

**Minutes of the Corporate Management Team (CMT) Meeting  
Held 23<sup>rd</sup> March 2021**

**Present:**

Sue Winspear (SW), Auditor General  
Angela Cullen (AC), Deputy AG (Performance Audit)  
Katrina Thomas (KT), Corporate Services Manager

**Apologies:** Patrick Smith (PS), Deputy AG (Financial Audit)

SW chaired the meeting.

**1. Approval of Minutes**

The minutes of 18<sup>th</sup> February 2021 meeting were agreed, SW to sign and upload them onto the OAG website (**Action: SW**).

**2. Action items / Matters Arising**

The **action items** still outstanding from the meeting of 18<sup>th</sup> February 2021 are:

- a) KT and AC would take forward the update of a slimmed-down OAG HR manual (last updated 2012) on a “slow burn” basis given other work priorities (**Action: KT & AC**)
- b) PS and JA to bring to CMT the work done on the IT strategy / policies / options appraisal on future IT arrangements so that CMT could consider next steps. (**Action: PS**)
- c) SW to discuss and take forward the changes to the TRS Admin codes with PS (**Action: SW**)

There were three **Matters Arising** regarding:

- a) The loading of contract information on the OAG website where SW said the existing policy was to upload all expenditures over \$1k and this was felt excessive. CMT agreed it was and it was decided to upload expenditure items of over \$10k (other than travel, subsistence, hospitality covered by other policies) (**Action: SW**).
- b) SW also reported that she had not uploaded the OAG annual report on threats to OAG independence as this contained personal information but instead the NOI forms of the SMT would be uploaded (**Action: SW**).
- c) SW reported that SR’s contract had been renewed after the advertisement of an APL position as no Caymanians applied.
- d) The Data Protection Policy was presented by KT and CMT thanked her for her work and considered its content. Several suggestions were made including considering its alignment with the FOI policy and KT would consider these comments, consult PS for his comments and then circulate the next draft to CMT either by email or to the next meeting (**Action: KT**).

## Business Items:

### 3. **2020 OAG Audit**

KT said that there was one payroll query which was just being answered and the audit should be wrapped up and everything signed by the end of the week. CMT noted the 2020 deficit position of \$95k.

4. KT presented the **expenses position to the end of February 2021** and said all 2020 accruals had been reversed and that she was still verifying numbers with for example, the figure for health insurance being wrong (should be nearer \$35k). CMT were comfortable that pay and non-pay costs were tracking under budget and determined to take a good look next month at quarter end when revenues would be calculated as well. It was recognized there may be a need for some budget virements to be made then. CMT asked KT to look at expenditures recorded against codes 50962, 51086, 54302 and 54428 in particular **(Action: KT)**.

5. CMT briefly discussed the matter of **OAG charge out rates for 2021** but could not go further without PS's input and it was agreed that PS should meet with CMT / PMT next week to progress this **(Action: PS)**.

### 6. **Review of OAG Business Continuity Plan (BCP).**

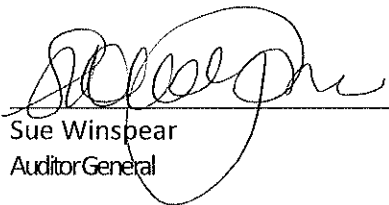
KT presented the updated 2021 OAG BCP for CMT's consideration. SW thanked KT for her work on this and noted the new references to pandemics, and said that she felt too much was assigned to KT personally which AC agreed. It was agreed that CMT would return to the issue of role assignment once the BCP was completed and that they should then test this out through a desk top simulation of a hurricane scenario with the whole office. There was a conversation about who should be designated essential workers in OAG and also PS's role in OAG vs his role in NEOC. It was agreed that all OAG staff should be asked to complete a Form D each year **(Action: KT)** and that all of CMT should have all staff contact details for reference once they were updated **(Action: KT)**. KT would consider the comments made, consult PS to get his comments and then update the BCP to bring it back to next CMT for further consideration **(Action: KT)**.

### 7. **Any Other Business:**

- a) SW said that two AM posts would need to be advertised in May as JA's contract was up for renewal and that the JDs had gone to PoCS for job evaluation. **(Action: KT)**
- b) KT informed CMT that she would be off now from 23<sup>rd</sup> April for a couple of weeks for a procedure and SW said that she would be having surgery on 21<sup>st</sup> May but likely to be able to work remotely shortly thereafter.
- c) The interactive whiteboard had been installed and other screens moved around with a screen now being in the kitchen. It was agreed to re-start the TV package with Flow **(Action: KT)**. The conference system had also been installed in the big board room. Kirk

would be coming in to train staff in its use and it was felt that this would be best done after busy season. KT said she hoped national archives would be in next month to move on the records destruction programme.

- d) CMT were told that a six month staff secondment had been formally agreed and that all staff should be told soon once the person agreed this could happen **(Action: SW)**.
- e) SW raised the introduction by the CIG of a 360 degree feedback arrangement which looked useful but may not be applicable as an independent office with its own appraisal cycle and competency framework. An introductory webinar was scheduled for 30<sup>th</sup> March and it was agreed that CMT should participate in this and then it could be considered further.

  
Sue Winspear  
Auditor General

15<sup>th</sup> April 2021  
Date

