

Minutes of the Corporate Management Team (CMT) Meeting Held 3rd May 2023

Present:

Sue Winspear (SW), Auditor General
Angela Cullen (AC), Deputy AG (performance Audit)
Winston Sobers (WS), Acting Deputy AG (Financial Audit)
Patrick Smith (PS), Deputy AG (Corporate & International)
Katrina Thomas (KT), Corporate Services Manager

SW chaired the meeting.

1. Approval of Minutes (21st March & 21st April 2023)

The regular and confidential minutes of the CMT meeting on 21st March 2023 and confidential minute of 21st April 2023 were agreed. SW to sign and upload the regular minutes of 21st March onto the OAG website (**Action: SW**).

2. Action items

The **action items** still outstanding from the meeting of 21st March 2023 are:

- a) Sign and upload CMT minutes of 20th January and 28th February 2023 (**Action: SW**).
- b) Completing the document archiving and destruction (**Action: AC/all**).
- c) Creation of a workforce plan (**Action: AC**).
- d) Finalise Remote & Flexible working policy after MyVista is in use (**Action: SW**)
- e) The revised risk register to be agreed by email (**Action: SW**).
- f) IT options appraisal to come back to CMT meeting late May 2023 after deeper work done on two leading options and their costs (**Action: PS/JA**).
- g) 2022 TRS data to be circulated which summarises the chargeable v non-chargeable hours for all staff. WS stated that he had this and would circulate by email after the meeting. (**Action: WS**)
- h) 2022 payroll reconciliations to be shared with SW. KT to create a separate file for reconciliations (**Action: KT**)
- i) Website outages – PS and JA working on the risk assessment. To be added to risk register at next review (**Action: PS/JA/SW**).
- j) Arrange for engineers to look at the air conditioning vent in RH's area (**Action: KT**).
- k) Revised OAG Procurement Policy to CMT (**Action: AC**).

All other actions were cleared or covered on the agenda.

Matters Arising:

- AC reported that the plan was to get the archiving and destruction of files done in May.
- With regard to the flexible working policy, it was agreed that it should also include reference to requests to work remotely while on holiday and that these would be considered on a case by case basis and it should also cover that working from home should not also include any

child care along side unless specifically agreed by OAG management (**Action: SW to include in policy**).

- The NOI forms completed in January for OAG staff to be made clear that they relate to 2023 (**Action: SW**).
- It was reported that JA and Jason Lee were OAG's nominees on the IDI LOTA course as GF decided not to put herself forward.
- Under the confidential minute of 21st April, it was noted that SW and KT met with the person later that morning and that KT and AC delivered their desk contents to them later that day too.

Business Items:

3. SW thanked colleagues for delivering the 2023 financial statements, audit and annual report and noted the clean opinion from Baker Tilly with no control points.

KT presented the **2023 Q1 expenses** and there was a discussion about the carry over of the 2022 unspent budget and how this would be presented. PS said that \$424k was carried over from 2022 but that the bulk of this was against non-pay costs and that the FS would need to be asked for this to be fully applied to payroll. If this happened, OAG should have sufficient budget in 2023 for its purposes (**Action: PS to ask FS**).

4. KT confirmed that most Q1 leave and TOIL balances had been agreed and she would be loading the TOIL balances in MyVista (**Action: KT**). She said that she aimed to send the April balances out today. KT said that Mickel had prepared a spreadsheet that might be useful to use as a record for TOIL to be taken (given MyVista does not detail comp time leave to be taken) and so it was agreed that this be shared with CMT and that Mickel be thanked and the spreadsheet used (**Action: KT**).
5. CMT discussed their **leave plans** over the next few months. SW said that she was certified to work light duties and only when she could for the period of her cancer treatment and she thought that she would be able to do half days at best during this time. SW plans to be on leave next week, WS for one week in the later half of May, AC this Friday and from 7th June and PS (who CMT noted was now working a 30-hour week and not working on Fridays) had no leave plans until the July school holidays. It was noted and agreed that KT would be taking 5 exams in June and so had 20 days of study leave due which would start on 22nd May and go to 16th June.
6. CMT considered the **May 2023 payroll adjustments** to be made following on from the conclusion of busy season. It was agreed that duty allowances would be paid to the DAGs for covering for SW's absence in March and April, a small duty allowance (equivalent to one day) to be paid to the AMs who covered second level reviews in support and up to 150 hours TOIL payouts to senior managers as appropriate and that WS would liaise with KT on final overtime payments (up to 150 hours maximum) for other staff (**Action: WS to action overtime payments and SW to action other payments**).
7. PS updated CMT on the status of the **OAG financial audit retender**. He said Bonfire was down but he had asked the procurement team for an update and they said that no firm had submitted a tender bid by the closing date of 28th April 2023. SW asked whether another SAI could undertake the audit and CMT discussed. It was concluded that SW would ask the question of the technical helpdesk for the UKOTs (**Action: SW**). CMT also agreed that PS should approach Eisner Amper, BDO

& Deloitte to see if they would re-consider this and what their fee would be (**Action: PS**). SW said they would need to update PAC at its meeting later this month.


8. We are due to respond to the IDI on the **SAI PMF assessment** draft report by 15th May 2023. The report will generate a lot of comments given how it is currently drafted. AC had reviewed it but other CMT members had not concluded this yet. It was agreed that SW should contact the IDI and say we will respond to them by 31st May 2023 instead (**Action: SW**).
9. CMT agreed:
 - To provide 75 hours of audit **work experience** to an accountancy trainee from Judicial Administration over the summer and that WS should progress this (**Action: WS**).
 - To provide **work experience** for one pupil from Clifton Hunter High School for one week in June 2023 (**Action: SW to confirm**).
 - To establish a three-person interview panel, including KT and AC and a team member, to sift and appoint one **summer intern** (**Action: KT / AC**).

It was agreed that all three secondment agreements / contracts should contain as much detail as possible on what the person was going to do at OAG to help hold us accountable (**Action: All to note**).
10. CMT noted that the updated **Business Continuity Plan** had gone off to PoCS / HMCI and retrospectively agreed its approval noting the minor changes made (i.e. PS no longer chairs NEOC but OAG assist NEOC, new staff and contact details added).
11. KT fed back on her recent attendance at **the SHRM conference** and said that she felt their “peoples management” offer would be useful for audit managers. CMT agreed that training to support the new managers in particular would be good but that it should be practically rather than theoretically focused and KT agreed to share the details of the course (**Action: KT**).
12. PS updated CMT on ideas for the **40th Anniversary celebrations**. As SW was not comfortable with the notion of a dinner, it was agreed to revert to holding a reception at Government House (**Action: SW to request**) and CMT agreed that all the other ideas were worthy of pursuing (i.e. a 5k, family fun day, getting various branded items). SW said that she had requested a 40th Anniversary banner be put on the OAG Quick Guide she was working on and she would chase to get that as that would be needed quickly for branding (**Action: SW**). WS agreed to lead the work on the OAG 5k event (**Action: WS**).

Any Other Business

13. KT updated CMT on contract amendments for new staff bring over family.
14. WS asked whether the refund had been received for the rental property used for the Bermudan secondees (**Action: KT to confirm**).
15. AC asked about how senior management should deal with the clearance of the ISA260s and SW confirmed that the person who signed the opinion as AG (her or the relevant DAG) should clear them.

16. AC asked whether the spare parking spot between her and KT should be given to GN and CMT agree **(Action: KT to inform GN & all staff)**.
17. AC asked about whether it was worth having a "lessons learned" session on the AG's sudden absence and the recent contract termination. CMT agreed **(Action: AC to schedule)**.
18. It was noted that everything had been done and sent to relevant parties regarding the recent contract termination and KT said she had the quotes for the repairs to the three damaged cars. CMT noted that one would have to be a direct award as the car was new and so could only be repaired by the dealer to avoid invalidating the warranty. CMT confirmed their agreement to cover the costs of the repairs to the three cars should that prove necessary **(Action: KT to progress reimbursements)**.
19. PS let CMT know that the security system was being updated later this month to enable more users and that the Security Centre were retained by the OAG as the best option for our security. The agreement with the Security Centre to be updated, include a contract end date and the details of the upgrade **(Action: PS)**.
20. It was noted that a re-tender was necessary for the OAG Cleaning contract **(Action: PS/ KT)** and possibly the editor contract **(Action: AC to check)**.
21. SW asked about nominees for the IDI SQM programme in addition to her and JA as their deadline was approaching. All agreed we needed to know more about the programme and its time requirements etc. before deciding **(Action: SW to contact the IDI)**.



Sue Winspear
Auditor General

30th May 2023
Date