

**ELECTORAL OFFICE FOR NORTHERN IRELAND  
MANAGEMENT BOARD**

**Date of Meeting:** 16 December 2010      **Prepared by:** Lisa Cherry, HR Officer

**PERSONNEL REPORT**

Sick Absence (Annex A)

The current overall sick absence rate is 4.5% to 30/11/2010 (6.7 average days per person). This is primarily due to two current periods of long term sick absence (non-work related long-term sick absence accounts for 2%).

Compared to the same period last year the average days sick per person is higher:

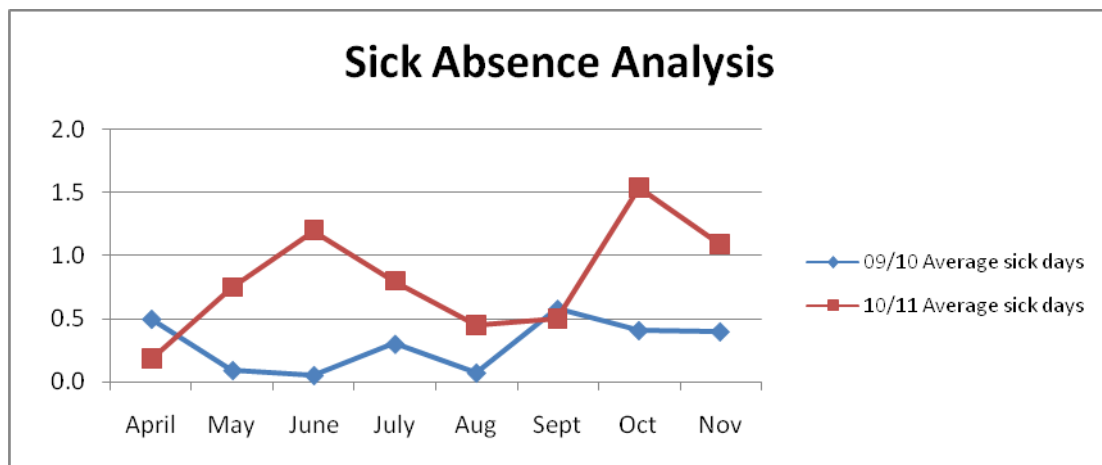


Table 1

Staff Training

Approximately 70% of all training identified on PDPs has been completed or is ongoing, including election training scheduled to take place in 2011. A number of training requirements have still to be organised including AEA conference, competency based interviews, managing projects, basic polish, and media training which is currently being procured.

## Election Review and Staffing

### Temporary appointments:

Three EAs have been offered part-time positions in the Ballymena and Newtownabbey Area Offices. All temporary positions will be offered short-term until after the election as agreed between CEO and NIO.

### Election Staff:

The closing date for Poll Clerk applications is 22 December 2010. The performance bonus system for Presiding Officers is still to be agreed and testing procedure for their appointment.

## Staff Recognition Scheme

A staff consultation exercise was undertaken during November 2010. Three responses were received from staff:

- Members of the public should be able to nominate
- Any member of staff should be able to nominate any colleague
- Only area office colleagues will be aware of good customer service

In addition, the working group and staff focus session to take forward EONI's Customer Services Excellence award have identified the need for a formalised staff suggestion system and reward scheme.

## Recommendation

It is recommended that the report is noted and final Staff Recognition Scheme at Annex A is approved.