

EONI MANAGEMENT BOARD MEETING

THURSDAY 18 OCTOBER at 10.00AM

CONFERENCE ROOM 3RD FLOOR

MINUTES

Members:

Chief Electoral Officer (CEO)
Assistant Chief Electoral Officer (ACEO)
Project Manager (PM)
Head of Corporate Services (HoCS)
Head of Information Services (HoIS)

In attendance:

HR Officer (Minutes)
Finance Officer (item 5)

Apologies: NIPSA Reps

		<u>ACTION</u>
1.	<p><u>Matters arising – Action Points</u></p> <p>Action points reviewed – matters arising, on going actions and new action points have been recorded on the Board Action Point report.</p> <p>Action 2 – Draft Overtime Policy to be taken forward if no response from NIPSA within 2 weeks.</p> <p>Action 4 – Incorporated within Personnel Report – to be removed.</p> <p>Action 7 – Draft guidance developed in relation to appointing casual staff to 2010. Completed.</p> <p>Action 11 – HoCS advised that work is commencing on Monday.</p> <p>Action 14 and 21 – Following discussion it was agreed to remove these items.</p>	<p>Board Members</p> <p>HR Officer</p>
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 2007/08.</p> <p>Target 9 – CEO advised will take this forward with Finance Officer.</p>	

	<p>Target 11 – Following discussion it was agreed that this was achieved.</p> <p>Target 14 – CEO advised that this has been completed.</p> <p>Target 17 – Exercise to be undertaken to obtain quotations to employ an external statistician to undertake the 2008 staff survey. Recommendation will be passed to Finance.</p>	HR Officer
3.	<p><u>Schedule of future Business</u></p> <p>The schedule of future business was reviewed. Board members should notify PA to CEO of any future business to be brought before the November Board.</p>	PA to CEO
4.	<p><u>Management Information</u></p> <p><u>Electoral Register</u></p> <p>CEO queried the accuracy of the published electoral figures for Belfast South [On checking found to have a very small error]. There was discussion on how the figures reflected the work of the area offices and it was agreed to extend the scope of the Registration ‘wash-up’ meeting beyond Registration week.</p> <p><u>Comment Cards</u></p> <p>Signage a problem for some area offices. HoCS agreed to take forward. Public experiencing problems in locating some area offices – website developments to include map were proposed.</p> <p>There was discussion in relation to the Electoral ID application process. Proposed to use first class post depending on annual costs would be assessed.</p>	<p>PM</p> <p>HoCS</p> <p>Info Officer</p> <p>HoIS</p>
5.	<p><u>Personnel Report</u></p> <p>Personnel report was issued, discussed and noted by the Board.</p> <p><u>Sick Absence</u></p> <p>It was noted that the average days sick per person and overall absence rate was high. CEO to contact staff with</p>	

	<p>no sick absence after March 2008.</p> <p><u>Training</u></p> <p>A number of in-house training requirements have been completed.</p> <p><u>Recruitment</u></p> <p>HR Officer reported that two panels have been appointed to undertake short-listing and interviewing for the recent AO recruitment exercise.</p>	<p>HR Officer</p>
<p>6.</p>	<p><u>Car Parking Review</u></p> <p>The Board considered two options outlined in the paper. Following discussion, Option 1 was agreed. A Policy will be drawn up by the HR Officer, seeking views from staff on the proposed criteria to determine an essential car user. The existing grade based arrangement will remain in place until the Policy is agreed with NIPSA in early 2008.</p> <p>Alternative car parking locations to be assessed for cost effectiveness taking into consideration health and safety issues.</p>	<p>HR Officer</p> <p>Finance Officer</p>
<p>7.</p>	<p><u>Finance</u></p> <p>The cumulative budgetary position for the six months to 30 September 2007 was issued.</p> <p>Salaries and Wages – £13,000 underspend noted. FO reported that £10,000 of the budget for temporary staff was moved out of September 2007 and reprofiled to March 2008.</p> <p>Goods & Services – Breakeven.</p> <p>Identity Card – Breakeven.</p> <p>Non-cash costs – Savings were noted.</p> <p>CEO advised that budget for JEGS review to be increased by £20,000 to £50,000.</p>	
<p>8.</p>	<p><u>Uniforms for Count Staff</u></p> <p>ACEO reported on uniform practice in Scotland. The Board considered the options proposed and agreed with the recommendation to purchase tabards. ACEO to</p>	<p>ACEO</p>

	provide Finance Officer with specification. Procurement to follow.	Finance Officer
9.	<p><u>Disability Action Plan</u></p> <p>The Board considered the responses to the recent consultation exercise. It was agreed that responses should be provided individually to Disability Action and internal consultee.</p> <p>White Young Green should be commissioned to assess the compliance of EONI premises to DDA requirements.</p> <p>It was agreed to revise the action plan to reflect the views of respondees, as appropriate.</p>	<p>ACEO/HR Officer</p> <p>HoCS</p> <p>ACEO/HR Officer</p>
10.	<p><u>AOB</u></p> <p><u>Newsletter</u></p> <p>HoIS reported that contributions to the Declaration were poor. It was agreed that a monthly basis may be more appropriate and that the structure may be improved by the Information Officer editing contributions and revising the current format. CEO advised that communication issues would be discussed at planned residential away day in January.</p> <p><u>Away Day</u></p> <p>ACEO reported that National Trust to provide a range of options including the initial suggestion from an outreach worker of a tree planting challenge at Mount Stewart. Out of Board proposal to be circulated.</p> <p><u>Business Plan Timetable</u></p> <p>The Board noted that the progress against the timetable was on target.</p>	<p>HoIS</p> <p>ACEO</p>
12.	<p><u>Next Meeting</u></p> <p>Next meeting – Thursday 15 November at 10.00am</p>	

The meeting concluded at 11.50pm.