

# **Northern Ireland Civil Service**

## **2013 Review of Fair Participation** (under Article 55 of the Fair Employment and Treatment (NI) Order 1998) and

## **2013 Review of Gender**



## **CONTENTS**

### **EXECUTIVE SUMMARY**

### **SECTION 1**

1. INTRODUCTION
2. THE NORTHERN IRELAND CIVIL SERVICE
3. REVIEW OF EMPLOYMENT POLICIES AND PRACTICES
4. ASSESSMENTS PROCESS

### **SECTION 2 - THE ARTICLE 55 REVIEW**

5. INTRODUCTION
6. ASSESSMENTS

### **SECTION 3 - THE GENDER REVIEW**

7. INTRODUCTION
8. ASSESSMENTS

### **ANNEXES**

**ANNEX A      ADJUSTING FOR AGE - WORKED EXAMPLE**

**ANNEX B      LEAVERS DATA**

ANNEX C	CASUAL STAFF
ANNEX D	ARTICLE 55 REVIEW - GENERAL SERVICE GROUP ASSESSMENTS
ANNEX E	ARTICLE 55 REVIEW - GENERAL SERVICE GROUP SUMMARY & TRENDS
ANNEX F	ARTICLE 55 REVIEW - PROFESSIONAL & SPECIALIST GROUPS GRADE ASSESSMENTS
ANNEX G	ARTICLE 55 REVIEW - PROFESSIONAL & SPECIALIST GROUPS GROUP ASSESSMENTS
ANNEX H	GENDER REVIEW - GENERAL SERVICE ASSESSMENTS
ANNEX I	GENDER REVIEW - GENERAL SERVICE SUMMARY & TRENDS
ANNEX J	GENDER REVIEW - PROFESSIONAL & SPECIALIST GROUPS ASSESSMENTS
ANNEX K	GENDER REVIEW - PROFESSIONAL & SPECIALIST GROUPS SUMMARY

## Executive Summary

- I. This report sets out the results of two reviews into the Northern Ireland Civil Service (NICS) workforce. The Article 55 Review considered fair participation by Protestants and Roman Catholics while the Gender Review looked at the employment of men and women. The reviews have been carried out by Equality and Diversity Branch in the Department of Finance and Personnel with the assistance of statisticians in the Northern Ireland Statistics and Research Agency (NISRA). Both reviews cover the period 1 January 2011 to 31 December 2013 while the assessments use data on the NICS workforce as at 1 January 2013.
- II. Both reviews found that the NICS' present selection and employment policies and procedures are fair, objective and not discriminatory.
- III. The Article 55 Review found fair participation in 6 of the 8 grades in the General Service Group - the same outcome as in the last review in 2010. Fair participation was found in 19 of the 32 specialist and professional occupational groups assessed.
- IV. The Gender Review found males and females were fairly represented in 2 of the 8 grades in the General Service Group - an improvement since the last review in 2010. Fair representation was found in 17 of the 34 specialist and professional occupational groups assessed.
- V. The NICS will continue to work within the law to address lack of fair participation and/or under-representation, by encouraging under-represented groups to apply for job vacancies and through other appropriate measures.



## SECTION 1

### 1 Introduction

- 1.1 This report sets out the results of two reviews into the Northern Ireland Civil Service (NICS) workforce. The Article 55 Review considered fair participation by Protestants and Roman Catholics while the Gender Review looked at the employment of men and women. The NICS appreciates the business benefits of recruiting fairly from, and thereby being broadly representative of, the community it serves. The Article 55 and Gender Reviews play an important role in this. From the highest levels, the NICS remains committed to equality of opportunity and diversity.
- 1.2 The reviews have been carried out by the Equality and Diversity Branch in the Department of Finance and Personnel with the assistance of statisticians in the Northern Ireland Statistics and Research Agency (NISRA). We have consulted the NI Departments, Trade Unions and the Equality Commission for Northern Ireland on the findings. We are grateful to all involved for their help and assistance.
- 1.3 Under Article 55 of the Fair Employment and Treatment (NI) Order 1998, employers in Northern Ireland are required to conduct periodic reviews of their workforce composition and employment practices. The purpose of an “Article 55 review” is to:
- Review employment policies and practices;
  - Determine whether members of the Roman Catholic and Protestant communities are enjoying, and are likely to continue to enjoy, fair participation in employment;
  - Determine what (if any) affirmative action is reasonable and appropriate, where it appears fair participation is not, or may not continue to be, enjoyed; and
  - Consider whether and what goals and timetables it is practicable to set for such affirmative action.
- 1.4 There is no similar statutory requirement to carry out reviews into the employment of men and women however in 2010 the NICS conducted a review of gender in the NICS alongside the statutory Article 55 Review, using that process as a template. At the same time the NICS gave a commitment to carryout regular reviews into gender.

- 1.5 This report contains the results of the both the 2013 Article 55 and Gender Reviews covering the period 1 January 2011 to 31 December 2013 and using data on the NICS workforce as at 1 January 2013. It is presented in 3 sections:-
- Section 1 describes the Northern Ireland Civil Service and considers the key employment practices and procedures including recruitment and promotion from the viewpoint of both community background and gender. It also sets out common issues when assessing fair participation and fair representation.
  - Section 2 - The Article 55 Review - contains the assessments of the NICS workforce in terms of community background. It describes the detailed methodology used to make the assessments and shows when the NICS proposes to take lawful affirmative action measures.
  - Section 3 - The Gender Review - contains the assessments of the NICS workforce in terms of gender. It describes the detailed methodology used to make the assessments and shows when the NICS proposes to take lawful affirmative action measures.

## Coverage

- 1.6 Both the Article 55 and Gender Reviews considered the composition of the permanent staff in the NICS as at 1 January 2013. This includes staff on secondment to other non-NICS bodies and those on career breaks. It excludes the 181 casual staff who worked in the NICS on 1 January and any agency staff who were engaged on that date.

## 2 The Northern Ireland Civil Service

- 2.1 At 1 January 2013, the NICS employed 27,777 permanent staff, supporting Ministers, developing policy and legislation and, above all, delivering or supporting key public services in areas such as health, education, regeneration, environment, culture, agriculture, economic development, employment and transport. The services delivered by NI Civil Servants affect everyone in Northern Ireland. NI Civil Servants work in a variety of occupational groups including administration, secretarial, legal, technology, engineering, ICT, statistics, industrial and science. In all there are 52 separate occupational groups in the NICS. The numbers in each group vary, with some having less than 20 staff. The General Service group, which comprises administrative staff and managers, is the largest group with 18,640 staff - 67.1% of the NI Civil Service workforce.
- 2.2 At 1 January 2013 almost all Civil Servants worked in the 12 NI departments, their executive agencies and the Public Prosecution Service for Northern

Ireland. A small number worked on secondment to other bodies such as the NI Assembly and the Northern Ireland Office.

- 2.3 The Senior Civil Service (SCS) comprises the most senior staff in the NI Civil Service. They play a key leadership role in central government functions in Northern Ireland, including the development of legislation and policies and in how key services to the public are delivered. The SCS is regarded as an all Service resource and is largely managed centrally in relation to appointments, postings and career development. It is made up of a number of separate and distinct occupations (e.g. administrative, legal, engineering, medical, scientific etc) each of which have their own distinct career paths leading to these “top positions”. For that reason the SCS is not assessed as a group in its’ own right, instead the senior officers are included and assessed with their occupational group.
- 2.4 Under fair employment legislation all registered employers, including the NICS, are required to complete an annual monitoring return detailing the community background, full/part-time status, occupational group and gender profile of their workforce. The 2013 NICS monitoring return, which detailed the compositional profile of the service at 1 January 2013, recorded some 28,559 staff whereas this report relates to 27,777 staff. The statistics in this report differ somewhat from those contained in the Fair Employment monitoring return due to the inclusion of different employee groupings in each report. The information in this report is based on permanent NICS staff, including those on career breaks and secondment. In contrast the Fair Employment annual monitoring return includes both permanent and casual staff and excludes staff on career breaks.

### **Assessments of departments and locations**

- 2.5 NI Civil Servants work in over 300 locations across Northern Ireland while a small number work abroad. Some jobs (eg administration) are common to all departments and staff in these posts are located throughout Northern Ireland. Other more specialist posts (eg scientists and engineers) occur in one or two departments and are concentrated in a small number of locations.
- 2.6 When job vacancies in the same grade occur in more than one department and/or location they are filled through large scale recruitment competitions. Successful candidates are placed in an order of merit and are allocated to posts as vacancies arise. New recruits are therefore unable to choose the location or Department in which they will work and similarly Departments are unable to select their new employees. Singleton recruitment competitions are carried out where a vacancy occurs in a specialist post in one Department. In such cases applicants can clearly select their future employer but again the Department must accept the candidate that the recruitment panel assesses as being the most suitable.

- 2.7 Once employed, staff can move between departments and locations - many identify a particular job or preferred location and seek a transfer under the Elective Transfer policy. Others move as the result of promotion. Therefore, while the overall composition of the NICS as a whole may change relatively little over the short term, the profile of the workforce in specific Departments or locations can change significantly, especially after a series of promotion competitions. This is of course counter balanced by changes in other departments and locations. It is for these reasons that the focus of both the Article 55 and Gender Reviews is on the profile of staff in the various occupations and grades across the NICS as a whole rather than on the profile of individual Departments, business areas or locations.

### 3. Review of employment policies and practices

- 3.1 The NI Departments and agencies are largely autonomous business units, covering a wide range of functions and responsibilities. However, their personnel policies are common and corporate. Human Resources (HR) policies and procedures are developed by Corporate Human Resources in the Department of Finance and Personnel in conjunction with Departments and in consultation with the Trade Unions. All Departments and agencies have confirmed that they adhere to accepted fair employment practice.
- 3.2 Since 2007 all HR transactional work including payroll, recruitment and personnel management have been carried out by HRConnect an out-sourced shared service centre. This has meant that NICS Departments and Agencies now maintain smaller HR branches and adhere even more closely to corporate policies, procedures and practices.

#### Equality of opportunity

- 3.3 The NICS has an overarching equal opportunities policy which states that the NICS *“...is committed to providing equality of opportunity. It is our policy that all eligible persons shall have equal opportunity for employment and advancement... Everyone has a right to equality of opportunity and to a good and harmonious working environment and atmosphere in which all workers are encouraged to apply their diverse talents and in which no worker feels under threat or intimidated.”*
- 3.4 Equality of opportunity is reflected and embedded across the entire range of NICS corporate employment policies and practices. Equality is a cornerstone consideration in the development and review of all HR policies which determine how staff are recruited and appointed, their terms and conditions, how they are managed and developed, assessed, recognised and rewarded. All HR policies are developed or reviewed in consultation with Departmental HR staff,

employees, their trade union representatives and other stakeholders. Where appropriate, the NICS carries out equality impact screenings and assessments of personnel policies in line with the requirement in Section 75 of the Northern Ireland Act 1998 to have due regard to the need to promote equality of opportunity. HR policies which have particular relevance to the Article 55 and Gender Reviews are those which relate to equality of opportunity and recruitment and promotion.

3.5 Other policies and activities which directly support this commitment to equality of opportunity in employment include:

- A corporate Dignity at Work policy and complaints procedures;
- Departmental networks of Harassment Contact Officers;
- A suite of corporate “work-life balance” policies such as part-time and term-time working, job sharing, special leave etc;
- Liaison with applicants with a disability to help them to participate and compete fairly in recruitment and promotion competitions;
- People placed with the NICS through the Employment Support Scheme can apply to become NICS employees;
- Central monitoring of Equal Opportunities data from the existing workforce and job applicants;
- Regular discussions with trade union side through meetings of the Central Whitley Council Equal Opportunities sub-committee;
- Vacancy management service which allows staff to view and apply for advertised vacancies across the NICS;
- Disability Pools List - a list of staff who require an adjustment. When filling vacancies departments must consider staff on the Disability Pools list before using other methods of filling the vacancy;
- Elective Transfer policy which allows staff to nominate themselves for posts;
- Engaging with staff to obtain their views on equality issues through regular Staff Attitude Surveys;

3.6 Responsibility for equal opportunities policy and monitoring for the NICS rests with the Equality and Diversity Branch, which is part of Corporate Human Resources in the Department of Finance and Personnel. The Branch is responsible for meeting the NICS’ statutory obligations under The Fair Employment and Treatment (NI) Order 1998. It therefore completes the annual Fair Employment Monitoring Return to the Equality Commission for NI and carries out the Article 55 and Gender Reviews.

3.7 Each Department has an Equal Opportunities Officer (DEOO) who is responsible for promoting equal opportunities issues in their department, including advising line managers and staff on reasonable adjustments and handling formal complaints about breaches of the NICS Dignity at Work policy. Equality and Diversity Branch holds regular meetings of the DEOOs, which provide an

opportunity to network, discuss the development of policies and identify and address any issues of concern.

## **Recruitment and Promotion**

- 3.8 The NICS' recruitment and promotion policies and procedures are designed to ensure compliance with employment legislation and codes of practice. Selection processes and outcomes are particularly important to enable the Service to harness the full pool of available talent and to demonstrate commitment to equality.
- 3.9 Decisions on when to use open recruitment or internal promotion to fill posts in the NICS are informed by a number of factors. An example was the Executive Officer 2 (EO2) open competition launched in September 2011 which was informed by an analysis of the 2007 EO2 competition and by a review of the equality profile of the existing staff. Monitoring information had again indicated a lack of fair participation by Protestants in both the Executive Officer 2 and the "feeder" grade of Administrative Officer. Filling Executive Officer 2 vacancies mainly or completely by internal selection would only, at best, have maintained the status quo and was more likely to add to the imbalance. The decision to fill posts through an open recruitment competition was taken to help address the imbalance. It was also agreed that the new competition would include positive action advertising, welcoming applications from under-represented groups and that posters and flyers would be issued to all minority and community resource centres to raise awareness of the recruitment opportunity. (Further information on the use of positive action advertising is contained in Chapter 4 - Assessments.)
- 3.10 In 2013, after consultation with departments to determine current and future staffing needs at the administrative grades, the NICS launched open competitions to recruit Administrative Officers on Permanent and Temporary contracts. As Protestants and men were known to be under-represented in the administrative grades within the NICS, a positive action advertising statement welcoming Protestants and men in particular was included in the competition literature and advertisement. For these competitions it was also deemed appropriate to circulate flyers to community organisations, libraries, ethnic minority groups and disability organisations to promote these opportunities across the under-represented groups.
- 3.11 In October/November 2013, the NICS launched 2 recruitment competitions to fill a number of anticipated vacancies at Senior Civil Service Grade 3 and Grade 5 levels. These competitions were advertised on the NICS recruitment website, in local newspapers, in UK and Irish newspapers and also on various on-line job websites. The advertisement also appeared on NIDirect's website and was posted on its Facebook and Twitter pages. Given the previously reported underrepresentation of women at SCS levels in the NICS, the advertisement

included a “positive action advertising” message to encourage applications from women.

## **Recruitment**

- 3.12 The filling of vacancies in the NICS through external recruitment is managed in line with best practice outlined in the Codes of Practice of the Equality Commission and in accordance with the NI Civil Service Commissioners’ Recruitment Code. The Civil Service Commissioners launched their newly revised Recruitment Code in April 2012 with a further revision issued in July 2013. Policies and procedures ensure that recruitment, selection and appointment to the NICS are in accordance with the four principles set out in the Recruitment Code. Policies and practices are subject to internal monitoring and are updated regularly, taking account of best practice and any changes in legislation. This includes oversight of the delivery of key HR services provided by HRConnect. NICS arrangements for recruitment and appointment are also subject to external audit conducted on behalf of the NI Civil Service Commissioners. Corporate HR Directorate in the Department of Finance and Personnel is responsible for overall workforce planning and for recruitment policy.
- 3.13 The Service aims to be an employer of choice and to attract as wide a range of candidates as possible so that its workforce may reflect the community it serves. During the reporting period Corporate HR participated in a Queen’s University Summer Scheme for post graduate students to help raise awareness of careers opportunities within the NICS. This involved a series of practical exercises to help the students identify and develop essential skills sought by employers including team working, influencing, communication and problem solving. Corporate HR also attended a careers event in Queen’s to promote interest in the 2014 NI Fast Stream Scheme.

## **Introduction of a Weekly Job Bulletin on the NICS Recruitment Website**

- 3.14 A new facility to enable users of the NICS Recruitment Website to register their interest in receiving weekly email notifications of all current vacancies was designed and introduced in December 2013. This email may also be used to notify potential applicants of other NICS marketing initiatives, such as the Cabinet Office Fast Stream scheme. Users of this new service can choose to unsubscribe at any time. Corporate HR introduced this facility as a means of ensuring that all potential applicants were notified of current vacancies direct to their own personal inbox and as a means of engaging directly with those interested in a career in the NICS.

## Review of NICS Recruitment Website

- 3.15 In 2013, Corporate HR started work to modernise the public facing website for recruitment to the NICS. The aim of the upgrade was to promote the NICS as an employer of choice and improve customer experience. Recent data had shown that the majority of applicants access job information directly from our website [www.nicsrecruitment.gov.uk](http://www.nicsrecruitment.gov.uk) and therefore it was evident that enhancements to the existing facility were required. The new site was launched in May 2014 with the following features:
- clear NICS branding;
  - professional, modern image with improved graphics and social media integration;
  - enhanced functionality to improve the overall user experience with improved, instinctive navigation throughout site;
  - high visibility of job opportunities on the home page with direct access to relevant candidate information and the ability to sign up to receive email notifications of jobs on a weekly basis;
  - promotional material on careers in the NICS, including people profiles and guidance on how to apply for work experience opportunities;
  - increased engagement with potential applicants with the inclusion of relevant news items and a designated area of the site for competition updates.
- 3.16 During the period of the review the NICS undertook a range of outreach activities to promote the Service as an employer of choice and to raise awareness of career opportunities to a diverse range of people. These included providing ongoing opportunities for work experience in the NICS for young people and a placement programme for interns from the School of Politics, International Studies and Philosophy at Queen's University Belfast. In January 2014 a pilot scheme was launched which provided 12 placements for people with disabilities. During the placements, disability organisations provided support, guidance and assistance to the individuals and to the NICS staff working alongside them. Feedback has now been collected from all parties involved and has been very positive. The pilot scheme is currently being evaluated and it is intended that the resultant recommendations will be agreed and implemented later in 2015.
- 3.17 Corporate HR in collaboration with NISRA carries out evaluations of all large volume corporate recruitment competitions to confirm adherence to the principles of the Recruitment Code including appointment on merit. Assessments are also carried out on the impact of positive action advertising and outreach measures, to ensure that assessment tools and methods are free from bias and adverse impact and how recruitment contributes to fair participation in the workforce.

## Promotion

- 3.18 As with recruitment, the Service's key design criterion in its promotion processes is selecting the best person for the job, based on objective and job-related selection criteria which are defined in advance. Criteria-based assessment remains the cornerstone of internal promotion systems. All General Service grade competitions include competency based Line Managers Assessments (LMAs) that have now been used successfully since 2001. In addition, we have piloted the introduction of work sample based tests as the third element of the selection process. All our research indicates that a multi-element approach is more likely to identify the best candidates for promotion.
- 3.19 Testing is, of course, not new to the Service as we have been using tests on a regular basis in external recruitment competitions, particularly at Administrative Officer and Executive Officer 2 levels. As is our normal practice, all tests will be assessed to ensure they are free from bias and adverse impact.

## 4. ASSESSMENTS PROCESS

- 4.1 A key component of the Article 55 and Gender reviews is the assessment of the community background and gender profiles of the NICS workforce. Because of differences in the fair employment and sex discrimination legislation, the methods used to assess fair participation between Protestants and Roman Catholics and fair representation between men and women are not identical. The following paragraphs consider issues which are common to both methodologies. The exact methods used are described in the introductions to Section 2 ("The Article 55 Review") and Section 3 ("The Gender Review").

### Fair participation and fair representation

- 4.2 In order to determine if any group is enjoying fair participation or fair representation in employment it is necessary to compare the profile of the workforce with similar jobs elsewhere. We have therefore compared NICS monitoring statistics with data on the NI economically active population (i.e. all those either in employment or actively seeking employment), using statistics from the 2011 census. Although the NICS receives some job applications from Great Britain, the Republic of Ireland and further afield, it recruits overwhelmingly from people who live in Northern Ireland, so the Northern Ireland census remains the appropriate statistical baseline.
- 4.3 To make this comparison possible and as meaningful as it can be - in line with Equality Commission guidance - the Service's monitoring figures have been broken down firstly into occupational groups and then by grade levels. This internal data has then been compared with the equivalent segment of the NI

economically active population. This means, for example, that we have compared the profile of typists in the NICS against typists in the NI workforce and civil engineers in the NICS against civil engineers in the NI workforce.

- 4.4 At this point, it is worth highlighting some of the limitations inherent in comparing the Service's workforce with the wider one in Northern Ireland. These limitations are such that the assessment process, by any employer, will never be an exact science with clear and definite right answers. Within these significant limitations, and acting on expert advice from NISRA colleagues, we have endeavoured to make the best and most objective comparisons possible with the available data.
- 4.5 The first difficulty arises because there is not a precise match between the general job groups used in the census (the "Standard Occupational Classifications") and the NICS jobs and grade structure. Moreover, there is no "right answer" as to which census age range and what level of educational qualification provides the best match. Age and qualifications are relevant factors because, as in many organisations, the more senior NICS posts tend to be occupied by somewhat older or better-qualified people, and junior grades, by people who are somewhat younger or who have fewer qualifications. There is also the reality that many grades will be made up of a diverse range of people in terms of age and qualifications. Many executive and middle grades will be a mix of younger staff who recently entered the NICS at that grade through a graduate recruitment competition and older staff who joined at a more junior entry level. This latter group of staff may have had few formal qualifications when they joined the NICS and will have moved through the NICS on promotion, gaining knowledge and experience as they did so but without necessarily gaining formal qualifications. In such cases it is difficult to determine the most appropriate comparator in terms of age and qualifications. In addition, as the Equality Commission guidance already cited points out, the employment patterns in the wider workforce that employers use to assess fair participation and fair representation could themselves be unfair and therefore must be used with caution.
- 4.6 In practice, as with previous reviews, this means that the NICS professional and specialist posts are compared to the closest comparable occupation in the census figures. This is the best yardstick because, for most such groups, only people with particular skills, aptitudes or specialist qualifications are employed in them - for example only those with civil engineering qualifications can reasonably be expected to obtain jobs as civil engineers.
- 4.7 For the mainstream General Service group, i.e. the managers and administrators which make up the substantial majority of staff, professional or specialist qualifications or skills are not required, so a comparison based on those who happened to be in comparable occupations at the time of the census would be too narrow. Here, the comparison is made from the economically

active population using an age range which matches closely the profile of the staff currently in post in each grade, and the qualifications which best matches the level of the job and/or the qualifications sought when recruiting to it. The manner in which these age adjustments have been made is set out in **Annex A**.

## **Affirmative Action**

- 4.8 Legislation and Codes of Practice require the NICS to set out the affirmative action measures we will take to address identified lack of fair participation/fair representation in grades and/or occupations. One of the main drivers for effecting change in the composition of any group of staff is recruitment - the expectation being that the profile of new staff will be different to that of the existing pool and over time this will lead to a significant change in the group composition. For this reason the NICS established approach on affirmative action has been to use “positive action advertising” to encourage applications from under-represented groups. Encouraging applications does not mean any advantage will be conferred upon the under-represented group; appointment will still be strictly on merit, in accordance with the NI Civil Service Commissioners’ Recruitment Code.
- 4.9 Recruitment can only influence the profile of an organisation when a healthy amount of recruitment activity takes place. An embargo on recruitment and promotion within the General Service grades was in place between February 2010 and November 2011 in order to manage a staff surplus situation. After the embargo was lifted there was an increase in recruitment activity from around 60 exercises in 2011 to 92 in 2013. However, in many cases, the number of staff appointed from each exercise will have been small.
- 4.10 At the time of writing this report a new embargo has been announced on recruitment and substantive promotion to all NICS occupations and grades in all Departments. This is necessary to help achieve the significant pay bill reduction across the NICS required as a result of the budgetary pressures facing departments. Any exceptions to the embargo will require the approval of the Departmental Accounting Officer. In accordance with the legislation and Codes of Practice this report will indicate where we will undertake affirmative action to address lack of fair participation or fair representation. However, in reality it is likely that any recruitment activity will be extremely limited for the foreseeable future. This should, therefore, be borne in mind when reading the statements regarding the use of affirmative action measures.
- 4.11 There will, however, be changes in the profile of the NICS workforce as a result of the voluntary exit scheme launched in March 2015. Equality and Diversity Branch will continue to monitor the profile of the NICS workforce.

## Goals and Timetables

4.12 In addition to identifying lack of fair participation or fair representation and the appropriate affirmative action measures that can be taken, the NICS is also required to consider setting goals and timetables for progress towards fair participation. The 2010 Article 55 and Gender reviews both set goals and timetables and achievement against these is considered in Section 2 and 3 of this report. Goals are normally described as a change in the composition of the NICS workforce or an increase the number of applications for recruitment competitions from the under-represented group. The embargo on recruitment (as outlined in paragraph 4.10 above) and the voluntary exit scheme (described in paragraph 4.11) makes it difficult to set new goals and timetables which are meaningful and achievable. Following consultation with the Equality Commission we have decided our goals should be related to recruitment, i.e. should any recruitment exercises take place before the next reviews our goal will be to have an applicant pool that is in line with the relevant part of the NI workforce.

## SECTION 2 - THE ARTICLE 55 REVIEW

### 5. Introduction

- 5.1 This section sets out the assessments made under Article 55 of the Fair Employment and Treatment (NI) Order 1998 (FETO) and the affirmative action measures to be taken in response to a lack of fair participation assessment. In assessing fair participation employers are required to consider if Protestants and Roman Catholics enjoy fair participation in employment. The assessments, therefore, exclude those whose community background cannot be determined. This methodology is indicated by the use of square brackets [ ] in line with the Equality Commission practice.
- 5.2 There are 52 separate occupational groups in the NICS of which 19 are very small containing less than 20 staff. The Equality Commission for NI has agreed that such groups are too small to allow any meaningful assessment to be made and they have been excluded from this exercise. Assessments have therefore been made for the remaining 33 groups (i.e. the General Service group and 32 Professional and Specialist groups.)
- 5.3 No specific test for assessing fair participation is provided either in the legislation or in the supporting Equality Commission guidance, which refers to figures being “...broadly in line with what might reasonably be expected”<sup>1</sup>. “Fair participation” is assessed, not by reference to a fixed ratio, whether 50:50 or otherwise, but by comparison with the NI economically active population, again as recommended by the Equality Commission. As with previous reviews, the test for fair participation adopted by the NICS is that there should be a **variation of no more than 5% either way, between the composition of its workforce in a given occupation and grade(s) and the comparable segment of the overall NI workforce.** The “5% either way” test is a relatively tight one, and in most cases is more rigorous than, for example, the test commonly used to assess indirect discrimination. Where the comparison shows that either community may not enjoy fair participation the Service has considered what lawful affirmative action may be appropriate.
- 5.4 This section also examines the Service’s progress in meeting the goals and timetables set in the 2010 Article 55 Review. Table 1 in **Annex B** shows the community background profile of staff who left the Service during the period covered by this review.

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<sup>1</sup> “Article 55 Review - a Guide for Employers”, ECNI, 2003

## 6 The assessments

### Casual Staff

- 6.1 As stated in paragraph 1.6, the review concentrates on permanent staff. However, the NICS also employs temporary staff on a casual basis, i.e. employed on a temporary contract for a period not exceeding 51 weeks. As shown in table 1 at **Annex C**, the NICS employed 181 casual staff at 1 January 2013 - down from the total in 2010 of 456. Most casual staff are employed in the General Service grades of Administrative Assistant and Administrative Officer. The community background profile of the casual staff employed at 1 January 2013 (after excluding those whose community background could not be determined) was Protestant 41.7% and Roman Catholic 58.3%. These figures do not align with the profile of permanent staff the NICS grades (i.e. Administrative Assistant and Administrative Officer) or with the NI labour force. Any affirmative action measures that are taken for these grades will also apply to casual recruitment.

### General Service

- 6.2 **Annex D** shows the detailed assessment for each grade in the General Service Group, while Table 1 in **Annex E** provides a summary of the assessments. Table 2 in **Annex E** shows the trends in Protestant and Roman Catholic participation between 2005 and 2013.
- 6.3 The last review in 2010 found fair participation in the Administrative Assistant grade where previously there had been a lack of fair participation by Protestants. This review has also found fair participation at that grade. There continues to be a lack of fair participation by Protestants in both the Administrative Officer grade and in the supervisory/junior management grades of Executive Officer 2 and 1. As a result we will continue to take lawful affirmative measures when recruiting to the Administrative Officer and Executive Officer grades. Vacancies at Administrative Officer can also be filled by promoting staff from the Administrative Assistant grade where the assessment is fair participation. In order to help improve the profile of the Administrative Officer grade we have agreed with the Equality Commission for NI that we will also take lawful affirmative measures when recruiting to Administrative Assistant.
- 6.4 The remaining General Service grades of Staff Officer, Deputy Principal, Grade 7, Grade 6, Grade 5 and Grade 3 and above have been assessed as having fair participation.

## Professional and Specialist groups

- 6.5 **Annex F** shows the assessments that have been made for every grade in the 32 larger Professional and Specialist groups. Each occupational group has its own grading structure and in order to make the assessments easier to understand and to compare, we have described the grades in generic terms - junior, executive, middle, higher and senior grades. Where a lack of fair participation has been observed, the Annex also shows when we will use Positive Action Advertising to welcome applications from the under-represented group should any recruitment exercises take place in the period up to the next review.
- 6.6 While the detailed assessments of each grade within the occupational groups are essential, they do not make it easy to compare the overall profile of the different groups or to track changes over time. We have therefore looked at the overall assessment of each group. As shown in **Annex G** there are 32 such groups of which,
- 19 have been assessed as Fair,
  - 9 have been assessed as Lack of Fair Participation by Roman Catholics and
  - 4 have been assessed as Lack of Fair Participation by Protestants.
- 6.7 Some group assessments have changed since the last Article 55 Review in 2010
- 2 have changed from Fair to Lack of Fair Participation by Protestants,
  - 3 have changed from Fair to Lack of Fair Participation by Roman Catholics,
  - 7 have changed from Lack of Fair Participation by Protestants to Fair.

## Prison Grades

- 6.8 The Northern Ireland Prison Service (NIPS) Strategic Efficiency and Effectiveness (SEE) Programme was launched in June 2011 and is a four year change programme which will deliver the fundamental reform of the Prison Service by 2015. Through the SEE Programme, the NIPS will create leaner staffing structures and a professionalised, flexible and well trained workforce with a culture of delivery, performance management and accountability.
- 6.9 The Prison Grade workforce is predominantly from a Protestant community background. In November 2011 (NIPS) launched a Voluntary Early Retirement Scheme for Prison Grade Staff. A total of 520 staff availed of the scheme and left the Service between March 2012 and May 2014.
- 6.10 Two major recruitment campaigns were launched during the period of the review. In February 2012 a competition was launched for the role of Custody Prison Officer (CPO) - 28.0% of applicants and 18.0% of appointments were Roman Catholic. The second competition was launched in March 2013 for the roles of Custody Prison Officer (CPO) and Prisoner Custody Officer (PCO).

Roman Catholics made up 21.6% of the applicants and 13.2% of appointments (further appointments were made outside the review period).

- 6.11 As part of the pre-recruitment campaign a number of outreach measures were undertaken by NIPS in order to encourage applications from members of the under-represented community and promote a positive image of the Prison Service as an equal opportunity employer. Links were developed with our Universities and the Northern Ireland Schools and Colleges Association (NISCA). Information on career opportunities in NIPS was subsequently presented to approximately 20 schools throughout the province under the NISCA Experience of Work programme during the period November 2012 - February 2013.
- 6.12 In preparation for future recruitment campaigns NIPS have met the Gaelic Athletic Associations (GAA) Head of Community Development, Strategy and Public Affairs to explore how NIPS and the GAA might work in partnership to promote NIPS as a career. NIPS also met with a representative from the NISCA to discuss future career opportunities that may arise in NIPS and to review the career information currently being presented to schools throughout the province by NISCA on behalf of NIPS. NIPS have also reviewed the recruitment advertising strategy to ensure future campaigns are targeted at as wide an audience as possible.
- 6.13 The longer term aim is that the NIPS workforce is reflective of the wider community it serves. The organisation acknowledges that confronting the issue of under representation is vital to moving forward.

#### Goals and timetables - progress towards past goals

- 6.14 The table below sets out the goals and timetables that were set out in the 2010 Article 55 review together with progress in achieving them.

	Position @ January 2010	Goal & Timetable	Position @ January 2013	G&T Achieved/not achieved
AO	Protestant applications 50.5%	To increase Protestant applications by 5% to 53.0% by time of next review	Protestant applications 48.1%	Not Achieved
EO2	Protestant applications 46.3%	To increase Protestant applications by 5% to 48.6% by time of next review	Protestant applications 48.6%	Achieved

- 6.15 The goal of increasing Protestant applications for vacancies at Administrative Officer was not achieved. However, there was only 1 recruitment exercise during the period of the review and there remains a lack of fair participation at

this grade. Administrative Assistant is a feeder grade for Administrative Officer and having discussed the results with the Equality Commission we have decided to continue to use positive action advertising to welcome applications from Protestants for vacancies at both Administrative Assistant and Administrative Officer.

- 6.16 The goal for Executive Officer 2 was achieved even though once again there was only 1 recruitment exercise during the period covered by this review. There remains a lack of fair participation by Protestants at the Executive Grades and therefore we will continue to use positive action advertising to welcome applications from Protestants for vacancies at this level.

### **Future Goals**

- 6.17 As explained in paragraph 4.12, the embargo on recruitment and the planned voluntary exit scheme makes it difficult to set new goals and timetables which are meaningful and achievable. Following consultation with the Equality Commission we have decided our goals should be related to recruitment, i.e. should any recruitment exercises take place before the next review our goal will be to have an applicant pool that is in line with the relevant part of the NI workforce.

## SECTION 3 - THE GENDER REVIEW

### 7 Introduction

- 7.1 This section sets out the assessments as to whether both sexes are fairly represented in employment, and the affirmative action measures to be taken in response where a lack of fair representation has been found.
- 7.2 There are 52 separate occupational groups in the NICS of which 19 are very small containing less than 20 staff. In relation to the Article 55 Review, the Equality Commission for NI agreed that such groups are too small to allow any meaningful assessment to be made and they have therefore been excluded from that exercise. Two groups do not have any female staff and, as the sex discrimination legislation permits affirmative action to be taken where no females are employed in an occupation, the Equality Commission agreed these groups should be assessed as part of the Gender Review. The Gender review has therefore assessed 35 groups (i.e. the General Service group and 34 Professional and Specialist groups.)
- 7.3 There is no specific test for assessing whether or not men and women are fairly represented in employment. Sex discrimination legislation permits employers to encourage women only or men only to apply for jobs where at any time within the past 12 months there were no women (or men) doing that work or where their numbers were comparatively small. According to the Equality Commission guidance<sup>2</sup>, the test of whether women's (or men's) "numbers are comparatively small" requires a comparison to be made between the proportion of women (or men) employed in the organisation and the proportion one would expect to find in the labour pool that the employer normally recruits from. This therefore requires a similar but not identical approach to that used in the Article 55 Review. Following discussions with the Equality Commission we have therefore devised a 2 step process:-
- Step 1. Are there any women (or men) in the occupational group?
    - If the answer to this question is "no" we have determined there is a lack of fair representation and lawful affirmative action measures will be taken.
    - If the answer is yes we will consider step 2.
  - Step 2. The profile of the NICS is compared to that of similar occupations in the NI economically active population. As with the Article 55 Review there should be a variation of no more than 5% either way, between the NICS profile and that of the comparable segment of the NI workforce. Where the degree of variation is more than 5% we will consider lawful affirmative action measures.

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<sup>2</sup> Equality Commission for NI – "Outreach Positive Action"

- 7.4 This section also examines the Service's progress in meeting the goals and timetables set in the 2010 Gender Review. Table 2 in **Annex B** shows the gender profile of staff who left the Service during the period covered by this review.

## **8. The Assessments**

### **Casual Staff**

- 8.1 As stated in paragraph 1.6, the review concentrates on permanent staff. However, the NICS also employs temporary staff on a casual basis, i.e. employed on a temporary contract for a period not exceeding 51 weeks. As shown in table 2 at **Annex C**, the NICS employed 181 casual staff at 1 January 2013 - down from the total in 2010 of 456. Most casual staff are employed in the General Service grades of Administrative Assistant and Administrative Officer. The gender profile of the casual staff employed at 1 January 2013 was males 63.0% and females 37.0%. These figures do not align with the profile of permanent staff in the NICS grades (i.e. Administrative Assistant and Administrative Officer) or with the NI labour force. Any affirmative action measures that are taken for these grades will also apply to casual recruitment.

### **General Service Group**

- 8.2 **Annex H** shows the detailed assessment for each grade in the General Service Group, while Table 1 in **Annex I** provides a summary of the assessments. Table 2 in **Annex I** shows the trends in male and female participation between 2001 and 2013.
- 8.3 The last review in 2010 found males were under-represented in the grades of Administrative Assistant, Administrative Officer, Executive Officer 2 and 1 and Staff Officer. This review has found that while males continue to be under-represented in Administrative Assistant, Administrative Officer and Executive Officer 2 and 1, there is now fair representation at Staff Officer. There continues to be fair representation at Deputy Principal. Females continue to be under-represented at Grade 7 and above. We will continue to take lawful affirmative measures when recruiting to the Administrative Assistant, Administrative Officer, Executive Officer 2 and Grades 7 and above.

### **Professional and Specialist Groups**

- 8.4 **Annex J** shows the assessments that have been made for every grade in 34 Professional and Specialist groups. Each occupational group has its own grading structure and in order to make the assessments easier to understand and to compare we have described the grades in generic terms - junior, executive, middle, higher and senior grades. Where unfair representation has been found

the Annex also shows when we will use Positive Action Advertising to welcome applications from the under-represented group should any recruitment exercises take place in the period up to the next review.

- 8.5 While the detailed assessments of each grade within the occupational groups are essential, they do not make it easy to compare the overall profile of the different groups or to track changes over time. We have therefore looked at the overall assessment of each group. As shown in **Annex K** there are 34 such groups of which,
- 17 groups - males and females are fairly represented. (Although in all these groups, the NICS profile closely matches that of the NI labour force, the ECNI has indicated we should use positive action advertising when recruiting to 6 groups, due to the small numbers of females employed.)
  - 11 groups - females are under-represented
  - 6 groups - males are under-represented.
- 8.6 Some group assessments have changed since the last Gender Review in 2010:-
- 3 have changed from fair representation to under-representation by females,
  - 1 has changed from fair representation to under-representation by males,
  - 2 have changed from under-representation by females to fair representation.
  - 4 have changed from under-representation by males to fair representation.

## **Prison Grades**

- 8.7 The Northern Ireland Prison Service (NIPS) Strategic Efficiency and Effectiveness (SEE) Programme was launched in June 2011 and is a four year change programme which will deliver the fundamental reform of the Prison Service by 2015. Through the SEE Programme, the NIPS will create leaner staffing structures and a professionalised, flexible and well trained workforce with a culture of delivery, performance management and accountability.
- 8.8 The Prison Grade workforce is predominantly male. In November 2011 (NIPS) launched a Voluntary Early Retirement Scheme for Prison Grade Staff. A total of 520 staff availed of the scheme and left the Service between March 2012 and May 2014.
- 8.9 Two major recruitment campaigns were launched during the period of the review. In February 2012 a competition was launched for the role of Custody Prison Officer (CPO) - 31.5% of applicants and 36.4% of appointments were female. The second competition was launched in March 2013 for the roles of Custody Prison Officer (CPO) and Prisoner Custody Officer (PCO). Females made up 27.0% of the applicants and 32.1% of the appointments. Only appointments to the role of Prison Custody Officer were made.
- 8.10 As part of the pre-recruitment campaign a number of outreach measures were undertaken by NIPS in order to encourage applications from females and

promote a positive image of the Prison Service as an equal opportunity employer. Links were developed with our Universities and the Northern Ireland Schools and Colleges Association (NISCA). Information on career opportunities in NIPS was subsequently presented to approximately 20 schools throughout the province under the NISCA Experience of Work programme during the period November 2012 - February 2013.

- 8.11 In preparation for future recruitment campaigns NIPS have met the Gaelic Athletic Associations (GAA) Head of Community Development, Strategy and Public Affairs to explore how NIPS and the GAA might work in partnership to promote NIPS as a career. NIPS also met with a representative from the NISCA to discuss future career opportunities that may arise in NIPS and to review the career information currently being presented to schools throughout the province by NISCA on behalf of NIPS. NIPS have also reviewed the recruitment advertising strategy to ensure future campaigns are targeted at as wide an audience as possible.
- 8.12 The longer term aim is that the NIPS workforce is reflective of the wider community it serves. The organisation acknowledges that confronting the issue of under representation is vital to moving forward.

#### Progress towards past goals

- 8.13 The table below sets out the goals and timetables set out in the 2010 Gender Review together with progress in achieving them.

	Position @ January 2010	Goal & Timetable	Position @ January 2013	G&T Achieved/not achieved
AA	male applicants 44.1%	To increase male applications by 10% to 48.5%	No recruitment exercises launched	Not Applicable
AO	male applicants 45.5%	To increase male applications by 10% to 50.0%	male applicants 46.8%	Not Achieved
EO2	male applicants 44.7%	To increase male applications by 10% to 49.2%	male applicants 47.8%	Not Achieved
SO	male representation 44.0%	To maintain the current level of male representation at 44.0%	male representation 43.4%	Not Achieved
Gr 7&6	female representation 42.6%	To increase female representation by 5% to 44.7%	female representation 44.0%	Not Achieved

Gr 5	female representation 31.6%	To increase female representation by 5% to 33.3%	female representation 32.2%	Not Achieved
Gr 3 + above	female representation 25.0%	To increase female representation by 5% to 26.5%	female representation 19.1%	Not Achieved

- 8.14 During the period covered by this review no recruitment competitions were launched for the AA grade and therefore this goal could not be achieved. It is regrettable to note that none of the remaining goals were achieved. In relation to recruitment to the AO and EO2 grades, only 1 recruitment exercise was carried out to each grade and the goals of increasing male applications to 46.8% and 47.8% respectively were not achieved.
- 8.15 Although the goal of maintaining the male composition of the SO grade at 44% was not achieved, because of changes in the composition of the NI labour force comparator, males are now fairly represented at this grade. The remaining goals relating to increasing the female composition at Grade 6/7, Grade 5 and Grade 3 and above were not achieved.

### Future Goals

- 8.16 As explained in paragraph 4.12, the embargo on recruitment and the planned voluntary exit scheme makes it difficult to set new goals and timetables which are meaningful and achievable. Following consultation with the Equality Commission we have decided our goals should be related to recruitment, i.e. should any recruitment exercises take place before the next review our goal will be to have an applicant pool that is in line with the relevant part of the NI workforce.

### Adjusting for Age - Worked Example

In making an assessment of fair participation, the observed representation of the various groups is compared with the representation of the same groups from the wider population. As the representation of the various groups in the wider population is different for each age-band, each age-band is considered separately, before aggregating to obtain the overall representation. This table illustrates the methodology used to derive the representation of the groups in the wider population.

Age (years)	Total No.	Observed				Expected (Wider Population) <sup>1</sup>			
		%		No.		%		No.	
		Group A	Group B	Group A	Group B	Group A	Group B	Group A	Group B
16-19	200	60.0	40.0	120	80	50.0	50.0	100	100
20-24	500	55.0	45.0	275	225	51.0	49.0	255	245
25-29	500	56.0	44.0	280	220	53.0	47.0	265	235
30-34	600	50.0	50.0	300	300	56.0	44.0	336	264
35-39	700	52.0	48.0	364	336	54.0	46.0	378	322
40-44	600	48.0	52.0	288	312	51.0	49.0	306	294
45-49	400	47.0	53.0	188	212	49.0	51.0	196	204
50-54	200	45.0	55.0	90	110	47.0	53.0	94	106
55-59	200	44.0	56.0	88	112	45.0	55.0	90	110
60-64	100	43.0	57.0	43	57	44.0	56.0	44	56
<b>Total</b>	<b>4,000</b>	<b>50.9</b>	<b>49.1</b>	<b>2,036</b>	<b>1,964</b>	<b>51.6*</b>	<b>48.4*</b>	<b>2,064</b>	<b>1,936</b>

<sup>1</sup> Figures are for illustrative purposes only.

For each age-band expected numbers were calculated for each group, based on the total number of staff observed in the age-band and the proportions of each group from the wider population. These are the numbers from each group that would be expected if the profile of staff in the age band was representative of the wider population.

In the example above, there was 200 staff aged 16-19. The wider population in this age group is 50.0% Group A and 50.0% Group B, so if the observed numbers were representative the expected profile would be 100 Group A and 100 Group B. This was repeated for each age-band.

The total expected number of staff for each group was then calculated by adding together the numbers expected for the group in each age-band. From these total expected numbers the overall expected percentages were calculated, enabling comparison with the overall observed percentage. Applying this method to the example above, the total expected numbers in Group A (2,064) and Group B (1,936) yield overall expected percentages of 51.6% Group A, 48.4% Group B (marked with an asterisk in the table above).

## Annex B

### LEAVERS FROM 1 JANUARY 2010 TO 31 DECEMBER 2012

Table 1 - COMMUNITY BACKGROUND PROFILE

	2012		2011		2010	
	Protestant	Roman Catholic	Protestant	Roman Catholic	Protestant	Roman Catholic
Resignation	99	79	47	61	103	78
Retirement	181	72	184	94	174	94
Ill-Health	44	46	71	69	Data not available	

Table 2 - GENDER PROFILE

	2012		2011		2010	
	Male	Female	Male	Female	Male	Female
Resignation	99	94	58	59	103	90
Retirement	167	100	179	109	186	95
Ill-Health	55	37	69	77	Data not available	

## CASUAL STAFF

TABLE 1 COMMUNITY BACKGROUND PROFILE

COMMUNITY BACKGROUND					Group total
Protestant		Roman Catholic		Not Determined	
Number	[%]	Number	[%]	Number	
73	41.7%	102	58.3%	6	181

TABLE 2 GENDER REVIEW

	Male		Female		Group total
	Number	%	Number	%	
2013	114	63.0	67	37.0	181

## Annex D

### ARTICLE 55 REVIEW

#### GENERAL SERVICE GROUP ASSESSMENTS

##### Grade: Administrative Assistant (AA)

**COMPOSITION** - the current profile of the NI Civil Service workforce

No. of staff	Staff		NI labour force		Variation	
	P [%]	RC [%]	P [%]	RC [%]	P	RC
1,409	48.3	51.7	51.6	48.4	-3.3%	3.3%

Notes:

- I. Staff figures as at 1 January 2013 excluding those whose community background has been Not Determined
- II. Figures for NI labour force taken from 2011 census, economically active population with at least 1 GCSE, adjusted for age as outlined in Annex B.

##### Composition - analysis

Assessment of workforce composition - fair participation.

##### FLOWS INTO THE GRADE

###### (1) Recruitment

Applications				Appointments			
Competition Ref:	P [%]	RC [%]	Total	Competition Ref:	P [%]	RC [%]	Total
SB/51/08	None			SB/51/08	57.6	42.4	33

###### (2) Promotion - there is no promotion to this grade

##### Flows into the grade - analysis

Over the period of the review no recruitment competitions were launched for the AA grade.

##### ASSESSMENT:

The 2010 Review found fair participation in the AA grade. Based on the profile of the AA workforce at 1 January 2013 and trends since 2005 of an increase in the proportion of applications from Protestants, fair participation exists and is likely to continue. As this is a feeder grade for the Administrative Officer grade where there is a continued lack of fair participation by Protestants and following discussions with the Equality Commission for NI, affirmative action measures will be taken.

## Grade - Administrative Officer (AO)

**COMPOSITION** - the current profile of the NI Civil Service workforce

No. of staff	Staff		NI labour force		Variation	
	P [%]	RC [%]	P [%]	RC [%]	P	RC
7,228	46.4	53.6	52.4	47.6	-6.0%	6.0%

Notes:

- I. Staff figures as at 1 January 2013 excluding those whose community background has been Not Determined
- II. Figures for NI labour force taken from 2011 census, economically active population with at least 1 GCSE, adjusted for age as outlined in Annex B.

### Composition - analysis

Assessment of workforce composition - lack of fair participation by Protestants.

## FLOWS INTO THE GRADE

### (1) Recruitment

Applications				Appointments			
Competition Ref:	P [%]	RC [%]	Total	Competition Ref:	P [%]	RC [%]	Total
IRC184588	48.1	51.9	15,673	IRC184588	None		
SB/52/08	None			SB/52/08	56.8	43.2	333

### (2) Promotion

Promotion is from the AA grade. The assessment of the current composition of AA grade is that there is fair participation.

### Flows into the grade - analysis

The proportion of applications from Protestants has increased from an average of 40% in the 2005 Review to around 50% in the 2010 review. There has only been 1 recruitment exercise over the period of the current review so it is not possible to conclude whether this trend is continuing.

### ASSESSMENT:

Lack of fair participation by Protestants - affirmative action measures will be taken.

## Grade: Executive Officer 1 and 2 (EO1 & EO2)

**COMPOSITION** - the current profile of the NI Civil Service workforce

No of staff	Staff		NI labour force		Variation	
	P [%]	RC [%]	P [%]	RC [%]	P	RC
5,634	47.6	52.4	54.4	45.6	-6.8%	6.8%

Notes:

- I. Staff figures as at 1 January 2013 excluding those whose community background has been Not Determined
- II. Figures for NI labour force taken from 2011 census, economically active population with at least 1 GCSE, adjusted for age as outlined in Annex B.

### Composition - analysis

Assessment of workforce composition - lack of fair participation by Protestants.

## FLOWS INTO THE GRADE

### (1) Recruitment

Applications				Appointments			
Competition Ref:	P [%]	RC [%]	Total	Competition Ref:	P [%]	RC [%]	Total
IRC108238	48.6	51.4	6,175	IRC108238	53.5	46.5	502

### (2) Promotion

Promotion into this grade is from the AO grade. The assessment of the current composition of the AO grade is that there is a lack of fair participation by Protestants.

### Flows into the grade - analysis

Since 2005 there have only been 3 recruitment exercises to this grade and the proportion of applications from Protestants has remained around 46%, which is lower than the labour force comparator. Candidates for this grade are required to have at least 2 A-levels, however many are graduates. Discussions with the Equality Commission for NI suggest that a higher proportion of recent graduates from Northern Ireland universities are Roman Catholic. It may be that the lower than expected number of Protestant applications reflects the profile of NI graduates.

## ASSESSMENT:

Lack of fair participation by Protestants - affirmative action measures will be taken.

## Grade: Staff Officer (SO)

**COMPOSITION** - the current profile of the NI Civil Service workforce

No of staff	Staff		NI labour force		Variation	
	P [%]	RC [%]	P [%]	RC [%]	P	RC
1,784	51.4	48.6	55.2	44.8	-3.8%	3.8%

Notes:

- I. Staff figures as at 1 January 2013 excluding those whose community background has been Not Determined
- II. Figures for NI labour force taken from 2011 census, economically active population with at least 1 GCSE, adjusted for age as outlined in Annex B.

### Composition - analysis

Assessment of workforce composition - fair participation.

### FLOWS INTO THE GRADE

#### (1) Recruitment

Applications				Appointments			
Competition Ref:	P [%]	RC [%]	Total	Competition Ref:	P [%]	RC [%]	Total
Fast Stream 2014	43.5	56.5	3,143	Fast Stream 2014	None		
Fast Stream 2013	46.4	53.6	3,255	Fast Stream 2013	50.0	50.0	<20 <sup>(1)</sup>
Fast Stream 2012	47.1	52.9	3,934	Fast Stream 2012	50.0	50.0	<20 <sup>(1)</sup>
Fast Stream 2011	None			Fast Stream 2011	50.0	50.0	<20 <sup>(1)</sup>

Note (1) in order to protect the confidentiality of data the number is too small to reveal.

#### (2) Promotion

Promotion into the grade is from the EO1 grade. The assessment of the current composition of the EO1/2 grades is that there is a lack of fair participation by Protestants.

#### Flows into the grade - analysis

Since 2005 the proportion of applications from Protestants has remained constant as around 45%. This figure is lower than the proportion of Protestants in the current workforce and the outside labour force. Candidates for recruitment at this level are required to be graduates and discussions with the Equality Commission for NI suggest that a higher proportion of recent graduates from Northern Ireland universities are Roman Catholic. It may be that the lower than expected number of Protestant applications reflects the profile of NI graduates. It should be noted that only a small number of appointments are made each year from the Fast Stream competition, with the majority of new staff being promoted from the EO1 grade.

#### ASSESSMENT:

Fair participation exists and is likely to continue.

## Grade: Deputy Principal (DP)

**COMPOSITION** - the current profile of the NI Civil Service workforce

No. of staff	Staff		NI labour force		Variation	
	P [%]	RC [%]	P [%]	RC [%]	P	RC
1,417	54.5	45.5	56.0	44.0	-1.5%	1.5%

Notes:

- I. Staff figures as at 1 January 2013 excluding those whose community background has been Not Determined
- II. Figures for NI labour force taken from 2011 census, economically active population with at least 1 GCSE, adjusted for age as outlined in Annex B.

### Composition - analysis

Assessment of workforce composition - fair participation.

#### FLOWS INTO THE GRADE

##### (1) Recruitment

There is no direct recruitment to the grade.

##### (2) Promotion

Promotion into this grade is from the SO grade. The assessment of the current composition of the SO grade is that there is fair participation by both Protestants and Roman Catholics.

#### ASSESSMENT:

Fair participation exists and is likely to continue.

## Grade: Grades 7 and 6

**COMPOSITION** - the current profile of the NI Civil Service workforce

No. of staff	Staff		NI labour force		Variation	
	P [%]	RC [%]	P [%]	RC [%]	P	RC
661	52.5	47.5	56.4	43.6	-3.9%	3.9%

Notes:

- I. Staff figures as at 1 January 2013 excluding those whose community background has been Not Determined
- II. Figures for NI labour force taken from 2011 census, economically active population with at least 5 GCSEs, adjusted for age as outlined in Annex B.

### Composition - analysis

Assessment of workforce composition - fair participation.

### FLOWS INTO THE GRADE(S)

#### (1) Recruitment

There is generally no direct recruitment to these grade(s).

#### (2) Promotion

Promotion into Grade 7 is from the DP grade. The assessment of the current composition of the DP grade is that there is fair participation by both Protestants and Roman Catholics.

### ASSESSMENT:

Fair participation exists and is likely to continue.

## Grade: Grade 5

**COMPOSITION** - the current profile of the NI Civil Service workforce

No. of staff	Staff		NI labour force		Variation	
	P [%]	RC [%]	P [%]	RC [%]	P	RC
114	57.0	43.0	55.9	44.1	1.1%	-1.1%

Notes:

- I. Staff figures as at 1 January 2013 excluding those whose community background has been Not Determined
- II. Figures for NI labour force taken from 2011 census, economically active population with at least 2 A-levels, adjusted for age as outlined in Annex B.

### Composition - analysis

Assessment of workforce composition - fair participation.

### FLOWS INTO THE GRADE

#### (1) Recruitment

Applications				Appointments			
Competition Ref:	P [%]	RC [%]	Total	Competition Ref:	P [%]	RC [%]	Total
IRC186481	49.3	50.7	630	IRC186481	None		

#### (2) Promotion

Promotion into this grade is from Grades 7 and 6. The assessment of the current composition of Grades 7 and 6 is that there is fair participation by both Protestants and Roman Catholics.

### Flows into the grade - analysis

One recruitment exercise was held during the review period and the proportion of applications from Protestants was below that of the external labour force. No appointments were made during the review period.

### ASSESSMENT:

Fair participation exists and is likely to continue

## Grade: Grade 3+

**COMPOSITION** - the current profile of the NI Civil Service workforce

No. of staff	Staff		NI labour force		Variation	
	P [%]	RC [%]	P [%]	RC [%]	P	RC
44	61.4	38.6	57.8	42.2	3.6%	-3.6%

Notes:

- I. Staff figures as at 1 January 2013 excluding those whose community background has been Not Determined
- II. Figures for NI labour force taken from 2011 census, economically active population with at least 2 A-levels, adjusted for age as outlined in Annex B.

### Composition - analysis

Assessment of workforce composition - fair participation.

### FLOWS INTO THE GRADE(S)

#### (1) Recruitment

Applications				Appointments			
Competition Ref:	P [%]	RC [%]	Total	Competition Ref:	P [%]	RC [%]	Total
IRC186480	43.5	56.5	167	IRC186480	None		

#### (2) Promotion

Promotion into these grade(s) is from Grade 5. The assessment of the current composition of Grade 5 is that there is fair participation by both Protestants and Roman Catholics.

### Flows into the grade - analysis

One recruitment exercise was held during the review period and the proportion of applications from Protestants was below that of the outside labour force. No appointments were made during the review period.

### ASSESSMENT:

Fair participation exists and is likely to continue

## Annex E

### ARTICLE 55 REVIEW

#### GENERAL SERVICE GROUP - SUMMARY AND TRENDS

**Table 1 - Summary - General Service group at 1 January 2013 compared to NI labour force (2011 Census) (excluding background "not determined")**

	[%] P (Staff)	[%] P (Census)	[%] RC (Staff)	[%] RC (Census)	Assessment (tolerance 5%)
AA	48.3	51.6	51.7	48.4	Fair Participation
AO	46.4	52.4	53.6	47.6	Lack of Fair Participation, Protestants
EO1&2	47.6	54.4	52.4	45.6	Lack of Fair Participation, Protestants
SO	51.4	55.2	48.6	44.8	Fair Participation
DP	54.5	56.0	45.5	44.0	Fair Participation
G6&7	52.5	56.4	47.5	43.6	Fair Participation
G5	57.0	55.9	43.0	44.1	Fair Participation
G3+	61.4	57.8	38.6	42.2	Fair Participation

**Table 2 - Trends - General Service group 2005 - 2013**

	Jan 2005		Jan 2007		Jan 2010		Jan 2013	
	[%] P	[%] RC						
AA	47.0	53.0	48.2	51.8	50.6	49.4	48.3	51.7
AO	46.9	53.1	46.9	53.1	45.7	54.3	46.4	53.6
EO1&2	48.8	51.2	48.6	51.4	47.0	53.0	47.6	52.4
SO	56.7	43.3	54.8	45.2	54.2	45.8	51.4	48.6
DP	57.4	42.6	57.0	43.0	54.9	45.1	54.5	45.5
G6&7	60.1	39.9	58.1	41.9	53.9	46.1	52.5	47.5
G5+*	65.1	34.9	62.0	38.0	54.7*	45.3*	57.0	43.0
G3+*					61.4*	38.6*	61.4	38.6

\*Before the 2010 Article 55 Review, Grades 5 and above were amalgamated and assessed.

## ARTICLE 55 REVIEW

## PROFESSIONAL &amp; SPECIALIST GROUPS - GRADE ASSESSMENTS

Occupational Group	Profile of staff in group			Grade (General Service equivalent)	Assessment			Action
					Fair	Lack of Fair Participation		
	P	RC	T			Protestant	Roman Catholic	
Agricultural Inspector (Grade)	183	100	291	Higher Grades (Gr7)				2
				Middle Grades (DP)				2
				Middle Grades (SO)				1
				Exec Grades (EOI)				1
				Exec Grades (EOII)				1
Agricultural Inspector (Group)	210	187	414	Middle Grades (SO)				1
				Exec Grades (EOI)				1
				Exec Grades (EOII)				3
Architects	77	38	116	Higher Grades (Gr7)				2
				Middle Grades (DP)				2
				Middle Grades (SO)				1
				Exec Grades (EOI)				2
Careers Officers	43	71	121	Middle Grades (SO)				3
				Exec Grades (EOI)				1

Occupational Group	Profile of staff in group			Grade (General Service equivalent)	Assessment			Action
					Fair	Lack of Fair Participation		
	P	RC	T			Protestant	Roman Catholic	
Civil Engineers	464	347	831	Senior Grades (Gr5+)				4
				Higher Grades (Gr6)				1
				Higher Grades (Gr7)				2
				Middle Grades (DP)				2
				Middle Grades (SO)				1
				Exec Grades (EOI)				1
Computing	300	273	588	Higher Grades (Gr6)				1
				Higher Grades (Gr7)				4
				Middle Grades (DP)				4
				Middle Grades (SO)				1
				Exec Grades (EOI)				2
				Exec Grades (EOII)				1
				Junior Grades (AO)				2
				Junior Grades (AA)				4
Curatorial Grades	21	14	38	Senior Grades (Gr5+)				1
				Higher Grades (Gr7)				4
				Middle Grades (DP)				4
				Middle Grades (SO)				4
				Exec Grades (EOI)				4

Occupational Group	Profile of staff in group			Grade (General Service equivalent)	Assessment			Action
					Fair	Lack of Fair Participation		
	P	RC	T			Protestant	Roman Catholic	
Drawing Office Staff	109	80	194	Exec Grades (EOII)				2
				Junior Grades (AO)				4
				Junior Grades (AA)				1
Economists	44	30	75	Higher Grades (Gr6)				4
				Higher Grades (Gr7)				4
				Middle Grades (DP)				2
				Middle Grades (SO)				6
Education & Training Inspectorate	25	32	57	Senior Grades (Gr5+)				1
				Higher Grades (Gr6)				1
Fisheries	23	13	37	Higher Grades (Gr7)				1
				Middle Grades (DP)				4
				Middle Grades (SO)				1
				Exec Grades (EOI)				1
				Exec Grades (EOII)				1
Foremen	12	10	22	Exec Grades (EOI)				1
				Junior Grades (AO)				1

Occupational Group	Profile of staff in group			Grade (General Service equivalent)	Assessment			Action
					Fair	Lack of Fair Participation		
	P	RC	T			Protestant	Roman Catholic	
Forestry	19	18	48	Higher Grades (Gr6)				1
				Higher Grades (Gr7)				4
				Middle Grades (DP)				4
				Middle Grades (SO)				4
				Exec Grades (EOI)				4
Health and Safety Inspectors	26	16	44	Higher Grades (Gr6)				4
				Higher Grades (Gr7)				2
				Middle Grades (DP)				1
Industrial Grades	582	457	1090	Junior Grades (AO & AA)				2
Information Officers	37	33	73	Higher Grades (Gr7)				4
				Middle Grades (DP)				1
				Middle Grades (SO)				4
				Exec Grades (EOI)				1
Legal Grades (Solicitors)	100	165	283	Senior Grades (Gr5+)				4
				Higher Grades (Gr6)				1
				Higher Grades (Gr7)				3
				Middle Grades (DP)				1
Mapping and Charting	87	47	137	Higher Grades (Gr7)				4
				Middle Grades (DP)				4
				Middle Grades (SO)				1
				Exec Grades (EOI)				4
				Exec Grades (EOII)				1

Occupational Group	Profile of staff in group			Grade (General Service equivalent)	Assessment			Action
					Fair	Lack of Fair Participation		
	P	RC	T			Protestant	Roman Catholic	
Meat Inspectors	44	67	116	Middle Grades (SO)				4
				Exec Grades (EOI)				3
M & E Engineers	76	42	121	Higher Grades (Gr7)				4
				Middle Grades (DP)				2
				Middle Grades (SO)				1
				Exec Grades (EOI)				1
Planning	145	240	398	Senior Grades (Gr5+)				1
				Higher Grades (Gr6)				4
				Higher Grades (Gr7)				1
				Middle Grades (DP)				2
				Middle Grades (SO)				1
				Exec Grades (EOI)				1
Prison Officers*	1247	164	1559	Top Management				2
				Senior Managers				2
				Middle Managers				2
				Junior Managers				2
				Junior Grades				2

\*Note: Grades within the Prison Officer group have no equivalent to General Service grades.

Occupational Group	Profile of staff in group			Grade (General Service equivalent)	Assessment			Action
					Fair	Lack of Fair Participation		
	P	RC	T			Protestant	Roman Catholic	
Quantity Surveyors	22	16	38	Higher Grades (Gr7)				4
				Middle Grades (DP)				2
				Middle Grades (SO)				1
Science Grades	284	189	513	Higher Grades (Gr6)				1
				Higher Grades (Gr7)				2
				Middle Grades (DP)				1
				Middle Grades (SO)				3
				Exec Grades (EOI)				1
				Junior Grades (AO)				2
Statisticians	135	107	252	Higher Grades (Gr6)				1
				Higher Grades (Gr7)				1
				Middle Grades (DP)				1
				Middle Grades (SO)				4
Structural Engineers	*	*	20	Higher Grades (Gr7)				2
				Middle Grades (DP)				2
				Middle Grades (SO)				2
				Exec Grades (EOI)				1
Support Grades (Combined)	154	75	234	Exec Grades (EOI)				1
				Exec Grades (EOII)				4
				Junior Grades (AO)				2
				Junior Grades (AA)				2

Note \* denotes that numbers cannot be shown as at least one value is less than 10.

Occupational Group	Profile of staff in group			Grade (General Service equivalent)	Assessment			Action
					Fair	Lack of Fair Participation		
	P	RC	T			Protestant	Roman Catholic	
Trading Standards	15	14	30	Higher Grades (Gr7)				1
				Middle Grades (DP)				1
				Middle Grades (SO)				4
				Exec Grades (EOI)				1
				Exec Grades (EOII)				4
Typing	187	117	308	Exec Grades (EOII)				1
				Junior Grades (AA)				4
Valuation	88	77	169	Senior Grades (Gr5+)				1
				Higher Grades (Gr6)				1
				Higher Grades (Gr7)				1
				Middle Grades (DP)				3
				Middle Grades (SO)				1
				Exec Grades (EOI)				3
Vehicle & Driving Examiners	231	183	429	Middle Grades (DP)				1
				Middle Grades (SO)				4
				Exec Grades (EOI)				1
				Junior Grades (AO)				1
Veterinary Officers	68	53	150	Senior Grades (Gr5+)				1
				Higher Grades (Gr6)				1
				Higher Grades (Gr7)				1

Key to Action column

1. No PAA necessary - fair participation.
2. When recruiting PAA should be used to welcome applications from the Roman Catholic section of the community.
3. When recruiting PAA should be used to welcome applications from the Protestant section of the community.
4. No PAA necessary - numbers in the grade are small and a change of +/- 1-3 people would bring about fair participation.
5. No PAA - although there is a questionable fair participation by Protestants or Catholics in this grade, in view of the imbalances in higher grades and the need to address these, it would not be appropriate at this time to use positive action to welcome Protestants or Catholics to this grade.
6. No PAA - although Protestants or Roman Catholics are under-represented in this grade when compared to similar occupations in the NI labour market, the outside occupations are imbalanced when compared to the wider economically active population. It would not therefore be appropriate to use PAA.

**ARTICLE 55 REVIEW  
PROFESSIONAL & SPECIALIST GROUPS - GROUP ASSESSMENTS**

Table 1 - The following groups have been assessed as having fair participation

Occupational Group	No. of NICS staff	NICS workforce @ 1.1.13		NI Labour Force 2011 census	
		P [%]	RC [%]	P [%]	RC [%]
Agricultural Inspector (Grade)	291	64.7	33.3	60.0	40.0
Agricultural Inspector (Group)	414	52.9	47.1	56.3	43.7
Civil Engineers	831	57.2	42.8	52.7	47.3
Computing	588	52.4	47.6	51.0	49.0
Curatorial Grades	38	60.0	40.0	64.4	35.6
Drawing Office staff	194	57.7	42.3	60.9	39.1
Economists	75	59.5	40.5	55.2	44.8
Education & Training Inspectorate	57	43.9	56.1	46.8	53.2
Foremen	22	54.5	45.5	56.1	43.9
Information Officers	73	52.9	47.1	52.0	48.0
Legal Grades (Solicitors)	283	37.7	62.3	40.2	59.8
M&E Engineers	121	64.4	35.6	60.3	39.7

Occupational Group	No. of NICS staff	NICS workforce @ 1.1.13		NI Labour Force 2011 census	
		P [%]	RC [%]	P [%]	RC [%]
Planning Office staff	398	37.7	62.3	37.0	63.0
Science Grades	513	60.0	40.0	61.8	38.2
Statisticians	252	55.8	44.2	52.8	46.2
Trading Standards	30	51.7	48.3	54.8	45.2
Typing	308	61.5	38.5	57.2	42.8
Vehicle & Driving Examiners	429	55.8	44.2	56.1	43.9
Veterinary Officers	150	56.2	43.8	53.3	46.7

Note - the number of staff shown includes those whose background is “not determined”

Table 2 - The following groups have been assessed as having Lack of Fair Participation by Roman Catholics

Occupational Group	No. of NICS staff	NICS workforce @ 1.1.13		NI Labour Force 2011 census	
		P [%]	RC [%]	P [%]	RC [%]
Architects	116	67.0	33.0	55.2	44.8
Fisheries	37	63.9	36.1	58.4	41.6
Health & Safety Inspectors	44	61.9	38.1	54.8	45.2
Industrial Grades	1,090	56.0	44.0	46.3	53.7
Mapping & Charting	137	64.9	35.1	58.9	41.1
Prison Officers	1,559	88.4	11.6	52.8	47.2
Quantity Surveyors	38	57.9	42.1	40.0	60.0
Structural Engineers	20	*	*	50.0	50.0
Support Grades	234	67.2	32.8	56.0	44.0

Note - the number of staff shown includes those whose background is “not determined”

\*Numbers withheld to protect confidentiality

Table 3 - The following groups have been assessed as having Lack of Fair Participation by Protestants

Occupational Group	No. of NICS staff	NICS workforce @ 1.1.13		NI Labour Force 2011 census	
		P [%]	RC [%]	P [%]	RC [%]
Careers Officers	121	37.7	62.3	43.0	57.0
Forestry	48	51.4	48.6	59.6	40.4
Meat Inspectors	116	39.6	60.4	55.9	44.1
Valuation	169	53.3	46.7	59.8	40.2

Note - the number of staff shown includes those whose background is “not determined”

## GENDER REVIEW

### GENERAL SERVICE GROUP - ASSESSMENTS

#### Grade: Administrative Assistant (AA)

#### COMPOSITION - the current profile of the NI Civil Service workforce

No. of staff	Staff		NI labour force		Variation	
	Male	Female	Male	Female	Male	Female
1,437	41.4%	58.6%	47.9%	52.1%	-6.5%	6.5%

#### Notes:

- i. Staff figures as at 1 January 2013
- ii. Figures for NI labour force taken from 2011 census economically active population with 1 GCSE or better.

#### Composition - analysis

Compared to the NI labour force, males are under-represented at this grade.

#### FLOWS INTO THE GRADE

##### (1) Recruitment

Applicants				Appointments			
Competition Ref:	Male	Female	Total	Competition Ref:	Male	Female	Total
SB/51/08	None			SB/51/08	75.8%	24.2%	33

(2) Promotion - there is no promotion to this grade.

#### Flows into the grade - analysis

Over the period of the review no recruitment competitions were launched for the AA grade.

#### ASSESSMENT:

Males are under-represented. Affirmative action measures will be taken.

## Grade: Administrative Officer (AO)

### COMPOSITION - the current profile of the NI Civil Service workforce

No. of staff	Staff		NI labour force		Variation	
	Male	Female	Male	Female	Male	Female
7,327	33.5%	66.5%	47.4%	52.6%	-13.9%	13.9%

#### Notes:

- i. Staff figures as at 1 January 2013
- ii. Figures for NI labour force taken from 2011 census, economically active population with 1 GCSE or better.

#### Composition - analysis

Compared to the NI labour force, males are under-represented at this grade.

### FLOWS INTO THE GRADE

#### (1) Recruitment

Applicants				Appointments			
Competition Ref:	Male	Female	Total	Competition Ref:	Male	Female	Total
IRC184588	46.8%	53.2%	15,673	IRC184588	None		
SB/52/08	None			SB/52/08	52.9%	47.1%	333

#### (2) Promotion

Promotion into this grade is from the AA grade. The assessment of the current composition of AA grade is that males are under-represented.

#### Flows into the grade - analysis

The proportion of applications from males has remained constant at around 45% since 2005. Although there has only been 1 recruitment exercise over the period of the current review it appears that this trend is continuing.

### ASSESSMENT

Males are under-represented. Affirmative action measures will be taken.

## Grade: Executive Officer 1 and 2 (EO1 & EO2)

### COMPOSITION - the current profile of the NI Civil Service workforce

No. of staff	Staff		NI labour force		Variation	
	Male	Female	Male	Female	Male	Female
5,726	36.6%	63.4%	47.0%	53.0%	-10.4%	10.4%

#### Notes:

- i. Staff figures as at 1 January 2013
- ii. Figures for NI labour force taken from 2011 census, economically active population with 1 GCSE or better.

#### Composition - analysis

Compared to the NI labour force, males are under-represented at this grade.

## FLOWS INTO THE GRADE

### (1) Recruitment

Applicants				Appointments			
Competition Ref:	Male	Female	Total	Competition Ref:	Male	Female	Total
IRC108238	47.8%	52.2%	6,175	IRC108238	59.0%	41.0%	502

### (2) Promotion

Promotion into the EO2 grade is from the AO grade. Promotion to the EO1 grade is from the EO2 grade. The assessment of the current composition of the AO grade is that males are under-represented.

#### Flows into the grade - analysis

There has only been 1 recruitment exercise to the EO2 grade since the last review in 2010 and the proportion of male applicants has increased.

## ASSESSMENT

Males are under-represented. Affirmative action measures will be taken.

## Grade: Staff Officer (SO)

### COMPOSITION - the current profile of the NI Civil Service workforce

No. of staff	Staff		NI labour force		Variation	
	Male	Female	Male	Female	Male	Female
1,849	43.4%	56.6%	47.0%	53.0%	-3.6%	3.6%

#### Notes:

- i. Staff figures as at 1 January 2013
- ii. Figures for NI labour force taken from 2011 census, economically active population with 1 GCSE or better.

### Composition - analysis

Compared to the NI labour force, females and males are fairly represented at this grade.

## FLOWS INTO THE GRADE

### (1) Recruitment

Applicants				Appointments			
Competition Ref:	Male	Female	Total	Competition Ref:	Male	Female	Total
Fast Stream 2014	45.7%	54.3%	3,143	Fast Stream 2014	None		
Fast Stream 2013	47.2%	52.8%	3,255	Fast Stream 2013	60.0%	40.0%	<20(1)
Fast Stream 2012	45.4%	54.6%	3,934	Fast Stream 2012	58.3%	41.7%	<20(1)
Fast Stream 2011	None			Fast Stream 2011	66.7%	33.3%	<20(1)

Note (1) in order to protect the confidentiality of data the number is too small to reveal.

### (2) Promotion

Promotion into this grade is from the EO1 grade. The assessment of the current composition of the EO1/2 grades is that males are under-represented.

### Flows into the grade - analysis

Since the last review in 2010 the proportion of applications from males has remained constant as around 45%. It should be noted that only a small number of appointments are made each year from the Fast Stream competition, with the majority of new staff being promoted from the EO1 grade.

### ASSESSMENT:

Females and males are fairly represented at this grade.

## Grade: Deputy Principal (DP)

### COMPOSITION - the current profile of the NI Civil Service workforce

No. of staff	Staff		NI labour force		Variation	
	Male	Female	Male	Female	Male	Female
1,447	48.7%	51.3%	47.0%	53.0%	1.7%	-1.7%

#### Notes:

- i. Staff figures as at 1 January 2013
- ii. Figures for NI labour force taken from 2011 census, economically active population with 1 GCSE or better.

#### Composition - analysis

Compared to the NI labour market, males and females are fairly represented at this grade.

#### FLOWS INTO THE GRADE

##### (1) Recruitment

There is no direct recruitment to this grade.

##### (2) Promotion

Promotion into this grade is from the SO grade. The assessment of the current composition of the SO grade is that males and females are fairly represented.

#### ASSESSMENT

Females and males are fairly represented at this grade.

## Grade: Grades 7 and 6

### COMPOSITION - the current profile of the NI Civil Service workforce

No. of staff	Staff		NI labour force		Variation	
	Male	Female	Male	Female	Male	Female
686	56.0%	44.0%	46.4%	53.6%	9.6%	-9.6%

#### Notes:

- i. Staff figures as at 1 January 2013
- ii. Figures for NI labour force taken from 2011 census, economically active population with 5 GCSEs or better.

#### Composition - analysis

Compared to the NI labour market, females are under-represented.

### FLOWS INTO THE GRADE

#### (1) Recruitment

There is generally no direct recruitment to this grade.

#### (2) Promotion

Promotion into Grade 7 is from the DP grade. The assessment of the current composition of the DP grade is that there is fair representation of males and females.

### ASSESSMENT

Females are under-represented - affirmative action measures will be taken.

## Grade: Grade 5

**COMPOSITION** - the current profile of the NI Civil Service workforce

No. of staff	Staff		NI labour force		Variation	
	Male	Female	Male	Female	Male	Female
121	67.8%	32.2%	48.5%	51.5%	19.3%	-19.3%

Notes:

- i. Staff figures as at 1 January 2013
- ii. Figures for NI labour force taken from 2011 Census, economically active population with 2 A levels or better.

### Composition - analysis

Compared to the NI labour force females are under-represented.

## FLOWS INTO THE GRADE

### (1) Recruitment

Applications				Appointments			
Competition Ref:	Male	Female	Total	Competition Ref:	Male	Female	Total
IRC186481	59.7%	40.3%	630	IRC186481	None		

### (2) Promotion

Promotion into this grade is from Grades 7 and 6. The assessment of the current composition of Grades 7 and 6 is that females are under-represented.

## ASSESSMENT

Females are under-represented. Affirmative action measures will be taken.

## Grade: Grade 3+

**COMPOSITION** - the current profile of the NI Civil Service workforce

No. of staff	Staff		NI labour force		Variation	
	Male	Female	Male	Female	Male	Female
47	89.9%	19.1%	49.9%	50.1%	31.0%	-31.0%

Notes:

- i. Staff figures as at 1 January 2013
- ii. Figures for NI labour force taken from 2011 Census, economically active population with 2 A levels or better.

### Composition - analysis

Compared to the NI labour market, females are under-represented.

## FLOWS INTO THE GRADE

### (1) Recruitment

Applications				Appointments			
Competition Ref:	Male	Female	Total	Competition Ref:	Male	Female	Total
IRC186480	58.7%	41.3%	167	IRC186480	None		

### (2) Promotion

Promotion into these grades is from Grade 5. The assessment of the current composition of Grade 5 is that females are under-represented.

## ASSESSMENT

Females are under-represented - affirmative action measures will be taken.

**GENDER REVIEW -  
GENERAL SERVICE GROUP SUMMARY AND TRENDS**

**Table 1 Summary - General Service group at 1 January 2013 compared to NI labour force (2011 Census)**

Grade	Male		Female		Assessment (tolerance 5%)
	Staff	Census	Staff	Census	
AA	41.4%	47.9%	58.6%	52.1%	Males under-represented
AO	33.5%	47.4%	66.5%	52.6%	Males under-represented
EO1&2	36.6%	47.0%	63.4%	53.0%	Males under-represented
SO	43.4%	47.0%	56.6%	53.0%	Fair representation
DP	48.7%	47.0%	51.3%	53.0%	Fair representation
G6&7	56.0%	46.4%	44.0%	53.6%	Females under-represented
G5	67.8%	48.5%	32.2%	51.5%	Females under-represented
G3+	89.9%	49.9%	19.1%	50.1%	Females under-represented

**Table 2 Trends - General Service Group from 2001 to 2013**

	January 2001		January 2005		January 2010		January 2013	
	Male	Female	Male	Female	Male	Female	Male	Female
AA	28.4%	71.6%	31.3%	68.7%	40.7%	59.3%	41.4%	58.6%
AO	29.3%	70.7%	30.7%	69.3%	33.4%	66.6%	33.5%	66.5%
EO1&2	35.7%	64.3%	34.2%	65.8%	35.3%	64.7%	36.6%	63.4%
SO	53.5%	46.5%	47.6%	52.4%	44.0%	56.0%	43.4%	56.6%
DP	68.2%	31.8%	57.3%	42.7%	50.0%	50.0%	48.7%	51.3%
G6&7	77.7%	22.3%	66.3%	33.8%	57.4%	42.6%	56.0%	44.0%
G5	87.5%	12.5%	76.9%	23.1%	68.4%	31.6%	67.8%	32.2%
G3+	90.5%	9.5%	83.3%	16.7%	75.0%	25.0%	89.9%	19.1%

## Annex J

### GENDER REVIEW

#### PROFESSIONAL & SPECIALIST GROUPS - ASSESSMENTS

Occupational Group	Profile of staff in group			Grade (General Service equivalent)	Assessment			Action
					Fair	Lack of Fair Representation		
	M	F	T			Males	Females	
Agricultural Inspector (Grade)	179	112	291	Higher Grades (Gr7)				3
				Middle Grades (DP)				1
				Middle Grades (SO)				1
				Exec Grades (EOI)				1
				Exec Grades (EOII)				1
Agricultural Inspector (Group)	365	49	414	Middle Grades (SO)				3
				Exec Grades (EOI)				1
				Exec Grades (EOII)				3
Architects	98	18	116	Higher Grades (Gr7)				3
				Middle Grades (DP)				3
				Middle Grades (SO)				1
				Exec Grades (EOI)				5
Careers Officers	25	96	121	Middle Grades (SO)				1
				Exec Grades (EOI)				2

Occupational Group	Profile of staff in group			Grade (General Service equivalent)	Assessment		Action	
					Fair	Lack of Fair Representation		
	M	F	T			Males		Females
Civil Engineers	765	66	831	Senior Grades (Gr5+)				6
				Higher Grades (Gr6)				6
				Higher Grades (Gr7)				6
				Middle Grades (DP)				6
				Middle Grades (SO)				6
				Exec Grades (EOI)				6
Clerk of Works	19	0	19	Middle Grades (DP)				3
				Middle Grades (SO)				3
				Exec Grades (EOII & EOI)				3
Computing	442	146	588	Higher Grades (Gr6)				1
				Higher Grades (Gr7)				3
				Middle Grades (DP)				1
				Middle Grades (SO)				1
				Exec Grades (EOI)				5
				Exec Grades (EOII)				1
				Junior Grades (AO)				5
				Junior Grades (AA)				5
Curatorial Grades	19	19	38	Senior Grades (Gr5+)				1
				Higher Grades (Gr7)				4
				Middle Grades (DP)				1
				Middle Grades (SO)				4
				Exec Grades (EOI)				1

Occupational Group	Profile of staff in group			Grade (General Service equivalent)	Assessment			Action
					Fair	Lack of Fair Representation		
	M	F	T			Males	Females	
Drawing Office Staff	180	14	194	Exec Grades (EOII)				1
				Junior Grades (AO)				5
				Junior Grades (AA)				3
Economists	44	31	75	Higher Grades (Gr6)				3
				Higher Grades (Gr7)				4
				Middle Grades (DP)				1
				Middle Grades (SO)				1
Education & Training Inspectorate	25	32	57	Senior Grades (Gr5+)				1
				Higher Grades (Gr6)				5
Fisheries	33	4	37	Higher Grades (Gr7)				3
				Middle Grades (DP)				3
				Middle Grades (SO)				3
				Exec Grades (EOI)				1
				Exec Grades (EOII)				1
Foremen	22	0	22	Exec Grades (EOI)				3
				Junior Grades (AO)				3

Occupational Group	Profile of staff in group			Grade (General Service equivalent)	Assessment			Action
					Fair	Lack of Fair Representation		
	M	F	T			Males	Females	
Forestry	45	3	48	Higher Grades (Gr6)				3
				Higher Grades (Gr7)				3
				Middle Grades (DP)				3
				Middle Grades (SO)				3
				Exec Grades (EOI)				3
Health and Safety Inspectors	29	15	44	Higher Grades (Gr6)				4
				Higher Grades (Gr7)				5
				Middle Grades (DP)				5
Industrial Grades	1036	54	1090	Junior Grades (AO & AA)				6
Information Officers	25	48	73	Higher Grades (Gr7)				1
				Middle Grades (DP)				2
				Middle Grades (SO)				1
				Exec Grades (EOI)				1
Legal Grades (Solicitors)	101	182	283	Senior Grades (Gr5+)				1
				Higher Grades (Gr6)				2
				Higher Grades (Gr7)				2
				Middle Grades (DP)				2
Mapping and Charting	113	24	137	Higher Grades (Gr7)				6
				Middle Grades (DP)				6
				Middle Grades (SO)				6
				Exec Grades (EOI)				6
				Exec Grades (EOII)				6

Occupational Group	Profile of staff in group			Grade (General Service equivalent*)	Assessment		Action
					Fair	Lack of Fair Representation	
	M	F	T			Males	
Meat Inspectors	95	21	116	Middle Grades (SO)			3
				Exec Grades (EOI)			1
M & E Engineers	118	3	121	Higher Grades (Gr7)			6
				Middle Grades (DP)			6
				Middle Grades (SO)			6
				Exec Grades (EOI)			6
Planning	202	196	398	Senior Grades (Gr5+)			1
				Higher Grades (Gr6)			1
				Higher Grades (Gr7)			3
				Middle Grades (DP)			2
				Middle Grades (SO)			1
				Exec Grades (EOI)			4
Prison Officers*	1205	354	1559	Top Management			3
				Senior Managers			3
				Middle Managers			3
				Junior Managers			3
				Junior Grades			3

\*Note: Grades within the Prison Officer group have no equivalent to General Service grades.

Occupational Group	Profile of staff in group			Grade (General Service equivalent)	Assessment		Action	
					Fair	Lack of Fair Representation		
	M	F	T			Males		Females
Quantity Surveyors	35	3	38	Higher Grades (Gr7)				6
				Middle Grades (DP)				6
				Middle Grades (SO)				6
Science Grades	277	236	513	Higher Grades (Gr6)				1
				Higher Grades (Gr7)				3
				Middle Grades (DP)				3
				Middle Grades (SO)				1
				Exec Grades (EOI)				2
				Junior Grades (AO)				2
Statisticians	127	125	252	Higher Grades (Gr6)				3
				Higher Grades (Gr7)				2
				Middle Grades (DP)				1
				Middle Grades (SO)				1
Structural Engineers	20	0	20	Higher Grades (Gr7)				3
				Middle Grades (DP)				3
				Middle Grades (SO)				3
				Exec Grades (EOI)				3
Supplies Officer	9	0	9	Middle Grades (DP)				3
				Middle Grades (SO)				3
				Exec Grades (EOI)				3

Occupational Group	Profile of staff in group			Grade (General Service equivalent)	Assessment		Action		
					Fair	Lack of Fair Representation			
	M	F	T			Males		Females	
Support Grades (Combined)	178	56	234	Exec Grades (EOI)				1	
				Exec Grades (EOII)					4
				Junior Grades (AO)					3
				Junior Grades (AA)					3
Trading Standards	18	12	30	Higher Grades (Gr7)				1	
				Middle Grades (DP)					1
				Middle Grades (SO)					1
				Exec Grades (EOI)					5
				Exec Grades (EOII)					4
Typing	0	308	308	Exec Grades (EOII)				2	
				Junior Grades (AA)					2
Valuation	118	51	169	Senior Grades (Gr5+)				1	
				Higher Grades (Gr6)					1
				Higher Grades (Gr7)					4
				Middle Grades (DP)					1
				Middle Grades (SO)					5
				Exec Grades (EOI)					4
Vehicle & Driving Examiners	418	11	429	Middle Grades (DP)				6	
				Middle Grades (SO)					6
				Exec Grades (EOI)					6
				Junior Grades (AO)					6
Veterinary Officers	82	68	150	Senior Grades (Gr5+)				1	
				Higher Grades (Gr6)					4
				Higher Grades (Gr7)					5

### **Key to Action column**

1. No Positive Action Advertising (PAA) required.
2. When recruiting, PAA should be used to welcome applications from males.
3. When recruiting, PAA should be used to welcome applications from females.
4. No PAA necessary - numbers in the grade are small and/or a change of +/- 1-3 people would bring about fair representation.
5. No PAA - although males or females are under-represented in this grade when compared to similar occupations in the NI labour market, the outside occupations are imbalanced when compared to the wider economically active population. It would not therefore be appropriate to use PAA.
6. Although the profile of the NICS workforce matches that of the outside comparator, the Equality Commission have indicated that the number of females is small and therefore we should PAA for females.

## Annex K

### GENDER REVIEW PROFESSIONAL & SPECIALIST GROUPS SUMMARY

Table 1 - Fair representation between males and females

Occupational Group	No. of NICS staff	NICS workforce @ 1.1.13		NI Labour Force 2011 census	
		Male %	Female %	Male %	Female %
Agricultural Inspector (Grade)	291	61.5	38.5	57.9	42.1
Architects	116	84.5	15.5	79.6	20.4
<i>Civil Engineers</i>	831	92.1	7.9	89.9	10.1
Computing	588	75.2	24.8	78.9	21.1
Education & Training Inspectorate	57	43.9	56.1	38.9	61.1
Fisheries	37	89.2	10.8	86.1	13.9
<i>Industrial Grades</i>	1,090	95.0	5.0	97.4	2.6
<i>Mapping &amp; Charting</i>	137	82.5	17.5	85.6	14.4
Meat Inspectors	116	81.9	18.1	79.6	20.4
<i>M&amp;E Engineers</i>	121	97.5	2.5	94.1	5.9
Planning Office staff	398	50.8	49.2	53.9	46.1
<i>Quantity Surveyors</i>	38	92.1	7.9	90.4	9.6

Occupational Group	No. of NICS staff	NICS workforce @ 1.1.13		NI Labour Force 2011 census	
		Male %	Female %	Male %	Female %
Science Grades	513	54.0	46.0	53.9	46.1
Statisticians	252	50.4	49.6	53.2	46.8
Valuation	169	69.8	30.2	73.2	26.8
<i>Vehicle &amp; Driving Examiners</i>	<i>429</i>	<i>97.4</i>	<i>2.6</i>	<i>92.6</i>	<i>7.4</i>
Veterinary Officers	150	54.7	45.3	58.5	41.5

Note - the entries in italics indicate groups where, although the NICS profile closely matches that of the NI labour force, the ECNI have indicated that we should use positive action advertising due to the small numbers of females employed.

Table 2 Females under-represented

Occupational Group	No. of NICS staff	NICS workforce @ 1.1.13		NI Labour Force 2011 census	
		Male %	Female %	Male %	Female %
Agricultural Inspector (Group)	414	88.2	11.8	80.8	19.2
Clerk of Works	19	100.0	0.0	85.0	15.0
Curatorial Grades	38	50.0	50.0	42.7	57.3
Drawing Office Staff	194	92.8	7.2	84.9	15.1
Economists	75	58.7	41.3	53.6	46.4
Foremen	22	100.0	0.0	91.0	9.0
Forestry	48	93.8	6.3	63.4	36.6
Prison Officers	1,559	77.3	22.7	47.8	52.2
Structural Engineers	20	100.0	0.0	91.6	8.4
Supplies Officer	9	100.0	0.0	74.1	28.6
Support Grades	234	76.1	23.9	45.5	54.5

Table 3 - Males under-represented

Occupational Group	No. of NICS staff	NICS workforce @ 1.1.13		NI Labour Force 2011 census	
		Male %	Female %	Male %	Female %
Careers Officers	121	20.7	79.3	26.9	73.1
Health & Safety Inspectors	44	65.9	34.1	72.2	27.8
Information Officers	73	34.2	65.8	45.8	54.2
Legal Grades (Solicitors)	283	35.7	64.3	53.9	46.1
Trading Standards	30	60.0	40.0	75.0	25.0
Typing	308	0.0	100.0	7.0	93.0