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**Minutes
Office of the Auditor General
Management Meeting
May 20, 2014**

Present:

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

Absent:

Patrick Smith (PS), Audit Principal

Discussion Items:

1. Meeting Minutes
The meeting minutes for 25 April 2014 were reviewed. The AG signed and GH will post to the OAG website.
2. Action Items – updated.
3. **FOSTERING GOOD RELATIONSHIPS:**
 - 3a Client Surveys – F/S audits (update – results)
AS to follow up on.
 - 3b Tender of F/S audits – discussion/update
The tenders are to be received by Central Tender Committee (CTC) by 12:00 p.m. 21 May 2014. GH will meet with CTC at 12:40 p.m. 21 May 2014 at the Government Administration Building with AS, PS, and Audit Project Leader, Ruel Huet with the evaluation committee. Electronic submissions will be requested as well as the hard copies.
 - 3c Tender of Water Authority (Cayman Water Company) – update
Notification of the Tendering of the Water Authority (Cayman Water Company) audit was announced through placement in the Caymanian Compass newspaper for two editions.
 - 3d 30th Anniversary – Governor’s Reception
HE The Governor has offered to have a reception on the 19th of June 2014 to celebrate the 30th anniversary of the OAG. KL is to locate past employees currently residing in the Cayman Islands to possibly invite to the reception. AS will confirm with the HE The Governor if spouses (guests) are included.

4. Independence of OAG

4a Promoting OAG Audit Law (update)

AS spoke to the Deputy Governor and will re-send draft to GH, PS and MR.

4b 2014-2017 Strategic Plan (discussion)

AS has spoken with the Chairman of the PAC and the Deputy Governor to discuss the OAG strategic plan objectives. He is currently waiting for feedback from both and as such will follow up with each of them. AS is to confirm how we will proceed with input received from various sources.

5. LEADING BY EXAMPLE

5a April 2014 F/S update

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

5b F/S projections to end of year

GH presented projections for OAG spending from May through to the end of June 2014. Discussion occurred on managing the expenses that were possibly close to reaching their budgeted maximum as well as securing work that should still be achieved prior to year end.

5c Leave Management

A summary of OAG staff's leave that requires to be managed was presented and discussed. AS asked GH to create a Leave Management policy.

5d Credit Card policy to finalize

AS has finalized and will circulate to the management team.

5e Travel Policy to finalize

AS has finalized and will circulate to the management team.

5f Staff Issues

Three contract renewals have been approved by the Recruitment Moratorium. We still await the decision on filling the two Audit Project Leader posts that have become vacant.

5g Job Descriptions (update)

AS is to send to the Portfolio of the Civil Service for the posts of Deputy Auditor General, Audit Principal and Audit Project Leader.



Alastair Swarbrick, MA(Hons), CPFA
Auditor General

11 / 6 / 14
Date