

**ELECTORAL OFFICE FOR NORTHERN IRELAND
MANAGEMENT BOARD**

Date of Meeting: 28 January 2010

Prepared by: Lisa Cherry, 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 2009 to 31 December 2009
- Training Plan 2009/10
- Recruitment/Staff
- Work Placement – Orchardville Society
- Homeworking Policy

Sick Absence (Annex A)

There were 30 sick days taken during the month of December 2009. EONI's current average sick per person is 3.1 days (1.8%). Compared to the same period last year, there is little difference - as detailed in table below.

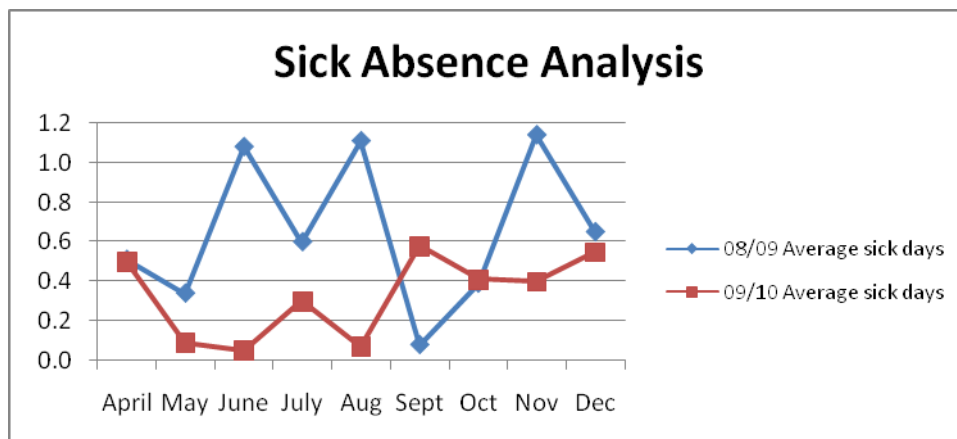


Table 1

2009/10 Training Plan

79% of training identified through PDPs has been completed. Training outstanding:

- SQL
- Minute Taking
- Section 75 – New Equality Agenda
- Train the Trainer

Recruitment/Staff

Count Staff – Testing to take place 25/26 in Belfast; current advertisement on website and universities. If unable to recruit sufficient numbers for overnight count will target 16/17 year olds in schools and colleges.

Electoral Assistants – Current advertisement for Newtownabbey Area office; closing date 5.2.10.

Work Placement

The Management Board is asked to consider a placement through the Orchardville Society. The HR Officer met with staff from the Society in relation to Project ABLE (Autism Building Links to Employment) on 20 January 2010, together with the Belfast Area Electoral Officer. The society is a voluntary organisation which aims to aid adults with a learning disability to gain suitable employment. There is a great deal of flexibility in how EONI would wish to establish a placement in relation to days per week; hours per day etc. The Society will cover any expenses incurred by the trainee during placement and there is no cost to EONI. The initial placement would be expected to last 12 weeks but EONI is in no way obligated to fulfil the twelve week placement if there are any problems with the participant. In relation to our Disability Action Plan, EONI is required to have due regard to promoting

positive attitudes towards disabled people and encourage participation by disabled people in public life; offering a placement would go towards EONI's commitment to implementing effectively the disability duties required.

Home Working Policy

See Board Paper.

Recommendation

It is recommended that the report be noted.