



# PERSONNEL STATISTICS FOR THE NORTHERN IRELAND CIVIL SERVICE

Based on staff in post at 1st April 2019



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## Executive Summary

This report provides an overview of the personnel profile of the Northern Ireland Civil Service (NICS) at 1<sup>st</sup> April 2019 and how it has changed since 2013. The key findings are summarised below.

### 1) Numbers

At 1st April 2019 there were 21,262 full-time equivalent staff (FTE) in the Northern Ireland Civil Service (NICS), which was a decrease of almost 2% on the figure at 1st April 2018, and a decrease of just over 19% from 1st April 2013. Between April 2013 and April 2019 staff numbers (headcount) in the NICS also decreased by just over 18%.

Like the previous six years, in 2019 the Executive Officer (EOI/EOII) and Administrative Officer (AO) grade levels jointly accounted for over half of FTE staff. Since 2013 the proportions of FTE staff has decreased at Administrative Assistant (AA) and AO level, and increased at EOI/EOII level and above.

Departments continued to differ markedly in size in 2019, ranging from just over 6,600 FTE staff (Department for Communities) to fewer than 300 (The Executive Office).

### 2) Part-time working

At 1<sup>st</sup> April 2019 just under a quarter (24.1% ) of staff were working on a part-time basis, an increase of 4.8 percentage points from 2013. In terms of gender over 39% of women and just under 9% of men were part-time.

The proportion of women working part-time varied by grade, ranging from 20.2% at Grade 5 and above to over 48% at AO level. With the exception of Industrial staff the proportion of females working part-time has increased at all grades since 2013.

### 3) Location

At 1st April 2019 Belfast had by far the largest number of NICS jobs relative to the economically active population living there. Armagh, Banbridge & Craigavon and Antrim & Newtownabbey had the lowest, closely followed by Mid Ulster, a similar pattern to the previous year.

### 4) Leavers

There was an increase in the proportion of staff leaving the NICS during 2018/2019 (3.5%) compared with the previous financial year (3.0%). As expected age retirement, followed by resignations and health accounted for the majority of all leavers.

# 2

## Introduction

### About this Report

This report provides an overview of the human resource profile of the Northern Ireland Civil Service (NICS) in 2019 and how it has changed over time. Where appropriate, comparisons are made with the Civil Service in Great Britain (GB).

### Data Coverage

The primary data source for this report, 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 on HRConnect was obtained from NIPS's own personnel data systems.

Figures are based on actual staff in post at 1st April each year; analyses of leavers are on a financial year basis. 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. Permanent employees have 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.

Self-employed, contract workers and agency workers are excluded from the figures. Civil servants working on secondment to other organisations and staff on career break have also been excluded.

Figures for 2019 relate only to NICS staff in the following organisations –

DAERA	Department of Agriculture, Environment and Rural Affairs
DfC	Department for Communities
DfE	Department for the Economy
DE	Department of Education
DoF	Department of Finance
DoH	Department of Health
DfI	Department for Infrastructure
DoJ	Department of Justice
TEO	The Executive Office
PPS	The Public Prosecution Service
Other	Includes the Office of the Attorney General for Northern Ireland and Health and Safety Executive for Northern Ireland.

Details of the methods used to count civil servants - headcount and full time equivalent (FTE) - are presented in the Appendices along with a full list of grade levels, summary information on the work locations of NICS staff, occupations, and numbers at each grade level in the various Departments. Information relating to quality is also included.

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

<https://www.nisra.gov.uk/statistics/ni-civil-service-human-resource-statistics/sickness-absence-statistics>

<https://www.nisra.gov.uk/statistics/ni-civil-service-human-resource-statistics/pay-statistics>

<https://www.nisra.gov.uk/statistics/ni-civil-service-human-resource-statistics/equality-statistics>

# 3 | Number of Staff

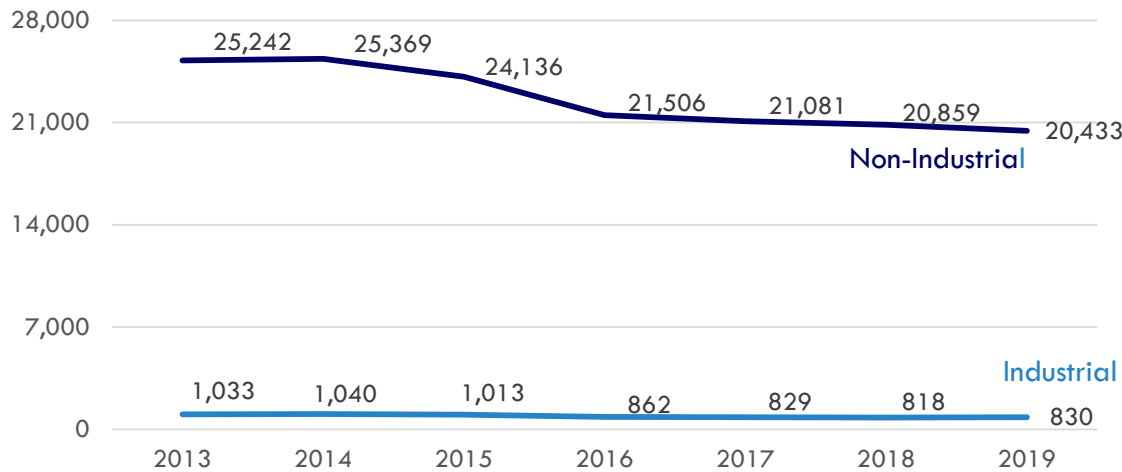
## All Staff

On 1<sup>st</sup> April 2019 the headcount for the NICS was 22,894, a decrease of 2.3% from April 2017. In contrast, the GB Civil Service figures for April 2019 show an increase of 6.2% over the same period (Figure 1).

The full time equivalent (FTE) number of staff in the NICS at April 2019 was 21,262<sup>2</sup> and of these 830 were industrials. Figure 2 shows that non-industrial staff numbers are the lowest they have been during the last six years.

The FTE number of casual staff has decreased each year from 2014, reaching a low of 37 by April 2019 (Figure 3).

Figure 2: All Industrial and Non-Industrial NICS Staff (FTE), 2013 to 2019

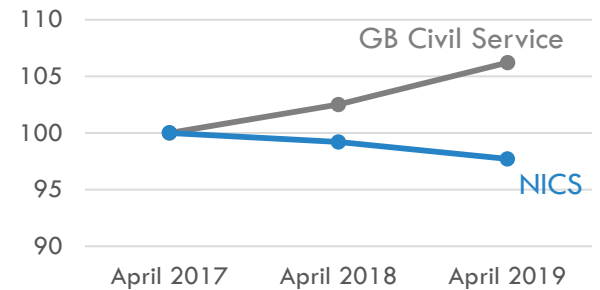


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<sup>1</sup><https://www.gov.uk/government/statistics/civil-service-statistics-2019>

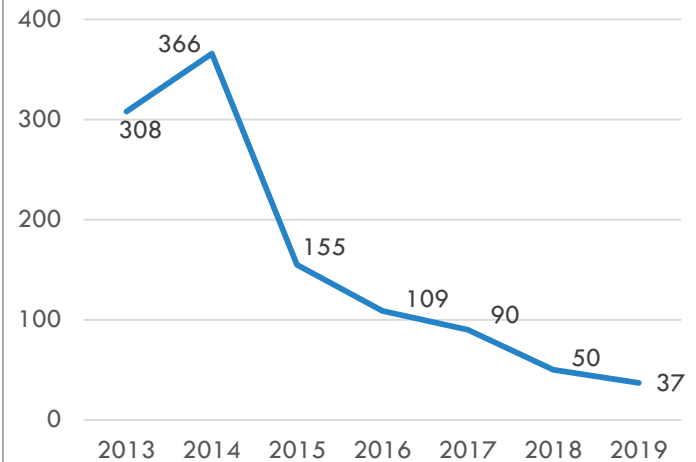
<sup>2</sup>Non-Industrial and Industrial totals from figure 2 may not sum to overall total due to rounding.

Figure 1: All Staff (Headcount) Comparing the NICS and GB Civil Service Index (April 2017=100; non zero y axis)



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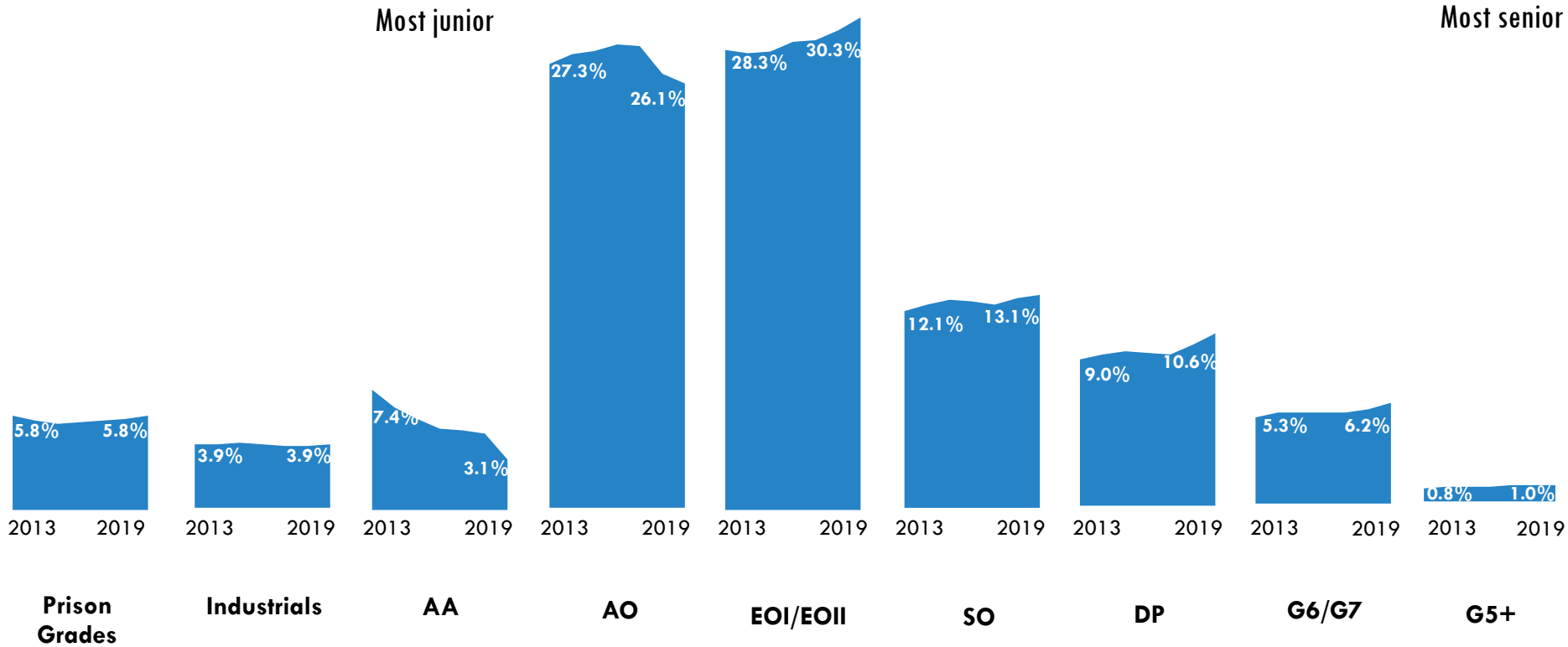
Figure 3: Casual Staff (FTE), 2013 to 2019



[Download Data](#)

# 3 | Number of Staff

Figure 4: All Staff (FTE) Grade Level Distribution, 2013 to 2019



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## Grade Profile

Like the previous six years, in 2019 the Executive Officer (EOI/EOII) and Administrative Officer (AO) grade levels jointly accounted for over half of FTE staff.

Since 2013 the proportions of FTE staff has decreased at Administrative Assistant (AA) and AO level, and increased at EOI/EOII level and above. The greatest changes have been seen at AA level with a decrease of 4.3 percentage points and at EOI/EOII level with an increase of 2.0 percentage points.

# 3 | Number of Staff

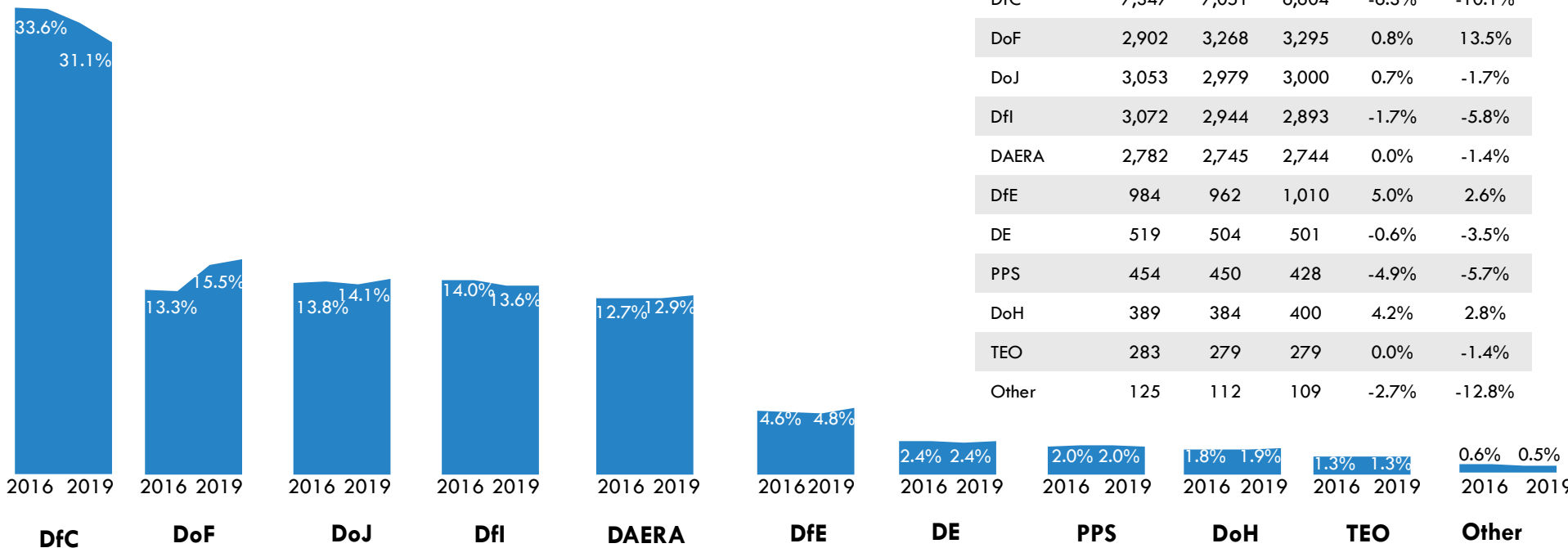
## Departmental Composition

Departments continued to differ markedly in size in 2019, ranging from over 6,600 FTE staff (DfC) to fewer than 300 (TEO). Each of the smallest three ministerial departments and the PPS had fewer than 1,000 FTE staff; the largest five each had more than 2,700 FTE staff. Since April 2017, six departments and the PPS have experienced a reduction in FTE numbers, with the biggest reduction in DfC (10.1%). In contrast three departments experienced an increase. The highest increase was in DoF (13.5%) and was largely due to the transfer of the departmental internal audit function and the establishment of NICS HR in 2017 which brought together departmental and corporate HR functions.

Table 1: Changes in Departmental Composition All Staff (FTE), 1<sup>st</sup> April 2017, 2018 and 2019

Department	% change				
	2017	2018	2019	18-19	17-19
DfC	7,347	7,051	6,604	-6.3%	-10.1%
DoF	2,902	3,268	3,295	0.8%	13.5%
DoJ	3,053	2,979	3,000	0.7%	-1.7%
DfI	3,072	2,944	2,893	-1.7%	-5.8%
DAERA	2,782	2,745	2,744	0.0%	-1.4%
DfE	984	962	1,010	5.0%	2.6%
DE	519	504	501	-0.6%	-3.5%
PPS	454	450	428	-4.9%	-5.7%
DoH	389	384	400	4.2%	2.8%
TEO	283	279	279	0.0%	-1.4%
Other	125	112	109	-2.7%	-12.8%

Figure 5: All Staff (FTE) by Departmental Composition, 2016<sup>1</sup> to 2019

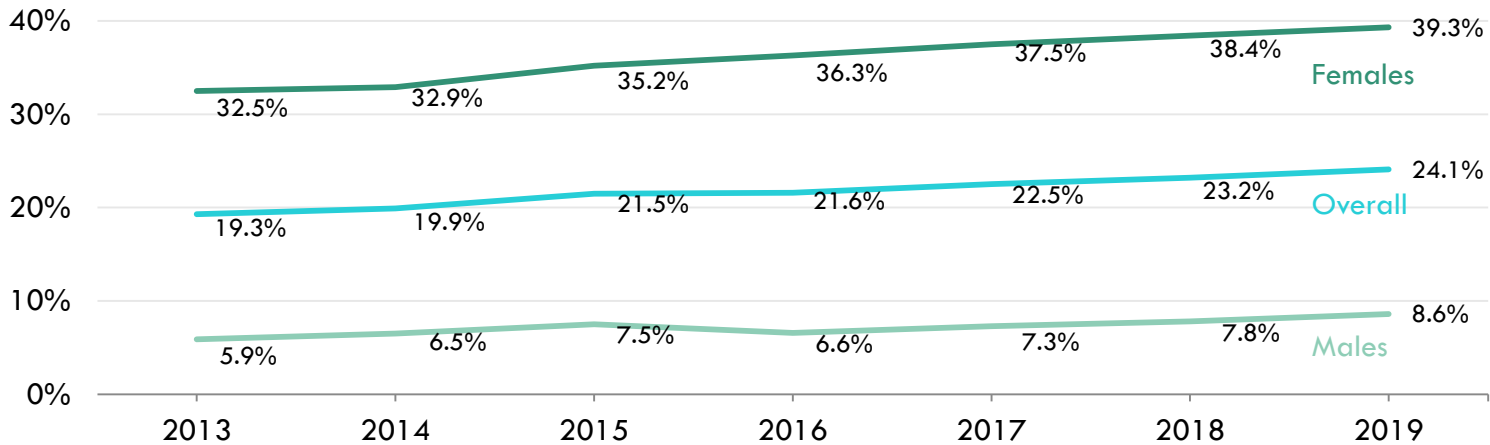


[Download Data](#) <sup>1</sup>In May 2016, restructuring within the NICS saw the number of ministerial departments decrease from twelve to nine. Staff at 1<sup>st</sup> April 2016 were re-allocated to one of the new departments.

# 4

## Part-time Working

Figure 6: Proportion of Staff (Headcount) Working Part-Time, 2013 to 2019



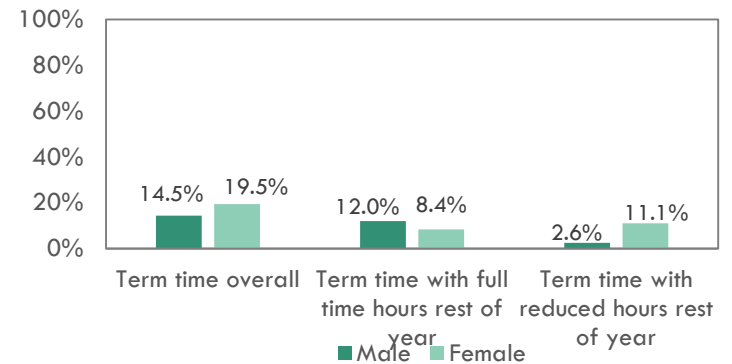
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### Overall

The proportion of staff working on a part-time basis has increased over the last six years. Since 2013 the proportion of males and females working part-time has increased by 2.7 and 6.8 percentage points respectively (Figure 6).

Approximately 15% of male and over 19% of female part-time staff had a term time work pattern. Almost 57% of women working on a term time basis worked reduced hours during the rest of the year. The remaining 43% worked full time hours for the rest of the year. The comparative figures for males were approximately 18% and 82% respectively.

Figure 7: Term Time Working  
Percentage of All Part-Time Staff (Headcount)  
1<sup>st</sup> April 2019

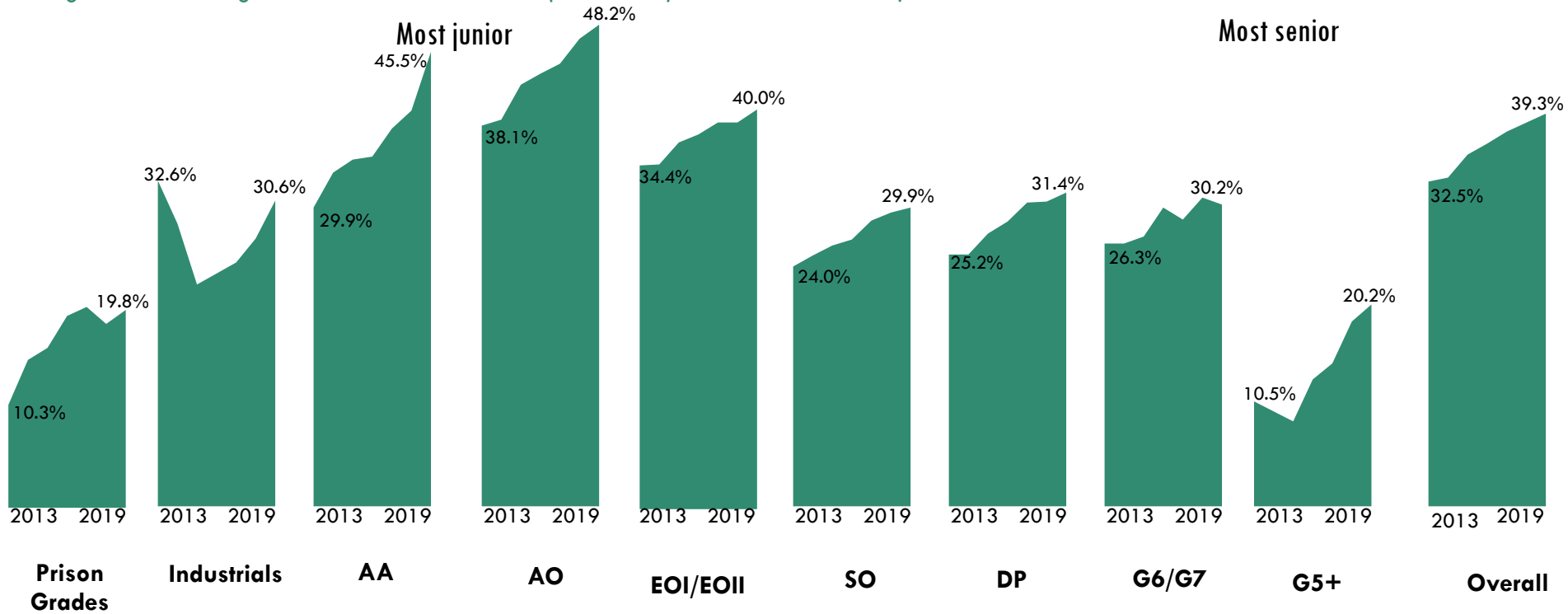


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# 4 | Part-time Working

Figure 8: Percentage of Part-time Female Staff (Headcount) at each Grade Level, 2013 to 2019



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## Grade Profile for Part-Time Female Staff

An analysis by grade was undertaken for female staff only as they accounted for the vast majority (82.3%) of part-time workers. The analysis showed that the proportion varied markedly by grade, ranging from around 20% at Grade 5 and above to over 48% at AO level.

The proportion of females working part-time increased at all grades from 2013 with the exception of Industrial staff. Female staff at AA level had the biggest increase (15.6 percentage points). This was followed by staff at AO level (10.1 percentage points) and Grade 5 and above (9.7 percentage points).

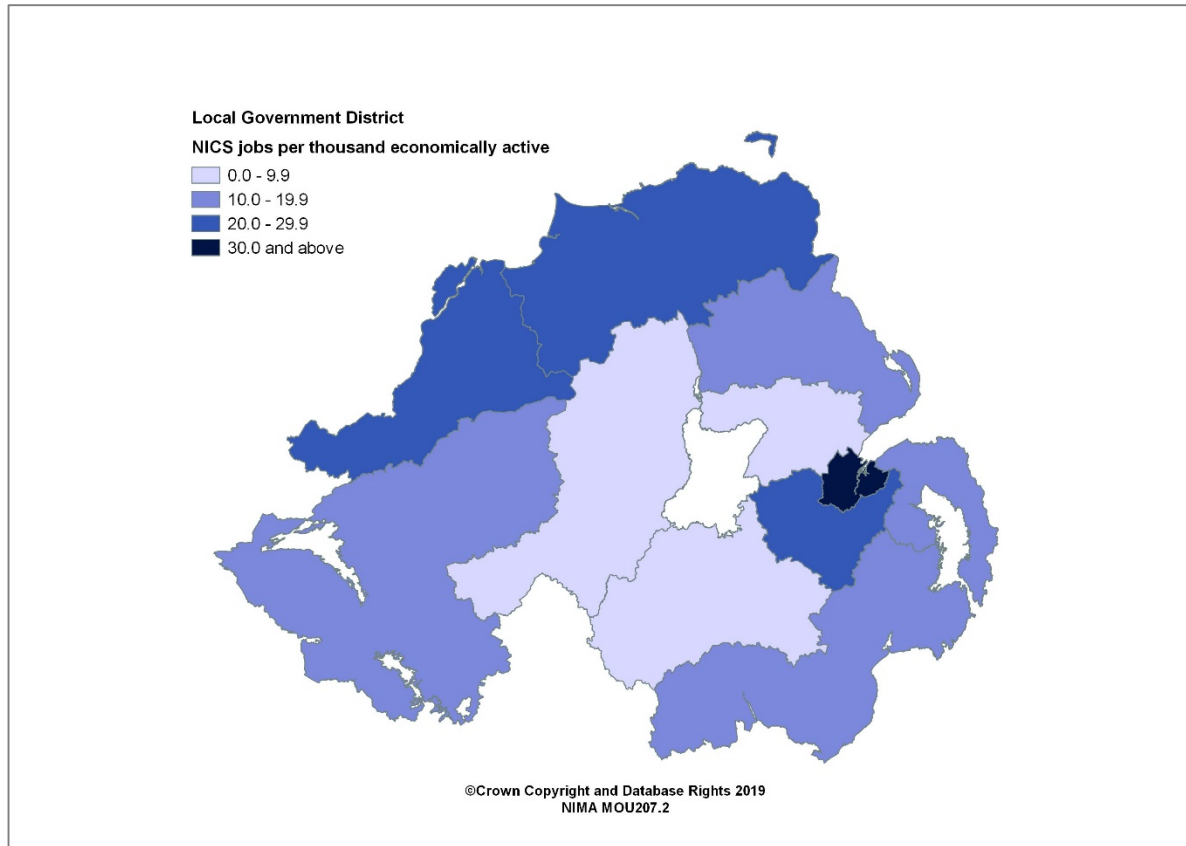
# 5

## Job Location

### Location by District Council

Belfast had by far the largest number of NICS jobs relative to the economically active population living there (85 jobs per thousand economically active people). Armagh, Banbridge & Craigavon and Antrim & Newtownabbey (8 jobs each per thousand economically active people) followed by Mid Ulster (9 jobs per thousand economically active people) had the fewest. A breakdown of the number of staff in each District Council Area per thousand of the economically active population living there can be found in Appendix 3.

Figure 9: Number of Staff (Headcount) at 1<sup>st</sup> April 2019 in each District



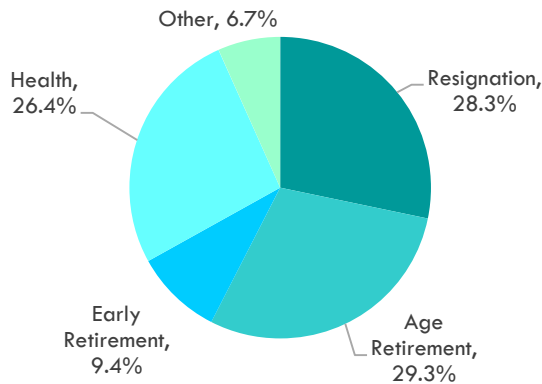
# 6

## Leavers

### Reasons for leaving

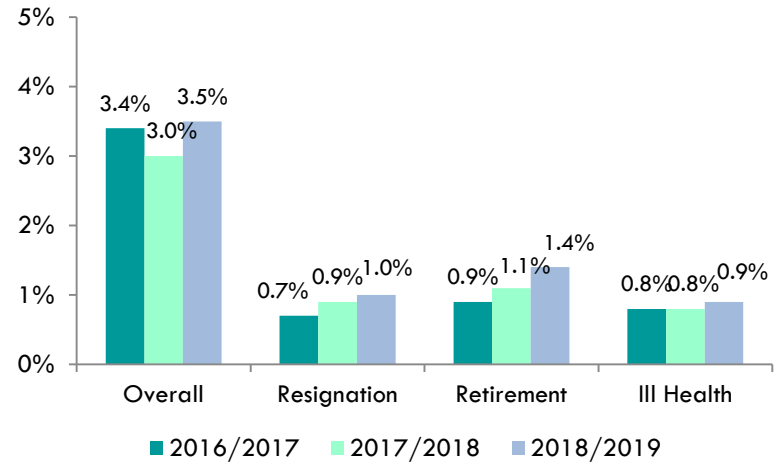
Age retirement (29.3%), resignations (28.3%) and ill health (26.4%) accounted for the vast majority of all leavers. The 2018/2019 leaving rate<sup>1</sup> (3.5%) was higher than the rate during the previous financial year (3.0%). GB Civil Service figures<sup>2</sup> for 2018/2019 show a leaving rate of 7.3%.

**Figure 10: Reasons for Leaving  
All Staff (Headcount) 2018/2019**



[Download Data](#)

**Figure 11: Leaving Rates<sup>1</sup> by Reason for Leaving  
All Staff (Headcount)  
2016/2017, 2017/2018 and 2018/2019**



[Download Data](#)

<sup>1</sup>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.

<sup>2</sup><https://www.gov.uk/government/statistics/civil-service-statistics-2019>

## Appendix 1 – 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 (FTE)**

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 Service functions.

## Appendix 2 – Analogous Grade Level

Table 1: NICS Grading Structure in Descending Order of Seniority (Excludes Industrial and Prison Grade Staff)

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 3 – Number of Civil Servants by Work District Council Area

Table 2: Work Locations of All Staff (Headcount) 1<sup>st</sup> April 2019

District Council Area	No. of Civil Servants Working in Each District Council Area per Thousand of the Economically Active Population <sup>1</sup>
Antrim & Newtownabbey	8.3
Ards & North Down	10.7
Armagh, Banbridge & Craigavon	8.2
Belfast	84.6
Causeway Coast & Glens	22.2
Derry & Strabane	23.7
Fermanagh & Omagh	17.6
Lisburn & Castlereagh	25.1
Mid & East Antrim	11.9
Mid Ulster	9.0
Newry, Mourne & Down	10.3

<sup>1</sup>Economically Active Population resident in each area, sourced from Labour Force Survey Local Area Database 2018.

## Appendix 4 – Occupations

Table 3: Occupations of Staff (Headcount) 1<sup>st</sup> April 2019

Occupation <sup>1</sup>	No. of Staff	Occupation <sup>1</sup>	No. of Staff
Agricultural Inspectors (Grade)	289	Mapping and Charting	157
Agricultural Inspectors (Group)	316	Meat Inspectors	95
Architects	91	Mechanical & Electrical Engineers	105
Careers Officers	113	Planning Office Staff	43
Civil Engineers	656	Prison Grades	1,259
Computing	599	Quantity Surveyors	40
Curatorial Grades	48	Scientific Grades	472
DE Inspectorate	52	Statisticians	323
Drawing Office Staff	150	Support Grades	130
Economists	90	Trading Standards	25
Fisheries	33	Typists	189
Forestry	42	Valuation	161
General Service	15,176	Vehicle and Driving Examiners	427
Health & Safety Inspectors	65	Veterinary Officers	143
Industrial Grades	839	YJA Specialisms	147
Information Officers	57	<b>ALL<sup>2</sup></b>	<b>22,894</b>
Legal Grades (Solicitors)	305		

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<sup>1</sup>Occupations with fewer than 20 staff have not been listed in the table.

<sup>2</sup>Including occupations not listed in the table.

## Appendix 5 – Composition of NICS overall

Table 4: Staff (FTE) by Grade Level in Each Department, 1<sup>st</sup> April 2019

Department	Grade 5 and above	Grade 6/7	DP	SO	EOI/EOII	AO	AA	Industrial	Prison Grades	All Grades
DAERA	27	269	353	622	823	385	83	183	0	2,744
DfC	25	128	287	523	2,865	2,501	250	26	0	6,604
DfE	20	89	188	184	335	168	28	0	0	1,010
DE	18	89	83	75	109	101	25	0	0	501
DoF	41	334	552	623	907	759	69	10	0	3,295
DoH	20	58	98	93	76	41	13	0	0	400
DfI	16	116	280	351	608	840	91	591	0	2,893
DoJ	16	111	215	232	558	574	47	20	1,229	3,000
PPS	8	62	93	23	80	125	38	0	0	428
TEO	24	40	61	58	55	36	4	0	0	279
Other	4	17	36	7	27	16	3	0	0	109
<b>Total</b>	<b>218</b>	<b>1,313</b>	<b>2,244</b>	<b>2,791</b>	<b>6,443</b>	<b>5,545</b>	<b>650</b>	<b>830</b>	<b>1,229</b>	<b>21,262</b>

Totals may not sum because of rounding.

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## Appendix 6 – 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><b>Introduction:-</b></p>	<p>This report provides an overview of the human resource profile of the Northern Ireland Civil Service (NICS) in 2019 and how it has changed over time. Information is broken down by analogous grade, department, work-pattern, job location and reason for leaving.</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 April each year; analyses of leavers are on a financial year basis.</p>
<p><b>Relevance:-</b> <i>The degree to which the statistical product meets user needs in both coverage and content.</i></p>	<p>Covers a breakdown of NICS staff at 1<sup>st</sup> April 2019 by analogous grade, department and work pattern. Comparative figures and trend data have been included where possible.</p>
<p><b>Accuracy and reliability:-</b> <i>The proximity between an estimate and the unknown true value.</i></p>	<p>Coverage of staff is 100%. The main computer system from which the data are extracted is also used to pay staff.</p>
<p><b>Timeliness and punctuality:-</b> <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 1<sup>st</sup> April 2019, and is published as pre-announced on 30<sup>th</sup> July 2019.</p>

## Appendix 6 – Quality Assessment

Dimension	Assessment by the author
<p><b>Accessibility and clarity:-</b>  <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.</i>  <i>Clarity refers to the quality and sufficiency of metadata, illustrations and accompanying advice.</i></p>	<p>The report contains a description of the staff covered, and definitions of the terms used.</p> <p>It is available on the NISRA website and contains contact details for further information.</p> <p>The full release is made available in a PDF format, which includes all commentaries, notes, tables and charts. This can be viewed using free software. Data from the tables and charts are also made available separately in open data source format.</p>
<p><b>Coherence and comparability:-</b> <i>Coherence is the degree to which data that are derived from different sources or methods, but refer to the same topic, are similar.</i>  <i>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 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>The headcount figures are on the same basis as those in the 'Employment in the Northern Ireland Civil Service', the 'Equality Statistics for the Northern Ireland Civil Service' and 'Pay Statistics for the Northern Ireland Civil Service' publications.</p>
<p><b>Trade-offs between output and quality components:-</b></p>	<p>Coverage of staff is 100%. The main computer system from which the data are extracted is also used to pay staff.</p>

## Appendix 6 – Quality Assessment

Dimension	Assessment by the author
<p><b>Assessment of user needs and perceptions:-</b> <i>The process for finding out about users and uses, and their views on the statistical products.</i></p>	<p>The report contains contact details in case users wish to provide feedback, comments or queries on the publication.</p> <p>Key stakeholders, notably NICS HR, regularly communicate their personnel statistics 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. Where specific changes have been suggested, these have been incorporated as far as possible.</p>
<p><b>Performance, cost and respondent burden:-</b> <i>The effectiveness, efficiency and economy of the statistical output.</i></p>	<p>The annual operational cost (staff time) of producing this publication is approximately £2,000.</p> <p>There is no respondent burden, since the data are held on an administrative system.</p>
<p><b>Confidentiality, transparency and security:-</b> <i>The procedures and policy used to ensure sound confidentiality, security and transparent practices.</i></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>