

Minutes of the Corporate Management Team (CMT) Meeting 9th January 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 13th December 2018 with GH's previously circulated amendments 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 13th December 2018 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- b) ZB and GF be asked to review the OAG's outdated fraud and corruption policy and response plan and offer CMT a critique of what needs to happen to update and improve upon this in light of their recent IDI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 the OAG IT strategy and related policies and bring to CMT (**Action: GH**)
- e) 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**)

Matters Arising:

- a) PS had spoken to RCIPS about personal safety and will be getting someone to provide OAG staff with some training (**Action: PS**)

3. Update on OAG Strategy

The OAG strategy update to be taken forward through a separate CMT/PMT meeting to be arranged for next week (**Action: SW**)

4. Leading by Example

A well governed and transparent organisation:

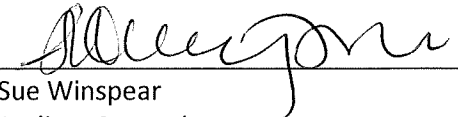
- a) GH talked about the **2018 financial position** and the work he and KT had in hand. He shared preliminary year-end figures on the expenditure side and said that 12th February was the cut-off date for GL entries for 2018. Baker Tilley will be in the office conducting the audit in the second week in March. GH said his best estimate would be that the year-end surplus would be around \$450k to \$500k.
- b) CMT were taken through the **OAG risk register** by GH and collectively agreed changes to the risks, mitigations and scoring as appropriate. GH to circulate the updated risk register (**Action: GH**)

5. A motivated, high performing and skilled workforce:

- a) CMT considered the **OAG staff survey results** and felt these should be circulated to staff (**Action: SW**) and the snapshot one page feedback be put on OAG's website and facebook page as well as being used in the annual report (**Action: GH**). There was a discussion about timely and effective feedback to staff and how we may improve this without creating additional burdens. CMT agreed that we would all take any opportunity to give feedback informally in addition to the formal mechanisms that exist.

6. Any Other Business

- a) Staff appraisals – CMT discussed the need to do these shortly (**Action: All**)
- b) AC let CMT know that Kirsty Whyte would be in the office for the next two weeks to work on the Education performance audit and that Miranda Alcock was going to take over managing the court efficiency performance audit from Ray Swartz to avoid the burden falling on JA during financial audit peak. Miranda would be a single source purchase as a consultant as she has previous experience in performance audit on this subject matter unlike those retained on our list. AC said she wanted Miranda here for two weeks in mid-February and requested the BVP be completed quickly (**Action: KT**)
- c) GH discussed briefly the potential for moving away from CIG for IT and onto a cloud based service. SW asked that this be fully fleshed out in the IT Strategy that would come to the next CMT meeting as mentioned earlier (**Action: GH**)


Sue Winspear
Auditor General

5th February 2019
Date