

ELECTORAL OFFICE FOR NORTHERN IRELAND MANAGEMENT BOARD

Date of Meeting: 19 February 2009

Prepared by: HR Officer

PERSONNEL REPORT

The purpose of this Personnel Report is to provide information to the Management Board on:

- Sick absence analysis from 1 April 2008 to 31 January 2009
- Training Plan 2008/09
- Recruitment/Staff

Sick Absence (Annex A)

There were 18 sick days taken during the month of January 2009. Overall sick absence is 3.1% from April 08 to date (1.4% of this figure is non-work related long-term absence). Compared to the same period last year, there has been an improvement:

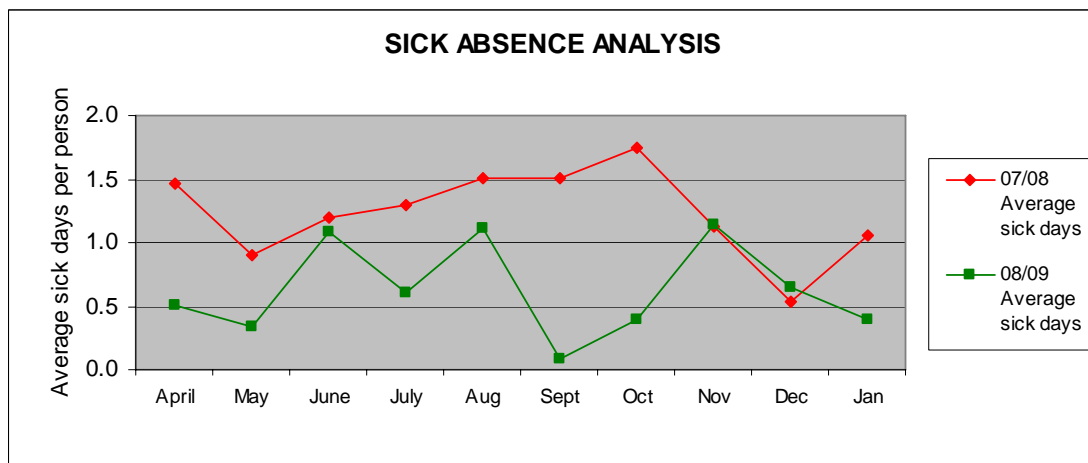


Table 1

Projected average days sick per person to end of April 09 is 7.2.

2008/09 Training Plan

93% of training identified through PDPs has been completed, excluding one course cancelled by training provider and one member of staff unable to attend a course due to sickness. The only training outstanding is Presentation Skills - both [REDACTED] and [REDACTED] are attending in Feb 09.

Recruitment/Staff

Registration Officers (L'Derry and Banbridge) – Shortlisting currently taking place.

Part-time Admin Officer (3rd floor) – Typing tests to take place 23/2/09.

Part-time Finance Assistant – Interviews to take place w/c 16/2/09.

Count/Verification (Euro Election) – HR has issued letters to all count assistants currently held on EROS for Belfast, Newtownards and Newtownabbey to ascertain availability for testing during April 2009.

Recommendation

It is recommended that the report be noted.