

# EONI MANAGEMENT BOARD MEETING

THURSDAY 21 JUNE 2007 at 10.00AM

CONFERENCE ROOM HQ

## MINUTES

Members:

Chief Electoral Officer (CEO)  
Assistant Chief Electoral Officer (ACEO)  
Project Manager (PM)  
Head of Corporate Services (HoCS)  
Head of Area Office Services (HoAOS)  
Head of Information Services (HoIS)

In attendance:

PA to CEO  
HR Officer (item 4)  
Finance Officer (item 5)

Apologies: NIPSA Reps

		<u><b>ACTION</b></u>
1.	<p><b><u>Matters arising – Action Points</u></b></p> <p>Minutes from May Board – Agreed.</p> <p>Action points reviewed – matters arising, on going actions and new action points have been recorded on the Board Action Point report.</p> <p>The Board considered the revised recommendations put forward by HoCS on the mobile telephone contract. After discussion the Board agreed that eight monthly contracts would be renewed and a number of pay as you go handsets would be available for staff use as necessary.</p>	<b>Board Members</b>
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 2007/08. Some good progress has already been made towards achieving the targets.</p> <p>HoCS advised that the first phase of the Finance Manual had been completed. Work on this manual had challenged some of the procedures used in the Finance Department, namely SUN System. HoCS will produce a paper detailing proposed changes to existing procedures for consideration at the August Board.</p>	<b>HoCS</b>

<p><b>3.</b></p>	<p><b><u>Schedule of future Business</u></b></p> <p>The schedule of future business was reviewed and updated.</p> <p>The Board agreed that due to annual leave commitments over the summer period the July Board would be cancelled. Any matters listed for the July Board will be dealt with at the August Board meeting. Any further matters arising can be circulated out of Board for consultation.</p>	<p><b>PA to CEO</b></p>
<p><b>4.</b></p>	<p><b><u>Personnel Report</u></b></p> <p>Personnel report was issued and discussed.</p> <p><b><u>Sick Absence</u></b></p> <p>The HR Officer advised the Board that the sick absence level had improved on last month. However, compared to the same period last year, levels of sick absence are higher.</p> <p>After discussion the Board agreed that a phased return should be considered for any member of staff returning from a period of long term sick absence.</p> <p><b><u>Training</u></b></p> <p>HR Officer advised that the training requirements highlighted on PDPs are currently being sourced. Consideration was given to a number of requests to complete a sign language course. After discussion the Board agreed that staff wanting to pursue this course should apply for it under AFE, time off during working hours will not be allowed.</p> <p>The training budget for this year has been agreed. The Board agreed that the proposed AEA qualification will take priority over other AFE training. ACEO is currently waiting on figures from AEA. The training programme will not be completed until these figures have been received.</p> <p>CEO asked the HR Officer to consider the Lisburn Civic Centre for the next staff non residential away day.</p>	<p><b>HR Officer</b></p>

<p><b>5.</b></p>	<p><b><u>Finance Report</u></b></p> <p>The cumulative budgetary position for the two months to 31 May 2007 was issued. The Finance Officer advised the EONI Programme Budget had been agreed with the Department. As the budget had not been agreed until 20 June this month's cumulative budgetary position does not reflect the agreed programme budget, a true reflection of this will be in the next report. The Finance Officer highlighted that 98% of the budget has been accounted for which leaves little spare money for unexpected expenditure.</p> <p>Further work still has to be carried out on Capital Expenditure. The CEO would like to have the Capital surrender figure in by mid July. To assist this, the HoCS will circulate document to Board members for details of any bids for Capital expenditure. Proposals/comments are to be passed to HoCS by 26 June.</p>	<p><b>Finance Officer</b></p> <p><b>HoCS</b></p> <p><b>Board Members</b></p>
<p><b>6.</b></p>	<p><b><u>Business Continuity Planning (BCP)</u></b></p> <p>ACEO asked the Board to consider the Draft Business Continuity Plan incorporating the IT Disaster Recovery Plan. To meet the demands of the EONI Business Plan, Board members will pass any comments to ACEO by beginning of July and any further revisions will be accepted out of Board, so that the BCP can be adopted prior to 1 August. The revised draft BCP will also be forwarded to the Auditors for comments.</p> <p>The Board also agreed that once the BCP is adopted a desk top test exercise to the systems should be carried out by October 2007, if possible, by an independent assessor.</p>	<p><b>Board Members</b></p> <p><b>ACEO</b></p>
<p><b>7.</b></p>	<p><b><u>Management Information</u></b></p> <p>The CEO put forward a proposal that a report should be developed to collect management information. After discussion the Board agreed to the report and finalised the areas to be reported on. A blank form will be provided to all Area Offices and Business Units to populate. This information will be brought to the Board on a monthly basis. The CEO will collate the responses received and take this issue forward.</p> <p>A Board decision was taken that the monthly training return report should no longer be used.</p>	<p><b>CEO</b></p>

<p><b>8.</b></p>	<p><b><u>Audit Reports</u></b></p> <p>The Management Board considered the Audit Needs Assessment and Strategic Internal Audit Plan. A question was raised concerning the number of ‘man days’ allocated to the Information technology systems and Area Electoral Offices. ACEO and HoCS will take forward discussions on this matter and the key control objectives with the Auditors. The Board agreed that the most suitable time for the Auditors to return would be early September. HoCS will make the necessary arrangements.</p> <p>The Management Board considered the Internal Audit Fieldwork Report 2006/07 – Area Electoral Offices. The Board agreed the draft Management Response subject to discussed amendments.</p> <p>The Management Board considered the Draft Audit Fieldwork report 2006/07 – Information Technology Systems. The Board agreed to the draft Management Response subject to discussed amendments.</p> <p>All agreed amendments should be passed to HoCS by 22 June.</p> <p>HoCS to send final Management Responses to Auditors.</p>	<p><b>ACEO, HoCS</b></p> <p><b>HoCS</b></p> <p><b>Board Members.</b></p> <p><b>HoCS</b></p>
<p><b>9.</b></p>	<p><b><u>Risk Register Update</u></b></p> <p>The draft Risk Register was circulated. After discussion the Board agreed the Risk Register subject to discussed amendments.</p> <p>ACEO will draft a list of problems relating to the HQ building to be taken to VLA with a view to influencing the rent review.</p> <p>Staff cover for key functions should also be incorporated into the IT Contingency Plan and back-up instructions should be saved into TRIM and another member of staff trained.</p>	<p><b>ACEO</b></p>
<p><b>10.</b></p>	<p><b><u>AOB</u></b></p> <p><b><u>Back-up tapes for CCTV</u></b></p> <p>CEO had asked that estimates be obtained for updating the CCTV equipment at HQ and the Area Offices. HoCS and the Finance Officer will take this forward.</p>	<p><b>HoCS Finance Officer</b></p>

