

Minutes of the Corporate Management Team (CMT) Meeting Held 23rd November 2023

Present:

Sue Winspear (SW), Auditor General
Patrick Smith (PS), Deputy AG (Corporate & International)
Angela Cullen (AC), Deputy AG (Performance Audit)
Winston Sobers (WS), Acting Deputy AG (Financial Audit)

Apologies: Katrina Thomas (KT), Corporate Services Manager

SW chaired the meeting.

1. Approval of Minutes (23rd October 2023)

The minutes of the last CMT meeting were agreed with a minor addition reference item 6 in "Matters Arising". SW to amend, sign and upload them onto the OAG website (**Action: SW**).

2. Action items

The **action items** still outstanding from the meeting of 23rd October 2023 are:

- a) Completing the document archiving and destruction (**Action: KT**).
- b) Creation of a workforce plan (**Action: AC**).
- c) Pension refund from PSPB (**Action: KT**)
- d) Reminder to staff with dependent information missing on MyVista (**Action: KT**).
- e) Buy first aid pouches for new staff (10) and other necessary first aid supplies (**Action: KT**).

All other actions were cleared or covered on the agenda.

Matters Arising:

- The business case for the re-tender for the new cleaning contract had gone to EPC but had not gone to the AG yet. PS agreed to check where it was at and get it to AG for agreement (**Action: PS**).
- SW said her Q3 TOIL balance hadn't been agreed with her and KT knew that SW had a difference in her records v MyVista's. PS agreed to give SW a week by week breakdown of her TOIL balance for 2023 from MyVista so SW could identify and rectify the difference (**Action: PS**).

Business Items:

3. CMT considered **OAG's October expenses**. It was noted that KT had sent RH a query regarding allowances that was outstanding. The position showed that payroll continued to be overspent with non-pay underspent resulting in a small underspend overall of \$87,500. There was a brief discussion about the status of the budget submissions given the change in Government in recent days. SW asked PS for a breakdown of numbers and grades of staff assumed in the budget submissions for 2024, 2025 and 2026 (**Action: PS**). PS also mentioned that the initial meeting with the new OAG auditors, Berman Fisher, would not now be happening until early 2024.
4. CMT considered SW's paper summarizing the work done in the CMT session on 1st November on the **OAG Strategy 2024 to 2028** and proposing the new OAG strategic priorities for the next period. CMT discussed further and agreed there should be the following five priorities for 2024 to 2028:
 - **Strengthening** the accountability, transparency, integrity and delivery of **public services** through high quality audits.
 - **Demonstrating ongoing relevance** to the people of the Cayman Islands, Parliament and other stakeholders.
 - **Strengthening our independence** through the enactment of an Auditor General Act.
 - **Being an exemplar organization** through leading by example in our business practices.
 - **Being an exemplar employer** through continuously developing our people.

CMT agreed to have a further strategy planning session next Tuesday from 1pm to 3pm and AC agreed to put relevant IDI documents on the L drive (**Action: AC**).

5. PS updated on various **IT matters**. Firstly, that feedback had been received from EPC on both the business case for the website and the business case for the move to the cloud. PS explained that there seemed to be some fundamental questions on the move to the cloud that he thought had been answered when the options appraisal was done and the decision taken. AC explained that KT was not involved in the options appraisal as she was on secondment at the time this was done but as our Corporate Services Manager and part of EPC she had raised some good questions that needed answering and EPC felt that connectivity with CIG systems was essential to OAG business and EPC didn't feel this risk was sufficiently addressed in the business case. SW and WS were both unsighted on the detail as WS was not on EPC for this procurement and SW only gets to see the business cases after EPC have concluded their consideration. It was agreed that JA would schedule a meeting to cover both the website (less contentious) and Cloud on Monday and that in addition to EPC members, SW and WS would be invited to attend (**Action: PS/JA**). PS also updated that he and JA had seen a demonstration of "Clockify" on Monday as another alternative time management and billing system and that they were preparing an assessment on it. A separate demonstration to be arranged for CMT & PMT members in early December (**Action: PS/JA**).
6. CMT considered the following four **updated policies**:
 - The Mobile Phones policy was agreed with a few minor tweaks. As there is no payroll line for this allowance, it cannot be paid through payroll and so CMT agreed that staff should be paid quarterly in arrears and that this should be charged against the "telephone" expenses line.
 - The Physical Security policy was also agreed with a few minor tweaks.
 - The Long Service policy was also agreed with a few minor teaks.

CMT agreed SW should finalise these three policies, inform staff and load them onto the OAG website (**Action: SW**).

With regard to the Flexible and Remote Working policy, this was discussed in depth and suggestions made to simplify and improve it. CMT agreed that SW should email staff and ask for their thoughts on what the updated policy should contain and that they would consider this again at the next CMT in January. In the meantime, SW would work on an updated draft that takes account of the CMT discussion and any staff feedback received (**Action: SW**).

7. There was a discussion on two procurement matters:

7a) The first related to securing **temporary staff for busy season** and CMT agreed that an advert would be placed for consultants / temporary employees for busy period at a rate of pay of \$40 per hour for a 37.5 hour week and with overtime at \$60 per hour for up to 50 hours in a month (consistent with APL pay rates) plus a daily stipend, accommodation and rental vehicle for any off island people when coming to Cayman to work. Work could be done at least partly remotely. The contract could be for 2024 only or up to three years. Secondment options would continue to be explored as well. SW agreed to prepare and place an advert and WS agreed to research accommodation options (**Action: SW and WS**).

7b) The second procurement matter related to **developing a framework contract for legal advice** and SW said that she had spoken to the Corporate Procurement Office about whether they had any documentation she could use and they were keen to work on this framework with her and then they could offer to other SAGCs to use. She would continue working on this.

8. **A contract renewal request** was discussed and agreed by CMT. SW to inform staff member and action the new contract (**Action: SW**).

9. **A study request** submitted by one of the trainees was also agreed by CMT. SW to inform the staff member and WS/AC to consider the resourcing ramifications (**Action: SW and AC/WS**).

10. CMT agreed that the contribution to the **OAG Christmas event** would be \$1,120 (28 x \$40) in accordance with the CIG policy and that the laser quest **team building event** at the end of the pre-busy season training event in January could be funded and charged to the training budget.

Any Other Business

11. CMT agreed there should be no December meeting and the next meeting of CMT would be on 17th January as currently scheduled.


Sue Winspear
Auditor General

17th Jan. 2024
Date