

# UK STATISTICS AUTHORITY

## Minutes

Meeting of Friday 17 December 2010  
Board Room, London

### Present

#### UK Statistics Authority

Sir Michael Scholar (Chair)

Lord Rowe-Beddoe (Deputy Chair, ONS)

Professor Sir Roger Jowell (Deputy Chair, Official Statistics)

Mr Richard Alldritt

Dr Colette Bowe

Mr Partha Dasgupta

Ms Moira Gibb

Ms Jil Matheson

Mr Stephen Penneck (to item 8)

Professor David Rhind

Sir Jon Shortridge

#### Secretariat

Mr Robert Bumpstead

Mr Mervyn Stevens

#### Other Attendees

Mr Glen Watson and Mr Glenn St John-Colgan (Office for National Statistics) for item 5

Mr Richard Laux (Monitoring and Assessment) for items 9 and 10

#### Apologies

None

## Minutes of the UK Statistics Authority Meeting 17 December 2010

### 1. Apologies

There were no apologies.

### 2. Declarations of Interest

There were no declarations of interest.

### 3. Minutes and Matters arising from the Previous Meeting

3.1 The minutes of the previous meeting held on 26 November 2010 were accepted as a true and fair account. There were no matters arising.

3.2 The Chair announced that, following the recent resignation of Professor Stephen Nickell from the Authority Board, Ms Moira Gibb would become a member of the ONS Board and would relinquish her membership of the Committee for Official Statistics and the Assessment Committee.

### 4. Reports from Authority Committee Chairs

#### Audit Committee

4.1 Professor Rhind reported on the meeting of the Audit Committee held on 10 December 2010. The Director General of Office for National Statistics (ONS) had provided an update on how risks associated with the 2011 Census were being managed and had reported on the circumstances that led to the delay of the publication of the Blue Book and quarterly National Accounts in June and the action being taken to avoid a recurrence.

4.2 The meeting had received an update from the Head of Internal Audit on progress against the Internal Audit plan for 2010/11 and had discussed five Internal Audit reports. The Committee had also endorsed the National Audit Office's strategy for the external audit of the Authority for 2010/11 and considered outline plans for the publication of the Authority's Annual Report and Accounts for 2010/11.

#### Committee for Official Statistics

4.3 Professor Sir Roger Jowell reported on the meeting of the Committee for Official Statistics held on 10 December 2010. The meeting had received a report on the activities of the Government Statistical Service (GSS) population theme group.

4.4 The Committee had also received a report from the National Statistician on proposals to cease the production of statistics and on public consultations on these proposals. It was agreed that the Monitoring and Assessment team would consider criteria for deciding when the Authority would further review particular changes to statistical outputs and produce a Statistical Expenditure Report.

4.5 The meeting had received an update report on the National Statistician's review of housing market statistics and had considered a draft Government Statistical Service (GSS) web dissemination strategy for official statistics. The Committee had also received a report from the Head of Assessment on statistics produced by the Bank of England.

#### Office for National Statistics Board (ONS)

4.6 Lord Rowe-Beddoe reported on the meeting of the ONS Board held on 15 December 2010. The meeting had received reports from the Director General of ONS on the circumstances that led to the delay of the publication of the Producer Prices Index (PPI) for November 2010 and on strengthening ONS compliance with the *Code of Practice for Official Statistics*.

4.7 The meeting had considered management information and finance reports and had

## Minutes of the UK Statistics Authority Meeting 17 December 2010

noted the results of the recent ONS People Survey.

### **5. Census 2011 [SA(10)99]**

- 5.1 Mr Watson and Mr St John-Colgan reported on the operational arrangements for the 2011 England and Wales Census and on plans to manage operational risks. A Report on an independent review of the measures in place to ensure the confidentiality of census data would be published in due course. The National Statistician would be writing shortly to the chief executives of all local authorities in England and Wales with regard to the Census.
- 5.2 The Authority noted progress and agreed that it would receive further reports and information at every future meeting in the New Year.

### **6. National Address Register**

- 6.1 Ms Matheson reported that the Government had announced to Parliament on 2 December the launch of a National Address Gazetteer (NAG) database, intended to provide one definitive source of accurate spatial address data for England and Wales.
- 6.2 The meeting was pleased to note these developments.

### **7. Use of Management Information in Relation to Official Statistics [SA(10)100]**

- 7.1 Mr Bumpstead provided an update on recent developments with regard to the use of management information and research data in relation to official statistics. The Authority had published a revised policy statement on its website on 27 September 2010 for Authority comment on management information, research data and the use of statistics in policy documents. Revised guidance had been issued by the National Statistician to the Government Statistical Service (GSS) on 8 December 2010.
- 7.2 The Authority noted these developments.

### **8. UK Statistics Authority Annual Report and Accounts 2010/11 [SA(10)101]**

- 8.1 Mr Bumpstead presented outline proposals and a timetable for the Authority's Annual Report and Accounts 2010/11. It was proposed that the Annual Report and Accounts should be produced as one publication in two volumes and laid before Parliament and the devolved legislatures in July 2011, before the start of the Summer parliamentary recess.
- 8.2 The Authority endorsed these proposals.

### **9. Assessment Report 80: Statistics on Retail Sales [SA(10)102]**

- 9.1 Mr Laux presented draft Assessment Report 80: Statistics on Retail Sales. A draft of this Assessment Report had been considered at the meeting of the Assessment Committee on 12 November and it had been agreed that it should be considered further by the Authority Board. There was concern that the number of recipients having pre-release access to these statistics remained high at 29, given the Authority's policy of reducing the number of people granted pre-release access to a minimum.
- 9.2 The Authority noted that ONS had made efforts to reduce pre-release access to these statistics and agreed that this should be kept under review. It was agreed that this Assessment Report should be published, subject to agreed amendments.

### **10. Summary of Assessment Reports [SA(10)103]**

- 10.1 The Head of Assessment, Mr Alldritt presented a summary of the following Assessment Reports which he and the Assessment Committee recommended be published:

## Minutes of the UK Statistics Authority Meeting 17 December 2010

- i. Assessment Report 81: Short Term Economic Output Indicators;
- ii. Assessment Report 82: Welsh Short Term Output Indicators;
- iii. Assessment Report 83: Scottish Macro-Economic Statistics; and,
- iv. Assessment Report 84: Index of Production and Index of Services for Northern Ireland.

10.2 It was agreed that all of these Assessment Reports should be published.

### **11. Any other business**

There was no other business.

# UK STATISTICS AUTHORITY

## Agenda

**Friday, 17 December, 2010**

**Board Room, Statistics House, London, 11:15 - 15:00**

**Chair: Sir Michael Scholar**

**Apologies:**

1	Minutes and matters arising from previous meeting Declarations of interest	Meeting of 261110
2	Reports from Authority Committee Chairs: <ul style="list-style-type: none"><li>● Audit Committee</li><li>● Committee for Official Statistics</li><li>● ONS Board</li></ul>	Oral Reports Professor Rhind Professor Sir Roger Jowell Lord Rowe-Beddoe
3	Census 2011	SA(10)99  Mr Glen Watson Mr Glenn St John-Colgan
4	National Address Register	Oral update  Ms Jil Matheson
5	Use of Management Information in Relation to Official Statistics	SA(10)100  Ms Jil Matheson
6	UK Statistics Authority Annual Report and Accounts 2010/11	SA(10)101  Secretariat
7	Assessment Report 82: Statistics on Retail Sales	SA(10)102  Mr Richard Laux
8	Summary of Assessment Reports	SA(10)103  Mr Richard Alldritt
9	Any other business	

**Next Meeting: Friday, 28 January, 2011**  
**Statistics House, London, 11:15 - 15:00**

**UK STATISTICS AUTHORITY**

SA(10)99

***2011 Census Operational Management***

**Purpose**

1. To brief the UK Statistics Authority on the operational arrangements for conducting the 2011 England and Wales Census and to provide assurance that controls are in place to manage operational risks, including lower than expected response rates.

**Recommendations**

2. Members of the Authority are invited to discuss the approach to be taken to manage the 2011 Census operation.

**Discussion**

3. This paper gives a high-level summary of the information contained in the 2011 Census Operational Management Plan. The Plan has been presented to the Census Delivery Board and is due for final sign off in January 2011.
4. The 2011 Census is divided into five operational periods, named A – E (see **Annex A**). The focus for this paper is period B: 1 February 2011 to 30 June 2011. The scope for this period is set out at **Annex B** and covers the field enumeration, supporting systems for field staff and members of the public, advertising, census coverage survey and non-compliance. Key dates are set out at **Annex C**.
5. The Census is already operational in some senses. Progress to date includes:
  - i. the blank questionnaires have been printed;
  - ii. the address list has been supplied to the printers and 'over printing' is underway;
  - iii. we have received over 72,000 applications so far for the 29,700 Census Collector roles (recruitment is still open);
  - iv. we received 36,000 applications for the 2,200 Census Coordinator roles;
  - v. we received 32,000 applications for the 1,750 Special Enumerator roles;
  - vi. the UK Data Capture processing centre has been opened; and
  - vii. operational system testing is currently taking place.

**Managing the Operation – Period B**

6. Key principles have been agreed to ensure that robust operational management arrangements are in place to:
  - enable any major threat and/or incident to be dealt with; and
  - ensure processes can be implemented to improve return rates, whether due to a specific cause or general apathy from some sections of society.

**Key Operational Management Information**

7. Management Information (MI) will be produced from various data sources to support and direct the operation. Some of the 150 individual pieces of MI will be presented as key indicators to the daily Census Operations Board.

**Managing Return Rates**

8. In order to achieve the quality targets set for the national and local population estimates, we aim to achieve a minimum of 80 per cent return rate in every Local Authority, a 94 per cent overall return rate, and to minimise variability within areas.

## SA(10)99 - 2011 Census Operational Management

9. In order to effectively manage response rates, a flexible field force model has been developed. This allows movement of people between areas and/or additional resources to be deployed where needed.
10. Design changes have been made following the 2001 Census to improve return rates. These include increasing resources in the follow-up period, especially for the hardest to count areas, and increased Local Authority and Community liaison and engagement.
11. Changes have also been implemented following the 2009 Census Rehearsal. These include removal of hand delivery, increasing the number of field managers, introduction of Community Advisors, and changes in field staff working patterns.
12. During the field operation, contingency funding could be used to increase return rates and reduce variability between local authorities by implementing a number of actions, including:
  - i. extending the follow-up period;
  - ii. increasing staff resources and hours worked;
  - iii. moving field staff between areas;
  - iv. posting out reminder letters (blanket or targeted); and
  - v. deploying headquarters (HQ) staff to fill any gaps.

### Managing the Media

13. The census communication team have a proactive approach for dealing with the media throughout the operation. This includes media training for HQ staff and field staff and a series of planned media releases and media events.

### Communicating Progress

14. Numerous communication tools will be used to communicate progress both internally and externally. Authority Board members will receive summaries of MI that chart progress.
15. Communications with the Northern Ireland Statistics and Research Agency (NISRA) and the General Register Office for Scotland (GROS) will be conducted through weekly meetings between Census heads.

### Supporting Staff – the challenge we face

16. To ensure the success of the census, levels of staff commitment will be high across the programme. There are high expectations of the Census team.
17. We have carried out an exercise with Office for National Statistics (ONS) Human Resources and communicated to staff, to ensure that on-call allowance, overtime, flexible working hours credits and leave are applied consistently and managed fairly across all Census teams.
18. Managers have been given guidance to look for signs of stress within their teams and to actively manage workloads, leave and flexible working hours.

### Managing Risks

19. We have a clear plan for managing operational risks, with mitigation and operational contingency plans in place.

## SA(10)99 - 2011 Census Operational Management

20. We have reviewed all key operational risks and are building costed contingency plans.

21. Assurance of this process is provided through:

- i. risk reporting through the Census Delivery Board and Census Programme Board, to the ONS Executive Committee and the ONS Board on a monthly basis;
- ii. risks are subject to scrutiny by the Authority's Audit Committee and independent audit review;
- iii. testing of operational procedures (table top exercises) that commenced in November 2010; and
- iv. working with the Emergency Planning Society to develop the thinking.

### Incident Management

22. We have developed incident management processes using a single database to log and manage all incidents. All areas will be trained in its use.

23. Severity levels have been standardised with scoring of 1 (critical) to 5 (for information only).

24. Each incident logged will be actively managed through to resolution and MI reports will be available on volumes and levels of severity, plus resolution time.

25. Critical incidents will be escalated to the ONS Director General and National Statistician when necessary.

### Business Continuity Planning (BCP)

26. At present we expect to fill all available space within the Titchfield site. Should BCP be invoked, we may need to commandeer space elsewhere within ONS. We are also considering the use of off-site facilities.

27. We are currently working with ONS Information Management to ensure that all critical databases, directories and email accounts are replicated at Newport and that no unnecessary maintenance is scheduled over the critical period.

28. Prearranged voice conferencing facilities have been set up, through the existing BT telephony contract, for dedicated meetings for census teams.

29. Resource is available from other divisions, if the need arises, with the ability to acquire additional staff immediately.

30. Our contractors' BCP plans are being managed and integrated alongside Census plans.

**Glen Watson, Census Director, December 2010**

### **List of Annexes**

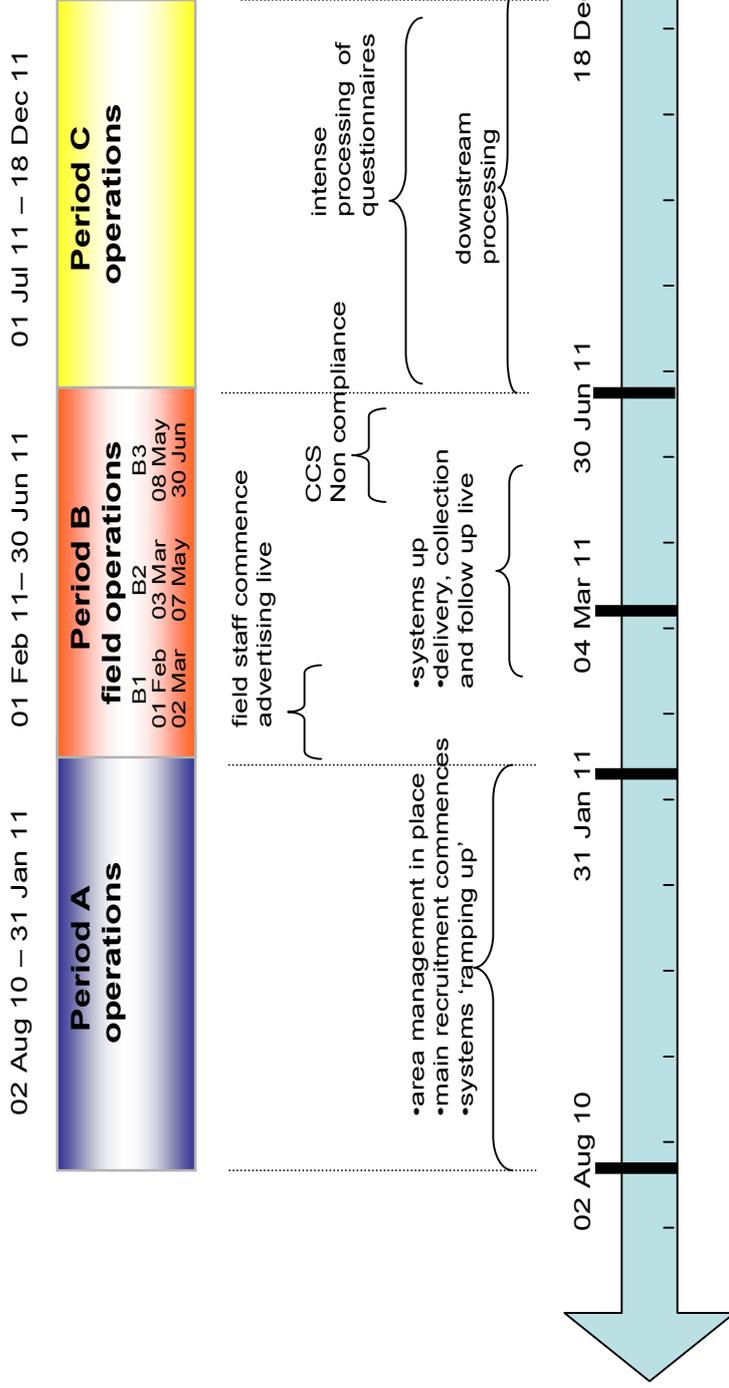
**Annex A 2011 Census operational periods A - E**

**Annex B Scope of Operational Period B**

**Annex C Key dates for operational period B**

Annex A 2011 Census operational periods A - E

# Operational periods A, B and C



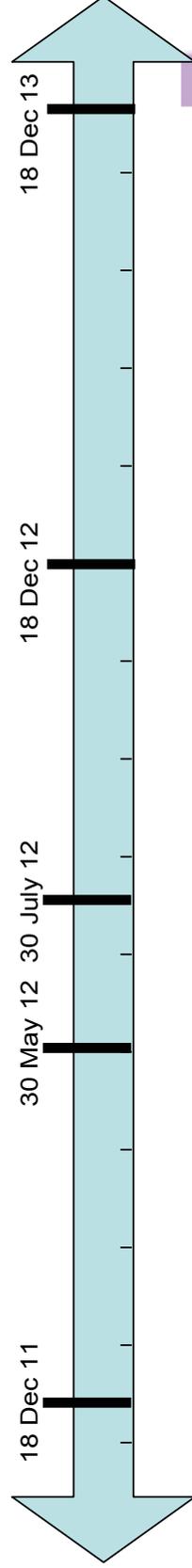
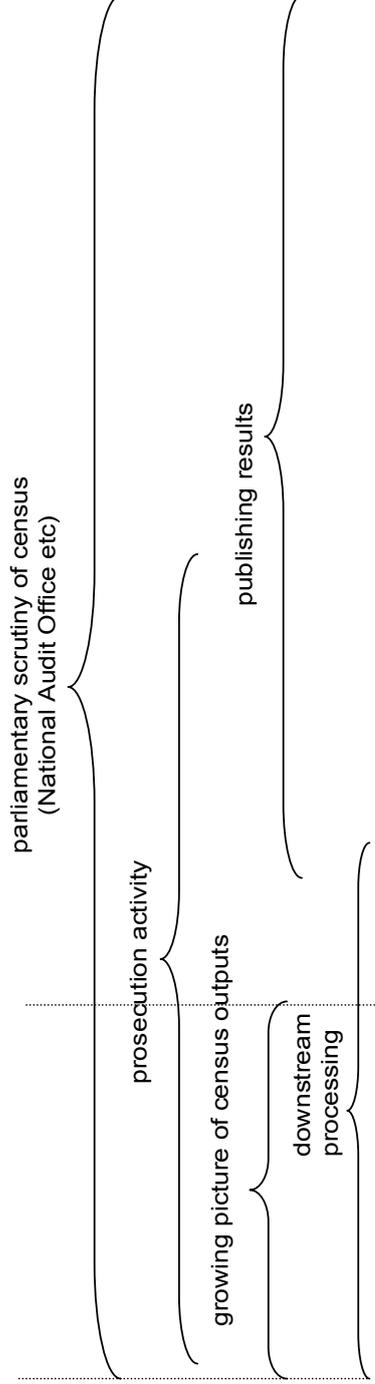
Help tomorrow take shape



# Operational periods D and E

18 Dec 11 – 30 May 12

01 June 12 – 18 Dec 13



Annex B Scope of Operational Period B



# Scope of Period B

## IN SCOPE Functions/Core Activities

Programme Management

- Field Recruitment, Training & Pay
- Field operations – Follow Up/ CCS
- Distribution of Supplies
- Security of Logistics
- Public fulfilment (extra questionnaires etc)
- Finance – Live Budgets
- SMC – Media
- SMC – Liaison
- SMC – Publicity
- SMC – ‘Upwards Comms’
- Postal Services
- Co-ordination with other UK census offices

- Design Authority – Field Ops MI (Response Rates and Variability)
- Design Authority – Quality of Data (representing processing)
- Upstream Collection – Receipting, MI on blank forms, public facing information, Field Support
- Partial Response Follow Up
- Information Assurance
- Security
- Business Continuity
- Incident Management

**Annex C** Key dates for operational period B

Internal Audit review of operations	December 2010
Table Top Testing	November 2010 – February 2011
Supplier day/mobilisation day	1 February 2011
Advertising campaign commences including TV advertising.	28 February 2011
Contact Centre Live	4 March 2011
Online Questionnaire goes live	4 March 2011
Questionnaires posted out	7 March 2011
Enumeration of communal establishments and special population groups, Special Enumeration, commences	7 March 2011
<b>CENSUS DAY</b>	<b>27 March 2011</b>
Census Collectors in the field, start of Follow-up operation	6 April 2011
Special Enumeration complete	16 April 2011
Follow-up ends	6 May 2011
Census Coverage Survey starts	9 May 2011
Census Coverage Survey ends	2 June 2011

**UK STATISTICS AUTHORITY**

SA(10)100

***Use of Management Information in Relation to Official Statistics***

**Purpose**

1. This paper provides an update on recent developments with regard to the use of management information and research data in relation to official statistics. It also covers revised guidance from the National Statistician to the Government Statistical Service (GSS) on these issues.

**Recommendations**

2. Members of the Authority are invited to:
  - i. note recent developments, including the revised National Statistician's Guidance to the GSS (**Annex B**); and
  - ii. review the collected body of evidence and policies in this area.

**Discussion**

3. At the meeting on 24 September 2010 the Authority approved a revised policy statement for Authority comment on management information, research data and the use of statistics in policy documents (**Annex A**) and this was published on the Authority's website on 27 September 2010. At that meeting the Authority also noted that revised guidance from the National Statistician to the Government Statistical Service (GSS) on this issue would be issued in due course and this has now been disseminated within government (**Annex B**). The Authority Board agreed that these publications should be aligned and coherent.
4. Members of the Authority will be aware that the Chair wrote to the Permanent Secretary at No.10 Downing Street, Mr Jeremy Heywood, on 12 December 2008 concerning the premature, selective and irregular release of statistics about knife crime. In response to the concerns expressed by the Public Administration Select Committee (PASC) about this, the Cabinet Secretary, Sir Gus O'Donnell wrote to the Chair of PASC on 16 January 2009 (**Annex C**) setting out the lessons to be learned and how government departments should respond in order to ensure compliance with the *Code of Practice for Official Statistics*, and in relation to the treatment of management information.
5. At the last meeting the Chair informed the Authority Board that he had replied earlier that day to a complaint from Full Fact about the presentation of statistics by the Department for Work and Pensions (DWP). This correspondence, which has been published on the Authority's website, is at **Annex D**. Some of the issues raised in this case relate to the use of management information in departmental statements.

**Secretariat, UK Statistics Authority, December 2010**

**List of Annexes**

- Annex A Authority Statement - Management Information and Research Data as Official Statistics**
- Annex B National Statistician's Guidance to the GSS**
- Annex C Letter from Sir Gus O'Donnell to the Chair of PASC**
- Annex D Correspondence with Full Fact**

**Annex A Authority Statement – Management Information and Research Data  
as Official Statistics**

This document has been published on the UK Statistics Authority website.

To see this document go to:

<http://www.statisticsauthority.gov.uk/news/management-information-and-research-data-as-official-statistics.html>

**Annex B National Statistician's Guidance to the GSS**

This document will be published on the UK Statistics Authority website in due course.

The Report will be available at:

<http://www.statisticsauthority.gov.uk/national-statistician/ns-guidance-and-reports/national-statistician-s-guidance/index.html>

**Annex C Letter from Sir Gus O'Donnell to the Chair of PASC**

This document has been published on the UK Statistics Authority website.

To see this document go to:

[http://www.statisticsauthority.gov.uk/reports---  
correspondence/correspondence/publication-of-statistics-relating-to-knife-crime.pdf](http://www.statisticsauthority.gov.uk/reports---correspondence/correspondence/publication-of-statistics-relating-to-knife-crime.pdf)

**Annex D Correspondence with Full Fact**

This document has been published on the UK Statistics Authority website.

To see this document go to:

<http://www.statisticsauthority.gov.uk/reports---correspondence/correspondence/letter-from-full-fact-to-sir-michael-scholar.pdf>

**UK STATISTICS AUTHORITY**

SA(10)101

***UK Statistics Authority Annual Report and Accounts 2010/11***

**Purpose**

1. This paper presents proposals for the UK Statistics Authority's Annual Report and Accounts 2010/11.

**Timing**

2. The Authority's Annual Report and Accounts for 2010/11 must be laid before the UK Parliament and the devolved legislatures before the Summer recess in July 2011. Approval of, or initial comments on, the proposals described below are requested at this meeting in order to meet future audit, drafting, design and production deadlines. This paper, in essence, proposes adopting a very similar approach to that taken in 2009/10.

**Recommendations**

3. Members of the Authority are invited to:
  - i. endorse the proposal for a combined Annual Report and Accounts in two separate volumes;
  - ii. consider and comment on the proposed outline contents of the Annual Report, comprising distinct chapters which reflect the Authority's different areas of responsibility; and
  - iii. note the proposed timetable for the production of the Annual Report and Accounts at **Annex A**.

**Discussion**

4. Under the *Statistics and Registration Service Act 2007* the Authority is required to produce a report at the end of the financial year '*on what it has done during the year, what it has found during that year, and, what it intends to do during the next financial year*' (section 27 (1)). The Report is to be laid before the UK Parliament and the devolved legislatures (section 27(2)). The Authority is also required to lay its annual resource accounts before the UK Parliament under the *Government Resource and Accounts Act 2000* (section 6(4)). To fulfil these two statutory obligations, it is proposed that a single combined UK Statistics Authority Annual Report and Accounts 2010/11 is produced in two volumes as set out in paragraphs 7 and 8 below.
5. In June 2010 HM Treasury advised that the mandatory round of departmental Annual Reports for 2009/10 had been cancelled and that only departmental Resource Accounts for 2009/10, including a specified set of data tables, should be produced. There was a specific direction that combined Annual Reports and Accounts should not be produced for 2009/10. In order to comply with these HM Treasury requirements and also to discharge the Authority's statutory reporting obligations under the *Statistics and Registration Service Act 2007*, the Authority produced separate Resource Accounts (laid in July 2010) and Annual Report (laid in September 2010) in respect of its activities in 2009/10.
6. HM Treasury have not yet issued any guidance on what will be required for 2010/11, so plans will need to be flexible in order to respond to any directions that might be issued in the next few months. It is nevertheless proposed that the Authority proceeds on the basis that a combined Annual Report and Accounts 2010/11 be produced and comprised of the chapters as set out below. More detailed plans for the contents of each chapter of the Annual Report will be developed in consultation with the Chair, the National Statistician, the Head of Assessment and the Director General of Office for

National Statistics (ONS) over the coming months.

7. Volume One will be the Authority's Annual Report and will include the following chapters:
  - i. Introduction from the Chair and an 'About the Authority' section;
  - ii. Introduction from the Head of Assessment and the Monitoring and Assessment Annual Report;
  - iii. Introduction from the National Statistician and the Government Statistical Service (GSS) Annual Report;
  - iv. Introduction from the Director General of ONS and the ONS Annual Report; and
  - v. Corporate and Summary Financial Information.
8. Volume Two will be the Authority's Resource Accounts and will include:
  - i. Statement of Accounting Officer's Responsibilities;
  - ii. Statement on Internal Control (SIC);
  - iii. Remuneration Report;
  - iv. Certificate and Report of the Comptroller and Auditor General to the House of Commons;
  - v. Resource Accounts; and
  - vi. Notes to the Resource Accounts.
9. It is suggested that both volumes are presented together, as in 2008/09, and laid before Parliament and the devolved legislatures as a single document. In order to minimise production costs, it is also recommended that a layout and format similar to that used for 2009/10 be adopted with no art work or photographs and, in order to minimise printing costs, it is also proposed that the number of printed copies be limited to the number required to discharge the Authority's obligation to lay copies before Parliament and the devolved legislatures. The Authority's Annual Report and Accounts will be available for download from the Authority's website. It is also proposed to look for opportunities to make the Report more concise, perhaps reduce the overall length by about 25% or more.
10. While the Report will be mainly retrospective, all chapters will also include an element detailing high-level plans for the year ahead, in accordance with the requirements of the *Statistics and Registration Service Act 2007* and as a basis on which to report progress the following year. It should also be noted that the Authority will be publishing its Business Plan for the Spending Review 2010 years in the early Spring and the Annual Report will need to be consistent with this, but at the same time avoid unnecessary repetition.
11. The timetable at Annex A indicates how the Authority Board and its committees will be given the opportunity to give consideration to, and comment on, the content of the Authority's Annual Report and Accounts as it develops over the next six months.

**Secretariat, UK Statistics Authority, December 2010**

#### **List of Annexes**

**Annex A      Proposed Timetable for the UK Statistics Authority Annual Report and Accounts 2010/11**

## SA(10)101 - UK Statistics Authority Annual Report and Accounts 2010/11

### **Annex A Proposed Timetable for the UK Statistics Authority Annual Report and Accounts 2010/11**

28 January	Paper to Authority Board asking for comments on outline / contents of Authority chapters
4 February	Paper to the Assessment Committee asking for comments on outline / contents of Monitoring and Assessment chapter
4 February	Paper to the Committee for Official Statistics asking for comments on outline / contents of National Statistician / GSS chapter
11 February	Paper to ONS Board asking for comments on the outline / contents of ONS chapter
25 February	Paper to Authority Board asking for comments on the draft Authority chapter
11 March	Paper to ONS Board asking for comments on draft ONS chapter
29 March	Paper to Audit Committee asking for comments on the draft Statement on Internal Control
15 April	Paper to Authority Board seeking approval of text of all chapters (excluding accounts)
9 May	External audit commences
24 May	Paper to Audit Committee asking for comments on full text of Annual Report and draft Resource Accounts
24 June	Audit Committee to approve Annual Report and Accounts and review NAO Audit Completion Report
by 1 July	Final review of Annual Report and Accounts by NAO
by 4 July	Accounting Officer to sign Annual Resource Accounts
by 8 July	Annual Report and Accounts laid before Parliament and devolved legislatures

**UK STATISTICS AUTHORITY**

SA(10)102

***Assessment Report 82: Statistics on Retail Sales***

This document has been published as Assessment Report 80 on the UK Statistics Authority website.

To see the document go to:

<http://www.statisticsauthority.gov.uk/assessment/assessment/assessment-reports/assessment-report-80---statistics-on-retail-sales.pdf>

**UK STATISTICS AUTHORITY**

SA(10)103

***Summary of Assessment Reports***

**Purpose**

1. To provide a summary to the Board of Assessment Reports planned for publication.

**Recommendation**

2. Members of the Board are invited to
  - i. consider and comment on the summary below; and
  - ii. agree that the Assessment Reports listed at paragraph 4 should be published.

**Summary**

3. One Assessment Report is included on the agenda of this meeting for fuller discussion.
  - Assessment Report 80: Statistics on Retail Sales [SA(10)102]
4. The following four Reports do not raise any matters of substance that the Head of Assessment and the Assessment Committee wish to raise with the Authority Board. They have been circulated to Board members electronically. A summary of the Requirements and Suggestions from each report is provided in **Annex A**.
  - Assessment Report 81: Short Term Economic Output Indicators
  - Assessment Report 82: Welsh Short Term Output Indicators
  - Assessment Report 83: Scottish Macro-Economic Statistics
  - Assessment Report 84: Index of Production and Index of Services for Northern Ireland

**Secretariat, UK Statistics Authority, December 2010**

**List of Annexes**

**Annex A Summary of Requirements and Suggestions**

*Assessment Reports 81-84*

The following Assessment Reports have been published on the UK Statistics Authority website.

To see these Reports go to:

Assessment Report 81: Short Term Economic Output Indicators

<http://www.statisticsauthority.gov.uk/assessment/assessment/assessment-reports/assessment-report-81---short-term-economic-output-indicators.pdf>

Assessment Report 82: Welsh Short Term Output Indicators

<http://www.statisticsauthority.gov.uk/assessment/assessment/assessment-reports/assessment-report-82---welsh-short-term-output-indicators.pdf>

Assessment Report 83: Scottish Macro-Economic Statistics

<http://www.statisticsauthority.gov.uk/assessment/assessment/assessment-reports/assessment-report-83---scottish-macro-economic-statistics.pdf>

Assessment Report 84: Index of Production and Index of Services for Northern Ireland

<http://www.statisticsauthority.gov.uk/assessment/assessment/assessment-reports/assessment-report-84---index-of-production-and-index-of-services-for-northern-ireland.pdf>