



# **THE ELECTORAL OFFICE FOR NORTHERN IRELAND**

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## **BUSINESS PLAN 2019 - 2020**

# FOREWORD

This Business Plan sets out the work planned for the period 1 April 2019 to 31 March 2020. Following the outcome of the public consultation on the Future Delivery of Electoral Services in Northern Ireland the EONI will be centralising services in 2019-20.

At the time of writing we remain in uncertain times in terms of the potential for unplanned elections and thus we cannot predict exhaustively how we may operate throughout the year but we have contingency plans in place. We are already engaged in the preparations necessary for the planned Local Elections on 2 May 2019.

I thank our exceptional staff for their patience and hard work at this time and in their continued dedication to providing this service to the public of Northern Ireland.

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 028 9044 6680 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 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:

- Conduct a Canvass in 2020.
- Develop and roll out an 'attainers' programme to improve the rates of adding 'attainers' to the Register.
- Develop and roll out an outreach programme in NI.
- Develop the electronic management system relating to the Register to optimise accuracy, completeness and efficiency.
- Develop additional data sources to improve the quality of information on the Register.

### Business Objectives:

1	By 1 December 2019 to have produced a data audit on the potential to improve the accuracy and comprehensiveness of the Register.
2	By March 2020 to have produced a response programme of work.
3	On the basis of data analytics and engagement with stakeholders develop an outreach programme. By February 2020 to have completed a proposal for outreach in NI.
4	By December 2020 to develop an 'attainer' project.
5	Carry out all necessary planning for Canvass and begin operations.
6	By March 2020 to review online registration processes.
7	By October 2019 to finalise a development programme for the electronic management system relating to the Register.
8	By December 2019 to extend online access to overseas electors.
9	By December 2020 to have a programme in place to add NIHE data to our sources.

## ELECTIONS

### Strategic Aim:

- Ensure the administration of all electoral events in NI and in particular to administer Local Council Elections on 2 May 2019 and to be in readiness for potential NI Assembly Elections.
- Provide a Parliamentary Polling station scheme review.
- Develop the electronic management system to optimise the accuracy and efficiency of electoral processes.
- Develop a recruitment programme to optimise staffing long term for electoral events.

<b>Business Objectives:</b>	
1	By the end of May 2019 to hold a Local Council Election for NI.
2	To prepare for potential NI Assembly Elections in business year.
3	By March 2020 provide online mapping application to display the properties and their respective parliamentary polling station mapping services using Parliamentary boundaries.
4	By March 2020 develop a recruitment programme and procedure linked to the electronic management system.
5	Conduct a parliamentary polling station scheme review in year.
<b>CORPORATE SERVICES</b> <b>Strategic Aim:</b> <ul style="list-style-type: none"> <li>• Develop EONI as a centre of excellence on the Single Transferable Vote system.</li> <li>• Develop a continuous professional improvement programme.</li> <li>• Review and improve governance processes.</li> <li>• Optimise protection of our data.</li> </ul>	
<b>Business Objectives:</b>	
1	By December 2019 to have operationalised a new centralised administration electoral service for NI.
2	By October 2019 to have completed an induction training package for new staff in EONI.
3	By September 2019 to have conducted an audit of data handling in accordance with GDPR.
4	By June 2019 to have put in place a development plan for financial procedures and processes to include electoral events.
5	By April 2019 to have developed a training programme for EONI staff.
6	By December 2019 to have reviewed the operation of the SMT.
7	By December 2019 to have developed a set of key performance indicators for managing the Register and Elections.
8	By June 2019 to have conducted a training needs analysis for those operating the IDOX system.
9	By March 2020 to roll out actions from the governance audit.
10	By March 2020 to have completed an induction training programme.

<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>