

EONI MANAGEMENT BOARD MEETING

THURSDAY 17 AUGUST 2006 at 10.00AM

CONFERENCE ROOM HQ

MINUTES

Members:

Chief Electoral Officer (CEO)
Assistant Chief Electoral Officer (ACEO)
Project Manager (PM)
Head of Corporate Services (HoCS)
Head of Area Office Services (HoAOS)
Head of Information Services (HoIS)
PA to CEO

In attendance:

Finance Officer (items 7,8)
2 x ASM Horwath (item 7)
2 x NIPSA Representatives
(items 9-17)

		<u>ACTION</u>
1.	<u>Opening remarks</u> CEO outlined the responsibilities of the Management Board, highlighting that it is a very valuable leadership role to demonstrate that we have an evidence based decision making process. Minutes will be published on the website and issued to all staff.	
2.	<u>Progress against targets</u> CEO advised that this document will be reviewed on a monthly basis. All Board members should scrutinise and update the progress against their target responsibilities for each Board meeting. This process will help monitor the progress against the targets to which EONI have committed in the Annual Plan.	Board Members
3.	<u>Schedule of future Business</u> The review of future business sets out items already planned for future meetings. This document will be updated as new items are added and will be circulated with the minutes after each Board meeting. Items added – Draft Training/Development Policy	PA to CEO

	<p>Table on NIO/DFP Terms and Conditions Recommendations – Chartermark/IIP IT Business Continuity Strategy for Improving Communication Polling Station Scheme Review</p>	
4.	<p><u>Personnel Report</u></p> <p>There was a discussion on the revised statistical calculation of sick absence monitoring for EONI. Board members approved this calculation and format.</p> <p>Civil Service Status – CEO will be meeting with a person with knowledge of this area to discuss this matter further.</p> <p>PA post – has been re-graded to EO1. Trawl notice will be issued in due course.</p> <p>AA vacancies – Belfast - waiting security clearance Banbridge - commencing employment 21 August 2006. Ballymena - will be discussed after canvass period.</p>	<p>CEO</p> <p>HoCS</p>
5.	<p><u>Annual Equality Report</u></p> <p>This report had been circulated earlier and approved out of Board. CEO thanked all those involved for a job well done.</p>	
7.	<p><u>Strategic Audit Plan</u></p> <p>Representatives from ASM Horwath highlighted the key areas of the draft Audit Needs Assessment and Strategic Internal Audit Plan. After discussion the plan was approved subject to the amendments highlighted during discussion. ASM Horwath will issue a final draft Plan and work programme for 2006/07. This will be circulated for out of Board approval.</p>	<p>ASM Horwath</p>
8.	<p><u>Finance Report</u></p> <p>The Finance Officer circulated the cumulative budgetary position for the four months to 31 July 2006. Discussion was raised on the issue of overtime payments. It was agreed that an overtime policy would be brought to the Board in September.</p> <p>HoCS will also prepare a paper on the differences between the terms and conditions of NIO and DFP. This document will be passed to the NIPSA representatives</p>	<p>HoCS</p> <p>HoCS</p>

	<p>for consultation with NIPSA members. It will also be circulated, by HR, for consultation with all EONI staff. This issue will be discussed again at the October board meeting.</p>	
9.	<p><u>Fraud Policy and Whistleblowing Policy</u></p> <p>After discussion the Fraud Policy and Whistleblowing Policy were agreed subject to amendments highlighted by the Board. Both policies will be sent to NIPSA for consultation. After consultation the policies will be circulated to EONI staff.</p> <p>It was agreed that two independent advisors would need to be identified for staff to voice any concerns relating to these policies. The CEO will source the independent advisors.</p>	CEO
10.	<p><u>Policy on Gifts, Hospitality and Awards</u></p> <p>After discussion the Gifts, Hospitality and Awards policy was agreed. The policy will be sent to NIPSA for consultation, thereafter circulated to EONI staff. The CEO congratulated the HoCS on bringing this forward.</p>	
11.	<p><u>Training needs analysis</u></p> <p>After discussion the Board agreed to vire money from other budget heads to meet the full cost of delivering the training identified as appropriate. This will be reflected in next month's finance report.</p> <p>Concerns were raised over a number of the courses requested by staff. HoCS will go back to line managers to establish the relevance of the courses requested and will circulate the draft training and development policy today to assist line managers in assessing the relevance of courses applied for.</p>	<p>Finance Officer</p> <p>HoCS</p>
13.	<p><u>Risk Register</u></p> <p>The CEO outlined the need for risk management and how it is now mandatory for all public bodies to have a risk register. The Board members took part in an exercise to identify the strategic risks, to EONI and the impact they would have on the organisation as a whole.</p> <p>The CEO will break down the results of this exercise and use the information to establish the EONI strategic risk register. This register will be circulated to Board</p>	CEO

	<p>members for approval. It was agreed that this register will be reviewed by the Board on a quarterly basis and that it will be confidential to those attending the Board. Once the strategic register is in place we will look to cascade risk to all parts of EONI. It might be possible to do this at the away-days as training.</p>	
14.	<p><u>Christmas Leave</u></p> <p>After discussion it was agreed that the EONI offices will close for the Christmas week, continuing the arrangement of previous years. Staff will be asked to take 2 days annual or flexi leave. The CEO will issue a note to all staff to advise them of the agreed arrangements.</p>	CEO
15.	<p><u>Comprehensive Spending Review</u></p> <p>HoCS advised that the Comprehensive Spending Review covering the period 2008-2011 needs to be discussed and completed. As this is a major exercise it was agreed that Board members will spend a half day in September drafting an outline plan. PA/CEO to arrange a mutually convenient date.</p>	Board Members PA/CEO
16.	<p><u>AOB</u></p> <p>Additional items were discussed.</p>	
17.	<p><u>Next meeting</u></p> <p>Thursday 21 September</p>	

The meeting concluded at 2.45pm.