

EONI MANAGEMENT BOARD MEETING

THURSDAY 16 AUGUST 2007 at 1.30PM

CONFERENCE ROOM 3RD FLOOR

MINUTES

Members:

Chief Electoral Officer (CEO)
Assistant Chief Electoral Officer (ACEO)
Project Manager (PM)
Head of Information Services (HoIS)

In attendance:

PA to CEO
Finance Officer
NIPSA Rep
HR Officer (item 1-6)

Apologies: Head of Corporate Services (HoCS)

| | | <u>ACTION</u> |
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| 1. | <u>Matters arising – Action Points</u> Action points reviewed – matters arising, on going actions and new action points have been recorded on the Board Action Point report. | Board Members |
| 2. | <u>Progress against targets</u> CEO gave a summary on the progress against targets report as outlined in the Business Plan for 2007/08. (Target 1) To assist with monitoring the target to increase the comprehensiveness of the register by 5% the CEO circulated two tables showing comparative figures. After discussion it was agreed that progress should be monitored monthly by the Board. The ACEO and PM will set the individual office targets. It is noted that these figures are indicators and not to measure performance. Other targets were discussed and actions have been outlined on the Action Point Report. | ACEO PM |
| 3. | <u>Schedule of future Business</u> The schedule of future business was reviewed and | PA to CEO |

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| <p>6.</p> | <p><u>Staffing Overnight Westminster Election Counts</u></p> <p>The Board considered the recommendations outlined in the ACEO's paper for the staffing of overnight Westminster election counts. After discussion it was agreed that staff working at the election can work only either at the poll or the count. Those opting for working at the count will have to pass an aptitude test. They will be placed in merit order as count clerks.</p> <p>ACEO will draft a letter to go to current staff and those on the reserve list to ascertain their continued interest in employment, their preference for either poll or count positions and the requirement to undertake an aptitude test.</p> <p>The Board agreed that because of time constraints, the aptitude tests would be devised in house at present but in the future outsourcing will be considered further. EAs will be recruited to manage the aptitude tests at the local offices. Travel expenses will not be paid for those attending the aptitude test.</p> <p>The Board considered the draft job descriptions and agreed the necessary amendments. Rates of pay were also discussed and agreed subject to the ACEO checking that the amount was affordable within the limit set in the Fees Order. The figures will be circulated out of board.</p> | <p>ACEO</p> <p>ACEO</p> <p>ACEO</p> |
| <p>7.</p> | <p><u>Finance Report</u></p> <p>The cumulative budgetary position for the four months to 31 July 2007 was issued. The Finance Officer advised that there was an underspend of around 1%.</p> <p>The final figure for DWP work was less than anticipated so upgrading the leased lines can now be considered. HoIS will establish a figure to upgrade to 10MB lines to enable the procurement process to be started.</p> | <p>HoIS</p> |
| <p>8.</p> | <p><u>Evaluation of Sun System</u></p> <p>The Board discussed the recommendations on the evaluation of Sun system. The current contract for Sun is due to end in June 2008. After discussion no agreement was made. The CEO will contact FSD to get an agreement in principle for real-time access to their Integra System.</p> | <p>CEO</p> |

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| <p>9.</p> | <p><u>Fire, Health & Safety Update</u></p> <p>The Board considered the Fire, Health and Safety Update report. There are still 11 high priority items remaining on the report. The ACEO will write to White Young Green to advise them of the items that need to be dealt with immediately. The recommendation regarding the front entrance at Banbridge was agreed.</p> <p>It was agreed that the HoCS would be the Premises Officer for EONI. There will be an assistant Premises Officer at each Area Office and the Finance Officer will be the Premises Officer for HQ.</p> | <p>ACEO</p> |
| <p>10.</p> | <p><u>Audit Update</u></p> <p>The Board considered the Audit update report and agreed the recommendation that the HoCS monitors progress on a monthly basis. Board were reminded that the ASM Horwath will return on week commencing 3 September 2007 to commence the next planned programme of audit fieldwork in respect of the financial year ending 31 March 2008.</p> | <p>HoCS</p> |
| <p>11.</p> | <p><u>Procedures Manuals Update</u></p> <p>ACEO provided a progress update on the procedures manuals. Registration Manual, Count Manual and Finance Manual are on target. The initial draft of certain parts of the Elections manual have been prepared and the ACEO is currently working through them.</p> <p>The Board agreed that all of the manuals should be held as a single record on the system, with no hard copies.</p> | <p>ACEO</p> |
| <p>12.</p> | <p><u>Chartermark – Criteria 6</u></p> <p>ACEO asked the Board to consider her paper covering Criteria 6 and, in particular, the proposals made by the Chartermark Implementation Team as to how EONI might make a greater contribution to enriching the social and economic life of our community.</p> <p>The Board fully endorsed EONI’s commitment to making the best possible contribution to the wider community and considered in detail how it might improve its impact in this area. The Board reviewed the 9 options and decided that, at the present time, it was feasible to work</p> | <p>ACEO</p> |

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| | <p>towards 4 of them. In doing so, they were mindful of the fact that, even though they might wish to make a greater contribution towards the community, EONI was a government body and was accountable for the use of its resources, including staff time.</p> | |
| 13. | <p><u>Excess Flexi hours and Annual Leave</u></p> <p>CEO advised that annual leave and flexi leave need to be brought back under control and within the agreed limits. After discussion the Board agreed with the recommendations of the paper. Excess flexi balances at end July 2007 will be paid to staff and annual leave should be brought into line by end of 31 January 2008. Any excess annual leave over the 9 days carry over will be lost without compensation. HR Officer will issue a staff notice.</p> <p>Christmas leave was discussed. The Board agreed that a notice should be issued to all staff to ascertain if they were willing to take 3 days annual or flexi leave to enable the offices to be closed from 21 December to 2 January 2008. The HR Officer will check the agreed statutory days with NIO.</p> | <p>HR Officer</p> <p>ACEO</p> <p>HR Officer</p> |
| 14. | <p><u>AOB</u></p> <p><u>Management Information</u></p> <p>The CEO put forward the revised proposals for the management information to be collected and the designated reporting officers responsible. After discussion the Board agreed the information to be collected. The Personnel report and Finance report will remain separate from this management information. A form will be drafted to collect this key information and will be saved on TRIM for the reporting officers to populate. This information will be brought to the Board on a monthly basis.</p> <p>A list of all EONI contracts, expiry dates and contracts awarded will be drafted and passed to the CEO.</p> | <p>HoCS Finance Officer</p> |
| 15. | <p><u>Next Meeting</u></p> <p>Next meeting – 20 September 2007 at 10.00am</p> | |

The meeting concluded at 4.35pm.