

# CPP 2.6 Statistics Governance

## Group: terms of reference

### 1. Purpose

1.1 To provide strategic oversight of official statistics research and other national research as set out in Annex A; to provide assurance to the board on procurement of and the continuing validity of such research and associated publications; to provide assurance to the board on the quality and integrity of data routinely published by Transport Focus; and to ensure the effective participation of appropriate external stakeholders.

1.2 The Group shall take account of any general guidance or direction that the Board from time to time so determine in respect of its objectives, tasks or purpose.

### 2. Objectives and tasks

2.1 to keep a watching brief over Transport Focus's compliance with the code of practice for Official Statistics, to the extent that the code applies, and, more generally, compliance with the Market Research Society's code of practice;

2.2 to keep under review the terms of any procurement arrangements as they affect the delivery of statistical and research projects and, where appropriate, recommend new or amended arrangements to the Board, based on proposals from the Head of Research;

2.3 to keep under review research activities within its remit (these are included at annex A) and provide advice and guidance to the Head of Research as appropriate; this shall include the participation of a member of the Group at certain 'sign-off' meetings for cyclical research from time to time as the Group so determines;

2.4 to ensure that the development and publication of research activities within its remit is reasonably subject to periodic discussion with industry stakeholders, and that account is taken of their views;

2.5 to ensure that appeal complaints data provided to third parties and published by Transport Focus is of high quality and is statistically accurate and, in support of this objective, to commission any checks or validations it considers necessary and to approve any memoranda of understanding with third parties where data supplied by Transport Focus forms or may ultimately form part of an Official Statistic;

2.6 to maintain a watching brief over the publication of data generally and to approve proposals (made by the management team owner of this workstream) in respect of changes to the scope, extent, presentation or frequency of published data.

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2.7 to report to the Board, through the presentation of minutes, as soon as practicable after each meeting, and make such reports and recommendations to the board it considers necessary or appropriate;

2.8 to discuss, request or do anything on its own initiative or at the request of the board that is not inconsistent with but may be regarded as complementary or incidental to its purpose.

### 3. Meetings

The Group will meet on no less than two occasions per year as determined by the level of business.

### 4. Membership

4.1. Membership of the Group is as follows:

Stephen Locke	Chairman
Philip Mendelsohn	Board Member
Bob Linnard	Board Member
Theo de Pencier	Board Member

4.2. The following will normally attend the meetings of the Group.

Chief Executive  
Head of Insight  
Head of Business Services  
Passenger Team Executive (the owner of routinely published data)  
Such other members of the policy and research team as appropriate. Secretarial services for the Group shall be provided by the business services staff.

### 5. Proceedings

6.1 The provisions of part 2 of the *Constitution General* shall have effect.

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## Annex A

- (1) The National Passenger Survey
- (2) The Bus Passenger Survey
- (3) Transport Focus appeal complaints data provided to third parties or published by Transport Focus
- (4) The Tram Passenger Survey
- (5) The Road User Satisfaction Survey and related or predecessor surveys

## Document history

Version	Author	Comments	Approved by	Date
V1	Jon Carter	Original draft	Board, London	23 July 2005
V2	Jon Carter	General update	Board, Edinburgh	13 May 2008
V3	Jon Carter	Bus remit, change in membership and consequential amends	Board, London	14 September 2011
V4	Jon Carter	Open data remit including appeal complaints and membership changes	Board, Edinburgh	12 September 2013
V5	Michelle Calvert	Rebranding to Transport Focus	n/a	
V6	Jon Carter	Membership and tracker surveys	Board, London	16 July 2015