

Minutes of the Corporate Management Team (CMT) Meeting Held 15th July 2021

Present:

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

Apologies: Patrick Smith (PS), Deputy AG (Financial Audit)

SW chaired the meeting.

1. Approval of Minutes

The minutes of 17th June 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 17th June 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 in August (**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**)
- h) Updated **OAG Procurement Policy** to CMT in August (**Action: AC**)

All other actions were cleared.

Matters Arising

- a) KT updated that she had received a credit memo from **CINICO** regarding an ex staff member for whom they had still be charging but explained that it was still wrong as the credit did not cover the costs of her dependent. The issue with the existing staff member is sorted out. KT to send documentation on this to the rest of CMT (**Action: KT**)
- b) CMT agreed the changes to the **revised risk register** circulated after the last meeting.
- c) CMT agreed the **updated Business Continuity Plan** circulated by KT and agreed a redacted version should be circulated to staff and uploaded onto the OAG website (**Action: KT**).

Business Items:

3. KT presented the **half year financial position and expenditure information to the end of June 2021**. Both pay and non-pay costs were very close to budget and CMT were concerned that the new recruitment could take them over budget on pay. CMT wanted to check with PS the accounting for the PwC contract and recovery of costs from MFED (via the EPS audit). SW queried why OAG cash was so low and after discussion, KT to consider further with PS and let CMT know **(Action: KT)**.
4. AC updated CMT on the PMT meeting the day before which had moved the resource planning on. PMT concluded that 3 APLs need to be recruited and additional temporary resource would be needed in the September to November period and again in March, April. AC gave the hourly rates proposed for APLs and AMs but was concerned that these only just covered costs. A discussion ensued and **CMT agreed the following hourly rates** subject to further discussion with PS on his return:

Trainee	\$ 90 per hour
Auditor	\$100 per hour
APL	\$150 per hour
AM	\$200 per hour
DAG	\$300 per hour

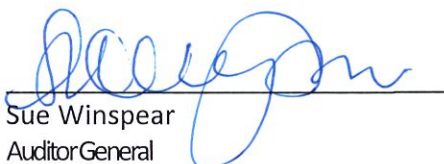
These rates are to be applied for the work on the 2021 financial audits (2020 and backlogged audits to be at old rates) and July 2021 for performance audit and all other chargeable work. CMT also decided that PAC be charged for work done in supporting administrative meetings with immediate effect. TRS code to be changed to chargeable **(Action: SW)**.

5. Following the recent **APL and AM recruitment**, Tabitha Ng'oo would be starting on Monday and offers were in with two other candidates for APL positions. It was agreed that the firms should be approached to see if they could spare staff resources for the September to November period **(Action: SW / PS)**. On the Audit Manager recruitment, it was agreed that the increase in pay should be effective from 12th July 2021 but the transition to the role would be managed in a more gradual way to ensure no detriment to clients and a smooth handover of work. It was agreed the new Audit Manager would take over TB's parking space **(Action: KT)**.

6. **Any Other Business:**

KT reported that national archives should be in next week to move on the document shredding and that following discussion, she would relocate to the vacant desk next to Wilma so that the third manager could take up her existing space and be near the other two managers. These physical moves would only happen when convenient and after cayshred has been. It was agreed that SW would send an email to staff and ask if anyone wanted to move into any of the vacant work stations before new staff join us **(Action: SW)**.

There was a brief discussion about ensuring sufficient work for our new summer intern.


Sue Winspear
Auditor General

16th September 2021
Date