Terms of Reference

1. Purpose

1.1. The Statistics Council was created by the Amendments to the Statistics and Census (Jersey) Law 2018 with the primary function of overseeing the Jersey Statistical System by:

1.1.1. Advising public authorities on the production, use, quality, relevance and integrity of the statistics produced by the authorities that describe, on a representative basis, the economic, demographic, social and environmental situation in Jersey; and

1.1.2. Advising any person or body in relation to tier 1 statistics.

2. Functions

2.1. The particular functions of the Council are:

2.1.1. To review, comment on and make recommendations to the Minister, the States Assembly and the Chief Statistician about the statistics on which it advised with respect to the matters set out in Annex 1.

2.1.2. To promote the standards for tier 1 statistics set out in Article (7H) [Annex 2]

2.1.3. To gather and present the views of statistics users

2.1.4. To respect, uphold and defend the independence of the Chief Statistician, Statistics Jersey and the Jersey Statistical System (JSS); and

2.1.5. To provide a neutral forum for statistics users to interact with the Chief Statistician, the Office of the Chief Statistician (OCS) and other producers of statistics in public authorities on the production, use, quality, relevance and integrity of tier 1 statistics.

2.2. The Statistics Council may also

2.2.1. Comment on the annual report, plan for the output of the OCS, and on the strategy for the JSS

2.2.2. Advise the Chief Statistician or his nominated representative on

a. The contents of the Code

b. The list of tier 1 statistics

c. The suspension of a statistical report from the list of tier 1 statistics, and

d. The criteria for reviews of tier 1 statistics

2.2.3. Advise on the removal of a statistical report from the list of tier 1 statistics

2.2.4. Request the instigation of reviews under Article 7I,(8) or (9) of the relevant legislation **Draft Statistics and Census (Jersey) Amendment Law 202-, Statistics and Census (Jersey) Law 2018**

2.2.5. Give views and make recommendations to the Minister on the appointment of the Chief Statistician

2.2.6. Consider any suspension of dismissal of the Chief Statistician

3. Duties

3.1. A number of specific duties are placed on the Council by the legislation. Specifically:

3.1.1. The Statistics Council must hold formal meetings at least 3 times each calendar year.

3.1.2. The Statistics Council must produce an annual report on its performance over the preceding financial year. The Chair must present this report to the Minister as soon as practicable after the end of the financial year to which it relates.

3.1.3. The Chief Minister must prepare Rules of Conduct for members of the Statistics Council and present the Rules to the States as a report. Members of the Statistics Council must comply with the Rules of Conduct.

3.1.4. The Statistics Council must publish in a manner agreed by the Council the minutes of its formal meetings, including a record of decisions taken in relation to its statutory functions, as soon as reasonably practicable after the meeting in question has taken place.

4. Membership

4.1. Membership of the Council, including the Chair, is determined by the Minister following consultation with the Jersey Appointments Commission.

4.2. The Council should consist of a Chair and no fewer than 6 and no more than 10 other individuals. The current Council consists of the Chair and 8 members.

4.3. The Chair presides over all meetings of the Statistics Council, but in the absence of the Chair another member may preside.

4.4. The Chief Statistician, or his designated Deputy Statistician must attend each meeting of the Statistics Council at which it takes decisions in relation to any of its statutory functions ('formal' meetings), in an advisory capacity only.

4.5. The Council may meet informally without the Chief Statistician present, but it must not make any decisions that are required to be made at a formal meeting.

4.6. The Council will be provided with administrative support by the Government of Jersey who will act as secretariat for the Council.

5. Quorum

5.1. More than half of the appointed number of Council Members must be in attendance (including the Chair). The Chief Statistician must be present for the meeting to be deemed quorate.

6. Meetings

6.1. Legislation requires that the Council meets formally at least 3 times each calendar year. These meetings will aim to align with key points in the financial year and governance timetable. The Chair, in consultation with the Chief Statistician, may convene additional formal meetings if deemed necessary.

6.2. Any member of the Council may propose an informal meeting. Such meetings may be called by the Chair if required. Members will be given a minimum of two weeks' notice of such meetings.

7. Reporting requirements

7.1. The Statistics Council must produce an annual report on its performance over the preceding financial year.

7.2. The report must

7.2.1. Include a review of the work undertaken and the functions discharged by the Statistics Council during that year; and

7.2.2. Set out why the work undertaken that year is in the public interest.

7.3. The report may

7.3.1. Report any concerns it has in relation to the funding, resources and independence of the Chief Statistician, Statistics Jersey and the Jersey Statistical System; and

7.3.2. Reference a refusal of both the Chief Statistician and the Minister to instigate an extraordinary review of a statistical report listed as tier 1 statistics under Article 7K.

7.4. The Chair of the Council must present the report to the Minister as soon as possible after the end of the financial year to which it relates.

8. Papers and agendas

8.1. The Secretariat will circulate a draft agenda to the Chair and Chief Statistician a month prior to each meeting.

8.2. The Secretariat will circulate a final draft agenda and commissioning e-mail to contributors 2 weeks prior to the meeting.

8.3. The Secretariat will circulate the agenda and papers five working days before each meeting.

8.4. The Council will regularly discuss a forward plan of its work, ensuring that proper attention is given to all matters in these terms of reference.

8.5. The Secretariat will circulate the minutes of all meetings to both the members and attendees for factual accuracy checking once they have been approved by the Chair, and within 15 working days of the meeting.

8.6. Provisional minutes for Formal Council meetings will be published to the Council's webpages as soon as practical after all meeting attendees have had the opportunity to comment.

8.7 Final minutes of Formal Council meetings will be approved at the next Formal meeting of the Council and published to the website as required by legislation.

9. Conflicts of interest

9.1. Any member or attendee who becomes aware of a potential conflict of interest relating to matters being discussed by the Council should give prior notification to the Chair, or if this is not possible, declare this at the meeting and, where necessary, withdraw during discussion of the relevant agenda item.

Drafted:	Kate Chamberlain, Chair
Date:	July 2025
Approved:	Statistics Council Formal Meeting
Date:	September 2025
Next review date:	September 2026

Annex 1 Matters on which the Council advises

The Council may review, comment and make recommendations in relation to:

- The quality, relevance and integrity of relevant statistics including the extent to which those statistics are appropriate to the purposes for which they are used;
- The range of statistics provided;
- The demands placed upon providers of information, whether it me provided on a voluntary or compulsory basis;
- The confidentiality of information concerning individuals and businesses;
- The methodology by which those statistics are compiled and their resultant accuracy and reliability;
- The independence of the compilation and dissemination process from political or other inappropriate influence;
- The form and procedure through which statistical information is disseminated; and
- The output and quality of statistics of the Chief Statistician, other producers of the tier 1 statistics and the JSS

Annex 2 Standards for Tier 1 Statistics

Amendments to the Statistics and Census (Jersey) Law 2018 7H

Tier 1 Statistics must be:

- Relevant, accurate and reliable;
- Objective and comprehensive;
- Compiled, reported and documented in a scientific and transparent manner;
- Disseminated impartially and in a timely manner;
- Readily accessible to all who wish to access them;
- In accordance with appropriate national and international standards and classifications; and
- Clearly and objectively displayed (whether by means of text, graphics or other method)