

EONI MANAGEMENT BOARD MEETING

THURSDAY 26 AUGUST 2010 at 10.00AM

CEO'S OFFICE

MINUTES

Members:

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

In attendance:

PA to CEO
HR Officer (item 5)
Finance Officer (item 6)
Information Officer (item 8)

Apologies: Chief Electoral Officer CEO)

		<u>ACTION</u>
1.	<p><u>Matters arising – Action Points</u></p> <p>Minutes of the March Board were agreed out of Board on 14 June 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>	
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.</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. It was noted that the BSO and Schools Initiative will increase the figures over the coming 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</u> – the figures were reviewed and noted by the Board. It was noted that some ID cards are not processed as a result of electors not being on the register. The ACEO(R) stated that this is because they have to provide documentation to support their registration application.</p> <p><u>Prompt Payment Figures</u> – the figures were reviewed and noted by the Board. The Finance Officer reported that a Direction from the NIO meant that suppliers should be paid within 5 working days instead of 10. A target has been set at 80% and the Finance Officer is ensuring that all invoices come direct to him. It was suggested that a Finance Inbox is set up.</p> <p><u>Complaints, Compliments & Suggestions</u> – the complaints were reviewed and noted by the Board.</p> <p><u>Evaluation of Initiatives</u> – the evaluation of initiatives were reviewed and noted by the Board.</p>	HoIS
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 average sick absence rate to date is 4%. Compared with the same period over the past couple of years the average days sick per person during the month of June and July has increased. This is cause for concern but the HR Officer assured the Board she is monitoring it and people are being referred to OHS.</p> <p><u>Staff Appraisals</u> – the HR Officer reported that only one appraisal remains outstanding.</p> <p><u>Training Plan</u> – The Board approved the 10/11 training plan and all AFE applications.</p>	

	<p><u>Recruitment</u> – the HR Officer reported that the IT position and the two finance positions have been approved by the NIO. She also advised of an AO resignation in the Ballymena Office</p> <p><u>Election Staff Review</u> - The HR Officer took the Board through the paper on recommendations to establish a pool of casual workers for elections.</p> <p>The HR Officer advised that the recruitment monitoring for the General Election showed a community background applicant breakdown of approx 50:50. However this did not equate to actual appointments</p> <p>After a discussion on this, the Board agreed to retain the current pool of election staff to work in 2011 and undertake a recruitment exercise to make up the shortfall. The list will be refreshed after the 2011 Election. It was agreed to postpone online testing as it is too expensive</p>	<p>HR Officer</p>
<p>6.</p>	<p><u>Finance Report</u></p> <p>The Finance Officer took the Board through the Budget Centre Report for July 2010.</p> <p>There is an underspend in profile terms but money will be surrendered back to the Department and this will be reflected next month.</p> <p>Staff costs still show a cumulative underspend, mainly due to the fact that the pay award budget has been built in but actual expenditure has not taken place.</p> <p>Non Staff costs show a cumulative underspend which is due in part to the lease at the Newtownards Office not being re-evaluated.</p> <p>Receipts brought in more than was budgeted for due to the sale of the marked register.</p>	
<p>8.</p>	<p><u>Customer Feedback Report</u></p> <p>The Information Officer took the Board through the Report. The ACEO(E) noted that it was a very successful report</p>	

	It was decided that there should be a model answer to guide the mystery shoppers when they are marking their queries. The Information Officer and ACEO(E) will bring this forward.	Information Officer/ ACEO(E)
9.	<u>Audit Update</u> The HoCS took the Board through the Audit Update and recommendations current at 16 August 2010. The HoIS suggested we carry out a full IT Disaster Recovery test once the DR site is completed.	
10.	<u>Risk Register Update</u> The Risk Register was discussed and will be updated by the HoCS. A procedures manual should be put in place. Discuss at the next AEO meeting about what to do if key personal in Area Offices become unavailable. Ensure that AAEOs are trained in specific skills such as Media and Presentation.	HoCS ACEO(E) ACEO(E) HR Officer
11.	<u>AOB</u> HoCS will check if hard copies of bank details are required for audit purposes. If they are not then they can be scanned onto Trim and confidentially disposed.	HoCS
12.	<u>Next Meeting</u> Next meeting – Thursday 23 September at 10.00am	

The meeting concluded at 12.15pm

Approved out of Board 20 September 2010

