

EONI MANAGEMENT BOARD MEETING

THURSDAY 17 MAY 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)

In attendance:

PA to CEO
HR Officer (item 4)

Apologies: Head of Information Services (HoIS)

| | | <u>ACTION</u> |
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| 1. | <u>Matters arising – Action Points</u> Minutes from April Board – Agreed. Action points reviewed – matters arising, on going actions and new action points have been recorded on the Board Action Point report. | Board Members |
| 2. | <u>Progress against targets</u> CEO gave a summary on the new progress against targets report as outlined in the Business Plan for 2007/08. After discussion the Board agreed lead responsibility for each of the targets and milestones. All those with lead responsibility will produce a simple plan of key milestones for the next Board meeting. | Board Members |
| 3. | <u>Schedule of future Business</u> The schedule of future business was reviewed and updated. | PA to CEO |
| 4. | <u>Personnel Report</u> Personnel report was issued and discussed. | |

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| 7. | <p><u>Audit Update</u></p> <p>The Audit update report was reviewed by the Board. HoCS will take forward the discussed amendments and notify the Auditors. HoCS will issue a reminder to all staff to keep records of achievements.</p> <p>The procurement of the payroll was highlighted as a matter to be dealt urgently. The ACEO and HoCS will take lead responsibility.</p> | <p>HoCS</p> <p>ACEO HoCS</p> |
| 8. | <p><u>Implementing Chartermark – Draft Plan</u></p> <p>The Board considered the report and draft plan for implementing Chartermark. After discussion the Board agreed with the recommendation that EONI should work towards formal Chartermark accreditation before March 2008 in line with the milestones provided in the action plan.</p> | |
| 9. | <p><u>NIOconnect Common ICT Network Infrastructure Project Board</u></p> <p>ACEO outlined EONI current involvement with the NIOconnect Common ICT Network Infrastructure Project Board. After discussion the Board agreed to note the paper. The ACEO will report to the Board on a quarterly basis on progress with the project.</p> | <p>ACEO</p> |
| 10. | <p><u>E-counting in Scotland – May 2007</u></p> <p>The Board considered the paper on the findings for the e-counting in Scotland. It was agreed that the ACEO would collate all individual reports into a full report that will be produced to the Board at the June meeting.</p> | <p>ACEO</p> |
| 11. | <p><u>Staff Survey 2007 – Action Plan</u></p> <p>CEO reported to the Board on the progress of the staff survey 2007 action plan. The CEO and ACEO met with John Turner to discuss the possibility of developing a professional qualification for Electoral Administrators. At that meeting it was agreed to move towards the first phase, the foundation course, by next summer and thereafter to work towards the certificate. The proposal is that there should not be a separate NI Examining Board but that the CEO and ACEO should act as assessors to the existing Board. The Management Board will be kept updated with progress reports.</p> | |

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| 12. | <p><u>Draft Annual Report</u></p> <p>CEO advised that all comments he received have been incorporated in the draft Annual Report. The Board discussed paragraph 5.9 and agreed that it should remain in the report. The CEO advised the draft report will be issued to those mentioned to clarify factual accuracy by end of next week.</p> | |
| 13. | <p><u>AOB</u></p> <p><u>Election Accounts</u></p> <p>HoCS advised all election accounts have been signed off.</p> <p><u>Management Information</u></p> <p>Will be discussed at the June Board meeting.</p> <p><u>Permanent Absent Votes</u></p> <p>CEO asked for clarification on the current procedures. PM will provide CEO with the legislation to support the current procedures. After discussion the Board agreed that the current practice should be added to the list of changes to be made in legislation.</p> <p>PM will raise the proposed changes with Halarose at the next user group meeting.</p> | <p>PM</p> <p>PM</p> |
| 14. | <p><u>Next Meeting</u></p> <p>Next meeting – Thursday 21 June 2007</p> | |

The meeting concluded at noon.