

	<p>worked on and will advise the Board of the dates they will be completed by.</p> <p>The Board discussed and agreed that the December Board meeting should be moved to Tuesday 18 December.</p>	HoCS
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 1 – CEO advised that EONI would need to look at new ways to increase the numbers on the register to reach this target. It will continue to be monitored on a monthly basis.</p> <p>Target 2 – PM advised work is continuing in this area.</p> <p>Target 8 – ACEO advised the initial desk instructions had been drafted and it is anticipated that it will be trialled during October.</p> <p>Target 23 – ACEO advised that the Business Continuity Plan has been completed and agreed on 25 July 2007. She is currently seeking advice on how to test the Plan. CEO suggested she contact Ray Murray.</p>	<p>ACEO</p> <p>ACEO</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>Personnel Report</u></p> <p>Personnel report was issued, discussed and noted by the Board.</p> <p><u>Annual Leave</u></p> <p>Levels of untaken annual leave remains high. The HoCS will issue a reminder to all staff to advise them that, at the end of leave year in January 2008, the carry forward of annual leave will be a maximum of 9 days. Any leave over the 9 days will be lost.</p> <p>Due to the staffing situation in the HR department it was</p>	HoCS

	<p>agreed that a contingency plan would need to be implemented. ACEO and HoCS will take this forward and will consider the need for casual staff.</p>	<p>ACEO/ HoCS</p>
<p>5.</p>	<p><u>Finance</u></p> <p>The cumulative budgetary position for the five months to 31 August 2007 was issued. The Finance Officer advised that on the total programme for this month was breakeven.</p> <p>The Finance Officer reported on the issues arising from the report in relation to DWP work, temporary staff pay-outs and monies still owing from work on Strand Road. These issues were discussed.</p> <p>CEO highlighted that the upgrading of the leased lines could be a potential pressure. This will be discussed further when the figures are established for this work.</p> <p>Finance Officer reported that £150,000 had been surrendered in Capital.</p>	
<p>6.</p>	<p><u>NIO Connect</u></p> <p>ACEO advised that the NIO Connect Team seemed uncertain of the way forward. CEO said that as he understood it NIO Connect would be largely for the proposed Department of Justice to which the bulk of the NIO and its sponsored bodies would transfer on devolution of Criminal Justice which could take place as early as May 2008. As elections were an excepted matter Future NIO (FNIO) in London would sponsor EONI. FNIO would be a very small department and it was likely that its Finance and Personnel functions would be provided by the Ministry of Justice (MOJ) in London. Work was ongoing to align existing NIO systems with those in MOJ. We should therefore concentrate on aligning ourselves with NIO so that a switch to MOJ would be relatively painless. NIO Connect was unlikely to impact on us. It was noted that the work in hand on access to Intergra fitted well with the way forward. It was agreed that ACEO would continue to monitor and report to the Board.</p>	<p>ACEO</p>
<p>7.</p>	<p><u>Customer Service & Performance Standards</u></p> <p>ACEO asked the Board to consider the paper and recommendations outlined in the Customer Service & Performance Standards report. After discussion the</p>	

	<p>Board agreed the recommendations subject to some minor amendments that will be circulated out of Board.</p> <p>Once finalised stakeholders will be consulted on the adopted customer service and performance standards.</p> <p>It was agreed that in line with the NIO Consultation Framework EONI should write out to stakeholders to advise them of what the EONI intends to consult on over the coming year and ask if they would like to receive information on it. To facilitate this, the CEO will obtain an up to date stakeholder list from the NIO.</p>	<p>ACEO</p> <p>ACEO</p> <p>CEO</p>
8.	<p><u>Grading Review</u></p> <p>CEO advised that phase 1 of the grading review was at an advanced stage. A draft job description for Area Electoral Office has been circulated for comments. Concerns have been raised by the existing AOs and further work will be carried out.</p> <p>Phase 2 of the grading review has commenced in Headquarter. Training will be held for staff involved on Thursday 20 September.</p> <p>CEO reported that there will be a delay on grading the senior posts until the outcome of the review on Headquarters staff.</p> <p>When all aspects of the grading review have been completed the findings will be brought to the next available Board meeting.</p> <p>The CEO will be meeting with NIPSA on Friday 21 September to discuss the initial findings of phase 1 of the grading review.</p>	
9.	<p><u>Management Information</u></p> <p>CEO apologised that this has not been completed. He will speak with the Information Officer to produce a form on which to record and collate the information required that was agreed at the August Board.</p>	CEO
10.	<p><u>Risk Register Update</u></p> <p>The Risk Register was discussed and amended. Will be circulated out of Board.</p>	CEO
11.	<p><u>AOB</u></p>	

	<p><u>Business Planning</u></p> <p>CEO circulated a document on Business Planning in the Electoral Office. After discussion the Board agreed the recommendations.</p> <p><u>Chartermark – Criteria 4</u></p> <p>ACEO advised that criteria 4 outlines the to continuing need to develop and improve on EONI procedures and deal efficiently with complaints and improve on them. After consultation it was highlighted that the EONI complaints procedure does not conform to Chartermark. After discussion it was agreed to amend the current practice into a 3 stage complaint process. CEO will take forward the agreed amendments to the current policy.</p>	<p>CEO</p>
<p>12.</p>	<p><u>Next Meeting</u></p> <p>Next meeting – 18 October 2007 at 10.00am</p>	

The meeting concluded at 12.30pm.