

**POPULATION AND MIGRATION STATISTICS
COMMITTEE (SCOTLAND)**

Please see the attachments to this paper, which will be on the agenda for the next meeting of PAMS Committee.

Alan MacGill
PAMS Secretary

16 April 2001

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10 April 2002

Dear SCOTSTAT Committee Chairperson

FOLLOW-UP FROM FIRST SCOTSTAT BOARD MEETING

As you are no doubt aware, the first meeting of the over-arching SCOTSTAT Board took place in January (note of meeting attached). The new SCOTSTAT website was officially launched on 20 March 2002 (Press Release and link to web-site attached), and now contains a section for each committee to lodge papers, agendas etc.

The purpose of this letter is twofold:

- Firstly it is to alert you to the new SCOTSTAT website, and in particular to ask you to bring it to the attention of your committee members, to ask them to make sure they are all registered, and to invite comments and suggestions.
- Secondly it is to report and seek comments on the Board's discussions about links between the Board and Committees, and to ask for some preliminary briefing material for the next board meeting in June.

In order to address the second issue, a template has been attached which I would ask you to **complete and return to me by 31 May 2002** (this should allow time for consultation with your committee, if required). What is required here is an indication of the key areas where your committee expects to produce outcomes over the next year, a note of the cross cutting issues it considers, and a note of the other committees and working groups it has links with. Some of this might repeat information given in remits etc, but the Board was unable to form a consistent view of what the different committees were involved in, hence the requirement for a more structured request.

As you will see from the note of the Board meeting, it was suggested that Committees should be asked to submit reports of progress during the year and planned activities for future years to the Board, but that this should not be a significant burden on either the committees or on the Board. Unless there were particular concerns, or issues needing resolved, it was not anticipated that the Board would discuss workplans or reports in any detail. Committees would however, be invited to submit details of issues for discussion at the Board, only when they required a board view or decision. The Board thought it should have the facility to approach committees and ask for information on specific issues. **Committees are asked to**

comment on these proposals by 31 May 2002, and to suggest timings for submissions of workplans and reports.

I should be happy to discuss any of the above.

A handwritten signature in black ink that reads "Jill Alexander". The signature is written in a cursive, flowing style.

Jill Alexander
Secretary of SCOTSTAT Board

SCOTSTAT COMMITTEE – 2002/3 WORK PLAN TEMPLATE

Committee Name –

Chairperson –

Members (incl. organisation) –

Meeting frequency (incl. planned dates where available) –

Working Groups –

Links to other SCOTSTAT Committees –

Substantive agenda items for next meeting (i.e. excl. administration) –

Cross-cutting issues covered -

Main activities/outputs/outcomes for 2001/2 –

Planned activities/outcomes/outputs for 2002/3 –