

Minutes of the Corporate Management Team (CMT) Meeting Held 25th June 2024

Present:

Sue Winspear (SW), Auditor General
Patrick Smith (PS), Deputy AG (Corporate & International)
Angela Cullen (AC), Deputy AG (Performance Audit)
Winston Sobers (WS), Acting Deputy AG (Financial Audit)
Ruel Huet (RH) for item 3.

Apologies: Katrina Thomas (KT), Corporate Services Manager

SW chaired the meeting.

Business Items:

- RH presented the **May OAG expenditure** position which showed the Office tracking underbudget on pay and other expenses. The position was consistent with other months. RH confirmed that the deposits had been returned from the two landlords now (for secondee accommodation) and this would show in next month's figures.

RH was thanked and left the meeting.

1. Approval of Minutes (29th May 2024)

The minutes of the last CMT meeting were agreed. SW to sign and upload them onto the OAG website (**Action: SW**).

2. Action items:

The **action items** still outstanding from the meeting of 29th May 2024 are:

- Creation of a workforce plan (**Action: AC**).
- PSPB credit to be taken off of May's payment (**Action: KT**).
- Completion of 2023 appraisal write ups (**Action: SW**).
- JA to address EPC questions on cloud (**Action: PS / JA**).

All other actions were cleared or covered on the agenda.

Matters Arising:

- PS updated briefly on IT matters and said that Clockify was still looking good as a replacement for MyVista and that the resourcing aspect was now going to be tested. The new website was

on track for end of July and comment from OAG management had been relayed to Scott Carr. On the possible move to the cloud, JA had recently raised a security concern with PS regarding access to the office on different devices and this may need expert input to resolve.

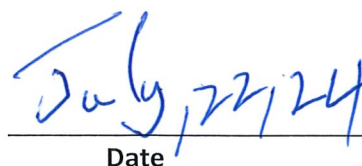
- b) WS said he had drafted a business case for resourcing options during busy season and this would be sent to CMT by email by the end of the week **(Action: WS)**. It was agreed that AC should convene the EPC who will consider this so that along with AC and PA the third member (an AM) could also consider this at the same time **(Action: AC)**.
- c) PS agreed to do a "reply all" to KT's email explaining how to enter TOIL in MyVista to explain how to enter time for part days of TOIL **(Action: PS)**.
- d) PS showed CMT the 6 lease options available for rent in central George Town and it was noted that 5 out of the 6 were in excess of the budget available (\$200k pa). Our current rent is \$123k per annum. CMT felt that none of these options were good and decided to eliminate Elizabeth Square immediately given the work needing to be done and the damp problems seen when it was visited before. CMT determined to see three options (Monaco Towers 1&3 and Adonis House) and PS agreed to schedule site visits for the three DAGs next week **(Action: PS)**. The lease decision needs to be taken by the end of August.
- e) Gay has been nominated as OAG's sustainability Champion.

4. Any Other Business

- 4.1 CMT considered and decided on a contract renewal request. SW to inform team member **(Action: SW)**.
- 4.2 SW updated on the trainee recruitment (54 applications of which 6 are being interviewed). On the AG recruitment, the advert will be coming out this Friday with a closing date of 26th July. SW made a note of CMT leave to feed into the process. It was agreed that APL recruitment should start now **(Action: SW)**.
- 4.3 SW updated that she had nearly finished the three DAG JDs and she would send them around for comment before sending to PoCS for job evaluation **(Action: SW)**. It was agreed that the third post should now be titled DAG (Corporate & Quality).
- 4.4 WS raised concerns about OAG's file and document management which all sympathised with and recognized as a long-standing problem. For the issue to be addressed it needed resourcing which had been the issue. PS said the move to the cloud would be an ideal juncture and he agreed to talk to JA and begin developing a policy on this **(Action: PS)**.



Winston Sobers, FCCA, CFE
Acting Auditor General



Date