



Department of  
**Finance and  
Personnel**  
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# Personnel Statistics for the NICS

*Based on Staff in Post at 1st April 2011*



INVESTOR IN PEOPLE

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## Executive Summary

### Number of Civil Servants

On 1st April 2011 there were 24,955 permanent Northern Ireland Civil Servants (Full-time Equivalent, FTE). Of these, 23,874 (95.7%) were non-industrial staff and 1,081 (4.3%) were industrial staff.

Overall, there was a net increase of 1,796 (7.8%) in staff numbers (FTE) over the year to 1st April 2011. In percentage terms the largest increase was at Grade 5 level and above (18.0%). These increases can be attributed, in large part, to the inclusion of the Department of Justice (DOJ) and the Public Prosecution Service (PPS).

### Departmental Analysis

On 1st April 2011, the Department for Social Development (DSD) was the largest department in the Northern Ireland Civil Service (NICS) with 6,853 staff (FTE). The Department of Culture, Arts and Leisure (DCAL) was the smallest department with 277 staff (FTE). Over the last financial year all departments in place at 1st April 2010 decreased in size with the exception of the Department for Employment and Learning (DEL).

### Grade Profile

Almost one third (31.3%) of all permanent non-industrial staff (FTE) were at Executive Officer I (EOI)/Executive Officer II (EOII) level, while 1.0% of all staff were at Grade 5 level and above.

### Age Profile

In general, the NICS has an older age profile than the NI Economically Active population. More than two fifths of staff (44.8%) were aged 45 years and over. This compares with 34.5% in the economically active population.

### Pay

The average (median) salary was £21,490 (calculated on an FTE basis). One quarter of staff earned £19,169 or less, while one quarter earned £27,115 or more.

### Sickness Absence

During 2010/2011, an average of 10.4 days per staff year were lost as a result of sickness absence – 4.7% of available working days. These figures were lower than the previous year (2009/2010: 11.0 days lost per staff year, 4.9% of available working days lost).

### Gender

On 1st April 2011, 48.3% of staff were male and 51.7% were female. Female representation among permanent staff has increased from 46.9% in 2002 to 51.7% in 2011.

### Community Background Profile

Of those permanent staff for whom a community background was determined, 50.9% were Protestant and 49.1% were Roman Catholic. Protestant representation ranged from 62.8% at Grade 5 and above level to 47.5% at Administrative Officer level (AO).

### Disability Profile

A total of 1,445 (5.5%) permanent staff had declared a disability, the same proportion as a year earlier.

### Ethnicity Profile

On 1st April 2011, there were 51 (0.2%) permanent staff from ethnic minorities.

### Analysis of Leavers

The proportion of permanent non-industrial staff who left the service during 2010/11 was 2.6% (594 staff), a decrease from 3.1% in the previous year. The resignation rate in 2010/11 (0.5%) was half that of the previous year (1.0%), and is the lowest rate recorded since 2002.



## 1. Introduction

### Purpose of Report

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

### Introduction of the Department of Justice and PPS

The Department of Justice (DOJ) is a new Northern Ireland Department established by the Department of Justice Act (Northern Ireland) 2010 and came into existence on 12 April 2010. In addition to its core staff the department has five executive agencies namely; Northern Ireland Prison Service, Northern Ireland Courts and Tribunals Service, Compensation Agency, Forensic Science Agency and the Youth Justice Agency which are all included for the first time in this publication. Similarly the Public Prosecution Service (PPS) was designated as a non-Ministerial Government Department after the devolution of policing and justice and its staff are now included in this report. In terms of staff headcount, at 1st April 2011 DOJ had approximately 2,400 staff and PPS 500 staff. As a result the increase in overall staffing numbers between 1st April 2010 and 1st April 2011 can be attributed to the inclusion of both DOJ and PPS for the first time.

### NICS Departments

1.2 NICS Departments and Agencies are listed below. A description of the abbreviations used can be found in the appendix:

DARD	Includes the Forest Service and Rivers Agency
DCAL	
DE	
DEL	
DETI	
DFF	Includes NISRA, LPS
DHSSPS	
DOE	Includes the Planning Service, NI Environment Agency and the DVA
DOJ	Includes Court Service, Youth Justice Agency and NI Prison Service
DRD	Includes the Roads Service
DSD	Includes the SSA
OFMDFM	
PPS	
Other	Includes AGNI, AOCC and HSENI

### Coverage of the Document

1.3 The statistical information in this Document relates only to Northern Ireland Civil Servants in the organisations as listed above. The figures are based on actual staff in post. Other civil servants working in or on long term secondment do not therefore appear in these statistics. Staff on career break are also excluded. **Data on uniformed Prison Service staff is not included in this report.**

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

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

1.6 To contextualise this report, comparative information on the Northern Ireland Economically Active population is included (sourced from Labour Force Survey Quarter 1 January-March 2011).

1.7 Pay Profile figures presented are derived from the 'Pay Statistics for the Northern Ireland Civil Service - 2011' publication of 8 December 2011. The publication can be found at: [http://www.nisra.gov.uk/publications/Pay\\_Statistics\\_NICS\\_2011.html](http://www.nisra.gov.uk/publications/Pay_Statistics_NICS_2011.html)

1.8 Absence figures presented are derived from the 'Sickness Absence in the Northern Ireland Civil Service 2010/11' publication of 2 December 2011. The publication can be found at: [http://www.nisra.gov.uk/publications/Analysis\\_of\\_Sickness\\_Absence\\_1011.html](http://www.nisra.gov.uk/publications/Analysis_of_Sickness_Absence_1011.html)

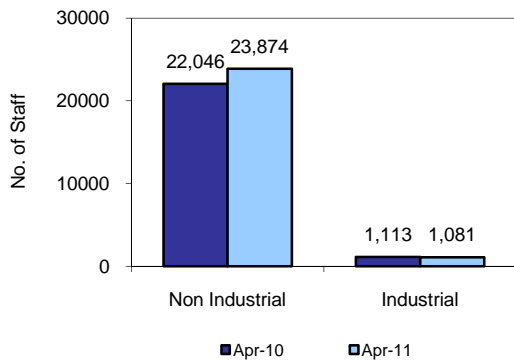




## 2. Number of Staff

Figure 1

### Permanent Staff (FTE) 1st April 2010 and 2011



### Permanent Staff

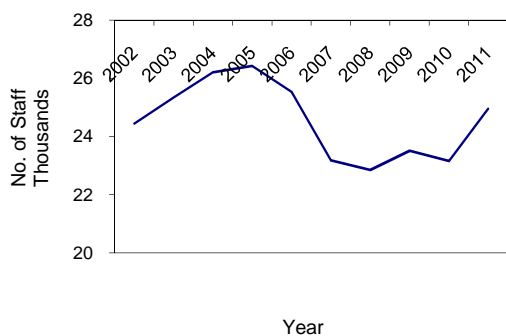
2.1 On 1st April 2011 there were 24,955 permanent NI Civil Servants (Full-time Equivalent). Of these, 23,874 (95.7%) were non-industrial staff and 1,081 (4.3%) were industrial staff.

Overall, there was a net increase of 1796 (7.8%) in staff numbers (FTE) over the twelve months to 1st April 2011 (Figure 1). The number of permanent non-industrial staff (FTE) increased by 1828 (8.3%), however the number of industrial staff decreased by 32 (2.9%).

The number of staff calculated on a headcount basis was 26,359 (25,266 permanent non-industrials and 1,093 permanent industrials) up from 24,300 at 1st April 2010. This increase can be attributed, in large part, to the inclusion of DOJ and PPS.

Figure 2

### Permanent Staff (FTE) April 2002 - 2011



### Trend in Permanent Staff Numbers

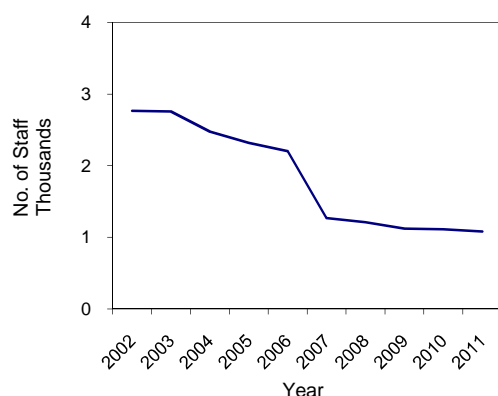
2.2 Following a steady increase in the number of permanent staff between April 2002 and 2005 (8.1%) there was a fall in staffing levels between April 2005 and 2008 (13.5%). Staff numbers showed no major change between April 2007 and April 2010 before showing a sharp increase between April 2010 and April 2011 (7.8%) with the inclusion of DOJ and PPS.

The permanent staff numbers at 1st April 2011 were at their highest level since April 2006.

Major changes impacting on staffing levels have included DRD Water Service moving to NI Water (2007), Science Service in DARD moving to AFBI (2006), the establishment of DOJ and inclusion of PPS (2010).

Figure 3

### Permanent Industrial Staff (FTE) April 2002 - 2011



### Trend in Permanent Industrial Staff

2.3 The number of permanent Industrial staff has been in a downward trend since 2002, with the number of permanent industrial staff (FTE) decreasing by 60.9% between April 2002 and 2011 (Figure 3).

Table 1

**Major Occupational Group Composition (FTE)  
Permanent Staff  
1st April 2010 and 2011**

Occupational Group	2010	2011	% Change
General Service	15,877	17,196	8.3
Typing	318	302	-4.9
Scientific	382	501	31.2
Technology	1,679	1,642	-2.2
Legal Group	93	292	213.9
Computing	544	519	-4.5
Dept Specialisms	2,838	3,132	10.4
Cent Services	231	249	8.0
Industrial and Others	1,197	1,121	-6.3
<b>Total</b>	<b>23,159</b>	<b>24,955</b>	<b>7.8</b>

% Change based on unrounded FTE data

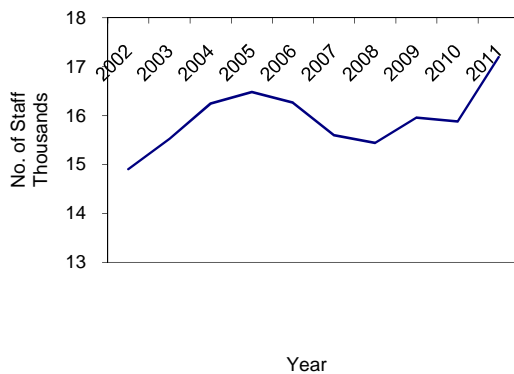
**Major Occupational Groups**

2.4 During 10/11 permanent staff (FTE) numbers increased by 7.8% (1,796 staff). Within the major occupational groups the largest percentage change was an increase of 213.9% (199 staff) in the Legal Group. These increases can be attributed, in large part, to the inclusion of DOJ and PPS.

The General Service, the largest occupational group accounting for over two thirds of the NICS, saw an increase of 8.3% in staffing levels during the previous twelve months. See below for analysis of trends in the General Service.

Figure 4

**General Service  
Permanent Staff (FTE)  
April 2002 - 2011**

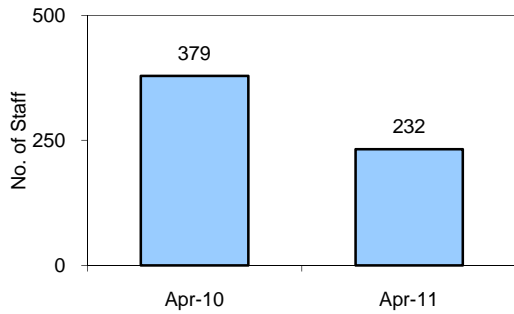


**General Service**

2.5 The number of General Service staff (FTE) rose steadily between 2002 and 2005 (10.6%). However, between 2005 and 2008 numbers had decreased by 6.3%. The sharp increase (8.3%) observed between April 2010 and April 2011 can be attributed to the devolution of Policing and Justice.

Figure 5

**Casual Staff (FTE)  
1st April 2010 and 2011**



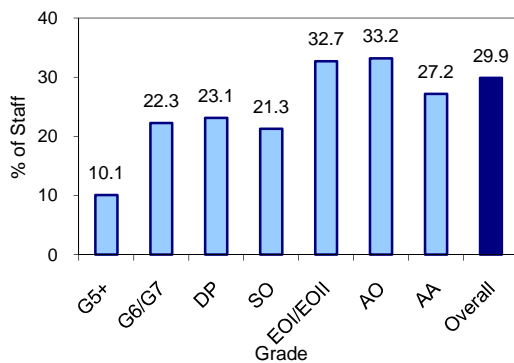
**Casual Staff**

2.6 On 1st April 2011 there were 232 NI Civil Servants (FTE) employed on casual contracts, representing a decrease of 38.8% (147 staff) from the previous year.

The number of staff employed on a casual contract in April 2011 was 75.6% lower than in April 2002.

Figure 6

**Percentage Female Permanent Non-Industrial Part-Time Staff at each Grade (Headcount)  
1st April 2011**



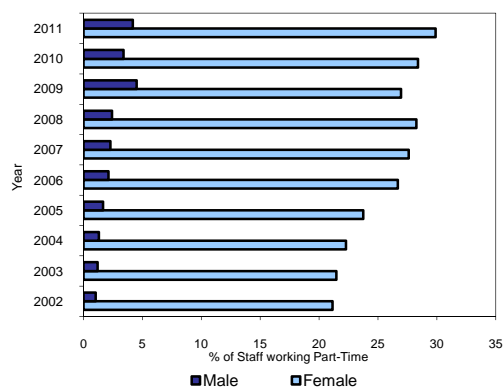
**Part-Time Staff**

2.7 There were 4,562 (headcount) permanent non-industrial staff working part-time on 1st April 2011 – 18.1% of the permanent non-industrial workforce.

Almost three tenths (29.9%) of female permanent non-industrial staff worked part-time, compared with 4.2% of males. Figure 6 shows that the proportion of females working part-time ranged from 33.2% at AO level to 10.1% at Grade 5 and above level.

Figure 7

**Part-Time Staff (Headcount)  
April 2002 - 2011**



**Trends in Part-Time Working**

2.8 While the majority of staff working on a part-time basis on 1st April 2011 were female (89.2%), analysis of trend data between 2002 and 2011 (Figure 7) indicates an increase in the percentage of both male and female non-industrial staff working part-time.

### 3. Departmental Analysis

Table 2

#### Departmental Composition (FTE)

##### Permanent Staff

1st April 2010 and 2011

DEPARTMENT	2010	2011	% Change
DARD	2,893	2,818	-2.6
DCAL	289	277	-4.0
DE	601	572	-4.8
DETI	602	419	-30.3
DFFP	3,262	3,258	-0.1
DEL	1,877	1,923	2.4
DHSSPS	777	603	-22.4
DOE	2,812	2,565	-8.8
DRD	2,445	2,342	-4.2
DSD	7,231	6,853	-5.2
OFMDFM	369	324	-12.3
DOJ	n/a	2,314	n/a
PPS	n/a	531	n/a
Other	n/a	156	n/a
<b>Total</b>	<b>23,159</b>	<b>24,955</b>	<b>7.8</b>

Figure 8

#### Grade 5 + Staff (FTE)

##### Permanent Non-Industrial Staff

1st April 2011

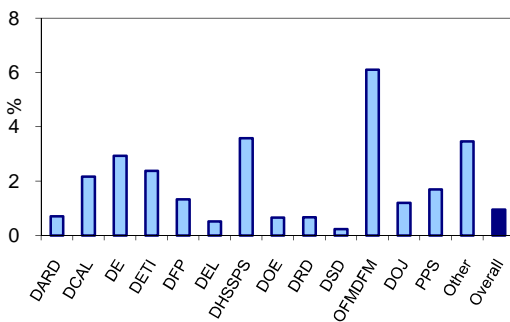
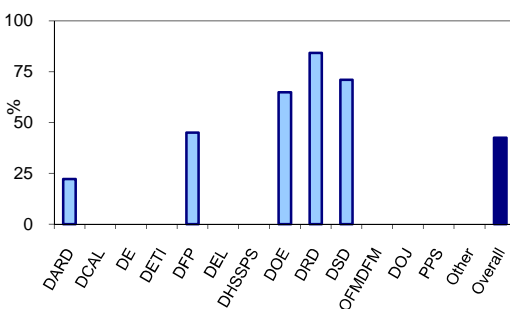


Figure 9

#### Executive Agency Staff (FTE)

##### Permanent Staff

1st April 2011



#### Permanent Staff

3.1 On 1st April 2011, DSD was the largest department in the NICS with 6,853 staff (FTE). DCAL was the smallest department with 277 staff (FTE).

Over the last twelve months all departments, with the exception of DEL, have decreased in size. In percentage terms the largest decrease was in DETI (30.3%), however this reduction can be largely attributed to the reclassification of HSENI from DETI to 'Other'. The 'Other' category also includes the non-departmental bodies AGNI and AOCC.

#### Senior Staff

3.2 The proportion of permanent non-industrial staff at Grade 5 and above in each Department ranged from 0.2% in DSD to 6.1% in OFMDFM (Figure 8).

#### Executive Agencies

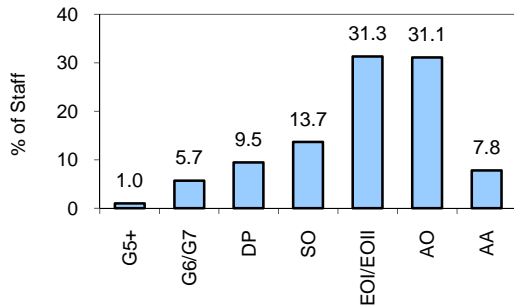
3.3 At 1st April 2011 there were 8 executive agencies in the NICS. These agencies accounted for 10,596 (42.5%) permanent staff (FTE).

The majority of staff in DRD (84.2%), DSD (71.0%) and DOE (64.8%) worked in an Executive Agency.

## 4. Grade Profile

Figure 10

**Grade Level Distribution (FTE)  
Permanent Non-Industrial Staff  
1st April 2011**

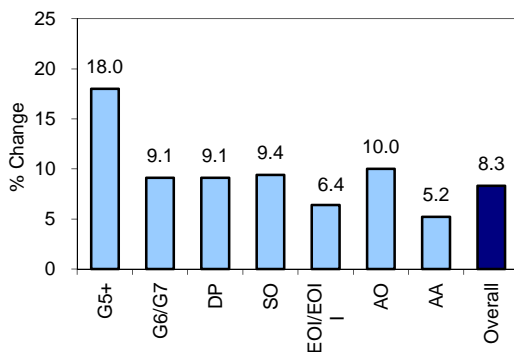


### Permanent Non-Industrial Staff

4.1 As shown in Figure 10, almost one third (31.3%) of all permanent non-industrial staff (FTE) were at EO/EOII level, while 1.0% of all staff were at Grade 5 level and above.

Figure 11

**Percentage Change at each Grade Level (FTE)  
Permanent Non-Industrial Staff  
April 2010 - 2011**

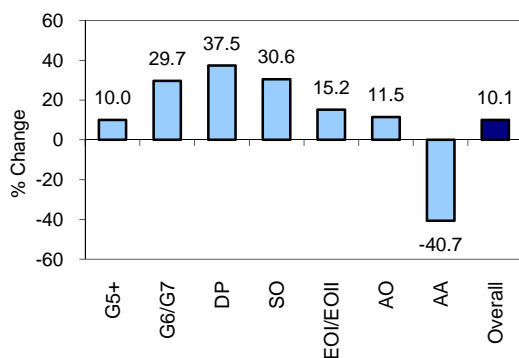


### Change in Grade Structure

4.2 In the twelve months to 1st April 2011, the number of permanent non-industrial staff (FTE) increased by 8.3%. Staff numbers increased at all grade levels with the largest increase at Grade 5 and above, where staff numbers grew by 18.0%. These increases can be attributed to the inclusion of DOJ and PPS in the 2011 figures.

Figure 12

**Percentage Change at each Grade Level (FTE)  
Permanent Non-Industrial Staff  
April 2002 - 2011**

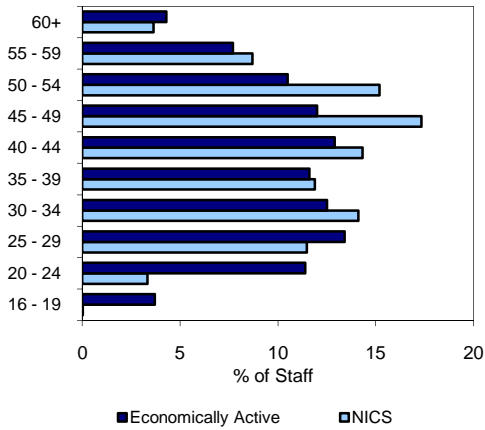


4.3 Between April 2002 and April 2011 the number of permanent non-industrial staff (FTE) increased by 10.1%. This overall figure masks a sizeable decrease of 40.7% among staff at AA level. During this period there have been increases, in many cases substantial, at all other grade levels.

## 5. Age Profile

Figure 13

### Age Distribution (Headcount) Permanent Non-Industrial Staff Vs Economically Active Population<sup>[1]</sup>



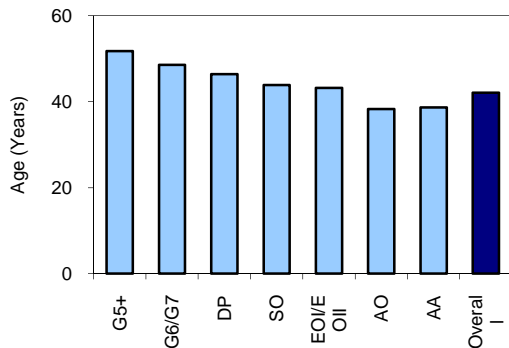
### Permanent Non-Industrial Staff

5.1 Figure 13 shows the age distribution of permanent non-industrial staff on 1st April 2011. In general the NICS has an older age profile than the economically active population.

Over two fifths of staff (44.8%) were aged 45 years and over. This compares with 34.5% in the economically active population.

Figure 14

### Average Age by Grade Permanent Non-Industrial Staff 1<sup>st</sup> April 2011



### Average Age

5.2 The average age of permanent non-industrial staff in the NICS by each grade level is shown in Figure 14. The average age of staff on 1st April 2011 was 42.1 years. This has increased from 38.8 years at 1st April 2002

<sup>[1]</sup> Data is taken from the Labour Force Survey (LFS) based on Working Age Population Quarter 1 (Jan-Mar 2011). As the LFS is a sample survey, all data is subject to sampling error.

## 6. Pay Profile

6.1 On 1st April 2011, the average basic salary (median full-time equivalent) of NICS staff was £21,490. One quarter of staff earned £19,169 or less, while one quarter earned £27,115 or more. The number of staff in each salary band for each analogous grade level is shown below in Table 3.

Table 3: Staff numbers (headcount) by Salary Band and Analogous Grade Level: April 2011<sup>2 3 4 5 6 7 8 9</sup>

	Analogous Grade Level																				Total
	Grade 5+	%	Grade 6	%	Grade 7	%	DP	%	SO	%	EOI	%	EOII	%	AO	%	AA	%	Industrial	%	
£10,001 - 15,000																	523	24.7%	561	51.1%	1,084
£15,001 - 20,000															3,963	50.9%	1,592	75.3%	520	47.4%	6,075
£20,001 - 25,000											2,010	57.8%	4,463	99.0%	3,827	49.1%			17	1.5%	10,317
£25,001 - 30,000									2,211	66.6%	1,453	41.8%	44	1.0%							3,708
£30,001 - 35,000							886	36.2%	1,107	33.4%	13	0.4%									2,006
£35,001 - 40,000							1,550	63.4%													1,550
£40,001 - 45,000					480	41.3%	9	0.4%													489
£45,001 - 50,000					398	34.3%															398
£50,001 - 55,000			93	33.0%	284	24.4%															377
£55,001 - 60,000	41	16.5%	112	39.7%																	153
£60,001 - 65,000	54	21.7%	77	27.3%																	131
£65,001 - 70,000	60	24.1%																			60
£70,001 - 75,000	9	3.6%																			9
£75,001 - 80,000	8	3.2%																			8
£80,001 - 85,000	24	9.6%																			24
£85,001 - 90,000	14	5.6%																			14
£90,001 - 95,000	8	3.2%																			8
£95,001 - 100,000	9	3.6%																			9
More than £100,000	22	8.8%																			22
<b>Total</b>	<b>249</b>	<b>100.0%</b>	<b>282</b>	<b>100.0%</b>	<b>1,162</b>	<b>100.0%</b>	<b>2,445</b>	<b>100.0%</b>	<b>3,318</b>	<b>100.0%</b>	<b>3,476</b>	<b>100.0%</b>	<b>4,507</b>	<b>100.0%</b>	<b>7,790</b>	<b>100.0%</b>	<b>2,115</b>	<b>100.0%</b>	<b>1,098</b>	<b>100.0%</b>	<b>26,442</b>
Lower Quartile (£)	£61,924		£52,127		£43,228		£34,163		£27,115		£22,581		£20,860		£18,038		£15,619		£14,060		£19,169
Median (£)	£66,951		£57,527		£46,364		£36,350		£28,723		£24,657		£21,392		£19,419		£16,257		£14,848		£21,490
Upper Quartile (£)	£82,050		£61,077		£49,499		£37,913		£30,520		£26,086		£22,456		£21,490		£17,108		£17,010		£27,115
Mean (£)	£74,538		£56,834		£46,770		£36,162		£28,764		£24,485		£21,696		£19,516		£16,333		£15,607		£24,942

<sup>[2]</sup> Pay Profile figures presented are derived from the 'Pay Statistics for the Northern Ireland Civil Service - 2011' publication of 8 December 2011.

<sup>[3]</sup> Pay Profile figures presented exclude all Northern Ireland Prison Service Staff..

<sup>[4]</sup> This table shows staff in their substantive responsibility level unless on temporary promotion in which case staff are recorded at the higher grade level.

<sup>[5]</sup> Casual staff are included in the figures presented.

<sup>[6]</sup> Salaries represent actual annual gross salaries and include Basic Salary only.

<sup>[7]</sup> Salaries represent the full-time equivalent earnings of part-time employees.

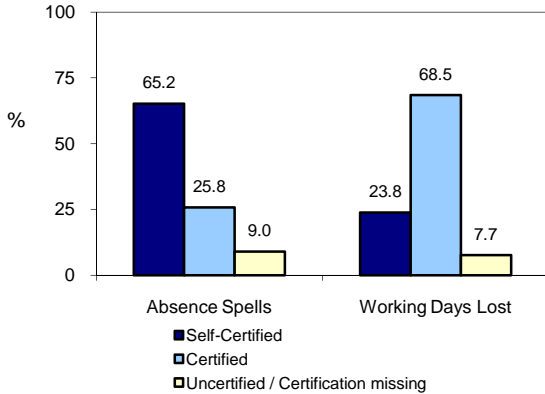
<sup>[8]</sup> Table excludes a small number of cases to avoid potential disclosure of salary.

<sup>[9]</sup> Where Analogous Grade is not available for Grade C/Executive Officer staff in DOJ it is assumed to be EOII.

## 7. Sickness Absence <sup>10,11</sup>

Figure 15

### Absence Certification 2010/2011



### Working Days Lost through Sickness Absence

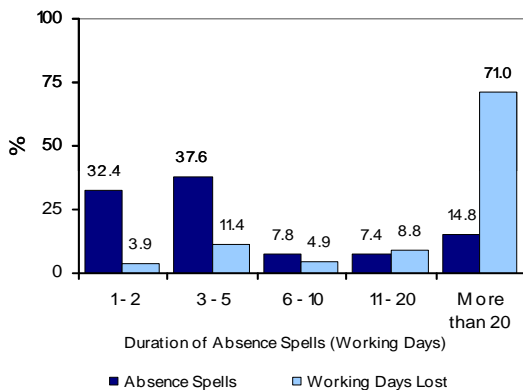
7.1 In 2010/2011 the headline absence figure was 10.4 days (average days lost per staff year), down from 11.0 days in the previous year. The NICS absence target of 10.5 days was therefore met.

The headline absence level represents 4.7% of available working days lost and equates to approximately £25.5 million of lost production.

Figure 15 shows that self-certified absences made up just under two thirds (65.2%) of all spells of sickness absence. Absence spells that were covered by a medical certificate accounted for just over a quarter (25.8%) of spells. Two thirds (68.5%) of the working days lost were certified by a medical certificate, while absences covered by self-certification accounted for 23.8% of the working days that were lost.

Figure 16

### Duration of Absence Spells 2010/2011

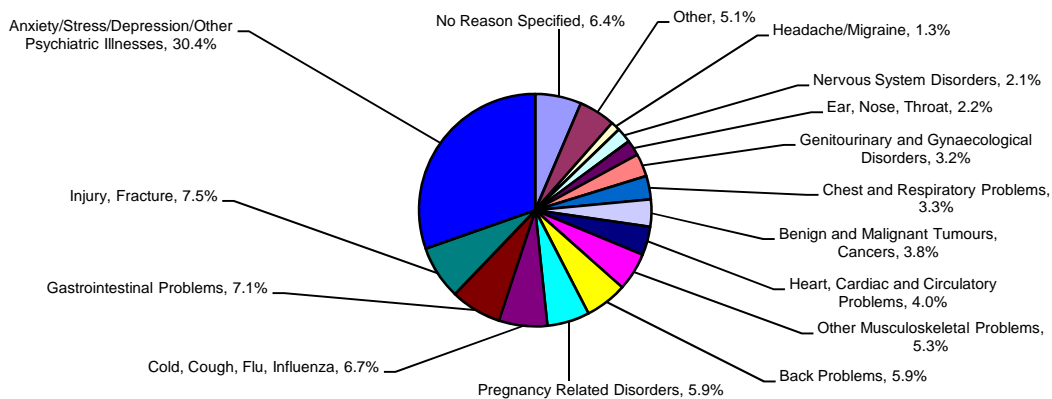


### Duration of Absence

7.2 The majority of absence spells were short-term in nature, with 70.0% of absence spells lasting for five working days or less. These absences accounted for 15.3% of the total working days lost. Long-term spells of absence (i.e. those lasting for more than 20 consecutive working days) accounted for 14.8% of all spells of absence. These absence spells accounted for 71.0% of the total working days lost.

Figure 17

### Reason for Sickness Absence % of Working Days Lost



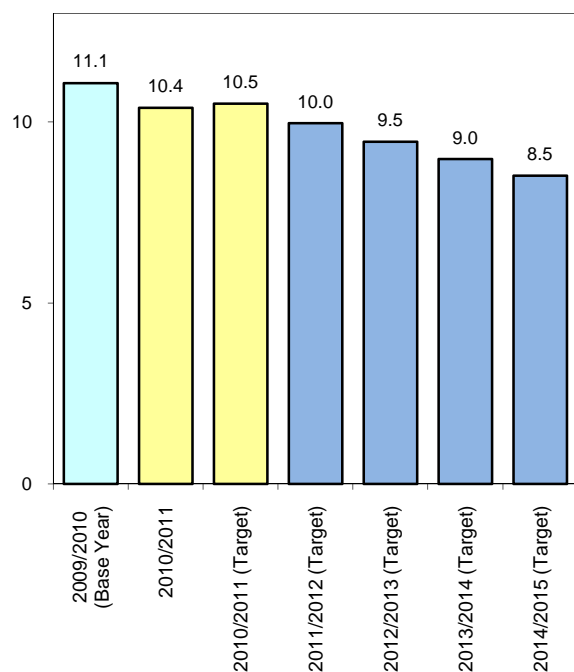
### Reason for Absence

7.3 The main reason for absence was *Anxiety/Stress/Depression/Other Psychiatric Illnesses*. The proportion of working days lost due to illnesses of this type was 30.4%.



Figure 18

## Average Number of Working Days Lost per Staff Year

Absence Targets<sup>12</sup>

7.4 The NICS achieved its overall absence target for 2010/2011, losing 10.4 working days per staff year against a target of 10.5 days. It did, however, just fail to meet its strategic target for the frequency of long-term<sup>13</sup> absences, achieving a Frequency Rate<sup>14</sup> of 10.8% against a target of 10.7%.

The NICS also failed to meet its strategic target for the duration<sup>15</sup> of long-term absences with an average duration of 61.7 days against a target of 59.5 days. There has been little change over the last five years in the duration of long-term absences.

Table 4: Frequency and Duration of Absence

		2009/2010 (Base Year)	2010/2011	2010/2011 (Target)	2011/2012 (Target)	2012/2013 (Target)	2013/2014 (Target)	2014/2015 (Target)
Overall	Average days lost per staff year	11.1	10.4	10.5	10.0	9.5	9.0	8.5
	Frequency <sup>[14]</sup> Rate (%)	11.1	10.8	10.7	10.4	10.1	9.8	9.5
Long-Term <sup>[13]</sup>	Average Duration <sup>[15]</sup> (working days)	62.6	61.7	59.5	56.5	53.7	51.0	48.5

<sup>[10]</sup> Absence figures presented are derived from the 'Analysis of Sickness Absence in the Northern Ireland Departments 2010/11' publication of 2 December 2011.

<sup>[11]</sup> The sickness absence analysis for 2010/2011 excludes all Northern Ireland Prison Service Staff.

<sup>[12]</sup> Targets were set based on the number and composition of staff in each of the NI Departments during 2009/2010 as, at the time of setting, this was the most recent information available. The base year figures for 2009/2010 were reworked to include industrial staff and to take account of the creation of the Department of Justice and the Public Prosecution Service.

<sup>[13]</sup> For the purpose of target-setting, absences are split into long-term and short-term, with long-term being defined as greater than 20 consecutive working days.

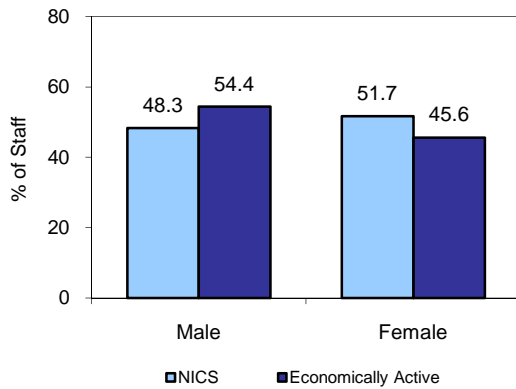
<sup>[14]</sup> Frequency Rate is the average number of long-term spells per employee, expressed as a percentage.

<sup>[15]</sup> The duration of absences relates only to days lost in the corresponding financial year.

## 8. Gender Profile

Figure 19

### Gender Distribution (Headcount) Permanent Staff Vs Economically Active Population



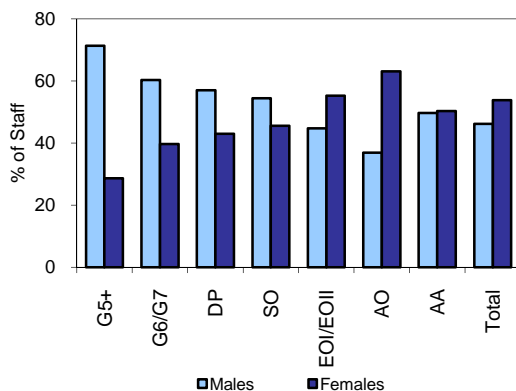
### Permanent Staff

8.1 On 1st April 2011, 48.3% of staff were male and 51.7% were female (Figure 19).

Figures from the Labour Force Survey<sup>[16]</sup> indicate that the gender composition of the NI economically active working age population was 54.4% male and 45.6% female.

Figure 20

### Gender Distribution within each Grade Permanent Non-Industrial Staff 1<sup>st</sup> April 2011

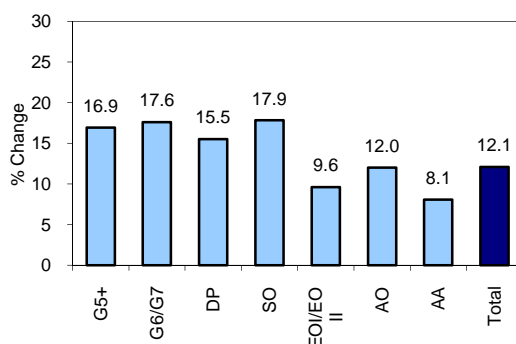


### Grade Analysis - Permanent Non-Industrial Staff

8.2 Broadly speaking, the higher the grade level the lower the level of female representation (Figure 20). Female representation was lowest at Grade 5 and above (28.6%) and highest at AO level (63.1%).

Figure 21

### Percentage Change at each Grade Permanent Non-Industrial Female Staff 2010 - 2011



### Change in Female Staff Numbers

8.3 In the twelve months to 1st April 2011, the number of permanent non-industrial female staff increased by 12.1%.

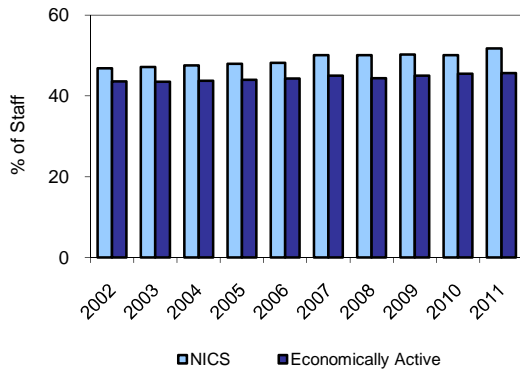
The number of female staff increased at all Grade levels. The largest percentage increase occurred at SO level (17.9%), while all grades above SO level showed a substantial increase.

These increases can be largely attributed to the inclusion of DOJ and PPS in the 2011 figures.

<sup>[16]</sup> Data is taken from the Labour Force Survey (LFS) based on Working Age Population Quarter 1 (Jan-Mar 2011). As the LFS is a sample survey, all data is subject to sampling error.

Figure 22

**Female Representation  
Permanent Staff  
Vs Economically Active Population<sup>[17]</sup>  
2002 - 2011**



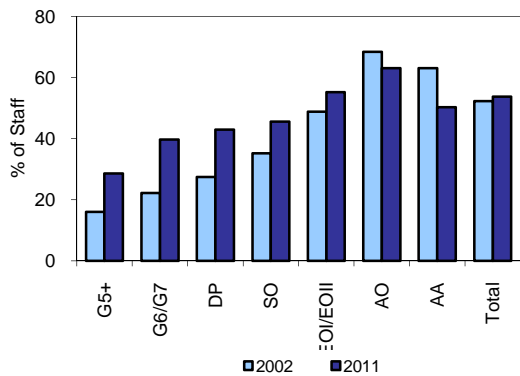
**Trends in Female Representation**

8.4 Female representation among permanent staff has increased from 46.9% in 2002 to 51.7% in 2011 (Figure 22).

Female representation within the economically active population has increased during the same period, from 43.6% in 2002 to 45.6% in 2011. Since 2002 the representation of females in the NICS has been higher than the corresponding estimates of female representation in the economically active population.

Figure 23

**Female Representation  
within each Grade Level  
Permanent Non-Industrial Staff  
1<sup>st</sup> April 2002 and 1<sup>st</sup> April 2011**



**Trends in Female Representation by Grade**

8.5 Changes in the representation of female permanent non-industrial staff by grade level between 2002 and 2011 are shown in Figure 23. The female share increased during this period at all grade levels with the exception of the AO and AA grades.

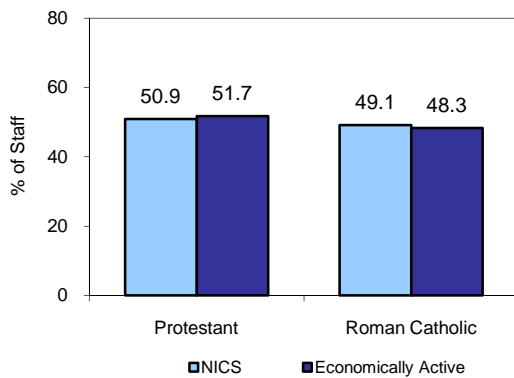
Proportionately the largest increase occurred at Grade 6/7 level where the representation of females increased from 22.2% to 39.7%. A similar magnitude of increase was also evident at Grade 5 and above where female representation increased from 16.1% to 28.6%.

<sup>[17]</sup> Data is taken from the Labour Force Survey (LFS) based on the Working Age Population Quarter 1. As the LFS is a sample survey, all data is subject to sampling error.

## 9. Community Background Profile

Figure 24

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



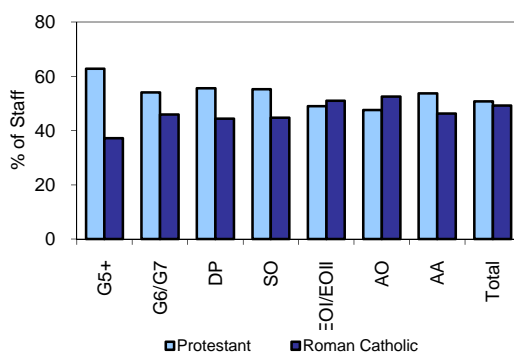
### Permanent Staff

9.1 Of those permanent staff for whom a community background was determined, 50.9% were Protestant and 49.1% were Roman Catholic (Figure 24).

Figures from the Labour Force Survey<sup>[18]</sup> indicate that the community background composition of the NI economically active population was 51.7% Protestant and 48.3% Roman Catholic.

Figure 25

### Community Background Distribution within each Grade Permanent Non-Industrial Staff 1<sup>st</sup> April 2011



### Grade Analysis - Permanent Non-Industrial Staff

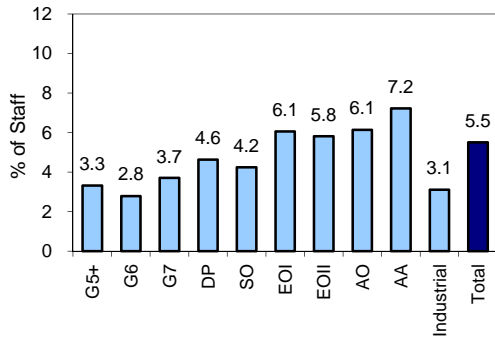
9.2 In general, the higher the grade level the lower the level of Roman Catholic representation. Roman Catholic representation ranged from 37.2% at Grade 5 and above level to 52.5% at AO level. The converse is true of Protestant representation which ranges from 47.5% at AO level to 62.8% at Grade 5 and above level (Figure 25).

<sup>[18]</sup> Data is taken from the Labour Force Survey (LFS) based on the Working Age Population Quarter 1 (Jan-Mar 2011). As the LFS is a sample survey, all data is subject to sampling error.

## 10. Disability Profile <sup>[19]</sup>

Figure 26

**Disability within each Grade (Headcount)**  
**Permanent Staff**  
**1st April 2011**



### Permanent Staff

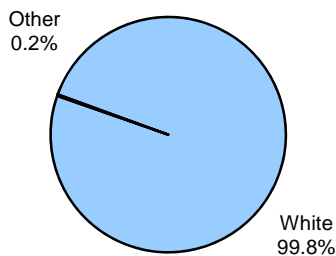
10.1 A total of 1,445 (5.5%) permanent staff had declared a disability, the same proportion as a year earlier.

In general, the higher the level of responsibility, the lower the proportion of employees with a declared disability.

## 11. Ethnicity Profile <sup>[20]</sup>

Figure 27

**Ethnic Distribution (Headcount)**  
**Permanent Staff**  
**1st April 2011**



### Permanent Staff

11.1 On 1<sup>st</sup> April 2011, there were 51 (0.2%) permanent staff from ethnic minorities (Figure 28).

In comparison, figures from the Census <sup>[21]</sup> indicate that 0.8% of the working age population were from an ethnic minority.

<sup>[19]</sup> Figures in this section relate to NICS permanent staff who declared that they had a disability.

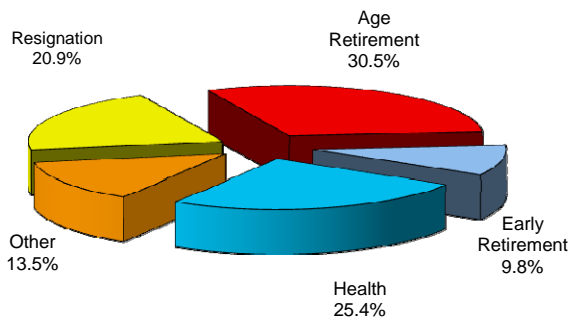
<sup>[20]</sup> Figures in this section relate solely to NICS permanent staff for whom an ethnic background was determined and are subject to ongoing validation by the DFP Equal Opportunities Unit.

<sup>[21]</sup> 2001 Northern Ireland Census of Population.

## 12. Analysis of Leavers<sup>[22]</sup>

Figure 28

### Reasons for Leaving Permanent Non-Industrial Staff 2010 - 2011



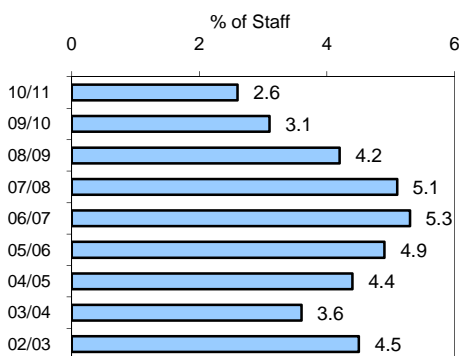
### Reasons for Leaving

12.1 The proportion of permanent non-industrial staff who left the service during 2010/11 was 2.6% (594 staff), a decrease on the previous financial year (3.1%).

The grounds for leaving the NICS during 2010/11 are shown in Figure 28. The main reason for leaving was Age Retirement, which accounted for 30.5% of all leavers (181 staff). The main reason for leaving during 2009/10 was Resignation, accounting for 33.7% of all leavers during that period (244 staff).

Figure 29

### Overall Wastage Rate Permanent Non-Industrial Staff 2002-2011

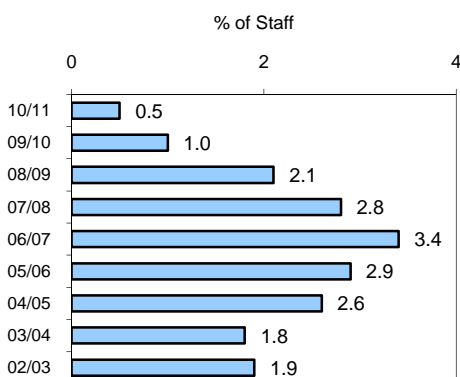


### Trends in Wastage Rates<sup>[23]</sup>

12.2 Figure 29 shows that the wastage rate of 2.6% recorded in 2010/11 was lower than the previous financial year (3.1%), and is the lowest rate recorded during the period 2002/03 to 2010/11.

Figure 30

### Resignation Rate Permanent Non-Industrial Staff 2002-2011



### Trends in Resignation Rates

12.3 The resignation rate in 2010/11 was 0.5%. Like the overall wastage rate, this was lower than the previous financial year (1.0%), and is the lowest rate recorded during the period 2002/03 to 2010/11.

Resignation rates have steadily declined since 2006/07 (3.4%). Over the same period the Labour Force Survey shows that the Northern Ireland unemployment rate has increased from 4.1% to 7.3%.

<sup>[22]</sup> Leavers from DOJ and PPS are not included in the analysis.

<sup>[23]</sup> Wastage rates are calculated by dividing the number of staff who left during the financial year by the number of staff in post at the start of the financial year, then multiplying by 100.

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## Appendix

### The Northern Ireland Civil Service (NICS)

The NICS is the civil service of the devolved administration. It includes staff working in the 12 Northern Ireland ministerial departments and staff working in the Public Prosecution Service for Northern Ireland (which is a non-ministerial Government department). Civil servants in the Health and Safety Executive for Northern Ireland, the Office of the Attorney General for Northern Ireland, and staff of The Assembly Ombudsman for Northern Ireland/ The Northern Ireland Commissioner for Complaints are also included.

Since the devolution of policing and justice in 2010, the NICS includes staff who were formerly in the Northern Ireland Court Service, the Youth Justice Agency, and the Northern Ireland Prison Service.

This report excludes uniformed staff in the NI Prison Service.

### Counting Civil Servants

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

#### Headcount

Each civil servant is counted as one member of staff, regardless of whether he or she works full-time or part-time. This is appropriate, for example, when recording the numbers joining or leaving the service.

#### Full-time Equivalent

Each full-time civil servant is counted as one member of staff and each part-time civil servant is counted as a proportion (based on hours worked) of a full-time member of staff. Thus, for example, someone working 18.5 hours per week counts as 0.5 staff, since a full-time employee works 37 hours per week. This is appropriate, for example, when recording the number of staff required to perform Civil Servant functions.

#### Permanent and Temporary/Casual staff

Permanent employees are employees with a contract with no agreed expiry date or a fixed-term contract of more than 12 months. Temporary/casual employees are those with a fixed term contract of twelve months or less, or employed on a casual basis.

#### Coverage of NICS Staff

Figures relate to employees with an employment contract who are being paid by the Organisation. Employees can be permanent, on a fixed-term contract or employed on a casual basis. Self-employed, contract workers and agency workers are excluded. Staff on career breaks or on secondment outside the NICS are also excluded.

#### Coherence and Comparability

The headcount estimates are identical to those in the Employment in the Northern Ireland Civil Service publication, but differ from the figures published in Equality Statistics for Northern Ireland Civil Service (which includes staff on a career break, but excludes temporary/casual staff).

#### Confidentiality, Transparency and Security

Data are held on a network that is only accessible to the few statisticians who need access.

#### Accuracy

Coverage of staff is 100%. The main computer system from which the data are extracted is also used to pay staff.

## List of Abbreviations

<b>DARD</b>	Department of Agriculture and Rural Development
<b>AGNI</b>	Attorney Generals Office Northern Ireland
<b>AOCC</b>	Assembly Ombudsman Commissioner for Complaints
<b>DCA</b>	District Council Area
<b>DCAL</b>	Department of Culture, Arts and Leisure
<b>DE</b>	Department of Education
<b>DEL</b>	Department for Employment and Learning
<b>DETI</b>	Department of Enterprise, Trade and Investment
<b>DFP</b>	Department of Finance and Personnel
<b>DHSSPS</b>	Department of Health, Social Services and Public Safety
<b>DOE</b>	Department of the Environment
<b>DOJ</b>	Department of Justice
<b>DRD</b>	Department for Regional Development
<b>DSD</b>	Department for Social Development
<b>DVA</b>	Driver and Vehicle Agency
<b>FTE</b>	Full-Time Equivalent
<b>HCS</b>	Home Civil Service
<b>HSENI</b>	Health and Safety Executive Northern Ireland
<b>LPS</b>	Land and Property Services
<b>NI</b>	Northern Ireland
<b>NICS</b>	Northern Ireland Civil Service
<b>NIO</b>	Northern Ireland Office
<b>NIPS</b>	Northern Ireland Prison Service
<b>NISRA</b>	Northern Ireland Statistics and Research Agency
<b>OFMDFM</b>	Office of the First Minister and Deputy First Minister
<b>OSNI</b>	Ordnance Survey of Northern Ireland
<b>PPS</b>	Public Prosecution Service
<b>SSA</b>	Social Security Agency

## Analogous Grade Levels

Each grade in each occupational group has an associated grade level. (The titles of the grade levels are actual grades in the General Service; in other occupational groups the grade names would be different). The table below lists the grade levels in descending order.

<b>Grade Level</b>	<b>Abbreviation</b>
Grade 5 (Assistant Secretary) and higher	G5+
Grade 6 (Senior Principal) & Grade 7 (Principal)	G6/G7
Deputy Principal	DP
Staff Officer	SO
Executive Officer I & Executive Officer II	EOI/EOII
Administrative Officer	AO
Administrative Assistant	AA



## Appendix

Table 5	
<b>Home Locations of Permanent Staff (Headcount) 2011</b>	
District Council	Nos. of Civil Servants Living in each DCA per Thousand of the Economically Active Population*
Antrim	21.7
Ards	46.7
Armagh	14.6
Ballymena	28.5
Ballymoney	22.6
Banbridge	23.0
Belfast	29.9
Carrickfergus	25.6
Castlereagh	42.2
Coleraine	27.2
Cookstown	18.8
Craigavon	22.2
Derry	20.3
Down	36.8
Dungannon	17.3
Fermanagh	16.7
Larne	26.2
Limavady	28.7
Lisburn	26.4
Magherafelt	24.1
Moyle	19.0
Newry and	16.0
Newtownabbey	32.3
North Down	40.9
Omagh	25.1
Strabane	35.3

\*Economically Active Population sourced from LFS Local Area Database 2010

## Appendix

Table 6	
<b>Work Locations of Permanent Staff (Headcount) 2011</b>	
District Council	Nos. of Civil Servants Working in each DCA per Thousand of the Economically Active Population*
Antrim	13.7
Ards	6.5
Armagh	10.5
Ballymena	26.4
Ballymoney	6.2
Banbridge	4.2
Belfast	122.7
Carrickfergus	13.5
Castlereagh	12.7
Coleraine	37.6
Cookstown	7.7
Craigavon	14.5
Derry	32.3
Down	14.5
Dungannon	10.8
Fermanagh	17.6
Larne	8.9
Limavady	5.7
Lisburn	13.0
Magherafelt	11.6
Moyle	1.2
Newry and	9.9
Newtownabbey	5.5
North Down	26.1
Omagh	35.9
Strabane	7.0

\*Economically Active Population sourced from LFS Local Area Database 2010