

**Minutes of the Corporate Management Team (CMT) Meeting
Held 20th November 2020**

Present:

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

SW chaired the meeting.

1. Approval of Minutes

The minutes of 22nd October 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 22nd October 2020 are:

- a) 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**)
- b) 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**)
- c) SW to discuss and take forward the changes to the TRS Admin codes with PS (**Action: SW**)
- d) KT to meet with JA and 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**).
- e) KT / WMcL was asked to move forward on ordering the floor to ceiling filing for the document / break out room and organizing the document shredding (**Action: KT**)
- f) KT to update the OAG business continuity plan post COVID-19 and bring it to CMT in January 2021 (**Action: KT**)

There were no **Matters Arising**.

Business Items:

3. CMT reviewed the **October expenses** and discussed the likely year end position on both expenditure and revenue. It was highly likely that pay, non-pay and revenues would all end up considerably below budget but the resultant net position may be a high level of surplus.

As a consequence of the discussion, it was agreed that a review of the OAG charge out rates (CMT & PMT) would take place in January and SW/PS & AC would meet to discuss manger workloads **(Action: SW)**

4. a) PS and KT reported that an order had been placed to **kit out the large board room** and this totaled \$7k. The duty waiver had been received and it should arrive in January. PWD need to reinforce the partition wall. The old screen would replace the one in the small board room and that screen would go in the kitchen.

b) The order for **laptops and IT equipment** would be placed shortly and PS committed that someone would double check requirements with each member of staff before the order was placed **(Action: PS)**

5. CMT reviewed the **OAG risk register**. There was a lot of discussion on the reputation risk given current issues arising from the OfReg performance audit. A number of changes were proposed and agreed to the dates attributed to further actions and it was agreed to reference the recent CIG cyber training as a further mitigation against two of the operational risks. SW to amend the risk register and recirculate **(Action: SW)**

6. The revised 2020 **threats to independence and conflicts of interest report** was considered and agreed. The changes reflected the addition of three staff members to the 2020 report. The report was signed at the meeting.

7. KT reported that the **OAG general phone number** (x3211) rings to everyone in the office. It was agreed that the ideal thing would be for x3211 to ring on WMcL's phone first, then KT's before everyone else (if neither of them were able to answer). KT agreed to try to resolve this with facilities management **(Action: KT)**.

KT also said that the OAG website needs the contact number changing from x3201 to x3211 **(Action: SW)**

8. KT reported on arrangements for the Christmas luncheon on 11th December at Papagallos.

9. **Any Other Business:**

a) It was agreed that the **Office would formally close between Christmas Eve and 4th January** and possibly close earlier than Christmas Eve depending on staff leave (exact closure dates to be agreed outside of the meeting).

b) It was confirmed that KT and PS remain the OAG contacts for use of **JADE** (the CIG FOI system)

9. Any Other Business Continued:

- c) CMT agreed that **Thursday 10th December** would be filing / document tidy up / disposal day
- d) SW reported on the status of the **staff secondment to RCIPS** which is due to finish at the end of December but may be extended.
- e) It was agreed that PS could arrange for **new OAG shirts** to be ordered (2 for the 2 new APLs and 1 for all other staff). CMT agreed to stick with the three colours offered before.


Sue Winspear
Auditor General

21st January 2021
Date

