

EONI MANAGEMENT BOARD MEETING

THURSDAY 15 MAY at 10.00AM

CONFERENCE ROOM 1ST FLOOR

MINUTES

Members:

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

In attendance:

PA to CEO
HR Officer (item 5)
Finance Officer (item 6,7)
Information Officer (item 8)
Systems Analyst (item 9)

Apologies: Head of Corporate Services (HoCS)

		<u>ACTION</u>
1.	<u>Matters arising – Action Points</u> Action points were reviewed – matters arising, on going actions and new action points have been recorded on the Board Action Point report. Action 15 – After consultation with the staff, the CEO has contacted the NIO about arranging a function at Hillsborough Castle to mark the achievement of Charter Mark.	Board Members CEO
2.	<u>Progress against targets</u> 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. Target 6 – the CEO advised that the schools regulations had been laid before Parliament on 14 May. Target 8 – CEO advised that it had been decided that registration forms will go to every household in the ward being canvassed. A pack will be made up for each individual containing a letter from the AEO, 2 registration forms and a flyer for the free prize draw. The canvassers will also carry blank packs with them in the event of new	Board Members

	<p>properties. The first mini canvass is due to commence on 1 June 2008.</p> <p>Target 10 – the CEO advised that the first case of failing to provide information had been listed at Antrim Magistrate Court on 14 May. It has been adjourned until 3 June to fix a date for hearing.</p> <p>Target 11 – After discussion it was agreed that ACEO(E) will arrange for training on changes to practice and procedure as a result of the Representation of the People (NI) Regulations 2008, Electoral Administration Act 2006 (Commencement No6) Order 2008 and the Service Voters Order to be provided to Area Office and appropriate HQ Staff.</p> <p>Target 22 – HoIS advised that there is currently a hold up with the landlord but it is still anticipated that this target will be achieved before the deadline.</p> <p>Target 29 – HoIS advised the software had been purchased and will be installed by the end of May.</p>	<p>ACEO(E)</p>
<p>3.</p>	<p><u>Schedule of future Business</u></p> <p>The schedule of future business was reviewed and updated. Board members should notify PA to CEO of any future business to be brought before the Board.</p>	<p>PA to CEO</p>
<p>4.</p>	<p><u>Management Information</u></p> <p>The management information was discussed and noted.</p> <p>Registration – the CEO noted that the May figures showed a decrease in registration. The ACEO(R) advised that there had not been a drop in forms received at the Area Offices. The CEO asked that figures for the previous 2 years be added to the management information graph for comparison.</p> <p>CEO reported that the resettlement team at Magilligan Prison had been in contact to establish if it was possible as part of their resettlement programme that prisoners could be registered and issued with an Electoral Identity Card on their release. Draft procedures would be discussed with AEO Londonderry and the prison.</p> <p>Marketing – the marketing activity was noted by the Board.</p>	<p>Information Officer</p>

	<p>Media – the media contact was noted by the Board.</p> <p>Other Public Contacts – it was noted that there has been a significant increase in calls to the Helpline. The HoIs advised that this is having an impact on the amount of casual staff that are being utilised. After discussion it was agreed that the HoIs should submit a business case for an additional member of staff for the Helpline.</p> <p>Complaints – the complaints and compliments received were discussed and reviewed by the Board. It was agreed that a summary of the monthly figures of complaints and compliments received should be uploaded onto the website. The Information Officer will draft a suitable format to be put on the website.</p>	<p>HoIs</p> <p>Information Officer</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 on the sick absence levels and advised that the overall sick absence rate is 2.8%.</p> <p><u>Staff Appraisals</u> - The deadline for the receipt of annual reports is 15 May and 31 May for PDPs.</p> <p><u>Recruitment</u> – the HR Officer advised that the successful applicant for the Registration Officer post in Banbridge has accepted the position and is due to commence employment on 3 June 2008.</p> <p>To fill the part time post in Londonderry she is currently liaising with Grafton Recruitment, CVs are due to be submitted today. Interviews will be held for those who meet the desired criteria.</p> <p>The HR Officer advised that external advertisements had been placed in various regional and local newspapers for Casual Electoral Assistants and noted there has been a low response. She advised that there is still the current EA list. After discussion it was agreed that EAs working in one area could be offered work in another area. To facilitate this consideration will be given to payment of extra travel costs.</p> <p>The ACEO(E) and ACEO(R) will review the current EA list for their areas of responsibility and establish if there are any EAs that could be available to work at another location. It was suggested that EAs on the list could be</p>	<p>CEO</p> <p>ACEO(E) ACEO(R)</p>

	<p>offered a 3 day training course, with pay, to get them up to speed on the EONI processes.</p> <p>There was discussion of the possibility of moving work from one area to be processed in a different area. The ACEO(E) and ACEO(R) will look into this.</p> <p><u>Further Education</u> – after discussion it was agreed that a reminder should be issued to line managers to follow up on staff that are being funded for further education. Line Managers should monitor that they are attending and feedback the results to HR.</p> <p><u>TRIM Training</u> – the HR Officer advised that SureSkills are the only group available to deliver TRIM training. After discussion it was agreed that the line manager/AEO should deliver the initial TRIM training to new entrants as part of their induction and skills training. To assist line managers the HoIS and Information officer will draft a training note outlining the basic TRIM functions that should be covered in training. An EONI TRIM training manual is already available in TRIM that line managers can use. After a 4 week period the new entrant will be asked to sign off on the TRIM training and if it is deemed necessary further TRIM training will be sourced through SureSkills.</p> <p>To assist line managers/AEOs with induction and training the HR Officer will produce a schedule outlining all things that have to be covered during induction. This schedule should be signed off as instructed and returned to HR on completion.</p> <p><u>EROS Training</u> – after discussion it was agreed that staff should be given formal EROS training by Halarose within 6 months of starting. The HoIS advised that she is currently arranging EROS refresher training by Halarose for existing staff.</p>	<p>ACEO(E) ACEO(R)</p> <p>HR Officer</p> <p>HoIS/ Information Officer</p> <p>HR Officer</p> <p>HoIS</p>
<p>6.</p>	<p><u>Finance Report</u></p> <p>The Finance Officer advised the finance report was not available from FSD due to a network failure. The report will be available next week.</p> <p>The Finance Officer advised the Budgets have now been decided. He will speak to ACEO(E), ACEO(R) and HoIS about their budgets. The Finance Officer also noted that REL are working with a different budget figure from FSD, this is being looked into.</p>	<p>Finance Officer</p>

10.	<p><u>Charter Mark – Photographic ID</u></p> <p>The CEO advised that after consultation with staff all bar one member of staff has no problem with having their photograph being displayed. After discussion the Board agreed to go ahead with this initiative. The CEO will chase up the staff photographs taken at the free prize draw launch event and assess what other photographs need to be taken.</p>	CEO
11.	<p><u>Development Objective 24 – approval of process of evaluation form</u></p> <p>After discussion it was agreed that the CEO would issue a minute to advise staff which form is to be used to record the evaluation of initiatives undertaken.</p>	CEO
12.	<p><u>Risk Register Update</u></p> <p>The Risk Register was discussed and new risks identified. The revised risk register will be circulated out of Board for approval.</p>	CEO
13.	<p><u>AOB</u></p> <p><u>Recording Flexi time</u> – the CEO advised that only 6 members of staff replied to his consultation exercise on electronic recording of flexi time. After discussion the Board agreed no further action at this time but to reconsider it if EONI start producing cards in house.</p> <p><u>Visitors to HQ</u> – the CEO advised there had been some confusion with visitors to the HQ building. After discussion it was agreed that the Belfast Area Office will be provided with a daily list, from each floor, of visitors expected. On arrival the visitors are to be directed to the lifts and advised of which floor to go to. Unexpected visitors should be directed to the reception area in the Belfast Office and the appropriate person contacted about their arrival.</p>	
14.	<p><u>Next Meeting</u></p> <p>Next meeting – Thursday 19 June 2008 at 10.00am</p>	

The meeting concluded at 1.45pm