

**Minutes of the Corporate Management Team (CMT) Meeting
Held 21st January 2021**

Present:

Sue Winspear (SW), Auditor General
Patrick Smith (PS), Deputy AG (Financial Audit)
Angela Cullen (AC), Deputy AG (Performance Audit)

Apologies:

Katrina Thomas (KT), Corporate Services Manager

SW chaired the meeting.

1. Approval of Minutes

The minutes of 20th November 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 20th November 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 to update the OAG business continuity plan post COVID-19 and bring it to CMT in February 2021 (**Action: KT**)
- f) KT to ensure the OAG general phone number (x3211) rings on WMCL's phone first, then KT's before everyone else if neither of them were able to answer. (**Action: KT**).
- g) OAG website needs the contact number changing from x3201 to x3211 (**Action: SW**)

Matters Arising.

PS confirmed that the:

- laptops and other IT equipment was now on island and should be with us in the near future.
- interactive screen had been received but a bracket and camera (ordered separately) were still awaited. Once that was all received audiophile would come and install it in the board room.
- order for OAG shirts was in hand.

Business Items:

3. a) CMT reviewed the **December / year end expenditure position** that KT had circulated before the meeting. PS updated on progress that he, KT and GF had made with preparing the year-end financial statements and said that there were still journals to go though. His best estimate at this point was that 2020 revenues would be around \$2.7m and year end expenditure very close to the \$2.5m shown on the report circulated making a reasonable level of surplus overall for 2020. PS said that he believed the **2020 financial statements** should be ready by early February at the latest. AC queried the small negative balance on "official travel" which should be a small positive balance representing the unrecovered costs of the Montserrat visit in January 2020 and this needs investigation. **(Action: PS / KT)**

b) AC reported that she and GF had made a start on the **2020 Annual Report** and she was preparing to focus on this during the second week in February.

c) The discussion on **2020 Leave and TOIL balances** to be carried over until the February meeting **(Action: KT)**

GF's assistance with work on the financial statements, annual report and preparation for the audit was noted with appreciation by CMT.


4. CMT briefly discussed the need to review the OAG charge out rates for 2021 and progress with relevant work streams. It was agreed that this could only happen after AC and WS had made more progress on 2021 resource planning and it was agreed that there would be a separate meeting of PMT to consider resource planning and then charge out rates in the second week of February. **(Action: AC).**

5. **Any Other Business:**

a) There was a discussion on the **2020 Staff Survey results** recently received. The results were again very positive and CMT reflected on a number of things and specifically decided they wanted to spend time during the "strategy" session at the annual retreat to focus on remote and flexible working, how that was going and what it meant in the context of their expectations of management noting "my manager" results whilst still very positive were slightly down. CMT also discussed "pay and benefits" which was the lowest area to see what could be done within the OAG's control (which is inevitably limited).

b) The preparations and agenda for the annual retreat were briefly discussed and it was agreed to schedule a meeting of PMT / CMT for Tuesday **(Action: SW).**

c) Probation for new starters and a staff absence were also discussed.


Sue Winspear
Auditor General

22nd February 2021
Date