



Statistics
Users Group

NOTES OF MEETING

Statistics Users Group Formal Meeting

10 December 2021 13:00 - 14:30 pm

Held At:	MS Teams
On:	10 December 2021
Present:	Gailina Liew ("GL") (Chair), Auberon Ashbrooke ("AA"), Emma-Louise Veitch ("ELV"), Maria Madalina ("MM"), Martin Delap ("MD"), Simon Lewis (SL), Daniel Pullinger ("DP"),
In attendance:	Ian Cope ("IC"), Daniel Edmunds ("DE")
Apologies:	

Agenda Item No	Discussion
1	Call to order and apologies No apologies were noted.
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. It was noted that there were no declarations of interest. <u>GL advised that</u> a register of interest will be created and kept up to date. If any conflicts are identified these can be highlighted for discussion. GL requested all SUG members advise her/MT of any roles that they currently hold, so these can be added to the Register.
4	<u>Review and approval of previous meeting minutes</u> GL recognised that the previous minutes from July had only just been circulated and that individuals would not have had sufficient time to review them. Therefore, GL requested any revisions be highlighted to her, following which the amended minutes will be redistributed to the



Statistics
Users Group

Agenda Item No	Discussion
	<p>group by email for approval.</p> <p><u>a. Matters Arising</u></p> <p><u>19/2/21 minutes</u> After the meeting in July it was agreed that any further edits would be circulated. This was completed. Following discussion, the minutes were approved on 17/8/21. They have been signed off and loaded onto the website.</p> <p><u>Chief Statistician update</u> IC was congratulated on the extension of his interim contract and the permanent role which was under consideration. GL was to raise the issue of the permanent role and SUG's involvement with Tom Walker, which she did. As a result of which, GL was a member of the selection panel.</p> <p>A question arose following IC's presentation about why SUG was not consulted in setting Statistics Jersey's work priorities, as this is something within SUG's remit under statute. All agreed that the issue would be discussed and included as an agenda item at the next meeting in September so that SUG could consider the long-term strategic plan and objectives. Subsequently the September meeting did not take place. The Stats Jersey Annual calendar will be discussed later at this meeting where all can consider how this will fit in with SUG's activity calendar going forward.</p> <p><u>Responsibility for Health Statistics</u> IC clarified at the last meeting that responsibility for COVID and Health statistics were not under his direct management. GL was to raise this with Tom Walker, which has been completed. AA queried whether a 'read out' will be provided regarding this matter and the chaos surrounding the Health statistics. GL expects that there will be some clarification regarding this in the minutes. GL stated that IC had provided an extensive explanation in his presentation and GL had requested that IC insert some language to ensure that it is accurate in terms of what he said and that this will be captured in the minutes.</p> <p>MM questioned whether the health statistics for 2020 were accessible. The action was with IC to review and report back. It was noted this was shared within the release schedule and the data is now available and has been published.</p> <p><u>Pre-release Access Policy and request</u> This was covered at some length in the previous meeting and a resolution could not be met. GL was to schedule a meeting with SUG and IC to continue the discussion. It was noted that SUG did approve the pre-release access for that specific circumstance and that the group were not prepared to have a blanket approval. CLS needs to resolve this so that it doesn't keep repeating. Subsequently, IC has raised this with Ian Burns to convey SUG's agreement to access in 2021 and its position for the future.</p>



Statistics
Users Group

Agenda Item No	Discussion
	<p><u>Rolling 12-month schedule for Statistics Jersey publications</u> It was decided that the current practice of approving a 12-month schedule of publications at the end of the year ahead of the following year would continue. The rolling aspect was not approved at the previous meeting. The mid 2022 to mid 2023 publications schedule will be covered today.</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>Release schedule</u> The 2022 release schedule was published last year and DE shared some proposed minor updates to that schedule. The main point was allocating the Better Life Index to April and to prepare the release schedule for the first six months of 2023, which is the normal process. A discussion then ensued. GL had circulated DE’s notes to SUG members in respect of the proposed pre-release schedule. There are no substantive changes other than to the Better Life survey, which is now on a set two-year interval as opposed to being ad hoc. The first six months of 2023 is being proposed for approval now.</p> <p>MM questioned whether there were any significant changes. DE responded by saying that apart from the changes highlighted in his email i.e. the Better Life Index there were no changes to the dates in 2022 and that the first six months of 2023 are set out as per the normal rolling schedule. The only additions are the broad public publication dates for the IDS and Household Expenditure Survey.</p> <p>AA raised comments he’d seen on social media in relation to the significant time lapse since any Income Distribution Reports were produced. He queried when the next reports are due to be released. DE confirmed they are in the schedule. IC explained that the last reports were released in 2014/2015, but reliance of 2019/20 analysis is on the current schedule.</p> <p>SL queried when the 2021 census was to be reported on and it was confirmed that this is included in the schedule.</p> <p>The Release Schedule for 2022 and for the first half of 2023 was approved.</p> <p><u>Cross-Government Reporting</u> IC felt it beneficial for SUG to be aware of this. He added that the quarterly service performance measures were published for the first time on 31st Aug for Q1 and Q2. Q3 data was subsequently published on 15th November. The island outcomes and indicators due to resource gaps and reallocation of staff due to COVID, has not been updated for some time. There are 82 indicators due to be updated by the end of the year.</p> <p>IC noted that in the run up to the elections there will be more demand for data, so it is important that the web pages are up to date.</p>



Statistics
Users Group

Agenda Item No	Discussion
	<p>GL questioned that because the Jersey and figures data is a creation that Statistics Jersey works on, is this classified as an official statistic. IC explained that this wasn't the case and that official statistics are defined in the law as output from Statistics Jersey and are in the release schedule. Everything else is public authority statistics. GL stated that as statistics are collated from other public authorities they shouldn't be put under that definition. IC agreed and commented that if a new law comes into force circumstances will change. ONS has a release schedule that pulls together releases from across the whole of the Government Statistical Service, not just the ONS which is the vision for the future. IC also stated that only half of the island outcome indicators have been updated and the others are currently being worked on.</p> <p>MM noted that the performance measures are not part of Statistic Jersey's work and queried IC's other responsibilities. IC confirmed that this is the responsibility of the Central Analytics Team who cover the performance measures, Jersey performance framework, reports to the UN (e.g., regarding the UN convention on the rights of the child.) MM enquired if this group were independent members as it contained an audit perspective, and if they were independent from States departments. IC stated that the performance measures come from each department where the data originates from and is then put into a readable format. IC stated that he is not responsible for the definition of the actual measures i.e. he was unable to comment on what is a reasonable ambulance response time. MM commented on the traffic light system. IC stated that there is a definition of the traffic light system on the website to provide consistency across all the departments.</p> <p>AA questioned whether IC's team are deemed as qualified statisticians within the law. IC stated that within the wider team he may need someone with HR and learning/development qualities so not all in the team will be analysts and statisticians but individuals doing statistical work will be analysts and statisticians. DE added that they are not employees of Statistics Jersey.</p> <p><u>General Election and Statistics</u> It was noted that the pre-election period begins on 10th May and there are restrictions on what politicians and officials can do. During the election period, Stats Jersey will continue to publish pre-announced official statistics. This is why agreeing the release schedule was imperative earlier in the year. However, it was noted that ad hoc statistics will not be published. Generally during elections officials do not compete with politicians for the attention of the public, but normal work of the Government should continue. There is only one Stats of Jersey output that falls within the election period, namely the House Price Index, which will be published on 19th May.</p> <p>The election period will run until the Council of Ministers is formed on or around the 12th July.</p> <p><u>Census update</u> All census data had been captured by the end of August. Coding is virtually 99% complete where industry and occupation was given a code. A lot of work is being done on data validation and quality assurance. The data will be compared to alternative sources used to fill gaps etc.</p>



Statistics
Users Group

Agenda Item No	Discussion
	<p>imputations will be used to fill gaps where some questionnaires haven't been entirely completed or people are missing. Once a clean data set has been established the analysis can be produced along with a sequence of reports. The first report will cover population, age, gender and parish. Statistics Jersey will announce the date of these releases closer to the time.</p>
6	<p><u>Matters for Decision</u></p> <p><u>2023 Key Decision Dates</u></p> <p>GL asked IC about the dates for next year, so SUG can think about their work and engage jointly. 2023 Government Plan Business Cases will need to be completed by end of April. IC plans to submit a business case for additional funds to enable investment into existing systems, RPI systems need improving and potentially new outputs. Regarding the Common Strategic Policy Process, once the Council of Ministers is formed it will then have a three-month common strategic policy process in which to set its priorities for the next four years which is expected to run from mid-July to mid-October. IC will feed into the CSP both inputs from Statistics Jersey and briefing for the new Council of Ministers. The team have been working to identify where the gaps in the statistics across the government are. This work needs to be completed before mid-July so a joint view of what that looks like can be fed into the CSP process.</p> <p>GL felt that SUG meetings should be scheduled 6 weeks in advance of when those various submissions are due and whether this can be worked into IC's plan. A first draft business case is due by the end of April, therefore, a meeting needs to be scheduled for February. IC agreed to share the data in advance of the meeting. It will be difficult regarding the CSP process as the new Government is unknown until they are appointed.</p> <p>SUG has discussed engaging independent experts to help with statistical capacity assessments which may include a gap analysis across different substantive areas. The work needs to be timed so the results are released within a beneficial time frame.</p> <p>MM stated that a lot of aspects are being worked on and questioned whether IC was available in February to provide an update as there is a lot of data to review. IC and DE were happy to do this.</p> <p><u>Stats Law consultation</u></p> <p>On 24th November, the Chief Minister agreed a Ministerial Direction which is necessary before starting to law draft instructions. Francis will agree a summary of the consultation report as normal practice. He will then provide law drafting instructions to the Legislative Drafting Office. Once a law is drafted it must be submitted to the States Assembly at least six weeks before being debated. It was noted that it is likely that it will be too late to lodge any draft law before the election meaning everything will have to wait until Autumn when the new Council of Ministers is formed, and they've agreed their common strategic policy. It was highlighted that the Chamber of Commerce has asked for more time.</p>



Statistics
Users Group

Agenda Item No	Discussion
	<p>SL questioned what the usual time frame is between Francis producing the summary report and then providing drafting instructions to the legislative drafting office and how much time is left to comment on the report. GL to liaise with Francis regarding this. However, it is assumed that the drafting instructions will have to go through the Steering Committee.</p> <p>DE commented that for the last six months work has been focused on a business case for administrative data, in particular, linking of administrative data for statistical purposes. This went to the Political Oversight Group where the basic principle was granted for the business case. There are some factors still to be addressed such as funding balancing, M&D IT infrastructure and a bid for a four-person team in Statistics Jersey for two years.</p> <p>Data linkages and survey in order to produce statistical data. GL felt a SUG briefing session would be beneficial. All were in agreement with this.</p> <p>MM asked if the presentations could be shared within the email following this meeting which was agreed.</p> <p>MM's action points for the next meeting include -an update on recruitment, as the group needs two new members. -Look at working in teams and suggest reviewing the Jersey Figures website to get a broad view of statistics produced and whether performance indicators can be added as a work topic for those working teams for SUG.</p> <p>(49:02 MM leaves meeting).</p> <p>IC feels that working in teams or groups is a good way to do business going forward.</p> <p>GL commented that many SUG members want to be involved in different aspects of the work. SL has expressed interest in Education work, however felt that the figures were old and require updating regularly rather than every 4-5 years. IC agreed that Jersey figures data is out of date – he is aiming to get as much updated in advance of the election and stated that the election was the particular focus at the moment, but this could be assessed in the future. GL suggested that IC and DE meet along with other SUG members who want to work in sub groups for brainstorming sessions.</p> <p><u>Briefings</u> Industry briefing for the quarterly house price index has been restarted in an online format instead of in person. A Council of Ministers workshop briefing based on the labour market report and the most recent RPI, has led to discussions surrounding key workers and labour shortages within the Council of Ministers. Future plans include for the census briefings with media and States members. The briefing is usually performed as one event rather than numerous small briefings. A census briefing on the results and processes was requested by SUG.</p>



Statistics
Users Group

Agenda Item No	Discussion
	<p>SJ are also looking to move away from briefings held on the day of release. As although invites are sent there is low attendance. A small number of briefings will now be tailored specifically to the needs of stakeholders which will be mainly internal. SJ remain happy to do a specific RPI briefing for SUG.</p> <p>SUG expressed interest in SJ's budget figures for the last few years. DE confirmed that the core stats budget figures for 2018-2022 did not include recharge costs or project costs. The figures have been static over the last five years, however, there is a noticeable difference from 2021 as the Chief Statistician is no longer paid out of the Statistics Jersey budget.</p> <p>GL questioned who the accountable officer was for Stats Jersey expenditures? It was confirmed that Tom Walker is the accountable officer for SPPP's budget. IC is responsible for statistics and analytics which includes a finance meeting every month with their financial business partner to review the budgets. GL felt it beneficial for SUG to have an understanding of the overall budget and what the combined budget consists of.</p> <p>SUG endorsed the SJ publication schedule release.</p> <p><u>Jersey Opinions Lifestyle Survey</u> This takes place every year apart from census year due to resources. The 2020 survey was shortened and focused on COVID. The next survey will run in June, for which planning has commenced. There is a backlog of questions for the 2022 survey as they were not asked in 2020 or 21. An advisory panel will be set up to consider requests for topics from departments. A small team will co-ordinate this and it was proposed that a SUG representative is included to attend approximately three meetings in the new year. GL will discuss this with the group and propose a representative.</p> <p>SUG is happy to participate in an advisory panel for JOLS survey in the future.</p> <p>Citizens Advice Bureaux or Consumer Council were identified as useful sources of information to cover a broad spectrum of population for subject matter of this survey. For the survey this year there is only capacity for a few new questions to be included in the survey.</p> <p>DE added that other major surveys include the living cost and household income survey. This provides data for the income distribution analysis. The team's biggest challenge since the last SUG meeting was to get the survey started. There is work still to do on the Children and Young Person Survey which is run every two years in local schools. This took place in October and the analysis and report writing will commence in January with publication in March.</p>
7	<p><u>Matters for Discussion</u></p> <p><u>2021 Admin Data Funding Submission</u></p>



Statistics
Users Group

Agenda Item No	Discussion
	<p>GL advised that it would be useful if SUG could have sight of the admin data funding business case, so they can advise. IC stated prior to approval the group would need to seek the Chief Minister’s approval in order to share it as its not normal practice to share business cases that have not been approved, as the risk assessments included in the business case, if shared outside of the organisation, would heighten the risk of materialising.</p> <p><u>COVID stats</u> IC stated that there is work going on in the background which will lead to publication soon regarding the number of cases in hospital by vaccination status.</p> <p>AA wanted to clarify who works for whom. It was confirmed that Margi Clark works for Peter Bradley who works for Tom Walker. Beverley Edwards works for Anuschka Muller who is managed by Caroline Landon.</p> <p>SJ were asked about coherence of Covid data. IC stated that it was not to do with organisation but with how systems were set up. The data sets are not linked, making production of reports labour intensive. GL commented that structures can get in the way of how data is collated. IC felt that this would be a beneficial point in GL’s annual report later in the year. IC commented on a UK report regarding recommendations of linking data.</p>
8	<p><u>Matters for Noting</u></p> <p><u>SUG Composition</u> SUG now consists of Chair and six members. Leanne Dacres stepped down on 5th October 21. Graeme Marett’s term ended in November 21 and Moz Scott tendered her resignation on 26th November 21. GL has advised the Chief Minister’s office that SUG will do a skills review around the existing SUG members, as under the law SUG are to represent a diverse group of statistic users and the diversity of the general public. Some recommendations will be put forward to the Chief Minister regarding gaps. It was noted that it is not within SUG’s authority to appoint any members and it is for the Chief Minister to process. GL’s understanding of JAC guidelines is that all ministerial appointments need to be overseen by JAC.</p> <p><u>SUG Website</u> SUG does have a website, although it’s not in use, shared or officially published yet. GL suggested that IC provides a headshot and short biography as Chief Statistician to be included on the website along with other members of SUG. DE to think about a short paragraph detailing Statistics Jersey and who they are. The website is not a government website and is targeted at general users and the general public.</p> <p><u>User consultation</u> It was noted this is in draft form. Consultation responses will be reviewed and then tweaked before forwarding to IC and DE for suggestions.</p>



Statistics
Users Group

Agenda Item No	Discussion
	<p><u>SUG Letter to the Chief Minister (CM)</u> GL proposes that a letter is sent to the CM outlining SUG’s overall observations on what has taken place over the last year. The intention would then be to publish an annual report in the first quarter of next year. Statistics Jersey is also contemplating publishing an annual report in future, in line with a recommendation of the C&AG, however, there is no capacity to fulfil this at present. SUG aims to get an annual report out by Q1 in the new year.</p>
9	<p><u>AOB</u></p> <p><u>Meetings</u> IC felt it useful to book meeting dates in the calendar in advance for the first six months of the new year as it will be busy.</p> <p>It was questioned whether members would like to have face to face meetings or continue online. Most favoured face to face meetings and timings to be early evening. Although, a meeting link would be provided for anyone unable to join in person. A meeting venue will be established.</p> <p>Meetings will consist of a working congregation in January and a formal meeting in February, followed by quarterly meetings after that tying in with submission dates.</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 Interests</u> Advise MT of any current roles to be added to the Register	All	Ongoing	Ongoing
<u>Chief Statistician update</u> Consider & discuss SUG's involvement in SJ's work priorities <u>Release Schedule</u> Release Schedule for 2022 and first 6 months of 2023 was approved	All IC/DE		
<u>Pre-release Access Policy and request</u> This was covered at some length in the previous meeting and a resolution could not be met. GL was to schedule a meeting with SUG and IC to continue the discussion. It was noted that SUG did approve the pre-release access for that specific circumstance, but the group were not prepared to have a blanket approval. CLS needs to resolve this so that it doesn't keep repeating. Subsequently, IC has raised this with Ian Burns to convey SUG's agreement to access in 2021 and its position for the future.	GL IC		Y



Statistics
Users Group

Action	Who	When	Complete Y/N
<p><u>2023 Key Decision Dates</u></p> <p>A first draft business case is due by the end of April, therefore, a meeting needs to be scheduled for February. IC agreed to share the data in advance of the meeting.</p> <p><u>Stats Law Consultation</u></p> <p>Business case for administrative data. Data linkages and survey in order to produce statistical data. GL felt a SUG briefing session would be beneficial. All were in agreement with this.</p> <p>SUG members to action subgroups with DE & IC for brainstorming sessions</p> <p><u>Jersey Opinions Lifestyle Survey</u></p> <p>Consider & advise who will be SUG rep. on JOLS</p>	<p>MT IC</p> <p>MT All</p> <p>SUG</p>	<p>Oct 23 Feb 23</p>	<p>Y</p>
<p><u>Matters For Discussion</u></p> <p><u>Covid Stats</u></p> <p>Share report from office of statistic regulation in UK re COVID statistics recommendations of linking data.</p>	<p>IC</p>		
<p><u>Matters for Noting</u></p> <p><u>SUG Website</u></p>			



Statistics Users Group

Action	Who	When	Complete Y/N
Send headshot and biography to GL for website	IC		Y
Think about short para. re Statistics Jersey & who they are	DE		
<u>User Consultation</u>			
Review responses & forward to IC & DE	SUG		
<u>SUG Letter to the Chief Minister</u>			
Send letter from SUG to CM	GL	14/01/22	Y