Department of Finance
An Roinn Airgeadais
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Northern Ireland Civil Service

2016 Workforce Review including

The Review of Fair Participation

(under Article 55 of the Fair Employment and Treatment (NI) Order 1998) and

The Review of Gender

Department of Finance
October 2017

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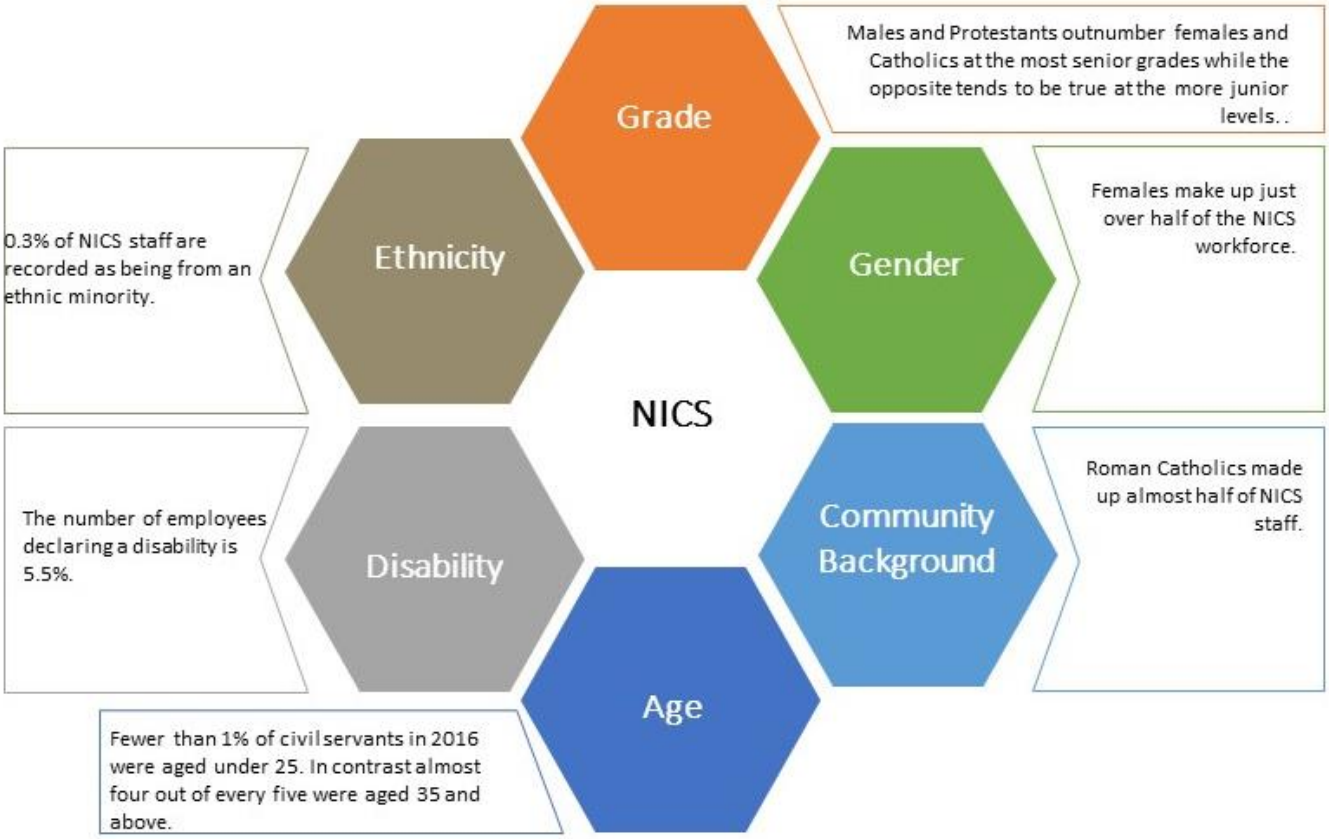
Executive Summary

I. This is a report into the make-up of the Northern Ireland Civil Service (NICS) workforce and the actions being taken to ensure equal opportunities for all and improve diversity. It also includes the results of two formal reviews; the Article 55 Review which considered fair participation by Protestants and Roman Catholics and the Gender Review which looked at the employment of men and women. The report covers the period 1 January 2014 to 31 December 2016.

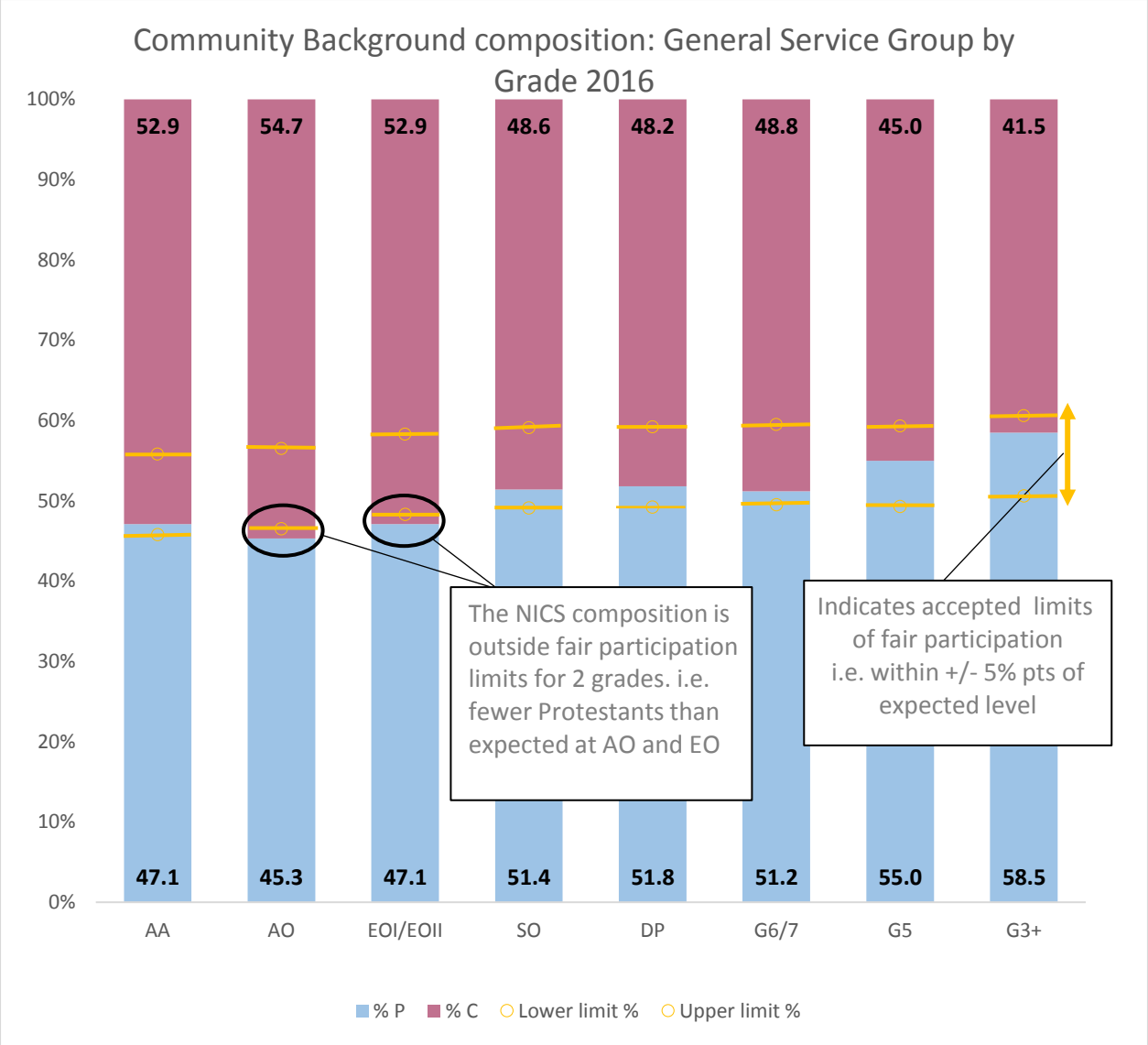
II. Normally, it would be expected that the data used to analyse the NICS workforce would be taken at 1 January 2016 however, in order to examine the effect of the NICS Voluntary Exit Scheme on the profile of the workforce, and with the agreement of the Equality Commission for NI, it was decided to use data taken at 1 April 2016.

III. 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.

IV. The main features of the NICS workforce profile are summarised in the graphic below.



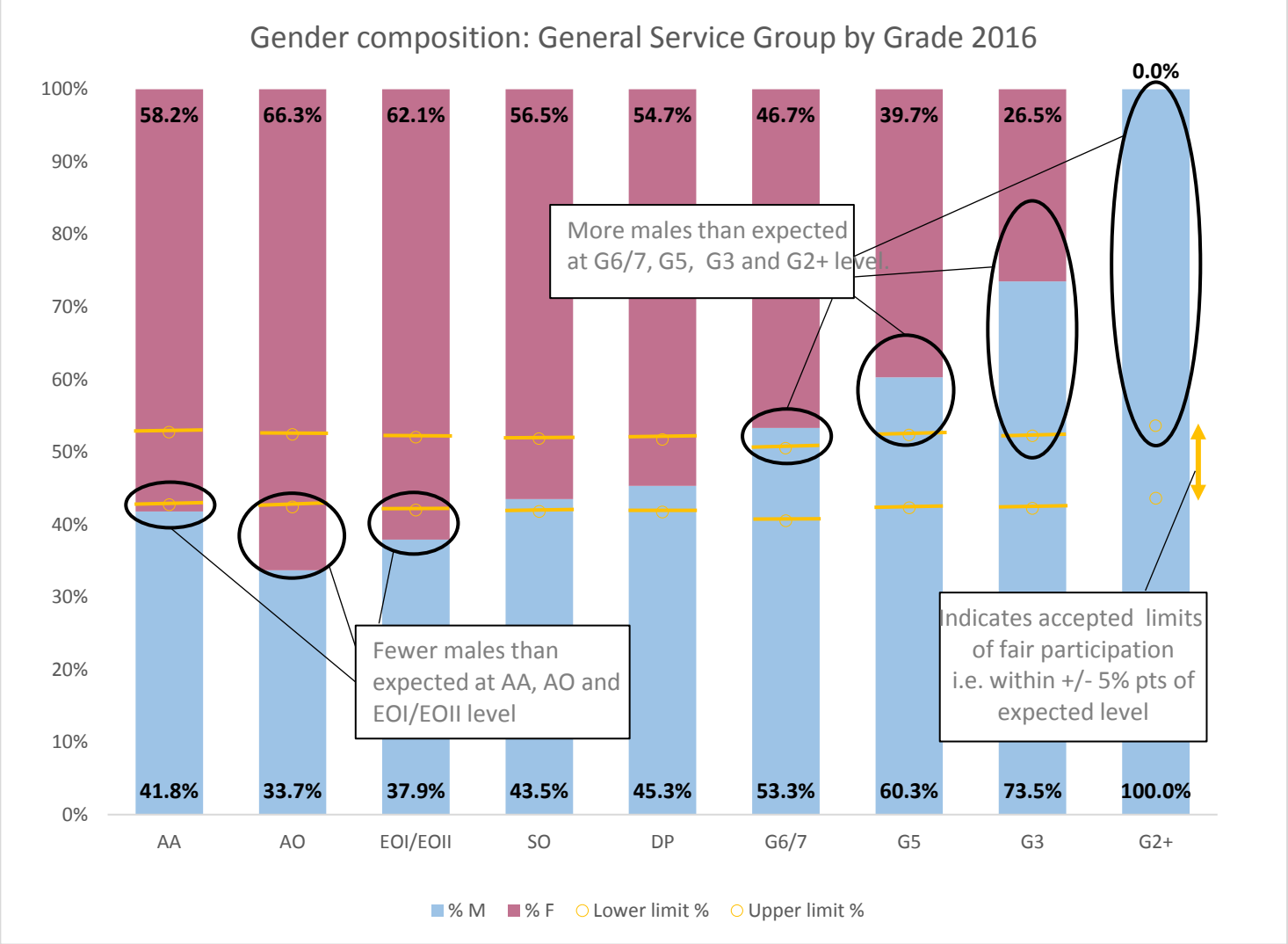
V. In relation to the community background profile of the workforce, the Article 55 Review found fair participation in 6 of the 8 grades in the General Service Group - the same outcome as in the last reviews in 2010 and 2013. This result is demonstrated in the graphic below.



VI. The Article 55 Review also found fair participation in 20 of the 31 professional and specialist occupational groups assessed. Protestants were found to be under-represented in 5 groups and Roman Catholics under-represented in 6 groups. These results are summarised in the graphic below – the size of font reflects the number of staff in the occupational group.

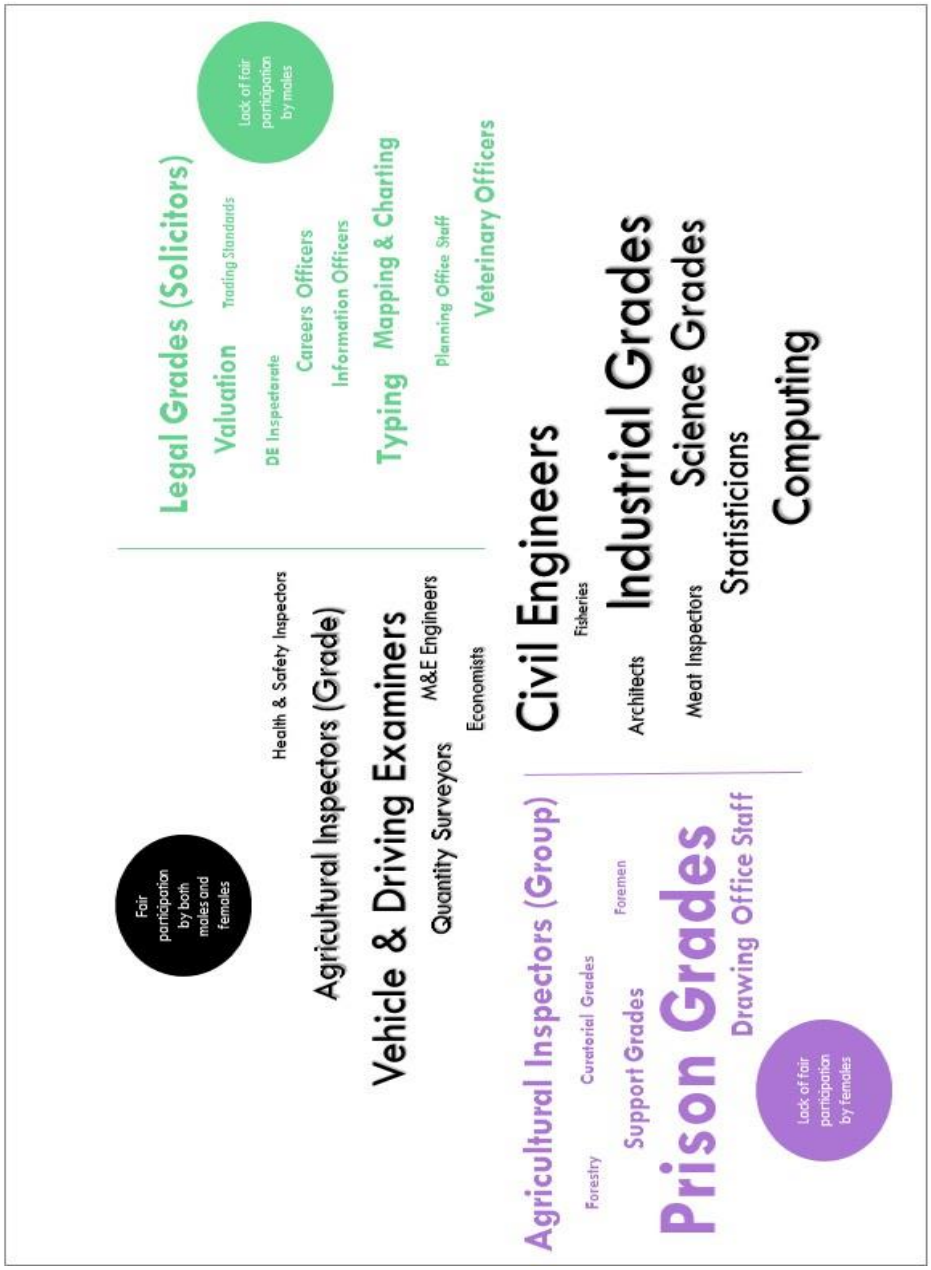
Fair participation by both Protestants and Catholics
Agricultural Inspectors (Grade)
Drawing Office Staff
Information Officers
Valuation
Lack of fair participation by Protestants
Veterinary Officers
DE Inspectorate
Foremen
Careers Officers
Curatorial Grades
Legal Grades (Solicitors)
Meat Inspectors
Vehicle & Driving Examiners
M&E Engineers
Industrial Grades
Economists
Mapping & Charting
Planning Office Staff
Civil Engineers
Quantity Surveyors
Fisheries
Architects
Trading Standards
Health & Safety Inspectors
Forestry
Agricultural Inspectors (Group)
Support Grades
Typing
Science Grades
Prison Grades
Statisticians
Computing
Lack of fair participation by Catholics

VII. The Gender Review found males and females were fairly represented in 2 of the 9 grades in the General Service Group – the same as the last review in 2013. This result is reflected in the graphic below.



The Gender review also found both genders were fairly represented in 14 of the 31 professional and specialist occupational groups assessed while males were under-represented in 10 groups and females in 7 groups. These

results are summarised in the graphic below – the size of font reflects the number of staff in the occupational group.



Introduction

i. This is a report into the profile of the Northern Ireland Civil Service (NICS) workforce. It includes the results of the Article 55 Review, which considered fair participation by Protestants and Roman Catholics and the Gender Review, which 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 reviews into the profile of the NICS workforce play an important role in this. From the highest levels, the NICS remains committed to equality of opportunity and to embrace and promote diversity and inclusion.

ii. The reviews have been carried out by the Equality and Diversity Branch in the Department of Finance with the advice and 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 (ECNI) on the findings. We are grateful to all involved for their help and assistance.

iii. Under Article 55 of the Fair Employment and Treatment (NI) Order 1998 (FETO) 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.

iv. Although there is no similar statutory requirement to carry out reviews into the employment of men and women, in 2010 the NICS decided to conduct reviews of the gender profile of the NICS workforce alongside the statutory Article 55 Review, using that process as a template.

v. This year, the opportunity has also been taken to examine other equality aspects of the NICS workforce using the NISRA report *Equality Statistics for the Northern Ireland Civil Service 2016* which is available on the NISRA website at Equality

Statistics for the Northern Ireland Civil Service - 2016 | Northern Ireland Statistics and Research Agency.

vi. This report consists of 4 sections:-

- Section 1
  - describes the Northern Ireland Civil Service and the major developments that occurred in the 3 year period covered by the reviews , i.e. 1 January 2014 to 31 December 2016;
  - considers the wider equality profile of the NICS workforce as reported by NISRA in *Equality Statistics for the Northern Ireland Civil Service 2016;*
  - reports on the actions being taken to promote diversity in the NICS; and
  - reviews the key employment practices and procedures which promote equality of opportunity in the NICS.
- Section 2 focuses on the processes by which formal Article 55 Review and Gender Review assessments are made.
- Section 3 – 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 4 – 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.

SECTION 1 - The Northern Ireland Civil Service (NICS)

Background and major developments

1.1. The work carried out by NI Civil Servants is varied and affects everyone in NI, whether it is supporting Ministers, developing policy and legislation or delivering key public services in areas such as health, social care, public safety, education, urban regeneration, environment, culture, agriculture, economic development, housing, employment, transport, policing, justice and the payment of benefits and pensions. Civil Servants work in a variety of occupations including administration, legal, technology, engineering, ICT, statistics, industrial and science.

1.2. Almost all Civil Servants work in the NI Departments, their executive agencies and the Public Prosecution Service for Northern Ireland. A small number work on secondment to other bodies such as the NI Assembly and the Northern Ireland Office. On 9 May 2016 the number of NI Departments was reduced from 12 to 9. For many staff this meant a move to a new organisation, new location and/or new business area. The names of the Departments before and after re-organisation are set out in **Annex 1**.

1.3. In October 2014, as part of its discussions on developing a draft 2015/16 Budget, the NI Executive agreed that the then Department of Finance and Personnel (DFP) should bring forward a range of proposals for strategic personnel interventions to deliver a significant pay bill reduction across the NICS, including pay restraint and a voluntary exit scheme. As part of these proposals, it was also decided necessary to introduce a NICS-wide embargo on recruitment and substantive promotion, with exceptions to be granted only with agreement of Departmental Accounting Officers. The embargo came into effect on the 26 November 2014 and applied to recruitment and substantive promotion to all NICS grades and disciplines. Recruitment to the NICS did continue during the embargo, albeit this was at a low level. The embargo was lifted in April 2016 but NICS Departments are still taking a measured approach to filling vacancies to ensure savings from the voluntary exit scheme are not eroded and that the NICS pay bill does not increase. The effect of the embargo can be judged from information contained in the annual NISRA recruitment reports which show there were 71 recruitment competitions in 2014 compared to only 21 in 2015. The NISRA reports are available at https://www.nisra.gov.uk/statistics/ni-government-human-resource-statistics/recruitment-competition-statistics.

1.4. In March 2015 the NICS Voluntary Exit Scheme was launched. Staff were provided with information about the scheme including the compensation payments available, eligibility and selection criteria and were invited to apply. In all 7,285 staff applied, 4,439 were offered voluntary exit and 2,990 accepted and left the NICS. Staff left in 5 tranches with the last leaving on 31 May 2016. Full

information on the scheme and analysis of the applications, offers and acceptances is on the Department of Finance website at https://www.finance-ni.gov.uk/articles/northern-ireland-civil-service-voluntary-exit-scheme.
Analysis of employee data before and following the VES shows it had little impact on the community background or gender profiles of the NICS workforce.

1.5. Since 2007 all transactional HR services such as pay, annual leave and absence management have been carried out by an out-sourced shared service organisation known as HRConnect. Each NI Department retained a small HR team to provide advice to staff and managers on HR policy and procedures while Corporate HR (CHR) in the Department of Finance led on developing and reviewing NICS' HR policies and procedures and providing services such pensions. In 2015 the findings and recommendations of a review of the HR function in the NICS were accepted and agreed. This has led to the creation of NICS HR – a single HR body that carries out all the functions previously carried out by the Departmental HR Divisions and CHR. NICS HR came into operation on 3 April 2017.

Diversity of the NICS Workforce

1.6. This section looks at the profile of the NICS workforce as set out in the NISRA publication *Equality Statistics for the NICS 2016* – this provides an overview of the equality and diversity profile of the NICS workforce at 1 April 2016 and how it has changed over time. In order to set the NICS workforce data in context, figures are also provided on the economically active population. The NISRA publication includes information on the community background and gender profiles of the NICS workforce – those categories are considered in-depth in the Article 55 Review and Gender Review sections of this report.

1.7. In terms of age, NISRA reports that the NICS workforce has an older age profile compared to the economically active population. Since 2010 the percentage of staff aged over 50 years has increased while the percentage of staff aged under 25 years has decreased. Less than 1% of all staff are in the younger age group. In 2010 the median age of staff was 39 – by 2016 this had increased to 45.

1.8. Overall, the number of staff declaring a disability increased from 4% in 2003 to 5.5% in 2016, which is broadly in line with the estimated proportion of the economically active population who have a disability (4.7%). The proportion of staff who declared a disability was highest in the more junior grades.

1.9. Only a small percentage of NICS staff have chosen to identify and categorise themselves as being from an ethnic minority (i.e. 0.3% of staff).

NICS Diversity Champions

1.10. Peter May (Permanent Secretary in the Department for Infrastructure) and Jill Minne (Strategic Director of NICS HR) are the NICS Diversity and Inclusion Champions. Each Department has nominated a senior officer to act as its Diversity Champion, while other senior staff also act as Diversity Champions for LGB&T, Gender, Disability and Black and Ethnic Minority issues. The Diversity Champions network began by reviewing data on the profile of the NICS workforce and the diversity activities in the NICS and other organisations. An action plan has now been developed which is reviewed during the network's regular meetings.

1.11. Some of the actions taken to date have included:

- The establishment of a disability working group to examine the experience of staff with disabilities in the key areas of recruitment, career development and management support, as well as investigating best practice across the public and private sectors. The Group consisted of NICS staff with disabilities and representatives from groups that promote the interests of people with disabilities. The Group produced a report and the recommendations are currently being considered.

- In December 2016 a survey was carried out to gain information on the experiences of staff who are lesbian, gay or bisexual and staff who are transgender. It was conducted by The Rainbow Project and over 5,500 staff responded. At the time of writing this report the full analysis of the responses was not available however, initial results showed a clear interest in the establishment of a staff network. Meetings of the network have already taken place.

- A Women's Network has been established in response to an under-representation of women at the highest levels in the NICS. It has taken several actions including the establishment of mentoring circles – small groups of staff led by 2 Senior Civil Servants who meet regularly to learn and grow through their collective experiences and insights. The members discuss themes relevant to their personal and professional development and ability to enhance their contribution to the NICS.

- The Diversity Champion leading on Black and Minority Ethnic issues has held meetings with representative groups to discuss issues relating to employment in the NICS.

Review of employment policies and practices

1.12. Equality of opportunity is reflected in 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 Departments, the NICS trade unions and other stakeholders such as the Equality Commission for NI. Where appropriate, equality impact screenings and assessments of HR policies are carried out 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.

1.13. Staff are notified of changes to HR policies and procedures via the on-line HRConnect system. In October 2013 it was decided to supplement that arrangement with the publication of a quarterly summary of HR updates known as Xpress HR. Xpress HR is distributed via the NICS intranet system and uses an informal newsletter format, combining updates on recent changes to HR procedures with features on issues such as the welfare support service, childcare vouchers, hints and tips on upcoming promotion competitions as well as "how to" articles etc.

Equal Opportunities

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

1.15. The NICS has had an overarching equal opportunities policy since 1984 which has been reviewed and updated over the years. After discussions with Departments, NICS trade unions and the Equality Commission for NI, the policy was reviewed, updated and relaunched as the Equality, Diversity and Inclusion policy in June 2015. The full policy statement is set out in **Annex 2** and is based on the 3 key principles of equality, diversity and inclusion:-

- Equality – we promote equality of opportunity by seeking to remove barriers, eliminating discrimination and ensuring equal opportunity and access for all groups of people.

- Diversity – we accept each person as an individual. Our success is built on our ability to embrace diversity – and we believe that everyone should feel valued for their contributions. By working together we will deliver the best possible service for our staff, customers and stakeholders.

- Inclusion- we create a working culture where differences are not merely accepted but valued; where everyone has the opportunity to develop in a way that is consistent with, and adheres to, NICS values of impartiality, honesty, integrity and objectivity. Our aim is to be an organisation where people feel involved, respected and connected to our success.

1.16. Many actions and policies directly support this commitment to equality, diversity and inclusion in employment including:

- A Dignity at Work policy and complaints procedures;
- A suite of "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 Civil Servants;
- 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;
- A 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 a reasonable 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; and
- Engaging with staff to obtain their views on equality issues through regular Staff Attitude Surveys.

NICS Work Experience Scheme for People with Disabilities

1.17. The NICS Work Experience Scheme for People with Disabilities was launched in April 2016 following the successful completion of a pilot scheme. Applications are received from disability organisations seeking structured work placements for their clients. NICS HR liaises with the disability organisation and the receiving Department to ensure appropriate arrangements are made, based on the specific needs of the individual. To date 45 applications have been received with 29 people being successfully placed.

1.18. While the aim of the scheme is to provide a work placement that will provide an opportunity for an individual to gain valuable experience and so increase their employability skills, it has had benefits beyond this. In those business areas that have taken part, the scheme has led to a greater understanding of the needs of people with disabilities and has helped to challenge any bias or preconceptions that may have existed. Feedback from Scheme participants has been very positive with 100% agreeing they would recommend the Scheme to others. All

the NICS business areas and staff who hosted the placements reported that the Scheme was worthwhile and they were happy to participate.

Reasonable Adjustments in the workplace

1.19. The 2012 NICS staff attitude survey included questions about staff experiences of requesting reasonable adjustments in the workplace. Although many of the responses were positive, a small percentage of staff reported difficulties. Around the same time the Home Civil Service reported on research into similar issues. In October 2013 a team was set up to review the process for requesting and making reasonable adjustments. As a result a new process was introduced in November 2014, along with revised guidance for line managers on identifying and implementing reasonable adjustments. This highlights the issues to be considered, the importance of keeping records and where to get additional support. It is designed to ensure that any requests for reasonable adjustments are handled effectively, efficiently and sympathetically to meet the needs of the individual and the NICS.

Equality training

1.20. The NICS provides a range of equal opportunities training for individuals, groups of staff or functional areas, depending on their training needs. For example, training for Equal Opportunities Officers, Disability Liaison Officers and Harassment Contact Officers; training for members of selection panels; disability awareness training for frontline staff; specific training for line managers and staff working with a colleague who has a disability; etc. Some of these training courses are provided by the NICS Centre for Applied Learning (CAL) and some are provided by specialist organisations.

1.21. In 2009 the NICS began to deliver a new corporate diversity training. "Diversity Now" was designed to provide all staff with a basic awareness of all equal opportunities and diversity issues. It was mandatory and was designed to complement the NICS Dignity at Work policy that was launched in 2007. The new training aimed to ensure all staff received the same message that discrimination, harassment, bullying, victimisation and any other unacceptable behaviour will not be tolerated in the NICS workplace. It was delivered using both classroom and on-line versions.

1.22. A new approach to e-learning is being developed using separate modules to cover specific topics. The first module on "Unconscious Bias" is mandatory for all line managers and aims to help staff recognise unconscious bias, understand its potential impact in the workplace and identify the issues they need to consider in terms of both the decisions they make and how they interact with staff. The first tranche of staff received their training in July 2017.

Recruitment and Promotion

1.23. Recruitment to the Northern Ireland Civil Service (NICS) is regulated by the Northern Ireland Civil Service Commissioners, who have a statutory duty to ensure that all appointments are made on merit on the basis of fair and open competition (known as the Merit Principle). Recruitment, selection and appointment of staff are managed in line with best practice set out in the Codes of Practice of the Equality Commission and in accordance with the Civil Service Commissioners' Recruitment Code.

1.24. As explained in paragraph 1.3 an embargo on recruitment and substantive promotion to all NICS grades and disciplines was in place from November 2014 to April 2016. The level of recruitment is still relatively low in the NICS in order to ensure savings from the voluntary exit scheme are not eroded and that the NICS pay bill does not increase significantly without clear business justification. There were no external volume corporate competitions advertised during the period of this report.

Review of NICS Recruitment Website

1.25. In 2014, Corporate HR launched the modernised public facing website for recruitment to the NICS. The new site includes 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 staff profiles and guidance on how to apply for work experience opportunities; and
- improved engagement with potential applicants with the inclusion of relevant news items and a designated area of the site for competition updates.

Recruitment Policy and Procedures Manual

1.26. During the period of this report there have been a number of improvements made to the NICS Recruitment Policy and Procedures Manual including:

- amendments made to reflect the improvements to recruitment and selection training courses;
- the introduction of declarations of any conflict of interest throughout all stages of recruitment competitions;
- new arrangements for the appointment of the Head of the Civil Service; and
- adoption of the guidance principles for recruiting people with conflict related convictions.

NICS Competency Framework

1.27. A new Competency Framework has been in operation for all NICS recruitment competitions from the 1 April 2014. The framework sets out and defines the skills, knowledge and behaviours required by individuals working in the NICS at all levels and in all occupations and professions. It comprises 10 competencies, clustered under 3 strategic themes – Setting Direction, Engaging People and Delivering Results. While business objectives set out what staff need to achieve, competencies set out how they should be achieved.

Monitoring of Recruitment Exercises

1.28. In 2015 CHR revised the arrangements for reviewing recruitment data with new procedures introduced in 2016. The Northern Ireland Statistics and Research Agency (NISRA) now provide data on recruitment activity every quarter to Corporate HR who analyse the diversity of the applicant pool and the success rates of each equality group through all stages of the recruitment process. The purpose is to identify trends over time, i.e. do some vacancies attract more applications from one equality group or is there any evidence of lower success rates for one equality group? The analysis will also be used to inform future reviews into the community background and gender profiles of the NICS workforce.

1.29. To date 51 recruitment competitions have been analysed with the number of applicants ranging from 3 to 1,247. Although it is too early to reach any conclusions about trends or patterns, nothing has been noted which gives immediate cause for concern.

NICS Assessment Testing

1.30. NICS HR has been liaising with Occupational Psychologists in the Department for Communities (DfC) in relation to assessment testing. DfC have advised that their Occupational Psychologists can provide support in relation to the following areas:-

- Advice on the range of tests to be used and on the purchase of off-the-shelf tests;
- Advice on requests from candidates for reasonable adjustments in testing; and
- Establishment of weightings and cut off points.

1.31. Change proposals have been drafted to ensure processes are designed within HRConnect to incorporate DfC Occupational Psychologists input into the recruitment and selection process at the required stage. NICS HR welcomes the involvement of DfC Occupational Psychologists which will undoubtedly add value to the recruitment process.

Outreach

1.32. During the period of this report the NICS continued a number of outreach measures to promote the Service as an employer of choice and to raise awareness of career opportunities to a diverse range of people. This included facilitating work experience requests across NICS Departments, working with Queen's University to facilitate a placement programme for interns and the NICS Work Experience Scheme for People with Disabilities (more details on this are provided in paragraph 1.17.)

Promotion

1.33. 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. Since 2001 all General Service grade competitions have included competency based Line Managers Assessments (LMAs). For the upcoming G5, G7 and EO2 promotion competition it has been decided that we will pilot the removal of the LMA from the assessment process as we have introduced bespoke tests as part of the assessment. All our research indicates that a multi-element approach is more likely to identify the best candidates for promotion. Following these competitions this approach will be reviewed to decide on the best way forward for future competitions.

1.34. 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.

SECTION 2 – THE ASSESSMENTS PROCESS

2.1 A key component of both the Article 55 and Gender Reviews is the formal assessment of the community background and gender profiles of the permanent NICS workforce to determine if there is fair participation between Protestants and Roman Catholics and fair representation between men and women. Because of differences in the fair employment and sex discrimination legislation, the methods used to make the assessments are not identical. This section considers the issues that are common to both, while the exact methods used are set out in the introductions to Section 3 (the Article 55 Review) and Section 4 (the Gender Review).

2.2 The information on the NICS workforce used in both reviews has been provided by NISRA from the HRConnect and other databases. Normally, it would be expected that the data used in the reviews would be taken at 1 January 2016, however in order to examine the effect of the NICS Voluntary Exit Scheme on the profile of NICS workforce and with the agreement of the Equality Commission for NI, the data download was taken at 1 April 2016. The last tranche of leavers under the Voluntary Exit Scheme left the NICS on 31 May 2016 and their information has been also removed from the database. Throughout this report the references to the 1 April 2016 data should be understood to exclude all staff who left under the Voluntary Exit Scheme.

2.3 At 1 April 2016 there were 23.972 permanent staff in the NICS. While the vast majority of staff work as administrators and managers in the General Service Group, there are 57 other occupational groups in the NICS made up of professional and specialist staff. There are 26 occupational groups with less than 20 staff in each (a total of 178 staff). Such groups are considered to be too small to allow any meaningful assessment to be made and they have been excluded from this exercise. Assessments have therefore been made on the General Service Group and the 31 larger professional and specialist occupational groups.

2.4 The Senior Civil Service (SCS) comprises the most senior staff in the NICS. 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.

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 (e.g. administration) are common to all Departments and staff in these posts are located throughout Northern Ireland. Other more specialist posts (e.g. 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 staff. 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.

2.8 This phenomenon of Departments' profiles changing while the NICS profile remains constant was demonstrated when the 12 NI Departments were reorganised into 9 Departments on 9 May 2016. The table below shows the changing gender profile of Departments' pre and post restructuring while the profile of the NICS workforce as a whole remained unaltered.

Pre-restructuring (1)				Post-restructuring (2)			
Department (3)	Number of staff	Male %	Female %	Department (3)	Number of staff	Male %	Female %
DARD	2,675	61.5	38.5	DAERA	3,020	56.0	44.0
DCAL	271	57.2	42.8	DE	564	36.5	63.5
DE	557	35.9	64.1	DfC	8,268	39.4	60.6
DEL	1,952	32.0	68.0	DfE	1,088	40.8	59.2
DETI	441	44.4	55.6	DfI	3,240	74.1	25.9

DFP	3,189	52.9	47.1		DoF	3,195	52.7	47.3
DHSSPS	439	41.9	58.1		DoH	432	41.4	58.6
DOE	1,848	59.7	40.3		DoJ	3,108	48.1	51.9
DOJ	3,087	48.0	52.0		TEO	300	41.3	58.7
DRD	1,848	75.6	24.4		PPS	480	32.7	67.3
DSD	6,655	40.8	59.2		Other (4)	165	44.8	55.2
OFMDFM	359	40.7	59.3					
PPS	483	32.9	67.1					
Other (4)	168	44.6	55.4					
TOTAL	23,972 (5)	49.1	50.9		TOTAL	23,860 (5)	49.1	50.9

Notes

(1) Profile at 1 April 2016 excluding staff who left under the Voluntary Exist Scheme in May 2016.
(2) Profile at 1 July 2016.
(3) The full names of NI Departments – both pre and post-restructuring are set out in Annex 1.
(4) Includes staff in the Health & Safety Executive for NI, the Office of the Attorney General for NI and the Historical Institutional Abuse Inquiry Team. Staff on secondment from the NICS to the NI Public Services Ombudsman, the NI Policing Board and the Utility Regulator are also included.
(5) The difference in totals is accounted for by 112 staff who left between 1 April and 30 June 2016.

Fair participation and fair representation

2.9 Fair Participation legislation refers to "fair participation" in employment between Protestants and Roman Catholics. The term "fair representation" is generally applied to other equality groups. Throughout this report both terms are used.

2.10 No specific test for assessing fair participation is set out in the legislation. The Fair Employment Code of Practice issued by the Equality Commission advises that employers should consider if the composition of their workforce "is broadly in line with what might reasonably be expected". In other words, fair participation is assessed, not by reference to a fixed ratio whether 50:50 or otherwise, but by comparison with the relevant part of the NI economically active population.

2.11 As with previous Article 55 and Gender reviews, the test for fair participation and fair representation 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 NI economically active population. Where the comparison shows there is not fair participation or fair representation, the NICS has given consideration to what lawful affirmative action may be appropriate.

2.12 In making the assessments we have 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.

2.13 To make this comparison possible and as meaningful as it can be, the Service's monitoring figures have been broken down firstly into the separate occupational groups and then by grade levels. The 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.

2.14 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 definitive 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.

2.15 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.

2.16 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.

2.17 For the 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 3.**

Affirmative Action

2.18 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" (known as PAA) 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.

Goals and Timetables

2.19 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 measuring progress towards fair participation. At the time of reporting on the 2013 Article 55 and Gender Reviews, an embargo on recruitment and substantive promotion had been introduced and a Voluntary Exit Scheme had also been launched. This made it difficult to set new goals and timetables which were meaningful and achievable. Following consultation with the Equality Commission for NI it was decided that the goals should be related to recruitment, i.e. should any recruitment exercises take place the goal for both reviews would be to have an applicant pool that was in line with the relevant part of the economically active population. The NICS achievement against these goals will be reported on in Section 3 (the Article 55 Review) and Section 4 (the Gender Review).

SECTION 3 – THE ARTICLE 55 REVIEW

Introduction

3.1 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 that will be taken where a lack of fair participation has been found. 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.

3.2 As explained in paragraph 2.3, fair participation assessments have been carried out on the General Service grades and the 31 larger professional and specialist occupational groups.

3.3 This section also examines the Service's progress in meeting the goals and timetables set in the 2013 Article 55 Review. Table 1 in **Annex 4** shows the community background profile of staff who left the Service during the period covered by this review.

The assessments

Casual Staff

3.4 As stated in paragraph 2.1, the review concentrates on permanent staff. However, the NICS also employs a small number of 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 5**, the NICS employed 109 casual staff at 1 April 2016 – down from 181 in the last review in 2013. 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 April 2016 (after excluding those whose community background could not be determined) was Protestant 47.6% and Roman Catholic 52.4%. These figures align with the profile of permanent staff the NICS grades (i.e. Administrative Assistant and Administrative Officer). Any affirmative action measures that are taken for these grades will also apply to any recruitment of casual staff.

General Service Group

3.5 **Annex 6** shows the detailed assessment for each grade in the General Service Group. Table 1 in **Annex 7** provides a summary of the assessments and Table 2 shows the trends in Protestant and Roman Catholic participation between 2007 and 2016.

3.6 There continues to be fair participation in the Administrative Assistant grade and a lack of fair participation by Protestants in the Administrative Officer grade and in the 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.

3.7 The remaining General Service grades of Staff Officer, Deputy Principal, Grade 7/6, Grade 5 and Grades 3 and above have all been assessed has having fair participation.

Professional and Specialist groups

3.8 **Annex 8** shows the assessments that have been made for every grade in the 31 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.

3.9 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. As shown in **Annex 9**, we have therefore looked at the overall assessment of each group and found

- 20 have been assessed as Fair;
- 6 have been assessed as Lack of Fair Participation by Roman Catholics; and
- 5 have been assessed as Lack of Fair Participation by Protestants.

Prison Grades

3.10 The Prison Review Team, led by Dame Anne Owers, published its report in October 2011 to transform the prison system in Northern Ireland. This made 40 wide ranging recommendations across all parts of the prison system and by the

completion of the programme in March 2016, 90% of the recommendations had been completed or signed off by the Ministerial Oversight Group.

3.11 The Prison Grade workforce is predominantly from a Protestant community background. The Northern Ireland Prison Service (NIPS) launched a Voluntary Early Retirement Scheme for Prison Grade staff in November 2011. A total of 520 staff availed of the scheme and left the Service between March 2012 and May 2014. The NIPS also participated in the NICS Voluntary Exit Scheme with a total of 54 staff leaving the Service during the period January to May 2016.

3.12 Two major recruitment campaigns were launched during the period of the review. In March 2015 a competition was launched for the role of Prison Custody Officer – 25.9% of applicants and 16.7% of appointments during the review period were Roman Catholic (further appointments were made outside the review period). The second competition was launched in November 2015 for the roles of Custody Prison Officer and Night Custody Officer. Roman Catholics made up 27% of the applicants and 26.7% of appointments (further appointments were made outside the review period).

3.13 The NIPS has undertaken a number of outreach measures 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). The NIPS also arranges visits to its establishments for a range of groups from across the Community in Northern Ireland for example schools and the Gaelic Athletic Association.

3.14 The NIPS has met the Gaelic Athletic Association's (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 has also reviewed the recruitment advertising strategy to ensure future campaigns are targeted at as wide an audience as possible.

3.15 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

3.16 As set out in paragraph 2.19 the goal set out in the 2013 Review was related to recruitment – should any recruitment exercises take place for the AO or EO2 grades, the goal would be to have an applicant pool that was in line with the relevant part of the economically active population.

3.17 As no recruitment exercises were held for the AO grade it was not possible to achieve that goal. There were 3 recruitment exercises for the EO2 grade that attracted 1,301 applications and from which 26 appointments were made. The goal was not achieved as there were fewer than expected applications from the Protestant community.

Future Goals

3.18 Although the embargo on recruitment was lifted in April 2016, budgetary pressures continue and it is unclear if there will be any large scale recruitment competitions. The ECNI has therefore agreed the NICS should continue with the 2013 goals and timetables, i.e. for all recruitment exercises to the AO and EO2 grades, our goal will be to have applicant pools that are in line with the relevant part of the NI economically population.

Other Affirmative Action Measures

3.19 In view of the fair participation assessments, the NICS will consider what, if any, additional affirmative action measures can be taken as part of a Marketing and Outreach programme that will be developed.

SECTION 4 – THE GENDER REVIEW

Introduction

4.1 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.

4.2 As explained in paragraph 2.3, fair participation assessments have been carried out on the General Service grades and the 31 larger professional and specialist occupational groups.

4.3 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 or men to apply for jobs where at any time within the past 12 months there were no women or no men doing that work or where their numbers were comparatively small. According to the Equality Commission guidance[1], "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 relevant time period … and the proportion of women (or men) that one would expect to find in the general labour pool that the employer normally recruits from." This therefore requires a similar approach to that used in the Article 55 Review.

4.4 This section also examines the Service's progress in meeting the goals and timetables set in the 2010 Gender Review. Table 2 in **Annex 4** shows the gender profile of staff who left the Service during the period covered by this review.

The Assessments

Casual Staff

4.5 As stated in paragraph 2.1, the review concentrates on permanent staff. However, the NICS also employs a small number of 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 5**, the NICS employed 109 casual staff at 1 April 2016 – down from 181 in the last review in 2013. 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 April 2016 was 69.7% male and 30.3% female which is in marked contrast to that of permanent staff the NICS grades (i.e. Administrative Assistant and Administrative Officer). Any affirmative action measures that are taken for these grades will also apply to any recruitment of casual staff.

[1] Equality Commission for NI – "Outreach Positive Action"

General Service Group

4.6 **Annex 10** shows the detailed assessment for each grade in the General Service Group, while Table 1 in **Annex 11** provides a summary of the assessments. Table 2 in **Annex 11** shows the trends in male and female participation between 2005 and 2016.

4.7 Previous reviews have amalgamated and analysed data on General Service staff at Grade 3 with those at Grade 2 and above. This reflects the practice for the Article 55 Reviews where, because of the small number of staff in these grades, it is necessary to do so in order to avoid revealing the community background determination of individuals. For the 2016 Gender Review it has been decided to examine these grades separately.

4.8 As with the last review in 2013, this review has found males are under-represented in the grades of Administrative Assistant, Administrative Officer, and Executive Officer grades 1 & 2. Both sexes are fairly represented at the Staff Officer and Deputy Principal grades. Females continue to be under-represented at Grade 7 and above. We will continue to take lawful affirmative measures when recruiting for Administrative Assistant, Administrative Officer, Executive Officer 2 and Grades 7 and above.

Professional and Specialist Groups

4.9 **Annex 12** shows the assessments that have been made for every grade in the 31 larger Professional and Specialist groups.

4.10 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 13**:-

- 14 groups – males and females are fairly represented;
- 7 groups – females are under-represented; and
- 10 groups – males are under-represented.

4.11 The detailed assessments in **Annex 12** show where the NICS profile closely matches that of the outside comparator. Normally we will consider taking affirmative action where the difference between the NICS workforce profile and the outside comparator is more than 5%, however in many industries there is gender segregation where one gender greatly dominates the workforce. In view of this, the Equality Commission for NI has advised we take a different approach when considering affirmative action. After making the usual fair participation assessments they have advised we should assess the need for affirmative action by taking into account the profile of the whole economically active population which is 47.7% male and 52.3% female. For some NICS professional and specialist

groups this means that, although the NICS workforce matches the outside comparator, we will use affirmative action as that industry as a whole in biased in favour of one gender. The detailed assessment sheets in **Annex 12** include the use of PAA against each professional and specialist group while **Annex 14** provides an easy to read summary.

4.12 As stated in paragraph 2.3, there are 26 professional and specialist groups that have less than 20 staff. Such groups are considered to be too small to allow any meaningful assessment to be made and they have been excluded from the assessment process for both the Article 55 and Gender Reviews however in view of the gender segregation in some industries, the ECNI has advised we should consider the overall profiles of these groups and should PAA where their profile does not match that of the economically active population. The results are shown in **Annex 15**.

Prison Grades

4.13 The Prison Review Team, led by Dame Anne Owers, published its report in October 2011 to transform the prison system in Northern Ireland. This made 40 wide ranging recommendations across all parts of the prison system and by the completion of the programme in March 2016, 90% of the recommendations had been completed or signed off by the Ministerial Oversight Group.

4.14 The Prison Grade workforce is predominantly male. The Northern Ireland Prison Service (NIPS) launched a Voluntary Early Retirement Scheme for Prison Grade staff in November 2011. A total of 520 staff availed of the scheme and left the Service between March 2012 and May 2014. The NIPS also participated in the NICS Voluntary Exit Scheme with a total of 54 staff leaving the Service during the period January to May 2016.

4.15 Two major recruitment campaigns were launched during the period of the review. In March 2015 a competition was launched for the role of Prison Custody Officer – 38.8% of applicants and 61.1% of appointments during the review period were female (further appointments were made outside the review period). The second competition was launched in November 2015 for the roles of Custody Prison Officer and Night Custody Officer. Females made up 36.8% of the applicants and 27.4% of appointments (further appointments were made outside the review period).

4.16 The NIPS has undertaken a number of outreach measures 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). The NIPS also arranges visits to its establishments for example by schools.

4.17 The NIPS has met the Gaelic Athletic Association's (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.

4.18 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

4.19 As set out in paragraph 2.19, the goal set out in the 2013 Gender Review was related to recruitment – should any recruitment exercises take place, the goal would be to have applicant pools that were in line with the relevant part of the economically active population. The table below sets out progress in achieving these goals while Annex 10 provides more information on the recruitment competitions held for each of the General Service grades.

	Position @ 2013	Position @ 2016	G&T Achieved/not achieved
AA	Male representation 48.3%	Not known – as no recruitment between 2013 and 2016	Not Applicable
AO	Male representation 46.4%	Not known – as no recruitment between 2013 and 2016	Not Applicable
EO2	Male representation 47.6%	male applicants 52.3% comparator 47.0%	Achieved
Gr 7&6	female representation 44.0%	female applicants 54.2% comparator 54.5%	Achieved
Gr 5	female representation 32.2%	female applicants 18.5% comparator 52.7%	Not Achieved
Gr 3 + above	female representation 19.1%	female applicants 39.1% comparator 52.4%	Not Achieved

4.20 During the period covered by this review no recruitment competitions were launched for the AA and AO grades and therefore the goals for these grades could not be achieved. While it is pleasing to note the goals for the EO2 and Grade 6 & 7 grades were achieved, it is regrettable that the goals for Grade 5 and Grade 3 & above were not achieved.

Future Goals

4.21 Although the embargo on recruitment was lifted in April 2016, budgetary pressures continue and it is unclear if there will be any large scale recruitment competitions. The ECNI has therefore agreed the NICS should continue with the 2013 goals and timetables, i.e. for all recruitment exercises to the AA, AO EO, Grades 6/7, Grade 5 and Grade 3 and above, our goal will be to have applicant pools that are in line with the relevant part of the NI economically population.

Other Affirmative Action Measures

4.22 In view of the fair participation assessments the NICS will consider what, if any, additional affirmative action measures can be taken as part of a Marketing and Outreach programme that will be developed.

Annex 1

NI Departments – Before and After Re-structuring

Pre 9 May 2016	**Post 9 May 2016**
Department of Agriculture & Rural Development (DARD)	Department of Agriculture, Environment & Rural Affairs (DAERA)
Department of Culture, Arts and Leisure (DCAL)	Department for Communities (DfC)
Department of Education (DE)	Department of Education (DE)
Department for Employment & Learning (DEL)	Department for the Economy (DfE)
Department of Enterprise, Trade and Investment (DETI)	Department of Finance (DoF)
Department of Finance & Personnel (DFP)	Department of Health (DoH)
Department of Health, Social Services and Public Safety DHSSPS)	Department for Infrastructure (DfI)
Department of the Environment (DOE)	Department of Justice (DoJ)
Department of Justice (DOJ)	The Executive Office (TEO)
Department for Regional Development (DRD)	
Department for Social Development (DSD)	
Office of the First and Deputy First Minister (OFMDFM)	

Annex 2
NICS Equality, Diversity and Inclusion Policy

Policy Statement
The Northern Ireland Civil Service (NICS) has a strong and clear commitment to equality, diversity and inclusion. It is our policy that all eligible persons shall have equal opportunity for employment and advancement in the NICS on the basis of their ability, qualifications and aptitude for the work. Everyone has a right to equality of opportunity and to a good and harmonious working environment and atmosphere where they are treated with dignity and respect. We aim to provide opportunities for all sections of the community and continue to strive to create an inclusive working environment in which difference is recognised and valued. Bringing together people from diverse backgrounds and giving each person the opportunity to contribute their skills and experience will help us to respond more effectively to the needs of the people we serve.

We all want to work in a harmonious workplace where we feel valued, respected and included, irrespective of gender, including gender reassignment, marital or civil partnership status, race/ethnic origin, religious belief or political opinion, disability, having or not having dependants, sexual orientation and age.
In order to provide a high quality service the NICS needs to attract, recruit, develop and retain the very best people at all levels. Our approach is based on three key principles:-
Equality *– we promote equality of opportunity by seeking to remove barriers, eliminating discrimination and ensuring equal opportunity and access for all groups of people.*
Diversity *– we accept each person as an individual. Our success is built on our ability to embrace diversity – and we believe that everyone should feel valued for their contributions. By working together we will deliver the best possible service for our staff, customers and stakeholders.*
Inclusion *– we create a working culture where differences are not merely accepted, but valued; where everyone has the opportunity to develop in a way that is consistent with, and adheres to, NICS values of impartiality, honesty, integrity and objectivity. Our aim is to be an organisation where people feel involved, respected and connected to our success.*

These principles of equality, diversity and inclusion are considered when human resources policies are being developed and reviewed.
Both Management and Trade Union Side are fully committed to the policy and will endeavour to ensure its full implementation.

Annex 3

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)[1]			
		%		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
Total	**4,000**	**50.9**	**49.1**	**2,036**	**1,964**	**51.6***	**48.4***	**2,064**	**1,936**

[1] 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 4

LEAVERS FROM 1 JANUARY 2014 TO 30 JUNE 2016

Table 1 – Community Background

Reason for leaving	Number			[%]		Total
	Protestant	Roman Catholic	Not Determined	Protestant	Roman Catholic	
Voluntary Exit Scheme	1,620	1,317	144	55.2%	44.8%	3,081
Resignation	256	171	58	60.0%	40.0%	485
Retirement (age & early)	329	169	25	66.1%	33.9%	523
Health Retirement	216	105	14	67.3%	32.7%	335
Other	274	399	34	40.7%	59.3%	707
Overall	2,695	2,161	275	55.5%	44.5%	5,131

Table 2 – Gender

Reason for leaving	Number		%		Total
	Male	Female	Male	Female	
Voluntary Exit Scheme	1,429	1,652	46.4%	53.6%	3,081
Resignation	247	238	50.9%	49.1%	485
Retirement (age & early)	315	208	60.2%	39.8%	523
Health Retirement	178	157	53.1%	46.9%	335
Other	324	383	45.8%	54.2%	707
Overall	2,493	2,638	48.6%	51.4%	5,131

Annex 5

CASUAL STAFF

TABLE 1 COMMUNITY BACKGROUND PROFILE

COMMUNITY BACKGROUND					Group total
Protestant		Roman Catholic		Not Determined	
Number	[%]	Number	[%]	Number	
49	47.6%	54	52.4%	6	109

TABLE 2 GENDER PROFILE

Male		Female		Group total
Number	%	Number	%	
76	69.7	33	30.3	109

Annex 6

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
1,015	47.1	52.9	50.8	49.2	-3.7%	3.7%

Notes:

I. Staff profile as at 1 April 2016 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 3.

Composition - analysis

Assessment of workforce composition - fair participation.

FLOWS INTO THE GRADE

(1) Recruitment – there was no recruitment to this grade.

(2) Promotion – there is no promotion to this grade

ASSESSMENT:

Based on the profile of the AA workforce at 1 April 2016, fair participation exists and is likely to continue. However, 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
6,358	45.3	54.7	51.5	48.5	-6.2%	6.2%

Notes:

I. Staff profile as at 1 April 2016 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 3.

Composition – analysis

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

FLOWS INTO THE GRADE

(1) Recruitment – there was no recruitment to this grade

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

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
5,006	47.1	52.9	53.3	46.7	-6.2%	6.2%

Notes:

I. Staff profile as at 1 April 2016 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 3.

Composition – analysis

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

FLOWS INTO THE GRADE

(1) Recruitment

Competition Ref:	Applications			Appointments		
	P [%]	RC [%]	Total	P [%]	RC [%]	Total
IRC204498	61.1	38.9	22	*	*	1
IRC209777	46.7	53.3	1,247	63.2	36.8	23
IRC201717	3.3	96.7	32	*	*	2
TOTAL	45.9	54.1	1,301	*	*	26

* Percentage figures cannot be released to protect confidentiality of data

(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

Over the review period there were only 3 recruitment exercises to this grade. The proportion of applications from Protestants was around 46%, which is lower than the proportion of Protestants currently in the grade and also in the NI labour force comparator. The number of appointments however was extremely low.

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
1,707	51.4	48.6	54.1	45.9	-2.7%	2.7%

Notes:

I. Staff figures as at 1 April 2016 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 3.

Composition – analysis

Assessment of workforce composition - fair participation.

FLOWS INTO THE GRADE

(1) Recruitment

Competition Ref:	Applications			Appointments		
	P [%]	RC [%]	Total	P [%]	RC [%]	Total
IRC191067	#	#	22	*	*	3
IRC193096	41.9	58.1	256	*	*	1
IRC198621	42.6	57.4	201	*	*	1
IRC198775	*	*	19	*	*	1
Fast Stream 2014	44.1	55.9	2,699	*	*	0
TOTAL	43.6	54.4	3,197	33.3	66.7	6

Notes

- number withheld to protect confidentiality of other data

* - number not released to protect confidentiality

(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

Over the review period there were 5 recruitment exercises to this grade. The proportion of applications from Protestants was around 43%, which is lower than the proportion of Protestants currently in the grade and also in the NI labour force comparator. The number of appointments however was extremely low.

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
1,308	51.8	48.2	54.2	45.8	-2.4%	2.4%

Notes:

III. Staff figures as at 1 April 2016 excluding those whose community background has been Not Determined

IV. Figures for NI labour force taken from 2011 census, economically active population with at least 1 GCSE, adjusted for age as outlined in Annex 3.

Composition – analysis

Assessment of workforce composition - fair participation.

FLOWS INTO THE GRADE

(1) Recruitment

Competition Ref:	Applications			Appointments		
	P [%]	RC [%]	Total	P [%]	RC [%]	Total
IRC193585	*	*	11	*	*	*
IRC206011	*	*	20	*	*	*
TOTAL	28.6	71.4	31	*	*	2

Notes

* - number not released to protect confidentiality

(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.

Flows into the grade – analysis

Over the review period there were 2 recruitment exercises to this grade. The proportion of applications from Protestants was around 29%, which is lower than the proportion of Protestants currently in the grade and also in the NI labour force comparator. The number of appointments however was extremely low.

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
630	51.2	48.8	54.5	45.5	-3.3%	3.3%

Notes:

V. Staff figures as at 1 April 2016 excluding those whose community background has been Not Determined

VI. Figures for NI labour force taken from 2011 census, economically active population with at least 5 GCSEs, adjusted for age as outlined in Annex 3.

Composition – analysis

Assessment of workforce composition - fair participation.

FLOWS INTO THE GRADE(S)

(1) Recruitment

Competition Ref: Grade 7 comps	Applications			Appointments		
	P [%]	RC [%]	Total	P [%]	RC [%]	Total
IRC189921	39.6	60.4	54	*	*	1
IRC190659	52.0	48.0	28	*	*	3
IRC191063	47.6	52.4	50	*	*	1
Ref: Grade 5 comps						
IRC188440	*	*	20	*	*	1
IRC197874	*	*	3	*	*	1
IRC207171	*	*	11	*	*	1
TOTAL	47.9	52.1	166	62.5	37.5	8

Notes

* - number not released to protect confidentiality

(2) Promotion

Promotion to Grade 7 is from the DP grade. The assessment of the current composition of the DP grade is that there is fair participation.

Flows into the grade – analysis

Over the review period there were 6 recruitment exercises to these grades. The proportion of applications from Protestants was around 48%, which is lower than the proportion of Protestants currently in the grade and also in the NI labour force comparator. The number of appointments however was extremely low.

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
131	55.0	45.0	54.3	45.7	0.7%	-0.7%

Notes:

I. Staff figures as at 1 April 2016 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 3.

Composition – analysis

Assessment of workforce composition - fair participation.

FLOWS INTO THE GRADE

(1) Recruitment

	Applications			Appointments		
Competition Ref:	P [%]	RC [%]	Total	P [%]	RC [%]	Total
IRC197111	*	*	19	*	*	0
IRC198913	*	*	9	*	*	1
IRC205199	*	*	14	*	*	1
IRC206066	56.8	43.2	41	*	*	1
IRC207344	*	*	9	*	*	1
TOTAL	51.3	48.7	92	*	*	4

Notes

* - number not released to protect confidentiality

(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

Over the review period there were 5 recruitment exercises to this grade. The proportion of applications from Protestants was around 51%, which is lower than the proportion of Protestants currently in the grade and also in the NI labour force comparator. The number of appointments however was extremely low.

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	58.5	41.5	55.6	44.4	2.9%	-2.9%

Notes:

I. Staff figures as at 1 April 2016 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 3.

Composition – analysis

Assessment of workforce composition - fair participation.

FLOWS INTO THE GRADE(S)

(1) Recruitment

Applications				Appointments		
Competition Ref:	P [%]	RC [%]	Total	P [%]	RC [%]	Total
IRC186907	*	*	7	*	*	1
IRC195668	58.8	41.2	21	*	*	1
IRC197799	*	*	13	*	*	1
IRC206502	*	*	5	*	*	1
TOTAL	47.4	52.6	46	*	*	4

Notes

* - number not released to protect confidentiality

(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

Over the review period there were 4 recruitment exercises to these grades. The proportion of applications from Protestants was around 47%, which is lower than the proportion of Protestants currently in the grade and also in the NI labour force comparator. The number of appointments however was extremely low.

ASSESSMENT:

Fair participation exists and is likely to continue

Annex 7

ARTICLE 55 REVIEW

GENERAL SERVICE GROUP – SUMMARY AND TRENDS

Table 1 - Summary - General Service group at 1 April 2016 compared to NI labour force (2011 Census) (excluding background "not determined")

	[%] P (Staff)	[%] P (Census)	[%] RC (Staff)	[%] RC (Census)	Assessment (tolerance 5%)
AA	47.1	50.8	52.9	49.2	Fair Participation
AO	45.3	51.5	54.7	48.5	Lack of Fair Participation, Protestants
EO1&2	47.1	53.3	52.9	46.7	Lack of Fair Participation, Protestants
SO	51.4	54.1	48.6	45.9	Fair Participation
DP	51.8	54.2	48.2	45.8	Fair Participation
G6&7	51.2	54.5	48.8	45.5	Fair Participation
G5	55.0	54.3	45.0	45.7	Fair Participation
G3+	58.5	55.6	41.5	44.4	Fair Participation

Table 2 - Trends - General Service group 2007 – 2016

	Jan 2007		Jan 2010		Jan 2013		April 2016	
	[%] P	[%] RC	[%] P	[%] RC	[%] P	[%] RC	[%] P	[%] RC
AA	48.2	51.8	50.6	49.4	48.3	51.7	47.1	52.9
AO	46.9	53.1	45.7	54.3	46.4	53.6	45.3	54.7
EO1&2	48.6	51.4	47.0	53.0	47.6	52.4	47.1	52.9
SO	54.8	45.2	54.2	45.8	51.4	48.6	51.4	48.6
DP	57.0	43.0	54.9	45.1	54.5	45.5	51.8	48.2
G6&7	58.1	41.9	53.9	46.1	52.5	47.5	51.2	48.8
G5+*	62.0	38.0	54.7*	45.3*	57.0	43.0	55.0	45.0
G3+*			61.4*	38.6*	61.4	38.6	58.5	41.5

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

Annex 8

ARTICLE 55 REVIEW

PROFESSIONAL & 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)	63.5	36.5	289	Overall				N/A
				Higher Grades (Gr7/6)				2
				Middle Grades (SO & DP)				1
				Exec Grades (EOI & EOII)				1
Agricultural Inspector (Group)	53.4	46.6	341	Overall				N/A
				Middle Grades (SO & DP)				1
				Exec Grades (EOI & EOII)				1
Architects	56.9	43.1	109	Overall				N/A
				Higher Grades (Gr7/6)				1
				Middle Grades (SO & DP)				1
				Exec Grades (EOI & EOII)				2
Careers Officers	30.5	69.5	112	Overall				N/A
				Middle Grades (SO & DP)				3
				Exec Grades (EOI & EOII)				3

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	53.7	46.3	702	Overall				N/A
				Senior Grades (Gr5+)				1
				Higher Grades (Gr7/6)				2
				Middle Grades (SO & DP)				1
				Exec Grades (EOI & EOII)				1
Computing	51.2	48.8	556	Overall				N/A
				Higher Grades (Gr7/6)				3
				Middle Grades (SO & DP)				1
				Exec Grades (EOI & EOII)				1
				Junior Grades (AA & AO)				2
Curatorial Grades	54.7	45.3	55	Overall				N/A
				Higher Grades (Gr7/6)				4
				Middle Grades (SO & DP)				4
				Exec Grades (EOI & EOII)				4
Drawing Office Staff	59.1	40.9	180	Overall				N/A
				Exec Grades (EOI & EOII)				4
				Junior Grades (AA & AO)				1
Economists	58.0	42.0	82	Overall				N/A
				Higher Grades (Gr7/6)				1
				Middle Grades (SO & DP)				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	
Education & Training Inspectorate	41.5	58.5	54	Overall				N/A
				Senior Grades (Gr5+)				1
				Higher Grades (Gr7/6)				1
Fisheries	63.9	36.1	37	Overall				N/A
				Higher Grades (Gr7/6)				1
				Middle Grades (SO & DP)				2
				Exec Grades (EOI & EOII)				1
Foremen	50.0	50.0	20	Overall				N/A
				Exec Grades (EOI & EOII)				3
				Junior Grades (AA & AO)				4
Forestry	56.3	43.8	43	Overall				N/A
				Higher Grades (Gr7/6)				1
				Middle Grades (SO & DP)				4
				Exec Grades (EOI & EOII)				1
Health and Safety Inspectors	62.3	37.7	57	Overall				N/A
				Senior Grades (Gr5+)				1
				Higher Grades (Gr7/6)				2
				Middle Grades (SO & DP)				1
				Exec Grades (EOI & EOII)				1
Industrial Staff	53.4	46.6	875	Single Grade				2

Occupational Group	Profile of staff in group			Grade (General Service equivalent)	Assessment			Action
					Fair	Lack of Fair Participation		
	[%]P	[%]RC	T			Protestant	Roman Catholic	
Information Officers	52.8	47.2	75	Overall				N/A
				Higher Grades (Gr7/6)				3
				Middle Grades (SO & DP)				1
				Exec Grades (EOI & EOII)				2
Legal Grades (Solicitors)	35.9	64.1	294	Overall				N/A
				Senior Grades (Gr5+)				2
				Higher Grades (Gr7/6)				3
				Middle Grades (SO & DP)				1
Mapping and Charting	62.5	37.5	143	Overall				N/A
				Higher Grades (Gr7/6)				1
				Middle Grades (SO & DP)				4
				Exec Grades (EOI & EOII)				1
Meat Inspectors	35.1	64.9	98	Overall				N/A
				Middle Grades (SO & DP)				3
				Exec Grades (EOI & EOII)				3
M & E Engineers	63.4	36.6	103	Overall				N/A
				Higher Grades (Gr7/6)				2
				Middle Grades (SO & DP)				1
				Exec Grades (EOI & 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	
Planning	33.3	66.7	48	Overall				N/A
				Higher Grades (Gr7/6)				4
				Middle Grades (SO & DP)				1
				Exec Grades (EOI & EOII)				4
Prison Officers*	86.1	13.9	1215	Overall				N/A
				Senior Managers				2
				Middle Managers				2
				Junior Managers				2
				Junior Grades				2
Quantity Surveyors	58.5	41.5	41	Overall				N/A
				Higher Grades (Gr7/6)				2
				Middle Grades (SO & DP)				2
Science Grades	60.5	39.5	486	Overall				N/A
				Higher Grades (Gr7/6)				2
				Middle Grades (SO & DP)				1
				Exec Grades (EOI & EOII)				1
				Junior Grades (AA & AO)				2
Statisticians	54.2	45.8	314	Overall				N/A
				Higher Grades (Gr7/6)				1
				Middle Grades (SO & DP)				1

*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	
Support Grades	69.9	30.1	147	Overall				N/A
				Exec Grades (EOI & EOII)				4
				Junior Grades (AA & AO)				2
Trading Standards	53.6	46.4	28	Overall				N/A
				Higher Grades (Gr7/6)				1
				Middle Grades (SO & DP)				1
				Exec Grades (EOI & EOII)				1
Typing	59.1	40.9	228	Overall				N/A
				Exec Grades (EOI & EOII)				1
				Junior Grades (AA & AO)				2
Valuation	47.6	52.4	167	Overall				N/A
				Senior Grades (Gr5+)				1
				Higher Grades (Gr7/6)				3
				Middle Grades (SO & DP)				3
				Exec Grades (EOI & EOII)				3
Vehicle & Driving Examiners	52.3	47.7	459	Overall				N/A
				Middle Grades (SO & DP)				1
				Exec Grades (EOI & EOII)				1
				Junior Grades (AA & AO)				3
Veterinary Officers	50.0	50.0	142	Overall				N/A
				Senior Grades (Gr5+)				1
				Higher Grades (Gr7/6)				3

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.

Annex 9

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 @ 1.4.16		NI Labour Force 2011 census	
		P [%]	RC [%]	P [%]	RC [%]
Agricultural Inspector (Grade)	289	63.5	36.5	60.0	40.0
Agricultural Inspector (Group)	341	53.4	46.6	56.3	43.7
Architects	109	56.9	43.1	56.5	43.5
Civil Engineers	702	53.7	46.3	52.7	47.3
Computing	556	51.2	48.8	51.0	49.0
Drawing Office staff	180	59.1	40.9	60.9	39.1
Economists	82	58.0	42.0	55.2	44.8
Education & Training Inspectorate	54	41.5	58.5	46.8	53.2
Forestry	43	56.3	43.8	59.6	40.4
Information Officers	75	52.8	47.2	52.0	48.0
Legal Grades (Solicitors)	294	35.9	64.1	40.2	59.8
Mapping & Charting	143	62.5	37.5	58.9	41.1

Occupational Group	No. of NICS staff	NICS workforce @ 1.4.16		NI Labour Force 2011 census	
		P [%]	RC [%]	P [%]	RC [%]
M&E Engineers	103	63.4	36.6	60.3	39.7
Planning Office staff	48	33.3	66.7	37.0	63.0
Science Grades	486	60.5	39.5	61.8	38.2
Statisticians	314	54.2	45.8	53.8	46.2
Trading Standards	28	53.6	46.4	54.8	45.2
Typing	228	59.1	40.9	57.2	42.8
Vehicle & Driving Examiners	459	52.3	47.7	56.1	43.9
Veterinary Officers	142	50.0	50.0	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 @ 1.4.16		NI Labour Force 2011 census	
		P [%]	RC [%]	P [%]	RC [%]
Fisheries	37	63.9	36.1	58.4	41.6
Health & Safety Inspectors	57	62.3	37.7	54.8	45.2
Industrial Grades	875	53.4	46.6	46.3	53.7
Prison Officers	1,215	86.1	13.9	52.8	47.2
Quantity Surveyors	41	58.5	41.5	40.0	60.0
Support Grades	147	69.9	30.1	56.0	44.0

Note – the number of staff shown includes those whose background is "not determined"

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	112	30.5	69.5	43.0	57.0
Curatorial Grades	55	54.7	45.3	64.4	35.6
Foremen	20	50.0	50.0	56.1	43.9
Meat Inspectors	98	35.1	64.9	55.9	44.1
Valuation	167	47.6	52.4	59.8	40.2

Note – the number of staff shown includes those whose background is "not determined"

Annex 10

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
1,015	41.8%	58.2%	47.7%	52.3%	-5.9%	5.9%

Notes:

i. Staff figures as at 1 April 2016
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** – there was no recruitment to this grade.

(2) **Promotion** – there is no promotion to this 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
6,358	33.7%	66.3%	47.4%	52.6%	-13.7%	13.7%

Notes:

i. Staff figures as at 1 April 2016
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 – there was no recruitment to this grade
(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.

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
5,006	37.9%	62.1%	47.0%	53.0%	-9.1%	9.1%

Notes:

i. Staff figures as at 1 April 2016
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

Competition Ref:	Applications			Appointments		
	M%	F%	Total	M%	F%	Total
IRC204498	68.2	31.8	22	100.0	0.0	1
IRC209777	51.9	48.1	1,247	52.2	47.8	23
IRC201717	56.3	43.8	32	100.0	0.0	2
TOTAL	52.3	47.8	1,301	57.7	42.3	26

(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

Over the review period there were only 3 recruitment exercises to this grade. The profile of the applicants was close to that of the comparator. The number of appointments however was extremely low.

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
1,707	43.5%	56.5%	46.8%	53.2%	-3.3%	3.3%

Notes:

i. Staff figures as at 1 April 2016
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

Competition Ref:	Applications			Appointments		
	M%	F%	Total	M%	F%	Total
IRC191067	36.4	63.6	22	0.0	100.0	3
IRC193096	33.6	66.4	256	0.0	100.0	1
IRC198621	37.3	62.7	201	100.0	0.0	1
IRC198775	57.9	42.1	19	100.0	0.0	1
Fast Stream 2014	46.1	53.9	2,699	0.0	0.0	0
TOTAL	44.5	55.5	3,197	33.3	66.7	6

(2) Promotion

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

Flows into the grade - analysis

Over the review period there were 5 recruitment exercises to this grade. The proportion of male applicants was 44%, which is around the same as the current workforce and the comparator. The number of appointments however was extremely low.

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
1,308	45.3%	54.7%	46.7%	53.3%	-1.4%	1.4%

Notes:

i. Staff figures as at 1 April 2016
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

Competition Ref:	Applications			Appointments		
	M%	F%	Total	M%	F%	Total
IRC193585	27.3	72.7	11	0.0	0.0	0
IRC206011	35.0	65.0	20	0.0	100.0	2
TOTAL	32.3	67.7	31	0.0	100.0	2

(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
630	53.3%	46.7%	45.5%	54.5%	7.8%	-7.8%

Notes:

i. Staff figures as at 1 April 2016
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

Competition Ref: Grade 7 comps	Applications			Appointments		
	M%	F%	Total	M%	F%	Total
IRC189921	38.9	61.1	54	0.0	100.0	1
IRC190659	53.6	46.4	28	0.0	100.0	3
IRC191063	44.0	56.0	50	0.0	100.0	1
Ref: Grade 5 comps						
IRC188440	60.0	40.0	20	0.0	100.0	1
IRC197874	100.0	0.0	3	100.0	0.0	1
IRC207171	27.3	72.7	11	0.0	100.0	1
TOTAL	45.8	54.2	166	12.5	87.5	8

(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
131	60.3%	39.7%	47.3%	52.7%	13.0%	-13.0%

Notes:
i. Staff figures as at 1 April 2016
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:	M%	F%	Total	M%	F%	Total
IRC197111	84.2	15.8	19	0.0	0.0	0
IRC198913	33.3	66.7	9	0.0	100.0	1
IRC205199	85.7	14.3	14	100.0	0.0	1
IRC206066	87.8	12.2	41	100.0	0.0	1
IRC207344	88.9	11.1	9	100.0	0.0	1
TOTAL	81.5	18.5	92	75.0	25.0	4

(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.

Flows into the grade – analysis
Over the review period there were 5 recruitment exercises to this grade. The proportion of female applicants was low at less than 20%. The number of appointments however was extremely low.

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
34	73.5%	26.5%	47.2%	52.8%	26.3%	-26.3%

Notes:

i. Staff figures as at 1 April 2016
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:	M%	F%	Total	M%	F%	Total
IRC186907	42.9	57.1	7	0.0	100.0	1
IRC197799	69.2	30.8	13	0.0	100.0	1
IRC206502	60.0	40.0	5	100.0	0.0	1
TOTAL	57.4	42.6	25	33.3	66.7	3

(2) Promotion

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

Flows into the grade – analysis

Over the review period there were 3 recruitment exercises to this grade. The proportion of female applicants was around 40%, which is lower than the proportion of females in the NI labour force comparator. Although the majority of new staff appointed were female, the number of appointments was extremely low.

ASSESSMENT

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

Grade: Grade 2+

COMPOSITION – the current profile of the NI Civil Service workforce

No. of staff	Staff		NI labour force		Variation	
	Male	Female	Male	Female	Male	Female
10	100.0%	0.0%	48.6%	51.4%	51.4%	-51.4%

Notes:

iii. Staff figures as at 1 April 2016

iv. 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

(3) Recruitment

	Applications			Appointments		
Competition Ref:	M%	F%	Total	M%	F%	Total
IRC195668	61.9	38.1	21	100.0	0.0	1
TOTAL	61.9	38.1	21	100.0	0.0	1

(4) Promotion

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

Flows into the grade – analysis

Over the review period there was 1 recruitment exercises to these grades. The proportion of female applicants was around 38%, which is lower than the proportion of females in the NI labour force comparator. There was only 1 appointment.

ASSESSMENT

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

Annex 11

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	41.8%	47.7%	58.2%	52.3%	Males under-represented
AO	33.7%	47.4%	66.3%	52.6%	Males under-represented
EO1 & 2	37.9%	47.0%	62.1%	53.0%	Males under-represented
SO	43.5%	46.8%	56.5%	53.2%	Fair representation
DP	45.3%	46.7%	54.7%	53.3%	Fair representation
G6 & 7	53.3%	45.5%	46.7%	54.5%	Females under-represented
G5	60.3%	47.3%	39.7%	52.7%	Females under-represented
G3	73.5%	47.2%	26.5%	52.8%	Females under-represented
G2+	100.0%	48.6%	0.0%	51.4%	Females under-represented

Table 2 Trends – General Service Group from 2005 to 2016

	January 2005		January 2010		January 2013		April 2016	
	Male	Female	Male	Female	Male	Female	Male	Female
AA	31.3%	68.7%	40.7%	59.3%	41.4%	58.6%	41.8%	58.2%
AO	30.7%	69.3%	33.4%	66.6%	33.5%	66.5%	33.7%	66.3%
EO1&2	34.2%	65.8%	35.3%	64.7%	36.6%	63.4%	37.9%	62.1%
SO	47.6%	52.4%	44.0%	56.0%	43.4%	56.6%	43.5%	56.5%
DP	57.3%	42.7%	50.0%	50.0%	48.7%	51.3%	45.3%	54.7%
G6&7	66.3%	33.8%	57.4%	42.6%	56.0%	44.0%	53.3%	46.7%
G5	76.9%	23.1%	68.4%	31.6%	67.8%	32.2%	60.3%	39.7%
G3	83.3%	16.7%	75.0%	25.0%	89.9%	19.1%	73.5%	26.5%
G2+							100.0%	0.0%

Annex 12

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)	57.8	42.2	289	Overall				2
				Higher Grades (Gr7/6)				
				Middle Grades (SO & DP)				
				Exec Grades (EOI & EOII)				
Agricultural Inspector (Group)	87.1	12.9	341	Overall				2
				Middle Grades (SO & DP)				
				Exec Grades (EOI & EOII)				
Architects	78.9	21.1	109	Overall				2
				Higher Grades (Gr7/6)				
				Middle Grades (SO & DP)				
				Exec Grades (EOI & EOII)				
Careers Officers	20.5	79.5	112	Overall				3
				Middle Grades (SO & DP)				
				Exec Grades (EOI & EOII)				

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	92.2	7.8	702	Overall				2
				Senior Grades (Gr5+)				
				Higher Grades (Gr7/6)				
				Middle Grades (SO & DP)				
				Exec Grades (EOI & EOII)				
Computing	77.2	22.8	556	Overall				2
				Higher Grades (Gr7/6)				
				Middle Grades (SO & DP)				
				Exec Grades (EOI & EOII)				
				Junior Grades (AA & AO)				
Curatorial Grades	50.9	49.1	55	Overall				1
				Higher Grades (Gr7/6)				
				Middle Grades (SO & DP)				
				Exec Grades (EOI & EOII)				
Drawing Office Staff	91.7	8.3	180	Overall				2
				Exec Grades (EOI & EOII)				
				Junior Grades (AA & AO)				
Economists	58.5	41.5	82	Overall				2
				Higher Grades (Gr7/6)				
				Middle Grades (SO & DP)				

Occupational Group	Profile of staff in group			Grade (General Service equivalent)	Assessment			Action
					Fair	Lack of Fair Representation		
	% M	% F	T			Males	Females	
Education & Training Inspectorate	33.3	66.7	54	Overall				3
				Senior Grades (Gr5+)				
				Higher Grades (Gr7/6)				
Fisheries	86.5	13.5	37	Overall				2
				Higher Grades (Gr7/6)				
				Middle Grades (SO & DP)				
				Exec Grades (EOI & EOII)				
Foremen	100.0	0.0	20	Overall				2
				Exec Grades (EOI & EOII)				
				Junior Grades (AA & AO)				
Forestry	90.7	9.3	43	Overall				2
				Higher Grades (Gr7/6)				
				Middle Grades (SO & DP)				
				Exec Grades (EOI & EOII)				
Health and Safety Inspectors	68.4	31.6	57	Overall				2
				Senior Grades (Gr5+)				
				Higher Grades (Gr7/6)				
				Middle Grades (SO & DP)				
				Exec Grades (EOI & EOII)				
Industrial Staff	94.9	5.1	875	Single Grade				2

Occupational Group	Profile of staff in group			Grade (General Service equivalent)	Assessment			Action
					Fair	Lack of Fair Representation		
	% M	% F	T			Males	Females	
Information Officers	33.3	66.7	75	Overall				3
				Higher Grades (Gr7/6)				
				Middle Grades (SO & DP)				
				Exec Grades (EOI & EOII)				
Legal Grades (Solicitors)	29.6	70.4	294	Overall				3
				Senior Grades (Gr5+)				
				Higher Grades (Gr7/6)				
				Middle Grades (SO & DP)				
Mapping and Charting	73.4	26.6	143	Overall				2
				Higher Grades (Gr7/6)				
				Middle Grades (SO & DP)				
				Exec Grades (EOI & EOII)				
Meat Inspectors	78.6	21.4	98	Overall				2
				Middle Grades (SO & DP)				
				Exec Grades (EOI & EOII)				
M & E Engineers	97.1	2.9	103	Overall				2
				Higher Grades (Gr7/6)				
				Middle Grades (SO & DP)				
				Exec Grades (EOI & EOII)				

Occupational Group	Profile of staff in group			Grade (General Service equivalent)	Assessment			Action
					Fair	Lack of Fair Representation		
	% M	% F	T			Males	Females	
Planning	45.8	54.2	48	Overall				1
				Higher Grades (Gr7/6)				
				Middle Grades (SO & DP)				
				Exec Grades (EOI & EOII)				
Prison Officers*	71.7	28.3	1215	Overall				2
				Senior Managers				
				Middle Managers				
				Junior Managers				
				Junior Grades				
Quantity Surveyors	87.8	12.2	41	Overall				2
				Higher Grades (Gr7/6)				
				Middle Grades (SO & DP)				
Science Grades	53.3	46.7	486	Overall				2
				Higher Grades (Gr7/6)				
				Middle Grades (SO & DP)				
				Exec Grades (EOI & EOII)				
				Junior Grades (AA & AO)				
Statisticians	48.1	51.9	314	Overall				1
				Senior Grades (Gr5+)				
				Higher Grades (Gr7/6)				
				Middle Grades (SO & DP)				

*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	
Support Grades	72.8	27.2	147	Overall				2
				Exec Grades (EOI & EOII)				
				Junior Grades (AA & AO)				
Trading Standards	50.0	50.0	28	Overall				1
				Higher Grades (Gr7/6)				
				Middle Grades (SO & DP)				
				Exec Grades (EOI & EOII)				
Typing	0.0	100.0	228	Overall				3
				Exec Grades (EOI & EOII)				
				Junior Grades (AA & AO)				
Valuation	62.3	37.7	167	Overall				2
				Senior Grades (Gr5+)				
				Higher Grades (Gr7/6)				
				Middle Grades (SO & DP)				
				Exec Grades (EOI & EOII)				
Vehicle & Driving Examiners	96.7	3.3	459	Overall				2
				Middle Grades (SO & DP)				
				Exec Grades (EOI & EOII)				
				Junior Grades (AA & AO)				
Veterinary Officers	52.1	47.9	142	Overall				1
				Senior Grades (Gr5+)				
				Higher Grades (Gr7/6)				

Key to Action column

1. Compared to the Economically Active Population both genders are fairly represented - no PAA necessary.

2. Compared to the Economically Active Population FEMALES are under-represented. When recruiting PAA should be used to welcome applications from FEMALES.

3. Compared to the Economically Active Population MALES are under-represented. When recruiting PAA should be used to welcome applications from MALES.

Annex 13

GENDER REVIEW
PROFESSIONAL & SPECIALIST GROUPS – GROUP ASSESSMENTS

Table 1 – Fair representation between males and females

Occupational Group	No. of NICS staff	NICS workforce @ 1.4.16		NI Labour Force 2011 census	
		Male %	Female %	Male %	Female %
Agricultural Inspector (Grade)	289	57.8	42.2	57.9	42.1
Architects	109	78.9	21.1	82.0	18.0
Civil Engineers	702	92.2	7.8	89.9	10.1
Computing	556	77.2	22.8	78.9	21.1
Economists	82	58.5	41.5	53.6	46.4
Fisheries	37	86.5	13.5	86.1	13.9
Health & Safety Inspectors	57	68.4	31.6	72.2	27.8
Industrial Grades	875	94.9	5.1	97.4	2.6
Meat Inspectors	98	78.6	21.4	79.6	20.4
M&E Engineers	103	97.1	2.9	94.1	5.9
Quantity Surveyors	41	87.8	12.2	90.4	9.6
Science Grades	486	53.3	46.7	53.9	46.1
Statisticians	314	48.1	51.9	53.2	46.8
Vehicle & Driving Examiners	459	96.7	3.3	92.6	7.4

Table 2 Females under-represented

Occupational Group	No. of NICS staff	NICS workforce @ 1.4.16		NI Labour Force 2011 census	
		Male %	Female %	Male %	Female %
Agricultural Inspector (Group)	341	87.1	12.9	80.8	19.2
Curatorial Grades	55	50.9	49.1	42.7	57.3
Drawing Office Staff	180	91.7	8.3	84.9	15.1
Foremen	20	100.0	0.0	91.0	9.0
Forestry	43	90.7	9.3	63.4	36.6
Prison Officers	1,215	71.7	28.3	47.8	52.2
Support Grades	147	72.8	27.2	45.5	54.5

Table 3 – Males under-represented

Occupational Group	No. of NICS staff	NICS workforce @ 1.4.16		NI Labour Force 2011 census	
		Male %	Female %	Male %	Female %
Careers Officers	112	20.5	79.5	26.9	73.1
Education & Training Inspectorate	54	33.3	66.7	38.9	61.1
Information Officers	75	33.3	66.7	45.8	54.2
Legal Grades (Solicitors)	294	29.6	70.4	53.9	46.1
Mapping & Charting	143	73.4	26.6	85.6	14.4
Planning Office staff	48	45.8	54.2	53.9	46.1
Trading Standards	28	50.0	50.0	75.0	25.0
Typing	228	0.0	100.0	7.0	93.0
Valuation	167	62.3	37.7	73.2	26.8
Veterinary Officers	142	52.1	47.9	58.5	41.5

ANNEX 14

GENDER REVIEW – PROFESSIONAL & SPECIALIST GROUPS - USE OF PAA

No PAA	PAA for females	PAA for males
Curatorial Grades	Agricultural Inspector (Grade)	Careers Officers
Planning Office staff	Agricultural Inspector (Group)	Education & Training Inspectorate
Statisticians	Architects	Information Officers
Trading Standards	Civil Engineers	Legal Grades (Solicitors)
Veterinary Officers	Computing	Typing
	Drawing Office Staff	
	Economists	
	Fisheries	
	Foremen	
	Forestry	
	Health & Safety Inspectors	
	Industrial Grades	
	Mapping & Charting	
	Meat Inspectors	
	M&E Engineers	
	Prison Officers	
	Quantity Surveyors	
	Science Grades	
	Support Grades	
	Valuation	
	Vehicle & Driving Examiners	

ANNEX 15

GENDER REVIEW – PROFESSIONAL & SPECIALIST GROUPS – USE OF PAA FOR GROUPS WITH LESS THAN 20 STAFF

No PAA	PAA for females	PAA for males
Agricultural Colleges	Agricultural Economist	Librarians
Building Surveyors	Clerk of Works	Nursing
Estates Officer	Countryside & Wildlife	
Graphic Designers	Environmental Health	
Historic Monuments	Estates Superintendent	
Imports Inspector	Food Technology Technicians	
Industrial Accountants	Law Clerks	
Landscape Architects	Medical Officers	
Social Services Inspectorate	Pharmacists	
	Photographic	
	Security Officers	
	Strangford Ferry	
	Structural Engineers	
	Supplies Officers	
	Veterinary Research Officers	