

**LIVING IN BRITAIN**

**LIVING IN SCOTLAND**

**LIVING IN WALES**

**WAVE 14 (6)  
MAINSTAGE**

**BOOKING IN,  
EDITING & CODING  
INSTRUCTIONS**

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**Introduction**

This year the LIB survey is going into the field at the beginning of September together with the LIS and the LIW surveys. The Household, Individual and Proxy questionnaires are on CAPI. All other questionnaires and fieldwork documents are on paper.

The procedures for coding and editing will basically remain the same as last year. You will be checking all of the paper documents, coding verbatim responses output from the CAPI questionnaires and resolving errors where the paper documents and CAPI questionnaires do not match; for example, where ID's have been entered incorrectly or person numbers swapped.

## Wave 14 Following Rules (As At Wave 13)

**Rule 1** - All people listed in households who were interviewed at Wave 1 are Permanent Sample Members (PSMs), including children under the age of 16. People are eligible for interview if they reach 16 on or before December 1st 2004. Wave 1 PSMs have a PID beginning with '1'. ALL PSMs MUST BE FOLLOWED, INCLUDING CHILDREN YOUNGER THAN 16 AND PEOPLE LIVING WITH THEM. Some people first enumerated after Wave 1 have been defined as PSM, for example the child of a PSM. These people may have a PID beginning with 2, 3 or 4 etc.

**Rule 2** - Respondents are divided into Permanent Sample Members (PSMs) and Temporary Sample Members (known as XXXs). All members of a household where any PSM resides are potentially eligible for interview.

**Rule 3** - The sample status code for all individuals has been defined in advance of fieldwork and WILL NOT CHANGE DURING FIELDWORK (coversheet page 2).

**Rule 4** - XXXs are followed to a new address as long as they have moved with a PSM. XXX split-offs moving without a PSM are not followed to their new address.

**Rule 5** - Where feasible follow-up will be attempted for PSMs who move into institutional accommodation.

**Rule 6** – Follow-up will only be attempted in Britain. However, any PSM who leaves the country will be subject to normal panel maintenance procedures and will be interviewed on their return to Britain.

## **Wave 14 Documents**

### **General Design:** Date conventions

These have not changed since last year. Year dates are still four digits instead of two digits with 19 pre-printed in front of the date. Where there is no separate 'don't know' code we have four blank boxes which interviewers will have to fill in. This is so they can enter '9998' for 'don't know' and '9999' for refused if necessary. These conventions apply all throughout the questionnaire.

**Coversheet:** The household grid is still included and must be completed for all persons present in co-operating households regardless of whether they have been interviewed or not. Remember to check the code at question 15 on the outcome of the self-completion questionnaire.

The tracking details are not in the Coversheet but are collected as part of the CAPI individual interview.

Address status box - For the issued address there are three codes which are 'code all that apply' so that we can distinguish postcode corrections from other types of corrections. For new addresses there are two codes.

**Voucher Type – this is new this year.** We are running a split-sample experiment and half of the LIB households are getting a £10 voucher (£5 youth voucher) instead of the £7 (£4 youth). On the coversheet there is a "Voucher Type" code which will either be **10** or **7**. Please enter this on the data.

There may be a few isolated cases where the interviewer has given a 10 pound voucher to a household which was designated to the 7 pound group, in this instance we have asked the interviewer to change the Voucher Type code on the coversheet. If this has happened (the pre-printed Voucher Type crossed out and another figure written in) please could you code the **new** voucher type, so we record the figure the household received.

Split-off households receive the same voucher amount as the original household they split from. Please make sure that interviewers have copied this over correctly from the original household to the split-off coversheet.

**The Movers Form** : Same as at Wave 13. No changes. Reminder: This form should only be completed where new address details **cannot** be found. For all movers where the new address **is** known the interviewer should write this in directly on the Coversheet. This applies to local and non-local moves as well as XXX only split-offs who will not be followed.

**Household Questionnaire (CAPI)**: This should only be completed for co-operating households.

**Individual Questionnaire (CAPI)**: There are some new questions and some rotated questions.

**Self-completion (Paper)**: As per W12 content

**Proxy Questionnaire (CAPI)**: There are no new questions this year.

**Youth Questionnaire (Paper)**: There are some new questions this year. Leisure activities and future job choices have been cut and questions about health, height and weight have been added. Self-completion format as at Wave 13.

#### **Questionnaire Changes for Wave 14**

As last year the Household, Individual and Proxy questionnaires are all on CAPI. The only remaining paper documents are the Coversheet, Self-completion, Youth questionnaire and the Untraced Mover's Form.

The Youth Questionnaire for 11 – 15 year olds is a standard self-completion questionnaire, which means that you will have to do a visual edit of the questionnaire before it is punched. To ensure confidentiality for the child within the household, interviewers will have brown envelopes for them to put the questionnaire into before handing it back. While we will ask interviewers to remove the questionnaire from the envelope and attach it to the correct household before mailing back some will fail to do this.

As last year, there is no Update and Tracking Form and instead of collecting the tracking details in the Coversheet, tracking details have now been moved to the end of the 'F' Section of the individual Questionnaire.

The overall content and the format of the questionnaires are similar to last year with some changes.

Coversheet:

**Reminder:** The Household Grid forms part of the Coversheet and should only be completed for co-operating Households. **The Enumeration Grid and the Household Grid continue to allow up to 15 people per household.**

#### Household Questionnaire

There have been some additions to the household questionnaire this year. At H58 and respondents are asked about things that they have or do, and whether they do not have/do them because they cannot afford it. There are three additional statements on this question.

#### Individual Questionnaire

##### Demographics

Only new respondents asked the 2001 Census question for ethnic background.

D79 to D81 – questions on daily newspaper readership and the political affiliation of that paper.

##### Health

M4 to M13 – SF36 battery of questions on physical and emotional health, last carried at Wave 9, are asked this year.

M37 to M34 – new questions on height and weight.

##### Employment

E49 – question about time of day worked, last asked at Wave 12, is asked again.

E105 – question about care of children under 12 whilst at work, there is an additional code (11 – They go to an after-school club).

E125-E128 – questions about aspects of jobs, last asked at Wave 9, asked again.

**Job History**

As last year

**Values and Opinions**

V1 Rotated question on views of society last carried at Wave 10.

V10 – leisure time activities questions repeated from Wave 12.

**Household Finances**

Additional codes for showcards F1 and F3.

F53 – verbatim about important events, last asked at Wave 9.

This year, the tracking information is being fed-forward to the end of the individual CAPI interview and the respondent is asked whether the details are still correct. If they are correct then this is coded by the interviewer as correct. If there are any changes then the interviewer codes “no” and then enters in the correct details. If there is no tracking information from the previous year the interviewer enters the details.



## Booking-In Instructions For Completely And Partially Co-Operating Households

The aim of these procedures is to ensure that all expected questionnaire documents are physically present and reliably labelled and to ensure that critical information is present and correct on the Coversheet.

The documents which are present should correspond to the interview outcomes on the Coversheet. If documents are not present but the interview outcome suggests they should be present, this must be queried with the interviewer.

Household ID numbers and Person Numbers must be correct for all questionnaire documents. Sex and date of birth must be present and consistent on all documents. The Coversheet information must be complete. The identification of previously enumerated and interviewed sample members and those new to the study must be correct on the Coversheet Enumeration Grid.

Please circle the appropriate codes on the **VISUAL EDIT FORM (on the back of the Coversheet)** as you check the documents.

### Are Household-Level Documents Present And Complete?

Verify that the **Coversheet** is present for each household, even if non-response or ineligible.

**SERIAL NUMBER:** Check that all parts of the household ID number are correctly and clearly entered on new Coversheets created by interviewers. Where there has been a partial household move, the household number should be incremented from 0 to 1 for the first split-off household, from 1 to 2 for the second split-off household and so on. The check digit for split-offs should have been written in by interviewers as the CAPI programme provides this for them. If it missing it must be correctly assigned.

**NEW ADDRESSES:** Check that issued address details have been correctly transferred onto new Coversheets created by interviewers. If there are any moves out of the country or the address is unknown a **Mover's Form** should

be present. Coversheets should be created for all split-off movers, even XXX split-offs who have become ineligible for interview this wave.

**ADDRESS STATUS:** If a household is still at the issued address and corrections have been made to the postcode this should be coded '2' at col 29 and the new postcode should be entered into the boxes provided, **then punched into the booking-in program.** If the postcode is missing for new addresses, flag with a yellow post-it. The postcode is punched as it is used for geographical coding on the survey database. For the rare cases where the postcode is not 4 + 3 digits, for the first four boxes left justify when only 2 or 3 digits. For the second three boxes, right justify if less than 3 digits. If any other corrections have been made to the address '3' should be coded at col 30. If the household is at a known new address they should be coded '1' at col 31, but if the new address is not known or is an out-of-scope address use code '2' at col 31. If no corrections are required '1' should be coded at col 28. Please ensure there is a code for all households, including household refusals, non contacts etc.

**INTERVIEWER AREAS:** Check that the issued interviewer area number, actual interviewer area number, name and number have all been completed. In most cases the area number will be the same in both boxes. In the case of re-issues from another area the issued interviewer area will belong to the first interviewer and another area number will be entered in the boxes for 'actual interviewer area'.

There are two situations where the Actual Interviewer Area will be '300' and the Interviewer Number '0's:

- 1) In cases where a Coversheet is not re-issued during fieldwork as a new address cannot be traced,
- 2) Where a split-off Coversheet with only XXX's resident is created.

IN ALL OTHER CASES, INCLUDING REFUSALS, enter the Actual Interviewer Area and Interviewer Number of the interviewer who attempted the contact.

**NUMBER OF CALLS:** Check that the number of calls entered in boxes for address on label and any new addresses are consistent with the call record. If the interview(s) takes place at the 'Issued Address' pre-printed on the label,

the total number of calls will be recorded at cols 54-55 and blank at cols 56-57. If there is a 'New Address', i.e. code 1 at col 31, the number of calls entered in the boxes at cols 56-57 should be consistent with the information entered in the call record. If no calls are made at a new address leave the boxes blank. **Please code personal calls only and not those made by telephone.** If a mover is interviewed at an old address (i.e. parental home) record the number of calls at new address as 00. If no calls made at issued address and calls only made to new address enter 00 at cols 54-55. **MAKE ANY CORRECTIONS WHERE NECESSARY.**

**COVERSHEET, PAGE 8:** Check that column 21 (Question 1) is code 1 only if the interviewer has written in details of difficult to find addresses, or information relevant to recontacting the respondent(s) next year, for example "behind Eccles Estate in cul-de-sac", "don't call on Sunday", or "respondent is slightly deaf/blind" etc. **CHANGE CODE TO 2 IF INTERVIEWER HAS PUT COMMENTS SUCH AS** "nice family", "might move", "probably staying", "just got a new dog" etc.

**HOUSEHOLD OUTCOMES:** Check the final household outcome is consistent with the individual interview outcome at question 14 OR 19. Only if question 14 or 19 is code 1 for every resident eligible member (i.e. aged 16 or over) should household outcome be code 10 'completely co-operating'. If any codes 2, 3 or 4 at question 14 or 19, household outcome is partially co-operating, code 11, 12 or 13 as required. **NB** This is based on **current** household membership excluding movers and persons who have died.

For non-interviewed households check that Questions 4, 5 and 6 are correctly coded. For question 5 the household grid would only be 1 'yes' at col 26 if the interviewer managed to ask the respondent the relevant questions. If codes 21 to 40 at Question 6, reasons for refusal should be written in below. Pass all refusals to Institute staff for decisions on re-issues.

**CONVERSION / RE-ISSUE HOUSEHOLD OUTCOME:** Check that this is complete and correct in all cases where a refusal conversion was attempted i.e. where col 35 on page 10 is coded '1'.

**Conversion/re-issue information, page 9, cols 35-36:** Institute staff to code col 35 for all households, codes 21-40 at Question 6, page 8. Any

refusal household re-issued to field code '1' at col 36. If not re-issued to field code '2'

**OFFICE USE ONLY BOX, page 9.** Coversheet issued to field. col 44: All household '0's issued to field will be code '1'. All split-off Coversheets created during field where contact is attempted will be code '1'. **Households can never become a code '2' or '3' during fieldwork.** Codes '4' and '5' will be assigned during fieldwork as required. Code '4' applies to any split-off XXX-only household which has become ineligible for interview. Code '5' applies to any other split-off household NOT issued to field, e.g. untraced movers, out-of-scope. For all codes '4' and '5' the Actual Interviewer Area will be '300' and the Interviewer Number '0's on the front page of the Coversheet.

**Progress code, col 45:** This should be updated as necessary throughout fieldwork, until the household is finally completed when it is coded '1'.

**Re-issue details, col 46-62:** This information must be completed for any coversheet that is re-issued back into the field. **The information must also be punched into the booking in program.**

### **NEW COVERSHEETS CREATED BY INTERVIEWERS**

Check to make sure that where a new Coversheet has been created by the interviewer for a split-off household, i.e. where one or more members of the original household has moved locally to a new household and been traced by the interviewer, the household number is not 0 and the check digit has been left blank. **CORRECT AS NECESSARY.**

For all split-off households traced by interviewers, two addresses should be entered on the front page of the new Coversheet - all information from the pre-printed issued address including the Wave 13 FID and full details of the new address of interview. If any information is incomplete and cannot be reconstructed, flag with a yellow post-it and alert your supervisor.

Check that **all** pre-printed information about the listed members who have moved to the new address has been transcribed to questions 2 to 8 in the Enumeration Grid on page 2 of the new Coversheet.

Interviewers should **not** transfer the Person Numbers from the original household Coversheet to the split-off Coversheet. Interviewers should simply start listing at person 01 and continue in sequence until all current household members are listed.

**NB: On all newly created coversheets an existing sample member, either PSM or XXX should be listed as person 01. CORRECT AS NECESSARY**

**INDIVIDUAL-LEVEL CHECKING ON THE COVERSHEET****ENUMERATION GRID**

**Questions 3 - 8:** Leave questions 3, 6, 7 and 8 blank for unlisted joiners except if they are a rejoiner i.e. a sample member we know about moving back in.

**Question 9:** Check that household membership has been correctly coded. Any person who appears on the pre-printed label must be a listed member and will have a code of 1, 2, 3 or 4. All unlisted members entered by the interviewer will have a code 5, 6 or 7.

**Rejoiners:** In the small number of cases where a respondent who has been enumerated at previous waves has rejoined the household they are coded 5 at qu 9. It is important these individuals are not confused with those **never** enumerated at a previous wave. If a previously enumerated member rejoins a household their PID, sex, date of birth, interview status codes and sample status code **must** be entered at questions 3 - 8 (col 21-41). In cases where the interviewer does not have this information to transfer from another label they have been issued, they **must** contact Essex to obtain the correct details. In all cases of previously enumerated members rejoining a household i.e. anyone coded 5 at qu 9, page 3, their details **must be checked** with the issued label information held at Essex.

In a few cases you may find a 'retired rejoiner'. These are people we have withdrawn permanently from the sample as we never expect to see them again but who reappear in a sample household. Please check the listing of 'retired sample members'. Code '8' at qu 9. Obtain sample status code and whether ever interviewed information from the Research Centre if necessary. Questions 3 - 8 on the enumeration grid must be completed for these cases.

Check to make sure all boxes for questions 9 through 15 have a code value if there is any sort of interview.

Check that **interview outcome** recorded at Question 14 is consistent with the documents received. Codes '01' to '11' should be used in all cases where the interviewer has made contact with the household and established who is resident even if no interviews are achieved. Code '11' applies when all PSMs

have moved away from the issued household '0' leaving only ineligible XXXs behind. In these cases the PSM movers should appear on a split-off coversheet. Codes '13 to '15' should be used only in cases of complete non-contact i.e., the interviewer has recorded no information about the current household at questions 9 to 13. Code '15' 'Ineligible XXX split-off' applies only to cases where the XXX mover(s) has moved without any PSMs. **This applies to adults only. Children are coded '14' regardless of their status as XXX or PSM.**

**Question 15:** Check the code here and ensure that the Self-Completion Questionnaire is attached for each code 1.

**Question 16:** Check that 'Voucher Confirmation' is completed.

**Question 17** For all **within-household refusals/non-contacts** i.e. codes 3, 4, 9 or 10 at qu 14, the reason for the refusal/non-contact must be coded here. If it is not, flag it and the interviewer will be approached for further details. Note this includes youth refusals/non-contacts.

**Question 18** To be completed by Institute staff only if respondent is a within-household refuser. A youth can also be a within-household refuser.

**Question 19** To be coded where any conversion has been attempted or refusals have been re-issued to field. These may be either within household refusals or whole household refusals. A final interview outcome must be coded for all those listed on page 2 of the coversheet even if no conversion is achieved.

### **HOUSEHOLD GRID**

Look at questions 9 - 14, pages 3 - 4 of the Coversheet and check that all current household members are listed on the Household Grid.

**IT IS ESSENTIAL THAT THEIR COVERSHEET PERSON NUMBER IS RETAINED AND CORRECTLY TRANSFERRED TO THE HOUSEHOLD GRID and to all other individual level documents. NB** This might mean the numbers on the Household Grid do not run in sequence. They could, for instance, go something like 02, 03, 05 if Person Numbers 01 and 04 on the issued coversheet have left the household

Check to make sure that all boxes 3 - 13 have a code value.

The HRP has to be correct according to the HRP definition. Note that the **HRP is not necessarily line 01**. This means that the relationship column can easily be corrected. Please note that the first person on the list must always be a PSM or XXX (transferred from the coversheet). An unlisted member must never be the first person recorded on the household grid.

If the owner/tenant of the accommodation is no longer a household member (e.g., husband moved out), the next logical person should be coded as the HRP. The HRP has to be a current household member.

**3. SEX:** Replace 8's and blanks if this information is known elsewhere.

**4. DATE OF BIRTH:** Replace 98's and blanks if this information is known elsewhere.

**5-6 PRE-PRINTED DoB and SEX SAME:** Check that the information coded matches the pre-printed information on the Coversheet. If an interviewer has had to make up a new coversheet and transfer the details, assume that they have transferred this correctly and check against this.

**7-10.** If aged under 16 ensure 8 - 10 are coded 0, 00 and 0.

**8 MARITAL STATUS:** If two persons are divorced and are only in the same living accommodation for financial reasons, code relationship as other (we have no code for ex-spouse) and code spouse/partner number as 00.

Marital status in the grid is marital status **within the household**. Two divorced people living together as a couple, should be coded as 'living as couple.' Marital status in the individual questionnaire is the person's **legal marital status**. Thus these two items may be inconsistent. Leave marital status as is self-reported by respondent, with the following exception: Married couples and persons living as a couple must be properly coded as such in the grid.

Still count as married those persons whose spouse is absent (even cases where the spouse is living in another country or an institution.) Count as separated cases where a spouse lives outside the household to allow the



other spouse to claim benefits (because they have an agreement to live apart).

**10 PAID EMPLOY:** Leave as reported, even if this is inconsistent with the Individual Questionnaire.

**11-12 FATHER/MOTHER NO:** If interviewer has specifically put in '00' for mother or father number but this seems to conflict with what is written in under relationship, do not change the mother/father number columns. These take precedence over the written in relationship and at a later stage will be used to fix relationship. Don't fix relationship. Go with self report. If missing and can easily be reconstructed, do so.

**13 RESP ADULT:** Check that the responsible adult has been coded correctly. In most circumstances the responsible adult is the mother of the children. If someone is a step-mother, who is married to the child's father, they may still be the responsible adult. However if a couple are cohabiting and the woman is not the child's natural mother she is not necessarily the responsible adult. In this case (and if there is no mother present at all) the father can be the responsible adult.

Persons who will turn 16 during the fieldwork i.e., on or before December 1st 2004 are interviewed. In the grid they should be treated according to their age at the date of interview i.e. if under 16 items 8 - 10 are entered as 00's and they will have a responsible adult.

**Circle appropriate check code on VISUAL EDIT FORM on Coversheet.**

### **CHECKING THE CONSISTENCY OF SEX AND DATE OF BIRTH**

Verify that the documents labelled for each person are really for that person. Make sure that **sex** and **date of birth** in the individual documents **are consistent** with each other and with the information listed for the person in the Enumeration Grid and the Household Grid. Replace 98's and blanks in the Household Grid if this information is known elsewhere. If birth dates are **not** consistent between documents and there is a marginal comment explaining which is the correct date, correct as necessary. If birth dates are **not** consistent between documents and there is **no** marginal comment explaining which is the correct date, alert your supervisor.

**NB** Date of birth is D11 on the individual questionnaire, back page on the self-completion, and P4 on the proxy questionnaire. If the reason for any inconsistency between documents is not obvious, don't make any changes.

If you have had to make corrections to the sex and date of birth information on the **self-completion questionnaire** do not code this as codes '2' or '3' (editor corrected/can't be reconstructed). These codes should be used only when corrections need to be made in other documents.

Check the consistency of questions 5 and 6 on the **Household Grid** with the pre-printed information on the **Coversheet Enumeration Grid**. If questions 5 or 6 are code 1 'Yes' the information entered on the Household Grid must be consistent with the information entered on the Coversheet Enumeration Grid and the date of birth with the Individual and Self-completion questionnaires. **CORRECT AS NECESSARY.**

**BOOKING-IN INSTRUCTIONS FOR COMPLETE NON-RESPONSE  
HOUSEHOLDS**

Check that the **final household outcome**, Coversheet page 8, is correctly filled out and completed. If codes 21, 30, 31, 32, 33, or 40 are circled, the appropriate sections on page 9 of the Coversheet need to be completed. These sections should **not** be completed for other outcomes. **CORRECT AS NECESSARY**

Where the household has not been enumerated and a household level outcome only is recorded e.g. whole household refusal/ non-contact/ no trace/ only XXXs resident etc., Interview Outcome at qu 14, page 4 of the Coversheet should be coded 13, 14 or 15 as appropriate.

**If you find an interviewer is making significant errors on the Coversheet or Household Grid, or any other paper documents, they should be informed as soon as possible. A copy of all comments fed back to interviewers should be kept for reference.**

**EDITING PROCEDURES****HOUSEHOLD and INDIVIDUAL QUESTIONNAIRES**

If there are mismatches between IDs, PNOs, sex or date of birth of the respondent(s) between the CAPI data and the paper documents, the CAPI data management system will generate an error. You will have to check and resolve these errors, make the appropriate decision and edit the CAPI data accordingly.

**INDIVIDUAL QUESTIONNAIRE**

If the Interviewer Checks on the front pages of the Individual Questionnaire are NOT consistent with information on the Coversheet Enumeration Grid and the Household Grid, the CAPI data management system will generate an error. Where an interviewer has transferred the key check codes incorrectly and therefore followed the wrong routing through the questionnaire, you will send them a paper version of the questions which they have missed so that the data can be collected. This will then need to be edited into the CAPI data files.

Tracking details are collected at the end of the Individual Questionnaire before the Interviewer Observations. The tracking contact should be someone outside of the household.

**SELF-COMPLETION FORM**

**Back page Sex:** Replace blanks, if this information is known elsewhere.

**Back page Date of Birth:** Replace blanks, if this information is known elsewhere.

**TELEPHONE QUESTIONNAIRE**

Check household grid.

Coversheet front page, Interviewer No = PHONEI (phonei)

Check IDs correct.

Do not make separate listings sheet for any 'other' listings not elsewhere specified.

**YOUTH QUESTIONNAIRE**

Ensure that date of birth, sex and person number are consistent with information on the Household Grid.

Check that only one box is ticked per question. If more than one box is ticked remove extra ticks at random. If a child has written in 'don't know' code = 8, 98 as appropriate.

**LIVING IN BRITAIN**

**Living in Scotland**

**Living in Wales**

**WAVE 14 (6)**

**CODING MANUAL**

**Items for coding**

Coversheet	Individual refusal reasons
Coversheet	Household refusal reasons
Household Grid	Relationship to reference person
H31	Other period
H36	Other period
D4	Why prefer to move
D10	Other main reasons for moving (1) & (2)
D29	UK place of birth
D29	Foreign place of birth
D32	Citizenship (main)
D32	Citizenship (secondary)
D36	Father job CASOC
D40	Mother job CASOC
D44	First job CASOC
D90	Weight in grams 1, 2 & 3
D101	Reasons might not continue to Further Education
D102	Future job wanted CASOC
E5	Current job CASOC
E6	Current job SIC 92
E21	Other period gross pay
E23	Other period net pay
E23c	Other period working family tax credit
E28	Other period usual pay
E55	Other period pay at start of job
E60	Other period Sept pay
E63	Other period start pay
E92	Other period pay 2 <sup>nd</sup> job
E117	Ideal job CASOC
E133	Second job CASOC
J14	Previous job CASOC spells 1-9
J22	Previous job SIC 92 spells 1-9

J25	Other period previous job spells 1-9
J28	Reason for attraction to present job
J33	Last job CASOC
J34	Last job SIC 92
F3e	Other period finance grids 1-12
F6	Why better / worse off than last year
F11a	Why saving (1) & (2)
F18	Other period
F22	Other period
F42	Person's relationship 1, 2 & 3
F45	Other period
Self-completion	
5b	Relationship of friend
6a	Friend's job SOC (3 digits)
Proxy	
P2b	Relationship to informant
P49	Current job CASOC
P50	Current job SIC 92
Youth	
Q30	Exercise/sport played
Q31	Reasons for not exercising/sport*
Q60	Future job wanted SOC (3 digits)
Q61	Current job (1) and (2) SOC (3 digits)
Q68	Reasons no further education (1&2)
Telephone	
T49	Current job CASOC
T50	Current job SIC 92

\* coding frame to be created, please list responses



**Coding of occupation and industry**

All occupations are coded to six digits using CASOC.

All industry codes are four digit SIC (1992).

**Instructions for using CASOC coding**

This year we will be using the same conventions as for Wave 13 for the CASOC IDs. We need to use all five digits of the serial number so we can identify each sample. As the maximum key length is 12 it is necessary to lose a digit from elsewhere. The question numbers require 4 characters so we will use a single character person number, rather than 2 digit. In the unlikely event of persons 10, 11 or 12 requiring a code they should be entered as follows:

PNO 10 code as 'a'  
11 code as 'b'  
12 code as 'c'  
13 code as 'd'  
14 code as 'e'  
15 code as 'f'

**NOTE: A SEPARATE CASOC FILE FOR EACH BOX WILL BE CREATED SO THAT THEY CAN BE BATCH DELIVERED.**

For each individual with occupational information:

Enter the household ID and person number for the first item coded only.

For each subsequent entry for that individual, enter the standardised question number only i.e. E5 becomes E005, D36 becomes D036 etc.

When you start coding items for the next individual remember to enter their full ID and person number on the first entry.

So for each individual's **first occupation coded**:

1. Use the full 5 digit household serial number, household number and check digit but drop the wave number.
2. Add the person number (one digit only)
3. Add the question number standardised to four digits as detailed.

The **first entry** for each individual will therefore use the **full twelve digit** range allowed.

For **each subsequent entry** for that individual enter the standardised question number only.

**CODING OF 'OTHER' TIME PERIODS**

Coding will need to be done on items where a non-standard period of time is associated with an amount variable and is coded 'other'. These are found throughout the Household and Individual Questionnaires as separately detailed above.

The number of **weeks** should be calculated as demonstrated:

Multiply number of months x 4.33 and round the result, e.g.,

1 day	= .2 weeks
2 months	= 9 weeks
3 months	= 13 weeks
Quarter	= 13 weeks (applies on Individual Questionnaire only)
4 months	= 17 weeks
year	= 52 weeks

If the time period is **less than one week** code the appropriate fraction of a week as follows.

1 day	= .2 of a week	code 0 0 2
2 days	= .4 of a week	code 0 0 4
3 days	= .6 of a week	code 0 0 6
4 days	= .8 of a week	code 0 0 8

If the time period is **1 - 9 weeks** it should be coded as;

1 week	code 0 1 0
1½ weeks	code 0 1 5
2 weeks	code 0 2 0
3 weeks	code 0 3 0 etc.

If the time period is **10 weeks or more** it should be entered as;

10 weeks	code 1 0 0
11 weeks	code 1 1 0
12 weeks	code 1 2 0 etc.

One-off or lump sum = 666

Time period for pay received given in hours only = 777

**COVERSHEET**

**Individual within household refusal reasons**

**Page 5, card no. 002 cols. (58-59)**

**Competence of respondent**

- 01 Too ill
- 02 Too elderly
- 03 R is senile or otherwise incompetent
- 04 R does not speak English
- 05 Stressful family situation (e.g. bereavement, divorce)

**Too busy**

- 10 Looking after ill/elderly
- 11 Looking after child(ren)
- 12 R almost never home
- 13 R is temporarily absent
- 14 Too busy (not elsewhere specified)

**Personal reasons**

- 20 Unhappy about confidentiality
- 21 Questions too personal

**Attitudes towards survey**

- 30 R doesn't want to be bothered
- 31 Nothing has changed since last year
- 32 Survey is too long

(frame cont. over page)

**Individual Within Household Refusal Reasons (Continued)**

- 33 Survey is a waste of time/suspicious of survey/opposed to survey
- 34 Previous bad experience with surveys (in general)
- 35 Has had problems with LIB voucher payment in past

**Family pressure**

- 40 Other family member opposes R's participating/includes refusal of parental permission.
- 41 Someone has convinced R to refuse
- 42 Other household member refuses on behalf of R.
- 43 Never interviewed - pressure may jeopardise other interviews in hhold

**Other**

- 96 Other
- 99 No reason given

**Whole household refusal reasons**

**Coversheet, page 8, card no. 004 cols(33-34)**

**Competence of respondent(s)**

- 01 Too ill
- 02 Too elderly
- 03 R(s) is senile or otherwise incompetent
- 04 R(s) does not speak English
- 05 Stressful family situation (e.g. bereavement, divorce)

**Too busy**

- 10 Looking after ill/elderly
- 11 Looking after child(ren)
- 12 R(s) almost never home
- 13 R(s) are temporarily away/absent
- 14 Too busy (not elsewhere specified)

**Personal reasons**

- 20 Unhappy about confidentiality
- 21 Questions too personal

**Attitudes towards survey**

- 30 R(s) doesn't want to be bothered
- 31 Nothing has changed since last year
- 32 Survey is too long

(frame cont over page)

**Whole Household Refusal Reasons (Continued)**

- 33 Survey is a waste of time/suspicious of survey/opposed to survey
- 34 Previous bad experience with surveys (in general)
- 35 Have had problems with LIB voucher payment(s) in past

**Family pressure**

- 40 Other family member(s) oppose participation
- 41 One family member refuses on behalf of all R(s) (no reason specified)

**Other**

- 94 Address occupied - no contact
- 95 R(s) have moved out-of scope/institutionalised
- 96 Other
- 99 No reason given

**HOUSEHOLD GRID****2. Relationship to Reference Person Codes**

- 01 Reference person
- 02 Lawful spouse (husband/wife)
- 03 Live-in partner (common-law husband/wife, cohabitee)  
(include same sex partner)
- 04 Natural child
- 05 Adopted child
- 06 Foster child
- 07 Step-child
- 08 Partner's child
- 09 Daughter/son-in-law
  
- 10 Natural brother/sister (half brother/sister)
- 11 Other brother/sister (adopted, step)
- 12 Brother/sister-in-law
- 13 Natural parent
- 14 Other parent (adopted/foster/step)
- 15 Mother/father-in-law
- 16 Any grand parent (incl of partner)
- 17 Any grand child (incl of partner)
  
- 18 Any cousin (incl of partner)
- 19 Any aunt/uncle (incl of partner)
- 20 Any nephew/niece (incl of partner)
- 21 Any other relative
- 22 Employee (e.g. nanny)
- 23 Lodger/boarder
- 24 Unrelated sharer
- 30 Other

**Household questionnaire****H31** Code other time period**H36** Code other time period



**INDIVIDUAL QUESTIONNAIRE****Neighbourhood and Individual Demographics****D4 Main reason would like to move****HOUSING RELATED REASONS**

- 01 Wants larger accommodation (other than reference solely to garden / garage)
- 02 Wants smaller/cheaper accommodation
- 03 Wants accommodation of their own / to form their own household (other than wanting to purchase accommodation)
- 04 To buy somewhere
- 05 Health reasons (e.g. house too damp, house not healthy) (other than needing accommodation without stairs)
- 06 To bungalow / accommodation with no stairs / ground floor flat
- 07 Wants other specific type of accommodation (e.g. detached house) (NB Only use this code if no reference to larger, better or smaller/cheaper accommodation)
- 08 Wants change in other aspects of the property (e.g. wants a garden, larger garden, garage)
- 09 Dislikes current house/flat (not elsewhere specified)
- 10 Wants better accommodation (not elsewhere specified)

**AREA RELATED REASONS**

- 11 Dislikes isolation / absence of facilities
- 12 Wants move **to** a more rural environment
- 13 Dislike of urban environment/pollution (not elsewhere specified: see 14, 15 & 16)
- 14 Dislikes traffic (include noise or danger from traffic)

(frame cont over page)

**D4 Main reason would like to move (Continued)**

- 15 Dislikes crime, vandalism, etc. / area unsafe
- 16 Noise (other than traffic)
- 17 Unfriendly area / Dislikes neighbours
- 18 Wants to move to specific place (not elsewhere specified)
- 19 Dislikes area (not elsewhere specified)

**OTHER REASONS**

- 21 Wants to move for new job / to find work
- 22 Wants to move to reduce commuting time
- 23 Wants to move because of retirement (NB if retirement is specifically mentioned, this code takes precedence over other codes)
- 24 Wants to be closer to family/friends
- 25 Wants more privacy
- 26 Wants a change
- 27 Wants to move for child's education
  
- 96 Other
- 97 No reason given (written in)
- 98 Don't know
- 99 Refused / Not available

**D10 Other main reasons for moving - Code first two mentions****PERSONAL REASONS**

- 31 To marry/move in with partner
- 32 To separate/divorce/split up from spouse/partner
- 33 Moved in with family/moved back with family (other than 01)
- 34 Moved away from family (other than 02)
- 35 Moved in with friends
- 36 Moved to be closer to family/friends

**EDUCATIONAL/EMPLOYMENT RELATED REASONS**

- 41 Moved to/be closer to/for term-time accommodation/college or university
- 42 Left education/ended course
- 43 Job related reason for self, include commuting time (not elsewhere specified)
- 44 Job related reason for other (include commuting time)
- 45 Retirement (self or spouse) (NB if retirement is specifically mentioned, this code takes precedence over other codes)

**FORCED MOVES**

- 46 Evicted from rented accommodation/repossessed/other forced moves (inc council offered).

**HOUSING RELATED REASONS**

- 51 Wanted larger accommodation (other than reference solely to garden/garage)
- 52 Wanted smaller/cheaper accommodation
- 53 Wanted accommodation of their own/to form their own household/setting up homes with partner (other than wanting to purchase accommodation)

(frame cont over page)

**D10 Other main reasons moved (Continued)**

- 54 To buy somewhere
- 55 Health reasons (e.g. house too damp, house not healthy) (other than needing accommodation without stairs)
- 56 To bungalow / accommodation with no stairs / ground floor flat
- 57 To sheltered accommodation/institution (needed care)
- 58 Wanted other specific type of accommodation (e.g. detached house, wanted a garden, larger garden, garage) (NB Only use this code if no reference to larger, better or smaller/cheaper accommodation)
- 59 Disliked previous house/flat (not elsewhere specified)
- 60 Wanted better accommodation (not elsewhere specified)
- 61 Wanted more privacy/previous accommodation overcrowded
- 62 Wants a change (not elsewhere specified)

**AREA RELATED REASONS**

- 71 Disliked isolation / absence of facilities
- 72 Wanted to move to a more rural environment
- 73 Disliked urban environment (not elsewhere specified: see 44, 45, 46)
- 74 Disliked traffic (include noise or danger from traffic)
- 75 Disliked crime, vandalism, etc. / area unsafe
- 76 Noise (other than traffic)
- 77 Unfriendly area / Disliked neighbours
- 78 Wanted to move to specific place
- 79 Disliked area (not elsewhere specified)

(frame cont over page)

**D10 Other main reasons moved (Continued)**

- 96 Other (include being nearer to children's school) - **list answers on 'other' sheet**
- 97 No reason given (written in)
- 98 Don't know
- 99 Refused / Not available

**D29 Where born****IF IN UK****For England, Wales, and Scotland: CODE TO LOCAL AUTHORITY DISTRICT**

1. Look up place name in appropriate OPCS volume (Census 1981: Index of Place Names, Index of Scottish Place Names).
2. Get district name. In most cases, there will be a one-to-one correspondence between the given town/county and the district making this an easy step.
  - a. If same town/county is listed against more than one district, choose the first district listed, e.g. New Brinsley, Nottinghamshire is part of two districts (Ashfield and Broxtowe), since Ashfield is listed first, choose Ashfield.
  - b. If no district name is listed, check to see whether the description code is a D or LB. The D indicates that the town is a district in and of itself and thus the town name is the district name, e.g. Bristol. LB indicates that the town is a London borough. Again the town name is the equivalent of the "district name," e.g. Hammersmith.
  - c. If a town/county is listed as a UA (Urban Area) it will not have a district name associated with it. Look for an additional listing which does have a district name, e.g. Brixworth, Northamptonshire is listed as a UA and as a Pa (parish). The parish is in the district of Daventry. Choose Daventry.
  - d. If a town/county is listed as a US (Urban Area Sub-division) ignore this line of data. Look for the same town/county as another listing. The other listing may use a more detailed name, e.g. Chorleywood is listed as a US in Buckinghamshire, the closest alternative is Chorleywood West (a locality in Buckinghamshire in the district of Chiltern); Broadstairs, Kent is a US, use the listing for Broadstairs and St. Peters, Kent a parish in the district of Thanet.
3. Once you have the district name, look it up in the alphabetical or county-order lists provided in Appendices A & B.

4. Use the four-digit code (two numerals, two letters) specified in the Appendices. In cases where only partial information is known, use two numerals followed by two blanks, e.g. London not otherwise specified = code 01\_\_\_. In cases where you are also unable to ascertain the correct county, code as 9999.

**FOR NORTHERN IRELAND AND THE ISLANDS**

**Code as Follows:**

67NI Belfast  
68NI Co. Armagh  
69NI Co. Antrim  
70NI Co. Derry (Londonderry)  
71NI Co. Down  
72NI Co. Fermanagh  
73NI Co. Tyrone  
74NI Northern Ireland (not otherwise specified)  
75NI Isle of Man  
76NI Channel Islands (Alderney, Guernsey, Jersey, and Sark)

NB: Lanark has been renamed Clydesdale. It retains its same code, 6346.

**IF NOT IN UK**

06 Irish Republic (inc. part not stated)/Eire  
11 Australia (Christmas Island, Cocos Islands)  
12 Canada  
13 New Zealand (inc. Cook Island)

**NEW COMMONWEALTH**

**AFRICA**

**EASTERN AFRICA**

14 Kenya  
15 Uganda  
16 Tanzania  
17 Malawi  
18 Zambia

**SOUTHERN AFRICA**

19 Zimbabwe  
20 Botswana (Bechuanaland), Lesotho and Swaziland

**WESTERN AFRICA**

21 Gambia  
22 Ghana  
23 Nigeria

## 24 Sierra Leone

## CARIBBEAN

- 25 Barbados
- 26 Jamaica
- 27 Trinidad and Tobago
- 28 West Indies associated states
- 29 West Indies (so stated)
- 30 Other Caribbean Commonwealth
  - Antigua (Br)
  - Bahamas
  - Barbuda
  - Bermuda
  - British Virgin Islands
  - Cayman Island
  - Dominica
  - Grenada
  - Leeward Island (Br.)
  - Montserrat (Br.)
  - St. Kitts - Nevis Anguilla (Br.)
  - St. Lucia
  - St. Vincent
  - Turks and Caicos Island (Br.)
  - Windward Island (Br.)
- 31 Belize (British Honduras)
- 32 Guyana

## SOUTH ASIA

- 33 Bangladesh
- 34 India (inc. Sikkim)
- 35 Sri Lanka (Ceylon)

## SOUTH EAST ASIA

- 36 Hong Kong
- 37 Malaysia (inc. Sarawak)
- 38 Singapore

## MEDITERRANEAN

- 39 Cyprus
- 40 Gibraltar
- 41 Malta and Gozo
- 42 Seychelles
- 43 Mauritius
- 44 Other New Commonwealth
  - Ascension Island
  - Brunei



Chagos Archipelago  
 Ellice Island  
 Falkland Islands  
 Fiji  
 Gilbert Island (Kiribati)  
 Gough  
 Heard Island  
 Keeling Island  
 McDonald Islands  
 Nauru (Republic of)  
 New Hebrides (Br. and Fr., now Vanuatu)  
 New Guinea Territory  
 Niue  
 Norfolk Island  
 Papua New Guinea  
 Pemba (East African Commonwealth)  
 Pitcairin Island (Br.)  
 Samoa - Western  
 Sabah (N. Borneo, Malaysia)  
 St. Helena (Br.)  
 Solomon Island  
 Tokelau Island (N.Z.)  
 Tonga  
 Tuvalu  
 Tristan de Cunha (Br.)

#### FOREIGN AFRICA

45 Algeria  
 46 Morocco (inc. Mellila)  
 47 Tunisia  
 48 Libya  
 49 Egypt (UAR)  
 50 South Africa, Republic of  
 51 Other Africa (Foreign)
 

- Angola (inc. Cabinda)
- Benin (Dehomey)
- Burundi
- Cameroon Republic
- Central African Republic
- Chad
- Comoros
- Congo (Democratic Republic)
- Congolese Republic (Zaire)
- Djibouti (republic of)
- Equitorial Guinea
- Ethiopia (Abyssinia)
- French Territory of the Afars & Issas  
(French Somaliland) (Djibouti)
- Gabon

Guinea Bissau  
Guinea (Republic)  
Ivory Coast  
Liberia  
Madagascar  
Malagasy Republic  
Mali  
Mozambique  
Namibia  
Niger  
Reunion Island (Fr.)  
Rwanda  
Portuguese Guinea (now Guinea Bissau)  
Senegal  
Somali Republic  
Sudan  
Togo  
Upper Volta

## AMERICA

- 52 USA, America (n.e.s.)
- 53 Caribbean
  - Cuba
  - Curacao
  - Haiti
  - Dominican Republic
  - Guadaloupe
  - Martinique (Fr.)
  - Virgin Islands (USA)
- 54 Central America
  - Costa Rica
  - El Salvador
  - Guatemala
  - Honduras
  - Mexico
  - Nicaragua
  - Panama (inc. Canal Zone)
- 55 South America
  - Argentina
  - Bolivia
  - Brazil
  - Chile
  - Columbia
  - Ecuador
  - Fr. Guiana
  - Paraguay
  - Peru
  - Surinam (inc. Netherlands Guiana)
  - Uruguay

## Venezuela

## ASIA

- 56 Pakistan
- 57 Burma
- 58 China (People's Republic of, inc. Republic of Taiwan, Formosa)/China (n.e.s.)
- 59 Japan
- 60 Phillipines
- 61 Vietnam

## MIDDLE EAST

- 62 Iran (Persia)
- 63 Israel
- 64 Other Middle Eastern Countries
  - Afghanistan
  - Bahrain
  - Iraq
  - Jordan
  - Kuwait
  - Lebanon
  - Oman
  - Qatar
  - Saudi Arabia
  - South Yemen (People's Democratic Rep. of) (Aden)
  - Syria
  - United Arab Emirates
  - Yemen Arab Republic
  - Yemen - South (People's Republic)

- 65 Other Asia (Foreign)
  - Bhutan
  - Cambodia/Kampuchea
  - Indonesia (Timor - East, Portuguese Timor)
  - Korea (North/South/not specified)
  - Laos
  - Macao
  - Maldiv Island
  - Mongolia
  - Tibet
  - Nepal
  - Wake Island (USA)
  - Wallis and Futuna Island (Fr.)

## EUROPE/EUROPEAN COMMUNITY

- 66 Belgium
- 67 Denmark (inc. Greenland)
- 68 France (inc. Monaco)
- 69 Italy (inc. Vatican and San Marino)

- 70 Luxembourg
- 71 Netherlands
- 72 Germany, Federal Republic of
- 73 Germany (not otherwise specified)
- 74 Albania
- 75 Bulgaria
- 76 German Democratic Republic (Germany, E.)
- 77 Czechoslovakia
- 78 Hungary
- 79 Poland
- 80 Romania
- 81 Austria
- 82 Switzerland (inc. Liechtenstein, Campione, Bvsingen)
- 83 Greece
- 84 Portugal (inc Azorea - Azores - and Madeira, Cape Verde Island)
- 85 Spain (inc Balearic Islands and Canary Islands, Ceuta)
- 86 Finland (incl. Aland Islands)
- 87 Norway (inc. Svalbard)
- 88 Sweden
- 89 Yugoslavia/Serbia/Bosnia/Macedonia/Croatia/Kosovo
- 90 Other Europe
  - Andorra
  - Faroe Islands (Denmark)
  - Iceland
  - Jan Mayen
- 91 Turkey
- 92 USSR

## REST OF THE WORLD

- 93 Sao Tome & Principe
- AFRICA
  - Johnston Island
  - New Caledonia (Fr.)
  - French Polynesia
  - Guam Island (USA)
- PACIFIC
  - Marianas Island (USA)
  - Marshall Islands (US Trust)
  - Midway Island (USA)
  - American Samoa (E. Samoa)
  - Caroline Island (USA)
  - Guam Island (USA)
- 94 At sea/in the air
- 99 Not stated/No reply/Refused

**D32 - Citizenship****Code both if dual citizenship**

- (01) 'French'
- (02) 'Belgian'

- (03) 'Dutch'
- (04) 'German (East and West)'
- (05) 'Italian'
- (06) 'British' (UK)
- (07) 'Irish (Republic of / Southern)'
- (08) 'Danish'
- (09) 'Greek'

- (10) 'Portugese'
- (11) 'Spanish'
- (12) 'Luxembourg'
- (14) 'Monaco'
- (15) 'San Marino'

- (24) 'Icelandic'
- (28) 'Norwegian'

- (30) 'Swedish'
- (32) 'Finish'
- (36) 'Swiss'
- (37) 'Liechtenstein'
- (38) 'Austrian'

- (41) 'Faroe Islander'
- (43) 'Andorra'
- (44) 'Gibraltar'
- (45) 'Vatican City State'
- (46) 'Maltese'

- (52) 'Turkish'
- (53) 'Estonian'
- (54) 'Latvian'
- (55) 'Lithuanian'

- (60) 'Polish'
- (61) 'Czech'
- (63) 'Slovak'
- (64) 'Hungarian'
- (66) 'Romanian'
- (68) 'Bulgarian'

- (70) 'Albanian'
- (72) 'Ukrainian'
- (73) 'Belarussian'

- (74) 'Moldavian'
- (75) 'Russian'
- (76) 'Georgian'
- (77) 'Armenian'
- (78) 'Azerbaijani'
- (79) 'Kazakhstani'

(frame cont over page)

- (80) 'Turkmenistan'
- (81) 'Uzbek'
- (82) 'Tadjikistani'
- (83) 'Kyrghystani'
  
- (91) 'Slovenian'
- (92) 'Croatian'
- (93) 'Bosnian'
- (94) 'Serbian (formally Yugoslavian)'
- (95) 'Kosovar'
- (96) 'Macedonian'
  
- (204) 'Moroccon'
- (208) 'Algerian'
- (212) 'Tunisian'
- (216) 'Libyan'
- (220) 'Egyptian'
- (224) 'Sudanese'
  
- (228) 'Mauritanian'
- (232) 'Mali'
- (236) 'Burkina Faso'
- (240) 'Niger'
- (244) 'Chad'
- (247) 'Cape Verde'
- (248) 'Senegalese'
- (252) 'Gambian'
- (257) 'Guinea-Bissau'
- (260) 'Guinea'
- (264) 'Sierra Leone'
- (268) 'Liberian'
- (272) 'Ivory Coast'
- (276) 'Ghanain'
- (280) 'Togo'
- (284) 'Benin'
- (288) 'Nigerian'
- (302) 'Cameroon'
- (306) 'Central Africa'
- (310) 'Equatorial Guinea '
- (311) 'Sao Tome and Principe'
- (314) 'Gabon'
- (318) 'Congolese'
- (322) 'Zairean'
- (324) 'Rwandan'
- (328) 'Burundian'
- (329) 'St.Helena'
- (330) 'Angolan'
- (334) 'Ethiopian'
- (338) 'Djibouti'
- (342) 'Somalian'

- (346) 'Kenyan'
- (350) 'Ugandan'
- (352) 'Tanzanian'
  
- (355) 'Seychelles'
- (357) 'British Indian Ocean Territory'
- (366) 'Mozambique'
- (370) 'Madagascan'
- (372) 'Reunion'
- (373) 'Mauritian'
- (375) 'Comorose'
- (377) 'Mayotte'
- (378) 'Zambian'
- (382) 'Zimbabwe'
- (386) 'Malawian'
- (388) 'South African'
- (389) 'Namibian'
- (391) 'Botswana'
- (393) 'Swaziland'
- (395) 'Lesotho'
  
- (400) 'American'
- (401) 'Puerto Rican'
- (404) 'Canadian'
- (406) 'Greenlander'
- (408) 'St.Pierre and Miguelon'
- (412) 'Mexican'
- (413) 'Bermuda'
- (416) 'Guatemalan'
- (421) 'Belize'
- (424) 'Honduras'
- (428) 'El Salvador'
- (432) 'Nicaraguan'
- (436) 'Costa Rican'
- (442) 'Panama'
- (446) 'Anguilla'
- (448) 'Cuban'
- (449) 'St.Christopher and Nevis'
- (452) 'Haitian'
- (453) 'Bahamas'
- (454) 'Turks and Caicos Island'
- (456) 'Dominican Republic'
- (457) 'Virgin Islands of the US'
- (458) 'Guadeloupe'
- (459) 'Antigua and Barbuda'
- (460) 'Dominica'
- (461) 'British Virgin Islands and Montserrat'
- (462) 'Martinique'
- (463) 'Cayman Island'
- (464) 'Jamaican'
- (465) 'St Lucian'

(467) 'St Vincent'  
(469) 'Barbados'  
(472) 'Trinidad and Tobago'  
(473) 'Grenada'  
(474) 'Aruba'  
(478) 'Netherlands Antilles'  
(480) 'Colombian'  
(484) 'Venezuelan'  
(488) 'Guyanese'  
(492) 'Surinam'  
(496) 'French Guiana'

(500) 'Ecuadorian'  
(504) 'Peruvian'  
(508) 'Brazilian'  
(512) 'Chilean'  
(516) 'Bolivian'  
(520) 'Paraguay'  
(524) 'Uruguay'  
(528) 'Argentinian'  
(529) 'Falkland Islands'

(600) 'Cypriot'  
(604) 'Lebanese'  
(608) 'Syrian'  
(612) 'Iraqi'  
(616) 'Iranian'  
(624) 'Israeli'  
(628) 'Jordanian'  
(632) 'Saudi'  
(636) 'Kuwaiti'  
(640) 'Bahrain'  
(644) 'Qatar'  
(647) 'United Arab Emirates'  
(649) 'Oman'  
(653) 'Yemeni'  
660) 'Afghani'  
(662) 'Pakistani'  
(664) 'Indian'  
(666) 'Bangladeshi'  
(667) 'Maldives'  
(669) 'Sri Lanka'  
(672) 'Nepalese'  
(675) 'Bhutan'  
(676) 'Myanmar'  
(680) 'Thai'  
(684) 'Laos'  
(690) 'Vietnamese'  
(696) 'Cambodian (Kampuchean)'



- (700) 'Indonesian'
- (701) 'Malaysian'
- (703) 'Brunei'
- (706) 'Singapore'
- (708) 'Philippino'
- (716) 'Mongolian'
- (720) 'Chinese'
- (724) 'North Korean'
- (728) 'South Korean'
- (732) 'Japanese'
- (736) 'Taiwanese'
- (740) 'Hong Kong'
- (743) 'Macao'
  
- (800) 'Australian'
- (801) 'Papua New Guinea'
- (802) 'Australian Oceania'
- (803) 'Nauru'
- (804) 'New Zealand'
- (806) 'Solomon Island'
- (807) 'Tuvalu'
- (809) 'New Caledonian'
- (810) 'American Oceania'
- (811) 'Wallis and Futuna'
- (812) 'Kiribati'
- (813) 'Pitcairn'
- (814) 'New Zealand Oceania'
- (815) 'Fiji'
- (816) 'Vanuatu'
- (817) 'Tonga'
- (819) 'Western Samoan'
- (822) 'French Polynesian'
- (823) 'States of Micronesia'
- (824) 'Marshall Island'
- (890) 'Polar region'

- (900) 'EUROPEAN'
- (901) 'European Community'
- (902) 'Other European countries'
  
- (910) 'AFRICAN'
- (911) 'North African'
- (912) 'West African'
- (913) 'Central, East and South African'
- (921) 'North American'
- (922) 'Central and South American'
  
- (930) 'ASIAN'
- (931) 'Near and Middle Eastern'
- (932) 'Other Asian countries'
  
- (940) 'AUSTRALIAN,OCEANIA'
  
- (990) 'ANY OTHER COUNTRY' /

**D36 Father's job title**

Code using CASOC (6 digits) - (see Instructions for CASOC coding above)

**D40 Mother's job title**

Code using CASOC - (6 digits) - (see Instructions for CASOC coding above)

**D44 Own job title after leaving school**

Code using CASOC - (6 digits) - (see Instructions for CASOC coding above)

**D71 Other time period**

**D101 Reasons Might not go on to further Full Time education**

## CODE FIRST TWO MENTIONS

- 01 School level qualifications enough/all that is needed
- 02 Decided on specific career/job/apprenticeship/other training
- 03 Wants to work/get a job/earn money
- 04 Cost of education/too expensive/financial reasons/don't want debt
- 05 Depends on grades/may fail exams
- 06 Not academic enough/work too hard/no concentration
- 07 Just don't want to/Can't be bothered
- 08 Want to travel
- 09 Undecided/unsure at the moment
- 10 Other
- 97 Blank
- 98 Don't know
- 99 Refused

**D102 Future job wanted**

## CODE USING CASOC (6 digits)

**EMPLOYMENT****E5 - CODE USING CASOC (6 digits)**

Standardise question number to four digits, E005, for entry into CASOC.

**E6 - CODE TO 1992 SIC (4 digits)**

If fine level of distinction can not be made for coding, use next highest level of aggregation.

If description lists several items which would lead to completely disparate coding, go with the first mention, e.g. a company makes metal products and chemical products.

**E21** Code other time period

**E23** Code other time period

**E23c** Code other time period

**E23e** Code other time period

**E28** Code other time period

**E55** Code other time period

**E60** Code other time period

**E63** Code other time period

**E92** Code other time period

**E117** - CODE USING CASOC (6 digits)

Standardise question number to four digits, E117, for entry into CASOC.

**E133** - CODE USING CASOC (6 digits)

Standardise question number to four digits, E133, for entry into CASOC.

### **Employment History**

**J14 (spells 1 - 4) - CODE USING CASOC (6 digits)**

Standardise question number to four digits, J14 plus spell number as entered on questionnaire i.e. J141, J144, J147 etc., for entry into CASOC.

**J22 (spells 1 - 4) - CODE TO 1992 SIC (4 digits)**

**J25** Code other time period

**J28 Main thing attracted respondent about new job**

#### **READ WHOLE ANSWER BUT CODE ONLY ONE MENTION**

PRIORITY CODE (Lower numbered codes have priority over higher numbers)

01 More/better **money**

02 Better **promotion** or **career prospects**

03 More **responsibility**

04 New job **more secure**

- 05 Work in new job **more interesting**
- 06 To do **specific type** of work (eg. is what I want to do, like working with elderly/young people etc)
- 07 Given chance **to be own boss** (NB Self-employed only)
- 08 More opportunity to **work on/use own initiative** (other than self-employed)
- 09 Closer to home - less **travelling time** to work or while working
- 10 **Shorter/fewer hours**
- 11 **More flexible hours** (e.g. work when I want to, flexitime)
- 12 **Health reasons** (e.g. changed jobs because of health problems associated with conditions of previous employment)
- 13 New job better suited to respondent's **qualifications, training or experience** (e.g. what R had been trained for, what R used to do)
- 14 Work **less demanding/easier** than previous job (other than health reason)
- 15 Preferred to previous job (not elsewhere specified)
- 16 New job better (not elsewhere specified)
- 96 Other
- 98 Don't know
- 99 Refused / Not available

**J33** - CODE USING CASOC (6 digits)

Standardise question number to four digits, J033, for entry into CASOC.

**J34** - CODE TO 1992 SIC (4 digits)

### **Values and Opinions**

None

### **Household Finances**

**F3e** Code other time period

**F6 Reasons better/worse off. (Code first mention if 2 reasons given and can't decide which is main reason.)**

- 01 Earned income has increased (more pay/new/better job)
- 02 Benefits have increased (include pensions/child benefit)
- 03 Investment/asset income increased (higher interest rates/profit on selling shares/property)
- 04 Less expenses; spending reduced (lower bills, taxes, mortgages etc) prices fallen.
- 05 Had 'windfall' payment e.g. inheritance, gifts, redundancy payments.
- 11 Earned income decreased (lost job, pay reduced, less hours)
- 12 Benefits reduced/stopped
- 13 Investment/asset income decreased (lower interest rates/losses on selling shares/property)
- 14 More expenses; spending increased; cost of living up/inflation (higher bills, taxes, mortgages etc) prices higher.
- 15 Unexpected/'one-off' expenditure e.g. wedding, moved house.
- 21 Combination of income down and expenses down
- 22 Combination of income up and expenses up/inflation
- 23 Combination of benefits down and expenses up
- 24 Combination of benefits up and expenses up/inflation
- 25 Savings down but standard of living the same
- 26 Good management, thrift
- 27 No change in income/benefits/expenses (not elsewhere specified)
- 31 Other reasons for being better off (not elsewhere specified)
- 32 Other reasons for being worse off (not elsewhere specified)
- 33 Other reasons neither better **nor** worse off (not elsewhere specified)

(frame cont over page)

- 96 Other
- 98 Don't know
- 99 Refused

**F11a Purpose of saving**CODE FIRST **TWO** MENTIONS

- 01 Holidays
- 02 Old age/retirement specifically mentioned (include pension schemes/plans)
- 03 Car
- 04 Child(ren) (include children's education, and if buying shares to invest in children's education)
- 05 Housing/property purchase inc. land purchase
- 06 Home improvements
- 07 Household bills (e.g. TV license, etc.; also include motor maintenance such as car/bike insurance, tax, servicing)
- 08 Special events (e.g. weddings, burials, Christmas)
- 09 No particular reason specified (e.g. just saving for a rainy day, to be safe, emergencies, just in case)
- 10 Shares schemes
- 11 Own education
- 12 Grandchild
- 96 Other (include shares not elsewhere specified)
- 98 Don't know
- 99 Refused / Not available

**F18** Code other time period**F22** Code other time period



**F42 To whom payments made**

CODE PERSONS 1 - 3

- 01 Parent(s) (if both mentioned e.g. 'Mum and Dad' code once only)
- 02 Child (inc step/adopted)
- 03 Current (separated) spouse
- 04 Ex-spouse
- 05 Parents-in-law
- 06 Other relative
- 07 Other individual
- 08 Organisation (but code maintenance payments or alimony paid into court or to DSS as 2 - 4 above as apply)
- 96 Other

**F45 Code other time period**

**Self-Completion****5b Relationship codes**

- 01 Partner/husband/wife
- 02 Child (natural, adopted, step or foster)
- 03 Sibling (brother,sister)
- 04 Parent
- 05 Grandparent
- 06 Grandchild
- 07 Aunt/Uncle/Cousin
- 08 Other e.g. (in-laws)
- 09 Friend

If left blank by respondent code 00

**6a Friend's job SOC to code job (3 digits)****PROXY QUESTIONNAIRE**

**P2b.** Use same frame as for relationship in item 2 of the Household Grid

**P49.** Same as E5 - CODE USING CASOC (6 digits)

Standardise question number to four digits, P049, for entry into CASOC.

**P50.** Same as E6 - CODE TO 1992 SIC (4 digits)

**TELEPHONE QUESTIONNAIRE**

**T2b** Back-code 'other' reasons as follows:

- 4 Carer situation/family illness
- 5 Stressful family situation
- 6 Refused full interview
- 7 Other family member opposes survey

**YOUTH QUESTIONNAIRE****Q30** Exercise/sport played**"What type of exercise do you do or what sport do you play?"****CODE FIRST TWO MENTIONS**

- 01 Go for a walk / walk the dog
- 02 Swimming
- 03 Cycling
- 04 Jogging or running
- 05 Tennis / squash / badminton / Table tennis
- 06 Keep fit / aerobics
- 07 Gym training
  
- 08 Football, rugby,
- 09 Netball, basketball, hockey, rounders
- 10 Cricket,
- 11 Athletics (long jump, javelin, sprint, triple jump, 100m)
- 12 Karate / Judo / Kickboxing / Marshall Arts
- 13 Horse riding
- 14 Gymnastics / Trampolining
- 15 Dancing (any type)
- 16 Skating / Ice skating / boarding
- 17 Water sports (not swimming)
  
- 96 Other (NES)
- 97 Missing / blank
- 98 Don't know
- 99 Refused

**Q31** Reasons for not exercising or playing sport

There is currently no coding frame for this question. Please list the responses and send them to us and we'll create a frame.

**Q60** Future job wanted. SOC to code job (3 digits)**Q62** Current job (1) and (2). SOC 3 digits

**Q68 Reasons may not go on to further/higher education when finishes school**

**CODE FIRST TWO MENTIONS**

01 – Want to earn money/Get a job (inc. Less money when you're a student. If going to university after working mentioned CODE 02)

02 – Earn money first then go to university (inc. Work experience/gap year and then go to university. If 'going to university or college' NOT mentioned CODE 01 (want to earn money/get job)

03 – Want to get an apprenticeship/Waiting to do a modern apprenticeship (apprenticeship explicitly mentioned)

04 – Specific job/career planned (E.G. want to be a carpenter/want to be a model/want to be famous/play professional football/ want to join the RAF/Army/Royal Marines)

05 – No need for more qualifications (inc. Won't teach anything useful/ Already got qualifications/Educated enough already, have grades needed/Had enough of education)

06 – Hard work/ Too much work and hassle

07 – Not capable of work at university (inc. Can't do the work/Won't do very well/Might not get in to college or university)

08 – Hate school/college (inc. Don't like teachers/Can't handle anymore school/ Boring/Quicker leave school the better)

09 – Waste of time / Takes up too much time (time explicitly mentioned)

10 – Wants to/prefers to stay at (parental) home

11 – Want to set up own home/ have a family

12 – Get on with life/Be out in the world/to do different things

13 – Want to go abroad/travel

14 – Can't be bothered / Don't want to/Don't feel like it/ (inc. not wanting to get up early every morning)

15 – Not sure what to do when leave school (inc. Haven't thought about it/Not decided/ Don't know what job I want)

96 – Other      97 – Missing/Blank

98 – Don't know/Pass (N.E.S)      99 – Refused

**ENGLAND, SCOTLAND AND WALES****APPENDIX A****LOCAL AUTHORITY DISTRICT CODES  
IN ALPHABETICAL ORDER**

ABERCONWY	51SY
ABERDEEN	6015
ADUR	46RR
AFAN	55TQ
ALLERDALE	17FE
ALNWICK	36NQ
ALYN AND DEESIDE	48SE
AMBER VALLEY	18FL
ANGUS	6451
ANNANDALE AND ESKDALE	5808
ARFON	51SZ
ARGYLL AND BUTE	6332
ARUN	46RS
ASHFIELD	38PF
ASHFORD	30LC
AYLESBURY VALE	12DU
BABERGH	43QR
BADENOCH AND STRATHSPEY	6120
BANFF AND BUCHAN	6016
BARKING	02AQ
BARNET	02AR
BARNSLEY	05CC
BARROW-IN-FURNESS	17FF
BASILDON	23HG
BASINGSTOKE	25JD
BASSETLAW	38PG
BATH	09DC
BEARSDEN AND MILNGAVIE	6333
BERWICK-UPON-TWEED	36NR
BERWICKSHIRE	5601
BEVERLEY	28KN
BEXLEY	02AS
BIRMINGHAM	07CN
BLABY	32MH
BLACKBURN	31LS
BLACKPOOL	31LT
BLAENAU GWENT	50SS
BLYTH VALLEY	36NS
BOLSOVER	18FM
BOLTON	03BL
BOOTHFERRY	28KP
BOSTON	33MS
BOURNEMOUTH	20GG

BRACKNELL	11DN
BRADFORD	08CX
BRAINTREE	23HH
BRECKLAND	34NA
BRECKNOCK	53TK
BRENT	02AT
BRENTWOOD	23HJ
BRIDGENORTH	40PU
BRIGHTON	22GZ
BRISTOL	09DD
BROADLAND	34NB
BROMLEY	02AU
BROMSGROVE	26JS
BROXBOURNE	27KC
BROXTOWE	38PH
BURNLEY	31LU
BURY	03BM
CAITHNESS	6121
CALDERDALE	08CY
CAMBRIDGE	13EB
CAMDEN	01AB
CANNOCK CHASE	42QG
CANTERBURY	30LD
CARADON	16EX
CARDIFF	54TN
CARLISLE	17FG
CARMATHEN	49SL
CARRICK	16EY
CASTLE MORPETH	36NT
CASTLE POINT	23HK
CEREDIGION	49SM
CHARNWOOD	32MJ
CHELMSFORD	23HL
CHELTENHAM	24HX
CHERWELL	39PP
CHESTER	14EJ
CHESTER-LE-STREET	21GQ
CHESTERFIELD	18FN
CHICHESTER	46RT
CHILTERN	12DW
CHORLEY	31LW
CHRISTCHURCH	20GH
CITY OF LONDON	01AA
CLACKMANNAN	5705
CLEETHORPES	28KQ
CLYDEBANK	6334
COLCHESTER	23HM
COLWYN	48SF
CONGLETON	14EK
COPELAND	17FH

CORBY	35NH
COTSWOLD	24HY
COVENTRY	07CQ
CRAVEN	37NX
CRAWLEY	46RU
CREWE AND NANTWICH	14EL
CROYDON	02AW
CUMBERNAULD AND KILSYTH	6335
CUMMOCK AND DOON VALLEY	6336
CUNNINGHAME	6337
CYNON VALLEY	52TD
DACORUM	27KD
DARLINGTON	21GR
DARTFORD	30LE
DAVENTRY	35NJ
DELYN	48SG
DERBY	18FP
DERWENTSIDE	21GS
DINEFWR	49SN
DONCASTER	05CE
DOVER	30LF
DUDLEY	07CR
DUNBARTON	6338
DUNDEE	6452
DUNFERMLINE	5912
DURHAM	21GT
DWYFOR	51TA
EALING	02AX
EASINGTON	21GU
EAST CAMBRIDGESHIRE	13EC
EAST DEVON	19FW
EAST HAMPSHIRE	25JE
EAST HERTFORDSHIRE	27KE
EAST KILBRIDE	6339
EAST LINDSEY	33MT
EAST LOTHIAN	6228
EAST NORTHAMPTONSHIRE	35NK
EAST STAFFORDSHIR	E42QH
EAST YORKSHIRE	28KR
EASTBOURNE	22HA
EASTLEIGH	25JF
EASTWOOD	6340
EDEN	17FJ
EDINBURGH	6229
ELLESMERE PORT	14EM
ELMBRIDGE	44QZ
ENFIELD	02AY
EPPING FOREST	23HN
EPSOM AND EWELL	44RA
EREWASH	18FQ

ETTRICK AND LAUDERDALE	5602
EXETER	19FX
FALKIRK	5706
FAREHAM	25JG
FENLAND	13EE
FOREST HEATH	43QS
FOREST OF DEAN	24HZ
FYLDE	31LX
GATESHEAD	06CH
GEDLING	38PJ
GILLINGHAM	30LG
GLANFORD	28KS
GLASGOW	6341
GLOUCESTER	24JA
GLYNDWR	48SH
GORDON	6017
GOSPORT	25JH
GRAVESHAM	30LH
GREENWICH	02AZ
GREAT YARMOUTH	34NC
GRIMSBY	28KT
GUILDFORD	44RB
HACKNEY	01AC
HALTON	14EN
HAMBLETON	37NY
HAMILTON	6342
HAMMERSMITH	01AD
HARBOROUGH	32MK
HARINGEY	01AE
HARLOW	23HP
HARROGATE	37NZ
HARROW	02BA
HART	25JJ
HARTLEPOOL	15ES
HASTINGS	22HB
HAVANT	25JK
HAVERING	02BB
HEREFORD	26JT
HERTSMERE	27KF
HIGH PEAK	18FR
HILLINGDON	02BC
HINCKLEY AND BOSWORTH	32ML
HOLDERNESS	28KU
HORSHAM	46RW
HOUNSLOW	02BD
HOVE	22HC
HUNTINGDON	13EF
HYNDBURN	31LY
INVERCLYDE	6343
INVERNESS	6122



IPSWICH	43QT
ISLINGTON	01AF
ISLWYN	50ST
KENNET	47RZ
KENSINGTON AND CHELSEA	01AG
KERRIER	16EZ
KETTERING	35NL
KILMARNOCK AND LOUDOUN	6344
KINCARDINE AND DEESIDE	6018
KINGSTON UPON HULL	28KW
KINGSTON UPON THAMES	02BE
KINGSWOOD	09DE
KIRKCALDY	5913
KIRKLEES	08CZ
KNOWSLEY	04BX
KYLE AND CARRICK	6345
LAMBETH	01AH
LANARK	6346
LANCASTER	31LZ
LANGBAURGH	15ET
LEEDS	08DA
LEICESTER	32MM
LEOMINSTER	26JU
LEWES	22HD
LEWISHAM	01AJ
LICHFIELD	42QJ
LINCOLN	33MU
LIVERPOOL	04BY
LLANELLI	49SP
LLIW VALLEY	55TR
LOCHABER	6123
LUTON	10DJ
MACCLESFIELD	14EP
MAIDSTONE	30LJ
MALDON	23HQ
MALVERN HILLS	26JW
MANCHESTER	03BN
MANSFIELD	38PK
MEDINA	29KY
MEDWAY	30LK
MEIRIONNYDD	51TB
MELTON	32MN
MENDIP	41QB
MERTHYR TYDFIL	52TE
MERTON	02BF
MID BEDFORDSHIRE	10DK
MID DEVON	19FY
MID SUFFOLK	43QU
MID SUSSEX	46RX
MIDDLESBROUGH	15EU

MIDLOTHIAN	6230
MILTON KEYNES	12DX
MOLE VALLEY	44RC
MONKLANDS	6347
MONMOUTH	50SU
MONTGOMERY	53TL
MORAY	6019
MOTHERWELL	6348
NAIRN	6124
NEATH	55TS
NEW FOREST	25JL
NEWARK	38PL
NEWBURY	11DP
NEWCASTLE UPON TYNE	06CJ
NEWCASTLE-UNDER-LYME	42QK
NEWHAM	01AK
NEWPORT	50SW
NITTISDALE	5809
NORTH BEDFORDSHIRE	10DL
NORTH CORNWALL	16FA
NORTH DEVON	19FZ
NORTH DORSET	20GJ
NORTH EAST DERBYSHIRE	18FS
NORTH EAST FIFE	5914
NORTH HERTFORDSHIRE	27KG
NORTH KESTEVEN	33MW
NORTH NORFOLK	34ND
NORTH SHROPSHIRE	40PW
NORTH TYNESIDE	06CK
NORTH WARWICKSHIRE	45RL
NORTH WEST LEICESTERSHIRE	32MP
NORTH WILTSHIRE	47SA
NORTHAMPTON	35NM
NORTHAVON	09DF
NORWICH	34NE
NOTTINGHAM	38PM
NUNEATON	45RM
OADBY AND WIGSTON	32MQ
OGWR	52TF
OLDHAM	03BP
ORKNEY	6554
OSWESTRY	40PX
OXFORD	39PQ
PENDLE	31MA
PENWITH	16FB
PERTH AND KINROSS	6453
PETERBOROUGH	13EG
PLYMOUTH	19GA
POOLE	20GK
PORTSMOUTH	25JM

PRESELI	49SQ
PRESTON	31MB
PURBECK	20GL
RADNOR	53TM
READING	11DQ
REDBRIDGE	02BG
REDDITCH	26JX
REIGATE AND BANSTEAD	44RD
RENFREW	6349
RESTORMEL	16FC
RHONDDA	52TG
RHUDDLAN	48SJ
RHYMNEY VALLEY	52TH
RIBBLE VALLEY	31MC
RICHMOND UPON THAMES	02BH
RICHMONDSHIRE	37PA
ROCHDALE	03BQ
ROCHFORD	23HR
ROSS AND CROMARTY	6125
ROSSENDALE	31MD
ROTHER	22HE
ROTHERHAM	05CF
ROXBURGH	5603
RUGBY	45RN
RUNNYMEDE	44RE
RUSHCLIFFE	38PN
RUSHMOOR	25JN
RUTLAND	32MR
RYEDALE	37PB
SALFORD	03BR
SALISBURY	47SB
SANDWELL	07CS
SCARBOROUGH	37PC
SCUNTHORPE	28KX
SEDFIELD	21GW
SEDGEMOOR	41QC
SEFTON	04CA
SELBY	37PD
SEVENOAKS	30LL
SHEFFIELD	05CG
SHEPWAY	30LM
SHETLAND	6555
SHREWSBURY AND ATCHAM	40PY
SKYE AND LOCHALSH	6126
SLOUGH	11DR
SOLIHULL	07CT
SOUTH BEDFORDSHIRE	10DM
SOUTH BUCKS	12DY
SOUTH CAMBRIDGESHIRE	13EH
SOUTH DERBYSHIRE	18FT

SOUTH HAMS	19GB
SOUTH HEREFORDSHIRE	26JY
SOUTH HOLLAND	33MX
SOUTH KESTEVEN	33MY
SOUTH LAKELAND	17FK
SOUTH NORFOLK	34NF
SOUTH NORTHAMPTONSHIRE	35NN
SOUTH OXFORDSHIRE	39PR
SOUTH PEMBROKESHIRE	49SR
SOUTH RIBBLE	31ME
SOUTH SHROPSHIRE	40PZ
SOUTH STAFFORDSHIRE	42QL
SOUTH TYNESIDE	06CL
SOUTH WIGHT	29KZ
SOUTHAMPTON	25JP
SOUTHEND-ON-SEA	23HS
SOUTHWARK	01AL
SPELTHORNE	44RF
ST ALBANS	27KH
ST EDMUNDSBURY	43QW
ST HELENS	04BZ
STAFFORD	42QM
STAFFORDSHIRE MOORLANDS	42QN
STEVENAGE	27KJ
STEWARTRY	5810
STIRLING	5707
STOCKPORT	03BS
STOCKTON-ON-TEES	15EW
STOKE-ON-TRENT	42QP
STRATFORD-ON-AVON	45RP
STRATHKELVIN	6350
STROUD	24JB
SUFFOLK COASTAL	43QX
SUNDERLAND	06CM
SURREY HEATH	44RG
SUTHERLAND	6127
SUTTON	02BJ
SWALE	30LN
SWANSEA	55TT
TAFF-ELY	52TJ
TAMESIDE	03BT
TAMWORTH	42QQ
TANDRIDGE	44RH
TAUNTON DEANE	41QD
TEESDALE	21GX
TEIGNBRIDGE	19GC
TENDRING	23HT
TEST VALLEY	25JQ
TEWKESBURY	24JC
THAMESDOWN	47SC

THANET	30LP
THE WREKIN	40QA
TREE RIVERS	27KK
THURROCK	23HU
TONBRIDGE AND MALLING	30LQ
TORBAY	19GD
TORFAEN	50SX
TORRIDGE	19GE
TOWER HAMLETS	01AM
TRAFFORD	03BU
TUMBRIDGE WELLS	30LR
TWEEDALE	5604
TYNEDALE	36NU
UTTLESFORD	23HW
VALE OF GLAMORGAN	54TP
VALE OF WHITE HORSE	39PS
VALE ROYAL	14EQ
WAKEFIELD	08DB
WALSALL	07CU
WALTHAM FOREST	02BK
WANDSWORTH	01AN
WANSBECK	36NW
WANSDYKE	09DG
WARRINGTON	14ER
WARWICK	45RQ
WATFORD	27KL
WAVENEY	43QY
WAVERLEY	44RJ
WEALDEN	22HF
WEAR VALLEY	21GY
WELLINGBOROUGH	35NP
WELWYN HATFIELD	27KM
WEST DERBYSHIRE	18FU
WEST DEVON	19GF
WEST DORSET	20GM
WEST LANCASHIRE	31MF
WEST LINDSEY	33MZ
WEST LOTHIAN	6231
WEST NORFOLK	34NG
WEST OXFORDSHIRE	39PT
WEST SOMERSET	41QE
WEST WILTSHIRE	47SD
WESTERN ISLES	6556
WESTMINSTER	01AP
WEYMOUTH AND PORTLAND	20GN
WIGAN	03BW
WIGTOWN	5811
WIMBOURNE	20GP
WINCHESTER	25JR
WINDSOR AND MAIDENHEAD	11DS

WIRRAL	04CB
WOKING	44RK
WOKINGHAM	11DT
WOLVERHAMPTON	07CW
WOODSPRING	09DH
WORCESTER	26JZ
WORTHING	46RY
WREXHAM MAELOR	48SK
WYCHAVON	26KA
WYCOMBE	12DZ
WYRE	31MG
WYRE FOREST	26KB
YEOVIL	41QF
YNYS MON-ISLE OF ANGLESY	51TC
YORK	37PE

Don't Know 9998

Refused 9999

NB: For any county not otherwise specified, see Local Authority District Codes (in County order) for code.

**ENGLAND, SCOTLAND AND WALES****APPENDIX B****LOCAL AUTHORITY DISTRICT CODES  
IN COUNTY ORDER****INNER LONDON**

CITY OF LONDON	01AA
CAMDEN	01AB
HACKNEY	01AC
HAMMERSMITH	01AD
HARINGEY	01AE
ISLINGTON	01AF
KENSINGTON AND CHELSEA	01AG
LAMBETH	01AH
LEWISHAM	01AJ
NEWHAM	01AK
SOUTHWARK	01AL
TOWER HAMLETS	01AM
WANDSWORTH	01AN
WESTMINSTER	01AP
LONDON, NOT OTHERWISE SPECIFIED	01--

**OUTER LONDON**

BARKING	02AQ
BARNET	02AR
BEXLEY	02AS
BRENT	02AT
BROMLEY	02AU
CROYDON	02AW
EALING	02AX
ENFIELD	02AY
GREENWICH	02AZ
HARROW	02BA
HAVERING	02BB
HILLINGDON	02BC
HOUNSLOW	02BD
KINGSTON UPON THAMES	02BE
MERTON	02BF
REDBRIDGE	02BG
RICHMOND UPON THAMES	02BH
SUTTON	02BJ
WALTHAM FORREST	02BK
LONDON, NOT OTHERWISE SPECIFIED	02--

**GREATER MANCHESTER**

BOLTON	03BL
BURY	03BM
MANCHESTER	03BN
OLDHAM	03BP
ROCHDALE	03BQ
SALFORD	03BR
STOCKPORT	03BS
TAMESIDE	03BT
TRAFFORD	03BU
WIGAN	03BW
GTR M/CHESTER, N.O.S.	03--

**MERSEYSIDE**

KNOWSLEY	04BX
LIVERPOOL	04BY
ST HELENS	04BZ
SEFTON	04CA
WIRRAL	04CB
MERSEYSIDE, NOT OTHERWISE SPECIFIED	04--

**NORTH YORKSHIRE**

CRAVEN	37NX
HAMBLETON	37NY
HARROGATE	37NZ
RICHMONDSHIRE	37PA
RYEDALE	37PB
SCARBOROUGH	37PC
SELBY	37PD
YORK	37PE
NORTH YORKSHIRE, N.O.S.	37--

**SOUTH YORKSHIRE**

BARNSLEY	05CC
DONCASTER	05CE
ROTHERHAM	05CF
SHEFFIELD	05CG
SOUTH YORKSHIRE, N.O.S.	05--



**WEST YORKSHIRE**

BRADFORD	08CX
CALDERDALE	08CY
KIRKLEES	08CZ
LEEDS	08DA
WAKEFIELD	08DB
WEST YORKSHIRE, N.O.S.	08--

**TYNE AND WEAR**

GATESHEAD	06CH
NEWCASTLE UPON TYNE	06CJ
NORTH TYNESIDE	06CK
SOUTH TYNESIDE	06CL
SUNDERLAND	06CM
TYNE AND WEAR, N.O.S.	06--

**WEST MIDLANDS**

BIRMINGHAM	07CN
COVENTRY	07CQ
DUDLEY	07CR
SANDWELL	07CS
SOLIHULL	07CT
WALSALL	07CU
WOLVERHAMPTON	07CW
WEST MIDLANDS, N.O.S.	07--

**AVON**

BATH	09DC
BRISTOL	09DD
KINGSWOOD	09DE
NORTHAVON	09DF
WANSDYKE	09DG
WOODSPRING	09DH
AVON, NOT OTHERWISE SPECIFIED	09--

**BEDFORDSHIRE**

LUTON	10DJ
MID BEDFORDSHIRE	10DK
NORTH BEDFORDSHIRE	10DL
SOUTH BEDFORDSHIRE	10DM
BEDFORDSHIRE, N.O.S	10--

**BERKSHIRE**

BRACKNELL	11DN
NEWBURY	11DP
READING	11DQ
SLOUGH	11DR
WINDSOR AND MAIDENHEAD	11DS
WOKINGHAM	11DT
BERKSHIRE, NOT OTHERWISE SPECIFIED	11--

**BUCKINGHAMSHIRE**

AYLESBURY VALE	12DU
CHILTERN	12DW
MILTON KEYNEWS	12DX
SOUTH BUCKS	12DY
WYCOMBE	12DZ
BUCKINGHAMSHIRE, N.O.S.	12--

**CAMBRIDGESHIRE**

CAMBRIDGE	13EB
EAST CAMBRIDGESHIRE	13EC
FENLAND	13EE
HUNTINGDON	13EF
PETERBOROUGH	13EG
SOUTH CAMBRIDGESHIRE	13EH
CAMBRIDGESHIRE, N.O.S.	13--

**CHESHIRE**

CHESTER	14EJ
CONGLETON	14EK
CREWE AND NANTWICH	14EL
ELLESMERE PORT	14EM
HALTON	14EN
MACCLESFIELD	14EP
VALE ROYAL	14EQ
WARRINGTON	14ER
CHESHIRE, NOT OTHERWISE SPECIFIED	14--

**CLEVELAND**

HARTLEPOOL	15ES
LANGBAURGH	15ET
MIDDLESBROUGH	15EU
STOCKTON-ON-TEES	15EW
CLEVELAND, NOT OTHERWISE SPECIFIED	15--

**CORNWALL**

CARADON	16EX
CARRICK	16EY
KERRIER	16EZ
NORTH CORNWALL	16FA
PENWITH	16FB
RESTORMEL	16FC
SCILLY ISLES	16FD
CORNWALL, NOT OTHERWISE SPECIFIED	16--

**CUMBRIA**

ALLERDALE	17FE
BARROW-IN-FURNESS	17FF
CARLISLE	17FG
COPELAND	17FH
EDEN	17FJ
SOUTH LAKELAND	17FK
CUMBRIA, NOT OTHERWISE SPECIFIED	17--

**DERBYSHIRE**

AMBER VALLEY	18FL
BOLSOVER	18FM
CHESTERFIELD	18FN
DERBY	18FP
EREWASH	18FQ
HIGHPEAK	18FR
NORTH EAST DERBYSHIRE	18FS
SOUTH DERBYSHIRE	18FT
WEST DERBYSHIRE	18FU
DERBYSHIRE, NOT OTHERWISE SPECIFIED	18--

**DEVON**

EAST DEVON	19FW
EXETER	19FX
MID DEVON	19FY
NORTH DEVON	19FZ
PLYMOUTH	19GA
SOUTH HAMS	19GB
TEIGNBRIDGE	19GC
TORBAY	19GD
TORRIDGE	19GE
WEST DEVON	19GF
DEVON, NOT OTHERWISE SPECIFIED	19--

**DORSET**

BOURNEMOUTH	20GG
CHRISTCHURCH	20GH
NORTH DORSET	20GJ
POOLE	20GK
PURBECK	20GL
WEST DORSET	20GM
WEYMOUTH AND PORTLAND	20GN
WIMBURN	20GP
DORSET, NOT OTHERWISE SPECIFIED	20--

**DURHAM**

CHESTER-LE-STREET	21GQ
DARLINGTON	21GR
DERWENTSIDE	21GS
DURHAM	21GT
EASINGTON	21GU
SEDFIELD	21GW
TEESDALE	21GX
WEAR VALLEY	21GY
DURHAM, NOT OTHERWISE SPECIFIED	21--

**EAST SUSSEX**

BRIGHTON	22GZ
EASTBOURNE	22HA
HASTINGS	22HB
HOVE	22HC
LEWES	22HD
ROTHER	22HE
WEALDEN	22HF
EAST SUSSEX, NOT OTHERWISE SPECIFIED	22--

**ESSEX**

BASILDON	23HG
BRAINTREE	23HH
BRENTWOOD	23HJ
CASTLE POINT	23HK
CHELMSFORD	23HL
COLCHESTER	23HM
EPPING FOREST	23HN
HARLOW	23HP
MALDON	23HQ
ROCHFORD	23HR
SOUTHEND-ON-SEA	23HS
TENDRING	23HT
THURROCK	23HU

UTTLESFORD	23HW
ESSEX, NOT OTHERWISE SPECIFIED	23--

**GLOUCESTERSHIRE**

CHELTENHAM	24HX
COTSWOLD	24HY
FOREST OF DEAN	24HZ
GLOUCESTER	24JA
STROUD	24JB
TEWKESBURY	24JC
G/SHIRE, NOT OTHERWISE SPECIFIED	24--

**HAMPSHIRE**

BASINGSTOKE	25JD
EAST HAMPSHIRE	25JE
EASTLEIGH	25JF
FAREHAM	25JG
GOSPORT	25JH
HART	25JJ
HAVANT	25JK
NEW FOREST	25JL
PORTSMOUTH	25JM
RUSHMOOR	25JN
SOUTHAMPTON	25JP
TEST VALLEY	25JQ
WINCHESTER	25JR
HAMPSHIRE, NOT OTHERWISE SPECIFIED	25--

**HEREFORD AND WORCESTER**

BROMSGROVE	26JS
HEREFORD	26JT
LEOMINSTER	26JU
MALVERN HILLS	26JW
REDDITCH	26JX
SOUTH HEREFORDSHIRE	26JY
WORCESTER	26JZ
WYCHAVON	26KA
WYRE FOREST	26KB
HEREFORD AND WORCESTER, N.O.S.	26--

**HERTFORDSHIRE**

BROXBOURNE	27KC
DACORUM	27KD
EAST HERTFORDSHIRE	27KE
HERTSMERE	27KF
NORTH HERTFORDSHIRE	27KG

ST ALBANS	27KH
STEVENAGE	27KJ
THREE RIVERS	27KK
WATFORD	27KL
WELWYN HATFELD	27KM
HERTFORDSHIRE, N.O.S.	27--

**HUMBERSIDE**

BEVERLEY	28KN
BOOTHFERRY	28KP
CLEETHORPES	28KQ
EAST YORKSHIRE	28KR
GLANFORD	28KS
GRIMSBY	28KT
HOLDERNESS	28KU
KINGSTON UPON HULL	28KW
SCUNTHORPE	28KX
HUMBERSIDE, NOT OTHERWISE SPECIFIED	28--

**ISLE OF WIGHT**

MEDINA	29KY
SOUTH WIGHT	29KZ
ISLE OF WIGHT, N.O.S.	29--

**KENT**

ASHFORD	30LC
CANTERBURY	30LD
DARTFORD	30LE
DOVER	30LF
GILLINGHAM	30LG
GRAVESHAM	30LH
MAIDSTONE	30LJ
MEDWAY	30LK
SEVENOAKS	30LL
SHEPWAY	30LM
SWALE	30LN
THANET	30LP
TONBRIDGE AND MALLING	30LQ
TUNBRIDGE WELLS	30LR
KENT, NOT OTHERWISE SPECIFIED	30--

**LANCASHIRE**

BLACKBURN	31LS
BLACKPOOL	31LT
BURNLEY	31LU
CHORLEY	31LW
FYLDE	31LX
HYNDBURN	31LY
LANCASTER	31LZ
PENDLE	31MA
PRESTON	31MB
RIBBLE VALLEY	31MC
ROSSENDALE	31MD
SOUTH RIBBLE	31ME
WEST LANCASHIRE	31MF
WYRE	31MG
LANCASHIRE, NOT OTHERWISE SPECIFIED	31--

**LEICESTERSHIRE**

BLABY	32MH
CHARNWOOD	32MJ
HARBOROUGH	32MK
HINCKLEY AND BOSWORTH	32ML
LEICESTER	32MM
MELTON	32MN
NORTH WEST LEICESTERSHIRE	32MP
OADBY AND WIGSTON	32MQ
RUTLAND	32MR
LEICESTERSHIRE, N.O.S.	32--

**LINCOLNSHIRE**

BOSTON	33MS
EAST LINDSEY	33MT
LINCOLN	33MU
NORTH KESTEVEN	33MW
SOUTH HOLLAND	33MX
SOUTH KESTEVEN	33MY
WEST LINDSEY	33MZ
LINCOLNSHIRE, N.O.S.	33--

**NORFOLK**

BRECKLAND	34NA
BROADLAND	34NB
GREAT YARMOUTH	34NC
NORTH NORFOLK	34ND
NORWICH	34NE
SOUTH NORFOLK	34NF

WEST NORFOLK	34NG
NORFOLK, NOT OTHERWISE SPECIFIED	34--

**NORTHAMPTONSHIRE**

CORBY	35NH
DAVENTRY	35NJ
EAST NORTHAMPTONSHIRE	35NK
KETTERING	35NL
NORTHAMPTON	35NM
SOUTH NORTHAMPTONSHIRE	35NN
WELLINGBOROUGH	35NP
N/SHIRE, NOT OTHERWISE SPECIFIED	35--

**NORTHUMBERLAND**

ALNWICK	36NQ
BERWICK-UPON-TWEED	36NR
BLYTH VALLEY	36NS
CASTLE MORPETH	36NT
TYNEDALE	36NU
WANSBECK	36NW
NORTHUMBERLAND, N.O.S.	36--

**NOTTINGHAMSHIRE**

ASHFIELD	38PF
BASSETLAW	38PG
BROXTOWE	38PH
GEDLING	38PJ
MANSFIELD	38PK
NEWARK	38PL
NOTTINGHAM	38PM
RUSHCLIFFE	38PN
NOTTINGHAMSHIRE, N.O.S.	38--

**OXFORDSHIRE**

CHERWELL	39PP
OXFORD	39PQ
SOUTH OXFORDSHIRE	39PR
VALE OF WHITE HORSE	39PS
WEST OXFORDSHIRE	39PT
OXFORDSHIRE, N.O.S.	39--



**SHROPSHIRE**

BRIDGENORTH	40PU
NORTH SHROPSHIRE	40PW
OSWESTRY	40PX
SHREWSBURY AND ATCHAM	40PY
SOUTH SHROPSHIRE	40PZ
THE WREKIN	40QA
SHROPSHIRE, NOT OTHERWISE SPECIFIED	40--

**SOMERSET**

MENDIP	41QB
SEDGEMOOR	41QC
TAUNTON DEANE	41QD
WEST SOMERSET	41QE
YEOVIL	41QF
SOMERSET, NOT OTHERWISE SPECIFIED	41--

**STAFFORDSHIRE**

CANNOCK CHASE	42QG
EAST STAFFORDSHIRE	42QH
LICHFIELD	42QJ
NEWCASTLE-UNDER-LYNE	42QK
SOUTH STAFFORDSHIRE	42QL
STAFFORD	42QM
STAFFORDSHIRE MOORLANDS	42QN
STOKE-ON-TRENT	42QP
TAMWORTH	42QQ
STAFFORDSHIRE, N.O.S.	42--

**SUFFOLK**

BABERGH	43QR
FOREST HEATH	43QS
IPSWICH	43QT
MID SUFFOLK	43QU
ST EDMUNDSBURY	43QW
SUFFOLK COASTAL	43QX
WAVENEY	43QY
SUFFOLK, NOT OTHERWISE SPECIFIED	43--

**SURREY**

ELMBRIDGE	44QZ
EPSOM AND EWELL	44RA
GUILDFORD	44RB
MOLE VALLEY	44RC
REIGATE AND BANSTEAD	44RD

RUNNYMEDE	44RE
SPELTHORNE	44RF
SURREY HEATH	44RG
TANDRIDGE	44RH
WAVERLEY	44RJ
WOKING	44RK
SURREY, NOT OTHERWISE SPECIFIED	44--

**WARWICKSHIRE**

NORTH WARWICKSHIRE	45RL
NUNEATON	45RM
RUGBY	45RN
STRATFORD-ON-AVON	45RP
WARWICK	45RQ
WARWICKSHIRE, N.O.S.	45--

**WEST SUSSEX**

SUSSEX, NOT OTHERWISE SPECIFIED	22--
ADUR	46RR
ARUM	46RS
CHICHESTER	46RT
CRAWLEY	46RU
HORSHAM	46RW
MID SUSSEX	46RX
WORTHING	46RY
WEST SUSSEX, NOT OTHERWISE SPECIFIED	46--

**WILTSHIRE**

KENNET	47RZ
NORTH WILTSHIRE	47SA
SALISBURY	47SB
THAMESDOWN	47SC
WEST WILTSHIRE	47SD
WILTSHIRE, NOT OTHERWISE SPECIFIED	47--

**CLYWD**

ALYN AND DEESIDE	48SE
COLWYN	48SF
DELYN	48SG
GLYNDWR	48SH
RHUDDLAN	48SJ
WREXHAM MAELOR	48SK
CLYWD, NOT OTHERWISE SPECIFIED	48--

**DYFED**

CARMARTHEN	49SL
CEREDIGION	49SM
DINEFWR	49SN
LLANELLI	49SP
PRESELI	49SQ
SOUTH PEMBROKESHIRE	49SR
DYFED, NOT OTHERWISE SPECIFIED	49--

**GWENT**

BLAENAU GWENT	50SS
ISLWYN	50ST
MONMOUTH	50SU
NEWPORT	50SW
TORFAEN	50SX
GWENT, NOT OTHERWISE SPECIFIED	50--

**GWYNEDD**

ABERCONWY	51SY
ARFON	51SZ
DWYFOR	51TA
MEIRIONNYDD	51TB
YNYS MON-ISLE OF ANGLESEY	51TC
GWYNEDD, NOT OTHERWISE SPECIFIED	51--

**MID GLAMORGAN**

CYNON VALLEY	52TD
MERTHYR TYDFIL	52TE
OGWR	52TF
RHONDDA	52TG
RHYMNEY VALLEY	52TH
TAFF-ELY	52TJ
MID GLAMORGAN, N.O.S.	52--

**POWYS**

BRECKNOCK	53TK
MONTGOMERY	53TL
RADNOR	53TM
POWYS, NOT OTHERWISE SPECIFIED	53--

**SOUTH GLAMORGAN**

CARDIFF	54TN
VALE OF GLAMORGAN	54TP
SOUTH GLAMORGAN, N.O.S.	54--

**WEST GLAMORGAN**

AFAN	55TQ
LLIW VALLEY	55TR
NEATH	55TS
SWANSEA	55TT
GLAMORGAN, NOT OTHERWISE SPECIFIED	52--

**BORDERS**

BERWICKSHIRE	5601
ETTRICK AND LAUDERDALE	5602
ROXBURGH	5603
TWEEDALE	5604
BORDERS, NOT OTHERWISE SPECIFIED	56--

**CENTRAL**

CLACKMANNAN	5705
FALKIRK	5706
STIRLING	5707
CENTRAL, NOT OTHERWISE SPECIFIED	57--

**DUMFRIES AND GALLOWAY**

ANNANDALE AND ESKDALE	5808
NITHSDALE	5809
STEWARTRY	5810
WIGTOWN	5811
DUMFRIES AND GALLOWAY, N.O.S.	58--

**FIFE**

DUNFERMLINE	5912
KIRKCALDY	5913
NORTH EAST FIFE	5914
FIFE, NOT OTHERWISE SPECIFIED	59--

**GRAMPIAN**

CITY OF ABERDEEN	6015
BANFF AND BUCHAN	6016
GORDON	6017
KINCARDINE AND DEESIDE	6018

MORAY	6019
GRAMPIAN, NOT OTHERWISE SPECIFIED	60--

**HIGHLAND**

BADENOCH AND STRATHSPEY	6120
CAITHNESS	6121
INVERNESS	6122
LOCHABER	6123
NAIRN	6124
ROSS AND CROMARTY	6125
SKYE AND LOCHALSH	6126
SUTHERLAND	6127
HIGHLAND, NOT OTHERWISE SPECIFIED	61--

**LOTHIAN**

EAST LOTHIAN	6228
CITY OF EDINBURGH	6229
MIDLOTHIAN	6230
WEST LOTHIAN	6231
LOTHIAN, NOT OTHERWISE SPECIFIED	62--

**STRATHCLYDE**

ARGYLL AND BUTE	6332
BEARSDEN AND MILNGAVIE	6333
CLYDEBANK	6334
CUMBERNAULD AND KILSYTH	6335
CUMMOCK AND DOON VALLEY	6336
CUNNINGHAME	6337
DUNBARTON	6338
EAST KILBRIDE	6339
EASTWOOD	6340
CITY OF GLASGOW	6341
HAMILTON	6342
INVERCLYDE	6343
KILMARNOCK AND LOUDOUN	6344
KYLE AND CARRICK	6345
LANARK	6346
MONKLANDS	6347
MOTHERWELL	6348
RENFREW	6349
STRATHKELVIN	6350
STRATHCLYDE, N.O.S.	63--

**TAYSIDE**

ANGUS	6451
CITY OF DUNDEE	6452
PERTH AND KINROSS	6453
TAYSIDE, NOT OTHERWISE SPECIFIED	64--

**ISLANDS**

ORKNEY	6554
SHETLAND	6555
WESTERN ISLES	6556
ISLANDS, NOT OTHERWISE SPECIFIED	65--