

## Minutes of the Corporate Management Team (CMT) Meeting 27<sup>th</sup> July 2017

### Present:

Sue Winspear (SW), Auditor General  
Garnet Harrison (GH), Deputy Auditor General and Freedom of Information Manager  
Kim Lutz (KL), Finance & Administration Manager  
Angela Cullen (AC), Director of Performance Audit  
Patrick Smith (PS), Director of Financial Audit

SW chaired the meeting.

### 1. Approval of Minutes

The minutes of 26th June 2017 meeting were discussed and CMT members agreed to send SW comments asap so they could be recirculated, agreed, then signed and loaded onto the OAG website. **(Action: CMT then SW)**

### 2. Action items / Matters Arising

The action items from the meeting of 26th June 2017 still outstanding are:

- a) GH to go through corporate reports and advise KL which to send to Archives & Libraries **(Action: GH)**
- b) The updated Code of Conduct to be finalized to take account of the CIG sexual harassment policy and agreed by email **(Action: SW)**
- c) KL to organize a lunch and learn session on SHRM **(Action: KL)**
- d) SW to arrange a workshop of CMT and PMT to update the risk register **(Action: SW)**

With regard to the outstanding action on TRS codes, CMT decided that this should not be actioned at this time because if the AG becomes funded by the PAC from 2018 as requested through the SPS submission, this largely resolves the issue. It was agreed that there should be a separate detail code for the production of the OAG Annual Report **(Action: GH)**

### 3. Leading by Example

#### **A well governed and transparent organisation:**

- a. The **OAG monthly detailed expenses account for June 2017 and quarterly summary financials** were presented by GH and discussed in detail given a projected deficit for the end of 2016/17 is now forecast. The overall expenditure budget and cash position remain relatively tight but it was the revenues forecast that was most problematic causing the forecast period end deficit as well as an actual deficit to 30<sup>th</sup> June. Decisions taken as a consequence of the discussions on what actions could be taken to get the financial position and cash flows back on track were:
  - AC's hourly rate to be uplifted (by at least making the productive % the same as PS) with immediate effect **(Action: GH in consultation with AC)**

- The APLs hourly rate to be uplifted from 1<sup>st</sup> January 2018 (**Action: GH in consultation with PS, AC & SW**)
  - Stage billing on FA would be 50% upfront, 40% on account and 10% on sign off (**Action: PS to provide to KL**)
  - The next quarter's PAC bill would be available for the PAC meeting on 20<sup>th</sup> September and cover the period to mid-September with the last few days of September falling over to the next quarter (**Action: KL**)
  - PS now go to clients to start discussing additional billing when 85% of the billable time is used (**Action: PS**)
  - The report writing for the SAI PMF report to be charged to the PAC (i.e. activity from now on) (**Action: CMT**) and a TRS code to be set up (**Action: GH**)
  - All relevant 2018 engagement letters to be sent out in August (**Action PS/SW**) and 50% on account to be billed for all clients by 31 August (**Action: PS/KL**).
- b. KL circulated the position with regard to staff TOIL and annual leave as at 30<sup>th</sup> June 2017. CMT were pleased to see that balances were now within a manageable range but wanted to stay alert to any balances creeping up. KL described the difficulties she was having in reconciling TOIL between TRS and leave tracker. To try to assist her in finding a more automated approach it was agreed that GH would write to the TRS system owning requesting programming to deliver a standard monthly report (**Action: GH**) and that PS would spend time with KL explaining how he loads TOIL earned each month (**Action: PS**)


This led to a broader conversation about time recording, the use of outlook and the desire to move away from the manual sign in book. SW agreed to pursue Julius and / or Edgar running a "how to use outlook" briefing session for staff and SW potentially writing to staff on some of these matters if the session could not be booked for the reasonably near future. (**Action: SW**)

#### **A motivated, high performing & skilled workforce**

- c. KL updated on the ongoing APL recruitment. It was confirmed that for candidates that applied in advance of the closing date but did not attach a completed CIG application form KL would go back to them and ask them to complete one if they wanted to be considered.

#### 4. Any Other Business

GH reminded CMT that the pro-active disclosures for the half year to end of June needed completing so they could be loaded on the website promptly.  
**(Action: CMT complete by 28 July and GH to then load on OAG website)**

  
 Sue Winspear, CPFA  
 Auditor General

29<sup>th</sup> September 2017  
 Date