

**GSS PRESENTATION AND DISSEMINATION COMMITTEE**

**Terms of Reference**

**(Revised December 2016)**

**Purpose**

The GSS Presentation and Dissemination Committee (PDC) communicate the strategic direction and embed best practice in the presentation and dissemination of official statistics across the GSS, through a combination of constituency representation (see below).

In this context, presentation and dissemination relates to:

* presentation and commentary of official statistics
* dissemination of official statistics and support for open data through websites and the release calendar

**Accountable to:**

GSS Statistical Policy and Standards Committee

**Terms of Reference**

**Strategic**

**Presentation and commentary of official statistics**

* to identify and promote best practice and innovation in presentation through:
  + the sharing and embedding of good practice
  + developing presentation skills and training across the GSS
  + engagement with Royal Statistical Society/Statistics Users Forum and assessment
  + oversight of the implementation of relevant actions from the Strategy for UK Statistics 2015 to 2020 - Better Statistics, Better Decisions
* to ensure that the committee keeps on the front foot with new technological developments, including social media and data science and responds accordingly.

**Dissemination of official statistics through websites and the GOV.UK release calendar**

* to forge, develop and maintain stronger links between the GSS and the Government Digital Service (GDS) for the presentation and dissemination of statistics on GOV.UK
* to enable collaboration between statistical producers who publish to a number of different dissemination channels including the ONS website, GOV.UK and the websites of the devolved administrations
* to recommend which dissemination platforms should be exploited further to allow effective dissemination of the wide range of statistical products of interest to users
* to allow and encourage statisticians to make greater use of social media in disseminating official statistics and engaging with users
* with GDS, provide strategic and operational direction on the development of the release calendar and the dissemination of statistics on GOV.UK to improve functionality and ease of use
* to identify and promote best practice and innovation in dissemination through:
  + the sharing and embedding of good practice
  + developing core skills and training and improving digital capability across the GSS
  + the implementation of relevant actions the Strategy for UK Statistics 2015 to 2020

**Support for ‘open data’**

* coordinate and progress users’ access to, and use of, official statistics through support for open data across the GSS by:
  + identifying and promoting best practice and innovation in ‘open data’
  + embedding best practice across the GSS
  + ensuring user needs are understood and met in the most cost effective, strategic way possible

**Operational**

* to develop and agree its annual work programme with the GSS Statistical Policy and Standards Committee and provide progress reports to meetings of that committee
* to address any ad-hoc issues remitted to it by the National Statistician
* to oversee the governance of its own sub groups (where established), and to provide strategic direction to, and hold to account, the activities of such groups convened to address specific issues
* to operate the committee using a constituency model. A constituency representative is defined as either a departmental Head of Profession (HoP) or an agreed representative who has the authority to make decisions at the committee on behalf of their HoP. In addition, to represent the HoP of other departments in their ‘constituency’

**PDC members and constituency representatives are expected to:**

* understand and represent the individual views of the organisations they represent through regular consultation with colleagues, and, in particular, on receipt of PDC papers or correspondence
* lead or support at least one item on the PDC work programme each year
* liaise with their departmental commentary (presentation) champions and Head of Profession to establish annual departmental goals in the field of presentation and dissemination of official statistics and report progress against these goals at each PDC meeting. (Template documentation will be provided for completion by PDC members and reps prior to each committee meeting)
* actively promote the work of PDC within their department and more widely across the GSS by working with GSS commentary (presentation) champions and HoPs to deliver/contribute to sharing seminars, workshops, blogs etc

**Membership (see also Annex A)**

**Chair**

GSS Deputy Director

**Permanent members**

Deputy Director for Digital Publishing – ONS

GSS Good Practice Team (GPT)

ONS Data Visualisation Centre – ONS

**Other members**

Thirteen GSS members (excluding Chair and GPT), each representing a ‘constituency’ or a group of departments/agencies/devolved administrations.

**Tenure of membership**

The Chair will agree with the committee and the National Statistician a scheme for the retirement from the committee of the Chair, constituency and representative members to ensure a phased complete turnover within a four year period.

**Secretariat**

Adam Evans, DfT

**Sub groups**

* GOV.UK – chaired by ONS Digital Publishing Division, with representatives from across the GSS and representative from GDS
* Open Data – chaired by Gregor Boyd (Scottish Government) with representatives from across the GSS
* Statistical Presentation – chaired by Jamie Jenkins (ONS) with representatives from ONS Statistical Products Working Group and the GSS presentation champions

**Frequency of meetings**

Committee to meet quarterly with attendance in person preferred. If a member is unable to attend it is expected that they will approach their constituency contact as a temporary replacement.

**2017 meeting dates**

Monday 20 March 2017 – Drummond Gate, London

Tuesday 27 June 2017 – Drummond Gate, London

Wednesday 20 September 2017 – Drummond Gate, London

Tuesday 12 December 2017 – Drummond Gate, London

**Minutes are sent to:**

Committee members and representatives in each government department.

**Review**

These terms of reference will be reviewed annually by the committee.

**Members (as at December 2016)**

**Membership:**

Julie Brown (Chair) – DfT

Tegwen Green – GSS Good Practice Team

Jeremy Barton – DCLG

Hiren Bhimjiyani – BEIS

Peter Antoniades - BEIS

Gregor Boyd – SG

Glenn Goodman – DfT

Bethan Evans - VOA

Jamie Jenkins - ONS

Laura Dewis – ONS

Dawn Fagence – DH

Niall Goulding - DCMS

Libby Hughes – DWP

Madeleine Watson – NHS Digital (replaced Kate Croft from September 2016)

Amy Brockett – MOD (new member as from June 2016)

**Sub group membership – as at December 2016**

GOV.UK

Sam Hall (Chair) – ONS

Gemma Brand – DfT

Shawn Weekes - DfT

Niall Goulding - DCMS

Jen Allum – GDS

Amy Khan – GDS

Helen Sleight – DCLG

Amy Everton - HO

Danielle Ryan – DCLG

David Duncan-Fraser – SG

Sarah Evans – ONS

Laura Wilson - ONS

Kate Sweeney – PHE

Dawn Leyman – HRMC

Tracie Kilbey – MoJ

Liam Cavin – BEIS

Robin Jahdi – NHS Digital

Paul Ainsworth – DWP

Julia Edwards - MOD

Neil Marsden – NISRA

Vikas Dhawan – Ofqual

Tegwen Green – GSS Good Practice Team

Open Data

Gregor Boyd (Chair) - SG

Darren Barnes – ONS

Laura Dewis – ONS

Steve Peters – DCLG

John Joseph – DEFRA

Paul Gaught- HO (joined Oct 2016)

Gavin Thompson – HSE

Christopher Hutchins – NHS Digital

Samantha Grant – Ofsted

John Wilkins – DfT (joined Oct 2016)

Jay Khamis – BEIS

Julian Shaw – BEIS

David Dawson – MOJ

Gemma Kirk – DWP

Johanna Hutchinson – HMRC

Kate McDermott – DfID

Rhiannon Caunt – WG

Vikas Dhawan - Ofqual

Gillian Hall - DWP

Sarah Lasher – DCMS (joined Nov 2016)

Statistical Presentation

Jamie Jenkins (Chair) – ONS

GSS presentation champions – all departments

Rachael Hopkin - ONS

Matthew Tranter – GSS Good Practice Team

Tegwen Green – GSS Good Practice Team