

## Minutes of the Corporate Management Team (CMT) Meeting Held 16<sup>th</sup> September 2021

### **Present:**

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

**Apologies:** Katrina Thomas (KT), Corporate Services Manager

SW chaired the meeting.

### 1. **Approval of Minutes**

The minutes of 15<sup>th</sup> July 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 15<sup>th</sup> July 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) Updating of OAG Data Protection Policy to CMT (**Action: KT**)
- f) Draft of an AG Act (**Action: SW**)
- g) AC agreed to ask Audit Scotland whether they had capacity to help us with our IT strategy / options appraisal (**Action: AC**)

All other actions were cleared.

### **Matters Arising**

- a) KT had not shared the emails on the **CINICO** matter and in her absence, PS was not certain what the position was on all the queries and it was agreed that KT be asked to write a short note for the next CMT summarizing the position on each query to update them. (**Action: KT**)
- b) The revised **Procurement Policy** was received and agreed. AC to upload to OAG website (**Action: AC**)

### Business Items:

3. CMT discussed the **financial position to the end of August 2021** as best they could in KT's absence. Both pay and non-pay costs remain very close to budget and CMT agreed that a thorough and critical review of the end of September position would be important.
4. PS reported back on the **OAG budget submission** and that the submission had come in slightly under the SPS submission. He confirmed however, that we had submitted what he felt was necessary for us which meant that OAG did not comply with the revised MFED instructions. PS also reported that the actual completion of the templates and the submission was drawn out and frustrating due to errors in the BMU template. The final submission was sent last week. A discussion on client fees and their treatment in both the OAG and client budget resulted in SW suggesting she write to FS / AG to request their consideration of these being taken as a "below the line" budget and that she should also mention the template errors and refer again to the budgeting report's recommendations. PS agreed to provide SW with bullet points of the issues to enable her to write the missive to MFED (**Action: PS then SW**). SW also said that PAC should be updated on the OAG budget prior to the Finance Committee sitting (believed to start on 24<sup>th</sup> September) and PS agreed to prepare a paper (**Action: PS**).
5. CMT discussed the latest CIG guidance on **COVID related measures** given the recent outbreak of cases and what, if any, additional measures OAG should take. After discussion it was agreed SW would write to staff asking them to heed CIG policy guidance (NB this was updated not long after CMT met to mandate mask wearing and delivering 50% working densities in offices), remind them that we are trying to get caseware on citrix and to ensure they are ready for immediate homeworking should that prove necessary, to put where they are on outlook calendars, that remote working will continue through busy season, a reminder to notify their manager or someone senior to them if sick and to strongly advise staff to VC or call rather than visit clients during audits. (**Action: SW**)
6. CMT were unable to update on **archiving** and office related matters without KT.
7. On **staff recruitment**, it was noted that two staff were in working with OAG from Grant Thornton and that the two overseas candidates offered APL positions had both accepted. One will fly here on 4<sup>th</sup> October and the other is still being finalized. AC with help from KT and WM was looking at quarantine and first week accommodation options. CMT also discussed the transition of the Audit Manager (QAIT) to his new role as he was still working on the e-government performance audit which had slipped.
8. SW was updated by AC and PS on the **appraisal process** and this led into a discussion on development objectives and this was used to inform the discussion on updating the OAG learning and development plan. AC agreed to update the plan and bring it to PMT next week for approval (**Action: AC**).

9. **Any Other Business:**

- PS reported that Alan Banks from the UK NAO could assist with developing OAG's FA manual via the UKOT programme as support in kind.
- SW suggested AC use the UKOT programme to get the NAO to review the e-government performance audit draft report.
- AC informed CMT that the UK FCDO had decided not to proceed with funding the second stage of the performance audit project with Montserrat. CMT welcomed this in most respects but regretted that it denied a second APL a development opportunity.
- PS raised a matter relating to the reference for a long gone member of the OAG staff. SW advised him to make a phone call to the Deputy CEO in addition.
- AC reported that the Deputy Director of IAS has resigned.



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Sue Winspear  
Auditor General

25<sup>th</sup> October 2021

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Date

