

TITLE AND TERMS OF REFERENCE

1. Title

It is proposed that the Scottish Census Advisory Group be disbanded and replaced by the Population and Migration Statistics Committee (Scotland) (PAMS) operating within the SCOTSTAT framework as outlined in papers SCAG(01)05 and SCAG(01)06.

2. Terms of Reference

Proposed terms of reference, based on the generic terms of reference for SCOTSTAT Committees are attached as Annex A. The former Terms of Reference for SCAG are at Annex B.

3. The Committee is

- (a) invited to agree to its new title and the acronym PAMS.
- (b) to consider and, if agreed, accept the terms of reference in Annex A, subject to any future direction from the SCOTSTAT Board.

GROS

**THE POPULATION AND MIGRATION STATISTICS COMMITTEE
(SCOTLAND) (PAMS) (formerly SCAG)**

DRAFT TERMS OF REFERENCE

Sponsoring Department: The General Register Office for Scotland

Scope:

The Population and Migration Statistics Committee (Scotland) is one of a number of Committees covering the whole range of official statistics, responsible to the SCOTSTAT Board. Population and Migration Statistics refers to the population and its comings and goings. It includes population estimates and projections, the Census of Population and Housing, international and internal migration, statistics on birth, deaths, marriages and divorces, immigration and citizenship statistics and electoral statistics. These provide essential information about the characteristics, structure and dynamics of the population. The group will also act as the Census Advisory Group for Scotland.

Terms of Reference:

To identify the key strategic statistical information within the scope of the theme that is required by all interested parties, and to develop and implement a strategy for prioritising and meeting these needs while minimising, where possible, the burden on data suppliers and maintaining quality fit for purpose. This will involve:

- Consideration of issues raised by the SCOTSTAT Board (including issues initially raised by the Statistics Commission).
- Production of annual report for the Board covering:
 - progress made, particularly on specific issues raised by the SCOTSTAT Board
 - major developments, including details of how decisions regarding these were taken
 - proposed work programme, including advice on priorities.
- Carrying out audits of existing relevant information, identifying gap areas etc
- Commenting on relevant SE/GROS workplan(s) taking account of the work programme of the UK Population and Migration Theme Working Group.
- Where appropriate, establishing and overseeing working groups, agreeing their work plans and reports.
- Contributing to discussion/work on cross-cutting issues with other Committees

Working groups will generally, but not always, be short-lived, looking at specific areas, and may require sub-groups to be set up. The Committee will set up leaders, remits, membership and reporting lines. Working groups may also be set up by a combination of Committees or by the Board. This may be useful, for example, in tackling certain generic or cross-cutting issues.

A summary of the key points contained in minutes of meetings will be circulated to the Chairman/Depute Chairman of all other SCOTSTAT Committees. There will be

joint responsibility to ensure that areas of joint interest between Committees covering different themes are identified and addressed.

Membership

GROS will chair the Committee.

Initial membership will include representatives from GROS; Local authorities (including COSLA); Health authorities; Scottish Executive; Community - Scotland; External academic experts; Voluntary sector and ONS.

Members are generally appointed to represent a wide community, rather than just their own interests and as such will be expected to consult as appropriate.

The membership above (enhanced as appropriate) would be used for meetings and be relatively stable. However, much of the group's work would be done electronically and so a more fluid (and wider) 'membership' could be engaged.

An 'electronic register' would be developed for electronic consultation. Papers, agendas, minutes and a general discussion forum would also be available on a dedicated web-site.

Frequency

The Committee will meet face-to-face at least once a year (probably 3 times) and other meetings could be carried out via electronic means. Electronic correspondence on an ongoing basis will also be encouraged.

Links

- To the SCOTSTAT Board. The representative on the SCOTSTAT Board will be Jenny Boag, Falkirk Council
- To working groups set up by Committees, and those set up by the Board
- To cross-cutting groups
- To the UK Population and Migration Theme Working Group, and UK-wide consultation groups

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THE SCOTTISH CENSUS ADVISORY GROUP (SCAG)

Sponsoring Department: The General Register Office for Scotland

Terms of Reference: To provide a forum for the discussion of user needs from the Census of Population with particular reference to:-

the geographic base;
the questions to be included on the Census form;
involvement in the preparations and public relations for Census field operations;
the design of published reports and other outputs and the arrangements for dissemination;
measures to reduce undercoverage and ways in which the Census Offices and others may allow for any residual shortfall;
co-ordinated development of the means of handling and analysing Census output;
co-ordinating activities as appropriate with other Census advisory groups;
ways of promoting and monitoring the use of Census statistics.

To provide a forum as required for discussion of population estimates and projections.

To act as a link between GROS and end-users and to advise on any arrangements for wider consultation with these users.

To consider ways in which other data may be used together with Census data to produce improved statistical information throughout the intercensal period, referring to others for action as necessary.

To report each meeting of the group to the Scottish Statistical Liaison Committee.

Constitution: Local Authority members are appointed through the Convention of Scottish Local Authorities. Other members are invited as representatives of their customer sector. Sectors represented are: the Scottish Executive, Scottish Homes, Scottish Health Service, academic, business and voluntary. The Group is chaired by GROS. Meetings are usually held three times each year.

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