

**ELECTORAL OFFICE FOR NORTHERN IRELAND  
MANAGEMENT BOARD**

**Date of Meeting:** 22 May 2009

**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 30 April 2009.
- Annual Staff Appraisals
- Recruitment
- Staff Survey

Sick Absence (See Annex A)

The overall sick absence rate is 3% for the month of April 2009 due to four spells of sick absence – L'Derry and N'Abbey area offices. Compared to the same period last year the absence rate has increased slightly from 2.8% in Apr 08 to 3% in Apr 09.

Staff Appraisals

Only a small number of completed annual performance reviews and 09/10 PDPs have been received by the HR Section to date.

The deadline for the receipt of annual reports is 15 May and for PDPs is 31 May. A reminder has been issued to staff.

Recruitment

Assistant Finance Officer – Interviews were held on 11 May 2009; [REDACTED] [REDACTED] has been offered and accepted the position with a start date of 15 June 2009.

Registration Officer – Interviews for the position in the Belfast Area Office are being held on 14 and 16 May 2009.

Assistant Finance Officer (Temporary) – An internal trawl has been circulated to all permanent/fixed term AO staff; closing date 22 May 09.

Count Staff – EROS staff were tested during April 2009. Letters have been issued to those who passed/failed; a number are held on reserve. All casual EAs were also invited to attend a count test on 11 and 15 May. HR expects to issue offer letters w/c 18 May 2009.

#### Staff Survey

The survey report needs to be circulated to all staff with an Action Plan, once agreed Management Board.

#### Recommendation

It is recommended that the report is noted.