



Living in Newham – Wave 2

Interviewer Instructions

Living in Newham Wave 2

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   **USEFUL PHONE NUMBERS**   

FIELDWORK

If you have any queries Your first link is with Sheila Mayne (the Fieldwork Supervisor). She is there to help you if any problems arise.

Sheila Mayne.....01279 505141

THE ESSEX INSTITUTE

For general enquiries concerning addresses, vouchers, etc call:

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

If there are any questions about other aspects of fieldwork or administration please contact:

Mike Merrett.....01206 874666

or questionnaire related queries call:

Heather Laurie.....01206 873556

Jon Burton.....01206 873986

Introduction to the Living in Newham Survey

The **Living in Newham** survey is now in its second year and aims to interview around 1750 people in 1080 households across the whole of Newham. The survey is similar to an existing survey called the **Living in Britain** survey. Living in Britain is a survey of the social and economic conditions of a nationally representative sample of around 5,500 households in Great Britain, and of how these change over time. It is one of the most important and innovative academic social science research projects of the 1990s which has been conducting annual interviews since 1991.

The **Living in Newham** survey will be run by the Institute for Social and Economic Research (ISER) at the University of Essex, and is funded by The London Borough of Newham. While the Institute is responsible for running the survey, there is a consortium of academics and policy makers from Newham council who are advising and guiding the researchers at the Institute about the conduct of the Living in Newham survey. These academic and policy researchers will also be responsible for carrying out research using the data you collect and for providing advice to The London Borough of Newham on the basis of their findings. So this is very much a joint venture between local researchers in Newham and the Institute which will be of great importance in informing the social policy debates within Newham over the coming years.

You will be asking for information on people's health, housing, family circumstances, education, employment, living standards, and opinions. Put more simply, the survey will investigate some of the most important aspects of people's everyday lives. The **Living In Newham** survey will be large enough to represent the entire population of Newham, and enable issues to be researched and compared with the circumstances and experiences of people living in the rest of the country.

This first year of the survey was particularly successful in gaining a high a response rate and giving the second year a strong place from which to start. We will be relying on your skills to help us achieve an even higher response rate this year, as many of the non-responding and refusing households from last year are not being re-contacted this time. With the training and support you will receive from the staff at ISER and your Fieldwork Supervisor, we expect you to provide the highest quality and most accurate data for researchers possible.

The survey is very much like other large social surveys, but it does have particular features that you should be aware of.

1. We will be interviewing every adult household member at sampled addresses: that means with everyone who is aged 16 or over on or before June 1st 2003. There is no upper age limit on the survey. Where it is not possible to interview every person within a household you will need to try and get proxy information on those who have not been interviewed.
2. This is a panel survey, which means we will be aiming to interview the same respondents once a year over at least 3 years. For the panel to be viable we must keep refusals **to an absolute minimum**. We also have to create a long-term

relationship with respondents so that we can minimise the number who drop out later.

The basic rules for success are simple:

1. You must keep calling back on non-contacts in order to maximise the sample.
2. You must keep refusals to an absolute minimum.
3. The interviews are straightforward and should be treated as such.
4. You emphasise the voluntary nature of the interviews and try to build up a rapport.
5. After the interview you say we would like to return next year if possible.

The rest of the first part of these instructions tell you how to achieve maximum results and to produce accurate and high quality data. It starts with describing the sample, gives guidance on making contact, describes the various schedules you will need and ends with return of work. The remainder consists of detailed guidance on the questionnaires.

Please do not hesitate to ring any of the numbers listed on page 2 if you have any doubts or queries during fieldwork.

The questionnaires you will be using have been through several pre-tests in the field and a pilot survey was conducted a few months ago, with interviewers finding few problems.

The Sample

You will be interviewing people in private households. Your sample will be about 20 addresses and you should aim to achieve a full response rate – that is interviews with every adult member – in all eligible addresses. You will know the names of the occupants in most cases, as these will be pre-printed on the coversheet for you, and will be based on the information collected last year. Where the names of residents are not printed on the coversheet, you will need to collect them and write them in the spaces provided. The sample for this survey is drawn from a list of all addresses in Newham and most were successfully interviewed last year.

Where no name appears, it is likely that this property is part of the rapid development of the area, and has been added to the sample this year, or was simply not collected by the interviewer last year. Sometimes you will have only a partial name pre-printed on the coversheet. In these cases it is particularly important to collect the full name of the respondents living at the address and write it in at Column 10 on the green coversheet. The sample is spread over Newham in such a way that all different kinds of areas and households are represented.

Eligible Addresses

Business premises have been removed from the file but there may still be some non-residential property. Clearly if no-one lives at an address you can't do an interview there. But that doesn't mean you can just look at the address, see that it is a school for instance, and decide there can be no interview. Even if an address appears to be non-residential, there might be a caretaker living there. You will therefore need to check any apparently non-residential address to see if a private household is resident there (e.g. in flats over shops).

Institutions

As well as addresses that no-one lives at for instance, because they are derelict, or being redeveloped, some residential addresses may be ineligible if they are institutions. An institution is defined as :

‘an address at which four or more unrelated people sleep; while they may or may not eat communally, the establishment must be run or managed by a person or persons employed for this purpose by the owner.’

Larger institutions (e.g. hospitals, hotels, retirement homes) should have been excluded from the sample. Commonly encountered smaller institutions are boarding houses, hostels and small nursing homes. Most if not all institutions were identified during of last year's fieldwork and removed from the sample, but there is always the chance that a new institution has opened during the gap between fieldwork periods.

You must always check, however, to see if there is a private household normally resident at an institutional address (e.g. caretaker, warden etc.) and if there is you should interview them. In case of any doubt you should contact the Institute.

What address to interview at

The address to be interviewed at is the address **exactly** as it is given on the sample sheet. So if the address given is 17A High Street, then you should interview at 17A and ignore 17B or 17C and so on.

Hard to find addresses

You should have a map of your area (such as 'A-Z'). If you have any problems finding addresses on your sample sheets there are several people who can help.

1. Check with local residents – try the neighbours.
2. Go to the local post office which should have a fairly recent directory of post codes or telephone the local sorting office to talk to the local postman or woman who actually delivers to that address (you will need to do this before 11am).
3. The Royal Mail also has a website which can be particularly useful at www.royalmail.com which will give you a list of addresses from a postcode. You will have to register to use this but it is easy to do.
4. Other help is available from the internet at www.streetmap.co.uk or www.multimap.co.uk. Both are free to use and will show you exactly where and address is located based on the postcode.
5. Contact the local police station, just ask at the counter. They have access to detailed maps.
6. Check local libraries / Tourist Information for local maps, and to check on Electoral Registers to obtain the surname of the residents.

If you are having any problems finding addresses and cannot get help locally it is crucial that you contact the Institute as soon as possible.

Household Moves

Since this is the second wave of the survey it is possible that people have moved from the addresses in which they were interviewed last year. If people move within Newham we would like to follow them and interview them in their new household – along with anyone else eligible in that new household. If they move outside of Newham we would like to get their new address and phone number so we at the university can conduct a short exit interview. If the whole household moves, as well as following them we would also like to interview the new household at that address. This is because we are interested in people who are moving into Newham as well as those who live here and who leave.

There are two types of move; whole household moves, and ‘split-offs’.

Whole Household Moves.

Where the whole household moves you should try your best to get a new address for the sample. Often the best source of information is the people who have moved into the address – they may have a forwarding address. Otherwise you could ask the neighbours on either side for information. If the new address is in Newham we would like to interview them. If it is a local move – one which you feel you could interview – you should use the original green coversheet and interview them. If the move is within Newham, but not local, you should return the coversheet to Sheila who will issue it to an interviewer who lives closer to the new address.

In addition, we would like you to interview the new household at the original address. You will have to introduce the survey and give them a copy of the purpose leaflet. It is possible that the new household would not have read the advance letter so you can give them a copy. When you interview them you must use a **blank** coversheet and increment the household number to **1**. This is important, the sample household will remain household number **0**, even when they move. The new household will be household **1**. If the sample household split and move to two different households then you should identify one of them as household **0**, the other as household **1** and the new household at the original address as household **2**.

Split-offs

This is when particular members of the sample household move, but some of the original members remain in the house. Just like whole household moves, if the person has moved within Newham we would still like to interview them. In these cases it will probably be easier than whole household moves because there will still be people living in the house who will know to where the person has moved. If the move is local you can interview them yourself – incrementing the household number on the coversheet to **1**. If more than one person moves you can decide who to identify as household **1** and household **2** and so on. The remaining members of the household at the sample address will remain as household **0**.

Advance Letters

You will have pre-addressed advance letters which you have to post out before calling. These explain that you will be contacting the address in the next few days and asking all those living at the address to take part in the survey. The advance letter also includes a pamphlet explaining the purpose of the survey, what you will be asking respondents to do, and how the data will be used. Some spare copies of the letter and pamphlet will be included in your work pack in case respondents do not receive the mailed out copy.

The memory of the letter must be relatively fresh in the respondent’s mind for it to have the optimum effect so please call on them as soon as you can. You should be

thoroughly familiar with the contents of letters and leaflets, as respondents may query points mentioned in them.

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

Gift Vouchers

Each of last years adult respondents will receive an advance letter containing a gift voucher as thanks in advance for completing this years survey. You will have a supply of £5.00 gift vouchers to hand to each new adult who completes an Individual Interview and £3.00 vouchers for those young people new to the survey this year. If you require more vouchers, please contact Sandra at the Institute. No voucher is given for a proxy interview. The voucher is not intended as a payment for people's time but is simply a token of our thanks for taking part. Please note that as part of our quality control procedures, respondents are randomly contacted and their receipt of vouchers is checked.

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

- 1) Check the address is correct.
- 2) Tell the respondent your own name, that you work for University of Essex and show your identity card.
- 3) Tell the respondent that you are carrying out the **Living in Newham** survey
- 4) Refer to that advance letter and leaflet and check whether or not they have been received.
- 5) Ask the respondent if they would prefer to be interviewed by a different interviewer or in a language other than English.
- 6) Give a brief introduction to the survey, mention that we wish to interview all people 16 and over and request an interview.

If a respondent would prefer to be interviewed by another interviewer or in a language other than English then you should contact the Institute as soon as possible and tell Sheila, the supervisor.

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

Initially you should give a fairly brief explanation of the survey, expanding and developing it according to the needs of different respondents. You should draw on the notes in these instructions, the material in the advance letter and leaflet, information

about the survey given to you at the briefing and your knowledge of the questionnaires themselves to develop an introduction.

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

The best initial introduction is the one you feel most comfortable with.

However you might wish to try something along the following lines:

“We are carrying out a survey called **Living in Newham** which is about how people are getting by in Newham today, the things that matter to them and their views on important issues. The survey is being carried out throughout Newham and will provide an up to date picture about such things as people’s health, their housing, education, employment and their opinions”.

Many people will agree at this point to be interviewed, others may simply require information about the length of interview or the sort of questions to be asked, but some will require more information about the purpose of the survey or reassurance about matters such as confidentiality. Confidentiality and address selection are dealt with in both the advance letter and the leaflet and before making any calls you must be familiar with the relevant points in them. When you are explaining the purpose of the survey more fully two factors are important above all:

- 1) You must be clear and certain in your own mind about the reasons why the survey is being carried out and the uses to which its results will be put. You must know why the information we are collecting is important and the sort of problems the survey is designed to study.
- 2) You must be prepared to adapt your explanations, stressing different facets of the survey, to suit different types of people. Professional people, working mothers, the elderly and young people will not all respond equally well to exactly the same introduction. It is important that respondents see the survey not just as important but also as relevant and interesting to them. This survey has been carefully designed so that it has both a ‘common core’ of questions for all and a number of sets of special questions for various groups in the population. Although the ‘common core’ covers some of the most fundamental aspects of people’s life for some people the special questions will be the most interesting. For example, stress the importance of the health questions and how they feel about social services, housing or retirement. With the self-employed stress that you realise they have very little time to take part in surveys because of long working hours etc (especially with farmers) and they are therefore usually under-represented in such surveys, but it is important that we get a true picture of their position. With working mothers, stress that the interview can be arranged to suit any time that is best for them, and that we need to find out whether the help given to working mothers, either by employees or the government, is either sufficient or the right type of help.

Other Household Members

Where people are reluctant to co-operate because they think other members of the household may be opposed (*'my husband wouldn't like me to answer any questions'*) you should reassure respondents with something like *'That's all right. The questions are quite straightforward, but I can call back and speak to your husband and explain the survey to him personally. When is the best time to catch him?'*

Remember that this is a survey where you will be trying to interview all members aged 16 and over and that you must be prepared to introduce the survey each time you talk to someone. Do not assume that details of the survey will be passed on from one household member to another.

Hints on how to counteract refusal

All of you will have your own style for trying to persuade unwilling people to co-operate in surveys. Their main two points are:

1. Make these people feel that they are the most important person in the survey and tailor your response to their particular circumstances.
2. Be prepared to be flexible. If the respondent wants you to make an appointment or call at a different time, make it clear you are happy to fit in with their requirements.

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

I've done my share of surveys: Keep on stressing that it only takes around 45 minutes. Without their help the survey is much less representative. Everybody is different and cannot be replaced.

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

The questions might be too personal or intrusive: Remind them of their rights to refuse individual questions. "The interview is completely voluntary and you can refuse any questions you find too personal, sensitive or intrusive. The questions you do answer will still be important to us, no matter how few".

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

Worried about confidentiality: State that "We are governed by the Data Protection Agency and the Data Protection Act of 1998. The Data Protection Agency is extremely strict and we follow their rules explicitly. Our guarantee is that no

information you give can be linked to you. Only a handful of people have access to the computer which contains the information you give. The files are protected by secret codewords which are changed frequently. In addition we guarantee that no information will ever be released with your name or address on it". We have found that stressing the 'number crunching' aspect of statistics helps when people refuse because they are worried information on their own household might, for example, get into the hands of the council or Government departments. For this category of refuser it helps to say that the statistics present them as a percentage figure of the population rather than singling out their particular family. **However, it is obviously crucial not to let the respondent think they can easily be substituted, or that we don't care, 'because they are just a number'.**

Some general points...

People will always be more willing to co-operate if they think you have made a special journey to see them. Once reluctance has hardened into refusal they become much more difficult to convert. The most successful way of meeting reluctance and avoiding refusal is by addressing directly the concerns of the respondent. In doing this the basic principles are:

1. Give reassurance
2. Be positive
3. Appeal to their altruism

Always be relaxed and friendly, never pressurise.

Be flexible and sensitive.

Be positive about the benefits of taking part :

'Every-one finds the interview interesting and enjoyable'

Stress the importance of the survey results being reliable and representative of everyone living in Newham. Everyone's circumstances and views matter.

Information from the survey will be used by in planning for health and social services and in many other ways. By helping us they will be helping in this and will be helping the many people who will benefit from any improvements in these services.

Often surveys miss out people like them and by helping us they will be making sure that people in similar circumstances and with similar views are taken notice of.

Whom To Interview

Once you have made contact at an address you will need to enumerate a household before going on to interview all eligible members.

What is a household ?

The aim of the definition is to ensure that all individuals are included at an appropriate address but that no-one can be counted at more than one address. Our definition of a household is :

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

The majority of households are straight forward and their composition will be established without difficulty. Nevertheless, there are two concepts embodied in this definition either of both of which you will have to sort out on occasion. These two concepts are given below together with more detailed information about what is meant by them.

Household membership

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

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

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

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

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

- 1 Members of a household need not be related by blood or marriage.

- 2 To be included in the household an individual must sleep at the address when s/he is in residence: anyone who sleeps at one address but has all their meals elsewhere must therefore be included at the address where they sleep.
3. There are several groups of people who will only rarely stay at an address but who will nevertheless have it as their main residence. Such groups are merchant seamen, fisherman, oil rig workers and businessmen who are away from home.

Residence

It is necessary to decide whether residents at an address are using the accommodation as their **main** address. Where there is doubt because respondents have more than one residence their MAIN residence should be decided by the person him or herself.

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

EXCLUSIONS:

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

INCLUSIONS:

- 2a Anyone who has been living continuously at an address for 6 months or more should be included at that address even if this person has their main residence elsewhere. Please note, therefore, that this rule takes precedence over the two residences rule.

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

Examples.

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

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

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

Note on students:

If a young person has just left a parental home to live away at College or University, they do not count as a household member unless they intend to return to live at the address as their main residence within six months. This is because they are living at a separate address at the time the sample was selected for the survey. If they have not yet left to go away for the first year of their studies at the time you call, but will be leaving shortly, they should be included in the household, as that is still their main residence at the time you are calling on the household.

People to ask for proxy information

The person providing the information should be any of the following: spouse/partner/parent. You must not use anyone under 16. You should try not to use a young adult (e.g. aged 16-20) unless there is no alternative. In cases of proxies used because of age or infirmity you should try to carry out the proxy interview with someone who acts in a caring capacity if possible.

DO NOT seek a proxy interview on a household member who has actually refused to be interviewed and NEVER take a proxy interview directly with a subject because they seem unwilling to give a full interview.

Other Aspects of the Interviews

Verbatim Responses.

There are several questions which require open-ended responses. An example is D4: “What is the main reason why you would prefer to move?”

In all these cases you must, firstly, record precisely what the respondent says. It is important that we are able to code these responses effectively so please do not interpret, abbreviate or select responses. This applies even if the answer seems irrelevant to you, as such answers themselves might tell us that there is something wrong with the way we are asking the question.

Secondly, you must encourage the respondent to give as full a response as possible. If the answer seems unclear or inadequate, or if you feel more information might be forthcoming, probe for further clarification. One of the most important examples of where this probing is necessary is E6: “What was your main job last week? Please tell me the exact job title and describe fully the sort of work you do”.

Answers like ‘engineer’ are inadequate. You will need to probe for 1) type of engineer such as ‘civil’ (as opposed to mechanical or electrical), 2) full job title, such as Senior Resident Engineer, and 3) details of the job which would help identify both the precise occupational status and exact type of work.

Forcing Choices

There will be several occasions when the respondent is asked to provide one answer but insists on giving more than one. In such cases you should re-read the question

with appropriate emphasis on ‘*Which one...*’ for example. If the respondent still cannot decide, then as a rule you should ask firstly, ‘*Which one do you think... ?*’, or failing that ask, ‘*Which one do you think is most important...*’ and so on.

THE PAPER DOCUMENTS

Wave 2 Questionnaires

There are six main types of documents you could use in an interview, all of which are on paper. The Household Questionnaire takes 10 minutes on average to complete, as do the proxy and youth questionnaires. The Individual Questionnaire for adults will take on average 45 minutes to complete, although this length of time will vary depending on the circumstances of the individual. For example, someone who is employed and has had some job changes during the last year will have a longer interview than someone who is retired altogether from employment will.

THE COVERSHEET:

You must complete and return this form for all of your addresses, regardless of whether they are interviewed or not. A detailed Coversheet is needed in order to record the current household membership. After all the interviews at the household listed on the coversheet have been completed you will return to the Coversheet to record the interview outcomes. The Coversheet also incorporates the Tracking form, which lists the name address and telephone number of a contact person for each respondent. This is used to trace the respondent should they move away from the sampled address.

THE INDIVIDUAL QUESTIONNAIRE (white, green section for new respondents, blue section for returning respondents):

This is the largest and most complex of the documents. We strongly urge you to read it through thoroughly before trying to use it. It is not sufficient to only follow along at the briefing.

THE INDIVIDUAL SELF-COMPLETION QUESTIONNAIRE (white):

This is considered as a part of the individual questionnaire and is given to all respondents answering the Individual Questionnaire. This contains questions on attitudes, satisfaction with different areas of life, and friendships.

THE YOUNG PERSONS SELF-COMPLETION QUESTIONNAIRE (brown):

For all those in the household aged 11 to 15. This contains questions on many aspects of life as a young person living in Newham.

THE PROXY QUESTIONNAIRE (pink):

Use this for eligible people potentially willing to be interviewed but whom you are unable to contact or interview during fieldwork. Please remember that the Proxy Subject is the person you are asking the questions about and the Proxy Informant is the person who answers the Proxy Questionnaire.

THE SHOWCARDS:

Used to prompt the respondent during interviews. Interviewers who have not used these before need to practice with the cards before using them 'in the field'. Practice interviewing your friends and family members before you use them for real.

Change of Address Cards

You will have some blank Change of Address cards in your work packs. If you find that a respondent will be moving in the near future and they know their new address, please complete this card with the issued address details and the name and new address of the respondent and return it to the Institute. The card is Freepost so does not need a stamp.

More Detail About The Household and Individual Questionnaires

The Household Questionnaire and the Individual Questionnaire - These are separate questionnaires. You should complete one Household Questionnaire and as many Individual Questionnaires as necessary. The Household Questionnaire is normally asked of the Household Reference Person (HRP) or spouse, although in some cases other household members can answer it. **A Household Questionnaire should always be present for every interviewed household** even if some questions are 'don't know' as the person you are talking to does not know the information e.g. mortgage or rent costs.

Using Dates and Times during interviews

Date of interview: You must enter the date of the interview carefully.

Please enter all times using the **24-hour clock** conventions. Add a leading zero to all times before 10am. This means that half past eight in the morning is 08:30 and 9am is 09:00. Similarly add 12 hours to all times past midday, 3pm becomes 15:00 hours and half past 8 in the evening is 20:30 etc.

Using the Showcards

On showcard questions the numbers for each response are printed on the card and appear on the questionnaire beside the response categories. Please get used to using showcards as this helps the respondent remember all of the available answers.

Missing out questions on the questionnaire

Every question must be answered before you can continue. Where appropriate, 'don't know' and 'refused' codes are provided on the questionnaire. Leaving questions blank will send you to the wrong questions, and can result in embarrassing situations for YOU.

Question types

You will come across several main question types:

- Single response questions
- Multiple response questions, usually with an exclusive code for 'don't know' or 'not answered'. Where applicable, a 'none' code is also provided.
- Grid questions e.g. F3 in the finance section
- Verbatim text entry
- Questions with a date to be entered
- Questions with an amount to be entered (pounds, hours etc.)

Entry of amounts

Amounts are entered directly into boxes. You must **always enter leading zeros** and check you are entering the amount accurately. In the example below, the amount is £10.

ENTER TO NEAREST £

0	0	1	0
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 CORRECT

In the next example, this could be £10 or it could be £100 or £110 or £910 or any other amount with some missing figures. In all cases you will also have the option of using a combination of a ‘don’t know’, ‘refused’, ‘nothing’ or ‘same as now’ codes.

ENTER TO NEAREST £

	1	0	
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 NOT CORRECT

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

COVERSHEET

Page 1

Your sample is issued to you by means of the Coversheet. For all of your issued addresses, there will be a pre-printed address in the top left-hand corner.

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

1. Determining whether the address is a residential address eligible for interview.
2. Defining and updating any changes to the household membership in relation to last year.
3. Providing a basis for completing this year’s household grid and to show who is eligible for an individual interview.
4. Recording household and individual interview outcomes.
5. Where households do not agree to take part, recording the reasons for the refusal and some details about the household.

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

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

Enumerating the Wave 2 Sample

Eligibility for interview

Interviews must be sought with all resident people aged 16 or over on or before June 1st 2003.

Household ID

This is the identification number that **MUST** be transferred from the Coversheet to all other documents used for that household. This includes the Household, Individual, Self-Completion, and Youth questionnaires. It is used to link documents and information for members of the same households. It is thus essential that this number is transcribed both accurately and legibly. As names are never used on any paperwork other than the Coversheet, matching up the different elements of a household's paperwork can be impossible without it.

The Household ID consists of:

- Wave No:** This is 2 for the second wave of the survey.
- Serial No:** A five-digit number identifying the address. This remains the same for the whole of this wave, even if a household has moved out of the address and another has moved in.
- Household No:** When the sample is issued at the beginning of fieldwork this will always be 0. If you find any split-off or moved addresses, this will be incremented to 1 or 2 as appropriate.
- Check No:** This is for checks made at the data entry stage

Issued Address

This is the address sampled from the list of all residential addresses in Newham. This is the address at which you should interview, do not substitute any other address. You will not be paid for interviews done at ineligible addresses.

Household Numbers

If the whole household has moved out, then the new household at the old address becomes household number 1 and the moved household retains the household number 0.

If a partial household move occurs, then the household that 'splits off' from the original household becomes household 1 and the household still resident at the original address retains the household number 0.

If you subsequently interview at the new household number 1 and find that some members have moved on from the household number 1 address, complete a new Coversheet and increment the household number for the movers to household number 2.

In all cases, the Serial Number part of the Household ID remains the same as when it was issued.

Address Status

This is for you to code the status of the address. We need to know whether the address is correct. If any corrections need to be made to the address these need to be recorded. You should place a neat circle around the code number that applies.

This is the issued address

If the issued address details are correct code '1'

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

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

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

When entering postcode corrections do not add leading zeros.

This is a new address

Code '1' if all residents have moved to a new address that is known within Newham and enter the address.

Code '2' if all residents have moved to an unknown address within Newham.

Code '3' if all residents have moved to an unknown address.

If some original residents remain at the address conduct interviews there and then try to find out the address of the movers.

Work/contact no: This space has been provided for you to place a work or contact phone number if the respondent volunteers this information. If we have to trace a person through this number it is crucial that we know who the number corresponds to. Please make sure if you give a contact telephone number, you write in the person number for whom it applies (e.g. PNO 01) and any details such as 'work number' or 'mother's number'.

Interviewer area

There are four different items to identify the interviewer responsible for interviewing the household on the front page of the coversheet. The '**Issued Interviewer Area**' is pre-printed on the coversheet and should not be altered or changed in any way, regardless of which interviewer finally interviews the household. The '**Actual Interviewer Area**' is, and remains on all subsequent addresses issued to you, the number of the first area issued to you. Any amendments, due to the re-issue of

addresses to a different interviewer should be entered in the 'actual interviewer area'. For the majority of cases, the 'issued interviewer area' and 'actual interviewer area' will remain the same. You will also be issued with an '**Interviewer Number**' comprising of a combination of your initials and your AIA number. You must also enter the name of the interviewer on the coversheet.

ONLY WHEN THE AIA, INTERVIEWER NUMBER AND YOUR NAME ALL AGREE WILL PAYMENT BE MADE FOR COMPLETED WORK.

Call Record

Record here all calls made in person to the address. Use the end column to show 'no reply', 'made appointment', 'time of appointment', and to record progress - e.g. 'wife interviewed, husband in after 6pm only'. We expect that you would make a minimum of 8 calls before returning the coversheet to ISER as a non-contacted household. If you receive a whole household refusal please send the coversheet back to ISER as soon as possible, we do not expect you to keep calling on a household which has already refused. Record the total number of calls made at the issued at the bottom of the first page. **Please code personal calls only and not those made by telephone.**

Pages 2 and 3

Column numbers 1 to 7 contain the details of the people resident at this address when we called last year and their last-years interview outcome (col. 6). Please do attempt to interview even those that refused last year. **Do not dispute claims by your respondents that previous residents have moved out of the address.** If you are told that all those resident at the address last year have moved out, ask for the previous residents new address, and complete a new coversheet for the original address with the details of the new residents. We also need to interview the new residents of the issued household. If only some of the residents of the address have moved since the last interview, ask for their new address and complete a new coversheet for the movers.

Please ensure that the Final Household Outcome on the last page of the Coversheet is completed for EVERY eligible address, even if you do not interview the household.

The types of households that refuse to take part in surveys tend to be different from those who do take part and we need this information to check that the sample we do interview are representative of the population as a whole, as well as for statistical adjustments to ensure we have the correct proportions in the final sample.

RECORDING INDIVIDUAL OUTCOMES

Once you have completed each interview, you should return to page 3 of the Coversheet to code the outcome for each individual.

Column 15: If you have completed the coversheet with a respondent there must be an Interview Outcome for every person listed. This includes those not interviewed, such as proxies and children under 16.

Any refusals (code 03) recorded here will be at the individual level. That is those which occur after you have gained entry, i.e., after you have spoken to someone in the household. You may code individual refusals for every member of a household if they have all refused individually to you.

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

Column 16: Please code the language in which the interview was conducted.

HOUSEHOLD OUTCOME (back page)

If the address is eligible for interview you should use codes 10,11 and 12 for co-operating households and codes 20 to 36 for non-co-operating households.

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

HOUSEHOLD REFUSAL/NON INTERVIEW INFORMATION

Please specify in more detail the reason for any household refusal or non-contact you get. We need to know as much detail as possible about those we couldn't interview.

TRACKING INFORMATION (back page)

The aim of the tracking information is to ensure we do not lose touch with respondents. The tracking section must be completed for every interviewed household member aged 16 or over. We need one separate contact name for each interviewed household member in case they separate from the rest of the household.

First check the respondent's full name, and any other name they may be known by. Then ask for the name of someone outside the household, such as a friend or relative. It is particularly important that names and addresses on the tracking section are legible. Next year an interviewer will have to find these people again. Make sure you ask for full information at Question 2, including postcode and telephone number. It is vital that we can trace people if they move, therefore the tracking information must be clear and detailed.

Finally you should check at Question 4 whether or not someone is likely to move from their current address within the next year. If they are definitely moving you

should then check if they have a specific new address to move to. If the new address is known then record this on a Change of Address card and return this with the other documents for the household.

Please try and get full tracking information for adult respondents i.e. 16+ who have done a full interview.

HOUSEHOLD GRID

The Household Grid is at the front of the Household Questionnaire and should be completed for each interviewed household and must be completed before any interview is done at an address. An interview cannot be undertaken until a full record of household membership exists in the Enumeration Grid as you will need this information to show the correct route through the questionnaires.

COMPLETING THE HOUSEHOLD GRID

You must complete a row of the Grid for each household member. The basic rule for the grid is that every box must be filled for each person in the household, using '0' where a question does not apply.

1. Person Number and Name

Copy over the first name from the green coversheet for each person in the household, starting at Person 01. If someone has moved out of the household you do not need to copy their name onto the household grid, but please make sure that you do not change person numbers. For example, in a 3-person household, if person 02 moves out, person 03 remains as person 03 – they do not get moved up to being person 02.

2. Relationship to Reference Person (HRP)

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

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

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

Establish who is the HRP and write in 'HRP' next to this person's name. Then ask for the relationship of all others in the household to the HRP and write in. Where children of the HRP are reported check for exact relationship to the HRP and write in where the children are step children or adopted.

4. Date of birth

Where the date of birth is pre-printed on the green coversheet please check with the respondent that it is correct, write in the date of birth at question 4. Where the date of birth is not pre-printed ask for each person and enter this using a four digit year please. If the person you are talking to cannot give you this information exactly then please check with the person themselves when you speak to them.

5. D of B pre-printed same?

If the date of birth pre-printed on the green coversheet is correct code '1'. If it is not correct and you have corrected it code '2'. Where the date of birth was not pre-printed code '3'.

6. Sex Pre-printed the same?

If the sex pre-printed on the green coversheet is correct code '1'. If it is not correct and you have corrected it code '2'. Where the sex was not pre-printed code '3'.

7. Age

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

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

8. Marital Status

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

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

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

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

9. Spouse/partner number

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

10. Paid Employment

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

'In paid employment' includes:

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

'Not working' includes:

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

11 & 12. Father/Mother Number

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

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

Youth Questionnaire

This is a self-completion questionnaire. It is for those in the household who are aged between 11 and 15 on 1st June 2003. You **must** not give the questionnaire to the youth without getting parental permission first. The best way to introduce the youth questionnaire is probably to mention it after you have interviewed one of the parents. It is important to remember that the confidentiality that we promise to the parents also extends to their children. This means that you cannot let the parent see what the child has written once they have completed the questionnaire. There will be a large brown envelope with the youth questionnaire. You should ask the youth to complete the questionnaire – preferably in another room - and then place it into the envelope to ensure confidentiality. If the parent wants to see the content of the questionnaire then you can give them a blank one to look at. If they say that they will only allow their child to complete the questionnaire if they can see what they have written afterwards then you should apologise and say that under those conditions it would probably be best if the child does not complete the questionnaire. There is a voucher for each child aged 11-15 who completes a Youth Questionnaire. If the youth has questions about the questionnaire, or wants something clarified, then you may help them. However, you should always take care that you are not alone with the child. You should **never** try to get a youth to do the questionnaire when they are alone in the house.

Individual Self-Completion

Each adult who does a full interview is eligible to complete a self-completion. This should take 5-10 minutes. Ideally you would want to interview the adults in the household separately and so you could ask one of them to complete their self-completion whilst you interview the other. The self-completion does not have to be done after the full interview. If the respondent wants some help or clarification you may give it. If they have difficulty in reading, or seeing, then you may administer the questionnaire yourself by reading the questions and possible responses out to them. Make sure you don't put words in their mouths or suggest responses.

HOUSEHOLD QUESTIONNAIRE

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

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

Exclude conservatories

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

H30 If normal amount paid includes payment for hot water or heating, or rent for amenities such as garages, try to get the amount paid for rent only. Where it is not possible to get a separate rent amount, record whole amount paid and extra items paid for at H24.

H32 Include farms as 'land or business premises'.

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

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

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

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

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

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

H41 This is an approximate amount for the whole year.

H42 Central heating includes any system where two or more rooms are heated from a central source. If a household has only one room, treat as centrally heated from central source along with other rooms in the house/block.

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

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

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

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

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

H46 Include both owned and rented items.
Include items made available by the landlord or others for personal use by household members.
Include second hand purchases.
Include home computers even if only used for games, but only if it has a keyboard. Include computers used for business purposes by self-employed people, but not those provided by employers for work at home.

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

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

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

- H46** Category e) Interactive TV – this refers to the ability to send emails and surf the internet using the television.
- H48** DWP Social Fund loans are normally paid back through a reduction in benefit.
- H49** This question applies to the household rather than individual members of the household.
- H50** This question is about ability to pay, regardless of whether the household actually wants the item. They are asked to say whether they could afford them if they wanted them. The answer is ‘yes’ if it applies to any adult household member, not necessarily the whole household. Do not include holidays which do not have to be paid for, such as staying free with friends or relatives.
- H52** If some food is not bought weekly attempt a weekly estimate. Include meals bought from ‘takeaways’ but eaten in. Exclude meals eaten outside the home.
- H53** Include vehicles on long term hire and company vehicles if for private use. Exclude those hired from time to time and if used solely in the course of work and vehicles currently unfit for use if there is no intention to repair.
- H54** If owned by friends within the household - code ‘1’.
If paid for with mobility allowance - code ‘1’.
- . Exclude if owned by friends outside the household.

INDIVIDUAL QUESTIONNAIRE

N-section (Those not interviewed last year)

These are questions we need to ask of everyone, but only once. Do not ask these questions of people who were interviewed last year as we already have this information. You can find out whether they were interviewed last year from column 6 page 2 the coversheet. If their details are not pre-printed on the Coversheet THEY WERE NOT INTERVIEWED last year so these people must be asked this section.

N2/3 For those born in the UK we need to pinpoint the precise location. Therefore, if a respondent gives the name of a village enter the county also. If respondent mentions a town or city, probe for which district it is in.

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

N23 If the respondent is separated, but not legally separated, they are coded as married at D31 and separated on the Household Grid at column 8.

N12 This question has been used in the 1991 Census. It is important to us to be able to compare our data with census data.

N28 If respondent tells you that they left school before reaching the minimum school leaving age - currently 16 - because his or her birthday was in the holiday period between school years or terms, record respondent as having left at the then minimum age.

N29 Elementary, secondary-modern and technical schools are nearly always forms of schooling no longer available. However, some school-age children may still go to educational institutions using 'technical' in their title, such as City Technology Colleges. Code these under 'other'

N31 Full-time course only. Exclude courses under three months.

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

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

If attended more than one, code most recent.

N34 In case of doubt about any qualification (e.g. those obtained abroad with no direct equivalent), write in details.

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

If teaching qualification is a degree then code as degree.

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

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

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

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

N36 School qualifications: please note you must obtain numbers of each qualification passed.

R-section (returning respondents)

This section is for those who *were* interviewed last year (code 1 from column 6, page 2 of the coversheet). These questions ask about changes in circumstances from last year.

R1 If the respondent is separated, but not legally separated, they are coded as married at D31 and separated on the Household Grid at column 8.

R4 Full-time course only. Exclude courses under three months.

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

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

If attended more than one, code most recent.

R7 In case of doubt about any qualification (e.g. those obtained abroad with no direct equivalent), write in details.

Do not count first aid Certificates as nursing qualifications. Do not code the following as Nursing qualifications but as 'Other technical' and give details:

Health Visitors' qualifications, Nursery Nurses (e.g. NNEB) and Dental Nurses' and Hygienists qualification.

If teaching qualification is a degree then code as degree.

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

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

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

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

- R9** School qualifications: please note you must obtain numbers of each qualification passed.

NEIGHBOURHOOD AND INDIVIDUAL DEMOGRAPHICS

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

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

- D9** Own job only. Exclude cases where people have moved because of spouse's employment.

- D13** Code one only. If respondent says more than one applies ask them to choose which single description best applies.

- D14 – D19** These questions collect details of training schemes or part-time courses taken in the past year excluding periods of full time education.

- D16** The 'main' place is where the most hours of teaching or instruction were done.

- D19** Include direct fees paid for course but exclude living / travel / other expenses associated with the period of education.
Code 03 'employer / future employer' includes past employer.

Code 05 'New Deal Scheme' for those aged 16 - 24 and for lone parents unemployed for more than six weeks.
If employer provided training (on or off job) code 03

HEALTH AND CARING

M2 Where respondent gives the name of a specific condition other than those on the card (e.g. angina or multiple sclerosis) code as 'other' and record the name given.

Where respondents query 'difficulties in seeing' this excludes those able to read normal size print (e.g. a book or a newspaper) with the aid of glasses and those who need glasses only for specific activities such as driving.

M12 'Talking to a doctor' can mean seeing the GP (at home, surgery etc.) or speaking to a doctor on the telephone.

You should include visits only if the respondent actually talked to the doctor, i.e. exclude cases where respondents just called to pick up tablets or a prescription, make an appointment, receive treatment from a nurse or accompany another person etc.

Exclude hospital based doctors but include visits to specialists (e.g. clinical psychologists) where these were seen at a local surgery or health centre.

M13 Do not include visits to accident and emergency wards.
Include regular visits to clinics based in a hospital.

M16 Include patient stays in private hospitals and clinics, nursing homes, institutions for the mentally ill etc. - places where respondent had to stay for some illness, condition, operation, etc.

M17 Probe for best estimate.

M20 Code both private treatment in NHS hospital and visits to or treatment in private hospitals or clinics as all paid for privately.

M21 Include use of services by respondent only.

M22 As above.

M23 Check whether paid for all services including NHS/SSD

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

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

M25 Exclude tests which are included as part of other treatment, e.g. blood pressure test after an accident.

M27 Where checks were provided through employment record as NHS if carried out by NHS medical personnel. If employer arranged for private medical health check, record as private. If carried out by employee of workplace, record as NHS.

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

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

M31 Occasionally a person may not think of the care they provide as special because they either may have been looking after this person for a long time or because they view it as a natural obligation to look after a close relative; or because they think it normal to provide special care for the elderly.

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

M33 Include any service provided including visiting, sitting with them, keeping company, taking out, checking whether or not they are all right, help with bills etc., as well as help with housework, cooking and personal care (e.g. washing or dressing).

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

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

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

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

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

- M37** Please note that if respondent spends time caring for people within and outside the household the total time spent on both together should be entered. Include any travelling time or time spent sleeping at dependant's house if dependant is outside carer's household. If continuous care is given use code 07.

EMPLOYMENT

E1 Include as 'working last week':

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

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

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

Student nurses

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

A number of nurses are being trained under the PROJECT 2000 scheme which is mainly based in colleges outside hospitals. These trainees should be regarded as full-

time students. Unless they have other employment outside their PROJECT 2000 course they should be coded 2 at E1 and E2.

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

Government Training Schemes

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

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

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

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

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

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

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

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

Maternity leave: only women who are on the special period of maternity leave allowed either by law or their contract should be included here. Any other leave taken for reasons of child bearing or child rearing should be coded 7. Any leave taken for pregnancy related sickness not covered by maternity leave should be coded 3. Count women on maternity leave from a job as employed even if they say it is their intention not to return to their jobs at the end of the statutory or contractual period of leave.

E4 – E49 If respondent has more than one job, these questions should be answered with reference to their main job. The ‘main job’ is the most remunerative. If equal earnings then it is the one with the longest usual hours. If a respondent is a seasonal worker who switches between jobs at different times of the year, then ‘main job’ is the one being done last week.

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

E4 & E5 A permanent job is one which has no specific time limit even if a period of notice is required for dismissal.

E6 Please remember your general training as an interviewer that asks you always to probe for as detailed job description as you can get including title, qualifications or apprenticeships, responsibilities etc.

E8 Accept respondents’ answers except:

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

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

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

Further notes on the self-employed may be found at E59.

E9 A manager may manage other employees through supervisors or directly, and may have a more general responsibility for policy or long term planning.

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

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

- E11** Make sure that your respondent realises that we are interested in the total number of employees at the workplace, not just the number employed within the particular section or department in which he or she works. Include part time and shift workers.

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

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

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

- E14** In the case of people permanently on call, make a full note of the circumstances and probe for the total hours usually worked when on call (excluding overtime).

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

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

- E15** Include unpaid overtime.

- E16** This includes any time for which respondents are paid above and beyond their basic wage or salary. Such overtime payments need not be at any increased rate.

- E18** Code one only. If more than one applies code one which applies to greatest part of working time.

- E21** If respondent works mainly by travelling around or travels to one or more places ask how long it takes to get to an office or depot if this place is visited at least once a week. Note this is for getting to work not the full round trip time. There is a code for 'Doesn't apply'. Please only use this code in extreme cases where it is impossible to give any kind of average i.e. the respondent never visits a depot etc.
- E22** 'Main means' is for the greatest part of the distance covered between home and work. Where a 'car pool' system is used where members drive some days and travel as passengers for others code for most frequent in a usual week.
- E22a** This question asks about the secondary type of transport – if applicable. If a respondent uses the tube and then a short bus journey you should code 02 at E22 and 03 at E22a.
- E25 – E27** Include cases where respondent received Statutory Sick Pay or Statutory Maternity Pay (i.e. is currently on paid maternity leave).

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

Please prompt for approximate amount if 'don't know'.

- E34** 'Usual pay' should be straightforward for the large majority of cases. If queried 'usually' means since the last change in circumstances affecting pay such as a pay rise or a change of job.

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

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

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

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

Please prompt for approximate amount if 'don't know'.

- E37** Code 3 should normally be used only for tax refunds where larger than normal amounts of tax are deducted code as 'other' and write in details. Use code 7 only where more overtime than usual was worked, where less than normal code 'other'.

- E40 - E42** These questions collect the detail of hourly pay rates. Please code both the amount paid per hour and whether the amount reported was estimated or exact.

- E44** Include 'in house' unions such as company staff associations.

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

E50 – E82 The term self employed covers people who are responsible in their work only to themselves and who do not receive a wage or salary from an employer. Tax is not normally deducted at source but paid directly by them to the Inland Revenue.

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

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

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

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

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

Respondents receiving Enterprise Allowance must be coded as self-employed. All relevant self-employed questions should be asked but the allowance received should not be included as income at E68 but in the Household Finances Section.

E50 'Employees' covers anyone directly employed by the respondent (other than the respondent him or herself) where they pay wages and are responsible for Tax or NI deductions etc. Exclude those employed by firms as consultants etc. Exclude fellow partners in professional practice or business. These are all separately self-employed.

E56 Those who are paid for labour only, may keep accounts for presentation to the Inland Revenue and have an accountant, but they should only be coded '1' if they regard themselves as having a specific small business.

E58 Take any period for which figures are available.

E59 Include any money subsequently put back into the business.

- E62** This may be Class 2 or Class 4 NI.
- E63** Take any period for which figures are available.
- E67** This may be Class 2 or Class 4 NI.
- E72** Code one only. Someone who works at home does the major part of their work there (e.g. someone running a home typing service). Someone who works from home has the home as their base (e.g. for telephone calls) and travels to customers' homes or businesses to work e.g. a plumber.
- E75** If respondent works mainly by travelling around or travels to one or more places ask how long it takes to get to an office or depot if this place is visited at least once a week. Note this is for getting to work not the full round trip time. Please only use the 'Doesn't apply' code in extreme cases where it is impossible to give any kind of average i.e. the respondent never visits a depot etc.
- E83 – E85** Include as looking for work: being registered at any government or private employment agency; approaching employers; checking newspaper advertisements; making inquiries of friends etc.
- E86** Include as 'Yes' anyone who would like paid work but is unable to take up paid work because of problems due to health, disability, age or having to care for dependants.
- E103** Those with a main job should be asked about any second job, odd jobs or work done from time to time, apart from that main job. Those with no (main) job should be asked about odd jobs or work done from time to time.
- Include any kind of work that generates income as a result of time or effort, e.g. professional or directors' fees, income from a regular second job, casual work done for friends or neighbours or income from the sale of items or produce.
- Include only work that generates actual income, exclude any where payment is in kind or reciprocal services.
- If the respondent does more than one occasional or odd job record details together and give a figure for total income at E108.
- If work is extremely seasonal (e.g. only at Christmas) give monthly average for past year at E107 and E108.
- E108** 'Last calendar month' means, e.g. May 2003 for those interviewed in June. If respondent did not work in their second job last month, then record details of earnings in last month in which they did work in that job.

EMPLOYMENT HISTORY

This section aims to find out what the respondent has been doing, in terms of periods in and out of employment since last year (1st June, 2002). At J2/J4 we find out the **start** date of what they are currently doing. If this date is **before** June 1st 2002 then we know what they were doing last year. If this start date is **since** June 1st 2002 then there is a gap between the 1st June and the start date that we need to ask about.

The logic of this section is that we work backwards from the start date of the current status until we get to a date that is before June 1st 2002.

If the date at J2/J4 is since 1st June 2002 we ask the respondent (at J6) to tell us what they were doing before what they are doing now. The code from Showcard 34 should be entered onto the Employment History Grid at J6. You then ask J7, "And on what date did you start doing that?" The date is entered into the grid at J7. If the day or month is not known enter '98', if the year is not known enter '9998'. If the date is unknown try to find out from the respondent if it was before 1st June 2002.

If the code at J6 is 01, 02 or 03 (an employment code) then you need to ask J8, J8a and J8b where you collect information about the job.

If the date at J8 is after 1st June 2002 you need to ask J6 again and enter the code on the next row of the grid. You keep going through this process until the date they give you at J7 is before 1st June 2002.

When the date at J8 is before 1st June 2002 you have finished the employment history and move onto J9 where you need to write in the number of periods of paid employment (codes 01, 02 or 03) recorded at J6.

J2 We need to know here when the respondent started his or her current job (that is the job described at E6) for the current employer. If necessary refer to E6 and read details to respondent. If she or he has had one or more spells of working in this job for the current employer, then the start date of the most recent spell should be recorded. For temps, agency nurses, etc., start date is when begun working for the agency itself.

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

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

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

VALUES AND OPINIONS

V9-V44 Child Grid. This grid is about children aged under 16 living in the household and should be asked of the mother or father of children. If you are interviewing an adult child and they have a brother or sister under 16 in the house you should not ask them these questions.

The easiest way to do this grid is to ask the questions for each child under 16 in the household in turn. Where there are more than six children under the age of 16, ask about the oldest six (under the age of 16). Write the name of the child at V9 and their person number taken from the Household Grid in the boxes at V10. Work across, asking each question about one child. When you have come to the end of the applicable questions for that child either go to V45 if there are no other children in the household or go back to V9 and start to ask questions about the next child.

V28 Some children under 16 will not be in a school either because they are not registered yet, waiting for a place or have been moved into some other scheme because of behaviour or poor exam results. For these children code '5' (Other) and write in what they are doing.

HOUSEHOLD FINANCES

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

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

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

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

Please ask respondents to consult relevant documents where possible.

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

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

F3d This is to record situations where payment is made jointly to two or more people, as is the case with some pensions and benefits. This does not include cases where a respondent receives benefits or other payments from which they expect to support other members of their household. If a respondent answers 'jointly' to (f), you should ask 'May I just check, is that payment made to you jointly in both your names?' If not code as sole receipt.

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

Showcard 41

NI Retirement Pension

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

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

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

Occupational Pensions from former employers

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

Pension from a spouse's previous employer

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

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

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

Showcard 42

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

The amount paid varies according to an individual's rank and the extent of the disability.

**Incapacity
Benefit**

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

Showcard 43

Income Support

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

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

Any maintenance payments from a former or separated spouse or for child support which are paid through the DSS or other government agencies, should not be included as Income Support or any other benefit. These should be recorded using Showcard 43.

Jobseeker's Allowance

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

Child Benefit

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

Child Benefit (Lone Parent)

(Formerly one-parent benefit) is paid to lone parents those receiving child benefit. It is paid for the eldest child and the amount is detailed in the child benefit payment booklet.

Working Tax Credit

Is paid to families with low earnings and at least one dependent child. This is a tax credit for people who are in paid work. Respondents are eligible if they are:

- a single person, or
- a married couple living together, or
- a man and woman living together as if they were married,
- in paid work (including working as a self-employed person) for the required number of hours.

The amount received depends on annual income. Working Tax Credit has several elements.

- A basic adult element which is paid if the respondent meet the above criteria.
- An extra element which is paid to single parents and couples.
- An extra element which is paid if the respondent and partner, if they have one, work a total of 30 hours or more a week.
- An extra element which is paid if the respondent (or their partner) are working and have a disability.
- An extra element which is paid if the respondent (or their partner) are working and have a severe disability
- An extra element for people aged 50 or over who have just returned to work after a period on benefit.
- A childcare element which is paid to help households who are working and have to spend money on childcare.

Maternity Allowance

A benefit which applies only to women not eligible for Statutory Maternity Pay. Usually women receiving Maternity Allowance will be either self-employed or will have recently changed jobs.

Housing Benefit

Is benefit paid to help with housing costs, either by the DSS or the Local Authority. Include here only if it is paid direct to the respondent. Where Housing Benefit is either deducted from the rent (council tenants) or paid direct to the landlord, details should be recorded in the Household Questionnaire.

Council Tax Benefit

As with Housing Benefit, Council Tax Benefit is usually credited to the council directly, so the benefit would show on a reduced tax bill. People on income support, however, will claim council tax benefit along with their housing benefit claim form. Obtain amount deducted and period covered. Do not include students who pay a reduced charge. If respondent is unable to give details of benefit received write details of amount he or she actually pays in margin, the amount deducted from the full charge (and the amount of that benefit) can then be calculated.

Other State Benefits

List each separately and record full details. Include such things as Back to Work Bonus, Job Release Allowance and Transitional Payments (but not Transitional Relief for Council Tax payments). Include also Enterprise Allowance and YTS, ET and New Deal Allowances. If any Transitional Payments are

received it is important to record which benefit it replaces or tops up. Do not include: Payments from the Social Fund (these are loans) or other one-off payments from either DSS or local authority social services.

Child Tax Credit This is for families with at least one child. It is made up of the following elements: (i) A *family element* that is payable to any family responsible for a child. It is paid at a higher rate to families with at least one child under the age of one. This is known as the baby element. (ii) A *child element* for each child the respondent is responsible for. This is paid at a higher rate if the child has a disability and at an enhanced rate for a child with a severe disability. This is known as the disabled child element. If the respondent also qualifies for the child care element of Working Tax Credit, this will **always** be paid alongside payments of Child Tax Credit, direct to the person who is mainly responsible for caring for the child or children. It does not have to be paid to the person who receives Working Tax Credit. It will be paid weekly or 4-weekly, depending on how often the respondent has chosen to receive payments of Child Tax Credit.

Showcard 43

Educational Grants

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

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

Grants are often paid in a lump sum at the beginning of a term or quarter to cover that term or a quarter. Check period covered and record the respondent at (b) as receiving the payment for the whole of that period rather than just in the month it was actually handed over. If a grant was paid for a term record that at (d) as Other.

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

Trade Unions/ Friendly Societies

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

Maintenance/ Alimony

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

Code only if the respondent is actually receiving or has received the payment. Do not code if payments should have been made, e.g. through a court order, but have not actually been made. Record actual amounts received rather than what is supposed to be paid.

Payments received for a child should only be recorded if that child is present in the household.

If a respondent receives payment for the support of a child code as respondent's sole income. But if they receive money which

is to be passed on to the child itself exclude from respondent's income.

Regular payment from family members not living there

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

Rent from boarders or lodgers

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

Sickness Accident Insurance

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

Other Regular Payments

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

F14 Exclude money put by to meet regular monthly or quarterly bills (e.g. gas, telephone, electricity etc.) and regular budget payments for utilities but include saving for Christmas or holidays and for yearly expenses such as TV licences.

Include even if saving is irregular.

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

F15 Record amount saved by respondent alone. If jointly with other household member and no separate amount available then write in details in the margin. Obtain total amount even if held in more than one account or place. Probe for estimation.

F16 Write in verbatim.

F17 Include those where employees have opted out of their company pension schemes to set up their own private personal pension. Changes in the law have made it possible from July 1988 onwards for employees to leave company pension schemes as long as one sets up one's own pension scheme. Any money earned from SERPS (State Earnings Retired Pension Scheme) can be transferred to the personal pension.

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

Exclude 'contracting out' options - As an inducement to invest in a personal pension scheme employees (but nor the self employed) are provided this whereby the DSS will contribute towards the employee's own personal pension scheme a sum representing the employer's and the employee's contributions to SERPS plus for a period of years, as a bonus.

F19 Do not include payments to charity, repayment of loans to banks or finance companies, or rent to landlords.

Exclude Pocket money for children.

F33 – F34 Please probe neutrally for as much detail as possible. Record verbatim in full. Please try not to truncate responses.

INTERVIEWER OBSERVATIONS

At the end of the individual questionnaire you are asked to record information about the interview you have just completed.

- I1.** Other people present during interview? At the end of every section of the questionnaire, you are asked to record if others were present. Please check here if anyone was present during any part of the interview.
- I2.** If you feel there was any influence on the respondent because others were present, please answer giving your perception of the amount and nature of this influence on the respondent's answers.
- I3.** Please record in what way the respondent was influenced, describing the situation. If there were any particular questions that were affected, please note them here.