

LIVING IN NEWHAM
WAVE 2 MAINSTAGE

**BOOKING IN,
EDITING & CODING
INSTRUCTIONS**

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SEQUENCE OF TASKS

Booking in

1. Check posting form against contents of envelope
2. Carry out Document Check
3. Assign next available and appropriate box number to household and place in box
4. If query to be resolved, place in query box and add ID and comment to query list in box.

Coversheet editing and entry

5. Editing and coding Coversheet
6. Data entry Coversheet

Questionnaire editing and coding, despatch

7. Editing and coding other questionnaire documents
8. Entry complete, box and despatch
9. Receipt boxes back from data entry bureau

Queries found at any stage of editing and coding should first be raised with Mike or Catherine. If they cannot be resolved the household should be placed in the Query Box while Mike contacts the interviewer for clarification.

BOOKING IN INSTRUCTIONS

1. Check posting form against contents of envelope. Mark any differences in RED PEN on the posting form. If no posting form included in the envelope make one up according to the contents. If you create the form write on it in RED that it was created at ISER. Place posting form in folder for Mike Merrett.

2. Separate documents into:

Interviewed households

Non-interviewed households

DOCUMENT CHECK

The aim of these procedures is to ensure that all expected questionnaire documents are physically present and reliably labelled.

Each interviewed **household** should have a Coversheet and a Household Questionnaire.

Each eligible adult within an interviewed household should have either an Individual **and** a Self Completion Questionnaire **or** a Proxy Questionnaire. To do this you will need to check the Individual Interview Outcome at Col 15, page 3 of the Coversheet against the documents received. You will also need to check Col 17, page 3 of the Coversheet for the self-completion questionnaire. Final Household Outcome on page 4 of the Coversheet. If any documents are not present, there should be clear reasons for the omission (e.g. individual refusal). If documents are present but the outcomes have been incorrectly coded, correct the outcome codes as required.

Each eligible youth aged 11 – 15 within an interviewed household should have a Youth Questionnaire. If this is not present, there should be clear reasons for the omission (e.g. youth refusal).

Household ID numbers and Person Numbers must be correct for all questionnaire documents. Check that these have been correctly transferred and are consistent with person numbers on page 2 of the Coversheet and on the Household Grid.

Each **non-interviewed household** should have a Coversheet.

If any documents are missing and there is no explanation, inform Catherine. The interviewer must be re-contacted to obtain these documents. These cases will be placed in the query box until the problem has been resolved. Complete the query list with details of the household ID, issued interviewer area, and comment (e.g. household questionnaire missing).

Once the document check is complete assign the household the appropriate box number, enter this number in the boxes for the 'Batch code' at the bottom right corner of the coversheet and place in box.

Interviewed households will be assigned box numbers between 0001 and 8999

Non-interviewed households will be assigned box numbers 9000 and over

When a box is full, write the number of households in that box on the label on the side of the box.

EDITING OF COVERSHEET

In carrying out the procedures below you will make corrections using a RED PEN

HOUSEHOLD ID: 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.

In some circumstances the interviewer will have created a new Coversheet – a split –off Coversheet. You will be able to identify these as the issued address details will not be pre-printed and the Household No. in the Household ID field will be 1 or more. Note that split-off coversheets will not have a Check No. entered by the interviewer. This will be created at data entry. Leave blank.

ADDRESS STATUS: If a household is at the issued address and no corrections are required '1' should be coded. If corrections have been made to the postcode this should be coded '2' and the new postcode should be entered into the boxes provided. 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. If any corrections have been made to the address '3' should be coded and corrections entered in the boxes provided. If this is a new address, the appropriate code should be circled and the new address details for codes 1 and 2 entered in the

boxes provided. Please ensure there is a code for all households, including household refusals and non-contacts.

HOUSEHOLD STATUS CODE: You must code the Household Status as follows:

All Serial Nos under 50000 will be either code 1 or 2

All Serial Nos greater than 50000 will be code 3

Code 4 is for use by Mike Merrett and Catherine Leung only.

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'. The last two digits of the Interviewer Number must always be the two digit Issued Area number.

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 in the 'Total no. of calls at issued address' boxes. **Please code personal calls only and not those made by telephone.**

Page 2

Individuals fed forward from last year will have their details pre-printed in columns 2 thru 7 in the issued Household No. '0' coversheet and will have a serial number of < 50000. You will also find some Coversheets with a pre-printed address but no pre-printed details of individuals on page 2. These are new sample addresses (Household Status = 3) being interviewed for the first time this year.

If the Coversheet is a split-off Coversheet it can be one of two things:

- a) one or more members (but not all) from the issued Household No. '0' has moved to a new address so a new household coversheet has been created for them and their details have been copied over from the original coversheet to columns 2 thru 7. These are a partial household move.
- b) all of the members present at wave 1 have moved to a new address and the current residents of the issued address have been recruited into the survey. The interviewer needs to create a split-off Coversheet for these new members at the original address. They should use the issued Household '0' Coversheet for the wave 1 sample members.

If you have all members listed with no details copied over at columns 3 thru 7, you must check the fed forward sample details to establish no original sample members are present.

You can check the fed forward status of a respondent using the read only Access database at

\\rcsurv0\NHPDINOut\Wave 2\FFIndCheck.mdb

If any listed members are original sample members, they must have their fed forward details entered at columns 3 thru 7.

Any members of households which are completely new to the sample i.e. no original sample members are present will be blank at columns 3 thru 13.

Col 8: This should be coded for all pre-printed/original sample members. Note that in split-off households codes 3 and 4 do not apply.

If this is a whole new household at an issued address (Household Status = 2) OR this is a New Sample Address (Household Status = 3) this column should be blank.

If this is a whole household non-response code '0' in Col 8 for all pre-printed original sample members.

Col 9: This should be coded for all pre-printed/original sample members.

If this is a whole new household at an issued address (Household Status = 2) OR this is a New Sample Address (Household Status = 3) this column should be blank.

If this is a whole household non-response this column should be blank.

Col 10: Any code '2' at col 9 should have name corrections entered here

If this is a whole new household at an issued address (Household Status = 2) OR this is a New Sample Address (Household Status = 3) this column should be blank.

If this is a whole household non-response this column should be blank.

Page 3

Col 11: Any code '1' must have their name details entered at Col 2. Columns 3 thru 10 are BLANK for these new household members.

If this is a whole new household at an issued address (Household Status = 2) OR this is a New Sample Address (Household Status = 3) this column should be blank.

If this is a whole household non-response this column should be blank.

Col 12: Must be coded for any new members coded 1 at Col 11.

If this is a whole new household at an issued address (Household Status = 2) OR this is a New Sample Address (Household Status = 3) this column should be blank.

If this is a whole household non-response this column should be blank.

Col 13: Must be coded for all original members coded 3 'Moved' at Col 8. This column does not apply for split-off households.

If this is a whole new household at an issued address (Household Status = 2) OR this is a New Sample Address (Household Status = 3) this column should be blank.

If this is a whole household non-response this column should be blank.

Col 14: Must be coded for all new members, movers and deceased.

If this is a whole new household at an issued address (Household Status = 2) OR this is a New Sample Address (Household Status = 3) the date they moved to this address should be entered.

If Month/Year 'Don't Know' code 98 9998 as appropriate.

Col 15: An interview outcome must be coded for all those listed at Column 2 including movers, the deceased and children.

If this is a whole household non-response code 20 or 21 as appropriate.

Col 16: For all those coded 1, 2 or 7 at Col 15 the interview language must be coded

Col 17: Must be coded for all those listed at Col 2, including movers, the deceased and children. Codes 1 and 2 apply to adults with a full interview, code 1 at Col 15, only. All others are code 3.

Page 4: Final Household Outcome

Must be coded for all households, including non-interviewed households.

For interviewed households, check that the household outcome coded is consistent with individual outcomes. Interviewed households will have a final outcome coded at Qu 3. .

Only if Col 15 is code 1 for every resident eligible member (i.e. aged 16 or over) should household outcome be code 10 'Every eligible adult member interviewed'. If any codes 2, 3 or 4 at Col 15, household outcome is partially co-operating, code 11 or 12 as required.

Non-interviewed households will have an outcome coded at Qu 4. If code 30 or 31 at Qu 4 details of the reason for refusal should be written in. Code the reason using the coding frame in the coding instructions.

Tracking Information

This should be completed for all those with a full individual interview. Check that person numbers have been copied over correctly.

Re-issue details: 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. **Mike Merrett is responsible for this element of data entry.**

Once the Coversheet has been checked and edited it is ready for data entry.

DATA ENTRY SYSTEM

1. There is only one system this year (no separate reception system).

2. Coversheets will be edited and boxes allocated and closed manually before data entry is done.
3. There are only two kinds of interviews – interviewed and non-interviewed (no ineligibles or query boxes this year).
4. More than one people can do the data entry at a time and more than one box can be opened at a time. But only one person can work on one box at a time.

The process:

1. Select the kind of interview (interviewed or non-interviewed)
2. Either select an opened box, open a new box if it hasn't already been opened or you can close an opened box at this point.
3. Click on Check Address.

For original HHs

4. Enter the serial number, household number and the check number.
5. Check that the issued address is the same as the one printed on the coversheet you're working on, click the "Issued add confirmed" check box and click on "CS entry" to continue.
5. This system tries to mimic the look of the coversheet and the field you'll need to enter next is highlighted in yellow.
6. For the individuals section, all the information of one individual will need to be entered first before the next one can be entered, this will involve turning the pages on the coversheet and the tracking information on the back of the coversheet comes under the individual section. This information is only required for each interviewed adults.
7. Please note that you can only tick the name query check box if you have entered a name change or a new individual and only at the end of entering that individual.
8. There are also restrictions on the system which tries to minimise errors. So, if you've entered something which the system does not let you, read the error message and check if the editing has been done correctly.
9. Pressing TAB or Enter should move you to the next field, when you have got to the end of the last fed forward person, for interviewed households, if you press TAB or Enter at this point, it will go to the PNO of the next person. Enter the PNO of new member if there is any, otherwise, just leave it blank and press TAB Or Enter again, it'll take you to the "Save & Continue" button.

For split-off HHs

10. Enter the serial and household number, the check number will be automatically entered for you and you'll have to enter the check number on all the documents for that HH at this point.
11. Check that the issued address is the same as the one that is written on the issued address box on the coversheet you're working on, click the "Issued add confirmed" button and click on "CS entry" to continue (as for original HHs).
12. There is an extra screen for selecting the feed forward individuals from the original serial number.
13. Select the individuals that are listed on the coversheet, then press "CS Entry".

14. You'll then go to the next screen where you can allocate person numbers to the fed forward selected individuals, they don't necessarily have to be in the same order as they were fed forward. You can also go back to re-select FF individuals at this point if you've found out that you've selected the wrong person. However, once you have allocated the person numbers and clicked "CS Entry", you cannot change the person numbers or re-select anyone after this point.

Closing Boxes

When closing a box, choose whether it is an interviewed or non-interviewed. You can then close the relevant boxes. (<9000 for interviewed HHs and >= 9000 for non-interviewed HHs).

When you close an opened box, the system will ask you to enter the number of HHs in the box. This number should be written on the box before it was closed. The system will then count the number of HHs for this box in the system, if the number you have entered matches the number of HHs in the system, then you can close the box, otherwise, it'll list all the FIDs that are in the system for this box. Go through every HHs on the box and check if all of them have been entered to the system. The box will not be closed and you can go back and enter any HHs which are not in the system or if you think the number written on the box is wrong, you can correct it at this point and try to close the box again.

EDITING AND CODING OF QUESTIONNAIRE DOCUMENTS

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

- Routing followed correctly.
- Coding for non-standard periods of time
- Checking Don't Knows, Refusals and over-the-field amounts
- Missing rings and/or 'Other specifies'
- Removing unwanted multi codes
- Illegible entries
- Checking entry of amounts
- Coding verbatim responses

The purpose of this visual edit is to provide feedback to interviewers if necessary and to prepare the various questionnaire documents for data entry.

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

If you have a query, please check with Catherine or Mike to try and resolve it. If the query is one that needs to go back to the interviewer, flag with a post-it and, when you have finished coding and editing the rest of the questionnaires, place in the query box. AS FAR AS POSSIBLE QUERIES MUST BE RESOLVED AT THE POINT OF EDITING AND NOT LEFT WITHOUT A DECISION.

You will be coding verbatim responses as you go through the questionnaires. Flag with a yellow post-it all questions that require coding of a verbatim response if you are not coding it yourself.

NOTE the following errors on the Individual Questionnaire which interviewers have been told about. If interviewers are not following the correct routing please tell Mike Merrett so he can make sure they correct this on future interviews.

Front Page: INTERVIEWER CHECK

The colours used for sections R and N on the routing instructions should be reversed.

R1 is the blue section and N1 is the green section.

Code 1 'Yes' should be GO TO R1 (page 14/blue)

Code 2 'No' should be ASK N1 (page 2/green)

Page 3/ N8

CODE ALL THAT APPLY

Page 19/Intro

Cut the first 'like' from the introduction so it reads "I'd now like to ask you..."

Page 36/M23

The question referred to in brackets should be M22. It should read “Thinking about the **(SERVICE AT M22)**...”

Page 39/M36

Interviewer check should refer to questions M31 and M33, rather than M36 and M38.

Page 47/E29

Cut word ‘either’ from question. Should read
Did your last take home pay of (amount at E27) include payments for Working Tax Credit?

Page 49/ E39

Codes 2,3,and 8 should GO TO E43 (not E41)

**Pages 69 and 70/ Job Grid Instruction for J6
STATUS CODE (FROM SHOWCARD 34)****Page 74/V2**

READ OUT categories

Page 79/ V18,V19,V20

READ OUT categories

Page 81/V24

Code ‘1’ routing instruction should be GO TO V28

You must delete ‘NEXT CHILD OR’ on all your questionnaires before interviewing

Page 81/V25

Routing instruction should be GO TO V28

You must delete ‘NEXT CHILD OR’ on all your questionnaires before interviewing

Page 84/V31

Code ‘1’ routing instruction should be GO TO V34

You must delete ‘NEXT CHILD OR’ on all your questionnaires before interviewing

Page 86/V37

Code ‘2’ routing instruction should be GO TO V40

You must delete ‘NEXT CHILD OR’ on all your questionnaires before interviewing

Page 90/V51 and V56

If you have a respondent with a young child only who is not yet at school, code V51 and V55 code ‘2 No’ as these questions will not apply to them. **If respondent has any children of school age ask all relevant questions.**

1) 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.

2) 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.

3) MISSING RINGS

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

Where information which should be present is missing and this results in a blank card please write in 'Please punch this card blank' by the card number.

4) REMOVING UNWANTED MULTI CODES

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.

5) 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.

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.

6) ENTRY OF AMOUNTS

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.**

7) CODING VERBATIM RESPONSE QUESTIONS

Code all verbatim response questions using the coding frames provided below.

EDITING AND CODING THE HOUSEHOLD QUESTIONNAIRE

Front Page :

Time boxes: If not completed by interviewer leave blank.

Check that type of accommodation is coded at question H0c.

HOUSEHOLD GRID

Check that all current household members listed on the Coversheet have been correctly transferred to the Household Grid. Movers and the deceased are NOT current household members.

IT IS ESSENTIAL THAT THEIR COVERSHEET PERSON NUMBER IS RETAINED AND CORRECTLY TRANSFERRED to the Household Grid and 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.

CHECKING THE CONSISTENCY OF SEX AND DATE OF BIRTH

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. Replace 98's and blanks in the Household Grid if this information is known elsewhere. If birth dates are **not** consistent between documents and there is a marginal comment explaining which is the correct date, correct as necessary. If birth dates are **not** consistent between documents and there is **no** marginal comment explaining which is the correct date, alert your supervisor.

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

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 respondent's 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 child's father, they may still be the responsible adult. However if a couple are cohabiting and the woman is not the child's natural mother she is not necessarily the responsible adult. In this case (and if there is no mother present at all) the father can be the responsible adult.

H3 Check H3 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.'

H8 If R came to own the property outright because his/her spouse died, code under code 4 "Something else".**H9** For those who bought a house leasehold with a mortgage but later bought the freehold, put in the original amount paid (ie, the leasehold value).**H31** Time period for last rent payment

If H31=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

H36 Time period rent with no housing benefit deduction

If H36=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

H40 Each item must be coded 'yes' or 'no'. The number should be circled instead of the word 'Yes/No' and only code 'b' if 'a' is 'Yes', cross out any that are not applicable.**H45** 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'.

H50-H51 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.

The number should be circled instead of the word 'Yes/No' and only code H51 if H50 is 'No'. Cross out any that are not applicable.

H54 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

Front Page: INTERVIEWER CHECK

The colours used for sections R and N on the routing instructions should be reversed.

R1 is the blue section and N1 is the green section.

Code 1 'Yes' should be GO TO R1 (page 14/blue)

Code 2 'No' should be ASK N1 (page 2/green)

Ensure that respondent has been correctly routed from Interviewer Check on front page to either section R or section N.

DEMOGRAPHICS

Responses from D25, D34, and D47 will need to be listed so that coding frames can be developed.

N3 Check N3 is complete, legible and detailed eg, 'London' or 'up the road' is not enough detail.

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.

N8 This is a CODE ALL THAT APPLY question

N24 Code to SOC2000

N31 If more than one is coded, then code most recent only and cross out the rest.

R5 If more than one is coded, then code most recent only and cross out the rest.

- D11** Replace 98's and blanks, if this information is known elsewhere.
- D13** Check D13 is coded and clearly indicated. If not coded flag with a post-it and send query to the interviewer.
- D48** Code to SOC2000

HEALTH

- M23** The question referred to in brackets should be M22.
- M24.** Do not include medical tests/check-ups here under M24. Put under M26. This may have to be M26 'Other.'
- M36** Interviewer check should refer to questions M31 and M33, rather than M36 and M38.
- M30** Ensure interviewer check is correctly coded.
- M37** 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 to SIC 1992.
- 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 60-62
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 70-72
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.

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..

E39 Codes 2,3,and 8 should GO TO E43 (not E41)

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.

E69 Code other time period.

E77 As for E23

E89 Code to SOC2000

E105 Code to SOC2000

EMPLOYMENT HISTORY

- J1** Check is correctly coded
- J2** Start date of current job should be entered here for those in current employment
- J4** Start of current spell of non-employment should be entered here for the non-employed
- J5** Check is correctly coded for the date entered at either J2 or J4
- J6** Instruction should be STATUS CODE (FROM SHOWCARD 34)
- J6 to J8b** Check that all relevant questions have been completed. Code all employment spells using SOC2000
- J7** **The final date entered at J7 must be before June 1st 2002.**
- J9** The number of periods of paid employment recorded in the job grids should be entered here. Check for correctness.
- J10 – J12** Check that routing has been correctly followed
- J15** Code to SOC2000
- J16** Code to SIC1992

VALUES AND OPINIONS

- V7** Check against Household Grid to ensure is correctly coded. BOTH mother AND father of children aged under 16 living in the household should have been asked V9 through V63
- V9 through V44** Check for each child that the routing has been correctly followed.
- V24** **Questionnaire error: Code '1' routing instruction should be GO TO V28**
- V25** **Routing instruction should be GO TO V28**
- V31** **Code '1' routing instruction should be GO TO V34**
- V37** **Code '2' routing instruction should be GO TO V40**
- V51 and V56** If R has a young child only who is not yet at school, code V51 and V55 code '2 No' as these questions will not apply to them. If respondent has any children of school age they should have been asked all relevant questions.

V59 Must be coded for all respondents, including those with no children aged under 16 living in the household.

HOUSEHOLD FINANCES

F1 Working Tax Credit and Child Tax Credit are the new credits introduced in April 2003 to replace Working Family Tax Credit and Disabled Person's Tax Credit. These credits can be paid to those in current employment but can also be paid to those who are in receipt of Job Seekers Allowance. Child Benefit remains unchanged and is paid in addition to any Child tax Credit the R may receive. The new credits are received by one person in the household only and cannot be joint receipt.

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.

F20 The coding frame for this question is **NOT** the same as the one on the household grid, make sure you check the coding frame before coding this question!

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

- F34** Code first four mentions using coding frame.
You will need to write in four office code boxes of two boxes each beside the question and use these to enter the codes assigned.
- F37** Please make sure that F37 is coded and is consistent with the documents returned.

INTERVIEWER OBSERVATIONS: Check they are completed.

SELF-COMPLETION FORM.

Page 9 Sex: Replace blanks, if this information is known elsewhere.

Page 9 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.

P4 Replace 98's and blanks, if this information is known elsewhere.

P5 Ensure this item is complete and clearly indicated.

P37/38 Check these items are complete, clearly indicated and legible.

P50/51 Check these items are complete, clearly indicated and legible.

YOUTH QUESTIONNAIRE

This questionnaire is for anyone aged 11-15 as of June 1st 2003 living in the household.

Page 2: Check that the sex and date of birth are consistent with the Household Grid.

F7 Code school name

F8a These will have to be listed to develop a frame.

F9 Code to SOC2000

F12 Code to SOC2000

G9 Code using coding frame

CODING FRAMES

This manual lists the specifications for:

Items which require 4 digit SOC coding
Items which require 4 digit SIC coding
Items where a coding frame is supplied

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 so it can be coded later

D25
D34
D46
D47

COVERSHEET**Back page: Reasons for Whole Household Refusal****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 voucher payment(s) in past

Family pressure

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

Other

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

Household Questionnaire

Household Grid

2. Relationship to Reference Person Codes

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

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

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

INDIVIDUAL QUESTIONNAIRE**Section N (green section)****N2 Where did you live before moving to Newham?****IF IN UK****For England, Wales, and Scotland:CODE TO LOCAL AUTHORITY DISTRICT**

1. Look up place name in appropriate OPCS volume (Census 1981: Index of Place Names, Index of Scottish Place Names).
2. Get district name. In most cases, there will be a one-to-one correspondence between the given town/county and the district making this an easy step.
 - a. If same town/county is listed against more than one district, choose the first district listed, 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 you have the district name, look it up in the alphabetical or county-order lists provided in Appendices A & B.
4. Use the four-digit code (two numerals, two letters) specified in the Appendices. In cases where only partial information is known, use two numerals followed by two blanks, 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.)
 - Montserrat (Br.)
 - St. Kitts - Nevis Anguilla (Br.)
 - St. Lucia
 - St. Vincent
 - Turks and Caicos Island (Br.)
 - Windward Island (Br.)
- 31 Belize (British Honduras)
- 32 Guyana

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

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

FOREIGN AFRICA

45 Algeria
 46 Morocco (inc. Mellila)
 47 Tunisia
 48 Libya
 49 Egypt (UAR)
 50 South Africa, Republic of
 51 Other Africa (Foreign)
 Angola (inc. Cabinda)
 Benin (Dehomey)
 Burundi
 Cameroon Republic
 Central African Republic
 Chad
 Comoros
 Congo (Democratic Republic)
 Congoles 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
 Guadeloupe
 Martinique (Fr.)
 Virgin Islands (USA)
 54 Central America
 Costa Rica
 El Salvador
 Guatemala
 Honduras
 Mexico
 Nicaragua
 Panama (inc. Canal Zone)
 55 South America
 Argentina
 Bolivia
 Brazil
 Chile
 Columbia
 Ecuador
 Fr. Guiana
 Paraguay
 Peru
 Surinam (inc. Netherlands Guiana)
 Uruguay
 Venezuela

ASIA

56 Pakistan
 57 Burma

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

MIDDLE EAST

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

EUROPE/EUROPEAN COMMUNITY

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

N3 Where born

Use coding frame for N2

N7 Reasons for being abroad for more than one year

CODE FIRST TWO MENTIONS

01 – Visit family and friends/relatives

02 – Look after Family

03 – Education

04 – Work

05 – Move back home/homesick

06 – To get married

07 – Own health problems

08 – Family health problems

20 – Nothing

96 – Other

97 – Missing/Blank

98 – Don't know

99 – Refused

N14 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

- 95. Sign Language
- 96. Other nec
- 98. Don't know
- 99. Refused

N24 Own first job

CODE USING SOC2000 (4 digits)

N34a Country qualifications gained (non UK)

Use coding frame for N2

N37 Country 'Other' qualifications gained – non-UK

Use coding frame for N2

R8a Country qualifications gained (non UK)

Use coding frame for N2

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

Note: Code 96 'other' answers must be listed

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)
- 63 Council accommodation became available (inc. was given council house/flat; moved from B&B, temp accommodation into permanent accommodation; council gave choice of houses/flats and liked this one best; given priority on council waiting list due to ill health or other circumstances)
- 64 Just need somewhere to live
- 65 Financial reasons (inc cheap housing/rent; personal financial reasons)

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)
- 80 Convenience of area general (inc. religious/community reasons)
- 96 Other (include being nearer to children's school)
- 97 No reason given (written in)
- 98 Don't know
- 99 Refused / Not available

D25 Uses of internet – list responses to develop frame

D34 Types of childcare wanted – list responses to develop frame

D41 Name of school or sixth form college

Secondary

- 76 **Brampton Manor Community School** Roman Road, London, E6 3SQ
- 77 **Cumberland Community School** Barking Road, London E16 4DD
- 78 **Eastlea Community School** Hilda Road, London E16 4NP
- 79 **Forest Gate Community School** Forest Street, London E7 0HR
- 80 **Kingsford (Woodside) Community School** Kingsford Way, London E6 5JG
- 81 **Langdon Community School** Sussex Road, London E6 2PS
- 82 **Lister Community School** St Mary's Road, London E13 9AE
- 83 **Little Ilford Community School** Browning Road, London E12 6ET
- 84 **Plashet Community School** Plashet Grove, London E6 1DG
- 85 **Rokeby Community School** Pitchford Street, London E15 4RZ
- 86 **Royal Docks Community School** Prince Regents Lane, London E16 3HS
- 87 **Sarah Bonnell Community School** Deanery Road, London E15 4LP
- 88 **St Angela's Ursuline Voluntary Aided School** St George's Road, London E7 8HU
- 89 **St Bonaventure's Voluntary Aided R.C. School** Boleyn Road, London E7 9QB
- 90 **Stratford Foundation School** Upton Lane, London E7 9PR

Special

- 91 **Eleanor Smith School** North Street, London, E13 9HN.
- 92 **John F Kennedy School.** Pitchford Street, London, E15 4RZ.

96 – Other / School not in Newham/not listed as being in Newham

97 – Missing/Blank

98 – Don't know/Pass (N.E.S)

99 – Refused

D45 What are the main reasons you might NOT go on to further full-time education?**Code first two mentions**

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

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

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

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

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

06 – Hard work/ Too much work and hassle

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

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

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

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

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

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

13 – Want to go abroad/travel

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

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

96 – Other

97 – Missing/Blank

98 – Don't know/Pass (N.E.S)

99 – Refused

D47 Who advice gained from – list responses to develop frame

D48 Job wanted in future

Code to SOC2000

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. 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.

E20 Where is workplace?

- 1 Beckton
- 2 Canning Town
- 3 Custom House
- 4 East Ham
- 5 Forest Gate
- 6 Manor Park
- 7 North Woolwich
- 8 Plaistow
- 9 Silvertown
- 10 Stratford
- 11 Upton
- 12 West Ham
- 13 Other Newham (NES)

- 14 Tower Hamlets
- 15 Hackney
- 16 Waltham Forest
- 17 Redbridge
- 18 Barking
- 19 Greenwich
- 20 Lewisham
- 21 Southwark
- 22 City
- 23 Islington
- 24 Haringay
- 25 Enfield
- 26 Havering
- 27 Other London (NES)

- 28 Essex
- 29 Hertfordshire
- 30 Kent
- 31 Other outside London

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

E74 – Use coding at question E20

E82 Problems starting own business

CODE FIRST TWO MENTIONS

01 – Lack of knowledge/don't know how to go about it.

02 – Finance/no capital/no money

03 – Lack of qualifications/lack of skills

04 – No management experience

05 – Own health Problems

06 – Suitable location/premises difficult to find

07 – Family constraints/looking after children

08 – Language barrier

09 – No use of car

20 – Never thought about it

21 – Nothing/no problems

96 – Other

97 – Missing/Blank

98 – Don't know

99 – Refused

E89 - CODE USING SOC2000 (4 digits)

E97 Problems starting own business

CODE FIRST TWO MENTIONS

Use frame for E82

E100 Problems that prevent taking a paid job

CODE FIRST TWO MENTIONS

Family

- 01 – Looking after children/taking my daughter to school
- 02 – Looking after family/family commitments

Education

- 03 – Studying at University/college/school/full-time education
- 04 – Don't have any qualifications

Health

- 05 – Physical health/knee injury/asthma/epilepsy
- 06 – Mental health/depression
- 07 – On medication
- 08 – Health (n.e.s)

- 09 – Language barrier
- 10 – No work permit
- 11 – No National Insurance number
- 12 – Race discrimination
- 13 – Age discrimination
- 14 – Lack of childcare facilities

30 – Nothing

- 96 – Other
- 97 – Missing/Blank
- 98 – Don't know
- 99 – Refused

E105 CODE USING SOC2000 (4 digit).

Employment History

J8 (spells 1 thru 8) CODE USING SOC2000 (4 digit).

J15 CODE USING SOC2000 (4 digit).

J16 CODE USING SIC1992

Values and Opinions

V46 Why go to school outside local area

List responses to develop frame

V47 Where is school attended

Use frame for E20

V52 Which religion for after school classes

01 Muslim

02 Hindu

03 Jewish

04 Sikh

05 Christian (any denomination)

96 – Other

97 – Missing/Blank

98 – Don't know/Pass (N.E.S)

99 – Refused

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

- 01 Earned income has increased (more pay, new/better job)
- 02 Benefits have increased (include pensions/child benefit)
- 03 Investment/asset income increased (higher interest rates/profit on selling shares/property)
- 04 Less expenses; spending reduced (lower bills, taxes, mortgages etc) prices fallen.
- 05 Had 'windfall' payment eg. inheritance, gifts, redundancy payments.
- 11 Earned income decreased (lost job, pay reduced, less hours)
- 12 Benefits reduced/stopped
- 13 Investment/asset income decreased (lower interest rates/losses on selling shares/property)
- 14 More expenses; spending increased; cost of living up/inflation (higher bills, taxes, mortgages etc) prices higher.
- 15 Unexpected/'one-off' expenditure 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 better off (not elsewhere specified)
- 32 Other reasons for being worse off (not elsewhere specified)
- 33 Other reasons neither better **nor** worse off (not elsewhere specified)

- 96 Other
- 97 Missing/Blank
- 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)
- 97 Missing/Blank
- 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 CSA as 2 - 4 above as apply)
- 96 Other
- 97 Missing/Blank

F34 Future for children**CODE UP TO FOUR MENTIONS****OPTIMISTIC / POSITIVE TONE****Individual level**

- 01. More leisure**
Less work / more free time
- 02. Increased freedom**
For the individual, freedom of speech, sexual freedom, etc.
- 03. More opportunities E.g. travel**

Societal Level

- 11. Technological improvements beyond household**
Emphasis on excitement, progress, advantages generally. Include mention of computers, space exploration and the like. Science, scientific advancements/contributions (see also 13)
- 12. Technological improvements: life will be easier, better or more convenient.**
(Include mention of technology here if it is given as an emphasis or convenience and there are no elaboration or examples that place it in 11 above)
- 13. Medical and health improvements**
Emphasis on life being healthier, people living longer, etc. new medical drugs, new medical procedures.
- 14. Improvements in education**
Children / people will be smarter, will know / learn more. Education better, more widely available / more educational opportunities
- 15. More jobs**
Working conditions easier
- 16. More (economic) opportunities**
People will have more money
- 17. Political Improvements**

Global Level

- 21. **Peace / absence of war**
- 22. **Improved environmental awareness**
- 29. **Other positive**

PESSIMISTIC / NEGATIVE TONEIndividual Level

- 30. **Kids grow up too fast**
E.g. Kids into sex, drugs etc. at a much earlier age. Kids are more sophisticated worldly wise; peer pressure
- 31. **Lack of discipline; Disrespect**
Loss of respect for adults, for older people, for parents, for authority, for law, for others.
- 32. **Too Individualistic**
Lack of close relatives; anonymity. People don't think of others, just themselves. (If emphasis on lack of community then code 45)
- 33. **Too Materialistic**
Money all important; too much emphasis on consumption, pressure to buy designer fashions
- 34. **Life "too cushy", have higher expectations**
Want immediate gratification (see also 34)
- 35. **More pressure**
Too competitive; More complicated (technically or economically). Include need more education in order to compete; education more demanding.

Family / Household Level

- 38. **Family breakdown**
Increase in divorce, loss of family values; breakdown in extended family
- 39. **Parents working / absent from home**
Mothers not at home, etc.

Societal Level

- 40. Media influence**
Exerts strong influence, has negative consequences
(If specific consequence is increased crime/drugs/sex code 42/43/44 also)
- 41. Less safe society (code 42 if crime mentioned)**
Violence more accepted / kids have to be restricted – can't play out because of danger
- 42. Increased crime; fear of crime**
- 43. Increased drugs, alcohol**
(If emphasis is on children's early exposure code 31, also)
- 44. Increased sex, promiscuity, pornography**
(If emphasis is on children's early exposure code 31, also)
- 45. Moral Breakdown general; loss of religion.**
- 46. Loss of Community**
(If emphasis on too individualistic code 33)
- 47. Increased Unemployment**
Job insecurity; fewer jobs / more unemployment (see also code 52)
- 48. Other Economic**
E.g. Huge, deficit; incomes lower; prices too high; economy worse.
Widening gap between have / have-nots; housing market collapse.
- 49. Decline in Welfare State**
- 50. Decline in Education**
Poor quality of education, decline in standards. Less availability (excl. due to cost, code 48); cuts in grants / loans.
- 51. Increased Health Risks**
Aids
- 52. Technological Change with Bad Consequences**
e.g. 'with calculators people become less self-reliant'
- 53. Political Problems**
Government not doing its job; dominance by Brussels

Global Level

60. Urbanisation – loss of countryside

61. Environmental Problems
Pollution; over-population

62. War / Conflicts
Threat of war / nuclear conflict

77. Life will be harder – LOW PRIORITY
Not codable elsewhere

79 Other negative

NEUTRAL, MIXED, UNCLEAR IN VALENCE

(i.e., objective statement that has no clear indication of whether respondent feels positively or negatively about change)

81. Technological Change
No clear evaluation of change.

82. Life has a faster pace

83. Neutral – individual level

84. Neutral – family / household level

85. Neutral – societal level

86. Neutral – global level

89. Other neutral, mixed

97. Missing/blank ((FIRST MENTION ONLY)

98. Don't know (FIRST MENTION ONLY)

PROXY QUESTIONNAIRE

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

P37 CODE USING SOC2000 (4 digits)

P38 CODE TO 1992 SIC (4 digits)

Youth Questionnaire**F7 School name**

You will need to write in two boxes for the code in the margin as this was not printed.

Infant, Junior and Primary

- 10 **Altmore County Infant School.** Altmore Avenue, London E6 2BX
 11 **Avenue County Primary School** Meanley Road, London E12 6AR
 12 **Brampton County Primary School** Brampton Road, London E6 3LB
 13 **Britannia Village County Primary School** Westwood Road, London E16 2AN
 14 **Calverton County Primary School** King George Avenue, London E16 3ET
 15 **Carpenters County Primary School** Carpenters Road, London, E15 2JQ
 16 **Central Park County Primary School** Central Park Road, London E6 3DW
 17 **Cleves County Primary School** Arragon Road, London E6 1QP
 18 **Colegrave County Primary School** Henniker Road, London, E15 1JY
 19 **Curwen County Primary School** Atlas Road, London, E13 0AG
 20 **Dersingham County Infant School** Dersingham Avenue, London, E12 5QJ
 21 **Drew County Primary School** Drew Road, London, E16 2DL.
 22 **Earlham County Primary School** Earlham Grove, London, E7 9AW.
 23 **Ellen Wilkinson County Primary School** Tollgate Road, London, E6 4UP
 24 **Elmhurst County Primary School** Upton Park Road, London, E7 9PG
 25 **Essex County Primary School.** Sheridan Road, London, E12 6QX
 26 **Gainsborough County Primary School** Gainsborough Road, London, E15 3AF.
 27 **Gallions County Primary School** Warwall, London, E6 6WG
 28 **Godwin Junior County Junior School** Cranmer Road, London, E7 0JW
 29 **Grange County Infant School** Suffolk Road, London, E13 0HE
 30 **Hallsville County Primary School** Radland Road, London, E16 1LN
 31 **Hartley County Primary School** Hartley Avenue, London, E6 1NT
 32 **Keir Hardie County Primary School** Edwin Street, London, E16 1PZ.
 33 **Kensington County Primary School** Kensington Avenue, London, E12 6NN
 34 **Lathom County Junior School** Lathom Road, London, E6 2DU.
 35 **Manor County Primary School** Richardson Road, London, E15 3BA.
 36 **Maryland County Primary School** Gurney Road, London, E15 1SL.
 37 **Monega County Primary School** Monega Road, London, E12 6TT.
 38 **Nelson County Primary School** Napier Road, London, E6 2SE.
 39 **New City County Primary School** New City Road, London, E13 9PY.
 40 **North Beckton County Primary School** Harrier Way, London, E6 4XG.
 41 **Odessa County Infant School** Wellington Road, London, E7 9BY.
 42 **Park County Primary School** Mathews Park Avenue, London, E15 4AE.
 43 **Plaistow County Primary** Junction Road, London E13 9DQ

- 44 **Portway County Primary School** Park Road, London, E15 3QF.
 45 **Ravenscroft County Primary School** Carson Road, London, E16 4BD
 46 **Ranelagh County Primary School** Corporation Street, London, E15 3DL.
 47 **Roman Road County Primary School** Roman Road, London, E6 3SQ
 48 **Rosetta County Primary School** Sophia Road, London, E16 3PB
 49 **Salisbury County Primary School** Romford Road, London, E12 5AF
 50 **Sandringham County Primary School** Sandringham Road, London, E7 8ED.
 51 **Scott Wilkie County Primary School** Hoskins Close, London, E16 3HD.
 52 **Selwyn County Primary School** Cecil Road, London, E13 0LX.
 53 **Shaftesbury County Primary School** Shaftesbury Road, London, E7 8PF.
 54 **Sheringham County Junior School** Sheringham Avenue, London, E12 5PB
 55 **Sir John Heron County Primary School** School Road, London, E12 5PY.
 56 **Southern Road County Primary School** Southern Road, London, E13 3JH
 57 **St Antony's R.C. Voluntary Aided Primary School** Upton Avenue, London, E7 9PN
 58 **St Edward's R.C. Voluntary Aided Primary School** Green Street, London, E13 9AX
 59 **St Francis' R.C. Voluntary Aided Primary School** Maryland Park, London, E15 1HB
 60 **St Helen's R.C. Voluntary Aided Primary School** Falcon Street, London, E13 8DD
 61 **St James' CofE Voluntary Controlled Junior School** Tower Hamlets Road, London, E7
 62 **St Joachim's R.C. Voluntary Aided Primary School** Shipman Road, London, E16 3DT
 63 **St Luke's C of E Voluntary Aided Primary School** Ruscoe Road, London, E16 1JB
 64 **St Michael's R.C. Voluntary Aided Primary School** Arthur Road, London, E6 4EF
 65 **St Stephen's County Primary School** Whitfield Road, London, E6 1AS
 66 **St Winefride's R.C. Voluntary Aided Primary School** Church Road, London, E12 6HB
 67 **Star County Primary School** Star Lane, London, E16 4NH.
 68 **Storey County Primary School** Woodman Street, London, E16 2LS.
 69 **Tollgate County Primary School** Barclay Road, London, E13 8SA.
 70 **Upton Cross County Primary School** Churston Avenue, London, E13 0RJ.
 71 **Vicarage County Primary School** Vicarage Lane, London, E6 4AD.
 72 **West Ham Church Voluntary Controlled Primary School** Portway, London, E15 3QG.
 73 **William Davies County Primary School** Stafford Road, London, E7 8NL.
 74 **Winsor County Primary School** East Ham Manor Way, London, E6 4NA.
 75 **Woodgrange County Infant School** Sebert Road, London, E7 0NJ.

Secondary

- 76 **Brampton Manor Community School** Roman Road, London, E6 3SQ
 77 **Cumberland Community School** Barking Road, London E16 4DD
 78 **Eastlea Community School** Hilda Road, London E16 4NP
 79 **Forest Gate Community School** Forest Street, London E7 0HR
 80 **Kingsford (Woodside) Community School** Kingsford Way, London E6 5JG
 81 **Langdon Community School** Sussex Road, London E6 2PS
 82 **Lister Community School** St Mary's Road, London E13 9AE
 83 **Little Ilford Community School** Browning Road, London E12 6ET
 84 **Plashet Community School** Plashet Grove, London E6 1DG
 85 **Rokeby Community School** Pitchford Street, London E15 4RZ

- 86 **Royal Docks Community School** Prince Regents Lane, London E16 3HS
87 **Sarah Bonnell Community School** Deanery Road, London E15 4LP
88 **St Angela's Ursuline Voluntary Aided School** St George's Road, London E7 8HU
89 **St Bonaventure's Voluntary Aided R.C. School** Boleyn Road, London E7 9QB
90 **Stratford Foundation School** Upton Lane, London E7 9PR

Special

- 91 **Eleanor Smith School** North Street, London, E13 9HN.
92 **John F Kennedy School.** Pitchford Street, London, E15 4RZ.

- 96 – Other / School not in Newham/not listed as being in Newham
97 – Missing/Blank
98 – Don't know/Pass (N.E.S)
99 – Refused

F8a Who advice gained from

Use frame for Individual Questionnaire D47

F9 CODE TO SOC2000 (3 digits only)

F12 CODE TO SOC2000 (3 digits only)

G6 Other languages spoken

Code first two mentions

Code to frame for Individual Questionnaire N14

G7a Reasons might not go on to further education

Code first two mentions

Code using frame for Individual Questionnaire D45

G9 One thing to change to make life better

CODE FIRST TWO MENTIONS

Self Image and Attributes

- 01 Appearance / weight
- 02 Personality/self-confidence/less worries/more social skills etc.
- 03 Age (include wanting to be older for specific purpose e.g. driving)
- 04 Academic ability/performance (e.g. want to work harder to get good qualifications; more brains etc.)
- 05 Health
- 06 Give up Smoking
- 07 Sporting ability / fitness
- 08 More Independence/ freedom (having/being given)
- 09 Other Changes in self and self attributes (not elsewhere specified)

Relationship of Self and Others

- 11. Girl-friend/boy-friend; opposite sex - easier / better / new relationship
- 12 Other friends / peer-group mentions (NB mentions of bullying code 31)

Family Relationship / Household Change

- 13 Relationships of self and family members
- 14 Parental relations (with each other)
- 15 Living arrangements (who lives with whom)
- 16 Family relationship problems (include bereavement)
- 17 Other family problems/changes (health; financial; job etc.)

Material Improvement / Life Style Change

- 21 Getting Job /Better Job
- 22 More money for self
- 23 More money for family

- 24 Bigger or better accommodation (house/room/garden)
- 25 New possessions
- 26 Animal/pet
- 27 Other life style changes (not elsewhere specified)

School and Community

- 31 Being bullied (knowing bullies)
- 32 School circumstances (teacher, class etc.)
- 33 Leaving school
- 35 Change area/location - live somewhere else; change existing features
- 37 Other school/community changes

General Well-Being of People / Planet

- 41 Less violence/ people happier / less suffering
- 42 Environmental improvement - less pollution; saving wildlife
- 47 Other societal world improvements

Other

- 50 NO CHANGE - everything OK /good now
- 51 NO CHANGE - NOTHING (no elaboration)
- 97 Other changes (not elsewhere specified)
- 98 Don't Know (code only if no substantive response given)
- 99 No answer - BLANK

