



LEGISLATIVE ASSEMBLY MANAGEMENT COMMITTEE

INFORMATION NOTE: POLICY DEVELOPMENT WORK PLAN – 2021

BACKGROUND

In 2019, a number of policy gaps at the Legislative Assembly were brought to light through the Speaker's reports and were affirmed through the Auditor General's performance audit released in September 2019. A part of the Legislative Assembly Management Committee's ("the Committee") response to strengthening the Legislative Assembly's policy suite and policy development oversight, on October 8, 2019, the Committee adopted *Policy 1000 – Legislative Assembly Policy Framework*. That policy requires that a Policy Development Work Plan be deposited with the Committee on an annual basis. The last Policy Development Work Plan was deposited with the Committee on June 16, 2020. The 2021 Policy Development Work Plan is enclosed as an information item for the Committee.

Members' input into the Policy Development Work Plan is very welcome. Legislative Assembly staff will keep the Committee apprised on progress as policies are developed, renewed and implemented, and as appropriate policy training sessions are offered to staff.

DECISION ITEM

None.

Purpose: This worksheet provides an overview of existing policies that have been revised, and new policies that have been introduced, since January 1, 2019. To view only new policies or revised

New Policies

Revised Policies

Reset

Policy Title	Effective Date	Type	Overview
Risk Management Policy	May 7, 2019	New Policy	Introduced a risk management framework to the Assembly including the provision of a formal annual risk assessment process to be overseen by Senior Management Team members (SMT) on a departmental basis.
General Expenditure Policy	May 15, 2019	Revision	This revised policy introduced an annual review process for delegated expense authority levels, provided further role clarity, detailed the requirements for email expense authority approval, and eliminated the ability of expense authorities to approve transactions where they are the subordinate of the payee.
Internal Audit Policy	May 30, 2019	New Policy	Introduced an independent and objective internal audit framework with the purpose of improving the economy, efficiency, effectiveness, and accountability of the Legislative Assembly's operations.
Creating and Updating Policies Policy	July 2, 2019	Revision	Transitioned the overall responsibility for the administration and maintenance of the Legislative Assembly policy manual from Financial Services to the Office of the Clerk, introduced a new process for the development and revision of policies, and clarified responsibility for ensuring compliance and reporting non-compliance.
Liquor Control and Inventory Policy	July 2, 2019	New Policy	Established a set of standards pertaining to the purchase and inventory of alcohol by Legislative Assembly employees for use at official events.
Employee Travel Policy	July 3, 2019	New Policy	Formalized many of the Legislative Assembly's historical employee travel standards to ensure that travel expenses are economical, efficient, proper, reasonable, accountable, and subject to a thorough approval process.

Policy Title	Effective Date	Type	Overview
Corporate Purchasing Card Policy	September 9, 2019	Revision	Transferred a number of procedural elements to an associated document, Corporate Purchasing Card Program Administration, clarified travel related provisions, and included a cash advance prohibition.
Gifts and Honoraria Policy	September 9, 2019	New Policy	Established a framework for the bestowal of gifts (protocol, empathy, congratulatory) and honoraria to ensure that any bestowals, supported by a bona-fide operational rationale, are economical, proper, reasonable, and subject to a thorough approval process.
Standards of Conduct	September 9, 2019	Revision	Enhanced the policy framework surrounding conflicts of interest and workplace behaviour in furtherance of respectful treatment, and modernized the policy to incorporate relatively recent developments such as the proliferation of social media.
Uniform Policy	September 9, 2019	New Policy	Established a framework for the provision, maintenance, and use of uniforms for employees of the Legislative Assembly.
Vacation	March 9, 2020	Revision	A substantive update over the previous policy, established a minimum value of 105 hours for vacation use and introduced further clarity surrounding carry over.
Use of Parliamentary Venues by External Groups	June 16, 2020	New Policy	Updated the current framework for consistency with the existing policy suite and ensure that external requests for use of the Legislative Chamber, Parliamentary Committee Rooms, and the Legislative Library Rotunda are only granted to external entities with stated commitments to fostering a respectful workplace.
Internal Audit Policy	June 16, 2020	Revision	Transferred the functional responsibility for the internal audit function to the Subcommittee on Finance and Audit and administrative responsibility to the Clerk of the House.
Risk Management Policy	June 16, 2020	Revision	Expanded upon the existing policy to align with Section 14 of the Province of BC's Core Policies and Procedures Manual (CPPM).
Members' Legal Assistance (Indemnification) Policy	June 16, 2020	New Policy	Established the framework through which Members of the Legislative Assembly will be indemnified against legal action that is initiated against them in response to actions that they may have undertaken as part of their defined role with the Legislative Assembly.

Policy Title	Effective Date	Type	Overview
Parliamentary Gift Shop Policy	June 30, 2020	New Policy	Consolidated and updated a number of existing policy and procedural documents in a manner consistent with the Assembly's existing policy suite. The policy established acquisition guidelines, the order approval framework, pricing strategy, and the inventory management approach.
Hospitality Policy	September 10, 2020	New Policy	Established the framework through which hospitality expenses, attributable to hosting external Assembly guests, may be incurred and to ensure that they are necessary, economical, duly authorized, and compliant under tax laws and regulations.
Statutory and Observed Holidays	September 10, 2020	Revision	Clarified the eligibility of different categories of employees for designated statutory and observed holidays.
Remote Work	September 10, 2020	Revision	Established the framework through which employees are able to leverage remote work to achieve greater work life balance, contribute to reducing emissions, and enable operational continuity.
Flexible Work Arrangements	November 2, 2020	Revision	Expanded the modified work arrangements to include flex time, compressed work weeks, and reduced hours/part-time.
Retirement Allowance	January 4, 2021	New Policy	Formalized the Legislative Assembly's retirement allowance policy while aligning with best practices espoused by the BC Public Service Agency.
Employee Concern	March 17, 2021	Revision	Refreshed existing policy to update the concern resolution process to reflect the current Legislative Assembly administrative structure and to comply with current legislation and overall best practices
Retirement Allowance	March 24, 2021	Revision	Expanded eligibility to employees retiring and transitioning from long-term disability to public service pension plan and clarified the application of the previous retirement allowance.
Parliamentary Gift Shop Policy	April 14, 2021	Revision	Delegated the Clerk's authority with respect to ordering products and reviewing sales reports and provided clarity surrounding the approach to charitable products.
Sustainable Commuting	May 3, 2021	New Policy	Established an equitable framework for the allocation and terms of use of parking spaces assigned to Legislative Assembly employees and to encourage the use of sustainable transportation options.

Purpose: This worksheet provides an overview of policies that have been flagged for development which may include revisions to existing policies, replacement of old policies, and the implementation of new policies. When accessing via MS Excel, the below buttons can be used to filter the list by policy type, administering department, approval authority, and target implementation date. The reset button will remove applied filters.

Policy Title	Type	Objective	Administering Department	Application	Approval Authority	Target Implementation Date	Current Status
Legal Assistance Policy	New Policy	Establish the framework through which employees will be indemnified against legal action that is initiated against them in response to actions that they may have undertaken as part of their defined role with the Legislative Assembly.	Office of the Clerk	All Legislative Assembly employees.	Clerk of the Legislative Assembly	July 31, 2021	Review - Other
Appropriate Use Policy (Administration)	Replacement	Establish a separate policy for Information Technology resource use integrating with the Legislative Assembly's Standards of Conduct while eliminating procedural provisions within the previous policy.	Information Technology Department	Information Technology resource use by employees of the Legislative Assembly.	Clerk of the Legislative Assembly	August 31, 2021	Development - PWG
Information Technology Resource Allocation (Administration)	Replacement	Update hardware lifecycle and hardware repairs support provisions to clarify employees' allocation of information technology devices.	Information Technology Department	All Legislative Assembly employees.	Clerk of the Legislative Assembly	August 31, 2021	Development - PWG
Leaves Policy	Replacement	Establishes the variety of leave types available to Legislative Assembly employees (e.g. health related absences, leave of absences, extreme weather) and the terms associated with accessing them.	Human Resource Operations	All Legislative Assembly employees.	Clerk of the Legislative Assembly	August 31, 2021	Review - Other
Public Use of Grounds	Replacement	Update the existing policy and procedures including integration within the Legislative Precinct Regulation.	Parliamentary Education Office	All requests received to use the grounds of the Legislative Precinct.	Legislative Assembly Management Committee	August 31, 2021	Review - LAMC
Requests for Information	Replacement	Establish the framework for addressing requests for information.	Office of the Clerk	All Legislative Assembly departments.	Clerk of the Legislative Assembly	August 31, 2021	Development - Lead Branch
Occupational Health and Safety	New Policy	Establish organizational committee to employee health and safety in the workplace and clarify the responsibilities and accountabilities of all parties.	Human Resource Operations	All Legislative Assembly Employees	Clerk of the Legislative Assembly	August 31, 2021	Review - Other
Progressive Discipline	New Policy	Establish the framework for addressing unsatisfactory performance by means of a progressive discipline protocol.	Human Resource Operations	All Legislative Assembly employees.	Clerk of the Legislative Assembly	August 31, 2021	Review - Other
Employee Files	New Policy	Provide processes and procedures for establishing and maintaining employees files and employee access to them.	Human Resource Operations	All Legislative Assembly employees	Clerk of the Legislative Assembly	August 31, 2021	Review - PWG
Filming Policy	Replacement	Update the existing policy and procedures for alignment with the Legislative Assembly's current policy suite.	Parliamentary Education Office	All requests received to film at the Legislative Assembly.	Legislative Assembly Management Committee	September 30, 2021	Not Started

Policy Title	Type	Objective	Administering Department	Application	Approval Authority	Target Implementation Date	Current Status
Asset Management	New Policy	Establish the Legislative Assembly's asset management framework addressing asset planning, acquisition, operations and maintenance, monitoring, and disposal.	Executive Financial Officer	All assets that have been, or will be, purchased using Legislative Assembly (Vote 1) funds.	Legislative Assembly Management Committee	September 30, 2021	Development - Lead Branch
Asset Accounting	New Policy	Establish the Legislative Assembly's framework for the accounting and reporting of the Legislative Assembly's assets.	Executive Financial Officer	All assets that have been, or will be, purchased using Legislative Assembly (Vote 1) funds.	Legislative Assembly Management Committee	September 30, 2021	Development - Lead Branch
Recruitment and Selection	Replacement	Consolidate the existing 'Developing Selection Criteria' and 'Conduct of Staffing Competitions' policies in addition to refreshing the policies to comply with current legislation and best practices.	Human Resource Operations	All competitions conducted for the hiring of Legislative Assembly employees.	Clerk of the Legislative Assembly	September 30, 2021	Development - Lead Branch
Learning and Development	Replacement	Refresh and consolidate Education Leave and Reimbursement and Employee Training and Development policies to comply with current legislation and overall best practices.	Human Resource Operations	All Legislative Assembly employees.	Clerk of the Legislative Assembly	September 30, 2021	Development - Lead Branch
Employment	Replacement	Consolidate the existing 'Equal Employment Opportunities', 'Probation' and 'Secondment' policies in addition to refreshing the policies to comply with current legislation and best practices.	Human Resource Operations	All Legislative Assembly employees.	Clerk of the Legislative Assembly	September 30, 2021	Development - Lead Branch
Information Technology Resource Allocation (Members)	Replacement	Update hardware lifecycle and hardware repairs support provisions to clarify Members' allocation of information technology devices.	Information Technology Department	Information technology resource use by: a) Members and their employees; b) Caucuses and their employees; and, c) Individuals volunteering on behalf of a member and/or caucus.	Clerk of the Legislative Assembly	November 30, 2021	Development - PWG
Respectful Workplace	Revision	Provide additional detail surrounding the investigation process and also to incorporate a formal complaint form.	Human Resource Operations	All Legislative Assembly employees including interactions with external parties for work-related purposes.	Clerk of the Legislative Assembly	November 30, 2021	On-Hold
Appropriate Use Policy (Members)	Replacement	Enhance provisions to support the safe and effective use of Information Technology resources by Members and associated staff including approval by the Legislative Assembly Management Committee.	Information Technology Department	Information technology resource use by: a) Members and their employees; b) Caucuses and their employees; and, c) Individuals volunteering on behalf of a member and/or caucus.	Legislative Assembly Management Committee	November 30, 2021	Development - PWG
Information Security	New Policy	Classify data, records and documents according to risk and establish a set of controls defined for each classification level.	Digital Information Office	All Legislative Assembly employees.	Clerk of the Legislative Assembly	November 30, 2021	Development - Lead Branch
Hours of Work	Replacement	Refresh the Hours of Work and Attendance policy to comply with current legislation and overall best practices.	Human Resource Operations	All Legislative Assembly employees	Clerk of the Legislative Assembly	November 30, 2021	Development - Lead Branch
Overtime	Replacement	Refresh the Overtime policy to comply with current legislation and overall best practices.	Human Resource Operations	All Legislative Assembly employees	Clerk of the Legislative Assembly	November 30, 2021	Development - Lead Branch