

ELECTORAL OFFICE FOR NORTHERN IRELAND MANAGEMENT BOARD

Date of Meeting: 27 May 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 Appraisals
- Recruitment/Staff
- Staff Survey

Sick Absence (Annex A)

The overall sick absence level for year ending 31/3/10 was 2.1% which was approximately 4.5 average days sick per person and well within EONI's target. The levels of sick absence were also an improvement on the previous year:

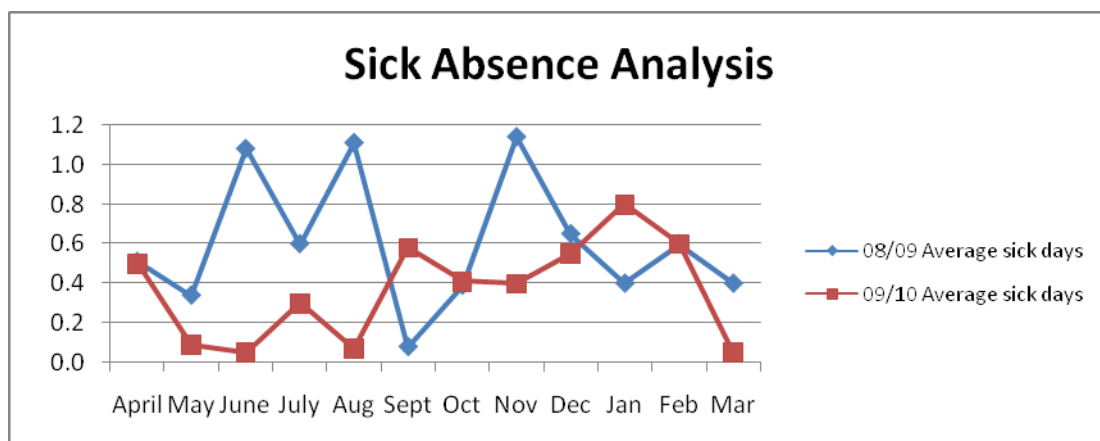


Table 1

In relation to absence monitoring for 2010/11 there has been 10 days sickness during April 2010 and the current absence rate is 1%.

Staff Appraisals

Only 2 completed performance review reports have been received by HR to date. A reminder has been issued to all staff.

Recruitment/Staff

- AAEO (Belfast) – Position is currently being considered as a transfer opportunity at EO2 level.
- IT (EO1) and Finance (EO2) – To be advertised in May 2010.
- Retirement – [REDACTED] is retiring with effect from 2 June 2010.

Staff Survey

Staff were given an opportunity to express their views in the 2010 annual survey. The questionnaires were analysed by an external statistician. Whilst the results recognise that things are going well in the Electoral Office areas for improvement have been identified – see draft Action Plan (Annex B).

Recommendation

It is recommended that the report be noted and staff survey action plan approved.