



Notice is given under section 1 of the Statistics of Trade Act 1947



Quarterly Public Sector Employment Survey

Please do not discard this important document - your response is legally required

00001 64191
CONTACT NAME
OFFICE FOR NATIONAL STATISTICS
GOVERNMENT BUILDINGS
CARDIFF ROAD
NEWPORT
NP10 8XG
***** EXAMPLE PRINT *****

Please write any changes to your name and address in the box below, using black ink

To be completed for: THE ORGANISATION NAMED ABOVE

Please complete and return by 7 April 2015

Dear Sir or Madam,

Please find the Quarter 1 2015 questionnaire for the Quarterly Public Sector Employment Survey attached. Please complete for the period 31 March 2015. If actual figures are not available, please provide informed estimates. Once complete, the questionnaire can be returned by post or fax using the details in the box below.

The survey collects information on the number of employees in the public sector. Information is published in the quarterly Public Sector Employment Statistical Bulletin and is used to understand the performance of the labour market and UK economy, to provide accountability to Parliament and support policy making.

We guarantee that while your employment is less than 10, you will receive no more than 5 quarterly questionnaires for this one ONS business survey. You must complete and return all questionnaires on time, after which you will be excluded from all business surveys for at least 3 years. The Annual Survey of Hours and Earnings is not covered by this guarantee.

You are required by law to complete this questionnaire. If you do not complete and return this questionnaire by 7 April 2015, penalties may be incurred (under section 4 of the Statistics of Trade Act 1947). All the information you provide is kept strictly confidential. It is illegal for us to reveal your data or identify your organisation to unauthorised persons.

Thank you for your co-operation,
Office for National Statistics

Questionnaire return details

To return via fax: 01633 652707

To return via post: Please use the prepaid envelope provided which is addressed to:
Office for National Statistics, Government Buildings, Cardiff Road, Newport, NP10 8XG

Contact numbers

Er mwyn gwneud cais am ffurflen Gymraeg (To request a questionnaire in Welsh) 0300 1234 921

If you would like to use our Minicom service for the Deaf 01633 815 044

For any other queries, please contact the **Respondent Relations Team** 0300 1234 918
or go to www.ons.gov.uk/surveys

When contacting the office you may be asked for the following information

Survey code: 165 **Reference number:** 4990 0000 000 **Period:** 201503

- Telephone calls may be recorded for training and quality purposes

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Quarterly Public Sector Employment Survey - Public Bodies

Purpose of the survey

The purpose of this survey is to collect information on the number of employees in the public sector. The information is used to monitor change in the level and structure of public sector employment, for productivity and macro-economic analysis, to provide accountability to Parliament and support policy making.

How to complete the questionnaire

This questionnaire will be scanned, therefore please:

- complete in **black ink**
- ensure the letters and numbers are printed and centred within each box
- please write a single zero where the values are nil.
- **do not** use commas or dashes
- **do not** cross sevens or zeros

For example 700

		7	0	0
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Who counts as an employee?

An employee is anyone aged 16 years or over that your organisation directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme. Each employee should have a contract of employment.

Include:

- agency workers paid directly from the organisation's payroll(s)
- those temporarily absent but still on the payroll(s), for example on maternity leave.

Exclude:

- agency workers paid directly from the agency payroll
- the self-employed
- voluntary workers
- former employees only receiving a pension
- directors who do not receive a salary.

Please complete this questionnaire for the organisation specified on the front page.

Section A - Permanent Employees

Permanent employees are those who have a contract with no agreed expiry date or a fixed term contract of more than 12 months (regardless of the amount of time remaining on the contract)

On 31 March 2015,

1. How many male permanent employees were:

full-time?

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 551

NFJ

part-time?
Working less than your organisation's normal weekly hours.

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 552

NFJ

full-time equivalents?

Please convert part-time employees' hours into those worked by full-time employees. For example, if a part-time employee works 10 hours per week and the full-time working week in your organisation is 37 hours, the part-time employee would equate to 0.27 full-time equivalents (10 divided by 37).

Include full-time employees, counted as 1 full-time equivalent.

Exclude paid and unpaid overtime from full-time equivalent calculations.

Please round your total full-time equivalents to the nearest whole number

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 561

NFJ



On 31 March 2015,

2. How many female permanent employees were:

full-time? 553

NFJ

part-time?
Working less than your organisation's normal weekly hours. 554

NFJ

full-time equivalents?
An example showing how to calculate full-time equivalents can be seen in question 1. . . . 562

NFJ

Section B - Temporary/Casual Employees

Temporary/Casual employees are those who have a fixed term contract of 12 months or less or are employed on a casual basis.

On 31 March 2015,

3. How many male temporary/casual employees were:

full-time? 651

NFJ

part-time?
Working less than your organisation's normal weekly hours. 652

NFJ

full-time equivalents?
An example showing how to calculate full-time equivalents can be seen in question 1. . . . 661

NFJ

On 31 March 2015,

4. How many female temporary/casual employees were:

full-time? 653

NFJ

part-time?
Working less than your organisation's normal weekly hours. 654

NFJ

full-time equivalents?
An example showing how to calculate full-time equivalents can be seen in question 1. . . . 662

NFJ



Guidance Notes for completing the Quarterly Public Sector Employment Survey Questionnaire

Employees

Please report the number of employees with an employment contract who are being paid by the organisation, rather than the number of jobs/posts.

There is a difference between counting employees (which is a measure of people) compared to jobs or posts (where one person may have more than one job). For example, where an individual works for a local authority run leisure centre they may work as a lifeguard and a fitness instructor.

If an employee has more than one job within your organisation please categorise the employee based on the characteristics of the post in which the employee works the most hours i.e. permanent/casual, full-time/part-time.

Include:

- overseas workers, for example, those employees working in the Armed Forces, Diplomatic Service and the British Council serving abroad. However, exclude locally engaged staff as these are not considered UK residents
- employees on secondment or loan **only** if your organisation is paying for the majority (more than 50 per cent) or all of their wages. If the costs are split equally, the sending rather than the receiving organisation should count the employee. Employees seconded in from the private sector should be included if your organisation is paying for the majority or all of their wages. However, please exclude employees seconded out to the private sector
- workers who only work part of the year (e.g. those on casual or annualised hours contracts) if they are being paid at the reference point
- all those on paid maternity or paternity leave
- all those on paid sick leave (being paid either in full or part)
- all those on paid special leave
- those employees on short-term unpaid leave (for example for bereavement, or parental leave) if they are absent on the reference date and they are on leave for a period less than their pay period.

Exclude:

- workers who only work part of the year (e.g. those on casual or annualised hours contracts) if they are **not** being paid at the reference point
- self-employed, contract workers and agency workers not paid directly from the payroll
- those employees on unpaid leave if they are on leave for a period longer than their pay period
- all those on career breaks
- all those on unpaid leave.

Employee Status - Permanent, Temporary, Casual and Fixed Term

Include:

- permanent employees, temporary employees, casual employees and employees with a fixed-term contract.
- employees with fixed-term contracts of more than 12 months as permanent employees (regardless of the amount of time remaining on the contract)
- employees with fixed-term contracts of 12 months or less as temporary employees, and report together with casual employees.

Part Time Employees

Part-time employees should be defined as those who work less than standard contracted hours, that is, your organisation's normal weekly hours.

Full Time Equivalents (FTE)

Contracted hours are used for the basis to calculate FTE. The number of hours worked should be those that the employee is contracted to work for each week, so breaks should be excluded in the calculations.

Contracted hours of those people on leave (e.g. maternity leave) should be those that they were working before they left.

You may find it useful to take a copy of the questionnaire for future reference or to answer any queries that may arise.