

## Minutes of the Corporate Management Team (CMT) Meeting Held 23<sup>rd</sup> May 2024

### Present:

Sue Winspear (SW), Auditor General  
Angela Cullen (AC), Deputy AG (Performance Audit)  
Winston Sobers (WS), Acting Deputy AG (Financial Audit)  
Katrina Thomas (KT), Corporate Services Manager

### Apologies:

Patrick Smith (PS), Deputy AG (Corporate & International)

SW chaired the meeting.

### 1. Approval of Minutes (7<sup>th</sup> May 2024)

The minutes of the last CMT 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 7<sup>th</sup> May 2024 are:

- a) Creation of a workforce plan (**Action: AC**).
- b) PSPB credit to be taken off of May's payment (**Action: KT**).
- c) Completion of 2023 appraisal write ups (**Action: SW**).
- d) JA to address EPC questions on cloud (**Action: PS / JA**).
- e) SW to contact CMT again on the CIIPA gala given different CMT views (**Action: SW**).
- f) WS to bring Resourcing (busy season) business case to June CMT (**Action: WS**).

All other actions were cleared or covered on the agenda.

### Matters Arising:

WS said that the interim launch event was being moved from 12<sup>th</sup> September to the following week to sit alongside the CIIPA standards training.

### Business Items:

3. KT presented the **Q1 TOIL and annual leave balances and the 2023 leave carryovers**. While it was recognized that two of the managers had checked the TOIL balances already, CMT agreed to ask managers to check all carryover and Q1 balances for their staff (**Action: SW to write and ask**). SW would also contact PS to discuss approaches for dealing with the person with the highest balances

as CMT saw these as excessive (**Action: SW**). KT also agreed to email all staff again and remind them on how to enter TOIL especially for part days (**Action: KT**).

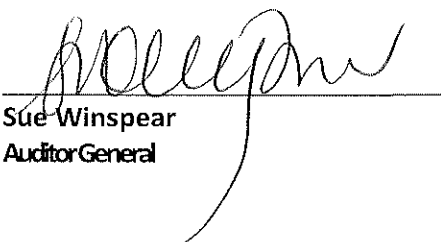
4. KT explained that HMCI now had an online system for use for **disaster management and business continuity planning**. OAG's business continuity plan would henceforth be held on the system and the annual updates would be easier. KT was working on updating the OAG plan and populating the new system. CMT agreed that KT should continue working on this using PS as a sounding board and that a separate meeting would be scheduled between CMT and PMT for KT to go through it and get agreement and train others in how to use the new HMCI system (**Action: SW to schedule meeting**).
5. SW raised APL **contract renewal requests** and two were agreed by CMT.

6. **Any Other Business**

- 6.1 CMT agreed that for equity, the two APLs leading on the backlogged audit work should be told that they can claim up to 225 hours of overtime each year but at times that suit the peaks in their client's workloads (**Action: SW to inform**).
- 6.2 CMT considered and agreed a remote working request for 1<sup>st</sup> to 15<sup>th</sup> August (along with paternity and other leave) (**Action: SW to inform**).
- 6.3 CMT considered a CFE request and agreed the need to adopt a policy position on this and CISA so the Office could be consistent going forwards with these two qualifications that are seen as being highly relevant to OAG's business. CMT discussed and agreed, in principle, that up to \$1,000 in funding should be available and memberships (staff being allowed up to two paid for memberships already) was reasonable. SW to research levels of past support and get PS's views on the matter before writing a policy for CMT to agree by email (**Action: SW**).

KT left the meeting.

- 6.4 CMT considered KT's request to attend the SHRM this year and CMT, while supportive in practice, felt they needed to know what the potential costs would be and whether it was affordable (**Action: SW to ask KT for estimated costs and PS for his view**).
- 6.5 Office Accommodation to go on the next CMT agenda as the Anderson Square lease is coming up for renewal (**Action: SW**).

  
Sue Winspear  
Auditor General

29<sup>th</sup> May 2024  
Date