

## **REMIT, MEMBERSHIP AND WORKING ARRANGEMENTS**

1. This paper sets out proposals for the scope, purpose and broad remit of the reconvened group. It also sets out proposed working arrangements. Members of the group are asked to comment on these, as well as on the current membership.

### **PROPOSE SCOPE, PURPOSE AND REMIT**

#### **Scope**

2. The group will be concerned with the household estimates and projections produced by the Scottish Executive Housing Statistics Branch.

*At this stage it seems sensible to keep the work of the group tightly focused, but at some future date it might be sensible to re-visit this (for example, the group might wish to consider methodologies which others might use).*

#### **Purpose**

3. The overall purpose of the group is to **assist** the Scottish Executive Housing Statistics Branch to:

- (a) maintain relevant good quality official household estimates and projections;
- (b) provide users with sound advice on the basis of household estimates and projections and their use.

#### **Broad remit**

4. To achieve its purpose the Household Analysis Review Group **will review and will advise** the Scottish Executive Housing Statistics Branch on:

- (i) the need for and uses made of the SE household estimates and projections;
- (ii) the data sources used to compile estimates and projections and possible alternatives;
- (iii) the methodologies used to compile estimates and projections and possible alternatives.
- (iv) approaches used to consult/ inform all users on methodological and data issues.

## MEMBERSHIP

5. The current proposed membership is as given below. Members attending the meeting on 9 March will be invited to consider whether any other organisations should be represented on the group, see paragraph 9 below.

Duncan Gray (chair)	Scottish Executive Development Department Economic Advice & Statistics Division (SEDD EAS)
Deborah Pegg	SEDD EAS
Stevan Croasdale	SEDD EAS
Stephen Fraser	North Ayrshire Council (also representing SCAG)
Jan Freeke	Glasgow City Council
Tom Snowling	Aberdeen City Council
Caroline Moore	Sirling Council
Derek Neill	North Lanarkshire Council
Craig McCorrison	West Lothian Council
Alistair Harvey	City of Edinburgh Council
Helen Curry	Scottish Executive Development Department Planning Services Division
Ruth Dundas	Scottish Homes, Scottish House Condition Survey Team

## **PROPOSED WORKING ARRANGEMENTS**

### **Frequency of Meetings**

6. It is proposed that the group will meet no more frequently than quarterly, and that for the foreseeable future the work of the group will be on-going. The membership would then be reviewed regularly.

### **Reporting Arrangements**

7. It is proposed that the group continues to liaise closely with SCAG, but also reports to the new overarching group for Built Environment. The continued liaison with SCAG is important given the close relationship between household projections and population projections and the associated issues of the tie-up between household estimates and population estimates. It is proposed that the liaison is done by involving members of SCAG on the group and by reporting on its activities to SCAG. In the context of the new National Statistics consultation arrangements in Scotland it would seem appropriate for the group to form part of the Built Environment liaison arrangements, assuming that the outcome of the consultation on the arrangements is to set up such a group.

### **Developing a Work Programme**

8. It is proposed that the group develops (and reviews annually) a work programme, and that priorities are set based on an understanding of the uses made of the estimates and projections. In order to gain a full understanding of the current uses made of the estimates and projections, it is proposed that a review of uses is carried out fairly quickly. We will need to ensure that the work programme is realistic in relation to the Scottish Executive and other resources needed to deliver it. An annual review of the work programme and priorities will be important since requirements and available sources of data are likely to change over time and methodologies will need to adapt to these changes.

### **Communications/ Consultation**

9. It is proposed that the group considers ways in which all interested users of household statistics can be kept informed of developments. There is a wider range of bodies with an interest in household estimates/ projections – for example builders and developers and possibly other public sector bodies such as health boards. When we consult local authorities on the current/ potential use of household estimates and projections it would seem sensible to widen the consultation to cover known interests, and to set up a means of keeping such interests informed. (We propose to use the members of SCAG-LA side to keep in touch with councils.)

Scottish Executive  
March 2001