

## Minutes of the Corporate Management Team (CMT) Meeting Held 24<sup>th</sup> June 2020

### **Present:**

Sue Winspear (SW), Auditor General  
Angela Cullen (AC), Deputy AG (Performance Audit)  
Patrick Smith (PS), Deputy AG (Financial Audit)

Apologies: Katrina Thomas (KT), Corporate Services Manager

SW chaired the meeting. Meeting held on Zoom.

### **1. Approval of Minutes**

The minutes of 14<sup>th</sup> May 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 14<sup>th</sup> May 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 (possibly with JA) 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) AC to work with KT and others as necessary on capturing the corporate aspects of the OAG operational and resourcing plans and establishing hyperlinks for recording evidence on progress (**Action: AC & others as necessary**)
- f) PWC should be awarded the contract for IT controls work but that the date of implementation should be later and subject to mutual agreement between OAG & PWC (**Action: JA**)
- g) The 2018 surplus of \$480,826 to be repaid to CIG (**Action: PS / KT**).

### **Matters Arising:**

- h) PS & SW fed back on the meeting held earlier that morning with the Deputy AG and IT Manager from Audit Wales and JA regarding the development of our IT strategy and options appraisal work. All agreed the need to carve out more time, especially at manager level, to focus on IT strategy and operations as a real driving strategic need for the office and SW to arrange a separate meeting with PS and AC to discuss developing the AM roles (**Action: SW**). PS also said that he and JA were exploring options for using a VPN for remote working given some of the citrix issues being experienced by staff.

- i) AC reported back that CML had been overwhelmed by the response to the free coaching sessions and that they were now organising three tranches through which to take these forward. YC was likely to be included in tranche 2 or 3.

**Business Items:**

3. The **monthly expenditure report to end of May** was reviewed and virtually everything was tracking under budget as expected. Professional Fees was showing the wrong the budget profile. It was also noted that PAC billing, at least, was below profile due to COVID-19 and so for the time being, there was little concern about expenditure or revenue levels.
4. CMT formally agreed the **new competency framework** for OAG (basing this on the new 2019 INTOSAI framework but also mapping it across to the old OAG competency framework and the new 2018 CIG framework) and it was agreed that SW should send this to OAG staff and offer them a choice of virtual and in-person one hour briefing slots that SW, PC and AC would all attend with SW introducing and AC leading the sessions. **(Action: SW)**
5. The appraisals were being mostly undertaken during this week and it was agreed that we would aim to have all assessments written up by the end of next week.
6. **Any Other Business:**

None.



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Sue Winspear  
Auditor General

15<sup>th</sup> September 2020

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Date