

**ACTION PLAN IMPLEMENTATION STATUS UPDATE
REPORT TO THE AUDIT COMMITTEE
AS OF JUNE 30, 2014**

ESDPP			
<i>Management Practices Audit: Education and Social Development Programs and Partnerships</i>			
APPROVAL DATE: 04-26-2013			
PROJECT RECOMMENDATIONS	ACTION PLAN	EXPECTED COMPLETION DATE	PROGRAM RESPONSE
<p>1. The Assistant Deputy Minister of the Education and Social Development Programs and Partnerships Sector should ensure that HR planning activities within the Sector continue to address both Departmental requirements as well as all pertinent HR risks, including those related to succession planning and training and development. The results of HR planning activities should be consolidated and documented within the Sector's HR Plan. Further, as the Sector HR Plan is implemented, appropriate adjustments should be made to reflect changes in the Sector's objectives and environment.</p>	<p>The ESDPP Sector is of the view that its existing human resources planning approaches, which includes its Human Resources Action Plan and its PSES Action Plan, do focus on implementing strategies that will help achieve Departmental and sector objectives as well as greater organizational effectiveness. That said, in its 2013-2014 Human Resources Action Plan, ESDPP will address risks, including those related to succession planning, as well as training. ESDPP has prepared a robust PSES Action Plan that also highlights these issues and will draw commitments from that plan into the broader Human Resources Action Plan so that there is integration. Adjustments to the Human Resources Action Plan will continue to be made, as necessary, to reflect changes to the sector's objectives and</p>	<p>June 2013</p>	<p>Status: <i>Underway</i></p> <p>Update/Rationale: As of 30/06/2013:</p> <p>The 2013-2014 ESDPP Human Resources Action Plan now has specific action items that address the risks identified in the audit, including those related to succession planning, as well as training. The Narrative of the HR Plan, which provides an overview of the sector's HR objectives and areas of focus, is currently being finalized.</p> <p>To complement this, the ESDPP response to the 2011 Public Service Employee Survey (PSES) is geared towards addressing issues identified by respondents. Measureable objectives have been developed to correspond with these priorities and then have been put in the Part A of the HR Plan.</p> <p>The ESDPP Senior Management team is now reviewing both the HR Plan and the PSES Action Plan on at least a bi-monthly basis. This is allowing the Management team to track progress against targets and mitigate risks as they arise.</p>

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	<p>progress on the HR Plan through complementary activities like its new Social and Well-Being Committee, its HR Achievement Report, and the sector's quarterly reports.</p>		<p>constituted itself, established a Terms of Reference, developed an evergreen work plan and has already organized an all staff meeting where the new sector awards program was piloted. The Workplace Well-Being Committee has also struck Task Teams to ensure that results are being achieved. One such Task Teams will develop and recommend an approach to routinely engage ESDPP employees on the PSES Action Plan implementation.</p> <p>An "Achievement to Date" column was added to the PSES Action Plan Table and circulated amongst Managers to gain an updated progress report.</p> <p>ESDPP has also formalized a process for assessing overall training requirements at a sectoral level, including official languages, in order to maximize resources and promote professional development opportunities.</p> <p>AES: Substantially Implemented. Recommendation to be closed. Closed.</p>

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	<p>sections of the Sector Business Plan and related quarterly reports), as well as tools currently being developed and/or updated (such as the Education Risk Mitigation Strategy, and risk profiles for all five Social programs).</p> <p>ESDPP will leverage existing communications forums to ensure risk messages are communicated to employees, including all staff meetings, branch meetings, various manager's forums, emails, and information circulars.</p>	<p>end April 2014</p> <p>April 2013</p>	
<p>3. The Assistant Deputy Minister of the Education and Social Development Programs and Partnerships Sector should document the Sector's governance structure in terms of management and oversight bodies and assess appropriateness and sufficiency. These Management/oversight groups or mechanisms should be further</p>	<p>ESDPP will document the Sector's governance structures for management and oversight. This will include an assessment of existing governance bodies such as the ESDPP Management Committee, Social and Education Branch Committees, Social Branch Extended Management</p>	<p>July 2013</p>	<p>Status: <i>Underway</i></p> <p>Update/Rationale: As of 30/09/2013:</p> <p>ESDPP Business Management Unit distributes to the Sector a Weekly ESDPP Look Ahead, which includes information on Finance, HR, Administration, Planning and Reporting.</p> <p>ESDPP's Workplace Well Being Committee (WWBC)</p>

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<p>formalized through the creation of Terms of Reference that articulate their mandates, authority, responsibility, accountability and operating principles. The role of these key management bodies should be communicated across the Sector.</p>	<p>Committee, as well as other sub-committees and governance bodies. Sufficiency of existing structures will be assessed and new governance bodies may be established to address gaps and risks.</p> <p>Terms of Reference will be developed for all of the above mentioned groups (and any newly formed management groups), and will be shared across the sector to communicate the roles of these key management bodies. Where appropriate meeting minutes will be recorded and shared with the sector.</p>	<p>July 2013</p>	<p>has constituted itself, established a Terms of Reference, developed an evergreen work plan and has already organized an all staff meeting where the new sector awards program was piloted. Their work continues with a staff meeting planned in Q3.</p> <p>In response to the 2011 Public Service Employee Survey (PSES), the 2012 ESDPP All-Staff meeting, and based on the unique need of the Social Policy and Programs Branch (SPPB), joint work with the Centre for Integrity, Values and Conflict Resolution has produced a SPPB Workplace Assessment Report. SPPB senior management has created four working groups to address the top four issues identified in the report. The working groups are meeting and drafting Terms of Reference, analyzing issues and generating proposed solutions/actions. Stand-Ups, Extended Management Meetings and the Senior Management Meetings are used to test ideas and seek endorsement of findings and proposed solutions/actions.</p> <p>ESDPP Management meets every Friday. A Record of Decision is shared with participants.</p> <p>AES: Significant progress has been made. Recommend to close. Closed.</p>