

**Minutes**  
**Office of the Auditor General**  
**Management Meeting**  
**November 29, 2013**

**Present:**

Alastair Swarbrick (AS), Auditor General  
Garnet Harrison (GH), Deputy Auditor General and Freedom of Information Manager  
Patrick Smith (PS), Audit Principal  
Martin Ruben (MR), Audit Principal  
Kimberly Lutz (KL), Administrative and Finance Manager

**Discussion Items:**

**1. Meeting Minutes**

The meeting minutes for April 18 and May 24 were discussed, agreed and will be put on the OAG website.

Action Items – updated.

**2. FOSTERING GOOD RELATIONSHIPS:**

**2a 30<sup>th</sup> Anniversary activities update (Marathon – water stop)**

Cayman Islands Marathon is being held on Sunday December 1<sup>st</sup> and the OAG will provide the water stop at mile 13.5. Staff volunteers for this event has been secured.

**2b Christmas Party planning/update**

Gay Frye provided several options for restaurant choices. It was decided to take place on December 14<sup>th</sup> at 7:00 p.m. at Royal Palms. It was also decided to allow each staff member to bring one guest. Staff members would have 25.00 towards their meal and the balance along with their guests would be the staff's responsibility. Management has agreed to cover the costs of the beverages.

**2c Client Surveys – F/S audits**

AS has sent out the client surveys but not to the contracted out audits as of yet. AS and GH are to meet Monday, December 2<sup>nd</sup> to discuss.

**3. Independence of OAG**

**3a Promoting Public Audit Act (update)**

A meeting is to take place with Samuel Rose as well as a discussion with the Deputy Governor. Amending draft legislation is required in accordance with the PMFL changes. AS is an advisor on the committee for the PMFL changes.

3b 2014-2017 Strategic Plan (discussion)

Strategic plan to be developed using INTOSAI guidance. AS to set up a retreat with OAG staff to discuss the strategic objectives. He is anticipating to hold the retreat the end of February in the George Town Library meeting room.

4. **LEADING BY EXAMPLE**

4a October 2013 F/S update

The OAG financial statements for September were discussed and signed off by AS.

4b Credit Card policy to finalize

AS to complete.

4c Travel Policy to finalize

The Auditor General is to decide on per diems when meals are provided during official travel.

4d Job Descriptions (update)

MR is to provide to PS and GH the job description updates by December 31, 2013.

4e Training – PDW/Other

Performance Audit Training to take place in February to include all staff and possible Internal Audit.

IFRS/IPSAS Certificate – PS to develop a schedule in January using online courses.

AS, GH PS in January to take the 3i ISSAI course

CCOLA is the end of January in Victoria, Canada and the OAG will be sending someone there.

4f Performance Assess & Agreements

PS to look at present options by the end of December 2013

4g Survey: Staff satisfaction & work environment

A retreat to be planned for staff in February. The terms of a new lease with Anderson Square should be obtained in case a new lease is signed and forwarded to AS.



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Alastair Swarbrick, MA(Hons), CPFA  
Auditor General