

**Minutes of the Corporate Management Team (CMT) Meeting
Held 4th October 2023 (September meeting)**

Present:

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

Apologies:

Winston Sobers (WS), Acting Deputy AG (Financial Audit)

SW chaired the meeting.

1. Approval of Minutes (23rd August 2023)

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

2. Action Items

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

- a) Minutes of 24th & 25th July CMT to be signed and uploaded onto website (**Action: AC & SW**).
- b) Completing the document archiving and destruction (**Action: KT**).
- b) Creation of a workforce plan (**Action: AC**).
- c) Finalise Remote & Flexible working policy after MyVista is in use (**Action: SW**).
- d) Retender of the cleaning contract for November 2023 (**Action: KT**).
- e) RFP for IT cloud move & website options (**Action: PS / JA**).
- f) Ensure ex-staff member is removed from OAG workflows in MyVista (**Action: KT**).
- g) Pension refund from PSPB (**Action: KT**).
- h) Complete proactive disclosures & put on website (& some corporate reports) (**Action: SW**).
- i) Schedule all staff meeting for October on new policies & lessons learned from the medical emergency (**Action: SW**).
- j) Medical questionnaire to staff to complete (**Action: KT**).
- k) Reminder to staff with dependent information missing on MyVista (**Action: KT**).

All other actions were cleared or covered on the agenda.

Matters Arising:

- PS updated on **IT related matters**. He said that the business cases for both the website and cloud had been reviewed by EPC and JA was dealing with their queries and that the business cases would be returned to EPC on Friday. The RFPs would follow after that (**Action: JA**).
- KT to give priority to getting the RFT for the **cleaning contract** done so that we are ready to run with a new contract next month. As KT would do this preparation, it was agreed that the EPC could comprise AC, PS and WS (**Action: KT**).
- CMT discussed the notion of giving staff an **allowance towards phone costs** and all agreed this would be a sensible thing to do. SW agreed to update the policy for the next CMT and CMT agreed, in principle, that \$35 a month (the amount of SW's current phone contract) should be paid to all staff from 1 January 2024 (**Action: SW**).
- The revised **travel and subsistence policy** to be uploaded onto the website and staff to be informed at all staff event (**Action: SW**).

Business Items:

3. CMT considered **OAG's September expenses**. As these were tentative and work on the Q3 position was ongoing, CMT did not well on these preferring to wait for the CMT meeting later in the month when full Q3 financials, AL and TOIL balances etc. would be available. CMT noted the position remained over budget on pay and slightly under on expenses giving an overspend overall but with an overall surplus still expected as forecast revenue was also over budget. There was a brief discussion about the recent email from the FS informing us of the Executive's desire to reduce our 2024 and 2025 budget and the response that SW would be sending after the meeting.
4. While the position on the IT and website upgrades were discussed under "matters arising", PS updated on the progress in **options for time recording and billing**. Two demonstrations of VistaTime (the MyVista offering) had taken place recently as this is being rolled out for CIG uniformed services. While the second session yesterday was more promising it was felt to be still not ideal for our needs and CIG were pushing for a decision today as to whether or not OAG wanted to implement this module. It was confirmed that we would not have to pay for this. AC mentioned that OAG were unsighted on the system outputs and had no idea what reports could be generated and whether they would meet our needs. After discussion, CMT agreed that PS should say a carefully "no" to PoCS on the basis that we had not had long enough to do our due diligence but based on what we had seen we were not convinced that it would meet all our needs (**Action: PS**). PS said that he and JA had seen a demonstration of caseware's offering and that he would arrange a wider demonstration (**Action: PS**). It was agreed that all of CMT would think about the outputs we would want from any new system in advance of this demonstration (**Action: All**).
5. The updated **Learning & Development Plan** was considered. Various matters were discussed and some updates / additions suggested. It was noted the interim launch survey feedback was outstanding. It was agreed that trainee development, and planning for the 2024 Retreat would be added to the next PMT agenda for discussion (**Action: SW**) and that AC would take the feedback from CMT and the survey results when available and update the plan and recirculate to CMT by email for agreement (**Action: AC**).
6. CMT considered several recently updated **OAG policies**. Various comments were given and discussed and the following was agreed:

- ISA260, Media Relations, Social Media, Physical Security – minor changes to be made and policies to be circulated by email for final agreement **(Action: AC & KT)**.
 - The updated Complaints policy was agreed.
 - The Countering Fraud & Corruption policy to be revisited entirely as CMT all felt it was not fit for purpose **(Action: AC)**.
 - CMT agreed that the Raising Concerns about the Organisations we Audit policy should not be kept and that the old version should be taken down from the website **(Action: SW)**.
 - The Long Service Awards policy to be updated and returned to CMT **(Action: KT)**.
 - It was agreed that KT would prepare a form for staff to sign that they agree to their photos being used for work purposes **(Action: KT)**.
 - KT agreed to get locks for AC's desk drawers **(Action: KT)**.
7. It was agreed that APLs be authorized to work up to 75 hours of overtime during October and November and any residual should be added as TOIL.

Any Other Business

8. PS agreed to pick up oversight of the outsourced audits that JA had previously overseen **(Action: PS)**.
9. KT agreed to buy first aid pouches for new staff (10) and other necessary first aid supplies **(Action: KT)**.
10. The next CMT meeting to be moved as the Board room is unavailable **(Action: SW)**.
11. CMT agreed that the small meeting room should be equipped with a camera and meeting equipment **(Action: KT)**.
12. PS updated that he may be assisting Grenada with their financial audit practice through CAROSAI but only if the World Bank provides funding.
13. There was a short discussion about arrangements for the BCF fundraising event on Friday.
14. SW said that both KT and RH had expressed an interest in doing the next Leadership Cayman programme this year with GN expressing an interest for next year. KT left the meeting. CMT then discussed and it was agreed that if OAG have to fund all costs then only RH could be supported this year but if, like last year, CIG fund half through the CSC then both could participate this year **(Action: SW to inform KT and RH)**.



Sue Winspear
Auditor General

17 Jan 2024

Date