

EONI MANAGEMENT BOARD MEETING

THURSDAY 19 March 2009 at 10.00AM

1st Floor Conference Room

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
Finance Officer (item 6)

Apologies:

HR Officer
Head of Information Services (HoIS)
NIPSA Rep

		<u>ACTION</u>
1.	<p><u>Matters arising – Action Points</u></p> <p>Minutes of the February Board had been agreed out of Board on 18 March.</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 4 – The Pensions issue is still ongoing</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 2008/09. The targets were discussed and reviewed.</p> <p>Target 2 – The ACEO(R) advised that 93.4% of schools have been visited. Visits planned for early April will achieved the target</p> <p>Target 6 – the CEO advised that 2 further cases have been passed to the PPS.</p>	

	<p>Target 12 – Achieved</p> <p>Target 22 – Will be achieved at the Away Days</p> <p>Target 30 – The CEO advised that he will be writing to the Chief Executive with revised scales fees and may set out these duties at the same time.</p>	CEO
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>	PA to CEO
4.	<p><u>Management Information</u></p> <p>The management information was discussed and noted.</p> <p><u>Registration</u> – Changes to register and forms received was discussed. The forms received have decreased but this will rise again in the run up to the Election. ACEO(R) advised that CSA letters are due to go out on Friday 20 March.</p> <p><u>Other Public Contacts</u> – It was noted that the number of hits on the EONI website has increased and this is most likely due to recruitment.</p> <p><u>Complaints</u> – ACEO(E) & ACEO(R) will remind Area Offices to complete comment cards</p>	ACEO(E) ACEO(R)
5.	<p><u>Personnel Report</u></p> <p>The personnel report was discussed and noted.</p> <p><u>Flexi</u> – It was noted that some members of staff have a lot of flexi accrued. The Board discussed flexi arrangements in the busy Election period. It was agreed that normal flexi arrangements will be suspended until July and a three month timeframe will be allowed to take time off. ACEO (E) will draft a memo to be circulated.</p>	ACEO (E)

	<p><u>Sick Absence</u> – the HoCS reported on the sick absence levels and advised that the target should be met.</p> <p><u>Training</u> – the HoCS advised that all training was completed.</p> <p><u>Recruitment</u> – the HoCS reported on the current recruitment exercises –</p> <p>Registration Officers (L'Derry and Banbridge) – Two staff have been appointed.</p> <p>Part-time Admin Officer (3rd floor) – Interviews scheduled for Monday 16th and Friday, 20th March.</p> <p>Part time Finance Assistant – Interviews held on Thurs 29th Feb. Only 3 interviewees and none passed; no offer issued. Finance Officer has decided to hold any further recruitment for this post at present.</p> <p>AEO (Newtownabbey), AAEO (Banbridge) – Closing date for applications Friday, 20th March 2009.</p> <p>Assistant Finance Officer and Registration Officer – Closing date for applications Friday, 27th March.</p> <p>Count/Verification Testing – The testing will be on a merit order based on speed and accuracy. All testing will take place in the Cathedral.</p>	
6.	<p><u>Finance Report</u></p> <p>The Finance Officer advised that where their appeared to be a significant underspend in the capital budget, the NIO were fully aware of the situation and had promised to find the extra money from within the Department. Our budget is £490,000 but the FSD budget is £65,000. The Department is looking into the overspend</p> <p>There is a underspend in the staff bonus. Finance Officer will let the CEO know how much it is.</p> <p>The Finance Officer advised January's budget</p>	<p>Finance Officer</p> <p>Finance</p>

	<p>reports were only received with February's.</p> <p>The replacement of the W,Y,G contract was discussed. Finance Officer is looking at the option of using the contract with DFPNI. This could free up time in HQ as the Area Offices could phone DFPNI directly for any work under £500. Their invoices can be scanned and sent to the Finance Dept. The Board agreed to a trial to see how smoothly it would run and then it can be reviewed after 6 months.</p>	Officer
7.	<p><u>Business Plan Approval</u></p> <p>The CEO took the Board through the additions that had been made to the draft Business Plan any further comments should be submitted by 5pm today.</p>	
8.	<p><u>AOB</u></p> <p>There was no other business</p>	
12.	<p><u>Next Meeting</u></p> <p>Next meeting – Thursday 16 April 2009 at 10.00am</p>	

The meeting concluded at 11.10 am

Approved out of Board on 2009

Douglas Bain CEO