

EONI MANAGEMENT BOARD MEETING

THURSDAY 17 APRIL at 10.00AM

CONFERENCE ROOM 3RD FLOOR

MINUTES

Members:

Chief Electoral Officer (CEO)
Assistant Chief Electoral Officer (ACEO(R))
Head of Corporate Services (HoCS)
Head of Information Services (HoIS)

In attendance:

PA to CEO
HR Officer (item 6,7)
Finance Officer (item 8)
NIPSA Rep

Apologies: Assistant Chief Electoral Officer (ACEO(E))

		<u>ACTION</u>
1.	<p><u>Matters arising – Action Points</u></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 – Signage is now in place in most of the Area Offices. Omagh Office is still waiting for planning permission and the Banbridge Office’s planning permission has been refused and was being resubmitted.</p> <p>Action 4 – The draft guidelines for responsibility of assets is currently being considered by the CEO.</p> <p>Action 7 – The CEO advised that the suggestion to add staff photographs to the lanyard style identification will not go ahead at this time. The Information Officer is currently sourcing the possibility of EONI purchasing ID Card making equipment. It is envisaged that this equipment could also produce photographic staff ID and visitor passes.</p> <p>Action 12 – HoIS advised that the Helpline answering machine was timed and it picks up after 10 seconds. It was agreed that this was satisfactory.</p> <p>Action 17 – CEO is currently considering staff</p>	<p>Board Members</p> <p>CEO</p> <p>CEO</p>

	<p>the changes to register and forms received report to reflect more accurate figures.</p> <p>ACEO(R) advised that letters were now being issued as a result of data received from the CSA. These will go out on a phased release to enable the Helpline to prepare for the influx in calls.</p> <p>CEO advised the Northern Ireland Prison Service had provided him with a list of all sentenced prisoners in Northern Ireland. This list is currently being checked against EROS. Further consideration will be given to how registration on release can be facilitated.</p>	<p>CEO</p>
<p>5.</p>	<p><u>Complaints</u></p> <p>CEO advised that the Information Officer had devised a new register for recording all complaints. This register should be completed by whoever receives the complaint.</p> <p>CEO reported that the complaints received in this period were mostly due to duplicate letters being issued as a result of the CSA data received. Letters of apology have been issued. ACEO(R) advised that she is currently looking at ways to compare the CSA data that will cut down on the duplicate letters. Letters have also been modified as a result.</p> <p>The Board considered all complaints completed during the month and agreed that no further action, in addition to that already taken, was needed.</p>	<p>ACEO(R)</p>
<p>6.</p>	<p><u>Personnel Report</u></p> <p>The personnel report was discussed and noted.</p> <p><u>Sick Absence</u> – The HR Officer reported on the sick absence levels and advised that EONI has met its target of 4% as detailed in the Annual Business Plan.</p> <p>The CEO will write to all staff who have achieved 100% attendance in the last year.</p> <p><u>Recruitment</u> – Shortlisting for the Registration Officer (Banbridge) will take place at the end of April and interviews will be held in early May.</p> <p>The interview panel will advise HR of the problems they</p>	<p>CEO</p>

	<p>have experienced with the shortlisting form. HR will consider the improvements highlighted.</p> <p>The temporary post in Finance has been filled, as a result it was agreed to trawl the casual EAs to provide cover in Banbridge.</p> <p>The Finance Officer is currently procuring advertising in the local papers for recruitment of a pool of casual staff. The HR Officer advised that it is hoped the advertisements will be placed for the week commencing 28 April. The rate of pay has been agreed.</p>	<p>HR Officer</p> <p>Finance Officer</p> <p>HR Officer</p>
<p>7.</p>	<p><u>Section 75 Consultation – 5 year Review</u></p> <p>After discussion the Board approved the Report to the Equality Commission on Five Year Review of Equality Scheme, subject to minor amendments. The HR Officer will take forward the necessary amendments before submitting the Report.</p>	<p>HR Officer</p>
<p>8.</p>	<p><u>Finance Report</u></p> <p>The cumulative budgetary position for the twelve months to 31 March 2008 was issued. The Finance Officer outlined the summary position and reported that there was an underspend of 1% of the total budget and break even on capital expenditure. These figures matched the figures compiled by FSD.</p> <p>The Finance Officer advised that the expenditure for building works had been included in this year's budget. Monies for the network upgrade and DWP work have been moved into next year's budget. CEO advised that due to the increased work on registration and electoral fraud money will need to be sourced for legal advisors and personal service of letters.</p> <p>The Finance Office advised notification of next years budget has been received, he will provide the CEO with the final figures on the delegation of the budget and budget heads for consideration.</p> <p>CEO advised that he would like to a more structured account of what is spent on initiatives. This will inform discussions on proposals and alternatives for the full canvass in 2010. The CEO will meet with the Finance Officer to discuss how this can be taken forward.</p>	<p>Finance Officer</p> <p>CEO/ Finance Officer</p>

<p>9.</p>	<p><u>Chartermark Outcome</u></p> <p>The ACEO(R) advised that EONI had been provisionally granted Chartermark. The assessor was very complimentary on the professionalism of the staff and had awarded EONI best practice for its work with disability groups.</p> <p>There is still ongoing work being carried out on the partial compliance areas. The Chartermark Team have each taken responsibility for Chartermark criteria and will continue to collect evidence throughout the year.</p> <p>The CEO would like to mark the achievement of Chartermark and will circulate a minute to all staff for suggestion on how this could be done.</p>	<p>CharterMark Team</p> <p>CEO</p>
<p>10.</p>	<p><u>AOB</u></p> <p><u>Flexi sheets</u> – the CEO put forward the proposal of having a swipe card system for recording flexi that could also be combined with photographic ID. The Board agreed that this proposal should be investigated further. The CEO will seek the views of staff on the principle of automation.</p> <p><u>Video Conferencing Equipment</u> – The CEO advised that he had been offered video conferencing equipment by NIPS. He outlined that by having video conferencing equipment it would save on staff travel costs and would be more time efficient. The IT Unit will explore the options available and produce a report for the Board to consider.</p>	<p>CEO</p> <p>IT Unit</p>
<p>11.</p>	<p><u>Next Meeting</u></p> <p>Next meeting – Thursday 15 May 2008 at 10.00am</p>	

The meeting concluded at 11.35pm