



House of Assembly Service

2007- 2008
ANNUAL PERFORMANCE
REPORT

Message from the Speaker

I am pleased to present the House of Assembly Service Annual Performance Report for 2007-2008.

The House of Assembly Service is primarily responsible for supporting the functioning of the House of Assembly and its committees, the House of Assembly Management Commission and Members of the House of Assembly.

In 2007-2008, the House of Assembly Service focused on a number of priority areas to support the implementation of the recommendations of the *Report of the Review Commission on Constituency Allowances and Related Matters*. Significant progress has been made to establish an administrative framework for the House of Assembly that is both transparent and accountable.

This report provides an overview of the major accomplishments for the 2007-08 fiscal year which is a tribute to the dedication and commitment of employees of the House of Assembly Service.

This report was prepared under my direction in accordance with the *Transparency and Accountability Act*. As Speaker, I am accountable for the accomplishments reported in this document.



Honorable Roger Fitzgerald
Speaker
House of Assembly

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OVERVIEW

The House of Assembly Service was established by statute, *The House of Assembly Accountability, Integrity and Administration Act*, which was proclaimed on June 14, 2007. It consists of operations established to support the functioning of the House of Assembly and its committees, the House of Assembly Management Commission and Members of the House of Assembly.

It includes the Speaker, the Clerk and the Office of the Clerk. It also includes the Corporate and Members' Services Division which provides financial, human resources, payroll and administrative services, and the Information Management Division which includes the services of the Legislative Library, Records Management services, Broadcast Services and Hansard. The House of Assembly Service has a total of 41 employees.

The Speaker, the impartial presiding officer of the House, is the guardian of the privileges of the House and of Members.

The Clerk is the principal procedural adviser to the Speaker and Members. The Clerk is responsible for the overall administration of the House of Assembly and interprets the Standing Orders, conventions, precedents and usages of the House in order to advise the Speaker and Members of the House on parliamentary procedure. The Office of the Clerk is also responsible for the support of parliamentary operations. It co-ordinates House of Assembly support services and ensures that all forms of business pass through each of the required procedural steps.

The Clerk is also the chief administrative officer of the House of Assembly responsible to the Speaker and, through the Speaker, to the House of Assembly Management Commission for the management of the operations of the House of Assembly Service and the administration of the Statutory Offices. The Office of the Clerk also provides full administrative support to the House of Assembly Management Commission.

BUDGET

The 2007/08 budget for the House of Assembly was \$12, 450,900. The details are noted below:

Salaries	\$4,621, 700
Employee Benefits	15, 000
Transportation and Communications	992, 500
Supplies	157, 200
Professional Services	221, 000
Purchased Services	897, 500
Property, Furnishings and Equipment	130, 000
Allowances and Assistance	5,380, 000
Grants and Subsidies	36, 000
TOTAL	<u>\$12,450, 900</u>

Contact Information:

The Office of the Clerk
House of Assembly
Main Floor, East Block
Confederation Building
St. John's, NL
A1B 4J6

Telephone: 709 729-3405
Facsimile: 709 729- 4820

E-mail: clerkHOA@gov.nl.ca
Web Site: www.assembly.nl.ca

MANDATE

The House of Assembly Service derives its mandate from the provisions of the *House of Assembly Accountability, Integrity and Administration Act*. The mandate of the House of Assembly Service is contained in subsection 25 (1) of the Act, which states:

25 (1) The House of Assembly Service consists of operations established, whether by law or otherwise, for the purpose of supporting the functioning of the House of Assembly, its committees and members, and includes

- (a) the speaker;
- (b) the office of the clerk and other officers of the House of Assembly;
- (c) the law clerk;
- (d) the financial and administrative services;
- (e) the legislative library;
- (f) the office of Hansard;
- (g) the broadcast centre; and
- (h) other divisions that may be assigned by law or designated and provided for by the commission.

The House of Assembly Service supports the work of the Speaker, the Clerk, the House of Assembly and its Committees, Members and the House of Assembly Management Commission, by:

- Coordinating and supporting the decision-making process of the House of Assembly Management Commission;
- Providing advice and interpretation on parliamentary procedure and protocol;
- Providing financial, budgetary, human resources, payroll, administrative and information services;
- Providing legal advice on Parliamentary matters to the Speaker, the Clerk and to the House of Assembly;
- Providing parliamentary library, records and information services to all Members and Officers of the House of Assembly, including reference, research and records organization and control;

- Providing compliance with *Access to Information and Protection of Privacy Act*;
- Providing official transcript of debates and proceedings of the House of Assembly and the House of Assembly Management Commission;
- Broadcasting the House of Assembly proceedings and meetings of the House of Assembly Management Communications; and
- Providing strategic communications advice and support to the Speaker, the Clerk, and the House of Assembly Management Commission.

LINES OF BUSINESS

In fulfilling its mandate, the House of Assembly Service provides the following lines of business.

1. Support to the House of Assembly and the Committees of the House

The House of Assembly Service provides executive, administrative, and advisory support to the House of Assembly and its Committees. It advises the Speaker and Members on parliamentary procedure, provides procedural advice to Committees, drafts minutes and reports, keeps records, and organizes meetings.

The House of Assembly Service, through the Law Clerk, provides legal advice on Parliamentary matters to the Speaker, the Clerk and to the House of Assembly, and provides in-house corporate legal advice. The Law Clerk provides drafting services on amendments in committee where required and for Private Members' Bills.

The Sergeant-at-Arms is responsible for preserving order and maintaining security in the galleries, corridors and other areas in the Parliamentary Precinct Assembly and is also responsible for public education and visits to the House of Assembly.

Hansard provides the official and complete transcript of debates and proceedings of the House of Assembly and the meetings of the House of Assembly Management Commission.

The Broadcast Centre is responsible for the televising of the House of Assembly proceedings and meetings of the House of Assembly Management Communications.

2. Support to the Speaker and the House of Assembly Management Commission:

The House of Assembly Service is the primary support for the Speaker and the House of Assembly Management Commission. This role incorporates the preparation of briefing materials, the coordination and facilitation of Commission meetings, and the maintenance of all Commission records.

Strategic communications advice and support are provided to the Speaker and the House of Assembly Management Commission. This role includes developing communications policy and procedures and advising on communications.

3. Support to Members of the House of Assembly

The House of Assembly Service supports the Members of the House of Assembly in carrying out their roles and responsibilities. This includes Member orientation, providing relevant training as necessary, setting up Members' offices, purchasing required supplies and services for Members, processing Members' expense claims, payroll and human resource Services.

The Legislative Library provides parliamentary library and information services to all Members and Officers of the House of Assembly in the execution of their duties, including reference and research services and information access and awareness.

4. Support to Statutory Offices

The House of Assembly Service supports the Statutory Offices in carrying out administrative responsibilities. This includes financial, budgetary, human resources, payroll, and information management services.

VALUES

The following values are fundamental to all interactions and communications between the House of Assembly Service and its clients.

<i>Value</i>	<i>Action Statement</i>
Impartiality	Each employee provides services in a non-partisan manner to all Members and their staff.
Fairness	Each employee performs his or her duties in an unbiased and independent manner.
Respect	Each employee performs his or her duties in a manner that respects the rights of other employees, Members of the House of Assembly and the public.
Confidence	Employees will not abuse their official position for personal gain and will not accept any gift or benefit which may result in an obligation to a third party.
Trust	Each employee exercises due care and control of records created or collected in the exercise of their responsibilities, ensuring that records are organized, secured and managed according to applicable policy and legislation.
Integrity	Each employee performs his or her duties honestly, ethically and free of personal interests and activities which may appear to interfere with their duties.

PRIMARY CLIENTS

The House of Assembly Service defines its primary clients as those individuals, groups and organizations who are the principal beneficiaries of its lines of business. These clients include the following:

- a) The House of Assembly and its Committees
- b) House of Assembly Management Commission
- c) Members of the House of Assembly
- d) Statutory Offices of the House of Assembly
- e) Executive Branch of Government

VISION

The vision of the House of Assembly Service is a legislature that is fully open and accountable to the people of the province.

MISSION

The Review Commission on Constituency Allowances and Related Matters was established following the publication of several reports by the Auditor General, in June and July of 2006, alleging irregularities in the administration of the affairs of the House of Assembly.

The report of the Review Commission, commonly referred to as the Green Report, contained a broad range of 275 specific recommendations and provided draft legislation to facilitate the implementation of the recommendations. The new legislation, *The House of Assembly Accountability, Integrity and Administration Act*, received Royal Assent on June 14, 2007 and establishes an administrative framework for the House of Assembly that is transparent and accountable. The legislation includes subordinate legislation known as *Members' Resources and Allowances Rules* which promote accountability in, and transparency with respect to, the expenditure of public funds.

By March 31, 2011 the House of Assembly Service will have supported the implementation of the recommendations of the *Report of the Review Commission* to establish an administrative framework for the House of Assembly that is transparent and accountable.

RESULTS OF GOALS

In consideration of the *Report of the Review Commission on Constituency Allowances and Related Matters*, the following were identified as the key areas of focus of the House of Assembly Service for the 2007-2008 fiscal year.

Goal 1:

By March 31, 2008, the House of Assembly Service will have implemented measures to improve operational efficiencies in keeping with the *Report of the Review Commission on Constituency Allowances and Related Matters*.

Measure: Implemented measures to improve operational efficiencies

Indicators	Accomplishments 2007-08
Corporate and Members' Services Division established with clear segregation of duties	The Administrative Division was renamed Corporate and Members' Services Division to reflect the full scope of services provided by the division. The number of staff was increased from four to twelve over the period January 2007 to April 2008. The accounts

Indicators	Accomplishments 2007-08
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	<p>receivable, accounts payable, purchasing and human resource/payroll functions are now segregated with a manager for each function.</p>
<p>Appropriate reporting structures are in place and revised organization charts prepared</p>	<p>A consultant was engaged to advise on appropriate reporting structures. As a result, changes were made to the prior reporting structure including less staff reporting directly to the Clerk, similar functions were grouped under the Director of Information Management, etc. A revised organization chart for the House of Assembly Service was approved by the House of Assembly Management Commission in April 2008 (previously planned to go to Commission in February 2008)</p>
<p>Position descriptions prepared which clearly outline roles and responsibilities</p>	<p>New position descriptions were developed (with assistance from outside consultant) and approved for all employees of the House of Assembly Service (Approved by House of Assembly Management Commission in 08/09 fiscal year as March 14 HOAMC meeting postponed).</p>
<p>Appropriate financial controls and procedures are established</p>	<p>Controls processes have been established for expenditures, revenues, financial reporting and budgeting. Appropriate documentation processes, security access and approval controls are in place.</p>
<p>Deployment of TRIM records management system</p>	<p>TRIM was deployed to all staff of the House of Assembly Service in December 2007. Administrative, Operational and Parliamentary records are now being managed therein.</p>

Indicators	Accomplishments 2007-08
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Information Management Capacity Assessments completed

Information Management Capacity assessments have been completed for the House of Assembly Service, Office of the Auditor General, Office of the Child and Youth Advocate, Office of the Chief Electoral Officer and the Commissioner for Legislative Standards, Office of the Citizens' Representative and the Office of the Privacy and Information Commissioner.

Code of Conduct developed for employees

A Code of Conduct for employees was developed and approved by House of Assembly Management Commission. The Code of Conduct has been provided to all employees of the House of Assembly Service. **See Appendix C.**

Goal 2:
By March 31, 2008, the House of Assembly Service will have supported the House of Assembly in being more open and transparent to the public

Measure: Supported the House of Assembly

Indicators	Accomplishments 2007-08
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A Publication Scheme is developed which includes direction on the publishing of information about the expenditures made by or on behalf of Members and other classes of information relating to the operation of the House of Assembly, including written or electronic publication on a website

The Publication Scheme for the House of Assembly was developed and approved by the House of Assembly Management Commission at the November 28, 2007 meeting of the Commission.

Briefing materials for House of Assembly Management Commission are posted on House of Assembly website at the beginning of Commission meetings

All briefing materials for the House of Assembly Management Commission are posted on the House of Assembly website at the beginning of Commission meetings.

Indicators

Accomplishments 2007-08

New and enhanced website
www.assembly.nl.ca launched

The House of Assembly website was redesigned and relaunched in Fall 2007. The enhanced content includes House of Assembly Management Commission records and directives, Members' Accountability and Disclosure reports, Hansard indexes, and Tabled Documents.

ATIPP office established to administer requests, establish policy and provide advice to Offices and Members regarding ATIPP issues

The ATIPP office was established in October 2007. One hundred and eighty-two access requests have been received since the House has become subject to the ATIPP Act.

Hansard, the official transcript of House of Assembly proceedings, and other legislative materials are available on the website

Hansards are available for 1998-2008 as well as Hansard indexes for 2006 and 2007. Other legislative materials available include: Order Papers, Progress of Bills, Committee Hansards, and Tabled Documents.

House of Assembly Management Commission meetings are televised in the same manner as sittings of House of Assembly

All House of Assembly Management Commission meetings have been broadcast in the same manner as the sittings of the House of Assembly.

Policy and Procedures Manual for Commission has been developed and approved

A Policy and Procedures Manual for the Management Commission was approved at the August 29, 2007 meeting of the Commission. The manual will be revised as needed.

Goal 3:

By **March 31, 2008**, the House of Assembly Service will have supported enhanced understanding of Members of the House of Assembly in carrying out their roles and responsibilities.

Measure: Supported enhanced understanding

Indicators	Accomplishments 2007-08
Members' Handbook and Members' Resources and Allowances Rules Manual have been produced and provided to all Members of the House of Assembly.	A Member's Handbook and a Members' Resources and Allowances Rules Manual were developed and provided to all Members of the House of Assembly. The manuals were approved and adopted by the House of Assembly Management Commission at its November 28, 2007 meeting and were subsequently tabled by the Speaker in the House of Assembly. Both manuals are posted on the House of Assembly website.
New Rules and related processes and forms are in place and have been communicated to Members.	A Members' Resources and Allowances Rules Manual has been developed which provides additional guidance to Members in understanding the new Rules. Appropriate forms for expenses claims, purchases, etc. were developed and included in the Manual. Information/training sessions were held for all Members and their Constituency Assistants.
Members are given copies of all relevant legislation	The Members' Handbook included copies of all relevant legislation
Reference manuals are posted on House of Assembly website	The Members' Handbook and Members' Resources and Allowances Rules Manual were posted on House of Assembly website Fall 2007.

Indicators	Accomplishments 2007-08
Members are oriented to their roles and responsibilities and provided training on the new rules and regulations	Members were provided training on the new rules and regulations in October 2007. Members elected for the first time to the House of Assembly were provided with an orientation to the new rules; the routine proceedings of the House of Assembly; the protocol of the House; and, were given a guided tour of the Chamber.

Opportunities and Challenges Ahead

While tremendous progress has been made on the implementation of the *Report of the Review Commission on Constituency Allowances and Related Matters*, the year ahead will afford increased opportunities to establish a more accountable and transparent administrative framework for the House of Assembly.

Enhanced financial processes, improved records management systems, increased access to proceedings of the House of Assembly and its committees as well as new educational and promotional material for the House of Assembly are all opportunities to increase accountability and to help build confidence and trust in the operations of the Legislature.

The House of Assembly has been through considerable change as a result of the new legislation, the *House of Assembly Accountability, Integrity and Administration Act*, and the subordinate *Members' Resources and Allowances Rules*. A challenge to the House of Assembly Service is to continue to respond to the needs of its primary clients and ensure full compliance with the new legislation while supporting employees of the House of Assembly in the new environment.

LEGISLATURE
Statement of Expenditure and Related Revenue
FOR THE YEAR ENDED 31 MARCH 2008

	Actual	Estimates	
		Amended	Original
	\$	\$	\$
HOUSE OF ASSEMBLY			
HOUSE OF ASSEMBLY			
<i>CURRENT</i>			
1.1.01. ADMINISTRATIVE SUPPORT			
01. Salaries	1,112,563	1,126,000	1,126,000
02. Employee Benefits	2,866	3,000	3,000
03. Transportation and Communications	50,655	55,000	55,000
04. Supplies	41,685	50,000	50,000
05. Professional Services	488,072	771,000	221,000
06. Purchased Services	549,704	617,000	617,000
07. Property, Furnishings and Equipment	71,743	76,100	70,000
	<u>2,317,288</u>	<u>2,698,100</u>	<u>2,142,000</u>
02. Revenue - Provincial	(68,698)	-	-
Total: Administrative Support	<u>2,248,590</u>	<u>2,698,100</u>	<u>2,142,000</u>
1.1.02. HOUSE OPERATIONS			
01. Salaries	520,400	539,000	457,000
02. Employee Benefits	4,379	9,000	9,000
03. Transportation and Communications	115,054	144,500	173,000
04. Supplies	11,556	21,000	21,000
06. Purchased Services	32,625	48,000	48,000
07. Property, Furnishings and Equipment	15,385	21,500	15,000
Total: House Operations	<u>699,399</u>	<u>783,000</u>	<u>723,000</u>
1.1.03. CAUCUS OPERATIONS AND MEMBERS'			
EXPENSES			
01. Salaries	2,941,498	3,021,100	2,191,300
03. Transportation and Communications	207,595	288,980	290,000
04. Supplies	35,149	36,300	30,000
06. Purchased Services	178,264	190,000	190,000
07. Property, Furnishings and Equipment	29,020	30,900	30,000
09. Allowances and Assistance	5,653,207	7,270,800	5,380,000
10. Grants and Subsidies	36,716	36,720	36,000
	<u>9,081,449</u>	<u>10,874,800</u>	<u>8,147,300</u>
02. Revenue - Provincial	(301,814)	-	-
Total: Caucus Operations and Members'			
Expenses	<u>8,779,635</u>	<u>10,874,800</u>	<u>8,147,300</u>

Audited financial information will be included in the Annual Report of the House of Assembly Management Commission to be tabled by the Speaker during the next sitting of the House. The House of Assembly Service does not have a requirement for a separate, individual audited financial statement.

LEGISLATURE (CONTINUED)

	Actual	Estimates	
		Amended	Original
	\$	\$	\$
HOUSE OF ASSEMBLY			
HOUSE OF ASSEMBLY			
<i>CURRENT</i>			
1.1.04. HANSARD AND THE BROADCAST CENTRE			
01. Salaries	388,702	467,800	502,800
02. Employee Benefits	1,201	1,500	1,500
03. Transportation and Communications	88,651	140,800	469,500
04. Supplies	5,869	6,200	6,200
06. Purchased Services	14,900	31,000	31,000
07. Property, Furnishings and Equipment	20,171	360,700	10,000
Total: Hansard and the Broadcast Centre	519,494	1,008,000	1,021,000
1.1.05. LEGISLATIVE LIBRARY			
01. Salaries	376,582	379,600	344,600
02. Employee Benefits	914	1,500	1,500
03. Transportation and Communications	2,959	5,000	5,000
04. Supplies	48,395	50,000	50,000
06. Purchased Services	10,878	11,500	11,500
07. Property, Furnishings and Equipment	2,121	5,000	5,000
Total: Legislative Library	441,849	452,600	417,600
TOTAL: HOUSE OF ASSEMBLY	12,688,967	15,816,500	12,450,900
TOTAL: HOUSE OF ASSEMBLY	12,688,967	15,816,500	12,450,900

APPENDIX A Legislative Framework

The mandate of the House of Assembly Service is informed by the following legislation:

Legislative Responsibility

- *House of Assembly Accountability, Integrity and Administration Act*
- *House of Assembly Act*
- *Elections Act, 1991*

Related Legislation That Influences The Work Of The Office

- *Access to Information and Protection of Privacy Act*
- *Transparency and Accountability Act*
- *Financial Administration Act*
- *Management of Information Act*

APPENDIX B Code of Conduct

As Officers and Staff of the House of Assembly:

1. We will serve the aims and objectives of the House of Assembly and ensure that personal interests and activities do not interfere, or appear to interfere, with this obligation.
2. We will perform our duties honestly, faithfully, ethically, impartially and efficiently, respecting the rights of the public and our colleagues. We will refrain from conduct that might impair our effectiveness or that would compromise our integrity.
3. We will ensure that we maintain the confidence and trust of Members of the House of Assembly and provide fair, confidential and impartial service equally to Members and staff of all parties.
4. We will treat colleagues, Members and the public with courtesy and respect.
5. We will avoid circumstances in which personal interests compromise or conflict with the interests of the House of Assembly and avoid circumstances in which there will be the appearance of a compromise or conflict. We are subject to the provisions of the Conflict of Interest Act, 1995.
6. We will not abuse our official position for personal gain. We will not accept any gift or other benefit that could be seen as an inducement or reward that might place us under an obligation to a third party. We will follow all requirements and policies of the House of Assembly service with respect to gifts and rewards.
7. We will exercise due care and control of records created or collected in the exercise of our responsibilities, ensuring that they are organized, secured and managed according to applicable policy and legislation.
8. We will ensure that any contribution we make to public debate or discussion on matters of government or House of Assembly policy is appropriate to the position we hold and is compatible with our obligation to be politically impartial.
9. We will ensure that our participation in public bodies and voluntary associations does not create a conflict of interest or the appearance of a conflict of interest with our duty to act in a politically impartial manner.

August, 2007