

Minutes of the Corporate Management Team (CMT) Meeting Held 23rd October 2023

Present:

Sue Winspear (SW), Auditor General
Angela Cullen (AC), Deputy AG (Performance Audit)
Winston Sobers (WS), Acting Deputy AG (Financial Audit)
Katrina Thomas (KT), Corporate Services Manager

Apologies: Patrick Smith (PS), Deputy AG (Corporate & International)

SW chaired the meeting.

1. Approval of Minutes (4th October 2023)

The minutes of the last CMT meeting were agreed with a minor addition to item 7 where WS was to communicate this to staff as an action. SW to sign and upload them onto the OAG website (**Action: SW**).

2. Action items

The **action items** still outstanding from the meeting of 4th October 2023 are:

- a) Completing the document archiving and destruction (**Action: KT**).
- b) Creation of a workforce plan (**Action: AC**).
- c) Finalise Remote & Flexible working policy after MyVista is in use (**Action: SW**).
- d) Retender of the cleaning contract for November 2023 (**Action: KT**).
- e) RFP for IT cloud move & website options (**Action: PS / JA**).
- f) Pension refund from PSPB (**Action: KT**)
- f) Medical questionnaire to staff to complete (**Action: KT**).
- g) Reminder to staff with dependent information missing on MyVista (**Action: KT**).
- h) Buy first aid pouches for new staff (10) and other necessary first aid supplies (**Action: KT**).

All other actions were cleared or covered on the agenda.

Matters Arising:

- KT reported that the ex-staff member had been removed from CIG systems with an end date of 1st October 2023. KT was awaiting a refund from CINICO for overpaid health contributions.
- As the tender for the new cleaning contract had not been done, a business case for renewing the existing contract with Reliable would be done for EPC to consider (**Action: KT**).
- Policy updates given under item 6 below.

Business Items:

3. CMT considered **OAG's quarter three financial statements**. It was noted that there was a \$75k deficit showing at the end of Q3 but a year end surplus of \$350k was forecast. Revenues and personnel costs both being over budget and non-pay costs under budget as the nine audits coming back in-house was not known about at the time these budgets were prepared. The projected surplus may reduce as it was felt some 2023 audit fees may slip into 2024 e.g. PSPB, possibly UCCI etc. KT circulated **Q3 TOIL balances** which were in the process of being agreed with staff members and said she would forward annual leave balances to CMT (**Action: KT**).
4. There was no IT update as PS was on annual leave and JA was on official leave. AC updated that EPC had given their comments back to JA on the two business cases on 19th September and nothing had been received back since and so neither of the business cases were finalized and thus the RFPs had not been to EPC yet. CMT were concerned with the lack of progress.
5. The updated **Learning & Development Plan** was considered and agreed with one minor addition suggested in that our L&D budget should say that the costs of travel, accommodation and subsistence associated with training was covered by other budgets for clarity. This would be discussed at the all staff event on Friday and uploaded onto the website (**Action: SW**).
6. Various **updated OAG policies** were considered. The ISA260 policy, media relations policy (with staff photo permission form) and social media policy were agreed and would be discussed at the all staff event on Friday and uploaded onto the website (**Action: SW**). The Mobile Phones policy was discussed in depth and CMT agreed that monthly payments to staff from January 24 should be \$35 for managers (in line with the value of the AG's phone contract) and \$50 for other staff (given they do not have a phone provided) and that management phones purchased by OAG should be written off over three years at which point the staff member could retain them and that paragraph 12 should be written to be clearer. SW to amend and recirculate to CMT for agreement (**Action: SW**). KT needs to recirculate the updated version of the Physical Security and Long Service Awards policy to CMT for agreement (**Action: KT**).
7. AC presented the **Q3 operational plan** and seven items had been assessed as red, nine as amber and 32 as green with three needing confirmation. CMT discussed all items that were not green. CMT agreed that "making the OAG IT systems fit for purpose" should be red rather than amber (**Action: AC**). PS to inform AC if any speaking engagements had been done in Q3 (**Action: PS**).
8. The content of the **OAG all staff event** scheduled for Friday was discussed along with allocation of CMT leads. The following was agreed:

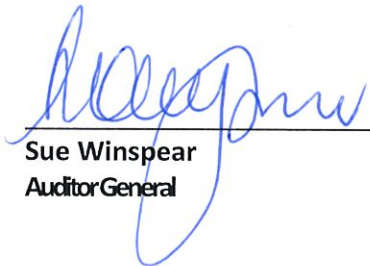
Subject	CMT Facilitator / Presenter	Timing
Dealing with the medical emergency (management lessons learnt, their thoughts, new form to complete)	Winston	15-10 minutes
Updated Policies	Sue	20 minutes
Updated L&D Plan	Angela	10-15 minutes
Staff complete medical and photo release forms	Katrina	To finish

Any Other Business

9. The joint BCF event with the Ombudsman's Office raised \$1k. KT said this was ready to be presented to BCF and SW to ask the Ombudsman for the availability of their representative(s) **(Action: SW)**.

KT left the meeting.

10. KT's potential six-month secondment to DVDL as Deputy Director was discussed. SW had discussed this previously with PS and fed in his views. The audit managers had also previously been consulted. CMT agreed to this secondment providing the start date was pushed back until after October month end and KT agreed that there would be no more secondments within the next two years if she returned to OAG given KT had also been on a recent six-month secondment to CIMA. SW to inform KT and finalise arrangements **(Action: SW)**.



Sue Winspear
Auditor General

17th Jan. 2024

Date