

BUSINESS REGISTER AND EMPLOYMENT SURVEY

Compulsory Government Inquiry under Article 5 of the Statistics of Trade and Employment (Northern Ireland) Order 1988

Guidance Notes

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Purpose

The Business Register and Employment Survey aims to collect information about business structure and employee jobs across Northern Ireland. The information is used to maintain a register of businesses that supports statistical enquiries across Government and provides the most accurate employee job figures for Northern Ireland, on an annual basis. The survey also aims to collect information on the extent to which migration has impacted the employment market and, also, to provide an estimate of the number of employee job vacancies.

Why have I been selected?

Your business was selected from a UK register of businesses that is derived from VAT and PAYE registrations. Selection depends on many factors including, the number of people you employ, how many other businesses operate in your industry and the size of those businesses.

Employees

An employee is anyone aged 16 years or over that your organisation directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme in Northern Ireland.

When providing employee figures, please:

Include

- All workers paid directly from this business's payroll(s), who are based in Northern Ireland.
- Those temporarily absent but still being paid, e.g. those on maternity leave **and those being furloughed under the Coronavirus Job Retention Scheme.**
- Seconded/Agency staff paid directly by you.

Exclude

- All employees based outside Northern Ireland.
- Agency workers paid directly from the agency payroll (n/a to recruitment agencies).
- Voluntary workers.
- Former employees only receiving a pension.
- Self-employed workers.
- Working owners who are not paid via PAYE.

Please provide the number of employees you have by gender and working pattern for each location. In order to prevent scanning errors figures should be entered into the response box as follows:

Example

0 employees

				0
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Example

5 employees

				5
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	F	I	V	E
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Example

123 employees

		1	2	3
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1	2	3		
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Working Owners

A working owner will receive a draw or share of the profits from the business but are **NOT PAID via PAYE**. Working owners include sole traders/proprietors, partners and directors.

Limited companies, charities, churches, voluntary or public bodies will not have any working owners.

Migration

Please provide the number of employees that are citizens of the EU – excluding those that are citizens of the UK or Ireland, for each location.

Please provide the number of employees that are citizens of the rest of the world, excluding EU citizens, for each location.

If you do not have any employees from other EU/non-EU countries please respond by putting a zero in the box.

Other EU countries (excluding the UK and Ireland)

Austria	Italy
Belgium	Latvia
Bulgaria	Lithuania
Croatia	Luxembourg
Cyprus	Malta
Czech Republic	Netherlands
Denmark	Poland
Estonia	Portugal
Finland	Romania
France	Slovakia
Germany	Slovenia
Greece	Spain
Hungary	Sweden

Vacancy

Please provide the number of vacancies for each location.

A position is defined as a vacancy if:

- it is newly created and/or unoccupied, or identified as becoming vacant in the near future;
- the employer has taken active steps to fill the position, and is prepared to take more steps; and
- it is available for a suitable candidate, and open to people from outside the business or organisation concerned, whether immediately or in the near future after the necessary recruitment procedure.

‘Active steps to fill the position’ include advertising the vacancy in the media, on a public notice board or registering with a jobcentre or private employment agency and approaching, interviewing or selecting potential recruits.

If you do not have any vacancies then please respond by putting a zero in the box.

Contact

If you require further guidance or advice, please contact us:

E-mail - BRES@finance-ni.gov.uk