



MEMO+^{PLUS}

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Supported by



Minority Ethnic Matters Overview

*MEMO+ is an occasional series of briefing papers on topics of interest to minority ethnic communities in Scotland. It is produced by the **Scottish Council of Jewish Communities** in partnership with **BEMIS - empowering Scotland's ethnic and cultural minority communities**, and is supported by the **Scottish Government**.*

Briefing: The 2011 Census

What is the Census?

The census is the only complete official attempt to collect information about everyone living in the country. It has taken place every ten years since 1801 (except in 1941 during the Second World War), and the last one was in 2001.

Every home in Scotland will receive a form that asks 13 questions about the household, such as how many people live there, and how many rooms there are in the home. In addition, there are 38 questions about each individual person who usually lives at that address. These ask about subjects such as health, employment, education, religion and ethnicity.

The information collected is used by national and local government, researchers, businesses, and other organisations, to help plan future services. By giving a complete and accurate picture of your local area it helps make sure that services that everyone needs, such as education, transport and healthcare, are provided where they are needed. However, great care is taken to ensure that information about individuals remains private, and, by law, individual responses cannot be made public for 100 years.

When is the Census?

The 2011 census will be held on 27th March, and census forms are already being delivered to every household in the country.

Even if you are away from home on 27 March, you should still complete the census form at your home address and should include information about everyone who usually lives there.

What do I have to do?

If you are the “householder” – that is if you either own or rent your home and are responsible for paying the household bills and expenses – then you must make sure that the form is completed and returned. If you do not, you can be prosecuted and fined up to £1000.

You should make sure that the “household questions” (numbered H1 to H13) are completed, and that every member of your household answers the 38 individual questions. This also includes anyone who was staying in your home on 27th March, even if they usually live somewhere else.

You do not have to complete all the individual questions for other members of your household yourself, but can let each person fill in his or her own section of the form. If you have a large household, you can ask for additional forms.

People who live in shared accommodation such as student residences, care homes, or prisons, will each receive an individual form that they have to complete.

You can return the form by post, or you can choose to have a visit from a census official who will help you complete the form and will then hand it in for you. For the first time this year, it will also be possible to complete the form on-line.

Remember that no-one will be able to identify your answers, and all information that you give on the form, or to census officials, is protected by law for 100 years.

What is the census used for?

Because everyone must complete the questionnaire, the information collected gives a complete and accurate picture of the whole population. This helps the government and others plan services to make sure that they reach those who need them.

For example, information about the population of the whole country helps plan new roads and railways; information about your town or village can help plan local services such as schools and hospitals; and information about your local neighbourhood can help plan new shopping centres. Questions about ethnicity and religion provide baseline figures against which employers and other can compare their own diversity statistics.

That is why it is important that everyone fills in the questionnaire accurately. The answers will help make sure that the money collected by the government from taxes is used to provide you with the facilities and services that you need.

Who runs the Census?

The [General Register Office for Scotland \(GROS\)](#) , which is part of the Scottish Government, is in charge of the census in Scotland, and also advises on what questions to ask, and on the format and process, but final the decisions are made by the Scottish Parliament.

The [Office for National Statistics \(ONS\)](#) runs the census in England and Wales, and the [Northern Ireland Statistics and Research Agency \(NISRA\)](#) the Northern Ireland census. These three agencies work together to ensure that the most important statistics can be compared across the whole of the UK. However, not all of the questions are the same in

all three parts of the UK, and they can also change from one census to the next. For example, in 2001, the English census asked only about current religion while the Scottish census also asked about religion of upbringing; this year the Scottish census only asks one religion question, but, as last time, it is different from the English question.

Help and advice

There is a telephone help-line (0300 123 1702), which is open from 8am to 8pm on weekdays and during census weekend (27–28th March).

A census official, called an enumerator, will call at your home to ask if you need assistance, and you can ask for someone to come to help you complete the form.

The [census questions and a leaflet giving advice](#), are available in 12 other languages including Gaelic. However, the census can only be completed in English. There are also [audio clips](#) of the questions, and [video clips in British Sign Language](#), and Braille and large-print versions of the forms.

What happens next?

Shortly after the census around 40 000 households will be asked to take part in a personal interview to help judge how complete and accurate the returns from the census are. These households will be contacted in April or early May, and the interviews will be in May and June. In a small number of areas interviewers will also call at every address.

The interview will last about 10 minutes, and normally take place on the doorstep. Interviewers will not ask to come into your house, and you are not required to ask them in. If English is not your first language, you can ask for an interpreter to carry out the interview by phone.

Around 1500 people will also be asked to take part in a more detailed follow-up survey to help measure the accuracy of the census responses and understand the reasons for any errors. This will take around 40 minutes.

Questions

The questions asked in the census were decided after wide consultation, and the wording has been tested in a number of trials, to try to make the questions as clear as possible.

The questions in the Household Survey are:

If you click on a question below, it will take you to information about how to answer it:

- H1: [Who usually lives at your address?](#)
- H2: [How many people usually live at your address?](#)
- H3: [Names of people who usually lives at your address](#)
- H4: [Anyone else who stayed at your address on census night](#)
- H5: [More information about who stayed at your address on census night](#)
- H6: [What sort of accommodation do you live in?](#)
- H7: [Is your home self-contained?](#)
- H8: [Number of rooms](#)

- H9: Type of central heating
- H10: Do you own or rent your home?
- H11: If you rent, who is your landlord?
- H12: Cars or vans available for use
- H13: Household relationships

The questions to be answered for everyone who usually lives in the house are:

- 1: Name
- 2: Sex
- 3: Date of birth
- 4: Marital status
- 5: Are you a schoolchild or student?
- 6: Term-time address
- 7: Country of birth
- 8: If not born in the UK, month and year of entry to the UK
- 9: Carers
- 10: Usual address one year ago
- 11: Address of the place where you work or study
- 12: Method of travel to work or study
- 13: Religion
- 14: National identity
- 15: Ethnic group
- 16: Language abilities in English/Gaelic/Scots
- 17: Spoken English ability
- 18: Languages other than English used at home
- 19: General health
- 20: Long-term health conditions
- 21: Limiting long term illness or disability
- 22: Tells you which question to answer next
- 23: Qualifications
- 24: Activity last week
- 25: Looking for paid work
- 26: Availability for work
- 27: Waiting to start a job
- 28: Status last week
- 29: Whether you have ever worked
- 30: Explains how to answer the last few questions
- 31: Are you employed or self-employed?
- 32: Job title
- 33: Job description
- 34: Supervisor status
- 35: Hours worked
- 36: Industry of employer/business
- 37: Name of organisation
- 38: Explains what to do next

Useful weblinks and contact details

- **General Register Office for Scotland (GROS)**
<http://www.gro-scotland.gov.uk>
- **Online census questionnaire**
https://questionnaire.scotlandscensus.gov.uk/2011/lang_en/start
The complete census form for completing on-line.
- **Census Learning Zone**
<http://www.gro-scotland.gov.uk/census/schoolhm/schoolci/index.html>
GROS website answering frequently asked questions about the census.
- **Scotland's Census Results OnLine (SCROL)**
<http://www.scrol.gov.uk/scrol/common/home.jsp>
Online access to much of the information gathered in the 2001 census.



The **Scottish Council of Jewish Communities (SCoJeC)** is the representative body of all the Jewish communities in Scotland. It advances public understanding about the Jewish religion, culture and community, and also works in partnership with other organisations to promote good relations and understanding among community groups and to promote equality. (Scottish Charity SC029438) <http://www.scojec.org/>



BEMIS is the Scottish national Ethnic Minorities led umbrella body, supporting, empowering, and building the capacity of minority third sector community organisations. As a strategic partner with Government, it is proactive in influencing the development of race equality policy in Scotland, and helps develop and progress multicultural Scotland, active citizenship, democracy, and Human Rights Education at the Scottish, UK, and European levels. <http://www.bemis.org.uk/index.html>



The **Scottish Government** is committed to promoting equality of opportunity and social justice for all those who live in Scotland. **One Scotland** is the Scottish Government campaign designed to tackle racism. It aims to raise awareness of racist attitudes, highlight its negative impact and recognise the valuable contributions that other cultures have made to our society – and make Scotland no place for racism. <http://www.scotlandagainstracism.com/>