

Sickness Absence in the Northern Ireland Civil Service

2013/2014

Contents

	Page		Page
Executive Summary	3		
Key Facts	5		
1. Working Days Lost through Sickness Absence		Appendix 1.	Data Quality 43
1.1 Introduction	9	Appendix 2.	Calculations 47
1.2 Department	10	Appendix 3.	Tables Relating to Chapter 1 51
1.3 Grade Level	11	Appendix 4.	Seasonal Effects on the Onset of Absence 57
1.4 Gender	12	Appendix 5.	Standardised Departmental Absence Levels 61
1.5 Length of Service	13	Appendix 6.	Tables Relating to Chapter 2 65
1.6 Age Group	14	Appendix 7.	Tables Relating to Chapter 3 71
2. Spells of Sickness Absence		Appendix 8.	Tables Relating to Chapter 4 79
2.1 Number of Absence Spells	17	Appendix 9.	Contribution to overall Working Days Lost 85
2.2 Duration of Absence Spells	17	Appendix 10.	Departmental analysis: Industrial, Non-Industrial and Prison Grade 91
2.3 Absence Certification	18	Appendix 11.	List of Abbreviations 95
3. Reason for Sickness Absence			
3.1 NICS Overall	21		
3.2 Grade Level	22		
3.3 Gender	23		
3.4 Age Group	24		
4. Long-term Sickness Absence			
4.1 Prevalence of Long-term Absence	27		
4.2 Grade Level	27		
4.3 Gender	28		
4.4 Age Group	28		
4.5 Reason for Long-term Absence	29		
5. Absence Targets			
5.1 Introduction	33		
5.2 Absence Targets - NICS Overall	34		
5.3 Days Lost per Staff Year by Department	35		
5.4 Long-term Frequency	36		
5.5 Long-term Duration	37		
6. Absence Insight	39		

Any enquiries regarding this publication should be sent to:

Trevor Campbell

☎ (028) 9057 2359

✉ trevor.campbell@dfpni.gov.uk

Human Resource Consultancy Services

NISRA

Royston House

Upper Queen Street

Belfast BT1 6FD

All content in this report is licensed and available under the Open Government Licence v2.0.



To view this licence, go to:

www.nationalarchives.gov.uk/doc/open-government-licence/version/2

Executive Summary

- This annual report provides a comprehensive analysis of sickness absence in the Northern Ireland Civil Service over the 2013/2014 financial year. It contains analyses of trends over the last five years and details the progress being made towards absence targets.
- The headline absence figure for 2013/2014 was 10.1 days (average days lost per staff year), down from 10.6 days in the previous year but short of the annual target of 9.0 days.
- The headline absence level represented 4.6% of the available working days in 2013/2014 and in salary terms can be equated to approximately £30.2 million of lost production.
- While more than half of staff had no recorded absence, over one in ten were off sick for an average of around three months. The continuing high frequency of long-term absences, which accounted for nearly three quarters of the total working days lost, remains a major barrier to the achievement of absence targets.
- The level of absence ranged from 8.0 days in DETI to 11.6 days in DOJ. The biggest contribution to DOJ's absence level was made by Prison Grade staff who were absent for an average of 15.1 days, down from 16.1 days in 2012/2013. A large part of the variation between Departments was attributable to differences in terms of their grade, gender and age profiles.
- As in previous years, the main reason for absence, accounting for nearly one third of the working days lost, was *Anxiety/Stress/Depression/Other Psychiatric Illnesses*. The majority of those were split fairly evenly between work and non-work related stress.
- The absence level of females (12.1 days) was higher than that for males (8.2 days). After discounting all gender specific absences, the main reason for the higher rate of absence among females was because they were much more likely than males to have a Mental Health related absence.
- Staff who had been in post for under two years, around half of whom would have been on probationary terms and conditions, had less than half the level of sickness absence (4.9 days) of staff who had been employed for two years or more (10.4 days).

Key Facts

	2009/ 2010	2010/ 2011	2011/ 2012	2012/ 2013	2013/ 2014
Proportion of Staff with No Recorded Spells of Absence	50.1%	51.8%	53.7%	52.3%	55.3%
Working Days Lost per Staff Year	11.0	10.7	10.1	10.6	10.1
Percentage of Available Working Days Lost	4.9%	4.9%	4.6%	4.9%	4.6%
Total Number of Working Days Lost	245,590	287,131 ³	263,545	275,170	262,230
Estimated Lost Production² (£ Million)	22.9	30.0 ³	28.6	30.8	30.2
Average Number of Spells per Staff Year	0.9	0.8	0.8	0.8	0.7
Proportion of Working Days Lost by Certification					
Certified	76.7%	77.1%	79.1%	79.2%	82.2%
Self-Certified	14.4%	13.2%	13.5%	13.6%	12.6%
Uncertified/Missing	9.0%	9.7%	7.5%	7.2%	5.2%
Long-term Absence					
Proportion of Working Days Lost due to Long-term Absence	70.0%	72.0%	71.3%	70.7%	73.0%
Frequency Rate ⁴	10.9%	11.3%	11.0%	11.1%	10.9%
Average Duration (Working Days)	62.8	61.2	58.6	60.0	59.8
Short-term Absence					
Average Number of Spells per Staff Year	0.75	0.67	0.65	0.67	0.61

¹ Data from 2010/2011 onwards includes Department of Justice, Public Prosecution Service and industrial staff.

² Any information provided in this report that relates to lost production is calculated, where possible, on the basis of each individual's actual salary and the associated employer's National Insurance and Superannuation contributions.

³ The increase in total working days lost and the estimated lost production in 2010/2011 is due, in large part, to the inclusion of industrial staff and staff in the Department of Justice and the Public Prosecution Service.

⁴ Frequency Rate is the average number of long-term spells per employee, expressed as a percentage. (No of spells of long-term absence in the period/No. of employees) x 100

Chapter 1
Working Days Lost through Sickness Absence

1. Working Days Lost through Sickness Absence

1.1 Introduction

In 2013/2014, staff in the NICS lost an average of 10.1 days as a result of sickness absence. This was a decrease on the level of 10.6 days recorded in the previous year. The overall level of absence represented 4.6% of the available working days and equated to approximately £30.2 million in terms of lost production¹.

Staff who are retired early on medical grounds, or dismissed on the grounds of inefficiency due to sickness absence, are entitled to receive up to 13 weeks' notice. In keeping with Cabinet Office guidelines, sick absences which occurred during this notice period are included in the NICS sickness absence statistics. In 2013/2014 it is estimated that absences in this category contributed up to 0.3 of a day to the overall level of absence in the NICS. Were it possible to exclude these absences it would reduce the headline figure from 10.1 to 9.8 days.

The following pages in this chapter look at the variation in the levels of absence over time by Department, grade level, gender, age group and length of service. Further analyses are presented in Appendix 3.

¹ Any information provided in this report that relates to lost production is calculated, where possible, on the basis of each individual's actual salary and the associated employer's National Insurance and Superannuation contributions.

1.2 Department

Within the 10.1 days lost on average by NICS staff in 2013/2014 the level of absence varied by Department from 8.0 days in DETI to 11.6 days in DOJ.

Compared with the previous year OFMDFM and DHSSPS experienced an increase in their absence level, while the remaining 11 Departments had similar or reduced levels. The largest reductions were made by PPS and DFP, decreasing by 19.1% and 10.5% respectively.

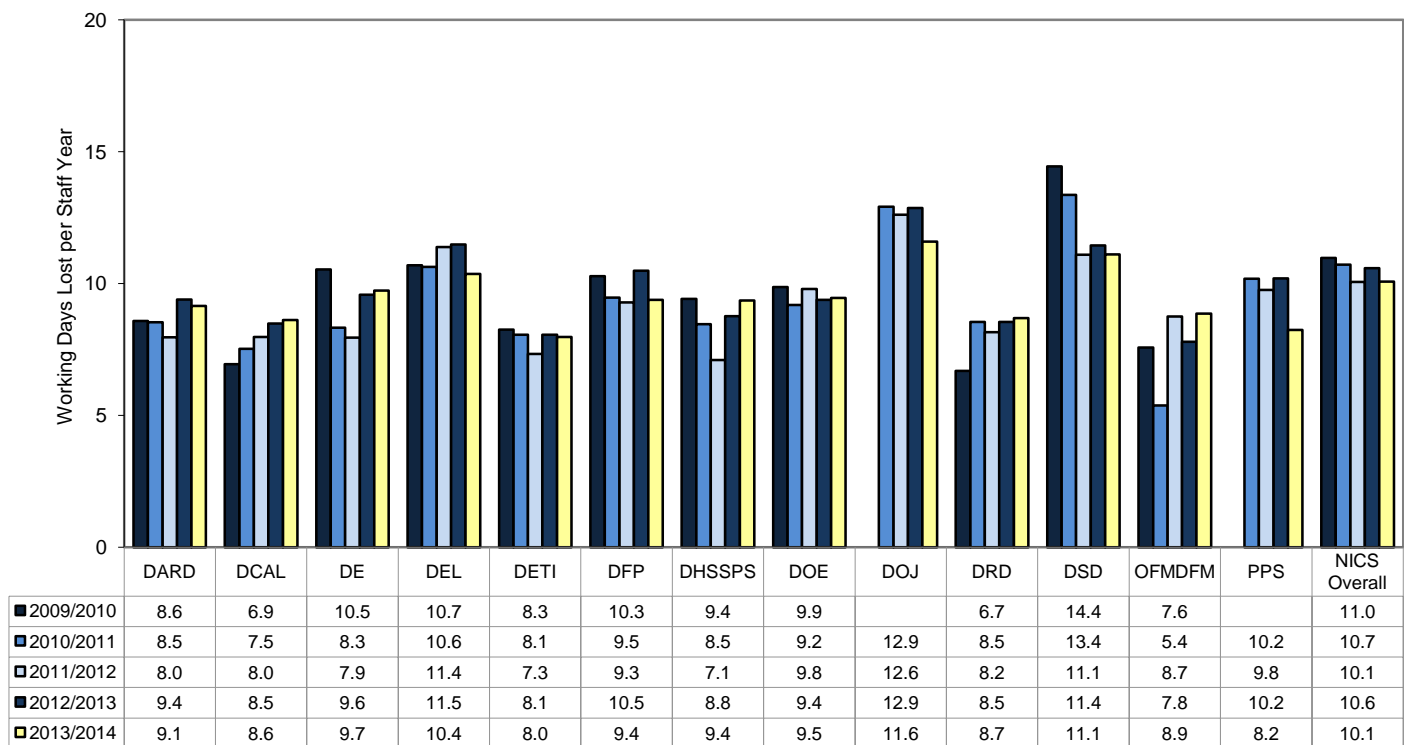
DSD accounts for approximately one quarter of NICS staff and since 2009/2010 had reduced its absence level by approximately one fifth, from 14.4 days to 11.1 days. This drop has resulted in a substantial reduction in the overall NICS absence level. The contribution of each Department to the overall NICS absence level, and how this has changed over time, is shown in Table 9.1, Appendix 9. In 2013/2014, DOJ had the biggest impact in the reduction of the NICS absence level.

When making comparisons between Departments it is important to consider that absence levels differ by grade level, gender and age. Consequently, the staffing profile of a Department can have a major bearing on its overall level of sickness absence.

An illustration of the extent to which a Department's staffing profile can influence its overall absence rate is presented in Appendix 5. This analysis adjusts each Department to have the same staffing profile as the NICS overall, thus enabling more of a like for like comparison between Departments. For example, if the staffing profile in DOJ had been the same as that for the NICS overall, it would have lost 9.1 days per staff year instead of 11.6 days. Similarly, the days lost in DSD would have decreased from 11.1 to 8.7 days. In contrast, the days lost in DE would have increased from 9.7 to 10.2 days.

Figure 1¹

Average Number of Working Days Lost per Staff Year by Department (2009/2010 to 2013/2014)



¹ Staff in AOCC, HSENI, NIAUR and OAGNI are included in the NICS Overall figure.

1.3 Grade Level

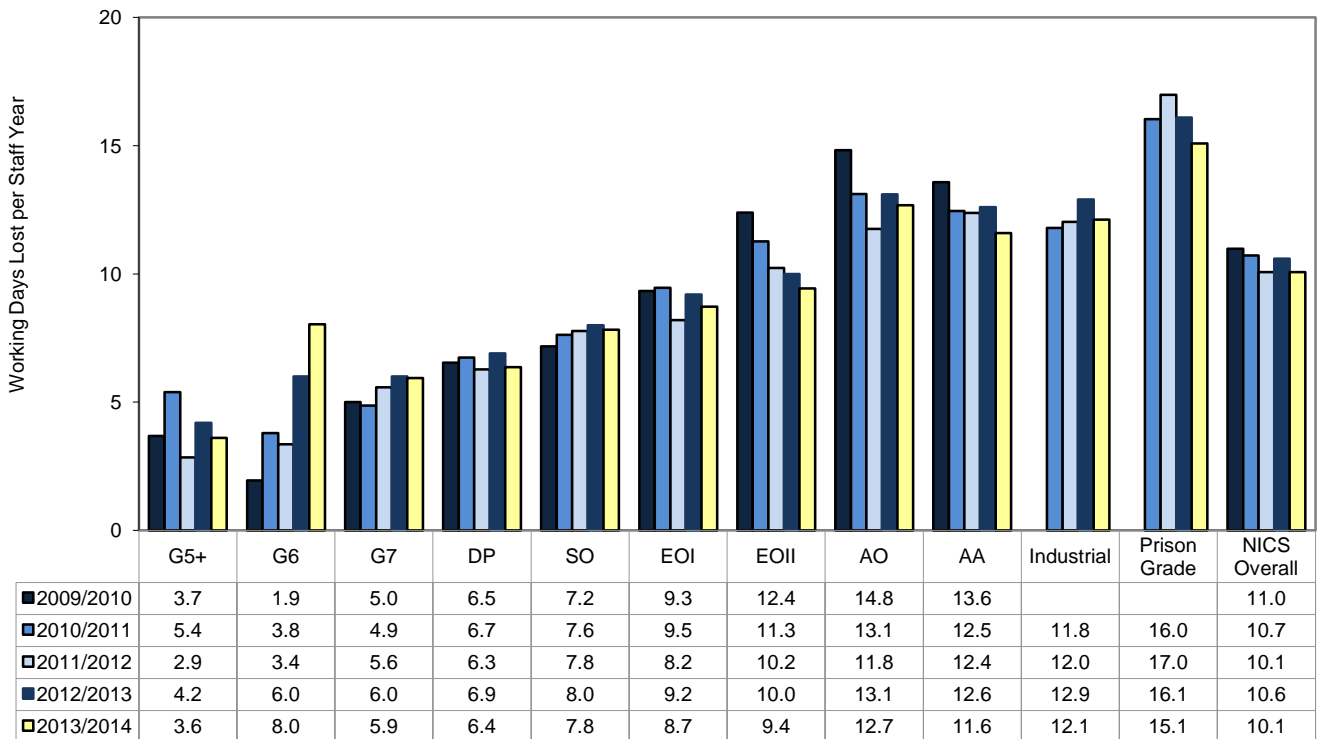
The level of sickness absence varied markedly by grade level across the NICS, ranging from 3.6 days for staff at G5+ to 15.1 days for Prison Grade staff. All grade levels, with the exception of G6 staff, showed a reduction when compared with the previous year. The level of absence of G6 staff increased from 6.0 days to 8.0 days.

As was the case in previous years, the level of absence generally increased as grade level decreased, with AO (12.7 days) and AA (11.6 days) the highest of the administrative grades. Staff at EOII level have shown the greatest improvement over the five years presented. The average number of days lost for this group has reduced by approximately 24%. Staff at AA and AO have also shown a large reduction over this period and Prison Grade staff, with a reduction of 1 day in 2013/2014, are now at their lowest level of the last four years.

The contribution of each grade level to the overall NICS absence level, and how this has changed over time, is shown in Table 9.2, Appendix 9. Staff at the AO grade level accounted for the largest proportion (3.43 days, or 34.0%) of the 10.1 days lost per staff year in the NICS overall. They also had the most beneficial impact on the overall level of absence this year, contributing a 0.16 of a day reduction per staff year. Staff at the EOII grade level contributed a 0.11 of a day reduction compared with 2012/2013.

Figure 2¹

Average Number of Working Days Lost per Staff Year by Analogous Grade Level (2009/2010 to 2013/2014)



¹ For the purpose of this analysis all former Northern Ireland Office staff at the Band C grade level have been classified as analogous to the EOII grade level.

1.4 Gender

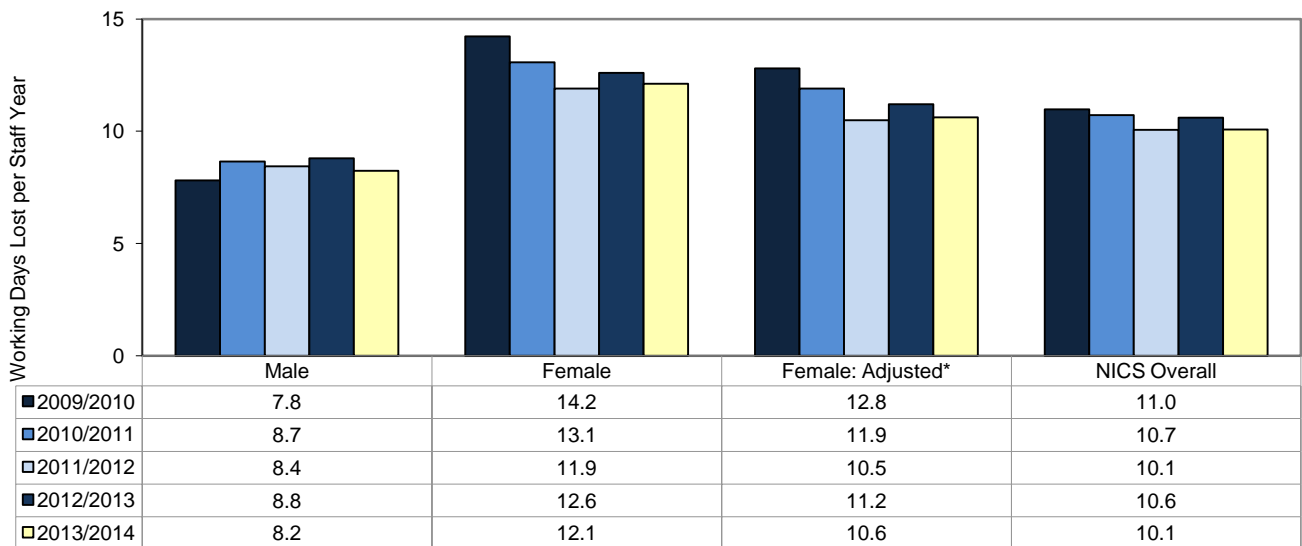
The level of absence for females was 12.1 days, down from 12.6 days in 2012/2013 and a reduction of 14.8% since the level recorded in 2009/2010.

When absences due to *Pregnancy Related Disorders* were removed from the calculations the level of absence for females reduced to 10.6 days. This was still substantially higher than the male absence level of 8.2 days.

The contribution of each gender to the overall NICS absence level and how this has changed over time, is shown in Table 9.3, Appendix 9.

Figure 3

Average Number of Working Days Lost per Staff Year by Gender (2009/2010 to 2013/2014)



* Excludes absences due to *Pregnancy Related Disorders*.

1.5 Length of Service

Analysis by length of service shows that for the first two years after joining the NICS, the level of absence of staff (4.9 days in 2013/2014) was less than half that of staff who have been in post for 2 years or more (10.4 days). When considering this finding, it should be noted that new entrants to the NICS are placed on a one year period of probation. During this time, staff are subject to more stringent conditions with regards to sickness absence management, whereby each spell of sickness absence leads to a review and the consideration of potential inefficiency action.

Table 1

Average Number of Working Days Lost per Staff Year by Length of Service (2010/2011 to 2013/2014)

Length of Service	Working Days Lost per Staff Year			
	2010/2011	2011/2012	2012/2013	2013/2014
Less than 1 year	5.8	4.3	3.9	3.6
1 to less than 2 years	8.8	5.9	6.3	6.1
Less than 2 years	7.7	4.9	4.6	4.9
2 to less than 3 years	11.3	10.7	7.7	7.4
3 to less than 4 years	10.4	10.2	10.4	5.5
4 to less than 5 years	11.1	11.5	10.3	10.1
5 years or more	10.9	10.1	10.9	10.5
2 years or more	10.9	10.2	10.8	10.4
NICS Overall	10.7	10.1	10.6	10.1

1.6 Age Group

All age groups showed a decrease this year with the level of absence ranging from 6.1 days for staff aged 16-24 to 10.5 days for staff aged 25-34.

The relationship between age and sickness absence is complex. At the risk of oversimplification, one could say that older people tended to have fewer absences, but when they were sick, the illnesses tended to be of longer duration (Table 6.4, Appendix 6). This is illustrated by the fact that the average duration for those aged 55+ was 18.2 days compared with 6.7 days for those aged 16-24.

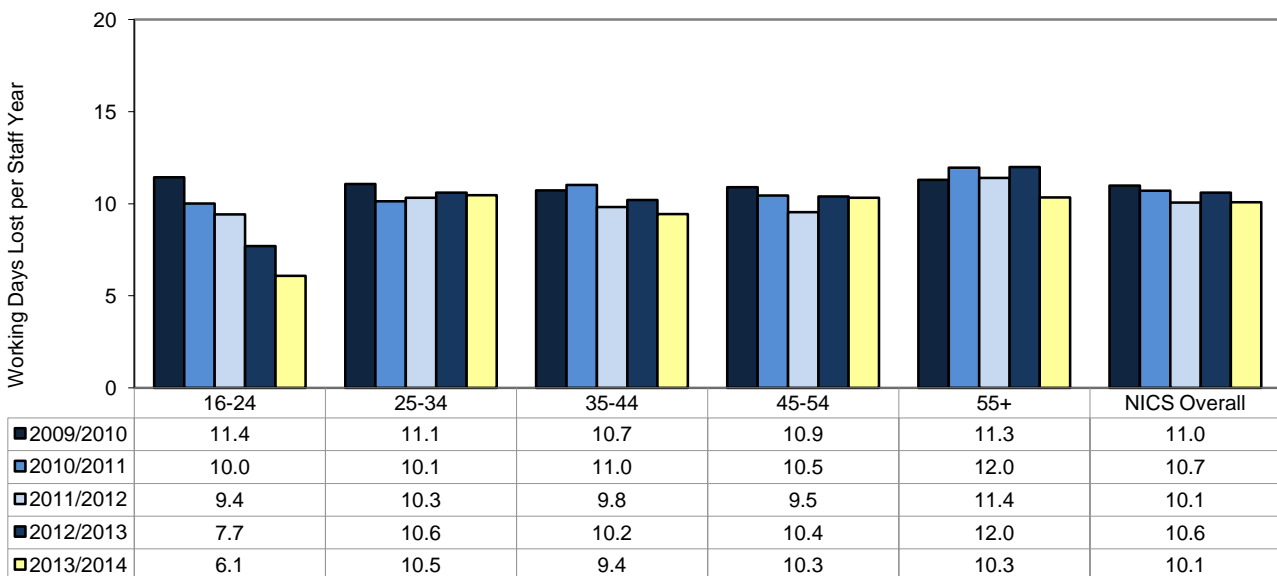
It should also be noted that the level of absence for staff aged 16-24 was affected by the fact that the majority of these staff would have been within their probation period. For staff in the other age groups the proportion of staff who were within their probation period was small. The percentage of staff in the 16-24 age group who were on probation increased from 24.9% in 2010/2011 to 58.6% in 2013/2014. This is likely to have contributed to the large decrease in the absence level of this age group compared with the other age groups.

The contribution of each age group to the overall NICS absence level, and how this has changed over time, is shown in Table 9.4, Appendix 9. In 2013/2014, staff aged 55+ contributed the most (0.19 of a day) to the overall reduction in the NICS absence level.

Certified absence levels increased with age group from 4.1 days for staff in the youngest age category to 9.0 days for staff aged 55+ (Table 3.6, Appendix 3).

Figure 4

Average Number of Working Days Lost per Staff Year by Age Group (2009/2010 to 2013/2014)



Chapter 2
Spells of Sickness Absence

2. Spells of Sickness Absence

This chapter looks at the number and duration of sickness absence spells, as well as the certification of spells. Supporting information can be found in Appendix 6.

2.1 Number of Absence Spells

The proportion of staff with no sickness absence in 2013/2014 was 55.3%, compared with 52.3% in 2012/2013. Less than one third of staff (30.7%) had one recorded absence, with 10.3% absent on two separate occasions during the year. The remaining 3.6% of staff were absent from work through illness on three or more occasions.

The proportion of staff with no absence varied markedly between Departments. Less than half of staff in DSD (49.1%) had no absence compared with over 60% of staff in DRD, DARD and OFMDFM (Table 6.10, Appendix 6). The proportion of staff with three or more absences was highest in DSD (5.3%) and DFP (4.1%).

Staff in the NICS had an average of less than one spell of sickness absence per staff year (0.7).

Figure 5

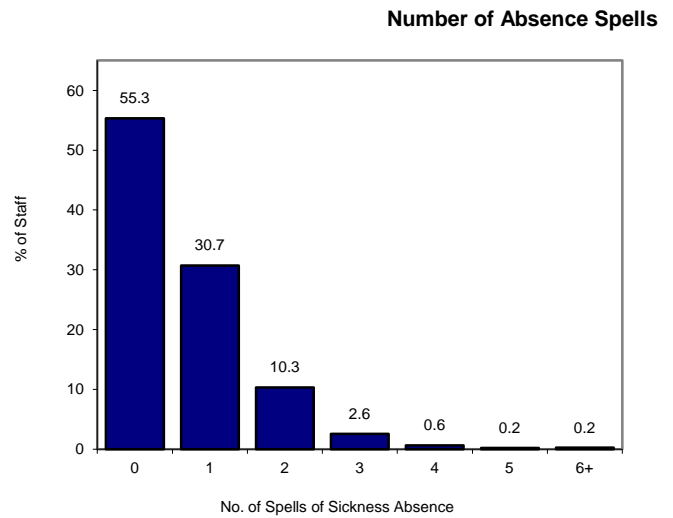
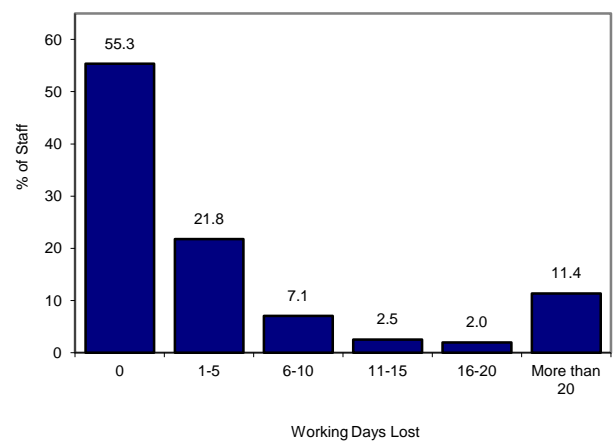


Figure 6

Figure 6 shows that while 55.3% of staff lost no working days to sickness absence, more than one fifth (21.8%) were absent for between one and five days. Just over one in ten staff (11.4%) were absent for more than 20 days in total, down slightly from the previous year (Table 6.8, Appendix 6).

Working Days Lost (Grouped)



2.2 Duration of Absence Spells

Figure 7 shows that the majority of absence spells were short-term in nature. Around two thirds (67.7%) lasted for five working days or less. These absences accounted for 13.9% of the total working days lost.

Long-term spells of absence (i.e. those lasting for more than 20 consecutive working days) accounted for only 16.9% of all spells of absence but nearly three quarters (73.0%) of the total working days lost.

Figure 7

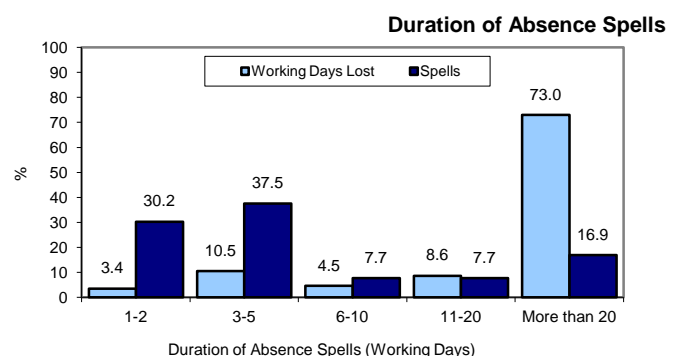
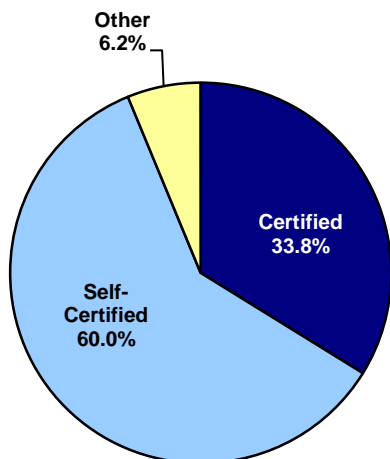


Figure 8

Absence Spells by Certification



2.3 Absence Certification

Almost 19,000 spells of sickness absence were recorded for NICS staff during 2013/2014, with self-certified absences making up 60.0% of these. Absence spells that were covered by a medical certificate accounted for approximately one third (33.8%) of spells.

Absences that were uncertified, or where the certification was missing ('Other'), accounted for the remaining 6.2% of spells.

Figure 9

Working Days Lost by Certification

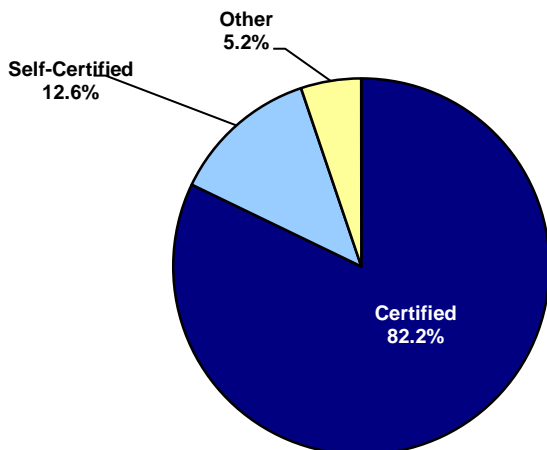


Figure 9 shows that just over four out of every five (82.2%) working day lost was certified by a medical certificate, up slightly from the previous year. This gave rise to 8.3 days lost per staff year or 3.7% of available working days (Table 3.3, Appendix 3).

Shorter term absences covered by self-certification accounted for 12.6% of the working days that were lost, resulting in 1.3 days lost per staff year (0.6% of available working days).

Absences that were uncertified, or where the certification was missing, accounted for 5.2% of the working days lost.

On average, self-certified absences lasted for 2.9 working days, whereas certified absences lasted 33.6 working days (Table 6.1, Appendix 6).

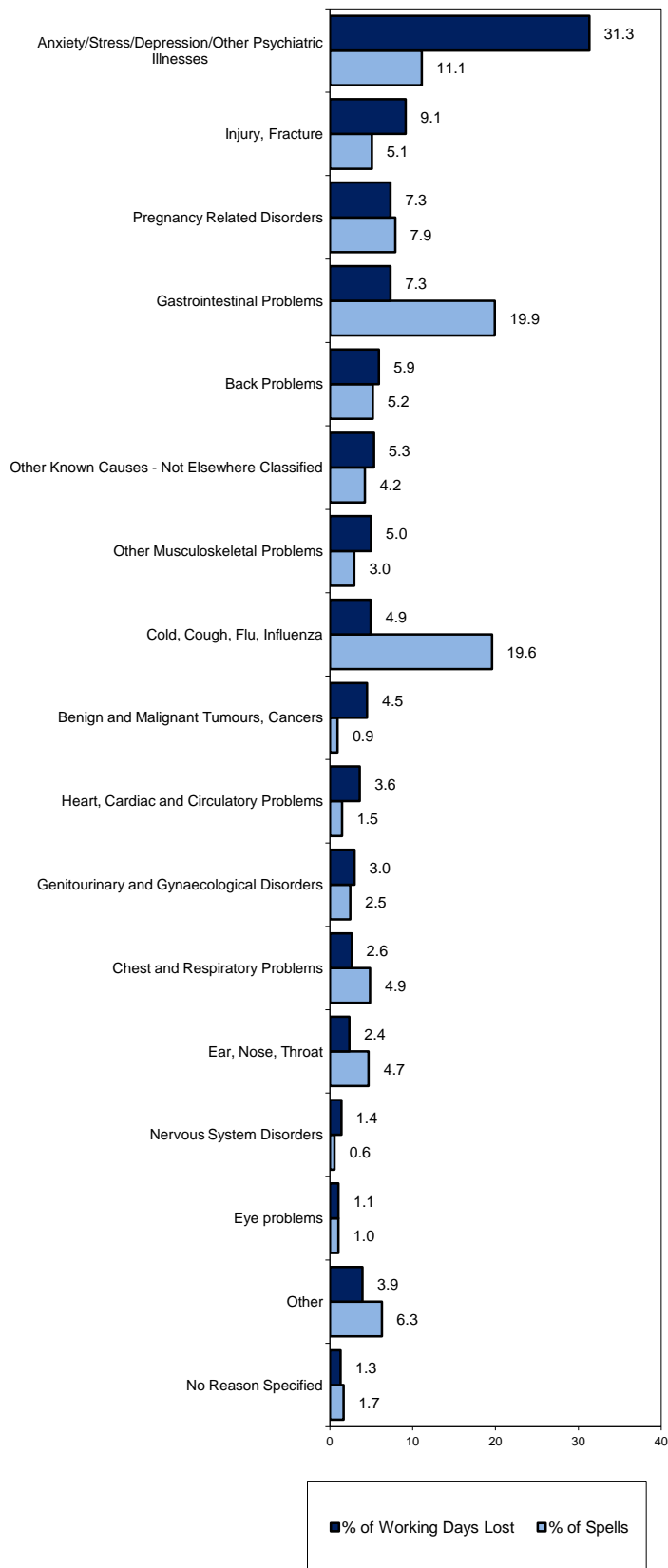
Chapter 3
Reason for Sickness Absence

3. Reason for Sickness Absence

This chapter looks at the reason for sickness absence. More analyses are presented in Appendix 7.

Figure 10^{1,2}

Reason for Absence



3.1 NICS Overall

As in previous years, the reason for the highest proportion of working days lost was *Anxiety/Stress/Depression/ Other Psychiatric Illnesses* (31.3%). Absences in this category tended to be long-term, lasting an average of 39.1 working days, up from an average of 36.3 days in 2012/2013 (Table 7.6, Appendix 7).

Almost one third of the working days lost in this illness category (30.8%) were recorded as *Stress - Work Related*, a similar proportion as for those recorded as *Stress - Not Work Related* (Table 7.4, Appendix 7).

The contribution each reason for absence has made to the overall NICS sickness absence level is shown in Table 9.5, Appendix 9. A majority of the overall NICS reduction in 2013/2014 was due to decreases in absences recorded as *Other Known Causes - Not Elsewhere Classified* and *Cold, Cough, Flu, Influenza*.

Table 2²

Reason for Absence	Average Duration (Working Days)
Benign and Malignant Tumours, Cancers	66.6
Anxiety/Stress/Depression/Other Psychiatric Illnesses	39.1
Heart, Cardiac and Circulatory Problems	34.0
Nervous System Disorders	33.7
Substance Abuse	27.8
Endocrine/Glandular Problems	25.1
Injury, Fracture	24.8
Other Musculoskeletal Problems	23.3
Blood Disorders	22.5
Other Known Causes - Not Elsewhere Classified	17.3
Genitourinary and Gynaecological Disorders	16.6
Back Problems	15.7
Eye Problems	14.0
Pregnancy Related Disorders	12.8
Infectious Diseases	11.2
Skin Disorders	9.9
Chest and Respiratory Problems	7.5
Ear, Nose, Throat	6.9
Burns, Poisoning, Frostbite, Hypothermia	6.6
Asthma	6.5
Gastrointestinal Problems	5.1
Dental and Oral Problems	4.4
Headache/Migraine	4.4
Cold, Cough, Flu, Influenza	3.5
No Reason Specified	10.7

¹ The category 'Other' contains any absence with a reason that accounted for less than 1% of working days lost.

² The category 'No Reason Specified' contains any absence for which the reason was 'Not Specified', 'Awaiting Reason' or missing.

The following three tables show the percentage of the total working days lost attributable to each reason for absence, broken down by grade level, gender and age group. Shading has been used in each table to highlight the illness category which accounted for the largest proportion of the working days lost.

3.2 Grade Level

With the exception of Industrial staff, the main cause of absence at every other grade level was *Anxiety/Stress/Depression/Other Psychiatric Illnesses*, with at least one fifth of absences being classified as such. For Industrial staff, *Injury, Fracture* (25.2%) was the predominant reason for absence. In fact, *Back Problems, Other Musculoskeletal Problems* and *Injury, Fracture* accounted for just under half (47.0%) of their total working days lost. The higher level of absence due to *Benign and Malignant Tumours, Cancers* at Grade 7 and above is likely to be a consequence of the older age profile of that group of staff.

Table 3¹

Reason for Absence by Grade Level

Reason for Absence	% of Working Days Lost								
	G7+	DP	SO	EOI	EOII	AO	AA	Industrial	Prison Grade
Anxiety/Stress/Depression/Other Psychiatric Illnesses	20.9	32.6	30.7	33.9	34.9	31.5	31.3	16.3	34.0
Asthma	-	-	0.1	0.1	0.3	0.1	0.1	0.5	0.0
Back Problems	9.5	4.1	4.5	4.7	3.9	5.6	5.0	9.5	11.7
Benign and Malignant Tumours, Cancers	17.9	6.2	5.1	4.6	5.3	3.4	3.6	4.0	0.6
Blood Disorders	-	1.1	0.2	0.5	0.5	1.1	1.1	-	n/a
Burns, Poisoning, Frostbite, Hypothermia	n/a	-	-	0.1	-	0.0	-	-	-
Chest and Respiratory Problems	3.1	3.9	2.7	3.4	2.8	2.2	4.0	2.2	1.4
Cold, Cough, Flu, Influenza	2.9	5.1	4.9	5.6	6.0	5.5	5.1	3.8	1.4
Dental and Oral Problems	0.4	0.5	0.1	0.6	0.2	0.2	0.2	0.3	0.1
Ear, Nose, Throat	1.5	1.8	2.2	3.0	2.6	2.6	4.1	0.6	0.7
Endocrine/Glandular Problems	n/a	1.8	1.1	0.8	0.2	0.9	0.2	-	-
Eye Problems	0.7	1.4	1.0	1.3	0.6	1.4	1.7	0.4	0.2
Gastrointestinal Problems	6.1	6.6	5.9	8.2	8.4	7.9	8.9	7.8	3.7
Genitourinary and Gynaecological Disorders	3.8	3.2	3.1	2.6	3.7	3.4	1.8	2.1	1.5
Headache/Migraine	0.3	0.7	0.6	0.6	1.1	1.3	0.5	0.4	1.0
Heart, Cardiac and Circulatory Problems	3.9	2.6	6.6	4.2	2.0	3.1	3.1	6.8	3.7
Infectious Diseases	1.8	0.5	0.3	0.3	0.5	0.4	0.5	-	0.1
Injury, Fracture	7.5	6.7	6.4	8.4	8.2	7.4	7.6	25.2	15.9
Nervous System Disorders	3.0	2.2	2.5	1.4	1.1	1.0	2.6	-	-
Other Known Causes - Not Elsewhere Classified	4.0	6.3	7.2	4.6	3.6	4.2	2.4	1.9	15.1
Other Musculoskeletal Problems	3.2	4.9	5.9	5.6	5.4	4.0	5.3	12.3	3.0
Pregnancy Related Disorders	6.6	4.8	7.3	3.4	6.7	10.9	7.9	-	4.1
Skin Disorders	0.8	0.1	0.2	0.5	0.3	0.5	1.2	0.6	0.3
Substance Abuse	n/a	n/a	-	0.1	-	0.3	-	0.9	-
No Reason Specified	1.3	2.8	1.0	1.6	1.1	1.1	1.6	1.7	1.0
NICS Overall	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0

Note: Cells with small numbers of occurrences have been suppressed (-)

n/a: No cases recorded

¹ The category 'No Reason Specified' contains any absence for which the reason was 'Not Specified', 'Awaiting Reason' or missing.

3.3 Gender

Anxiety/Stress/Depression/Other Psychiatric Illnesses accounted for the largest proportion of the total working days lost among both males and females (31.5% and 31.2% respectively). For males, *Injury, Fracture* accounted for the second highest proportion (11.9%) whilst for females it was *Pregnancy Related Disorders* (12.9%).

Table 4¹

Reason for Absence by Gender

Reason for Absence	% of Working Days Lost	
	Male	Female
Anxiety/Stress/Depression/Other Psychiatric Illnesses	31.5	31.2
Asthma	0.2	0.2
Back Problems	7.8	4.5
Benign and Malignant Tumours, Cancers	4.5	4.5
Blood Disorders	0.7	0.6
Burns, Poisoning, Frostbite, Hypothermia	0.1	0.0
Chest and Respiratory Problems	2.9	2.4
Cold, Cough, Flu, Influenza	6.3	3.9
Dental and Oral Problems	0.3	0.2
Ear, Nose, Throat	1.8	2.8
Endocrine/Glandular Problems	0.3	0.9
Eye Problems	1.3	0.9
Gastrointestinal Problems	8.1	6.7
Genitourinary and Gynaecological Disorders	1.0	4.4
Headache/Migraine	0.8	1.1
Heart, Cardiac and Circulatory Problems	5.8	2.0
Infectious Diseases	0.3	0.5
Injury, Fracture	11.9	7.0
Nervous System Disorders	1.1	1.6
Other Known Causes - Not Elsewhere Classified	5.4	5.3
Other Musculoskeletal Problems	5.5	4.6
Pregnancy Related Disorders	n/a	12.9
Skin Disorders	0.5	0.4
Substance Abuse	0.4	0.2
No Reason Specified	1.4	1.2
NICS Overall	100.0	100.0

n/a: No cases recorded

¹ The category 'No Reason Specified' contains any absence for which the reason was 'Not Specified', 'Awaiting Reason' or missing.

3.4 Age Group

Anxiety/Stress/Depression/Other Psychiatric Illnesses accounted for the largest proportion of working days lost in all age groups in 2013/2014. As might be expected, the impact of a number of illnesses varied with age. For example, *Benign and Malignant Tumours, Cancers* and *Heart, Cardiac and Circulatory Problems* accounted for a total of 16.9% of the days lost in the 55+ age group but did not account for any working days lost in the 16-24 age group.

Table 5¹

Reason for Absence by Age Group

Reason for Absence	% of Working Days Lost				
	16-24	25-34	35-44	45-54	55+
Anxiety/Stress/Depression/Other Psychiatric Illnesses	21.1	27.9	35.4	34.3	24.5
Asthma	n/a	0.2	0.2	0.2	0.1
Back Problems	1.8	5.0	7.0	6.3	5.0
Benign and Malignant Tumours, Cancers	n/a	-	2.7	6.0	8.4
Blood Disorders	-	0.4	0.7	0.7	0.9
Burns, Poisoning, Frostbite, Hypothermia	-	0.1	0.0	0.1	0.1
Chest and Respiratory Problems	4.1	1.6	2.2	3.2	3.4
Cold, Cough, Flu, Influenza	8.5	6.3	5.6	4.0	4.0
Dental and Oral Problems	-	0.3	0.1	0.2	0.4
Ear, Nose, Throat	2.8	2.7	2.3	2.5	1.7
Endocrine/Glandular Problems	-	0.5	0.6	0.9	0.6
Eye Problems	n/a	0.8	0.7	1.2	1.7
Gastrointestinal Problems	13.7	8.9	7.3	6.8	6.2
Genitourinary and Gynaecological Disorders	0.6	1.9	4.0	3.3	2.4
Headache/Migraine	0.2	0.9	0.9	0.7	1.5
Heart, Cardiac and Circulatory Problems	n/a	1.5	1.5	4.1	8.5
Infectious Diseases	2.8	0.4	0.5	0.3	0.5
Injury, Fracture	18.8	7.9	9.0	9.2	10.3
Nervous System Disorders	n/a	0.7	1.3	1.8	1.8
Other Known Causes - Not Elsewhere Classified	4.9	4.1	4.8	6.3	5.6
Other Musculoskeletal Problems	2.5	2.5	3.0	5.8	9.4
Pregnancy Related Disorders	15.7	22.9	8.2	0.3	n/a
Skin Disorders	-	0.4	0.6	0.5	0.5
Substance Abuse	n/a	-	0.2	0.7	n/a
No Reason Specified	1.2	1.1	1.2	0.9	2.5
NICS Overall	100.0	100.0	100.0	100.0	100.0

Note: Cells with small numbers of occurrences have been suppressed (-)

n/a: No cases recorded

¹ The category 'No Reason Specified' contains any absence for which the reason was 'Not Specified', 'Awaiting Reason' or missing.

Chapter 4

Long-term Sickness Absence

4. Long-term Sickness Absence

A long-term absence is defined as any spell of absence that lasted more than 20 consecutive working days during the financial year. Supporting information can be found in Appendix 8.

4.1 Prevalence of Long-term Absence

Approximately one in ten staff (10.4%) were off sick for an average of around three months (59.8 working days) during 2013/2014.

A total of 3,066 staff (10.4%) in the NICS had one or more spell of long-term absence, the same proportion as in the previous year.

The 3,198 long-term absence spells recorded in 2013/2014 equated to a long-term Frequency Rate¹ of 10.9%.

Long-term absences accounted for 73.0% of the total working days lost which, for illustrative purposes, could be equated to losing the work of approximately 860 full-time staff for the entire year.

4.2 Grade Level

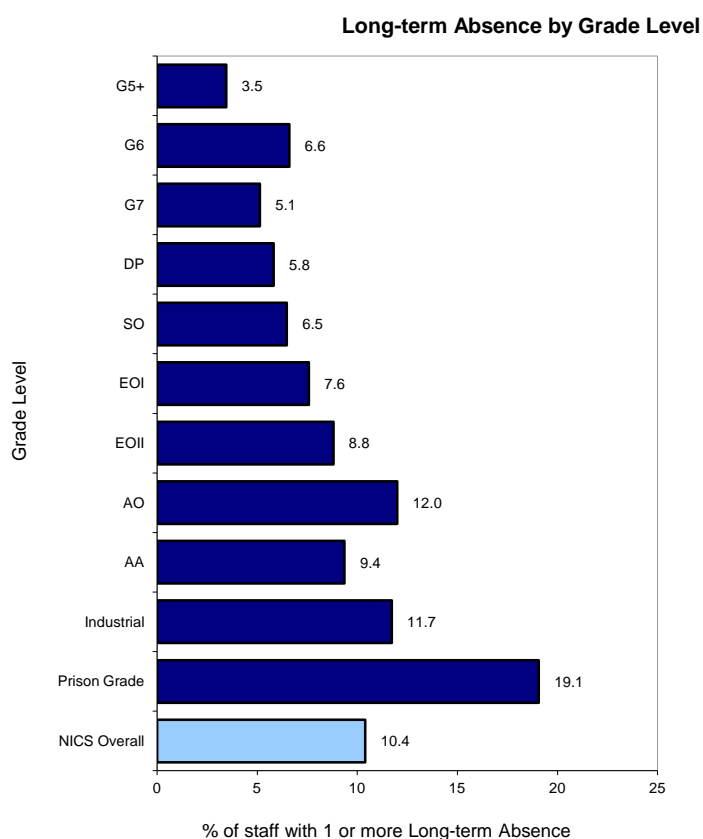
Prison Grade staff had the highest incidence of long-term absence, with 19.1% having had one or more spell. This represents an increase from 17.6% in 2012/2013.

In the administrative grades the incidence of long-term absence tended to decrease as grade level increased. A particularly high level was found at AO level, where more than one in ten staff had one or more spell of long-term absence.

Table 6

Number of Long-term Absence Spells	Number of Staff	Percentage of Staff
0	26,358	89.6
1	2,942	10.0
2	117	0.4
3+	7	0.0
NICS Overall	29,424	100.0

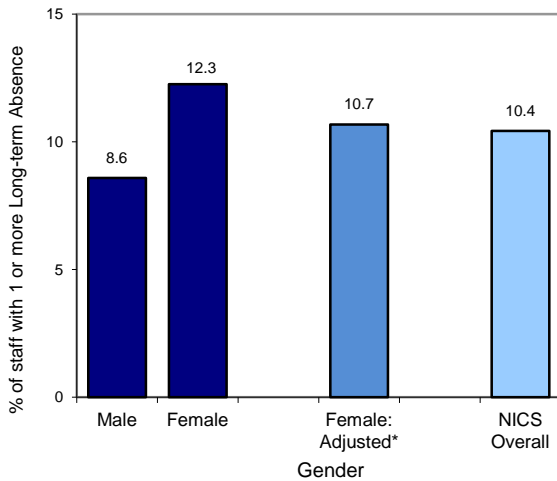
Figure 11



¹ Frequency Rate is the average number of long-term absences per employee, expressed as a percentage. (No of spells of long-term absence in the period/No. of employees) x 100

Figure 12

Long-term Absence by Gender



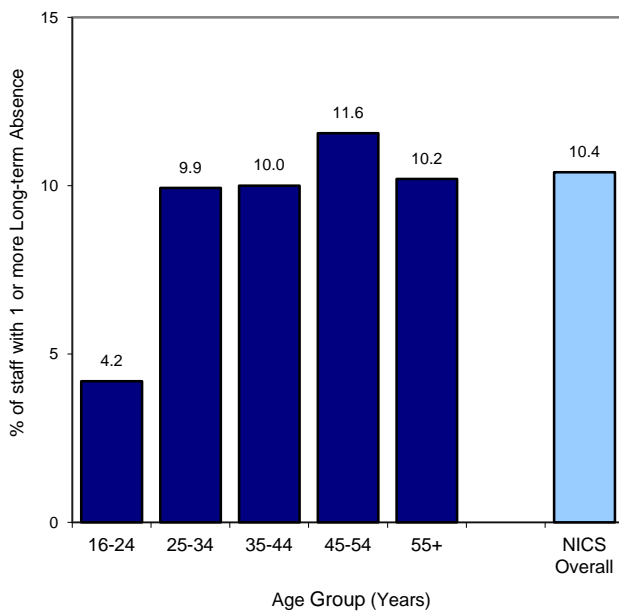
* Excludes absences due to *Pregnancy Related Disorders*

4.3 Gender

The incidence of long-term absence among women (12.3%) was higher than that among men (8.6%). These figures were similar to 2012/2013. The incidence of long-term absence among females remained higher than that for males even after long-term absences due to *Pregnancy Related Disorders* were excluded.

Figure 13

Long-term Absence by Age Group



4.4 Age Group

The incidence of long-term absence was highest for those aged 45-54 (11.6%) and was lowest for those aged 16-24, with 4.2% having had one or more long-term absence spell.

4.5 Reason for Long-term Absence

Anxiety/Stress/Depression/Other Psychiatric Illnesses accounted for over one in three (38.4%) working days lost to long-term absence. Just over one in ten long-term working days lost (10.3%) were due to *Injury, Fracture* - the second largest contributor.

Table 7¹

Reason for Long-term Absence
(% of Long-term Working Days Lost)

Reason for Absence	% of Long-term Working Days Lost
Anxiety/Stress/Depression/Other Psychiatric Illnesses	38.4
Injury, Fracture	10.3
Pregnancy Related Disorders	6.6
Back Problems	6.0
Benign and Malignant Tumours, Cancers	5.9
Other Musculoskeletal Problems	5.7
Other Known Causes - Not Elsewhere Classified	5.3
Gastrointestinal Problems	4.5
Heart, Cardiac and Circulatory Problems	4.4
Genitourinary and Gynaecological Disorders	3.0
Nervous System Disorders	1.7
Chest and Respiratory Problems	1.3
Ear, Nose, Throat	1.3
Eye Problems	1.0
Other	3.5
No Reason Specified	1.1
NICS Overall	100.0

¹The category '*Other*' contains any absence with a reason that accounted for less than 1% of Long-term Working Days Lost. The category '*No Reason Specified*' contains any absence for which the reason was '*Not Specified*', '*Awaiting Reason*' or missing.

Chapter 5 Absence Targets

5. Targets

5.1 Introduction

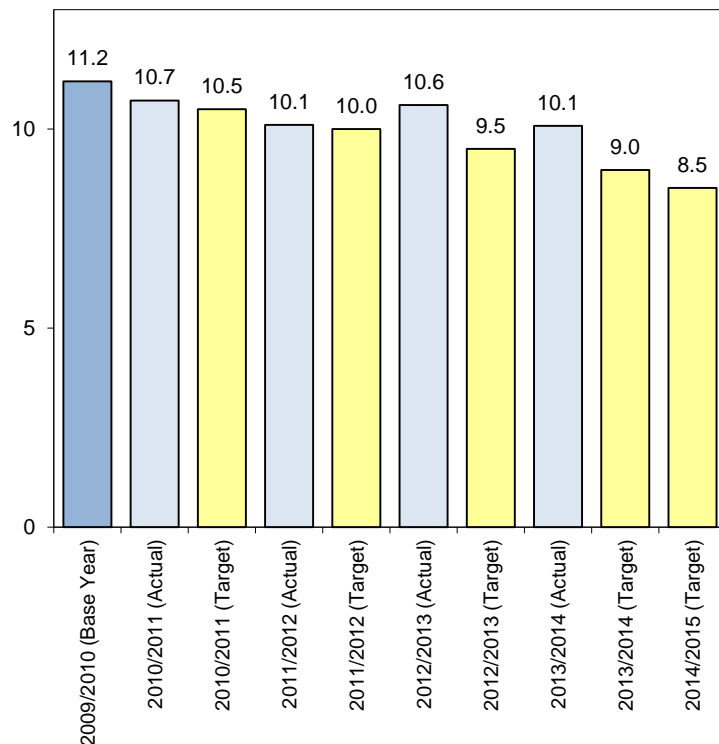
In 2010, a Ministerial target was agreed for an overall reduction in sickness absence within the NICS to 8.5 days lost per staff year by the end of the 2014/2015 financial year; this reflected a 24% reduction from the 2009/2010 base year¹ figure of 11.2 days. A commitment to achieve this target, and associated milestones, is contained in the Executive's Programme for Government.

To help maintain a focus on the key determinants of the high level of absence in the NICS, strategic targets were also set in relation to a reduction in both the frequency and duration of long-term absences. It was agreed that Departmental targets, while differing in absolute terms, should be equally challenging and achievable. This chapter charts how individual Departments, and the NICS overall, have progressed towards their targets.

¹ Targets were set based on the number and composition of staff in each of the NI Departments during 2009/2010 as, at the time of setting, this was the most recent information available. The base year figures for 2009/2010 were reworked to include industrial staff and to take account of the creation of the Department of Justice and the Public Prosecution Service.

Figure 14¹

Average Number of Working Days Lost per Staff Year



5.2 Absence Targets - NICS Overall

While there were decreases across all the target measures when compared with 2012/2013, none of the NICS targets were met. The overall level of absence decreased from 10.6 to 10.1 days, but the target of 9.0 days was missed.

The Frequency Rate of long-term absences (10.9%) fell short of its target of 9.8%.

The average duration of long-term absences (59.8 days) fell well short of the target of 51.0 days.

Table 8

Frequency and Duration of Absence

Absence Target		2009/2010 ¹	2010/2011	2011/2012	2012/2013	2013/2014		2014/2015
		(Base Year)	Actual	Actual	Actual	Actual	Target	Target
Overall	Average days lost per staff year	11.2	10.7	10.1	10.6	10.1	9.0	8.5
Long-term ²	Frequency Rate ³ (%)	11.4	11.3	11.0	11.1	10.9	9.8	9.5
	Average Duration ⁴ (working days)	62.5	61.2	58.6	60.0	59.8	51.0	48.5

Green text denotes target met

Red text denotes target not met

¹ Targets were set based on the number and composition of staff in each of the NI Departments during 2009/2010 as, at the time of setting, this was the most recent information available. The base year figures for 2009/2010 were reworked to include industrial staff and to take account of the creation of the Department of Justice and the Public

² For the purpose of target-setting, absences are split into long-term and short-term, with long-term being defined as greater than 20 consecutive working days.

³ Frequency Rate is the average number of long-term spells per employee, expressed as a percentage.

⁴ Throughout this report, the duration of absence relates only to days lost in the corresponding financial year.

5.3 Days Lost per Staff Year by Department

The table below shows the NICS performance against its overall target, broken down by Department. Only one Department (DSD) achieved its individual target, while the remaining twelve Departments fell short. DETI and PPS were the closest of the other Departments to meeting their target.

Table 9

Days Lost per Staff Year

Department	2009/2010 ¹	2010/2011	2011/2012	2012/2013	2013/2014		2014/2015
	(Base Year)	Actual	Actual	Actual	Actual	Target	Target
DARD	9.3	8.5	8.0	9.4	9.1	7.8	7.5
DCAL	6.5	7.5	8.0	8.5	8.6	6.5	6.5
DE	10.5	8.3	7.9	9.6	9.7	8.3	7.8
DEL	10.7	10.6	11.4	11.5	10.4	8.4	7.9
DETI	8.3	8.1	7.3	8.1	8.0	7.6	7.5
DFP	10.3	9.5	9.3	10.5	9.4	8.1	7.6
DHSSPS	9.4	8.5	7.1	8.8	9.4	7.8	7.5
DOE	10.1	9.2	9.8	9.4	9.5	8.0	7.5
DOJ	12.3 ²	12.9	12.6	12.9	11.6	9.7	9.2
DRD	8.2	8.5	8.2	8.5	8.7	7.6	7.5
DSD	14.4	13.4	11.1	11.4	11.1	11.4	10.7
OFMDFM	8.4	5.4	8.7	7.8	8.9	7.7	7.5
PPS	9.0 ²	10.2	9.8	10.2	8.2	7.8	7.5
NICS Overall	11.2	10.7	10.1	10.6	10.1	9.0	8.5

Green text denotes target met

Red text denotes target not met

¹ Targets were set based on the number and composition of staff in each of the NI Departments during 2009/2010 as, at the time of setting, this was the most recent information available. The base year figures for 2009/2010 were reworked to include industrial staff and to take account of the creation of the Department of Justice and the Public Prosecution Service.

² The 2009/2010 absence information, for staff in areas that became part of the Department when it was established as an NICS Department on the 12th April 2010, was used to calculate the Base Year figure.

5.4 Long-term¹ Frequency²

The NICS fell short of its overall target for long-term Frequency Rate (10.9% compared with a target of 9.8%). Three Departments (DETI, DFP and DSD) achieved their individual target. DEL, despite not achieving its target, recorded a notable reduction from the previous year.

Table 10

Long-term Frequency

Department	2009/2010 ³	2010/2011	2011/2012	2012/2013	2013/2014		2014/2015
	(Base Year)	Actual	Actual	Actual	Actual	Target	Target
DARD	9.3	9.2	8.3	9.8	9.7	8.2	8.0
DCAL	7.0	8.7	6.8	6.9	8.6	6.2	6.0
DE	10.7	8.7	9.4	10.0	9.8	9.4	9.2
DEL	10.3	11.2	13.3	11.7	10.7	9.1	8.9
DETI	8.8	8.4	6.7	6.9	7.8	7.8	7.6
DFP	10.0	9.9	9.3	10.5	8.2	8.8	8.6
DHSSPS	9.4	7.9	7.1	8.4	8.6	8.3	8.1
DOE	9.3	9.5	10.2	9.9	9.8	8.2	8.0
DOJ	14.4 ⁴	15.2	15.3	13.2	14.1	12.7	12.3
DRD	8.4	8.6	8.9	9.3	9.2	7.4	7.2
DSD	14.3	13.5	12.1	11.5	11.5	12.7	12.3
OFMDFM	7.7	5.6	8.5	7.2	7.7	6.8	6.6
PPS	8.9 ⁴	10.2	9.5	9.4	9.5	7.8	7.6
NICS Overall	11.4	11.3	11.0	11.1	10.9	9.8	9.5

Green text denotes target met

Red text denotes target not met

¹ For the purpose of target-setting, absences are split into long-term and short-term, with long-term being defined as greater than 20 consecutive working days.

² Frequency Rate is the average number of Long-term spells per employee, expressed as a percentage.

³ Targets were set based on the number and composition of staff in each of the NI Departments during 2009/2010 as, at the time of setting, this was the most recent information available. The base year figures for 2009/2010 were reworked to include industrial staff and to take account of the creation of the Department of Justice and the Public Prosecution Service.

⁴ The 2009/2010 absence information, for staff in areas that became part of the Department when it was established as an NICS Department on the 12th April 2010, was used to calculate the Base Year figure.

5.5 Long-term¹ Duration²

The overall NICS target of 51.0 days for the average duration of a long-term sickness absence was not achieved, with the average duration of 59.8 days being very similar to the previous year. While five of the 13 Departments improved on the previous year, none met its individual target in 2013/2014. However, there were notable reductions recorded for PPS and DCAL compared with the previous year.

Table 11

Long-term Duration

Department	2009/2010 ³	2010/2011	2011/2012	2012/2013	2013/2014		2014/2015
	(Base Year)	Actual	Actual	Actual	Actual	Target	Target
DARD	68.5	64.5	64.4	63.4	62.9	55.8	53.0
DCAL	47.5	52.7	68.8	65.7	56.6	38.7	36.7
DE	64.7	54.0	52.5	55.6	59.3	52.7	50.1
DEL	62.7	59.5	53.9	60.2	60.6	51.1	48.5
DETI	57.2	59.0	57.6	64.3	59.5	46.6	44.2
DFP	61.9	58.9	58.2	58.5	63.3	50.4	47.9
DHSSPS	62.9	65.2	57.5	63.8	68.5	51.3	48.7
DOE	73.0	64.6	64.5	59.8	62.8	59.5	56.5
DOJ	57.2 ⁴	57.8	57.4	57.7	58.0	46.6	44.2
DRD	63.9	67.8	66.5	65.1	66.2	52.1	49.5
DSD	61.6	62.0	55.5	58.9	56.1	50.1	47.6
OFMDFM	72.5	61.1	72.1	65.5	65.6	59.1	56.1
PPS	59.4 ⁴	55.9	58.8	65.4	52.4	48.4	46.0
NICS Overall	62.5	61.2	58.6	60.0	59.8	51.0	48.5

Green text denotes target met

Red text denotes target not met

¹ For the purpose of target-setting, absences are split into long-term and short-term, with long-term being defined as greater than 20 consecutive working days.

² Throughout this report, the duration of absence relates only to days lost in the corresponding financial year.

³ Targets were set based on the number and composition of staff in each of the NI Departments during 2009/2010 as, at the time of setting, this was the most recent information available. The base year figures for 2009/2010 were reworked to include industrial staff and to take account of the creation of the Department of Justice and the Public Prosecution Service.

⁴ The 2009/2010 absence information, for staff in areas that became part of the Department when it was established as an NICS Department on the 12th April 2010, was used to calculate the Base Year figure.

Chapter 6 Absence Insight

6. Absence Insight

In 2013/2014 the average number of working days lost fell from 10.6 days to 10.1 days. This chapter aims to provide an insight into some of the factors underpinning this and other changes.

What is behind the fall in absence?

As can be seen in Figure 15, approximately three quarters of the 0.5 of a day reduction since 2012/ 2013 can be attributed to a decrease in short-term absences. Of this, Cold/Flu was the largest single factor accounting for 36.8% (0.14 of a day) of the reduction in short-term working days lost.

Staff at the AO level have the highest incidence of Cold/Flu (15.2 spells per 100 staff compared with 11.5 spells in the other grades). Male AOs were particularly susceptible; they were 1.5 times more likely than female AOs to be off sick because of a Cold/Flu.

Figure 15

Contribution to the Reduction in Working Days Lost

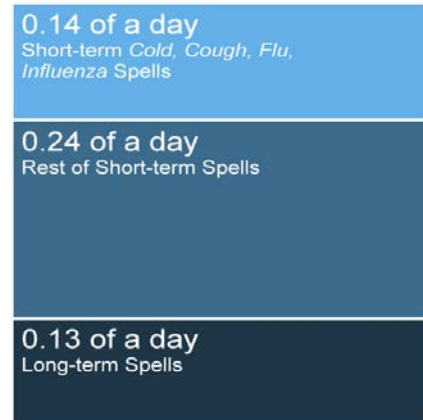
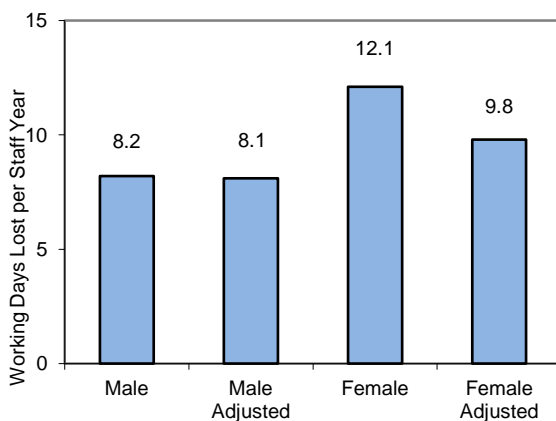


Figure 16

Impact of Gender Specific Absences



Why do females have a higher level of absence?

Gender specific absences (i.e. Pregnancy Related Disorders, some Genitourinary/Gynaecological Disorders and specific Cancers) were found to be the main reason for the higher level of absence among females, accounting for some 60% of the difference.

After adjusting for these gender specific reasons, Mental Health absences were the main cause of the remaining difference, with females found to be 50% more likely than males to have had a Mental Health related absence spell (see Table 12 below).

Moreover, while there was no significant difference in the incidence of Depression or Work Related Stress, females were found to be around twice as likely as males to have an Anxiety or Non-Work Related Stress absence.

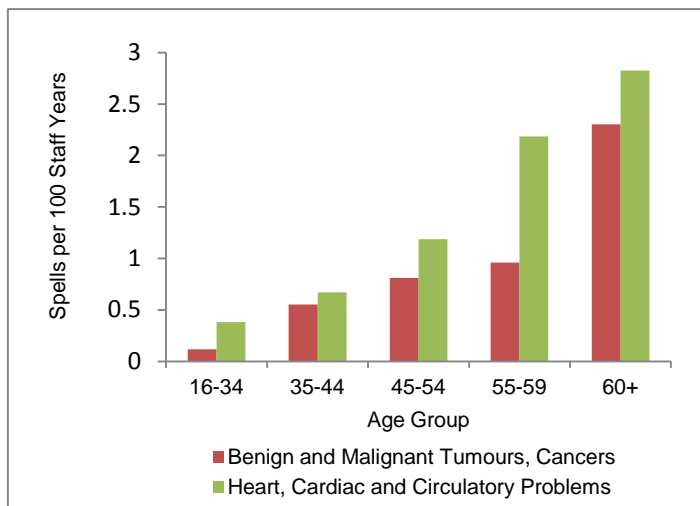
Table 12: Incidence of Mental Health Illnesses - Gender Differences

Sub-Reason	No. of Spells per 100 Staff	
	Male	Female
Stress - Not Work Related	1.5	3.4
Anxiety	0.8	1.4
Not Specified	0.3	0.6
Other *	0.3	0.4
Depression - Not Pregnancy Related	0.8	1.0
Stress - Work Related	2.0	1.7
Anxiety/Stress/Depression/Other Psychiatric Illnesses	5.7	8.5

* The category 'Other' contains any absences with a reason that accounted for less than 1% of the Anxiety/Stress/Depression/Other Psychiatric Illnesses working days lost.

Figures 17

Frequency by Age - Selected Long-term Absences



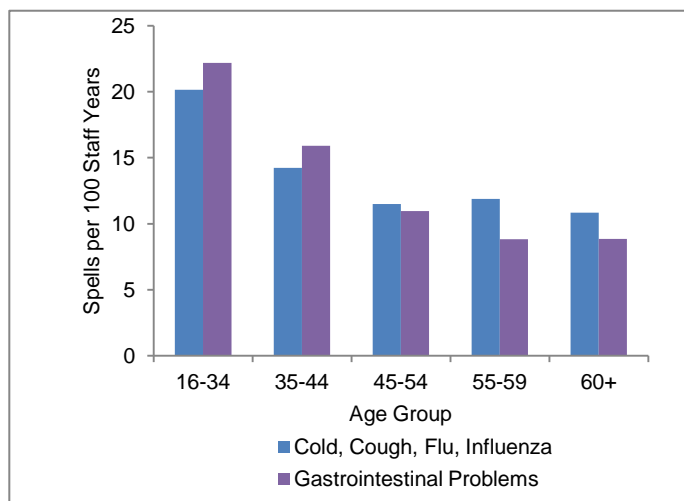
Do older staff have higher levels of absence?

While in recent years the overall level of absence has tended to be higher for staff aged 55 and over, this was not the case in 2013/2014. Indeed, among AA/AOs who comprise around one third of the staff working in the NICS, absence levels were actually lowest among those aged 55-59.

While it would be incorrect to say that older staff have higher levels of sickness absence it would be accurate to say that older staff have fewer absences but when they were off sick it was more likely to be due to a long-term illness such as cancers and heart problems.

Figure 18

Frequency by Age - Selected Short-term Absences



**Appendix 1
Data Quality**

Data Quality

Relevance

This report covers sickness absences during the 2013/2014 financial year that were recorded on HRConnect (the HR system used by the NICS) for industrial and non-industrial staff in the Northern Ireland Civil Service. The report also includes sickness absence information for the parts of the Department of Justice that are not held on HRConnect, namely: Youth Justice Agency (data taken from their Simply Personnel system) and Northern Ireland Prison Service (data taken from their COMPASS system).

Absence information is presented by Department, grade level, gender, age group, length of service and reason for absence. Some comparisons with figures for the previous four years are also included along with progress against relevant sickness absence targets.

Accuracy

Sickness absence records for all staff held on HRConnect and COMPASS were extracted six weeks after the end of the financial year reporting period; this allowed for the updating of absence records and personnel moves. Absence records from the Simply Personnel system were extracted on a monthly basis a week after the end of each month of the 2013/2014 financial year.

Any information provided in this report relating to lost production is calculated, where possible, on the basis of each individual's actual salary and the associated employer's National Insurance and Superannuation contributions.

Users should note that some figures may not add to the totals due to rounding.

Timeliness and Punctuality

The report relates to the 2013/2014 financial year and was published on 16th October 2014.

Accessibility and Clarity

No issues relating to accessibility or clarity were received during a stakeholder consultation process in November 2009. The report contains contact details for further information and is available to download through the NISRA and DFP websites.

Coherence and Comparability

Prior to 2010/2011 industrial staff were not included in the analyses, nor were staff in the Department of Justice or the Public Prosecution Service. Historic figures are therefore not directly comparable with analyses for 2010/2011 onwards.

Prison Grade staff have been incorporated into the sickness absence targets. This increased the 2009/2010 base year figure for DOJ from 11.3 days to 12.3 days and, applying the same methodology as for the original targets, the DOJ 2014/2015 target was increased from 8.4 days to 9.2 days. The DOJ targets relating to long-term frequency and duration were revised on the same basis. The inclusion of Prison Grade staff only increased the NICS 2009/2010 base year figure from 11.1 days to 11.2 days and as a consequence the NICS targets remained unchanged.

Trade-offs between Output Quality and Components

No trade-offs applied.

Assessment of User Needs and Perceptions

A user consultation undertaken in November 2009 received positive feedback on the annual publication. A request for the report to include analyses by disability was not able to be met at this time.

Performance, Cost and Respondent Burden

There is no respondent burden since the data are held on an administrative system and extracted using an automated process.

Confidentiality, Transparency and Security

Suppression is applied where the number of cases in a cell is less than three. Suppression is also applied, where necessary, to the next lowest valued cell in order that identification by subtraction is not possible.

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.

**Appendix 2
Calculations**

Calculations

Absence levels are presented in a number of ways throughout the report and are defined as follows:

$$\text{\% of Available Working Days Lost} = \frac{\text{Number of Working Days Lost}}{\text{Number of Available Working Days}} \times 100$$

$$\text{Working Days Lost per Staff Year} = \frac{\text{Number of Working Days Lost}}{\text{Number of Staff Years}}$$

$$\text{Spells per Staff Year} = \frac{\text{Number of Absence Spells}}{\text{Number of Staff Years}}$$

The "Working days lost per staff year" approach was recommended by the Cabinet Office in the review *"Managing Attendance in the Public Sector (1999)"*. This approach replaced 'working days lost per person' which does not always permit valid comparisons to be made between or within organisations that differ in their proportions of part-time staff and/or their levels of staff turnover. In particular, it can misrepresent the absence rate in organisations that have a high proportion of part-time staff and/or high levels of staff turnover. For the majority of people, a staff year is approximately **222** working days, but clearly this depends on date of entry and/or date of leaving, and annual leave entitlement which varies by grade, length of service, and work pattern. For each individual a 'staff year' was therefore calculated taking all of these factors into account. The following simple example highlights the rationale for the methodology used by the Cabinet Office.

Example

There are 2 members of staff **A** and **B**.

- A.** Worked Full-time all year (hence 1 staff year), and
- B.** Worked Full-time for ½ year (hence ½ staff year)

If **A** was absent for 20 working days and **B** was absent for 10 working days, then the number of working days lost per staff year are calculated as follows:

$$\begin{aligned} \text{Total Number of working days lost} &= 30 \\ \text{Total Number of Staff Years} &= 1 + 0.5 = 1.5 \end{aligned}$$

$$\text{Working Days Lost per Staff Year} = \frac{30}{1.5} = 20$$

According to the other approach, the number of days lost per person would be:

$$\begin{aligned} \text{Total Number of working days lost} &= 30 \\ \text{Total Number of People} &= 2 \\ \text{Working Days Lost per Person} &= \frac{30}{2} = 15 \end{aligned}$$

which overlooks the fact that one of the staff was only employed for six months.

Appendix 3
(Tables Relating to Chapter 1)
Working Days Lost through Sickness Absence

Tables Relating to Chapter 1

Table 3.1: Department by Grade Level

When assessing the variation in days lost per staff year in the table below it should be noted that the number of staff involved can be relatively small. Even a small number of long-term absences can therefore strongly influence the overall level of absence in these groupings.

Department	No. of Days Lost per Staff Year								
	G7+	DP	SO	EOI	EOII	AO	AA	Industrial	Prison Grade
DARD	6.3	5.3	8.3	8.6	6.8	12.3	14.0	12.3	n/a
DCAL	3.3	7.6	8.6	7.6	7.7	6.8	23.1	15.3	n/a
DE	8.7	8.5	12.9	8.5	6.9	11.2	14.0	n/a	n/a
DEL	8.0	5.5	9.1	8.7	10.8	12.9	7.1	n/a	n/a
DETI	6.1	2.0	5.1	8.4	11.9	13.5	8.9	n/a	n/a
DFP	7.0	6.6	6.4	9.3	9.9	13.0	12.9	2.3	n/a
DHSSPS	8.9	7.8	11.2	10.7	7.4	8.4	13.6	n/a	n/a
DOE	3.0	7.1	8.1	10.7	9.4	10.9	16.8	7.1	n/a
DOJ	3.4	7.7	9.6	8.7	10.6	9.9	11.8	8.2	15.1
DRD	1.4	4.1	5.2	5.9	8.7	11.7	15.2	12.8	n/a
DSD	5.1	5.7	7.3	9.2	9.4	14.2	9.5	n/a	n/a
OFMDFM	7.4	8.0	11.0	3.9	14.0	9.0	4.7	n/a	n/a
PPS	5.5	9.4	1.5	13.7	8.0	10.7	4.9	n/a	n/a
NICS Overall	5.9	6.4	7.8	8.7	9.4	12.7	11.6	12.1	15.1

n/a: No cases recorded

Table 3.2: Absence Levels by Occupational Grouping

Occupational Groupings (with more than 200 staff)

Occupational Grouping	Days Lost per Staff Year			
	2010/2011	2011/2012	2012/2013	2013/2014
Prison Grade	16.0	17.0	16.1	15.1
Industrial	11.8	11.7	12.9	12.1
Support Grade Staff	9.6	10.4	10.4	12.0
General Service	11.6	10.5	11.2	10.6
Driving Examiner	9.0	8.9	10.8	9.9
Drawing Officer	8.0	8.5	7.2	9.4
Secretarial / Typing	11.3	9.4	10.1	8.6
Planning	6.2	8.1	7.3	8.2
Scientific Officer	7.9	5.7	6.9	7.8
Other	8.1	7.4	7.3	7.7
Statistician	6.6	9.0	9.5	7.2
Computing	5.8	5.7	5.1	6.1
Agricultural Inspector	6.0	5.8	6.3	6.0
Civil Eng (inc assistants)	4.6	5.0	6.5	4.1
Casual	n/a	n/a	6.0	3.7

Green text denotes a reduction from the previous financial year

Red text denotes an increase from the previous financial year

Appendix 3

Table 3.3: Certification by Department

Department	No. of Days Lost per Staff Year			% of Available Working Days Lost		
	Self-Certified	Certified	Overall	Self-Certified	Certified	Overall
DARD	0.9	7.9	9.1	0.4	3.6	4.1
DCAL	1.2	6.7	8.6	0.5	3.0	3.9
DE	1.2	8.3	9.7	0.5	3.7	4.4
DEL	1.3	8.9	10.4	0.6	4.0	4.7
DETI	1.3	6.4	8.0	0.6	2.9	3.6
DFP	1.5	7.6	9.4	0.7	3.4	4.2
DHSSPS	1.1	7.8	9.4	0.5	3.5	4.2
DOE	1.2	7.8	9.5	0.5	3.6	4.3
DOJ	0.7	10.8	11.6	0.3	4.9	5.2
DRD	1.0	7.6	8.7	0.4	3.4	3.9
DSD	1.8	8.0	11.1	0.8	3.6	5.0
OFMDFM	1.1	7.4	8.9	0.5	3.4	4.0
PPS	1.1	6.8	8.2	0.5	3.1	3.7
NICS Overall	1.3	8.3	10.1	0.6	3.7	4.6

Table 3.4: Certification by Grade Level

Grade Level	No. of Days Lost per Staff Year			% of Available Working Days Lost		
	Self-Certified	Certified	Overall	Self-Certified	Certified	Overall
G5+	0.4	3.2	3.6	0.2	1.4	1.6
G6	0.4	7.6	8.0	0.2	3.4	3.6
G7	0.5	5.2	5.9	0.2	2.3	2.7
DP	0.8	5.3	6.4	0.4	2.4	2.9
SO	1.0	6.4	7.8	0.4	2.9	3.5
EOI	1.2	7.3	8.7	0.5	3.3	3.9
EOII	1.4	7.2	9.4	0.7	3.3	4.3
AO	1.9	10.0	12.7	0.9	4.5	5.7
AA	1.7	9.1	11.6	0.7	4.1	5.2
Industrials	0.9	10.9	12.1	0.4	4.9	5.5
Prison Grade	0.2	14.9	15.1	0.1	6.9	7.0
NICS Overall	1.3	8.3	10.1	0.6	3.7	4.6

Table 3.5: Certification by Gender

Gender	No. of Days Lost per Staff Year			% of Available Working Days Lost		
	Self-Certified	Certified	Overall	Self-Certified	Certified	Overall
Male	1.1	6.7	8.2	0.5	3.1	3.7
Female	1.4	10.0	12.1	0.6	4.5	5.5
NICS Overall	1.3	8.3	10.1	0.6	3.7	4.6

Table 3.6: Certification by Age Group

Age Group	No. of Days Lost per Staff Year			% of Available Working Days Lost		
	Self-Certified	Certified	Overall	Self-Certified	Certified	Overall
16-24	1.7	4.1	6.1	0.7	1.8	2.7
25-34	2.0	7.8	10.5	0.9	3.5	4.7
35-44	1.3	7.8	9.4	0.6	3.5	4.3
45-54	1.0	8.7	10.3	0.5	4.0	4.7
55+	0.9	9.0	10.3	0.4	4.1	4.7
NICS Overall	1.3	8.3	10.1	0.6	3.7	4.6

Table 3.7: % of Available Working Days Lost by Department

Department	% of Available Working Days Lost				
	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
DARD	3.9	3.9	3.6	4.3	4.1
DCAL	3.1	3.4	3.6	3.9	3.9
DE	4.7	3.8	3.6	4.4	4.4
DEL	4.8	4.8	5.2	5.3	4.7
DETI	3.7	3.7	3.3	3.7	3.6
DFP	4.6	4.3	4.2	4.8	4.2
DHSSPS	4.2	3.8	3.2	4.0	4.2
DOE	4.4	4.2	4.5	4.3	4.3
DOJ	n/a	5.8	5.7	5.9	5.2
DRD	3.0	3.9	3.7	3.9	3.9
DSD	6.5	6.1	5.1	5.2	5.0
OFMDFM	3.4	2.4	4.0	3.6	4.0
PPS	n/a	4.6	4.4	4.7	3.7
NICS Overall	4.9	4.9	4.6	4.9	4.6

Table 3.8: % of Available Working Days Lost by Grade Level

Grade Level	% of Available Working Days Lost				
	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
G5+	1.6	2.4	1.3	1.9	1.6
G6	0.9	1.7	1.5	2.7	3.6
G7	2.2	2.2	2.5	2.8	2.7
DP	3.0	3.0	2.9	3.2	2.9
SO	3.2	3.5	3.5	3.6	3.5
EOI	4.2	4.3	3.7	4.2	3.9
EOII	5.6	5.1	4.7	4.6	4.3
AO	6.7	5.9	5.3	6.0	5.7
AA	6.1	5.6	5.6	5.7	5.2
Industrial	n/a	5.3	5.5	5.9	5.5
Prison Grade	n/a	7.5	8.0	7.5	7.0
NICS Overall	4.9	4.9	4.6	4.9	4.6

Table 3.9: % of Available Working Days Lost by Gender

Gender	% of Available Working Days Lost				
	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Male	3.5	3.9	3.8	4.0	3.7
Female	6.4	5.9	5.4	5.8	5.5
NICS Overall	4.9	4.9	4.6	4.9	4.6

Table 3.10: % of Available Working Days Lost by Age Group

Age Group	% of Available Working Days Lost				
	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
16-24	5.1	4.4	4.2	3.4	2.7
25-34	5.0	4.6	4.7	4.8	4.7
35-44	4.8	5.0	4.5	4.7	4.3
45-54	4.9	4.8	4.4	4.8	4.7
55+	5.1	5.4	5.2	5.5	4.7
NICS Overall	4.9	4.9	4.6	4.9	4.6

Green text denotes a reduction from the previous financial year

Red text denotes an increase from the previous financial year

Appendix 4
Seasonal Effects on the Onset of Absence

Seasonal Effects on the Onset of Absence

The following tables examine seasonal effects on the onset of sickness absence.

Table 4.1: Onset of Absence by Month

Month	% of Spells Starting in Month		
	Self-Certified	Certified	Overall
April	8.6	7.5	8.2
May	7.2	7.4	7.3
June	6.2	6.6	6.4
July	5.8	7.3	6.3
August	6.0	6.6	6.2
September	8.6	8.3	8.5
October	9.7	9.2	9.5
November	9.8	9.0	9.4
December	8.3	6.9	7.9
January	10.9	10.3	10.7
February	9.2	9.0	9.2
March	9.7	12.0	10.6

Table 4.2: Onset of Anxiety/Stress/Depression/Other Psychiatric Illnesses by Month

Month	% of Spells Starting in Month
April	6.4
May	7.4
June	6.8
July	6.6
August	7.3
September	8.8
October	9.1
November	8.8
December	7.2
January	10.6
February	9.9
March	11.1

Table 4.3: Onset of Absence by Weekday

Weekday	% of Spells Starting on Weekday		
	Self-Certified	Certified	Overall
Sunday	0.2	0.9	0.4
Monday ¹	35.0	33.4	34.6
Tuesday	22.8	20.4	21.9
Wednesday	18.8	17.1	18.2
Thursday	15.0	16.1	15.3
Friday	8.0	10.1	8.8
Saturday	0.3	2.0	0.9

¹ It should be noted that absences that actually started on a Saturday or Sunday, and then continued into the working week, may have been recorded as if they had started on a Monday.

Appendix 5
Standardised Departmental Absence Levels

Standardised Departmental Absence Levels

The following figures show the extent to which a Department's staffing profile can influence its overall absence level. In Figures 5.1 and 5.2 below, the staffing profile of each Department has been standardised by grade level, gender and age group to that of the NICS as a whole.

It should be noted that in reports prior to 2011/2012, DFP was used as the staffing profile against which all other Departments were standardised. However, this is no longer a suitable staffing profile to use as there are no Prison Grade staff in DFP. A similar approach to that used by the GB Civil Service has therefore been adopted for this illustration, and the staffing profile of the NICS as a whole is being used.

Figure 5.1: Working Days Lost Per Staff Year

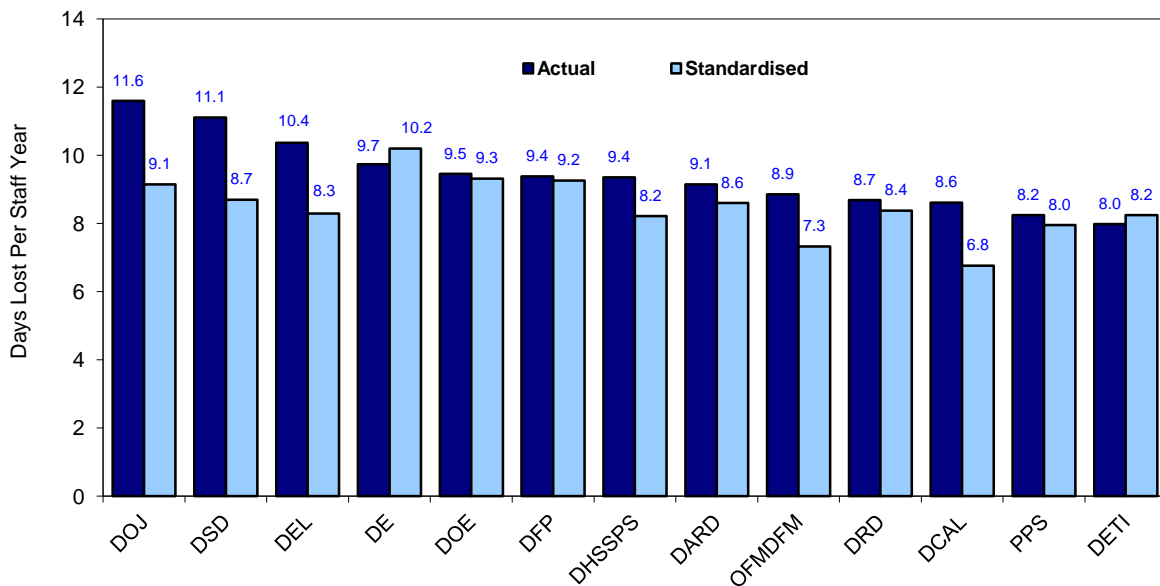
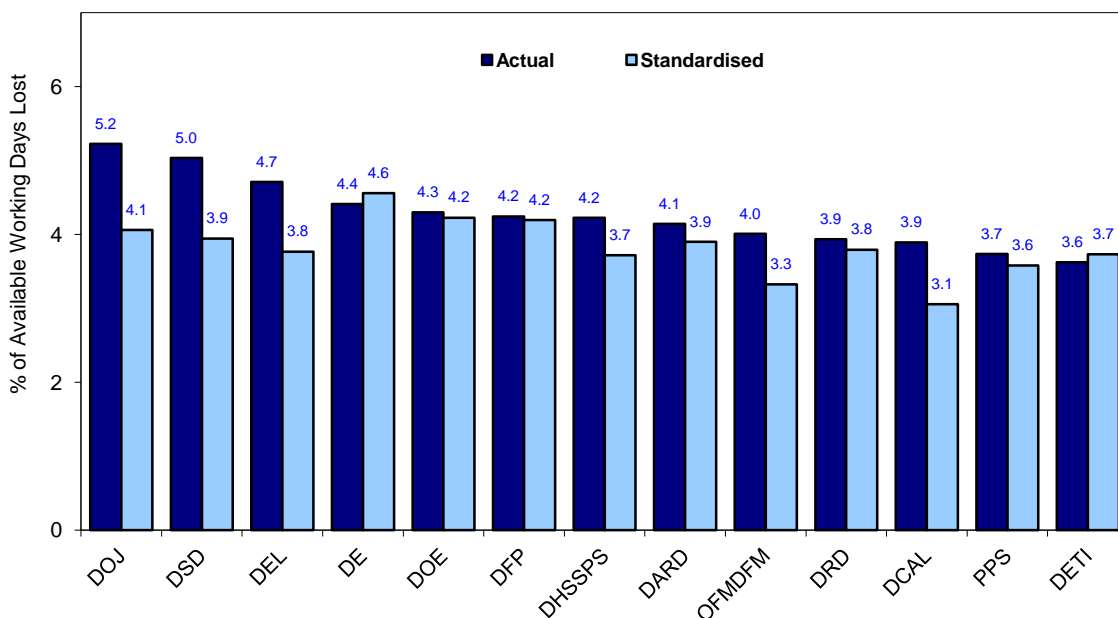


Figure 5.2: % of Available Working Days Lost



Appendix 6
(Tables Relating to Chapter 2)
Spells of Sickness Absence

Tables Relating to Chapter 2

Table 6.1: Average Duration and Number of Spells by Certification and Department

Department	Self-Certified Absences		Certified Absences		Overall	
	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)
DARD	0.3	2.8	0.2	37.6	0.5	16.7
DCAL	0.5	2.4	0.2	31.7	0.8	11.3
DE	0.4	2.8	0.3	31.7	0.7	13.5
DEL	0.5	2.8	0.2	36.3	0.7	14.5
DETI	0.5	2.6	0.2	33.6	0.7	11.1
DFP	0.5	2.8	0.2	32.6	0.8	11.7
DHSSPS	0.4	2.8	0.2	37.9	0.6	14.5
DOE	0.4	3.0	0.2	35.4	0.6	14.7
DOJ	0.3	2.9	0.4	28.5	0.6	17.9
DRD	0.3	3.3	0.2	38.1	0.5	17.2
DSD	0.6	3.0	0.2	34.7	0.9	11.8
OFMDFM	0.4	2.7	0.2	34.1	0.7	13.3
PPS	0.4	2.8	0.2	31.7	0.7	12.5
NICS Overall	0.4	2.9	0.2	33.6	0.7	13.8

Table 6.2: Average Duration and Number of Spells by Certification and Grade Level

Grade Level	Self-Certified Absences		Certified Absences		Overall	
	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)
G5+	0.2	2.3	0.1	42.5	0.2	14.5
G6	0.1	2.8	0.1	53.9	0.3	28.0
G7	0.2	2.5	0.1	38.3	0.4	15.8
DP	0.3	2.7	0.2	30.8	0.5	12.6
SO	0.4	2.8	0.2	33.5	0.6	13.6
EOI	0.4	2.9	0.2	34.2	0.7	13.3
EOII	0.5	2.9	0.2	32.5	0.8	12.1
AO	0.6	3.0	0.3	33.9	1.0	12.8
AA	0.6	2.9	0.3	30.9	1.0	11.9
Industrial	0.3	3.4	0.3	43.0	0.6	22.0
Prison Grade	0.0	3.6	0.5	29.8	0.6	27.3
NICS Overall	0.4	2.9	0.2	33.6	0.7	13.8

Table 6.3: Average Duration and Number of Spells by Certification and Gender

Gender	Self-Certified Absences		Certified Absences		Overall	
	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)
Male	0.4	3.0	0.2	34.5	0.6	13.6
Female	0.5	2.8	0.3	33.0	0.9	14.1
NICS Overall	0.4	2.9	0.2	33.6	0.7	13.8

Table 6.4: Average Duration and Number of Spells by Certification and Age Group

Age Group	Self-Certified Absences		Certified Absences		Overall	
	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)	No. of Spells per Staff Year	Average Duration (Working Days)
16-24	0.6	2.7	0.2	18.7	0.9	6.7
25-34	0.7	2.9	0.3	30.5	1.0	10.3
35-44	0.4	2.9	0.3	31.1	0.7	12.8
45-54	0.3	3.0	0.2	35.8	0.6	16.9
55+	0.3	2.9	0.2	38.6	0.6	18.2
NICS Overall	0.4	2.9	0.2	33.6	0.7	13.8

Table 6.5: Number of Absence Spells - % of Staff

Number of Absence Spells	% of Staff				
	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
0	50.1	51.8	53.7	52.3	55.3
1	31.6	31.9	30.7	32.0	30.7
2	12.6	11.8	11.2	11.4	10.3
3	4.0	3.2	3.1	3.1	2.6
4	1.0	0.8	0.7	0.7	0.6
5	0.4	0.3	0.3	0.3	0.2
6+	0.4	0.3	0.3	0.3	0.2

Table 6.6: Duration of Absence Spells - % of Spells

Duration of Absence Spells (Working Days)	% of Spells				
	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
1-2	33.0	31.3	31.6	29.7	30.2
3-5	37.5	36.9	36.3	37.7	37.5
6-10	8.5	8.3	8.3	8.5	7.7
11-20	6.9	7.7	7.8	8.4	7.7
More than 20	14.1	15.8	15.9	15.7	16.9

Table 6.7: Average Duration of Short-term Absence Spells - Working Days

Department	Average Duration (Working Days)				
	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
DARD	4.6	4.5	4.5	4.7	4.9
DCAL	4.1	4.1	4.0	4.6	4.3
DE	4.3	4.4	4.2	4.4	4.7
DEL	4.5	4.5	4.8	4.6	4.4
DETI	4.2	4.1	4.5	4.0	4.0
DFP	4.4	4.2	4.3	4.2	4.4
DHSSPS	4.2	4.3	4.2	4.2	4.3
DOE	4.4	4.5	4.7	4.7	4.6
DOJ	n/a	5.0	5.0	6.0	5.0
DRD	4.5	4.6	4.7	4.6	5.0
DSD	4.4	4.4	4.2	4.3	4.2
OFMDFM	4.1	4.0	4.7	3.8	4.7
PPS	n/a	5.2	4.5	4.5	4.5
NICS Overall	4.4	4.5	4.5	4.6	4.5

Green text denotes a reduction from the previous financial year

Red text denotes an increase from the previous financial year

Table 6.8: Distribution of Working Days Lost

Cumulative Number of Working Days Lost	% of Staff			
	2010/2011	2011/2012	2012/2013	2013/2014
0	51.8	53.7	52.3	55.3
1-5	23.1	22.2	23.0	21.8
6-10	8.1	7.7	8.2	7.1
11-15	3.1	2.8	3.2	2.5
16-20	2.1	1.9	1.8	2.0
More than 20	11.8	11.7	11.6	11.4

Table 6.9: Duration of Absence in Working Days Lost

Duration of Absence (Working Days)	% of Working Days Lost			
	2010/2011	2011/2012	2012/2013	2013/2014
1-2	3.6	3.7	3.5	3.4
3-5	10.7	10.7	11.0	10.5
6-10	5.0	5.2	5.2	4.5
11-20	8.7	9.1	9.6	8.6
More than 20	72.0	71.3	70.7	73.0

Table 6.10: Number of Absence Spells by Department - % of Staff

Number of Absence Spells	% of Staff													
	DARD	DCAL	DE	DEL	DETI	DFP	DHSSPS	DOE	DOJ	DRD	DSD	OFMDFM	PPS	NICS Overall
0	63.3	55.6	56.3	57.1	58.4	55.2	59.9	59.5	57.7	65.0	49.1	60.2	58.4	55.3
1	27.7	29.6	30.1	30.2	29.1	29.2	28.5	29.1	30.7	26.5	32.8	28.9	30.0	30.7
2	7.4	11.4	10.0	9.3	8.5	11.4	9.1	8.4	8.9	7.0	12.7	8.6	9.0	10.3
3	1.2	2.5	3.0	2.6	2.7	2.9	1.8	2.0	1.8	1.3	3.7	1.2	1.7	2.6
4	0.3	0.3	0.6	0.5	0.6	0.9	0.6	0.7	0.6	0.3	0.8	0.7	0.5	0.6
5	0.2	0.6	0.0	0.1	0.0	0.2	0.0	0.2	0.2	0.0	0.4	0.2	0.2	0.2
6+	0.0	0.0	0.0	0.1	0.6	0.2	0.0	0.1	0.2	0.0	0.5	0.0	0.2	0.2

Appendix 7
(Tables Relating to Chapter 3)
Reason for Sickness Absence

Tables Relating to Chapter 3

Table 7.1: Certification by Reason for Absence¹

Reason for Absence	% of Available Working Days Lost		
	Self-Certified	Certified	Overall
Anxiety/Stress/Depression/Other Psychiatric Illnesses	0.0	1.3	1.4
Asthma	0.0	0.0	0.0
Back Problems	0.0	0.2	0.3
Benign and Malignant Tumours, Cancers	0.0	0.2	0.2
Blood Disorders	0.0	0.0	0.0
Burns, Poisoning, Frostbite, Hypothermia	0.0	0.0	0.0
Chest and Respiratory Problems	0.0	0.1	0.1
Cold, Cough, Flu, Influenza	0.2	0.0	0.2
Dental and Oral Problems	0.0	0.0	0.0
Ear, Nose, Throat	0.0	0.1	0.1
Endocrine/Glandular Problems	0.0	0.0	0.0
Eye Problems	0.0	0.0	0.0
Gastrointestinal Problems	0.1	0.2	0.3
Genitourinary and Gynaecological Disorders	0.0	0.1	0.1
Headache/Migraine	0.0	0.0	0.0
Heart, Cardiac and Circulatory Problems	0.0	0.2	0.2
Infectious Diseases	0.0	0.0	0.0
Injury, Fracture	0.0	0.4	0.4
Nervous System Disorders	0.0	0.1	0.1
Other Known Causes - Not Elsewhere Classified	0.0	0.2	0.2
Other Musculoskeletal Problems	0.0	0.2	0.2
Pregnancy Related Disorders	0.0	0.3	0.3
Skin Disorders	0.0	0.0	0.0
Substance Abuse	0.0	0.0	0.0
No Reason Specified	0.0	0.0	0.1
NICS Overall	0.6	3.7	4.6

¹ The category 'No Reason Specified' contains any absence for which the reason was 'Not Specified', 'Awaiting Reason' or missing.

Table 7.2: % of Absence Spells by Reason for Absence¹

Reason for Absence	% of Spells				
	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Anxiety/Stress/Depression/Other Psychiatric Illnesses	9.3	10.4	10.7	10.9	11.1
Asthma	0.3	0.3	0.3	0.3	0.4
Back Problems	3.9	5.0	5.2	4.6	5.2
Benign and Malignant Tumours, Cancers	0.6	0.8	0.9	1.0	0.9
Blood Disorders	0.5	0.4	0.4	0.3	0.4
Burns, Poisoning, Frostbite, Hypothermia	0.2	0.2	0.1	0.1	0.1
Chest and Respiratory Problems	4.4	5.3	5.1	5.3	4.9
Cold, Cough, Flu, Influenza	27.4	23.0	19.8	22.7	19.6
Dental and Oral Problems	0.8	0.9	0.9	0.7	0.8
Ear, Nose, Throat	4.7	4.5	5.2	4.4	4.7
Endocrine/Glandular Problems	0.5	0.4	0.4	0.4	0.4
Eye Problems	0.8	0.9	1.0	0.9	1.0
Gastrointestinal Problems	17.9	18.0	19.3	19.3	19.9
Genitourinary and Gynaecological Disorders	2.0	2.2	2.6	2.4	2.5
Headache/Migraine	3.2	2.7	2.9	2.4	2.9
Heart, Cardiac and Circulatory Problems	1.1	1.5	1.4	1.4	1.5
Infectious Diseases	0.6	0.5	0.6	0.5	0.5
Injury, Fracture	4.1	5.7	5.3	5.0	5.1
Nervous System Disorders	0.7	0.7	0.6	0.6	0.6
Other Known Causes - Not Elsewhere Classified	n/a	1.2	3.6	4.4	4.2
Other Musculoskeletal Problems	2.5	2.9	3.3	2.9	3.0
Pregnancy Related Disorders	7.1	6.1	7.9	7.0	7.9
Skin Disorders	0.6	0.6	0.6	0.6	0.6
Substance Abuse	0.1	0.2	0.1	0.1	0.2
No Reason Specified	6.7	5.6	2.0	1.7	1.7
NICS Overall	100.0	100.0	100.0	100.0	100.0

n/a: No cases recorded

¹ The category 'No Reason Specified' contains any absence for which the reason was 'Not Specified', 'Awaiting Reason' or missing.

Table 7.3: % of Working Days Lost by Reason for Absence¹

Reason for Absence	% of Working Days Lost				
	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Anxiety/Stress/Depression/Other Psychiatric Illnesses	30.5	29.8	29.0	29.8	31.3
Asthma	0.3	0.2	0.2	0.2	0.2
Back Problems	4.7	6.3	6.5	5.6	5.9
Benign and Malignant Tumours, Cancers	3.7	3.5	4.0	4.4	4.5
Blood Disorders	1.2	0.7	0.6	0.5	0.7
Burns, Poisoning, Frostbite, Hypothermia	0.1	0.1	0.1	0.0	0.1
Chest and Respiratory Problems	3.2	3.1	3.4	3.3	2.6
Cold, Cough, Flu, Influenza	9.3	6.3	5.3	6.2	4.9
Dental and Oral Problems	0.2	0.2	0.2	0.2	0.2
Ear, Nose, Throat	2.4	2.1	2.5	2.1	2.4
Endocrine/Glandular Problems	0.5	0.6	0.5	0.6	0.7
Eye Problems	0.9	0.8	0.9	0.9	1.1
Gastrointestinal Problems	7.5	6.6	7.7	7.7	7.3
Genitourinary and Gynaecological Disorders	2.8	2.9	3.0	3.3	3.0
Headache/Migraine	1.1	1.1	1.1	1.0	0.9
Heart, Cardiac and Circulatory Problems	3.0	4.0	3.5	3.8	3.6
Infectious Diseases	0.4	0.4	0.4	0.4	0.4
Injury, Fracture	6.0	9.8	9.1	8.3	9.1
Nervous System Disorders	1.7	1.9	1.3	1.4	1.4
Other Known Causes - Not Elsewhere Classified	n/a	1.7	5.0	6.7	5.3
Other Musculoskeletal Problems	4.4	4.8	5.8	4.9	5.0
Pregnancy Related Disorders	6.8	5.6	6.9	6.4	7.3
Skin Disorders	0.7	0.6	0.6	0.7	0.5
Substance Abuse	0.3	0.5	0.3	0.2	0.3
No Reason Specified	8.3	6.2	2.1	1.5	1.3
NICS Overall	100.0	100.0	100.0	100.0	100.0

n/a: No cases recorded

¹ The category 'No Reason Specified' contains any absence for which the reason was 'Not Specified', 'Awaiting Reason' or missing.

Appendix 7

Table 7.4: Breakdown of *Anxiety/Stress/Depression/Other Psychiatric Illnesses*

Sub-reason for Absence	% of Working Days Lost		
	2011/2012	2012/2013	2013/2014
Anxiety	14.7	15.8	14.6
Depression - Not Pregnancy Related	15.9	14.8	15.6
Stress - Not Work Related	25.3	26.3	29.3
Stress - Work Related	26.0	30.8	30.8
Other ¹	4.2	3.4	3.8
No Reason Specified	13.8	8.9	5.8
Anxiety/Stress/Depression/Other Psychiatric Illnesses	100.0	100.0	100.0

Table 7.5: Breakdown of *Anxiety/Stress/Depression/Other Psychiatric Illnesses*

Sub-reason for Absence	% of Spells		
	2011/2012	2012/2013	2013/2014
Anxiety	16.6	16.6	15.2
Depression - Not Pregnancy Related	13.1	11.4	12.8
Stress - Not Work Related	29.6	31.6	34.5
Stress - Work Related	22.6	24.0	26.3
Other ¹	4.3	3.6	4.9
No Reason Specified	13.7	12.7	6.2
Anxiety/Stress/Depression/Other Psychiatric Illnesses	100.0	100.0	100.0

¹ The category 'Other' contains any absence with a sub-reason that is not shown elsewhere in the analysis.

Table 7.6: Average Duration by Reason for Absence

Reason for Absence	Average Duration (Working Days)			
	2010/2011	2011/2012	2012/2013	2013/2014
Anxiety/Stress/Depression/Other Psychiatric Illnesses	38.8	35.7	36.3	39.1
Asthma	8.2	5.8	8.0	6.5
Back Problems	17.0	16.5	16.2	15.7
Benign and Malignant Tumours, Cancers	58.9	61.0	60.2	66.6
Blood Disorders	22.7	20.6	19.3	22.5
Burns, Poisoning, Frostbite, Hypothermia	5.8	7.7	4.8	6.6
Chest and Respiratory Problems	8.0	8.9	8.1	7.5
Cold, Cough, Flu, Influenza	3.7	3.5	3.6	3.5
Dental and Oral Problems	3.4	3.7	3.7	4.4
Ear, Nose, Throat	6.2	6.4	6.5	6.9
Endocrine/Glandular Problems	20.6	15.8	22.3	25.1
Eye Problems	12.9	11.9	14.6	14.0
Gastrointestinal Problems	5.0	5.2	5.3	5.1
Genitourinary and Gynaecological Disorders	17.6	15.0	17.8	16.6
Headache/Migraine	5.7	4.7	5.3	4.4
Heart, Cardiac and Circulatory Problems	35.8	32.4	36.6	34.0
Infectious Diseases	9.6	9.5	10.6	11.2
Injury, Fracture	23.2	22.5	22.0	24.8
Nervous System Disorders	35.5	26.0	29.8	33.7
Other Known Causes - Not Elsewhere Classified	18.8	18.5	20.1	17.3
Other Musculoskeletal Problems	22.8	23.4	22.4	23.3
Pregnancy Related Disorders	12.3	11.5	12.2	12.8
Skin Disorders	14.7	14.0	15.0	9.9
Substance Abuse	40.7	27.0	25.7	27.8
No Reason Specified	14.9	13.6	11.4	10.7

Green text denotes a reduction from the previous financial year

Red text denotes an increase from the previous financial year

Appendix 8
(Tables Relating to Chapter 4)
Long-term Sickness Absence

Tables Relating to Chapter 4

Table 8.1: Long-term Absence by Grade Level

Grade Level	Long-term Absence		
	No. of Spells per 100 Staff Years	Average Duration (Working Days)	% of Days Lost due to Long-term Absence
G5+	4.2	68.8	79.3
G6	8.6	81.9	87.3
G7	6.8	66.8	76.5
DP	7.9	56.6	69.9
SO	9.0	63.1	72.5
EOI	10.1	61.7	71.5
EOII	12.0	55.3	70.1
AO	15.7	57.4	71.2
AA	13.4	58.5	67.6
Industrial	13.0	75.8	81.2
Prison Grade	21.2	60.5	84.8
NICS Overall	12.3	59.8	73.0

Table 8.2: Long-term Absence by Gender

Gender	Long-term Absence		
	No. of Spells per 100 Staff Years	Average Duration (Working Days)	% of Days Lost due to Long-term Absence
Male	9.5	62.6	72.5
Female	15.3	57.9	73.3
NICS Overall	12.3	59.8	73.0

Table 8.3: Long-term Absence by Age Group

Age Group	Long-term Absence		
	No. of Spells per 100 Staff Years	Average Duration (Working Days)	% of Days Lost due to Long-term Absence
16-24	6.8	38.3	43.0
25-34	12.3	55.0	64.4
35-44	11.8	56.9	71.0
45-54	12.9	62.0	77.6
55+	12.2	66.7	78.9
NICS Overall	12.3	59.8	73.0

Table 8.4: Long-term Absence by Grade Level

Grade Level	% of Days Lost due to Long-term Absence				
	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
G5+	77.1	77.2	76.4	75.2	79.3
G6	61.9	84.2	75.9	79.2	87.3
G7	72.3	70.1	76.2	73.4	76.5
DP	71.4	71.7	68.9	72.5	69.9
SO	68.0	72.1	72.6	70.2	72.5
EOI	71.3	73.7	71.3	67.5	71.5
EOII	70.4	71.6	68.6	68.5	70.1
AO	69.8	68.3	67.5	67.4	71.2
AA	68.5	70.5	70.0	69.1	67.6
Industrial	n/a	n/a	80.9	79.5	81.2
Prison Grade	n/a	n/a	82.8	83.3	84.8
NICS Overall	70.0	72.0	71.3	70.7	73.0

Table 8.5: Long-term Absence by Gender

Gender	% of Days Lost due to Long-term Absence				
	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Male	65.4	71.5	72.0	71.0	72.5
Female	72.6	72.4	70.7	70.4	73.3
NICS Overall	70.0	72.0	71.3	70.7	73.0

Table 8.6: Long-term Absence by Age Group

Age Group	% of Days Lost due to Long-term Absence				
	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
16 - 24	56.0	54.1	53.7	54.2	43.0
25 - 34	61.5	61.0	62.4	61.7	64.4
35 - 44	70.2	72.9	69.9	70.0	71.0
45 - 54	76.3	76.6	75.2	74.2	77.6
55+	78.5	80.5	80.2	76.9	78.9
NICS Overall	70.0	72.0	71.3	70.7	73.0

Green text denotes a reduction from the previous financial year

Red text denotes an increase from the previous financial year

Table 8.7: Long-term Absence by Reason for Absence¹

Reason for Absence	% of Long-term Working Days Lost				
	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
Anxiety/Stress/Depression/Other Psychiatric Illnesses	39.5	37.0	35.8	37.1	38.4
Asthma	0.4	-	-	0.1	-
Back Problems	4.6	6.5	6.6	5.8	6.0
Benign and Malignant Tumours, Cancers	5.1	4.7	5.4	5.8	5.9
Blood Disorders	1.4	0.8	0.6	0.5	0.7
Burns, Poisoning, Frostbite, Hypothermia	-	-	0.0	-	-
Chest and Respiratory Problems	2.3	1.7	2.3	1.8	1.3
Cold, Cough, Flu, Influenza	1.5	0.6	0.6	0.4	0.3
Dental and Oral Problems	-	n/a	-	-	0.1
Ear, Nose, Throat	1.2	0.9	1.3	1.1	1.3
Endocrine/Glandular Problems	0.5	0.7	0.5	0.7	0.8
Eye Problems	1.0	0.8	0.7	1.0	1.0
Gastrointestinal Problems	5.0	4.1	4.9	4.9	4.5
Genitourinary and Gynaecological Disorders	3.0	3.1	3.0	3.4	3.0
Headache/Migraine	0.7	0.9	0.7	0.7	0.5
Heart, Cardiac and Circulatory Problems	3.8	4.9	4.4	4.8	4.4
Infectious Diseases	0.2	0.2	0.2	0.2	0.3
Injury, Fracture	6.6	10.8	10.3	9.2	10.3
Nervous System Disorders	2.2	2.4	1.6	1.7	1.7
Other Known Causes - Not Elsewhere Classified	n/a	1.8	5.3	7.2	5.3
Other Musculoskeletal Problems	5.1	5.5	6.7	5.5	5.7
Pregnancy Related Disorders	6.3	5.0	5.8	5.6	6.6
Skin Disorders	0.6	0.6	0.5	0.7	0.3
Substance Abuse	0.3	0.6	0.3	0.2	0.3
No Reason Specified	8.7	6.3	2.1	1.4	1.1
NICS Overall	100.0	100.0	100.0	100.0	100.0

Cells with small numbers of occurrences have been suppressed (-)

n/a: No cases recorded

¹ The category 'No Reason Specified' contains any absence for which the reason was 'Not Specified', 'Awaiting Reason' or missing.

Table 8.8: % of Staff with one or more Long-term Absence by Department

Department	% of Staff with 1 or more Long-term Absence			
	2010/2011	2011/2012	2012/2013	2013/2014
DARD	8.6	8.0	9.4	9.5
DCAL	7.7	6.2	6.6	8.0
DE	8.1	8.8	9.2	9.3
DEL	10.5	12.4	11.2	10.4
DETI	7.8	5.9	6.9	7.0
DFP	9.3	8.6	10.0	8.0
DHSSPS	7.3	6.7	8.1	8.3
DOE	8.7	9.5	9.7	9.3
DOJ	14.2	14.4	12.1	13.6
DRD	8.3	8.3	9.0	8.9
DSD	12.7	11.2	10.8	10.9
OFMDFM	5.2	7.7	7.2	7.7
PPS	9.4	8.9	8.9	8.9
NICS Overall	10.8	10.4	10.4	10.4

Table 8.9: % of Staff with one or more Long-term Absence by Grade Level

Grade Level	% of Staff with 1 or more Long-term Absence			
	2010/2011	2011/2012	2012/2013	2013/2014
G5+	4.6	2.2	4.1	3.5
G6	4.3	3.0	5.7	6.6
G7	4.3	5.0	4.9	5.1
DP	6.3	6.0	5.8	5.8
SO	7.8	7.6	6.9	6.5
EOI	8.4	7.9	7.9	7.6
EOII	10.7	9.9	8.7	8.8
AO	11.9	11.2	11.7	12.0
AA	10.0	10.6	10.7	9.4
Industrial	12.1	11.0	12.3	11.7
Prison Grade	18.6	20.6	17.6	19.1
NICS Overall	10.8	10.4	10.4	10.4

Table 8.10: % of Staff with one or more Long-term Absence by Gender

Gender	% of Staff with 1 or more Long-term Absence			
	2010/2011	2011/2012	2012/2013	2013/2014
Male	8.9	8.7	8.7	8.6
Female	12.7	12.2	12.2	12.3
Female Adjusted*	11.3	10.6	10.8	10.7
NICS Overall	10.8	10.4	10.4	10.4

Table 8.11: % of Staff with one or more Long-term Absence by Age Group

Age Group	% of Staff with 1 or more Long-term Absence			
	2010/2011	2011/2012	2012/2013	2013/2014
16-24	8.8	8.2	6.3	4.2
25-34	9.7	9.8	9.7	9.9
35-44	11.1	10.1	10.1	10.0
45-54	10.9	10.7	10.7	11.6
55+	11.9	11.7	12.1	10.2
NICS Overall	10.8	10.4	10.4	10.4

Green text denotes a reduction from the previous financial year

Red text denotes an increase from the previous financial year

* Excludes absences due to Pregnancy Related Disorders.

Appendix 9
Contribution to overall Working Days Lost

Contribution to overall Working Days Lost

The tables presented in this Appendix show the main components of absence (Department, grade level, gender, age group, reason and duration) and how these components have contributed to the overall level of absence in the NICS. It also shows how the contribution of these components has changed when compared with the previous year.

This analysis takes account of the absence level of each component and also its size in relation to the NICS. For example, a high absence level for a large group of staff such as AO makes for a larger contribution to the overall NICS absence level than a small group of staff with a higher absence level, such as Prison Grade staff.

Table 9.1: Contribution of each Department to the overall Working Days Lost per Staff Year¹

Department	No. of Days Lost per Staff Year		
	2012/2013	2013/2014	Change
DARD	1.02	1.00	-0.02
DCAL	0.09	0.09	0.00
DE	0.21	0.22	0.01
DEL	0.84	0.78	-0.06
DETI	0.13	0.13	0.00
DFP	1.29	1.16	-0.13
DHSSPS	0.19	0.20	0.01
DOE	0.91	0.92	0.01
DOJ	1.86	1.67	-0.19
DRD	0.73	0.72	-0.01
DSD	2.96	2.88	-0.08
OFMDFM	0.10	0.11	0.01
PPS	0.20	0.16	-0.04
NICS Overall	10.6	10.1	-0.51

Table 9.2: Contribution of each Grade Level to the overall Working Days Lost per Staff Year¹

Grade Level	No. of Days Lost per Staff Year		
	2012/2013	2013/2014	Change
G5+	0.04	0.04	0.00
G6	0.06	0.08	0.02
G7	0.27	0.29	0.02
DP	0.61	0.58	-0.03
SO	0.96	0.95	-0.01
EOI	1.16	1.11	-0.05
EOII	1.65	1.54	-0.11
AO	3.59	3.43	-0.16
AA	0.75	0.67	-0.08
Industrials	0.51	0.48	-0.03
Prison Grade	0.97	0.91	-0.06
NICS Overall	10.6	10.1	-0.51

¹ The *Change* figures in this table are calculated from unrounded figures.

Table 9.3: Contribution of each Gender to the overall Working Days Lost per Staff Year¹

Gender	No. of Days Lost per Staff Year		
	2012/2013	2013/2014	Change
Male	4.65	4.33	-0.32
Female	5.93	5.74	-0.19
NICS Overall	10.6	10.1	-0.51

Table 9.4: Contribution of each Age Group to the overall Working Days Lost per Staff Year¹

Age Group	No. of Days Lost per Staff Year		
	2012/2013	2013/2014	Change
16-24	0.13	0.08	-0.05
25-34	2.33	2.27	-0.06
35-44	2.58	2.42	-0.16
45-54	3.63	3.57	-0.05
55+	1.92	1.73	-0.19
NICS Overall	10.6	10.1	-0.51

Table 9.5: Contribution of each Reason for Absence to the overall Working Days Lost per Staff Year^{1,2}

Reason for Absence	No. of Days Lost per Staff Year		
	2012/2013	2013/2014	Change
Anxiety/Stress/Depression/Other Psychiatric Illnesses	3.16	3.16	0.00
Asthma	0.02	0.02	0.00
Back Problems	0.60	0.60	0.00
Benign and Malignant Tumours, Cancers	0.47	0.45	-0.02
Blood Disorders	0.05	0.07	0.02
Burns, Poisoning, Frostbite, Hypothermia	0.00	0.01	0.01
Chest and Respiratory Problems	0.35	0.27	-0.08
Cold, Cough, Flu, Influenza	0.65	0.50	-0.15
Dental and Oral Problems	0.02	0.02	0.00
Ear, Nose, Throat	0.22	0.24	0.02
Endocrine/Glandular Problems	0.07	0.07	0.00
Eye Problems	0.10	0.11	0.01
Gastrointestinal Problems	0.81	0.74	-0.07
Genitourinary and Gynaecological Disorders	0.35	0.30	-0.05
Headache/Migraine	0.10	0.09	-0.01
Heart, Cardiac and Circulatory Problems	0.40	0.36	-0.04
Infectious Diseases	0.04	0.04	0.00
Injury, Fracture	0.88	0.92	0.04
Nervous System Disorders	0.14	0.14	0.00
Other Known Causes - Not Elsewhere Classified	0.71	0.54	-0.17
Other Musculoskeletal Problems	0.52	0.50	-0.02
Pregnancy Related Disorders	0.68	0.74	0.06
Skin Disorders	0.07	0.05	-0.02
Substance Abuse	0.02	0.03	0.01
No Reason Specified	0.16	0.13	-0.03
NICS Overall	10.6	10.1	-0.51

¹ The *Change* figures in this table are calculated from unrounded figures.

² The category 'No Reason Specified' contains any absence for which the reason was 'Not Specified', 'Awaiting Reason' or missing.

Appendix 9

Table 9.6: Contribution of each Grade Level, within Department, to the overall Working Days Lost per Staff Year¹

Department / Grade Level		Days Lost per Staff Year			Department / Grade Level		Days Lost per Staff Year		
		2012/2013	2013/2014	Change			2012/2013	2013/2014	Change
DARD	G7+	0.05	0.07	0.02	DFP	G7+	0.09	0.09	0.00
	DP	0.03	0.05	0.02		DP	0.14	0.12	-0.02
	SO	0.17	0.16	-0.01		SO	0.15	0.13	-0.02
	EOI	0.13	0.15	0.02		EOI	0.17	0.17	0.00
	EOII	0.12	0.10	-0.02		EOII	0.17	0.16	-0.01
	AO	0.21	0.18	-0.03		AO	0.44	0.40	-0.04
	AA	0.11	0.10	-0.01		AA	0.12	0.09	-0.03
	Industrial	0.19	0.19	0.00		Industrial	0.01	0.00	-0.01
	Prison Grade	n/a	n/a	n/a		Prison Grade	n/a	n/a	n/a
	DARD Overall	1.02	1.00	-0.02		DFP Overall	1.29	1.16	-0.13
DCAL	G7+	0.00	0.00	0.00	DHSSPS	G7+	0.03	0.04	0.01
	DP	0.01	0.01	0.00		DP	0.05	0.04	-0.01
	SO	0.02	0.02	0.00		SO	0.03	0.05	0.02
	EOI	0.02	0.01	-0.01		EOI	0.03	0.02	-0.01
	EOII	0.01	0.01	0.00		EOII	0.01	0.02	0.01
	AO	0.02	0.01	-0.01		AO	0.02	0.02	0.00
	AA	0.01	0.01	0.00		AA	0.02	0.02	0.00
	Industrial	0.00	0.01	0.01		Industrial	n/a	n/a	n/a
	Prison Grade	n/a	n/a	n/a		Prison Grade	n/a	n/a	n/a
	DCAL Overall	0.09	0.09	0.00		DHSSPS Overall	0.19	0.20	0.01
DE	G7+	0.03	0.04	0.01	DOE	G7+	0.03	0.02	-0.01
	DP	0.02	0.03	0.01		DP	0.09	0.09	0.00
	SO	0.02	0.04	0.02		SO	0.12	0.14	0.02
	EOI	0.02	0.02	0.00		EOI	0.13	0.16	0.03
	EOII	0.03	0.02	-0.01		EOII	0.09	0.08	-0.01
	AO	0.06	0.05	-0.01		AO	0.36	0.34	-0.02
	AA	0.02	0.02	0.00		AA	0.07	0.08	0.01
	Industrial	n/a	n/a	n/a		Industrial	0.03	0.02	-0.01
	Prison Grade	n/a	n/a	n/a		Prison Grade	n/a	n/a	n/a
	DE Overall	0.21	0.22	0.01		DOE Overall	0.91	0.92	0.01
DEL	G7+	0.02	0.02	0.00	DOJ	G7+	0.02	0.02	0.00
	DP	0.04	0.03	-0.01		DP	0.05	0.07	0.02
	SO	0.06	0.06	0.00		SO	0.13	0.13	0.00
	EOI	0.14	0.11	-0.03		EOI	0.15	0.11	-0.04
	EOII	0.27	0.26	-0.01		EOII	0.14	0.11	-0.03
	AO	0.29	0.29	0.00		AO	0.33	0.26	-0.07
	AA	0.02	0.01	-0.01		AA	0.05	0.04	-0.01
	Industrial	n/a	n/a	n/a		Industrial	0.02	0.01	-0.01
	Prison Grade	n/a	n/a	n/a		Prison Grade	0.97	0.91	-0.06
	DEL Overall	0.84	0.78	-0.06		DOJ Overall	1.86	1.67	-0.19
DETI	G7+	0.01	0.01	0.00	DRD	G7+	0.01	0.01	0.00
	DP	0.01	0.01	0.00		DP	0.04	0.03	-0.01
	SO	0.02	0.02	0.00		SO	0.10	0.06	-0.04
	EOI	0.02	0.02	0.00		EOI	0.12	0.10	-0.02
	EOII	0.02	0.03	0.01		EOII	0.04	0.04	0.00
	AO	0.04	0.04	0.00		AO	0.13	0.18	0.05
	AA	0.01	0.01	0.00		AA	0.03	0.05	0.02
	Industrial	n/a	n/a	n/a		Industrial	0.26	0.25	-0.01
	Prison Grade	n/a	n/a	n/a		Prison Grade	n/a	n/a	n/a
	DETI Overall	0.13	0.13	0.00		DRD Overall	0.73	0.72	-0.01

n/a: No cases recorded

continued over

¹ The Change figures in this table are calculated from unrounded figures.

Table 9.6 (cont): Contribution of each Grade Level, within Department, to the overall Working Days Lost per Staff Year¹

Department / Grade Level		Days Lost per Staff Year		
		2012/ 2013	2013/ 2014	Change
DSD	G7+	0.02	0.03	0.01
	DP	0.07	0.05	-0.02
	SO	0.12	0.12	0.00
	EOI	0.19	0.21	0.02
	EOII	0.69	0.66	-0.03
	AO	1.62	1.59	-0.03
	AA	0.25	0.21	-0.04
	Industrial	n/a	n/a	n/a
	Prison Grade	n/a	n/a	n/a
	DSD Overall	2.96	2.88	-0.08
OFMDFM	G7+	0.02	0.02	0.00
	DP	0.01	0.02	0.01
	SO	0.02	0.03	0.01
	EOI	0.02	0.00	-0.02
	EOII	0.01	0.02	0.01
	AO	0.01	0.01	0.00
	AA	0.01	0.00	-0.01
	Industrial	n/a	n/a	n/a
	Prison Grade	n/a	n/a	n/a
	OFMDFM Overall	0.10	0.11	0.01
PPS	G7+	0.02	0.02	0.00
	DP	0.04	0.04	0.00
	SO	0.00	0.00	0.00
	EOI	0.01	0.02	0.01
	EOII	0.04	0.02	-0.02
	AO	0.06	0.06	0.00
	AA	0.03	0.01	-0.02
	Industrial	n/a	n/a	n/a
	Prison Grade	n/a	n/a	n/a
	PPS Overall	0.20	0.16	-0.04
NICS Overall	10.6	10.1	-0.51	

Table 9.7: Contribution of Long-term and Short-term absence to the overall Working Days Lost per Staff Year¹

Duration	Days Lost per Staff Year		
	2012/ 2013	2013/ 2014	Change
Short-term absence	3.10	2.71	-0.39
Long-term absence	7.48	7.33	-0.15
NICS Overall	10.6	10.1	-0.51

n/a: No cases recorded

¹The *Change* figures in this table are calculated from unrounded figures.

Appendix 10
Departmental analysis:
Industrial, Non-Industrial and Prison Grade

Departmental analysis: Industrial, Non-Industrial and Prison Grade

Table 10.1: Departmental analysis

Department	No. of Days Lost per Staff Year		
	2011/2012	2012/2013	2013/2014
DARD	8.0	9.4	9.1
DARD Industrial	9.8	11.9	12.3
DARD Non-Industrial	7.6	9.0	8.6
DCAL	8.0	8.5	8.6
DCAL Industrial	10.1	5.1	15.3
DCAL Non-Industrial	7.8	8.8	8.1
DE	7.9	9.6	9.7
DEL	11.4	11.5	10.4
DETI	7.3	8.1	8.0
DFP	9.3	10.5	9.4
DFP Industrial	21.9	23.3	2.3
DFP Non-Industrial	9.2	10.4	9.4
DHSSPS	7.1	8.8	9.4
DOE	9.8	9.4	9.5
DOE Industrial	15.7	13.7	7.1
DOE Non-Industrial	9.7	9.3	9.5
DOJ	12.6	12.9	11.6
DOJ Industrial	24.7	17.5	8.2
DOJ Non-Industrial	9.2	10.5	9.1
DOJ Prison Grade	17.0	16.1	15.1
DRD	8.2	8.5	8.7
DRD Industrial	12.5	13.5	12.8
DRD Non-Industrial	6.9	7.1	7.4
DSD	11.1	11.4	11.1
OFMDFM	8.7	7.8	8.9
PPS	9.8	10.2	8.2
NICS Overall	10.1	10.6	10.1
Industrial Overall	12.0	12.9	12.1
Non-Industrial Overall	9.5	10.1	9.7
Prison Grade Overall	17.0	16.1	15.1

¹ Staff in AOCC, HSENI and OAGNI are included in the NICS Overall figures.

Appendix 11
List of Abbreviations

List of Abbreviations

AA	Administrative Assistant
AO	Administrative Officer
AOCC	Assembly Ombudsman Commissioner for Complaints
DARD	Department of Agriculture and Rural Development
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
DHSSPS	Department of Health, Social Services and Public Safety
DOE	Department of the Environment
DOJ	Department of Justice
DP	Deputy Principal
DRD	Department for Regional Development
DSD	Department for Social Development
EOI	Executive Officer I
EOII	Executive Officer II
G5+	Grade 5 and above
G6	Grade 6
G7	Grade 7
G7+	Grade 7 and above
GB	Great Britain
HR	Human Resources
HSENI	Health and Safety Executive for Northern Ireland
NI	Northern Ireland
NIAUR	Northern Ireland Authority for Utilities Regulation
NICS	Northern Ireland Civil Service
NICTS	Northern Ireland Courts and Tribunals Service
NIPS	Northern Ireland Prison Service
NISRA	Northern Ireland Statistics and Research Agency
OAGNI	Office of the Attorney General Northern Ireland
OFMDFM	Office of the First Minister and Deputy First Minister
PPS	Public Prosecution Service
SO	Staff Officer
YJA	Youth Justice Agency