

Minutes of the Corporate Management Team (CMT) Meeting 25th May 2017

Present:

Sue Winspear (SW), Auditor General
Kim Lutz (KL), Finance & Administration Manager
Angela Cullen (AC), Director of Performance Audit
Patrick Smith (PS), Director of Financial Audit

Apologies: Garnet Harrison (GH), Deputy Auditor General and Freedom of Information Manager

SW chaired the meeting.

1. Approval of Minutes

The minutes of 27th April 2017 meeting were agreed. SW to sign the minutes and load these onto the OAG website. **(Action: SW)**

2. Action items

- a. The action items from the meeting of 27th April 2017 still outstanding are: a) SW and PS to update the learning and development policy **(Action: SW & PS)** b) SW reported that she was still awaiting a response from PoCS regarding potential to pay staff on achievement of agreed **additional qualifications** so that CMT could then consider their policy. SW to continue chasing a response **(Action: SW)** c) A revised job description for the Administrative & Finance Manager to be completed **(Action: KL)** d) GH to go through corporate reports and advise KL which to send to Archives & Libraries **(Action: GH)** e) Client codes in TRS to be amended to PAC for OAG quarterly reports and OAG Annual Report **(Action: GH)**
- b. It was agreed by CMT that the monitoring of the **2015-19 Strategy** would be paused and returned to and updated after the completion of the SAI PMF as this would be a more efficient approach.
- c. As no responses had been received from any OAG staff regarding item 5c. from the last meeting (**systems for tracking absences**), CMT discussed and agreed that all OAG staff should be encouraged to use their outlook calendar for detailing all absences from the office for whatever reason and all meetings, "private appointment" to be used where appropriate and that we would also use leave tracker for official leave from the office while attending conferences etc. CMT were keen that after this was put in place and explained to staff that the manual record on the front desk be discontinued. SW to liaise with JA, KL etc and draft instructions on use of outlook and TRS **(Action: SW)**
- d. There was also a brief discussion on parking requirements in the context of the minutes and it was concluded that 2 spaces would be sufficient from Mr. Berry until at least September when KL had CMT approval to increase to 3 spaces from then on if necessary. Monitoring of

usage would continue and KL would bring this back to CMT when any other changes were felt necessary. (Action: KL)

3. Leading by Example

A well governed and transparent organisation:

- a. The **OAG monthly detailed expenses account for April 2017** was presented by KL and discussed. The personnel budget remains tight but manageable and AC agreed to project forward her likely expenditure need on consultancy fees for the remainder of the year so CMT could get a better idea of the likely overall operating cost position which was showing an underspend still (**Action: AC**). The cash position also remains tight with \$128k in the bank after the May salary run which represents just less than one month's pay bill. There is \$325k owing to us from billings. PS agreed to prepare the additional billings for the CIAA, MEEGA & TAB audit jobs that had overrun their budgets (**Action: PS**). CMT will continue to closely monitor the budget position each month.
- b. The updated draft **Code of Conduct** was considered and SW said GH had provided her with detailed comments. There was a discussion about whether all the content about ethics should be in the Code of Conduct now given the OAG has an Ethics Code too and whilst all could see the merit of both options, CMT's view was to cross reference only to other codes or official documents, like the Ethics Code, wherever possible. SW agreed to reconsider the draft, take account of comments given to her by CMT members and put on the agenda again for the next meeting (**Action: SW**)
- c. The updated **Complaints Policy** was considered and subject to minor amendments agreed.
- d. The updated **Corporate Credit Card Policy** was considered and subject to minor amendments agreed.

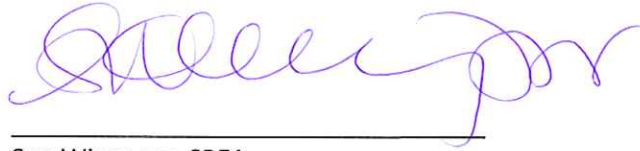
A well organized and sustainable organisation:

- a. The updated draft **OAG succession plan** was discussed. All agreed that there was a tension between what the regulations required from the plan which was focused on advancement of Caymanians in the workforce and the needs of the Office for a succession plan as part of an overall workforce plan (AC's suggestion) and also its linkages through to the Office learning & development policy. It was agreed that as SW and PS have an action outstanding on updating the learning & development policy and that they would also do that alongside thinking about workforce planning and within that the required succession plan. (**Action: SW & PS**)

4. AOB

- a. SW mentioned that all but two people had undertaken the recent **OAG staff survey** and that CML would be preparing a report on the results and comments which CMT could consider at its next meeting. (**Action: SW**)

- b. SW commended GH on his excellent briefing session on **Hurricane Preparedness** and reminded him and PS not to forget organizing the second part of the Hurricane Preparedness training which would focus in on the OAG's official role **(Action: GH & PS)**



Sue Winspear, CPFA
Auditor General

26th June 2017

Date