

Minutes of the Corporate Management Team (CMT) Meeting Held 16th September 2022

Present:

Sue Winspear (SW), Auditor General (Virtual)
Angela Cullen (AC), Deputy AG (Performance Audit)
Winston Sobers (WS), Acting Deputy AG (Financial Audit)
Gabriel Ncube (GN), Acting Corporate Services Manager
Julius Aurelio (JA), Audit Manager (Quality & IT)

Apologies: Patrick Smith (PS), Deputy AG (Corporate & International)
Katrina Thomas (KT), Corporate Services Manager

SW chaired the meeting.

1. Approval of Minutes

The minutes of 18th August 2022 meeting were agreed along with the updated risk register. 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 18th August 2022 are:

- a) Arranging the final document archiving and destruction (**Action: KT to write to NAs copying in GN & SW**).
- b) A facilitated session for staff on the staff survey results (**Action: SW**).
- c) PS to consider VFM on printer between as we are v buying new v buying a servicing contract (**Action: PS awaiting a response from Kirks**).
- d) Updated IT policy paper and options appraisal to come to CMT (**Action: PS / JA**)
- e) Creation of a workforce and corporate learning and development plan (**Action: AC**)
- f) SW to finalise Remote & Flexible working policy with CMT and upload and share all recently agreed policies (**Action: SW**)

All other actions were cleared.

Matters Arising

None

Business Items:

3. The **expenses position to end of August** was introduced by GN. CMT very much appreciated the profiling of the budget and the forecasting of the year end position that GN had done this month and found this helped their discussions and decision making a lot. There was a discussion and there were no concerns on the non-pay side as this remained well under budget although the pay side was tracking closer to budget. Noting the level of spend on Data Communications and cable TV, CMT thought it worth looking at options of moving from Flow to Digicel (with whom CIG had just entered a contract) and JA agreed to do this (**Action: JA**). GN agree to look at subscriptions and see if a journal was needed or what the expenditure was (**Action: GN**).

4. The progress on the financial audit retender for the period 2023 to 2027 was discussed and noted with 8 audits being put to tender and 8 coming back in house. On the staffing side, in addition to PS's move to a temporary role for two years (at least initially) was which agreed at the last CMT, it was noted WS had been promoted to Deputy AG (Financial Audit) for an initial two year period as well, both with effect from 1st September 2022. The potential needs for additional staffing to cover the backlog work (temporary resource) and the 8 audits returning in-house (ongoing resource) was discussed and CMT thought three AMs would need to be appointed (One to backfill WS, another for 2 years for the backlog including EPS and a third for the new workload) and it was recognized that a number of other staff would be needed too. AC & WS agreed to do more detailed work on the resourcing needs to verify this high-level assessment (**Action: WS / AC**). During the discussion, it was also agreed that the office may need further reconfiguration to ensure sufficient desking and so PWD would be contacted to come and look at layout options (**Action: SW / AC**).

Any Other Business:

6. None



Sue Winspear
Auditor General

22nd November 2022

Date