

# EONI MANAGEMENT BOARD MEETING

THURSDAY 25 JUNE 2009 at 10.00AM

## CEO'S OFFICE

### 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  
NIPSA Rep  
HR Officer (item 5)  
Finance Officer (item 6)

		<u>ACTION</u>
1.	<p><b><u>Matters arising – Action Points</u></b></p> <p>Minutes of the May Board were agreed out of Board on 9 June 2009.</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 3 – will be completed in the next few weeks.</p> <p>Action 4 - ongoing</p> <p>Action 5 – An email was sent to all staff inviting views on the next residential event. Not many responses were received so a reminder will be issued.</p>	<p><b>HR Officer</b></p>
2.	<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>Objective 1 – Information Officer to provide</p>	<p><b>Information</b></p>

	<p>average time taken to get an ID card and put this on the website.</p> <p>Objective 4 – ACEO(E) to obtain the missing footfall figures and submit on to process against targets report</p> <p>Objective 8 – CEO advised work has been suspended for anonymous registration. NIO have advised that legislation is unlikely to be enforced before 31<sup>st</sup> March 2010.</p>	<p><b>Officer</b></p> <p><b>ACEO(E)</b></p>
3.	<p><b><u>Schedule of future Business</u></b></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>	<p><b>PA to CEO</b></p>
4.	<p><b><u>Management Information</u></b></p> <p>The management information was discussed and noted.</p> <p><u>Registration</u> – the registration figures were reviewed and noted by the Board.</p> <p>The CEO noted that there was a low percentage change on the 1.6.09 register which was surprising due to the Election.</p> <p>It was noted that the total electorate is currently at its highest level in the last four years</p> <p><u>Website Statistics</u> – The Head of Information Services (HoIS) pointed out that the web statistics trends have changed. The statistics now focus on the number of pages browsed instead of the number of visits to the website. This means there is a marked increase in the website statistics. Information Officer to put note on Management Information.</p> <p><u>Office Visits by the Public</u> – The CEO noted that the Newtownabbey Office figures for May/June were very low when compared to the previous months. ACEO(R) to investigate.</p>	<p><b>Information Officer</b></p> <p><b>ACEO(R)</b></p>

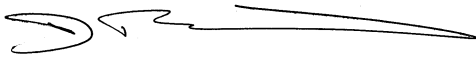


	<p>doing so they will be asked to indicate availability to work full time for short periods e.g. the schools initiative, late registration etc.</p> <p>The Board discussed the issue of count staff at the next election. It had been agreed at a previous meeting that counts will be held overnight immediately after the poll for the Westminster Election.</p> <p>HR Officer to draft letter to the reserve count staff to ask them if they are willing to work from 9.30pm to 3.30am, or whenever the count ends, at the next election.</p> <p>Members of the Board will meet to discuss casual staff at the next election. PA to CEO to set up the meeting.</p>	<p><b>HR Officer</b></p> <p><b>PA to CEO</b></p>
6.	<p><b><u>Finance Report</u></b></p> <p>The Finance Officer took the Board through the Budget Centre Report for June 2009. He advised that he has not looked at it in detail due to the Election. There is an apparent overspend but this is because it is FSD's profile and not that of EONI.</p> <p>There is an overspend in the pensions budget. This has been caused by an erroneous adjustment made by HR Connect. Finance Officer to resolve with HR Connect</p> <p><u>Election budget</u></p> <p>HoCS produced a draft but she will have a better idea of the figures when staff payments are made. It is hoped that this will be on 3 July.</p>	<p><b>Finance Officer</b></p> <p><b>HoCS</b></p>
7.	<p><b><u>National One-day Seminar 2009 - Gateshead</u></b></p> <p>This is to be offered to all members of the AEA. 3/4 people should go.</p>	<p><b>CEO</b></p>
8.	<p><b><u>AOB</u></b></p> <p>There was no other business</p>	

9.	<b><u>Next Meeting</u></b>  Next meeting – Thursday 20 August 2009. There is a proposed AEO meeting in Newtownabbey this day. The Board agreed that the Management Board meeting would be confirmed once the timing of the AEO meeting is known.	
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The meeting concluded at 11.20pm

Approved out of Board on 21 July 2009

A handwritten signature in black ink, consisting of a stylized, cursive script that is difficult to decipher but appears to be a personal name.