

EONI MANAGEMENT BOARD MEETING

THURSDAY 24 JANUARY at 10.00AM

CONFERENCE ROOM 3RD FLOOR

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 6)
Finance Officer (item 7)
Assistant PA

Apologies: NIPSA Reps

		<u>ACTION</u>
1.	<p><u>Matters arising – Action Points</u></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 14 – Annual leave carry over requests were discussed by the Board.</p> <p>Action 16 – HoCS advised that the Finance Officer and an external trainer will provide training for the members of staff who will be taking over responsibility for budget heads.</p>	<p>Board Members</p> <p>Finance Officer</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 2007/08.</p> <p>Target 3 – ACEO(R) provided an update on the progression of implementation of continuous registration process. She advised that a meeting was held to discuss the free prize draw initiative and it is anticipated that this will be launched in March 2008. The Board agreed that to promote the free prize draw the AEOs will each hold individual press conferences and invite local press. This will be added to the agenda for the next AEO meeting for discussion.</p>	<p>ACEO(R)</p>

	<p>CEO reported that there are still issues surrounding the information that is being received from the District Councils. To ensure a uniform approach to this the CEO will be seeking from each AEO confirmation of what they are receiving from the Councils. On receipt of the information the AEOs should supply the CEO with the TRIM link to the data received. The ACEO(E) and ACEO(R) will check the quality of this data on their next office visits.</p> <p>Target 9 – HoCS advised that FSD have now agreed the full allocated budget for 2007/08. Any reallocation of monies will need to be done by February 2008.</p> <p>Target 12 – ACEO(E) will write to those AAEOs who have not made a commitment to the AEA Foundation course to remind them that one of the terms of promotion is to complete the course. She will also write to the new entrants to advise them of the AEA Foundation course.</p> <p>Target 24 – ACEO(E) to ensure that the Disability Action Plan is on the EONI website.</p>	<p>CEO</p> <p>AEOs</p> <p>ACEO(E) & ACEO(R)</p> <p>HoCS</p> <p>ACEO(E)</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 member 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 – changes to the register and forms received report was discussed. CEO advised that he was minded to publish a league table of the results. Special bonuses will be considered for the highest performing team in line with the special bonus policy. The CEO will announce his proposals at the staff away days.</p> <p>Marketing – It was noted that only one marketing activity was held during December. After discussion the Board agreed that when setting AEOs performance objectives for next year consideration should be given to including a SMART objective relating to marketing.</p> <p>Media – CEO reported that December was a quiet month for media. CEO will be meeting with the Electoral</p>	<p>CEO</p> <p>ACEO(E) & ACEO(R)</p>

	<p>Commission on 5 February and he will advise them of the EONIs proposals for school visits and seek details of those the Commission has, or intend to visit.</p> <p>Other Public Contacts – CEO highlighted that the figures show a good performance by the Helpline staff. Footfall in the Area Offices was discussed. ACEO(E) advised guidelines have been issued on recording footfall to enhance the consistency of recording of these figures across all offices.</p>	<p>CEO</p>
<p>5.</p>	<p><u>Business Plan Timetable</u></p> <p>The Business Plan Timetable was discussed and noted. All necessary actions have been taken.</p> <p>CEO advised that the only likely change will be that the focus of registration week this year will be on schools rather than ethnic minorities. It was suggested that a short campaign could be run in early 2009 geared at reaching ethnic minorities in the run up to the European Parliamentary election.</p> <p>The Business Plan is on the agenda for discussion at the staff away days. This will involve the staff in identifying development objectives for the next year.</p>	
<p>6.</p>	<p><u>Personnel Report</u></p> <p>The personnel report was discussed and noted.</p> <p><u>Sick Absence</u> – The HR Officer highlighted that the short term sick absence levels for the previous month was very low.</p> <p><u>Training</u> – HR Officer advised that 85% of the training target had been reached.</p> <p>The HR Officer proposed that the remaining money in the miscellaneous conference and seminar budget be used to provide training for the new entrants. After discussion the Board agreed that the ADP course should be booked for the three full time new entrants and offered to the new entrants on the Advice line who would be paid for the extra days they will have to work to complete this training.</p> <p>TRIM training for the new entrants was discussed. The HoIS will establish if this training can be done in house</p>	<p>HR Officer</p> <p>HoIS</p>

	<p>by the Information Officer. If this is not possible the HR Officer will book external training.</p> <p>The HoIS will speak to Halarose about providing EROS training for up to three members of staff and will produce a report outlining all of the costs.</p> <p>HR Officer reported that a few members of staff had excess flexi time. The HR Officer will discuss this with the CEO and a staff notice will be issued outlining the decision.</p>	<p>HoIS</p> <p>CEO & HR Officer</p>
<p>7.</p>	<p><u>Finance Report</u></p> <p>The cumulative budgetary position for the nine months to 31 December 2007 was issued. The Finance Officer outlined the summary position and reported that there was an underspend of £39,000.</p> <p>CEO advised that extra money should be moved from Revenue to Capital expenditure to cover the cost of upgrading equipment needed. The HoIS will produce a list of cost and equipment required.</p> <p>It was noted that overtime has been paid. It was agreed that only very limited overtime should be required at this time. ACEO(E) is look into this.</p> <p>The Finance Officer sought clarification on who would be the next point of contact for response to alarms going off at the HQ building while the ACEO(E) is on secondment. This will be discussed and agreed out of Board.</p>	<p>HoIS</p> <p>ACEO(E)</p> <p>ACEO(E)</p>
<p>8.</p>	<p><u>Response to the EONI Consultation on Customer Service & Performance Standards</u></p> <p>ACEO(E) advised that a consultation paper on customer service and performance standards was issued to over 300 stakeholders. The Board considered the responses received and after discussion agreed on the recommendations set out in the ACEO(E) report. ACEO(E) will incorporate the agreed amendments to the policy and will write to those who replied to the consultation advising them of the changes and giving them sight of the Customer Charter leaflet. This document will also be placed on the EONI website.</p>	<p>ACEO(E)</p>

9.	<p><u>Draft Corporate Social Responsibility Policy</u></p> <p>ACEO(E) asked the Board to consider the first draft of the Corporate Social Responsibility Policy. After discussion the Board agreed that this policy sets out what is already being done by EONI and approved the policy. ACEO(E) will incorporate the agreed amendments. The Social Responsibility Policy Action Plan will be updated as part of the Business Plan procedure.</p>	ACEO(E)
10.	<p><u>Risk Register Update</u></p> <p>The Risk Register was discussed and amended. The revised risk register will be circulated out of Board.</p>	CEO
11.	<p><u>AOB</u></p> <p>There was no other business.</p>	
12.	<p><u>Next Meeting</u></p> <p>Next meeting – Thursday 21 February 2008 at 10.00am</p>	

The meeting concluded at 12.20pm