

## CENSUS LOCAL AUTHORITY LIAISON

### ACTION PLAN - 2009 REHEARSAL

#### Background

1 It is clear that it will be mutually beneficial for Local Authorities (LAs) and the Office for National Statistics (ONS) to work in partnership in the conduct of the 2009 Census Rehearsal and the 2011 Census. ONS wish to benefit from LA resources and the invaluable knowledge of their local areas to improve the enumeration process. In particular LAs have experience and contacts including:

- knowledge of the profile of local areas and factors that may make them hard to enumerate, such as language problems;
- experience of similar operations such as electoral registration and postal elections; and
- contacts with a wider range of local organisations such as the police, student groups, housing associations, religious groups etc, particularly coming together through their Local Strategic Partnerships (or Community First networks in Wales) and, in some areas, through postal voting (which will increase before 2011).

Engagement with LAs forms part of the wider Census 2011 Stakeholder Management Strategy.

The aims of LA liaison are to work in partnership with LAs to help improve the overall rate of return in each LA, minimise the differential return rates for specific population groups and geographies, and minimise any risk that LAs may not have confidence in the results.

Engagement with the LAs chosen for Rehearsal began with, in March 2008, an introductory letter from the 2011 Census Director to LA Chief Executives, asking them to appoint two Liaison Managers to work with the ONS.

In April 2008 Contact was made by the LA Liaison team to each Census Liaison Manager (CLM) and Assistant Census Liaison Manager (ACLM) creating a relationship that will last through to, and beyond, 2011. All on-going contact during this time will be through this channel, including Census Technical Leads and other Census Managers who will contact the ACLMs direct for information and assistance (copying details to the LA Liaison team). This liaison channel also applies to Census Area Managers and Census Coordinators who contact ACLMs for area profile, safety information and logistics.

In November 2008, there are 7 workshops in various locations in England and Wales designed to inform and raise the profile of the Census generally but the Rehearsal specifically. At this time the Census directors will meet with Rehearsal LA Chief Executives (CE).

To make any adjustments for the 2011 Census there will be an evaluation of LA Liaison following Rehearsal but with the address check evaluation taking place earlier between June and July 2009.

- 2 The specific areas identified for partnership working include:
  - Address Register development to ensure fullest coverage;
  - Enumeration intelligence for targeting of delivery methods and follow-up resources;
  - Identifying and developing Community Liaison contacts;
  - Recruitment and logistics; and
  - Publicity.
  - Provision of local information to support Data Quality Assurance.
- 3 This paper sets out an Action Plan to develop and test strategies for such partnership working as part of the 2009 Census Rehearsal.

**Table 1 Overview timetable for LA Liaison processes**

June 08 - Dec 09	Implementation of partnership strategies during 2009 Rehearsal.
Sept 09 - Feb 10	Evaluation of effectiveness of strategies during Rehearsal; revision and agreement; increased communication to all LAs.

### **Address register development**

4 LA support is required to resolve addressing anomalies identified by the ONS matching of the three main address products (NLPG, PAF and OS AL2). Specifically LAs will be asked to review and resolve unmatched addresses in their LLPGs using their local expertise, experience and additional sources of data. This will support other ONS initiatives to develop the best possible address register to underpin Census enumeration, including: an address checking exercise ahead of the Census targeted in small areas where the address registers are most uncertain; and, an ongoing change management process that will enable late changes and improvements to the address products to contribute to the Census address register. This process has been designed to provide the best possible address register, using the resources available, and to provide key stakeholders with confidence in the quality of the address register underpinning the Census and thus Census outputs.

5 ODPM (now CLG) announced the development of the National Spatial Address Infrastructure (NSAI), a partnership between ODPM, Ordnance Survey (OS) and the Improvement and Development Agency (IDeA).

- all postal points/addresses;
- all households/dwellings at multi-occupied addresses;
- all communal establishments;
- all business addresses;
- all non-residential addresses; and
- other objects (potentially useful for local activities that are not address-based).

6 In June 2007 Communities and Local Government (CLG), ex-ODPM announced it would not be carrying out further work on the NSAI. As a result, ONS is looking at ways in which the separate OS and IDeA initiatives can be combined with the Royal Mail products to create an address register fit for Census purposes.

7 Irrespective of the outcome of its own assessment of national address products, ONS is committed to ensuring that Local Authorities are actively involved in the quality assurance of procedures for carrying out the next Census. A significant part of this quality assurance will be associated with addresses.

8 The areas where ONS is particularly seeking LAs' engagement to be associated with are:

- Address verification
- Address churn and dynamics
- Address check area selection
- LA support and 'Buy-in'
- Strategy for engaging key stakeholders
- Assessing risk

The 2011 enumeration must begin with a shared understanding of the quality of the address base and with agreement on procedures for improving and maintaining it.

### *Address coverage*

9 ONS is seeking to work with LAs on ensuring that the 2011 enumeration begins with the best possible address coverage. Assuming that the most up to date sources are used then the main area for improvement is likely to be in the identification of multiple occupation at a single postal address. This is the situation where more than one unit of accommodation exists behind a single delivery point. Sub-premise addresses are likely to be identified by further address detail such as flat number.

### *Action Plan*

10 ONS is proposing that:

- Liaison workshops will be held with those LAs that have agreed their participation, for the original 24 selected for evaluation and analysis, as well as the Rehearsal LAs.
- These workshops will be designed to allow ONS to present their Census Addressing Strategy and plans for working with LAs during address checking field exercises later in 2008 to these participating LAs.
- ONS will provide all participating LAs with suitable, relevant supporting material (e.g. a list of address uncertainties specifically for their LA, guidance material, key statistics) as well as address counts for each participating LA developed during their address-matching exercises performed in-house. These are to be passed as a flat file for address resolution.
- LAs will be asked to verify these addresses and to feed back results of their address-checking exercise to ONS, to allow their centralised maintained address list in development for the 2011 Census to be updated with relevant information.

- ONS will undertake its own address-checking exercise running parallel to that of the individual LAs and request representative support from the LA, along with representation from Ordnance Survey, Royal Mail and Intelligent Addressing.

### ***Address categorisation***

11 ONS needs to be able to associate addresses with use. At the highest level, residential and non-residential addresses will need to be distinguished, and it is also essential that private addresses are distinguished from communal addresses. The note at Annex B details the types of establishment that ONS will want to identify in advance of the enumeration.

### ***Action Plan***

12 LAs are asked to supply any data that would allow prior identification of establishments and indicate the means of transferring such data to ONS.

13 LAs will be asked to provide information to ONS concerning processes they currently use to create, maintain and update their respective LLPGs, and any changes to these processes planned in the future.

### ***Address maintenance***

14 Throughout the Census operation, new address intelligence will be gathered which may lead to the Census address register changing. LAs can play a key role in helping ONS to maintain the address register by providing regularly up-dated information on both completed new, and demolished builds as well as change of use (e.g. non-residential to residential).

### ***Action Plan***

15 Those LAs who agreed to participate and assist ONS with their address checking exercises will provide regularly updated information on completed new buildings.

## **Enumeration intelligence**

### ***Differential delivery***

16 One of the key objectives of the Census is to reduce differential under coverage: adjustments for under-coverage are made with greater certainty if under-coverage is uniform. In order to reduce differential under coverage, more resources will be provided to enumerate areas where response rates are likely to be low. Enumeration Intelligence aims to identify which areas are likely to be hardest to enumerate through estimating response rates for all areas. Initial workload planning will be based on these response rate estimates and will ensure that a larger field force is in place in those areas where response is expected to be low. As there will be some areas where response is lower than anticipated, the field force is being designed to be flexible enough to adjust to meet this extra demand. In addition, extra measures will be used to target enumerators to those areas expected to be particularly difficult to enumerate

17 There will be two delivery methods for Census questionnaires in 2011, one being post out, and the other, hand delivery through a traditional field force. Hand delivery will be at a lower volume

(5 per cent) targeted at particular areas where the address register is considered inadequate and/or where the demographics of the population mean that response is likely to be lower and will be potentially positively impacted by personal contact at the point of delivery.

18 ONS is therefore particularly keen to work with LAs in identifying and developing ways in which relevant information held by LAs could be shared with ONS to assist determining the delivery method.

19 In particular, ONS would like to provide 2009 Rehearsal and 2011 Census field staff with information about the characteristics of their enumeration areas, drawing from Neighbourhood Statistics and other statistical sources. Enhancement of this information with local knowledge from LAs would be invaluable, identifying, for example:

- areas of high population or residential property change;
- areas of high proportions of non-English speakers; and
- practical, health and safety issues, for example areas which may be dangerous to enumerate.
- Likely response rates from different areas.

### ***Targeting follow-up***

20 As a further means of addressing differential undercount ONS is proposing to focus follow-up staff resources in accordance with an assessment of likely response rates so that the ratio of field staff to households will be higher in hard-to-count areas than in those areas that are easier to enumerate. During the follow-up the strategy will be to move staff between areas (firstly at a local level within a Census Manager's area, but potentially between Local Authority areas) in reaction to patterns of response between areas.

21 In order to tackle differential under coverage ONS is also considering:

- deploying teams of peripatetic staff to assist in areas where response is especially slow; and
- commencing follow-up activity earlier in certain areas (for example, student areas) before there is direct evidence from the field about response levels but where we might anticipate difficulties in getting responses.

22 On all of these issues ONS is seeking to work with LAs in identifying the format and timeliness of relevant information and the best methods of sharing it with Census Field Managers, and in assessing areas prior to the enumeration.

### ***Action Plan***

23 ONS will identify location of hard-to-count populations that may require a specific enumeration approach and/or where there is a high expectation of poor response. In doing so

ONS will distinguish the requirements for information at the address level and those at the local area level to supplement information already available from the 2001 Census or via Ness.

24 In particular, ONS would seek information from LAs on:

(a) *at address level*

- Location and type of communal establishments (where quantities of Individual forms will be required);
- Gated communities (where there may be particular access difficulties);
- Large households (where Continuation forms will be required);
- Multi-occupied households (where more than one Household form will be required);
- Vacant or otherwise unoccupied accommodation (where we would not attempt to follow-up).
- LA's will provide info on areas where there maybe 'Persons Sleeping Rough'
- Addresses at which there is no initial response to Electoral Registration or the Place Survey (where non-response follow-up will be likely, Or marked areas where initial response to registration is low);

(b) *at the local area level*

- Ethnic communities, through, for example, take-up of language service provision (requiring interpreting facilities and/or particular enumeration approaches);
- Area with high proportion of single person households (where doorstep contact may be difficult to establish);
- Areas subject to significant structural change (resulting in new and deleted addresses which may not be included in the address register); and
- Areas with particular health and safety concerns, such as high crime levels (which may not be suitable for enumerator delivery);
- Areas where LAs have difficulty in take-up of initiatives and engaging with residents (where follow-up resources may need to be focused);
- Areas with high level of take-up of housing benefits (where levels of non-response may also be high);
- Areas with significant proportions of second residences and/or holiday accommodation (where we might anticipate higher levels of non-response but where we would not attempt to follow-up);
- Sites associated with mobile accommodation (where special enumeration procedures would be adopted);
- Areas of student accommodation (where special enumeration and follow-up procedures might be necessary).

25 LAs are asked to identify locally held available data sources, such as Council Tax data, which can assist in this process distinguishing (a) and (b) sources, and advise ONS on the frequency that such sources are updated, the level of geography at which data is discriminating, and what geographic mapping is available and to start providing this data by.

26 Both ONS and LAs will aim, through discussion, to ensure statistical comparability between Census and LA data sources, covering issues such as what defines a household, a household space and multi-occupation. There may, for example, be an issue in determining a consistent approach to the identification of single or multiple households in dwellings comprising bed-sits. Different departments within a single LA may even adopt different definitions of multi-occupancy. ONS will provide the definition of multi-occupied households that will be used in the Census.

27 ONS will create Area Profiles from a standard template to be compiled from core data from ONS (relating to variables such as tenure, ethnicity, unemployment, educational qualifications, etc) and supplemented with additional data from LA sources. A draft template is shown as Annex C.

There will be contact with Local Field Managers at a later stage to identify specific LA requirements. These requirements include allocating the correct staff to areas, discussing health and safety issues, and making appropriate arrangements for enumerating groups such as gypsies and travellers.

This work will be done well in advance of field staff working in the area, as the profile will be used by the field staff themselves to help them conduct the enumeration. To work alongside the Data Unit Wales, Statistical Directorate, Welsh Assembly Government and WLGA to better understand census specific needs in Wales and to use appropriate data more effectively

### ***Mode of transfer of information***

28 For the 2009 Rehearsal, ONS is open to various methods of transfer of LA-held data. These will include ONS staff meeting with relevant contacts within the LA to extract the information directly, or it could include LAs transmitting the information electronically in a series of reports (either ad-hoc or pre-agreed), most likely in Excel format.

### ***Action Plan***

29 LAs are asked to establish the means for providing ONS with consistent and comparable data and for transmitting it in a compatible format - data to be supplied GSI Email address format, and to indicate to ONS the source department or section within the LA.

30 ONS will discuss with LAs their preferred method of transfer and will establish what common data sources are available across the 2009 Rehearsal LAs would look to evaluate this after the Rehearsal with a view to having a practical transfer method for all LAs in 2011.

### ***Data Quality Assurance***

31 During the Census live operations and in the months that follow, ONS will quality assure Census data to ensure that they are fit for purpose and meet user expectations. Part of this work involves identifying comparator datasets to generate 'expected values' against which Census data and estimates can be compared. In addition, local information could be used to provide qualitative and quantitative evidence on the completeness and quality of the enumeration.

32 Information that ONS has requested from LAs to inform address coverage and maintenance and enumeration intelligence for the Rehearsal will also be useful for data Quality Assurance (QA). QA processes may require alternative data or data views from LAs or seek methodological advice from LAs on use of comparator data sets. In addition, the Census Quality Team would like to use the Rehearsal as an opportunity to test and refine their Census User Communications Strategy.

### ***Action Plan***

33 ONS will monitor and review data made available for address coverage and maintenance and enumeration intelligence to assess their utility for QA purposes.

34 ONS will discuss with LAs alternative sources and the recommended methods for analysing and using comparator data sets.

## **Community Liaison**

35 Concurrent with the LA liaison programme, ONS is meeting with key organisations representing specific population groups such as the elderly, the disabled, ethnic minority and faith groups, to develop a strategy for community liaison. Currently these discussions is mainly with national organisations, but then increasingly, liaison will be with local organisations and networks as plans for the 2009 Rehearsal develop.

36 Clearly there is also a role for LAs in working on community liaison as they have extensive local contacts which could be shared with Census Field Managers. Additionally, LAs could themselves engage directly with community groups. ONS is keen to develop its understanding of how contact information could best be gathered from LAs and what role LAs could themselves play in community liaison.

### ***Action Plan***

37 ONS will contact those key national organisations which are likely to be the most valuable in developing the Community Liaison Programme.

38 These have been identified on the basis of such factors as:

- how big/representative the organisation is;
- how large a proportion of the national population the organisation represents;
- how much influence the organisation exerts;
- what local networks exist; and
- the experience of working with them during the 2001 Census.

39 LAs are asked to prepare a list of local contacts for the key organisation identified by ONS and to add others that they think would be helpful. ONS may be able to provide an initial list sourced from national organisations for LAs to QA and expand as necessary.



40 ONS will establish contacts with local community groups and drop-in centres for particular community groups and Citizens Advice Bureaux.

41 LAs will identify existing forums such as Local Strategic Partnerships (Lisps) in England and Community First Partnerships (Caps) in Wales, for developing community networks.

42 As part of its Language Strategy, ONS will undertake further research into the range of languages for which it may be necessary to have translations of Census documentation. LAs are to identify a maximum of 30 languages used in their areas, with an indicator of extent of use, and if possible inform ONS of any cluster of areas where these languages are spoken.

43 LA staff will be contacted by Coordinators to establish best approach for local rough sleepers, gypsies and travellers and identify any circuses and travelling shows in the area at Census time.

## **Recruitment and logistics**

44 In 2001 Census, several local authorities (in particular Greater London Boroughs) were flexible in providing time off for staff to act as Census field staff (as enumerators or at higher levels), recognising the value of having field staff with experience and local knowledge.

45 Recruitment for the 2007 Test was outsourced, and LA staff were required to apply for field staff posts through the appointed agency channels. For the Rehearsal, the recruitment is also being outsourced and it is expected that the contract will be awarded in March 2009. The Statement of Requirements for the contract to be let states *'The Authority will be further strengthening links with Local Authorities (LAs) nationally and will involve them in many aspects of Census work. LAs will be asked to identify potential suitable and capable candidates (current employees or retired, including staff used for electoral registration) who may be able to carry out Census work. However, candidates will be expected to apply through the normal recruitment channels. This should prove a useful source of applicants for the Service Provider.'*

46 LAs may, in many cases, be able to provide either office accommodation from which local managers can train field staff and direct operations, and/or storage space for local supplies of materials and equipment. Though the requirements for such accommodation in the Rehearsal may be minimal, ONS wish to explore fully the potential for this and other areas of logistical support such as the provision of car parking facilities and car park passes. LAs may be able to offer advice on particular diversity/community mixes in their area, or advise on potential 'difficult areas' where it may be advised for enumerators to work in pairs.

### **47 Census Coverage Survey (CCS)**

To make sure the published Census results are an accurate picture of the population, an independent survey - the CCS is conducted after the Census. The households and people identified in the CCS are matched with those recorded in the Census to allow ONS to estimate the number and characteristics of people not included on a Census form. The CCS is a short door step interview using a subset of Census questions which is conducted six weeks after Census day. LAs may be able to provide the same support for recruitment and logistics for the CCS as for the Census.

### ***Action Plan***

48 Recruitment for Field Staff posts is to be outsourced. LAs to promote job opportunities and encourage potential applicants to apply through normal channels. ONS to provide recruitment dates. (see Annex A).

49 LAs to investigate the possibility of offering office/training accommodation and/or storage space for local supplies of materials and equipment.

50 LAs may be able to offer advice on particular diversity/community mixes in their area, or advise on potential 'difficult areas' .

### **Communications and Publicity**

51 Providing the right level and type of publicity material is essential to maximise response in the Census. National publicity planning for 2011 is already underway but, additionally, LAs will have established local communications into which ONS may be able to tap. ONS welcome the opportunity of benefiting from the sorts of local communication channels available to LAs.

52 In the 2001 Census LAs answered a number of telephone queries from the public themselves. If the same procedure was used for the 2011 Census we would encounter the similar problems of  
1) having no guarantee the callers were receiving up to date information and 2) we would not have an accurate record of the number of calls being dealt with.

53 The Web Self Help (WSH) is a public website which the LAs will have access to in the same way as anyone else. This will enable them (should they chose to do so) to look up responses to queries from the public and give the correct response. However, it needs to be impressed on the LAs that they always access the WSH and not assume that they know the answer (even if they looked up the same query the day before).  
The reasons for this are that a) the Census Help content will be regularly updated and responses might be changed and b) accessing the WSH will ensure that we get MI data on usage.

54 The WSH also provides the public with the means to request questionnaires and other supporting materials. There is no technical reason that LAs can't carry this out on behalf of the caller, providing all the required information is provided, however the issue may be more to do with whether they want to take on this role.

### ***Action Plan***

55 LAs are asked to identify potential local media outlets to provide to Area Manager(s) such as:  
Local press and radio; LA newsletters; Community newsletters; Other media. In particular, LAs are asked to reserve space in any LA newsletters.

56 LAs are asked to inform ONS of any current local issues that may pose risks to the enumeration.

## **Evaluation**

57 An evaluation of the liaison process with LAs will be carried out. It will include assessment of the collection of data to support enumeration intelligence, the address register; and, the process of supporting the field in address checking and enumeration, and the liaison with communications and publicity teams.

Separate evaluations as to the usefulness and effectiveness of the data will be done by individual areas, such as the address register or enumeration intelligence.

58 Following the evaluation process, rehearsal LAs will be asked to support ONS in promoting the lessons learned from the 2009 rehearsal to other LAs.

## **Higher level stakeholder engagement**

59 Regional Champions will use their best endeavours to encourage LAs and related strategic partners to work with ONS to deliver a successful 2009 rehearsal and 2011 Census and have increased confidence in the results, through following activities such as:

- Advocating the benefits of a good quality address register so that LAs maintain the quality of their Land and Property Gazetteer.
- Increasing awareness and understanding of Census operations and areas for the partnership working among LAs.
- Assist the ONS to tailor the approach to enumeration in hard-to-enumerate areas.
- Involvement in the strategic approach to partnership working with LAs.
- Raising local awareness of the Census to encourage completion and return of forms.

## ANNEX A TIMETABLE FOR ACTION AND EVENTS

When	What	Who
<b>2008</b>		
March	Letter sent to Rehearsal LA Chief Executives from the Census Director.	ONS
May	Rehearsal LAs appoint CLMs and ACLMs. Start LA Liaison - contact CLM/ACLMs. On-going contact to be channelled through LA Liaison. Two way information transfers begin.	LAs ONS ONS/LAs
August	Contact details shared including LLPG custodians Begin improvements to the LLPG. ONS will undertake further research into the range of languages for which it may be necessary to have translations of Census documentation.	ONS LAs ONS/LAs
September	LA Address Register workshops held Resolution of address list anomalies. LAs start to return verified addresses to ONS ONS to identify location of hard-to-count populations.	ONS ONS/LAs ONS ONS/LAs
October	ONS will create Area Profiles from a standard template to be compiled from core data. ONS to discuss with LAs provision of data. ONS will establish contacts with local community groups and drop-in centres. LA staff will be contacted to establish best approach for local Rough Sleepers. Prior to Address Check (AC) recruitment period,	ONS ONS/LAs ONS/LAs ONS
November	LAs publicise posts and encourage their staff to apply. LA workshop. Start of recruitment of AC managers in rehearsal areas. LAs to prepare a list of local contacts for the key organisation identified by ONS. Census Directors meet with CEs. Technical leads and other Census Managers go direct to ACLMs for information and help, copying results to LA Liaison.	LAs ONS/LAs LAs ONS/LAs ONS ONS
December	LAs asked to identify potential local media outlets. LAs to inform ONS of any current local issues that may pose risks to enumeration. Recruitment period AC Coordinators. Recruitment period ACs.	LAs LAs Rec Agency Rec Agency

## 2009

January	Contact Centre prepared for queries. AC Coordinators start.	ONS Rec Agency
February	Potential Area Manager candidates identified. LAs provide publicity for AC awareness. Address Checkers start.	LAs LAs Rec Agency
16 Feb / 24 April	Address Check begins.	ONS
March	LAs asked to complete area profile data LAs to provide lists of suitable candidates to the service provider.	ONS/LAs LAs
May	Recruitment Period for Census Distributors / Collectors.	Rec Agency
May-June	Recruitment Period for Area Managers.	Rec Agency
May-July	Recruitment Period for Census Coordinators.	Rec Agency
June	Area Managers start.	Rec Agency
June-July	Evaluation of LA Liaison AC.	ONS/CLMs
June-August	Recruitment Period for Census Distributors.	Rec Agency
June-August	Recruitment Period for Special Enumerators.	Rec Agency
June-Dec	Evaluation of LA Liaison.	ONS
July	Contact Centres ready. Census Coordinators start.	LAs Rec Agency
July-September	Recruitment Period for Census Collectors.	Rec Agency
August	Recruitment period for Census Coverage (CCS). Field Managers. Accommodation provided for Field Staff.	ONS LAs
September	Census Distributors start. Special Enumerators start.	Rec Agency Rec Agency
Sept-October	Recruitment Period for CCS Team Managers.*	Rec Agency
Sept-November	Recruitment Period for CCS Interviewers.	Rec Agency
October	Contact Centre live. Census Collectors start.	LA's Rec Agency
11 October	CENSUS REHEARSAL DAY.	
November	Revision of strategy. CCS Team Managers* start. CCS Interviewers start.	ONS/LAs Rec Agency Rec Agency

\* Expected to be Census Coordinators carrying on into the role.

## **ANNEX B Communal establishment categorisation**

The table below details the type of establishment that ONS will want to identify in advance of the enumeration. LAs are asked to consider whether they hold any data that would allow prior identification of establishments.

### **Hospitals**

- General Hospital
- Psychiatric Hospital i.e. the 3 Special Hospitals (Broadmoor, Rampton, Ashworth)
- Hospital for mentally ill
- Hospital for people with learning disabilities
- Other Hospital - children's (acute), maternity, eye, tuberculosis etc

### **Nursing home**

- Nursing Home - main client's older people.
- Nursing Home - main clients physically disabled.
- Nursing Home - main client's children
- Nursing Home - main client's learning disability
- Nursing Home - main clients mentally ill
- Home for Terminally Ill
- Convalescent Home

### **Residential and sheltered accommodation**

- Residential Home - older people
- Sheltered Accommodation for older people
- Residential Home - physically disabled
- Residential Home - learning disability including children
- Residential Home - mentally ill
- Children's Home
- Probation Home
- Maternity Home
- Home for ex-offenders
- Home for ex-drug users
- Home for ex-alcoholics
- Mental after care unit: high-support residential
- Mental after care unit: supported housing
- Rehabilitation centre for drug addicts
- Nurses' Home/ Nurses' Hostel

### **Secure accommodation**

- Prison
- Remand Centre
- Detention Centre
- Immigration Detention Centre / Asylum Centre
- Probation / Bail Hostel
- Youth Treatment Centre
- Young Offender Institution
- Secure Training Unit
- Local Authority Secure Accommodation
- Police Station with lock-up cell (where people can be detained overnight)

**Defence Establishments**

Army Camp or Establishment  
Air Force Camp or Establishment  
Naval Shore Station or Establishment  
Naval Vessel  
Service Hospital  
Hostel for NAAFI personnel

**Educational Establishments**

Boarding School  
Residential School / Home for Disabled Children  
Theological College  
Training College  
Religious Institution which is boarding school or day school with accommodation for children  
University Hall of Residence  
Student Hostel administered by School, College or University

**Boarding and holiday**

Hotel  
Boarding house  
Guest House  
Inn / Public House with sleeping accommodation  
Apartment House  
Residential Club  
Health Farm  
Holiday Camp  
Youth Hostel  
Caravan Camps  
Camp Sites

**Hostels**

Occupational Hostel attached to Racing Stable  
Other Occupational Hostel (i.e. linked to specific employment)  
Contractors' Camp  
Hostel attached to vocational training establishment  
School for single employer, government department etc  
Hostel for Homeless - families  
Hostel for Homeless - single  
Common lodging house  
Mission  
Night Shelter  
Shelter for Women  
B & B Accommodation for Homeless  
Alcoholics' Hostel

**Religious Institution**

Convent  
Monastery  
Seminary (not linked to school)

**Royal Residence**

Stately home

## Annex C Proposed Draft template for Area Profile information

ONS aim to create Area Profiles from a standard template to be compiled from core data from ONS (relating to variables such as tenure, ethnicity, unemployment, educational qualifications, etc) and supplemented with additional data from LA sources. A draft form of such a template appears below, but ONS welcomes discussion on this at the Workshop so that a final format can be agreed.

Data item	Source	Requirement	Updated	Geography
Areas within an LA where enumerator safety may need to be enhanced possibly by working in pairs	LAs	Indication of safety issues where enumerator safety may be at risk	TBC	OA/SOA
Ethnicity by LA (so we can set ethnicity targets for recruitment in some areas)	LAs	To ensure the approach to enumeration is appropriate	TBC	OA/SOA
Proportion of Welsh speakers by LA and any lower Geography if possible	Welsh LAs	Indication of areas with high levels of Welsh speakers	TBC	OA/SOA/postcode
Per cent of non-white ethnic group	Census	Indication of translation/interpreter facilities	2001	OA/SOA/postcode
Per cent of population in LAs particular ethnic groups	Census/	To ensure the approach to enumeration is appropriate	2001	OA/SOA
Per cent of private renting / bed-sits	Census	Indication of multi-occupied accommodation	2001	OA/postcode
Per cent of large (6+) households	Census/Electoral	Indication of level of requirement for continuation forms	2001/2006	OA/postcode
Per cent electoral Registration non-response	Electoral Registration	Indication of potential level of Census-non response	2006	Ward/postcode
Area of high take up of housing benefit	LAs	To explore if this would provide proxy for low-response	TBC	OA/SOA/postcode
Areas of low take-up of initiatives and engagement with residents	TBC	Indication of potential low response	TBC	OA/SOA/postcode
Per cent of second homes	Council tax	Enumeration intelligence	2006	Ward/SOA/postcode
Per cent of vacant properties	Council Tax	Indication of no response	2006	Ward/SOA/postcode



Rate of notifiable offences	NeSS	Indication of safety issues where hand delivery may be difficult	TBC	Ward/postcode
Location of gated communities	LAs	Indication of areas of difficult access	TBC	OA/postcode
Areas of high build or property change	LAs	Indication of where address register may be deficient	TBC	Ward/SOA/postcode
Location of sites of mobile/temporary accommodation	TBC	Enumeration intelligence	TBC	Ward/SOA/postcode
Areas of student accommodation	Census/LAs	Indication of where follow-up may need to start early	2001	OA
Area where LA feel the address list may be poor	LAs	Areas where address register is deficient	TBC	Ward/SOA
Location sites accommodating asylum seekers	LA / Home Office	Enumeration Intelligence	TBC	OA/Postcode
Location of hotels and B*Bs	LAs	Indication of areas with high levels of visitors	TBC	OA/Postcode
Location of military camps	LAs/MOD	Location of Armed Force	TBC	OA/SOA/postcode
LAs to advise of areas where they feel the population may be particularly hard to count, and why.	LAs	Enumeration intelligence	TBC	OA/SOA
Information about whether the LA feels that 2001 Census data is particularly out of date, and where they have alternative sources of data	TBC	Enumeration intelligence	TBC	OA/SOA

## **Annex D      List of national organisations being considered for bilateral discussions**

The organisations and bodies that ONS have initially identified as being potential partners in working on the Community Liaison Programme include:

- Shelter/Shelter Cymru
- Big Issue
- Age Concern
- Help the Aged/ Help the Aged Wales
- National Association of Councils of Voluntary Organisations
- National Centre for Languages
- National Literacy Trust
- Mind/Mind Cymru
- SCOPE
- RNIB
- National Federation of the Blind
- Henshaws Society for Blind People
- NHS Direct
- RNID
- Disability Rights Commission
- Carers UK
- Lord Lieutenants Association
- Commission for Racial Equality
- Muslim Council of Britain
- British Sikh Federations
- British Ravidassia Society
- The Ligali Organisation
- Gypsy Council for Education
- Interfaith Network for the UK
- Federation of Irish Societies
- Federation of Poles in Great Britain
- Action for Irish Youth
- Board of Deputies of British Jews
- National Association of British Arabs
- Hindu Forum for Britain
- Welsh Language Board
- Communities First (Wales)
- Stonewall
- Refugee Council

## **Annex E      Selection Criteria**

### **Anglesey**

- Rural and coastal area and unitary LA
- LA in Wales with significant number of Welsh speakers (60%)
- Considerable distance from ONS Titchfield
- MoD base
- B&Bs and Caravan parks.

### **Lancaster**

- Town area and two-tier LA
- Considerable distance from ONS Titchfield
- Prison, MoD base, hospital and halls of residence
- B&Bs and Caravan parks.

### **Newham**

- City area in London and single-tier LA
- Area of upcoming residential development (Olympic games)
- Large number of multi-occ households Most ethnically diverse LA in UK
- Large influx from E. Europe.
- Large number of multi-occ households
- Hospitals and halls of residence