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WELSH STATUTORY INSTRUMENTS

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**2020 No. 555**

**The Census (Wales) Regulations 2020**

**Delivery of packs to communal establishments by hand**

- 11.**—(1) The Authority must issue every communal establishment co-ordinator with—
- (a) sufficient electronic devices for use in each enumeration district within that communal establishment co-ordinator’s communal establishment co-ordinator area;
  - (b) such communal establishment packs and individual packs as it considers necessary for the purpose of the census;
  - (c) a list, contained in the fieldwork management tool, of the addresses of each communal establishment in the address register situated within that communal establishment co-ordinator’s communal establishment co-ordinator area;
  - (d) such other documents or information as it considers necessary for the purpose of the census.
- (2) Each communal establishment co-ordinator must—
- (a) designate a communal establishment officer to deliver communal establishment packs and individual packs to each enumeration district;
  - (b) supply each communal establishment officer designated under paragraph (2)(a) with such of, and sufficient numbers of, the items in paragraph (1)(a) to (d) as the communal establishment officer requires to carry out that communal establishment officer’s duties under these Regulations.
- (3) Each communal establishment co-ordinator designated under paragraph (2)(a) must deliver—
- (a) a communal establishment pack to each communal establishment, the address for which is contained in the list of addresses referred to in paragraph (1)(c) and located within that communal establishment officer’s enumeration district,
  - (b) a sufficient number of individual packs to each of those communal establishments for the purpose of the census, and
  - (c) communal establishment packs and individual packs to any other communal establishments that are identified by the communal establishment officer in the communal establishment officer’s enumeration district.
- (4) A communal establishment officer’s duty to deliver census packs under paragraph (3) is satisfied in relation to each communal establishment if the communal establishment officer delivers the census packs to the person for the time being in charge of the communal establishment or, where no such person is available, if the communal establishment officer—
- (a) leaves the census packs with a responsible person who claims to act on behalf of that person for the time being in charge of the communal establishment, or
  - (b) where no such responsible person is available, leaves the census packs at the relevant address contained in the fieldwork management tool.
- (5) The communal establishment co-ordinator may direct the communal establishment officer to distribute as many of the individual packs delivered under paragraph (3) to such persons who

are usual residents at the communal establishment and who appear to the communal establishment officer to be capable of completing the questionnaire contained in the pack.

(6) If it appears to the communal establishment officer that a usual resident is incapable of completing that questionnaire, the communal establishment officer may hand the individual pack to a relative of the usual resident, or other person, who has agreed to complete the questionnaire on behalf of the usual resident in accordance with the Census Order.

(7) A communal establishment officer may request the person for the time being in charge of a communal establishment to distribute individual packs in relation to that communal establishment, in the same manner as set out in paragraphs (5) and (6).

(8) Each communal establishment officer must—

(a) make a record in the census electronic device of—

- (i) each communal establishment pack and individual pack delivered in accordance with paragraph (3)(a), (b) or (c),
- (ii) any additional communal establishments to which the communal establishment officer has delivered communal establishment packs and individual packs under paragraph (3)(c), and
- (iii) the collection of paper questionnaires;

(b) enable the communal establishment co-ordinator to have access to the information in or accessed through the communal establishment officer's census electronic device.

(9) Nothing in this regulation prevents a communal establishment officer from being designated to deliver to more than one enumeration district.