

## 3.5 Receipt of Proposals by Executive Council Office and Review by the TPB Office

Upon final review and approval by the deputy head and signature by the minister, proposals are forwarded to Executive Council Operations, TPB. The Executive Council Operations branch logs the submission and forwards it to the TPB analyst for staff analysis.

### Working with your TPB Analysts

The TPB analyst assesses the proposal against a series of criteria including the following:

- consistency with government's framework of strategic priorities (such as Economic Growth Strategy, Energy Strategy, etc.)
- consistency with the corporate agenda (e.g., Blueprint, Throne Speech)
- the effectiveness of the recommended option in addressing the problem/opportunity
- cost/benefits
- financial/budgetary implications
- human resources/information technology implications
- legal/legislative/jurisdictional/environmental ramifications
- impact on stakeholders
- public perceptions
- implementation issues, timing
- consideration of other options

Assignments of TPB analysts will change periodically and the TPB office will forward updates as necessary.

The process works best when there is a good working relationship between the department and the TPB analysts. The TPB analysts should be kept informed of important issues on the horizon for the department. This could involve such mechanisms as periodic attendance at departmental senior management meetings, or a regularly scheduled meeting of the TPB analysts and senior departmental management.

It is also highly recommended that proposals to Executive Council and/or TPB on major issues are forwarded to the assigned TPB analyst while in draft form. This helps to streamline the process.

The TPB analyst, in consultation with the TPB Director of Communications, will review the communications plan (Appendix 3-B) submitted with the proposal. The TPB Director of Communications may then consult with the appropriate Communications Nova Scotia (CNS) managing director regarding any concerns or required amendments.

The TPB analyst may also consult with the department's Finance Corporate Service Unit (CSU) and the Department of Finance if additional clarification is required on financial issues even though the Finance CSU had previously reviewed the financial impact sections of the proposal. TPB analysts may also consult other departments and central agencies as necessary.

Finally, the TPB analyst will complete his/her Staff Assessment (Appendix 3-Q).

The assessment concludes with the analyst's recommendation to Executive Council and/or TPB. If the TPB analyst is recommending changes or is not recommending the department's proposal, the analyst will advise the department staff who prepared the proposal and the deputy head. Before this takes place, the TPB analyst will make every effort to work with the department to provide advice and guidance on preparation of the proposal and will attempt to come to a mutual understanding and possible resolution of any outstanding issues.

The assigned TPB analyst is responsible for updating the department on the status of Executive Council submissions, including advice regarding whether and when a proposal is ready to be forwarded to Executive Council or TPB.

## **Deciding Where Proposals Go**

Once a submission is received at the TPB office, it is assigned to an analyst who prepares the staff assessment. The Secretary to the Executive Council reviews the proposal and staff assessment and determines whether the proposal requires Executive Council approval or whether it is a TPB item. The Transaction Guide (see Appendix 3-P) facilitates this determination. (See Chapter 3.1 Types of Decisions.)

## **Executive Council and Treasury and Policy Board Requirements**

Submissions to Executive Council and TPB, complete with all supporting documentation, are required 10 working days in advance of the Executive Council or TPB meeting. This ensures sufficient time for analysis, briefings, and preparation time.

Walk-ins to Executive Council and TPB are discouraged. Walk-ins should be the exception rather than the rule and therefore very infrequent. Walk-in items to Executive Council or TPB will only be accepted if they are essential items and prior permission has been authorized by the Chief of Staff in the Premier's Office and the Chair of Treasury and Policy Board. Also, the relevant and signed documentation must be provided to the Executive Council Operations, TPB, in advance of the applicable meeting. Further, the minister must provide copies of the documentation to his/her colleagues at the Executive Council or TPB meeting.

For very detailed, complicated, or pressing issues, a presentation to Executive Council or TPB may be required. If it is determined that a presentation will be made, the appropriate TPB analyst will confirm this with the department staff and the deputy minister.

The presentation will generally be made by the department's deputy head with one or two other senior officials present to assist. A copy of the presentation overheads must be submitted to the TPB office at least three business days before the scheduled presentation. It then becomes part of the official documentation. Presentations should be limited to no more than fifteen minutes, after which there may be a question period.

The presentation should be succinct and contain all of the following:

- a statement of the issue/problem to be addressed
- a summary of the background
- key issues/challenges
- financial implications
- human resources and information technology implications
- stakeholder concerns
- alternatives/options
- a recommended option
- implementation plan and timelines

## **Enquiries**

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