

Subject: Management of Sick Benefits Audit

Report to: Corporate Services Committee

Report date: May 13, 2020

Recommendations

1. That report CSD 36-2020 **BE RECEIVED** for information; and
2. That staff **BE DIRECTED** to implement the recommendations in Appendix 1 of Report CSD 36-2020, respecting Management of Sick Benefits Audit Report.

Key Facts

- The purpose of this report is to provide the Corporate Services Committee with a summary of findings noted during the Management of Sick Benefits Audit, which focused on the management control framework in place to manage sick absences and employee sick absence policies.
- This report contains the findings, implications and recommendations for the observations discovered during the Audit in addition to a Management Action Plan (MAP) from program staff for each of the recommendations.
- Two observations, focusing on Data Management and Performance Management, with three total recommendations have been detailed in the audit report.

Financial Considerations

There are no immediate budgetary considerations associated with this report. It is anticipated that some of the recommendations may have an implementation cost associated to them. If management chooses to pursue the recommendations then all costs will be funded through the regular annual budget process.

Analysis

This audit project was identified in the 2019 Audit Plan approved by Audit Committee (see **AC-C 5-2019**). The purpose of the audit was to provide assurance to Management and Niagara Region's Audit Committee on the effectiveness of the management control framework to support employee absences and compliance to the Attendance Support Program. The audit tested whether all absence occurrences are processed in a manner

that is compliant with current policies. Finally, the audit attempted to determine the effectiveness of current procedures to ensure consistency, compliance, and support to employee health and wellness in the workplace.

Alternatives Reviewed

No other alternatives were reviewed at this time.

Relationship to Council Strategic Priorities

Value-for-money (VFM) audits were identified and approved within the current Council's Strategic Priority – Sustainable and Engaging Government. The goal of this strategic initiative is a commitment to high quality, efficient, fiscally sustainable and coordinated core services through enhanced communication, partnerships and collaborations with the community.

The 2019 Annual Audit Plan, which included an audit of Sick Benefits and Employee Extended Benefits, was approved by Audit Committee on February 4, 2019.

Other Pertinent Reports

AC-C 5-2019 – 2019 Internal Audit Plan.

Prepared by :

Frank Marcella, MPA, Bed
Manager, Internal Audit

Recommended by:

Todd Harrison, CPA, CMA
Commissioner/Treasurer
Corporate Services

Submitted by:

Ron Tripp, P.Eng.
Acting Chief Administrative Officer

Appendices

Appendix 1

CSD 36-2020 – Management of Sick Benefits Audit