

Minutes of the Corporate Management Team (CMT) Meeting Held 19th March 2020

Present:

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

Apologies: Patrick Smith (PS), Deputy AG (Financial Audit) – Patrick absent from OAG and working full time on Government's response to the COVID-19 pandemic.

SW chaired the meeting.

1. Approval of Minutes

The minutes of 17th February 2020 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 17th February 2020 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- a) ZB and GF be asked to review the OAG's outdated fraud and corruption policy and response plan and offer CMT a critique of what needs to happen to update and improve upon this in light of their recent IDI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**).
- f) 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:

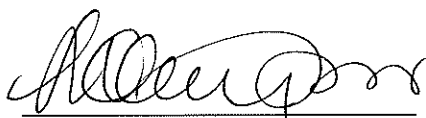
- The RFQ for IT controls work was discussed and decided to discuss at PMT whether this was still needed given the coronavirus pandemic as the contract had not been signed yet (**Action: SW**)
- It was noted that the visitors from Bermuda would not be coming now and AC would do 2 days virtually with them next week.
- SW to ask PS what was concluded on MBA support to staff (**Action: SW**)

Business Items:

3. KT reported that the fieldwork for the **OAG 2019 audit** was going well and she had provided everything they had requested. They had come back with questions and she'd provided answers for most but needed to discuss some with PS which she hoped to do when he popped into the office later today. Some adjustments may be necessary but the surplus still stood at \$470k against a budgeted surplus of \$175k. A discussion was necessary about WIP and the CMT view was that this should be removed from the financials as the current billing arrangements meant that there should be no WIP. The Annual Report should be finalized at the time the financial statements audit was complete. There were no concerns about the **2020 financial position** to date.
4. CMT discussed the latest **COVID-19** advice and CIG's response plans and OAG's actions and preparedness. OAG staff, beyond PS who is already full time on this, supporting essential front line services remains a distinct possibility. Nothing additional was determined at that point but it was noted this would inevitably have to be kept under daily review.
5. AC was thanked for taking forward work on the **OAG operational plan and OAG Resourcing plan**. CMT discussed the corporate aspects of the operational plan. From that discussion came the following actions: all staff training activities should be notified to KT or WM and these should be added to individuals' personal files as well as recorded centrally in a training folder, AC would lead on undertaking an OAG staff skills audit and working on the OAG appraisal template to ensure that staff personal development plans were captured next appraisal season in May / June time. SW would develop a systematized exit interview template. Angela would work with KT on capturing the evidence base for many items and creating the hyperlinks to these through the plan. **(Actions: AC especially with KT and SW)**. On the resourcing plan this needs discussion through PMT but AC would work with KT and others to fill the gaps on the corporate side **(Action: AC)**.
6. The IT controls RFQ would be referred to PMT this afternoon and there was no update on the IT strategy, policies etc. and so this would be held over. SW felt there remained a need to get external expertise to help us develop our **IT strategy** so that this was moved on and so she would contact the NAO and Welsh Audit Office and AC would contact Audit Scotland to see if they could offer us support in taking this forward. **(Action: SW & AC)**

7. **Any Other Business:**

SW reported on **staff contract renewals**. WS's contract was being renewed and an advert was out for APL recruitment to test the market prior to TB's contract renewal being determined. The advert closes on Friday.



Sue Winspear
Auditor General

22nd May 2020

Date