

This annex contains 5 items of information which are extracts from minutes taken from a series of meetings titled “Citizens’ Assembly of Scotland: Recruitment of Assembly Members Project” which took place between 1 August 2019 and 12 September 2019. They are provided as extracts because they are taken from documents containing other information outside the scope of your request.

Item 1:

1 August 2019

Eligibility for Assembly membership

- It was agreed that it is not meaningful or possible to exclude representatives and officials of relevant advocacy groups as originally set out in the specification of requirements because the topics of deliberation of the Assembly are not yet known. It would therefore be impossible to identify relevant groups.

Ensuring the inclusion of additional social groups

- It was agreed that the inclusion of people with caring responsibilities should be ensured. Being able to explain the offer of care costs at the point of recruitment is important. But an exploration of the profile of the recruited membership will be important in establishing whether people with caring responsibilities are adequately included.
- Additional recruitment of people with caring responsibilities may then be necessary.
- A question on caring responsibilities will need to be included in the recruitment questionnaire.
- It will also be important to check membership representation from the Scottish islands.

Approach to random selection

- It was agreed to use the 8 parliamentary regions as the geographic sampling unit.
- Within this the postcode address file will be sorted by island/mainland location, urban/rural classification and SIMD quintiles.
- A number of postcodes will be selected at random assuming 1 postcode per participant required from each region.
- Within each region (strata) a random number generator will be used to select a random starting point and select 1 in n postcodes.
- Interviewers will be sent to these postcode areas/locations to recruit participants within households.
- At the household level, the interviewer will prioritise hard to reach groups or those aged 16-29, to speak to in the first instance.
- If the above is not possible, they will ask how many people live in the household and use a kish grid to randomly select the individual that they should interview.
- Participants will be recruited to the agreed demographic and attitudinal quotas.

Item 2:

8 August 2019

Recruitment questionnaire

- There was a discussion around the definition of ‘senior public servant’ to be used in establishing eligibility for membership of the Assembly.

- It was agreed that political party office holders, not just political party staff, should not be eligible for membership of the Assembly.
- There was a discussion around the possible use of the Scottish Household Survey question on limiting long term condition.
- There was a discussion around the use of a question on how people would vote in a Scottish Parliament election, in the context of people having two votes (constituency and regional) with some people voting for different parties.

Stratification and target quotas

- Target quotas for the political attitudes stratification will be based on averages of recent opinion poll findings.

Refined selection approach to ensure the representation of members from the Scottish islands

- Following discussion with Scottish Government rural analysts on ensuring the representation of Assembly members from the Scottish islands, it was agreed to refine the random selection approach.
- This will be as follows:
 - Agreed island postcodes within West Scotland and Highlands & Islands regions will be used
 - The relevant postcodes on the PAF will be identified
 - The island postcodes within those 2 regions will be stratified to ensure that at least one is selected
 - The target number of people to recruit in each postcode is X.
 - Once the islands to be visited are known, interviewers will be instructed around leaving distance between homes to be tried.

Item 3:

14 August 2019

Recruitment questionnaire and interviewer briefing

- It was agreed that if the selected young person is away (not just out of the house at work etc) that the interviewer is allowed to select another young person in the household. This will be included in the interviewer briefing.
- It was agreed that members of the public will be asked to confirm their eligibility through the use of a show card, setting out the eligibility criteria. A question on participation in market research will be asked separately.
- It was agreed that working in journalism/the media being a staff member of a political campaign group should *not* exclude people from membership of the Assembly.

Action Point: Contractor to amend introduction to the political voting questions as follows: 'We want to ensure a balance of political perspectives are included in the Assembly, and will therefore be including people with a range of political views. So could I just check the following?'

Item 4:

21 August 2019

Recruitment questionnaire, information material and privacy notice

- It was agreed that in the absence of an alternative established survey question and associated data on experience of disability, that the proposed question and available data on limiting long term conditions would be used in the recruitment questionnaire and target quota setting.
- A form of wording was agreed for the eligibility criterion related to being restricted in terms of political activity by employment or public appointment.

Item 5:

12 September 2019

Numbers and next steps

- Following discussions the following was looked at going forward for the last few. A focus on voting intention with a drop in focus on age.
- The areas being focused now as per the update are South Scotland and Central and Fife where the last few are needed.