

Minutes of the Management Meeting 23 May 2016

Present:

Garnet Harrison (GH), Acting Auditor General and Freedom of Information Manager
Martin Ruben (MR), Director of Performance Audit
Patrick Smith (PS), Director of Financial Audit
Winston Sobers (WS), Audit Manager
Julius Aurelio (JA), Audit Manager

Regrets:

Kimberly Lutz (KL), Administrative and Finance Manager

1. Welcome - GH welcomed WS and JA to their first Management Meeting and discussed the agenda for the meeting
2. Approval of Minutes
The meeting minutes for 28 April 2016 were reviewed and approved. Minutes will be posted to the OAG website.
3. Action items
The action items from the meeting of 28 April 2016 were discussed and updated.
4. Strengthening Public Services
 - a. WS provided an update on the 2013-14, 2014-15 and 2015-16 financial audits. There were discussions around those audits that have not been finalized and how they plan to be finalized in the coming days. The new approach for financial audits in 2015-16 was discussed. Interim audits have begun for the 2015-16 financial statement audits.
 - b. GH reported that we will need to get CTC approval for the 18 month period audits ending 31 December 2017, as the prior tender anticipated a 6 month audit ending 31 December 2016.
 - c. MR provided an update on the Performance Audit engagements including Healthcare, Scrap Metal, three Governance audits as well as a follow up report for all performance audits completed in the past 7 years.
 - d. The Quarterly Report as at 31 March 2016 update for PAC will be prepared by GH with MR assisting by the end of the month.
 - e. Promoting the OAG Audit Law will be delayed until the new Auditor General arrives which is expected in July 2016.
 - f. MR to finalize the Media policy prior to the end of the current fiscal year.

5. Leading by Example

- a. The OAG financial statements for April 2016 and the detailed expenses were discussed and signed off by GH.
- b. GH reported that the financial audit of the OAG financial statements for 30 June 2016, 31 December 2017 (18 months) and 31 December 2018 was awarded to Baker Tilley after going through a competitive bid process.
- c. GH and MR met with John Harrison on 10 May to discuss Performance Measurement Framework. A plan will be developed to incorporate results based management framework into OAG management processes.
- e. Office accommodation project to install new furniture is on track. CINA to arrive in the next day or two to review files to be destroyed.
- f. Performance assessments and agreements put in place for all staff will take place soon after the 30 June 2016 fiscal year end.
- g. Staff meeting held on 5 and 6 May. Staff provided list of recommendations that they felt would enhance office operations. PS is taking list forward and will provide update at next meeting on how they might be addressed.
- h. All to discuss the short term strategy for ISSAI Implementation by end of June.
- i. GH and PS will be travelling to Suriname at the end of May for the CAROSAI Congress which is held every 3 years. GH and PS will be presenting at this Congress.
- j. MR and PS to meet in July to discuss staff scheduling and training plan.



Garnet Harrison, CPA, CA
Deputy Auditor General &
Freedom of Information Manager



Date