

EONI MANAGEMENT BOARD MEETING

THURSDAY 16 OCTOBER 2008 at 11.00AM

CEO's Office

MINUTES

Members:

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

In attendance:

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

Apologies: Head of Information Services (HoIS), Assistant Chief Electoral Officer (ACEO(E))

		<u>ACTION</u>
1.	<p><u>Matters arising – Action Points</u></p> <p>Minutes of the September 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 HoCS advised that planning permission has been granted for the Omagh Office. The AEO will take this forward with the contractor, with a view to having the signage erected in the next 6 weeks.</p> <p>Action 12 – ACEO(R) advised that the IT Assistant had agreed to take on the role of providing EROS and TRIM training. She will have further discussions with the IT Assistant and get dates fixed for training in the new year.</p> <p>Action 14 – the ACEO(R) will advised the HoCS of the final figure for the IT work.</p>	<p>Board Members</p> <p>AEO Omagh</p> <p>ACEO(R)</p> <p>ACEO(R)</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 2008/09. The targets were discussed and</p>	<p>Board Members</p>

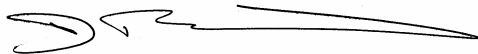
	<p>reviewed.</p> <p>Target 3 – ACEO(R) advised that around 5,000 new electors had been added to the register so far but this figure did not include those applications received as a result of the schools initiative.</p> <p>Target 16 – it was noted that this objective had not been achieved. The HoCS advised that a robust process will be in place by 30 November and will be recorded on the report.</p> <p>Target 18 – the ACEO(R) advised work was completed on 15 August. This will be shown as a comment on the report.</p>	<p>HoCS</p> <p>ACEO(R)</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 the PA to CEO of any future business to be brought before the Board.</p> <p>It was noted that the Information Officer would not be available for the November Board. As it is important to make the decision on the Options for Production of the EIC the PA to the CEO will arrange a meeting with the Information Officer and the Management Board before the November Board so that a decision can be taken.</p>	<p>PA to CEO</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><u>Registration</u> – the registration statistics were discussed and noted by the Board. The CEO commented on the graph showing the total number of forms received in offices during 2008, demonstrating a steady rise in applications received each month from March. The peak as a result of the mini-canvass was discounted.</p> <p><u>Complaints</u> – complaints were reviewed and noted. The CEO reported that the majority of complaints received were about the registration evidence requirements letter and its tone. He advised this letter has now been changed in line</p>	

	<p>also felt this subject should be listed on the agenda for the next AEO meeting.</p> <p><u>Flexi sheets</u> – the HR Officer reported that, for audit purposes, line managers should be electronically signing of flexi sheets. After discussion it was agreed that the HR Officer would issue a note to all staff advising them of this and that electronic flexi records only need to be kept for a 3 month period.</p>	<p>HR Officer</p>
<p>6.</p>	<p><u>Finance Report</u></p> <p>The Finance Officer reported that invoices are now being scanned on to TRIM and a link sent to the budget holder for approval. This system is working well in all offices.</p> <p>The Finance Officer took the Board through the Finance Report up to September 2008. He reported that the total programme showed an overspend but it was not as marked as it was in the August report. He felt this reduction in overspend was due to the fact that there had been no quarterly post out. The CEO advised that four mail shots should be profiled in the budget for next year.</p> <p>The Finance Officer highlighted an overspend on staff costs. This figure is due to the use of casual staff at Area Offices. The CEO said he felt this trend would continue throughout November, while the schools initiative was being operated, but once this work is complete there should be a reduction in the number of casual staff being used.</p> <p>The Finance Officer took the Board through the level 2 report and highlighted areas of concern and noted that the staff pensions figures need to be queried with FSD.</p> <p>The Finance Officer stated that the budget holders now have their reports. There have been a few teething problems. After discussion it was agreed that he would issue the budget holders with their summary position as of 30 September so that they could see what they are inheriting.</p> <p>Overall the budget is in a better position than last</p>	<p>Finance Officer</p> <p>Finance Officer</p>

	month but the Finance Officer stated the budgets are under pressure.	
7.	<p><u>Business Plan Timetable</u></p> <p>The CEO reported that he has circulated his first draft assumptions and targets. Replies are due by 10 November. The CEO advised he will be asking the AEOs to identify potential development objectives during November. He said in view of the election activity he would like to have a reduction in the number of development objectives for next year.</p>	
8.	<p><u>AOB</u></p> <p>There was no other business.</p>	
9.	<p><u>Next Meeting</u></p> <p>Next meeting – Thursday 20 November 2008 at 10.00am [this date has since been changed to Monday 17 November.]</p>	

The meeting concluded at 11.20am

Approved out of Board on 24 October 2008



Douglas Bain
Chief Electoral Officer