

Minutes of the Corporate Management Team (CMT) Meeting 21st October 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 22nd September 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 22nd September 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

Garnet reported back that the tenders were opened by the panel (GH, MR & SW) on 10th October, separately evaluated by panel members using the pre agreed evaluation framework before the panel convened on 13th October to take final decisions. Of the 13 tenders received, 4 were selected – 3 individuals and a company. Successful and unsuccessful tenderers have been informed. Action: GH to finalise tender file (electronic & physical) and pass physical file to KL for retention.

4. Leading by Example

A well governed and transparent org.:

- a. The **OAG monthly financial statements and detailed expenses for September 2016** were discussed.
- b. 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 next CMT. It was agreed that for 2015/16 and earlier audit jobs, we would bill in September and then bill again in December.

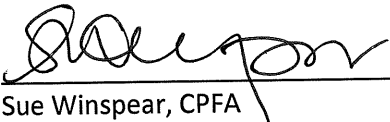
- c. Leave management update from GH.

A well organized and sustainable org. :

- a. No update on the **revised Executive Officer job description** evaluation. The request was sent to POCS on 19th August and had been chased several times including very recently.
- b. It was confirmed that three candidates were shortlisted following the closing of the advert for the **Performance Audit Director's role** on 7th October. Given all candidates were unknown to anyone in the management team, it was agreed that the recruitment panel would be SW, GH and MR with POCS input sought and no consultants need be employed. The panel then subsequently received applications and shortlisted. The three candidates will undertake various tests before an interview by skype on 2nd November.

A motivated, high performing and skilled workforce:

- a. There was a conversation about how all OAG staff were doing with the demands of audit peak and concerns regarding some people having physical symptoms (wrist and eyes) and so it was felt that we should consider office ergonomics after peak to mitigate the risk for next peak but in the meantime continue to offer all the support we could to those affected. There was a discussion about the nature of the event planned for Friday 4th November.
- b. SW had drafted an **acting up allowances policy** for CMT's consideration prior to consulting the wider office. There were different perspectives given and it was felt that this should be reconsidered in due course alongside other pay related issues affecting staff such as pay stagnation, consideration of payments for relevant qualifications and contract renewals.


Sue Winspear, CPFA
Auditor General

15.12.16

Date