

Minutes of the Corporate Management Team (CMT) Meeting Held 7th May 2024 (April 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)

Apologies:

Katrina Thomas (KT), Corporate Services Manager

SW chaired the meeting.

1. Approval of Minutes (4th April 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 4th April 2024 are:

- a) Creation of a workforce plan (**Action: AC**).
- b) Confirmation of the pension credit from PSPB (**Action: KT**).
- c) Completion of 2023 appraisal write ups (**Action: SW**).
- d) JA to address EPC questions on cloud (**Action: PS / JA**).
- e) Approval of staff 2023 leave C/F over 5 days to SW (**Action: PS / KT**).
- f) Q1 TOIL and AL balances to CMT (**Action: PS / KT**).
- g) PS to ask RH to cover finance for a further 3 months (**Action: PS**).

All other actions were cleared or covered on the agenda.

Matters Arising:

- a) Further to the completion of the OAG 2023 audit, AC agreed to finalise and print the OAG 2023 annual report and get it sent across to Parliament (**Action: AC**).
- b) AC reported that the business case for the editor contract is with the joint EPC (with Ombudsman) and should shortly be with SW and the Ombudsman for sign off.
- c) SW reported that she was doing contract amendments for all staff for the incremental progression agreed by the DG (refer to the confidential minute from the last meeting).

Business Items:

3. The **April 2024 Expenses** circulated by RH were reviewed. PS said that the comp time adjustment is not in there but the overtime is. Both pay and non-pay costs are tracking below budget but with a few lines over budget, mostly as expected. There was a query about what was in hospitality (**Action: SW to ask RH**).
4. PS updated on the **various corporate IT matters**. He said that further to the award of the contract for the website, there had been a number of queries from unsuccessful bidders which he had to come in and deal with. The transition to the new website would be in August to September time and exploratory meetings with the new provider are to be held. He also said that now busy season was past, attention would turn again to implementing clockify and re-visiting the business case on moving to the cloud.
5. Due to KT's absence, a separate meeting would have to be scheduled to deal with the **business continuity update plan (Action: SW / KT to schedule)**.
6. CMT noted that they had several options for **resourcing for the 2024 busy season** which included Audit Scotland (where a reciprocal exchange agreement was being proposed), the UK NAO (where they are considering offering their staff on secondment but potentially with them covering the salary but with no option for OAG staff to be seconded to them), a call-off contract for contractors including our 2023 contractor and potentially on island support now through a local firm that an APL would soon be joining. CMT agreed that a business case needs to be developed and from that we could then do a call-off contract for three years and agree the preferred option(s). CMT agreed, in principle, that with regard to other offices, options that enable OAG staff development opportunities are preferred. WS agreed to develop the business case and to bring this to the 20 June CMT meeting (**Action: WS**).

7. Any Other Business

- 7.1 SW mentioned recent agreement to online professional training for one of the trainees.
- 7.2 SW said that a firm had emailed to ask whether OAG were doing the Race Around Town again this year. After discussion, CMT agreed that there should be no race this year (due to the cost, both direct and especially opportunity, and lack of ideal race dates available this year) and that instead OAG should do this once every five years to coincide with significant OAG anniversaries.
- 7.3 WS raised having a half day post busy season feedback session at the RCIPS centre on 24th May preceded by separate sessions with the audit managers and one for just the APLs. SW said she would send clients their feedback surveys after they were sent their draft ISA260s (**Action: SW**). After discussion, CMT decided that the event should be increased to a short whole day instead and that it should include feedback on the IT audit work as well. CMT also said that any teambuilding activity during the day would need to be delivered in-house. WS to continue taking this forward (**Action: WS**).
- 7.4 SW told CMT that her scheduled medical treatment had been postponed for another week and she was not certain when she would be going to Miami now.

- 7.5 CMT discussed the interim launch event and agreed to target the 12th September for this **(Action: WS)**.
- 7.6 SW said that given the recent qualification of an OAG trainee, she would be putting their name forward for the CIIPA gala as an award recipient. Given it was OAG's first staff member to become qualified for many years, if not ever, she asked whether OAG ought to pay for a table at the gala or at least pay for a ticket for him and his wife to attend. It was agreed that SW would write to CMT about this and get their decision by email **(Action: SW)**.
- 7.7 AC mentioned that now staff were filling in their leave plans in the tracker, there seemed to be several people planning long breaks away. It was agreed that AC would email again asking staff to make sure they got approval from their line manager prior to booking any leave **(Action: AC)**.



Sue Winspear
Auditor General

27th May 2024

Date