

Background Quality Report for ‘Employment in the NICS’

Introduction – Context for the quality report

This bulletin is the latest in a quarterly series which began in July 2011. It was designed to provide easy access to summary information on Northern Ireland Civil Service employees, provide trend data and compare figures with contextual information on the Northern Ireland public sector and Civil Service employees in Great Britain, the Scottish Government and the Welsh Government.

NICS staff figures are compiled from two sources – HRConnect, the human resources service for the NICS, and Compass, the system used by Northern Ireland Prison Service. Databases are compiled and analysis produced, with publication of figures relating to the first day of the quarter typically in the penultimate week of the quarter on a pre-announced date. A set of open source downloadable tables are produced at the same time. Further details are available in the Quality Assurance of Administrative Data (QAAD) report published at www.nisra.gov.uk/publications/hracs-quality-assurance-administrative-data-report-march-2018.

Relevance - *The degree to which the statistical product meets user needs in both coverage and content.*

The initial consultation with key stakeholders indicated that both the coverage and content are appropriate to the needs of users. The February 2018 user survey indicated that the report is used for policy making and monitoring, to aid decisions on resource allocation, and for media-related enquiries or informing the public.

Accuracy and Reliability - *The proximity between an estimate and the unknown true value.*

Coverage of staff is 100%. The main computer system from which the data are extracted is also used to pay staff. The two main potential sources of bias and error are in terms of department, which is derived from the organisation name and if incorrectly recorded could be omitted from a department's figures; and in terms of analogous grade – in a small minority of cases when an employee is on temporary promotion, substantive grade information is missing and the employee could be assigned the wrong analogous grade. However these potential sources of error are not likely to impact the overall figures and are likely to have a very small impact on the accuracy of the department and analogous grade figures.

Timeliness and Punctuality - *Timeliness refers to the time gap between publication and the reference period. Punctuality refers to the gap between planned and actual publication dates.*

The publication relates to the first day of the quarter, and the report is published around 11 weeks after this date. To ensure the data are as complete and accurate as possible, the databases are extracted with a 3 week time lag, allowing time for staff to update HRConnect with staff movements during the reporting period. The publication date allows comparison with contextual information on the Northern Ireland public sector and Civil Service employees in Great Britain, the Scottish Government and the Welsh Government, which are published a few days earlier. The latest survey

of users in February 2018 indicated that 95% of users were satisfied with the timeliness of the report.

Accessibility and Clarity - *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 the metadata, illustrations and accompanying advice.*

The bulletin, together with open source data files, is published on the NISRA website. It contains a description of the staff covered, and definitions of the terms used. Stakeholder consultation on an illustrative draft of the report was generally very positive in respect of clarity and accessibility. All respondents to the February 2018 user survey were satisfied with the content, presentation of data, the format of reports and the ease of finding the relevant statistics on the NISRA website.

Coherence and Comparability - *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.*

The annual NISRA report 'Personnel Statistics for the NICS' uses the same staff basis as the April report, while the annual 'Equality Statistics for the NICS' report uses the same staff basis as the January report.

A section on discontinuities is included in the report, providing details of groups of staff moving in and out of the NICS to help with trend comparisons.

Trade-offs between Output Quality Components - *Trade-offs are the extent to which different aspects of quality are balanced against each other.*

There is a trade-off between the timeliness of the report and its accuracy and reliability, with accuracy and reliability deemed more important.

There is also a trade-off between the timeliness of the report and coherence with other sources – to enable comparison with the same time period, the report is published after publication of the comparative data.

Assessment of User Needs and Perceptions - *The processes for finding out about users and uses, and their views on the statistical products.*

Staff involved in the production of the bulletin regularly meet with the key users of their statistics throughout the year, typically with specialist staff within NICS HR who have responsibility for the relevant work area. In addition to these meetings, HRCS staff would also have regular telephone and email contact with key users.

The most recent user survey was conducted in February 2018. The main reasons for using the publication were for policy making/monitoring, to aid decisions on resource allocation and to

respond to media related/public interest. Overall satisfaction with the report was 100%, with all respondents saying that the statistics they used fully or mostly met their needs.

Performance, Cost and Respondent Burden - *The effectiveness, efficiency and economy of the statistical output.*

The operational cost (staff time) of producing each issue of the bulletin is approximately £1000. There is no respondent burden, since the data are held on an administrative system.

Confidentiality, Transparency and Security - *The procedures and policy used to ensure sound confidentiality, security and transparent practices.*

Data are held on a network that is only accessible to the few statisticians who need access. While there are no confidentiality issues in relation to the variables used to construct the report, the variables are held alongside other personal information variables so access is restricted. A description of the inclusions in the report is provided in the notes section, with more detailed information on the processes used to produce the database and output are outlined in the QAAD.