

Action Plan and Progress Assessment (APPA) for the implementation of audit recommendations from the OAG- Prepared for the Select Standing Committee of Public Accounts  
**Attention: Shirley Bond, Chair and Mitzi Dean, Deputy Chair of the Select Standing Committee on Public Accounts**

[An audit of the Short Term Illness and Injury Plan (STIIP)] Released [01/19]

<http://www.bcauditor.com/pubs>

PAC Meeting Plan<sup>1</sup> 23/04/19 Prepared by: Sheldon Staszko, BC Public Service Agency

Reviewed by: Okenge Yuma Morisho, Deputy Minister - BC Public Service Agency

1<sup>st</sup> APPA Update [DD/MM/YY] Prepared by: [Name], [Organization Name]

Reviewed by: [Name of Deputy Minister or Assistant Deputy Minister]

2<sup>nd</sup> APPA Update [DD/MM/YY] Prepared by: [Name], [Organization Name]

Reviewed by: [Name of Deputy Minister or Assistant Deputy Minister]

Rec. # Accepted? Yes / No <sup>2</sup>	OAG Recommendations	Actions Planned & Target Date(s) <sup>3</sup>	Assessment of Progress to date <sup>4</sup> and Actions Taken <sup>5</sup> (APPA update)
1. Yes	BCPSA develop and maintain a high-level summary overview of available STIIP resources (training and other supports), including where they can be located, and make this easily accessible by all employees.	Develop and maintain an easily accessible online and print resource providing an overview of STIIP resources, training and other supports available to supervisors and employees. <b>Target Date:</b> 30/04/2019	<b>Progress Assessment:</b> Fully implemented <b>Actions Taken &amp; Discussion:</b> Created and launched dedicated webpage on MyHR providing high level summary overview of health, safety and sick leave resources including STIIP. <a href="http://www.gov.bc.ca/MyHR/healthandsafety">www.gov.bc.ca/MyHR/healthandsafety</a> Developed print resources profiling the health, safety and sick leave resources (including STIIP) available on the MyHR webpage.

<sup>1</sup> The audited organization will be required to present their initial action plan at this meeting (i.e. First three columns completed for each OAG recommendation included in the audit report)

<sup>2</sup> For each recommendation, the audited organization should state whether or not they have accepted the recommendation and plan to implement it fully by typing either “Yes” or “No” under the number of the recommendation.

<sup>3</sup> Target date is the date that audited organization expects to have “fully or substantially implemented” the recommendation. If several actions are planned to implement one recommendation, indicate target dates for each if they are different.

<sup>4</sup> The Select Standing Committee on Public Accounts (PAC) will request that the audited organization provide a yearly update (i.e. completed “Assessment of Progress and Actions Taken” column) until all recommendations are fully implemented or otherwise addressed to the satisfaction of the PAC. This is for the APPA update.

<sup>5</sup> This action plan and the subsequent updates have not been audited by the OAG. However, at a future date that Office may undertake work to determine whether the entity has implemented the recommendations. The results of that work will be reported in a separate report prepared by the OAG.

**Please provide your email response to:**

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2. Yes	BCPSA and ministries (working together) track employee and supervisor training uptake to enable executive to measure its staff's expertise and support the effective allocation of training resources.	<p>Establish a BCPSA working group to explore strategies and options to optimize the tracking and enrollment in health and safety related training for supervisors and employees. <b>Target Date:</b> 30/06/2019</p> <p>Engage a cross government learning and development committee to raise awareness and improve and sustain reporting on health and safety training within ministries. <b>Target Date:</b> 31/12/2019</p> <p>BCPSA and Strategic HR representatives will collaborate on strategies to enable ministry executives to understand the level of health and safety training of their staff to assess expertise and support the effective allocation of their training resources. <b>Target Date:</b> 31/12/2019</p>	

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3. Yes	BCPSA coordinate with ministries to: <ul style="list-style-type: none"> <li>a) clarify responsibility and accountability roles for ministry STIIP performance.</li> <li>b) develop STIIP performance metrics at the department/program level.</li> <li>c) monitor, assess and investigate STIIP performance by department/program against performance metrics.</li> <li>d) Regularly communicate STIIP performance findings and analysis to ministry staff.</li> </ul>	<ul style="list-style-type: none"> <li>a) Review and update the Accountability Framework for Human Resources Management to highlight the responsibilities and accountabilities of the BC Public Service Agency, ministries, and individual employees to ensure the effective management of health and safety across the public service. <b>Target Date:</b> 30/04/2019</li> <li>b) Develop a STIIP measurement reporting framework to provide ministries with consistent reporting of STIIP performance metrics. <b>Target Date:</b> 30/09/2019</li> <li>c) BCPSA to develop reporting and analysis tools to allow ministries to monitor, assess, and investigate their STIIP performance metrics by department and program. <b>Target Date:</b> 30/06/2020</li> <li>d) BCPSA to regularly communicate utilization of the reporting and analysis tools allowing ministries to analyze their STIIP performance metrics. <b>Target Date:</b> 30/06/2020 and annually thereafter</li> </ul>	<ul style="list-style-type: none"> <li>a) <b>Progress Assessment:</b> Fully implemented <b>Actions Taken &amp; Discussion:</b> Reviewed and updated the Accountability Framework for Human Resources Management to include "Appendix C - Responsibilities of Employees, Supervisors/Managers, Senior Executives and the BC Public Service Agency for Workplace Health and Safety Management." The Accountability Framework for Human Resources Management and Appendix C are accessible on <a href="#">MyHR</a>.</li> </ul>

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4. Yes	BCPSA formalize a periodic control to analyse data on identified or suspected STIIP misuse with the objective of improving preventative or detective STIIP controls.	<p>Explore technology enhancements and make recommendations to improve tracking and reporting of information pertaining to identified or suspected misuse of STIIP. <b>Target Date:</b> 31/12/2019</p> <p>A BCPSA working group will regularly review the identified or suspected misuse of STIIP grievances and develop case summaries to support corporate learning and improve controls. <b>Target Date:</b> 30/09/2019</p> <p>Plan and deliver BCPSA community of practice forums to support shared learning in suspected STIIP misuse cases. <b>Target Date:</b> 31/12/2019</p>	
5. Yes	BCPSA and ministries formalize a periodic review of STIIP policies, procedures, and other controls to ensure they are up to date and meeting objectives.	<p>BCPSA to develop and launch annual review process of corporate STIIP policies, procedures, and other controls. <b>Target Date:</b> 31/12/2019</p> <p>BCPSA and Strategic HR representatives will collaborate to develop and implement strategies enabling ministries to regularly review internal STIIP related policies, procedures, and other controls. <b>Target Date:</b> 31/12/2019</p>	

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