditure information to the end of April 2021**. Both pay and non-pay costs were tracking under budget. KT mentioned a number of errors picked up in the CINICO contributions that were needing to be followed up on and SW asked PS to look at this from an audit control perspective as well (**Action: KT & PS**). The budget profile on 54306 needed amendment.
5. CMT discussed the 31st May **SPS submission** noting that neither SW nor AC had reviewed this prior to submission and PS reviewed it on 31st. It was recognized that the detailed budget submission likely to be needed by the end of July would require a full working through of detailed budget calculations but broad assumptions were made in this submission including 5% pay and prices uplifts year on year, incremental progression, additional resources for new client audits and that revenues will cover costs and deliver a small level of surplus over the 5 year period. It was recognized that PMT were meeting tomorrow to reflect on the implications of the CIG reorganization of Ministries post-election and this would continue taking that work forward on resource impacts. The budget work should ideally be completed this month given known leave in July.
6. The discussion on **OAG fees rates** was deferred as it needed to follow after the resource and audit impacts of the CIG restructure had been worked through.
7. CMT went through progress against all items on the **2021 Q1 Operational Plan** and focused on those rated red at the end of April. It was noted that the PMT conversation tomorrow noted in 5 above would progress some of the matters and other actions agreed were: SW to do a quick review of QA arrangements by end of Q3 and would bring the risk register to the next CMT (**Actions: SW**), the number of control points raised in ISA260s should be the lead measure used for M10 and quarterly reports for M12, CMT agreed that two separate client surveys should be issued at the same time under M13 (**Actions: AC**).
8. SW said the Campbell's first draft of an **AG Act** was far off what was needed and she would try to return to this soon (**Action: SW**).

9. Any Other Business:

- a) **2020/21 performance assessments** needed to be completed and CMT agreed to use the same approach as last year. AC to send draft documents to SW so that she could send them to staff and ask them to self-assess, she would also emphasise the need to think about development objectives (**Action: AC & SW**). Given PS's three weeks of leave from end of June it was agreed that the moderation meeting for audit staff should happen before he leaves but that AC would take forward the appraisals with the AMs.
- b) CMT agreed that \$200 (4/5ths) of the 5 year long service award amount could be used towards a leaving gift given the person would be close to receiving a long service award when they left OAG and SW would organize a collection and lunch event (**Action: SW**).
- c) KT reported that she had been called for Jury service from 7th July. Work on the budget to be front loaded given both PS and KT would be away at the same time in early July.
- d) SW reminded that she had second surgery still to be scheduled and AC reminded that she had limited availability next week given two 2am to 6am IDI meetings as well as PAC.


Sue Winspear
Auditor General

18th June 2021
Date

