

Minutes of the Corporate Management Team (CMT) Meeting 26th June 2018

Present:

Sue Winspear (SW), Auditor General
Angela Cullen (AC), Director of Performance Audit
Patrick Smith (PS), Director of Financial Audit
Kim Lutz (KL), (outgoing) Finance & Administration Manager
Katrina Thomas (KT) (incoming) Finance & Administration Manager

Apologies:

Garnet Harrison (GH), Deputy Auditor General and Freedom of Information Manager

SW chaired the meeting.

1. Approval of Minutes

The minutes of 29th May 2018 were agreed subject to a confidential minute being added on contract renewals for SW to then sign and upload onto the OAG website (**Action: SW**)

2. Action items / Matters Arising

The action items still outstanding from the meeting of 29th May 2018 are:

- a) Develop a strategy, through EPS work, for dealing with old court fund trust papers and new ones going forward. Note work has started and will be dealt with through the EPS audit in September. (**Action: PS**)

KL updated on the copier and said that the new one had been ordered from Kirk's and is expected to arrive mid-July time. CMT suggested KL contact Kirk to see if they would be willing to take away the old copier when they deliver the new one (**action: KL**)

3. Leading by Example

A well governed and transparent organisation:

- a) The **OAG monthly detailed expenses to the end of May 2018** were presented by KL. There were no significant changes during the month with pay still tracking very slightly under budget overall and non-pay costs under budget too. All agreed the June month end figures will be critical when income levels would be worked through and billings made including many 2016/17 final billings and so the overall position could be determined with more certainty.

- b) SW gave a verbal update on the revised budget return to the FS last week, acknowledging that all of CMT had played a part in helping GH get this return made and all knew that we forecast the need for additional pay budget to cover the additional costs already sucked up in investigations and likely to continue for the foreseeable future given further investigative work had recently started arising out of audits and from responding to RCIPS and ACC requests. All also knew that SW was likely to write a Cabinet paper asking for a short term temporary increase in resources having taken advice from the Acting Governor and FS.
- c) Following on from 2b, consideration was given by CMT on how to resource the pressures should the budget increase be agreed. CMT agreed that audit staff should be offered additional overtime (linked to achievement of audit outputs) to keep the FA & PA programme on track and support with investigations where relevant, the temporary bringing in of an additional ex Deloitte employee at AM grade to act as a consultant and potentially a temporary APL position given the recent advertisement.

A motivated, high performing & skilled workforce:

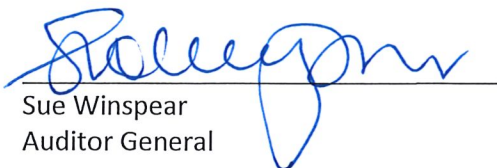
- d) Advertisement of AM & DAG posts & need to run an APL recruitment campaign before renewing APL contracts for 4 APLs. SW to do a note to OAG staff (**Action: SW**). CMT endorsed the return of Hayley Samuels as a summer intern from 6th to 31st August 2018.
- e) AC updated on Kirsty White's secondment from Audit Scotland to undertake the Education PA. Decided to get a 6 month work permit for ease as her time on island is likely to extend beyond three months with the two times likely to be on island being August for the scoping work and October / November time for the field work. She is likely to be contracted from Audit Scotland for 80 days all up and will be charged at cost which will be considerably cheaper than using a call off consultant.

Ongoing development of our corporate office practices:

- f) CMT considered the latest version of the **mobile phones policy** and agreed its adoption.

4. Any Other Business

None raised.


Sue Winspear
Auditor General

27.09.18
Date
(although agreed on 10.08.18)