

Minutes of the Corporate Management Team (CMT) Meeting 23rd February 2017

Present:

Sue Winspear (SW), Auditor General
Garnet Harrison (GH), Deputy Auditor General and Freedom of Information Manager
Kim Lutz (KL), Finance & Administration Manager

Apologies:

Angela Cullen (AC), Director of Performance Audit
Patrick Smith (PS), Director of Financial Audit

SW chaired the meeting.

1. Approval of Minutes

The minutes of 15th December 2016 meeting were reviewed and subject to a few minor changes which would be corrected it was agreed that these could be signed off by SW and put on the OAG website (**Action GH**).

2. Action items

The action items from the meeting of 15th December 2016 were discussed. Items to carry forward are a) SW meeting with others in CMT to review all old outstanding CMT actions and reallocate to CMT, PMT or drop (**Action SW**) b) GH passing the hard copy performance audit tenders file to KL (**Action GH**) c) SW to circulate revised proactive disclosure policy for CMT agreement (**Action SW**) d) SW and PS to update the learning and development policy (**Action SW & PS**).

3. Progress Monitoring against 2015-19 OAG Strategy

CMT reviewed objective 3 of the 2015-19 OAG strategy to consider progress against each action point. PMT (Practice Management Team) the day before had considered progress against objectives 1 and 2 and SW will prepare an updated monitoring document and circulate to both PMT and CMT (**Action SW**).

Specific actions that came out of the progress monitoring conversation were:

- a) SW, GH and PS to finalise their proactive disclosures for the period 1st July to 31 December 2016 and get these published on the OAG website by 15th March. GH to review MR's calendar for the period and attempt to obtain comments from MR. (**Action SW, GH, PS**)
- b) As a succession plan is required under personnel regulation, SW would write a brief one to explain the rationale around the restructure and what it hoped to achieve and our plans to encourage more Caymanians into our office. (**Action SW**)
- c) CMT decided that OAG balance sheets would only be completed quarterly instead of monthly from now on given that we have moved to a quarterly billing cycle (**Action KL & GH**) and SW would write and explain this to Matthew Tibbets (**Action SW**).

- d) SW was already progressing doing a staff survey with CML.
- e) We would undertake the operational efficiency review in May / June 2017 as planned but defer until 2018 any implementation of updating TRS or moving to Caseware Time given our existing operational priorities for 2017.
- f) GH would bring the risk register to the next meeting of PMT and CMT for updating (**Action GH**).
- g) Points 18-20 inclusive against objective 3 are referred to PMT for consideration (**Action SW**).
- h) CMT considered whether it was worth getting Baker Tilly to undertake some more detailed reviews for us to assist us in demonstrating our progress and will reconsider this at the next meeting (**Action SW**)

4. Leading by Example

A well governed and transparent organisation:

- a. The **OAG monthly financial statements and detailed expenses for December 2016 and January 2017** were presented and discussed. A reasonable level of underspend was noted on both personnel and operating cost lines. The implementation of the pay stagnation remedy was actioned in December and notwithstanding that, personnel costs were still slightly under budget. GH mentioned that he hoped we would still get an allocation towards this cost from the corporate contingency held by Government.

In keeping with the discussion under progress monitoring against the 2015-19 Strategy, it was agreed that the OAG would cease preparing monthly balance sheets and move to quarterly updates to the balance sheet in keeping with moving to a quarterly billing cycle. SW would write to Matthew Tibbets and inform him of this. (**Actions GH / KL and SW**)

A well organized and sustainable organisation:

- a. It was noted that a recruitment panel was held earlier this week for the vacant APL post. KL had not yet received the recruitment panel's report yet but knew, from a recent conversation with WS, that at least two of the interviewees were considered appointable.

A motivated, high performing and skilled workforce:

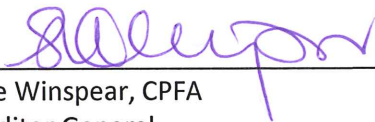
- a. There was a conversation about the updated position on various pay matters and it was agreed that CMT would return to the consideration of their policy on duty / acting up allowances at the next meeting when it was hoped that there would be a fuller attendance. SW reported that now that pay stagnation was complete for all OAG staff, she had written to PoCS requesting their endorsement to us agreeing a policy for making payments to staff on achievement of agreed additional qualifications. Whilst CMT have still to agree the detailed policy and which qualifications OAG staff will be paid additionally for there was agreement amongst CMT that they would like to be able to do this hence SW writing to PoCS. CMT to consider and agree the policy and criteria at their next meeting (**Action all**).
- b. SW said she was keen to regularize the position on excess annual leave and TOIL with a view to managing balances down to a reasonable level to make it easier to manage these going forward. She was particularly aware that some senior managers had large amounts of both largely as a consequence of being without a fourth senior manager for almost a year. Not

every member of staff had signed off on their 2016 TOIL so CMT would return to this later. However, on excess annual leave it was agreed that relevant staff should be given the option of having some of their excess leave bought out. Tentatively CMT thought that any carryover from 2016 which was in excess of half a year's worth of their 2016 annual leave amount could be payable subject to considering the OAG cash flow consequences. **(Actions: KL / SW to calculate, SW to consult GH on whether there is sufficient cash, KL / SW to write to staff)**

- c. KL updated on the arrangements for the workplace assessments and as they will not be completed until next week, it was agreed that CMT would consider the action required as a consequence at its next meeting **(Action KL or SW to pull together requirements from the individual assessment forms)**.
- d. KL said that use of the parking spaces rented at Mr. Berry's had been monitored daily since the start of the year and this would continue through March during the audit peak so that we could then review the number of spaces needed. Given not more than 3 spaces had been used on any one day in 2017, CMT took the decision to reduce from 8 spaces to 4 spaces from 1st March as an interim measure **(Action KL)**.

4. AOB

- a. KL drew CMT's attention to the recent notification from Treasury encouraging entities to deposit excess cash through them. CMT agreed that for the small sums of cash involved at OAG, the additional administration would not make this worthwhile.
- b. KL also drew CMT's attention to Treasury wanting us to repay last year's surplus. GH said this could not be done without PAC's authorization. **(Action GH / KL to inform Treasury)**
- c. KL mentioned the pressure of workload and CMT systematically worked through KL's administrative tasks with a view to coming up with alternative arrangements to enable KL to spend more time on the Finance and HR aspects of the role which could get crowded out by day to day administrative tasks. It was agreed that for the future we would additionally experiment with asking staff to avoid taking queries to KL on Wednesdays so that she could use this day to focus on detailed financial and HR tasks which were easier to undertake without interruptions **(Action SW to write to OAG staff about this)**



Sue Winspear, CPFA
Auditor General

19.04.17

Date