



Turnover in the Civil Service

Guidance on calculations

Definitions

Centrally reported figures on turnover are aligned with the Civil Service Statistics collection, which is used to produce National Statistics on the Civil Service workforce. Centrally calculated figures include all civil servants employed by the department and their agencies, as defined for the Civil Service Statistics collection (contact civilservicestatistics@cabinetoffice.gov.uk for further information).

The two definitions employed centrally are for 'Turnover' (staff leaving the Civil Service as a whole) and 'Departmental Turnover' (staff leaving the Civil Service or a particular department). Full coding lists for these two terms are provided below.

For a given period, the turnover figure is calculated as the number of leavers within that period divided by the average of staff in post over the period (with leavers defined as below). The average staff in post can be calculated as the average of headcount at the start and end of the period. Where departments have access to more frequent data on the number of staff in post, these figures can be used to calculate the average staff in post.

For questions on turnover, contact: civilservicepay@cabinetoffice.gov.uk

For questions on the methodology, contact: civilservicestatistics@cabinetoffice.gov.uk

Counting 'leavers' for Turnover and Departmental Turnover

(source: Annual Civil Service Employment Survey Specification 2019)

1) Staff should be reported as leavers if:

- i) They leave the department with no planned return e.g. retirement, early severance.
- ii) They leave on secondment or loan and the parent department are not paying the majority or all of the salary for the period of the loan or secondment.

(2) Staff should not be reported as leavers if:

- i) They leave on secondment or loan but the parent department continues to pay the majority (>50%) or all of the salary. Records should continue to be reported for these employees by the parent department as they are on the payroll and being paid.
- ii) They are going on to unpaid special leave. Records should not be provided for these employees. However, staff that leave while on unpaid absence should be reported as a leaver.



Table 1: Coding list for leaving types

Leaving type	Detail	Counted for Turnover	Counted for Dept. Turnover
Retirement		Yes	Yes
Death in service		Yes	Yes
Resignation		Yes	Yes
End of casual, period, conditional or provisional appointment or end of contract by mutual consent		Yes	Yes
Dismissal		Yes	Yes
Transfer of function to private sector	All instances where a function moves to the private sector with staff in the relevant area moving with their posts. This includes privatisation, contracting out, market test TUPE transfers, etc. It may cover individuals or groups of staff. It should not be used to cover cases where staff voluntarily resign and take up a post in the private sector.	Yes	Yes
Secondment to organisation external to civil service	Covers secondments to private or public (non-Civil Service) sector where pay costs are not borne by parent department. Where pay costs continue to be borne by the parent department, staff should continue to be reported during the secondment and a zeroed Leaving Cause and Date of Leaving provided.	Yes	Yes



Transfer to non-civil service public sector	Covers transfers out of the civil service where staff, remain within the public sector (e.g. creating an NDPB from part of a department).	Yes	Yes
Voluntary exit scheme – with payment		Yes	Yes
Voluntary exit scheme – with an unreduced pension		Yes	Yes
Voluntary exit scheme – terms not recorded		Yes	Yes
Voluntary redundancy scheme – with payment		Yes	Yes
Voluntary redundancy scheme – with an unreduced pension		Yes	Yes
Voluntary redundancy scheme – terms not recorded		Yes	Yes
Compulsory redundancy scheme		Yes	Yes
Transfer of function within civil service	Covers the transfers of functions between departments, e.g. through Machinery of Government changes, and where a department / sub-department is set up with functions which originate from a parent department.	No	Yes
Transfer to another department	Transfer to another department as a result of individual arrangements (e.g. voluntary transfer, pool promotion, trawl or the conversion of a loan to a transfer). This code should also be used for a transfer with or without formal interdepartmental arrangements, following success in a	No	Yes



	departmental recruitment scheme.		
Loan to another department	Where the other department will pay the majority (51 per cent or more) or all of the salary for the period of the loan. The other department will show the employee as an entrant by showing a department date of entry.	No	Yes
End of loan	Used by loan receiving department when loanee has been paid by that department for the period of the loan and is now returning to parent department. The parent department records the employee as a return from loan by recording a department date of entry.	No	Yes
Other leaving cause		Yes	Yes
Unknown leaving cause		Yes	Yes