

ELECTORAL OFFICE FOR NORTHERN IRELAND MANAGEMENT BOARD

Date of Meeting: 21 October 2009

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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 September 2009.
- Training Plan 09/10
- Recruitment and Count Testing
- Job Exchange practicalities

Sick Absence (Annex A)

There were 32 sick absence days taken during September 09. Compared to the same period last year, levels of sick absence based on average days per person are higher for the current month – 0.1 in September 08 and 1.7 in September 09. Overall, the absence rate is 1.5% to date.

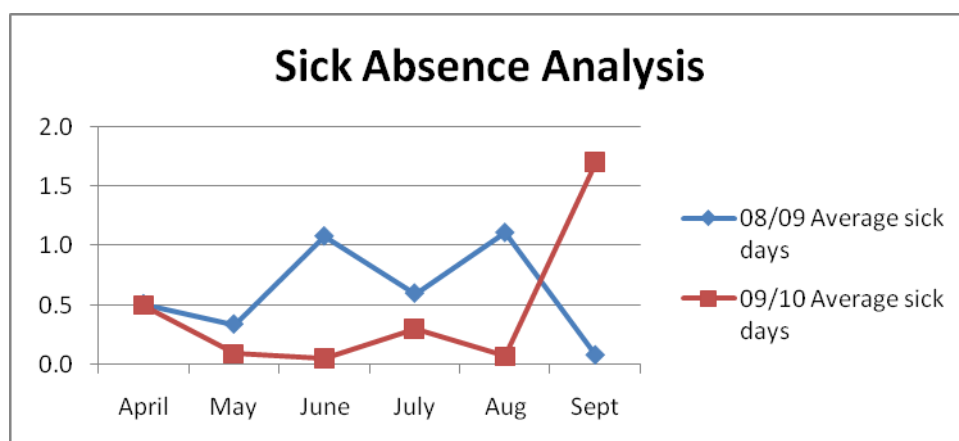


Table 1

Training Plan

Approximately 40% of the training has been attended to date. A number of courses will not be available until early 2010; AEA training is on-going and in-

house development needs are currently being organised, including polling station scheme, election procedures etc.

Recruitment

HR have issued test invitation letters to all EROS and reserve count staff. Testing will take place in seven locations w/c 2nd and w/c 9th November throughout NI.

The current recruitment exercise for additional reserve staff closes on 16th October – there are approx 500 applications to date. Testing for these new recruits will take place in Mid-Ulster and Belfast in either December 09 or January 10, but this will be confirmed when count testing numbers have been finalised.

Temporary Registration Officer (Belfast) – Transfer interest circular has been issued to all staff. The closing date is 23 October 2009. If there is no interest this vacancy will be trawled among EAs.

Job Exchanges

The Management Board is asked to consider the following information on job exchange opportunities within EONI, which will enable a member of staff to make a temporary exchange of their position with another member of staff. This may benefit both the staff member and EONI. Job exchange should only be carried out between staff members at the same grade level. EONI's Learning and Development Policy covers other types of opportunities such as mentoring and work shadowing.

It is recommended that job exchange opportunities are available from 1 week up to 12 months. Longer job exchanges should be subject to a trial period, to be agreed. There should be no difficulties in facilitating job exchanges among administrative grades AO to EO2; however, it may not be possible to provide

opportunities among particular technical and professional employees. The benefits of job exchange:

- Can enable staff to increase their knowledge of EONI enhance their skills and provide staff development;
- May improve inter-relationships between area offices and HQ staff;
- At the end of the exchange period a decision should be made to either extend the exchange, end the exchange, or confirm both staff members in their exchanged positions;
- A job exchange should be initiated by the job holders. To commence the process the staff member should:
 - a) discuss the matter with line managers and submit request to HR;
 - b) HR will facilitate the exchange of information to managers to ensure both staff meet job criteria;
 - c) Line managers should 'interview' exchange candidates to ensure they are suitable to fill the position. Both line managers should approve the exchange which should then be authorised by appropriate ACEO.

A staff member on a job exchange has the right of return to his/her substantive position. Also, a job exchange may be terminated by either the participant or the line manager, with one week's written notice and each member of staff must return to his/her substantive position.

Recommendation

It is recommended that the report be noted and decision made by the Management Board to draft a Job Exchange Policy.