

# **Citizens' Assembly of Scotland: Recruitment of Assembly Members**

## **Project meeting 14 August 2019**

### **Notes of meeting**

#### **Attendees:**

Ian Davidson (Secretary, Citizens' Assembly of Scotland)  
[Redacted S.38(1.)(b)]

#### **Discussion of notes and update on Action Points from last meeting**

- It was agreed that comments on the notes of the last meeting would be shared with the Project Manager as soon as possible.
- [Redacted S.38(1.)(b)] reported that [Redacted S.38(1.)(b)] have identified possible questions from the SHS on informal caring for inclusion in the recruitment questionnaire. Will share with the contractor for consideration.
- [Redacted S.38(1.)(b)] reported that the definition of senior public servant will be shared as soon as possible.
- [Redacted S.38(1.)(b)] reported that liaison with Inclusion Scotland on the possible use of the limiting long term condition question in the recruitment question and for stratification is ongoing.
- [Redacted S.38(1.)(b)] reported that liaison with the Contractor on the DPIA and wider data protection issues is ongoing. [Redacted S.38(1.)(b)] to circulate draft Privacy Notice by email.
- Contractor to update eligibility criteria in the recruitment questionnaire around the exclusion of political party office holders.
- All other Action Points had been completed.

**Action Point:** All to provide comments on/amendments to the notes of the last meeting. [All]

Outstanding Action Points are highlighted below under relevant headings.

#### **Recruitment questionnaire and interviewer briefing**

- The draft questionnaire was discussed.
- Reference to Assembly meetings being for 'the entire weekend, from Friday evening to Sunday afternoon' needs to be corrected for the first weekend.

- 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.
- There was discussion around the most appropriate sex/gender question to use.
- Following discussion around the use of the limiting long term condition question, it was agreed to use the question as proposed, subject to comment/suggestion from Inclusion Scotland.
- It was agreed that the question should be preceded with an introduction setting out commitment to including disabled people in the Assembly.
- 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 (outstanding from previous week):** Contractor to include question on gender rather than sex. [Redacted S.38(1.)(b)]

**Action Point (outstanding from previous week):** Scottish Government to share questions on informal caring with the Contractor. [Redacted S.38(1.)(b)]

**Action Point (outstanding from previous week):** Scottish Government to share definition of 'senior public servant' for interviewer briefing as soon as possible. [Redacted S.38(1.)(b)]

**Action Point:** Contractor to include guidance in interviewer briefing that a further young person can be selected if the initially selected young person is away. [Redacted S.38(1.)(b)].

**Action Point:** Contractor to add introduction to the question on limiting long term conditions. [Redacted S.38(1.)(b)]

**Action Point:** [Redacted S.38(1.)(b)] to follow-up on non-binary gender question. [Redacted S.38(1.)(b)]

**Action Point:** Contractor to update eligibility criteria and put on a show card with question to ask people to confirm their eligibility. [Redacted S.38(1.)(b)]

**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?'. [Redacted S.38(1.)(b)]

**Action Point:** Contractor to amend list of political parties. [Redacted S.38(1.)(b)]

**Action Point:** Contractor to amend QI responses to reflect the wording of the 2014 Scottish Independence Referendum question. [Redacted S.38(1.)(b)]

**Action Point:** Contractor to review the routing in the questionnaire. Current draft skips past Q4 if there is only one person living in the household. [Redacted S.38(1.)(b)]

**Action Point:** Contractor to circulate updated recruitment questionnaire by close of play Monday 19 August 2019. [Redacted S.38(1.)(b)]

### **Stratification and target quotas**

- Following discussion, it was agreed to use the proposed four ethnic group categories for stratification that capture some of the diversity of the Scottish population and are large enough to enable the formation of a viable quota.
- The disability targets to be updated to reflect the use of a similar question (SSCQ 2017). The SHS 2017 estimate refers to all conditions, not just those limiting daily activities, and is hence too high.
- [Redacted S.38(1.)(b)] explained the proposed approach to establishing quotas based on the political voting intentions questions, drawing on the averaging of Scotland-only opinion poll findings over the past 12 months. This was agreed as a sensible approach.
- [Redacted S.38(1.)(b)] flagged the need to take care over rounding up/down in determining quotas as they don't add to 100% and 120 members in all categories (ethnic group, voting intentions).

**Action Point:** [Redacted S.38(1.)(b)] to share mid-2018 small area population estimates when published on 22 August to check if any changes to the target quotas by region. [Redacted S.38(1.)(b)]

**Action Point:** Contractor to provide short paper on approach to stratification according to political voting intentions to share with Conveners of the Citizens' Assembly by close of play Thursday 15 August 2019. [Redacted S.38(1.)(b)]

**Action Point:** Contractor to check target quota numbers to avoid rounding errors and provided updated tables to share with Conveners of the Citizens' Assembly by close of play Thursday 15 August 2019. [Redacted S.38(1.)(b)]

**Action Point:** Contractor to provide overview of rationale for setting target quotas and approach to review of this approach, together with proposed target profile by close of play Monday 19 August 2019. [Redacted S.38(1.)(b)]

### **Information material**

**Action Point:** Scottish Government to continue to provide information as available for information handout and for recruiter briefing. [Redacted S.38(1.)(b)]

**Action Point:** Contractor to update information document and separate out the two documents (information handout and recruiter briefing) by close of play . [Redacted S.38(1.)(b)]

### **Data protection**

**Action Point (outstanding from previous week):** Scottish Government to circulate draft Privacy Notice by email once feedback is received from Scottish Government Data Protection Team. [Redacted S.38(1.)(b)]

**Action Point:** Scottish Government to continue to liaise with the Contractor on the completion of the DPIA. [Redacted S.38(1.)(b)]

### **Date of next meeting**

- Wednesday 21 August, 10:00-12:00, St Andrew's House.