



# EQUALITY STATISTICS FOR THE NORTHERN IRELAND CIVIL SERVICE

Based on staff in post at 1 January 2017

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All media enquiries should be directed to DoF  
Communications Office –

**Telephone:** 028 9081 6724  
028 9081 6725

Further statistical information can be obtained from:

Joan Ritchie  
NISRA Human Resource Consultancy Services,  
Colby House,  
Stranmillis Court,  
Belfast,  
BT9 5RR.

**Telephone:** 028 90388439

**Email:** [joan.ritchie@nisra.gov.uk](mailto:joan.ritchie@nisra.gov.uk)

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## Executive Summary

This report provides an overview of diversity and equality in the Northern Ireland Civil Service (NICS) at 1<sup>st</sup> January 2017 and how it has changed over time. The key findings are summarised below.

### 1) Composition

At 50.6%, the composition of females in the NICS workforce has increased by 2.7 percentage points since 2000 (47.9%). Males continue to outnumber females in the more senior roles, however there have been substantial increases in female representation at these levels, particularly at Grade 5 and above (2000, 11.3%; 2017, 37.6%).

Excluding those with a community background recorded as 'Not Determined', Protestants made up 51.0% and Catholics 49.0% of NICS staff during 2017, a difference of two 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 – 17.6% of staff were aged 16-34, 45.1% were aged 35-49, and 37.4% were aged 50 or above. The average age (median) of staff has increased from 39 in 2000 to 46 in 2017.

The proportion of staff who were from minority ethnic groups was 0.3%, lower than the economically active population (1.8%). At 5.6% the proportion of staff who declared a disability was broadly in line with the economically active population (4.7%).

### 2) Recruitment and promotion

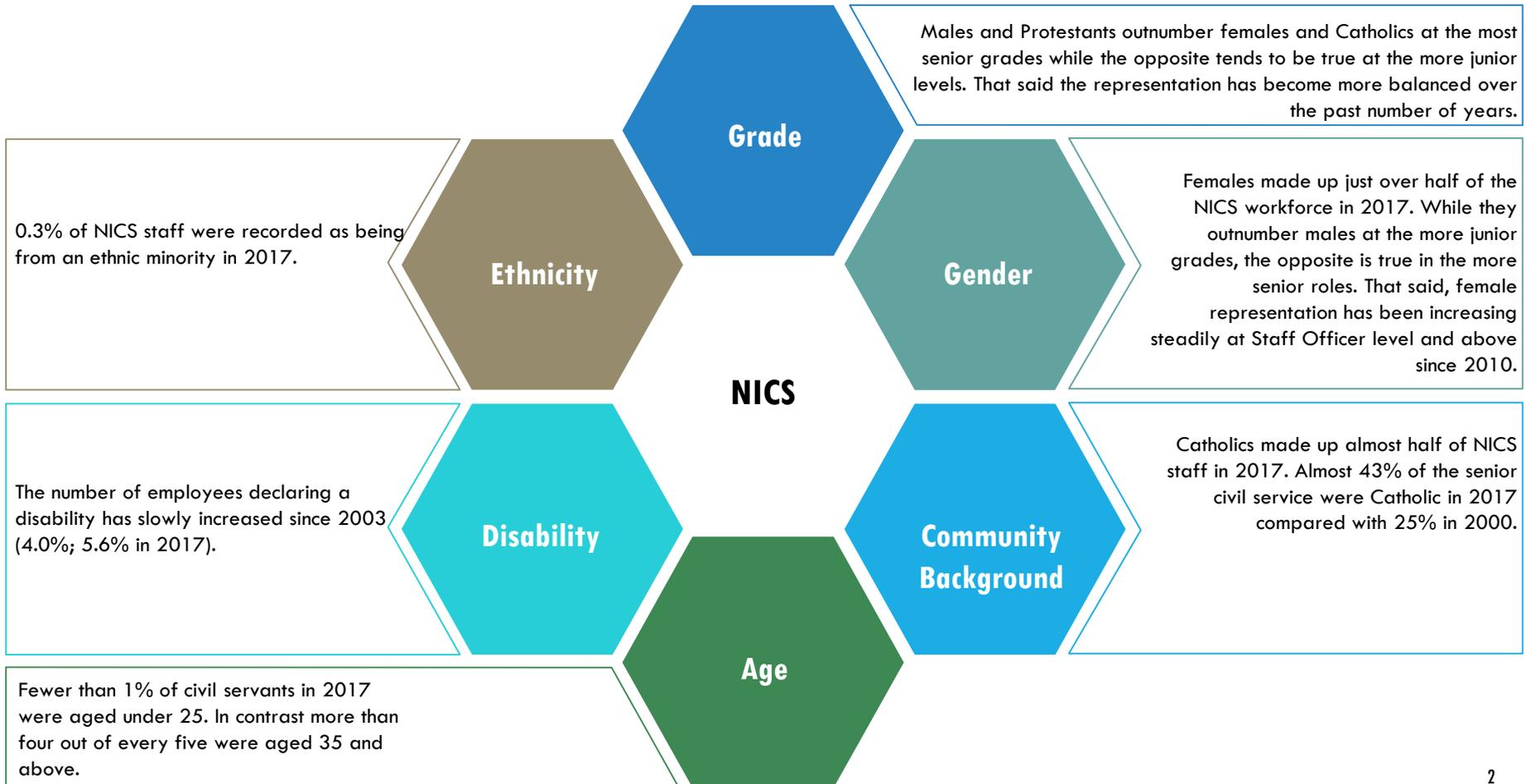
Analysis of appointments from promotion (96 appointees) and recruitment (360 appointees) competitions with a 2016 closing date indicates that the profiles of successful candidates were broadly in line with what was expected although differences did emerge across some of the equality categories.

### 3) Leavers

The voluntary exit scheme accounted for the majority (66.2%) of the 1,868 individuals who left the NICS in 2016. Leavers tended to fall in to the older age group with the majority aged 50 and above (68.5%).

# 1 | Executive Summary

A summary of the main findings by equality category is provided below.



## 2 Introduction

### Context

The Northern Ireland Civil Service (NICS) holds data on the main 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 report<sup>1</sup>, with the exception in part of the NI Prison Service (NIPS), was HRConnect, the Human Resource Service for the NICS. Data for NIPS staff and a small number of Youth Justice Agency (YJA) staff not already on HRConnect was obtained from YJA's and NIPS's own personnel data systems.

Information is based on data at 1<sup>st</sup> January each year with the exception of 2016 when the information was based on data at 1<sup>st</sup> 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 disability.

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.

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

## 2 Introduction

### Discontinuities

Over the period 2002-2017, 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.

<b>Year of change</b>	<b>Staff ceasing to be, or becoming, included in NICS figures</b>	<b>Size of change (headcount) in NICS figures</b>
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

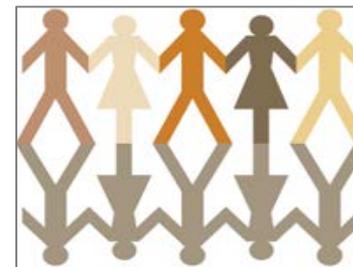
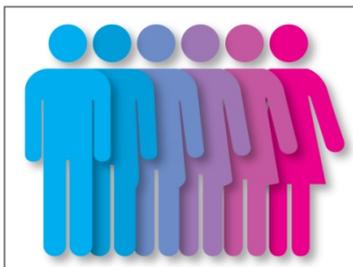
## About this chapter

At 1<sup>st</sup> January 2017 there were 23,422 staff in the NICS; 218 (0.9%) were in the most senior grades (Grade 5 and above), lower than the proportion in senior grades in the Civil Service in Great Britain<sup>1</sup> (1.2%). 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 have been sourced from the 2011 Census for gender, community background, age and ethnicity and the Northern Ireland Survey of Activity Limitation and Disability (NISALD) for disability (the derivation of the contextual figures for disability can be found in Appendix 1). 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. Further information relating to the limitations of this approach can be found in Appendix 2. Contextual statistics for Grade 5 and above are detailed in Appendix 3.

The composition of staff by occupational group will be included in the next Article 55 report, due for publication during the coming months. To avoid duplication this information has not been included in the current report.

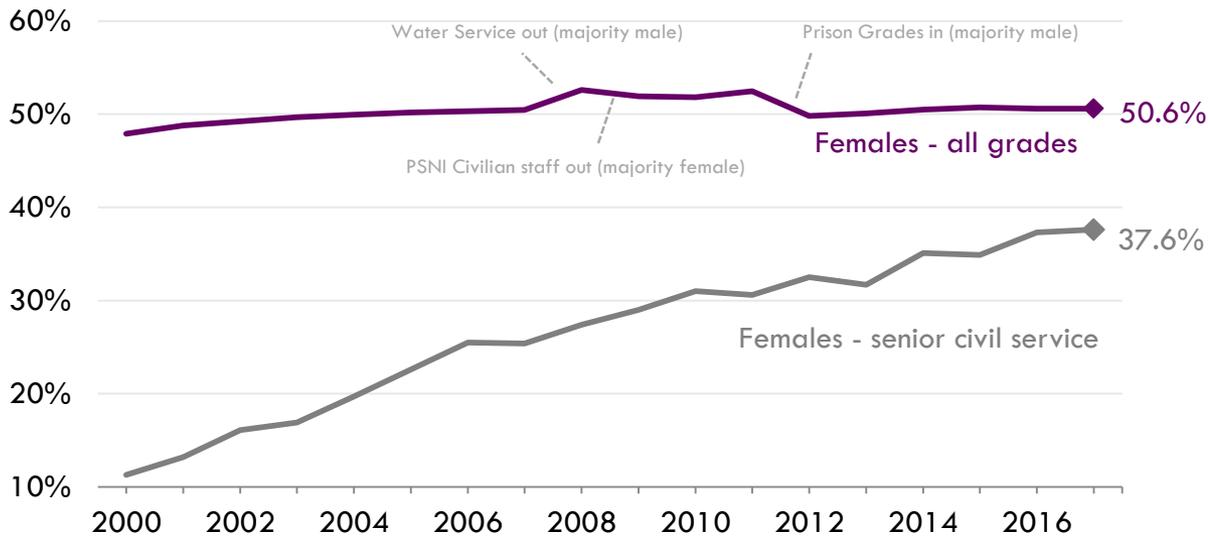
Tables showing the composition of staff overall by gender, community background, age and disability are given in Appendix 4. Information for ethnicity has not been provided due to the small numbers of staff involved.



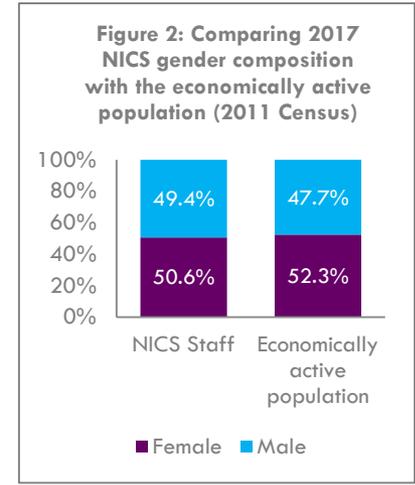
<sup>1</sup> <https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/publicsectorpersonnel/bulletins/civilservicestatistics/2017>

# 3 Composition: Gender

Figure 1: Female representation in the NICS, 2000 to 2017



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## Overall

Overall females made up 50.6% of the NICS workforce in 2017, up from 47.9% in 2000 and the same as the previous year. Several parts of the NICS changed their status between 2002 and 2017 (see page 4); changes impacting on female representation are highlighted in figure 1.

While males outnumber females in senior roles (females accounting for 37.6% of senior civil servants in 2017), female representation within this group has increased from 11.3% in 2000.

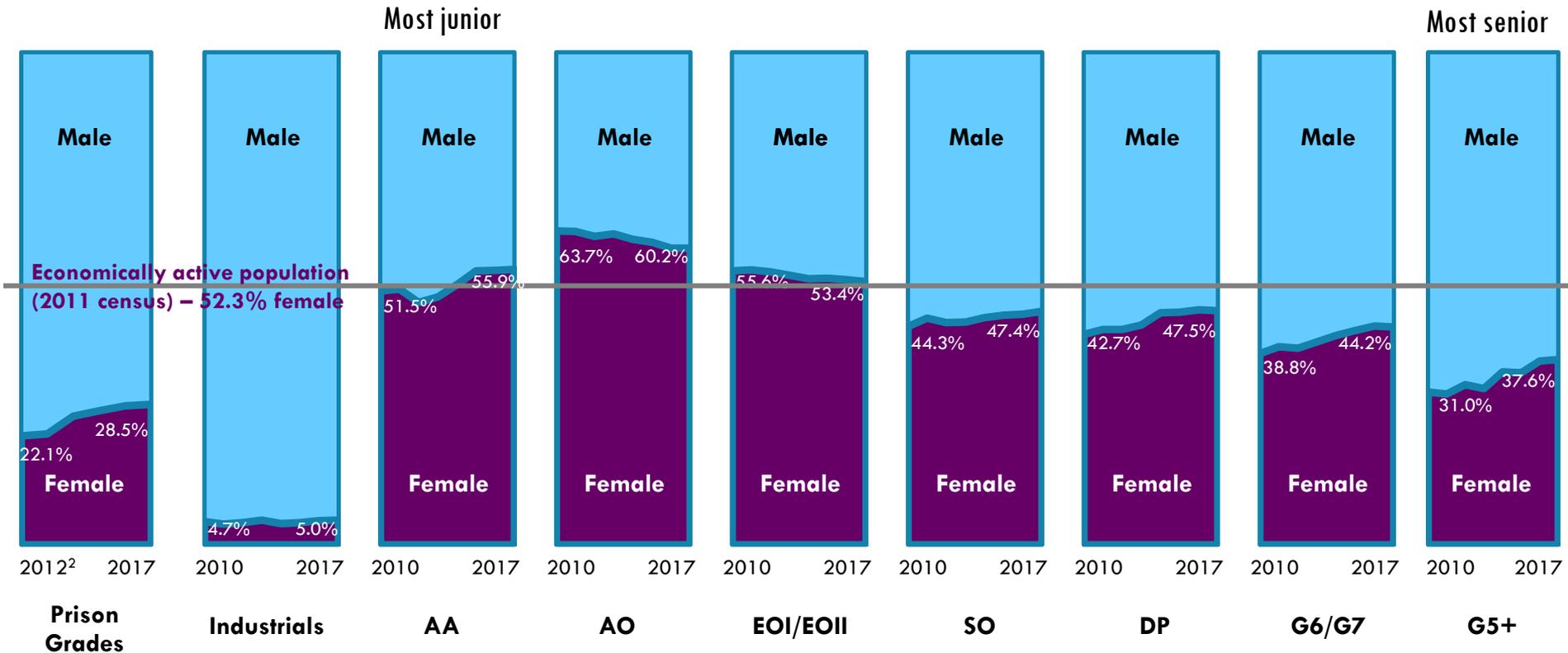
## Economically active comparisons<sup>1</sup>

Overall the gender composition of the NICS quite closely matches that of its comparator population (difference of 1.7 percentage points).

<sup>1</sup>Comparator 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 level<sup>1</sup>, 2010 to 2017



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## Gender composition across analogous grades

While females outnumber males at the more junior grades (60.2% at AO level and 53.4% at EOI/EOII level in 2017), they make up less than half of staff at SO level and above; that said female representation in each of these more senior grades has increased since 2010.

<sup>1</sup>See Appendix 5 for details of analogous grade.

<sup>2</sup>Sufficiently detailed data is only available for Prison Grades from 2012 onwards.

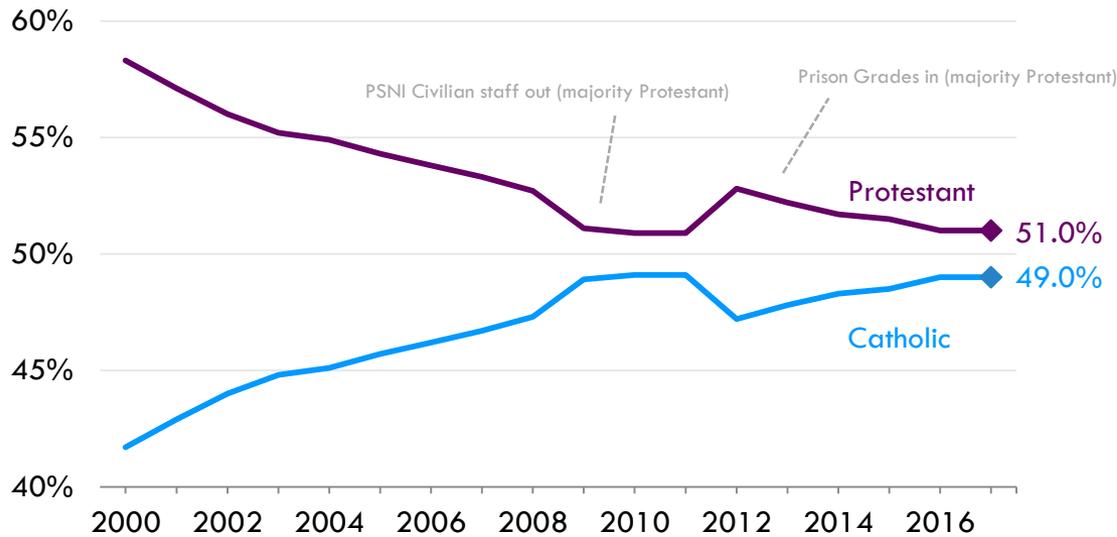
## Economically active comparisons

Female representation at SO level and above is below female representation in the economically active population. Female representation in the senior civil service is also lower when compared with the proportion of female senior civil servants in the GB civil service (41.2%). The limitations of comparing the composition of the NICS to contextual figures are detailed in Appendix 2.

# 3

## Composition: Community Background

Figure 4: Community background in the NICS, 2000 to 2017



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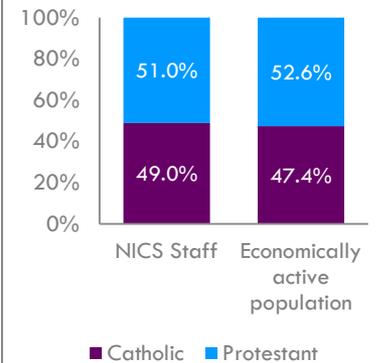
### Overall

At 1<sup>st</sup> January 2017 the community background (Protestant, Catholic, Not Determined) was available for all staff. Excluding staff described as Not Determined, Catholics made up 49.0% of the NICS workforce, an increase of over seven percentage points on the 2000 figure (41.7%). As previously stated several parts of the NICS changed their status between 2002 and 2017; key changes impacting on community background representation have been highlighted in figure 4.

### Economically active comparisons<sup>1</sup>

Overall the community background composition of the NICS is similar to that of its comparator population (1.6 percentage points difference).

Figure 5: Comparing 2017 NICS community background composition with the economically active population (2011 Census)



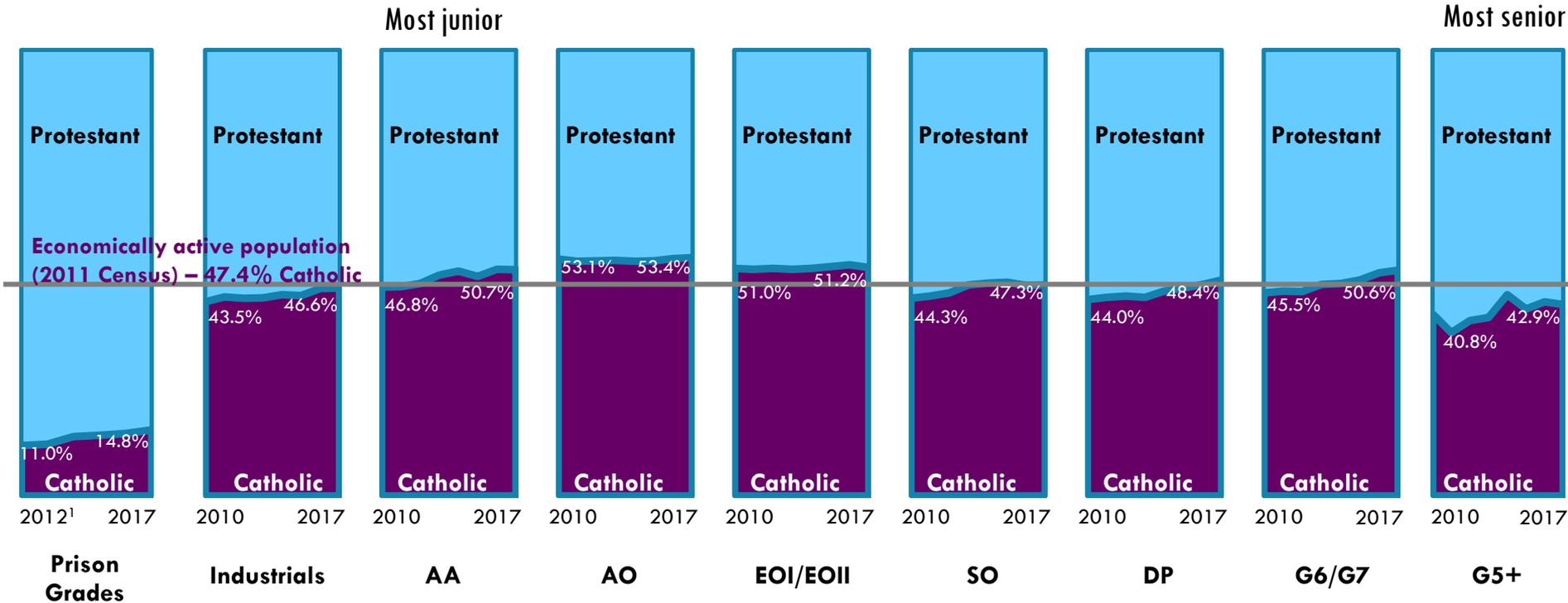
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<sup>1</sup>Comparator populations are economically active Protestant and Catholics taken from 2011 Census, aged 16-64 years with Level 1 qualifications or above. i.e. at least GCSE (grades D-G), CSE (grades 2-5, 1-4 CSEs (grade 1), 1-4 GCSEs (grades 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 level, 2010 to 2017



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### Community background composition across analogous grades

While Catholics made up less than half of staff in five of the nine grade levels in 2017, representation has increased at all grade levels since 2010. Excluding Prison Grades, where 14.8% of staff were Catholic, Catholic representation ranged from 42.9% at Grade 5 and above to 53.4% at AO level.

### Economically active comparisons

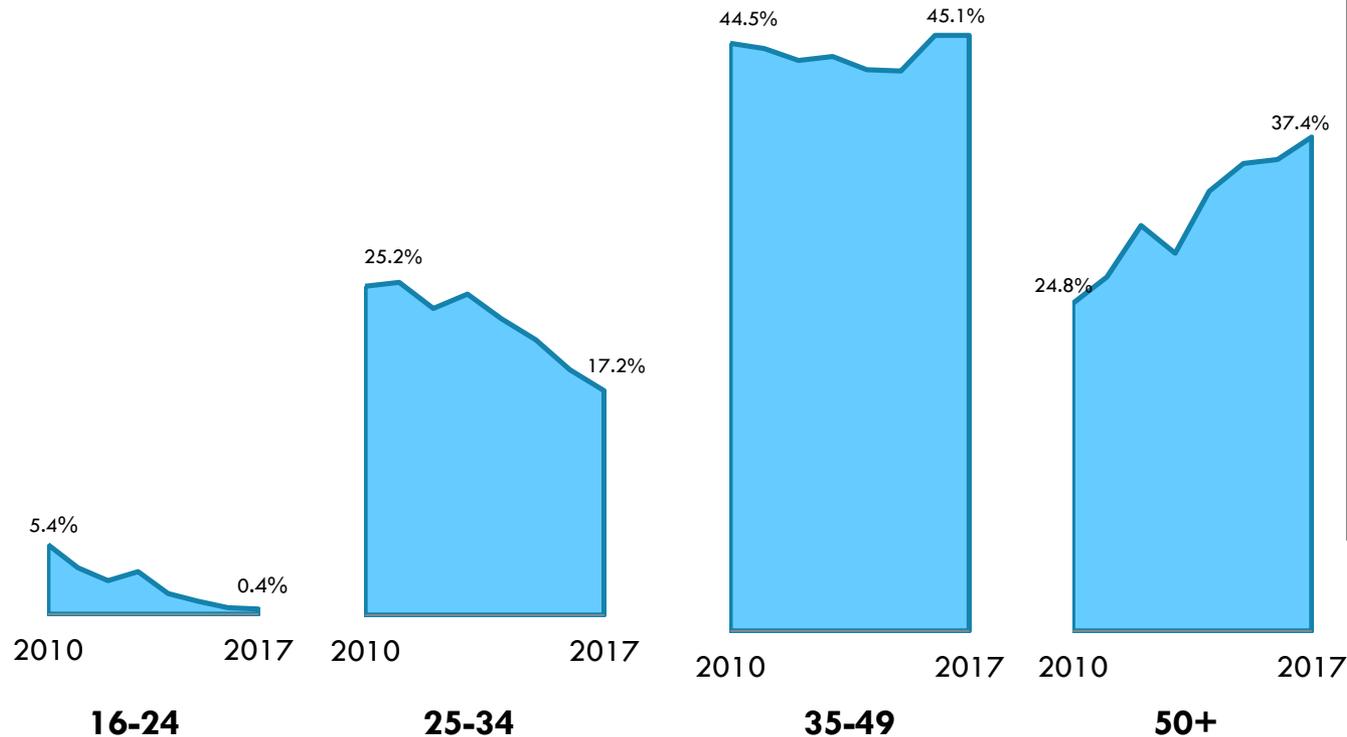
Catholic representation is lower than that in the economically active population at Staff Officer level, Grade 5 and above and in the Prison and Industrial grades. The limitations of comparing the composition of the NICS to contextual figures are detailed in Appendix 2.

<sup>1</sup>Sufficiently detailed data is only available for Prison Grades from 2012 onwards.

# 3

## Composition: Age Group

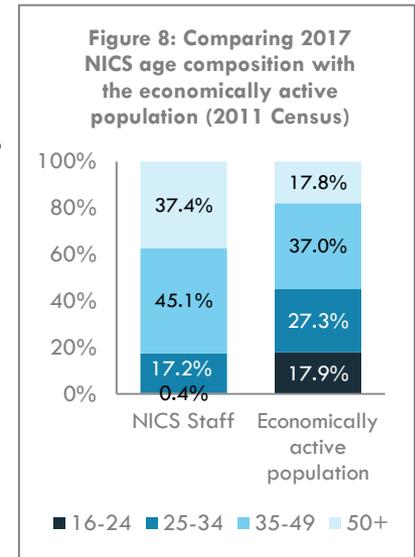
Figure 7: Proportion of civil servants in each age band, 2010 to 2017



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### Overall

In 2017, over one third of staff (37.4%) were aged 50 and over, an increase of 12.6 percentage points from 2010. Only 90 (0.4%) civil servants were aged under 25 at January 2017.



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### Economically active comparisons<sup>1</sup>

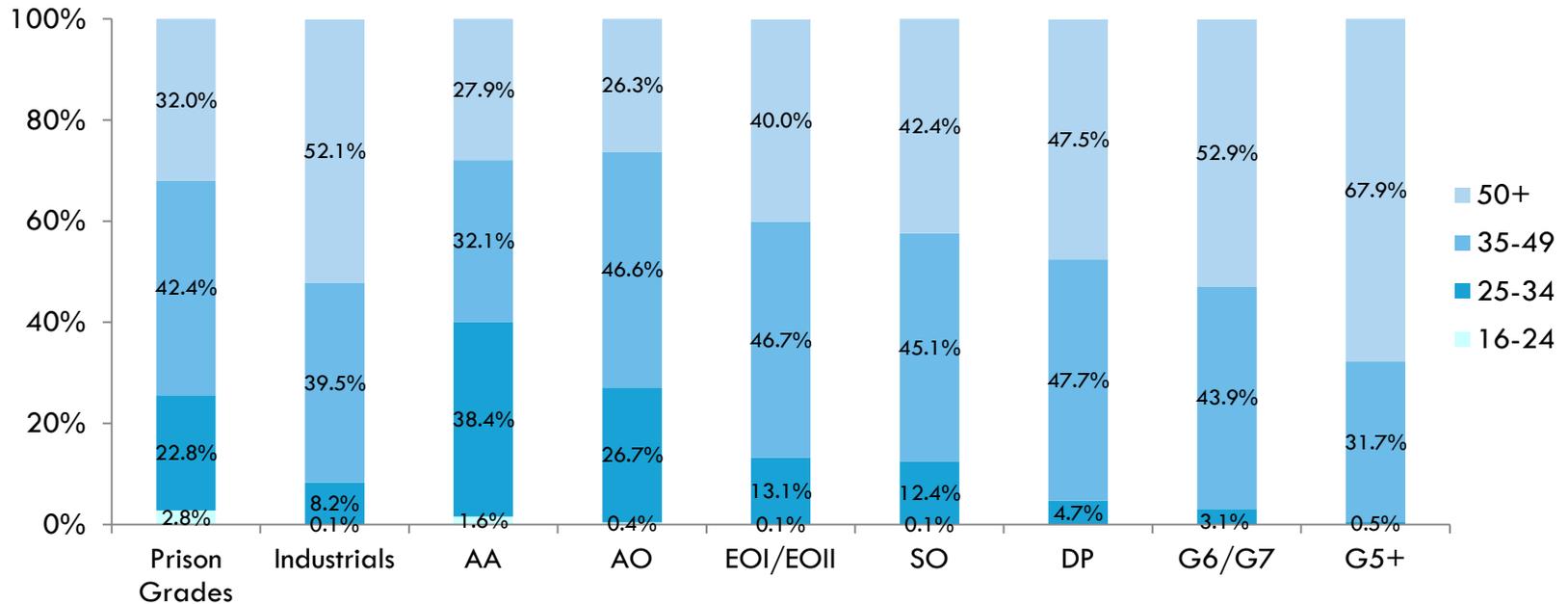
The NICS has an older age profile than the comparator economically active population aged 16-64 years.

<sup>1</sup>Comparator 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 level



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### Age group composition across grade levels

Figure 9 shows that there is considerable variation in the age group composition across the grade levels. Staff aged 16-24 are in a minority at all grade levels with none at all at DP level and above.

In the Industrial grades, and at Grade 6/7 level, over half of staff are aged 50 and over. This rises to almost seven in every ten staff at Grade 5 and above.

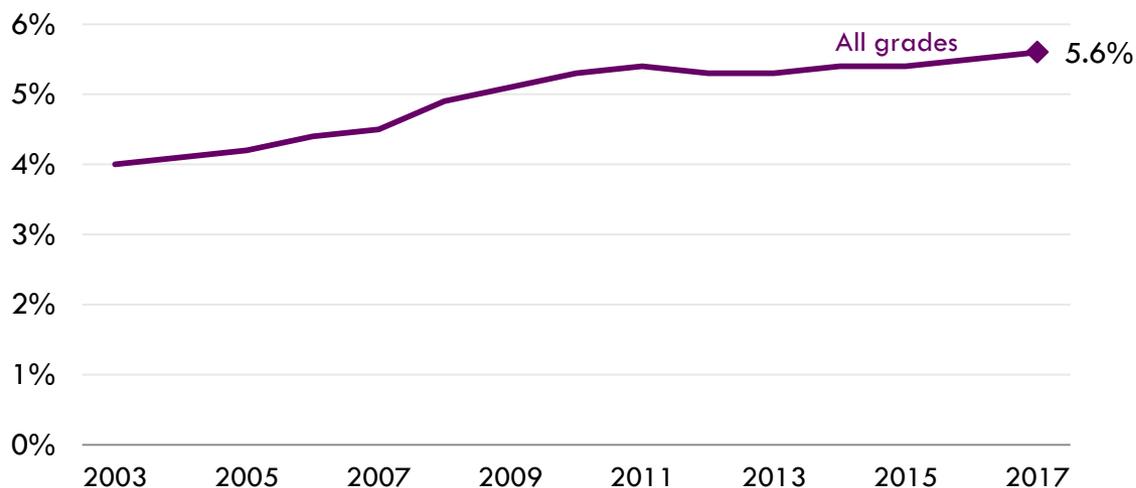
### Changes to age profile over time

The median age of staff has increased from 39 in 2000 to 46 in 2017. This is reflected in the increase in the proportion of staff aged 50+ and the decrease in the proportion aged 16-24.

# 3

## Composition: Disability

Figure 10: Proportion of staff in the NICS with a declared disability, 2003 to 2017



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### Overall

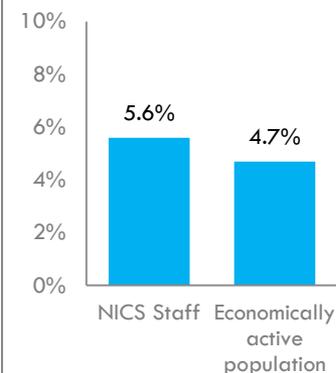
Overall the number of employees declaring a disability has increased from 4.0% in 2003 to 5.6% in 2017.

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?’

For the purposes of this report anyone whose disability information is missing (65.1% of staff in 2017) has been allocated to the ‘No disability declared’ category.

Figure 11: Comparing 2017 composition of NICS staff declaring a disability with the economically active population<sup>1</sup>



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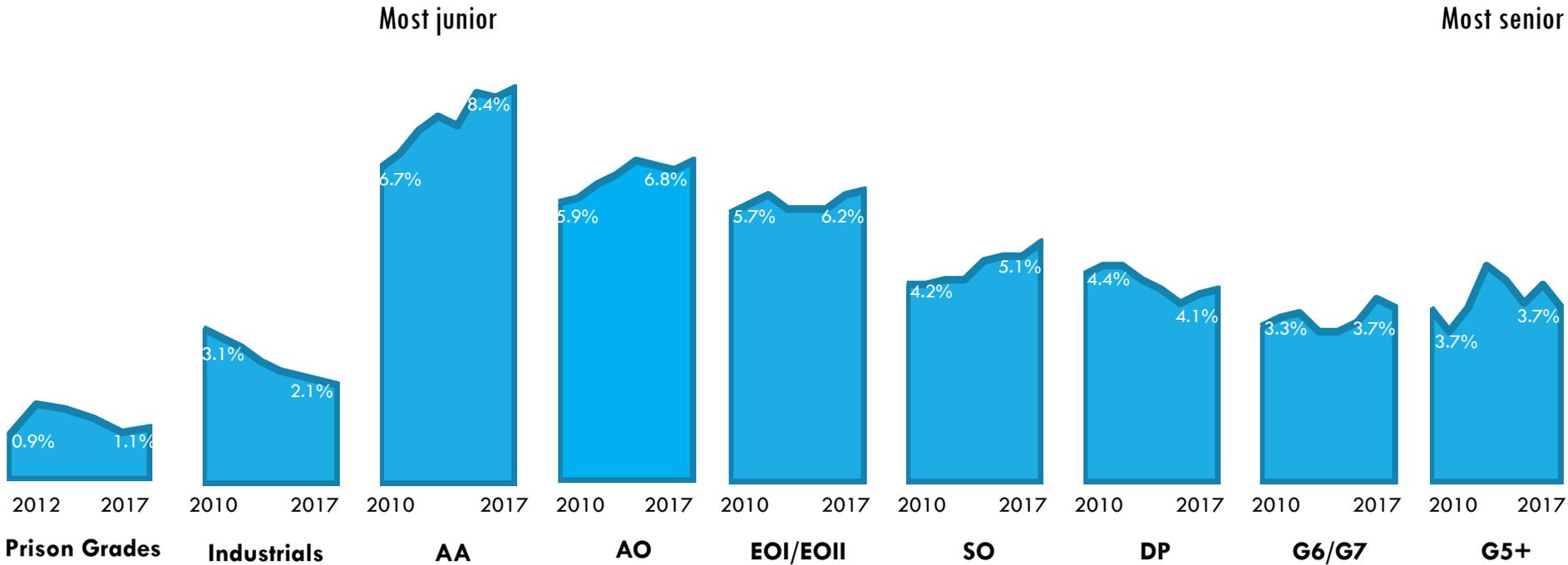
### Economically active comparisons

The 2017 figure is broadly in line with the estimated proportion of the economically active population who have a disability (4.7%). The comparative figure for the GB civil service was 9.9%.

<sup>1</sup>Source the economically active population aged 16-64 with one or more GCSEs A\*-C (or equivalent or higher qualifications) derived from the Northern Ireland Survey of Activity Limitation and Disability (NISALD). Appendix 1 details how the figures were derived.

# 3 | Composition: Disability

Figure 12: Declared disability at each analogous grade level, 2010 to 2017



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## Changes over time

In 2017 the proportion of NICS staff who declared a disability was highest in the more junior analogous grades, ranging from 8.4% at AA level to 3.7% at Grade 7 and above. This pattern was similar during the previous seven years.

At 1.1% Prison Grades had the lowest proportion of staff declaring a disability in 2017.

# 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 1<sup>st</sup> April 2017 data on ethnicity (first question above) was missing for 2,781 staff (11.9%). Excluding these cases from the analyses 0.3% (55 staff) of NICS staff were from an ethnic minority, with the largest groups being Chinese (12) and Indian (10).

The proportion of NICS staff from an ethnic minority is 1.5 percentage points lower than from the economically active population<sup>1</sup> (1.8%). The comparative figure for the GB civil service was 11.6%.

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

<sup>1</sup>Source 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.

# 4 Recruitment

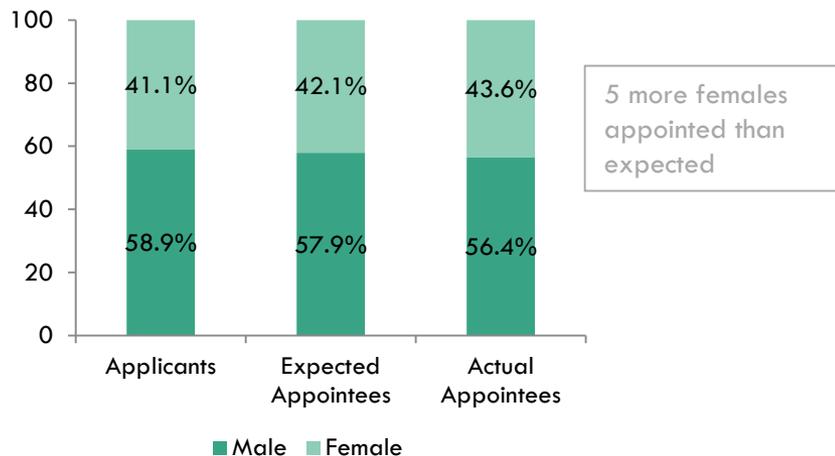
## About this chapter

This chapter relates to the 51 NICS recruitment competitions, externally advertised and with a closing date for applications between 1<sup>st</sup> January 2016 and 31<sup>st</sup> December 2016.

A total of 4,131 valid applications were received, with the numbers of applicants for individual competitions ranging from 3 to 1,247. By 30<sup>th</sup> September 2017, 360 appointments<sup>1</sup> had been made.

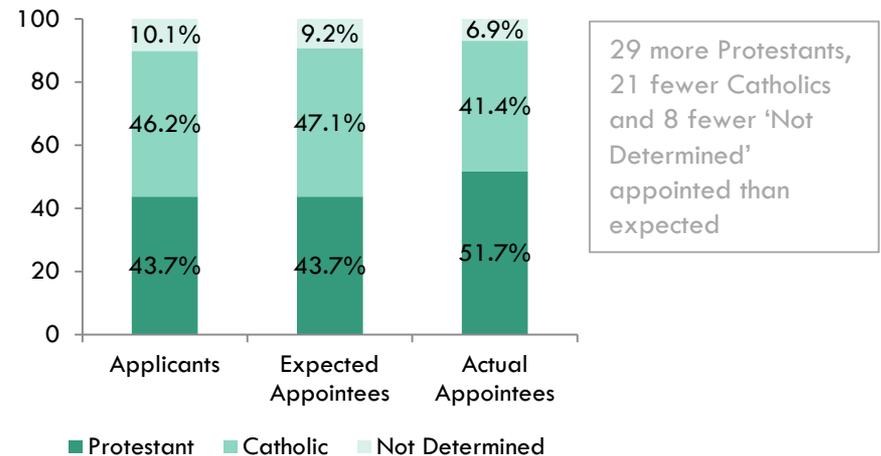
The composition of applicants and appointees by gender, community background, age group, disability and sexual orientation can be found below and on the next page. In addition, the composition of 'expected' appointees has been calculated for each of the five equality categories. This was done using the applicant pool for each of the 51 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 51 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 17.

Figure 13: Applicants and Appointees by Gender



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Figure 14: Applicants and Appointees by Community Background



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

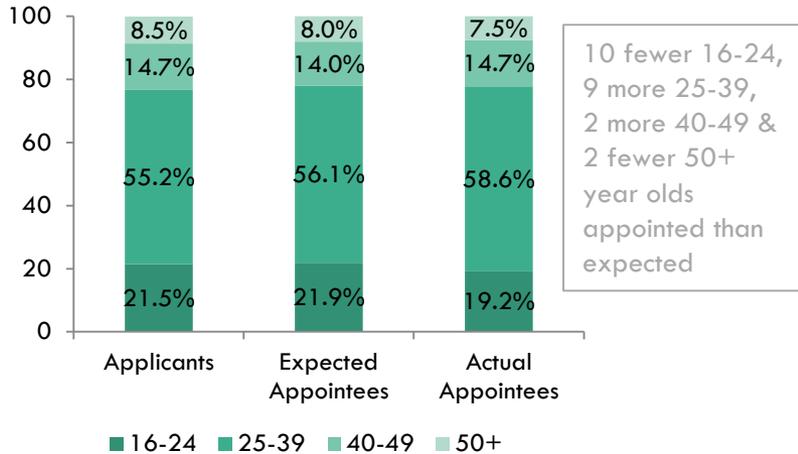
# 4

## Recruitment

Information relating to ethnicity has not been presented due to the numbers involved – (61 ethnic minority applicants and fewer than 5 appointees).

Note that the composition of applicants is influenced by the nature of specific competitions e.g. applicants for the Vehicle Inspector competition were predominately male and those for the Education and Training Inspector competition were predominately female.

Figure 15: Applicants and Appointees by Age Group



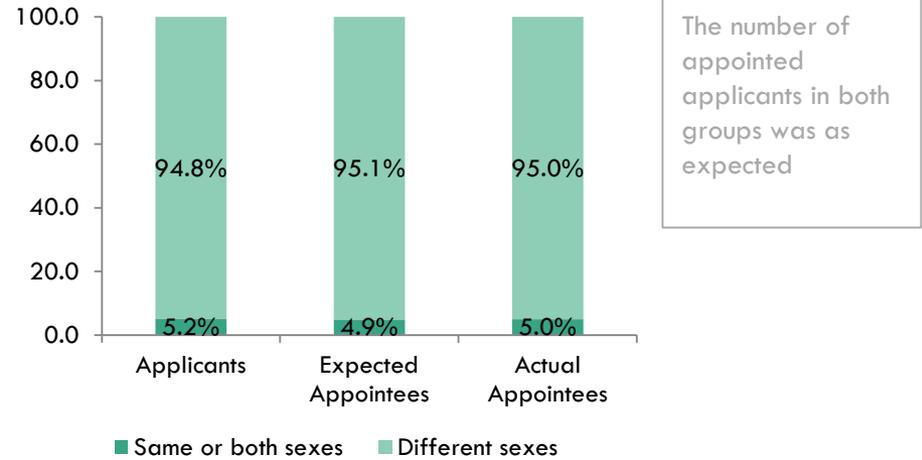
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Figure 16: Applicants and Appointees by Declared Disability



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Figure 17: Applicants and Appointees by Sexual Orientation



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# 5 Promotion

## About this chapter

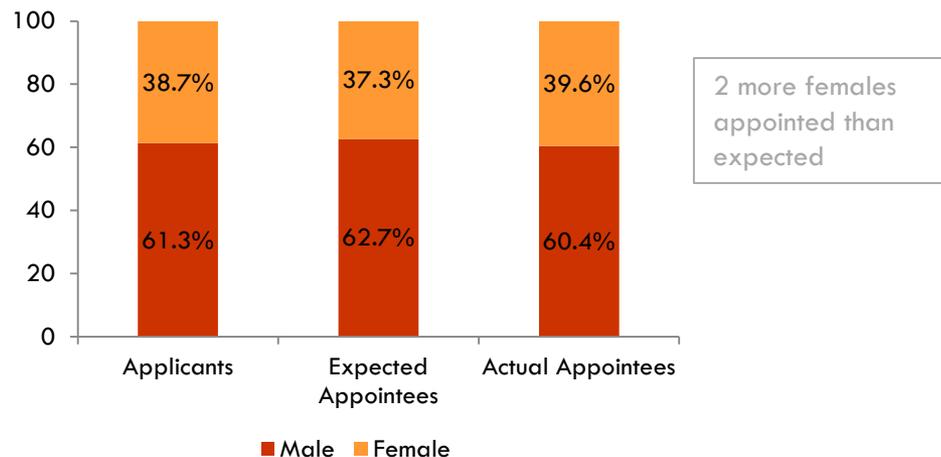
This chapter relates to the 42 NICS promotion competitions (including trawls) held with a closing date for applications between 1<sup>st</sup> January 2016 and 31<sup>st</sup> December 2016.

A total of 1,012 valid applications were made, with the numbers of applicants for individual competitions ranging from 4 to 97. By September 2017, 96 appointments<sup>1</sup> 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 42 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 42 individual results were then added together to obtain the overall 'expected' composition. Differences between the 'expected' and actual appointee composition are reported in figures 18-21.

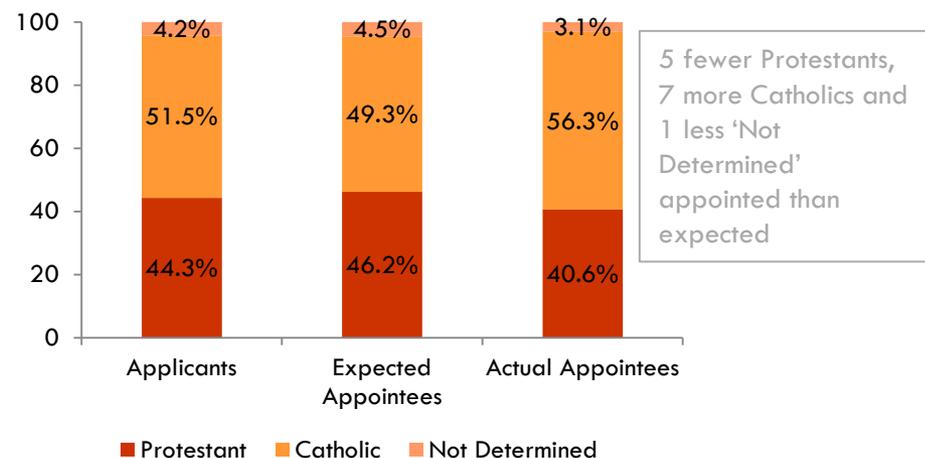
<sup>1</sup>It should be noted that further appointments may be made from these competitions which may change the profile of appointees.

Figure 18: Applicants and Appointees by Gender



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Figure 19: Applicants and Appointees by Community Background

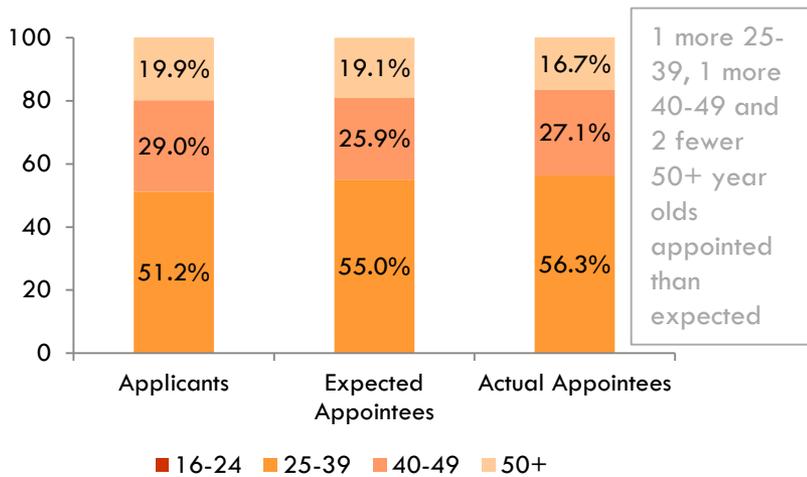


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# 5 Promotion

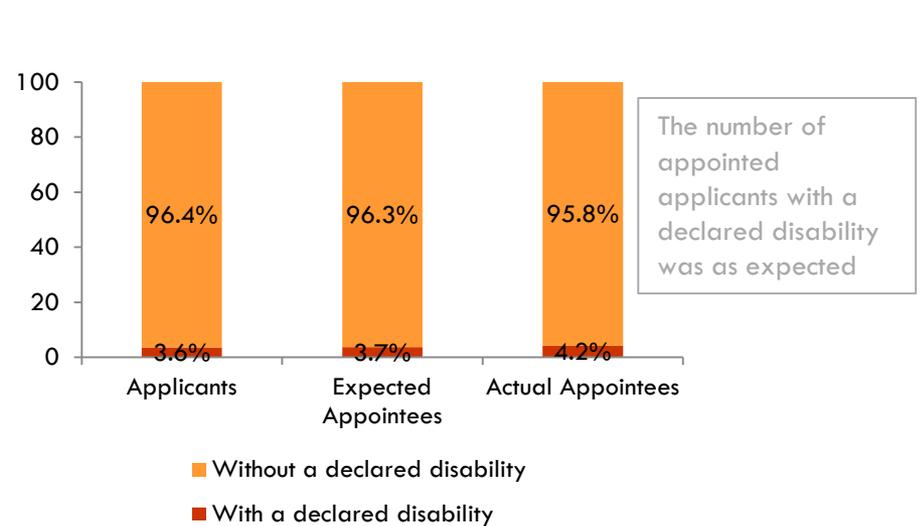
Information relating to ethnicity has not been presented due to the small number of candidates coming from an ethnic minority group – 9 applicants. Information relating to sexual orientation has not been presented due to the quality of available data.

Figure 20: Applicants and Appointees by Age Group



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Figure 21: Applicants and Appointees by Declared Disability



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# 6 Leavers

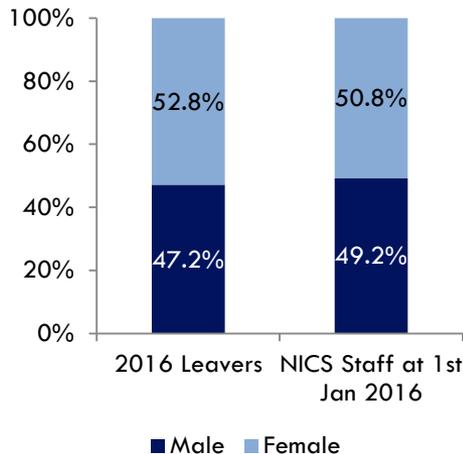
## About this chapter

This chapter provides an overview of the gender, community background, age group and disability composition, for the 1,868 staff, who left the NICS during 2016. Comparative figures for all NICS staff at 1<sup>st</sup> January 2016 have been included.

## Profile of leavers

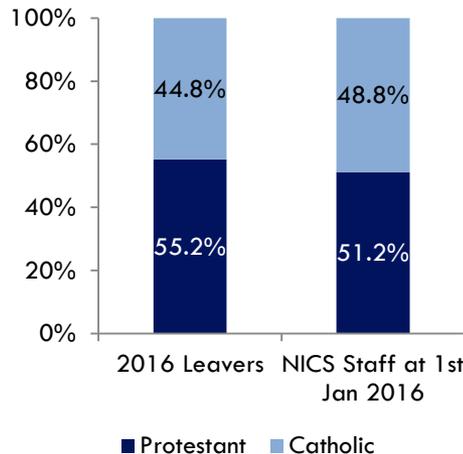
The proportion of leavers aged 50+ (68.5%) was considerably higher than the proportion who were staff in post (36.6%). Females (2 percentage points) and Protestants (4 percentage points) each constituted a greater proportion of leavers than staff in post.

Figure 22: 2016 Leavers by Gender



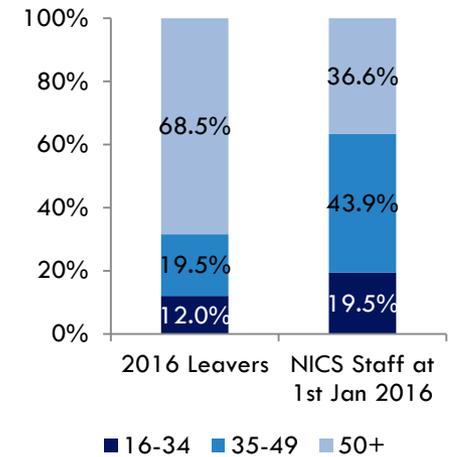
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Figure 23: 2016 Leavers by Community Background (excluding Not Determined)



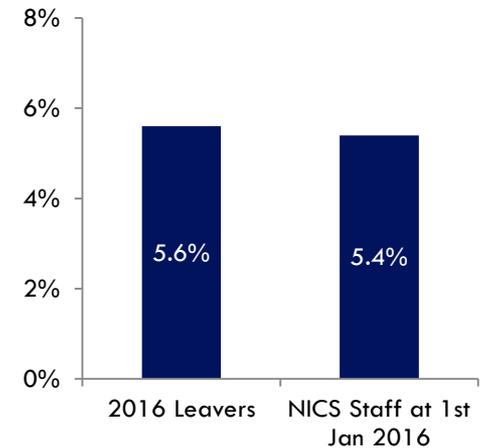
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Figure 24: 2016 Leavers by Age Group



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Figure 25: 2016 Leavers by Declared Disability



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# 6 Leavers

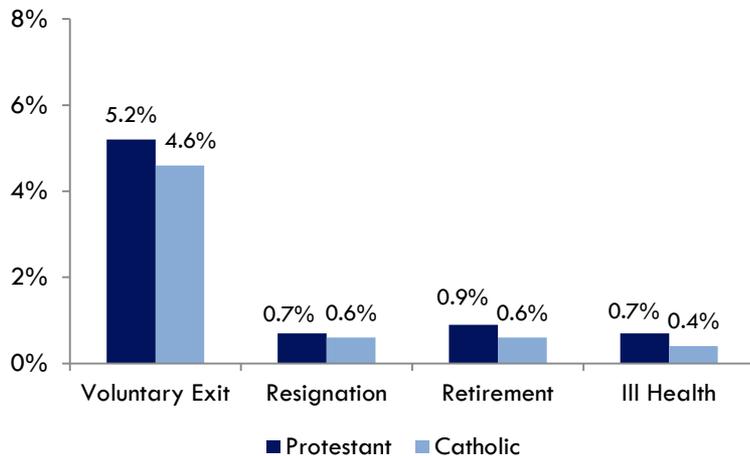
## Reasons for leaving

To explore differences between gender, community background and age in more detail, leaving rates<sup>1</sup> for the four most common reasons for leaving (voluntary exit, resignation, retirement and ill health) were calculated.

The voluntary exit scheme accounted for the majority of all leavers (66%) during 2016 with noticeably higher leaving rates among those aged 50+ and to a lesser extent among females and Protestants.

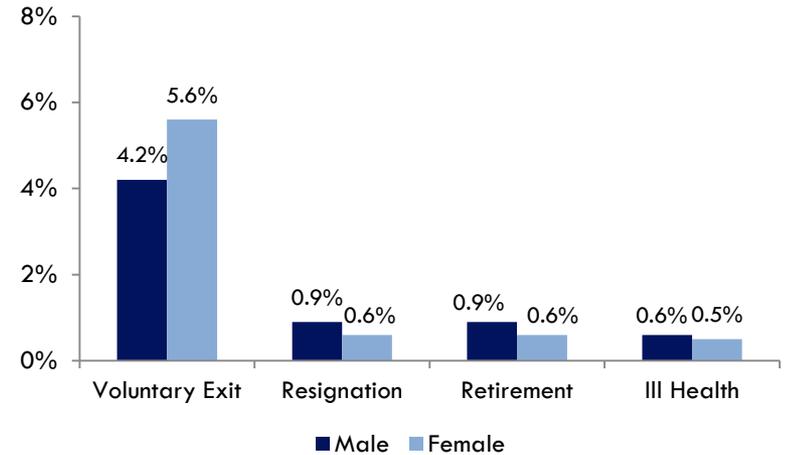
Leaving rates by disability and ethnicity are not presented due to the small numbers involved.

Figure 27: 2016 Leaving Rates by Community Background



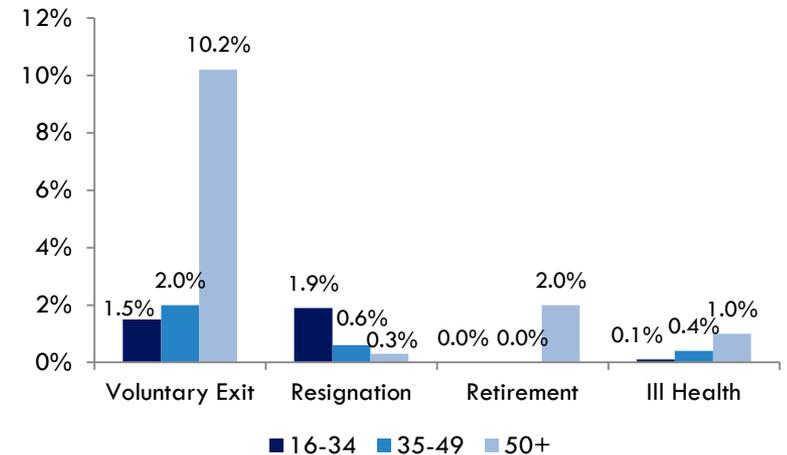
[Download Data: CSV format 1KB](#)

Figure 26: 2016 Leaving Rates by Gender



[Download Data: CSV format 1KB](#)

Figure 28: 2016 Leaving Rates by Age Group



[Download Data: CSV format 1KB](#)

<sup>1</sup>For example the resignation rate is the number (e.g. of males) who resigned in 2016 divided by the number of (e.g. male) staff in post at 1<sup>st</sup> January 2016. The voluntary exit, retirement and ill health rates are calculated similarly.

# Appendix 1 – Derivation of contextual figures for disability<sup>1</sup>

## **Economically Active Aged 16-64 With A Disability**

Fieldwork for the Northern Ireland Survey of Activity Limitation and Disability (NISALD) – adults and children in private households – was conducted throughout 2006 and was completed in early 2007. Accordingly, to provide an estimated number of persons from the survey findings, it is best to use mid-2006 population estimates. The number of persons aged 16-64 at mid-2006 was 1,122,131.

## **Economically active aged 16-64 with one or more GCSEs A\*-C (or equivalent or higher qualifications)**

The estimated proportion of 16-64 year olds who have a disability, are economically active and possess one or more GCSEs A\*-C (or equivalent or higher qualifications) is 2.5%. [Source: NISALD]. The estimated number is therefore 28,100. The estimated number (2006) of economically active people aged 16-64 with one or more GCSEs A\*-C (or equivalent or higher qualifications) is 592,000. [Source: LFS].

Of economically active people aged 16-64 with one or more GCSEs A\*-C (or equivalent or higher qualifications), the estimated proportion with a disability is therefore 4.7%.

## **Economically active aged 16-64 with one or more A-Levels (or equivalent or higher qualifications)**

The estimated proportion of 16-64 year olds who have a disability, are economically active and possess one or more A-levels (or equivalent or higher qualifications) is 1.4%. [Source: NISALD]. The estimated number is therefore 15,700. The estimated number (2006) of economically active people aged 16-64 with one or more A-levels (or equivalent or higher qualifications) is 424,000. [Source: LFS].

Of economically active people aged 16-64 with one or more A-levels (or equivalent or higher qualifications), the estimated proportion with a disability is therefore 3.7%.

<sup>1</sup>Disability or long-standing activity limitation. For definition see Section 1.3 of *The Prevalence of Disability and Activity Limitations amongst adults and children living in private households in Northern Ireland, NISRA, July 2007*, available at <http://www.csu.nisra.gov.uk/survey.asp12.htm>.

## Appendix 2 – 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/sites/default/files/publications/dfp/2013-art-55-gender-reviews.pdf>.

### 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 3 – Contextual figures for Grade 5 and above

### Economically active population aged 16-64 with at least 2 A<sup>1</sup> levels

Source: 2011 Census of Population for all information with the exception of disability which has been calculated using the Northern Ireland Survey of Activity Limitation and Disability and the Labour Force Survey (see Appendix 1).

Equality Category	Description	Proportion
Gender <sup>2</sup>	Male	50.0%
	Female	50.0%
Community background <sup>2</sup>	Catholic	42.7%
	Protestant	57.3%
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	3.7%
	Without a disability	96.3%

<sup>1</sup>The threshold for the disability data is one or more A level (or equivalent or higher qualification).

<sup>2</sup>Adjusted for age profile of staff at Grade 5 and above.

## Appendix 4 – Composition of NICS overall

Table 1: Gender composition at each analogous grade level

Analogous grade level	Number			%	
	Male	Female	Total	Male	Female
Grade 5+	136	82	218	62.4%	37.6%
Grade 6	144	123	267	53.9%	46.1%
Grade 7	569	441	1,010	56.3%	43.7%
DP	1,131	1,025	2,156	52.5%	47.5%
SO	1,517	1,368	2,885	52.6%	47.4%
EOI	1,574	1,391	2,965	53.1%	46.9%
EOII	1,599	2,251	3,850	41.5%	58.5%
AO	2,717	4,113	6,830	39.8%	60.2%
AA	517	656	1,173	44.1%	55.9%
Industrial	796	42	838	95.0%	5.0%
Prison Grades	880	350	1,230	71.5%	28.5%
Total	11,580	11,842	23,422	49.4%	50.6%

## Appendix 4 – Composition of NICS overall

Table 2: Community background composition at each analogous grade level

Analogous grade level	Number				%		
	Protestant	Catholic	Not Determined	Total	Protestant	Catholic	Not Determined
Grade 5+	113	85	20	218	51.8%	39.0%	9.2%
Grade 6	105	153	9	267	39.3%	57.3%	3.4%
Grade 7	495	461	54	1,010	49.0%	45.6%	5.3%
DP	1,083	1,015	58	2,156	50.2%	47.1%	2.7%
SO	1,474	1,324	87	2,885	51.1%	45.9%	3.0%
EOI	1,430	1,445	90	2,965	48.2%	48.7%	3.0%
EOII	1,817	1,965	68	3,850	47.2%	51.0%	1.8%
AO	3,135	3,594	101	6,830	45.9%	52.6%	1.5%
AA	564	580	29	1,173	48.1%	49.4%	2.5%
Industrial	430	375	33	838	51.3%	44.7%	3.9%
Prison Grades	957	166	107	1,230	77.8%	13.5%	8.7%
Total	11,603	11,163	656	23,422	49.5%	47.7%	2.8%

## Appendix 4 – Composition of NICS overall

Table 3: Age composition at each analogous grade level

Analogous grade level	Number				%		
	16-34 years	35-49 years	50+ years	Total	16-34 years	35-49 years	50+ years
Grade 5+	1	69	148	218	0.5%	31.7%	67.9%
Grade 6	3	113	151	267	1.1%	42.3%	56.6%
Grade 7	37	448	525	1,010	3.7%	44.4%	52.0%
DP	102	1,029	1,025	2,156	4.7%	47.7%	47.5%
SO	361	1,300	1,224	2,885	12.5%	45.1%	42.4%
EOI	305	1,317	1,343	2,965	10.3%	44.4%	45.3%
EOII	600	1,868	1,382	3,850	15.6%	48.5%	35.9%
AO	1,852	3,181	1,797	6,830	27.1%	46.6%	26.3%
AA	469	377	327	1,173	40.0%	32.1%	27.9%
Industrial	70	331	437	838	8.4%	39.5%	52.1%
Prison Grades	315	521	394	1,230	25.6%	42.4%	32.0%
Total	4,115	10,554	8,753	23,422	17.6%	45.1%	37.4%

## Appendix 4 – Composition of NICS overall

Table 4: Disability status at each analogous grade level

Analogous grade level	Number			%	
	No declared disability	Disability declared	Total	No declared disability	Disability declared
Grade 5+	210	8	218	96.3%	3.7%
Grade 6	261	6	267	97.8%	2.2%
Grade 7	969	41	1,010	95.9%	4.1%
DP	2,067	89	2,156	95.9%	4.1%
SO	2,739	146	2,885	94.9%	5.1%
EOI	2,783	182	2,965	93.9%	6.1%
EOII	3,609	241	3,850	93.7%	6.3%
AO	6,365	465	6,830	93.2%	6.8%
AA	1,075	98	1,173	91.6%	8.4%
Industrial	820	18	838	97.9%	2.1%
Prison Grades	1,217	13	1,230	98.9%	1.1%
Total	22,115	1,307	23,422	94.4%	5.6%

## Appendix 5 – 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 6 – 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><b>Relevance:-</b> <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 1<sup>st</sup> January 2017 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 2016, and of success in recruitment and promotion competitions with a 2016 closing date.</p> <p>Disability and ethnicity data is missing for 65% and 12% of staff respectively.</p>
<p><b>Accuracy:-</b> <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 11.9% of staff. Of staff for whom ethnicity is available, 0.3% were from ethnic minorities. Potentially, therefore, the true proportion of ethnic minority staff could be as high as 12.1% (on the most extreme scenario where all missing data related to minority ethnic staff). However, even if ethnic minority staff were as much as four times as likely to have their ethnicity unrecorded as white staff, the true proportion of ethnic minority staff would still be less than 1%.</p> <p>Disability data are missing for 65.1% of staff. Some 5.6% of all staff were recorded as disabled. Potentially, therefore, the true proportion of disabled staff could be as high as 66.9% (on the most extreme scenario where all missing data related to disabled staff). If disabled staff were as likely to have their information unrecorded as non-disabled staff, the true proportion of disabled staff would be approximately 16%.</p>

## Appendix 6 – Quality Assessment

Dimension	Assessment by the author
<p><b>Timeliness and punctuality:-</b>  <i>Timeliness refers to the time gap between publication and the reference period.</i>  <i>Punctuality refers to the gap between planned and actual publication dates.</i></p>	<p>The report relates to 1<sup>st</sup> January 2017, and is published on 8<sup>th</sup> November 2017. The gap between the reference date and the publication date is due to the time it took to resolve various data quality issues.</p>
<p><b>Accessibility and clarity:-</b>  <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.</i>  <i>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. Explanatory information including sources, discontinuities and missing data have been included.</p>

## Appendix 6 – Quality Assessment

Dimension	Assessment by the author
<p><b>Coherence and comparability:-</b> <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><b>Assessment of user needs and perceptions:-</b> <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 are 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><b>Performance, cost and respondent burden:-</b> <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>

## Appendix 6 – Quality Assessment

Dimension	Assessment by the author
<b>Confidentiality, transparency and security:-</b> <i>The procedures and policy used to ensure sound confidentiality, security and transparent practices.</i>	<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>