

Minutes of the Corporate Management Team (CMT) Meeting 13th December 2018

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
Julius Aurelio (JA), Audit Manager from item 4a

Apologies:

Angela Cullen (AC), Director of Performance Audit

SW chaired the meeting.

1. Approval of Minutes

The minutes of 31st October 2018 were agreed without change. 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 31st October 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) GH to update the mitigating actions on the OAG risk register, amend the net risk scoring for the IT risk and circulate it for consideration at the next CMT meeting (**Action: GH**)
- c) ZB and GF be asked to review the OAG's outdated fraud and corruption policy and response plan and offer CMT a critique of what needs to happen to update and improve upon this in light of their recent IDI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**)
- d) 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**)

Matters Arising:

- a) PS had spoken to RCIPS about personal safety policies and will be getting something from them (**Action: PS**)

3. Update on OAG Strategy

SW has the draft strategy from RS which she would work further on so that this could be considered by CMT/PMT early in the New Year (**Action: SW**)

4. Leading by Example

A well governed and transparent organisation:

- a) The **OAG expenses for month ended November 2018** were received and discussed. It was noted that the IDI reimbursement against the hospitality line had not been accrued and neither had the software license fees for caseware (est. \$6k).

There was a discussion about the impact on revenues from the lost productivity during December due to the odour in the Office (over and above December being a low billable month due to leave etc. which had been anticipated). GH said his best estimate would be that the year-end surplus may now reduce to around \$475k.

- b) CMT considered the leave balances at end of September and agreed that consideration should be given to the OAG business / resourcing model going forward as to whether it was better to build in a higher overtime assumption in 2019 rather than have the TOIL balances. CMT/PMT to consider this when they look at the 2019 resourcing plan early in the new-year.

5. Ongoing Development of our corporate office practices:

- a) CMT considered the **updated excess leave policy**. SW explained that she had prepared this based on the most up to date CIG guidance on the matter which was not in place when OAG originally prepared their policy. CMT discussed the policy and agreed it subject to one amendment to paragraph 11 where staff on 3 year fixed term contracts could have their annual leave considered for payout after two years so that this was consistent with permanent staff (fixed-term contracts now tending to be for three years on first renewal now as opposed to two years previously). CMT considered moving both to three years but determined that this would be too long. **(Action: SW to amend policy, circulate to staff and upload onto OAG website).**

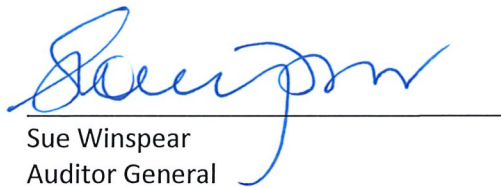
- b) GH reported that he had started working on the **update to the OAG procurement policy** but in doing so had found that the 2018 amendment to financial regulations (issued under PFML) were not in alignment with the new Procurement Law. GH had written to the Procurement Director about this two to three weeks ago and had yet to hear back. SW said to ensure the FS and AG were also sighted when he chased on this. Due to this matter, the policy update would not resume until the matter was resolved. CMT noted that contracts for the PA editor function and PA consultants' contracts were the next in line with the latter being up for renewal in December 2019 and so this would ideally need resolution before then.

- c) GH was unclear on where RS was on updating the OAG IT strategy and related policy and would find out **(Action: GH)**

6. Any Other Business

- a) PS had received positive verbal feedback from staff on the recently held office retreat but had not yet put in place a formal evaluation

- b) There was a discussion about the protracted problems with regard to the odour in the office and impact this had had on staff productivity. Due to the prolonged foul smell in the office block, GH reported that he had raised the matter with the CEO of IRG and was pursuing a rent rebate for December. In terms of further mitigations for the issue, it was agreed that a meeting room would be booked (if possible) in GAB for next week so that staff could have that as a work option (**Action: JA**) and that staff would be told how they could email their outlook inbox remotely through webmail (**Action: GH**)
- c) It was also noted that the new cleaning contract went live with Reliable from 1st December and that the new contract allowed for cleaning six days a week including Saturdays unlike the old contract which had been only for five days. GH said this was not specified but something offered by Reliable within their bid price.


Sue Winspear
Auditor General

9th January 2019
Date