Background Quality Report: *Civilian Personnel Statistics*

Introduction	*This section provides the context for the quality report.*
	Overview The numbers of civilians employed by the Ministry of Defence are published as National Statistics on the DASA webpage. The quarterly Civilian Personnel Statistic 01 (CPS01)[1] presents the latest civilian strengths and changes since the previous quarter for the main budgetary areas of the MOD. It also provides a time-series of strengths for the main categories of MOD employment for each quarter since April 2004. The quarterly Civilian Personnel Numbers (CPN) [2] presents the civilian strengths by agency, trading fund and location. The annual compendium UK Defence Statistics[3] provides a more detailed breakdown of civilian strengths and flows by financial year. Civilian personnel statistics can also be accessed via the "Build Your Own Table" facility on www.dasa.mod.uk. **Methodology and Production** The published figures are mainly counts of strengths and flows of civilian personnel for a range of categories. The strength figures are reported as Full Time Equivalents (FTE). This is preferable to headcount for civilian personnel as it enables fair comparison with Service figures, where working part-time does not occur, and provides a better indication of the person hours available and salary costs. FTE is calculated from the contractually agreed number of hours worked per week divided by the number of hours per week which constitute full-time for the grade and location (this varies according to whether Industrial or Non-Industrial grade, and whether on the London or National pay scale). Flows however, are measured using headcount as users of the statistics are more interested in monitoring the number of new recruits and departures from the Department, rather than the FTE of these flows. **Contact details** Simon Crofts, the Head of DASA Quad Service, is responsible for these statistics. His contact details are: DASA (Quad-Service) Tel: **020 7807 8896** Ministry of Defence Fax: **020 7218 0969** Floor 3 Zone K E-mail: quadservice@dasa.mod.uk Main Building, Whitehall Web site: www.dasa.mod.uk London SW1A 2HB DASA welcome feedback on this Background Quality Report or any of the statistics mentioned.
Relevance	*This section is about the degree to which the statistical product meets user needs in both coverage and content.*
	The main users of the civilian personnel statistics are the MOD's Directorate of Civilian Personnel (DCP) who use the statistics to monitor staffing levels and inform policy. The tables published have been developed in consultation with DCP to ensure they fully meet their needs. Recently the statistics have been used to inform the 2010 Strategic Defence and Security Review[4] and the resulting Voluntary Early Release

	Scheme. However, the publications have a multitude of uses by various interested parties, both internally and external to the department. The statistics are also used in answering of PQs and FOIs relating to civilian personnel numbers.
Accuracy and Reliability	*This section is about the differences between the estimates and the unknown true values..*
	Data for core MOD civilians are derived from the MOD's Human Resources Management System (HRMS). Basic data validation is conducted as part of the acceptance of the monthly extract prior to it being made available to the production team through ARES, a custom designed database for holding the time series of monthly civilian extracts. More detailed validation is then undertaken on the breakdowns of individual fields (including ethnicity, disability, gender, TLB, grade), and comparisons between the current and previous month's figures. The consistency of gains, losses and inter-TLB transfers is also checked. Unusual variations are identified and investigated to identify explanations/reasons for the changes. In instances where our investigations detect data issues we take action with DCP/PPPA to correct the data. The validation process focuses on the areas where problems with the data have been detected in the past. Trading funds data come from the validated personnel systems of the individual trading funds, and Royal Fleet Auxiliary data are sourced directly from their HR system 'Magellan'. No validation of this data is undertaken. Locally engaged civilians (LEC) data are provided by the main budgetary area of the MOD responsible for them. The data are validated along the same lines as for core MOD civilian personnel. However, in the event of delays or validation failures, the appropriate figures from the previous quarter point are carried forward as provisional figures. These figures are subsequently revised according to National Statistics guidelines once actual figures become available. Therefore the CPS 01 is prone to minor revisions of the LEC figures. Over the last five years nine of the CPS 01 publications have been revised. Over the same period the CPN has been revised twice.
Timeliness and Punctuality	*This section reports on the time gap between publication and the reference period (timeliness) and the gap between planned and actual publication dates (punctuality).*
	The monthly extracts are taken from HRMS on the first calendar day and made available to the production team within 10 days. The validation and editing takes around one weeks and production of the statistics and publications a further week. The aim is to publish the CPS 01 and CPN statistics within one month of data being made available. The publication dates are pre-announced, in line with the Official Statistics Code of practice on the [Publication Release Dates section][5] of the DASA webpage and on the [UK National Statistics Publication Hub][6]o. Pre-release access is only given for UK Defence statistics. See [DASA pre-release access lists][7] for details. The following table provides timeliness for the latest publications.

Publication	Situation Date	Publication Date
CPS 01 – April 2011	1 Apr 11	13 May 11
CPN – April 2011	1 Apr 11	13 May 11
UK Defence Statistics – Chapter 2	1 Apr 10	29 Sep 10

Accessibility and Clarity

This section reports on the: ease with which users are able to access the data and the format in which the data are available and the availability of supporting information (accessibility); and the quality and sufficiency of the metadata, illustrations and accompanying advice (clarity).

The CPS 01, CPN and UK Defence Statistics are all published on www.dasa.mod.uk and are available as pdfs and webpages. CPS 01 and UK Defence Statistics can be found under the "National Statisitcs Publication" section and CPN under the 'Other Publication' section. They area also available through the UK National Statistics Publication Hub[6] or by searching for "MOD civilian statistics" on the internet.

The publications of civilian personnel statistics are accompanied by notes explaining the categories and definitions used and the main changes that have impacted the statistics over the last decade. Graphics are used to present time-series and quarter-on-quarter changes. Detailed analysis and commentary are not provided in the publications, although UK Defence Statistics does identify some of the notable features of the data.

Coherence and Comparability

This section examines: the degree to which data that are derived from different sources or methods, but refer to the same topic, are similar (coherence); and the degree to which data can be compared over time and domain (comparability).

In 2004 following changes in employment legislation and a requirement to better plan the future of the civilian workforce, definitions were changed to better reflect human resources methods and policies. Two levels of civilian were introduced:

- **Level 1**, which includes permanent and casual personnel, and Royal Fleet Auxiliaries, but excludes Trading Funds. This is generally used for MoD internal reporting and planning.
- **Level 0**, which contains all those at Level 1 plus Trading Funds and Locally Engaged Civilians. This is used for external reporting, including National Statistics publications CPS01 and UKDS, and Parliamentary business.

This change in 2004 resulted in the inclusion of approximately 20,000 staff which were not previously included in the total figures. This did not represent an increase in the number of civilians working for the Ministry of Defence, rather that people who had previously not been included in the definition were now included.

There have also been a number of organisational and structural changes to the MOD that have impacted the figures over the last decade. Particularly, the privatisation of certain elements of the MOD, such as QinetiQ in 2001 and DARA in 2008. The following table identifies the some of the main changes and estimates the impact of the change.

Year	Change	Impact
1993	Contractorisation of the Atomic Weapons Establishment	- 6,000
1994	Removal of GCHQ personnel	Unknown
1997	Privatising parts of Centre and DSTL	- 1770
2001	Formation and privatisation of QinetiQ	- 8,000
2001	Transfer of War Pensions Agency from DWP	+ 800
2002	Contractorisation of Clyde Dockyards	- 1,800
2002	Partnering agreement at Devonport	- 1400
2002	Privatising parts of Centre	- 455
2003	Contractorisation of support services at Army training sites	- 500
2004	Privatisation in Land Forces	- 155
2005	Privatisation in Fleet TLB and DSG	- 375
2006	Privatisation in Land Forces	- 290
2007	Privatisation in DE&S	- 245
2008	Privatisation in DARA (Vector Aerospace Corp)	– 1,000
2008	Privatisation in DE&S (RMAS)	- 275
2009	Privatisation in Land Forces (RSME)	-340
2010	Privatisation in DE&S (ISS)	-110
2010	Privatisation in Land Forces (DYRMS)	-110

There has also been a steady decline in the number of MOD agencies since the agencification of many government functions in the 1990s. In April 1997 the MOD had 35 agencies employing 46,180 FTE civilians, whereas in April 2010 the MOD had five agencies employing 10,980 FTE civilians.

Trade-offs between Output Quality Components	*This section reports the extent to which different aspects of quality are balanced against each other.*
	The main trade-off has been not undertaking reviewing the data quality and outputs, and consulting more widely due to cost and diminishing resources. The focus has instead been on delivering the outputs requested by DCP in a timely fashion. This is now being addressed through the comprehensive review currently being undertaken. See the next section, Assessment of User Needs and Perception, for more details.
	One of the implications of this is that DASA still receive the fields that were chosen at the time of transfer from the previous HR system to be those that best matched the old system. Therefore there is only one Grade field available for analysis and it not possible to distinguish between paid and substantive grade (which would differ in individuals on temporary promotion for example). Work is underway to amend this and increase the quantity of data DASA receives from the HRMS source information.
Assessment of User Needs and Perceptions	*The section reports the processes for finding out about users and uses, and their views on the statistical products.*
	DASA has worked closely with DCP to ensure the civilian personnel statistics meet their needs. A consultation of users was undertaken in 2004 on changes to the definition of civilian workforce which identified areas of improvement and

	resulted in a clearer more consistent presentation of number of civilian. See 2004 Consultation Notes[8] for more details. DASA is currently undertaking a fundamental review of its civilian statistics, data-sources and its outputs, and is consulting users on its proposed changes to CSP 01. See the 2011 Consultation Document[9] for details. Proposals include a greater range of tables and detailed commentary on the statistics, and data sources.
Performance, Cost and Respondent Burden	*This section is about the effectiveness, efficiency and economy of the statistical output.*
	Value for money is sought by ensuring the publication serves the customer requirement through review processes (for example the current Civilian Review Project monitoring the use, requirement, function and content of the publication) and customer liaison. Further, the use of custom designed data access tools in conjunction with the automatically updating Microsoft Excel documents ensures the minimum production time is required, thus keeping production costs to a minimum and ensuring data are as timely as possible.
Confidentiality, Transparency and Security	*This section is about the procedures and policy used to ensure sound confidentiality, security and transparent practices.*
	Security All staff involved in the production process have signed the Data Protection Act; all MoD, Civil Service and data protection regulations are adhered to. The data is stored, accessed and analysed using the MOD's restricted network and IT systems, and the access to raw data is password protected. **Confidentiality** All published outputs are counts of individuals in particular groupings. The outputs are rounded according to DASA's rounding policy, which reflects the degree of accuracy of the outputs and prevents disclosure of information on individuals. **Transparency** The outputs identify any issues or caveats relating to the data or statistics.. This quality report provides further information on the method, production process and quality of the output.

References

	Reference	Website Location
1	Civilian Personnel Statistics 01 (CPS01)	http://www.dasa.mod.uk/index.php?pub=CPS01
2	Civilian Personnel Numbers (CPN)	http://www.dasa.mod.uk/index.php?pub=CPN-AGENCY
3	National Statistics Publication Hub	http://www.statistics.gov.uk/hub/index.html
4	Strategic Defence and Security Review (SDSR 2010)	http://www.direct.gov.uk/prod_consum_dg/groups/dg_digitalassets/@dg/@en/documents/digitalasset/dg_191634.pdf
5	Publication Release Dates	http://www.dasa.mod.uk/applications/newWeb/www/index.php?page=68
6	National Statistics Publication Hub	http://www.statistics.gov.uk/hub/index.html
7	DASA Pre-Release Access lists	http://www.dasa.mod.uk/applications/newWeb/www/index.php?page=48&pubType=3&thiscontent=800&PublishTime=09:30:00&date=2009-12-15&disText=2009&from=listing&topDate=2009-12-15
8	2004 Consultation Notes	http://www.dasa.mod.uk/applications/newWeb/www/index.php?page=67&pubType=1&thiscontent=470&date=2011-05-16
9	2011 Consultation Document	http://www.mod.uk/NR/rdonlyres/A500970C-1A53-4A3F-A3B1-355ADB305F29/0/20100209_cps01_dasa.pdf

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