

## Minutes of the Corporate Management Team (CMT) Meeting 26<sup>th</sup> October 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 29th September 2017 meeting were agreed for SW to sign and then load onto the OAG website. **(Action: SW)**

### 2. Action items / Matters Arising

The action items still outstanding from the meeting of 29th September 2017 are:

- a) The APLs hourly charge-out rate to be uplifted from 1<sup>st</sup> January 2018 **(GH in consultation with PS, AC & SW)**
- b) The actions attributed to GH (to write to TRS system owner re reporting) and PS (to show KL how he loads TOIL earned each month) with regard to helping KL reconcile TOIL / TRS & Leave tracker **(Action: GH & PS)**
- c) Arrange a "how to use outlook" briefing session for staff for the next all staff meeting **(Action: SW)**
- d) Half yearly proactive disclosures to be loaded onto the OAG website **(Action: GH)**
- e) The write up of the **SAI PMF report** contributions asap so that SW could then write up the rest. **(Action: GH / PS)**
- f) Finalize the sign off of the new Ropers **Cleaning contract (Action: KL)**
- g) KL to provide monthly **AG's phone bills** to SW who would review the roaming call charges and pay for any that were not work related consistent with the arrangements for the past AG. **(Action: KL and SW)**

### 3. Leading by Example

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

- a) The **OAG financial statements to end of September and monthly detailed expenses** account for September 2017 were presented by GH and KL. A projected deficit of for the end of 2016/17 is still forecast and has increased to just over \$0.25m. The cash position is now over \$0.5m as a consequence of billing 50% for many 2016/17 FA jobs upfront and some clients paying promptly. The AR balance was also healthy, standing at nearly \$0.75m.

- b) The **September leave balances** were reviewed and a small number of people have both TOIL and leave balances higher than desirable which will need managing and CMT to try to ensure that outside of peak (March / April), nobody is working excessively long days (10 hours +) **(Action: all)**
- c) CMT agreed to try to **advertise and recruit to the two entry level audit posts** before the year end if possible. SW to tweak JD to ensure some time given to finance and administrative support, give the title "Audit Trainee" and try to fast track the re-evaluation before advertising **(Action: SW)**.
- d) **Finalization of the OAG Risk Policy & Updating of the OAG Risk Register**  
The policy was agreed subject to GH making a minor change to the risk appetite section **(Action: GH to amend and recirculate, CMT to agree revised policy, then GH to upload on website)**  
GH to bring a worked up risk register to the next CMT but all agreed the risks presented were the right ones with nothing missing.

#### 4. Any Other Business

##### a) **Records Filing & Disposal**

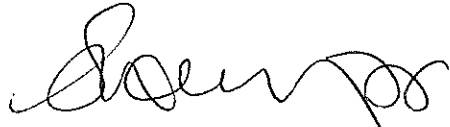
It was agreed that Friday 24<sup>th</sup> November will be records "clean up" day when all staff will be involved in updating their physical (paper) filing. Many staff will only need a short while to do this and GH will write a note to staff nearer the time **(Action: GH)**. It was agreed that national Archives and K-shred be contacted so that the physical disposal could happen after that and before 12 December **(Action: GH / KL)**. It was agreed GH will consider electronic filing requirements and we will return to considering that during 2018.

##### b) **Leadership Cayman**

None of the remaining managers, that hadn't already participated, wished to apply this year and three of the APLs had expressed an interest in applying for the forthcoming programme. CMT decided that as OAG could only afford to fund one place it should only put one person forward. CMT decided that Sandra was the best suited APL given she had acted up as AM twice recently and management experience was one of the three criteria necessary for applying for the programme. **(Action: SW to inform relevant APLs)**

##### c) **Christmas Leave**

Hayley Samuels will be in for two weeks over the Christmas period as an intern and some stock takes would be happening given the December year end and so the Office would remain open and we would need to ensure at least one person other than Hayley was in each day between Christmas and the New Year to ensure adequate supervision and office cover **(Action: PS)**.

  
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Sue Winspear, CPFA  
Auditor General

28<sup>th</sup> November 2017  
Date