

FEATURE

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Civil Service employment statistics 2006

SUMMARY

This article presents a summary of annual Civil Service statistics for the year ending 30 September 2006, as published in July 2007. Previously produced by the Cabinet Office, responsibility for the collection and publication of these statistics is now with the Office for National Statistics (ONS). This transfer of responsibility was outlined in an 'In brief' article in the February 2007 edition of *Economic & Labour Market Review*. Quarterly Civil Service employment statistics are already published as part of the ONS Public Sector Employment First Release, and a work programme has been initiated to reconcile the annual and quarterly figures as much as possible. The annual Civil Service statistics provide a more detailed picture of characteristics of the Civil Service than do the quarterly figures.

The Office for National Statistics (ONS) publishes two key sources of Civil Service employment statistics:

- quarterly Civil Service employment statistics are published approximately 11 weeks after the end of each calendar quarter, as part of the Public Sector Employment First Release.¹ These timely statistics are based on a quarterly survey of all government departments and are the best source for measuring Civil Service workforce numbers over time.
- annual Civil Service statistics provide a more detailed picture of the characteristics of the Civil Service, for example, in terms of diversity, location and earnings. These statistics are based on the annual Mandate collection.

This article presents a summary of the Civil Service statistics for the year ending 30

September 2006, as published in July 2007.

Number of civil servants

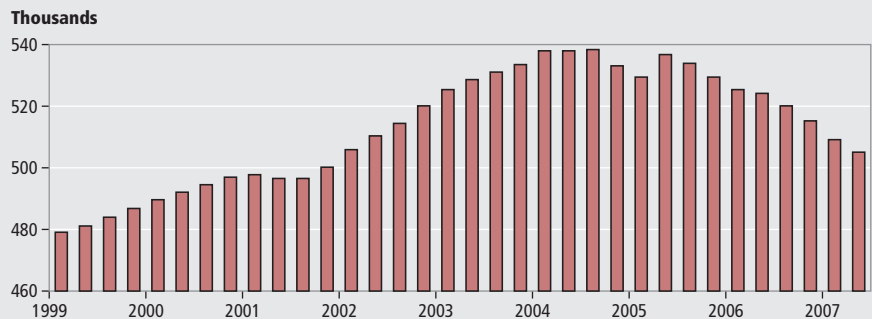
The latest published statistics are for 2007 Q2 (30 June) when Civil Service employment was 539,000 (505,000 on a full-time equivalent basis).

Figure 1 illustrates the trends in Civil Service employment since 1999 Q1. On a full-time equivalent basis, figures increased by 59,000 to 538,000 in 2004 Q1, before levelling off and then starting to fall in recent quarters.

Reconciliation with published quarterly statistics

This is the first year that ONS has been responsible for collecting and publishing both the annual and quarterly statistics. ONS initiated a work programme with departments to reconcile the figures between the two sources as much as

Figure 1
Civil Service employment – full-time equivalents



possible. The result of this can be seen below:

	Headcount	Full-time equivalent
2006 Q3 (Sept)	554,190	519,980
30 Sept 2006	553,560	518,670
Difference	-630 (0.1%)	-1,310 (0.3%)

Since the main purpose of the annual survey is to take a deeper look at the characteristics of the Civil Service (for example, diversity, location and earnings), this slight discrepancy is not considered to impact on the quality of the annual statistics, which are fit for purpose.

The remainder of this article highlights some of the key statistics available about the Civil Service. For further analyses, refer to the main Civil Service Statistics 2006 publication.

Regional statistics

Distribution of civil servants by region

According to **Table 1**, in September 2006, 16.8 per cent of UK-based civil servants worked in London, 72.0 per cent worked outside London and the South East, with 9.7 per cent based in Scotland and 6.8 per cent in Wales.

The regional distribution of civil servants in the UK was broadly unchanged between 2003 and 2006. The largest decreases were in London (-1.4 per cent) and the South East (-0.5 per cent). The largest increases were in the South West and Yorkshire and The Humber, both increasing by 0.6 per cent.

Earnings and levels of responsibility

Levels of responsibility

Table 2 shows the numbers of employees by responsibility level.

The Senior Civil Service (senior management) accounts for 0.9 per cent of the workforce, with the largest proportion of employees working at junior administrative (Administrative Officer (AO) and Administrative Assistant (AA)) grades, 45.2 per cent.

Salary levels

Figure 2 shows proportions and numbers of employees at different salary levels. At 30 September 2006, the median gross salary (excluding overtime or one-off bonuses) was approximately £20,000.

One-quarter of employees earned £16,000 or less and one quarter earned £26,000 or more.

The proportion of median women's salaries to that of men has increased from 79.1 per cent in April 2005 to 81.0 per cent in September 2006.

Diversity statistics

All diversity statistics relate to civil servants counted on a headcount basis.

Gender

On 30 September 2006, 52.9 per cent of civil servants were women (**Figure 3**), virtually the same as the previous year.

At 30 September 2006, women made up the majority (61.5 per cent) of employees in junior administrative (AO/AA) grades.

Females fill the minority of middle and senior management posts. However, the proportion of women in the more senior grades has continued to increase, with the proportion of women in the Senior Civil Service increasing by 2.4 per cent to 29.8 per cent.

Table 1

Regional distribution of the Civil Service, 2006¹

	Male	Female	Total	Numbers ²
				Percentage of UK-based civil servants
London and South East	73,600	68,290	141,880	28.0
London	43,090	42,000	85,090	16.8
South East	30,510	26,290	56,800	11.2
South West	29,780	22,990	52,770	10.4
West Midlands	16,030	17,270	33,310	6.6
North West	26,480	35,390	61,870	12.2
North East	14,390	20,000	34,400	6.8
Yorkshire and The Humber	19,060	20,190	39,250	7.8
East Midlands	11,490	12,680	24,170	4.8
East of England	14,700	15,010	29,710	5.9
Wales	15,710	18,540	34,280	6.8
Scotland	24,270	24,650	48,920	9.7
Northern Ireland	3,210	2,670	5,880	1.2
Unreported and elsewhere	7,660	4,600	12,260	

Notes:

1 As at 30 September.

2 Full-time equivalents, rounded to the nearest ten.

Source: Mandate and departmental returns

Table 2

Permanent employees: by responsibility level and gender, 2006¹

Responsibility level	Headcount						Full-time equivalent			Numbers ²
	Full-time employees			Part-time employees			Male	Female	Total	
	Male	Female	Total	Male	Female	Total				
All non-industrial employees	227,400	192,450	419,850	12,070	91,580	103,650	235,590	253,900	489,490	
SCS level	3,120	1,190	4,300	70	170	240	3,170	1,310	4,480	
Grades 6/7	17,710	8,670	26,380	570	2,120	2,690	18,090	10,160	28,250	
SEO/HEO level	50,040	30,040	80,070	1,450	7,780	9,230	51,080	35,650	86,740	
EO level	54,740	48,480	103,220	2,310	23,440	25,760	56,440	64,990	121,420	
AO/AA level	83,800	91,450	175,250	6,640	53,190	59,830	88,190	126,170	214,360	
Unknown	17,990	12,620	30,610	1,030	4,880	5,900	18,620	15,630	34,250	
All industrial employees	15,950	2,540	18,500	250	660	910	16,120	2,960	19,070	

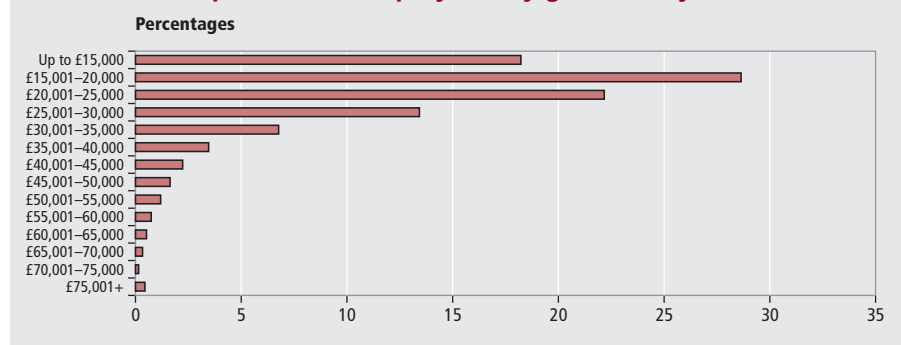
Notes:

1 As at 30 September.

2 Rounded to the nearest ten.

Source: Mandate and departmental returns

Figure 2
Non-industrial permanent employees: by gross salary band, 2006¹

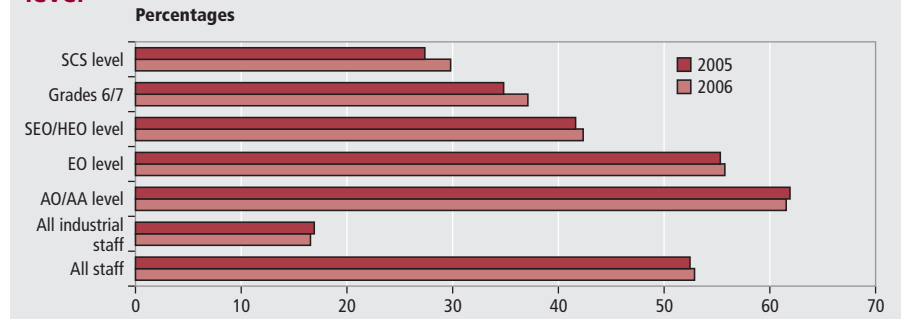


Note:

1 Full-time equivalents, as at 30 September.

Source: Mandate and departmental returns

Figure 3
Female employees as a percentage of employees: by responsibility level¹



Note:

1 Permanent employees, as at 1 April 2005 and 30 September 2006.

Source: Mandate and departmental returns

Ethnic origin

On 30 September 2006, the proportion of employees from minority ethnic backgrounds was 8.4 per cent (Table 3). This was a slight increase from 8.1 per cent in April 2005.

As in previous years, employees from minority ethnic backgrounds continue to be

more highly represented in the junior grades. On 30 September 2006, 9.6 per cent of employees in administrative (AO/AA) and Executive Officer grades were from an ethnic minority. This compares with 4.1 per cent for the Senior Civil Service.

Disability status

On 30 September 2006, the proportion of employees declared disabled was 4.4 per cent. This was a slight decrease from 4.5 per cent 18 months earlier.

Table 4 shows disabled employees by responsibility level. Employees with a declared disability continued to be more numerous in junior grades than at senior levels. On 30 September 2006, 4.9 per cent of employees in administrative grades declared themselves as disabled. This compares with 2.5 per cent for the Senior Civil Service.

Age

Table 5 shows the age distribution of the Civil Service workforce by responsibility level and gender. On 30 September 2006, the greatest concentration of employees continued to be in the middle age bands, with 56.4 per cent aged 30 to 49. In comparison, 15.5 per cent of employees were under 30 and 27.9 per cent of employees were 50 or over.

Development programme

When responsibility for the collection and publication of Civil Service statistics transferred to ONS in 2006, it was agreed with the Cabinet Office that no major changes to the survey would be implemented in the first year.

However, a development programme has been scheduled for the 2007 survey, with the aim of improving quality and efficiency. The key elements to this development programme are as follows:

- streamlining the survey specification to meet the latest requirements of key stakeholders while minimising the burden on government departments

Table 3
Ethnic origin of permanent employees: by responsibility level, 2006¹

Responsibility level	White	Asian	Black	Chinese	Mixed	Other ethnic		All employees	Numbers ²
						minority	Non-response		Ethnic minority as percentage of known ethnic origin
All non-industrial employees	376,730	16,980	10,900	1,010	4,240	2,540	111,120	523,520	8.7
SCS level	3,460	70	20	..	30	20	930	4,540	4.1
Grades 6/7	21,410	590	290	50	250	150	6,340	29,080	5.9
SEO/HEO level	66,210	2,130	1,470	180	760	430	18,130	89,310	7.0
EO level	94,040	4,690	3,290	240	1,040	690	25,000	128,990	9.6
AO/AA level	165,800	8,750	5,370	420	1,960	1,200	51,580	235,080	9.6
Unknown	25,800	740	470	120	200	50	9,140	36,520	5.7
All industrial employees	13,800	70	120	10	60	70	5,280	19,410	2.4
All employees	390,520	17,050	11,020	1,020	4,300	2,620	116,400	542,930	8.4

Notes:

1 As at 30 September.

2 Headcount, rounded to the nearest ten; numbers less than five are represented by “..”.

Source: Mandate and departmental returns

- a comprehensive methodological review of the survey reviewing, for example, validation procedures and disclosure rules
- an early recommendation of this review has been to move from the use of two data collection instruments to a single method of collection. ONS is working with departments to implement this change for the 2007 survey, which will significantly improve the flexibility of the data set and improve the coverage for a range of variables
- development of processes and systems to bring the surveys in line with ONS best practice, make the infrastructure more robust and automate the processes as far as possible

Statistics website at www.statistics.gov.uk/StatBase/Product.asp?vlnk=2899

Regular quarterly Civil Service employment statistics are published on the National Statistics website in the Public Sector Employment First Release.

Historical annual Civil Service statistics are available from the Cabinet Office website at www.civilservice.gov.uk/management/statistics/reports/2005/index.asp

Notes

1 See www.statistics.gov.uk/statbase/product.asp?vlnk=13615

CONTACT

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More information

The full Civil Service Statistics 2006 publication is available from the National

Table 4
Permanent disabled employees: by responsibility level, 2006¹

Responsibility level	Declared disabled	All employees	Numbers ²
			Declared disabled employees as percentage of all employees
All non-industrial employees	23,350	523,500	4.5
SCS level	110	4,540	2.5
Grades 6/7	850	29,080	2.9
SEO/HEO level	3,650	89,300	4.1
EO level	6,410	128,980	5.0
AO/AA level	11,410	235,080	4.9
Unknown	920	36,520	2.5
All industrial employees	770	19,410	4.0
All employees	24,120	542,900	4.4

Notes:

1 As at 30 September.

2 Headcount, rounded to the nearest ten.

Source: Mandate and departmental returns

Table 5
Staff: by responsibility level, age and gender, 2006¹

Responsibility level	Age distribution											
	16-19		20-29		30-39		40-49		50 and over		Unknown	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
All non-industrial staff	1,740	2,350	28,410	38,860	46,020	61,800	65,310	83,910	65,410	57,910	300	120
SCS level	0	0	10	..	260	150	940	440	1,350	440
Grades 6/7	0	0	500	590	2,600	2,660	5,410	3,540	7,030	2,090	10	10
SEO/HEO level	0	0	2,840	3,300	8,910	8,320	15,470	12,300	15,450	6,720
EO level	10	10	5,250	6,980	11,980	17,380	16,310	25,080	14,360	14,580	10	10
AO/AA level	1,540	2,320	18,050	27,220	19,440	32,140	22,750	41,350	22,850	33,330
Unknown	190	30	1,780	780	2,830	1,160	4,430	1,200	4,370	760	280	100
All industrial staff	200	50	1,190	280	2,580	690	5,060	1,140	7,280	1,200
All staff	1,940	2,400	29,600	39,140	48,600	62,490	70,370	85,060	72,690	59,110	300	120
Staff in age group as percentage of all staff	0.4	0.5	6.3	8.3	10.3	13.2	14.9	18.0	15.4	12.5	0.1	0.0

Notes:

1 As at 30 September.

2 Headcount, rounded to the nearest ten; numbers less than five are represented by "...".

Source: Mandate

TECHNICAL NOTE**Sources and definitions**

There are two sources of annual Civil Service statistics:

- Mandate returns
- departmental returns

The Mandate returns account for approximately 85 per cent of Civil Service employment.

Mandate returns are comprehensive anonymised electronic data sets collected from departments and agencies, generally extracted directly from their HR systems. Some departments and agencies are unable to supply data to Mandate for technical reasons, and provide summary tables instead. These are called departmental returns.

The source of each table in this article is quoted. Please ensure the source is taken into account when interpreting the statistics.

Reference date

The reference date for these statistics is 30 September 2006. The previous survey was conducted on 1 April 2005.

Civil Service

The estimates of Civil Service employees count all home Civil Service employees. Civil Service estimates exclude the Northern Ireland Civil Service, the Diplomatic Service and other Crown servants, for example, employees of non-departmental public bodies.

Headcount

Headcount estimates are based on the number of employees with an employment contract who are on the pay roll and are being paid by the organisation. Employees can be permanent, on a fixed-term contract or employed on a casual basis. Self-employed, contract workers and agency workers are excluded.

Full-time and part-time

Full-time employees are those who are contracted to work 37 hours per week (36 in London). Part-time employees are those who work less than the normal contracted hours.

Full-time equivalents

Full-time equivalents are based on converting part-time employees' hours into a full-time employees' equivalent and provides a better indicator of total labour input than a simple headcount.

Permanent and temporary/casual

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

Responsibility levels

Since 1 April 1996, all departments and agencies have had delegated responsibility for the pay and grading of their employees, except for those in the Senior Civil Service (SCS).

The concept of broad 'responsibility levels' is therefore used, in which departmental grades have been assigned to levels broadly equivalent (in terms of pay and job weight) to the former Service-wide grades.

Senior management

SCS – Senior Civil Service

Other management grades

Grade 6

Grade 7

SEO – Senior Executive Officer

HEO – Higher Executive Officer

EO – Executive Officer

Administrative grades

AO – Administrative Officer

AA – Administrative Assistant

Gross salary

Gross salary is the annual salary inclusive of basic pay (including consolidated performance pay and allowances) but excluding bonuses.

The quality of information on pay has been affected by two issues:

- delegated pay and grading, partly because of different arrangements for paying and reporting on certain allowances and bonuses in different departments and agencies. Revisions to departmental pay structures are implemented along with pay settlements and can make short-term trends in salary levels difficult to interpret
- timing of the survey. The survey was conducted on 30 September 2006. At this point in time some departments had implemented their annual pay awards and others had not. Departments were asked where possible to report salary information prior to the 1 August pay award (to allow for better comparisons with April 2005). Approximately one quarter of departments and agencies were not able to do this. This should not impact analysis within the current year, for example, comparing male and female median salaries, but care should be taken when making annual comparisons

Diversity

Statistics are published regarding the gender, ethnic origin, disability status and age of the Civil Service workforce. All diversity data relate to civil servants counted on a headcount basis.

The percentage of employees who are disabled is calculated on the basis of those who are declared disabled. It is therefore possible the percentage may be understated. This is because declared non-disabled, declared disabled and not declared are all valid responses to the survey.

Ethnic minority is presented as a percentage of known ethnic origin.