



Department of
**Finance and
Personnel**
www.dfpni.gov.uk

Personnel Statistics for the Northern Ireland Civil Service

Based on Staff in Post at 1st April 2014



This document was compiled by:



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Executive Summary

Numbers

At 1st April 2014 there were 26,409 full-time equivalent staff in the Northern Ireland Civil Service (NICS), which was an increase of 0.5% on the figure at 1st April 2013, and an increase of 0.8% from 1st April 2012. Between April 2012 and April 2014 staff numbers (headcount) in the Northern Ireland Civil Service (NICS) also rose by about 1%. Over the same period the UK Home Civil Service experienced a decrease of around 5%.

Part-time working

One third of women and 6% of men in the NICS worked part-time. The proportion of women working part-time varied markedly by grade, ranging from 10% at the most senior level (Grade 5 and above) to almost 40% for the Administrative Officer grade level. In the Home Civil Service, some 9% of men and 38% of women worked part-time.

Location

At 1st April 2014 the District Council area which had by far the largest number of NICS jobs relative to the economically active population living there was Belfast; the next highest areas were Derry, Omagh and Coleraine. The District Council area with the fewest NICS jobs relative to the resident economically active population was Moyle, followed by Banbridge and Strabane.

Leavers

Around 4% of staff left per year in the 2012/13 and 2013/14 financial years. Age retirements accounted for almost a quarter of those who left in 2013/14. The leaving rate in the Home Civil Service was much higher, at 8%.

1. Introduction

Purpose of this Report

1.1 This document provides an overview of the human resource profile of the Northern Ireland Civil Service (NICS) in 2014 and how it has changed since 2012. Figures are based on actual staff in post at 1st April each year, and analyses of leavers are on a financial year basis.

Coverage of the Report

1.2 The statistical information in this document relates only to NICS staff in the organisations listed at 1.5 below. The figures are based on actual staff in post. Civil servants working on secondment to other organisations do not therefore appear in these statistics. Staff on career break are also excluded.

1.3 Details of the methods used to count civil servants are presented in the Appendix along with a full list of abbreviations, grade levels, summary information on the work locations of NICS staff, occupations, and numbers at each grade level in the various Departments.

1.4 The report does not include information on absence, pay, or equality. Separate reports on these topics can be found at:-

http://www.nisra.gov.uk/publications/Sickness_in_the_nics.html

http://www.nisra.gov.uk/publications/Pay_Statistics_NICS.html

http://www.nisra.gov.uk/publications/NICS_Equality_Stats_2013.html

NICS Departments

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

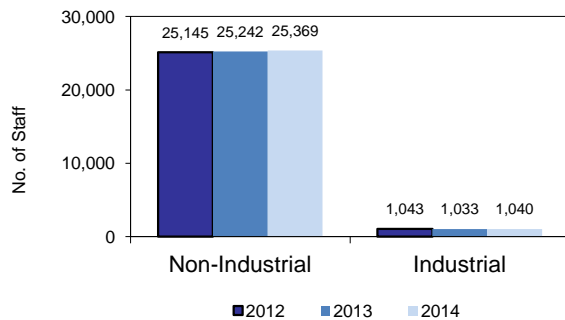
DARD	Department of Agriculture and Rural Development (includes the Forest Service)
DCAL	Department of Culture, Arts and Leisure
DE	Department of Education
DEL	Department for Employment and Learning
DETI	Department of Enterprise, Trade and Investment
DFP	Department of Finance and Personnel (includes NISRA)
DHSSPS	Department of Health, Social Services and Public Safety
DOE	Department of the Environment (includes the NI Environment Agency and the DVA)
DOJ	Department of Justice (includes the NI Courts and Tribunals Service, the Youth Justice Agency, Forensic Science NI and the NI Prison Service)
DRD	Department for Regional Development
DSD	Department for Social Development (includes the SSA)
OFMDFM	Office of the First Minister and deputy First Minister
PPS	The Public Prosecution Service
Other	Includes AGNI, AOCC and HSENI

2. Number of Staff

Figure 1

All Staff (FTE)

1st April 2012, 2013 and 2014



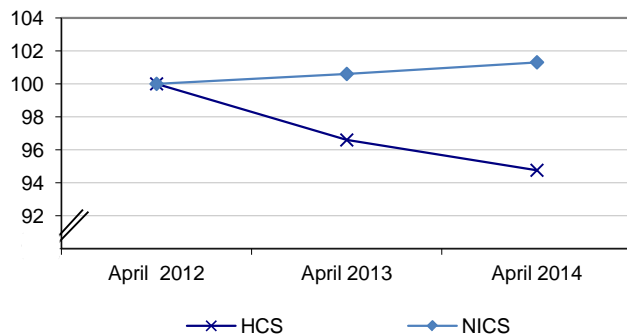
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Figure 2

All Staff (Headcount)

Northern Ireland Civil Service and UK Home Civil Service

Index (April 2012=100)

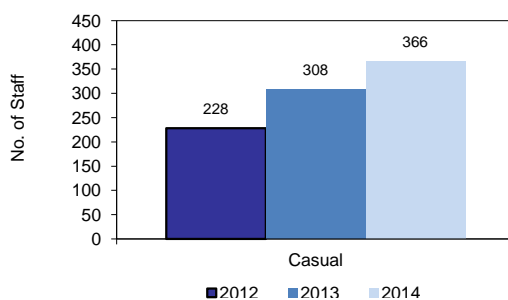


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Figure 3

Casual Staff (FTE)

1st April 2012, 2013 and 2014



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All Staff

2.1 On 1st April 2014 there were 26,409 full-time equivalent (FTE) staff in the NICS. Of these, just over 1,000 were industrial staff.

The FTE number of industrial staff fluctuated a little across the three years, and the number of non-industrial staff grew slightly.

Comparison with UK Home Civil Service

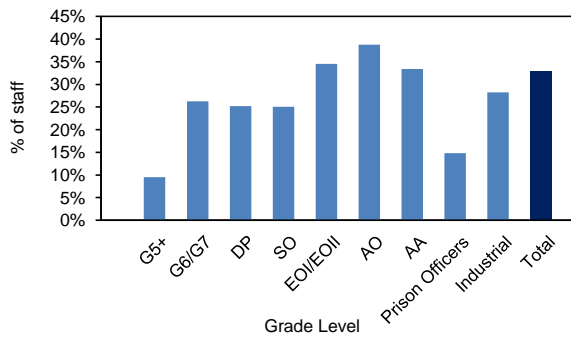
2.2 Staff numbers in the NICS increased by about 1% between April 2012 and April 2014. Over the same period, the Home Civil Service experienced a decrease in staff numbers of around 5%.

Casual Staff

2.3 The FTE number of casual staff rose sharply between April 2012 and April 2013, and again between April 2013 and April 2014.

Figure 4

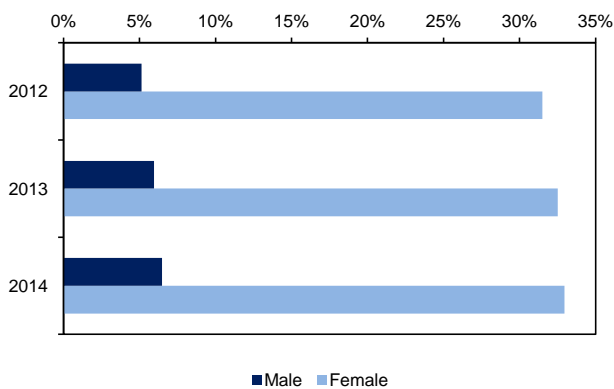
Female Staff (Headcount)
Percentage at each Grade Level who were Part-Time
1st April 2014



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Figure 5

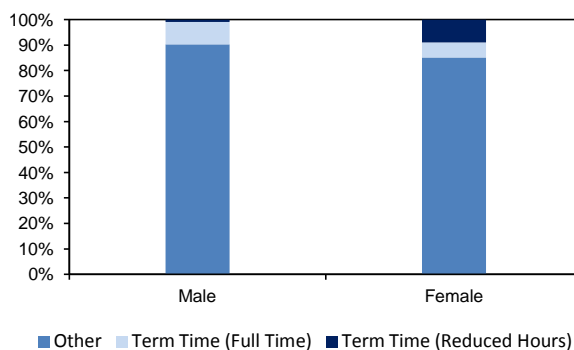
Proportion of Staff (Headcount)
Working Part-Time
1st April 2012, 2013 and 2014



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Figure 6

Types of Part-Time Working
All¹ Part-Time Staff (Headcount)
1st April 2014



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1. Excluding Youth Justice Agency.

Part-Time Staff

2.4 One third of women and some 6% of men in the NICS worked part-time. For women, the proportion varied markedly by grade, ranging from 10% at the most senior level (Grade 5 and above) to almost 40% for the Administrative Officer grade level. In the Home Civil Service, some 9% of men and 38% of women worked part-time.

Trends in Part-Time Working

2.5 Since April 2012 there has been a slight increase in the proportion of staff working part-time. Among men, it has risen from 5.1% to 6.5%, and among women from 31.5% to 32.9%.

Types of Part-Time Working

2.6 Some 10% of male part-time staff worked term time; among female part-time staff, the proportion who worked term time was 15%. Almost all the men who worked term time were full-time for the rest of the year, but a majority of the women who worked term time were part-time for the rest of the year.

3. Departmental Analysis

Table 1

Departmental Composition

All Staff (FTE)

1st April 2012, 2013 and 2014

Department	2012	2013	2014	% Change 2012-2013	% Change 2013-2014	% Change 2012-2014
DARD	2,838	2,894	2,908	2.0%	0.5%	2.5%
DCAL	279	283	281	1.3%	-0.6%	0.7%
DE	568	576	606	1.5%	5.2%	6.8%
DETI	426	441	440	3.7%	-0.3%	3.4%
DFP	3,253	3,177	3,288	-2.3%	3.5%	1.1%
DEL	1,920	1,967	2,021	2.5%	2.7%	5.2%
DHSSPS	588	557	548	-5.3%	-1.5%	-6.8%
DOE	2,543	2,544	2,609	0.1%	2.6%	2.6%
DRD	2,264	2,207	2,152	-2.5%	-2.5%	-4.9%
DSD	6,778	6,874	6,890	1.4%	0.2%	1.7%
OFMDFM	323	353	350	9.3%	-0.9%	8.4%
DOJ	3,711	3,715	3,631	0.1%	-2.3%	-2.1%
PPS	546	541	520	-0.9%	-4.0%	-4.9%
Other	153	145	164	-4.9%	13.2%	7.6%
Total	26,189	26,275	26,409	0.3%	0.5%	0.8%

Notes: (i) Totals may not sum because of rounding.
(ii) Percentage changes are based on unrounded data.

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Figure 7

Relative Size of Departments

(No. of FTE staff)

1st April 2014



Trends

3.1 Several Departments (DHSSPS, DRD, DOJ and PPS) experienced a reduction in FTE numbers since April 2012. Of the other Departments, the largest increases were in OFMDFM (8%), DE (7%) and DEL (5%).

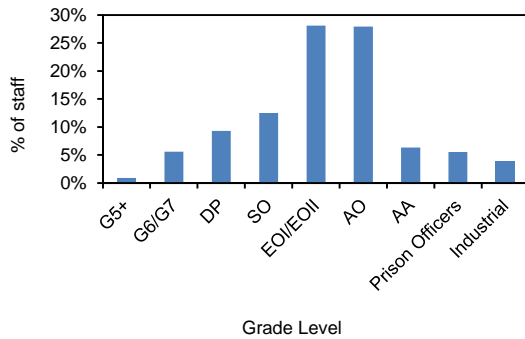
Relative size of Departments

3.2 Departments differed markedly in size, ranging from almost 7,000 FTE staff (DSD) to less than 300 (DCAL). Each of the smallest five ministerial Departments had fewer than 650 FTE staff, whereas the largest five all had more than 2,500 FTE staff.

4. Grade Profile

Figure 8

Grade Level Distribution All Staff (FTE) 1st April 2014



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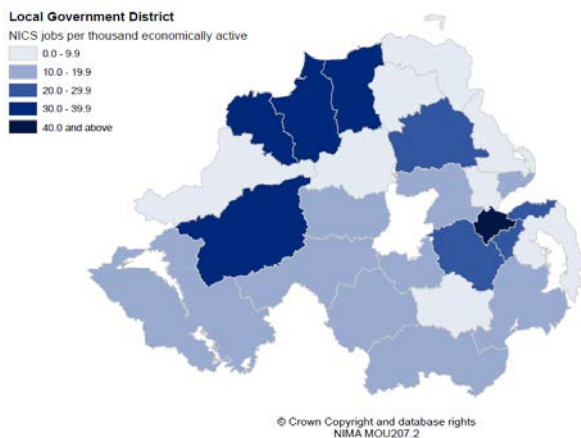
All Staff

4.1 Almost three out of ten FTE staff were at the Executive Officer (EO1/EO11) grade level, and a similar proportion were at the Administrative Officer (AO) level. Fewer than 1% were at the most senior level (Grade 5 and above).

5. Location

Figure 9

No. of Staff (Headcount) at 1st April 2014 working in each District Council Area per thousand of the economically active population living there



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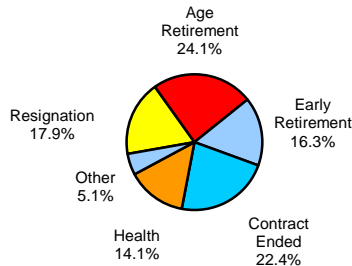
Distribution of jobs relative to the economically active population

5.1 The area which had by far the largest number of jobs relative to the economically active population living there was Belfast (almost 114 jobs per thousand economically active people). The next highest areas were Derry (37 jobs per thousand economically active), Omagh (34 jobs per thousand economically active) and Coleraine (32 jobs per thousand economically active). The area with the fewest NICS jobs relative to the resident economically active population was Moyle (1 job per thousand economically active), followed by Banbridge and Strabane (5 jobs per thousand economically active).

6. Analysis of Leavers

Figure 10

Reasons for Leaving All Staff (Headcount) 2013/14



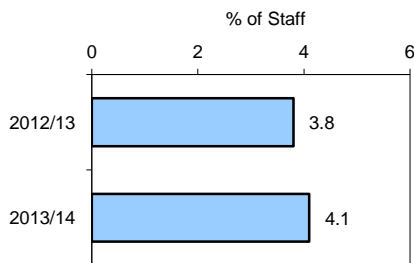
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Reasons for Leaving

6.1 Age retirement accounted for almost a quarter of leavers. The next most common reason was the end or early termination of contract (casual staff). This was followed by resignation, 18%, and early retirement, 16%, (which was predominantly composed of leavers under the Prison Service Voluntary Early Retirement Scheme).

Figure 11

Overall Leaving Rate All Staff (Headcount) 2012/13 and 2013/14



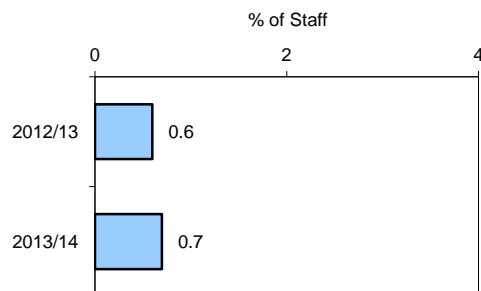
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Leaving Rates ^[1]

6.2 The leaving rate in 2013/14 was slightly higher than the previous financial year. At 4% it was much lower than the Home Civil Service leaving rate of 8%.

Figure 12

Resignation Rate All Staff (Headcount) 2012/13 and 2013/14



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Resignation Rates ^[2]

6.3 The resignation rate in 2013/14 was slightly higher than the previous financial year.

[1] Leaving rates are calculated by dividing the number of staff who left during the financial year by the number of staff in post at the start of the financial year, then multiplying by 100.

[2] Resignation rates are calculated by dividing the number of staff who resigned during the financial year by the number of staff in post at the start of the financial year, then multiplying by 100.

Appendix

The Northern Ireland Civil Service (NICS)

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

Since the devolution of policing and justice in 2010, the NICS includes staff who were formerly in the Northern Ireland Court Service, the Youth Justice Agency, and the Northern Ireland Prison Service. From 2012 onwards, the uniformed prisons staff were included with NICS staff in all NICS Personnel statistics.

Counting Civil Servants

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

Headcount

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

Full-time Equivalent

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

Permanent and Temporary/Casual staff

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

Coverage of NICS Staff

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

Coherence and Comparability

The headcount estimates are identical to those in the 'Employment in the Northern Ireland Civil Service' publication, and are on the same basis as is used in 'Equality Statistics for the Northern Ireland Civil Service' and 'Pay Statistics for the Northern Ireland Civil Service'.

Confidentiality, Transparency and Security

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

Accuracy

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

List of Abbreviations

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

Analogous Grade Levels

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

Grade Level

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

Table A1	
Work Locations of All Staff (Headcount), 1st April 2014	
District Council Area (DCA)	Nos. of Civil Servants Working in each DCA per Thousand of the Economically Active Population*
Antrim	15.1
Ards	6.9
Armagh	11.8
Ballymena	20.8
Ballymoney	7.6
Banbridge	4.9
Belfast	113.9
Carrickfergus	14.7
Castlereagh	20.7
Coleraine	32.1
Cookstown	16.5
Craigavon	16.1
Derry	37.0
Down	13.5
Dungannon	10.4
Fermanagh	18.4
Larne	7.0
Limavady	30.1
Lisburn	29.3
Magherafelt	7.4
Moyle	1.3
Newry and Mourne	10.7
Newtownabbey	5.9
North Down	25.4
Omagh	34.1
Strabane	5.3

*Economically Active Population resident in each area, sourced from 2011 Census

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Table A2	
Occupations of Staff (Headcount), 1st April 2014	
Occupation	No. of staff
Agricultural Inspectors (Grade)	303
Agricultural Inspectors (Group)	409
Architects	113
Careers Officers	120
Civil Engineers	813
Computing	602
Curatorial Grades	49
Education & Training Inspectorate	58
Drawing Office Staff	230
Driver/Vehicle Examiners	407
Economists	79
Fisheries	42
Foremen	22
Forestry	46
General Service	18,685
Health & Safety Inspectors	52
Industrial	1,054
Information Officers	73
Mechanical & Electrical Engineers	115
Mapping	181
Meat Inspectors	113
Planning Office Staff	349
Prison Grades	1,475
Quantity Surveyors	44
Scientific Grades	568
Solicitors	291
Statisticians	276
Support Grades	226
Trading Standards	32
Typists	294
Valuation	163
Veterinary Officers	153
Veterinary Research	22
ALL ²	28,102

1. Occupations with fewer than 20 staff have not been listed in the table.

2. Including occupations not listed in the table.

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Table A3

Staff (FTE) by Grade Level in each Department, 1st April 2014

Department	Grade Level									
	Grade 5	Grades 6/7	DP	SO	EOI/EOII	AO	AA	Industrial	Prison	All grades
DARD	20	258	263	519	830	380	222	418	0	2,908
DCAL	6	21	43	60	61	52	18	21	0	281
DE	18	107	92	87	146	118	38	0	0	606
DETI	9	36	74	86	134	77	24	0	0	440
DEL	11	59	133	197	941	611	70	0	0	2,021
DFP	38	285	491	557	891	820	195	12	0	3,288
DHSSPS	22	92	128	107	109	52	39	0	0	548
DOE	13	140	328	473	621	824	153	58	0	2,609
DRD	13	79	196	277	552	425	103	507	0	2,152
DSD	16	122	251	478	2,312	3,126	586	0	0	6,890
OFMDFM	21	46	76	72	72	52	11	0	0	350
DOJ	26	130	240	349	603	700	108	24	1,452	3,631
PPS	13	67	107	28	115	115	75	0	0	520
Other	5	27	42	19	40	17	13	1	0	164
All	231	1,466	2,464	3,308	7,426	7,369	1,654	1,040	1,452	26,409

Note: Totals may not sum because of rounding.

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