

# EONI MANAGEMENT BOARD MEETING

THURSDAY 24 JUNE 2010 at 10.00AM

Conference Room

## MINUTES

Members:

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

In attendance:

PA to CEO  
HR Officer (item 5)  
Finance Officer (item 6)

Apologies: none

		<u>ACTION</u>
1.	<p><b><u>Matters arising – Action Points</u></b></p> <p>Minutes of the March Board were agreed out of Board on 14 June 2010.</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 2 – the CEO advised that he would be meeting with the NIHRC later today to discuss the progress of the job exchange programme.</p> <p>Action 5 – the HoCS provided a draft of senior management salaries. After discussion it was agreed that further amendments need to be made to the document before it could be added to the website.</p> <p>Action 11 – the HoIS is still working on the specification criteria. She will be meeting with the Finance Officer later today to discuss the specification. It was agreed that the specification must be submitted CPD within the next 2 weeks to book a place in the queue.</p>	<p>CEO</p> <p>HoCS</p> <p>HoIS/Finance Officer</p>
2.	<p><b><u>Progress against targets</u></b></p> <p>The targets and objectives outlined in the Business Plan for 2010/11 were discussed and reviewed.</p>	

	<p>Target 1 – the CEO advised that this objective could not be marked as finalised because of the election petition.</p> <p>Objective 12 – the CEO advised the NIO have not yet invited views still on the necessary legislation.</p>	
3.	<p><b><u>Schedule of future Business</u></b></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><b><u>Management Information</u></b></p> <p>The management information was discussed and noted.</p> <p><u>Registration</u> – the registration figures were reviewed and noted by the Board.</p> <p><u>Marketing</u> – the marketing figures were reviewed and noted by the Board.</p> <p><u>Media</u> – the media figures were reviewed and noted by the Board.</p> <p><u>Other Public Contact</u> – the figures were reviewed and noted by the Board. It was noted that not all the figures had been submitted by the AEOs.</p> <p><u>Office Visits</u> – the figures were reviewed and noted by the Board.</p> <p><u>ID Card</u> – the figures were reviewed and noted by the Board. There followed a discussion on what action could be taken to reduce the figure of ID cards not processed as a result of electors not on register. It was agreed that a sentence should be added to the standard evidence letter stating that the ID card application could not be processed until all registration evidence had been provided.</p> <p><u>Prompt Payment Figures</u> – the figures were not yet available from NIO.</p> <p><u>Complaints, Compliments &amp; Suggestions</u> – the complaints were reviewed and noted by the Board. The CEO commented on a number of the</p>	<p>ACEO(R)/ ACEO(E)</p> <p>ACEO(R)</p>

	<p>complaints received and was advised that follow-up action had been taken.</p> <p><u>Evaluation of Initiatives</u> – No initiatives took place in May 2010</p>	
<p>5.</p>	<p><b><u>Personnel Report</u></b></p> <p>The personnel report was discussed and noted.</p> <p><u>Sick Absence</u> – the HR Officer reported that the average sick absence rate to date is 2.5%. Compared with the same period over the past couple of years the average days sick per person during the month of May has increased. If the sick absence rate continues to increase over the next couple of months the target of 4% could be breached.</p> <p>The HR Officer stated that she will be changing the wording on the return to work form to highlight the trigger points and the action that the manager is required to consider. Checks will be made to ensure that procedures are being carried out.</p> <p><u>Staff Appraisals</u> – the HR Officer advised that despite a reminder being issued to staff, 15 appraisal reports and a number of PDPs remain outstanding. The CEO asked to be provided with a list of names of all the outstanding reports.</p> <p><u>Recruitment</u> – the Board discussed the public sector recruitment freeze and its impact on EONI. A business case is being prepared for current recruitment exercises in relation to the IT Officer and Assistant Finance Officer posts.</p> <p>The CEO stated that the pool of casual staff for elections should still be refreshed. After discussion it was agreed that the HR Officer would produce a paper, outlining options on how this could be done, to be considered at the August Board meeting.</p> <p>The HR Officer advised that the recruitment monitoring for the general elections showed a community background applicant breakdown of nearly 50:50. A more detailed report will be prepared for the August Board.</p>	<p><b>HR Officer</b></p> <p><b>HR Officer</b></p> <p><b>HR Officer</b></p> <p><b>HR Officer</b></p>



	<p><u>Contract for photocopiers</u> – the contract is due to expire in August 2010. The question of whether there was still a requirement for photocopiers was raised. The Finance Officer advised he had been in contact with the AEOs on this and had been advised that there was still a need but mostly during the election period. It was agreed that before a contract is let the Finance Officer will look into the option of leasing photocopier to cover election periods.</p> <p><u>EDRMS</u> – this contract expires December 2010. The Finance Officer will discuss this with the HoIS.</p> <p><u>Electoral software contract</u> – the HoIS is drafting the specification and will be submitted to CPN as soon as possible.</p> <p><u>Transportation</u> – the Finance Officer advised he is redrafting the specification and will be submitted to CPD next week.</p>	<p><b>Finance Officer</b></p> <p><b>Finance Officer</b></p> <p><b>Finance Officer</b></p>
7.	<p><b><u>Approval of Draft Annual Report</u></b></p> <p>The CEO advised that the draft Annual Report 2009/10 would be circulated out of Board for comments.</p>	<b>CEO</b>
12.	<p><b><u>AOB</u></b></p> <p>There was no other business.</p>	
13.	<p><b><u>Next Meeting</u></b></p> <p>It was agreed by the Board that there would be no meeting in July.</p> <p>Next meeting – Thursday 26 August at 10.00am</p>	

The meeting concluded at 12.05pm

Approved out of Board on 1 July 2010

