

Minutes of the Corporate Management Team (CMT) Meeting Held 17th March 2022

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 15th February 2022 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 15th February 2022 are:

- a) SW to discuss and take forward the changes to the TRS Admin codes with PS (**Action: SW**)
- b) Draft of an AG Act (**Action: SW**)
- c) Arranging the final document archiving and destruction (**Action: KT**)
- d) A facilitated session for staff on the staff survey results (**Action: SW**)

All other actions were cleared.

No Matters Arising


- a) PS updated that following his latest email on **transferring landlines to mobiles**, 12 people replied of which 6 said they were using the transfer arrangement ok, 3 said they would not be using it (because clients have their cell numbers to use) and 3 were keen to use it but needed more information. SW asked if she could join one of the demonstrations KT would be giving to these 3 staff members (**Action: KT**).

Business Items:

3. CMT were told that the **audit of the 2021 Financial statements** was nearly complete and sign off should be before the end of the week. The final surplus was \$581k. KT and PS said the audit approach was a little different this year and as a consequence they learnt a lot about how they could improve our processes for the future. SW thanked KT and PS for all their hard work on the Financial Statements and audit.
4. KT circulated the **February 2022 month end expenditure position** which was tracking under budget, as expected, on pay and non-pay costs. KT committed to looking at some of the individual lines such as professional fees, code 54320 and hospitality and double checking that costs were coded correctly (**Action: KT**). PS remarked that if the printer repair costs were correct then we may need to accelerate the write down of the printer and it was agreed that PS would look into this further and if necessary write to the printer provider regarding the trade-off between repair v buying new (**Action: PS**).
5. PS took CMT through the three papers provided on **OAG's IT Strategy** etc., starting with the roadmap and then the other two papers which covered off the first three items of the 10 things listed on the roadmap. PS said that he and JA had worked with Audit Scotland and they had agreed to review our work and provide feedback. PA and JA would be meeting on Monday to develop timelines and milestones and hoped that items on the roadmap up to an including item 6 (essential IT policies only) could be completed by the end of Q2 2022. It was agreed that after this meeting and when AC was back, PS would call a joint meeting of CMT and PMT with EB to discuss the options analysis in more detail (**Action: PS**). SW thanked PS and JA for their work on these papers and welcomed the progress made.

Any Other Business:

6. KT raised concern about the proposed go live date for OAG of 21 March for **MyVista** the new CIG PoCS HR system. The big issue was how we would use MyVista for billings given TRS would be discontinued. SW and PS were unsighted on this change and said it was too soon to "go live" with this change in 4 days. It was agreed that SW would ask for an urgent meeting with PoCS to discuss (**Action: SW**).
7. It was agreed to go ahead with a **staff lunch** in the Board room on 31 March 2022 even though PS would not be able to attend (**Action: SW**). SW asked PS to let staff know about his scheduled absence at the end of the month (**Action: PS**).



Sue Winspear
Auditor General

15th June 2022

Date