



**Living in Britain**

**Living in Scotland**

**Living in Wales / Byw yng Nghymru**

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**INTERVIEWER INSTRUCTIONS**

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**WAVE 15 (7) MAINSTAGE**



# Living in Britain/Scotland/Wales

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**☎ ☎ ☎ USEFUL PHONE NUMBERS ☎ ☎ ☎**

If you have any straightforward queries you can refer to your Area Supervisor in the usual way. But if they are not available, or can not help, please contact:

**NOP**

**CAPI HELPLINE** ..... 0800 279 8999

**FIELD:-**

Dave Bunn ..... 0207 890 9198

Yvonne Genchi ..... 0207 890 9483

**ESSEX INSTITUTE**

For specific respondent queries and general enquiries concerning addresses, vouchers, respondent tracking/info etc call:

Sandra Jones on Freephone **0800 252853** (24 hour)

**For questionnaire related queries call:**

Mike Merrett.....(01206) 874666

Heather Laurie.....(01206) 873556

## **Introduction**

Welcome to Wave 15 (7) of the **Living in Britain/Scotland/Wales** survey.

As usual, the questionnaires will be collected using CAPI. You have a copy of the paper version of the CAPI questionnaires, which are in the standard paper format used on LIB/LIS/LIW. The question numbers on the paper and CAPI versions are the same so this should be some help if you have any queries. Remember that the question numbers on the CAPI questionnaires appear at the bottom of the screen.

## **Wave 15 Questionnaires**

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

As last year, the Youth Questionnaire for 11 – 15 year olds is a self-completion questionnaire. To ensure confidentiality for the child within the household, you will have brown envelopes for them to put the questionnaire into before handing it back to you.

The overall content and the format of the questionnaires is similar to last year with some changes. We estimate that the Individual Questionnaire will take on average 35 - 45 minutes to complete.

The names and addresses of your sample have been pre-printed onto the Coversheets. Before you start working, please check that the Coversheets are correct by comparing them with the issued sample listing for your area. If you have any queries please contact your supervisor.

The issued sample details are still incorporated into the CAPI system so that when you tell the computer which household you are in it will ask you to verify certain details like the issued address, names and person numbers. This will make it less likely for errors entering serial numbers to occur.

As well as checking that you are interviewing the right person in the right household, the CAPI program also has the key checks for the routing built into the system. This means that for anyone being interviewed in their issued household, you will be routed automatically through the demographic section of the individual questionnaire.

## **Changes for Wave 15**

*Coversheet:* As last year – no changes. Note, however, that tracking details collected last year are pre-printed for you on the inside back page of the Coversheet. Tracking details for this year are collected at the end of the Individual Questionnaire.

*Showcards:* We have changed the numbering system used on the showcards.

Numbering this year is sequential running from ‘Showcard 1’ through to ‘Showcard 75’. This system replaces our old practice of using a section letter (i.e. D for Demographics, J for Job History) followed by the showcard number within that section (i.e. Showcards D1, M1, E1, J1, V1, F1). Showcards remain colour-coded in respect of the questionnaire to which they apply and remain bound together in one book of showcards.

<b>Showcard</b>	<b>Colour</b>	<b>Questionnaire</b>
1-5	Blue	Household Questionnaire
6 to 59	White	Individual Questionnaire
60 to 75	Pink	Proxy Questionnaire

*Household Questionnaire:* As last year – no changes.

*Individual Questionnaire:* The main change for this wave is the inclusion of the ‘wealth, assets and debts’ questions last carried at Wave 10.

### **Demographics**

Collection of data regarding education and qualifications have been revised and shortened for this wave.

D30 is a showcard question on national identity, please be aware that there is a separate showcard for England, Scotland and Wales, and ensure you use the appropriate showcard for the country in which you are conducting the interview.

Last year’s questions on newspaper readership and the political affiliation of newspaper’s have been removed.

### **Health**

Last year’s SF36 health questions (M4 to M13) on physical exercise and activities, health problems affecting daily life, emotional problems have been replaced by the standard health questions on the limits that health places on daily life.

Last year’s questions on height and weight have been removed

### **Employment**

E10a E81a New MRS social class question included

E49 to E54 Questions covering membership and payment into an employer pension scheme.

Last year’s question on work related stress is removed.

Last year’s questions on reasons for having employment are removed.

### **Job History**

No changes

## **Values and Opinions**

V1: Rotated question on views of Britain /UK today last carried at Wave 12.

V10 to V12 Questions on views of 'social class' replace last year's questions on political affiliation.

V13 to V15 Questions on social participation replace last year's questions on leisure activities and religious belief.

## **Household Finances**

For the first time we are using a complex series of checks to prepare for the introduction of Dependent Interviewing techniques in Wave 16 with the aim of minimising the under-reporting of various types of benefit receipt. The CAPI script will check to see if basic eligibility conditions are met and prompt you to ask your respondent about their receipt of the appropriate benefit should they have not reported its receipt in the payments section. Thus your machine will prompt you to ask about State Retirement Pension for those over statutory retirement age who did not report receiving State Retirement Pension. Similarly CAPI will check for receipt of Pension Credit, disability benefits, Income Support and JSA, Child Benefit and Housing Benefit.

F15 to F25 Repeat of Wave 10 questions about savings and investments held in sole or joint names.

F35 to F43a Repeat of Wave 11 questions on expected pension income on retirement

F43b Code to MRS social class

### **SocialGrade Social Status Occupation**

- A Upper middle class Higher managerial/administrative/ professional
- B Middle class Intermediate managerial/administrative/ professional
- C1 Lower middle class Supervisory or clerical and junior managerial/administrative/professional
- C2 Skilled working class Skilled manual workers
- D Working class Semi and unskilled manual workers

F53 to F65 Repeat of Wave 10 questions regarding personal debt, includes such as credit and store cards, bank or student loans, catalogue or mail order purchase agreements, and repayment habits.

F72- verbatim about the world in which our children will grow up.

F75 to F80: Stable contact name questions as at Wave 14. The stable contact details from wave 14 will be fed-forward and appear on-screen for you to either verify or to enter new details.

Like last year tracking details are collected at the end of the Individual Questionnaire before the Interviewer Observations. As more people get mobile phones and become connected to the internet we now collect these details as well if we can. There is a question for every respondent asking for their mobile phone number and email address if they have them. If respondents are concerned about confidentiality, please

assure them that email addresses and mobile phone numbers will not be passed on to any outside person or organisation. We will only use them in case we need to contact or trace the respondent.

Every year we collect stable contact names which we use to try to track the respondent if they move and we cannot find an address for them. This year we are feeding that information back to you and asking you to check that the information is (i) still applicable and (ii) correct. As part of the Data Protection Act we are obliged to ensure that we have accurate data on our records. If the stable contact name or address details are no longer applicable, or are incorrect, you can enter the new information on the CAPI machine. We hope that this will make the collection of stable contact details easier for you because you only need to enter information of the details have changed.



## **THE PAPER DOCUMENTS**

**1. COVERSHEET (including the Household Grid).** A detailed Coversheet is needed in order to record household changes. The starting point here is the Enumeration Grid, which lists everyone in the household according to the latest information. This will be used to record all household changes before completing the Household Grid for those currently resident. All departures and arrivals have to be recorded here before the household grid is completed for the current household (this is on pages 6-7 of the Coversheet). After all the interviews have been completed return to the Coversheet to make a record of the interview outcomes. Contact details collected for all interviewed sample members are pre-printed on the inside back cover. Please use these as necessary to trace and interview any household members which have moved within your area.

**2. SELF-COMPLETION** For all respondents answering the Individual Questionnaire. This contains questions on attitudes, satisfaction with different areas of life, and social support.

**3. YOUTH QUESTIONNAIRE** For all children aged 11-15 on or before December 1<sup>st</sup> 2005. The format of the youth questionnaire is in the form of a self-completion questionnaire. Please remember to give each child a brown envelope to place the questionnaire into for confidentiality reasons.

**4. UNTRACED MOVERS FORM** Complete this form for any sample member who has moved and you cannot find a new address for. Please attempt to trace the respondent through their contact details printed on the inside back cover of the Coversheet, even if you have been told by the household that they have moved to another part of the UK. Return to Chelmsford together with the Coversheet as soon as possible so that further tracing and interviewing can be done.

## **CAPI QUESTIONNAIRES**

**When you dial-in for the CAPI questionnaires you will pick up three CAPI questionnaires – The Household Questionnaire, the Individual Questionnaire and the Proxy Questionnaire.** These are separate scripts and for each household you should complete one Household Questionnaire and as many Individual Interviews and Proxy Interviews where necessary. So the way you will use the CAPI questionnaires is exactly as if you were using paper, just with the computer rather than paper questionnaires.

**You MUST dial-in to pick up the final versions of the questionnaires following your briefing. After dialling in please check to make sure you have the correct questionnaires. If you are in doubt, redial and try again or call the CAPI Helpline.**

If you have any problems with the CAPI questionnaires or your machine please call the CAPI helpline immediately.

**Please be very careful to select the correct questionnaire type you want to carry out, especially when choosing between a proxy and an individual questionnaire.**

**There are normally only around 250 proxy questionnaires and we do not want to see any extra ones done in error when an individual questionnaire should have been done.**

Please remember to complete the Household Questionnaire as we had a number of missing questionnaires last year.

### **CAPI Conventions**

We have tried to make the CAPI questionnaires as consistent as possible and these are the main conventions you need to be aware of.

Date of Interview: The interview is programmed to accept an interview date within the fieldwork period only.

All question wording and response categories are in black and all interviewer instructions are in red.

On showcard questions the numbers for each response are printed on the card and also appear on the screen beside the response categories.

The question number is in the centre of the footer running across the bottom of your screen. If this is not appearing on your screen please call the help-line.

Every question must be answered before you can continue. Where appropriate, 'don't know' and 'refused' codes are provided on the screen. If 'don't know' or 'refused' is given in response to a verbatim question or to an 'other specify' question, enter DK or REF as a verbatim response.

The 'don't know' and 'refused' codes are always exclusive i.e., you cannot code or enter another response category and code 'don't know'. If you do so a warning screen will appear and you will have to go back and delete whichever response is in error.

Questions requiring text entry or numeric entry have a pop-up keyboard or number pad which appears automatically on the screen for you to use. Remember that you can move this keyboard to a different place on the screen by clicking on the top bar and dragging it to where you want it to be. If the keyboard does not appear automatically, tap the entry box or tap the 'keyboard' option on the menu bar at the top of your screen. Some interviewers find it easier to have the keyboard for text entry set for capital letters. If you wish to do this then please do so.

You can enter a note at any point in the questionnaire by tapping on the 'note' option on your menu bar at the top of the screen. This will give you a pop-up text box to write in your comment. Close the note box by tapping the X in the top right hand corner of the note box. Please use the notes facility if you are uncertain about the response you have entered for a question as it does not seem to apply to the respondent or have any problems with a specific question. We will be looking at the comments as soon as the interviews are received.

### **Question Types**

You will come across several main question types:

- Single response questions
- Multiple response questions, usually with an exclusive code for 'don't know' or 'refused'. Where applicable, a 'none' code is also provided.
- Grid questions e.g., V1 in the values section
- Verbatim text entry
- Questions with a date to be entered
- Questions with an amount to entered (pounds, hours etc)
- Error screens

Single response questions skip automatically to the next relevant question. On multiple response questions and questions where you need to enter a date, an amount or text, you will need to tap <Next> to go forward.

### **Entry of person numbers**

There are various points in the questionnaires where you need to enter person numbers e.g., who owns or rents the accommodation, who does the respondent provide care for etc. For these questions you will be given a list of possible person numbers and a code for 'No-one else' if required.

### **Date entry**

There are two main types of date entry throughout the questionnaire.

1) If the date is restricted in some way e.g., the dates for receiving benefits, then the screen will give you a list of possible months and a list of possible years. You should simply code the relevant month(s) and the relevant year.

2) If the date is not restricted to a limited number of years e.g., date of birth or the date a job started, then you are asked to enter the day/month/year into the boxes. Where you are asked to enter a year you must use 4 digits i.e., 1968 (not 68).

### Entry of amounts

Amounts are entered directly into boxes. There are no leading zeros but please check you are entering the amount accurately. In all cases you will have some combination of a 'don't know', 'refused', 'nothing' or 'same as now' codes. If an amount entered seems too low or too high, you will be asked to confirm whether it is correct.

In the employment section there are some questions on the hourly amount people are paid. On these questions you are asked to enter the amount in pounds and pence and to code whether the amount is an estimate or exact. Separate 'Don't know' and 'refused' codes are also provided.

### Warning and error screens

There are a variety of error screens you may find come up, many of which relate to invalid dates and others for invalid response combinations. Some of these are warnings that you have entered something which is invalid such as entering an amount and coding 'don't know' on the screen or perhaps you have failed to code anything at all. Or it could be a warning that a date you have entered is invalid e.g., the start date of a job entered is after the date of interview. If an error screen appears it will give you details of what the problem is and tell you what you need to do to correct it e.g., Please enter <NEXT> and amend your response.

If you enter an amount or a number which is out of range, a warning will appear telling you what is valid for that question. For example, a date before 1900 is not valid for anything other than date of birth.

## **FIELDWORK PROCEDURES**

### **Advance Letters and Gift Vouchers**

All adult respondents who complete a full individual interview this wave will receive a **£10** High Street Gift voucher (**£5** for the Youth Interview). These vouchers can be used in a large number of different stores – there is a list in the envelope accompanying the voucher.

You will have the advance letters to post for everyone in your sample. The letter explains that you will be contacting them in the next few days to take part in the survey. **All those interviewed last year and 16 year olds eligible for a full interview for the first time this year, have their gift voucher in their advance letter.**

A change of address card is also included for everyone with an advance letter. Some spares of each letter will be included in your work pack in case respondents do not receive the mailed out copy. You will also have a supply of pamphlets explaining the survey for new entrants.

The memory of the letter and voucher must be relatively fresh in respondent's minds for it to have the optimum effect so please call on the respondent(s) within a few days of posting the advance letter. You should be thoroughly familiar with the contents of the letters and leaflets, as respondents may query points in them.

The letter and leaflet give a freephone number for respondents wishing to contact the Institute. Every effort is made by staff to pass on messages from respondents to interviewers immediately.

Each address label has a letter code indicating the type of interview last time. The letter codes are as follows:

<b>Code</b>	<b>Outcome last year</b>
1	Full individual interview last year
2	Proxy or within household non-contact or refusal last year
3	Telephone interview last year
4	New 16 year old eligible this year for first time
5	In whole household non-contact last year
6	In whole household refusal last year

You will have spare gift vouchers to hand over at the point of interview for any new entrants or existing sample members who did not get their voucher in advance. **Everyone who does a full individual interview receives £10 High Street voucher. Children doing a Youth Interview receive a £5 High Street voucher** and you will have the necessary number of these vouchers in your packs. If you need additional vouchers please contact the field department at NOP London who will issue them to you.

## **Finding Addresses**

In the vast majority of cases you should have no difficulty in finding your addresses, as they are the same as the ones you (or most of you) have interviewed in the past

## **Contacting the issued address**

On your first contact at a sample address you must first of all:

1. Check the address.
2. As usual, tell the respondent your own name, that you work for NOP and show your identity card.
3. Tell the respondent that you are carrying out the **Living in Britain/Scotland/Wales** survey for **Essex University**. You can also at this point refer to interviews they have done in the past for us.
4. Refer to the advance letter and check whether or not it has been received.
5. Check whether any of the sample members from last time are still present.
6. Give a brief introduction to the survey, mention that we again wish to interview all people over 16, in several meetings if required and request an interview.

If respondents did not receive or do not recall receiving the letter you should give them one of the spare copies. You should always have these immediately to hand when you make a first call. In such cases you would normally give your short introduction to the survey before giving them the letter, but you also should allow sufficient time for the respondent to read it, if they wish to, before continuing.

Although each respondent should receive an advance letter it is expected that this will improve willingness to co-operate with the survey, the letter is not intended to substitute for a normal doorstep introduction of the survey by you. A good response rate depends very much on the way in which you approach potential respondents and how well the purpose of our work is explained.

Under no circumstances must you ask all household members to be present at the same time for interview. **You MUST be prepared to be flexible and make more than one visit to the household if necessary.**

## **Change of Address Cards**

Change of address cards are included in the advance letter for all existing sample members. Your pack will include some blank cards to hand out to other respondents.

## **Comments Sheets**

One of the best means of avoiding a non-contact or a refusal is to use whatever information you have about the circumstances of the household and tailor your approach accordingly. This is why we provide you with the various comments sheets detailed below.

The comments sheets you may be given in your pack are the comments you or another interviewer recorded about contacting the household or respondent last year. They may also contain information that has been passed to the Essex Institute since the last interview e.g., a person has died or is very ill. Please check these comments sheets as they may contain important information that will help you achieve the interview.

You may also receive address update forms telling you the household or respondent has told us they have moved from the issued address since the Coversheets were printed. **Please check these to save your own time in tracking movers.**

If you (or another interviewer) had to call more than six times before getting an interview in a household last year, we have copied the call record for you. This could help you to call at the best time for making contact.

## **Hints on how to counteract refusal**

All of you will have your own style for trying to persuade unwilling people to cooperate in surveys. The main points to remember are:

1. Make these people feel that they are the most important person in the survey and tailor your response to their particular circumstances. If they are busy, ill or harassed become involved in their problem.
2. If you think someone is going to refuse and they have given an interview in the past the first thing to say is 'Thank you'. In this way you get in first. Thank them for the help they have given so far. Ask "*Did anything upset you last time to make you refuse now? Was it the interview, the questions, vouchers, part of the survey, mailings?*" By being nice to them and apologetic for any possible problems they often change their attitude and become more agreeable.
3. Be prepared to be flexible. If the respondent wants you to make an appointment or call at a different time, make it clear you are happy to fit in with their requirements.

## **Here are a number of effective approaches for counteracting refusals:-**

**I've done my share:** Keep on stressing that it only takes just over 30 minutes a year. Without their help the survey is much less representative. Everybody is different and cannot be replaced.

**Interviews had to be done at same time:** The whole household does not have to be interviewed all at once. I can come back as many times as need be to do all the interviews.

**Nothing has changed in my life:** The only way we can hope to find out about change is by talking to people on more than one occasion. And to really understand change we have to talk to everyone, not only to those whose circumstances have changed but also to those where they have stayed the same.

**The questions are too personal or intrusive:** Remind them of their rights to refuse individual questions. “The interview is completely voluntary and we encourage the respondent to refuse questions they find too personal, sensitive or intrusive. The questions you do answer will still be important to us, no matter how few”.

**Too busy:** Stress that this group is the most important group in the survey. Because of the large numbers of unemployed and retired, we need all the information that only full-time workers can supply to give us a really accurate view of working life in Britain. Always make it clear that you will fit in with their requirements.

**Relative in nursing home:** Ask “How are they? Would they like a visit from the interviewer to brighten up their day?” Perhaps the relative would like to be present; or have a member of the nursing staff present. Not all questions have to be answered, just whatever they feel like answering. We can fit in with them any time of day. Break the interview up, into a few short visits to make it easier. Can telephone first for appointment.

**Worried about confidentiality:** State that “We are governed by the Data Protection Agency and the Data Protection Act of 1998. The Data Protection Agency is extremely strict and we follow their rules explicitly. Our guarantee is that no information you give can be linked to you. Only a handful of people have access to the computer which contains the information you give. The files are protected by secret codewords which are changed frequently. In addition we guarantee that no information will ever be released with your name or address on it”. We have found that stressing the ‘number crunching’ aspect of statistics helps when people refuse because they are worried information on their own household might, for example, get into the hands of Government Departments. For this category of refuser it helps to say that the statistics present them as a percentage figure of the population rather than singling out their particular family. **However, it is obviously crucial not to let the respondent think they can easily be substituted, or that we don’t care, ‘because they are just a number’.**



## **RETURN OF WORK**

Whenever you complete any CAPI interviews you should dial-in to return the work that evening if possible, even if there are further interviews to be carried out.

The CAPI department at NOP will be sending you a weekly report of the CAPI interviews they have received from you. Your supervisor will check this with you as part of progress chasing to make sure that all the interviews you have dialled in have been received.

When you have completed all of your interviews for a household you should return all of the paper documents to Chelmsford **as soon as possible** using the envelopes provided. The paper documents **must** be sent back to Chelmsford as soon as the household is complete. We cannot process the CAPI data without them.

Return details of the following as soon as possible.

1. Refusals at the doorstep. **Do not send these to your supervisor.** Send the Coversheet with full details of the reason for refusal to Chelmsford.
2. Details of any vacant or demolished address. If you think an address is still occupied, hold on to your non-contacts and keep going back to them.
3. Any case where a whole household has moved out of your area or where you cannot find a new address. Return the Coversheet with a Movers Form if necessary to Chelmsford.
4. Any partial household moves outside your area or where no new address can be found, together with a Movers Form if necessary.

**Please make sure that ALL Coversheets are returned to Chelmsford even if the household is ineligible for interview, has moved out of scope, is a refusal or non-contact of some kind. We still have to create a large number of Coversheets at the end of fieldwork that have not been returned, especially for split-off households and households that are ineligible e.g., with XXX members only.**

## **THE QUESTIONNAIRE COMPONENTS**

### **COVERSHEET**

Your sample is issued to you by means of the Coversheet which relates the names of sample members to the addresses they live at. It tells you where to call and who to expect at that address.

The Coversheet is the key document for a number of functions crucial to the survey:

1. Checking on how household composition may have changed since they were last contacted - by identifying both those no longer resident and new sample members who have joined the households - and then recording the reasons for and the dates of these changes.
2. Defining household membership to provide the basis for completing this year's household grid and to show who is eligible for an individual interview.
3. Identifying whether respondents have been interviewed before for routing in the Individual Questionnaire.
4. Recording household and individual interview outcomes.

Because of the special importance of these functions for the survey it is essential both that you understand clearly how to complete the Coversheet before you make any calls and that you carry out the various procedures methodically and consistently.

**If at any time you are uncertain about how to proceed in completing the Coversheet you should consult either NOP or the Institute as soon as possible.**

### **The Wave 15 Sample**

The issued sample this year consists of everyone who is listed on the pre-printed coversheets. In most cases the person answering the door will be an expected sample member contacted last time. While you can clarify with any other household member whether or not a sample member is resident at the address, you must not proceed to complete the Coversheet until you can do so with a listed member.

In addition, your first individual interview should, wherever possible, be with a previous respondent. While you may complete the Coversheet with any of last year's respondents, you should not go on to complete the Household Questionnaire until you can do so with the current HRP, or HRP's spouse or partner. It would therefore make sense to complete the Coversheet with this person too, although this is not necessary if inconvenient. If the most appropriate person is not available then make an appointment. At least you will have recorded on the Coversheet that a sample member is living at that address.

### **Eligibility for interview**

An Individual Interview must be sought with **all people aged 16 or over on or before**

**December 1<sup>st</sup> 2005.** This includes all respondents, proxies, refusals and other non-contacts last year; all new entrants to the household aged 16 or over; and expected members who were not old enough to be interviewed last time but have since ‘come of age’, i.e., turned 16 or will be 16 by December 1<sup>st</sup> 2005.

### **Household ID**

This is the identification number which is to be transferred to all questionnaire documents, both paper and CAPI. It is used to link documents and information both for members of the same households and for the same individuals across Waves. It is thus essential that this number be entered correctly on the CAPI questionnaires and transcribed both accurately and legibly to the paper documents. It is particularly important as it is these identifiers which will be used to match up the CAPI interviews with the paper documents you return to Chelmsford. So please be as accurate as possible.

#### **The Household ID consists of:**

- Wave No 15:** This is the fifteenth wave of the LIB survey. Even though it is the seventh wave for the LIS/LIW sample, we use Wave 15 for consistency during data processing.
- Serial No:** A five-digit number identifying the address.
- Household No:** When the sample is issued at the beginning of fieldwork this will always be 0. Subsequently as we track split-offs from existing households and reissue these sample members to new addresses, this will be incremented to 1, 2, 3 etc as appropriate.
- Check No:** This is for checks made at the data entry stage

### **Issued Address**

This is the last known address for the person(s) listed inside the Coversheet. In over 90% of cases this should be the address where interviews were carried out last time.

### **Telephone/STD No**

If after a minimum of three calls at an address you have been unable to make any contact at all at an address you may try to contact the household by telephone. You should only do so however to find out whether or not any members of the issued household at all are present at the address and to arrange appointments. If you have a note from the respondent requesting you telephone for an appointment, please do so.

**Do not attempt to update the Enumeration Grid or carry out any interviewing by telephone.**

## **Address Status**

This is for you to code the status of the address. We need to know whether the household is now at a new address and if so this needs to be recorded in the box. If they are still at the old address and any corrections need to be made to the address information on the label these need to be recorded. Please ring the appropriate codes even for non response households, i.e., refusals, non contacts etc.

Please do not write the new address for a split-off in the right hand box on the original household '0' Coversheet. This is very confusing during data entry as it is not always clear who has moved where. If you have no spare Coversheet to write the new address on, write it on the back page of the household '0' Coversheet so you can transfer it to the split-off Coversheet later.

### **This is the issued address**

If the issued address details are correct code '1'

If there is an error in the postcode, you should circle code '2'

If other pre-printed address details or the telephone number is incorrect or missing please enter the changes to be made and circle code '3'.

'Code all that apply' where multiple corrections are required.

### **This is a new address**

You should enter full address details for any new address you trace in the box.

If the new address is known code '1'

If the new address is unknown or out of scope code '2'.

When entering the postcode please left justify and do not add leading zeros.

## **Instructions**

### **1. Whole Household Moves**

If it is immediately clear that the whole issued household has moved, either because the address is vacant or because you are told so by the new occupants, you should begin enquiries immediately to establish a new address, a telephone number, or other details which might be used to trace the moved household. If there are no new occupants at the address begin by asking neighbours. Remember always to show your ID card and refer to the survey, stress both confidentiality and the fact that you are expected to call. If neighbours do not know any new address check if they know of someone who might. If the issued address includes a telephone number you should check this too as some local movers transfer their existing number to their new address.

**If you get a new private address for all or any members of the household:**

Check whether or not it is 'local' that is within reasonable travelling distance of your current allocated addresses. If it is local find the household and complete the Coversheet.

Note: if you can obtain any local address for a household but some household members are untraced you should go to the new local address immediately. The new household may know where they are.

**If the new address is non-local then enter the new address on the Coversheet in the space provided and return the coversheet to Chelmsford as soon as you can. It will be passed on to an interviewer in that area.**

## **2. Partial Household Moves**

If you are able to contact at least one member of the issued household, either at the issued address or at a new local address complete the Coversheet. Use the household '0' Coversheet for the first person/people found. Create additional Coversheets for all split-off movers, even if they are not eligible for interview this year.

**If the split-off address is non-local:**

Send the Coversheet(s) for these movers to Chelmsford.

### **Interviewer area boxes**

There are two of these, the 'issued interviewer area' and the 'actual interviewer area'. The 'issued interviewer area' number should not be altered in any way, regardless of which interviewer finally interviews the household. Any amendments, due to re-issues from another area, or reissued refusals to a different interviewer should be entered in the 'actual interviewer area'. For the majority of cases the 'issued interviewer area' and 'actual interviewer area' will remain the same as the respondents will not have changed address.

The issued interviewer area is used in the CAPI questionnaire to check that the Household ID entered is correct and for verifying names and addresses. **It is important that you enter it accurately or else you will not be able to enter the Household ID or continue with the questionnaire.**

### **Household Questionnaire completed**

When you have completed the Household Questionnaire on CAPI please circle code '1'. This will provide confirmation that the questionnaire has been completed and will be used for matching up the paper data with the CAPI data. Please remember to do the Household Questionnaire and to circle this code. If you do not return a Household Questionnaire for an interviewed household you will be asked to go back and do it.

## **Call Record**

Record here all calls made. Use the end box to show 'no reply', 'made appointment', 'time of appointment', and to record progress - e.g., 'wife interviewed, husband in after 6pm only'. Record first the total number of calls made at the issued address and then the total number of calls made at any new address(es). If no calls are made at a new address leave the boxes blank. **Please tick the appropriate column on the coversheet to code whether a the call was made in person or by telephone.**

## **Creating New Coversheets.**

For all split-off movers, including those who are ineligible for interview this year, you will need to create a new Coversheet(s) for those movers. You will need to:

1. Copy the Household ID exactly as printed on the coversheet, except increment the household number by 1 for each split-off created from the original household. For example, the issued household is household 0 and if two lodgers moved to different addresses the first split-off household you contacted would be household 1 and the second household 2. Leave the check number blank. When you start up an interview in CAPI for the split-off household, the programme will generate the correct check digit for you and you should write this on all paper documents for the household.
2. Copy the issued address details and the Wave 15 FID pre-printed on the coversheet where the split-offs have moved from into the 'Issued Address' box on the new Coversheet. Enter the new address details into the 'Address Status' box.
3. Copy the details for the individuals who have moved from the original enumeration grid labels onto columns 2 to 8 on page 2 of the new Coversheet. Do not transfer the person numbers from the original household. The Person Numbers for individuals on newly created Coversheets should start at 01 and increment as necessary. Take care to transfer the PID clearly and accurately as this number uniquely identifies each sample member.
4. Return the created Coversheet(s) to Chelmsford for all non-local split-offs and for anywhere the new address is not known.

## **ENUMERATION GRID**

### **Initial Contact**

When you have established contact at an address your first step should be to establish if there are any listed members of the household present. Listed members are those pre-printed on your labels. Ideally this would be done by completing the Household Enumeration Section (pages 2 - 5 of the Coversheet) with either the current HRP or spouse. Sometimes, however, this may not be possible. Your first contact may be with someone who is unwilling to be re-interviewed. You should try to convert this person as normal but, if they continue to refuse, you should then try to gain access to any other listed members who may also be resident.

### **Enumerating the Wave 15 Household**

There are four parts to household enumeration:

1. Determining which listed household members from last year are still present.
2. Identifying all new people to the survey, i.e., unlisted members.
3. Identifying all listed members who have left the household.
4. Identifying any sample members who may have rejoined this household from another.

All listed sample members are automatically to be included. In order to know which unlisted members should or shouldn't be included in the household you will need to be very clear about the household definition we use. Just to remind you our definition of a household is as follows:

**One person living alone or a group of people who either share living accommodation OR share one meal a day and who have the address as their only or main residence.**

### **Household membership**

**'Sharing at least one meal a day'**: this should consist of a main meal but does not imply that the household must always sit down together for the meal as long as food is bought for joint use. Breakfast may be counted as a main meal.

**'Sharing living accommodation'**: that is, a living room or a sitting room. Accommodation may still be counted as shared where the address does not have a living room which is separate from the kitchen, that is, where the main living room of the accommodation forms part of the same room as the kitchen. Similarly a household can be treated as one if the living room also has to be used as a bedroom.

A group of people should never be counted as one household solely on the basis of a shared kitchen and/or bathroom.

Occasionally an individual or a group of people will have both their own living accommodation (that is living room/bedsitter and kitchen) and the use of a communal living room. In such cases priority should be given to having their own accommodation, and they should be treated as separate households. Situations arise in, for example, warden assisted housing for the elderly, flatlet houses, or separate granny flats where the parent occasionally also uses the family living room.

In addition to these rules which must be applied there are two general points to note:

- 1 Members of a household need not be related by blood or marriage.
- 2 To be included in the household an individual must sleep at the address when s/he is in residence: anyone who sleeps at one address but has all their meals elsewhere must therefore be included at the address where they sleep.

### **Residence.**

Some potential new entrants might have more than one residence. Where there is doubt because respondents have more than one residence their MAIN residence should be decided by the person him or herself.

However, the following special rules take priority over your respondent's assessment and should always be applied.

### **EXCLUSIONS:**

- 1a Adult children, that is, those aged 16 and over who live away from home for purposes of either work or study and come home only for holidays should not be included at their parental address. **This does not include those at boarding school who are listed as household members.** Therefore students who live away from home while attending professional or vocational education such as studying at University or College full-time (or other further or higher education such as nursing schools) are excluded from their parental household, even if they happen to be at their parents' address when you call.
- 1b Anyone who has been away from the address continuously for 6 months or more should be excluded even if your respondent continues to think of it as their main residence, with the exception of certain people working away from home.
- 1c A weekend or holiday home can never be a main residence and this should be coded as ineligible.
- 1d You should exclude people from abroad who have come to Britain specifically to take up a particular post for a fixed term; foreign servicemen and foreign diplomatic staff and overseas students who will leave the country following the end of their course.



## INCLUSIONS:

- 2a Anyone who has been living continuously at an address for 6 months or more should be included at that address even if this person has their main residence elsewhere. Please note, therefore, that this rule takes precedence over the two residences rule.
- 2b Any respondent at whose address, in this country, you are calling should be included even if the address is a temporary one, for example, while they are searching for permanent accommodation, you should not however include anyone who is making a holiday or business visit only and who remains resident abroad.
- 2c Boarders (that is, unrelated individuals paying for food and accommodation) should be included as members of the household, provided that no more than three boarders are being catered for. If four or more boarders are catered for, the guests should be excluded (as they live in an institution).
- 2d Include people who only rarely stay at an address but nevertheless have it as their main residence: e.g., merchant seamen, fishermen, oil rig workers, and military personnel. Please note the difference from temporary addresses mentioned earlier. This rule applies only to spouses of a sample member. Thus, a child in the army away last year (and therefore not a sample member) returning briefly this year, would not now be included. But he or she would be included if a spouse of a sample member. These people can be proxied if away at the time.
- 2e Include children at boarding school (irrespective of age); children aged 16 or over **who normally live at home** while attending University or College but who are temporarily away (e.g., on holiday or a residential course); children aged 16 or over who have finished a college course and are now living at home as their sole residence even if they are planning to move to another place soon; and children working away in a **temporary** job.
- 2f Anyone staying with a friend while looking for a flat or house of their own, if they have no other residence. Anyone for whom this is the sole residence in the UK, even if this is a temporary residence while they are searching for permanent accommodation. This does not therefore include someone on holiday or a business visit.

## Examples.

Under rule 1a you would exclude, amongst other groups, those working away from home on a permanent basis. Children working away from home in a temporary job would, however, be included in the parental household as are all children at boarding school.

Under rule 1b you would exclude individuals who have been in hospital or prison for 6 months or more and children who have been in care for an extended period.

Under rule 2a you would include a widowed mother who had been staying in her son's or daughter's home for more than 6 months even though she still had her own home and intended to return there.

**Note on students:**

If a young person has just left a parental home to live away at College, that person counts as an expected sample member (i.e., in the household last year). A split-off coversheet should be made for them and they will be interviewed at their new address along with anyone else that lives with them.

**Checking Household Composition**

This is done using the Enumeration Grid, where the names and other details about the people you expect to find at that address have been pre-printed. You should go through each listed member in turn checking with your respondent whether or not this person is still a member of his or her household and entering the relevant code in Column 9 (beginning obviously with your respondent). Check their name only, do not read out any of the other details printed. These are for any cases of doubt and for determining the type of interview for each person.

For each unlisted person who has moved into the household record their TITLE, FIRST NAME AND SURNAME at column 2 in the row immediately following the last listed member. **Do not complete columns 3-8 for these people unless they are a rejoiner to the household, i.e., code 5 at column 9.**

When you have recorded all unlisted members read out the names of the people you have listed as current members (coded 1, 2, 5, 6 or 7 at Column 9) and ask if there are any other residents you may have missed, including children and young babies.

**Detailed instructions for each of the columns**

**Columns 1 to 8:** These are filled in with your printed coversheet details containing information about those people we expect to find in the household this year.

**Column 6 Key Check A:** This is a code giving the interview outcome for each respondent at Wave 14. This is used for routing within the individual questionnaire but in most cases you do not need to worry about this code this year when you start the individual interview. For anyone being interviewed in their issued household and for unlisted joiners, once you confirm you are interviewing the correct person, the CAPI programme will automatically know what the codes are for the person being interviewed and will take you through the correct routes.

You will have to enter this code for issued sample members in split-off households. The codes run from 1 to 5 and you should simply copy this code over if the CAPI programme asks for it. You **must** enter them as they are pre-printed on the Coversheet. If you are unsure at any point contact Essex.

<b>Key check A</b>	1	'Yes': Individual interview last year
	2	Eligible but not interviewed last year
	3	Youth aged 11-16 last year
	4	Child under 11 years last year
	5	Adult in non-interviewed household last year

**Column 7 Key Check B:** This is a code indicating the interview status for each respondent this year. Like Key Check A, this is used for the routing on the individual schedule. Once again, CAPI will automatically know the codes for the majority of your sample. For issued sample members in split-off households and rejoiners you will need to enter this code. The codes run from 1 to 7 and you should simply copy this code over if the CAPI programme asks for it. If you are unsure at any point contact Essex.

<b>Key check B</b>	1	Has done full interview before
	2	New 16 yr old eligible for full interview this year
	3	Adult sample member never interviewed before
	4	Eligible for Youth Interview this year
	5	Child under 11 years
	6	Check details/ date of birth unknown.
	7	Deceased since last year

**Column 8 'Sample Status Code':** This code tells you whether the respondent is a Permanent Sample Member (PSM) or an XXX member. PSM's should be followed in all circumstances, while XXX's are only eligible for interview as long as they are in the same household as at least one PSM. In most cases XXX members will still be with at least one PSM and in this situation all current members of the household should be interviewed whether PSM(s) or XXX(s).

If you arrive at the address and no PSM(s) are still resident you should get address details for the PSM(s) and follow them if they have moved locally. You should not interview the remaining XXX members if no PSM(s) are resident. This might happen with some of the student households where a PSM has moved out and all others are XXX members for example. In this case the PSM should be followed and anyone they are living with at their new address interviewed. If no PSM's are still resident you must complete the enumeration grid with any remaining XXX's (from columns 1 through to 14 only) even though they are not eligible for interview at this wave. Then circle code 44 'Only XXX's present' on the Final Household Outcome. The PSM(s) who have moved should have new coversheets created as required.

If you arrive at a household and the XXX is present but all PSM's have moved to an unknown address, return the coversheet to Chelmsford as soon as possible for tracing. Please remember, you must follow **all** PSM(s), even if they are children who are not yet eligible for interview - and interview anyone living with them. Please attempt to gain new addresses for all PSM movers.

If the PSM is present and all the XXX's have moved, interview the PSM using the current (Household 0) coversheet. Create a new Coversheet for the XXX's and return to Chelmsford.

## **Columns 9, 10, 11, 12 and 13 Finding out about joiners and leavers**

### **Listed members**

These are all those listed in the pre-printed details and may be PSM or XXX sample status.

**Resident - Code 1:** Where listed members are still current household members and present in the household you should enter 1 at Column 9, 0's at Columns 10-13 and then go on to the next person.

**Absent - Code 2:** Where listed members are still current household members but temporarily absent you should enter 2 at Column 9 and enter 0's at Columns 10-13 and go onto the next person.

**Moved - Code 3:** Where listed members have moved you should enter 3 at Column 9 and enter 0 at Column 10. Then code the reason why the person moved in Column 11. If someone has moved to an institution you should give a brief description of the type of institution, if someone has moved for reasons other than those explicitly given, again give brief details at 11. Finally enter the date they left the household at Column 12. Enter their current location at Column 13.

**Deceased - Code 4:** Where listed members have died you should enter 4 at Column 9 and enter 0 at Column 10. Then code the 1 at Column 11 enter the date they died at Column 12 and code 07 at Column 13. If someone was in hospital for a period before death the date of that person's death rather than the date of entering hospital should be recorded.

After checking for all listed members you should then ask: 'And does anyone else usually live here with you?'. You must be clear about the household definition rules and exclude those who do not count as resident such as children usually attending college away from home.

### **Unlisted Joiners**

Unlisted joiners fall into two categories: new members of the household and, in a small number of cases, people who have been previously enumerated, moved out and have rejoined the household. In cases where our sample member has moved to join an already existing household it is the other unlisted members who are assumed to have joined him or her for the purposes of household enumeration.

**Rejoiners - Code 5:** If you have a case where you realise that a respondent was present in the household in an earlier wave, left the household and has since come back to the household in Wave 10 e.g., a student has moved away for a year and then returned to the household, they are a 'rejoiner'. Write in their pre-printed details in full on the next available person number line and code them as Code 5 'Rejoiner'. Even though you have written this respondent's details on to the enumeration grid, as you will do for any unlisted members, these respondents are not new to the sample. Note that a rejoiner can be either a PSM or XXX sample member.

**If you suspect someone is a rejoiner but are unsure and have no pre-printed information from another coversheet, it is essential to contact Chelmsford for their details before you carry out an interview. You need the codes for Key Checks A and B to follow the correct routing through the questionnaire.**

If a respondent is a rejoiner ensure that as well as rejoining them to their new household you complete a Coversheet for them at their issued address. Code the household outcome as Code 43 'Moved back to previous wave household' if it is a whole household move.

Code joiners 5 at Column 9, the appropriate code from 1 to 8 in Columns 10, '0' in Column 11, the date they rejoined the household at Column 12 and '0' at Column 13.

**Resident - Code 6:** Where unlisted members are now household members and present in the household you should enter 6 at Column 9, the appropriate code from 1 to 8 at Column 10. Code Column 11 as '0', enter the date they joined the household at Column 12 and '0' at Column 13. If the person joined the household because of marriage and the date of marriage is not the same as the date the person began living in the household then record the latter.

**Absent - Code 7:** Where unlisted members are now current household members but temporarily absent you should enter 7 at Column 9, the appropriate code from 1 to 8 at Column 10. Code Column 11 as '0' and enter the date they joined the household at Column 12 and code '0' at Column 13.

**Column 13:** Be sure to code the location of anyone who has left the household so we can find them and interview them. Code the location of the new address (if you collect it) in this column and then create a new Note that code 1 'Previous wave household' takes precedence over codes 2, 3 or 4.

**Once you have completed columns 1 to 13 you should check column 9 and begin to transfer first names and person numbers to the Household Grid on the Coversheet. Remember to transfer names and numbers for current residents only, i.e., Column 9 codes 1, 2, 5, 6, or 7. Remember to transfer the person numbers as recorded on the Coversheet even if these are not in order. e.g., If there are three household members recorded on the Enumeration Grid but PN 02 has 'moved' the person numbers on the Household Grid will be 01, 03.**

**Once an interview is completed you then return to the Coversheet again to complete the Individual Outcomes.**

**Column 14:** If you have completed the Enumeration Grid with a respondent there must be an Interview Outcome for every person listed on the Enumeration Grid. This includes those not interviewed, such as proxies and children under 11 and those no longer present in the household.

Any refusals (code 03) recorded here will be at the individual level. That is those which occur after you have gained entry, i.e., after at least one person has been

interviewed. Or you may code individual refusals for every member of a household if they have all refused individually to you.

A refusal at the door which stops you getting any contact with any household members would be coded as a 'Refusal to Interviewer' (code 31) in the Final Household Outcome box on Page 8 of the Coversheet and column 14 would be blank.

The individual outcome code 11 should be used where all PSMs have moved away from the issued address leaving only XXXs behind. In these cases complete the Enumeration Grid with the date the PSMs left etc, code the Household Outcome '44' for this household and create new Coversheet(s) for the PSM(s) who have moved away.

**Column 15:** Please code whether the self completion questionnaire was required and completed, required and not completed or not required.

### **INDIVIDUAL REFUSAL/NON-INTERVIEW INFORMATION - PAGE 5**

**Column 17:** This space allows you to specify in more detail the reason for any individual refusal you get. This allows us to tailor our refusal conversion procedures more accurately. We need to know as much detail as possible about those we couldn't interview. The more we know about how they react to the survey, the better we can try and encourage co-operation.

**Column 18:** Office use only

**Column 19:** Some refusals may be converted. If this occurs the Coversheets will be sent out to the interviewer. If you receive one of these Column 19 allows you to re-enter the individual outcomes for all household members whether the conversion was successful or not.

## **HOUSEHOLD GRID - PAGES 6 - 7**

This should be completed before any interview is done at an address. An interview cannot be undertaken until a full record of household membership exists in the Household Grid.

First you will need to determine who is the HRP. The Household Reference Person (HRP) is defined as the person who either:

- a) Owns the accommodation.
- b) Is legally responsible for the rent.
- c) Has the accommodation as an emolument or entitlement (e.g., rent free with job).  
or
- d) Has the accommodation by virtue of some relationship to the owner or lessee where this person is not a member of the household (e.g., person living rent free in property belonging to a relative).

Where there are two or more people who qualify to be HRP under the rules above the eldest is the HRP. **The HRP does not have to be Person No 01 on the household grid.**

### **COMPLETING THE HOUSEHOLD GRID**

You must complete a row of the Grid for each member. Begin by establishing the Household Reference Person (HRP).

#### **1. Person Number and Name**

Transfer PERSON NO as printed on the coversheet and FIRST NAME from Page 2 of the Coversheet for all current HH members. The person numbers may not be in sequence if someone has moved out.

#### **2. Relationship to Reference Person (HRP)**

Establish who is HRP and write in 'HRP' next to this person's name. **The HRP does not have to be Person No 01.** Then ask for the relationship of all others in the Household to the HRP and write in. Where children of HRP are reported check for exact relationship to HRP and write in where the children are natural, step children or adopted.

**Please note that in split-off households the first person on the list must always be a PSM (transferred from the Coversheet). An unlisted member must never be the first person recorded on the household grid.** For all split-off households, do not transfer the respondent's person number from the original Coversheet but simply start listing from 01.

#### **4. Date of birth**

Where date of birth is recorded on Coversheet ask 'We have (NAME'S) date of birth as being .....xx. Is that correct?' If correct re-enter, if not, enter correct date of birth. Where date of birth is not recorded ask for date of birth and enter. If HRP cannot give you this exactly then check with the person themselves.

#### **5. Date of Birth information same**

This is a check on whether the date of birth pre-printed on the Enumeration Grid is the same as the information you have collected. Codes 1 and 2 will apply to all listed household members and rejoiners. Code 3 applies only to people who are completely new to the survey i.e., code 6 or 7 at Household Membership, Col 9 on the Coversheet. Note that even if the pre-printed information is copied by hand to a split-off Coversheet this is still counted as pre-printed information.

#### **6. Sex information same**

The same rules as for Date of Birth above apply.

#### **7. Age**

The age of new-born children less than one year old should be coded '00'. For those under 16 code columns 8, 9 and 10 as 0,00 and 0 respectively.

Please ask the respondent for a best guess if the date of birth of someone in the household is not known and you do not succeed in interviewing them. It is very helpful if we can at least find out whether they are a child or over 16.

#### **8. Marital Status**

Ask as a running prompt for all household members aged 16 or over 'Are you/is this person currently married, living with a partner, widowed, divorced or separated or have they never been married?'. Code children under 16 as 0. 'Single' means never having been married.

Please note: A current household relationship takes precedence over any other, as the purpose of the grid is to understand relationships within the household, (legal marital status is dealt with in the individual questionnaire). Thus a married person living apart from his or her spouse is coded as separated, not as married. A married but separated person living with someone else is coded as living together. A divorcee or widow who has remarried is coded as married, or as living together if cohabiting.

It is important not to code friends sharing accommodation as partners, but equally, there might be cases where couples appear at first sight only to be friends. If these relationships become apparent during interview you might then need to amend the household grid.



Those who describe themselves as living together with a partner of the same sex should be coded as living together.

## **9. Spouse/partner number**

Ask if each person's spouse or partner lives in the household. It is important that partners (those coded as living together) are included in this column. Code their person numbers in the relevant columns. The relationship to household reference person column will not always reveal people who are married or living together (for instance, a young couple living with one of their parents where the parent is reference person). Please take care to code correctly and consistently, however obvious relationships might appear in most instances. If the person does not have a spouse or partner enter 00.

## **10. Paid Employment**

Ask 'Last week, were you/was this person in paid employment at all, including being away temporarily from a job they would normally have been doing?'

### **'In paid employment' includes:**

1. All those who did any paid work last week (either as an employee or self-employed) even if only for a few hours in casual work.
2. All people temporarily absent from their job.
3. All those on Government Training Schemes (e.g., ET or YTS) with an employer, and those paid by an employer while attending an educational establishment.
4. Wives working in a husband's business for any number of hours and who receive payment or a share of the profits are coded as 'working'. Those working unpaid for 15 hours or more are also coded 'working'. (The same applies to other family members doing similar work.)
5. Students who were working last week - code as 'working'.
6. People paid a wage or salary by an employer while attending school or college, including people on employer-based training schemes - code as 'working'.

### **'Not working' includes:**

1. All those who were looking for work last week or who would have done so but for illness or injury or holiday, even if they are waiting to start a job already obtained or waiting for the result of a job application.
2. Those who are retired from paid work altogether. People who have retired from an earlier occupation but who now have another paid job (if only for a few hours a week) are 'working' (but exclude voluntary work).
3. Those persons who last week were attending a school or college full-time, unless as part of a paid job or government training scheme.
4. Those unable to work through long term illness/disability and those attending industrial rehabilitation centres or adult day centres.

## **11 & 12. Father/Mother Number**

Check for all HH members (where necessary) if each person's father and mother lives in the household. Check that these are natural parents only. The purpose of this code is to ensure that we can distinguish between natural and step parents. It is quite common, for instance, for a mother to be natural and a father to be a step-father. Please take care to ensure you transcribe the correct number (i.e., the person number of the parent) to the row containing details of the child. You will not of course need to ask the question where then can be no parent in the household (e.g., single person or couple only households) but always check in all potential cases of parentage. If a father/mother is not present in the household enter 00.

## **13. Responsible adult**

At one section of the individual schedule you will be asking questions about children of the responsible adult. The responsible adult is the mother, or mother figure, of the children in all cases with one exception. If someone is a legal stepmother 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 the responsible adult. In this case (and if there is no mother present at all) the father is the responsible adult.

**When you have completed the household grid please check the details. Small errors can lead to great problems for the coders. You should have completed a line for each member of the household, if certain questions did not apply to them (e.g., spouse number for the never married) then 00 should be entered. No boxes should be left blank.**

## **HOUSEHOLD OUTCOME - PAGE 8**

Only use code 10 if you interviewed all eligible members of the current household aged 16 or over.

## **HOUSEHOLD REFUSAL/NON INTERVIEW INFORMATION - PAGE 8**

Where it is not possible to make contact at a household, you must make every attempt to find out how many listed members are still resident at the address. Stress that this is vital for ensuring that our survey is statistically reliable. If possible complete the Enumeration Section, stressing that this is the only information we will need. Failing this, attempt to find out the number of current household members e.g., ('Can I just check one thing, is it still just you and your wife living here?') and record it here.

This page allows you to specify in more detail the reason for any household refusal or non-contact you get. This allows us to tailor our conversion procedures more accurately. We need to know as much detail as possible about those we couldn't interview and those we did.

## **HOUSEHOLD QUESTIONNAIRE - CAPI**

Please ensure that a Household Questionnaire is present for all households where at least one interview is achieved. Even if some or all of the questions cannot be answered by your respondent, you should complete as much as you can and use the 'don't know' or 'not answered' codes as necessary.

- H2** Exclude any rooms currently or usually sublet to persons outside the household but include any rooms solely occupied by lodgers within households. You should already know if lodgers are present, if necessary check 'Does this include the rooms occupied by .....?'

Exclude conservatories

- H3** Shared ownership includes co-ownership and equity sharing schemes: a share in the property is being bought. The occupier may never become the sole owner of the property but will receive a cash sum on leaving the scheme.

Where accommodation is owned or part-owned by ex-spouse or separated spouse or spouse away on business for six months or more treat as 'owned' (code 1).

Do not count as rent-free cases where a rent would normally be paid but the whole amount is rebated (or paid direct to the landlord by the DSS through Housing Benefit).

Code people who live in rent free accommodation owned by relatives as 'rent free' If rent is paid for them by a relative or charity this should be recorded as a regular receipt in the finance grids.

- H4** If part owned with someone outside household enter 00 for this person and give details.

If household rents, give person actually responsible to landlord for rent. With adult sharers establish if there is a joint tenancy or if it is in one or two person's names, with others paying their share of the cost to them.

If rent-free, give number of person responsible for the rent-free occupancy by virtue of job or family position.

- H9** We need here the total purchase price of the property including any payment for the land, fixtures and fittings, garages etc. If respondent purchased with others : record total cost rather than respondent's share.

- H10** Accept estimate if exact year not known. If accommodation was previously rented by household members who then purchased as sitting tenants record year bought outright or first started paying mortgage.

**H19** An endowment mortgage has a long term insurance policy attached which pays off the original loan. Do not count as endowment policies mortgages with a ‘mortgage protection policy’ which is life insurance only. A repayment mortgage is a straightforward loan where the borrower(s) repays capital and interest together. If not known code Don’t Know.

**H21** We require here the total amount of any further additional loans (including second mortgages) secured against the property after the initial loan even where the money has not been used for property improvement or repair.

Where a property has been re-mortgaged (i.e., a mortgage taken out to pay off an earlier mortgage and provide an additional amount) count the difference between the mortgage paid off and the re-mortgage towards this total.

**H22** If ‘other’, code 5 and specify your answer in the pop-up box.

**H24** A mortgage protection policy is a life insurance policy on mortgages. It is not an endowment policy.

**H26** If the household rents, give person actually responsible to landlord for rent. With adult sharers establish if there is a joint tenancy in the names of all members of the household, or if it is in one or two person’s names, with the others paying their share of the rent to the legal tenants.

If rent-free, give number of individuals responsible for the rent-free occupancy by virtue of job or family position.

**H27** Any household whose accommodation is tied to the job of one of its members this should be coded 06 or 09 as appropriate. People in tied accommodation whose employer is a Local Authority or New Town should also be coded 06.

**H28** In any doubtful case ask ‘What is the agreement with your landlord?’ and code accordingly.

**H29** Do not count as rent-free cases where a rent would normally be paid but the whole amount is rebated (or paid direct to the landlord by the DSS through Housing Benefit).

Code people who live in rent free accommodation owned by relatives as ‘rent free’ If rent is paid for them by a relative or charity this should be recorded as a regular receipt in the finance grids.

**H30** If normal amount paid includes payment for hot water or heating, or rent for amenities such as garages, try to get the amount paid for rent only. Where it is not possible to get a separate rent amount, record whole amount paid and extra items paid for at H32.

**H32** Include farms as ‘land or business premises’.

**H33** Both rent rebate and rent allowances are forms of housing benefit. If the recipient is in council accommodation they will receive a rent rebate, i.e., pay a reduced rent. But if the respondent is renting privately then a rent allowance will be paid either directly to the recipient or to the recipient's landlord.

**H37** Applies to any accommodation lived in by HRP or spouse during the past 12 months, not just current accommodation. If a mortgage has only recently been taken out refer to previous housing situation.

**H39** Exclude cases where non-payment was accidental (e.g., the bank failed to pay a standing order).

**H40** A separate kitchen: If the household cooks in a room which is used both as a kitchen and as a dining/living room, "yes" should be coded, provided it is not also used for sleeping. A bed-sitter with cooking facilities does not have a 'separate kitchen', but a house with kitchen-cum-dining room does.

A place to sit outside: A private garden would be exclusive to the household. A shared or communal garden could include a rooftop garden, a patio, a terrace or a large balcony designed for sitting out on.

A 'shared' facility is one where someone other than those household members on the household grid has use of the facility as part of their accommodation e.g., a shared bathroom for several flats or a communal garden area.

**H41** This is an approximate amount for the whole year.  
Central heating includes any system where two or more rooms are heated from a central source. If a household has only one room, treat as centrally heated from central source along with other rooms in the house/block.

**H44** The objective is to assess whether the respondent feels any of the listed items to be a problem for the household. Each item must be read out individually and 'yes' or 'no' coded.

Too dark, not enough light: This refers to natural light rather than artificial light. Code 'yes' if they feel they have a problem with any of their rooms being too dark, not necessarily all of them.

Heating facilities refer to the equipment or means of heating, not the cost of providing the heating - unless high cost is considered as a characteristic feature of the type of heating facility and hence a problem.

**H45** This question refers to the Council Tax valuation bands, not the market value of the respondent's house. Please ask them to check their Council Tax bill if possible.

Many renters may not know the band if it is included in their rent. Code these as 'Don't know'. If the household accommodation is not valued separately e.g., a granny flat or a bedsit code '09'.

**H47** If a respondent owns a share in a holiday home etc take the value that their proportion is worth, not the total value. If 'don't know' a series of questions will follow to try to get a range of the total worth.

**H49** You should collect the total amount of all mortgages being paid including any on other properties owned or being bought that are not the main residence.

**H50** Include both owned and rented items.  
Include items made available by the landlord or others for personal use by household members.  
Include second hand purchases.  
Include home computers even if only used for games, but only if it has a keyboard. Include computers used for business purposes by self-employed people, but not those provided by employers for work at home.

Exclude any items which are broken and will not be repaired.

Include hire-purchase and credit sale but not rentals with a future option to purchase.

Exclude gifts or loans to household members from persons outside the household, but include gifts between household members.

**H54** Categories c) satellite dish, d) cable TV, l) telephone. Do not collect amounts paid out in monthly subscription or bill costs. We want the set-up costs only on purchasing the equipment or service. In some cases, the service may have been provided free. If so write in '0'.

**H56** DSS Social Fund loans are normally paid back through a reduction in benefit.

**H57** This question applies to the household rather than individual members of the household.

**H58** This question is about ability to pay, regardless of whether the household actually wants the item. They are asked to say whether they could afford them if they wanted them. The answer is 'yes' if it applies to any adult household member, not necessarily the whole household. Do not include holidays which do not have to be paid for, such as staying free with friends or relatives.

**H60** If some food is not bought weekly attempt a weekly estimate. Include meals bought from 'take aways' but eaten in. Exclude meals eaten outside the home.

**H61** Include vehicles on long term hire and company vehicles if for private use. Exclude those hired from time to time and if used solely in the course of work and vehicles currently unfit for use if there is no intention to repair.

**H62** If owned by friends within the household - code '1'.  
If paid for with mobility allowance - code '1'.  
Exclude if owned by friends outside the household.

## **INDIVIDUAL QUESTIONNAIRE**

### **NEIGHBOURHOOD AND INDIVIDUAL DEMOGRAPHICS**

This section provides us with information about people's backgrounds. This is important in its own right and also for comparison with the Census.

**D6** Lived here continuously (other than being away for holidays, in hospital etc.). If respondent has lived in address more than once (e.g., has returned after being away at college etc.), the relevant date is the beginning of their current spell of residence.

**D8** Own job only. Exclude cases where people have moved because of spouse's employment.

**D14** If the respondent is separated, but not legally separated, they are coded as married here and separated on the Household Grid.

**D17** Code one only. If respondent says more than one applies ask him/her to choose which single description best applies.

**D18** Full-time course only. Exclude courses under 3 months.

Exclude part-time, correspondence, and Open University courses, and courses run by employers for employees.

Include sandwich courses. Include those attending nursing school and teaching hospitals even when respondents were also working in the hospital.

**D19 - D24** These questions collect details of up to three periods of full-time education in the past year since Sept. 1st 2004. You should start with the most recent period of education. The period of education may have started earlier than Sept. 1st 2004. You should include it if the course continued beyond Sept. 1st 2004.

**D21** Collects the start date of any spell begun since Sept. 1st 2004.

**D22** Collects the end date or is coded 'not ended'.

**D23 and D73** Include direct fees paid for course but exclude living / travel / other expenses associated with the period of education.

Code 03 'employer / future employer' includes past employer.

Code 04 'New Deal Scheme' for those aged 16 - 24 and for lone parents unemployed for more than six weeks.

If 'other arrangement' code 7 and specify answer in pop-up box.



**D27** If the respondent is separated, but not legally separated, they are coded as married at D27 and separated on the Household Grid.

**D28** For those born in the UK we need to pinpoint the precise location. Therefore, if a respondent gives the name of a village enter the country also. If respondent mentions a town or city, probe for which district it is in.

**For respondents born in the UK, place of birth is recorded on their birth certificate.** If respondents gives name of hospital probe for where birth registered.

**D29** Code one only. If respondent says more than one applies ask them to choose which single description best applies. If 'something else' code 10 and specify answer in pop-up box.

**D30** Please ensure that the correct showcard is used. The country shown on the showcards relates to the country in which the household lives and NOT to the sample in which the household originates.

**D31** This question has been used in the 2001 Census. It is important to us to be able to compare our data with census data. If 'Any other' response code as appropriate within the overall category and specify.

**D37 and D41** If father/mother was unemployed at that time note this and record usual job. If at age 14 respondent was not living with either or both of the natural parents record occupation(s) of 'father or mother figure' e.g., step or adopted parent or guardian.

If respondent was in institutional care (e.g., an orphanage or council home) record parents' occupations if alive; ring appropriate codes if deceased.

**D49 - D57** These questions are about periods spent cohabiting with partners, ie. periods spent living with a partner to whom the respondent has never been married. Exclude any period less than three months.

**There is no need to worry about these questions.** For most (especially elderly) people they will not apply. You will in these cases often hear such comments as 'we didn't do that sort of thing in our day'. Just nod! Younger people will in general be unconcerned, though youngsters in front of parents or members of couples in the presence of a current spouse might hide a past relationship. However, there is nothing you can do about this, although in most situations you will find that the spouse has heard it all before!

If anyone asks why you want this information, say that 'living together' is important in understanding financial, housing and family circumstances. In interviewing over 10,000 people we come across a wide range of circumstances.

**D58** If respondent tells you that they left school before reaching the minimum school leaving age - currently 16 - because his or her birthday was in the holiday period between school years or terms, record respondent as having left at the then minimum age.

**D59** Elementary, secondary-modern and technical schools are nearly always forms of schooling no longer available. However, some school-age children may still go to educational institutions using 'technical' in their title, such as City Technology Colleges. Code these under 'other' (9) and type it in.

**D61** Full-time course only. Exclude courses under three months.

Exclude part-time, correspondence, and Open University courses, and courses run by employers for employees.

Include sandwich courses, nursing school and teaching hospitals (even when respondents are also working in the hospital).

If attended more than one, code most recent.

If 'other College...' code 3 and specify answer in pop-up box.

**D64** In case of doubt about any qualification (e.g., those obtained abroad with no direct equivalent), write in details.

Do not count first aid Certificates as nursing qualifications. Do not code the following as Nursing qualifications but as 'Other technical' and give details: Health Visitors' qualifications, Nursery Nurses (e.g., NNEB) and Dental Nurses' and Hygienists qualification.

If teaching qualification is a degree then code as degree.

Count degrees obtained overseas as first or higher degree as appropriate.

If a respondent has a City and Guilds certificate but cannot give grade or part passed, assume it is part I (code 04)

If respondent has Scotvec Higher National Units or NVQ3/SVQ3 try and match these with an equivalent qualification on the list, possibly use the higher of the two codes.

Only use the 'other' code if you are certain the qualification does not fit into any of the categories 01 to 13. When recording 'other' qualifications please spell out abbreviations. Also it is very important to know the qualification and year gained as well as the awarding body.

If 'other' code 14 and specify answer in the pop-up box.

- D67** School qualifications: please note you must obtain numbers of each qualification passed.
- D68 – D80** These grids collect details of all training schemes or courses taken in the past year excluding periods of full time education.
- D69** If more than three training schemes or courses complete grid for three longest, starting with the most recent course. Include courses that have started but not yet finished.
- D70** The ‘main’ place is where the most hours of teaching or instruction were done.
- D73** As at D23. Plus - If employer provided training (on or off job) code 03
- D78 – D81** Asked of all respondents previously interviewed to update their educational qualifications. Include only those qualifications gained since September 1<sup>st</sup> 2004
- D87 – D94** These questions ask about births of children. Still births, adopted and step children should be excluded.

## **HEALTH AND CARING**

- M1** Registered blind count as disabled
- M3** Where respondent gives the name of a specific condition other than those on the card (e.g., angina or multiple sclerosis) code as 'other' and record the name given.  
Where respondents query 'difficulties in seeing' this excludes those able to read normal size print (e.g., a book or a newspaper) with the aid of glasses and those who need glasses only for specific activities such as driving.  
  
If 'other' code 13 and specify answer in the pop-up box.
- M16** 'Talking to a doctor' can mean seeing the GP (at home, surgery etc) or speaking to a doctor on the telephone.  
  
You should include visits only if the respondent actually talked to the doctor, i.e., exclude cases where respondents just called to pick up tablets or a prescription, make an appointment, receive treatment from a nurse or accompany another person etc.  
  
Exclude hospital based doctors but include visits to specialists (e.g., clinical psychologists) where these were seen at a local surgery or health centre.
- M17** Do not include visits to accident and emergency wards.  
Include regular visits to clinics based in a hospital.
- M18** Include:  
  
Accidents caused by the respondent's ill health, e.g., respondent collapsed and fell downstairs and broke a leg;  
  
Accidents where respondent may not have seen a GP or gone to a hospital immediately; e.g., the respondent cut a finger, but only went to the doctor a week later when it turned septic. Attacks by animals, insects or humans.
- M20** Include patient stays in private hospitals and clinics, nursing homes, institutions for the mentally ill etc - places where respondent had to stay for some illness, condition, operation, etc.
- M21** Probe for best estimate.
- M23** Include pre-natal stays, immediate post-natal conditions and miscarriages.
- M24** Code both private treatment in NHS hospital and visits to or treatment in private hospitals or clinics as all paid for privately.
- M25** Medical insurance can cover payments equivalent to all or part of the cost of medical care; allowances intended as total or partial compensation for the loss

of income resulting from the suspension of employment and any other benefit related to sickness.

A person is said to have private medical insurance if the coverage is not automatic or universal, and if a premium is paid for that purpose, whether by the beneficiary, another family member, employer etc. Basic national health coverage is not considered insurance.

**M26** 'You' in the response categories refers to the respondent as well as any family member who pays for the medical insurance in the name of the respondent. Similarly, 'your employer' also covers the employer of the family member paying the insurance in the respondent's name. Note also that the insurance in the respondent's name may provide cover for other family members as well (but not in their names).

**M27** In the wording of the question 'you' refers to the respondent and other family members paying for the insurance in the respondent's name. Contributions paid for insurance providing cover to the respondent but held in the name of other household members are not included.

**M28** Include use of services by respondent only.

**M29** As above. If 'other' code 12 or 13 as appropriate and specify answer in the pop-up box.

**M31** Check whether paid for all services including NHS/SSD

Include as 'paid' any services paid for by respondent or by someone else (e.g., other members of the household, relatives, employer, insurance etc) on behalf of respondent. If respondent has used both paid and free services in the last 12 months, code 3.

Where respondent was referred to service by GP, record as NHS.

**M32** Exclude tests which are included as part of other treatment, e.g., blood pressure test after an accident.

**M34** Where checks were provided through employment record as NHS if carried out by NHS medical personnel. If employer arranged for private medical health check, record as private. If carried out by employee of workplace, record as NHS.

Include medical checks for service personnel and prisoners and prison staff as NHS.

Record as NHS where treatment is NHS although fees may have been paid, e.g., for eyesight test.

If 'other' code 7 and specify answer in the pop-up box.

**M37** Occasionally a person may not think of the care they provide as special because they either may have been looking after this person for a long time or because they view it as a natural obligation to look after a close relative; or because they think it normal to provide special care for the elderly.

In some cases you may already know of someone in the household who is infirm or disabled. If you have reason to believe that someone within the household is receiving regular care because of age, infirmity or disability but this is not reported by the respondent you should ask 'And what about (NAME OF PERSON)? Do you look after them at all?' If the respondent does not agree, code answer given but make a note on the questionnaire and proceed to the next question.

If 'other' code 3 and specify answer in the pop-up box.

**M40** Include any service provided including visiting, sitting with them, keeping company, taking out, checking whether or not they are all right, help with bills etc, as well as help with housework, cooking and personal care (e.g., washing or dressing).

Include only 'one-to-one' caring so that if, for instance, someone helps with meals-on-wheels or driving people to hospital this, in itself, does not count since they maybe seeing different people each day. If, on the other hand they are paired off with one specific elderly/disabled person this would count.

Include here cases where person cared for is in the same building as respondent but lives separately (e.g., a 'granny flat' or annexe).

Exclude any care given in the course of employment (e.g., by social worker or home help) but include if they do other work unpaid outside working hours.

Exclude work in drop-in centres, luncheon clubs or meals on wheels.

Some respondents will be caring for people as a voluntary worker rather than as a friend or relative. If caring for two parents living together, code each separately.

**M44** Please note that if respondent spends time caring for people within and outside the household the total time spent on both together should be entered. Include any travelling time or time spent sleeping at dependant's house if dependant is outside carer's household. If continuous care is given use code 07.

If 'other' code 10 and specify answer in the pop-up box.

## **EMPLOYMENT**

### **E1 Include as 'working last week':**

- employment for any number of hours, including Saturday jobs, and casual work, e.g., baby sitting, running mail-order clubs etc.

NB Since some informants may not consider casual work to be serious work, please be prepared to probe those (e.g., housewives with dependent children, full-time students) to whom you feel this may apply.

- anyone who was paid a wage or salary by an employer while attending an educational establishment.
- a wife working for any number of hours in her husband's business as long as she was paid, i.e., received (or will receive) an amount of money in remuneration or a share of the profits.
- a wife, working unpaid, in her husband's business provided she works 15 hours or more per week.
- anyone else working in a friend's or relative's business, as long as he or she received (or will receive) an amount of money in remuneration or a share of the profits.
- Students on 'sandwich courses' currently with an employer or those on employer placements should be coded as employed only if they receive regular payment from the employer.

### **Student nurses**

Training for nurses is in transition. Some nurses are still being trained under the traditional arrangements whereby they are employed as trainees at a specific NHS hospital. These nurses should be treated as employed for the purposes of this section (coded 1 at E1) and in the subsequent job histories.

A number of nurses are being trained under the PROJECT 2000 scheme which is mainly based in colleges outside hospitals. These trainees should be regarded as full-time students. Unless they have other employment outside their PROJECT 2000 course they should be coded 2 at E1 and E2.

For student nurses always check if the nursing training course is part of PROJECT 2000 and proceed accordingly. If the respondent is unsure treat as employed.

## Government Training Schemes

Such schemes are not now generally run directly by Government Departments (such as the Employment Department or Training Agency) but are organised and delivered by local Training and Enterprise Councils (TECs). In most cases the TECs (LECs in Scotland) will contract out the management of the programmes to Managing Agents, often private companies.

For the purposes of this section, the crucial information is where the respondent is based for their training. If a respondent was on such a scheme last week, they should be coded as employed if they are 'employer based'. This is defined as:

- 1) Last week they were with an employer or on a project providing work experience or practical training; or
- 2) If they are normally 'employer based' but were away last week because of illness or for some other reason (including attending a college based course).

If respondents are not normally 'employer based', that is they usually attend a college or other training centre, they should be coded 2 at E1 and E2 with the following exceptions:

- 1) those who have employment outside the training scheme. Code here as employed and take details of this secondary employment.
- 2) those sent on training schemes by employers who continue to pay their wages or salaries. Treat as employed and code 4 at E3. Record details of their job with the employer who has seconded them to the training scheme.

**E2** Include any persons who were absent because of holiday, strike, sickness, maternity leave, lay-off, or a similar reason, provided they have a job to return to with the same employer. Do not include those receiving redundancy payments who have no job to return to. Do not include people who have a job arranged but have not yet started work in it; such people should be coded 3.

A job exists if there is a definite arrangement for work on a regular basis (i.e., every week or every month) whether this work is full time or part time. The number of hours worked each week may vary considerably but as long as some work is done on a regular basis a job exists.

**E3** Code one only: if more than one reason ask respondent 'And which of these would you say was the main reason?'

Maternity leave: only women who are on the special period of maternity leave allowed either by law or their contract should be included here. Any other leave taken for reasons of child bearing or child rearing should be coded 7. Any leave taken for pregnancy related sickness not covered by maternity leave should be coded 3. Count women on maternity leave from a job as



employed even if they say it is their intention not to return to their jobs at the end of the statutory or contractual period of leave.

- E4-  
E50** If respondent has more than one job, these questions should be answered with reference to their main job. The ‘main job’ is the most remunerative. If equal earnings then it is the one with the longest usual hours. If a respondent is a seasonal worker who switches between jobs at different times of the year, then ‘main job’ is the one being done last week.

Where a respondent changed jobs in the last week (that is in the seven days ending on the Sunday before interview) we require details of the job being done at the end of the week. Where he or she left a job last week and do not as yet have other employment treat as non working.

- E4 & E4a** A permanent job is one which has no specific time limit even if a period of notice is required for dismissal.

- E5** Please remember your general training as an interviewer that asks you always to probe for as detailed job description as you can get including title, qualifications or apprenticeships, responsibilities etc.

- E6a** This should be the firm or company that issued the contract of employment for the respondent.

- E7** Accept respondents’ answers except:

- where there is doubt try to find out how they are described for tax and National Insurance purposes. For self-employed, tax is not normally deducted at source but paid directly to the Inland Revenue. People working as child minders or odd-jobbing etc are usually classed as self-employed. If someone is self-employed and works under contract to an employer, he or she may be treated as an employee for tax purposes (e.g., in the construction industry). Treat such people as self-employed.

For all directors and managers who say that they are self-employed, check whether they work for a limited company. If they do, code them as employees for tax and NI purposes.

An employee working through an agency (e.g., secretary, nurse etc) may either be an employee of that agency (i.e., the agency pays part of their NI contributions) or an employee with each different employer they go to.

Further notes on the self-employed may be found at E56.

- E8** A manager may manage other employees through supervisors or directly, and may have a more general responsibility for policy or long term planning.

Foremen and supervisors have day-to-day control over a group of workers whom they supervise directly, sometimes themselves doing some of the work they supervise.

Job titles can be misleading (e.g., a ‘playground supervisor’ supervises children, not employees and so should be coded not a supervisor). A stores manager may be a store-keeper and not a manager or supervisor of employees.

**E10** Make sure that your respondent realises that we are interested in the total number of employees at the workplace, not just the number employed within the particular section or department in which he or she works. Include part time and shift workers.

If a respondent works from a depot or office (e.g., a service engineer), base the answer on the number of people who work from that depot.

People employed by employment agencies should answer these questions with reference to the place at which they are currently working (or last worked) rather than the agency. Where someone employed by an agency worked at several different workplaces in the course of a week the answer should refer to the place where he or she worked the greatest number of hours.

Similarly, people working for sub contractors or merchandisers within a larger workplace should answer with reference to the larger workplace (for example, school meals staff should answer with respect to the school rather than the kitchens; and people working on a fish stall franchise within a supermarket should answer with respect to the supermarket).

**E10a** Code to MRS social class

SocialGrade Social Status Occupation

- A Upper middle class Higher managerial/administrative/ professional
- B Middle class Intermediate managerial/administrative/ professional
- C1 Lower middle class Supervisory or clerical and junior managerial/administrative/professional
- C2 Skilled working class Skilled manual workers
- D Working class Semi and unskilled manual workers

**E11** In the case of people permanently on call, make a full note of the circumstances and probe for the total hours usually worked when on call (excluding overtime).

If the hours vary or the work is intermittent (e.g., casual workers), try to obtain the weekly average over the past few months.

Round answers to the nearest whole number (i.e., 37.6 hours up to 38. Round .5 to nearest odd number).

**E12** Include unpaid overtime.

- E13** This includes any time for which respondents are paid above and beyond their basic wage or salary. Such overtime payments need not be at any increased rate.
- E15** Code one only. If more than one applies code one which applies to greatest part of working time.
- E16** If respondent works mainly by travelling around or travels to one or more places ask how long it takes to get to an office or depot if this place is visited at least once a week. Note this is for getting to work not the full round trip time. There is a new code for ‘Doesn’t apply’. Please only use this code in extreme cases where it is impossible to give any kind of average i.e., the respondent never visits a depot etc.
- E17** ‘Main means’ is for the greatest part of the distance covered between home and work. Where a ‘car pool’ system is used where members drive some days and travel as passengers for others code for most frequent in a usual week.  
If ‘other’ code 9 and specify answer in the pop-up box.
- E20 & E22** Include cases where respondent received Statutory Sick Pay or Statutory Maternity Pay (i.e., is currently on paid maternity leave).

**If it is possible to persuade the respondent to refer to his or her current or last pay slip you should do so.**

Please prompt for approximate amount if ‘don’t know’.

- E21 & E23** The time period is very important, e.g., one day per week = ‘week’ not ‘other’. If ‘other time period’ code 6 and specify answer in the pop-up box.
- E23c)** If ‘other time period’ code 5 and specify answer in the pop-up box.
- E25** When entering the tax code please left justify the figure, and don’t enter leading or ending zeros (some boxes may be left blank), for example:

3	4	4	L	
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- E26** ‘Usual pay’ should be straightforward for the large majority of cases. If queried ‘usually’ means since the last change in circumstances affecting pay such as a pay rise or a change of job.

Include bonus or overtime payments, if these are usually received.

If the respondent is on short time the usual pay should be that received before short-time working began.

For seasonal workers record the usual amount earned in a year.

If the respondent's pay varies for a specific number of weeks during the year note the amounts and periods.

- E27** Please prompt for approximate amount if 'don't know'.
- E28** If 'other time period' code 6 and specify answer in the pop-up box.
- E30** Code 3 should normally be used only for tax refunds where longer than normal amounts of tax are deducted code as 'other' and write in details. Use code 7 only where more overtime than usual was worked, where less than normal code 'other'. If 'other time period' code 9 and specify answer in the pop-up box.
- E39** Performance related pay is any which is directly dependent on the respondent achieving the specified targets within the job. e.g., commissions on sales.
- E40** Do not include where the only profit related pay has been via an increase in their take-home pay rather than paid as a separate lump sum(s) bonus.
- E44** Include 'in house' unions such as company staff associations.

Exclude employers' organisations (e.g., National Farmers' Union)  
Code one only.

- E52** 'Pension Type A' includes schemes based on an average wage over the working life.  
'Pension Type B' are also known as 'Money Purchase' schemes where an annuity is purchased with invested pension funds at the date of retirement.

**E58 and E63** We need to know here when the respondent started his or her current job (that is the job described at E5) for the current employer. If necessary refer to E5 and read details to respondent. If she or he has had one or more spells of working in this job for the current employer, then the start date of the most recent spell should be recorded. For temps, agency nurses, etc, start date is when begun working for the agency itself.

In cases where people have been promoted or otherwise changed jobs with their current employer record the date they started the job they are doing now.

If the respondent's company changed ownership but his or her conditions of work remained the same, do not count as a change of employer but record date began working in current post for the company itself.

If the respondent's employment contract has changed as a result of contracting out, record the date the new arrangements took place.

- E60** Write in 'approx.' in the note function if amount clearly estimated.

Don't miss 'same as now' code if the respondent's pay hasn't changed.

**E61** If ‘other time period’ code 5 and specify answer in the pop-up box.

**E66** If ‘other time period’ code 6 and specify answer in the pop-up box.

**E68** Write in ‘approx.’ in the note function if amount clearly estimated.

Don’t miss ‘same as now’ code if the respondent’s pay hasn’t changed.

**E69** If ‘other time period’ code 6 and specify answer in the pop-up box.

**E79 to E106** The term self employed covers people who are responsible in their work only to themselves and who do not receive a wage or salary from an employer. Tax is not normally deducted at source but paid directly by them to the Inland Revenue.

However, company directors and managers are employees of their companies.

‘Self employed’ includes people who are temporarily sick but would be working in a self-employed job if they were well.

Self-employed can be for any number of hours, e.g., as little as one hour provided the work is regular.

In addition to persons such as sole or part time owners of a business, the following are considered to be self-employed: doctors in private practice, farmers, landlords/landladies who manage their own property, and people with recurring freelance jobs such as musicians or journalists. In recent years there has also been a growth in the number of people employed by firms to carry out work on a freelance basis that they were formerly directly employed to do.

Building workers on the “lump” sum (self-employed labour-only sub-contractors) should be classed as self-employed. These workers are usually paid a wage by the contractor and have the standard rate of income tax deducted from that wage. They are however responsible for payment of their own National Insurance contributions.

Respondents receiving Enterprise Allowance must be coded as self-employed. All relevant self-employed questions should be asked but the allowance received should not be included as income at E65, E70 or E78 but in the Household Finances Section.

**E79** ‘Employees’ covers anyone directly employed by the respondent (other than the respondent him or herself) where they pay wages and are responsible for Tax or NI deductions etc. Exclude those employed by firms as consultants etc. Exclude fellow partners in professional practice or business. These are all separately self-employed.

**E84** Those who are paid for labour only, may keep accounts for presentation to the Inland Revenue and have an accountant, but they should only be coded '1' if they regard themselves as having a specific small business.  
If 'other' code 6 and specify answer in the pop-up box.

**E87 & E92** Take any period for which figures are available.

**E93** Include any money subsequently put back into the business.

**E85 & E91 & E100** This may be Class 2 or Class 4 NI.

**E101** Code one only. Someone who works at home does the major part of their work there (e.g., someone running a home typing service). Someone who works from home has the home as their base (e.g., for telephone calls) and travels to customers' homes or businesses to work e.g., a plumber.  
If 'other' code 6 and specify answer in the pop-up box.

**E102** If respondent works mainly by travelling around or travels to one or more places ask how long it takes to get to an office or depot if this place is visited at least once a week. Note this is for getting to work not the full round trip time. Please only use the 'Doesn't apply' code in extreme cases where it is impossible to give any kind of average i.e., the respondent never visits a depot etc.

**E103** If 'other' code 9 and specify answer in the pop-up box.

**E106** Here we want to know when respondents' started their current spell of being self employed as their sole or main job. Exclude time spent working self employed on the side while having another main job or previous spells of being self-employed.

**E110** In all circumstances the responsible adult is the mother of the children. If someone is a legal stepmother they may still be the responsible adult.

However if a couple only cohabit and the woman is not the child's natural mother she is not the responsible adult. In this case (and if there is no mother present at all) the father is the responsible adult.

**E111** If respondent has more than one child who is cared for differently or if a child receives a mix of care, code all that apply up to 3 mentions. In other words , three codes does not have to mean three children. The question refers to numbers of types of child care, not numbers of children.  
If 'other' code 11 and specify answer in the pop-up box.

**E113** 'Paid for' by respondent or by someone else on their behalf. Count as 'paid for' if an employer pays for children to attend nurseries etc outside the workplace.

**E114** That is how much is paid altogether by respondent or other people on his or her behalf (including by employers).

**E116** If 'other' code 6 and specify answer in the pop-up box.

**E117 & E118** Include as looking for work: being registered at any government or private employment agency; approaching employers; checking newspaper advertisements; making inquiries of friends etc.

**E120** Include as 'Yes' anyone who would like paid work but is unable to take up paid work because of problems due to health, disability, age or having to care for dependants.

**E124** Where a respondent replies that they are currently unable to work at all because of reasons of disability, childcare or other caring responsibilities, you should code '0' here, write a marginal comment in the note function and go to E120.

**E136** People signing on while in work include, e.g., seasonal workers; those on short time work or laid off through strikes.

**E138** Those with a main job should be asked about any second job, odd jobs or work done from time to time, apart from that main job. Those with no (main) job should be asked about odd jobs or work done from time to time.

Include any kind of work that generates income as a result of time or effort, e.g., professional or directors' fees, income from a regular second job, casual work done for friends or neighbours or income from the sale of items or produce.

Include only work that generates actual income, exclude any where payment is in kind or reciprocal services.

**E142** 'Last calendar month' means, e.g., August 2005 for those interviewed in September 2005. If respondent did not work in their second job last month, then record details of earnings in last month in which they did work in that job.

### **EMPLOYMENT HISTORY**

This section comprises an employment history to cover any spells in or out of paid employment over the past year to September 1<sup>st</sup> 2004. You will be working backwards in time, beginning with the job they were doing immediately before their current job.

**J3 - J4** Code those who left a job last week and have not yet entered other employment as 'Neither'.

**J6** You should code here the respondent's current employment status. Remember that anyone temporarily away from a job because of sickness etc should be coded as being in paid employment. Those waiting to take up a job should be coded 10.

Where respondents are 'Retired from paid work altogether' (code 04) or 'looking after family or home' (code 06) you should ensure that the date you get at J7 is the date when they began their current spell of doing this exclusively rather than the date they first retired from work or married or had their children.

If 'other' code 10 and specify answer in the pop-up box.

**J7 - J8** If the respondent is having difficulty with recall but is certain that the date is before 1.9.2004 you need not press for a day. You should however try for the month and year current status began.

Where a respondent is coded 06 at J6 ('looking after the family or home') care must be taken to obtain the starting date of the current spell of doing this exclusively rather than the date when they first began to look after a family or home.

**J9 – J11** You should obtain the respondent's employment history by working backwards through the past year. For each employment spell you will collect details about that job.

Most respondents will not have changed their employment status at all during the past year. The large majority of those that have changed will have done so only once.

You begin with what the respondent was doing immediately before their current status (i.e., their current job or spell of unemployment etc). First ask them for the answer from Showcard J2 which comes closest to what they were doing immediately before the date at J5 or J7 and establish on what date that last status began.

In any cases of doubt the respondent should decide which description comes closest. Any regular paid work (e.g., usually every week no matter how few the hours) is paid employment even if they were also receiving benefits, a retirement pension or looking after a family at the same time. Further definitions of what to count as a job are given below.

If the start date of the respondent's previous status was in the past year (i.e., after 1st September 2004) and was a spell of employment, you will be taken directly through the job history questions and asked for the details about that job. If the status was not in paid employment, you will return to J9 and ask what they were doing immediately before then.



This process continues until you enter a start date which is on or before 1st September 2004. That is, when you reach a status which ended during the last year but began before that date the initial employment history is then complete.

Once you have reached a start date on or before September 1<sup>st</sup> 2004, you will be shown a summary screen of all the employment and non-employment spells you have just recorded. Check these with the respondent and ask if they have done anything else since September 1<sup>st</sup> 2004. If they say 'Yes' you will be routed through the history questions once more. If they say 'No' you will be routed out of the section.

Remember to include separate entries for any spell of **a week or longer**, even time spent between jobs doing nothing or on holiday.

Do not include ordinary holidays during jobs, holiday/leave entitlement used up at the end of a job or temporary sick leave.

### **What to include as jobs:**

Our definitions of a single job for the purposes of the employment history are:

- a period of time doing the same work with the same employer
- or a period of self-employment, freelancing or consultancy doing the same work
- or being employed by an agency to work for others (e.g., as a 'temp')

Include: Part-time and full-time jobs

Time spent in paid or unpaid sick leave while working for an employer but not maternity leave which should be coded as a separate spell (05)

Jobs abroad as well as in the UK

Main job only if two jobs simultaneously

Exclude: Jobs lasting less than a week

Holiday or vacation jobs, work experience or sandwich jobs or part-time jobs done while in full-time education

Second jobs done at the same time as main job

Periods of maternity leave (record as 05)

Any work done as part of a Government Training Scheme (code 09).

Count as a single job:

- 1) a period of self-employment, freelancing or consultancy irrespective of number of clients or contracts.
- 2) a period of agency temping irrespective of the number of agencies worked for. It is extremely unlikely that you will interview someone with more than six different employment statuses in the past year (the lifetime average is less than five). If you should do so however continue the employment history on the supplementary grids provided.

**J9** Count as different jobs with the same employer (Code 01) where:

Someone has been promoted;

A respondent has moved departments;

There has been a significant change in the job content, e.g., where the type of work done has changed or responsibilities for supervision have increased or decreased;

Teachers have changed schools within the same local authority;

NHS employees changed hospital;

Do not count as a different job where a respondent has only changed the number of hours worked by a small amount. However if they have changed their hours in that they have moved from working full time to part time or visa versa this should be recorded as a different job. Part time jobs are classified as less than 30 hours.

Code 02 is used for any period of paid employment other than doing a different job for the same employer in the period immediately preceding.

Where a respondent has had two or more separate spells of working for the same employer during the year which were separated by intervening periods of, e.g., unemployment, maternity leave or working for someone else, then use code 02 for the earlier spell or spells.

Where a respondent's company changed ownership but his or her conditions of work remained the same, do not count as a change to different employer but treat as one continuous period of employment.

**J10** Offer the calendar where you think it might help. If necessary explain the layout of the relevant months we are interested in (from September 1st 2004).

**J13-** These questions seek to establish the conditions of employment in the last job.

**J28** Definitions and instructions for these questions are as for the similar questions in the earlier Employment section, with the following additions or changes.

- J21** 'Same workplace' means same geographical site. Moving between departments on the same site does not count as moving workplace.
- J24** How much respondent was usually paid at the time he or she left, not the actual amount received in the last pay packet or cheque (since this may have included extra items such as redundancy pay, repayment of pensions, holiday pay etc).
- J27** We want here the main reason the respondent left the job. If more than one given, ask 'And which of these would you say was most important to you at the time?' and code this.
- J28** This should refer to the respondent's current job. ie. if they left for a 'better job' that job will be their current job.

## **HOUSEHOLD FINANCES**

A major focus of our research programme is on how people go about 'making a living' and how they 'get by'. In addition an overall measure of income is necessary for research into housing, health, employment and other vital matters. This applies whether people are rich, poor or neither.

This section is straightforward and causes few problems. If any respondents query this section you should remind them that anything they tell us is completely confidential. Nothing about them will be recorded in a way that will identify them.

There are many possible sources of income for people, if we only asked about a few sources we would be in great danger of underestimating the incomes of many people. There are also great changes taking place in the relative importance of certain types of income. For example many more people these days are getting quite large incomes from things such as occupational pensions or stocks and shares.

Generally you are asked to record to the nearest pound. You should probe to ensure answers are accurate as possible.

### **Please ask respondents to consult relevant documents where possible.**

**F1-F3** For all payments the actual amount received net of any tax or other deductions should be recorded.

Exclude any payments in kind, any redundancy or severance pay, repayment of expenses by employers and any lump sum payments.

**F3b** Be sure to record all relevant months on the months received screen. If an informant is still receiving payments of an income type remember to code the

current month. There is a separate code if the payment has been received for all months since September 1<sup>st</sup> 2004.

**F3f** This is to record situations where payment is made jointly to two or more people, as is the case with some pensions and benefits. This does not include cases where a respondent receives benefits or other payments from which they expect to support other members of their household. If a respondent answers 'jointly' to (f), you should ask 'May I just check, is that payment made to you jointly in both your names?' If not code as sole receipt.

This should be asked in every case and in all circumstances, not only in cases where someone is currently living with spouse or partner. A respondent may now be living alone but during the year a spouse or partner may have left or died and the income they may have shared a payment the respondent for all or some of the time it has been received.

## **Showcard 48**

### **NI Retirement Pension**

For married couples, you should try to get the separate amount paid for the respondent rather than any joint amount. If the respondent is unable to separate it, show the whole amount received and record it as received jointly.

If the wife is aged under 60 she will not be receiving a state pension in her own right. Therefore any NI pension income is solely the husband's.

Retirement Pensions may have an earnings related supplement. This is normally paid on the same order book and should be included in the amount recorded.

### **Occupational Pensions from former employers**

Include all employer's pensions not just retirement pensions. Include pensions paid before retirement (i.e., a respondent may still be working for an employer but has become entitled to receive payments) and pensions paid for early retirement.

### **Pension from a spouse's previous employer**

Women may also be receiving an occupational pension in respect of a deceased spouse: these should be recorded as 03. Check that any amount recorded is net of tax and other deductions. Do not include pensions from a Trade Union or Friendly Society unless the pension is received as a direct result of the respondent's employment by them.

### **Widow's Pension/ War Widow's Pension/ Widowed Mother's Allowance**

Do not include Widow's Benefit (a single lump sum payment)

### **Pension Credit**

**This is a new means tested benefit paid to pensioners. They will not receive it unless they have applied for it and qualification is dependent on income and assets. Pension Credit will be paid from October 2004.**

## **Showcard 49**

<b>Severe Disablement Allowance</b>	Is for people of working age who have not been able to work for at least 28 weeks but who cannot get Incapacity Benefit. Married women unable to perform household work may also receive it.
<b>Industrial Injury or Disablement Allowance</b>	Is a variable amount paid to someone disabled through either a work accident or an industrial disease.
<b>Disability Living Allowance/ Care Component</b>	Since April 1992 this has replaced Attendance Allowance for people aged between 5 and 66 (although many people will continue to call the allowances by their old names). In addition some people not previously entitled to Attendance Allowance will receive this benefit. Those aged 66 or over will continue to receive Attendance Allowances.
Where	the person is under 16 the Allowance will normally be paid to the person responsible for them. In such cases it should be recorded as income on the questionnaire for the <u>responsible adult</u> for the child. Where someone is 16 or over this should be recorded on the person's own questionnaire.
<b>Disability living allowance/ Mobility Component</b>	Paid for those unable, or virtually unable, to walk as a component of Disability Living Allowance. This benefit replaced Mobility Allowance.
<b>Disabled Person's Tax Credit</b>	This was replaced by Working Tax Credit from April 2003. It is paid to people with disabilities either in work or seeking work who are aged under 66.
<b>Attendance Allowance</b>	Paid to people who need high levels of care because of severe disability. Include Constant Attendance Allowance. If paid for a child under 16 include as mother's income, or if there is no mother then father/guardian.
<b>Invalid Care Allowance</b>	Weekly paid benefit for people of working age who give up working to look after someone receiving Attendance Allowance.
<b>War Disability Pension</b>	Payable to members of the armed forces disabled in the 1914-18 war or after 2nd September 1939. Merchant seamen and civilians disabled in the Second World War are also eligible. The amount paid varies according to an individual's rank and the extent of the disability.

**Incapacity Benefit**

This was introduced in April 1995. It replaces NI Sickness Benefit and Invalidity Benefit which officially do not exist any more. If a respondent reports receiving NI Sickness Benefit and/or Invalidity Benefit, code as Incapacity Benefit and record total amount received in grid.

**Showcard 50****Income Support**

Income Support replaced Supplementary Benefit (sometimes called Social Security Benefit). The rate is assessed on the grounds of age and marital status with a flat-rate premium for children and special premiums for people such as lone parents, people with disabilities and pensioners.

Income Support is often paid along with other benefits as a supplement. You should try, wherever possible, to record the amount of Income Support separately even in the case where it is paid with Job Seeker's Allowance or with a state pension. The specific amount paid as Income Support will usually be shown on the cover of the Benefit Order Book.

Any maintenance payments from a former or separated spouse or for child support which are paid through the DSS or other government agencies, should not be included as Income Support or any other benefit. These should be recorded using Showcard F4.

**Jobseeker's Allowance**

This replaced Unemployment Benefit in October 1996. Those receiving JSA are capable of work and available for work and actively seeking work and have a current jobseeker's agreement with the Employment Service. Full-time students, those on temporary release from prison and those receiving maternity allowance or statutory maternity pay are not eligible for JSA. There are two types of JSA - Contribution-based and Income-based. The Contribution-based component is paid in the first 26 weeks of unemployment if enough NI contributions have been paid. The Income-based component is a means-tested benefit (paid after 26 weeks for those who qualify for Contribution-based and pass the means-test)

**Child Benefit**

Is normally paid to the mother (unless there is none in the household) and should be shown as her income. Where it is paid into a joint bank account the names of both account holders will be on the benefit order book. This should still be recorded as the mother's income.

<b>Child Benefit (Lone Parent)</b>	(Formerly one-parent benefit) is paid to lone parents those receiving child benefit. It is paid for the eldest child and the amount is detailed in the child benefit payment booklet.
<b>Working Tax Credit</b>	<p>This replaced Working Families Tax Credit and Disabled Person's Tax Credit in April 2003. It is paid to families with at least one dependent child or those with a disability who are working. In some cases it can be paid alongside JSA or income support for those not working. It is paid either as a tax credit through the respondent's paycheck or as a direct benefit. It can also be paid as a lump sum covering a period of 26 weeks in some cases.</p> <p><b>Please note: Where a married or cohabiting couple are receiving WTC, they apply for the tax credit jointly but cannot be receiving it jointly. They will have had to say which couple member was to receive the benefit or tax credit.</b></p>
<b>Maternity Allowance</b>	A benefit which applies only to women not eligible for Statutory Maternity Pay. Usually women receiving Maternity Allowance will be either self-employed or will have recently changed jobs.
<b>Housing Benefit</b>	Is benefit paid to help with housing costs, either by the DSS or the Local Authority. Include here only if it is paid direct to the respondent. Where Housing Benefit is either deducted from the rent (council tenants) or paid direct to the landlord, details should be recorded in the Household Questionnaire.
<b>Council Tax Benefit</b>	As with Housing Benefit, Council Tax Benefit is usually credited to the council directly, so the benefit would show on a reduced tax bill. People on income support, however, will claim council tax benefit along with their housing benefit claim form. Obtain amount deducted and period covered. Do not include students who pay a reduced charge. If respondent is unable to give details of benefit received write details of amount he or she <u>actually pays</u> in margin, the amount deducted from the full charge (and the amount of that benefit) can then be calculated.
<b>Other State Benefits</b>	List each separately and record full details. Include such things as Back to Work Bonus, Job Release Allowance and Transitional Payments. Include also Enterprise Allowance and YTS, ET and New Deal Allowances. If any Transitional Payments are received it is important to record which benefit it replaces or tops up. <u>Do not include:</u> Payments from the Social Fund (these are loans) or other one-off payments from either DSS or local authority social services.



**Child Tax Credit**

Introduced in April 2003 this is paid to those with at least one dependent child. Child Tax Credit is paid to the person responsible for the care of the child(ren) so can be received by one person only in the household. If the respondent qualifies for the childcare element of Working Tax Credit, this will always be paid with the Child Tax Credit, even if the respondent is not themselves in receipt of Working Tax Credit.

**Showcard 51**

**Educational Grants**

Include all grants or scholarships paid in respect of education or training (but not YTS or ET Allowances which should be recorded as Other). Grants and scholarships may be provided by Local Authorities, the DES, Research Councils, charities, prospective employers (e.g., companies or the Armed Forces), educational institutions, family trusts and a number of other bodies such as Trade Unions.

Do not include Student Loans taken out by the respondent to cover their living expenses or fees.

Include here as an Educational Grant any payment from any source (other than from family members) which is intended to cover the living expenses or fees over a period of time of someone in full or part-time education specifically so they may undertake that education.

Grants are often paid in a lump sum at the beginning of a term or quarter to cover that term or a quarter. If a grant was paid for a term record that at (d) as Other.

Do not include one-off payments for specific items such as extra travelling expenses, visits or equipment or individual prizes.

**Trade Unions/  
Friendly Societies**

Include all payments from such bodies here with the exception of Educational Grants and Sickness or Accident Insurance. Include Strike Pay.

**Maintenance/  
Alimony**

Note that men and non-married women can receive such payments. In most cases such payments come direct but they may also come via a solicitor, a court or the DSS. If it is paid by the DSS, check it has not been included in any Income Support already mentioned.

Code only if the respondent is actually receiving or has received the payment. Do not code if payments should have been made, e.g., through a court order, but have not actually

been made. Record actual amounts received rather than what is supposed to be paid.

Payments received for a child should only be recorded if that child is present in the household. If a respondent receives payment for the support of a child code as respondent's sole income. But if they receive money which is to be passed on to the child itself exclude from respondent's income.

**Regular payment from family members not living here**

E.g., payment from a spouse working and living away from home, regular payments to parents from children outside the household (but not payments for 'keep' from those living there) and payments from parents to students etc, provided they are not members of the same household. In any cases of doubt the respondent should be asked to decide for him/herself whether or not a payment is to be classed as 'regular'.

**Rent from boarders or lodgers**

Rent from accommodation let at respondent's address. However, do not include payments from boarders or lodgers who are part of the immediate family of the respondent. Do not include payments for keep from family members or rent from property outside the respondent's accommodation. Code the latter as 56.

**Sickness Accident Insurance**

Include any payments to compensate for lost wages during time off work through sickness (but not one-off payments to meet specific expenses such as medical fees or the cost of glasses or false teeth etc).

**Other Regular Payments**

Specify type of income and source. Exclude any payments from investments, stocks and shares, bonds and other interest payments (e.g., building society and bank savings accounts).

## Benefit receipt checks

After the completion of the usual questions on household income and benefit receipt the CAPI script will prompt you to check a variety of benefit receipts based on the eligibility of the respondent. This is to minimise under-reporting in preparation for the introduction of Dependent Interviewing next wave. The CAPI script will prompt you to check (if not already reported) for:

- State Retirement Pension if the respondent is male and over 65 or female and over 60 and no SRP is recorded
- Pension Credit if respondent is in receipt of only SRP
- Disability benefits if respondent is long term sick, disabled, or has a chronic condition and not in paid employment
- Income support or Job Seekers Allowance if respondent is unemployed and no IS or JSA reported
- Child Benefit if respondent is mother of a child aged under 18 and no CB is reported
- Housing Benefit if Respondent receives other means tested benefits and Respondent does not mention Housing Benefit

**F8** Probe for an approximate amount. If 'don't know' there will be a series of questions to find out the range of the amount. Those who refuse will be routed past the follow-up questions.

**F10** Exclude money put by to meet regular monthly or quarterly bills (e.g., gas, telephone, electricity etc) and regular budget payments for utilities but include saving for Christmas or holidays and for yearly expenses such as TV licences.

Include even if saving is irregular.

Include PEP's, Share purchase schemes, Life Insurance, TESSAs.

**F11** Record amount saved by respondent alone. If jointly with other household member, divide the total in half and enter that figure. Obtain total amount even if held in more than one account or place. Probe for estimation.

**F15** Code all sources of saving and investment that apply. Please be prepared to note down amounts of each liability as described by respondent in preparation for total amount questions which follow.

**F16** Total amount in savings as noted in F15 if known.

**F18** Record person number with whom respondent shares savings. Record upto three other person numbers.

**F21** Total amount in investments as noted in F15 if known.

**F23** Record person number with whom respondent shares savings. Record upto three other person numbers.

**F26** Include those where employees have opted out of their company pension schemes to set up their own private personal pension. Changes in the law have made it possible from July 1988 onwards for employees to leave company pension schemes as long as one sets up one's own pension scheme. Any money earned from SERPS (State Earnings Retired Pension Scheme) can be transferred to the personal pension.

There are a variety of personal pensions which should be included here. Prior to July 1988, self employed people had what were called 'retirement annuity premiums'. These should be included as being taken out before July 1988. Also prior to July 1988 a few employees could top up their company premiums with what were known as 'free-standing additional voluntary pensions' If you come across this type of pension enter it as being taken out before July 1988.

Exclude 'contracting out' options - As an inducement to invest in a personal pension scheme employees (but not the self employed) are provided this whereby the DWP will contribute towards the employee's own personal pension scheme a sum representing the employer's and the employee's contributions to SERPS plus for a period of years, as a bonus.

**F32** As an inducement to invest in a personal pension scheme the DSS will contribute towards an employee's own personal pension scheme a sum representing the employee's contributions to SERPS, plus a bonus for a period of years. Exclude 'contracting out' option.

**F43b** Code to MRS social class

SocialGrade Social Status Occupation

- A Upper middle class Higher managerial/administrative/ professional
- B Middle class Intermediate managerial/administrative/ professional
- C1 Lower middle class Supervisory or clerical and junior managerial/administrative/professional
- C2 Skilled working class Skilled manual workers
- D Working class Semi and unskilled manual workers

**F44** Include a win on the lottery even if part of a syndicate and collect the amount respondent received. There is no lower limit i.e., collect amount even if only £10.

Exclude tax rebates.

Code a pay out from premium bonds or any other answer as code '7' and specify.

**F48** Do not include payments to charity, repayment of loans to banks or finance companies, or rent to landlords.

Exclude Pocket money for children.

**F53** Do not include store loyalty cards e.g. Tesco Clubcard

**F56** Include only credit card or other debt which will not be paid in full on receipt of next statement or by end of current month

**F57** Code all sources of debt that apply. Please be prepared to note down amounts of each liability as described by respondent in preparation for total amount question.

**F58** Total amount outstanding on all commitments listed at F57 if known.

**F60** Record person number with whom respondent shares financial commitments. Record up to three other person numbers.

**F64 – F65** Repeat of couples money management last carried at Wave 5

**F72(a)** Please probe neutrally for as much detail as possible. Record verbatim in full. Please try not to truncate responses.

## **TRACKING INFORMATION**

The aim of the tracking information is to ensure we do not lose touch with respondents. The tracking section must be completed for every interviewed household member aged 16 or over. We need one separate contact name for each interviewed household member in case they separate from the rest of the household. This year the information collected last year has been fed-forward and will appear at the end of the Individual interview. You should check with the respondent that the details are still valid and are correct.

**If someone queries this by pointing out that we asked for this information last time, reassure them that we are only seeking to keep our records up to date. For reasons of confidentiality we do not carry forward information on contact names given in the past. People's circumstances change from time to time and they may lose touch with friends.**

First check the respondent's full name. We are recording mobile phone numbers and e-mail addresses if respondents have them. We hope this will give us another means of keeping in touch with respondents. Please be sure to ask for these as you complete the tracking schedule and use the column provided to record these.

If there is no tracking information, or the respondent wants to give details of someone else, ask for the name of someone outside the household, such as a friend or relative. It is particularly important that names and addresses on the tracking section are

legible. Next year an interviewer will have to find these people again. Make sure you ask for full information including postcode and telephone number. It is vital that we can trace people if they move, therefore the tracking information must be clear and detailed.

Finally you should check whether or not someone is likely to move from their current address within the next year. If they are definitely moving you should then check if they have a specific new address to move to. If the new address is known then record this on a Change of Address card and return this with the other documents for the household.

### **INTERVIEWER OBSERVATIONS**

At the end of the individual questionnaire you are asked to record information about the interview you have just completed. Please remember that **no names** or other identifying information should be written on the questionnaire or in the interviewer observations. If necessary you may use Person Numbers.

- I1.** Other people present during interview? At the end of every section of the questionnaire, you are asked to record if others were present. Please check here if anyone was present during any part of the interview.
- I2.** If you feel there was any influence on the respondent because others were present, please answer giving your perception of the amount and nature of this influence on the respondent's answers.
- I3.** Please record in what way the respondent was influenced, describing the situation. If there were any particular questions that were affected, please note them here.
- I8.** You are asked to note down any ambiguous or conflicting situations in the interview that you feel we should know about. This should include confusing family situations or relationships, etc. Try to note down person numbers where appropriate, indicating relationships if possible (for example: respondent's daughter...PN 03).
- I9** If there are any situations throughout the interview that you feel editors and coders should be aware of, please write these here. This will be helpful in clarifying problems that might arise during coding.
- I10.** It would be helpful if you write down here things that might have a bearing on our understanding of the interview or respondent, or comments that would help us when trying to re-contact the respondent or household (for example 'respondent is illiterate and needs the showcards read out' or time of day NOT to call).

## **YOUTH QUESTIONNAIRE**

You will know which young people are eligible to do the interview by Column 8, Key Check B on page 2 of the Coversheet. If a young person is eligible they will have a code 4 printed here. All 11-15 year olds resident in the household are eligible for a youth interview even if they are new to the household and are not listed on the pre-printed details.

If you have an unlisted child who has moved into a household **since last year they are eligible if they will be eleven on or before 1st December 2005**. Therefore some ten year olds will be completing the interview. If a young person is currently 15, but will be 16 on or before December 1st 2005 they are eligible for the full adult individual interview (not a youth interview). 15 year olds turning 16 **after** 1st December 2005 do the young persons interview.

The parents of any eligible young persons will have received an advance letter stating that we would like any 11-15 year olds in the household to complete a short self-completion interview. You will need to get spoken consent from a parent for the young person to complete the interview. This means that you should on no account arrange an interview with a child until at least one parent is fully aware of the purpose of the Young Person's Questionnaire. You can show the parent a blank questionnaire if they want to know the types of questions we are asking.

Explain to the young person what you would like them to do. Hand them the questionnaire and a brown envelope. Explain that they should tick the appropriate answer box. On most questions they should tick one box only. There are a few questions that have an instruction to 'Tick all that apply'. If the child has trouble understanding the questionnaire, please explain it to them. If a child has reading difficulties, please help them or administer the interview if necessary.

Please write the Household ID, Person Number and start time of the interview on the front of the questionnaire.

Ideally the young person can complete their interview while you are interviewing another member of the household. You should, however, try to ensure that the child is doing this without other distractions, such as siblings or the television. Encourage the children to stop and come and ask you if they are unclear about anything.

Once the young person has finished please ask them to place the completed questionnaire into the brown envelope and hand it back to you. You do not need to check the questionnaire, this will be done at Chelmsford.

**You must give each young person a £5 High Street gift voucher when they have completed the interview.**

If a parent requests to see the completed questionnaire of their child please refuse politely. State that you have guaranteed confidentiality to the child and this promise cannot be broken.