

**Minutes**  
**Office of the Auditor General**  
**Management Meeting**  
**February 24, 2015**

**Present:**

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

**Discussion Items:**

1. Meeting Minutes  
The meeting minutes for December 2014 were reviewed. The AG signed and GH will post to the OAG website.
2. Action items  
The action items were discussed and updated.
3. FOSTERING GOOD RELATIONSHIPS
  - a. Client surveys – Financial statement audits  
AS and GH will meet to discuss and have sent out by the second week of March.
4. INDEPENDENCE OF OAG
  - a. Promoting OAG Audit Law (update)  
AS and MR will meet with the Honourable Minister Mr. Marco Archer to discuss the OAG Audit Law.
  - b. 2014-2017 Strategic Plan (update)  
A meeting will be held with the OAG staff in the George Town library on 6<sup>th</sup> March 2015 as part of the final deliberation of the 2014-2017 Strategic Plan discussions.
5. LEADING BY EXAMPLE
  - a. January 2015 financial statements update  
The OAG financial statements for January 2015 were discussed and signed off by AS.
  - b. 2015-16 Budget Finalization  
Final review of the budget document 2015-16.
  - c. Review of Updated Risk Register  
The Risk Register was reviewed and finalized.

d. Leave Management update

Staff with excessive Annual Leave and TOIL will be encouraged to take time from mid-July to mid-August to assist with reducing the accumulated liability and ensure that they are prepared for the next busy season.

e. Staff Issues

Security was raised and is addressed in item g.

Training has been finalized with staff up to the end of this fiscal year and some into the next. A Performance Audit training plan will be developed for OAG staff.

f. Job descriptions (update)

PS will speak with POCS to find exactly what is required for this process to move forward and then have a meeting with the OAG management team to finalize by 15 March.

g. Office Security

KL will contact The Security Centre regarding the security system.

h. Review of Social Media Policy

Comments from GH, PS and MR to AS are requested in preparation of finalizing this policy, as well as thoughts on what should be the policy regarding the OAG usage in addition to personal usage of social media.

i. Review and approval of Procurement Policy

This policy is now ready for finalization.

j. Review and approval of Mobile Phone Policy

This policy is now ready for finalization.

k. Review and approval of Fraud Policy and Response Plan

Comments from GH, PS and MR are requested by AS in preparation of finalizing this policy.


l. Office/Audit priorities to 30 June 2015


Quotations are to be reviewed regarding partitions for work stations, glass tinting for Offices and sound proof blinds for the meeting room.

Audit Priorities to 30 June 2015 will be deferred for a separate Audit management meeting.

m. Other business

Quotations for a small printer will be obtained.

  
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Alastair Swarbrick, MA(Hons), CPFA  
Auditor General

  
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Date