

**6th MEETING OF THE
COMMISSION FOR STANDARDS IN PUBLIC LIFE
12 OCTOBER 2023 @ 2:00PM
MINUTES
VIA ZOOM**

PRESENT:	Dr. Sonia Bush	Chairman
	J. Rosalie Twohey	Member
	Keith Blake	Member

COMMISSIONS SECRETARIAT MEMBERS PRESENT:

Donna-Kay Smith	Interim Manager
Lise Hurlstone	Research Analyst (for part)
Sheila Watler	Administrator/Analyst

1. Meeting Called to Order

The meeting was called to order at 2:05pm. The Chairman welcomed all in attendance and the meeting was opened with a prayer. The Interim Manager, Ms. Donna-Kay Smith, appointed effective 10th October 2023 was introduced.

2. Confirmation of Previous Minutes**a. 8 August 2023**

The minutes of 8 August 2023 were approved and will be uploaded to the CSPL website.

b. 21 September 2023

The minutes of 21 September 2023 were approved and will be uploaded to the CSPL website.

3. Outstanding Business**a. Annual Reports (23rd, 24th & 25th CSPL Reports)**

Members were informed that the 23rd CSPL Report which covers the reporting period 1st July 2022 to 31st July 2022 was finalised and sent to the Office of the Deputy Governor (ODG) on 20 July 2023 for tabling in Parliament. Parliament advised on 12 October 2023 that the 23rd Report has not been tabled. The Secretariat advised that an update was requested from the ODG on 12 October 2023 regarding the status of the report and is pending the ODG's reply. The Secretariat will diarise to follow-up with the ODG next week on this matter.

The 24th and 25th CSPL Annual Reports covering the reporting period 1 August 2022 – 31 January 2023 and 1 February 2023 – 31 July 2023 respectively are currently being drafted and will be circulated to Members for review once completed.

b. Update on Amendments to SPL Act and Regs

Members discussed the Attorney General Chambers' (AGC) response of 26 July 2023 concerning the SPL (Amendment) Bill, 2023 and the SPL (Amendment) Regulations, 2023. Members acknowledged that the AGC had no further comments on the SPL (Amendment) Bill, 2023 and agreed that the AGC can move forward with submitting it to Cabinet for approval.

Members considered the draft SPL (Amendment) Regulations, 2023 and deferred this matter to the next meeting due to time constraints.

c. CSPL Policies and Procedures

i. Lateral Flow Tests/Procurement Procedures

This item was deferred until the next meeting.

ii. Port Authority Director Appointment

This item was deferred until the next meeting.

d. Update re Parliamentary Code of Conduct

This item was deferred until the next meeting.

e. Elections Observer's Report

This item was deferred until the next meeting.

f. United Nations Education for Justice (E4J) Programme

This item was deferred until the next meeting.

g. Appointment of New CSPL Members

Members were updated that two (2) potential candidates were previously identified by the former Manager to serve on the CSPL and that the Secretariat intends to proceed to conduct the verification process, and if the results are satisfactory, submit the candidates to the Governor's Office for consideration. The Secretariat will update the Members on the outcome.

h. Secretariat HR Update

The Interim Manager advised that a Public Relations & Education Coordinator was hired in August 2023. The job advertisement for the Manager position has commenced and the Portfolio of the Civil Service is giving priority to having this position filled by January 2024. The Deputy Manager post will be advertised and filled in the first quarter of 2024.

i. Correspondence from Anti-Corruption Commission ("ACC")

This item was deferred until the next meeting.

j. CIBFI Production Order

Reference was made to the request from the Cayman Islands Bureau of Financial Investigation (CFIBI) for a Witness Statement to confirm that the evidence for a case was indeed printed from the Register of Interest (ROI) system in response to Production Order

Cause No. POCA 7/2023. The Research Analyst briefed Members that the Witness Statement that was previously drafted had not been signed by the former Manager who had printed the documents from the ROI system. The CSPL further understands that these documents were not signed due to the unexpected departure of the former Manager. The Secretariat was requested to fulfil the request from the CFIBI. The Interim Manager advised that she would review the request from CIBFI along with the documents for appropriate action.

k. Register of Interests (ROI)

The Research Analyst provided an update on the ROI annual submission period for 2022-2023. It was noted that 784 declarations were submitted in total; 776 of which were submitted online; and 8 of which were submitted in hard-copy. A summary of the submission statistics is as follows:-

	2019-2020	2020-2021	2021-2022	2022-2023
Online Submissions	-	741	689	776
Hard Copy Submissions	833	100 (approx.)	50 (approx.)	8
Total Submissions	833	841 (approx.)	739 (approx.)	784

The Chairman thanked the Research Analyst for the update. The Secretariat was asked to send a reminder to an outstanding declarant within the Minister and to calculate the total number of declarations that should be submitted, based on the list of Persons in Public Life subject to submitting.

Further, the Secretariat was asked to continue its call-log during the 2024 ROI period in order to record the volume of time spent on assisting declarants and the types of issues raised. The Secretariat is to also diarise to setup regular updates on the ROI submission numbers.

Finally, it was noted that the Secretariat is working on a Memorandum of Understanding (MOU) with the Computer Services Department (CSD) to resolve some glitches with the ROI Portal, as required by the Data Protection Act.

4. New Business

- a. No new business was discussed.

5. Any Other Business

- a. No other business was discussed.

6. Action Items

The Secretariat:

- a. Publish the minutes of 8th August and 21st September on the CSPL website as per item 2 above;

- b. Follow-up with the ODG on the 23rd Report as detailed in item 3.a. above (Administrator/Analyst);
- c. Complete the 24th and 25th CSPL Annual Reports and submit for the Members' review as detailed in item 3.a. above (Administrator/Analyst);
- d. Advise the AGC that the SPL (Amendment) Bill, 2023 can be submitted for Cabinet's approval as detailed in item 3.b. above (Administrator/Analyst);
- e. Review potential candidates for the two CSPL vacancies and, if satisfactory, submit the candidates to the Governor's Office as detailed in item 3.g. above (Interim Manager);
- f. Provide a Witness Statement to the CIBFI to support the documents that were provided in response to the Production Order as detailed in item 3.j. above (Interim Manager); and
- g. Issue a reminder to the Minister that has not made a declaration and in the 2024 reporting cycle, maintain the ROI call-log as detailed in item 3.k. above (Research Analyst).

7. Items to be Discussed at the Next Meeting

- a. **Update on Amendments to SPL Act and Regs**
- b. **CSPL Policies and Procedures**
- c. **Update re Parliamentary Code of Conduct**
- d. **Elections Observer's Report**
- e. **United Nations Education for Justice (E4J) Programme**
- f. **Correspondence from Anti-Corruption Commission ("ACC")**

8. Date of the Next meeting

The next meeting is scheduled for 17 October 2023 at 2:30pm via Zoom.

9. Adjournment

The meeting adjourned at 4:03pm.



Dr. Sonia Bush
CHAIRMAN
COMMISSION FOR STANDARDS IN PUBLIC LIFE