

EONI MANAGEMENT BOARD MEETING

THURSDAY 15 MARCH 2007 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)

In attendance:

HR Assistant
Finance Officer
HR Officer
Martin Fox (NIPSA Rep)

		<u>ACTION</u>
1.	<p><u>Matters arising – Action Points</u></p> <p>Action points reviewed – matters arising, on going actions and new action points have been recorded on the Board Action Point report.</p> <p><u>EONI Staff Survey</u> – The CEO reported that the quotes received from the independent contractors approached to carry out the staff survey were expensive. To minimise the cost the CEO had discussed with the NIPSA representative the possibility of the survey being conducted internally. The NIPSA rep felt that members would be content for the staff survey to be conducted internally as long as management and HR had no access to the papers. To alleviate staff concerns the NIPSA rep will take responsibility for the papers and staff will be invited to volunteer to help analyse the findings. It was agreed that the staff survey would be distributed at the away days and the analysis will take place after the election in March.</p>	CEO
2.	<p><u>Progress against targets</u></p> <p>CEO reviewed the progress against targets report. CEO congratulated the Board on their returns on the update. Board members to amend the report as necessary.</p>	Board Members

3.	<p><u>Schedule of future Business</u></p> <p>The schedule of future business was reviewed and updated.</p>	PA to CEO
4.	<p><u>Personnel Report</u></p> <p>Personnel report was issued.</p> <p><u>Sick Absence</u></p> <p>The HR Officer highlighted that it was anticipated the end of year sick absence figure will be above target. This is due to long term sick absence. The HR Officer will produce sick absence reports that exclude maternity and long term sick related absence for comparison and prepare our defence explaining the reasons for not meeting the target.</p> <p><u>Training</u></p> <p>HR Officer advised it was agreed that any outstanding training requirements would be carried forward to the 06/07 training schedule. Line managers will be asked to discuss with staff and evaluate the need for training after the end of March in line with the Performance Appraisals.</p> <p>The Board agreed that all training, both internal and external, should be taken into account and evaluated. Any mentoring or coaching session should also be recorded and evaluated. Records should be kept of all internal and external training for inclusion in the Business Plan.</p> <p>After discussion it was agreed to introduce a monthly report that will be circulated to all staff to record all training received in that period. HR Officer will develop a draft monthly training return for approval by HoCS. This should be introduced wef 1 April 2007.</p> <p><u>Policies</u></p> <p>The HR Officer reported that the following policies are likely to be agreed by NIPSA without further discussion</p> <p>–</p> <p>Learning and Development Flexible Working Hours Fraud and Response Plan Whistle Blowing Policy Gifts and Hospitality.</p>	<p>HR Officer</p> <p>HR Officer</p>

	<p>The HR Officer will visit offices to provide awareness training for the HR Policies.</p> <p><u>General</u></p> <p>New staff have been recruited for the positions in Newtownabbey and Ballymena.</p> <p>Recruitment for election staff has now been advertised in the Newspapers and there have been many requests for application packs.</p>	HR Officer
5.	<p><u>Advice Line – Terms and Conditions</u></p> <p>The paper outlining the Advice Line Terms and Conditions was agreed by the Board. HR will issue contracts, outlining the agreed terms and conditions of employment, to the appropriate staff by the end of the week.</p>	HR Officer
6.	<p><u>Finance Report</u></p> <p>The Finance Officer circulated the cumulative budgetary position for the nine months to 31 December 2006 and advised the budget was tight. He outlined concerns with numbers of temporary staff, and that staff in the offices working on election related tasks should be paid out of that budget as soon as practicable.</p>	
7.	<p><u>Schedule of Health & Safety by premises</u></p> <p>The Fire, Health and Safety Report was circulated outlining possible risks identified. It was agreed that the Board would not get involved in monitoring the report. HoCS will go through the report and allocate work as appropriate, ensuring all high risk elements are carried out as priority and in line with the EONI Estate Review. A 3 monthly progress update will be provided to the Board.</p>	HoCS
8.	<p><u>AOB</u></p> <p><u>Payment to staff at election time</u></p> <p>The provision for payments to staff at election time was discussed and agreed by the Board. The CEO will issue a note to all staff advising them the agreed payments and conditions.</p>	CEO

	<p><u>Name of EONI Newsletter</u></p> <p>A vote was taken by the Board on the entries for the name of the EONI Newsletter competition. The winning name is The Declaration – the prize will be presented at the staff Away Days.</p> <p><u>Audit Reports</u></p> <p>The Risk Management and Corporate Governance report had been received from ASM Horwath. The Board accepted the four recommendations made at Appendix E and agreed the draft management response.</p>	
<p>9.</p>	<p><u>Next meeting</u></p> <p>Thursday 15 February 2007.</p>	

The meeting concluded at 11.55am