

## Minutes of the Corporate Management Team (CMT) Meeting Held 21<sup>st</sup> October 2021

### Present:

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

**Apologies:** Angela Cullen (AC), Deputy AG (Performance Audit)

SW chaired the meeting.

### 1. Approval of Minutes

The minutes of 16<sup>th</sup> September 2021 meeting were agreed, SW to sign and upload them onto the OAG website (**Action: SW**).

### 2. Action items

The **action items** still outstanding from the meeting of 16<sup>th</sup> September 2021 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) The loading of PWC contract information on the OAG website (**Action: PS**)
- e) Draft of an AG Act (**Action: SW**)
- f) AC agreed to ask Audit Scotland whether they had capacity to help us with our IT strategy / options appraisal (**Action: AC**)
- g) KT to circulate emails regarding CINICO queries. (**Action: KT**)
- h) SW to write to MFED on various budget issues (**Action: SW**)

All other actions were cleared.

### Matters Arising

The updated **Data Protection Policy** was agreed (subject to a few minor typos being made) and then KT should get this uploaded onto OAG website and inform staff (**Action: KT**).

It was noted that the **OAG training and development plan** was agreed through PMT at its last meeting.

PS reported that he had made a full disclosure to the Deputy CEO of the HSA regarding a reference.

**Business Items:**

3. CMT discussed the **quarter three financial position** and it was noted that CIMA had not been invoiced for the OAG secondee and this would positively impact the position. Pay, non-pay costs and revenues are all under budget and CMT agreed that a thorough and critical review of the end of October position would be important and PS agreed to do this as well as a year-end projection (**Action: PS**).
4. KT reported that she was still awaiting for **national archives** to come back to her with regard to the remaining document destruction and she agreed to chase them again (**Action: KT**). It was noted that the furniture for the work stations would come soon and so the space the boxes were taking up would be needed.
5. **Various staffing matters** were discussed including APL recruitment, an update on appraisals and how the remote working was going with regard to the new COVID regulation. PS reported that caseware was now accessible via citrix and this meant that there was no longer a need for the machine in the office to be on and he would inform staff to that effect (**Action: PS**). It was recognized that currently office landline phones cannot be diverted to mobile or other phones for staff working from home and CMT agreed to enable this to happen by working with Mitel and that PS and KT would trial this before rolling it out to staff (**Action: PS / KT**).

**Any Other Business:**

6. An APL had completed a new set of declarations given a change in their family circumstances which created a potential **conflict of interest** and CMT agreed the mitigation necessary and that the AMs should be made aware of this for resource planning purposes (**Action: SW**).
7. It was noted that the **2021 OAG audit** had commenced and the letter of engagement was with the PAC chairman for signing.
8. SW reported that both JA and AM had been accepted onto the **UKOT mentoring programme** and both had been allocated a Director level employee at the NAO.

  
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Sue Winspear  
Auditor General

19<sup>th</sup> November 2021  
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Date