



PERSONNEL STATISTICS FOR THE NORTHERN IRELAND CIVIL SERVICE

Based on staff in post at 1st April 2018



CONTENTS

1.	Executive Summary	1
2.	Introduction	2
3.	Number of Staff	3
4.	Part-Time Working	6
5.	Job Location	8
6.	Leavers	9
	Appendix 1 – Counting Civil Servants	10
	Appendix 2 – Analogous Grade Level	11
	Appendix 3 – Number of Civil Servants by Work District Council Area	12
	Appendix 4 - Occupations	13
	Appendix 5 – Composition of NICS Overall	14
	Appendix 6 – Quality Assessment	15

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Executive Summary

This report provides an overview of the personnel profile of the Northern Ireland Civil Service (NICS) at 1st April 2018 and how it has changed since 2013. The key findings are summarised below.

1) Numbers

At 1st April 2018 there were 21,678 full-time equivalent staff in the Northern Ireland Civil Service (NICS), which was a decrease of 1% on the figure at 1st April 2017, and a decrease of over 17% from 1st April 2013. Between April 2013 and April 2018 staff numbers (headcount) in the NICS also decreased by almost 17%.

In terms of grade almost three out of ten FTE staff at April 2018 were at the Executive Officer (EOI/EOII) grade level; over a quarter were at Administrative Officer (AO) level. While the proportions of FTE staff at Administrative Assistant (AA) and AO level have decreased since 2013, the opposite is true for FTE staff at EOI/EOII level and above.

Departments continued to differ markedly in size in 2018, ranging from over 7,000 FTE staff (Department for Communities) to fewer than 300 (The Executive Office).

2) Part-time working

The proportion of staff working on a part-time basis at 1st April 2018 (23.2%) has increased by 3.9 percentage points from 2013. Over 38% of women and almost 8% of men in the NICS worked part-time. The proportion of women working part-time varied markedly by grade, ranging from 18.5% at the most senior level (Grade 5 and above) to almost 47% at AO level. The proportion of females working part-time increased at all grades from 2013 with the exception of Industrial staff.

3) Location

At 1st April 2018 Belfast had by far the largest number of NICS jobs relative to the economically active population living there; Antrim and Newtownabbey, had the lowest.

4) Leavers

There was a slight decrease in the proportion of staff leaving the NICS during 2017/2018 (3.0%) compared with the previous financial year (3.4%). Resignations followed by health and age retirement accounted for the majority of all leavers.

2 Introduction

About this Report

This report provides an overview of the human resource profile of the Northern Ireland Civil Service (NICS) in 2018 and how it has changed over time. Where appropriate, comparisons are made with the Civil Service in Great Britain (GB).

Data Coverage

The primary data source for this report, with the exception in part of the NI Prison Service (NIPS), was HRConnect, the Human Resource Service for the NICS. Data for NIPS staff not on HRConnect was obtained from NIPS's own personnel data systems.

Figures are based on actual staff in post at 1st April each year; analyses of leavers are on a financial year basis. 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. Permanent employees have 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.

Self-employed, contract workers and agency workers are excluded from the figures. Civil servants working on secondment to other organisations and staff on career break have also been excluded.

Figures for 2018 relate only to NICS staff in the following organisations –

DAERA	Department of Agriculture, Environment and Rural Affairs
DfI	Department for Infrastructure
DE	Department of Education
DfC	Department for Communities
DfE	Department for the Economy
DoF	Department of Finance
DoH	Department of Health
DoJ	Department of Justice
TEO	The Executive Office
PPS	The Public Prosecution Service
Other	Includes the Office of the Attorney General for Northern Ireland and Health and Safety Executive for Northern Ireland.

Details of the methods used to count civil servants - headcount and full time equivalent (FTE) - are presented in the Appendices 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.

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

<https://www.nisra.gov.uk/statistics/ni-civil-service-human-resource-statistics/sickness-absence-statistics>

<https://www.nisra.gov.uk/statistics/ni-civil-service-human-resource-statistics/pay-statistics>

<https://www.nisra.gov.uk/statistics/ni-civil-service-human-resource-statistics/equality-statistics>

3 | Number of Staff

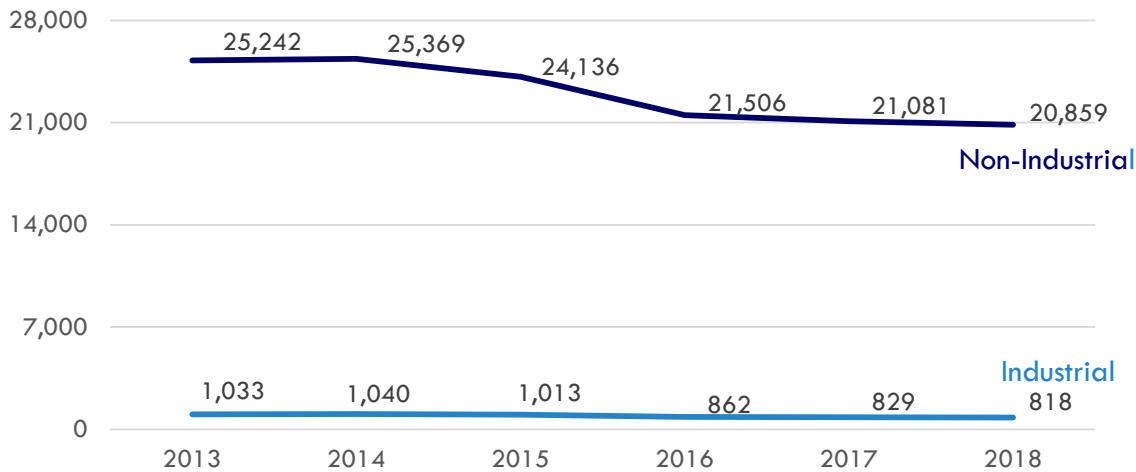
All Staff

On 1st April 2018 the headcount for the NICS was 23,257, a decrease of 2.5% from April 2016. The GB Civil Service figures for April 2018 are not yet available however during the period April 2016 to April 2017¹ they experienced a small increase of 0.3% (Figure 1).

The full time equivalent (FTE) number of staff in the NICS at April 2018 was 21,678² and of these 818 were industrial. Figure 2 shows that both industrial and non-industrial staff numbers are the lowest they have been during the last six years.

The FTE number of casual staff has decreased each year from 2014, reaching a low of 50 by April 2018 (Figure 3).

Figure 2: All Industrial and Non-Industrial NICS Staff (FTE), 2013 to 2018

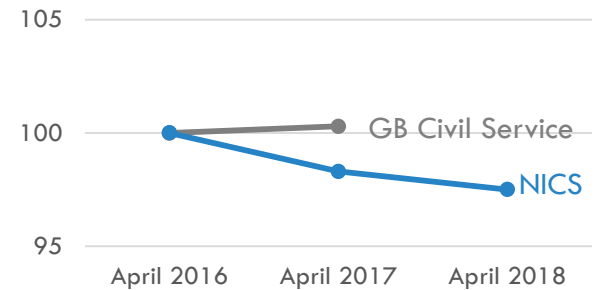


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¹<https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/publicsectorpersonnel/bulletins/civilservicestatistics/2017>.

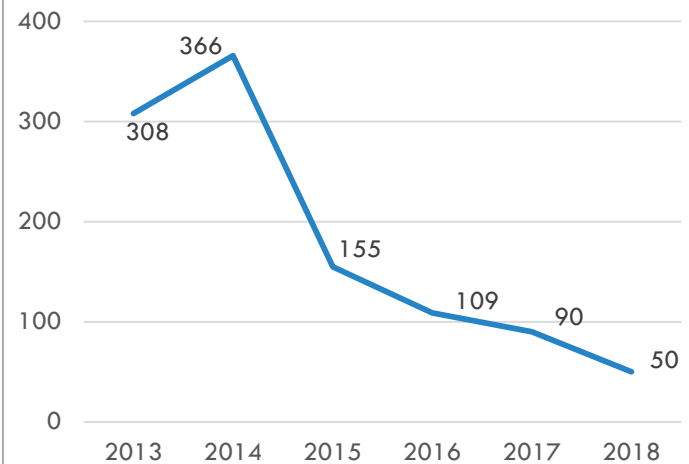
²Non-Industrial and Industrial totals from figure 2 may not sum to overall total due to rounding.

Figure 1: All Staff (Headcount) Comparing the NICS and GB Civil Service Index (April 2016=100; non zero y axis)



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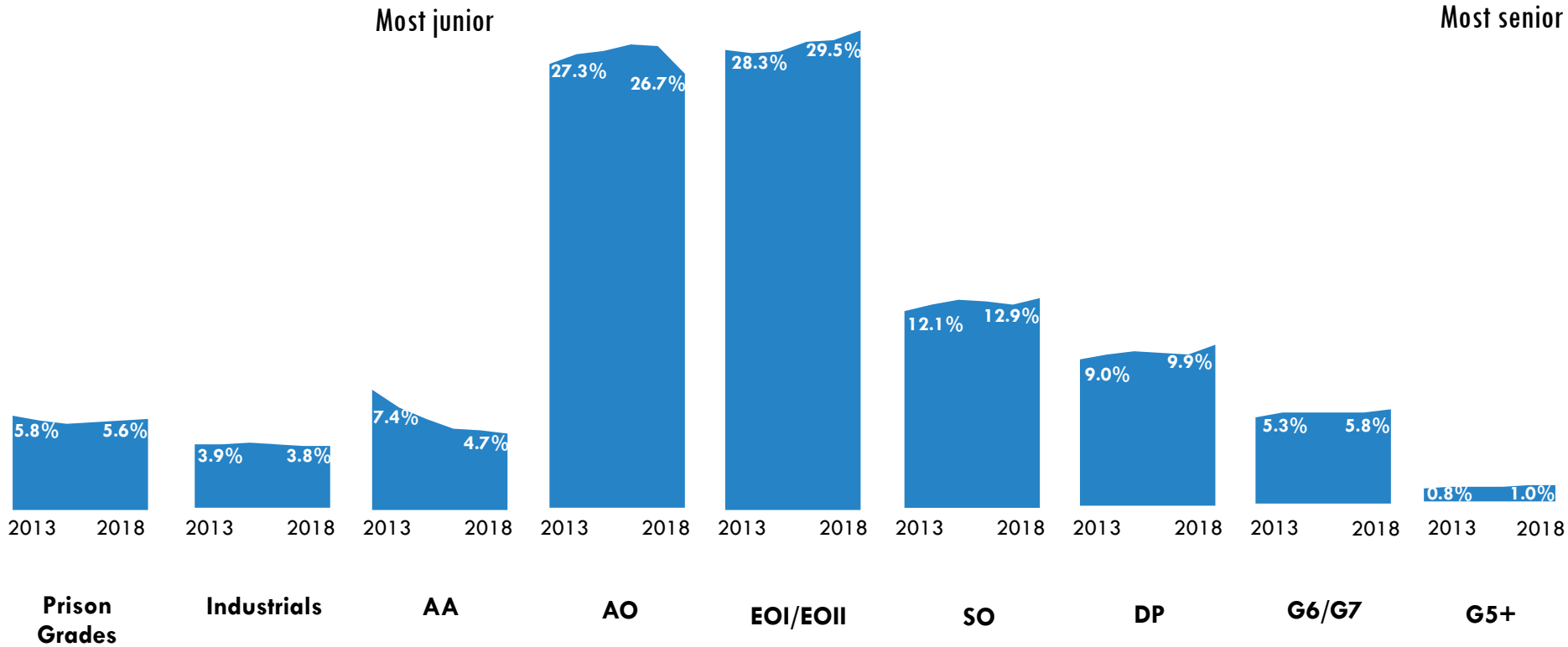
Figure 3: Casual Staff (FTE), 2013 to 2018



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3 | Number of Staff

Figure 4: All Staff (FTE) Grade Level Distribution, 2013 to 2018



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Grade Profile

In 2018 almost three out of ten FTE staff were at the Executive Officer (EOI/EOII) grade level; over a quarter were at Administrative Officer (AO) level.

While the proportions of FTE staff at Administrative Assistant (AA) and AO level have decreased since 2013, the opposite is true for FTE staff at EOI/EOII level and above. The greatest changes during the last six years have been seen at AA level with a decrease of 2.7 percentage points and at EOI/EOII level with an increase of 1.2 percentage points.

3 | Number of Staff

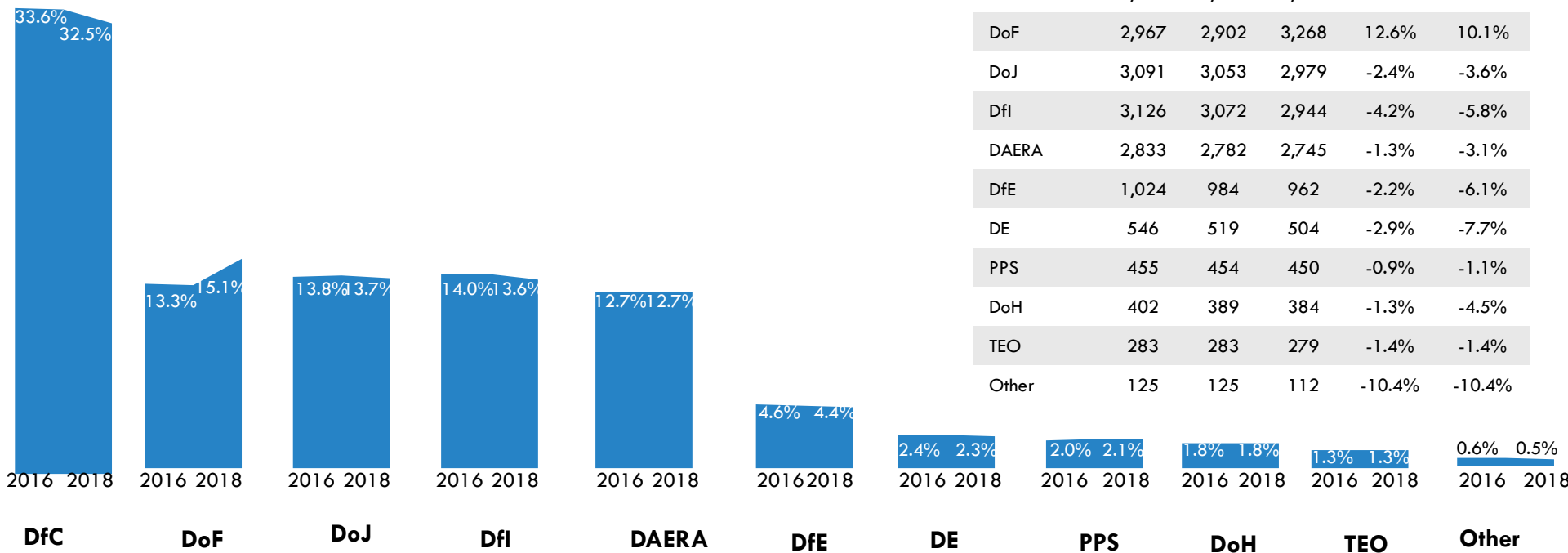
Departmental Composition

Departments continued to differ markedly in size in 2018, ranging from over 7,000 FTE staff (DfC) to fewer than 300 (TEO). Each of the smallest four ministerial departments and the PPS had fewer than 1,000 FTE staff, whereas the largest five all had more than 2,700 FTE staff. All departments have experienced a reduction in FTE numbers since April 2016, with the exception of DoF which saw an increase of 10.1%. This increase was largely due to the transfer of the departmental internal audit function and the establishment of NICS HR which brought together departmental and corporate HR functions.

Table 1: Changes in Departmental Composition All Staff (FTE), 1st April 2016, 2017 and 2018

Department	% change				
	2016	2017	2018	17-18	16-18
DfC	7,517	7,347	7,051	-4.0%	-6.2%
DoF	2,967	2,902	3,268	12.6%	10.1%
DoJ	3,091	3,053	2,979	-2.4%	-3.6%
DfI	3,126	3,072	2,944	-4.2%	-5.8%
DAERA	2,833	2,782	2,745	-1.3%	-3.1%
DfE	1,024	984	962	-2.2%	-6.1%
DE	546	519	504	-2.9%	-7.7%
PPS	455	454	450	-0.9%	-1.1%
DoH	402	389	384	-1.3%	-4.5%
TEO	283	283	279	-1.4%	-1.4%
Other	125	125	112	-10.4%	-10.4%

Figure 5: All Staff (FTE) by Departmental Composition, 2016¹ to 2018

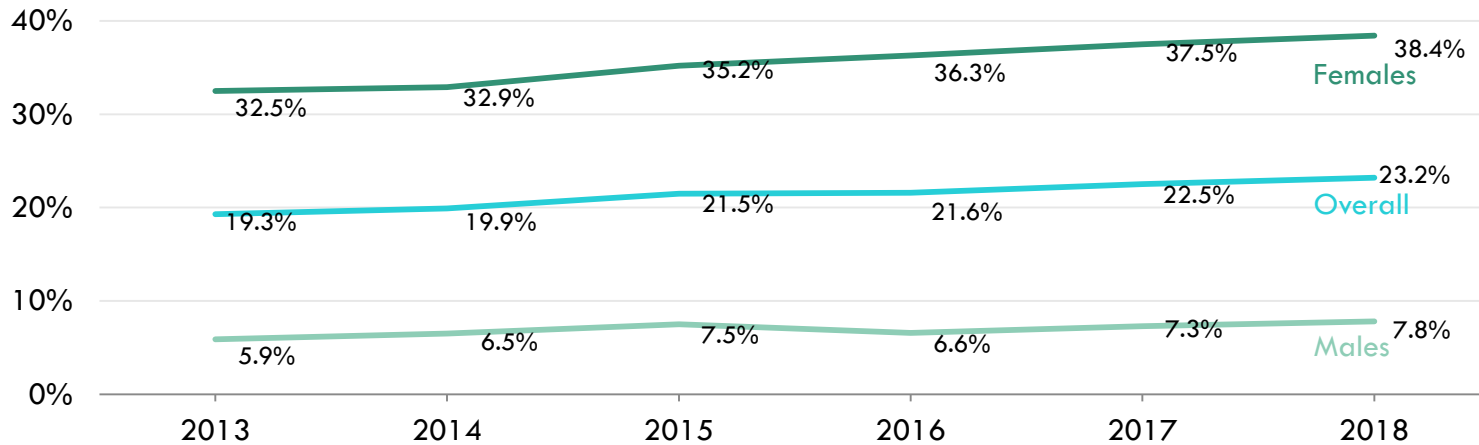


¹In May 2016, restructuring within the NICS saw the number of ministerial departments decrease from twelve to nine. Staff at 1st April 2016 were re-allocated to one of the new departments.

4

Part-time Working

Figure 6: Proportion of Staff (Headcount) Working Part-Time, 2013 to 2018



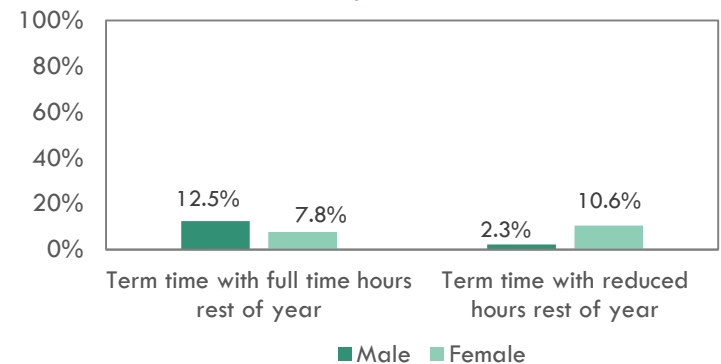
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Overall

The proportion of staff working on a part-time basis has increased during the last six years. While the proportion of females working part-time has risen consistently, that of males decreased slightly between 1st April 2015 and 1st April 2016, increasing again during the two subsequent years (Figure 6).

Almost 15% of male and over 18% of female part-time staff had a term time work pattern. Over 57% of women working on a term time basis worked reduced hours during the rest of the year. The remaining 43% worked full time hours for the rest of the year. The comparative figures for males were 16% and 84% respectively.

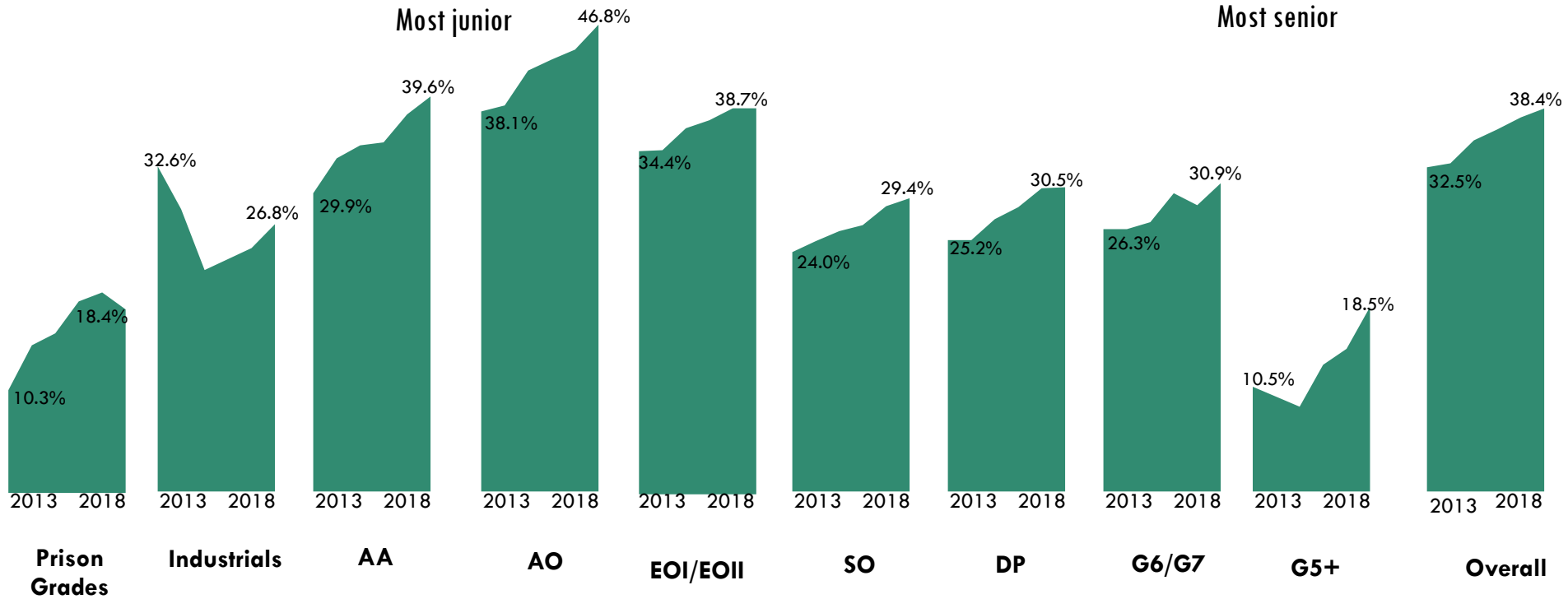
Figure 7: Term Time Working
Percentage of All Part-Time Staff (Headcount)
1st April 2018



[Download Data](#)

4 | Part-time Working

Figure 8: Female Staff (Headcount) Percentage of Part-time at each Grade Level, 2013 to 2018



[Download Data](#)

Grade Profile for Part-Time Female Staff

An analysis by grade was undertaken for female staff only as they accounted for the vast majority (83.4%) of part-time workers. The analysis showed that the proportion varied markedly by grade, ranging from 18.5% at Grade 5 and above to almost 47% at AO level.

The proportion of females working part-time increased at all grades from 2013 with the exception of Industrial staff. Female staff at AA level had the biggest increase (9.7 percentage points). This was followed by staff at AO level (8.7 percentage points) and Grade 5 and above (8.0 percentage points).

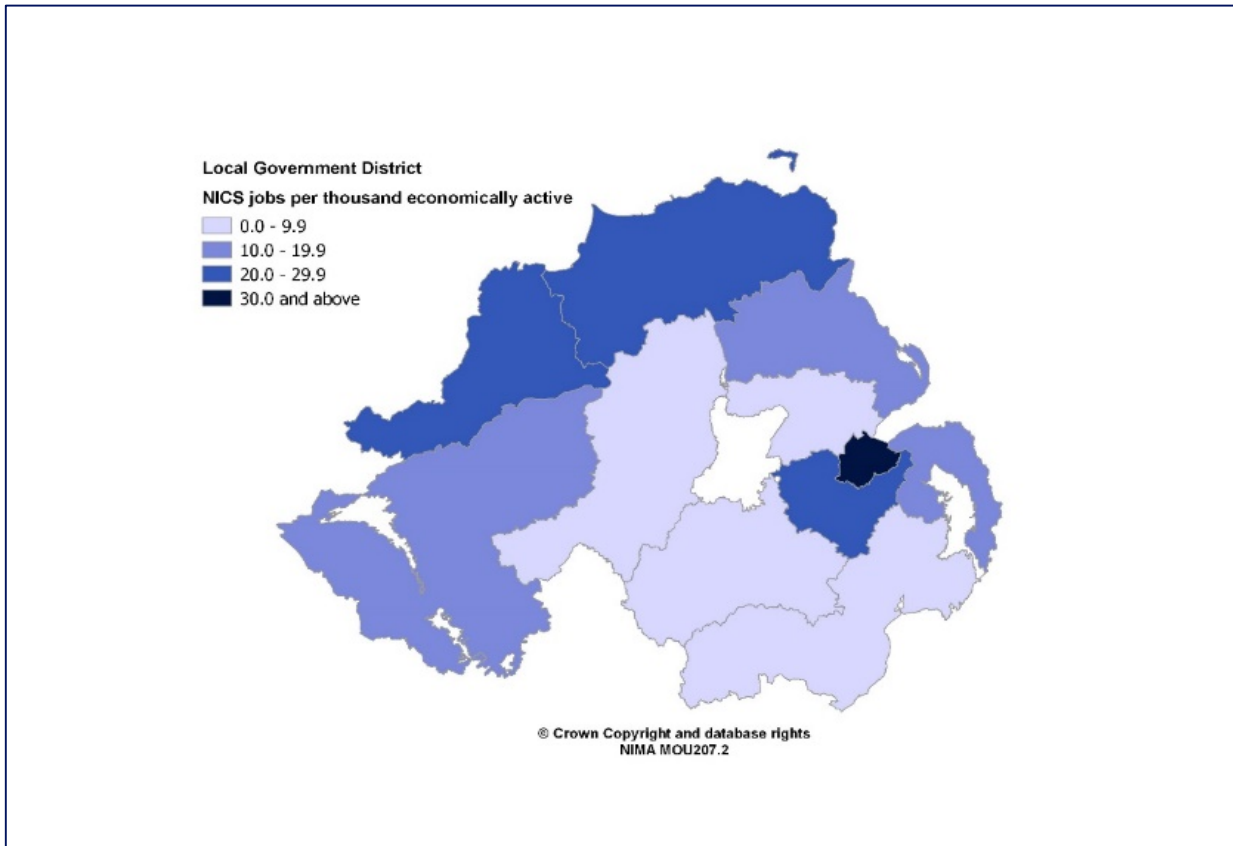
5

Job Location

Location by District Council

Belfast had by far the largest number of NICS jobs relative to the economically active population living there (83 jobs per thousand economically active people). Antrim and Newtownabbey (8 jobs per thousand economically active) had the fewest. A breakdown of the number of staff in each District Council Area per thousand of the economically active population living there can be found in Appendix 3.

Figure 9: Number of Staff (Headcount) at 1st April 2018 in each District Council Area per Thousand of the Economically Active Population Living There



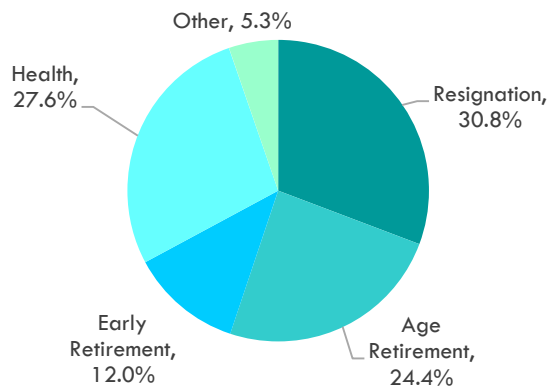
6

Leavers

Reasons for leaving

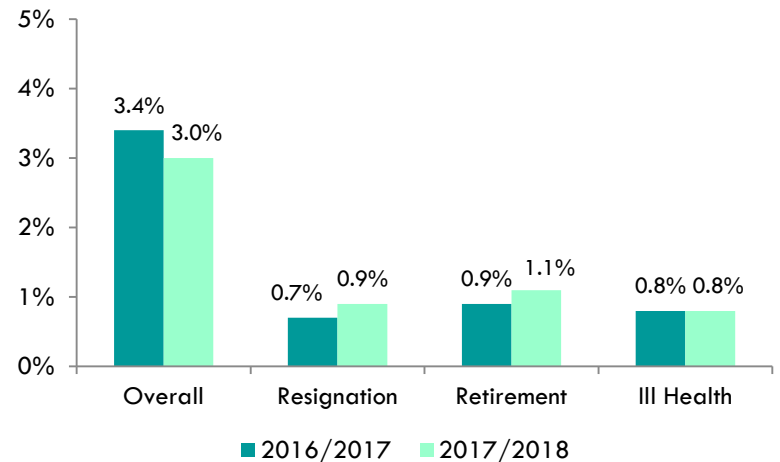
Resignations accounted for almost one third of all leavers. This was followed by ill health and age retirement which each accounted for approximately one quarter of leavers. The 2017/18 leaving rate was slightly lower than the rate during the previous financial year, which included the final tranche of the NICS voluntary exit scheme. GB Civil Service figures for 2017/2018 are not yet available, however the leaving rate for the previous year was 8.3%.

**Figure 10: Reasons for Leaving
All Staff (Headcount) 2017/2018**



[Download Data](#)

**Figure 11: Leaving Rates¹ by Reason for Leaving
All Staff (Headcount)
2016/2017 and 2017/2018**



[Download Data](#)

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.

Appendix 1 – 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 Service functions.

Appendix 2 – Analogous Grade Level

Table 1: NICS Grading Structure in Descending Order of Seniority (Excludes Industrial and Prison Grade Staff)

Abbreviation	Analogous grade
G5	Grade 5 (Assistant Secretary)
G6/7	Grade 6 (Senior Principal) and Grade 7 (Principal)
DP	Deputy Principal
SO	Staff Officer
EOI/EOII	Executive Officer I and Executive Officer II
AO	Administrative Officer
AA	Administrative Assistant

Appendix 3 – Number of Civil Servants by Work District Council Area

Table 2: Work Locations of All Staff (Headcount) 1st April 2018

District Council Area	No. of Civil Servants Working in Each District Council Area per Thousand of the Economically Active Population ¹
Antrim & Newtownabbey	8.1
Ards & North Down	11.5
Armagh, Banbridge & Craigavon	9.1
Belfast	83.5
Causeway Coast & Glens	21.2
Derry & Strabane	26.9
Fermanagh & Omagh	19.3
Lisburn & Castlereagh	23.4
Mid & East Antrim	11.7
Mid Ulster	9.8
Newry, Mourne & Down	9.8

¹Economically Active Population resident in each area, sourced from Labour Force Survey Local Area Database 2017.

Appendix 4 – Occupations

Table 3: Occupations of Staff (Headcount) 1st April 2018

Occupation ¹	No. of Staff	Occupation ¹	No. of Staff
Agricultural Inspectors (Grade)	265	Legal Grades (Solicitors)	287
Agricultural Inspectors (Group)	336	Mapping and Charting	161
Architects	99	Meat Inspectors	94
Careers Officers	107	Mechanical & Electrical Engineers	101
Civil Engineers	676	Planning Office Staff	45
Computing	574	Prison Grades	1,254
Curatorial Grades	49	Quantity Surveyors	40
DE Inspectorate	55	Scientific Grades	467
Drawing Office Staff	168	Statisticians	305
Economists	79	Support Grades	150
Fisheries	34	Trading Standards	25
Foremen	21	Typists	199
Forestry	45	Valuation	168
General Service	15,522	Vehicle and Driving Examiners	436
Health & Safety Inspectors	62	Veterinary Officers	138
Industrial Grades	827	YJA Specialisms	148
Information Officers	72	ALL²	23,257

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

²Including occupations not listed in the table.

Appendix 5 – Composition of NICS overall

Table 4: Staff (FTE) by Grade Level in Each Department, 1st April 2018

Department	Grade 5 and above	Grade 6/7	DP	SO	EOI/EOII	AO	AA	Industrial	Prison Grades	All Grades
DAERA	24	268	316	609	826	370	143	190	0	2,745
DE	19	91	77	77	112	101	29	0	0	504
DfC	20	126	283	535	2,871	2,805	381	28	0	7,051
DfE	18	76	175	172	330	150	43	0	0	962
DfI	18	115	269	363	634	859	112	573	0	2,944
DoF	39	314	539	630	851	754	130	10	0	3,268
DoH	18	51	96	92	71	36	20	0	0	384
DoJ	18	105	205	235	543	548	84	16	1,224	2,979
PPS	7	66	90	20	81	119	66	0	0	450
TEO	22	39	64	52	57	36	8	0	0	279
Other	4	16	37	9	23	12	10	1	0	112
Total	207	1,267	2,151	2,794	6,399	5,790	1,026	818	1,224	21,678

Totals may not sum because of rounding.

[Download Data](#)

Appendix 6 – Quality Assessment

This section provides information about the quality of the data used to produce this publication, and any statistics derived from these data.

Dimension	Assessment by the author
<p>Introduction:-</p>	<p>This report provides an overview of the human resource profile of the Northern Ireland Civil Service (NICS) in 2018 and how it has changed over time. Information is broken down by grade, department, work-pattern, job location and reason for leaving.</p> <p>The primary data source, with the exception in part of the NIPS, was HRConnect, the Human Resource Service for the NICS. Data for NIPS staff not on HRConnect was obtained from NIPS's own personnel data systems. Figures are based on actual staff in post at 1st April each year; analyses of leavers are on a financial year basis.</p>
<p>Relevance:- <i>The degree to which the statistical product meets user needs in both coverage and content.</i></p>	<p>Covers a breakdown of NICS staff at 1st April 2018 by analogous grade, department and work pattern. Comparative figures and trend data have been included where possible.</p>
<p>Accuracy and reliability:- <i>The proximity between an estimate and the unknown true value.</i></p>	<p>Coverage of staff is 100%. The main computer system from which the data are extracted is also used to pay staff.</p>
<p>Timeliness and punctuality:- <i>Timeliness refers to the time gap between publication and the reference period. Punctuality refers to the gap between planned and actual publication dates.</i></p>	<p>The report relates to 1st April 2018, and is published on 31st July 2018. The publication date for the current report is two and a half months earlier than last year's report.</p>

Appendix 6 – Quality Assessment

Dimension	Assessment by the author
<p>Accessibility and clarity:- <i>Accessibility is the ease with which users are able to access the data, also reflecting the format in which the data are available and the availability of supporting information.</i> <i>Clarity refers to the quality and sufficiency of metadata, illustrations and accompanying advice.</i></p>	<p>The report contains a description of the staff covered, and definitions of the terms used.</p> <p>It is available on the NISRA website and contains contact details for further information.</p> <p>The full release is made available in a PDF format, which includes all commentaries, notes, tables and charts. This can be viewed using free software. Data from the tables and charts are also made available separately in open data source format.</p>
<p>Coherence and comparability:- <i>Coherence is the degree to which data that are derived from different sources or methods, but refer to the same topic, are similar.</i> <i>Comparability is the degree to which data can be compared over time and domain.</i></p>	<p>Counts of staff depend on the reference date, whether staff are permanent or casual, whether those on a career break are included, and whether secondees are included.</p> <p>There have been various changes in the scope of the NICS over the past decade as a result of the transfer of functions (and the associated staff) to new bodies outside the NICS, or from outside bodies to the NICS.</p> <p>The headcount figures are on the same basis as those in the 'Employment in the Northern Ireland Civil Service', the 'Equality Statistics for the Northern Ireland Civil Service' and 'Pay Statistics for the Northern Ireland Civil Service' publications.</p>
<p>Trade-offs between output and quality components:-</p>	<p>Coverage of staff is 100%. The main computer system from which the data are extracted is also used to pay staff.</p>

Appendix 6 – Quality Assessment

Dimension	Assessment by the author
<p>Assessment of user needs and perceptions:- <i>The process for finding out about users and uses, and their views on the statistical products.</i></p>	<p>The report contains contact details in case users wish to provide feedback, comments or queries on the publication.</p> <p>Key stakeholders, notably NICS HR, regularly communicate their personnel statistics requirements to NISRA. In addition an annual customer satisfaction survey is undertaken to review the publication by gathering feedback on the statistics produced, how well they meet user needs and whether there are any suggested improvements. Where specific changes have been suggested, these have been incorporated as far as possible.</p>
<p>Performance, cost and respondent burden:- <i>The effectiveness, efficiency and economy of the statistical output.</i></p>	<p>The annual operational cost (staff time) of producing this publication is approximately £2,000.</p> <p>There is no respondent burden, since the data are held on an administrative system.</p>
<p>Confidentiality, transparency and security:- <i>The procedures and policy used to ensure sound confidentiality, security and transparent practices.</i></p>	<p>Data are held on a network that is only accessible to the few statisticians who need access. Printouts containing individual records or small cell sizes are locked away, and shredded as soon as possible.</p>