NISRA

Northern Ireland
Statistics and Research Agency

Gníomhaireacht Thuaisceart Éireann
um Staitisticí agus Taighde

Business Plan
2018 / 19

Contents

NISRA at a glance

Headquarters
Northern Ireland Statistics and Research Agency
Colby House, Stranmillis Court, BELFAST, BT9 5RR.

Status
Executive Agency within the Department of Finance (DoF)

Chief Executive & Registrar General
Siobhan Carey

Number of staff at 1 April 2018
484 staff in total of which 50 are (currently) temporary

Structure
42 branches, across 22 Government Departments, Executive Agencies, Arms' Length Bodies, and Local Councils

Vision
Trusted statistics and research for a better society

Website
www.nisra.gov.uk

Email
info@nisra.gov.uk

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Chief Executive's Foreword

This year is one of those years when we will look back and say it was a watershed moment. The context in which we operate is changing, there are new data sources becoming available and there are new tools and techniques that can be deployed. The Digital Economy Act (DEA) provides new gateways to share and link data for the production of statistics and the General Data Protection Regulation (GDPR) strengthens the requirements to be transparent about what we do with data and how we protect it. And there is increased demand for sound evidence. The draft Programme for Government has data front and centre. Our planned departure from the EU opens up new perspectives on what is important to measure. And fake news requires insightful truths to be communicated. Citizens have become used to having access to instant information so improving timeliness and accessibility of the information we produce becomes critical if we are to remain relevant.

And in the Civil Registration space there is continuing volatility in demand for services and a number of changes that will follow on from judgements on specific cases.

All of these things provide an opportunity to really look at what we do and how we do it. The access to administrative data for the purpose of statistics and research will in some instances supplement or substitute data we currently collect, in other cases it will provide more frequent observations or will improve the ability to drill down to lower levels of granularity. In all instances it will be challenging to incorporate into existing production mechanisms.

This year is very much about the forward look. The preparations for the Census in 2021 will be ramping up in earnest. The next couple of years will be critical in positioning ourselves to be ready to optimise the advances in technology, data sources and skills. As part of our business planning process for this year we have identified a number of things we need to do now to take advantage of these opportunities and be ready.

These are in the space of:

- Developing our capability to communicate in an engaging, memorable and easily accessible way.

- Working out what our future technology requirements are and how we will get there.

- Setting the forward strategic priorities for the Agency that take us up to and beyond the Census.

- Building our capability, making sure we have the right skills where and when we need them.

And we need to do all this alongside delivering business as usual in a challenging external and fiscal environment. We can do that by prioritising and by improving our processes so they are not a drag on getting the job done.

This is a team effort. Everyone plays a role in designing the future.

Siobhan Carey
Chief Executive & Registrar General

Context

The Northern Ireland Statistics and Research Agency (NISRA), which incorporates the General Register Office (GRO), is an executive agency within the Department of Finance (NI) and was established on 1 April 1996 under the Government's Next Steps Initiative.

NISRA is the principal source of Official Statistics and social research on Northern Ireland. These statistics and research not only inform public policy but also academic and private sector research, and contribute to debate in the wider community. NISRA's services are afforded to a wide range of Government Departments and Non-Departmental Public Bodies, as well as Local Councils to assist the policy process and delivery of their objectives and actions. NISRA is also responsible for conducting the decennial Census of Population.

NISRA statisticians make an important contribution to the draft Programme for Government (PfG). At Population level, we provide the data underpinning the vast majority of the 49 Population Indicators and assist policy colleagues and other stakeholders in developing a greater understanding of the data.   NISRA also chairs the PfG Technical Assessment Panel, which provides an objective and impartial forum for the consideration of methodological and technical issues concerning the draft PfG Population Indicators. NISRA statisticians within The Executive Office (TEO) manage the reporting arrangements for the draft PfG Outcomes and Population Indicators.

At Performance Level, NISRA statisticians provide advice to Population Indicator owners on the availability and required development of performance metrics to include in Outcomes Based Accountability™ (OBA) report cards. These metrics monitor the key questions of 'How much did we do?', 'How well did we do it?' and 'Is anyone better off? The cross-departmental PfG Statistician working group encourages greater collaboration in PfG work across departments. NISRA statisticians also support the data development agenda.

GRO is responsible for the administration of the marriage and civil partnership law in Northern Ireland along with the registration of births, deaths, adoptions and gender recognition. GRO is also responsible for the maintenance of registration records and the production, on request, of certificates in relation to these events.

Vision and Mission

NISRA's vision is to provide:

Trusted statistics & research for a better society

Our accompanying mission statement is:

- To produce and disseminate high quality, trusted and meaningful statistics and research to inform decisions and improve understanding; and

- To provide a high quality and cost effective civil registration service to meet users' needs.

Within this we seek to:

- instil public confidence in the integrity and independence of statistics produced by the Agency;

- promote evidence based policy making;

- provide an understanding of social and economic conditions in Northern Ireland and how they change over time; and

- be a preferred place to work for its people.

Principles of Purpose

While NISRA shares the strategic context of the broader Department and NICS, we also operate within the wider UK government statistical community. The remit of the UK Statistics Authority, a non-ministerial government department, extends to Northern Ireland and NISRA complies with the Authority's Code of Practice for Statistics[1]. The code contains three pillars: **Trustworthiness, Quality** and **Value.** Together, these pillars underpin public confidence in statistics.

Trustworthiness: Confidence in the people and organisations that produce statistics and data.

Quality: Data and methods that produce assured statistics.

Value: Statistics that support society's needs for information.

The UK Statistics Authority monitors the production and publication of Official Statistics in Northern Ireland and assesses these for compliance with the Code of Practice.

Underpinning our vision and mission are our principles of purpose. These describe the ethos of our organisation, what is important to us and how we conduct our business as an Agency and as individuals.

They are:

Relevance: Our statistics and research will inform significant decisions in government, business and the wider community and, in so doing, contribute to the quality of life in Northern Ireland;

Integrity: Our statistics and research will gain public trust through being produced using objective and transparent methods;

Quality: Our statistics and research will be fit for purpose and of high quality;

Accessibility: Access to our records, statistics and research findings will be fair and open;

Protecting confidentiality: We will protect the confidentiality of information we hold;

Security: We will hold our records securely, protected from loss or damage;

Balancing the needs of users against the burden on providers: Costs of compliance will be kept to an acceptable level and data collected only when the benefits of a statistical survey exceed the cost to providers;

Enhancement through integration, accumulation, innovation and modernisation: Our statistics will emphasise coherence and common standards to maximise the value of available statistical and administrative sources; we will modernise our data collection and dissemination procedures through innovation and the use of technology;

Efficiency in costs, fairness in prices: We will strive to be efficient and to provide value for money in both costs and prices.

[1] https://www.statisticsauthority.gov.uk/code-of-practice/the-code/

Balanced Scorecards 2018 / 19

The Balanced Scorecards set out our key outcomes for the next 12 months, and the actions and measures that we will take towards achieving those outcomes. These outcomes, actions and measures have been developed using the Outcomes Based Accountability (OBA) approach. As NISRA is familiar with the Balanced Scorecard framework, we have presented the actions and measures using this approach.

The outcomes within the NISRA Balanced Scorecard have been grouped under four quadrants: **Value; Trust; Quality;** and **Governance,** reflecting the three pillars of the Code of Practice for Statistics.

Value - supporting and influencing decision-making in government and the wider community through engagement and the dissemination of reliable Official Statistics; ensuring that the statistics and data produced are useful, easy to access, remain relevant and support understanding of important issues.

Trust - through the trustworthiness, impartiality and independence of its outputs, responsiveness to users' needs and adherence to the Code of Practice for Statistics. Trustworthiness is a product of the people, systems and processes with organisations that enable and support the production of statistics and data.

Quality - ensuring outputs are produced to the highest professional and methodological standards; and developing and managing appropriately skilled people who take pride in their work and their organisation. Quality means that statistics fit their intended uses, are based on appropriate data and methods, and are not materially misleading.

Governance (Management) - through adherence to procedural and legislative requirements, including UK Statistics Authority guidance and departmental policies, and the application of appropriate financial controls.

The individual quadrants and outcomes are inextricably linked and achieving one influences how well NISRA achieves others. Each branch will have its own Business Plan, building on the NISRA Business Plan, and through it will directly link branch and individual performance and responsibilities to the overall NISRA Business Plan.

In order to reflect the more operationally focused nature of the work carried out by GRO, a separate Balanced Scorecard has been developed for GRO (see page 9). This uses the more traditional quadrants of Customers, Processes, People and Governance. The outcomes within the GRO Balanced Scorecard have been cross-referenced to the NISRA balanced Scorecard.
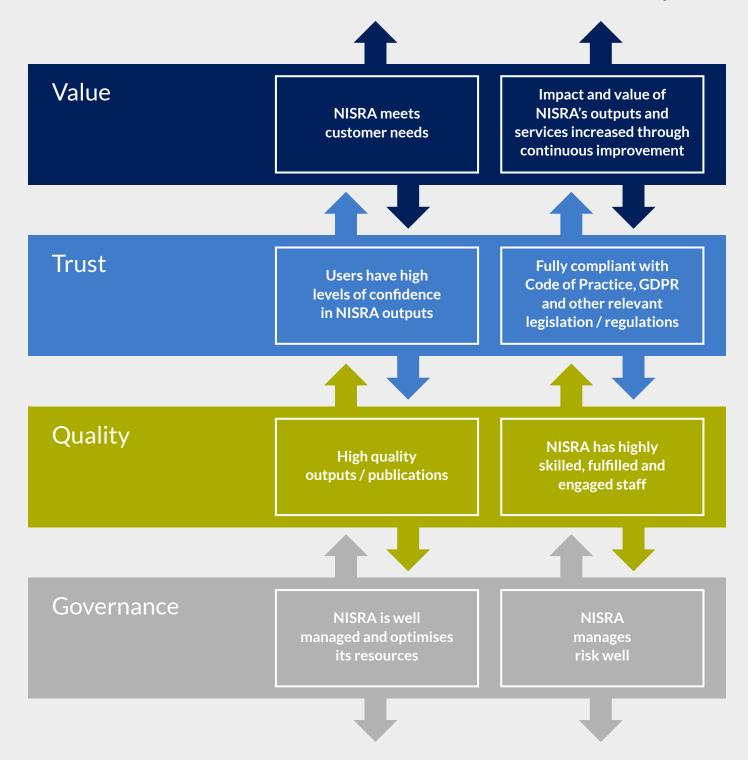
The commitments contained within the Balanced Scorecards will be reviewed regularly in-year and, where necessary, outcomes and actions will be adjusted in line with competing Agency priorities and within the context of continued financial pressures.

NISRA branches also contribute to their Departmental and Organisational Business Plans. As an Agency of the Department of Finance (DoF), NISRA contributes to the DoF Business Plan. The NISRA targets within the DoF Business Plan are outlined in Appendix 2. These will be monitored and reported alongside the NISRA Business Plan.

Vision:

Trusted statistics and research for a better society

Value		
	NISRA meets customer needs	**Impact and value of NISRA's outputs and services increased through continuous improvement**

Trust		
	Users have high levels of confidence in NISRA outputs	**Fully compliant with Code of Practice, GDPR and other relevant legislation / regulations**

Quality		
	High quality outputs / publications	**NISRA has highly skilled, fulfilled and engaged staff**

Governance		
	NISRA is well managed and optimises its resources	**NISRA manages risk well**

NISRA (Statistics and Research) Balanced Scorecard 2018 / 19

Value

Outcome	Action(s)	Measure(s)
V1: NISRA meets customer needs.	V1.1: Document and prioritise user needs. V1.2: Continue to prepare for 2021 Census. V1.3: Provide data and advice to support policy development and cross-government initiatives, for example, the draft Programme for Government (PfG) and EU Exit. V1.4: Make preparations to maximise the provisions of the Digital Economy Act.	V1a: All official statistics products have user needs documented. V1b: Number of new products developed or existing products amended in response to user needs. V1c: NISRA data used for policy development and implementation, and to monitor and support the draft Programme for Government (PfG) population and performance indicators. V1d: 2021 Census Output strategy developed by December 2018.
V2: Impact and value of NISRA's outputs and services increased through continuous improvement.	V2.1: Explore and agree Agency-wide Data Visualisation solutions. V2.2: Scope NISRA's technology requirements and develop options for future IT estate. V2.3: Improve documentation and efficiency of business processes.	V2a: Number of lean six-sigma projects implemented. V2b: Each branch has process documentation in place for at least one official statistics product[2], based on the GSBPM (Generic Statistical Business Process Model). V2c: Potential solutions identified to meet NISRA's existing and future technology requirements and presented to Agency Board.

Trust

Outcome	Action(s)	Measure(s)
T1: Users have high levels of confidence in NISRA outputs.	T1.1: Maintain National Statistics designations (where appropriate) for all current NISRA National Statistics and put forward more Official Statistics for assessment as National Statistics. T1.2: Increase profile of NISRA as a producer of Official Statistics. T1.3: Use multiple approaches and channels to reach a wider audience, e.g. develop relevant narratives on cross-cutting topics, using NISRA statistics. T1.4: Quality information published alongside all NISRA official statistics.	T1a: Number of hits (visits) to NISRA website, NINIS website, and NISRA section on Departmental / Organisational websites. T1b: % public aware of, and have trust in, NISRA and NISRA statistics; % public agree that the statistics produced by NISRA are free from political interference. T1c: Number of publications / outputs with National Statistics designation or being assessed for National Statistics designation. T1d: % users participating in user engagement activities reporting that they found the event beneficial.
T2: Fully compliant with Code of Practice, GDPR, and other relevant legislation / regulations.	T2.1: All breaches of Code of Practice reported as appropriate. T2.2: All NISRA statisticians trained in Code of Practice. T2.3: All issues highlighted by National Statistics assessments or the UK Statistics Authority addressed appropriately. T2.4: Implement policies and procedures in line with Departmental / Organisational action plans, to ensure NISRA fulfils its Data Protection obligations and conforms with GDPR by 25th May 2018.	T2a: Number of breaches of the Code of Practice. T2b: Number of breaches of the Data Protection Act. T2c: % statistical staff trained in new Code of Practice.

[2] This measure applies to all branches publishing official statistics, and those contributing to the official statistics production process.

NISRA (Statistics and Research) Balanced Scorecard 2018 / 19

Quality

Outcome	Action(s)	Measure(s)
Q1: High quality outputs / publications[3].	Q1.1: Implement NISRA Quality Review and Assurance procedures for all NISRA official statistics outputs. Q1.2: Ensure robust quality assurance mechanisms are in place and quality assurance checks are documented, implemented and monitored.	Q1a: Number of staff trained in quality assurance. Q1b: % of official statistics outputs with a documented quality assurance process. Q1c: % of official statistics outputs with a Background Quality Report (BQR) and Quality Assessment (QMHT[4] or QAAD[5]) completed. Q1d: % of official statistics outputs based on admin data sources with a QAAD completed. Q1e: Number of Official Statistics publications that were corrected.
Q2: NISRA has highly skilled, fulfilled and engaged staff.	Q2.1: Identify training needs of NISRA staff. Q2.2: Align training provision with business needs and development of NISRA staff. Q2.3: Develop resilient managers that can set challenging and stretching objectives for their staff. Q2.4: Create an environment where NISRA staff can develop and reach their full potential.	Q2a: % employee engagement index. Q2b: % NISRA staff reporting that their training and development needs have been met. Q2c: % NISRA line managers reporting staff have appropriate skills for future needs of their role. Q2d: % NISRA staff with PPAs and EYRs completed on time.

Governance

Outcome	Action(s)	Measure(s)
G1: NISRA is well managed and optimises its resources.	G1.1: Resources (people, finances, time) are aligned against business priorities. G1.2: Resources are managed in line with best practice. G1.3: Accounting Officer's duties are discharged in line with the Managing Public Money NI (MPMNI) guidelines.	G1a: No overspend and under spend within 2.5% of budget. G1b: % of staff reporting that NISRA is well managed. G1c: Staff Resourcing reviews and implementation to address issues of skills, people and job balance. G1d: Number of working days lost per staff year due to sick absence, appropriately benchmarked. G1e: Number of cross-branch working groups (e.g. task & finish groups) and cross-NISRA information sharing events (e.g. show and tell seminars). G1f: Annual reports and stewardship statements completed to agreed deadlines.
G2: NISRA manages risks effectively.	G2.1: NISRA risk register in place and actively monitored by the Audit and Risk Committee (ARC). G2.2: Branch risk registers and risk management strategies in place. G2.3: Annual Process Risk Assessments completed and reviewed by Agency Board.	G2a: Emergent risks entered into the appropriate risk register within 2 weeks of identification. Risk management strategy to be in place within 4 weeks where appropriate. G2b: Any broad areas of risk emerging from the Annual Process Risk Assessments, that require Agency level solutions, considered and addressed by Agency Board.

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[3]   Quality has many dimensions including relevance, accuracy, timeliness and punctuality, accessibility and clarity, comparability, and coherence (European Statistical System Quality Framework).

[4]   Quality Methods and Harmonisation Tool

[5]   Quality Assurance of Administrative Data Toolkit

General Registrar's Office Balanced Scorecard 2018 / 19

Customers

Outcome	Action(s)	Measure(s)
C1: DRO registration service and GRO Operations Team service delivered[6].	C1.1: Provide advice to GRO & DRO staff. C1:2 Helpdesk logs maintained accurately and timely. C1:3 Maintenance of database of standard responses. C1:4 All District workloads reviewed by February 2019. C1:5 Compile NIROS training manuals for DRO & GRO Operations staff by December 2018. C1:6 Complete training sessions with DRO & GRO staff on updates to NIROS and reporting options by December 2018. C1.7 Review and update registration handbooks by 31 March 2019.	C1a: NIROS & GeNI Support services available Mon - Fri, 9.00am - 4.30pm. C1b: Outcome of workload review notified to each District Council.

Processes

Outcome	Action(s)	Measure(s)
P1: Accurate and timely GRO Operations service[7].	P1.1: Production of certificates and amendments to records. P1.2: Using lean six sigma methodology review operations procedures. P1.3: Implement processes to ensure applications are handled correctly and to enable identification of errors. P1.4: Review postal system to ensure actions are taken to minimise delays in customer receiving certificates. P1.5: Develop and use the Management reports to identify areas of concern.	P1a: Casework applications processed within 15 working days. P1b: Counter Certificate applications processed within 3 working days. P1c: Online and postal applications processed within 5 working days. P1d: Priority certificate applications processed as appropriate - 30 mins counter & 1 day all other methods of application.
P2: Records of Northern Ireland births, deaths, marriages, civil partnerships and adoptions retained and managed[8].	P2.1: Develop, test and implement NIROS and GeNI releases as required. P2.2: Liaise with Enterprise Shared Services (ESS) in order to establish GRO's position in relation to the continuance / replacement of the BT / support services contract for NIROS. P2.3: Upload electronic registrations records in line with legislative guidelines. P2.4: Review and monitor registration records maintained in offsite storage. Discussion with PRONI and current service provider regarding standards required for storing registers and completing the self-assessment for archive accreditation.	P2a: Releases are invisible to the staff and public. P2b: Clear direction received from ESS on action required by GRO regarding NIROS support contract. P2c: Availability of the records on the NI Direct site. P2d: Paper records held securely in the right conditions.

[6] Links to V1: NISRA meet customer needs

[7] Links to Q1: High quality outputs / publications

[8] Links to T2: Fully compliant with Code of Practice, GDPR, and other relevant legislation / regulations

General Registrar's Office Balanced Scorecard 2018 / 19

People

Outcome	Action(s)	Measure(s)
PE1: GRO has highly skilled, fulfilled and engaged staff, working within the NICS framework / guidance[9].	PE1.1: Adhere to Performance Management System. PE1.2: Implement the NICS handbook including work life balance and to manage staff absenteeism. Work with NICS HR and monitor the effect on staff and business needs. PE1.3: Provide training to enable staff to cover all posts within sections at their grade. PE1.4: Training of staff on specialist areas of GRO work. PE1.5: Develop CPS and Casework handbooks by 31 March 2019.	PE1a: All EYR completed by April 2018 and all new PPA by end May 2018. PE1b: All GRO staff trained to an acceptable level in order to obtain the business objectives.

Governance

Outcome	Action(s)	Measure(s)
G1: Fully compliant with legislation / regulations, including GDPR, leaving the EU and Registration legislation[10].	G1.1: Freedom of Information (FOI) requests completed within timescale. G1.2: Implement policies and procedures in line with Departmental / Organisation action plans, to ensure NISRA conforms with GDPR by 25th May 2018. G1.3: All staff completed mandatory departmental / organisational training (e.g. GDPR, health & safety, fire safety, diversity training). Complete review of registration legislation against EU legislation. G1.4: Obtain DSO agreement to legislation changes, including Judicial Reviews, lay and commence regulations. G1.5: Establish costs for the provision of GRO and DRO services for 18 / 19 and establish relevant Fees for services provided. G1.6: Discuss with DoF Finance workload exercise methods and collection of recoupment from Councils.	G1a: FOIs completed within timescale. G1b: Number of GDPR breaches. G1c: Staff completed mandatory training. G1d: Fully compliant legislation. G1e: Regulations in place to facilitate access by Government Departments to NIROS records. G1f: Review of service costs and fees in place.
G2: GRO and DRO are appropriately resourced (people and funding) and managed[11].	G2.1: Resources (people, finances and time) are aligned against business priorities. G2.2: Resources are managed in line with best practice.	G2a: No overspend and underspend within 2.5% of reduced budget. G2b: Number of posts vacant for more than three months. G2c: GRO performance against budget allocation during 2018 / 19 financial year.
G3: Appropriate information assurance integrated within the branch in line with NISRA and DoF guidelines[12].	G3.1: Continuation of cross-departmental liaison for new and existing applications for DDRI data and process information requests within DDRI specified deadlines. G3.2: Develop, review, update & renew as required DSAs in respect of all organisations that GRO shares data with. G3.3: Maintenance of GRO Information Asset Register.	G3a: Secure sharing of GRO registration data with government departments and other organisations. G3b: Data Sharing Agreements (DSA) are in place with data sharing partners. G3c: GRO Information Asset Register is updated.

[9] Links to Q2: NISRA has highly skilled, fulfilled and engaged staff.

[10] Links to T2: Fully compliant with Code of Practice, GDPR and other relevant legislation / regulations.

[11] Links to G1: NISRA is well managed and optimises its resources.

[12] Links to T2: Fully compliant with Code of Practice, GDPR and other relevant legislation / regulations.

Official Statistics

Official Statistics in Northern Ireland are organised for publication purposes into a number of 'Themes', which may cut across traditional Departmental functional boundaries. These themes are described in the following table.

The primary aim of Official Statistics is to provide an accurate, up-to-date, comprehensive and meaningful picture of the economy and society and to support the formulation and monitoring of economic and social policies by government at all levels. Official Statistics also aim:

- to inform the Parliaments and Assemblies and the citizen about the state of the nation, and provide a window on the work and performance of government, allowing the impact of government policies and actions to be assessed;

- to provide business with a statistical service which promotes the efficient functioning of commerce and industry;

- to provide researchers, analysts and other users with a statistical service that assists their work and studies; and

- to promote these aims within Northern Ireland, the UK, the European Union and internationally and to provide a statistical service to meet European Union and international requirements.

All Official Statistics produced by NISRA can be accessed from the NISRA website[13].

[13] https://www.nisra.gov.uk/statistics

Official Statistics Themes

Agriculture and Environment

The Agriculture and Environment theme brings together information and statistics about the agriculture, animal health, natural environment, fishing, food and forestry sectors in Northern Ireland. It also includes rural communities.

Business and Energy

This theme covers Business and Energy statistics.

Children, Education and Skills

This theme brings together statistics on Children and Early Years Education, School and College Education and Higher Education and Adult Learning.

Crime and Justice

The Crime and Justice theme covers statistics relating to crime and justice which are collected from the public, police forces and other justice agencies. The statistics include types of crime, the work of the police and the functioning of the justice system. They also relate to the general public's experience and perceptions of crime.

Economy

The Economy theme covers statistics about economic accounts, government expenditure and revenues, prices and measures of inflation, short-term economic indicators and regional macro-economic statistics.

Government

This theme provides information on Central and Local Government. It also includes statistics related to the Code of Practice for Official Statistics.

Health and Social Care

This theme brings together information about population health (including health inequalities), hospital and community based health services, family health services (GPs, dentists, opticians, pharmacists) and social care. It also includes health and social care workforce statistics.

Housing, Community and Regeneration

This theme provides statistics on the communities and neighbourhoods in which people live, including housing and planning statistics. Statistics relating to volunteering and urban regeneration programmes are also included within this theme.

Labour Market and Social Welfare

Labour market statistics measure different aspects of work and jobs and provide an insight into the economy. These statistics cover people's participation in the labour force, working patterns, earnings and the types of work they do. Social Welfare statistics provide information on the main benefits which people receive. These include pensions, disability benefits and work-related benefits.

People, Places and Culture

This theme covers statistics on people, their lifestyles and activities, including their language, culture and identity. It also covers statistics relating to equality and diversity. Tourism statistics are included within this theme.

Population

Population statistics describe the demographic characteristics of the UK population and its change. These include statistics on the size and geographical breakdown of the population, the number of people entering and leaving the UK each year and the number of people in different demographic subgroups. The Census of population and statistics on vital events (including births, deaths and marriages) also fall under this theme.

Travel and Transport

Travel and Transport statistics cover a range of topics from traffic counts and surveys of road freight operators to statistics about the relative safety of different transport modes.

Crosscutting Topics

In addition to these topics NISRA will be pursuing a number of activities which cut across a number of these themes, for example Deprivation measures.

Financial Resources

The Agency's overall opening net Resource Budget for 2018 / 19 was £10,831K, incorporating a non-cash allocation of £1,044K. In addition the Agency has an initial Capital Budget of £1,600K.

The Capital Budget includes £600K for Reform of Labour Force Survey, £200K for continuing work on Economic Accounts, £420K for Data Infrastructure (draft Programme for Government), £175K for Blaise 5 and £205K for IT upgrades.

The net Resource allocation includes estimated income totalling £16,714K which will be used to offset the Agency's expenditure.

The Agencies funding position is monitored throughout the year and any emerging pressures or easements is considered at the monitoring rounds.

The budget is managed across two distinct business areas: The General Register Office (GRO) and Statistical and Research Services (S&RS).

Other Resource - covers all salaries, General Administrative Expenditure (GAE) and council expenses.

Capital - relates to Reform of Labour Force Survey, Economic Accounts and Data Infrastructure (draft Programme for Government), Blaise 5 and various IT projects.

Non-Cash - covering depreciation associated with the Agency's fixed assets.

The following table summarises the opening funding position:

NISRA Baselines 2018 / 19 (Pre monitoring rounds)

Business Area	Allocation (£000's)		
	Other	**Capital**	**Total**
General Register Office (GRO)			
- Expenditure	4,076	-	4,076
- Income	(3,483)	-	(3,483)
- Non-cash (Depreciation)	456	-	456
Sub-total (GRO)	**1,049**	**-**	**1,049**
Statistical & Research Services (S&RS)			
- Expenditure	22,425	1,600	24,025
- Income	(13,231)	-	(13,231)
- Non-cash (Depreciation)	588	-	588
Sub-total (S&RS)	**9,782**	**1,600**	**11,382**
Total NISRA	**10,831**	**1,600**	**12,431**
Total NISRA including non-cash			**12,431**

Appendices

Appendix 1: NISRA Branch Details

Department of Finance (DoF)

Census Office for Northern Ireland

Main Aims: To plan, undertake and report the decennial Census of Population. To disseminate Census data to Government and non-Government users. To complete data matching of personal identifiable data for the Census, Northern Ireland Longitudinal Study and Administrative Data Research Centre.	**Phone:** 028 9025 5156 **Email:** census@nisra.gov.uk

Central Survey Unit (CSU)

Main Aims: To provide a high quality survey research service to Government Departments, Agencies and the wider public sector.	**Phone:** 028 9025 5052 **Email:** kevin.sweeney@nisra.gov.uk

Corporate Services and Facilities Management (CSFM)

Main Aims: To provide a service to the Agency on all Corporate matters and other initiatives affecting the whole of the Agency. To manage the premises and facilities available to staff within the Corporate Headquarters - Colby House.	**Phone:** 028 9038 8449 **Email:** jacquie.hyvart@nisra.gov.uk

Dissemination Branch

Main Aims: To deliver and maintain NISRA website and provide a high quality customer service function. To raise the profile of NISRA and the services NISRA provides through training workshops, marketing events, STEM activities, social media, press office and circulation of promotional material. To increase the impact of NISRA statistics on society though the publication of stories, topical analyses, infographics and interactive content. To encourage the use of local statistics through the maintenance, development and promotion of Northern Ireland Neighbourhood Information Service (NINIS).	**Phone:** 028 9038 8468 **Email:** regina.mcgeown@nisra.gov.uk

NISRA Statistical Co-ordination Branch (SCB)

Main Aims: To support the NICS Statistical Co-ordination Group. To develop a data science strategy and co-ordinate statistical training across the Agency. To liaise with ONS on its National Wellbeing Programme, and to support the work of the (draft) Programme for Government (PfG) Technical Assessment Panel, and assist in coordinating PfG work across NISRA branches.	**Phone:** 028 9025 5606 **Email:** alana.green@nisra.gov.uk

NISRA Statistical Support and Business Planning (SSBP)

Main Aims: To co-ordinate and provide statistical and methodological support within NISRA including Official Statistics / Code of Practice guidance and training.

To co-ordinate the production and monitoring of the NISRA Balanced Scorecard / Corporate Plan.

Phone: 028 9038 8466

Email: ruth.fulton@nisra.gov.uk

Demographic Statistics

Main Aims: To provide high quality population, vital and spatial statistics / research tools to Government Departments, Agencies and the wider society.

Phone: 028 9038 8479

Email: brian.green@nisra.gov.uk

Economic & Labour Market Statistics (ELMS)

Main Aims: To produce business, economic and labour market statistics in line with the Code of Practice for Official Statistics in order to monitor the performance of the NI economy and labour market.

Phone: 028 9052 9573

Email: james.gillan@nisra.gov.uk

Tourism Statistics and Staff Surveys Branch (TSSSB)

Main Aims: To produce and disseminate accurate, timely and relevant information in relation to the value and volume of tourism within Northern Ireland and to undertake staff attitude and other non face-to-face surveys on behalf of NICS, Departments, Agencies and other public sector bodies.

Phone: 028 9025 5159

Email: tourismstatistics@nisra.gov.uk

General Register Office (GRO)

Main Aims: To administer the marriage and civil partnership law in Northern Ireland along with high quality civil registration service including the registration of births, deaths and adoptions.

Phone: 028 9038 8404

Email: kathie.walker@finance-ni.gov.uk

Human Resource Consultancy Services (HRCS)

Main Aims: To help the NICS, Departments, Agencies and other public sector bodies develop, implement and evaluate their HR strategies by providing them with a wide range of high quality, cost effective professional services. These include paybill modelling, workforce planning, Equal Opportunity monitoring, absenteeism monitoring, original research using quantitative and qualitative techniques and the provision of key personnel statistics.

Phone: 028 9038 8429

Email: tony.mathewson@nisra.gov.uk

Special European Union Programmes Body (SEUPB)

Main Aims: To provide specialist support and advice to the Special EU Programmes Body with regard to the monitoring and evaluation of Programmes supported by European Structural Funds for Peace and Interreg.

Phone: 028 9026 6723

Email: michael.power@seupb.eu

Land and Property Services (LPS)

Main Aims: To facilitate service delivery and evidence-based policy development, monitoring and evaluation through the provision of high quality statistical information, analysis and advice to Land & Property Services. LPS Statistics Branch publishes the NI House Price Index and a range of property and rating statistics.

Phone: 028 9033 6049

Email: stephanie.harcourt@finance-ni.gov.uk

Department of Agriculture, Environment and Rural Affairs (DAERA)

Statistics and Analytical Services

Main Aims: To collate and disseminate farm, rural and environmental statistics from own survey data and a wide range of secondary data sources. To provide economic and statistical advice and deliver analytical services that supports the development, implementation and review of policy in DAERA.	**Phone:** 028 9052 4063 **Email:** paul.keatley@daera-ni.gov.uk

Economics & Evaluation

Main Aims: To collate and disseminate statistics on agricultural markets and aggregate agricultural incomes. To provide economic analysis that underpins policy development in areas that the Branch has responsibility e.g. CAP Reform and international trade. To conduct monitoring and evaluation of the Rural Development Programme	**Phone:** 028 9052 4675 **Email:** seamus.mcerlean@daera-ni.gov.uk

Department for Communities (DfC)

Analytical Services Unit (ASU)

Main Aims: To provide the Department for Communities with a professional service covering statistics, management information, research and analysis. This work informs policy, planning and decision making in the areas of social security, working age services, employment programmes, disability policy, child maintenance and pensions, as well as housing, urban regeneration, culture, arts and leisure, community development and voluntary activity.	**Phone:** 028 9082 9086 **Email:** michelle.crawford@communities-ni.gov.uk

Department of Education (DE)

Statistics and Research Team

Main Aims: To influence and inform education and children's services policy through providing and disseminating high quality and timely statistics, analysis and research in proactive and innovative ways.	**Phone:** 028 9185 8202 **Email:** pauline.donnan@education-ni.gov.uk

Department for the Economy (DfE)

Department for the Economy

Main Aims: To provide statistical and research support relating to further and higher education, the labour market and the economy.	**Email:** nicola.fisher@economy-ni.gov.uk

Statistics and Research Branch (Tertiary Education)

Main Aims: To provide a core statistical service to DfE and its customers through collecting, analysing and disseminating statistics on Higher Education, Further Education and Essential Skills.	**Phone:** 028 9025 7663 **Email:** brian.french@economy-ni.gov.uk

Youth Training Statistics and Research Branch

Main Aims: To provide a core statistical service to DfE's Youth Policy Division on Departmental Training Programmes, specifically Training for Success and Apprenticeships NI.	**Phone:** 028 9041 6708 **Email:** jamie.stainer@economy-ni.gov.uk

Apprenticeships and Youth Training Funding Model Branch

Main Aims: To provide a core statistical service to DfE's Youth Policy Division on Departmental Training Programmes, specifically Youth Training, Apprenticeships and Higher Level Apprenticeships.	**Phone:** 028 9025 7708 **Email:** stephen.mcgonagle@economy-ni.gov.uk

Statistics Information, Analysis & Research Branch

Main Aims: To provide a broad economy research and analytical service to DfE to inform policy development and assessment	**Phone:** 028 9052 9777 **Email:** alan.mcclelland@economy-ni.gov.uk

Invest Northern Ireland (Invest NI)

Corporate Information Team

Main Aims: The Corporate Information Team is responsible for developing the evidence base used to inform corporate and strategic decision-making. This includes the production of a range of business and economic intelligence outputs in a wide variety of innovative formats. This information is used to measure economic trends, business performance and inform the development of organisational priorities and is also used to enhance capability in relation to industry, sector, sub-regional and export market reporting. The team also provides an advisory service in all matters relating to performance measurement and reporting.	**Phone:** 028 9069 8288 **Email:** fiona.johnston@investni.com

Department of Health (DoH)

Project Support Analysis Branch

Main Aims: To provide information and analysis to inform policy making, implementation and review, principally by DoH and Health and Social Care Board (HSCB).

Analytical support is provided in a number of the areas, such as: resource allocation (HSC Trusts, General Practices, Community Pharmacists, Dental Practitioners); workforce planning e.g. through workforce reviews for specialty grades and Programmes of Care, and through HSC workforce publications; HSC Pay Award analyses; primary care policy support such as informing General Medical Services and General Dental Services contract negotiations; quality and safety policy support through production of Summary Hospital-level Mortality Indicator (SHMI).

Phone: 028 9052 0536

Email: erin.montgomery@health-ni.gov.uk

Hospital Information Branch

Main Aims: Hospital Information Branch (HIB) is responsible for the collection, quality assurance, analysis and publication of timely and accurate information derived from a range of hospital activity data. This data is provided routinely through various computerised patient information systems or by aggregate returns.

Information collected by HIB is used to monitor targets; inform policy development, implementation and review; respond to parliamentary / assembly questions; and answer general queries. The Branch aims to present information in a meaningful way and give advice on its use to customers.

Phone: 028 9052 2442

Email: Siobhan.Morgan@health-ni.gov.uk

Community Information Branch

Main Aims: To promote effective decision making in children and adult social services by providing quality information and analysis. We collect, analyse and disseminate a wide range of community information that is used to help monitor the delivery of personal social services policy. Information collected by Community Information Branch (CIB) is used to assess Trust performance, for corporate monitoring, policy evaluation and development, and to respond to parliamentary / assembly questions.

Phone: 028 9052 2008

Email: malcolm.megaw@health-ni.gov.uk

Public Health Information & Research Branch

Main Aims: Commissioning and management of a programme of information, surveys and research in support of the Departmental Alcohol and Drugs, strategy and monitoring progress against key indicators.

Management and development of the Northern Ireland Substance Misuse Database (NISMD) and the Impact Measurement Tool (IMT) for substance misuse treatment services;

Managing and updating the various work streams and projects that are included within the NI Health and Social Care Inequalities Monitoring System;

Supporting the public health survey function which also includes managing a survey budget and maintaining a smoking cessation database;

Provide analytical support and advice in relation to the various public health issues that arise within the Department as well as assisting in target setting and monitoring for the (draft) Programme for Government and key public health policies and strategies such as Making Life Better. Dissemination of key public health statistics and survey results.

Management of a programme of regional patient and client experience surveys.

Phone: 028 9052 2458

Email: bill.stewart@health-ni.gov.uk

Business Services Organisation (BSO)

Information and Registration Unit

Main Aims: To provide quality information and research in relation to the provision of Family Practitioner Services within Northern Ireland to the Health and Social Care Board, the DoH, practitioners and the public.

To deliver the Northern Ireland call and recall services for cytology and bowel cancer screening and to assess entitlement to health services and register patients with a GP practice.

To validate and advise on the quality and accuracy of payments to Pharmacists, Opticians, GP Practices and Dentists.

To provide an Honest Broker Service enabling researchers to have managed access to health care data for ethically approved research in a secure environment.

Phone: 028 9536 3394

Email: martin.mayock @hscni.net

Department for Infrastructure (DfI)

Analysis, Statistics and Research Branch

Main Aims: To support DfI and it agencies, in policy development and measurement of business performance by providing a high quality statistical and research service in the areas of Transport (including sustainable modes), Road Safety, Planning, Regional Planning, Equality, PfG and other areas which are the responsibility of the DfI.

Phone: 028 9054 0878

Email: michael.thompson@infrastructure-ni.gov.uk

Driver and Vehicle Agency Statistics Branch

Main Aims: To provide professional analytical and statistical services to support the DVA in its mission to contribute to road safety, law enforcement and a cleaner environment by promoting compliance of drivers, vehicles and transport operators through testing, licensing, enforcement and education.

Phone: 028 9054 7934

Email: manny.fitzpatrick@infrastructure-ni.gov.uk

The Executive Office (TEO)

PfG Analytics

Main Aims: To provide analytical support to the (draft) Programme for Government and NICS of the Future, supporting the development and implementation of an outcomes based approach across the system and its partners.

Phone: 028 9052 0080

Email: janis.scallon@executiveoffice-ni.gov.uk

Statistics and Research Branch

Main Aims: To provide statistical and research services to TEO, supporting the development, monitoring and evaluation of programmes and strategies.

Phone: 028 9052 0029

Email: edel.hendry@executiveoffice-ni.gov.uk

Department of Justice (DoJ)

Analytical Services Group

Main Aims: To provide a robust research and statistical evidence base to inform the development, implementation and review of policy in support of the aims and objectives of the DOJ and its Agencies, and to provide objective information on the operation of the Northern Ireland Justice System to the Assembly, policy makers, practitioners and the general public.	**Phone:** 028 9072 4522 **Email:** statistics.research@justice-ni.x.gsi.gov.uk gayle.kennedy@justice-ni.x.gsi.gov.uk

Northern Ireland Courts and Tribunal Service (NICTS)

	Phone: 028 9072 8920 **Email:** rodney.redmond@courtsni.gsi.gov.uk caroline.darragh@courtsni.gsi.gov.uk

Youth Justice Agency (YJA)

	Phone: 028 9031 6444 **Email:** jamie.mill@justice-ni.x.gsi.gov.uk

Prison Service NI (NIPS)

	Phone: 028 9052 5151 **Email:** eileen.crone@justice-ni.x.gsi.gov.uk

Legal Services Agency NI (DoJ)

Information & Analysis Unit

Main Aims: To provide valued statistics and an analytical service to meet Agency needs, while supporting the Department's legal aid reform programme. To play an active role in the Agency's Transformation Programme to ensure the realisation of enhanced management information and business intelligence.	**Phone:** 028 9040 8978 **Email:** rob.freel@lsani.gov.uk

Police Service of Northern Ireland (PSNI)

Statistics Branch

Main Aims: To provide the Police Service of Northern Ireland, the Government and the wider community with statistical information, analysis and advice regarding policing in Northern Ireland. This includes the provision of statistics on recorded crime, domestic, hate & anti-social behaviour (ASB) incidents, drug seizure incidents, the security situation, stop / searches and injury road traffic collision statistics.	**Phone:** 028 9065 0222 ext 24135 **Email:** statistics@psni.police.uk

Public Prosecution Service for Northern Ireland (PPS)

Management Information Branch

Main Aims: To produce statistics and research on prosecutions in NI. In addition, management information branch produce statistical management and performance information to inform and support PPS decision makers.	**Phone:** 028 9026 4638 **Email:** management.information@ppsni.gov.uk

Probation Board for Northern Ireland (PBNI)

Statistics & Research

Main Aims: To provide the Probation Board for Northern Ireland with statistical information, analysis and research services to inform its practice.

Phone: 028 9026 2400

Email: statistics&research@pbni.gsi.gov.uk

Office of the Police Ombudsman for Northern Ireland (OPONI)

Statistics and Research Team

Main Aims: To provide statistical information, analysis and research to the Police Ombudsman's Office. This includes data from the Police Complaints system and from surveys.

Phone: 028 9082 8670

Email: info@policeombudsman.org

Belfast City Council

Strategic Neighbourhood Action Programme

Main Aims: To collect, collate and disseminate neighbourhood data from across Belfast and to provide analytical support to council staff and councillors.

Phone: 028 9027 0662

Email: ShorttC@BelfastCity.gov.uk

Derry City and Strabane District Council

Community Planning Statistics

Main Aims: To provide a statistical resource in the development and monitoring of the DCSDC Community Plan and functions of Council.

Phone: 028 7125 3253

Email: hugh.mcnickle@derrystrabane.com
claire.hood@derrystrabane.com

Armagh City, Banbridge and Craigavon Borough Council

Community Planning

Main Aims: To provide a statistical resource in the development and monitoring of the Community Plan and functions of Council.

Phone: 028 4066 0644 ext: 4459

Email: jennifer.doak@armaghbanbridgecraigavon.gov.uk

Ards and North Down Borough Council

Community Planning Statistics

Main Aims: To provide a statistical resource in the development and monitoring of the Community Plan and functions of Council.

Phone: 030 0013 3333 ext: 40736

Email: joanne.henderson@ardsandnorthdown.gov.uk

Mid and East Antrim Borough Council

Community Planning Statistics	
Main Aims: To provide a statistical resource in the implementation and performance monitoring of the Community Plan and other functions of Council.	**Phone:** 028 2563 3142 **Email:** liz.graham@midandeastantrim.gov.uk

Staff on Loan

Libraries NI	
Main Aims: To provide statistical information, analysis, interpretation and advice to Libraries NI and manage and report on the survey programme to contribute towards an improved service that will impact on the measurement of corporate objectives within the organisation.	**Phone:** 028 2566 4123 **Email:** moira.mckee@librariesni.org.uk

Appendix 2: NISRA DoF Targets

Customers					
Ref	**Departmental Objectives**	**Outcomes**	**Target Ref**	**Targets**	**Owner**
C1	Deliver high quality, efficient and effective services to the citizen, NICS Departments and the wider public sector.	NISRA assists Government Departments in the development and monitoring of the draft Programme for Government (PfG).	C1.1	Reporting and monitoring arrangements up and running for population-level indicators, once draft PfG is agreed. Provide data and advice to support draft Programme for Government (PfG) and support data development for PfG population and performance indicators. Implement DoF capital investment to enhance key Economic and Labour Market statistics and the associated data required for draft PfG.	Siobhan Carey
		Preparations for the 2021 Census of Population taken forward.	C1.2	Publish proposals for the delivery of the 2021 Census by December 2018. Publish and consult on a 2021 Census Output Strategy to ensure it meets user needs by December 2018. By March 2019 finalise a 2019 Census Rehearsal Strategy covering all key areas of design and services to ensure a full end to end Census rehearsal in Autumn 2019. Work with ONS to ensure that procured Census services meet Northern Ireland needs by March 2019.	Siobhan Carey

Appendix 3: Glossary

AQs	Assembly Questions
BQR	Background Quality Report
CAPI	Computer Assisted Personal Interviewing
CAWI	Computer Assisted Web Interviewing
CPS	Certificate Production Section
DAERA	Department of Agriculture, Environment and Rural Affairs
DDRI	Disclosure of Death Registration Information
DE	Department of Education
DfC	Department for Communities
DfE	Department for the Economy
DfI	Department for Infrastructure
DoF	Department of Finance
DoH	Department of Health
DoJ	Department of Justice
DRO	District Registers Office
DSA	Data Sharing Agreement
ESS	Enterprise Shared Services
FoI	Freedom of Information
GDPR	General Data Protection Regulations
GeNI	Geneology Northern Ireland
GRO	General Register Office
NICS	Northern Ireland Civil Service
NICVA	Northern Ireland Council for Voluntary Action
NINIS	Northern Ireland Neighbourhood Information Service
NIROS	Northern Ireland Registration Office System
NISRA	Northern Ireland Statistics and Research Agency
OBA	Outcomes Based Accountability
OSR	Office for Statistics Regulation
PCN	Policy Champions Network
PfG	Programme for Government
PPA	Personal Performance Agreement
PRONI	Public Records Office Northern Ireland
QAAD	Quality Assurance of Administrative Data
QMHT	Quality Management Harmonisation Tool
TEO	The Executive Office
UK	United Kingdom