



DRAFT Minutes of the National Statistics Harmonisation Group (NSHG) Meeting
5th March 2014
1100 to 13.30 hrs
Meeting Room 3
ONS, 1 Drummond Gate, London, SW1V 2QQ

Attendees:		Apologies:	
Tricia Dodd (Chair)	ONS	David Matz	Home Office
Andy Blinston	BIS	Debra Leaker	ONS
Becki Aquilina	ONS	Eddie Smith	ONS
Caroline Smith	DWP	Gerry Nicolaas	SRA
Claire Shenton	ONS (via audio)	Julia Wilson	Scot Gov
Darren Barnes	ONS	Karen Gask	ONS
Emma Wright	ONS (via audio)	Karen Grierson	BIS
Jan Thomas	ONS	Karen Hurrell	EHRC
Kanak Ghosh	ONS	Laura Freeman	MoJ
Michaela Morris	ONS (via audio)	Laura Keyes	ONS
Nicola White	ONS	Lisa Walters	Welsh Gov
Palvi Shah	ONS	Lyndsey Melbourne	DfT
Pete Betts	ONS	Martin van Staveren	SRA
Roger Morgan	DWP	Mary Gregory	DECC
Siobhan Evans	Welsh Gov (via audio)	Pete Large	ONS
Tim Vizard	ONS (via audio)	Richard Tonkin	ONS
		Sian Bradford	ONS
		Tom Anderson	ONS
Mark Herniman (Secretariat)	ONS	Tom Knight	DCMS

1.0 Welcome and Introduction

- 1.1 Tricia Dodd welcomed members to the meeting and welcomed the following new members to the NSHG; Julie Wilson from the Scottish Government (replacing Sara Grainger and Michael Davidson) and Eddie Smith from ONS (replacing Hazel Clarke as Topic Lead for Pensions).
- 1.2 The group thanked Sara Grainger and Michael Davidson for their contribution to the NSHG during the past years.

2.0 Review of the Minutes and Actions from the Last Meeting, NSHG (13:4) 31 – Tricia Dodd

- 2.1 There were no comments from the minutes of the last meeting and these were accepted as a true reflection of the meeting held on 4 December 2013.
- 2.2 There were 17 actions from the 4 December meeting. Of these, actions 2 & 10 are 'ongoing' and will be carried over. Action 7, although marked as 'ongoing' is now complete. Actions 5, 6, 8 & 9 are dependant upon other activities and will be completed in due course.

Action 1 - Secretariat to carry over actions 2 & 10 from the 4 December 2013 meeting and add to the actions from this meeting

- 2.3 Action 3 was discussed as it would appear the Harmonised versions of the Social Capital questions are no longer being used. There are some social capital related questions being used on the Community Life Survey by the Cabinet Office, FRS, modules on EU-SILC and the Well-being programme but these are not the harmonised versions. It was agreed to contact these surveys to see if it is possible to revise the Harmonised Standard.

Action 2 - Harmonisation Team to contact the Cabinet Office, FRS, EU-SILC and the Well-being programme to see if the Harmonised Standard for Social Capital can be revised.

3.0 Update on Harmonisation Work

a. GSS SPSC Meeting Report, Verbal Report – Tricia Dodd

- 3.1 Tricia gave a verbal report on the SPSC meeting held on 30 January 2014, as minutes from the meeting have not yet been finalised. There have been several changes of NSHG Chair over the last six months. Tricia took over the Chair from Jen Woolford but is changing roles again with effect from 6 March 14. Emma Wright, Head of Statistical Infrastructure at ONS will be taking over as the Chair for future meetings.
- 3.2 It was stated the SPSC are still very interested in the work of this group, particularly with some of the work on governance but there was no discussion with regard to harmonisation work at the meeting.
- 3.3 The chair is to talk to Pam Davies (from the SPSC) to ensure the work of the NSHG is aligned to the aims of SPSC, in advance of the paper on Harmonisation Strategy and Governance being presented to that board. This will now fall to the new Chair to carry forward.

Action 3 – Chair to discuss with Pam Davies, the working relationship between the SPSC and the NSHG.

- 3.4 There were no comments or questions from the membership.
- b. Review of the NSHG Workplan, NSHG (14:1) 01 – Becki Aquilina**
- 3.5 Becki gave an update of the workplan, explaining this was a revised workplan for 2014, as a result of the NSHG Annual Workshop held in September 2013. For the benefit of the new members it was explained the workplan contains the current programme of work and a table with progress against the programme of work.
- 3.6 There were no comments or questions from the membership.
- c. Census update and Latest Plans Verbal Update – Kanak Ghosh**
- 3.7 Kanak presented his update explaining it provides progress on the current status of the outputs and future work planned for the 2011 Census Outputs Team.
- 3.8 Release of Census outputs is progressing well and the majority of planned standard releases have now been published. It is expected that most of the remaining standard releases will be published by the end of March 2014. After March, Census releases will focus primarily on the specialist products of micro-data and origin-destination outputs. The final schedule of releases is subject to change however, due to ongoing prioritisation of the remaining Census releases.

- 3.9 A number of releases have been published since the start of 2014, both in January and February. On 23rd January two releases of Local Characteristics (LC) tables, part three of the Key Statistics (KS) and Quick Statistics (QS) for local authorities in the UK, and the 2011 Census micro-data teaching file were published.
- 3.10 The LC releases were on the topics of Demography & Families and Housing. LC tables are available for Output Areas (OAs) and provide the most amount of detail on these topics for local areas. The release in January formed the third and final set of KS and QS tables that are to be published for the UK. These were on the topics of family & living arrangements and household accommodation. In addition, the Census analysis article 'What does the 2011 Census tell us about the characteristics of Gypsy or Irish Travellers in England and Wales' was also published at the same time. On 26th February two further LC releases were published on the topics of Labour Market and Qualifications. Further releases will take place on 26 March 2014. These will be on the topics of Travel to Work, Car and Van availability and Approximated Social Grade.
- 3.11 ONS has responsibility for compiling and publishing UK level outputs from information published by the statistical offices of each constituent UK country. A decision has not been made yet whether further UK outputs, such as multivariate tables, will be published in the future.
- 3.12 A comparability report comparing the 2011 Census questions asked across the different censuses of the UK and a 'Table Look-across' report comparing the outputs that have been published by the constituent countries will be produced in near future to complement the releases of UK outputs. It is expected both reports will be published by the end of March 2014.
- 3.13 Census outputs in the period after March will focus on producing the remaining standard releases and specialist products. For standard releases these are further releases of outputs on alternative population bases (workday, workplace and out-of-term populations) and the specialist products will comprise of the safe guarded and secure micro-data files, and origin-destination outputs.
- 3.14 It was thought it would be interesting from the harmonisation perspective to find out how easy or difficult it was to compile the UK Statistics, given there was a lot of involvement to ensure the outputs would be harmonised. This would be a good case study to see how smooth the process was, what the issues were and if there were any lessons to be learnt. It was agreed this would be worth doing at the appropriate time.
- 3.15 A question was asked about clarifying 'Social Grade'. It was pointed out that although most official statistics use the National Statistics Socio-Economic Classification (NS-SEC), 'Social Grade' is different. A lot of market research associations prefer to use something called 'Social Grade'. This was done in 2001 as well as in 2011 Census and is, in the main, based on labour type information to produce the social grading. This is something that is specifically produced for the market research type user group.

4.0 Interim Standard, Benefits and Tax Credits – Caroline Smith

- 4.1 Caroline explained the Interim Standard was not quite ready to be presented as planned as it was still with NATCEN Methodology, dealing with one final issue. The revised Interim standard will cover changes caused by the introduction of Universal Credits and Personal Independence Payments, and changes to Tax Credits and the Social Fund.

5.0 Harmonisation Governance, NSHG (14:1) 02 – Jan Thomas

- 5.1 Jan introduced the paper explaining it was produced with a positive and proactive intention of trying to improve the work of harmonisation and to ensure we have the right strategic direction and approach. As the Chair had already indicated there are issues with the way the NSHG interacts with the GSS SPSC. Jan summarised by saying there are matters we need to discuss with the GSS SPSC and we need to confirm our relationship with them. In order to put the right tone to the paper, members were asked for any comments (based on the three sections of the paper).
- 5.2 There were no specific comments with regard to the NSHG Steering Group but it was suggested we do need to ask the SPSC to staff the Steering Group at the right level. This was agreed.
- 5.3 It was generally accepted the approach to harmonisation at the moment was to encourage uptake - a 'softly softly' approach. It may be time to review this 'bottom up' strategy and decide if it is appropriate to come in a bit harder from the 'top down' to encourage harmonisation. Currently, the Statistics and Registration Services Act of 2007, states harmonised standards should be used and 'National Statistics' standards should use harmonised standards.
- 5.4 It was thought linking in more with the assessment process would be a good idea. This may help with the prioritisation of resources, particularly if these were an assessment requirement. Talking to the United Kingdom Statistics Authority would be a good place to start. It was recognised that although this approach would be welcomed, it was a more direct approach to harmonisation and it would be worth checking with SPSC this is the direction to take.
- 5.5 It was agreed this should be taken to the GSS SPSC and this may help to deal with the resource issue identified as being linked into the 'softly, softly' approach. With a new National Statistician being in post soon and a new Head of Assessment it would be interesting to find out their views on this. However it may still be worthwhile taking this to the next GSS SPSC meeting in April, while Jil is still in post, as she is already aware of some of the issues.

Action 4 – NSHG Chair to take to the GSS SPSC, the issue of the weight of the NSHGs approach to encouraging/enforcing harmonisation.

- 5.6 When raising resource issues with GSS SPSC, it must be made clear about the type of resource requires, which is not in the Harmonisation Team, but in the respective Departments taking the harmonisation work forward. The GSS HoP may be the best route to obtain the resource but this should not preclude other routes such as the Government Social Research Service (GSR) and Government Economic Service (GES). Education, about harmonised standards is important, particularly for new staff. It was recognised that events like the harmonisation roadshows help to address this. With the current recruitment within the GSS it was agreed to pull the proposed roadshow for the Social Survey Division (SSD) in ONS forward.

Action 5 – Becki to bring the date for the next SSD roadshow forward to coincide with the current recruitment drive.

- 5.7 The meeting was reminded there are other organisations doing research that are not part of the assessment process and they should also be made aware of the work of the harmonisation programme. Although these organisation will not have been through the assessment process, they are generally aware of the need to use pre-existing approved questions as much as possible as they are tested, tried and comparable and it saves money. The meeting was informed the Harmonisation Team have a planned roadshow in May for one such group, the GSR/GES.

- 5.8 Some departments do not recognise the role of the NSHG Topic Lead within daily work, or give this work high enough priority. Some Topic Leads have it as part of their current role, but it depends on the background of the HoP. It was suggested we could attempt to talk to GSS and GSR HoPs at one of their meetings (not only through the SPSC) to underline the importance of harmonisation.
- 5.9 It was agreed the Harmonisation Team should reword the paper to include the comments made from the meeting and present it to the GSS SPSC.

Action 6 – Harmonisation Team to include comments from the meeting in the Harmonisation Governance paper and present it to the SPSC.

6.0 Revised Harmonisation Strategy, NSHG (14:1) 03 – Palvi Shah

- 6.1 Palvi presented the paper explaining the background behind it adding we have been asked to refresh our strategy mainly in a response from the GSS SPSC to make it stronger. The paper is set into 5 main sections based around 'Achieving the vision' and comments for each section are as below:
- 6.2 **Role of Harmonisation** – There were no comments on this section as it was recognised this was covered in the previous paper.
- 6.3 **Work Priorities** – It was generally recognised that although much of the work on harmonising social standards is complete, they will need to be revised in light of the introduction of mixed mode surveys. This is being done as part of the Electronic Data Collection (EDC) project (presented at the September 13 NSHG meeting) which is ongoing and will eventually lead to proposals for changes to questions. It was suggested to add into the Strategy, a line about the considerations of mixed mode.
- 6.4 A question was asked if other surveys were 'face to face' or used other modes. Most surveys represented were single mode 'face to face' so this is clearly something we may need to consider with regard to reviewing the standards.
- 6.5 It was suggested it may be worth adding a line about linking harmonisation of Admin data with Business and Social survey standards, particularly if Admin Data are intended to augment or replace survey data as the concepts and the methods are different. It was also recognised Admin Data may become a higher priority in the future.
- 6.6 **Communication Strategy** – It was agreed this should also include the GES and GSR as well.
- 6.7 **Stakeholder Engagement** – It was agreed it was a sensible idea to develop closer working relationships with SSD, particularly with ongoing issues with resources and changing priorities within the SSD, possibly de-prioritising harmonisation. Doing another roadshow to promote the importance of harmonisation is a good idea. It was also suggested a centralised point of contact for harmonisation within SSD would be worthwhile. In the short term Tim Vizard would be happy to do this until someone is found to centrally coordinate all the changes across the various surveys within SSD. This was thought to be a good idea and Tim's offer was accepted.

Action 7 – Harmonisation Team to contact Tim Vizard with regard to being a point of contact for SSD for harmonisation issues.

- 6.8 The members were encouraged to make the Harmonisation Team aware of (through the Secretariat) of any other groups we could get involved with so they could be contacted.

Action 8 – Members to make the Harmonisation Team aware (through the Secretariat) of any other groups we could get involved with so they could be contacted.

- 6.9 **Research** – The Harmonisation Team would like to do some work with data, comparing data and showing the improvement in quality of the results when harmonised but there is generally a problem in getting hold of data. This was recognised as a known problem.
- 6.10 An interesting case study would be to look into why surveys do not adopt the Harmonised Standards and why the benefits of harmonisation are not clearly understood. These benefits are promulgated fairly widely on the web site and through roadshows. Surveys not using harmonised questions are not always easily identified and when they are not adopted this is usually because of the costs involved in making the changes to surveys or systems and the breaks in time series that can occur. This is why harmonisation should be considered when systems are changed.
- 6.11 It was thought there maybe some useful material to use from the early days of the Integrated Household Survey (IHS) where there was concern over the break in the time series and also possible examples of where users felt the questions they used captured more than the harmonised version. These may be worth looking at. It was also thought there was already some acknowledgement of this in the harmonisation documentation that surveys can use non harmonised questions if their needs are different. Examples of these surveys may point us in the direction of some survey data to use for research.

Action 9 – Tim Vizard to look out for experiences from the IHS where non harmonised questions were used over harmonised ones and feed these back to the NSHG.

- 6.12 The Scottish Government has been looking at pooling harmonised data together and they may have done some analysis to look at the benefits that can be gained. It was thought Michael Davidson from the Scottish Government and their National Statistics Institute may have been involved with this and there may be useful evidence from their investigations. Tim Vizard offered to try to find out more about this initiative.

Action 10 – Tim Vizard to find out what he can from the Scottish Government about their experiences in pooling data by harmonised concept.

- 6.13 Research work using datasets to examine the effects of harmonisation would be interesting. However there are other aspects that can distort and influence data comparisons, such as the example of two identical health questions, on separate surveys, leading to differing outputs, factors such as response rates, survey design, administration, mode and bias cannot be addressed by harmonisation.
- 6.14 Any further comments on the document would be appreciated with the next step being to present the updated document to the GSS SPSC.

Action 11 – Palvi to update the strategy paper with NSHG members comments and present to the GSS SPSC.

7.0 NHSG Topic Lead Updates, NSHG (14:1) 04 – Topic Group Leads

7.1 Benefits and Tax Credits – Caroline Smith

- 7.1.1 Nothing further to report than that already mentioned at para 4. There were no further comments or questions.

7.2 **Classifications – Michaela Morris**

7.2.1 Michaela presented her report. There were no comments or questions,

7.3 **Consumer Durables – Laura Keyse**

7.3.1 Laura was not able to be at the meeting and a report had not been submitted.

7.4 **Country of Birth and Migration – Pete Large**

7.4.1 Pete was unable to be at the meeting but did provide a brief report. There were no comments or questions to take to Pete. **Post Meeting Note** – A meeting has been set up for Jan and Pete to discuss resource issues.

7.5 **Crime and Anti Social Behaviour – Nicola White**

7.5.1 Nicola presented a brief verbal report, stating Crime has been added under the social indicators to the UK Compendium. It includes information about the different measures of crime and whether they are comparable across the different countries of the UK and whether they are partially or fully comparable and the reasons why. There is a meeting planned with Scotland in July to discuss the differences between the different surveys.

7.5.2 It was explained the UK Compendium also contains information other than Crime and covers a lot of areas. It also includes a data catalogue of different variables and how comparable they are. As this was probably relevant to all topics, it was suggested the Harmonisation Team talk to Meghan Elkin who leads on the compendium as she has done a lot of work with the individual topics trying to work out what is comparable and what isn't.

7.6 **Demographic Information – Karen Gask**

7.6.1 Karen was unable to be at the meeting but did provide a report. There were no comments or questions to take to Karen.

7.7 **Economic Activity – Debra Leaker**

7.7.1 Debra was not able to be at the meeting and did not provide a report

7.8 **Education – Andy Blinston**

7.8.1 Andy presented the report on behalf of Karen Grierson who was not able to be at the meeting. There were no comments or questions.

7.9 **EILR – Sian Bradford**

7.9.1 Sian Bradford was not able to be at the meeting but did provide a report. There were no comments or questions to take to Sian.

7.10 **Health, Disability and Carers**

7.10.1 We do not currently have a topic lead for this group, therefore a report has not been submitted.

7.11 **Housing and Tenure – Hugh Mallinson**

7.11.1 Hugh Mallinson was not at the meeting. No report was submitted.

7.12 **Income – Richard Tonkin**

7.12.1 Richard was unable to be at the meeting but did notify the secretariat there was nothing to report this period.

7.13 **Integrated Household Survey (IHS) – Tim Vizard**

7.13.1 Tim presented his report. A question was asked about the governance structure of the IHS and who they report to. It was stated the IHS report to a steering group made up from different Government Departments who have an interest in the data the IHS provide. This includes representatives from Public Health England, the Department of Health, the Government

Equalities Office and key members from the Annual Population Survey (APS) and the Living Costs and Food Survey. It is this group that provides direction for the IHS. Discussions will take place as to decide if this is the most appropriate way to govern the IHS, given that from next year it will be based purely on the APS.

- 7.13.2 The steering group is chaired by the Deputy Director of SSD which is part of the Collection and Production Directorate but there is no formal reporting to any higher level groups. It was stated it was important to link in with overall governance to avoid issues where agreed changes are made but not all levels are made aware. This happened recently with the revision of the Ethnic Group questions. It is important that someone has the final say on such matters.
- 7.13.3 It was reported currently (although it may have not been the case in the past) no changes should be made by Labour Force Survey (LFS) members without agreement from the other represented surveys (inc the IHS) who sit on the LFS Steering Group. This is fed back to the NSHG through the IHS Topic Group Report.
- 7.13.4 Tim's priority is to promote the harmonised standards. The LFS survey manager is aware of the concern about a Labour Market orientation affecting harmonised standards. It was thought the LFS would be feeding into the NSHG, but this may need to be formalised and Tim will raise this as a discussion point with the IHS Steering Group, from the governance point of view, asking how they can maintain consistency with the harmonised standards across all the surveys (not just the IHS ones).

Action 12 – Tim Vizard to discuss governance and maintaining harmonisation with the IHS Steering Group and report back to the NSHG.

7.14 Pensions – Eddie Smith

- 7.14.1 Eddie was not able to be at the meeting as he is temporarily covering two posts; Pensions and Tourism. From April 2014 this will change and he will be able to attend meeting
- 7.15 As a summary to the Topic Group Reports, the Chair stated the importance of encouraging members to attend the meetings and to complete their reports as there is clearly a lot of good work going on. The work this group does underlines the importance of getting the Harmonisation Governance paper to the GSS SPSC and to seek re-confirmation of how important this work is.

8.0 Web Data Access (WDA) Open Data Presentation – Darren Barnes

- 8.1 Darren's presentation was in two parts. The first was a presentation of the WDA Open Data project and the second part was a live demo of the Open Data Explorer. Members attending via audio were provided with screen shots of the demonstration so they could follow this.
- 8.2 Darren explained his remit in ONS is about transitioning data into a more open format and not about creating data. He explained that open data is something that can be provided to users electronically in a downloadable format, it's free of charge and the user can do whatever they like with it. It is provided under an open government licence. Open data in its simplest format, pdf files, excel spreadsheets, etc, is already provided by some Government Departments. Things have moved on from the early days of 'Transparency' and the current thinking is around releasing data as 'open data' so it can be used for the benefit of the economy and greater social good.
- 8.3 The Open Data project is about providing greater and better access to the data we have. It is also about unlocking access so it's available in better formats than it is now, including formats

machines can read. This includes linking data from a whole variety of sources. There are all sorts of things that need to be taken into account in preparing the data; different methods, differing data markers, differing descriptions, how it is presented and the software used. All these things make it difficult for users to use data in an efficient way and this is one of the main drivers for ONS in overcoming these problems. This will make it easier for users to understand data and know what can and can't be compared and what the differences are.

- 8.4 The first step in the project is to open up the data held within ONS and make it available in a variety of formats and consistent with EuroStat requirements of making it available in SDMX format. Joining data together is very important and should be made easier and there are things that can be done to achieve this. Business areas need to be encouraged to be aware of the need to conform as data becomes more important to users. ONS has done some good work with harmonising a consistent set of data markers and this is a good start with making data consistent overall. Steve Cooley from ONS was praised for his work on this, which will help the project greatly. Collaboration on such matters is going to become more and more important, not only within the GSS but wider.
- 8.5 Crime Stats already put data out under 'open data' but it is just put out as massive CSV files and it is recognised that some users don't know how to manipulate the data for their own needs. It would be good to have a 'front end' so users can search all the variables and find what they want. It was explained the Open Data Portal would be able to do this.
- 8.6 It was recognised and agreed there are a lot of common aims between the Open Data agenda and what is trying to be achieved within the Harmonisation Project and maybe this needs to be formalised so there is an awareness of discrepancies and these can be fed back to the NSHG where maybe they can be addressed and even used in case studies to help reinforce the work. It was agreed this type of collaboration would be beneficial but should not just be restricted to ONS to help with consistency across the GSS and wider.
- 8.7 It was pointed out that Data.Gov was really just a catalogue for data without providing any mechanisms for using that data and although the data sets on the Data Explorer will be catalogued on Data.Gov, the Data Explorer goes much further in making the data available for users to explore and manipulate.
- 8.8 Darren then moved onto the demonstration of the Data Explorer, explaining it is still under development at the moment and using published data from the Annual Survey of Hours and Earnings (ASHE). Darren ran through the demonstration showing how the data is structured and how it can be easily manipulated. Data can be looked at by topic, by area, by view (of the dataset) and a function to download what the user has created from the data. Charts and maps can also be created. It was stated that although some improvements need to be made it is a great step forward, considering it's the first step by ONS to make data available to users in a format that users can use and reuse. The data can be taken off line through machine readable programmes. This makes it easier for harmonised concepts to be compared between different datasets.
- 8.9 2011 Census material was available on the Explorer in October, although only by area at the moment. Some user feedback has already been received and includes the ability to be able to click on the maps to select areas and not just from the list, would be useful. There has been very positive feedback on the use of the reference metadata, with users appreciating the aim to bring all the information together in one place. In summary the meeting was reminded we need think how we formally tie this in with the work of the NSHG as this is crucial. A link to the data explorer is included here:
<http://www.ons.gov.uk/ons/data/web/explorer>

9.0 Interim Standard – Personal Well-being

- 9.1 Claire introduced the paper explaining the questions were still under development and they have been produced with expert academic advice. The interim standard has been produced to help users who wish to use such questions. The question will be further developed into full harmonised questions in the future. The interim standard also contains links to survey user guidance and FAQs. Claire is happy to take any questions or general feedback from members whose surveys already use the questions and on the statistical bulletins on Well-being, particularly with the way the data is presented, Claire can be contacted via claire.shenton@ons.gsi.gov.uk
- 9.2 The Personal Well-being questions can be influenced by where they appear in a particular survey. It is recommended they appear at the beginning of the survey close to the demographic type questions, as questions on such matters as finance, for example, may have a negative or positive effect on the Well-being questions, dependent upon the respondent's financial situation. It was also recognised that respondents seemed to like answering Well-being questions and it even helped to gain a rapport with the interviewer.
- 9.3 It was pointed out the questions do appear on the Crime Survey but are at the end of the survey in the self completion section after the 'victim' related questions. To date, no analysis has been done on these questions. It was thought this would be worth doing and may provide stronger evidence about the positioning of the questions within a survey.

10.0 AOB

10.1 Theme for 2014 NSHG Workshop – Jan Thomas

- 10.1.1 It was explained that every two years we have a theme for the Annual NSHG Workshop, with the alternate years concentrating on a review of the harmonised standards for currency and relevancy. As last year was a review year, the Harmonisation team would like ideas for a theme for this year's workshop which will take place on 18 September. Members were asked to think of any worthwhile ideas around other things going on that could impact harmonisation and send them to the Harmonisation Team.

Action 13 – NSHG members to suggest ideas for a theme for the Annual Workshop and send them to harmonisation@ons.gsi.gov.uk

11.0 Next Meetings

- 11.1 The dates of the next two meetings are:

Wednesday 4 June 2014, 1100 to 1330 hrs at ONS Drummond Gate, Meeting Room 3

Thursday 18 September 2014, 1100 to 1330 hrs at ONS Drummond Gate, Meeting Room 3, followed by the NSHG Annual Workshop from 1400 to 1700 hrs

Annexes:

- A List of Actions Raised

ANNEX A

ACTIONS FROM THE NSHG MEETING – 5 MARCH 2014				
Action	Para	Action	Responsible	Status
1	2.2	Secretariat to carry over actions 2 & 10 from the 4 December 2013 meeting and add to the actions from this meeting (see below)	Secretariat	Complete
		Action 2 (Dec 13) Becki Aquilina to produce a paper looking at the differences between harmonisation and standardisation	Becki Aquilina	
		Action 10 (Dec 13) Becki to liaise with Julie relating to the Metadata Template work	Becki Aquilina	
2	2.3	Harmonisation Team to contact the Cabinet Office, FRS, EU-SILC and the Well-being programme to see if the Harmonised Standard for Social Capital can be revised.	Harmonisation Team	
3	3.3	Chair to discuss with Pam Davies, the working relationship between the SPSC and the NSHG.	Chair	
4	5.5	NSHG Chair to take to the GSS SPSC, the issue of the weight of the NSHGs approach to encouraging/enforcing harmonisation.	Chair	
5	5.6	Becki to bring the date for the next SSD roadshow forward to coincide with the current recruitment drive.	Becki Aquilina	
6	5.9	Harmonisation Team to include comments from the meeting in the Harmonisation Governance paper and present it to the SPSC.	Harmonisation Team (Jan Thomas)	
7	6.7	Harmonisation Team to contact Tim Vizard with regard to being a point of contact for SSD for harmonisation issues.	Harmonisation Team	
8	6.8	Members to make the Harmonisation Team aware (through the Secretariat) of any other groups we could get involved with so they could be contacted.	NSHG Members	
9	6.11	Tim Vizard to look out for experiences from the IHS where non harmonised questions were used over harmonised ones and feed these back to the NSHG.	Tim Vizard	
10	6.13	Tim Vizard to find out what he can from the Scottish Government about their experiences in pooling data by harmonised concept.	Tim Vizard	
11	6.14	Palvi to update the strategy paper with NSHG members comments and present to the GSS SPSC.	Palvi Shah	
12	7.13.4	Tim Vizard to discuss governance and maintaining harmonisation with the IHS Steering Group and report back to the NSHG.	Tim Vizard	
13	8.1.1	NSHG members to put some thought into ideas for a theme for the Annual Workshop and send them to harmonisation@ons.gsi.gov.uk	NSHG Members	