

**Statistics Users Group Formal Meeting Minutes**  
**6 May 2022 13:00 - 14:30 pm**

Held At:	Meeting room 2 (Dumaresq), Jersey Library, Halkett Place, St Helier & Zoom
On:	6 May 2022
SUG Members Present:	Gailina Liew (“GL”) (Chair), Auberon Ashbrooke (“AA”), Emma-Louise Veitch (“ELV”), Maria Madalina (“MM”), Martin Delap (“MD”), Simon Lewis (SL)
In attendance:	Ian Cope (“IC”) – Chief Statistician & Director, Statistics & Analytics, SPPP Daniel Edmunds (“DE”) – Deputy Chief Statistician, Principal Statistician, Statistics Jersey
Apologies:	Daniel Pullinger (“DP”)

Agenda Item No	Discussion
1	Call to order and apologies  Apologies were noted from DP.
2	<u>Confirm Quorum</u>  It was agreed the meeting was quorate.
3	<u>Declaration of Interests</u>  GL welcomed everybody and opened the meeting.  GL advised that she holds a trustee position with Arthouse Jersey, however, she has just been appointed as acting Chair. <b>This declaration was noted and will be added to the Register of Interests.</b>
4	<u>Review and approval of previous meeting minutes</u>  The minutes of the meeting on 16 July were approved, meaning <b>MT can add these to SUG’s website.</b>  GL recognised that the previous minutes from December had only just been circulated and that individuals would not have had sufficient time to review. <b>GL requested any revisions be highlighted to MT</b> , following which the amended minutes will be redistributed to the group by email for approval. GL requested revisions before the end of the following week.  <u>a. Matters Arising</u>  <u>Register of Interests</u>

Agenda Item No	Discussion
	<p>s. It was agreed this should include IC, as he's a member of SUG.</p> <p><u>Chief Statistician Update</u> GL extended SUG's congratulations to IC for securing the permanent Chief Statistician ('CS') role and to DE for his recent appointment as Deputy Chief Statistician ('DCS'). <b>GL asked for an explanation, to better understand, the delegation of duties between CS and DCS.</b> MM requested an update on the structure. IC advised that the structure chart is in the CS presentation from the December meeting.</p> <p><u>SJ Work Priorities</u> GL referred to the ongoing discussion about SUG advising and helping to set statistics Jersey's ('SJ') work priorities. This falls into an assessment of whether or not SJ has adequate resource and overall statistical capability. GL stressed that any information that can be shared, which in SUG's opinion, should be quite fulsome as SUG &amp; SJ are working to the same objectives, would be very useful.</p> <p><u>Responsibility for Health Statistics</u> GL advised that this will be covered in SUG's update later in the meeting. However, GL advised that SUG have established small working groups with different people leading in different areas. The SUG lead for Health is MM. MM expressed that she would like to have someone nominated that she can keep in touch with on an ongoing monthly basis. IC believes this would be Margi Clarke. A date for the health briefing for SUG has been confirmed.</p> <p><u>Pre-release Access Policy/Request</u> IC advised this is covered in his CS update to be given later in the meeting.</p> <p><u>Rolling 12-month schedule for SJ publications</u> It was noted the 12 month ahead, but not the rolling basis had previously been agreed. A fuller discussion will follow later in the meeting, in conjunction with the discussion about the second half of 2023 Release Schedule.</p> <p><u>Statistics Law Consultation</u> GL advised that Francis, the Policy Officer, who was supporting the Steering Group Law Consultation had sent her a Consultation Report. <b>GL will circulate this and go back with SUG's comments to Francis next week.</b> IC advised that he'd reviewed it and felt it a fair summary of responses. GL recalled a discussion at the December meeting, about the Chief Minister approving law drafting instructions and issuing a Ministerial Direction dated 24 November. <b>GL has requested a copy of this from Francis but hasn't seen it yet. She will follow up.</b></p> <p><u>Business Case for Administrative Data</u> GL heard that the Business Case was approved. IC advised that he will cover this in his update later in the meeting.</p> <p><u>Request for Information in relation to Budget Figures</u> SUG appreciate that there isn't a separate budget that is set out in the Government Plan ('GP') or in the Common Strategic Plan ('CSP') for SJ. <b>IC agreed to check on this and revert.</b> GL expressed this would be helpful in making the SUG case for extra resourcing, as there isn't a lot of awareness of what the SJ's actual budget is. GL advised that SUG plan to include round estimated figures in the Annual Report ('AR') they are drafting because it's important for the public to understand this.</p>

Agenda Item No	Discussion
	<p>DE advised SJ had provided the figures they could. He added that because the budget isn't in the AR or in the GP, it is a little unclear as to what the actual budget is, so SJ went to the Finance Business partner and asked what they can provide. He added it isn't easy as it doesn't fall under one of the standard accountancy lines. <b>It was noted that SUG will recommend in their AR that it is important to separate out the budget for SJ, so there is clear understanding of what SJ has to work with.</b></p> <p><u>Jersey Opinions Lifestyle Survey ('JOLS')</u> GL sat in on the 1<sup>st</sup> meeting and AA sat in at the 2<sup>nd</sup> meeting of the JOLS Advisory Group. GL asked if this is something which IC intends to do annually? IC advised he will cover this in his CS report later in the meeting.</p> <p><u>SUG Website</u> <b>GL noted that SUG are still awaiting a headshot and biography for IC. GL added that it would be good to have the same for DE now, as DCS.</b> <b>GL also requested DE prepare a short paragraph of no more than 4/5 sentences on the importance of statistics.</b></p> <p>SUG will also include the SJ organisation chart on their website.</p> <p><u>User Consultation</u> GL advised that SUG had discussed the user consultation at their working meeting and have decided to launch this in late Summer/Autumn. SUG would like to get their website up and running first. GL advised that ELV is leading on SUG's Engagement Strategy and there should be more information on this next month.</p> <p><u>SUG Letter to the CM</u> GL advised that SUG's letter was sent to the CM in January and the CM responded at the end of March.</p>
5	<p><u>Report from Chief Statistician</u></p> <p>IC shared an onscreen presentation, and the key points were discussed as follows:</p> <p><u>Staffing &amp; Central Analytics Team ('CAT')</u> IC reiterated that he has been appointed on a permanent basis since February 2022 and that DE had been appointed as Deputy CS in April 22.</p> <p>IC advised that he's appointed Sarah Davis ('SD') to lead the CAT. SD's employment commences on 13 June. One of SD's first tasks is to recruit the team and she has already started thinking about this. Due to SD's background and experience, she will be leading on the admin data work. The team will be made up of fixed-term posts, as it's a time limited project.</p> <p>IC added that one of the people who will be finishing work on the Census will be moving to the CAT in July. GL asked how many posts SD will be looking for. IC advised in the CAT there are 5 posts in total, including SD's post. IC has an agency person filling one of the roles, so there are essentially 4 posts to fill in the CAT. On the Admin Data Project there are 4 roles, although this is flexible, and no decision has yet been made as to how this team will be made up.</p> <p>AA asked if SD is a qualified statistician within the meaning of the 2018 Law. <b>IC advised that he is intending to move the CAT within the remit of the Statistics Law, as it will be</b></p>

Agenda Item No	Discussion
	<p>necessary for the admin data work. AA requested confirmation that SD and the CAT will not be carrying out general civil service reporting and policy work for SPPP or anyone else, but will be solely working on statistical issues. IC stated that ultimately everything they do is used by and funded by Government, however, the direction of work, the steer on what is carried out and the priorities would come from him. GL sought to understand the team under IC, as CS, which would be the SJ work that is based around official statistics, basically what SJ is defined to work on under the Law. Then there will also be the CAT and the Admin Data Team, which will come under the auspices of the Statistics Law. IC confirmed this and added that essentially the Admin Data Team could easily have sat within SJ, as it's a research and development function. DE added that in essence the elements which exist now are going to be 'Statistics Development', 'Production of Statistics Team' the name of the team has not yet been bottomed out and agreed upon. He added that this is effectively all the team have been doing for the past two years, as they have not been able to carry out any research development/outreach, nor any Government advisory work (aside from a few ad hoc pieces), and whatever the CAT becomes it is going to be based on development of new statistics and the career and professional development of statisticians across Government. DE stressed that they hope this assists toward the statisticians in SJ teaching other departments about surveys, how to do them etc, which they just haven't been able to do, due to a lack of resource and time.</p> <p><b>GL stated this is something which SUG will need to reflect on.</b> GL asked if there is a separate organisation chart for the CAT, which would be a sub-chart of the overall team? DE confirmed there will be, however, as only one person has been recruited so far, they have yet to figure out the detail, including what the appropriate name is for this team.</p> <p>GL thanked IC and DE for sharing that information and added that she would encourage them in their thinking to try and reference terms that are commonly understood. She added that we don't want Jersey to look different for no good reason, we should be in line with standard terminology.</p> <p><u>Census Publication</u> IC summarised his slide. He pointed out that SJ have prioritised publishing as much census data as possible, in advance of the election period. Three bulletins have been published so far: population including; sexual orientation and gender identity; followed by housing and households and most recently a short bulletin on health characteristics. It was noted that further publications will now come after the election period.</p> <p>GL queried what the reaction has been so far? Some discussion followed about the 103k vs 107k and a critical JEP article by John Henwood. <b>It was agreed this would be discussed in the context of the SUG Census briefing scheduled for 18/05.</b></p> <p>IC advised that in terms of housing and households there had been quite a lot of interest in the number of vacant dwellings. He added that the focus on overcrowding wasn't a surprise.</p> <p>DE stressed that all the interest has been around vacant properties. AA added that you need to look at what is empty and why. DE added that the census is not a good way of looking at vacant properties. It's the only information in Jersey that exists on vacant properties, it's carried out once every ten years. It is a census of people. IC added that it tells you nothing about how long a property has been vacant etc. DE advised for a long period of time there has been a gap in knowledge in relation to vacant properties, for years people have been looking for a way to find this information. DE added one solution would be land reporting of some kind or you could do as the UK which is a periodic survey.</p>

Agenda Item No	Discussion
	<p>GL stressed that the key thing to <b>note is that this is a gap</b>, and it is information that is quite important, and people are really interested in.</p> <p><u>SJ Briefings</u> IC ran through a summary of briefings that SJ has given, including the: ‘Children and Young People Survey’, the ‘Better Life Index’ etc. IC also summarised briefings SJ has been asked to give, including to the Strategic Housing Partnership. GL thanked IC for providing this information. GL added that she had contacted IC &amp; DE to ask if SUG could have a log of briefings that have been given to the public as GL would like to evidence in SUG’s AR that there has been engagement/activity. <b>GL added that SUG are keeping a log of action items from these formal meetings and if it helps IC &amp; DE can send a note of briefings to MT to collate.</b></p> <p>IC added a final point that he has given a briefing to election candidates on the Jersey statistical system which he recorded and sent to the Greffe to put on vote.je as a resource for all candidates. <b>GL asked IC to send the recording to MT so that SUG can link it on their website.</b></p> <p><u>Codes of Practice</u> It was noted that IC will be presenting to the Executive Leadership Team (‘ELT’) on 8 June.</p> <p>IC advised that Heads of Practice have been identified as follows:</p> <ul style="list-style-type: none"> <li>● Margi Clarke for Public Health.</li> <li>● Although people in other departments haven’t been designated yet, IC advised that he is recommending to the ELT who they should be, where they are obvious i.e., Beverley Edwards for HCS, Suzie Philips for CYPES, Ross Nieuwberg for CSL etc.</li> </ul> <p><u>Admin Data Linkage</u> IC advised the funding for the business case was approved by the Political Oversight Group (‘POG’) in February.</p> <p>Funding was approved for four staff, for Margi to recruit staff for qualitative research and for methodology to build infrastructure. There have been a couple of workshops with IT about building the structure, the design etc.</p> <p>GL asked what has been approved. DE advised for SJ it is £257k staff costs for Y1 and Y2, 120k for IT, with another pot of money for public health. In total over 2 years, it’s approx. £1M.</p> <p><u>Average Earnings index</u> IC advised that he’d received a pre-release request on 29/04 from CLS, for access to the Average Earnings Index Data. IC reverted stating that it is a decision for SUG and not for the CS and that decision was no pre-release access.</p> <p>IC copied in Ian Burns (DG of CLS) and is expecting to receive push back, although he’s heard nothing yet.</p> <p><b>GL requested IC forward these requests to her and/or MT so that SUG can track this, as it’s SUG’s responsibility to approve them or not.</b> AA advised that he has mixed views on the subject. AA added that he has no difficulty with mid-grade civil servants who are nowhere near a politician getting pre-release access for example, if they need to calculate a pension paid on 1 January before a certain date. The nervousness has always been about anything which can</p>

Agenda Item No	Discussion
	<p>give access to politicians. MD added he feels this has become a somewhat embedded process; however, this problem has been known about for years. The point is that you cannot have this as the BAU process, because the IT infrastructure is not highly prioritised enough to deal with it.</p> <p>GL opened the floor to those attending by zoom for any questions.</p> <p><b>MM advised that she has not been able to find IC’s December presentation and requested that it be forwarded to her.</b></p> <p>MM asked what the strategy/timeline is for getting the CAT under the remit of the Statistics Law. <b>IC advised that he is waiting until Sarah is in post in June, however, he will provide an update on progress in July.</b> IC doesn’t believe this needs any approval.</p>
6	<p><b>Matters for Decision</b></p> <p>There were no matters for decision.</p>
7	<p><b>Matters for Discussion</b></p> <p><u>Second half of 2023 Release Schedule</u> GL noted that DE had shared the release with her. GL noted that there were no substantive changes to previous years.</p> <p>DE advised that he was not expecting this to a matter for decision at this meeting. <b>He added that he’d sent it round so that SUG members could see it now, and have time to review it, with the intention that it would be an item for decision next time.</b></p> <p>SUG agreed to move this to an item for discussion. GL requested an up-to-date copy be circulated ahead of the next meeting.</p> <p>GL felt it important to note that part of SUG’s focus this year is to carry out an overall statistical capacity assessment. GL added that she’s aware SJ have been working on a gap analysis. SUG have agreed subject specific groups and she advised that IC &amp; DE should expect these teams to reach out to them about their own gap analysis. It is important for SUG to look at it this year as there is a new Government about to come into place and there’s a new four-year CSP to be decided upon, which is required to be presented by the end of October.</p> <p>MM raised a point in relation to RPI which had been discussed a few years ago. It was agreed to raise this for discussion at the RPI briefing scheduled in July.</p> <p><u>Census Bulletin 2</u> It was noted that a briefing session has been agreed on 18 May.</p> <p><u>Progress on rolling out Codes of Practice – list of heads of practice for government departments and other public authorities</u> GL referred to the discussion under the CS update earlier in the meeting. She added that it would be very useful to clarify who the Heads of Practice are and to identify any gaps. IC confirmed this will be a high priority for Sarah when she starts in June. IC clarified that it would include what posts there are, who is in them and what vacancies there are.</p>





Agenda Item No	Discussion
	<p><b>IC advised that he would report back following the ELT meeting, but specifically for the July meeting.</b></p> <p><u>Admin data linkage project</u> It was noted that this was discussed earlier in the meeting.</p> <p><u>Covid Review Panel</u> GL noted that she had met the representative of the Covid Review Panel. They expect to issue their report in July.</p>
8	<p><u>Matters for Noting</u></p> <p><u>SUG Update</u> GL reiterated that SUG have formed working groups and summarised those for IC &amp; DE's information:</p> <ul style="list-style-type: none"> <li>• MM is leading on Health with AA supporting</li> <li>• SL is leading on Education with AA supporting</li> <li>• AA is leading on Economics, Population &amp; Housing with Dan supporting</li> <li>• MD is leading on Codes of Practice &amp; compliance</li> <li>• ELV is leading on engagement strategy</li> </ul> <p><u>Recruitment of new SUG members</u> It was noted that SUG have completed a skills assessment of the current SUG members. It has shown that it is a pretty good, well-rounded group with lots of areas of knowledge, good age span and ethnicity. SUG recognises that to enable it to do more comprehensive work, it needs more hands-on deck. <b>SUG are about to initiate recruitment by a recommendation to the CM's office.</b> It was noted that SUG wish to appoint a further 4 members.</p> <p><u>SUG meeting/briefing schedule</u> An annual calendar is being put together.</p> <p><u>Annual Report &amp; Website</u> GL advised that she is putting together the Annual Report text, which IC will be able to review and comment on it before it goes to the CM and the general public.</p> <p><u>Meeting with Government CEO</u> GL referred to her recent meeting with the new Government CEO, Suzanne Wylie. They discussed data strategy. SW raised and asked GL to consider that in her previous local authority role she was accustomed to receiving statistical output in advance of general publication. SW had asked if this was something that could be undertaken here. She stressed that it's not for the purpose of influence it's for having time to prepare and digest it to prepare a response.</p> <p>GL advised she would bring the request back to SUG and try to understand the best practice out there and how it is done. GL has asked IC to look at a handful of key jurisdictions, saying what they do. IC agreed to investigate this.</p> <p>MD stressed that under the Codes of Practice there is no pre-release, so if we were to agree to</p>

Agenda Item No	Discussion
	<p>this, it would not be compliant with the codes if we were to approve this.</p> <p><b>GL stressed to IC all that is required is a summary giving the formal position from a handful of reputable jurisdictions and any guidance that IC is aware of from the OECD or similar.</b> This will just be for education purposes; we are not proposing to give SW a report.</p> <p><b>It was agreed there's a need for detailed discussion/debate on this matter.</b></p>
9	<p><u>AOB</u></p> <p>AA had looked at websites this morning following some releases issued. He noted a lot of inconsistency on the main Government webpage in relation to the releases.</p> <p><b>IC requested AA send him and DE a summary email.</b> AA advised the two issues are architecture and being able to find things and the quality.</p> <p>IC stressed that whilst he is grateful for things like this being raised and brought to his attention, he stressed that they need to be sent in a structured way. GL acknowledged this point.</p> <p>It was agreed to continue this discussion offline.</p>
10	<p><u>In Camera Session</u></p> <p>This is standard for board meetings. Executives leave the room so non-executives can have some time for discussion. However, it was felt that this was not required at this meeting.</p>
11	<p>Meeting Termination</p> <p>GL thanked everyone and there being no further business to discuss, the meeting closed.</p>



## Summary of Actions Arising

Action	Who	When	Complete Y/N
<u>Declaration of Interest</u> Arthouse Jersey – add to Register of Interests for GL	MT	13/05/22	
<u>Review and approval of previous meeting minutes</u> Add July minutes to SUG website Notify MT of any revisions to December minutes Send any current roles held to MT Explanation of delegation of duties between CS & DCS Circulate Consultation Report for comments Follow up for receipt of copy of CM's Ministerial Direction Locate where SJ's budget is SUG, in their AR, will recommend SJ budget is separated out. IC & DE to provide headshots & bios for SUG website DE to provide short para. re statistics	MT All All IC/DE GL GL IC GL IC/DE DE	13/05/22 13/05/22 13/05/22 22/07/22 13/05/22 13/05/22 22/07/22 13/05/22 13/05/22 13/05/22	Y Y
<u>Report from Chief Statistician</u> Reflect on moving CAT within the remit of the Statistics Law Discuss/raise at the Census briefing on 18/05	SUG SUG	22/07/22 18/05/22	



Action	Who	When	Complete Y/N
<p>Note the gap in information around vacant properties in the Island</p> <p>Send notification of any briefings given to SUG (MT)</p> <p>Send election briefing to candidates on Jersey Stats system to SUG (MT), to link to it on SUG website</p> <p>Forward/copy on responses to any requests for pre-release access to SUG (MT/GL)</p> <p>Send IC December presentation to MM</p> <p>Provide progress update re moving CAT under the Statistics Law</p>	<p>SUG</p> <p>IC/DE</p> <p>IC</p> <p>MT</p> <p>IC</p> <p>MT</p> <p>IC</p>	<p>13/05/22</p> <p>Ongoing</p> <p>22/07/22</p> <p>22/07/22</p> <p>Ongoing</p> <p>13/05/22</p> <p>22/07/22</p>	
<p><u>Matters for Discussion</u></p> <p>Second half of 2023 Release Schedule on July agenda</p> <p>Report back on Heads of Practice</p>	<p>MT/GL</p> <p>IC</p>	<p>22/07/22</p> <p>22/07/22</p>	
<p><u>Matters for Noting</u></p> <p>Initiate Recruitment process for new SUG members</p> <p><u>Meeting with new Government CEO:</u> Prepare a summary of best practice in other jurisdictions in relation to pre-release access.</p> <p>Separate discussion/debate to be scheduled</p>	<p>GL/MT</p> <p>IC</p> <p>MT/GL</p>	<p>22/07/22</p> <p>22/07/22</p> <p>22/07/22</p>	
<p><u>AOB</u></p> <p>Send summary email to IC/DE re inconsistencies on Government websites in relation to releases</p>	<p>AA</p>	<p>22/07/22</p>	