
Office for National Statistics

Framework Document

Foreword

The launch of the Office for National Statistics is a significant milestone in the development of official statistics in the United Kingdom. I am confident that the new office will rapidly make progress in meeting what I believe is a widely perceived need for greater coherence and compatibility in government statistics, for improved presentation and for easier public access.

As Chancellor of the Exchequer I have a particular interest in the quality of the statistical support available to the Government for national policy-making. Since it was established as an Executive Agency in 1991 the Central Statistical Office (CSO) has made significant strides in making improvements to the statistics needed for central economic management. Similarly the office of Population Censuses and Surveys (OPCS) has made impressive changes to improve its focus on a range of government customers. The new office for National Statistics brings the OPCS together with the CSO which has itself only recently been enlarged by taking responsibility for labour market statistics from the former Employment Department. This holds out the prospect of building on the improvements already made and providing an even better service to Government, whilst at the same time leading to greater efficiency both in terms of value for money for the taxpayer and reducing the form-filling burden on business.

In parallel with providing a better service to Government the office for National Statistics will also be well placed to work in partnership with others in the Government Statistical Service to improve the service available to the wider community. Reliable social and economic statistics are fundamental to the Citizen's Charter and to open government. Open access to official statistics provides the citizen with both a picture of society and a window on the work and performance of government, showing the scale of government activity in every area of public policy and allowing the impact of government policies and actions to be assessed. The creation of the office underlines the Government's commitment to providing official statistics, not just to Government but also to Parliament, the citizen, business, researchers, analysts and other customers, and to maintaining public confidence in them.

The office for National Statistics will also be responsible for the system for registration of births, marriages and deaths in England and Wales. The service provided, which includes the maintenance and administration of the National Health Service Central Register, is a crucial part of our national life. Registration activities fit neatly with the statistical activities of the new office and I am pleased that for the first time three key functions are being brought together in Tim Holt: the new Director of the office for National Statistics, Head of the Government Statistical Service and Registrar General for England and Wales.

I wish Tim Holt and all his staff success in capitalising on the opportunities ahead.

Kenneth Clarke

Chancellor of the Exchequer

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Introduction

The Office for National Statistics works in partnership with others in the Government Statistical Service to provide Parliament, government and the wider community with the statistical information, analysis and advice needed to improve decision making, stimulate research and inform debate; and to register key life events.

The Office has about 3000 staff operating in London, Newport (Gwent), Runcorn, Southport and Titchfield (Hampshire), providing the nation with a wide range of statistical information, including our national accounts, measures of inflation, business statistics, labour market indicators, vital statistics on births, marriages and deaths and population estimates and projections. The Office provides analyses of social and economic trends, examines regional trends and profiles, and helps to monitor the health of the nation. It seeks to get statistics used for the benefit of all in our society.

Through the registration of births, marriages and deaths the work of the Office touches directly on each and every citizen. In fulfilling this and all its functions a key objective for the Office is to provide a high quality service to its customers, within the context of the Citizen's Charter. Each year the Chancellor of the Exchequer sets challenging performance targets in pursuance of this and the Office's other aims and objectives.

This Framework Document directs and guides the work of the Office. It establishes its status and governance and describes its aims, objectives and functions. It sets out the responsibilities of the Chancellor of the Exchequer, as the minister accountable to Parliament for its activities, and the responsibilities of the Director for operational, professional and other matters. The Document further describes the statutory framework and frameworks for performance assessment, personnel management, data collection and accounting.

1. Status and Governance

- 1.1 With effect from 1 April 1996 the Office for National Statistics is established as an Executive Agency. The Office is the result of a merger between the Central Statistical Office and the Office of Population Censuses and Surveys. It is a department of the Chancellor of the Exchequer. The statutory framework for the Office is described in Annex A.
- 1.2 The Office is headed by a Chief Executive who is known as the Director. Except as noted below, the Director is fully accountable to the Chancellor of the Exchequer for the operation and performance of the Office in accordance with this Framework Document and its approved plans. In this role the Director exercises the responsibilities and authorities of a permanent head of a department.
- 1.3 The Director is also the Registrar General for England and Wales. This is a statutory office to which the office holder is appointed by Letters Patent. The Registrar General has a number of specific statutory rights and responsibilities in relation to registration matters, the periodic censuses of population, and the collection and publication of certain statistical information. The Registrar General is accountable directly to the Courts for some aspects of these responsibilities.
- 1.4 The Director is also Head of the Government Statistical Service. The Head of the Government Statistical Service has access to the prime Minister, through the Head of the Home Civil Service, on matters concerning the integrity and validity of official statistics. When providing advice to other departments he reports to the appropriate departmental Minister through the Head of Department.
- 1.5 An Advisory Committee will advise the Director on the statistical work of the Office, on annual corporate targets and on his responsibilities as Head of the Government Statistical Service as set out in this Framework Document. The Advisory Committee will comprise members who are customers, data suppliers or others with appropriate knowledge acting in a personal capacity. The Director may appoint subject advisory committees and promote and encourage the establishment of other user groups as appropriate.
- 1.6 A Management Board will assist the Director on policy development, strategic thinking, supervising the management of the Office and external accountability. This will comprise senior managers from the Office together with non-executive members.

2. Aims, objectives and functions

Aims

2.1 The activities of the Office are both statistical and administrative.

Statistical activities

2.2 For statistical activities the Office works in partnership with *others* in the Government Statistical Service and aims:

to provide government at all levels with a statistical service to support the formulation and monitoring of economic and social policies *and also*:

- to inform Parliament and the citizen about the state of the nation and provide a window on the work and performance of government, allowing the impact of government policies and actions to be assessed
- to provide business with a statistical service which promotes the efficient functioning of industry and commerce
- to provide researchers, analysts and other customers with a statistical service which assists their work and studies
- to promote these aims within the UK, the European Union and internationally and to provide a statistical service to meet European Union and international requirements.

In meeting these aims the Office operates in accordance with the Official Statistics Code of Practice.

Administrative activities

2.3 The main aim of the administrative activities of the Office is:

- to protect and help individuals by registering key life events.

Objectives

2.4 The objectives of the Office in pursuit of these aims are:

- to improve the quality and relevance of its service to customers - both in government and the wider community within the context of the Citizen's Charter

- to minimise the burden on those who supply it with data, including implementing government policy on deregulation
- to improve public confidence in the integrity and validity of its outputs - within the context of government policy on open government
- to improve value for money, including implementing government policy to pursue opportunities for involving the private sector
- to maintain a well motivated workforce.

2.5 The Office will rake forward these aims and objectives in conformity with the resources available to it. Corporate financial and non-financial performance targets will be set by the Chancellor of the Exchequer in accordance with the Performance Assessment Framework described in Annex B.

Functions

2.6 The statistical functions of the Office are:

- to collect economic and social statistics using administrative data where possible, and by means of censuses and surveys, including periodic censuses of population
- to assemble from various sources a database of key statistics and to store and make accessible statistical information
- to analyse and interpret statistical information and disseminate the results
- to compile the national economic accounts
- to give advice on statistics produced by the Office and the statistical methods underlying them to users and potential users of official statistics
- to develop statistical standards, definitions and classifications and to promote high quality statistical output through systematic evaluation and research
- to carry out the central functions required for the effective leadership and operation of the Government Statistical Service
- to control censuses and statistical surveys so that the burden on businesses and other data suppliers is minimised
- to contribute to the development and use of international standards, procedures and practices particularly within the European Union.

A number of these functions are shared with others in the Government Statistical Service.

2.7 The administrative functions of the Office are:

- to administer the laws relating to marriage and to the registration of vital events (including births, marriages and deaths) in England and Wales, to regulate the operation of the local registration service, and to provide an "on demand" certificate service to the public
- to maintain and administer the National Health Service Central Register in England and Wales, and other registers as required.

The Office also provides secretariat and support services to the Parliamentary Boundary Commissions for England and Wales.

3. Responsibilities of the Chancellor of the Exchequer

3.1 The Chancellor of the Exchequer is accountable to Parliament for all the activities of the Office (except those for which the Registrar General is accountable elsewhere) and for the resources allocated to it, but will not normally become involved in the day-to-day management of the Office.

3.2 The Chancellor of the Exchequer is responsible for determining the policy and resources framework within which the Office operates. This includes:

- agreeing the Framework Document for the Office
- bringing before Parliament legislation relating to the Office and its responsibilities
- determining the resources allocated to the Office
- approving annually a rolling three-year business plan for the Office
- setting annual corporate targets for the Office
- reviewing annually performance against the corporate targets
- appointing for a fixed period, with the agreement of the Prime Minister and normally following open competition, the Director of the Office
- approving appointments to the Advisory Committee, non-executive appointments to the Management Board and a statement of the functions, responsibilities and rights of non-executive members of the Management Board
- deciding the scope and definition of the Retail Prices Index, referring issues to the Retail Prices Index Advisory Committee as appropriate
- ensuring that the Office is able to operate in accordance with this Framework Document and that the Director has the freedom to maintain and demonstrate the integrity of its output.

3.3 The Chancellor of the Exchequer is also responsible for those duties placed upon him by statute in relation to the powers and functions of the Registrar General.

3.4 The Chancellor of the Exchequer will decide the most appropriate way to respond to Parliamentary Questions and letters from Members of Parliament about the Office, and will normally ask the Director to write to Members of Parliament about matters which are within the responsibilities of the Director as described in this Framework Document.

3.5 The Chancellor of the Exchequer is responsible for deciding whether the Director should appear at departmental Select Committee hearings. The Chancellor of the Exchequer will normally regard the Director as the person best placed to appear at Select Committee hearings concerned with the day-to-day operations of the Office.

3.6 In meeting his responsibilities the Chancellor of the Exchequer will seek advice from Treasury Ministers and others as he sees fit.

4. Responsibilities of the Director for the operation of the Office

4.1 The Director is responsible for the operation of the Office in accordance with its aims, objectives and functions. The Director will determine the management structure, the responsibilities of staff and the numbers and grading of posts in accordance with the Personnel Management Framework described in Annex C. The Director is responsible, with the agreement of the Chancellor of the Exchequer, for appointments to the Advisory Committee, for non-executive appointments to the Management Board, and for publishing a statement of the functions, responsibilities and rights of non-executive members of the Management Board. In addition the Director is responsible, in consultation with the Chief Medical Officer at the Department of Health, for the appointment of a Chief Medical Statistician. The Director is responsible for consulting the Chancellor of the Exchequer on proposals which impinge on matters of government policy.

Public Confidence

4.2 The Director is responsible for promoting public confidence in the professional independence of the Office, the propriety and impartiality of its decisions, the quality of its outputs and the integrity and validity of its statistics and commentaries.

Definitions and Methodology

4.3 The Director is responsible, within the framework of international agreements and conventions, for the definitions and methodology in relation to statistics issued by the Office. Methodologies and information on the quality of the statistical outputs of the Office will be published.

4.4 In the case of the Retail Prices Index (RPI) special arrangements apply. The scope and definition of the index continue to be matters for the Chancellor of the Exchequer. The Director will continue to take the lead in advising on methodological questions concerning the RPI and to service the RPI Advisory Committee to which the Chancellor of the Exchequer will refer issues for consideration as appropriate.

Release and dissemination of statistics

4.5 The Director is responsible for making statistics about the economy and society readily available and for maximising the use of official statistics subject to the need to recover the costs of dissemination. The Director is responsible for deciding the form, coverage and timing of release of statistics issued by the Office, taking into account the views of customers. The Director will release statistics in a timely way and will pre-announce publication dates.

Concordats, service level agreements and agreements concerning data supply

4.6 The Director is responsible for agreeing concordats with the Treasury, the Department of Health, the Department for Education and Employment and the Department of Trade and Industry establishing a strategic framework for the relationship between the Office and each of these departments. Targets will be negotiated and agreed with these departments in accordance with the concordats before the start of the year to which they relate and having regard to the resources available to the Office for that year. Concordats will include provision for the Director to consult with these departments on proposals which impinge on matters of government policy. Concordats will be publicly available.

4.7 Performance assessments arising from the operation of concordats will be reflected in the corporate targets submitted to the Chancellor in relation to the aims and objectives for the Office. Concordats may be underpinned by more detailed service level agreements, and by firm agreements with suppliers of data in government departments and other bodies.

4.8 The Director may also enter into service level agreements with government departments and other bodies not covered by concordats to set standards for the service to be provided to and by the Office. Such agreements will encompass firm agreements made with the former Central Statistical Office. In compiling data for the United Kingdom the Director may rely on information from territorial departments and make agreements with those departments accordingly.

Collection of data

4.9 The Director is responsible for minimising the burdens on those who supply data to the Office, including businesses, individuals, government departments and other bodies. The Director will publish and follow a compliance plan setting out the steps to be taken to reduce the burden on business. The Director will maintain a central survey control facility to assist him in this task.

4.10 The Office will conduct customer funded surveys of businesses and households in accordance with the data collection framework described in Annex D.

Confidentiality

4.11 The Director is responsible for protecting the confidentiality of people and organisations from the unauthorised disclosure of information held about them by the Office. The use by the Office of data provided by or about individuals will be in accordance with the Data Protection Act and other legal requirements. The Director will publish and maintain a code of practice on confidentiality designed to meet this responsibility.

5. Responsibilities of the Director for Planning and Reporting

Business Plan

5.1 The Director will prepare a three year business plan which will be updated annually and submitted for approval by the Chancellor of the Exchequer. It will inform discussion of the resource requirements of the Office in the annual Public Expenditure Survey and will be revised as necessary to reflect its outcome. It will be published once approved, and will set out:

- the overall strategic approach for the period
- a work programme matching outputs to resources for the three forward years, including an efficiency plan
- an assessment of the burden on businesses resulting from the work programme including a compliance plan setting out the steps to be taken to reduce that burden
- corporate targets for the first year of the plan in accordance with the Performance Assessment Framework described in Annex B.

Reporting

5.2 The Director will provide the Chancellor of the Exchequer with a report in respect of each financial year within two months of its end. The report will include:

- an overall assessment of performance for the year, including the views of customers and data providers
- a summary of results achieved against each corporate target and against the efficiency plan and compliance plan
- if targets have not been achieved, an explanation of the reasons and a description of the remedial action taken or planned.

5.3 The Director will prepare an Annual Report and Accounts. The Annual Report will review the performance of the Office over the previous year including a summary of results achieved against each target and against the efficiency plan and compliance plan. The accounts will be prepared in accordance with Treasury guidance and audited by the Comptroller and Auditor General. The Annual Report and Accounts will be laid before Parliament and published before the Summer Recess.

6. Responsibilities of the Director in relation to Parliamentary Business

6.1 The Director will provide the Chancellor of the Exchequer or other Ministers with any information necessary to answer Parliamentary Questions or deal with any other Parliamentary business about matters delegated to the Office. The Director will ensure that any matter on which it is proper for Ministers to reply in the first instance is referred to them without delay.

6.2 The Director will write to Members of Parliament in response to Parliamentary Questions or Ministerial letters if requested to do so by the Chancellor of the Exchequer.

6.3 The Director may appear before Select Committees with the agreement of the Chancellor of the Exchequer.

6.4 The Director is responsible for implementation of the recommendations of the Public Accounts Committee, other Parliamentary Select Committees or other Parliamentary authority, which relate to the Office and which the Government has accepted.

7. Responsibilities of the Director as Accounting Officer

7.1 The Director is the Accounting Officer for the Office and is responsible for its financial management in accordance with the Accounting Framework at Annex E. The Director will further ensure that the Office observes general guidance issued by the Treasury and Cabinet Office relating to the efficient running of government departments.

7.2 The Director is liable to be summoned to appear before the Public Accounts Committee.

7.3 The Director is responsible for ensuring that appropriate arrangements are made for internal audit of the Office, in accordance with the Government Internal Audit Manual.

8. Responsibilities of the Director as Registrar General

8.1 The functions of the Registrar General for England and Wales relate to:

- the registration of vital events (including births, marriages and deaths), and the administration of the Marriage Acts
- the conduct, and publication of the results, of the periodic censuses of population
- the collection and publication of certain statistical information.

8.2 The rights and responsibilities of the Registrar General are laid down in an extensive list of statutes, and regulations made under them. The statutes are listed in Annex A. Some of the statutes provide that the Registrar General must act within any directions given by the Chancellor of the Exchequer.

8.3 As Registrar General, the Director is responsible for ensuring that all the functions legally required of him are properly carried out, either by him personally or on his behalf.

9. Responsibilities of the Director as Head of the Government Statistical Service

9.1 The Director is Head of the Government Statistical Service. The Director is the Government's Chief Adviser on statistics and is responsible for:

- promoting the provision across government of co-ordinated, high quality, cost-effective and easily accessible statistics
- promoting the integrity and validity of official statistics and maintaining; a code of practice
- facilitating the development of methodologies, classifications and standards, and information systems
- facilitating the development of dissemination and marketing arrangements for official statistics
- ensuring an effective contribution is made to international statistical developments
- advising departments on the range and quality of official statistics and matters relating to organisation and value for money
- assisting departmental Heads of Profession for statistics in the provision of accurate and relevant statistics
- resolving interdepartmental disputes over statistical matters
- advising departments on the design and conduct of government statistical surveys to businesses including the means to minimise compliance costs for survey respondents.

The Director is also the Head of Profession for government statisticians and is responsible for maintaining central personnel and staff development functions to enhance the availability of skilled professional statisticians across government.

9.2 In discharging these responsibilities the Head of the Government Statistical Service works in consultation with departmental Heads of Profession for statistics.

9.3 The Head of the Government Statistical Service will provide an annual report to the Prime Minister on these matters. This report will be published.

10. Review and Publication

10.1 This Framework Document will be reviewed in five years. The Chancellor of the Exchequer and the Director may also agree amendments, or issue supplementary directions or guidance when necessary, subject to Cabinet Office approval.

10.2 Copies of this Framework Document, and any subsequent amendments or supplements, will be placed in the Libraries of the Houses of Parliament.

10.3 If you require further information about this Document please contact:

Policy Secretariat
Office for National Statistics
1 Drummond Gate
London SW1V 2QQ

For further copies of the Document please contact:

The Library
Office for National Statistics
Cardiff Road
Newport, South Wales
NP9 1XG
Tel: 01633 8129723

Annex A: Statutory Framework

A.1 The statutory framework for the office comprises four main elements-

- rights and responsibilities of the Registrar General
- collection of information about businesses
- other national legislation
- European legislation

Statutes under which the Office operates or which significantly affect it are appended to this Annex. The list excludes references to the numerous amending Acts.

The Registrar General

A.2 The rights and responsibilities of the Registrar General are laid down in an extensive list of statutes and regulations made under them. In essence they require the Registrar General:

- to provide a range of information about the "number and condition of the population" (Census Act 1920); and
- to administer the Marriage Acts and to ensure the registration in accordance with the law of key lifetime events such as births, marriages and deaths.

Collection of information about businesses

A.3 The **Statistics of Trade Act 1947** gives authority for the collection of a range of information about businesses for "the appreciation of economic trends and the provision of a statistical service for industry and for the discharge by government departments of their functions". The Framework Document reflects the authority given by the Chancellor of the Exchequer to the Director to exercise in his name statutory functions conferred on him under the Statistics of Trade Act (in accordance with the "Carltona" principle).

A.4 Some **other statutes** also relate to the collection of information about businesses including provisions which govern the collection of information by other government departments and allow for data to be passed to the Office for statistical purposes.

Other national legislation

A.5 The Office is also bound by **other national legislation**. Only legislation with special significance for the activities of the Office is included in the appended list.

European legislation

A.6 Under various EC Regulations and Directives the Office is required to supply information to the European Commission. Legislative proposals are brought forward by the Commission in accordance with a five-year statistical programme (described in Council Decision 93/464 (EEC) on the framework programme for priority actions in the field of statistical information 1993 to 1997).

A.7 **European legislation** now in force covers for example, business and other statistics (including product and trade statistics) as well as statistical infrastructure including the business register, industrial classifications and statistical units.

Acts setting out Registrar General's functions on registration matters

Non Parochial Registers Act 1840 (c.92)	Ss 1, 5
Places of Worship Registration Act 1855 (c.18)	Ss2-9, 11,12
Marriage and Registration Act 1856 (c.119)	S 24
Births & Deaths Registration Act 1858 (c.25)	Ss 1-3
Registration of Births, Deaths and Marriages (Army) Act 1879 (c.8)	S 3
Savings Banks Act 1887 (c.40)	
Foreign Marriage Act 1892 (c.23)	S 10
Marriage with Foreigners Act 1906 (c.49)	Ss4,5,9, 10
Births and Deaths Registration Act 1926 (c.48)	Ss 1,4
Marriage Act 1949 (c.76)	S 12
Shops Act 1950 (c.28)	
Births and Deaths Registration Act 1953 (c.20)	S 35(1)
Registration Service Act 1953 (c.37)	
Foundling Hospital Act 1953	
Registration of Births, Deaths and Marriages	

(Special Provision) Act 1957 (c.58)	Ss 1 -3. 5
Marriage (Registrar General's Licence) Act 1970 (c.34)	
Merchant Shipping Act 1970 (c.36)	
Friendly Societies Act 1974 (c.46)	S 72
Legitimacy Act 1976 (c.31)	S 106; Sch 5 paras 4-6
Adoption Act 1976 (c.36)	S 9
Parochial Registers and Records Measure 1978	Ss 50, 51; Sch 1, 5-2
Adoption (Scotland) Act 1978 (c.28)	S 22
Disused Burial Grounds (Amendment) Act 1981 (c.18)	Sch 1, para 2(1)
Civil Aviation Act 1982 (c.16)	Sch para 8, 10
Social Security Act 1986 (c.50)	S 83
Family Law Reform Act 1987 (c.42)	S 60
Local Government Finance Act 1988 (c.41)	S 22
Human Fertilisation and Embryology Act 1990	Sch 2, para 9a
Social Security (Administration) Act 1992 (c.5)	Ss 30, 32, 33
Other Acts directly affecting the Registrar General	S 124

Other Acts directly affecting the Registrar General

Census Act 1920 (c.41)	Ss 2, 4, 5, 6
Population Statistics Act 1938	
Public Records Act 1958 (and Lord Chancellor's Instrument No 12 1966)	Ss 3, 4, 5
Population Statistics Act 1960 (c.32)	
Census (Confidentiality) Act 1991(c.6)	S 1

Statutes relating to Economic and Labour Market Statistics

- **In relation to data collection**

Petroleum (Production) Act 1934 (c.36) S6 and Regulations (various) made thereafter

Statistics of Trade Act 1947 (c.39)

- **In relation to access to information**

Finance Act 1969 (c.32) S 58

Employment and Training Act 1973 (c.50) S 4

Health and Safety at Work Act 1974 (c.37) S 27

Statistics of Trade and Employment Order (Northern Ireland) 1988

Trade Union and Labour Relations Consolidation) Act 1992 (c.52) S 247

Value Added Tax Act 1994 (c.23) S 91

Transfer of Functions Orders

The Transfer of Functions (Economic Statistics) Order 1989 (SI 1989/992)

The Transfer of Functions (Education and Employment) Order 1995 (SI 1995/2986)

The Transfer of Functions (Registration and Statistics) Order 1996 (SI 1996/273)

Other National Legislation

Data Protection Act 1984

Deregulation and Contracting Out Act 1994

European Legislation

Council Regulation (75/1736/EEC) on the external trade statistics of the Community and statistics of trade between Member States

Council Regulation (EEC) No. 311/76 on the compilation of statistics on foreign workers

Council Regulation (EEC) No. 2658/87 on the tariff and statistical nomenclature and on the Common Customs Tariff

Council Regulation (EURATOM, EEC) No. 1588/90 on the transmission of data subject to statistical confidentiality to the Statistical Office of the European Communities

Council Regulation (EEC) No. 3037/90 on the statistical classification of economic activities in the European Community

Council Regulation (EEC) No. 3330/91 on the statistics relating to the trading of goods between Member States

Council Regulation (EEC) No. 3711/91 on the organisation of an annual labour force survey in the Community

Council Regulation (EEC) No. 3924/91 on the establishment of a Community survey of industrial production

Council Regulation (EEC) No. 3949/92 relating to the organisation of a survey of labour costs in industry and services sector

Council Regulation (EEC) No. 696/93 on the statistical units for the observation and analysis of the production system in the Community

Commission Regulation (EEC) No. 761/93 amending Council Regulation (EEC) 3037/90 on the statistical classification of economic activities in the European Community

Council Regulation (EEC) No. 854/93 on transit statistics and storage statistics relating to the trading of goods between Member States

Council Regulation (EEC) No. 1172/95 on the statistics relating to the trading of goods by the Community and its Member States with non-member countries

Council Regulation (EEC) No. 2186/93 on Community co-ordination in drawing up business registers for statistical purposes

Council Regulation (EEC) No. 3696/93 on the statistical classification of products by activity (CPA) in the European Economic Community

Council Directive 64/475/EEC concerning co-ordinated annual surveys of investment in industry

Council Directive 72/211/EEC concerning co-ordinated statistics on the business cycle in industry and small craft industries

Council Directive 72/7221/EEC concerning co-ordinated annual surveys of industrial activity

Council Directive 78/166/EEC concerning co-ordinated statistics on the business cycle in building and civil engineering

Council Directive 89/130 (EURATOM, EEC) on the harmonisation of the compilation of gross national product at market prices

Council Decision 89/382 (EEC) establishing a Committee on the Statistical Programmes of the European Communities

Council Decision 89/415 (EEC) instituting a specific programme for the research and development of statistical expert systems

Council Decision 91/ 115 (EEC) establishing a Committee on monetary, financial and balance of payment statistics

Council Decision 91/ 116 (EEC) setting up the European Advisory Committee on statistical information in the economic and social spheres

Council Decision 93/464 (EEC) on the framework programme for priority actions in the field of statistical information 1993 to 1997

Council Decision 94/78/EC, EURATOM establishing a multi-annual programme for the development of Community statistics on research, development and innovation

Council Decision (EEC) No. 445/94 on inter-administration telematic networks for statistics relating to the trading of goods between Member States (EDICOM)

Article 7 of the Treaty setting up the European Coal and Steel Community

Annex B: Performance Assessment Framework

Objectives and Targets

B.1 The performance of the office will be measured against the aims and objectives listed in Section 2. The Chancellor of the Exchequer will set corporate targets before the start of the year to which they relate. They will thereafter be modified only where there is a good reason. They will cover:

	Examples
<i>improving the quality and relevance of the service provided</i>	performance in relation to concordats negotiated with the Treasury, the Department of Health, the Department for Education and Employment and the Department of Trade and Industry response time to public enquiries customers' satisfaction with the service provided as measured by survey
<i>minimising the burden on those who supply data</i>	reductions in business compliance costs
<i>improving public confidence in the integrity of outputs</i>	public confidence in official statistics and public recognition of the Office as measured by independent survey
<i>improving value for money</i>	efficiency improvements as identified in the corporate efficiency plan
<i>maintaining a well motivated workforce</i>	staff perceptions of the organisation as measured by a staff perception survey

B.2 Corporate targets in relation to these aims and objectives will be considered by the Advisory Committee, following consultation with customers. They will be submitted by the Director to the Chancellor as part of the business plan for the Office.

B.3 The Chancellor may set additional corporate targets for the Office. The Office will negotiate and agree subsidiary targets with external and internal customers as appropriate.

Annex C: Personnel management framework

Status, terms and conditions of service

C.1 Members of the Senior Civil Service will have the status, pay arrangements and other conditions of service which are common to the Senior Civil Service.

C.2 The Director is responsible for determining the terms and conditions of service, other than pensions, of other staff, subject to Cabinet Office/Treasury agreement and statutory provisions. These terms and conditions of service will be the subject of negotiation or consultation, as appropriate, with staff and their representatives.

C.3 The Director will determine the management structure, the responsibilities of staff, the number of posts in the Office and the assignment of posts and staff to grades or pay bands/levels. Any new pay or grading structure will be agreed with the Cabinet Office/Treasury.

C.4 In discharging his responsibilities in relation to statistical staff, the Director will have regard to the interests of the Government Statistical Service as a whole, and in particular the need to encourage the movement of staff between departments.

Personnel management policy

C.5 The Director is responsible for developing policies, giving full weight to equal opportunities policy, which will ensure that staff are trained, managed and developed in ways which contribute to meeting the aims and objectives of the Office.

C.6 The Director may recruit staff directly, in accordance with the Civil Service Commissioners' Recruitment Code, either on a permanent basis, for short term appointments of up to five years, or on a casual basis.

C.7 The Director will facilitate arrangements for staff to transfer into and out of the Office where such moves are likely to benefit the Office, the Government Statistical Service or the wider civil service. Where appropriate, the Director will arrange the secondment of staff from the Office to other organisations in both public and private sectors and accept secondees into the Office.

C.8 The Director may select staff for promotion. In relevant cases selection will follow the central management arrangements for government statisticians and the arrangements for the Senior Civil Service.

C.9 The Director has full responsibility for matters of discipline, unsatisfactory attendance and inefficiency. Rights of appeal to the Civil Service Appeals Board will remain.

Employee relations

C.10 The Director is responsible for ensuring effective employee relations within the Office and will ensure that there are suitable procedures for consulting and communicating with employees and their representatives. The arrangements for employee relations will be periodically reviewed by the Director in the light of the developing needs of the Office.

Annex D: Data collection framework

D 1. The office carries out a range of statistical inquiries in the public interest. Most statistical inquiries will be sponsored by the public sector, but some inquiries, or parts of inquiries, may be sponsored by the private sector. Decisions to undertake statistical inquiries for non-public sector sponsors will be taken in the light of the following considerations:

- **Universality and openness** Work taken on by the Office for a non-public sector customer will be universally available.
- **Synergy** The Office will take on inquiry work which has synergy with the framework for official statistics. This enables the Office to undertake work which enhances the range or quality of the stock of official statistics.
- **Operational practicality** The Office will take on work if appropriate staff and other resources can be made available without detriment to the existing programme for existing customers.
- **Burden on business** For business inquiries the Office will consult prospective contributors. It will take on work if it is satisfied that it does not involve a disproportionate compliance burden on businesses. The benefits must significantly outweigh compliance costs and a substantial majority of contributors will have to be content to provide the statistics.
- **Availability of alternative suppliers** The Office will not compete with the private sector for private sector business. For this purpose the Office will regard private sector business to mean profit making business.

D.2 The Office will identify any costs associated with developing, processing, analysing and disseminating the additional statistics and seek to recover those costs from sponsors in line with the charging guidelines (see paragraph E.3).

Annex E: Accounting Framework

E. 1 The expenditure of the office is voted by Parliament. Most is subject to gross running costs control but work on social surveys and some other customer funded activities are within a net running costs section of the Vote.

E.2 The Office will maintain appropriate financial control and management accounting systems in accordance with "Government Accounting".

Charging

E.3 The Director is responsible for ensuring that charges levied on activities are sufficient to cover the overall costs of those activities or meet any specific statutory requirements. The Director will publish and maintain a statement of charging guidelines.

Financial delegations

E.4 Within the framework of approved plans, the Director has authority to commit expenditure and carry forward unspent capital and running cost provisions subject to the limits of delegated authorities agreed with the Treasury. Carry forward of unspent provisions is subject to Parliamentary approval.