

Minutes of the Corporate Management Team (CMT) Meeting Held 15th April 2021

Present:

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

SW chaired the meeting.

1. Approval of Minutes

The minutes of 23rd March 2021 meeting were agreed, SW to sign and upload them onto the OAG website (**Action: SW**).

2. Action items

The **action items** still outstanding from the meeting of 23rd March 2021 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) The loading of contract information on the OAG website CMT agreed on 23rd March it should be the same information included in the annual report (**Action: SW**).
- e) Uploading the outstanding Notices of Interest on the OAG website (**Action: SW**)
- f) Advertising for two AM posts in May (**Action: KT**)

All other actions were cleared.

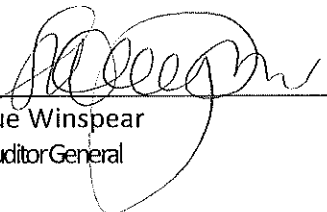
3. Matters Arising

- a) During the discussion on 2d) above, AC agreed she would take forward updating the OAG procurement policy which does not align with the Procurement regulations (**Action: AC**)
- b) An updated version of the Data Protection Policy (DPP) was presented by KT. While CMT saw the relationship with FOI, they felt the DPP should stand alone for the time at least. Some suggestions were made for minor changes to the DPP and that the start of the policy should mention that OAG handles both personal OAG employee data and personal and sensitive data for audit purposes. This is to be amended and either circulated for agreement by email or brought back to the next meeting of CMT (**Action: KT**).

- c) An updated version of the OAG Business Continuity Plan (BCP) was presented by KT. A detailed discussion ensued during which time several changes were suggested and it was agreed that KT would iterate the BCP further and bring it back to the next CMT for agreement **(Action: KT)**.
- d) SW said that BC was happy for all staff to now know about her secondment to CIMA from 1st June but that she would tell people.

Business Items:

- 4. KT presented the **quarterly financial statements to the end of March 2021**. She said she had reviewed all the codes with queries last month and that we were tracking under on expenditure and broadly on track on income. KT agreed to look at the budget figure for employee entitlements on the balance sheet which looked wrong and that she would forward the detailed expenditure breakdown to other CMT members **(Action: KT)**.
- 5. PS said he had met with AC and WS to discuss **OAG charge out rates for 2021** and he would set up the joint meeting with CMT / PMT to conclude the matter **(Action: PS)** but in advance of that, it would be helpful if CMT provide some strategic steers on our forward resourcing model and costs. PS indicated that OAG had become more efficient over time as expected and productivity levels could therefore be increased through this review. After discussion, it was agreed that the OAG budget for the next 3 years should maintain the existing staff levels and existing consultancy budgets given the many uncertainties post-election and the picking up of Parliament as a new client.
- 6. **Any Other Business:**
 - a) KT reported that WMcL was preparing the document to go to National Archives with a view to them and Cayshred coming in and working with us on document disposal in early May.
 - b) CMT agreed to schedule the interactive whiteboard training for morning of 7th May **(Action: KT)** and the post busy season luncheon event the same day **(Action: SW to check leave tracker and send staff a scheduler)**.
 - c) CMT discussed options for a Long Service award event for two staff members.


Sue Winspear
Auditor General

7th June 2021
Date