

Office of the Executive Council

Activity Plan

2020 - 2023





MESSAGE FROM THE PREMIER

As Premier of Newfoundland and Labrador, I am pleased to present the 2020-23 Activity Plan for the Office of the Executive Council. The mandate of the Office of the Executive Council, as reflected in this Activity Plan, is to provide leadership, coordination, advice, and guidance to support the various decision-making, planning, and policy development processes within the Government of Newfoundland and Labrador. Specifically, this entails supporting the work of the Premier, Cabinet, and its committees, as well as all the work of all departments and agencies as they implement their respective mandates.

The core activities of the Office of the Executive Council as outlined in this Activity Plan will assist me in achieving my vision for Newfoundland and Labrador – a prosperous, fiscally stable province that is recognized as much for the diversity of its population and economy as it is for the accessibility and responsiveness of its programs and services.

As Minister responsible for the Office of the Executive Council, I am accountable for the preparation of this three-year Activity Plan and for the achievement of the objectives it sets out. I look forward to tabling annual reports in the House of Assembly that update Newfoundlanders and Labradorians on the progress toward those objectives.

Hon. Andrew Furey
Premier

Departmental Overview

The Office of the Executive Council is the department of the Premier of Newfoundland and Labrador. The Office of the Executive Council supports the general operations of the provincial government, including those of Cabinet and the broader public service, through the provision of leadership, coordination, advice, and guidance to the Premier, Cabinet, committees of Cabinet, and provincial government departments and agencies.

There are entities within the Office of the Executive Council that, in accordance with the **Transparency and Accountability Act**, prepare separate multiyear plans and annual reports. These are: Treasury Board Secretariat; the Office of the Chief Information Officer; the Intergovernmental Affairs Secretariat; the Labrador Affairs Secretariat; the Office of Indigenous Affairs and Reconciliation; and, the Office for the Status of Women.

For the purposes of this Activity Plan, the Office of the Executive Council includes the following entities:

- The Office of the Clerk of the Executive Council, including Cabinet Secretariat and the Provincial Protocol Office;
- The Communications and Public Engagement Branch;
- The Lieutenant Governor's Establishment; and
- The Financial Administration Division.

Staff and Budget

The work of the Office of the Executive Council is supported by 75 employees, with an approximate budget of \$10.8 million¹. The following breakdown is offered:

Entity	Number of Employees	2020-21 Budget
Office of the Clerk of the Executive Council, including Cabinet Secretariat, and the Provincial Protocol Office	19	\$2,197,900
Lieutenant Governor's Establishment	11	\$765,300
Communications and Public Engagement Branch	35	\$7,054,600
Financial Administration Division	10	\$744,300
Total	75	\$10,762,100

Further information about the Office of the Executive Council is available at <https://www.exec.gov.nl.ca/exec/> .

¹ Source: Estimates 2020.

Issue One – Providing Support to Cabinet and Committees of Cabinet

One of the primary roles of the Office of the Executive Council is to support the decision-making processes of the executive branch of government by providing non-partisan advice and support to Cabinet and committees of Cabinet. Cabinet is the highest decision-making body in the province and meets regularly to consider policy, program, regulatory, and financial issues as prepared by departments and advanced by ministers of the Crown. The Office of the Executive Council plays a critical role in supporting the Cabinet process, ensuring the effective operation of Cabinet and its committees, liaising with departments and agencies to ensure that necessary actions are taken further to the direction of Cabinet provided in Minutes of Council, and facilitating the coordination of initiatives that involve all or multiple departments and agencies.

Objective 1:

By March 31, 2021, the Office of the Executive Council will have undertaken initiatives that support the operations of Cabinet and committees of Cabinet.

Indicators:

- Number of Cabinet meetings held;
- Number of Cabinet committee meetings held;
- Number of Minutes of Council issued; and,
- Number of Orders in Council issued.

Objective 2:

By March 31, 2022, the Office of the Executive Council will have undertaken initiatives that support the operations of Cabinet and committees of Cabinet.

Objective 3:

By March 31, 2023, the Office of the Executive Council will have undertaken initiatives that support the operations of Cabinet and committees of Cabinet.

Issue Two: Providing Support to the Premier

The Office of the Executive Council is the branch of the provincial government that provides direct, impartial support to the Premier's role in setting overall government policy, coordinating initiatives brought forward by ministers, and developing responses to government-level issues. The Office of the Executive Council provides briefings to the Premier on matters that will be considered by Cabinet, provides briefing notes to the Premier submitted by departments and agencies on the emergence or status of major issues or those that are likely to attract considerable public attention, and meets regularly with the Premier and senior staff to ensure that appropriate responses are developed for government-wide issues and those that are a priority for the Premier.

Objective 1:

By March 31, 2021, the Office of the Executive Council will have undertaken initiatives that support the Premier as head of the executive branch of government.

Indicator:

- Number of briefing notes provided to the Premier's Office.

Objective 2:

By March 31, 2022, the Office of the Executive Council will have undertaken initiatives that support the Premier as head of the executive branch of government.

Objective 3:

By March 31, 2023, the Office of the Executive Council will have undertaken initiatives that support the Premier as head of the executive branch of government.

Issue Three – Providing Support to the Clerk of the Executive Council as Head of the Public Service

The Clerk of the Executive Council is the most senior government official in the public service and is responsible to the Premier for the overall effectiveness of the public service. In this role, the Clerk of the Executive Council oversees recruitment and training for senior executives; communicates regularly with deputy ministers through group meetings to share information and discuss matters that affect the public service and residents of the province; ensures that business continuity planning for government as a whole is in place to provide for the continued delivery of government programs and services during times of disruption; oversees the annual Public Service Award of Excellence to recognize leadership and excellence in the public service; and, works with the Protocol Office and the Lieutenant Governor's establishment respecting various ceremonial events, including the bestowal of the Order of Newfoundland and Labrador, the Newfoundland and Labrador Awards for Bravery, and the Newfoundland and Labrador Volunteer War Service Medal.

Objective 1:

By March 31, 2021, the Office of the Executive Council will have undertaken initiatives that support the Clerk of the Executive Council as head of the public service.

Indicators:

- Number of executive development training sessions offered and number of executive participating in those sessions;
- Number of deputy minister group meetings held;
- Number of inductees to the Order of Newfoundland and Labrador;
- Number of Public Service Awards of Excellence bestowed;
- Number of residents of Newfoundland and Labrador awarded with a Newfoundland and Labrador Award for Bravery; and,
- Number of recipients of the Volunteer War Service Medal.

Objective 2:

By March 31, 2022, the Office of the Executive Council will have undertaken initiatives that support the Clerk of the Executive Council as head of the public service.

Objective 3:

By March 31, 2023, the Office of the Executive Council will have undertaken initiatives that support the Clerk of the Executive Council as head of the public service.

Issue Four – Provision of Government-Wide Communications Functions

The Communications and Public Engagement Branch is responsible for managing the communications and public engagement functions of the provincial government. The branch coordinates communications and consultation activities of all government communications staff and of all departments; provides long-term planning to achieve government's communications goals; provides media monitoring; provides advice to navigate issues as they arise; and, advances practices of sound public engagement, strategic planning, and annual reporting.

Objective 1:

By March 31, 2021, the Office of the Executive Council will have undertaken initiatives to ensure effective communication from the provincial government and effective public engagement with residents of the province.

Indicators:

- Number of Communications Plans reviewed;
- Number of news releases distributed;
- Number of news conferences held; and,
- Number of public engagements held.

Objective 2:

By March 31, 2022, the Office of the Executive Council will have undertaken initiatives to ensure effective communication from the provincial government and effective public engagement with residents of the province.

Objective 3:

By March 31, 2023, the Office of the Executive Council will have undertaken initiatives to ensure effective communication from the provincial government and effective public engagement with residents of the province.

