

# Review of Personnel Employment Statistics in the Northern Ireland Civil Service Quarterly and Annual Reports

## Overview

The HR Consultancy Services (HRCS) Team within NISRA publishes an annual report *Personnel Statistics in the NICS* (please see related link below). This report covers staff numbers, part-time working and grade. It also includes some data on those who left the NICS during the previous 3 years.

HRCS also publishes a quarterly *Employment in the NICS* report (please see related link below) for users requiring more frequent data on NICS staff as well as GB comparisons.

## Why your views matter

HRCS is now carrying out a review of the quarterly and annual reports to ensure they meet customer needs. Furthermore, we are proposing scaling back the annual report to ensure it is produced as quickly as possible through refining our processes and effectively using available resources.

We are asking for your feedback to help us understand which sections of our reports are important to you and/or your organisation and inform your decision making. Your feedback will help us to prioritise our resources on those outputs that matter most to you.

## Introduction

### 1 What is your role?

*(Required)*

*Please select only one item*

- NICS employee
- Other public sector employee
- Academia/Research
- Journalist/Media
- Other – please specify

### 2 What is your other role?

## Use of the Quarterly Employment Report

### 3 Do you use the statistical output Quarterly Employment in the NICS?

*Please select only one item*

- Yes
- No

## Format of the Quarterly Report

### 4 Do you use the PDF report and/or Excel tables of the output Quarterly Employment in the NICS? (Please click all that apply).

*(Required)*

*Please select all that apply*

- PDF Report
- Excel Tables

**5** To what extent does the output Quarterly Employment in the NICS meet your needs? (At a later stage you will be asked how the report could better meet your needs)

*Please select only one item*

- It fully meets my needs
- It mostly meets my needs
- It partly meets my needs
- It doesn't meet my needs
- I don't use this output

**Proposed changes to the Quarterly Report**

**6** What would be the impact of the proposed changes below to the output Quarterly Employment in the NICS? (Please indicate High, Medium or Low Impact)

<i>(Required)</i>	High	Medium	Low	N/A
PDF report stopped (tabular output only) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PDF report scaled back <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**7** Do you have any further comments on the proposed changes to Quarterly Employment in the NICS?

**Reasons for use of the Quarterly Report.**

**8** Why do you use the quarterly Employment in the NICS report?

*(Required)*

*Please select all that apply*

- Statutory/Legislative requirements
- Policy making/monitoring
- Media/informing public/public interest
- To facilitate research
- To inform public marketing campaigns
- Responding to information requests
- To aid decision on resource allocation
- Personal Interest
- Other (please specify)

**9** What other use is this?

**10** Do you use the following sections of the quarterly Employment in the NICS report?

<i>(Required)</i>	Often	Occasionally	Not at all
Key Points <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Index of Civil Service Employment <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees by Department, Headcount <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees by Department, Full-time Equivalent <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees by Analogous Grade Level <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees by Work Pattern <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comparisons with GB and NI Public Sector <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Yearly comparisons of NICS Employees (Headcount) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How the Quarterly Report meets your needs

**11** How useful are each of the sections of the Quarterly Report to you/your business area?

<i>(Required)</i>	It fully meets my needs	It mostly meets my needs	It partly meets my needs	It doesn't meet my needs at all	I don't need this section
Key Points <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees by Department, Headcount <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees by Department, Full-time Equivalent <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees by Analogous Grade Level <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees by Work Pattern <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comparisons with GB and NI Public Sector <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Yearly comparisons of NICS Employees (Headcount) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12 How could the quarterly Employment in the NICS report better meet your needs?

### Use of the Annual Personnel Report

13 Do you use the statistical output Annual Personnel Statistics for the NICS?

*Please select only one item*

- Yes
- No

### Format of the Annual Personnel Report

14 Do you use the PDF report and/or Excel tables of the annual Personnel Statistics for the NICS report? (Please click all that apply).

*(Required)*

*Please select all that apply*

- PDF Report
- Excel Tables

15 To what extent does the annual Personnel Statistics for the NICS report meet your needs? (At a later stage you will be asked how the report could better meet your needs)

*(Required)*

*Please select only one item*

- It fully meets my needs
- It mostly meets my needs
- It partly meets my needs
- It doesn't meet my needs
- I don't use this output

### Proposed Changes to the Annual Personnel Report

16 What would be the impact of the proposed changes below to the output annual Personnel Statistics for the NICS? (Please indicate High, Medium or Low Impact)

	High	Medium	Low
PDF report stopped (tabular output only) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PDF report scaled back <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**17** Do you have any further comments on the proposed changes to the output annual Personnel Statistics for the NICS?

Reasons for use of the Annual Personnel Report

**18** Why do you use the annual Personnel Statistics for the NICS report?

*(Required)*

*Please select all that apply*

- Statutory/Legislative requirements
- Policy making/monitoring
- Media/informing public/public interest
- To facilitate research
- To inform public marketing campaigns
- Responding to information requests
- To aid decision on resource allocation
- Personal Interest
- Other (please specify)

**19** What other use is this?

**20** Do you use the following sections of the annual Personnel Statistics for the NICS report?

<i>(Required)</i>	Often	Occasionally	Not at all
Executive Summary <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Number of Staff <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Part-time Working <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leavers <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Appendix 3 – Occupations of Staff <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Appendix 4 – Composition of NICS overall <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Excel tables <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Infographic <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How the Annual Personnel Report meets your needs

**21** How useful are each of the sections of the annual Personnel Statistics for the NICS report to you/your business area?

<i>(Required)</i>	It fully meets my needs	It mostly meets my needs	It partly meets my needs	It doesn't meet my needs at all	I don't need this section
Executive Summary <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Number of Staff <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Part-time working <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leavers <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Appendix 3 – Occupations of Staff <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Appendix 4 – Composition of NICS overall <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Excel tables <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Infographic <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**22** How could the annual Personnel Statistics for the NICS report better meet your needs?

Contact Details

**23** Would you be happy for us to contact you to follow up with any queries on issues raised?

*(Required)*

*Please select only one item*

- Yes
- No

**24** Would you be interested in being added to the mailing list/user group for any of the following reports? (tick all that apply)

*(Required)*

*Please select all that apply*

- Equality Statistics for the NICS
- NICS Employment Statistics – quarterly bulletin
- Personnel Statistics in the NICS
- Analysis of NICS Recruitment
- None

**25** If you have responded yes to contact or to being added to any of the mailing lists, please provide your contact details.