

Minutes of the Corporate Management Team (CMT) Meeting Held 15th May 2025

Present:

Angela Cullen (AC), Acting AG
Winston Sobers (WS), Deputy Auditor General (Financial Audit)
Gabriel Ncube (GN), Acting Deputy Auditor General (Performance Audit)
Ruel Huet (RH), Acting Deputy Auditor General (Financial Audit & Corporate)

AC chaired the meeting.

Apologies:

Patrick Smith (PS), Deputy AG (Corporate & Quality)
Katrina Thomas (KT), Corporate Services Manager

1. Approval of Minutes

Approval of the minutes of the last CMT meeting (25th March 2025) was deferred until the June meeting as draft minutes were unavailable at the time of the meeting (**Action: PS**).

Minutes of 25th February 2025 to be signed and uploaded to website (**Action: PS**)

2. Action items from meeting:

The **action items** still outstanding from the meeting of **16th January 2025** were carried forward to June:

- a) Creation of a workforce plan (**Action: AC**).
- b) Completion of 2023 appraisal write-ups (**Action: SW**).
- c) OAG document management system and policy around file management (**Action: PS**).
- d) JA to arrange website upload training (**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 (**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 (**Action: PS**).

The Action items outstanding from the meeting of **25th February 2025** were carried forward to the June meeting:

- k) Survey arising from staff survey results to be issued (**Action: KT**)

- l) 2024 year-end leave and TOIL balances to be signed off by AG (**Action: SW**)
- m) Clockify – TOIL matter to be resolved (**Action: PS/JA/KT**) Note: this has been resolved.
- n) Work to be completed to ensure the **new website** has all relevant content and working linkages (**Action: PS**).
- o) OAG risk register to be updated (**Action: All then WS**)
- p) Comments and holding response to SIPL Commission on draft MOU (**Action: All then PS; SW**) Note: this was actioned.
- q) Annual report on threats to independence and conflicts of interest to be updated and signed off (**Action: SW then DAGs**) Note: this was actioned.
- r) IT policy to be updated to allow all obsolete IT kit to be retained by OAG staff if wanted, after clearing of OAG/CIG data (**Action: PS**).

Business Items:

3. RH presented the **financial performance report to end of April 2025**. RH highlighted that although OT was overspent it should even out over the next few months, utility bills had not been received, and final invoice from FA consultant had been received and will be reflected in the next update. In response to a query about the '% budget utilised' columns CMT was informed that the 2025 budget figures still needed to be updated to reflect the rolled forward budget from 2024. CMT asked that this be updated for the next meeting as it is unclear if over/underspends reported are accurate. (**Action: KT**). GN queried revenue, which is not reported. CMT asked for an update on revenue billed/received and estimated to end of May be included in the next report. (**Action: KT**).

In discussing revenue, CMT determined that we needed estimated budgets for the 2025 FA budgets soon as these would also be needed for the 2026-2027 budget preparation over the summer. The Global Team is to start work on this and bring indicative figures to CMT in June for final agreement in July (pending budget timeline from MFED). (**Action: RH**)

4. AC provided an update on the review and amendments to **Office policies**. AC confirmed that three revised office policies were presented for discussion and approval today and a further five revisions were being deferred until the June meeting. AC also noted that CMT had still to consider the status of updated for two policies and a further two had been identified that may need revising (Acting and ISA 260). (**Action: PS, WS and KT for June meeting**). CMT considered and provided feedback on the three revised policies presented – Competency Framework, Mobile Phone and Trainee Study and Progression. CMT approved the revised policies subject to further minor amendments (**Action: AC**).
5. AC presented a revised Audit Trainee job description, which had been updated in line with the changes to the Trainee Study Policy but noted that the organization chart may need to change. CMT considered and approved the revised job, pending confirmation of the OAG organization chart. (**Action: AC**).
6. CMT discussed APL recruitment and the need to have a clear strategy and structure and resource needs to confirm the number of APLs needed. However, CMT noted that delaying recruitment would risk not having sufficient audit staff for the start of the 2025 financial audits. CMT agreed to start an APL recruitment campaign, referring to performance audit in the advert, and numbers would be confirmed later. GN to discuss with KT to have advert ready for WS to review and approve on his return from the CAROSAI Congress. (**Action: GN/KT**).

7. Any Other Business

- 7.1 CMT considered and approved the request for a summer internship as per KT's email of 28th April. GN to inform KT and confirm dates for the intern, and let the resourcing team know to factor this in to plans and allocate work. An APL should also be identified to supervise the intern's work. **(Action: GN)**.
- 7.2 AC noted that CMT did not have information on managers' TOIL balances. These should be prepared for the next CMT meeting. Subject to individual TOIL balances, CMT approved payouts of up to a maximum of 150 hours for each manager, in line with previous years. **(Action: KT)**. CMT discussed the frequency of information on AL and TOIL balances and requested that these be brought to CMT on a quarterly basis, and the Corporate Services Manager to report back to CMT by exception if she noted individual's balances increasing. **(Action: KT)**.
- 7.3 AC asked about leave and workload plans over the summer and if any additional 'Acting' periods were noted. CMT agreed that at least one additional Acting Manager would be needed over the summer to cover leave to ensure business critical tasks and priorities were completed. **(Action: All)**.
- 7.4 WS raised the need for a strategy session to discuss OAG changes and corporate review. CMT agreed that a 2-day strategy session should be scheduled as soon as possible. **(Action: WS)**.
- 7.5 CMT noted that we had previously put OAG team building on hold and this should be picked up over the summer. **(Action: AC/WS)**.
- 7.6 CMT noted that the next PMT meeting was scheduled for next week when three PMT members were out of the office, and agreed that this should be rescheduled to Thursday 5th June. **(Action: AC)**



Angela Cullen
Acting Auditor General

____ 23 July 2025 ____
Date