

Minutes of the Corporate Management Team (CMT) Meeting 27th April 2017

Present:

Sue Winspear (SW), Auditor General
Garnet Harrison (GH), Deputy Auditor General and Freedom of Information Manager
Kim Lutz (KL), Finance & Administration Manager
Angela Cullen (AC), Director of Performance Audit

Apologies: Patrick Smith (PS), Director of Financial Audit

SW chaired the meeting.

1. Approval of Minutes

The minutes of 6th April 2017 meeting were reviewed. With several minor changes made, it was agreed that these could be signed off by SW and put on the OAG website (**Action SW**).

2. Action items

- a. The action items from the meeting of 6th April 2017 and the old CMT action log were discussed. The proposed actions for the old action log were agreed as recommended on the paper and consequently those actions still deemed outstanding for CMT are included in the items to carry forward below at c&d. Actions 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**)

3. Progress Monitoring against 2015-19 OAG Strategy

The updated paper was discussed. On GH's suggestion, it was agreed SW would add a separate column for evidence and circulate to CMT for individuals to add more in more detail and provide evidence as this would be a useful base document for the SAI PMF (**Action: SW, then all**)

4. Leading by Example

A well governed and transparent organisation:

- a. The **OAG monthly detailed expenses account for March 2017 along with the quarterly financial statements** were presented and discussed. GH raised concerns about a number of financial audit jobs where they had exceeded budget and there was a concern about plans for addressing these costs with clients. Given the move to quarterly billing, it was stressed

how important it was for management to continue monitoring time on a monthly basis and for auditors to be proactive in bringing job overruns or potential overruns to managers' attention in a timely way **(Action: all to note)**. It was noted that OAG cash at 31st March was lower than ideal but not unanticipated given recent decisions made to pay out some excess annual leave and TOIL. Accounts receivable were reasonably high too due to the quarterly billing occurring at the end of March and therefore this reduced CMT's concern.

- b. From this, there was a conversation about what was charged to PAC and it was decided that with effect from April 2017, the production of the OAG quarterly report would be charged to PAC (at an agreed standard number of hours per quarter) and the annual report would be charged to PAC too given the OAG exists to serve the LA. **(Action: GH to amend the client code in TRS for these activities)**
- c. Following on from the discussion on the financial position, GH said the SPS budget return would be requested in August which would lead into the detailed budgeting for 2018 in September / October time. Given SW, AC, JA and WS are all new to CIG budgeting requirements for the OAG it was agreed that a separate 3 hour meeting of CMT & PMT would be scheduled for June time so that GH and PS could describe the CIG budget processes and all could discuss strategy and tactics around the 2018 budget bid. **(Actions: SW to schedule meeting and GH to lead this session)**

A well organized and sustainable organisation:

- a. The draft **OAG succession plan** item was circulated and discussed. GH felt that it needed to be expanded to cover arrangements up to AG level and items 52(3) in personnel regulations more specifically. SW said she'd do some more work on it and recirculate to CMT for further consideration at the next meeting **(Action: SW)**

A motivated, high performing and skilled workforce:

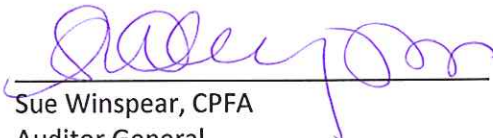
- a. CMT considered the newly published CIG policy on Paid Student Internships and noted that KL was going to a briefing session for this the following morning. In principle, CMT were supportive and felt the Office was now better positioned to enable interns to come in and have a meaningful experience. All were keen, in principle, to consider what might be possible for an intern during the summer and Christmas holidays and SW would talk to PS and AC off line about timing and what work they could do. **(Action SW, AC, PS)**. SW mentioned that her Mentoring Cayman student may prove an ideal candidate as she wanted to work in audit as a career and had a reasonable familiarity now with OAG. Other CMT members agreed she should be our preferred candidate should CIG enable us to go directly to chosen young Caymanians.
- b. KL provided updated stats on the use of the parking spaces rented at Mr. Berry's during the last month and CMT felt no changes in the rental were required as a consequence. CMT agreed that KL would continue to review this going forward but only bring the item to CMT if there were, in her view, anything requiring a new decision from CMT. **(Action KL)**.

5. AOB

- a. SW mentioned that the OAG staff survey would be sent out by CML on 9th May with staff having that week to respond. SW said she would email staff to alert them to this towards the end of this week. **(Action: SW)**

- b. Recognising the OAG strategic plan needs us to (re)introduce client surveys and CMT wish to use Survey Monkey, AC raised concerns about potential data protection issues given this is hosted in the USA. It was agreed that AC would write to the Attorney General on this specifically and the use of the cloud generally in relation to the new, but not yet enacted, Data Protection Act **(Action: AC)**

- c. KL mentioned she had put her HR conference in June on Leave Tracker as "official leave" as neither leave tracker, nor the front desk book, nor outlook calendars seemed able to provide a holistic picture of where an individual was at any point in time. CMT agreed it would be ideal to have one system where it could be assured there was a complete record and that SW should write to staff to seek their views on what that should be **(Action: SW)**


Sue Winspear, CPFA
Auditor General

25th May 2017
Date