



Phone: (345) - 244-3211
Fax: (345) - 945-7738
AuditorGeneral@oag.gov.ky
www.auditorgeneral.gov.ky

3rd Floor, Anderson Square
64 Shedden Road, George Town
PO Box 2583
Grand Cayman, KY1-1103, Cayman Islands

**Minutes
Office of the Auditor General
Management Meeting
September 26, 2014**

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 July 2014 were not available.

2. Action Items – updated.

3. **FOSTERING GOOD RELATIONSHIPS:**

3a Client Surveys – F/S audits (update – results)

Only 4 out of 18 surveys were returned from the 2012-13 audits. A more persistent approach will be taken for the 2013-14 audits.

4. **Independence of OAG**

4a Promoting OAG Audit Law (update)

MR is to set up a meeting with the Honourable Premier, Samuel Rose, Marco Archer, and Franz Manderson.

4b 2014-2017 Strategic Plan (discussion)


AS compiled information gathered from the staff sessions, other audit offices, and a focus group from the OAG to come up a Vision, Mission and Values statement. GH will set up a meeting with the management team to discuss findings.

5. **LEADING BY EXAMPLE**

5a July and August 2014 F/S update

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

- 5b 30 June 2014 F/S Audit update
The OAG financial statement audit and annual report is near completion. There is an audit adjustment that is still outstanding for the surplus repayment to be removed due to the confirmation of the PAC Chairman that it can remain to offset the following year deficit.
- 5c Charge out Rates 2014-15
GH presented various information to assist in determining accurate charge out rates for OAG staff for the 2014-15 fiscal year. GH will re-confirm some of the calculations and get back to AS as a decision is required by September 30th so that the new rates can be used for the September billings.
- 5d Leave Management update
GH prepared the leave status including payout of annual leave made to employees who had excessive leave built up. It was also high lighting those individuals who need to have their leave managed as their time in annual leave and TOIL is increasing.
- 5e Staff Issues
New water glasses are required in the kitchen and a note was made that the cleaners need to be informed to do a more thorough cleaning of that area.
- 5f Job Descriptions (update)
POCS came back to AS to request additional information and new job descriptions. A management meeting will take place to provide this information by mid-October.
- 5g Personnel Assessments & Agreements
AS and KL are the only two personnel assessments and agreements that have not been completed. KL's is delayed due to her being out of Office unexpectedly and is now scheduled for September 30th.
- 5h Intertrust Cayman Islands Marathon 2014 (Office Volunteer opportunity)
GH will respond that the OAG is not able to volunteer at this event this year.


Alastair Swarbrick, MA(Hons), CPFA
Auditor General

29 October 2014
Date