

## Minutes of the Corporate Management Team (CMT) Meeting 5th February 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 9th January 2019 with minor amendments were agreed. SW to amend, sign and upload them onto the OAG website (**Action: SW**)

### 2. Action items / Matters Arising

The **action items** still outstanding from the meeting of 9th January 2019 are:

- a) 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- b) ZB and GF be asked to review the OAG's outdated fraud and corruption policy and response plan and offer CMT a critique of what needs to happen to update and improve upon this in light of their recent IDI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**) and the snapshot one page feedback be put on OAG's website and facebook page and used in the 2018 annual report (**Action: GH**).
- f) Staff appraisals to be scheduled for February (**Action: All**)

### **Matters Arising:**

- a) RCIPS should be able to deliver personal safety training to us by the end of February (**Action: PS**)

3. Update on OAG Strategy

There was a discussion on the updated OAG strategy and session held recently on operational planning. SW to circulate the latest iteration of the strategy and AC the 2019 draft operational plan by the end of the week **(Action: SW and AC)**

4. Leading by Example

**A well governed and transparent organisation:**

- a) GH tabled a copy of the preliminary 2018 income and expenditure account which showed a preliminary projected surplus of \$618k which was considerably higher than anticipated, this being down to revenue from October onwards being higher than expected. GH said he was under pressure but on track for having the financial statements and annual report ready for the end of the month and CMT should set aside time to help review this in the last week of February and SW to help with the introduction if time permits **(Action: All)**
- b) CMT considered the 2019 threats to independence and register of interests return that SW had compiled based on OAG staff's annual ethics and register on interests returns. PS added that he became Treasurer to Prospect Primary school PTA wef October 2018 and agreed to re-submit his return **(Action: PS)**. The risks and mitigations were discussed and agreed so SW and GH could sign off on the report **(Action: SW & GH)**
- c) CMT discussed their thoughts around potentially moving office in October as the lease was up for renewal. Notice would have to be given by end of April. CMT agreed that alternative accommodation options should be explored whilst being clear that we had not decided to terminate our lease. The criteria CMT agreed should be used to determine whether or not to consider a potential property were:
  - 1) within walking distance of GAB (given the need to remain close to the bulk of our clients),
  - 2) within the fibre network of CIG (again to aid OAG business effectiveness),
  - 3) with adequate parking close by for all staff (given all are essential car users and must be able to travel quickly for OAG efficiency) and
  - 4) with a kitchen / staff rest area, big board room, bathrooms (all of which could be shared with other tenant(s) if need be) and smaller meeting rooms .

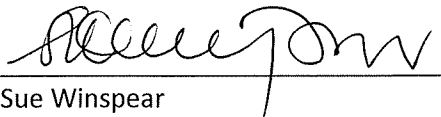
Obviously, cost and other factors are important but the above four criteria should be used to get together a long / short list of properties as a first step. CMT agreed that KT should arrange to meet with Trisha from IRG a week on Friday to discuss options **(Action: KT)**

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

- a) GH tabled an early draft of an OAG IT Strategy and CMT were taken through its contents and provided feedback and comments on it. GH to work further on this and in getting the CIG data protection policy supplement adapted for OAG purposes and bring this back to the next CMT **(Action: GH)**

6. Any Other Business

- a) Staff appraisals – CMT discussed the need to do these shortly **(Action: All)**
- b) GH suggested the office test upgrading a machine to Office 365 and see 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)**
- c) It was confirmed, with sadness, that AC will be leaving OAG at end of June to return to Audit Scotland. AC to let staff know over the next week or so and then the post to be advertised. **(Action: AC and then SW/KT)**

  
\_\_\_\_\_  
Sue Winspear  
Auditor General

27.03.19  
Date