

Minutes of the Corporate Management Team (CMT) Meeting 10th August 2018

Present:

Sue Winspear (SW), Auditor General
Angela Cullen (AC), Director of Performance Audit
Patrick Smith (PS), Director of Financial Audit
Kim Lutz (KL), (outgoing) Finance & Administrative Manager
Katrina Thomas (KT) (incoming) Finance & Administrative Manager

Apologies:

Garnet Harrison (GH), Deputy Auditor General and Freedom of Information Manager

SW chaired the meeting.

1. Approval of Minutes

The minutes of 26th June 2018 were agreed for SW to then sign and upload onto the OAG website (**Action: SW**)

2. Action items / Matters Arising

The action items still outstanding from the meeting of 26th June 2018 are:

- a) Develop a strategy, through EPS work, for dealing with old court fund trust papers and new ones going forward. Note work has started and will be dealt with through the EPS audit in January. (**Action: PS**)
- b) The new copier had been delivered but the old one is still requiring recycling or disposal. After discussion, CMT agreed that KL should contact Kirk to ask them to remove it as the copier needed replacement parts, was over ten years old and so it was felt not worth advertising on the Hub (**Action: KL**)

SW updated on the applications received for the Deputy AG and Audit Manager posts and confirmed that GH and JA were to have their contracts renewed. GH's had been actioned and JA's is to be progressed on his return from leave (**Action: KT/KL**)

3. Leading by Example

A well governed and transparent organisation:

- a) The OAG half yearly financial statements and monthly detailed expenses to the end of June 2018 were considered. At the half year point, pay was tracking slightly over budget as a consequence of increases in comp. time and the overlap of F&AM post holders and CMT

discussed approaches for reducing the amount of comp time for some staff members. Non-pay costs are considerably under budget and sufficient to compensate for the pay overage. Revenues are broadly on track with the PAC billings slightly up and FA billings slightly under. SW to continue discussions with the FS about either a supplemental increase in resources or allowing us to vire non-pay budget to the pay budget **(Action: SW)**.

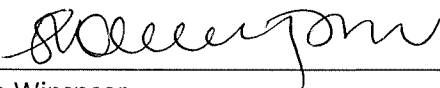
- b) SW updated on the position with regard to the tender for financial audit services for five years from 2018. Four bidder briefings with the more complex clients had happened during this week with between two and four firms being represented at each briefing and the remaining three briefings were scheduled for Monday and Tuesday next week. All was going well so far.

A motivated, high performing & skilled workforce:

- c) Ray Swarts joined the meeting as CMT discussed his paper making a proposal for strengths analysis and coaching for all OAG staff and leadership core training for the two AMs. After discussion, CMT agreed that both should be taken forward and the strengths analysis and coaching be linked to the development of the forward strategy to help contextualize and sell this to staff as the positive intervention that it was. It was also agreed that staff could opt not to participate if they really did not want to. **(Action: SW to write to staff in the near future)**

4. Any Other Business

The OAG quarterly report for end of June 2018 was formally received by CMT. SW thanked AC and WS for their help in its preparation.



Sue Winspear
Auditor General

01.10.18

Date