

EONI MANAGEMENT BOARD MEETING

THURSDAY 19 APRIL 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 Information Services (HoIS)

In attendance:

PA to CEO
NIPSA Rep
HR Officer (item 4)
Finance Officer (item 5)
Information Officer (10 &11)

Apologies: Head of Area Office Services (HoAOS)

		<u>ACTION</u>
1.	<u>Matters arising – Action Points</u> Minutes from March Board – Agreed. Action points reviewed – matters arising, on going actions and new action points have been recorded on the Board Action Point report.	
2.	<u>Progress against targets</u> CEO reviewed the progress against targets report. Board members agreed on the wording for the targets to be included on the Annual Report. Most of the targets have been achieved – CEO commended this was due to a good work by everyone. To monitor the use of the Helpline it was agreed that figures on the number of calls received will be provided to the CEO on a weekly basis. A report showing the number of ‘hits’ on the EONI website will be provided to the Board each month.	Board Members HoIS
3.	<u>Schedule of future Business</u> The schedule of future business was reviewed and updated.	PA to CEO

<p>4.</p>	<p><u>Personnel Report</u></p> <p>Personnel report was issued and discussed.</p> <p><u>Sick Absence</u></p> <p>The sick absence rate was discussed. The HR Officer will provide the CEO with work-related illness figures for inclusion in the Annual Report.</p> <p><u>Performance Appraisal/ Training</u></p> <p>The Board agreed that HR should start booking training as soon as DPD's are received. Line managers should look at any outstanding training from last year's PDP and assess if it is still necessary.</p>	<p>HR Officer</p>
<p>5.</p>	<p><u>Finance Report</u></p> <p>The Board congratulated the HoCS, the Finance Officer and his staff on the remarkable result of an underspend of less than £6k out of a budget of more than £3.3m for the year. This demonstrated a very high standard that was unlikely to be equalled anywhere else in the public service in Northern Ireland</p> <p>CEO advised a bid has been made for next year's budget but it has not yet been agreed. NIO Board may take some time to make a decision as further cuts may be required. By end of week commencing 23 April, Board members have been asked to provide the CEO with details and figures for proposed capital expenditure for next year.</p>	<p>Board Members</p>
<p>6.</p>	<p><u>Update – Fire, Health & Safety Report</u></p> <p>HoCS advised that on the last report 32 high priority actions were identified, of these 12 have been completed. The remaining high priority actions will be targeted for completion within the next 3 months, though some may require consultation and the procurement of services.</p> <p>The Board decided not to accept the recommendation to seek the creation of a dedicated disabled parking space at each office as it was considered that the footfall did not justify such provision. HoCS will notify all AEOs of the decision and action to be taken.</p>	<p>HoCS</p>

7.	<p><u>Canvass 2006/ Periodic Canvass</u></p> <p>After discussion the Board agreed to note the paper. The CEO will formally approach Dr Norman Cavan, NISRA, to explore the possibility of running the next annual canvass alongside the Censes in 2011. On receipt of a decision the paper will be brought back to the Board for further consideration.</p>	CEO
8.	<p><u>Report on Westminster Election overnight counting</u></p> <p>After discussion the Board agreed to move towards overnight counting. The CEO will speak with the NIO Press office about making a formal announcement next week to the media on this decision.</p> <p>The ACEO will look into the rate of pay and aptitude required for staff working on an overnight basis. HR will draw up job specifications, job descriptions and use of attitude tests for the recruitment of staff.</p>	CEO ACEO HR Officer
9.	<p><u>Preparation of Procedure Manuals</u></p> <p>Procedure Manuals will be prepared on Elections, Registration by end of March 2008 and Finance by end of May 2007. Board agreed that the manuals should be user friendly and all procedures should be tested before being included.</p> <p>ACEO will provide the Board with progress update at the July meeting.</p>	ACEO
10.	<p><u>Baseline Personnel Security Standard</u></p> <p>After discussion the Board agreed to adopt the Baseline Personnel Security Standard. HoCS and HR will take forward any necessary changes required. All present active recruitment will remain on the current system.</p> <p>ACEO will look into the level of security vetting required for staff working on anonymous registration, as this may require a higher level than baseline security standard.</p>	HoCS ACEO
11.	<p><u>Protection against Identity Theft :</u> <u>(a) on registration</u> <u>(b) for Electoral Identity Cards</u></p> <p>The CEO highlighted that the anti-fraud measures for registration and electoral identity cards was no longer</p>	

	<p>sufficient. The Information Officer submitted a paper outlining two possible options available for tightening security measures. After discussion the Board agreed on Option 2.</p> <p>The finer details required for adopting Option 2 will be discussed further out of Board. CEO will outline the new procedures to the media on 1 May. They are to apply wef 1 June.</p>	Board members
12.	<p><u>Business Plan 2007/08</u></p> <p>CEO advised there are a few amendments to be made to the Corporate and Business Plan. When completed it will be circulated out of Board for comments.</p> <p>The Board agreed that the report will not be produced in glossy format this year and will be emailed as necessary.</p>	CEO
13.	<p><u>New Risk Register</u></p> <p>Board members under took an exercise to identify possible current risks in the areas of elections, registration, central services and corporate governance. The results will be collated and circulated out of Board for comments.</p>	CEO
14.	<p><u>AOB</u></p> <p><u>Changes to Electoral Law</u></p> <p>The CEO updated the Board on his meetings with NIO and DCA on 18 April. CEO reported on the changes to electoral law agreed with the NIO.</p> <p><u>Green Issues</u></p> <p>The HoIS proposed that the Electoral Office incorporate a message on all emails “do you need to print this email” to cut down on waste. After discussion the Board agreed. HoIS will look into the actions required.</p> <p><u>Staff Mobile phones</u></p> <p>It was agreed that the usage and need for staff mobile phones will be looked at again and reassessed.</p>	<p>HoIS</p> <p>Finance Officer</p>

15	<u>Next Meeting</u> Next meeting – Thursday 17 May 2007	
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The meeting concluded at 1.20pm