

## Minutes of the Corporate Management Team (CMT) Meeting Held 7<sup>th</sup> June 2022

### Present:

Sue Winspear (SW), Auditor General  
Patrick Smith (PS), Deputy AG (Financial Audit)  
Angela Cullen (AC), Deputy AG (Performance Audit)  
Katrina Thomas (KT), Corporate Services Manager

SW chaired the meeting.

### 1. Approval of Minutes

The minutes of 17<sup>th</sup> March 2022 meeting were agreed. SW to sign and upload them onto the OAG website (**Action: SW**).

### 2. Action items

The **action items** still outstanding from the meeting of 17<sup>th</sup> March 2022 are:

- a) SW to discuss and take forward the changes to the TRS Admin codes with PS (**Action: SW**).
- b) Draft of an AG Act (**Action: SW**).
- c) Arranging the final document archiving and destruction (**Action: KT**).
- d) A facilitated session for staff on the staff survey results (**Action: SW**).
- e) staff demonstrations of the mechanism to transfer landlines to mobiles (**Action: KT**).
- f) PS to consider repair v buying a new printer to determine best VFM (**Action: PS**).
- g) PS to arrange a joint meeting of CMT & PMT with EB to discuss the IT options analysis in more detail to move that on (**Action: PS**).

All other actions were cleared.

### No Matters Arising

- a) Point 2a) above to be superseded by the changes necessary to implement MyVista. Nobody in CMT had heard back from PoCs regarding the proposal that OAG move off TRS by the end of June or anything else and to it was agreed SW would contact Jo Richards to find out what was happening and discuss coding (**Action: SW**).


### Business Items:

3. Given the May CMT is happening later than originally scheduled and the June CMT is next week, the update on finances was deferred to the next meeting.

4. AC went through the updated operational plan for 2021 and CMT discussed. It was agreed that the website needed to be updated for NOIs and senior management information. SW agreed to do this with the next CMT minutes upload (**Action: SW**).

**Any Other Business:**

5. 5.1 There was a brief discussion about progress on the various related FOIs.
- 5.2 KT was working on the **2022 business continuity plan** update and she would put this on the next CMT agenda (**Action: KT**).
- 5.3 CMT discussed their **leave** over the next couple of months and given there was no time that everyone was in it was determined to go ahead with the appraisal moderation meeting without Sue (**Action: SW / PS / AC**).
- 5.4 The timeframe for the next **SAI PMF** was discussed and it was agreed to secure external support this time around particularly for the report writing aspect and that JA in his new QA role should lead on the OAG side. SW asked AC to discuss with the IDI while in Oslo next week to try to move organisation of this on (SW having spoken to Freddy and Ola of the IDI at CAROSAI Congress recently) (**Action: AC**).
- 5.5 It was confirmed that the **two trainees** had accepted the job offers with one starting on 1<sup>st</sup> July and the other on 11<sup>th</sup> July. SW asked AC & PS to consider buddies at the resource planning meeting scheduled for tomorrow (**Action: PS / AC**).
- 5.6 The **work experience** new start would be overseen by PS and jobs he could do were discussed.
- 5.7 CMT agreed to take on KB again as a **summer intern** and KT to agree work start and finish dates (**Action: KT**).
- 5.8 SW informed CMT that an APL had just notified her that they would be resigning and CMT agreed a **recruitment process** should be set in chain and agreed with SW that she should consider making a case for **market supplements** for qualified posts (**Action: SW**).
- 5.9 Potential **secondments to CIMA** were discussed and it was agreed no secondments could commence until OAG had secured back filling of posts.

  
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Sue Winspear  
Auditor General

20<sup>th</sup> June 2022  
Date