



# **BC Public Service Agency**

## **Minister of Finance Transition Binder**

**October 2020**

**Minister's Transition Binder – 2020  
BC Public Service Agency  
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**Prepared For:** **Minister of Finance**  
For Information

**Issue:** **Accountabilities of the Head of the BC Public Service Agency**

### **Background:**

The BC Public Service Agency (the Agency) is responsible for leading a strategic government-wide human resource (HR) agenda and supporting the operational business needs of government ministries and agencies through the provision of HR services, policies and programs.

The Head of the BC Public Service Agency (also referred to as the Agency Head) is a deputy minister responsible for system-wide human resource management in the BC Public Service (BCPS), leading the Agency in delivering human resource programs and services that are aligned with government's corporate direction and priorities.

The Agency Head also acts as the Province's representative at the Federal-Provincial-Territorial Public Service Commissioners' table and works closely with the Deputy Minister to the Premier and deputy minister committees in meeting human resource management responsibilities under the Public Service Act.

### **Discussion:**

The bulk of the Agency Head's main accountabilities are established by three authorities: the Public Service Act, the Standards of Conduct for Public Service Employees, and the Accountability Framework for Human Resource Management.

#### Public Service Act

Under the Public Service Act, the Agency Head has broad responsibility for personnel management in the public service including:

- advising the minister, ministries and other government organizations regarding policies, standards, regulations and procedures;
- providing for the recruitment and appointment of persons to the public service;
- acting as bargaining agent for the government;
- developing and establishing training and education programs, occupational health and safety programs, and other tools, processes and systems; and
- recommending to the minister that a policy be issued or amended, and performing other duties assigned by the minister.

### Standards of Conduct for Public Service Employees

Under the Standards of Conduct for Public Service Employees, the Agency Head is responsible for coordinating the development of awareness, training and communication programs in support of the Standards of Conduct and ethics related issues, and for providing advice to senior executives and others regarding the application of the Standards.

### Accountability Framework for Human Resource Management

The Accountability Framework for Human Resource Management establishes that deputy ministers, executives, senior officials, supervisors and human resource professionals are all accountable for carrying out certain human resource management functions to ensure effective human resource management in the BC Public Service. Under the Framework, the Agency Head is responsible for:

- establishing and maintaining effective human resource management policy;
- monitoring and providing corporate and organizational-level reporting on human resources matters;
- representing the employer at the corporate wide level; and
- ensuring that human resource management responsibilities are carried out in a manner consistent with applicable legislation, collective agreements, terms and conditions of employment and the corporate human resources policy framework.

Other responsibilities of the Agency Head include overall administrative responsibility for the Terms and Conditions of Employment for Excluded Employees/Appointees and making determinations regarding employee eligibility for indemnity coverage and other matters under the Excluded Employees (Legal Proceedings) Indemnity Regulation.

#### **Approved By:**

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## **BC Public Service Agency - Legislation, Regulations and HR Accountability Framework**

### **Legislation**

- [Public Service Act](#)
- [Public Service Benefit Plan Act](#)
- [Public Service Labour Relations Act](#)

### **Regulations**

#### **Regulations under the Public Service Act:**

- [Definition Regulation - 279/98](#)
- [Employment Insurance Regulation - 401/98](#)
- [Excluded Employees Indemnity Protection Regulation - 72/2012](#)
- [Hours of Service Regulation - 154/78](#)
- [Political Staff Oath Regulation - 66/2014](#)
- [Public Service Oath Regulation - 228/2007](#)
- [Resignation Regulation - 132/77](#)
- [Review of Staffing Decisions Regulation - 443/2003](#)
- [Standards of Conduct for Political Staff Regulation - 67/2014](#)
- [Vacation Entitlement for Re-Employed Appointees Regulation - 6/2009](#)

#### **Regulations under the Public Service Benefit Plan Act:**

- [Long Term Disability Fund Interest Regulation - 51/2017](#)
- [Extended Health Care and Dental Plans Regulation - 403/97](#)
- [Group Life Insurance Regulation \(No. 1\) - 408/97](#)
- [Long Term Disability Plan Regulation - 409/97](#)
- [Group Life Insurance Regulation \(No. 3\) - 426/76](#)

#### **Regulations under the Public Service Labour Relations Act:**

- [Public Service Labour Relations Regulations - 22/74](#)

#### **Accountability Framework for HR Management:**

- [Accountability Framework for HR Management](#)

# Resource Summary

Core Business Area	2019/20 Estimates	2020/21 Estimates	2021/22 Plan	2022/23 Plan
<b>Operating Expenses (\$000)</b>				
<b>BC Public Service Agency</b>	56,545	54,381	54,628	54,628
<b>Benefits and Other Employment Costs</b>	1	1	1	1
<b>Long Term Disability Fund Special Account</b>	24,784	26,548	26,548	26,548
<b>Total</b>	<b>81,330</b>	<b>80,930</b>	<b>81,177</b>	<b>81,177</b>
<b>Ministry Capital Expenditures (Consolidated Revenue Fund) (\$000)</b>				
<b>BC Public Service Agency</b>	10	10	10	10
<b>Total</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>

\*Further information on program funding and vote recoveries is available in the [Estimates and Supplement to the Estimates.](#)

## Resource Summary per Estimates

<b>BC Public Service Agency</b>				
<b>Operations Vote</b>				
<b>Operating Expense (\$000's)</b>				
<b>Core Businesses</b>	<b>Budget 2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
Service Operations	15,309	13,990	Advice/Recommendations; Government Financial Information	
People and Organizational Development	9,728	8,801		
Policy, Innovation and Engagement	1,508	1,424		
Employee Relations	4,664	4,084		
Corporate Services	25,336	26,082		
<b>Total</b>	56,545	54,381		54,628

**BC PUBLIC SERVICE AGENCY  
Agency Operations Vote (Vote 27)  
IMPLICATIONS OF 2020/21 FUNDING**

Compared to the 2019/20 budget of \$56.545M, the 2020/21 budget for the BC Public Service Agency (Vote 27) decreased by \$2.164M or 3.83% to \$54.381M (see Resource Summary per Estimates).

Highlights of changes include:

- Agency expenditures decrease by \$4.075M due to financial adjustments.
- Increase of \$1.430M for Telus Employer Solutions Payroll Contract.
- Increase of \$0.477M in salaries & benefits for Sustainable Services Negotiating Mandate (Appendix 1).
- Employee Benefits Chargeback Rate remains unchanged at 25.4%.

**CRF Capital Budget**

Compared to the 2019/20 budget, the capital budget in 2020/21 remains the same at \$0.010M. The capital budget is for minor capital equipment needs in technology under the Workplace Health & Safety program and audio-video equipment used by the Agency to support the Premier's Awards ceremonies.

The capital budget in 2019/20 was \$0.010M.

**Reductions/Increases for 2021/22 and 2022/23**

Compared to the 2020/21 budget of \$54.381M, the 2021/22 budget will increase by \$0.247M or 0.005% to \$54.628M due to salaries & benefits for Sustainable Service Negotiated Mandate.

Compared to the 2021/22 budget of \$54.628M, the 2022/23 budget remains the same at \$54.628M.



