

Archive Notes

Study No: 3242

COMMUNITY CHARGE DATA

During the anonymisation of the 1993 calendar year data an incorrect conversion list was used at the point at which the FES local authority codes are mapped onto the DSS local authority codes. Households were thus allocated an incorrect council tax level because they were allocated to an incorrect local authority group.

The nature of the error was to scramble the anonymised values of the local authority code and council tax level. This appears to have happened in a non-systematic way and appears to have had an effectively random effect. The impact on averages and aggregates has therefore been very slight: The impact on some specific analyses that have been carried out by the DSS has been shown to be minimal, and this is also likely to be true for the other analyses.

CSO provided the community charge data to the Archive as EXCEL files. We have written SPSS setup files and created SPSS export files for users.

Users should note the following in relation to these files:

1. The files can be matched into the main dataset using the variable CASENO which is the case number.
2. In order to protect the anonymity of the responding households, CSO have taken the average community charge over several local authorities with similar community charges and averaged them.
3. DSS CODE is the DSS local authority grouping - any cases with the same value for this are included in the same group.
4. AVG CT B is the average community charge for the DSS group. CSO calculations for the data use the community charge rates set by local authorities for each financial year. Therefore the calculation of the average grouped community charges will vary between the first quarter (January to March) and the other three quarters April to December).
5. Any household interviewed in the first quarter will have community charge data consistent with households who were interviewed in the second, third and fourth quarters of the previous year.
6. AVG WATE is the average community water charge for the DSS group.
7. There are three case nos (141652, 141676 and 141679) where the interview date fell in April 1994. These casenos should be treated as cases from the 1993-94 dataset as they were sampled in March 1994, therefore these cases are included in the 93/94 data.

FROM 1991 - 1993

CALCULATING AVERAGE WEEKLY EXPENDITURE BY ITEM  
BY PERSONS & HOUSEHOLDS

1. Record 114 holds data for week 1 and week 2, each week aggregated from entries made in the diary by each person in a household. The items purchased are represented in DITEMCOD, and their cash price by DCASHPR. In addition to the cash price, the cash value (excluding interest payments) of items bought on credit are included. These are identified by DQUAL codes (qualifier values attached to item codes); in this case DQUAL code 3. The DQUAL codes are as follows:

Code	Description
0	Item of expenditure (default)
1	Self supply goods (used by variable B327)
2	Item of expenditure claimed as refund against business expenses (used to exclude items as the FES is a household survey)
3	Item acquired during the diary period by credit, charge or store card (used to be also covered by code 5 until merged into code 3)
9	Item of expenditure ignored for an unspecified reason

The DQUAL qualifiers are entered at the "raw" stage in the diary by OPCS.

2. Because all expenditure by a person is recorded in the diary there are certain DITEMCOD codes that duplicate items for which values are already recorded in schedules A or B. These items are coded in the range D901 to D999. Although the item and its value is contained within record 114, to avoid double counting these diary items are not used in any subsequent derivations.
3. Record 89 contains the average weekly expenditure at person level on items recorded in the diary plus any appropriate values recorded in the income and expenditure schedules for loans, HP etc. The item code (PDCODE) corresponds exactly to DITEMCOD in record 114. The average weekly value (PDCODVAL) is obtained by taking the total of each person's expenditure for an item in record 114 (bought in week 1 and/or week 2), dividing it by 2 and adding any appropriate weekly equivalent (wev) cash values for the same type of item bought through the following:

- standing orders (BSTORAMT (wev WKLY317), Rec 82, Sched A)
- credit / club (CLUBSCOS (wev WKLY300G), Rec 80, Sched A)
- deductions (DEDONEAM (wev WKLY416B), Rec 56, Sched B)
- from pay (DEDTHRAM (wev WKLY416H), Rec 56, Sched B)
- (DEDTWOAM (wev WKLY416E), Rec 56, Sched B)
- HP (HPINSTAL (wev WKLY291), Rec 78, Sched A)
- credit/loan (LOANREP (wev WKLY275), Rec 77, Sched A)
- subsd job - other
- dedcts - type 1 (SUBONEAM (wev WKLY458a), Rec 56, Sched B)
- dedcts from pay
- for sport (DEDSCAMT (wev WKLY415h), Rec 56, Sched B)
- dedcts from pay
- for union - amnt (DEDUFAMT (wev WKLY415d), Rec 56, Sched B)

- dedcts from pay for  
taxfree giving (DCHTFSAM (wev WKLY438b), Rec 56, Sched B)
  - dedcts from pay -  
other charity (DCHOCSAM (wev WKLY438e), Rec 56, Sched B)
  - deposits on HP made within  
prev 13 wks to interview date (B242H, Rec 78, derived variable)
  - deposits on instalment credit made within  
prev 13 wks to interview date (B242L, Rec 78, derived variable)
4. Records 12 to 16 and 18 to 24 contain the household records of each item ie the aggregate of each person's record in a household recorded in record 89.
5. The following example should give a clearer picture.
- i. Person 1 in a household has taken out a loan of £1500 to purchase a sofa but has not bought any other items of furniture in the two diary weeks.  
The loan and its repayments will have been recorded in the expenditure schedule. Person 1 will also have recorded the repayment in the diary. This diary entry will have been given a DITEMCOD in the range (D901-D999). The PDCODVAL for this person for this item will be calculated from LOANREP in schedule A. The PDCODVAL derivation will ignore the diary entries for DITEMCOD D901-D999.
  - ii. Person 2 in the same household bought a chair for £50 cash in week 1 and a chair for £40 in week 2. In addition, he is also repaying a loan taken out earlier to buy other chairs.  
The £50 will be recorded in week 1 for the appropriate diary item code in record 114. The £40 will be recorded in week 2 for the same diary item code. The repayment will be recorded in record 114 using a DITEMCOD in the range (D901-D999) and in LOANREP on schedule A. PDCODVAL for this person will be calculated  $((£40 + £50)/2) + LOANREP$ .
  - iii. The household equivalent = PDCODVAL for person 1 + person 2.
6. The PDRCODE codes 1211-1751 contains aggregate data of types of items. The codes have been created by the FES as they are required the RPI.

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."

## INDEX TO THE DOCUMENTATION - 1993

Raw database schema document.

This document is in four sections. The first section is the actual raw database schema. It lists each raw schema (in numerical order), giving details of the raw and calculated variables in each schema and the description (var label) of each variable. The second section is the list of all the raw and calculated variables in alphanumeric order by variable name. The third is the list of all the raw and calculated variables in alphabetic order by the first letter of the variable description. The fourth is the list of all the raw and calculated variables in data reference order.

Derived database schema document.

This document has the same order as the raw database schema document. The first section is the derived database schema. It lists each derived schema (in numerical order), giving details of the variables in each schema and the description (var label) of each variable. The second section is the list of all the derived variables in alphanumeric order by variable name. The third is the list of all the derived variables in alphabetic order by the first letter of the variable description. The fourth is the list of all the derived variables in data reference order.

Annotated questionnaire.

These documents are examples of the household and income schedules and the diary. The questions are annotated by the names of the raw variable where the information from the questions are stored.

Changes from 1992 to 1993.

This document contains lists of all the 1992 codes deleted in the 1993 FES, all the 1992 codes amended in the 1993 FES and all the new codes in the 1993 FES. The variables are split into the three categories of raw, calculated and derived. There is also a summary of the major changes between the 1992 and 1993 FES and a note by the Social Survey Division of OPCS describing the changes in the content of the 1993 household and income schedules and the diary.

Guide to anonymisation in the FES.

This is brief note explaining some of the details of the anonymisation process in the survey.

## GUIDE TO ANONYMISATION IN THE FES, 1993

Great care is taken to ensure that the information given by individual households and members is kept confidential. Names and addresses are recorded on forms separately from the other interviewer documents. These forms are kept by OPCS for some time in order for £10 payments to be made to people who fully co-operate in the survey and are then destroyed. Access to original documents on which data are recorded is restricted to the staff in the CSO and OPCS who work on the survey. All other people see only aggregate results from the survey or, in limited circumstances, receive data on magnetic tapes which are anonymised.

The data on the tapes are anonymised in two ways: sensitive variables are either recalculated or set to zero. In 1993, additional variables were anonymised due to the introduction of the council tax. These variables are listed below.

### Raw variables recalculated

CTAM(141), record 25, is recalculated as CTAM/INB028

CTREBAM (142a), record 25, is recalculated as CTREBAM/INB028

CTREDAM(142e), record 25, should be recalculated as CTREDAM/INB028

CWCPAY(88b), record 25, should be recalculated as CWCPAY/INB052

### Raw variables to be zeroised

WKLY141 Rec 25 WKLY88B Rec 25

WKLY142A Rec 25 INB028 Rec 61

WKLY142E Rec 25 INB052 Rec 61

To help researchers who would like to know an amount of council tax, a disk is available with approximate amounts of council tax paid by each household. To get these figures, similar Local Authorities are banded and average amounts of council tax paid are calculated for the bands.

FES  
CHANGES  
FOR 1993

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Raw codes deleted from the 1992 Family Expenditure Survey

New raw codes for the 1993 Family Expenditure Survey

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New calculated codes added to the 1993 FES

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1992 calculated codes deleted from the 1993 FES

New derived codes added to the 1993 FES

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1992 derived codes deleted from the FES

FES 1992-1993 Changes

FES Technical Group paper



RAW CODES DELETED FROM THE 1992 FAMILY EXPENDITURE SURVEY

VARNAME	DATA REF	VARDESCRIPTION	SCHED REF	REC
BENCARDN	489I	Benefits on card N - any	B00Q054	56
BENCARDO	500H	Benefits on card O - any	B00Q055	56
BENCARDP	521C	Benefits on card P - any	B00Q056	56
BENCARDR	543G	Benefits on card R - any	B00Q058	56
CARCCSEX	214C	Cars engine - size in CCs	A00Q095 1	74
CARCCSDK	214D	Cars engine - size not known	A00Q095 2	74
CARINS	211	Vehicle insurance paid in last year - amount	A00Q093C1	74
CARINSNL	211A	Vehicle insurance nil paid in last year.	A00Q093C2	74
CARTAX	208	Road tax amount paid in last year.	A00Q093B1	74
CARTAXNL	208A	Road tax nil paid in last year.	A00Q093B2	74
CCCWINRT	070C	Community\water charge in rent	A00Q019	25
CCINRTAM	070D	Community charge in rent - amount	A00Q019A	25
CNSBONAM	620R	Childrens bonus bonds - amount held	B00Q077A1	58
CNSCIDAM	620P	Childrens NS income\deposit capital amount.	B00Q077G1	58
CNSFICAM	620H	Childrens Nat Sav amount held - Fixed Interest	B00Q077C1	58
CNSILCAM	620F	Childrens Nat Sav amount held - Index linked	B00Q077B1	58
CNSINVAM	620L	Childrens NS amount held - Investmnt account	B00Q077E1	58
CNSORDAM	620J	Childrens NS amount held - Ordinary account	B00Q077D1	58
CNSPRBAM	620N	Childrens NS amount held - Premium bonds	B00Q077F1	58
CONTUSE	213	Vehicle owned or for continuous use?	A00Q093E	74

CWINRTAM	070E	Community water charge in rent - amount	A00Q019B	25
DCHOCSDK	438F	Dedctns from pay, other charity - amount NK	B00Q018B2	56
DCHTFSDK	438C	Dedctns from pay tax free giving - amount not known	B00Q018A2	56
DEDFS	415E	Dedctns from pay for Friendly societies - any	B00Q019 5	56
DEDFSAMT	415F	Dedctns from pay for Friendly societies - amount	B00Q019 6	56
EDCESTTY	346	ED-Type estmnt attended	A00Q129C	97
EDUCCOTY	346A	ED-Type of Ed course	A00Q129D	97
EDUCSTAT	346B	Ed-any crtly attdg course	A00Q129E	97
ELEC	195	Electricity supplied to accommodation.	A00Q072	25
EMP13W	363B	Employee - During last 13 weeks.	A00Q137	25
HLHBHPY	255B	Holiday - Hotel etc., how paid for.	A00Q118B3	105
HLHBINST	255G	Holiday - Hotel etc., loan\HP still paying.	A00Q118B4	105
HLHBOTHL	255H	Holiday - Hotel etc., any other as well.	A00Q118C	105
HLPKHPY	254D	Holiday - package, how paid for.	A00Q117C3	104
HLPKINST	254E	Holiday - package, loan\HP still paying	A00Q117C4	104
HLPKOTHL	254F	Holiday - package, any other as well.	A00Q117D	104
HLSCHWPY	256C	Holiday - Self-catering, how paid for.	A00Q119B3	106
HLSCINST	256G	Holiday - Self-catering, loan\HP still paying	A00Q119B4	106
ICALL	551	Invalid care allowance - any.	B00Q058B	56
ICALLAMT	551A	Invalid care allowance - amount received.	B00Q058B3	56

ICALLPR	551B	Invalid care allowance - receiving at present	B00Q058B2	56
ICALLWKS	551A	Invalid care allowance - no of weeks received.	B00Q058B1	56
INA127	098	Housing benefit - date rebate received.	A00Q027C	25
INA205	522	Industrl injry disab- lmnt pensn - weeks rcvd.	B00Q056A1	56
INA238	525	Industrl injry disablmnt pension - rcvg at present	B00Q056A4	56
INDDIS	521B	Industrl injry disab- lmnt pensn - rcvd lst yr	B00Q056A	56
INDDISBN	523	Industrial injury disab- lmnt pensn - last amnt	B00Q056A2	56
ITEM057	603B	Income from odd jobs - item number	B00Q075A2	57
ITEM099	349D	Part-time educ state course - item number	A00Q131A2	99
MOBILITY	493A	Mobility allowance - received at present	B00Q054B	56
MOBLAMT	494	Mobility allowance - last amount received	B00Q054B1	56
MOTORVEH	205	Owners\users of vehicles - any	A00Q093	25
MTORREB	099	Rates rebate - more than one lump sum received	A00Q027D	25
MVALDK	108C	Present value of house\flat, unknown	A00Q037 2	25
MVALNOW	108B	Present value of house\flat.	A00Q037 1	25
NOBATH	024	Bathrooms used solely by HH	A00Q013A7	25
NOBED	019	Bedrooms used solely by HH	A00Q013A3	25
NOGAR	025	Garages used solely by HH	A00Q013A8	25
NOKIT	020	Kitchens used solely by HH	A00Q013A4	25
NOLIVR	021A	Living rooms used solely	A00Q013A6	25
NOOTR	026	Other rooms used only by HH	A00Q013A9	25
NOPARB	033	Rooms used ptly fr busns	A00Q013A1	25

NOSCUL	021	Sculleries used only by HH	A00Q013A5	25
NOSOLB	023	Rooms only fr busns by HH	A00Q013A2	25
NOSHPARB	033	Rooms used partly for business, shared	A00Q013B1	25
NOSHSOLB	034	Rooms used solely for business, shared	A00Q013B2	25
NOSHSCUL	031	Sculleries used for cooking, shared	A00Q013B5	25
NOSLPARB	043	Rooms used partly for business, sub-let	A00Q013C1	25
NOSLSOLB	044	Rooms used solely for business, sub-let	A00Q013C2	25
NOSLBATH	045	Bathrooms sub-let	A00Q013C7	25
NOSLBED	039	Bedrooms sub-let	A00Q013C3	25
NOSLGAR	046	Garages sub-let	A00Q013C8	25
NOSLKIT	040	Kitchens sub-let	A00Q013C4	25
NOSLLIVR	042	Living rooms sub-let	A00Q013C6	25
NOSLOTR	047	Other rooms sub-let	A00Q013C9	25
NOSLSCUL	041	Sculleries for cooking sublet	A00Q014C5	25
NSCAPBAM	573B	National Savings Capital Bonds - amount	B00Q066A1	56
NSDEPBAM	573P	National Savings Deposit bonds - amount	B00Q066G1	56
NSFICAM	573F	National Savings fixed interest certificates - amount	B00Q066C1	56
NSILCAM	573D	National Savings Index-linked certificates - amount	B00Q066B1	56
NSINCBAM	573N	National Savings Income bonds - amount	B00Q066F1	56
NSPRBAM	573L	Premium Bonds - amount	B00Q066E1	56
OCARINS	222	Vehicle previously owned - insurance paid - amount.	A00Q097C1	75
OCARINNL	222A	Vehicle previously owned - nil insurance last year.	A00Q097C2	75
OCARTAX	219	Vehicle previously owned - Road tax paid - amount.	A00Q097B1	75

OCARTXNL	219A	Vehicle previously owned - nil road tax last year.	A00Q097B2	75
OCARTYPE	218	Vehicle previously owned - type	A00Q097A	75
OCCONT	224	Vehicle previously owned - for continuous use.	A00Q097E	75
OGEXFEE	360	Child Outside Household, educ grant valu ex fees	A00Q134B	28
OGINCFEE	361	COH - ed grnt val inc fees	A00Q134C	28
OGSOURCE	359	COH - Ed grant source	A00Q134A	28
OILEXPDK	183A	Oil for central heating cost last quarter, not known.	A00Q090A2	25
OJAMT	604	Income from odd jobs - amount	B00Q075A3	57
OLDMVEH	216	Owners\users of former vehicles - any	A00Q097	25
OSCORGRT	357A	Child Outside Household, grnt for educ course - any	A00Q134	28
OSCORTYP	363	COH - Ed level of course	A00Q136	28
OSEDCFEE	364	COH - educn any fees paid	A00Q133	28
OSESTTYP	362	COH - educ univ\stte\prvte	A00Q135	28
OSPARENT	356	COH - person no of parent	A00Q132F	28
OSPERAGE	353	COH - educational age	A00Q132D	28
OSPEREST	354	COH - educ full\part time	A00Q132E	28
OSPERHOH	355	Child outside Household - Relationship to HOH	A00Q132B	28
OSPERSEX	352	Child outside HHld - Ed sex	A00Q132C	28
OTBATAX1	425B	Other bonuses amount 1 - before\after tax.1	B00Q029 2	56
OTBATAX2	425D	Other bonuses amount 2 - before\after tax.	B00Q029 4	56
OTBATAX3	425F	Other bonuses amount 3 - before\after tax.	B00Q029 6	56
OTBONAM1	425A	Other bonuses amount 1 - amount	B00Q029 1	56

OTBONAM2	425C	Other bonuses amount 2 - amount.	B00Q029 3	56
OTBONAM3	425E	Other bonuses amount 3 - amount.	B00Q029 5	56
OTBONUS	425	Other bonuses in last 12 months.	B00Q029	56
OUTGRANT	350	Child outside Household receiving educn - any	A00Q132	25
PERCO96	097	Period code for RALSRAMT	A00Q027B	25
PERC211	212	Period code for CARINS	A00Q093D	74
PERC222	223	Period code for OCARINS	A00Q097D	75
PERC494	495	Period code for MOBLAMT	B00Q054B2	56
PERC523	524	Period code for INDDISBN	B00Q056A3	56
PERC551C	551D	Period code for ICALLAMT	B00Q058B4	56
PERC604	604A	Period code for OJAMT	B00Q075A4	57
PERSNO57	603A	Income from odd jobs - person number	B00Q075A1	57
PERSNO91	319B	Prescriptions - Person no.	A00Q122A	91
PERSNO99	349C	Part-time educ state course - person number	A00Q131A1	99
PERSPENS	148	Personal pensions, contributions - any	A00Q058	25
PETRPROV	215A	Petrol - some or all provided by employer.	A00Q096	74
PRES	319A	Prescriptions - any free items last week.	A00Q122	25
PRESNO	320	Prescriptions - Number of free items	A00Q122B	91
PRINTAM	581D	Interest from private loans	B00Q067F1	56
PRINTNIL	581L	Private loans - nil interest	B00Q067F2	56
PRLINT	581C	Interest from private loans - any	B00Q067F	56
PSBONAM	423A	Profit related pay\bonus scheme amount.	B00Q028A1	56
PSBONDK	423B	Profit related pay\bonus scheme amount, not known.	B00Q028A2	56

PSBONTXF	423C	Profit related pay\bonus tax free or not.	B00Q028B	56
PSBONUS	423	Profit related pay\bonus qualify scheme.	B00Q028	56
PSBTXFDK	423E	Profit related pay\bonus tax free amount N/K.	B00Q028B2	56
PSBTXFAM	423D	Profit related pay\bonus tax free amount	B00Q028B1	56
PTCOURSE	349B	Part-time educ state course without fees - any	A00Q131	25
PTTYPE	349E	Part-time educ state course - type	A00Q131B	99
PXMBONAM	550	Xmas Bonus - amount recvd	B00Q058A1	56
REPAYOH	062	Rent paid by person o/s HH	A00Q015C	25
SAYEAM	573R	SAYE - Nat Savings\bank\ Building society amount	B00Q066D1	56
SCHOCSAM	459E	Subsidiary job - deductions other charity - amount	B00Q039B1	56
SCHOCSDK	459F	Subsidiary job - deductions other charity - amount n/k.	B00Q039B2	56
SCHTFSAM	459B	Subsidiary job - deductions tax free giving - amount.	B00Q039A1	56
SCHTFSDK	459C	Subsidiary job - deductions. Tax free giving - amount n/k.	B00Q039A2	56
SPECCIRC	375D	Special circumstances noted any.	A00Q142	25
STRINS	137A	Structural Insurance paid	A00Q052	25
SUBCH	459	Subsidiary job - charity deductions - any	B00Q039	56
SUBCHTFS	459A	Subsidiary job - deductions taxfree giving - any	B00Q039A	56
SUBCHOCS	459D	Subsidiary job - deductions. Other charity - any.	B00Q039A	56
SUBSUP	463A	Subsidiary job - deductions. Superannuation - any.	B00Q040 1	56
SUBSUPAM	463B	Subsidiary job - deductions. Superannuation - amount.	B00Q040 2	56
SUBSOTH	458	Subsd Job o/ddctns frm 1st pay	B00Q040 9	56

SUBUF	463C	Subsidiary job - deductions. Union fees - any.	B00Q040 3	56
SUBUFAMT	463D	Subsidiary job - deductions. Union fees - amount.	B00Q040 4	56
SUBFS	463E	Subsidiary job - deductions. Friendly socs, any.	B00Q040 5	56
SUBFSAMT	463F	Subsidiary job - deductions. Friendly socs, amount.	B00Q040 6	56
SUBSC	463G	Subsidiary job - deductions. Sports - any.	B00Q040 7	56
SUBSCAMT	463H	Subsidiary job - deductions. Sports - amount.	B00Q040 8	56
TVVIDEO	171A	TV (etc) - Any in accommodation	A00Q091	25
TVTYPE	171D	TV (etc) - Item type	A00Q091A	25
TVRENTED	171E	TV (etc) - Item rented	A00Q091B	25
TVLIC	265	TV licence bought during last year.	A00Q092	25
VEHTYPE	207	Type of motor vehicle owned\used	A00Q093A	74

rawcode1 for the 1993 FES

1 August 1994 8:46am



NEW RAW CODES FOR THE 1993 FAMILY EXPENDITURE SURVEY

VARNAMES	DATA REF	VARDESCRIPTION	SCHED REF	REC
BANSCDK	311	Bank service charge amount not known.	A00Q130 A2	81
BNCARDR2	495D	Benefits on card R2 - any	B00Q056	56
BNCARDS1	533B	Benefit on card S1 - any.	B00Q058	56
BOBATAX1	430B	Bonus earnings - was bonus 1 pre-tax.	B00Q026 2	56
BOBATAX2	430D	Bonus earnings - was bonus 2 pre-tax.	B00Q026 4	56
BOBATAX3	430F	Bonus earnings - was bonus 3 pre-tax.	B00Q026 6	56
BONINAM	430H	Bonus - amount included in last take home pay.	B00Q026 A1	56
BONINTHP	430G	Bonus included in last take home pay.	B00Q026 A	56
BONUSAM1	430A	Bonus earnings - amount received last year 1.	B00Q026 1	56
BONUSAM2	430C	Bonus earnings - amount received last year 2.	B00Q026 3	56
BONUSAM3	430E	Bonus earnings - amount received last year 3.	B00Q026 5	56
BONUSES	430	Bonus - any received during last 12 months.	B00Q026	56
CARFUEL	214F	Vehicle - cont use - type of fuel - car\van	A00Q107	75
CDPLAYER	180K	Compact disc (CD) player in household.	A00Q095 9	25
CPHOWPAY	227A	Vehicle bought - how paid for.	A00Q102 B	76
CTAM	141	Council tax last payment	A00Q060 1	25
CTAMNIL	141A	Council tax payment not known or nil	A00Q060 2	25
CTAMPER	141C	Council tax - how many times paid in year.	A00Q061	25
CTBAND	140	Council tax band.	A00Q058 1	25

CTBANDDK	140A	Council tax band not known.	A00Q058 2	25
CTCWCIRT	070F	Rent includes Community chg wcomm chg or Council tax	A00Q019	25
CTDISC	141D	Council tax discount allowed.	A00Q062	25
CTEX100R	141B	Council tax - Exemption or 100% rebate.	A00Q060 A	25
CTIRTAM	070G	Rent - amount included for comm chg or council tax	A00Q019 A1	25
CTIRTDK	070H	Rent - amount comm charge\ council tax not known.	A00Q019 A2	25
CTLVBAND	140B	Lower value council tax because of disablement	A00Q059	25
CTREB	142	Council tax - any benefit or rebate allowed.	A00Q063	25
CTREBAM	142A	Council tax - amount of benefit or rebate	A00Q063 A1	25
CTREBDK	142B	Council tax - benefit or rebate amount not known.	A00Q063 A2	25
CTRED	142D	Council tax - transitional reduction allowed	A00Q064	25
CTREDAM	142E	Council tax - transitional allowance - amount	A00Q064 A1	25
CTREDDK	142F	Council tax - amount n\k transitional allowance	A00Q064 A2	25
CT25D50D	141E	Council tax - 25% or 50% discount allowed.	A00Q062 A	25
CUCPETP	214G	Vehicle - cont use - Employer pays any private use.	A00Q108	75
CUVEH	217B	Vehicle - continuous use.	A00Q104	25
CUVINS	217F	Vehicle - continuous use - insurance paid in last year	A00Q104 C1	75
CUVINSNL	217G	Vehicle - cont use - Nil insurce paid in last year	A00Q104 C2	75
CUVNOW	217H	Vehicle - continuous use at present.	A00Q104 D	75
CUVTAX	217D	Vehicle - continuous use, tax paid in last year	A00Q104 B1	75

CUVTAXNL	217E	Vehicle - continuous use, nil tax paid in last year	A00Q104 B2	75
CUVTYPE	217C	Vehicle - continuous use, - type of vehicle.	A00Q104 A	75
CWCIRTAM	070I	Rent amount included for water - com ch or cnl tx	A00Q019 B1	25
CWCIRTDK	070J	Rent amount of water com ch \ cnl tx, not known	A00Q019 B2	25
CWCPAY	088B	Council water charge - How much paid.	A00Q031 A	25
CWCPER	088A	Council water charge - How many times paid.	A00Q031	25
DEDFORAM	416J	Deductions from pay - others - amount 4	B00Q01914	56
DEDFORTY	416K	Deductions from pay - others - type 4	B00Q01915	56
DISHWASH	180I	Dishwasher in household	A00Q095 7	25
DRIVAMT	348D	Driving fees - amount paid in last 3 months	A00Q139 A	100
DRIVFEES	348A	Driving fees in last three months	A00Q139	25
GRANTDNL	341A	Education grant - money paid not known.	A00Q136 E2	83
GRAVEXDK	338A	Education grant - Annual grant, not known.	A00Q136 C2	83
HLPADAM	254N	Package holiday - how much paid for adults.	A00Q127 F3	104
HLPADNIL	254M	Package holiday - number of adults, not known.	A00Q127 F2	104
HLPADRAT	254L	Package holiday - how many adults included.	A00Q127 F1	104
HLPCHAM	254Q	Package holiday - how much reduced childrens rate.	A00Q127 G3	104
HLPCHNIL	254P	Package holiday - number of children not known.	A00Q127 G2	104
HLPCHRAT	254O	Package holiday - how many children included.	A00Q127 G1	104
HLPDEPBL	254G	Package holiday - deposit or balance paid three months	A00Q127 D	104

HLPINS	254H	Package holiday - insurance included in payment.	A00Q127 E	104
HLPINSAM	254J	Package holiday - amount of holiday insurance included	A00Q127 E1	104
HLPINSDK	254K	Package holiday - amount of holiday insurance n/k.	A00Q127 E2	104
HLPSIP	254R	Package holiday - separate holiday insurance paid.	A00Q127 H	104
HLPSIPAM	254S	Package holiday - How much seprt holiday insurce paid.	A00Q127 H1	104
INDISB	493C	Industl injury dsblmnt benefit received	B00Q056 H	56
INDISBAM	493B	Industl injury dsblmnt benefit amount received	B00Q056 H1	56
INDIVNO	005E	Checkers number	A00Q00011	25
INTPRPD	125A	Principal\interest - paid outside the household	A00Q047 2	25
INVCAL	496	Invalid care allowance received.	B00Q056 C	56
INVCALAM	496A	Invalid care allowance amount received.	B00Q056 C1	56
ITEM090	270B	Credit card etc standing charge item number	A00Q112 2	90
ITEM100	348C	Driving fees - item no.	A00Q139 2	100
MICROVEN	180H	Microwave oven in household	A00Q095 6	25
MORINPD	119A	Mortgage interest only - paid outside the household	A00Q044 2	25
NOSHUTIL	038	No of shared utility rooms in household	A00Q013A5	25
NSBONB	573T	Childrens bonus bonds held - over sixteen.	B00Q076 I	56
NSOPTB	573S	First options bonds held	B00Q076 H	56
OJAMT1	603C	Odd jobs - amount earned job 1.	B00Q052 C1	56
OJAMT2	603D	Odd jobs - amount earned job 2.	B00Q052 C2	56
OJAMT3	603E	Odd jobs - amount earned job 3.	B00Q052 C3	56

OJAMT4	603F	Odd jobs - amount earned job 4.	B00Q052 C4	56
OJAMT5	603G	Odd jobs - amount earned job 5.	B00Q052 C5	56
OSDFEES	351A	Child outside household - any fees etc pd qtr	A00Q141	25
OWNCPETP	206I	Vehicle - owned - employer pays any petrol	A00Q101	74
OWNVEH	206B	Vehicle owned in last twelve months	A00Q100	25
OWNVINNL	206G	Vehicle insurance - owner - Nil ins paid in last year.	A00Q100 C2	74
OWNVINS	206F	Vehicle insurance - owner amount paid in last year.	A00Q100 C1	74
OWNVNOW	206H	Vehicle - owned at present	A00Q100 D	74
OWNVTAX	206D	Vehicle tax - owner - how much in last year.	A00Q100 B1	74
OWNVTXNL	206E	Vehicle tax - owner - nil tax paid.	A00Q100 B2	74
OWNVTYPE	206C	Vehicle type owned.	A00Q100 A	74
PERC142A	142C	Council tax - benefit rebate - period covered	A00Q063 B	25
PERC142E	142G	Council tax - transitional allowance - period covered	A00Q064 B	25
PERC493B	493D	Industrl injury disablment benefit - period covered	B00Q056 H2	56
PERC496A	496B	Invalid care allowance period covered	B00Q056 C2	56
PERSN090	270A	Credit card etc standing charge person number	A00Q112 1	90
PERSN100	348B	Driving fees - person number	A00Q139 1	100
PER137DK	137H	DK period covered by structural \ contents	A00Q052 C2	25
PER139DK	139G	DK period of structural \ contents paid separately	A00Q053 C2	70
RMFORBUS	048	Rooms are used for business, yes or no.	A00Q014	25

RMONLBUS	048B	Rooms solely used for business.	A00Q014 B	25
RMPTBUS	048A	Rooms partly used for business.	A00Q014 A	25
SCPPAMDK	139F	DK insurance strct\conts paid separately	A00Q053 B2	70
SERVINDK	078B	Service charge in rent not known.	A00Q022 2	25
SETAX	476A	Self employment - any income tax (business) pd yr	B00Q046	56
SETAXAM	476B	Self employment - amount of inc tax paid on firm	B00Q046 A	56
STCHARGE	270	Credit card etc - annual standing charge.	A00Q112	25
STCHGAMT	270C	Credit card etc - standing charge - amount last year	A00Q112 A1	90
STCHGDK	270D	Credit card etc - standing charge - amount last year	A00Q112 A2	90
STRAMDK	137G	DK last premium structrl contents insurance	A00Q052 B2	25
SUBTWOAM	458C	Subsidiary Job - other deductions - amount 2	B00Q039 3	56
SUBTWOTY	458D	Subsidiary Job - other deductions - type 2	B00Q039 4	56
TOTBATH	027C	Total of bathrooms used solely by household	A00Q013 4	25
TOTBED	027	Total no of bedrooms used solely by household	A00Q013 1	25
TOTGAR	027E	Total no of garages used solely by household	A00Q013 6	25
TOTKIT	027A	Total number of kitchens used solely by household	A00Q013 2	25
TOTLIVR	027B	Total number of living rooms used solely by household	A00Q013 3	25
TOTOTR	027F	Total number of other rooms used solely by household	A00Q013 7	25
TOTUTIL	027D	Total of utility rooms used solely by household	A00Q013 5	25
TUMDRIER	180G	Tumble drier in household	A00Q095 2	25

TVLICNIL	266A	TV licence - not paid in last year	A00Q099 2	25
TVRENTAL	171	TV rental - hire of TV of all styles + video	A00Q098	25
VIDEOREC	180J	Video recorder in household	A00Q095 8	25
WRATEPD	087	Paid by other \ not paid at this address	A00Q030 2	25
WSINRPAY	078E	Rented - amount paid in water charges	A00Q023 A1	25
WSINRPER	078F	Rented how many times water charges paid	A00Q023 A2	25

RAW CODES AMENDED IN THE 1993 FAMILY EXPENDITURE SURVEY

Varname	Data ref	Questn no.	Description	Record type	Changes made
CARCCSAP	214E		Cars engine - approx size	74	Moved from schema 74 to schema 75
CARPROV	214		Car provided	74	Moved from schema 74 to schema 75
PROGTYPE	385B	1a	Govrnmt Trng progrm - type	56	Deletion of subpart "Employment action (GB)"
INA007	012	6	Current F/T Education	55	No subdivision of Primary or Higher education - seven components in place of nine.
RENT100R	070B	17	100% Rent rebate	25	Additional sub-component.
RRREBCOV	075A	21c	Rent\rate rebate coverage	25	This sub-part deleted.
INA246	517	47	Type Gvt Trng Schm attndd	56	Was Q47 now 48; two additional parts to question.
OTHBEN	545	58	Oth state benefits - any	56	Change to content - was other benefits, is now Unemployment benefit.
PXMASBON	549A	58a	Xmas bonus rcvd lst yr-any	56	Now question 57 and abbreviated.
INA130	196	79	Electricity - meth payment	25	Was Q 72 - First part ("Do you have electricity supplied to etc.,") deleted. New sub-parts 7 and 8 cover "no electric" and "paid by someone else".
INA128	186	87	Gas - Method of payment	25	Was question 80; additional part - "Paid direct by someone outside household."
HLPKWHER	254A	127	Holiday pckge - UK or abrd	104	Was Q117; Changes to text and content of questions.



HLHBWHER	255	128	Holiday - Hotel UK or abrd	105	Was Q118; Changes to text and content of questions.
HLSCWHER	256	129	Holiday - S/C UK or abrd	106	Was Q119; Changes to text and content of questions.
BUSEXPEN	435	143	Business refunds by Employer - type	103	Was Q137; Text changes and additional sub-parts.
BUSERAMT	436	143	ditto - amount	103	Two additional sub-parts and change to part 2.
PERSN103	435A	143	do - person number	103	Two additional sub-parts and change to part 2.
PERC436	437	143	Period code for BUSERAMT	103	Two additional sub-parts and change to part 2.
ITEM075	217A		Vehicle previously owned - item number.	75	

NEW CALCULATED CODES ADDED TO THE 1993 FES

Variable	Data Ref	Description	Record type
INA288	B4288	Type of fuel for company owned vehicles	43
INB028	B4028	Council tax - gross weekly amount payable	12
INB052	B4052	Council water tax - basic weekly amount payable	12
INB163	B4163	Driving lessons weekly amount paid	14
INB194	B4194	Rent for TV set/Cable/Satellite/VCR weekly amount	20
INB238	238	Annual standing charge for credit cards, etc.	61
INB319	319S	Superannuation in subsidiary job	62
INB359	359A	Education grant - total amount received in cash	62
INB394	550	Christmas bonus - weekly amount received	62

1992 CALCULATED CODES AMENDED IN THE 1993 FES

Variable	Data Ref	Description	Record type	Changes made
INA117	789	No. of new cars/vans bought - last qtr	61	Changed from last year
INA118	790	No. of s/h cars/vans bought - last qtr	61	Changed from last year
INA287	847a	Capacity of car/van engine	62	Bands only, no actual values
INB182	679	Credit purchase - net cost s/h vehicles	61	Changed to last 3 months
INB183	678	Credit purchase - net cost new vehicles	61	Changed to last 3 months
INB196	647	Life insurance before 1984 - amt premium	61	Changed from before April 1984
INB197	647a	Life insurance after 1983 - amt premium	61	Changed from after April 1984
INB198	648a	Endow insurance after 1983 - amt premium	61	Changed from after April 1984
INB199	648	Endow insurance before 1984 - amt premium	61	Changed from before April 1984

1992 CALCULATED CODES DELETED FROM THE 1993 FES

Variable	Data Ref.	Description	Record Type
INA105	816	No. of television sets in household	61
INA113	625	Rooms sublet by household	61
INA137	818	Home computer in household	61
INA139	820	Satellite/Cable TV in household	61
INA141	819	Possession of VCR - different der used	61
INA261	840	Childrens savings - proportion invested	62
INA284	839	National savings - amount invested	62
INB047	636	Rates rebate - lump sum refunds - last year	61
INB175	892	100% housing benefit - rent/rebate	61
INB195	651	TV Rental - amount paid on last account	61
INB253	803	Cable/Satellite TV rental	61
INB254	652A	Video recorder - amount of last rental	61
INB343	871	Invalid care allowance	62
INB347	759	Annuity/trust/covenant - tax deducted source	62
INB384	833	Other unearned income - amount received	62
INB390	772	Income tax refund	62
RMSPTBUS	793	Rooms used partly for business	61
RMSOBS	794	Rooms used solely for business	61
TOTRMBUS	795	Rooms (business) total (abatement purposes)	61

NEW DERIVED CODES ADDED TO THE 1993 FES

Variable	Data Ref.	Description	Record type
A011	DE036	Cohabitee of head of household	41
A054	DE054	Number of workers in household	2
A070	DE070	Age of oldest person in household	1
A071	DE071	Sex of oldest person in household	1
A122	B4 070B	Rent - not paid - 100% rebate or paid direct	12
A138	B4 301A	Second dwelling (transferred from appendix B2)	1
A167	B4 180G	Tumble dryer in household	1
A168	B4 180H	Microwave oven in household	1
A169	B4 180I	Dishwasher in household	1
A170	B4 180K	Compact disc player in household	1
A211	DE 211	Subsidiary employed job - paid within last 13 weeks	45
A2183	B4 573S	First option bonds	46
A2184	B4 573T	Childrens bonus bonds - held by over fifteens	46
A288	B4 288	Type of fuel for company owned vehicles	43
B028	B4 028	Council tax - gross weekly amount payable	12
B034	B4 142E	Council tax - transitional relief weekly amount	12
B038	B4 141	Council tax - last payment weekly amount	12
B039	B4 142A	Council tax - amount of benefit/rebate weekly amount	12
B052	B4 052	Council water tax - basic weekly amount payable	12
B053	B4 088B	Scotland - council water charge weekly amount	12
B163	B4 163	Driving lessons weekly amount paid	14
B194	B4 194	Rent for TV set/Cable/Satellite/VCR weekly amount	20
B238	B4 238	Annual standing charge for credit cards, etc - wkly amount	24
B320	B4 430H	Bonus amount included in last take home pay	43
B321	B4 321	Bonus amount included in usual net pay	43
B359	B4 359A	Education grant - amount received in cash	52
B391	B4 391	Self-employed - tax paid in last twelve months	44
D1301		Mens outerwear	21
D1305		Mens underwear and hosiery	21
D1311		Womens outerwear	21
D1315		Womens underwear and hosiery	21
D1321		Boys outerwear	21
D1322		Boys underwear and hosiery	21
D1325		Girls outerwear	21
D1326		Girls underwear and hosiery	21
D1330		Clothing materials	21
D1331		Mens and Boys headgear	21
D1332		Haberdashery and female headgear	21
D1335		Infants outerwear	21
D1336		Infants underwear and hosiery	21
D1338		Miscellaneous purchase of clothing	21

Variable	Data Ref.	Description	Record type
D1341		Mens footwear	21
D1342		Womens footwear	21
D1343		Childrens footwear	21
D1349		Footwear undefined	21
D408		Television sets	20
D415		TV games and TV game consoles	20
D416		Audio equipment	20
D421		Compact disc players	20
D605		Compact discs	20
D794		Superannuation (subsidiary job)	15
D795		Friendly societies and sick clubs	24
D902		Community charge from 2 <sup>nd</sup> quarter onwards	
D905		Water community charge from 2 <sup>nd</sup> quarter onwards	
D949		Driving lessons	
D950		Credit, charge etc - cards - annual fee	
P011		Gross wage - last time paid - 13 week rule subsidiary	45
P068		Tax deducted from pensions, investments, annuities etc	46
P073		Tax paid on bonuses	44
P080		Building society accounts - interest and tax	46
P081		Interest and tax on banks, national savings, TESSA accounts	46
P082		Interest and tax on gilt-edge and war loans	46
P083		Interest and tax on stocks and shares etc	46
P084		Maternity allowance - amount currently received	51
P085		Any other benefit - amount currently received	51
P086		Trade Union/friendly societies - amount currently received	51
P087		Other insurance - including deductions from wages	24
P127		Purchase of dwelling and capital improvement	54
P529		Fuel, light and power (National Accounts)	24
P532		Purchase of dwelling/improvements and mortgage payments	24
P552		Fares (National Accounts)	24
P553		Miscellaneous (National Accounts)	24

1992 DERIVED CODES TO BE AMENDED IN THE 1993 FES

Vari- able	Data Ref.	Description	Record type	Changes made
A007	B4 012	Current full time education	52	Sessions merged - state/primary school; FE/universities/ training colleges
A009	B4015	Position in benefit unit	41	Value 3=dependant (under 25 condition deleted)
A015	DE 002	Employment position	41	School values condensed
A023	DE 009	No of male adults - age under 45	2	Now includes under 18's who have been married
A033	DE019	No of female adults - age under 45	2	Now includes under 18's who have been married
A117	B4 789	Number of new cars/vans bought last qtr	1	Changed from 'last year'
A118	B4 790	No. of second-hand cars/ vans bought last qtr	1	Changed from 'last year'
A128	B4 186	Gas - method of payment	13	New value added - paid outside household
A130	B4 196	Electricity - method of payment	13	New values added - paid outside household, no electricity supplied
A150	DE 250	Central heating by electricity	13	Transferred from Record 13 to 1
A151	DE 251	Central heating by gas	13	Transferred from Record 13 to 1
A152	DE 252	Central heating by oil	13	Transferred from Record 13 to 1
A153	DE 253	Central heating by solid fuel	13	Transferred from Record 13 to 1
A155	DE 220	Central heating by calor gas	13	Transferred from Record 13 to 1
A156	DE 221	Central heating by fuel not known	13	Transferred from Record 13 to 1
A184	B4 109A	Re-mortgage or topped up original loan	12	Change in coding frame, now 3 values
A246	B4 517	Type of government training scheme attended	50	Change in coding frame, now 6 values
A287	B4 847A	Capacity of car/van engine	43	Bands of cc used, no actual figures instead
B105	B4 807	House extensions, etc - main dwelling	12	Record changed from 12 to 24
B106	B4 808	House extensions, etc - second dwelling	12	Record changed from 12 to 24
B182	B4 679	Credit purchase - net cost s/h vehicles	14	Changed to over last 3 months
B183	B4 678	Credit purchase - net cost new vehicles	14	Changed to over last 3 months

Vari- able	Data Ref.	Description	Record type	Changes made
B196	B4 647	Life insurance before 1984 - premium paid	24	Was 'before Apr 84'
B197	B4 647A	Life insurance after 1983 - premium paid	24	Was 'after Apr 84'
B198	B4 648A	Endowment insurance after 1983 - premium pd	12	Was 'after Apr 84'
B199	B4 648	Endowment insurance before 1984 - premium pd	12	Was 'before Apr 84'
B208	B4 645	Mortgage protection before 1984 - premium pd	12	Was 'before Apr 84'
B213	B4 645A	Mortgage protection after 1983 - premium pd	12	Was 'after Apr 84'
CRTRANTY				
	B4 300E	Installment credit/club - club type acquired	87	Now 5 values, student top up loan deleted
D552		Bus and coach fares - not season ticket	14	Now included - concessionary fares, etc for OAPs
D903		Domestic rates		Community charge, council tax added
D904		Water rates		Community charge water, council tax water added
D932		TV rental		Now TV set/Cable/ Satellite/VCR rental
P006		Normal take home pay	43	Bonuses included only if included in usual net pay
P051		Total personal gross income - normal	43	Uses P011 instead of P015
P053		Total personal gross income - current	43	Uses P014 instead of P015
P061		Pensioner income - 13 week rule	47	Mobility allowance not included
P063		National Insurance contributions - 13 week rule	44	Now 13 week rule applies also to subsidiary jobs
P065		PAYE tax deductions - 13 week rule	44	Now 13 week rule applies also to subsidiary jobs
P067		Income tax payments less refunds - 13 week rule	44	Now includes new self-employed tax code
P079		Current income tax payments less refunds	44	Now includes new self-employed tax code & tax paid on bonuses
P106		Tobacco - credit expenditure	54	Point of sale codes deleted (designated by RPI)
P107		Clothing, footwear - credit expenditure	54	Point of sale codes added (designated by RPI)



Vari- able	Data Ref.	Description	Record type	Changes made
P120		Tobacco - personal expenditure	54	Point of sale codes deleted (designated by RPI)
P121		Clothing, footwear - personal expenditure	54	Point of sale codes added (designated by RPI)
P126		Miscellaneous - personal expenditure	54	Credit card annual fee code excluded
P130		Household goods - personal expenditure	54	Point of sale codes deleted (designated by RPI)
P131		Household services - personal expenditure	54	Point of sale codes deleted (designated by RPI)
P132		Personal goods & services - personal expenditure	54	Point of sale codes deleted (designated by RPI)
P133		Motoring expenditure - personal expenditure	54	Driving lessons excluded
P135		Leisure goods - personal expenditure	54	Includes D408, D415, D416, D421, D605
P145		Household goods - credit expenditure	54	Point of sale codes deleted (designated by RPI)
P146		Household services - credit expenditure	54	Point of sale codes deleted (designated by RPI)
P147		Personal goods & services - credit expenditure	54	Point of sale codes deleted (designated by RPI)
P150		Leisure goods - credit expenditure	54	Includes D408, D415, D416, D421, D605
P177		Personal gross income, less tax & NI	43	13 week rule now applies to all components
P203		Income support - current received by head or wife	5	Title 'SUPPBNFT' changed to 'INCOME SUPPORT'
P206		Community charge/council tax rebate	12	'Council tax' included
P281		Net rent rates community water charges	12	'Council tax' included
P312		Gross wage/salary 13 week rule (subsd) - household	3	13 week rule now applies, not last time paid
P313		Gross wage/salary 13 week rule (subsd) - head	8	13 week rule now applies, not last time paid
P314		Gross wage/salary 13 week rule (subsd) - wife	10	13 week rule now applies, not last time paid
P315		Gross wage/salary 13 week rule (subsd) - others	11	13 week rule now applies, not last time paid

Vari- able	Data Ref.	Description	Record type	Changes made
P386		Gross hsehld income - actual/social security 14 wk	3	Uses P011 not P015
P531		Other payments (negatives possible)	24	Includes D794 and P087
P554		Net housing - National Accounts	24	Includes 2 <sup>nd</sup> dwelling central heating repairs & house maintenance
P555		Household services - National Accounts	24	Excludes 2 <sup>nd</sup> dwelling central heating installation, repairs, extensions and maintenance
P556		Personal goods & services - National Accounts	24	Point of sale codes deleted (designated by RPI)
P563		Subscriptions & donations - National Accounts	15	Central heating installed - 2 <sup>nd</sup> dwelling - excluded

1992 DERIVED CODES DELETED FROM THE 1993 FES

Vari- able	Data Ref.	Description	Record type
A105	B4 816	Number of television sets in household	1
A113	B4 625	Rooms sublet in household	12
A127	B4 098	Housing benefit - date rebate received	1
A137	B4 818	Home computer in household	1
A138	DE 208	Second dwelling in UK (transferred to B4)	1
A139	B4 820	Cable/Satellite TV in household	1
A182	B4 108C	Estimated worth - not known	12
A205	B4 522	Industrial injury disablement pension - weeks received	47
A238	B4 525	Industrial injury disablement pension - received at present	47
A261	B4 840	Childrens saving - proportion invested	53
A284	B4 839	Savings - amount invested	46
A295	DE 330	Invalid care allowance - receiving now	47
A296	DE 298	Severe disability allowance - receiving now	47
B133	B4 108B	Estimated worth of dwelling	12
B195	B4 651	TV rental - amount of last rental paid	20
B253	B4 803	Cable/Satellite TV - amount of last rental paid	20
B254	B4 652A	Video recorder - amount of last rental paid	20
B314	B4 423A	Amount profit related/share pay - qualifying scheme	43
B317	B4 423D	Profit related/share pay - qualify scheme - amount tax free	45
B417	B4 494	Mobility allowance - last amount received	51
D1211		Cigarettes - supermarket	19
D1212		Tobacco - supermarket	19
D1213		Cigars and snuff - supermarket	19
D1437		Electric consumables, eg light bulbs - supermarket	22
D1622		Cosmetics - supermarket	23
D1623		Toilet paper - supermarket	22
D1624		Other toilet requisites - supermarket	23
D1648		Stationery and paper goods - supermarket	22
D1722		Newspapers - supermarket	20
D1723		Magazines, periodicals - supermarket	20
D1742		Matches, polishes, cleaning materials - supermarket	22
D1745		Toilet soap, etc - supermarket	23
D1746		Soap (not toilet soap), soap products - supermarket	22
D1751		Postage - supermarket	15
D409		Television and audio equipment	20
D767		Driving lessons	16
D794		Credit cards, etc - annual fee	24
D933		Video recorder - rental	
D996		Purchase of OAP concessionary bus tokens	
P179		Scholarship income from schedule B	52

## FES 1992-1993 CHANGES

### MAJOR CHANGES

#### Holidays

The destination of the holiday are reduced to two - UK and other - from nine. Additional questions asked on package holidays are the amount of insurance paid and amounts paid for, and numbers of holidays taken by, children and adults.

#### Cars and vans

The questions on owned and continuous use cars and vans are now separated. If a car is continuously used we ask what type of fuel it uses.

#### Local taxation

The community charge will be replaced by the council tax in April 1993.

#### Consumer durables

The information asked about possession of consumer durables has changed. There are additional codes for tumble driers, microwaves, dishwashers, video recorders and CD players whilst ownership of televisions is no longer asked.

#### Mail order

We now ask about goods ordered rather than goods received in the last month.

#### Sublet rooms

We no longer ask about sublet rooms.

#### Point-of-sale codes

The point-of-sale codes are used by the RPI branch. They collect prices from certain retail chains centrally. To ascertain the correct weights for these, as well as for other projects the RPI does, they ask the FES to identify items bought at these shops. There is a triennial cycle of types of purchases analysed in this way: food; general and tobacco; clothing. They are identified in the FES by adding 1000 to the relevant diary code (eg bread, which is D101, would be D1101). In 1993 clothing and footwear takes over from general and tobacco.

#### OTHER CHANGES OF NOTE

- The questions on the rental of televisions, cable TV etc has changed (see page 6 of the FES Technical Group note).
- Credit card annual charges and driving lessons have been moved from the diary to the A schedule. They are now B4 codes.
- Number of free prescriptions is no longer asked.
- The education questions have been changed (see page 12 of the FES Technical Group note).
- Payments to friendly societies no longer have an automatic deduction from wages but have a diary code instead.
- The amount of tax paid by the self-employed over the last 12 months is now asked.
- Mobility allowance has been deleted.
- The Christmas bonus question has been revised.
- The questions on assets have changed (see pages 16 & 17 of the FES Technical Group note).

FES TECHNICAL GROUP

1993 QUESTIONNAIRES

NOTE BY SOCIAL SURVEY DIVISION, OPCS

This note describes the changes in content of the 1993 Household Schedule, Income Schedule and the Diary. Changes in layout, numbering and order of questions and data processing are not covered. New and combined questions and deletions are shown in bold.

Household and Income schedules  
General wording changes

"In the last 12 (3) months, that is since"  
replaced with "In the 12 (3) months since"

"Accommodation" with "house/flat".

"How long did this cover?" with  
"What period did this cover?"

"May I check" and "... you have (just mentioned"  
deleted at a number of questions.

Household Schedule

1992		1993		Change
Page	Question	Page	Question	
1	2	1	2	HOH pre-printed on line 1.
1	6	1	6	One code only for state primary, nursery, play schools. One code only for all Higher Education.
3	11(a)	3	12(a)	How many other households live here?
3	12/13	3	13	Questions combined: How many of the following rooms do you have in your house/flat, that is those rooms at this address which you own, rent or occupy rent free, including rooms you share?  In grid utility rooms replaces room used for cooking. Column (a) cover rooms used by household or shared. Column (b) covers rooms shared.
3	13(c)	-	-	Rooms let/sub-let question deleted.

1992		1993		Change
Page	Question	Page	Question	
-	-	3	13(a)	New question: How many of the rooms you have mentioned are shared with other households?
3	13	3	14	Lines 1 and 2 of grid replaced with new question: Are any of the rooms you have mentioned used for business? If yes, ask: (a) How many rooms are used partly for business? (b) How many rooms are used only for business?
4	14	3	11	For how many years have you lived here?
4	15(c)	5	17	Rent payments by someone outside household entered at new code 2.
4	16	4	16	Does the house/flat go with your job?
5	17	5	17	How much rent did your household pay last time?
5	19(a)	5	19(a)	From Quarter 2 1993 reworded: What amount was included for council tax?
5	19(b)	5	19(b)	From Quarter 2 1993 reworded: What amount was included for council water charge?
5	20	5	20	Do you have any rent free weeks?
6	21(c)	9	26(aiv)	Rent rebate check question now asked in Northern Ireland only.
6	21(di)	6	21(ci)	Can I just check, was your last rent payment before or after deduction of the rebate?
7	22	7	22	Did your last rent payment include ... New DK code.

1992		1993		Change
Page	Question	Page	Question	
7	23(a)	7	23	Ask renters: Is your house/flat connected to the mains water and/or mains sewerage system?
7	23	7	23(a)	Were water/sewerage rates included in your last rent payment?
-	-	7	23(ai)	How much did you pay last time for water/sewerage rates?
		7	23(aii)	How many times a year do you pay?
9	27(a)	9	27(a)	How much have you received in lump sum rates rebates in the last 12 months?
9	27(b-d)	-	-	N Ireland questions deleted.
-	-	11	31	From Quarter 1993 new question for Scotland only: How many times a year do you pay council water charge?
		11	31(a)	How much did you pay last time?
11	31	12	32	Do you pay any of these charges? "Factoring" shown on prompt card.
12	33	13	34	Did you originally buy this house/flat ... ?
12	37	-	-	Question asking for valuation of property deleted (see 1993 Q58).
13	38(a)	13	38(a)	Separate codes for re-mortgage and topped-up mortgage.
14	42	14	42	How much is left to pay on your current mortgage?
15/16	44/47	15/16	44/47	New code for paid direct by someone outside household.
15	46	15	46	Are there any endowment policies covering the mortgage or loan?
17	51(d)	17	51(d)	Did your last mortgage payment include the protection policy premium?



1992		1993		Change
Page	Question	Page	Question	
18	52/52(f)	18	52	New lead question: Did your last mortgage payment include a structural insurance premium?
		-	-	
19	53	19	53	(Apart from any already mentioned) have (any of) you paid any (other) insurance premiums on the structure of this house/flat, or on its furniture and contents, or on any personal possessions in the last 12 months?
20-21	54-57	20-21	54-57	Community charge questions will apply in Quarter 1 only.
20	54	20	54	How much was your last community charge payment (excluding community water charge)?
20	55	20	55	Were any of these benefits allowed in connection with your last community charge payment?
21	56	21	56	How much community charge rebate/benefit was allowed?
21	57	21	57	How much community charge reduction was allowed?
-	-	22-23	58-64	Council tax From Quarter 2 the following questions on the council tax will be asked:
		22	58	In which of the bands on this card has your house/flat been valued for payment of the council tax?
		22	59	Was your council tax bill applied to a lower valuation band because there is a disabled person in your household?
		22	60	How much was your last council tax payment? No tax paid . . . - Ask (a) DK . . . . . - Go to 62

1992		1993		Change
Page	Question	Page	Question	
				COUNCIL TAX (continued)
		22	60(a)	May I check, were you allowed either an exemption from the council tax or a 100% rebate? Exemption .... Go to 65 100% rebate .. Go to 62 No to both ... Go to 65
		22	61	How many times a year do you pay?
		23	62	Was a discount of 25% or 50% allowed in connection with your last council tax payment for any of the reasons shown on this card?
		23	62(a)	May I check, were you allowed a 25% or a 50% discount?
		23	63	Was any benefit or rebate allowed in connection with your last council tax payment?
		23	63(a)	How much was allowed?
		23	63(b)	What period did this cover?
		24	64	Was any transitional reduction allowed in connection with your last council tax payment?
		24	64(a)	How much was allowed?
		24	64(b)	What period did this cover?
22	58	24	65	In the 12 months since ... have you paid any contributions for a private personal pension that you have taken out on your own behalf?
22	58(b)	24	65(a)	How much was your last contribution?
22	58(ai)	24	65(ci)	Have you made any extra contributions towards a private personal pension in the last 12 months over and above those made by DSS on your behalf?
23	60	25	67	In the 12 months since ... have you paid any premiums on any other insurance policies such as these?

1992 Page	Question	1993 Page	Question	Change
24	63/65	26	70/72	How much did you pay last time?
26	76	28	83	
28	84	30	91	
24	69	26	76	Did anyone outside the household other than your employer, give you the money for ..
25	72/72(a)	27	79	New lead question: Do you pay for your electricity by slot meter 1 account 2 board budgeting 3 card, disc, token 4 COCD 5 some other method 6 no electricity 7 paid direct by someone outside household 8
25	74	27	81	How much did you pay last time, excluding rental of appliances, hire purchase, loans or regular maintenance charges?
26	78	28	85	How much was the charge on your last advice, excluding etc...
28	86	30	93	
27	80(a)	29	87(a)	Additional code at gas question: Paid direct by someone outside household.
29	88	31	95	Additional codes for: tumble drier microwave oven dishwasher video recorder compact disc player
29	89(a)	31	96(a)	What fuel does it use?
29	90(a)	31	97(a)	DK code deleted.
30	91	32	98	Do you pay rental or a subscription for a TV set, video recorder, cable TV or satellite TV?
30	91(a-b)	-	-	TV ownership questions deleted.
31	92/92(a)	32	99	Combined question: How much have you paid for a TV licence in the last 12 months? New nil code.

1992 Page	Question	1993 Page	Question	Change
32-36	93-100	33-38	100-109	Vehicle questions asked in new sequence. All questions relating to owned vehicles are grouped (Qs 100-103) and so too are questions about continuous use of vehicles (104-108).
-	-	33	100	At any time in the 12 months since ..., have (any of) you owned a car, van, motor cycle, moped or other motor vehicle?
-	-	33	100(a)	Is/was it a car 1 van 2 motor cycle/moped 3 other motor vehicle 4
-	-	33	100(b)	How much road tax have you paid in the last 12 months for the ...?
-	-	33	100(c)	How much vehicle insurance have you paid in the last 12 months for ..?
-	-	33	100(d)	Do you own the (vehicle) at present?
-	-	33	101	Applies to cars only: Does an employer pay for any of the petrol for your private motoring in this car?
35	98	34	102	Have (any of) you bought any of the vehicles you have mentioned in the 3 months since ..?
-	-	34	102(b)	Did you pay by Loan from finance house, bank, building society, second mortgage 1 - Go to 103 Hire purchase 2 - Go to 103 Loan from employer 3 - Ask (c) Loan from friend, relative, overdraft, cash or credit card 4 - Ask (c)
35	98(c)	34	102(d)	How much was the cash price of the vehicle including any part exchange or trade-in?
35	98(d)	34	102(e)	Was the road tax or vehicle insurance included in the cash price?

1992		1993		Change
Page	Question	Page	Question	
36	99	35	103	In the 3 months since ..., have (any of) you sold any of the vehicles you have mentioned, excluding trade-in or part exchange?
-	-	36	104	At any time in the 12 months since .., have (any of) you had continuous use of any (other) motor vehicle that you do/did not own, such as a company car?
-	-	36	104(a)	Is/was it a car 1 van 2 motor cycle/moped 3 other motor vehicle 4
-	-	36	104(b)	How much road tax have you paid in the last 12 months for the ...?
-	-	36	104(c)	How much vehicle insurance have you paid in the last 12 months for .?
-	-	36	104(d)	Do you have continuous use of the (vehicle) at present?
33	94	37	105	Is the car/van provided by ...?
-	-	37	107	Does the vehicle run on petrol or diesel? Petrol 1 Diesel 2 DK 3
33	96	37	108	Applies to cars only: Does an employer pay for any of the petrol for your private motoring in this car?
36	99	38	109	Have (any of) you received any refunds of road tax in the last 12 months?
37	101	38	110	Have (any of) you bought a current weekly or season ticket for any form of transport, including any for a child?

1992		1993		Change
Page	Question	Page	Question	
-	-	39	112	New question for National Accounts: Have (any of) you paid an annual standing charge for any of these cards in the last 12 months?
-	-	39	112(a)	How much have you paid in total in the last 12 months?
-	-	39	112(ai)	What is the name of the card?
39	103(b)	41	113(b)	Excluding interest, how much was the loan?
39	103(g)	41	113(g)	Was it new or second-hand?
39	103(h)	41	113(h)	From what type of firm was the item or service obtained?
39	103(i)	41	113(i)	What was the cash price?
39	103(k)	41	113(k)	How much did you put down in addition to the amount borrowed?
41	105(b)	43	115(b)	From what type of firm was the item/service obtained?
41	105(c)	43	115(c)	Was it new or second-hand?
41	105(d)	43	115(e)	What was the cash price?
41	105(g)	43	115(g)	How much was your down payment?
42	106	44	116	Are you at present making regular payments to any of these?
42	106(a)	-	-	Top-up loan code deleted.
42	106(c)	-	-	Period code question deleted.
42	106(d)	44	116(c)	Have any of you received any goods in the last month, ie since ... (the day exactly a calendar month before interview) from any of these?

1992		1993		Change
Page	Question	Page	Question	
Retrospective recall questions				
45-51	108(e) 109(d) 110(d) 111(d) 112(c) 113(b)	46-52	118(e) 119(d) 120(d) 121(d) 122(c) 123(b)	"Reclaim" question amended: Did/will you reclaim any of this expense?
45	108	46	118	In the 12 months since ..., have you paid anyone to install central heating, excluding any materials you bought yourself?
46	109	47	119	In the 12 months since ..., have you paid anyone for repairs, servicing or maintenance of central heating, excluding any materials you bought yourself?
47	110	48	120	In the 12 months since ..., have you paid anyone for any of these improvements or extensions, excluding any materials you bought yourself?
48	111	49	121	In the 12 months since ..., have you paid anyone for maintenance, decorations, repairs or replacements, excluding any materials you bought yourself?
48	111(e)	49	121(e)	Has any of this been advanced or refunded by an insurance company?
50	112	51	122	In the 12 months since .., have you paid any of these fees?
50	112(d)	51	122(d)	Code 4 reworded: Any other purpose.
51	113	52	123	In the 12 months since ..., have you paid for the removal or storage of furniture as a result of moving house?
52	114	53	124	In the 3 months since ..., have you bought any items of furniture such as these?
52	115	53	125	In the 3 months since ..., have you bought any of these?

1992		1993		Change
Page	Question	Page	Question	
54	117(b)	54	127(b)	Holiday destinations reduced to 2 codes: UK and Other.
55	118(a)	56	128(a)	
56	119(a)	56	129(a)	
54	117(ci)/ 117(cii)	-	-	Source of finance question deleted.
-	-	54	127(d)	New questions: Did your payment cover the deposit only 1 the deposit and balance 2 or the balance only 3
-	-	54	127(e)	Did the payment include an amount for holiday insurance?
-	-	54	127(ei)	How much did you pay?
-	-	55	127(f)	How many people covered by your holiday payment were charged at the adult rate?
-	-	55	127(fi)	How much of your payment was for those charged at the adult rate (excluding any amount for holiday insurance)?
-	-	55	127(g)	How many children covered by your holiday payment were charged at a reduced rate?
-	-	55	127(gi)	How much of your payment was for those charged at a reduced children's rate (excluding any amount for holiday insurance)?
-	-	55	127(h)	(Apart from any you have mentioned) have you paid any separate holiday insurance premiums covering this package holiday only in the last 3 months?
55	118	56	128	In the last 3 months have (any of) you paid for a holiday at a hotel, guest house or bed and breakfast?
56	119	56	129	In the last 3 months have (any of) you paid for a self-catering or camping holiday?



1992		1993		Change
Page	Question	Page	Question	
57	120(ai)	57	130(ai)	New DK code for service charges.
58	121	58	131	(Apart from any of the items you have mentioned) do (any of) you pay for anything by standing order or direct debit? Prompt card shown listing motoring organisations, National Trust, subscriptions to magazines, charities, etc.
59	122	-	-	Question on prescriptions deleted.
59	124	59	133	Asked of children under 19.
60	125	60	134	Has (have any of) your child(ren) had any school meals during the 7 days ending yesterday?
60	126	60	135	Has (have any of) your child(ren) travelled to or from school by bus or train during the 7 days ending yesterday?
61	127(c)	61	136(c)	What is the current annual value of the grant? DK code introduced.
61	127(e)	61	136(e)	Nil code introduced.
61	128	61	137	Student loan question asked of those aged under 51 only and reworded: Are (any of) you attending a course for which you receive a student loan?
61	128(b)	61	137(b)	How much are you entitled to borrow under the loan scheme during this academic year?
62	129	62	138	In the 3 months since ..., have (any of) you paid any fees, maintenance or parental contribution for any educational courses excluding leisure classes?
62	129(c-e)	-	-	Questions deleted.
-	-	62	139	New question: In the 3 months since ..., have (any of) you paid for any driving lessons?

1992		1993		Change
Page	Question	Page	Question	
-	-	62	139(a)	What is the total amount paid in the last 3 months?
64	131	-	-	Questions deleted.
	131(a-b)	-	-	
65	132	-	-	Questions about non-household members deleted.
	132(a-e)	-	-	
66	134	-	-	
	134(a-c)	-	-	
	135	-	-	
	136	-	-	
	136(a)	-	-	
66	133	64	141	In the 3 months since ..., have (any of) you paid fees, maintenance or parental contribution for any educational courses for a child ages 16-24 who lives outside the household?
-	-	64	141(a)	Ring person number.
67	137/ 137(a)	65	143	Merge into combined question: Have you had any of these items refunded by an employer in the last 3 months?
67	137(a)	-	-	Vehicle purchase code to be deleted.
71	142	-	-	Transferred to Diary

Income Schedule 1992		1993		Change
Page	Question	Page	Question	
1	1(a)	1	1(a)	Additional government programme: Employment Action.
4	8	4	8	Are you unable to work because you are looking after a sick or aged relative?
5	10(a)	5	10(a)	What is/was your job title?
7	11(a)	7	11(a)	
8	11(f)	8	11(f)	
9	13	9	13	What was your last take home pay, including overtime, bonus, commission or tips, after all deductions?
9	16	9	15	How much was deducted for income tax under PAYE?
9	17	9	17	How much was deducted from your last pay as National Insurance contribution?
10	18	10	18	Were there any deductions for charities?
10	18(ai) 18(bi)	-	-	DK code deleted.
11	19	11	19	Were there any deductions such as superannuation, union fees, or sports or social clubs? Separate code for Friendly Societies deleted.
14	26	13	24	Your last take home pay was ... Is this the amount you usually receive?
15	28/29	14	26	Questions merged for IR: In the last 12 months have you received any bonuses such as Christmas or quarterly bonus, profit-related pay or profit- sharing bonus or an occasional commission?
-	-	14	26(a)	Did your last take-home pay of .. include any of this bonus or commission?
-	-	14	26(ai)	How much was included?

1992		1993		Change
Page	Question	Page	Question	
12	20	15	28	Was any mileage allowance or fixed allowance for motoring included in the take-home pay of .. that you received on ..?
12	21	15	29	Were there any refunds of motoring expenses included in the take-home pay of £..?
12	22	15	30	Did the take home pay of ...., include refunds for any of these items?
18	37	17	37	How much was deducted for income tax under PAYE?
18	38	17	38	How much was deducted as National Insurance contribution?
19	39 39(a/b)	-	-	Question deleted.
20	40	18	39	Were there any other deductions? Codes 1-5 replaced with two boxes (not pre-coded).
21	41	19	41	How much profit or loss did you make from your business before deducting income tax, NI contributions or money drawn for your own use, but after deducting all expenses and wages, in the last 12 months for which you have information?
21	42	19	42	Which 12 months does this cover?
-	-	21	46	To self-employed: Have you made any income tax payments relating to your business in the last 12 months?
-	-	21	46(a)	How much did you pay?
26	47	24	48	In the 12 months since ... have you taken part in a government training or employment programme including a business start-up scheme? New code for Employment Action.

1992		1993		Change
Page	Question	Page	Question	
27	49	25	50	(Apart from the contributions you have mentioned) have you made any lump sum payments of NI contributions to Inland Revenue or DSS in the last 12 months?
58	75(a)	26	52(a-c)	New format for odd job question with specific questions (a) What was the job? (b) What did you do in the job? (c) How much in total did you receive for the job in the last 12 months?
29	52	27	54	At present do you have an OAP concessionary bus pass, permit, token or tickets?
30-31	53	28-29	55	Are you at present receiving any of these benefits?
32-33	54	30-31	56	Are you at present receiving any of these benefits? Q56 covers additionally:
40	58(b)	30	56(c)	Invalid Care Allowance
36	56(a)	31	56(h)	Industrial injury disablement benefit.
32	54(b)	-	-	Mobility allowance deleted.
40	58(a)	32	57	In the last 12 months have you received a Christmas bonus?
40	58(ai)	-	-	Amount of Christmas bonus deleted.
34-37	55-56	32-35	58	In the last 12 months have you received any of these income or sickness benefits? Q58 now covers Income support, Family Credit Unemployment benefit Statutory Sick Pay NI sickness benefit Invalidity benefit.
38-39	57	35-36	59	In the last 12 months have you received any of these maternity benefits?
41	58(c)	37	60	In the last 12 months have you received any of these benefits?

1992		1993		Change
Page	Question	Page	Question	
52	68	41	65	In the 12 months since .., have you received any rent from property?
52	69	41	66	In the 12 months since ..., have you received any income not yet mentioned from any of these sources? New prompt card for royalties, income as sleeping partner, occupational pension from overseas.
53	70	67	42	In the 12 months since ..., have you received any of these allowances?
45	63(a)	46	73(a)	In which group is your TESSA investment?
46	64	47	74	Do you have now, or have you had in the last 12 months, any of these savings accounts? Order changed: (a) Building society accounts with interest after tax (b) Building society accounts with interest before tax (c) High street bank accounts with interest after tax (d) High street bank accounts with interest before tax (e) Any other savings banks or societies (except National Savings Bank)
48	66-67	49	76	At present do you have any of these investments?
48	66(ai)- 66(gi)	-	-	Part (i) - In which group is your investment deleted.
-	-	47	76	New categories: (h) FIRST Option Bonds (i) Chrildrens Bonus Bonds
51	67(f)	-	-	Private loans deleted.
59	76	52	78	In the last 12 months have any of your children received an income from any of these sources?

1992		1993		Change
Page	Question	Page	Question	
59	76(e)	52	78(e)	Does he/she usually spend or save it all himself/herself 1 partly spend or save it and give the rest to you 2 or give it all to you? 3
60	77	53	79	At present do any of your children under 16 have any of these investments?
60- 61	77 (ai-gi)	-	-	Part (i) - grouped investment deleted.

#### Diary Changes

Point of purchase identified for clothing and footwear instead of cleaning materials, etc.

Regular purchases section on left-hand page to include newspapers, cigarettes, stamps, cleaning materials, cosmetics, toiletries, batteries, light bulbs.

"Any other payments today" to prompt payment of travel, motoring and fares, petrol, oil, parking; betting, Bingo, cinema, clubs, evening classes, football, and other sports, day trips to theme parks, museums, etc; bills, meter payments, telephone calls, insurance premiums, h.p. instalments, domestic help, etc; furniture, household goods, presents, holiday expenses, etc.

On page 38 box for annual standing charge on credit cards deleted (now covered in Household Schedule).

OPCS  
October 1992

**FES 1993**

**HOUSEHOLD SCHEDULE 'A'**

**CHECKING AND EDITING**

**INSTRUCTIONS**



FAMILY EXPENDITURE SURVEY

CODING, CHECKING AND EDITING INSTRUCTIONS

REVISED 1993

INTRODUCTION

These instructions cover all coding, checking and editing operations and contain useful background information.

Each person within the section will carry out duties of coding, checking and editing. They will also be expected to despatch budgets to ED Runcorn, and CSO London.

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 Employment Department, Runcorn for keying. Instructions on batching and despatching Budgets for keying are contained in the 'FES USER GUIDE'.

A run consisting of 200-240 budgets will be sent to Runcorn almost every week. Budgets are returned a few weeks later when they will be booked back in and stored in filing cabinets. At the same time an error report is received which will be corrected and returned to Runcorn for processing.

May 93

## GENERAL INSTRUCTIONS

The following manual checks must be carried out at the coding and checking stages:

### 1. Legibility

Check that all figures, including any you have entered, are clearly written and unambiguous.

Check that all entries in the pence column have two digits. If the pence column is blank or there is only one zero in the column, 00 must be entered.

If figures are not clear they will most likely be keyed incorrectly and the resulting errors may not be discovered.

### 2. Interviewer notes

It is essential that ALL interviewer notes are read carefully and any necessary action taken. This could mean: entering, amending or deleting information, recoding a question or transferring information from one question to another. If any change is made the reason must be given at the relevant question.

### 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. If any information is transferred from another question enter that question number also.

Changes at the CODING/CHECKING stage must be made in RED.

Changes at the EDITING stage must be made in GREEN.

### 4. Person/spender numbers

All records, except record 25, have a person number box. If this box is left blank on the budget the whole record will be rejected (ie it will not be taken on to the data base) and a message will appear in section 18 of the error report.

It is, therefore, 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 the A schedule, if a question applies only to persons aged 16 and over then 'spender no' is used. If a question applies to persons of any age 'person no' is used but if it applies only to children (ie persons under 16) then 'child person no' is used.

In the B schedule, 'person no' is used throughout except at Qs 78 and Q79.

5. Item numbers

These numbers follow the person/spender number and are pre-ringed. Since interviewers no longer need to ring them the words 'OFF USE' appear either above or to the left of them.

If 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.

6. Referrals to the Research Officer

If a question has not been answered or the answer given is not clear, this should be referred to the supervisor who may in turn refer it to RO. Certain types of query may be referred direct to RO.

If a question is referred to RO an FES Query Slip should be completed. RO should then return the Query Slip to PAB with an explanation of the action to be taken. In certain circumstances, however, the RO may decide to write to the informant to obtain the necessary information. Letters are not usually sent to informants over retirement age.

7. Refusals

If an informant has refused to answer a question, this should be referred first to the supervisor and then to the RO.

Refusal to answer a question, with the exception of the assets questions (Q81-89, B schedule) usually means that the entire budget is treated as a refusal.

'£ only' QUESTIONS

There is a large number of '£ only' questions so it is essential to ensure that any 'pence' digits are deleted at the checking stage.

If these figures need to be amended or abated at the editing stage, then the amended or abated amount should be rounded off to the nearest £.

Note that 50 pence should be rounded to the nearest even number. For example £50.50 should be rounded to £50 and £51.50 should be rounded to £52.

When entering a '£' only amount through the TP system, enter the '£' figure in the '£' column but leave the 'pence' column blank.

PAYMENTS COVERED BY AN ORGANISATION OR PERSON OUTSIDE THE HOUSEHOLD

1. Bills paid direct 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 direct by a private individual should not be shown as expenditure at the relevant questions in the A or D schedules, but they should be shown at Q145, A schedule.
3. Expenses paid direct by Local Authority Social Services Departments should not be shown as expenditure in the A or D schedules or at Q145, A schedule.
4. Expenses paid direct by DSS, with the exception of rent and rates, should be shown:
  - (i) as expenditure at the relevant questions in the A or D schedules
  - (ii) at Q145, A schedule
  - (iii) as income at Q58(a), B schedule.

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SCHEDULE REFERENCES

1. For processing purposes, each variable in the A, B 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.
2. If a variable has a unique question number then the schedule reference will be virtually identical to the question number for that variable (eg Q12(a), A schedule has a schedule reference of A00Q012A).
3. If a variable does not have a unique question number (eg Q11, A schedule - where there is a box for the number of years and another box for the number of months) then the schedule reference will differ from the question number. In this example, the schedule references are A00Q011 1 and A00Q011 2 respectively.
4. When corrections are made at the editing stage the schedule reference numbers need to be entered on the TP system.
5. These schedule references are given 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 is entered in a little box to the left or right of the question box, eg

Schedule	Question no	Schedule ref	Number in box
A	Q17 - Amount	A00 Q017 1	1
A	Q17 - Codes 1 or 2	A00 Q017 2	2
A	Q21(a)- Amount	A00 Q021A1	1
A	Q21(a)- DK	A00 Q021A2	2

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

Schedule	Question no	Schedule ref	Number in brackets
A	Q66 - Spender no	A00 Q66 1	1
A	Q66 - Item no (OFF USE)	A00 Q66 2	2
A	Q66 - OFF USE	A00 Q66 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

Schedule	Question no	Schedule ref	Number in box
A	Q15(b)	A00 Q015A	15A
A	Q26(a)(i) - DK	A00 Q26A2	26A2
A	Q98 - Spender no	A00 Q098 1	98 1
A	Q98 - Item no (OFF USE)	A00 Q098 2	98 2

- 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

Schedule	Question no	Schedule Ref
A	Q98	A00 Q098
A	Q98(a)	A00 Q098A
A	Q98(a)(i)	A00 Q098A1

Note that leading zeros in the schedule reference are not shown in the little boxes.

7. The Appendix L now includes the schedule references of all associated variables, as well as the main variable.

Schedule references can therefore be obtained from the FES schedules and from Appendix L.

## RECORD NUMBERS

1. The record numbers are entered in a box below the relevant questions.

eg Q65 - A Schedule                      REC                      appears below the question.  
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If the record covers more than one page (eg Q113, A schedule or Q78-79, B schedule) the number will be entered on each page.

2. 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 in 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 Q65 and Q66 are record 25 but the questions in the grids are records 69 and 71 respectively.

- ii. Record 56

As this record includes most of the B schedule (Q1-77) the record number 56 appears only on the first page of this schedule.

- iii. Records 115-118 and 120-123 (Q82-89, B schedule)

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

## TP SYSTEM USER MANUAL

All Basic Amendments for the first and subsequent edits (ie amendments, imputations, abatements and deletions) should be entered through the TP System.

Some Schedule Amendments can also be entered through the TP System. The Schedule Amendments which can be entered relate to the following records:

- A schedule : Records 35-38, 60, 70, 71, 72, 73, 77, 78, 81, 82, 85, 103-106
- B " : Record 58
- D " : Record 114

All editors are advised to read the 'TP SYSTEM USER MANUAL'.

## TXOP90 USER GUIDE (1993 Version)

TXOP90 is the service used to access the On-line procedures for the 1993 processing year, and is separate from the TP System. It is mainly used for the 'K18' function. Amendments are entered via a computer terminal which is linked to the ED computer at Runcorn.

The other functions available from TXOP90 are:

Under "Special Procedures" (as displayed on the menu):

- o Report of Cases with Outstanding Errors
- o Set Override Marker for Specified Cases
- o Full Case Print (Sir File List)
- o Obtain Value of a Single Variable
- o Obtain Partial Case Details

Under "Processing Control" (as displayed on the menu):

- o Take-on Run
- o Amendment Cycle
- o Distributions
- o Close Down TP System
- o Re-Start TP System
- o [the other options listed on the menu are not yet available]

Note that the 'TXOP90' service started in 1990 but the name will continue to be used in 1993. When TXOP90 is accessed, editors will be asked to enter the year they require.

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## VALIDATION ERROR REPORT (VER)

After the budgets have been keyed by Data Prep (at Runcorn) ISA-3, also at Runcorn, produce the printout called the VALIDATION ERROR REPORT (VER). These sheets show all the error, warning, print and auto-correction messages which apply to a particular case. They contain both validation and credibility errors. Validation is a basic check on the variable ranges and includes a print ('P' message) for particular values of interest. Credibility provides a check on the continuity and consistency of the answers.

An example of a validation error report is shown on Pages xx to xxii. The following notes describe the various sections on this report.

### SECTION 1 - CASE HEADING

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. TYPE 5 This is for Data Prep's use only.
3. ORIG RUN This is the original run in which the case was taken on. Each despatch of 200-240 budgets to Runcorn is called a run. There are 9 runs per quarter.
4. LAST CYCLE This refers to the amendment cycle when the case was last amended.
5. CURRENT CYCLE This refers to the current amendment cycle.
6. 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.
7. HHNO This is the reference number (ie the area/serial/household number) that is assigned to each budget.
8. NO The number in the box at the top right hand corner is the checker's/editor's number which corresponds to the INDIVNO at the top of the front page of the A schedule.

### SECTION 2 - MAIN VALIDATION

1. The two characters in the first column of Section 2 relate to the last digit and the check digit of the case number. The same characters appear against each entry in Sections 2 and 4 of the VER.
2. 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.
3. PERS (person number)

If the error relates to a particular person then the person number will be printed here. The only record which does not have a person number is record 25 (A schedule).

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

These are known as 'Key Fields' or 'item numbers'. Most of these numbers are pre-ringed and entitled: 'OFF USE'.

(i) On the A schedule:

Records 25, 28, 55, 60, 79, 84, 92, 93, 94 and 96 have no key fields

All other records have one key field only (KEY-1).

(ii) On the B schedule:

Records 56, 58 and 110 have no key fields

All other records (ie records 115-118 and 120-123) have one key field only (KEY-1).

(iii) 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 qualifier code	-	(Record 114 only)

5. SCHED REF

- i. The first alphabetic character identifies the schedule (A, B 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. Certain schedule references, ie those which cannot be created directly from the question number, will be entered on all schedules (see P.v-vi).

Examples of schedule references are given below:

Question	Variable	Schedule	PG	QN	Box
Q21	RENTREB	A	00	021	-
Q21(a)	RRAMTDK	A	00	021	A2
Q98(a)(i)	TVPAYAMT	A	00	098	A1
Q131	BSTORAMT	A	00	131	4

Note Although there are five variables covered by Q131, each variable has a different schedule reference.

6. CORRECTION VALUE

All basic amendments (see TP System User Manual) and some Schedule Amendments can be entered through the T.P. System. If the service is not available, all basic amendments should be entered on a K1 or K4.

The Schedule Amendments which can be entered relate to the following records:

A Schedule : Records 35-38, 60, 70, 71, 72, 73, 77, 78, 81, 82,  
85, 103-106  
B " : Record 58  
D " : Record 114

All other Schedule Amendments should be entered on a copy of the original schedule page and attached to the relevant K form:

K 15 - household schedule records  
K 16 - income schedule records  
K 17 - diary records (either individual item codes or the complete diary)

7. ERROR TYPE

This column shows all the error, warning, print and auto-correction messages.

- (i) E = error An error message usually indicates that a genuine error has occurred. If the error is acceptable, which could happen in certain cases, it will need to be over-ridden, otherwise it must be corrected.
- (ii) W = warning A warning message indicates that a possible error has occurred. This message is 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. Unlike errors, they do not need to be over-ridden if the answer turns out to be correct.

Both errors and warnings can occur at validation and credibility.

The purpose of validation is to identify any high or low values so that they can be amended if they are incorrect. Validation ranges have been specified for most variables. Most of them have been designated as warnings but some have been designated as errors (eg where a variable cannot have a zero value). Thus, if a value occurs which is above or below the range specified for a particular variable an error or warning message will appear in the main section (section 2) of the error report (or section 4 if the warning relates to an item in the diary).

Warnings will usually appear at the 1<sup>st</sup> edit only. However, a warning (\*W) will also appear after the 1<sup>st</sup> edit if an amount entered in a diary code amount field on a record submitted as a Schedule Amendment is out of range.

If a warning appears, check that the amount given on the VER agrees with that given on the budget. If it does not agree then it must be amended.

If the figures agree but the amount appears to be too high or too low for that particular variable, refer to supervisor.

It is important that all warnings are checked at the 1<sup>st</sup> edit.

The purpose of credibility is to identify continuity and consistency errors. A continuity error occurs where a question has not been answered when it should have been or vice versa. A consistency error occurs where the answer to a question is illogical or impossible, eg where a child aged two is coded as married.

(iii) P = print A print message is used to identify those cases:

- Where interviewers are required to enter qualifying notes at the question as these could affect the way in which the question is coded.

For example, where an 'Other - specify' (AQ87(a)) or a 'DK' code (AQ112(a)) is ringed.

- Where imputation or abatement is necessary.

For example, where expenses are refunded by an employer and therefore need to be abated (AQ143).

- Where the last item of a record has been 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.

It is important that all print messages are checked at the 1<sup>st</sup> edit.

(iv) AC = Auto-correction

Errors at certain questions in the A and B schedules will be automatically corrected. The figure appearing in the value column will be the 'auto-corrected' value. This will be the value held on the database. Although these errors are corrected automatically, remember that the relevant question on the schedule must also be amended.

If there is a print message on the original value of the variable then this will still appear but it should be ignored as it will not appear at any subsequent edit. For example, if AQ63A2(CTREBDK) = 1 but is auto corrected to zero, the print message will still appear.

If there is a print message on the auto-corrected value of the variable then this will not appear until the next edit. For example, if BQ47 1 (SEBUSEX1) = 0 but is auto-corrected to 1, the print message will not appear until the next edit.

Auto-correction messages will appear at all Take-on runs and Amendment cycles. All auto-corrections will be shown on Appendix L.

Examples of auto-corrections are given below:

1. MORTPROT (AQ51) auto-corrected to 1  
IF INCOMPAMT (AQ51A) GT 0.

ie: if an amount is shown at Q51A then Q51, whether unanswered or coded 2 (no), would be auto-corrected to code 1 (Yes).

2. SEPARTNR (BQ44) auto-corrected to 2  
IF SEPARTSH (BQ44A1) GT 0

ie: If an amount is shown at Q44A1 then Q44, whether unanswered or coded 1 (sole ownership), would be auto-corrected to code 2 (in partnership).

#### 8. VARIABLE

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

#### 9. VALUE

This is the value which exists on the data base and which may be in error. If the value is incorrect refer to the instructions at paragraph 6 (Correction Value).

If, however, a diary code amount field appears as a warning (\*W) on the VER and the record is rejected (eg. due to invalid key fields) during the same cycle, the amount will not exist on the database.

#### 10 ITEM CODE

Certain monetary variables have an associated item code eg bank standing orders (AQ131), deductions from pay (BQ19) and items entered in the diary. The item code is shown on the VER to help identify the item which is in error.

#### 11 CHECK

If a check number appears in this column, look up the question, variable name and check number in Appendix L. If no check number appears it means that it is a validation error, warning or print or it is an auto-correction.

The 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 it may be necessary to make constant reference to this document.

#### VALIDATION ERROR REPORT - SECTIONS 3-19

In addition to the case heading and main validation sections (Sections 1 and 2), other sections may also appear on the VER. A brief description of these sections is given below.

- Notes 1. Only Sections 3, 4 and 18 will occur during a Take-on-Run whereas all sections may occur during an Amendment Cycle.
2. Sections 8, 10, 11 and 18 also occur on the Reports File.
3. Sections 6, 7, 9 and 14 do not exist.

#### SECTION 3 - MESSAGES FROM VALIDATION SUBROUTINES

This section includes:

- (i) Messages indicating that an 'Invalid combination of SUPERVIS, SIZEEST and SEEMPLOY' exists or that the 'Occupational details have no entry in the matrix'.

Check that the occupation is correctly coded (refer to Standard Occupational Classification - Volume 1) and whether the occupational details can be found in the matrix (F14). Also refer to Pages B17-21a of these instructions.

- (ii) Messages indicating that 'No rates/community charge/council tax data or only partial data exist for that case' (at the 'validation' stage).

If the "No data" message appears it does not necessarily mean that the data are missing. The error message could be due to an incorrect local authority code, area number or starting date of records. If any of these variables is incorrect, it should be amended. Refer to RO only if all three have been completed correctly.

These messages may appear during a Take-on-Run or an Amendment Cycle.

#### SECTION 4 - DIARY SCHEDULE ITEMS

Each individual item in the Diary passes through validation. Thus, if there are 2 or more items for the same person, week, item code and qualifier, each item will be validated separately. If the value of any item falls outside the specified range, it will appear in this section as a validation warning and will be prefixed with an asterisk (\* W).

If a diary code amount field appears as a warning (\*W) on the VER and the record is rejected (eg due to invalid key fields) during the same cycle, the amount will not exist on the database.

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Validation warnings may appear during a Take-on-Run or during an Amendment Cycle which includes Schedule Amendments (ie if an item code has been added to the database using a K17 or the TP system).

Check the budget to make sure the value has been correctly keyed and the item code is correct. If the value is zero and there is no indication on the budget as to what it should be then a value must be imputed. If in doubt, refer to supervisor.

#### SECTION 5 - CALCULATION MESSAGES

This section includes:

- (i) Messages relating to 'calculated' variables. These variables usually consist of three letters and three digits (eg. INB010) and will not appear anywhere on the annotated master schedule. Some of these errors may need amending but others may not so if such a message appears, refer to supervisor.
- (ii) Messages indicating that 'No rates/community charge/council tax data or only partial data exist for that case' (at the 'calculation' stage). Refer to RO.

#### SECTION 8 - BASIC AMENDMENTS REJECTED BY AIDA DATABASE

These rejections usually occur because a field has been amended (or imputed) more than once in the same Amendment Cycle (Error Message 144).

As it is not possible to check the value on the data base without using the TXOP90 service, the amount shown on the budget (ie the correct value) should always be re-entered on to the data base.

#### SECTION 10 - MANUAL ABATEMENTS REJECTED BY AIDA DATABASE

As Section 8, but for ABATEMENTS.

#### SECTION 11 - DELETIONS REJECTED BY AIDA DATABASE

As Section 8, but for DELETIONS.

#### SECTION 12 - DELETIONS REJECTED DUE TO FAILING AMENDMENT VALIDATION

This section contains errors found during the validation of DELETIONS if entered on Form K4.

These rejections usually occur because:

- the person number is invalid for the record type (ie it is outside the specified variable range which usually means it is missing)
- one (or more) of the key fields is invalid for the record type (ie it is outside the specified variable range which usually means it is missing when it should be present or vice versa)

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If an invalid person number or key field ie one which is outside the variable range (excluding diary item codes and qualifier codes) is entered through the TP system, it will be rejected at the time of keying. A message will appear on the screen indicating that the value should be re-keyed so no message will appear on the VER.

In the case of Record 114, any invalid item code (key field 2), either within the range 101-1349 or outside this range, will be rejected at this section. Similarly any invalid qualifier code (key field 3), either within the range 0-9 or greater than 9, will also be rejected at this section.

Invalid item codes or qualifier codes will be rejected at this section whether they are entered on a K4 or through the TP system.

#### SECTION 13 - AMENDMENTS REJECTED DUE TO FAILING AMENDMENT VALIDATION

This section contains errors found during the validation of BASIC AMENDMENTS, including imputations, if entered on Form K1 (Action Type 1).

These rejections usually occur because:

- the person number is invalid for the record type (ie it is outside the specified variable range which usually means it is missing)
- one (or more) of the key fields is invalid for the record type (ie it is outside the specified variable range which usually means it is missing when it should be present or vice versa)
- schedule reference is invalid
- form type is invalid (ie the 'Action Type' has not been entered on Form K1).
- value is invalid, schedule reference is not scaled (ie a monetary amount has been entered in an integer field).

If an invalid person number or keyfield, ie one which is outside the variable range (excluding diary item codes and qualifier codes) is entered through the TP system, it will be rejected at the time of keying. A message will appear on the screen indicating that the value should be re-keyed so no message will appear on the VER.

If a diary item code greater than 999 in the A or B schedules is amended on a K1 during Basic Amendments, the following message will appear at this section: 'VALUE INVALID GT MAX VAL ALLOWED'.

If amended through the TP system, any item code outside the range 101-999 (A schedule) or greater than 999 (B schedule) will be rejected at the time of keying. An error message will appear on the screen.

#### SECTION 15 - MANUAL ABATEMENTS REJECTED DUE TO FAILING AMENDMENT VALIDATION

This section contains errors found during the validation of ABATEMENTS if entered on Form K1 (Action Type 2).



In addition to the reasons given at Section 13, a rejection will occur if an integer field or a non-abateable monetary field is abated in error. In this case the message: 'ABATEMENT IS INVALID FOR SCHED REF' will appear at this section.

The remarks in the last three paragraphs of Section 13 also apply to this Section.

#### SECTION 16 - ERRORS DURING APPLICATION OF RECORD DELETIONS

This section contains errors found during the application of RECORD DELETIONS. (Form K4 or TP).

These rejections occur because the record or case being deleted does not exist on the working database. This applies only if the person number and the key fields are valid for the record type (ie they are not missing when they should be present or vice versa). If the person number or one or more of the key fields is invalid (ie outside the variable range), the error will appear at Section 12.

#### SECTION 17 - ERRORS DURING APPLICATION OF AMENDMENTS

This section contains errors found during the application of BASIC AMENDMENTS, including imputations (Form K1 - Action Type 1 or TP).

These errors occur because the record or case being amended does not exist on the working database. This applies only if the person number and the key fields are valid for the record type (ie they are not missing when they should be present or vice versa). If the person number or one or more of the key fields is invalid (ie outside the variable range), the error will appear at Section 13.

#### SECTION 18 - RECORDS REJECTED BY DATABASE DURING TAKE-ON/SCHEDULE AMENDMENTS

This section contains details of records rejected by the WORKING database during the 'addition' process ie when a record is added to the database.

These rejections occur because:

- the record being added already exists on the working database (Error Message 144)
- the person number is invalid for the record type (ie it is outside the specified variable range which usually means it is missing)  
(Error messages 140 and 82)
- one (or more) of the key fields is invalid for the record type (ie it is outside the specified variable range which usually means it is missing when it should be present or vice versa)
- a diary item code (key field 2) is invalid:  
    within the range 101-1349      (Error messages 168 and 82)  
    outside the range 101-1349     (Error messages 140 and 82)

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- a diary qualifier code (key field 3) is invalid (provided the item code is valid):

within the range 0-9 (Error message will appear in Section 2 of the VER)

outside the range 0-9 (Error messages 140 and 82 will appear at this Section).

These messages may appear during a Take-on Run or during an Amendment Cycle which includes Schedule Amendments (ie if a record is added to the database using a K15, K16, K17 or the TP system).

#### SECTION 19 - ERRORS DURING APPLICATION OF MANUAL ABATEMENTS

This section contains errors found during the application of ABATEMENTS (Form K1 - Action Type 2 or TP).

These errors occur because the record or case being abated does not exist on the working database. This applies only if the person number and the key fields are valid for the record type (ie they are not missing when they should be present or vice versa). If the person number or one or more of the key fields is invalid (ie outside the variable range), the error will appear at Section 15.

#### GENERAL CASE WARNING MESSAGES

##### 1. NB. Record 25 Missing

This is a major error on the Case, which will cause numerous other errors to appear. The cause should be investigated immediately.

##### 2. NB. This Case has been through Final Distributions. All Amendments, Abatelements and Deletions have been ignored.

Cases which have been included on the Final Distributions print must not be amended. All amendments are ignored by the Amendments System.

If this message appears, refer to supervisor.

#### NOTES TO VALIDATION ERROR REPORT

1. A record which is sent for keying with an invalid Check Digit cannot be keyed by Data Prep and so will not appear on the Error Report and may incorrectly be assumed to have been applied to the database. It should be 'tagged' by Data Prep. If this occurs it should be sent to Data Prep for re-keying or it should be amended on the TP system.
2. Any records which give problems during keying will be 'tagged' by Data Prep. Therefore, a check of the returned keying documents (K forms) should always be made.

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## SIR ERROR MESSAGES

The description of the most common types of SIR error message is given below. If any message appears which is not on this list, refer to supervisor.

MESSAGE 82 - Case ID or KEYFIELDS is missing from the data card.

MESSAGE 140 - Value converted is outside of valid range.

MESSAGE 144 - Old record encountered in ADD only mode.

MESSAGE 168 - Value read is not in valid value list.

## REPORTS FILE

A reports file is produced for each Take-on Run and Amendment Cycle.

The following types of error occur in the reports file:

1. BASIC AMENDMENTS REJECTED BY AIDA DATABASE
2. MANUAL ABATEMENTS REJECTED BY AIDA DATABASE
3. DELETIONS REJECTED BY AIDA DATABASE

These three types of error will only be produced during an amendment cycle and correspond to Sections 8, 10 and 11 respectively, of the VER.

4. RECORDS REJECTED BY DATABASE DURING TAKE-ON/SCHEDULE AMENDMENTS

This type of error may be produced during a Take-on Run or an Amendment Cycle and corresponds to Section 18 of the VER.

All the errors listed in the reports file, including the first 47 characters of the record and the SIR error message, will also appear in the relevant section of the VER. It should not therefore be necessary for editors to refer to the reports file. If, however, there is a query about a particular error, refer to supervisor.

2. MAIN VALIDATION

KEY DETAILS				SCHED REF	CORRECTION	ERROR DETAILS					
REC	PERS	KEY-1	KEY-2	KEY-3	PG QN BOX	VALUE	TYPE	VARIABLE	VALUE	ITEMCODE	CHECK
1H	025				A00Q000	7	E	LACODEA	101		4
1H	055	2			A00Q002		E	INA002	1		4
1H	055	2			A00Q005		E	INA006	1		9
1H	055	1			A00Q008	1	E	IBENUNIT	1		5
1H	055	2			A00Q008	2	E	INA009	0		
1H	055	1			A00Q009		E	INA011	9		6
1H	055	3			A00Q009		E	INA011	9		5
1H	025				A00Q012		P	OTHHOLIV	1		
1H	025				A00Q012A		E	NOHHATAD	2		1
1H	025				A00Q013	1	E	TOTBED	0		
1H	025				A00Q015		E	RENTOWN	2		2
1H	025				A00Q017	1	E	RENT	0.00		2
1H	025				A00Q017	1	E	RENT	0.00		3
1H	025				A00Q019		E	CTCWCIRT	1		1
1H	025				A00Q023		E	MAINSWAT	4		2
1H	025				A00Q024		E	INA173	2		6

8. BASIC AMENDMENTS REJECTED BY AIDA DATABASE

KEY DETAILS	SCHED REF					
PERS KEY-1 KEY-2 KEY-3	PG QN BOX	REJECTED RECORD				SIR ERROR MESSAGE
02 00001 00734	D00Q000 8	201130001HD00Q000 81020000100734	15.00			RECORD ERROR 144.

10. MANUAL ABATEMENTS REJECTED BY AIDA DATABASE

KEY DETAILS	SCHED REF					
PERS KEY-1 KEY-2 KEY-3	PG QN BOX	REJECTED RECORD				SIR ERROR MESSAGE
03 00002 00732	D00Q000 8	20113000 1HD00Q000 82030000200732	0			RECORD ERROR 144.

11. DELETIONS REJECTED BY AIDA DATABASE

KEY DETAILS	SCHED REF					
PERS KEY-1 KEY-2 KEY-3	PG QN BOX	REJECTED RECORD				SIR ERROR MESSAGE
070 03 00003		202130001H0700300003				RECORD ERROR 144.

12. DELETIONS REJECTED DUE TO FAILING AMENDMENT VALIDATION

KEY DETAILS						
REC PERS KEY-1 KEY-2 KEY-3		ERROR MESSAGE				
100 4 1 0 0		RECORD TYPE TO BE DELETED IS INVALID				

13. AMENDMENTS REJECTED DUE TO FAILING AMENDMENT VALIDATION

KEY DETAILS	SCHED REF	NO OF				
REC PERS KEY-1 KEY-2 KEY-3	PG QN BOX	VALUE	ITEMS	ERROR MESSAGE		
1 1 501 3	D00Q000	1500.00		SCHED REF IS INVALID		

15. MANUAL ABATEMENTS REJECTED DUE TO FAILING AMENDMENT VALIDATION

KEY DETAILS					SCHED REF	NO OF	ERROR MESSAGE
REC	PERS	KEY-1	KEY-2	KEY-3	PG QN BOX	ITEMS	
78	1				A00Q115E	0	KEY FIELD 1 IS INVALID FOR REC TYPE

16. ERRORS DURING APPLICATION OF RECORD DELETIONS

KEY DETAILS					REJECTED RECORD	SIR ERROR MESSAGE
REC	PERS	KEY-1	KEY-2	KEY-3		
28	31	0	0	0	RECORD NOT FOUND - UNABLE TO PERFORM DELETION	

17. ERRORS DURING APPLICATION OF AMENDMENTS

KEY DETAILS					ERROR MESSAGE
REC	PERS	KEY-1	KEY-2	KEY-3	
68	1	1	0	0	RECORD NOT FOUND-CHANGES FOR THIS RECORD IGNORED
71	2	5	0	0	RECORD NOT FOUND-CHANGES FOR THIS RECORD IGNORED
56	3	0	0	0	RECORD NOT FOUND-CHANGES FOR THIS RECORD IGNORED
80	5	7	0	0	RECORD NOT FOUND-CHANGES FOR THIS RECORD IGNORED
56	14	0	0	0	RECORD NOT FOUND-CHANGES FOR THIS RECORD IGNORED

19. ERROR DURING APPLICATION OF MANUAL ABATEMENTS

KEY DETAILS					ERROR MESSAGE
REC	PERS	KEY-1	KEY-2	KEY-3	
82	2	10	0	0	RECORD NOT FOUND-CHANGES FOR THIS RECORD IGNORED

18. RECORDS REJECTED BY DATABASE DURING TAKEON / SCHEDULE AMENDMENTS

KEY DETAILS

REC	PERS	KEY-1	KEY-2	KEY-3	REJECTED RECORD	SIR ERROR MESSAGE
113	2	1			11313001302 1 2113 13 00	RECORD ERROR 144.
113	2	1			11313001302 1 2113 13 00	RECORD ERROR 144.
114	2	1		2	1141300130210000 02 20003100 001	VARIABLE ERROR 82. (DITEMCOD)
114	2	1		2	1141300130210000 02 20003100 001	VARIABLE ERROR 140. (DITEMCOD)
114	2	1	10	1	1141300130210010 01 20000100 001	VARIABLE ERROR 82. (DITEMCOD)
114	2	1	10	1	1141300130210010 01 20000100 001	VARIABLE ERROR 140. (DITEMCOD)
114	2	1	409	3	1141300130210409 03 20010000 001	VARIABLE ERROR 168. (DITEMCOD)
114	2	1	409	3	1141300130210409 03 20010000 001	VARIABLE ERROR 82. (DITEMCOD)
114	2	1	794	4	1141300130210794 04 20001500 001	VARIABLE ERROR 82. (DITEMCOD)
114	2	1	794	4	1141300130210794 04 20001500 001	VARIABLE ERROR 168. (DITEMCOD)
114	2	1	795	5	1141300130210795 05 20000300 001	VARIABLE ERROR 82. (DITEMCOD)
114	2	1	795	5	1141300130210795 05 20000300 001	VARIABLE ERROR 168. (DITEMCOD)
114	2	1	933		1141300130210933 20002000 001	VARIABLE ERROR 168. (DITEMCOD)
114	2	1	933		1141300130210933 20002000 001	VARIABLE ERROR 82. (DITEMCOD)
114	2	1	996		1141300130210996 20000300 001	VARIABLE ERROR 82. (DITEMCOD)
114	2	1	996		1141300130210996 20000300 001	VARIABLE ERROR 168. (DITEMCOD)

## TERMS WHICH APPEAR IN APPENDIX L

The following is an explanation of some of the terms which appear in Appendix L.

### 1. COUNT

There are a number of checks in Appendix L which use the word 'count' eg:

```
(IF          (SCPPINS   EQ 1)
(IF NOT     (COUNT(70) GT 0)
```

This means that if Q53 (SCPPINS) is coded 1 then at least one record 70 must be present - see second line of the check. 'Count' can therefore be regarded as meaning 'record'.

### 2. INA055

This is the variable name used for 'sampling month'. Some questions are asked in the 1<sup>st</sup> quarter only (eg community charge) whilst others are asked from the 2<sup>nd</sup> quarter onwards (eg council tax). The edit checks relating to these questions must therefore include the sampling month (INA055) so as to ensure that they are answered only when they should be.

### 3. MKRC

This refers to the abatement marker for a variable. The letters 'MKRC' are always followed by the data reference for that variable. This consists of 3 or 4 characters of which the first three are always numeric eg:

```
MKRC070 is the abatement marker for RENT (Q17)
MKRC206D " " " " " OWNVTAX (Q100(b)).
```

Each variable has a data reference which appears below the variable name on Appendix L. The data reference is also shown on the annotated master schedules.

Only monetary variables are abatable but not all monetary variables can be abated. Examples of variables which can be abated are: rent, telephone, gas, electricity payments, vehicle expenses, loan and HP payments, ie items which can be claimed as a refund from an employer or as a business expense for tax purposes.

If a variable is abated, the abatement marker will be set to 2, otherwise the marker will be zero.

Abatement markers are used in a number of checks relating to the telephone, gas, electricity, vehicle questions etc. For example, if the household has a telephone account then the amount paid (TELBILAC) should be entered. If however, the amount has been abated to zero and (MKRC262 GT 0) which is the abatement marker for TELBILAC, was not included in TELACBBO (check 5), this check would appear on the validation error report because the amount was zero. The inclusion of the abatement marker prevents the check from appearing unnecessarily.



4. WKLY

This refers to the weekly value of a variable. The letters 'WKLY' are always followed by the data reference for that variable. This consists of 3 or 4 characters of which the first three are always numeric eg:

WKLY 070 is the weekly value of RENT (Q17)  
WKLY 206D " " " " " OWNVTAX (Q100(b)).

Most, but not all, monetary variables are converted to a weekly value.

Weekly values are used where it is necessary to compare the variables on an equivalent period code basis, for example, where the gross pay for the main job must be greater than the gross pay for the subsidiary job (see GROSSPAY, check 6).

5. IDMPD, PDMID, IDMDLW

These terms are abbreviations that are used by Runcorn in the programming of the checks.

IDMPD = INTDAT-PAYDAT (eg PAYDAT check 10)  
PDMID = PAYDAT-INTDAT (eg PAYDAT check 6)  
IDMDLW = INTDAT-DATLSTWK (eg EMPSTAT check 19,  
SEBUSEXP checks 1 or 2)

6 JULPAYDT, JULINTDT, JULSUBDT

These terms are used by Runcorn in the programming of the checks (see PAYDAT and SUBDAT checks).

Although they appear on Appendix L, they can be ignored because the only information required by editors is given in the first part of the check.

7. DATE VALIDATION

This is a check which applies to 'date' variables only. It will appear if the day does not exist for that month eg 31 April, or if the month does not exist eg month 13. It will also appear if the date occurs after the date shown on the validation error report, for example if the interview date is 19-05-93 and the date on the error report is 30-04-93.

8. ASSOCIATED VARIABLES

Each edit check in Appendix L is linked to a particular variable. If a variable has any checks (some variables do not) then all the other variables included in these checks together with their schedule references should appear in a list entitled 'Associated Variables'. This list always appears above the checks to which it relates.

The purpose of including schedule references, which are almost identical to question numbers, is to enable editors to find the variables quickly. For example, if an editor does not know where a variable occurs in the schedule he can easily find the schedule reference by referring to the list.

#### 9. VALIDATION RANGES

A large number of monetary variables have a period code either directly or indirectly associated with them.

For example, the period code (PERC409) is directly associated with take home pay (BQ13) but indirectly associated with all the other monetary variables at BQ15-20 eg tax, NI etc. A similar situation occurs at other questions.

Variables with a direct or indirect period code are validated according to their weekly value. The validation range for 'take home pay' (PAYAMT) is:

'NOT FROM 600 TO 100000'

This means that values from £6.00 to £1000.00 (per week) are acceptable. Weekly values outside this range will appear as warnings but the amount that will appear on the error report will be the actual value given on the budget not the weekly value. (Note that zero is also a valid value for persons who do not have a main job as an employee).

Variables which do not have either a direct or indirect period code are validated according to their actual value.

Examples of such variables are:

all monetary variables at the vehicle questions (Q100-109),  
retrospective questions (Q118-129)  
education questions (Q136-141).

1/A:FESCCEI.DL

May 93

1993 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 and checked 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.

Jan 93

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 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 is not before the date of interview.

Jan 93

### Local Authority Code

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

Jan 93

## 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. 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.
- b. 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, 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. In the case of cohabitantes, the male partner is the HOH.
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 page 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.

Jan 93

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 it is necessary to change the HOH then ensure that person numbers are amended on all the Schedules.

Jan 93



Question 2 - Relationship to HOH

All members of the household should have been listed here. Check the household composition and refer to supervisor any unusual cases 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 female cohabitee of HOH, foster child)	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 Q67(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 Q8 - 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 Q67(a) - B Schedule) in which case treat as foster children (code 9).

Cohabitees: If two persons of opposite sex are not married but are living together, they are to be regarded as cohabiting. This includes persons who describe themselves as common-law wife/husband, fiancée, partner, girl-friend, boy-friend etc.

As with married couples, the male cohabitee is to be taken as the HOH but the female should be coded 9 (non-relative) at this question. Any children of hers not related to the male cohabitee should also be coded 9.

If, however, the male cohabitee is the son of the HOH, then he should be coded 2 and his female partner coded 9. Any children of hers related to the male cohabitee should be coded 7. But, if the female cohabitee is the daughter of the HOH, she should be coded 2, her children coded 7, and her male partner coded 9.

Note that if there is one cohabitee in the household then there must also be another cohabitee of opposite sex. If there is only one person in the household coded as a cohabitee (coded 3 at Q5) then that person must be given their true marital status and recoded 4-7. A person cannot cohabit on his/her own! If in doubt, refer to supervisor.

#### Editing

If code 8 is ringed at Q2 a print message will appear. Check the relationship given to see if it should be recoded to 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.

Jan 93

Question 3 - Sex

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

Jan 93

Question 4 - Age

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

Jan 93

Question 5 - Marital status

Check that only one code 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 Q5 should always be coded 2 (wife of head of benefit unit) at Q8.
- Code 3 applies to cohabitees. This includes persons who describe themselves as common-law wife/husband, fiancée, partner, girl-friend, boy-friend etc. Cohabiting takes priority over single, widowed, divorced and separated. (See also paragraph on 'cohabitees' at Q2).

Codes 4-7 apply to all unmarried persons (except cohabitees) who are single, widowed, divorced, or separated (either legally or not), irrespective of age.

Jan 93

## Question 6 - Current Full-time education

Where Q6 applies check that only one code has been ringed. Always refer to Q4 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 (ie. where fees are paid) eg. Pitmans/Clarks should have been coded 6 if under the age of 16. Code 5 should have been ringed if age 16 or over.

Check also any entries covering full-time education of members of the household at Qns. 136, 138 and 140 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 Q6 refer to the supervisor. (But note that fees for a household member could be paid by someone outside the household, and also that Questions 138 and 140 refer to the last 3 months, whereas the current situation applies here at Q6.

In the absence of any notes or further information, the code ringed at Q6 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 a school as this can be misleading, eg a school described as "Grammar" or "High" may be a state school (code 4) or an independent school (code 6)).

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, or 6. This should be accepted unless the child is attending a day nursery/play group and not a primary or nursery school. The type of education received should be decided by whether the word "school" is mentioned if recorded in the D books. Nursery classes and schools and playschools count as primary schools but day nurseries and playgroups do not. Children can attend nursery schools from the age of 2. Children who do not attend school should be coded 1 even if they are more than 5 years old. If there is no reference elsewhere in the schedules, the entry at Q6 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 vacation job) provided that he/she intends to return to the higher education establishment the following term.

5. Middle school - treat as Secondary (Code 4) if aged 11 or over, otherwise as primary, code 2. If private or independent then code 6.
6. Code 7 code covers universities polytechnics, colleges of art and teacher training colleges. Include 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. Code 5 includes sixth form/tertiary/further education colleges and colleges of technology.

#### 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).

Jan 93

Question 7 - 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. Delete fractions. Do not ring dashes.

- Notes:
1. A person aged 16 or over in full time education with an age entered at Q7 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.
  3. Estimated ages can be accepted.

Editing

An allowable range has been set up for this field of 12-30. 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.

Jan 93



Question 8 - DSS Benefit Unit, Position within DSS Benefit Unit

1. DSS Benefit Unit (1<sup>st</sup> OFFICE USE column)

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

- a. A married or cohabiting couple with dependent children in the household
- b. A married or cohabiting 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 3-6 at Q6) in which case they should be coded as part of their parents' benefit unit.
3. Children aged 19 years and over 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 2<sup>nd</sup>, 3<sup>rd</sup> 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.

Question 8 - DSS Benefit Unit, Position within DSS Benefit Unit (continued)

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

i. 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 7 Q.6).
- b. Children aged 16 years but under 19 who are receiving no full-time education (ie Q.6 is blank).
- c. Children aged 19 years but under 25.
- d. Persons aged 19 and over are not regarded as dependents. They should be coded 1 unless they are the 'wife or cohabitee of head' (see ii).

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

A wife will always be coded 2 if she is coded 1 or 2 at Q5 (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 female cohabitee, who should be coded 3 at Q5, will always be coded 2 at Q8. Her male partner must be a member of the household otherwise they would not be cohabiting.

A woman who is single, widowed, separated or divorced (codes 4-7 at Q5) will be coded either 1 or 3 at Q8 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 3 to 6 at Q6).

Foster children

Foster children (regardless of age) who are covered by a local authority maintenance allowance (See Q67(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 20. This number should be entered in the first OFFICE USE column, and ringed.

Jan 93



Further instructions concerning absent spenders are given at Q2 (code 7) and Q67 and 68 - B schedule.

4. Persons aged under 16

Q9 should be blank and no 'B' schedule or diary should be present. Persons aged under 16 are only covered in the B Schedule from Q78 onwards.

Editing

When a diary is keyed, the data for both weeks are occasionally merged into one week (usually week 1) so that data for the other week are missing. When this happens an error message will appear. If there is expenditure in both weeks then delete the complete diary for that person using a K18 and send it to Runcorn for re-keying, using a K17. Each week should then be keyed separately.

If, however, there is no expenditure in one of the weeks but there is expenditure in the other week and the Office Use box on the front of the diary is blank or has not been completed correctly, then an error message will appear.

The numbers which should be entered in the Office Use box are as follows:

1. If there are no diary records 114 for week 1 but there is at least one record 114 for week 2.
2. If there are no diary records 114 for week 2 but there is at least one record 114 for week 1.
3. If there are no diary records 114 for either week (see paragraph 2 on previous page).

If there are diary records 114 for both weeks then this box must be left blank.

An error message will also appear if a diary is present when it should not be, as in the case of a child or an absent spender. Check whether the person should have a diary and if not, delete the complete diary using a K18.

## Question 10 - Type of accommodation occupied by household

### 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 in 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.     **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.

The description of the accommodation refers to the 'space' used by the household. Bungalows (including 'pre-fabs') are treated as whole house and coded 1, 2 or 3. If the address is a flat in a block, the bottom storey of which is a row of shops, code 4 or 5 is ringed.

In the case of a house owner-occupier who sublets some rooms, code 6 or 7 is ringed to indicate that the household occupies only part of the house.

'Dwellings with business premises' (code 8) includes premises where there is no access between the private and business parts without going outside the building.

Code 9 includes all types of caravan (mobile and non-mobile).

### Editing

A print message will appear if code 10 is ringed.

Check the answer given to see if the question should be recoded as 1 to 9.

Jan 93

Question 12-14 - Number of households at address and number of rooms

Note the changes between 1992 & 1993:

Q13 1<sup>st</sup> column now relates to rooms used by the household or shared.

2<sup>nd</sup> column - relates to rooms shared - no change

3<sup>rd</sup> column - rooms let or sublet has been deleted

Q14 Rooms used for business

This is now asked as a separate question. Any rooms used for business should have already been included at Q13.

#### Editing

If answer to Q.12 is 'Yes' a print message will appear. NRV and rates (N.Ireland) or water rates may 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 all rooms at the address. 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 should be carried out using T.P. system.

If there are any 'other' rooms which are used by the household or shared, a print message will appear. Check the description of the room to see if it should be reclassified as a bedroom, living room, etc.

Include as bedrooms:

- attic bedrooms and box rooms (provided they have a window or skylight)

Include as living rooms:

- sun lounges and conservatories (provided they are used throughout the year)

Include as 'other' rooms:

- rooms used for business not yet mentioned
- rooms less than 6 feet square
- shower rooms (unless the accommodation does not have a bathroom)
- rooms/attics without a window or skylight
- cellars

Note that rooms used for business should be coded to the main use, eg living room, unless used only for business in which case they should be coded as "other" room.

If code 1 is ringed at Q14 and no one in the household is currently employed or self-employed an error message will appear. Refer to supervisor.

Jan 93

Question 15-27 - General notes on 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 (N.Ireland only), 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 in N.Ireland are required to operate a rate rebate scheme 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 (N.Ireland only). They are also entitled to 100% rebate on amenities such as heating and lighting if these are included in the rent.

Jan 93

Question 15 - Tenure

The question applies to all households. Check that one of the codes 1, 2 or 3 has been coded and that the correct signposting to part (a) or (b) has been followed. If the question has not been answered then check the answers to Q17-27 and Q33 for some indication of the correct coding to be applied. If in doubt, refer to supervisor.

If an informant's tenure situation is changing, use the last definite information available. For example, if he has just started to buy a council house which he formerly rented, and has not started making mortgage payments, he should be coded as a renter (code 3 at 15(a)) not an owner.

Question 15(a) - Accommodation rented

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

- |               |          |   |
|---------------|----------|---|
| Code 1        | includes | Scottish Special Housing Association,<br>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).

Jan 93



Question 15(b) - Accommodation neither rented nor owned

Check that either code 5 or 6 is ringed if 3 is coded at main question.  
Accept code 6 if it is ringed as it will be recoded 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 (other than an employer).

In such cases it should be treated as rented and the following action should be taken:

- (i) Q.15 should be recoded 1 and 15(a) should be coded 1-4 as appropriate.
- (ii) If the household is given the money to pay the rent/rates
  - a. enter rent at Q17 (UK) and rates at Q25 (N.Ireland only).
  - b. the total amount given should be entered at Q144. If it does not appear there, enter it.
- (iii) If the household's rent/rates are paid direct by someone outside the household (excluding rebates paid by DSS)
  - a. ring code 2 at Q17.
  - b. do not enter rent/rates at Q17 (UK) and do not enter rates at Q25 (N.Ireland only).
  - c. the total amount paid direct should be entered at Q145. If it does not appear there, enter it.

3. N.Ireland accommodation which is 'rent free' may also be 'rates free' but this is not necessarily the case.

#### Editing

A print message will appear if Q.15(b) is coded 5. Refer to the notes above on the definition of 'rent free' and recode where possible.

An error message will appear if Q.15(b) is coded 6. This must be recoded, if in doubt, refer to supervisor.

#### Questions 17-20 - Rent

Note the new code for 'paid direct by someone outside the household' at Q17. Q21 and Q22 should still be asked. If code 2 is ringed at Q17 but 100% rent rebate is allowed, recode to 1 at Q17 and ensure rebate is entered at Q21.

Note that rates apply to N.Ireland only and water rates to England and Wales only, Community water charge/council water charge to Scotland only.

1. The general term 'rent' may cover rent only or it may include a combination of rates, community charge, council tax, water rates, community water charge, council water charge, and various other services (see also Q.22 and 32).
2. The 'rent only' situation usually applies to tenants living in housing association accommodation or privately rented accommodation where the rates/community charge, water rates/community water charge are paid separately from the rent. The 'rent, rates/community charge, water rates/community water charge' situation usually applies to local authority tenants.
3. The amount which should be entered at Q.17 is the total 'rent' paid after any rebates. This total therefore, will not only include rent but it should also include rates/community charge, water rates/community water charge and services if these are normally included in the 'rent'.
4. If a 100% rent rebate is received but rates and water rates etc are paid separately, then code 1 should be ringed at Q17 and the amount box should be blank. Note that in this case Q17-20 should 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 1 should be ringed at Q17 and the rates and water rates etc paid should be entered in the amount box.
6. If the rent shown at Q17 was before deduction of the rent rebate (code 1 at Q21(c)(i)) or rent plus rates rebate, do not abate the rent.
7. Similarly, do not abate the rent shown at Q17 because of any community charge, community water charge or rent holiday.

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.

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, and enter the adjusted rent at Q17. Delete the rent holiday at Q20(a) and amend Q20 to 2.

Remember that any entries at Q21(a) and Q22 also need to be adjusted. If rent includes rates, then an adjustment must also be made to any entries at Q26(a)(i) and Q27(a).

The factor to be used in any rent holiday calculation is

52 - Rent holiday  
52

#### Editing

Please refer also to the notes given on the previous page.

If both boxes at Q17 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. Refer to supervisor for imputation. CIPFA tables should be used for imputing rent.

In Scotland, if Q19 is coded 1 then both Q19(a) and 19(b) should be answered. If an amount is given at only one question, refer to RO.

In Northern Ireland Q19 should be coded 2 as community charge council tax does not apply.

An error message will appear if the weekly value of rent (Q17) is less than the sum of the weekly values of:

community charge/council tax - Q19(a) - (Great Britain only)

community water charge/council water charge - Q19(b) (Scotland only)

rent rebate - Q21(a). Only if Q21(c)(i) is coded 1 otherwise rent rebate should not be included in rent

services - Q22

Check the figures and the period codes and any interviewer notes. If there is no obvious error, refer to supervisor.

May 93

## Question 21 - Rent rebate

1. Any rent rebate received should be entered at Q21(a) and the period code at Q21(b). Those on Income Support will automatically qualify for maximum Housing Benefit and will usually be allowed an 80% community charge rebate. (Quarter 1 only) or an 80% council tax rebate (from Quarter 2).
2. If the HOH does not receive housing benefit but one of the other members of the household (eg lodger, student) does, then the amount should not be added to the rebate at Q21(a) but should be added to the income support the person receives at BQ58(a) provided it has not already been included there. This applies whether the accommodation is rented or owned.
3. If the rent includes rates (N.Ireland only)
  - i. If the rent and rates rebates are given separately or there is a note which enables the rebate to be split into its rent and rates components, enter:
    - rent rebate at Q21(a)
    - rates rebate at Q26(a)(i) - or Q27(a) if a lump sum is received
    - ring code 1 at Q26(a)(iv)

If the rent and rates rebates have already been entered at these questions, it is important to ensure that only the rates component is shown at the rates questions. So if the amount entered at Q26(a)(i) or Q27(a) is the same as that shown at Q21(a) (ie the rent rebate has been included with the rates rebate) then the amount at Q26(a)(i) or Q27(a) must be deleted. An error message will appear if the two amounts are equal. If there is any doubt about the action to be taken refer to supervisor.

- ii. If the rebate cannot be split into its rent and rates components, enter:
  - total rebate at Q21(a)
  - leave Q26(a)(i) or Q27(a) blank but ring the DK code
  - ring code 2 at Q26(a)(iv)

Note If rebate is deducted from last rent payment (Q21(c) is coded 1) and rent includes rates (Q24 is coded 1) then Q26(a) should be coded 1.

If rebate is given back as a lump sum (21(c) is coded 2) and rent includes rates (Q24 is coded 1) then Q27 should be coded 1. Check these and amend if necessary.

## Editing

Please refer also to the notes given above.

If Q21(a) is blank an error message will appear whether the DK code is ringed or not. Do not amend the DK code.

If there are no interviewer notes indicating the total amount of rebate received then the rebate must be imputed using CIPFA tables. Refer to supervisor for imputation.

Jan 93

## Question 22 - Services included in rent

### Editing

A print message will appear if the rent includes an element for services. Check whether the services should be included here or not. If they should not then deduct that element from the rent and transfer to the relevant question. See notes below.

1. If the rent includes an element for structural or contents insurance delete this from the rent and transfer to Q53.
2. If the rent includes an element for TV licence delete this from the rent and transfer to Q99 as an annual equivalent figure.
3. Remember to adjust any amounts for period code differences before transferring them.
4. 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

52 - Rent holiday  
52

5. If the amount is not known, the DK should be ringed.
6. Local authority budgeting schemes

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.

If an element for fuel has been included in the services (Q22) it should be deducted from this question and also from the rent (Q17) and transferred to Q81/89. Code 6 should be ringed at Q79 and code 5 at Q87(a). If an amount has already been entered at Q81/89 the fuel element at Q22 should still be transferred unless it is clear from an interviewer's note that it has already been included at these questions or the two amounts are the same. (See also para 12 at Q79-94).

If a fuel element has been included at Q22 but the amount is not known, it should be imputed using current gross weekly household income. The imputed amount should be deducted from Q17 and Q22 and transferred to Q81/89 (as described in the previous paragraph) unless it is clear that it has already been included at these questions. Code 6 should be ringed at Q79 and Code 5 at Q87(a).

If the rent becomes negative or there is a rent rebate, refer to supervisor.

Question 22 - Services included in rent (continued)

7. Gas/electricity charges included in rent or service charge (Q17 and 22) (excluding budgeting schemes run by a local authority - see para 6).

(i) Heating/Hot Water

If heating is supplied from a central source, as in a block of flats, and it is included in the rent (Q17 and Q22), 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).

Unless specified as gas at Q22 assume hot water is fuelled by electricity. Add the amount to Q79-Q85, abate from Q22 and from rent at Q17 if shown there.

Check that the relevant code is ringed at Q96(a). If the type of fuel is not known then check that code 6 is ringed (Other/DK fuel).

(ii) Cooking/Lighting etc

If the amount is given.

If cooking or lighting charges are included in the rent (Q17 and Q22), delete the amount shown at these questions and enter it at the questions on electricity/gas supply. Amend the main questions (Q79 or Q87) if necessary. If the charge was included in the rent deduct this amount from the rent payable (Q17 and Q22).

If the amount is not given.

Impute the amount based on current gross weekly household income and enter it at the questions on electricity/gas supply. Amend the main questions (Q79 or Q87) if necessary. If the charge was included in the rent deduct the imputed amount from the rent payable (Q17).

Question 23 - House/flat connected to mains water/sewerage supply

This question applies to renters in England and Wales only. In Scotland, water rates have been superseded by the community water charge/council water charge and in Northern Ireland it is not possible to split water rates from rates.

If water and/or sewerage rates are not included in the rent, the amount paid should be entered at Q23(a)(i).

Jan 93

N Ireland only

Question 24 - Rates included in rent

This question applies to households living in rented accommodation in N Ireland, ie those coded 1-4 at Q15(a).

Jan 93



N Ireland only

Question 25 - Domestic rates

This question applies to all households except those coded 1 at Q24.

1. Rates not yet paid at sampled address

The rates should be imputed according to the method described at 'Editing'.

2. Arrears

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

Editing

Do not abate the rates shown at Q25(b) because of any rates rebate which has been included in the rates.

If the rates are not known they should be imputed using the formula:

$$\text{NRV (Q141)} \times \text{domestic rate poundage}$$

The poundages can be obtained from the local authority rates poundage file which is found in Community charge folder.

If someone outside the household, other than an employer or the DSS, pays the rates direct to the local authority (see Q145), then ring code 2 at Q25 and delete any entries at Q25(a) and Q25(b).

Jan 93

N Ireland Only

Question 26 - Rates rebate deducted from last rates/rent payment

Question 27 - Rates rebate refunded as a lump sum

Note that Q26(a)(iv) applies only to those with rented accommodation.

1. Any rates rebate received should be entered at Q26(a)(i) - or Q27(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, and the rent includes rates, see instructions at para 3, Q21.

#### Editing

Please refer also to para 3 at Q21.

1. If Q26(a)(i) or Q27(a) are blank, then no imputation is required.

Check that:

Q26		Q27
26	- is coded 1	27 - is coded 1
26(a)	- is coded 1	
26(a)(i)	- amount box is blank	27(a) - amount box is blank
26(a)(i)	- DK code ringed	27(a) - DK code ringed
26(a)(ii)-(iii)	- are blank	

2. If a rates rebate has been entered at Q26(a)(i) or Q27(a) then the completion of the remaining questions should follow the sign-posting on the schedule, therefore the DK codes should be blank.
3. The amount which should be entered at Q27(a) is the total rates rebate received during the last 12 months.

IB/HHLDSDCHD.2

Jan 93

Question 28 - House/Flat connected to mains sewerage/water supply

This question applies to all households in the UK. (ie England, Wales, Scotland and N I) except those with rented accommodation in England and Wales.

Jan 93

Question 29/30 - Water and sewerage rates (England and Wales owners only)

Q29 applies to households who are connected to both mains water supply and mains sewerage (coded 1 at 28).

Q30 applies to those paying a combined water and sewerage rates bill (coded 2 at 29) or those connected to water only or sewerage only (codes 2 or 3 at 28).

If either water and sewerage rates are paid together or if only water rates or sewerage rates are paid, the amount paid should appear at Q30(a).

1. Water rates not yet paid at sampled address

Refer to R.O.

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

Charges made via a water meter should be treated as water rate payments. Accept what is paid at Q29(b)/30(a).

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 Q29/30 but added to Q79-86 as appropriate.

5. Land drainage rates

Land drainage rates should be included in the water rates at Q29(b)/30(a). If they occur in the diary, code as 904.

6. Cesspit charge

A payment for emptying a cesspit or septic tank should not be accepted at Q29/30 but code as 799 in the Diary if paid during the record-keeping period.

Editing

1. If the water rates or water meter payments are not known, refer to RO.

2. If someone outside the household, other than an employer or the DSS, pays the water and/or sewerage rates direct to the Water authority then Q28 should be answered, and Q29 should be coded 3 or Q30 should be coded 1.

This also applies if the water rates have not yet been paid at the sampled address. If this is why code 3 has been ringed (ie Q145 has not been coded 1) refer to RO.

Q31 - Council water charge (Scotland only from Quarter 2)

This question applies to households in Scotland who are connected to mains water and/or mains sewerage (coded 1, 2 or 3 at Q28)

Editing

1. If the amount paid is not known, refer to R.O.
2. If someone outside the household, other than an employer or the DSS, pays the council water charge direct then Q28 should be answered, but delete any entries at Q31 and override the error.

This also applies if the council water charge has not yet been paid at the sampled address. If this is why Q31 has been left blank (ie Q145 has not been coded 1) refer to RO.

Jan 93

Question 32 - Payments made on accommodation

This question applies to all households in the UK who own or who rent free their accommodation. (Code 2 at Q15 or code 5 at Q15(a)).

Editing

If code 1 is ringed at Q31 a print message will appear. Check whether the charges should be entered here or transferred to another question. See notes below.

- Notes:
1. Central heating oil If there is included as part of a regular maintenance charge the amount for central heating oil, if given separately, should be transferred to Q96(a). If it is not given separately, it should be imputed using current gross weekly household income. The imputed amount should be deducted from the total amount shown at this question and a three monthly equivalent entered at Q96(a).
  2. Central heating maintenance charges If included in the service charge, and can be identified separately, it should be deducted from Q32 and transferred to Q119.
  3. Private road construction charges Delete and code as 221 in the Diary if paid during the record keeping period.
  4. Private road repair charges Delete and code as 947 in the Diary if paid during the record-keeping period. Any payments made in the last 12 months should be transferred to Q121 - A schedule, if not already shown there.
  5. Garage rent and rates (if given separately) Delete and code as 545 in the Diary if paid during the record keeping period.
  6. If structural insurance is included in the service charge, this should be deleted and transferred to Q53 if the amount can be identified.

1B/HHLDSCHD.3

Jan 93

Questions 33-52 - General notes on mortgages

There are basically two types of mortgage: a 'repayment' mortgage and an 'interest only' mortgage.

a. Repayment Mortgage

In this case the money borrowed for the purchase of a house is repaid over a period of years; interest is also paid on the amount outstanding at the time. Usually the payments consist partly of repayments of the original loan (also referred to as the capital/principal) and partly of interest. As time goes on the interest component usually becomes smaller.

b. Interest only mortgage

In this case the borrower pays interest on the loan to the lender and the repayment of the original loan is covered by an endowment policy or pension plan designed to repay the original loan at the end of the agreed term. The main types of interest only mortgage are:

i Endowment mortgage

An endowment policy is taken out with an insurance company either before or at the same time as the mortgage. When the policy matures the sum received will be used to repay the original sum borrowed under the mortgage. The original mortgage amount remains outstanding until the policy matures; in the meantime the borrower pays interest to the lender (eg the building society) and the premiums on the endowment policy to the insurance company.

ii. Pension mortgage

A pension mortgage is similar to an endowment mortgage but is available only to the self-employed and those who are not members of a company pension scheme. Interest only is paid to the lender and monthly contributions are paid into a pension plan which is designed to repay the mortgage when the borrower retires. In addition, it is necessary to arrange a separate term assurance policy designed to repay the mortgage if the borrower should die before the end of the mortgage term. The assurance policy serves the same purpose as a mortgage protection policy.

iii. Unit trust and PEP mortgages

With a unit trust mortgage the borrower pays interest only to the lender and also makes monthly investments into a unit trust savings plan. When stock market prices rise, the lender may allow the borrower to pay off part of the loan. A separate term assurance policy is also necessary.

Similar is a PEP mortgage. The borrower pays interest only to the lender and makes a monthly contribution into a Personal Equity Plan (PEP), which is designed to repay the mortgage. The PEP will usually be invested in unit trusts and, again a separate term assurance policy is required.

Questions 33-52 - Examples of mortgage arrangements

Borrowers with a mortgage for purchase only may wish to change their existing mortgage arrangement to raise additional capital for home improvements or similar purposes. This can be done by obtaining a top-up of the original mortgage, a remortgage or a second mortgage. Someone who originally bought their property outright or who inherited it may also wish to take out a mortgage to raise capital. This section explains how to deal with these different arrangements.

a. Top-up of existing mortgage/further advance

A mortgage originally for purchase may be topped up by obtaining an additional loan or further advance from the original lender; and the borrower will make just one set of repayments to the lender. In this case the current mortgage is the same one as the original mortgage (although the amount borrowed has been increased). Details of a topped-up mortgage should be entered at Q33-52 only.

Example:

An informant took out a £35,000 endowment mortgage from a building society in 1988 to purchase a house costing £45,000; this was covered by an endowment policy with premiums of £38 a month. In 1990 he topped-up the mortgage by £5,000, and was required to take out a further endowment policy of £6 a month. His monthly repayments on the mortgage, which do not include the endowment policies, are now £310.

How Q33-46 should be coded

Q33	-	code 1	
Q35	-	£35,000	
Q36	-	1988	
Q37	-	£45,000	
Q38	-	code 1	
Q38(a)	-	code 1	
Q39	-	code 1	
Q40	-	code 2	
Q41	-	4	
Q42	-	£40,000	
Q43	-	code 1	
Q44	-	£310	
Q45	-	5	
Q46(i)		Item 1 = £38	Item 2 = £6
(ii)		Item 1 = 5	Item 2 = 5
(iii)		Item 1 = code 2	Item 2 = code 2
(iv)		Item 1 = 1988	Item 2 = 1990



Questions 33-52 - Examples of mortgage arrangements - (continued)

b. Remortgage

Remortgaging is where a mortgage for purchase is paid off and replaced immediately with another mortgage, either to get a lower rate of interest from another lender or to release some of the equity that has built up on the property since it was originally purchased and use the capital for a purpose such as home improvements. There will be one set of repayments only and details should be entered at Q33-52 only.

Example:

An informant took out a £20,000 mortgage from a building society in 1982 to purchase a £25,000 flat. In 1988 he remortgaged taking out a £30,000 repayment mortgage from a bank and now pays instalments of £280 a month. He still has to repay £15,000 of the capital/principal of the remortgage.

How Q33-47 should be coded

Q33	-	code 1
Q35	-	£20,000
Q36	-	1982
Q37	-	£25,000
Q38	-	code 1
Q38(a)	-	code 1
Q39	-	code 3
Q40	-	code 2
Q41	-	4
Q42	-	£15,000
Q43	-	code 2
Q47	-	£280

Note Q39-52 relate to the current mortgage.

c. Second mortgage (not for purchase)

A borrower with a mortgage for purchase may take out a second mortgage on the sampled dwelling, often for home improvements, with the same or with a different lender. The second mortgage exists concurrently with the mortgage for purchase, but there are two different sets of repayments. In this case details of the mortgage for purchase should be entered at Q33-52 and details of the separate second mortgage should be entered at Q113.

Example:

An informant took out a £25,000 repayment mortgage with a building society in 1986 to purchase a house costing £40,000; the repayments on this mortgage are £230 a month. In June 1990 he took out a second mortgage of £8,000 with a bank to finance an extension to the house costing £10,000; the repayments on the second mortgage are £110 per month.

Questions 33-52 - Examples of mortgage arrangements (continued)

How Q33-47 and 113 should be coded

Q33	-	code 1
Q35	-	£25,000
Q36	-	1986
Q37	-	£40,000
Q38	-	code 1
Q38(a)	-	code 2
Q39	-	code 1
Q40	-	code 2
Q41	-	6
Q42	-	£20,000
Q43	-	code 2
Q47	-	£230

Q113

(a)	code 3
(b)	£8,000
(c)	£110
(d)	5
(e)	06-90
(f)	Extension (code 946)
(g)	code 3
(h)	builder
(i)	£10,000
(j)	00
(k)	£2,000

Two mortgages for purchase of sampled accommodation

It is possible to have two mortgages for the purchase of the sampled address (note one of these could be a loan to cover the deposit). Both mortgages should be accepted at the housing costs questions 33-52.

Where mortgages are of the same type (eg both are endowments) interviewers have been asked to enter the larger mortgage in the coding boxes and the smaller mortgage in the left-hand margin. The two mortgages should be combined and entered at Q44-46 or Q47-49, adjusting for period code differences where necessary.

Where one is an endowment (or pension) mortgage and the other a repayment, enter the details at Q44-46 and Q47-49 respectively and code Q43 to the larger mortgage.

Mortgages on second or other dwellings

Any type of mortgage on a dwelling other than the sampled accommodation should be entered only at Q113. This includes a mortgage for the purchase of a second dwelling or future main dwelling, or a second mortgage on a second or other dwelling.

Questions 33-52 - Examples of mortgage arrangements (continued)

d. Outright owner takes out mortgage (not for purchase)

An individual who owns the sampled property outright may decide to take out a mortgage on the property to raise capital. The mortgage may be used for home improvements or other purposes. In this case the mortgage is not used in any way for the purchase of the property, so although some questions at 33-38 will apply, details of the mortgage itself should be entered at Q113. The way in which Q33-38 are answered will depend on whether the informant considers himself or herself to be an outright owner or a mortgagor.

Example:

A couple purchased a house costing £11,500 outright in 1970. In January 1990 they took out a £3,000 mortgage to finance double glazing costing £4,000; they now pay instalments of £35 a month.

How Q33-38 and 113 should be coded

If informants consider themselves mortgagors:

Q33	-	code 1
Q35	-	code 1
Q36	-	1970
Q37	-	£11,500
Q38	-	code 2

If informants consider themselves outright owners:

Q33	-	code 3
Q35	-	code 1
Q36	-	1970
Q37	-	£11,500
Q38	-	DNA

In both cases

Q113		
(a)		code 3
(b)		£3,000
(c)		£35
(d)		5
(e)		01-90
(f)		Double glazing (code 946)
(g)		code 1
(h)		d/glazing firm
(i)		£4,000
(j)		00
(k)		£1,000

### Question 33 - Types of ownership

#### 1. Mortgages

See General Notes on Mortgages on previous pages.

#### 2. Rental purchase scheme (code 2 at Q33)

This 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.

The scheme allows the buyer to claim income support if unemployed and tax relief on the interest paid.

Q39 should be coded 4, unless the source clearly indicates that one of the other codes is more appropriate, Q43 should be coded 2 and the rental payment entered at Q47.

#### 3. Co-ownership scheme (code 2 at Q33)

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 towards the rent. Schemes of this kind occur in Northern Ireland and may also be found elsewhere in the UK.

Q39 should be coded 4, unless the source clearly indicates that one of the other codes is more appropriate. Q43 may be coded 1 or 2, although it is more likely to be a repayment mortgage (code 2).

The rental payment, if given separately, should be added to the mortgage payment and the total amount entered at Q44 or Q47 as appropriate.

#### 4. Local authority combined mortgage and rent scheme (code 2 at Q33)

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.

Q39 should be coded as 'local authority'. Q43 may be coded 1 or 2, although it is more likely to be a repayment mortgage (code 2).

The rental payment, if given separately, should be added to the mortgage payment and the total amount entered at Q44 or Q47 as appropriate.

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

Question 33 - Types of ownership (continued)

Editing

An error message will appear if Q33 is coded 1 or 2 and an amount is given at Q35 but Q38 is coded 2. Check whether there are any answers at Q39-52 and if so, recode Q38 to 1, otherwise refer to R0.

An error message will appear if Q33 is coded 1 or 2 and Q35 is coded 1 but Q38 is coded 1. Check whether there are any answers at Q39-52 and if not, recode Q38 to 2, otherwise refer to R0.

Jan 93

Question 34 - How accommodation was acquired

Code 3 applies to those who acquired the property in some other way other than buying outright or with a mortgage/loan/rental purchase. This would include inheritance or receiving the property as a gift.

Editing

An error message will appear if Q34 is coded 2 and the amount originally borrowed is not given at Q35. If the amount is not given in an interviewer note or Q35 is coded 1 or 2 and no amount has been given, refer to RO.

Jan 93

Question 35 - Amount originally borrowed to purchase the accommodation

Either an amount should be entered or code 1 or 2 should be ringed. An amount should be entered by those who currently have a mortgage for purchase and those outright owners who originally bought with a mortgage (ie those coded 1 or 2 at Q33 and those coded 2 at Q34).

Code 1 should be ringed if the informant originally bought the house/flat outright, and code 2 should be ringed if the accommodation was originally acquired in some other way.

If code 1 or 2 are ringed, details of any mortgage taken out subsequently should be entered as Q113, not Q39-52.

There may be a marginal note indicating that the current mortgage was transferred from a former home to the sampled accommodation. Refer all such cases to RO.

Also refer to RO cases where a plot of land was bought outright but the building of the sampled property was financed by a loan or mortgage.

Editing

An error message will appear if the amount outstanding at Q42 is more than £1500 greater than the amount originally borrowed at Q35 (provided an amount is given at both these questions) and there is no re-mortgage or top-up mortgage at Q38(a). If there is a note indicating that a re-mortgage or top-up mortgage has been taken out, recode Q38(a) to 1 or 2, otherwise refer to RO.

An error message will appear if Q35 is coded 2 and there is no entry for a second mortgage etc at the loan question (code 3 at Q113(a)). Refer to RO.

Jan 93

Questions 36, 37 - Year accommodation bought, purchase price

Estimates are acceptable at these questions.

If year is missing at Q36, impute from years lived at address (Q11). If purchase price is missing, refer to R0.

Jan 93



Question 38 - Has mortgage arrangement changed?

For those coded 1 at Q38 check that details of the current mortgage have been entered at Q39-52. For those coded 2 at Q38 there should be no mortgage details at Q39-52, although there should be a second mortgage at Q113.

Editing

An error message will appear if Q38 is coded 2 and there is no entry for a second mortgage etc at the loan question (code 3 at Q113(a)). Check whether there are any answers at Q39-52 and if so, recode Q38 to 1, otherwise refer to R0.

Jan 93

Question 39 - Current mortgage lender

Code 4 includes mortgage/loan from:

- insurance company
- finance company
- private source
- loan from employer unless employer is
  - building society (code 1)
  - local authority (code 2)
  - bank (code 3)

If informant has two mortgages for purchase, one an endowment or pension and the other a repayment, code to the larger mortgage at Q39.

Note that Q39-52 relate to the current mortgage.

Jan 93

Question 40 - Lower rate of mortgage

Informants who work for a mortgage lender, such as a building society, bank or insurance company, will have a mortgage on which repayments are subsidised by their employer.

Jan 93

Question 41 - Years current mortgage held

Check that this is less than or equal to the number of years since the accommodation was purchased (Q36). Note that the number of years mortgage held may be less than the number of years since the accommodation was purchased if a remortgage has been taken out.

Any entry of less than a year should be coded as one year.

Editing

If the DK code is not ringed and the number of years is not given, ring the DK code.

If the DK code is ringed and the number of years is given, the DK code will be auto-corrected.

Jan 93

Question 42 - Amount outstanding on current mortgage

This question covers the total outstanding mortgage debt, including any debt in respect of a top-up mortgage.

In the case of repayment mortgages this will be the amount of the loan less the amount of principal that has been paid off.

In the case of endowment and pension mortgages, where only interest is paid, the amount outstanding will usually be the same as the amount of the original or topped-up mortgage.

Jan 93

#### Question 43 - Type of current mortgage

For definition of types of mortgages see 'General Notes on Mortgages' (Q33-52).

If an informant takes out a repayment mortgage and this is changed on a temporary basis to an 'interest only' mortgage, because of unemployment, sickness etc, Q43 should be recoded to 1 (as this is the current arrangement) and Q46 should be coded 2.

Where mortgages are of the same type (eg both are endowments), the larger mortgage should be entered in the coding boxes and the smaller mortgage in the left hand margin. The two mortgages should be combined at Q44-46 or Q47-49, adjusting for period code differences where necessary.

Where one is an endowment (or pension) mortgage and the other a repayment, enter the details at Q44-46 and Q47-49 respectively and code Q43 to the larger mortgage.

In the case of a pension mortgage, the last interest payment should be entered at Q44, the separate term assurance policy premium at Q51 and the contribution to the pension plan at Q65. If, however, the interest payment and the assurance policy premium are combined then enter this amount at Q44.

#### Editing

If an amount has been entered at Q44 and Q47 a warning message will appear. Check that the mortgages are of a different type and recode Q43, if necessary, to whichever is the larger mortgage.

Jan 93

Question 44 - Interest only mortgage payment

If the interest payment is paid direct by DSS then it should be accepted at this question, but it should also be added to the income support received at Q58(a), B schedule provided it has not already been included there. It should also be entered at Q145 if it does not appear there.

If the interest payment is paid direct by someone outside the household (excluding DSS) then Q39-43 should be coded as usual, Q44 should be coded 1 and Q45-52 should be left blank. The payment should also be entered at Q145 if it does not appear there.

If the HoH does not receive housing benefit but one of the other members of the household (eg lodger, student) does, then the amount should be added to the income support the person receives at B Q58(a) provided it has not already been included there.

If the last interest payment includes arrears, accept the actual amount given.

Editing

If the interest payment is not given refer to RO, who will impute.

Jan 93

Question 46 - Endowment policy covering repayment of 'interest only' mortgage

If the endowment policy premium is included in the last interest payment do not abate the interest payment.

If more than one endowment policy has been taken out to cover the purchase of the accommodation, details of any other payments will be entered in the grid.

Details of an endowment policy on a second mortgage for a main dwelling should be entered at Q66 only and coded 2 in the Office Use box.

#### Editing

If the premium is not given, impute the payment based on current gross weekly household income (Life Insurance category).

An error message will appear if there is an entry for house endowment at Q66 and the year given at this question is the same as that given at Q66. If the entries relate to the same policy, the entry at Q66 should be deleted, but first refer to supervisor.

If informant has an endowment mortgage and is claiming it as a business refund or expenses only the mortgage interest payment at Q44 should be abated not the endowment policy/policies at Q46. If the endowment policy premium is included in the amount at Q44, subtract the premium and then abate remaining interest.

If the year is missing at Q46 it should be estimated from the number of years the household has had the current mortgage (Q41).

Jan 93



Question 47 - Repayment mortgage payment

If the mortgage payment is paid direct by DSS then it should be accepted at this question, but it should also be added to the income support received at Q58(a), B schedule provided it has not already been included there. It should also be entered at Q145 if it does not appear there.

If the mortgage payment is paid direct by someone outside the household (excluding DSS) then Q39-43 should be coded as usual, Q47 should be coded 1 and Q48-52 should be left blank. The payment should also be entered at Q145 if it does not appear there.

If the HoH does not receive housing benefit but one of the other members of the household (eg lodger, student) does, then the amount should be added to the income support the person receives at B Q58(a) provided it has not already been included there.

If the last mortgage payment includes arrears, accept the actual amount given.

If the repayment of the principal/capital element has been waived because the person has become unemployed, redundant etc, but the interest element is still being paid then this should be treated as an 'interest only' mortgage and the payments transferred to Q44-46. Q43 should be recoded to 1 and Q46 should be coded 2 (as this is the current situation).

Editing

If the mortgage payment is not given, refer to RO who will impute.

Jan 93

Question 49 - Interest paid in last 12 months for which figures are available

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.

#### Editing

If the interest is not given do not impute it and do not enter any dates at Q49(a).

If the DK code is not ringed and the interest is not given, ring the DK code.

If the DK code is ringed and the interest paid is given, the DK code will be auto-corrected.

If the dates are missing but the interest is given and there is no interviewer note indicating the period covered, check back to Q41. If they have had the mortgage for more than one year, enter the dates of the last 12 months preceding the date of interview. For example, if the interview was in April 1993 the last 12 months would be April 1992 to March 1993. If they have had the mortgage for one year or less, refer to RO.

An error message will appear if the 'ending' date is less than or equal to the 'beginning' date.

An error message will also appear if the difference between the two dates is more than 12 months, ie if the period was April 1992 to April 1993. Amend the 'ending' date to March 1993.

Jan 93

Question 51 - Mortgage protection policy

All mortgage protection policy payments should appear at this question only. If such a payment appears at Q66 it should be deleted and transferred to this question.

If an interviewer note suggests that the policy covers redundancy only, ie the policy applies only if the informant is made redundant, transfer to AQ67.

If the payment was included in the last mortgage payment (code 1 at Q51(d)), do not abate the mortgage payment.

Editing

If the mortgage protection policy payment is not given at Q51(a), impute an amount as follows:

If the last mortgage payment at Q44 or Q47 is -

£200 per month or less - impute £8.33 per month

over £200 per month - " £13.61 per month

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Jan 93

Question 52 - Structural insurance premium included in last mortgage payment

This question applies to those who own their accommodation (code 2 at Q15).

Note that the 'DK' codes at Q52(b) and (c) are mainly to help interviewers to follow the signposting correctly.

If the insurance premium is missing and Q52(d) and Q52(e) are not answered, refer to R.O. at the checking stage.

#### Editing

If the structural insurance was included in the last mortgage payment, do not abate the mortgage payment.

#### 1. Imputation

Procedure is the same as that described in Q53 except that the imputation of "furniture and contents plus personal possessions" does not apply to this question.

All cases where the insurance premium is missing and Q52(d) and Q52(e) are not answered, should have been referred to R.O. at the checking stage. If no information is available, then impute values according to (ii) and (iii) below.

##### Structure + furniture and contents

(i) If the combined premium is given.

Delete the insured values at Q52(d) and Q52(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 given.

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 given.

The premium for structure and the premium for furniture and contents should be imputed using current gross weekly household income.

Note that one or both insured values should be entered only if the premium has not been given at Q52(b).

##### Structure only

(i) If no premium is given but insured value is given in margin, then enter the insured value at Q52(d). Do not impute the premium as this will be done by the calculation program.

(ii) If neither the premium nor the insured value are given.

The premium should be imputed using current gross weekly household income.

Question 52 - Structural insurance premium included in last mortgage payment (continued)

2. Premium given but period code missing

Refer to supervisor. Supervisor should impute the period code. If in doubt, refer to RO.

3. Period codes

Interviewers sometimes enter the number of premiums paid per year instead of the period code. For example, if only one premium is paid per year the interviewer may enter 1 (instead of 8) in the period code box.

In order to overcome the problem a print message will appear if the period code is 1 or 2, and in most of these cases a validation warning message will also appear. Refer to supervisor any cases which seem to be incorrect. Amend the period code if necessary.

4. More than one payment for structure insurance

If Q52(a) is coded 1 or 2 and Q53(a) is coded 1 or 2 for at least one person an error message will appear. It is possible that the record at Q53 should be deleted but first refer to supervisor.

Question 53 - Insurance on structure, furniture and contents, & personal possessions

Check that there is a spender number for each entry.

Note the 'DK' code at Q53(b) & (c) are mainly to help interviewers follow the sign-posting correctly.

If an insurance premium covering structure insurance (code 1 or 2 at Q53(a)) is missing and Q53(d) and Q53(e) are not answered, then refer to RO at the checking stage.

If the same premium covers more than one type of insurance (eg furniture and contents and personal possessions) it is necessary to complete only one column. The various combinations of the three main types of insurance will be coded at Q53(a) as follows:

Structure only	Code 1
Structure + furniture and contents	" 2
Structure + personal possessions	" 2
Structure + furniture and contents + personal possessions	" 2
Furniture and contents only	" 3
Personal possessions only	" 3
Furniture and contents + personal possessions	" 3

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 as 784 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 is for contents and enter at Q53. If a note says that the premium covers contents and maintenance, code 75% to contents, and enter at Q53, and the remainder to maintenance. The maintenance element should be accepted in the Diaries as 786 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 Q53(a). If not the sampled address, accept as insurance on personal possessions at Q53(a).
4. Central heating maintenance contracts should be included at Q119, not Q53.

Editing

1. Imputation  
All cases where an insurance premium covering structure insurance is missing and Q53(d) and Q53(e) are not answered, should have been referred to R.O. at the checking stage. If no information is available, then impute values according to (ii) and (iii) below.

Question 53 - Insurance on structure, furniture and contents, & personal possessions (continued)

Structure + furniture and contents + personal possessions

- (i) If the combined premium is given.  
Delete the insured values at Q53(d) and Q53(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 given.  
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 given.  
The premium for structure and the premium for furniture and contents should be imputed using current gross weekly household income. Do not impute a premium for personal possessions as they are regarded as part of furniture and contents.

Note that one or both insured values should be entered only if the premium has not been given at Q53(b).

Structure only

- (i) If no premium is given but insured value is given in margin, then enter the insured value at Q53(d). Do not impute the premium as this will be done by the calculation program.
- (ii) If neither the premium nor the insured value are given  
The premium should be imputed using current gross weekly household income.

Furniture and contents + personal possessions

- (i) If no premium is given but insured value is given in margin, enter the insured value at Q53(e). Do not impute the premium as this will be done by the calculation program.
- (ii) If neither the premium nor the insured value are given  
Delete the entry.

- 2. Premium given but period code missing  
Refer to supervisor. Supervisor should impute the period code. If in doubt, refer to RO.
- 3. Period codes  
Interviewers sometimes enter the number of premiums paid per year instead of the period code. For example, if only one premium is paid per year the interviewer may enter 1 (instead of 8) in the period code box.

In order to overcome the problem a print message will appear if the period code is 1 or 2, and in most of these cases a validation warning message will also appear. Refer to supervisor any cases which seem to be incorrect. Amend the period code if necessary.

Question 53 - Insurance on structure, furniture and contents, & personal possessions (continued)

4. More than one payment for structure insurance

If there is more than one payment for structure insurance or structure insurance combined with furniture and contents, etc (codes 1 or 2 at Q53(a)) an error message will appear.

It is possible that one of these records may need to be deleted or recoded to 3, but first refer to supervisor.

If Q53(a) is coded 1 or 2 and Q52(a) is coded 1 or 2 an error message will appear: It is possible that the record at Q53 may need to be deleted but first refer to supervisor.

Jan 93



Question 54 - General notes on community charge

1. In Scotland, domestic rates were abolished on 1 April 1989 and replaced by the new community charge which came into effect on that day. Similarly, in England and Wales, domestic rates were abolished on 1 April 1990.

2. The various types of community charge are given below:

- (i) Personal community charge
- (ii) Collective community charge
- (iii) Standard community charge
- (iv) Personal community water charge
- (v) Collective community water charge
- (vi) Standard community water charge

(i) Personal community charge (see Q54-A schedule)

(a) General

With the exception of those paying collective community charge everyone aged 18 and over will be liable to pay this charge in the area of his/her sole or main residence. Each person receives a separate bill which he/she is responsible for paying.

The normal method of payment will be by 12 monthly instalments in Scotland, and 10 monthly instalments in England and Wales, though other arrangements may be available. In the case of local authority tenants, it is possible for community charge payments to be included in the gross rent.

(b) Community charge rebate

Persons on income support will get the maximum rebate of 80% but their income support may be increased to help them pay the remaining 20%. Persons who are above income support levels receive a rebate based on a sliding scale related to income and capital.

Students in full-time higher education at a recognised educational establishment pay 20% of the charge. This is called a student's payment not a rebate.

Persons who consider themselves eligible for a rebate must apply for one. Similarly, students also need to apply for a student's payment, so it is possible that some students may be paying the full community charge at the time of interview.

Note that student nurses are not eligible for a student's payment.

Question 54 - General notes on community charge (continued)

(c) Exemptions

There are certain categories of people who are completely exempt from community charge. These include:

- anyone aged 18 and over, whose parents are still receiving child benefit for them
- volunteers working on low pay for charities eg community service volunteers.
- severely mentally handicapped people
- long stay hospital patients.

(ii) Collective community charge (see Q54 - A schedule)

The community charges registration officer may designate certain types of premises (eg lodging houses and houses in multiple occupation) for a collective community charge. The purpose of this is to ensure that people who are constantly on the move also pay a community charge. These people will not pay a personal community charge.

The charge will be payable by the landlord and will be based on the number of people normally resident at the address.

Each resident has to pay the landlord a daily contribution, but rebates are available on these contributions.

The contributions are collected as part of the rent but the landlord is required to identify the community charge component.

(iii) Standard community charge (Diary only)

These charges apply to people with second homes ie a home which has no one as a sole or main resident. They are payable by the owner or by the tenant, if the tenancy lasts for 12 months or more.

Contributions can be recovered from short term tenants, such as holiday makers, who use the house.

Owners of second homes also have to pay a personal community charge at their main home.

No rebates are available on these charges.

These 'standard' charges do not apply to caravans or holiday chalets which are not suitable for, or do not have permission for, all the year round occupation.

Question 54 - General notes on community charge (continued)

Note that the three community charges described at paras 2(iv) to 2(vi) apply to Scotland only. In England and Wales, water rates have not been replaced by a community water charge.

(iv) Personal community water charge (Diary only)

Everyone who pays the community charge also pays the community water charge provided the accommodation is connected to a mains water supply.

No rebates are available, but if a person is on income support then the level of benefit will take account of the charge.

Students in full-time higher education again pay 20% of the charge.

(v) Collective community water charge

Everyone who pays a collective community charge also pays a collective community water charge, provided the accommodation is connected to a mains water supply. This charge may also be included in the gross rent.

The remarks at para 2(ii) also apply to the collective community water charge except that rebates are not available on these contributions.

(vi) Standard community water charge (Diary only)

Everyone who pays a standard community charge also pays a standard community water charge, provided the accommodation is connected to a mains water supply.

The remarks at para 2(iii) also apply to the standard community water charge.

Question 54-57 - Community charge payments, community charge rebate benefit/reduction

General notes

1. In 1993, these questions will be asked in Quarter 1 only.
2. Informants will not necessarily understand the meaning of the various terms used in relation to the community charge eg personal/collective community charge, reduced community charge, community charge rebate/benefit reduction, etc. It is possible therefore that some answers will be rather vague and difficult to code accurately.
3. It is important, therefore, that the information given at this question (including any interviewer notes) is examined very carefully at the checking stage. This should ensure that any problems are dealt with quickly either by the supervisor or the RO and, if necessary, enable informants to be contacted without delay.
4. Q54 applies to all persons aged 18 or over who are liable to pay a personal community charge. It will also apply to persons living in rented accommodation where a collective community charge is paid through a landlord.

Persons who are exempt from the community charge or who have not made any payment should be coded 9 at Q54. If person has answered 'I pay when I can' and they are working full-time and there are no other circumstances assume they are liable for full amount.

5. If community charge payments occur in the diary they should be coded as follows:

Personal community charge				- 903
Collective	"	"		- 903
Standard	"	"		- 216
Personal community water charge				- 904
Collective	"	"	"	- 904
Standard	"	"	"	- 216

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Questions 54-57 - Community charge

These procedures should be carried out at the checking stage.

Question 54 - Last community charge payment

Ensure that either a payment has been recorded or code 9 has been ringed for each person number entered.

If an amount has been entered check that the number of times the payment is made has been entered at 54(a).

If there are no interviewer notes and if the payment is higher than the set community charge for the area by an amount which is the same or more than the community water charge, deduct the water charge from the payment. (Taking into account the period code at QA54(a)). Accept any residue as arrears.

Question 55 - Benefits allowed in connection with last payment

If Q55 is coded 1 (Yes) ensure that one of the codes is ringed at 55(a). If Q55 is coded 3 (DK) no action is necessary unless there is an interviewer's note in the margin. If the note indicates that an informant has applied for a rebate/benefit but has not heard whether this will be granted, accept as code 3. If the note is about some other point, refer to supervisor.

Students

If Q55(a) is coded 4 or 5 check that informant is a full-time student (coded 7 at AQ6). If there is an interviewer note indicating that the informant was a student recently but is no longer, recode to 2 at Q55. Doubtful cases should be referred to RO.

Question 56 - Community charge rebate/benefit

If an amount has been recorded check that a period code has been entered at part (a); if the period code is missing, refer to RO.

If no amount has been entered at Q56, check that DK has been ringed.

Procedure if DK ringed at Q56:

1. Calculate amount of community charge paid annually =  
(Last Payment at Q54) x (number of payments at Q54(a))
2. If coded 1 (rebate only) at Q55(a):  
calculate amount of rebate by deducting the community charge paid annually by the informant from the annual community charge set by the local authority (shown on imputation table provided by Research), and enter result as an annual rebate at Q56. Check that the calculated rebate is not more than 80% of the community charge for the local authority; if it is, refer to RO.
3. If coded 3 (reduction combined with rebate) at Q55(a):  
refer to RO.

Question 57 - Community charge reduction

If an amount has been recorded check that a period code has been entered at part (a); if the period code is missing, refer to RO.

If no amount has been entered at Q57 check that DK has been ringed.

Procedure if DK ringed at Q57:

1. Calculate amount of community charge paid annually =  
(Last payment at Q54) x (number of payments at Q54(a))
2. If coded 2 (reduction only) at Q55(a):  
Check B Schedule Q58(a). If informant is receiving Income Support refer to RO; otherwise, calculate amount of reduction by deducting the community charge paid annually by the informant from the annual community charge set by the local authority (shown on imputation table provided by Research) and enter result as an annual community charge reduction at Q57. Check that the calculated reduction is not more than 80% of the community charge for the local authority; if it is, refer to RO.
3. If coded 3 (reduction combined with rebate) at Q55(a):  
refer to RO.

Jan 93

Question 58-64 - Council Tax

These questions apply to England, Wales, and Scotland from Quarter 2.

Checking and editing instructions for these questions will be issued later.

Jan 93

Question 65 - 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 someone else it should be transferred to Q66.

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

If an informant is contributing to a pension plan which is designed to pay of his mortgage on retirement (ie a pension mortgage), then this should be written beside the entry. (See Q43-46 - Mortgages).

Editing

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

An error message will appear if there is an entry coded 3, 4 or 6 at Q66 and the year given at this question is the same as that given at Q66. If the entries clearly relate to the same policy, the entry at Q66 should be deleted but first refer to supervisor as duplication is unlikely.

As the year is now given at both questions, it should be easier to check whether the entries relate to the same policy.

Jan 93



Question 66 - Life, death, endowment policies  
Checking

Code any entries as follows:

House endowment (where house is specifically mentioned)	2
Endowment (including endowment savings plan)	3
Life (excluding fixed term) or death	4
Fixed term life (including retirement policy, capital accumulation plan)	5
Others	6

Check that there is a spender number for each entry.

1. Any kind of endowment insurance (eg life and endowment, death and endowment or education endowment) but excluding house endowment should be coded 3 at the OFF USE box.
2. An endowment policy for a mortgage on a second dwelling should be coded 216 in either the Diary or at Q131. Delete any entry at this question.
3. If a life assurance policy includes an element for personal accident and the two components are given separately then the life assurance component should be coded 4 at this question and the personal accident component transferred to Q67 (code 1). If the two components are not given separately, the total amount should be coded 6 at this question.
4. If the amount invested in a Unit Trust savings plan (eg Save and Prosper) or Personal Equity Plan (PEP) includes an element for life assurance and the two components are given separately then the life assurance component should be coded 4 at this question and the remainder should be coded as 803 in the diary if paid during the record keeping period (or as 803 at Q131 if paid by standing order, etc.). If the two components are not given separately, the total amount should be deleted from Q66 and either coded 803 in the diary if paid during the record keeping period or, if not paid during record keeping, then transferred to Q131 and coded 803.
5. Annuities should be coded 6.
6. If superannuation and widows' and orphans' insurance is deducted from salary, it should not be entered at this question.
7. Any mortgage protection policy, including a separate term assurance policy covering a pension mortgage, should be transferred to Q51.

Editing

If code 6 is entered in the Office Use box a print message will appear. Check the 'type of policy' to see if this should be recoded as 2 to 5 or transferred to another question. See paragraphs 1 to 7 above.

Missing payments are to be imputed using current gross weekly household income (Life Insurance category).

If there is a duplicate entry for house endowment at Q46 or for a personal pension at Q65 an error message will appear. The entries at Q66 should be deleted if they relate to the same policies.

Question 67 - Other insurance policies

Checking

Code any entries 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 Q53 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 Q53 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 (Hospital Savings Association)  
Medical aid  
Mutual aid  
Oddfellows  
Penny in the £ hospital fund  
Saturday fund  
Sick clubs

Question 67 - Other insurance policies (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. Credit card protection insurance (eg Cardwise)
- iv. Animal insurance
- v. Rentokil insurance
- vi. Private school fees plan
- vii. (Loss of) license insurance.
- viii. Redundancy insurance, including policy which covers mortgage payments in the event of unemployment.

The following should be excluded from the question:

- i. Insurance on TV sets, videos, TV games, home computers, washing machines, deep freezers etc (see Q53).
- ii. Insurance on personal goods such as furs, jewellery, cameras etc (see Q53).
- iii. Insurance on caravans/houseboats (see Q53).
- iv. Windscreen, 'green card' insurance and insurance for taking a car abroad (eg AA) should be included at Q100(c) or Q104(c).
- v. Insurance for package holidays should be entered at Q127(e) or Q127(h). Insurance for non-package holidays should not be included in the A schedule (ie Q128(b) or Q129(b)) but coded in the diary if paid during the record-keeping period.
- vi. Insurance for repayment of loans should be included in the loan payment or HP instalment at Q113(c) or Q115(h) respectively.

Note

Insurances covering more than one type should be coded to the one for which they were primarily taken out. If the primary purpose cannot be determined from interviewer notes, etc code to the first named type of policy and transfer to another question if appropriate. Thus a policy described as endowment/sickness would be transferred to Q66 and coded there as an endowment policy.

Editing

If code 4 is entered in the Office Use box a print message will appear. Check the 'type of policy' to see if this should be recoded as 1 to 3 or transferred to another question. See description above of codes 1 to 4.

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

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Jan 93

Questions 68-78 - General notes on telephone payments

1. Telephone account PAID DIRECT by employer

If all of the account is paid direct, code 2 should be ringed at Q69 and Q76 should be coded 3 if Q68 is coded 1, otherwise Q76 should be left blank.

If a part of the account is paid direct then code 1 should be ringed at Q62 the part paid by the informant entered at Q70 and code 3 ringed at Q76.

If all or part of the account is paid direct delete any entry for telephone expenses at Q143.

2. Telephone expenses REFUNDED by employer

If all or part of these expenses are refunded, code 1 should be ringed at Q69, the whole account entered at Q70 and code 3 ringed at Q76.

Check that the amount refunded is entered against 'telephone' at Q143.

3. Telephone account PAID DIRECT by someone outside the household (other than employer)

If all of the account is paid direct, code 2 should be ringed at Q69 and Q76 should be coded 1 if Q68 is coded 1, otherwise Q76 should be left blank.

If all of the account is paid direct, the contribution made from outside the household should appear at Q145. If it does not appear there, enter it.

4. Telephone expenses REFUNDED by someone outside the household (other than employer)

If all or part of these expenses are refunded, code 1 should be ringed at Q69 and the whole account entered at Q70.

If all is refunded Q76 should be coded 1, but if a part is refunded Q76 should be coded 2 and the informant's share entered at Q77.

If all or part of the expenses are refunded the contribution made from outside the household should appear at Q144. If it does not appear there, 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 Q70 and code 3 ringed at Q76. Check that there is a claim against 'telephone' at Q47 - B schedule.

Questions 68-78 - General notes on telephone payments (continued)

6. Shared telephone

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

- a. The household in whose name the telephone is installed (ie the household that receives the BT/Mercury account or is the subscriber):
  - Code 1 at Q68, 1 at Q69 and 1 or 2 as appropriate, at Q69(a).
  - Enter the full amount of the bill at Q70 or at Q72 and Q74 as appropriate.
  - Code 2 at Q76 and enter the amount actually paid by this household at Q77.
- b. All other households who share the telephone:
  - Code 2 at Q68, 1 at Q69 and 3 at Q69(a).
  - Enter the amount actually paid by the household at Q70.
  - Code 3 at Q76.

Notes:

1. Account not yet paid at sampled address  
The last account paid at the previous address should be accepted. If this is not known it should be imputed at the editing stage.  
  
If the household has not occupied a previous address (eg in the case of a newly married couple), impute an amount at the editing stage.
2. If the telephone rental is paid by Social Services, only the amount paid for the calls that are made should be entered at Q70/74.
3. Installation charges should be accepted at Q70/74 as well as payment for a telephone alarm line.
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 752 in the diary if payments are made during the record-keeping period.
5. If the informant has purchased a telephone this should be coded 414 in the diary if purchased during the record keeping period.
6. If an informant is paying a separate bill for a Mercury phone as well as a B.T phone add them together adjusting period code if necessary.

Editing

1. If code 3 is ringed at Q69(a) a print message will appear. Check the answer given to see if the question should be recoded as 1 or 2.
2. Imputation
  - (i) If the last account payment (Q70) is not known:  
Impute a value based on current gross weekly household income.  
Enter the imputed amount and the appropriate period code at Q70 and Q71 respectively.

Questions 68-78 - General notes on telephone payments (continued)

- (ii) If the last payment (Q72) is not known but the charge on the last advice (Q74) is given:

Enter the amount and period code for the 'last advice' (Q74 and Q75) at the 'last payment' questions (Q72 and Q73).

- (iii) If the last payment is given but the charge on the last advice is not known:

Enter the amount and period code for the 'last payment' at the 'last advice' questions.

- (iv) If both the last payment and the charge on the last advice are not known:

Impute a value based on current gross weekly household income. Enter the imputed amount and the appropriate period code at both the 'last payment' and the 'last advice' questions.

3. Abatement

- (i) If the last account payment (Q70) is abated then the informant's share of the account (Q77) must also be abated by the same proportion. If one variable is abated but not the other, an error message will appear.

- (ii) Similarly, if the last payment (Q72) is abated then the charge on the last advice (Q74) and the informant's share of the account (Q77) must also be abated by the same proportion. If only one or two of these variables is abated an error message will appear.

Questions 79-94 - General notes on 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, or 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 consumer 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 periodically reads the meter and renders an account which is paid in the normal way, this should be treated as an account payment, and should be coded 6 at Q79 and 5 at 87(a). Any payments made during the record keeping period should be coded to account payments, (code 914 for gas and 917 for electricity).
4. Account not yet paid at sampled address  
The last account paid at the previous address should be accepted. If this is not known it should be imputed at the editing stage.  
  
If the household has not occupied a previous address (eg in the case of a newly married couple), impute an amount at the editing stage.  
  
The imputation procedure is described at Q81/89 or Q83/91 and Q85/93.
5. Account in credit  
If the account is in credit, the last payment should be accepted. If this is not known, it should be imputed at the editing stage.
6. Accounts are usually paid quarterly but they may also be paid monthly or bi-monthly. In Scotland accounts are usually paid bi-monthly.
7. "Primary charge" is the same as 'standing charge' and should be included in the account.
8. Collecting fee (where regular budget payments are shown) should be included in any amount paid for electricity/gas.
9. Installation charges should be accepted at these questions.  
If a 'connection charge' only is noted (if household has just moved in) accept amount using period code 6.

10. Account paid direct by someone outside the household (excluding DSS)
- (i) If all of the account is paid direct code 8 should be ringed at Q79 and code 6 at Q87(a). All other questions should be blank.
  - (ii) If a part of the account is paid direct Q79-94 should be completed in the normal way but remember, only that part of the account paid by the informant should be entered at Q81/89.

If all or a part of the account is paid direct the contribution made from outside the household should appear at Q145. If it does not appear there, enter it.

11. 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 6 should be ringed at Q79 and code 5 at Q87(a). The whole account (including the part paid direct by DSS) should be entered at Q81/89.
- (ii) Add the amount paid by DSS to the income support received at Q58(a)(ii) B schedule, provided it has not already been included there.
- (iii) If all or part of the account is paid direct, the contribution made by DSS should appear at Q145. If it does not appear there, enter it.
- (iv) If the amount paid by DSS is not known and the informant does not pay anything, code 6 should be ringed at Q79, code 5 at Q87(a) and no further questions answered. If, however, the informant pays part of the account then this should be entered at Q81/89.

12. Local authority budgeting schemes.

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.

If an element for fuel has been included in the services (Q22) it should be deducted from this question and also from the rent (Q17) and transferred to Q81/89. Code 6 should be ringed at Q79 and code 5 should be ringed at Q87(a). If an amount has already been entered at Q81/89 the fuel element at Q22 should still be transferred unless it is clear from an interviewer's note that it has already been included at these questions or the two amounts are the same. (See also para 6 at Q22).



If a fuel element has been included at Q22 but the amount is not known, it should be imputed using current gross weekly household income. The imputed amount should be deducted from Q17 and Q22 and transferred to Q81/89 (as described in the previous paragraph) unless it is clear that it has already been included at these questions. Code 6 should be ringed at Q79 and code 5 should be ringed at Q87(a).

13. Gas/electricity charges included in rent or service charge (Q17 and 22) (excluding budgeting schemes run by a local authority - see paragraph 12)

(i) Heating/Hot Water

If heating is supplied from a central source, as in a block of flats, and it is included in the rent (Q17 and Q22), 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.)

Unless specified as gas at Q22, assume hot water is fuelled by electricity. Add the amount to Q79-86, abate from Q22 and from rent at Q17 if shown there.

Check that the relevant code is ringed at Q96(a). If the type of fuel is not known then check that code 6 is ringed (Other/DK fuel).

(ii) Cooking/lighting etc

If the amount is given

If cooking or lighting charges are included in the rent (Q17 and 22), delete the amount shown at these questions and enter it at the questions on electricity/gas supply. Amend the main questions (Q79 or Q87) if necessary. If the charge was included in the rent deduct this amount from the rent payable (Q17 and Q22).

If the amount is not given

Impute the amount based on current gross weekly household income and enter it at the questions on electricity/gas supply. Amend the main questions (Q79 or Q87) if necessary. If the charge was included in the rent deduct the imputed amount from the rent payable (Q17).

Questions 79/87(a) - Method of payment of electricity and gas

Note the new code for 'paid direct by someone outside the household' at Q79 & Q87(a).

Note code 4 covering 'cards, discs, tokens and keys' is being included for electricity and 'cards or discs' for gas.

If the method of payment is unclear, then refer to RO.

Editing

If code 6 is ringed at Q79 or code 5 is ringed at Q87(a) a print message will appear. Check the answer given to see if the question should be recoded to one of the other codes. See notes below.

Some other method includes:

- (i) Payments made direct by DSS and deducted from the informant's income support.
- (ii) Local authority budgeting schemes where the rent payment includes a proportion of the electricity and/or gas charges.
- (iii) Account payments by meter ie where the person has his own key.
- (iv) Where two or more methods of payment are shown at Q79 or Q87(a).

Code 5 at Q79 applies to Northern Ireland only. They should be asked Q85 and Q86 only.

Jan 93

Question 80/88 - Slot meter rebate

Rebate not yet received at sampled address

The last rebate received at the previous address should be accepted, provided the informant pays by meter at this address. If this is not known it should be imputed at the editing stage.

If the household has not occupied a previous address, impute an amount at the editing stage.

No rebate received when slot meter emptied

If no rebate was received, code No at Q80/88.

If a payment was made because the amount in the meter box was insufficient, this should be coded 254 or 255 in the diary if paid during the record keeping period.

Deductions from a rebate

If an amount was deducted from a rebate for rental, maintenance, HP etc, then this should be added back to the amount of rebate received.

Editing

If the amount of rebate received last time is not known impute an amount, based on current gross weekly household income.

Jan 93

Questions 81/89 - Last account payment

Imputation

If the last account payment is not known, impute an amount based on current gross weekly household income. Enter the imputed amount and the appropriate period code at Q81/82 and Q89/90 respectively.

Jan 93

Question 83/91 - Last payment - board budgeting scheme

Question 85/93 - Charge on the last advice - board budgeting scheme/COCD

If the last payment was a 'correcting' payment, it should still be entered.

Maintenance charges should be excluded from these questions and entered at Q119.

## Editing

### 1. Imputation

- (i) If the last payment (Q83/91) is not known but the charge on the last advice (Q85/93) is given:

Enter the amount and period code for the 'last advice' (Q85/86 and Q93/94) at the 'last payment' questions (Q83/84 and Q91/92).

- (ii) If the last payment is given but the charge on the last advice is not known (or is a credit):

Enter the amount and period code for the 'last payment' at the 'last advice' questions.

- (iii) If both the last payments and the charge on the last advice are not known:

Impute a value based on current gross weekly household income. Enter the imputed amount and the appropriate period code at both the 'last payment' and the 'last advice' questions.

- (iv) COCD (code 5 at Q79)

The imputation procedure described at (i) to (iii) above does not apply to those paying by COCD as they are asked Q85/86 only.

In this case, if the charge on the last advice is not known, impute an amount based on current gross weekly household income.

Enter the imputed amount and the appropriate period code at Q85/86 respectively.

### 2. Abatement

If the last payment (Q83/91) is abated then the charge on the last advice (Q85/93) must also be abated by the same amount or proportion. If one variable is abated but not the other, an error message will appear.

## Questions 95-97 - Durables and central heating

### General Notes

1. Communal washing machines: If a block of flats has washing machines available in 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 owned 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 (Q17 or Q22), no entry should be made at Q97(a).
6. At multi-household address where the source of heating is situated in one of the households, the type of central heating coded by the interviewer should be accepted.
7. If the central heating is supplied by bottled gas eg calor gas, code 5 at Q96(a) should be ringed.
8. Do not accept durable items which are beyond repair or cannot be used, eg central heating that has been disconnected.
9. Maintenance contracts for central heating should not be included at Q97(a) but at Q119.

### Editing

If Q97(a) is not known an error message will appear. Impute the amount of expenditure on oil for central heating, based on current gross weekly household income.

Jan 93

Question 98 - Rental or subscription for TV sets, video recorders, cable TV, or satellite TV

In 1993 the question about TV ownership has been deleted. All that is now required is the total amount paid for all TV's, video recorders etc rented by each person in the household. It will no longer be necessary therefore to split the rental payments.

#### Checking

Check that there is a spender number for each entry.

- Notes:
1. Rent of TV aerial included in TV rental should be accepted as part of the rental at Q98(a)(i).
  2. 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 Q99.
  3. Cable TV must be rented. It is possible either to rent or to own the TV to which the cable is attached.
  4. Satellite TV. A satellite receiving system may include a satellite dish, a satellite decoder and a subscription for additional channels. There may be different methods of payment for different parts of the system. For example, an informant may own the dish outright, rent a decoder and pay a subscription for additional programme channels.

If a satellite dish is owned it should be coded 408 in the diary if paid during the record-keeping period.

#### Editing

If code 3 is ringed at Q98(a) a print message will appear. Check the answer given to see if the question should be recoded as 1 or 2.

If the amount of rental paid for a television, video etc is not known then impute using current gross weekly household income.

Jan 93

Question 99 - 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 Q17 and also from Q22 and transfer an annual equivalent figure to this question.

Editing

If the amount spent on a TV licence is not known then impute the current cost using the amounts given below. Unless 'black and white' is stated, assume a colour TV licence was purchased and that it was bought at the time of interview. The cost of a TV licence is given below:

	From April 1992	From April 1993
Colour	£80.00	£83.00
Black and White	£26.50	£27.50

Note that an additional amount is payable (about £5-6 a year) if the informant pays by quarterly instalments.

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Jan 93



Question 100-108 - Ownership and continuous use of motor vehicles

Note that in 1993:

Qs100-103 ask about vehicles owned currently and in the last 12 months.

Qs104-108 ask about vehicles which a person has for continuous use currently and in the last 12 months.

In 1992

Vehicles owned or for continuous use currently were included in one question (Q93).

Vehicles owned or for continuous use in the last 12 months were included in a different question (Q97).

In 1993, the period code for vehicle insurance at Q100/104 has been deleted from the schedule.

Jan 93

Question 100/104 - Ownership and continuous use of motor vehicles  
Checking

Check that there is a spender number for each entry.

Check that road tax and insurance are not duplicated between Q100 and Q104.

If a person has owned more than one car/van during the last 12 months, check that there is no duplication of road tax and insurance between the cars/vans at Q100. If an insurance is carried over from one car to another it should only appear under one car.

Similarly, if a person has had continuous use of more than one car/van during the last 12 months, check that there is no duplication of road tax and insurance between the cars/vans at Q104.

- Notes:
1. Car includes three wheel cars and normal cars converted for invalid use.
  2. Van includes lorries, pick-ups, land rovers, jeeps, motor caravans, caravanettes.
  3. Motor cycle/Moped includes scooters, invalid tricycles.
  4. If a spender owns or has the use of a vehicle which is either not taxed or insured or is "off the road", this should be included. Company cars used exclusively for company business should be excluded.
  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' includes cars supplied by an 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. Include windscreen, 'green card' insurance and insurance for taking a car abroad (eg AA) at Q100(c) or Q104(c).
  9. Under the motability scheme, recipients of mobility allowance may hire or purchase a car.
    - i. Hire of car: car should be entered at Q104 (continuous use) and Q105 coded 2.
    - ii. Purchase of car: car should be entered at Q100 (owned), and details should appear at the HP question (Q114-115). The rate of motability allowance at the beginning of the agreement is paid to Motability Finance.

Question 100/104 - Ownership and continuous use of motor vehicles  
(continued)

10. Car leasing payments

If a person owns a car under a leasing contract (ie it is not a company car) proceed as follows:

- (i) Enter the vehicle at Q100 (owned).
- (ii) Transfer the leasing payment (which should appear in the margin) to standing order Q131, if not already entered there, and code it to 556.
- (iii) Do not transfer the amount to the diary but if it appears there, do not delete it.
- (iv) If the lease payments are missing or the information is not clear, refer to R.O.

Editing

1. Imputation

If an entry for motor vehicle insurance is not known impute a value, based on current gross weekly household income. If an amount for road tax is not known then enter the appropriate amount. 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 ring code 9.

2. Vehicle type

If code 4 is ringed at Q100 or Q104 a print message will appear. Check the answer given to see if the question should be recoded as 1 to 3 (See Notes 1 to 3). Vehicles such as tractors should be deleted if used for business purposes only. All lorries should be referred to RO.

3. A warning message will appear if a self-employed person who does not have a subsidiary job as an employee, has continuous use of a motor vehicle at present. If there is a note at Q104 or Q105 saying that the 'car/van is owned by the business' then delete the whole entry (ie record 75) at Q104-108 and transfer the relevant details to Q100. If there is no note to this effect, do not take any action.

4. The number of records 74 should be greater than or equal to the number of records 76 plus the number of records 95 for that person, otherwise an error message will appear. This means that there are vehicles at Q102 or Q103 which are not accounted for at Q100. Refer to RO.

Question 101 - Petrol provided by employer for private motoring (owners)

This question applies only to those who at present own a car.

Editing

An error message will appear if a self-employed person, who does not have a subsidiary job as an employee, is provided with petrol by an employer (code 1 at Q101). If there are no interviewer notes indicating the action to be taken, recode Q101 to 2.

Jan 93

## Question 102 - Vehicles purchased (in last 3 months)

This question applies only to those who own or who have owned a vehicle in the last 12 months.

### Checking

Check that there is a spender number for each entry.

Vehicles bought with a loan from an employer (coded 6 at Q113(a)) or those bought with cash or with a loan from a friend or relative or with an overdraft should be entered at this question. Q102(a)-(f) should therefore be answered.

Vehicles bought on HP or with a loan from an organisation coded 1-5 at Q113(a) should not be entered at this question but if they are, then Q102(a)-(b) should be answered and Q102(c)-(f) must be left blank. Do not delete the record.

In 1993, a question (Q102(b)) is asked about the method of payment. This will ensure that Q102(c)-(f) are answered only for vehicles which should be entered here.

Check that any road tax or insurance has not been duplicated at Q100. If it has, then delete that element at Q100. Do not abate the cash price at Q102(d) because of inclusion of road tax, insurance or part exchange.

Check that vehicles included at this question and at Q115 are accounted for at Q100.

Delete any car bought on the day of the interview.

### Editing

1. If code 4 is ringed at Q102(a) a print message will appear. Check the answer given to see if the question should be recoded as 1 to 3. (See Notes 1 to 3 at Q100/104). Vehicles such as tractors should be deleted if used for business purposes only. All lorries should be referred to RO.
2. Where it is known that the purchase price includes road fund tax but no amount is shown then enter a 6 month value for second hand vehicles and a 12 month value for new vehicles.
3. An error message will appear if the amount allowed in part exchange for the purchase of a vehicle is equal to that received from the sale of a vehicle, ie if the amount at Q102(f)(i) is equal to the amount at Q103(b). If it is clear that the amounts entered at these questions relate to the same vehicle, the whole entry (ie record 95) at Q103 should be deleted.

Jan 93

Question 102 - Vehicles purchased (in last 3 months) (continued)

4. Checks have been introduced linking this question with the loan and HP questions.

- (i) If Q102(b) is coded 1 then the vehicle should also appear at the loan question, where it should be coded 1-5 at Q113(a).

Checks 4 and 5 (error messages) cover vehicles which should be coded 1-5 at Q113(a). The checks will appear if there is no loan for a vehicle or if there is a loan for a vehicle then either Q113(a) is not coded 1-5 or the difference between the interview date and the loan date is greater than 4 months or Q113(f) is not coded 501-503.

Check the details given at the loan question and if it is clear that the entries relate to different vehicles or there is no entry for a vehicle, enter the relevant details at Q113, otherwise refer to supervisor.

- (ii) If Q102(b) is coded 2 then the vehicle should also appear at the HP question.

Checks 6 & 7 (error messages) will appear if no vehicle has been bought on HP or if a vehicle has been bought on HP then Q115(a) is not coded 501-503.

Check the details given at the HP question and if it is clear that the entries relate to different vehicles or there is no entry for a vehicle, enter the relevant details at Q115, otherwise refer to supervisor.

- (iii) If Q102(b) is coded 3 then the vehicle should also appear at the loan question, where it should be coded 6 at 113(a).

Checks 8, 9 and 10 (error messages) cover vehicles which should be coded 6 at Q113(a). The checks will appear if there is no loan for a vehicle or if there is a loan for a vehicle then either Q113(a) is not coded 6 or the difference between the interview date and the loan date is greater than 4 months or Q113(f) is not coded 942-944 or the cash price at Q102(d) is not equal to the cash price at Q113(h).

Check the details given at the loan question and if it is clear that the entries relate to different vehicles or there is no entry for a vehicle, enter the relevant details at Q113, otherwise refer to supervisor.

Question 103 - Vehicles sold (in last 3 months)

This question applies only to those who own or have owned a vehicle in the last 12 months.

Check that there is a spender number for each entry.

This question covers only vehicles sold for cash, not those sold in part exchange.

Check that vehicles included at this question are accounted for at Q100.

Editing

If code 4 is ringed at Q103(a) a print message will appear. Check the answer given to see if the question should be recoded as 1 to 3. (See Notes 1 to 3 at Q100/104). Vehicles such as tractors should be deleted if used for business purposes only. All lorries should be referred to RO.

Jan 93

Question 105 - Car/van provided for continuous use

This question applies only to those who at present have continuous use of a car or van, ie those coded 1 or 2 at Q104(a) and 1 at Q104(d).

Editing

If a self-employed person is coded 1 or 2 at this question, a warning message will appear. If there is a note at Q104 or Q105 saying that the 'car/van is owned by the business' then delete the whole entry at Q104-108 (ie record 75) and transfer the relevant details to Q100. If there is no note to this effect, do not take any action. Note a car or van may be provided by a friend or relative.

If a self-employed person does contract work for a firm which provides a car/van for his continuous use, Q105 should be coded 2.

May 93



Question 106 - Car/van engine size

This question applies only to those who at present have continuous use of a car or van provided by their employer or spouse's employer ie those coded 1 or 2 at Q104(a) and 1 at Q104(d) and 1 at Q105.

Editing

Accept DK's at this question. Do not impute.

Jan 93

Question 108 - Petrol provided by employer for private motoring (continuous use)

This question applies only to those who at present have continuous use of a car.

#### Editing

An error message will appear if a self-employed person, who does not have a subsidiary job as an employee, is provided with petrol by an employer (code 1 at Q108). If there are no interviewer notes indicating the action to be taken, recode Q108 to 2.

Jan 93

Question 110 - Season tickets

Checking

Code any entries as follows:

Train only	1 )	
Tube only	2 )	Diary code 936
Train and tube	3 )	
Bus only	4	Diary code 937
Bus and tube	5 )	
Bus and train	6 )	Diary code 938
Bus, tube and train	7 )	
Other	8	Diary code 939

Check that there is a spender number for each entry.

Include

- (i) 'Season tickets covering a period of two days or more.

Exclude

- (i) Tickets covering a period of one day only, eg one day travel or capital card.
- (ii) Travel tickets covering a specified number of journeys.
- (iii) Passes that enable a person to obtain reduced fares on buses or trains. These are not season tickets.
- (iv) OAP concessionary bus passes, permits, tokens or tickets - see Q54, B Schedule.
- (v) Railcards.
- (vi) Bus clipper cards.
- (vii) State school bus and train passes.

If there is a note saying that the season ticket has been obtained with a loan, check that this has also been entered at the loan question.

Season tickets for state school and private school children are sometimes entered at both Q110 and Q135. The table on the next page 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.

Jan 93

Question 110 - Season tickets (continued)

Season tickets

If occur in diary  
Code as follows:

State school children	- Accept at both Q110 and Q135		
	If entered at	Q110 only	936-939
	"	Q135 only	977
	"	Q110 and Q135	977
Private school children	- Accept at	Q110 delete from Q135	936-939
School Bus			
State school children	- Delete from	Q110 accept at Q135	977
Private school children	- Accept at	Q110 delete from Q135	936-939

Editing

If code 8 is entered in the Office Use box, a print message will appear. Check the 'mode of transport' to see if this should be recoded as 1 to 7.

Jan 93

Question 111 - Credit, charge, shop or store card account on which interest or an annual standing charge is made

Holders of charge cards (eg American Express, Diners Club) are required to pay an annual subscription or standing charge, as are holders of many credit cards (eg Lloyds Access, Barclaycard). Other banks may introduce annual charges in due course.

Cash point cards, bankers cheque cards, ETF (debit) cards such as Barclays Connect and Switch, and cards such as 'Abbey Link' should be excluded.

Jan 93

Q112 - Annual standing charge paid in last 12 months

Check that there is a spender number for each entry.

Holders of charge cards (eg American Express, Diners Club) are required to pay an annual subscription or standing charge, as are holders of many credit cards (eg Lloyds Access, Barclaycard). Other banks may introduce annual charges in due course.

Cash point cards, bankers cheque cards, ETF (debit) cards such as Barclays Connect and Switch, and cards such as 'Abbey Link' should be excluded.

#### Editing

A print message will appear if the DK code is ringed. If the name of the card given at Q112(a)(i) is one of those on the list supplied by research, enter the relevant amount at Q112(a), otherwise refer to RO.

1.B:HHLDSCHD.7

Jan 93

## Question 113 - 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 direct to the vendor this is an HP agreement. The information should therefore be transferred to Q114/115.

### Code 2 Credit Union

A loan from a credit union organisation is usually for a specific item costing a relatively small amount. Credit unions operate on similar lines to a savings club so it is possible for a borrower to receive interest as well. This type of loan seems to occur more frequently in Northern Ireland than GB.

### Code 3 Second mortgage

A second mortgage is sometimes referred to as a 'personal loan', 'bank loan' or 'overdraft facility' and is mainly used to pay for large items of expenditure (eg home improvements, car etc).

The distinguishing feature of a second mortgage is that it uses the person's home as security and is a completely separate arrangement from the original mortgage.

#### Code 3 should include:

- a second mortgage on the sampled dwelling (but not for purchase). There should be separate arrangements from a mortgage for purchase. This usually means two separate payments are made either with the same lender or a different lender.
- a mortgage taken out on a property which was originally purchased outright or acquired in some other way, eg through inheritance. (Q35 should be coded 2 or Q38 should be coded 2).
- any mortgage on any dwelling other than the sampled dwelling.
- Home Asset Scheme (seen on Northern Ireland budgets) is where the informant uses the equity on his property to obtain a loan from the bank. The amount can be up to the maximum equity but excludes any amount mortgaged to another lender.

The following types of mortgage should not be included here but should be entered at Q39-52. (For further information, see mortgage questions).

- a second mortgage used to purchase the sampled dwelling.
- a re-mortgage.
- a 'top-up' of an existing mortgage/further advance.

Jan 93

Question 113 - Loans (continued)

Codes 4 and 5 Bank or Building Society (direct)

The most common form of loan direct from a bank or building society 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).

Code 6 - Loan from employer

If the employer is an organisation that grants credit direct to the public as a part of its business (eg finance house, bank, building society, insurance company etc) then Q113(a) should be recoded 1-5 as appropriate.

eg: if the employer is an insurance company, and is the source of the loan to an employee, then recode the loan to finance house (code 1).

If the employer is an organisation that does not grant credit direct to the public as part of its business then code 6 is correct at Q113(a), so do not delete the loan.

Code 7 - Loan from DSS Social Fund

Since April 1988, lump sum payments for items such as furniture, clothing, cookers etc have been made in the form of a loan to be repaid either by direct payments or deduction from benefit, usually income support.

Jan 93



Question 113 - Item being bought by a loan

Grid at top of page 40 - A schedule

The grid is to assist interviewers (as well as checkers and editors) to account for all the various loans which a person may have obtained, particularly when a single loan covers several items. Note that this information is not being keyed.

Checking

Check that there is a spender number for each entry.

If more than four items are purchased then additional pages should be added and the column numbers changed to 5, 6, etc. These pages should be secured between p.42 and 43 before the budget is sent to Runcorn. This will facilitate keying.

Refer to RO if either loan (Q113(b)) or instalment payment (Q113(c)) is missing.

1. Apportioning the loan

If more than one item is purchased with the same loan, each item should be entered in a separate column.

(i) If there is a part exchange component and/or down payment, a distinction is made between motor vehicles and other items.

(a) Motor vehicles including tax, insurance etc, (See example shown in Tables 1 and 2).

Assuming that the whole of the part exchange component and/or down payment were allowed in respect of the vehicle only, the loan amount for the vehicle should be calculated as follows:

Loan amount = Cash price - Part exchange - Down payment

The loan amounts for tax and insurance should also be calculated using the above equation. However, since no part exchange or down payment is being allowed in respect of these items, their loan amounts will be the same as their cash price. The amounts given at Q113(i) for tax and insurance should also be entered at Q113(b).

The loan instalment (ie the last payment) should then be apportioned according to the loan amount for each item.

(b) All items except motor vehicles.

If there is a part exchange component and/or down payment for a loan which does not include a motor vehicle, refer to RO.

Jan 93

Question 113 - Item being bought by a loan (continued)

(ii) If there is no part exchange component and no down payment.

The loan amount for each item will be the same as its cash price so the amounts given at Q113(I) should also be entered at Q113(b).

The loan instalment should then be apportioned according to the loan amount for each item.

After apportioning the loan

Check that the total amount of the loan has been accounted for. Each item purchased should satisfy the equation:

Loan amount = Cash price - Part exchange - Down payment  
Q113(b)            Q113(i)            Q113(j)            Q113(k)

An error message will appear if the difference is more than plus or minus £1.

If a TV is purchased in combination with a satellite dish or video and the amount for each item is not given, see apportioning instructions at Q114-115 (Checking)

Jan 93

Question 113 - Item being bought by a loan (continued)

Example

Table 1 - Loan Question as completed by interviewer (before apportioning)

	Car	Car tax	Car insurance
Spender No	01	01	01
Loan amount	4000		
Loan instalment	50		
Cash price	5000	100	400
Part exchange	1000		
Down payment	500		

Table 2 - Loan Question as completed by the checker (after apportioning)

	Car	Car tax	Car insurance	Total
Spender No.	01	01	01	
Loan amount	3500	100	400	4000
Loan instalment	44	1	5	50
Cash price	5000	100	400	5500
Part exchange	1000	-	-	1000
Down payment	500	-	-	500
Cash price -				
Part exchange -	3500	100	400	4000
Down payment -				

Note - the last row and the last column are shown for illustration purposes only. They must not be entered on the budget.

2. Loan for purchase of motor vehicle

- (i) All organisations coded 1-5 at Q113(a)

(This includes employers that normally grant credit direct to the public as they should have been recoded as 1 to 5).

The code to be entered at Q113(f) will depend on the type of vehicle:

New car/van	-	501 ) See diary item
Second hand car/van	-	502 ) codes for
Motorcycle/scooter/moped (new and second hand)	-	503 ) fuller description

The details should not appear at Q102 see 'Editing' para 6(ii).

Question 113 - Item being bought by a loan (continued)

(ii) Employer coded 6 at Q113(a)

(This relates only to employers that do not normally grant credit direct to the public).

The code to be entered at Q113(f) will depend on the type of vehicle:

New car/van	-	942	) see diary item
Second hand car/van	-	943	) codes for
Motorcycle/scooter/moped (new and second hand)	-	944	) fuller description

If the vehicle was purchased within 3 months of the interview date, the details should appear at Q102 - see 'Editing' para 6(ii).

3. Loan for purchase of season ticket

All organisations coded 1-6 at Q113(a) - (including all employers)

Enter code 936, 937, 938 or 939 at Q113(f). If the season ticket was purchased within 12 months of the interview date, the details should appear at Q110, - see 'Editing' para 6(iii).

The reason why season tickets should appear at Q110 in all cases where they were purchased within 12 months of the interview date, is that the only diary codes which can be allocated to them at the loan question are '900' codes. Therefore the data would be lost if it were not recorded there.

4. Loan for purchase of all other goods and services  
(Excluding motor vehicles and season tickets).

All organisations coded 1-7 at Q113(a) - (including all employers)

- (i) If all of the loan has been spent and the item(s) purchased is/are known, code to the item(s) purchased.
- (ii) If it is clear from interviewer notes that none of the loan or only part of the loan has been spent, whether or not the informant has stated the items to be purchased, code the amount not spent to 999. Do not refer to RO.
- (iii) If £1000 or less (whether this relates to the whole or part of a loan) cannot be attributed to any particular item but has been spent on 'general living expenses' or 'miscellaneous goods and services', the amount should be split equally between codes 750, 799 and 999, (ie 1/3 should be allocated to each code).  
  
If more than £1000 has been spent on 'general living expenses' etc. refer to RO at the checking stage.
- (iv) If a loan is very recent (eg only a month ago) and the purpose for which it is to be used is not known, assume that none of the money has been spent and delete the whole record.

Question 113 - Item being bought by a loan (continued)

5. Second mortgage/mortgage on a second dwelling (code 3 at Q113(a))

If the interviewer's note indicates that such a mortgage has been taken out, check that the loan payment has not also been included at Q44 or Q47. If it has, then delete the amount at Q44 or Q47. If in doubt, refer to RO.

Other types of loan

1. Bridging loans for the purchase of a main dwelling (code as 221)
2. Loan to pay off other loans (code 787 - if the loan is one of the 7 types at Q113(a), otherwise see paras 1 or 3 to 7 on this page).

3. Overdrafts

Delete the record.

If an overdraft was used to purchase a motor vehicle which was bought within 3 months of the interview date, transfer the details to Q102 provided they have not already been entered at this question, then delete the record.

4. Business loans

Delete the record

If in doubt as to whether the loan relates to the informant's business, refer to supervisor.

5. Loan from relatives or friends

Delete the record.

This type of loan should not appear at this question as none of the codes at Q113(a) applies.

If the loan was used to purchase a motor vehicle which was bought within 3 months of the interview date, transfer the details to Q102 provided they have not already been entered at this question, then delete the record.

6. Loan repayments made under a court order

Refer to RO.

7. Continuous credit schemes and Flexi-loans

Enter at Q113(b) the amount currently outstanding on the loan, at Q113(c) the current repayments, and at 113(f) the purpose for which the current loan or most recent loan was obtained. If in doubt, refer to Supervisor.

Question 113 - Item being bought by a loan (continued)

- Notes:
1. 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 apportioned between them.
  2. If 'insurance for repayment of loan' is mentioned either at this question or at Q67, it should be apportioned between the relevant items and added to the loan payments.
  3. If the informant has agreed to pay a fixed instalment but pays a variable amount, accept amount paid last time at Q113(c).
  4. If the outstanding debt for a particular item is subsequently paid off in one payment, this should be accepted even if the initial payments were interest free.
  5. Where the informant acted as a guarantor for an item bought using a loan and is now paying off the instalments, delete the record and enter a weekly amount in each week of the diary - code as 799.
  6. Car leasing - delete the record and enter the leasing payment at Q131, if not already entered there and code it to 556.
  7. If a TV and video are purchased together and the individual prices are not given, refer to RO.

Editing

1. A print message will appear if Q113(a) is coded 6. If the informant's employer grants credit direct to the public as part of its business then the question should be re-coded 1-5 as appropriate, otherwise it should be left as code 6.
2. A print message will appear if Q113(1) is coded 1. The amount shown at Q113(c) should be added to the appropriate benefit (usually income support) provided it has not already been included at that question. Adjust the amount for period code differences if necessary. If in doubt, refer to supervisor.
3. In 1993, a list will be circulated showing the diary codes which occur most frequently at the loan question (Q113(f)). If a code is entered which is not on this list, a validation warning message will appear. The code may be correct but it must be checked and amended if necessary.
4. If the last payment (Q113(c)) is not given and there is an interviewer note indicating that the informant has not actually made any payments, the whole record should be deleted. Do not refer to RO.

If the last payment is not given and there is no interviewer note or it is not clear whether the informant has made any payments, refer to RO.

Question 113 - Item being bought by a loan (continued)

5. If the loan amount (Q113(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 proportion.

6. Other edit checks

Checks have been introduced at LITEMPUR (Q113F) linking the loan question with:

(i) The retrospective recall questions 118-129.

These checks cover central heating installation/maintenance, capital improvements and repairs (contractors), moving house expenses, furniture, carpets, and holidays.

If the loan was taken out within the last 3/12 months (Q113(e)) (depending on the question) then there should be an entry at the relevant question.

For example if a loan was taken out in the last 12 months for replacing a roof, there should be an entry at Q121.

6. (ii) Purchase of motor vehicle.

Check 24 (warning message) covers vehicles coded 501-503 at Q113(f) and will appear if the cash price at the two questions is the same.

Check whether the code 501, 502 or 503 is correct and also refer to any interviewer notes. If it is clear that the entries at both questions relate to the same vehicle, amend Q102(b) to 1 and delete all details at Q102(c) to (f), otherwise refer to supervisor.

Checks 19-21 (error messages) cover vehicles coded 942-944 at Q113(f) and will appear if there is no corresponding entry at Q102.

Check whether the code 942, 943 or 944 is correct and whether any of the vehicles at Q102 could be the same as the vehicle at Q113. If it is clear that the entries relate to different vehicles, enter the relevant details at Q102, otherwise refer to supervisor.

(iii) Purchase of season ticket

Checks 15-18 (error messages) cover season tickets coded 936-939 at Q113(f). These could be obtained with a loan from any organisation coded 1-6 at Q113(a). The checks will appear if there is no corresponding entry at Q110.

Check whether the code 936, 937, 938 or 939 is correct and whether any of the season tickets at Q110 could be the same. If it is clear that the entries relate to different season tickets enter the relevant details at Q110, otherwise refer to supervisor.

Question 113 - Item being bought by a loan (continued)

(iv) Second dwelling in UK

Check 3 (error message) will appear if codes 215, 216, 225, 226, 227 or 229 are entered at Q113(f) and the household does not have a second dwelling in the UK (Q117 is coded 2 or Q117(a) is coded 2).

Check whether this second dwelling is, in fact, another main dwelling for example, a member of the household or the household itself may be planning to move to a new main dwelling. If it is clear that the household does not have a second dwelling in the UK, whether or not they have another main dwelling, recode Q113(f) as appropriate, otherwise refer to supervisor.

Jan 93



Question 114-115 - Items being bought under 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 Q113 and coded 1 at Q113(a).

Note that with HP the customer does not own the goods until the last instalment is paid. 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.

Checking

Check that there is a spender number for each entry.

If more than four items are purchased by HP or credit sale 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. If there is a part exchange component and/or down payment for one of the items only, refer to RO.

If a TV is purchased in combination with a satellite dish or video and the amount for each item is not given, the total cash price and instalment payments should be split in the following ratios:

-	TV : video	-	Split 3:2
-	Satellite dish : video	-	3:2
-	TV + satellite dish : video	-	6:2

(Note - TV and satellite dish have the same code (408) so the ratio should be 6 to TV + satellite dish and 2 to video)

If the purchase includes any other appliances eg TV and washing machine, refer to RO.

- Notes:
1. Where the hire purchase price (ie cash price plus interest) is given but the cash price itself is not known, refer to RO for an estimate.
  2. If the informant has agreed to pay a fixed instalment but pays a variable amount, accept the amount paid last time at Q115(h).
  3. If the outstanding debt for a particular item is subsequently paid off in one payment, this should be accepted even if the initial payments were interest free.

May 93

Question 114-115 - Items being bought under HP or credit sale agreement  
(continued)

4. 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.
5. Car leasing - delete the record and enter the leasing payment at Q131, if not already entered there and code it to 556.
6. If a TV and video are purchased together and the individual prices are not given, refer to RO.

Editing

1. If no down payment or instalment paid

There should either be a down payment (Q115(g)) or an instalment (Q115(h)) or both.

If neither are given and there is an interviewer note indicating that the informant has not actually paid any money although he may be in possession of the goods, the whole record should be deleted and Q114-115 recoded if necessary. Do not refer to RO.

If neither are given and there is no interviewer note or it is not clear whether the informant has paid any money, refer to RO.

2. Abatement

If the cash price (Q115(e)) is abated then all the other monetary entries (ie part exchange, down payment and instalment) must be abated by the same proportion.

3. Diary code validation warnings

In 1993, a list will be circulated showing the diary codes which occur most frequently at the HP question (Q115(a)). If a code is entered which is not on this list, a validation warning message will appear. The code may be correct but it must be checked and amended if necessary.

4. Edit checks

Checks have been introduced at HPITEMA (Q115A) linking the HP question with:

- (i) The retrospective recall questions 118-121 and 124-125

These checks cover central heating installation/maintenance, capital improvements and repairs (contractors), furniture and carpets.

Question 114-115 - Item being bought under HP or credit sale agreement  
(continued)

For example, if there is an HP agreement for furniture then there should be an entry at Q124.

Note that with an HP agreement there is no date limit because it is the total amount paid in instalments and deposit during the last 3/12 months that should be entered at these retrospective questions.

(ii) Purchase of motor vehicle

Check 13 (warning message) covers vehicles coded 501, 502 or 503 at Q115(a) and will appear if the cash price at the two questions is the same.

Check whether the code 501, 502 or 503 is correct and also refer to any interviewer notes. If it is clear that the entries at both questions relate to the same vehicle, amend Q102(b) to 2 and delete all details at Q102(c) to (f). Otherwise refer to supervisor.

Jan 93

Question 116 - Budget/option accounts, mail order clubs, loans from other person/organisation

#### 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 Ryman's and Top Shop.

#### Code 2 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. should be excluded.

Schemes run by different co-operative retail societies should be coded 3.

#### Code 3 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). If the informant is an agent and also makes purchases, the 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 4 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 commission is paid.

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

Jan 93

Question 116 - Budget/option accounts, mail order clubs, loans from other person/organisation (continued)

Code 5 Loan from check trader or other person or organisation (except credit cards)

Usually a check trader calls on the customer to sell checks (eg Provident check arrangements) 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.

Include       Loans from relatives or friends

Legal fees or legal aid being paid in instalments, but if legal fees appears in the diary as a 'once only' payment - code as 799.

Exclude       Arrangements with trade unions or social clubs etc, which allow goods to be bought at reduced prices. These are not credit arrangements.

This code is for any doubtful or unusual schemes which should be accepted, transferred or deleted as necessary. If in doubt, refer to supervisor.

Jan 93

Question 116 - Item being received with credit arrangements coded 1-5

Mail order organisations and check traders sometimes arrange loans and HP or credit sale agreements. An indication that it is an HP agreement is if interest is paid on the purchase.

If it is a loan it should be transferred to Q113 and coded 1 at Q113(a), an HP agreement should be transferred to Q114/115.

#### Checking

Check that there is a spender number for each entry on page 44 A schedule. If more than 9 items are purchased under one or more of these arrangements, then additional pages should be added and the line numbers changed to 10, 11, etc.

Code the items received in the Office Use box at Q116.

If food has been purchased but not itemised, code the total amount to 199.

If alcoholic drink is included in the total, refer to RO.

The following should be deleted from this question and coded in the diary if paid during the record-keeping period:

Christmas club hamper	-	code 199
Christmas club payments	-	code 803
Book club payments	-	code 721

Delete items received but not kept by the informant, eg mail order items returned to the mail order club.

#### Editing

1. If Q116 is coded 5 (loan from check trader or other person or organisation), a print message will appear. Check whether this should be reclassified to one of the other codes at Q116 or whether it should be deleted. Refer to the notes on the individual codes.
2. Items received within a calendar month of the date of interview are acceptable. For example, if the date of interview was 10 January then any item purchased between 10 December and 9 January inclusive is 'valid'.

An error message will appear if an item was bought on the day of interview or more than a calendar month prior to the interview date. If the date is suspect (eg the item was purchased three months ago) or is not clear, refer to supervisor. Otherwise delete the entry.

3. In 1993, a list will be circulated showing the diary codes which occur most frequently at the 'Club' question (Q116C4). If a code is entered which is not on this list, a validation warning message will appear. The code may be correct but it must be checked and amended if necessary.
4. Checks have been introduced at CLUBIPUT (Q116C4) linking the 'Club' question with the retrospective recall questions: Q124 and Q125 only (furniture and carpets).  
For example, if there is an entry for carpets at Q116 then there should be an entry at Q125.

Jan 93

## Question 117 - Second dwelling

### Main dwelling

In addition to the accommodation in which the household is living, a main dwelling includes any accommodation to which the household is planning to move as its new main dwelling or a dwelling to which a household member is planning to move eg on marriage.

A 'temporary' dwelling (eg a flat where a council tenant is being temporarily re-housed) should also be treated as a main dwelling.

A main dwelling, therefore, includes all main dwellings occupied by the household during the last 12 months.

### Second dwelling

Include only permanent accommodation eg town flat, country cottage, holiday home, fixed caravan or beach bungalow, in which one can live permanently.

Exclude a permanent second dwelling outside UK (ie outside England, Scotland, Wales and Northern Ireland).

Exclude timeshares in UK or abroad.

Jan 93

Q118-121, Q124-125 - 'Method of payment'

#### Checking

The following applies to all questions where the 'method of payment' is asked.

There are three codes at the 'method of payment' questions.

- Code 1 - applies if a loan occurs in combination with any other method of payment. If it occurs with HP, code according to whichever is the larger amount.
- Code 2 - applies if HP occurs in combination with any other method of payment. If it occurs with a loan, code according to whichever is the larger amount.
- Code 3 - applies to all methods of payment which do not include loan or HP. Items purchased using one of the arrangements at Q116 should be included here.

A home improvement grant (this would apply to Q118-Q121 only) from a local authority should also be coded 3 unless it occurs in combination with a loan or HP agreement, in which case it should be coded 1 or 2.

#### Editing

If the method of payment has not been coded and the amount spent is less than £1000, treat as a cash payment (code 3) provided there is no loan or HP agreement at Q113-115.

If the amount is £1000 or more, refer to RO.

If the method of payment is coded as a loan and there is an interviewer note stating that the loan is a remortgage or a 'top-up' of the original mortgage and Q38(a) is coded 1 or 2, recode the method of payment to 3. If Q38(a) is coded 3 or there is no interviewer note, refer to RO.

Jan 93



Questions 118-121 - Expenditure on main and second dwellings (in last 12 months)

Questions 118 and 119 apply only to households with central heating in their main dwelling (coded 1 at Q96) or with a second dwelling in UK (coded 1 at Q117(a)).

Questions Q120 and Q121 apply to all households.

Q121 includes a section on insurance claims. Any problems with this question should be referred to RO.

For a definition of main and second dwelling see Q117.

#### Checking

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 Q118(a) to Q121(a).

#### 1. Amount to be entered at Q118-121

The amount entered at Q118(c), 119(b), 120(b) or 121(b) should be the amount the informant has actually paid during the last 12 months to a contractor or 'someone else' (eg: builder, electrician).

##### (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 Q120(b). The instalment payments on a loan should not therefore be included at Q118-121.

##### (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 and deposit during the last 12 months which should be entered at Q118-121. For example, if some kitchen units were fitted by a contractor and the HP instalments are £50 per month, then £600 should be entered at Q120(b).

##### (iii) Grants from a local authority and refunds from an insurance company

A grant from a local authority paid direct to the household should be included in the payment at these questions, but a grant paid direct to the contractor should be excluded.

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

Questions 118-121 - Expenditure on main and second dwellings (continued)

- Notes:
1. Central heating installation (Q118)  
Include initial installation as well as total replacement of a central heating system.
  2. Central heating repairs (Q119)  
Include maintenance contract payments eg Gas Board schemes.
  3. Any entries elsewhere in the A schedule (Q113-115) or in the diary should be coded 945-948 as appropriate.

Editing

If the amount paid in the last 12 months is not known, refer to RO for an estimate.

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

Checks introduced at DWCHHPY (Q118D), DCHRHPY (Q119C), DEXTHWPY (Q120C), and DMNTHWPY (Q121C) link these retrospective recall questions with the loan and HP questions (Q113-115).

Example 1: If DWCHHPY (Q118D) = 1 and DWCHINST (Q118D1) = 1, then there must be an entry at the loan question (Q113) for central heating installation, and the loan should have been taken out in the last 14 months.

Example 2: If DWCHHPY (Q118D) = 2 and DWCHINST (Q118D1) = 1, then there must be an entry at the HP question (Q114-115) for central heating installation.

Note that with an HP agreement there is no date limit because it is the total amount paid in instalments and deposit during the last 12 months that should be entered at these questions.

There is a check saying that Q121(e)(i) must be less than or equal to:

Q121(b) minus Q121(d)(i) plus £1.

and a similar check saying that Q121(f)(i) must be less than or equal to:

Q121(b) minus Q121(d)(i) plus £1.

If these checks appear, refer to supervisor.

Question 122 - Expenditure on purchase or sale of property (in last 12 months)

Check that there is a spender number for each entry.

1. This question collects data about conveyancing, estate agents' and surveyors' fees incurred in respect of purchase or sale of property, failed property transactions, remortgaging, second mortgages and top-up mortgages. Only residential property transactions should be included.
2. If the transaction was in respect of a second dwelling overseas, expenditure is acceptable at Q122 provided that the money was paid in sterling in the UK. However, expenditure on conveyancing, estate agents' and surveyors' fees for timeshares, both in the UK and overseas, must be excluded.
3. 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 Q122(b). Ring the appropriate code at Q122(a).
4. Do not accept estimates for conveyancing fees, estate agents' fees or surveyors' fees. If estimates are given enter the combined fees at Q122(b) and ring code 4 at Q122(a).
5. If codes 1 or 2 or 3 at Q122(a) are multi-coded but only the combined fees are given then ring code 4 at Q122(a) and delete the other codes.
6. Stamp duty, land registry fees and local authority search fees should be excluded. If there is an interviewer's note indicating that one or more of these fees are included in the amount given at Q122(b), refer to RO.
7. Fees which do not specifically relate to the sale or purchase of a property or a remortgage etc should also be accepted and coded 4 at Q122(d), eg solicitors' and surveyors' fees incurred in respect of repairs to a property or the building of an extension.
8. The 'other dwelling' code at Q122(d)(i) relates to transactions involving someone else's property eg where the informant sells an inherited house.
9. Exclude fees incurred in respect of property which is used only for business.
10. Any entries elsewhere in the A schedule (Q113-115) or in the diary should be coded 959.

#### Editing

If the amount paid in the last 12 months is not known, refer to RO for an estimate.

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

Although there is a forward check linking the loan question with Q122, there is no backward check linking Q122 with the loan question. This is because the questions covering the 'method of payment' and whether 'instalments are still being paid' are not asked!

Jan 93

Question 123 - Expenditure on moving and storage of furniture (in last 12 months)

Check that there is a spender number for each entry.

Include only payments relating to the purchase or sale of main dwelling.

If there is a note indicating that the amount at Q123 relates to a dwelling which is not a main dwelling, delete the entry.

Any entries in the A schedule (Q113-115) or in the diary should be coded 959 (ie: same code as for Q122).

If insurance payments covering storage or moving of furniture are identified separately, they should be included at this question.

#### Editing

If the amount paid in the last 12 months is now known refer to RO for an estimate.

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

Although there is a forward check linking the loan question with Q123, there is no backward check linking Q123 with the loan question. This is because the questions covering the 'method of payment' and 'whether instalments are still being paid' are not asked!

Question 124 - Expenditure on furniture (in the last 3 months)

This question applies to new and secondhand furniture.

Any entries elsewhere in the A schedule (Q113-116) or in the diary should be coded 957.

Editing

If the amount paid in the last 3 months is not known, refer to RO for an estimate.

As at Q118-121, there is a check at FURNHWPY (Q124(b)) linking this question with the loan and HP questions (Q113-115).

In the case of a loan purchase, the loan should have been taken out in the last 4 months.

Jan 93

Question 125 - Expenditure on carpets and carpeting (in the last 3 months)

Include: soft carpeting only and fitting charges.

Exclude: hard flooring items like vinyl/plastic/wooden floor coverings, tiles, lino etc.

Any entries elsewhere in the A schedule (Q113-116) or in the diary should be coded 958.

All hard-flooring items should be coded 402 in the A schedule (Q113-116) or in the diary.

#### Editing

If the amount paid in the last 3 months is not known, refer to RO for an estimate.

As at Q118-121, there is a check at CPETHWPY (Q125(b)) linking this question with the loan and HP questions (Q113-115).

In the case of a loan purchase, the loan should have been taken out in the last 4 months.

Questions 126-129 - Expenditure on holidays (in last 3 months)

Q127 applies to package holidays including self-catering package holidays. A package holiday is one where travel to the holiday point and accommodation are charged for jointly and cannot be paid separately.

Q128 applies to non-package holidays at a hotel or guest house.

Q129 applies to non-package self-catering holidays.

The format of these questions has changed in 1993.

Checking

Check that there is a spender number for each entry.

1. These questions are concerned with the expenditure made during the last 3 months irrespective of whether the holiday has been taken or not.
2. Holidays taken in the Channel Islands or Isle of man should be coded 2 at Q127(b), Q128(a), Q129(a). These islands are not a part of the UK.
3. Holidays taken at the informant's home or holiday home or with relatives where there is no commercial payment should be excluded. Money paid to a friend/relative for board and lodging (whether in UK or abroad) should be coded 757 in the A schedule (Q113) or in the diary.
4. Insurance for package holidays should be entered at Q127(e) or Q127(h). If it appears in the diary, code as 955 (if in UK) or 956 (if abroad).
5. Insurance for non-package holidays should not be included at Q128(b) or Q129(b). If it appears in the diary, code as 756 (whether holiday was in UK or abroad).

If the cost of the holiday at Q128(b) or Q129(b) includes holiday insurance and the premium is known, it should be deducted from these questions. Do not enter it in the diary. If the premium is not known then it should be left.

6. Timeshare holidays in UK and abroad should be excluded.
7. Any entries elsewhere in the A schedule (Q113) or in the diary should be coded 955 or 956 as appropriate.

Editing

If the total amount paid in the last 3 months at Q127(c), Q128(b) or Q129(b) is not known refer to R0 for an estimate.

May 93

Questions 126-129 - Expenditure on holidays (in last 3 months) (continued)

Q127 - Package holidays

The sum of the amounts given at Q127(e)(i), Q127(f)(i) and Q127(g)(i) should equal the total amount spent on the package holiday at Q127(c). If the difference between the total amount and the sum of these components is more than £2.00 an error message will appear. Check the figures and any interviewer notes. If there is no obvious error, refer to supervisor.

Q127(h)(i) relates to any separate holiday insurance premiums so these should not be included in the cost of the package holiday at Q127(c). However, it is possible that the premium given at Q127(e)(i) has also been entered at Q127(h)(i). If the two amounts are the same, a warning message will appear. Check any interviewer notes. If it is clear that they relate to the same policy, delete the amount at Q127(h)(i), otherwise refer to supervisor.

If the holiday insurance premium (Q127(e)(i)) is not known, an error message will appear. Refer to RO for an estimate.



Question 130 - Current/budget accounts and bank service charges (in last 3 months)

Check that there is a spender number for each entry.

Include:

- (i) Bank current accounts which yield interest (eg Lloyds Classic a/c, Midland Vector a/c).

Exclude:

- (i) Bank deposit or savings accounts
- (ii) Building society current accounts
- (iii) Charges on bank credit cards
- (iv) Counter charges for cashing cheques - these should be coded as 800 in the diary if paid during the record-keeping period.
- (v) Interest charged on loans, overdrafts and bank budget accounts.

Editing

If the amount at Q130(a)(i) is not given but the DK code has been ringed, do not impute.

If the amount is not given and the DK code has not been ringed, recode Q130(a) 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 the amount paid if any of it is being claimed as a business expense.

## Question 131 - Payments by standing order or direct debit

### Checking

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 entered, but if management charges are included they must be deducted and coded separately from the monthly/weekly payment. Estimate the management charge as follows:-

Secure Homes (£2.20 per week or £7.50 per month - code 799)

Code the items being paid for in the Office Use box using diary codes. Items covered at Q131 should not be duplicated in the diary schedule.

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

#### Edit checks

1. There is a large number of checks (error messages) linking the 900 codes with their corresponding variables in the A and B schedules. Some checks relate to the household (eg rent, mortgage) but most relate to the person (eg life insurance, personal pensions, loans, educational fees).

All these checks relate to payments which are, generally speaking, 'continuous' (eg rent, mortgage, gas, electricity, insurances, loan instalments).

The purpose of these checks is to determine whether there is a corresponding entry in the A or B schedule. For example, if a person pays a premium for a personal pension by standing order and there is no corresponding entry at Q65, an error message will appear. If a person is paying for an item by standing order then, even if it is the first payment, there should still be a corresponding entry in the A or B schedule. It would appear, therefore, that the amount has either been omitted in error or it has not been keyed.

#### Action to be taken

If an error message appears, proceed as follows:

- (i) Check whether an amount has been entered at the relevant question. If so, enter this through the TP system.
- (ii) If no amount has been entered at the question, refer to any interviewer notes and also to any related questions to see if they explain why the data is missing.
- (iii) If it is still not possible to discover why the amount is missing, refer to RO.

Question 131 - Payments by standing order or direct debit (continued)

2. In 1993, a list will be circulated showing the diary codes which occur most frequently at the standing order question (Q131 3). If a code is entered which is not on this list, a validation warning message will appear. The code may be correct but it must be checked and amended if necessary.
3. Check 3 (error message) will appear if codes 215, 216, 225, 226, 227 or 229 are entered at Q131 3 and the household does not have a second dwelling in the UK (Q117 is coded 2 or Q117(a) is coded 2).

Check whether this second dwelling is, in fact, another main dwelling for example, a member of the household or the household itself may be planning to move to a new main dwelling. If it is clear that the household does not have a second dwelling in the UK, whether or not they have another main dwelling, recode Q131 3 as appropriate, otherwise refer to supervisor.

Question 132 - Free Welfare Milk

This question applies only to persons under 61.

Check that there is a person number for each entry.

Exclude powdered milk and milk tokens.

Question 133 - Free School Milk

This question applies only to persons with children under 19 at state schools.

Check that there is a person number for each entry.

Free school milk is supplied to children up to their seventh birthday (11<sup>th</sup> birthday in some LEA's) at registered day nurseries, playgroups, state primary schools or with approved child minders. The normal amount is one bottle or carton 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 bottle.

Question 134 - State School Meals

This question applies only to persons with children under 19 at state schools.

Check that there is a person number for each entry.

Include school cafeteria and fixed price meals only.

Exclude 'tuck shop' purchases.

The total amount paid in the last seven days (Q134(d)(i)) should be accepted irrespective of the period it covers.

Question 135 - Travel to State School

This question applies only to persons with children under 19 at state schools, where the children travel to school by bus or train. 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.

Check that there is a person number for each entry.

Include state school bus and train passes.

Exclude private season tickets for children. These should be entered at Q110.

The total amount paid in the last seven days (Q135(c)(i)) should be accepted irrespective of the period it covers.

See instructions at Q110 concerning duplication of 'season ticket' entries for state school and private school children.

Questions 136-138 and 140-141 - General notes on education questions

These questions are asked of all spenders on behalf of themselves or their children.

1. 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.
2. Private grants include grants from employers, and also HM Forces and the nationalised industries (when they are employers).
3. Fees for children attending Grammar Schools in N. Ireland should be coded 'private' at Q136(b).
4. Exam fees should be accepted at the relevant question.
5. Accept grants for items such as books, stationery, clothing, (exc clothing vouchers) travelling expenses, instruments and maintenance of relatives.
6. 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 Qs 13, 20 and 24(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 Q136 but include the grant (as a payment) at Q138, Q140 or Q141.
7. If fees are paid direct by an employer for the children of an employee, these should be accepted at Q138, Q140 or Q141 and should also be added to the salary of the parent (see paragraph 6).
8. If all the fees are paid direct or refunded by an employer for an employee, delete the entries at Q138, Q140 or Q141. If only a part of the fees are paid direct or refunded then only that part paid by the informant should be entered at Q138, Q140 or Q141.
9. Parental contributions towards a grant should be included at Q138 or Q141 under the parent's person number and at Q67 (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 Q140, 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 at Q67 (B schedule).
10. Gifts of money, including pocket money, over and above the amounts required for education should be excluded from Q136-138 and Q140-141 and shown in the diary if given during the record-keeping period. If the person is a member of the household and is under 16 code as 801, and if 16 or over code as 986. If the person is not a member of the household code as 802. (See Section N of diary instructions).
11. 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 Q6.



Question 136 - Attending a course for which an education grant, maintenance grant or scholarship is received

#### Checking

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 paragraphs 6 and 7 at: 'General notes on education questions').

#### Editing

1. If the amount of grant at Q136(c) (state) or Q136(d) (private or overseas) is not known, the DK should be ringed. Do not impute.
2. If Q136(b) is coded 1 and an amount has been entered at Q136(d), transfer it to Q136(c).
3. If Q136(b) is coded 2 or 3 and an amount has been entered at Q136(c), transfer it to Q136(d).
4. If both Q136(c) and Q136(d) have been completed, accept the figure which follows the correct continuity from Q136(b) and delete the other.
5. If none of the grant is paid direct, the nil code should be ringed at Q136(e). If the nil code is not ringed and no amount is given and there is no interviewer note, ring the nil code.

Question 137 - Attending a course for which a student loan is received

This question applies only to persons under 51.

Checking

Check that there is a person number for each entry.

1. The loans are additional to the student grants which have been frozen and will be repayable over ten years. The loans are administered by The Student Loans Company in Glasgow.
2. The 'academic' year starts in September and ends in May-June of the following year.

Editing

1. The amount students can borrow will vary, but the maximum loan in the year 1992/93 will be as follows:

	In a full year of study (£)	In the final year of study (£)
London	830	605
Elsewhere	715	525
Home	570	415

If the amount entered is greater than £900, refer to RO.

It is unlikely that any person under 16 will receive a student loan.

2. A check has been introduced saying that the amount at Q137(c) must be less than or equal to the amount at Q137(b).

Question 138 - Fees or maintenance for educational courses (in the last 3 months)

#### Checking

Check that there is a person number for each entry.

All educational or vocational courses except those where private tuition fees are paid (see Q140) should be entered at this question. The distinction between an educational or vocational course and a leisure or recreational course may not be entirely clear, so it may be necessary to transfer entries from Q138 to Q140 and vice versa.

#### Editing

1. If the amount of fees or maintenance paid in the last 3 months is not known, refer to R0.
2. If fees or maintenance for educational or vocational courses (except those where private tuition fees are paid) are entered in the diary (code 980), a warning message will appear if there is no corresponding entry at Q138 for at least one person in the household.

If '1<sup>st</sup> payment/instalment' has been written beside the diary entry, no further action is required. If not, check Q138 and if no details are given, refer to R0.

Question 139 - Fees for driving lessons (in last 3 months)

Checking

Check that there is a person number for each entry.

Include motor cycle driving lessons.

Exclude driving test fee. This should be coded 770 if it appears in the diary. (The current driving test fee is £23.50 or £37.50 if the test is on a Saturday).

Editing

If the amount of fees paid in the last 3 months is not known, refer to RO for an estimate.

Question 140 - Fees or private tuition for leisure courses (in last 3 months)

#### Checking

Check that there is a person number for each entry.

All leisure or recreational courses should be entered at this question. Private tuition fees should also be entered here even if the course appears to be more vocational than recreational (eg mathematics). It may be necessary, therefore, to transfer entries from Q140 to Q138 and vice versa.

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

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

- Correspondence courses taken in UK (Delete if taken abroad)
- Language courses, whether on tape or records (eg Linguaphone)

The following should be excluded from this question. If they appear in the diary they should be coded as indicated below:

	Code
- Local authority day nursery/creche/playgroup	776
- Private day nursery/creche/playgroup	777
- State nursery school/class/playschool	778
- Private nursery school/class/playschool	779
- Driving lessons	949
- Driving test fees (£23.50)	770
- Subscriptions to trades union and professional associations	796
- Other subscriptions (eg clubs or societies)	797

Question 140 - Fees or private tuition for leisure courses (in last 3 months) (continued)

Editing

1. If the amount of fees or private tuition paid is not known, refer to RO.
2. If fees or private tuition for leisure or recreational courses are entered in the diary (code 981), a warning message will appear if there is no corresponding entry at Q140 for at least one person in the household.

If '1<sup>st</sup> payment/instalment' has been written beside the diary entry, no further action is required. If not, check Q140 and if no details are given, refer to RO.

Note, if one of these courses occurs in the diary, it is possible to check whether the particular course has been entered by referring to Q140(d): 'What is the subject being studied?'

Question 141 - Fees paid for children outside household

Checking

Check that there is a person number for each entry.

These questions apply to children (including married children) aged 16-24 who are not members of the household but are the children of household members. They can also apply to grand-children, nephews, nieces, foster children etc. If there is any doubt as to whether a person should be entered at these questions, refer to RO.

Editing

1. If the amount of fees or maintenance paid is not known, do not impute.
2. 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 Q141.

If '1<sup>st</sup> payment/instalment' has been written beside the diary entry, no further action is required. If not, check Q141 and if no details are given, refer to RO.

Question 142 - Maintenance or separation allowance

Check that there is a spender number for each entry.

This question balances Q67 (B Schedule) which asks about the receipt of an allowance.

If the DK code 4 is ringed at Q142(c), do not re-code.



## General Notes on Business Refunds - Employees

These notes refer to Q143, A Schedule and to Qs 28-30, and 25 B Schedule.

### A. PURPOSE

The purpose of the questions is:-

1. To identify and abate all refundable expenditure.
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 refunds (or allowances) for private expenditure. These are regarded as a 'perk' and are, in effect, an addition to salary.

### B. TYPE OF REFUND/ALLOWANCE

To achieve the purpose, it must first be decided whether the refund or allowance relates to business expenditure or private expenditure.

1. The following types of refund/allowance should be classed as BUSINESS expenditure:
  - (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 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) An occasional meal (otherwise see 2(ii))
  - (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(iii))
  - (viii) Household expenditure provided part of the sampled address is used for business (otherwise see 2(iv)).
2. The following types of refund/allowance should be classed as PRIVATE expenditure ('perks'):
  - (i) Rent allowance for firemen, police or prison officers
  - (ii) Regular meals (as opposed to 1(vi))
  - (iii) Expenditure on transport (other than on cars) to get to work (as opposed to 1(vii)).
  - (iv) Household expenditure provided no part of the sampled address is used for business (as opposed to 1(viii)).

General Notes on Business Refunds - Employees (continued)

C. ACTION TO BE TAKEN

1. If a refund/allowance relates to BUSINESS expenditure
  - (i) A Schedule  
Adjust the allowance for period code differences and deduct it from the appropriate A Schedule entry. The amount of expenditure after deduction (ie the abated value) should be entered through the TP system.
  - (ii) B Schedule
    - a. If business allowance included in pay details (Q12-20)  
Do not delete the allowance from the pay questions but add it to Q28-30 or Q25 if not recorded there.
    - b. If business allowance not included in pay details (Q12-20)  
Do not add the allowance to the pay questions but delete it from Q28-30 or Q25 if recorded there.
2. If refund/allowance relates to PRIVATE expenditure (ie 'perks')
  - (i) A Schedule  
No action is required.
  - (ii) B Schedule
    - a. If private allowance included in pay details (Q12-20)  
Do not delete the allowance from the pay questions but delete it from Q28-30 or Q25 if recorded there.
    - b. If private allowance not included in pay details (Q12-20)  
Adjust the allowance for period code differences and add it to the:
      - net pay at Q13
      - gross pay (if given) at Q20
      - usual net pay at Q24(a) - if Q24 coded 2
      - usual gross pay at Q24(b) - if Q24 code 2Delete it from Q28-30 or Q25 if recorded there.  
  
Assume the private allowance (or perk) is tax free so do not calculate Tax or NI on the allowance.

General Notes on Business Refunds - Employees (continued)

(iii) D Schedule

a. If a private allowance mentioned at Q143, (A Schedule) or Q28-30 or Q25 (B Schedule) is included in pay details, delete any claims at P.38 of the diary, but check that these items are also listed on pages 8-37. This is because the allowance is already shown as income in the B Schedule, so when it is spent, it should be shown as expenditure in the diary. Any entries at Q28-30 or Q25 should also be deleted.

b. Refer any doubtful cases to supervisor.

Assume that these refunds/allowances are tax free so 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 amounts are different, refer to supervisor.

Question 143 - Refunds of household expenditure by an employer

Check that there is a spender number for each entry.

This question applies to all spenders.

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.

All abatements should be carried out at the editing stage.

Editing

If Q143 is coded 1 a print message will appear. This indicates that there is a refund by an employer.

First decide whether each item to be refunded should be classed as business or private expenditure. See 'General Notes on Business Refunds - Employees' for the definition of business and private expenditure and also the action to be taken.

1. If classed as BUSINESS expenditure then:

- (i) Adjust the amount to be refunded for period code differences and deduct it from the appropriate A Schedule entry. The amount of expenditure after deduction (ie the abated value) should be entered through the TP System.

In addition to the print message when Q143 is coded 1, checks have been introduced which link refunds for mortgage (endowment and repayment), telephone (account and budgeting scheme), road tax, and vehicle insurance with their corresponding variables in the A schedule, indicating that these variables should be abated by the amount entered at this question.

The 'A' Schedule items which may be refunded are listed below:

	Question
Rent	17
Council tax (GB)	60
Rates (N Ireland)	25(b)
Water/sewerage rates	23/29/30 (England & Wales only)
	31 (Scotland)
Mortgage payment	44 and 47
Insurance on structure	52(b)/53(b)
Gas	89 or 91 and 93
Electricity	81 or 83 and 85
Telephone	70 or 72 and 74
Road Fund Tax	100(b), 104(b)
Vehicle insurance	100(c), 104(c)

Question 143 - Refunds of household expenditure by an employer (continued)

- (ii) If expenditure on rates (or rent including rates) (N.Ireland) is abated, the NRV (Q146) must also be abated by the same proportion.
- (iii) If the mortgage payment (Q44) is abated, do not abate the endowment policy premium at Q46.
- (iv) If the mortgage payment (Q47) is abated, the interest (Q49) must also be abated by the same proportion.
- (v) The checks relating to road tax and vehicle insurance are similar to those at SEBUSEX1 (B Q47) so the abatement procedure described at B Q47 (paragraph 6, pages B49-50) also applies to this question.

Note, however, that this question covers refunds of tax and insurance only so do not abate any entries at Q102-103 or Q113-115.

2. If classed as PRIVATE expenditure then:

- (i) Delete the entry from Q143.
- (ii) Do not abate any of the A Schedule questions.
- (iii) Add the amount to be refunded to the informant's pay details on an equivalent period basis if not already included there. See 'General Notes on Business Refunds - Employees'.

Question 144 - 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 (cash or cheque etc) by a private individual to pay for items of household expenditure.

The following should be excluded from this question:

- Money given by a private individual for 'one-off' items.
- Money given by an employer, government agency or any other organisation.
- Money given by a business.

#### Editing

1. If Q144 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, enter the amount refunded at this question if it has not already been given.

Question 145 - 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.

The following should be excluded from this question:

- Direct payments by a private individual for 'one-off' items.
- Direct payments by an employer, government agency (except for DSS) or any other organisation.
- Direct payments by a business.
- Income in kind.

#### Editing

1. If Q145 is coded 1 a print message will appear. Delete the amount paid direct if it is shown at the relevant A Schedule questions.
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 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. Note that, if rent and/or rates are paid direct by the DSS in the form of a rebate, the amount paid direct should not be shown at this question. Rent rebates (UK) should be entered at Q21(a), and rates rebates (N.Ireland) at Q26(a)(i).
4. If only a part of the 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.
5. If the amount paid direct is not known, delete the entry at this question and if there is an entry at the relevant 'A' Schedule question, this should also be deleted.
6. 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.
7. '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.
8. 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, enter the amount paid direct at this question if it has not already been given.

Northern Ireland only

Question 146 - Net rateable value

Checking

Do not abate NRV because of business refunds or claims.

Editing

1. Abatement

If NRV needs to be abated because of business expenditure, see instructions at Q143, A schedule or Q47, B Schedule.

2. Imputation

If the NRV is not given, refer to supervisor. Supervisor should obtain the information from the FES office in N. Ireland.

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Jan 93



**FES 1993**

**INCOME SCHEDULE 'B'**

**CHECKING AND EDITING**

**INSTRUCTIONS**

## INCOME SCHEDULE

### General instructions

#### 1. Person numbers

There is space for three spenders on each income schedule - one in each of the three columns. Normally person numbers are entered in consecutive order: 01, 02, 03 etc. It is acceptable, however, for person numbers not to be entered in consecutive order (eg 02, 01, 03) provided that they appear in the same order throughout the schedule. It is also acceptable for, persons 01 and 02 to be entered in the first schedule and persons 03 and 04 in the second.

Person numbers must be entered on the first page of the schedule. They should appear on each page where there is information. If they appear on a page where there is no information, they should not be deleted.

#### 2. Joint incomes, investment, interest etc

The interviewer should have made a note of any joint income, investment or interest etc so this should be dealt with at the checking stage.

Joint incomes etc should be divided equally between the recipients unless the interviewer has indicated that some other arrangement applies.

#### 3. Continuation sheets

These should only be used for:

- |          |   |   |
|----------|---|---|
| Qs 78-79 | - | If there are more than 3 children under 16 in the household   |
| Q81      | - | If there are more than 4 persons in the household with assets |
| Qs 82-89 | - | 'Assets' questions  |

## Main lead questions and dependent questions

Certain dependent questions in the benefit, savings and investment sections do not have a 'No' code. This means that interviewers are required to ring the Yes or No codes at the main lead questions and the Yes codes at each dependent question where an amount is given but they leave blank the dependent questions at which no amount is given. The Yes and No codes are printed at the main lead questions but only the Yes codes are printed at the dependent questions.

For example, if an informant receives an Attendance Allowance (Q56(b)) but does not receive any of the other allowances at Q56, then Q56 and Q56(b) should be coded 1 but Q56(a) and Q56(c) to Q56(h) should be blank.

This procedure applies to the following questions only:

Main lead question	Dependent questions
55	(a)-(c)
56	(a)-(h)
58	(a)-(f)
59	(a)-(c)
62	63-64
74	(a)-(e)
75	(a)-(b)
76	(a)-(i)
77	(a)-(e)
79	(a)-(g)

### Note for editors

An error message will appear:

- (i) If the Yes code is ringed at a dependent question but the amount or period code etc are blank.
- (ii) If the Yes code is not ringed at a dependent question but the amount or period code etc are given.

No error message will appear:

- (i) If a dependent question is blank, provided the amount and period code etc are blank.
- (ii) If the main lead question is coded Yes, No or is left blank even if one of the dependent questions is coded Yes. This is because the checks linking the main lead questions with their dependent questions have been deleted.

Question 1-2 - Employment status questions

In order to bring the FES classification of economic activity more into line with international definitions and other surveys, the definitions used at these questions have been changed.

The main economic activity categories which need to be identified are:

- |                         |  |
|-------------------------|--|
| Workforce in employment | (i) those on government work-related employment and training programmes        |
|                         | (ii) employees   |
|                         | (iii) self employed  |
| Unemployed              | (iv) those seeking work within the last four weeks and available to start work |
|                         | (v) those waiting to start a job already obtained                              |
| Economically inactive   | (vi) retired   |
|                         | (vii) other categories, including inactive claimants.                          |

## Question 1 - Attending a government training programme

### Checking

1. The question applies to the same age group as Q48 (question on government training programme) ie men and women under 61.
2. No distinction should be made between informants who are at college full-time and those who are on a 'placement' with an employer. Their allowance should not be treated as a wage but as an allowance and entered at Q48.
3. If an informant is on a government programme and also has a paid job (code 1 or 2 at Q2(a)) then the allowance should be entered at Q48 and details of the job at Qs 3-47. This will mainly be those on Youth Training.
4. If an informant receives an Enterprise Allowance, or an allowance for any business start-up scheme, he should be excluded from this question and treated as self-employed (code 2 at Q2(a)).

### Editing

A print message will appear if code 7 is ringed. The only government training programmes currently in existence are listed at codes 1 to 6, so any cases where code 7 is ringed should be referred to RO. If, however, the informant receives an Enterprise Allowance, see paragraph 4 above.

Refer to RO cases where an informant is coded as being on a training programme but is receiving neither a wage nor an allowance.

Note that from Quarter 2 1993 Employment Training and Employment Action will be merged in a new scheme called Training for Work. All those on this scheme will be coded 1. Code 3 will no longer be used.

## Questions 2(a) and 2(b) - Definitions of codes

### Code 1 Employee

An employee is someone who, at the time of interview has an arrangement with an employer (another person or an organisation) to work for a wage or salary.

This definition includes anyone who is temporarily:

- 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 applies only if the informant has a job to return to with the same employer. Individuals who have been absent from work for more than six months and who are not receiving any pay, statutory sick pay, or statutory maternity pay from their former employer should be excluded - see Q4.

It does not apply where employment has been terminated before the date of interview, or if the informant is unemployed at the time of interview but has an arrangement to start a new job. An individual receiving income from permanent health insurance (PHI) should be excluded and coded 5 at Q2(b).

Outworkers - All people who work at home should be treated as employees.

Casual or Seasonal Workers - These should be coded as employees if, at the time of interview, they are actually working for an employer. They should be coded 3 if they are on an employer's books but not working, or if looking for work in the last 4 weeks, or 4 if they are waiting to start a job already obtained; otherwise, they should be coded 5, 6 or 7 as applicable. This category applies to occupations like market research interviewers, agricultural workers and secretarial bureaux.

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 when they are not working.

Shop assistants including demonstrators, should be coded as an employee.

Resident employees eg, au pairs, domestics, who are members of the household, should be treated as working in the same way as any other employee, despite the fact that payment would be made by another member of the same household. (The HOH's or housewife's Diary should show the wages paid as an item of expenditure - code 781). Note that payment of wages to agricultural workers "living in" with the farmer's household should be deleted if shown in the diary, as they constitute business arrangements.

Questions 2(a) and 2(b) - Definitions of codes (continued)

Working students, including sandwich course students, should be coded at Q2 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 at Q6, A Schedule.

Working directors or managers of a private or limited company should be coded as employees.

Wives who are on the books of their husband's firm for tax purposes should be coded as employees regardless of the number of hours worked. If the wage or salary is not given, accept the single person's personal tax allowance, as the gross pay.

Persons who are employed abroad should be treated as employees.

Persons who are employed in the UK but are paid in a foreign currency should be treated as employees.

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.

Foster parent

Foster parent is an acceptable occupation (code 370 at BQ10). Please refer to R0 all cases where a foster parent coded as either an employee or as self-employed is receiving or has received an allowance for a foster child at BQ67 as we need to ensure that the allowance has not been included in the last wage/salary or profit.

Questions 2(a) and 2(b) - Definitions of codes (continued)

Code 2 - Self-employed

The term self-employed covers people who are responsible in their work only to themselves and who do not receive a wage or salary from an employer. Tax is not normally deducted at source but paid direct to Inland Revenue by them. (Hence directors and managers are employees of their companies).

Self-employment can be for any number of hours (eg as little as one hour a week) provided the job is regular.

Self-employed includes:

1. a sole owner or part owner of a business
2. a partner in business or private practice
3. a manager who is the owner of a business which is not a private or limited company
4. landlords who manage their own property
5. persons who rent out their bedrooms to hotels as an annexe
6. persons who are temporarily sick but have a self-employed job
7. persons who are unemployed but are working as self-employed on the side
8. persons who receive an Enterprise Allowance
9. persons who have recurring freelance jobs, eg musicians, journalists
10. farmers working on their own account
11. doctors in private practice
12. building workers on the 'lump'
13. child-minders
14. Pools collectors whose income is at least £6.00 per week
15. Jehovah's witnesses

Self-employed does not include:

1. Working directors or managers of a private or limited company
2. Mail order agents (income details should be accepted at Q51)
3. Baby sitters (income details should be accepted at Q51)

Building workers on the lump

These workers are usually paid a wage by the contractor and have the standard rate of income tax deducted from that wage. They are however responsible for their own payment of National Insurance contributions.

Persons receiving an Enterprise Allowance or an allowance for another business Start-up Scheme

All the relevant self-employed questions should be asked and the allowance received should be regarded as profit and included in the calculation of self-employed income at Q41. These individuals should also be included at Q48, and coded 5 at Q48(a).

Pools collectors

If their income is less than £6.00 per week, refer to RO.



Questions 2(a) and 2(b) - Definitions of codes (continued)

Code 3 - Out of employment, seeking work within last 4 weeks and available to start a job

This code applies to informants who, at the time of interview, do not have an arrangement with an employer to work for a wage or salary but who, (in their own view) have been actively seeking work in the four weeks before the interview and are available to start a job.

Actively seeking work includes those registered at a government employment office, job centre, careers office, private employment agency, answering advertisements, advertising for jobs etc.

Also include those out of employment for more than 10 years who are still actively seeking work.

Informants who (in their own view) are not actively seeking work, even if they are claiming unemployment benefit, should be coded 7 at Q2(b).

If an informant falls into this category but has not worked before, (eg school leavers) then Q3 to Q47 should not be answered.

Code 4 - Out of employment, waiting to start a job already obtained  
This code applies to informants who have already obtained a job and are waiting to begin work. Also those out of employment for more than 10 years who are waiting to start a job already obtained.

If an informant falls into this category but has not worked before (eg school leavers) then Q3 to Q47 should not be answered.

Code 5 - Sick or injured

An informant who is unfit to work due to sickness or injury and who is not seeking work for that reason, should be coded 5. Those who are sick or injured but who would otherwise be looking for work should also be coded 5.

Also include:

1. Persons attending an occupational therapy centre. The benefit should be entered at Q67 and treated as an allowance from an organisation (code 2 at Q67(a)).
2. Persons receiving income from permanent health insurance (PHI). Enter the benefit after deductions at Q61, the NI contributions at Q49 and any income tax deductions at Q70.
3. Persons who are mentally handicapped.

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. 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, are of the approximate retirement age for that occupation and are not seeking further employment of any kind. Thus women who, at a comparatively early age, cease work to become full time housewives should not be included in this category but should be coded 7.

Question 2(a) and 2(b) - Definitions of codes (continued)

Informants who are receiving unemployment benefit (Q58(c)) but consider themselves retired and who have not been actively seeking work within the previous 4 weeks should be coded 6; they should not be coded 3.

If an informant is retired and is receiving rent from property (Q65) do not recode him as self-employed.

If an informant is retired from his 'main' job but it is apparent from elsewhere in the schedule that he has a current job, recode him to 1 or 2.

Code 7 - None of these

This code includes:

1. Informants out of employment (or never in employment) who have not been actively seeking work within the last 4 weeks or who are not available to start a job or who are not waiting to start a job already obtained. They may also be receiving unemployment benefit.
2. Women with no paid occupation (including those who are mail order agents or paid babysitters).
3. Continuing students over 16 who are not employed at the time of interview.
4. Informants whose only remuneration is income in kind, eg free accommodation, but no wage or salary.
5. Informants of independent means.
6. Prisoners
7. Absent spenders (see below).

Absent Spenders -

If the absent spender is a non-spouse, any allowance sent should be entered at Q67 under the person number of the parent or some other responsible adult.

If the absent spender is a spouse, any allowance sent should be entered at Q68 under the person number of the spouse who is present.

If no allowance is received the interviewers have been instructed to complete the pay questions for the absent spender and to leave Q67 and Q68 blank.

The following procedure applies where no allowance has been entered at Q67 or Q68 (ie where the pay questions should have been completed).

- a. Delete code at Q2(a) or Q2(b) and delete all entries up to and including Q47.
- b. Ring code 7 at Q2(b) and also code 2 at Q8 and Q9 (if applicable).
- c. If Q49 is applicable, see instructions at this question.

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Questions 2(a) and 2(b) - Definition of codes (continued)  
Code 7 None of these (continued)

If the absent spender is a spouse or non-spouse and an employee (coded 1 at Q2(a))

Transfer the net pay from Q13 to Q67 (if a non-spouse) or Q68 (if a spouse).

If the absent spender is a spouse or non-spouse and self-employed (coded 2 at Q2(a))

Transfer the profit (Q41) or, if no profit, the withdrawals (Q43(a)) to Q67 (if a non-spouse) or Q68 (if a spouse).

If there is no profit and no withdrawals, do not impute an amount. Code 2 at Q67 (if a non-spouse) and 2 at Q68 (if a spouse).

If the absent spender is a spouse or non-spouse and is coded 3-6 at Q2(b)  
Do not transfer any net pay, profit or withdrawals etc to Q67/68. Leave these questions blank.

The following procedure applies where an allowance has been entered at Q67 or Q68 (ie whether the absent spender is a spouse or a non-spouse).

- i. If Q2(a) is coded 1-2 or Q2(b) is coded 3-6
  - a. Delete code at Q2(a) or Q2(b) and delete all entries up to and including Q47. Do not transfer any pay or profit to Q67/68.
  - b. Ring code 7 at Q2(b) and also code 2 at Q8 and Q9 (if applicable)
  - c. If Q49 is applicable, ring code 2.
- ii. If Q2(b) is coded 7
  - a. Check that the sign-posting for this code has been followed correctly.
  - b. If Q49 is applicable, ring code 2.

Notes

1. If an informant has more than one job it is the status of the MOST REMUNERATIVE which should appear at Q2(a). If the schedule shows that the informant's other job is the more remunerative, then Q2(a) should be recoded in accordance with the status of this other job. If the pay details for the main and subsidiary jobs need to be exchanged, or if a change in employment status at Q10(e) and Q11(e) also necessary, refer to supervisor.
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. Married informants who are not working and whose last employment was abroad. Refer to R0.

Question 3 - Regular paid work in the last 12 months

This question applies only to those coded 1 or 2 at Q2(a).

Work must be regular, odd jobs should therefore be excluded (see Q52).

Include paid holidays, paid sick leave and periods on statutory sick pay or maternity pay.

Exclude periods when on strike or unpaid leave.

Question 4 - Employees temporarily away from work

This question applies only to those coded 1 at Q2(a).

4(a)(i) - Reason for absence

If Q4(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.

4(a)(ii) - Pay

If the informant is receiving statutory sick pay only then ring code 3. If the informant is receiving statutory sick pay and pay from the employer then ring code 2.

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

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

If an informant has been absent from work for more than 6 months and is not receiving any pay, statutory sick pay, or statutory maternity pay from his/her former employer, and there is no note indicating that he/she will return to that employment:

- Delete code 1 at Q2(a) and delete all entries up to and including Q47.
- Ring code 7 at Q2(b) and also code 2 at Q8 and Q9 (if applicable).
- If Q49 is applicable, see instructions at this question.

If there is a note indicating that the absence has been agreed with the employer, do not recode.

If an informant has been sick for more than 12 months but is being paid a retainer and has a job to return to, refer to RO.

Questions 8 and 9 - Looking after a sick or aged relative/regular paid work in last 12 months

Both Qs 8 and 9 apply to men under 66 and women under 61 coded 5 or 7 at Q2(b).

For the purpose of question 8, 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, are not considered to be legally related (for the purpose of this question only).

Question 10 - Details of most remunerative employment

Checking

1. One job only  
An informant should be coded as having one job only if he/she:
  - (i) does the same type of work for more than one employer eg domestic duties, gardening, teaching.
  - (ii) has two jobs but is paid one salary only for both jobs.
  - (iii) is changing or is going to change jobs, but not more than one job is held concurrently.
2. If an informant has recently changed jobs, it is the details of his new job that are required.
3. Occupation  
A new system for coding occupation called the Standard Occupational Classification (SOC) was introduced in 1991. The occupations are listed in alphabetical order in a publication entitled:  
  
STANDARD OCCUPATIONAL CLASSIFICATION - VOLUME 2(1990) - CODING INDEX  
  
If the occupation has not been coded then enter the correct code in the 'Code Occupation' box. The code should be based on the job title given at Q10(a). The job description given at Q10(b) should be used for clarification purposes only.  
  
If the informant is a director, check that code 1 is ringed at Q10(d).  
  
Note: Mail order agents and babysitters should be included at Q51.
4. No occupation details given.  
If no occupation details are given or it is not possible to code the occupation from the information that is given, refer the budget to RO at the checking stage so that a letter can be sent to the informant as soon as possible after the interview. If no reply is received to the letter then the following action should be taken, subject to ROs agreement.  
  
If informant is the HOH.
  - RO may decide to reject the budget in exceptional circumstances.  
If the informant is an absent spender:
  - Delete the code at Q2(a) or Q2(b) and delete all entries up to and including Q47.
  - Ring code 7 at Q2(b) and also code 2 at Q8 and Q9.
  - If Q49 is applicable, see instructions at this question.

Question 10 - Details of most remunerative employment (continued)

Editing

1. Main job as employee less remunerative than subsidiary job as employee

As the main job should be the most remunerative job, it follows that the gross pay for the main job (Q20) should be greater than the gross pay for the subsidiary job (Q40). If this is not the case, an error message will appear. See instructions at Qs 12-20 - Editing (para 3). If the pay details for the main and subsidiary jobs need to be exchanged then the occupation details for the two jobs must also be exchanged.

2. Director coded as 'self-employed'

If a director is coded as 'self-employed' at Q2(a), an error message will appear. Recode Q2(a) as 'employee' and transfer the pay details from the self-employed questions (Qs 41-47) to the employee questions (Qs 12-33). (See instructions at Qs 12-20 - Checking (para 11(iii))).

3. Invalid combination of SUPERVIS, SIZEEST and SEEMPLOY (Q10(f) to (h))

The variables SUPERVIS, SIZEEST and SEEMPLOY in combination with occupation (OCCUP91) are used in the calculation of Social Class and Socio-economic Group (SEG).

If the combination of SUPERVIS, SIZEEST and SEEMPLOY is invalid, one of three different checks will appear for that person.

CHECK 1

"PERSON nn HAS INVALID COMBINATION OF SUPERVIS, SIZEEST AND SEEMPLOY  
THEREFORE INSEG AND INSOC HAVE NOT BEEN CALCULATED  
EMPSTAT - n OCCUP91 = nnn SUPERVIS = n SEEMPLOY = n SIZEEST = n"

If this check appears it means that:

- SUPERVIS, SIZEEST and SEEMPLOY are all zero
- or SUPERVIS, SIZEEST and SEEMPLOY are all greater than zero
- or SUPERVIS and SEEMPLOY are both zero
- or SIZEEST and SEEMPLOY are both zero

(Do not amend the occupation code at Q10(b)).

If SUPERVIS, SIZEEST or SEEMPLOY are missing but the information is given in an interviewer note or in the occupational details at Q10(a) to (c), ring the appropriate code.

For example, if the employment status is missing (ie SUPERVIS is zero) but the person supervises staff at Q10(b), code as foreman/supervisor (code 2). If reference is made to the person being a manager, code as manager (code 1).



Question 10 - Details of most remunerative employment (continued)

If there is no interviewer note and no information is given at Q10(a) to (c), enter the code which seems to be most appropriate.

It is not possible to give any hard and fast rules as to how these questions should be coded (if they are blank), as it is largely a matter of looking at each case individually. If, however, there is any doubt, refer to supervisor.

CHECK 2

"PERSON nn HAS A VALUE IN SUPERVIS, SIZEEST OR SEEMPLOY FROM WHICH THE EMPLOYMENT CATEGORY CANNOT BE DETERMINED THEREFORE INSEG AND INSOC HAVE NOT BEEN CALCULATED EMPSTAT = n OCCUP91 = nnn SUPERVIS = n SEEMPLOY = n SIZEEST = n"

This check should never appear, if it does refer to supervisor.

CHECK 3

"PERSON nn HAS OCCUPATIONAL DETAILS WHICH HAVE NO ENTRY IN THE MATRIX THEREFORE INSEG AND INSOC HAVE NOT BEEN CALCULATED EMPSTAT = n OCCUP91 = nnn SUPERVIS = n SEEMPLOY = N SIZEEST = n"

The Matrix referred to in the check is entitled:

1991 CENSUS

OCCUPATION, COMPONENT, EMPLOYMENT STATUS AND SIZE OF ESTABLISHMENT MATRIX (F14)

The columns in the Matrix which are relevant to the FES are numbered from 1 to 9 (see specimen copy on P. B21(a)). Note that these column numbers will not appear on the copies of the Matrix which will be handed out to editors.

Column 1 - Shows the occupation or SOC code. This is the first of the two numbers which appear for each occupation. (The second number should be ignored as this is the old occupation code).

The SOC codes range from 100 to 999 although not all numbers within this range are valid. They are listed in numerical order throughout the Matrix.

Columns 2, 3, 7, 8 and 9 apply to employees

Column 2 - Employee (SUPERVIS - code 3)  
" 3 - Foreman/Supervisor (SUPERVIS - code 2)  
" 7 - Manager (small establishment)  
(SUPERVIS - code 1 and SIZEEST - code 1 or 2)  
" 8 - Manager (large establishment)  
(SUPERVIS - code 1 and SIZEEST - code 3 or 4)  
" 9 - Manager (extra large establishment)  
(SUPERVIS - code 1 and SIZEEST - code 5)

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Question 10 - Details of most remunerative employment (continued)

Columns 4, 5 and 6 apply to self-employed

Column 4 - Self employed employing others (small establishment)  
(SEEMPLOY - code 1)

" 5 - Self-employed employing others (large and extra large  
establishment)  
(SEEMPLOY - code 2)

" 6 - Self-employed not employing others  
(SEEMPLOY - code 3)

These values of SUPERVIS, SIZEEST and SEEMPLOY are also shown at the bottom of the specimen copy of the Matrix (see P.B21(a)).

If Check 3 appears it means that there is no entry in the Matrix which corresponds to the values of:

OCCUP91, SUPERVIS and SIZEEST - if an employee

OCCUP91 and SEEMPLOY - if self-employed

The following procedure should be adopted:

(i) Check that the occupation is correctly coded, using the

STANDARD OCCUPATIONAL CLASSIFICATION - VOLUME 2(1990) - CODING INDEX

Look up the 'job title' given at Q10(a) in this Index (only use the job description at Q10(b) if the title is not clear) and amend the original code if necessary.

(ii) If the occupation code is correct or it has been amended as a result of action taken at (i), look up the code in the Matrix to see whether the combination of occupation etc is valid.

If the combination is not valid and the person is an employee then either the employment status (SUPERVIS) or the establishment size (SIZEEST) or both will need to be amended. If the person is self-employed then the number of people employed (SEEMPLOY), will need to be amended.

(iii) Check 3 may also appear if:

SUPERVIS = 0, SIZEEST GT 0 and SEEMPLOY GT 0.

OR SUPERVIS GT 0, SIZEEST = 0 and SEEMPLOY GT 0.

In none of these cases will there be a corresponding entry in the matrix.

These are in fact continuity errors so a credibility error message should also appear.

If SUPERVIS or SIZEEST are missing, see instructions at Check 1.

Question 10 - Details of most remunerative employment (continued)

Notes

1. Only columns which contain an entry apply to that particular SOC code. For example, SOC code 100 has an entry in the last two columns only, so a general administrator (Assistant Secretary) can only be a manager in large or extra large establishment.
2. Social Class and SEG depend upon the size of the establishment only if the person is a manager or is self-employed employing others. Thus, in the case of an employee or foreman/supervisor, Social Class and SEG remain the same whatever the establishment size.

SPECIMEN COPY OF MATRIX SHOWING EXAMPLES 1 TO 4

[ = Manual  
M = Non-manual

1991 CENSUS

OCCUPATION COMPONENT; EMPLOYMENT STATUS AND SIZE OF ESTABLISHMENT MATRIX (F14)

COLUMN (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)		
1991	EMPLOYMENT STATUS X SOCIAL CLASS, SOCIO-ECONOMIC GROUP AND C080 UNIT GROUP									
OCC	a	SOC Description	1 Employee n.e.c.	4 Foremen/Supervisor	2 Self-employed others	3 self-employed not employing others	5 Managers			
COMP	b	C080	SIZE OF ESTABLISHMENT			SIZE OF ESTABLISHMENT			SIZE OF ESTABLISHMENT	
CODE	M		1 small <25	2 lge 25-499	3 ex lge 500+	1 small <25	2 lge 25-499	3 ex lge 500+		
	NM									
012	a	103 General administrators - national government (HEO to Senior Principal/Grade 6)	-	-	-	-	-	-	II 1.2 007.2	II 1.2 007.2
	b	NM General administrators - 021 national government (HEO to Senior Principal level)								
105	a	250 Chartered & certified accountants	1 4	-	1 3	1 3	1 3	-	-	-
		NM	002.1		002.1	002.1	002.1			
	b	002 Chartered & certified accountants								
042	a	160 Farm owners & managers horticulturists	11 13	-	11 13	-	11 14	-	11 13	11 13
		NM	040.0		040.0		040.0		040.0	040.0
	b	107 Farmers, horticulturists, farm managers								
278	a	581 Butchers, meat cutters	111M 9	111M 8	-	-	-	-	-	-
		M								
	b	186pt Butchers, meat cutters	092.1	090.2						
		SUPERVIS	3	2	-	-	-		1	1
		SIZEEST	1-5	1-5	-	-	-		1-2	3-4
		SEEMPLOY	-	-	1	2	3		-	-

Notes 1. Only columns which contain an entry apply to that particular SOC code  
2. The SOC codes on the actual matrix are listed in numerical order.

Question 10 - Details of most remunerative employment (continued)

Examples of combinations with no matching entry in the Matrix

(See specimen copy of Matrix on next page).

1. SOC code 103

A general administrator - national government (HEO) is coded as a foreman/supervisor of a small establishment

(SUPERVIS = 2 and SIZEEST = 2)

The Matrix shows that he cannot be a supervisor or an employee nor can he be a manager in a small establishment so recode to manager in a large establishment.

Amend SUPERVIS to 1 and SIZEEST to 3.

2. SOC code 250

A chartered accountant is coded as a manager in a large establishment

SUPERVIS = 1 and SIZEEST = 3

The Matrix shows that he cannot be a manager or a foreman/supervisor so recode to employee.

Amend SUPERVIS to 3 but do not amend SIZEEST.

3. SOC code 160

A farmer is coded as self-employed employing others in a large establishment.

SEEMPLOY = 2

The Matrix shows that he cannot be a farmer in a large establishment, so recode to small establishment.

Amend SEEMPLOY to 1.

4. SOC code 581

A butcher is coded as self-employed employing others in a small establishment.

SEEMPLOY = 1

The Matrix shows that a butcher cannot be self-employed or a manager. He can only be an employee or a foreman/supervisor.

If it is necessary to change a person's status from self-employed to employee (or vice versa) always refer to supervisor.

Question 11 - Details of subsidiary employment

This question applies to those who are coded 1 or 2 at Q2(a) or 3 or 4 at Q2(b)

More than one job

If an informant does a different type of work for more than one employer concurrently (even if one relates to casual work), he/she should be coded as having more than one job at Q11. Note that if the informant does the same type of work for more than one employer eg. domestic duties, gardening, teaching, he/she should be coded as having only one job.

If the informant has two jobs, details of the most remunerative job should be entered at Q10(a) to (h) and the subsidiary job at Q11(a) to (e).

If the informant has three or more jobs, details of the main (ie the most remunerative) subsidiary job should be entered at Q11(a) to (e) and the other subsidiary job(s) at Q11(f) to (j). In this case it may be necessary to combine some of the pay details. Refer to supervisor for a decision on this.

If the informant is a Director, check that code 1 is ringed at Q11(d) and Q11(i).

Questions 12-20 - Pay details (most remunerative job as employee)

These questions apply to those currently employed and to those out of employment whose last job was as an employee.

Q12 - Anticipated pay

If an informant is currently working but has not yet been paid because he has recently started a new job, the pay he expects to receive should be entered at Qs 13-20. In this case, code 1 should be ringed at Q12.

If the pay date is given this should be the same as the interview date or not more than one month after the interview date.

If the pay date is not given, enter the date of interview and check that code 1 has been ringed.

Checking

1. No pay details given

If the informant is currently employed (code 1 at Q2(a)), the details of the current job are required. Details of the previous job should be accepted only if the relevant information cannot be obtained from the informant.

If the informant has been out of employment for up to a year (code 3 or 4 at Q2(b)), the details of the last job as an employee are required.

If no pay details are given or the pay details relate to the previous job, refer the budget to RO at the checking stage so that a letter can be sent to the informant as soon as possible after the interview.

2. Deductions from pay (Q19)

If there are any deductions from pay, check that the relevant codes 1 to 4 have been ringed.

If there are any entries under 'other deductions' from pay, these should be reclassified, where possible, to codes 1 to 3. Delete code 4 if necessary.

If there are any deductions which cannot be reclassified, enter the appropriate diary code in the Office Use box.

3. SSP or SMP included in last pay

If there is any indication that either statutory sick pay (SSP) or statutory maternity pay (SMP) were included in the last pay:

- For SSP check that 1 or 2 are ringed at Q23
- For SMP check that 1 or 3 are ringed at Q23

4. Informant has main and subsidiary job with same employer

For example, the informant may be a school teacher and an evening class lecturer. In such cases, all deductions from pay eg tax, NI etc, are usually deducted from salary for the main job. In this case the deductions should not be apportioned between the two jobs.

Questions 12-20 - Pay details (most remunerative job as employee)  
(continued)

5. Workers who periodically work away from home  
(eg In the armed forces, merchant navy or on oil rigs).  
Such workers may make an allowance 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, should be shown at Qs 12-20 and Q67  
should be left blank. If the informant is an absent spender then  
follow the instructions given at Q2 (code 7).

6. Informant employed in UK but paid in foreign currency

The income remitted to the UK should be converted to UK currency  
using the exchange rate applicable to the date on which the pay was  
received (See Financial Times). If no income is being remitted to  
the UK refer to RO.

7. Pay date

If the month and year are given but the day is missing, enter '15' in  
the 'day' box.

8. Pay period

This should be the actual period which is not necessarily the usual  
one. For example, if an informant receives 3 weeks wages in one week  
including 2 weeks holiday pay, the period that should be entered is  
3. Note that periods of less than one week should be coded as one  
week.

9. Tax refund received and tax paid

Usually, if a tax refund is received, no tax is actually paid in that  
pay period. Occasionally however, tax is paid (presumably less than  
the usual amount) even when a refund is received.

10. Compulsory tax for a company car or luncheon vouchers  
This should be included at Q15.

11. Directors or managers of a private or limited company

Directors should be coded as employees and their pay details entered  
at Qs 12-33.

Any undistributed profits of the company should be deleted as they  
are not a part of income.

Directors sometimes pay tax and NI direct to the Inland Revenue as  
lump sum payments, so these figures may be missing from the pay  
questions (Qs 12-20) and in some cases the pay details may be entered  
at the self-employed questions (Qs 41-47).

If tax and NI payments are not given at pay questions there should be  
an interviewer note giving further information.



Questions 12-20 - Pay details (most remunerative job as employee)  
(continued)

The procedure to be followed is described at paras (i) to (iii) below.

i. If pay details are given at Qs 12-20 (employee questions).

If net pay, tax and NI and all other pay details are given then these should be accepted and no action need be taken.

If, however, tax and/or NI are not shown at Q15 and Q17 then proceed as follows:

- a. Impute the tax and NI from the gross pay at Q20 if given, otherwise impute from the net pay. Enter these amounts at Q15 and Q17 respectively.
- b. If net pay and gross pay are given, check that the net pay plus all deductions adds up to the gross pay.
- c. If only gross pay is given, enter the remainder (gross pay minus the imputed tax and NI and all other deductions) as net pay at Q13.
- d. Deduct the imputed tax as an annual equivalent from any tax paid at Q70.
- e. Deduct the imputed NI from any regular NI contributions at Q49 after adjusting for any period code differences. If no regular contribution is paid then it should be deducted as an annual equivalent from any lump sum payment at Q50.

ii. If pay details are given at Qs 41-47 (self employed questions).

These details should be transferred to Qs 12-20 as weekly amounts. The procedure is described as follows:

- a. Enter the date of interview at Q12 as the last pay date.
- b. Convert the profit at Q41 or, if no profit is given, the amount drawn from the business at Q43(a) to a weekly amount and enter this as gross pay at Q20.
- c. Impute the tax and NI contributions and enter these amounts at Q15 and Q17 respectively.
- d. Enter the remainder (gross pay minus the imputed tax and NI) as weekly net pay at Q13.
- e. Do not deduct the imputed tax from Q70.
- f. Deduct the imputed NI from any regular NI contributions at Q49 after adjusting for any period code differences. If no regular contribution is paid then it should be deducted as an annual equivalent from any lump sum payment at Q50.
- g. Delete the details given at Qs 41-47.

iii. If a director is coded as 'self-employed at Q2(a)

If a director is coded as 'self-employed at Q2(a), an error message will appear. Recode Q2(a) as 'employee' and transfer the pay details from the self-employed questions (Qs 41-47) to the employed questions (Qs 12-20) as weekly amounts. See instructions at para (ii) above.

Questions 12-20 - Pay details (most remunerative job as employee)  
(continued)

Notes on deductions from pay (Q19)

1. Composite entries  
If the informant has given the total amount of deductions and the 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 per week for the sports club. If there is no basis on which to apportion, divide the amount equally between the items. Impute staff pension/superannuation as 6% of gross pay or 8% of net pay.
2. Loans  
If the deduction is for a loan, details should be shown at Q113 (A 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 Q102 (A Schedule). If the loan was for a season ticket, Q110 (A Schedule) should be completed. In both cases Diary code 960 should be entered at Q19.
3. 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' (Q19 - code 4) and complete Q18. Enter the amount itself at Q18(b)(i) - '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' (Q19) and enter it in the superannuation box (Q19).  
  
If the informant is in the police force or fire service the entry should be treated as life insurance and coded 924 at Q19. The details should also be entered at Q66 (A Schedule).
4. RAF Dependent's Fund  
This should be treated as a charity and transferred to Q18(b)(i).
5. Fatal Accident Scheme and PO Insurance Society  
The former is for miners and police. Both should be treated as life insurance, code 924 at Q19, and details also entered at Q66 in the A Schedule.
6. 'Housekeeping' or 'wife's allowance'  
If an informant regards a 'housekeeping allowance' as a deduction from pay, add this the net pay at Q13, if it has not already been included there.
7. Using company bus or coach  
Code as 937. Check that details are entered at Q110 (A Schedule).

Questions 12-20 - Pay details (most remunerative job as employee)  
(continued)

8. Overalls  
Code as 301, but if cleaning or laundering mentioned, code as 791.
9. Friendly Societies  
For 1993 the box for Friendly Societies has been deleted. They should now be entered with 'Other deductions' and coded 795. However, if Friendly Societies appear in the A Schedule or Diary, they should still be coded 926.
10. Item deducted not known  
If it is not known what the deduction is for, code as 799.
11. Rounding up or down  
Code as 999.

Editing

1. If schedule reference Q019 14 (DEDFORAM) 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.
2. The sum of components of pay (ie last net pay plus all deductions minus any tax refund) should equal the gross pay at Q20, if given. If the difference between the gross pay and the sum of these components is more than £2.00, an error message will appear.

Check whether there is an amount missing eg tax, NI or even net pay. If so, refer to any interviewer notes and impute if the amount is not given. If the net pay and all deductions are correct, amend the gross pay so that it equals the sum of these components. If in doubt as to what to do, refer to supervisor.

3. As the main job should be the most remunerative job, it follows that the gross pay for the main job should be greater than the gross pay for the subsidiary job. The weekly value of the main gross pay (Q20), must be greater than the weekly value of the subsidiary gross pay (Q40) minus £2.00, otherwise an error message will appear. For example, if the main gross pay is £148.70 per week then an error message will appear if the subsidiary gross pay is greater than or equal to £150.70 per week.

Add up the components of pay for the main job (Qs 13-19) and subsidiary job (Qs 35-39) to obtain the gross pay figure for each job. Amend any figures which are incorrect. If, after any amendments have been made, the weekly value of the main gross pay is greater than the weekly value of the subsidiary gross pay minus £2.00, accept the gross pay figures.

If the weekly value of the main gross pay is still not greater than the weekly value of the subsidiary gross pay minus £2.00, the pay details for the main and subsidiary jobs may need to be exchanged, but first refer to supervisor.

Questions 12-20 - Pay details (most remunerative job as employee)  
(continued)

4. If a person has a main employed job and one or more subsidiary self-employed jobs, a warning message will appear if the gross pay at Q20 is less than the profit at Q41 1 or Q41 5.

Since the gross pay is likely to be a weekly or monthly figure and the profit an annual figure, both amounts must be converted to the same period before a proper comparison can be made.

If, after conversion, the gross pay is less than the profit, check that the gross pay figure is correct (see paragraph 3). If so, the pay details for the main and subsidiary jobs may need to be exchanged, but first refer to the supervisor.

5. If the informant has been out of employment for more than one year (see Q5) and was employed in his last job then Q13-47 should be blank. If any details are entered at these questions an error message will appear. Any details given should therefore be deleted but do not delete the pay date at Q12.
6. If the informant has been out of employment for more than ten years - see instructions at Q5.
7. An error message will appear if the pay date is after the interview date and the anticipated pay code at Q12 has not been ringed. If there is a note indicating that the pay was anticipated, ring code 1 at Q12, otherwise refer to supervisor.
8. An error message will appear if the pay date is before the interview date or it is missing and the anticipated pay code at Q12 has been ringed. If there is a note indicating that the pay was anticipated, enter the date of interview at the pay date question, otherwise refer to supervisor.
9. For 1993 a list will be issued showing the Diary codes which occur most frequently at 'deductions from pay' (Q19 9, 1911, 1913, and 1915). If a code is entered which is not on the list, a validation warning message will appear. The code may be correct but it must be checked and amended if necessary.
10. If a tax on BUPA, or other medical insurance subscription, appears as a deduction from pay (Q19) the insurance subscriptions are paid by the employer, the subscriptions should not be entered at A Q67. However, the income tax deducted should be added to the amount shown at Q15 (Tax) and deleted from Q19.
11. Edit checks at DEDSUPAM (Q19 2)

If a person is paying superannuation (Q19 2) they should not be making payments to a personal pension (AQ65) for the same job.

- (i) A warning message (DEDSUPAM, check 3) will appear if a person is paying superannuation and DEDONETY or DEDTWOTY etc. are coded 927 (personal pension payment).

Questions 12-20 - Pay details (most remunerative job as employee)  
(continued)

If code 927 is correct and the person is not paying into a personal pension, refer to RO. If they are paying into a personal pension and have no subsidiary and no self-employed job, refer to RO.

If they are paying into a personal pension and have a subsidiary employed job but are not paying superannuation at Q39 2 or they have a self-employed job, this is acceptable.

Note that if DEDONETY or DEDTWOTY etc. are coded 927 and no one in the household is paying into a personal pension then DEDONETY, check 6 will appear.

(ii) A warning message (DEDSUPAM, check 4) will appear if a person is paying superannuation and is also paying into a personal pension (AQ65). If they have a subsidiary employed job and are not paying superannuation at Q39 2 or they have a self-employed job, this is acceptable, otherwise refer to RO.

(iii) If superannuation is not known, it should be imputed as 6% of gross pay or 8% of net pay.

12. Edit checks at DEDONETY (Q19 9) etc.

A number of checks have been introduced linking the 900 codes with their corresponding variables in the A Schedule. The checks relate to insurances, personal pensions, season tickets and loans. If an error message appears, proceed as follows:

(i) Check whether an amount has been entered at the relevant question. If so, enter this through the TP System.

(ii) If no amount has been entered at the question, refer to any interviewer notes and also to any related questions to see if they explain why the data is missing.

(iii) If it is still not possible to discover why the amount is missing refer to RO.

13. An error message will appear if a Friendly Society appears as a deduction from pay (Q19) and also at Q67 A Schedule and the weekly values of the two amounts differ by less than one penny. If it is clear that the two entries relate to the same policy then the entry at Q67 A Schedule should be deleted.

14. An error message will appear if DEDONETY or DEDTWOTY etc. are coded 794. This is the code for superannuation for a subsidiary employed job only.

Questions 21-22 - Usual hours worked

These questions apply to those currently employed and also to those who have been out of employment for up to 12 months (see Q5) but were employed in their last job.

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) at Q21.

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

Editing

If no hours are given refer to supervisor.

Question 23 - Items affecting last wage/salary

If there are interviewer notes which could affect the coding of Q24 (usual pay), refer to supervisor.

Mar 93

Question 24 - Wage/Salary usually received (usual net pay and usual gross pay)

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.

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 Q24 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 and supply teachers who usually receive a higher rate of pay than ordinary teachers whilst working but no pay in the holidays.

#### Editing

1. An error message will appear if the weekly value of the usual net pay is within plus or minus £2.00 of the weekly value of the last net pay (Q13).

If this message appears, it means that the usual net pay and the last net pay figures are considered to be "equal" when they should be different. Refer to any interviewer notes given at the pay questions (Qs 12-20) or at this question and check the answer given at Q23. (Note that it may not be necessary to carry out all these tasks in each case).

If either the usual net pay or the last net pay are found to be incorrect, they should be amended. If, however, there is no explanation as to why the usual net pay and the last net pay figures are "equal", delete the entries at Q24(a) and Q24(b) and recode Q24 to 1, but first refer to supervisor.

2. As the main job should be the most remunerative job, it follows that the usual gross pay (main job) should be greater than the gross pay for the subsidiary job. The weekly value of the usual gross pay (Q24(b)) must be greater than the weekly value of the subsidiary gross pay (Q40) minus £2.00 otherwise an error message will appear. For example, if the usual gross pay is £152.00 per week then an error message will appear if the subsidiary gross pay is greater than or equal to £154.00 per week.

Add up the components of pay for the main job (Qs 13-19) and subsidiary job (Qs 35-39) to obtain the gross pay figure for each job. Amend any figures which are incorrect. If, after any amendments have been made the weekly value of either the main gross pay or the usual gross pay is greater than the weekly value of the subsidiary gross pay minus £2.00, accept the gross pay figures and override the error even if the usual gross pay is still not greater than the subsidiary gross pay minus £2.00.

May 93



Question 24 - Wage/Salary usually received (usual net pay and usual gross pay) (continued)

If the weekly values of both the main gross pay and the usual gross pay are still not greater than the weekly value of the subsidiary gross pay minus £2.00, the pay details for the main and subsidiary jobs may need to be exchanged, but first refer to supervisor.

3. If a person has a main employed job and one or more subsidiary self-employed jobs, a warning message will appear if the usual gross pay at Q24(b) is less than the profit at Q41 1 or Q41 5.

Since the usual gross pay is likely to be a weekly or monthly figure and the profit an annual figure, both amounts must be converted to the same period before a proper comparison can be made.

If, after conversion, the usual gross pay is less than the profit, the pay details for the main and subsidiary jobs may need to be exchanged, but first refer to the supervisor.

Question 25 - Motoring allowance included in usual net pay  
This question applies to those whose last pay was not usual

Editing

No car sheet is required for this question.

Question 26 - Profit-related pay or profit-sharing bonuses/other bonuses received in the last 12 months.

Q28 and Q29 from the 1992 Schedule have been combined to form this question for 1993.

#### Profit-related pay

Under qualifying schemes approved by the Inland Revenue, employees may receive profit-related pay based on the employer's profits for a profit period in addition to the employee's earnings. For all profit periods from April 1991, the profit-related pay is exempt from tax up to a limit of the lower of 20% of pay of £4,000. For profit periods from April 1991 only one-half of the profit-related pay was exempt from tax. 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

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) Honararia - 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 a part of his profit at Q40 provided that he retains 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 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.

A print message will now appear only if the bonus is greater than £1500.00. Check whether the bonus should be entered at this question, transferred to another question or deleted. Use the notes given above as a guide.

Note that the maximum amount which can be entered at the first 'bonus' is higher than the other two.

The maximum amounts are as follows:

BONUSAMI (Q26 1) - Up to £999,999.99

BONUSAM2 & BONUSAM3 (Q26 2 & Q26 3) - Up to £9,999.99

Thus, if the bonus at Q26 2 or Q26 3 is £10,000 or more, it should be transferred to Q26 1 or if there is a bonus already entered at Q26 1 then it should be added to it or split between Q26 2 and Q26 3.

May 93

Question 26(a) Bonus or profit-related pay included in last take home pay.

Q26(a) covers cases where the last take home pay (at Q13) includes the bonus or commission whereas Q27 (see page 35) applies to those whose last pay was not usual (coded 2 at Q24) and who received a bonus, etc.

Generally, the amount given at Q26(a) should be accepted even if it is the same as that at Q27(a). But refer to supervisor if there are any interviewer notes or an error message occurs at this question.

#### Editing

A print message will appear if Q26(a) is coded 1. Check whether the bonus at Q26 A1 should be included in the last take home pay (Q13) or the usual net pay (Q24) or both. Refer to any interviewer notes given at Q26(a) and Q27. Also refer back to the last take home pay and the usual net pay. If BONINUS, checks 1 or 4 also appear, refer to Q27 - Editing, paragraphs 2 and 3 respectively.

Question 27 - Bonus or profit-related pay included in usual net pay

This question applies to those whose last pay was not usual and who received a bonus.

If there are any interviewer notes at this question, refer to supervisor, otherwise accept the answer given.

If the bonus at Q26 is included in the 'usual net pay', this implies that the bonus is received on a regular basis, but do not abate the usual net pay if it does include a bonus.

Editing

1. A print message will appear if Q27 is coded 1. Check whether the bonus at Q27(a) should be included in the usual net pay (Q24) or the last net pay (Q13), or both. Refer to any interviewer notes given at Q26(a) and Q27, and also refer back to the usual net pay and the last net pay. If BONINUSP checks 1 or 4 also appear, refer to paragraphs 2 and 3 respectively.

2. Some informants may answer 'Yes' to this question because they believe that the question is asking whether a bonus was included in their last net pay (Q13) instead of their usual net pay (Q24).

An error message (BONINUSP, check 1) will appear, therefore, if the weekly value of the last net pay minus the weekly value of the usual net pay differs from the weekly value of the bonus (entered at Q27(a)) by £1.00 or less.

If this error message occurs, refer to the supervisor. If the supervisor decides that the bonus is included in the last net pay instead of the usual net pay, delete the bonus entered at Q27(a) and recode Q27 to 2, otherwise accept the answer given.

3. A warning message (BONINUSP, check 4) will appear if a bonus is included in the usual net pay (Q27 is coded 1) but not in the last net pay (Q26(a) is coded 2). This may of course be the reason why the last net pay was not usual.

If the usual net pay (Q24(c)) minus the last net pay (Q13) is equal to the bonus (Q27(a)) this is acceptable, otherwise refer to the supervisor.

Note that if the period codes at Q14 and Q24(c) differ then the last net pay, the usual net pay and the bonus must first be converted to weekly values. The period code associated with the bonus at Q27(a) is the same as that given at Q24(c).

## General Notes on Business Refunds - Employees

These notes refer to Q143, A Schedule and to Qs 25 and 28 to 30 in the B Schedule

### A. PURPOSE

The purpose of the question is:-

1. To identify and abate all refundable expenditure.
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 refunds (or allowances) for 'private' expenditure. These are regarded as a 'perk' and are, in effect, in addition to salary.

### B. TYPE OF REFUND/ALLOWANCE

To achieve the purpose, it must first be decided whether the refund or allowance relates to business expenditure or private expenditure.

1. The following types of refund/allowance should be classed as BUSINESS expenditure:

- (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) An occasional meal (otherwise see 2(ii))
- (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(iii)).
- (viii) Household expenditure provided part of the sample address is used for business (otherwise see 2(iv)).

2. The following types of refund/allowance should be classed as PRIVATE expenditure ('perks'):

- (i) Rent allowance for firemen, police or prison officers
- (ii) Regular meals (as opposed to 1(vi))
- (iii) Expenditure on transport (other than on cars) to get to work (as opposed to 1(vii)).
- (iv) Household expenditure provided no part of the sampled address is used for business (as opposed to 1(viii)).

General Notes on Business Refunds - Employees (continued)

C. ACTION TO BE TAKEN

1. If a refund/allowance relates to BUSINESS expenditure

(i) A Schedule

Adjust the allowance for period code differences and deduct it from the appropriate A Schedule entry. The amount of expenditure after deduction (ie the abated value) should be entered through the TP system.

(ii) B Schedule

a. If business allowance included in pay details (Qs 12-20)

Do not delete the allowance from pay questions but add it to Qs 28-30 or Q25 if not recorded there.

b. If business allowance not included in pay details (Qs 12-20)

Do not add the allowance to the pay questions but delete it from Qs 28-30 or Q25 if recorded there.

2. If refund/allowance relates to PRIVATE expenditure (ie 'perks')

(i) A Schedule

No action is required.

(ii) B Schedule

a. If private allowance included in pay details (Qs 12-20)

Do not delete the allowance from the pay questions but delete it from Q28-30 or Q25 if recorded there.

b. If private allowance not included in pay details (Qs 12-20)

Adjust the allowance for period code differences and add it to the:

- net pay at Q13
- gross pay (if given) at Q20
- usual net pay at Q24(a) - if Q24 coded 1
- usual gross pay at Q24(b) - if Q24 coded 1

Delete it from Qs 28-30 or Q25 if recorded there.

Assume the private allowance (or perk) is tax free so do not calculate Tax or NI on the allowance.

General Notes on Business Refunds - Employees (continued)

(iii) D Schedule

- a. If a private allowance mentioned at Q143, A Schedule, or Q25 or Qs 28-30, B Schedule is already included in pay, delete any claims at page 38 of the Diary, but check that these items are also listed on pages 8-37. 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. Any entries at Qs 28-30 or Q25 should also be deleted.
- b. Refer any doubtful cases to supervisor.

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.



Question 28-30 Refunds of expenses included in last net pay

These questions apply to those currently employed and to those who have been out of employment for up to 3 months ie 13 weeks (see Q5) but were employees 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. If any expenses are noted in the margin check whether they are private or business - see 'General Notes on Business Refunds - employees' on pages 36-38.

Q28 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.

A mileage allowance may be claimed by a member of the household who uses a car which is owned by another household member.

Q29 This covers refunds for expenses such as parking fees, repairs etc.

Q30 This covers refunds of household expenditure which occur in the A Schedule and any other refunds for business expenditure. Only the amounts actually refunded should be included.

If a subsistence allowance is received, only the amount actually spent on food and lodgings etc should be included.

If a rent allowance is received by a fireman, police or prison officer, it should not be entered at this question but treated as a 'perk' and included in net pay.

Editing

If Q28 and Q30 are coded 1 a print message will appear.

Q28 If a mileage allowance or fixed allowance is included in the net pay a car sheet should be completed.

Q29 No car sheet is required for this question.

Q30 Check whether these expenses are private or business. Most business entries should appear at Q143 (A schedule). If there are any entries which should appear here but do not, refer to supervisor.

Definitions of business and private expenses together with the action to be taken at the pay questions and at Qs 28-30 are given under 'General notes on business refunds - employees' (see pages 36-38). These notes are identical to those which precede Q143, A Schedule. Additional information about refunds of household expenditure is also given at Q143 (A Schedule).

Questions 31-33 - Tax relief for expenses, luncheon vouchers and free meals

These questions apply to those currently employed and to those who have been out of employment for up to 3 months ie 13 weeks (see Q5) but were employed in their last job.

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.

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) 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 Youth Training schemes etc.
- (iv) Free food supplied by employers to employees, eg milk, eggs or potatoes.

Questions 34-40 - Pay details for subsidiary job as employee

These questions apply only to those coded 1 at Q11(e) or 1 at Q11(j).

If a person has a subsidiary job as an employee Qs 34-40 should be completed not Qs 12-20.

Checking

1. No pay details given

If no pay details are given, refer the budget to RO at the checking stage so that a letter can be sent to the informant as soon as possible after the interview.

2. Deductions from pay

If it is not known what the deduction is for, code as 799.

3. Informant has main and subsidiary job with same employer

For example, the informant may be a school teacher and an evening class lecturer. In such cases, all deductions from pay eg tax, NI etc are usually deducted from the salary for the main job. In this case the deductions should not be apportioned between the two jobs. Enter the net income for the subsidiary job at Q35.

4. Pay date

If the month and year are given but the day is missing, enter '15' in the 'day' box.

5. Pay period

This should be the actual period which is not necessarily the usual one. For example, if an informant receives 3 weeks wages in one week including 2 weeks holiday pay, the period that should be entered is 3. Note that periods of less than one week should be coded as one week.

6. Army Reserve

Should be treated as a subsidiary job.

7. Informant has more than one subsidiary job as an employee

If an informant has more than one subsidiary job, details of the other subsidiary jobs should have been entered in the margin. Add the amounts together and enter them at the relevant questions after adjusting for any period code differences.

Questions 34-40 - Pay details for subsidiary job as employee (continued)

Editing

1. If schedule reference Q039 3 (SUBTWOAM) 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.
2. The sum of all the components of pay (ie last net pay plus all deductions) should equal the gross pay at Q40, if given. If the difference between the gross pay and the sum of these components is more than £2.00, an error message will appear.

Check whether there is an amount missing eg tax, NI or even net pay. If so, refer to any interviewer notes and impute if the amount is not given. If the net pay and all deductions are correct, amend the gross pay so that it equals the sum of these components. If in doubt as to what to do, refer to supervisor.

3. If the informant has been out of subsidiary employment for more than one year then the pay date (Q34) as well as Qs 35-40 should be blank. If any details are entered at these questions an error message will appear. Any details given should therefore be deleted.

## Questions 41-47 - Self employment

Please also refer to the notes at Question 2(a) and 2(b) (code 2)

### Checking

No profit given (Q41) and no money drawn from business (Q43(a))

If an informant has a main self-employed job but no profit has been given at Q41 and no money has been drawn from the business at Q43(a) an error message will appear. Refer the budget to RO at the checking stage. RO will then decide what action needs to be taken eg whether to write to the informant or impute the information.

If an informant has a subsidiary self-employed job but no main self-employed job and there is no profit at Q41 and no money is drawn from the business at Q43(a), then no error message will appear. Do not impute an amount or refer to RO.

If imputation is required, the RO will identify any Diary items which need to be excluded. The procedure used previously should be adopted and all calculations recorded on the self-employed income form. The imputation should then be referred back to the RO for clearance and finally entered through the TP System. In all cases, the money drawn from the business (Q43(a)) should be imputed not the profit (Q41).

### Note on imputation

Anyone who is self-employed should be drawing money from their business to live on unless they are living on capital or savings. If this figure is missing the RO may ask for it to be imputed as a proxy for profit (see previous paragraph).

The items to be included in the imputation are listed on a form designed for this purpose. Briefly, the money drawn from the business (as a proxy for profit) is the gross annual household expenditure less any current income received by the household, provided this appears to be a realistic figure for the type of job the informant is doing.

- Notes: 1. If an informant has:
- a main self-employed job but no subsidiary self-employed job or
  - a subsidiary self-employed job but no main self-employed job
- the details should be entered at Q41 1 to Q41 4 and Qs 42-47 as appropriate. Do not use the Office Use box at Q41.
2. If an informant has two self-employed jobs (main and subsidiary) then the details of the main job should be entered at Qs 41-47 and the profit from the subsidiary job recorded at the Office Use box at Q41. No other details for the subsidiary job are required.

If a loss has been made on the subsidiary job, the Office Use box should be left blank. Delete the code at Q11(e) or (j), whichever is applicable, and amend Q11 if necessary.

Questions 41-47 - Self employment (continued)

3. Occasional letting or sub-letting of rooms (See also Q65)

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.

If the rent has been entered as profit at Q41, any claims for expenses at Q47 should be abated according to the instructions given at Actions 1-3. The profit should exclude all allowable expenses eg. repairs, maintenance, rates, insurance etc.

If the rent received has been transferred from Q65 then rent, mortgage, council tax, rates, water rates, structural insurance should be abated, if necessary, according to the instructions given at Action 3. If there is any doubt as to which items need abating, refer to supervisor.

4. 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.

Editing

1. Imputation

If the amount needs to be imputed a check will appear (SERIMPOT check (2)). However, no imputation should be carried out unless requested by the RO (See 'Checking').

There is an 'Office Use' box at Q43 for entering the imputed amount of withdrawals (a proxy for profit) if no profit is given and no withdrawals are made and the person has a main self-employed job.

If the person has a subsidiary self-employed job but no main self-employed job then the 'withdrawals' should not be imputed.

If an imputation is made then the period code at Q43(b) should also be entered. Note - if there are no withdrawals then the period code should be blank so when the amount is imputed the period code must be entered.

2. Dates (Q42 and 43(c))

Q42 Dates are asked of all who have a profit (Q41).

Q43(c) Dates are also asked of all who have nil profit, loss or DK whether they withdraw money or not.

- (i) If one or both dates are missing an error message will appear. Unless there is a note indicating that the business has been running for less than 12 months, enter the month of interview as the end date. The start date should then be 12 months before the 'end date' counting the 'end date' month as one month. For example, a 12 month period would be January to December or April to March. If 'January to January' or 'April to April' were entered, an error message would appear.

Both dates must always be completed.



Questions 41-47 - Self employment (continued)

- (ii) If both dates are the same an error message will appear. If the business has been running for only a month then this is acceptable, otherwise one of the dates should be amended. The date to be amended will depend on the interview date and any notes indicating the length of time the business has been running. For example, if the two dates are 'Mar 92' and 'Mar 92', the date of interview is May 92 and there is no indication as to how long the business has been running, assume that the period covered is Apr 91 to Mar 92. If in doubt, refer to supervisor.
- (iii) If the dates cover a period of less than 12 months then the no. of weeks covered by these dates should be specified.

- 3. Enterprise Allowance and other business start-up schemes  
Informants receiving an Enterprise Allowance should not be included at Q1 but should be coded as self-employed at Q2(a). If, after excluding the allowance, the informant does not make a profit, refer to R0.

There is a separate 'Enterprise Allowance' category - code 5 at Q48(a). A print message will appear if Q48(a) is coded 3. Any allowance shown at Q48(c) should be deleted and included in the profit at Q41 unless it is already included there, but the amount must first be adjusted to correspond with the dates shown at Q42 or 43(c).

Note that these rules apply also to any other business start-up scheme for the self-employed run by TECs or LECs.

- 4. Two self-employed jobs  
In an informant has two self-employed jobs and the profit from the subsidiary job has not been entered in the Office Use box at Q41, an error message will appear. Enter the profit (which should be given in the margin) in the Office Use box and through the TP System. If the profit is not given, refer to R0.

If a loss has been made on the subsidiary job the Office Use box should be left blank. Delete the code at Q11(e) or (j), whichever is applicable, and amend Q11 if necessary.

- 5. More than two self-employed jobs  
If the Office Use box at Q41 has been completed, a print message will appear. Check whether there is a profit shown in the margin for any other self-employed jobs. If so, add the profit for these jobs to the amount already given in the Office Use box.
- 6. Out of employment for more than one year  
If an informant has been out of employment for more than one year (see Q5) and was self-employed in his last job then Qs 41-47 should be blank. If any details are entered at these questions an error message will appear. Any details given should therefore be deleted.
- 7. Out of employment for more than 10 years  
See instructions at Q5.

Questions 41-47 - Self employment (continued)

8. Partner's share (Q44)

Two checks are incorporated at Q44(a)(i). The first checks to ensure that the partner's share of the profit is less than the profit and the second check is to ensure that partner's share of the loss is less than the loss. If either of these checks appear, and the figures appear to be correct and there is no interviewer note indicating the reason for the discrepancy, refer to RO.

9. Income tax payments in the last 12 months (Q46)

The tax payments entered at this question should relate to the business even if they do not relate to the period for which the profit has been given.

These payments should not be included at Q70. An error message will appear if the amounts at the two questions are the same. If there are no explanatory notes, refer to RO.

If there is a note indicating that the amount includes NI, refer to RO.

Question 47 - Self employment - Business expenses claimed against tax

1. These questions apply to those currently self-employed and to those who have been out of employment for up to 3 months (see Q5) but were self-employed in their last job.
2. Any expenses which are claimed must relate to the accommodation at the sampled address only.
3. Do not abate any expenditure at the checking stage.
4. If any claims are made check that the relevant code is ringed (eg vehicle expenses - code 1). Round any fractions to the nearest whole number.
5. If neither a percentage nor an amount is given leave the coding column blank. Check that the appropriate code is ringed (eg telephone - code 9).

Editing

1. There are checks linking each of the items 1 to 9 with their corresponding questions in the A Schedule. So if a claim is made at any of these items and the item has not been abated, an error message will appear.
2. If code 10 is ringed a print message will appear. It may be ringed for a variety of reasons eg the informant is making a single claim covering all expenses (see para 9) or he is claiming for expenses not covered by items 1 to 9. Always refer to supervisor.
3. As it is essential that business expenditure is excluded from the FES, all abatements should be carried out at the first edit and checked at subsequent edits when the print message reappears.
4. All abatements should be carried out manually according to the instructions given under "Actions 1 to 3".
5. Enter the abated values through the TP System. Do not abate the '900' series.
6. Vehicle expenses  
If a claim is made for vehicle expenses (code 1) a print message will appear whether these expenses have been abated or not.

If both a print and an error message appear, vehicle expenses must be abated. If only the print message appears, check that the vehicle expenses have been abated correctly. As it may be necessary to abate entries at several different questions, the abatement of vehicle expenses requires careful checking - hence the reason for retaining the print message.

Abatement Procedure ('vehicle' refers to a car or van)

- A. Where there are no interviewer notes stating which vehicle is covered:
- (i) Check for a vehicle at AQ104 (CUVEH).
  - (ii) If there is a vehicle at Q104 used by the spender either at present or in the last 12 months, refer to the supervisor to decide whether the vehicle(s) should be abated.
  - (iii) If there is no vehicle at CUVEH, check for a vehicle at Q100 (OWNVEH).
  - (iv) If there is a vehicle owned at present at Q100 and no tax and no insurance are paid assume that this relates to the vehicle at SEBUSEX1. Do not abate anything at OWNVEH irrespective of whether there are any other vehicles owned at present or not owned at present on which tax and/or insurance are paid.
  - (v) If there is one vehicle only at OWNVEH and tax and/or insurance are paid, abate this vehicle by the percentage at SEBUSEX1, irrespective of whether the vehicle is coded 1 or 2 at OWNVNOW.
  - (vi) If there is more than one vehicle of the same type (eg. each is a car) at OWNVEH with a tax and/or insurance payment for each of these vehicles, abate the vehicle owned at present (coded 1 at OWNVNOW) with the larger insurance. Do not abate any other vehicles owned at present.

It may be that this owned vehicle has replaced another bought or sold in the last 12 months. Therefore, if any vehicles are coded 2 at OWNVNOW, the vehicle not owned at present with the larger insurance should be abated. The exception is if there is a car and a van at Q100 with a tax and/or insurance payment for each. These cases should be referred to the supervisor.

Thus, a maximum of two vehicles should be abated at Q100: the currently owned vehicle and, if any, the one that is no longer owned. These will be the vehicles with the larger insurance.

- (vii) If an owned vehicle is abated at Q100 and it appears that the same vehicle was bought or sold in the last 3 months, the vehicle may also need to be abated at Q102 (CARPURC) or Q103 (CARSOLD) by the percentage claimed at SEBUSEX1. However, refer such cases to the supervisor for a decision.
  - (viii) If an owned vehicle which is abated at Q100 is being purchased with a loan or on hire purchase, the entry at Q113 (LOAN) or Q114/115 (HIREPURC/HPINSTP) may also need to be abated. Refer such cases to the supervisor for a decision.
- B. Where there are interviewer notes stating which vehicle is covered:
- (i) Abate all vehicles covered by the claim by the percentage at SEBUSEX1, beginning with any vehicle at CUVEH, and then vehicles at OWNVEH.

Abatement Procedure ('vehicle' refers to a car or van) (continued)

- (ii) However, if there are no tax and no insurance payments for a particular vehicle, and 100% is claimed at SEBUSEX1, it should be assumed that the business claim for this vehicle has already been taken into account at CUVEH or OWNVEH and the abatement should therefore cover the remaining vehicles only.

For example: there are two vehicles at SEBUSEX1 with 100% claims, and three vehicles at OWNVEH; no tax and no insurance are paid on one of the vehicles at OWNVEH. In this case only one of the other vehicles should be abated at OWNVEH (the one with the larger insurance); no abatement should be carried out on the third vehicle. If in doubt refer to the supervisor.

C. Notes

- (i) If an informant owns a car but another household member claims expenses on it, proceed as follows:-
  - the owner's car expenditure in the A Schedule should be abated by the percentage at SEBUSEX1.
  - the claimant's car expenditure in the Diary should be abated by the amount claimed.
- (ii) If an insurance payment at Q100 or Q104 covers more than one vehicle, the amount should be split equally between each of the vehicles covered before any abatement is carried out.
- (iii) If vehicle expenses are claimed at SEBUSEX1 and car leasing payments are recorded at the standing order question (Q131) or there is an interviewer note about car leasing at Q100, Q104, or Q47, refer to the supervisor for a decision about abatement.
- (iv) If a car sheet needs to be completed for a self-employed person, refer to the supervisor for a decision about abatement.
- (v) All vehicle expenses in the D Schedule should also be abated by the percentage shown at SEBUSEX1 (eg petrol, parking fees, repairs, ie Diary codes 538, 539, 542 and 549).
- (vi) Doubtful cases involving abatement of vehicle expenditure should always be referred to the supervisor for a decision.

Question 47 - Self employment - Business expenses claimed against tax  
(continued)

7. Amount claimed instead of a percentage (one item only)

If an amount is claimed instead of a percentage, adjust the amount claimed (as this will be an annual figure) to the same period as that shown at the appropriate A Schedule question. Check that the relevant code is ringed at Q47.

If the amount claimed (after adjustment) is less than the expenditure shown at this question, abate the expenditure by the adjusted amount.

If the amount claimed (after adjustment) is equal to or greater than the expenditure shown at the A schedule question, follow the instructions at Action 2.

Note that if the claim is for gas, electricity or central heating oil, the amount claimed should be adjusted for period code differences and then converted to a percentage. If the percentage is 90% or less, follow the instructions at Action 1, if 91% or more, follow the instructions at Action 2. Check that the relevant code is ringed at Q47 but do not enter the percentage in the box.

8. Amount claimed instead of a percentage (more than one item)

If an amount is claimed instead of a percentage and this covers more than one item eg rent, rates etc, a procedure similar to that described under 'Use of home as office' (see para 9) should be used.

9. Use of 'home as office' (This should be coded 10 at Q47)

If an annual figure covering all expenses for the year is given, the following procedure should be used (but refer to supervisor before proceeding):

- (i) Calculate the annual expenditure for rent, mortgage payments (excluding endowment policies), rates, water and sewerage rates, structural insurance, gas and electricity payments. The expenditure should be calculated from the amounts given at the appropriate A Schedule questions.
- (ii) Exclude vehicle and telephone expenses and any item for which a specific percentage or amount has been claimed at Q47.
- (iii) Add up the annual expenditure for each item to obtain the total annual expenditure for all items.
- (iv) Calculate the percentage to be abated by dividing the total amount claimed (the 'home as office' figure) by the total annual expenditure.
- (v) Check that the relevant code is ringed at Q47 for each of the items to be abated but do not enter the percentage calculated at (iv) in the boxes.

Question 47 - Self employment - Business expenses claimed against tax  
(continued)

- (vi) If the percentage is less than 100, abate each of the A Schedule items by this figure. See instructions given at Action 1. (NB - If rates (N.Ireland) are abated then NRV must also be abated).
- (vii) If the total amount claimed (the 'home as office' figure) is greater than or equal to the total annual expenditure, then abate each of these items according to the instructions given at Action 2.

10. All expenses paid by the business

If a self-employed informant states that all his expenses are paid by the business, so 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 (eg telephone etc) manually using other evidence given on the schedule or based on current gross weekly household income.
- (ii) Enter the imputed amounts at the relevant A schedule questions and the total weekly amount, covering all these expenses at Q43(a).
- (iii) Check that the relevant code is ringed at Q47 for each of the imputed items but do not enter the percentage (ie 100) in the boxes.
- (iv) Abate each of the A Schedule items which have been imputed according to the instructions given at Action 2. This is because the informant is claiming that all his expenses are paid by the business. (NB - If rates (N.Ireland) are abated then NRV must also be abated).

ACTION 1 - WHERE LESS THAN 100% OF EXPENDITURE IS CLAIMED FOR TAX

1. Rent, mortgage, council tax rates, water rates etc, structural insurance

Abate the appropriate entries in the A Schedule by the percentage given at Q47.

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. Refer to RO to establish domestic element before abatement.

Question 47 - Self employment - Business expenses claimed against tax  
(continued)

2. Cars/vans

All relevant vehicle expenses in the A Schedule should be abated by the percentage shown at Q47 (see paragraph 6 on page 49).

All vehicle expenses in the D Schedule should also be abated by the percentage shown at Q47 (eg. petrol, parking fees, repairs, ie Diary codes 538, 539, 542 and 549), even if the percentage claimed in the Diary is different from that given at Q47.

Note that the abatement of vehicle expenditure for self-employed persons is based on Q47, so any vehicle expenses occurring on page 38 of the Diary should be deleted (see Section F 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 Q47. Treat 91% or more as if 100% is claimed. See Action 2 (para 3).

Slot meter payments for gas and electricity in the 'D' Schedules (codes 254 and 255) and also the rebate at Q80/88 (A Schedule) should be abated by the percentage at Q47.

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 Q47.



ACTION 2 - WHERE 100% OF EXPENDITURE IS CLAIMED FOR TAX

1. Rent, mortgage, council tax, rates, water rates etc, structural insurance

If there is 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 excluding farms (eg shop/flat/house)

If any of the above items are claimed as a business expense they should be abated according to the number of rooms used solely or partly for business (see page B55).

Northern Ireland only: If rates or rent including rates are abated, the Net Rateable Value (NRV) at Q146, 'A' Schedule should also be abated by the same proportion.

Example

A man claims 100% for rent and rates and uses 2 out of 8 rooms for business. Hence the following items should be abated by  $2/8 = 25\%$ .

	Amount before abatement	Amount after abatement
Rent (pa)	£1000	£750
Rates (pa)	£200	£150 (N.Ireland only)
NRV	£300	£225

ACTION 2 - WHERE 100% OF EXPENDITURE IS CLAIMED FOR TAX (continued)

(b) Farms

Any amounts given for rates, NRV and structural insurance at the appropriate 'A' Schedule questions should be abated 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 refer to RO.

Water rates for agricultural establishments are normally too high for the usual method of abatement to result in a true domestic element. Refer to RO to establish domestic element before abatement.

2. Cars/vans

For 100% claims, all relevant vehicle expenses in the A Schedule should be abated to zero (see paragraph 6 on page 49).

All vehicle expenses in the D Schedule should also be abated to zero (eg. petrol, parking fees, repairs, ie Diary codes 538, 539, 542, and 549), even if the percentage claimed in the Diary is different from that given at Q47.

Note that the abatement of vehicle expenditure for self-employed persons is based on Q47, so any vehicle expenses occurring on page 38 of the Diary should be deleted (see Section F of the Diary instructions).

3. Fuel (Gas, electricity and central heating oil)

Where 91% or more is claimed at Q46 abate by 90% in all cases.

4. Telephone

Abate according to the number of rooms used solely or partly for business (see page B55) or by 1/3 in the case of a farm.

ACTION 3 - PERCENTAGE TO BE CLAIMED NOT KNOWN

1. Rent, mortgage, council tax, 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). In the case of a farm - see Action 2, para 1b.

2. Cars/vans

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 (see page B55) or by 1/3 in the case of a farm.

4. Telephone

Abate by 2/3.

CALCULATING THE PERCENTAGE OF ROOMS USED FOR BUSINESS

The percentage of rooms used for business:

$$= \frac{\text{Number of rooms used only or partly for business}}{\text{Number of rooms used by household (excluding 'other' rooms not used for business)}}$$

The number of rooms used only or partly for business is given at AQ14 and the number of rooms used by the household (excluding 'other' rooms not used for business) can be calculated from AQ13 and AQ13(a) - see example below.

	Rooms used by household or shared	Rooms shared	Rooms used by household
Total no. of rooms inc 'Other' rooms	9	2	(7+1) = 8
'Other' rooms inc. 'other' rooms used for business	2	1	(1+.5) = 1.5
'Other' rooms used for business (specified below Q13 & 13(a))	1	-	(1+0) = 1

The total number of rooms used by the household (excluding 'other' rooms not used for business) = 8-1.5+1 = 7.5.

In the above example, if one room is used only for business and one room is used partly for business at Q14 then the percentage of rooms used for business

$$= \frac{1.5}{7.5} = 20\%$$

This percentage should then be used to abate the relevant items of expenditure.

Notes

1. If there are any 'other' rooms used for business they should be specified below Q13 and Q13(a), A Schedule.
2. A room shared between two households counts as .5 of a room.
3. A room used partly for business counts as .5 of a room.

If no rooms are used either solely or partly for business

Refer to supervisor for an estimate of the number of rooms used for business. This should take into account the type of business, amount of profit, composition of household by age and sex, and the total number of rooms. The maximum number of rooms estimated should be two.

#### Question 48 - Government Training Programmes

1. This question applies only to men and women under 61.
2. All those at present on a government training or employment programme (coded 1 at Q1) should be included at this question, together with those not currently on a programme but who have taken part in one at any time in the previous 12 months.
3. The amount of allowance should be entered at Q48(c). If a person receives a top up allowance from their employer, (eg about 20% of YTS trainees with a contract of employment) the extra amount should also be included at Q48(c).
4. Trainees sometimes pay fares to and from the training centre. A note to this effect may occur at Q48 or the fares paid may be entered in the Diary.

If any fares are paid they should be added to the benefit given at Q48(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.

5. If income support is included then it should be transferred to Q58(a).

#### Editing

1. Enterprise allowance and other business start-up schemes - Q48(a)

Persons receiving an enterprise allowance should not be included at Q1 but should be coded as self-employed at Q2(a).

A print message will appear if Q48(a) is coded 5. Q48(b) should be completed but Q48(c)-48(e) should be blank.

Refer to RO all cases where an Enterprise Allowance appears.

2. Other category - Q48(a)

A print message will appear if Q48(a) is coded 6.

If the programme is one of the six listed at codes 1 and 2 then recode as appropriate, otherwise refer to RO.

Refer to RO cases where an informant is coded as being on a training programme but is receiving neither a wage nor an allowance.

#### Question 49 - Regular payments of NI contributions

This question applies to men under 66 and women under 61 who have a main or subsidiary self-employed job or who are coded 3-7 at Q2(b) or who are at present on a government training programme but have no paid work ie those coded 2 at Q1(b).

Regular contributions only should be entered at this question.

##### Employed

This question does not apply to persons who have an employed job only as NI contributions are deducted from their wage or salary.

##### Self-employed

If a self-employed person answers 'No' to this question do not impute a value. 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.

##### Unemployed, sick, retired etc

A 'No' answer to this question should also be accepted.

##### Absent spenders

If the person is an absent spender, (residing in the UK or abroad) he will be coded 7 at Q2(b), hence this question will need to be answered.

If the net and/or gross pay are given at the pay questions impute the National Insurance contribution using the appropriate tables and enter the amount at Q49(a). If no pay details are given or they appear to be unreliable ring code 2 at Q49.

##### Editing

If a person is coded 2 at Q1(b) and Q49 has not been answered an error message will appear. Q49 should be coded 2.

If the NI contribution is less than £5.00 or greater than £6.50 per week (the current NI contribution for the self-employed is £5.35 per week (£5.55 from April 1993)) a validation warning message will appear.

If the amount entered at Q49(a) appears to be a lump sum contribution either because an interviewer's note indicates this or because the amount is too high to be a weekly contribution, check that the appropriate period code has been entered at Q49(b). For example, if the contribution covers the last 12 months the period code should be 8. If there is any doubt about the period covered, refer to supervisor.

Note that it is not necessary to transfer a lump sum contribution to Q50.

Question 50 - NI contributions paid direct to Inland Revenue or DSS (in last 12 months)

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 non-employed 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 contributions paid by self-employed persons or others and not deductions from wage or salary (see Q17 or Q38).

#### Editing

If Q50 is coded 1 a print message will appear. Check that there is a current source of income elsewhere in the 'B' Schedule on which it is possible for a lump sum NI contribution to be paid direct, eg self-employed income (Q41 and 43).

If the person is no longer self-employed, or retired more than 12 months ago or has not done any regular paid work in the last 12 months, assume the contribution relates to a past situation but refer to supervisor before deleting the entry.

If the amount entered at Q50(a) appears to be a regular contribution, either because an interviewer note indicates this or because it is clearly a weekly contribution (the current NI contribution for the self-employed is £5.35 per week (£5.55 from April 1993)) then the amount should be grossed up to an annual equivalent. If there is any doubt about the period to which the amount relates, refer to supervisor.

Note that it is not necessary to transfer a regular contribution to Q49.

Question 51 - Money received as a mail order agent or baby sitter (in last 12 months)

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 (Qs 41-47), regardless of the amount received.

Pools collectors should be treated as self-employed provided their income for the job is at least £6.00 per week. Any entries at this question should therefore be deleted and entered at Qs 41-47. If their income is less than £6.00 per week, refer to RO.

If a person is a child-minder he/she should be treated as self-employed and the information transferred to Qs 41-47.

Question 52 - Odd Jobs (in last 12 months)

Checking

Check that there is a person 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. Regular commitment includes any obligation to work for someone on a regular basis, eg Territorial Army.

To help determine whether the job is odd or regular, interviewers have been asked to record whether the informant worked as an employee or freelance.

If the job is £500 or less

No action is required unless it is clear from an interviewer note that the job is regular and is being held currently, in which case the details at Q52(a-c) should be deleted and transferred to the employee, subsidiary employee or self-employed questions, as appropriate.

If the job is more than £500

All such jobs should be referred to the supervisor for a decision as to whether the job is regular and, if so, whether it relates to the current or a past situation. If the supervisor decides that the job is regular and it relates to the current situation then the details at Q52(a-c) should be deleted and transferred to the employee, subsidiary employee or self-employed questions, as appropriate.

If the supervisor decides that the job is not regular and current then no action is required. Do not delete the details at Q52(a-c).

If the information given is insufficient to enable the supervisor to make a decision, refer to RO. When a decision has been made, note in the margin the action that has been taken, or if no action has been taken, eg:

- details deleted and transferred to Qs 41-47
- no action taken.

District Councillor payment

It may not be clear whether payment mentioned is expenses only, or whether BQ2 needs to be recoded. Each case will need to be considered separately so please refer to all 'district councillor payments' at BQ52 to Research.

Students' holiday jobs

Students' holiday jobs should not be shown here but should be coded according to the situation at the time of the interview (see note on 'working students' at Q2).



Question 52 - Odd Jobs (in last 12 months)

Editing

Odd jobs should have been dealt with at the checking stage. However, if Q52 is coded 1 a print message will appear. This is a reminder that the action taken (or not taken) should be re-checked at the editing stage - see procedure described at 'Checking'. If there is any doubt as to whether the action taken was correct, refer to supervisor.

Note that the maximum amount that which can be entered at the first 'odd job' is higher than the other four. The maximum amounts are as follows:

OJAMT1 (Q52C1) - Up to £9,999.99

OJAMT2, to OJAMT5 - (Q52C2 to Q52C5) - Up to £999.99

Thus, if the amount at Q52C2 to Q52C5 is £1000 or more, it should be transferred to Q52C1 or if there is an amount already entered at Q51C1 then it should be added to it or split between Q52C2 to Q52C5.

Question 53 - Redundancy payments (in last 12 months)

Any termination payments which are contractual should be excluded, eg where an employee's contract of employment covers a period of two years and includes built-in provision for a termination payment at the end of the two years.

The distinction between statutory and other redundancy pay has been abolished. There is only one 'amount' variable now which should cover any type of redundancy scheme.

Q53(a) - Redundancy payments

The total redundancy pay received at Q53 includes statutory redundancy payments and any other payments made on termination of employment, such as those made under the employer's own redundancy schemes; ex gratia payments to which the employee had no contractual agreement and money in lieu of notice.

Question 54 - Concessionary bus passes, permits, tickets or tokens for OAP's

In Great Britain this question applies to men aged 65 or over and women aged 60 or over but in Northern Ireland it applies to men and women aged 65 or over.

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

If an OAP gets a bus pass from a neighbouring borough, this should be accepted.

Any weekly or season tickets entered at Q110 (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 Q54 and deduct the amount refunded from Q99, A Schedule. If any other expenses are refunded they should also be deducted from the relevant A Schedule question.

#### Editing

If Q54(a) is coded 5 a print message will appear. Check the answer given to see if the question should be recoded as 1 to 4.

If there is no concessionary bus travel in the area, Q54 should be coded 3.

Multi-coded answers should be recoded as 5.

Questions 55-60 - State benefits

The interviewer's entry should be accepted as correct. The only time a figure should be amended is when an interviewer's note indicates that the amount includes income support or that two or more benefits are combined.

With all benefits, if in doubt refer to the social security leaflets that are available or to the 'Guide to Social Services'.

The most likely benefit to be included with other benefits is Income Support. If this has been included then the Income Support element should be transferred to Q58(a), provided it has not already been entered at this question.

The general rule is that if two or more benefits are combined then they should be separated and transferred to their respective benefits. Refer to the tables showing the amounts for each benefit.

Question 55(a) - Child Benefit

If there are children in the household but no amount is shown in either parent's column, refer to supervisor. (NB - Child benefit will normally be entered in the mother's column, but can appear in the father's).

If Child Benefit is expected but has not yet been received, it should not be entered.

Child Benefit Increase is paid to single parents provided they are not already receiving Widow's Benefit or certain other benefits.

Question 55(b) - NI Retirement pension

If the following are included in the retirement pension, they should be transferred to their respective benefits:

Attendance allowance	-	transfer to Q56(b)
Invalidity addition/allowance	-	" " Q58(f)
Income support	-	" " Q58(a)

Question 55(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.

A Widowed Mother's Allowance is payable to a widowed mother from the time of her husband's death.

If a widow is receiving benefit, an error message will appear. If she has at least one child for whom she is receiving Child Benefit, she will usually be eligible for a Widowed Mother's Allowance so, in this case, do not refer to RO.

#### Question 56(b) Attendance Allowance

Attendance Allowance is a weekly benefit for people disabled at or after the age of 65 who need substantial care because of mental or physical disability. There are two rates - one for those needing to be looked after by day or night, and the other for those who need attendance by day and night. Attendance Allowance for those disabled before they were 65 was replaced in April 1992 by Disability Living Allowance Self - care component (Q56(e)).



Question 56(c) - Invalid care allowance

Invalid care allowance is paid to people of working age who are unable to work because they have to care for a chronically sick or severely disabled relative ie someone who would be receiving an attendance allowance.

The allowance should be entered in the column of the person caring, not the sick person's column.

#### Question 56(d) Disability Working Allowance

Disability Working Allowance is a tax free benefit introduced in April 1992 for people who are working at least 16 hours a week and who have an illness or disability which puts them at a disadvantage in getting a job. It is a means tested benefit. Savings of more than £16,000 disqualify an individual from making a claim. Disability Working Allowance can be claimed in addition to Disability Living Allowance Q56(e-f). Entitlement should be certain for anyone receiving Severe Disablement Allowance Q56(a), invalidity benefit, a disability premium, Attendance Allowance, Disability Living Allowance or using an invalid vehicle.

Question 56(e-f) Disability Living Allowance (self-care component) and Disability Living Allowance (mobility component)

The Disability Living Allowance is a non-contributory tax free benefit which was introduced in April 1992. It replaced and extended the help given by Attendance Allowance and Mobility Allowance. DLA has two elements and is directed at the needs of disabled people of working age and below. The self-care component Q56(e) has three rates and has replaced Attendance Allowance for those under retirement age. The mobility component has two rates and has replaced Mobility Allowance.

The weekly allowances are: care component - higher £43.35, middle £28.95, lower £11.55; mobility component - higher £30.30, lower £11.55.

Motability

Motability is a registered charity through which persons who receive Disability Living Allowance (mobility component) 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 Disability Living Allowance is paid to Motability. Informants making payments to Motability should be coded as receiving Disability Living Allowance (mobility component). These payments should be treated as normal car expenditure.

Question 56(g) - War Disability pension/related state allowance

The amount received varies with the degree of disablement, therefore the amount entered should normally be accepted.

Any extra benefit associated with War Disability Pension should also be accepted, eg hardship allowance, unemployability supplement, hospital treatment allowance.

War Widow's Benefits should be shown at Q60.

Question 56(h) - 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 57 - 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(a) - Income support

1. Persons with children, those aged 60 or over, and the long term sick or disabled qualify for special premiums. Claimants must not be working 16 hours a week or more.
2. Income Support may be paid with other benefits but it should not be included at any other benefit questions.
3. Blind allowance should be included at this question and not at Q60.
4. A maintenance allowance paid direct to the Social Security Office by an informant's separated husband should be included at this question. Assume that the allowance includes Income Support as well as maintenance.
5. Items of household expenditure paid direct (either in whole or in part) by Income Support (DSS) should be shown at the appropriate A Schedule questions. The part paid direct should also be included in the amount shown at this question, on a comparable period basis.
6. Similarly, if a loan is made by DSS and the repayments are being deducted from Income Support, then they should be shown at Q113(c), A Schedule and also included at this question.
7. Rent and rates rebates should not be included at this question. They are covered by housing benefit.

Question 58(b) - Family Credit

1. 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.

The claimant or their partner must be working at least 16 hours a week.

2. Once awarded, this benefit will continue to be paid for a period of 26 weeks irrespective of any change in financial circumstances, but it is not changed when benefits are reviewed annually.
3. 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.
4. If the Income support is included in Family Credit, it should be transferred to Q58(a).



Question 58(c) - Unemployment Benefit

1. A person on short time can receive a wage and unemployment benefit.
2. If a person receiving unemployment benefit is also working then he should be coded 1 at Q2(a).
3. If a person receiving unemployment benefit is also retired, then he should still be coded 6 at Q2(b). Do not amend the code.
4. A self-employed person does not quality for this benefit.
5. If the following are included in unemployment benefit, they should be transferred to their respective benefits:

Government training programme allowance - transfer to Q48  
Income support - transfer to Q58(a)

Question 58(d-f) - Sickness benefits

There are three sickness benefits available:

Q58(d) - Statutory sick pay (SSP)

This is paid by the employer for a maximum of 28 weeks in a tax year. After the 28<sup>th</sup> week it is replaced by Invalidity benefit.

Q58(e) - 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.

Q58(f) - Invalidity benefit

This is paid by the DSS and starts in the 29<sup>th</sup> 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 if the illness began when under 55 for women or under 60 for men. The allowance should be included at this question.

A person who is receiving an invalidity pension at retirement age can continue to receive it for a further five years if it is higher than the retirement pension to which they would be entitled.

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 income support is included then it should be transferred to Q58(a).

Question 59 - Maternity benefits

It is possible to receive maternity benefits even though there are no children in the household under 1.

If income support is included then it should be transferred to Q58(a).

Q59(a) - Statutory Maternity Pay (SMP)

This is paid by the employer for a maximum period of 18 weeks from the beginning of the 11<sup>th</sup> week before the week in which the baby is due. However, the mother can decide to work until the end of the 7<sup>th</sup> week before the baby is due and still receive payments for the full 18 weeks. It is paid at two rates - lower and higher depending on length of service with the employer.

If the informant is receiving Statutory Maternity Pay at present they should be coded 1 at Q2(a).

Q59(b) - Maternity Allowance

This is a weekly benefit paid to those who are not entitled to Statutory Maternity Pay and is payable for up to 18 weeks. The earliest this allowance can be paid is at the start of the 11<sup>th</sup> week before the baby is due, but if the mother is still working then she has the same choice of payment as for SMP. Maternity Allowance is not taxable or subject to deductions for National Insurance. It may be paid in addition to a Grant from the Social Fund for maternity expenses.

Q59(c) - Grant from the Social Fund for Maternity Expenses

A Social Fund Maternity Payment may be made if either partner is receiving Income Support Q58(a), Family Credit Q58(b), or Disability Working Allowance Q56(d). The payment is £100.00 for each baby born or expected. Payment may be claimed at any time from the 11<sup>th</sup> week before the baby is due up until the child is three months old.

Question 60 - Any other NI or State Benefits

This question covers all State Benefits not covered by the previous questions.

Examples of benefits that should be included here are:

Child's special allowance  
Disabled persons petrol allowance  
Grant from Social Fund for Funeral Expenses  
Guardian's allowance  
Industrial death benefit  
Industrial disablement benefit (paid weekly)  
Industrial widow's pension  
Job start allowance  
War clothing allowance  
War dependent's pension  
War Widow's pension

A person receiving a job start allowance should be employed - coded 1 at Q2(a). This allowance is paid to persons in low paid jobs as a means of 'topping up' their wage or salary.

Editing

If an amount is entered at Q60(b) 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 61 - Trade Union Sick/Strike/pay, Friendly Society benefits etc.

The total amount of benefit received from all sources is recorded at Q61(b). Lump sums should be excluded.

Questions 62-64 - Pensions

Q63 - see next page.

Q64 - exclude a pension from a previous employer. Annuities, personal pensions and trade union pensions are combined.

### Question 63 - Employee pension from a previous employer

This question relates not only to a private pension received by the informant from their own previous employer but also to a private pension from the employer of a deceased spouse or other relative.

An occupational pension from an overseas government or company should be accepted at this question, if paid in sterling.

If paid in foreign currency, the pension should be treated as unearned income and entered at Q66.

#### Editing

##### Deductions from pension

If there are any deductions from pension (ie Q63(f) is coded 1) a print message will appear. Proceed as follows:

- (i) A Schedule items eg life insurance  
Enter the amount deducted at the appropriate question (after adjusting for any period code differences) if it has not already been entered there.
- (ii) D Schedule items eg charities  
Enter the weekly equivalent of the amount deducted in each week of the diary.

Note Do not delete the amount shown at Q63(f)(ii) in either of the above cases.

##### If a person has more than one pension

If a person has more than one pension (ie Q63(g) is coded 1) a print message will appear. The interviewer should have entered the relevant details of the other pension(s) in the margin.

If the answers given at Questions 63(c), 63(e), 63(f)(iii) and 63(f)(iv) are the same for each pension, add together the amount of pension received, tax deducted and other deductions (after adjusting for any period code differences) and enter the total amounts at the relevant questions.

If any one of these answers (see previous paragraph) differs refer to supervisor. If insufficient information is given to enable the amounts for each pension to be added together, refer to RO.

Question 65 - Rent from property including sub-let accommodation (in last 12 months)

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 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 (ie if the informant himself says it is a 'job') then he/she should be treated as 'self-employed' and the details transferred to Qs 41-47. (See also note 3 at Qs 41-47).

If a person over normal retirement age (coded 6 at Q2(b)) is receiving rent then the details should be accepted at this question. Do not treat him/her as self-employed.

Editing

If Q65 is coded 1 a print message will appear.

Check whether the person is making a living out of letting or sub-letting property and take the appropriate action (see above).

If the amount of rent received is not given, do not impute.



Question 66 - Any other unearned income (in last 12 months)

Include the following sources of income only:

- (i) Royalties from land, books or performances (provided these are not associated with the main or subsidiary job).
- (ii) Income as a sleeping partner in a business.
- (iii) Occupational pension from an overseas government or company paid in foreign currency. If the pension is paid in sterling it should be transferred to Q63.

Exclude all other sources of income such as:

- (i) Sale of house, stocks and shares or any other assets.
- (ii) Maturing life policies, cash-in or 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 Q26).

Items (i) to (v) are regarded as 'windfall' income and should not be included in the survey.

Editing

If Q66 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 RO.

If the type of income has not been specified delete the amount at Q66(a) and recode Q66 to 2. Again, if in doubt, refer to RO.

Question 67 - Regular allowance from outside the household (in last 12 months)

1. If payment is not received regularly, the interviewer should have recorded the details and entered a weekly equivalent, based on the amounts actually received. 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 the time of interview. 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 Q2 - code 7).
4. Parental contributions towards a grant should be included at Q138 or Q141 (A Schedule) under the parent's person number and at this question 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 Q140 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 at this question.
5. Include special payments to ex-workers, eg payments to steel workers from EEC funds. The tax is entered at Q70. However, compensation payments to ex - NCB employees, spread over a number of years, should be treated as a pension and transferred to Q63.
6. A maintenance allowance paid direct to the Social Security Office by an informant's separated husband should not be included at this question but entered at Q58(a). Assume that the allowance includes income support as well as maintenance.

#### Editing

If Q67 is multi-coded it will not be keyed so an error message will appear. Ring code 6 and delete the other codes. However, if code 3 was originally coded with multi-code then Q67(a)(i) must be answered. But code 6 should still be coded.

#### Foster parent

Foster parent is an acceptable occupation (code 370 at BQ10). Please refer to R0 all cases where a foster parent coded as either an employee or as self-employed is receiving or has received an allowance for a foster child at BQ67 as we need to ensure that the allowance has not been included in the last wage/salary or profit.

Mar 93

Questions 68-69 - 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. Refer to RO.

For a spouse who is an absent spender - see also instructions at Q2 (code 7).

Note that this question does not apply to cohabiters.

#### Editing

If no allowance is given at Q68(a) enter net pay as the best estimate.

If any household expenses are paid direct (code 1 at Q69 they should be shown in the grid at the bottom of the page and the period code entered at Q69(a).

Enter the total household expenses paid direct in the Office Use box. If there is more than one item of expense adjust the amounts to take account of any period code differences before adding them together.

If the absent spouse is not a household member, any household expenses paid direct should also be shown at Q145 (A Schedule) and deleted from the relevant A Schedule questions.

If, however, the absent spouse is a household member, then any household expenses paid direct should not be entered at Q145 (A Schedule) nor should they be deleted from the A Schedule questions.

Question 70 - Income tax paid direct to Inland Revenue (in last 12 months)

Check that this does not duplicate tax payments elsewhere in the schedule, or is in respect of interest on stocks, shares etc at Q77(a) to (e). Delete any entries if it is clear that there is duplication.

**Exclude**

- (i) National Insurance payments. These should be shown at Q50.
- (ii) Tax reserve certificates. Transfer a weekly equivalent to each week of the diary and code as 803.
- (iii) Value added tax
- (iv) Capital gains tax
- (v) Amounts set aside for payment of tax. These should also be deleted from the diary if they occur there.

**Editing**

If Q70 is coded 1 a print message will appear. Check whether the source of income at Q70(b) is valid eg self-employed income or income from pensions, property, royalties, or investments. If it relates to any of the items at (i)-(v) above, refer to supervisor before deleting the entry.

Note that in 1993, there is no need to check that there is a current source of income elsewhere in the B Schedule.

Question 71 - Income tax refunded direct by Inland Revenue or DSS (in last 12 months)

Direct refunds of tax previously paid by employees under Pay As You Earn (PAYE) are normally due to change of circumstances, eg unemployment, redundancy, retirement or marriage.

**Include**

- (i) Tax refunds from DSS. DSS can refund tax if the informant is or was unemployed.

**Exclude**

- (i) Tax refunds received through pay (Q16)
- (ii) Tax refunds on a covenanted payment - refer to RO.

Question 72 - Money sent abroad to a private individual or a charity (in last 12 months)

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

- (i) If the DK code is not ringed at Q72(a) and the amount of money sent abroad is not known, ring the DK code.
- (ii) If the DK code is ringed at Q72(a) and the amount of money sent abroad is given, the DK code will be auto-corrected to zero.
- (iii) The instructions at (i) and (ii) also apply to Q72(b).

Question 73 - Tax Exempt Special Savings Account (TESSA)

This came into force in January 1991. A TESSA lasts for 5 years and provided the savings are left in the account for this period any interest earned will be tax free. Up to £9,000 may be deposited over the 5 years. Investors may make regular savings of up to £150 a month and/or invest a lump sum each year. Up to £3,000 may be saved in the first year and up to £1,800 in each later year provided the £9,000 maximum is not exceeded.

At part (a) accept the total amount invested in the TESSA at the time of the interview. At (b) accept the total interest that has accrued. At (c) accept the amount actually invested in the 12 month period prior to the interview. At (d) code 1 if the amount at (c) was deposited as a lump sum or code 2 if it was invested in instalments.

A person must be 18 or over before they can take out a TESSA.

Editing

An investment need only be made in a TESSA in the first year. A warning message will appear if Q73(c) and (d) are blank but if no investment has been made, this is acceptable.

Questions 74-75 - Interest from Savings Accounts with Banks or Building Societies (in last 12 months)

Question 74(a)-(e) ask for the interest received or credited.

Question 75(a)-(b) ask for both the amount of the investment and the interest received or credited during the last 12 months.

Building Society and Bank accounts are now split into accounts which yield interest before and after tax. Accounts yielding interest before tax do not apply before April 1991. If a person has one of these accounts, then they should not be paying tax.

#### Checking

Any details about a 'National Savings Yearly Plan' should be deleted, this information is not required on the FES.

For joint accounts '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 for the informant whose column the original entry was in, and round down the other figures.

#### Editing

If a person has a bank or building society account which yields interest before tax and he is paying tax either at the pay questions (Q15, Q37 or Q46) or at Q70, a warning message will appear. All such cases should be referred to RO at the first edit.

If the 'Other savings bank' question (Q74(e)) is coded 1 a print message will appear. If there is an interviewer note, check whether this should be transferred to any of the other questions: Q74(a) to Q74(d) or deleted because it is not a savings bank or a building society.

If an estimate of the interest received or credited is entered in the amount box, this should be accepted.

If no interest has been received or credited during the last 12 months, the 'Nil' code should be ringed.

If the 'Nil' code is ringed and the amount of interest is given, the 'Nil' code will be auto-corrected to zero.

#### Imputation

(i) If interest has been received or credited but the amount is not known then DK should be entered in the amount box or beside the question. In this case the interest should be imputed as follows:

- (a) If the amount invested is shown, impute the interest using the rates of interest at the time of interview.
- (b) If the amount invested is not shown, impute the interest from the 'Interest' tables.

(ii) If no amount has been entered, the 'Nil' code has not been ringed and there is no DK in the amount box, refer to RO. If, however, the amount invested is shown or there is an interviewer note indicating that the informant has had the account for at least 12 months, then an amount should be imputed using the method described above.



Question 76 - National Savings investments held at present

Note that for 1993 the amount of any investment is not required. 'FIRST Option Bonds' and 'Children's Bonus Bonds' are now included.

Editing

Children's Bonus Bonds may be held by an individual until reaching the age of 21. If a person over 21 holds any of these bonds, an error message will appear. Refer to supervisor.

May 93

Question 77 - Interest/dividends from gilt-edged stock, unit trusts, stocks, shares, bonds etc (in last 12 months)

Local Authority securities are now included with 'Stocks, Shares etc' at Q77(d) and (e)

#### Checking

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 for the informant whose column the original entry was in, and round down the other figures.

Exclude 'off-shore' investment unless there is a note indicating that interest is paid in the UK.

In 1993, there is an 'Interviewer Check' in the form of a grid at the bottom of page 51 of the Schedule. Interviewers should use the grid to enter any investments they cannot assign to Q77(a) to (e).

Personal Equity Plans (PEPs), including those which contain a unit trust element and 'Single company' PEPs should be transferred to Q77(e).

If 'Investment in Money Market' or any other investment which cannot be assigned to Q77(a) to (e) is entered here, refer to RO.

Note that the information in the grid is not being keyed so any entries must be dealt with at the checking stage.

#### Editing

If an estimate of the interest received or credited is entered in the amount box, this should be accepted.

If no interest has been received or credited during the last 12 months, the 'Nil' code should be ringed.

If the 'Nil' code is ringed and the amount of interest is given, the 'Nil' code will be auto-corrected to zero.

#### Imputation

(i) If interest has been received or credited but the amount is not known then 'DK' should be entered in the amount box or beside the question. In this case the interest should be imputed as follows:

(a) If the amount invested is shown, impute the interest using the rates of interest at the time of interview.

(b) If the amount invested is not shown, impute the interest from the 'Interest' tables.

(ii) If no amount has been entered, the 'Nil' code has not been ringed and there is no DK in the amount box, refer to RO. If, however, the amount invested is shown or there is an interviewer note indicating that the informant has had the account for at least 12 months, then an amount should be imputed using the method described above.

Question 78 - Income from any source for children under 16

Checking

1. Check that there is an entry for each child under 16.
2. 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.
3. Include any regular income, however small, eg newspaper round, interest from a building society or a child's bank account, income from National Savings investments etc.
4. Exclude child benefit, cash gifts and pocket money.
5. 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 Q78(c). Amend the other questions: Q78(b)(i), Q78(d) and Q78(e) as appropriate.
6. 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.
7. Note that any National Savings investments should be entered at Q79.

Editing

1. If the interest from any bank or building society account needs to be imputed, follow the instructions given at Q74.
2. If Q78(c) is not given and there is an interviewer note indicating that the child has not received any income in the last 12 months, recode Q78 as 2 and delete the answers given at Q78(b) to Q78(e). This situation could arise if the child has investments from which an income has not yet been received.  
  
If Q78(c) is not given and there is no interviewer note or it is not clear whether the child has received any income in the last 12 months, refer to RO.
3. Note that Record 58 covers both Q78 and Q79.

Question 79 - National Savings investments for children under 16  
Note that for 1993 the amount of the investment is not required.

Mar 93

Question 80 - Assets - Summary (page 54 - B Schedule)

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 Q80. 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 Q130(a) (A Schedule) and also at Q80.

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 and to a male or female cohabitee if he or she does not have any assets.

NO CHECKING is required at this question (page 54) as it is not being keyed, but the 'OFFICE USE' box (page 55) should be completed for all persons who have assets.

Question 81 - Assets - Eligibility

This question should be completed for all spenders and all children under 16 who have assets. It should not be completed for a person who has no assets.

A husband and wife or a cohabiting couple 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 or cohabiting couple in the household they should also be treated as one unit. Both their person numbers should have been entered in the same column.

If an eligible person has given details of some of his assets but has refused to give details of all his assets at Q82-89, he should be coded 5 at Q89.

To complete the OFFICE USE grid at the bottom of page 55 (B Schedule) it is necessary to refer to Q82-89. Instructions for dealing with these questions (see pages B98-B107) therefore precede those for completing the OFFICE USE grid. (See pages B108-B110).

## Questions 82-89 - Assets

### 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 £20,000 (code Y at Q81).

Although a husband and wife are treated as one unit at Q81 they should be treated as separate persons at Questions 82-89.

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. If it is necessary to estimate a value this should be carried out at the checking stage.

Note 'Husband and wife' includes cohabiting couples ie persons coded 3 at Q5 (A Schedule).

Question 82 - Bank and Building Society current accounts

This question applies to those with:

- Bank current accounts, including those which yield interest - see Q130 (a) Schedule).
- Building society current accounts (all these yield interest) including those on which charges are made - see Q74(a) and (b) (B Scheule).

Checking

Check that there is a person number for each entry.

1. Accept the entries given in the amount column.
2. This column should be completed only if there was some money left in the current account at the end of the week/month so if the column is blank, or 'nil', '00' or DK are written beside the entry, delete the whole record and recode the main question to X.
3. Recode the Office Use grid (page 55) to 3, if necessary.



Question 83 - Savings accounts with banks or building societies

This question applies to those with an entry at Q73, Q74(a) to Q74(e), Q75(a), Q75(b), Q78, Q79(d) or Q79(e).

Checking

Check that there is a person number for each entry.

1. Accept the entries given in the amount column.
2. If this column is blank or DK is written beside the entry, delete the whole record.
3. Recode the Office Use grid (page 55) to 3, if necessary.

Question 84 - Index-linked and Fixed Interest National Savings Certificates

This question applies to those with an entry at Q76(b), Q76(c), Q79(b) or Q79(c).

The minimum holding for an Index-linked Certificate and a Fixed Interest Certificate is £10.00 and £0.50 respectively.

Checking

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, or DK is written beside the entry, delete the whole record.
4. Recode the Office Use grid (page 55) to 3, if necessary.

Question 85 - National Savings or Bank or Building Society Save-as-you-Earn

This question applies to those with an entry at Q76(d).

Checking

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, or DK is written beside the entry, delete the whole record.
4. Recode the Office Use grid (page 55) to 3, if necessary.

Question 86 - Premium Bonds

This question applies to those with an entry at Q76(e) or Q79(f).

At present, premium bonds can be purchased in multiples of £100 for adults and £10 for children. The maximum holding is £10,000.

Checking

Check that there is a person number for each entry.

1. Accept the entries given in the value column.
2. If this column is blank or DK is written beside the entry, delete the whole record.
3. Recode the Office Use grid (page 55) to 3, if necessary.

Question 87 - National Savings Income Bonds

This question applies to those with an entry at Q76(f) or Q79(g).

Income bonds can be purchased in multiples of £1000. The minimum holding is £2000 ie two income bonds.

Checking

Check that there is a person number for each entry.

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 £2000eg 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 is 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 or DK is written beside the entry, delete the whole record.
5. Recode the Office Use grid (page 55) to 3, if necessary.

Question 88 - National Savings Deposit Bonds, Capital Bonds, FIRST Option Bonds, Children's Bonus Bonds

This question applies to those with an entry at Q76(a), Q76(g) to Q76(i), Q79(a), or Q79(g).

FIRST Option Bonds are now included at this question.

The minimum holding for Children's Bonus Bonds is £25 and the maximum is £1,000.

Deposit bonds can be purchased in multiples of £50 and Capital Bonds in multiples of £100. The minimum holding for each of these two investments is £100.

Checking

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, or DK is written beside the entry, delete the whole record.
4. Recode the Office Use grid (page 55) to 3, if necessary.

Question 89 - Gilt-edged stock, unit trusts, stocks, shares, bonds etc

This question applies to those with an entry at Q77(a) to Q77(e) or Q78.

#### Checking

Check that there is a person number for each entry.

1. If (a) to (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), or DK is written beside the entry, delete the whole record.
4. Recode the Office Use grid (page 55) to 3, if necessary.

Questions 84-85 and 88-89 - Assets

Note to supervisors

If sufficient information is given to estimate the current value of an asset at:

(i) Questions 84, 85 and 88

List the relevant details of the investment on the appropriate form and send the form to the Department of National Savings (DNS) at the address given below:

Department of National Savings  
Room 344  
Charles House  
375 Kensington High Street  
LONDON  
W14 8SD

When the estimate of the current value is received from the DNS, enter it in the Office Use column against the appropriate person.

Although the informant may have given an estimate of the current value at these questions it is still necessary to send details of the investment to the DNS so as to obtain a more accurate estimate, provided sufficient information has been given at these questions to enable the DNS to give an estimate.

Details of Building Society 'Save as you earn' schemes should also be sent to the DNS for an estimate. Note that 'issue details' for these schemes do not exist.

(ii) Question 89

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.



Completing the OFFICE USE grid (page 55) for individuals (ie all except a husband and wife or cohabiting couple)

(Instructions for a husband and wife or a cohabiting couple are given on the next two pages).

This grid should be completed for all spenders and all children under 16 who are coded X, Y or Z at Q81 or who have refused to answer one or more of these questions (Qs 81-89). It should therefore be completed for all persons who have assets.

#### Checking

Check that there is a person number for each entry.

#### Ineligible Codes - 1 and 4

If a person is coded X at Q81 - ring code 1 in the relevant column.

If a person is coded Z at Q81 - ring code 4 in the relevant column.

#### Eligible Codes 2 and 3

If a person is coded Y at Q81 then codes 2 or 3 should be ringed in the relevant column. To determine which of these codes should be ringed it is necessary to refer to Qs 82-89 to see if any of these questions are blank.

Code 2 - applies to persons who know the current values of all their assets at Qs 82-89 or have given sufficient information to enable all their current values to be estimated ie one or more entries were completed by the interviewer at Qs 82-89 and none was deleted at the checking or editing stage.

Code 3 - applies to persons who do not know the current value 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 no entries were completed by the interviewer at Qs 82-89 or all those completed were deleted at the checking or editing stage.

and also 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 one or more entries were completed by the interviewer at Qs 82-89 and one or more entries still exist after the checking or editing stage.

#### Refusal - Code 5

If a person is coded R or S (or Y and S) at Q81 - ring code 5 in the relevant column.

If the HOH or wife refuse and they have children under 16 in the household, they should also be coded 5 unless the parents have been willing to answer the assets questions on their behalf or the children have no assets.

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 (Qs 81-89) this does not constitute a refusal to the whole survey. Refer any refusals to supervisor not to RO.

Mar 93

Completing the OFFICE USE grid (page 55) for a husband and wife or cohabiting couple

Note that for the purpose of these instructions, the term 'husband and wife' includes cohabiting couples.

If there is a husband and wife in the household they should be treated differently from other persons.

At Q81 a husband and wife are treated as one unit so they are both included in the same column. At the OFFICE USE grid, however, the wife should not be entered unless she is the only partner with assets.

#### Checking

First, check whether there is a husband and wife 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 Q81)

The wife should not be entered at the OFFICE USE grid (ie she should not have a record 110).

The husband should be coded 1 if coded X at 81.

The husband should be coded 4 if coded Z at Q81.

If both husband and wife have assets and are ELIGIBLE as a unit (Code Y at Q81)

The wife should not be entered at the OFFICE USE grid (ie she should not have a record at 110). The husband should be coded as follows:

Code 2 - if both the husband and wife know the current value of all their assets at Q82-89 (see also Code 2 on previous page).

Code 3 - if neither the husband nor the wife know the current values of any of their assets (see also Code 3 on previous page).

or - if, as a unit, the husband or the wife know some of the current values of their assets (see also Code 3 on previous page). There are seven possible ways in which this situation can arise:

(H = husband and W = wife):

- (i) H knows ALL of his assets - W knows SOME of hers
- (ii) H knows ALL of his assets - W knows NONE of hers
- (iii) H knows SOME of his assets - W knows ALL of hers
- (iv) H knows SOME of his assets - W knows SOME of hers
- (v) H knows SOME of his assets - W knows NONE of hers
- (vi) H knows NONE of his assets - W knows ALL of hers
- (vii) H knows NONE of his assets - W knows SOME of hers

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 3.

Mar 93

Completing the OFFICE USE grid (page 55) for a husband and wife or cohabiting couple (continued)

If either the husband or wife or both have no assets

If one partner has no assets then this person should not be entered at the OFFICE USE grid.

The partner with assets should not therefore be treated as a marital unit but as an individual so the instructions on page B108 will apply.

If the husband and wife refuse (Code R or S (or Y and S) at Q81

The wife should not be entered at the OFFICE USE grid.

The husband should be coded 5.

If only one partner refuses, refer to supervisor.

If any of the assets questions were answered before the husband/wife refused, all the entries relating to that couple should be deleted.

#### Notes

1. The above procedure also applies to any other married or cohabiting couples in the household (not just to the 'wife of HOH').
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 Q5) should not be treated as a marital unit but as an individual so the instructions on page B108 will apply.

Editing

1. There are no edit checks linking VALASSET with the A and B Schedules.
2. There are two edit checks linking VALASSET with Qs 82-89:

- (i) If VALASSET is coded 1, 4 or 5 (Ineligible or refusal) then there should be no entries at Qs 82-89. If one or more of these questions is completed an error message will appear.

Check that the coding at VALASSET agrees with the coding at Q81. For example, if Q81 is coded Y (eligible) then VALASSET should be coded 2 or 3 because there are entries at Qs 82-89. If Q81 is coded X, Z, R or S then VALASSET should be coded 1, 4 or 5. (See also instructions on pages B108-110).

- (ii) If VALASSET is coded 2 (eligible) then there should be at least one entry at Qs 82-89. If none of these questions is completed an error message will appear.

Check that the coding at VALASSET agrees with the coding at Q81. For example, if Q81 is coded Y (eligible) then VALASSET should be coded 3 because there are no entries at Qs 82-89. If Q81 is coded X, Z, R or S then VALASSET should be coded 1, 4 or 5. (See also instructions on pages B108-110).

However, if VALASSET is coded 3 (eligible) then there may or may not be an entry at Qs 82-89 because this code applies to persons who do not know any of their assets or who know only some of their assets. So if this check occurs, it may need to be over-ridden, although in most cases there should be at least one entry at Qs 82-89.

Note if Q81 is not coded, refer to supervisor.

3. For persons who are eligible, there are edit checks linking Qs 84-88 with the corresponding questions in the earlier part of the B Schedule, ie Q76 and Q79.

Questions 76 and 79 ask about investments held at present so it is reasonable to assume that if an asset is recorded at Qs 84-88 then it should also appear at these questions.

If any of these error messages appear, it means that there is no corresponding record of the asset at Q76 (if the informant is 16 or over) or at Q79 (if under 16). Ring the appropriate code at Q76 or Q79.

OFFICE USE grid (page 55) and Questions 82-89 (continued)

The correspondence between the questions is given below:

Q84 - Q76(b), Q76(c)	:	Q79(b), Q79(c)
Q85 - Q76(d)	:	Not applicable
Q86 - Q76(e)	:	Q79(f)
Q87 - Q76(f)	:	Q79(g),
Q88 - Q76(a), Q76(g)	:	Q79(a), Q79(g)
Q76(h), Q76(i)	:	Q76(h), Q79(g)

4. If the 'amount' or 'value' column at any of these questions (Qs 82-89) is blank then the entry should have been deleted at the checking stage. However, a validation error message will identify any zero values which still remain. If insufficient information is given to estimate a value (see instructions for the particular question) then delete the entry.