

Personnel Statistics for the Northern Ireland Civil Service

Based on Staff in Post at 1st April 2016



This document was compiled by:



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Executive Summary

Numbers

At 1st April 2016 there were 22,368 full-time equivalent staff in the Northern Ireland Civil Service (NICS), which was a decrease of 11% on the figure at 1st April 2015, and a decrease of 15% from 1st April 2014. Between April 2014 and April 2016 staff numbers (headcount) in the NICS also decreased by about 15%. Over the same period the UK Home Civil Service experienced a decrease of around 5%.

Part-time working

Approximately one third of women and 7% of men in the NICS worked part-time. The proportion of women working part-time varied markedly by grade, ranging from 13% at the most senior level (Grade 5 and above) to over 43% at Administrative Officer level.

Location

At 1st April 2016 the District Council area which had by far the largest number of NICS jobs relative to the economically active population living there was Belfast; the next highest areas were Lisburn and Castlereagh, and Derry and Strabane. The District Council areas with the fewest NICS jobs relative to the resident economically active population were Antrim and Newtownabbey, and Mid Ulster.

Leavers

Over 11% of staff left the NICS during 2015/2016, an increase from the previous financial year (6%, 2014/2015). The voluntary exit scheme accounted for almost four fifths of 2015/16 leavers. The leaving rate in the Home Civil Service was lower, at 9%.

1. Introduction

Purpose of this Report

1.1 This report provides an overview of the human resource profile of the Northern Ireland Civil Service (NICS) in 2016 and how it has changed since 2014. Figures are based on actual staff in post at 1st April each year, and analyses of leavers are on a financial year basis.

Data Coverage

1.2 The statistical information in this document for 2016 relates only to NICS staff in the following organisations -

DARD	Department of Agriculture and Rural Development (includes the Forest Service)
DCAL	Department of Culture, Arts and Leisure
DE	Department of Education
DEL	Department for Employment and Learning
DETI	Department of Enterprise, Trade and Investment
DFP	Department of Finance and Personnel (includes Northern Ireland Statistics and Research Agency)
DHSSPS	Department of Health, Social Services and Public Safety
DOE	Department of the Environment (includes the NI Environment Agency and the Driver and Vehicle Agency)
DOJ	Department of Justice (includes the NI Courts and Tribunals Service, the Youth Justice Agency, Forensic Science NI, the NI Prison Service and the Legal Services Agency NI)
DRD	Department for Regional Development
DSD	Department for Social Development (includes the Social Security Agency)
OFMDFM	Office of the First Minister and Deputy First Minister
PPS	The Public Prosecution Service
Other	Includes Office of the Attorney General for Northern Ireland, Historical Institutional Abuse Inquiry Team and Health and Safety Executive for Northern Ireland. ¹

1.3 The figures are based on actual staff in post. Civil servants working on secondment to other organisations do not therefore appear in these statistics. Staff on career break are also excluded.

1.4 Details of the methods used to count civil servants - headcount and full time equivalent (FTE) - are presented in the Appendix along with a full list of grade levels, summary information on the work locations of NICS staff, occupations, and numbers at each grade level in the various Departments. Information relating to quality is also included.

1.5 The report does not include information on absence, pay, or equality. Separate reports on these topics can be found at:-

http://www.nisra.gov.uk/publications/Sickness_in_the_nics.html

http://www.nisra.gov.uk/publications/Pay_Statistics_NICS.html

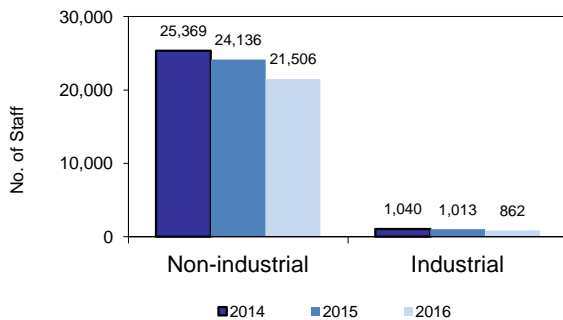
http://www.nisra.gov.uk/publications/NICS_Equality_Stats_2013.html

¹The Assembly Ombudsman/Commissioner for Complaints are included in the figures for 2014 and 2015.

2. Number of Staff

Figure 1

All Staff (FTE) 1st April 2014, 2015 and 2016

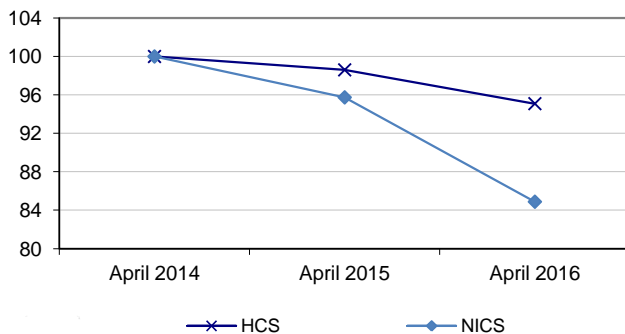


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Figure 2

All Staff (Headcount) Northern Ireland Civil Service and UK Home Civil Service

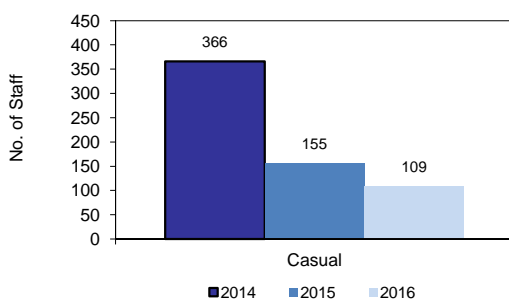
Index (April 2014=100; non zero y-axis)



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Figure 3

Casual Staff (FTE) 1st April 2014, 2015 and 2016



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All Staff

2.1 On 1st April 2016 there were 22,368 full-time equivalent (FTE) staff in the NICS. Of these, under 900 were industrial staff.

The FTE number of both industrial and non-industrial staff decreased each year from 2014.

Comparison with UK Home Civil Service

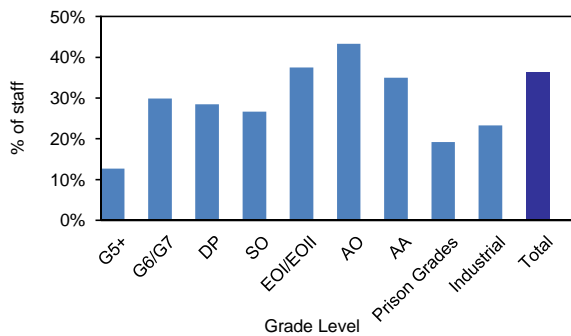
2.2 Staff numbers in the NICS decreased by approximately 15% between April 2014 and April 2016. Over the same period, the Home Civil Service experienced a decrease in staff numbers of around 5%.

Casual Staff

2.3 The FTE number of casual staff decreased sharply between 2014 and 2015, and reduced further between 2015 and 2016.

Figure 4

Female Staff (Headcount)
Percentage at each Grade Level who were Part-Time
1st April 2016



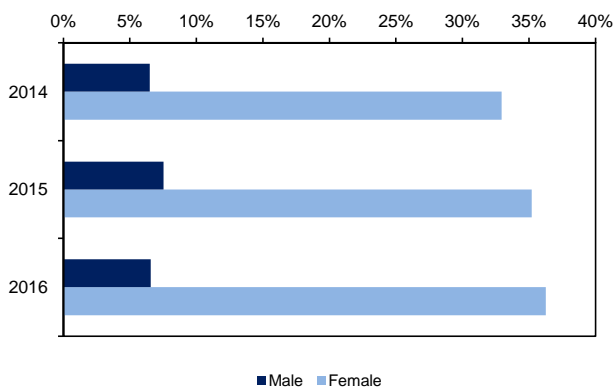
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Part-Time Staff

2.4 Approximately one third of women and around 7% of men in the NICS worked part-time. For women, the proportion varied markedly by grade, ranging from 13% at Grade 5 and above to over 43% at the Administrative Officer level.

Figure 5

Proportion of Staff (Headcount)
Working Part-Time
1st April 2014, 2015 and 2016



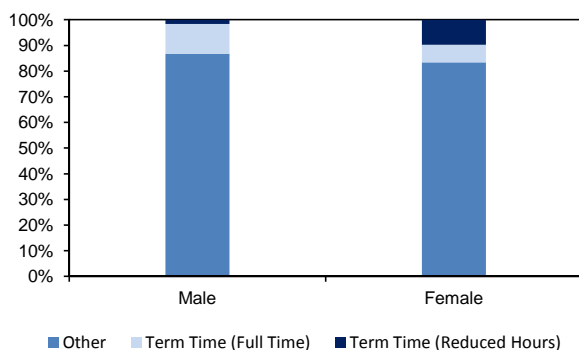
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Trends in Part-Time Working

2.5 Since April 2014 there has been a slight increase in the proportion of staff working part-time. Among women, it has risen consistently across the three years, and while it increased slightly among men between 2014 and 2015 it decreased again to 2014 levels by 2016.

Figure 6

Types of Part-Time Working
All¹ Part-Time Staff (Headcount)
1st April 2016



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Types of Part-Time Working

2.6 Approximately 13% of male and 17% of female part-time staff had a term time work pattern. Almost 60% of women working on a term time basis were part-time for the rest of the year while almost all the men were full-time.

¹Excluding Youth Justice Agency.

3. Departmental Analysis

Table 1

Departmental Composition
All Staff (FTE)
1st April 2014, 2015 and 2016

Department	2014	2015	2016	% Change	% Change	% Change
				2014-2015	2015-2016	2014-2016
DARD	2,908	2,848	2,502	-2.1%	-12.1%	-14.0%
DCAL	281	278	261	-1.4%	-6.1%	-7.4%
DE	606	606	535	0.0%	-11.7%	-11.7%
DETI	440	444	403	0.8%	-9.1%	-8.4%
DFP	3,288	3,312	2,952	0.7%	-10.9%	-10.2%
DEL	2,021	1,999	1,760	-1.1%	-11.9%	-12.9%
DHSSPS	548	461	405	-15.9%	-12.2%	-26.2%
DOE	2,609	2,029	1,756	-22.3%	-13.4%	-32.7%
DRD	2,152	2,111	1,790	-1.9%	-15.2%	-16.8%
DSD	6,890	6,507	6,021	-5.6%	-7.5%	-12.6%
OFMDFM	350	346	325	-1.2%	-6.0%	-7.2%
DOJ	3,631	3,535	3,079	-2.7%	-12.9%	-15.2%
PPS	520	517	455	-0.5%	-12.0%	-12.5%
Other	164	159	125	-3.3%	-21.3%	-23.9%
Total	26,409	25,150	22,368	-4.8%	-11.1%	-15.3%

Notes: (i) Totals may not sum because of rounding.
(ii) Percentage changes are based on unrounded data.

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Trends

3.1 All Departments experienced a reduction in FTE numbers since April 2014 with the largest decreases seen in DOE (33%) and DHSSPS (26%).

Figure 7

Relative Size of Departments
(No. of FTE staff)
1st April 2016



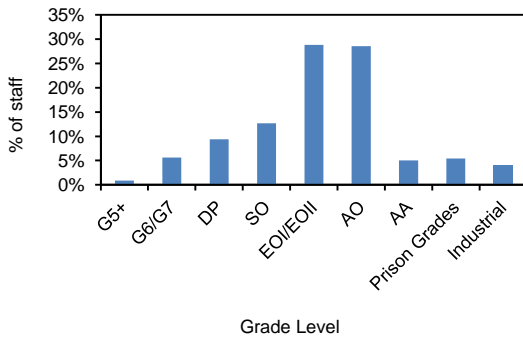
Relative size of Departments

3.2 Departments differed markedly in size, ranging from just over 6,000 FTE staff (DSD) to fewer than 300 (DCAL). Each of the smallest five ministerial Departments had fewer than 550 FTE staff, whereas the largest four all had more than 2,500 FTE staff.

4. Grade Profile

Figure 8

Grade Level Distribution
All Staff (FTE)
1st April 2016



All Staff

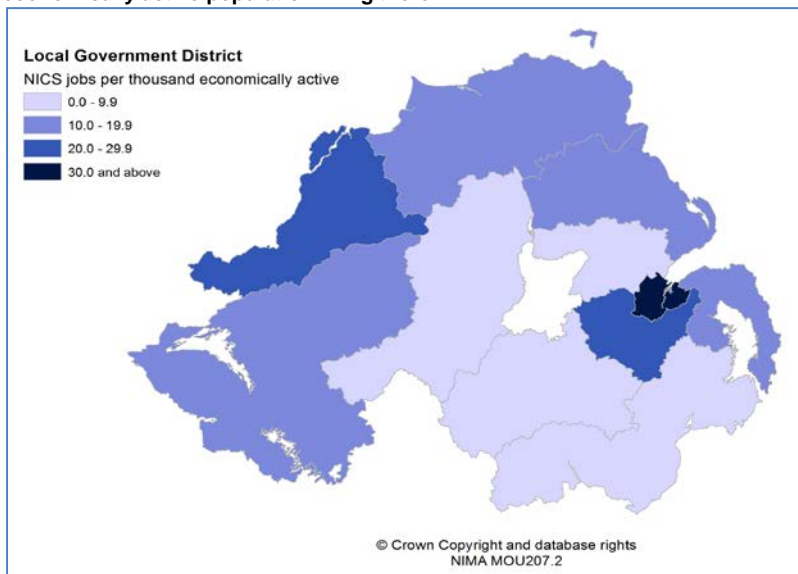
4.1 Almost three out of ten FTE staff were at the Executive Officer (EOI/EOII) grade level; a similar proportion were at Administrative Officer (AO) level. Fewer than 1% were at Grade 5 and above.

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5. Location

Figure 9

No. of Staff (Headcount) at 1st April 2016 working in each District Council Area per thousand of the economically active population living there



Distribution of jobs relative to the economically active population

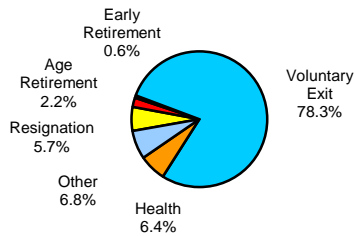
5.1 The area which had by far the largest number of NICS jobs relative to the economically active population living there was Belfast (almost 84 jobs per thousand economically active people). NICS jobs were next most prevalent in Lisburn and Castlereagh (29 jobs per thousand economically active) and Derry and Strabane (25 jobs per thousand economically active). The areas with the fewest NICS jobs relative to the resident economically active population were Antrim and Newtownabbey and Mid Ulster (each 9 jobs per thousand economically active).

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6. Analysis of Leavers

Figure 10

Reasons for Leaving All Staff (Headcount) 2015/16



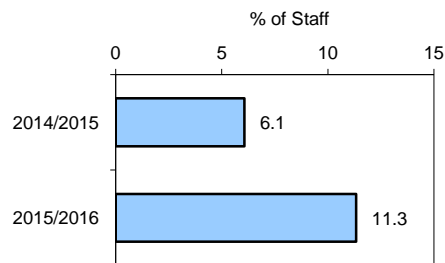
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Reasons for Leaving

6.1 The voluntary exit scheme accounted for almost four out of five leavers during 2015/2016.

Figure 11

Overall Leaving Rate All Staff (Headcount) 2014/15 and 2015/16



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Leaving Rates¹

6.2 The leaving rate in 2015/16 was higher than during the previous financial year. At 11% it was also higher than the leaving rate for the Home Civil Service (9%).

Figure 12

Resignation Rate All Staff (Headcount) 2014/15 and 2015/16



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Resignation Rates²

6.3 The resignation rate in 2015/16 was lower than in the previous financial year.

¹Leaving rates are calculated by dividing the number of staff who left during the financial year by the number of staff in post at the start of the financial year, then multiplying by 100.

²Resignation rates are calculated by dividing the number of staff who resigned during the financial year by the number of staff in post at the start of the financial year, then multiplying by 100.

Appendix

The Northern Ireland Civil Service (NICS)

The NICS is the civil service of the devolved administration. It includes staff working in the 12 Northern Ireland ministerial departments and staff working in the Public Prosecution Service for Northern Ireland (which is a non-ministerial Government department). Civil servants in the Health and Safety Executive for Northern Ireland, the Office of the Attorney General for Northern Ireland, and the Historical Institutional Abuse Inquiry Team are also included.

Since the devolution of policing and justice in 2010, the NICS includes staff who were formerly in the Northern Ireland Court Service, the Youth Justice Agency, and the Northern Ireland Prison Service. From 2012 onwards, Prison Grade staff were included as NICS staff in all NICS Personnel statistics.

Counting Civil Servants

Two methods of counting Civil Servants are used in this report:

Headcount

Each civil servant is counted as one member of staff, regardless of whether he or she works full-time or part-time. This is appropriate, for example, when recording the numbers leaving the service.

Full-time Equivalent (FTE)

Each full-time civil servant is counted as one member of staff and each part-time civil servant is counted as a proportion (based on hours worked) of a full-time member of staff. Thus, for example, someone working 18.5 hours per week counts as 0.5 staff, since a full-time employee works 37 hours per week. This is appropriate, for example, when recording the number of staff required to perform Civil Servant functions.

Permanent and Temporary/Casual staff

Permanent employees are employees with a contract with no agreed expiry date or a fixed-term contract of more than 12 months. Temporary/casual employees are those with a fixed term contract of twelve months or less, or employed on a casual basis.

Coverage of NICS

Figures relate to employees with an employment contract who are being paid by the Organisation. Employees can be permanent, on a fixed-term contract or employed on a casual basis. Self-employed, contract workers and agency workers are excluded. Staff on career breaks or on secondment outside the NICS are also excluded.

Coherence and Comparability

The headcount estimates are identical to those in the 'Employment in the Northern Ireland Civil Service' publication, and are on the same basis as is used in 'Equality Statistics for the Northern Ireland Civil Service' and 'Pay Statistics for the Northern Ireland Civil Service'.

Analogous Grade Levels

Each grade in each occupational group has an associated grade level. (The titles of the grade levels are actual grades in the General Service; in other occupational groups the grade names would be different). The grade levels are listed as follows in descending order -

Grade 5 (Assistant Secretary) and higher - G5+
 Grade 6 (Senior Principal) & Grade 7 (Principal) - G6 & G7
 Deputy Principal - DP
 Staff Officer - SO
 Executive Officer I & Executive Officer II - EOI & EOII
 Administrative Officer - AO
 Administrative Assistant - AA

Table A1	
Work Locations of All Staff (Headcount), 1st April 2016	
District Council Area	Nos. of Civil Servants Working in each District Council Area per Thousand of the Economically Active Population*
Antrim & Newtownabbey	8.8
Ards & North Down	12.8
Armagh, Banbridge & Craigavon	9.5
Belfast	83.7
Causeway Coast & Glens	19.0
Derry & Strabane	24.6
Fermanagh & Omagh	18.4
Lisburn & Castlereagh	28.9
Mid & East Antrim	12.3
Mid Ulster	9.0
Newry, Mourne & Down	9.9

*Economically Active Population resident in each area, sourced from Labour Force Survey Local Area Database 2015.

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Table A2	
Occupations of Staff (Headcount), 1st April 2016	
Occupation ¹	No. of staff
Agricultural Inspectors (Grade)	285
Agricultural Inspectors (Group)	340
Architects	108
Careers Officers	109
Civil Engineers	700
Computing	568
Curatorial Grades	54
DE Inspectorate	53
Drawing Office Staff	179
Economists	71
Fisheries	37
Foremen	20
Forestry	43
General Service	16,010
Health & Safety	55
Industrial	872
Information	74
Legal Grades (Solicitors)	271
Mechanical & Electrical Engineers	103
Mapping and Charting	141
Meat Inspectors	97
Planning Office Staff	48
Prison Grades	1,221
Quantity Surveyors	41
Scientific Grades	479
Statisticians	271
Support Grades	149
Trading Standards	28
Typists	217
Valuation	167
Vehicle and Driving Examiners	455
Veterinary Officers	140
ALL ²	23,853

¹Occupations with fewer than 20 staff have not been listed in the table.

²Including occupations not listed in the table.

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Table A3

Staff (FTE) by Grade Level in each Department, 1st April 2016

Department	Grade Level									
	Grade 5 and above	Grades 6/7	DP	SO	EOI/EOII	AO	AA	Industrial	Prison Grades	All grades
DARD	19	233	229	468	700	320	158	377	0	2,502
DCAL	6	17	36	52	63	45	18	23	0	261
DE	18	92	79	72	133	108	33	0	0	535
DETI	9	36	72	83	121	66	18	0	0	403
DEL	9	49	118	176	859	510	39	0	0	1,760
DFP	38	272	458	522	786	737	129	11	0	2,952
DHSSPS	19	55	95	95	79	40	22	0	0	405
DOE	12	85	212	319	404	612	68	45	0	1,756
DRD	12	71	180	249	458	353	76	391	0	1,790
DSD	13	104	201	409	2,127	2,768	399	0	0	6,021
OFMDFM	20	48	69	63	68	47	10	0	0	325
DOJ	21	109	207	295	523	638	73	15	1,198	3,079
PPS	10	54	98	25	87	115	65	0	0	455
Other	4	21	42	11	24	12	11	1	0	125
All	209	1,243	2,095	2,842	6,432	6,369	1,117	862	1,198	22,368

Note: Totals may not sum because of rounding.

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Information on Quality

Relevance to Users

The consultation with key stakeholders indicated that both the coverage and content are appropriate to the needs of users.

Accuracy

Coverage of staff is 100%. The main computer system from which the data are extracted is also used to pay staff.

Accessibility and Clarity

The publication is available on the NISRA website. It contains a description of the staff covered, and definitions of the terms used.

Assessment of User Needs and Perceptions

Key stakeholders, notably NICS Corporate HR, regularly communicate their personnel statistics requirements to NISRA. Where specific changes have been suggested, these have been incorporated as far as possible.

Performance, Cost and Respondent Burden

The operational cost (staff time) of producing this publication is approximately £2,000. There is no respondent burden, since the data are held on an administrative system.

Confidentiality, Transparency and Security

Data are held on a network that is only accessible to the few statisticians who need access.