

National Health Service in Scotland  
Management Executive

St. Andrew's House  
Edinburgh EH1 3DG

Dear Colleague

WOMEN IN THE NHS IN SCOTLAND

Summary

1. A survey questionnaire on women in the NHS in Scotland is attached to this Circular. Completion of this questionnaire will be an essential step in establishing strategies to enhance the opportunities open to women in the NHS.

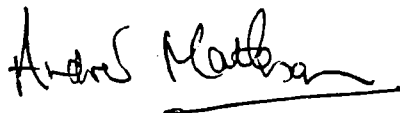
Action

2. I should like to ask that the attached questionnaire should be completed and returned to Mr Iain Abbott, Room 70, St Andrew's House, by Friday 10 July.

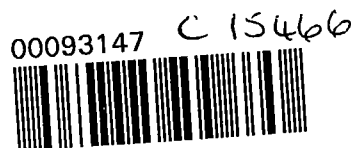
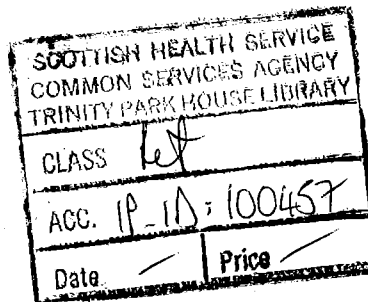
3. The questionnaire should be completed in respect of each Board, Unit, Trust, the Common Services Agency and the State Hospital. This letter and attached questionnaire should be copied to Unit General Managers for action.

4. The background to the issue of this survey questionnaire is set out in the Annex to this letter.

Yours sincerely



A J MATHESON  
Director of Manpower



29 May 1992

Addressees

For action:  
General Managers,  
Health Boards

General Manager,  
Common Services Agency

General Manager,  
State Hospital

Chief Executives and  
Chief Executive  
Designate, NHS Trusts

For information:  
General Manager,  
Health Education Board  
for Scotland

To be copied to Unit  
General Managers for  
action

Enquiries to:

I S Abbott  
Manpower Directorate  
NHS Management Executive  
Room 70  
St Andrew's House  
EDINBURGH  
EH1 3DE  
Tel: 031-244 2491  
Fax: 031-244 2837

## OPPORTUNITIES FOR WOMEN IN THE NHS IN SCOTLAND

1. In August 1991 the Equal Opportunities Commission published a Report on Women's Employment in the NHS, including the NHS in Scotland. In preparing this Report the EOC carried out a survey of Health Boards. Among the findings of the Report were that the NHS in Scotland lags behind other employers in important areas. The Report made a number of recommendations and concluded that as regards equal opportunities the main challenge in Scotland is for all Health Boards to adopt written equal opportunities policies.

2. The survey on which the EOC based their findings and recommendations is now 2 years old. It is essential therefore that the current position is established and that information is obtained on how employing bodies are taking advantage of the provisions in national agreements which facilitate opportunities for women which were not available 2 years ago.

3. This questionnaire has been drawn up in conjunction with the Joint Working Group on Manpower. The information derived from the questionnaire returns will be essential to the formulation of further policies and strategies to enhance opportunities for women and to realise the full potential of women within the NHS in order to meet in the most effective way the health care needs of the people of Scotland.

SURVEY OF EQUAL OPPORTUNITIES POLICIES, FLEXIBLE WORKING  
ARRANGEMENTS AND CARERS' POLICIES IN THE NHS IN SCOTLAND

Please circle the appropriate answer where appropriate.

NAME OF HEALTH BOARD/UNIT/TRUST

1. Do you have a written Equal Opportunities Policy?

YES

Please answer question 2

NO

Please answer question 3

2. If YES, please provide a copy  
Does the policy cover:-

2.1 Gender

YES NO

2.2 Marital status

YES NO

2.3 Other

YES NO

3. If NO, do you intend to introduce a policy?

YES NO

Date of anticipated introduction

4. Has the policy at 2 been communicated to employees?

YES NO

If yes, how has this been done?

5. Is the policy at 2 communicated to job applicants?

YES NO

If yes, how is this done?

6. Who has overall responsibility for ensuring the policy at 2 is operating effectively?

6.1 Board General Manager

6.2 Unit General Manager

6.3 Trust Chief Executive

6.4 Director of Personnel

6.5 Other (please specify)

7. Have you set up a special structure to review the policy at 2?

YES NO

If yes, describe arrangements:-

8. Have you appointed a person whose main responsibility is to advise on equal opportunities matters?

YES NO

If yes, describe nature of the appointment:-

9. Have you provided training on your policy to

9.1 Management

9.2 Staff

9.3 Board/Trust members

9.4 Other

10. Do you provide training on equal opportunities as part of other training programmes?

YES NO

If yes, give examples:-

21.2 Staff with at least 6 months service?

21.3 Staff with at least 12 months service?

22. Do you have a written policy for providing a retainer scheme for staff in employment?

YES NO

If yes please provide a copy

23. Does the scheme at 22 include doctors?

YES NO

If no, do you have a separate scheme for doctors?

YES NO

24. Does/Do your scheme(s) at 22 include "keep in touch" arrangements?

24.1 Refresher courses

24.2 Minimum periods of employment eg 2 weeks per year

24.3 Newsletter/other information

24.4 Other, please specify

25. Are you or any of your staff members of a forum which meets regularly to discuss and share experience of equal opportunities, childcare, returner schemes etc?

YES NO

26. If yes to 25 is the network:-

26.1 EOC Equality Exchange

26.2 Institute of Personnel Management Forum

26.3 Other - please specify

Name and Designation of person completing the questionnaire:

Date:

Please return by 10 July 1992 to

**IAIN ABBOTT**  
**Manpower Directorate**  
**NHS Management Executive**  
**Room 70**  
**St Andrew's House**  
**EDINBURGH**  
**EH1 3DE**