

Census Data Quality Advisory Working Group (CDQAWG)

Terms of Reference

November 2012

Title: Census Data Quality Advisory Working Group (CDQAWG))

Formation Date: July 2010

Purpose: To involve organisations external to National Records of Scotland (NRS) formerly General Register Office for Scotland (GROS) in Census data quality assurance, utilising local knowledge and data sources.

Aims:

This working group will:

- Promote external awareness of Census data processing and quality assurance methods.
- Provide and analyse local knowledge and comparator data in preparation for Census data quality assurance.
- Advise on issues found during Census data quality assurance and on contingencies. This may be at Scotland, Local Authority, or lower levels of geography and each member will act in an independent advisory capacity.
- Share data in a controlled environment to allow discussion and resolution of data anomalies, including review of the first downstream processing quality checks carried out on Census data.
- Ensure that an appropriate contact for Census data quality assurance is available for each Local Authority not represented on the working group and consult them as necessary.

Exclusions:

This working group will not involve:

- Detailed planning/design of Census processing or data quality assurance.
- Final sign-off of Census figures.

Representation:

Chair: Amy Wilson (Census Director)

Members: NRS Census Data Quality representatives
Local Authority representatives (approximately 10)
NRS Demography representatives
Scottish Government representatives (Scottish Neighbourhood Statistics and Local Government Finance)
Independent advisors (e.g. from academia)

Note

The Local Authority members were identified after consultation with Population and Migration Statistics (PAMS) committee.

If the group decides that it would be useful to involve or contact a Local Authority not represented on the group, this will be carried out either directly by NRS or by inviting a representative to a meeting of the working group.

Frequency of Meetings

Meetings will be held approximately every 6 months from July 2010 to June 2013.

Meetings will be held more frequently during live running of processing and data quality assurance. The frequency will depend on the volume of issues found in Census data quality assurance but at this stage, January 2012 to May 2012 is likely to be the most intensive period. Meetings may be held on a monthly basis at that time. Other meetings will be scheduled to coincide with major stages in quality assurance, for example, when all of the data has been received from upstream and variable distributions have been analysed.

Meetings can generally be held in NRS with phone links as necessary but could also take place at a range of locations depending on the membership of the working group.

Confidentiality

Each member of the Census Data Quality Advisory Working Group will act in an independent advisory capacity.

A Data Quality Confidentiality Undertaking will be signed by each member of the working group, stating that they will not share data or analysis outside of the working group meetings, except where agreed with the working group chair.