



Department of
**Finance and
Personnel**
www.dfpni.gov.uk

Personnel Statistics for the 11 NI Departments

Based on Staff in Post at 1st April 2009



INVESTOR IN PEOPLE

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Key Facts

NICS Staff Profile as at 1st April 2009 (11 Ministerial Departments)

Overall NICS workforce:

- 23,511 were permanent staff (FTE)
- 571 were casual staff (FTE)

Of the Permanent Workforce:

- 22,389 were non-industrial staff (FTE)
- 1,122 were industrial staff (FTE)
- 49.8% were male and 50.2% were female
- [50.1%] were Protestant and [49.9%] were Roman Catholic

Of the Permanent Non-Industrial Workforce

- 16.3% worked part-time
- 5.4% had declared a disability
- the average (median) salary was £19,647

Changes during 2008/09 Financial Year

Overall NICS workforce:

- there was an overall increase of 2.9% (660 staff) in the permanent NICS workforce (FTE)
- there was an overall increase of 7.3% (39 staff) in the casual NICS workforce (FTE)

Of the Permanent Workforce:

- permanent non-industrial staff (FTE) increased by 3.5% (747 staff)
- permanent industrial staff (FTE) decreased by 7.2% (87 staff)

Of the Permanent Non-Industrial Workforce

- 951 permanent non-industrial staff left the NICS
- an average of 11.0 days per staff year were lost as a result of sickness absence (down from 12.9 days in the previous financial year)

Executive Summary

Number of Civil Servants

On 1st April 2009 there were 23,511 permanent NI Civil Servants (Full-time Equivalent) in the 11 Northern Ireland departments. Of these, 22,389 (95.2%) were non-industrial staff and 1,122 (4.8%) were industrial staff.

Departmental Analysis

On 1st April 2009, DSD was the largest Department in the NICS with 7,310 staff (FTE). DCAL was the smallest Department with 272 staff (FTE).

Grade Profile

Almost one third (30.8%) of all permanent non-industrial staff (FTE) were at AO level, while 1.0% of all staff were at Grade 5 level and above.

Age Profile

In general the NICS has an older age profile than the NI Economically Active population. Approximately two fifths of staff (40.6%) were aged 45 years of age and over. This compares with 32.4% in the economically active population.

Pay

The average (median) salary was £19,647 (calculated on a Full-Time Equivalent basis). One quarter of staff earned £16,136 or less, while one quarter earned £26,086 or more.

Absenteeism

During 2008/2009, an average of 11.0 days per staff year were lost as a result of sickness absence – 4.9% of available working days. These figures were lower than the previous year (2007/2008: 12.9 days lost per staff year, 5.8% of available working days lost).

Gender

On 1st April 2009, 49.8% of staff were male and 50.2% were female.

Community Background Profile

Of those permanent staff for whom a community background was determined, 50.1% were Protestant and 49.9% were Roman Catholic.

Disability Profile

A total of 1,320 (5.4%) permanent staff had declared a disability, a slightly higher number than in the previous year (1,231).

Ethnicity Profile

On 1st April 2009, there were 46 (0.2%) permanent staff from ethnic minorities.

Analysis of Leavers

The proportion of permanent non-industrial staff who left the service during 2008/09 was 4.2% (951 staff), a decrease on the previous financial year (5.1%).

1. Introduction

Purpose of Report

1.1 This document provides an overview of the human resource profile of the 11 NI Departments and illustrates current trends and timelines. Figures are based on actual staff in post at 1st April each year and analyses are on a financial year basis.

Departmental Structure of the NICS

1.2 The NI Departments and the Agencies encompassed:

DARD	Includes the Forest Service and Rivers Agency
DCAL	
DE	
DEL	
DETI	
DFP	Includes NISRA, LPS
DHSSPS	Includes Health Estates Agency
DOE	Includes the Planning Service, NI Environment Agency and the DVA
DRD	Includes the Roads Service
DSD	Includes the SSA
OFMDFM	

Coverage of the Document

1.3 The statistical information in this Document relates only to Northern Ireland Civil Servants employed in the 11 NI Departments and their Agencies (as listed above). The figures are based on actual staff in post. Other civil servants working in or on long term secondment to the NIO, the NI Assembly, the NI Prison Service, the HCS, the NI Audit Office, the Electoral Office, the NI Court Service or Invest NI do not therefore appear in these statistics. Staff on career break are also excluded.

1.4 Unless otherwise stated, the figures, charts and tables in this Document refer to all permanent staff, both industrial and non-industrial.

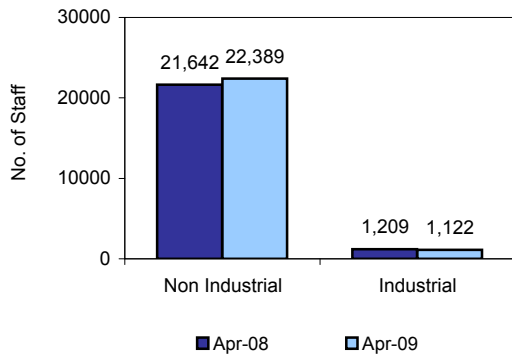
1.5 Details of the methods used to count Civil Servants are presented in the Appendix along with a full list of abbreviations and summary information of NICS Home & Work Locations.

1.6 To contextualise this report, comparative information on the Northern Ireland Economically Active population and the Home Civil Service (HCS) is included.

2. Number of Staff

Figure 1

Permanent Staff (FTE) 1st April 2008 and 2009



Permanent Staff

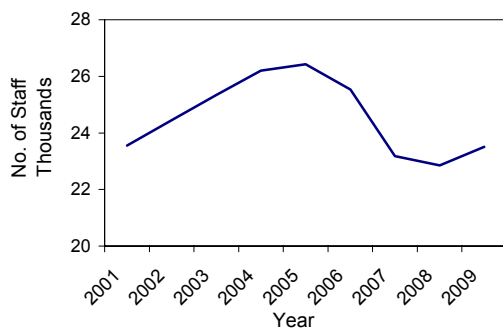
2.1 On 1st April 2009 there were 23,511 permanent NI Civil Servants (Full-time Equivalent) in the 11 Northern Ireland departments. Of these, 22,389 (95.2%) were non-industrial staff and 1,122 (4.8%) were industrial staff.

Overall, there was a net increase of 660 (2.9%) in staff numbers (FTE) over the twelve months to 1st April 2009 (Figure 1). The number of permanent non-industrial staff (FTE) increased by 747 (3.5%), while the number of industrial staff decreased by 87 (7.2%).

The number of staff calculated on a headcount basis was 24,658 (23,536 permanent non-industrials and 1,122 permanent industrials).

Figure 2

Permanent Staff (FTE) April 2001 - 2009



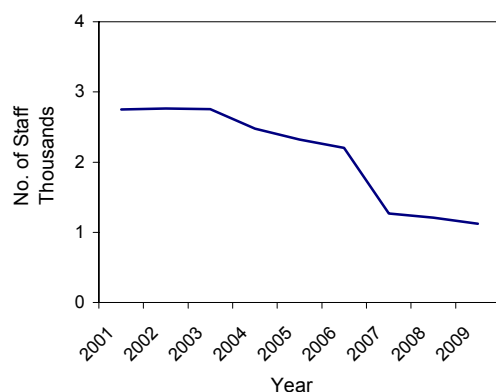
Trend in Permanent Staff Numbers

2.2 Following a steady increase in the number of permanent staff between April 2001 and 2005 (12.2%) there was a fall in staffing levels between April 2005 and 2008 (13.5%), before increasing again between April 2008 and 2009 (2.9%)

On 1st April 2009 permanent staff numbers were at their highest level since April 2006.

Figure 3

Permanent Industrial Staff (FTE) April 2001 - 2009



Trend in Permanent Industrial Staff

2.3 The number of permanent Industrial staff has been in a downward trend since 2002, with the number of permanent industrial staff (FTE) decreasing by 59.4% between April 2002 and 2009 (Figure 3).

Table 1

**Major Occupational Group Composition (FTE)
Permanent Staff
1st April 2008 and 2009**

Occupational Group	2008	2009	% Change
General Service	15,438	15,956	3.4
Typing	350	340	-2.9
Scientific	356	381	7.2
Technology	1,673	1,673	0.0
Legal Group	99	93	-5.8
Computing	511	552	8.0
Dept Specialisms	2,868	2,947	2.8
Cent Services	348	296	-14.9
Industrial	1,209	1,272	5.2
Total	22,851	23,511	2.9

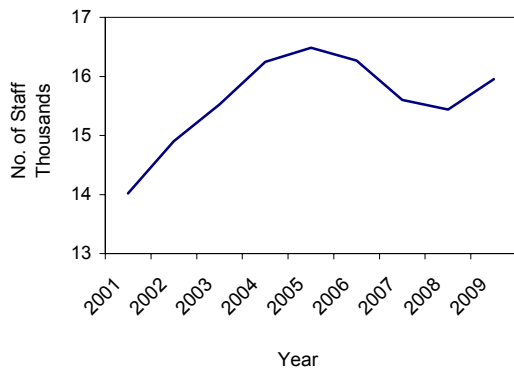
Major Occupational Groups

2.4 During 08/09 permanent staff (FTE) numbers grew by 2.9% (660 staff). Within the major occupational groups the largest percentage change was a decrease of 14.9% (52 staff) in the Centralised Services group.

The General Service, the largest occupational group accounting for over two thirds of the NICS, saw an increase of 3.4% in staffing levels during the previous twelve months. See below for analysis of trends in the General Service.

Figure 4

**General Service
Permanent Staff (FTE)
April 2001 - 2009**

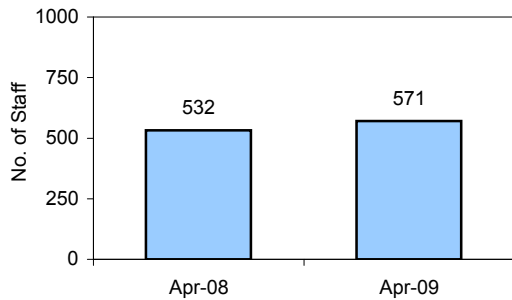


General Service

2.5 The number of General Service staff (FTE) rose steadily between 2001 and 2005 (17.6%). However, between 2005 and 2008 numbers had decreased by 6.3%, before increasing again between 2008 and 2009 by 3.4%.

Figure 5

**Casual Staff (FTE)
1st April 2008 and 2009**



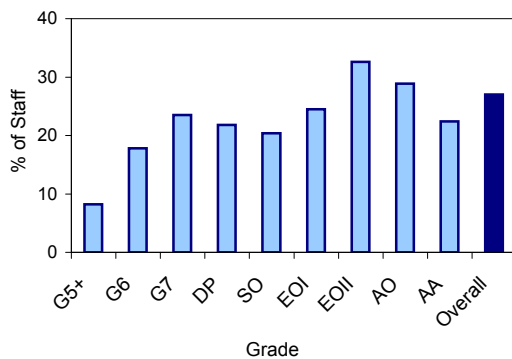
Casual Staff

2.6 On 1st April 2009 there were 571 NI Civil Servants (FTE) employed on casual contracts, representing an increase of 7.3% (39 staff) from the previous year.

The number of staff employed on a casual contract in April 2009 was 36.1% lower than in April 2001.

Figure 6

**% Female Permanent Non-Industrial Part-Time Staff at each Grade (Headcount)
1st April 2009**



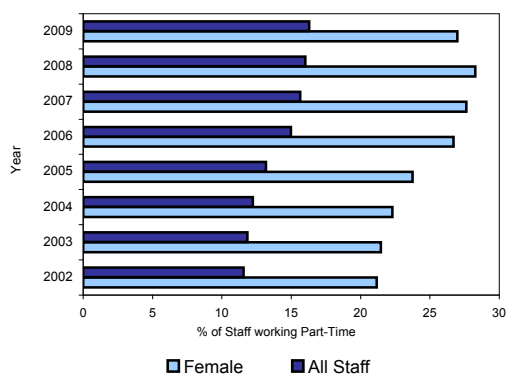
Part-Time Staff

2.7 There were 3,833 (headcount) permanent non-industrial staff working part-time on 1st April 2009 – 16.3% of the permanent non-industrial workforce.

Over a quarter (27.0%) of female permanent non-industrial staff worked part-time, compared with 4.5% of males. Figure 6 shows that the proportion of females working part-time ranged from 32.6% at EOII level to 8.2% at Grade 5 and above.

Figure 7

**Part-Time Staff (Headcount)
April 2002 - 2009**



Trends in Part-Time Working

2.8 Analysis of trend data (Figure 7) indicates a slight increase each year in part-time working among permanent non-industrial staff. The proportion of females working on a part-time basis has also increased each year between 2002 and 2008 before showing a decrease between 2008 and 2009.

3. Departmental Analysis

Table 2

Departmental Composition (FTE)

Permanent Staff

1st April 2008 and 2009

DEPARTMENT	2008	2009	% Change
DARD	2,988	2,946	-1.4
DCAL	262	272	3.6
DE	625	632	1.1
DETI	641	635	-1.0
DFP	3,074	3,349	8.9
DEL	1,650	1,780	7.9
DHSSPS	845	831	-1.6
DOE	2,723	2,853	4.8
DRD	2,570	2,509	-2.4
DSD	7,070	7,310	3.4
OFMDFM	402	394	-2.0
Total	22,851	23,511	2.9

Figure 8

Grade 5 + Staff (FTE)

Permanent Non-Industrial Staff

1st April 2009

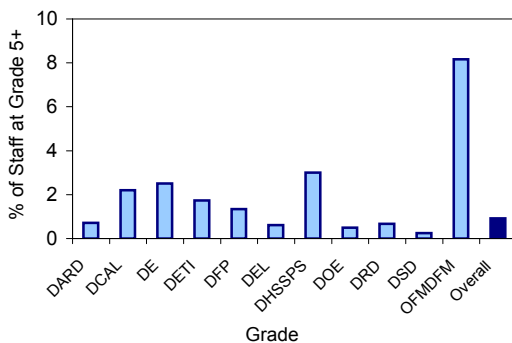
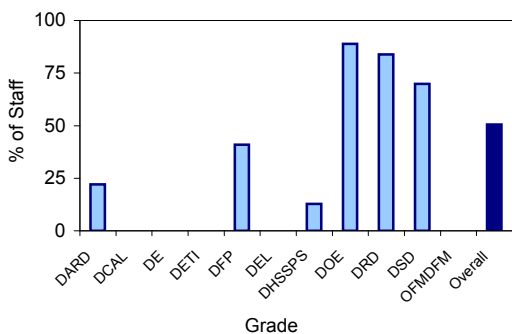


Figure 9

Executive Agency Staff (FTE)

Permanent Staff

1st April 2009



Permanent Staff

3.1 On 1st April 2009, DSD was the largest Department in the NICS with 7,310 staff (FTE). DCAL was the smallest Department with 272 staff (FTE).

Over the last twelve months DARD, DETI, DHSSPS, DRD and OFMDFM have all decreased in size. In percentage terms the largest decrease was in DRD (2.4%). The remaining Departments all experienced growth, the largest of which occurred in DFP (8.9%).

Senior Staff

3.2 The proportion of permanent non-industrial staff at Grade 5 and above in each Department ranged from 0.2% in DSD to 8.2% in OFMDFM (Figure 8).

Executive Agencies

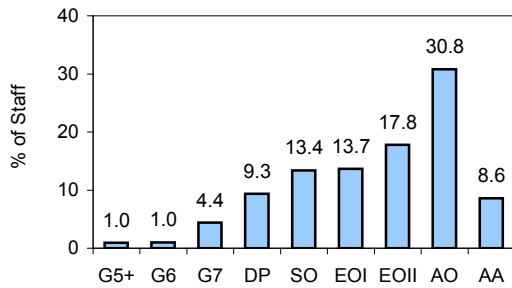
3.3 At 1st April 2009 there were 10 executive agencies in the NI Departments. These agencies accounted for 11,868 (50.5%) permanent staff (FTE).

The majority of staff in DOE (88.9%), DRD (83.8%) and DSD (69.8%) worked in an Executive Agency.

4. Grade Profile

Figure 10

**Grade Level Distribution (FTE)
Permanent Non-Industrial Staff
1st April 2009**

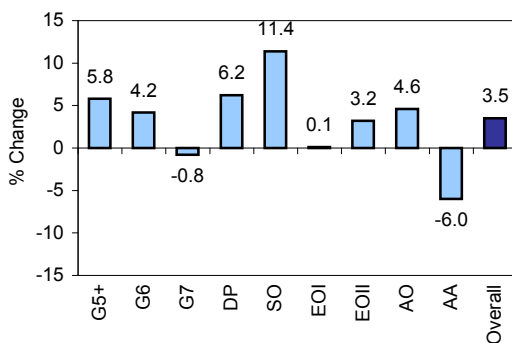


Permanent Non-Industrial Staff

4.1 As shown in Figure 10, almost one third (30.8%) of all permanent non-industrial staff (FTE) were at AO level, while 1.0% of all staff were at Grade 5 level and above.

Figure 11

**Percentage Change at each Grade Level (FTE)
Permanent Non-Industrial Staff
April 2008 - 2009**

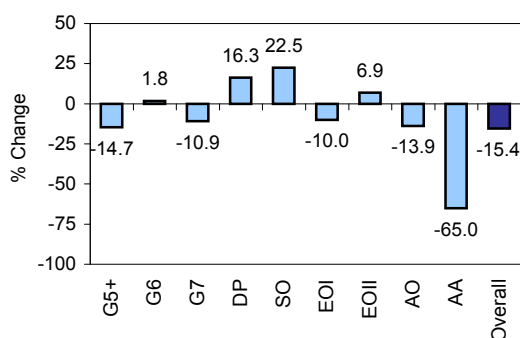


Change in Grade Structure

4.2 In the twelve months to 1st April 2009, the number of permanent non-industrial staff (FTE) increased by 3.5%. Staff numbers increased at all Grade levels with the exception of G7 and AA. During the twelve month period, the largest decrease was at AA level, where staff numbers fell by 6.0%.

Figure 12

**Percentage Change at each Grade Level (FTE)
Permanent Non-Industrial Staff
April 2001 - 2009**



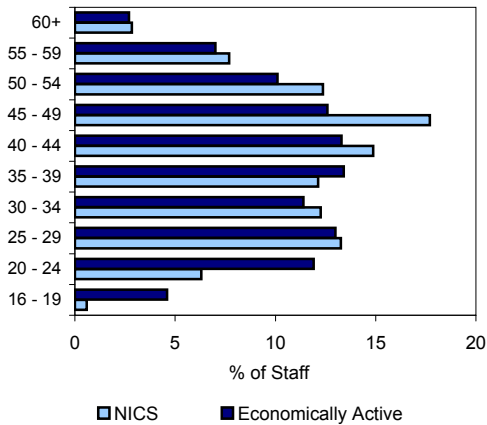
4.3 Between April 2001 and April 2009 the number of permanent non-industrial staff (FTE) decreased by 15.4%. This overall figure masks a sizeable decrease of 65.0% among staff at AA level. Staff at Grade 5 level and above decreased by almost one sixth (14.7%) during this period.

Staffing levels at G6, DP, SO and EOII increased during this period (Figure 12).

5. Age Profile

Figure 13

Age Distribution (Headcount) Permanent Non-Industrial Staff Vs Economically Active Population^[1]



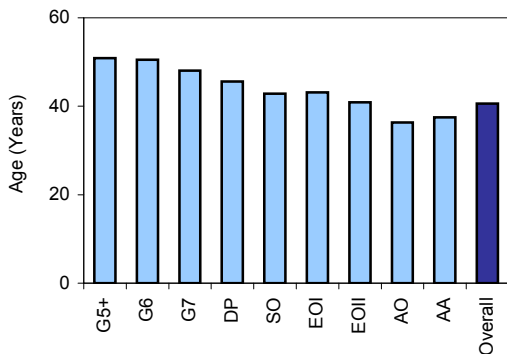
Permanent Non-Industrial Staff

5.1 Figure 13 shows the age distribution of permanent non-industrial staff on 1st April 2009. In general the NICS has an older age profile than the economically active population.

Approximately two fifths of staff (40.6%) were aged 45 years and over. This compares with 32.4% in the economically active population.

Figure 14

Average Age by Grade Permanent Non-Industrial Staff 1st April 2009



Average Age

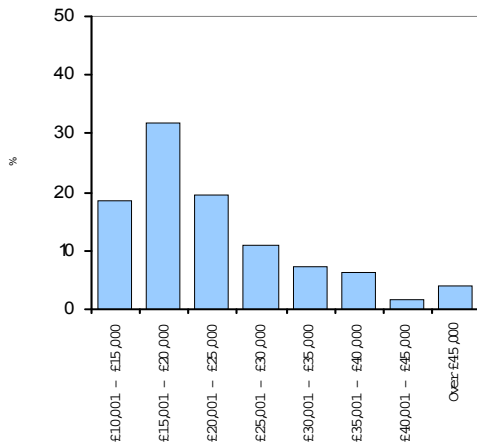
5.2 The average age of permanent non-industrial staff in the NICS by each grade level is shown in Figure 14. The average age of staff on 1st April 2009 was 40.6 years.

^[1] Data is taken from the Labour Force Survey (LFS) based on Working Age Population Quarter 1 (Jan-Mar 2009). As the LFS is a sample survey, all data is subject to sampling error.

6. Pay Profile

Figure 15

Gross Salary Band Distribution (Headcount) Permanent Non-Industrial Staff 1st April 2009



Permanent Non-Industrial Staff

6.1 Figure 15 shows the proportion of permanent non-industrial staff in each salary band^[2]. On 1st April 2009, the average (median) salary was £19,647 (calculated on a Full-Time Equivalent basis).

One quarter of staff earned £16,136 or less, while one quarter earned £26,086 or more.

The number of staff in each salary band (FTE) for each responsibility level is shown below in Table 3.

Table 3: Permanent Non-Industrial Staff numbers (FTE) by Salary Band and Responsibility Level: 1st April 2009

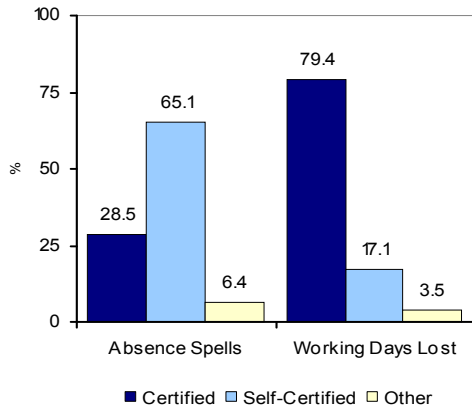
	Responsibility Level										Total
	Grade 5+	%	Grade 6/7	%	DP/SO	%	EOI/EOII	%	AO/AA	%	
£1 – 5,000											
£5,001 – 10,000											
£10,001 – 15,000								4,182	49.54%		4,182
£15,001 – 20,000							2,827	38.78%	4,010	47.50%	6,837
£20,001 – 25,000					684	13.29%	3,510	48.14%	148	1.75%	4,343
£25,001 – 30,000					1,612	31.32%	888	12.17%			2,500
£30,001 – 35,000					1,631	31.67%	7	0.10%			1,638
£35,001 – 40,000			247	18.88%	1,191	23.12%					1,438
£40,001 – 45,000			370	28.22%	6	0.12%					376
£45,001 – 50,000			303	23.11%							303
£50,001 – 55,000			240	18.29%							240
£55,001 – 60,000	28	12.72%	59	4.48%							87
£60,001 – 65,000	49	22.14%	58	4.43%							107
£65,001 – 70,000	53	23.99%	1	0.08%							54
£70,001 – 75,000	12	5.45%									12
£75,001 – 80,000	9	4.09%									9
£80,001 – 85,000	15	7.00%									15
£85,001 – 90,000	12	5.45%									12
£90,001 – 95,000	13	5.91%									13
£95,001 – 100,000	8	3.63%									8
More than £100,000	21	9.45%									21
Not Reported	1		33	2.52%	25	0.49%	59	0.82%	102	1.20%	220
Total	220	100.00%	1,310	100.00%	5,149	100.00%	7,292	100.00%	8,442	100.00%	22,414
Lower Quartile	£62,435		£41,391		£26,845		£18,657		£14,890		£16,136
Median	£67,945		£46,094		£30,142		£20,801		£15,539		£19,647
Upper Quartile	£84,554		£50,057		£33,893		£22,311		£17,099		£26,086

^[2] 44 cases were excluded from the analysis as their grade was missing in the data provided by HRConnect.

7. Absenteeism

Figure 16

Absence Certification Non-Industrial Staff 2008/2009



Rate of Absence

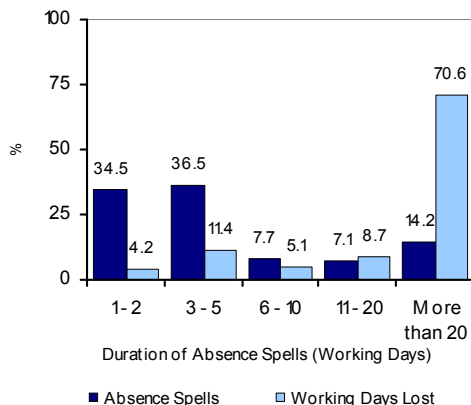
7.1 During 2008/2009, an average of 11.0 days per staff year were lost as a result of sickness absence – 4.9% of available working days. These figures were lower than the previous year (2007/2008: 12.9 days lost per staff year, 5.8% of available working days lost).

In Paybill terms, sickness absence is estimated to have cost in the region of £21.0 million, less than the £24.5 million in the previous financial year.

Figure 16 shows that while just under three tenths (28.5%) of absence spells were certified, i.e. supported by a Doctor's certificate, absences in this category accounted for almost four fifths (79.4%) of the working days lost.

Figure 17

Duration of Absence Non-Industrial Staff 2008/2009



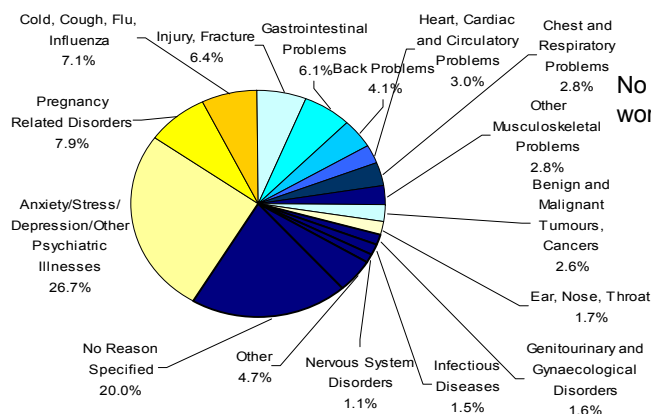
Duration of Absence

7.2 The majority (71.0%) of absence spells were short-term, lasting for 5 working days or less. These absences accounted for 15.6% of the total working days lost.

In contrast, long term absences (i.e. those lasting for more than 20 consecutive working days), which accounted for 14.2% of absence spells, were responsible for 70.6% of the total working days lost (see Figure 17).

Figure 18

Reasons for Absence % of Working Days Lost Non-Industrial Staff



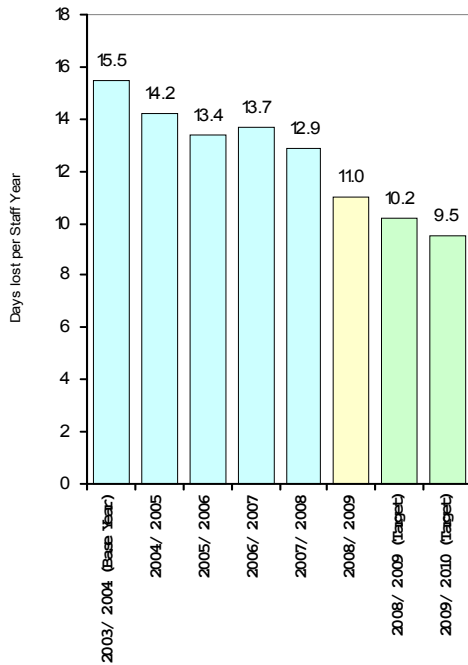
Reasons for Absence

7.3 Anxiety/Stress/Depression/Other Psychiatric Illnesses accounted for 26.7% of the working days lost during 2008/2009.

No reason for absence was specified for a high proportion of working days lost (20.0%).

Figure 19

Absence Targets



Absence Targets

7.4 The NICS failed to achieve its overall absence target for 2008/2009, losing 11.0 working days per staff year against a target of 10.2 days. While making progress, it also failed to meet its strategic target^[3] for the frequency of long-term absences, achieving a frequency rate of 10.9% against a target of 10.5%.

Similar to the previous financial year, the NICS also failed to meet its strategic target for the duration^[4] of long-term absences, achieving an average duration of 61.7 days against a target of 45.3 days.

At 0.76 short-term spells per staff year, the short-term target was achieved (1.15 spells). This was in fact, lower than the final target set for 2010 (1.09 days).

Table 4: Frequency and Duration of Absence

		2003/ 2004 (Base Year)	2004/ 2005	2005/ 2006	2006/ 2007	2007/ 2008	2008/ 2009	2008/ 2009 (Target)	2009/ 2010 (Target)
Overall	Average number of days lost per staff year	15.5	14.2	13.4	13.7	12.9	11.0	10.2	9.5
Long-Term	Frequency ^[5] Rate (%)	14.1	13.2	13.0	13.7	12.5	10.9	10.5	9.8
	Average Duration (working days)	60.6	64.2	62.0	60.5	62.0	61.7	45.3	42.2
Short-term	Average number of spells per staff year	1.41	1.13	1.04	1.00	0.95	0.76	1.15	1.09

^[3] For the purpose of target-setting, absences are dichotomised into long-term and short-term, with long-term being defined as greater than 20 days.

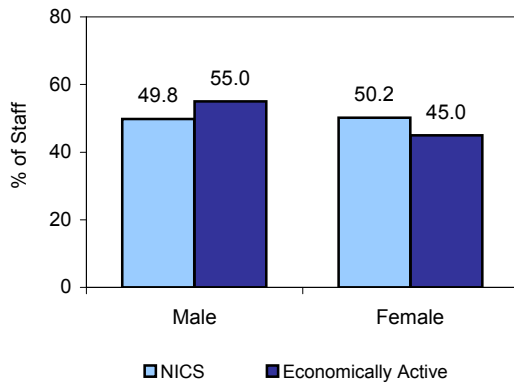
^[4] The duration of absences relates only to days lost in the corresponding financial year.

^[5] Please note, that Frequency Rate is the average number of absences per employee, expressed as a percentage.

8. Gender Profile

Figure 20

Gender Distribution (Headcount) Permanent Staff Vs Economically Active Population



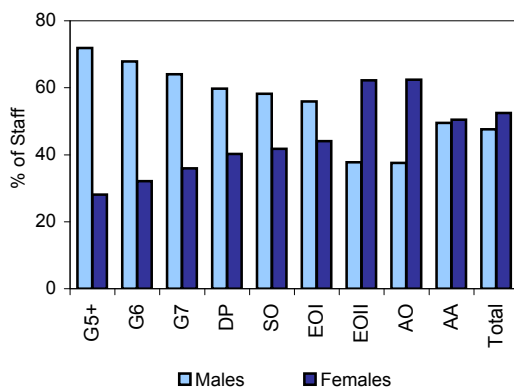
Permanent Staff

8.1 On 1st April 2009, 49.8% of staff were male and 50.2% were female (Figure 20).

Figures from the Labour Force Survey^[6] indicate that the gender composition of the NI economically active working age population was 55.0% male and 45.0% female.

Figure 21

Gender Distribution within each Grade Permanent Non-Industrial Staff 1st April 2009

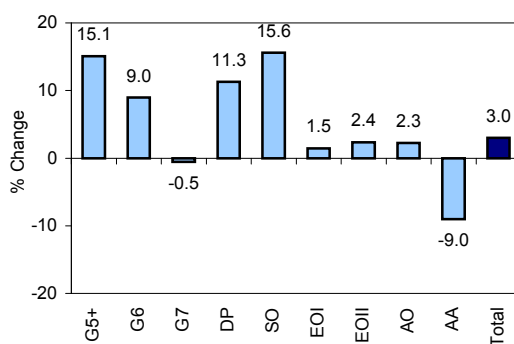


Grade Analysis - Permanent Non-Industrial Staff

8.2 Broadly speaking, the higher the grade level the lower the level of female representation (Figure 21). Female representation was lowest at Grade 5 and above (28.1%) and highest at AO level (62.4%).

Figure 22

Percentage Change at each Grade Permanent Non-Industrial Female Staff 2008 - 2009



Change in Female Staff Numbers

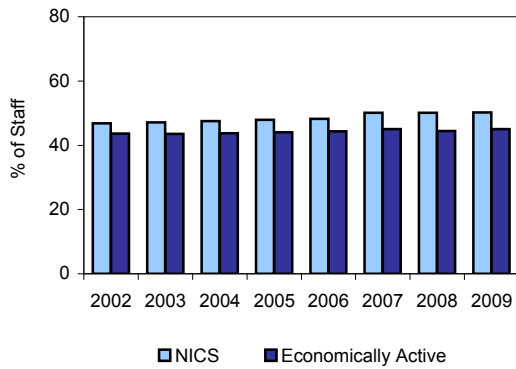
8.3 In the twelve months to 1st April 2009, the number of permanent non-industrial female staff increased by 3.0%.

The number of female staff increased at all Grade levels with the exception of G7 and AA levels. The largest percentage increase occurred at SO level (15.6%). The largest percentage decrease in female staff was at AA level (9.0%).

^[6] Data is taken from the Labour Force Survey (LFS) based on Working Age Population Quarter 1 (Jan-Mar 2009). As the LFS is a sample survey, all data is subject to sampling error.

Figure 23

**Female Representation
Permanent Staff
Vs Economically Active Population^[7]
2002 - 2009**



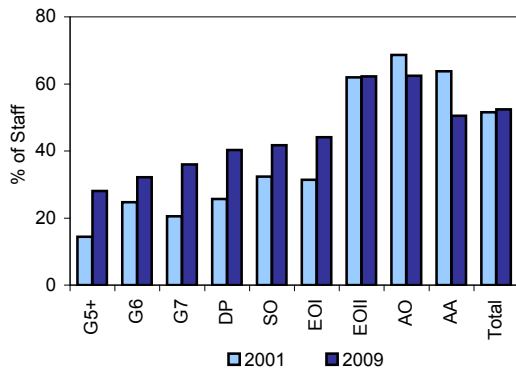
Trends in Female Representation

8.4 Female representation among permanent staff has increased steadily from 46.9% in 2002 to 50.2% in 2009 (Figure 23).

Female representation within the economically active population has increased during the same period, from 43.6% in 2002 to 45.0% in 2009. Since 2002 the representation of females in the NICS has been higher than the corresponding estimates of female representation in the economically active population.

Figure 24

**Female Representation
within each Grade Level
Permanent Non-Industrial Staff
1st April 2001 and 1st April 2009**



Trends in Female Representation by Grade

8.5 Changes in the representation of female permanent non-industrial staff by grade level between 2001 and 2009 are shown in Figure 24. The female share increased during this period at all grade levels with the exception of the AO and AA grades.

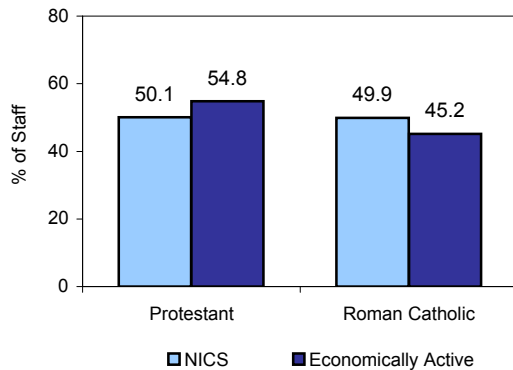
Proportionately the largest increase occurred at Grade 5 and above where the representation of females increased from 14.4% to 28.1%. A similar magnitude of increase was also evident at Grade 7 level where female representation increased from 20.6% to 36.0%.

^[7] Data is taken from the Labour Force Survey (LFS) based on Working Age Population Quarter 1 (Jan-Mar 2009). As the LFS is a sample survey, all data is subject to sampling error.

9. Community Background Profile

Figure 25

Community Background Distribution (Headcount) Permanent Staff Vs Economically Active Population



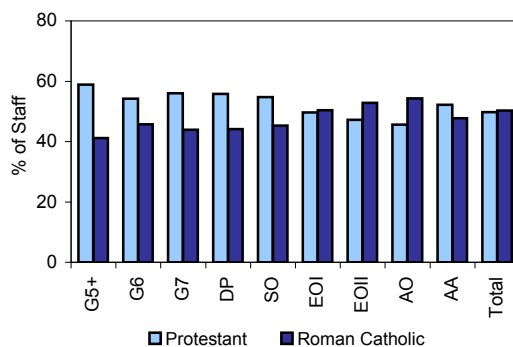
Permanent Staff

9.1 Of those permanent staff for whom a community background was determined, 50.1% were Protestant and 49.9% were Roman Catholic (Figure 25).

Figures from the Labour Force Survey^[8] indicate that the community background composition of the NI economically active population was 54.8% Protestant and 45.2% Roman Catholic.

Figure 26

Community Background Distribution within each Grade Permanent Non-Industrial Staff 1st April 2009



Grade Analysis - Permanent Non-Industrial Staff

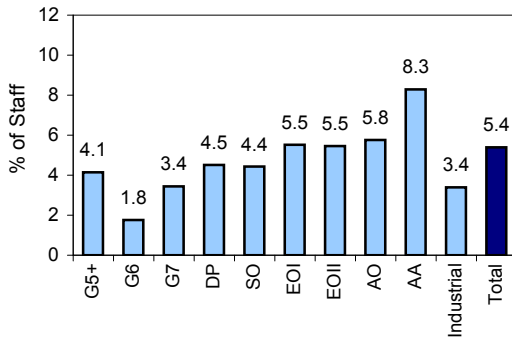
9.2 In general, the higher the grade level the lower the level of Roman Catholic representation. Roman Catholic representation ranged from 41.1% at Grade 5 and above level to 54.4% at AO. The converse is true of Protestant representation which ranges from 45.6% at AO to 58.9% at Grade 5 and above level (Figure 26).

^[8] Data is taken from the Labour Force Survey (LFS) based on Working Age Population Quarter 1 (Jan-Mar 2009). As the LFS is a sample survey, all data is subject to sampling error.

10. Disability Profile^[9]

Figure 27

Disability within each Grade (Headcount)
Permanent Staff
1st April 2009



Permanent Staff

10.1 A total of 1,320 (5.4%) permanent staff had declared a disability, a slightly higher number than in the previous year (1,231).

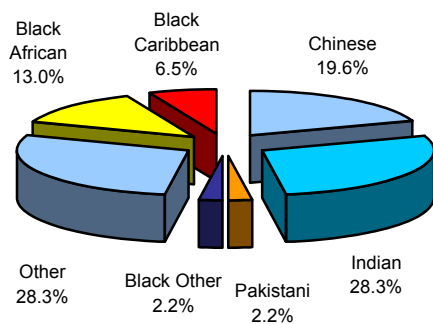
In general, with the exception of staff at Grade 5 and above, the higher the level of responsibility, the lower the proportion of employees with a declared disability.

The proportion of permanent employees in the HCS^[10] (6.6%) who declared a disability was higher than in the NICS (5.4%).

11. Ethnicity Profile^[11]

Figure 28

Staff from an Ethnic Minority (Headcount)
Permanent Staff
1st April 2009



Permanent Staff

11.1 On 1st April 2009, there were 46 (0.2%) permanent staff from ethnic minorities.

The composition of those 46 staff is shown in Figure 28. In comparison, figures from the Census^[12] indicate that 0.8% of the working age population were from an ethnic minority.

The proportion of permanent employees in the HCS from a minority ethnic background was considerably higher than in the NICS (8.5% versus 0.2%)

^[9] Figures in this section relate to NICS permanent staff who declared that they had a disability.

^[10] HCS figure taken from the Civil Service Statistics First Release 31 March 2008

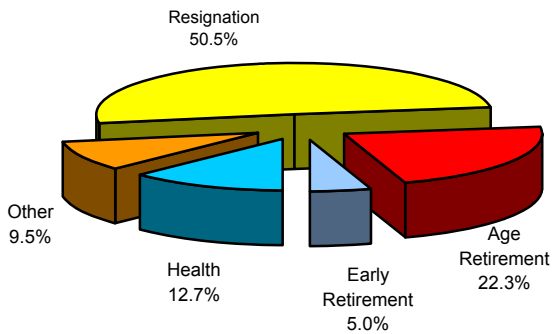
^[11] Figures in this section relate solely to NICS permanent staff for whom an ethnic background was determined and are subject to ongoing validation by the DFP Equal Opportunities Unit.

^[12] 2001 Northern Ireland Census of Population.

12. Analysis of Leavers

Figure 29

Reasons for Leaving Permanent Non-Industrial Staff 2008 - 2009



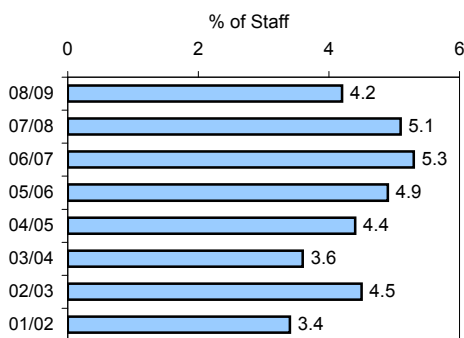
Reasons for Leaving

12.1 The proportion of permanent non-industrial staff who left the service during 2008/09 was 4.2% (951 staff), a decrease on the previous financial year (5.1%).

The grounds for leaving the NICS during 2008/09 are shown in Figure 29. The main reason for leaving was resignation, which accounted for 50.5% of all leavers (480 staff). The main reason for leaving during 2007/08 was also resignation, accounting for 56.1% of all leavers during this period (656 staff).

Figure 30

Overall Wastage Rate Permanent Non-Industrial Staff 2001-2009

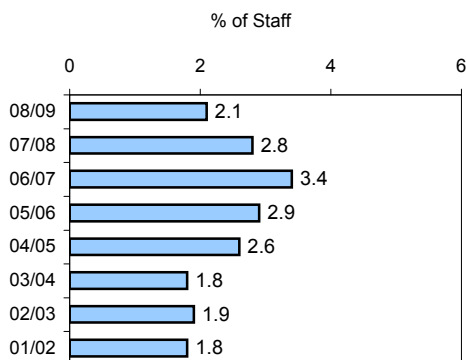


Trends in Wastage Rates ^[13]

12.2 Figure 30 shows that the wastage rate of 4.2% recorded in 2008/09 was lower than the previous financial year (5.1%), and is the lowest rate since that recorded during the 2003/04 financial year.

Figure 31

Resignation Rate Permanent Non-Industrial Staff 2001-2009



Trends in Resignation Rates

12.3 The resignation rate in 2008/09 was 2.1%. Like the overall wastage rate, this was lower than the previous financial year (2.8%), and is the lowest rate since that recorded during the 2003/04 financial year.

^[13] Wastage 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

Counting Civil Servants

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

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 joining or leaving the service.

Full-time Equivalent: 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. This is appropriate, for example, when recording the number of staff required to perform Civil Servant functions.

List of Abbreviations

AA	Administrative Assistant
AO	Administrative Officer
DARD	Department of Agriculture and Rural Development
DCA	District Council Area
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
DP	Deputy Principal
DRD	Department for Regional Development
DSD	Department for Social Development
DVA	Driver and Vehicle Agency
EOI	Executive Officer I
EOII	Executive Officer II
FTE	Full-Time Equivalent
HCS	Home Civil Service
LPS	Land and Property Services
NI	Northern Ireland
NICS	Northern Ireland Civil Service
NIO	Northern Ireland Office
NISRA	Northern Ireland Statistics and Research Agency
OFMDFM	Office of the First Minister and Deputy First Minister
OSNI	Ordnance Survey of Northern Ireland
SO	Staff Officer
SSA	Social Security Agency

Appendix

Table 5	
Home Locations of Permanent Staff (Headcount) 2009	
District Council	Nos. of Civil Servants Living in each DCA per Thousand of the Economically Active Population*
Antrim	26.3
Ards	43.2
Armagh	18.1
Ballymena	23.2
Ballymoney	29.0
Banbridge	27.4
Belfast	30.4
Carrickfergus	22.8
Castlereagh	37.1
Coleraine	24.7
Cookstown	18.9
Craigavon	22.1
Derry	21.2
Down	37.6
Dungannon	17.9
Fermanagh	19.7
Larne	23.0
Limavady	34.2
Lisburn	23.5
Magherafelt	27.8
Moyle	22.7
Newry and	16.7
Newtownabbey	26.6
North Down	45.5
Omagh	22.2
Strabane	31.9

*Economically Active Population sourced from LFS Local Area Database 2007

Appendix

Table 6	
Work Locations of Permanent Staff (Headcount) 2009	
District Council	Nos. of Civil Servants Working in each DCA per Thousand of the Economically Active Population*
Antrim	16.7
Ards	4.4
Armagh	11.6
Ballymena	18.5
Ballymoney	8.5
Banbridge	4.8
Belfast	121.2
Carrickfergus	3.7
Castlereagh	15.4
Coleraine	32.4
Cookstown	16.4
Craigavon	14.1
Derry	32.3
Down	15.4
Dungannon	9.1
Fermanagh	19.4
Larne	7.4
Limavady	6.3
Lisburn	10.4
Magherafelt	5.5
Moyle	2.7
Newry and	8.3
Newtownabbey	4.4
North Down	26.6
Omagh	28.5
Strabane	6.5

*Economically Active Population sourced from LFS Local Area Database 2007