

EONI MANAGEMENT BOARD MEETING

FRIDAY 22 MAY 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)

In attendance:

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

Apologies:, Head of Information Services (HoIS)

		<u>ACTION</u>
1.	<p><u>Matters arising – Action Points</u></p> <p>Minutes of the April Board were agreed out of Board on 1 May 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 2 – the CEO advised he had written to the Director of Resources, NIO, who will take the EONI pension issue up with the NICS. As yet no reply has been received.</p> <p>Action 3 – the CEO advised that that there will be no further reports received from MoJ. Only four individuals were identified as a result of the reports received.</p> <p>Action 4 – the CEO asked for all work to be completed on this year's budgets by 1 July.</p> <p>Action 5 – the CEO advised the Information Officer will be reviewing the Customer Charter and all areas that are currently not being reported on after the election.</p> <p>Action 8 – the HoCS advised she will draw up a fire risk assessment action plan for each Area</p>	<p>Finance Officer</p> <p>Information Officer</p> <p>HoCS</p>

	Office after the election.	
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>	
3.	<p><u>Schedule of future Business</u></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>After discussion it was agreed that there would be no Management Board meeting held in July.</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 registration figures were reviewed and noted by the Board.</p> <p>The ACEO(R) advised that after the close of late registration there had been a net increase of around 3,379 to the register. Further statistics will be run once all processing has been completed.</p> <p>The ACEO(R) reported that 13,799 postal and 1,483 proxy absent votes had been approved. This figure is significantly less than last election.</p> <p><u>Other Public Contact</u> – it was noted that calls to the Helpline had risen to over 5,000 in the last month with 90% of them being answered by an agent.</p> <p><u>Complaints</u> – complaints were reviewed and noted.</p> <p>The ACEO(R) advised that the CSA had changed their name to Business Services Organisation. All CSA letter will now have to be changed to reflect this.</p>	ACEO(R)

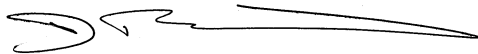
	<p>need only basis. The HoCS asked if it is possible for all the AEOs to provide details of those to be paid for the use of premises, so that all payments can be made ready go after the election. It was agreed that this will be added to the agenda for the next AEO meeting.</p> <p><u>Procurement</u></p> <p>The Finance Officer advised the cleaning contract is up for renewal. He proposed to go forward with the first option of continuing the current contract due to expire on 1 October 2009. The Board agreed that they were happy with this option but would like the Finance Officer to contact the AEOs to clarify that they are happy with the service that is being provided before committing to this option.</p> <p>The Finance Officer advised that the transport contract with the current provider is up for renewal on 1 February 2010. This contract needs to be looked at 6 months before expiry. The Board advised that any tenders up for consideration must have the ability to transport all ballot boxes to and from the poll.</p> <p>A procurement exercise for the contract of maintaining the automatic front door was almost completed.</p>	<p>ACEO(E) & ACEO(R)</p> <p>Finance Officer</p>
<p>7.</p>	<p><u>Fire Risk Assessment – St. Anne’s House</u></p> <p>The HoCS took the Board through the action plan following the fire risk assessment at St. Anne’s House. She advised training on the use of the evac chair will be held in St. Anne’s House today.</p> <p>The Finance Officer raised the issue of the volume of rubbish being generated at St. Anne’s House and that on a number of occasions there has been rubbish left on the back stairs. He advised that the bins are collected twice a week by Belfast City Council but feels that this is not enough. After discussion it was agreed that staff should be asked to put all confidential waste in the red bags for destruction by Shred-it which should cut down on the internal shredding waste. He will also look into the option of having the bins collected three times a week. It was also agreed</p>	<p>Finance Officer</p>

	that the ACEO(E) and ACEO(R) should check the levels of rubbish at the Area Offices on their next round of visits.	ACEO(E) & ACEO(R)
8.	<p><u>Audit Update</u></p> <p>The HoCS took the Board through the recommendations outlined in the current audit report. She highlighted the actions outstanding and gave a timeframe for completion.</p> <p>She advised that Pauline Poots will shortly be supplying a terms of reference for her work in Area Offices. This will be passed to the CEO when received.</p>	HoCS
9	<p><u>Quarterly Report</u></p> <p>The Information Officer took the Board through the Quarterly Report. Comment cards have been received from all offices. Some of the comment cards received were on the old format and could not be used to inform this report because of the change to the questions asked. The Board commented on the pleasing results being achieved. The Information Officer advised that the results highlighted on the quarterly report tally with those outlined on the mystery shoppers report. She feels that these reports provide good feedback for the staff.</p> <p>It was agreed that comment cards and complaints received as a result of the election should be analysed separately.</p> <p>The CEO advised that the contract for the mystery shopper is due to expire. Consideration will be given to continuing this contract.</p>	CEO
10.	<p><u>Risk Register Update</u></p> <p>The current risks were reviewed and updated by the Board. The amended risk register will be circulated out of Board.</p> <p>The CEO advised there would be a full comprehensive look at the EONI Risk Register in August 2009.</p>	CEO

11.	<u>AOB</u> The CEO took the Board through issues arising from the RRO meeting held on 21 May 2009.	
12.	<u>Next Meeting</u> Next meeting – Thursday 18 June 2009 at 10.00am	

The meeting concluded at 12.20pm

Approved out of Board on 9 June 2009

A handwritten signature in black ink, consisting of a stylized 'S' followed by a long horizontal stroke with a small upward curve at the end.