

**5<sup>th</sup> MEETING OF THE  
COMMISSION FOR STANDARDS IN PUBLIC LIFE  
24 APRIL 2024 @ 2:00PM  
MINUTES  
VIA ZOOM**

**PRESENT:** Dr. Sonia Bush Chairman (via Zoom)  
J. Rosalie Twohey Member (via Zoom)  
Keith Blake Member (via Zoom)

**COMMISSIONS SECRETARIAT MEMBERS PRESENT:**  
Melanie McField Manager  
Francis Kearns Deputy Manager  
Lise Hurlstone Research Analyst

- 1. Meeting Called to Order**  
The meeting was called to order at 2:08 pm. The Chairman welcomed all in attendance and opened with a prayer.
- 2. Confirmation of Previous Minutes**
  - a. 7 March 2023**  
The minutes of the meeting held on 7 March 2023 were approved with changes, and the Secretariat confirmed they will be uploaded to the website.
  - b. 11 March 2023**  
The minutes of the meeting held on 11 March 2023 were approved with changes, and the Secretariat confirmed they will be uploaded to the website.
  - c. 13 March 2023**  
The minutes of the meeting held on 13 March 2023 were approved with changes, and the Secretariat confirmed they will be uploaded to the website.
- 3. New Business**
  - a. Conflict of Interest Issues Reported on at the Department of Tourism**  
Members reviewed the draft letter to the Director of Tourism regarding the issues reported in the Cayman Compass news article ‘Controversial sports tourism strategy targeted prawn sandwich soccer fans’ (6 November 2023). Some minor amendments were requested and the Secretariat was asked to update and send the letter.
  - b. Report on Campaign Financing**  
The Commission reviewed the research provided by the Secretariat on this matter and discussed. It was agreed to, in light of the upcoming 2025 elections, write a letter to the Premier and request an update on the campaign finance reform process identified in the CNS article ‘JOCC reveals plan to review campaign financing’ (12 January 2024). The Secretariat was asked to draft the letter and circulate to members via email for their review.

**c. Commonwealth Caribbean Association of Integrity Commissions and Anti-Corruption Bodies (CCAICACB) Membership & Conference**

It was noted that the Chairman and Member Rosalie Twohey attended the Annual General Meeting (AGM) for CCAICACB via Zoom in March. The Anti-Corruption Commission Chairman was also present at this meeting, and the CSPL Chairman advised that they exchanged correspondence on the two entities' participation as members in CCAICACB and representation at the conference.

Members discussed the financial governance of the organisation, following the CCAICACB AGM in which it was noted that no Treasurer had yet been appointed, and there were difficulties accessing the relevant bank accounts. It was agreed that the CSPL should seek assurances on these matters before approving the payment of membership fees. The Secretariat was therefore asked to write to the CCAICAB requesting an update on the status of these issues prior to dispensing any fees.

Members discussed the proposed conference, which is scheduled for 9-14 June 2024 in the Bahamas. The Manager updated members on CCAICACB fee payments and members discussed the benefits of membership in CCAICACB and whether membership should continue. It was agreed that as another attendee from Cayman would likely be participating in the conference it was not necessary for the CSPL to also be in attendance this year. However, if another representative would not be able to attend, the Chairman indicated she would be happy to replace them.

While CSPL may not be sending a representative to the conference, the Secretariat was asked to circulate conference materials from the 2019 CCAICACB conference, which was hosted in Cayman, for their information.

**4. Outstanding Business**

**a. Update CSPL Policies and Procedures:**

**i. Lateral Flow Tests/Procurement Procedures**

Members discussed the response from the Office of the Auditor General regarding this matter on 4 April 2024. It was agreed to respond to the Auditor General thanking her for sharing the information she provided and requesting a meeting to discuss this issue as well as items 4.a.ii. and 4.d.ii. listed below. The Secretariat was asked to draft correspondence accordingly for the Commission's review.

**ii. OAG Investigation into Government Procurement Practices**

Members discussed the response from the Office of the Auditor General regarding this matter on 11 March 2024. It was agreed to respond to the Auditor General thanking her for sharing the information she provided and requesting a meeting to discuss this issue as well as items 4.a.i. listed above and 4.d.ii. listed below. The Secretariat was asked to draft correspondence accordingly for the Commission's review.

**iii. Port Authority Director Appointment**

It was noted that the Director of the Port Authority of the Cayman Islands (PACI) sent the full Port Authority Employee Manual, along with amendments/updates,

to the CSPL on 14 March 2024. Members reviewed the relevant sections relating to hiring and termination procedures and agreed that the manual appears to satisfy the recommendations of the Internal Audit Service Report from July 2022.

The Commission agreed to respond to the PACI Director, cc'ing the PACI Chairman, thanking them for their cooperation and their efforts in complying with the recommendations, and stating that CSPL is satisfied with the results. The Secretariat was asked to draft correspondence accordingly for the Commission's review.

**b. Update re Parliamentary Code of Conduct**

It was agreed that this matter should be considered at the next meeting.

**c. Update re Election Observers' Report**

It was agreed that this matter should be considered at the next meeting.

**d. MOU with the Anti-Corruption Commission ("ACC")**

**i. MOU with Anti-Corruption Commission**

It was agreed that this matter should be considered at the next meeting.

**ii. MOU with Auditor General**

Members discussed the response from the Office of the Auditor General regarding this matter. It was agreed to respond to the Auditor General thanking her for her proposal to meet and requesting her available dates for a meeting. Members also indicated that it would be helpful to discuss items 4.a.i. and 4.a.ii. listed above during this meeting.

**e. CSPL Reports**

**i. 24<sup>th</sup> & 25<sup>th</sup> Reports**

It was agreed that this matter should be considered at the next meeting.

**ii. 26<sup>th</sup> Report**

It was agreed that this matter should be considered at the next meeting.

**f. PR & Education Initiatives**

**i. ROI Blog**

It was agreed that this matter should be considered at the next meeting.

**ii. ROI Comms Plan**

It was agreed that this matter should be considered at the next meeting.

**iii. Video Update**

It was agreed that this matter should be considered at the next meeting.

**g. Media Articles**

**i. Intervention criteria**

It was agreed that this matter should be considered at the next meeting.

## 5. Any Other Business

### a. Work Tracker for the Secretariat

The Manager raised a query made by the Chairman prior to the meeting regarding the documentation of action points from CSPL meetings. The Deputy Manager updated the CSPL on how the Secretariat tracks work internally, as well as the new initiative to create summary sheets for each agenda item documenting its history for ease of reference by members during the meeting. The Chairman noted that the purpose of the request is to both ensure action items are consistently recorded and monitored and to create a repository of historical matters for handover to the next Chairman. The Chairman requested that action points going back to March 2023 be documented, categorised by subject/issue.

## 6. Action Items

### The Secretariat:

- a. Update minutes and post to CSPL website as outlined in items 2.a, 2.b. and 2.c. above;
- b. Update and issue the letter to the Director of Tourism as outlined in item 3.a. above;
- c. Draft and circulate for members' approval the letter to the Premier regarding progress of the campaign finance reform process as outlined in item 3.b. above;
- d. Write to the CCAICACB in enquire about the status of their financial controls as outlined in item 3.c. above;
- e. Circulate the conference materials for the 2019 CCAICACB conference hosted in Cayman to members as outlined in item 3.c. above;
- f. Draft correspondence to the Auditor General regarding the lateral flow test procurement procedures, her investigation into CIG procurement practices, and the proposed MOU between CSPL and OAG as outlined in items 4.a.i., 4.a.ii. and 4.d.ii. above;
- g. Draft correspondence to the Director and Chairman of PACI as outlined in item 4.a.iii. above; and
- h. Document and categorise the Commission's action points going back to March 2023 as outlined in item 5.a. above.

## 7. Items to be Discussed at the Next Meetings

- a. Update re Parliamentary Code of Conduct
- b. Update re Election Observers' Report
- c. MOUs
  - i. Anti-Corruption Commission MOU
- d. CSPL Reports
  - i. 24<sup>th</sup> & 25<sup>th</sup> Reports
  - ii. 26<sup>th</sup> Report
- e. PR & Education Initiatives
  - i. ROI Blog
  - ii. ROI Comms Plan
  - iii. Video Update
- f. Media Articles

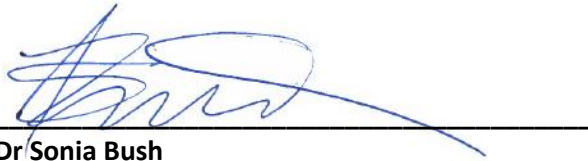
i. Intervention criteria

**8. Date of the Next meeting**

Members availability for the next meeting date will be sought via round-robin email.

**9. Adjournment**

The meeting adjourned at 4:18 pm.



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**Dr Sonia Bush**

**CHAIRMAN**

**COMMISSION FOR STANDARDS IN PUBLIC LIFE**