



EQUALITY STATISTICS FOR THE NORTHERN IRELAND CIVIL SERVICE

Based on staff in post at 1 January 2018

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Executive Summary

This report provides an overview of diversity and equality in the Northern Ireland Civil Service (NICS) at 1st January 2018 and how it has changed over time. The key findings are summarised below.

1) Composition

At 50.5%, the composition of females in the NICS workforce is 2.6 percentage points higher than that at 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%; 2018, 38.2%).

Excluding those with a community background recorded as 'Not Determined', Protestants made up 50.9% and Catholics 49.1% of NICS staff during 2018, a difference of 1.8 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 – 15.6% of staff were aged 16-34, 44.9% were aged 35-49, and 39.5% were aged 50 or above. The average age (median) of staff has increased from 39 in 2000 to 46 in 2018.

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 lower than in the economically active population (9.1%).

2) Recruitment and promotion

Analysis of appointments from promotion (707 appointees) and recruitment (454 appointees) competitions with a 2017 closing date indicates that the profiles of successful candidates were broadly in line with what was expected although some differences emerged in relation to gender, community background and age.

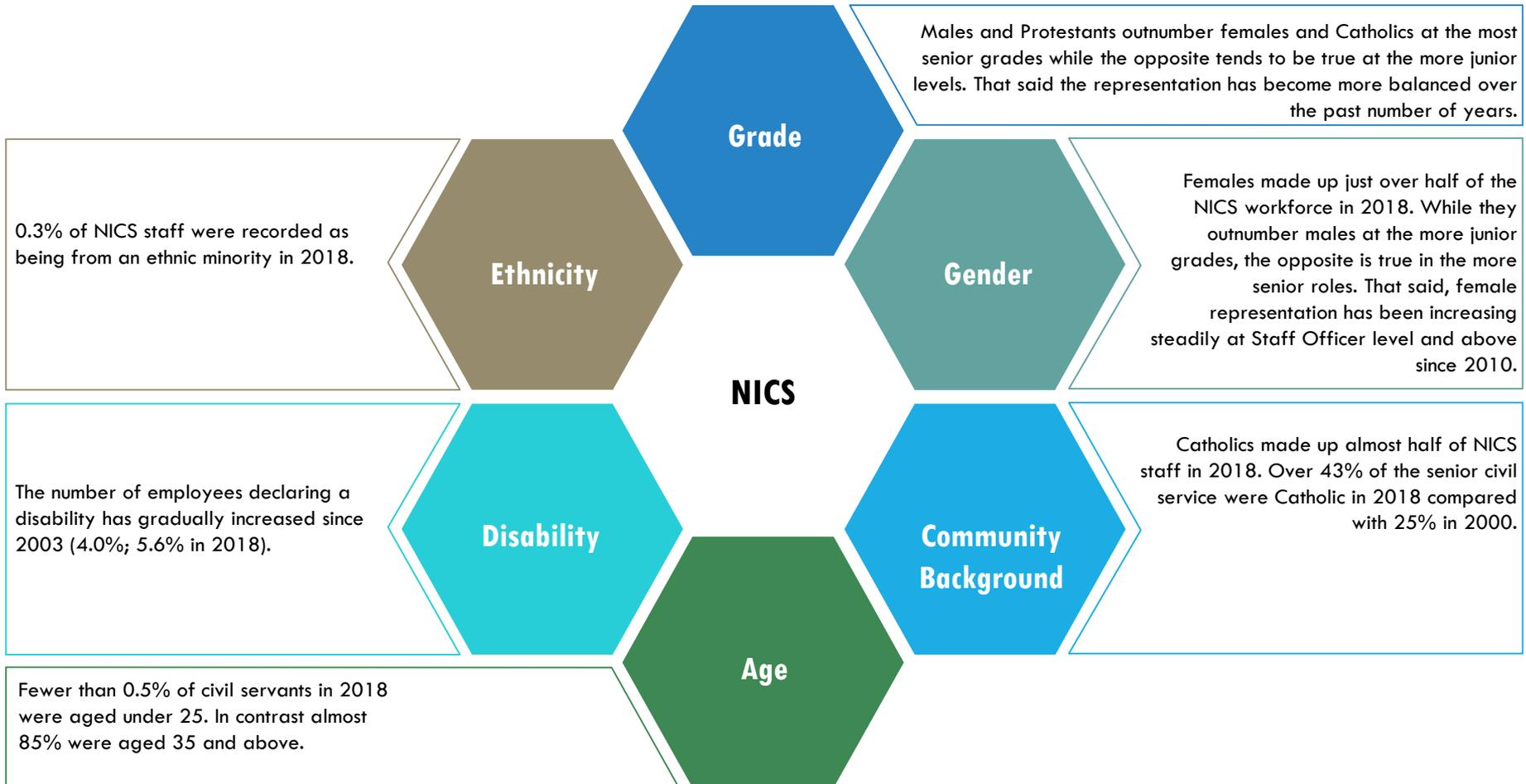
3) Leavers

Resignations, retirements and ill health, each separately accounted for approximately one third of all the 689 individuals who left the NICS in 2017. The proportion of leavers aged 50 and above (59.2%), or who were male (56.5%) or who had a Protestant community background (59.7%) each constituted a greater proportion of leavers than staff in post in 2017 (50+, 37.4%; male, 49.4%; Protestant, 51.0%).

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

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

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

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

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

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

2 Introduction

Discontinuities

Over the period 2002-2018, several parts of the NICS changed their status and ceased to be part of the civil service. NICS staff on secondment to the Police Service of Northern Ireland (PSNI) ceased to be civil servants and became PSNI employees while the NI Court Service and the YJA became part of the NICS. The table below lists the years in which the main changes occurred, and the approximate number of people who ceased to be, or who became NICS staff as a result. These changes are highlighted in this report on charts relating to gender and community background to help explain composition changes, where appropriate.

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

3 Composition

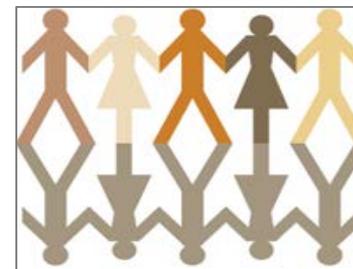
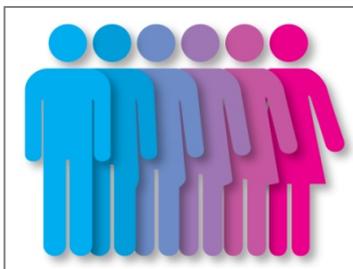
About this chapter

At 1st January 2018 there were 23,236 staff in the NICS; 212 (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 Britain¹ (1.3%). This chapter provides an overview of the composition of NICS staff in terms of gender, community background, age group, ethnicity and disability.

Throughout this chapter, contextual figures are provided, using data on the economically active population, which comprises both the employed and the unemployed. Contextual figures for gender, community background, age and ethnicity have been sourced from the 2011 Census. Prior to this report, disability related contextual data was sourced from the Northern Ireland Survey of Activity Limitation and Disability (NISALD). As this survey was completed in early 2007, comparative disability data in the current report has been updated and is now sourced from the January to March 2018 Labour Force Survey (LFS).

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

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



¹ <https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/publicsectorpersonnel/bulletins/civilservicestatistics/2018>

3

Composition: Gender

Figure 1: Female representation in the NICS, 2000 to 2018



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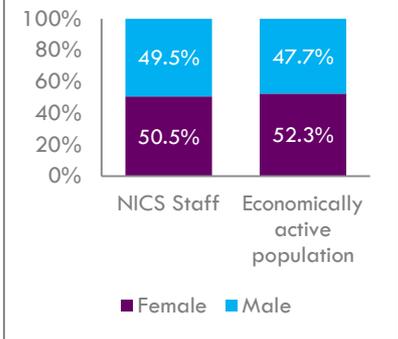
Overall

Overall females made up 50.5% of the NICS workforce in 2018, up from 47.9% in 2000 and similar to the previous year. Several parts of the NICS changed their status between 2002 and 2018 (see page 4); changes impacting on female representation are highlighted in figure 1.

While males outnumber females in senior roles (females accounting for 38.2% of senior civil servants in 2018), female representation within this group has continued to increase.

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

Figure 2: Comparing 2018 NICS gender composition with the economically active population (2011 Census)



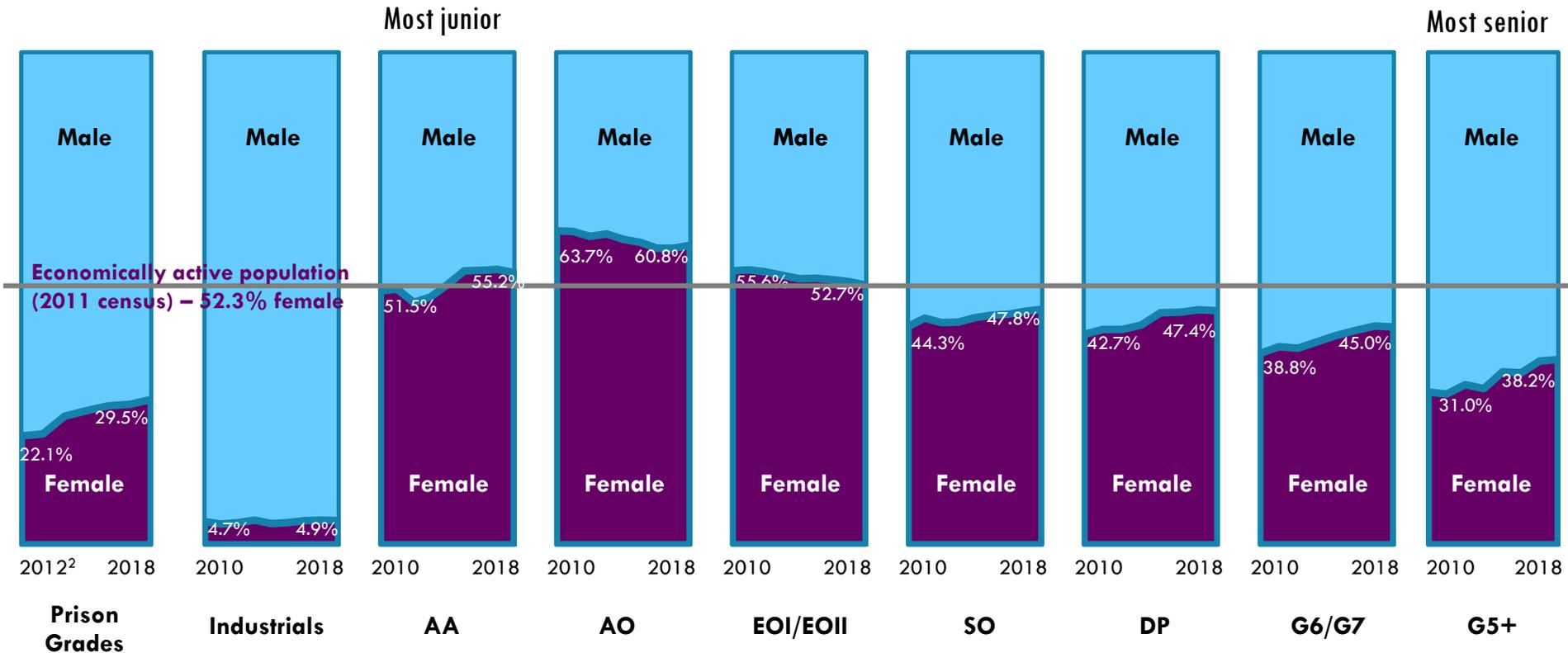
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Economically active comparisons¹

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

3 Composition: Gender

Figure 3: Gender balance at each analogous grade level¹, 2010 to 2018



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Gender composition across analogous grades

Like the previous year, females outnumber males at the more junior grades and 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 with the biggest changes seen at Grade 7 and above.

¹See Appendix 4 for details of analogous grade.

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

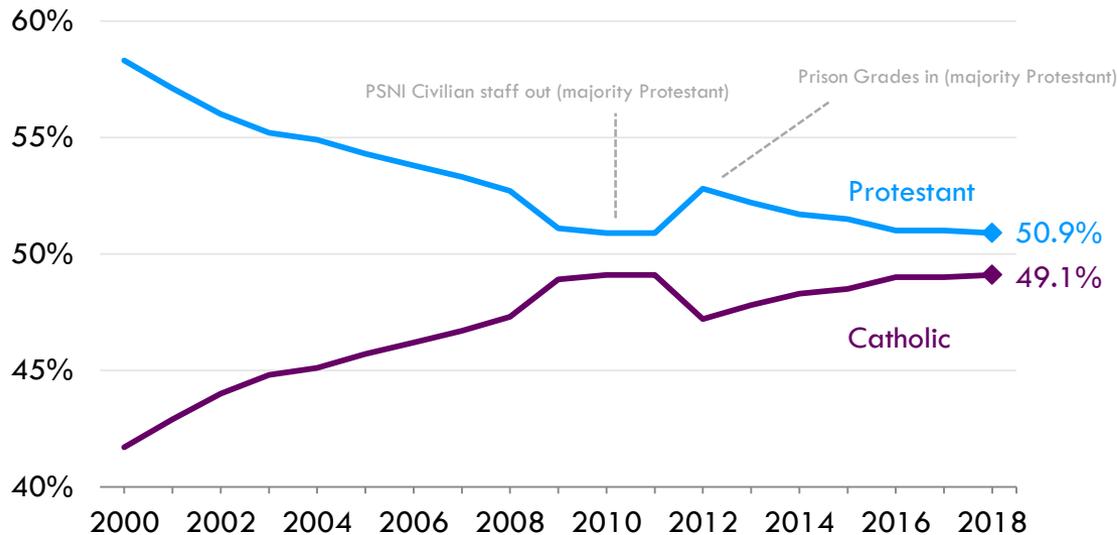
Economically active comparisons

Female representation at SO level and above is below female representation in the economically active population. In 2018 female representation in the senior civil service remained lower than that in the GB civil service (42.7%). The limitations of comparing the composition of the NICS to contextual figures are detailed in Appendix 1.

3

Composition: Community Background

Figure 4: Community background in the NICS, 2000 to 2018



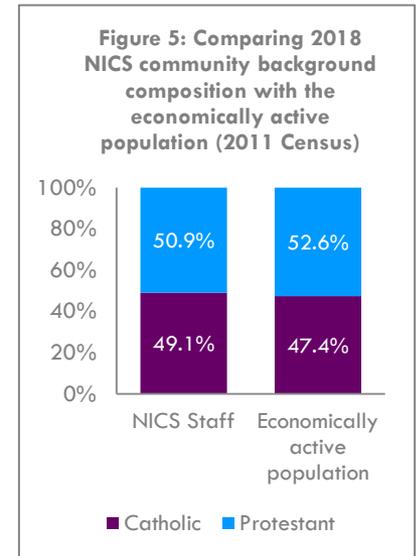
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Overall

At 1st January 2018 the community background (Protestant, Catholic, Not Determined) was available for all staff. Excluding staff described as Not Determined, Catholics made up 49.1% 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 2018; key changes impacting on community background representation have been highlighted in figure 4.

Economically active comparisons¹

Overall the community background composition of the NICS is similar to that of its comparator population (1.7 percentage points difference).



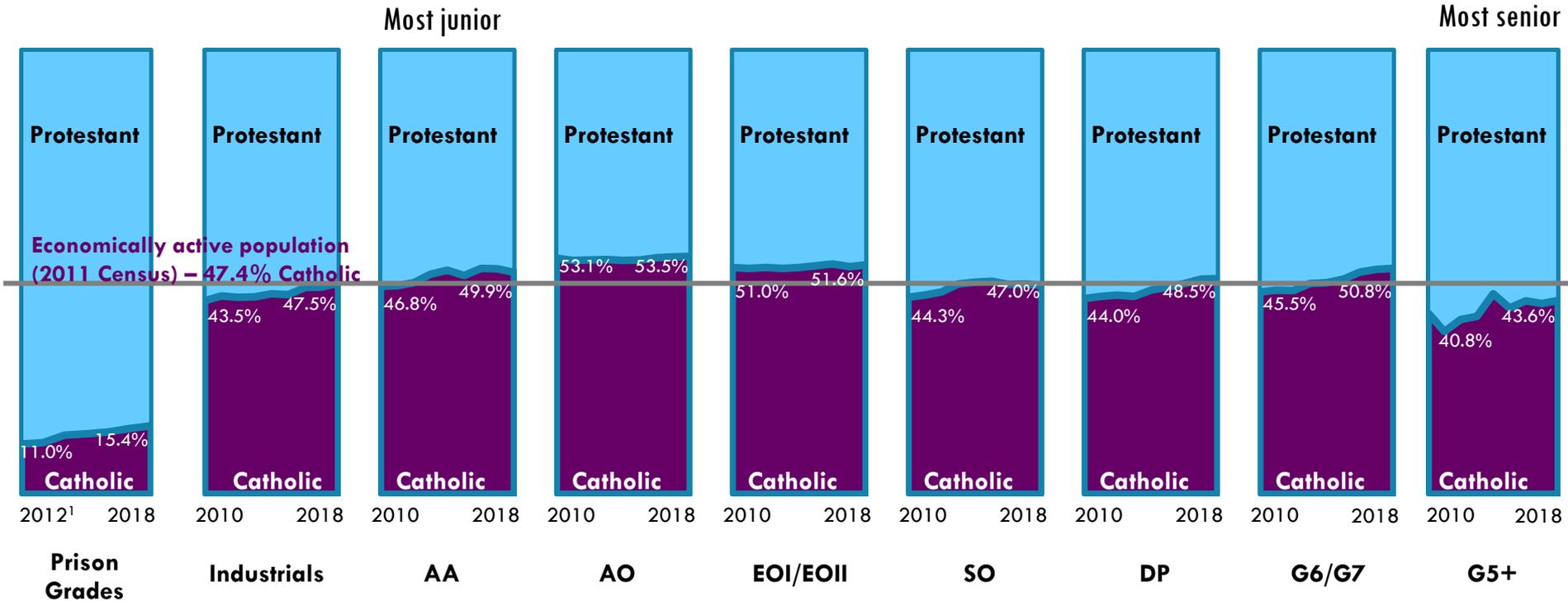
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¹Comparator populations are economically active Protestant and Catholics taken from 2011 Census, aged 16-64 years with Level 1 qualifications or above. i.e. at least GCSE (grades D-G), CSE (grades 2-5, 1-4 CSEs (grade 1), 1-4 GCSEs (grades A-C), 1-4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

3

Composition: Community Background

Figure 6: Community background balance at each analogous grade level, 2010 to 2018



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Community background composition across analogous grades

While Catholics made up less than half of staff in six of the nine grade levels in 2018, representation has increased at all grade levels since 2010. Excluding Prison Grades, where 15.4% of staff were Catholic, Catholic representation ranged from 43.6% at Grade 5 and above to 53.5% at AO level.

Economically active comparisons

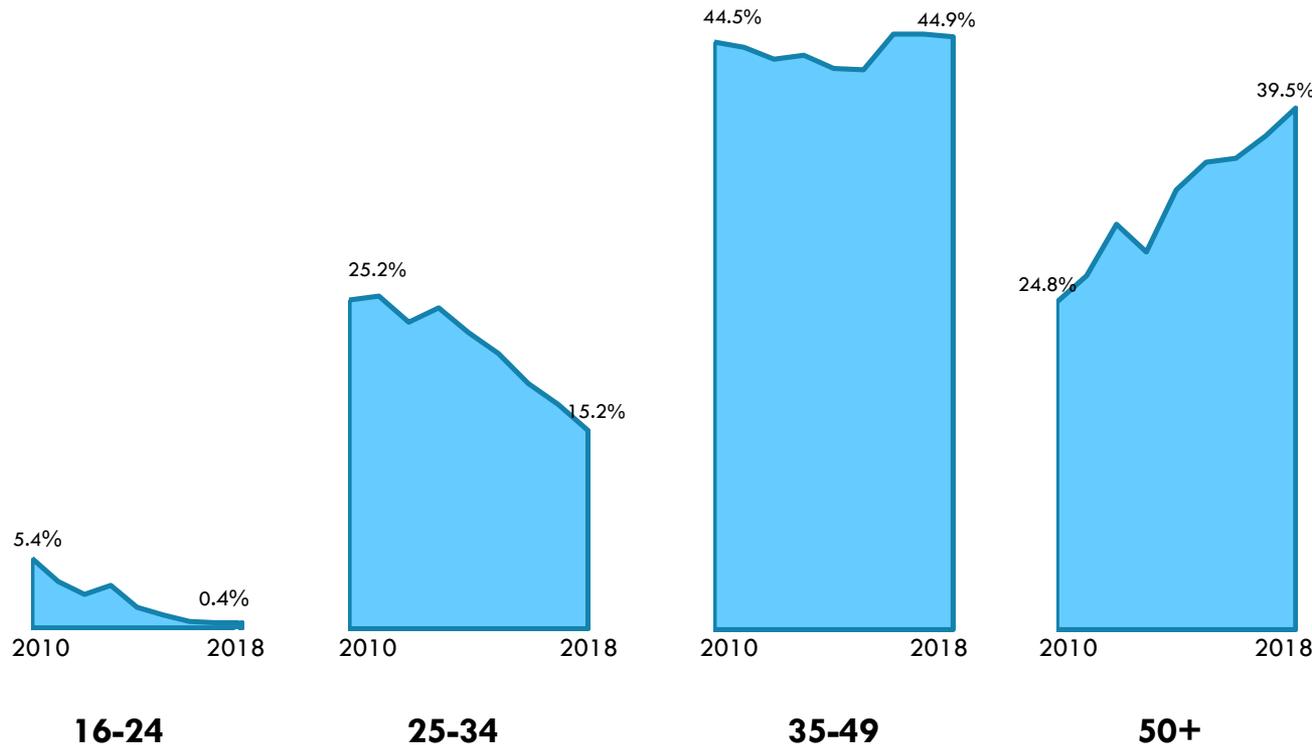
Catholic representation is lower than that in the economically active population at Staff Officer level, Grade 5 and above and in the Prison grades. The limitations of comparing the composition of the NICS to contextual figures are detailed in Appendix 1.

¹Sufficiently 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 2018

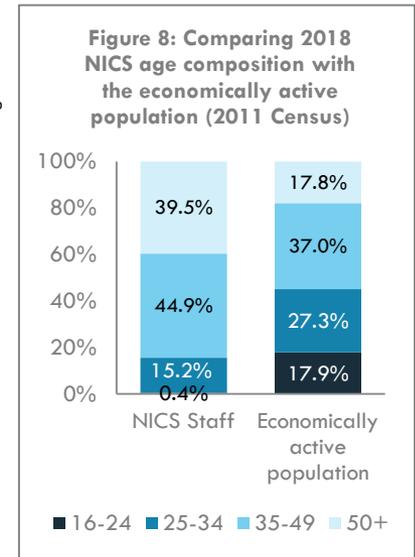


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Overall

In 2018, approximately two in every five members of staff (39.5%) were aged 50 and over, an increase of 14.7 percentage points from 2010. While the proportion of civil servants aged under 25 at January 2018 was low (0.4%), the number (100) was 10 more than at January 2017.

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



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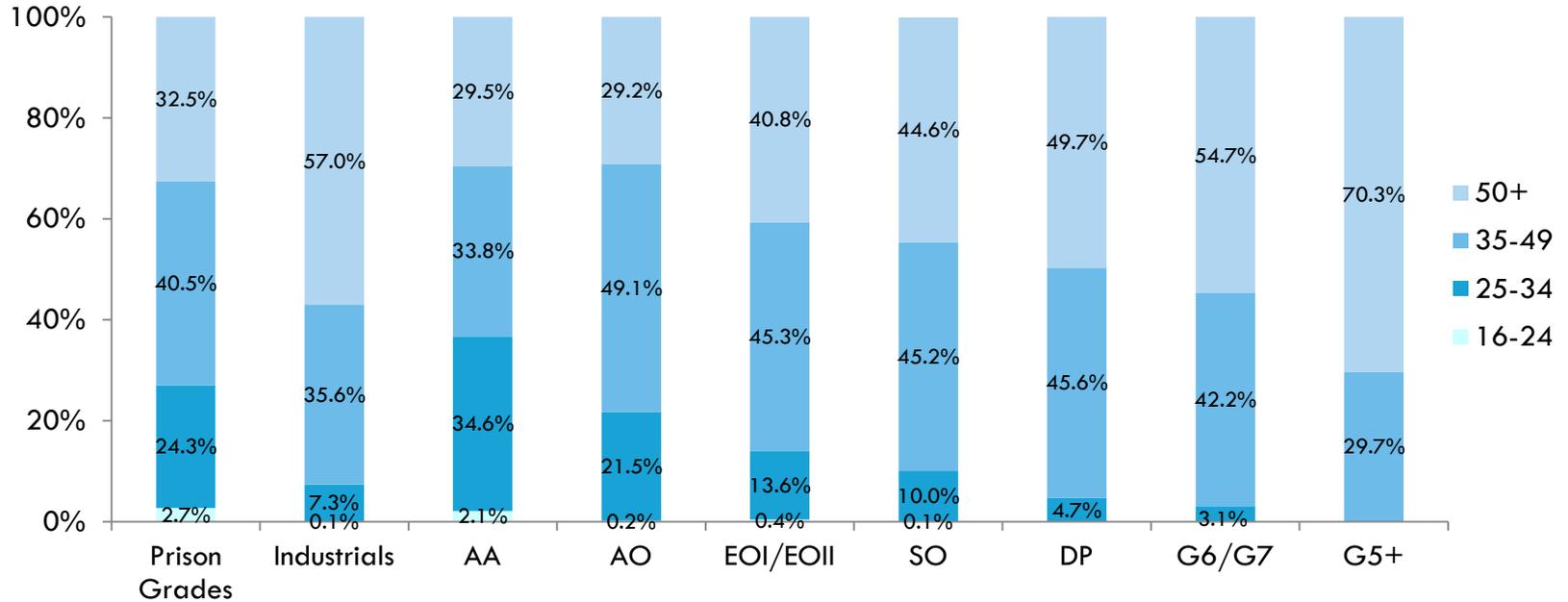
Economically active comparisons¹

The NICS has an older age profile than the comparator economically active population aged 16-64 years. In particular at January 2018, the proportion of NICS staff aged 50 and over was more than double that of the economically active population.

3

Composition: Age Group

Figure 9: Age group balance at each analogous grade level, 2018



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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 approximately seven in every ten staff at Grade 5 and above.

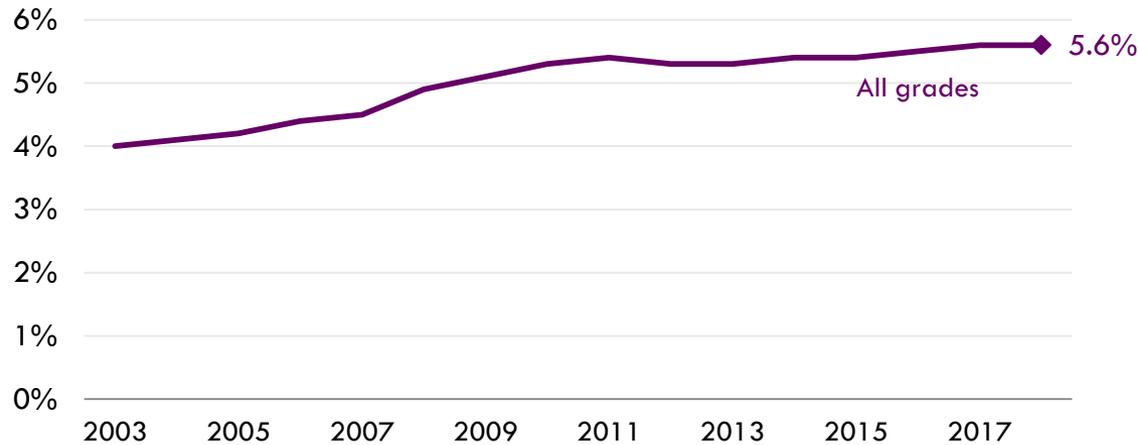
Changes to age profile over time

The median age of staff has increased from 39 in 2000 to 46 in 2018. 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 2018

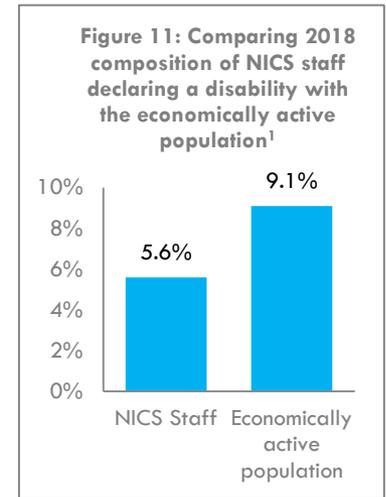


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Overall

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

Overall the proportion of employees declaring a disability in 2018 remained the same as during the previous year (5.6%). For the purposes of this report anyone whose disability information is missing (59.5% of staff in 2018) has been allocated to the ‘No disability declared’ category. Potentially, therefore, the true proportion of disabled staff is likely to be higher.



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Economically active comparisons

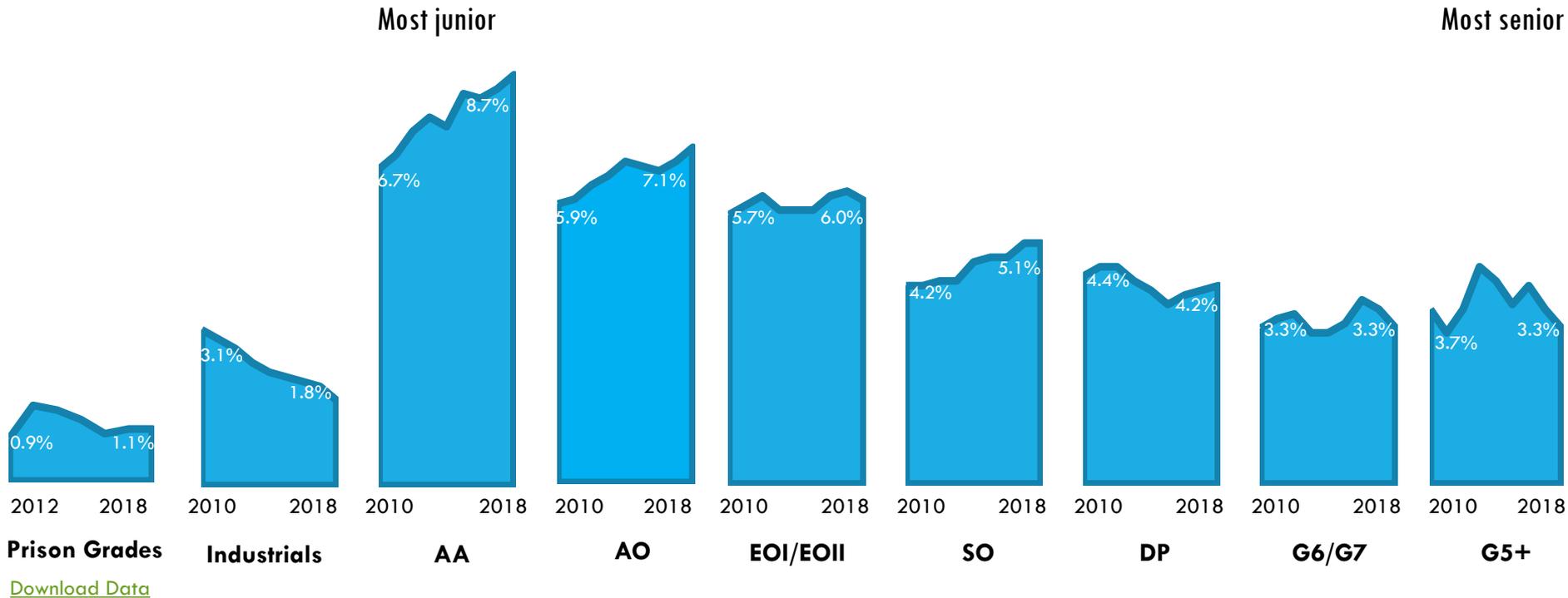
The 2018 figure (5.6%) is lower than the comparator economically active population aged 16-64 years who have a disability (9.1%). The comparative figure for the GB² civil service was 10.0%.

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

²Employees who have either not responded or actively chosen not to declare their disability status are excluded from the GB civil service calculation. Employees whose disability information is missing in the NICS are allocated to the ‘No disability declared’ category and included in the calculations.

3 | Composition: Disability

Figure 12: Declared disability at each analogous grade level, 2010 to 2018



Changes over time

In 2018 the proportion of NICS staff who declared a disability was highest in the more junior analogous grades, ranging from 8.7% at AA level to 3.3% 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 2018.

3

Composition: Ethnicity

Ethnicity

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

Are you:

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

Are you a member of a mixed ethnic group?

Yes No

Are you a member of the Irish Travelling Community?

Yes No



At 1st January 2018 data on ethnicity (first question above) was missing for 2,631 staff (11.3%). Excluding these cases from the analyses 0.3% (57 staff) of NICS staff were from an ethnic minority.

The proportion of NICS staff from an ethnic minority is 1.5 percentage points lower than from the economically active population¹ (1.8%). The comparative figure for the GB civil service was 12.0%.

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

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

4 Recruitment

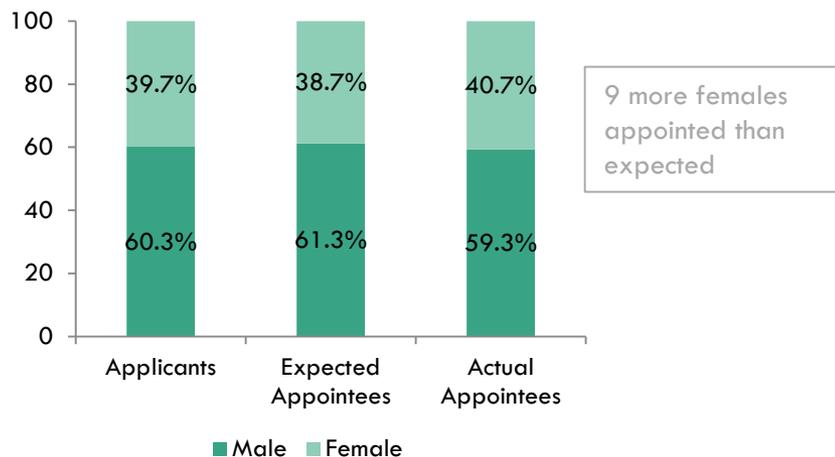
About this chapter

This chapter relates to the 88 NICS recruitment competitions, externally advertised and with a closing date for applications between 1st January 2017 and 31st December 2017.

A total of 5,794 valid applications were received, with the numbers of applicants for individual competitions ranging from 1 to 1,697. By 24th July 2018, 454 appointments¹ had been made.

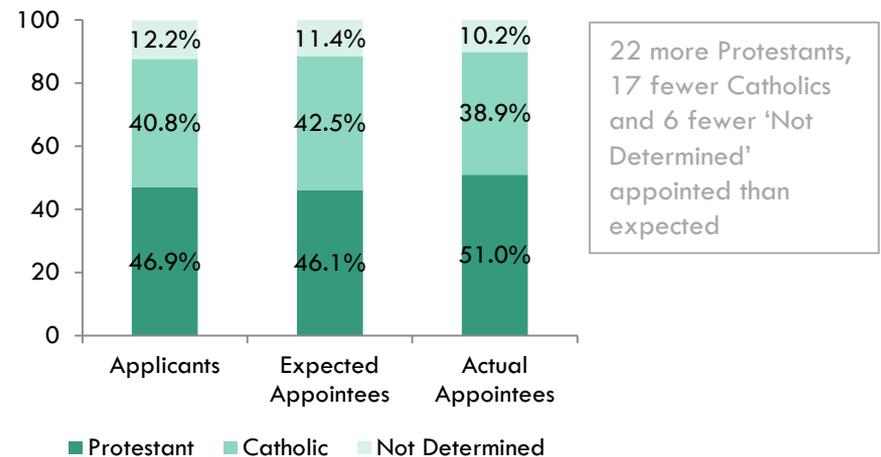
The composition of applicants and appointees by gender, community background, age group, disability and sexual orientation can be found below and on the next page. In addition, the composition of 'expected' appointees has been calculated for each of the five equality categories. This was done using the applicant pool for each of the 88 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 88 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



[Download Data](#)

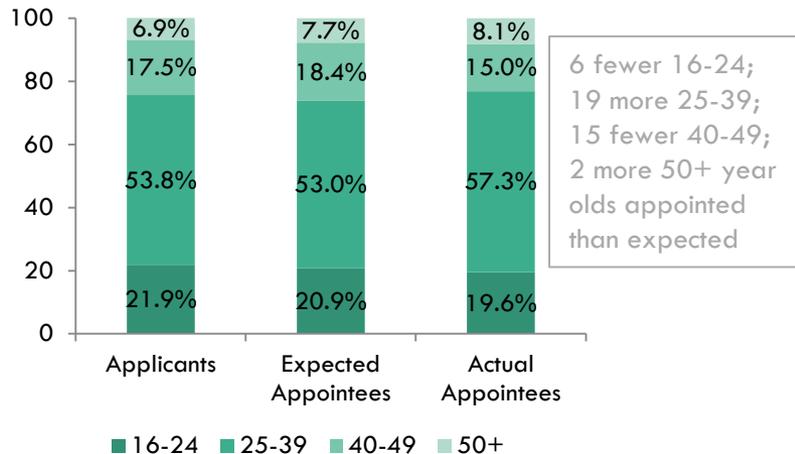
¹It should be noted that further appointments may be made from these competitions which may change the profile of appointees.

4 Recruitment

Information relating to ethnicity has not been presented due to the numbers involved – (131 ethnic minority applicants and fewer than 4 appointees).

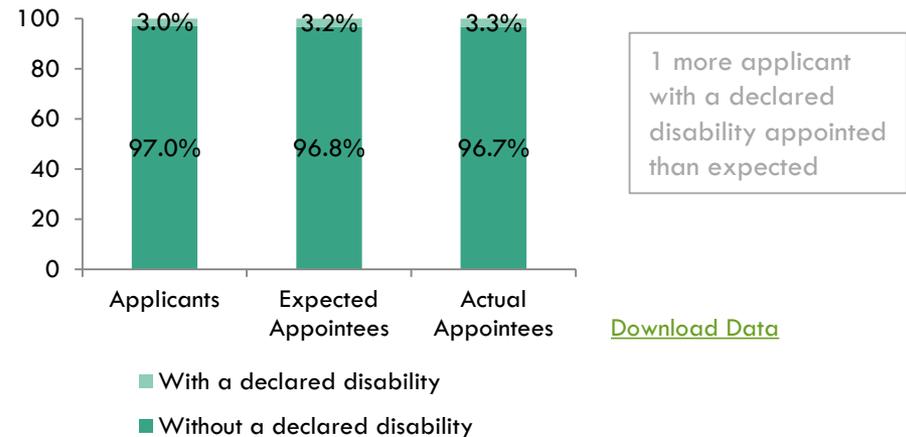
Note that the composition of applicants is influenced by the nature of specific competitions e.g. applicants for the Forest Officer competition were predominately male and those for the Food Technology Technician competition were predominately female.

Figure 15: Applicants and Appointees by Age Group



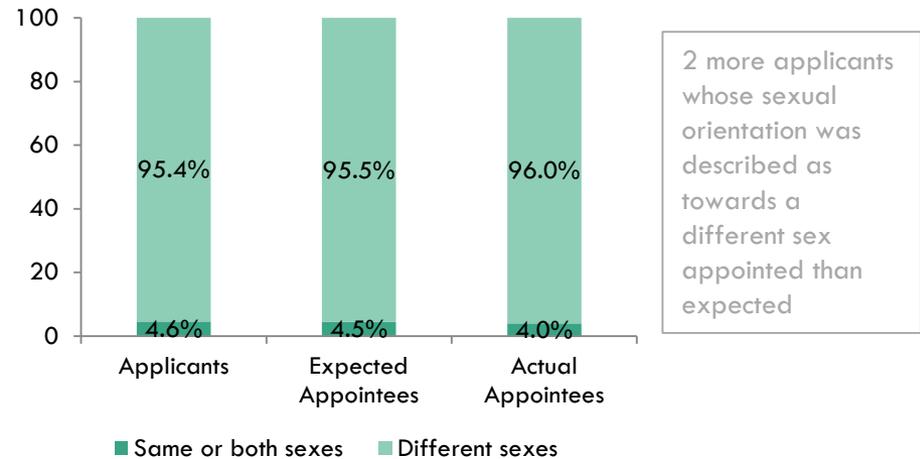
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Figure 16: Applicants and Appointees by Declared Disability



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Figure 17: Applicants and Appointees by Sexual Orientation



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5 Promotion

About this chapter

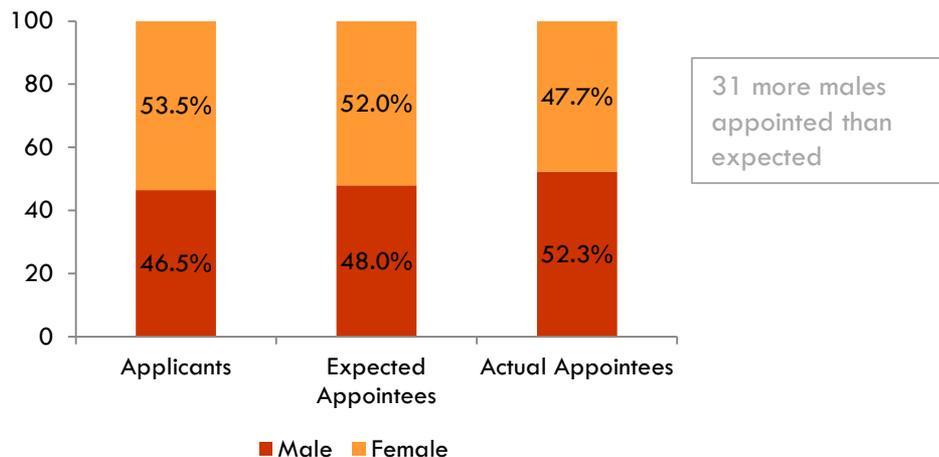
This chapter relates to the 75 NICS promotion competitions (including trawls) held with a closing date for applications between 1st January 2017 and 31st December 2017.

A total of 7,294 valid applications were made, with the numbers of applicants for individual competitions ranging from 2 to 3,945. By July 2018, 707 appointments¹ had been made.

The composition of applicants and appointees by gender can be found below. The composition of 'expected' appointees has also been calculated. This was done using the applicant pool for each of the 75 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 75 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.

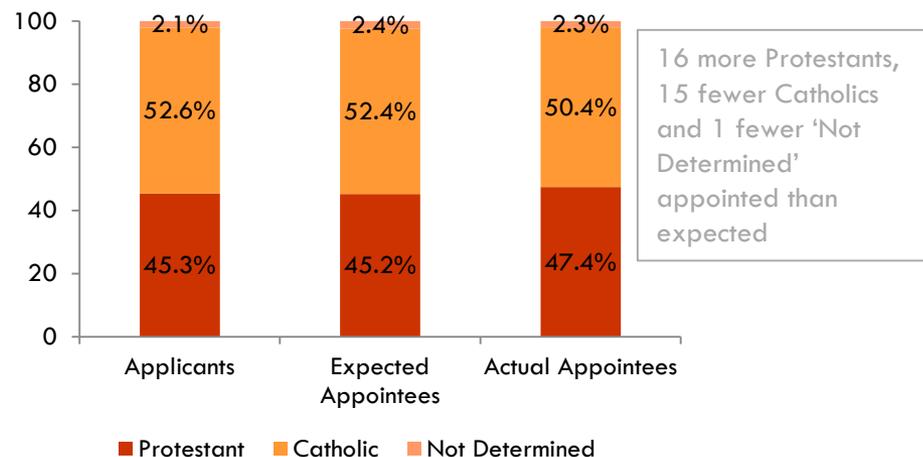
¹It should be noted that further appointments may be made from these competitions which may change the profile of appointees.

Figure 18: Applicants and Appointees by Gender



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Figure 19: Applicants and Appointees by Community Background

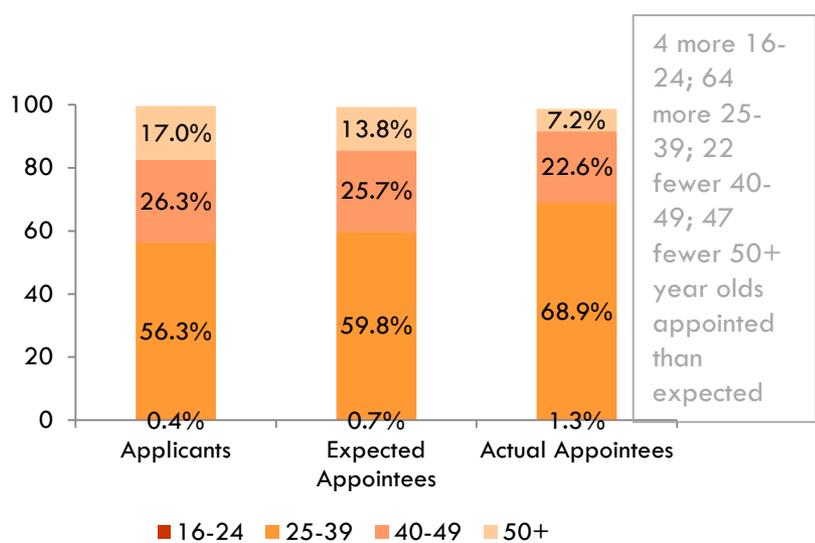


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5 Promotion

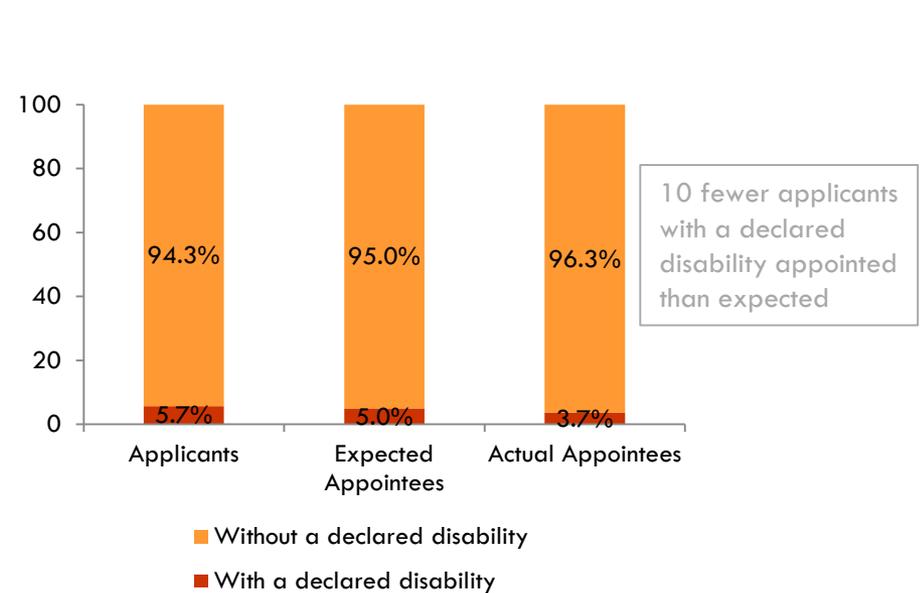
Information relating to ethnicity has not been presented due to the small number of candidates coming from an ethnic minority group – 32 applicants and 5 appointees. Information relating to sexual orientation has not been presented due to the quality of available data.

Figure 20: Applicants and Appointees by Age Group



[Download Data](#)

Figure 21: Applicants and Appointees by Declared Disability



[Download Data](#)

6 Leavers

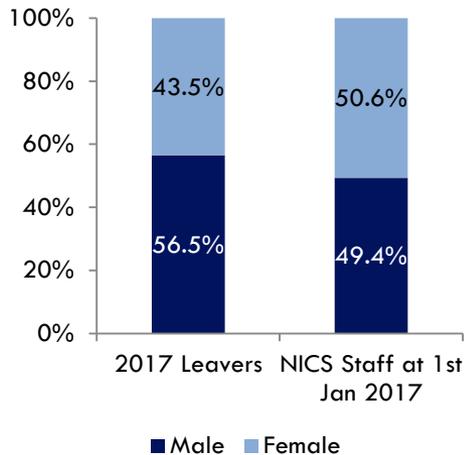
About this chapter

This chapter provides an overview of the gender, community background, age group and disability composition, for the 689 staff, who left the NICS during 2017. Comparative figures for all NICS staff at 1st January 2017 have been included.

Profile of leavers

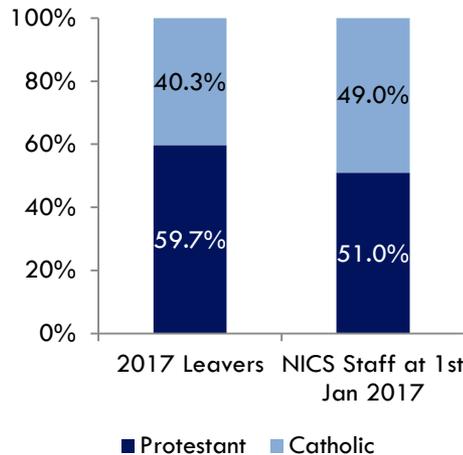
The proportion of leavers aged 50+ (59.2%) was considerably higher than the proportion who were staff in post (37.4%). Males (7.1 percentage points) and Protestants (8.7 percentage points) each constituted a greater proportion of leavers than staff in post.

Figure 22: 2017 Leavers by Gender



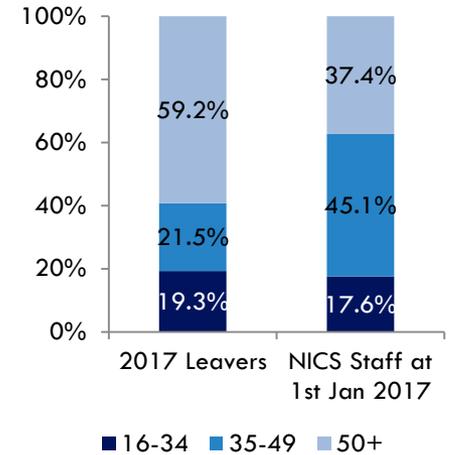
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Figure 23: 2017 Leavers by Community Background (excluding Not Determined)



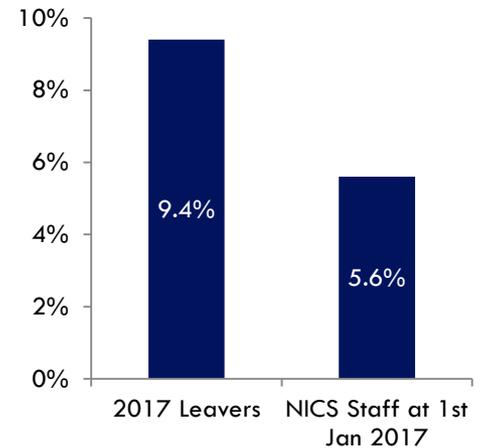
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Figure 24: 2017 Leavers by Age Group



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Figure 25: 2017 Leavers by Declared Disability



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6 Leavers

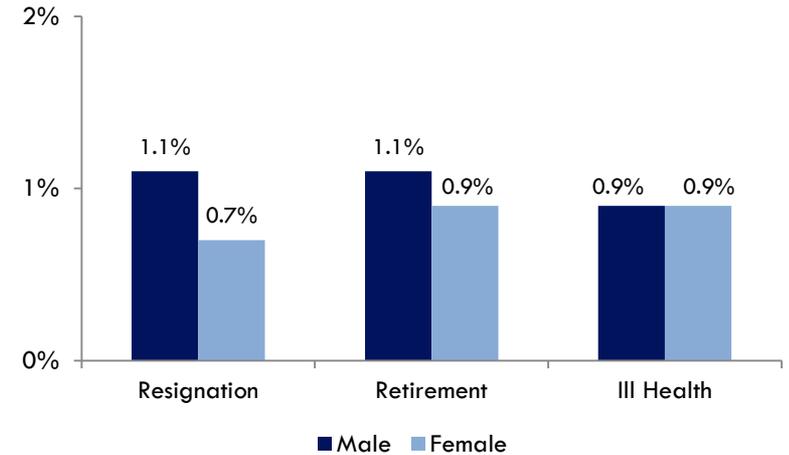
Reasons for leaving

To explore differences between gender, community background and age in more detail, leaving rates¹ for the three most common reasons for leaving (resignation, retirement and ill health, each separately accounting for approximately one third of all leavers) were calculated.

Leaving rates were noticeably higher among those aged 50+ and to a lesser extent among males and Protestants; 16-34 year olds did however have the highest resignation rates.

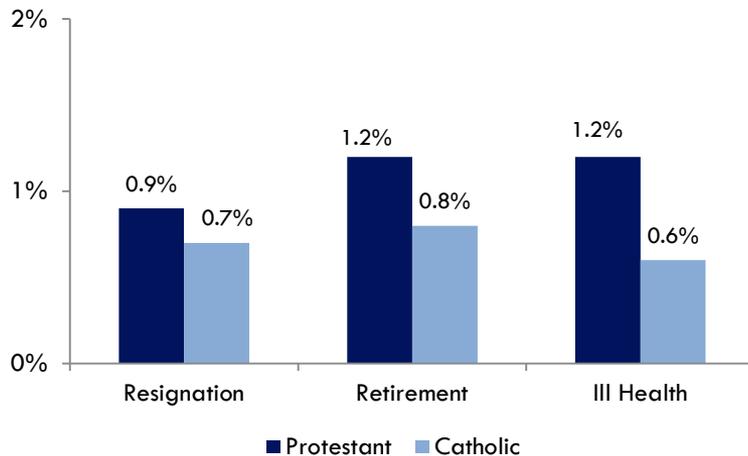
Leaving rates by disability and ethnicity are not presented due to the small numbers involved.

Figure 26: 2017 Leaving Rates by Gender



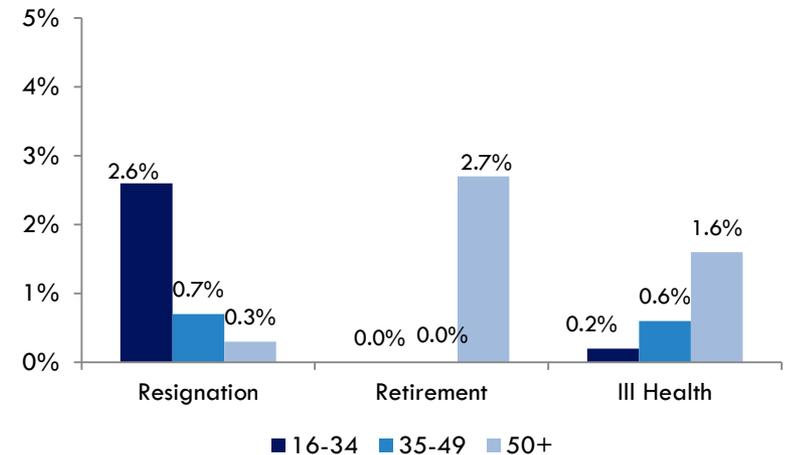
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Figure 27: 2017 Leaving Rates by Community Background



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Figure 28: 2017 Leaving Rates by Age Group



[Download Data](#)

¹For example the resignation rate is the number (e.g. of males) who resigned in 2017 divided by the number of (e.g. male) staff in post at 1st January 2017. The retirement and ill health rates are calculated similarly.

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

Introduction

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

Overall contextual figures

The overall contextual figures given in this report relate to the economically active population, and do not take account of the occupational profile of the NICS. ***They therefore give only a broad general comparison and cannot be used to conclude that there is under- or over-representation of any equality group. Accordingly, more detailed analysis is required in order to make such an assessment.*** For example, Census data on people in employment show that women constituted 18% of science and technology professionals, but 65% of teaching and research professionals. Comparisons need to be at the level of specific occupations. For community background, such analysis is undertaken for “Article 55” reviews. The most recent review can be accessed at <https://www.finance-ni.gov.uk/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 2 – Contextual figures for Grade 5 and above

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

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

Equality Category	Description	Proportion
Gender ²	Male	50.0%
	Female	50.0%
Community background ²	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	8.4%
	Without a disability	91.6%

¹Source the economically active population taken from the January to March 2018 Labour Force Survey (LFS), with two or more A levels or 4 or more AS levels. Estimates are subject to sampling error. The definition for disability used in the LFS reflects the Equality Act 2010 changes to the legal definition of disabled and uses the GSS Harmonised Standard definition. In summary, the GSS Harmonised Standard Definition covers people who report a current physical or mental health condition(s) or illnesses lasting or expected to last 12 months or more; and the condition(s) or illness(es) reduce their ability to carry out day-to-day activities.

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

Appendix 3 – Composition of NICS overall

Table 1: Gender composition at each analogous grade level, 2018

Analogous grade level	Number			%	
	Male	Female	Total	Male	Female
Grade 5+	131	81	212	61.8%	38.2%
Grade 6	140	125	265	52.8%	47.2%
Grade 7	583	466	1,049	55.6%	44.4%
DP	1,174	1,058	2,232	52.6%	47.4%
SO	1,525	1,398	2,923	52.2%	47.8%
EOI	1,552	1,375	2,927	53.0%	47.0%
EOII	1,686	2,236	3,922	43.0%	57.0%
AO	2,554	3,957	6,511	39.2%	60.8%
AA	510	629	1,139	44.8%	55.2%
Industrial	791	41	832	95.1%	4.9%
Prison Grades	863	361	1,224	70.5%	29.5%
Total	11,509	11,727	23,236	49.5%	50.5%

Appendix 3 – Composition of NICS overall

Table 2: Community background composition at each analogous grade level, 2018

Analogous grade level	Number				%		
	Protestant	Catholic	Not Determined	Total	Protestant	Catholic	Not Determined
Grade 5+	110	85	17	212	51.9%	40.1%	8.0%
Grade 6	108	150	7	265	40.8%	56.6%	2.6%
Grade 7	508	485	56	1,049	48.4%	46.2%	5.3%
DP	1,117	1,051	64	2,232	50.0%	47.1%	2.9%
SO	1,499	1,331	93	2,923	51.3%	45.5%	3.2%
EOI	1,392	1,432	103	2,927	47.6%	48.9%	3.5%
EOII	1,838	2,012	72	3,922	46.9%	51.3%	1.8%
AO	2,986	3,430	95	6,511	45.9%	52.7%	1.5%
AA	556	554	29	1,139	48.8%	48.6%	2.5%
Industrial	421	381	30	832	50.6%	45.8%	3.6%
Prison Grades	941	171	112	1,224	76.9%	14.0%	9.2%
Total	11,476	11,082	678	23,236	49.4%	47.7%	2.9%

Appendix 3 – Composition of NICS overall

Table 3: Age composition at each analogous grade level, 2018

Analogous grade level	Number				%		
	16-34 years	35-49 years	50+ years	Total	16-34 years	35-49 years	50+ years
Grade 5+	0	63	149	212	0.0%	29.7%	70.3%
Grade 6	4	103	158	265	1.5%	38.9%	59.6%
Grade 7	37	451	561	1,049	3.5%	43.0%	53.5%
DP	106	1,017	1,109	2,232	4.7%	45.6%	49.7%
SO	297	1,321	1,305	2,923	10.2%	45.2%	44.6%
EOI	304	1,275	1,348	2,927	10.4%	43.6%	46.1%
EOII	653	1,826	1,443	3,922	16.6%	46.6%	36.8%
AO	1,415	3,196	1,900	6,511	21.7%	49.1%	29.2%
AA	418	385	336	1,139	36.7%	33.8%	29.5%
Industrial	62	296	474	832	7.5%	35.6%	57.0%
Prison Grades	330	496	398	1,224	30.0%	40.5%	32.5%
Total	3,626	10,429	9,181	23,236	15.6%	44.9%	39.5%

Appendix 3 – Composition of NICS overall

Table 4: Disability status at each analogous grade level, 2018

Analogous grade level	Number			%	
	No declared disability	Disability declared	Total	No declared disability	Disability declared
Grade 5+	205	7	212	96.7%	3.3%
Grade 6	261	4	265	98.5%	1.5%
Grade 7	1,009	40	1,049	96.2%	3.8%
DP	2,139	93	2,232	95.8%	4.2%
SO	2,774	149	2,923	94.9%	5.1%
EOI	2,753	174	2,927	94.1%	5.9%
EOII	3,685	237	3,922	94.0%	6.0%
AO	6,049	462	6,511	92.9%	7.1%
AA	1,040	99	1,139	91.3%	8.7%
Industrial	817	15	832	98.2%	1.8%
Prison Grades	1,211	13	1,224	98.9%	1.1%
Total	21,943	1,293	23,236	94.4%	5.6%

Appendix 4 – Analogous grade level

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

Appendix 5 – Quality Assessment

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

Dimension	Assessment by the author
<p>Introduction:-</p>	<p>This report provides an overview of the equality profile of the Northern Ireland Civil Service (NICS) at 1st January 2018 and how it has changed over time. It includes an analysis of composition by gender, community background, age, disability status and ethnicity, and how that composition has changed over time. An analysis of the flows into, through and out of the NICS using recruitment, promotion and leaver information is also provided.</p> <p>The primary data source, with the exception in part of the NIPS, was HRConnect, the Human Resource Service for the NICS. Data for NIPS staff not on HRConnect was obtained from NIPS's own personnel data systems. Figures are based on actual staff in post at 1st January each year; analyses of leavers are on a financial year basis.</p>
<p>Relevance:- <i>The degree to which the statistical product meets user needs in both coverage and content.</i></p>	<p>Covers the composition of NICS staff at 1st January 2018 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 2017, and of success in recruitment and promotion competitions with a 2017 closing date.</p> <p>Disability and ethnicity data is missing for 60% and 11% of staff respectively.</p>

Appendix 5 – Quality Assessment

Dimension	Assessment by the author
<p>Accuracy and reliability:- <i>The proximity between an estimate and the unknown true value.</i></p>	<p>Coverage of staff is 100%, but ethnicity and disability are affected by missing data. Ethnicity data are missing for 11.3% 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 11.6% (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 59.5% 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 65.1% (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>
<p>Timeliness and punctuality:- <i>Timeliness refers to the time gap between publication and the reference period. Punctuality refers to the gap between planned and actual publication dates.</i></p>	<p>The report relates to 1st January 2018, and is published on 12th September 2018. The gap between the reference date and the publication date is due to the time it took to resolve various data quality issues. The publication date for the current report is eight weeks earlier than last year's report.</p>
<p>Accessibility and clarity:- <i>Accessibility is the ease with which users are able to access the data, also reflecting the format in which the data are available and the availability of supporting information. Clarity refers to the quality and sufficiency of metadata, illustrations and accompanying advice.</i></p>	<p>The report is available on the NISRA website and contains contact details for further information.</p> <p>Explanatory information including sources, discontinuities and missing data have been included.</p>

Appendix 5 – Quality Assessment

Dimension	Assessment by the author
<p>Coherence and comparability:- <i>Coherence is the degree to which data that are derived from different sources or methods, but refer to the same topic, are similar. Comparability is the degree to which data can be compared over time and domain.</i></p>	<p>Counts of staff depend on the reference date, whether staff are permanent or casual, whether those on a career break are included, and whether secondees are included.</p> <p>There are two alternative sources of information on the equality composition of the NICS – the Quarterly Employment Survey Supplement (gender), and the annual Monitoring Report published by the Equality Commission for Northern Ireland (community background). The Quarterly Employment Survey differs from this report in that it relates to data captured at a different point in time. The annual Monitoring Report differs from our report in that it includes additional employee groupings.</p> <p>There have been various changes in the scope of the NICS over the past decade as a result of the transfer of functions (and the associated staff) to new bodies outside the NICS, or from outside bodies to the NICS.</p>
<p>Assessment of user needs and perceptions:- <i>The process for finding out about users and uses, and their views on the statistical products.</i></p>	<p>When this publication was first being developed, we conducted a consultation with key stakeholders – NICS Corporate HR, the Equality Commission, Civil Service Commissioners, Departments, the trade union NIPSA, and the Statistics Advisory Committee. The consultation letter offered a meeting, and several of the bodies consulted took up this offer. Responses to the illustrative draft in the consultation were very favourable; specific suggestions were taken on board where feasible.</p> <p>Specific uses identified 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>The report currently contains contact details in case users wish to provide feedback, comments or queries on the publication.</p> <p>Key stakeholders, notably NICS HR, also regularly communicate their requirements to NISRA. In addition an annual customer satisfaction survey is undertaken to review the publication by gathering feedback on the statistics produced, how well they meet user needs and whether there are any suggested improvements. The most recent survey conducted in February 2018 indicated that all respondents were satisfied with the publication overall.</p>

Appendix 5 – Quality Assessment

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