

Minutes of the Corporate Management Team (CMT) Meeting Held 20th June 2023

Present:

Sue Winspear (SW), Auditor General
Patrick Smith (PS), Deputy AG (Corporate & International)
Winston Sobers (WS), Acting Deputy AG (Financial Audit)
Katrina Thomas (KT), Corporate Services Manager

Apologies: Angela Cullen (AC), Deputy AG (Performance Audit)

SW chaired the meeting.

1. Approval of Minutes (24th May 2023)

The minutes of the CMT meeting on 24th May 2023 were agreed. SW to sign and upload onto the OAG website (**Action: SW**).

2. Action items

The **action items** still outstanding from the meeting of 24th May 2023 are:

- a) Completing the document archiving and destruction (**Action: AC**).
- b) Creation of a workforce plan (**Action: AC**).
- c) Finalise Remote & Flexible working policy after MyVista is in use (**Action: SW**).
- d) The revised risk register to include website security as a risk (**Action: SW**).
- e) Check whether a refund been received for the rental property used for the Bermudan secondees (**Action: WS/KT**).
- f) Retender of the cleaning contract for November 2023 (**Action: KT**).
- g) RFP for IT cloud move (**Action: PS / JA**).
- h) OAG website options appraisal (**Action: PS / JA**).

All other actions were cleared or covered on the agenda.

Matters Arising:

- PS updated on the work regarding the **website options** which was scheduled for this meeting. He said the delay was because Netclues could do more to alleviate the security concerns and JA was awaiting further information from them.
- PS updated on the **OAG FA retender** and that technical advice was that another audit office could undertake our audit. SW said that we would await PAC's steer coming from the Administrative meeting scheduled for later in the week before taking this further but she would provide PS with contact details to approach Mazaars (**Action: SW**).

- It was noted that PS had written to PoCS and then escalated to the CO regarding the ex-staff member still showing on the OAG establishment. KT offered to take this up (**Action: KT**).

Business Items:

3. CMT considered **OAG's May's expenses**. CMT were concerned that both pay and non-pay expenditures continued to track over budget for 5 months based on a straight line budget profile. PS said he had done further detailed work to get underneath the position and he felt that pay was on course for exceeding budget but that non-pay would be well under budget by year end. Comp. time balances are only calculated at each quarter end and so the June position would be instructive. A virement between pay and non-pay budgets was likely to be necessary later in the year. SW asked if PS's pension refund for September 2022 to March 2023 inclusive had been received and it had not (**Action: KT to chase PSPB**). WS asked if the July 2023 possible COLA increase had been announced yet and PS said it had not.
4. CMT discussed the **Office's 40th anniversary events** and specifically the forthcoming relay race and reception. WS said that 38 teams had registered for the **race** so far and ran through the financial position in terms of entries, sponsorship / donations received and estimated associated expenses. CMT agreed that after the race, they would look again at the financial position and come to a firm conclusion about the level of OAG donation but CMT agreed that they expected this to be in the region of \$2,000. WS also ran through his media commitments including radio interviews.


With regard to the **reception**, it was agreed that we should take along the banner to be commissioned for Sunday's race. SW said she would give a short speech at the event after the Governor had said a few words. There was a discussion about getting more background history on the office and that past AGs should be contacted to get their recollections. It was agreed that OAG should try to prepare a booklet for the end of the year which would give historical information and photos and that all staff should receive a copy when prepared. PS agreed to take forward contacting the old AGs (**Action: PS**).

5. CMT ran through the arrangements and planned supervision for the judicial Admin secondee, the CHHS intern and the July summer intern.

Any Other Business

6. CMT discussed the request for **special leave** relating to a team member representing Cayman for a sports related event. This was agreed and the team member and representative body to be told of the decision (**Action: SW**).
7. SW said that the **APL recruitment** is active and asked KT to check on responses so far (**Action: KT**). It was agreed the recruitment panel would be WS, AC and RH.
8. KT asked if we could set up an HR email account and it was agreed that the Auditor General inbox should be used for this purpose as it used to be in the past. It was agreed that SW should get other CMT members access to the AG inbox (**Action: SW**) but that SW would continue to manage this inbox unless she was absent or it was in relation to recruitment exercise when KT would oversee candidate communications.

9. WS mentioned that the OAG website needs an ex staff member removing and photos uploading for new team members (**Action: SW**).
10. There was a brief discussion about future office needs and KT mentioned that the 4th floor of Anderson Square had been let.


Sue Winspear
Auditor General

22nd November 2023
Date (earlier version mislaid)