

Minutes of the Corporate Management Team (CMT) Meeting Held 29th May 2024 (Second May meeting)

Present:

Sue Winspear (SW), Auditor General
Patrick Smith (PS), Deputy AG (Corporate & International)
Angela Cullen (AC), Deputy AG (Performance Audit)
Winston Sobers (WS), Acting Deputy AG (Financial Audit)
Katrina Thomas (KT), Corporate Services Manager
Julius Aurelio (JA) for item 3.

SW chaired the meeting.

Business Items:

3. 3.1. PS updated CMT on progress he and JA had made with **Clockify** and said both of them and RH had been trialing it. It was proposed that management and a couple of APLs start trialing it from next week. PS said there were three components to Clockify training and each would take around 90 minutes: 1) Time entry (including the managerial bits), 2) Leave entry (including managerial bit) and 3) resource planning.
It was agreed that training on time entry would happen on Monday so that Clockify could be trialed for all of June. PS / JA to determine APLs and schedule training for Monday (**Action: PS / JA**).
The intention is for the whole office to move to Clockify, if that decision is taken by management, from 1st September 2024.
- 3.2. Scott Carr has given us his first workings of the **new OAG website** including a draft home page. The aim is to launch the new website in the second half of July and submissions from Scott Carr are expected on Fridays. It was agreed that PS and JA should continue working closely with Scott Carr and then they would schedule a meeting with all of OAG management during week commencing 10th June for wider sign off on the work done. It would not be complete by then but a good amount of the design would be done (**Action: PS / JA**).
- 3.3. Work on the **potential move to the cloud** has been put on hold because of other priorities but JA was scheduled to get his responses to EPC queries to PS next week before they then go onto the EPC for their consideration (**Action: JA / PS**).

JA left the meeting.

1. Approval of Minutes (23rd May 2024)

The minutes of the last CMT 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 23rd May 2024 are:

- a) Creation of a workforce plan (**Action: AC**).
- b) PSPB credit to be taken off of May's payment (**Action: KT**).
- c) Completion of 2023 appraisal write ups (**Action: SW**).
- d) JA to address EPC questions on cloud (**Action: PS / JA**).
- e) WS to bring Resourcing (busy season) business case to June CMT (**Action: WS**).
- f) KT to write to staff to remind them how to enter TOIL especially for odd hours (**Action: KT**).

All other actions were cleared or covered on the agenda.

Matters Arising:

- a) CMT discussed the CIIPA gala and what level of attendance to book given CMT were not unanimous in their views when asked before. After discussion it was agreed that OAG would book a table for the 2024 gala given it was specifically to celebrate a trainee qualifying which happens very infrequently. CMT agreed that this should be the precedent to set. Aside from a ticket for the newly qualified staff member and their plus one, CMT agreed that first refusal should be given to the other trainee and the person who provided the most support to the newly qualified and their expressions of interest from all staff be sought nearer the time to determine who should attend from OAG (**Action: SW to discuss with JaL and book table with CIIPA**).
- b) PS agreed to discuss and confirm in writing the need to reduce TOIL and leave balances for one of his direct reports who was seen to be holding excessive balances (**Action: PS**).
- c) CMT reconsidered the business case for office support for a member of staff to study for CFE. CMT agreed to pay the membership (as the second subscription) and to give \$1,000 towards reimbursing other costs (**Action: SW to inform staff member**) and AC to add to the update of the L&D plan this level of support to CFE, CISA and similar qualifications as a policy decision (**Action: AC**).
- d) The last matter arising was covered at the end of the meeting.

Business Items:

- 4. CMT discussed options given the **OAG lease on Anderson Square** expires on 30th October 2024. All agreed that the current location was ideal but that if we stayed the accommodation would need a substantial overhaul. PS agreed to lead the process and contact Lands & Survey to find out from them about what alternative accommodation is available so that CMT can consider options further (**Action: PS**).

5. **Any Other Business**

- 5.1 CMT considered the business case presented by a member of staff to undertake training to become Certified Financial Crime Specialist and agreed to support the request. SW to inform the person **(Action: SW)**.
- 5.2 Loud Silent Voices have offered to take over organizing the Race Around Town event that OAG initiated last year. CMT agreed to letting it become their event and WS to inform them **(Action: WS)**.
- 5.3 SW said she was making progress with moving on recruitment and CMT agreed to prioritise the trainee post and updating the AG job description and then follow on with APL recruitment.
- 5.4 PS informed CMT of his absence for medical reasons next Tuesday and Wednesday. SW said her treatment had been postponed several times as insurance clearance had not been received and so she could still be off work at short notice at any time.
- 5.5 AC raised the need for OAG to find a sustainability champion and it was agreed that she should ask for a volunteer but that she would do it in the event that there weren't any volunteers **(Action: AC)**.

KT left the meeting.

CMT also returned to the business case for KT to attend SHRM next month now KT had provided estimated costs. CMT were supportive of the request but concerned at the amount necessary (some \$6.5k). It was noted that hotel accommodation was the biggest costs but noted that there was no choice but to pay higher than the accommodation top end rate if KT were to attend due to demand for hotel rooms at that time. CMT concluded that attendance by the Corporate Services Manager at this annual event should be limited to going once every other year going forward given the costs involved. CMT decided that KT could decide whether to go this year or wait until next year instead. PS agree to relay this decision to KT **(Action: PS)**.


Sue Winspear
Auditor General

10.01.2025
Date