

Scottish Census Steering Committee

Charter Statement

**June 2009
(Amended August 2009)**

1. Background to the 2011 Census

- 1.1 'Scotland's Census 2011: A Government Statement', published by Scottish Ministers in December 2008, set the scene for the 2011 Census. It made clear that the census is a major project, of great importance both to the people who provide their personal information and to users who rely on it for statistical information.
- 1.2 Protection of census information and ensuring that census information is kept completely confidential, are vitally important to ensuring public confidence in the census is maintained. It is also vitally important that the best value for money is obtained from the key services that are provided by contractors
- 1.3 The guiding principles in preparing for the 2011 Census are to:
 - provide complete, accurate and accessible population statistics, which meet users requirements, on a consistent and comparable basis nationally and for small areas and small population groups;
 - build public confidence and encourage participation in the census, thereby maximising response rates nationally, locally and among sub-groups of the population;
 - protect, and be seen to protect, confidential personal census information; and
 - provide value for money.

2. Purpose of the Scottish Census Steering Committee

- 2.1 Taking the census is a difficult task and must be right first time. We cannot achieve it in isolation but need input from a wide variety of key census stakeholders (during the planning, development and live process) to ensure we are best placed to get things right.
- 2.2 We have done much to engage with stakeholders one to one, or subject by subject. At this stage of the 2011 Census programme, however, we need to pull together key stakeholders in the Scottish Census Steering Committee so that we have a clear view as to how our current plans measure up and what more we can do, or do differently, to ensure we run an excellent census in 2011.
- 2.3 The main objective of the Scottish Census Steering Committee (SCSC) will be to provide assurance that the Registrar General understands key stakeholders' needs and contributions and has integrated these, wherever possible, into the 2011 Census design.
- 2.4 That can only be achieved with guidance from SCSC members, drawing on their knowledge and experience of Scotland's increasingly diverse communities, the main uses of census information and their expertise in confidentiality measures.

2.5 These terms of reference outline the SCSC's role and membership. They can be reviewed and amended as required.

3. Administration

3.1 Meetings will be held initially once every quarter, with subsequent frequency as appropriate during 2010 and 2011. We will provide the secretariat. Minutes of each meeting will be produced and distributed by email to all members. The work of the SCSC will feature in the 2011 Census website.

4. Members

4.1 The membership of the SCSC will be:

Name	Organisation
Duncan Macniven (chair)	GROS (Registrar General)
Peter Scrimgeour	GROS (Head of Census Division)
Shirley Cameron (secretary)	GROS (Census Programme Management)
Alan Dickson	Capability Scotland
Grahame Smith	Scottish Trade Union Congress
Ros Micklem	Equalities and Human Rights Commission
Ken MacKinnon	Bòrd na Gàidhlig
Jon Harris	CoSLA
Dr Eric Baijal	NHS Borders
Professor David Martin	The University of Southampton
Professor Michael Anderson	The University of Edinburgh
Ranald Mair	Scottish Care
Ian Lees	Scottish Council for Voluntary Organisations
Anne Moises	Scottish Government
Bashir Maan	Scottish Council for Muslims
Ken Macdonald	Information Commissioner's Office
Jennifer Wallace	Consumer Focus Scotland

4.2 Where members represent or are nominated by their organisations, substitutes are welcome.

4.3 Members have no responsibility for the decisions taken about the 2011 Census, which are for the Registrar General, Ministers and Parliament and there is no implication that they agree with or support these decisions. Members' views, as summarised in the minutes, do not necessarily reflect the views of their organisations.