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**Minutes  
Office of the Auditor General  
Management Meeting  
June 10, 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 May 20, 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  
GH has contacted clients and their responses are all favorable. GH will contact the firms. CTC has agreed with the OAG recommendations. Lessons learned from this is to group audits of similar size and nature for future tenders.
  - 3c Tender of Water Authority (Cayman Water Company) – update  
PWC won this tender and will be informed shortly, however, the audit may be delayed.
  - 3d 30<sup>th</sup> Anniversary – Governor’s Reception  
This has been set up for June 19<sup>th</sup> and KL will consult OAG staff member R. Huet to request photos to be taken at this event.
4. **Independence of OAG**
  - 4a Promoting OAG Audit Law (update)  
GH, PS and MR need to respond to AS. MR is to set up a meeting with Sam Rose.

4b 2014-2017 Strategic Plan (discussion)

AS to respond to OAG staff from the Library session and to send a reminder to the Deputy Governor and PAC Chairman for comments.

5. LEADING BY EXAMPLE

5a May 2014 F/S update

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

5b F/S projections to end of year

Discussion was had regarding the 2.5% gratuity and how it will be treated in our accounts.

5c Leave Management

Leave management was discussed and options considered for reducing leave balances without impacting adversely the ability of the office to undertake its work program.

5d Staff Issues

An issue regarding staff use of social media was discussed. It was agreed that the OAG requires clear policies on the use of social media.

5e Job Descriptions (update)

AS confirmed that the job descriptions have gone to POCS to be registered on their system and evaluated.



Alastair Swarbrick, MA(Hons), CPFA  
Auditor General



Date