

**ELECTORAL OFFICE FOR NORTHERN IRELAND
MANAGEMENT BOARD**

Date of Meeting: 11 November 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
- Staff Training
- Election Review /Staffing
- Reward and Recognition Scheme
- Christmas Closure

Sick Absence (Annex A)

There were 27 sick days taken during September 2010 and the current level is 3.5%. Compared to the same period last year the average days sick per person is similar:

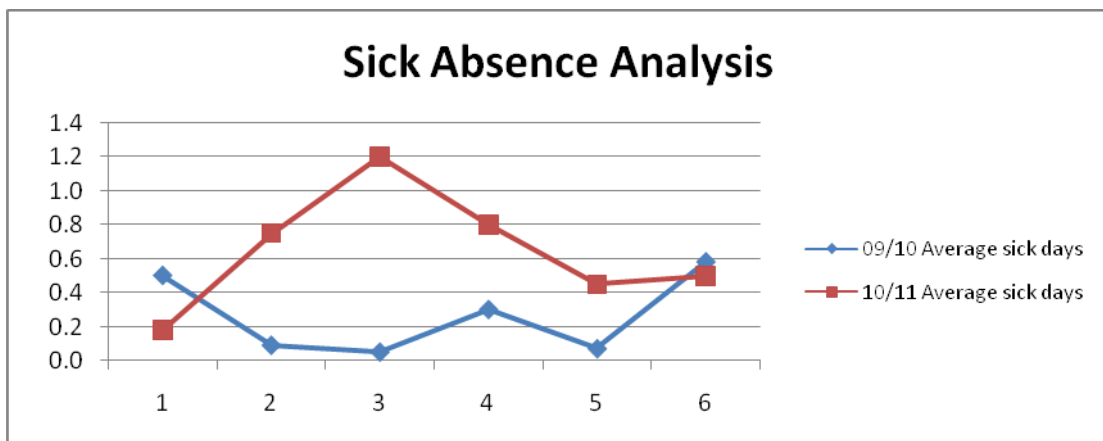


Table 1

Staff Training

Following the skills gap analysis HR Section have advised ACEOs of in-house training requirements for election purposes. Dates to be arranged with staff.

Election Review and Staffing

HR Section still awaiting figures following election staff review and final staffing requirements for polling stations to be confirmed.

Following advertisement on CSVacs website offering secondment opportunity to those in the redeployment pools we have received one applicant for AO in the Ballymena Office who has been unsuccessful. No applicants were received for job-share in Newtownabbey and it has been proposed by the AEO that we circulate an expression of interest to EAs to offer a temporary contract rather than wider secondment circulation through CS Gateway/HR Connect. The EA trawl could be done in conjunction with AO support required for Newtownards to cover maternity leave back-filling and possibly Corporate Services.

Reward and Recognition

The working group met again on 28 August 2010 to discuss feedback from senior management on the initial proposals and draft scheme. Annex B details the final draft of the scheme which needs to be circulated to staff for consultation once agreed with the Board. The group did not support linking the policy to the mystery shopper scheme. Similarly, I would not recommend supporting good attendance as a basis for reward. Good attendance is expected of employees and not something seen as exceptional behaviour. Previous Cabinet Office and other advice on best practice in relation to absence management do not recommend the use of reward systems.

Christmas leave

Statutory Hols 24th, 27th and 28th December. It is intended to close all offices 29-31 December and to issue circular to all staff to take leave.

Recommendation

It is recommended that the report is noted and proposals accepted as outlined above.