

**Minutes of the Corporate Management Team (CMT) Meeting
Held 18th July 2024**

Present:

Patrick Smith (PS), Deputy AG (Corporate & International)
Angela Cullen (AC), Deputy AG (Performance Audit)
Winston Sobers (WS), Acting Auditor General
Ruel Huet (RH) for item 3 & 6.2

Apologies:

Katrina Thomas (KT), Corporate Services Manager
Sue Winspear (SW), Auditor General
Julius Aurelio (JA) for item 4

WS chaired the meeting.

Business Items:

- 3. June OAG expenditure & balance sheet position.** RH presented the **June OAG expenditure & balance sheet position**. The overall expenditures showed that the Office was tracking under budget with a positive variance of \$239,000. RH discussed the major expenditures in payroll, supplies, and consumables, which were all still under budget.

Overtime

AC raised concerns over whether the overtime budget, which is currently \$32,000 over budget in June, would be sufficient to cover the interim season. PS indicated that the balance should be adequate and does not expect any major overages at year-end. PS also noted that any shortfall in OT could be transferred from personnel costs. It was agreed that overtime needed to be monitored as the budgets for the 2023 audits were significantly over. PS requested RH & WS review and analysis the 2023 budget overages and split overruns between the incoming and old 2023 audits
(Action: WS & RH)

Professional fees

RH noted that professional fees are slightly over budget due to fees paid to secondees in the last quarter but emphasised that this will be normalised during the remainder of the year.

Comp time & Annual Leave

RH noted that these balances still need to be updated; therefore, the current variances cannot be relied on.

Receivables

RH indicated that KT still needs to bill \$210,000 of PAC revenues for May & June. These invoices still need to be approved. NHDT and SIAHDC still have long o/s balances, but there was no immediate concern over collectability. **(Action PS to speak to KT)**

Surplus Payable

RH indicated that the surplus payable has not yet been booked in IRIS. However, PS indicated that he has written to CIG to retain the surplus and is awaiting a response. PS will update on the response from CIG, any non-approval would negatively affect our cash flow position. **(Action: PS)**

6.2 Ruel's Cover

RH indicated that he will be on holiday from July 24 and returning on August 12, and there will be a need to cover the payment of batches. It was discussed and agreed that Gabriel would provide adequate cover while Ruel was away.

RH was thanked and left the meeting.

1. Approval of Minutes (25th June 2024)

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

2. Action items:

The **action items** still outstanding from the meeting of 25th June 2024 are:

- a) Creation of a workforce plan **(Action: AC)**.
- b) PSPB credit to be taken off of May's payment. PS to follow up with KT **(Action: PS)**.
- c) Completion of 2023 appraisal write-ups **(Action: SW)**.
- d) JA to address EPC questions on the cloud **(Action: PS / JA)**.
- e) WS will present the resource gap business case to EPC in August **(Action: WS)**.
- f) PS will send communication on how to enter toil in MyVista **(Action: PS)**.
- g) CMT to check in on whether an APL's contract renewal until December 31 was drafted **(Action: AC)**
- h) OAG document management system and policy around file management **(Action: PS)**

All other actions were cleared or covered on the agenda.

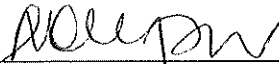
Matters Arising:

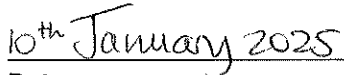
- a) PS updated briefly on IT matters and said that the testing phase of Clockify was progressing well as a replacement for MyVista. Another link is to be sent in line with the project map for testing **(Action: PS)**
- b) CMT discussed succession planning and agreed that the requirements for current managers to apply for a DAG position present some realistic challenges. It was agreed that the structure and solution to this issue should be left with the new AG to resolve on a more strategic level.

- c) PS discussed that he will be compiling an analysis of lease options as the lease for Anderson Square is due to expire in November 2024. This proposal will be prepared to be discussed at the September CMT meeting. **(Action: PS)**

4. **Any Other Business**

- 4.1 CMT considered a motion to make a TOIL contribution from staff to the Cayman Community Farm as part of the 40th-anniversary celebrations. CMT agreed to approve this request. WS to ensure it has been actioned. **(Action: WS)**.
- 4.2 PS updated on KT return from DVDL, which was determined to be August 12. It was noted that KT's return is uncertain and will be confirmed at a future date. PS indicated that if there is any departure, there will have to be a smooth transition up to the end of August. **(Action: PS to update)**
- 4.3 CMT discussed the funding of birthday celebrations over the next few months. It was agreed that the three DAGs would fund this until the new AG is in place.
- 4.4 CMT discussed whether interns would still be working at OAG in the summer as there was no update on this matter. PS indicated he would speak to Katrina **(Action: PS)**

pp 
Winston Sobers
Acting Auditor General


Date