

Minutes of the Corporate Management Team (CMT) Meeting 26th June 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 25th May 2017 meeting were agreed. SW to sign the minutes and load these onto the OAG website. **(Action: SW)**

2. Action items / Matters Arising

The action items from the meeting of 25th May 2017 still outstanding are:

- a. A revised job description for the Administrative & Finance Manager to be completed
(Action: KL)
- b. GH to go through corporate reports and advise KL which to send to Archives & Libraries
(Action: GH)
- c. Client codes in TRS to be amended to PAC for OAG quarterly reports and OAG Annual Report
(Action: GH)
- d. The updates Code of Conduct to be finalized to take account of the CIG sexual harassment policy and agreed by email **(Action: SW)**
- e. The second part of the hurricane preparedness training to be scheduled for August
(Action: GH)

SW & PS had scheduled a meeting to take forward the work on workforce planning with a view to updating both the Learning & Development policy and a succession plan.

It was noted that SW had received approval from PoCS to pay an increment to all staff on achievement of their IPSAS qualification and that in accordance with CMT wishes, staff with IPSAS would receive an increment in their July pay. GH was working through the budgetary impact of this **(Action: SW then KL)**

3. Leading by Example

A well governed and transparent organisation:

- a. The **OAG monthly detailed expenses account for May 2017** was presented by GH and discussed. The overall budget and cash position remains relatively tight. GH was working through the budgetary impact of the incremental progression for IPSAS and allowing for one month of summer internship. CMT discussed potential start dates for the two trainee posts and concluded that if the budget allowed for recruitment to start in July for a September start of a trainee auditor then we should move ahead and aim to recruit the second later in 2018. It was felt that trying to recruit to both immediately would not be manageable within the budget and there was also a balance to be struck around the best time in the year to go to the market to try to recruit a graduate for these roles. Although a September start for one post may not be ideal in a budgetary sense it was a good time to go to the market and also suited the business work flows as later would be into peak and less than ideal as a start date.
- b. **On other expenses, AC had projected her likely spend** on consultancy fees for the remainder of the year and this was an underspend of \$7k without scheduling in any costs associated with starting the work on customs.

A motivated, high performing & skilled workforce

- a. CMT considered the report from CML which detailed the results to the staff survey questions, gave commentary on these and suggested actions to take. CMT were pleased that most staff took the time to complete the survey and that on the whole people were satisfied with working at OAG but saw it as important to consider the areas for concern and recommended actions carefully. It was agreed that a joint workshop of CMT and PMT would be convened to consider this in detail in August (**Action: SW**) and that in the meantime, SW would write to staff sharing the report with them and thanking them for participating (**Action: SW**)
- b. KL debriefed CMT on the SHRM Conference she attended in New Orleans last week and said she would provide detailed feedback by offering a “lunch & learn” session to all staff in the near future (**Action: KL**). PS also debriefed on his recent trips to Brasilia and Guyana.

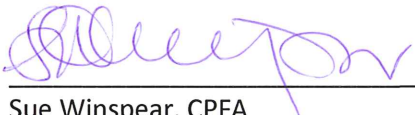
Using technology to improve performance & enhance security

- c. GH made a presentation to update CMT on the various strands of work he, Julius and Edgar had been undertaking on IT which was well received by colleagues who expressed their gratitude to them for their work. While the proposed actions for developing a technology development strategy, policy manuals and an IT security policy were agreed, concern was raised about whether the September and December target completion dates were too aggressive given other work priorities and demands on all of them but Julius in particular. GH mentioned that Ruel had also been helping out with this and PS mentioned that he was looking to effect a position where Edgar could have more time available to support the

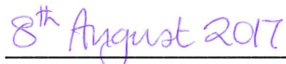
Office IT practice. CMT were happy to see the target completion dates move back a bit if necessary.

Ongoing development of our corporate office practices

- d. GH presented an updated risk policy and questions to help him to develop and update the OAG risk register. A few comments were made on the policy but all agreed that this was in pretty good shape with the risk categorization (para 16) being the only part needing further consideration. CMT agreed that with the limited CMT time available, they should have a separate workshop of both CMT and PMT to work through the risks and mitigations and that this should be held ideally in August if practical. **(Action: SW)**



Sue Winspear, CPFA
Auditor General



Date