DRAFT – For discussion and subject to modification

2019 WORK PLAN
LEGISLATIVE ASSEMBLY MANAGEMENT COMMITTEE & FINANCE AND AUDIT COMMITTEE

To allow the Legislative Assembly Management Committee (LAMC) to fulfill its important oversight responsibilities of the Assembly's operations and finances, a draft work plan and meeting schedule is proposed for 2019. This plan also includes work undertaken by LAMC's advisory subcommittee, the Finance and Audit Committee (FAC). Should LAMC proceed to appoint a Subcommittee on Agenda and Procedure, that Subcommittee may meet as required to set LAMC meeting agendas.

The Acting Clerk will provide regular reports to LAMC between meetings on a discretionary basis, including of agenda items for upcoming meetings of LAMC and FAC.

EXISTING BUSINESS

Area	Purpose/Objective(s)
Regular Financial Reporting	To consider and approve the Legislative Assembly's quarterly financial statements.
Budget of the Office of the Speaker for FY 2019-20	To consider a deferred decision of LAMC (December 19, 2018) with respect to additional funding for the Office of the Speaker when the officeholder is also an Independent Member.
Caucus Funding Policy	To consider a deferred decision of LAMC (December 19, 2018) with respect to the provisions of the policy that pertain to leased office space in Vancouver for the Third Party.
Constituency Offices and Ministerial Staff	To review previously requested information prepared by Legislative Assembly staff on the practice of having ministerial staff in constituency offices.
Respectful Workplace Policy	To review and approve a Respectful Workplace Policy, based on best practices, that would apply broadly to Members, caucus staff, Assembly staff, and all individuals working on the Legislative Precinct.
Approval of the Vote 1 Budget Submission	To consider and approve the Legislative Assembly's annual Vote 1 budget submission.

NEW BUSINESS

Additional new business may be added pursuant to any priorities that LAMC Members may wish to set.

Area	Purpose/Objective(s)
Executive Staff Remuneration	To consider how remuneration and compensation packages will be set for Assembly Executive staff going forward, and establish a process for how remuneration and compensation packages may be reviewed if necessary.

Governance	To review the Legislative Assembly's governance structure, to clarify LAMC's oversight role (including the adoption of a terms of reference), and to establish appropriate accountabilities and reporting relationships for Executive staff and permanent officers.
Interparliamentary Relations and Activitites	To establish clarity on protocols on how the Legislative Assembly contributes to interparliamentary organizations to which it belongs, and how to report out after Members' participation in interparliamentary visits.
Legislative Reforms	To consider statutory amendments to strengthen and reform the *Legislative Assembly Management Committee Act* as well as legislative changes proposed by the Information and Privacy Commissioner, the Merit Commissioner, and the Ombudsperson, as well as any other areas for reform that LAMC may wish to consider to propose to the Minister responsible for any statutes that may require legislative amendments.
Members' Legal Expenses Fund	To establish a clear policy with criteria and processes for the use of the Members' Legal Exepnses Fund established by LAMC in 2006, to be used for indemnification and legal assistance requests from Members.
Members' Transitional Allowance	To consider increased transparency and disclosure of the transitional allowances provided to Members following their tenure.
Members' Career Retraining Allowance	To consider improvements to the career retraining allowance offered to Members following their tenure, with enhanced pre-approval and transparency provisions.
Enhanced Disclosure	To consider additional areas of proactive transparency disclosure for the Legislative Assembly.
Constituency Office Communications	To review the *Members' Guide and Policy and Resources* and provide clarity on what constitutes an appropriate use of constituency office funds for communications purposes, and to provide certainty of process in approving communications products to ensure that they are not partisan or political.

PROPOSED MEETING DATES

A proposed 2019 meeting schedule for LAMC and FAC is below. Business of LAMC and FAC may shift depending on any new policy and legislative changes that may be made by the Legislative Assembly in the months ahead. The schedule below may be amended to include any new business that arises from decisions made by LAMC at future meetings.

Legislative Assembly Management Committee	Finance and Audit Committee
Tuesday, April 2 Thursday, May 2 Monday, June 3 Thursday, September 19 Thursday, October 24 Tuesday, December 3 (full day – budget) Monday, December 9 (if required – budget)	Tuesday, March 26 Wednesday, April 10 Monday, April 29 Tuesday, May 14 Monday, May 27 Monday, September 9 Tuesday, October 8 Wednesday, October 30 Thursday, November 7 Tuesday, November 19