

**Minutes of the Corporate Management Team (CMT) Meeting
Held 16th January 2020**

Present:

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

Apologies: Angela Cullen (AC), Deputy AG (Performance Audit)

SW chaired the meeting.

1. Approval of Minutes

The minutes of 17th December 2019 meeting were agreed, save changing to new job titles, and SW to amend, sign and upload them onto the OAG website (**Action: SW**)

2. Action items / Matters Arising

The **action items** still outstanding from the meeting of 15th November 2019 are:

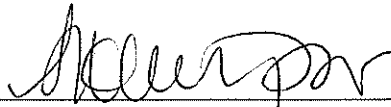
- a) ZB and GF be asked to review the OAG's outdated fraud and corruption policy and response plan and offer CMT a critique of what needs to happen to update and improve upon this in light of their recent IDI training on counter corruption (**Action: SW**)
- b) KT and AC would take forward the update of a slimmed-down OAG HR manual (last updated 2012) on a "slow burn" basis given other work priorities (**Action: KT & AC**)
- c) 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**)
- d) SW to discuss and take forward the changes to the TRS Admin codes with PS (**Action: SW**)
- e) 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**).
- i) AC to discuss resourcing with WS and bring the 2020 operational plan to CMT for consideration in February (**Action: AC**).
- j) 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**).

Matters Arising:

- a) With regard to c) above, PS reported that JA had been working on a strategy document and this should be ready for CMT in the second quarter. In the short term they were going to focus on short term improvements to the audit practice and bring these to CMT / PMT. A RFQ to be prepared for IT controls work. **(Action: PS)**
- b) It was formally recorded that the job evaluations for the two Deputy AG roles had been completed by PoCS in the last month and the roles had come out at grade F.

Business Items:

3. There was a discussion about the **year-end financial position**. Expenditure was virtually complete and continued to show an overall underspend but revenues were not yet calculated and so the forecast position for 2019 could not be determined.
4. With regard to the **2020 and future years budgets**, virements were agreed: Increase the budgets for 50225 (inter-island travel) to \$2k, 50962 (computer and communication supplies) to \$7k and ensure the budget for 58001 (lease of buildings) reflects the cost of the new office lease with the budget for 54256 (professional fees) being reduced by the corresponding amount. It was also agreed that 50043 (AG salary) should reflect the annual salary cost with this being taken from 50013 (overtime). It was also determined that the costs of the two new phones should be charged to 51086 and that KT would check the leases for them. **(Actions: KT)**
5. CMT considered SW's first draft of the **flexible working policy** and felt it could be simplified and made some suggestions. SW to give further consideration of how to take this forward. **(Action: SW)**



Sue Winspear
Auditor General

18th February 2020
Date