

	<p>procurement exercise on this matter. The Finance Officer will contact VLA to obtain the letter that was issued stating that St. Anne's Cathedral was best value for money.</p> <p>Action 17 – ACEO will provide the Finance Office with the numbers and spec to enable him to carry out a procurement exercise on the purchase of tabards for count staff.</p> <p>Action 18 – ACEO will inform staff that the Disability Action Plan has been finalised and sent to the Equality Commission.</p>	<p>Finance Officer</p> <p>ACEO</p> <p>ACEO</p>
<p>2.</p>	<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 2007/08.</p> <p>Target 2 – CEO advised that the numbers of mismatched NINOs had fallen from 6,000 to 4,000. More work is needed to reduce this number further. PM will produce a letter that will be issued to those with mismatched NINOs giving 21 days to reply or be removed from the register. A costing exercise will be carried out to assess if this initiative should be carried out in house or out sourced.</p> <p>Target 5 – ACEO advised that the Assembly Election Plan will be looked at again in the New Year. Confusion over assignment of tasks to be carried out either by the Council or the Area Officer has arisen at the pending By-Election. To remedy this and for future use the ACEO will produce a check list of issues and responsibilities.</p> <p>Target 13 – CEO advised that in line with the Electoral Office Estate Review it is anticipated that the move out of the Belfast Office will happen by 1 April 2008.</p> <p>Target 14 – CEO advised a report on the Advice Line October figures had been sent to the Electoral Commission – a response has not yet been received. The CEO has a meeting with the Commission on 10 December 2007.</p> <p>Target 15 – After discussion the Board agreed that the HR Officer should proceed immediately to outsource any outstanding training outlined on PDPs from the private sector. This will enable EONI to maintain the training plan target. Three members of staff had identified</p>	<p>PM</p> <p>ACEO</p>

	<p>project management training as part of their PDPs. After discussion the Board agreed that project management training should be deferred until any individual was required to act as a PRINCE 2 project manager. More general training on business planning and delivery should be outsourced. The line managers will advise the staff involved and will assist in identifying a more suitable course.</p> <p>HoCS advised that as part of the Chartermark accreditation customer care training had been identified. After discussion the Board agreed that as EONI is a customer based organisation this training will be dealt with in house by on the job training and a mentoring programme.</p>	<p>ACEO PM HR Officer</p>
<p>3.</p>	<p><u>Schedule of future Business</u></p> <p>The schedule of future business was reviewed and updated. Board member should notify PA to CEO of any future business to be brought before the Board.</p>	<p>PA to CEO</p>
<p>4.</p>	<p><u>Management Information</u></p> <p>The management information was discussed and noted.</p> <p>After discussion it was agreed that Information Services will incorporate the report on registered changes by area office onto the management information spreadsheet. They will also assume responsibility for updating the statistical information on registration and registered changes each month.</p> <p>CEO advised that a notice will go into the Belfast Gazette to advertise the publication of the new register at the start of December. HoCS will draft the notice for the Gazette.</p> <p>The Marketing information was noted and discussed. Board agreed it is important to spend time doing things that generate results.</p> <p>The PM has collected information and statistics as a result of the Electoral Registration Week. The Finance Officer will provide information of monies spent by HQ for Electoral Registration week. All this information will be brought to the 'wash-up' meeting on 22 November.</p>	<p>HoIS</p> <p>HoCS</p> <p>Finance Officer</p> <p>PM</p>

5.	<p><u>Business Plan Timetable</u></p> <p>The Business Plan Timetable was discussed and noted. It was agreed that the Business Plan 2007/08 will be added as an item to be discussed at the staff residential away-days in January. This will enable all staff to be involved in discussion on the contents of the Business Plan.</p>	
6.	<p><u>Personnel Report</u></p> <p>The personnel report was issued, discussed and noted by the Board.</p> <p><u>Training</u></p> <p>HR Officer advised the Board that outstanding training will have to be provided by the private sector. Initially training through BIT was free of charge, so outsourcing from the private sector will stretch the training budget. CEO advised it would be worth looking at the training budget for next year now to assess the figures. The ACEO, HoCS and HR Officer will meet to discuss further training needs.</p> <p><u>Recruitment</u></p> <p>The current recruitment exercise was discussed. It was agreed that in future recruitment exercises HR will set out a plan for short listing and interview dates for the panel. All panel members will be instructed to clear their diary commitments to accommodate the dates set.</p> <p>The CEO asked that the HR Officer look into the possibility of developing a policy on Abuse of Staff by Public and bring the recommendations to the Board. This matter will also be raised at the JCC meeting on 27 November.</p>	<p>HR Officer</p> <p>Finance Officer</p> <p>HR Officer</p> <p>HR Officer</p>
7.	<p><u>Finance Report</u></p> <p>The cumulative budgetary position for the seven months to 31 October 2007 was issued. It was noted that the budgetary position remained much the same as last month.</p> <p>The Finance Officer highlighted that the basic pay for permanent staff included the figure for the AEO upgrade, and overtime figure included the figure caused by the flexi conversion.</p>	

	<p>An invoice has been raised to the Electoral Commission to cover the cost of Advice Line staff during Electoral Registration Week and a figure for the upgrade of the lines by BT. This invoice has not yet been paid.</p> <p>The Board discussed the marketing of the new register to increase sales. It was agreed that a letter giving details of the register to be published on 3 December will be sent to everyone who purchased the register over the last 2 years. If sales revenue can be increased it will avoid a pressure on the resource budget.</p> <p>The HoIS will obtain a figure to upgrade the leased lines.</p> <p>ACEO raised the point that colour printers had been requested for the Area Offices so that they could produce colour letter-headed paper. After discussion the Board agreed that there was not a need to supply colour printers in the Area Offices for that purpose as it would not be cost effective. The CEO indicated that he would be willing to consider any case made for colour printers for other purposes.</p>	<p>HoIS</p>
<p>8.</p>	<p><u>Audit Update</u></p> <p>The Audit Updates were discussed and amendments were agreed by the Board.</p> <p><u>Follow-up Review Report</u></p> <p>A5 – HoIS holds a check list. The check list will be amended to incorporate a 'checked by' column and e-signature. This will be updated quarterly basis.</p> <p>B3 – The Finance Officer will draft a list showing all contracts and review/inspection dates.</p> <p><u>Bank & Cash Report</u></p> <p>CEO highlighted that this report had been graded as satisfactory. CEO will pass a note of the minor amendments to HoCS for incorporation in the management response.</p> <p><u>Fixed Assets Report</u></p> <p>CEO highlighted that this report had been graded as 'limited'.</p> <p>D5 – change to 7 December and a staff member should</p>	<p>HoCS</p> <p>Finance Officer</p> <p>CEO</p>

	on EONI payroll to the CEO ahead of the briefing on 23 November. The CEO will update the ACEO and HoCS on information received at the briefing.	CEO
11.	<u>Next Meeting</u> Next meeting – Tuesday 18 December 2007 at 10.00am	

The meeting concluded at 12.10pm.