

**Minutes of the Corporate Management Team (CMT) Meeting
Held 19th November 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 21st October 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 21st October 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) Draft of an AG Act (**Action: SW**)
- e) Data Protection Policy to be finalized, shared with staff and uploaded onto OAG website (**Action: KT**).
- f) Arranging the final document archiving and destruction (**Action: KT**)
- g) Finalise arrangements for caseware access via citrix (**Action: PS**)
- h) Finalise arrangements for staff to access landlines from mobiles (**Action: PS / KT**)

All other actions were cleared.

Matters Arising

- a) PS reported that he and JA had met with Audit Scotland to discuss **IT strategy support** and they were very helpful and that he and JA would move this forward using Audit Scotland for guidance and as a sounding board.

Business Items:

3. CMT discussed the **October financial position** recognizing that further firming up on numbers was necessary when Katrina returned next week. With the information available to him, PS's best projections of the year end position was:


	YE Projection \$000	2021 Budget \$000
FA Client Revenue	2,195	2,168
PAC Revenue	747	950
Staffing costs	2,398	2,547
Non staff costs	430	542
Net Surplus	114	29

CMT discussed the above and noted that the December assumptions for PAC income may be too high, no recovery had been assumed for the MITIAMA special project (including legal fees), and some costs for IPSAS training and IT equipment would be incurred in December. SW said that OAG could charge CIG the MITIAMA costs if it proved necessary to achieve a surplus position. PS agreed to firm up on areas in query with KT next week and update CMT on the forecast (**Action: PS / KT**).

4. CMT discussed the **recent community spread of COVID-19** and the learning from yesterday's LFT result issue whereby staff had to be sent home at lunch time and a sanitization of the office organized for the afternoon. While there was learning, CMT were pleased to note that the staff member's PCR test was negative and so the office could resume "normal" working during COVID with LFTs being required for staff (willing to take them) twice weekly and that the sanitization was done promptly reinforced by the additional cleaning undertaken by our cleaner which had already been arranged through the ongoing contract recently. It was agreed that AC would clarify certain queries with regard to the LFTs when she collected the test kits later from CIG in KT's absence and SW would email staff again to reiterate key points (**Action: AC then SW**).
5. CMT decided that following yesterday's CIG announcement to revert to greater social distancing at restaurants and bars and the prevailing context of COVID-19 spread in the community that for safety the Christmas lunch should be postponed from December until January 2022. CMT felt that the lunch could be abutted to either the annual Retreat or the IPSAS training scheduled for that month. SW to include this update in the above email to be sent to staff (**Action: SW**).

Any Other Business:

6. SW mentioned that she was working with a specialist recruitment provider on employment / residency and career advice with a view to having an **information session** delivered for OAG staff.


Sue Winspear
Auditor General

25th January 2022
Date