

EONI MANAGEMENT BOARD MEETING

THURSDAY 23 SEPTEMBER 2010 at 10.00AM

Conference Room

MINUTES

Members:

Chief Electoral Officer (CEO)
Assistant Chief Electoral Officer (ACEO(R))
Assistant Chief Electoral Officer (ACEO(E))
Head of Information Services (HoIS)

In attendance:

AO Registration
HR Officer (item 5)
Finance Officer (item 6)

Apologies: Head of Corporate Services (HoCS)

		<u>ACTION</u>
1.	<p><u>Matters arising – Action Points</u></p> <p>Minutes of the March Board were agreed out of Board on 20 September 2010.</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 3 – the CEO assured submission has now gone to Hilary Jackson at NIO for approval and will then go to Treasury.</p> <p>Action 4 – the Finance Officer confirmed that photocopiers will need to be available in every office in the run up to and during election periods. He is currently assessing the overall running costs and the possibility of leasing photocopiers during elections.</p> <p>Action 6 – the CEO is content for the mail to continue to be opened by the Helpline staff, unless it is marked private and confidential. The ACEO(E) suggested that once mail is opened it should be placed in a transfer envelope for transportation to the different floors.</p> <p>Action 7 – the ACEO(E) will be discussing this further with the Information Officer on 27 September.</p> <p>Action 10 – the HR Officer is currently consulting the</p>	<p>CEO</p> <p>Finance Officer</p> <p>ACEO(E)</p> <p>HR Officer</p>

	<p>AEOs on training requirements.</p> <p>Action 11 – the ACEO(E) asked that the HoCS to assess and source new filling cabinets to ensure that there is adequate capacity to securely store all documents.</p>	HoCS
2.	<p><u>Progress against targets</u></p> <p>The targets and objectives outlined in the Business Plan for 2010/11 were discussed and reviewed. The report outlining the completed and ongoing actions was updated.</p>	
3.	<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>	PA to CEO
4.	<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. The ACEO(R) advised that there had been no poll card returns for West Tyrone. The CEO asked that this be taken up with Royal Mail. The ACEO(R) also reported that the BSO and Schools Initiatives would boost registration figures over the next few months.</p> <p><u>Marketing</u> – the marketing figures were reviewed and noted by the Board.</p> <p><u>Media</u> – the media figures were reviewed and noted by the Board.</p> <p><u>Other Public Contact</u> – the figures were reviewed and noted by the Board.</p> <p><u>Office Visits</u> – the figures were reviewed and noted by the Board.</p> <p><u>ID Card Statistics</u> – the CEO would like a footnote inserted into the statistics to give assurance that all ID applications are being processed as he feels the current format does not reflect this.</p>	<p>ACEO(R)</p> <p>HoIS/ Information Officer</p>

	<p><u>Prompt Payment Figures</u> – the figures have not been received from NIO.</p> <p><u>Complaints, Compliments & Suggestions</u> – the complaints were reviewed and noted by the Board.</p> <p><u>Evaluation of Initiatives</u> – all initiatives undertaken were reviewed and noted by the Board.</p>	
5.	<p><u>Personnel Report</u></p> <p>The personnel report was discussed and noted.</p> <p><u>Sick Absence</u> – the HR Officer reported that the sick absence level had slightly improved on last month. The current level is 3.7%. Compared with the same period last year the average days sick per person this year remains higher.</p> <p>The HR Officer advised that a referral to OHS is being made for the staff member currently on long term sick. She is also seeking advice from the NIO on the possibility of special leave being offered to this person.</p> <p><u>Staff Training</u> – the HR Section are currently processing training requirements and courses have been organised with external providers. A number of internal training requirements are outstanding but will be completed by December 2010.</p> <p><u>Election Review</u> – the HR Officer advised that the election review carried out by AEOs during October 2010 had highlighted shortfalls in staffing. After discussion it was agreed that the ACEO(E) would put forward a business case to the NIO for additional staffing in Ballymena and Newtownabbey on a fixed term contract basis.</p> <p><u>Home Working Review</u> – was reviewed and noted by the Board.</p>	<p>HR Officer</p> <p>HR Officer</p> <p>ACEO(E)</p>
6.	<p><u>Finance Report</u></p> <p>The Finance Officer took the Board through the Budget Centre Report for August 2010. He advised that the August 2010 reports do not reflect the £150,000 budget surrendered as part of the August monitoring round.</p>	

