

## Minutes of the Corporate Management Team (CMT) Meeting 18 August 2016

### Present:

Sue Winspear (SW), Auditor General  
Garnet Harrison (GH), Deputy Auditor General and Freedom of Information Manager  
Martin Ruben (MR), Director of Performance Audit  
Patrick Smith (PS), Director of Financial Audit

### Regrets:

Kimberly Lutz (KL), Administrative and Finance Manager

SW chaired the meeting.

### 1. Approval of Minutes

The minutes of 27<sup>th</sup> July meeting were reviewed and minor changes made to the month "July" and the final item. They were signed by SW and so can be put on the OAG website.

### 2. Action items

The action items from the meeting of 27 July 2016 were discussed throughout the meeting and updated.

### 3. Demonstrating Relevance

#### **Engage effectively with our stakeholders:**

- a. CMT discussed the draft **media policy** circulated by MR. It was agreed that the policy would 1) be fleshed out on the social media side (and referenced to our social media policy for staff), 2) Have paragraph 28 deleted for the time being and that SW would write to the Deputy Governor and Financial Secretary to clarify ownership and publication of letters to those charged with Governance. Once this was clarified / protocol for publication agreed the media policy would be updated. 3) Para 36 would be softened so that the onus is on the individual to seek permission.

Subject to these changes being made, the policy was agreed.

### 4. Leading by Example

#### **A well governed and transparent org.:**

- a. It was noted that GH had sent the draft **OAG financial statements for 2015/16** to Baker Tilly for audit yesterday evening. GH referenced the need for an adjustment to be made regarding correcting for the late PAC credit note. SW thanked GH and all concerned for their efforts in

getting these out so promptly and to such a high standard. It was agreed SW would do a note of thanks to the office and give mention to Kwame for his detailed review yesterday.

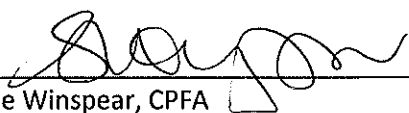
- b. The **OAG financial statements for July 2016** and the detailed expenses were discussed. Some concern was expressed about our office covering so much of the CAROSAI website expenditure. It was agreed that Julius (possibly with Edgar's assistance) be asked to undertake an inventory of software licenses to double check that everyone that needed systems had access to them via license and we were not paying for unnecessary licenses.
- c. CMT had a discussion about GH's proposal to amend our **billings policy for 2016/17**. PS indicated that he had held preliminary discussions with clients about moving to quarterly billing from this year for financial audit work and clients were receptive to the change. There were questions around cash flow implications of the change. It was agreed that subject to a more detailed analysis and review to double check practicalities that, in keeping with the practice of the firms, we would move to a 50% billing on the engagement budget on the start of audit planning, followed by a further 40% once the first stage review had been completed with the final 10% (or final billing sum calculated) to be billed at final delivery of the audit for financial audit and quarterly billing based on actuals for performance audit. It was agreed that consultants costs should continue to be paid out monthly.

**A well organized and sustainable org. :**

- a. GH and SW confirmed that the **revised Executive Officer job description** had been finalized and would be sent to PoCS this afternoon.
- b. SW reported on **APL recruitment** and that Edgar Bennett had been into the office yesterday to sign his contract and had met those who were in at that time. He will start on 29<sup>th</sup> August. SW said that Zenobia Badley had also accepted and was hoping to start on 3<sup>rd</sup> October. PS agreed to provide an entry job for Edgar and Garnet would contact CSD to enable him to gain access to the network.
- c. CMT discussed the letter from PoCS about the **CIFEC careers fair** and agreed that we should not pursue getting a student placement at this time.
- d. SW mentioned that PoCS had agreed the recruitment to the **Performance Audit Director's role** and so recruitment would be undertaken shortly by advert on our website and email to all relevant SAIs as this key role would be difficult to fill. MR offered to be flexible around the transition which was appreciated. MR agreed that in early September at the all staff meeting he would notify the rest of the office and the advert could go live after that.

**A motivated, high performing and skilled workforce:**

- a. PS reported that **Performance Assessments for 2015-16 and Performance Agreements for 2016-17** are all well in-hand and that SW could sign these off the back end of next week save for the managers who would be a little later due to their leave.

  
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Sue Winspear, CPFA  
Auditor General

22.09.16  
Date