

# EONI MANAGEMENT BOARD MEETING

Monday 17 November 2008 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)

In attendance:

PA to CEO  
HR Assistant (item 5)  
Finance Officer (item 6)  
NIPSA Rep

Apologies: Head of Information Services (HoIS)

		<u>ACTION</u>
1.	<p><b><u>Matters arising – Action Points</u></b></p> <p>Minutes of the October Board were agreed.</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 AEO will take this forward with the contractor.</p> <p>Action 7 – The HoCS will issue budget holders with procedures to be used in each office. Finance Officer to issue training notes by 30 November.</p>	<p><b>Board Members</b></p> <p><b>AEO Omagh</b></p> <p><b>HoCS &amp; Finance Officer</b></p>
2.	<p><b><u>Progress against targets</u></b></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 3 – ACEO(R) advised that there was a high increase to the Register due to the schools initiative. Exact figure to be confirmed.</p>	<p><b>Board Members</b></p>

	<p>Target 5 - ACEO(R) reported that G voters would be contacted early in 2009 and it was anticipated that most will become K voters. ACEO(R) to produce a paper for December's Board meeting with ideas for achieving the target.</p> <p>Target 6 – CEO reported that this is on target and that 2 further cases have been referred to the PSNI.</p> <p>Target 11 - ACEO(E) is currently evaluating the contract.</p> <p>Target 12 - ACEO(E) and HoCS will meet this week to brainstorm ways to cut back on stationary and standardise forms.</p> <p>Target 16 – CEO advised that a usable document is now in place.</p> <p>Target 20/21 – Wording appears to refer to the wrong heading. PA to CEO to check Business Plan.</p> <p>Target 22/23 – This will be covered at the Away Day.</p>	<p><b>ACEO(R)</b></p> <p><b>ACEO(E)</b></p> <p><b>ACEO(E) and HoCS</b></p> <p><b>PA to CEO</b></p>
<p><b>3.</b></p>	<p><b><u>Schedule of future Business</u></b></p> <p>The schedule of future business was reviewed and updated. Board member should notify the PA to CEO of any future business to be brought before the Board.</p>	<p><b>PA to CEO</b></p>
<p><b>4.</b></p>	<p><b><u>Management Information</u></b></p> <p>The management information was discussed and noted.</p> <p><u>Registration</u> – the registration statistics were discussed and noted by the Board. The CEO commented on the registration increase at the Derry office. This is due to the schools initiative and it will be interesting to see the final figures for each office.</p>	



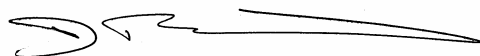
	<p><u>Casual Staff usage – Area Offices</u></p> <p>A number of Area Offices are giving cause for concern in terms of continuity of use of their casuals. This item will be on the agenda at the AEO meeting on 18 November.</p> <p>CEO suggested that staff might be employed on a fixed term contract during future schools initiative. This would reduce the use of casual staff.</p> <p>HR will analysis the usage of casual staff and the HR Officer will draw up a policy on use of casual staff.</p> <p><u>Recruitment</u> – the HR Assistant reported that interviews are scheduled to take place the week commencing 24 November for the Newtownards Registration Officer position.</p> <p>The closing date for applications for the Registration Officer position at Omagh is Friday 5 December and interviews will take place the week commencing 15 December.</p>	<p><b>HR Officer</b></p>
<p><b>6.</b></p>	<p><u><b>Finance Report</b></u></p> <p>The Finance Officer reported that he had queried the staff pension figures with FSD. There was a problem with NIO Pay Section leading to some staff's pension contributions not being paid. HoCS and Finance Officer to write to Pay Section to ensure the problem is sorted out.</p> <p>There is an underspend in training. HoCS will study the Training Plan to see how much can be used for other purposes.</p> <p>A list must be produced to decide what to spend any money left in the budget on. Returns to HoCS by Friday 28 November.</p> <p>Board members to meet week commencing 1 December to discuss the list. PA to CEO to arrange meeting</p>	<p><b>HoCS &amp; Finance Officer</b></p> <p><b>HoCS</b></p> <p><b>All Board Members AEOS</b></p> <p><b>PA to CEO</b></p>

<p>7.</p>	<p><b><u>Audit Report</u></b></p> <p>The report is currently out with Board members for factual accuracy.</p> <p>Finance Officer stated that the contract with White, Young, Green expires soon and a new contractor must be sourced.</p> <p>Audit Report to be put on EONI website.</p>	<p><b>Finance Officer</b></p> <p><b>Information Officer</b></p>
<p>8.</p>	<p><b><u>Disability Action Plan</u></b></p> <p>ACEO(E) stated that the document has been changed to incorporate a comments column. This sets out our current position. Number 11 has been added due to the European Election in 2009. CEO raised some points:</p> <ul style="list-style-type: none"> <li>(2) The law doesn't permit us to carry out a review.</li> <li>(3) The second part of this can be deleted.</li> <li>(6) Part b can be deleted.</li> <li>(9) Relevant pressure groups will be advised of changed and Electoral Commission to include this in their advertising campaign.</li> </ul> <p>The Board approved the amended version. It will be sent to the Equality Commission and put on the EONI website.</p>	<p><b>ACEO(E) &amp; Information Officer</b></p>
<p>9.</p>	<p><b><u>Business Continuity Plan Revision</u></b></p> <p>The Plan has been reviewed with new staff details and telephone numbers have been updated.</p> <p>A meeting should be held in April to discuss the Plan.</p> <p>A date is to be fixed to test the IT disaster Recovery plan.</p>	<p><b>ACEO(E) &amp; ACEO(R)</b></p> <p><b>ACEO(E)</b></p>
<p>10.</p>	<p><b><u>Charter Mark Update</u></b></p> <p>The ACEO(E) reported that she is dealing with CSE Assessment Services as this is the new Charter Mark accreditation body. She gave an update of what EONI was expected to achieve in the future to retain the Charter Mark status. The</p>	

	<p>main issue was to look at items that we only partially complied with last year and change processes.</p> <p>The next Charter Mark assessment will be in March 2009. ACEO(E) and ACEO(R) will meet to look at the customer charter.</p>	<b>ACEO(E) &amp; ACEO(R)</b>
<b>11.</b>	<p><b><u>Polling Agents</u></b></p> <p>The failure of the NIO to take any effective action to curb the abuse was noted. A number of administrative measures to address the issue were considered.</p>	
<b>12.</b>	<p><b><u>Business Plan Timetable</u></b></p> <p>The CEO reported that the next stage in the timetable is writing to stakeholders with the draft assumptions and targets inviting their comments. [Completed 21 November].</p>	
<b>13.</b>	<p><b><u>AOB</u></b></p> <p>Research to be undertaken by the Electoral Commission was discussed and the ideas from the Omagh AEO were noted.</p>	
<b>14.</b>	<p><b><u>Next Meeting</u></b></p> <p>Next meeting – 18 December 2008 at 10am.</p>	

The meeting concluded at 12.45 pm

Approved out of Board on 26 November 2008



Douglas Bain  
Chief Electoral Officer