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## Main points

The Public Service Commission (PSC) complied with the authorities governing its activities relating to financial reporting, safeguarding public resources, revenue raising, spending, borrowing, and investing.

PSC had adequate rules and procedures to safeguard public resources except, as in prior years, PSC did not make certain that user access to its information systems for its former employees was removed promptly. Removing unneeded user access promptly reduces the risk of unauthorized access to PSC's information systems and data. PSC handles sensitive and confidential data.

In 2010-11, PSC implemented a new policy to require all new employees of Government ministries to submit a criminal record check before commencing employment and to require existing employees to report any criminal charges or convictions. These steps help reduce the risk of loss of public money.

This chapter also contains a summary of previous recommendations agreed to by the Standing Committee on Public Accounts.

## Introduction

Under *The Public Service Act, 1998*, the Public Service Commission (PSC) is the central human resources agency for staff employed primarily by Government ministries. Government ministries have about 12,000 staff positions.

PSC provides leadership and policy direction for the development of a professional public service. PSC delivers human resource services including staffing, classification of positions, compensation and labour relations, and works with ministries in the delivery of human resource services.<sup>1</sup>

The following is a list of PSC’s major programs and spending. For further details and variance explanations, see PSC’s *2010-11 Annual Report* available on its website [www.psc.gov.sk.ca](http://www.psc.gov.sk.ca).

	<u>Original Estimates</u>	<u>Actual</u>
	(in thousands of dollars)	
Human Resource Client Service and Support	\$ 14,161	\$ 13,548
Employee Service Centre	13,677	13,013
Central Management and Services	4,325	5,188
Corporate Human Resources and Employee Relations	3,310	3,058
Capital Asset Amortization	<u>1,400</u>	<u>1,431</u>
	<u>\$ 36,873</u>	<u>\$ 36,238</u>

## Audit conclusion and findings

**In our opinion, for the year ended March 31, 2011:**

- ◆ **PSC had adequate rules and procedures to safeguard public resources except for the matters reported below**
- ◆ **PSC complied with the following authorities governing its activities relating to financial reporting, safeguarding public**

<sup>1</sup> Public Service Commission (2011). *2010-11 Annual Report*. Regina: Author.

**resources, revenue raising, spending, borrowing, and investing:**

*The Public Service Act, 1998*

*The Public Service Regulations, 1999*

*The Financial Administration Act, 1993*

**Orders in Council issued pursuant to the above legislation**

## **Controlling user access to computer systems and data**

***We recommended that the Public Service Commission follow its established procedures for removing user access to its computer systems and data. (2010 Report – Volume 2)***

In June 2011, the Standing Committee on Public Accounts (PAC) agreed with this recommendation.

During 2010-11, PSC continued to not follow its established procedures for granting and removing user access to its computer systems and data. We found that PSC managers did not make timely requests to remove user access for five terminated employees.

**Status** – We continue to make this recommendation.

## **Update on implementation of criminal record checks**

***We recommended that the ministries (formerly departments) of Community Resources and Employment and Environment assess the risk of loss of public money by employees in positions of trust (i.e., those responsible for the collection, receipt, disbursement, or expenditure of public money) and reduce this risk to an acceptable level (e.g., by providing insurance coverage or requiring criminal record checks). (2005 Report – Volume 1)***

PAC agreed with these recommendations in 2005.

In September 2005, the Government made PSC responsible for implementing its policy on obtaining criminal record checks for ministry staff in designated positions. Under the Government's 2005 policy, PSC

required incumbent employees in designated positions to submit a criminal record check by stated deadlines and every five years thereafter. PSC determined whether those criminal record checks were satisfactory.<sup>2</sup>

In October 2010, PSC implemented a new policy requiring all new employees of Government ministries to submit a criminal record check before commencing employment. Also, employees must report any criminal charges or convictions as they occur. Failure to report a charge or conviction may result in disciplinary action up to and including dismissal.

Exhibit 1 provides statistics on the number of designated positions that required employees to provide a criminal record check, the deadline dates, and the number of employees who have submitted them.

**Exhibit 1-Statistics on criminal record checks: 2009 to 2011**

<b>As at</b>	<b>Number of positions requiring criminal record check</b>	<b>Number of employees who have submitted criminal record checks</b>	<b>Deadline dates to submit criminal record check</b>
September 2009	10,908	7,687	September 2010 and every five years thereafter
September 2010	11,998	10,755	September 2010 (for all incumbent employees except CUPE <sup>3</sup> members) or by February 2012 (for CUPE members) and every five years thereafter
September 2011	11,998	11,794	February 2012 (for incumbent CUPE members) and prior to employment commencement for all new employees

<sup>2</sup> A satisfactory check is either a police report showing that there are no charges or convictions, or a determination by PSC that any reported charges or convictions are not relevant to the employee's position.

<sup>3</sup> Members of the Canadian Union of Public Employees Local 600 (CUPE). PSC 2010-11 Annual Report (p. 25) reports CUPE employees account for 4.5% (i.e., 541) of the total ministry employees (i.e., 11,905) employed at March 31, 2011.

**Status** – Implemented – PSC has appropriate processes to complete criminal record checks to properly protect citizens from loss of public money.

## Status of previous recommendations of the Standing Committee on Public Accounts

The following exhibit provides an update on recommendations agreed to by PAC that are not yet implemented and are not discussed earlier in this chapter.<sup>4</sup> Our intent is to follow up outstanding recommendations in upcoming reports.

PAC REPORT YEAR <sup>5</sup>	OUTSTANDING RECOMMENDATION	STATUS
<b>Public Service Commission – Developing Leaders</b> (2009 Report – Volume 1)		
2011	9-1 that the Public Service Commission use mentorship programs to help develop potential leaders in government ministries.	<b>Partially implemented</b> (as at June 30, 2010 – 2010 Report – Volume 2, p.290).  PSC was working with Executive Council to obtain deputy ministers commitment to mentoring.
2011	9-2 that the Public Service Commission coordinate programs that provide potential leaders in government ministries with suitable developmental work experiences.	<b>Partially implemented</b> (as at June 30, 2010 – 2010 Report – Volume 2, p.290).  PSC had gained support of Deputy Minister to Premier for talent management but had not yet coordinated programs.
2011	9-3 that the Public Service Commission monitor and report regularly to deputy ministers on the readiness of government ministries to meet their future leadership needs.	<b>Partially implemented</b> (as at June 30, 2010 – 2010 Report – Volume 2, p.291).  PSC was collecting information about potential leaders but had not yet reported on readiness.

<sup>4</sup> For definitions of the Key Terms used in the exhibit, see Chapter 27 – Standing Committee on Public Accounts.

<sup>5</sup> “PAC Report Year” refers to the year that PAC first made the recommendations in its report to the Legislative Assembly.

PAC REPORT YEAR <sup>5</sup>	OUTSTANDING RECOMMENDATION	STATUS
<b>Public Service Commission – MIDAS HR/Payroll – annual security audit</b> (2010 Report – Volume 1)		
2011	9-1 that the Public Service Commission amend its service level agreements with ministries to clearly assign responsibilities for key payroll activities (i.e., managing payroll overpayments, approving payroll payments, and investigating payroll differences).	<b>Not implemented</b> (as at December 31 2010).
2011	9-3 that the Public Service Commission consistently document its review of payroll reports and resolution of matters resulting from its review.	<b>Not implemented</b> ((as at December 31 2010)

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