

EONI MANAGEMENT BOARD MEETING

THURSDAY 25 MARCH 2010 at 10.00AM

CEO's Office

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: NIPSA Reps

		<u>ACTION</u>
1.	<p><u>Matters arising – Action Points</u></p> <p>Minutes of the February Board were agreed out of Board on 5 March 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 3 – the AEO(R) advised that casual staff are currently working on the Londonderry data and she expects this work to be completed within the next week.</p> <p>Action 5 – the ACEO(E) advised that security systems at all offices are currently being upgraded to PSNI approved status. The aim is to have this work completed by 31 March. The counter at the Belfast Office is currently being redesigned and work is scheduled to take place in the first week of April.</p>	<p>ACEO(R)</p> <p>ACEO(E)</p>
2.	<p><u>Progress against targets</u></p> <p>CEO said it was a great achievement by staff in achieving all the targets and objectives outlined in the Business Plan for 2009/10.</p> <p>The CEO asked Board members to add the necessary statistics and amend the comments on</p>	<p>Board Members</p>

	the report to make them suitable for inclusion in the Annual Report.	
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> <p>After discussion it was agreed that there would be no Board meeting in April. All items scheduled for the April Board will be moved to the next Board meeting in May.</p>	PA to CEO
4.	<p><u>Management Information</u></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. The CEO felt that the Area Offices were under selling themselves in this area, as he is aware of various marketing activities that have taken place and have not been recorded. The ACEO(R) and ACEO(E) are to invite AEOs to add further information on their marketing activities.</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 the percentage of calls answered by an operator remained constant, which is good considering the increase in calls received and the reduction of full trained staff.</p> <p><u>Office Visits</u> – the figures were reviewed and noted by the Board. It was agreed that the significant increase in footfall at the Area Offices was probably due to the upcoming election.</p> <p><u>ID Card</u> – the CEO asked that the ID card statistics be presented in a different format to show a more accurate analysis.</p>	Information Officer

	<p><u>Prompt Payment Figures</u> – the figures were reviewed and noted by the Board.</p> <p><u>Complaints, Compliments & Suggestions</u> – the complaints were reviewed and noted by the Board.</p> <p><u>Evaluation of Initiatives</u> – the evaluation of initiatives were reviewed and noted by the Board. The CEO asked that AEOs to provide more realistic assessments of the initiatives when writing up the comments. Due to constraints in next year’s budget only the most cost effective initiatives will be undertaken.</p>	AEOs
5.	<p><u>Personnel Report</u></p> <p>The personnel report was discussed and noted.</p> <p><u>Sick Absence</u> – the HR Officer reported that compared with the same as last year, average sick days are the same.</p> <p><u>Training Plan</u> – the HR Officer advised that 94% of training identified through PDPs has been completed to February 2010. Outstanding training has been booked to take place in March 2010.</p> <p><u>Recruitment</u> – the HR Officer took the Board through the current recruitment activity and expected upcoming vacancies.</p> <p>After discussion it was agreed that the IT Officer post would be advertised in the first week in June.</p> <p><u>Staff Appraisals</u> – the HR Officer will issue a note to all staff advising that all end of year appraisals must be completed and returned to HR by 15 May.</p> <p><u>Flexi</u> – the HR Officer asked the Board to consider two flexi time proposals –</p> <p>Suspension of upper flexi limit over the election period – after discussion it was agreed that the upper limit would be expanded over the election period. The HR Officer will issue a note to all staff advising them of this and also to highlight that all</p>	<p style="text-align: center;">HR Officer</p> <p style="text-align: center;">HR Officer</p> <p style="text-align: center;">HR Officer</p>

	<p>excess flexi must be used by 9 August 2010. Any unused flexi will be lost.</p> <p>Extension of the flexi band width – the HR Officer put forward the proposal of extending the band width of flexi time to 7.30am to 6.30pm. After discussion on various options the Board decided that there will be no change to the current flexi arrangements.</p>	
6.	<p><u>Finance Report</u></p> <p>The Finance Officer took the Board through the Budget Centre Report for February 2010. He advised that the underspend figure would be wiped out by the pending pay award.</p> <p>EPE09 Overview – the Finance Officer advised that all remaining cheques should be cashed by 31 March. He will take a final look through the suspense account to establish the final balance figure. Once this figure has been confirmed a cheque will be written to return excess monies to FSD.</p> <p>FCS Laser Mail contract – the Finance Officer advised that the contract is now up for renewal. He outlined three possible options that could be taken. After discussion the Board agreed that no decision would be made at this time and further information should be obtained.</p> <p>Halarose contract – the Finance Officer advised that the 3 year contract with Halarose is due to expire in early 2011. Due to a backlog at CPD he feels it would be prudent to start work on the tendering process now. After discussion the Board agreed that CPD should be asked to add this tendering exercise to their waiting list.</p>	<p>Finance Officer</p> <p>Finance Officer</p> <p>Finance Officer</p> <p>Finance Officer</p>
7.	<p><u>Fire Risk Assessment Update</u></p> <p>The HoCS took the Board through the Fire Risk Assessment Recommendations outstanding at 22 March 2010.</p> <p>Newtownards – all work that can be done has been completed. Alternative premises are being sourced.</p>	

	<p>Newtownabbey – work will be completed within the next couple of weeks.</p> <p>Omagh – the HoCS advised that the landlord’s agent had enquired about gaining access to the premises on 24 March for a contractor to get estimates for the work that needs carried out. The CEO advised the HoCS that it is important to get the lease on these premises formalised. Contact should also be made with the Crown Solicitor to seek further advice.</p> <p>There was discussion on the amount of rubbish that is being generated in the HQ building and with the insufficient collection the build up is causing a fire hazard on the stairwells. It was agreed that the HoCS would source a service that could be contacted to remove this waste on an ongoing basis.</p>	<p>HoCS</p> <p>HoCS</p>
8.	<p><u>Review of Good Relations Strategy</u></p> <p>The ACEO(E) reported that work on the Good Relations Strategy was ongoing. There are still a few actions outstanding from the last review. The AEOs have been asked to supply feedback on best practice for dealing with minority groups and people with disabilities. The CEO said the current work with the Chinese Welfare Association and RNIB should be included in the strategy.</p> <p>Once all the information has been received the ACEO(E) will circulate the revised Good Relations Strategy out of Board for comments.</p>	<p>ACEO(E)</p>
9.	<p><u>Risk Register Update</u></p> <p>The current risks were reviewed and discussed by the Board. The CEO will draft an amended risk register reflecting new risks identified. This will be circulated out of Board for comments and approval.</p>	<p>CEO</p>
12.	<p><u>AOB</u></p> <p>Business Plan 2010/11 – Draft Targets and Objectives</p>	

	The CEO asked the Board to review and approved the proposed targets and objectives for 2010/11. After discussion the Board agreed the targets and objectives subject to the amendments suggested.	CEO
13.	<u>Next Meeting</u> The Board agreed that due to the workload for the upcoming election there will be no Board meeting in April. Next meeting – Thursday 27 May at 10.00am	

The meeting concluded at 11.40pm

Approved out of Board on 1 April 2010

