



Prime Minister

Agree draft answer, subject to colleagues?

MINISTER OF STATE, PRIVY COUNCIL OFFICE

PRIME MINISTER

Do we really have to

Sub 12/12

PUBLICATION OF REPORT ON RACE RELATIONS: REVIEW OF PERSONNEL POLICIES AND PROCEDURES

See inside cover of file.

designated - Liquid Opp. Officers within Govt. Dept.?

This report stems from a decision to review personnel policies and procedures in the Civil Service with regard to their impact on race relations policy, which was announced to the Race Relations and Immigration Sub-Committee of the Select Committee on Home Affairs by Barney Hayhoe in 1981 when Minister of State, Civil Service Department. We had been under pressure to undertake some form of ethnic monitoring of civil servants; this review was offered as an alternative, but was already under way when the later decisions were taken to undertake the pilot surveys first in Leeds and now, as you will recall, in the North West and Avon.

The report has been prepared by a joint working party of officials and trades union representatives (those representing the industrial unions however were marked by their absence: although the avoidance of discrimination is part of TUC policy, the particular individuals concerned are as yet not convinced that exercises of this sort are necessary). The Commission for Racial Equality has also been involved in the preparation of the report; and Principal Establishment Officers have endorsed it.

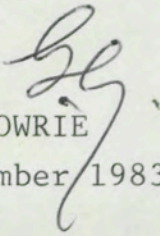
... As the attached draft Press Notice indicates, as well as the general procedural recommendations, three specific steps will be taken by departments:

1. to issue a race relations policy statement to all civil servants;
2. to include in all recruitment advertising a statement that the Civil Service is an Equal Opportunities Employer;

3. to designate Equal Opportunity Officers within Government departments.

I hope to be in a position very soon to promulgate a parallel policy statement on equal opportunities for men and women (about which I will minute you separately); at the same time it will be made clear that items 2 and 3 above relate to equal opportunities for women as well as for members of the ethnic minorities.

This report marks a valuable advance and one which will be generally welcomed. It does not merit a Press Conference, but because of its parliamentary origins I think that an announcement by means of Written Parliamentary Questions and Answers would be appropriate, and I attach drafts for answer on 15 December, subject to the concurrence of Leon Brittan and Tom King, to whom I have written separately. Copies of this minute go to them, to Barney Hayhoe and to Sir Robert Armstrong.

  
LORD GOWRIE  
12 December 1983

DRAFT WRITTEN ANSWERS FOR HOUSE OF LORDS AND HOUSE OF COMMONS:  
15 DECEMBER 1983

To ask Her Majesty's Government /The Minister for the Civil Service when the report on the findings of the race relations review of policies and procedures in the Civil Service will be published.

I am pleased to tell my Noble /Hon Friend that a report entitled "Race Relations: A Review of Policies and Procedures in the Civil Service" is published today. Copies have been placed in the Library. This report details the findings of the review and makes 30 recommendations as to how procedures can be improved to eliminate the possibility of unfair racial discrimination. The publication of this report illustrates our determination to create an environment in which the Civil Service will continue to make equal opportunities a reality.

DRAFT PRESS RELEASE

RACE RELATIONS REPORT ON PERSONNEL POLICIES AND PROCEDURES IN  
THE CIVIL SERVICE


The Lord Gowrie, Minister of State, Privy Council Office (in day-to-day charge of the Management and Personnel Office) today announced the publication of the Race Relations Report on Personnel Policies and procedures in the Civil Service.

The Report details its findings of a review of Civil Service personnel policies and procedures with regard to their impact on race relations. The Review was undertaken with the co-operation of the Council of Civil Service Unions and makes 30 recommendations.

Lord Gowrie, in a Written Answer in the House of Lords said

"I am pleased to tell my Noble Friend that a Report entitled 'Race Relations: A review of policies and procedure in the Civil Service' is published today. Copies have been placed in the Library. This report details the findings of the review and makes 30 recommendations, as to how procedures can be improved to eliminate the possibility of unfair racial discrimination. The publication of this report illustrates our determination to create an environment in which the Civil Service will continue to make equal opportunities a reality."

Early action will be taken -

1. to issue a race relations policy statement to all civil servants;
  2. to include in all recruitment advertising a statement that the Civil Service is an Equal Opportunities Employer;
  3. to designate Equal Opportunity Officers within Government departments.
- 



QUEEN ANNE'S GATE LONDON SW1H 9AT

13 December 1983

nbpm  
JMB  
13/12

*R. G. M.*

PUBLICATION OF REPORT ON REVIEW OF PERSONNEL POLICIES AND PROCEDURES

Thank you for your letter of 6 December.

I am, of course, content that you should publish the Report of the Joint Working Party on Race Relations in the Civil Service and, subject to John Wakeham's views, I am content that you should publish on 15 December as you propose.

May I, however, suggest what I think is only a minor modification to the draft arranged Question and Answer which you also sent me. I think that the last sentence of the proposed draft reply could usefully be replaced by something slightly less complicated in its construction. I attach a revised draft Question and Answer, together with a consequentially revised draft Press Release, to show what I have in mind. The draft Press Release also contains other minor modifications which my officials would be glad to explain to yours, if necessary.

I am sending copies of this letter to the recipients of yours.

*[Handwritten signature]*

Lord Gowrie

DRAFT WRITTEN ANSWERS FOR  
HOUSE OF LORDS AND HOUSE  
OF COMMONS: 15 DECEMBER 1983

To ask Her Majesty's Government [the Minister for the Civil Service] when the report on the findings of the "race relations" review of personnel policies and procedures in the Civil Service will be published.

DRAFT REPLY

I am pleased to tell my Noble [Hon] Friend that a report entitled "Race Relations: A Review of Personnel Policies and Procedures in the Civil Service" is published today. Copies have been placed in the Library. This report details the findings of the review and makes 30 recommendations as to how procedures can be improved to eliminate the possibility of unfair racial discrimination. The review is evidence of our determination to ensure that there is full equality of opportunity in the civil service.

DRAFT PRESS RELEASE

REPORT ON RACE RELATIONS AND PERSONNEL  
POLICIES AND PROCEDURES IN THE CIVIL SERVICE

The Lord Gowrie, Minister of State, Privy Council Office (in day to day charge of the Management and Personnel Office) today announced the publication of the Report on Race Relations and Personnel Policies and Procedures in the Civil Service.

The Report details its findings of a review of Civil Service personnel policies and procedures with regard to their impact on race relations. The Review was undertaken with the co-operation of the Council of Civil Service Unions and makes 30 recommendations.

Lord Gowrie, in a Written Answer in the House of Lords, said:-

"I am pleased to tell my Noble [Hon] Friend that a report entitled "Race Relations: A Review of Personnel Policies and Procedures in the Civil Service" is published today. Copies have been placed in the Library. This report details the findings of the review and makes 30 recommendations as to how procedures can be improved to eliminate the possibility of unfair racial discrimination. The review is evidence of our determination to ensure that there is full equality of opportunity in the civil service.

Early action will be taken:-

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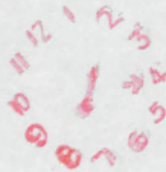
3. to designate Equal Opportunity Officers within government departments.



Civil Service :

Long term RL Pt 14 ●

13 DEC 1983



D10

CC 2/0

CF: I've asked Lord  
Gowrie's office for a  
minute from him  
to the PM giving further  
particulars.



# CABINET OFFICE

From the Minister of State  
Lord Gowrie

MANAGEMENT AND PERSONNEL OFFICE  
Great George Street  
London SW1P 3AL  
Telephone 01-233 8610

DMS  
9/12

The Rt Hon Leon Brittan QC MP  
Secretary of State of the  
Home Department  
50 Queen Anne's Gate  
LONDON SW1H 9AT

6 December 1983

Leon Leon,

## PUBLICATION OF REPORT ON REVIEW OF PERSONNEL POLICIES AND PROCEDURES

A report on a Review of Personnel Policies and Procedures as they affect race relations in the Civil Service is now ready for publication. The report has been prepared by the Joint Working Party on Race Relations in the Civil Service, composed of officials from the Cabinet Office (MPO), other departments including your own, the Council of Civil Service Unions, and - nominally only - the Trade Union Side of the Joint Co-ordinating Committee for Government Industrial Establishments. I enclose a draft of the Parliamentary Question and Answers by means of which I would propose to announce the publication of the report, on 15 December, together with a draft Press Notice.

The report stems from Barney Hayhoe's memorandum in February 1981, when Minister of State, Civil Service Department, to the Race Relations and Immigration Sub-Committee of the Select Committee on Home Affairs. This announced that the Government had decided to review personnel policies and procedures in the Civil Service with regard to their impact on race relations policy.

I am copying this letter to the Prime Minister, Barney Hayhoe, Tom King, John Wakeham (as regards timing), and to Sir Robert Armstrong.

Yours,  
L. Brittan

LORD GOWRIE

DRAFT WRITTEN ANSWERS FOR  
HOUSE OF LORDS AND HOUSE OF COMMONS:  
15 DECEMBER 1983

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DRAFT PRESS RELEASE

RACE RELATIONS REPORT ON  
PERSONNEL POLICIES AND PROCEDURES IN THE CIVIL SERVICE

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Lord Gowrie, in a Written Answer in the House of Lords said

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Immediate action will be taken -

1. to issue a race relations policy statement to all civil servants;
2. to include in all recruitment advertising a statement that the Civil Service is an Equal Opportunities Employer;
3. to designate Equal Opportunity Officers within Government departments.

## NOTES FOR EDITORS

1. The report stems from a memorandum by Mr Barney Hayhoe MP (when Minister of State Civil Service Department) to the Race Relations and Immigration Sub-Committee of the House of Commons Home Affairs Committee in February 1981.<sup>1</sup> In this it was announced that the Government had decided to review personnel policies and procedures in the Civil Service, with regard to their impact on race relations policy, and with a review to issuing an equal opportunity policy statement, and to the designation of Equal Opportunity Officers.
2. The Joint Working Party (Race Relations), on which both departments and the Council of Civil Service Unions are represented, drew up five questionnaires. These were circulated to departments, asking them to undertake the review by completing the questionnaires which covered four key areas - recruitment, promotion, allocation to duties and selection for training. Depending on the size and structure of the department, separate replies were requested for any area where there was a distinct personnel management regime. Where there was a regional organisation, replies were requested from a selection of regional or equivalent offices and from a selection of local or other offices within these regions.
3. The Commission for Racial Equality had the opportunity of commenting on the report when it was in draft form.
4. A copy of the policy statement issued with the report is attached.

<sup>1</sup> Reference HC 424 - iv

FBI DEC 1983

