

Minutes of the Corporate Management Team (CMT) Meeting Held 28th May 2019

Present:

Sue Winspear (SW), Auditor General
Garnet Harrison (GH), Deputy Auditor General and Freedom of Information Manager
Katrina Thomas (KT), Finance & Administrative Manager
Patrick Smith (PS), Director of Financial Audit
Angela Cullen (AC), Director of Performance Audit

SW chaired the meeting.

The meeting started with SW remarking that it was GH's last CMT and thanking him for his contribution over the years.

1. Approval of Minutes

The minutes of 25th April 2019 meeting were agreed with two minor changes. 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 25th April 2019 are:

- a) Develop a strategy, through EPS work, for dealing with old court fund trust papers and new papers going forward. Note: work has started and discussions have been held with the Accountant General who has to work through the legal issues. PS to email the AG one more time to seek progress on amending the law. (**Action: PS**)
- b) ZB and GF be asked to review the OAG's outdated fraud and corruption policy and response plan and offer CMT a critique of what needs to happen to update and improve upon this in light of their recent IDI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**)
- c) KT and AC (was GH) would take forward the update of the OAG HR manual (last updated 2012) on a "slow burn" basis given other work priorities (**Action: KT & AC**)

Matters Arising: PMT to pick up on the results of the testing of Office 365 with caseware and consider the wider office roll out.

The agenda was re-ordered so that Angela could cover the items most pertinent to her before leaving at 3pm for another meeting.

3. a) The **monthly expenditure** position for April 2019 was considered and it was noted that the pay budget was a little tight and close attention to be paid to this going forward.

- b) KT and AC described the work they had undertaken so far on the budget submission for CIG. They asked CMT to consider whether they wanted to stick with the 50:40:10 billing for Ministry and 5 SAGC financial audits or revert back to quarterly billing for all financial audits given the difficulties this approach had created in undertaking deferred revenue calculations. CMT agreed to go back to quarterly billing and that the budget submission for future years should be calculated on this basis. The 2019 engagement letters will need to reflect this change **(Action: PS)** and SW agreed that she would write to the clients to inform them of the change **(Action: SW)**. It was agreed that PS would review the budget once before leaving this week and that the final review would be undertaken by SW prior to the submission deadline **(Action: CMT)**
4. CMT had viewed George Town Financial Centre, Fidelity House and Eden House as potential new **office locations** since the last CMT meeting with Trisha (IRG) and Ruth Watson from Lands and Survey (L&S). Subsequently, Ruth had spoken to the landlord at Anderson Square who had confirmed that they were amenable to letting the old Board room across the corridor to us and potentially reconfiguring the entrance. CMT agreed that Eden House was unsuitable given the mould problems and significant reconfiguration necessary to suit our purposes and agreed that CMT would take a decision at the next meeting after SW write to L&S asking about whether a bathroom upgrade and the addition of a shower would be possible **(Action: SW)**. SW is also to update all staff on the options **(Action: SW)**
5. CMT considered the paper from SW on proposed Interim Arrangements after GH leaves to be effective from 1st June to 30th September 2019. CMT agreed these proposals subject to ensuring they were affordable **(Action: SW)**. Staff to then be informed of these arrangements for the interim four month period **(Action: SW)**.

AC left the meeting

6. CMT considered the revised **IT Strategic Plan** circulated by GH and agreed it subject to it being cross referenced to the OAG Strategic Plan 2019 to 2023 **(Action: GH)**. CMT saw the obvious next step as bringing someone in to help them undertake an options appraisal on future IT arrangements (namely cloud v staying with CIG) **(Action: CMT)**
7. Any Other Business
- a) KT fed back on the risk framework training provided by EY on behalf of CIG (MFED) at the Kimpton last week. She judged OAG to be already working within the theoretical framework described.
- b) Ruel Huet attended the recent disaster management training session.



Sue Winspear
Auditor General

10 September 2019
Date