

EQUALITY STATISTICS FOR THE NORTHERN IRELAND CIVIL SERVICE 2020



Based on staff in post at
1 January 2020

Published 19 August 2020

CONTENTS

1.	Executive Summary	1
2.	Introduction	3
3.	Composition	5
	Gender	6
	Community Background	8
	Age Group	10
	Disability	12
	Ethnicity	14
4.	Recruitment	15
5.	Promotion	17
6.	Leavers	19
	Appendix 1 - Limitations of general comparisons between contextual figures and the composition of the NICS	21
	Appendix 2 – Contextual figures for Grade 5 and above	22
	Appendix 3 - Composition of NICS overall	23
	Appendix 4 - Analogous grade level	27
	Appendix 5 - Quality Assessment	28

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Executive Summary

This report provides an overview of diversity and equality in the Northern Ireland Civil Service (NICS) at 1st January 2020 and how it has changed over time. The key findings are summarised below.

1) Composition

Females made up 50.5% of the NICS workforce in 2020, up from 47.9% in 2000 and the same as during the previous two years. Within the most senior grades, female representation has increased from 11.3% in 2000 to 41.5% in 2020. This was up from 38.2% in 2019.

Excluding those with a community background recorded as 'Not Determined', Protestants made up 50.6% and Catholics 49.4% of NICS staff in 2020, a difference of 1.2 percentage points. The comparative difference in 2000 was 16.6 percentage points (Protestants made up 58.3% and Catholics 41.7%).

The NICS has an older age profile than that of the economically active population with 12.8% of NICS staff aged 16-34 compared with 45.2% among the economically active. In 2020 the average age (median 47 years) of staff was eight years older than in 2000 (39 years).

The proportion of staff who declared a disability (5.7%) or who were from minority ethnic groups (NICS, 0.4%; economically active population, 1.8%) continues to be lower than in the economically active population.

2) Recruitment and promotion

Recruitment (1006 appointees) and promotion (426 appointees) competitions with a 2019 closing date were analysed. Differences were observed between the profile of successful candidates and the expected profile based on the applicant pool across the various equality categories. It is worth noting however that further appointments may be made from these competitions, which may change the profile of successful candidates.

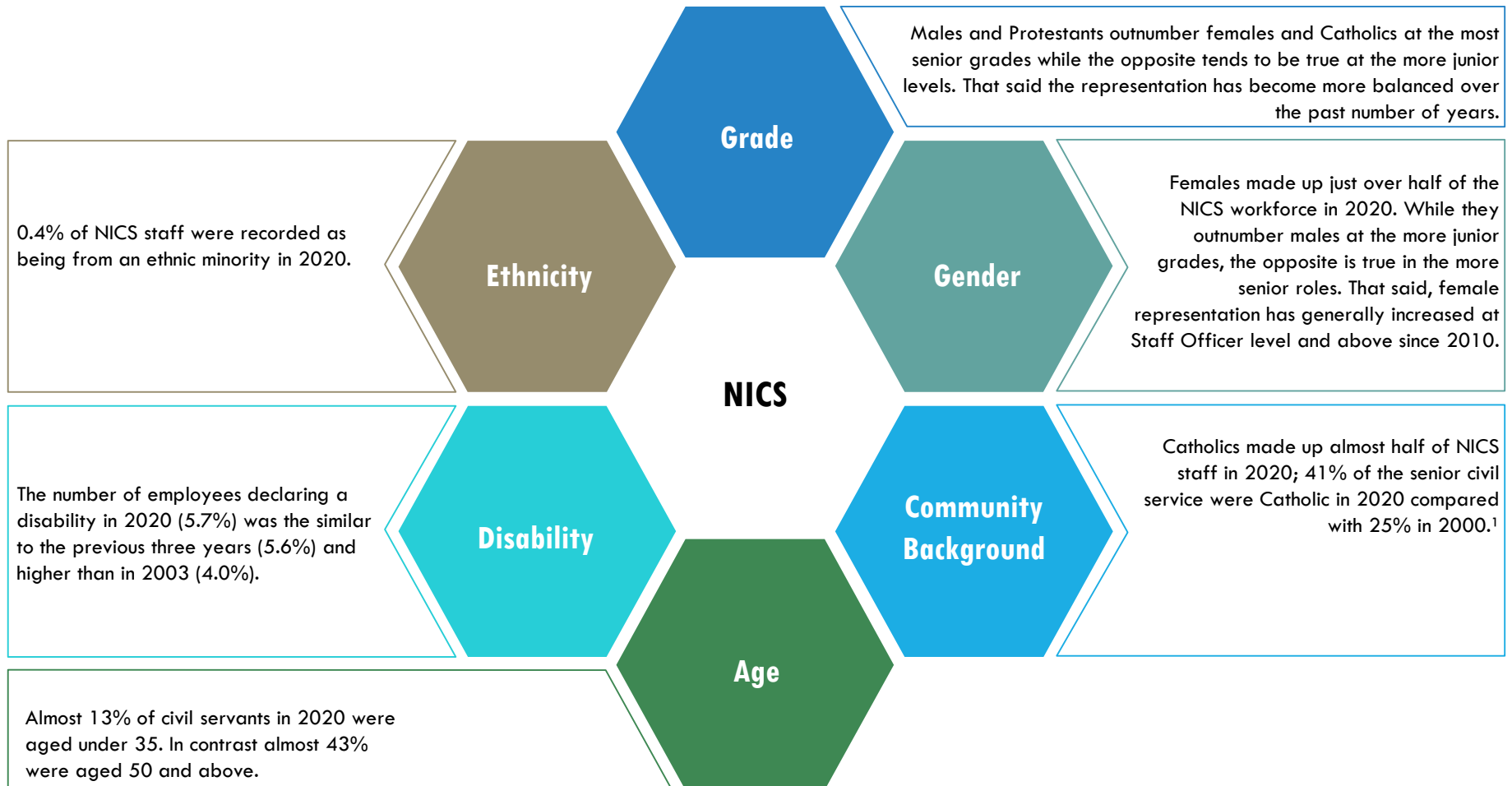
3) Leavers

Retirements accounted for 38% of the 826 individuals who left the NICS in 2019; resignations accounted for 29% and ill health accounted for 24%. The proportion of leavers aged 50 and above (62.4%), or who were male (56.5%) or who had a Protestant community background (54.0%) each constituted a greater proportion of leavers than staff in post in 2019 (50+, 41.4%; male, 49.5%; Protestant, 50.8%).

1

Executive Summary

A summary of the main findings by equality category is provided below. Some high-level information on other equality categories (marital status, sexual orientation, dependants) is included in Appendix 5.



¹ <https://www.nisra.gov.uk/sites/nisra.gov.uk/files/publications/NICS-Equality-Report-2011.pdf>

2

Introduction

Context

The Northern Ireland Civil Service (NICS) holds data on Section 75 equality categories of staff to allow the measurement of the effectiveness of equality policies and to assess whether HR policies or practices adversely affect any particular group. It also enables the NICS to fulfil its statutory obligations under the Fair Employment and Treatment (NI) Order 1998 i.e. to carry out triennial Article 55 Reviews and to complete an annual Fair Employment Monitoring Return (FEMR) for the Equality Commission for Northern Ireland (ECNI), detailing the community background, full/part-time status, occupational group and gender profile of the workforce.

About this Report

This report provides an overview of diversity and equality in the NICS. It includes an analysis of composition and how that composition has changed over time. Where appropriate, comparisons are made with the wider labour market and the Civil Service in Great Britain (GB). An analysis of the flows into, through and out of the NICS using recruitment, promotion and leaver information is also provided.

Data Coverage

The primary data source for this report¹, with the exception in part of the NI Prison Service (NIPS), was HRConnect, the Human Resource Service for the NICS. Data for NIPS staff not already on HRConnect was obtained from NIPS's own personnel data systems.

Information is based on data at 1st January each year with the exception of 2016 when the information was based on data at 1st April. This was to provide an overview of the NICS workforce following the departure of staff leaving under the voluntary exit scheme during 2015/2016.

Figures include all permanent and casual staff. Those on career breaks or secondments outside the NICS are excluded.

Figures are on a headcount basis and include both industrial and non-industrial staff.

The equality categories reported on are gender, community background, age group, ethnicity and disability².

Note that the statistics in this report differ from those contained in the FEMR to the Equality Commission due to the inclusion of additional employee groupings (e.g. Employment Support Staff, Fee Paid Interviewers) in the FEMR.

¹Figures in this report prior to 2009 are based on extracts taken from the Human Resource Management System (HRMS).

²Further information on the availability of information relating to marital status, sexual orientation, dependants status and political opinion is provided in the accuracy and reliability section of Appendix 5.

2

Introduction

Discontinuities

Since 2002 several parts of the NICS changed their status and ceased to be part of the civil service. NICS staff on secondment to the Police Service of Northern Ireland (PSNI) ceased to be civil servants and became PSNI employees while the NI Court Service and the YJA became part of the NICS. The table below lists the years in which the main changes occurred, and the approximate number of people who ceased to be, or who became NICS staff as a result. These changes are highlighted in this report on charts relating to gender and community background to help explain composition changes, where appropriate.

Year of change	Staff ceasing to be, or becoming, included in NICS figures	Size of change (headcount) in NICS figures
2002-04	Industrial Development Board (creation of Invest NI)	-400
2006	Department of Agriculture and Rural Development Science Service became part of Agri-Food and Biosciences Institute	-700
2007	Water Service became NI Water	-1,700
2008	Civilian staff seconded to PSNI became PSNI staff	-1,200
2010	NI Court Service and YJA (devolution of policing and justice)	+1,000
2012	Prison Grade staff (availability of sufficiently detailed data for inclusion in the Equality Report)	+1,750

3

Composition

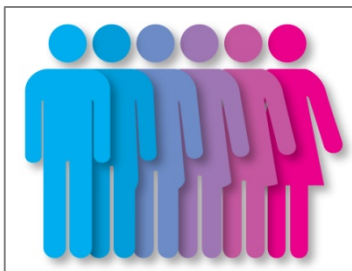
About this chapter

At 1st January 2020 there were 22,844 staff in the NICS; 224 (1.0%) were in the most senior grades (Grade 5 and above), lower than the proportion in senior grades in the Civil Service in Great Britain¹ (1.3%). This chapter provides an overview of the composition of NICS staff in terms of gender, community background, age group, ethnicity and disability.

Throughout this chapter, contextual figures are provided, using data on the economically active population, which comprises both the employed and the unemployed. Contextual figures for gender, community background, age and ethnicity have been sourced from the 2011 Census. Comparative disability data is sourced from the January to March 2019 Labour Force Survey (LFS)². While some jobs in the NICS will have no qualification requirement, most will have at least a basic qualification requirement and so the NICS profile is compared with the economically active population with Level 1 qualifications³ or higher.

It is important to note that the contextual figures are ‘broad brush’ in character, and the comparison is made on data at an aggregate level. Any comparisons should therefore only be taken as general and approximate and we acknowledge that the compositions may have changed since the time of the Census. Further information relating to the limitations of this approach can be found in Appendix 1. Contextual statistics for Grade 5 and above are detailed in Appendix 2.

Tables showing the composition of staff overall by gender, community background, age and disability are given in Appendix 3. Information for ethnicity has not been provided due to the small numbers of staff involved.



¹<https://www.gov.uk/government/statistics/civil-service-statistics-2019>.

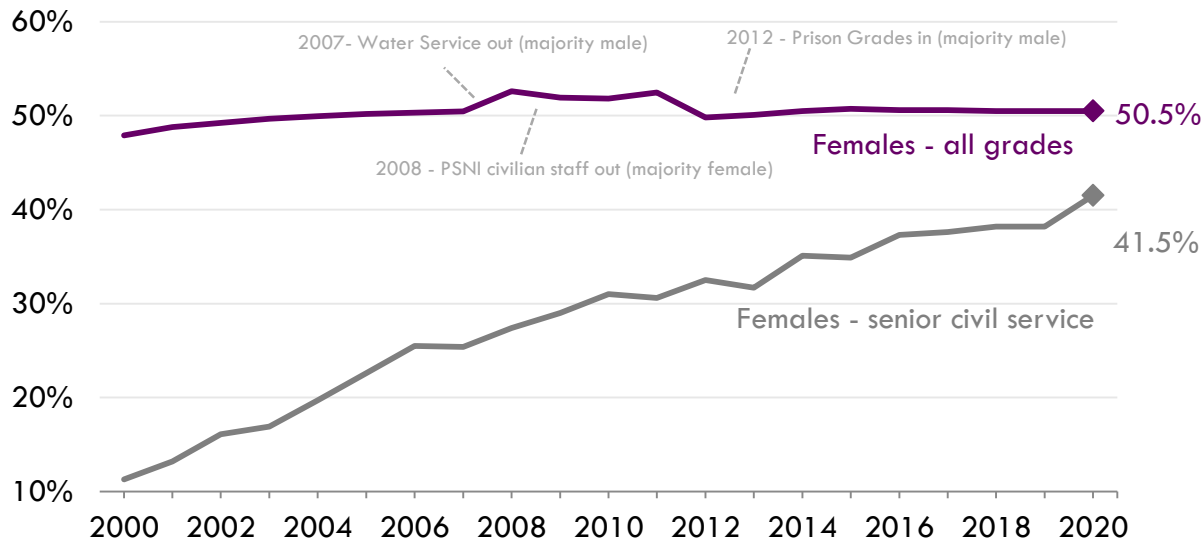
²Comparative disability data prior to the 2018 report was sourced from the 2007 Northern Ireland Survey of Activity Limitation and Disability (NISALD).

³GCSE (grades D-G), CSE (grades 2-5, 1-4 CSEs (grade 1), 1-4 GCSEs (grades A-C), 1-4 ‘O’ level passes, NVQ level 1, GNVQ Foundation or equivalents

3

Composition: Gender

Figure 1: Female representation in the NICS, 2000 to 2020

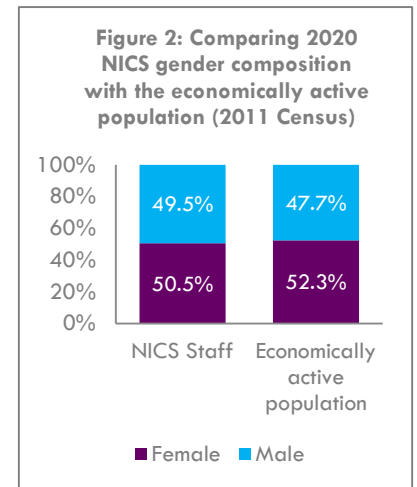


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Overall

Overall females made up 50.5% of the NICS workforce in 2020, up from 47.9% in 2000 and the same as during the previous two years.

Within the most senior grades, female representation has increased since 2000 (11.3%). It increased from 38.2% in 2019 to 41.5% in 2020.



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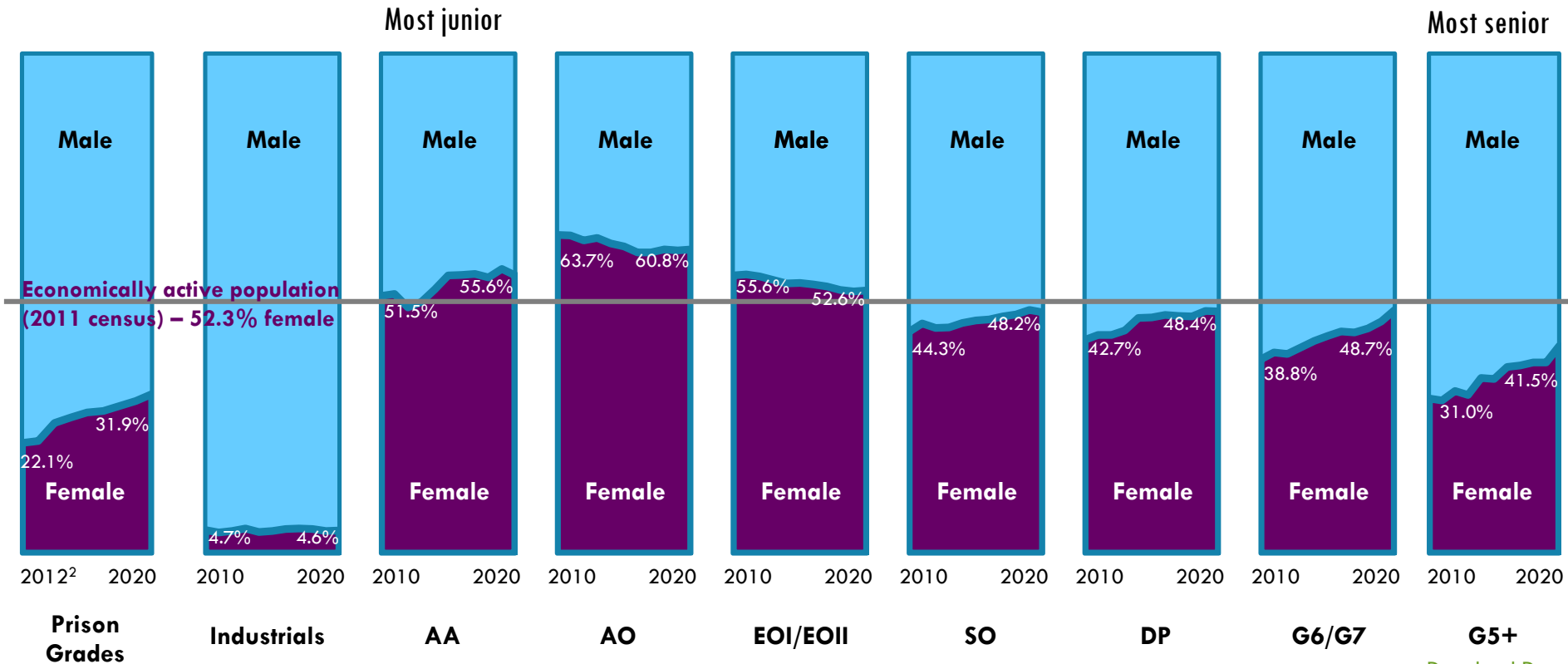
Economically active comparisons¹

Overall the gender composition of the NICS quite closely matches that of its comparator population (difference of 1.8 percentage points).

¹Comparator populations are economically active males and females taken from 2011 Census, aged 16-64 years with Level 1 qualifications or above. i.e. at least GCSE (grades D-G), CSE (grades 2-5, 1-4 CSEs (grade 1), 1-4 GCSEs (grades A-C), 1-4 'O' level passes, NVQ level 1, GNVQ Foundation or equivalents.

3 Composition: Gender

Figure 3: Gender balance at each analogous grade level¹, 2010 to 2020



Gender composition across analogous grades

Like previous years, females outnumber males at the more junior grades. While females make up less than half of staff at SO level and above, representation in each of these grades has generally increased since 2010 with the biggest changes seen at Grade 6/7 and G5 and above.

Economically active comparisons

Female representation at SO level and above is below female representation in the economically active population. In 2020 female representation in the senior civil service remained lower than that in the GB civil service (44.7%³). The limitations of comparing the composition of the NICS to contextual figures are detailed in Appendix 1.

¹ See Appendix 3 for a composition breakdown of each analogous grade. This includes individual information for EOII, EOI, Grade 7 and Grade 6. See Appendix 4 for details of analogous grade.

² Sufficiently detailed data is only available for Prison Grades from 2012 onwards.

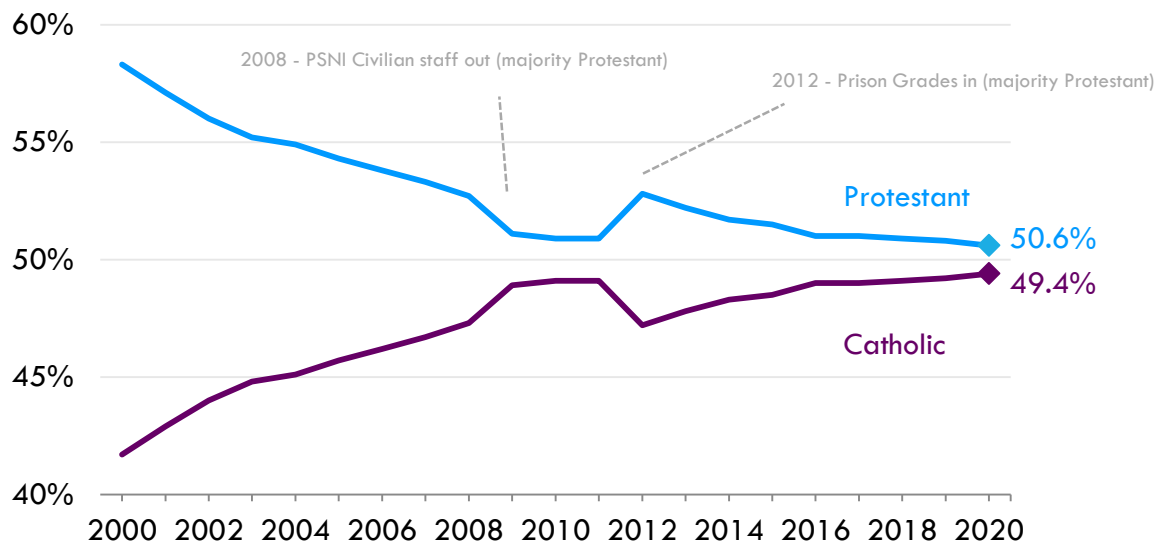
³ <https://www.gov.uk/government/statistics/civil-service-statistics-2019>

[Download Data](#)

3

Composition: Community Background

Figure 4: Community background in the NICS, 2000 to 2020

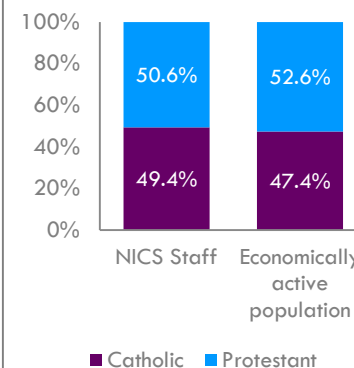


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Overall

At 1st January 2020 the community background (Protestant, Catholic, Not Determined) was available for all staff. Excluding those described as Not Determined, Catholics made up 49.4% of the NICS workforce. This was over seven percentage points higher than the comparative figure at January 2000 (41.7%). Key changes impacting on community background representation are highlighted in figure 4.

Figure 5: Comparing 2020 NICS community background composition with the economically active population (2011 Census)



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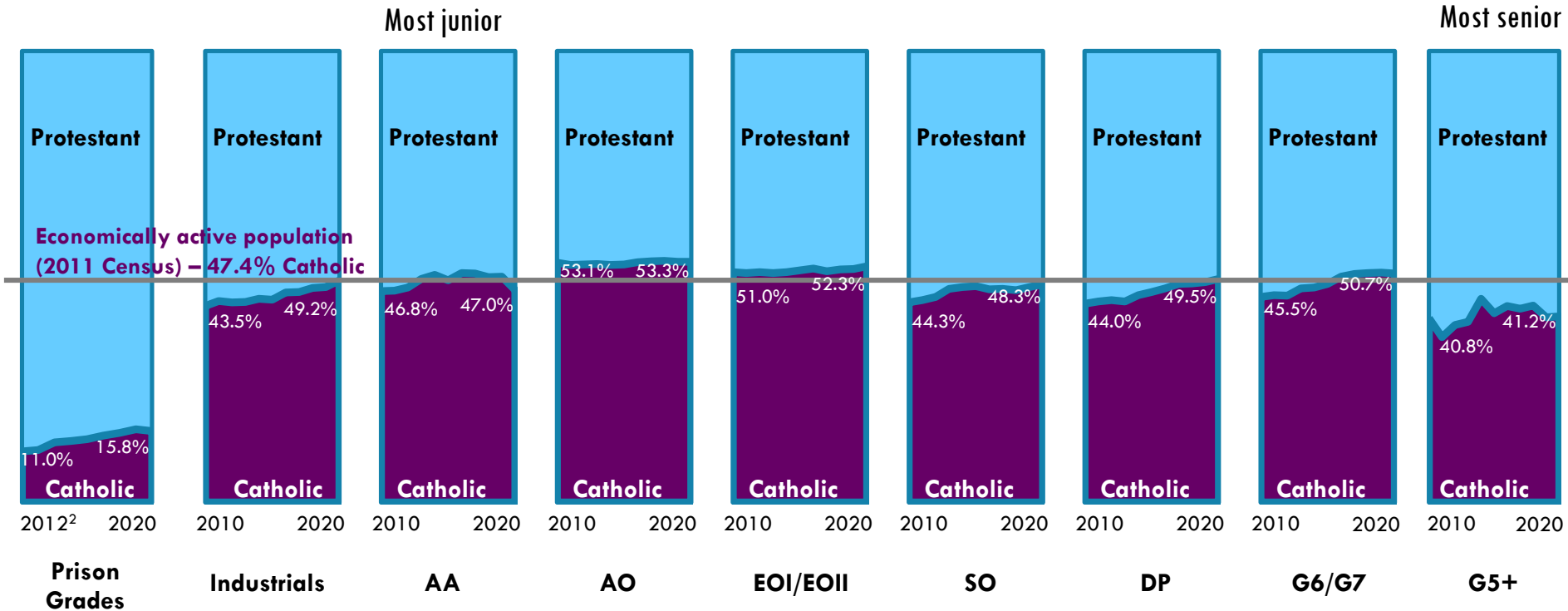
Economically active comparisons¹

Overall the community background composition of the NICS is similar to that of its comparator population (2.0 percentage points difference).

¹Comparator populations are economically active Protestant and Catholics taken from 2011 Census, aged 16-64 years with Level 1 qualifications or above. i.e. at least GCSE (grades D-G), CSE (grades 2-5, 1-4 CSEs (grade 1), 1-4 GCSEs (grades A-C), 1-4 'O' level passes, NVQ level 1, GNVQ Foundation or equivalents.

3 Composition: Community Background

Figure 6: Community background balance at each analogous grade level¹, 2010 to 2020



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Community background composition across analogous grades

While Catholics made up less than half of staff in six of the nine grade levels in 2020, at all grade levels representation is higher than in 2010 and in five grade levels is higher than in 2019. Excluding Prison Grades, where 15.8% of staff were Catholic, Catholic representation ranged from 41.2% at Grade 5 and above to 53.3% at AO level.

Economically active comparisons

Catholic representation is lower than that in the economically active population at Grade 5 and above, at AA level and in the Prison grades. The limitations of comparing the composition of the NICS to contextual figures are detailed in Appendix 1.

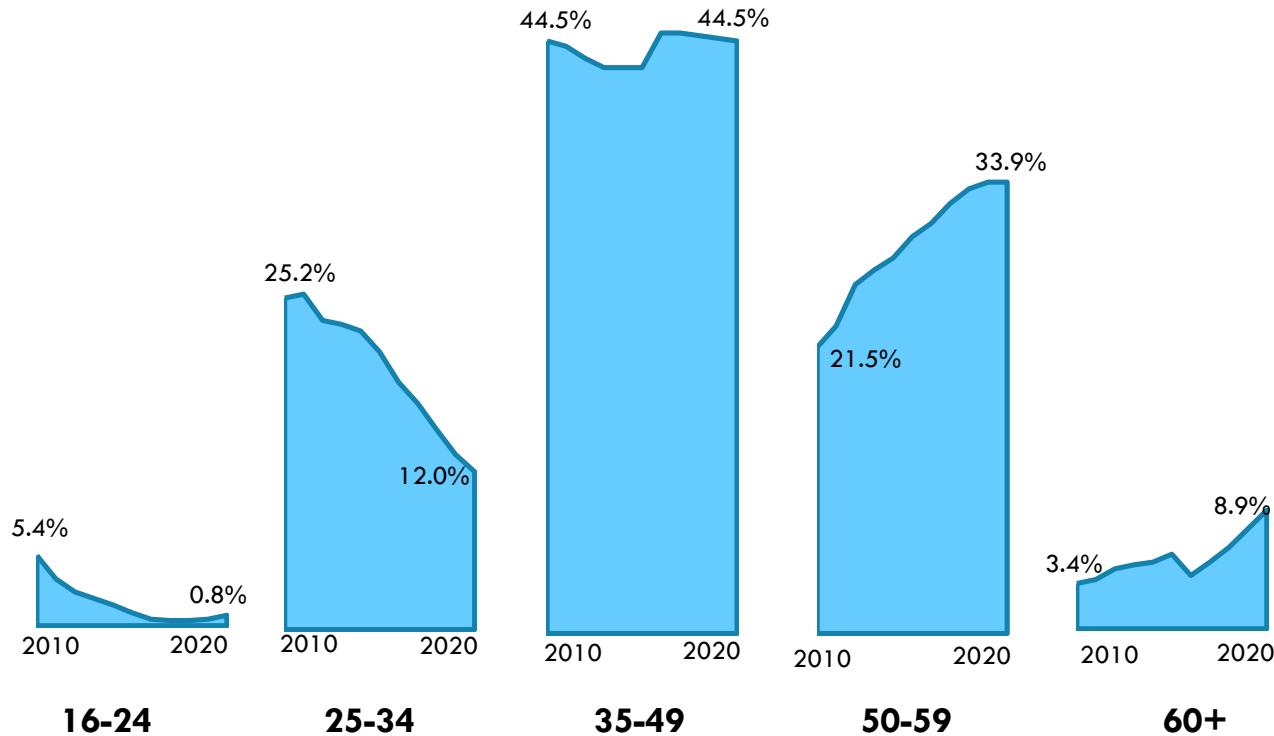
¹See Appendix 3 for a composition breakdown of each analogous grade. This includes individual information for EOII, EOI, Grade 7 and Grade 6. See Appendix 4 for details of analogous grade.

²Sufficiently detailed data is only available for Prison Grades from 2012 onwards.

3

Composition: Age Group

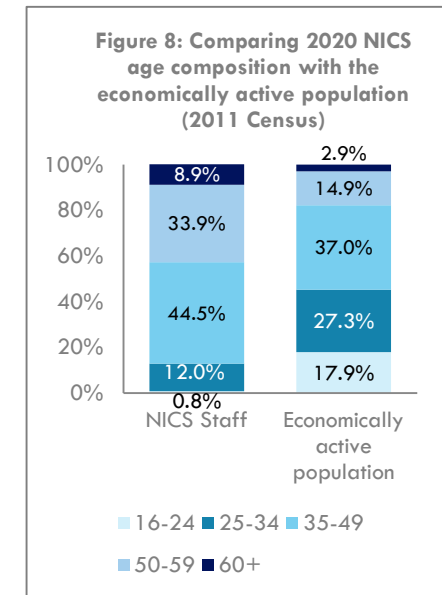
Figure 7: Proportion of civil servants in each age band, 2010 to 2020



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Overall

The proportion of staff aged under 35 has decreased by 17.8 percentage points between 2010 (30.6%) and 2020 (12.8%). In contrast the proportion of staff aged 50 or over has increased by 17.9 percentage points (2010, 24.9%; 2020, 42.8%).



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Economically active comparisons¹

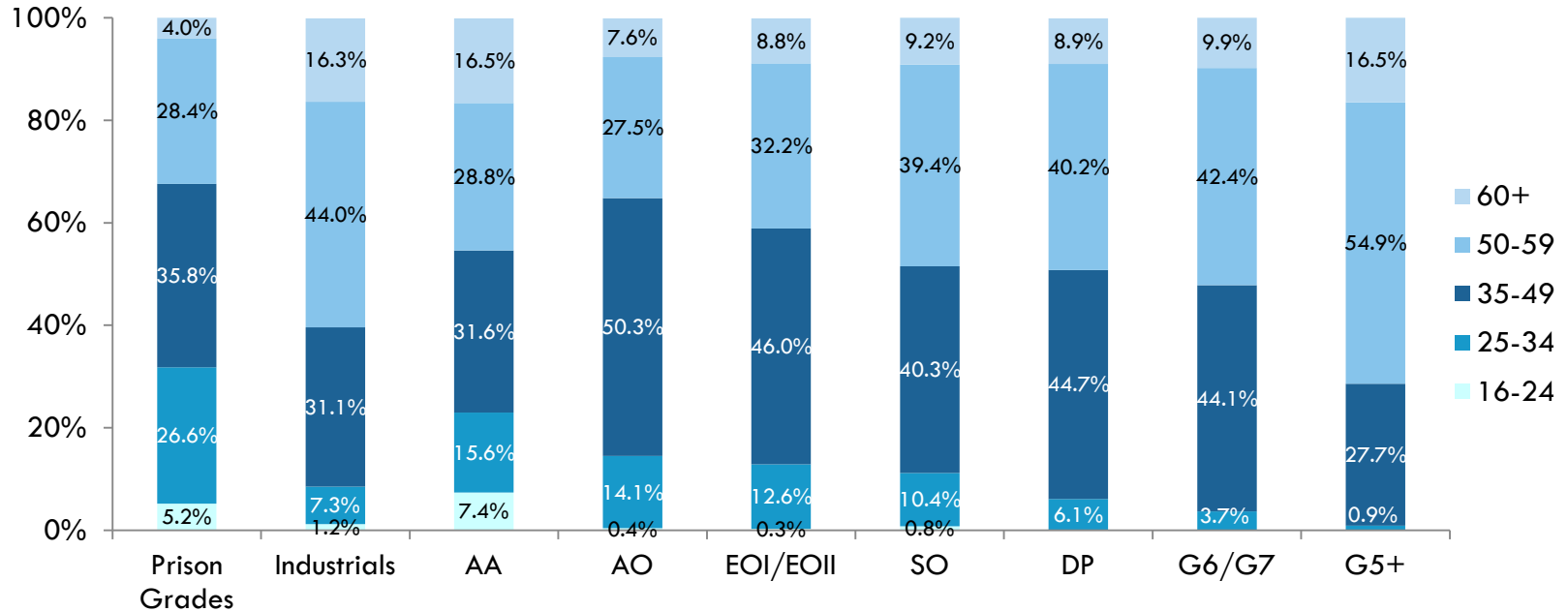
The NICS has an older age profile than the comparator economically active population aged 16-64 years. In particular at January 2020, the proportion of NICS staff aged 50 and over was more than double that of the economically active population.

¹Comparator populations are the economically active aged 16-24, 25-34, 35-49 and 50-64 taken from the 2011 Census, with Level 1 qualifications or above. i.e. at least GCSE (grades D-G), CSE (grades 2-5, 1-4 CSEs (grade 1), 1-4 GCSEs (grades A-C), 1-4 'O' level passes, NVQ level 1, GNVQ Foundation or equivalents.

3

Composition: Age Group

Figure 9: Age group balance at each analogous grade level¹, 2020



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Age group composition across grade levels

Staff aged 16-24 continued to make up a small minority at all grade levels in 2020 with none at all at DP and above.

In the Industrial grades, and at Grade 6/7 level, at least half of staff are aged 50 and over. This rises to approximately seven in every ten staff at Grade 5 and above. At SO and DP levels just under half of staff are aged 50 and over.

Changes to age profile over time

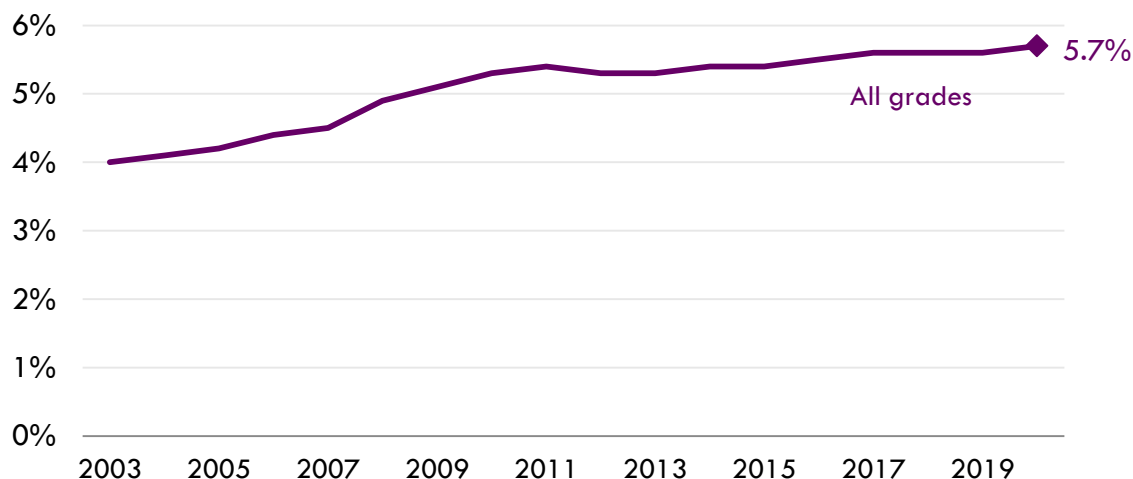
The median age of staff has increased from 39 in 2000 to 47 in 2020. This is reflected in the increase in the proportion of staff aged 50+ and the decrease in the proportion aged under 35.

¹See Appendix 3 for a composition breakdown of each analogous grade. This includes individual information for EOII, EOI, Grade 7 and Grade 6. See Appendix 4 for details of analogous grade.

3

Composition: Disability

Figure 10: Proportion of staff in the NICS with a declared disability, 2003 to 2020

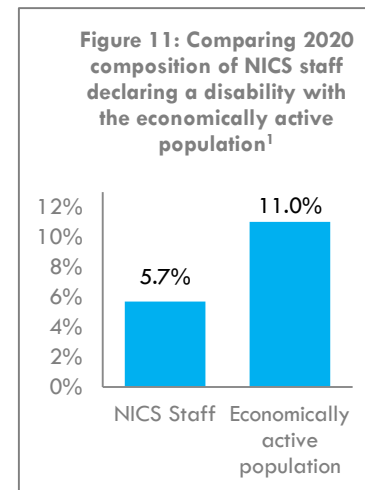


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Overall

Disability is based on the answers of each member of staff (or applicant) to the monitoring question – ‘Do you consider yourself to have a disability?’ Staff who develop a disability at a later stage however may not update their details.

Overall the proportion of employees declaring a disability in 2020 was 5.7%. For the purposes of this report anyone whose disability information is missing (56.2% of staff in 2020) has been allocated to the ‘No disability declared’ category. The true proportion of disabled staff is therefore likely to be higher.



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Economically active comparisons

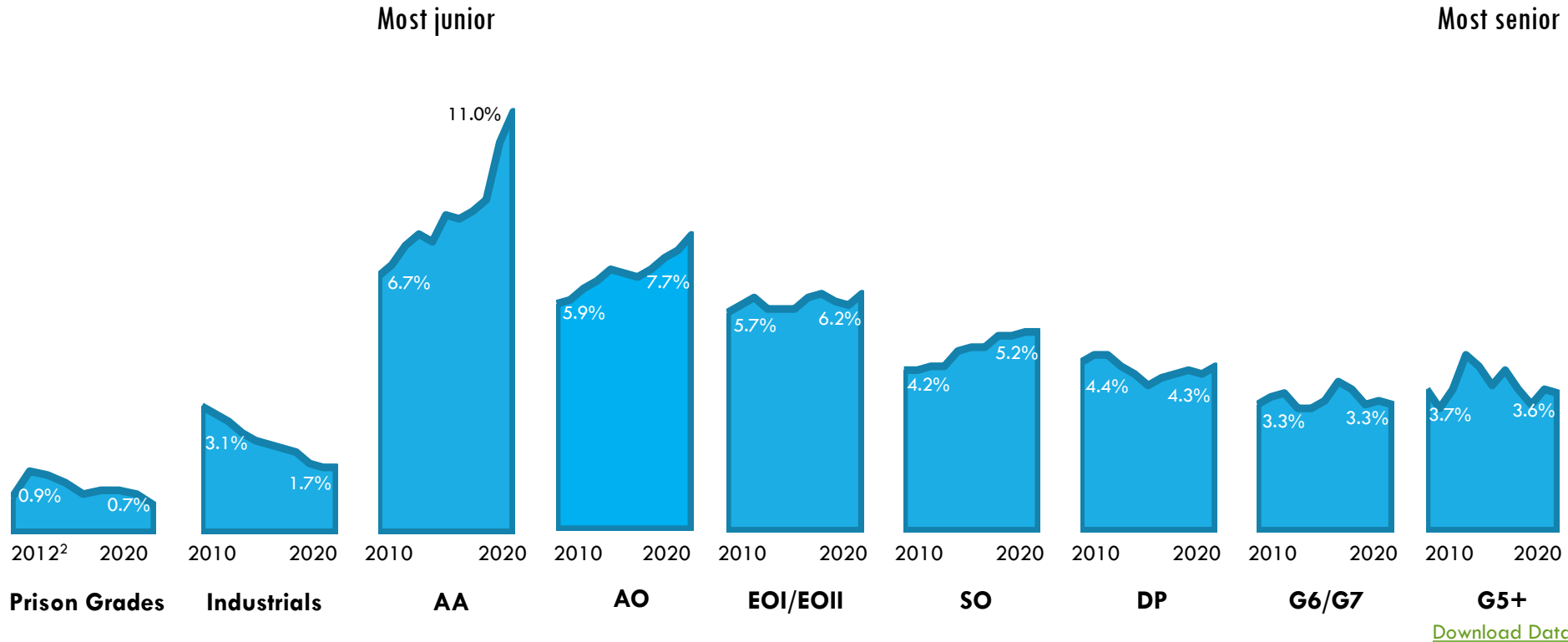
The 2020 figure (5.7%) is lower than that for the comparator economically active population aged 16-64 years who have a disability (11.0%, subject to sampling error). The comparative figure for the GB² civil service was 11.7%.

¹The comparator prior to 2018 was sourced from NISALD. As this survey was completed in early 2007, data in the current report was sourced from the economically active population taken from the January to March 2020 Labour Force Survey (LFS), with Level 1 qualifications or above. i.e. at least GCSE (grades D-G), CSE (grades 2-5, 1-4 CSEs (grade 1), 1-4 GCSEs (grades A-C), 1-4 ‘O’ level passes, NVQ level 1, GNVQ Foundation or equivalents. Estimates are subject to sampling error. The definition for disability used in the LFS reflects the Equality Act 2010 changes to the legal definition of disabled and uses the GSS Harmonised Standard definition. In summary, the GSS Harmonised Standard Definition covers people who report a current physical or mental health condition(s) or illnesses lasting or expected to last 12 months or more; and the condition(s) or illness(es) reduce their ability to carry out day-to-day activities.

²Employees who have either not responded or actively chosen not to declare their disability status are excluded from the GB civil service calculation. Employees whose disability information is missing in the NICS are allocated to the ‘No disability declared’ category and included in the calculations. Source: <https://www.gov.uk/government/publications/civil-service-diversity-inclusion-dashboard/civil-service-diversity-and-inclusion-dashboard>

3 | Composition: Disability

Figure 12: Declared disability at each analogous grade level¹, 2010 to 2020



Changes over time

In 2020 the proportion of NICS staff who declared a disability was highest in the more junior analogous grades, ranging from 11.0% at AA level to 3.3% at Grade 6/7 level. This was a similar pattern to that observed for the previous ten years.

At 0.7% Prison Grades had the lowest proportion of staff declaring a disability in 2020.

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¹See Appendix 3 for a composition breakdown of each analogous grade. This includes individual information for EOII, EOI, Grade 7 and Grade 6. See Appendix 4 for details of analogous grade.

²Sufficiently detailed data is only available for Prison Grades from 2012 onwards.

3

Composition: Ethnicity

Ethnicity

Ethnicity data is based on the answers of each member of staff (or applicant) to the monitoring questions -

Are you:

White	Of Black African origin
Of Black Caribbean origin	Of Bangladeshi origin
Of Chinese origin	Of Indian origin
Of Pakistani origin	Other (please specify)

Are you a member of a mixed ethnic group?

Yes No

Are you a member of the Irish Travelling Community?

Yes No



At 1st January 2020 data on ethnicity (first question above) was missing for 2,449 staff (10.7%). Excluding these cases from the analyses 0.4% (78 staff) of NICS staff were from an ethnic minority (including members of mixed ethnic groups and the Irish Travelling Community).

The proportion of NICS staff from an ethnic minority is 1.4 percentage points lower than from the economically active population¹ (1.8%). The comparative figure for the GB civil service was 12.7%².

Figures have not been broken down by grade due to the small numbers of staff involved.

¹Source the economically active population aged 16-64 with Level 1 qualifications or above. i.e. at least GCSE (grades D-G), CSE (grades 2-5, 1-4 CSEs (grade 1), 1-4 GCSEs (grades A-C), 1-4 'O' level passes, NVQ level 1, GNVQ Foundation or equivalents.

² <https://www.gov.uk/government/publications/civil-service-diversity-inclusion-dashboard/civil-service-diversity-and-inclusion-dashboard>

4 Recruitment

About this chapter

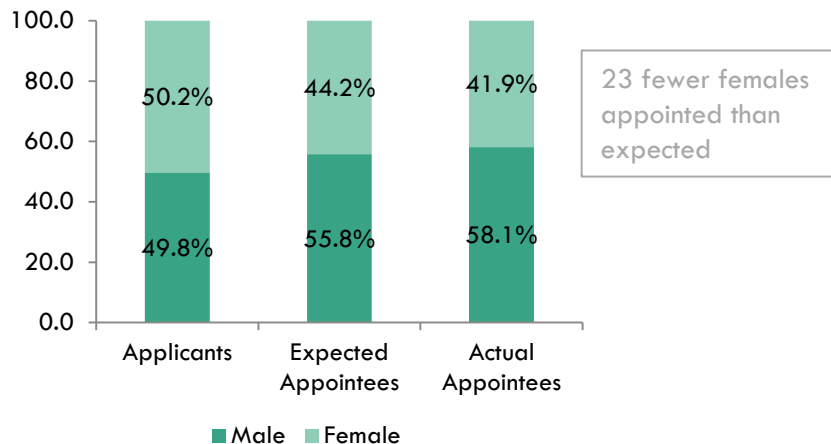
This chapter relates to the 107 NICS recruitment competitions, externally advertised and with a closing date for applications between 1st January 2019 and 31st December 2019.

A total of 28,798 valid applications were received, with the numbers of applicants for individual competitions ranging from 2 to 15115. By 3rd June 2020, 1006 appointments¹ had been made.

The composition of applicants and appointees by gender, community background, age group, disability and sexual orientation can be found below and on the next pages. Note that the composition of applicants is influenced by the nature of specific competitions. e.g. applicants for the Industrial Charge Hand (Fish Farm) competition were all male and those for the Health Assessment and Work Psychology Deputy Adviser competition were predominately female.

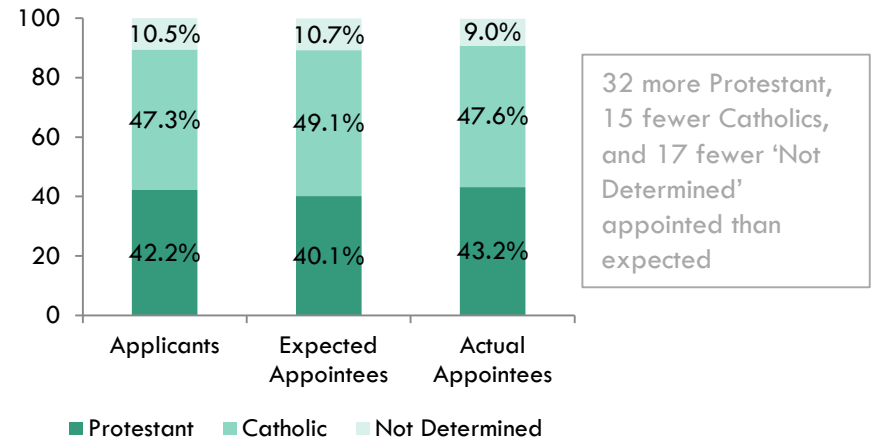
In addition, the composition of ‘expected’ appointees has been calculated for each of the five equality categories. This was done using the applicant pool for each of the 107 competitions and calculating the composition of appointees that would have been expected for each individual competition, if the groups within each equality category (e.g. males and females; Protestant, Catholic and Not Determined etc) had been equal in merit. The 107 individual results were then added together to obtain the overall ‘expected’ composition. Differences between ‘expected’ and actual appointee compositions are reported in figures 13 to 18.

Figure 13: Applicants and Appointees by Gender



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Figure 14: Applicants and Appointees by Community Background

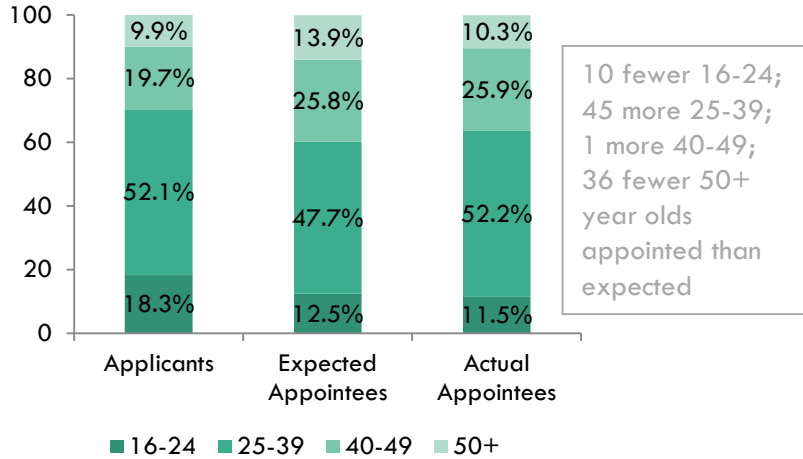


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¹It should be noted that further appointments may be made from these competitions which may change the profile of appointees.

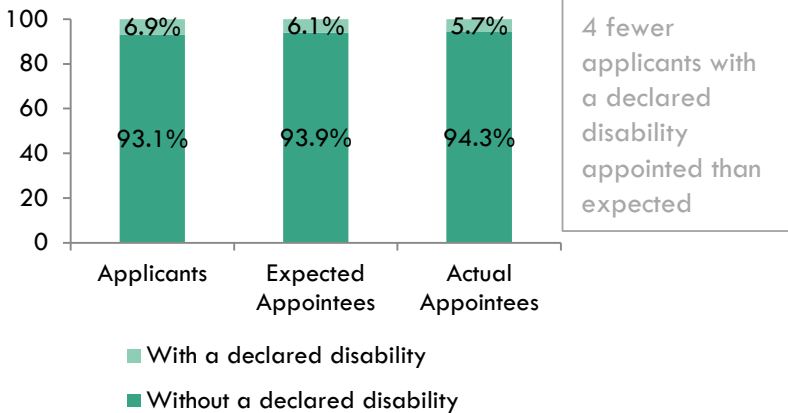
4 Recruitment

Figure 15: Applicants and Appointees by Age Group



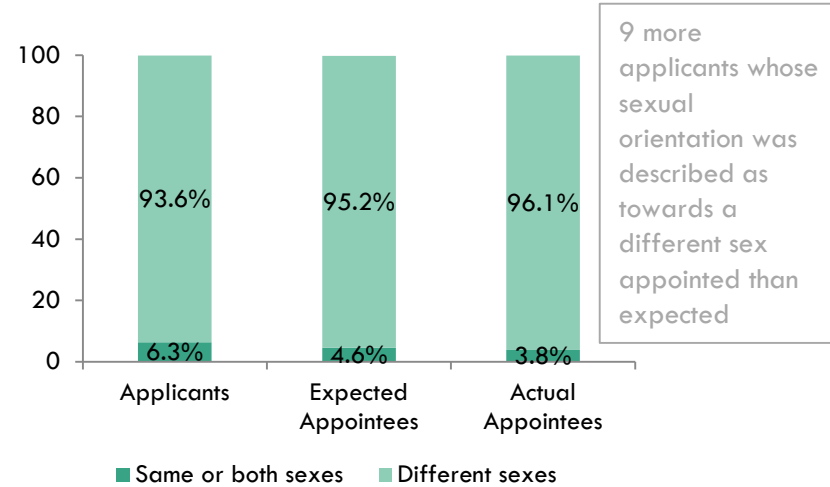
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Figure 16: Applicants and Appointees by Declared Disability



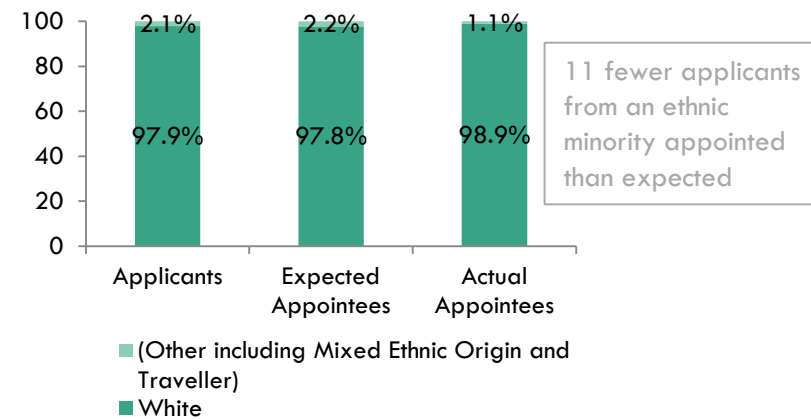
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Figure 17: Applicants and Appointees by Sexual Orientation



[Download Data](#)

Figure 18: Applicants and Appointees by Ethnic Origin



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5

Promotion

About this chapter

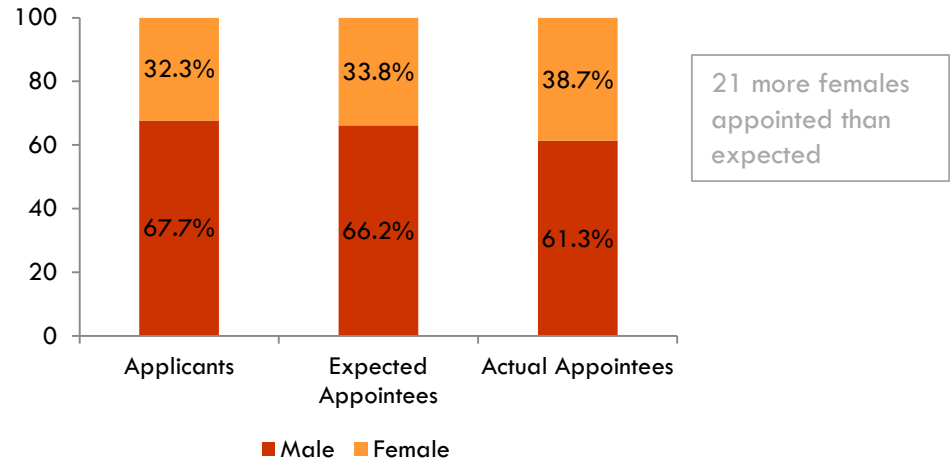
This chapter relates to the 86 NICS promotion competitions (including trawls) held with a closing date for applications between 1st January 2019 and 31st December 2019.

A total of 2,768 valid applications were made, with the numbers of applicants for individual competitions ranging from 2 to 148. By 3rd June 2020, 426 appointments¹ had been made.

The composition of applicants and appointees by gender can be found below. The composition of 'expected' appointees has also been calculated. This was done using the applicant pool for each of the 86 competitions and calculating the composition of appointees that would have been expected for each individual competition, if the groups within each equality category (e.g. males and females; Protestant, Catholic and Not Determined etc.) had been equal in merit. The 86 individual results were then added together to obtain the overall 'expected' composition. Differences between the 'expected' and actual appointee composition are reported in figures 19-22.

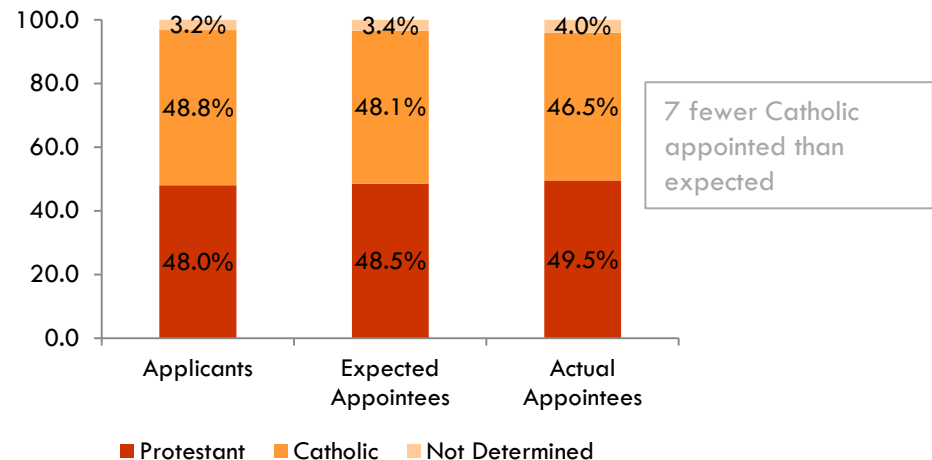
¹It should be noted that further appointments may be made from these competitions which may change the profile of appointees.

Figure 19: Applicants and Appointees by Gender



[Download Data](#)

Figure 20: Applicants and Appointees by Community Background



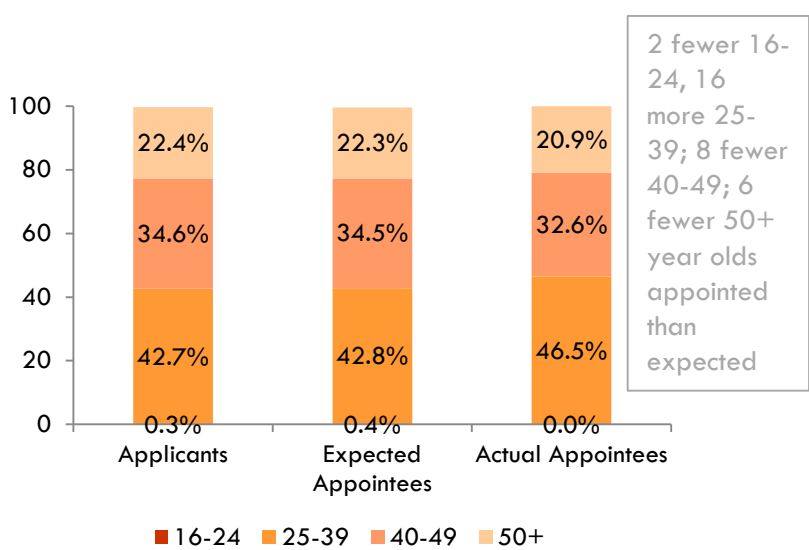
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5

Promotion

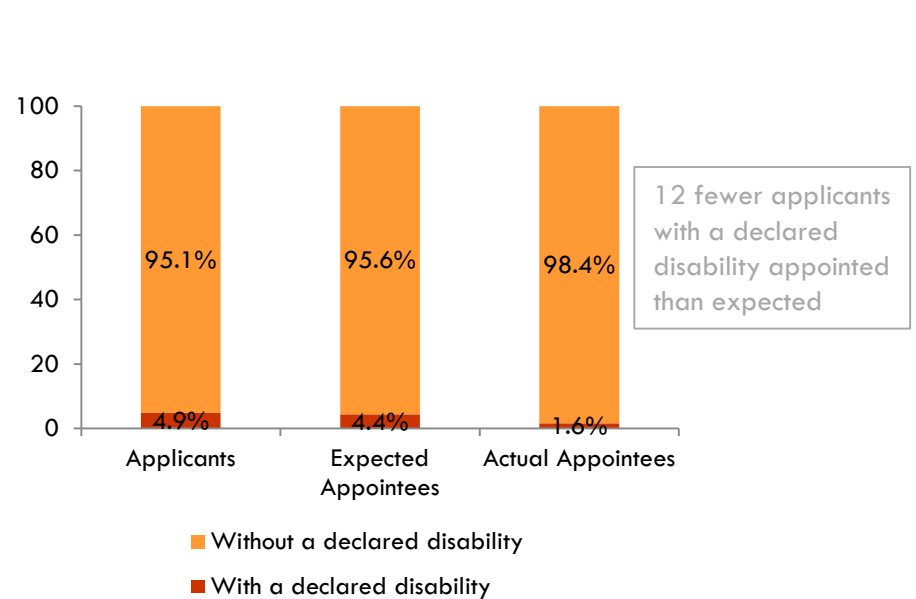
Information relating to ethnicity has not been presented due to the small number of candidates coming from an ethnic minority group – 10 applicants and 2 expected appointees. Information relating to sexual orientation has not been presented due to the lack of available data.

Figure 21: Applicants and Appointees by Age Group



[Download Data](#)

Figure 22: Applicants and Appointees by Declared Disability



[Download Data](#)

6 Leavers

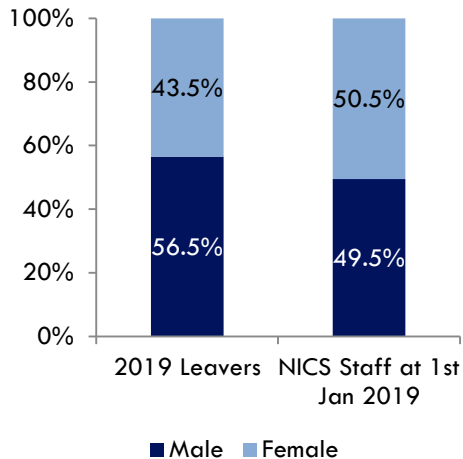
About this chapter

This chapter provides an overview of the gender, community background, age group and disability composition for the 826 staff who left the NICS during 2019. Comparative figures for all NICS staff at 1st January 2019 have been included.

Profile of leavers

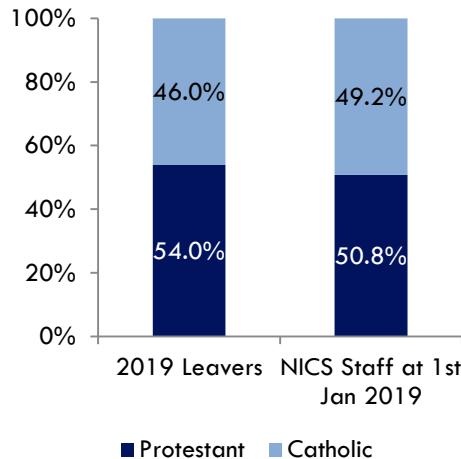
The proportion of leavers aged 50+ (62.4%) was considerably higher than the proportion who were staff in post (41.4%). Males (7.0 percentage points) and Protestants (3.2 percentage points) each constituted a greater proportion of leavers than staff in post.

Figure 23: 2019 Leavers by Gender



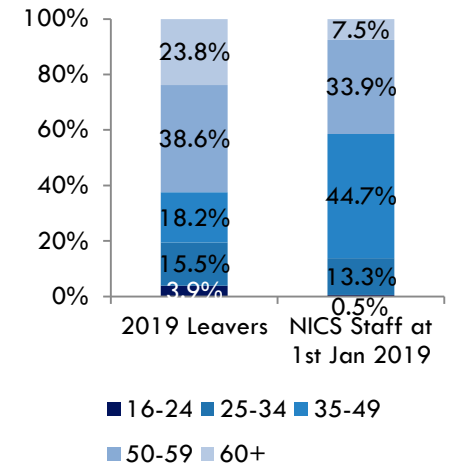
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Figure 24: 2019 Leavers by Community Background (excluding Not Determined and Missing)



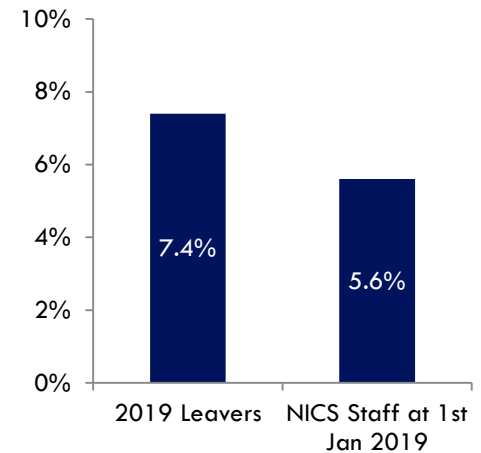
[Download Data](#)

Figure 25: 2019 Leavers by Age Group



[Download Data](#)

Figure 26: 2019 Leavers by Declared Disability



[Download Data](#)

6 Leavers

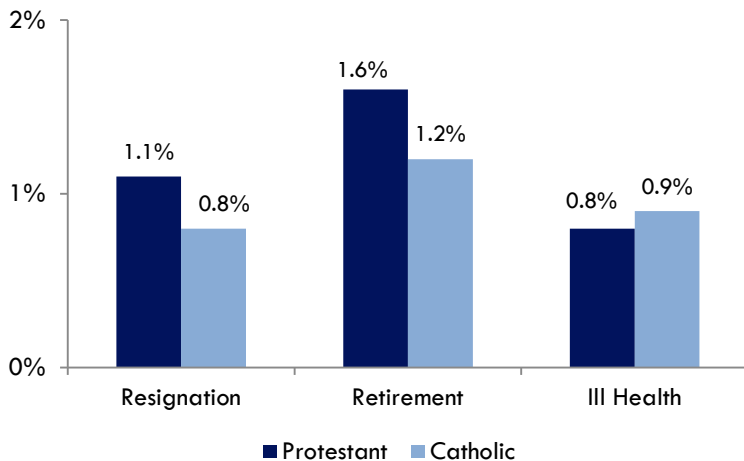
Reasons for leaving

To explore differences between gender, community background and age in more detail, leaving rates¹ for the three most common reasons for leaving (retirement (38% of all leavers), resignation (29% of all leavers) and ill health (24% of all leavers)) were calculated.

Leaving rates were higher among those aged 50 and above and to a lesser extent among males and Protestants.

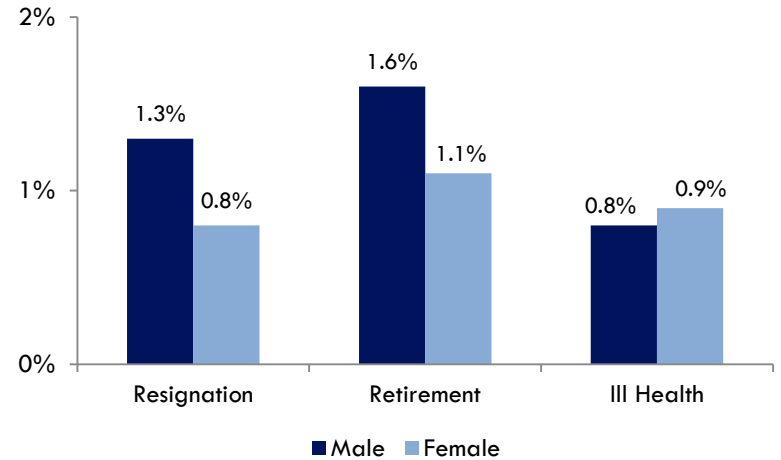
Leaving rates by disability and ethnicity are not presented due to the small numbers involved.

Figure 27: 2019 Leaving Rates by Community Background



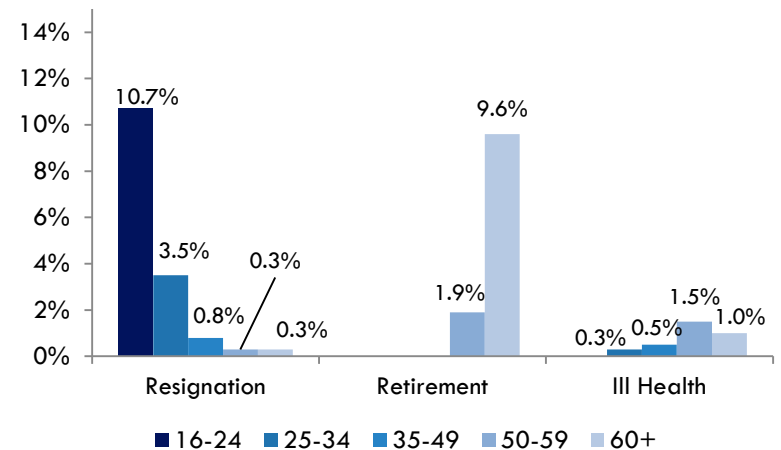
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Figure 28: 2019 Leaving Rates by Gender



[Download Data](#)

Figure 29: 2019 Leaving Rates by Age Group



[Download Data](#)

¹For example the resignation rate is the number (e.g. of males) who resigned in 2019 divided by the number of (e.g. male) staff in post at 1st January 2019. The retirement and ill health rates are calculated similarly.

Appendix 1 – Limitations of general comparisons between contextual figures and the composition of the NICS

Introduction

The NICS consists of a wide variety of occupations. To be a civil servant in these occupations often requires particular academic or vocational qualifications and/or experience in the occupations, outside the civil service. For each occupation there will be an eligible pool of labour. Ideally, the composition of this eligible pool of labour, with respect to the various equality categories, would be known. In practice, this is not the case and the best that can be done is to use data from the most recent Census of Population as a proxy. (This will necessarily be several years out of date, and does not contain information on specific qualifications, e.g. degree subject, or length of experience). The occupational classification does not always distinguish between NICS specialisms, e.g. economists and statisticians.

Overall contextual figures

The overall contextual figures given in this report relate to the economically active population, and do not take account of the occupational profile of the NICS. ***They therefore give only a broad general comparison and cannot be used to conclude that there is under- or over-representation of any equality group. Accordingly, more detailed analysis is required in order to make such an assessment.*** For example, Census data on people in employment show that women constituted 18% of science and technology professionals, but 65% of teaching and research professionals. Comparisons need to be at the level of specific occupations. For community background, such analysis is undertaken for “Article 55” reviews. The most recent review can be accessed at <https://www.finance-ni.gov.uk/publications/article-55-reviews>.

How aggregation can conceal inequalities

Imagine, for the sake of argument, an organisation with 500 staff, 100 of whom are science and technology professionals, and 400 of whom are teaching and research professionals. Suppose the gender composition of the organisation was as shown in the table.

Whilst the overall gender composition is 50% female, women are underrepresented among science and technology professionals where they constitute 10% of staff (compared with the Census figure of 18%) and are also under-represented among teaching and research professionals where they constitute 60% of staff (compared with the Census figure of 65%).

	Male	Female	Total
Science and Technology professionals	90	10	100
Teaching and Research professionals	160	240	400
Total	250	250	500

Appendix 2 – Contextual figures for Grade 5 and above

Economically active population aged 16-64 with at least 2 A levels

Source: 2011 Census of Population for all information with the exception of disability which has been calculated using the Labour Force Survey¹.

Equality Category	Description	Proportion ³
Gender ²	Male	50.6%
	Female	49.4%
Community background ²	Catholic	42.3%
	Protestant	57.7%
Age group	16-24	20.2%
	25-34	33.6%
	35-49	34.0%
	50-59	10.8%
	60+	1.5%
Ethnicity	White	98.2%
	Minority Ethnic Groups	1.8%
Disability	With a disability	10.4%
	Without a disability	89.6%

¹Source the economically active population taken from the January to March 2020 Labour Force Survey (LFS), with two or more A levels or 4 or more AS levels or equivalent. Estimates are subject to sampling error. The definition for disability used in the LFS reflects the Equality Act 2010 changes to the legal definition of disabled and uses the GSS Harmonised Standard definition. In summary, the GSS Harmonised Standard Definition covers people who report a current physical or mental health condition(s) or illnesses lasting or expected to last 12 months or more; and the condition(s) or illness(es) reduce their ability to carry out day-to-day activities.

²Adjusted for age profile of staff at Grade 5 and above.

³Percentages may not sum to 100.0% due to rounding.

Appendix 3 – Composition of NICS overall

Table 1: Gender composition at each analogous grade level, 2020

Analogous grade level	Number			%	
	Male	Female	Total	Male	Female
Grade 5+	131	93	224	58.5%	41.5%
Grade 6	139	134	273	50.9%	49.1%
Grade 7	632	597	1,229	51.4%	48.6%
DP	1,303	1,220	2,523	51.6%	48.4%
SO	1,555	1,446	3,001	51.8%	48.2%
EOI	1,638	1,464	3,102	52.8%	47.2%
EOII	1,734	2,279	4,013	43.2%	56.8%
AO	2,295	3,564	5,859	39.2%	60.8%
AA	239	299	538	44.4%	55.6%
Industrial	782	38	820	95.4%	4.6%
Prison Grades	859	403	1,262	68.1%	31.9%
Total	11,307	11,537	22,844	49.5%	50.5%

Appendix 3 – Composition of NICS overall

Table 2: Community background composition at each analogous grade level, 2020

Analogous grade level	Number				%		
	Protestant	Catholic	Not Determined	Total	Protestant	Catholic	Not Determined
Grade 5+	120	84	20	224	53.6%	37.5%	8.9%
Grade 6	109	157	7	273	39.9%	57.5%	2.6%
Grade 7	594	567	68	1,229	48.3%	46.1%	5.5%
DP	1,227	1,205	91	2,523	48.6%	47.8%	3.6%
SO	1,502	1,405	94	3,001	50.0%	46.8%	3.1%
EOI	1,448	1,532	122	3,102	46.7%	49.4%	3.9%
EOII	1,859	2,088	66	4,013	46.3%	52.0%	1.6%
AO	2,691	3,076	92	5,859	45.9%	52.5%	1.6%
AA	273	242	23	538	50.7%	45.0%	4.3%
Industrial	398	386	36	820	48.5%	47.1%	4.4%
Prison Grades	950	178	134	1,262	75.3%	14.1%	10.6%
Total	11,171	10,920	753	22,844	48.9%	47.8%	3.3%

Appendix 3 – Composition of NICS overall

Table 3: Age composition at each analogous grade level, 2020

Analogous grade level	Number					%			
	16-34 years	35-49 years	50-59 years	60+ years	Total	16-34 years	35-49 years	50-59 years	60+ years
Grade 5+	2	62	123	37	224	0.9%	27.7%	54.9%	16.5%
Grade 6	3	107	124	39	273	1.1%	39.2%	45.4%	14.3%
Grade 7	52	555	513	109	1,229	4.2%	45.2%	41.7%	8.9%
DP	155	1,129	1,015	224	2,523	6.1%	44.7%	40.2%	8.9%
SO	336	1,208	1,181	276	3,001	11.2%	40.3%	39.4%	9.2%
EOI	356	1,359	1,060	327	3,102	11.5%	43.8%	34.2%	10.5%
EOII	565	1,917	1,229	302	4,013	14.1%	47.8%	30.6%	7.5%
AO	852	2,949	1,613	445	5,859	14.5%	50.3%	27.5%	7.6%
AA	124	170	155	89	538	23.0%	31.6%	28.8%	16.5%
Industrial	70	255	361	134	820	8.5%	31.1%	44.0%	16.3%
Prison Grades	401	452	359	50	1,262	31.8%	35.8%	28.4%	4.0%
Total	2,916	10,163	7,733	2,032	22,844	12.8%	44.5%	33.9%	8.9%

Appendix 3 – Composition of NICS overall

Table 4: Disability status at each analogous grade level, 2019

Analogous grade level	Number			%	
	No declared disability	Disability declared	Total	No declared disability	Disability declared
Grade 5+	216	8	224	96.4%	3.6%
Grade 6	267	6	273	97.8%	2.2%
Grade 7	1,186	43	1,229	96.5%	3.5%
DP	2,414	109	2,523	95.7%	4.3%
SO	2,845	156	3,001	94.8%	5.2%
EOI	2,923	179	3,102	94.2%	5.8%
EOII	3,752	261	4,013	93.5%	6.5%
AO	5,409	450	5,859	92.3%	7.7%
AA	479	59	538	89.0%	11.0%
Industrial	806	14	820	98.3%	1.7%
Prison Grades	1,253	9	1,262	99.3%	0.7%
Total	21,550	1,294	22,844	94.3%	5.7%

Appendix 4 – Analogous grade level

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

Appendix 5 – Quality Assessment

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

Dimension	Assessment by the author
<p>Introduction:-</p>	<p>This report provides an overview of the equality profile of the Northern Ireland Civil Service (NICS) at 1st January 2020 and how it has changed over time. It includes an analysis of composition by gender, community background, age, disability status and ethnicity, and how that composition has changed over time. An analysis of the flows into, through and out of the NICS using recruitment, promotion and leaver information is also provided.</p> <p>The primary data source, with the exception in part of the NIPS, was HRConnect, the Human Resource Service for the NICS. Data for NIPS staff not on HRConnect was obtained from NIPS's own personnel data systems. Figures are based on actual staff in post at 1st January each year; analyses of leavers are based on the previous calendar year. Recruitment and promotion analyses are based on appointments to date from competitions with a closing date for applications in the previous calendar year.</p>
<p>Relevance:- <i>The degree to which the statistical product meets user needs in both coverage and content.</i></p>	<p>Covers the composition of NICS staff at 1st January 2020 by gender, community background, age group, ethnicity and disability. Comparative information has been included from 2000 onwards. The report also includes analysis of leavers for 2019, and of success in recruitment and promotion competitions with a 2019 closing date.</p> <p>Disability and ethnicity data are missing for 56.2% and 10.7% of staff respectively. Information on sexual orientation is missing for 85.6% of staff, while information on dependants is missing for 83.9% of staff. The low coverage for these two categories means that it would not be appropriate to present figures with the same level of detail as other categories due to uncertainty about the representativeness of the staff for whom information is available. Information on sexual orientation is collected from all applicants to recruitment competitions and so information is presented relating to this aspect in the recruitment section.</p>

Appendix 5 – Quality Assessment

Dimension	Assessment by the author
<p>Accuracy and reliability:- <i>The proximity between an estimate and the unknown true value.</i></p>	<p>Coverage of staff is 100%, but ethnicity and disability are affected by missing data.</p> <p>Ethnicity data are missing for 10.7% of staff. Of staff for whom ethnicity is available, 0.4% were from ethnic minorities. While the true proportion of minority ethnic staff could be as high as 11.1% (on the most extreme scenario where all missing data related to minority ethnic staff), there is no evidence that the ethnicity of staff whose information is missing differ from those whose is recorded, and so the actual proportion of staff from a minority ethnic background is unlikely to differ substantially from the reported figure of 0.4%.</p> <p>Disability data are missing for 56.2% of staff. Some 5.7% of all staff were recorded as disabled. Potentially, therefore, the true proportion of disabled staff could be as high as 61.9% (on the most extreme scenario where all missing data related to disabled staff). The reported proportion of 5.7% should therefore be considered as a minimum – some staff whose disability information is missing may have a disability, and some others who are recorded as not having a disability may have developed a disability since the information was provided. Both of these scenarios would mean a larger proportion of all staff having a disability.</p> <p>Sexual orientation data are missing for 85.6% of NICS staff. Of those staff for whom data are available 2.6% described their orientation as towards someone of the same sex, 1.0% towards both sexes and 96.4% towards someone of different sex. However since coverage is limited to a relatively small proportion of staff, staff with a recorded sexual orientation may not be representative of the whole NICS and so it would not be appropriate to use these figures as an estimate of the NICS profile.</p>

Appendix 5 – Quality Assessment

Dimension	Assessment by the author
<p>Accuracy and reliability:- <i>The proximity between an estimate and the unknown true value.</i></p>	<p>Data on dependants are missing for 83.9% of NICS staff. For those staff with data on dependants, 60.3% identify as having no dependants, with 39.7% stating they have dependants. However since coverage is limited to a relatively small proportion of staff, staff with recorded information on dependants may not be representative of the whole NICS and so it would not be appropriate to use these figures as an estimate of the NICS profile.</p> <p>Data on marital status are missing or unknown for 6.9% of NICS staff. For those staff for whom data are available, 29.5% are recorded as single and 61.6% as married.</p> <p>The NICS does not collect data on the political opinion of staff.</p>
<p>Timeliness and punctuality:- <i>Timeliness refers to the time gap between publication and the reference period. Punctuality refers to the gap between planned and actual publication dates.</i></p>	<p>The report relates to 1st January 2020, and is published on 19th August 2020. The gap between the reference date and the publication date permits downloads of promotion data and recruitment data to be taken in June and enables a more complete picture of appointments from competitions to be analysed. It also allows a comparison with more up to date Labour Force Survey information. The gap also includes the time it takes to resolve various data quality issues.</p>
<p>Accessibility and clarity:- <i>Accessibility is the ease with which users are able to access the data, also reflecting the format in which the data are available and the availability of supporting information. Clarity refers to the quality and sufficiency of metadata, illustrations and accompanying advice.</i></p>	<p>The report is available on the NISRA website and contains contact details for further information.</p> <p>Explanatory information including sources, discontinuities and missing data have been included.</p> <p>Data tables to accompany the charts in the report are available on the website in a non-proprietary open format.</p>

Appendix 5 – Quality Assessment

Dimension	Assessment by the author
<p>Coherence and comparability:- <i>Coherence is the degree to which data that are derived from different sources or methods, but refer to the same topic, are similar. Comparability is the degree to which data can be compared over time and domain.</i></p>	<p>Counts of staff depend on the reference date, whether staff are permanent or casual, whether those on a career break are included, and whether secondees are included.</p> <p>There are two alternative sources of information on the equality composition of the NICS – the Quarterly Employment Survey Supplement (gender), and the annual Monitoring Report published by the Equality Commission for Northern Ireland (community background). The Quarterly Employment Survey differs from this report in that it relates to data captured at a different point in time. The annual Monitoring Report differs from our report in that it includes additional employee groupings.</p> <p>There have been various changes in the scope of the NICS over the past decade as a result of the transfer of functions (and the associated staff) to new bodies outside the NICS, or from outside bodies to the NICS.</p> <p>Previous editions of this report have compared the NICS position with the current year’s position in GB. GB information relating to 2020 was not available by the time of publication.</p>

Appendix 5 – Quality Assessment

Dimension	Assessment by the author
<p>Assessment of user needs and perceptions:- <i>The process for finding out about users and uses, and their views on the statistical products.</i></p>	<p>When this publication was first being developed, we conducted a consultation with key stakeholders – NICS Corporate HR, the Equality Commission, Civil Service Commissioners, Departments, the trade union NIPSA, and the Statistics Advisory Committee. The consultation letter offered a meeting, and several of the bodies consulted took up this offer. Responses to the illustrative draft in the consultation were very favourable; specific suggestions were taken on board where feasible.</p> <p>Specific uses identified were the measurement of the effectiveness of NICS equality policies, identifying possible areas for further action and contextual data, for other employers, on applicant pools.</p> <p>The report currently contains contact details in case users wish to provide feedback, comments or queries on the publication. Where possible changes have been incorporated – for example the 50 years and over category has been split into 50-59 years and 60 years and over.</p> <p>Key stakeholders, notably NICS HR, also regularly communicate their requirements to NISRA. In addition a regular customer satisfaction survey is undertaken to review the publication by gathering feedback on the statistics produced, how well they meet user needs and whether there are any suggested improvements. The most recent survey conducted in February 2018 indicated that all respondents were satisfied with the publication overall.</p>

Appendix 5 – Quality Assessment

Dimension	Assessment by the author
<p>Trade-offs between output and quality components:-</p>	<p>Coverage of staff is 100% although as previously highlighted information for the disability and ethnicity variables is not complete. The main computer system from which the data are extracted is also used to pay staff.</p>
<p>Performance, cost and respondent burden:- <i>The effectiveness, efficiency and economy of the statistical output.</i></p>	<p>The annual operational cost (staff time) of producing the report is approximately £11,500.</p> <p>There is no respondent burden, since the data are held on an administrative system, and data on new recruits are collected as part of the job application process.</p>
<p>Confidentiality, transparency and security:- <i>The procedures and policy used to ensure sound confidentiality, security and transparent practices.</i></p>	<p>Suppression would be applied where the number of cases in a cell containing personal information is disclosive; this is described in table footnotes. If appropriate, cells are merged.</p> <p>Data are held on a network that is only accessible to the few statisticians who need access. Printouts containing individual records or small cell sizes are locked away, and shredded as soon as possible.</p>