

Minutes of the Corporate Management Team (CMT) Meeting Held 23rd August 2023

Present:

Sue Winspear (SW), Auditor General
Patrick Smith (PS), Deputy AG (Corporate & International)
Angela Cullen (AC), Deputy AG (Performance Audit)
Winston Sobers (WS), Acting Deputy AG (Financial Audit)
Katrina Thomas (KT), Corporate Services Manager (arrived during item 2)

SW chaired the meeting.

1. Approval of Minutes (24th & 25th July 2023)

The minutes of the last CMT meeting were agreed subject to a typo correction being made. AC to sign and SW upload onto the OAG website (**Action: AC / SW**).

2. Action items

The **action items** still outstanding from the meeting of 24th & 25th July 2023 are:

- a) Completing the document archiving and destruction (**Action: AC**).
- b) Creation of a workforce plan (**Action: AC**).
- c) Finalise Remote & Flexible working policy after MyVista is in use (**Action: SW**).
- d) Check whether a refund been received for the rental property used for the Bermudan secondees (**Action: WS/KT**).
- e) Retender of the cleaning contract for November 2023 (**Action: PS / KT**).
- g) RFP for IT cloud move & website options (**Action: PS / JA**).
- h) Ensure ex-staff member is removed from OAG workflows in MyVista (**Action: KT**).
- i) Pension refund from PSPB (**Action: KT**)
- j) Complete proactive disclosures & put on website (& some corporate reports) (**Action: SW**)
- k) Schedule all staff meeting for October on new policies & lessons learned from the medical emergency (**Action: SW**).
- l) Schedule CMT strategy setting session (**Action: SW**).

All other actions were cleared or covered on the agenda.

Matters Arising:

- AC updated on **archiving** – National Archives visited and left without completing the work needed misunderstanding the work done to date. They will return within 2 weeks.
- PS updated on **IT related matters**. He said that he had reviewed the business cases / RFPs for both the website and cloud and had given them back to JA to deal with his comments

before he sent them onto the EPC. As JA is away and this didn't happen before he went on leave, PS agreed to look at both of these and get them finalized and sent to the EPC in JA's absence (**Action: PS**). PS updated that he and JA were having a first demonstration of caseware "Time" in early September to see how that may meet our time recording needs and further demonstration would be laid on if it showed promise. He also noted that other modules of MyVista were due to be rolled out but the timeframes were less than clear although he thought payroll could be imminent. CMT expressed concerns about their inability to manage MyVista (eg setting up codes) to meet OAG needs but noted a move away would create payroll upload issues to be considered once this module comes on board. PS confirmed that we were still aiming for a "go live" on whatever long term solution is determined in January 2024 with a view to having parallel running in November and December 2023.

- PS updated on the **OAG FA retender**. PAC have endorsed the appointment of Berman Fisher as our new auditors and he has connected Baker Tilley with Berman Fisher. OAG were having their first meeting with the new auditors during the second week of September.
- WS said that the cheques were sent to the two charities benefitting from the **OAG 40th Anniversary** relay race last week and both received an extra \$500 more than expected due to the late contribution from Maples. The cost to the OAG was confirmed as \$2,600 (excluding the opportunity cost of staff time). Anniversary goodies are to be given to staff at the interim launch and the lanyard were still to be delivered. KT said there was one more MOW session scheduled for Friday this week (25th) and discussed other options with agreement only to do one in early December and hold anything else over until 2024. CMT agreed that the team building day KT and DT were working up could form part of the Retreat.
- The two new APLs start on 28th August and 1st September and both have passed IPSAS.

Business Items:

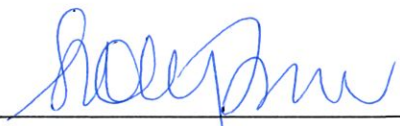
3. CMT considered **OAG's July expenses**. The position remains as it did at the half year stage, namely; over on pay and slightly under on expenses giving an overspend overall but with an overall surplus forecast as revenue should be over budget. CMT agree the spending of \$3,030 for furniture as discussed at the last CMT meeting (**Action: KT**). There was a discussion about the recent letter from the Premier instructing all Ministries, Offices and Portfolios to reduce their **2023 budget** and it was noted that SW had written to the FS stating that she assumed this didn't apply to OAG as an independent office. CMT agreed to not plan to reduce anything as it would not be practical without stopping statutory audit work.
4. WS took CMT through the work he had done regarding the **2023 financial audit billings**. He explained that in 2022, overruns on jobs averaged 20% and we were \$0.5m under recovered on fees. He said that for 2023 audits he was proposing fees that totaled \$3,118,500 against budgets of \$2,650,000. SW asked about 2024 and 2025 fees against budgets and WS agreed to add these as columns to the spread sheet and to add in PSPB and CAACI and recirculate on Friday (**Action: WS**). It was agreed that CMT should consider this and that a separate meeting would be scheduled for Monday to discuss this further and agree the fees (**Action: SW**).
5. CMT considered several recently updated **OAG policies**. The complaints policy and long service recognition policy were agreed subject to minor changes being made and similarly the first iteration of a physical security policy was agreed with additions to be made to strengthen it. It was agreed that KT would update all three policies and recirculate to CMT to agree by email (**Action: KT then**

CMT). Similarly, with the travel and subsistence policy it was agreed that AC would update this policy taking account of feedback and recirculate to CMT to agree by email (**Action: AC then CMT**). CMT had a brief discussion to inform the redrafting of the mobile phones policy and asked KT to research and advise about the potential of a staff allowance for phones as KT believed this was possible under CIG allowances (**Action: KT to let CMT know**).

6. CMT reviewed the 2023/24 draft learning & development plan which took account of all requests that had been received from audit staff during the appraisal process. It was noted there was nothing for management or administrative staff at this stage and two APLs still had appraisals outstanding. CMT discussed organizational priorities and AC agreed to update taking account of the conversation and CMT could reconsider at the next meeting (**Action: AC**).
7. CMT noted the **TOIL and leave balances** at the end of June 2023.
8. Items 8 (IT update) and 9. (40th Anniversary activities) was covered under 2 above (Matters Arising).

Any Other Business

10. CMT discussed the medical questionnaire for staff and KT agreed to circulate the updated version for agreement by email before it was then given to staff to complete. (**Action: KT**).
11. CMT agreed that KT would review dependent information on MyVista and send a chaser to those staff who had not completed this (**Action: KT**).
12. KT agreed to provide CMT members with a hard copy of the emergency / hurricane preparation forms and current emergency preparation plan (**Action: KT**).



Sue Winspear
Auditor General

19th October 2023

Date