

Minutes of the Corporate Management Team (CMT) Meeting Held 28th February 2023

Present:

Sue Winspear (SW), Auditor General
Winston Sobers (WS), Acting Deputy AG (Financial Audit)
Patrick Smith (PS), Deputy AG (Corporate & International)
Julius Aurelio (JA), Audit Manager (Quality & IT)

Apologies: Katrina Thomas (KT), Corporate Services Manager
Ruel Huet (RH) as Acting Corporate Services Manager

SW chaired the meeting.

1. Approval of Minutes

The minutes of 20th January 2023 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 20th January 2023 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 after MyVista is in use (**Action: SW**)
- d) The revised risk register to be agreed by email (**Action: SW**).
- e) IT options appraisal to come back to CMT after deeper work done on two leading options and their costs (**Action: PS/JA**).
- f) The archiving / destruction of old OAG records to be completed (**Action: AC**)
- g) 2022 TRS data to be circulated which summarises the chargeable v non-chargeable hours for all staff (**Action: RH**)
- h) 2022 payroll reconciliations to be shared with SW (**Action: KT**)
- i) WS's 2022 NOI to be put onto OAG website (**Action: SW**)

All other actions were cleared or covered on the agenda.

No Matters Arising

Business Items:

3. PS updated on the position on the **OAG 2022 financial statements and audit**. A surplus of \$394k was the expected final position and the audit should be concluded by mid-March. CMT recorded their thanks to RH who had done a lot in support of preparing the financial statements. Thanks also to PS and KT.
4. CMT discussed the **decommissioning of leave tracker and TRS**. Further to the research work done by PS, KT and JA, CMT agreed that we move forward with implementation of these functions in **MyVista** at least in the short term.

It was reported that the OAG codes to be used in the time recording module of MyVista were with PoCS awaiting them to set the codes up in the system. It was agreed that given it is the start of the March the day after the CMT meeting that TRS would be used for March's time recording and that we would rely on MyVista from April onwards. It was agreed that CMT should use both TRS and MyVista for time recording for the duration of March (**Action: All**) and that all other staff should use TRS for March but also trial using MyVista for one of the weeks in March.

It was noted that access to TRS would cease on 2nd April and that KT still needs to sort the hierarchies in MyVista and train staff (**Action: KT**).

It was agreed that PS would write to all staff that day to tell them about the changes taking effect from tomorrow (**Action: PS**).

5. JA shared the report from the CIG CISO about the two **website outages / issues**. CMT repeated its agreement that the OAG website should be upgraded urgently. CMT noted that JA was talking to the provider of the CIG web services and noted that if we use this supplier then they are recognized as the CIG approved provider which would help with the procurement (**Action: JA**).
6. CMT discussed the recent **arrival of four new recruits** and how they were settling in and had been on-boarded. With their arrival and the forthcoming secondment of two staff from Bermuda, CMT then discussed the ramifications for **office accommodation**. As we had been notified that the furniture shipment was due imminently and this was earlier than anticipated, CMT agreed that we should go ahead with the office refit over one weekend in March if that were possible (**Action: SW, KT & JA**).

PS updated on the issues with the **security system** and to enhance security, all staff had been issued with new key fobs. As we are maxed out for alarm setting codes, we will not be able to give the two secondees their own codes when they arrive. PS confirmed that he was looking at the Security Centre contract and considering alternative providers including Knight who are the security provider for Anderson Square.

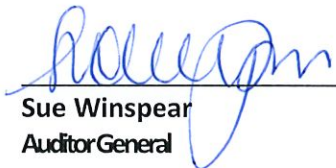
CMT also discussed a **contract renewal** request (separate confidential minute).

7. SW updated CMT on progress in drafting an **AG Act**. The work she had been doing with the legal adviser had really brought to light inconsistencies within and between PMFA, Parliamentary Standing Orders etc. SW will share the draft legislation as soon as it is ready (**Action: SW**).

8. SW circulated the annual **threats to independence report** that she had prepared following the receipt of all staff annual declarations. CMT considered each potential conflict of interest and agreed the action that SW had recommended in the report.
9. SW asked CMT about the role of the **Entity Procurement Committee and CMT** for minor purchases and raised her concern that the existing OAG Procurement Policy may require too much administration for small and low risk purchases. The Procurement Act allows procurement under \$10,000 not to go to EPC but OAG currently has no lower limit in its policy. After discussion, CMT agreed that only procurements of over \$5,000 should go to EPC going forwards **(Action: All)**.
AC offered to amend the OAG Procurement Policy to reflect this change **(Action: AC)**.

Any Other Business:

10. AC updated CMT on progress with the **2022 OAG Annual Report** and said she would pass the draft to SW today.
11. PS updated that he had begun work on the **OAG financial audit re-tender** and he should have a draft RFP for review by the end of next week.
12. PS also raised a **staffing matter** (separate confidential minute).



Sue Winspear
Auditor General

30th May 2023
Date