

**Minutes
Office of the Auditor General
Management Meeting
22 January 2016**

Present:

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

Discussion Items:

1. Meeting Minutes

The meeting minutes for November 2015 will be reviewed via round robin by email.

2. Action items

The action items were discussed and updated.

3. Strengthening Public Services

a. Discussion: How are we working with our partners and other agencies whose objectives intersect with ours to deliver our outputs more efficiently and effectively?

These are the Information Commissioner's Office, the Office of the Complaints Commissioner, Standards in Public Life, Commissions Secretariat.

GH will get in touch with ICO and OCC to resume quarterly meetings.

MR will meet with Standards in Public Life committee next week. Develop a diagram including stakeholders, partners, etc. for clarity.

b. Re-format the quarterly reports keeping our strategic plan in mind.

c. GH to meet with HE, the Governor to discuss bringing the OAG Audit Law to the Legislative Assembly.

4. Demonstrating Relevance

a. Media Policy development (update)-to be completed by MR by 29 February 2016

b. GH has been assisting CAROSAI with suggesting speakers for conference.

c. Client surveys for financial statement audits have not yet been sent out. GH to re-activate Survey Monkey.

5. LEADING BY EXAMPLE

a. The OAG financial statements for December 2015 and the detailed expenses were discussed and signed off by GH.

6. Other Business

a. Current furniture of the OAG is 13 years old and has been transferred from the previous location to the current location. As it no longer suits our needs, a discussion of the procurement of office furniture took place. A specific meeting will be scheduled for the middle of February to discuss more details including the needs of the Office, staff, options available and costs involved.



Garnet Harrison, CPA, CA
Acting Auditor General



Date