



Estimates Note

Advice to the Minister

Date: July, 2013

Issue:

- Criminal Record Checks and Enhanced Security Screening

Background:

- The BC Public Service Security Screening policy has been in place since 1988. The policy was revised in 2010 when government accepted the recommendations included in an independent review of a privacy breach case. Additional actions taken to implement the recommendations include:
 - Establishing a central authority (the Government's Chief Information Officer) with overall responsibility for coordinating privacy breach incidents.
 - Centralizing accountability for administering criminal record checks with the Security Programs Division, Ministry of Justice.
 - Requiring public service employees to report their arrest, charge, or conviction to the Security Programs Division, Ministry of Justice.
- The objectives of the security screening policy are to:
 - Protect the safety and security of vulnerable people in the care of public service employees.
 - Maintain the security and integrity of provincial law enforcement.
 - Protect significant financial and information assets of the province.
 - Maintain public trust and confidence in public service employees.
- An employer can only refuse employment of an individual convicted of a Criminal Code offence for which a pardon has not been granted if the offence for which the individual is convicted is related to the intended position.
- Some public service positions require enhanced security screening in addition to criminal record checks (e.g., senior executives, sheriffs, correctional officers). The BC Public Service Agency and the Ministry of Justice are jointly responsible for reviewing and approving all enhanced security screening processes (existing or planned).
- The Office of the Information and Privacy Commissioner released a report in July 2012 on the use of employment-related record checks by the government of British Columbia. The report found aspects of the policy that were not in compliance with the *Freedom of*

Information and Protection of Privacy Act and made eight recommendations for changes in the following areas:

- The amount of information collected to perform a criminal record check;
- The number of positions within the Public Service that require a criminal record check; and,



- The requirement for re-administering criminal record checks every five years.
- The Head of the BC Public Service Agency worked with the Privacy Commissioner to address to the concerns raised in the report. Changes are currently being implemented to the government's security screening policy which will satisfy all of the concerns raised in the Privacy Commissioner's report.



Appendix 1

Security Screening Policy Excerpt – Criteria for Designating Positions Requiring a Criminal Record Check

1. Positions responsible for law enforcement, investigations, inspections or audits, where duties involve any of the following:
 - a. the control, care and custody of people and/or property;
 - b. access to sensitive enforcement or investigations information;
 - c. the administration and enforcement of the justice system and the prosecution service;
 - d. the administration and enforcement of provincial statutes.
2. Positions having access to sensitive information. Sensitive information can be about government employees, government clients or others and may be held by government or administered by service providers on behalf of government. Sensitive information is any information that, if compromised, could result in serious consequences for individuals, organizations, or government.
3. Positions with expense authority and/or revenue authority in excess of \$500,000.
4. Positions with access to, control and/or custody of significant assets, where damage to or loss of the asset could cause harm to the Province (e.g., warehouse operations, significant inventories).
5. Positions responsible for government's corporate security.
6. Positions responsible for and who have unrestricted access to operational, data and information management systems where the disruptions of such a system could significantly impact the services to citizens and government's financial and economic interests or reveal confidential information.
7. Positions with responsibilities related to government's financial and economic interests including those with access to:
 - a. confidential budget and investment information;
 - b. cabinet confidence (any advice, recommendations, policy considerations or draft legislation or regulations submitted or prepared for submission to the Executive Council or any of its committees);
 - c. legal advice;
 - d. financial, commercial, scientific, technical or other proprietary information that belongs to the government of British Columbia and that has, or is reasonably likely to have, monetary value; and,
 - e. information about intergovernmental relations or negotiations carried on by the government of British Columbia.



8. Positions that require a criminal record check in order to access data necessary for service delivery to citizens of B.C.
9. Senior executive positions (assistant deputy minister, associate deputy minister, deputy minister, or equivalent).



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Issue:

- Freedom of Information Requests

Background:

- Ensuring appropriate access and release of information creates a culture of openness across government and enhances citizen confidence.
- The Agency receives personal requests for information such as employee files and also requests from media for information pertaining to HR policies, practices as well as other information such as executive compensation and severance.
- The Agency has implemented an internal tracking and review process to prevent unauthorized release of information and a timely response to requests which has significantly improved overall
- Fiscal year (April 1, 2012 to March 17, 2013) the Agency received 221 requests and had an 'on time' response rate of 76%.
- In the current fiscal year (April 1, 2013 to July 7, 2013) the Agency has received 75 requests and has on 'on time' response rate of 75%.

	Fiscal 11/12	Fiscal 12/13
On time Requests	185	230
Overdue Requests	33	52
Total	218	282



Estimates Note

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Date: July, 2013

Issue:

- Lean in the BC Public Service

Background:

- Lean is a distinct philosophy and process improvement methodology that enables business processes that meet customer's needs. The Province is applying Lean to save time, reduce costs and improve quality in the delivery of citizen centred services.
- The Lean Initiative was launched in April 2012. The Lean BC Office was created to foster a Lean culture across the BC Public Service and they achieve that by:
 - Supporting the implementation of Lean process improvements
 - Engaging and communicating with leaders and staff to help them understand the Lean philosophy of employee driven and citizen focused improvements
 - Accessing, creating and delivering training to build capacity to identify, undertake and support Lean process improvements
 - Collaborating with ministries and coaching them on the development of a comprehensive approach to engage staff and foster the Lean culture
 - Celebrating successes – sharing information about successful Lean improvements and champions across the BC Public Service.
- For fiscal 2013/14 the Lean initiative requires ministries to complete a minimum of two Lean continuous improvement projects (larger ministries are required to undertake four), resulting in fifty-two core projects overall. Most ministries are also planning and implementing multiple small "*Lean where you work*" improvements.
- In addition, each ministry is implementing a Lean culture deployment strategy that includes targets for training to ensure staff are understand the process and benefits of Lean.
- To date, well over 6000 employees have received targeted awareness building and training – building knowledge and skills necessary for a Lean culture. Four new training programs have been created.
- A Year-one report was released on May 10, 2013 to highlight results.

Financial Impact:

- The implementation of a corporate Lean Program requires an operating budget of 2.14 million dollars for fiscal year 2013/14. The budget includes the funding to support the delivery of multiple process improvements across all ministries, training and education to



build internal staff capacity to reduce future costs of process re-design, and the tools and supports for the implementation of the program.