

## Minutes of the Corporate Management Team (CMT) Meeting Held 25<sup>th</sup> March 2025

### **Present:**

Patrick Smith (PS), Acting Auditor General  
Angela Cullen (AC), Deputy AG (Performance Audit)  
Winston Sobers (WS), Deputy Auditor General (Financial Audit)  
Katrina Thomas (KT), Corporate Services Manager

PS chaired the meeting.

### **1. Approval of Minutes (26th February 2025)**

The minutes of the last CMT meeting were agreed.

### **2. Action items:**

The **action items** still outstanding from the meeting of **26th February 2025** are:

- a) Creation of a workforce plan (**Action: AC**).
- b) The 2023 appraisals should be signed off by PS. For his direct reports another DAG would sign off in the AG capacity. The same approach to be used for 2024 (**Action: PS then DAGs**).
- c) OAG document management system and policy around file management (**Action: PS**).
- d) JA to arrange website upload training for after busy season (**Action: PS/JA**).
- e) AC and PS to be given passcodes so they can also update social media accounts (**Action: PS/JA**).
- f) Updated list of attractive assets to be given to KT (**Action: PS / JA**).
- g) The business case for the move to the cloud to be updated and taken back to EPC (**Action: PS/JA**).
- h) Prepare APL advert and recruitment pack in Mid-April (**Action: KT**).
- i) OAG staff to be asked to undertake the CIG training on data protection. KT to book via civil service college. KT has booked the anti bullying, cyber security and will send staff emails letting them know it needs to be done. KT will also book the antifraud if it is available. If not available she will update CMT (**Action: KT**).
- j) Write to audit clients regarding the need to use election day as a normal working day if their entity's audit is not complete by then. AC to speak to the outsourced Firms; WS to actively discuss with clients who normally run late  
(**Action: PS, AC, WS**).

All other actions arising from the meeting on 26th February were completed.

### **Matters Arising:**

- a) The survey to staff arising from the **staff survey** results work to be sent by KT after clearance from the rest of CMT KT to circulate to staff in May then send to CMT members. **(Action: KT and all)**. CMT also flagged the need to undertake some team building starting in the summer.

### **Business Items:**

3. The **2024 financial statements** were submitted to OAG's auditors, Berman Fisher on Monday. A surplus of \$199k was achieved but this may be slightly reduced due to a few minor adjustments being needed. AC had also completed the draft of the **annual report** and was just awaiting a few minor pieces of information from JA. It was agreed that SW would sign the annual report before leaving office and that PS would sign the financial statements as Auditor General with KT signing them as CFO.
4. The **2024 year end leave and TOIL balances** were considered. It was noted that there had been many end of contract payouts and staff leaving OAG and so the balances were not too high relatively. SW asked to signed off on all the annual leave carry overs and stressed that these should be agreed in advance if over five days. PS to check for hard copies in AG office **(Action: PS)**.
5. PS updated on **Clockify** and said that the TOIL matter was still being worked on **(Action: PS/JA/KT)**. He said he had signed for a one-year subscription now and PoCS had agreed that we could move to managing our leave through clockify rather than MyVista. PS also updated on the work being done to ensure the **new website** has all relevant content on there and working linkages **(Action: PS)**.
6. CMT discussed the **OAG risk register** in the context of the enhanced requirements coming out of the new system of audit quality management and agreed that one risk register should be maintained going forward that would be considered by CMT and PMT. WS kindly offered to take on the updating of the risk register and the rest of CMT were asked to give him their comments on the register so that he could update it and bring it to the next CMT **(Action: All then WS)**.
7. CMT considered the **draft MOU produced by the SIPL Commission** and agreed that they could not resource any supporting work for the Commission. CMT to give their comments to PS who would take this forward with the Commission **(Action: All then PS)** but before that, SW would write a holding response to them indicating that we could not resource any support work and that PS would be taking forward leading on the MoU **(Action: PS)**.
8. SW tabled the summary register of OAG Staff Interests in the **annual report on threats to independence and conflicts of interest**. CMT went through those staff who had declared potential conflicts and agreed mitigations where appropriate. SW to finalise the write up and circulate to DAGs to sign off **(Action: PS then DAGs)**.

### **9. Any Other Business**

None



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**Patrick Smith**  
**Auditor General**

27 June 2025

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**Date**