

**Minutes of the Corporate Management Team (CMT) Meeting
Held 17th November 2022**

Present:

Sue Winspear (SW), Auditor General (Virtual)
Patrick Smith (PS), Deputy AG (Corporate & International)
Angela Cullen (AC), Deputy AG (Performance Audit)
Winston Sobers (WS), Acting Deputy AG (Financial Audit)
Ruel Huet (RH), Acting Corporate Services Manager

Apologies: Julius Aurelio (JA), Audit Manager (Quality & IT)
Katrina Thomas (KT), Corporate Services Manager

SW chaired the meeting.

1. Approval of Minutes

The minutes of 21st October 2022 meeting were agreed. SW to sign and upload the minutes onto the OAG website (**Action: SW**).

2. Action items

The **action items** still outstanding from the meeting of 21st October 2022 are:

- a) Loading of the September CMT minutes onto the OAG website (**Action: SW**)
- b) Arranging the final document archiving and destruction (**Action: KT to write to National Archives copying in GN & SW**).
- b) Creation of a workforce plan (**Action: AC**)
- c) SW to finalise Remote & Flexible working policy with CMT and upload and share all recently agreed policies (**Action: SW**)
- d) Consideration of changing our internet and TV provider to achieve better VFM (**Action: JA**)
- e) Arrangement of a separate CMT / PMT meeting to discuss the IT options appraisal (**Action: PS / JA**)

All other actions were cleared or covered on the agenda.

Matters Arising

- a) With regard to the replacement of printer 3, PS said that was covered in a combined business case for this and new laptops would be going to the Entity Procurement Committee next week (**Action: PS / JA**).

Business Items:

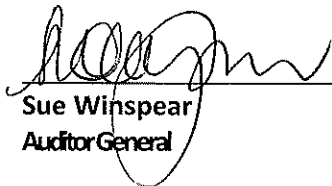
3. PS introduced the **revised IT policy** and other members of CMT apologized for not giving comments back to JA after the October CMT discussion. There was a lengthy discussion on the document, which all agreed was much improved. SW and AC had detailed hard copy feedback to give to JA / PS and WS said he would also provide his feedback shortly (**Action: all to give feedback to JA / PS**). By discussion, it was agreed that all references to the "IT manager" or "management" should be changed to "IT management" as the former was felt to be too narrow and the latter too broad. The definition of "IT management" being the DAG (Corporate & International) and AM QA&IT. PS also agreed to look at the structure of the document again to see if it could be further improved (**Action: PS**). The further revised policy would return to the next meeting of CMT (**Action: PS / JA**).
4. The **expenses position to end of October** was introduced by RH. OAG was still tracking under budget on pay and non-pay costs. It was recognized that although some individual line budgets were overspent and budget could be moved from other lines, that no changes would be made as the process to get MFED to transfer the budget was cumbersome and it was not something OAG could do itself. CMT agreed to buy a supply of new OAG shirts for new staff members (**Action: PS**). CMT discussed the accounting treatment for caseware licences and the potential costs of the office refit.
5. The **OAG risk register** was reviewed and two new risks were identified; that of CIG system dependency including our inability to influence their system changes (as a consequence of TRS being decommissioned) and the impact of OAG staff absences in specialist areas like IT, data protection, caseware expertise etc. In addition, the "employee" risk was felt to have increased with the tightening of the local recruitment market and so "recruitment challenges" would be added under the risk description and the gross risk increased (**Action: SW to revise the risk register to reflect the discussion points and circulate to CMT for agreement**).
6. The **2022-23 Learning and Development Plan** was introduced by AC and agreed by CMT (it had already been agreed by PMT).
7. The updated **Competency Framework and revised appraisal template** were introduced by AC and agreed by CMT (they had already been agreed by PMT).
8. SW updated CMT on the recent news that **TRS would be decommissioned** at the end of December and so urgent work was needed to transfer to MyVista or another system. Firstly, CMT all agreed that SW should write to CSD and PoCs to ask for TRS to be kept running (**Action: SW**). PS said that he and JA would be researching other options (**Action: PS / JA**). SW said she had been ringing and emailing various people in PoCS about this TRS issue and getting more OAG staff trained on using **MyVista for recruitment** but had not had any responses. SW told the rest of CMT that the recruitment round for the APLs closes next Friday and so a panel would need to take the recruitment forward with interviews best held week commencing 5th December. It was agreed that the recruitment panel would be AC, WS and a manager. SW would continue chasing PoCS to get training in MyVista sorted out for these three panelists (**Action: SW**).

Business Items (continued):

9. 9.1. With regard to **senior management cover over Christmas**, AC would be on island to cover the period immediately before and after Christmas. SW would be in the UK from 28th November to 3rd January 2023 but in the UKOT Forum for the first week and then doing some remote working in the lead up to Christmas. WS and PS both intended to be on leave and off island from around the 18th December. AC was taking leave from 4th to 9th January 2023.
- 9.2. CMT discussed whether to close the office between Christmas and the New Year and thought that made sense in principle recognizing that some staff will be doing inventory counts at that time but that the Office needed to know if the DG was giving discretionary days and early closes as he had in the past (**Action: SW to ask PoCS about additional holiday leave**). CMT agreed to do this if the DG additional leave was to be given and that the "December day" should be applied to 28th December.
- 9.3. SW informed CMT that CIG had put out a revised policy for Christmas parties and this new advice was received recently and after OAG had decided on its **Christmas lunch**. SW said OAG would receive a stipend of \$920 (23 people x \$40) and the policy said that no additional public funds could be put towards the event. SW had paid a \$920 deposit to the restaurant by OAG credit card and a further \$80 personally as the contract had been drawn up for a \$1,000 deposit (based on what was agreed before the new guidance). Senior Management agreed to fund the balance on the day.

Any Other Business:

10. SW said that several **appraisals were still outstanding** and these should be done or the appraisal written up asap (**Action: All**).
11. RH asked about the **SAI PMF results** and SW confirmed this was not completed yet and as soon as it was the results would go to CMT and PMT.


Sue Winspear
Auditor General

05/01/2023
Date