

Minutes of the Corporate Management Team (CMT) Meeting Held 20th January 2023

Present:

Sue Winspear (SW), Auditor General (Virtual)
Angela Cullen (AC), Deputy AG (Performance Audit)
Winston Sobers (WS), Acting Deputy AG (Financial Audit)
Ruel Huet (RH), Acting Corporate Services Manager
Julius Aurelio (JA), Audit Manager (Quality & IT)

Apologies: Patrick Smith (PS), Deputy AG (Corporate & International)
Katrina Thomas (KT), Corporate Services Manager

SW chaired the meeting.

1. Approval of Minutes

The minutes of 15th December 2022 meeting were agreed subject to two minor amendments notified by AC. SW to amend, sign and upload the minutes onto the OAG website (**Action: SW**).

2. Action items

The **action items** still outstanding from the meeting of 15th December 2022 are:

- a) Completing the document archiving and destruction (**Action: AC/all**).
- b) Creation of a workforce plan (**Action: AC**).
- c) Finalise Remote & Flexible working policy by email (SW had distributed to CMT) (**Action: SW/all**)
- d) The revised risk register to be agreed by email (**Action: SW**).
- e) Options for TRS replacement to be urgently progressed (**Action: PS/JA**).
- f) IT options appraisal to come back to CMT in February after deeper work done on two leading options and their costs (**Action: PS/JA**).
- g) Update on OAG website and security concerns to February CMT (**Action: JA**).

All other actions were cleared or covered on the agenda.

Matters Arising

- a) AC reported that she had met with Tammi from National Archives and she now understood what work was necessary to complete the **archiving / destruction of old OAG records**. It required all boxes to be gone through and CMT agreed that all OAG staff should be scheduled to do some work on this. AC said we should aim to complete this by mid-February and her and WS would deal with scheduling staff (**Action: AC / WS**).


- b) AC updated on **APL recruitment** with 4 out of the 5 potential new starts having signed contracts and the start dates agreed for those 4 being: John – 6 February, Allan – 13 February, Brenda and Mickel – 20 February. The remaining person being given until the end of the month to get a letter of good standing from her accountancy body or her offer would be withdrawn.
- c) The marking of the **40th anniversary of OAG** in June 2023 was discussed and CMT thought it would be good to ask PS (as the longest serving staff member) to chair an organizing Committee with two or three volunteer staff members (**Action: SW to ask PS and all staff**).

Business Items:

- 3. JA presented the updated version of the now titled “**Efficient and Acceptable Use of IT**” policy. CMT thanked JA and PS for their work and felt this was a strong version that could be agreed subject to any minor tweaks needed. It was agreed that a short reference to MyVista should be added to the policy where TRS and Leave Tracker were discussed along with a comment about this all being subject to change (**Action: JA**). CMT agreed to feedback minor comments to JA by Tuesday (**Action: All**) before a final review by CMT and agreement and high level launch at the Retreat (**Action: PS/JA**).
- 4. RH presented the **draft 2022 year-end financial statements** and detailed expenditure lines. OAG remained under budget on pay and non-pay costs and a surplus of \$366k was forecast. A discussion ensued and various minor adjustment were noted to be outstanding. It was felt that the FA billing total was lower than expected and WS agreed to review this with RH & PS (**Action: WS/RH/PS**). AC also said the PA billing wasn’t the total she was expecting and that she would review this with RH (**Action: AC/RH**). SW asked if in due course CMT could see the TRS data for all staff with a breakdown over chargeable v non chargeable time (**Action: RH**). All agreed that the area that needed most further work was the TOIL / annual leave balances but recognized that without PS or KT present we were unclear where they were on the reconciliations (**Action: PS/KT**). SW also asked about payroll reconciliations as she had not done any for some considerable time (**Action: KT**). Finally it was agreed not to submit the trial balance to the auditors at this point as there were too many further adjustments needed and that RH should go back and say that we plan to submit at the end of January.
- 6. The **office re-fit** business case had been agreed by EPC which was with SW for approval (**Action: SW**).
- 7. The **Recruitment update** was covered under matters arising above.
- 8. SW updated CMT on the latest proposals for the **OAG Retreat** on 26 and 27 January which was Pilar Bush leading the strategy sessions on 26th and Lorna Murphy undertaking training on a number of areas covered by our L&D plan on 27th. Pilar being pro bono and Lorna at a fee which the EPC had been considering. CMT agreed and agreed the allocation of time for the first slot on 26th when updates would be given to staff prior to Pilar starting on the strategy update.

Any Other Business:

9. WS asked about getting **caseware set up on the two OAG meeting rooms** and JA said this was in hand. He would get licenses at the same time he orders then for the new APLs **(Action: JA)**.
10. WS also said that OAG were entering a team for the **cross island relay** on 5th February and asked about OAG support. CMT agreed to pay the entry fee and up to \$50 per person for a vest.
11. RH asked about the completion of the **annual declarations for OAG staff** ahead of the audit and SW agreed to send these out on Tuesday **(Action: SW)**.
12. AC said she had made a start on the **OAG 2022 annual report** and that WS should probably have his NOI put on the website for 2022 for completeness and WS agreed **(Action: SW)**.



Sue Winspear
Auditor General

1st March 2023
Date