



2021 Census Advisory Group Meeting CAGW 1 December 2016

Minutes of meeting held on 1 December 2016, at the Welsh Government Building.

Attendees:

ONS

Neil Townsend	Head of 2021 Census stakeholder engagement and communications
Tansy Arthur	Census Transformation Programme, Data Collection
Becky Tinsley	Beyond 2021 Research and Design
[REDACTED] (Secretariat)	2021 Census stakeholder engagement and communications

CAGW

[REDACTED]	[REDACTED]	Welsh Government
[REDACTED]	[REDACTED]	Welsh Government
[REDACTED]	[REDACTED]	Welsh Government
[REDACTED]	[REDACTED]	Local Government Data Unit
[REDACTED]	[REDACTED]	Caerphilly County Borough Council
[REDACTED]	[REDACTED]	City & County of Swansea
[REDACTED]	[REDACTED]	Gwynedd Council, North Wales
[REDACTED]	[REDACTED]	Cytun (Churches Together in Wales)
[REDACTED]	[REDACTED]	Public Health Wales Observatory

1. Welcome, introductions and previous minutes

- 1.1 [REDACTED] welcomed members to the Census Advisory Group meeting and members of the group introduced themselves. [REDACTED] mentioned that he thought it might be useful to expand the membership of the group. The minutes and actions from the previous meeting in June 2016 were discussed and agreed

ACTION: [REDACTED] and Ben Humberstone (BH) and Neil Townsend (NT) to discuss membership

2. AG(16)06 – 2021 Census Highlight Report (Winter 2016)

- 2.1 NT gave a summary of the current progress of the Census Transformation Programme. He mentioned the Research Conference which took place in Winchester in June, and commented that there had been good engagement with stakeholders. Another conference is planned in 2018.
- 2.2 Questionnaire and question development - NT pointed out that the survey on ethnicity was due to close today. Some members weren't aware of the survey, and wondered if they could still complete it? This was agreed.

ACTION: CAG Secretary to send out word template of the follow up survey on ethnicity to CAG members

- 2.3 2016 Test – the small scale test in Telford and Wrekin was described. It was the first of several tests ahead of the 2021 Census. The use of “bring your own” devices such as smart phones and tablets was tested, along with the Field Work Management Tool. [REDACTED] asked whether the costs of tablets were included in the business case. NT explained that we had assumed we would be buying the devices but that this was a more cost-efficient process. We will have a small supply of devices for people who haven't got their own smart phones. It was explained that there will be no downloads onto smart phones – the applications used are all web-based. The lessons learned from the 2016 small scale test will feed into the 2017 Test.
- 2.4 2017 Test – engagement with local authorities. NT listed the 2017 Test areas which include Montgomeryshire in Powys, and said that he had met with all the local authorities involved. He said that all were interested in the move to an online census, and also a possible sexual identity question. He added that all were keen to help with the census operation but that as budgets are tight, they may not be able to help as much as in previous censuses. NT commented about his visit to Powys, and said that they were keen to publicise the Test. He said that the questionnaire will be both online and on paper in both English and Welsh. He will meet with council members from Montgomeryshire again in the New Year and added that it may be helpful if the representative from Powys attends the next CAGW meeting.

ACTION: NT to investigate Powys representative being invited to the next meeting

- 2.5 Procurement update – ONS is continuing to develop its procurement plans, in collaboration with the Crown Commercial Service. NT explained that census would be starting to award contracts shortly. He added that we are working quite closely with Northern Ireland, and are also having discussions with Scotland, but that it is likely that Scotland will prefer to choose their own suppliers.

- 2.6 Outputs and dissemination update - NT described the development of a prototype to work towards a more flexible approach to dissemination for 2021 Census results. He said volunteers are wanted to join this group. Some members of the group said they would be interested in taking part in this work. Various questions were asked about the prototype and the outputs to be produced. ■ added that there may be other benefits for other types of outputs.

ACTION: CAG Sec to discuss membership of the outputs working group with Suzie Dunsmith who is leading on this work

- 2.7 ONS geography (census) update – NT gave a short update on the work that geography has been doing on the classification of workplace zones at the UK Level. He added that geography are hoping to publish a UK Health Area classification by March 2017 that will be based on existing local authority classification of 2011 Census data.

- 2.8 ■ asked how adjustments to the LSOAs will be made, and how these will be managed. NT offered to investigate boundary changes in LAs and LSOAs.

ACTION: NT to investigate boundary changes in LAs and LSOAs and report back to group

- 2.9 ■ asked how the address register is being developed for the next census. NT replied that “Address-Base” is being used for the 2017 Test, and this will continue to be developed.

ACTION: NT to liaise with geography division and arrange for an update on the Address Register development at the next CAG Wales meeting

- 2.10 Tansy Arthur (TA) added that the communal establishment address information was not very good in 2011, compared to household address information – so ONS is continuing a major exercise on this.

3. AG(16)07 – Questionnaire Design

- 3.1 Becky Tinsley (BT) gave a summary of Paper AG(16)07, highlighting various points. She commented that work is continuing on the development of the 2021 Census Questionnaire, and that some options will be tested in the 2017 Test. One of these is the sexual identity question, which has been expanded to include a write-in box. This is a voluntary question and will be tested on half the households selected for the 2017 Test. This part of the test will assess the impact of the question on the overall response.

- 3.2 The new volunteering question was discussed. The question focuses on the frequency of volunteering within the last 12 months and draws on similar questions asked on the Community Life Survey. One of the purposes of the question is to assess the characteristics of people who volunteer, and the frequency and type of volunteering. One member asked who our stakeholders were on the volunteering and veterans topics.

ACTION: Update group on stakeholders involved with volunteering and veterans topics

- 3.3 The ethnicity question was discussed. This has been adapted for use on the online questionnaire in response to the outcome of user research and testing.

This includes splitting the question into two parts to ensure not too much information is seen on one screen. Testing will continue on this.

- 3.4 There is a user demand for information about veterans of the armed forces. ONS is working with the Ministry of Defence, forces charities such as the British Legion, and the devolved administrations on this topic. A productive workshop was held on 8 November to continue this work. ONS is trying to obtain data on veterans from the Ministry of Defence to look at the comparability with census data.
- 3.5 On the topic of the online questionnaire, there will be some changes made in order to make it more responsive and user-friendly and it will be available in both English and Welsh.
- 3.6 Other work on the questions' status was mentioned: the research team are investigating whether the guidance for the marital status question works in the light of same sex marriages; independent public acceptability testing is being conducted on the sexual identity question; work on gender identity is continuing; investigations are ongoing on the economic activity status question; and also on the implications for NS-Sec if supervisory status is not collected.
- 3.7 [REDACTED] asked if it would be possible to have a full list of the census topic groups and their members.

ACTION: CAG Secretary to investigate the membership of the census topic groups and report back

- 3.8 [REDACTED] asked whether gender identity will be part of the 2017 Test. BT replied that decisions have not yet been made about sexual identity or gender identity. The White Paper will be published in spring 2018 and will include the proposals for the questions. It was suggested that an update not be provided on the public acceptability work on sexual and gender identity.

ACTION: NT to provide a note on public acceptability work on sexual and gender identity

- 3.9 [REDACTED] asked about the potential of having different questions across the UK, and noted the risks of this happening at a late stage in the process. It was explained that Welsh Ministers have responsibility for passing Census Regulations for Wales.

4. Verbal Update from the Welsh Government

- 4.1 [REDACTED] said that the Welsh Government continue to participate in a number of different groups, namely the UK Census Committee and the Census Programme Board. They have also been involved with the housing topic group, and commented that there are a number of issues being considered around caravans and the travellers groups.
- 4.2 He mentioned the local government reform which will be taking place in Wales. No formal changes to boundaries are planned though there are possible voluntary mergers, and more collaboration between local authorities on public services. [REDACTED] will ensure that the CAG groups are kept updated.
- 4.3 [REDACTED] mentioned that she attended the Research Conference in Winchester in the summer and found it very informative.

5. Implications of Major Infrastructure Projects (Discussion)

- 5.1 [REDACTED] opened the discussion about the implications of major infrastructure projects taking place before and during the census period. He said that Horizon Nuclear Power – a UK energy company – plans to build a nuclear power station on the Isle of Anglesey – a project called Wylfa Newydd. A public consultation has been held, and various legal processes must be approved before construction can go ahead. If the project was approved construction might start around the time of the 2021 Census.
- 5.2 Horizon Nuclear estimate that Wylfa Newydd would create up to 850 permanent jobs, with a construction workforce at different times of between 4000 and 10,000 workers. Most of the areas in the vicinity of this project are sparsely populated, so the potential influx of temporary residents (the temporary workforce) would distort the 2021 population figures, as well as some of the demographic statistics. It would also have a long term effect on the population and household projections for these areas as this short-term affect would contribute to the baseline for projection assumptions.
- 5.3 Various suggestions were mentioned to lessen the effects on the population statistics, including liaising with Horizon Nuclear to provide advice to their temporary resident workers on how to complete their census forms. It was proposed that ONS contact Horizon Nuclear to obtain regular management information from them as the project develops. [REDACTED] offered to provide more information if needed.
- 5.4 [REDACTED] asked whether any other large projects may affect the forthcoming census. NT mentioned Hinckley Point, the Crossrail project and the expansion of Heathrow Airport.
- 5.5 It was also mentioned that a new prison will be opening in North Wales – to hold approximately 2,000 prisoners.

6. AG(16)08 – 2017 Test

- 6.1 TA described the slides about the 2017 Test mentioning the areas that have been chosen:
- Blackpool
 - Barnsley
 - Powys
 - Sheffield
 - South Somerset
 - Southwark
 - West Dorset
- 6.2 The areas have been chosen to give a good representation of different characteristics – for example urban, inner city, rural and multi-cultural. We hope to push the response rate up to 50 per cent. Alongside these areas, “assisted

digital” services will be tested on the Isle of Wight in Cowes, Ryde, Newport and Sandown – to approximately 8,000 households – to test whether digital take-up is improved if assistance is given to complete the questionnaire online.

- 6.3 It is expected that the 2017 Test commencing on 9 April and running until mid May, will give us an indication of the volume of paper and printing that will be needed in the 2021 Census. Various follow-up procedures will be tested along with the processes for collection information from communal establishments, particularly halls of residence at universities. She added that 4,000 rooms in halls of residence in Sheffield will be tested.
- 6.4 She also said that the main element of the 2017 Test will involve around **100,000** households. Half of these will be asked a sexual identity question to test whether asking it would have an effect on the response rate.
- 6.5 The use of mobile devices used in the field will also be tested, including the operation of the Field Work Management Tool, for communicating with field staff.
- 6.6 TA added that NT had visited all the areas and met with local authority and university staff to discuss the test. He said that all were willing to promote the Test using their communication channels, and will give media contacts and key community group information. All local authorities will display the job adverts for census field staff. [REDACTED] asked whether we would be looking at care homes in the test. TA replied that this time we would not. [REDACTED] also mentioned some disparities in the 90+ age group in the population in Denbighshire. He agreed to supply information to us which could be fed back to the population estimates team and feed into consideration of communal establishment lists.

ACTION: [REDACTED] to provide information on population estimates discrepancies in an LSOA in Rhyl to feed into consideration of communal establishment lists.

- 6.7 A comment was made that it was likely that local authorities would not be able to provide the same level of support that had been given during the 2011 Census, due to budget constraints and resource issues
- 6.8 A member of the group asked whether the Test Plan could be shared at the next meeting. TA said she would take the question back to headquarters and ask if this would be possible.

ACTION: TA will ask if Test Plan can be shared at the next CAG meeting

- 6.9 TA commented that component 2 of the test – where a paper questionnaire is sent out in addition to the internet access code to a random sample of addresses across England and Wales – is aimed to measure whether the response rate is better with the inclusion of the paper questionnaire.
- 6.10 [REDACTED] asked whether field staff would visit people’s homes or would people have to travel to, for example, libraries or post offices. TA replied that online facilities will be available in some public areas.
- 6.11 TA mentioned that the E-questionnaire has been designed, and advice has been received from the Behavioural Insight Team regarding the field force’s doorstep routine. One of the group asked whether this process has been looked at from a Welsh Language perspective. [REDACTED] reminded the group that Welsh speakers shouldn’t have to ask for information in Welsh – it should be equally

available according to the Welsh Language Standards. [REDACTED] added that field management software may also need to be available in Welsh.

- 6.12 [REDACTED] wondered that if someone in a household wanted help in completing the census questionnaire, whether all residents in that household would have to attend the sessions in the libraries, post offices or other public areas? TA replied that we will plan to use Individual forms in those instances.

7. AG(16)09 – Census Transformation Research Outputs

- 7.1 BT gave a presentation on the release of the Research Outputs 2016. The population outputs were released for the first time in 2015. The 2016 population estimates were released in November, to be followed in December by income outputs and household outputs in February 2017. She added that the outputs are not official statistics – they are research outputs. She welcomed any feedback on them.
- 7.2 An annual assessment will be released in summer next year, and this will be followed in subsequent years, working towards a recommendation in 2023. It was suggested that BT attend the next CAG meeting in the spring, to report on the Annual Assessment.

ACTION: BT to be invited to the next CAG meeting to report on the Annual Assessment

- 7.3 She explained that we are trying to replicate census results with administrative data, and also hoping to generate new types of outputs. On 16 December an output on income based on pay as you earn (PAYE) and benefits data from 2013/2014 will be published.
- 7.4 Regarding the population estimates release: BT mentioned that one of the challenges in using administrative data is the problem of allocating people to the correct address. To combat this, extra datasets have been added this year – information from the Schools Census, and data from the Patient Demographics Service (PDS). Challenges for small areas include from students, armed forces and seasonal workers, and how they interact with administrative data. One of the group asked if a map of income in Wales could be circulated.

ACTION: BT to send map of income in Wales

- 7.5 [REDACTED] asked a question about an undercount for the over 90's in his area. BT offered to investigate and report back. She also offered to share the comparisons of our SPD population estimates with the 2011 Census and 2015 mid-year population estimates by five year age and sex for Wales, which she demonstrated in the meeting.

ACTION: BT to give information on over 90s population figures, and share details of ONS SPD population estimates with the 2011 Census and 2015 mid-year population estimates by five year age and sex for Wales

8. Any Other Business

None.

9. Date of next meeting: June 2017

Action Number	Owner	Detail
CAG-W 01.12.16 AP 06	██████████, Ben Humberstone and Neil Townsend	██████████ and Ben Humberstone (BH) and Neil Townsend (NT) to discuss membership. Ongoing – Members of Welsh Third Sector Liaison Panel were invited or had suggestions for memberships – none as yet
CAG-W 01.12.16 AP 07	CAG Secretary	CAG Secretary to send out word template of the follow up survey on ethnicity to CAG members. Closed
CAG-W 01.12.16 AP 08	Neil Townsend	NT to investigate Powys representative being invited to the next meeting. Closed NT discussed with Powys but resource/time constraints precluded attendance. NT will be holding detailed debrief on 2017 Test with Powys and will either arrange their attendance at the next meeting or feedback their views
CAG-W 01.12.16 AP 09	CAG Secretary	CAG Secretary to discuss membership of the outputs working group with Suzie Dunsmith who is leading on this work. Closed
CAG-W 01.12.16 AP 10	Neil Townsend	NT to investigate boundary changes in LAs and LSOAs and report back to group Closed
CAG-W 01.12.16 AP 11	Neil Townsend	NT to liaise with geography division to provide an update on the Address Register development. Closed
CAG-W 01.12.16 AP12	CAG Secretary	Update group on stakeholders involved with volunteering and veterans topics Closed
CAG-W 01.12.16 AP 13	CAG Secretary	CAG Secretary to investigate the membership of the census topic groups and report back to group Closed
CAG-W 01.12.16 AP 14	Neil Townsend	Note to be provided on public acceptability work on sexual and gender identity. Closed – this will be included on questionnaire development
CAG-W 01.12.16 AP 15	██████████	██████████ to provide information on population estimate discrepancies in an LSOA in Rhyl Ongoing

CAG-W 01.12.16 AP 16	Tansy Arthur	TA will ask if Test Plan can be shared at the next CAG meeting Ongoing This has been passed to Matt Fido who has taken over Tansy's role
CAG-W 01.12.16 AP 17	CAG Secretary	BT to be invited to the next CAG meeting to report on the Research Outputs Annual Assessment. Closed
CAG-W 01.12.16 AP 18	Becky Tinsley	BT to send map of income in Wales. Ongoing
CAG-W 01.12.16 AP 19	Becky Tinsley	BT to give information on over 90s population figures, and share details of ONS SPD population estimates with the 2011 Census and 2015 mid-year population estimates by five year age and sex for Wales Closed