

## Minutes of the Corporate Management Team (CMT) Meeting Held 4<sup>th</sup> September 2020

### Present:

Sue Winspear (SW), Auditor General (by Zoom)  
Angela Cullen (AC), Deputy AG (Performance Audit)  
Patrick Smith (PS), Deputy AG (Financial Audit) (by Zoom)  
Katrina Thomas (KT), Corporate Services Manager

AC chaired the meeting.

### 1. Approval of Minutes

The minutes of 17<sup>th</sup> July 2020 meeting were agreed, SW to sign and upload them onto the OAG website when out of quarantine (**Action: SW**)

### 2. Action items / Matters Arising

The **action items** still outstanding from the meeting of 17<sup>th</sup> July 2020 are:

- a) KT and AC would take forward the update of a slimmed-down OAG HR manual (last updated 2012) on a "slow burn" basis given other work priorities (**Action: KT & AC**)
- b) PS and JA to bring to CMT the work done on the IT strategy / policies / options appraisal on future IT arrangements so that CMT could consider next steps. (**Action: PS**)
- c) SW to discuss and take forward the changes to the TRS Admin codes with PS (**Action: SW**)
- d) KT to meet with JA and to prepare a memo to all staff outlining their responsibilities in terms of accessing, storing and using data for their work given the new DP Act (**Action: KT**).
- e) AC to work with KT and others as necessary on capturing the corporate aspects of the OAG operational and resourcing plans and establishing hyperlinks for recording evidence on progress (**Action: AC & others as necessary**)
- f) Correct the budget profile for Professional Fees for the monthly expenditure statements (**Action: KT**)
- g) SW to amend OAG risk register based on changes agreed at July meeting and re-circulate to CMT (**Action: SW**)
- h) KT / WMcL was asked to move forward on ordering the floor to ceiling filing for the document / break out room and organizing the document shredding (**Action: KT**)
- i) A six month review of the strategic plan and the business continuity plan to come to the September meeting (**Action: SW & AC**)

### **Matters Arising:**

- g) KT confirmed that the 2018 surplus had been repaid.

**Business Items:**

3. The **expenditure report to end of August** was presented by KT. As before, virtually everything was tracking under budget.
4. CMT considered the **leave and TOIL balances** for all staff to the end of August circulated by KT. This information would be useful to inform the review of the flexible and remote working policy next on the agenda. It was noted that annual leave and TOIL balances were generally seen to be manageable and had come down in keeping with the policy.
5. CMT reviewed the **flexible and remote working policy** in keeping with its first review being scheduled for September (albeit that the borders had not yet re-opened) and recognizing CIG were initiating a formal return to work policy via administrative circular number 13 of 2020.
6. CMT reviewed the updated **Countering Fraud and Corruption Policy & Response Plan** and agreed it be adopted. AC to ask JA to upload onto the OAG website **(Action: AC / JA)**.
7. It was confirmed that OAG will no longer need to give up their four overflow parking spaces across the road as the land was no longer being sold. CMT considered whether extra rental **car parking spaces** were required and after some discussion decided to remain with four spaces for the time being on the basis that no staff including the two new starters were currently experiencing parking difficulties and formalizing the remote and flexible working arrangements may mean that we have sufficient anyway. It was agreed we would reconsider this when staff had indicated their preferred working patterns but CMT authorized KT to be able to rent another space in the meantime if it proved necessary.
8. Given the difficulties KT had experienced repaying the OAG surplus to CIG when SW was off island, CMT agreed to have PS's **authorization limit** increased to unlimited so that there were always two senior managers able to authorize large transactions should the need arise. **(Action: KT)**.
9. **Any Other Business:**
  - o It was agreed to hold a celebration on Monday 14<sup>th</sup> September for Patrick and Kwame for their **long service awards**. KT to inform Kwame and staff and organize gift / vouchers and refreshments in line with the policy **(Action: KT)**.

**KT left the meeting.**

- o There was a discussion about KT's **study support request** which PS will take forward with KT before agreeing with SW and AC by email **(Action: PS)**.
- o PS briefed SW and AC on the letting of the **IT controls audit work** to PwC and the arrangements made for their work to be conducted during interim audit season.

  
Sue Winspear  
Auditor General

17.09.2020  
Date