



HOME OFFICE
 QUEEN ANNE'S GATE
 LONDON SW1H 9AT

23 March 1983

23/2

Dear Mary

PUBLICATION OF VOLUME TWO OF REPORT ON
 CIVIL SERVICE PILOT ETHNIC SURVEY


I am sorry that we have not been able to meet your deadline for comments on the Lord Privy Seal's letter of 17 March to the Home Secretary, covering a draft Parliamentary Question and answer and press notice announcing the publication of volume two of the Report on the Leeds Survey.

As we told you by telephone yesterday, however, the Home Secretary is content that the announcement should be made tomorrow. His only comment on the attachments to Lady Young's letter is that he hopes that the sentence

"The two new surveys announced today can be seen as part of a gradual approach to Service-wide monitoring"

can be deleted from paragraph 6 of the notes for editors, since this goes rather beyond the agreement which was reached by 'H' Committee.

I am copying this letter to Michael Scholar (10 Downing Street) Felicity Everiss (Employment) and Richard Hatfield (Cabinet Office).

Yours sincerely

 C J WALTERS

Mrs Mary Brown

Coast Service Highway 1912

23 MAR 1983

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Published Papers

The following published paper(s) enclosed on this file have been removed and destroyed. Copies may be found elsewhere in The National Archives.

Ethnic Monitoring in the Civil Service :

A Survey in Leeds, volume 2

Published, HMSO (ISBN 0 11 630467 7)

Signed A Wayland Date 5 March 2013

PREM Records Team



Management & Personnel Office

Whitehall SW1

PRESS RELEASE

EMBARGO: NOT FOR PUBLICATION BROADCAST
OR USE ON CLUB TAPES BEFORE 1530 HOURS
ON THURSDAY 24 MARCH 1983.

24 March 1983

REPORT ON ETHNIC SURVEY OF APPLICANTS FOR CIVIL SERVICE POSTS IN LEEDS PUBLISHED

Volume Two of the report "Ethnic Monitoring in the Civil Service: A Survey in Leeds" is published today. It deals with the survey of applicants for Civil Service posts in Leeds. Following the survey, the Government has decided to gain broader experience of ethnic monitoring.

Baroness Young, the Lord Privy Seal and Minister responsible for the Management and Personnel Office, announced in reply to a Question today in the House of Lords:

"I am pleased to tell my Noble Friend that Volume Two of 'Ethnic Monitoring in the Civil Service: A Survey in Leeds' is published today. Copies of the report have been placed in the Library. This Volume covers the survey of applicants for Civil Service posts in Leeds for the period 1 May to 30 September 1982. Of those issued with the questionnaire 89.1% completed the ethnic origin question, 5.3% of whom classified themselves as belonging to an ethnic minority.

"The Government has decided to gain broader experience of ethnic monitoring by arranging to hold surveys of the ethnic origin of non-industrial civil servants in the North West Economic Planning Region and the County of Avon during the autumn. Some recruitment schemes in both areas will also be monitored."

Press Office
Management and Personnel Office
Old Admiralty Building
Whitehall
LONDON, SW1A 2AZ.

Tel: 01-273 4002 and 273 3283

NOTES FOR EDITORS

1. The intention to conduct the survey was announced by the Home Secretary, the Rt Hon William Whitelaw, in the House of Commons in December 1981. Volume One of the report, covering the survey of some non-industrial civil servants in Leeds, was published in November 1982.
2. It is the policy of the Civil Service that all eligible persons shall have equal opportunity for employment and advancement in the Civil Service on the basis of their ability and qualifications and fitness for the work. The Government is and will remain committed to a policy of equal opportunity in the Civil Service.
3. The area chosen for the pilot survey was the Leeds Metropolitan City Council. The survey covered all applicants for posts in the Leeds area to grades represented by the Civil and Public Services Association (CPSA), the Inland Revenue Staff Federation (IRSF) and the Civil Service Union (CSU) (broadly clerical, secretarial and messengerial grades). The survey covered the period 1 May to 30 September 1982 and was carried out by means of a questionnaire (separate to, and distinct from the application form) which asked applicants, voluntarily, to identify their ethnic origin using two different ethnic questions. As the survey was only concerned with recruitment schemes which were advertised and run locally in Leeds, the middle management grades covered in the survey of staff in post were not included (recruitment to such grades is conducted nationally by the Civil Service Commission).
4. As with the survey of staff in post, for a voluntary exercise the response rate was excellent. 89.1% completed the ethnic question, 5.3% (55) of whom classified themselves as belonging to an ethnic minority. The progress of applicants was followed through the selection process: this revealed that the ethnic minorities constituted 3% (3) of those declared successful and 2.5% (2) of those offered appointment. No significance can be attached to the decline in the proportion successful because the absolute numbers involved were so small.

5. Two ethnic questions were used on the job applicant questionnaire because it was felt that the sort of ethnic question needed could differ when monitoring complex recruitment schemes to that required for the survey of serving civil servants. The first question was that used for the survey of staff in post. The second ethnic question used a classification which, along with others, had already been tested in research work with which the Civil Service Commission have co-operated (the background to both these classifications is provided in paragraphs 6 and 7 of Volume Two).

6. In comparison with the pilot survey in Leeds, the surveys will cover all grades of non-industrial staff, the information collected will be recorded on personnel records, and will be kept up-to-date in respect of new entrants to the areas covered. As in the Leeds pilot, individuals will be asked to indicate their ethnic origin on a voluntary basis.

7. There are some 54,500 non-industrial civil servants in the North West Economic Planning Region and 12,500 in the County of Avon.



Management and Personnel Office

Whitehall London SW1A 2AZ

Telephone 01-273 { 4400
GTN 273 }

21 March 1983

Tim Flesher Esq
Private Secretary
10 Downing Street
LONDON SW1

TF
22/3

Dear Tim,

ETHNIC MONITORING IN THE CIVIL SERVICE: REPORT OF THE JOB APPLICANT PART OF THE LEEDS SURVEY

Following the discussion of the Leeds ethnic survey at H Committee on 14 February and in subsequent correspondence, the Prime Minister may wish to have the enclosed advance copy of Volume Two of the report on the Leeds survey which will be published on Thursday 24 March. A copy of the press release is also enclosed.

I am also sending copies to the Private Secretaries to the Home Secretary, Secretary of State for Employment, Sir George Young MP and Minister of State (C), Treasury.

Yours sincerely,

Paul Cann

P L CANN
Assistant Private Secretary

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Management and Personnel Office
Whitehall London SW1A 2AZ
Telephone 01-273 } 4400
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Civil Service 2
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17 March 1983

The Rt Hon William Whitelaw CH MC MP
Secretary of State for the Home Department
50 Queen Anne's Gate
LONDON SW1H 9AT

Dear Willie,

MT

Prime Minister

To note

Dr

16/3

PUBLICATION OF VOLUME TWO OF REPORT ON CIVIL SERVICE PILOT
ETHNIC SURVEY

Thank you, and Norman Tebbit, for your replies to my letter of 2 March. I am glad that we are agreed that the further surveys should be conducted in the North West Economic Planning Region and the County of Avon.

I should now like to propose that Volume Two of the Report on the Leeds survey should be published on Thursday 24 March (this date has been cleared with Michael Jopling's office). I enclose a draft of the Parliamentary Question which I propose to arrange to have answered in both Houses on publication day, together with a draft Press Notice.

I should be grateful for any comments on the drafts if possible by close of play on 18 March. I am sending copies of this letter to the Prime Minister, to Norman Tebbit and to Sir Robert Armstrong.

Yours ever
Janet

BARONESS YOUNG

Draft PQ

HOUSE OF LORDS

To ask Her Majesty's Government when Volume Two of the report on the pilot ethnic survey of certain non-industrial civil servants in Leeds (covering applicants for Civil Service posts in the area) will be published, and what action the Government intends to take next.

HOUSE OF COMMONS

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Mr Barney Hayhoe: Hon

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the ethnic origin question, 5.3% of whom classified
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The Government has decided to gain broader experience
of ethnic monitoring by arranging to hold surveys of
the ethnic origin of non-industrial civil servants in
the North West Economic Planning Region and in the
County of Avon during the autumn. Some recruitment
schemes in both areas will also be monitored.
Arrangements for these surveys are now in hand.

DRAFT PRESS NOTICE

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CIVIL SERVICE POSTS IN LEEDS PUBLISHED

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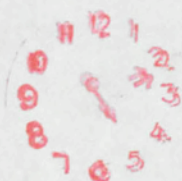
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7 MAR 1988





Management and Personnel Office

Whitehall London SW1A 2AZ

Telephone 01-273 } 4400
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2 March 1983

The Rt Hon William Whitelaw CH MC MP
Secretary of State for the Home Department
50 Queen Anne's Gate
London SW1H 9AT

Ian Willie,

ETHNIC MONITORING IN THE CIVIL SERVICE

You will recall that at the H Committee meeting on 14 February about ethnic monitoring in the Civil Service, it was agreed that further geographically limited surveys in two carefully selected areas, not including the West Midlands, would be preferable at this stage to a Service-wide exercise. I was asked to decide the choice of areas in consultation with Norman Tebbit and yourself.

One area which I think is particularly attractive is the North West Economic Planning Region for the following reasons:

- a. it would present an appropriately sized step up from Leeds;
- b. it includes Liverpool with its ethnic minority groups of several generations who have resided and established themselves in the community;
- c. the traditional Lancashire mill area includes a considerable Asian population;
- d. it is accepted as a regional centre for most major departments;
- e. there are 25 Government departments in the region employing around 54,500 non-industrial civil servants;
- f. the general population contains around 99,500 (2.6%) of persons in households where the head was born in the New Commonwealth or Pakistan.

Two possibilities for the second selected area are the County of Avon and the East Midland Economic Planning Region. Avon has the advantage of being not too large an area, given the gradual approach we have agreed on, and would balance the North West as being south of the Severn. It has around 13,500 people (2.5%) of working age in the ethnic minorities. There are 12,500 non-industrial staff in 19 departments in the county.

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An alternative would be the East Midlands Economic Planning Region, which has a higher proportion of people (3.9% of working age) from the ethnic minorities. There are 20 Government departments in the region employing around 20,700 non-industrial staff. I am not excessively concerned which of these areas to select for such an exercise, though bearing in mind the recent discussions at H, colleagues may prefer to see Avon adopted.

As with the previous survey, these two new surveys would be based on voluntary self-identification, a technique we found successful in Leeds. I hope they would form part of a gradual approach towards Service-wide ethnic monitoring. In my view the information should be recorded on personal files, unlike the procedure adopted in Leeds, though, of course, this would be subject to stringent and effective safeguards agreed between officials and the unions. At the same time I think it appropriate to introduce voluntary self-classification of new entrants to the selected areas.

I should be grateful for your views, and those of Norman Tebbit to whom I am copying this letter, as soon as possible, so that I can prepare a statement to clear with you announcing our intentions when Volume 2 of the Leeds report is published. We are on course to publish in late March, and I recommend that we should do so, subject to my clearing the exact date with Michael Jopling.

A copy of this letter also goes to Sir Robert Armstrong.

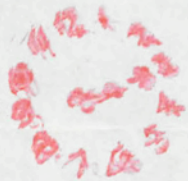
Yours etc

Baroness

BARONESS YOUNG

RESTRICTED

18 MAR 1983



PRIME MINISTER

mb
Civil Service

H COMMITTEE: ETHNIC MONITORING

H(83)5th

H Committee discussed (minutes attached) the Lord Privy Seal's proposal that following the Leeds Survey on recruiting to the Civil Service from the ethnic minorities, the Government should now proceed to a full nationwide ethnic survey followed by regular up-dating. The Committee recognised that some action was required to follow up the survey but felt that in the present climate (the Immigration Rules and the CRE Code of Conduct) this would not be well received by the Government supporters. Accordingly, it was agreed that there should be further sample surveys in areas of the country other than the West Midlands which posed particularly sensitive problems.

17 February 1983

R

PRIME MINISTER

H Committee: Ethnic Monitoring

The attached H paper by the Lord Privy Seal covers the second part of the ethnic monitoring survey in the Civil Service which particularly covered recruitment. The results have no significance. 5% of applicants belong to ethnic minorities and 3% of successful candidates were so classified. The numbers were far too small to draw any conclusions.

The Lord Privy Seal recommends to H Committee that at the time when the survey is published the Government should announce its intention to undertake Service-wide ethnic monitoring at a cost of £400,000 in the first year but much less thereafter. On the basis of the most recent discussion in H-Committee I think this is likely to be opposed vigorously by several members of the Committee.

[Handwritten signature] *[Handwritten initials]*

11 February 1983