

Minutes of the Corporate Management Team (CMT) Meeting 22 September 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
Kim Lutz (KL), Finance & Administration Manager

SW chaired the meeting.

1. Approval of Minutes

The minutes of 19th August meeting were reviewed and minor changes made to them to provide greater clarity. They were signed by SW and so can be put on the OAG website.

2. Action items

The action items from the meeting of 19th August 2016 were discussed throughout the meeting and updated. It was agreed that before the next meeting SW would meet and review action points with individuals so that actions are either cleared or allocated to CMT or PMT depending on whether they are operational and management (CMT) or practice matters (PMT).

3. Strengthening Public Services

Delivering our core business more effectively and efficiently:

a) Performance audit tender update

The tender documentation is out at the moment with tenders to be returned by 30th September. Garnet has fielded questions from tenderers and Martin had received calls expressing interest. It was agreed that MR/GH & SH would open tenders on 10th October, undertake evaluations independently based on an evaluation framework that GH will provide and then come together as an evaluation panel on 12th or 13th October.

b) Working with partners and other agencies whose objectives intersect with ours.

MR fed back on his meeting with the Standards in Public Life Commission in May and SW on her meeting with them on 13th September. Both had similar and constructive discussions with the commissioners on their role and how our office and theirs could work in a mutually supportive way. MR emphasized the importance of focusing on their new role in public procurement and SW suggested they develop MOUs with the police, ACC and ourselves to help them develop the capacity to undertake investigations. It was confirmed that the legal powers for this body are still outstanding.

4. Leading by Example

A well governed and transparent org.:

- a. **Baker Tilly's audit of the 2015/16 financial statements** is near completion with the partner now reviewing them. No significant issues had arisen during the fieldwork. GH was working on the annual report and hoped to get this to SW and MR for their review / input tomorrow. It was hoped that we could work towards laying this in the LA for their next sitting day on 4th October.
- b. **The OAG detailed expenses for August 2016** were discussed. There was a conversation about the charging and budgets on various lines relating to various staff recruitment costs and the need to move some costs to code 50067. It was agreed that in future whilst the CMT would continue to review the detailed expenses on a monthly basis, the financial statements would only be reviewed on a quarterly basis (in line with moving to quarterly billing going forward).
- c. Between the last CMT meeting and this one, GH, KL and PS had met to discuss in detail the proposed changes to our **billings policy** (as minuted last time) and the impact on the office's cash flow. The more detailed analysis had started and was still being undertaken and we will agree the final approach for 2016/17 at the October CMT. It was agreed that for 2015/16 and earlier audit jobs, we would bill in September and then bill again in December.

A well organized and sustainable org. :

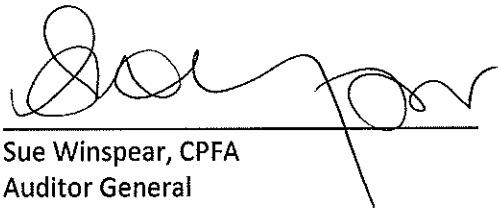
- a. SW confirmed that the **revised Executive Officer job description** was sent to POCS on 19th August and it was only when a chaser email was sent on 19th September that we had an acknowledgement that it was being assigned an assessor.
- b. It was confirmed that the **Performance Audit Director's role** was out to advert with a closing date of 7th October. It was advertised in the Compass and on OAG and Government websites and SW had sent this directly to relevant SAIs around the world. There was a conversation about who should be on the recruitment panel and it was agreed that this would be SW and GH with one of our consultants (via skype) with extensive performance audit expertise.

A motivated, high performing and skilled workforce:

- a. There was a conversation about various aspects of **pay, terms and conditions and contract renewals** in the context of retaining our staff and maintaining their motivation. Notwithstanding, the signaled intent by POCS that they are actively considering the pay stagnation issue with a view to announcing a response by December, it was agreed that SW should write to POCS about regularizing existing allowances and asking for discretion to reward staff upon achievement of relevant qualifications.
- b. There was also a conversation about **acting up allowances**. The Government is changing their policy so that from 1st January 2017 these can be paid at the Chief Officer's discretion as opposed to now where Chief Officer's only have discretion to pay for periods exceeding 14 days. CMT agreed that a policy should be developed for all levels of acting up in this office so that this was an open, fair and transparent process for everyone and applied to Audit Manager, Director and Auditor General in a consistent way. SW to work on a proposal for consideration at the next CMT meeting. All staff to be consulted on this.

- c. There was a conversation about supporting staff through the extreme peak during October when people would be working late into the night and CMT made a number of decisions including having an **event to mark the end of the audit peak** where it was agreed that CMT would arrange something for Friday 4th November.

- d. There was also a conversation about a **Christmas celebration** and KL confirmed that the Government would again be providing \$25 per person towards the cost. Wilma had been gathering menus in from restaurants and this would be taken forward with her and a decision taken in consultation with everyone in the office.



Sue Winspear, CPFA
Auditor General

25.10.16

Date