

Citizens' Assembly of Scotland: Recruitment of Assembly Members

Project meeting 8 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 1 August 2019 were agreed.
- [Redacted S.38(1.)(b)] reported that [Redacted S.38(1.)(b)] is still liaising with Scottish Government analysts to identify a useful Scottish Government survey question for the recruitment questionnaire on caring responsibilities and the associated national data. Will provide update by next meeting.
- [Redacted S.38(1.)(b)] reported that the paper on measuring political attitudes will be circulated next week.
- ID reported that he will speak to Conveners on 16 August about a media launch, including with the Contractor for this project.
- All other Action Points had been completed.

Publication policy

- ID informed the Group that notes of meetings, particularly decisions taken will be published on the Citizens' Assembly website.
- It was agreed that the target membership profile as well as the achieved profile will be published on the Citizens' Assembly website.

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.
- It was agreed that a question on gender should be included in the questionnaire.
- 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.

Action Point: Scottish Government to establish definition of 'senior public servant' for next meeting [Redacted S.38(1.)(b)].

Action Point: Contractor to include a question on gender and to update eligibility criteria in the recruitment questionnaire. To circulate further draft of questionnaire by close of play 13 August [Redacted S.38(1.)(b)] .

Action Point: Scottish Government to engage with Inclusion Scotland on the possible use of the Scottish Household Survey question on limiting long term condition [Redacted S.38(1.)(b)].

Action Point: Contractor to circulate paper on approach to measuring, and stratifying the membership profile, according to political attitudes by close of play 13 August [Redacted S.38(1.)(b)].

Stratification and target quotas

- The target quotas for each stratification criteria were discussed. These will be shared with the interviewers and regular monitoring will take place to assess progress towards meeting these targets.
- There will be a mid-recruitment period review to assess progress towards filling the quotas and to assess more generally how the profile is looking and whether any groups are under-represented – including people with caring responsibilities and 16 and 17 year olds.
- Target quotas for the political attitudes stratification will be based on averages of recent opinion poll findings.
- It was agreed that there will be some interlocking quotas.
- The target profile will be discussed with the Conveners of the Citizens' Assembly on Friday 16 August.

Action Point: Contractor to circulate a target profile for the Assembly membership with target quotas for discussion at the next project meeting by close of play 13 August [Redacted S.38(1.)(b)].

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.

Information material

Action point: Contractor to circulate combined document on the information required for members of public and recruiters by close of play 13 August [Redacted S.38(1.)(b)]

Data protection

- [Redacted S.38(1.)(b)] provided an update on progress with the data protection impact assessment (DPIA) and highlighted need to liaise with the Contractor over its completion.
- [Redacted S.38(1.)(b)] highlighted the need for the use of a Scottish Government Privacy Notice to be used at the point of recruitment of members of the Assembly.

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

Action Point: Scottish Government to circulate a draft Privacy Notice ahead of the next project meeting. [Redacted S.38(1.)(b)]

Other Action Points

- **Action Point:** Contractor to circulate updated project timetable [Redacted S.38(1.)(b)].

Date of next meeting

- Wednesday 14 August, 14:-00-15:30, St Andrew's House.