

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

Present:

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

SW chaired the meeting.

1. Approval of Minutes

The minutes of 20th January 2022 meeting were agreed subject to minor changes, SW to sign and upload them onto the OAG website (**Action: SW**).

2. Action items

The **action items** still outstanding from the meeting of 20th January 2022 are:

- a) PS and JA to bring to CMT the work done on the IT strategy / policies / options appraisal on future IT arrangements in March 2022 so that CMT could consider next steps. (**Action: PS**)
- b) SW to discuss and take forward the changes to the TRS Admin codes with PS (**Action: SW**)
- c) Draft of an AG Act (**Action: SW**)
- d) Arranging the final document archiving and destruction (**Action: KT**)
- e) A facilitated session for staff on the staff survey results (**Action: SW**)

All other actions were cleared.

No Matters Arising

- a) The **revised risk register** was approved with September 2022 added as the date against the action for reviewing options for improved confidentiality and security of electronic data against the operational IT risk.
- b) The **professional subscriptions policy** was approved. It was agreed not to allow staff to use the credit card to pay their subscriptions in future save for exceptional circumstances.
- c) PS to email again on **transferring landlines to mobiles** and offer to demonstrate it to ensure staff awareness (**Action: PS**).

Business Items:


3. CMT had just received the near final draft of the **2021 financial statements** which showed a \$574.5k surplus. SW questioned why the surplus has more than doubled in the last month and it became clear that this was all pretty much down to financial audit billings. SW mentioned the need to update PAC at their next admin meeting on 28th February and hoped to have final numbers by then (**Action: PS / KT**). KT said she was struggling to get our bank confirmations still and that the audit was going smoothly.

AC said that she would hold off putting numbers in the **annual report** for now but that the writing of this was well progressed otherwise.

4. The **annual threats to independence report** was considered and the actions for those conflicts requiring action were agreed by CMT. It was noted that the reference to MPLAHI should read MCPI / MPAHI.
5. PS updated that he had spoken to the NAO about the potential use of AB and KH but that only AB could be a potential option and he would hear more from the NAO this week. CMT agreed to delegate any decision on this to PMT who would be meeting next week. CMT agreed to do a **recruitment for trainees** on SW's return from leave with a view to getting them in place in May / June time (**Action: SW / KT**).

Any Other Business:

6. There was a non-minuted conversation about a staffing matter.



Sue Winspear
Auditor General

22nd March 2022
Date