

## Minutes of the Corporate Management Team (CMT) Meeting Held 27<sup>th</sup> March 2019

### Present:

Sue Winspear (SW), Auditor General  
Garnet Harrison (GH), Deputy Auditor General and Freedom of Information Manager  
Katrina Thomas (KT), Finance & Administrative Manager  
Patrick Smith (PS), Director of Financial Audit  
Angela Cullen (AC), Director of Performance Audit

SW chaired the meeting.

### 1. Approval of Minutes

The minutes of 28<sup>th</sup> February / 1<sup>st</sup> March 2019 two part 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 28<sup>th</sup> February / 1<sup>st</sup> March 2019 are:

- a) Sign and load revised CMT minutes from 5<sup>th</sup> February 2019
- b) Develop a strategy, through EPS work, for dealing with old court fund trust papers and new papers going forward. Note work has started and discussions have been held with the Accountant General who has to work through the legal issues (**Action: PS**)
- b) ZB and GF be asked to review the OAG's outdated fraud and corruption policy and response plan and offer CMT a critique of what needs to happen to update and improve upon this in light of their recent IDI training on counter corruption (**Action: SW**)
- c) KT and GH would take forward the update of the OAG HR manual (last updated 2012) on a "slow burn" basis given other work priorities (**Action: GH & KT**)
- d) GH to update OAG procurement policy and bring to CMT once MFED had resolved the issue with Financial Regulations and the Procurement Law containing different tendering limits was resolved (**Action: GH**)
- e) OAG staff survey results to be circulated to staff (**Action: SW**)
- f) GH to produce a data protection policy (**Action: GH**)
- g) AC & JA to test Office 365 and its interaction with caseware with a view to us all potentially moving across to Office 365 in due course if caseware ran well with Office 365 (**Action: GH/JA**)
- h) SW to write to CO PoCS to explain what OAG were doing with regard to competencies and appraisals and why. (**Action: SW**)
- i) It was agreed that all staff should be offered the chance to do a one day first aid training course by the Red Cross, after busy season, given it is two years since this was last offered to staff (**Action: KT**)

3. Consideration and Approval of OAG Strategy 2019 to 2023

SW circulated the updated OAG strategy to CMT and all OAG staff last week. She also took the same draft to PAC yesterday for their consideration. CMT agreed the Strategy without amendment.

4. Operational Plan

AC had worked further on this and required grade related information from GH still for the resourcing plan (**Action: GH**) and it was agreed that a joint CMT / PMT meeting would be held the week after next to consider this (**Action: AC and SW to schedule meeting**).

5. Leading by Example

**A well governed and transparent organisation:**

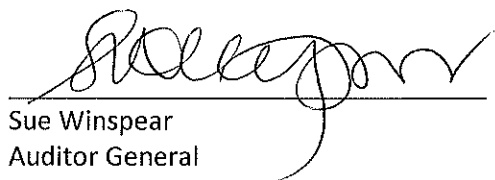
- a) **2018 Audit Update:** GH and KT updated on the work undertaken by Baker Tilly and reported that the annual report was near finalization and there were a few queries to respond to the auditors on still but it was hoped that the sign off could be very soon.
- b) CMT considered the **February 2019 expenditure** and PS agreed to give KT the February and March overtime figures for accrual purposes at month end (**Action: PS**). There were no areas of concern at this early stage in the year.
- c) KT updated CMT on **office availability** stating that Piccadilly building was no longer available as RCIPS were moving in there but that in the meantime, Elizabethan Square had come onto the market as CIMA were moving out and going into Cricket Square. KT agreed to assess Elizabethan Square against the four criteria and come back to CMT by email with all available buildings assessed against the four agreed criteria so that CMT could then consider cost and other factors before taking a decision (**Action: KT**)

**Using technology to improve performance and enhance security:**

- a) GH had circulated a near complete draft strategy which was principles based. CMT all agreed that the document looked promising and that

5. Any Other Business / Information Sharing

- a) SW mentioned that an APL had written about a contract renewal and this would require us to advertise given it has been over a year since we last advertised.
- b) The issue with the front door, its noisiness and its sticking was discussed. The security centre had been called three times and was now awaiting a part to fix the issues.
- c) GH said that six large monitors had been delivered and where they were to be distributed.
- d) SW mentioned that at the PAC administrative meeting the Committee endorsed the OAG SPS budget submission with one member abstaining (subsequently confirmed it was for political and not OAG related reasons)
- e) Meals would start to be provided in the evenings from next week during the whole of April

  
Sue Winspear  
Auditor General

25<sup>th</sup> April 2019  
Date