

**Statistics Users Group Formal Meeting Minutes**  
**22 July 2022 14:00 - 15:30 pm**

Held At:	Meeting room 2 (Dumaresq), Jersey Library, Halkett Place, St Helier & Zoom
On:	22 July 2022
SUG Members Present:	Gailina Liew (“GL”) (Chair), Auberon Ashbrooke (“AA”), Maria Madalina (“MM”), Martin Delap (“MD”),
In attendance:	Ian Cope (“IC”) – Chief Statistician & Director, Statistics & Analytics, SPPP Daniel Edmunds (“DE”) – Deputy Chief Statistician, Principal Statistician, Statistics Jersey (“SJ”)
Apologies:	Daniel Pullinger (“DP”), Emma-Louise Veitch (“ELV”), Simon Lewis (“SL”)

<b>Agenda Item No</b>	<b>Discussion</b>
<b>1</b>	Call to order and apologies  Apologies were noted from ELV, SL and DP.
<b>2</b>	<u>Confirm Quorum</u>  It was agreed the meeting was quorate.
<b>3</b>	<u>Declaration of Interests</u>  GL welcomed everybody and opened the meeting.  It was noted that there were no interests to declare.
<b>4</b>	<u>Review and approval of previous meeting minutes</u>  <b>It was agreed that the minutes of the meeting held on 10 December 2021 could be signed off as a complete and accurate record of the meeting and posted to the website.</b>  <b>GL requested that any comments or alterations on the minutes of the meeting held on 6 May 2022, should be send to MT by the end of next week, 29 July.</b>  <u>a. Matters Arising</u>  <u>Register of Interests</u>

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	<p><b>MT is creating a Register and GL reminded everyone to send any roles currently held to MT before the end of the following week, 29 July. It was also noted that MT should be advised of any changes in interests as they occur, so she is able to maintain the Register.</b></p> <p><u>SUG Website</u></p> <p><b>MM would like to update her bio on the website and will send MT a revised version.</b></p> <p>MD needs to check if his bio was previously updated on the website or not. <b>MD to review website and if not up to date, supply a new bio to MT.</b></p> <p><b>GL requested DE also send through a headshot to be used on SUG’s website.</b></p> <p>In relation to SUG’s request for DE to provide a paragraph about SJ, it was noted that DE had previously responded, suggesting that for consistency, SUG replicate what SJ have on their website “who we are and what we do” page. DE resent this link to SUG members on 23 July 2022.</p> <p><u>Delegate of Duties CS and DCS</u></p> <p><b>GL asked for an explanation, to better understand, the delegation of duties between CS and DCS. IC/DE to provide.</b></p> <p><u>Statistics Law Consultation</u></p> <p>It was noted that GL had requested a copy of the Ministerial Direction relating to law drafting from Francis. She has yet to receive this. DE advised he thought they’d all been published on the Government website. It was agreed that DE would look for this and, if found, send a link to SUG members. It was noted that subsequent to this meeting, DE did forward the relevant link to SUG on 23 July 2022.</p> <p><u>Request for Information in relation to Budget Figures</u></p> <p>IC had advised SUG at the previous meeting that the budget for Statistics Jersey was included in the Government Plan, but he was not able to identify where it was &amp; would revert on this. It was noted that IC had reverted, and this had been circulated to SUG members on 10 June 2022.</p> <p><u>Staffing &amp; Central Analytics Team (‘CAT’)</u></p> <p>IC confirmed that CAT are positioned within the remit of the Statistics Law, it is not a formal action that needs to be taken.</p>

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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>2021 Census Publications</u></p> <p>It was noted that SJ will publish bulletins on 27 July re Education, Transport and Employment.</p> <p>IC advised the census project will be closed in Q4 following publication of the final report. Further analyses and requests for data will be treated as business as usual.</p> <p>There was some discussion about the lessons learnt, which IC advised would essentially be an internal exercise. There was also some discussion about the merit of running another census vs self-identification.</p> <p><b>IC will share the close out report in time for a discussion to take place at the last formal SUG meeting of the year.</b></p> <p><u>JOLS</u></p> <p>It was noted that the JOLS questionnaires were posted out immediately after the election and that the response rate is in line with the last time JOLS was run in 2020, however, the online response rate is much higher. For comparison IC advised in 2020 it was 7% whereas now about 40% of responses were online.</p> <p><u>Pre-release access</u></p> <p>IC advised that having reviewed their procedures for updating pensions, CLS have concluded that they can complete this work without requiring pre-release access to the Average Earnings Index.</p> <p>SUG expressed their gratitude to IC for facilitating this during discussions with Ian Burns at CLS. SUG also asked IC to pass back to CLS their appreciation for making this happen.</p> <p><u>Briefings</u></p> <p>IC advised that due to the formation of the new Government, he had prepared a briefing paper on statistics and analytics for the new Council of Ministers (“CoM”).</p> <p>IC had also provided a briefing to the CoM on RPI &amp; BTS. GL queried whether it is now standard practice to brief the CoM on the day of release? IC advised the ministerial support unit will advise ministers on topics on which they may wish to be briefed on. GL referred back to her meeting with the CM who had requested sight of more comprehensive statistics as they are released. IC advised he is preparing a briefing paper on best practice.</p> <p>IC &amp; DE met Paul Bradbury and the releases which ministers are likely to be interested in have been identified. IC confirmed that this was how the briefing on Business Trends Survey (“BTS”) came about. He stressed that this is not a regular occurrence but rather happens on an as and when basis. IC emailed the CEO to let her know what he’s done and to confirm the process is being better managed; she is happy the process is working better than before. It was agreed therefore, that this action point could be marked as complete on the matters arising.</p>

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	<p>IC advised there will be a media briefing on the next set of census bulletins. GL queried whether it would save IC &amp; DE time on briefing SUG separately, if some SUG members attended the media briefings. DE felt that SUG and the media were likely to have different interests and SJ are more than happy to provide separate briefings for SUG.</p> <p>MM felt that the media should be briefed on SUG and its role, which was agreed, however, noted that this is not the right time. This will happen as part of SUG’s Engagement Strategy.</p> <p><u>Analyst and Statistics Enablement Team</u></p> <p>It was noted that the CAT have been renamed the Analyst and Statistics Enablement Team (“ASET”) to better reflect its functions and that Sarah Davis (“SD”) took up her post on 13 June.</p> <p>It was noted that an ANET reconnection event was held on 19 July, which was the first in person meeting of this group since before the pandemic. It was attended by approx. 50 analysts. The main focus at the meeting was on teams explaining their work and making useful connections across Government to share learning, experience, skills and priorities for how ASET can best support this. SD is preparing a report following this meeting. ASET made sure that all departments have the Codes of Practice (“CoP”), and a pilot self-assessment is being launched with CYPES, SoJP and SoJPH, which ASET hope they’ll take part in. It should be going out in the next week or so. <b>It was agreed that SD’s report should be an agenda item for the next SUG formal meeting.</b></p>
6	<p><b>Matters for Decision</b></p> <p><u>Draft 2023 Release Dates</u></p> <p>DE confirmed approval is sought for the last six months of 2023. It was noted that this has been circulated in the past and the only change since are the Census release dates. <b>The 2<sup>nd</sup> half of the 2023 release dates were approved, as previously circulated.</b></p> <p>DE advised that SD is carrying out a mapping exercise, however, it is a bit more granular than what SUG are looking for. SUG want an overview of the entire system, a Statistical Capacity Assessment to identify what is best practice, what are we not doing/generating that people want. GL suggested someone who would be accustomed to working with smaller jurisdictions.</p> <p>DE asked what level of detail SUG will be looking at? GL confirmed that the first step will be what don’t we produce/what is missing, the second step will be why don’t we produce it and how do we resolve the gaps. <b>It was agreed that SUG should engage someone to undertake this in the next few months.</b></p> <p><b>It was agreed that GL would ask ELV is she would be happy to target some surveys towards people/sectors asking what they think is missing/what they’d find useful.</b> DE added SJ would support this as it is in SUG’s remit to garner feedback.</p>
7	<p><b>Matters for Discussion</b></p> <p><u>New Government</u></p> <p>There was nothing further to discuss, as the new Government was discussed under the CS’s</p>

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	<p>Report earlier in the meeting.</p> <p>It was agreed that as far as possible in advance of the September meeting, it would be helpful to see SJ's priorities that are to be included in the CSP. IC advised that he does not think the CSP will refer to SJ at all, that it will make a general reference to statistics and maybe the need for better data in some areas. <b>SUG agreed to consider how they should engage with the new CoM and new CM to ensure that the need for statistics and data is recognised.</b></p> <p><u>Meeting with the CM</u></p> <p>IC has a meeting to brief the CM on the data from Statistics Jersey. <b>IC and GL will discuss offline if there is merit in them meeting the CM together on 1 August. GL stressed it would be IC's meeting. IC advised he will consider this.</b></p> <p><u>Voter Data/Demographics</u></p> <p>GL advised that she'd added this item to the agenda because of the recent exchange of emails. She added that it is important to be able to report on things more than we currently can. SUG were questioning if there is any data to confirm the voter turnout in each electoral district and a breakdown of the demographics of registered voters along with those who voted and those that didn't? GL referred to the voter engagement research that was done following the last election in 2018, which recommended that more data be collected going forward. It is believed that not many of the recommendations arising from that research were taken up.</p> <p>There was some discussion on this matter. However, to facilitate a more informed discussion, it was agreed that IC will speak to the Greffe to find out the kind of reporting they will do when they get the JOLS data etc. IC will then have a separate conversation with AA and DE to narrow down what they think needs more consideration.</p> <p><u>Census Data Update</u></p> <p>It was agreed that this was covered under the CS' update earlier in the meeting.</p> <p><u>Overall statistical capacity assessment</u></p> <p>This was discussed earlier in the meeting.</p>
8	<p><u>Matters for Noting</u></p> <p><u>Pre-release access request update</u></p> <p>It was noted that IC had covered this in his CS' report earlier in the meeting.</p> <p><u>SUG Update</u></p> <p>GL advised that the draft annual report is slowly coming together. GL has asked IC to draft a CS Overview and to provide an organisation chart for SJ.</p> <p><u>Delegate of Duties: CS &amp; DCS</u></p>

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	<p>This was discussed under Matters Arising earlier in the meeting.</p> <p><u>Recruitment of New SUG Members</u></p> <p><b>GL advised that she has a role description from Paul Bradbury (“PB”) which she will circulate to everyone.</b> GL is waiting for PB to confirm who will be running the recruitment.</p> <p>MM asked if a minimum attendance requirement could be implemented and the time commitment required from SUG members be made clear, as it has significantly changed. <b>It is thought that the SUG tenure for AA, MM and MD is due to expire soon. GL to check when this is due to happen.</b></p> <p><u>SUG Meeting/Briefing Schedule</u></p> <p><b>It was agreed that dates for 2023 Formal Meetings should be agreed upon before the next meeting.</b></p>
9	<p><u>AOB</u></p> <p>There was no other business to discuss.</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
<p><u>Review and approval of previous meeting minutes</u></p> <p>It was agreed that the minutes of the meeting held on 10 December 2021 could be signed off as a complete and accurate record of the meeting and posted to the website.</p> <p>GL requested that any comments or alterations on the minutes of the meeting held on 6 May 2022, should be sent to MT by the end of next week, 29 July.</p> <p><u>Matters Arising</u></p> <p><u>Register of Interests</u></p> <p>MT is creating a Register and GL reminded everyone to send any roles currently held to MT before the end of the following week, 29 July. It was also noted that MT should be advised of any changes in interests as they occur, so she is able to maintain the Register.</p> <p><u>SUG Website</u></p> <p>MM would like to update her bio on the website and will send MT a revised version.</p> <p>MD needs to check if his bio was previously updated on the website or not. MD to review website and if not up to date, supply a new bio to MT.</p> <p>GL requested DE also send through a headshot to be used on SUG's website.</p> <p><u>Delegate of Duties CS and DCS</u></p> <p>GL asked for an explanation, to better understand, the delegation of duties between CS and DCS. IC/DE to provide for the next meeting.</p>	<p>GL/MT</p> <p>All/MT</p> <p>All/MT</p> <p>MM</p> <p>MD</p> <p>DE</p> <p>IC/DE</p>	<p>29/07/22</p> <p>29/07/22</p> <p>29/07/22</p> <p>24/08/22</p> <p>24/08/22</p> <p>30/09/22</p> <p>30/09/22</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p></p> <p>Y</p> <p>Y</p> <p>Y</p>
<p><u>Report from Chief Statistician</u></p>			

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<p><u>2021 Census Publications</u></p> <p>IC will share the close out report in time for a discussion to take place at the last formal SUG meeting of the year.</p>	IC	07/11/22	
<p><u>Matters for Decision</u></p> <p><u>Draft 2023 Release Dates</u></p> <p>The 2<sup>nd</sup> half of the 2023 release dates were approved, as previously circulated.</p> <p><u>Statistical Capacity Assessment</u></p> <p>It was agreed that SUG should engage someone to undertake this in the next few months.</p> <p>It was agreed that GL would ask ELV is she would be happy to target some surveys towards people/sectors asking what they think is missing/what they'd find useful.</p>	<p>DE</p> <p>SUG</p> <p>GL</p>	<p>29/07/22</p> <p>05/08/22</p> <p>05/08/22</p>	
<p><u>Matters for Discussion</u></p> <p><u>New Government</u></p> <p>SUG agreed to consider how they should engage with the new CoM and new CM to ensure that the need for statistics and data is recognised.</p> <p><u>Meeting with the CM</u></p> <p>IC and GL will discuss offline if there is merit in them meeting the CM together on 1 August. GL stressed it would be IC's meeting. IC advised he will consider this.</p>	<p>SUG</p> <p>IC/GL</p>	<p>29/07/22</p>	<p>Y</p>
<p><u>Matters for Noting</u></p> <p><u>Recruitment of New SUG Members</u></p> <p>GL advised that she has a role description from Paul Bradbury ("PB") which she will circulate to everyone.</p>	<p>GL</p> <p>GL</p>	<p>29/07/22</p> <p>24/08/22</p>	<p>Y</p>





**Statistics**  
Users Group

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<p>It is thought that the SUG tenure for AA, MM and MD is due to expire soon. GL to check when this is due to happen.</p> <p><u>SUG Meeting/Briefing Schedule</u></p> <p>It was agreed that dates for 2023 Formal Meetings should be agreed upon before the next meeting.</p>	MT	30/09/22	Y