

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

Present:

Sue Winspear (SW), Auditor General (on phased return to work)
Winston Sobers (WS), Acting Auditor General
Patrick Smith (PS), Deputy AG (Corporate & International)
Katrina Thomas (KT), Corporate Services Manager

Apologies:

Angela Cullen (AC), Deputy AG (Performance Audit)

WS chaired the meeting.

KT was welcomed back from her secondment to DVDL.

1. Approval of Minutes (18th July 2024)

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

2. Action items:

The **action items** still outstanding from the meeting of 15th June 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) 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 actions arising from the meeting on 18th July were actioned.

Matters Arising:

- a) KT reported that she had sent the **PAC invoices** for May to July to MFED for recovery and the more recent one for August would be sent at the end of this month.

- b) PS updated that CMT agreed to **renew the lease at Anderson Square** and rent board space separately as necessary. The proposal was with Cabinet for approval given it is a property matter.
- c) \$3,100 had been **raised for Cayman Community Farm** through staff TOIL donation which CMT agreed would mark the end of the 40th anniversary celebrations. CMT agreed that all staff that donated could be invited to go to the handing over ceremony at the farm.

Business Items:

- 3. CMT reviewed the **OAG expenditure to end of August**. Pay and non-pay expenditures were tracking under budget with a positive variance of \$161,400 on pay and \$288,000 on supplies and consumables.
- 4. PS reported that:
 - 4.1) the **new OAG website** would go live next week and that PS, AC, JA and one APL (to be determined) would be able to update the website. The APL would be determined at the interim launch event and would be the person to do most of the updating;
 - 4.2) that the plan is to transition to **Clockify** for time recording and billing purposes from 1 January 2025 and that all staff would be asked to dual input their December time to test the new system.
- 5. Following **recruitment** for new APLs, Mary will start on 7th October and no date has been agreed for Zuhura yet. It was agreed that Zuhura should not start in December but January if a preferred November start date was not possible. New Trainee D'Andra started on 9th September.
- 6. Three year **contract renewals** were agreed for three APLs. KT to inform these staff and prepare new contracts (**Action: KT**).
- 7. CMT considered the TOIL position and found several team members **TOIL balances** to be excessive. It was agreed that SW would email managers and remind them to manage TOIL down for their staff (**Action: SW**). KT agreed to send CMT the January to August TOIL balances and the August leave balances (**Action: KT**). CMT agreed that a specific action plan to bring down TOIL and leave balances was necessary for one person and PS agreed to make a proposition to CMT for approval before discussing with that person (**Action: PS**).
- 8. CMT discussed the **2024 financial audit overtime** proposal and how to drive efficiency especially at interim stage. After discussion it was agreed that audit staff could earn up to 225 hours of overtime in the entire cycle and could earn up to 75 hours at interim audit but that if the team member didn't claim the whole 75 hours during interim any unclaimed overtime could be rolled over to final audit season. It was also agreed that staff could claim overtime in January as well if their clients were particularly early in submitting. Both these changes could bring efficiencies in the process and a better work life balance if managed properly. It was agreed that SW would introduce this change to staff at her interim launch session (**Action: SW**). WS agreed to bring the position with regard to determining temporary resource need at busy season to the next CMT meeting (**Action: WS**).
- 9. With regard to the issue whereby several staff members found differences between what their **PSPB 2023 pension statements** said their contributions were and the actual level of contributions as per pay slips, KT confirmed that OAG paid over all of its pension payments and staff should raise

the issue with PSPB directly . This system difference in PSPB should be looked at carefully by OAG APL Mickel during the 2024 PSPB audit **(Action: WS)**.

10. CMT discussed the current issues with regard to **car parking** for staff. The owner of the lot across the road has determined to refit the area, put in a barrier and increase the charges. This information came to light after OAG determined to stay at Anderson Square. KT was asked to enquire about the costs at Piccadilly as well and whether both of owners would allow OAG to manage the spaces (as opposed to only one registration number plate being allowed in each rented parking space which both proposed) then CMT could take a decision based on the options **(Action: KT)**. CMT asked SW to update staff on this at the interim launch **(Action: SW)**.

11. Any Other Business

11.1 WS raised that CIIPA were asking for sponsorship of the IPSAS / IFRS training event next week. SW agreed to call Marilyn Lane at CIIPA and decline **(Action: SW)**.

11.2 KT asked CMT to determine what to do with the remaining 40th anniversary goods and it was agreed that a set be given to the EAP and IPSAS presenters, our cleaner and then to any staff that wanted them **(Action: KT)**.


11.3 CMT discussed the Christmas event and options and KT to progress with DT **(Action: KT)**.

11.4 CMT discussed Christmas cover and PS said he would be taking time off but would be on island over Christmas and so could cover if necessary but all agreed that if any issues arose they could be dealt with remotely anyway. WS and KT had leave booked from mid December to January. CMT agreed that the office should be formally closed from 23rd December 2024 to 2nd January 2025 and staff should be asked to use TOIL or annual leave if necessary after any discretionary time off was applied. It was recognized that some staff would need to work over some of the period on stock takes. SW to mention this at the interim launch even **(Action: SW)**.

11.5 PS raised that the IDI want to use Cayman as a pilot to test out the new SAI PMF framework and proposed sending two to three staff to us at the end of November to do this work if we agreed. After discussion, it was agreed that PS would go back to the IDI to ask for more details before CMT took a decision **(Action: PS)**.

11.6 CMT agreed \$138 be allocated to pay for snacks at the interim launch event **(Action: WS)**.

11.7 SW mentioned she had the UKOT annual benchmarking survey to complete and that she would need information from colleagues to enable this to be submitted **(Action: SW)**.



Sue Winspear
Auditor General

10th January 2025
Date