City of Winnipeg – Audit Department

Audit of Procurement for the Pedestrian and Cycling Strategies Report and Review of the Employee Code of Conduct

Quarterly Report Card –2019 – Quarter 1

For more information visit: Winnipeg.ca/audit

History - Procurement for the Pedestrian and Cycling Strategies Report and Review of the Employee Code of Conduct

July 15, 2015:
Council motion:

- *"The City Auditor immediately undertake an independent review of the procurement of the contract and subcontracts related to the Pedestrian and Cycling Strategy so as to ensure that all aspects of the City of Winnipeg Code of Conduct have been upheld and to report their findings back to Winnipeg City Council"; and that*

- *"The City Auditor provides recommendations to City Council in the event that they find there is a need to update and modernize the City of Winnipeg Employee Code of Conduct."*

November 23, 2016:
The City Auditor reported to Audit Committee and made six (6) recommendations.
https://winnipeg.ca/audit/pdfs/reports/2017/AuditProcurementPedestrianCyclingStrategiesReportReviewEmployeeCodeConduct.pdf

December 14, 2016:
City Council adopted these recommendations and requested a quarterly update on the status of recommendations.

View all previous quarterly reports at: https://winnipeg.ca/audit/reports.stm#tab-QuarterlyReports

May 2019:
Quarterly Report Card produced for 2019 Quarter 1.

Audit Recommendations Implementation Status

Once an Audit is complete, the next step is implementation of the recommendations. The Audit Department provides a list of the audit recommendations to the Public Service Director of the department that was audited. The Public Service prepares an action plan and target for completion date. The implementation of the audit recommendations is the responsibility of the Public Service.

Status updates are provided to the Audit Department on a quarterly basis; after presentation to Council these are posted at: https://winnipeg.ca/audit/reports.stm. An explanation is provided for any recommendations that will not be implemented; a targeted completion date is noted for implementation in progress. Documentation supporting implementation is reviewed by the Audit Department for confirmation

	Recommendations				**Target date for implementation**			
	total	**implemented**	**not to be implemented**	**% complete**	**2019 Qtr 1**	**2019 Qtr 2**	**2019 Qtr 3**	**2019 Qtr 4**
Procurement for the Pedestrian and Cycling Strategies Report and Review of the Employee Code of Conduct	**6**					**3**	**3**	

Recommendations in Progress

No.	Recommendation	Update – 2019 Qtr 1
1	We recommend that the Public Service update the City's Employee Code of Conduct to incorporate the key characteristics for codes.	The Code of Conduct has been updated to incorporate all key characteristics. Awaiting final review by Director of HR Implementation Date: 2019 Qtr 2
2	We recommend that the Public Service revise the City's Employee Code of Conduct to define the term "conflict of interest".	Conflict of Interest has been defined. Specific information around Conflict of Interest is being outlined out in a separate Administrative Standard. Implementation Date: 2019 Qtr 2
3	We recommend that the Public Service establish a process to review and update the Employee Code of Conduct going forward to ensure it continues to be current and relevant.	The annual review process has been outlined in the Code and approval to delegate authority to the CAO will be requested. Implementation Date: 2019 Qtr 2
4	We recommend that the Public Service: a) Create a formally documented ethics framework for the Public Service. b) Ensure that the framework includes all of the key components for ethics frameworks c) Document the linkages between all of the key components of the ethics framework d) Communicate the ethics framework to all Public Service employees	The key components for ethics frameworks are being documented and the linkages to other programs, policies and documents have been outlined. The ethics framework has been drafted and will be communicated to all Public Service employees alongside the Code of Conduct document and the online learning module, which be implemented upon final approval. Implementation Date: 2019 Qtr 3
5	We recommend that the Public Service establish a process to periodically review and update the City's Ethics Framework going forward to ensure it continues to be current and relevant.	The ethics framework will be reviewed annually and updated as required to ensure it remains current and relevant. Implementation Date: 2019 Qtr 3

6	We recommend that the Public Service develop a training course that is made available to all City employees, and that is mandated for supervisory positions, that educates employees on the City's ethics framework.	A mandatory online training course will be rolled out alongside the Code of Conduct to educate employees on the Code of Conduct and the City's ethics framework. Implementation Date: 2019 Qtr 3