

MANUAL CODING AND EDITING OF THE FES PRIOR TO THE COMPUTER STAGE 1977

Note by Social Survey Division, OPCS

1 This paper has been prepared to assist departments who use material from the FES. It replaces the Note dated September 1977. It should prove of interest to departments who use the FES base tapes and also to those who use tabulations containing references to the original code numbers.

2 The details in this paper relate to the data as recorded in the household files (one file for each co-operating household) at the point at which these files are despatched by OPCS to the Department of Employment; that is after all the manual coding and editing has been completed by the Social Survey Division of OPCS.

This paper does not take account of subsequent operations carried out under the control of the Department of Employment; in particular, it does not deal with the product codes or any derived codes which have been formed after the files have left OPCS. Notes about such codes will be found in the companion paper issued by DE. Product codes and other derived codes which may appear on the computer tape are not carried back to the original household files.

3 The FES is not a static survey, partly because of new situations, (changes in welfare benefits, tax limits, etc) and also due to attempts to improve schedule layout. Therefore there are changes between years in FES coding procedure, question numbers and codes. Such changes have been noted back to 1968 in order to aid the user who wishes to use FES as a time series.

4 Also, to help clients already familiar with the 1976 data, changes between 1976 and 1977 are indicated by brackets in the left hand margin. A short note describing the change is included in the text beside the bracketed code number, eg Change = change in question number; new code box, etc. Any queries should be referred to OPCS; Tele No: 01-242-0262 Ext 2190 .

INTRODUCTION

(i) The details in these notes relate to the data as coded and edited by the Social Survey Division of OPCS. Details of product codes and other derived codes produced at the computer stage will be found in the series of companion papers entitled 'Annual Base Tape' and subsequently referred to as the DE paper. Separate papers have been prepared for 1968/69/70/71, 1972 and each later year.

(ii) These notes are in 4 main sections:

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(iii) Two publications have already appeared containing explanations and detailed descriptions of coding and editing. 1, 2. The relevant parts have been up-dated and incorporated in this paper.

(iv) The details refer to the position in 1977. There have been no major changes in design affecting the coding in recent years, but changes in question numbers and in codes which have occurred since 1968 are indicated.

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1. Family Expenditure Survey, Handbook on the Sample, Fieldwork and Coding Procedures by W F F Kemsley, HM Stationery Office, 1969.
 2. Pre-Computer Editing of Budgets in the FES by W F F Kemsley, Applied Statistics, Vol 21, pp 58-64 1972.

I GENERAL POINTS AND DEFINITIONS

1. Personal Sector - The information collected in the FES relates to the personal sector. If any expenditure is reported by an informant which could properly be classified to the business sector, it is excluded at the editing stage. Four types of such excluded expenditure can be distinguished:

- (i) refund by an employer of expenses incurred by an employee;
- (ii) expenses claimed by employees as tax relief as a result of employment;
- (iii) refund of expenses by a charitable organisation, social club or similar body;
- (iv) expenditure incurred by a self-employed person and which is chargeable to his own business, either wholly or partly.

Such expenditure is identified by the information in Q's 38(b)-(b1) on Schedule A, Q's 18-21, 26, 28 and 63 on Schedule B, or in Q.1 on page 18 of the diary record. In many cases, the editing consists of a straightforward deletion of the reported items. In other cases somewhat elaborate rules have to be invoked to ensure that the appropriate part of a reported item is removed. Examples are mileage allowances paid by an employer, or housing expenses of a self-employed person such as a farmer or shop-keeper living on the business premises.

2. Private households - The sample covered by the Social Survey relates to private households in Great Britain. (The sample for Northern Ireland is organised by the Statistics and Economics Unit of the Department of Finance in Northern Ireland. The forms and instructions for fieldwork and coding are identical with those described here, and are supplied by OPCS). Persons living in hotels, guest houses, public houses, boarding houses and institutions of all kinds are excluded. These exclusions also apply to establishments where personal expenditure is so intermixed with the expenses of a commercial undertaking that it is impossible to obtain satisfactory estimates of the part relating to the personal sector. Generally speaking, all households living at a public house or institution are excluded unless

the living accommodation is entirely self-contained and the catering arrangements are independent of the rest of the establishment. A private household taking in a few boarders is included if it has less than four boarders, but is excluded if it has, or expects to have, four or more boarders at any time during the 14 days of record keeping. An establishment run as a commercial boarding house is always excluded even if at the time of the survey only the proprietor and his wife are in residence. Households may contain non-British citizens, but those containing a member of the diplomatic service of another country or of the US Armed Forces are excluded.

3. Household definition - A household comprises a person living alone or a group of people living at the same address and having meals prepared together, and with common housekeeping. A person (or persons) living at the same address, but not boarding with the same household, and having separate catering arrangements constitutes a separate household. An additional condition is that a household must have exclusive use of at least one room. If two or more share a room and do not have exclusive use of at least one other room, they constitute a single household.

Information on expenditure and income as reported in the FES file relates to the household as defined above. The survey requires the collection of data for each member aged 16 and over (called 'spenders') and in general, this means that the Social Survey interviewer has to see each person. Problems arise where people are resident for only part of the time, are absent when the interviewer contacts the household, or leave or join the household during the 14 days of record keeping. The rules applied in such cases are described below.

4. Persons resident only part of the time - A person living with a household who usually has one meal a day with that household is normally regarded as part of it. Household members who are present at the initial interview and then are away for part

of the 14 days are usually asked to keep their records during the period they are away.

Persons who spend only part of their time in the household are members provided they usually spend at least four nights a week in the household. However, when a married person is a member, the husband (or wife) is also counted as a member provided that either he usually goes home at least one night a week, or he will be staying with the household for all or most of the record-keeping period. A person staying temporarily with the household, or who has been living with the household for only a short time, is a member provided he will be staying with the household for at least one month from the start of the records.

Some adjustment is necessary for members who are absent when the interviewer makes contact with the remainder of the household. If a member is temporarily absent the start of the records is usually delayed until his return provided the delay is less than seven days. In other cases the rest of the household starts record-keeping without him. The decision as to whether the absent member is included or not depends on circumstances. For example, if he is usually living at home but during the 14 days is temporarily working away from home and it appears from the interviewer's notes that his expenses are likely to be refunded, he is often treated as a member provided the information about his income is available. On the other hand, where no information is available about his individual circumstances, he is usually excluded but attempts are made to include amounts he may contribute to the household expenses, both allowances to the housewife and direct payments of household expenses such as rent, rates, electricity accounts. Someone who used to live with the household but has been away for more than one month from the main interview is not a member unless he will be returning within seven days. This rule applies to someone in hospital. A child under 16 at boarding school is regarded as a member provided he spends his holidays with the household.

5. Changes in household composition during record-keeping - Anyone leaving the household for good within seven days of the main interview is excluded from the household. If someone is known to be joining the household within seven days of the interviewer's call the records are usually delayed until his arrival.

Unexpected additions to, and departures from, a household are normally ignored and the individual excluded. Someone who becomes a patient in a hospital or who dies within the 14 days of record keeping is regarded as a member. The household is only included in the sample of co-operating cases if the remaining persons complete their records, and those of the individual concerned are completed up to the time of going into hospital or death.

6. Absences on holiday or for other reasons - Someone going away after starting to keep records is asked to continue the records during the rest of the 14-day period. However, absence when the interviewer calls usually leads to delay in taking the main interview and in starting record keeping. Absence of part only of the household is referred to in para.4 above; if the whole household is absent, the interviewer recalls from time to time until the end of the calendar month to which her sample quota relates. It follows that the number of people for whom information is obtained while they are on holiday or temporarily absent for any other reason is below the correct number. Most of the people in question are eventually included in the sample, but often not until they have returned home. This is unavoidable, and no doubt results in a slight bias in the resulting spending pattern.

7. Collection of data - The file for each household contains:

- (i) Household schedule A
- (ii) Income schedule B covering each household member aged 16 or over
(aged 15 prior to 1973)
- (iii) Diary records D; there are 2 diaries each of 7 days for each household member aged 16 or over.

Schedules A and B are dealt with at the main interview. The diaries begin on the day of interview, or the following day. The first day may be any day of the week, although Saturday or Sunday are extremely rare as starting days. The income Schedule B is designed to record data for 2 persons side by side. Income information for under-16-year-olds is usually obtained from the parents (see Income Schedule B, Q.72 codes 395 and 396). Expenditure data for children is not obtained separately, but the total can be inferred from the amount of pocket money reported on the parents' records and from the total of earnings or other income received by children (see code 397).

8. Time periods covered by each budget - There are no fixed time periods in the FES. The sample consists of a series of households interviewed at different dates and arranged to provide an even flow of data indefinitely. Expenditure information for each household is collected partly by interview and partly from diaries kept by individual members aged 16 or over. Information reported on Household Schedule A is retrospective to the date of interview, but there is no defined time period common to the whole schedule. On the other hand, information in the diary records is subsequent to the interview. FES expenditure information is therefore based on a complex of moving time periods generated by the set of households as they enter the FES week by week. A similar situation applies to income data except that with minor exceptions it is all obtained from the interview schedule B. The position is further complicated because two different types of questions can be distinguished in the two interview schedules.

- (i) The informant is asked to recall by memory all transactions of a specific type which have taken place during a period of defined length, eg the past 12 months.

(ii) A question is first asked whether a payment of a specific type is being made or whether income from a specific source is being received; if the answer is yes, the informant is then asked about the last such transaction and the period to which it related. Questions of this type are indicated by an asterisk in Sections II(c) and III(b).

The data collected are therefore of a mixed nature as regards the time element, and they cannot be referred to a uniform or common time period. For this reason it is not possible to make a valid comparison of income and expenditure for a single household. Apart from this objection, the processing arrangements do not permit this being done within OPCS, and the completed files as passed to the Department of Employment do not contain an estimate of total income or of total expenditure.

9. Coding time periods - In all questions of type (ii), para 8, the period covered by the last payment is coded as:

	<u>Code</u>
Weekly	1
Two weekly	2
Three weekly	3
Four weekly	4
Monthly (Calendar)	5
Quarterly	6
Half-Yearly	7
Yearly	8
Ten times a year	9

(Prior to 1977 code 9 represented a four monthly payment).

All cases not falling into this coding frame are expressed as an annual amount and coded 8. This code is entered by Social Survey on the A and B Schedules immediately

to the right of the three-digit code number. In sections II(c) and III(b) these items are indicated by an asterisk in the period code column. In other cases, that is where the question is of type (i), the period is indicated by the corresponding period code as pre-printed on the schedule.

10. Changes in regular commitments - If a household reports a regular commitment it is shown as making the payment in question, together with the appropriate period. This applies even if the household has only recently entered into the commitment and the first such payment has not yet been made. Examples will make the situation clearer.

- (i) A household has recently moved from rented to owner-occupied accommodation; it is then coded as owner-occupied and appropriate housing expenses are edited-in according to the best estimates available even although the first payment on an item such as rates or mortgage has not yet become due.
- (ii) A household has moved from one tenanted accommodation to another, but at a different rent; the new rent will be coded even if no payment at the new rate has yet been made.
- (iii) Gas has been replaced by electricity but the last payment was on the gas account; the household is shown as paying an electricity account and an estimate is edited-in and the gas payment deleted.
- (iv) Hire purchase - The amount of the regular instalment and period code is entered on the schedule even if the interview occurred before the first regular instalment is due.

11. Changes in employment or retirement status - This is treated according to the situation at the time of interview. Examples are:

- (i) A household member has recently become employed following a spell of sickness or unemployment. He is coded as employed; previous earnings are ignored and if he has not yet received any wages or salary his expected earnings are ascertained.
- (ii) Someone has only recently started up his own business; he is coded as self-employed and an estimate of his likely annual earnings from the business is entered on the schedule using the best information available at the time of interview.
- (iii) Pensions, both occupational and National Insurance Retirement pension and other regular allowances, are treated in the same way as type (ii) transactions in para 8. No account is taken of whether the pension or allowance has been received for the whole of the preceding 12 months or for only part of the time.

12. Household reference number - All documents bear this reference number which consists of:

- (i) Area reference number; three digits, 001 to 768.
- (ii) Address serial number running from 01 to 16.
- (iii) Household number (1-3), if more than one household at address; dash (-) indicates only one household at address.

II ITEMS CODED ON HOUSEHOLD SCHEDULE A.

For codes on the base tape, but not listed below, see Introduction, note (i).

a) PERSONAL DATA IN HOUSEHOLD COMPOSITION PANEL, PAGE 1

All this information is used to produce derived codes. It refers to the position at the time of interview. The Start of Records (see IV, note 3) is coded, but not day of interview; usually records begin on the same day, or the following one. The items actually coded by the Social Survey for each member of the household are:

- Q.1 Personal number - Reference number given to each household member, and also used in indentifying the corresponding income schedule and diary records. The head of household, the household member who owns the accommodation or who rents it, is always code 1.
- Q.2 Relationship - See DE Paper, Annual Base Tape 1977, Coding Frame 20,pg.74.
- Q.3 Housewife - The household member, other than a domestic servant, who is responsible for most of the domestic duties.
- Q.4 Sex
- Q.5 Age last birthday
- Q.6 Marital status Code
- 1 Married - both husband and wife in household
 - 2 Married - wife or husband not in household
 - 3 Not married - 18 or over (before 1973: 16 or over)
 - 4 Not married - Under 18 (before 1973: under 16)

Code 2 is used when either the wife or husband is temporarily absent throughout the survey period so that it is impossible to interview the absentee and he or she cannot take part in the FES. Codes 3 and 4 apply to single, widowed, divorced and separated persons.

Q.7. Education -

One of the following codes is applied if the household member is attending the educational establishment full-time:

Code

State schools

- 1 Primary school
- 2 Secondary school
- 3 Special school, eg for handicapped child

Private and Independent schools

- 4 Primary or Preparatory
- 5 Post Primary - Fee Paying, ie where fees are paid for most pupils irrespective of the position in respect of the coded child.
- 6 Post Primary - Grant aided, ie where most do not pay fees.

Higher Education

- 7 University
- 8 Teacher training college
- 9 Further education, ie Technical, Art, Agricultural, Trade college, Polytechnic.
- 10 Other colleges run on a commercial basis, such as a Secretarial College.

Q.8 Family or
Income unit -

Similar in concept to a tax unit, but classification of a particular unit is not necessarily identical with that of Inland Revenue. Each unit is given a reference number which applies to every member of it. A married couple is a separate unit; a dependent child is part of the same unit if he is not married and:

- (i) under 16 and not in receipt of earned income of £735 or more a year; or
- (ii) under 25, receiving full-time education and not in receipt of earned income of £735 a year.

All other individuals are treated as separate units and given separate reference numbers. The limit of £735 applied to the 1976/7 financial year, different limits applied to earlier years.

Within an income unit each person is coded:

- 1 Head of unit
- 2 Wife of head of unit
- 3 Young dependant under 25

Where the head of unit is temporarily absent his wife is coded 2 under Family Unit and 2 under Marital status. A Foster child is treated as part of the main unit unless he is the responsibility of the Local Authority, when he is treated as a separate unit and the Reference Number is coded 7.

Q.9 Spender

Each household member aged 16 or over (15 before 1973), except a member absent throughout the 14 days of record

keeping, or who is incapable of keeping diary records.

Q.10 D records received Occasionally a case is accepted where records cover 1
for both weeks week or less, eg through death.

Q.11 Unmarried child Coded in the following items only:
of any household Q.2 Relationship - code 10
member, receiving Q.4 Sex
full-time Q.5 Age
education but not Q.7 Higher education - codes 7 to 10 apply
a household member.

II(b) INFORMATION CODES ON SCHEDULE A

(i) Active codes: The following are the information codes which are active in the 1977 Schedule A. The codes which are no longer active, but which have been active in previous years, running from 1968 onwards, are given in Section II(b)(ii).

<u>Code</u>	<u>Question</u>	<u>Value</u>	
	<u>No.</u>		
A102	29	1	<u>Telephone</u> installed in household accommodation <u>Gas or electricity supplied to accommodation</u>
A103	26	1	Gas only
		2	Electricity only
		3	Gas and electricity
		4	Neither
			<u>Television</u>
A105	32	1	Owned or rented set in accommodation
A106	32	1	Rented set - paid by slot meter
		2	Rented set - paid by regular payments to rental company
A108	33	No.	<u>Washing machine(s)</u> in accommodation; it must have an electrically operated agitator or pulsator, but may be either owned or rented. (This code was introduced in 1969, and excludes a communal machine in a block of flats. Since 1973 it has included any machine in another flat in the same rateable unit if used by household).

Code Question Value

No.

A109 33 No. Refrigerator(s) and (separate) Deep Freezer(s) in household accommodation; owned or rented. (This code was introduced in 1969, and since 1973 it has included any such appliance in another flat in the same rateable unit if used by household). (Question 33A in 1975)

A110 15 - Tenancy dependent on job - Employee's main job provides household accommodation. Includes cases where employer provides special help with house purchase. This code no. was reactivated in 1976. From 1971 to 1975, code box was used to indicate whether or not households had full or partial central heating.

Rooms

A111 13 No. Occupied solely by household

A112 13 No. Shared with other households

A113 13 No. Sub-let to other households but not shared

A114 13 No. Total number of rooms in accommodation. These exclude bathrooms, garages and rooms used entirely for business purposes, but include kitchens.

$$A114 = A111 + A112 + A113$$

Garages

[A115 25 No. Owned, rented or occupied rent-free by household.

$$(A115 = A116 + A117 + A118) \text{ (Q.15(a) in 1975) (Q.25(a) in 1976)}$$

[A116 25(f) No. Used solely by household (Q.15(c) in 1975) (Q.25(g) in 1976)

[A117 25(f) No. Shared but not sub-let (Q.15(c) in 1975) (Q.25(g) in 1976)

Code Question Value

No.

[A118	25(f)	No.	Sub-let (Q.15(c) in 1975) (Q.25(g) in 1976). Garage is any building so described by informant. (Q.14 in 1968/69). (Q.15 in 1970/76).
A119	21(a)	1	Source of <u>mortgage</u> - Building Society
		2	- Local Authority
		3	- Bank
		4	- Insurance Company
		5	- Other

If there are two such mortgages but from different sources, the source is coded according to the largest source. If an endowment policy is taken out but the mortgage is obtained from a Building Society, code 1 is used, not 4. Mortgages for purposes other than house purchase are excluded. (Q.22(a) in 1975).

Code Question Value

No.

A120	15/16	1	<u>Type of tenure</u> - Rented from Council, unfurnished. This includes renting from New Town corporations and Scottish Housing Associations. Furnished tenancies do not occur.
		2	- Other rented, unfurnished
		3	- Other rented, furnished
		4	- Owned with mortgage
		5	- Owned outright
		6	- Neither owned nor rented (rent free and others not coded 1-5)

(Q's 16-17 in 1975)

Accommodation with a mortgage for purposes other than house purchase is code 5; leasehold house where the freehold is being purchased by mortgage is code 4.

As far as possible, code 6 is restricted to rent-free cases where the accommodation is provided by an employer. For example, where a widow has her rent paid by a son outside the household, code 2 or 3 is used whether he pays the rent direct or via his mother.

For a caravan or houseboat (from 1970 Q.16; Q.15 in 1968/69) the coding frame is interpreted as relating to the caravan irrespective of whether the site is owned or rented. There are three possible codes: a caravan being bought on hire purchase or owned outright is coded 5; a caravan rented is coded 3; a caravan received rent free is coded 6.

<u>Code</u>	<u>Question</u>	<u>Value</u>	
	<u>No.</u>		
A121	21(b)	1	Mortgage is an option mortgage (from 1975)
A122	17(f)	1	Accommodation rented with business premises (in 1968-1969, this was Q.19(a); then from 1970-1974, this was Q.19(e); in 1975 this was Q.18(f).)
A123	48	1	Household in smokeless zone.
		2	Household not in smokeless zone. (Q.49 in 1975)
A124	34	No.	All cars owned at the time of the interview by members of the household, or of which they have the continuous use; (from 1969) (Q.33B in 1975)
A127	18/19/20	No.	Month and year most recent lump sum rebate received 01 - 12 = month 76 & 77 = year (started 1977)
A128	26(a)	No.	Method of gas payment 1 = slot meter 2 = account 3 = Board Budgeting Scheme 4 = Other method (started 1977)
A130	26(a)	No.	Method of electricity payment 1 = slot meter 2 = account 3 = Board Budgeting Scheme 4 = Other method. (started 1977)
A138	28(b)	No.	Month and year of last gas account 01 - 12 = month 76 & 77 = year (started 1977)
A139	28(b)	No.	Month and year of last electricity account. 01 - 12 = month 76 & 77 = year (started 1977)

II(b)

ii) Inactive information codes: The following are the information codes which have been active at some time during the period 1968-1976, but which are no longer active in 1977.

<u>Code</u>	<u>Question</u>	<u>Value</u>	
	<u>No.</u>		
A100	43	1	Items acquired on <u>hire purchase</u> within 3 months of interview (1968 only).
A101	43	No.	<u>Hire purchase</u> - full number of instalments purchaser agreed to pay under agreement (1968-1971).
			<u>Bath or shower in accommodation (1968 only)</u>
A104	16	1	Sole use
		2	Shared
		3	Neither
A107	12	No.	<u>Number of households</u> at address shown in Electoral Register. This is not necessarily the same number as in Rateable Unit containing the household accommodation (1961 to 1971).

II(c) EXPENDITURE CODES ON SCHEDULE A

For period codes see section I, para 9

i) Active expenditure codes: The following are the expenditure codes which are active in the 1977 FES A Schedule. The inactive expenditure codes used at some time during 1965-1976 are given in Section II(c)(ii).

Code Period Question

code No.

Rent, rates and water charges

010 * 17 Gross rent paid currently by household for accommodation, including any part it sub-lets, ie as defined in A114 and any rates not paid separately.

Rent rebate, allowance and rates rebate deducted from rent are added back at editing. Since 1972 any payments for services included in the rent as reported are deducted and transferred to codes 024 to 027; the balance is coded 020. Prior to 1972, if rent included service charges the whole rent was transferred to 020. The gross total thus adjusted is reduced proportionately to allow for any rent holiday.

(In 1968/69 some of this information was obtained from Q.19). Adjustments for non-Council tenants were not made until:

1973 for rent rebate

1972 for rent holidays

(Q.No.18 in 1975)

014 * 18/19/20 Most recent lump sum rates rebate.
(started 1977)

015 * 28 No of full rate electricity units on last account.
(started 1977)

016 * 28 No. of cheap rate electricity units on last account
(started 1977)

017 8 33 Expenditure on central heating oil in last twelve months
(started 1977)

Code Period Question

code No.

020 * 17 1) Gross rent currently paid if service element not separable.
2) Balance of rent after deduction of service element (024 to 027) where service element can be identified.
(In 1968/74 some of this information was obtained from Q.18) (Q.No.18 in 1975.)

Service charges currently paid with rent but separable from rent.

024 * 17 Lighting (Q.No.17 in 1975)
025 * 17 Heating, hot water. (Q.18 in 1975)
026 * 17 Cleaning, lift, porter " " "
027 * 17 Other services " " "

(024 to 027 were first used in 1972. Prior to 1972 total rent, including Service charges was coded in 020).

030 * 18/19/20 Rates paid last time including sewerage rate and if not paid separately the water rate. - (This includes rates paid by a tenant separately from rent.) Rates rebate deducted from rates has been added back at editing.
(In 1968/69 some information about rates and water charges was obtained from Q.18) (Q's 19-21 in 1975).

040 * 18/19/20 Rates rebates deducted from rates payment (030)
(Q's 19-21 in 1975)

047 8 18/19/20 Total amount of lump sum rates refunded during last 12 months (started in 1975). (Q's 19-21 in 1975).

050 * 18/19/20 Last payment of water charges paid separately.
(Q's 19-21 in 1975).

060 * 20(f) Ground rent, feu duty, chief rent or compulsory or regular maintenance charges paid by owner occupiers; last payment.
(Q.21(f) in 1975)

<u>Code</u>	<u>Period</u>	<u>Question</u>
	<u>code</u>	<u>No.</u>
070	8	50(b) Net rateable value of portion of rateable unit occupied by the household for private use. Where two or more households occupy the same rateable unit, rateable value is adjusted on the basis of the proportion of rooms in the accommodation, counting a shared room as one-half. Where the rateable unit is used partly for business, the adjustment is based either on the number of rooms used wholly for business or on the tax allowance for rates in Q.20 or 28; where this is not known or a 100% allowance is reported, the adjustment is made on a rooms basis. Where the rateable value could not be established, eg Crown property, it is assessed at £40 per room (£15 before April 1973). The rateable value for a caravan is calculated as total rateable value of site divided by number of caravans on the site, maximum £25 per caravan. (£10 before April 1973). If site rateable value is unknown a notional £25 is inserted (£10 before April 1973). (Q.51(b) in 1975).
080	1	49(a) Yearly domestic rate poundage including sewerage rate - adjusted where necessary to exclude water charges; in rural areas, particularly Scotland, where variation may occur in poundage within an area, care is taken to see that the rate refers to the accommodation. (Q.50(a) in 1975)
[090	*	13(c) Rent received from sub-letting part of accommodation; amount received last time. Amounts included for services are deducted here and also from the appropriate items reported elsewhere. Rent for letting a garage is transferred to code 100 (Q25). (Q.13(c2) in 1976).

<u>Code</u>	<u>Period</u>	<u>Question</u>
	<u>code</u>	<u>No.</u>
[100	*	25(f1) Rent for sub-letting garage (Q.14 in 1968/69); amount received last time. (Q.15(c1) in 1975) (Q.25(g1) in 1976)
110	*	24(a1) Insurance premium currently paid on structure of dwelling; any such insurance reported elsewhere, eg with mortgage, is transferred to 110. A comprehensive insurance covering both house and contents is split proportionately by taking the stated insured values of house and contents and calculating a notional premium on the basis of 0.12½% for structural insurance and 0.25% for contents. The contents part of a comprehensive policy is then transferred to 168. (Q.25(a1) in 1975).
120	*	16(a1) Caravan site rent paid last time, including any rates, water charges and rent of caravan or houseboat; any other payments eg for electricity, are transferred to appropriate codes. (Q.15 in 1968/69).
130	*	22(a) <u>Mortgages where only interest is being paid</u> - last interest paid. These are usually mortgages covered by an endowment policy, also see A119. Code 130 excludes a premium on the endowment policy mortgage protection policy, or insurance on structure. (Q.23(a) in 1975).
		<u>Mortgages where regular payments cover re-payment of principal and interest</u>
150	8	23(d) Interest paid for last year for which figures are available. Excludes structural insurance or mortgage protection policy. (Q.24(d) in 1975).
166	*	29(c1) <u>Telephone</u> installed in accommodation - household (share of) last account paid.

<u>Code</u>	<u>Period</u>	<u>Question</u>
	<u>code</u>	<u>No.</u>
[167	*	30(a1) <u>Telephone</u> installed outside accommodation - household share of last account. (Q.30(a) in 1976)
168	*	24(b) <u>Insurance premium on contents of accommodation</u> , including personal goods separately insured such as jewellery, furs, cameras; last premium paid. (Q.25(b1) in 1975).
<u>Gas consumption and expenditure</u>		
169	*	28(b2) Therms consumed in last account; quantities in cubic feet are converted at 200 cu. ft. = 1 therm for Town Gas, and since 1970 for North Sea Gas at 100 cu. ft. = 1 therm.
170	*	28(a) Amount of last account; excludes rent of appliances hire purchase or maintenance charges.
171	*	28(c) Other regular payments: rent of appliances (account meter)
172	*	28(c) Other regular payments: maintenance charges (account meter)
173	*	27(a)(i) Rebate from slot meter. Last gross rebate received. (In 1968/69 codes 169 to 172 were at Q.27)
<u>Electricity consumption and expenditure</u>		
174	*	28(b2) Units covered by last account
175	*	28(a) Amount of last account; excludes rent of appliances, hire purchase or maintenance charges
176	*	28(c) Other regular payments: rent of appliances (account meter)
177	*	28(c) Other regular payments: maintenance charges (account meter)
178	*	27(a)(i) Rebate from slot meter; last gross rebate received (Q.28 in 1968/69)
180	8	38(a) <u>Bank charges</u> over last twelve months (excluding interest on loan or overdraft and proportion for business purposes) (Q.37(a) in 1975).

<u>Code</u>	<u>Period</u>	<u>Question</u>
	<u>code</u>	<u>No.</u>
		<u>Licences bought in last 12 months</u>
181	8	31 TV licence (1968 to 1971 combined TV and Radio licences)
184	8	31 Dog licence
185	8	31 Other licences, except driving, eg marriage, game, radio, shot gun, etc
[186	8	31 Driving licences (Q.34 in 1975)
[187	8	34 <u>Motor vehicle (car or motor cycle) road tax</u> paid during last 12 months (Q.33B in 1975)
188	8	34 <u>Motor vehicle insurance (including separate windscreen insurance)</u> paid over last 12 months. (Q.33B in 1975)
189	*	25 <u>Garage rates and rent</u> (if paid separately from main rates); amount paid last time. (Q.14 in 1968/69; Q.15 from 1970-1975) <u>Season tickets</u> (including company transport)
191	*	36 Cost of road (bus/coach/tram/trolley) season ticket currently held for self or for child. (Q.35 in 1975).
192	*	36 Cost of rail (train/tube) season ticket currently held for self or for child. (Q.35 in 1975).
193	*	36 Cost of water (ferry/waterbus) season ticket currently held for self or for child. (Q.35 in 1975). Annual amounts paid by pensioners for day travel are deleted.
194	*	32(a)(i) TV Slot meter gross rebate. Reactivated code in 1976. From 1968/1973, this code covered contributions to superannuation or widows and orphans' pension, transferred from Schedule B, Q.11.
195	*	32(a)(ii) <u>TV Rental</u> by regular payments (excluding payments by slot meter); amount paid last time.
196	*	37(a) Total premiums paid currently on all <u>life assurance</u> (except superannuation and house purchase endowment). It includes amounts described as private pension; Widows' and Orphans' pension. (Q.36 in 1975).

<u>Code</u>	<u>Period</u>	<u>Question</u>
	<u>code</u>	<u>No.</u>
197	*	27(b) Rent of <u>gas appliance</u> paid out of slot meter rebate; amount paid last time.
198	*	27(b) Rent of <u>electric appliance</u> paid out of slot meter rebate (Q.28 for 1968/69); amount paid last time.
199	*	37 Total premiums paid currently on <u>endowment policies</u> used for house purchase, including similar premiums reported in Q.22. Excludes mortgage protection policies which are code 196. (Q.36 in 1975).
200	*	23(a) <u>Payment on mortgage where payments cover both repayment of principal and interest</u> ; (excludes premiums on structure insurance or mortgage protection policy); last instalment paid. (Q.24(a) in 1975).
206	*	37(b) Total premiums paid currently on <u>all other insurance</u> , (animal insurance, rentokil, etc). Q.36(b) in 1975).
<u>Educational establishments: Grants + Scholarships received</u>		
207	8	46 Total <u>cash</u> received by household for all scholarships over past 12 months. (Q.47 in 1975).
209	8	46 Total <u>value</u> received by household for <u>private</u> scholarships over past 12 months. (Q.47 in 1975).
210	8	46 Total <u>value</u> received by household for <u>public</u> scholarships over past 12 months. (Q.47 in 1975).
The equivalent annual rate is given if grant is received for part of year only. Amounts received by persons no longer students at time of interview are ignored. Also see codes 392 and 395 on Schedule B.		

<u>Code</u>	<u>Period</u>	<u>Question</u>	
	<u>code</u>	<u>No.</u>	
			<u>Educational establishments: Fees and maintenance paid</u>
211	8	47	Higher education (maintenance costs only) paid over last 12 months. (Q.48 in 1975).
212	8	47	University (fees only) paid over last 12 months. (Q.48 in 1975).
213	8	47	University fees/maintenance not shown separately (including summer schools) paid in last 12 months (Q.48 in 1975)
214	8	47	Technical college (including polytechnics) fees (including maintenance when not separable) paid over last 12 months (Q.48 in 1975)
215	8	47	Teachers training colleges and other vocational further training (fees alone or fees and maintenance not shown separately) paid over last 12 months (Q.48 in 1975).
216	8	47	Other further recreational education (fees alone or fees and maintenance not shown separately) paid over last 12 months. (Q.48 in 1975).
217	8	47	Independent schools (fees only or fees and maintenance not shown separately or maintenance) paid over last 12 months (Q.48 in 1975).
218	8	47	Direct grant schools (fees only or fees and maintenance not shown separately or maintenance) paid over last 12 months. (Q.48 in 1975).
220	8	47	Driving lessons (excluding driving test fees) paid over last 12 months. (Q.48 in 1975).
230	*	17	<u>Rent rebate or allowance</u> (for Council tenants from 1970; for other tenants from 1973); amount received with last rent payment. (Q.18 in 1975).

Code Period Question

code No.

Maintenance of appliances through slot meter payments

(from 1970)

237	*	27(b)	Gas: amount paid through last slot meter rebate
238	*	27(b)	Electricity: amount paid through last slot meter rebate.

Personal loans, second mortgages; hire purchase or credit sale (coded 1-3 at Q.40(a))

Each outstanding agreement is entered separately with appropriate agreement code, its code (section IV note 2), amounts of current instalment, period code and codes 239, 241 and 242. Where an agreement covers several items requiring different item codes the instalments etc are divided in proportion to the cash price and treated as separate agreements.

Loans under which a sum of money is borrowed for an unknown purpose, and overdrafts are excluded. Before 1973 personal loans from Joint Stock Banks were excluded and before 1974 loans on second mortgages were also excluded.

Code Period Question

code No.

239	1	43(c)	Cash price of item acquired (from 1969); applies to all agreements current at time of interview. (Q.43(d) in 1975).
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For items acquired within 3 months prior to interview:

241	6	44(a)	Amount allowed in part-exchange
242	6	44(b)	Down payment, excluding part-exchange

Outright (cash or loan) purchase of motor vehicles during past 12 months

244	8	34	Cost of new car. (Q.33B in 1975)
245	8	34	Cost of secondhand car. (Q.33B in 1975).

Code Period Question

code No.

- 246 8 34 Cost of new motor cycle, motor scooter. (Q.33B in 1975)
- 247 8 34 Secondhand motor cycle, motor scooter. (Q.33B in 1975).
Cost of vehicle = the total cost less trade-in value, tax, insurance plus delivery charges. Road tax is not included in cost of vehicle. *

Welfare milk and school meals

Where imputed values are involved they are calculated according to rates revised from time to time.

- 259 1 45* Free school milk - imputed value of free milk received during past 7 days: Prior to April 1971 free school milk was available to all children in primary and nursery schools at the rate of $\frac{1}{2}$ pint per child per day; from this date it has been restricted to children up to 7 years except for certain specific cases (eg ill health).
- 260 1 45* School meals in State schools - actual cost to parent of meals consumed during past 7 days. Staff's free meals are not included.
- 261 1 45* School meals in State schools - imputed addition to cost of meals consumed over past 7 days.
- 263 1 45* National Milk Scheme - liquid milk - imputed cost of free milk received during last 7 days.
- 265 1 45* National Milk Scheme - dried milk - imputed cost of free milk received in last 7 days.
* (Q46 in 1975).

Code Period Question

code No.

From April 1971 milk has no longer been partially subsidized; it is either free or paid for by the informant. Codes 262 and 264 apply therefore from 1968 to 1971, while from 1971 codes 263 and 265 relate to the full imputed value.

267 * 28(B)* Business expenses - Where a self-employed person reports (Q.28B schedule) that 100% of his expenses on housing costs, namely rent, rates, water charges, insurance, has been, or will be, allowed to rank as business expenses, the deduction made at editing from total reported expenses in order to restrict the data to the personal sector is made according to certain rules. In such a case, the total expenditure so calculated is entered in code 267 (A Schedule).

268 * 28(B)* Business expenses - Where a self-employed person reports (Q.28B schedule) that 100% of his expenses are on gas, electricity and telephone then treatment is the same as above at code 267. (A Schedule).

* (Q.45 on A Schedule in 1975).

Standing orders with Banks or Post Office Giro

				Corresponding Item Code used for Diary records
270	*	39*	Subscriptions - AA and RAC	546
271	*	39*	" - Sports Clubs	764
272	*	39*	" - Friendly Societies	795

Code Period Question

code No.

Standing orders with Banks or Post Office Giro (cont'd)

Corresponding
Item Code used
for Diary records

273	*	39*	Subscriptions - Trade Union & Professional Assns*	796
274	*	39*	" - Periodicals and Magazines	723
275	*	39*	" - Other	797
276	*	39*	Savings (short term)	803
277	*	39*	" (long term)	804
278	*	39*	Gifts of cash	802
279	*	39*	Charitable gifts	798
280	*	39*	Other excluding fuel oil	-
281	*	39*	Fuel Oil	261

* (Q.38 in 1975)

Purchases from short-term credit accounts (coded 4-11
at Q.40(a))

42* Goods purchased through such accounts within a month prior to interview are coded according to the item code used for the diary records, and in addition, with a letter according to the type of account, as follows:

* (Q.41 in 1975).

Letter Question

Code in Q.40

No.

C 42 All agreements

Prior to 1977 agreements had differing alpha codes:

C 42* Budget account in retail store 4

D Co-op. club 5

No.

E	Other shop running a club	6
F	Through mail order club agent	7
G	Mail order firm direct	8
H	Credit trader calling regularly	9
J	Check trader	10
K	Other scheme	11

(Q.41 in 1975).

II(c) EXPENDITURE CODES (continued)

ii) Inactive expenditure codes: The following are the expenditure codes which are inactive in the 1977 FES A Schedule and which were used at some time during the period 1968-1976.

<u>Code</u>	<u>Period</u>	<u>Question</u>
	<u>code</u>	<u>No.</u>
089	1	50 Discount allowed for prompt payment of rates (1968 only)
140	8	24 Total mortgage payment in last year (1968 only)
160	8	24 Principal of mortgage re-paid last year (1968 only)
179	*	37 Stamp duty on cheques calculated at 2d. per cheque (1968 only)
182	8	31 Separate radio licence(s) bought in last 12 months (1968-1971)
183	8	31 Car radio licence(s) bought in last 12 months (1968-1971)
219	8	48 Independent schools and direct grant schools, amounts not appropriate to 217 or 218 (1968-1974)
		<u>Payments into short-term credit accounts (1968 only)</u>
225	*	41 Budget accounts
226	*	41 Mail order firms



Code Period Question

code No.

- 227 * 41 Commodity clubs
- 228 * 41 Check traders
- 229 * 41 Credit traders
- 230 * 41 Other credit schemes

Also see entries immediately after code 281

- 243 * 43 Original instalment if different from current instalment
(1968-1971)

Business expenses refunded to employees (1968-1969)

Codes 248-256 were used in 1968 and 1969; 257 and 258 in 1969 for the following items reported in Q.45 (1968-1969). Since 1970, the answers to Q.45 have not been coded and have been used to abate amounts. (See Section I, note 1).

- 248 * 45 Rent refunded by employer
- 249 * 45 Rates refunded by employer
- 250 * 45 Water charges refunded by employer
- 251 * 45 Insurance on structure refunded by employer
- 252 * 45 Gas account refunded by employer
- 253 * 45 Electricity account refunded by employer
- 254 * 45 Telephone " " "
- 255 * 45 Car expenses " " "
- 256 * 45 Hire purchase " " "
- 257 * 45 Mortgage payments " "
- 258 * 45 Other expenses " "

- [262 1 45 Cost of Liquid welfare milk (Q.46 1968-71)
- [264 1 45 Cost of National Dried milk (Q.46 1968-71)

III ITEMS CODED ON INCOME SCHEDULE B

Each household member is identified by a Personal number; see Section II(a), Q1.

For codes on the base tape but not listed below, see Introduction note (i).

a) INFORMATION CODES ON SCHEDULE B

i) Active information codes: The following are the information codes active in 1977

These codes apply individually to each household member aged 16 or over (called a 'spender'). The definition of a spender was 15 or over prior to 1973.

Code Question Value

No.

Working situation at time of interview

Where a person has two or more jobs as employee and self-employed, the code related to his most remunerative job according to earnings reported at interview; the coding is changed at editing if necessary. If a person has changed his situation shortly before interview he is coded according to the new situation, and the other data on earnings or pension are adjusted to conform to this.

Codes (from 1972)

A201	1	1	Employee	} Working	
		2	Self-employed or employer		
		3	Out of employment but seeking work	} Intending to work	
		4	Out of employment because of sickness or injury but intending to seek work		
		5	Sick or injured but not intending to seek work	} Not working	
		6	Retired		
		7	None of these		

The employee definition includes all those working regularly for a wage or salary for an employer, regardless of hours worked per week. Includes a person temporarily away from work because of illness, accident, holiday, strike, temporarily laid-off, short-time working, as long as the individual has a job to which he is returning. Also included are: casual or seasonal workers working at the time of interview or who are on an employer's books; persons about to start a new job and previously unemployed, or students, resident employees including Au Pairs; sandwich students, if working a time of interview; and also those at College paid a wage or salary by an employer. It excluded anyone whose only remuneration is income in kind, and also anyone who normally works abroad and is paid in foreign currency, see code 381.

Seeking work means actively seeking work by registering at an Employment Office, or other employment agency, answering advertisements or advertising for jobs.

Self-employed includes the sole-owner or part-owner of a business, a partner in business or private professional practice. It also includes someone who would be so described but is sick at time of interview, and also those in part time occupations such as mail-order agents and baby-sitters if carried out on some regular basis. It does not include a director of a limited company, or someone described as a manager unless he owns the business. (These are coded as employees, code 1).

Retired applies to anyone who so described himself as 'retired', provided he has worked to about the normal kind of retiring age for his occupation, is not working at the time of the interview and does not intend to seek work.

None of these includes:

- (i) all persons never in employment and not seeking employment
- (ii) persons of independent means
- (iii) women engaged in unpaid domestic duties even if they have previously had paid work
- (iv) students aged 16 or over (15 or over before 1973) not employed at time of interview, or not works-based sandwich students
- (v) persons out of employment for more than 5 years and not retired, sick or injured even though they claim to be seeking or intending to seek work.

<u>Code</u>	<u>Question</u>	<u>Value</u>	
	<u>No.</u>		
A203	Q27(d)	1	Self employed person working more than 30 hours per week.
		2	Self employed person working 30 hours or less per week. (Started 1977)
A204	Q27	No.	Month and year of the end of period for which self-employed person has income or turnover information 01-12 = month 76-77 = year (Started 1977)
A205	36B	No.	Industrial Injuries - Number of weeks disablement pension received in last 12 months. (Previously combined with War disability pension - see Q.33).

Code Question Value

	<u>No.</u>		
A206	2	No.	Number of weeks retired for someone retired within two years prior to interview.
A207	3(a)		<u>Employee</u> away from work for more than 3 working days prior to interview, for any reason other than unemployment, is coded: 1 Illness or accident 2 Holiday 3 Strike 4 Other reason
A208	3(b1)	No.	Number of weeks away from work with or without pay. A week means 4 to 7 days, but in the case of unemployment the first week away from work includes anything from 1 to 10 days. From 1968 to 1971, a person absent for any reason for more than 52 weeks was re-coded 'none of these' in Q1, A201. But since 1972 someone absent on account of sickness or injury for more than 5 years is re-coded 'Sick or injured but not intending to seek work' in Q1, A201, but if the absence was less than 5 years the coding 'Out of employment because of sickness or injury but intending to seek work' is retained. Also since 1972 anyone unemployed for 5 years or more has been re-coded 'None of these', while anyone unemployed for a shorter period has been retained as 'Out of employment but seeking work'.
A209	3(b)		Away from work for more than 3 days prior to interview and receiving: 1 full pay from employer 2 part pay or made up pay 3 no pay

Code Question Value

No.

- A210 4(a) - Most remunerative job - Occupation, for coding frame see DE paper Annual Base Tape 1977, Coding Frame 3, pg 58.
- A211 4(a) - " " - Industry, (based on Standard Industrial Classification - revised 1968 - see DE paper, Annual Base Tape 1977, Coding Frame 4, pg 59)
- A212 4(b) 1 Subsidiary job - as employee (from 1968 to 1970 occupation coding from frame 3 was inserted)
- A213 7 - Period covered by last wage or salary. From 1968-70, this code gave Industry coding for employees based on the SIC-revised 1968.
- A214 4(b) 1 Subsidiary job - as self-employed (from 1968 to 1970 occupation coding from frame 3 was inserted).

Actual hours worked as an employee, including overtime but excluding meal intervals

- A216 12 No. Actual hours worked for which pay was received for last weekly pay for those paid weekly - most remunerative job
- A218 13 No. Weekly hours worked for those not paid weekly - most remunerative job.
- A220 14 No. Hours usually worked as an employee in a week, including over-time but excluding meal intervals - most remunerative job.

Social Security Benefits

- A222 37(a) No. Unemployment benefit - Number of weeks received in last 12 months prior to interview.

(Q.34 in 1975)

Code Question Value

No.

A223 37(c) 1 Unemployment benefit - Receiving unemployment benefit at present, ie at time of interview (Q.42 in 1968/69 Q.34 in 1975).

A224 36A(a) No. Sickness benefit or - Number of weeks received in last Industrial Injury . 12 months (Q.35(a) in 1976) benefit

A225 36A(a) 1 " " - Receiving benefit at present. (Sickness benefit only in Q43 for 1968 and 1969, Q35 for 1970. From 1971 Q36A includes Industrial Injury Benefit.) (Q.35(c) in 1976)

A228 40(a) No. Supplementary benefit - Number of weeks received in last 12 months. (Q.38 in 1975).

A229 40(c) 1 Supplementary benefit - Receiving benefit at present. In 1968 and 1969 (then Q45) Supplementary benefit associated with other benefits was included with them and codes A228 and A229 referred only to cases where Supplementary benefit was paid but no other benefit. From 1970 Q40 is intended to cover all Supplementary benefits (Supplementary Pension and Allowance); while Retirement pension, Unemployment and Sickness benefits etc are not intended to include Supplementary benefit. In 1970 and 1971 considerable efforts were expended both at the Field and Editing stages to try to ensure that this separation was made. In practice, a substantial proportion of beneficiaries are unable or unwilling to make the distinction. From 1972 these special arrangements have been discontinued, but informants continue to be asked to exclude Supplementary benefits from other benefits and report them separately. (Q.38 in 1975)

Code Question Value

No.

Benefits from Trade Unions and Friendly Societies

A230 45(a) No. " - Number of weeks received in last 12 months

A231 45(c) 1 " - Receiving benefit at present

Includes benefits under private sickness schemes, accident insurance, Hospital Savings schemes (Q46 in 1968, Q47 in 1969 Q44 in 1975). Where benefit is of a permanent nature it is regarded as a pension and entered at code 350 in line with Q50.

A232 42 No. Other benefits from the State - Number of weeks received in last 12 months.

A233 42 1 " " " - Receiving benefit at present eg war widows' pension, war dependant pension, clothing allowance, blind allowance, child special allowance, guardian's allowance, etc (Q47 in 1968, Q.46 in 1969, Q.40 from 1970 to 1975).

A234 14 1 Working irregular hours - most remunerative job applies when code A220 not answered.

Occupational pensions (from 1970)

A236 46 3 Public sector pension received currently from own employment
4 " " " spouse's employment
(Q's 45/46 in 1975).

A237 47 3 Private sector pension received currently from own employment
" " " spouse's employment
(Q.46 in 1975).

Code Question Value

No.

A238 A36B 1 Industrial Injuries - Receiving benefit at
disablement pension present (see A205)

A239 39 No. Maternity allowance - Number of weeks received in last
12 months (Previously combined with
Maternity grant Q.41)

A240 39 1 Receiving Maternity allowance at present.
(Previously combined with Maternity
grant Q.41)

A241 66 1 P.A.Y.E. tax refund
2 Other tax refund
(Started 1977)

Fuel supplied by employer free or at reduced price (Q41
in 1968 and 69)

A247 61 No. Concessionary coal - cwt received in last 12 months.
(Q.60 in 1975).

A248 61 No. Concessionary coke - cwt received in last 12 months. This
applies to: (a) present employee of Coal or Gas Board
(b) pensioner of Coal or Gas Board
(c) widow of former employee
(Q.60 in 1975).

A250 5 1 Person is an employee (most remunerative job) working at
time of interview. The code is entered at the coding stage
when interval between date of last payment of wages or
salary for the most remunerative job and date of interview
is not greater than the length of pay period (given at Q7).
It also applies if on the notional pay day the employee was
sick or absent for any other reason, on holiday or has not
yet been paid in a new job. If in more than one employment,
it refers to the most remunerative as an employee.

Code Question Value

No.

A254 15 1 If wages or salary received last time (and entered in Q6, code 303) is amount 'usually' received.

A255 22 1 Person who has a subsidiary job as an employee see note above at A250. (Q.20 in 1975).

Social Security Benefits

A256 38(a) No. Family Income Supplement - Number of weeks received in last 12 months (since 1972) (Q.36 in 1975).

A257 38(c) 1 Family Income Supplement - Receiving FIS at present (since 1972) (Q.36(a) in 1975).

A258 35(a) No. Invalidity Pension and Allowance - Number of weeks received in last 12 months (Present since 1973 along with attendance allowance which is now at Q34 (Q33 in 73/5))

A259 35(a) 1 " " " - Receiving benefit at present (Present since 1973 along with attendance allowance which is now at Q.34 (Q.35 1973/5)).

iii) INACTIVE INFORMATION CODES: The following are the information codes which were active at some time during the period 1968-1976 but which are inactive in 1977.

Code Question Value

No.

Codes from 1968-1971

A201	1	1	Employed
		2	Out of employment but seeking work
		3	Self employed
		4	Retired
		5	None of these
A215	72	No.	Windfall income from endowment policy - proportion invested (1 = None, 2 = all, 3 = most, 4 = some, 5 = DK). Activated in 1976. Previously gave industrial coding based on SIC (1968-70).
A217	73	No.	Windfall income from life assurance policy - proportion invested (1 = none, 2 = all, 3 = most, 4 = some, 5 = DK). Activated in 1976. Previously gave actual hours worked by employee (1968-70).
A219	25	No.	Hours worked per week for those paid monthly - <u>subsidiary job</u> (1968-70)
A221	26	No.	Hours usually worked in <u>subsidiary job as employee</u> (1968-1970)
A226		No.	Industrial Injury benefit - Number of weeks received in last 12 months.
A227		1	Receiving Industrial Injury benefit at present. (Q44 in 1968-69, Q36 in 1970; from 1971 included with Sickness benefit in Q35).
A234	14	1	<u>Working irregular hours</u> - most remunerative job, applies when code A220 not answered
A235	26	1	" " " - Subsidiary job, applied in 1968-70 when code A221 not answered.

<u>Code</u>	<u>Question</u>	<u>Value</u>	
	<u>No.</u>		
A238	4	-	Occupation; Socio-economic group; (1970-1971 only)
A241	17(d)	1	Tenancy dependant on job - Employee's main job provides household accommodation. Included a case where employer provides special help, with house purchase. (1968-1975) See code A110 A Schedule.
A242	18	1	Employee's main job provided other income in kind besides luncheon vouchers, free meals, or free food (1969-1971) <u>Free food-quantity supplied by employer (1968-1971 only)</u>
A243	17	No.	Luncheon vouchers used in last 7 days*.
A244	17	No.	Meals in last 7 days*
A245	17	No.	Milk - Pints in last 7 days*
A246	17	No.	Potatoes - lbs in last 12 months*

* Where informant is not working at time of interview this refers to last 7 days or last 12 months with the most recent employer.

III(b) INCOME CODES ON SCHEDULE B

For period codes see Section I, para.9

i) ACTIVE INCOME CODES: The following are the income codes active in 1977.

<u>Code</u>	<u>Period</u>	<u>Question</u>
	<u>code</u>	<u>No.</u>
302	8	2 <u>Earnings</u> before tax in 12 months <u>before retirement</u> for a person retired less than 2 years prior to interview.
303	*	6 <u>Most remunerative job</u> - Last net wage or salary, ie "wage/ salary including overtime, bonus, commission or tips, after all deductions, the last time you were paid". This is recorded whether currently working or not, provided the last pay day was within 12 months of interview. If employee is receiving part-pay, ie to supplement sickness benefit, the actual amount received from the employer is recorded; the usual pay should then appear in Q15 at codes 329 and 315. If the interviewer has noted that a regular allowance, eg lodging allowance, is paid irrespective of expenditure and in addition to the pay, this allowance is added. If there is no definite note as to whether the allowance is paid additionally to pay, it is ignored.
304	*	8 Refund of PAYE Income Tax received in last pay.
305	*	9 PAYE deductions from last pay
306	*	10 National Insurance contribution deducted from last pay
[307	8	27 Annual net loss from self employed job (1968-75 N.I. Graduated Contribution)

<u>Code</u>	<u>Period</u>	<u>Question</u>	
	<u>code</u>	<u>No.</u>	
308	*	11	Total of all other deductions from last pay excluding superannuation (see 318). In addition, the separate items making up 308 are transferred to the appropriate codes in Schedule A with period code, or into the record books for that person, on a weekly basis. Period codes 303 to 308 are, in general, the same throughout (from Q7), but where the deduction for NI flat rate contribution for a monthly paid employee is on a 4 or 5 weeks basis, the period code and/or deduction is adjusted to provide the correct weekly rate.
309	*	23	Last net wage or salary <u>from subsidiary job</u> including overtime, bonus, commission or tips. (Q.21 in 1975).
310	*	24	PAYE tax deduction in last pay (subsidiary job). (Q.23 in 1975).
311	*	25	NI flat rate contribution if not in 306 (subsidiary job) (Q.23 in 1975).
312	8	16	Occasional additions to pay - Christmas or quarterly bonus (most remunerative job) (see 330).
[313	8	27	Self employed income if for less than a year (1968-75 graduated pension contribution (subsidiary OCC.)) (1976 inactive)
314	*	25	Total all other deductions; see also 308 & 319.
315	-	15	Usual wage/salary, if last pay received (before deductions) was not usual. <u>Free food supplied by employer</u> (most remunerative job)
316	1	17	Total value of free luncheon vouchers used in last 7 days prior to interview.

<u>Code</u>	<u>Period</u>	<u>Question</u>
	<u>code</u>	<u>No.</u>
317	1	17
		Total imputed value if meals supplied free in last 7 days. Two rates are used (the rates are changed from time to time); the first 5 meals are imputed at the higher rate; the remainder are imputed at the lower rate, as also are all breakfasts and teas. Free meals given to resident employees are disregarded.
318	*	11
		Total of deductions for superannuation, private pensions and Widows' and Orphans' insurance (Most remunerative job) (from 1973) (1968-1971 value of free milk)
319	*	25
		As 318 but for subsidiary occupation. (1968-71 value of free potatoes)
320	5	17
		Value of other free food supplied by employer received in last month.
		For 1968-1971 this code covered all free food except meals, milk and potatoes. For 1972 it included free milk and potatoes but not meals, and related to the last 12 months (period code 8). For 1973 it also covers all free food except meals, but relates to last month. Farm produce is at notional 'farm gate' prices; if the food reported is taken at the point of retail distribution the price is as obtained by Department of Employment for the Retail Price Index.
		<u>Coal or coke at free or at reduced price</u> from an employer to employees, retired employees and their widows (Q41 in 1968-69).
321	8	61
		Concessionary coal - Cost to informant, including haulage charges. (Q.60 in 1975).

<u>Code</u>	<u>Period</u>	<u>Question</u>
	<u>code</u>	<u>No.</u>
322	8	61
		Concessionary coal - Imputed value minus the amount paid by the informant. (Q.60 in 1975).
323	8	61
		Concessionary coke - Cost to informant, including haulage charges. (Q.60 in 1975).
324	8	61
		Concessionary coke - Imputed value minus the amount paid by the informant. (Q.60 in 1975).
[325	*	36B
		Industrial Injury - Last full weekly payment Disablement Pension (1968-76 at Q.31 code 340) (1968/9 tax relief on clothing, tools etc).
		<u>Self-employment</u> (first self employed job)
326	8	27
		Income from self-employment - 'net profit before tax in the last 12 months from the business or profession after deducting all expenses and wages (but including money drawn for your own use)'. If person has only been in business for a few months the income is grossed up to an annual equivalent. A loss is recorded as nil. Where a partnership is involved, only the income for the household member is coded. If a direct answer is not forthcoming, an estimate is made from the amount taken out regularly and any reported residual profit. Failing this, self-employment income is normally estimated at 15% of turnover obtained from Q27(c).
327	2	27
		Value of goods supplied from person's own business and recorded in D records but not treated at the time as an ordinary retail sale.
328	8	27
		Income from second and less remunerative self-employment other than main self-employment job at 326.

<u>Code</u>	<u>Period</u>	<u>Question</u>	
	<u>code</u>	<u>No.</u>	
329	*	15	Usual wage/salary, if not the same as last pay (see 303) received (after all deductions) was not usual
330	8	16	Occasional additions to pay over last 12 months (net of tax). Additions to pay can be Christmas or quarterly bonus or occasional commission. Income in kind is excluded (see 312).
331	8	69	Windfall income from sale of cars for cash (from 1976)
334	8	70	Windfall income from endowment assurance policies (from 1976) (Q.72 in 1976)
335	8	71	Windfall income from life assurance policies (from 1976) (Q.73 in 1976)
336	*	29	<u>NI Basic rate contribution</u> - the weekly rate is entered for each person currently paying a contribution. This will usually duplicate an entry in 306 or 311, but 336 can have an entry when there is none elsewhere because a non-employed or self-employed rate is paid, or there can be an entry in 306 but none in 336 when last pay in 306 is sick pay. If someone is unemployed, the rate in 306 also appears in 336. (Q.28 in 1975).

Regular allowances and Pensions received currently

Current rate at time of interview is entered irrespective of whether it has been received for the whole of the last 12 months. For supplementary benefits see note at code 365.

337	1	30	<u>Family Allowances, Childrens interim payment, Child Benefit</u> total weekly rate for all eligible children is entered, usually against the mother. (Q.29 in 1975).
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<u>Code</u>	<u>Period</u>	<u>Question</u>
	<u>code</u>	<u>No.</u>
338	1	31 <u>NI Retirement pension</u> - when both husband and wife are both over their respective retirement ages, their own part of the pension is entered separately. Where the wife is under the normal retiring age for a woman ie 60, the total pension is entered against the husband. (Q.30 in 1975).
339	1	32 <u>NI Widow's benefits</u> - all forms of benefits are included except death grant, industrial and war widows pensions. A widow's pension as such normally ceases at age 65, sometimes earlier after 60, and is replaced by a retirement pension. (Q.31 in 1975).
340	1	33 <u>War disability pension</u> (for 1968 to 1970; since 1971 code 340 included N.I. Disablement pension up to 1976. (Q.32 in 1975).
[341	1	39 <u>Maternity Allowance</u> - Last full weekly payment (prior to 1977 was included at 371). (1968-70 War disability pension).
342	*	46 <u>Pension from public sector</u> - last payment net of tax (Q.45 in 1975)
343	*	46 <u>Pension from public sector</u> - amount of tax deducted (Q.45 in 1975)
344	*	47 <u>Pension from private sector</u> - last payment net of tax (Q.46 in 1975)
345	*	47 <u>Pension from private sector</u> - amount of tax deducted (For 1968 and 1969 Occupational pensions were in Qs 34 and 35). (Q.46 in 1975)
346	*	48 <u>Annuity</u> - last payment received net of tax (Q.47 in 1975).
347	*	48 " - amount of tax deducted (Q.47 in 1975)
348	*	49 <u>Trust or Covenant</u> - last payment received net of tax (Q.48 in 1975).

<u>Code</u>	<u>Period</u>	<u>Question</u>
	<u>code</u>	<u>No.</u>

Other benefits and pensions received over the last 12 months

Redundancy Pay

- | | | | |
|-----|---|--------|--|
| 356 | 8 | 43(a) | Amount paid in last 12 months under Redundancy Payments Act of 1965. It depends on the age of the person, number of completed years' service with the employer (maximum of 20 allowed in calculation) and weekly earnings at time of redundancy. Private severance pay agreements are excluded and treated as an occupational pension in code 344 (Q.50 in 1968 and 1969). (Q.42 in 1975). |
| 357 | 8 | 43 | <u>Redundancy pay</u> averaged over a number of years of reckonable service (number of completed years service since 18 years of age, up to 20 as the maximum). (Q.42 in 1975). |
| 360 | 8 | 60 | Rent from property 'before deducting income tax but after deducting all allowable expenses'; excludes rent from any part of accommodation sub-let for residential purposes, for which see 090 and 100 (Q.57 1968/69; Q.59 1970-75). |
| 361 | 1 | 34 | Mobility allowance weekly rate. (Started 1976). |
| 362 | 1 | 37(b) | <u>NI Unemployment benefit</u> - last full weekly payment (Q.42 in 1968 and 1969). (Q.34 in 1975). |
| 363 | 1 | 36A(b) | <u>NI Sickness benefit and Industrial Injury benefit</u> - last full weekly payment (before 1971 code 363 covered <u>NI Sickness benefit only</u> , which, in 1970, was obtained from Q35 and, in 1968/69, from Q43) (Q.35 in 1976) |
| 365 | 1 | 40 | <u>Supplementary benefit</u> - last full weekly payment. In 1968 and 1969 (then Q45) Supplementary benefits associated with other benefits were included with them and 365 referred to any benefit not reported earlier in the interview and |

<u>Code</u>	<u>Period</u>	<u>Question</u>
	<u>code</u>	<u>No.</u>
		<u>Other benefits and pensions cont'd</u>
		not included with another benefit. From 1970, Q.38 is intended to cover all supplementary benefits, including those paid in association with other benefits (see A229 for further remarks). . (Q.38 in 1975).
366	1	45 <u>Trade Union sick or strike pay, Friendly Society benefits</u> Benefits under private sickness schemes, accident insurance, hospital savings schemes - last full weekly payment (Q.46 in 1968, Q.47 in 1969, Q.40 in 1970-75).
367	1	42 <u>Other NI or State benefits</u> (see 339) - last full weekly payment (Q.47 in 1968, Q.46 in 1969, Q.40 from 1970-1975).
368	1	38 <u>Family Income Supplement</u> - last full weekly payment (from 1972) (Q.36 in 1975).
[369	1	35 <u>Contributory Invalidity Pension and Allowance</u> - last full weekly payment (from 1972) included attendance allowance up to 1976. (Q.33 in 1975). (Q.36 in 1976).
370	8	18 <u>Tax relief on expenses of employment</u> (from 1972; for 1968/9 see code 325, not coded in 1970/71) (Q.19 in 1975).
[372	8	41 <u>NI Death Grant, Maternity grant</u> received in last 12 months (Q.49 in 1968 and 1969). Prior to 1977 Maternity grant included with Maternity allowance at 371.
		<u>Investment income received in 12 months prior to interview</u>
373	8	54 Interest on deposits in <u>National Savings Bank and Trustee Savings Bank</u> - gross amount before tax (Q.51 in 1968 and 1969; Q53 from 1970 - 1975).

Code Period Question

code No.

Investment income received cont'd

374	8	58	Interest on deposits in <u>other Savings accounts and banks</u> - gross amount before tax (Q52 in 1968 and 1969; Q57 from 1970-1975)
375	8	55	Interest on <u>Co-operative Society shares and deposits and dividends on purchases</u> - gross amount before tax (Q53 in 1968/1969; Q.54 from 1970-1975)
376	8	56	Interest on <u>Building Society shares and deposits</u> - actual amount received by investor (Q.54 in 1968/1969; Q.55 from 1970-1975).
377	8	57	Interest on <u>Defence Bonds, National Development Bonds, War Loan, British Savings Bonds</u> - gross amount before tax (Q.55 in 1968/1969; Q.56 from 1970-1975)
378	8	59	Interest and Dividends <u>on stocks, shares, bonds, debentures and any other securities</u> ; net after deduction of tax at source (Q56 in 1968/1969; Q.58 from 1970-1975).

Other earnings received in last 12 months

381	8	64	This question covers payments for odd jobs and for professional advice about which there is no regularity or continuity, so that the person undertaking the work could not regard himself as being currently employed at this work at the time of interview if this had taken place at the time of the work. Consequently this code relates to earnings which fall outside the scope of the questions about an employee's earnings or income from self-employment (Q.36 in 1967; Q.58 in 1968/69; Q.62 from 1970 to 1975).
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Code Period Question

code No.

384 8 Pg.14 Other investment income received in last 12 months and not included in any other code; examples are:

- (a) interest from private loans;
- (b) income received by a sleeping partner in a business where there is no evidence that it has been declared to Inland Revenue as earned income;
- (c) income received by the owner of a business run by a manager and who no longer takes an active part in the business, and where there is no evidence that the income has been disclosed to Inland Revenue as earned income;
- (d) interest on stocks, shares etc where tax is not deducted at source ie not codeable at 378; applies mainly to foreign investments.

The information for code 384 may appear anywhere on the schedule.

385 * 62 Allowance from absent husband to wife who is a member of household but husband is not because he is temporarily away working, or for some other reason. This applies when his wife is coded 2 under Marital status on schedule A, Q6. Also included in 385 are amounts paid directly by an absent husband, eg mortgage payments, rates, electricity and telephone accounts. Alimony and separation allowance appear in 352 (Q59 in 1968/1969; Q.61 from 1970 to 1975).

Code Period Question

code No.

386 8 67 NI Contributions paid direct. From 1968-1975 this code covered income from absent husband now covered in 385. Coding procedure for estimating husband's income changed in 1975.

387 8 65 Taxes paid direct to Inland Revenue in last 12 months
The amount reported is accepted except where it duplicates tax already accounted for on the schedule, or where it is tax deducted at source in respect of interest and dividends on stocks and shares recorded in code 378 or where it relates to a source no longer in existence at the time of interview. In these cases the entry is deleted. The last category applies where the situation has changed from what it was when tax liability was incurred, for example retired person who is still liable for tax on self-employment earnings; tax may be deleted altogether or, more rarely, be replaced by an estimate more compatible with the retirement situation. (Q.60 in 1968/69; Q63 from 1970 to 1975).

388 8 68 NI contributions refunded. New code box in 1976. From 1968-1971 this code covered capital gains tax paid direct.

Direct refunds of tax in last 12 months (see A241)

390 8 66 Only those refunds are accepted which are refundable under the circumstances prevailing at the time of interview. For example, a refund of tax deducted at source from investment income is accepted provided it is refunded because the tax deducted exceeded liability; but it is deleted if the individual no longer has investment income. A direct refund of PAYE deductions by Inland

Code Period Question

	<u>code</u>	<u>No.</u>	
390 (Contd)			Revenue instead of via an employer is deleted because it can normally only occur from a change in circumstances such as retirement or marriage. (Q.61 1968/69; Q64 from 1970 to 1975)
392	8	Pg.14	<u>Income from scholarships</u> received by person <u>aged 16 or over</u> (15 before 1973). Where a household member is receiving an education grant, scholarship etc at the time of interview, code 207, schedule A, is copied into 392
395	8	72	<u>Income from scholarships</u> received by a child <u>under 16</u>
396	*	72	<u>Other income</u> of child <u>under 16</u>
397	*	72	<u>Expenditure of child</u> - identical amount as 396 if parent reports that child 'disposes of it all himself'; half of 396 if only 'partly disposes of it' and nil if 'gives it all to parent'. Codes 395 to 397 are entered against the personal number of child. (In 1968/69 codes 395 to 397 were obtained from Q62; from 1970-1975 they were obtained from Q.65). (Q.74 in 1976)
398	8	44	<u>Any other lump sum payment from the State</u> , that is other than codes 356, 364, 371 or 372 (Q.43 from 1970 to 1975).

ii) INACTIVE INCOME CODES: The following are the income codes which are no longer active in 1977, but which have been active at some time during the period 1968-1976.

<u>Code</u>	<u>Period</u>	<u>Question</u>
	<u>code</u>	<u>No.</u>
364	8	Special Christmas payment of £10 to NI retirement pensioners (1975). Code 364 comprised NI Industrial Injury Benefit - last full weekly payment from 1968/69. Since 1971 this benefit is included in code 363.
382) 383)	8	Formerly the code for odd jobs (1968/69). Now this is coded at 381.
389	8	63 Surtax paid (Q.60 in 1968/69; Q.63 from 1970 to 1975). Code made inactive in 1976.
391	8	64 Surtax refunded (Q.61 in 1968/69).



IV EXPENDITURE CODES ON DIARY RECORD D

1. The following notes describe certain general points affecting the coding of the data recorded in the diaries. Each household member aged 16 or over (15 before 1973) completes two diaries, each covering 7 days.

2. Against each amount of expenditure entered by the informant, edited as described below and retaining any 1/2 p's, is placed a 3 digit code corresponding to the description. The complete list of these codes, running from 101 to 824, will be found in the DE paper, Annual Base Tape 1977, Appendix 6, pp 51-54. More detailed descriptions are also available from the Social Survey.

3. Start of records is coded on schedule A, page 1, as:

- (a) Year - last 2 digits
- (b) Week - 2 digits from 1 to 48 obtained by dividing each calendar month into 4 as:

	All months	
	<u>except February</u>	<u>February</u>
week 1	1st - 7th	1 - 7
" 2	8th - 15th	8 - 14
" 3	16th - 23rd	15 - 21
" 4	24th to end	22 to end

(c) Day (coded from 1968 to 1971):

<u>Code</u>	
1	Monday
2	Tuesday
3	Wednesday
4	Thursday
5	Friday
6	Saturday
7	Sunday

4. Day on which expenditure occurred - the data in the diaries relate to a 14 day period; usually consecutive days. Each of the 14 days can be indicated separately:

i) Code 1 or 2 on the front page of each diary according to whether the diary relates to the first or second 7 days of the 14.

ii) Each pair of pages for a day's record can be distinguished separately according to whether it is the first, second seventh day.

5. Expenditure duplicating entries on schedule A - Each record-keeper is asked to record all payments during the 14 days. A payment basis is used instead of an acquisition basis partly because it is then easier to explain that every item of expenditure, whether on account of goods or services, is to be recorded. It is also explained that every payment should be included irrespective of how a payment is made, whether by cash, cheque, postal order (also see note 11 below), Giro cheque, credit card (see note 13) or any other means. A consequence is that some expenditure sectors are duplicated by information already reported on schedule A; more precisely, by the expenditure codes listed in Section II(c). After checking data from one source against the other and accounting for any inconsistencies, data in the duplicated sectors in the record books are deleted irrespective of whether there is a corresponding entry in schedule A or not.

6. Business expenses refunded by an employer or claimed by a self-employed person as expenses for tax purposes are deleted (see Section I, note 1).

7. Money set aside for payment of future bills is deleted.

8. Payments to other household members are deleted, except:

i) Wages paid to a resident domestic servant, au pair or paid housekeeper are coded 771.

- ii) Pocket money to child member of household under 16 (under 15 before 1973) are coded 801 unless the child's expenditure can be itemized and assigned to a particular code.

But cash gifts to persons outside the household are coded 802.

9. Self-supply - Shop-keepers and farmers, who obtain food or other goods from their own businesses, are asked to record such items in the diaries whether paid for or not. In the latter case they are asked to mark the items concerned. All self-supply items are coded as expenditure, but the total for the household of those not paid for is also treated as income on schedule B and coded 327. No account is taken for food produced entirely for home consumption and not produced partly at least for sale on a commercial basis.

10. Items transferred from income schedules - Deductions from wages are reported on schedule B, Q11; the itemized amounts, except tax and NI insurance contributions and other items coded on schedule A, are transferred to the diaries. The transfer is made by entering the weekly equivalent in both diaries of the individual. It is exceptional to make transfers from schedule A except where an omission from the diary is discovered on checking the diaries against schedule A.

11. Postal orders - A purchase of a postal order is treated as though it were another form of currency. The entry is deleted except for poundage (code 751). If a postal order is used at any time within the 14 days, irrespective of when it was acquired, the amount is classified according to the item or service involved.

12. Loans and credit purchases - All loan repayments are deleted. Interest on a loan is coded 799 unless it is on a mortgage for house purchase (schedule A, code 130 or 150).

13. Credit cards - Articles acquired on a credit card during 14 day record keeping are deleted; however where an account is paid during record-keeping, informants items are coded in the usual way. From 1968 to 1970 acquisitions were coded and the settlement of an account ignored.

14. Hire purchase and all purchases in which an item is purchased by means of a loan specifically raised for that purpose are dealt with on schedule A, Qs 39 to 44 codes 239 to 242. The relevant entries in the record book are therefore deleted whether they relate to the cost of the acquisition or to the amount of the regular instalment; each such item on schedule A is coded using the appropriate descriptive code from the list used in classifying diary entries.

15. Monthly bills - Where a monthly bill, or one for any other period, is paid during the 14 day period of the diary the separate items covered by the whole account are coded; acquisitions from the same retail outlet during the period are deleted. If the record keeper has not been able to itemize the bill, an estimated break-down is made of the total bill by using acquisitions from the same retail outlet as a guide to the proportionate distribution of the account.

16. Purchase for deep-freezers are treated in the same way as monthly bills.

17. Holiday expenditure is not coded as such but is classified according to the item; for example, clothing purchased while on holiday is classified according to the appropriate expenditure item code. However, expenditure on visits to hotels, boarding houses etc in the United Kingdom (but not the Channel Islands or the Isle of Man), including deposits, is coded 756 (but 776 before 1972). Separate expenditure on meals or drinks at hotels etc is usually coded elsewhere. For visits abroad see note 18. Expenditure described as being spent on holiday without further specification is coded 759 (but 778 before 1972). The FES is not designed to produce an unbiased estimate of holiday expenditure, see Section I, note 6.

18. Visits abroad - The expenditure on such visits is not itemized, but the total spent in the 14 days of the diary is coded 758 (but 777 before 1972). Since 1972 the same rule has applied to visits spent in the Channel Islands and the Isle of Man but using code 757; before 1972, the coding of such expenditure followed the same principles as that for the UK.

19. Meals out. Where a separate food item is not described as a meal out, its classification as such will depend on the presence of other items, particularly drinks such as tea or coffee, or on its position in the diary page, or on whether there is any service element included, eg 'glass of milk' is coded as a meal out but 'bottle of milk' is coded 143 in the Food item range 101 to 199.

Alcoholic drinks taken with a meal are coded separately if the cost has been given; otherwise the whole cost is coded as a meal out. Payments for school meals are deleted (see codes 260 and 261) but meals eaten by staff members are treated as meals out. Payments for school meals for children at independent schools are coded 879.

20. Tips are coded according to the service or item supplied.

21. Gambling winnings over the 7 days covered by each diary are recorded separately on page 18 as:

Football pools	821
Bookmaker, Betting Shop, Totalisator	822
Other betting (Bingo, Sweepstake etc)	824

Totalisator winnings were recorded separately and coded 823 before 1975.

Any winnings shown elsewhere are transferred to these codes. Betting stakes entered on the individual pages of the diary are coded in the same way as any other diary entry with the codes 811 to 814 respectively.

September 1978