

Minutes of the Corporate Management Team (CMT) Meeting Held 14th May 2020

Present:

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

SW chaired the meeting. Meeting held on Zoom.

1. OAG's COVID-19 working Arrangements Policy (joint CMT / PMT)

Julius Aurelio (JA) and Winston Sobers (WS) joined the meeting

The draft policy circulated by SW was considered and discussed at length. In addition, SW had written comments from WS sent in advance.

All agreed that the first iteration of this policy should just be for the period to September while COVID-19 is causing most disruptions to working arrangements but should be positioned to lead into greater opportunity for remote and flexible working hereafter regardless of the COVID-19 situation. The first review of the policy to be in September to co-incide with when external borders may re-open.

Summary of changes agreed:

- "Purpose" before "Introduction" to ease understanding and fleshing this out to reflect the above phased approach.
- Clarity about treatment of public holidays in a 9-day fortnight etc
- Use of outlook calendar should be mandatory
- "Requirement to use leave" section only to go to September as with the rest of the policy. CMT agreed we should ask staff to use 30% of annual leave by then.
- \$750 to be the sum available towards home office costs – desk and chairs to be supported but not printers.
- No longer to use "covid-19 self-isolation" code for down time but only use if actually self-isolating.
- Staff to be asked to use TOIL for downtime / flexibility if they do not work 7.5 hours in a day.

In addition, WS and AC would look at the resourcing needs in detail to September so this too could be considered and judgements made (Likely to be stretching jobs out rather than encouraging any additional time to be worked) (**Action: WS / AC**) and JA would email staff about the use of sharefile as a back-up option when working on caseware files (**Action: JA**).

SW to make amendments to the policy and agree with CMT / PMT by email before sharing with staff (**Action: SW**)

2. Approval of Minutes

The minutes of 19th March 2020 meeting were agreed, SW to sign and upload them onto the OAG website (**Action: SW**)

3. Action items / Matters Arising

The **action items** still outstanding from the meeting of 19th March 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**) and AC and SW to contact Audit Scotland, Wales and NAO re potential resource support (**Action: SW**)
- c) SW to discuss and take forward the changes to the TRS Admin codes with PS (**Action: SW**)
- d) Formalisation of the secondment of GF to RCIPS to work on financial crimes (wef 1 November) and agreement regarding EB (also supporting this work part time wef 8 November). (**Action: SW / PS**).
- e) KT (possibly with JA) 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**).
- f) 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**)

Previous Matters Arising:

It was agreed that:

- g) PWC should be awarded the contract for IT controls work but that the date of implementation should be later and subject to mutual agreement between OAG & PWC (**Action: JA**)
- h) Staff undertaking MBAs should be given the usual level of study support and up to \$1k per annum for up to three years to provide financial support towards the costs of study (**Action: PS**)

Business Items:

4. SW thanked the rest of CMT for their work on the **OAG 2019 FSs and Annual Report** and congratulated them on getting a clean audit opinion with no ISA260 points despite it being the first year they had all undertaken this.

KT circulated the **monthly expenditure report to end of April** and everything was tracking under budget as expected. For the time being, there was little concern about revenue levels, although PAC billing had reduced of late because of the hiatus caused by both COVID-19 and FA peak.

CMT agreed that the **2018 surplus of \$480,826 should be repaid** to CIG (**Action: PS / KT**).

5. CMT discussed the papers AC had prepared which suggested a **new competency framework** for OAG (basing this on the new 2019 INTOSAI framework but also mapping it across to the old OAG

competency framework and the new 2018 CIG framework) as well as her suggested **template for use in the 2019/20 performance appraisal round**. AC was thanked for her work on this and CMT agreed:

- a) That OAG should undertake staff appraisals this year despite CIG cancelling theirs because of COVID-19. This would cover the year to 30 April 2020 and SW would arrange a meeting with PMT to prepare for these **(Action: SW)**
 - b) The template to be used for 2020 was agreed as presented by AC
 - c) The competency framework as proposed subject to AC considering tweaks from KT **(Action: KT / AC)**
6. (a) The updated **Media Relations Policy** drafted by SW was agreed subject to an explicit statement being added to say all media enquiries should be directed to the AG or DAGs and the correct plural for DAGs being used.
- (b) The updated **Social Media Policy** drafted by SW was agreed.

SW to finalise both policies, circulate to staff and upload onto the OAG website **(Action: SW)**

7. **Any Other Business:**

CMT considered the free coaching offer put forward by CML and agreed it was a good opportunity that should be acted on and agreed that it was most suited to an APL. Due to the limited timeframe, CMT felt there was insufficient time to go through a process for selecting an APL and so agreed who AC should approach. **(Action: AC)**



Sue Winspear
Auditor General

24th June 2020

Date

