



Justice and Solicitor General

October 2017

Summary

There are no new recommendations to the Department of Justice and Solicitor General in this report.

Department

The following recommendations are outstanding and not yet ready for follow-up audits:

Victims of Crime Fund: Systems to manage sustainability and assess results—Develop and publicly report on a plan for the Victims of Crime Fund program—February 2016, no. 5, p. 46

We recommend that the Department of Justice and Solicitor General:

- develop and approve a business plan with measurable desired results for the Victims of Crime Fund
- publicly report on the results of this business plan

Victims of Crime Fund: Systems to manage sustainability and assess results—Determine best use of Victims of Crime Fund accumulated surplus—February 2016, no. 6, p. 49

We recommend that the Department of Justice and Solicitor General, supported by sufficient analysis, determine an appropriate use of the Victims of Crime Fund accumulated surplus

Funding Sustainable and Cost-Effective Legal Aid Services: Determine the type and scope of services a public legal aid system can sustain—May 2017, no. 1, p. 39

We recommend that the Department of Justice and Solicitor General determine, through analysis, the type and scope of services Alberta's publicly funded legal aid system can provide and sustain.

Funding Sustainable and Cost-Effective Legal Aid Services: Ensure the performance measures in place for legal aid services—May 2017, no. 2, p. 42

We recommend that the Department of Justice and Solicitor General ensure there are processes in place to measure, monitor and report on the quality, efficiency and cost-effectiveness of publicly funded legal aid services.

Management has identified these recommendations as implemented—to be confirmed with follow-up audits:

Office of the Chief Medical Examiner: Contracting transporters of deceased rural Albertans—Develop guidelines for contract requests—July 2016, no. 1, p. 22

We recommend that the Department of Justice and Solicitor General develop guidelines that clearly identify:

- when a program area must provide a business case to support a contract request and what information must be included
- who can make a decision not to require a business case and in what circumstances, and what must be documented to support this decision

Office of the Chief Medical Examiner: Contracting transporters of deceased rural Albertans—Determine when contracted vendors will be used—July 2016, no. 2, p. 25

We recommend that the Department of Justice and Solicitor General determine and include as part of its pre-qualification contract posting process:

- a date after which only vetted and contracted vendors are eligible to provide services in the normal course of business
- circumstances in which it may need to use non-contracted vendors

Ministry and Office of The Public Guardian and Trustee

The following recommendation is outstanding and not yet ready for a follow-up audit:

Improve results analysis processes and reporting—February 2016, no. 4, p. 40

We recommend that the Public Trustee and Ministry of Justice and Solicitor General improve the performance reporting for the operations of the Public Trustee.

Office Of The Public Guardian And Trustee

The following recommendations are outstanding and not yet ready for follow-up audits:

Supervisory review of client files—February 2013, no. 2, p. 42

We recommend that the Office of the Public Guardian and Trustee improve its file management processes to ensure all client files are subject to adequate supervisory review.

Internal audit role—February 2013, no. 3, p. 42

We recommend that the Office of the Public Guardian and Trustee strengthen the role of its internal audit, ensuring it has adequate authority and independence to effectively perform its function.

Improve and follow policies—February 2013, no. 4, p. 45

We recommend that the Office of the Public Guardian and Trustee:

- review and assess whether its policies are appropriate, and procedures are adequate to mitigate the risk that client assets could be misappropriated or otherwise mismanaged
- improve its processes for ensuring compliance with policies and procedures

Documentation—February 2013, no. 6, p. 48

We recommend that the Office of the Public Guardian and Trustee improve its processes for ensuring client files are appropriately documented, including adequate documentation of supervisory review and internal audit.

Determine and manage surplus—February 2016, no. 3, p. 36

We recommend that the Public Trustee develop processes to effectively manage the growth and use of the accumulated surplus in the Common Fund.

Management has identified this recommendation as implemented —to be confirmed with a follow-up audit:

Segregation of duties—February 2013, no. 5, p. 47

We recommend that the Office of the Public Guardian and Trustee strengthen its processes for the approval and payment of client expenses or disbursements.