

Minutes of the Corporate Management Team (CMT) Meeting Held 15th December 2022

Present:

Sue Winspear (SW), Auditor General (Virtual)
Patrick Smith (PS), Deputy AG (Corporate & International)
Angela Cullen (AC), Deputy AG (Performance Audit)
Winston Sobers (WS), Acting Deputy AG (Financial Audit)
Ruel Huet (RH), Acting Corporate Services Manager
Julius Aurelio (JA), Audit Manager (Quality & IT)

Apologies: Katrina Thomas (KT), Corporate Services Manager

SW chaired the meeting.

1. Approval of Minutes

The minutes of 17th November 2022 meeting were agreed. SW to sign and upload the minutes onto the OAG website (**Action: SW**).

2. Action items

The **action items** still outstanding from the meeting of 17th November 2022 are:

- a) Arranging the final document archiving and destruction (**Action: AC**).
- b) Creation of a workforce plan (**Action: AC**)
- c) SW to finalise Remote & Flexible working policy with CMT and upload and share all recently agreed policies (**Action: SW**)
- d) Updated IT policy to come to January CMT after JA has taken account of feedback and PS has considered the structure (**Action: JA/PS**)
- e) The revised risk register after CMT comment to be circulated (**Action: SW**)
- f) **Options for TRS replacement to be urgently progressed (Action: PS/JA)**

All other actions were cleared or covered on the agenda.

Matters Arising

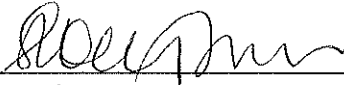
- a) With regard to internet and TV provider, JA reported that Digicel was the best option at \$350 per month and CMT agreed he should progress making the change (**Action: JA**).
- b) JA also reported that he had discontinued the rental of the fax line and the business case for the printer replacement and monitors was with OAG EPC.
- c) The final outstanding APL appraisal was recently completed. Some assessments were still under discussion.

Business Items:

3. JA presented the results of the **IT options appraisal** (done without consideration of affordability) which showed the option of moving to the cloud as first and the CSD+ option as second. There was a discussion and it was agreed that JA would do further work (deeper dives) into these top two options and bring a further paper back to CMT in February (**Action: JA**). In addition, CMT discussed CIG's discontinuation of TRS and leave tracker again and the need for urgent work to consider replacements for these.
4. Following the hacking of the **OAG website** on 22nd November and then the website very recently going down for 18 hours, CMT discussed the matter. JA confirmed that the hacking was resolved quickly by Netclues and the CIG cyber security team had been alerted and that Netclues said the website down time was caused by a network outage at their end. A discussion ensued. JA said that OAG had got a quote for \$12k two years ago to replace the OAG website as it was very outdated and in need of an upgrade. JA said that CSD had put him in touch with the gov.ky website owners as another option to Netclues and he was also looking at a professional design firm too. CMT agreed that the website now must be upgraded given recent events and the risks and that this should deliver not only greater security but better mobile compatibility etc. CMT agreed with JA's recommendation that the priority should be website upgrade first before making the platform change to the cloud or whatever is decided. CMT were keen to understand if anything further could be done to mitigate the risks in the meantime and JA agreed to bring an update on all of this to the next CMT (**Action: JA**).
5. RH presented the **expenses position to end of November**. OAG remained under budget on pay and non-pay costs. RH was asked by SW to add another column with a projection of the year end position so that CMT could get a better grip on the level of surplus likely (**Action: RH**). Associated with this, PS also agreed to project the November revenues (**Action: PS**) and said he thought the overall surplus would be in the high \$400 thousands.
6. AC updated CMT on the **APL recruitment exercise** and said that four offers were made yesterday of which two had accepted, one had declined and one was still considering. After a CMT discussion on the position, staffing risks and resourcing needs it was agreed that offers be also made to the next two candidates on the list (**Action: AC**). With regard to allocation of these staff to jobs, it was agreed to come back to this in January when it would be clearer who was arriving and when.
7. AC reported on the recent visit by Kirks to measure up and quote for the **office refit** and after discussion, CMT confirmed the suggested office reconfiguration as the best possible in the circumstances balancing cost, personal space etc. AC said it was concerning that at the moment there was likely to be at least a twelve week lead time before the work could be done given supply chain issues. CMT agreed that May would therefore be a better time as it could not be done in busy season and that short-term work arounds would have to be found, probably involving using the small board room, as new APLs started work.

Any Other Business:

8. PS reported back that PPC had approved the award of the **outsourced audit contracts** for 2023 to 2027 and he had told firms and clients. KPMG had requested and debrief meeting in the new year and he had still to put the results in Bonfire (**Action: PS**).
9. WS raised the timing of the **40th Anniversary of OAG** which CMT discussed and were concerned they may have missed. It was agreed that this should be researched further and confirmed and that mention should be made in the Annual Report if the milestone had been missed (**Action: All**).
10. WS asked whether acting DAGs were needed over the holiday period and it was agreed this was unnecessary given the level of staff out and that no sign offs or reviews were being done.
11. JA reported that he had provisionally booked the Cracked Conch for the **Retreat** in January.



Sue Winspear
Auditor General

24th January 2023
Date