

Minutes of the Corporate Management Team (CMT) Meeting Held 17th October 2024

Present:

Sue Winspear (SW), Auditor General
Winston Sobers (WS), Deputy Auditor General (Financial Audit)
Patrick Smith (PS), Deputy AG (Corporate & Quality)
Angela Cullen (AC), Deputy AG (Performance Audit)
Katrina Thomas (KT), Corporate Services Manager
Ruel Huet (RH), Audit Manager for items 3 & 4
Julius Aurelio (JA), Audit Manager for item 5

SW chaired the meeting.

RH in attendance and so items 1 & 2 deferred until later in the meeting.

Business Items:

- CMT reviewed the **OAG Q3 Financial Statements and expenditures to end of September**. Pay and non-pay expenditures and financial audit revenues were tracking under budget with an overall net deficit of \$54,617 at the end of Q3. The discussion focused on the income from financial audits as expenditure were consistent with past months and income from performance audits was strong. PS reported that he had calculated that a further \$1.2m of revenues (excluding backlogged audits) should be billable before year end and roughly \$1m on expenditures which would bring the financial position back on track overall. With regard to billing for the backlogged audits PS said that we should wait to see if we need to bill as clients may need to ask for supplementals to cover and there was no point billing if it put OAG massively over budget. CMT agreed but wanted to ensure clients understood that we had chosen not to bill if this ended up being the position. It was agreed that WS and PS would discuss the positions on the MPAHI, NHDT, CIAA and MoH jobs and discuss as necessary with clients (**Action: PS & WS**).
KT mentioned the change in payroll with the move to MyVista had resulted in the payroll reimbursements being done differently and this would result in another reconciliation being needed. PS offered to take this up with MFED to clarify arrangements for reimbursements (**Action: PS**).
- KT showed the Q3 TOIL and leave balances and CMT discussed those with high balances that were of concern. CMT discussed the position for three people and SW and PS to discuss with two of them (**Action: SW & PS**). KT said that the farm contribution of 5 hours was still to be deducted from staff that participated in that charity initiative and that she would send staff their Q3 balances for agreement after that was done (**Action: KT**).

RH left the meeting and JA joined the meeting.

5. IT Matters:

- 5.1. JA updated on the **new website** launch and confirmed that training is still outstanding on content

upload and management because the provider had been impacted by recent weather events. CMT agreed that PS, JA, AC and a volunteer member of staff should be trained to do this and the primary content uploader should be the volunteer. CMT felt this would need around 5 hours a month. The training would be a two-hour session. SW to write to ask for a staff volunteer (**Action: SW**) and JA to arrange the training session (**Action: JA**). JA said that Netclues had sent over the old website contents and that these need to be systematically checked to ensure everything is on the new website and PS and JA agreed to do this (**Action: PS / JA**).

- 5.2 There was a discussion on **social media** accounts with only JA active on X, Instagram, LinkedIn and he and SW on facebook. CMT agreed that AC and PS should be given passcodes so that they too could update social media (**Action: JA**).
- 5.3 JA said he would pick up again on the possible **move to the cloud** in the next few weeks.
- 5.4 JA said that he would arrange two separate sessions in early December to train staff on how to use **Clockify** so that December could be a month of dual running of all staff input before Clockify was launched in January 2025 (**Action: JA**). KT raised concerns about TOIL / annual leave requirements with the move and her and JA would discuss this (**Action: JA & KT**).
- 5.5 JA said that 12 laptops were recently purchased from Alphasoft with a three-year warranty. JA is still trying to resolve the issue with CSD whereby they will not re-add computers over three years back onto the network. KT asked JA for an updated list of all attractive assets (**Action: JA**).
- 5.6 JA to renew caseware this month. EPC approval given for two years last year.

JA left the meeting.

1. Approval of Minutes (18th September 2024)

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

2. Action items:

The **action items** still outstanding from the meeting of **18th September 2024** CMT were not discussed at the September meeting and so carry over for discussion in October:

- a) Creation of a workforce plan (**Action: AC**).
- b) Completion of 2023 appraisal write-ups (**Action: SW**).
- c) OAG document management system and policy around file management (**Action: PS**)

All other actions arising from the meeting on 18th September were completed.

Matters Arising:

- a) KT reported on the PSPB credit and wider issue of OAG staff differences in their PSPB annual pension statements. Given the impact on both a number of OAG staff and the wider potential audit ramifications this item is to be returned to at the next CMT for an update (**Action: SW**).
- b) KT said that a deposit had been paid to Papagallos for the Christmas dinner.
- c) AC told CMT that she had booked 16 December to 6 January as annual leave. WS confirmed that arrangements were in hand to make sure all December stock takes were covered.
- d) SW reported that the IDI were coming to Cayman for three days in December to test the new SAI PMF indicators and that it would have minimal impact on the majority of the office.

Business Items:

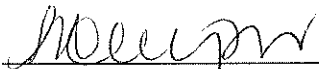
6. HR Matters:

- 6.1 WS presented a business case on **resourcing the busy season** gap. WS reported that based on the updated resourcing plan there was currently a gap of 332 hours and his recommendation was that one person for two months would be the optimal solution but this should be revisited later to confirm. CMT agreed that the decision on quantum should be taken at the November PMT. With regard to how to access the person, the business case covered various options and WS recommended the reciprocal arrangement with Audit Scotland as the best value. From the CMT discussion, WS agreed to update the business case to include more about the reciprocal arrangements including the costs of this and more detail about the on-island resourcing options after WS made a call to a possible contractor (**Action: WS**). In addition, the business case should also cover whether or not there is merit in developing a framework contract for potential contractors on island or overseas that may be used on a call-off basis. WS agreed to take all of these points into account and update the business case and circulate to CMT for further consideration by email (**Action: WS**).
- 6.2 AC took CMT through the draft **updated learning and development (L&D) plan** and agreed to update the plan to take account of comments made including offering ILM training to managers. AC agreed to bring the updated L&D plan to the next CMT (**Action: AC**).
- 6.3 A three-year **contract renewal** was agreed and SW to speak to the team member about this (**Action: SW**) and KT to prepare a new contract (**Action: KT**).
- 6.4 A **training request** was considered and while CMT supported the type of training requested they did not agree to the specific request as the course seemed inappropriate. Other options for training were to be explored with the Manager and SW to let them know (**Action: SW**).
- 6.5 CMT agreed to resubmitting the **job descriptions** for the three Deputy AG posts once SW had spoken to PoCS and sought their advice. The one point to change in them being the necessary years of management experience (**Action: SW**).
7. KT presented an updated business case on **car parking options**. As PS was involved in preparing the case he could not be a member of the EPC and so it could not be discussed further. AC agreed to schedule a separate meeting of the EPC (with JA taking the third EPC place) and SW with KT and PS in the near future (**Action: AC**).

8. Any Other Business

- 8.1 KT raised that another person was interested in doing Leadership Cayman. CMT reconfirmed their commitment to one person a year attending this programme and KT had already been selected. Priority to continue to be given to management. KT agreed to feed back to the team member and encourage their interest for next year (**Action: KT**).
- 8.2 WS raised the new APL start on 7th November. She will sit next to JA initially.

- 8.3 SW asked whether CMT wished to do the BCF Pink fundraiser again. CMT agreed that it should be held on Friday 1st November from 4pm and that the Ombudsman's Office should be invited again. SW to ask Ombudsman and inform staff (Action: SW) and all to take forward (**Action: SW and all**).
- 8.4 SW asked about whether we should put in another uniform order given the number of new staff. All agreed we should and PS and KT to take forward (**Action: PS / KT**).



Sue Winspear
Auditor General

10th January 2025
Date