

NOTE

COMMUNICATION FROM THE DEPARTMENT OF EMPLOYMENT MAY 2, 1986

“Diary Codes

Expenditure shown in diary records covers cash and cheque payments only. Each diary code may occur for any spender in the household. The code may also occur in both weeks of record keeping and more than once within one person's weekly diary record.

Diary expenditure is aggregated into a personal product code which in turn becomes part of the household product code eg the value of code 122P for each spender forms part of code 373P

When we take on budgets onto the computer the procedure adopted to work out the weekly figure is as follows:-

- (a) All diary record books are punched separately for each week.
- (b) The computer divides the value of each item for each week by two and then sums the total for each individual item thus reducing all values to weekly equivalents.

I can also confirm that this is the standard procedure and that the data for all previous years including the year 1977 was recorded on the same basis.”

FAMILY EXPENDITURE SURVEY
CODING AND EDITING INSTRUCTIONS
REVISED 1989

GENERAL INSTRUCTIONS

These instructions cover all coding and editing operations and give an outline of the administrative work in which everyone is expected to participate.

Each person within the sections will carry out duties of coding, checking and editing. They will also be expected to despatch budgets to DE Runcorn, and DE London and organise the filing of budgets on their return from Runcorn.

It is essential to record the whereabouts of a budget and to ensure that none go astray.

When a budget is coded and checked it will be despatched to the Department of Employment, Runcorn for keying. One run consisting of 200-240 budgets will be sent to Runcorn each week. The budgets will be returned the following week when they will be booked back in and stored in filing cabinets. At the same time an error report will be received which will be corrected and returned to Runcorn for processing.

Before starting to code or edit please read these instructions carefully. They also contain useful background information.

A master schedule has been produced which may be of use when coding but is essential when editing.

Referrals to the Research Officer

The facility of writing back to the informant or the interviewer is available to us at both the coding and editing stages and can be used either to clarify information or to obtain missing information. If you feel that additional information can be obtained in this way then complete an FES Query Slip for referral to the RO.

Do not impute any missing information until the informant has had a reasonable time to reply.

Note that letters are not sent to informants over retirement age.

CHECKING

IT IS VERY IMPORTANT THAT CERTAIN AREAS OF THE SCHEDULE ARE COMPLETED ACCURATELY

1. It is essential that ALL INTERVIEWER NOTES are read carefully. Remember that it is impossible for interviewer notes to be keyed in their written form so they must not be ignored.

If any action is necessary then this must be taken at the CHECKING stage. This could mean: entering or deleting information, recoding a question or transferring information from one question to another. Indicate in the margin why the amendment was made. If it is not clear what the note means or whether any action is necessary, refer to supervisor.

2. To save time at the editing stage it is important to pay special attention to the following: the entering of person numbers, the amendment of line or column numbers on continuation pages, correct coding wherever Diary codes are used, the correct completion of 'office use' boxes and also the area, serial and household numbers on each schedule.

3. Any questions that the informant has refused to answer should be referred to supervisor. If an informant refuses to answer a question, with the exception of Q84-93 (B schedule), the entire budget is normally treated as a refusal.

Changing of information on the schedules at the checking stage should be carried out in red biro. This may involve the clarification of figures, changing of data because of interviewer notes, completion of questions because of omissions by the interviewer etc.

Check that all entries in the pence column have two digits. If there are no pence 00 must be entered. If there is only one zero in the pence column as shown in the example:

200	0
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then this will be keyed as £20.00 when it should be £200.00

Schedule references

1. For processing purposes, each variable in the A, B, C and D schedules must have a unique number. Question numbers are not suitable for this purpose because some variables do not have a unique question number eg person number and item number variables. Each variable, therefore, is allocated what is known as a schedule reference number (or schedule reference).

2. If a variable has a unique question number then the schedule reference number will be virtually identical to the question number for that variable (eg Q15(a), A schedule - has a schedule reference number of A00Q015A).

3. If a variable does not have a unique question number (eg Q 16, A schedule - where there is a box for the number of years and another box for the number of months) then the schedule reference number will differ from the question number. In this example, the schedule references are A00Q016 1 and A00Q016 2 respectively.

When corrections are made at the editing stage the schedule reference numbers need to be entered on the 'K' forms. To ensure that the correct schedule reference is entered it is often necessary to refer to the annotated master schedule. This takes up a certain amount of the editors' time.

5. From the second quarter of 1989, however, these schedule references will be entered on the A and B schedules but only where they differ from the question numbers, as explained below.

6. Schedule references fall into 3 main categories:

i. Where the schedule reference can be created by adding a single digit to the question number

This number will be entered in a little box to the left or right of the question box eg

<u>Schedule</u>	<u>Question no</u>	<u>Schedule ref</u>	<u>Number in box</u>
A	Q18 - Amount	A00 Q018 1	1
A	Q18 - Nil	A00 Q018 2	2
A	Q26(a) - Amount	A00 Q026A1	1
A	Q26(a) - DK	A00 Q026A2	2

If the question is in a grid format, the single digit will be entered in brackets below each column eg

<u>Schedule</u>	<u>Question no</u>	<u>Schedule Ref</u>	<u>Number in brackets</u>
A	Q73 - Spender no	A00 Q073 1	1
A	Q73 - Item no	A00 Q073 2	2
A	Q73 - OFF USE	A00 Q073 3	3

ii. Where the schedule reference cannot be created by adding a single digit to the question number.

The question number part of the schedule reference will be entered in a little box to the left or right of the question box eg

<u>Schedule</u>	<u>Question no</u>	<u>Schedule Ref</u>	<u>Number in box</u>
A	Q17(a)	A00 Q017)
A	Q17(b)	A00 Q017) 17
A	Q17(c)	A00 Q017)
A	Q25(a)(i) - Amount	A00 Q25A1	No box*
A	Q25(a)(i) - DK	A00 Q25A2	25A2
A	Q77 - Main question	A00 Q077	No box*
A	Q77 - Spender no	A00 Q077 1	77 1
A	Q77 - Item no	A00 Q077 2	77 2

*These can be created directly from the question number (see next paragraph).

Note that leading zeros are not necessarily shown in the box.

iii. Where the schedule reference can be created directly from the question number

In these cases there will be no box beside the question eg

<u>Schedule</u>	<u>Question no</u>	<u>Schedule Ref</u>
A	Q20	A00 Q020
A	Q20(a)	A00 Q020A
A	Q20(d)(1)	A00 Q020D1

Record numbers

1. When corrections are made at the editing stage, the record number also needs to be entered on the 'K' forms. To ensure that the correct record number is entered it is often necessary to refer to the annotated master schedule. This also takes up a certain amount of the editors' time.

2. From the second quarter of 1989, the record numbers will be entered in a box below the relevant questions.

eg Q72 - A Schedule:

REC
69

 appears below the question.

If the record covers more than one page (eg Q77, A schedule or Q81-82, B schedule) the number will be entered on each page.

3. The exceptions to these rules are.

i. Record 25

As this record includes questions on most pages of the A schedule, the record number 25 does not appear anywhere on this schedule.

Note that the main questions which 'lead in' to a different record still come under record 25. For example, the main questions at Q72, and Q73 are record 25 but the questions in the grids are records 69 and 71 respectively.

ii. Record 55

This number was omitted by mistake from the front page of the A schedule.

iii. Record 56

As this record includes most of the B schedule (Q1 to Q79) the record number 56 does not appear anywhere on this schedule.

iv. Records 115-123 (Q85-93)

Note that these record numbers appear to the left of each line instead of below the question number.

VALIDATION ERROR REPORT OR PRINT-OUT

After the budgets have been keyed by Data Prep (at Runcorn) ISB10, also at Runcorn, produce the printout called the VALIDATION ERROR REPORT. These sheets show all the error, warning and print messages which apply to a particular case. They contain both validation and credibility errors. Validation is a basic check on the ranges set against all fields and includes a print ('P' message) of particular values of interest. Credibility provides a check on the continuity and consistency of the answers.

An example of a page from the validation error report is shown on Page x. The following notes describe the various headings on this report.

1. CASE NO This refers to the case identifier or CI number which is entered on the budget cover before it is despatched to Runcorn for keying.
2. ORIG RUN This is the original run number. Each despatch of 200-240 budgets to Runcorn is called a run. There are usually 8 or 9 runs per quarter.
3. LAST CYCLE This refers to the amendment cycle when the case was last amended.
4. CURRENT CYCLE This refers to the current amendment cycle.
5. NO OF EDITS This is the number of times a case has been amended. For example, if a case has been amended in three different cycles then the number of edits will be three.
6. HHNO This is the reference number (ie the area/serial/household number) that is assigned to each budget.
7. REC This identifies the record where the error has occurred. A record may cover several questions or just one part of a question. The record numbers are given on the annotated master schedule and will be entered on all schedules from the second quarter 1989.
8. PERS (person number)

If the error relates to a particular person then the person number will be printed here. The only records which do not have a person number are: record 25 (A schedule) and record 30 (C schedule).

9. KEY-1, KEY-2, KEY-3, KEY-4

These are what are known as 'KEY FIELDS'

- a. On the A schedule:

Records 25 and 55 have no key fields
All other records have one key field only (KEY-1).
This refers to the item number. These are now pre-ringed and entitled 'OFF USE'

- b. On the B schedule:

Records 56, 58 and 110 have no key fields
All other records (ie records 57 and 115 to 123)
have one key field only (KEY-1).
This refers to the item number. These are now pre-ringed and entitled 'OFF USE'.

c. On the C schedule:

Records 30 and 60 have no key fields

d. On the D schedule:

Only two records exist (113 and 114) and these have one and three key fields respectively:

KEY-1 - Week of expenditure - (Records 113 and 114)
KEY-2 - Diary item code - (Record 114 only)
KEY-3 - Diary item code qualifier - (Record 114 only)

10. SCHED REF

i. The first alphabetic character identifies the schedule (A, B, C or D) where the error has occurred.

ii PG identifies the page number which is now '00' in all cases.

iii. QN identifies the question number.

iv. Box identifies the final part of a question

The schedule reference for each variable is given on the annotated master schedule. As from the second quarter 1989, certain schedule references, ie those which cannot be created directly from the question number, will be entered on all schedules (see P.iii-iv).

Examples of schedule references are given below:

<u>Question</u>	<u>Variable</u>	<u>Schedule</u>	<u>PG</u>	<u>QN</u>	<u>Box</u>
Q26	RATESLSR	A	00	026	-
Q26(a)	RLSRAMDK	A	00	026	A2
Q75(b)(ii)	TVPAYAMT	A	00	075	B2
Q104	BSTORAMT	A	00	104	6
Q17(a)	GROSSPAY	B	00	017	19

Note Although there are seven variables covered by Q104, each variable has a different schedule reference.

11. CORRECTION VALUE If the error occurs at one of the variables shown on the print out, enter the correct value in this column. If the variable is not shown on the printout, complete the appropriate K form.

12. REF The 3-digit number can be ignored but the letter which precedes it relates to the different types of message which can occur:

i. E = error An error message usually indicates that a genuine error has occurred and therefore needs correcting. If the error is acceptable, which could happen in certain cases, it will need to be over-ridden.

ii. W = warning A warning message can be used to set a lower and/or upper limit on the range of a variable. For example, if annual expenditure on car insurance was rarely expected to exceed £750.00 a range of £0 - 750 could be set for this variable. If a value occurs which is above this limit a warning message will appear. The figure would therefore need to be checked and amended if incorrect, otherwise the warning should be ignored.

A warning message will also appear if the last item of a record (except for records 25, 55, 56, 58, 110, 113 and 114) is completed. In this case, the question should be checked to see if there are any additional entries in the margin and if so, a continuation sheet should be completed.

Both warning and error messages can be used to check the answers given in different parts of the schedule or to provide a check on continuity, but error messages have to be over-ridden if the answers turn out to be correct whereas warning messages do not. Warning messages should therefore be used where it is important to amend an answer if it is incorrect but where it is also possible for the answer to be correct. For example, a person who is unemployed at the time of interview should be coded 3 at Q1(b), B schedule, but if he is coded 1 (because he is working) then a warning message will appear. As it is possible for a person receiving unemployment benefit to be working then he should be coded 1 at this question, so the warning message can, in this case, be ignored. If, however, the person was coded 6 or 7 at Q1(b) then he should be recoded to 3.

iii. P = print The main purpose of the print message is to identify those answers:

- where interviewers are required to enter qualifying notes in the margin as these could affect the way in which the question is coded.
- where imputation or abatement is necessary.

An example of the first type is where a 'DK' or 'other' code is ringed. This is an instruction to check any interviewer notes and recode the question where possible eg where the level of the course attended is not known (Q110(g) or Q111(d)), or where electricity/gas is being paid 'by some other method' (Q51(a)/61(a)).

An example of the second type is where the rates etc need to be abated because there is more than one household at the address (Q12) or where the rent rebate needs to be imputed because it is not known (Q21(a)).

13. VARIABLE The mnemonic or variable name shown here is also given on the annotated master schedule. Each variable will have a schedule reference.

14. VALUE This is the value which actually exists on the data base and which may be in error. Check whether the value is correct and if not, enter the correct value in the 'correction value' column. If the variable to be corrected does not appear on the printout, enter the necessary details on the appropriate K form.

15. ITEM CODE With certain monetary values eg amounts shown against bank standi orders (Q104, A schedule) or 'other deductions' from pay (Q17, B schedule), the it. code is printed to assist identificator.

16. CHECK Appendix L shows all the validation and credibility checks which have been built into the computer system. As editing experience is acquired it may be apparent from the schedule as to where the error lies, but in the learning stages may be necessary to make constant reference to this document. This is also a good way of getting to know the edit checks.

17. OTHER TYPES OF ERRCR OCCURRING ON THE VALIDATION ERROR REPORT

Each part of the validation error report is divided into sections. Validation and credibility errors occur under the heading. 'Main Validation' (section 2). When a the validation and credibility errors for a particular case have been listed, othe types of error may appear. These errors are divided into 13 sections (sections 8-20). Each section is given a heading which describes the type of error it contains. The section number appears to the left of the heading. If there are no errors in a particular section then this section will not appear on the error repo. for that case. For further information about these 20 sections, see document entitled: 'DOCPAGE'.

The errors which occur in sections 8 to 20 used to be included in the reports file which accompanied each takeon run or amendment cycle but now they are all shown on the error report itself under their respective case number.

A shorter version of the reports file is still sent with each take on run/amendmen cycle. This version only contains errors which are classified under:

- sections 18 & 20 for a takeon run and
- sections 8, 16, 18 & 20 for an amendment cycle

If an error occurs in any of these sections it is necessary to know the type of error that has occurred so that the appropriate action can be taken to correct it. The error type is given on the reports file but it has not been possible to print i on the error report, so it is still necessary to refer to the reports file whenever an error occurs in any of these sections.

18. MESSAGES FROM VALIDATION SUBROUTINES (Section 3)

These messages will appear if:

- the rates data or community charge data for a local authority have not been entered on the data base.
- the combination of 'OCCUP, SUPERVIS, SIZEEST AND SEEMPLOY' is invalid.

19. CALCULATION MESSAGES (Section 5)

Calculation messages will appear only when the case is clear of errors ie when all the errors have either been corrected or over-ridden.

A message will be printed, for example, if a calculation results in a negative valu or if the calculation is rendered impossible because the value of one the variables is missing. In these cases it is necessary to check the relevant questions and mak the appropriate corrections manually.

20. IMPUTATION AND ABATEMENT MESSAGES (Sections 6 & 7)

Imputations and abatements will still have to be carried out manually unless otherwise stated.

2. MAIN VALIDATION

KEY DETAILS				SCHED REF			CORRECTION	ERROR DETAILS						
REC	PERS	KEY-1	KEY-2	KEY-3	KEY-4	PG	QN	B0X	VALUE	REF	VARIABLE	VALUE	ITEMC0DE	CHECK
114	2	1	963			D00Q000	9			WD09	DITEMC0D	963		74
114	2	2	151			D00Q000	9			*ED09	DITEMC0D	151		
114	3	2		2		D00Q000	9			*ED09	DITEMC0D	0		
114	2	2	538	2		D00Q00010				PD10	DQUAL	2		
114	3	1	785	8		D00Q00010				ED10	DQUAL	8		
114	3	2	549	2		D00Q00010				PD10	DQUAL	2		

3. MESSAGES FROM VALIDATION SUBROUTINES

NO RATES DATA FOR L.A. CODE 300 MONTH 3 (SEARCHED TO MONTH 1)

4. DIARY SCHEDULE ITEMS

KEY DETAILS				SCHED REF			CORRECTION		PERIOD		ERROR DETAILS				
REC	PERS	PERIOD	C0DE	QUAL	NULL	PG	QN	B0X	TOTAL VALUE	PERIOD	N0.ITEMS	REF	VARIABLE	VALUE	N0.ITEMS
114	1	2	138			D00Q000	8			0		*WD08	DCASHPR	0.00	

18. RECORDS REJECTED BY DATABASE DURING TAKEON / SCHEDULE AMENDMENTS (SEE REPORTS FILE)

KEY DETAILS				SCHED REF			CORRECTION		PERIOD		REJECTED RECORD	
REC	PERS	KEY-1	KEY-2	KEY-3	KEY-4	PG	QN	B0X	TOTAL VALUE	PERIOD	N0.ITEMS	REJECTED RECORD
114	3	2		2					114901003032	702	0001000000100	

***** END OF CASE REPORT *****

1989 FAMILY EXPENDITURE SURVEY CODING AND EDITING INSTRUCTIONS

HOUSEHOLD SCHEDULE

FRONT PAGE

Reference number

The reference number consists of the Area, Serial and Household numbers. Check that THIS IS THE SAME AS ON THE PINK E FORM AND THE OUTSIDE OF THE BUDGET COVER. Resolve any discrepancies. Where there is only one household at the address (see Q12) the household number should either be blank or contain zeros only.

At a multi-household address, all schedules for that address should be coded together. Check the top left corner of the outside of the budget cover to see how many households have co-operated and how many households there are at the address. At present a maximum of 3 households are selected for interview at any one address, the first selected being household number 01, the second 02 and the third 03.

Date of interview and starting date of records

Check that each of these have been entered. Check that the starting date of records agrees with that on the pink E form and that the date of interview with that on the front cover. If there is more than one date against either, ensure that the latest date is entered. Check that the starting date does not occur before the date of interview.

Local Authority Code

The name of the local authority where the interview was carried out appears on the form. Enter the code relating to this local authority (see Appendix A) in the Office Use Box in the centre of the page. Appendix A is a confidential document and no information from it should be passed outside OPCS.

Household definition

A household comprises one person living alone or a group of people living at the same address having meals prepared together and with common house-keeping, provided that:

- i. All persons in a household consider the address to be their only or main residence ('main' as defined by the informant). Absent members who consider the address to be their main residence are included.
- ii. All persons share at least one meal a day when in residence.
- iii. The household has exclusive use of at least one room.

All these conditions must normally be satisfied but if two people share one room and neither has the exclusive use of at least one other room, they should be treated as one household, even if they do not share any meals.

Also include as members of the household:

- a. Visitors staying temporarily and others who have been in the household for only a short time, provided they will be staying with the household for at least one month from the date of interview.
- b. Children 16 or over normally away at an educational establishment for educational purposes, spending the holidays at home and who are at home during the entire record keeping period.
- c. Children under 16 away at boarding school but normally spending the holidays at home (whether at home or at school during the record keeping period).

Head of Household - Definition

The definition is identical to that given in the Interviewers' Handbook but it applies to the household as defined above. The HOH must be a member of the household and is, in order of precedence, the husband of the person or the person who:

- a. owns the household accommodation, or
- b. is legally responsible for the rent of the accommodation, or
- c. has the household accommodation as an emolument or prerequisite, or
- d. has the household accommodation by virtue of some relationship to the owner, lessee, etc. who is not, himself, a member of the household.

Notes:

1. In the case of a married couple, where both are members of the household, the husband is the HOH, even if the wife owns the property. This also applies in the case of a common-law husband.
2. If the husband is not a member of the household, but the accommodation is in his name, his wife is the HOH.
3. If two members of different sex have equal claim the male is to be taken as HOH.
4. If two members of the same sex have equal claim, the elder is taken as HOH.

Household Box

The household box needs to be thoroughly checked and coded. Since so much of the schedule refers back to the questions in the household box, (eg sex, age, current full-time education) it is essential that this section is correct before it is sent to Runcorn for keying.

The FES definitions of household and head of household (HOH) are given on page 4. If there is any indication from notes either on the front page or pages 64-67 of the A Schedule that a person should not have been included in the household, or any notes about a person who has been excluded, refer to your supervisor.

Where there are more than 10 people in the household, details of the extra members should have been entered on a second front page. This sheet should be attached to the original A schedule and marked in red, "continuation sheet". Amend person numbers to 11, 12, 13 etc.

Ensure that all codes to be punched have been ringed, this includes person number, relationship to HOH, age now, age at which full-time education was completed, DSS benefit unit number and DES unit number.

Question 1 - Person Number

Check that the person number of each household member has been ringed. Where a continuation sheet has been used, check that the person numbers have been changed to 11, 12, 13 etc.

Person 1 is always the head of household. If this is not the case or it is necessary to change the HOH then ensure that person numbers are amended on all the Schedules.

Editing

The person number cannot be amended on the printout or on a K1. If any amendment is necessary then refer to supervisor.

Question 2 - Relationship to HOH

All members of the household should have been listed here. Check the household composition and refer to your supervisor any cases where the HOH appears to be unusual eg.

- a. The household consists of HOH (aged 92 and senile), Son, Daughter-in-Law, Grandson and Grand-daughter.
- b. The household consists of HOH (female aged 30), Sister (aged 35), Brother (aged 40)

In both these examples the interviewer should have established "in whose name the accommodation is owned or rented", and called this person the HOH. The person entered as HOH should usually be accepted, but where it seems that another person is actually the HOH, refer to your supervisor. Any change made to the HOH must be based on information given not on guess work.

Code Relationship to the HOH from the frame below. Single code only

HOH	0 (precoded)
Wife or husband	1
Son or daughter (incl. stepson/stepdaughter)	2
Son-in-law or daughter-in-law	3
Father or mother	4
Father-in-law or mother-in-law	5
Brother or sister	6
Grandson or grand-daughter	7
Other relative (eg niece, nephew, brother-in-law, sister-in-law)	8
Other non-relative (including foster children)	9

Ring code 0 which is preprinted on the schedule. Enter and ring the appropriate code in the "Office Use" column (Q2) for each person in the household.

Foster children: Code 9 applies if a regular maintenance allowance is received from a local authority (see Q70 (a) - B schedule). Where a local authority allowance is not received and the relationship falls into a group covered by codes 2,6,7 or 8, this takes precedence over code 9. (See also Q9 - paragraph on 'foster children')

Adopted children: These should be treated as own children (code 2). If legal adoption is going through but has not been finalised, treat as own children unless the parent is in receipt of a local authority allowance for the children (see Q70(a) - B Schedule) in which case treat as foster children (code 9).

Cohabiting: If two people of opposite sex living together describe themselves as 'husband and wife' or 'married' then they should be accepted as married. Each should be coded 1 at Q6 and be members of the same benefit unit.

If the cohabitee is described as 'girl-friend', 'boy-friend', 'fiancee', partner et then he/she should be treated as a 'non-relative' (code 9). Each partner should be given his/her true marital status at Q6 and be members of different benefit units.

Editing

Any codes of 8 or 9 will be printed out at editing stage for checking to see whether they can be reclassified into any of the other categories.

There will be various edit checks between relationship, marital status and benefit unit. Check thoroughly that the information given is correct. Any change made to any of these columns must be based on the information given not on guesswork.

Question 3 - Contribution by a non-relative

If a person, who is a non-relative of the HOH (code 9 in the 'relationship' column), contributes regularly to rent, rates or other household expenses, the interviewer should have ringed code 1 against the non-relative at Question 3.

If a person is a non-relative and code 1 has not been ringed this is acceptable but if it is not certain whether the person is making a regular contribution refer to supervisor.

Question 4 - Sex

Check the description at Q2 to ensure that each person has been correctly coded to male or female.

Question 5 - Age

Check that an age has been given for each person. Estimated ages can be accepted. Where the age is less than 12 months, delete the original entry and enter 0. If the informant is aged 100 years or over, recode to 99. Ring the age.

Question 6 - Marital status

Check that only one of codes 1-3 is ringed for each member of the household.

Code 1 applies where both husband and wife are members of the household even if one is absent at the time of the interview. See household definition on page 4.

Code 2 applies to any married person whose spouse is not a member of the household because he or she has a main residence elsewhere. A wife coded 2 at Q6 should always be coded 2 (wife of head of benefit unit) at Q9.

Code 3 applies to all persons who are single, widowed, divorced or separated (either legally or not) irrespective of age.

Common law marriage: If the informants describe themselves as 'husband and wife' or 'married' accept as such. (See Q2 - paragraph on 'Co-habiting').

Question 7 - Current Full-time education

Where Q7 applies check that only one of codes 1-9 has been ringed. Always refer to Q5 when checking this question to ensure that the type of school/education/institution is consistent with the age of the household member. In particular note that a student attending a private commercial college (i.e. where fees are paid) eg Pitmans/Clarks should have been coded 7 if under the age of 16. Code 6 should have been ringed if aged 16 or over.

Check also any entries covering full-time education of members of the household at Qns. 110, 111 and 112 against the coding at this question. If the payments made for fees, descriptions of grants, etc do not seem to agree with the coding at Q7 refer to the supervisor. (But note that fees for a household member could be paid by someone outside the household, and also that Questions 111, and 112 refer to the last 3 months, whereas the current situation applies here - Q110 does refer to the current situation).

In the absence of any notes or further information, the code ringed at Q7 should be accepted. If the interviewer has noted the name of a school and/or queried the code, refer the schedule to the supervisor. (do NOT code on a name of school as this can be misleading, eg a school described as "Grammar" or "High" may be a state school (code 5) or an independent school (code 7)).

Notes 1. Children under 5, coded as receiving full-time education

A child under 5 years will normally be coded 1 at this question but occasionally one may be coded 2, 3 or 7. This should be accepted unless the child is attending a day nursery/play group and not a primary or nurser school. The type of education received should be decided by whether the word "school" is mentioned if recorded in the D books or at Q.112(b). Nursery classes and schools and playschools count as primary schools but da nurseries and playgroups do not. Children can attend nursery schools from the age of 2. If there is no reference elsewhere in the schedules, the entry at Q7 should be accepted.

2. Apprentices should not be coded as receiving full-time education.

3. Students on sandwich courses. When a person spends approximately half the year as a full-time student and the rest of the time as a full-time worker, code according to the position at the time of interview.

4. Full-time students who are also working

The appropriate education code should be ringed for any full time student who is also currently working, (eg part-time work during term, or a vacatio job) provided that he/she intends to return to the higher education establishment the following term.

5. Middle school - treat as Secondary (Code 5) if aged 11 or over, otherwise as primary, code 3. If private or independent then code 7.

6. Code 8 (University) includes students who are either waiting to go up to University or waiting for the results of "A" levels before going up to university.

7. Children who are between schools (eg interviewed during summer holidays). code the type of school they will be attending next term.

8. Codes 6, 8, 9

Note that the code to be entered here is that which relates to the type of establishment being attended. So code 6 includes sixth form tertiary further education colleges, colleges of technology, code 8 covers universities only and code 9 polytechnics, colleges of art, teacher training.

Editing

The types of education will be checked against the age of the respondent. Check that the age and type of education is sensible, if there appears to be an error amend the type of education not the age (unless there is conclusive evidence that the age is wrong).

Question 8 - Age at which continuous full-time education completed

Check that an age or a dash has been entered for every household member.

Where the person is under 16, or where he/she is sixteen or over but has continued to be in full-time education, the coding column will either be blank or contain a dash.

For all people who are no longer in continuous full-time education or who have left education but returned to full time study, an age should have been entered. Ring the age. Ignore fractions. Do not ring dashes.

- Note.
1. A person aged 16 or over in full-time education with an age entered at Q8 should be assumed to have returned to full-time education after a break. Do NOT delete the age.
 2. Where an age has obviously been omitted, eg male aged 45 in full-time employment, leave the coding box blank. There is no referral back on this question.
 3. Estimated ages can be accepted.

Editing

An allowable range has been set up for this field of 10-28. Anything outside this range will be printed out as a warning message to be checked. If age appears to be correct then no action is necessary.

Question 9 - DSS Benefit Unit, Position within DSS Benefit Unit and DES Benefit Unit

1. DSS Benefit Unit (1st OFFICE USE column)

Each household should be divided up into DSS benefit units. A benefit unit may consist of:-

- a. A married couple with dependent children
- b. A married couple with no dependent children in the household
- c. A man or woman without wife/husband in the household, but with dependent children.
- d. One person only ie a man or woman without wife/husband in the household with no dependent children.

Where there are children in the household they should be treated according to their age and relationship to the HOH as follows:-

1. Children under 16 should always be coded as part of their parents' benefit unit provided the parents are in the household, otherwise they should be coded as part of a responsible adult's (normally the HOH's) benefit unit.
2. Children aged 16 years but under 19 should be coded as separate benefit units unless they are living at home and receiving full-time non-advanced education (coded 4-7 at Q7) in which case they should be coded as part of their parents' benefit unit.
3. Children aged 19 years but under 25 should be coded as separate benefit units.
4. Foster children (see next page)

When all the DSS benefit units in the household have been established, each person in the same unit should be given the same benefit unit number ie all members of the HOH's benefit unit should be coded 1, and all members of the 2nd, 3rd etc units should be coded 2, 3 etc. Enter the benefit unit number in the first OFFICE USE box in column 9 and ring this number. Refer any doubtful cases to the supervisor.

2. Position of each member within the DSS benefit unit (2nd OFFICE USE column)

1. Head of unit should be coded 1.

Each unit must have one and only one head.

Code 1 includes

- a. Children aged 16 years but under 19 who are receiving full-time higher education (coded 8 or 9 at Q.7).
- b. Children aged 16 years but under 19 who are receiving no full-time education (ie Q.7 is blank).
- c. Children aged 19 years but under 25.
- d. Persons aged 25 and over are not regarded as dependents. They should be coded 1 unless they are the 'wife of head' (see ii).

ii. Wife of Head of the unit should be coded 2.

A wife will always be coded 2 if she is coded 1 or 2 at Q6 (marital status) ie whether her husband is a member of the household or not.

There may be more than one 'wife of head' in the household eg if the HOH has a wife and his son has a wife and all are members of the household.

A woman who is single, widowed, separated or divorced (coded 3 at Q6) will be coded either 1 or 3 depending on her age and educational status. She should never be coded as 'wife of head'.

iii. Young dependents under 19 should be coded 3.

Code 3 includes:

- a. Children aged under 16 years.
- b. Children aged 16 years but under 19 who are receiving full-time non-advanced education (coded 4 to 7 at Q7).

Foster children

Foster children (regardless of age) who are covered by a local authority maintenance allowance (See Q70(a)- B Schedule) should be given their own benefit unit number starting with 15 for the first foster child, 16 for the second and so on, up till 24. This number should be entered in the first OFFICE USE column, and ringed.

Each foster child is also regarded as the head of his/her benefit unit, so code 1 should be ringed in the column entitled: 'Head of DSS unit'.

Foster children who are not covered by a local authority maintenance allowance should be included in the same benefit unit as their foster parents.

3. DES Benefit Unit (last OFFICE USE column)

This code identifies the parents or guardian of student benefit units.

If the head of a DSS benefit unit has one or more children living at home (usually this person will be the father of the children and also the HOH) and the children are:

- EITHER - aged 16 years but under 19 and
 - receiving full-time higher education
(coded 8 or 9 at Q.7)
 - and therefore coded as a separate DHSS benefit unit
- OR - aged 19 years but under 25 and
 - receiving full-time non-advanced or higher education
(coded 4 to 9 at Q.7)
 - and therefore coded as a separate DHSS benefit unit.

then enter and ring 1 in the father's box in the last OFFICE USE column or in the mother's box if she is the head of her benefit unit (ie if the father is not a member of the household).

If there is more than one child in the household who falls into one of the two categories mentioned above and these children have different parents who are also in the household enter and ring 1 against the father of the first child and 2 against the father of the second child.

Again, if the father of the first child is not a member of the household enter and ring 1 against the mother. Similarly, if the father of the second child is not in the household enter and ring 2 against the mother.

For DES purposes the term 'children' can apply to:

- children)
- foster-children) who are not married
- grand-children)
- nephews and nieces)

of the HOH.

If the HOH has grand-children or nephews or nieces in the household and the parents of these children are not members of the household, the HOH will be acting as their 'guardian'. In this case, enter and ring 1 against the HOH. If it is not clear whether the parents are in the household refer to supervisor.

- Notes
1. If the child is married then, for this purpose, the parents or guardian are no longer regarded as being responsible for the child, so do not enter 1 against them.
 2. In households where the parents or guardian are not present eg households containing students only, then do not enter 1 against the HOH.

Example

The HOH has a son aged 18 at university and a foster-daughter age 21 at a polytechnic.

The HOH also has a nephew aged 19 at secondary school but it appears that only his mother (the HOH's sister) is in the household.

All these persons are members of the same household and the children are living at home.

Procedure: enter and ring 1 against the HOH and 2 against the HOH's sister.

Question 10 - Spender/Absent Spender

Question 11 - Diary Records received

In 1989, there are two columns at Q10: one for spenders (code 9) and one for absent spenders (code 2).

1. Spenders

A spender is a person aged 16 and over who has spent money during the record-keeping period.

For each spender - check that:

- i. Code 9 is ringed at Q10
- ii. Code 1 is ringed at Q11
- iii. A 'B' schedule is present
- iv. A diary is present - if there is expenditure in one week but not in the other do not complete a 'Nil Expenditure' sheet.

2. Non-spenders

A non-spender is a person aged 16 and over who has not spent any money during the record-keeping period. This may be because the person is mentally incapable or senile. A note to this effect may appear at the bottom of the front page or on P.64 of the 'A' schedule.

For each non-spender - check that:

- i. Code 9 is ringed at Q10)
- ii. Code 1 is ringed at Q11) as for spenders
- iii. A 'B' schedule is present)

Then complete a 'Nil Expenditure' sheet (one sheet will cover the whole of the record-keeping period). If the diary, even though it contains no expenditure, has been returned, it should be removed from the budget.

3. Absent spenders

An absent spender is a person aged 16 and over who is living away from home for the whole of the record-keeping period. The person may be working away from home, in hospital or on holiday. A note to this effect should appear at the bottom of the front page.

For each absent spender - check that:

- i. Code 2 is ringed at Q 10
- ii. Q11 is blank
- iii. A 'B' schedule is present
- iv. No diary is present - if the diary has been returned, remove it from the budget. Do not complete a 'Nil Expenditure' sheet.

Further instructions concerning absent spenders are given at Q1 (code 7) and Q70-71 - 'B' schedule.

4. Persons aged under 16

Q10 and Q11 should be blank and no 'B' schedule or diary should be present.

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HOUSEHOLD SCHEDULE

PAGES 2-64

In the remainder of the household schedule it is not necessary to check in detail. For instance, continuity and consistency will be covered by computer checks and therefore can be corrected at the editing stage. There are some questions, like the household box, that are referred back to regularly so it is essential that they are correct from the start otherwise they will cause considerable extra work at the editing stage.

The following manual checks must be carried out at the coding stage:

1. Legibility Check that all figures, both your own and the interviewers, are clear and unambiguous. It is very easy for badly written figures to be mis-punched which can cause problems at later stages.
2. Interviewers notes: It is very important that all interviewers notes are read carefully and that any action that is necessary is taken. If this means changing data in the coding column then indicate why this change has occurred.
3. Changes made to the coding of a question: If any change is made to the coding of a question (either at the coding or editing stage) then note the reason for the change against the question itself, and if any information has been transferred from another question enter that question number also. For example, if a person receiving unemployment benefit is coded 7 at 1(b) - B Schedule he should be recoded to 3 at this question. Therefore at Q1(b) enter: 'Receiving unemployment benefit - see Q56(b)', and at Q56(b) enter 'see Q1(b)'.
4. Person numbers As from 1989, if the person number box is left blank no error will appear at the editing stage so the information relating to that person will be lost. This is because the column and line numbers are pre-ringed.

It is, therefore, ABSOLUTELY ESSENTIAL THAT THE CORRECT PERSON NUMBER IS ENTERED wherever any information occurs in a column or line. The person numbers should have been entered by the interviewer but it is PAB's responsibility to make sure that this has been carried out. (Note - it is not necessary to enter person numbers on all pages of record 56 - B schedule - provided they are entered on the first page.)

In 1989, if a question applies only to persons aged 16 and over then 'spender no' is used instead of 'person no', but where a question can also apply to children, 'person no' is still used.

5. Column and line numbers (or item numbers). These numbers always follow the person/spender number. In 1989 they are being pre-ringed. Since interviewers no longer need to ring them the words 'OFF USE' appear either above or to the left of them.

Where an entry has been deleted or the interviewer has missed a column or line it is not necessary to amend the numbers so that they run consecutively.

Payments covered by an organisation or person outside the household

1. Bills paid directly by an employer or an organisation for whom the informant does unpaid work should not appear anywhere as expenditure or refunds on any of the schedules.
2. Bills paid directly by a private individual should not be shown as expenditure but should be shown at Q122, A schedule.
3. Expenses paid direct by DSS, with the exception of rent, should be show as expenditure in the A or D Schedule and also as income at Q56(d), B Schedule. They should also be shown at Q122. Bills paid direct by Local Authority Social Services Department should not be shown as expenditure.

Question 12-16 - Accommodation

Definitions

1. Address: This is the address sampled from the postal address file. It can cover a whole building, a flat in a purpose - built block of flats, or flat/rooms in a converted house. A house which has been converted into 2 or more flats may be sampled as a complete building, in which case the address covers all units of accommodation in that building. In a similar converted house one flat only may be the sampled address, in which case that particular flat is the unit of accommodation and households in other flats should not be interviewed.

2. Rateable Unit. This is a flat (purpose built), group of houses, a whole house or part of a house which is assessed separately for rating purposes. In most cases the address and rateable unit will be the same. In some cases the sampled address will cover more than one rateable unit, and in other cases the sampled address may be only part of a rateable unit.

A full description of the rateable unit covering the household is given at Q 126 and the number of rooms occupied by other households in the rateable unit is given at Q15.

3. Accommodation This is the total number of rooms (including rooms used solely for business purposes) which the household either owns, rents or occupies rent-free, irrespective of whether any part is sub-let or not.

Editing

If answer to Q12 or Q15 is 'Yes' a print message will appear. Check carefully to see whether GRV and NRV (at Qs 124 and 125) need abating. Also other questions such as rates and water rates payment may also need abating. When abatement is carried out because of multi households or rooms not part of the domestic accommodation, it should be done on the basis of number of rooms used by household as a proportion of rooms in the rateable unit. Shared rooms count as 1/2 a room if shared with one other household, 1/3 room if shared with two other households etc. Any abatement for multi-household accommodation should be carried out before any business expense abatement. All multi-household abatements are to be carried out on form K1.

At edit stage any answers shown as 'other rooms' will be printed. Check to see whether any rooms here can be reclassified into one of the other categories. Examples of rooms that should be reclassified are box rooms, attic bedrooms (both bedrooms), sun lounges, conservatories (provided they are used throughout the year) (both to living rooms). Rooms to leave as other rooms include cellars, utility rooms, shower rooms (unless the accommodation does not have a bathroom), rooms less than 6 ft square, rooms/attics without a window/skylight.

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Sub-let Property

If an informant sublets part of his property but pays rates on all of it, his rate payment must be abated in proportion to the number of rooms sublet, (see notes at Qs 124-125) on the assumption that the rent paid by the sub-tenant will include an amount for rates. This same amount must also be subtracted from the rent received at Q68 'B' schedule of the informant. The rent payment shown in the sub-tenant's schedule will not be abated.

If, however, the sub-tenant pays his rates to the informant separately from his rent, abate the informants' rates questions only. In other words, rents, rates and rateable value shown on the sub-tenants' schedule should be deleted from the informant's schedule.

If the sub-tenant does not pay rent or rates (eg a mother living in her son's property) the total rates should be coded on the sub-letting informant's schedule and none on the sub-tenant's schedule. However, NRV is still proportioned between the sub-letting household and the sub-tenant.

When rates are abated, all rates should be abated ie domestic, water and sewerage.

The abated values to be entered on K1.

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Question 17 - Tenure

It is important that Qs 17(a) - 17(c) are correctly coded. The question applies to all households. Check that one of the codes X, Y or Z has been coded and that the correct signposting to part (a) (b) or (c) has been followed. If the question has not been answered then check the answers to Qs 18-39 for some indication of the correct coding to be applied. If in doubt refer to supervisor.

Question Q17(a) - Accommodation rented

Question applies if coded Y at main. Check that one of codes 1-4 is ringed.

Code 1 includes Scottish Special Housing Association, Northern Ireland Housing Executive

Code 2 includes all other housing associations

Codes 3 and 4 include charitable organisations and housing trusts.

If a property goes with the job of anyone in the household but rent is being paid for that accommodation it should always be coded 3 or 4 even if it is a council property; eg shops, school caretaker's accommodation, farm rented from the council. This is because the accommodation, when it is vacated, will not be available to those on the council waiting list. This does not apply where council property is rented and one room is used solely or partly for business (eg insurance agents).

Question 17(b) - Accommodation owned

Question applies when coded Y at main. Check that code 5 or 6 has been ringed. If not answered check Qs 30-39. If Qs 30-39 are answered then treat as being purchased with mortgage or loan, code 5, otherwise code 6, owned outright. Code 5 includes mortgage to buy freehold of land on which the house is built, or the purchase of council house where informant is paying both rent and mortgage.

Question 17(c) - Accommodation neither rented nor owned

Question applies when coded Z at main. Check that either code 7 or 8 is ringed. If code 8 is ringed accept at this stage, it will be dealt with at the editing stage.

Notes 1. Accommodation is treated as rent free if one of the following conditions is satisfied.-

i. Accommodation is provided rent free by an employer, or by an organisation to a self-employed informant, provided that the normal activities of the informant are to further the cause of the organisation. This condition will normally apply to Church of England clergy and other ministers of religion. If the rent paid by the employer is known, ignore the amount paid.

ii. Accommodation is owned by someone outside the household (other than an employer) who provides it rent free.

iii. Accommodation where an unknown rent is paid by someone outside the household (other than an employer) who provides it rent free.

2. Accommodation is NOT treated as rent free if a known rent is paid by someone outside the household who is not an employer.

In such cases it should be treated as rented and proceed as follows:-

i. Q.17 should be recoded X and 3 at (a) unless Council, housing association or "other furnished", when it should be coded 1, 2 or 4 as appropriate.

- ii. If the household is given money to pay the rent and rates:
 - a. enter rent at Q.18, rates at Q.24 etc and follow instructions at those questions.
 - b. enter the total amount received as income at Q121.
- iii. If the household's rent/rates bills are paid directly by someone outside the household,
 - a. do not show rent/rates at Qs 18 and 24
 - b. show total amount paid on the household's behalf at Q122.

Editing

Any households coded 7 or 8 will be printed to check whether, any of the, other categories apply. See the notes above for the definition of rent free. If code 8 has been ringed refer to supervisor.

Question 17-29 - General notes on housing benefits

Housing Benefits

Under the Social Security and Housing Benefit Act 1982, local authorities are required to operate schemes for granting rent rebates to council tenants, and rent allowances to private tenants (including occupants of shared or hostel accommodation in furnished or unfurnished accommodation. These schemes, together with the rate rebate scheme, are known as the Housing Benefit Scheme. The schemes operated must be no less generous than a nationally formulated scheme but authorities have discretion, within certain cost limits, to make their schemes more generous if they wish.

Similarly, under the above mentioned act, councils are required to operate a rate rebate for people who pay rates for their home. This includes owner occupiers, council tenants and private tenants. A rating authority can draw up its own scheme provided that it is no less generous to anyone than the statutory scheme and that its total costs are not more than 10 per cent greater than that of the statutory scheme.

From April 1988, people on Income Support are entitled to housing benefit covering up to 100% of their eligible rent (less deductions if there are non-dependants living with them) and up to 80% of their rates. They are also entitled to 100% rebate on amenities such as heating and lighting if these are included in the rent.

If an informant in rented accommodation (codes 1-4 at Q17(a)) is receiving a rent and rates rebate, the rent component should be shown at Q21 and the rates component at Q25 (or Q26 if a lump sum rebate is received). If an owner occupier (codes 5-6 at Q17(b)) is receiving a rates rebate then the details should be entered at Q25 or Q26.

Question 18 - Rent

1. The general term 'rent' may cover rent only or it may include a combination of rates, water rates and various other services (see Q22, 23 and 28).
2. The 'rent only' situation usually applies to tenants living in housing association accommodation or privately rented accommodation where the rates and water rates are paid separately from the rent. The 'rent, rates and water rates' situation usually applies to local authority tenants.
3. The amount which should be entered at Q18 is the total 'rent' paid after any rebates. This total therefore, will not only include rent but it should also include rates, water rates and services if these are normally included in the 'rent'.
4. Of a 100% rent rebate is received but rates and water rates etc are paid separately, then code 9 should be ringed at Q18 but the amount box should be blank. Note that in this case the period code (Q19) and the rent holiday (Q20) should also be blank.
5. If a 100% rent rebate is received and the rates and water rates etc are normally included in the rent, then code 9 should be ringed at Q18 and the rates and water rates etc paid should be entered in the amount box. (Remember that the maximum rates rebate allowed is 80%).
6. Do not abate the rent shown at Q18 because of any rent rebate or rent plus rates rebate which has been included in the rent. This would occur if the rent shown at Q18 was before deduction of the rebate (code 1 at Q21 (d)(i)).
7. Similarly, do not abate the rent shown at Q18 because of a rent holiday. This will be done by the calculation program.

Notes: 1. Rent (or rent and rates) for garage

If the interviewer has noted that rent includes an element for garage, whether on the premises or for a garage elsewhere, accept at this question. If shown as a separate payment, at Q29 then delete from there and code in the Diary if paid during the record keeping period.

2. Rent arrears

If shown, the rent arrears should be accepted. However if Q20 indicates that there is a rent holiday this needs to be applied manually but only to the normal rent payment not to the arrears. Carry out the calculation, entering the new figure at Q18. Delete the rent holiday at Q20(a) and amend Q20 to 2. Remember that any entries at Q21(a), Q22 and, if rent includes rates, Q25(a)(i) or Q26(a) also need to be adjusted. The factor to be used in any rent holiday calculation is 52 - Rent holiday.

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Editing

Please refer also to the notes given above.

If both boxes at Q18 are blank and there are no interviewer notes indicating the amount of rent paid or that a 100% rent rebate is received, then the rent must be imputed. The imputed amount should be entered on a K2. Refer to supervisor for imputation.

CIPFA tables should be used for imputing rent.

Question 21 - Rent rebate

1. If the rent does not include rates (code 2 at Q23)

Any rent rebate received should be entered at Q21(a), the period code at Q21(b) and code 1 ringed at Q21(c).

2. If the rent includes rates (code 1 at Q23)

i. If the rent and rates rebates are given separately or there are interviewer notes which enable the rebate to be split into its rent and rates components, then enter:-

- rent rebate at Q21(a)
- rates rebate at Q25(a)(i) - or Q26(a) if a lump sum is received
- ring code 1 at Q21(c)

If the rent and rates rebates have already been entered at these questions, it is very important to ensure that only the rates component is shown at the rates questions. So if the amount entered at Q25(a)(i) or Q26(a) is the same as that shown at Q21(a) (ie the rent rebate has also been included with the rates rebate) then the figure at Q25(a)(i) or Q26(a) must be deleted. An error message will appear if the two figures are equal. If there is any doubt about the action to be taken refer to supervisor. (See also note 2 at Q25/26).

ii. If the rebate cannot be split into its rent and rates components enter:

- total rebate at Q21(a)
- leave Q25(a)(i) or Q26(a) blank but ring the DK code
- ring code 2 at Q21(c)

See also note 3 at Q25/26).

Note If rebate is deducted from last rent payment (Q21(d) is coded 1) and rent includes rates (Q23 is coded 1) then Q25(a) should be coded 1. If rebate is given back as a lump sum (Q21(d) is coded 2) and rent includes rates (Q23 is coded 1) then Q26 should be coded 1. Check these and amend if necessary.

Editing

Please refer also to the notes given above.

If Q21(a) is blank (the DK code should be ringed) and there are no interviewer notes indicating the total amount of rebate received, then the rebate must be imputed. The imputed amount should be entered on a K2. Refer to supervisor for imputation.

'DSS Housing Benefit Entitlement' tables should be used for imputing rent rebate.

Question 22 - Services included in rent

Editing

A print message will appear if the rent includes an element for services. If it does check whether the services shown should be included there or not. If they should not then deduct that element from the rent and transfer to the relevant question.

Notes: 1. Some local authorities run a budgeting scheme for their tenants in which a proportion of their electricity and/or gas charges are included in the rent payments. Note that these are not the same as the board budgeting schemes run by the electricity and gas boards.

The fuel element, whether it has been imputed or not, should be deducted from the rent (Q18) and from the services included in the rent (Q22). Enter this amount at Q53/63 if there is no entry there already. If there is, assume this is only for hall lighting and heating etc. Enter the period code at Q54/64 the date of interview at Q55/65 and ring code 4 at Q51(a)/61(a). If the rent becomes negative or there is a rent rebate refer to supervisor.

2. If the rent includes an element for structural or contents insurance delete this from the rent and transfer to Q71.

3. If the rent includes an element for TV licence delete this from the rent and transfer to Q76 as an annual equivalent figure.

4. Remember to adjust any for period code differences when transferring information.

5. If rent holiday applies to any rent payment, adjust the amount of services included in rent to be transferred to another question by the fraction
$$\frac{52 - \text{Rent holiday}}{52}$$

6. Gas/electricity charges included in rent or service charge (Q18 and 22 or 29) (excluding budgeting schemes run by a local authority - see note 1)

i. Heating

If heating is supplied from a central source, as in a block of flats, and it is included in either the rent (Q18 and Q22) or the service charge (Q29) do not delete the amount shown at these questions. This is where these charges should be entered. If the amount is not known leave the question blank - do not impute it. (Note - If heating is included in the rent or service charge it will usually be supplied by gas.)

Check that code 1 is ringed at the relevant box at Q50 ('A' schedule). If the type of fuel is not known or calor gas is used then check that code 1 is ringed at the 'DK Fuel' box.

ii. Cooking/Lighting etc

Where the amount is known

If cooking or lighting charges are included in either the rent (Q18 and Q22) or the service charge (Q29) delete the amount shown at these questions and enter it at the questions on electricity/gas supply (Pages 14-15 or 16-17 respectively). Amend the main questions (Q51 or Q61) if necessary. If the charge was included in the rent deduct this amount from the rent payable (Q18 and Q22).

Where the amount is not known.

If the amount is not known (ie. 'DK' has been entered) impute the amount based on current gross weekly household income and enter it at the questions on electricity/gas supply (Pages 14-15 or 16-17 respectively). Amend the main questions (Q51 or Q61) if necessary. If the charge was included in the rent deduct the imputed amount from the rent payable (Q18

Where the amount is not given and no 'DK' has been entered, refer to R0.

Question 24 - Domestic rates

1. Payment not made for rates at time of interview

Where the informant will be paying rates but has not yet made any payment at the sampled address, ring code 1 at Q24 and leave Q24(a) and (b) blank. The rates due will be calculated automatically.

2. Arrears

Where the interviewer has noted that there is a payment of arrears included in the last rates payment, this should be accepted.

3. Dustbin charge

If given separately, add to the rates amount at Q24 on an equivalent period basis.

Editing

Do not abate the rates shown at Q24(b) because of any rates rebate which has been included in the rates.

If rates data is missing impute rates using K2. Rates are estimated by $NRV (Q125) \times$ domestic rate poundage. Rates poundages can be obtained from the local authority rates poundage file.

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Question 25 - Rates rebate deducted from last rates/rent payment.

Question 26 - Rates rebate refunded as a lump sum.

1. Any rates rebate received should be entered at Q25(a)(i) - or Q26(a) if a lump sum is received. This applies whether the informant is a renter or an owner occupier.
2. If the informant is a renter, it is very important to ensure that only the rates component is shown at these questions. So, if the amount entered at Q25(a)(i) or Q26(a) is the same as that shown at Q21(a) (ie the rent rebate has also been included with the rates rebate) then the figure at Q25(a)(i) or Q26(a) must be deleted. An error message will appear if the two figures are equal. If there is a doubt about the action to be taken refer to supervisor. (See also note 2(i) at Q21).
3. If the rebate shown at Q21(a) cannot be split into its rent and rates components then leave Q25(a)(i) or Q26(a) blank but make sure the DK code is ringed. (See also note 2(ii) at Q21).

Editing

Please refer also to the notes given above

1. If Q25(a)(i) or Q26(a) are blank, then no imputation is required.

Check that

<u>Q25</u>		<u>Q26</u>
25	- is coded 1	26 - is coded 1
25(a)	- is coded 1	
25(a)(i)	- amount box is <u>blank</u>	26(a) - amount box is <u>blank</u>
25(a)(i)	- DK code ringed	26(a) - DK code ringed
25(a)(ii)-(iii)	- are <u>blank</u>	26(b)-(d) - are <u>blank</u>

2. If a rates rebate has been entered at Q25(a)(i) or Q26(a) then the completion of the remaining questions should follow the sign-posting on the schedule, therefore all DK codes, whether they relate to an amount or a period code should be blank.
3. The figure which should be entered at Q26(a) is the total rates rebate received during the last 12 months, so the period code will normally be 8. If, however, the amount relates to a different period this should be accepted unless it is clear from interviewer notes that this was, in fact, the total amount received during the last 12 months, in which case the period code should be amended to 8.
4. A print message will appear if a household has received more than one rebate during the last 12 months. In this case, enter the last rebate received in the first OFFICE USE box at Q26(d) and the appropriate period code in the second. Check to make sure that the last rebate has been included in the total amount shown at Q26(a).
5. If the last rebate is not known code 1 should be ringed at Q26(d) but both OFFICE USE boxes should be blank.

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Question 28 - Water Rates

1. Payment not made for water rates at time of interview

Where the informant will be paying water rates but has not yet made any payment at the sampled address, ring code 1 at Q28 and leave Q28(a) and (b) blank. The water rates due will be calculated automatically.

2. Arrears

Where the interviewer has noted that there is a payment of arrears included in the last water rates payment, this should be accepted.

3. Metered water for domestic purposes only

Accept what is paid at Q28(b).

4. Pumping water from a well

If it is noted that a payment is made to the Electricity Board for pumping water from a well, this should not be shown at Q28 but added to Qs 51-60 as appropriate.

5. Separate land drainage rates

If land drainage rates are paid separately these should be coded in the Diary if paid during the record keeping period.

6. Cesspit charge

A payment for emptying a cesspit or septic tank should not be accepted at Q27/28 but code as 799 in the Diary if paid during the record-keeping period.

Editing

If the water rates are not known impute the water rates on a K2 using the formula:

$$\text{NRV (Q125)} \times \left(\frac{\text{water rate}}{\text{poundage}} + \frac{\text{sewerage rate}}{\text{poundage}} + \frac{\text{environmental rate}}{\text{poundage}} \right)$$

$$+ \text{Water standing charge} + \text{Sewerage standing charge}$$

If the accommodation is not connected to mains water (Q27), do not include water rate poundage or water standing charge in the above calculation.

If the accommodation is not connected to mains sewerage (Q27), do not include sewerage rate poundage or sewerage standing charge in the above calculation.

The poundages etc can be found in the local authority rates poundage file.

If the water rates are paid as part of the rent or as part of the rates, do not impute the water rates.

Question 29 - Other payments made on accommodation

Editing

Any entries here will be printed out at the editing stage. Check that the reason for the amount shown here is valid for this question.

Services paid for separately by renters should not be shown here. These are coded in the Diary if paid during the record keeping period.

- Notes
1. If regular maintenance charges include a charge for central heating oil, the amount for central heating oil should be deleted and transferred as an annual equivalent figure to Q50(a)(1). If the exact amount is not known then estimate a proportion for oil based on current gross weekly household income using Appendix C. Enter this amount at Q50(a)(1), using a K2, and deduct an equivalent figure from the amount shown here.
 2. Road charges should not be shown here or elsewhere in the A Schedule. Delete and code in the Diary if paid during the record keeping period.
 3. Garage rent and/or rates. Delete and code in the Diary if paid during the record keeping period.
 4. If structural insurance is included in the service charge, this should be accepted.

Questions 30-41 - Mortgages

Definitions

Principal/Capital: This is the amount borrowed. For example, a house costing £50,000 with a 90% mortgage would mean that £5,000 is paid as a deposit and £45,000 is borrowed. The £45,000 represents the principal/capital.

Interest: The interest is paid on the amount borrowed over the period for which the amount is borrowed. The interest is paid to the person lending the money.

Interest and principal/capital mortgage

This is the normal type of mortgage taken out from a building society or local authority. At the same time that the money borrowed for the purchase of the house being repaid, interest charged on the outstanding amount is paid, so that payments any one year consist partly of repayments of the original loan (the principal) and partly of interest. Both principal/capital and interest are paid to the organisation lending the money. Normally more interest would be paid when the mortgage is first taken out. This would gradually decrease until at the end of the period it is mainly principal/capital that is being paid off.

Interest only mortgage

Where a mortgage of this type is taken out, the "principal/capital" part is in fact normally covered by an endowment policy, premiums for which are paid to the Insurance Company. The interest is normally paid to a Building Society.

When the endowment policy matures, the amount is paid out to the organisation providing the mortgage, not to the person who took out the policy, so that it cancels out the principal/capital (the amount originally borrowed). In other words, until the policy matures, the principal of the original mortgage remains outstanding and the mortgagee pays interest only to the mortgage company plus premiums on the endowment policy to the insurance company.

There are other types of mortgages but these will normally be variations on the above. eg. interest only mortgages from a solicitor where the principal is covered by income from stocks and shares that are held by the solicitor as a security, or loan from a relative, friend or employer where no interest is charged.

General notes on mortgages

1. More than one mortgage held for purchase of sampled address: If more than one mortgage is held the source, at Q30, and the coverage of the last payment, Q31, should refer to the largest mortgage. All payments in respect of any mortgages should be entered though. This means that it is possible to have entries at both Q3 and Q35.

If, in addition to the initial mortgage, one or more top-up mortgages have been obtained for the purchase of the sampled address then, provided they are of the same type, the mortgages should be combined. Adjust for period code differences if necessary, before combining the amounts.

2. Mortgage taken out for a purpose other than purchase of the sampled address. If the informant has taken out a second mortgage for house improvement/enlargements, or any other reason, these should not be accepted here but transferred to Q85 (if not already shown there). If this is the only mortgage the informant has then the coding at Q17 should be changed from 5 to 6, and all details at Q30-41 deleted and transferred to Q85.

A mortgage for a second dwelling or a house to be moved into should be deleted and coded in the Diary if paid during the record keeping period.

3. Loans for deposits. where a loan has been taken out for the deposit on the sampled address, this should be treated as a mortgage. (See note 1)

4. Mortgage to an insurance company for an annuity. Owner occupiers aged 70 or over can mortgage their house to an insurance company for an amount of money which then becomes the capital for an annuity. Out of the annuity the recipient pays interest. Code as an interest only mortgage from an insurance company.

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Question 30 - Source of mortgage

Check that only one of codes 1-5 is ringed.

Code 1 includes cases where the mortgage is financed by a building society, but an endowment policy is taken out to cover repayment of principal.

Code 3 includes cases where the mortgage is financed by a bank, but an endowment policy is taken out to cover repayment of principal.

Code 4 includes cases where an individual receives a loan from an insurance company based on an insurance policy already held.

Code 5 includes private loans, mortgages from Friendly Societies and loans from employers (unless the employer is a building society, local authority, bank or insurance company.)

Hire purchase rental is a method of buying accommodation over a number of years on hire purchase ie a deposit is paid and then monthly rental payments are made for an agreed period. At the end of this period a nominal "purchase" payment is made. This type of purchase is arranged by special finance companies.

Note: 1. The interviewer may have multi-coded because the informant has more than one type of mortgage. If this is so the code to be entered here is that which covers the largest payment. Delete all other codes.

Editing

Code 5 will be printed out at edit stage. Check to see whether source specified indicates that it can be reclassified into one of codes 1-4.

Question 31 - Payment coverage

If the informant's payment normally covers interest and capital/principal but because of unemployment the principal/capital payment has been waived, this should be coded as payment of interest only and Qs 32-34 completed.

Editing

Where an informant has more than one type of mortgage there may be answers at both Q32 and Q35. If this is so the signposting from Q31 will be incorrect but a warning message will be printed. Check that all entries are correct and amend Q31 if necessary to show the mortgage that is the largest.

Question 32 - Interest payment on mortgage

If paid direct by DSS then accept here but it should also be shown as income at Q56(d), B Schedule (Supplementary Benefit/Income Support).

Editing

If no entry is made when there should be one, impute the missing payment based on current gross weekly household income from Appendix C. The imputed amount should be entered on a K2. If the period code is also missing enter this on K1.

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Question 34 - Endowment policy covering repayment of principal/capital of the mortgage

If the endowment policy payment was included in the last amount of interest paid, do not abate the interest payment.

Editing

If premium to be paid is not present then impute the missing payment based on current gross weekly household income from Appendix C. There is no category for endowment policy but the life insurance category can be used in its place. The imputed amount should be entered on a K2.

If the year is missing at Q34(d) it should be estimated from the number of years the household has lived at the address (see Q16). For example, if the household has lived at the address for 10 years and the current year is 1989, enter '79' at Q34(d).

If there is a duplicate entry for house endowment at Q73 an error message will appear. The entry at Q73 should be deleted if it relates to the same endowment policy as at Q34.

Question 35 - Interest and principal /capital payment on mortgage

If the mortgage payment is paid direct by DSS then it should be accepted at Q35, but it should also be added to the amount of income support received at Q56(d) - B schedule, (provided it has not already been included there) and entered at Q122. If it does not appear at this question do not enter it.

If the repayment of principal/capital has been waived because of, for instance, unemployment, this should be treated as an 'interest only' mortgage and the payment transferred to Qs32-34.

Co-ownership scheme (coded 5 at 17(b))

Under this scheme the householder pays a mortgage and a rent on the same property. Usually, about half the total amount paid goes towards the mortgage and half toward the rent. Schemes of this kind occur in Northern Ireland and may also be found elsewhere in the UK.

The mortgage payment should be entered at Q35 but the rent payment should be deleted. If rent is not given separately enter the total amount at Q35.

In co-ownership schemes it is unlikely that the mortgage payment will cover interest only but, if this is the case, enter the payment at Q32.

Local authority combined mortgage and rent scheme

This scheme is designed for householders who are purchasing a property from a local authority. As in the co-ownership scheme, the householder pays a mortgage and rent on the same property.

Code Q30 as 'local authority' and Q17(b) as 'mortgage or loan'. The mortgage payment should be entered at Q35 but the rent payment should be deleted. If rent is not given separately enter the total amount at Q35.

Again, it is unlikely that the mortgage payment will cover interest only, but if this is the case, enter the payment at Q32.

Co-ownership and local authority schemes

Please record on a separate sheet the following information for each case that occurs (this is for the RO):

Case number	Rent payment	Mortgage payment	Combined* Rent & Mortgage payment
-------------	--------------	------------------	-----------------------------------

Include any other information which may be of use.

*This amount should be recorded only if the rent is not given separately from the mortgage.

Editing

If there is no entry when there should be one, impute, the missing payment based on current gross weekly household income from Appendix C. The imputed amount should be entered on a K2. If the period code is also missing enter this on a K1.

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Question 37 - Interest paid in last 12 months

The figure to be entered here should be the amount paid in the last 12 months, so if an informant has only paid, for example, 5 months interest do not enter an annual equivalent figure but accept the 5 month entry.

If the interest paid in the last 12 months is not given then check that code 1 at D1 is ringed. Do not impute the information or enter any dates at Q37(a).

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Questions 38-39 - Length of mortgage

Any entries of less than 1 year should be coded as 1 year.

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Question 41 - Other payments included in mortgage payment

Do not abate mortgage payments by any of the amounts shown here.

If there is a note indicating that structure insurance also includes furniture and contents, then:

- Delete the entries at Q41(a) and (b) and recode Q41 to 4 (if there is an entry for mortgage protection recode Q41 to 3)
- Abate the mortgage payment at Q32/35 by the amount paid for the insurance.
- Transfer the details to Q71 (ring code 3 at Q71(a)).

Editing

If the premium on structure insurance is missing, impute on K2 based on current gross weekly household income using Appendix C. If the premium on mortgage protection policy is missing, refer to supervisor.

If there is a duplicate entry for structure insurance at Q71 or for mortgage protection at Q73 an error message will appear. The entries at Q71 or Q73 should be deleted if they relate to the same policies as at Q41.

Questions 42-48 - General notes on telephone

As Q42A is not being keyed in 1989, there are no edit checks linking Q42A(a) with Q42A or Q42. It is important, therefore, to check that Q42A(a) has been answered whenever X is ringed at Q42A.

1. Telephone account PAID DIRECT by employer

If all of the account is paid direct, code X should be ringed at Q42A and no further questions answered.

If a part of the account is paid direct then code Y should be ringed at Q42A, the part paid by the informant entered at Q43 and code 3 ringed at Q48.

If all or part of the account is paid direct delete any entry for telephone expenses at Q120.

2. Telephone expenses REFUNDED by employer

If all or part of these expenses are refunded, code Y should be ringed at Q42A, the whole account entered at Q43 and code 3 ringed at Q48.

Check that the amount refunded is entered against 'telephone' at Q120.

3. Telephone account PAID DIRECT by someone outside the household

If all of the account is paid direct, code X should be ringed at Q42A and no further questions answered.

If a part of the account is paid direct, code Y should be ringed at Q42A, the part paid by the informant entered at Q43 and code 3 ringed at Q48.

If all or a part of the account is paid direct, the contribution made from outside the household should appear at Q122. If it does not appear there do not enter it.

4. Telephone expenses REFUNDED by someone outside the household

If all or part of these expenses are refunded, code Y should be ringed at Q42A and the whole account entered at Q43.

If all is refunded Q48 should be coded 1, but if a part is refunded Q48 should be coded 2 and the informant's share entered at Q48(a).

If all or part of the expenses are refunded the contribution made from outside the household should appear at Q121. If it does not appear there do not enter it.

5. Telephone expenses claimed by a self-employed informant

If a self-employed informant claims for telephone expenses as a business expense the whole account should be entered at Q43 and code 3 ringed at Q48. Check that there is a claim against 'telephone' at Q50 - B schedule.

6. Shared telephone

Where a telephone, and therefore the account, is shared among more than one household the following action should be taken.

- a. Code as Yes at Q42 the household in whose name the telephone is installed ie the household that receives the British Telecom account or who is the British Telecom subscriber. All other households will be coded No at Q42 and at Q42(a).
- b. If coded Yes at Q42, the full amount of the bill should be entered at Q44 or at Qs44 and 46 as appropriate with the amount paid by this household entered at Q48(a).
- c. If coded No at Q42, the amount paid by this household should be entered at Q43. In this case the continuity is not correct but is acceptable.

Notes

1. Telephone bill not yet paid at this address If a bill has not yet been paid at the sampled address, the last bill from the previous address should be accepted. Leave Q43 blank if this is not given.
2. If the telephone rental is paid by Social Services, only the amount paid for the calls that are made should be entered at Q43.
3. Installation charges should be accepted at Q43.
4. Coin operated telephones: Payments through these should only be shown here if the informant is responsible for paying British Telecom. Otherwise they should be coded in the Diaries (see 752) if payments are made during the record-keeping period.
5. If the informant has purchased a telephone this will be coded in the Diary (see 414) if purchased during the record keeping period.

Editing

If the amount of telephone bill is missing and a value should be present, impute the bill, on a K2, based on current gross weekly household income using Appendix C.

Qs 44 and 45: If the last payment is not known enter the amount and period code from Qs 46 and 47 on a K1 (do not treat as imputation).

Qs 46 and 47: If the amount charged on the last advice is not known or is a credit enter the amount and period code from Qs 44 and 45 on a K1.

If no amount is shown at Q44 or Q46 impute a value, based on current gross weekly household income using Appendix C. This should be entered on a K2 and the period code on a K1. The imputed amount must also be entered at Q46 with the same period code shown at Q45, both on a K1.

All telephone expenses refunded by an employer or claimed as a business expense by a self-employed person will be abated manually at editing stage, the former will be based on Q120 and the later on Q50 (B schedule).

Note that if the last payment (Q44) is abated then the charge on the last advice (Q46) must also be abated by the same amount or proportion.

Questions 49-50 - Durables and central heating

General notes

1. Communal washing machines: If a block of flats has washing machines available the basement or wash room for use by the tenants, this does not count as a washing machine continuously available.
2. Washing machine in a shared kitchen: This should be coded Yes on the schedules of all the households sharing, provided that the machine is owned by one of the households in the accommodation.
3. Refrigerator and / or freezer in a shared kitchen: This should be coded Yes on the schedules of all the households sharing irrespective of whether the item is own by one of the households.
4. Central heating: A central supply system includes any types of central heating that can be controlled from within the household. Where the supply comes from a central source outside the home or household code the type of fuel if known, otherwise code DK fuel.
5. If a charge for oil central heating is included in the rent (Q18 or Q22), no entry should be made at Q50(a)(i).
6. In a multi-household rateable unit where the source of heating is situated in one of the households, the coding of the type of central heating as reported by the informant should be accepted.
7. If the central heating is supplied by calor gas the 'DK fuel' code should be ringed.
8. Do not accept durable items which are beyond repair or cannot be used, eg. central heating that has been disconnected.

Editing

If the amount of expenditure on oil for central heating is not known then impute an amount, on a K2, using Appendix C. The amount imputed will be based on current gross weekly household income.

Questions 51-70 - General notes to Electricity and Gas supplies

1. These questions cover all supplies which are "piped" from Electricity or Gas Boards, irrespective of whether the supply is direct to the informant or whether it is re-sold to the informant by a landlord, eg through a privately installed meter, in some other way.

The following are excluded from these questions -

- a. Electricity generated in a private plant.
- b. Gas bought in containers, eg calor or Butane gas.

Any payments covering these items should be shown in the Diaries if made during the record keeping period.

2. A Board Budgeting scheme is one where the informant pays a regular amount to the electricity/gas board and settles up the balance of his account once a year. It is possible however that the consumer pays a regular amount to the electricity/gas board which is collected by the meter inspector and the account is balanced at the end of the year. Although collection may be made weekly, fortnightly or over a longer period this variation should nevertheless be treated as a Board Budgeting account.

3. Account payments with meters If the consumer is supplied with a slot meter of which he has the key and can remove the money at will but a meter-reader periodical reads the meter and renders an account/bill which is paid in the normal way, this method should be treated as an account payment. Any payments made during the record keeping period should be coded to account payment, code 914 for gas and 917 for electricity.

4. Account not yet paid at present address

- i. The account paid at the previous address should be accepted.
- ii. If the present "household" has not occupied a previous address (eg in the case of a newly married couple) leave blank at the coding and checking stage.

5. Rebate not yet received at present address

If the last rebate received was at a previous address then this should be accepted. Q52/62 provided the informant pays by meter at this address. Otherwise code Q52/62 as Yes and leave Q52(a)/62(a) blank.

6. Account paid direct by someone outside the household (excluding DSS)

- i. If all of the account is paid direct code 1 should be ringed at Q51/61 and code 4 at Q51(a)/61(a). All other questions should be blank.
- ii. If a part of the account is paid direct Q51-70 should be completed in the normal way but remember, only that part of the account paid by the informant should be entered at Q53/63.

If all or a part of the account is paid direct the contribution made from outside the household should appear at Q122. If it does not appear there do not enter it.

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7. Payments made direct by DSS

Payments made direct by DSS are deducted from the informant's income support and are called 'fuel direct' payments.

i. If electricity or gas are paid in this way code 1 should be ringed at Q51/61 and code 4 at Q51(a)/61(a).

ii. The amount paid direct by DSS should be entered at Q53/63 if known. If not known leave these questions blank.

iii. Add this amount to the amount of income support received at Q56(d) - B schedule, provided it has not already been included there.

iv. A payment made direct by DSS should also appear at Q122. If it does not appear there do not enter it.

8. Installation charges should be accepted if included as part of the account. If a separate bill is issued for installation, disconnection, repair, etc., it should be coded in the Diaries when paid during the record keeping period.

9. If an informant states that an amount has been deducted from a rebate for rental, maintenance, HP, etc, then this element should be added back to the amount of rebate received.

10. No rebate received when slot meter emptied: If no rebate was received then code No. If a payment was made because the amount collected from the slot meter was insufficient then this should be coded in the Diaries if paid during the record keeping period. If the last rebate is not known then code Yes at Q52/62 but leave Q52(a)/62(a) blank. If the informant did not receive a rebate because contents of meter box were stolen then code No at Q52/62.

11. Collecting fee (where regular budget payments are shown) should be included in any amount paid for electricity/gas.

12. "Primary charge" is the same as 'standing charge' and should be included in the account.

13. Accounts are usually paid quarterly but they may also be paid monthly or bi-monthly.

14. If a local authority budgeting scheme is in operation ie a proportion of the electricity and/or gas charges are included in the rent payments, then the 'fuel element', whether it has been imputed or not, should be deducted from the rent (Q18) and from the services included in the rent (Q22).

Enter this amount at Q53/63 if there is no entry there already. If there is, assume this is only for hall lighting and heating etc. Enter the period code at Q54/64 and ring code 4 at Q51(a)/61(a). If the rent becomes negative or there is a rent rebate refer to supervisor. (See also Q22).

15. Gas/electricity charges included in rent or service charge (Q 18 and 22 or 29)
(excluding budgeting schemes run by a local authority - see para 14)

i. Heating

If heating is supplied from a central source, as in a block of flats, and it is included in either the rent (Q18 and Q22) or the service charge (Q29) do not delete the amount shown at these questions. This is where these charges should be entered. If the amount is not known leave the question blank - do not impute it. (Note - If heating is included in the rent or service charge it will usually be supplied by gas.)

Check that code 1 is ringed at the relevant box at Q50 ('A' schedule). If the type of fuel is not known or calor gas is used then check that code 1 is ringed at the 'DK Fuel' box.

ii. Cooking/lighting etc

Where the amount is known

If cooking or lighting charges are included in either the rent (Q 18 and 22) or the service charge (Q29) delete the amount shown at these questions and enter it at the questions on electricity/gas supply (Pages 14-15 or 16-17 respectively). Amend the main questions (Q51 or Q61) if necessary. If the charge was included in the rent deduct this amount from the rent payable (Q18 and Q22).

Where the amount is not known.

If the amount is not known (ie. 'DK' has been entered) impute the amount based on current gross weekly household income and enter it at the questions on electricity/gas supply (Pages 14-15 or 16-17 respectively). Amend the main questions (Q51 or Q61) if necessary. If the charge was included in the rent deduct the imputed amount from the rent payable (Q18)

Where the amount is not given and no 'DK' has been entered, refer to R0.

Question 52/62 - Slot meter rebates

Power cards, slot cards, power keys, budget keys, discs and tokens

Other names are budget cards, electricity cards, white and pink cards and charge keys.

Little is known to date about the variety of methods which are now available for paying electricity and gas. It appears that their main purpose is to make it easier for people to pay their bills and also to make the collection of their payments more efficient.

Many of these methods are similar, in principle, to the slot meter idea except that card or key is inserted into a meter instead of cash.

All these methods should be treated as slot meter payments and coded 1 at Q51(a)/61(a) and 2 at Q52/62.

If a payment occurs in the diary code as 254 or 255.

Editing

If the amount of rebate received last time is not known then estimates, based on current gross weekly household income, can be obtained using Appendix C. The input figure should be entered using a K2.

Question 53/63 - Last account payment

Editing

If the amount paid for electricity and/or gas is not known this should be imputed on a K2. The imputation should be based on current gross weekly household income using Appendix C. Enter the imputed amount at Q53/63, the appropriate period code at Q54/64, and the date of interview at the date question (Q55/65).

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Question 55/60/65/70 - Dates of last account or advice - board budgeting scheme

Editing

If not known then enter the date of interview. This should be entered using a Kl.

Question 56/66 - Last payment - board budgeting scheme

Editing

If the last payment is not known proceed as follows:

- a. If an amount is shown at Q58/68 then enter this amount at Q56/66. This should be entered on a K1 with the same period code shown at Q59/69 (ie under a board budgeting scheme the last payment equals the charge on the last advice/account).
- b. If no amount is shown at either Q56/66 or Q58/68 see b at Q58/68.

Note that if the last payment is abated then the charge on the last advice/account (Q58/68) must also be abated by the same amount or proportion.

Question 58/68 - Last advice/account - board budgeting scheme

Editing

If amount charged on last advice/account is not known or is a credit then proceed as follows:

- a. If an amount is shown at Q56/66, then enter this amount at Q58/68. This should be entered on a K1 with the same period code shown at Q57/67.
- b. If no amount is shown at either Q56/66 or Q58/68 then impute a value based on current gross weekly household income using Appendix C. This should be entered on a K2 and the period code on a K1.

The imputed amount must also be entered at Q58/68 and the period code at Q59/69 both on a K1. The period codes at Q57/67 and Q59/69 should be the same.

Question 71 - Insurance on structure, furniture and contents, and personal possessions

Check that there is a spender number for each entry.

Except where a premium payment covers 'structure, furniture and contents', there should be an entry for each type of insurance. For example, if one premium covers both furniture and contents and personal possessions, two columns should be completed: one for furniture and contents and the other for personal possessions. The premium should be left in the column in which it was originally entered.

Insurance on personal possessions

1. TV sets, videos, TV games, home computers, washing machines etc
Check whether insurance is for fire and theft or maintenance. If for fire and theft, it should be coded as personal possessions except for a TV, video or a home computer which is rented. These are coded 784 in the diary if paid during the record-keeping period. If for maintenance, it should be coded in the diary if paid during the record-keeping period.

2. Insurance on deep freezers: If no reference has been made as to whether the premium paid is for contents or maintenance, assume all for contents and enter at Q71. If a note says that the premium covers contents and maintenance, code 75% to contents, and enter at Q71, and the remainder to maintenance. The maintenance element should be accepted in the Diaries only if it is paid during record keeping period.

3. Insurance on Caravans/houseboats: If the sampled address is a caravan or houseboat then the premium should be coded as structure insurance at Q71(a). If not the sampled address, accept as insurance on personal possessions at Q71(a).

4. Central heating maintenance contracts should be included at Q9

Editing

Interviewers sometimes enter the number of premiums paid per year instead of the period code. In order to overcome the problem a print message will appear if the period code is 1, Refer this to supervisor.

If there is a duplicate entry for structure insurance at Q41 an error message will appear. The entry at Q71 should be deleted if it relates to the same policy as at Q41.

Imputation

1. Furniture and contents

If the premium is not given it should be imputed on a K2, using current gross weekly household income.

2. Personal possessions

If the insured value is given in the margin, use the rate of 25p per £100 insured to impute the premium and enter this on a K2. If the insured value is not given delete the entry.

Question 71 - Insurance on Structure (Continued)

3. Furniture and contents and personal possessions combined.

If a combined premium is given refer to R0 for splitting and then enter the individual premiums on a K2.

4. Structure, furniture and contents

i. If the combined premium is given.

Delete the insured values at Q71(d) and 71(e) - if given, as they are not required. The calculation program will split the premium between structure and furniture and contents.

ii. If no premium is given but one or both insured values are known.

Do not delete the insured values as they will be used by the calculation program to impute the premium.

iii. If neither the premium nor the insured values are known.

The premium for each component should be imputed on a K2 using current gross weekly household income.

Question 72 - Private Personal Pension

| Check that there is a spender number for each entry.

A private personal pension may also be called a 'personal pension' or a 'private pension'.

These pensions may be taken out by self-employed persons or by employees who either do not have a company pension scheme or have opted out of it to set up their own 'personal pension'.

| If a personal pension is set up on behalf of some one else it should be transferred to Q73.

| If a lump sum is paid or a lump sum plus regular payment, accept the total amount given.

Editing

If the amount of the last premium is not known impute the amount, on a K2, using current gross weekly household income (Life Insurance category).

| If there is a duplicate entry for a personal pension at Q73 an error message will appear. The entry at Q73 should be deleted if it relates to the same policy as at Q72.

Jan 89

Question 73 - Life, death, endowment policies

Check to see whether there are any entries at Q73. If yes then code the Office Use Box as follows

Mortgage protection policy	1
House endowment (where house is specifically mentioned)	2
Endowment	3
Life (exc. fixed term) or death	4
Fixed term life	5
Others	6

Check that there is a spender number for each entry.

Notes

1. If superannuation and widows' and orphans' insurance is deducted from salary, it should not be entered at this question.
2. Unit trust investment. Where a premium is paid to a Unit Trust (eg Save and Prosper) and the proportion for life assurance is not given, then accept the whole amount at Q73 and code 6. If the proportion for life assurance is given separately, then enter this amount at Q73 and code 4. The remainder should either be coded at Q104 as 803, or in the Diaries if paid during the record keeping period as 803.
3. Some life assurances include an element for personal accident. Claims can be made at any time for accidents happening to the insured. If the proportion of premium for accident is known then this element should be transferred to Q74 and coded 1, the remainder staying at Q73 and coded 4. If not known then code the whole amount at Q73 as 6.
4. Any kind of endowment insurance (eg life and endowment, death and endowment or education endowment) should be coded 3 at the OFF USE box.
5. If informant states that he normally pays insurance but has a "free year" this year accept last payment irrespective of when it was paid.

Editing

If premium payable on mortgage protection policy is missing then refer to supervisor. Other missing payments are to be imputed on K2 using current gross weekly household income (Life Assurance category).

If there is a duplicate entry for mortgage protection at Q41 or house endowment at Q34 or a personal pension at Q72 an error message will appear. The entries at Q73 should be deleted if they relate to the same policies.

If the year is missing and the premium relates to a mortgage protection policy, it should be estimated from the number of years the household has lived at the address (see Q16). For example, if the household has lived at the address for 10 years and the current year is 89, enter '79' in the 'year' box. Otherwise refer to RO for an estimate.

Jan 89

Question 74 - Other insurance policies

Check to see whether there are any entries at Q74. If yes then code the Office Use Box as follows:

Personal accident	1
Private medical	2
Friendly Societies and Sick clubs	3
Other insurance	4

| Check that there is a spender number for each entry.

Personal accident (code 1) includes:

i. Personal accident and fire

Transfer half the recorded amount to Q71 and code to furniture and contents. Code the remainder at this question.

ii. Private accident policy for a pedal cycle (accident and theft)

Transfer half the recorded amount to Q71 and code to personal possessions. Code the remainder at this question.

iii. Personal consolidation policy.

iv. Police group insurance.

Private medical (code 2) includes:

BUPA, HCS, PPA, PPP, WPA

Friendly societies and sick clubs (code 3)

Friendly Societies are mutual benefit insurance societies. They include:

Benevolent fund (unless stated to be a charity)
Burial club
Civil Service Sanatorium
Crematorium Fund
Death Levy
Dock distress fund
Family service unit
Firemen's benevolent fund
HSA
Medical aid
Mutual aid
Oddfellows
Penny in the £ hospital fund
Sick clubs

Question 74 continued

Other insurance (code 4) includes

- i. Insurance to cover loss of salary whilst in hospital
- ii. Medical defence union - if informant is an employee. If informant is self-employed it is accepted as a business expense and should be deleted.
- iii. Animal insurance
- iv. Rentokil insurance

The following should be excluded from the question

- i. Insurance on TV sets, videos, TV games, home computers, washing machine deep freezers etc (see Q71).
- ii. Insurance on personal goods such as furs, jewellery, cameras etc (see Q71)
- iii. Insurance on caravans/houseboats (see Q71).
- iv. Insurance on car windscreens. This should be deleted and transferred on an equivalent period basis to Q77(e) or Q79(e).
- v. Holiday insurance, green card insurance and AA insurance. Holidays abroad should be coded in the Diary if paid during the record keeping period.
- vi. Insurance for repayment of loans This should be included in the repayment at the relevant loan question.

Editing

If the premium is not given refer to supervisor for an estimate.

| If there is a duplicate entry for Friendly Societies' insurance at Q17 (B schedule) an error message will appear. The entry at Q74 should be deleted if it relates to the same policy as at Q17.

Question 75 - Television sets, video recorders, home computers, cable TV

Check that there is a spender number for each entry.

If one payment covers more than one rented item, then there will be a column for each item but the amount paid, at Q75 (b)(ii), will be entered in one column only. The amount will be split at editing stage.

Notes:

1. Rent of TV aerial included in TV rental should be accepted as part of the rental at Q75 (b) (ii).
2. Set needing repair: If a TV licence (see Q76) is held for the set even though it is broken and not working it should be accepted. If no TV licence has been purchased in the last 12 months delete any TVs that are not working.
3. Cable TV must be rented it cannot be owned. It is possible either to rent or to own the TV to which the cable is attached.
4. Where part of the licence fee is included in the television rental: Abate the rental by this amount and enter the whole TV licence fee at Q76(a).
5. Items being bought through TV slot meter rebates by regular instalments: Where an item is being bought in this way, it is usually treated as being purchased under an HP agreement and should therefore be entered at Q86. If the amount paid varies then refer to supervisor. The gross rebate should be shown at Q75(c)(i) and any slot meter payments in the Diary should be coded as such when appearing there.
6. Shared TV sets: If the set is in a communal room then it should be shown on the schedules of all the households who have access to the TV. If however, one of the householders has a set (which he may own or rent) in his own private accommodation but allows people in other households to watch it, then it should be shown only on the schedule of the owner or renter.

Editing

If the amount of rental paid for a television is missing then impute, on a K2, using current gross weekly household income from Appendix C.

If the rebate from a TV slot meter is not given no imputation is required.

For combined TV and video rental

- a. If the payment is greater than £20 then accept £10 for the TV and the remainder for the video.
- b. If the payment is £20 or less then split on the basis of 1/3 for TV and 2/3 for video.

Combined TV and cable TV rental

If the individual rentals cannot be separated refer to R0.

Jan 89

Question 76 - TV licence

Note that the total amount paid by all spenders should be entered at this question.

If an amount for TV licence is included in the rent deduct this from the rent at Q and also from Q22 and transfer an annual equivalent figure to this question.

Editing

If the amount spent on TV licence is not known then impute, using K2, the correct value of a TV licence, as shown in Appendix D. Unless there is an indication to the contrary, assume a coloured TV licence was purchased and that it was bought at the time of interview.

Questions 77/79 - Ownership or continuous use of motor vehicle

Check that there is a spender number for each entry.

Check that road fund tax and insurance are not duplicated between questions 77 and 79. If an insurance is carried over from one car to another it should only appear in the one place (probably Q79 but not necessarily). If a top up has been paid you would expect this to appear at Q77.

Check that vehicles sold in the last 3 months (Q82) which are not part of a business are accounted for at Q79.

Notes:

1. Car includes invalid tricycles, three wheel cars and normal cars converted for invalid use.
2. Van includes lorries, land rovers, jeeps, motor caravans, caravanettes.
3. A spender may own or have the use of a vehicle which is either not taxed or insured or is "off the road" for repair and these should be included. Company cars used exclusively for company business should be excluded.
4. A self employed person cannot have the continuous use of a motor vehicle supplied by an employer. Therefore all motor vehicles belonging to a self employed person would normally be coded 1 at Q77(g) and Q79(g). If coded 2 then check Q77(h) to see whether it is supplied by someone else eg relative.
5. A vehicle registered in a husband's name but used continuously by his wife should be coded as owned by husband.
6. 'Continuous use of' includes cars supplied by employer, spouse's employer etc but does not include hire cars used from time to time eg for holidays. Cars purchased from employer are also excluded.
7. Exclude any vehicles bought or sold as part of a business. If an informant buys and sells vehicles as a business treat him as self employed.
8. Insurance for damage to windscreen should be included in vehicle insurance.

Editing

If an entry for motor vehicle insurance is not known impute a value, on a K2, based on current gross weekly household income using Appendix C. If an amount for road fund tax is not known then enter the appropriate amount from Appendix D using a K1. In both instances check whether the amount has not been entered because it is paid by an employer or firm. If this is the case then leave the question blank.

A print message will occur if any of the period codes have values 1 to 6. If a monthly or quarterly period code has been entered it is possible that the person has actually paid only a month's or quarter's road tax/insurance during the last 12 months in which case the amount should be accepted and the period code changed to 8.

If it appears that road tax/insurance is being paid each month or quarter then this will need to be grossed up to an annual figure and the period code changed to 8. Read carefully any interviewer notes before making any adjustment to the figures.

Question 81 - Vehicles purchased in last 3 months

Check that there is a spender number for each entry.

Check that any road fund tax or insurance has not been duplicated at Q77 or Q79. If it has, then delete that element at Q77 or Q79. Do not abate the cash price because of inclusion of road fund tax, insurance or part exchange.

Check that vehicles included at this question and at Q87 are accounted for at Q77 or Q79.

Notes

1. Cars bought on HP or by loan from an organisation should not appear here but Qs 85-86. Transfer details if this is the case. Note that motor vehicles purchased in the last 3 months using a loan given by an employer who does not provide loans to the general public, should be accepted as being bought outright and should therefore appear at Q81.
2. Delete any car bought on the day of interview.

Editing

Where it is known that the purchase price includes road fund tax but no amount is shown then, if possible, estimate an amount based on the number of months between purchase of vehicle and next payment for road fund tax. If this is not possible to do then enter a 6 month value for second hand vehicles and a 12 month value for new vehicles.

A print out will be given of any purchases of vehicles where an amount was included for part exchange or trade in at Q81(f)(i). Check that this figure is not also shown at Q82(c)(i). If it is then delete from there.

Question 82 - Vehicles sold in last 3 months

| Check that there is a spender number for each entry.

Check that vehicles included at this question which are not part of a business are accounted for at Q79.

Question 83 - Season tickets

Check that there is a spender number for each entry.

If any informant holds a season ticket, then the mode of transport covered by the ticket should be entered. The coding frame is:

Train only	1
Tube only	2
Train and tube	3
Bus only	4
Bus and tube	5
Bus and train	6
Bus, tube and train	7
Other	8

Exclude OAP concessionary bus passes, permits, tokens or tickets - see Q73 - B Schedule.

Exclude passes that enable the informant to obtain reduced fares on buses or trains. These are not season tickets.

If a season ticket is obtained on credit it should also be shown at the credit questions 85-87.

Season tickets (eg bus clipper card) for state school and private school children are sometimes entered at both Q83 and Q109. The following table shows the procedure for dealing with the various situations which are likely to occur. This results in an element of 'double counting' but this is acceptable.

<u>Season tickets</u>			<u>If occur in diary</u> <u>Use code:</u>
State school children	- Accept at both	Q83 and Q109	
	If entered at	Q83 only	950, 951 or 954
	" "	Q109 only	977
	" "	Q83 <u>and</u> Q109	977
Private school children	- Accept at	Q83 delete from Q109	950, 951 or 954

School Bus

State school children	- Delete from	Q83 accept at Q109	977
Private school children	- Accept at	Q83 delete from Q109	950, 951 or 954

Question 84 - Credit card accounts

1. Check that there is a spender number for each entry.
2. A credit card is a card allowing an informant to obtain credit from a bank or organisation to obtain goods or services up to a certain limit on production of that card. It does not include cheque or charge- cards. Chargecards should be coded 2 at Q87.
3. A joint credit card will appear only once. It will appear under the person who is responsible for paying the account.

Questions 85-87 - Definitions of precodes

Question 85 - Loans

Code 1 Finance House direct

Money borrowed from a finance house can be arranged either direct or, through an agent or vendor. If the money was borrowed from a finance house but the instalments are being paid to the vendor this is an HP agreement. The information should therefore be transferred to Q86.

Code 2 Second mortgage

Second mortgage is a loan acquired by using the informant's accommodation as security. The amount of money borrowed is usually considerable and is used for major items of expenditure, eg home improvements, purchase of a car. (A second or top up mortgage used to purchase the sampled accommodation should be entered at Q.30-41 (A schedule) if this has not already been included there).

Second mortgages are sometimes referred to as "personal loans" or 'bank loans' but if the accommodation is used as security then it is a second mortgage.

Codes 3 and 4 Bank or Building Society direct

The most common form of loan direct from a bank or finance house is a personal loan. It may cover the full price of an article or service or it may cover only part depending on the borrower's circumstances. (NB In this case the cash price would, still be the total price of the item if it had been bought outright).

Overdrafts - these should not be shown at Q.85 at all. If used to purchase car see Q81 otherwise ignore.

Code 5 Loan from employer

Where the employer is an organisation that grants credit direct to the public, eg bank, finance house etc, as a normal part of its business, then accept the data at Q85 but recode Q85(a) 1-4 as appropriate.

If the employer is one that does not grant credit to the public as part of its business this should be treated as a cash loan but do not delete. If the item purchased was a motor vehicle then transfer details to Q81 if the purchase was within the last 3 months and code the loan entry to 942-944. Similarly, if the loan was for a season ticket purchased in the last 12 months transfer the details to Q83 and code the loan entry to 950-954.

Note: If a loan has been obtained to pay off a series of other loans, this should be accepted. Code 1 to 5 as appropriate at Q85(a) and enter item code 787 at Q85(f).

Code 6 Loan from DHSS Social Fund

Starting in April 1988 what used to be lump sum payments from the Supplementary Benefit/Income Support Office for items such as furniture, clothing, cookers etc will be made in the form of a loan to be paid back by direct payments or deduction from benefit. In the latter case the amount should be added to the same benefit if not already included (adjust for period code differences if necessary.)

Questions 86-86A - HP or credit sale agreement

Hire purchase is normally arranged by the shop where goods are purchased, and the instalments are repaid to the shop ie the vendor. If the instalments are being paid direct to a finance house instead of the vendor this is not an HP agreement, so the information should be transferred to Q85 - code 1 at Q85(a).

Note that with HP the customer does not own the goods until the last instalment is paid and if he defaults and has paid less than 1/3, the goods can be repossessed. A credit sale agreement gives the purchaser ownership of the goods at once.

Question 87 - Budget/option account, chargecard, mail order etc.

Code 1 Budget or option account

A budget or option account is usually with a department or chain store. With a budget account the customer undertakes to make certain payments into an account, usually at a regular rate and time interval. In return, they are able to purchase goods on credit up to a certain figure specified in the original agreement. With an option account, goods are also bought on credit, but the monthly statement received from the store can be paid in full or by agreed instalments. If paid in full, no interest will be charged.

Holders of budget or option accounts are often issued with a plastic card similar to a bank credit card. This is NOT TO BE TREATED AS A BANK CREDIT CARD BUT AS BUDGET OR OPTION ACCOUNT. This card can be used sometimes in a number of shops, eg. Readycredit card can be used in Rymans and Top Shop.

Code 2 Chargecard/Store card

A card issued by a store for use in the store, examples are Marks & Spencer and Debenhams. The card holder has a pre-arranged credit limit and can obtain goods including food up to that limit. Each month the cardholder is sent an account statement showing goods purchased. The cardholder must pay off the whole of the amount each month; no interest is charged. Chargecards are gradually replacing budget and option accounts. Many shops have their own store cards eg John Lewis, Dixons, but interest is charged on these.

Code 3 A club run by a shop

Clubs are usually run by small shops principally for clothing, toys and household goods. In many cases the customer has to make a number of payments to the club before being entitled to make a purchase. Note that Xmas clubs, savings clubs, etc. are excluded.

There are various schemes run by different co-operative retail societies. These should be coded 3 unless they are HP or credit sales agreements when they are coded at Q86/86A or loans when they are coded 1 at Q85(a).

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Code 4 Mail Order Agent

This includes all payments made to the mail order agent, or direct to the mail order club, acting on behalf of a mail order firm (eg Littlewoods, Great Universal etc). the informant is an agent and also makes purchases for herself, her instalments should be coded to Mail Order Agent, while any postage on behalf of the club is business expenditure and should be deleted. Any purchases made for customers should also be deleted.

Code 5 Any other mail order organisation

This is where an informant deals direct with the mail order firm and includes direct payments to firms that advertise in the press. All goods are ordered by post and no one is paid any commission.

This person will not receive an income as a mail order agent in respect of these transactions.

Mail order firms can also arrange HP and credit sales, such arrangements should be coded at Q86/86A.

Code 6 Check trader

Here the customer pays for goods by check. Usually a check trader calls on the customer to sell checks which can then be used to buy goods such as clothing, textiles and small household goods in a number of shops. Some retailers also issue checks. The largest check trading organisation in the country is the Provident. This type of trading is most prevalent in the North of England. Check traders also provide HP and credit sale facilities which should be coded at Q86/86A and loans - code 1 at Q85(a).

Code 7 Loan from other person or organisation (except credit cards)

This code is for any doubtful or unusual schemes and the coder should transfer, accept or delete as necessary. Legal fees or legal aid being paid in instalments may be accepted at Q87 code 7 (but if legal fees appear in the diary as a once only payment, code to 799). Refer any doubtful cases to the supervisor.

Notes.

1. Loans from relatives/friends etc delete all information concerning any such loans. If the loan was used to purchase a motor vehicle in the last 3 months, transfer all relevant information to Q81.
2. Provident check arrangement should be coded as a check trader, code 6 at Q87, unless it is clearly an HP or credit sale agreement when it should be coded at Q86/86A or a loan - code 1 at Q85(a).
3. Christmas club hamper, Christmas club and book club payments should be deleted from this question and coded in the diary when they appear there.

Christmas club hamper - code 199,
Christmas club payments - code 803
Book club payments - code 721
4. Delete all items bought on the day of interview.
5. Cash loans obtained direct from a Bank or Finance House should be referred to Research. It has been found that an increasing number of such loans have in fact been for specific items. Do not delete.
6. A bridging loan for the purchase of a property should be treated as a short term cash loan and deleted.

7. If interest is paid on a mail order purchase, this should be classed as HP and coded at Q86/86A.
8. Continuous credit schemes: Where credit is extended to cover additional items and the original loan is never paid off, delete all references.
9. Car leasing: Delete the entry and enter a weekly amount in each week of the diary - code as 556.

Question 85 - Item being bought by a loan

1st Quarter 1989 only

Due to an oversight the box at the top of page 32 (Q85) in the A schedule was print in faint black type instead of heavy black type.

Please go over the outline of the box in red so that the red is clearly seen. If this is not done the information will not be keyed. This must be done for every A schedule in the first quarter.

Grid at top of page 32 - A schedule

In 1989 a grid is being introduced at the top of page 32 in the 'A' schedule. Its purpose is to help interviewers sort out the problems which arise when a single loa covers several items. It should also help coders and editors to sort out the same problems when the budgets arrive in PAB. An explanatory note is given to the right of the grid. The information in the grid is not being keyed.

Check that there is a person number for each entry.

If more than four items are purchased by a loan then additional pages should be add and the column numbers changed to 5, 6 etc.

Apportioning the loan

If more than one item is purchased with a loan each item should be entered in a separate column. The amounts shown at the following questions should then be apportioned on the basis of the cash price Q85(i) of the items purchased:

- Q85(b) - amount of loan
- Q85(c) - last payment ie instalment
- Q85(k) - down payment

Code the items purchased in the top Office Use box at Q85(f).

Note that the amount allowed in part exchange at Q85(j) should not be apportioned. If one of the items purchased is a car and an amount has been allowed in part exchange, refer to supervisor before apportioning.

After apportioning, check that the total amount of the loan has been accounted for, ie check that:

$$\begin{array}{rclclcl} \text{Loan} & = & \text{Cash price} & - & \text{Part exchange} & - & \text{Down payment} \\ \text{Q85(b)} & = & \text{Q85(i)} & - & \text{Q85(j)} & - & \text{Q85(k)} \end{array}$$

Dealing with the 'residual sum' or 'remainder'

Sometimes the total amount spent on all the items purchased (after allowing for par exchange and down payments) comes to less than the loan itself. (See formula given in previous paragraph).

This residual sum or remainder may have been spent on a variety of items or it may not have been spent at all. If it is clear from interviewer notes that the informa does not know what the money was spent on or whether it was spent at all, code the remainder to 999, otherwise refer to R0.

Notes:

1. If the informant has agreed to pay £X in instalments but prefers to pay variable amounts, accept amount paid last time at Q85(c).
2. If there are two loans from separate sources in respect of the same article, both loans should be coded as two separate agreements. The cash price should be proportioned between the two.
3. Where the informant acted as a guarantor for an item bought using a loan and is now paying off the instalments, the entry should be deleted and a weekly amount entered in each week of the diary - code as 799.
4. If a loan has been obtained from the DSS social fund and the amount at Q85(c) has been deducted from a benefit then this amount should be added to the same benefit if it has not already been included there (adjust for period code differences, if necessary).

Editing

A print message will appear if Q85(a) is coded 5. If the informant's employer grants credit direct to the public as part of its business then the question should be re-coded 1-4 as appropriate, otherwise it should be left as code 5.

Note that if the loan amount Q85(b) is abated then all the other monetary entries (ie loan payment, cash price, part exchange and down payment) must be abated by the same amount or proportion.

Question 86/86A - Item being bought under HP or credit sales agreement

Check that there is a spender number for each entry.

If more than four items are purchased by HP or credit sales agreement, then additional pages should be added and the column numbers changed to 5, 6 etc.

Apportioning the HP agreement

If more than one item is purchased under the same agreement each item should be entered in a separate column. The amounts shown at the following questions should then be apportioned on the basis of the cash price (Q86A(d)) of the items purchased

86A(g) - down payment
86A(h) - instalment

Code the items purchased in the top Office Use box at Q86A(a).

Note that the amount allowed in part exchange at Q86A(f) should not be apportioned. If one of the items purchased is a car and an amount has been allowed in part exchange, refer to supervisor before apportioning.

Notes

1. Where the hire purchase price (ie cash price plus interest) is given but the cash price itself is not known, refer to the RO for an estimate.
2. If the informant has agreed to pay fX in instalments but prefers to pay variable amounts, accept the amount paid last time at 86A(h). If the article bought was paid off in one payment, even if the first payment was interest free, then accept at Q86A.
3. Where the informant acted as a guarantor for an item bought by HP or credit sale and is now paying off the instalments, the entry should be deleted and a weekly amount entered in each week of the diary - code as 799.
4. If an instalment has not been paid then there must be a down payment. If no down payment has been entered refer to RO.

Editing

Note that if the cash price is abated then all the other monetary entries (ie part exchange, down payment and instalment) must be abated by the same amount or proportion.

Question 87 - Item being bought with arrangements coded 1-7

| Check that there is a spender number for each entry.

If more than 15 items are purchased under one or more of these arrangements, then additional pages should be added and the line numbers changed to 16, 17, etc.

Code the items purchased in the Office Use box.

Editing

There will be a printout for all entries which have been coded 7 (loan from other person or organisation) at schedule reference Q87D3. Check whether these entries should be there or could be deleted, and, if they should be there, whether they can be reclassified into one of the other categories shown at Q87.

| If food has been purchased but not itemised then code the total amount to 199. If alcoholic drink is included in the total refer to R0.

Question 88 - Second dwelling

INCLUDE as SECOND DWELLING only permanent accommodation eg holiday home, town flat, fixed caravan or beach bungalow, in which one can live permanently.

EXCLUDE as SECOND DWELLING a permanent second dwelling outside UK (ie outside England, Scotland, Wales and Northern Ireland).

In addition to the accommodation in which the household is living, a MAIN DWELLING includes any accommodation to which the household or a household member may be moving (eg on marriage).

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Questions 89-92 - Expenditure on main and second dwellings

For a description of main and second dwelling see Q88.

With the exception of Q89(b) the subsidiary questions asked at Q89-92 are identical.

Check that code 1 in the OFFICE USE boxes at the top of each page has been ringed where appropriate and also the main and/or second dwelling codes at Q89(a) to Q92(a).

Amount to be entered at Q89-92

The amount entered at Q89(d), 90(c), 91(c) or 92(c) should be the amount the informant has actually paid during the last 12 months either to 'someone else' (eg builder, electrician) or for 'do-it-yourself' items (DIY) or both.

i. Loan payments

If a loan of say, £3000 is obtained to pay for an extension to the home but only £2,000 of this was paid to a contractor during the last 12 months, then £2000 should be entered at Q91(c). The instalment payments on a loan should not therefore be included at Q89-92.

ii. Instalment credit or HP payments

In an HP agreement the purchaser pays for the goods by instalments and these are paid direct to the vendor not to a bank or finance house as in the case of a loan. In an HP agreement therefore, it is the total amount paid in instalments during the last 12 months which should be entered at Q89-92.

iii. Grants from a local authority and refunds from an insurance company.

A grant from a local authority or a refund from an insurance company, if paid direct to the household, should be included at these questions but a grant or refund paid direct to the contractor should be excluded.

Again, it is the amount which the informant has actually paid during the last 12 months which should be entered at these questions.

Checking back to the loan or HP questions

If the goods were paid for by:

Loan	-	code 3
Other instalment credit or part cash/part other instalment credit	-	code 4
Part cash/part loan	-	code 5

Check that the information has also been entered at the loan or HP question as appropriate. If it is not given there refer to R0.

Method of payment

If one or more different methods (including instalment credit) are used to pay for the goods then ring code 4 and delete any other codes ringed at Q89(e), 90(d), 91(d) or 92(d).

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Notes

1. Central heating installation, (Q89)

Include initial installation as well as total replacement of a central heating system.

2. Central heating repairs (Q90)

Include maintenance contract payments eg. Gas Board schemes.

3. These questions are still experimental, so any entries elsewhere in the A schedule (Q85-87 and Q104) or in the diary should be coded to the item or service purchased not the 900 series.

Editing

If the amount is not known refer to RO for an estimate. The estimated amount should be entered on a K2.

Do not abate the amount paid if any of it is being claimed as a business expense.

Question 93 - Expenditure on purchase or sale of property

Check that there is a spender number for each entry.

1. Note the signposting change in 1989. If only furniture removal or storage payments (codes 5 or 6 at Q93(a)) have been made then Q93(b) and (d) should be blank but they should be answered if Q93(a) is coded 1 to 4.
2. If the informant has given the exact amounts spent on conveyancing fees, estate agents' fees or surveyors' fees then each should be entered in a separate column and the amounts shown at Q93(c). Ring the appropriate code at Q93(a).
3. Do not accept estimates for conveyancing fees, estate agents' fees or surveyors' fees. If estimates are given enter the combined fees at Q93(c) and ring code 4 at Q93(a).
4. If codes 1 or 2 or 3 at Q93(a) are multi-coded but only the combined fees are given then ring code 4 at Q93(a) and delete the other codes.

Notes

1. Include expenditure on the purchase or sale of any property except property which is only used for business.
2. Conveyancing fees etc should still be included even if the purchase or sale of the property did not materialise.
3. Stamp duty, land registry fees and local authority search fees should be excluded.
4. Conveyancing fees paid in connection with a re-mortgage of a property should be excluded.
5. This question is still experimental, so any entries elsewhere in the A schedule (Q85-87 and Q104) or in the diary should be coded to the item or service purchased not the 900 series.

Editing

If the amount is not known refer to R0 for an estimate. The estimated amount should be entered on a K2.

Do not abate the amount paid if any of it is being claimed as a business expense.

If charges for furniture removal or storage have been included in the combined fees, refer to R0. Do not refer any other cases to R0.

Question 94 Expenditure on furniture (in the last 3 months)

This question applies to new and secondhand furniture.

This question is still experimental, so any entries elsewhere in the A schedule (Q85-87 and Q104) or in the diary should be coded to the item purchased not the 90 series.

Editing

If the amount is not known refer to R0 for an estimate. The estimated amount should be entered on a K2.

Question 95 - Expenditure on carpets and carpeting (in the last 3 months)

Include: fitting charges

Exclude: vinyl/plastic floor coverings

This question is still experimental, so any entries elsewhere in the 'A' schedule (Q85-87 and Q104) or in the diary should be coded to the item purchased not the 900 entries.

Editing

If the amount is not known refer to R0 for an estimate. The estimated amount should be entered on a K2.

Delete the amount at Q95(a) if it is £50 or less and recode the main question.

If carpets have been purchased by HP (instalment credit - code 4 at Q95(b)), and the amount spent in instalments during the last 3 months (Q95(a)) is £50 or less, this should be deleted. (Strictly speaking, HP payments should not be deleted; this is simply to avoid any problems arising because of the £50 cut-off point).

Questions 96-102 Expenditure on holiday

Check that there is a spender number for each entry.

Notes:

1. These questions are concerned with expenditure made during the last 3 months irrespective of whether the holiday has been taken or not and regardless of the length of the holiday taken, so the holiday can be of any length.
2. Holidays taken at the informant's home or holiday home or with relatives where there is no payment on a commercial basis should be excluded.
3. Holidays taken in the Channel Islands or Isle of Man should be excluded. These islands are not a part of the UK.
4. These questions are still experimental, so any entries elsewhere in the 'A' schedule (Q85-87 and Q104) or in the diary should be coded to the item or service purchased not the 900 series.

Editing

If the amount is not known refer to R0 for an estimate. The estimated amount should be entered on a K2.

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Question 103 - Current/budget accounts and bank service charges

Check that there is a spender number for each entry.

Bank current accounts which yield interest (eg Lloyds Classic a/c, Midland Vector a/c) should be included but bank deposit or savings accounts should be excluded from this question.

The following items should be excluded from Q103(b)(i):

- i. Charges on bank credit cards
- ii. Counter charges for cashing cheques - these should be coded as 799 in the diary if paid during the record-keeping period.
- iii. Interest charged on loans, overdrafts and bank budget accounts.

Editing

If the amount at Q103(b)(i) is not given but a 'DK' has been entered then impute, on a K2, using current gross weekly household income (see Appendix C).

If the amount is not given and no DK is entered, recode Q103(b) to 2.

If a joint account is held there should be a separate entry for each informant. Any service charges should be divided equally between the joint account holders.

Do not abate bank service charges because of any business element.

Question 104 - Payments by standing order or direct debit

Check that there is a spender number for each entry.

Standing orders/direct debits may be arranged through a bank account, bank budget account, National (Post Office) Giro account or a Building Society account.

Payments made through bill-paying firms should also be included eg

Homewise (management charge - £5.00 per month - code 799)

Secure Homes (" " - £1.50 " " - " ")

If the management charge is not given separately it should be deducted from the monthly or weekly payment.

Code the items being paid for in the Office Use box using diary codes.

Use the '900' series for coding any A or B schedule items which occur at this question. Do not delete any items appearing elsewhere in the A and B schedules.

Editing

If Q104 is coded 1 a print message will appear. Check that the diary codes are correct. If any of them need amending delete the whole entry using a K4. Enter t correct details on a continuation sheet and complete a K15.

Question 105 - Prescriptions - items acquired free of charge

| Check that there is a person number for each entry.

Delete any items acquired on a prescription season ticket.

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Question 106 - Free Welfare Milk

- | Check that there is a person number for each entry.
- Delete any entries for dried milk or milk tokens.

| AS FROM 2ND QUARTER 1989

This question will apply only to persons aged under 61.

Question 107 - Free School Milk

Check that there is a person number for each entry.

Free school milk is supplied to children up to their seventh birthday (11th birthday in some LEA's) at registered day nurseries, playgroups, state primary schools or t approved child minders. The normal amount is one third of a pint per day.

For children with particular health problems, milk may be supplied up to their sixteenth birthday or the allowance may be more than one third of a pint.

Editing

The question now asks about the number of bottles or cartons received (it used to ask about the number of pints). Each bottle or carton should contain 1/3 of a pin

If Q107 is coded 1 a print message will appear. Check to see whether the answer i still given in terms of 'pints' and if so, amend the number of pints to the number of thirds of a pint eg 1 2/3 pints should be amended to 5. If '1/3 pint' is entered refer to supervisor.

AS FROM 2ND QUARTER 1989

This question will apply only to persons with children at state schools.

Question 108 - State School Meals

| Check that there is a person number for each entry.

The total amount paid in the last seven days (Q108(d)(i)) should be accepted irrespective of the period it covers. Similarly the entry at Q108(b) should be the number of school meals the child has had in the last seven days.

| Delete any entries for 'tuck shop' purchases.

Question 109 - Travel to State School

| Check that there is a person number for each entry.

This question applies only to children travelling by bus or train to a state school
If the child travels by taxi the entry should be deleted although if the taxi is
provided in lieu of a bus or train then accept the entry.

The total amount paid in the last seven days should be accepted irrespective of the
period it covers.

| See instructions at Q83 concerning duplication of 'season ticket' entries for state
school and private school children.

Questions 110-119 - General notes on education questions

These questions are asked of all spenders in respect of full and part-time education including leisure classes.

1. Courses up to and including 'A' level include.-

National diploma
National certificate
A/S level
GCE A-level
General Certificate of Secondary Education (GCSE)
Certificate of Pre-vocational Education (CPVE)
City and Guilds/BTEC Foundation Programmes of Pre-vocational studies
BTEC First Certificate
" First Diploma
SCOTVEC National Certificate
Scottish Certificate of Education - ordinary grade
- standard grade
- higher grade
Certificate of six years study (CSYS) (Scotland)
City and Guilds - Level 1 general education
" 2 industrial competence
" 3 leading to supervisory roles
RSA course (most) - Pre-vocational
- Office/secretarial skills
- Advanced Diploma
State Registered Nurse (SRN)
Registered General Nurse (RGN)

Courses above 'A' level include:-

First degree
Teacher Training
Higher Degrees
Higher National Certificate
Higher National Diploma
BTEC Continuing Education Certificate
BTEC " " Diploma
SCOTVEC Higher National Certificate
" " " Diploma
Diploma in Higher Education
City and Guilds - Career Extension Level - Master technician registration
- Licentiate of the C & G - Professional degree
A variety of professional courses

2. State grants will exclude fees, these are paid direct to the educational establishment by the state. Grants from overseas governments or private sources in the UK or overseas will include fees.

3. Private grants include grants from employers, and also HM Forces and the nationalised industries (when they are employers).

4. Fees for children attending Grammar Schools in N. Ireland should be coded 'private' at Q110-111 or Q116-117.
5. Exam fees should be accepted at the relevant question.
6. Accept grants for items such as books, stationery, clothing, (exc clothing vouchers) travelling expenses, instruments and maintenance of relatives.
7. If a grant is made by an employer for the children of an employee, it should be added to the salary of the parent at Q111, 17(a) and 26(a) and (b) (B Schedule) on a proportional basis. For example, if the salary was paid monthly then 1/12 of the total value of the grant should be included in the salary. Delete any entries at Q110 or Q117 but include the grant (as a payment) at Q111, Q112 or Q116.
8. If fees are paid direct by an employer for the children of an employee, these should be accepted at Q111 or Q112 and should also be added to the salary of the parent (see para 7).
9. If all the fees are paid direct or refunded by an employer for an employee, delete the entries at Q111, Q112 or Q116. If only a part of the fees are paid direct or refunded then only that part paid by the informant should be entered at Q111, Q112 or Q116.
10. Parental contributions towards a grant should be included at Q111 under the parent's person number and at Q70 (B schedule) under the child's person number if the child is a spender. This applies whether the parents and child are in the same household or not. Parental contributions may also be included at Q112, if, for example, the child takes a leisure course as a part of his/her educational course. Note that cash gifts above the value of the grant should be excluded.
11. Gifts of money (eg pocket money) over and above the amounts required for education should be excluded from Q110-119 and shown in the diary see 801.
12. Anyone receiving full-time education but engaged in a vacation job at the time of interview should be shown as receiving full-time education at Q7.

Question 110 - Attending a course for which an education grant, maintenance grant or scholarship is received.

Check that there is a person number for each entry.

Do not transfer any data to the pay questions in the B schedule except in the case of a grant or fees paid by an employer (see paras 7 and 8 at 'general notes on education questions').

Editing

If the amount of the grant is missing at Q110(c) (state) or Q110(d) (private or overseas) no imputation is required.

If, however, the amount of the grant paid direct is missing at Q110(E) then refer to RO for imputation.

Questions 111-112 - Fees or maintenance for educational/leisure courses in last 3 months

Check that there is a person number for each entry.

All educational or vocational courses should be entered at Q111 and leisure or recreational courses at Q112.

If any private tuition fees are paid for a course then this should be entered at Q112 even if the course appears to be more vocational than recreational (eg mathematics).

It may be necessary, however, to transfer entries from Q111 to Q112 and vice versa so the following points should serve as a guide.

Recreational Educational includes all part-time educational activities which cannot be identified as 'vocational', including evening classes (nes) unless attended by apprentices, together with any doubtful cases. In general, this covers:

Cookery, homemaking, handicraft, needlework, 'do-it-yourself' classes,
Dancing, music classes
Driving lessons
Fencing, riding, swimming lessons
Training in sport and athletics
Course of lectures, including those given by the WEA
Courses in arts or the literary arts
One-day schools, weekend schools, summer schools, "Teach-ins"

The following should be included at these questions:

- i. Fees for play schools and nursery schools at Q112. Check Q7 of the household box to make sure the coding is correct.
- ii. Language courses (eg 'Linguaphone') whether on tape or records and correspondence courses unless these are taken abroad, in which case they should be deleted.

The following should be excluded from these questions:

- i. Fees for playgroups and private or local authority day nurseries. These should be coded as 780 in the diary if paid during the record-keeping period.
- ii. Membership subscriptions to a trades union, professional association, society or club. These should be coded as 796 or 797 in the diary if paid during the record-keeping period.
- iii. Driving tests. Deduct the driving test fee (£15) if it is included in the cost of driving lessons. This should be coded as 770 in the diary if paid during the record-keeping period.

Editing

If the amount of fees paid is missing, refer to supervisor.

If fees or maintenance for educational or leisure courses are entered in the diary (codes 980 and 981 respectively) a warning message will appear if there is no corresponding entry at Q111 or Q112 for at least one person in the household. Check Q111 or Q112 and if no details are given, refer to R0.

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Question 113 - Attending a part-time Course at a State educational establishment

Question 114 - Attending a course which is part of TVEI

| Check that there is a person number for each entry.

Questions 115-119 - Fees paid for and grants received by children outside household

Check that there is a person number for each entry.

Editing

If the amount of fees paid is missing at Q116, refer to supervisor.

If the amount of the grant is missing at Q117(b) (state) or Q117(c) (private or overseas) no imputation is required.

If Q115 is coded 1 a print message will appear. This indicates that the relationship to the HOH shown at Q115(b) needs to be coded for each person entered. Use the same coding frame as shown at Q2. Note that these questions apply only to children so if the HOH is the parent, Q115(b) should always be coded 2. If any other relationship applies and the parents do not live in the household, refer to R0.

If fees or maintenance for these courses are entered in the diary (code 984) a warning message will appear if there is no corresponding entry at Q116. Check Q116 and if no details are given, refer to R0.

Jan 89

General Notes on Business Refunds - Employees

These notes refer to Q120, A Schedule and to Qs 18-21, and 30, B Schedule.

A. PURPOSE

The purpose of the questions is:-

1. to identify all refundable expenditure and to edit it out of the schedules.
2. to adjust pay details so that they do not contain refunds (or allowances) for business expenditure
3. to adjust pay details so that they do contain allowances for 'private' expenditure, ie non-business allowances. These are regarded as a 'perk' and are, in effect, an addition to salary.

B. TYPE OF EXPENDITURE

In order to achieve the purpose, it must first be decided whether the information relates to business expenditure/allowance or private expenditure/ allowance. The following rules should be followed -

1. Always count as business expenditure if refunded or covered by an allowance
 - i. Car expenses
 - ii. Telephone expenses
 - iii. Lodging allowance for a household member living part of the week away from the household on business (but check carefully that he/she is a household member)
 - iv. Subsistence allowance
 - v. Entertainment, stationery, postage and other items which could be used in connection with the informant's work.
 - vi. Refunds/allowance for an occasional meal (otherwise see 2.i)
 - vii. Expenditure on transport (rail or bus etc) provided it is for travelling on the job, or getting to work where the place of work varies (eg building trade) (otherwise see 2.ii)
 - viii. Household expenditure provided part of the rateable unit is used for business (otherwise see 2.iii).
2. Always count as private expenditure ('perks') if refunded or covered by an allowance
 - i. A regular meals allowance (as opposed to 1.vi).
 - ii. Expenditure on transport (other than on cars) to get to work (as opposed to 1.vii).
 - iii. Household expenditure provided no part of the rateable unit is used for business (as opposed to 1.viii)

C. ACTION NEEDED

1. A schedule recorded expenditure (ie rent, mortgage, rates, water/sewerage rates, structural insurance etc)

i. If refund covers private expenditure ('perks'), NO ACTION needed to A schedule.

ii. If refund covers business expenditure, the refund/allowance brought to the same time period, must be deducted from the appropriate A schedule entry. When manual abatement applies, the amount of expenditure by the household after abatement should be entered on a K3. Where the abatement is computerised no action is necessary.

2. B schedule recorded income.

i. If business allowance is included in pay details, it should appear at Qs 18-21 or 30. If it does then no action is necessary. If it does not appear there but there is an indication that it is included in pay then enter it at the relevant question.

ii. If business allowance is not included in pay details NO ACTION needed regarding the adjustment of pay.

iii. If private allowance is included in pay details, NO ACTION needed but delete the private allowance at Qs 18-21 and 30 and amend precode if necessary.

iv. If private allowance is not included in pay, adjust for period code differences and add it to the pay at Q.11, the gross pay (if given), at Q17(a) and the usual net and gross pay at Q.26 (if 1 is coded). Delete the private allowance at Qs18-21, and 30 and amend precode if necessary.

Note: It is assumed that these refunds/allowances are not taxed, and therefore the same amount can be added to both net and gross pay, but if the interviewer has noted that a refund/allowance is taxed, or that its net and gross values are different, refer to supervisor.

3. D schedule items.

i. If a private allowance mentioned at Q120, A Schedule or Q18-21 or 30, B Schedule is already included in pay, delete any claims at page 36 of the diary, but check that these items are also listed on pages 2-35. This is because the allowance is already shown as income in the B Schedule, so when it is spent, it should also be shown as expenditure in the diary.

ii. Refer to supervisor any doubtful cases.

Question 120 - Refunds of household expenditure by an employer

Check that there is a spender number for each entry.

This question applies to spenders who have been an employee at any time during the last 3 months ie all who are currently employed and also those who have been unemployed for up to 3 months (13 weeks).

Only business expenses of those who have been an employee during the last 3 months should appear here. Any entries relating to self-employment or to those who have been unemployed for more than 3 months should be deleted.

Do not abate any household expenditure at the coding stage.

Editing

If Q 120 is coded 1 a print message will appear. This indicates that there is a refund by an employer. See 'General notes on business refunds' for definition of business and private expenditure.

First decide whether each item of expenditure referred to should be classed as business or private, and abate as detailed below.-

a. If classed as business expenditure (see General Notes) then:

i. The refunded element is edited out by abating the amount of expenditure recorded elsewhere by the amount at (1) after conversion to a common time period. This could be at any of the following A schedule questions according to the answer at Q.112.-

Rent	Q.	18
Rates	Q.	24 and 124-125
Water sewerage rates	Q.	28
Mortgage payment	Q.	32 and 34(a) or 35 and 37
Insurance on structure	Q.	41(a) or 71(b)
Telephone	Q.	42-48
Electricity	Q.	51-60
Gas	Q.	61-70
Road Fund Tax	Q.	77(b) and 79(b)
Vehicle Insurance	Q.	77(e) and 79(e)
Vehicle Purchase	Q.	81 and 85-87

The abated value should be entered on a K3.

ii. Where expenditure on rates (or rent including rates) is abated, the NRV and GRV should be abated by the same proportion, using K3.

iii. Where mortgage payment is abated, the interest payment must also be abated by the same proportion (Q34(a) or Q37).

b. If classed as private expenditure (see General Notes) then.

i. Delete the entry from Q120.

ii. Do not abate at any of the A schedule questions.

iii. Add it to informant's pay details on an equivalent period basis.

Question 121 - Money given for items of household expenditure by someone outside the household

| Check that there is a spender number for each entry.

This question refers to cases where an informant is given money (or a cheque etc) to a private individual to pay for items of household expenditure.

Money given by employers, government agencies and organisations should therefore be excluded.

Money given for 'one-off' items should also be excluded.

Editing

1. If Q121 is coded 1 a print message will appear. Check that the money given to the household is also shown at the relevant A schedule questions. This is because the money has to be shown as income and expenditure since the household did not necessarily spend the money on the item for which it was given.

| 2. If there is a note at any of the A schedule questions indicating that either the whole or a part of the amount was refunded by someone outside the household, it is not necessary to enter the amount refunded at this question if it has not already been given.

3. Do not include any items refunded by a business.

Question 122 - Items of household expenditure paid direct by someone outside the household including DSS

Check that there is a spender number for each entry.

This question refers to cases where the informant has items of household expenditure paid direct on his behalf by a private individual or the DSS.

Direct payments by employers, government agencies (except for DSS) and organisations should therefore be excluded.

Direct payments for 'one-off' items should also be excluded.

Editing

1. If Q122 is coded 1 a print message will appear. If there are any entries at relevant A schedule questions they should be deleted. This is because they would be shown as items of expenditure by the household who has actually made the payments.

2. The only exception to the rule given in the previous paragraph is in the case of direct payments made by the DSS on behalf of informants who are receiving income support or some other benefit. The amount paid direct should therefore be added both to the benefit and should also be shown at the relevant A schedule questions. So in the B schedule it will count as income and in the A schedule as expenditure.

3. Some 'regular' items do not occur in the A schedule (eg cooker rental) so they are, in effect, diary items. If one of these items is paid direct then it should be included at this question but deleted from the diary.

4. 'One-off' items (eg cooker installation) should occur in the diary if they are paid during the record-keeping period. If one of these items is paid direct, however, it should be excluded from this question but should not be deleted from the diary.

5. If only a part of a regular item of expenditure is paid direct, then the part paid by the informant should be shown at the relevant A schedule questions and the part paid direct at this question.

6. If the amount paid direct is not known delete the entry at this question, if there is an entry at the relevant 'A' schedule question, this should also be deleted.

7. If there is a note at any of the A schedule questions indicating that either the whole or a part of the amount was paid direct by someone outside the household it is not necessary to enter the amount paid direct at this question if it has not already been given.

8. Do not include items paid direct by a business.

Question 123 - Maintenance and separation allowance

| Check that there is a spender number for each entry.

This question balances Q70 (B Schedule) which asks about the receipt of an allowance

Questions 124-125 Gross and net rateable values

Do not abate because of shared rateable unit or business refunds or claims.

Editing

Abatement

If GRV and NRV are abated because of business expenditure, enter abated values on a K3. See Q120 A Schedule and Q50 B Schedule for instructions on business expenditure. If rooms are used partly or solely for business or the description (at Q126) indicates business expenditure but no claims are made then refer to supervisor.

If GRV and NRV are abated because of multi-households, enter abated values on a K1 using the following procedures.

1. Where there is a budget for the owner of the rateable unit (RU)
 - a. Use this budget to calculate the total number of rooms in the RU. This is the total number of bedrooms, kitchens, sculleries used for cooking, living rooms, rooms used partly and solely for business, bathrooms and garages.
 - b. To calculate the number of rooms occupied by each household in RU
 - i. 3 or less households; Number of rooms per household is the number of bedrooms, kitchens, sculleries used for cooking, living rooms, rooms used partly and solely for business, bathrooms and garages plus a proportion of any of these rooms which are shared.
 - ii. If there are 4 or more households in RU then shared bathrooms and garages are ignored in calculating number of rooms used by household.
2. Where there is no budget for the owner of the RU.
 - a. Total number of rooms in RU is the total number of bedrooms, kitchens, sculleries used for cooking, living rooms, rooms used partly and solely for business, bathrooms and garages and any other rooms shown at Q15.
 - b. To calculate the number of rooms occupied by each household in RU
 - i. 3 or less households: Number of rooms per household is the number of bedrooms, kitchens, sculleries used for cooking living rooms, rooms used partly and solely for business, bathrooms and garages plus a proportion of any of these rooms which are shared.
 - ii. If there are 4 or more households in RU then shared bathrooms and garages are ignored in calculating number of rooms used by household.
3. The GRV and NRV are then abated by calculating
$$\text{NRV (or GRV)} \times \frac{\text{No. of rooms occupied by household}}{\text{No. of rooms in RU}}$$

Questions 124-125 continued

Imputation of NRV

If the NRV is not given (eg Married Service Quarters) impute on a K2, on the basis £40 for each room occupied by the household.

If the sampled address is a caravan on a caravan site, impute the NRV by dividing the total NRV for the site by the number of caravans on the site. If the NRV for the site is not known enter an estimate of £25.

Imputation of GRV

If the NRV is given or has been imputed, the GRV can be imputed from it, also on a K2 (see Appendix D).

Imputation of GRV for Northern Ireland budgets

In Northern Ireland, properties do not have a gross rateable value.

The GRV therefore needs to be imputed (on a K2) but only for the 'Northern Ireland UK sample' not for the 'Northern Ireland - Main Sample'.

In 1989 the CI numbers for:

NI - UK budgets start from 908000

NI - Main " " " 909000

If GRV is zero for the NI - UK budgets or for any GB budgets an error message will appear.

Question 127 - Concessionary bus travel for Old Age Pensioners

In GB this question applies to men aged 65 and over and women aged 60 and over but Northern Ireland it applies to men and women aged 65 and over.

Concessions are also granted to handicapped people, but if they are under the ages given above the entries should be deleted.

Any weekly or season tickets entered at Q83 (A schedule) should be deleted if they appear at this question.

Some local authorities provide an alternative to concessionary bus fares in the form of TV/telephone vouchers or refunds.

Multi-coded answers should be recoded as 5.

See also instructions at Q73, B Schedule.

Editing

If Q127 is coded 5 a print message will appear. Where possible, these other types bus pass should be recoded as 1 to 4.

Question 128 - Special circumstances

If no code has been ringed and there are no interviewer notes, ring code 2 otherwise code as 1.

If code 1 has been ringed but no notes are given recode to 2 unless there are any notes in the back of the Diary indicating that special circumstances have occurred during the record keeping period.

If code 2 has been ringed and there are notes indicating that special circumstance have occurred recode to 1.

INCOME SCHEDULE

FRONT PAGE AND GENERAL NOTES

There is room for three spenders on each budget. You would normally expect Person Numbers to be 01, 02, 03, etc but in some circumstances you may have only persons 01, 02 on the first schedule and 03 or 03 and 04 on the second schedule. This is acceptable. It is also acceptable to have person numbers not in numerical order provided the person having been allocated a column remains in that column throughout the schedule. It is only necessary to have person numbers at the head of pages on which information occurs for that informant. If the interviewer has written person numbers on pages where no information occurs, do not delete the person number.

Joint incomes (including investments) should be divided between the recipients. The division should be carried out equally unless the interviewer has noted an alternative arrangement. The interviewer should have made a note on any joint income, it may therefore be discovered at the coding stage by reading the notes or at the editing stage by an inconsistency between questions.

Continuation sheets should only be used for

Q80(a) - 'Odd jobs' question

Q81-82 - If there are more than 3 children under 16 in the household

Q83 - If there are more than 3 spenders and children under 16 in the household

Q85-93 - 'Assets' questions

Check that all entries in the pence column have two digits. If there are no pence 0 must be entered.

Amendments at the CODING stage must be made in RED

Amendments at the EDITING stage must be made in GREEN

Question 1 - Definitions of precodes 1-7

Code 1 Employee

An employee is someone who at the time of interview is working for an employer (another person or an organisation) for a wage or salary.

This definition does not incorporate a time limit so it applies irrespective of the interval between the time of interview and the date when the informant next begins to work. It therefore includes anyone who is:

- i. on holiday
- ii. on strike
- iii. locked out
- iv. "laid-off"
- v. on short-time working
- vi. unable to work through illness/injury
- vii. unemployed but who is doing work on the side as an employee.

The above only applies as long as the informant has a job to return to.

It does not apply where employment has been terminated before the date of interview nor does it apply if the informant is unemployed at the time of interview but has an arrangement to start a new job.

Outworkers - All people who work at home should be classed as employees (code 1).

Casual or seasonal workers should be coded as employees if, on the day of interview they are working for an employer. If they have an agreement to work for an employer in the near future or are on an employer's books they should be coded as unemployed (This applies to occupations like market research interviewers and agricultural workers).

Resident employees such as au pairs and domestics who are members of the household should be classified as working as employees even though in this situation payment is made from one member of the household to another. (The HOH's or Housewife's Diary should show the wages paid as an item of expenditure - code 780: but note that payment of wages to agricultural workers "living in" with the farmer's household should be deleted if shown in the record books, as they constitute business arrangements.)

Employed in the United Kingdom but paid in a non-UK currency should be treated as an employee. Enter at Qs 10-17 details only of income remitted to the UK. Refer to supervisor for conversion rate applicable on the date of payment.

Working students, including sandwich course students, should be coded at Q.1 according to the situation at the time of interview ie if working they should be coded as "employees"; if at college and not receiving a wage/salary they should be coded as "none of these". However if a student is attending college at the time of interview but is also being paid a wage/salary, he should be coded as an employee, although he should also be shown as a student on the front page of the A schedule.

Working directors or managers of a private or limited company should be coded as employees. The salary drawn should be entered at Q.10 et seq. Any dividends received should be entered at Q67, and any undistributed profits of the Company deleted, as they are not part of income.

If a wife is on the books of her husband's firm for tax purposes, she should be accepted as an employee regardless of how many hours she works. If her wage or salary is not shown, accept the single persons personal tax allowance, as her gross pay - see Appendix C.

Shop assistants including demonstrators, should be coded 1, but if the informant's description of her occupation in a retail outlet is doubtful, query with the supervisor.

People with a regular but intermittent arrangement to work for the same employer (such as many school kitchen staff) should be coded as employees, even during the periods they are not working.

Occupational therapy Persons who attend therapy centres etc for the physically or mentally handicapped should not be coded as employees but as 4, 5 or 7 depending on the degree of sickness etc. The benefit from the centre should be entered at Q70 and treated as an allowance from an organisation. (code 2).

Clergy may be self-employed or employees. In general, code as given below, although there may be some exceptions -

1. Roman Catholic Priests - refer to supervisor.
2. Church of England clergy - treat as employees.
3. Non-conformist Ministers - treat as employees.
4. Jehovah's Witnesses - treat as self-employed.

Code 2 Self employed or employer

A self-employed person or an employer is anyone who does not receive a wage or salary from an employer and who is responsible in their work only to themselves. Tax is generally paid direct to the Inland Revenue by them. Self-employment can be for any number of hours (eg as little as one hour a week).

Self-employed include:

- i. a sole owner or part owner of a business
- ii. a partner in business or private practice
- iii. a manager who is the owner of a business which is not a private or limited company
- iv. landlords who manage their own property
- v. persons who rent out their bedrooms to hotels as an annexe
- vi. persons who are temporarily sick but have a self-employed job
- vii. persons who are unemployed but are working as self-employed on the side
- viii. farmers working on their own account
- ix. doctors in private practice
- x. building workers on the 'lump'
- xi. persons with recurring freelance jobs eg musicians, journalists
- xii. child-minders
- xiii. Jehovah's witnesses

Self-employed does not include

- i. Working directors or managers of a private or limited company
- ii. Mail order agents
- iii. Baby sitters

Code 3 Out of employment but seeking or about to start work

This code includes informants who, at the time of interview, do not have an arrangement with an employer to work for a wage or salary but who are seeking work (whether or not they have worked before). It also includes those who, though currently unemployed, have an arrangement to start work at the time of interview.

"Seeking work" means actively seeking work, ie being registered at an Employment Exchange or other employment agency, answering advertisements or advertising for jobs, providing the period of unemployment is 520 weeks or less. If more, recode as '7'.

If a person has never had a job but is currently looking for work or about to start work he should be coded 3 or 4 as applicable (eg school leavers). In this case Q4 and Q9 should be left blank. This is the only situation where occupational details are not required.

Informants at Government Training Centres, Skill Centres or Industrial Rehabilitation Units should be included here, and the allowance they receive should be entered at Q56(b), ie unemployment benefit. In general, if the informant receives an allowance he should be coded as unemployed and the allowance entered at Q55; if he receives a wage he should be coded as an employee.

The following list indicates whether the informant receives a wage or an allowance:

<u>SCHEME</u>	<u>REMUNERATION</u>	<u>TREAT AS</u>
Voluntary Projects Programme	Wage	Employee - Code 1
United Vocational Programme	"	" at Q1(a)
Training for Skills Programme	"	"
Young Workers Scheme	"	"
Temporary Short Time	"	"
Working Compensation Scheme	"	"
Community Programme	"	"
Action for Community Employment (NI)	"	"
Employment Training Allowance	Allowance	Unemployed - Code 3
Business Enterprise Programme	"	" at Q1(b)
MSC Skills Centre Course	"	"
Management Extension Programme	"	"
Youth Training Scheme (GB)	"	"
Youth Training Programme (NI)	"	"
Graduate Catering Programme	"	"
Attachment Training Scheme (NI)	"	"
Jobstart	"	"
Community Industry Programme	"	"
Enterprise Allowance	Fee + Allowance	<u>Self-Employed</u>

Code 4 Out of employment because of sickness or injury but intending to seek work or about to start work

Applies to informants who are actually sick or injured at the time of interview and who have been so for 520 weeks or less.

Code 5 Sick or injured but NOT intending to seek work

Includes those who do not intend to seek work and also those who have been unemployed because of sickness or injury for more than 520 weeks.

Code 6 "Retired"

It is difficult to provide a precise definition of who is to be included in this category. In general the informant's word should be accepted, but it should be borne in mind that the intention is to include only those who, at the time of interview, have retired from their full-time occupation and are not seeking further employment of any kind. Women who at a comparatively early age cease to work to become housewives should not therefore be included in this category.

Retired but under retirement age: If aged under 65/60 and receiving unemployment pay (Q56(b)), code as unemployed. If aged under 65/60, coded retired and not receiving unemployment pay (Q56(b)), the informant should be accepted as retired. Note it is possible to receive unemployment pay after retirement age if "retirement" has been waived.

Early retirement: An informant who has left work early on a Government Job Release scheme should be coded as retired and his gross benefit included at Q58(d); any tax paid on his benefit should be shown at Q75. If an informant has retired early and is not seeking work then they should be accepted as being retired.

Code 7 None of these

- Includes
1. Persons never in employment and not seeking employment.
 2. Persons of independent means.
 3. Women engaged in unpaid domestic duties (even if they had paid work at some time).
 4. Students over 16 who are not employed at the time of interview.
 5. Informants who are at Handicapped Training Centres. Note that any money they earn should be transferred to Q70.

If they receive free meals, the imputed value should be entered at Q70, (and also entered in the D books as "Meals Out").
 6. Persons whose only remuneration is income in kind, eg free accommodation, but no wage or salary.
 7. Persons out of employment for more than 520 weeks and not retired, sick or injured even though they claim to be seeking or intending to seek work.
 8. Prisoners.

9. Absent Spenders

If an allowance is received from the absent spender then this will be entered at Q70 (if he/she is a non-spouse) or Q71 (if a spouse).

If no allowance is received the interviewers have been instructed to complete the pay questions for the absent spender instead.

The following procedure applies where no allowance has been entered at Q70 or Q71 (ie where the pay questions should have been completed).

- i. If the absent spender is a spouse (residing in UK or abroad)
 - a. Delete code 1 or 2 at Q1(a) and delete all entries up to and including Q50.
 - b. Ring code 7 at Q1(b) and also code 2 at Q6, Q7 and Q8.
 - c. If Q77 is applicable, see instructions at this question.
 - d. Transfer the absent spouse's net pay from Q11 to Q71. This should be entered under the person number of the spouse who is present. If the absent spouse is self-employed refer to supervisor.

- ii. If the absent spender is a non-spouse (residing in UK or abroad)

For example, a son may be sending money home to his parents.

- a. Delete code 1 or 2 at Q1(a) and delete all entries up to and including Q50.
- b. Ring code 7 at Q1(b) and also code 2 at Q6, Q7 and Q8.
- c. If Q77 is applicable, see instructions at this question.
- d. Transfer the absent spender's net pay from Q11 to Q70. This should be entered under the person number of the parent or some other responsible adult. If the absent spender is self-employed refer to supervisor.

The following procedure applies where an allowance has been entered at Q70 or Q71, whether the absent spender is a spouse or a non-spouse.

- i. If Q1 is coded 1 or 2
 - a. Delete code 1 or 2 at Q1(a) and delete all entries up to and including Q50.
 - b. Ring code 7 at Q1(b) and also code 2 at Q6, Q7 and Q8.
 - c. If Q77 is applicable, ring code 2.
- ii. If Q1(b) is coded 7
 - a. Check that the sign-posting for this code has been followed correctly.
 - b. If Q77 is applicable, ring code 2.

Notes on Question 1

1. If an INFORMANT is or has.-
 - (a) more than one job it is the status of the MOST REMUNERATIVE which should appear at Q1(a). If the schedule shows that the informant's other job is the more remunerative, then Q1(a) should be recoded in accordance with his status in this other job. Subsequent questions may need amending as a result of this.
 - (b) retired or out of work from his 'main job' he should be recoded 1 or 2, which ever is applicable, if it is apparent from elsewhere in the schedule that he has done some other job at which he is currently working. Code 1 or 2 applies even if the person is receiving unemployment benefit.
2. 'At present' means on the day of the interview.
3. Hours worked. An informant should always be accepted as "working irrespective of the number of hours worked or the regularity of the job.
4. Change of employment status. Refer all cases where this is necessary to your supervisor.
5. Married informants not working whose last employment was abroad. Accept code 3, 4 or 5 at Q1(b) and record the last allowance sent to spouse (under spouse's person number) at Q71. Do not record any detail at the pay questions.

Question 3 - Employees temporarily away from work

3(a)(i) - Reason for absence

If Q3(a)(i) is coded 4 a print message will appear. Check the reason for absence and where possible recode as 1 to 3.

If the reason for absence is maternity leave then ring code 4. If the informant is male and he is on paternity leave then ring code 2.

3(a)(ii) - Pay

If the informant is receiving statutory sick pay only then code as 'no pay' from the employer. If the informant is receiving statutory sick pay and pay from the employer then code as 'part pay, or made up pay'.

3(a)(iii) - Number of weeks away from work

If the period is less than a week, code as 1 week.

Question 4 - Date last worked

Persons coded 3 or 4 at Q 1(b) are required to answer this question unless they are school leavers who have never worked, in which case they go straight to Q51.

If a person has been unemployed for 10 years or more (520 weeks) recode Q1(b) to 7. Ring code 2 at Q6, Q7 and Q8 and delete any information at Q9-34 (if employed in last job) or Q44-50 (if self-employed in last job).

Question 6 - Looking after a sick or aged relative

For the purpose of this question, a relative is a legal or blood relation eg husband and wife, mother and daughter etc.

An adopted child is a legal relation but a foster child is not.

A couple who are cohabiting, even if they describe themselves as husband and wife and are coded 1 at Q6, are not considered to be legally related.

Question 7 - Permanently unable to work

Editing

If Q7 is coded 1 a print message will appear. Check that the reason given is a valid health reason. Valid reasons include "my health" whereas invalid reasons are "my children". If the reason given is not acceptable, recode Q7 as 2. If no answer given then leave blank.

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Question 9 - Occupation

The informant should only be coded as having more than one job where more than one job is held concurrently ie, someone who changes or who is going to change jobs should be treated as having only one job.

Persons who normally work for more than one employer eg domestic helps, jobbing gardeners etc, should be coded as having only one job.

If an informant has changed jobs but has not yet been paid in his new job, it is the details of his new job that are required. Refer to RO for information on his present job if it is missing. Only accept details of his old job if no information is obtained from referral back to the informant.

Occupation The occupation will have been coded by the interviewer according to the OPCS classification of Occupations (1980). The full 3 digit coding frame has been used. If the occupation has not been coded then enter the correct code in the 'Code Occupation' Box. If there are any doubts as to the correct code - refer to your supervisor. The job title is the occupation to be coded, only use the description as a clarification. If the informant is a director, then check that code 1 is ringed against director at Q9(d).

Employee/Self-employed If it has been necessary to change Q1 or exchange the detail between main and subsidiary employment, it may be necessary to change the employer status.

Subsidiary jobs: Check that, if the description shows that the informant is a director, code 1 has been ringed.

Notes

1. Mail order agents and baby sitters should not be entered at this question but at Q74.
2. Local authority councillors used to be coded as self-employed but they should now be treated as local authority employees. Their occupation code will be 022.
3. A sub-postmaster who has another employment (eg grocer) should be coded as having 2 jobs, the most remunerative being coded as the major job in the usual way. If he is paid one salary only for both jobs because, for example, he is a manager in his retail job, he should be coded as having one job.
4. Occupation codes: 349 and 350

Occupation Codes 349 and 350 must not be used.

349 is 'inadequately described occupations'

350 is 'Occupations' not stated'

If a person's occupation has been coded as 349 or 350 or has not been coded at all you should proceed as follows:

First, check with your supervisor/RO as to whether a letter should be sent to that person.

If a letter should not be sent or if no reply is subsequently received from that letter then.

Occupation, Q9(a) should be coded - 348

If the person is an EMPLOYEE

Employment status, Q9(e) - code 1 (employee)

Q9(f) - code 3 (other employee)

Q9(g) - code 1 (1 or 2 employees)

If the person is SELF-EMPLOYED

Employment status, Q9(e) - code 2 (self-employed)

Q9(h) - code 3 (no employees)

Note - 1. Occupation code 348 is.

'All other in miscellaneous occupations nec.'

2. If a person is a school leaver and is coded 3 at Q1(b) in the 'B' schedule then the next question answered should be Q51 so the Occupation code will be blank ie zero.

Editing

Any incompatible codes between Q9(e), Q9(f), Q9(g) and Q9(h) will be rejected. Check carefully the coding of the occupation, employment status and supervisory role. Use appendix B1 of the OPCS Classification of Occupations (1980), pages lxxxiv-civ, to see whether combinations of codes are allowable (reading carefully the notes on pages vi-xiii). It will normally be the code entered by the interviewers that will be in error. If it is the employment status that needs changing then first refer supervisor.

Questions 10-17 - Pay details (most remunerative job as employee)

At Q10 there is a code for anticipated pay. This is where the informant has recently started a job but has not been paid for it yet. In this case the pay the will receive may have been entered and the 'anticipated pay code' ringed. The pay date to be entered will be the date of interview.

Charitable deductions from pay has been removed from the "other deductions" section and allocated its own question - Q16.

CODING

At Q17 check that codes 1-5 have been ringed for any deduction from pay and enter the relevant Diary code in the the first Office Use Box for any other deductions made from pay. If it is possible to reclassify any of the other deductions from 5 to codes 1 to 4 then do so, deleting code 5 if necessary.

- Notes:
1. No pay received for current job. It is the details of the current job that are required here. If there is no information or only information relating to a previous job, refer to R0. Details from the previous job should only be accepted if no information is obtained from referral.
 2. Pay details when main and subsidiary job with same employer. If the informant has a main and subsidiary job with the same employer (eg school teacher and evening class lecturer) it is normal for all deductions eg tax, NI etc, to be shown on the pay slip for the main job. In this case, do not apportion the deductions between the two jobs.
 3. Non - UK currency. Where an informant is working in the UK but paid in non-UK currency, the income remitted to the UK should be converted to UK currency using the exchange rate for the date of pay which can be obtained from the Financial Times.
 4. SSP included in pay. If there is an indication that SSP is included in the last pay, check that code 1 or 2 is ringed at Q25.
 5. SMP included in pay. If there is an indication that statutory maternity pay is included in the last pay, check that code 1 or 3 is ringed at Q25.
 6. Composite entries at Q17. If the informant has given the total amount of deductions and what items this covers, but has been unable to split the amount between the items, estimate the proportions as realistically as possible. For example, if a figure covers superannuation and the firm's sports club then most of the deduction should apply to superannuation and only a small portion, say 5p-25p for the sports club. If there is no basis to do the apportioning then divide the amount equally between the items. Staff pension/superannuation is normally about 5-6% of grosspay.
 7. If the deduction is for a loan, details should be shown at Q85 (Schedule). If the loan is for a car purchased during the last 3 months and the employer does not grant loans to the general public, then the details should be entered at Q81 (A schedule). If the loan was for a season ticket, Q83 (A schedule) should be completed. In both cases diary code 960 should be entered at Q17.

8. Widows and orphans. If the amount deducted is small (ie up about 20p per week) it should be treated as contributions to a benevolent fund (ie charity). Delete the entry from 'Other deductions' (Q17 - code 5) and complete Q16. Enter the amount itself at Q16(b)(1) - 'other charity schemes'.

If the amount deducted is fairly large it is most probably an insurance in which case it should be treated as superannuation (for 'widows and orphans' this is usually about 1½% of gross pay). Delete the entry from 'Other deductions' (Q17 - code 5) and enter it in the superannuation box (Q17 - code 1).

If the informant is in the police force or fire service the entry should be treated as life insurance and coded 924 at Q17 - code 5. The details should also be entered at Q73 (A schedule).

9. Treat as Life Insurance, Fatal Accident Scheme for miners and police officers and also PO Insurance Society.

10. RAF Dependent's Fund should be entered as a charity (see Note 8).

11. Workers who periodically work away from home (eg in the armed forces, merchant navy or on oil rigs) may make an allowance/allotment to their spouse which is shown as a deduction on their pay slip.

If the informant is at home at the time of the interview the total pay, including the allowance/allotment, should be shown at Q10-17 and Q71 should be left blank. If the informant is an absent spender then follow the instructions given at Q1 (code 7)

12. Compulsory tax for a company car or luncheon vouchers should be shown at Q14.

13. The pay period that is entered should be the actual one (this is not necessarily the usual one) eg the informant may receive 3 weeks wages in one week because 2 weeks are holiday pay, therefore the period code that should be entered is 3. Periods of less than one week should be coded as 1 week.

14. Roundings up or down. These should be coded 999.

15. Deductions for using company bus or coach should be coded 954. Details should also appear at Q83 (A Schedule).

16. If an amount is given for 'other deductions' at Q17, but it is not known what the deduction is for, code as 799.

Editing

If DK's are ringed at Q16(a)(1) or Q16(b)(1) do not impute a value.

If schedule reference Q017 16 (DEDTHRAM) has been completed a print message will appear. Check whether there are any other deductions from pay given in the margin. If so, refer to supervisor.

Questions 18-21 - Refunds of expenses included in last pay

These questions apply to all who are currently employed and also to those who have been unemployed for up to 3 months ie 13 weeks (see Q4) but were employed in their last job.

Do not abate any expenses because of amounts shown at these questions. Also do not abate the last net or gross pay.

Q18

Mileage allowance is a specified amount paid for each mile the vehicle is used (eg 25p per mile). The mileage will vary from week to week.

Fixed allowance is a specified set amount per week or month etc, paid regardless of how much the vehicle is used.

Q19

This covers items such as parking fees, repairs etc.

Q20

This covers items of household expenditure which appear in the 'A' schedule. Include only amounts actually refunded.

Q21

This covers any other items of business expenditure. Include only amounts actually refunded. If subsistence allowance is received only the part actually spent on food, lodgings etc should be included.

Editing

If any of these four questions are coded 1 a print message will appear.

Q18

If a mileage allowance or fixed allowance is included in the net pay a car sheet should be completed (see Appendix D).

Q19

Check whether these expenses (if noted in margin) should be included here. If in doubt, refer to supervisor.

Q20 - Q21

Check whether these expenses are private or business. Definitions of private and business expenses are given at Q120 (A schedule). Most business entries should appear at Q120. If there are any entries which should appear here but do not, refer to supervisor.

Questions 22-23 - Usual hours worked

Usual hours are not the same as basic hours. If hours excluding overtime vary within a regular pattern (eg 40 hours one week on day shift and 48 hours next week on night shift), note the average weekly hours (in this case 44).

Note that this question excludes all overtime.

Round fractions of hours to the nearest whole number. If the fraction is $\frac{1}{2}$ then round to the nearest even number.

Editing

If no hours are given refer to supervisor.

Question 25 - Items affecting last wage/salary

If 25(a)(1) coded 6 check that NI benefit is not shown as a deduction from last pay at Q17 nor included in the gross pay at Q17(a).

| If there are interviewer notes which could affect the coding of Q26 (usual pay), refer to supervisor.

Editing

| If Q25(a)(1) is multi-coded it will not be keyed so an error message will appear. Ring code 11 and delete the other codes.

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Question 26 - Wage/Salary usually received

The term "usually receive" in this context is, of course, subjective and the answer to the question will depend largely on what the informant understands the term "usual" to mean. In general the informant's answer should be accepted without question.

However in cases where it is in the nature of the employment to receive for a number of weeks each year a different rate of pay than for the other weeks of the year, then an average weekly (monthly, etc.) pay should be calculated at Q26 based on one year's income. The most common examples of this are ancillary workers at educational institutions (eg. school meals attendants) who receive 41 weeks full pay and 11 weeks part pay. Another case in point is a supply teacher who usually receives a higher rate of pay than ordinary teachers whilst working but no pay at all in the holidays.

The circumstances of these cases normally only become known through an interviewer's note on the schedule. If there is any evidence, either at Q25 or Q26, that Q26 is coded incorrectly refer to supervisor, otherwise accept the answer given.

Question 27 - Profit-related pay or profit-sharing bonuses

Note the change in the wording of the question.

Under a qualifying scheme, 50% of the bonus is tax free and 50% is taxable. This type of bonus can be described by a variety of terms:

- tax-relieved profit-related pay
- tax exempt profit
- profit-related payment not subject to tax

Editing

If Q27 is coded 1 a print message will appear. Check whether the bonus should be entered at this question, transferred to Q28 or deleted.

A print message will also occur at the 'DK' questions - Q27(a) and Q27(b)(i). This is a warning to look at any marginal notes in case an amount should be entered at these questions. If not, leave the questions blank, do not impute a value.

Question 28 - Other Bonuses received in last 12 months

Only actual money income (cash, cheques etc) should be shown here.

Include

- i. Directors' fees and profits to working directors
- ii. Fireman's and First Aid bonus
- iii. Honoraria - an honorarium is a voluntary fee paid for professional services
- iv. Money received by a minister of religion for carrying out a wedding, funeral etc - if he is an employee. (If self-employed, this money should be shown as part of his profit at Q44 provided that he keeps it himself).

Exclude

- i. Shares in the company
- ii. Cash values of vouchers for spending in a shop
- iii. Income in kind
- iv. Income from 'windfalls'

Editing

If Q28 is coded 1 a print message will appear. Check whether the bonus should be entered at this question, transferred to Q28 (or some other question) or deleted.

If the informant does not know whether the bonus is before or after tax an error message will appear. This must be recoded to 'before' or 'after'. If in doubt, refer to supervisor.

Questions 29 - Any bonus included in usual net pay

Editing

If Q29 is coded 1 a print message will appear indicating that a bonus was included in the usual net pay. If there are any interviewer notes refer to supervisor, otherwise accept the information given.

The 'bonus' questions (Q27 and Q28) relate to occasional bonuses received during the last 12 months. If, however, the bonus at either of these questions is included in the 'usual net pay' this implies that the bonus is received regularly.

The purpose of this question is to avoid the bonus being included twice ie in the usual net pay and also as an addition to pay, but do not abate the usual net pay at Q26(a) because of any bonus included.

Questions 31-34 - Tax relief for expenses, luncheon vouchers free meals and free food

These questions apply to all who are currently employed and also to those who have been unemployed for up to 3 months ie 13 weeks (see Q4) but were employed in their last job.

Question 31 - Tax relief for expenses incurred as an employee

Note that the amount required here is the amount on which tax relief is allowed, not the actual amount of tax relief received.

Editing

If the amount is not known, impute the amount, using a K1, from the following frame:

<u>Item being claimed</u>	<u>Per annum¹</u>
Clothing (including footwear - either on its own or together)	£21.00
Tools	£32.00
Professional societies	£17.00
Clothing/tools combined	£37.00
Boots	£33.00
Others	£33.00

Notes : 1. Do not use amounts shown at this question to abate any other entries in the budget.

2. Employed persons tax allowance for car expenses

It is unusual for a tax allowance for car expenses to be claimed at this question but if this occurs the following action should be taken:

- i. Prepare a car sheet and abate annual car expenditure on the basis of the amount shown at Q31.
- ii. Refer to supervisor for income tax and net wage to be adjusted ie. the tax allowance will be reduced and hence the amount of tax paid increased and the net pay decreased.
- iii. Delete the element for tax relief for car expenses from Q31.
- iv. The procedure described above has to be carried out manually.

(1) The previous figures were increased by 32% in Jan 1988. This was the approximate increase in the index of retail prices between Jan 1982 (when it is believed they were last updated) and Jan 1988.

Question 32 - Luncheon vouchers

Only luncheon vouchers issued free by the informant's employer should be entered here. Any items purchased using luncheon vouchers should be entered in the Diary with the full cost of the item.

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Question 33 - Free meals

Only free meals received from the informants' employer in the last 7 days should be entered here.

The following items should be deleted:

- i. Any entries of free cups of tea/coffee or sandwiches.
- ii. Free meals to resident employees such as au pair girls or farm-workers.
- iii. Free meals to persons on YTS schemes etc. The imputed value of these meals (see CSO list) should be added to any benefit received at Q55(c) and a weekly amount entered in each week of the diary - code as 840.

Question 34 - Free food supplied by employer

If the quantities of milk, eggs and potatoes are not given in pints, dozens or 1 respectively, then they need to be converted to the appropriate measure. Only whole numbers should be entered in these boxes. If fractions or decimals occur round off to the nearest pint, dozen or lb.

If any other type of food (eg vegetables, christmas hamper, bottle of whisky) has been supplied, check that 'Other' (code 1) has been ringed. If it is not ringed the information will be lost.

Editing

The notional values of milk, eggs and potatoes will be estimated by the calculation program so do not delete any of the entries given.

If 'Other' (code 1) is ringed at Q34(a) a print message will appear. The value this 'other' food must therefore be estimated manually. Try to find out what is usually paid for the item or use 'Shaw's-Price List' as a guide. If in doubt as to the price, refer to supervisor. Enter the value in the 'OFF USE' boxes and onto the data base using a K1.

Questions 35-42 - Subsidiary employment pay

If a person has a subsidiary job as an employee Q35-42 should be completed not Q10-17.

The layout of the subsidiary employment questions is very similar to the layout of the main employment questions (Q10-17).

If there are any deductions from pay, check that the relevant codes 1 to 5 have been ringed.

If there are any entries under 'other deductions' these should be reclassified where possible to codes 1 to 4 and code 5 should be deleted. If they cannot be reclassified, enter the relevant diary code in the first Office Use box.

- Notes:
1. Army reserve should be treated as a subsidiary job.
 2. If the informant has a main and subsidiary job with the same employee (eg school teacher and evening class lecturer), it is normal for all deductions eg tax, NI etc, to be shown on the pay slip for the main job. In this case do not apportion the deductions between the two jobs. Enter the net income for the subsidiary job at Q36.
 3. If an amount is given for other deductions at Q41, but it is not known what the deduction is for, code as 799.
 4. Widows and orphans A deduction for widows and orphans from subsidiary employment pay is likely to be rare. If it does occur follow the procedure described at Q10-17 (note 8). If it is a contribution to a benevolent fund (ie charity) note that Q40 should be completed - not Q16.

Editing

If DK's are ringed at Q40(a)(i) and Q40(b)(i) do not impute a value.

If schedule reference Q04110 (SUBONEAM) has been completed a print message will appear. Check whether there are any other deductions from pay given in the margin. If so, refer to supervisor.

Questions 44-50 - Self employment

Please also refer to the notes at Question 1 (code 2).

- Notes:
1. If a person is unemployed on the date of interview (codes 3 or 4 at Q1(b)) and was self-employed in his last job but has not worked for a year more before the interview date (see Q4) then Q44-50 should be left blank.
 2. If an informant receives an enterprise allowance (see also Q58(d)) but does not make any profit from his business, refer to supervisor.
 3. Any money received for a wedding/funeral etc by a Minister of religion should be entered here as an annual amount if the informant is self-employed.
 4. Occasional letting or sub-letting of rooms (See also Q68)

Informants who deal in the occasional letting of rooms must be treated according to the merits of the case. Generally, if occasional lets are regarded by the informant as a business, they should be accepted as such and the information entered at the self-employed questions.

Treatment may then vary according to income and Diary expenditure, eg. if the income is very small, ignore Diary expenditure as it will not reflect a major business. A schedule questions should be amended accordingly, eg. if there are no rooms used for business abate by $\frac{1}{2}$ a room, or according to claims against tax if any, at Q50. Lettings for part of the year only should always be referred to a supervisor.

Editing

1. Imputing the profit at Q44

If the profit is not given at Q44 but one of the 'nil profit', 'loss' or 'DK' boxes is completed, then the profit will be imputed either manually, automatically or not at all, depending on the information given at Q44, Q45 and Q46.

- i. The profit will be imputed by the calculation program:
 - if any withdrawals are made from the business at Q45.
- ii. The profit will not be imputed:
 - if there is a loss at Q44 and
 - no withdrawals are made at Q45

OR

- if no withdrawals are made at Q45 and
- no turnover is given at Q46

Questions 44-50 - Self employment (continued)

iii. The profit will be imputed manually:

- if there is a 'nil profit' or 'DK' profit at Q44 and
- no withdrawals are made at Q45 (ie Q45 is coded 2 or the DK is ringed at Q45(a)) and
- a turnover figure is given at Q46.

An error message will appear if the profit needs to be imputed manually.

To impute the profit manually see Appendix D for full details as to which items should be included. Briefly, the profit is the gross annual household expenditure less any current income received by the household provided this appears to be a 'sensible' figure when compared with the turnover and the type of job the informant is doing. The figure must also be based on the number of months shown at Q48. Always refer these cases to your supervisor.

If the profit is imputed manually, it is not necessary to follow the continuity as shown on the schedule, ie do not complete Q47 if it has not already been completed.

2. Dealing with a partner's share of the profit or turnover

- i. If the profit has been given by the informant do not abate it because a partner's share has been included at Q47(a)(i).
- ii. If a turnover figure is given at Q46 and a partner's share is included at Q47(a)(i) then an error message will appear. Check whether the amount entered at Q47(a)(i) is the partner's share of the turnover and if so, delete it and recode Q47(a) to 2.

If, however, the amount relates to the partner's share of the profit do not delete it. It is unlikely, however, to be the partner's share of the profit because the turnover question should not be answered if a profit has been given by the informant.

Notes

1. If an informant has two self-employed jobs a print message will appear. Any profit from the subsidiary job should be entered on a K1 and also in the OFFICE USE box at Q44.
2. If an informant has a self-employed job but also has an employed job which is more remunerative, then the profit from the self-employed (subsidiary) job should be entered in the 'Profit' box at Q44.
3. If a self-employed informant states that all his expenses are paid by the business, so rates, telephone etc are shown as nil in the A schedule the following procedure should be adopted (if in doubt refer to supervisor):
 - i. Impute these amounts (rates, telephone etc) manually using other evidence given on the schedule or based on current gross weekly household income (Appendix C).

Questions 44-50 - Self employment (Continued)

- ii. Enter the imputed amounts at the relevant A schedule questions and the total weekly amount, covering all these expenses, at Q45(c)(i).
- iii. Gross up the weekly figure to an annual amount and add it to the profit given at Q44. Enter the adjusted profit on a K1.
- iv. Check that there is a claim for rates, telephone etc at Q50 and abate the "A" schedule items according to the instructions given at that question. Enter the abated values on a K3.

Question 50 - Business expenses claimed against tax

1. These questions apply to all who are currently self-employed and also to all those who have been unemployed for up to 3 months (See Q4) but were self-employed at their last job.
2. Any expenses which are claimed must relate to the accommodation at the sample address only.
3. If any claims are made check that the relevant code is ringed. Round any fractions to the nearest whole number.
4. Do not abate any expenditure at the coding stage.
5. If neither a percentage nor an amount is given leave the coding column blank. Check that the appropriate code (eg telephone - code 9) is ringed.
6. If only an amount is given, refer to supervisor before converting this to a percentage.
7. If the amount to be claimed covers several items eg rent, mortgage, rates etc. refer to supervisor.
8. If a claim is made for more than one vehicle delete code 1 and any percentage which may have been entered in the coding column, and then ring code 10. The abatement will be dealt with at the editing stage.
9. If code 10 is ringed, refer to supervisor. It may be ringed for a variety of reasons eg the informant is making a single claim covering all expenses, or he is claiming for expenses not covered by codes 1 to 9, or he is claiming for more than one vehicle (see para 8).

Editing

1. A print message will appear if a claim is made for business expenses (ie Q50 code 1). Each item claimed, therefore, needs to be abated.
2. All abatements should be carried out manually according to the instructions given under "Actions 1 to 3".
3. Enter the abated values on a K3. Do not abate the '900' series codes.
4. If more than one car is owned, assume that only one car (ie the car with the largest expenditure against it) is used for business. If the informant claims for more than one car refer to supervisor.
5. If an informant owns a car but another household member claims business expenses on it, proceed as follows:-
 - a. the owner's car expenditure in the 'A' schedule should be abated by the amount stated by the claimant.
 - b. the claimant's car expenditure in the 'D' book should be abated by the amount claimed.

ACTION 1 - WHERE LESS THAN 100% OF EXPENDITURE IS CLAIMED FOR TAX

1. Rent, Mortgage, rates, water rates etc, structural insurance

Abate the appropriate entries in the A schedule by the percentage given at Q50. Delete the original entry and enter the abated amount immediately above it. Make a note along side when the amount has been abated.

Make sure that the mortgage claim refers only to the business element and not to personal tax allowance.

Water rates etc for agricultural establishments are normally too high for the usual method of abatement to result in a true domestic element. Abatement should, therefore, be in two stages:

- a. Multiply Net Rateable Value by Water Rate poundage
- b. Abate the answer to (a) by the percentage at Q.50 and enter the abated answer at the appropriate question.

Note that where rates or rent including rates are abated, the Gross Rateable Value (GRV) and Net Rateable Value (NRV) at Qs 124 and 125, 'A' Schedule should also be abated by the same proportion.

2. Cars

All car expenses shown in the 'A' or 'D' schedules should be abated by the percentage shown at Q.50 (eg car tax, insurance, petrol, parking fees, repairs ie diary codes 538, 539, 542 and 549). Refunds of vehicle licence (Q80 - A schedule) and the sale of vehicles (Q82 - A schedule) should be abated and also all monetary values at Q85 or Q86A (A schedule) if the car was purchased using a loan or HP.

Note that the abatement of car expenditure for self-employed persons is based on Q50, so any car expenses occurring on P36 of the diary should be deleted (see Section E of the Diary instructions).

3. Fuel (Gas, electricity and central heating oil)

Where 90% or less of expenditure is claimed, abate by the percentage given at Q50. Treat 91% or more as if 100% is claimed. See Action 2 (para 3).

Slot meter payments for gas and electricity in the D books and also the rebate at Q52/62 (A schedule) should be abated by the percentage at Q50.

In the case of a budgeting scheme, both the last payment and the charge on the last advice should be abated.

4. Telephone

Abate the appropriate entries by the percentage given at Q50.

If the bill is paid by account abate

last account payment
household's share of the account (where relevant)

If the bill is paid by a budgeting scheme abate

last payment
charge on the last advice.
household's share of the account (where relevant).

ACTION 2 - WHERE 100% OF EXPENDITURE IS CLAIMED FOR TAX

1. Rent, mortgage, rates, water rates etc, structural insurance

Where an informant makes a 100% claim for any of the above items, the expenditure recorded at the appropriate A schedule questions should not be abated by 100% but by an adjusted amount as indicated below:

Note that instructions a. and b. apply where the rateable unit is occupied solely by one household. If the rateable unit covers more than one household refer to supervisor.

a. Mixed premises other than farms (eg shop/flat/house)

The number of rooms used solely or partly for business should have been recorded at Q13 or 14, A schedule. (A room used partly for business counts as $\frac{1}{2}$ room). If not stated, the number of rooms used for business should be estimated. (Refer to the supervisor for estimation which will take into account the type of business, profit, total number of rooms, composition of household by age and sex. The maximum number of rooms estimated should be two).

The number of room used for business should be calculated as a percentage of all rooms excluding 'other' rooms. This percentage should then be used to abate relevant expenditure, eg if there is a total of 10 rooms and one is used for business, then expenditure is abated by $\frac{1}{10}$ or 10%.

Note that where rates or rent including rates are abated, the Gross Rateable Value (GRV) and Net Rateable Value (NRV) at Qs 124 and 125, 'A' Schedule should also be abated by the same proportion.

Example

A man pays £1000 pa for rent)
) claims 100% for both
 £ 200 pa for rates)

GRV is £360

NRV is £300

He uses 2 out of 8 rooms for business.

All these items should therefore be abated by $\frac{2}{8} = 25\%$

The abated values are:

Rent : £750 pa GRV : £270

Rates : £150 pa NRV : £225

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b. Farms

Any amounts given for rates, RV and structural insurance at the appropriate 'A' schedule questions should be abated by 1/3.

Where 100% claim is made for water rates etc, the two-stage abatement procedure described at Action 1 (para 1) should be followed, except that at the second stage the abatement should be by 1/3.

Where rent or mortgage payments are shown separately for the farmhouse they should also be abated by 1/3. However if the rent or mortgage payment includes farm buildings etc, then the Gross Rateable Value, abated by 1/3, should be substituted for the annual equivalent of the last payment, to cover the domestic element at Q35, A Schedule.

The amount of interest shown at Q37, A schedule should then be reduced by the percentage difference between the annual equivalent of the last mortgage payment and the GRV, and the resultant figure abated by 1/3.

Example

Q35	- Annual equivalent of last mortgage payment	£600
Q37	- Interest paid during last 12 months	£300
Q124	- Gross rateable value (GRV)	£240

i. Abate the GRV by 1/3 as a substitute for the annual equivalent of the last mortgage payment:

$$2/3 \times £240 = £160$$

Enter £160 at Q35 - Use a K3

ii. Abate the interest paid during last 12 months

% difference between the annual equivalent of the last mortgage payment and GRV:

$$\frac{£600 - £240}{£600} \times 100 = 60\%$$

$$\text{Reduce the interest by 60\% : } £300 \times \frac{40}{100} = £120$$

$$\text{Abate this figure by 1/3 } £120 \times \frac{2}{3} = £80$$

Enter £80 at Q37 - Use a K3

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2. Cars

For 100% claims, all car expenses in the A and D schedules should be deleted (eg car tax, insurance, petrol, parking fees, repairs, ie diary codes 538, 539, 542 and 549). Refunds of vehicle licence (Q80 - A schedule) and the sale of vehicles (Q82 - A schedule) should be deleted and also all monetary values at Q85 or Q86A (A schedule) if the car was purchased using a loan or HP.

Note that the abatement of car expenditure for self-employed persons is based on Q50, so any car expenses occurring on P36 of the diary should be deleted (see Section E of the Diary instructions).

3. Fuel (Gas, electricity and central heating oil)

Where 91% or more is claimed at Q50 abate by 90% in all cases.

4. Telephone

Abate according to the number of rooms used solely or partly for business or by 1/3 in the case of a farm.

ACTION 3 - PERCENTAGE TO BE CLAIMED NOT KNOWN

1. Rent, mortgage, rates, water rates etc, structural insurance

Abate by the number of rooms used solely or partly for business as described for a 100% claim for 'mixed' premises (see Action 2 - para 1a). Where no rooms are recorded as being used for business at Q13 or Q14 (A schedule) use the procedure described in the same paragraph. In the case of a farm - see Action 2, para 1b.

2. Cars

Abate by 1/3

3. Fuel (Gas, electricity and central heating oil)

Abate according to the number of rooms used solely or partly for business or by 1/3 in the case of a farm

4. Telephone

Abate by 2/3

Questions 51-58 - State benefits

The interviewer's entry should be accepted as correct. The only time a figure should be amended is either when an interviewer's note indicates that the amount includes income support/supplementary benefit and this should be shown at Q56(d) c when two or more benefits are combined and these should be separated and transferred to their respective benefits. Refer to Appendix E for amounts of each benefit.

With all benefits (Qs 51-58), if in doubt refer to the social security leaflets that are available or to the 'Guide to Social Services'.

Editing

To ease the interviewer's workload, each benefit section is introduced by a filter question and prompt card asking whether the informant has received any of the benefits listed on the card. It is only when this question is answered 'yes' that all the benefits on that card will be answered 'yes' or 'no' according to whether the benefit has been received.

Question 51(b) - NI Retirement pension

If invalidity allowance is included in the retirement pension the allowance should be transferred to Q53(c).

Job release allowance should be included at Q58(d).

Question 51(c) - NI widow's benefits

A widow's pension becomes a retirement pension when the woman reaches 65, but this could happen at the age of 60.

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Question 52(b) - Mobility allowance

Motability is a registered charity through which persons who receive a mobility allowance may hire or purchase a car at a reduced rate.

The hire agreement lasts for 3 years after which the car is returned to the dealer. The rental covers maintenance and servicing but not insurance.

The purchase agreement, under which the car is bought on HP, takes 4-5 years. Maintenance, servicing and insurance are paid by the individual.

Either a part or the whole of the mobility allowance is paid to Motability. Informants making payments to Motability should be coded as receiving mobility allowance. These payments should be treated as normal car expenditure.

Question 52(d) - Attendance allowance

Attendance allowance is payable to adults or children who are severely disabled and is usually in addition to other National Insurance benefits. There are two rates of allowance.

It should be coded to the person who is entitled to it unless he/she is a child under 16, in which case the benefit should be entered in the mother's/father's column.

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Question 53 - Sickness benefits

There are three sickness benefits available:

i. Statutory sick pay (SSP)

This is paid through the employer for a maximum of 28 weeks in a tax year. After the 28th week it is replaced by Contributory Invalidity Pension.

ii. NI sickness benefit

This is paid by the DSS for a maximum of 28 weeks. It is usually paid to self employed or unemployed persons, but may also be paid to employees if they do not qualify for SSP.

iii. Contributory invalidity pension

This is paid by the DSS and starts in the 29th week of sickness. There is no limit to the number of weeks it can be received.

Invalidity allowance is paid in addition to invalidity pension, the amount being dependent upon the age of the recipient at the time invalidity commenced. At retirement age someone in receipt of invalidity pension can continue to receive it for a further 5 years if it is higher than the retirement pension they would be entitled to. If they opt to receive their retirement pension, any invalidity allowance will continue to be paid as part of this pension and will be called 'invalidity addition'. If it is included in the retirement pension it should be transferred to Q53(c).

If income support/supplementary benefit is included then it should be transferred to Q56(d).

Question 55 - Government Training Schemes

Government training schemes fall into two main types:

- i. Where an allowance is received
- ii. Where a wage is received

Persons participating in the former type of scheme are considered to be unemployed whilst persons participating in the latter are regarded as being employed.

This question only covers the former type of scheme, ie where an allowance is received, so these persons should be coded 3 at Q1(b).

A list of both types appears at Question 1 (code 3) of these instructions.

If however, the informant is working then he/she should be coded as an employee or self-employed at Q1(a) and the relevant pay questions should be completed.

Trainees sometimes pay fares to and from the training centre. A note to this effect may occur at Q55 or the fares paid may be entered in the diary.

If any fares are paid they should be added to the benefit given at Q55(c) unless it is clear that they have already been included at this question. Adjust the amount for any period code differences before adding it to the benefit. Do not delete these fares if they occur in the diary.

If income support/supplementary benefit is included then it should be transferred to Q56(d).

Note that the 'TOPS' scheme no longer exists.

Question 56(a) - Industrial injury disablement benefit

This benefit or pension can be paid weekly or as a lump sum gratuity.

It can be received by persons working full-time or part-time as well as those who are not working. The amount received depends on the degree of disablement.

Question 56(b) - Unemployment Benefit

Check that a person who is currently receiving unemployment benefit at the time of interview is coded 3 at Q1(b) unless he/she is on short time. If not, recode Q1(b) to 3 and complete all relevant questions.

A person on short time can receive a wage as well as unemployment benefit.

If a person receiving unemployment benefit is also working then he should be coded 1 at Q1.

- Notes
1. Benefits for weeks spent on JTS, TOPS and YTS schemes should be excluded.
 2. Self employed person do not qualify for this benefit.
 3. If income support/supplementary benefit is included then it should be transferred to Q56(d).

Question 56(c)- Family Credit/Family income supplement

This benefit is available to families including one parent families with at least one child under 16 (or over if still at school) where the head of the family (or either spouse in the case of a married couple) is in full-time work, but the total family income is below a certain level.

For a single parent, full-time work means 24 hours a week or more and for a married couple, 30 hours a week or more.

Once awarded, this benefit will continue to be paid for the agreed period irrespective of any change in financial circumstances, but it is not changed when benefits are reviewed annually.

- Notes
1. Lump sum payments should be accepted. Sometimes there are delays in paying the benefit so, if it is back-dated it will be paid as a lump sum.
 2. Occasionally, a 'transitional' payment is received as part of Family Credit. If this happens code T will be ringed.
 3. If income support/supplementary benefit is included then it should be transferred to Q56(d).

Question 56(c) - Family Credit

SPECIAL CHECK FOR THE DSS IN 1989 (G B ONLY)

The DSS are concerned about the take-up of Family Credit by persons who do not appear to be entitled to it. They have requested that a special check is carried out using FES data as this is the most suitable survey for the purpose.

One of the qualifying conditions for receiving Family Credit (which is paid for a period of 26 weeks) is that at least one of the parents should be in full-time work.

For this purpose, it is necessary to check whether any person in the household is receiving Family Credit at present and whether that person and his/her spouse have not worked during the last 12 months.

People do not always know the name of the benefit they are getting so the RO will be writing to the informants identified by the check, to find out whether it is Family Credit or some other benefit (eg income support) that they are receiving. It is, therefore, necessary to carry out this check at the CHECKING stage.

ELIGIBLE HOUSEHOLDS (these budgets should be sent to R0)

Every budget throughout the whole of 1989 must pass through this check.

1. Check the Family Credit question (Q56(c) - B schedule)

If the household contains at least one person who is receiving Family Credit at present (code 1 at Q56(c)(iv)) go on to stage 2.

2. Check questions 4, 5 and 8 (B schedule)

i. Where both parents are in the household (including households where one parent is absent).

If Q4 has been completed but)
Q4(a) is blank)
)
OR)
)
Q5 is coded 2) for both parents
)
OR)
Q8 is coded 2)

If one of these conditions is satisfied then send the budget to R0.

Note this does not mean, for example, that Q5 must be coded 2 for both parents or that Q8 must be coded 2 for both parents, because the household would still be 'eligible' if Q5 was coded 2 for one parent and Q8 was coded 2 for the other.

ii. Where only one parent is in the household.

If Q4 has been completed but)
Q4(a) is blank)
)
OR)
)
Q5 is coded 2) for this parent
)
OR)
)
Q8 is coded 2)

If one of these conditions is satisfied then send the budget to R0.

iii. All other types of household situation

In addition to the types of household at (i) and (ii) above, it is possible that other situations could arise eg where there are children, parents and grandparents or where there is more than one family with children in the same household.

Question 56(d) - Income support/Supplementary benefit

There are two types of benefit:

- a. Supplementary Pension is payable to men and women of retirement age whose income is below the level of requirement approved by Parliament. It can either be the full pension or an addition to the retirement pension received.
- b. Supplementary Allowance is payable to people aged 16 and over but below retirement age whose income is below the level of requirement. People are not normally entitled to benefit if in full-time work.

Notes

1. Supplementary benefit may be paid with other benefits but it should not be included at any other benefit questions.
2. Blind allowance should be coded at this question and not at Q58(d).
3. Items of household expenditure, paid directly (either in whole or in part) by Supplementary Benefit, should be shown at the appropriate schedule questions. The expenditure should also be included in the amount shown at Q56(d) on a comparable period basis. This does not apply to rent and rates which is covered by housing benefit at Qs18, 25 and 26 of the A schedule.
4. If an informant's separated husband pays an allowance direct to the Social Security Office it should be entered at Q56(d).

Question 57 - Maternity allowance, grant, maternity pay and statutory maternity pay

i. Maternity allowance

This is a weekly benefit which is usually paid for 18 weeks starting 11 weeks before the baby is expected. It may be paid in addition to maternity grant.

ii. Maternity grant/Grant from Social Fund

This is a lump sum paid for each birth to help with the general expenses of having a baby.

iii. Maternity pay

Under the Employment Protection Act, a woman having a baby is entitled to receive maternity pay from her employer provided that she:

- a. normally works 8 hours a week or more
- b. has worked continuously for that employer for two years or more
- c. continues working up to the 11th week before the baby is due
- d. returns to work.

iv. Statutory maternity pay

This came into effect in April 1987 and is paid by the employer for 18 weeks. It is gradually replacing maternity pay and in some cases, maternity allowance. It is paid at two rates. The qualifying conditions are similar to those for maternity pay.

It is possible therefore for a woman to have received both maternity pay and statutory maternity pay during the last 12 months.

- Note
1. It is possible to receive maternity benefits even though there are no children in the household under 1.
 2. If supplementary benefit, is included than it, should be transferred to Q56(d).

Question 58(a) - Death Grant/Grant from Social Fund for Funeral Expenses

As there is now no upper limit on Death Grant, accept whatever amount is given.

Question 58(b) - Christmas Bonus

The Christmas Bonus is paid to retired persons and certain other people on state benefit. The amount paid is £10 per person.

Question 58(c) - Invalid care allowance

Invalid care allowance is paid to people of working age who cannot work because they have to care for a severely disabled relative ie some one who would be receiving a attendance allowance.

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Question 58(d) - Any NI or State Benefit not mentioned earlier

Examples of benefits that can be included here are:

- Child's special allowance
- Disabled persons petrol allowance
- Guardian's allowance
- Industrial death benefit
- Industrial Disablement Benefit (paid weekly)
- Industrial widow's pension
- Job release allowance
- War clothing allowance
- War Dependent's pension
- War widow's pension

Editing

If Q58(d) is coded 1 a print message will appear. Check whether the benefit should be accepted here or transferred to another question.

Do not transfer any benefits which are not being received at present. Lump sum payments should be deleted.

Question 67 - Interest/dividends from Investments

For joint investments 'Yes' will be coded in both columns against the relevant account but the amount of interest will be entered in only one column with a note indicating a joint account. Divide the amount of interest equally between the recipients. If the resulting figure involves fractions then round up the amount of the informant whose column the original entry was in, and round down the other figures.

Editing

If the interest figure is missing it should be imputed only if it is clear that the informant has received or has been credited with interest during the last 12 months. For example, if 'DK' is entered in the coding column or beside the question then the interest should be imputed, but if '00' or 'nil' is entered it should not be imputed.

If the interest is to be imputed and

- i. the amount invested is shown impute the interest using the rates of interest at the time of interview
- ii. the amount invested is not shown impute the interest from the table in Appendix D.

Use a K2 in both cases.

If '00', 'nil' or DK do not appear in the coding columns, refer to R0.

If the 'private loan' question Q67(g) is coded 1 a print message will appear. If there are any interviewer notes, check whether this should be transferred to any of the other questions. Q67(a) to Q67(f) or deleted because it is not a private loan.

Question 68 - Rent from property including sub-let accommodation

Include

- i. All rent received over the last 12 months even if the property has been sold and therefore no longer owned by the informant.
- ii. Rent for sub-let business rooms or garages.

Let or sub-let property

If a part of the informant's accommodation is sub-let, the amount of rent shown here may have to be abated to exclude the sub-tenant's rates payments (see instructions on sub-let property on P23).

If any expenses are shown in the margin, check whether they are allowable and if so deduct them from the rent - if this is a gross figure. Allowable expenses include:

- i. actual expenditure on repairs and maintenance
- ii. depreciation allowance on furnished lettings
- iii. insurance, agent's fees, ground rent, rates etc

Letting or sub-letting as a business

If it appears that a person is making a living out of letting or sub-letting property (The informant himself may say it is a 'job'.) then he/she should be treated as 'self-employed' and the information transferred to Q44-50. (See also note 4 at Q44-50).

Editing

If Q68 is coded 1 a print message will appear.

Check:

- i. whether the amount of rent shown needs to be abated to exclude sub-tenant's rate payments and any other allowable expenses. (see above).
- ii. whether the person is making a living out of letting or sub-letting property (see above).

and take the appropriate action.

If the amount of rent received is not given, no imputation is required.

Q69 - Other unearned income

Question 69 - Other unearned income

This question is designed to pick up any other unearned income that may be received by the informant.

Include.

- i. Royalties from land, books or performances (provided these are not associated with the main or subsidiary job).
- ii. Income as a sleeping partner.
- iii. Occupational pension from an overseas government or company - if paid in foreign currency. If the pension is paid in sterling it should be entered at Q61.

Exclude

- i. Sale of house, stocks and shares or any other assets.
- ii. Maturing life policies, cash-in of life assurance, superannuation.
- iii. Pools or lottery wins.
- iv. Legacies.
- v. Cash gifts from friends or relatives inside or outside the household.
- vi. Honoraria (An honorarium is earned income and should be entered at Q28).

Items (i) to (v) are regarded as 'windfall' income and should not be included in the survey.

Editing

If Q69 is coded 1 a print message will appear. Refer to the lists above to see whether the entry should be included here, transferred to another question or deleted. If the type of income does not occur on these lists, or there is any doubt, refer to R0.

If the type of income has not been specified delete the amount at Q69(a) and recode Q69 to 2. Again, if in doubt, refer to R0.

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Question 70 - Regular allowance from outside the household

1. If payment is not received regularly, the interviewer should have recorded details and a weekly equivalent, based on amounts actually received, should be entered. This normally applies to maintenance allowance etc. Do not accept an amount which should be received but in fact is not. Accept only the last amount received.
2. It is not necessary for the informant to be in receipt of the allowance at this time; the question refers to the last 12 months and therefore past situations are accepted. Do not attempt to gross up any payments to cover the last 12 months.
3. An allowance from a non-spouse who is an absent spender and therefore a member of the household should be included at this question. See also instructions at Q1 (code 7).
4. Parental contributions towards a grant should be included at Q111 under the parent's person number and at Q70 (B schedule) under the child's person number if the child is a spender. This applies whether the parents and child are in the same household or not. Parental contributions may also be included at Q112, if, for example, the child takes a leisure course as a part of his/her educational course. Note that cash gifts above the value of the grant should be excluded. Overseas grants should also be shown here.
5. Include special payments to ex-workers, eg. payments to steel workers from EEC funds. The tax is entered at Q75. However, compensation payments to ex - NCB employees spread over a number of years should be treated as pensions at Q.61.
6. If informant's separated husband pays a maintenance allowance direct to the Social Security Office it should not be accepted at this question but entered at Q56(d).

Editing

If Q70 is multi-coded it will not be keyed so an error message will appear. Ring code 7 and delete the other codes.

Question 71 - Allowances from spouse as an absent spender or a non-household member

Details of any allowance paid by an absent spouse or a spouse who is not a household member to anyone present in the household should be recorded here.

If the spouse who is present in the household draws money from a joint account the amount drawn should be recorded.

Married informants who are not working and whose last employment was abroad. Accept code 3, 4 or 5 at Q1(b) and record the last allowance sent to spouse (under spouse's person number) at Q71. Do not record any details at the pay questions.

For a spouse who is an absent spender, see also instructions at Q1 (code 7).

Editing

If any household expenses are paid direct (code 1 at Q71(c)) enter the total amount in the OFFICE USE box, and also at Q122 - A schedule.

If there is more than one item of expense adjust the amounts to take account of any period code differences before adding them together.

Use a K1 to enter the amount onto the data base.

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Question 72 - Free or concessionary coal or coke from an employer

Notes

1. If there is any indication that the fuel was not supplied by an employer then the entry should be deleted.
2. Delete any cash given to informant in lieu of coal/coke.
3. If more than one box is completed this is acceptable.
4. Any haulage charges should be included in the amount paid by the informant at Q72(b)(i).

Editing

The notional values of coke or coke and coal combined will be estimated by the calculation program.

If the 'Other measure' box has a value in it a print message will appear. This measure must therefore be converted to any combination of lbs, cwts or tons.

For example, if the weight is given in metric tonnes or milliers, convert to tons by multiplying by 0.984. If a number of bags is given, assume 1 bag = 50 kg and convert to lbs by multiplying the number of bags by 110 (Decimals should be rounded off to the nearest whole number).

Enter the converted figures in the appropriate box(es) and delete the figure given in the 'other measure' box.

Question 73 - CONCESSIONARY BUS TRAVEL FOR OAP's

In GB this question applies to men aged 65 and over and women aged 60 and over but in Northern Ireland it applies to men and women aged 65 and over.

Concessions are also granted to handicapped people, but if they are under the ages given above the entries should be deleted.

Any weekly or season tickets entered at Q83 (A schedule) should be deleted if they appear at this question.

Some local authorities provide an alternative to concessionary bus fares in the form of TV/telephone vouchers or refunds. If the informant accepts a TV licence refund instead of a bus pass, code 'No' at Q73 and deduct the amount refunded from Q76(a), (A schedule). If any other expenses are refunded they should also be deducted and entered at the relevant A schedule question.

Editing

If Q73(a) is coded 5 a print message will appear. Where possible, these other type of bus pass should be recoded as 1 to 4.

Question 74 - Money received during the last 12 months as a mail order agent or babysitter

Income in the form of goods acquired from a mail order club should be deleted.

Babysitters and mail order agents are not considered to be self-employed, so do not transfer any details given here to the self-employed questions (Q44-50), regardless of the amount received.

| If a person is a child-minder he/she should be treated as self-employed and the information transferred to Q44-50.

Question 75 - Income tax paid direct to Inland Revenue

Check that this does not duplicate tax payments elsewhere in the schedule, or is in respect of interest on stocks, shares etc at Q67(a) and (e). Delete any entries if it is clear that there is duplication.

Include

- i. Tax paid on benefit from a Job Release Scheme ie persons coded 6 at Q1(t

Exclude

- i. National Insurance payments. These should be shown at Q78.
- ii. Tax reserve certificates. Transfer a weekly equivalent to each week of the diary and code as 803.
- iii. Value added tax.
- iv. Amounts set aside for payment of tax. These should also be deleted from the diary if they occur there.

Editing

If Q75 is coded 1 a print message will appear. Check that the reason for the payment is acceptable.

For example, there should be a current source of income elsewhere in the B schedule on which it is possible for tax to be paid direct eg self-employed income (Q44), unearned income (Q69) and income from pensions (Q61-64) where tax is not deducted at source. If there is no current source of income, assume the tax payment relates to past situation but refer to supervisor before deleting the entry.

Question 76 - Income tax refunded direct by Inland Revenue or DSS

Direct refunds of tax previously paid by employees under Pay- As- You-Earn (PAYE) are normally due to change of circumstances, eg unemployed, redundancy, retirement or marriage.

- Notes
1. Refunds from DSS are included. DSS can refund Income Tax if informant is or was unemployed.
 2. Tax refunds received through pay (see Q13) should not be included at this question.
 3. Tax refund on a covenanted payment should be transferred to Q64.

Editing

If Q76(c) is coded 2, ie if the refund was not in respect of unemployment or redundancy a print message will appear. Check that the reason for the refund is acceptable.

For example, there should be a current source of income elsewhere in the 'B' schedule on which it is possible for a refund to be made (see Q75). If there is no current source of income, assume the refund relates to a past situation but refer to supervisor before deleting the entry.

Question 77 - Regular payments of NI contributions

Regular contributions only should be entered at this question.

If an employee or a person who is above the eligible age answers this question then the entry should be deleted.

1. Self-employed

If a self-employed person answers 'No' to this question do not impute a value (the current value for the self-employed is £4.05 per week) There are several reasons why a person may not be paying a regular contribution: he may have just started in business, or he may not be making enough money (his profits may be less than the personal allowance), or even if the business is doing well he may be intending to pay his contributions in the form of a lump sum.

2. Unemployed, sick, retired etc

A 'No' answer to this question should also be accepted.

3. Absent spenders

If the person is an absent spender, (residing in the UK or abroad) he will be coded at Q1(b), hence this question will need to be answered.

If the net and/or gross pay are given at the pay questions estimate the National Insurance contribution using the appropriate tables.

If no pay details are given or they appear to be unreliable ring code 2 at this question.

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This question will also apply to persons with a subsidiary self-employed job.

Questions 78 - NI contributions paid direct to Inland Revenue or DSS

This question applies mainly to self-employed persons who usually pay a basic weekly rate of National Insurance, (Class 4), but are also required to pay a percentage of their profit if the profit exceeds a certain figure. This is usually paid as a lump sum contribution.

Employed and unemployed persons may also make lump sum payments if they are paying for missing contributions.

The main purpose of this question, therefore, is to pick up lump sum contribution paid by self-employed persons or others and not deductions from wage or salary (see Q15 or Q39).

If however, it is clear that a regular contribution by a self-employed person has been entered here, it is not necessary to transfer the information to Q77.

Editing

If Q78 is coded 1 a print message will appear. Check that the reason for the payment is acceptable. For example, if the person is no longer self-employed, assume the contribution relates to a past situation but refer to supervisor before deleting the entry.

Question 79 - Money sent abroad

Only money sent directly to an individual or a charity abroad should be accepted.

Money given to an individual or charity in this country and subsequently sent abroad (eg Christian Aid, Oxfam, Tear Fund) should be deleted.

Editing

Accept DK's at this question. No imputation is required.

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Question 80 - Odd Jobs

Check that there is a spender number for each entry.

The purpose of this question is to account for any income received from an 'odd job' which would not have been accounted for at the employee, subsidiary employee or self-employed questions.

An 'odd job' is defined as a job which is undertaken once only at one specific point in time and without any regularity or continuity. It is therefore non-recurring.

If a job is carried out repeatedly, even at irregular intervals and regardless of the number of hours worked, it should be treated as a regular job.

Note Students' holiday jobs should not be shown here but should be coded according to the situation at the time of interview (see note on 'working students' at Q1)

Editing

If Q80 is coded 1 a print message will appear. Check that the details, ie description, period covered and duration, for each entry comply with the above definition of 'odd job'. If these details indicate that the job is regular then follow the procedure described below. If additional information is required to determine whether it is an odd job or regular job, refer to R0.

1. Regular job at Q80(a) - HELD at time of interview

Transfer the information given at Q80(a) to the employee, subsidiary employee or self-employed questions as appropriate. Recode Q80 to 2 and delete the entry at Q80(a). If the code at Q1 needs to be changed, refer to supervisor.

2. Regular job at Q80(a) - NOT HELD at time of interview

a. If coded 1 or 2 at Q1

a(i) If regular job at Q80(a) is an EMPLOYED job

Treat this as a past situation. Recode Q80 to 2 and delete the entry at Q80(a).

a(ii) If regular job at Q80(a) is a SELF-EMPLOYED job

Code Q9(m) as 2 and transfer the information given at Q80(a) to Q44-50 provided the job will continue. (If in doubt refer to supervisor). Recode Q80 to 2 and delete the entry at Q80(a).

Note - If both the main and subsidiary jobs are self-employed the profit from the latter should be entered in the OFFICE USE box at Q44 and onto the data base using a K1.

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b. If coded 3 or 4 at Q1

b(i) Informant HAS WORKED in last 12 months

If the regular job at Q80(a) is the more recent job delete the details of the job shown at Questions 4, 4(a), 9 and 10 to 34 (if informant was employed) or 44-50 (if he was self-employed).

Transfer the information given at Q80(a) to Questions 4, 4(a), 9 and to the employed or self-employed questions as appropriate.

Whether the job at Q80(a) is the more recent one or not, Q80 should be recoded to 2 and the entry at Q80(a) deleted.

b(ii) Informant has NOT WORKED in last 12 months

Delete the details of the job shown at Questions 4, 4(a), 9 and 10 (if informant was employed)

Transfer the information given at Q80(a) to Questions 4, 4(a), 9 and to the employed or self-employed questions as appropriate.

Note - Q80(a) shows that the informant has had a regular job during the last 12 months.

c. If coded 5 or 7 at Q1

c(i) Informant HAS WORKED in last 12 months

Add the number of weeks worked and the total fees/salary (shown at Q80(a)) to the figures given at Q8(a) and Q8(b) respectively. Adjust for period code differences where necessary. Recode Q80 to 2 and delete the entry at Q80(a).

c(ii) Informant has NOT WORKED in last 12 months

Recode Q8 to 'Yes' and enter the number of weeks worked and the total fees/salary (shown at Q80(a)) at Q8(a) and Q8(b) respectively. Enter the period code at Q8(c).

Note - Q80(a) shows that the informant has had a regular job during the last 12 months.

d. If coded 6 at Q1

Treat the 'regular' job shown at Q80(a) as a past situation. Recode Q80 to 2 and delete the entry at Q80(a).

Question 81 - Income to Children under 16

Check that there is an entry for each child under 16.

Check that the child's person number is correct and make sure that all information relating to that child is entered in the correct column.

Include any regular income, however small, eg newspaper round, building society etc

Exclude child benefit, cash gifts and pocket money.

If there is more than one source of income for the same child then details of the other sources should be recorded in the margin. Adjust the amounts to take account of period code differences, where necessary, then add them together and enter the total amount at Q81(c). Amend the other questions: Q81(b)(i), Q81(d) and Q81(e) as appropriate.

If details of the other sources of income for the same child have been entered in the coding columns then these entries should be transferred to the first column in which the child's person number appears. Carry out the same procedure as that described in the previous paragraph, and finally, delete the entries in the other columns relating to that child.

Editing

For imputation of interest from savings see instructions at Q65.

If Q81(c) is blank check (from interviewer notes) whether the child has received an income during the past 12 months. If not, recode Q81 to 2 and delete the answers given at Q81(b) to 81(e). This situation could arise if the child has investments but has not yet received any income from them.

Question 82 - Investments in National Savings etc for children under 16

See Q66 for instructions.

Question 83 - Assests/Savings - Summary

This question is a summary of the answers given to the 'assets' questions which appear in the A and B schedules.

Interviewers are asked to refer back to these questions as they complete Q83. The answers given here should therefore agree with those given in the A and B schedules, eg if a person has a current account, code 1 should be ringed at Q103(a) on P50 (A schedule) and also at Q83.

The question should be completed for all spenders and all children under 16 who have assets. It should not therefore be completed for a person who has no assets. This also applies to a husband or wife if he or she does not have any assets.

It is not necessary to check that:

- i. Persons with entries at Q83 have any assets or that the correct codes are ringed
- ii. Persons with no entries at Q83 have no assets.

Check that there is a person number for each entry.

If the person numbers have not been entered in numerical order this is acceptable at this question.

Note that the 'OFFICE USE' box at the bottom of page 58 should never be ringed.

Question 84 - Assets/Savings - Eligibility

This question should be completed for all spenders and all children under 16 who have assets. It should not be completed for persons who do not have any assets.

A husband and wife should be treated as one unit but all other spenders and children in the household should be treated individually.

If there is a second married couple in the household they should also be treated as one unit. Both their person numbers should have been entered in the same column.

To complete the OFFICE USE grid at the top of P.59 (B schedule) it is necessary to refer to Q84-93. Instructions for dealing with these questions therefore precede those for completing the OFFICE USE grid.

Cohabiting couples

For the purpose of completing Q84 and also the OFFICE USE grid on P59 the term 'husband and wife' includes

- i. Cohabitees who describe themselves as 'husband and wife' or 'married'. They should be coded 1 at Q6.
- ii. Cohabitees who describe themselves as 'girl-friend', 'boy-friend', 'fiance', 'partner' etc. If the HOH is one of the co-habitees then the other will be treated as a non-relative (Code 9 at Q2). Their true marital status should be given at Q6.

Questions 85-93 - Assets/Savings

General Notes

These questions are included at the request of the DSS who are trying to estimate eligibility for certain benefits. To achieve this they need to study the personal holdings of certain types of assets. The purpose of these questions is to provide information on the current values of the assets held by informants.

These questions are asked only if the current value of a person's assets (or the combined value in the case of a husband and wife) is between £1,500 and £12,000 (code Y at Q84).

Although a husband and wife are treated as one unit at Q84 they should be treated at separate persons at Questions 85-93.

If an asset is held jointly between husband and wife but there is only one entry then the amount should be divided equally between them.

Although informants may not know the current value of their assets they may have given sufficient information to enable the value to be estimated. As the number of cases where estimates are required is likely to be fairly high it was decided to carry out the estimation at the coding stage.

| Note 'Husband and wife' includes cohabiting couples (see note at Q84).

Question 85, 86 and 90 - Assets/Savings

| Check that there is a person number for each entry.

Accept the entries given in the Amount/Value column.

| If this column is blank, delete the entry.

Note Q85(a) should be completed only if there was some money left in the current account at the end of the week/month so any 'nil' or '00' entries should be deleted and the main question re-coded to X.

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Question 85 will include

- i. Bank current accounts, including those which yield interest. These should be entered at Q103 - A schedule.
- ii. Building society current accounts (all these yield interest). These should be entered at Q65(d) - B schedule.

Question 87 - Index-linked and fixed interest National Savings Certificates

| Check that there is a person number for each entry.

1. If (a) to (c) are completed refer to supervisor for an estimate of the current value.

2. If (c) is completed and one or both the other 2 columns are blank, transfer the amount at (c) to the OFFICE USE column.

| 3. If (c) is blank, irrespective of whether the other 2 columns are completed or not, delete the entry.

Question 88 - National Savings Save-as-you-Earn

| Check that there is a person number for each entry.

1. If (a) to (e) or (a) to (d) only are completed refer to supervisor for an estimate of the current value.

2. If (e) is completed and one or more of the other 4 columns are blank, transfer the amount at (e) to the OFFICE USE column.

| 3. If (e) is blank and one or more of the other 4 columns are blank, delete the entry.

Question 89 - Building Society Save-as-you-Earn

| Check that there is a person number for each entry.

1. If (a) to (d) are completed accept the amount at (d).

2. If (a) to (c) only are completed refer to supervisor for an estimate of the current value.

3. If (d) is completed and one or more of the other 3 columns are blank, accept the amount at (d).

| 4. If (d) is blank and one or more of the other 3 columns are blank, delete the entry.

Question 91 - National Savings Income Bonds

| Check that there is a person number for each entry.

Income bonds can be purchased in multiples of 1000. The minimum holding is £200 ie two income bonds.

1. If (a) and (b) are completed check that the amount at (b) is.

- equal to 1000 times the number of bonds shown at (a) and

- equal to or greater than the minimum holding of £2000

eg if the informant has 5 bonds the amount should be £5000. If there are any discrepancies, eg 2 bonds valued at £1000, refer to supervisor.

2. If (b) is completed but (a) is blank accept the amount at (b) provided it a multiple of £1000, if not refer to supervisor.

3. If (a) is completed but (b) is blank enter the appropriate amount at (b) eg if the informant has 3 bonds enter £3000 at (b).

| 4. If both (a) and (b) are blank, delete the entry.

Question 92 - National Savings Deposit Bonds

| Check that there is a person number for each entry.

1. If (a) and (b) are completed refer to supervisor for an estimate of the current value.

2. If (b) is completed but (a) is blank, transfer the amount at (b) to the OFFICE USE column.

| 3. If (b) is blank irrespective of whether (a) is completed or not, delete the entry.

Question 93 - Gilt-edged stock, unit trusts, stocks, shares, bonds etc

| Check that there is a person number for each entry.

1. If (a), (b) and (c) or (a) and (b) only are completed refer to supervisor for an estimate of the current value.
2. If (c) is completed and one or both the other 2 columns are blank, transfer the amount at (c) to the OFFICE USE column.
3. If (c) is blank and one or both the other 2 columns are blank (or an inadequate description of the security is given), delete the entry.

Question 87 to 89 and 92 to 93 - Assets/savings

Note to supervisors

If sufficient information is given to estimate the current value of an asset at:

i. Questions 87, 88 and 92

Telephone: Mr Terry Mile (ext 9314) or
Mr David Turner (ext 9315)
Department of National Savings (DNS)
Room 343, Charles House
375 Kensington High Street
London, W14
Telephone No: 01-605 9316

Enter the current value in the OFFICE USE column.

ii. Question 89

Although this question relates to a Building Society SAYE account, the DNS may still be able to give an estimate of the current value provided the necessary information has been given. If they cannot then delete the entry

iii. Question 93

Look up the price of the stock/share/bond etc in the Financial Times for the date of interview. Calculate the value and enter this in the OFFICE USE column.

Note At Questions 87, 88 and 92 the informant may have given an estimate of the current value of an asset but it is still necessary to telephone the DNS to obtain a more accurate estimate, provided sufficient information has been given at these questions.

Completing the OFFICE USE grid at the top of P59 (B schedule)

(Instructions for a husband and wife are given on P.196-197).

This grid should be completed for all spenders and all children under 16 who are coded X, Y or Z at Q84 or who have refused to answer one or more of these questions (Q84-93). It should therefore be completed for all persons who have assets.

| Check that there is a person number for each entry.

The person numbers must be entered in the order in which they appear at Q83.

Refusal - Code 1

If a member of the household has refused to answer one or more of the 'assets' questions (Q85-93) or Q84 itself, ring code 1 in the relevant column.

If a member of the household has refused on behalf of the whole household or just certain members of the household, ring code 1 for all the relevant persons.

If any of the assets questions were answered before the person refused, all the entries relating to that person should be deleted.

Note that if a person/household refuses to answer any of the assets questions (Q84-93) this does not constitute a refusal to the whole survey. Refer any refusals to supervisor not to RO.

| Ineligible - Codes 3 and 4

For persons coded X at Q84 - ring code 3 in relevant column

" " Z " - " 4 " "

| Eligible - Codes 5, 6 and 7

If a person is coded Y at Q84 then codes 5, 6 or 7 should be ringed in the relevant column. To determine which of these codes should be ringed it is necessary to refer to Q85-93 to see if any of these questions are blank.

| Code 5 - applies to persons who know the current values of all their assets at Q85-93 or have given sufficient information to enable all their current values to be estimated, ie no entries should have been deleted at Q85-93.

| Code 6 - applies to persons who do not know the current values of any of their assets and have not been able to give sufficient information to enable any of their current values to be estimated, ie all entries should have been deleted at Q85-93.

| Code 7 - applies to persons who know some of the current values of their assets or have given sufficient information to enable some of their current values to be estimated, ie some but not all entries should have been deleted at Q85-93.

Completing the OFFICE USE grid for a husband and wife

If there is a husband and wife or a cohabiting couple (see note at Q84) in the household they should be treated differently from other persons.

At Q84 a husband and wife are treated as one unit so they are both included in the same column. At the OFFICE USE grid, however, they should be entered in separate columns so they will have their own person number.

The coding procedure is described below:

First, check whether there is a husband and wife or a cohabiting couple in the household.

Second, if both husband and wife have assets, check whether they are ineligible or eligible as a unit.

If both husband and wife have assets and are INELIGIBLE as a unit (Code X or Z at Q84)

The wife should be coded 2 (wife of HOH).

The husband should be coded 3 if coded X at Q84

" " " 4 " Z "

If both husband and wife have assets and are ELIGIBLE as a unit (Code X at Q84)

The wife should be coded 2 in all cases but the husband should be coded as follows:

Code 5 - if both the husband and the wife know the current values of all their assets Q85-93 (See also Code 5 on P.195).

Code 6 - if neither the husband nor the wife know the current values of any of their assets (See also Code 6 on P.195).

Code 7 - if, as a unit, the husband or the wife know some of the current values of their assets (See also Code 7 on P.195). There are seven possible ways in which this situation can arise (H = husband and W = wife):

- i. H knows ALL his assets - W knows SOME of hers
- ii. " " " " NONE "
- iii. H knows SOME of his assets - W knows ALL of hers
- iv. " " " " " SOME "
- v. " " " " " NONE "
- vi. H knows NONE of his assets - W knows ALL of hers
- vii. " " " " - " SOME "

If the assets are regarded as being owned by the marital unit instead of belonging to the husband or wife as individuals then, in each of the seven cases, it is clear that only some of the assets owned by the marital unit are known. In each of these cases therefore, the husband will be coded 7.

Completing the Office Use grid for a husband and wife (continued)

If either the husband or wife or both have no assets

If one partner has no assets then no code should be ringed at the OFFICE USE grid for this person.

The partner with assets should not therefore be treated as a marital unit but as an individual so the instructions on P.195 will apply.

If both husband and wife refuse to answer Q84-93

The wife should be coded 2 (wife of HoH)

The husband " " 1

If only one partner refuses, refer to supervisor.

Notes

1. The above procedure also applies to any other married or cohabiting couples in the household (not just to the 'wife of HOH' as indicated at the OFFICE USE grid).
2. If either partner is not a member of the household, then the partner who is the member (he/she will be coded 2 at Q6) should not be treated as a marital unit but as an individual, so the instructions on P.195 will apply.

Editing - Questions 83 (OFFICE USE grid) and Q85-93 - Assets/Savings

1. There are no edit checks linking Q83 with any other question.
2. There are edit checks linking the OFFICE USE grid (VALASSET) with:
 - i. Q85-93
 - ii. The savings and investments questions (Q103 - A schedule, Q65-67 and Q81-82 - B schedule). This is to ensure that the OFFICE USE grid is coded if a person has assets and vice versa.

There are, however, two genuine reasons why these checks will fail: first, cohabiting couples are being treated as married couples and second, a wife (instead of being coded 2 at the OFFICE USE grid) will be coded 1 or 3 to 7 if she is the only partner with assets.

3. For persons who are eligible, there are also edit checks linking Q85-93 with the corresponding questions in the A and B schedules.

For example, if Q85 is completed the person should have a bank current account at Q103(a) - A schedule, or a building society current account at Q65(d) - B schedule. If Q86 is completed then the person should have at least one of the savings accounts at Q65(a) to (f) - B schedule.

OFFICE USE grid

- i. If an edit check shows that a person has no assets but the OFFICE USE grid has been coded, check:

Q103	-	A	schedule	(persons aged 16 and over)
Q65-67	-	B	"	(" ")
Q81-82	-	B	"	(persons under 16)
Q84	-	B	"	(All persons)

If the above questions show that the person has no assets then check Q85-93 and if there are no assets recorded at these questions, delete the code at the OFFICE USE grid. If there are assets recorded at Q85-93 refer to supervisor.

- ii. If an edit check shows that a person has assets but the OFFICE USE grid has not been coded, check the questions listed at (i) above. If these questions show that the person has assets check Q85-93 (and also Q84) to determine whether the person is eligible or not and ring the appropriate code.

- iii. If there is any doubt as to how to proceed, refer to supervisor.

Questions 85-93

If the 'value' column at any of these questions is blank then the entry should have been deleted at the coding stage. However, a validation error message will identify any zero values which still remain. If insufficient information is given to estimate a value (see coding instructions for the particular question) then delete the entry.