

EONI MANAGEMENT BOARD MEETING

THURSDAY 25 FEBRUARY 2010 at 10.00AM

CONFERENCE ROOM

MINUTES

Members:

Chief Electoral Officer (CEO)
Assistant Chief Electoral Officer (ACEO(R))
Assistant Chief Electoral Officer (ACEO(E))
Head of Corporate Services (HoCS)
Head of Information Services (HoIS)

In attendance:

PA to CEO
HR Officer (item 5)
Finance Officer (item 6)

Apologies: NIPSA Reps

| | | <u>ACTION</u> |
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| 1. | <p><u>Matters arising – Action Points</u></p> <p>Minutes of the January Board were agreed out of Board on 8 February 2010.</p> <p>Action points were reviewed – matters arising, ongoing actions and new action points have been recorded on the Board Action Point report.</p> <p>Action 2 – The Home Working Policy has been approved and signed off by NIPSA and CEO.</p> <p>Action 3 – The work on the POINTER project is ongoing. CEO approved the use of temporary staff to assist.</p> <p>Action 4 – No response was received so a reminder will be sent.</p> <p>Action 5 – The ACEO(E) advised that this is ongoing and the panic alarm will be upgraded.</p> | <p>HR Officer</p> <p>ACEO(R)</p> <p>ACEO(R)</p> <p>ACEO(E)</p> |
| 2. | <p><u>Progress against targets</u></p> <p>CEO gave a summary on the progress against targets report as outlined in the Business Plan for 2008/09. The targets were discussed and reviewed.</p> | |

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| | Objective 15 – This has been achieved. | |
| 3. | <p><u>Schedule of future Business</u></p> <p>The schedule of future business was reviewed and updated. Board members should notify the PA to CEO of any future business to be brought before the Board.</p> | PA to CEO |
| 4. | <p><u>Management Information</u></p> <p>The management information was discussed and noted.</p> <p><u>Registration</u> – the registration figures were reviewed and noted by the Board. There was no significant change but the figures should increase over the next few months.</p> <p><u>Marketing</u> – the marketing figures were reviewed and noted by the Board.</p> <p><u>Media</u> – the media figures were reviewed and noted by the Board.</p> <p><u>Other Public Contact</u> – the figures were reviewed and noted by the Board. It was noted how the web usage has increased. The CEO pointed out that the website statistics for January 2010 refer to page views not website visits and a footnote should be inserted to explain the difference.</p> <p><u>Office Visits</u> – the figures were reviewed and noted by the Board. The ACEO(E) will obtain the missing Ballymena figure. The CEO requested that the title be changed to Office Visits by Customers.</p> <p><u>Electoral ID Card Statistics</u> - the CEO queried the statistics as only a small proportion of applications received were processed. He suggested the statistics would be better presented if the number not processed were broken down by category.</p> <p><u>Prompt Payment Figures</u> – the figures were reviewed and noted by the Board.</p> <p><u>Complaints, Compliments & Suggestions</u> – the complaints were reviewed by the Board. The CEO queried the complaint about the canvass</p> | <p>HoIS</p> <p>ACEO(E) ACEO(R)</p> <p>HoIS/ Information Officer</p> |

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| | <p>and the ACEO(R) explained that they were one week late due to supplier problems</p> <p><u>Evaluation of Initiatives</u> – the Board reviewed the initiative undertaken by the Ballymena Area Office and agreed it was very successful.</p> | |
| <p>5.</p> | <p><u>Personnel Report</u></p> <p>The personnel report was discussed and noted.</p> <p><u>Sick Absence</u> – the HR Officer reported that the current sick absence rate was 3.9 days per person (2.1%).</p> <p><u>Training Plan</u> – the HR Officer advised that 84% of training identified through PDPs has been completed. All outstanding training is scheduled to take place during February and March.</p> <p><u>Recruitment</u> – the HR Officer took the Board through the current recruitment activity.</p> <p>Count Staff – there were 800 applications in response to the latest recruitment campaign and they will be tested on 1st and 2nd March.</p> <p>Electoral Assistants – 41 applications for the Newtownabbey Area Office have been received. Interviews are scheduled for 3th-5th March.</p> <p>Helpline Officer- there was no internal interest so the position is being advertised externally through the job centre and the EONI website. The closing date is 9th March.</p> <p><u>Work Placement</u> – the HR Officer updated the Board on Project ABLE with the Orchardville Society. There will be a presentation to the Belfast Area Office staff and the 12-week work placement will commence in mid June.</p> <p><u>Evacuation Chair Training</u> – The CEO stated that everyone should be trained. He appreciated that some members of staff might not feel that they are strong enough or have back problems but that will not stop them from being trained. Unless volunteers came forward by 5 March he would nominate staff to attend the training which would be compulsory.</p> | |

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| | <p>The HR Officer advised the Board that the training in SAGE will hopefully take place on 4th or 5th March and HR will be taking forward personnel data input following installation which is scheduled for 8 March 2010.</p> <p>The HR Officer advised the Board that the staff survey will take place at the Training Day and the results will be analysed by an external body. A statistician will be procured.</p> <p>The revised Recruitment Policy is currently with NIPSA.</p> | <p>HR Officer</p> |
| <p>6.</p> | <p><u>Finance Report</u></p> <p>The Finance Officer took the Board through the Budget Centre Report for January 2010. There was nothing of significance to report.</p> <p>The CEO will contact the NIO to find out their position on surplus receipts.</p> <p>EPE09 Overview – Everything should be cleared by 26 February 2010.</p> | <p>Finance Officer</p> <p>CEO</p> |
| <p>7.</p> | <p><u>Premises – Fire Risk Assessment</u></p> <p>The HoCS took the Board through the Fire Risk Assessment Recommendations outstanding at 19 February 2010.</p> <p>There is unsatisfactory disabled refuge in the Newtownards office. Consideration should be given by the Board to relocate when the lease expires. The HoCS and ACEO(E) will draw up an Area Office specification so there is a guidance document in place in the event of having to lease new premises</p> <p>The HOCS will meet with the DFPNI to discuss if there is a legal requirement to install a disabled refuge in Newtownards.</p> <p>The HoCS is awaiting legal advice from the Crown Solicitors regarding the Omagh office.</p> | <p>HoCS / ACEO(E)</p> <p>HoCS</p> <p>HoCS</p> |

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| 8. | <p><u>Audit Update</u></p> <p>The HoCS advised the Board of the Audit recommendations current at 19 February 2010.</p> | HoCS |
| 10. | <p><u>Business Continuity Plan</u></p> <p>The ACEO(E) reported that the Plan had been revised and that an unannounced exercise would take place shortly.</p> | ACEO(E) |
| 11. | <p><u>AOB</u></p> <p>The Board discussed the current furniture requests and the HoCS will prioritise purchasing as funding allows.</p> <p>HoCS gave HoIS approval to order requested IT equipment – Ironkeys, Monitors & a printer for the registration projects officer</p> | HoCS |
| 12. | <p><u>Next Meeting</u></p> <p>Next meeting – Thursday 25 March at 10.00am</p> | |

The meeting concluded at 11.30am

Approved out of Board on 5 March 2010

