



National Health Service in Scotland  
Management Executive

St. Andrew's House  
Edinburgh EH1 3DG

Dear Colleague

**EQUAL OPPORTUNITIES  
WOMEN IN THE NHS IN SCOTLAND**

**Summary**

1. This letter summarises the main results of the survey questionnaire on women in the NHS in Scotland issued with NHS MEL(1992)22 on 29 May 1992 and reminds NHS employers of the action required to promote the initiatives in NHS Circular GEN(1993)3 of 10 March 1993 on Equal Opportunities.

**Action**

2. Employing authorities are asked

2.1 to draw the attention of their staff to the results of the survey questionnaire on women in the NHS in Scotland contained in Annex A

and are reminded

2.2 that the action proposed to promote the various goals and objectives set out in NHS Circular GEN(1993)3 of 10 March 1993 should be reported to the Management Executive by 1 September 1993 and progress reported annually thereafter on 31 March. Such reports should be consistent with the proposals in Trusts' business plans for an effective equal opportunities policy (Circular FIN(T)(1993)1 of 29 January 1993), with the statements in the annual reports of Trusts and Directly Managed Units on progress with equal opportunities (NHS MEL(1993)30 of 12 March 1993) and with the arrangements for part-time training and working for medical staff contained in NHS MEL(1993)43 of 2 April 1993.

30 August 1993

**Addressees**

For action:  
General Managers,  
Health Boards

General Manager,  
Common Services Agency

General Manager,  
State Hospital

Chief Executives,  
NHS Trusts

For information:  
General Manager,  
Health Education Board  
for Scotland

To be copied to Unit  
General Managers and  
Personnel Officers for  
information

**Enquiries to:**

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Our ref: WCG/11/5

3. Some further guidance on the terminology used in NHS Circular GEN(1993)3 is given in Annex B.
4. This letter should be copied to Unit General Managers for action as required.

Yours sincerely

A handwritten signature in black ink that reads "Andrew Matheson". The signature is written in a cursive style and is underlined with a single horizontal line.

A J MATHESON  
Director of Manpower

ANNEX A

EQUAL OPPORTUNITIES: OPPORTUNITIES FOR WOMEN IN THE NHS IN SCOTLAND

Background

1. A 1991 report on Women's Employment in the NHS published by the Equal Opportunities Commission (EOC) concluded that the NHS in Scotland lagged behind other employers in important areas. As a first step towards improving and enhancing opportunities for women, the Management Executive held discussions with the EOC and decided to conduct its own survey of equal opportunities in the NHS. The survey was contained in NHS MEL(1992)22 of 29 May 1992 and responses were received from or on behalf of 69 employing authorities or directly managed units in the NHS.

Survey Results and Initiatives

2. The results of the survey are given in Appendix 1. It can be clearly seen that, while progress has been made, much remains to be accomplished to ensure genuine equality of opportunity. To help the service develop the culture change necessary, the Management Executive set out a range of initiatives in NHS Circular GEN(1993)3 of 10 March 1993. These include publishing the results of the equal opportunities survey, introducing local arrangements to develop the understanding of staff at all levels of equal opportunities policies and practices, and developing local goals to reflect local needs and circumstances. The Circular also commended the Opportunity 2000 Campaign run by Business in the Community.

Steering Group

3. NHS Circular GEN(1993)3 also announced the creation of a joint Service and Management Executive Steering Group to be responsible for designing, developing and promoting a series of initiatives on equal opportunities to enhance opportunities for women in the NHS in Scotland with the aim of improving patient care. The Management Executive is currently setting up the Steering Group.

APPENDIX 1

**EQUAL OPPORTUNITIES SURVEY  
QUESTIONNAIRE RESULTS (69 REPLIES RECEIVED)**

<u>Equal Opportunities Policy</u>	<u>Number of YES Responses</u>	<u>% of Returns</u>
1a. Employers with		
- written EO policy	38	55%
- Gender policy	35	51%
- Marital status policy	35	51%
- Other policy	31	45%
b. Intention of employers with no EO policy to introduce one	24	35%
c. EO policy communicated to employees	30	34%
<u>Arrangements for Implementation</u>		
2a. Special structure set up	16	23%
b. Officer appointed to advise on EO	3	4%
c. Monitoring unit set up	19	28%
d. Written EO guidance on recruitment selection	28	41%
e. Board/Trust members receiving training on EO policy	3	4%
f. Senior posts open to part-time/job-share applications	52	75%
g. Post graduate training available on a part-time basis for doctors	33	48%
<u>Monitoring of Equal Opportunities Policy</u>		
3a. Policy monitored		
- Gender	16	23%
- Marital status	16	23%
- Applications	16	23%
- Short-listed applicants	17	25%
- Appointees	16	23%

<u>Part-time &amp; Flexible Working arrangements</u>	<u>Number of YES Responses</u>	<u>% of Returns</u>
4a. Arrangements introduced		
- Flexi-time	57	83%
- Job-sharing	58	84%
- Part-time working	34	49%
- Term-time working	26	38%
- Home working	9	13%
b. Flexible working applying equally to Doctors	45	65%
<u>Training</u>		
5a. Specific Equal Opportunities training given		
- to Management	22	32%
- to Staff	6	9%
b. Equal Opportunities training as part of other training training programmes	36	52%
c. Training available on a part-time basis	41	59%
<u>Special Leave Arrangements</u>		
6a. Special Leave for		
- Domestic personal and family reasons	51	74%
- Carer	43	62%
- Adoption	48	70%
- Paternity	43	62%
b. Written policy for a retainer scheme	21	30%
c. Written policy for Doctors retainer scheme	29	42%
d. Childcare facilities provide for all employees eg nursery or crèche	1	1%
e. Holiday Play Scheme arrangements made	13	19%

Equal Opportunities  
Experience Exchange

Number  
of YES  
Responses

% of Returns

7. Meet and exchange  
information with other interested  
parties

28

41%

ANNEX B

GUIDANCE ON TERMINOLOGY

1. Some employers have sought further guidance on the terminology used in NHS Circular GEN(1993)3 and this is repeated in this Annex.
2. The monitoring return should be a snapshot of the position on or near 31 March.
3. In Paragraph 4.1 of the Circular "general management posts" should be taken as a general manager or equivalent contract or on any officer on spine point 11 or above on the senior managers pay scale or the equivalent scale for professional staff.
4. In Paragraph 4.3 the 'service' is the National Health Service.
5. In Paragraph 4.4 "time taken" should include any time an officer has been employed in some capacity in the NHS but should exclude other employment. "Management positions" should be regarded as nurse manager posts (formerly nursing officer) and above or any other post with significant managerial input.