

## Minutes of the Corporate Management Team (CMT) Meeting Held 24<sup>th</sup> May 2023

### Present:

Sue Winspear (SW), Auditor General  
Angela Cullen (AC), Deputy AG (Performance Audit)  
Patrick Smith (PS), Deputy AG (Corporate & International)  
Katrina Thomas (KT), Corporate Services Manager  
Julius Aurelio (JA), Audit Manager QAIT for items 3 and 4

Apologies: Winston Sobers (WS), Acting Deputy AG (Financial Audit)

SW chaired the meeting.

### 1. Approval of Minutes (3<sup>rd</sup> May 2023)

The minutes of the CMT meeting on 3<sup>rd</sup> May 2023 were agreed. SW to sign and upload onto the OAG website (**Action: SW**).

### 2. Action items

The **action items** still outstanding from the meeting of 3<sup>rd</sup> May 2023 are:

- a) Sign and upload CMT minutes of 20<sup>th</sup> January, 28<sup>th</sup> February and 21<sup>st</sup> March 2023 (**Action: SW**).
- b) Completing the document archiving and destruction (**Action: AC**).
- c) Creation of a workforce plan (**Action: AC**).
- d) Finalise Remote & Flexible working policy after MyVista is in use (**Action: SW**)
- e) The revised risk register to be agreed by email (**Action: SW**).
- f) SW to ask the technical helpdesk for the UKOTs whether another SAI could undertake OAG's annual audit (**Action: SW**).
- g) Check whether a refund been received for the rental property used for the Bermudan secondees (**Action: WS**).
- h) Retender of the cleaning contract for November 2023 (**Action: KT**).

All other actions were cleared or covered on the agenda.

### Matters Arising:

- AC reported that the all boxes had been reviewed and we are now awaiting a response from National Archives on the archiving and destruction.
- KT reported that she was awaiting PWD to respond regarding the noisy vents near RH's desk.
- KT said that the missed overtime for May's payroll had now been actioned.

- Now that TOIL balances had been loaded on MyVista, AC agreed to send the TOIL/leave spreadsheet to all staff to use as a central record of leave going forward (**Action: AC**).
- PS updated on the OAG FA retender and he had approached several firms with Deloitte unable to assist, Eisner Amper yet to reply and BDO saying that they could only take this on for a six figure fee.
- SW said that CHHS had just confirmed a summer intern, WS had confirmed the Judicial Administration secondee during July and KT, JL and AB interviewed for a summer intern yesterday and a position had been offered.
- SW said that no other team member had volunteered for the IDI SOAQM programme and CMT agreed that it should be just SW and JA from OAG.

### **Business Items:**

3. Following on from CMT/ PMT's scoring of **the IT platform options**, JA introduced and talked CMT through a paper where he had ascertained more information about potential one off and ongoing costs of moving to the cloud (CMT/ PMT's number one option). JA had approached Kirk IS, MSC Consulting and IT Outsource for indicative costs and not all three had provided all information but his worksheet detailed what he had. PS said that the monthly support fee was high and that it was unlikely OAG would get value from this as most could probably be handled in-house. SW asked what the Ombudsman pay to Kirk IS for their support and JA said it was \$1,750 per month for 10 hours of support which they didn't usually need. On the security cost, it was agreed that we need to ensure mobile devices were also included. On the \$19.19 fee there was clarity required about whether this cost was per device or per user. Clarity was also required about caseware licences necessary for different devices.  
After discussion, JA was thanked for his work and all agreed that this moved the issue forward. CMT agreed that JA/PS should move forward to the formal procurement phase by starting a RFP process. CMT also agreed that PS should add an indicative \$100k to the forward budget bid to cover these costs as well as \$20k for one off transition costs. It was anticipated that the process would first come to EPC in late June. (**Action: JA/PS**).
4. PS reported that he and JA had looked at moving ahead in getting **OAG's new website** built with CIG's preferred bidder for websites but that the initial quote of \$10k had increased to \$35k and it would take 16 weeks to build. JA was getting more information about this increase and if it was felt unacceptable then PS may go back to the Procurement Office to see if we could explore an option of a netclues upgrade as an alternative. Since the security breaches, Netclues were providing bi-weekly security updates. SW to add this to the OAG risk register (**Action: SW**) and website to the next CMT for decision (**Action: PS/JA**).
5. CMT considered **OAG's April expenses and the 2024/25 budget submission** together. PS confirmed that the \$424k unused budget from last year had been carried forward to 2023 by MFED BMU and was all included in "basic salaries". Although the first 4 months' spend especially on staffing was tight and over profile (profiles being in straight 12ths) in some places, PS said that he thought it was tracking ok for year end. It would be tight on staffing but the busy season spend would not be replicated for the entire year.  
After discussion on this and the forward budget submission, CMT agreed that the budget submission should include 1) 3 new APLs (1 replacement and 2 more for the 9 new audits to come in-house from 2023); 2) AM TOIL for the year should be increased from 150 to 225 in line with APL overtime

given the extra audits to be reviewed; 3) a move should be budgeted for from October 2024 when our lease was up.

6. The **OAG financial audit re-tender** was dealt with under "matters arising".
7. CMT discussed the activities planned for the **OAG 40<sup>th</sup> Anniversary** and their status. After discussion, it was agreed to: 1) order reduced numbers of items for goodie bags and that these would not be given to guests at the Government House reception (**Action: KT to amend order and circulate to CMT**); 2) that advertisements should be placed with all local media for the run (**Action: PS /WS**). It was noted that Grant Thornton had provided \$4k for the run.
8. AC introduced the updated **OAG procurement policy** which CMT agreed save asking that all members of CMT be given as potential EPC members and that the EPC should be AC and two of the remaining three.

#### Any Other Business

9. SW said that the UKOT programme was offering a two hour report writing course on the morning of 31<sup>st</sup> May and given the recent CCAF training she thought this should just be offered to the four new APLs which CMT agreed (**Action: SW**).
10. PS raised that as part of his work on the budget, he noted that SM was still showing on MyVista as an OAG employee. It was agreed that he would write again but to CO PoCS and copy in SW to try to resolve this (**Action: PS**).
11. AC asked if anyone was covering the Finance part of KT's role in her absence. It was agreed that RH should be asked and paid a small duty allowance for that month (**Action: PS**).

  
Sue Winspear  
Auditor General

22<sup>nd</sup> November 2023  
Date

(earlier version mislaid)