

Minutes of the Corporate Management Team (CMT) Meeting Held 21st November 2024

Present:

Sue Winspear (SW), Auditor General
Patrick Smith (PS), Deputy AG (Corporate & Quality)
Angela Cullen (AC), Deputy AG (Performance Audit)

Apologies: Winston Sobers (WS), Deputy Auditor General (Financial Audit)
Katrina Thomas (KT), Corporate Services Manager

SW chaired the meeting.

1. Approval of Minutes (17th October 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 **17th October 2024** are:

- 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**).
- d) Uploading of the September CMT minutes (**Action: SW**).
- e) WS to consider the audit implications of the discrepancies in the PSPB annual statements (**Action: WS**).
- f) JA to arrange website upload training (**Action: PS/JA**).
- g) AC and PS to be given passcodes so they can also update social media accounts (**Action: PS/JA**).
- h) Updated list of attractive assets to be given to KT (**Action: PS / JA**).
- i) Confirmation that the TOIL deduction for Cayman Community Farm was made (**Action: KT**).
- j) Confirmation that a new contract has been issued to APL (**Action: KT**).
- k) Uniform order for new OAG staff (**Action: PS/KT**).

All other actions arising from the meeting on 17th October were completed.

Matters Arising:

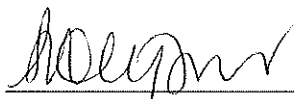
- a) No discussions had yet happened with backlogged audit clients regarding additional billings but PS and WS had started to go through it all. CMT felt that holding a CMT meeting on 9th or 10th December to go through the financial position including an approximation, at least, on billings to the end of November would help determine our year-end position and whether and what backlog clients should be billed. SW to schedule (**Action: SW**) and PS and KT to do financial analysis and November month end position before that meeting (**Action: PS/KT**).
- b) PS reported that MFED and PoCS were managing the payroll reimbursements through the back end of MyVista so there was nothing for OAG to do.
- c) PS has a plan in plan to reduce the TOIL and leave balance of a member of staff before the next year end and AC / PS updated SW on a staff resignation so there was no need to speak to the other staff member.
- d) PS and JA had compared the old website content with the new and were meeting Scott Carr on 1st December to go through changes needed.
- e) PS and JA were meeting with the clockify team next week to discuss the OAG TOIL requirements and that they would come back to CMT if the January 1 launch could not proceed.
- f) AC asked how much had been raised for BCF through the Pink Party and this needed to be answered by KT and staff told (**Action: KT**). As AC and SW were going to a BCF volunteers' event in early December it was felt that the cheque could be handed over to them there (**Action: KT to raise cheque**).

Business Items:

3. As per the discussion under Matters Arising (a) above, it was decided to defer any discussion about the **financial position** to that meeting on 9th or 10th December.
4. PS explained that the **potential move to the cloud** had been stalled due to security concerns. Expert input had been sought from Azure and Grant Thornton and they had reassured PS and JA that the security concerns were negligible. The business case needs updating and taking back to EPB (**Action: PS /JA**).
5. **HR Matters:**
 - 5.1 Given WS and KT's absence, CMT decide to hold an EPC meeting on business case on **resourcing the busy season** next week and then by email get SW's agreement as she would be off island (**Action: AC to schedule EPC meeting**).
 - 5.2 AC took CMT through the changes she had made to draft **learning and development (L&D) plan** following the last CMT discussion. These changes related to ILM, Microsoft word training and Leadership Cayman. CMT decided that the pre-busy season event should be scheduled now and agreed that 28th January would be the date (**Action: SW to schedule**). CMT to agree the L&D plan by email once reviewed (**Action: all**).
6. CMT discussed the \$50 per head CIG stipend but could not take arrangements for the Christams meal further without KT.

7. Any Other Business

- 7.1 The progress on AG recruitment was raised and SW said she would email CO PoCS to ask as she was told this would be concluded by Christmas but had not heard anything **(Action: SW)**.
- 8.2 SW fed back on her meeting with the Director of IAS and specifically what he was finding through their duty allowances, overtime and pharmacy audits. PS agreed to email audit staff regarding special procedures for looking at duty allowances in 2024 **(Action: PS)**.



Sue Winspear
Auditor General

10th January 2025
Date