LIVING IN NEWHAM

WAVE 1 MAINSTAGE

BOOKING IN,
EDITING & CODING
INSTRUCTIONS

CONTENTS

BOOKING IN   2

EDITING

CODING

Please note the following errors

HOUSEHOLD QUESTIONNAIRE

H42   On this question you need to get either a 'yes' or 'no' response to each item on Showcard 3 and then ask the follow up question H43 for each item where the respondent has said, 'No, they do not do or have this'

INDIVIDUAL QUESTIONNAIRE

D46   The instruction says "for each ask D70", this should be "ask D47".

F3a)   The instruction should read FOR EACH ONE ASK F3b – F3d (not 'f)

F19   Showcard 46 has a missing category. It should have a category 6 for 'Help family abroad' and 'Other' should be code 7. These codes are on the questionnaire so if a respondent says they send money to help their family abroad, please code it '6' on the questionnaire and use code '7' for 'Other'

F21   If the person they are sending money to lives in the UK, code '1' at F21 and GO TO F23.

SEQUENCE OF TASKS

1. Booking in
2. Document Check
3. Editing and coding Coversheet
4. Data entry Coversheet
5. Editing and coding other questionnaire documents
6. Entry complete, box and despatch
7. Receipt boxes back from data entry bureau

BOOKING IN INSTRUCTIONS

1. Separate documents into:

   Co-operating households i.e. any household that has any type of interview beyond the coversheet

   Refusal/non-contact households – codes 20 and over on the final household outcome AND no interview documents present

   Ineligible addresses – codes 1 – 7 on the final household outcome AND no interview documents present AND no people listed on the household grid

2. IF a complete non-response household i.e. no interviews carry out full document check as follows:

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

   Where the household has not been enumerated and a household level outcome only is recorded eg. whole household refusal/non-contact etc. Interview Outcome at qu 14, page 6 of the Coversheet should be blank.

   Page 3: Check that type of accommodation, questions 1, 2 and 3 are coded for all eligible addresses. If it is not coded, interviewers must be told and asked to complete it in future.

3. Enter household I.D, system assigns box number, write box number on coversheet, check that serial number is valid and address displayed matches the address on the coversheet, save entry.

4. Place in numbered box

DOCUMENT CHECK FOR COMPLETELY AND PARTIALLY CO-OPERATING HOUSEHOLDS

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

Each co-operating or partially co-operating <u>household</u> should have a Coversheet and a Household Questionnaire.

Each eligible <u>adult</u> within the household should have either an Individual **and** a Self Completion Questionnaire **or** a Proxy Questionnaire. If these documents are not present, there should be clear reasons for the omission (e.g. individual refusal).

Household ID numbers and Person Numbers must be correct for all questionnaire documents. Sex and date of birth must be present and consistent on all documents. The Coversheet information must be complete.

As you go through the following steps, you will be making corrections using a red pen. You will also need to circle the appropriate codes on the **HOUSEHOLD VISUAL EDIT FORM (on the back of the Coversheet).** You will be filling in all of the sections on this form. Be sure to fill in your name and date at the top of the form, before you start.

ARE HOUSEHOLD LEVEL DOCUMENTS PRESENT AND COMPLETE?

Verify that the **Coversheet** and **Household Questionnaire** are present. If either of these are missing and there is no explanation, flag this household with a yellow post it. The interviewer must be re-contacted to obtain these documents. Each **non-response household** should have a Coversheet.

SERIAL NUMBER: Check that the household I.D number is correct on all documents for the household. Check that all parts of the household ID number are correctly and clearly entered on new Coversheets created by interviewers.

ADDRESS STATUS: If a household is at the issued address and corrections have been made to the postcode this should be coded '2' at col 41 and the new postcode should be entered into the boxes provided. The postcode is punched as it is used for geographical coding on the survey database.   For the rare cases where the postcode is not 4 + 3 digits, for the first four boxes left justify when only 2 or 3 digits. For the second three boxes, right justify if less than 3 digits. If any other corrections have been made to the address '3' should be coded at col 42. If no corrections are required '1' should be coded at col 26. Please ensure there is a code for all households, including household refusals and non-contacts.

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

NUMBER OF CALLS: Check that the number of calls entered in boxes for address on label are consistent with the call record. All interview(s) that take place at the 'Issued Address' pre-printed on the label, will have the total number of calls recorded at cols 70-71. **Please code personal calls only and not those made by telephone**.

HOUSEHOLD OUTCOMES: Check that question 2 is correctly coded and the final household outcome is consistent with the individual interview outcome at question 14. Only if question 14 is code 1 for every resident eligible member (i.e. aged 16 or over) should household outcome be code 10 'completely co-operating'. If any codes 2, 3 or 4 at question 14, household outcome is partially co-operating, code 11 or 12 as required.

Progress code, col 37: This should be updated as necessary throughout fieldwork, until the household is finally completed when it is coded '1'.
Re-issue details, col 38-44: This information must be completed for any coversheet that is re-issued back into the field. **The information must also be punched into the data entry system.**

Once completed list any problems under section 1, 2 and 3 of the **HOUSEHOLD VISUAL EDIT FORM.**

ARE INDIVIDUAL LEVEL DOUMENTS PRESENT AND COMPLETE?

Check to make sure all boxes for questions 14 (page 6) have a code value if there is any sort of interview.

Check that **interview outcome** recorded at Question 14 is consistent with the documents received.

Codes '01' to '05' should be used in all cases where the interviewer has made contact with the household and established who is resident even if no interviews are achieved.

Question 16: For all **within household refusals/non-contacts** i.e. codes 3 or 4 at qu 14, the reason for the refusal/non-contact must be coded here.

MAKE ANY CORRECTIONS WHERE NECESSARY and note any problems under section 2 of the **HOUSEHOLD VISUAL EDIT FORM.**

HOUSEHOLD GRID

CHECK PERSON NUMBERS

Check that the person number on the individual document is consistent with the household grid.

CHECKING THE CONSISTENCY OF SEX AND DATE OF BIRTH

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

NB Date of birth is D13 on the individual questionnaire, back page on the self-completion, and P4 on the proxy questionnaire. If the reason for any inconsistency between documents is not obvious, don't make any changes.

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

Fill out sections 3 and 4 of the **HOUSEHOLD VISUAL EDIT FORM** by circling the appropriate code and Person Number(s) as necessary.

REASSEMBLE DOCUMENTS and complete the HOUSEHOLD VISUAL EDIT FORM. If there are any problems, flag the household and alert your supervisor.

VISUAL EDIT

THE INTERVIEWER FEEDBACK FORM

The aim of this form is to provide instant feedback to the interviewers. If they are making mistakes these need to be fed back as quickly as possible so that they are not repeated in further interviews. At the same time if interviewers are performing well this will also be fed back to them. The comments made on this form must be legible, clear and concise. At the top left hand side first write in your name, the date and the serial number of the questionnaires you are assessing. Write the interviewer's name at the beginning of the letter.

You will be reviewing the first 2 co-operating households returned by interviewers. This includes an Individual Questionnaire and Self-completion or a Proxy Questionnaire, as well as the Household Questionnaire and Coversheet.

This should be a very thorough review of every page of every document. As a minimum, it should incorporate all other visual editing steps. In addition, you will be checking:

1)   to make sure that the interviewer followed the correct skip patterns and to assess whether every question which should have been asked, was indeed asked.
2)   the legibility and quality of verbatim text, as well as numeric entries.
3)   the incorrect use of multiple codes, where only one code is expected.
4)   the adequacy of marginal comments and the thumbnail sketch.

WHEN YOU ARE WRITING FEEDBACK TO INTERVIEWERS BE SURE TO INCLUDE ANY PROBLEMS FOUND DURING THE BOOKING-IN STAGE

NB   As you are reviewing the questionnaire documents, please make any editing changes which are covered by the standard editing procedures. This will save sending the questionnaire through an additional edit step.

VISUAL EDIT OF ALL QUESTIONNAIRES

You will be looking through every page of the following questionnaire documents: coversheet, household, individual, proxy, and self-completion schedules. You will be looking for and checking the following types of occurrences:

1.   Check key questions have been answered.
2.   Routing followed correctly.
3.   Coding for non-standard periods of time
4.   Checking Don't Knows, Refusals and over-the-field amounts
5.   Missing rings and/or 'Other specifies'
6.   Removing unwanted multi codes
7.   Illegible entries

The purpose of this visual edit is to provide feedback to interviewers if necessary and to prepare the various questionnaire documents for data entry. These tasks are combined so that you will only need to make one pass through the questionnaire. However, you will need to both flag problems with post it notes and fill in different types of forms depending on the task. Although all tasks are important, tasks 1 - 4 are critical and deserve the most attention.

Use a Red pen to do your work. Write your name and the date on the back pages of each individual and proxy questionnaire.

1) KEY OUESTIONS

Check that the following key questions have been answered.

Individual Questionnaire

D13   Date of Birth
D14   Sex
D15   Place of Birth
D20   Marital Status
E1-E9   Job Details
E5   Job description must be legible
E97&98   Employment questions
F2   Sources of income

2) CODING OF 'OTHER' TIME PERIODS
Coding will need to be done on items where a non-standard period of time is associated with an amount variable and is coded 'other'.

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

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

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

| 4 months | = 17 weeks |
| year | = 52 weeks |

'Other' time periods should be recorded in the three office code boxes as follows. All boxes must have a number entered. If the time period is **less than one week** code the appropriate fraction of a week as follows.

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

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

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

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

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

3) MARGINAL COMMENTS

DON'T KNOWS: If Don't know, DK, Can't Say, etc. is written in, some form of **8, 98, 998, 9998,** etc. should be coded, depending on the number of columns available. In most cases a pre-printed '8' code will be available. Check to make sure this is correctly ringed. In cases where a pre-printed code is NOT available, write the appropriate '8' code next to the question and ring it. If an interviewer has accidentally missed asking a question, leave it blank as 98's (don't knows) are reserved for when the respondent says "don't know."

REFUSED: If Refused is written in, some form of **9, 99, 999, 9999**, etc. should be coded, depending on the number of columns available. In most cases a pre-printed '9' code will be available. Check to make sure this is correctly ringed. In cases where a pre-printed code is NOT available, write the appropriate '9' code next to the question and ring it. If an interviewer has accidentally missed asking a question, leave it blank as 99's (refusals) are reserved for when the respondent refuses.

OVER-THE-FIELD: If the value specified by the respondent exceeds the number of boxes, **code 99, 999, 9999**, etc, should be used as appropriate. You will most likely become aware of this situation through interviewers' marginal comments.

4) MISSING RINGS

If data are written in on an 'Other - Specify,' make sure that the corresponding code is also ringed.

5) REMOVING UNWANTED MULTI CODES

All questionnaire items should be scanned to see if any contain multiple rings where only one is expected for a single question. Multiple rings are only allowed where an explicit 'CODE ALL THAT APPLY' instruction exists. If any other multiple rings occur, explain to the interviewer that only one answer is required at that question, and that rather than coding two codes a marginal comment should be written instead.

If an interviewer has coded two or more codes on a question where multi coding is not allowed, use any marginal comments (if present) to decide which code to take. If there are no marginal comments to help, please remove the excess codes in a random manner.

6) ILLEGIBLE ENTRIES

Look for any other types of numeric entries which may be ambiguous for data keyers. Numbers need to be clearly written. Codes need to be clearly circled. If an entry appears a bit unclear, edit it accordingly. If an entry is completely illegible, flag it for consideration by your supervisor by attaching a yellow post it.

7) Missed or incorrectly skipped questions

If there are any questions which have been incorrectly skipped, write clearly at what question number this occurred and what the correct routing should be. Also look out for questions which are simply missed, ie, not due to a routing misunderstanding.

8) Codes not clearly indicated

If there are any codes which are not clearly indicated list which question number this occurs at and feed back to interviewers.

9) Other comments

Under this heading, you should list any other problems that you encountered from your review of the interviewer's work on their first two households. For example, list any verbatim answers that look like the interviewer should have probed for more fully. Pay special attention to the verbatim answers for occupation and industry. We must get very detailed information here. Note that verbatim responses should not be left blank by the interviewer even if 'no reason given' by the respondent.

Use any relevant marginal comments to help with the correct coding of an item. If you encounter any substantive marginal comments you are unsure how to handle, flag them with a yellow post it for review.

QUESTION BY QUESTION INSTRUCTIONS

This section lists the tasks you will need to carry out for each question. In addition, all current rulings on coding and editing queries are included where appropriate. **If a query arises which is not dealt with, flag the item with a yellow post-it so that a rule can be devised.**

In **all** cases you should:

a)   **Scan for marginal comments <u>throughout</u> household, individual, proxy and self-completion documents.**

b)   **Scan for illegible numeric entries <u>throughout</u> household, individual, proxy and self-completion documents.**

c)   **Implement standard coding conventions**

   i)   If 'other' write-in present check associated code is circled and record text on `other' listings sheet.

   ii)   Over the field amounts = 99,999,9999 etc.

   iii)   Don't know (written in) = 8,98,998,9998 etc.

   iv)   Refused (written in) = 9,99,999,9999 etc.

d)   **Flag with a yellow post-it all questions that require coding of a verbatim response if you are not coding it yourself.**

e)   **Flag all queries that need a decision or that are sent to the interviewer for clarification.**

COVERSHEET - Household Grid

All those listed in question 1 on the grid are household members including children under 16.
IT IS ESSENTIAL THAT THEIR COVERSHEET PERSON NUMBER IS RETAINED AND CORRECTLY TRANSFERRED to all other individual level documents.

The HRP has to be correct according to the HRP definition.   The **HRP is not necessarily line 01**. This means that the relationship column can easily be corrected. Code the relationship to reference person using the coding frame.

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

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

5. AGE: Check age is entered for all household members.

6 – 8. If aged under 16 ensure 6 - 8 are coded 0, 00 and 0.

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

Still count as married those persons whose spouse is absent (even cases where the spouse is living in another country or an institution.) Count as separated cases where a spouse lives outside the household to allow the other spouse to claim benefits (because they have an agreement to live apart).

7. SPOUSE PARTNER NUMBER: Check spouse/partner number is correct. **Note: It cannot be the respondents person number.**

8. PAID EMPLOY: Leave as reported, even if this is inconsistent with the individual questionnaire.

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

11. RESP ADULT: This should be 00 for all respondents aged 16 or over. Check that the responsible adult has been coded correctly.   In most circumstances the responsible adult is the mother of the children. If someone is a step mother, who is married to the childs father, they may still be the responsible adult. However if a couple are cohabiting and the woman is not the childs' natural mother she is not necessarily the responsible adult. In this case (and if there is no mother present at all) the father can be the responsible adult.

TRACKING INFORMATION (page 7 of the coversheet)

Check that **Tracking Information** is complete. Check that person numbers entered correspond with interviewed household members. If contact details are illegible make a photocopy of the document and return it to the interviewer for clarity. The tracking contact should be someone outside of the household.

12 & 13 If any household members are coded as 'absent' a reason should be coded at 13. Anyone who has done a full interview cannot be 'absent'.

Code individual reasons for refusal (page 6)

Code household refusal reason (page 8)

GENERAL RULES FOR ALL DOCUMENTS

Verbatim response questions – Code all verbatim response questions as you come to them in the questionnaire except for those needing occupational or industry coding. These should be flagged with a post-it for later coding.

Write-in 'other' questions – For all questions with a write-in 'other' category make sure that the correct code is circled.

HOUSEHOLD QUESTIONNAIRE

Time boxes If not completed by interviewer leave blank.

Check that all amounts have leading zeros. Check for all amounts questions that **either** an amount or a DK/ref/none code is circled. **They cannot have both.**

H2 Check H2 is complete.

"Annuity tenures." Where the ownership has definitely passed to the building society then the household should be treated as living 'rent-free.' However, where the occupants retain formal ownership (that is they have possession of the deeds) but have signed an agreement that possession will pass to the building society on their death (or otherwise vacating the premises) then they should be treated as 'owner occupiers' and follow the skips for owned outright. In both cases the annuity received from the building society should be recorded in the Finance section at F1 as 'income from a private pension or annuity.'

H6 If R came to own the property outright because his/her spouse died, code under code 4 "Something else", if write-in present also use this code and record text on 'other' sheet.

Where those who have bought a house (leasehold) with a mortgage but later applied for freehold, put in the original amount (ie, leasehold value).

H23 Time period for last rent payment

If H23=7 ('other'), calculate number of **weeks** and enter in columns 34-36

Multiply number of months x 4.33 and round the result. Leave 0's and right justify for 'tenths' of a week, e.g.,

      1 day   = 002 weeks
      2 months   = 090 weeks
      3 months   = 130 weeks
      4 months   = 170 weeks
      year   = 520 weeks

H24   The code for 'other services provided by landlord' explicitly includes repairs and maintenance charges.

H28   Time period rent with no housing benefit deduction

If H28=7 ('other'), calculate number of **weeks** and enter in columns 57-59
Multiply number of months x 4.33 and round the result. Leave 0's at right for 'tenths' of a week. e.g.,

      1 day   = 002 weeks
      2 months   = 090 weeks
      3 months   = 130 weeks
      4 months   = 170 weeks
      year   = 520 weeks

H32   Please refer to interviewer instructions for definitions of 'separate kitchen, place to sit outside or shared facility'.

H36   Each item must be coded 'yes' or 'no'.

H37   The question refers to Council Tax valuation bands rather than the value of the respondents house. Renters may not know the band if it is included in their rent. These should be coded as 'Don't know'. If the household accommodation is not valued separately such as a granny flat or a bedsit, code '09'.

H38   In categories c) satellite dish, d) cable TV and l) telephone only initial set-up amounts must be recorded, not monthly subscriptions or bill costs. Where services or set-up costs are free, enter '0000'.

H42-H43   This question is about ability to pay, regardless of whether the household wants the item. The answer is 'yes' if it applies to any adult member of the household. Don't code holidays which do not have to be paid for, such as staying with relatives.

H46   If stated 'owned by friends' code as '1' if the friend is in the household, otherwise it should be excluded. If disability living allowance (either care or mobility components or component not know) pays for the car code as '1'.

INDIVIDUAL QUESTIONNAIRE

DEMOGRAPHICS

D10   If blank when there should be something written in, code first two boxes 00 (cols 62-63).

D13   Replace 98's and blanks, if this information is known elsewhere.

D20   Check D20 is complete and clearly indicated.

D15   Check D15 is complete, legible and detailed eg, 'London' or 'up the road' is not enough detail. Circle appropriate 1st level check code on INDIVIDUAL VISUAL EDIT FORM.

If interviewer has failed to give a town/village and county, notify them. Only send back if county is missing and it can't be unambiguously ascertained which county the town/village is in.

D27   If codes 1, 2 and 3 are circled cross out and code verbatim response.

D32   Code the countries with three digits in the boxes provided.

D37   Check D37 is complete. If not coded flag with a post-it and send query to the interviewer.

D44   Please only use the 'other' code if you are certain that the qualification cannot be back coded into any of the categories.

D47   Please only use the 'other' code if you are certain that the qualification cannot be back coded into any of the categories.

D48   Code to SOC2000.

HEALTH

M16 - M20   These questions include any stays in hospitals overseas.

M26. Do not include medical tests/check-ups here under M26.   Put under M32 instead. This may have to be M32 'Other.'

M32   Blood test does not refer to blood tests taken to check cholesterol levels.

M34   Code 99 if respondent refuses.

M35   Ensure interviewer check is correctly coded.

M42   For this question 1 week = 7 days

EMPLOYMENT

E1-9   Check these items are complete, clearly indicated and legible.   If they are missing or inconsistent, flag with post-it and send query to interviewer.

E2   Some R's (ie the long term disabled) may feel that they have a job to return to even if they haven't worked in years. If R has not worked in the past 6 months, do not count him/her as working.

E6   Ensure this item is legible and detailed enough to be coded. Code to SOC2000. If it cannot be coded, flag with a post-it for possible return to interviewer.

E7   If blank but should be answered code 9990.
Code SIC to 1992 version.

E14   If R has no normal working hours, interviewers should ask for the average, not circle "not applicable." The average should be written in the box.

E18   For people who have multiple responses code as 5 'Other.'

E23   A code between 1 and 7 should be in each box. If not coded, leave blank.

E26   Time period for amount of last gross pay

If E26=6 ('other'), calculate number of **weeks** and enter in columns 58-60
Multiply number of months x 4.33 and round the result. Leave 0's at
right for 'tenths' of a week. e.g.,

1 day	= 002 weeks
2 months	= 090 weeks
3 months	= 130 weeks
Quarter	= 130 weeks
4 months	= 170 weeks
year	= 520 weeks
NB 1 day	= .2 weeks

If time given in hours enter 777 in the office code boxes.

E28   Time period for amount of take-home pay

If E28=6 ('other'), calculate number of **weeks** and enter in columns 63-65
Multiply number of months x 4.33 and round the result.
Leave 0's at right for 'tenths' of a week. e.g.,

1 day	= 002 weeks
2 months	= 090 weeks
3 months	= 130 weeks
Quarter	= 130 weeks
4 months	= 170 weeks
year	= 520 weeks

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If time given in hours enter 777 in the office code boxes.

E32   If 'no payslip checked' check code 3 is circled,

E35   Time period for usual take-home pay

If E35=6 ('other'), calculate number of **weeks** and enter in columns 26-28.
Multiply number of months x 4.33 and round the result. Leave 0's at
right for 'tenths' of a week. e.g.,

1 day	= 002 weeks
2 months	= 090 weeks
3 months	= 130 weeks
Quarter	= 130 weeks
4 months	= 170 weeks
year	= 520 weeks

If time given in hours enter 777 in the office code boxes..

E40, 41 and 42   If an amount is entered, a code 1, 2 'exact'/'estimated' should be
present. If no amount, codes 1, 8 or 9 apply.

E43   Code as '1' if respondent is at top of scale.

E50   If 'don't know' date enter 98, 9998 as appropriate.

E60 and E65 If 'don't know' date enter 98, 9998 as appropriate.

E71   Code other time period.

E79   As for E23

E81   As for E50

E86   Check Interviewer Check is consistent with information on the Household Grid.

There should only be one responsible adult. In most circumstances the
responsible adult is the mother of the children. If someone is the legal step
mother, who is married to the childs father, they may still be the responsible
adult. However if a couple are cohabiting and the woman is not the childs
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.

In some cases respondents feel that both adults are responsible and
interviewers may fill in E86 for both adults. This needs to be corrected. Cross
out the data for the adult who does not meet our responsible adult definition (ie
correct the code at E86 and cross out the unnecessary information at E87-E92).
 Who actually cares for the children is captured in F29.

E103 Code to SOC2000

E138 If R's second job is seasonal, remind the interviewers (on the Monitoring Form)
that they need to ask about a monthly average.

HOUSEHOLD FINANCES

F1   Explanations of the new benefits (the Care and Mobility Components of disability living allowance and Child Benefit (Lone Parent)) can be found on pages 40-45 of the Interviewer Instructions.

F2   With the exception of multiple incomes from a single source the number of codes circled and grids filled in must equal the number recorded in F2. If there is no marginal comment stating this assume there is one payment per source only.

F3a   If interviewer has written in the payment name, check to make sure the appropriate code has been used. Make sure that codes circled at F1 (showcards 40 - 43) are consistent with codes entered on grids.

F3b   A code to indicate if an amount is included in a previous grid is included.

F3c   If F3c=5 ('other'), calculate number of weeks and enter for each person cols (27-29) Multiply number of months x 4.33 and round the result. Leave 0's at right for 'tenths' of a week. e.g.,

        1 day   = 002 weeks
        2 months   = 090 weeks
        3 months   = 130 weeks
        Quarter   = 130 weeks
        4 months   = 170 weeks
        Year   = 520 weeks
A one off payment is 666

The number of grids filled in can be more than the number recorded in F2. If there are inconsistencies between household members in terms of how finances are reported, do not change.

F15   If the members of a couple each give the same amount and "joint" is written in the margin split the amount in half and enter this in both questionnaires.

F24 & 25   These only apply to maintenance payments, code 1 at F23. Strike out if amount entered in error

F25   If F25=5 (`other'), calculate number of **weeks** and enter for each person in columns 37-39.
Multiply number of months x 4.33 and round the result. Leave 0's at
right for 'tenths' of a week. e.g.,
        1 day   = 002 weeks
        2 months   = 090 weeks
        3 months   = 130 weeks
        Quarter   = 130 weeks
        4 months   = 170 weeks
        Year   = 520 weeks
A one off payment is 666

F27   If paid help only is used code '5' at a) through to d).

INTERVIEWER OBSERVATIONS: Check they are completed.

SELF-COMPLETION FORM.

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

PROXY QUESTIONNAIRE

Check that the PNOs of proxy **informant** and proxy **subject** are correct.

P2a/b Replace 8's and blanks, if this information is known elsewhere. Circle appropriate 1st level check code on PROXY VISUAL EDIT FORM.

P4 Replace 98's and blanks, if this information is known elsewhere. Circle appropriate 1st level check code on PROXY VISUAL EDIT FORM.

P5 Ensure this item is complete and clearly indicated. Circle appropriate 1st level check code on PROXY VISUAL EDIT FORM.

P15 Please only use the other code if you are certain that the qualification cannot be back coded into any of the categories.

P17 Please only use the other code if you are certain that the qualification cannot be back coded into any of the categories.

P25/26 Check these items are complete, clearly indicated and legible. Circle appropriate 1st level check code on PROXY VISUAL EDIT FORM.

P29/31 Check these items are complete, clearly indicated and legible. Circle appropriate 1st level check code on PROXY VISUAL EDIT FORM.

LIVING IN NEWHAM

WAVE 1

CODING MANUAL

Verbatim response questions that need coding frames developed.

Write the serial number and person number on the listings sheet. Write in verbatim response. Flag the question with a yellow post it.

D19
M22
M29
E85
E111
E114
V18
V19
F33
F34

COVERSHEET

Household Grid page 4, card 221

2.   Relationship to Reference Person Codes

01 Reference person
02 Lawful spouse (husband/wife)
03 Live-in partner (common-law husband/wife, cohabitee)
        (include same sex partner)
04 Natural child
05 Adopted child
06 Foster child
07 Step-child
08 Partner's child
09 Daughter/son-in-law

10 Natural brother/sister (half brother/sister)
11 Other brother/sister (adopted, step)
12 Brother/sister-in-law
13 Natural parent
14 Other parent (adopted/foster/step)
15 Mother/father-in-law
16 Any grand parent (incl of partner)
17 Any grand child (incl of partner)

18 Any cousin (incl of partner)
19 Any aunt/uncle (incl of partner)
20 Any nephew/niece (incl of partner)
21 Any other relative
22 Employee (e.g. nanny)
23 Lodger/boarder
24 Unrelated sharer
30 Other

Individual within household refusal reasons

page 6, card no. 221 cols(48-49)

Competence of respondent

    01   Too ill

    02   Too elderly

    03   R is senile or otherwise incompetent

    04   R does not speak English

    05   Stressful family situation (eg bereavement, divorce)

Too busy

    10   Looking after ill/elderly

    11   Looking after child(ren)

    12   R almost never home

    13   R is temporarily absent

    14   Too busy (not elsewhere specified)

Personal reasons

    20   Unhappy about confidentiality

    21   Questions too personal

Attitudes towards survey

    30   R doesn't want to be bothered

    31   Nothing has changed since last year

    32   Survey is too long

    33   Survey is a waste of time/suspicious of survey/opposed to survey

    34   Previous bad experience with surveys (in general)

    35   Has had problems with LIB voucher payment in past

Family pressure

40   Other family member opposes R's participating/includes refusal of parental permission.

41   Someone has convinced R to refuse

42   Other household member refuses on behalf of R.

43   Never interviewed - pressure may jeopardise other interviews in hhold

Other

96   Other

99   No reason given

Whole household refusal reasons

Coversheet, page 8, card no. 222 cols(25-26)

Competence of respondent(s)

      01   Too ill

      02   Too elderly

      03   R(s) is senile or otherwise incompetent

      04   R(s) does not speak English

      05   Stressful family situation (eg bereavement, divorce)

Too busy

      10   Looking after ill/elderly

      11   Looking after child(ren)

      12   R(s) almost never home

      13   R(s) are temporarily away/absent

      14   Too busy (not elsewhere specified)

Personal reasons

      20   Unhappy about confidentiality

      21   Questions too personal

Attitudes towards survey

      30   R(s) doesn't want to be bothered

      31   Nothing has changed since last year

      32   Survey is too long

      33   Survey is a waste of time/suspicious of survey/opposed to survey

      34   Previous bad experience with surveys (in general)

      35   Have had problems with LIB voucher payment(s) in past

Family pressure

      40   Other family member(s) oppose participation

      41   One family member refuses on behalf of all R(s) (no reason specified)

Other

      94   Address occupied - no contact

      95   R(s) have moved out-of scope/institutionalised

      96   Other

      99   No reason given

INDIVIDUAL QUESTIONNAIRE

Neighbourhood and Individual Demographics

D4   Main reason would like to move

HOUSING RELATED REASONS

01   Wants larger accommodation (other than reference solely to garden / garage)

02   Wants smaller/cheaper accommodation

03   Wants accommodation of their own / to form their own household (other than wanting to purchase accommodation)

04   To buy somewhere

05   Health reasons (eg house too damp, house not healthy) (other than needing accommodation without stairs)

06   To bungalow / accommodation with no stairs / ground floor flat

07   Wants other specific type of accommodation (eg detached house) (NB Only use this code if no reference to larger, better or smaller/cheaper accommodation)

08   Wants change in other aspects of the property (eg wants a garden, larger garden, garage)

09   Dislikes current house/flat (not elsewhere specified)

10   Wants better accommodation (not elsewhere specified)

AREA RELATED REASONS

11   Dislikes isolation / absence of facilities

12   Wants move **to** a more rural environment

13   Dislike of urban environment/pollution (not elsewhere specified: see 14,15&16)

14   Dislikes traffic (include noise or danger from traffic)

15   Dislikes crime, vandalism, etc. / area unsafe

D4   Main reason would like to move (Continued)

    16   Noise (other than traffic)

    17   Unfriendly area / Dislikes neighbours

    18   Wants to move to specific place (not elsewhere specified)

    19   Dislikes area (not elsewhere specified)

OTHER REASONS

    21   Wants to move for new job / to find work

    22   Wants to move to reduce commuting time

    23   Wants to move because of retirement (NB if retirement is specifically mentioned, this code takes precedence over other codes)

    24   Wants to be closer to family/friends

    25   Wants more privacy

    26   Wants a change

    27   Wants to move for child's education

    96   Other
    97   No reason given (written in)
    98   Don't know
    99   Refused / Not available

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

PERSONAL REASONS

31   To marry/move in with partner

32   To separate/divorce/split up from spouse/partner

33   Moved in with family/moved back with family (other than 01)

34   Moved away from family (other than 02)

35   Moved in with friends

36   Moved to be closer to family/friends

EDUCATIONAL/EMPLOYMENT RELATED REASONS

41   Moved to/be closer to/for term-time accommodation/college or university

42   Left education/ended course

43   Job related reason for self, include commuting time (not elsewhere specified)

44   Job related reason for other (include commuting time)

45   Retirement (self or spouse) (NB if retirement is specifically mentioned, this code takes   precedence over other codes)

FORCED MOVES

46   Evicted from rented accommodation/repossessed/other forced moves

HOUSING RELATED REASONS

51   Wanted larger accommodation (other than reference solely to garden/garage)

52   Wanted smaller/cheaper accommodation

53   Wanted accommodation of their own/to form their own household/setting up house with partner (other than wanting to purchase accommodation)

54   To buy somewhere

55   Health reasons (eg house too damp, house not healthy) (other than needing accommodation without stairs)

56   To bungalow / accommodation with no stairs / ground floor flat

57   To sheltered accommodation/institution (needed care)

58   Wanted other specific type of accommodation (eg detached house, wanted a garden,larger garden, garage) (NB Only use this code if no reference to larger, better or smaller/cheaper accommodation)

59   Disliked previous house/flat (not elsewhere specified)

60   Wanted better accommodation (not elsewhere specified)

61   Wanted more privacy/previous accommodation overcrowded

62   Wants a change (not elsewhere specified)

AREA RELATED REASONS

71   Disliked isolation / absence of facilities

72   Wanted to move **to** a more rural environment

73   Disliked urban environment (not elsewhere specified: see 44,45,46)

74   Disliked traffic (include noise or danger from traffic)

75   Disliked crime, vandalism, etc. / area unsafe

76   Noise (other than traffic)

77   Unfriendly area / Disliked neighbours

78   Wanted to move to specific place

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

D12   Where did you live before moving to Newham?

<u>**IF IN UK**</u>

For England, Wales, and Scotland:CODE TO LOCAL AUTHORITY DISTRICT

1.   Look up place name in appropriate OPCS volume (Census 1981: Index of Place Names, Index of Scottish Place Names).

2.   Get district name. In most cases, there will be a one-to-one correspondence between the given town/county and the district making this an easy step.

a.   If same town/county is listed against more than one district, choose the first district listed, eg New Brinsley, Nottinghamshire is part of two districts (Ashfield and Broxtowe), since Ashfield is listed first, choose Ashfield.

b.   If no district name is listed, check to see whether the description code is a D or LB. The D indicates that the town is a district in and of itself and thus the town name is the district name, eg Bristol. LB indicates that the town is a London borough. Again the town name is the equivalent of the "district name," eg Hammersmith.

c.   If a town/county is listed as a UA (Urban Area) it will not have a district name associated with it. Look for an additional listing which does have a district name, eg Brixworth, Northamptonshire is listed as a UA and as a Pa (parish). The parish is in the district of Daventry. Choose Daventry.

d.   If a town/county is listed as a US (Urban Area Sub-division) ignore this line of data. Look for the same town/county as another listing. The other listing may use a more detailed name, eg Chorleywood is listed as a US in Buckinghamshire, the closest alternative is Chorleywood West (a locality in Buckinghamshire in the district of Chiltern); Broadstairs, Kent is a US, use the listing for Broadstairs and St. Peters, Kent a parish in the district of Thanet.

3.   Once your have the district name, look it up in the alphabetical or county-order lists provided in Appendices A & B.

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

FOR NORTHERN IRELAND AND THE ISLANDS
Code as Follows:

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

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

IF NOT IN UK

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

NEW COMMONWEALTH

AFRICA

EASTERN AFRICA
14   Kenya
15   Uganda
16   Tanzania
17   Malawi
18   Zambia

SOUTHERN AFRICA
19   Zimbabwe
20   Botswana (Bechuanaland), Lesotho and Swaziland

WESTERN AFRICA
21   Gambia
22   Ghana
23   Nigeria
24   Sierra Leone

CARIBBEAN

25   Barbados
26   Jamaica
27   Trinidad and Tobago
28   West Indies associated states
29   West Indies (so stated)

30   Other Caribbean Commonwealth
                Antigua (Br)
                Bahamas
                Barbuda
                Bermuda
                British Virgin Islands
                Cayman Island
                Dominica
                Grenada
                Leeward Island (Br.)
                Monserrat (Br.)
                St. Kitts - Nevis Anguilla (Br.)
                St. Lucia
                St. Vincent
                Turks and Caicos Island (Br.)
                Windward Island (Br.)
31   Belize (British Honduras)
32   Guyana

ASIA

        SOUTH ASIA

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

        SOUTH EAST ASIA

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

MEDITERRANEAN

39   Cyprus
40   Gibraltor
41   Malta and Gozo
42   Seychelles
43   Mauritius
44   Other New Commonwealth
                Ascension Island
                Brunei
                Chagos Archipelago
                Ellice Island
                Falkland Islands
                Fiji
                Gilbert Island (Kiribati)
                Gough

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

FOREIGN AFRICA

45   Algeria
46   Morocco (inc. Mellila)
47   Tunisia
48   Libya
49   Egypt (UAR)
50   South Africa, Republic of
51   Other Africa (Foreign)
                Angola (inc. Cabinda)
                Benin (Dehomey)
                Burundi
                Cameroon Republic
                Central African Republic
                Chad
                Comoros
                Congo (Democratic Republic)
                Congolese Republic (Zaire)
                Djibouti (republic of)
                Equitorial Guinea
                Ethiopia (Abyssinia)
                French Territory of the Afars & Issas
                (French Somaliland) (Djibouti)
                Gabon
                Guinea Bissau
                Guinea (Republic)
                Ivory Coast
                Liberia
                Madagascar
                Malagasy Republic

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

AMERICA

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

ASIA

56   Pakistan
57   Burma

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

MIDDLE EAST

62   Iran (Persia)
63   Israel
64   Other Middle Eastern Countries
            Afghanistan
            Bahrain
            Iraq
            Jordan
            Kuwait
            Lebanon
            Oman
            Qatar
            Saudi Arabia
            South Yemen (People's Democratic Rep. of) (Aden)
            Syria
            United Arab Emirates
            Yemen Arab Republic
            Yemen - South (People's Republic)
65   Other Asia (Foreign)
            Bhutan
            Cambodia/Kampuchea
            Indonesia (Timor - East, Portuguese Timor)
            Korea (North/South/not specified)
            Laos
            Macao
            Maldive Island
            Mongolia
            Tibet
            Nepal
            Wake Island (USA)
            Wallis and Futuna Island (Fr.)

EUROPE/EUROPEAN COMMUNITY

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

REST OF THE WORLD

93   Sao Tome & Principe

        AFRICA
                Johnston Island
                New Caledonia (Fr.)
                French Polynesia
                Guam Island (USA)
        PACIFIC
                Marianas Island (USA)
                Marshall Islands (US Trust)
                Midway Island (USA)

American Samoa (E. Samoa)
Caroline Island (USA)
Guam Island (USA)

94 At sea/in the air
99 Not stated/No reply/Refused

D15 Where born

Use coding frame for D12.

D19 Reasons for being abroad

Write the serial number and person number on the listings sheet. Write in verbatim response. Flag the question with a yellow post it.

D27 Other Languages

European / Eastern & Western European

01.   English

02.   Albanian
03.   Armenian
04.   Austrian

05.   Belarusian
06.   Flemish
07.   Bosnian
08.   Bulgarian

09.   Croatian
10.   Czech

11.   Danish
12.   Dutch

13.   Estonian

14.   Finnish
15.   French

16.   Gaelic
17.   Georgian
18.   German
19.   Greek

20.   Hungarian

21.   Icelandic
22.   Irish
23.   Italian

24.   Latvian
25.   Lithuanian

26.   Macedonian
27.   Maltese

28.   Norwegian

29.   Polish
30.   Portuguese

31.   Romanian
32.   Russian

33.   Serbo-Croatian
34.   Slovak
35.   Slovene
36.   Spanish
37.   Swedish
38.   Swiss

39.   Turkish

40.   Ukrainian

41.   Welsh

42.   Yugoslav

43.   Other European

AFRICAN

50.   Afrikaans
51.   Bambara/Mandingo (West Africa)
52.   Hausa / Igbo (Nigeria)
53.   Kikuyu (Kenya)
54.   Shona (Zimbabwe, Mozambique)
55.   Somali
56.   Swahili
57.   Zulu

58.   Other African

ASIAN

60.   Bengali
61.   Cantonese
62.   Chinese
63.   Gujarati (India & Pakistan)
64.   Hindi
65.   Indonesian
66.   Japanese
67.   Punjabi
68.   Malaysian
69.   Mandarin
70.   Nepali
71.   Tamil
72.   Urdu

73.   Other Asian

MIDDLE EAST

80.   Arabic
81.   Farsi
82.   Hebrew
83.   Iranian
84.   Kurdish
85.   Yiddish

86.   Other Middle Eastern language

OCEANIA

90.   Filipino
91.   Maori
92.   Samoan

96   Other nec
98.   Don't know
99.   Refused

D48 - CODE USING SOC2000 (4 digits)

Health and Caring

M22 Reasons unable to get medical advice

Write the serial number and person number on the listings sheet. Write in verbatim response. Flag the question with a yellow post it.

M29 Reasons didn't use the services

Write the serial number and person number on the listings sheet. Write in verbatim response. Flag the question with a yellow post it.

Employment

E6 - CODE USING SOC2000 (4 digits)

E7 & E124 - CODE TO 1992 SIC (4 digits)

If fine level of distinction can not be made for coding, use next highest level of aggregation. For example, if factory makes adult and childrens' clothing, code as 453-0. We would need to know whether it was men's and boy's clothing or women's and girls clothing in order to code the 4th digit.

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

E20 Where is workplace?

01   Beckton
02   Canning town
03   Custom House
04   East Ham
05   Forest Gate
06   Manor Park
07   North Woolwich
08   Plaistow
09   Silvertown
10   Stratford
11   Upton
12   West Ham
13   Other
98   Don't know
99   Refused

E76 – Use coding frame for question E20

E85 Problems starting own business

Write the serial number and person number on the listings sheet. Write in verbatim response. Flag the question with a yellow post it.

E103 - CODE USING SOC2000 (4 digits)

E111 What are these problems

Write the serial number and person number on the listings sheet. Write in verbatim response. Flag the question with a yellow post it.

E114 Problems that prevent taking a paid job

Write the serial number and person number on the listings sheet. Write in verbatim response. Flag the question with a yellow post it.

E123 CODE USING SOC2000 (4 digit).

E134 CODE USING SOC2000 (4 digit)

E136 - CODE USING SOC2000 (4 digits)

Values and Opinions

V18 Views about Newham

Write the serial number and person number on the listings sheet. Write in verbatim response. Flag the question with a yellow post it.

V19 Main things do not like about Newham

Write the serial number and person number on the listings sheet. Write in verbatim response. Flag the question with a yellow post it.

Household Finances

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

01   <u>Earned</u> income has increased (more pay, new/better job)

02   <u>Benefits</u> have increased (include pensions/child benefit)

03   <u>Investment</u>/asset income increased (higher interest rates/profit on selling shares/property)

04   <u>Less</u> expenses; spending reduced (lower bills, taxes, mortgages etc) prices fallen.

05   Had 'windfall' payment eg. inheritance, gifts, redundancy payments.

11   <u>Earned</u> income decreased (lost job, pay reduced, less hours)

12   <u>Benefits</u> reduced/stopped

13   <u>Investment</u>/asset income decreased (lower interest rates/losses on selling shares/property)

14   <u>More</u> expenses; spending increased; cost of living up/inflation (higher bills, taxes, mortgages etc) prices higher.

15   Unexpected/'one-off' expenditure eg. wedding, moved house.

21   Combination of income down and expenses down

22   Combination of income up and expenses up/inflation

23   Combination of benefits down and expenses up

24   Combination of benefits up and expenses up/inflation

25   Savings down but standard of living the same

26   Good management, thrift

27   No change in income/benefits/expenses (not elsewhere specified)

31   Other reasons for being <u>better</u> off (not elsewhere specified)

32   Other reasons for being <u>worse</u> off (not elsewhere specified)

33   Other reasons neither better **nor** worse off (not elsewhere specified)

96   Other
98   Don't know   99   Refused

F16 Purpose of saving

CODE FIRST **TWO** MENTIONS

01   Holidays

02   Old age/retirement specifically mentioned (include pension schemes/plans

03   Car

04   Child(ren) (include children's education, and if buying shares to invest in children's education)

05   Housing/property purchase inc. land purchase

06   Home improvements

07   Household bills (eg TV license, etc.; also include motor maintenance such as car/bike insurance, tax, servicing)

08   Special events (eg weddings, burials, Christmas)

09   No particular reason specified (eg just saving for a rainy day, to be safe, emergencies, just in case)

10   Shares schemes

11   Own education

12   Grandchild

96   Other (include shares not elsewhere specified)
98   Don't know
99   Refused / Not available

F20   To whom payments made

CODE PERSONS 1 - 3

01   Parent(s) (if both mentioned eg 'Mum and Dad' code once only)

02   Child (inc step/adopted)

03   Current (separated) spouse

04   Ex-spouse

05   Parents-in-law

06   Other relative

07   Other individual

08   Organisation (but code maintenance payments or alimony paid into
        court or to DSS as 2 - 4 above as apply)

96   Other

F22   Write the serial number and person number on the listings sheet.   Write in
verbatim response. Flag the question with a yellow post it.

F33 & F34 Like to change/ Thinking of the future

Write the serial number and person number on the listings sheet.   Write in verbatim
response. Flag the question with a yellow post it.

Interviewer observations

I7   Code 1 ONLY if any information **relevant to re-contacting respondent** next year.

PROXY QUESTIONNAIRE

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

P29.   Same as E6 - CODE USING SOC2000 (4 digits)

P30.   CODE TO 1992 SIC (4 digits)