

ELECTORAL OFFICE FOR NORTHERN IRELAND MANAGEMENT BOARD

Date of Meeting: 23 September 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
- Staff Training
- Election Review - staffing
- Homeworking Review

Sick Absence (Annex A)

The sick absence level has improved slightly - there were 24 sick days taken during August 2010 compared to 43 the previous month. The currently level is 3.7%, if we exclude non-work related long-term sick the figure is 2.5%. Compared to the same period last year the average days sick per person this year remains higher:

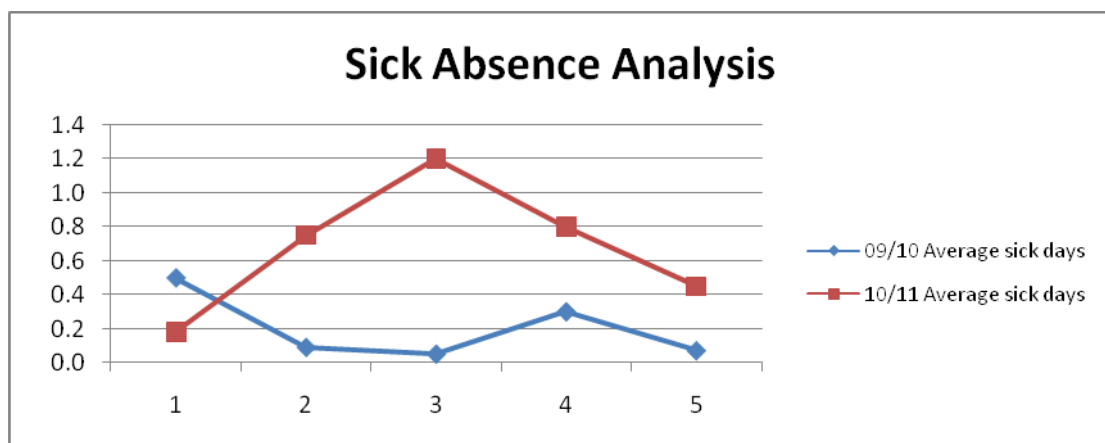


Table 1

Staff Training

HR Section is currently processing training requirements and courses have been organised with external providers. A number of internal training requirements are outstanding which must be completed by 31/12/2010:

- Calculator/Count Refresher (STV)
- Election legislation
- Processing AV forms
- EROS training

Election Review

Election Review to be carried out by AEOs during October 2010 and HR informed w/c 1 November of shortfalls in staffing. It is intended to advertise for reserve staff mid November.

Other staffing considerations:

- Ballymena Office is now down one member of staff given the resignation of [REDACTED].
- Newtownabbey Area Office is down a further part-time member of staff given the retirement of [REDACTED] (Job-share); totalling 1.5 to be covered by casual staff.
- ACEO(R) admin support cover ie, [REDACTED] is due to commence maternity leave on 25/10/2010.

Homeworking Review

Detailed below are homeworking activities of staff for the past 12 month period to 31 August 2010. There are a number of 'no reason recorded' and this is primarily due to the lack of a policy and formal approval process which

was implemented in March 2010. Appropriate authorisation has been received for all home-working requests since the inception of the Policy.

HOME WORKING REVIEW 1/9/09 - 31/08/10		
CEO	23/02/2010	No reason recorded
SMT	11/09/2009	No reason recorded
HIS	29/10/2009	No reason recorded
	30/10/2009	No reason recorded
	19/03/2010	Production of Registers
HCS	2,3,6/11/2009	Reviewing the Financial Procedures Manual
HR	27/01/2010	Processing count test results
	02/03/2010	Processing count test results
	14,21/5/2010	Banbridge, Belfast & N'ards Training Evaluations
	4,10/06/2010	Ballymena, Newtownabbey & Omagh Poll Staff Evaluations
FO	23/10/2009	No reason recorded
	7,9,31/05/2010	Election Work - Staff Payments and Accounts
	06/06/2010	Election Work - Staff Payments and Accounts
	27/07/2010	Working on figures for CEO

Recommendation

It is recommended that the report be noted.