

Minutes of the Management Meeting 27 July 2016

Present:

Sue Winspear (SW), Auditor General
Garnet Harrison (GH), Deputy Auditor General and Freedom of Information Manager
Martin Ruben (MR), Director of Performance Audit
Winston Sobers (WS), Acting Director of Financial Audit
Kimberly Lutz (KL), Administrative and Finance Manager

Regrets:

Patrick Smith (PS), Director of Financial Audit

SW chaired the meeting.

1. Approval of Minutes

The minutes were reviewed by MR, WS, and approved by GH as he was Acting AG at the 23 May 2016 meeting. They will be put on the OAG website

2. Action items

The action items from the meeting of 23 May 2016 were discussed throughout the meeting and updated.

3. Strengthening Public Services

Delivering our core business more effectively and efficiently:

a. GH will request approval from the Central Tender Committee (CTC) regarding 18 month audits ending 31 December 2017, as the prior tender anticipated a 6 month audit ending 31 December 2016 and 12 month audit ending 31 December 2017.

Encourage the public sector to respond effectively to our work:

a. The Quarterly Report as at 30 June 2016 update for PAC will be prepared by GH, MR, and SW.

OAG truly independent of Government:

a. MR briefed AG on background work regarding the OAG Audit Law. SW to discuss with Mr. Samuel Rose on timing.

Demonstrating Relevance

Engage effectively with our stakeholders:

a. MR to circulate the Media policy to the management team so comments can be discussed at the next corporate management meeting to be held in August 2016.

5. Leading by Example

A well governed and transparent org.:

a. The OAG financial statements for June 2016 and the detailed expenses were discussed. They will be signed off by SW and GH when the OAG Annual Report for 2015-16 is completed.

b. Staff leave balances as at 30 June 2016 as well as 31 Dec 2016 were reviewed and discussed.

c. The Office is committed to the development of performance measures that would enable reporting on the achievement of strategic objectives. Martin will work with the Auditor General to determine the information to be collected and reported on starting in early 2017.

A well organized and sustainable org. :

a. Discussed expanding the current Executive Officer job description to better assist the Administrative & Finance function of the OAG. After this job description is updated, the next one to be reviewed is the Administrative & Finance Manager as best practice suggests a review every 5 years. All job descriptions will then have been reviewed.

A motivated, high performing and skilled workforce:


a. New workstations were installed in June and were successful with the exception of a few minor outstanding details.

b. Performance Assessments for 2015-16 and Performance Agreements for 2016-17 are due on 31 August 2016.

c. Recruitment of 2 Audit Project Leader posts to fill vacancies will move forward with shortlisting this week.

Support the development of public audit across the region:

a. The Office is to continue developing our audit manual and audit software tools to be compliant with ISSAIs for early 2017. The Office will share its audit manual and tools (where possible) within the CAROSAI region.


Sue Winspear, CPFA
Auditor General

20.09.16
Date