

**Minutes of the Corporate Management Team (CMT) Meeting
Held 18th February 2021**

Present:

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

SW chaired the meeting.

1. Approval of Minutes

The minutes of 21st January 2021 meeting were agreed, SW to sign and upload them onto the OAG website (**Action: SW**).

2. Action items / Matters Arising

The **action items** still outstanding from the meeting of 21st January 2021 are:

- a) 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**)
- b) 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**)
- c) SW to discuss and take forward the changes to the TRS Admin codes with PS (**Action: SW**)
- d) KT to meet with JA and 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**).
- e) KT to update the OAG business continuity plan post COVID-19 and bring it to CMT in March 2021 (**Action: KT**)
- f) KT to ensure the OAG general phone number (x3211) rings on WMcL’s phone first, then KT’s before everyone else if neither of them were able to answer. (**Action: KT**).
- g) OAG website needs the contact number changing from x3201 to x3211 (**Action: SW**)

There was one **Matter Arising** regarding item f) above, where CMT decided to dispense with the general x3211 phone number if necessary and use the Administrative Assistant’s phone number in order to try to resolve the ongoing issue.

Business Items:

3. 2020 Year End

a) CMT were updated on the **year-end financial position and preparation of financial statements** by PS and KT. PS said the financial statements had been submitted to the auditors and the audit was ongoing but further adjustments remained to be made relating to annual leave and an adjustment to deferred revenue. AC said the Montserrat travel journal identified at the last CMT still seemed to be outstanding (**Action: KT**). The audit was going ok and Baker Tilley had been conducting it remotely. SW offered to write to all staff to inform them of the pressure on KT's time as this may not be apparent when the auditors were working remotely (**Action: SW**). The current 2020 surplus of \$171k would reduce as a consequence.

b) AC reported that most of the work on the **2020 Annual Report** was done save the final financial statements. GF had worked on the exhibits using the draft financial statements and so AC anticipated getting the draft report to PS for review by close tomorrow and then to SW by early / middle of next week.

c) CMT discussed **2020 Leave and TOIL balances** and determined that while some were higher than ideal, there was only one that needed active work to bring down.

4. CMT briefly discussed the matter of **OAG charge out rates for 2021** and it was agreed that AC and PS would look at the 2021 resource plan and TRS data for productivity rates before bringing the proposed new rates to CMT at its next meeting for agreement (**Action: AC & PS**).

5. Review of Updated OAG Policies

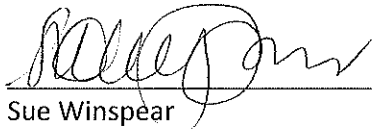
CMT agreed the updated policies for **Acting Allowances** (check personnel regulations references and discuss with AMs before publishing), the **corporate credit card** (add the need for prior approval to use before making purchases) and **proactive disclosures** (finish amending the forms appended) after the minor amendments noted in brackets above are actioned and agreed that the policy on **public interest reporting** should be dispensed with as a policy but just added to the website as a preface to that section. (**Action: SW to finalise and load on OAG website**).

During the discussion, it was noted that the OAG website needed to be updated for the PwC IT controls contract and that the December 2020 disclosures were outstanding (AC and PS confirmed a nil return at the meeting). SW said she would update and load onto the OAG website given KT's focus on 2020 year end financials (**Action: SW**).

6. CMT considered the updated **annual report on threats to OAG independence** that SW had compiled following the return of all staff's annual ethics and register of interest forms. The threats, assessed risk and proposed mitigations were agreed by CMT and the form signed off by the AG and DAGs at the meeting. (**Action: SW to load onto website and KT to give to auditors**).

7. **Any Other Business:**

- CMT were informed by KT that an advert needed to be placed for an APL as a contract renewal was due and it had been over 6 months since the last advert (**Action: KT**)
- SW informed CMT that she had made arrangements for the January PAC invoice to be approved and \$50k on account for February, March and April 2021 on the sign off of the Finance Minister.
- KT informed CMT that she would be off from 12th March for a couple of weeks.



Sue Winspear
Auditor General

23rd March 2021
Date

