

EONI MANAGEMENT BOARD MEETING

WEDNESDAY 21 OCTOBER 2009 at 10.00AM

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
NIPSA REP
HR Officer (item 5)

Apologies: Head of Information Services (HoIS)

		<u>ACTION</u>
1.	<p><u>Matters arising – Action Points</u></p> <p>Minutes of the September Board were agreed out of Board on 2 October 2009.</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 evidence has been gathered from other government bodies and a meeting was held with the Internal Auditors on 25 September on how other finance departments are handled. Findings will be presented at the November Board meeting.</p> <p>Action 3 – the HoCS advised that work on the finance procedures manual is on-going. A draft will be brought to the November Board.</p> <p>Action 9 – the HoCS advised she had spoken with a representative from FSD yesterday to resolve the issue regarding a precise forecast for non-cash costs. A satisfactory response was not given. The Finance Officer will contact FSD at a higher grade to expedite this matter.</p>	<p>HoCS</p> <p>HoCS</p> <p>HoCS/ Finance 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</p>	

	<p>2008/09. The targets were discussed and reviewed.</p> <p>Objective 9 – the ACEO(R) advised the first run of 15,000 letters is about to issue. Offices have been actioning DWP quarterly information and statistical information on this initiative will be available next month.</p> <p>Objective 11 – the ACEO(R) advised the HoIS will shortly be issuing guidance on how to enter multiple occupancy dwellings onto EROS. Mismatches with the POINTER data are being checked and unverified addresses discovered will be removed from the property database.</p> <p>Objective 14 – the ACEO(R) reported that further statistical information resulting from the participation in the National Fraud Initiative will be available at the November Board.</p>	<p>ACEO(R)</p> <p>ACEO(R)</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 members should notify the 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><u>Registration</u> – the registration figures were reviewed and noted by the Board. There is a small increase on registration figures on the same period last year.</p> <p>The ACEO(R) will check the figures recorded on the Change to Register and Forms Received table. It was agreed that an explanation should be added to the table to provide the public with an explanation for the mis-match of figures.</p> <p><u>Marketing</u> – the marketing figures were reviewed and noted by the Board. It was clarified that all contact outside the office was to be recorded on the Marketing table.</p>	<p>AEOs</p>

	<p><u>Media</u> – the media figures were reviewed and noted by the Board.</p> <p><u>Other Public Contact</u> – it was noted that the number of calls to the Helpline has reduced, it was also noted that the number of calls answered by an operator has also reduced.</p> <p><u>Office Visits</u> – Belfast Area Office continues to have the highest footfall. After a discussion on how the Belfast Office recorded their footfall it was agreed that the figures should only include those who go into the office for business purposes. The AEO Belfast will amend all previous management information figures to reflect this.</p> <p><u>Prompt Payment Figures</u> – the HoCS advised they are still pushing FSD to supply these figures.</p> <p><u>Complaints, Compliments & Suggestions</u> – a suggestion was received that the Polling Station Scheme on the website should include post codes to make them easier to locate using Sat Nav. After consideration the Board agreed that if this is possible the recommendation would be accepted. The CEO will write to the person who made the suggestion to advise them of the action being taken.</p> <p><u>Evaluation of Initiatives</u> – the Board reviewed the initiatives at ‘Fresher’s Fairs’ undertaken by the Belfast and Omagh Offices. Both Offices showed very different results. After analysing the results the Board agreed that any further initiatives at FE colleges should be considered carefully, taking into account previous initiatives undertaken there, before committing to attend.</p>	<p>AEO Belfast</p> <p>HoCS</p> <p>ACEO(R)</p> <p>CEO</p>
<p>5.</p>	<p><u>Personnel Report</u></p> <p>The personnel report was discussed and noted.</p> <p><u>Christmas Closing</u> – the HR Officer advised that after consultation with all staff the majority had opted for the additional day closure to be 24 December. The Board agreed with the majority vote and confirmed that all offices will close for business from the evening of 23 December and re-opening on 4 January. Staff will have to take the remaining three days as either annual or flexi</p>	<p>HR Officer</p>

	<p>leave. The HR Officer will notify the staff of this decision and include dates for Easter closing.</p> <p><u>Sick Absence</u> – the HR Officer reported that the sick absence rate was up this month. Overall the absence rate is 1.5% to date.</p> <p><u>Training Plan</u> – the HR Officer advised the Board that approximately 40% of the training has been attended to date. A number of courses will not be available until early 2010. Concern was raised about an underspend in the training budget. The HR Officer advised invoices had not yet been received for all courses attended.</p> <p><u>Recruitment</u> – the HR Officer took the Board through the current recruitment activity.</p> <p>Count Staff – the closing date for responses for count testing is 23 October. Due to the postal strike it was agreed that the closing date will be extended until next week.</p> <p>Temporary RO (Belfast) – a transfer interest has been issued to all staff with the closing date of 23 October.</p> <p><u>Job Exchanges</u></p> <p>The HR Officer asked the Board to consider the introduction of job exchange opportunities within EONI, which will enable a member of staff to make a temporary exchange of their position with another member of staff at the same grade. It is thought this may benefit both the staff and EONI. After consideration the Board agreed to the development of this policy. It was also agreed that staff with warnings or high levels of sick will be excluded from the programme. The HR Officer will draft a Job Exchange Policy and circulate to all staff for consultation.</p> <p>Interchange opportunities with other organisations is being taken forward by the CEO. An update will be circulated to all staff when further information is gathered.</p>	<p>HR Officer</p> <p>HR Officer</p>
<p>6.</p>	<p><u>Finance Report</u></p> <p>The HoCS took the Board through the Budget</p>	

	<p>Centre Report for September 2009. She highlighted an underspend in staff costs. The reason for this is that monies had been factored in to cover the pay award that was expected in August. She advised the figure for non-cash costs had still to be clarified with FSD. The CEO advised that FSD was to be given another week to provide a written response, if no response is received within that time the CEO is to be informed with a view to then writing to FSD. The issue of receipt was also to be taken up with FSD.</p> <p>There is a possibility that more money may be needed in capital. This will be looked into once the invoice has been received from HMP Magilligan.</p> <p>EPE09 Overview – 3 out of 5 Education and Library Boards have provided invoices for the use of their premises at the election. All 3 invoices are being queried. The HoCS advised that further monies were being drawn down to cover the remaining invoices and that the account should be closed by the end of November.</p>	<p>HoCS</p>
<p>7.</p>	<p><u>Fire Risk Assessment Update</u></p> <p>The HoCS advised that items arising from the fire risk assessment recommendations had been ordered and that she is just waiting for the work to be completed. Once the work has been done she will arrange for the Fire Officer to return to carry out an inspection.</p> <p>The HoCS highlighted that there is still ongoing negotiations with the Land & Property Agent and Landlord's Agent over replacement of the fire alarm system and installation of smoke detectors at the Omagh Office. After discussion it was agreed that the HoCS would check with the Fire Officer if battery operated smoke detectors would be sufficient.</p>	<p>HoCS</p>
<p>8.</p>	<p><u>AOB</u></p> <p><u>European Election Count 2014</u></p> <p>The CEO advised the Board that it had been proposed from Brussels that the European Election 2014 should be Friday 9 May throughout</p>	

	<p>Europe. This would mean the count would take place on a Saturday. The CEO asked the Board if they could foresee any problems with holding the count on a Saturday. No problems were highlighted.</p> <p><u>Proposals on Count Centres</u></p> <p>The CEO advised the Board that the AEOs have been carrying out an assessment on count centre venues for the general election. The AEO at Omagh has put forward the option of the Lakeland Forum, the CEO asked for the Board's views on this. No final decision has been made on the count venue.</p> <p><u>Internet Abuse</u></p> <p>The CEO advised the Board that the HoIS issued the Internet and Email Policy in July 2009. It outlined clear guidance on the use of the internet and email facilities for personal use, each member of staff was asked to sign a declaration stating that they had received a copy of the Policy. Monitoring work has been carried out and it appears to show significant abuse by a number of colleagues. The abuse relates to personal use of the internet during core hours. Individuals involved will be issued with a report of their usage and given a chance to explain. Each case will be looked at on its individual merits. The CEO advised he will be issuing a minute to all staff today about the abuse of the internet facilities.</p>	
<p>9.</p>	<p><u>Next Meeting</u></p> <p>Next meeting – Thursday 26 November 2009 at 10.00am</p>	

The meeting concluded at 11.25am

Approved out of Board on 3 November 2009

