



National Health Service in Scotland  
Management Executive

St. Andrew's House  
Edinburgh EH1 3DG

Dear Colleague

ETHNIC MINORITY MONITORING

**Summary**

1. This letter asks employing authorities to collect information on the ethnic origin of staff with a view to monitoring the career progress of those with ethnic minority backgrounds.

**Action**

2. Health Boards and Trusts should arrange for the collection of data on the ethnic origin of medical and dental staff and submit returns to the Information Services Division of the Common Services Agency (ISD) as part of the 1993 MEDMAN Census.

3. The exercise should be extended next year to all other staff groups with a view to the first comprehensive returns being submitted in September 1994.

4. Details of what is required are set out in the Annex attached.

5. This letter should be copied to Unit General Managers for action as necessary.

Yours sincerely

A J MATHESON  
Director of Manpower

30 December 1992

**Addressees**

For action

General Managers of  
Health Boards

General Manager,  
Common Services Agency

General Manager, State  
Hospital

Chief Executives, NHS  
Trusts

For information

General Manager,  
Health Education Board  
for Scotland

Chief Executives  
Designate, NHS Trusts

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30 DEC 1992

1. Health Boards and Trusts have statutory responsibilities for providing equal opportunities in recruitment and selection procedures. Discrimination on the grounds of sex and race are prohibited under the Sex Discrimination Acts 1975 and 1986 and by the Race Relations Act 1976.

2. Research has shown, however, that women are still under-represented in the higher grades of the medical and dental professions and that staff from ethnic minorities may also be disadvantaged in terms of career progression.

3. Equal opportunities is a major component of Government policy and it is considered necessary to obtain hard evidence of how recruitment and selection procedures in the NHS work in practice in order to monitor the career progress of staff from ethnic minority groups.

4. The Management Executive has decided, therefore, that a new field of "Ethnic Origin" will be introduced into the MEDMAN Census with a view to the first returns on medical and dental staff only being submitted in September 1993.

5. The categories required are as follows:-

White

Black - Caribbean

Black - African

Black - Other

Indian

Pakistani

Bangladeshi

Chinese

Any other ethnic group

Refusal

Not known

The category to be recorded for an employee is the ethnic origin as defined by the individual concerned.

6. The data collection is to be extended next year to include the same information on all other staff groups with a view to the first comprehensive returns being submitted to ISD in September 1994. Further details of what will be required will be issued in due course.

7. This exercise parallels a similar initiative by the Department of Health for England and Wales and has the support of the Commission for Racial Equality.