

EONI MANAGEMENT BOARD MEETING
THURSDAY 16 NOVEMBER 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)

In attendance:

Finance Officer (items 5-7)
PA to CEO

Apologies: Head of Information Services (HoIS), HR Officer

		<u>ACTION</u>
1.	<p><u>Matters arising – Action Points</u></p> <p>Action points reviewed – matters arising</p> <p>5. Any suspended training sessions to be re-scheduled for April/May.</p> <p>6. Harassment and Bullying policy to be circulated for agreement out of Board.</p> <p>7. Board agreed that the HR Officer would deliver the Harassment and Bullying policy to each office over a one month period.</p> <p>The action point report has been updated to show on-going action and new action points arising.</p>	<p>HR Officer</p> <p>HR Officer</p> <p>PA to CEO</p>
2.	<p><u>Progress against targets</u></p> <p>CEO reviewed the progress against targets report highlighting areas of concern. Board members to amend report as necessary.</p>	Board Members
3.	<p><u>Schedule of future Business</u></p> <p>In light of the possible election in March 2007 the schedule of future business has been amended to reflect the change of business needs.</p>	PA to CEO

	<p>After discussion it was agreed that the HR Officer would produce a paper outlining the policies currently under consideration and provide details on how they will be delivered to all EONI staff. The Board favoured the HR Officer delivering the training in person at each office or perhaps pair of offices as part of her routine office visits schedule.</p>	<p>HR Officer</p>
<p>4.</p>	<p><u>Personnel Report</u></p> <p>Personnel report was issued.</p> <p><u>Sick Absence</u></p> <p>It was brought to the attention of the Board that sick absence levels have increased due to long term sick figures. CEO will meet with HR Officer to discuss the situation.</p> <p><u>Leave</u></p> <p>It was agreed that excess annual leave levels will need to be brought in line. Various options were discussed. CEO will write to the NIO to explore the proposed options before notifying staff of final decision. From 2007 staff will only be allowed to carry forward the maximum of 9 days except in exceptional circumstances. The fact that there was an election or a full canvass would not be regarded as an exceptional circumstance.</p> <p>HR has been asked to confirm on a monthly basis outstanding leave levels for all staff. These figures will be produced for each Management Board.</p>	<p>CEO HR officer</p> <p>CEO</p> <p>HR Officer</p>
<p>5.</p>	<p><u>Staff Survey Recommendations</u></p> <p>After discussion it was agreed that quotes should be obtained from a number of providers to give an independent analysis and to ensure confidentiality.</p> <p>It was agreed that the questions will remain the same as the 2005 survey, with a few additional questions added if necessary. Board members to pass any additional questions to HR officer by 30 November.</p> <p>All the contractors would have to do is provide EONI with the forms, if any particular format was necessary, analyse the returns and produce a report of the findings comparing them with the last survey. All other tasks would be undertaken by the HR Officer.</p>	<p>Finance Officer</p> <p>Board members</p> <p>HR Officer</p>

	<p>As the staff survey will inform the next Business Plan it was agreed that the survey should be circulated to all EONI staff at the away days. It is compulsory to receive the survey, but not to complete it. All completed surveys will be put into a secure container/envelope and posted directly to the contractor, possibly by a NIPSA representative. Staff will be given a guarantee that the completed forms will not be seen by anyone in EONI.</p>	
6.	<p><u>Finance Report</u></p> <p>The Finance Officer circulated the cumulative budgetary position for the six months to 31 October 2006. He highlighted areas of importance on the report and due to confirmation from FSD amendment was made to the footnote figures.</p> <p>After discussion it was agreed that an election account should be set up to handle the election expenses. The Finance officer will keep the CEO updated on the position of this account.</p> <p>CEO reported the FSD Prompt Payment Statistics report for October showed that all invoices had been paid on time. CEO thanked the finance staff for their hard work and a job well done.</p>	<p>Finance Officer</p>
7.	<p><u>Draft Procurement Policy</u></p> <p>The Board considered the draft procurement policy. After discussion a number of amendments were highlighted. Once the amendments have been made the policy will be circulated out of Board for comments and approval.</p>	<p>HoCS</p>
8.	<p><u>Recommendation for Chartermark</u></p> <p>After discussion it was agreed to adopt the recommendations highlighted in the Board paper to work towards formal Chartermark accreditation in 2008. ACEO proposed that Sharon Henderson from Public Service Improvement Unit of DFP be invited to the EONI staff away days to launch Chartermark to EONI staff. After discussion this was agreed.</p>	<p>ACEO</p>

9.	<p><u>EONI Communications Strategy</u></p> <p>After discussion the Board agreed to adopt the EONI Communication Strategy with effect 1 December 2006. ACEO will send an email to all staff outlining the communication strategy. This will also be displayed on the EONI website.</p>	ACEO
10.	<p><u>AOB</u></p> <p><u>Targets and milestones</u></p> <p>CEO asked Board members to assess the feasibility of current targets and milestones in view of the forthcoming election and to let him know of any problems that may need to be address by 24 November.</p> <p><u>Derry City Council</u></p> <p>CEO met with Derry City Council who had been very complimentary about the service provided by the Londonderry Area Office. From discussions with the Londonderry AEO it appeared that some of the public were concerned about use of the name 'Londonderry' on official mail sent to them. It was agreed to see if it was possible to amend all our records to read 'Derry/Londonderry'.</p> <p><u>EONI website Address</u></p> <p>CEO advised that two web addresses had been procured at no cost. As EONI is an independent organisation it should not be on a government website. After discussion the Board agreed that the web address should be changed to www.eoni.org.uk as soon as possible. A re-direction facility will be arranged for a period of six months.</p>	<p>Board Members</p> <p>HoIS</p> <p>Information Officer</p>
11.	<p><u>Next meeting</u></p> <p>Thursday 21 December.</p>	

The meeting concluded at 12.35pm.