



THE ELECTORAL OFFICE FOR NORTHERN IRELAND

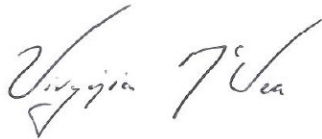
BUSINESS PLAN 2021 - 2022

FOREWORD

This Business Plan sets out the work planned for the period 1 April 2021 to 31 March 2022.

The plan has been generated during a period of significant organisational change as a result of Covid 19 and is based upon the position that vaccines will not have rolled out to the full population until the late summer of 2021. The EONI has built as much contingency into planning as possible.

The Coronavirus Act 2020 postponed the Canvass for Northern Ireland from 2020 to 2021. Following Canvass EONI will then move into final preparations for the planned NI Assembly elections in 2022.

A handwritten signature in black ink, reading "Virginia McVea". The signature is written in a cursive style with a large initial 'V' and 'M'.

Virginia McVea
Chief Electoral Officer

INTRODUCTION

The Business Plan does not include the routine work carried out by the Electoral Office for Northern Ireland (EONI).

This document is available on request, in other formats and languages. Please phone 028 9044 6680 or email info@eoni.org.uk. It can also be viewed on www.eoni.org.uk.

STRATEGIC AIM AND BUSINESS OBJECTIVES

The EONI Strategic plan has been developed for a three year period given the process of centralisation in 2019. It can be accessed on <http://www.eoni.org.uk/Utility/About-EONI/Plans-and-reports>. This section sets out the strategic targets and related business objectives which the EONI intends to achieve in the current year.

EONI is committed to continuous improvement. This should impact not only the accessibility, quality and efficiency of our services to the public but also the development of our expert staff team.

REGISTRATION

Strategic Aims 2019-22:

- Improve the accuracy and completeness of the data on the Register.
- Conduct a Canvass in 2021.
- Prioritise outreach to enhance the comprehensiveness of the Register.
- Ensure a particular focus on ensuring attainers are added to the Register.

Business Objectives:

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| 1 | By 1 July 2021 to have opened Canvass. |
| 2 | By December 2021 to have closed Canvass. |
| 3 | By February 2022 to have concluded the initial 'roll over processing'. |
| 4 | By April 2021 to have completed all final testing of systems for Canvass. |
| 5 | By May 2021 to carry out all necessary review and planning for Canvass 2021 and begin operations. |
| 6 | By April 2021 to have ensured integration of NIHE and Education data. |
| 7 | By June 2021 to have completed the development of the monitoring process for registration levels for schools. |
| 8 | By June 2021 to have completed the development of the monitoring process for registration levels for care homes. |
| 9 | To support the Local Government Boundary Review process. |
| 10 | To support the Parliamentary Boundary Review process. |
| 11 | By May 2021 to have rolled out a suite of registration 'how to' videos. |
| 12 | By June 2021 to have reviewed the pilot 'virtual counter' for ID cards. |
| 13 | By September 2021 to have rolled out registration lesson plans hosted on the CCEA website and to have advised all schools and colleges. |

ELECTIONS

Strategic Aims 2019-22:

- Ensure the administration of free and fair elections in NI.
- Provide a Parliamentary polling station scheme review.

| Business Objectives: | |
|-----------------------------|---|
| 1 | By March 2022 to have completed all digital materials to accompany election readiness guidance and monitoring tools. |
| 2 | By December 2021 to finalise performance targets for election readiness. |
| 3 | By March 2022 to have rolled out STV count training. |
| 4 | By March 2022 to have developed a communication strategy for the election. |
| 5 | By March 2022 to have completed a survey of all polling stations. |
| 6 | By December 2021 to have conducted a legal audit of all EONI materials and developed a plan for ensuring all materials are continually updated. |
| 7 | By February 2022 to have completed a virtual refresher exercise for polling station inspectors and count managers. |
| 8 | By December 2021 to have set up a training programme for staff and included an AEA assessment process. |

CORPORATE SERVICES

Strategic Aims 2019-22:

- Develop EONI as a centre of excellence on the single transferable vote system.
- Ensure continuous professional improvement.
- Optimise governance processes.
- Create a programme for excellence in management.
- Optimise protection of our data.

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| 1 | By March 2022 to have developed the website and social media platform with a focus on security and accessibility. |
| 2 | By December 2021 to have developed a communication strategy for the outreach of the EONI. |
| 3 | By March 2022 to have procured and developed a new EMS for deployment in the next business year. |
| 4 | By June 2021 to have produced the first reporting on the phone system use. |
| 5 | By March 2022 to have rolled out actions from the audit. |
| 6 | By June 2021 to have rolled out automation enhancements to the Electronic Management System. |
| 7 | By August 2021 to have recruited and trained canvassers. |

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| 8 | By April 2021 to have accommodation plans for canvass during Covid. |
| 9 | By March 2022 to have reviewed SMT meeting processes and documentation. |
| 10 | By March 2022 to have reviewed the mid-level group development programme and engaged with staff to discuss future development need and potential. |
| 11 | By June 2021 to have recruited and trained all canvass casual processors. |

| ANNEX A: ELECTORAL OFFICE BUDGET | |
|---|------------------|
| Description | |
| | £ |
| Basic Pay - | |
| Permanent Staff | 775,132 |
| | |
| Employers National Insurance - | |
| Permanent Staff | 67,667 |
| | |
| Accrued Superannuation Liability Charge - | |
| Permanent Staff | 226,656 |
| TOTAL PAY | 1,069,455 |
| Premises | 100,307 |
| Premises Other | 194,875 |
| Training | 31,666 |
| Travel | 5,370 |
| Other Employee Costs | 11,660 |
| Hospitality | 500 |
| Printing & Stationery | 137,400 |
| Equipment Maintenance | 340,639 |
| Legal and Audit | 75,450 |
| Telecommunications | 76,955 |
| ID Card | 7,000 |
| TOTAL NON PAY | 981,822 |
| Receipts | -128,794 |
| Non Cash Costs | TBC |
| TOTAL | 1,922,483 |