

# Work-stream 3 Governance Frameworks and Policies

Progress report for Quarter Two  
(01 July 2021 to 30 September 2021)

Operational  
Management

# Work-stream 3 Governance Deliverables Arrangements

## Sub-Task Team

Review and Update of Policies and reporting to Work-stream 3

## Sub-Task Team

Sub-Task Team consisting of subject matter experts on OPR appointed to review and update of ORP to support Work-Stream 3



## Sub- Task Team

Sub-Task Team- Review and update of B-Order and reporting to Work-stream 3 Governance.

## Sub- Task Team

Sub-Task Team- Review of delegations reporting to Work-stream 3 Governance.

# Project Summary

Project Summary			
<b>Overall Project Status</b>  <b>*Key indicators: budget, schedule, stakeholders, scope, resources</b>		<b>On Track</b>	The project is well controlled. Some issues may have been identified, but effective actions are planned for solving them.
	X	<b>Off Track</b>	The project has problems that require change in plans. Additional focus and management is essential to bring the project back under control.
		<b>At Risk</b>	The project has serious problems. One or more* key indicators are in At Risk status.
		<b>Not Started</b>	Not started (and not scheduled to start)
<b>Comments:</b>	<p>Project schedule is revised to bring the project back on track.</p> <p>Slow progress on the review of ORP due to work commitments of officials involved on the sub-work stream.</p>		

# Project Stakeholders

## Indirect stakeholder roles:



To provide an external view of DCS and the efficiency of services rendered. Provide input on improvements that will inform To Be processes

## Core stakeholders roles:

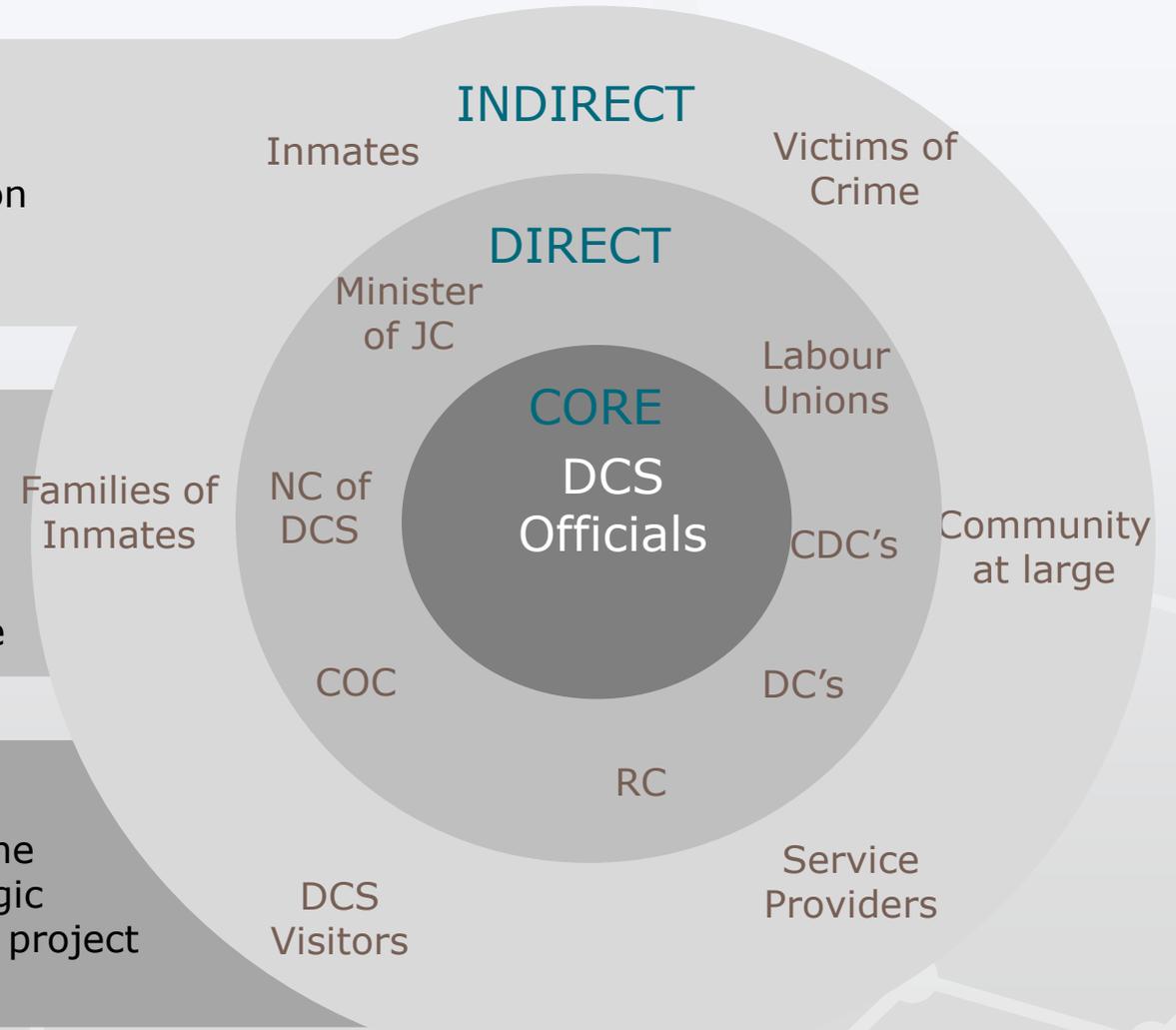


Provide detailed information on the operational process of the Department, identify service delivery challenges, propose the "To Be" processes that will ensure optimal performance

## Direct stakeholders roles:



Support the project deliverables, ensure that the project is capacitated internally, provide strategic leadership on the outputs and outcomes of the project to improve service delivery



# Project Summary

Project Schedule						
Project Start Date:	09 December 2019	Planned End Date:	15 February 2022			
Current Phase::	Implementation / Execution					
Major Milestones or Deliverables	Status	Plan Date	Revised	Actual Date	% Complete	
1.	Updating of any affected Policies		01 April 2019	31 March 2022	20 July 2021	94%
2.	Updating of B-Order		01 April 2019	11 March 2021	11 March 2021	100%
3.	Updating of Delegations of Authority		01 April 2019	31 March 2020	31 March 2020	100%
4.	Updating of Offender Rehabilitation Path (ORP)		01 April 2019	31 March 2022	Not Applicable	20%
<p><b>GREEN</b> – On target to achieve Milestone/Deliverable Date. Baseline date = Forecast Date.</p> <p><b>AMBER</b> – Milestone Target Delivery Date is in danger of not being achieved but a managed solution capable of bringing forward the Forecast date is being applied. Baseline date &lt; Forecast Date</p>		<p><b>RED</b> – Milestone Target Delivery Date is not going to be achieved or has already passed. No work rounds or solutions capable of bringing forward the forecast date is available.</p>				

# Project Costing and Expenditure

**Project Costing & Tracking:** Please provide details regarding project costs for this reporting period (budget, actual expenditures, and variance) and include comments for all variances, including the row ID and description of the variance. 'Budget' refers to the amount received by the LHIN. 'Actual' refers to what is spent to-date. 'Variance' is the difference between 'Budget' and 'Actual'.

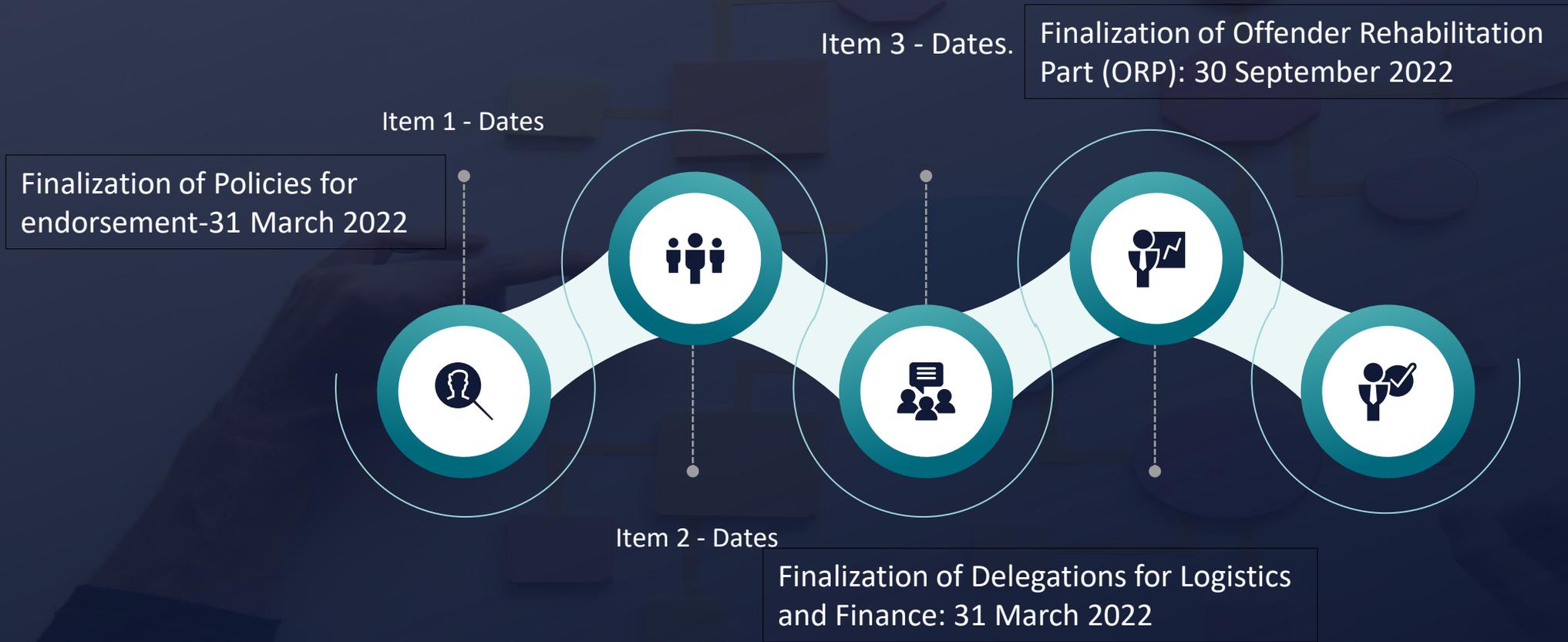
Comment	Project To-Date		
	Budget	Actual	Variance
Savings generated on goods & services (accommodation).	N/A	N/A	N/A

# Project Challenges and Risks

**Project challenges and risks** – Briefly describe the risk/challenge and current status.

Date Added	Challenge or Risk	Description	Status
04/08/2021	Fragmented processes of updating deliverables	Process owners responsible for updating of specific documents/processes to nominate subject experts to the Governance Work-stream for better coordination of deliverables/processes	Active
04/08/2021	Unavailability of officials	Some of the officials have left the department which then requires issuing of additional appointment letters.	Active
12/10/2022	ORP Project Time Schedule overrun	Sluggish implementation process as meeting are rescheduled due to other work commitments.	Active

# 2022 Workstream 3 Plan



# Additional comments

- Work-stream 3 on Governance is behind schedule due to Covid-19 restrictions and competing work interests.
- The project schedule was reviewed to compensate for the time lost.
- Updating of the Offender Rehabilitation Path (ORP) has to be a joint effort between Workstream-3 team and nominated subject-matter experts within Personal Corrections to act as sub-task team and provide dual reporting to Work-stream leader.
- The department achieved level 4 full compliance on Delegation of Authority though Logistics and Finance delegations are to be revised and re-submitted.
- **ORP:** First ORP meeting was held on 12 November 2021. The sub-work stream members constituted by a multidisciplinary team of 25 members, 12 the Regions and from 13 Head Office. The meeting was taken through the objectives of the meeting and TORs in brief. However, the meeting was postponed due to fact that only one person from one region managed to log in. It was assumed that poor attendance is attributed to expired Vodacom contract for routers. The meeting was postponed to a physical meeting and a date is being considered.

# Additional comments

## 1. Approval of outstanding policies

The following policies were processed to the Ministry for approval during the previous financial years including the 2021/2022 financial year. The Minister **approved** these policies during the 2021/2022 financial year:

**Research Policy; Social Work Policy; Control of Tobacco and Smoking Policy; Pharmaceutical Services Policy; Nutritional Services Policy; and Health Care Services.**

2. Policies **submitted for Ministerial approval** during the 2020/2021 financial year are the following:

During both the sittings the following policies were presented, discussed and endorsed and are have been processed for ministerial approval:

**Persal Data Management and Access Security Policy; Official Accommodation Policy; Offenders with Disability Policy; Youth Offenders Policy; Formal Education Policy; Sport, Recreation Arts and Culture Policy; and Offender Skills Development Policy**

**Thank you**

**OMF PHASE II**