

Citizens' Assembly of Scotland: Recruitment of Assembly Members

Project meeting 21 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

- The notes of the meeting of 14 August 2019 were agreed.
- All action points from the previous meeting had been completed, apart from the following.
- [Redacted S.38(1.)(b)] ID to provide definition for recruitment questionnaire and information for recruiters on being excluded from political activity by virtue of employment of public appointment (for the eligibility criteria) [Redacted S.38(1.)(b)] ID
- [Redacted S.38(1.)(b)] to provide final version of information for members of the public and guidance for recruiters
- [Redacted S.38(1.)(b)] to forward mid-2018 population estimates as soon as published on 22 August [Redacted S.38(1.)(b)]

Feedback from meeting between the Secretariat and Conveners on 16 August

- Conveners content with proposed approach to recruitment and to stratification.
- They would like all opinion poll data sources with web links to be published alongside the political attitudes quotas.
- There will be a media event with Conveners on Tuesday 27 August.

Recruitment questionnaire, information material and privacy notice

- There was a discussion around ensuring data protection for those individuals in the household asked about at Q3 and Q5.
- It was agreed that a 'DK' response option would be included for the gender, and age questions.
- 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.

- Need to add a 'refused' option to the three political attitudes questions.
- The closing text at the end of the questionnaire to be amended to state that the Contractor will be in touch. This is particularly important for those who are recruited early.

Action Point: [Redacted S.38(1.)(b)] to finalise recruitment questionnaire by close of play/first thing following day [Redacted S.38(1.)(b)]

Action Point: [Redacted S.38(1.)(b)] to provide final version of information for members of the public and guidance for recruiters [Redacted S.38(1.)(b)]

Action Point: [Redacted S.38(1.)(b)] to provide final Privacy Notice by close of play/early next day. [Redacted S.38(1.)(b)]

Stratification and target quotas

- There was a discussion around whether to include a 'dk' quota for the educational qualifications. It was agreed that it would be.
- It was agreed that pie/bar charts would be used to present the target quotas in the paper for publication on the Citizens' assembly website.

Action Point: [Redacted S.38(1.)(b)] to provide opinion poll sources for political attitudes quotas [Redacted S.38(1.)(b)]

Action Point: [Redacted S.38(1.)(b)] to circulate paper on approach to recruitment and stratification and target quotas by morning the next day for comment by [Redacted S.38(1.)(b)]

Action Point: [Redacted S.38(1.)(b)] to comment on above paper [Redacted S.38(1.)(b)]

Action Point: [Redacted S.38(1.)(b)] to share quotas and [Redacted S.38(1.)(b)] to produce charts for publication on Citizens' Assembly website [Redacted S.38(1.)(b)].

Action Point: [Redacted S.38(1.)(b)] to share mid-2018 population estimates on 22 August; [Redacted S.38(1.)(b)] to check if they impact on the geography quotas [Redacted S.38(1.)(b)]

Date of next meeting

- Contractor to provide informal update/feedback on first few days of recruitment w/c 26 August 2019.
- Agreed weekly updates after that.
- A review meeting will be held to examine the profile of the achieved sample and agree any required actions 2/3 weeks into the recruitment period.