

EONI MANAGEMENT BOARD MEETING
THURSDAY 21 DECEMBER 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)
Head of Information Services (HoIS)

In attendance:

IT Assistant
Finance Officer (items 5)
PA to CEO
NIPSA Rep

		<u>ACTION</u>
1.	<p><u>Matters arising – Action Points</u></p> <p>The Board thanked the IT Assistant for his contribution to the Board in the Absence of the Head of Information Services, who was welcomed to her first meeting.</p> <p>Action points reviewed – matters arising, on going actions and new action points have been recorded on the Board Action Point report.</p> <p>(2) Training schedule to be completed by 31 January 2007.</p> <p>(3) EONI terms and conditions to be brought into line with DFP with tracked changes by 31 January 2007.</p> <p>(5) Schedule of Health & Safety per premises to be brought to January Board.</p> <p>(10) HR Officer to speak with CEO re long term sick.</p> <p>(12) HoCS to issue note to all staff on importance of Team Briefings and the need for holding them. To be included in the formal job plan of all managers.</p>	<p>HoCS</p> <p>HoCS</p> <p>Finance Officer</p> <p>HR Officer</p> <p>HoCS</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>	<p>Board Members</p>
3.	<p><u>Schedule of future Business</u></p> <p>In light of the election in March 2007 the schedule of future business has been amended to reflect the change of business needs.</p>	<p>PA to CEO</p>
4.	<p><u>Personnel Report</u></p> <p>Personnel report was issued. It was agreed that it would be useful for future Boards if all major personnel issues, like recruitment, were included on the personnel report.</p> <p><u>Recruitment</u></p> <p><u>Ballymena</u> – 3 applications were received and interviews were held on 21 December.</p> <p><u>Newtownabbey</u> – letters have been issued with a closing date of 5 January 2007.</p> <p><u>Mobile ID unit staff</u> – trawl has closed and 9 applications have been received. All applicants have previous experience in this area.</p> <p>ACEO advised the mobile ID site programme has been finalised. It will run from 22 January for a period of 3 weeks. Details of this programme will be available on the EONI website from 21 December and issued to the Electoral Commission. It was discussed that some media coverage might be beneficial for this programme.</p> <p><u>Polling staff</u> – letters are currently being issued to all those who have previously acted as polling staff to enquire of their availability for the March election. After responses have been received an advertising campaign will be run.</p> <p><u>Sick Absence</u></p> <p>After discussion it was agreed that a graph will be produced on a monthly basis showing sick absence levels and giving a comparison between this year's and last year's figures. A projected sick absence figure for the end of the year should also be included. It was noted that the paper was factually incorrect and it was unlikely that the target would be met.</p>	<p>HR Officer</p>

<p>5.</p>	<p><u>Finance Report</u></p> <p>The Finance Officer circulated the cumulative budgetary position for the eight months to 30 November 2006. He advised the Departmental Board met in September and they have accepted the EONI Easements and Pressures report and this will be reflected in Decembers Financial Report. He confirmed that there were no issues that required Board consideration.</p>	
<p>6.</p>	<p><u>Working and Payment Arrangements for Staff during Election Period</u></p> <p>ACEO outlined the recommendations made for working and payment arrangements for staff during the election period. After discussion the recommendations were accepted subject to changes. It was agreed that this should be implemented from 2 January to 16 March. All excess flexi as a result of registration and the election must be used by 31 July 2007.</p> <p>It was also agreed that Area Offices will remain closed during the count day(s).</p> <p>CEO asked that the Elections Group consider the health and safety of staff facilitating the election and count with regard to be given to travel and number of hours worked.</p> <p>ACEO advised the EONI Advice Line will, from 2 January, run from 8.00am to 8.00pm Monday to Saturday. Terms and conditions for staff were discussed and will be reviewed again at the January Board.</p>	<p>ACEO Elections Group</p>
<p>7.</p>	<p><u>External Stakeholder Map</u></p> <p>ACEO outlined the recommendations for the external stakeholder map. After discussion it was agreed that this was a useful document and was accepted subject to amendments. CEO highlighted that it was the lead EONI staff member's responsibility to maintain the contact.</p> <p>ACEO will amend the stakeholder map and issue to all relevant staff.</p> <p>It was agreed that this type of document may be useful for Area Offices to draft to highlight their own external contacts.</p>	<p>ACEO</p>

8.	<u>Review of Risk Register</u> The risk register was reviewed and updated in line with current demands.	ACEO HoCS
9.	<u>AOB</u> None.	
10.	<u>Next meeting</u> Thursday 18 January 2006.	

The meeting concluded at 12.05pm.