

Minutes of the Corporate Management Team (CMT) Meeting held on 24th and 25th July 2023

Present:

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

Apologies: Sue Winspear (SW), Auditor General
Patrick Smith (PS), Deputy AG (Corporate & International) – for 25th June

AC chaired the meeting.

1. Approval of Minutes (20th June 2023)

The minutes of the CMT meeting on 20th June 2023 were agreed upon, subject to one correction.
(Action: AC). SW to sign and upload onto the OAG website (Action: SW).

2. Action items

The **action items** still outstanding from the meeting of 20th June 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: KT).
- f) RFP for IT cloud move (Action: PS / JA).
- g) OAG website options appraisal (Action: PS / JA).
- h) Discussion with POCS regarding ex-staff member (Action: KT)
- i) Pension refund from PSPB (Action: KT)
- j) Website to be updated for staff changes (Action KT/JA)

All other actions were cleared or covered on the agenda.

Matters Arising:

- AC updated on the archiving project from 2021. CINA has already picked up 4 boxes and will pick up 3 this week. CINA has also provided a date for the destruction of the documents of 17 August. We need to ensure that the appropriate staff are in the office that day to work with CINA on this.

- KT updated that she had no response on the refund for the rental property and will continue to follow up on this.
- PS updated that he had JA were meeting today to discuss progress with the website options and RFP for the IT cloud move and will feedback after that.
- PS and KT indicated that the retender for the cleaning contract would need to start by the end of August to be in place by November.
- KT noted that the CO PoCS had not responded to the issue about the ex-staff member still showing on the OAG establishment and was currently on leave. In the meantime, KT noted that new CINICO cards had been prepared for the ex-staff member but it is unclear who requested these. This will be followed up again.
- KT noted that she had contacted PSPB about the pension refund from PSPB but had no response yet.
- AC noted that the ex-staff member had been removed from the website after her review last week. The photos for new starts were not able to be uploaded to the website and we need to request these in an appropriate format from POCS and to be uploaded to the website (**Action: KT/JA**)

Business Items:

3. CMT considered **OAG's half-yearly financial position**. CMT noted that the budget showed a deficit position of \$385k. This was because budgeted expenditure for personnel costs had been increased in line with the current staffing structure, using the carry forward of the prior year's surplus. However, the budgeted revenue had not been adjusted and we expect to generate significantly more than the budget because we have more audits coming in-house and our plans for eliminating the backlog. CMT noted that the actual financial performance at the end of June was a surplus of \$212k. CMT noted that we needed to do forecasts of any capital expenditure for the rest of the year, which may include office space, a new website, and the IT platform. In relation to the office space, CMT agreed that the current office space was sufficient for our 'permanent' staff needs for the next year but the meeting facilities were now too small. CMT agreed to go off-site for all-staff meetings and training events and that we should look at options for new furniture for the breakout room so that it could be multi-functional and able to easily switch between a meeting room and a temporary workspace for 2-3 temporary staff during peak periods. Budget estimates are to be prepared for both (**Action: KT**). In relation to **June expenses**, KT stated that she was using 'Miscellaneous' to code any expenditure related to the OAG's 40th anniversary; there is a minimal budget of \$200 for this. CMT noted that we continue to overspend on personnel costs and that we may need to transfer the budget from non-personnel to personnel costs in the next quarter. PS noted that he planned to do better profiling of the budget for the next quarter to provide a better indication of how we were tracking against the budget (**Action: PS**).
4. PS noted that the EPC had approved the **appointment of the OAG's auditor** as Berman Fisher for the five-year period 2023 – 2027. The partner is currently out of the office and the contract should be finalised next week. (**Action: PS**)
5. CMT discussed the **OAG risk register**, noting the risk from the previous meeting, actions taken and planned and indicative dates for planned actions. (**Action: AC**)
6. AC asked whether we should evaluate our current **corporate systems and processes**, including evaluating whether MyVista was meeting our business needs and our finance processes in

preparation for the new OAG auditor. PS indicated that he and JA were evaluating MyVista and looking at other options as part of the IT strategy. CMT agreed that MyVista was not currently meeting our business needs and had made many processes inefficient. It was noted that we will need to continue using MyVista until the end of the year until another solution is identified. (Action: PS). In relation to finance, CMT noted that the Acting Finance Managers had noted some areas for improvement and agreed to review the financial processes and procedures in Q4 in advance of the preparation of the 2023 financial statements (**Action: PS/KT**).

7. AC presented the revised draft **travel and subsistence policy**, noting changes as a result of the revised CIG policy issued in June. All agreed to review and send comments to AC the next day (25th June). (**Action: PS/WS/KT**)
8. CMT discussed the **Office's 40th anniversary events**. CMT noted that one item of merchandise had still to be received. WS noted that a reconciliation needed to be done of the funding received as some had been double-counted. (**Action: WS**). AC asked about the calendar of events. KT updated that the next event would be staff volunteering for Meals on Wheels in August. The calendar of events will be presented at the next meeting. (**Action: KT**)
9. AC gave an update on **APL recruitment**, stating that verbal offers had been made to two candidates. References were still being taken up. (**Action: AC**)

The meeting ended early at 11.45 am and reconvened on Tuesday 25th July at 10.15 am. PS sent his apologies for the continuation of the meeting.

10. AC presented the OAG's **Q2 performance against the operational plan**. CMT focused the discussion on those items identified as Red and needing action. CMT noted that the latest information was that the backlog audits were not going to plan; clients were slow in providing information. CMT agreed to have an internal meeting to discuss the implications for resourcing and if a top-management meeting was needed between OAG and 2 backlogged clients. (**Action: WS/PS/AC**). CMT discussed that we have an information gap in monitoring FA recommendations and agreed to ask the intern to pull together baseline information. (**Action: WS**). CMT noted that proactive disclosures and corporate reports needed to be added to the website. (**Action: KT/AC**). It was noted that a number of Office policies were out of date and these were allocated between the three CMT members in attendance (**Action: AC/KT/WS**). CMT noted that we had not yet done ethics or anti-fraud training in 2023 and agreed that a separate training session on these should be scheduled for September after the new recruits start. (**Action: WS**). AC noted that she planned to do a skills/qualifications survey to inform the workforce plan. CMT also discussed the need to revisit StrengthsFinder as currently, the majority of staff had not done this.
11. CMT confirmed summer **leave plans**. KT requested to work remotely during August. However, it was agreed that she should aim to be in the office 2 days each week and coordinate attendance with the Admin Officer to ensure cover in the office.

Any Other Business

12. AC noted that the revised **SAI PMF draft report** had been received and we had agreed to provide feedback by Friday 4th August so that it could be finalised by early September. (**Action: All**).

13. CMT discussed lessons learned from the recent **medical emergency** in the office and agreed to discuss this further at PMT and with staff. WS noted that he had already contacted the Red Cross about First Aid training for all staff. They had provided 5 potential dates. CMT agreed to take 3 of the dates **(Action: WS)**.
14. CMT noted that staff response to recent **fire alarms** had not been well coordinated. It was agreed that we should have designated Fire wardens/marshalls and that the collection point for OAG should be made clear to all staff, and this should be away from the building (in a shaded area if possible) **(Action: KT)**.
15. CMT agreed that we should reinstate quarterly all-staff meetings. The first of these should include communicating lessons learned from the medical emergency and new office policies. **(Action: AC)**
16. AC asked about **hurricane preparedness** training and supplies. CMT agreed that a hurricane-preparedness training session should be held as soon as possible in August. **(Action: KT)**
17. WS asked about progress with the OAG's new **Strategic Plan**. AC stated that IDI SPMR good practice is that the SAI PMF report and stakeholder views should inform the identification of priorities and activities. CMT noted that the SAI PMF assessment scores and draft report can be used in advance of receiving the final report, and agreed that we should try to obtain stakeholder views and aim to have a CMT strategy-setting session in September. **(Action: AC)**.
18. AC noted that the **probation period for the APLs** that started in February would end in August. CMT agreed that AC should have meetings in SW's absence. **(Action: AC)**
19. AC asked about upcoming **staff contract renewals**. KT indicated that three staffs' contracts ended in September and October and all had requested renewals. CMT noted that it had just concluded an APL recruitment campaign and the contracts should be renewed. **(Action: KT)**
20. KT noted that the current **intern** was due to finish on 31 July. CMT to agreed to extend this for another month. Considering leave plans, the intern would be with OAG from 14 August to 14 September. **(Action: KT)**
21. CMT noted staff requests for OAG **support for training**. CMT approved one business case and requested that the other staff member prepare a business case. **(Action: WS)**.
22. CMT congratulated KT on passing 3/5 exams from the last sitting and noted that the 2 resits would be taken in August.



Angela Cullen
Acting Auditor General

22 September 2023

Date