

## MEMORANDUM

To: Members of Audit Committee

From: Katherine Chislett  
Commissioner of Community and Health Services

Date: May 23, 2023

Re: Implementation of Audit Recommendation Requirement to update the  
Public Health Branch Sexual Health Clinics community needs assessment

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### **Implementation of Audit Recommendation will be completed by Q4 2024**

This memo is required because implementation of the Audit Recommendation to update the Public Health Branch Sexual Health Clinics community needs assessment is delayed by more than two years from the original due date.

### **Public Health anticipated updating the Sexual Health Clinics community needs assessment in Q4 2020**

In 2019, the Audit Services Branch conducted an audit of Community and Health Services, Public Health, Sexual Health Clinics program. In a [May 2019](#) report, the Audit Services Branch recommended the Sexual Health Clinic program:

- Consider the use of an external resource to either prepare all needs assessments or, at a minimum, to review all needs assessments prepared internally
- Determine the frequency and need for the community needs assessment. Consider updating the needs assessment every four years in line with term of Council
- Ensure the information included in the needs assessment is current and relevant
- Ensure all information contained in the needs assessment is directly tied to and supported by the survey results

This audit resulted in a report presented to the Audit Committee in [January 2020](#). The Public Health Branch committed to complete these recommendations by the end of Q4 2020.

### **Updating the Sexual Health Clinic community needs assessment was delayed due to the COVID-19 pandemic response**

To respond to the COVID-19 pandemic, Public Health opened a Health Emergency Operation Centre in January 2020. During Q1 of 2020 most public health programs and services were paused or ceased to dedicate staffing resources to the emergency response. This resulted in sexual health staffing, programs, services, and management support being limited during the period of the response. Due to this limited program capacity, Public Health had to postpone updating the clinics community needs assessment.

### **A community needs assessment plan was initiated in Q2 2022 with further assessment plans to be completed in Q2 2024**

In Q1 2022, staff and management gradually returned to the program from the emergency response. A community needs assessment plan, including the consideration of updating an assessment every four years, was initiated in Q2 2022.

Despite the workload impacts of COVID, staff have been working on the assessment. Initial work was completed in Q1 by staff, which will be enhanced through engagement of a third party as recommended, and additional stakeholder involvement. The target date for a new needs assessment is mid 2024.



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Katherine Chislett  
Commissioner of Community and Health Services



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Bruce Macgregor  
Chief Administrative Officer

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