

EONI MANAGEMENT BOARD MEETING

THURSDAY 19 JUNE at 10.00AM

CONFERENCE ROOM 1ST FLOOR

MINUTES

Members:

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

In attendance:

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

Apologies: Head of Information Services (HoIS), Assistant Chief Electoral Officer (ACEO(E))

		<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 13 – a reminder will be issued to AEOs to advised them to make use of the current EA List. It was reported that calls had been received from people who had misinterpreted the current advertisement for casual EAs. It was agreed that the wording will be checked to avoid confusion on future trawls.</p> <p>After discussion on the current EA list it was agreed that if a person is offered work 3 times and turns it down without a valid reason they should be removed from the list.</p>	<p>Board Members</p> <p>HoCS</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>	<p>Board Members</p>

3.	<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>	PA to CEO
4.	<p><u>Management Information</u></p> <p>The management information was discussed and noted.</p> <p><u>Registration</u> – the CEO noted that the registration figures should be increased to the level of December 2007 by the end of the month.</p> <p><u>Media</u> – CEO noted that good use was being made of the media by some AEOs to promote the various initiatives.</p> <p><u>Complaints</u> – the complaints and compliments received were discussed and reviewed by the Board. The CEO reported that most of the complaints received were about the request for registration evidence and the tone of the letter used. As a result the letter has been amended. No further action was considered necessary.</p> <p>The CEO asked that a check be made on all new staff and applicants to ensure they are on the electoral register.</p>	HoCS
5.	<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 2.3%. This absence level shows a decrease on the 07/08 figures but an increase on 06/07.</p> <p><u>Staff Appraisals</u> – the HR Officer advised there are still 9 performance appraisal reports outstanding.</p> <p><u>Training</u> – the HR Officer advised she had developed the Training Plan for the coming year from the PDPs that have been received. At this time there are no applications for further</p>	

	<p>education. She will submit the training recommendations at the August Board.</p> <p>The HR Officer advised that all new entrants should attend the ADP programme because it covers all the criteria required at the grade. There was discussion over the cost of this programme and it was agreed that the HR Officer would approach the provider to obtain a quotation delivering the course at HQ to all our new staff.</p> <p><u>Recruitment</u> – the HR Officer advised the Board on the recent recruitment and subsequent appointments.</p> <p>The HR Officer reported that she had carried out an equality report on the EA trawl and feels that more realistic statistics could be sought from the Registration Officer trawl. In future she will report to the Board, as necessary, on the equality figures.</p> <p>The HR Officer advised the Equality Commission had suggested that mention should be made at the initiatives held by the AEOs that “EONI is a good employer”. After discussion it was agreed that this was not practical but consideration should be given to the development of a leaflet that could be sent to school careers officers before the arranged visits in September and for text to be placed on the EONI website. The HR Officer will draft the text for the leaflet and the website and circulate it to the Board for consideration.</p>	<p>HR Officer</p> <p>HR Officer</p> <p>HR Officer</p> <p>HR Officer</p>
<p>6.</p>	<p><u>Finance Report</u></p> <p>The Finance Officer advised the finance report was still not available from FSD due to their network being down and staff shortages. He advised he had spoken to FSD about the lack of progress on the new requirements for delegated budgets to enable us to gather meaningful management information and had been told other work had been given priority over EONI. The CEO will contact the Head of FSD to seek an assurance that the work will be completed soon.</p> <p>The Finance Officer reported that from the figures he had received from FSD the budget had been</p>	<p>CEO</p>

	<p>increased. Of this increase he has moved a percentage to pay to cover new staff and a percentage to registration. He also advised that future Board finance reports would be FSD figures and in the FSD format.</p> <p>The Finance Officer advised that the Assembly elections account will be closed by the end of the month.</p> <p>The CEO reported that arising out of the AEO meeting on Tuesday the TV/videos in the area offices are surplus to requirements. After discussion it was agreed that the HoCS would advertise the TV/videos on NIO intranet and then thereafter if they were not sold they could be given to WAVE.</p> <p>As the IT equipment is now being upgraded it was agreed that the old equipment that was surplus to requirements should be given to charity or the prisons. The ACEO(R) will obtain details and numbers of equipment to be disposed off. It has been noted that the hard drive had to be removed in all cases.</p> <p>The CEO advised the AEO Newtownards is seeking a possible sale value for the disposal of perforators from the scrap metal market. Depending on the outcome offers to buy them will be invited.</p>	<p>HoCS</p> <p>ACEO(R)</p>
<p>7.</p>	<p><u>Audit Update</u></p> <p>The Audit Report was discussed and reviewed. Further work will be done on this document out of Board.</p>	
<p>8.</p>	<p><u>Good Relations Strategy</u></p> <p>The Board considered the recommendations set out in the Assistant Chief Electoral Officer (Elections) report on the Good Relations Strategy. After discussion the Board agreed that it was not necessary to instigate a working group to take forward these actions and that the ACEO(E) should take this forward in the timescale outlined in her Board paper.</p>	<p>ACEO(E)</p>

<p>9.</p>	<p><u>Approval of Annual Report</u></p> <p>The draft Annual Report was considered by the Board. After discussion the Report was agreed subject to a minor amendment. The CEO advised the Report will be submitted to the Secretary of State by the end of the week.</p>	<p>CEO</p>
<p>10.</p>	<p><u>AOB</u></p> <p><u>Evaluation of Initiatives</u></p> <p>The CEO advised that there will be a small amendment to the evaluation of initiatives form to make it more user friendly. The HR Officer will produce a list of staff costs to assist AEOs when completing the “costs” section of the form.</p> <p><u>1st Floor Conference Room</u></p> <p>The Board would like to record there thanks to the two Finance Assistants for their work on the conference room.</p>	<p>CEO</p> <p>HR Officer</p>
<p>11.</p>	<p><u>Next Meeting</u></p> <p>Next meeting – Thursday 21 August 2008 at 10.00am</p>	

The meeting concluded at 11.30am