

Minutes of the Corporate Management Team (CMT) Meeting Held 21st October 2022

Present:

Sue Winspear (SW), Auditor General (Virtual)
Patrick Smith (PS), Deputy AG (Corporate & International)
Angela Cullen (AC), Deputy AG (Performance Audit)
Winston Sobers (WS), Acting Deputy AG (Financial Audit)
Gabriel Ncube (GN), Outgoing Acting Corporate Services Manager
Ruel Huet (RH), incoming Acting Corporate Services Manager

Apologies: Julius Aurelio (JA), Audit Manager (Quality & IT)
Katrina Thomas (KT), Corporate Services Manager

SW chaired the meeting.

1. Approval of Minutes

The minutes of 16th September 2022 meeting were agreed after a minor change. SW to sign and upload the minutes onto the OAG website (**Action: SW**).

2. Action items

The **action items** still outstanding from the meeting of 16th September 2022 are:

- a) Arranging the final document archiving and destruction (**Action: KT to write to National Archives copying in GN & SW**).
- b) Creation of a workforce plan (**Action: AC**)
- c) SW to finalise Remote & Flexible working policy with CMT and upload and share all recently agreed policies (**Action: SW**)
- d) Consideration of changing our internet and TV provider to achieve better VFM (**Action: JA**)

All other actions were cleared.

Matters Arising


- a) With regard to the printers, CMT agreed that printer 3 should be replaced (**Action: PS / JA**) and on the VFM for printer 5 (i.e. maintenance plan v new v repair as we go), it was agreed that OAG would hold off changing for 6 to 12 months as expensive parts had recently been replaced after which we should go for a plan even though our relative usage is low.
- b) The IT options appraisal would be taken to a separate joint CMT / PMT meeting (**Action: PS / JA**)
- c) AC said the learning and development plan would go to PMT next week and then come to CMT (**Action: AC**)

Business Items:

3. The **Quarter 3 Financial Statements and expenses position to end of September** was introduced by GN. GN explained that his staffing projection was predicated on audit staff undertaking a further 75 hours of overtime during interim. CMT were very impressed by the work GN had undertaken on cleaning up OAG billings. GN said he had gone back over the past three years of billings and compared the fee quoted in the engagement letters with what had been charged. He said OAG may need to raise some additional bills and he would complete the exercise cleaning up our revenues. He recommended that in future, routine reconciliations of billings with fees were undertaken (**Action: PS / KT**). CMT noted that from next month, RH would take over covering for KT for the next three months. CMT thanked GN for his work on profiling budgets, explaining budget variations and especially on cleaning up the billings which could result in considerable additional income for OAG during the three months he was covering the role.
4. PS introduced the **revised IT policy** and said that it was now written consistently throughout and consultation with KT was still needed on FOI and data protection. CMT were asked to return comments to JA within two weeks (**Action: All**). PS also updated on the options appraisal work which should be finished by November with a view to us deciding in December. CMT also had a brief discussion about the need to re-think the mobile phone policy and whether and how to support staff with phones given they were necessary for work.
5. AC led CMT through the **quarterly review of progress against the OAG strategy**.
6. The progress on the **financial audit retender for the period 2023 to 2027** was discussed and it was noted that four firms had submitted bids for at least one audit. The EPC would comprise Angela, Patrick and Gabriel and for 6 of the 8 tender evaluations, a client representative would be involved too. It was expected that the EPC recommendations would be put to SW by next Tuesday before being submitted to PPC.
7. SW updated on **progress with the AM recruitment / promotion round**.

Any Other Business:

8. WS said that the cultural lunch was being held on 4th November from noon to 2pm and CMT agreed to give staff two hours to attend and an additional hour for those staff bringing in food (to be charged to "general admin")
9. WS also reported the passing of ex OAG staff member Enoch who died earlier that day in Keyna. CMT asked WS to let staff know and to pass on OAG's condolences to his family (**Action: WS**)
10. AC said she would bring the updated competency framework to the next CMT and the updated staff appraisal form to PMT (required to meet the ACCA accredited employer standards).
11. AC updated on the arrangements for the Report Writing training by CAAF to be held at the Police Training Centre in Governor's Square.



Sue Winspear
Auditor General

22nd November 2022
Date