

EONI MANAGEMENT BOARD MEETING

THURSDAY 21 SEPTEMBER 2006 at 12.30PM

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)
PA to CEO

In attendance:

Personnel Officer (items 4,5,6)
Finance Officer (item 7)
Information Officer (item 9)

| | | <u>ACTION</u> |
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| 1. | <u>Matters arising – Action Points</u> Minutes from Board meeting of 17 August agreed. | |
| 2. | <u>Progress against targets</u> CEO reviewed the progress against targets report highlighting areas of concern. Board members to amend report as necessary and follow up on action points highlighted. The Board conveyed congratulations to the Information Officer for the work done on the revised EONI website. After discussion the Board agreed that the annual staff survey should be totally anonymous and an external body should collect and produce the results. The HoCS and HR Officer will produce a paper on proposals for the staff survey for the November Board meeting. | Board Members HoCS/ HR Officer |
| 3. | <u>Schedule of future Business</u> Board was advised that amendments to the Harassment and Bullying policy were being made as a result of the JCC meeting with NIPSA on 18 September. | |

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| | <p>Items added – Staff Survey Recommendations Overtime at Elections EONI Special Bonus Scheme Draft Procurement Policy</p> | PA to CEO |
| 4. | <p><u>Personnel Report</u></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.</p> <p>Board agreed that letters of congratulations of achievements should be issued to staff who have gained qualifications during 2006. HR Officer to amend list and draft letters to be passed to CEO for issue.</p> | HR officer |
| 5. | <p><u>Recruitment Canvassers/Survey Staff – Age Restriction</u></p> <p>After discussion the Board approved this paper in principle. Further information needs to be gathered from the Children’s Commissioner, NISRA and Census the HR officer will take this forward. It was also agreed that the HR officer would need to make further investigations into PECS checks, risk assessments, parental consent and speak with other employers who employ 16 year olds. The results would be brought to the Board in a further paper.</p> | HR Officer |
| 6. | <p><u>Health & Safety Audit</u></p> <p>Health & Safety Audit report was circulated. After discussion it was agreed that the HR officer would produce a schedule on Health & Safety by premises assessing the impact, high, medium or low, costed options and timescales for dealing with the work and outcome.</p> <p>HoCS, HoAOS and Finance officer will meet to discuss and assess fire safety within EONI.</p> | <p>HR Officer</p> <p>HoCS, HoAOS, FO</p> |
| 7. | <p><u>Finance Report</u></p> <p>The Finance Officer circulated the cumulative budgetary position for the five months to 31 August 2006. Discussion was raised on the figures for postage,</p> | |

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| | Finance officer outlined that this cost was due to the need for a postal canvass in a couple of areas. | |
| 8. | <p><u>Draft Overtime Policy</u></p> <p>After discussion the Board agreed that the EONI Overtime Policy should mirror the NICS policy. HoCS will simplify the document prepared on exceptional electoral events to be inserted into the NICS policy and draft guidelines for staff. Any comments on this document should to be passed to HoCS by close of play Wednesday 27 September. Policy will then be passed to NIPSA for approval.</p> <p>The Board agreed that this policy will come into effect next year and the same instructions from last year will continue for this year. HoAOS will issue guidance to all staff.</p> <p>ACEO will draft a paper on overtime at elections and will bring to the Board in February 2007.</p> | <p>HoCS</p> <p>HoAOS</p> <p>ACEO</p> |
| 9. | <p><u>Intranet/Newsletter</u></p> <p>After discussion the Board agreed with the recommendation that a newsletter would be introduced in the first instance, to ascertain if it meets the objective of improving staff communication. An intranet may be considered at a later stage if it is decided that the newsletter does not fulfil this requirement.</p> <p>The newsletter will be issued fortnightly by email to all staff; the first issue will be in December 2006. All items for the newsletter should be passed to the information officer (editor) with consent given for any personal items. The information officer will issue guidelines to staff outlining cut-off dates for information and the need for personal consent. CEO will provide a sample of the newsletter that circulated in his Directorate in NIPS.</p> | <p>Information Officer</p> <p>CEO</p> |
| 10. | <p><u>EONI Special Bonus Scheme</u></p> <p>After discussion the Board approved this scheme subject to a number of minor amendments. It was agreed that this scheme should mirror the NIO special bonus scheme. ACEO to issue the scheme to NIO and NIPSA for approval. A schedule of awards made, showing the breakdown by location and section 75 category, would be considered by the Board every 6 months.</p> | <p>ACEO</p> |

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| <p>11.</p> | <p><u>EONI Strategic Risk Register</u></p> <p>The Board approved the EONI Strategic Risk Register subject to amendments.</p> <p>It was agreed that an EONI Procurement Policy will be drafted and brought to the October Board.</p> | <p>Board members</p> <p>HoCS</p> |
| <p>12.</p> | <p><u>Attendance at AEA Seminar</u></p> <p>After discussion it was agreed that 4 members of staff should attend the AEA Seminar in Brighton in February 2007. Each person attending is responsible for completing and sending their own registration form and booking their flights. It was agreed that one of those attending should be an AEO. The HoAOS will issue an email to all AEOs inviting them to put forward their name for consideration.</p> | <p>HoAOS</p> |
| <p>13.</p> | <p><u>AOB</u></p> <p><u>EONI Christmas Cards</u></p> <p>NIO guidance on the issue of corporate Christmas cards was circulated. The Board agreed that this should be considered. PA to CEO to provide CEO with the current list. This list will be circulated to Board members for amendment.</p> <p><u>Away-days</u></p> <p>After discussion it was agreed that the Hilton Templepatrick and the Dunadry Hotel were providing the best facilities and price. The HR assistant will visit both locations and make the decision on the location. It was agreed that the away days should be held on 31 January and 1 February with a 10.00am start.</p> <p>The Board agreed that the Malone House Hotel would be the best location to hold the 1 day seminar. Possible dates in April will be identified.</p> <p><u>Incoming Mail</u></p> <p>After discussion it was agreed that when staff are absent from work for a period of time all mail, unless marked personal, will be opened and dealt with. Invoices will be passed to the Finance Officer. The CEO will issue a staff notice to advise all staff.</p> | <p>PA to CEO</p> <p>Board Members</p> <p>HR Assistant</p> <p>HoCS</p> <p>CEO</p> |

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| | <u>Governance Workshop</u> CEO advised that a Register of Interests should be completed and published on the intranet. The HoCS will provide the CEO with the current register and it will then be circulated for amendment. | HoCS |
| 14. | <u>Next meeting</u> Thursday 19 October | |

The meeting concluded at 3.25pm.