OFFICE FOR

NATIONAL STATISTICS

Social Survey Division

Family Expenditure Survey
1995-96

HOUSEHOLD QUESTIONNAIRE
Instructions to Interviewers
and Editing Notes

HOW TO EDIT IN CADI

COMPUTER ASSISTED DATA INPUT (CADI)

CADI (Computer Assisted Data Input) is used for editing data the Household and Income questionnaires. The CADI program is an interactive system. The editor either codes or edits a form and after completion activates the check option to test for errors. Detected errors are reported and explained on the screen. After elimination of all errors, clean data is saved and stored.

The screen layout of the CADI program is the result of an attempt to reconstruct a paper form on a computer screen. However there are some differences, there are no question numbers and a question is indicated by name rather than the full question text. However the full information is always available in help windows.

CADI allows the editor to move freely around a form. It does not force the editor to code or skip questions.

THE MAIN MENU

The **Main Menu** is the first screen that you will see in CADI. The menu lists the tasks that the CADI program can perform. An option can be selected by moving the cursor arrow keys until the option is highlighted, then **<ENTER>** is pressed. Selecting and activating an option is always explained in the bottom line of the main menu screen.

```
┌─────────────────────────────────────────────────┐
│                                                 │
│     New forms                                   │
│                                                 │
│     Process old form                            │
│                                                 │
│     Locate forms                                │
│                                                 │
│     Clean forms                                 │
│                                                 │
│     Dirty forms                                 │
│                                                 │
│     Suspect forms                               │
│                                                 │
│     Integral check                              │
│                                                 │
│     Exit                                        │
│                                                 │
└─────────────────────────────────────────────────┘
```

New forms

This option should NOT be used unless instructed to do so by the supervisor.

Process old forms

This option is used to access a form that already has data entered. It is selected to edit the Household and Income questionnaires by the editor assigned to the case.

Locate forms
Clean forms
Dirty forms
Suspect forms
Integral check

These options should NOT be used unless instructed to do so by the supervisor.

Exit

By selecting and activating the 'Exit' option one stops and exits the CADI program.

THE SCREEN LAYOUT

Information bars

The top and bottom line of the screen contain useful information about the questionnaire and the operation of the CADI program.

The two fields on the left indicate that you are currently working in a CADI program generated by the Blaise software. The third field contains the name of the form. For example, HHOLD10 for the Household questionnaire and INDIV10 for the Income questionnaire.

The fourth field shows the name of the **'Block'** (ie. a group of questions on a related topic), that you are presently working in. The right hand field displays useful messages which aid the process of entering and editing data. For example, it will indicate whether the form is in error or is clean.

The questionnaire screen

The rest of the screen presents a view on the part (page) of the form you are presently working on. The questions are identified on screen by short names of at most eight characters. Sometimes these may seem a little cryptic, but there is a function to enable the full question text to be viewed. Every name is followed by a highlighted field in which an answer must be coded.

HELP WINDOWS

A **help window** may be activated at any time whilst in the CADI program by
pressing **<F1>**. The help window displays the meaning of all relevant keys. If
you press <F1> in page mode you get the following screen:

```
              PAGE KEYS

      Enter          Next question
       Enter         Store form
        /            Up/Down
        /                Left/Right
      PgUp/PgDn          Previous/Next question
      Home/End           First/Last question
       Home/ End   Previous/Next error
      Tab                Max. error
      [/]                Don't Know
       F1                Jump on/off
       F1                Jump to question
       F2                Edit mode
       F3                Check form
       F4                Show error messages
      Shft-F4            Show question text
      Ctl-F4             Make remark
```


As soon as a key is pressed the Help window will disappear.

Saving and exiting forms

To save and exit a form press <CONTROL ENTER>.

ERRORS IN CADI

Hard and soft checks

The CADI program carries out checks on the entered data. There are two types of checks. **Hard checks** require the editor to change an answer to resolve the inconsistency whereas **soft checks** can be over-ridden by the editor. Hard checks are used for situations that are logically impossible, such as a person stating early in the questionnaire that they are self employed and later that they are an employee in the same job. Soft checks stop the questionnaire when unusual but possible answers have been entered. The answer may be changed or suppressed.

How to identify an error

An error is indicated by a number to the left of the highlighted field. This figure shows the number of errors associated with a particular question. An ***** reveals that a question has ten or more errors.

To reveal the error message, press **<F4>** and an information window will appear on the screen. The window will not only explain what the error means, but it will also indicate whether the check is hard or soft. A hard check will be referred to as an 'Error' and a soft check will be called a 'Warning'. Sometimes a check will appear to be very complex because it covers a lot of different questions. You will become familiar with the more common complex checks; but if you are not sure what a check means ask your supervisor for guidance.

Suppressing soft checks

A soft check can be suppressed: this is achieved by pressing **<SHIFT F3>.** Once <F3> has been pressed the errors associated with the soft check will disappear. The suppressed warnings of soft checks can always be re-activated by pressing **<CONTROL F3>.**
A soft check should be suppressed only if you are satisfied that there is no error, e.g. because there is an explanatory interviewer note or the circumstances of the case suggest that the information is correct.

Displaying the question

To reveal the full meaning of the question, press **<SHIFT F4>** and a window will appear on the screen which will reveal the full question text and the answer code range.

Jumping to errors

Instead of paging through the form, errors can be 'jumped to'.

> **<CONTROL HOME>** this key combination moves the cursor to the previous question involved in an error.

> **<CONTROL END>** this key combination moves the cursor forward to the next question involved in an error.

> **<TAB>** this key moves the cursor to the question with the highest error count. **Correction of this question often removes many other errors.**

Changing answers

To amend an answer, simply enter the new code. When one starts to type, the old answer will disappear making room for the new answer to be entered. If one is in the process of typing the new answer, and one decides that the original answer was correct, it can be restored by pressing **<ESC>**. If **<ENTER>** has been pressed after keying the new answer, then the old answer has really been deleted!

Editing individual answers

Sometimes only a small change has to be made to the existing answer. This is what the **F2 function key** is for. Once pressed the program switches from page mode (the default mode) to **edit mode**. The old answer is not deleted. The cursor points at the first character of the text and any amendments may be executed.

Cancelling changes

It can happen that the wrong form has been amended. The old form can be restored to its original status by pressing **<SHIFT F2>.** This will cancel all changes.

Checking and updating the form

The check key **<F3>**, will update and recalculate the errors on a form that is in use. **This should be carried out regularly in order to access editing progress.**

Cleaning a form

When is a form clean?

When a form is clean ie. there are no errors left, the top information bar will state 'Clean form' in the last highlighted field.

Saving and exiting forms

To save and exit a form press **<CONTROL ENTER>.**

FACT SHEETS

The paper diaries are sent by field interviewers directly to Titchfield and matched up with the fact sheets there. The diaries are then keyed in Titchfield. The cases are sent up to London approximately once a week for editing of the Household and Income questionnaires.

When the case is returned the London editor should check to see if there is a signature at the coder box on the outside of the file cover and then proceed to edit the case. From April 1995 only 10% of all cases will be verified but this will be administered at Titchfield and there is no action to be taken in London.

When entering the Household Questionnaire check the names against the fact sheet to be sure it is the correct case. Also check the fact sheet for any notes, abatements etc. Please mark the notes with a brief description of the action taken; abatements should have a note of the original value written against them. (There is no other way of knowing the original value once the abated figure has been entered).

The same procedure applies to the Income Questionnaire. Take care to enter the correct case (more care is needed as the names do not appear on the Income schedule). Any action resulting from the fact sheet should be clearly noted by the editor.

There will be a note on the fact sheet if there are period codes 12 and 13 on either schedule. These MUST be recoded.

The grid at the end of the fact sheet should then be completed by the editor with any extra information that may be relevant.

MAIN PROCEDURES FOR EDITING THE HOUSEHOLD AND INCOME QUESTIONNAIRES IN CADI

1. Ensure that the **CORRECT fact sheet** is attached to the case, ie that the serial number on the sheet matches that on the budget cover.

2. Select '**Process old forms'** from the CADI Main Menu.

3. Key **<F5>** and select the serial number of the case to be edited.

4. Check that the names and ages listed on the Fact Sheet match those in the household questionnaire. (If they do not then exit the questionnaire **<CONTROL ENTER>** and repeat steps 1 to 2.)

5. Edit the Household and Income questionnaire and carry out any questionnaire abatements and other editing actions.

6. **Interviewer notes**
   It is essential that interviewer notes on the fact sheets are read carefully and any necessary action taken. This could mean amending, recoding or even deleting a question.

7. **Don't Knows and missing values**
   All Don't Knows (DKs) and missing values will be blanked on the edit questionnaire and, with a few exceptions, must be imputed. The exceptions are:

   Block Variable

   Household Questionnaire

   QMORT   IntL12M

   QOSTINS   StrlPrem   **NB** StrlVal/PerslVal must be answered

   QOSTINS   StrlPrc   **NB** StrlVal/PerslVal must be answered

   QVEHICLE   ListPr   **NB** Band must be answered

   BANK   SrvChgAm

   QEDGRANT   Annval

   QEDGRANT   AnnFees

   QEDGRANT   PaidDir

**7.   Don't Knows and missing values (cont)
         Income Questionnaire**

d_SLFJB1/
d_SLFJB2/
d_SLFJB3   SeProfit

j_ADITES   TesAmt   **Only if TesDK is refusal**
              TesDK

j_BUILD   BldAmt   **Only if BldDk is refusal**
              BldDK

j_BANK   BkAmt   **Only if BkDk is refusal**
              BkDk

j_NTSV1   NtAmt   **Only if NTDK is refusal**
              NTDK

j_NTSV2   NsAmt   **Only if NSDK is refusal**
              NSDK

j_BOTH   BothAmt   **Only if BOthDK is refusal**
              BOthDK

j_TSTK   OthAmt   **Only if OTHDK is refusal**
              OTHDK

Refer to the fact sheets for interviewer notes about missing values. If
in doubt about imputation, **refer to supervisor.**

8.   Changes to routing

Editing changes may result in additional questions being routed. If this
happens, refer to supervisor, who will decide whether the case needs to
be referred back to the interviewer.

9.   Referrals to Research Officer (RO)

Certain types of query will need to be referred to the Research Officer
(RO): these will be indicated in the instructions.

10.   Diary

The paper diaries are keyed, verified and range checked by editors in Titchfield, and then returned to London.

The same London editor who edits the Household and Income questionnaire for a case will be responsible for carrying out abatements to diaries for that case.

Detailed instructions for keying and editing the diary are given in the separate Diary instructions.

11.   PAB_DONE

When all editing and abatements have been completed, code   in   both the Household and Income questionnaires the question   **PAB_DONE**   as   1 ie. all editing completed.

CASES ARE SENT TO CSO EVERY WEEK: IF PABDONE IS ACCIDENTLY CODED 1 THE CASE MAY BE TRANSMITTED WITH ERRORS. If you want to ensure that all other errors are cleared press F3 and then Home followed by Control/Enter. The only error should be PABDONE.

See Diary Instructions for coding PAB_DONE in the diary.

PAB_DONE must not be coded 1 until ALL editing is completed.

INA011

Someone should be coded as an absent spender if they are absent for the placing interview and are not expected to return within 7 days.

There should be proxy information for them in the Income questionnaire and a nil expenditure Blaise diary.

Do not delete occupation details in the Income questionnaire for absent spenders unless there is an allowance at **k_ALLOW2 SpouseAl in which case refer to RO for decision.**

FACING 107

Foster

> Re-code **Foster** "No" if interviewer note states that child is adopted, not fostered.

School

> The edit program warns if there are inconsistencies between children's ages and the schools they attend.

> Change the type of **School** to fit the child's age unless there is a satisfactory explanation from interviewer.

Youth Diaries

> From April 1995 children between the ages of 7 and 15 will be given the option of keeping a diary. Very little action is required by London editors. If the Interviewer code "1" has been ringed on the back of a youth diary it means that the interviewer has some doubts about the contents. This will have been picked up by the supervisor and referred to the R.O. If it is decided that the youth diary is suspect the rest of the household will not be rejected but the editor will need to change the variable DiarStat to 3. No other action is necessary.

Rentfree

Accept as rent free if the situation satisfies one of the following criteria:

1) Accommodation is sometimes provided rent free by an employer, or by an organisation to a self-employed informant, e.g. Church of England clergy and ministers of religion. Ignore even if amount is known.

2) Accommodation is owned by someone outside the household (other than employee) who provide it rent free.

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

Accommodation is not treated as rent free if a known rent is paid by someone outside the household (other than an employer). If this applies treat accommodation as rented and recode at relevant questions. Be sure that any amounts are also shown at QEXPGIVE questions.

Rent

If 'dk', '!!' or blank, IMPUTE value from **CIPFA** tables if household is in England or Wales, from the Scottish rent tables if the household is in Scotland. The average Northern Ireland figure is currently **,**29.63.

Rent for Garage
If the interviewer has noted that the 'rent' includes an element for a garage, whether on the premises or for a garage elsewhere, accept at this question.

There is a check that the weekly rent should be less than the weekly values included in rent for council tax, council water charge, rent rebate and services. If this check has been suppressed by the interviewer refer to supervisor.

Rent0

Refer to supervisor any case where this has been coded 3 and the check suppressed.

CCwinrt
CCinrtam
Cwinrtam

If coded DK or missing refer to RO. (Bear in mind that the   Council tax band must still be answered at CTband).

Renthday

If a note indicates that the rent includes arrears **and Renthday** is coded 1, recode **Renthday** to 2 and apply the rent holiday period to the normal rent payment excluding arrears at **Rent.** Any rent rebate will also need to be adjusted.

The factor to be used in any rent holiday calculation is

$$\frac{52 - \text{Rent holiday weeks}}{52}$$

FACING 111

Rebtreb

Any rent rebate received should be entered at Rramt. Anyone on Income Support will automatically qualify for maximum housing benefit and will usually be allowed up to 100% council tax relief.

RBAll, Rramt

If 'dk', '!!' or blank, IMPUTE value from **CIPFA** tables if household is in England or Wales, from the Scottish rent tables if the household is in Scotland. The average figure for Northern Ireland is currently **,**29.63.

WhichSV

A soft check will appear if the rent includes an element for services. If necessary, deduct that element from the rent and transfer to the relevant question, i.e. contents insurance to QOSTINS/StrIType and t.v. licence to QTV/TVLice. See notes below.

> 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.
>
> If an element for fuel has been included in the services it should be deducted from **QRENTS1/Rent** and transferred to **QSERVICE/EACAmt** or **QSERVICE/GacAmt.** Code as other method at the electricity or gas questions. The fuel payments 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.
>
> If a fuel element has been included at **QRENTS1/WhichSV, QRENTS1/OtherSV** but the amount is not known, it should be imputed using current gross weekly household income and dealt with as in previous paragraph.

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

<u>Hot water</u> /If hot water is included in rent and is supplied from a central source i.e. block of flats, it is correct to include it here, do not delete.

<u>Cooking/Lighting</u> If the amount is known it should be transferred to electricity or gas questions. If the amount is not known impute, using current gross weekly household income.

<u>Other services included in rent</u> If gardening, window cleaning, lift or any other services are included in the rent and if there is no amount at SVamt re-code RentinSV to 2. Do not amend rent.

FACING 112

PayRamt
NRV

If Northern Ireland rates are not known, impute using the formula:

NRV X domestic rates poundage

The poundages are included at the back of the council tax imputation folder.

HBamt

Missing NI rates rebates will be supplied by Research.

WSSep
Watamt
Sewamt
WSamt

Refer to Research cases where water/sewerage rates are

!   paid by someone outside household

!   not yet paid at this address

!   dk or missing

Scottish water rates are included with Council Tax
payments and must be imputed at QCOUNTAX.CTWat.)

Accept

!   arrears of water rates

!   land drainage charges

QCHARGES

1. <u>Central heating oil</u> If this is included as a part of a regular maintenance charge the amount for central heating oil, if given separately, should be transferred to **QCHEAT/OilAmt**. 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 **QCHEAT/OilAmt**.

2. <u>Central heating maintenance charges</u> If included in the service charge, and can be identified separately, it should be transferred to **QIMPROVE/Amount.**

3. <u>Private road **construction** charges</u> Delete.

4. <u>Private road **repair** charges</u> Delete.

5. <u>Garage rent and rates (if given separately)</u> Delete.

6. If <u>structural insurance</u> is included in the service charge, this should be deleted and transferred to **QOSTINS/StrlPrem -** Household questionnaire if the amount can be identified.

If amounts cannot be identified at 2 and 6 refer to RO.

QMORT

There are basically two types of mortgage: a 'repayment' mortgage and an 'interest only' mortgage. The exception is property bought under a co-ownership scheme whereby the householder pays both mortgage and rent on the same property. For the purposes of the FES any property bought as co-ownership is treated as owned and any rental payment (if known) should be added to the mortgage payment.

QMORT
Owntype

  If there is an interviewer note indicating that the mortgage is not for purchase and should, therefore, be at **QLOANS,** refer to RO.

PurcAmt

  refer to RO cases where a note states:

  ! the current mortgage was transferred from another home

  ! plot of land was bought outright but the building of the sampled property was financed by a mortgage

  ! if the purchase price is missing and there is no chance of making a good estimate

MortType

If a note states that there are two concurrent mortgages for purchase of the same type, eg both are endowments, details of the smaller mortgage should have been included in a note. Add to the larger mortgage details at all relevant questions.

FACING 116

MortPay

      If the last mortgage payment is missing impute from the mortgage imputation tables provided with the instructions. Check with supervisor for current interest rate.

      If the last payment includes arrears, accept.

      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 entered at **MortPay** only.

Menpolam

      If the endowment policy premium is DK, impute from current gross weekly household income table (life insurance category).

Menstyr
      If the year is missing it should be imputed from the number of years the household has had the current mortgage at **QMORT/MortLen.**

IntL12M
      If the interest is not given do not impute it and do not enter any dates at **QMORT/IntPerBM - QMORT/IntPerEY.**

MortProt

Check the policy/ies cover at ProtType and impute the premium(s) as follows:
If there are separate policies each premium is recorded separately.

Death only policies:
      impute 6.5% of the mortgage payment at IncMPAmt

Redundancy and/or sickness policies:
      impute 6.5% of the mortgage payment at IncMPAmt

Combined death, redundancy and/or sickness:
      impute 13% of the mortgage payment at IncMPAmt

DO NOT DEDUCT THIS AMOUNT (supplied or imputed) from the last mortgage payment.

QMORT/WhoPay

If the interest payment is paid <u>direct</u> by DSS then it should be accepted at this question, but it should also be added to the income support received at g.BENEFS/Filter (Income Support), Income questionnaire (provided it has not already been included there).

QMORT: MortProt, WhoPay
see previous page for editing instructions.

QOSTINS

1. <u>TV sets, videos, TV games, home computers, washing machines etc</u>. Check whether insurance is for fire and theft or maintenance. If for <u>fire and theft</u>, it should be coded as personal possessions except for a TV, video or a home computer which is <u>rented.</u> These are coded 12.01.11 in the diary if paid during the record-keeping period. If for <u>maintenance</u>, it should be coded in the diary as 12.01.11 if paid during the record-keeping period.

2. <u>Insurance on deep freezers</u>: If no reference has been made as to whether the premium paid is for contents or maintenance, assume all is for contents and accept at this question. If a note says that the premium covers contents and maintenance, code 75% to contents, and enter at **QOSTINS**, and the remainder to maintenance. The maintenance element should be accepted in the Diaries as 07.02.10 if it is paid during record-keeping period.

3. <u>Insurance on Caravans/houseboats</u>: If the sampled address is a caravan or houseboat then the premium should be coded as structure insurance at **QOSTINS/StrlType**. If not the sampled address, accept as insurance on personal possessions at **QOSTINS/StrlType**.

4. Central heating maintenance contracts should be included at **QIMPROVE/Chmfilt**.

StrInc

A check will appear if **StrInc** is coded 1 (yes) but **StrlPrem** is greater than the amount at **MortPay.** If suppressed by interviewer and there is no satisfactory note refer case to RO.

StrIPrem and StrIVal missing

If neither the premium <u>nor</u> the insured values are given. The premium for structure <u>and</u> the premium for furniture and contents should be imputed using current gross weekly household income.

QCOUNTAX CTband

Nearly everyone in England, Scotland and Wales are liable to pay Council Tax. The only exceptions are; dwellings occupied only by students and dwellings owned by the Ministry of Defence as armed forces accommodation. However, in some cases a landlord will be liable for the tax on certain houses in multiple occupation i.e. bedsits, also the owner of a residence of a minister of religion will be liable. This does not include a Church of England minister where the Church will be responsible. Church of England stipends and other minister's salary should be abated accordingly.

Council tax rebate **CTrebate** will usually apply to informants on Income Support or those on a low income.

CTAmt/CTInstal/CTAnnual

A soft check will be triggered if the amount at CTAmt multiplied by CTInstal is higher than the maximum amount for the band for any local authority in the country. There will also be a soft check if the difference between CTAmt and CTInstal and the amount at CTAnnual is more than 20%. If there are no interviewer notes refer to supervisor.

CTWat

From April 1995 all Scottish water charges are to be imputed at CtWat with the correct period code. (Scottish water charges can be found with the Council Tax tables).

CTO

> If CT0 = 2 'exempt from Council Tax'
>
> All cases where a respondent has claimed that they are exempt from the Council Tax will trigger a soft check. A complete exemption from the Council Tax is relatively rare and the circumstances of the household should be checked against the definitions of exemptions. If the household does not appear to be eligible the code should be changed to '1' indicating that there is a combination of discounts/rebates which results in the respondent paying no Council Tax. You will then need to impute benefit (see instructions below).

FACING 121

CTrebate

If the council tax benefit is DK:

1.   Look up the set charge for the relevant valuation band for the local
       authority using the council tax band imputation table provided by
       Research.

2.   Reduce the amount payable by 25% (or rarely, 50%) for any status
       discount at CTdisc.

3.   Deduct any transitional reduction shown at CTTrRdAm. If CtTrRdAm is also
       coded DK recode CTTrRed to No, ie assume no transitional reduction is
       received.

4.   Subtract from the remainder the annual amount of council tax paid, if
       any. This will be calculated from the amount at CTamt and the period at
       CTfrq. No calculation is required if CTamt = 0.

5.   If both CTamt and CTrebate are DK and at least one person in the
       household is receiving Income Support or some other benefit **at present**
       assume 100% council tax bnefit unless a status discount is also allowed
       in which case the benefit will be 75% (or, in the rare cases of 50%
       status discounts, 50%) of the set charge.

CTTrRed

If the amount of transitional reduction is not known, recode CTTred to No.

QPENSION/Filter

If a lump sum is paid or a lump sum plus regular payment, it needs to be amended to an annual premium, provided the payment(s) is in the last 12 months.

<u>Editing</u>

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

QLIFE/Linstype

1. Any mortgage protection policy, including a separate term assurance policy covering a pension mortgage, should be transferred to **QMORT/MortProt.**

2. Any kind of endowment insurance (eg life and endowment, death and endowment or education endowment) but excluding house endowment should be coded 2 at Linstype.

3. An endowment policy for a mortgage on a second dwelling should be coded 01.06.03 in either the Diary or at **QOSTORD/Filter**. Delete any entry at this question.

4. 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 3 at this question and the personal accident component transferred to **QMEDINS/Filter** (code 1). If the two components are not given separately, the <u>total</u> amount should be coded 5 (other) at QLIFE.LinsType.

5. If superannuation and widows' and orphans' insurance is deducted from salary, it should not be entered at this question.

<u>Editing</u>

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

FACING 124

QMEDINS/Minstype
(Medical and other insurance policies)

<u>Personal accident (code 1) includes</u>:

i.   Personal accident and fire.

        Transfer <u>half</u> the recorded amount to **QOSTINS** 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 **QOSTINS** and code to personal
        possessions. Code the remainder at this question.

iii.   Personal consolidation policy.

iv.   Police group insurance.

<u>Editing</u>

If code 10 is entered in the Office Use box a soft check will appear. Check
the 'type of policy' to see if this should be recoded as 1 to 9 or transferred
to another question. See description above of codes 1 to 9. If the premium is
not given impute from current gross weekly household income.

General notes on telephone payments
QSERVICE/TelePres

Mercury telephone payments should be accepted. If both BT and Mercury payments are recorded, combine the amounts with adjustments for differences in period codes.

Imputation
If a payment is not known i.e. informants have recently moved into the household, newly married couple etc., impute a value using current gross weekly household income and enter appropriate period code.

Abatement
Check the fact sheet for telephone abatement and abate by the percentage shown (noting the original value on the fact sheet) Be sure to enter 1 at the appropriate abatement marker. Check that there is a claim against telephone at d.SLFJB/SeBExTyp in the Income Questionnaire. If the abatement is DK abate by 66%. If abatement is 100% abate by the number of rooms. See instructions at SeBusExp in the Income Schedule instructions.

Shared telephone
If a telephone is shared by more than one household the account in whose name the telephone is installed will receive the bill. This should have been entered normally by the interviewer and the amount the informants actually pay should be entered at TelShAmt.
Mobile phones
Exclude payments for mobile phones **until March 1996.**

Cable phones
If a payment covers telephone and television supplied by cable, only the telephone component should be entered at the telephone questions. If no split can be made, refer to RO.

Rental paid by DSS
If the rental is paid by Social Services, only the amount paid for the calls should be entered at QSERVICE/TelAcAmt.

Installation charges
Installation charges should be accepted here. Refer payment for a telephone alarm line to RO.

Telephone expenses REFUNDED by employer
If all or part of the bill is refunded check that an amount refunded has been entered at QREFUNDS and abate the amounts at the telephone questions.

Telephone REFUNDED by someone outside the household
The whole account should have been entered at TelAcAmt and the outside contribution entered at QXPGIVE/Filter. If it does not appear there, enter it. Code 1 or 2 should have been coded at TelOPay and the respondent's share of the bill at TelShAmt.

Telephone account PAID DIRECT by someone outside the household
If all of the bill is paid direct TeleHow should be coded 3.

FACING 126

General notes on Electricity and Gas supplies

The following are excluded from these questions:-

    a) Electricity generated in a private plant.

    b) Bottled Gas, i.e. calor or Butane

If the account is in credit, the last payment should be accepted also installation charges should be accepted here.

Imputation
The last account paid at a previous address should be accepted. If it is not known or the household has not occupied a previous address, impute an amount using gross weekly household income.

Payments made direct by DSS

If electricity or gas is paid in this way the amounts will be entered at DSSElecF or DSSGasF. These amounts should then be added to Income Support. If in doubt, refer to supervisor.

Last payment - board budgeting scheme
If the last payment was a correcting payment, it should still be entered. Any maintenance charges should be excluded from these questions and entered at CHMFilt. 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.

Abatement
If there is an abatement to either gas or electricity charges check the amount on the fact sheet and amend the abatement marker to 1. If the abatement on the fact sheet is DK for both gas and electricity abate by the number of rooms. See Income Schedule instructions at SeBusExp.

TVLice

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 1994	From April 1995
Colour	,84.50	,86.50
Black and White	,28.00	,28.50

Do not impute an amount where TVLice = 0 and an interviewer note confirms that the respondents have not paid for a licence in the last 12 months.

FACING 127

QVEHICLE/
Filter 1 and Filter 4/
RoadTax
CarIns

If an entry for motor vehicle insurance is not known impute a value, based on current gross weekly household income. Also impute appropriate vehicle tax if coded DK using road tax imputation tables. In both instances check that **no** amount is entered if the tax or insurance is paid by an employer or firm.

Own

Ford Option and similar schemes should be coded as leasing (code 2 at Own).

Filter2/PayMeth

!   Check that if a vehicle was bought with a loan or h.p. (coded 1 or 2 at **QVEHICLE/PayMeth)** that details have been entered at **QLOANS or QHP.** If they have not been entered, refer to Research.

!   If a vehicle is coded 3 (employer loan) at PayMeth, but the coding at QLOANS/Org has to be changed from 6 to codes 1-5 because the employer is an organisation which grants credit to the public, recode PayMeth to 1.

Filter2/Carpamt

!   Do not abate the cash price at **QVEHICLE/Carpamt** because of inclusion of road fund tax, insurance or part exchange.

!   Delete any car bought on the day of the interview.

Filter4/CarProv

If a self-employed person does contract work for a firm which provides a car/van for his continuous use, **QVEHICLE/CarProv** should be coded 2 (no).

Abatement

If there is a vehicle abatement but the percentage is missing abate by 33% providing there are values at the tax and insurance variables. If there is a car and a van at QVEHICLE always abate the van. If there are two cars in the household abate the car with the highest value insurance. Abate any petrol in the diary in proportion to the number of cars in the household.

FACING 129

ListPr
Band

If ListPr and Band are both DK, make and model and registration letter should be given. Look up list price using Glass's Guide, which is kept on the supervisor's desk. If insufficient information about make/model is given refer to supervisor.

QSEASON

Season tickets should be coded using computer-assisted coding as follows:

11.02.01 rail and underground season tickets
11.02.03 bus and coach season tickets
11.02.05 combined rail/bus season tickets

Exclude:
!   one day travelcards
!   passes that enable people to obtain reduced fares but which are not season tickets in their own right
!   OAP concessionary bus passes and permits
!   railcards; bus clipper cards
!   STATE school bus and train passes which are covered at QTRAVEL

Accept at QSEASON but delete from QTRAVEL if entered there:
!   Season tickets for travel to PRIVATE school
!   Bus or train passes to PRIVATE school

QCREDIT

If DK Is coded at ChgAmt impute using Moneyfacts.

QLOANSA

Org

A soft check will appear if **QLOANS/Org** 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.

If there are two loans from separate sources in respect of the <u>same</u> article, both loans should be coded as two separate agreements. The cash price should be apportioned between the two.

Loanrep

(i)   If the last payment **QLOANS/Loanrep** 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 and **QLOANS/Loanrep** recoded if necessary.

(ii)   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.

(iii)   If the informant has agreed to pay ,X in instalments but prefers to pay variable amounts,accept amount paid last time at **QLOANS/Loanrep.**

(iv)   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.

Litempur/PABEDIT

Items should be coded using computer-assisted coding. Special care is needed for two types of loan:

Season tickets

Enter item code 11.02.01, 11.02.03 or 11.02.05 at **QLOANS/Litempur** for season tickets obtained from all organisations coded 1-6 at QLOANS/Org (including employers).
If the season ticket was purchased within 12 months of the interview date, transfer the details to **QSEASON/Filter** provided they have not already been entered at this question.

Vehicle loans

If the loan is from a source which normally grants credit to public (codes 1-5), these item codes apply:

New car or van	10.01.05
Second hand car or van	10.01.06
Motor cycle/scooter/moped (new or s/hand)	10.01.07

If the loan is from an **employer** who does not grant credit to the public (code 6), these item codes apply:

New car or van	10.01.01
Second hand car or van	10.01.02
Motor cycle/scooter/moped (new or s/hand)	10.01.04

If the vehicle was purchased with an **employer loan** within 3 months of the interview date, ensure that the details are entered at **QVEHICLE/Filter2/ (code 3 at PayMeth)**, if they have not already been entered at that question.

Do **not** transfer to QVEHICLE/Filter2 vehicles obtained from lenders coded 1-5 at QLOANS/Org.

Coding other types of loan

If 'insurance for repayment of loan' is mentioned either at this question or at **QMEDINS**, it should be apportioned between the relevant items and added to the loan payments.

Supplier
There will be a soft check at **Supplier** on the loan if there is no supplier noted, i.e. in the case of money borrowed to cover outstanding debts. DNA typed in will remove error.

FACING 134

LoanDHSS

A soft check will appear in **QLOANS/LoanDHSS** is coded 1. The amount shown at **QLOANS/Loanrep** 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.

Abatement

If the loan amount at **QLOANS/Loanamt** is abated then all the other monetary entries (ie loan payment, cash price, part exchange and down payment) must be abated by the same amount or proportion.

HIRE PURCHASE
QHP/Filters 1 and 2

1. 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.

2. If the informant has agreed to pay **,**X in instalments but prefers to pay variable amounts, accept the amount paid last time at **QHP/LastPay.**

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.

4. Abatement

    If the cash price **QHP/HPdatM, QHP/HPdatY**) is abated then all the other monetary entries (ie part exchange, down payment and instalment) must be abated by the same amount or proportion.

FACING 135

QIMPROVE

Grants from a local authority and refunds from an insurance company

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.

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.

QIMPROVE/DECFilt: variables InsHasc - IWCAmt (inclusive) cover insurance claims. Any problems with these questions should be referred to RO.

Edit Checks

Checks introduced at variable **QIMPROVE/How and QIMPROVE/LHP** link these retrospective recall questions with the loan and HP questions **QLOANS and QHP.**

Example 1:

If at QIMPROVE/CHIFilt variables QIMPROVE/How and QIMPROVE/LHP are both coded 1, then there must be an entry at **QLOANS** for central heating installation, and the loan should have been taken out in the last 14 months.

Example 2:

If at QIMPROVE/CHIFilt variable QIMPROVE/How is coded 2 and QIMPROVE/LHP is coded 1, then there must be an entry at the hire purchase questions **QHP** for central heating installation.

Note: 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.

FACING 138

QHOUSEEXP

Editing

If the amount paid in the last 12 months is not known, refer to RO for an estimate. Do <u>not</u> abate the amount paid if any of it is being claimed as a business expense.

QHOLIDAY

This question applies to package holidays including self-catering package holidays. For the purposes of FES a package holiday is one where the travel and accommodation are charged for jointly and cannot be separated.

HolIns

If holiday insurance is not given impute ,5 for each person and each child for holidays in the U.K. and ,30 each ADULT only for holidays abroad.

QBANK

If the amount at **QBANK/SrvChgAm** is not given but a 'DK' has been entered **do not** impute.

QSTORD

Standing orders/direct debits may be arranged through a bank account, bank budget account, National Giro or a building society account. If monetary amounts are missing try and resolve by asking colleagues, i.e. RAC and AA fees.

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:-

Homewise   (,5.00 per month - code 08.05.02)

Secure Homes (,1.50 per month - code 08.05.02)

General notes on education questions
QEDGRANT/Filter - QEDFEES3/Filter

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 will   include fees.

2. Exam fees should be accepted at the relevant question.

3. Accept grants for items such as books, stationery, clothing, (exc clothing vouchers) travelling expenses, instruments and maintenance of relatives.

4. 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 **c.EMPJB1/PayAmt**, **c.EMPJBI/Grosspay,** and **c.EMPJBI/UsNetPay and c.EMPJBI/UsGroPay** (Income Questionnaire) 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 **QEDGRANT/Filter** but include the grant (as a payment) at **QEDFEES1/Filter QEDFEES2/Filter,** or **QEDFEES3/Filter.**

5. If fees are paid direct by an employer for the children of an employee, these should be accepted at **QEDFEES1/Filter, QEDFEES2/Filter,** or **QEDFEES3/Filter** and should also be added to the salary of the parent (see paragraph 6).

6. If any of the fees are paid direct or refunded then only that part paid by the informant should be entered at **QEDFEES1/Filter, QEDFEES2/Filter** or **QEDFEES3/Filter.**

7. Parental contributions towards a grant should be included at **QEDFEES1/Filter,** or **QEDFEES3/Filter** under the parent's person number and at **k.ALFI/Filter** (Income questionnaire) 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 **QEDFEES2/Filter,** 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 **k.ALFI/Filter** (Income questionnaire).

8. Gifts of money, including pocket money, over and above the amounts required for education should be excluded from the education questions.

9. 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 **HHA/TypeEd** and should also be shown as an employee in the Income schedule.

Attending a course for which an education grant, maintenance grant or scholarship is received

QEDGRANT/Filter

1. If the amount of the grant at **QEDGRANT/Annual** (state) or **QEDGRANT/AnnFees** (private or overseas) is not known, do not impute.

2. If **QEDGRANT/PaidDir** is coded nil, accept. If it is DK, enter the amount given at **QEDGRANT/Annual** or **QEDGRANT/AnnFees.** If both these questions are dk then **QEDGRANT/PaidDir** should be dk also.

QSTULOAN

The new student loan rates from September 1995 are:

students living away from home: – London **,**1695

                                     – elsewhere **,**1385

students living at parental home :   – **,**1065

QEDFEES2/Filter

<u>Editing</u>

1.   If the amount of fees or private tuition paid is not known, refer to RO.

<u>Business Refunds to Employees</u>

QREFUNDS/Filter

This question applies to anyone who has recived a refund from an employer in the last 3 months. 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.

Amounts refunded for business will be identified on the fact sheet. These notes refer to **QREFUNDS,** HHD Questionnaire and to **c-EMPJB1/Mallusp**, **c-EMPJB1/Malinpay, c-EMPJB1/MotExp, c-EMPJB1/HHothInc,** Income Questionnaire.

If **QREFUNDS** is coded 1 a soft check will appear. This indicates that there is a refund by an employer and an abatement will need to be made.

> **<u>Purpose</u>**
>
> The purpose of the questions is:-
>
> **!**   To identify and abate all <u>refundable</u> expenditure.
>
> **!**   To adjust pay details so that they do <u>not</u> contain refunds (or allowances) for business expenditure.
>
> **!**   To adjust pay details so that they <u>do</u> contain refunds (or allowances) for 'private' expenditure. These are regarded as a 'perk' and are, in effect, an addition to salary.
>
> To achieve the purpose, it must first be decided whether the refund or allowance relates to **business** expenditure or **private**(perk)expenditure.

145A

A. Business expenditure

The following types of refund/allowance should be classed as <u>business</u> expenditure:

- **!** Car expenses
- **!** Telephone expenses
- **!** 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)
- **!** Subsistence allowance

<u>If a refund/allowance relates to BUSINESS expenditure</u>

(i) Adjust the amount to be refunded for period code differences and deduct it from the appropriate HHD Questionnaire entry. The amount of expenditure after deduction (ie the abated value) should be entered.

The 'Household' Questionnaire items which may be refunded are listed below:

<u>Question</u>

Rent	**QRENTS/Rent**
Council tax	**COUNTAX/Ctamt/CtWat**
Water/sewerage rates	**QWATER1/Watamt**
	QWATER1/Sewamt
	QWATER1/WSamt
Mortgage payment	**QMORT/MortPay**
Insurance on structure	**QMORT/StrlPrem**
	QOSTINS/StrlPrem
Gas	**QSERVICE/GAcAmt**
	QSERVICE/GBBSamt
	QSERVICE/GChgAmt
Electricity	**QSERVICE/EAcAmt**
	QSERVICE/EBBSAmt
	QSERVICE/EChgAmt
Telephone	**QSERVICE/TelAcAmt**
	QSERVICE/TelBgAmt
	QSERVICE/TelShAmt
Road Fund Tax	**QVEHICLE/RoadTax**
Vehicle insurance	**QVEHICLE/Carins**

(ii) If the interest on an endowment mortgage is abated, the endowment premium **QMORT/Menpolam** must also be abated by the same proportion.

(iii) If a repayment mortgage payment is abated, the interest **QMORT/IntL12M** must also be abated by the same proportion.

2.   **Private expenditure (perks)**

The following types of refund/allowance should be classed as <u>private</u> expenditure ('perks'):

- **!**   Rent allowance for firemen, police or prison officers
- **!**   <u>Regular</u> meals
- **!**   Expenditure on transport (other than on cars) to get to work
- **!**   Household expenditure provided <u>no</u> part of the sampled address is used for business

<u>If refund/allowance relates to PRIVATE expenditure (ie 'perks')</u>

(i)   Delete the entry from QREFUNDS

(ii)   <u>Household Questionnaire</u>

No action is required do not abate any Household questions.

(iii)<u>Income Questionnaire</u>

a.   If private allowance <u>included</u> in pay details (**c-EMPJB1/PayDat -   c-EMPJB1/Grosspay (inclusive)**)

Do <u>not</u> delete the allowance from the pay questions but delete it from **c-EMPJB1/Mallusp and c-EMPJB1/Malinpay, c-EMPJB1/MotExp, c-EMPJB1/HHothInc,** if recorded there. Amend the 'lead' questions if necessary.

b.   If private allowance <u>not included</u> in pay details (**c-EMPJB1/PayDat - c-EMPJB1/Grosspay (inclusive)**) adjust the allowance for period code differences and add it to the:

- net pay **c-EMPJB1/PayAmt.**
- gross pay (if given) at **- EMPJB1/Grosspay.**
- usual net pay at **c-EMPJB1/UsNetPay**
if **c-EMPJB1/INA254** coded 2
- usual gross pay at **c-EMPJB1**
if **c-EMPJB1/INA254** coded 2

-    Delete it from **c-EMPJB1/Mallusp** and **c-EMPJB1/Malinpay, c-EMPJB1/MotExp, c-EMPJB1/HHothInc,** if recorded there. Amend the 'lead' questions if necessary.

Assume the private allowance (or perk) is tax free so do not calculate Tax or NI on the allowances.

MONEY GIVEN for items of household expenditure by someone outside household

QEXPGIVE/Filter

This question refers to cases where an informant is <u>given money</u> (cash or cheque etc) by a <u>private individual</u> 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 refunded by a business.

Editing

1. If **QXPGIVE/Filter** is coded 1 a soft check will appear. Check that the money given to the household is also shown at the relevant Household Questionnaire 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 Household Questionnaire 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.

PLEASE NOTE THAT THIS QUESTION APPLIES WHERE **MONEY CHANGES HANDS** WITH THE INFORMANT - THE FOLLOWING QUESTION **QEXPAY** APPLIES WHERE SOMEONE OUTSIDE THE HOUSEHOLD HAS **PAID MONEY DIRECTLY** TO A COMPANY ON BEHALF OF THE INFORMANT i.e. gas, electricity boards etc.

Items of household expenditure PAID DIRECT by someone outside household including DSS

QEXPPAY/Filter

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

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 **QEXPPAY/Filter** is coded 1 a soft check will appear. Delete the amount paid direct if it is shown at the relevant Household Questionnaire questions. This is because they would be shown as items of expenditure by the household who has actually made the payments.

2. The only exception to the rule given in the previous paragraph is in the case of direct payments made by the <u>DSS</u> on behalf of informants who are receiving income support or some other benefit. The amount paid direct should therefore be added back to the benefit and should also be shown at the relevant Household Questionnaire questions. So in the Income Questionnaire it will count as income and in the Household Questionnaire as expenditure. Income Support will be shown on the fact sheets.

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 <u>not</u> be shown at this question. Rent rebates should be entered at **QRENTS1/Rramt.**

4. If only a <u>part</u> of the expenditure is paid direct, then only the part paid by the informant should be shown at the relevant Household Questionnaire questions.

5. If the amount paid direct is <u>not known</u> delete the entry at this question and if there is an entry at the relevant 'Household' Questionnaire question, this should also be deleted.

145E

JUMP QUESTIONS IN THE HOUSEHOLD QUESTIONNAIRE

In order to move around the questionnaire quickly it is possible to **jump** to the beginning of each block in the questionnaire using a special jump function. It is only possible to jump to a part of the questionnaire that has been answered. If you try to jump further than you have answered in the questionnaire then the machine will simply take you to the last question for which you have entered an answer. Or if you try to jump to a block that was not on the route for your informant (eg the renter block when the house is owned) then the machine will simply bleep once and you will stay at the same point from which you were trying to jump.

To access the jump function hold down the Control Key and tap the F1 key. The "Question Number" will appear at the bottom of the screen on the left hand side and the cursor square will flash. These Question Numbers actually refer to particular jump question numbers that have been put at the beginning of each block. You will then need to enter the number that corresponds to the jump that you wish to go to.

Block	Question	Jump No
Qrents	Rent	1
QMort	OwnType	2
QWater1	WatCon	3
QOstins	Filter	4
QCounTax	CTBand	5
QPension	Filter	6
QLife	Filter	7
QService	TelePres	8
QVehcile	Filter1	9
Qloansa	Filter	10
QHP	HPFilt1	11
QImprove	Where	12
QHouseExp	Filter	13
QEdGrant	Filter	14
QRefunds	Filter	15

Period codes

The period codes on the FES and FRS have now been standardised, except codes 12 and 13.

The standard FES period code question is:

What period did this cover?
(enter code)

   1: One week   **10: Ten times a year**
   2: Two weeks   **11: One year**
   3: Three weeks   **12: One off/Lump sum**
   4: Four weeks   **(EXPLAIN IN A NOTE <Ctrl + F4>)**
   5: Calendar month   **13: None of the above**
   6: Three Months   **(EXPLAIN IN A NOTE <Ctrl + F4>)**
   7: Six months
   8: Eight times a year
   9: Nine times a year

You **must** open a note if selecting codes 12 or 13.

Starting the Questionnaire

Once you have chosen to open a questionnaire the first thing you will be asked to do is to enter the interview date.

IntDate

Here you will only need to enter the date that you first open the interview for this household. The machine will accept a number of ways of entering the date but the format that is commonly used on the FES is to enter 1 or 2 digits for the date, then a space, then 1 or 2 digits for the month and then 2 digits for the year. So, for example you could enter 9 4 94 or 19 10 93.

If it becomes necessary to re-start the diaries show the new interview date in a note **<Ctrl + F4>.**

Block: HHA
Household Composition

Name

This question asking for names is purely to make it easier to keep track of who you are talking about as specific questions arise later in the interview. A first name is sufficient, but make sure that each person's allocated name is unique to avoid confusion when asking questions later.

===

R[x]

This question asks the relationship of each member of the household to all others preceding them in the grid. The primary purpose is to give the computer enough information to work out who belongs together in a benefit unit.

===

MS

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

Code 2   applies to any married person whose spouse is not a member of the household because he or she does not meet the residence criteria.

Code 3   applies to cohabitees sharing the same residence. This includes persons who describe themselves as common-law wife/husband, fiancee, partner, girlfriend, boyfriend etc. Also, please note that 'cohabiting' has priority over the single, widowed, divorced and separated codes. However, it is important to check whether a live-in girlfriend/boyfriend has an address of their own: it will help to probe to see if they satisfy the six month rule.

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

FtEd

Any informant who is registered as full time at an educational establishment should be coded 1 at this question. If registered part-time code 2.

1.   Apprentices should not be coded as receiving full time education.

2.   <u>Students on sandwich courses</u>. 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.

3.   <u>Full-time students who are also working</u>

    Any full time student who is also currently working, (eg part-time work during term, or a vacation job) should be entered as currently in full time education provided that s/he intends to return to an educational establishmentthe following term. S/he need to be coded as an employee or as self-employed in the Income questionnaire.

4.   Students under 16 attending a private commercial college (eg Pitmans) should be coded 1.

5.   If there is any doubt as to whether a person is still in full time education (such as having left school and being uncertain whether they are returning to education next term or not) then check whether the parent/guardian is still receiving child benefit for that person. If this is the case then code as still in full time education.

===

TypeEd

Those who are between schools/colleges should be coded according to the one that they will attend next term.

<u>State Schools</u>
These are schools where the upkeep is either provided entirely by the State via the local authority or, as in the case of schools controlled by certain religious denominations, where most or all of the upkeep is provided by the State. There are a few cases in Scotland where small fees are paid at State schools: any such case should be coded under State schools, not private or independent schools. Schools that have 'opted out' of Local Authority control still count as State schools.

TypeEd (cont)

Codes

3. State Run special School (eg for the handicapped)

4. Secondary school (state run or assisted) – includes all courses up to and including 'A' level at **state secondary or middle schools**.

5. Non-advanced further education/6th form/tertiary/further education college – includes all course up to and including 'A' level taken at sixth form, college, tertiary college or further education college, ie not at a secondary school.

   Courses up to and including 'A' level include:

        A Level
        A/S Level
        National Diploma (OND)
        National Certificate (ONC)
        RSA advanced diploma, advanced certificate, diploma
        SCE, GCSE, CSE
        GNVQs, NVQs
        City and guilds advanced craft or craft
        BTEC First or General diploma
        SCOTVEC: National Certificate, First or General
                 Certificate, First or General Diploma
        Scottish Certificate of sixth year studies (CSYS)

6. Private and Independent schools are those at which at least some pupils pay fees. This will include all public schools in England and Wales and private commercial colleges.

7. Higher education includes any full-time degree or other post A level courses at university, polytechnic and institutes and colleges of higher education.

   Courses above 'A' level include:
        First degree (BA, BSc, BEng, BScEcon, LLB, MB,
                      MA (Scotland))
        Higher Degrees (MS, MSc, PhD)
        Teacher Training (BEd)
        Higher National Certificate
        Higher National Diploma
        Diploma of Higher Education
        BTEC Continuing Education Certificate/Diploma
        SCOTVEC Higher National Certificate/Diploma in Higher
        Education

TEA

This question is an important classificatory variable which correlates to earnings potential. The age required here is that at which the informant completed his or her continuous education that started in infancy. It should **not** include any continuous period of education which was taken later in life, eg as a mature student.

Holiday jobs do not count as a break provided that the person intends to continue with the course. Similarly, do not count a gap year between leaving school and going to college or university as a break in continuous full-time education (as long as there is some clear intention to continue education).

A sandwich course begun immediately after school finishes should be counted as continuous full-time education.

Nursing training and similar vocational training undertaken while receiving a wage are not part of the continuous education process for the purpose of this question.

==

INA011

Absent spenders should be coded 2 and the reason for their absence explained in a note in the admin block.

Block: HHC
Details of Children in Household

Par1
Par2

This information is used to calculate benefit units. The
questions apply to both parents and step-parents of the child.

===

Resp1
Resp2

These questions are only asked if the child has no parents in
the household, according to the answer given at **Par1.**

In order for the program to calculate Benefit Units correctly,
at least one adult must identify themselves as responsible for
that child. If at this point no adult does so, then you may
need to probe as to whether the child is only at the address on
a temporary basis and may not actually form part of the
household.

If this does turn out to be the case, return to the Question
NumChil and change the number of children coded as living in the
household.

Soft check:

*The check states that a foster child should be covered by a
local authority allowance. Suppress the warning if there is an
allowance. If after probing it seems that there is no
allowance but the child is definitely fostered, suppress the
warning and open a note.*

===

School

Children who are at playgroups, kindergartens or nurseries
where there is no attempt at formal education should be
coded 1.

Definitions of other types of school are covered at the
instructions on pages 105-106 for **TypeEd.**

Block: QADDRESS
Accommodation

_____

AcomType

The description of the accommodation should refer only to the
'space' <u>used by the household</u>. Thus in the case of a house
owner-occupier who sublets some rooms you should enter code 6 or
7 as 'part of house/converted flat' etc to indicate that the
household occupies only part of the house.

===

Used/Shared

In general, include any room which is habitable or usable by the
household all year round.

If a room is open-plan count it as 2 rooms if it is divided by a
sliding or folding partition. Count it as 1 room if it is
divided by curtains or portable screens.

Halls, landings and alcoves are not separate rooms.

BEDROOM
Each household must have at least one bedroom. Any room used for
sleeping, including a box room or attic bedroom, should be coded
as a bedroom. A one room bedsit used as both a living room and
a bedroom should be coded as a bedroom.

===

RmBus

Ensure that any rooms used for business were included in the
original total of rooms given at **Used/Shared.**

Block: QTENURE
Type of tenure

Ownrent

This question applies to all types of accommodation including caravans, mobile homes and houseboats.

Mobile homes can be rented, rent free or owned outright. Owned outright includes mobile homes being purchased on a credit agreement, details of which should be entered at **QLOANS** or **QHP.** Mortgages are not available for mobile homes.

The question should be coded according to the current tenure. For example, if an informant has fallen into arrears with mortgage payments and is now renting the property under a mortgage help scheme the property should be coded as rented and not owned.

Where a respondent has a 100% rent rebate code 1 (rents).

Shared ownership and Co-ownership schemes

These should be coded 2 (owns).

Under a shared ownership scheme the householder pays a mortgage and a rent on the same property. Under a co-ownership arreangement the property is owned jointly with a housing association.

Block: QRENTS1
Rent

_____

Rent

Here, the **gross** rent paid should be entered, ie the total amount
of rent the informant pays including components such as water
rates, rates (in Northern Ireland), or services such as heating,
but **after** any rebates.

If the rent is in arrears enter the amount last paid even if
this was a while ago but open a note and give the date of this
payment.

Enter 0 if the respondent pays no rent at all because a 100%
rent rebate is allowed or if all the rent is paid direct by
someone outside the household.

===

Rent0

Soft check:

*A soft check will appear if Rent0 is coded 3 (neither). If the
respondent is not receiving a 100% rent rebate and the rent is
not paid direct by someone outside the household explain the
circumstances fully in a note.*

===

CCwinrt

Most renters in Great Britain will not have their council tax
payments included in their rent.

Landlords in private rented accommodation may pass on a council
tax payment in rent but will not be legally obliged to identify
the council tax component. If the precise council tax component
is not known, obtain an estimate.

Block: QRENTS1

RBAll
Rentreb
Rramt

These questions cover housing benefit which is the general term for rent rebates and rent allowances.

Rent rebates are granted to those living in local authority accommodation and **rent allowances** are granted to those living in privately rented accommodation. Both benefits are means tested assistance given for housing costs.

Rebates are normally deducted from rent ie the rent payable is reduced. **Allowances** are normally received in the form of a lump sum refund.

Those 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). They are also entitled to 100% rebate on amenities such as heating and lighting if these are included in the rent.

In order to obtain a rent rebate or allowance the tenant usually has to apply to the local authority giving details of rent and personal circumstances. Those who receive Income Support will automatically qualify for maximum Housing Benefit. For other claimants, entitlement to Housing Benefit will depend on the amount of money they receive from earnings and DSS benefits and will take account of savings of more than ,8,000.

Most full-time students are not entitled to housing benefit although partners of students, who are not students themselves, may still claim for the couple.

Rebates are not the same as the differential rent scheme in which tenants are required to declare their income, whether or not they wish to apply for a rebate/allowance. Thus in applying for a rent rebate/allowance, a tenant offers income details voluntarily.

==

HBamt
SVamt

If a precise amount for services included in rent cannot be given, accept an estimate rather than a DK.

RebtCh

Northern Ireland renters who receive a rent rebate are asked whether the rebate covered rent only or rent and rates combined. They are then routed past the rates questions.

==

PayRates

The principle involved in obtaining a rates rebate is the same for all forms of tenure. The ratepayer must apply to the DSS or council rates office for the rebate and provide income details.

Rates rebates are received in three different ways:

1.   The rates rebate is deducted from rent where rates are included in the rent.

2.   The rates rebate is deducted from rates where rates are paid direct.

3.   The rebate is paid as a lump sum cash refund from the local authority; lump sum refunds can be paid more than once a year.

Blocks: RENTS2 (Renters in England and Wales)
**   QWATER1 (Owners in England and Wales**
**   QWATER2 (Scotland and N Ireland)**
Water Charges

QRENTS2/WSsupply
**   WSinc**

QWATER1/WatCon
**   WSSep**

QWATER2/WScot

Respondents will know if their accommodation is not connected to
mains sewerage as they will have to make arrangements for
clearance of septic tanks. A charge for emptying a septic tank
should be recorded in the diary if paid during record keeping,
not in the Household questionnaire.

Charges made via a water meter should be treated as water rates
payments.

Block: QCHARGES
Other Accommodation Charges

Code 8 (any other regular payments) includes mooring fees for
houseboats. Road charges should be excluded from this question
but included in the diary if paid during record keeping.

The questions in this block are intended to provide detailed information on the pattern of outstanding mortgage debt, which is an important element in calculating mortgage interest payments for the RPI.

The questions cover details of current mortgages originally acquired **for the purchase** of the sampled accommodation, including those which have been topped-up, and remortgages where the original mortgage for purchase has been replaced by another.

Exclude from QMORT but enter at QLOANS:

! A second mortgage taken out separately and with separate repayments from a mortgage for purchase

! A mortgage on a second dwelling or former main dwelling

==
OwnType

Code 2: Rental purchase, co-ownership or shared ownership schemes are routed as other types of mortgage. Enter any rental payment as a mortgage payment; in the case of shared ownership enter the combined rental and mortgage payments.

==
BuyType

Code 3: Acquired in some other way includes inheritance and gifts.

==
BorrAmt

Enter the amount originally borrowed to **purchase** the accommodation, ie, excluding subsequent top-up loans. The amount borrowed will usually be less than the purchase price of the property.

==
PurcAmt

Informants who have occupied their accommodation for many years may be unable to give a precise figure: accept an estimate rather than a don't know.

TopUp

Code 1:   A **remortgage** is a new mortgage on an existing
           mortgaged property. It can be with the original or a
           different lender. The purpose may be 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
           released for home improvements. There will be one set
           of repayments only.

Code 2:   A **top-up** may also be called a **further advance.**
           In this case the borrower obtaind additional funds
           from the original lender, again usually for home
           improvements. Although the lender may treat this as a
           separate loan, the borrower will generally make a
           combined payment.

===

Lender

Code 4:   Include private loans.

If informants have re-mortgaged, the lender providing the re-
mortgage, not the original mortgage for purchase, should be
coded here.

If informants have two concurrent mortgages for the **purchase** of
the accommodation from different types of organisation, e.g. a
building society and an insurance company, code to the lender
providing the larger mortgage and open a note.

===

Discount

This question enables CSO to estimate mortgage tax subsidy.
Some informants who work for mortgage lenders, such as building
societies, banks and insurance companies, will have a mortgage
on which the repayments are subsidised by their employer.

===
MortType

Code 1:   **Endowment Mortgage**

           An endowment policy is taken out with an insurance
           company either before or at the same time as the
           mortgage, and it is arranged that when the policy
           matures it will pay off the original sum borrowed
           under the mortgage, ie the amount of money received

from the matured endowment insurance is paid to the
lender, eg the building society. The original mortgage
amount remains outstanding until the policy matures.
In the meantime interest is paid on the total amount
borrowed and premiums are paid on the endowment
policy.

Code 2: **Repayment Mortgage**
In this case the money borrowed for the purchase of
the house is repaid over a period of years; interest
is also paid on the amount outstanding at the time.
Usually the payments in any one year consist partly of
repayments of the original loan and partly of
interest. As time goes on the interest part becomes
smaller.

Code 3: **Pension Mortgage**
A pension mortgage is similar to an endowment mortgage
but is available only to the self-employed and those
who are not in a company pension scheme. Interest only
is paid to the lender and monthly contributions are
paid to a pension plan which is designed to repay the
mortgage on retirement. In addition, it is necessary
to arrange a separate protection policy designed to
repay the mortgage if the borrower should die before
the end of the mortgage term.

Code 4: **PEP AND Unit Trust Mortgages**

With a **PEP Mortgage** the borrower pays interest only to
the lender and pays monthly contributions into a
Personal Equity Plan, which is designed to pay off the
loan. The PEP will usually invest in unit trusts and a
mortgage protection policy must be arranged.

With a **unit trust mortgage** the borrower pays interest
only to the lender and also makes monthly investments
in a unit trust savings plan. As stock market prices
rise, the lender may allow the borrower to pay off
part of the loan. With this arrangement, a protection
policy is also necessary.

Payments into unit trust savings plans or PEPs should
be entered at **QSTORD** in the Household Questionnaire if
paid by standing order or direct debit, or in the
Diary if paid during record-keeping.

Code 5: This applies if there are two concurrent mortgages for
purchase, of which one is interest only (ie endowment
or pension) and the other is repayment.

Block: QMORT

MortLen
If the respondents have re-mortgaged, enter the number of years since the re-mortgage. If the informants have obtained a further advance on the original mortgage, enter the number of years since the **original** mortgage was obtained.

===

MortLeft
Enter here the total outstanding mortgage debt, which will be shown on the annual statement from the lender. 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 about the same as the amount of the original or topped-up mortgage.

===

MortPay
If there are two concurrent interest only mortgages enter the combined last payment.

In the case of a pension mortgage enter the interest paid to the lender here and the contribution into the pension plan at **QPENSION/PensAmt.**

===

MortCont/MortName/Contrib

These questions are intended to identify cases where members of the household are individually contributing to the mortgage, and are routed only where the household includes spenders other than the HOH and spouse. If individual contributions vary, enter the last contribution.

Exclude cases where HOH and spouse are making contributions from a joint account.

IntL12M
Interest is required for the last year for which the informant has figures, but should be as recent as possible. The information will normally be available on an annual statement provided by the lender. The total mortgage interest on the property should be covered; so where individuals are making separate contributions towards the mortgage enter a combined total for the 12 months.
===

TaxRelf
When interest is paid on a mortgage the borrower is usually able to obtain tax relief under MIRAS (**M**ortgage **I**nterest **R**elief **A**t **S**ource) on the first ,30,000 of the loan, unless that is for home improvements or purposes other than house purchase. The standard rate of relief is 15%.

Block: QMORT

MortProt

Following the 1994 Budget decision to delay Income Support entitlement to mortgage borrowers who become unemployed, and the government's stated intention that new borrowers should take out mortgage insurance cover for events such as redundancy, it has been decided that any type of mortgage protection policy should be included at this question. Policies to cover the mortgage in the event of death will continue to be included, but so too will be policies which repay all or part of the mortgage in the event of redundancy or long-term sickness.

Note that if a respondent has more than one mortgage protection policy, each policy should be recorded separately.

===

WhoPay

DSS will pay the mortgage interest payments of those on Income Support (with savings below ,8,000) on loans of up to ,125,000.

Block: QOSTINS
Structural and contents insurance

StrlPrem
StrInc

If the structural insurance premium is included in the mortgage it is acceptable to enter the full annual premium if the informant is unable to give the monthly payments - but please ensure that period code 11 is used at **StrlPrem** in these cases.

A soft check appears if the structural insurance is included in the last mortgage payment but the weekly value of the structural insurance exceeds the weekly value of the mortgage payment.

Block: QCOUNTAX
Council tax

The council tax replaced the community charge in Great Britain in April 1993. The tax is based on the value of a dwelling and assumes two adults per household. The full bill consists of two equal elements: a property element and a personal element. Status discounts, which reduce or eliminate the personal element of the tax, are available to single person and certain other households. Council tax benefit is available in the form of rebates to those on Income Support and others on low incomes. There is a transitional reduction scheme designed to ensure that households do not face unreasonable increases in their bills as a result of the introduction of the tax. Disablement relief is available if there is a disabled person in the household.

Liability

If the property is owner-occupied the owner (or joint owners) is liable for payment of the tax. If the property is rented the tenant will generally be liable provided s/he lives in it as a main residence.

===
CTConDoc

Accept a statement or bill for 1994/5 if no payment has yet been made for 1995/6.

CTband

Council Tax bands for properties in England, Scotland and Wales are as follows:

Band	England	Scotland	Wales
A	up to ,40,000	up to ,27,000	up to ,30,000
B	,40 - 52,000	,27 - 35,000	,30 - 39,000
C	,52 - 68,000	,35 - 45,000	,39 - 51,000
D	,68 - 88,000	,45 - 58,000	,51 - 66,000
E	,88 - 120,000	,58 - 80,000	,66 - 90,000
F	,120 - 160,000	,80 - 106,000	,90 - 120,000
G	,160 - 320,000	,106 - 212,000	,120 - 240,000
H	,320,000 +	,212,000 +	,240,000 +

Block: QCOUNTAX

CTdisab
CTLVChk

>If a disabled person needs additional space or an extra room to meet special needs, the council tax bill may be reduced to that of a property in the band immediately below the band shown on the valuation list. Note that no disablement relief cannot be allowed if the property is already in band A.

>Do not change the band because of the answer to the check question CTLVChk.

==
CTAmt

>The payment entered should be the last council tax payment made by the household. In Scotland, this should **include** any amount for council water charge.

>If the respondent has not paid any tax for any reason enter 0.

>Various soft checks will be generated if the amount paid is too high for the normal payment for the relevant band, or if there is a large discrepancy between the amount paid and the amount on the annual bill.

==
CT0

Code 1:   **100% Benefit/ combination of rebates/discounts=100%**
Those on income support will generally pay no council tax because they will be allowed a 100% rebate/benefit. If no payment is made because a combination of status discount, transitional reduction and benefit is allowed equal to 100% use code 1.

Code 2:   **Exemptions**
Only two classes of exempt dwellings will occur:

>**!**   **Accommodation occupied ONLY by students**

>If all members of the household are students the household is exempt but if any member of the household is not a student a status discount may apply but not an exemption.

>**!**   **Accommodation owned by the Ministry of Defence as armed forces accommodation.**

>The MoD will pay contributions in lieu of council tax to local authorities. Pay deductions for council tax should be treated as accommodation charges, not as council tax payments.
>*NB: a soft check will appear if CT0 is coded 2.*

Code 3:   **No to both**
            This code should be used only if

!   the respondents have never received a bill at
        this address;

!   the respondents have received a bill but have not
        paid it either because an appeal
        has been lodged or they have deliberately decided
        not to pay the bill.

Home check:
A home check will be generated if CTO is coded 3.
Record the reason why no tax was paid if this was made
known during the interview. If the reason was not
stated, your note should state simply "no reason
given".

===
CTdisc

The general council tax assumes two adults per household. If
only one adult lives at the address the bill wil be reduced by
one quarter.

Some other adults are disregarded when working out the
    personal component of the tax. These are:

!   a severely mentally impaired person
!   a person aged 18 or over who is still at school
!   a student
!   student nurses
!   apprentices
!   YT trainees
!   care workers

If the household includes one or more adults in these categories
and one other adult who is not in these groups a 25% discount
will apply. If the household is comprised exclusively of persons
in the above groups, eg all are student nurses, a 50% discount
will apply. This will be rare.

Probe situations where informants say that they have been
allowed a status discount but where it appears that a discount
will not apply, e.g. the household includes two adults who are
not in any of the categories listed above.

122

Block: QCOUNTAX

CTrebate

Council tax benefit or rebate is available to those liable for council tax bills who are on low income. People on income support or equivalent levels of income will be entitled to the maximum rebate of 100%.

If a liable person's income is too high to qualify for benefit in his or her own right, s/he will be able to claim on behalf of other adults (except dependants and lodgers) living in the same property who are on a low income. This type of benefit is called "second adult rebate"; the maximum will be 25%.

If an appeal has been made
Enter the rebate which applied to the amount at **CTamt.**

===

CTTrRed

A transitional reduction scheme (also called transitional relief), which will last for at least two years, is intended to ensure that people do not face unreasonable increases in their council tax bills compared to their payments under the community charge.

Encourage respondents to find their council tax bills to see if any reduction/relief is shown.

If an appeal has been made
Enter the reduction which applied to the amount at **CTamt.**

Block: QPENSION
Personal pensions

Filter

> This block covers pensions taken out by the self-employed or by employees who are not in a company pension scheme or who have opted out of it to set up their own personal pension.
>
> Self-employed retirement annuity premiums taken out before 1989 should be included here.
>
> If a respondent has a pension mortgage at **QMORT** ensure that payments into the pension plan are recorded here.

Block: QLIFE
Life insurance

Linstype

> Code 1:   **Annuity**
> This is a means of receiving a regular income by paying a lump sum into an insurance company, which pays a regular sum in return. Annuities are held usually by those who are approaching retirement or who have now retired.
>
> Code 2:   **Endowment**
> An endowent policy is paid out when the policy matures at an agreed date or earlier if the insured person dies before the agreed maturity date. A mature policy payout of this type can be in lump sum form or by instalment.
>
> Any house endowments relating to house purchase should be excluded. If in doubt open a note.
>
> Code 3:   **Life/death**
> These are paid out only on the death of the insured person.

==
Linsstyr

> The year when the insurance was taken out must be recorded. An estimate, however vague, is preferable to a "Don't Know". It is acceptable to group together the premiums and enter them as one amount as long as the types of policy, the periods of payment, and the person paying are the same.

Block: QMEDINS
Medical and other insurance policies

Filter
Minstype

Code 1:   **Personal accident** includes
❗   personal accident and fire
❗   police group insurance

Code 2:   **Private medical** includes
❗   BUPA, HCS, PPA, WPA contributions
        but **not** one-off payments
        for private medical treatment.

Code 3   **Permanent health insurance** or PHI is insurance to
        cover loss of income in the event of permanent health
        impairment.

Code 4   **Friendly Society policies for sickness** include
❗   Benevolent fund (unless stated to be a charity)
❗   Burial club
❗   Civil Service Sanatorium
❗   Death Levy
❗   Family Service Unit
❗   Firemen's benevolent fund
❗   Hospital Savings Association (HSA)
❗   Medical aid
❗   Mutual aid
❗   Oddfellows

        Friendly society life and endowment policies should be
        entered at **QLIFE.**

Code 10   **Other policies** include
❗   Medical Defence Union and similar policies designed to
        pay legal costs in the event of court proceedings.

Exclude from QMEDINS
❗   a policy to cover mortgage payments in the event of
        redundancy or sickness (see **QMORT/MortProt)**
❗   holiday insurance (see **QHOLIDAY)**
❗   car windscreens (include at **QVEHICLE/CarIns)**
❗   insurance payments on jewellery, cameras, electrical
        goods, etc. (include at **QOSTINS/StrlType code 3)**
❗   car breakdown insurance (include at **QSTORD** or in
                                Diary)v
❗   insurance covering the repayment of a loan (to be
        included at **QLOANS/LoanAmt)**

Block: QSERVICE
Telephones, electricity, gas

TelePres
TelP

> **TelePres** measures telephone ownership. **TelP** is intended to cover situations where respondents pay towards a bill for a phone shared with another household, eg students in separate households may contribute towards a single bill for one telephone in the building.
>
> Account payments for telephones located outside the building and all coin box payments should be entered in the diary only.

===
TelAcAmt
EAcAmt
GAcAmt

> Enter the last specified payment actually made, even if this is a correcting payment or pre-payment to avoid VAT. If it is the latter obtain an estimate of the period that the payment is intended to cover.
>
> Some respondents may pay two regular bills for telephone calls: one to B.T., the other to Mercury. Enter the combined total, adjusting for period code differences; if in doubt, open a note.
>
> Exclude payments for mobile phones.

===

ElecPay

> If someone has no supply because they have been temporarily cut off code according to last method of payment and open a note stating when this was.

===

EChgAmt
GChgAmt

> The charge on an electricity bill usually appears as items marked "Sub Total" and on a gas bill as an entry marked "VAT".
>
> Annual central heating maintenance charges often appear on bills. They should not be entered here but in block **QIMPROVE/CHMFilt.**

Block: QDURABLES
Consumer durables

Durables

> **Include** items owned or rented by the household but
> **exclude** items beyond repair or for communal use.

> For FES purposes **a washing machine** is a machine which has an
> electrically-operated agitator/pulsator. Therefore, a wash
> boiler with hand agitator should be excluded.

Block: QCHEAT
Central heating

CentH

> In multi-household blocks of flats the source of heating may be
> located outside the sampled household's accommodation. If the
> informant does not know the type of fuel used code 7.

Block: QTV
Rental of TV, video recorder, satellite dish

Person

> Code children's appliances to the parent paying the rental.

===

TVType

> Include only appliances that are rented. Thus an owned TV and
> video recorder with a rented satellite dish would be coded 3.

> **Exclude**
> **!** payments for **installation** of a satellite dish
> **!** subscription to satellite channels
> **!** installation of and subscription to cable TV

===

TVLice

> *Home check:*
> *A soft check will appear if the amount is 0. Suppress the*
> *warning if no licence is paid but make a note.*

Block: QVEHICLE
Vehicles

Filter 1
Filter 2
Filter 3
(OWNED VEHICLES)

Include at these questions a vehicle which is:

!   **leased** by a member of the household where the spender
        has entered into a leasing contract and makes the leasing
        repayments, i.e. not a company car where the business pays.

!   used continuously, ie for private as well as business
        purposes, by a **self-employed** informant who owns his
        or her business and uses the vehicle as if owned, although
        the informant may state that it is owned by the company.

!   being bought on **hire purchase** by informants through the
        Motability Scheme, which is a registered charity enabling
        disabled persons to purchase a car at a reduced rate.

Exclude a vehicle which is:

!   used solely for business purposes, eg agricultural vehicles

!   bought or sold as part of a business by a car dealer

!   on short term hire for holidays, moving furniture, etc.

!   not roadworthy and not taxed for that reason.

===
Person

Enter the person number of the spender who pays the tax and
insurance.

===
VehType

Code 1:   **Car** includes three wheel cars and normal cars
          converted for invalid use.

Code 2:   **Van** includes motor caravans and caravanettes;
          also, lorries, jeeps, etc. if used for non-business
          purposes.

Code 3:   **Motor cycle/Moped** includes scooters, invalid tricycles

Block: QVEHICLE

CarIns

Include
! insurance for damage to a windscreen
! payments for green cards or other insurance covering the use of household vehicles overseas

Exclude
! breakdown insurance
! insurance for hired cars

==
PayMeth

Home check:
If PayMeth is coded 1 (loan) or 2 (hp) a home check will appear asking you to check if the vehicle has been entered at the loan or hp section. Please ensure details are entered; if they are not we shall contact you to ask for details.

==
Carpamt

Enter the full cash price of the vehicle required by the vendor before any reduction made for part exchange or trade-in.

==
Filter 4
(CONTINUOUS USE)

Include a vehicle which is:
! a company vehicle owned by an employer or spouse's employer but which the informant has use of at all times.

! a vehicle being **hired** for a limited period (usually three years) through the **Motability Scheme.**

! a vehicle owned by someone outside the household, such as a friend or relative, which is on permanent loan to someone in the household.

==
PetPriv

Those earning more than ,8,500 a year with company cars are taxed on free fuel provided for private motoring.

Fuel payments for journeys to work are regarded as private motoring and should be included.

Block: QVEHICLE

ListPr
Band

About two million people pay tax on company cars provided by an employer and available for private use.From April 1994 the tax benefit on company cars will be based partly on the manufacturer's list price of the vehicle when the car was first registered.

Because they have to pay tax on the benefit, respondents will probably know the list price. If a precise figure is not available, key DK and ask **Band.** If respondents cannot give a band we require the make and model of the car and the registration letter (or, in a note, the year when it was first registered.

Block: HHOLD07
Vehicle servicing, labour costs, spare parts

FiltSr

This question covers servicing of a vehicle by a garage or private individual. Generally, the respondent's definition of "servicing" should be accepted. It will often include an oil change, replacement of brake and clutch fluid, etc. but may well include replacements of parts and repairs: include these if paid as part of the service.

===
Servd

Documents showing the date of the last service should be consulted if available. Respondents will not be asked for amounts if the service was more than three months before the interview date.

===
ServPy

Make a note if any of the servicing cost was or will be refunded through insurance.

OthWk

This covers any amounts paid to a garage or private individual outside the household on a vehicle in the last three months, except at a service.

Include

! accident repairs not covered by insurance
! replacements of exhausts, tyres, etc.
! emergency breakdown costs not covered by subsciptions to the AA, RAC, etc.

Exclude
! parts bought and fitted by the respondent.

===
SparPt

This question covers parts bought direct by the respondent excluding any items covered by a service or labour costs.

Include:
! mechanical parts bought direct by the respondent
! tyres bought direct by the respondent
! batteries, headlight bulbs, spark plugs

Exclude
! petrol and oil
! clutch and brake fluid
! gear box oil
! distilled battery water
! anti-freeze, coolant
! car polish, shampoo and cleaning materials
! car paint
! tools for cars, including jacks, wrenches, foot pumps
! car radio or cassette player equipment
! seat covers, mats
! car alarms

(these will be entered in the diary if paid during record keeping)

Block: QSEASON
Season tickets

Filter

Where a season ticket is obtained with a loan it should also be shown at **QLOANSA**, and at **c_EMPJB1/RemAmt** if a loan from an employer is being deducted from salary.

Block: QCREDITC
~~Credit cards~~

CreditC

Include
! **Credit card account**
A credit card account can be paid off totally at the end of the month or part can be paid and the outstanding balance paid off over several months. Interest will be charged monthly on the outstanding amount. The principal credit cards are Access and Visa. The banks issuing Access cards are Bank of Ireland, Clydesdale Bank, Lloyds Bank, Midland Bank, National Westminster Bank and Royal Bank of Scotland. The main Visa issuers are Bank of Scotland, Barclays, Chase Manhattan, Cooperative Bank, Girobank, TSB and the Halifax Building Society.

! **Charge card account**
Most charge cards such as American Express and Diners Club do not offer extended credit and ask the cardholder to repay in full each month, and interest is not charged. However Marks and Spencer chargecard is an example of a charge card which is really a credit card because it does offer extended credit.

! **Shop and store card accounts**
Shop and store cards offer similar arrangements to credit cards but are generally accepted only at a particular shop or group of shops and interest rates are usually higher than on bank credit cards.

EXCLUDE:
! **Debit cards**
Debit cards such as Switch and Barclays Connect which are the equivalent of using cheques.

==
AnnChg

An annual charge is payable on most charge cards and an increasing number of credit cards.

Blocks: QLOANSA
        QLOANSB
Formal loans

Block **QLOANSA** covers up to 8 separate loan arrangements for
a household. Should there be 9 or more you will go into block
QLOANSB. Because of the large number of loops at this question,
which are required to allow for several items being purchased with
the same loan, you will find that there will be a short delay between
questions in this block. Please don't be concerned about this.

==
Filter
     Include:
    !   flexi-loans or continuous credit loans
    !   payments to debt collector (code as finance house loan)

     Exclude:
    !   a new arrangement where no instalments have yet been paid,
       even if the goods have been received
    !   overdrafts
    !   a loan repayment made under a court order (enter in Diary)
    !   a loan from a friend or relative (enter at **QCLUB**)
    !   all business loans including loans taken out to set up
       a business and loans for business equipment

==
Org

    Code 2   **Credit Union**
             A Credit Union is a group who save together on a
             regular basis and then use the money built up to lend
             money to each other at a low rate of interest.

    Code 3   **Second mortgage**
             The determining factor in coding the loan as a second
             mortgage is that a house is used as security for the
             loan.

             Include
            !   a second mortgage with separate payments from a
                 mortgage for purchase

            !   a mortgage taken out on a property which was
                 originally bought outright or inherited

            !   a Home Asset Scheme whereby part of the equity of
                 a house is used as security for a bank loan

             Exclude
            !   an original mortgage for the purchase of the
                 sampled dwelling, or a remortgage, which should
                 have been covered at **QMORT**

Code 6:   **Employer as repayment of a loan**
            These will often cover season tickets, cars or moving house expenses.

Code 7:   **DSS Social Fund**
            Lump sum payments for items such as furniture or household equipment, clothing, and some debt repayments may been made in the form of a loan from the Social Fund to those who have been receiving Income Support for at least 26 weeks. The loan is repaid by direct payments or deduction from benefit.

            Exclude from code 7 community care grants, maternity payments and funeral payments which don't have to be paid back.

Code 8:   **Repayment if student loan**
            This covers repayment of loans from the Student Loan Company in Glasgow. At **Litempur** it is sufficient to enter student loan, for the amount at **LcashP** to equal **Loanamt,** and for 0 to be entered at **Lpartex** and **Loandep.**

==
Litempur

Please **DON'T** use vague descriptions as each item purchased has to be given a code for RPI purposes. Open a note where necessary to give an explanation of purchases, particularly in these cases:

!   Home improvements:
          state whether double glazing, built-in wardrobe, conservatory, etc., **and** whether the work was carried out by a contractor or was D.I.Y.

!   Wedding, anniversary or birthday expenses:
          state whether contract catering; or if the household did its own catering record separately amounts for car hire, food, alcohol, hire of reception room.

!   Distinguish between furniture and furnishings.

!   Probe any residual sums. If the respondents really cannot account for the remainder, it is sufficient to describe as day-to-day expenses, but ensure you enter some description of the residue.
          Open a note explaining residual amounts over ,500 as we would expect that respondents would be able to give some information about large sums.

We shall contact you to ask for clarification about any inadequately described items.

Blocks: QLOANSA
        QLOANSB

AnyMore

LOAN#..
[REMAINING SUM: ,--]
Did you obtain any further items or services with this loan?

> *Checks have been introduced to ensure that, for each loan*
> *arrangement, total expenditure on all items, after down payments*
> *and part exchange, is the same as the amount borrowed.*
>
> **!** *A hard check will appear if the total amount spent at*
> *LcashP, Lpartex and Loandep exceeds the amount at Loanamt.*
> *Check all amounts and amend as necessary.*
>
> **!** *Another check will appear asking you to account for all of*
> *the loan if the total amount spent at LcashP, Lpartex and*
> *Loandep is less than the amount at Loanamt.*
> *Probe to find out how the residue was spent.*

Block: QHP
Hire purchase and credit sale

HPFilt1
HPFilt2

> These questions cover hire purchase or credit sale agreements
> where the respondent is making payments direct to the
> retailer/vendor. If the repayments are being made direct to a
> loan organization, such as a finance house, enter at **QLOANSA.**
>
> **HPFilt1** covers situations where instalments are being paid at
> the date of interview. **HPFilt2** asks about any down payment on
> which no instalment has yet been paid.
>
> If a respondent has obtained goods under an h.p. arrangement but
> has neither paid a deposit nor yet paid any instalment, code 2
> at both filter questions.

==
CashHP
CashPrce

> If the respondent is uncertain about the exact cash price and
> has no documentary evidence accept an estimate.

Block: QCLUB
Club credit, mail order, etc

ClubFilt
ClubType

Code 1:   **!   Budget or option accounts**
Holders of budget or option accounts are often issued
with a card that can be used at a number of shops, eg
Readycredit card can be used in Ryman and Top Shop.

Code 2:   **!   Club run by shop**
Payments to Christmas Clubs, savings clubs, book
clubs, etc. should be excluded. If you are in doubt
describe the arrangement fully in a note.

Code 3:   **!   Mail order agent**
If respondents say that they are agents for a mail
order club and also make purchases for themselves,
explain to them that only their own repayments are
required. Any payments or postage on **behalf of the
club** should be excluded.

Code 4:   **!   Other mail order organisation payments**
Quite often it is difficult to distinguish between
payments to a mail order firm direct and payments to a
mail order agent. If an informant deals direct with
the firm and **receives no commission**, it is a direct
mail order transaction.

Exclude:
!   mail order purchases where the full payment of
the item is made with the order - this is not a
credit arrangement.

Code 5:   **!   Loan from check trader**
A check trader (or "tallyman") calls on the purchaser
to sell him or her a check, 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. Check
trading is also known as "shop-a-check".

Code 6:   Include loans from relatives and friends, loans from
organizations such as Friendly Societies, and legal
fees being paid in instalments.

==
GoodsRec

Only goods **received** by the respondent during the calendar month
before the date of interview should be entered here, **regardless**
of whether any payment has been made for the items.

Block: HHOLD07
Second dwelling

ScndHome

A Second Dwelling includes only permanent accommodation such as a holiday home or town flat, fixed caravan or beach bungalow in which one can live permanently and which has not been and will not become the main residence of a household member.

Exclude

! timeshares, both in and outside the UK

! second dwellings which are rented out on a permanent basis

Block: QIMPROVE
Home improvements and maintenance

These questions cover retrospective payments for central heating installation and maintenance, capital improvements and decorations and repairs by a contractor or other person. They are an important source of data on consumer expenditure for the National Accounts branch of CSO.

Expenditure on materials bought by the informant direct from a D-I-Y store, etc. should be excluded but payments to a contractor for fitting such materials should be included.
===

Amount
How
LHP

! If the payment is financed by a loan, the sum entered at **Amount** should be the payment actually made to the contractor/vendor for the work, including any cash down payment, in the last 12 months. Do **not** enter the total of the repayments to the organisation granting the loan.

! If the payment is by hire purchase, the sum entered should be the total of the h.p. payments, plus any down payment, made to the contractor/vendor in the last 12 months.

Code 3 should be used at **How** where the payment is by top-up mortgage or remortgage **and** the repayments have been included in the mortgage payments at **QLOANS/MorInPay or MorPrPay.**

There is a home check if How is coded 1 (Loan) or 2 (HP) and LHP is coded 1 (Yes), ie the loan or HP instalments are still being paid, to see that the agreement has been entered at QLOANS or QHP.

Block: QIMPROVE

CHIFilt

Include
!   initial installation or total replacement of a central
      heating system eg where a warm air system is replaced by a
      radiator system.

!   extension of a central heating system.

Exclude
!   repairs which include partial replacement (enter at
      CHMFilt).

==
CHMFilt

Include
!   routine servicing and maintenance

!   repairs to a central heating system

!   maintenance contract payments, eg Gas Board schemes

==
DecFilt
InsHasC
InsWillC

!   **Insurance claims**
      Include at **InsHasC** any payment actually received by an
      informant from an insurance company which covers any
      amount paid to a contractor in the last 12 months.

      Include at **InsWillC** any amount spent in the last 12 months
      which is being reclaimed from an insurance company but
      which has not been received by the informant.

      In rare cases where an insurance company sends out a cheque
      to the respondent made out in the contractor's name, i.e.
      where the informant has not actually paid anything, treat
      as a direct payment and exclude from these questions.

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Block: QHOUSEEXP
Moving house expenditure

FeeFilt

These questions collect data for the Central Statistical Office about fees incurred in respect of purchase or sale of property, failed property transactions, remortgaging and second mortgages. Only residential property transactions should be included at this question, not property used for business.

==
WhatFee

If the respondent can only provide an estimate for any or all these items, code as combined fees.

==
Amount

If you are unable to separate stamp duty, land registry fees and/or local authority search fees from the total amount, please open a note explaining this.

Fees incurred in respect of second dwellings overseas should be included only if these are paid to solicitors, etc in the United Kingdom and the payments are in , sterling.

==
Transac

Fees for structural surveys where no property transaction is involved should be coded 4.

==
Main

Code 3:   **Other dwelling**
           Use this code where someone sells a property which
           they did not own but for which they paid the fees
           eg sale of a deceased relative's house.

==
MoveFilt

Data about the costs of the moving and storage of furniture are collected for the RPI.

Exclude
!   payments for storage of furniture by an informant who is
     going overseas but is not selling the property.

Block: QHOLIDAY

These questions are an important source of information for RPI and National Accounts on holiday expenditure and insurance premiums.

Exclude from the holiday questions:
!   holidays taken at an informant's holiday home
!   holidays with friends or relatives where there is no payment made on a commercial basis.
!   timeshare holidays in the UK or overseas.

==
HolLocn

> Holidays in the Isle of Man, Channel Islands or Irish Republic should be coded 2 (Other).

==
Hpaymt

> The amount paid should include any insurance paid as part of the package.

==
HolAdR

> Record the number of people covered by the payment at **Hpaymt** who were charged at the full adult rate. This generally, but not exclusively, will be those aged 12 or over.

==
HolChR

> Record the number of children, if any, who were charged at a reduced rate. On some package holidays children under 12 may be charged at a reduced rate if they share their parents' room or for other reasons.

==
SepIns

> Enter any separate holiday insurance premiums paid in the last 3 months which cover a package holiday but which are not included in the package payment at **Hpaymt.**

Block: QFLIGHT
Air Flights

These questions provide HM Treasury with information to estimate the effects of the passenger duty levied on flights from UK airports from October 1994. The amount of duty depends on the flight destination.

Block: QBANK
Bank charges

Filter

The purpose of this question is to obtain domestic bank charges
on normal banking transactions on **current** or **budget accounts**,
including bank current accounts which yield interest as service
charges are made on these. Abbey National current accounts are
bank accounts and should be included.

Include charges for
! cheque withdrawals
! standing orders or direct debits
! letters about overdrafts (but not interest on overdrafts)
! cash deposits (including wages).

Exclude:
! building society accounts (except Abbey National which is a
 bank)
! charges on deposit and savings accounts
! interest charged for overdrafts or loans
! charges on bank credit cards
! counter charges for cashing cheques.

Block: QSTORD
Standing order and direct debit

Filter

This question is intended to cover items paid for by standing
order or direct debit which have not been covered at previous
questions. However, if you wish, you may record **all** such
payments as a means of checking the accuracy of amounts given at
other Household Schedule questions.

If, when answering this question, the informant provides
information that was missed at an earlier question, eg details
of a loan, then ensure that the relevant question is asked again
and full details obtained.

If a payment is made to a credit card company by direct debit or
standing order make a note of the date in the month on which it
is paid. Remind the respondent that if the bill is paid during
record-keeping, any interest shown on the account should be
entered on page 38 of the Diary.

Do not use abbreviations, such as AA, at this question. Also, in
the case of payments to organisations which are not nationally
known, please describe fully the nature of the organisation.

Block: QWELFMLK
Welfare milk

___

Filter

Free milk is available for:
! expectant mothers and all children under school age in families in receipt of Income Support, housing benefit, Family Credit, or in special need because of low income;

! expectant mothers who already have two children under school age, regardless of family income;

! all but the first two children under school age in families with three or more children under school age, regardless of family income;

! handicapped children aged 5 to 16 who are not attending an educational establishment.

___

Block: QSCHMLK
Free school milk

___

Filter

If there is an occasional, nominal charge made by the local authority, but otherwise the milk is free, include but open a note.

Free school milk is usually supplied to children up to their seventh birthday (eleventh birthday in some areas) at registered day nurseries, playgroups and state primary schools or to approved child minders. For children with particular health problems, milk may be supplied up to their sixteenth birthday or the allowance may be more than one bottle or carton.

===
Howmany
Bottles or cartons generally contain one third of a pint. Therefore, 5 bottles a week would be the usual answer.

___

Block: QSCLMEAL
School meals

___

Filter
Free school meals are supplied to children whose parents are on a low income. The conditions governing school meals vary from one local authority to another. Some children from educationally disadvantaged backgrounds may receive free meals up to the age of 18. Exclude tuck shop purchases.

Block: QEDGRANT
Education grants

Filter

Exclude top-up loans.

Block: QSTULOAN
Student loans

Filter

The standard means tested grant has been frozen since 1991. A
system of top-up loans to supplement the grant is available to
all full-time British students aged under 50. The loan system is
administered by the Students Loan Company in Glasgow. Students
can draw the loan all at one or in a maximum of 3 instalments
for each year of the course. Repayments on the loan do not begin
until the student is earning about ,14,000 a year.

BorEst

This asks for the respondent's estimate of how much they will
borrow during the current academic year. The maximum amounts for
1994/95 are:

	full year (,)	final year (,)
students living away from home:		
in London	1375	1005
elsewhere	1150	840
students living at parental home:	915	670

Block: QEDFEES2
Leisure classes

Filter

Include leisure or recreational courses which cannot be
identified as vocational, excluding driving lessons.

Examples include:

! cookery, homemaking, handicraft, needlework

! dancing, music lessons;

! sports tuition, e.g. swimming, riding, judo classes;

! do-it-yourself classes, car maintenance;

! language courses, including those on tape/records and by
correspondence;

! one-day, weekend and summer schools; teach-ins;

Exclude:

! membership subscriptions to societies, clubs, professional
associations, etc. where no tuition is involved.

Block: QEDFEES3
Education fees for children outside household

Filter

Unmarried students can receive parental contributions up to the
age of 24; married students can receive contributions up to two
years after their marriage.

Block: QREFUNDS
Refunds from employers

Filter

> If the informant has not worked for an employer in the last 3
> months code 2 (No) at **Filter.**

Block: QEXPGIVE
Money given for household expenditure

Filter

> This question refers to cases where the informant is **given** cash
> or a cheque by a private individual to pay a bill in part or in
> full.

Block: QEXPPAY
Direct payment of household expenditure

Filter

> This question covers cases where the informant **does not receive**
> cash to pay a bill, but has the item paid on their behalf **direct**
> by a **private individual** outside the household **or the Department
> of Social Security**. An example would be where a mother in the
> FES household has her rent paid for by her son who lives in a
> separate household.

===

ExpAmt

> If only part of the expenditure is paid direct, only the part
> paid by the DSS or person outside the household should be
> included here.

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Social Survey Division

**Family Expenditure Survey
1995-96**

**INCOME QUESTIONNAIRE
Instructions to Interviewers
and Editing Notes**

INTRODUCTION

!   Information about income is essential if we are to make
       full use of the expenditure details you have obtained.
       Therefore the ,10 payment to each spender will be made
       only if we are given full details of the household's
       income.

!   Refusals at any questions except those mentioned below
       are not acceptable and the interview must be terminated
       unless spenders can be persuaded to give the information.

!   Refusals may be accepted at these questions although we
       would obviously prefer to have the information requested:

           TesDK   in block j_ADITES
           BldDK   in block j_BUILD
           BkDK   in block j_BANK
           NTDK   in block j_NTSV1
           NSDK   in block j_NTSV2
           BOthDK in block j_BOTH
           OTHDK   in block j_TSTK

       These questions, which ask for the amount invested at
       present, apply only if respondents do not know the amount
       of interest or dividends received in respect of an
       investment in the last 12 months.

!   Encourage respondents to look for wage slips, bank and
       building society statements, etc. to obtain precise
       figures. If documents are not available, estimates are
       usually acceptable and are preferable to "Don't Knows".

!   The HOH and partner must be on the same questionnaire.

JUMP QUESTIONS IN THE INCOME QUESTIONNAIRE

Block	Question	Jump No
b_Jobdes	MtOneJob	1
NonRespo	SOC1	2
NonRespo	SOC2	3
c_Empjb1	PayDat	4
c_Empjb2	PayDat	5
d_Slfjb1	Intro	6

Period codes

The standard FES period code question is:

What period did this cover?
(enter code)

1: One week
2: Two weeks
3: Three weeks
4: Four weeks
5: Calendar month
6: Three Months
7: Six months
8: Eight times a year
9: Nine times a year

10: Ten times a year
11: One year
12: One off/Lump sum
    (EXPLAIN IN A NOTE <Ctrl + F4>)
13: None of the above
    (EXPLAIN IN A NOTE <Ctrl + F4>)

You **must** open a note if selecting codes 12 or 13.

Who1

DO YOU WISH TO CONTINUE WITH [NAME]?

(enter code)
1:   Continue
2:   Suspend

This question is used to organise the **concurrent interviewing** practice. By saying that you wish to continue with both respondents it is possible to ask both people the same question or group of questions together.

Alternatively, if one person has to go out, you can choose to 'suspend' their interviewing and continue with the other person. When they return, change the code to 'continue'; the outstanding questions must then be asked.

Hard check
Once you have entered data after this screen you will not be able to change "Continue" to "Suspend" at that screen for that spender.

If two respondents are being interviewed on the same Income questionnaire questions for the first will appear on the normal screen background, those for the second will appear in reverse video.

Economic Activity

There are new questions for 1994/95 which are designed to allow the FES to be analysed according to the internationally agreed definitions of employment and unemployment, those defined by the International Labour Organisation (ILO). The questions are as close to those used on the LFS as is appropriate for the FES.

Block: a_CURST

Govtprog
ProgType
Government schemes are an important part of the employment scene nowadays. It is likely that people on the schemes will recognise them, and whether or not they are government schemes. If they do not, then ultimately you should accept the respondent's view of the situation.

Some notes are given below so you will be able to recognise the main characteristics of the more common schemes.

❗ Training for Work
This scheme was introduced in April 1993 and replaces Employment Training, Employment Action and Community Industry programmes. The scheme is mainly for people who have been unemployed for six months or more. Individuals joining the scheme sign a Participation Agreement which sets out their individual training programme. Such schemes are normally work-place based but may also have an off-the-job element.

❗ Youth Training
This can be delivered in a wide variety of ways. It focuses on unemployed 16 and 17 year olds and (generally) provides a two year integrated programme of training, education, and work experience. All those on Youth Training now have the opportunity to gain a recognised National Vocational Qualification, or credit towards one.

❗ Community Action
Participants in this scheme will work part-time on projects of benefit to the community, usually with a voluntary organisation. Active job search, and assistance with such will be combined with the work. The allowance is equivalent to usual benefit plus ,10.

Block: a_CURST

GovtProg
ProgType (continued)

> ❗   **Business start-up schemes (including Enterprise Allowance)** are rather different from the other schemes and people on them will be treated as self-employed in the questionnaire if they are still on the scheme.

==
PaidWork

'Work' at this question means ANY work for pay or profit done in the reference week. It includes work even for as little as one hour and includes Saturday jobs and casual work (eg baby-sitting, running a mail order club, etc.). Some respondents may not regard baby-sitting, etc. to be 'serious' work. Probe those to whom you feel this may apply (e.g. housewives with dependent children). Even the youngest respondents who have not yet left school may have a Saturday job, a paper round, etc. It is correct for them to be recorded as doing paid work.

Self-employed people are considered to be working if they work in their own business, professional practice, or farm for the purpose of earning a profit even if the enterprise is failing to make a profit or is just being set up.

In general, you should take the respondent's definition of whether they are in paid work or not.

In cases where the respondent is unsure whether he or she actually had a job the following points may be helpful :

❗   **For employees** a job exists if there is a definite arrangement between an employer and an employee for work on a regular basis (i.e. every week or every month) whether the work is full time or part time. The number of hours worked each week may vary considerably but as long as some work is done on a regular basis a job can be said to exist.

❗   **Long term absence from work**. If the total absence from work has exceeded six months then a person has a job only if full or partial pay has been received by the worker during the absence.

❗   **Seasonal workers**.
In some industries (eg. agriculture, forestry, fishing, types of construction, etc.) there is a substantial difference in the level of employment from one season to the next. Between 'seasons' respondents in such industries should be coded 2 at this question. (However, note that the odd week of sick leave during the working season would be treated like any other worker's occasional absence and coded 1 here).

OwnBus
RelBus

There are people who may have answered 'No' at the paid work question because they are 'unpaid family workers'. These are people whose work contributes directly to a business, farm, or professional practice owned or operated either by themselves or by a relative but who receive no pay or profits (eg. a wife doing her husband's accounts or helping with the family farm or business). Although the individual concerned may receive no pay or profit he or she directly contributes to the 'business' profit. For this reason we are interested in the work done by these people.

Note, however, that this applies ONLY when the business is owned or operated by the individual themselves or by a relative. Thus, unpaid voluntary work done for charity, etc. should **NOT** be included.

===

Looked
LookYT

'Looked for paid work' may cover a wide range of activities and you should not try to interpret the phrase for the respondent.

All those looking for paid work, including those looking for vacation or casual work, should be coded 1.

In the case of those 'looking for' a place on a government scheme the search should be active rather than passive. In other words, a respondent who has not approached an agency but who would consider a place if an agency approached him or her should be coded 2.

===

StartJ

We ask about being able to start work within 2 weeks because this is an important component of the internationally agreed definition of unemployment.

===

YNotLk

There is no predetermined definition of any of the categories at this question; you should accept the respondent's answer.

Do not prompt the categories. If, exceptionally, an answer covers more than one coding category ask which is the main reason and code that one only.

Block: a_CURST

Empstat1

>   In general, accept the respondent's answer but if there is
>   doubt you should try to find out how they are described for
>   tax purposes. If this fails check on their method of paying
>   National Insurance. Self-employed people are usually
>   responsible for paying their own National Insurance
>   contributions while an employee's contributions are usually
>   deducted under the PAYE system.

Block: b_JOBDES

If there is more than one paid job, take the most remunerative as
the main job.

Jobtitle
Occup91
Industry

>   For full details on the probing and coding of industry and
>   occupation questions see the industry and occupation coding
>   instructions. The coding of the industry and occupation is
>   carried out as part of the post-interview coding work and not
>   during the actual interview.

==

Sect1
Sect2

>   The aim of these two questions is to distinguish those who
>   work in the publicly funded sector from those who do not -
>   the "private" sector. For this survey, the public sector is
>   defined as that owned, funded or run by central or local
>   government, and the "private" sector as everything else.
>   Some respondents may not be clear about the sector of their
>   industry. The following are the **correct** answers to some
>   commonly confused categories:

>   **Private sector includes:**
>   - Public limited company (plc)
>   - Private contractors, even if they work exclusively for
>   the public sector (e.g. some cleaning firms)
>   - Deregulated bus services
>   - TECs and LECs (Training and Enterprise, and Local
>   Enterprise, councils)
>   - Doctors and dentists whose practices are **not** mainly NHS

Non-private organisations include

❗ Churches, charities, schools (all types - most private schools are charities), trade unions, practices which are mainly NHS.
Code the respondents' view unless it clearly contradicts the examples and principles above; if, after discussion, the respondent still insists on the original answer, code it and make a note.

===
Director

A director of a limited company should be coded as an employee at **a_CURST/Empstat** and **Workstat.**

Hard check:
A hard check will appear if Director is coded 1 (yes) and Workstat is coded 2 (self-employed).

You will be routed through the employee pay questions. However, a director of a limited company may manage his income as if self-employed. In those circumstances see instructions on page 209 in block **c_EMPJB1.**

===

WorkStat   see Empstat1 (above, in block a_CURST)

===

Supervis

In general, accept the respondent's answer, but note the following points to probe if necessary.

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

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

Sometimes job titles can be misleading. For example, a 'playground supervisor' supervises children not employees and so should be coded 3. Similarly, a 'store manager' may be a store-keeper and not a manager or supervisor of employees.

Blocks: c_EMPJB1
c_EMPJB2
c-EMPJB3
Employee pay details
_____

Block **c_EMPJB1** covers pay for the most remunerative job as an
employee. Blocks **c_EMPJB2** and **c_EMPJB3** cover pay for subsidiary
employee jobs and do not ask such detailed questions.

The questions apply to

!   **current employees**
!   **those out of employment whose last main job was as an**
         employee.

   Directors of limited companies:

   Some directors of limited companies, although legally
   employees, may manage their affairs as if self-employed, ie
   they will take a profit (or loss) from the company and will
   be responsible for paying their own income tax and National
   insurance contributions. In these cases proceed as follows in
   this block:

   PayDat   Enter date of interview.

   PayAmt   Code DK, open a note explaining that respondent
             manages his or her income as self-employed; give
             last gross profit (before deduction of income tax
             and National Insurance) and period covered; enter
             the total income tax paid relating to the business,
             if any, in the last 12 months; and enter the last
             regular National Insurance contribution paid and
             the period covered.

   All other questions in the block: enter DK

===

AnticPay

      If anticipated pay is being given but details are not
      immediately available ask the respondent to obtain as precise
      figures as possible before the final call.

      If details still cannot be given enter DKs and record
      details of income from the previous job in a note.

PayDat

> If respondents cannot remember the exact day of the month on which they were last paid, enter the 15th of the month.
>
> Where the difference between the date of the interview and the date last paid is longer than the pay period given at **Perc409**, give the reason in a note. For example, an informant who is weekly paid may have been given advance holiday pay a fortnight before the interview.

===
PayAmt

> If the informant is employed abroad, but was not paid in , sterling, code DK and enter salary details in a note.
>
> If the last pay included holiday or other pay in advance, back pay or irregularly - paid overtime, please make a note.

===

Dedchtfs

> Contributions under the payroll deduction scheme are deducted from earnings when income tax is calculated and thus provide employees with tax relief. Contributions may not exceed ,900 a year.

===
Deducts

> Code 4:   **Repayment of loan from employer**
>   *Home check:*
>   *A home check will appear if this is coded 4 asking*
>   *you to check that the loan has been recorded at*
>   *QLOANS in the Household questionnaire.*
>
> Code 7:   **Any other deductions**
>   **!**   If the deduction is for **insurance** specify
>   whether is it life, sickness or accident.
>
>   **!**   **"Benevolent Fund"** - is this a payment to
>   a charity or some form of insurance and, if
>   the latter, what kind?
>
>   **!**   **Do not use initials.**
>   Specify fully the purpose of the deduction.

Blocks: c_EMPJB1
      c_EMPJB2
      c-EMPJB3

GrossPay

Soft check:
A soft check will appear if the net pay plus any deductions
does not equal gross pay to the nearest ,2. Amend whichever
variable is incorrect. Occasionally an amount such as a bonus
will not be reflected in the gross pay: in these cases
suppress the warning but make a clear note of what is on the
pay slip.

==

INA220

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).

==

INA254

This should be coded 2 if the last take home pay included
holiday pay, back pay, an occasional bonus, irregular
overtime or a tax refund.

==
BonExtra

Include
!   honoraria (voluntary fees for professional services)

!   **Profit-related pay (PRP)**
     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 employees' 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 or ,4,000. For
     profit periods before April 1991 only one-half of the
     profit-related pay was exempt from tax.

     There are now over 6,000 schemes covering one and a half
     million employees.

==
BonUPay
Note that this question refers to usual net pay.

Malinpay

> **!**   **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 the amount the vehicle is used.

> If a fixed or mileage allowance for a vehicle has been received, details of refundable expenditure on petrol etc, which will be refunded via the allowance paid should be shown in the diary.

==

MotExp

> This covers refunds for items such as parking fees, repairs, etc.

==

HHothInc
HHO
HHOAmt

> Record fully the type and amount of refund included in the last net pay. If a subsistence allowance is received, only the part **actually spent** on food, lodgings, etc should be included at this question.

==
LVused
LVtotal

> These questions cover only luncheon vouchers used by the informant in the last 7 days which were supplied by the informant's employer.

Blocks: d_SLFJB1
         d_SLFJB2
         d_SLFJB3
Self-employed income

It is often difficult for self-employed people to give precise
details about their income but please try to complete these
questions as fully as possible.

There are some home checks asking you to give your opinion of the
accuracy of the data obtained. Please open a note to make any
additional observations.

SEProfit

     If the answer is nil profit code 1 at **SEProfit.**

     Where the informant has been self-employed for too short a
     period to have any figures available, code as DK but open a
     note recording any anticipated profit.

     The allowance received by those on the Enterprise Allowance
     scheme or on a similar business start-up scheme should be
     included when calculating the profit - in some cases the
     allowance (which usually is from ,20-90 a week) may be the
     only profit.

==

SeRegs
SeRegSum

     A home check will appear if SeRegs is coded 2.

     The purpose of this question is to ascertain how much money
     is being drawn from the business. In most cases where there
     is no profit, self- employed people should be withdrawing
     money from their business to live on and to pay domestic
     bills unless they are living off capital or savings, in which
     case please open a note. Please obtain an estimate, rather
     than accept a Don't Know, as this may be the only basis for
     estimating income.

==
SeIncTax

     Exclude direct payments of income tax in respect of shares
     and other sources of income not related to the business.

Blocks: d_SLFJB1
       d_SLFJB2
       d_SLFJB3
Self-employed income

SeBusExp
SeBExTyp
SeBepca

Generally, the informant, or his or her accountant, will
agree with the Inland Revenue that a certain percentage of
other expenditure on an item should count as business
expenditure for tax purposes. It is these percentages that
should be recorded. If the amount has not been agreed, enter
an estimate of the claim rather than accept a Don't Know.

If the total amount of business expense is available but it
is impossible to give individual amounts for each type of
business expense, code DK at **SeBExTyp,** open a note and enter
the total amount claimed.

Block: g_NIL
NI Contributions

NIDirect

This will apply mostly to self-employed people who, in
addition to a basic weekly rate of National Insurance, may
pay a class 4 contribution based on a percentage of the
profits of their business (if these are over about ,6,000).

Block: g_MOB
Mail order, baby sitters

Mailbaby

Exclude
!   **child minders** who should be treated as self-employed.
!   income in the form of goods acquired from a mail order
       club.

Blocks: k_ALF2
   k_ALOJ
Odd jobs

Filter
OddJpr
OddJrg

  This section only covers occasional jobs where there is no
regular commitment to work for anyone else. **Regular**
commitment includes any obligation to work for someone on a
regular basis, eg service in the Territorial Army.

  Hard check:
A hard check will appear if both OddJpr and OddJrg are coded
Yes. You will have to go back to b_JOBDES/JobTitle and enter
details of the job.

Block: g_REDPAY
Redundancy pay

Redund

  Include:
 ! all statutory redundancy payments
 ! payments under the employer's own redundancy scheme
 ! ex-gratia payments to which the informant had no
    contractual entitlement
 ! money in lieu of notice.

  Exclude:
 ! termination payments which are contractual, eg a case
    where an individual's contract of employment covers a
    period of two years and includes provision for a
    termination payment at the end of the two years.

It is important that the amount entered for each benefit covers
that benefit only and is not the total for a combination of
benefits, eg Income Support and Retirement Pension.

If you are unable to separate a payment which covers a combination
of benefits, e.g. Income Support and Retirement Pension:

> **!**   code 1 (yes) at the filter questions
> **!**   code the benefits received at **BnCard**
> **!**   in each case code DK at the amount question **AmtBenx,**
>   open a note and enter the combined total stating which
>   benefits are covered and the relevant period code

The amounts for different benefits will usually, but not always,
be identified in the benefit payment books. Please encourage
respondents to consult these. There are two benefit payment books
in general use, one used to pay Income Support only or Income
Support plus other benefits; the other used to pay benefits other
than Income Support.

It is difficult to distinguish between the two books, and
informants are sometimes uncertain which benefits they are
receiving. However, in the Income Support payment book, the
inclusion of another benefit is usually identified on page 3. In
the other benefit book, the amounts for the various benefits are
shown on page 3 with a code letter; the key to these code letters
is on page 2 of the book.

Instead of receiving payment by book, some informants are paid by
giro or by direct transfer to their bank or building society
accounts. Please ask respondents to consult any relevant documents
in order to obtain accurate details of benefit payments.

Block: g_BENEF1
Child benefit, retirement pension, widows benefits

BnCardR1

❗ **Child Benefit** can be received for each child under 16 or for a child aged 16-18 still in full time education. One Parent Benefit may also be received by a single parent on top of Child Benefit. If both benefits are received enter the total amount.

❗ **Retirement Pension** is a taxable weekly benefit for women on reaching 60 and men on reaching 65. The basic pension rate is the same for men, women who have paid their own NI contributions at the standard rate, and for widows on their husband's NI contributions. Married women who are not entitled to a pension on their own contributions may receive a pension on their husband's contributions.

❗ **Old Person's Pension or over 80s pension** is for those people aged 80 or over who are entitled to state Retirement Pension of less than the amount payable on a spouse's contributions, or to none at all.

Those who have paid NI contributions as an employee after April 1978 may also receive an **additional earnings related pension.** Those who have been in a contracted-out occupational pension scheme may receive a **contracted-out deduction (formerly called guaranteed minimum Pension).** Those who decided not to claim their pension on reaching retirement age can earn **additional pension increments.**

Hard check:
There is a hard check if someone under state retirement age is coded as receiving Retirement or Old Person's Pension. Probe to find out what the benefit is or whether it is a pension from a former employer.

❗ **Widow's benefits**
  ❗ **Widow's Payment** is a lump sum paid immediately after the husband's death if he had paid enough NI contributions.

  ❗ **Widowed Mother's Allowance** is a weekly benefit for widows of any age who have at least one child for whom they get Child Benefit.

  ❗ **Widow's Pension** is a weekly benefit for women aged 45 and over (or 40 and over if widowed before April 1988) paid when their husband died or when their Widowed Mother's Allowance ends.

216

Block: g_BENEF2
Disability related benefits

BnCardR2

❗ **Severe Disablement Allowance**
This may be received by people of working age who have been unable to work for 28 weeks or more because of illness or disablement, but cannot get Sickness Benefit or Invalidity Benefit because they have not paid enough NI contributions.

❗ **Attendance Allowance**
This is a weekly benefit for people disabled **at or after age 65** who need a lot of looking after 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 care component (see below).

❗ **Invalid care allowance** is a weekly paid benefit to those caring for a long term sick person and should be coded in the column of the person **caring**.

❗ **Disability Working Allowance**
This is an income-related benefit for those who are working at least 16 hours a week but have an illness or disability that limits their earning capacity. Applicants must also be getting Disability Living Allowance or have an invalid three-wheeler from DSS or must have claimed another disability benefit within the last 56 days.

❗ **Disability Living Allowance**
This has two elements and is directed at the care needs and mobility needs of disabled people of working age and below. The **self-care component** has three rates and has replaced Attendance Allowance for those under retirement age. The **mobility component** has two rates and has replaced Mobility Allowance.

❗ **Motability** is a registered charity through which those who receive disability living allowance may hire or purchase a car at a reduced rate. Either part or the whole of the allowance is paid to Motability. If an informant is purchasing a car on HP details should also be entered at the vehicle questions in the Household questionnaire.

❗ **War Disablement Pension**
This is payable to people disabled as a result of
service in the Armed Forces during the First World War
or at any time since 1939.
The amount received depends on severity of disablement
and rank.

❗ **Industrial injury disablement benefit**
This is paid to those who become disabled as a result of
an accident at work or an industrial disease. The amount
received depends on degree of disability. A reduced
earnings allowance may also be paid if the disabled
person cannot return to work because of the effects of
disablement: the allowance should be included at this
question.

Block: g_BENEF3
Income support, Family Credit, Unemployment benefit,
Sickness benefits

BnCardS1

❗ **Income Support**
Household bills paid direct by Income Support should be
shown at the appropriate Household Schedule question
with an explanatory note.

❗ **Family Credit**
To get Family Credit an informant must have at least one
child under 16 (or under 19 if he or she is in full time
education up to GCE A level or equivalent standard). The
informant or his or her partner must be working at least
24 hours a week to qualify. The amount received depends
on the income of the informant or his or her partner,
how many children they have and their ages.

❗ **Unemployment benefit**
This question should exclude any benefit for weeks spent
on government training schemes.

Where an informant has had more than one spell of
unemployment in the last 12 months make sure to record
all weeks and not just the number covered by the last
spell of unemployment.

❗ **Statutory Sick Pay**
This is paid by the employer. The benefit is paid for a maximum period of 28 weeks in a tax year. If an informant is currently receiving Statutory Sick Pay they should be coded as an employee.

Soft check:
There is a soft check if the respondent is receiving SSP at present but is not absent from work.

❗ **Incapacity Benefit**

From April 1995 Incapacity Benefit replaces Sickness Benefit (previously payable for 28 weeks for those not entitled to Statutory Sick Pay) and Invalidity Benefit (previously payable after 28 weeks instead of SSP/Sickness Benefit).

Incapacity Benefit is a contributory benefit; it is not means-tested. It is paid at three basic rates: the short term lower rate for the first 28 weeks of sickness; the short term higher rate for weeks 29-52; and the long-term rate from week 53. Claimants over state pension age receive higher rates.

Block: g_BENEF4
Maternity benefits

BnCardS2

❗ **Statutory Maternity Pay**
This is paid by the employer for up to 18 weeks from the beginning of the 11th week before the week in which the baby is due. However, the mother can decide to work until the end of the 7th week before the baby is due and still receive payments for the full 18 weeks.

If an informant is receiving Statutory Maternity Pay at present, they should be coded as an employee at **Empstat**.

❗ **Maternity Allowance**
This may be paid to those who are not entitled to Statutory Maternity Pay for 18 weeks, starting from the 11th week before the baby is due.

❗ **A Grant from the Social Fund**
This may be made for maternity expenses to those who receive Income Support, Family Credit or Disability Working Allowance.

Block: g_BENEF5
Other state benefits

BnCardT1

 Examples are:

- **Grant from Social Fund for Funeral Expenses** - a lump sum to cover the cost of a simple funeral.

- **War Widows Benefit** - paid to widows of those killed in the Armed Forces.

- **Industrial Widows Pension** - paid to widows of those who died as a result of an accident at work or a prescribed disease.

- **Guardian's allowance** - paid to those with an orphaned

- **Cold Weather Payments**

Block: k_RENTIN
Rent from property

Rentrec

Include here all rent from let or sublet property **except** rent received by someone who makes their living solely from renting out property: this should be included in the self-employment section.

Block: k_ALTAX

Dirtax

Include
- Direct payments of income tax on savings and investments, i.e. excluding tax deducted at source.

Exclude
- Income tax paid under PAYE.
- Direct payments of tax relating to self-employment
- Income tax on income from investments which is deducted at source: this will be covered at later questions
- Any payment of Value Added Tax (VAT), Capital Gains Tax or an amount set aside for payment of income tax.

Tessac

Since January 1991 anyone aged 18 or over has been able to open a Tax Exempt Special Savings Account (TESSA) with a bank or building society. A TESSA lasts for 5 years and provided the savings are left in the account any interest earned will be tax free. Up to ,3,000 may be deposited in the first year, ,1,800 in each subsequent year and a maximum of ,9,000 over the 5 years. The deposits can be made by lump sum or by regular monthly savings.

The most that can be withdrawn without loss of the tax advantages, is the total interest credited to the account net of basic rate tax.

===

TesInt
TesAmt

! **Feeder accounts**
Some respondents have an ordinary building society or bank account from which amounts are fed into a TESSA once a year. Please ensure, as far as possible, that interest is not duplicated between **TesAmt, BldAmt** or **BkAmt**. If in doubt, open a note and give details.

===

TesDK

This applies only if **TesAmt** is coded DK.

There is a soft check if the amount at TesDK exceeds ,9,000.

Blocks: j_BUILD, j_BANK
Building society and high street bank accounts

Abbey National accounts should be coded as bank accounts.

BldDK
BkDk

These questions apply only if **BldAmt** or **BkAmt** are coded DK.

==

BldTax
BkTax

!　**Building society/bank interest paid gross**

Since April 1991, accounts holders who are not liable to
tax may be paid, or credited with, interest from
building society or bank accounts in full. With only a
very few exceptions, these account holders will be
required to complete a certificate enabling the building
societies or banks to pay interest without any deduction
for tax.

Soft check:
A soft check will appear if BldTax or BKTax is coded as
"before tax" but the respondent pays tax on income in
respect of their job.

Block: j_BOTH

BOthAc

This question covers accounts with societies other than
building societies or banks other than high street banks.
An example is First Direct where respondents arrange account
matters over the telephone.

**Block: j_STOCKS
Bonds and securities**

Filter

!   **Personal Equity Plans (PEPs) and SCPs**

PEPs allow individuals to invest in unit trusts and shares
without paying tax on dividends. The maximum annual
investment in a general plan is ,6,000. Since January 1992
investors have also been allowed to invest in Single Company
PEPs called SCPs. The subscription limit for SCPs is ,3,000
and cash can only be invested in the shares of one company.
Employees are allowed to transfer up to ,3,000 worth of
shares from a profit-related or savings-related option scheme
into an SCP without paying tax on capital gains.

**Block: K1-CHILD
Childrens income**

PrmptZ1c

Include
!   regular income, however small, from jobs eg a newspaper
        round.
!   income from bank and building society accounts, post
        office accounts and other National Savings investments,
        shares, trust funds in the child's name.

Exclude
!   cash gifts and pocket money.

===

**JobInc
HowMuch**

Enter details of all sources of income at **JobInc** and total
annual income at **HowMuch.**

FAMILY EXPENDITURE SURVEY

Income Questionnaire

Editing Instructions

1995/96

General instructions

There is space in each Income Questionnaire for <u>two</u> spenders. Please check the fact sheet and F5 menu carefully to ensure that there is an Income Questionnaire covering each adult **including any absent spender.**

DK may be accepted at the following income questionnaire questions **only:**

d_SLFJB1/
d_SLFJB2/
d_SLFJB3   SeProfit

j_ADITES	TesAmt	**Only if TesDK is refusal**
	TesDK	
j_BUILD	BldAmt	**Only if BldDk is refusal**
	BldDK	
j_BANK	BkAmt	**Only if BkDk is refusal**
	BkDk	
j_NTSV1	NtAmt	**Only if NTDK is refusal**
	NTDK	
j_NTSV2	NsAmt	**Only if NSDK is refusal**
	NSDK	
j_BOTH	BothAmt	**Only if BOthDK is refusal**
	BOthDK	
j_TSTK	OthAmt	**Only if OTHDK is refusal**
	OTHDK	

Please be sure to check period code 12 and amend to yearly or delete data as necessary. Period code 13 <u>must</u> always be recoded and the amount recalculated.

Absent Spenders

Absent spenders are treated differently in CADI than they were in the PAPI survey. The interviewer is now instructed to collect all pay details. These should be accepted unless SpouseAl is coded Yes (allowance received from absent spender); in this case refer to RO. Occasionally a hard error may occur in CADI if the only person on an Income Questionnaire (e.g. the third person in the household) is an absent spender. Refer to RO, do not leave case 'in error'

Occupation coding (SOC)

Occupation is coded by interviewers in the admin block. Soft checks may occur if the SOC code is inconsistent with the supervisory status or size of establishment. Refer to the SOC matrix, and amend errors. If you cannot resolve discrepancies, discuss with supervisor.

c EMPJB1
c EMPJB2
c EMPJB3
Employee pay details

If an informant does a <u>different</u> type of work for more than one employer concurrently he/she should be coded as having more than one job at c_EMPJB1/2. (If the informant does the same type of work for more than one employer e.g. cleaning, teaching etc he/she should be coded as having <u>one</u> job also if an informant does two different jobs for <u>one</u> employer e.g. teaching and lecturing for the same local authority he/she should also be coded as having one job.) The main job should always be the most remunerative.

Directors of limited companies

For the purposes of the FES a director of a limited company must be coded as an employee, not as self-employed. If the interviewer has entered DKs at the employee pay questions and opened a note explaining that the director, although legally an employee, manages his affairs as a self-employed person and therefore can only give information in terms of profit proceed as follows:

!   enter the "gross" profit, ie before tax and NI are deducted, at GrossPay.

!   amounts relating to the profit period should have been entered at Tax and NINO by the interviewer: if they have not and a profit has been made impute based on tax tables and Class 2/4 NI contributions; if no profit is made or given refer to supervisor for a decision as to whether any tax or NI should be imputed.

!   the editor should check that all the amounts are calculated or amended to weekly values.

AnticPay

If an informant has just started a new job and has not been paid, the pay he expects to receive should be entered here. If details are not available the interviewers are instructed to enter DKs and record details of income from a previous job in a note. If there are no details and no notes refer to R.O.

PayDat

A check will appear if the interview date has been changed to a date later than the pay date. Refer to RO.

PayAmt

If the informant is employed in the U.K. but paid in a foreign currency the interviewer should have entered DK and opened a note. The income should be converted to pounds and pence using the current exchange rate.

PenDAmt

If superannuation amount is DK, impute as:
6% of GrossPay but use 1.5% for civil servants widows pension or
8% of PayAmt (net pay) but use 2% for civil servants;

UnDamt
If union fees is DK, impute as ,2 per week per period of last wage.

PABDED

There will be a hard check at PABDED if there are deductions from pay which need to be coded using computer-assisted coding. The type of deduction should be typed in at DedOType (the interviewer will have already typed in a description) and coded using the F2, F1 function.

If there are deductions for **an employer loan or life assurance** a soft check will appear. Please check the Household Questionnaire to make sure that there is a corresponding entry, otherwise the case may need to be referred to RO for more details.

> **!** **Widows and orphans.**
> If less than 20p per week transfer to Dedchocs (charity);
> If fairly large - 1.5% of gross pay treat as superannuation;
> If in respect of police or fireman,treat as life insurance and ensure entered in Household Qre.

GrossPay

A soft check will appear if the net pay plus any deductions does not equal gross pay to the nearest ‚2.00. The interviewer will have suppressed this check and opened a note to explain what is on the pay slip. The editor should then assess what the payment may be for i.e. profit-related pay. If necessary refer to RO.

BonExtra

Include:

! bonuses for directors
! firemans and first aid bonus
! money received by a minister of religion for carrying out a wedding, funeral, etc. if he is an employee.

Exclude:

! Shares in a company
! cash value of shop vouchers
! income in kind

Malinpay

If mileage allowance is included in the salary a note will appear on the fact sheet and a 'car sheet' message will appear on the screen. The editor should complete a car sheet and abate any vehicle expenses in the HHD schedule and the DIARY.

d SLFJB1
d SLFJB2
d SLFJB3
Self-employed income

The term self-employed covers informants who are responsible in their work only to themselves and do not receive a wage or a salary. Tax is not normally deducted at source but paid directly to the Inland Revenue. Hence, directors and managers are employees of their own companies. For the purposes of the FES a director cannot be self-employed (see page facing 208).

A soft check will appear at SeBExTyp to remind the editor to abate the items claimed for.

SEProfit

If the informant does not know his/her profit or has been self-employed for a very short time the interviewer will enter DK and open a note giving details of any anticipated profit. Enterprise Allowance should have been included in the profit already.

SeRegs
SeRegSum

A soft check will appear if SeRegs is coded 2 and Nil Profit, Loss or DK is given at SeProfit. If the informant is living on capital or savings the interviewer should have opened a note explaining what the source of income is for the respondent.

If there is a spouse living in the household who is salaried it is alright to assume that any domestic bills are paid from that source. The error can then be suppressed and need not be referred to RO. The editor should make a note on the fact sheet to this effect. However, if there is no satisfactory explanation, refer to RO for a decision on whether the money drawn from business should be imputed based on total annual household expenditure less income.

If the RO decides that an amount should be imputed, the calculated value should be entered at the editing variable SeIMPT, not at SeRegSum; if the RO decides against an imputation, enter 0 at SeIMPT.

SeBusExp, SeBExTyp

Generally any informant who is self-employed will be able to offset business expenditure against income tax. The amount claimed and the item will be noted on the fact sheet.

You should abate by the percentage claimed **unless**

❗   respondent is claiming vehicle expenses
❗   an amount is given instead of a percentage
❗   100% is claimed
❗   percentage is DK

For each of these situations, see instructions below:-

Vehicles: general procedures
If there is a vehicle at QVEHICLE with no tax or insurance paid, assume unless the interviewer has noted to the contrary, that this relates to the vehicle at SeBusExp and do not abate any other vehicle.

If there is more than one vehicle of the same type at QVEHICLE abate the vehicle with the larger insurance. If one of the vehicles is being purchased with a loan the entry at QLOAN may also need to be abated.

If an informant owns a car but another household member claims on it proceed as follows:

- the owner's car expenditure should be abated at QVEHICLE

- the claimant's car expenditure in the Diary should be abated

If there are car leasing payments recorded at LAmt refer to supervisor for a decision about abatement. Those who own a car at present are asked at Own whether they own or lease their car and will have been asked LAmt and Lperc in the Household schedule. In these circumstances, the leasing payments should not be transferred to QSTORD or to the Diary.

All vehicle expenses in the HHD and DIARY should be abated by the percentage given.

Amount claimed instead of a percentage

If an amount is claimed for a particular item instead of a percentage, adjust the amount claimed (which should be an annual figure) to the same period code as that shown at the appropriate HHD question.

If the amount claimed covers more than one item, refer to supervisor for a decision.

Abating items where 100% expenditure is claimed for tax

Rent, mortgage, council tax, rates, water, structural insurance

If there is a 100% claim for any of the above items, the expenditure recorded at the appropriate HHD should not be abated by 100% but by an adjusted amount as indicated below:

(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 number of rooms calculation below)**

N.I. only: if rates, or rent including rates are abated, the NRV should also be abated by the same proportion.

(b) Farms

Any amounts given for rates, NRV and structural insurance at the appropriate HHD questions should be abated by **one third**.

Where rent or mortgage payments are shown separately for the farmhouse, they should also be abated by **one third**. However, if payments include farm buildings 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 these to RO.

Cars/Vans
Where 100% is claimed all relevant vehicle expenses should be abated to zero, i.e. tax and insurance.

Fuel (gas, electricity and central heating oil)
Where 90% or more is claimed abate by 90%.

Telephone

Abate according to the number of rooms used solely or partly for business or by **one third** in the case of a farm.

Abating items where Percentage to be claimed not known

<u>Rent, mortgage, council tax, rates, water, structural insurance</u>
Abate by the number of rooms used solely or partly for business

<u>Cars/Vans</u>
Abate by **one third**

<u>Fuel (gas, etc)</u>
Abate according to the number of rooms used solely or partly for business or by **one third** in the case of a farm.

<u>Telephone</u>
Abate by **two thirds**

Calculating the percentage of rooms used for business

The percentage of rooms used for business:

    = <u>Number of rooms used only or partly for business</u>
       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 QADDRESS.PartBUse and QADDRESS.OnlyBUse. An adjustment has to be made if rooms are shared (QADDRESS.Shared)

	Rooms used by household or shared	Rooms shared	Rooms used by household
Total No. of rooms used	9	2	(7 + 1) = 8
Other rooms inc. 'other' rooms used for business	2	1	(1 + 0.5) = 1.5
'Other' rooms used for business (specified below)	1	-	(1 = 0) = 1

The 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 then the percentage of rooms used for business

     = <u>1.5</u> = 20%.
       7.5

This percentage should be then be used to abate the relevant items of expenditure.
!   If there are any 'other' rooms used for business they should be specified at RmBus in Household Schedule.
!   A room shared between two households counts as .5 of a room.
!   A room used partly for business counts as .5 of a room.

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.**

214D

g NIC

This will apply to informants who have a main or subsidiary self-employed job.

If coded No, do not impute one as there could be legitimate reasons why a person may not be making regular contributions.

> Absent spenders
>
> If the informant is an absent spender (residing in UK or abroad) 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. If no pay details are given or they appear to be unreliable code NIcont to 2.

k ALF2
k ALOJ Odd Jobs

An 'odd job' is defined as a job which is undertaken only at a specific point in time and without any regularity or continuity. It should be non-recurring. Regular commitment includes any obligation to work for someone on a regular basis, e.g. Territorial Army. OddJpr should almost always be coded 2, if in doubt refer to supervisor.

No action unless it is clear that the job is regular and is held currently (in which case the interviewer should not have entered it here). If this applies it should be transferred to employee, subsidiary employee or self-employed questions as appropriate.

Refer doubtful cases to RO.

Students' holiday jobs
Holiday jobs should not be shown here but students should be coded according to the situation at the time of the interview.

g_BENEF1 - g_BENEF5

The interviewer's entry should be accepted as correct. The only time a figure should be amended is when an interviewer has opened a note indicating that two or more benefits have been combined. The 'Benefit Rates' table should enable the editor to separate and transfer amounts to the respective benefits.

<u>SSP and SMP</u>

There will be a check if the informant has received Statutory Sick Pay in their last salary and is back to work at the time of the interview. Refer to supervisor who will decide if the case should be referred to RO.

There is also a check if the respondent is receiving SSP or SMP but is not coded as being an employee. Refer to RO.

<u>k RENTIN</u>
<u>Rentrec</u>

Check at this question whether the person is making a living out of letting or sub-letting property and if necessary transfer details to self-employed questions.

j ADITES
TESSAs

Since January 1991 anyone over the age of 18 years has been able to open a TESSA account. The maximum deposit for the first year is ,3000 and ,1800 for each subsequent year up to five years. No informant can hold the maximum deposit of ,9000 until 1995. If there is no value at TesAmt refer to supervisor who will provide the interest rates so that an amount can be imputed.

From January 1996 investors may re-invest ,9,000, but no moe than that, from a first TESSA into a follow-up TESSA.

j_BUILD, j_BANK

Building Society and high street bank accounts

Imputation

If interest has been received or credited but the informant does not know the amount, it must be imputed as follows:

- if the amount invested is shown, impute after referring to Money Facts for the current rate of interest.

j-NTSV1
NtAmt/ NsAmt

Imputation

If the amount of interest is not known, it may be calculated from the amount at NTDK or NSDK and imputed. Refer to Money Facts for current rates of interest.

j-BOTH
BOthAc

    See 'don't know' list at beginning of Income instructions.

j-TSTK

    If an amount invested is given at OTHDK impute interest as 5% of the amount invested.