



# **THE ELECTORAL OFFICE FOR NORTHERN IRELAND**

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## **BUSINESS PLAN 2018 - 2019**

# FOREWORD

This Business Plan sets out the work planned for the period 1 April 2018 to 31 March 2019. As we await the outcome of the public consultation on the Future Delivery of Electoral Services in Northern Ireland the development of a new Corporate Plan has necessarily been postponed. We continue with the previously agreed Strategic aims.

We will continue to operate with a further reducing as part of the four year plan of reduction which is due to be complete by the end of the 2019-2020 business year. However, the Electoral Office for Northern Ireland stands ready to serve the people of the jurisdiction in the year ahead more particularly we are currently engaged in the Parliamentary by-election in West Tyrone.

Given our political context, we cannot predict exhaustively how we may operate throughout the year but we are already engaged in preparations necessary for the Local Elections planned for 2019. Stakeholder engagement with Local Councils has been developed and our programme of work has begun to optimise preparedness for Local Councils elections in 2019. The 2018-19 year will see our Polling Station Scheme Review in relation to Local Elections and we look forward to engagement in this area in the autumn of 2018.

It is the intention of the Electoral Office to roll out online registration. We will also go live with our new electoral management system. When taken with new projects planned in data handling, operations and communications and working with other partners we will ensure that this office reaches further in supporting the public than ever before and makes information about elections as accessible as possible.

The Electoral Office has moved through considerable change in the past year and further transformation plans are awaited. I thank our expert staff team for their dedication to this public work in the face of considerable challenge and political uncertainty and look forward to working together through this next year as we continue to improve our service.

Virginia McVea  
Chief Electoral Officer

## INTRODUCTION

This Business Plan does not include the routine work carried out by the Electoral Office for Northern Ireland (EONI) in connection with normal electoral registration or the preparation for, and conduct of, free and fair elections.

This document is available on request, in other formats and languages. Please phone 0800 4320 712 (text phone 0800 3284 502 freephone) or email [info@eoni.org.uk](mailto:info@eoni.org.uk). It can also be viewed on [www.eoni.org.uk](http://www.eoni.org.uk).

## STRATEGIC AIM AND BUSINESS OBJECTIVES

This section sets out the continuing 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 Aim:** To build on the range of successful registration initiatives aimed at maintaining the accuracy and comprehensiveness of the electoral register and to meet, as far as is reasonably practicable, the three statutory registration objectives.

### Business Objectives:

1	By 1 December 2018 to initiate a new project to increase the number of those becoming eligible to vote, known as 'attainers' on the Register.
2	By March 2019 to have completed scoping on the comparison of areas of deprivation and levels of Registration.
3	By 1 December 2018, working in partnership with Land and Property Services, Ordnance Survey to have identified opportunities for improvement in the mapping used for data matching at EONI.
4	By March 2019 to have made preparations to run a Canvass for Northern Ireland.
5	By July 2018 to have initiated on line Registration services.

## ELECTIONS

**Strategic Aim:** To review plans and processes for future elections.

### Business Objectives:

1.	To hold a Parliamentary by-election in West Tyrone.
2.	To pilot a single Absent Vote processing team at EONI.
3.	By December 2018 to have completed the suite of training materials for elections.
4	By June 2018 to have initiated a training programme for Local Government staff in preparation for Local Government elections in May 2019.

## CENTRAL SERVICES

**Strategic Aim:** To provide high standards of service for the people of Northern Ireland through continuous improvement.

### Business Objectives:

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|----|---|
| 1. | By December 2018 to have completed a data scoping study on opportunities to improve our data handling.                |
| 2. | By December 2018 to have reviewed cybersecurity arrangements at EONI with the National Cyber Security Centre at GCHQ. |
| 3. | By May 2018 to have reviewed and updated all data policies and procedures in line with GDPR.                          |

## CORPORATE GOVERNANCE

**Strategic Aim:** To meet the highest standards of Corporate Governance and conduct our business in accordance with all legal obligations and in line with relevant best practice guidance ensuring openness and transparency.

### Business Objectives:

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|----|---|
| 1. | By December 2018 to have reviewed finance procedures and processes.   |
| 2. | By March 2019 to have reviewed the staffing structure at EONI.  |
| 3. | By 31 August 2018 to have completed a further three year Action Plan in accordance with the Equality Scheme and Disability Action Plan.           |
| 4. | To remain prepared to respond to potential publication of the response to the public consultation on future delivery of electoral services in NI. |

<b>ANNEX A: ELECTORAL OFFICE BUDGET</b>	
<b>Description</b>	
	<b>£</b>
Basic Pay -	
Permanent Staff	884,345
Temporary Staff	30,900
<b>Sub-total</b>	<b>915,245</b>
<b>Overtime</b>	<b>0</b>
Employers National Insurance -	
Permanent Staff	82,697
Temporary Staff	2,780
<b>Sub-total</b>	<b>85,477</b>
Accrued Superannuation Liability Charge -	
Permanent Staff	192,045
<b>TOTAL PAY</b>	<b>1,192,767</b>
Premises	101,150
Premises Other	213,670
Training	10,000
Travel	21,349
Other Employee Costs	11,587
Hospitality	200
Printing & Stationery	186,985
Equipment Maintenance	149,126
Legal and Audit	66,400
Telecommunications	68,276
ID Card	11,800
<b>TOTAL NON PAY</b>	<b>840,543</b>
Receipts	-108,310
Non Cash Costs	TBC
<b>TOTAL</b>	<b>1,925,000</b>