

MENTOR

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John,

- The paper for meeting
@ c. 2 pm on 4 June with
Eileen & David. Will pass to
them also. - Gave a copy to
David early for comments.
Peter.

CONFIDENTIAL

ADMINISTRATION REVIEW PAPER

TO: A & F, Party Leader, General Secretary, Chair
FROM: Peter Osborne, Vice Chair

The May-June period provides an opportunity to look at administration and organisation issues. There are several pressing needs within HQ we need to review. The paper below briefly sets out the main concerns and recommendations for the period to September 1997.

It will be necessary to review the situation again then relative to:

- a) which of the agreed measures have been achieved;
- b) why have some, if any, measures not been achieved;
- c) how well are things operating;
- d) what further changes need to be made from September 1997 forward.

Frankly, I believe the suggestions below are fairly basic, overdue and an achievable start to any overhaul of our current procedures.

1. OFFICE PROCEDURES/ADMINISTRATION

The main suggestions are:

- A)** The Talks/Forum are staffed by NIO Income Employee to conduct research or/and general typing when required and other support as necessary.

No other staff member to be staffing the office at the Talks or Forum, unless specifically required for a certain task.

- B)** The GS office to be redecorated.

- C) The 'Focus' computer to be moved to the GS Office and another word-processor ~~purchased~~ *transferred* for use by Maureen.
- D) The GS needs to use his office much more often - quality time is important for him and other staff.
- E) The General Office needs to become just that - not a meeting place and general work place. Only Maureen, Debbie, Eileen should be working in the General Office.
- F) The General Office should be 'out of bounds' in the evening except for staff, DF, MMcC, DS, EA, SF - and senior officers - JA, SC, EB, PO, DMcG, MJ - Maureen to devise system for allocating keys and supervising the distribution of keys.
- G) The General Office should be tidy at all times - no papers to be left lying around. Every paper should have its place.
- H) Introduce to the General Office trays for:
- outgoing mail;
 - typing;
 - newspaper contributions.
- I) Introduce proper telephone message notepads and purchase a telephone message holder - all messages to be immediately lodged in the message holder.
- J) Purchase a whereabouts board to be updated on Monday am and regularly during week containing whereabouts of GS, MMcC, DS, SF, PL and others as appropriate. The Board to be displayed in General Office for use by MMcC and DS. They will need to closely liaise with diaries of GS and PL in particular.

- K) GS to draw up draft Job Descriptions for everyone for A & F Committee.
- L) Office hours to be reinforced as 9.00 am - 5.00 pm with no time in lieu. This has particular importance re:
- MMcC starts at 8.30 am therefore can leave at 4.30 pm;
 - we all balance our jobs with being a Councillor - GS needs to be careful about daytime meetings;
 - post should leave no earlier than 4.55 pm;
 - the office should be staffed until 5.00 pm every day.
- M) We need a holiday allocation book kept by EA - holidays need to be booked at least a week in advance. Should not be taken on certain days:
- day before Council meeting;
 - day before and of an election;
 - day(s) of counts of elections.
- N) There is no reason why the Newspaper should be late. The main issue is time management. We need a new commitment to getting it out on time when due.

2. FUND-RAISING

We need to look seriously at this and include:

- A) Formation of a Fund-raising Working Group looking at.
 - helping associations;
 - organising a limited numbers of events centrally;
 - looking at new activities i.e. SI, GB, USA, mailings etc.

- B) Applying for grants through PL, East Belfast Office, TFT or others. Should become part of the outputs expected from NIO income staff members.

- C) Access the Napier/Glass Account:
 - clearly assess how much money we have and agree a process for using it.

- D) Think more clearly about how we most effectively use the Talks income.

- E) Re-launch the Fighting Fund.

- F) Organise a big appeal early in 1998.

- G) Re-launch, properly, the Wills and Legacies Appeal.

- H) Introduce a Dairy of Events section in the newspaper.

3. **CONCLUSION**

The timescale for the above should be all achieved by the end of June 1998.

Most should be achieved during this summer - certainly the equipment and staff procedure elements.

There are existing staff problems that need to be tackled now.