Northern Affairs Organization, NWT Region

Audit of Entity-Level Controls in the Northwest Territories

	PROJECT RECOMMENDATIONS	ACTION PLAN	EXPECTED COMPLETION DATE	PROGRAM RESPONSE
1.	The Assistant Deputy Minister (ADM) of the Northern Affairs Organization (NAO) should use the results of the Public Sector Employee Survey (PSES) to gather information on possible morale issues in the Northwest Territories Region and to establish a benchmark from which to develop an action plan in response.	 Prepare and implement Regional PSES Action Plan using PSES 2012 results as a benchmark for measuring the morale issues in the NWT. Implement Regional Staff Survey to measure progress against PSES benchmark. Communicate the results of both the PSES and internal staff survey and complete action plan. 	January 2013 February 2013	Departmental PSES Action Plan prepared with input from NWT focus groups. At the same time, NWT Region key results were reviewed and focus group feedback obtained. Regional Results and Draft NWT Plan presented to all staff during October 2012 All Staff Town Hall. NWT Region PSES Action Plan finalized and submitted to ADM NAO, November 2012. NWT PSES Action Plan results identified in internal environment analysis, in development of Regional HR management Plans (e.g. Workforce Management Plan; Regional Stabilization Plan; Devolution HR Plan). AES: Implemented. Closed.
2.	The Assistant Deputy Minister (ADM) of the Northern Affairs Organization (NAO) should review the roles and responsibilities of the Northwest	Draft and/or amend RDG/ARDG Executive Performance Agreement's (EPA) to reflect specific roles, responsibilities as well as strategic and operational leadership roles. These will be	October mid- year review of EPA's	Status: Completed EPAs completed for RDG, ARDG and senior management team. Executive transition communicated through senior management mid- year review and

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	Territories Executive Office to improve the distribution of strategic and operational leadership roles.	refined and cascaded through the Executive Committee EPA agreements. • Distribute and implement Executive Transition plan documenting the above to all relevant Regional and NAO staff and management bodies.	November 2012	AII-Staff Town Hall. AES: Implemented. Closed.
3.	The Assistant Deputy Minister (ADM) of the Northern Affairs Organization (NAO) should work with the Northwest Territories Regional Office to develop an approach to strategic priority setting and resource allocation that includes discussion and challenge amongst regional management of proposed priorities and associated budget implications.	 Revise and implement governance and decision making models. Ensure inclusion of a collective priority setting exercise into the Region's planning process. The integrated business planning process will describe a clear role for Regional Executive Committee (REC) in setting, discussing and contributing to resources allocation decisions. 	December 2012 Inclusive priority setting exercise- Mid Year review- Oct16-17, 2012 Inclusion in IBP process Jan 2013	The new governance and decision making model has been developed and the collective priority setting exercise is performed through the Integrated Business Planning working group which report directly to the Senior Management Committee (previously REC). Ultimately, SMC and the RDG approve or make any necessary amendments to the process or the priorities themselves. AES: Implemented. Closed.
4.	The Assistant Deputy Minister (ADM) of the Northern Affairs Organization (NAO) should work	Develop and implement, in conjunction with HQ, a consistent case managed approach to the interpretation	Ongoing	Status: Integrated HR planning and Labor Relations approach established by new Director/Manager Human Resources working

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with the Northwest Territories Regional Office and the Headquarters' Human Resources and Workplace Services Branch to resolve current Isolated Posts and Government Housing Directive (IPGHD) application issues and, going forward, on how to interpret and apply the IPGHD in the NT Region, distribute guidance to staff, and document decisions and supporting rationale in human resource files.	 and application of IPGHD. Have FAQ's/interpretation available on CIDM for staff, Managers to access- sessions to educate. The HR directorate will ensure all IPGHD decisions are documented and placed on file. 	November 2012 Ongoing	with Corporate Labour Relations, to ensure IPGHD advice obtained, on cases. HR Advisor communicates advice in writing, thus establishing effective case management and ensures advice documented regarding decisions. Regional Labor Relations/IPGHD case management summary/tracking report established and reviewed on a regular basis. IPGHD FAQ is being developed in context of Devolution. Corporate Labor Relations and NWT Region HR working collaboratively to ensure identification of questions and establish coordinated answers that will be available to employees on the Department's Intranet site. AES: Significantly implemented. Closed.
5. The Assistant Deputy Minister (ADM) of the Northern Affairs Organization (NAO) should work with the Northwest Territories Regional Office and the Headquarters' Human Resources and Workplace Services Branch to define automated monitoring system	 Adopt and utilize AANDC HR dashboard as an automated monitoring system. Develop and implement training plan to ensure managers are aware of their delegated authorities. Ensure this issue is incorporated into NT transition and implementation plans for 	November 2012 November 2012	In context of new organization and devolution HR planning, employee entitlements to IPGHD will be a central transition/workforce management issue; and is reflected on Devolution Operational HR Plan. Workforce Management Training to Managers will be required, to treat IPGHD components of workforce management transition.

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controls for the monitoring of Isolated Posts and Government Housing Directive (IPGHD) entitlements.	the HR hubs and residual regional organization.		Draft training plan prepared by Corporate Labor Relations, for implementation Q4-2013. Regional Liaison HR Advisors to be trained. AES: Significantly implemented. Closed.