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DMS



CABINET OFFICE

Prime Minister (2) U NO  
The ethnic monitoring reports have been published today: the proportion from ethnic minorities is worryingly low (less than 1%).

From the Minister of State

Lord Gowrie

MANAGEMENT AND PERSONNEL OFFICE

Great George Street  
London SW1P 3AL  
Telephone 01-233 8610

DMS  
25/7

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

23 July 1984

mt

Leon

ETHNIC MONITORING IN GOVERNMENT DEPARTMENTS

As you know, the Government is publishing today reports of two ethnic surveys in the Civil Service. For the benefit of colleagues, this letter sets out the background and the results of the survey.

Following last year's ethnic survey in Leeds of some serving civil servants and applicants for Civil Service jobs, H Committee decided on 14 February 1983 that, rather than undertake a Service-wide exercise, we should carry out further voluntary surveys of the ethnic origins of non-industrial civil servants and of applicants for jobs in the non-industrial Civil Service in two new areas. It was agreed with Willie Whitelaw, and with Norman Tebbit (then Secretary of State for Employment) that these surveys should be undertaken in the North West (Lancashire, Cheshire, Greater Manchester and Merseyside) and the County of Avon.

The surveys of staff in post were carried out in November, and the surveys of recruitment schemes started this spring and will continue up to August 1984 so that we can cover the main recruitment period including the bulk of school leaver recruitment.

... A factual report on the surveys of staff in post is being published today. I enclose a copy of the report, today's arranged PQ and the press release which announces publication.

The surveys achieved a response rate of 77%. The results are not completely adequate for statistical purposes but provided we obtain a high response rate from new entrants, coverage will improve over time. Although some large industrial employers and local authorities have the ethnic origins of their employees identified by managers, a move away from voluntary self-identification would be vehemently opposed by the Civil Service Unions.

The basic fact emerging from these surveys is that those identifying themselves as belonging to the ethnic minorities represent only 0.9% of the respondents. This should surely give cause for concern, if it is at all representative of the whole of the Civil Service. The Civil Service survey results must also be seen in the context of the Annual Report of the Commission for Racial Equality and the recently published Policy Studies Institute survey, both of which have given views of a worsening position of ethnic minority groups in the United Kingdom. And a recent Department of Employment survey showed that unemployment among people from the ethnic minorities was roughly double that for whites. I must, therefore, stress the need to increase the proportion of people in the Civil Service who come from the ethnic minorities.

There has, however, been a recent development on the Union Side which will need to be clarified before we can consider what, if any, other steps we should be taking. At their recent annual conference, the Civil and Public Services Association (CPSA) passed a resolution that the results of the Leeds survey were in themselves effective proof of the racial discrimination inherent in the Civil Service and instructed their Executive Committee to argue against the extension of ethnic monitoring through the Civil Service.

My officials have written to the Council of Civil Service Unions (CCSU) seeking a clarification of their position in the light of the CPSA resolution but it is evident that no decision on future surveys can be taken until after the summer. In the meantime I do not think that it would be helpful to make too much in public of the CPSA resolution.

I think it is of the greatest importance that every effort is made to encourage people from the ethnic minorities to apply to join the Civil Service and to assure them that they will be given full equality of opportunity both at the recruitment stage and in their subsequent careers. In particular, I would ask you to lend your weight to the work your officials are doing to follow up the recommendations of the report, published last December, on personnel policy and procedures as they affect race relations in the Civil Service.

I am copying this letter to the Prime Minister, Ministers in charge of departments, Barney Hayhoe and to Sir Robert Armstrong.

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25 JUL 1954



## CABINET OFFICE

*From the Minister of State*

Lord Gowrie

MANAGEMENT AND PERSONNEL OFFICE

Great George Street  
London SW1P 3AL  
Telephone 01-233 8610

David Barclay Esq  
Private Secretary  
10 Downing Street  
LONDON SW1

*nbpm  
bus  
207*

19 July 1984

*Dear David,*

### ETHNIC MONITORING IN GOVERNMENT DEPARTMENTS

Following an exchange of correspondence with the Home Secretary and the Secretary of State for Employment, the Prime Minister may wish to know that Lord Gowrie proposes to publish the factual report of the ethnic surveys conducted in the North West and Avon. He will announce this by means of an arranged PQ in the House of Lords on 23 July. At the same time Mr Hayhoe will make a similar announcement in the Commons in response to an oral PQ which Mr Greville Janner has already put down for answer that day.

... A copy of the draft Answer is attached. Lord Gowrie will be writing to Ministers in charge of departments to emphasise the importance of following up the recommendations of last December's report on personnel policies and procedures as they affect race relations in the Civil Service.

I am copying this letter to the Private Secretaries to the Lord President, the Home Secretary, the Secretary of State for Employment, the Minister of State (Treasury) and Sir Robert Armstrong.

*Yours,  
Sonia*

MISS S C PHIPPARD  
Assistant Private Secretary

DRAFT

ORAL

MONDAY 23 JULY 1984

MANAGEMENT AND PERSONNEL OFFICE

La - Leicester West

No. Mr Greville Janner: To ask the Minister for the Civil Service, if he has completed the evaluation of the surveys of the ethnic origins of non-industrial civil servants in the North West and County of Avon; and if he will make a statement.

MR BARNEY HAYHOE

A report on the surveys is being published today. Of the 64,000 staff involved, 77% gave an indication of their ethnic origin. Of these 0.9% were members of an ethnic minority.

A decision on future surveys will be made as soon as possible.



## BACKGROUND NOTE

1. Mr Janner is President of the Board of Deputies of British Jews. As a member of the Commons Select Committee on Employment he expressed some reservations about ethnic monitoring, but he now appears fully to endorse it. Since the pilot ethnic survey in Leeds was announced he has asked a large number of parliamentary questions (both written and oral) concerning the Government's intentions in this area. These have included a succession of 'round robin' PQs to departments (9-13 February, 26 April, 14 and 24 May) about the ethnic surveys and departments' responses to the Commission for Racial Equality's Code of Practice. He was told by the Prime Minister in a Written Answer on 14 May (copy attached) that the results of the surveys were being evaluated by officials, that a report was being prepared and that it was expected that the results would be available shortly. The answers to the 'round robin' questions relating to the surveys have been in line with this statement.

### Ethnic Surveys in North West and Avon

2. The ethnic surveys of all non-industrial civil servants in the North West (Lancashire, Cheshire, Greater Manchester and Merseyside) and the County of Avon started in November last year. The intention to carry out these surveys (covering some 64,000 staff) was announced when Volume 2 of the report on the pilot ethnic survey in Leeds was published (24 March 1983).

3. The surveys have been carried out with the full co-operation of the Council of Civil Service Unions (CCSU). During the planning and preparation, consultations have taken place with the Commission for Racial Equality (CRE) and the Community Relations Councils in the two areas.

4. The significant differences between these surveys and the pilot one in Leeds are:

- i. All non-industrial civil servants (except casuals) were included;

ii. The ethnic origin information obtained has not been destroyed (as was the case in Leeds) but recorded on personal records (computerised departmental staff records) to be used for subsequent monitoring exercises;

iii. No attempt will be made to assess the ethnic origin of non-respondents using information on application forms;

iv. Staff are being sent a print-out of their own record, so that they can check that the correct entry has been made.

5. Ethnic monitoring of recruitment to the Civil Service in the two areas started in April of this year and will last until August.

6. A report on the survey has now been prepared and will be published on 23 July. The report is a purely factual account of the conduct and the basic results of the surveys and makes no recommendations about the future. It has been made clear in answers to previous PQs that the Government will decide how to proceed once the results of the surveys are known.

#### Action following the surveys

7. The Government is not at present in a position to take a decision on the steps to be taken following the North West and Avon surveys in view of the recent volte face performed by the CPSA at their recent Annual Conference when a resolution was passed that the results of the Leeds survey were in themselves effective proof of the racial discrimination inherent in the Civil Service and which instructed their Executive Committee to argue against the extension of monitoring through the Civil Service. Officials have written to the CCSU seeking clarification of their position in the light of the CPSA decision, pointing out that a decision on further steps following the surveys cannot be taken pending this. Officials have also had contact

with the CPSA, but it is difficult at this stage to say what the prospects are for reversing the decision.

#### Implications of results of surveys

8. The figure of 0.9% for respondents from the ethnic minorities compares with working population figures in the North West and Avon in the region of 2.5 to 2.6%. The survey results may therefore give rise to allegations of racial discrimination in the Civil Service. This cannot be substantiated:

(a) the level of applicants for Civil Service jobs is clearly relevant here and details of this are not yet known, although the current surveys of job applicants should provide some information;

(b) although the response of 77% was a considerable success for a voluntary survey, it is not possible to form an accurate view of the remaining 23% and consequently about the actual level of ethnic minority staff;

(c) conclusions about the rest of the Civil Service cannot be drawn from the results in the North West and Avon.

#### Other Background

9. The report will be published against the background of a recent report by the Policy Studies Institute which expressed the view that continuing racial discrimination was having a 'powerful impact' and a recent survey by the Department of Employment which showed that unemployment among people from the ethnic minorities was roughly double that for whites. The Commission for Racial Equality's Annual Report published recently has also given views on the worsening position of ethnic groups in the United Kingdom and quotes the Home Secretary's statement soon after taking office: 'The fact is that racial discrimination and racial disadvantage are a daily reality for too many black and brown people in this country. This is disgraceful, not least because it is by no means what is desired by the majority of the population of these islands. But the reality remains. It is a hard fact



that ethnic minorities suffer disproportionately from unemployment; there is incontrovertible research evidence to back up individual experience of discrimination in recruitment or selection.'

10. The report on the review of personnel policies and procedures as they affect race relations in the Civil Service, was published on 21 December 1983. The review stemmed from Mr Hayhoe's memorandum, when Minister of State CSD, to the House of Commons Race Relations and Immigration Sub-Committee in February 1981. The review was undertaken with the co-operation of the CCSU and made 30 recommendations. Personnel policies and procedures in departments were scrutinised in the key areas of recruitment, promotion, allocation to duties and selection for training.

11. It is possible that Mr Janner may relate a supplementary question to the CRE's Code of Practice. This has been approved by Parliament and came into effect from 1 April 1984. It recommends that employers should regularly monitor the effects of selection decisions and personnel practices in order to assess whether equal opportunity is being achieved. It also stresses (paragraph 1.44 and 1.45) the importance of taking advantage of the positive measures allowed by the law to encourage employers and potential employers to provide training for employees who are members of particular racial groups which have been under-represented in particular work. The Code recommends such action as job advertisements through the use of the minority press, and recruitment and training schemes for school leavers designed to reach members of ethnic minority groups. The Code's provisions are admissible in evidence in any proceeding under the Race Relations Act before an Industrial Tribunal.

12. The ethnic information stored on computers will be subject to stringent confidentiality safeguards. Access to the ethnic data will be restricted to a limited set of named posts in personnel management and computer divisions. A central agreement on confidentiality has been reached with the CCSU and a model code of practice was drawn up and circulated to departments. Because of the variance between computer systems, detailed departmental agreements on confidentiality have been agreed

at departmental level. . These agreements have been reached within the general context that all departments need to maintain a careful control of the flow of information both in and out of the system.

Cabinet Office  
Management & Personnel Office

Lord SANDYS to ask Her Majesty's Government:

When the results of the ethnic surveys of non-industrial civil servants in the North West and the County of Avon will be published.

The EARL of GOWRIE:

A report on the survey is published today. Copies have been placed in the Library. Of the 64,000 staff issued with a questionnaire, 77% completed the ethnic origin question, 0.9% of whom classified themselves as belonging to an ethnic minority. A survey of applicants for Civil Service posts in these areas is currently being carried out and will cover recruitment schemes in the period March-August 1984.

The Government wishes to give further encouragement to people from the ethnic minorities to apply for Civil Service posts and is determined to ensure that they are given full equality of opportunity both at the recruitment stage and in their subsequent careers. To this end we are vigorously following up the recommendations of the report on a Review of Policies and Procedures as they affect race relations in the Civil Service which was published in December 1983.

Officials are having discussions with the Council of Civil Service Unions about arrangements for possible future ethnic surveys of non-industrial civil servants in other areas. A decision on this will be made as soon as possible.

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# Cabinet Office

## Management & Personnel Office

Whitehall SW1

PRESS RELEASE

23 July 1984

REPORT ON ETHNIC SURVEYS OF CIVIL SERVANTS IN  
THE NORTH WEST AND COUNTY OF AVON IS PUBLISHED

A report entitled: "Ethnic Surveys of Non-Industrial Staff in the Civil Service: North West and Avon" is published today. It gives details of the ethnic surveys of non-industrial civil servants in the North West and the County of Avon begun in November 1983 which have been undertaken by the Cabinet Office (Management and Personnel Office) and Government Departments with offices in these areas. The surveys have had the co-operation of the Council of Civil Service Unions, and the Commission for Racial Equality has been consulted throughout their conduct. A survey of applicants for Civil Service posts in these areas is currently being carried out.

Lord Gowrie, the Minister of State, Privy Council Office, announced in reply to a Question today in the House of Lords:

"A report on the surveys is published today. Copies have been placed in the Library. Of the 64,000 staff issued with a questionnaire, 77% completed the ethnic origin question, 0.9% of whom classified themselves as belonging to an ethnic minority. A survey of applicants for Civil Service posts in these areas is currently being carried out and will cover recruitment schemes in the period March-August 1984.

"The Government wishes to give further encouragement to people from the ethnic minorities to apply for Civil Service posts and is

determined to ensure that they are given full equality of opportunity both at the recruitment stage and in their subsequent careers. To this end we are vigorously following up the recommendations of the report on a Review of Policies and Procedures as they affect race relations in the Civil Service which was published in December 1983.

"Officials are having discussions with the Council of Civil Service Unions about arrangements for possible future ethnic surveys of non-industrial civil servants in other areas. A decision on this will be made as soon as possible."

Free copies of the report on the surveys can be obtained from Central Management Library, Cabinet Office, Room 130/4, Great George Street, London, SW1P 3AL. (Tel: 01-233 5771).

Information Services  
Room 57/G  
Government Offices  
Great George Street  
LONDON, SW1P 3AL  
(Tel: 01-233-6147)

#### NOTES FOR EDITORS

1. The decision to conduct the surveys was announced by Baroness Young, the then Lord Privy Seal, on 24 March 1983 following the completion of a pilot ethnic survey in Leeds, who said that the Government had decided to gain broader experience of ethnic monitoring by these surveys.
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 surveys in the North West and the County of Avon follow pilot surveys in Leeds during 1982 covering staff in the grades represented by the Civil and Public Services Association, the Inland Revenue Staff Federation and the Civil Service Union (broadly clerical, secretarial and messengerial grades) and applicants for jobs in Leeds in these grades. Reports in the Leeds surveys were published in two volumes.(1)
4. As in the Leeds surveys, staff in the North West and the County of Avon were asked to indicate their ethnic origin on a voluntary basis. The ethnic classification followed that used for the survey of staff in Leeds except that

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(1) Ethnic Monitoring in the Civil Service: A Survey in Leeds (HMSO 1982 and 1983 - ISBN 0 11 630463 4 and ISBN 0 11 630467 7).

an additional classification of Chinese origin was included and the category of West Indian was changed to Caribbean. The information obtained by the surveys has been included in the computerised personnel records held on all non-industrial civil servants and consideration is now being given to the use of the data for monitoring purposes.

5. The overall response rate for the two surveys, based on questionnaires sent to 64,047 staff, was 77.1%. Although not as high as the rate obtained in Leeds (92.2%) it represents a considerable achievement and compares favourably with rates obtained by other employers. In the Leeds exercise staff were given an undertaking that no record of their answer would be kept as it was purely a pilot exercise, and this undoubtedly affected the response rate; it was also on a much smaller scale and intensive efforts by management and unions to encourage staff to co-operate in the survey were therefore feasible.

6. It is not possible to make an accurate assessment of the number of civil servants from the ethnic minorities in the two areas because the proportion of the ethnic minorities among the 23% non-respondents is not known.

7. A model Code of Practice for safeguarding the confidentiality of the ethnic data has been agreed with the Council of Civil Service Unions to be adapted by departments to their particular procedures and needs.

8. It is hoped that the results of the survey of job applicants can be published by the end of the year.

9. In December 1983 a report entitled "Race Relations: A Review of Policies and Procedures in the Civil Service" was published which detailed the 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 made 30 recommendations.

# Ethnic Surveys

of non-industrial staff in the  
Civil Service:  
North West and Avon

## INTRODUCTION

1. In 1982 the Government undertook a pilot ethnic survey in Leeds which covered staff in or people applying to join the grades represented by the Civil and Public Services Association (CPSA), the Inland Revenue Staff Federation (IRSF) and the Civil Service Union (CSU). The survey was conducted with the full co-operation of the Council of Civil Service Unions (CCSU), and consultation took place with the Commission for Racial Equality (CRE) and the Leeds Council for Community Relations. It was carried out by means of voluntary self-classification and highly successful response rates of around 90% were achieved. The findings of the survey and its background were published in *Ethnic Monitoring in the Civil Service: A Survey in Leeds*.\*

2. Following the successful completion of the pilot ethnic survey the Government announced on 24 March 1983 that it had 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 (Lancashire, Cheshire, Greater Manchester and Merseyside) and the County of Avon during the autumn. Some recruitment schemes in both areas would also be monitored. On 9 May 1983 the then Lord Privy Seal wrote to the CCSU saying that the purpose of the surveys was to build on the findings of the Leeds survey and thus take further the steps necessary to establish a sound statistical basis for monitoring in the Civil Service.

3. The two areas were chosen as having a fair proportion of people of working age of New Commonwealth or Pakistani origin; there are also a large number of Civil Service posts in the areas. It was thought to be appropriate to contrast an area in the North (which has a large Asian community) with one in the South (which has a large Afro-Caribbean community).

4. Unlike the Leeds exercise, which was conducted on the basis that all record of individual answers to the questionnaire would be destroyed, details of the ethnic origin of individuals on the staff would be retained on the computerised personnel records covering all non-industrial civil servants. This information would be stored on a confidential basis and would be accessed only in accordance with an agreed Code of Practice. When the results of the initial ethnic count were known, the use of the data for monitoring purposes would be considered.

5. These surveys have also had the co-operation of the CCSU, and consultations took place with the CRE and the Community Relations Councils in both areas. The surveys covered all non-industrial civil servants in the areas (excluding casuals), some 64,000 staff in all. The ethnic monitoring of recruitment schemes in the two areas began this Spring and is to continue until August 1984.

## METHOD OF CLASSIFICATION

6. There are basically two methods of direct determination of ethnic origin: self-classification and classification by another person, for example management identification. The surveys followed the Leeds exercise in using self-classification as the sole method. Although classification by another person may be simpler to operate and therefore cheaper, the clear policy of the Trade Union Side, reflecting the advice of the Commission for Racial Equality, has been in favour of self-classification. Furthermore, if there is to be a system of monitoring based on permanent records, it can be argued that individuals themselves should be responsible for their own classification.

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\*Volume One, HMSO 1982, ISBN 0 11 630463 4; Volume Two, HMSO 1983, ISBN 0 11 630467 7.



## CLASSIFICATION INTO ETHNIC GROUPS

7. Various forms of ethnic classification are in current use but there is no agreed definitive classification. A classification had already been successfully used in the survey of staff in post in Leeds. This was used again, but with the addition of a category for those of Chinese origin in view of the considerable Chinese population in the areas, particularly Liverpool, and the alteration of the West Indian category to 'Caribbean'. The latter was done at the suggestion of the Bristol Community Relations Council; it avoided the need for a separate 'Guyanese' category and it was felt it could be more acceptable to younger ethnic minority respondents. The questionnaire is shown at Annex A together with the explanatory letter.

## PREPARATORY ARRANGEMENTS FOR THE CONDUCT OF THE SURVEYS

8. The preparatory arrangements for the conduct of the survey were agreed and supervised by a joint management/union working party. When the decision to hold the surveys was announced on 24 March 1983, an Office Notice was circulated by departments advising staff of the intention to carry out the surveys. In early May the surveys were discussed with representatives from the ten computer centres holding Civil Service personnel records. During late May and early June representatives from the Cabinet Office (Management and Personnel Office), the Council of Civil Service Unions and the Commission for Racial Equality met representatives of Community Relations Councils in the two survey areas to tell them what was being proposed and to give them an opportunity to comment on the proposals. At this time the representatives from the Cabinet Office (MPO) also met local representatives of departments in the areas to give them a fuller idea of what was involved and to ensure that the arrangements for the surveys would fit in as smoothly as possible with existing procedures. Before the surveys began in November the officers in departments responsible for co-ordinating the surveys arranged for the briefing of senior regional and line management. In the interest of consistency the Cabinet Office (MPO) provided guidance on the conduct of the surveys and briefing material covering their background and purpose. Shortly before the surveys staff were warned that they would be receiving a questionnaire. Briefing by the Trade Unions of Branches and members was carried out from the time the surveys were announced but the detailed briefing took place in the last few weeks before the surveys began. Detailed briefing was delayed while agreement on a confidentiality code of practice (see paragraph 10 below) was awaited. On 8 November the surveys were announced in a Press Notice and press briefings in both areas were held.

## CONDUCT OF THE SURVEYS

9. Departments distributed the questionnaire to staff at various dates between 7 and 21 November 1983. (Owing to industrial action it was not possible to launch the survey in the Land Registry until early 1984.) A computerised ethnic questionnaire, showing the recipient's name and unique pay reference number, together with an explanatory letter, signed by a senior departmental officer, was sent to all non-industrial staff in the two regions. Each individual was asked to return the completed form direct to the appropriate departmental computer centre in a confidentially marked envelope. When the information from the questionnaire had been placed on the computer (and a check made to ensure that the computer had accepted the information and placed it on the departmental staff record) the questionnaires were destroyed and a form completed to record that this had been done, except for two batches of questionnaires:

- (a) those which had been rejected for punching (apart from those where the questionnaires had been mis-keyed by the punch operator or missed altogether, which were simply resubmitted);

- (b) those where one of the 'other' categories was completed (ie boxes 13, 26 and 31).

These were sent for examination to the Cabinet Office (MPO) with the names of the individuals removed and under confidential cover so that problem areas relating to the ethnic question itself could be identified.

10. These arrangements, together with safeguards for ensuring the confidentiality of the ethnic information once it was included in the computerised records, followed a model Code of Practice agreed for this purpose with the Council of Civil Service Unions and which departments used as a basis for agreeing their own Codes with their Departmental Trade Union Sides. The model Code of Practice and an explanatory paper are at Annex B.

11. One month after the survey the computers issued another questionnaire (identical to the first one) to non-respondents (ie members of the target population for whom the computer had no entry). This was accompanied by a letter giving the reasons for the reminder (specimen shown at Annex C). As with the first covering letter, it was produced on appropriately headed paper for each department and signed as before. In identifying non-respondents departments were asked to distinguish between cases where:

- (a) the questionnaires had been filled in by respondents and unintentionally spoilt, in which case reminders were to be sent;

- (b) respondents had purposely spoilt the questionnaires and by doing so made clear that they did not wish to participate in the surveys, in which case no reminder was to be sent. It was recognised that some difficulty could be experienced in differentiating questionnaires deliberately spoilt from those where, for example, respondents had not read the instructions carefully, and hence in deciding who should or should not receive a reminder. It was accepted that this could require a subjective decision by departments.

12. It was necessary to modify these arrangements slightly in the case of the computer centres at Chessington and the Scottish Office which perform an agency function on behalf of a number of departments. The questionnaires were distributed via the employing department so that their explanatory letter could be attached. However the completed questionnaires were returned direct to the computer centre.

13. It was agreed that following the surveys each respondent would be sent a personal print-out showing the ethnic origin data held about him or her in the computerised personnel record (see paragraph 5 of the model Code of Practice at Annex B (page 11 below)).

## NEW ENTRANTS

14. Anyone joining the Civil Service in a non-industrial grade in either of the survey areas from the operative date of the surveys is being invited to complete an ethnic questionnaire. The need to explain the surveys fully to new entrants and to make every effort to obtain a high response rate, bearing in mind the voluntary nature of the surveys, has been emphasised to management in the areas.

## RESULTS OF THE SURVEYS

15. Of 64,047 non-industrial civil servants in the two areas invited to participate, 49,360 valid responses were received which represented a response rate of 77.1%. Of these respondents, 426 (0.9%) identified themselves as belonging to an ethnic

minority group. The response rate at Avon (79.6%) was higher than in the North West (76.5%). These figures and those in the paragraph below include responses received following the reminder sent to non-respondents. The effect of the reminder was to increase the response rate from 73% to 77%.

16. There were 23 departments involved in the surveys and 16 of them obtained a response rate of 80% or over. Tables 1 and 2 (at Annex D) show the response rate to the questionnaire by department in each survey area, together with a breakdown between white and ethnic minority respondents, and Table 3 (at Annex D) shows the totals for both areas.

17. The overall sex breakdown among the ethnic minority respondents was about even with 193 males and 222 females. This is in line with the breakdown among white respondents (see Table 4 Annex E). However males predominated among Africans (17 males, 6 females) and in the "other groups" category (34 males, 18 females) while females predominated among Caribbean staff (33 males, 59 females) and Indians (45 males, 61 females). In addition, the ethnic minority respondents were younger than the "white" respondents, in that 11.0% were aged 50 or over, compared with 25% of the "white" respondents (see Table 5 Annex F).

18. There were 39 staff from the ethnic minorities identified at levels above Executive Officer, 63 at Executive Officer level, 172 at Clerical Officer level and 141 at Clerical Assistant level. These figures include staff outside the Administration Group (see Table 6 Annex G).

19. The response is not as high as that achieved at Leeds (92.2%). This was undoubtedly affected by the fact that in the Leeds exercise, as a pilot survey only, it was made clear to staff that all records of their answers would be destroyed once the survey was completed. There is also the consideration that the comparatively small number of staff covered in Leeds (less than 4,000) allowed more intensive publicity efforts by management and unions than were feasible in the larger surveys. The following three factors may also have affected the response rate:

(a) **Confidentiality** - Each questionnaire carried an identifying number which some (mainly white) respondents had obliterated. The very fact that reminders were sent indicated that non-respondents had been recorded and identified.

(b) **Resistance to classification** - There was some resentment about any form of ethnic classification and to there being no breakdown of the "white" category.

(c) **Positive discrimination** - Some staff appeared to be suspicious that ethnic surveys would lead to people from the ethnic minorities being treated more favourably than their "white" colleagues even though positive discrimination as such is unlawful.

#### USE TO WHICH DATA WILL BE PUT

20. The response rate of 77.1% may be sufficient for ethnic monitoring purposes. It should be possible to follow and compare the careers of respondents from the ethnic minorities and those of their "white" colleagues who also responded. Such career events as wastage, promotion, allocation to duties, attendance at training courses etc could be followed through. The model for monitoring discussed for women in Chapters 5 and 8 of the report of the Joint Review Group on Employment Opportunities for Women in the Civil Service\* could be used.

\* Equal Opportunities for Women in the Civil Service, HMSO 1982, ISBN 0 11 630466 9.

#### FUTURE SURVEYS

21. Several pointers emerged from the surveys in the North West and Avon as to how a higher response rate might be achieved in any future surveys:

(a) holding separate briefing meetings for both management and trade union personnel, as well as joint management/trade union meetings for the staff generally; these briefing meetings should be started earlier to ensure that adequate time is given for local staff and management to be made fully aware of the need for the surveys and the use to be made of the data;

(b) including in the covering letter to the questionnaire a positive statement that while departments have the information on sex, marital status and nationality, information is also needed on ethnic origin to guard against racial discrimination;

(c) improving the questionnaire presentationally; and

(d) improving the briefing and the letter to staff by drawing more explicit attention to the widespread problem of discrimination in society in general, and in the employment field in particular.

Dear Colleague

**WE NEED YOUR HELP**

We are carrying out surveys of ethnic origins in the North West Economic Planning Region (Lancashire, Cheshire, Greater Manchester and Merseyside) and the County of Avon. We wish to ask people who work in the non-industrial Civil Service in these areas to say what their ethnic origins are.

The Civil Service has a policy of equal opportunity. This says that all people, no matter what their sex or marital status, race, colour, nationality or ethnic or national origins, will receive the same treatment when working and pursuing their career in the Civil Service.

The Government wants to find out whether this policy is working and is committed to taking steps to ensure further progress is made to achieving equal opportunity. To do this we need to know about the ethnic origins of people working in the Civil Service.

During 1982 a survey of the ethnic origins of civil servants was carried out in Leeds. More than 90% of civil servants in the area co-operated in this survey. To build on the findings of the Leeds survey we are carrying out surveys in two more areas this autumn. These surveys will be on a much larger scale. They will cover all non-industrial civil servants in the areas concerned, and thus take further the steps necessary to establish a sound statistical basis for monitoring the Civil Service.

This survey is concerned only with the ethnic origins of staff, not their nationality or citizenship (for the most part civil servants are British citizens). We are asking you therefore to tick one box in the attached questionnaire to show your ethnic origin. The answer you give will be retained on your department's computer record system. It will be treated in strict confidence and will be protected by effective safeguards which have been agreed with the Council of Civil Service Unions.

The information will be used only to further the Civil Service's policy of equal opportunity by staff involved in this work. **It will not be made available for any other use.**

Please fill in the attached questionnaire and return it sealed in the envelope provided [to the person who gave it to you]. **Please do this if possible on the day you receive the questionnaire.**

The Council of Civil Service Unions are co-operating fully with the survey, and it also has the support of [..... Community Relations Council and the Commission for Racial Equality].

If you have any difficulties with the questionnaire please consult your line manager or your Trade Union representative, [or if you wish telephone .....].

**THANK YOU FOR YOUR HELP**

Yours sincerely

ETHNIC SURVEY QUESTIONNAIRE

DEPARTMENT OF ADMINISTRATIVE AFFAIRS

A N Other  
Room 9/99  
Main Building  
Somewhere

Pay Ref: 123/4567

Please show your race or ethnic origin by ticking one of the boxes below.  
Please make sure that you read all the categories before you tick the box that applies to you.

		Tick One Box:	
Are you WHITE?	01	<input type="checkbox"/>	
Are you BLACK?	11	<input type="checkbox"/>	of Caribbean origin
	12	<input type="checkbox"/>	of African origin
	13	<input type="checkbox"/>	of other origin (please describe below) .....
Are you ASIAN	21	<input type="checkbox"/>	of Indian origin
	22	<input type="checkbox"/>	of Pakistani origin
	23	<input type="checkbox"/>	of Bangladeshi origin
	24	<input type="checkbox"/>	of East African origin
	25	<input type="checkbox"/>	of Chinese origin
	26	<input type="checkbox"/>	of other origin (please describe below) .....
Do you belong to some other group or groups?	31	<input type="checkbox"/>	(Please describe below) .....

Thank you for your co-operation.

Please return this form to .....

by .....

STAFF IN CONFIDENCE

ANNEX B

ETHNIC SURVEYS IN THE NORTH WEST ECONOMIC PLANNING REGION AND  
COUNTY OF AVON: CONFIDENTIALITY OF ETHNIC ORIGIN INFORMATION ON  
STAFF IN POST

INTRODUCTION

1. This paper details arrangements for the storage of ethnic information on computerised personal records and outlines, in the form of a model Code of Practice, uses to which this information may be put and the safeguards that will be needed to preserve the confidentiality of the information. It is essential that these records should be subject to stringent and effective safeguards.

REASONS FOR RECORDING AND METHODS USED

2. The ethnic information obtained will be used only for the purposes of monitoring the effectiveness of the Civil Service's policy of equal opportunity. On no account will data be used for any other purpose or made available to any other Government department except as set out in the Code of Practice.

3. All monitoring will involve the use of statistical summaries of the ethnic information in which the identities of respondents will not appear. Such summaries may show, for example, the proportion of people from each ethnic minority group in various grades in the Civil Service and how they progress at the various stages of selection and during their career, in comparison with a majority group.

4. To achieve this it will be necessary to associate the data on ethnic origin with other personal information such as age, grade, sex and date of entry to the Civil Service, which is held on eight Departmental Staff Records (also known as departmental PRISMS) and on two agency systems (at the Chessington Computer Centre and the Scottish Office Computer Service). Data on ethnic origins will be added to these computerised Departmental Staff Records and held in a way which safeguards the confidentiality of the ethnic information and restricts access to it to a limited set of people who have a legitimate interest.

5. HM Treasury's manpower statistics system (MANDATE) already receives a regular quarterly data input from Departmental Staff Records. From 1 January 1984 MANDATE files will include ethnic data. The data sent to MANDATE contains no names or other personal identification. Nevertheless HM Treasury and MPO staff will be careful not to breach confidentiality accidentally by releasing tables with such small numbers in certain groups that the ethnic origin of individuals could be easily inferred.

CONFIDENTIALITY SAFEGUARDS IN THE COLLECTION OF THE DATA

6. Confidentiality starts as soon as the questionnaire has been completed. Staff completing the form should therefore seal it in a "Staff-in-Confidence" envelope provided. The sealed envelope should be opened only at the computer centres where the punching is to take place. When the information has been placed on the Departmental Staff Record the questionnaires should be destroyed. However two batches of questionnaires should not be destroyed:

- (i) those which have been rejected as unsuitable for punching;

(ii) those where one of the "other" categories (codes 13, 26 and 31) has been completed.

7. Questionnaires falling in either of these groups should be sent for examination, **with the names of the individuals removed**, under confidential cover, to:

Management and Personnel Office  
Equal Opportunities Branch  
Room 320  
Standard House  
28 Northumberland Avenue  
LONDON WC2N 5AL

8. These questionnaires will be examined for the sole purpose of seeking to test the validity of the question itself and whether, as a consequence, any changes should be made. Since the forms will by then be anonymous there can be no question of this examination involving reference back to the individual. Questionnaires used for this purpose will be destroyed within six months.

#### ACCURACY OF THE DATA

9. Individuals will be advised of the ethnic information which has been recorded about them in order to ensure that it is accurate. This procedure will have the same confidentiality safeguards as when the information is provided by the individual. The print-out should go to everyone, including non-respondents and those respondents whose questionnaires have been rejected as unsuitable for punching.

#### CODE OF PRACTICE

10. A model Code of Practice is appended. This model is commended to departments to be used with modifications agreed in the light of departmental circumstances following discussion with departmental Trade Union Sides. The model avoids technical description of the means of securing confidentiality since details will depend on the computer systems in use. Certain details will, however, need to be incorporated in each department's Code of Practice as indicated by brackets at paragraph 10 of the model. In particular, Official and Trade Union Sides will need to determine the ways in which access will be secure. It will be essential for the security arrangements to be described in a way which is intelligible and credible to staff who may wish to refer to the Code.

11. The Code of Practice is intended to cover those aspects of monitoring which can be foreseen at the moment. It is likely that new areas of monitoring may emerge and the Codes may need modification to permit them. In this event, MPO will offer a revised model for discussion with the Council of Civil Service Unions, and the Joint Working Party will commend the new model to departments. If data protection legislation requires any changes in the Code, it will be amended accordingly. If changes are required to a department's Code of Practice to meet departmental circumstances they should be made by agreement with the Departmental Trade Union Side (see paragraph 14 of the model Code).

CABINET OFFICE  
Management and Personnel Office  
Whitehall  
London SW1

## ETHNIC MONITORING

### MODEL CODE OF PRACTICE FOR INDIVIDUAL DEPARTMENTS

1. This Code of Practice relates to confidentiality of information gathered about the ethnic origins of staff. The ethnic information obtained will be treated with the highest degree of confidentiality; it will be used only for the purpose of monitoring the effectiveness of the Civil Service's policy of equal opportunity and on no account will data in respect of any identified individual be used for any other purpose or made available to any other body, including Government departments, except as set out below.

2. Confidentiality starts as soon as the questionnaire has been completed. An envelope marked "Staff-in-Confidence" will be provided in which staff should return the questionnaire to the computer centre where the punching is to take place. The envelope should be sealed before despatch. It will be opened only at the computer centre. Apart from the exceptions at paragraph 3 below, the questionnaire will not be copied, and when the information has been stored in the Departmental Staff Record, the questionnaire will be destroyed.

3. Two batches of questionnaires will **not** be destroyed until a later date:

- (i) those which have been rejected as unsuitable for punching;
- (ii) those where one of the "other" categories has been completed.

Questionnaires falling in either of these groups (or copies of them) will be sent for examination, **with the names of the individual removed**, under confidential cover to the Management and Personnel Office for scrutiny to test the validity of the ethnic questionnaires and to determine whether any changes should be made to them. This material will be destroyed within six months.

4. No record of the ethnic origins of an individual gathered under a monitoring exercise will be held on paper in personal files or any other departmental files. The computerised record will be the sole record.

5. Individuals will be given a print-out of the ethnic origin information held about them on the computer file.

6. Ethnic origin data will not be transferred from the computerised Departmental Staff Record to any computer system other than: (a) a departmental staff record system under the control of the individual's employing department should he or she transfer to another department; (b) the Treasury's MANDATE system, in which case no name or other unique identifier will be included in the transfer.

7. Subject to the exceptions listed below, the computer will never print out the ethnic origin of an individual set alongside his or her name, pay reference number, National Insurance number or any other unique identifier. This will be achieved through the controls referred to in paragraphs 9, 10 and 12 below.

Exceptions: (a) to inform individuals of the record of their ethnic origin;

- (b) to inform another department of the ethnic origin of a member of staff who has transferred to that department, in which case the document conveying the information will be destroyed once the ethnic origin is recorded on the computer system of the receiving department;

- (c) all computer programs have to be tested and maintained in order to safeguard their integrity. From time to time it will be necessary for programmers to produce lists containing personal identification and ethnic origin as part of the processes of development, testing and maintenance. Access to such lists will be restricted to the programming posts named in the Appendix to this Code of Practice [to be supplied by departments] and they will be destroyed within one month. The Departmental Trade Union Side will be informed of their production by means of the log described at paragraph 12 below and of their destruction. The confidentiality of all such lists will be the absolute responsibility of the Principal Establishment Officer.

8. Subject to the exceptions listed above, any output from departmental staff records which includes information on ethnic origins will always be in the form of counts, tabulations or other statistical summaries. No such data will be available through on-line terminals.
9. Access to statistical ethnic information held on the computer and to any listing noted in the exceptions at paragraph 7 will be restricted to holders of posts named in an Appendix to this Code of Practice, which should be agreed with the Departmental Trade Union Side.
10. [Departmental Official and Trade Union Sides will need to determine the ways in which access to the ethnic data will be secure and restricted to authorised uses].
11. The data will be used solely for the purpose of furthering the Civil Service's policy of equal opportunities, and the Departmental Whitley Council (DWC) will agree on the categories of statistical summaries which can be produced in pursuit of this policy. Authorised users, and Departmental Trade Union Sides through the Equal Opportunity Officer, may only request summaries in the categories agreed beforehand by the DWC and will be accountable to the DWC for their use and publication. Requests for any data falling outside the agreed categories will be referred to the DWC for its approval.
12. A log of all requests for data will be maintained, showing the originator of each request. This will be available to the Departmental Trade Union Side for inspection.
13. If numbers in statistical summaries are so small that it would be easy to identify the ethnic origin of individuals, the tabular output will be restricted to the occupants of those posts named in the Appendix.
14. Amendments to the Code of Practice to meet departmental circumstances shall be made by agreement with the Departmental Trade Union Side.
15. Copies of this Code of Practice will be made available to any member of staff on request.

Dear Colleague

#### ETHNIC SURVEYS IN NORTH WEST AND AVON

Early in November we sent all non-industrial staff working in the North West Economic Planning Region (Lancashire, Cheshire, Greater Manchester and Merseyside) and the County of Avon a personally addressed questionnaire together with an explanatory letter inviting them to participate in a voluntary survey being undertaken of the ethnic origins of civil servants in both these regions. According to our records you have not yet returned the completed questionnaire and the purpose of this letter is to give you a second opportunity to participate in these surveys. I am sorry if, by any chance, you did not receive the original letter. However, if you have recently returned a completed questionnaire please ignore this reminder.

Another copy of your questionnaire is enclosed. These surveys are voluntary but we nevertheless hope that you will decide to take part because their success depends entirely on the co-operation of staff.

The Civil Service has a policy of equal opportunity. This says that all people, no matter what their sex or marital status, race, colour, nationality or ethnic or national origins, will receive the same treatment when working and pursuing their career in the Civil Service.

The Government wants to find out whether this policy is working and is committed to taking steps to ensure further progress is made to achieving equal opportunity. To do so we need to know about the ethnic origins of people working in the Civil Service.

This survey is concerned only with the ethnic origins of staff, not their nationality or citizenship (for the most part civil servants are British citizens). We are asking you to tick one box in the attached questionnaire to show your ethnic origin. The answer you give will be retained on your department's computer record system. It will be treated in strict confidence and will be protected by effective safeguards which have been agreed with the Council of Civil Service Unions. You should return the completed questionnaire in the envelope provided **as soon as possible**.

The information will be used only to further the Civil Service's policy of equal opportunity by staff involved in this work. **It will not be made available for any other use.**

A computer print-out will be issued to you some [.... weeks] hence to show the ethnic origin recorded on your PRISM record.\*

The Council of Civil Service Unions are co-operating fully with the surveys, and they also have the support of the local Community Relations Councils and the Commission for Racial Equality.

If you have any difficulty with the questionnaire please consult your line manager or your Trade Union representative.

Thank you for your help.

Yours sincerely

\*Where the brackets are shown, departments should specify a period in which they can undertake to issue the print-out.

TABLE 1

Results of surveys of ethnic origins of in-service civil servants conducted in the North West and the County of Avon which began in the period 7-21 November 1983

ANNEX D

AREA NORTH WEST

Department	Staff in post	Total valid response	%	Non-response	%	White	%	Ethnic Minorities	%
Agriculture, Fisheries and Food	394	330	83.8	64	16.2	328	99.4	2	0.6
Cabinet Office (MPO)	10	10	100.0	-	-	10	100.0	-	-
Charity Commission	111	61	55.0	50	45.0	61	100.0	-	-
HM Customs and Excise	2,409	1,728	71.7	681	28.3	1,709	98.9	19	1.1
Defence	4,423	3,687	83.4	736	16.6	3,670	99.5	17	0.5
Education and Science	67	64	95.5	3	4.5	63	98.4	1	1.6
Employment	8,694	7,416	85.3	1,278	14.7	7,349	99.1	67	0.9
Energy	22	18	81.8	4	18.2	18	100.0	-	-
Environment*	1,716	1,439	83.9	277	16.1	1,425	99.0	14	1.0
Export Credits Guarantee Department	45	35	77.8	10	22.2	33	94.3	2	5.7
Health and Social Security	14,147	9,704	68.6	4,443	31.4	9,623	99.2	81	0.8
HM Stationery Office	208	177	85.1	31	14.9	175	98.9	2	1.1
Home Office	3,306	1,602	48.5	1,704	51.5	1,590	99.3	12	0.7
Industry and Trade	361	295	81.7	66	18.3	291	98.6	4	1.4
Information, Central Office of	13	11	84.6	2	15.4	11	100.0	-	-
Inland Revenue	10,594	8,643	81.6	1,951	18.4	8,535	98.8	108	1.2
Land Registry	881	699	79.3	182	20.7	696	99.6	3	0.4
Lord Chancellor's Dept	1,247	952	76.3	295	23.7	949	99.7	3	0.3
National Savings	2,575	2,201	85.5	374	14.5	2,200	99.9	1	0.1
Ordnance Survey	87	65	74.7	22	25.3	65	100.0	-	-
Passport Office	203	183	90.1	20	9.9	181	98.9	2	1.1
Population Censuses and Surveys, Office of	631	565	89.5	66	10.5	560	99.1	5	0.9
Treasury	22	22	100.0	-	-	22	100.0	-	-
<b>TOTALS</b>	<b>52,166</b>	<b>39,907</b>	<b>76.5</b>	<b>12,259</b>	<b>23.5</b>	<b>39,564</b>	<b>99.1</b>	<b>343</b>	<b>0.9</b>

\* Includes Property Services Agency and Department of Transport

TABLE 2

Results of surveys of ethnic origins of in-service civil servants  
conducted in the North West and the County of Avon which began in the  
period 7-21 November 1983

## AREA AVON

Department	Staff in post	Total valid response	%	Non-response	%	White	%	Ethnic Minorities	%
Agriculture, Fisheries and Food	267	242	90.6	25	9.4	240	99.2	2	0.8
Cabinet Office (MPO)	-	-	-	-	-	-	-	-	-
Charity Commission	-	-	-	-	-	-	-	-	-
Customs and Excise	383	252	65.8	131	34.2	249	98.8	3	1.2
Defence	5,096	4,294	84.3	802	15.7	4,268	99.4	26	0.6
Education and Science	25	21	84.0	4	16.0	21	100.0	-	-
Employment	1,162	999	86.0	163	14.0	991	99.2	8	0.8
Energy	3	3	100.0	-	-	3	100.0	-	-
Environment*	1,398	1,115	79.8	283	20.2	11,02	98.8	13	1.2
Export Credits Guarantee Department	30	26	86.7	4	13.3	26	100.0	-	-
Health and Social Security	1,241	860	69.3	381	30.7	852	99.1	8	0.9
HM Stationery Office	83	64	77.1	19	22.9	63	98.4	1	1.6
Home Office	694	317	45.7	377	54.3	317	100.0	-	-
Industry and Trade	81	71	87.7	10	12.3	68	95.8	3	4.2
Information, Central Office of	13	13	100.0	-	-	13	100.0	-	-
Inland Revenue	1,139	968	85.0	171	15.0	955	98.7	13	1.3
Land Registry	-	-	-	-	-	-	-	-	-
Lord Chancellor's Dept	222	182	82.0	40	18.0	177	97.3	5	2.7
National Savings	-	-	-	-	-	-	-	-	-
Ordnance Survey	39	21	53.8	18	46.2	20	95.2	1	4.8
Passport Office	-	-	-	-	-	-	-	-	-
Population Censuses and Surveys, Office of	-	-	-	-	-	-	-	-	-
Treasury	5	5	100.0	-	-	5	100.0	-	-
<b>TOTALS</b>	<b>11,881</b>	<b>9,453</b>	<b>79.6</b>	<b>2,428</b>	<b>20.4</b>	<b>9,370</b>	<b>99.1</b>	<b>83</b>	<b>0.9</b>

\* Includes Property Services Agency and Department of Transport

TABLE 3

Results of surveys of ethnic origins of in-service civil servants  
conducted in the North West and the County of Avon which began in the  
period 7-21 November 1983

## AREA TOTAL (NORTH WEST &amp; AVON)

Department	Staff in post	Total valid response	%	Non-response	%	White	%	Ethnic Minorities	%
Agriculture, Fisheries and Food	661	572	86.5	89	13.5	568	99.3	4	0.7
Cabinet Office (MPO)	10	10	100.0	-	-	10	100.0	-	-
Charity Commission	111	61	55.0	50	45.0	61	100.0	-	-
Customs and Excise	2,792	1,980	70.9	812	29.1	1,958	98.9	22	1.1
Defence	9,519	7,981	83.8	1,538	16.2	7,938	99.5	43	0.5
Education and Science	92	85	92.4	7	7.6	84	98.8	1	1.2
Employment	9,856	8,415	85.4	1,441	14.6	8,340	99.1	75	0.9
Energy	25	21	84.0	4	16.0	21	100.0	-	-
Environment	3,114	2,554	82.0	560	18.0	2,527	98.9	27	1.1
Export Credits Guarantee Department	75	61	81.3	14	18.7	59	96.7	2	3.3
Health and Social Security	15,388	10,564	68.7	4,824	31.3	10,475	99.2	89	0.8
HM Stationery Office	291	241	82.8	50	17.2	238	98.8	3	1.2
Home Office	4,000	1,919	48.0	2,081	52.0	1,907	99.4	12	0.6
Industry and Trade	442	366	82.8	76	17.2	359	98.1	7	1.9
Information, Central Office of	26	24	92.3	2	7.7	24	100.0	-	-
Inland Revenue	11,733	9,611	81.9	2,122	18.1	9,490	98.7	121	1.3
Land Registry	881	699	79.3	182	20.7	696	99.6	3	0.4
Lord Chancellor's Dept	1,469	1,134	77.2	335	22.8	1,126	99.3	8	0.7
Dept of National Savings	2,575	2,201	85.5	374	14.5	2,200	99.9	1	0.1
Ordnance Survey	126	86	68.3	40	31.7	85	98.8	1	1.2
Passport Office	203	183	90.1	20	9.9	181	98.9	2	1.1
Population Censuses and Surveys, Office of	631	565	89.5	66	10.5	560	99.1	5	0.9
Treasury	27	27	100.0	-	-	27	100.0	-	-
<b>TOTALS</b>	<b>64,047</b>	<b>49,360</b>	<b>77.1</b>	<b>14,687</b>	<b>22.9</b>	<b>48,934</b>	<b>99.1</b>	<b>426</b>	<b>0.9</b>



TABLE 4

ANNEX E

Results of survey conducted in the North West and the County of Avon  
Sex by ethnic origin\*

(Numbers and percentages)

	White	Carib- bean	African	Other Black	Indian	Paki- stani	Bangla- deshi	East African	Chinese	Other Asian	Other Groups	Not Stated	Total
Male	21,549 45.0	33 35.9	17 73.9	4 25.0	45 42.5	15 62.5	4 80.0	21 48.8	8 28.6	12 46.2	34 65.4	8,329 50.8	30,071 46.5
Female	26,385 55.0	59 64.1	6 26.1	12 75.0	61 57.5	9 37.5	1 20.0	22 51.2	20 71.4	14 53.8	18 34.6	8,053 49.2	34,660 53.5
TOTAL	47,934 74.1	92 .1	23 .0	16 .0	106 .2	24 .0	5 .0	43 .1	28 .0	26 .0	52 .1	16,382 25.3	64,731 100.0

\* Tables 1-3 are based on manual returns as at 23 May 1984, whereas Tables 4-6 are based on computerised records as at 31 March 1984.

In 5 cases sex was not recorded.

TABLE 5

ANNEX F

Results of survey conducted in the North West and the County of Avon  
Ethnic origin by age\*

(Numbers and percentages)

	Under 20	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60 and over	Total
White	2,370 4.9 76.9	8,771 18.3 74.7	6,688 14.0 71.5	5,164 10.8 70.6	5,126 10.7 72.2	4,159 8.7 72.0	3,834 8.0 73.7	4,686 9.8 76.2	4,990 10.4 79.0	2,147 4.5 79.8	47,935 74.1
Black	7 5.3 .2	45 34.4 .4	22 16.8 .2	13 9.9 .2	11 8.4 .2	12 9.2 .2	9 6.9 .2	4 3.1 .1	4 3.1 .1	4 3.1 .1	131 .2
Asian	3 1.3 .1	49 21.1 .4	39 16.8 .4	26 11.2 .4	31 13.4 .4	26 11.2 .5	33 14.2 .6	15 6.5 .2	6 2.6 .1	4 1.7 .1	232 .4
Other	1 1.9 .0	10 19.2 .1	8 15.4 .1	8 15.4 .1	3 5.8 .0	6 11.5 .1	8 15.4 .2	1 1.9 .0	3 5.8 .0	4 7.7 .1	52 .1
Not Stated	701 4.3 22.7	2,873 17.5 24.5	2,600 15.9 27.8	2,102 12.8 28.7	1,932 11.8 27.2	1,571 9.6 27.2	1,319 8.1 25.4	1,443 8.8 23.5	1,310 8.0 20.8	531 3.2 19.7	16,382 25.3
TOTAL	3,082 4.8	11,748 18.1	9,357 14.5	7,313 11.3	7,103 11.0	5,774 8.9	5,203 8.0	6,149 9.5	6,313 9.8	2,690 4.2	64,732 100.0

\* Tables 1-3 are based on manual returns as at 23 May 1984, whereas Tables 4-6 are based on computerised records as at 31 March 1984.

In 4 cases age was not recorded.

TABLE 6

ANNEX G

Results of survey conducted in the North West and the County of Avon  
Grade level by ethnic origin\*

(Numbers and percentages)

	White	Carib- bean	African	Other Black	Indian	Paki- stani	Bangla- deshi	East African	Chinese	Other Asian	Other Groups	Not Stated	Total
Above	7,358	4	0	0	11	4	1	4	0	4	11	1,680	9,077
EO Level	81.1	.0	.0	.0	.1	.0	.0	.0	.0	.0	.1	18.5	14.0
	15.4	4.3	.0	.0	10.4	16.7	20.0	9.3	.0	15.4	21.2	10.3	
EO Level	11,290	8	3	1	18	5	1	7	3	6	11	4,043	15,396
	73.3	.1	.0	.0	.1	.0	.0	.0	.0	.0	.1	26.3	23.8
	23.6	8.7	13.0	6.3	17.0	20.8	20.0	16.3	10.7	23.1	21.2	24.7	
CO Level	17,459	28	12	8	44	10	3	26	6	12	23	7,293	24,924
	70.0	.1	.0	.0	.2	.0	.0	.1	.0	.0	.1	29.3	38.5
	36.4	30.4	52.2	50.0	41.5	41.7	60.0	60.5	21.4	46.2	44.2	44.5	
CA Level	11,825	52	8	7	33	5	0	6	19	4	7	3,366	15,332
	77.1	.3	.1	.0	.2	.0	.0	.0	.1	.0	.0	22.0	23.7
	24.7	56.5	34.8	43.8	31.1	20.8	.0	14.0	67.9	15.4	13.5	20.5	
TOTAL	47,932	92	23	16	106	24	5	43	28	26	52	16,382	64,729
	74.1	.1	.0	.0	.2	.0	.0	.1	.0	.0	.1	25.3	100.0

\* Tables 1-3 are based on manual returns as at 23 May 1984, whereas Tables 4-6 are based on computerised records as at 31 March 1984.

Seven staff have been excluded from the above table, because of difficulties in allocating the correct grade level.



GCNO

DEPARTMENT OF THE ENVIRONMENT  
2 MARSHAM STREET LONDON SW1P 3EB  
01-212 3434

My ref: PSO/44349  
Your ref:

21 August 1984

Dear Sir,

N/S/K  
J

I have read with interest the report on the ethnic surveys of non-industrial Civil Service staff in the North West and Avon, circulated with your letter of 23 July.

I agree that an ethnic minority representation of only 0.9% in these two areas is a cause for great concern. We clearly must do all we can to encourage people from the ethnic minorities to apply to join the Civil Service, and to assure them that they will be given full equality of opportunity. In this connection, the continuing recruitment survey is clearly very important, because it will indicate the proportion of applicants from minorities and also show how they fare under our recruitment process. At the same time, I think we must press on with extending the survey Service-wide. I accept that the very small numbers so far identified make it difficult to draw conclusions from monitoring : this would be less so if we were dealing with larger Service-wide numbers. And, in any case, it is not easy to show that we are concerned about representation of minorities if we do not even have any figures : we have had several questions in the past Session about ethnic minority numbers and I have felt it was pretty weak to say we don't know.

/ I am copying this letter to the recipients of yours.

George Young

SIR GEORGE YOUNG

Civ Service Long term



22 AUG 1954



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Secretary of State for Trade and Industry

7 August 1984

Lord Gowrie  
Minister for State  
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SW1P 3AL

*nbpm  
dms  
7/8*

*D Gray*

ETHNIC MONITORING IN GOVERNMENT DEPARTMENTS

*with  
DH*  
I was interested to read the report of the ethnic surveys of civil servants in the North West and Avon which was enclosed with your letter of 23 July to Leon Brittan. My Department has appointed an Equal Opportunity Officer and has issued a Race Relations Policy Statement on the lines recommended in the report on "Race Relations - A Review of Policies and Procedures in the Civil Service". It is following up the other recommendations in that report.

2 I am copying this letter to the Prime Minister, Ministers in charge of Departments, Barney Heyhoe and to Sir Robert Armstrong.

NORMAN TEBBIT

CIVIL SERVICE  
L.T.