

**EONI MANAGEMENT BOARD MEETING**  
**THURSDAY 19 OCTOBER 2006 at 9.30AM**  
**CONFERENCE ROOM HQ**

**MINUTES**

Members:

Chief Electoral Officer (CEO)  
 Project Manager (PM)  
 Head of Corporate Services (HoCS)  
 Head of Information Services (HoIS)

In attendance:

Finance Officer (item 8)  
 NIPSA Rep  
 PA to CEO

Apologies: Assistant Chief Electoral Officer (ACEO), Head of Area Office Services (HoAOS),  
 HR Officer

		<b><u>ACTION</u></b>
<b>1.</b>	<p><b><u>Matters arising – Action Points</u></b></p> <p>Minutes from Board meeting of 21 September agreed.            Action points reviewed.</p>	
<b>2.</b>	<p><b><u>Progress against targets</u></b></p> <p>CEO reviewed the progress against targets report highlighting areas of concern. Board members to amend report as necessary.</p>	<b>Board Members</b>
<b>3.</b>	<p><b><u>Schedule of future Business</u></b></p> <p>CEO reported that he will be setting up an Election/Referendum Steering Group in advance of any possible event in 2007. Representation for this group has been requested from the Electoral Commission, NIO, NIO Press office and PSNI. It is anticipated that this group will meet monthly, with the first meeting to be held in early November.</p> <p>Election business would not normally be considered at the Board.</p> <p>Items added –            none</p>	

<p><b>4.</b></p>	<p><b><u>Personnel Report</u></b></p> <p>Personnel report was issued. It was highlighted that the sick absence rate was up but no cause for concern as it is still within target. HR officer will produce a report on absence figures for 2005 for comparison.</p> <p>It was agreed that the HR officer would look at the training schedule for January, February and March and try to minimise the time out of the office during this period. Any changes will be discussed with the HoAOS and AEOs.</p> <p>It was decided that the away-days would run as planned.</p>	<p><b>HR officer</b></p>
<p><b>5.</b></p>	<p><b><u>Harassment and Bullying Policy</u></b></p> <p>EONI NIPSA rep advised that after discussion at the JCC meeting in September requested amendments were made to the draft Harassment and Bullying Policy. To date no response has been received from NIPSA.</p> <p>After discussion further amendments were highlighted. The CEO will liaise with the HR Officer to consider these. On completion the draft policy will be circulated to Board members for agreement out of Board.</p> <p>Consideration was given to how staff should be notified of this policy. After discussion it was agreed that the HR officer would produce a PowerPoint presentation and speaking notes outlining the salient points in the policy to ensure continuity throughout EONI. Staff will be asked to sign for receipt and acknowledgement of the policy.</p>	<p><b>CEO HR Officer</b></p> <p><b>HR Officer</b></p>
<p><b>6.</b></p>	<p><b><u>Learning and Development Policy</u></b></p> <p>After discussion the Board agreed further amendments need to be made to the draft policy and a clear definition of which staff the policy applies to. The amended policy will be brought back to the November Board. NIPSA to be advised that a revised policy is to be issued.</p> <p>HoCS will circulate the NIOs Business Improvement Team document for information and will read through the new NICS Staff Handbook and inform Board of any relevant changes.</p>	<p><b>HR Officer</b></p> <p><b>HoCS</b></p>

7.	<p><b><u>Age Restriction</u></b></p> <p>After consideration and discussion the Board agreed to remove the age restriction on staff applying to work for EONI. HR Officer will address any outstanding issues in relation to date of birth and nationality.</p>	<p><b>HR Officer</b></p>
8.	<p><b><u>Finance Report</u></b></p> <p>The Finance Officer circulated the cumulative budgetary position for the six months to 30 September 2006. He highlighted that the £82,000 programme budget had been surrendered to the Department.</p>	
9.	<p><b><u>Table on NIO/DFP differences</u></b></p> <p>After discussion it was agreed to continue with DFP pay scale. HoCS will arrange for EONI to receive any information relating to the DFP pay and terms and conditions of service. HR Officer will go through EONI terms and condition and make proposals for how they should be brought into line with those of DFP both for existing and future staff.</p> <p>The CEO made clear that he was content for an AEO job evaluation to be carried out but felt that this might be better done after March. As a first step AEOs should check that their job descriptions are accurate.</p>	<p><b>HoCS</b></p> <p><b>HR Officer</b></p> <p><b>AEOs</b></p>
10.	<p><b><u>Advice Line Staff</u></b></p> <p>After discussion it was agreed that there is a need to regularise the terms and conditions of the advice line staff. This will be taken forward by the CEO, HoCS and HR Officer.</p>	<p><b>CEO, HoCS</b></p> <p><b>HR Officer</b></p>
11.	<p><b><u>AOB</u></b></p> <p>None recorded.</p>	
12.	<p><b><u>Next meeting</u></b></p> <p>Thursday 16 November.</p>	

The meeting concluded at 11.30am.