

# EONI MANAGEMENT BOARD MEETING

THURSDAY 15 JANUARY 2009 at 10.00AM

1<sup>st</sup> Floor Conference Room

## MINUTES

Members:

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

In attendance:

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

		<u><b>ACTION</b></u>
<b>1.</b>	<p><b><u>Matters arising – Action Points</u></b></p> <p>Minutes of the December Board were agreed out of Board on 5 January.</p> <p>Action points were reviewed – matters arising, on going actions and new action points have been recorded on the Board Action Point report.</p> <p>Action 2 – the HoCS advised the signage for Omagh is ready and should be erected by the end of January.</p> <p>Action 8 – after discussion by the Board it was agreed that a procurement exercise should be carried out to find a contractor to replace WYG and that Construction Service was not to be used.</p> <p>Action – 9 – the ACEO(E) advised a date has been set to test the Disaster Recovery Plan. The Business Continuity Plan will be incorporated with this test.</p> <p>Action 10 – the HoCS advised she has emailed the top two people within NIO Pensions Service but has received no response. She will continue to press for action.</p>	<p><b>AEO Omagh</b></p> <p><b>HoCS</b></p> <p><b>ACEO(E)</b></p> <p><b>HoCS</b></p>

	<p>Action 11 – ACEO(E) advised the letter for casual election staff is ready to issue.</p> <p>Action 19 – the ACEO(R) advised she has obtained the contact details for Consulates and ethnic groups but further work is still ongoing.</p> <p>Action 20 – the ACEO(R) will issue a reminder to the AEOs for the requested contact information.</p> <p>Action 21 – the CEO advised he has prepared a letter to the District Councils seeking support for EU citizen registration. It will issue early next week.</p>	<p><b>ACEO(E)</b></p> <p><b>ACEO(R)</b></p> <p><b>ACEO(R)</b></p> <p><b>CEO</b></p>
<p><b>2.</b></p>	<p><b><u>Progress against targets</u></b></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> <p>Target 2 – the CEO reported that 86% of schools across Northern Ireland have been visited as a result of the schools initiative. Another 16 school visits need to be facilitated in order to reach the target. The schools that did not facilitate a visit in the autumn term should be contacted again. The CEO will issue a note to all AEOs advising them that the schools initiative should be completed by the end of February.</p> <p>Target 6 – the CEO advised this target will not be met.</p> <p>Target 11 – the ACEO(E) reported that tenders had been invited for return by 14 January. No tenders were received. A reminder letter will be issued and the reply period extended to the 23 January.</p> <p>Target 23 – the CEO will obtain an update on the actions arising from the 2008 staff survey.</p> <p>Target 30 – the CEO advised a provisional meeting date this SOLACE (NI) has been established for early February.</p>	<p><b>CEO</b></p> <p><b>CEO</b></p> <p><b>ACEO(E)</b></p> <p><b>CEO</b></p>



	<p>resources. The CEO advised he would be asking for a report to be produced outlining details of all events by the political parties. This will help to inform the decision to attend these events in the future as budgets will be tight next year.</p> <p><u>Complaints</u> – complaints were reviewed and noted. The CEO highlighted that the number of complaints were low considering the numbers of people dealt with by EONI. It was noted that the majority of the informal complaints related to the CSA letters. It was discussed that a development objective for 2009/10 could address this issue.</p>	
5.	<p><b><u>Personnel Report</u></b></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 compared to the same period last year, there is little difference. The average days sick per person is 7.4 days.</p> <p><u>Training</u> – the HR Officer advised that over 71% of the training identified through PDPs had now been completed.</p> <p><u>Recruitment</u> – the HR Officer report that the first offer of employment for the Registration Officer post at Omagh was turned down. It has been offered to the next person on the merit list, who has provisionally accepted, with a possible start date of 1 February.</p> <p>The HR Assistant is finalising the list of verification/count staff by postcode and Area Office. The HR Officer would like to get a letter out to these people by end of next week with a view to holding the recruitment tests at Easter. It is anticipated that approximately 300 staff will be needed. After discussion by the Board it was agreed that preference would be given to those who would work at both the verification and the count. It was also agreed that if a member of staff worked the verification but did not turn up for work at the count, without a valid reason, they would not be paid.</p>	HR Officer

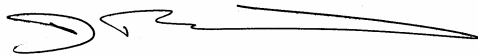
	<p>The HR Officer advised that there had been a resignation received from the Helpline. An expression interest was trawled around all EONI staff. Interest was shown and if this was the only application it will create a vacancy in Corporate Services. The HR Office and the CEO will discuss how best to fill this post.</p> <p>The CEO reported that he had received a business case from the Area Electoral Officer at Londonderry requesting an increase to her staff compliment. This was fully considered by the Board taking into account the high footfall figures at the Londonderry Office. After discussion it was agreed, but the money for the extra staff would have to be found from within the casual staff budget. The HR Officer will liaise with the AEO at Londonderry on filling this position.</p>	<p><b>HR Officer &amp; CEO</b></p> <p><b>HR Officer/ AEO Londonderry</b></p>
<p><b>6.</b></p>	<p><b><u>Finance Report</u></b></p> <p>The Finance Officer took the Board through the Finance Report up to December 2008 and highlighted areas for concern. The overspend at 31 December is £108,000 however there is sufficient budget profiled to March 2009 to off set this overspend.</p> <p>Compared to last months position we have £55,000 per annum less budget for non-cash costs. FSD had previously indicated that they were going to make this reduction.</p> <p>£282,000 was added to the capital budget in November 2008 to cover the IT Refresh project but this was removed in December 2008. However the reports do not reflect this removal. The Finance Officer has been advised by the department that this will be corrected in February 2009.</p> <p>The Finance Officer reported that he had heard district councils were experiencing financial difficulties due to the current economic climate and flagged up that they had been invoice for election expenses. It was agreed that a reminder letter for these monies will be issued after 31 January.</p>	<p><b>Finance Officer</b></p>

	<p>The Finance Officer advised that budget holders will receive their reports by the end of the month.</p> <p><u>Continuity of Contract</u> – the Finance Officer highlighted that decision would need to be made on the contract for the provision of EDRMS including annual software maintenance. The HoIS advised that the current provider owned the rights to EDRMS and it was likely that no other contractor would undertake this work. She also reported that their services had not been need since installation but an upgrade is due and part of the contract is to provide the upgrade for free. After discussion the Board agreed to go with option 4 and extend the contract with the current provider for one year from January 2010.</p> <p>The CEO would like to see the budget for next year transferred into the appropriate areas at the start year. The Finance Officer advised as a result of discussions at the September Board meeting he had asked the budget holders to start looking at their bid for 2009/10 – no replies were received. The Finance Officer will now issue a reminder.</p> <p>Election payments were discussed and it was agreed that a meeting should be arranged to further discuss payments to staff and polling stations.</p>	<p><b>Finance Officer</b></p> <p><b>CEO</b></p>
<p><b>7.</b></p>	<p><b><u>Good Relations Strategy</u></b></p> <p>The ACEO(E) advised the revised Good Relations Strategy was sent out for consultation and four responses were received. The Strategy was revamped as result of these comments. She asked the Board to adopt the Strategy. After discussion the Board agreed to implement the Good Relations Strategy and Action Plan. This Strategy will need to be renewed annually.</p> <p>The ACEO(E) advised she would prepare and issue a substantive response to the letter received from Disability Action.</p>	<p><b>ACEO(E)</b></p>
<p><b>8.</b></p>	<p><b><u>Business Plan Timetable</u></b></p> <p>The CEO advised he had received responses on his request for possible development objectives for next year. These were discussed and a</p>	

	number of new ideas put forward. The CEO will now prepare a first draft of the Business Plan. This draft will be circulated by the end of February.	<b>CEO</b>
<b>9.</b>	<p><b><u>Risk Register Update</u></b></p> <p>The current risks were discussed and amended by the Board. It was agreed that the election risks would be managed as part of the European Parliamentary Elections project. It was also agreed that IT refresh programme risks should be recorded on a separate risk register as part of the project.</p> <p>The Board identified new risks such as late registration and ID card procedures. The CEO will draft a revised risk register incorporating the new risks identified and will circulate it out of Board for comments and approval.</p>	<b>CEO</b>
<b>10.</b>	<p><b><u>AOB</u></b></p> <p>There was not other business.</p>	
<b>11.</b>	<p><b><u>Next Meeting</u></b></p> <p>Next meeting – Thursday 19 February 2009 at 10.00am</p>	

The meeting concluded at 11.50am

Approved out of Board on 27 January 2009



Douglas Bain CEO