

**Minutes of the Corporate Management Team (CMT) Meeting  
Held 22<sup>nd</sup> October 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 17<sup>th</sup> September 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 17<sup>th</sup> September 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) SW to amend OAG risk register based on changes agreed at July meeting and re-circulate to CMT (**Action: SW**)
- f) 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**)
- g) A six month review of the OAG Strategic plan (**Action: SW**)

**Matters Arising:**

- h) KT clarified that our additional car parking spaces were still to be rented directly from the car park owner and not through IRG. KT felt it likely the monthly rental price would increase from January.

**Business Items:**

3. CMT had reviewed the **September quarter end financials** before the CMT meeting as part of the work undertaken to produce the OAG quarterly report. There was a discussion about some expenditure and income lines and PS mentioned the work being done to improve the billing system. It was agreed that the IT controls work could be charged against "professional fees".
4. CMT formally approved the **OAG Quarterly Report** could be sent to PAC. **(Action: SW)**
5. AC and KT were thanked for their work on pulling together the **OAG Operational Plan** which CMT discussed. As it was the first time seeing this document and AC had a number of questions, CMT went through the document in detail and AC captured the notes of the changes to be made, measures to be used and evidence sources (not captured in these minutes) so that they would be reflected when CMT next considered progress against the operational plan. **(Action: AC)**  
Arising out of the discussions, it was agreed that we should move ahead with commissioning a consultant or consultants with relevant expertise to take the draft OAG FA and PA manuals and those supplied through the UKOT project and produce an updated OAG manual for both practices and also take our existing draft quality assurance framework and details of our quality control practices and produce and document a fit for purpose OAG quality assurance framework **(Action: SW)**  
SW, PS and KT to all check to see if a management letter was ever received from Baker Tilly for our 2019 audit and chase them if not. **(Action: SW/PS/KT)**

4. **Any Other Business:**

- a) It was noted that the annual **staff survey** was currently live. SW said there was no reference to an incentive scheme for completion.
- b) SW asked KT whether the annual update of the **OAG business continuity plan** was completed and also whether there was anything akin to this that we were required to do for COVID-19 outstanding. KT said she thought everything needing to be done had been completed but that it may not have been put before CMT and so would check **(Action: KT)**
- c) KT discussed with CMT the plans for "**PinkFriday**" on 30<sup>th</sup> October to raise funds for Cayman BCF. It was agreed it would be held at 3pm and a \$10 minimum donation would be required to attend. KT to take forward arrangements and Ombudsman, RCIPS and MASH to be invited. **(Action: KT)**

  
Sue Winspear  
Auditor General

20<sup>th</sup> November 2020  
Date