



Social Survey Division

# Family Expenditure Survey 1996-97

## DIARY Instructions to Interviewers

## **1. Placing the Diary**

- ! The Diary should be started immediately after the interview. If this is not possible, it should be started no later than two days after the interview.
- ! All spenders in a household should start their diary on the same day.
- ! Each diary should be the individual spender's own account of their expenditure during the fortnight.
- ! Please assist with any difficulties and make additional calls if necessary.
- ! A blind person or anyone unable to write should be included as a spender. If their expenditure record is kept by someone else in the household, check their accuracy by going through the details with the spender him or herself. Alternatively, you may enter their expenditure details yourself.
- ! Please draw the attention of respondents to the notes at the beginning of the diary, the example pages and the reminder list at the end of the booklet.

## **2. What the Diary covers**

- 2.1 The diary covers all amounts of money spent during the two weeks, including items covered in the household schedule, e.g. insurance payments and gas or electricity bills.
- 2.2 Each item of expenditure should be listed separately, with its price.
- 2.3 The respondent should include all items paid for in cash, by debit card (e.g. Switch or Connect), credit card (e.g. Visa or Access), charge card (e.g. American Express) or a shop or store card (e.g. John Lewis or A&N).
- 2.4 The Diary should not include goods acquired but not yet paid for, e.g. on a budget account or from a mail order club. But, payments into these accounts should be shown.
- 2.5 Information is also collected on the shop or other outlet from which an item was purchased (see Section 3.11).

### 3 General points for completing the Diary

- 3.1 Each item should be entered on a separate line and individually priced. The type of items that need to be identified are described on the following pages and the coding frame is attached as an appendix to the instructions.

*It is always better to have too much rather than too little detail.*

- 3.2 When recording amounts:

- do not write in £, and p signs
- enter 00 in the pence column where amounts are given in £, s only
- ensure that all entries are within the columns
- ensure that the '>office use only' column is left blank.

- 3.3 Till receipts may be used for supermarket purchases but check that:

- each item is clearly identified in sufficient detail for coding
- the price of each item is given
- the receipt identifies if goods were obtained with a credit card.

If all of this information is shown, staple the receipt to the appropriate page.

Till receipts with inadequate detail will be referred back to you.

- 3.4 Clarify all ambiguous or incomplete descriptions, such as

- insurance : travel, house, car etc.
- video : video tape or video recorder; hire or purchase
- club : entrance fee, membership fee or other charge; type of club

- 3.5 **Money transfers and pocket money**

Respondents should not record money transfers to or from other members of the household, except for pocket money given to children.

- 3.6 **Luncheon vouchers**

Where luncheon vouchers are used, record the total cost of the item. e.g. meal costs £2.50, luncheon vouchers used have value of £1.20, additional cost is £1.30. Record £2.50.

- 3.7 **Grocery accounts**

If a grocery account will be paid during the fortnight, ask the informant to try to list each item and price separately.

*If the respondent can itemise*

S/he should list each item purchased on the account separately on the day the bill is paid. (This may be a whole month's groceries.)

*If the respondent cannot itemise*

S/he should note down on each day any items obtained on this account. Where possible they should enter the amount to be paid for the purchase to the left of the , p column, and note that goods are "on account". On the day that the account is paid, the informant should enter the total amount of the grocery account with a note indicating that the bill cannot be itemised.

**3.8 Food stamps**

Ensure that purchase of food stamps is identified separately from food purchases.

**3.9 Shopkeepers and farmers**

If shopkeepers and farmers consume goods which they would normally sell commercially, these goods must be entered.

*Informant pays for the goods*

Record the amount paid.

*Informant does not put money in the till*

Enter the price s/he would have sold the goods for. (For farmers, this may be an approximation.) The words "own shop" or "own farm" should be entered beside the item, to indicate that no cash was actually paid out.

**3.10 Items bought on credit or charge cards etc.**

Any item acquired but not yet paid for by credit card, charge card, shop card or store card should be recorded with its price and the number '3' should be ringed in the 'Credit' column. NB. Any interest on these cards should appear on page 38 of the diary.

Code 3 should not be ringed if the items were acquired with a bankers cheque card or debit card (e.g. Switch or Connect). These are similar to cash transactions because the bank account is automatically debited.

**3.11 Business refunds**

Where a full or partial refund is being claimed against an item listed in the diary, the amount to be refunded should be recorded in the final column of the diary. The amount paid should not be adjusted to allow for the refund.

Probe to check whether any employer refunds mentioned at QREFUNDS in the Household Questionnaire or items to be set against tax by the self-employed should be coded as refunds in the diary.

### 3.12 **Shop name**

The name (or type) of the shop or store where a purchase is made must be recorded for all shop-bought items except take-away food and food/ meals consumed away from home.

For purchases at small corner shops or market stalls, the term "local shop" or "stall" is sufficient. Purchases at car boot sales should be listed as "car boot". Multiples should be identified by name (see full list below).

The name of outlet is not required for services such as payment of a gas bill, leisure classes etc. where there is no purchase as such.

The current (March 1996) coding list for shops includes the following.

Aldi  
Argos  
Asda  
B&Q  
Bainbridge  
British Home Stores  
(BHS)  
Bonds  
Boots  
British Gas  
(showrooms)  
Budgens  
Burton  
C & A  
Caleys  
Cole Brothers  
Co-op  
David Gregg  
Debenhams  
Dixons  
Do-It-All

Dorothy Perkins  
Farmfoods  
Food Giant  
Gateway  
George Henry Lee  
Granada  
Heelas  
Homebase  
Iceland  
Index catalogue shop  
Jessop  
John Lewis  
Knight & Lee  
Kwiksave  
Leos  
Littlewoods  
Lo-cost  
Marks & Spencer  
MFI  
Morrisons  
Mothercare

Netto  
Normans Warehouse  
Pioneer  
Peter Jones  
Presto  
Robert Sayle  
Safeway  
Sainsbury's  
Savacentre  
Shoprite  
Somerfield  
Superdrug  
Tesco  
Texas  
Threshers  
Trewins  
Tyrrell & Green  
Victoria Wine  
Waitrose  
WH Smith  
William Low  
Woolworths

*General descriptions*

Local shop  
Stall (market)  
Car boot sale  
Charity shop  
Jumble sale





*Northern Ireland only*  
Stewarts  
Wellworth

#### **4. Layout of the diary**

##### Left hand pages

- ! Food and drink brought home (excluding take away meals)
- ! Take away meals and snacks eaten at home

##### Right hand pages

- ! Meals, snacks and drinks consumed away from home, including
  - ! those bought at work or school
  - ! those bought at a cafe, restaurant, hotel, pub, sandwich bar, fast food outlet etc.
  - ! those bought at a shop, supermarket, kiosk (including sandwiches, confectionery, ice cream, alcohol and soft drinks)
- ! Regular purchases including:
  - newspapers, cigarettes, stamps, stationery,
  - cosmetics, toiletries
- ! Clothing and footwear
- ! Any other payments including:
  - petrol, parking and other motoring expenses; bus and rail fares; household bills;
  - household and leisure goods; day trips; entertainment; National Lottery and scratch
  - cards; domestic help; hairdressing; baby goods; medicines; presents; charities, etc.

#### **In summary: recording food and drink purchases**

##### Food consumed at home:

- bought from a general retail outlet Section 1
- bought from a specific take-away food outlet Section 2

##### Food consumed away from home:

- bought and consumed at school or workplace canteen Section 3A
- bought and consumed at a food outlet Section 3B
- bought at any outlet - consumed off the premises  
(but not at home) Section 3C

## **5. Food and drink brought home**

### **5.1 Exclude from this section:**

Take away meals brought home  
Meals on wheels (see Section 6)

### **5.2 Shop names**

The name of the shop where the item was bought must be entered in the box provided.

### **5.3 Till receipts**

Till receipts may be used but you must check that they give adequate detail for coding the items. A total food bill which does not describe items is unacceptable and will be returned to you for a breakdown of expenditure.

### **5.4 Level of detail**

See also the coding frame at the end of these instructions.

### **Meat and Poultry**

Meat and poultry. State type of meat and whether cooked or uncooked:  
e.g. ham (cooked), sausages (uncooked), chicken (uncooked).

*NB. Ensure that type of meat is specified for mince*

e.g. turkey mince, beef mince, lamb mince

Meat products or prepared meat/ poultry dishes, state type of product:

e.g. luncheon meat, chicken pie, shepherd=s pie, moussaka.

### **Fish**

Uncooked fish. Record whether fresh, smoked, dried, canned etc. There is no need to record the type of fish: e.g. fish (fresh), fish (tinned), etc.

Prepared fish and fish products. Give a description of the product:

e.g. breaded scampi, cod mornay

### **Vegetables (including tomatoes)**

State type of vegetable and whether fresh, frozen, tinned, bottled or dried:

e.g. onions (fresh), tomatoes (tinned), peas (frozen), instant potato.

Prepared vegetable dishes. State type of product:

e.g. vegetable lasagne, hash browns

### **Pasta (uncooked)**

State whether fresh, dried or tinned:

e.g. lasagne (uncooked), spaghetti hoops (tinned).

**Fruit**

State whether fresh, dried, tinned, bottled or frozen.

There is no need to specify type of fruit.

**Milk**

State whether fresh, dried, tinned, baby milk or cream.

Milk bills. Please check whether items other than milk are included. If so, list each item separately with its price.

**Drinks**

Itemise separately tea, coffee, food drinks (e.g. drinking chocolate).

For fruit and other soft drinks, state whether fruit juice, fruit squash and whether the drink is carbonated (e.g. orangeade or lemonade).

Mineral water. There is no need to distinguish between still and sparkling water.

**Alcohol**

State the type of alcohol.

e.g. beer, table wine, sparkling wine, sherry, port, spirits or liqueurs

*NB. Please check that all off-license purchases of alcohol have been included*

**6. Take away meals and snacks eaten at home**

This section covers all hot and cold food bought at a catering establishment and taken home to eat. This will include any meals delivered to the home, such as pizzas and meals on wheels. The respondent should give a brief description of the meal (e.g. Chinese take away) and tick whether it was bought hot or cold.

## 7. Meals, snacks and drinks bought and consumed away from home

*NB. This section includes alcoholic drinks CONSUMED AWAY FROM HOME*

- 7.1 Section A covers meals, snacks and drinks bought and eaten at a workplace, staff canteen or at school.

Meals and snacks.

State where the food was eaten. We do not need details of the type of food.  
e.g. Meal/snack at workplace or school meal.

Alcohol should be separately itemised by type of drink.

- 7.2 Section B covers meals, snacks and drinks bought at a catering outlet and eaten on the premises. It does not cover take-away meals eaten at home (Section 6) or food bought at a retail outlet and consumed away from home (Section 7.3) The outlet covered by this section might be a cafe, restaurant, hotel, pub, fish and chip shop, sandwich bar, burger bar or pizza parlour etc.

State whether >meal=, or >snack= or >soft drink=, etc.

Tick box to show whether food was purchased as hot or cold.

Alcohol should be shown separately from food and the type of drink(s) stated (e.g. beer, wine etc.).

If this is not possible, make a note to the effect that the price of the meal included alcoholic drink and try to get a description of what drink was consumed.

- 7.3 Section C covers food or drink purchased from a retail outlet (shop, supermarket) or a kiosk, etc. which is eaten off the premises but not brought home; for example, a sandwich bought from Marks and Spencer which is eaten at the office.

State the type of food or drink, e.g. sandwich, confectionery, ice cream, beer, soft drink.

Tick box to indicate whether food was purchased hot or cold.

## **8. Regular purchases**

- 8.1 Include and itemise separately items such as:  
Newspapers, magazines or books,  
stamps or stationery,  
cleaning materials or detergents,  
cosmetics or toiletries,  
household paper goods,  
small electrical items such as bulbs and batteries
- 8.2 Give the name of the shop where the item was purchased.

## **9. Clothing and footwear**

- 9.1 State type of item and enter, as appropriate, in the column for male, female or child (under 16). For child=s clothing, give the age of the child.
- 9.2 Give the name of the shop where purchased.

## **10. Any other payments**

- 10.1 Include the following types of item

### **Motoring expenses**

State type of vehicle.

Itemise separately petrol, diesel, engine oil, parking fees, spare parts; servicing; subscriptions to motoring organisations.

### **Travel costs**

State type of transport and type of fare

e.g. bus or rail fare; one day travelcard; season tickets for train.

### **Household goods**

For items such as cookers, fires, refrigerators and water heaters, state whether payments are deposits, instalments or full payments.

State whether the appliance is fuelled by gas, electricity, etc.

### **Home maintenance, improvements and installations**

Probe whether payments are to contractor or for DIY.

If DIY, obtain a breakdown of the costs of materials.

### **Expenditure on other dwellings**

Where there is expenditure on another dwelling, note whether this is a permanent second dwelling, e.g. holiday home, or accommodation to which all or part of the household will be moving, i.e. a new main dwelling.

Specify type of expenditure on other dwelling in full and note >second home=, >new main home= by each item.

For **timeshares**, specify whether in the UK or abroad.

### **Health expenditure**

Itemise expenditure on prescriptions, spectacles, medical goods.

State whether payments to doctors, dentists, opticians, osteopaths, etc. are NHS or private.

### **Household services**

Itemise payments for gardeners, window cleaners, baby sitters, child minders, nursery and playschool expenditure, hairdressing, cleaning, repairs to goods.

### **Gifts and presents**

If a gift/present is not cash specify the item purchased.

### **Pocket money**

There is no need to record exchange of **cash** between adult spenders in the household, but pocket money to children should be entered with the child=s person number (and a >d= written beside the amount if the child is keeping a diary).

### **Betting, bingo, etc.**

Include all betting stakes, race cards, bingo charges.

Show separately admission charges for bingo, horse and greyhound race meetings etc.

Any winnings from betting should be entered on page 38 of the Diary

### **National Lottery**

List scratchcard payments separately from entry to the weekly draw.

Entries in the diary should show the money spent on scratchcards or draws. Do NOT subtract winnings and show the net amount spent: this is a particular problem for scratchcards.

Any winnings should be entered on page 38 of the Diary.

### **Entertainment**

Include admission charges and state what for:

e.g. cinema, theatre, disco, night club, concerts, football and other sports events, museum, stately home, theme park, car boot sale etc.

Itemise other purchases separately; e.g. programme, guide book,



## **Clubs**

This is a difficult area. Vague answers will cause problems for coders.

Specify what the payment covers, e.g. is >golf club= a payment for membership, green fees, a five iron etc.

## **Leisure classes and tuition**

If any payments are entered in the diary which do not appear at QEDFEES2 in the Household Schedule, check for any payments made in the 3 months before the interview and ensure these are entered at QEDFEES2.

If no payments were made in the previous 3 months, note Afirst payment@ against the diary entry.

## **Household bills**

Any household bills paid during the fortnight should be entered, including items covered in the Household Questionnaire.

Amounts set aside to pay future bills should be noted as >set aside=.

## **Slot meter payments**

State whether for gas, electricity, etc.

## **Deposits**

State what the deposit was for and whether it was towards a cash purchase or a credit acquisition.

## **Instalments on credit agreement, mail order and insurance premiums**

If any payments entered in the record book do not appear in the household questionnaire, check whether instalments were being paid at the date of the interview. If they were being paid, enter details at the relevant question on the Household Schedule; if not, note in the Diary that it is a Anew commitment@.

### **10.2 Shop name**

For all purchases from shops or stores give the name of the shop. For small corner shops, the term Alocal shops@ is sufficient. Also identify Acharity shop@, Ajumble sale@ Acar boot@.

## **11. Interest on credit cards**

### **11.1 Payments to credit card accounts.**

If a credit card, charge card, store card, or shop card account is partly or fully paid during the 14 days record keeping period, any interest shown on the account should be recorded in Box 1 on page 38. Any annual standing charge shown on the account should be excluded.

## **12. Holiday expenditure**

12.1 For all holiday expenditure, state **where** the holiday will be taken.

### **12.2 Advance holiday payments**

All expenditure in preparation for the holiday, should be recorded if it occurs during the 14 days. e.g. deposit or final payment; purchase of travellers cheques or currency

Bank charges for travellers cheques or foreign currency should be shown separately.

### **12.3 Holidays starting AND ending during record keeping**

*If in the UK*

Respondents should be asked to keep diaries as if they were at home, i.e. itemise all expenditure.

*If holiday is abroad*

Informants should be asked to record daily totals spent and should make it clear in which currency totals are recorded.

12.4 Holidays starting during record keeping BUT ending after record keeping period finishes.

*If in the UK*

Attempts should be made to persuade informants to keep records while away for the relevant days.

*If abroad*

Respondents should be asked to record on page 42:

The date of departure.

The number of days they will be outside the UK.

The amount of travellers cheques and currency (, equivalent) of any ordinary bank cheques they will write outside the UK.

The estimate of any credit card purchases they will obtain outside the UK.

## **13. Special circumstances**

13.1 At the end of record-keeping, details of special circumstances should be recorded on page 42.

Examples include someone leaving unexpectedly or visitors staying.

## **14. Checks**

- 14.1 Complete the checks on regular expenditure on page 43 at the checking and final calls using the reminder prompt card.
- 14.2 Further information required  
Page 44 is for you to note what further information you require from the informant. Pre-carbonised pads of this section are available if required.

## **15. Examples of common problems - items which need more thorough probing**

INSURANCE - is not an acceptable description, the type of insurance must be stated e.g. Life, Endowment, Contents. Please state if the diary entry is the first payment.

TILL RECEIPTS - meaningless descriptions must be checked out e.g. Flnttr Kokomo, Oyster Leg, F/F Red Pack, these items cannot be correctly coded. Probe out any generic descriptions, e.g. alcohol, vegetables, produce.

FRUIT & VEGETABLES - please note whether tinned/frozen/fresh.

MEAT - is not an adequate description, the client requires a full breakdown of type of meat, in the case of a butchers pack, lamb, beef, pork must be identified.

NATIONAL LOTTERY - please show scratchcards separately from entry for the weekly draw.

AUMBRELLA@ PAYMENTS - for example >Child=s school wear , 65.00, Marks and Spencer , 24.00= must be broken down to the separate items.

ROUND OF DRINKS - please probe type of drinks i.e. beer, cider, sherry and explain more obscure descriptions e.g. two dogs, shark bite, decoda.

SOCIAL ENTERTAINMENT - please identify type of entertainment, and, for example are drinks included?

DIRECT DEBIT - do not enter these in the diary as they should be part of the Household Questionnaire.

CREDIT CARD - often the Credit column is ringed in the diary, even though it is indicated in the Household that the informants do not have a credit card. Please remember that if there is an entry at Q1 for interest on page 38 there should be a credit card payment during the diary keeping period.

**BUSINESS PURCHASES** - do not include any item purchased for business purposes.

**COOKERS** - it must be stated if these are gas/electric/solid fuel.

**PRESENTS/GIFTS/HOUSEHOLD GOODS** - these terms are not acceptable. Please specify exactly what was purchased.

**MEANINGLESS ENTRIES AT Section 6** - please make sure any entries can be coded correctly e.g. >deposit at China Fleet Club= , 38.00=.

**YOUTH DIARIES** - do not ring/circle the 1 box on the back of Youth Diaries unless there is a clear explanation.



Social Survey Division

# Family Expenditure Survey 1996-97

## DIARY Keying and Editing Instructions

These instructions should be read in conjunction with the Diary  
Instructions for Field Interviewers

## 1. Introduction to FES for new editors

- ! The Family Expenditure Survey is a continuous sample survey of household expenditure, which has been carried out since 1957.
  
- ! Over 7,000 households in Great Britain and Northern Ireland participate in the survey each year.
  
- ! The survey's main purpose since it began has been to provide information on spending patterns for the Retail Prices Index (RPI).
  
- ! The RPI is used widely as a measure of the rate of increase in the price of goods and services that people buy, i.e. the rate of inflation.
  
- ! The pattern of household expenditure is measured on the FES in two ways.  
  
A questionnaire covering regular expenses such as rent, mortgages, insurance, fuel, vehicles, loans, holidays and education costs is completed for each household.  
  
Each person aged 16 or over is required to keep a diary for a fortnight in which they record everything that they pay for. Children aged 7-15 are also asked to keep a diary, although a refusal by a child does not invalidate the information collected for the adults in the household.
  
- ! FES respondents are also asked to give information about their income on an Income Questionnaire. This is used to measure the take-up of state benefits and to predict the effect on households of changes to taxes and benefits.
  
- ! Information for the Household and Income Questionnaires is captured by field interviewers on laptop computers using Computer Assisted Personal Interviewing (CAPI). The average interview lasts for an hour and a half.

- ! Expenditure over a two week period is then recorded by respondents in a paper diary. Interviewers call back on the respondents after 3-5 days to ensure that diaries are being completed accurately.
  
- ! At the end of the fortnight the field interviewers return to the household to pick up the diaries. At this stage they attempt to resolve any discrepancies relating to incomplete or ambiguous information.
  
- ! From May 1995 the diaries will be returned direct to the Telephone Unit in Titchfield where they will be booked in and placed in covers. The fact sheets containing key information from the household and income questionnaires will be attached to the covers. The cases will then be passed to editors in Titchfield for keying and, in 10% of cases, verification.
  
- ! Keyed diaries are sent to FES Field Office, London, for editing of the Household and Income Questionnaires. Cases are usually sent on Thursday.

## 2. Layout of paper diary pages

Adults (those aged 16 and over) use a paper diary in which different types of expenditure are recorded in separate sections. The layout of diaries for children aged 7-15 is much simpler: items are not categorized by type of expenditure.

*The layout of adult diaries is as follows:*

*Left hand pages*

- 1 Food and drink brought home  
*(including alcohol brought home; excluding take aways)*
- 2 Take away meals and snacks **eaten at home**  
*(includes take aways delivered and meals on wheels)*

*Right hand pages*

- 3 Food from catering establishments including meals, snacks and drinks bought and consumed **away from home:**
  - 3A those bought at work or at school and whether hot or cold  
*(including school dinner money)*
  - 3B those bought at a cafe, restaurant, hotel, pub, and other catering establishments by where consumed and whether hot or cold
  - 3C those bought at a shop, kiosk and other non-catering outlet, and whether hot or cold  
*(including confectionery, ice cream and soft drinks which need to be separately coded)*

*(The amount of detail required for the take away meals and meals out is partly to allow comparison of data with estimates from the National Food Survey.)*

- 4 Regular purchases  
*(this includes newspapers, cigarettes, stamps, stationery, cosmetics, toiletries)*
- 5 Clothing and footwear, by sex and, if under 16, age.
- 6 Any other payments including petrol, parking and other motoring expenses; bus and rail fares; household bills; day trips, entertainment, household and leisure goods, domestic help, hairdressing, baby goods, medicines, presents, charities, etc.



### 3. Responsibility for keying and editing the diaries

- ! The diary input and editing is in CAPI. One editor is responsible for coding and keying monetary amounts. In 10% of cases a second editor will verify the monetary values. The cases to be verified are determined by supervisors and will be selected using a program called PICK (see separate instructions).
- ! The first editor is responsible for keying the monetary amounts, including refunds, from the paper diary into the Blaise questionnaire.
- ! The expenditure item codes are selected by the first editor using computer-assisted coding. Most items will be coded from a coding dictionary; but take away food and meals bought/ consumed away from home and all alcohol items **must** be coded using the hierarchical coding frame.
- ! In 10% of cases a second editor is responsible for re-keying the monetary amounts in order to verify accuracy of the initial keying.
- ! The **first** editor also runs range checks for improbably large amounts, and on the paper diary identifies codes which replicate household expenditure items.
- ! Accuracy is of paramount importance. If you are uncertain about any aspect of keying or verification, or have doubts about the veracity of information on the paper diary, please discuss with your supervisor immediately: do not guess.
- ! Any problems with keying or editing the paper diary should be referred by a supervisor to the FES team in London:  
The contacts are:  

Procedure/technical problems:	<b>FES Research</b> Bob Sullivan (ext 2190)
Coding advice/ Currency conversion:	<b>FES Field (editing)</b> Lynne Rhodes (ext 2395)
Flow of cases/ persistent coding problems:	<b>FES Field Officer</b> Chris Goodger (ext 2306)

## 4. Keying instructions

### 4.1 Accessing case and keying serial number

**Editor 1** should take these steps:

! Ensure that the serial number on the hard cover and the fact sheet agrees with the number in the Interviewer Use box on the front page of the paper diary. If it does not, refer to supervisor.

! Follow local instructions for getting to the Blaise menu.

! On the menu screen select **<Examine form>**.

! This will bring up a screen with four variables which are the complete serial number for the case:

AreaNum (this is the quota number)  
AddrNum (this is the address number within the quota)  
HHNum (this is the household number at the address)  
PerNum (this is the number of the person within the household)

! You are then ready to enter the serial number. Please do this **very carefully** as any errors may lead to a lot of additional work for both SCB and editing staff.

! Enter the number shown in the area box on the paper diary at **AreaNum** on the Blaise diary.

! Enter the number in the Ser box on the paper diary at **AddrNum** on the Blaise diary.

! Enter the number in the Hld box on the paper diary at **HHNum** on the Blaise diary. This number will usually be 1 and should not be greater than 3. If the number shown on the paper diary is 0 check with supervisor (it will usually mean that the number should be keyed as 1).

! Enter the number in the Per box on the paper diary at **PerNum** on the Blaise diary. For adults the number will be 1-10, for those under 16 the number will be 11-20. Take **extra** care when keying the person number because you will be routed to different questions depending on whether an adult or a child's person number is keyed.

! If you have entered a serial number which is not on the database a message will come up **"Key not found"**. Contact your supervisor who will ring London for advice.

! If you have entered a correct serial number additional questions will appear on screen:

PABEd1 (this is the first editor's number)  
PABEd2 (this is the second editor's number)  
CheckMel (this is for running the range checks)  
IntBox (this is routed on under 16 diaries only)

PAB\_DONE (this indicates the current status of the case)

- ! At **PABEd1** enter your own interviewer authority number (numbers outside the range 4000-4999 will not be accepted).
- ! Leave **PABEd2** blank by pressing the Enter/Return key.
- ! At **CheckMe1** you will be asked if you want checks switched on. Code 2 (no) at this stage, but remember you **must** run the checks before signing off the case.
- ! At **CheckMe1** an error message will appear. Suppress this (Shift + F3) at this stage.
- ! **IntBox** will be routed if you are working on a diary of a 7-15 year old (ie if you have keyed 11-20 at **PerNum**). Look at the back cover of the child's diary to check whether the number "1" has been ringed at the top of the page - if it has, the field interviewer should have made a note to the effect that they believe that the child's usual pattern of expenditure was altered because they were actually keeping a diary.  
  
Whether or not there is a note, if the number "1" is ringed code 1 at **IntBox** and attach a query slip to the outside of the hard file cover to bring it to the attention of London editors.
- ! **PAB\_DONE** should be coded 2 (no) at this stage. **PAB\_DONE** must never be coded 1 (yes) until initial coding has been completed. On completion of coding, editor 1 should return to **CheckMe**, re-code this to 1 (yes) and run the edit checks by pressing END (see 4.5 below). When these have been run and resolved return to **PAB\_DONE** and code 1 (yes), or 5, 6 or 7 (if nil expenditure).

#### **4.2 Accessing diary using F5**

**This procedure should be used only if agreed with your supervisor.**

- ! Instead of keying the serial number it is possible to select the diary form from a list of serial numbers using the F5 key.
- ! Go into <Examine form> as above.
- ! When the serial number block appears hit F5.
- ! A list of serial numbers will appear. The numbers are made up of Area, Ser, Hld and Per Nos.
- ! The layout of the numbers can be quite confusing. A leading zero appears as a blank except for the Hld field which is always one digit; and there is no clear space between the various sub-fields. So the serial number which appears on the paper diary as 1519 (for Area) 16 (for Ser) 01 (for Hld) and 01 (for Per) will be shown on the Blaise list as 1519161 1.
- ! To select the number you want move the cursor to it and press ENTER. The diary will appear with the serial number completed.
- ! From **PABEd1** proceed as above.

### 4.3 Keying expenditure items: general procedures

Detailed notes about incomplete and unclear data are covered in section 6.

! Every row of the diary starts by you entering the diary day (1-14)

! You must press ENTER to confirm any answer **unless** the answer completely fills the answer field, in which case you will jump to the next question. If you accidentally press ENTER after one of these answers, you will jump too far. If you think this has happened, arrow up to check that the previous question has been filled.

! We must not have any empty rows in between filled rows in the Blaise diary. If you miss a row completely it is acceptable to fill it in using information from later in the paper diary, preferably from the same day, but if this is not possible from a later day (in which case the correct number must be entered at the variable **Day**).

If you have to do this write a clear note in red ink on the paper diary at the point where the transferred item has been keyed to ensure that the verifying editor does not key items out of sequence.

! Generally, if you key anything into the Blaise diary out of sequence to the paper diary it is **essential** that you make a clear note or amendment on the paper diary so that the verifier knows what you have done.

! If a paper diary entry needs to be amended, it should be crossed through in red and re-written, in red. Do not use Tippex or pencil.

! Specific points about completing questions on the Blaise diary are covered below. If anything is not satisfactorily covered or you are in any doubt about procedures, please check with your supervisor.

### 4.4 Where and how to key expenditure information

#### Variables (questions) on the Blaise questionnaire

<b>Day</b>	This is where the day of payment is entered.
<b>KeyText</b>	This is where the description of the item is entered and computer-assisted coding is used to assign the correct expenditure code.
<b>Paid1</b>	This is where the amount paid for the item is keyed.
<b>Credit</b>	This records whether an item was paid for with a credit, charge, shop or store card.
<b>Qualif</b>	This is used to identify goods consumed by shopkeepers or farmers from their own business, and non-business refundable expenditure, such as informal payment of bus fares and meals out.
<b>ChildD</b>	This is routed only on adult diaries (ie if PerNum is keyed 1-10) and only if the codes for school meals, state school travel or pocket money are selected. The field is coded if money is being

given to a child in the household who is keeping a diary.

**Refnd1** This codes the amount of expenditure, if any, that is refunded for business purposes. The field is also used by London editors for abatement (reduction or deletion) of amounts because of information recorded in the Household or Income questionnaires.

**Shop** This records where the item was purchased. It applies to most expenditure items, but is not routed for meals out or services (housing costs, utilities, etc.). It is not routed on diaries for those under 16.

**Paid2** These fields are only used by the verifying editor.  
**Refnd2**

### Day

! At this question enter the day in the fortnight that an item is bought, e.g. for a purchase on page 8 of the paper diary you would key 1 at **Day**.

! If there is no purchase for a particular day do not enter a number at Day and do not leave a blank row between filled rows.

### KeyText

! Enter a description of the diary item, eg cooked ham, mens shoes.

! Press ENTER.

! You will be taken into the computer-assisted coding (CAC) box.

### Using the coding dictionary

! For certain types of purchase you may then access the coding dictionary to get a match for what you have keyed by pressing F1.

The best match may be the answer the cursor alights on. However, there may be a better match among other answers close by - if so, move the cursor to this. When you have chosen the correct match press ENTER.

! At the foot of the CAC box a 6 digit code will appear with a broad classification of the type of expenditure that you have selected. It is important that you check this as some words may be classified under more than one expenditure heading, eg "nuts" may be food, materials for home maintenance ("nuts and bolts"), or even coal.

! If you are satisfied that your coding choice is correct press ENTER. The code will automatically be entered in the second **KeyText** box.

### **Wrong code selected**

! If, after selecting the code you realize that you have described the item wrongly and therefore

picked the wrong code:

Return to the KeyText field containing the code and press the SPACEBAR once. This will delete the code and return you to the hierarchical coding frame top level. To edit the text description press F2; this will place the cursor against the word "description" at the foot of the CAC box. Key in the correct description, then press ENTER, then F1 to find a correct match.

### KeyText (continued)

#### **Incomplete code**

! Occasionally, if you mis-key, you may see this message at the foot of the CAC box:

< Incomplete code OK? Y/N >

**Always key N (no). An incomplete code is never acceptable.**

If you are unsure how to proceed, refer to your supervisor immediately.

! **The coding dictionary (F1) may be used for the following types of expenditure ONLY:**

Those in sections 1 on the left hand page and sections 4, 5 and 6 on the right hand page of the paper diary, viz.

1. Food and drink brought home (except alcohol)
4. Regular purchases
5. Clothing and footwear
6. Any other payments today

**The coding dictionary MUST NOT be used to code items in sections 2 and 3 of the adult paper diary, or items identified as school meals or hot or cold meals/snacks on a child's diary.**

#### Using the hierarchical coding frame

! On an adult diary, take away meals (section 2 of paper diary) and food and drink bought and consumed away from home (sections 3A, 3B and 3C) must be coded using the hierarchical coding frame. You should also use the hierarchical coding for any alcoholic drinks in section 1 or 3.

! Hierarchical coding may also be used to assign a code for an item in any other section which cannot be found using dictionary coding.

! With hierarchical coding, when the CAC box comes up, you code from this instead of hitting F1.

### KeyText (continued)

! There are three levels of codes. The first is the broad area of expenditure (e.g. 03 for food); the second is the sub-category of expenditure (e.g. 03.12 for take away meals eaten at home); the third is the detailed individual code (e.g. 03.12.01 for hot take away meals eaten at home). Occasionally, not all hierarchical codes at one level will appear on the same screen; use PageDown to access the continuation screen.

! In adult diaries (PerNum 1-10) for items in section 2 and 3 of the paper diary, type 03 for food. This will bring you to the second level of codes. Type second level codes as follows:

Item	Category	Second level code
2	Take away meals eaten at home	12
3A	Meals bought at work, school	13
3B	Meals bought at catering establishment	14
3C	Meals bought at shop/other outlet	15

! After keying the second level code you will be taken to the third level. Enter the correct third level code. Check that the full six number code at the foot of the CAC box is correct. For example, a hot take away meal eaten at home should be code 03.12.01. If you are satisfied that the code is correct press ENTER.

### Using the hierarchical coding frame (cont)

! With alcohol the key distinction is between alcohol bought at off-licensed premises and alcohol which is both bought and consumed on licensed premises. Alcohol brought home will be in section 1 of the paper diary, alcohol consumed away from home will be in section 3A or 3C.

#### ! **Children's diaries**

The following items in children's diaries must be coded hierarchically:

school meals	03.16.01
hot meal/snack away from home	03.16.02
cold meal/snack away from home	03.16.03

If it is not clear whether a meal is at school or not, a decision should be made based on whether it is a school day and the price.

Items such as ice creams, sweets and soft drinks should not be coded 03.16 but should be coded using the dictionary (F1).

Adult codes 03.12, 03.13, 03.14 and 03.15 must not be used in children's diaries.

! If, before pressing ENTER, you find that you have selected the wrong code you can return to the higher level codes by pressing the BACKSPACE key, and then select the correct code.

### Items in the wrong place

- ! Respondents sometimes put items in the wrong section of the paper diary. This is only really a problem if the item needs to be coded hierarchically, ie for take aways and meals away from home. Items in those categories should be clearly transferred to the appropriate place on the paper diary. Other items do not need to be transferred.
  
- ! To avoid keying and verification problems, you are advised to check each page of the paper diary for correct placing of items **before** you start keying that day.

### KeyText (continued)

#### No expenditure

- ! Occasionally there will be no expenditure at all perhaps because a partner is housebound and the other pays for everything; or a child who is keeping a diary doesn't actually spend anything.
  
- ! Check page 42 of the paper diary to see if the interviewer has explained the circumstances. If there is no explanation refer to your supervisor, who should contact Research in London for advice if necessary.
  
- ! If you have a diary with nil expenditure don't key anything on the main diary pages but go back to **PAB\_DONE** and code 5 "Nil expenditure".
  
- ! Sometimes there will be no expenditure either in Week 1 (days 1-7) or Week 2 (days 8-14). In this case, key the expenditure in the usual way. On completion return to **PAB\_DONE** and code either 6 (Nil expenditure Week 1) or 7 (Nil expenditure Week 2).

#### Inadequately described items

Instructions for these are covered in section 6.

### Paid1

- ! Enter the payment shown in the "amount paid" column for the item in Paid1. The amount should be entered in pence, eg ,52.30 should be keyed as 5230.
  
- ! If there is a doubt as to whether the amounts recorded are ,s or pence, refer to your supervisor.
  
- ! Check whether money spent abroad is in , sterling or foreign currency. If it is the latter, you will need to ring Lynne Rhodes (ext 2395) who will work out the conversion to , sterling. Do **not** key any amount that is in foreign currency, until this has been converted to , sterling.
  
- ! If the amount paid is missing, refer to your supervisor.
  
- ! You may find a case where a till roll has been attached to the paper diary but items have not been transferred to the diary pages. From April 1995 this will be acceptable but **only** if there is sufficient



detail to identify the exact type of purchase, the date of purchase, the shop, the amount and whether a credit card was used. Till receipts with insufficient detail should be referred to your supervisor who will arrange for the case to be returned to the field interviewer.

### Credit

- ! Check the column headed "CREDIT" on the paper diary to see whether the item was bought with a credit, charge, shop or store card.
- ! If the number 3 is ringed against the item in the paper diary, key 1 at **Credit**; if not key **5 (no)**.
- ! If there is any indication that the item was purchased with a **debit card**, such as Barclays Connect or Switch, code 5, not 1.

### Qualif

- ! This question is used to identify self-supply items, ie those obtained from a self-employed respondent's own business, and non-business refundable expenditure.
- ! Code 1 should be used where the words "own shop" or "own farm" have been entered against the item to indicate that a shopkeeper or farmer consumed items from his or her own business but did not actually pay out any cash.
- ! Code 2 should be used for items which have been or will be refunded, but for informal rather than business reasons.  
  
Examples include payments for meals, snacks, tea clubs, fares and other expenses by a respondent which are to be refunded by someone who is not an employer and which a self-employed person is not claiming against income tax.
- ! Code 2 should also be used for items which are acquired on account, e.g. monthly accounts, grocery accounts, but where the account itself is not paid during the fortnight.
- ! If in doubt whether the refund is for business or not, contact Field or Research (ext 2395 or 2190).
- ! If neither code 1 or 2 applies, leave the field empty by keying ENTER.

### ChildD

- ! This will be routed only if you are in an adult diary and if you have selected pocket money (14.03.01), school dinner money (03.13.02) or school travel (11.02.10) at **KeyText**. Field interviewers have been instructed to enter the letter "D" in an adult diary if any of these items are being given to a child in the household aged 7-15 who is keeping a diary. If "D" is not entered look at the fact sheet to see if the child is keeping a diary.

If the money is given to a child keeping a diary key 1 (yes) at ChildD; otherwise press ENTER.

### Refnd1

- ! These questions cover refunds of **business expenditure**.  
The FES excludes business expenditure, so this needs to be identified in the diary.
  
- ! If there is a item entered in the REFUNDS column of the paper diary, check first whether this is non-business, i.e. is it an informal refund which should be entered at **Qualif**?  
If it should, enter at **Qualif**, delete from the REFUND column on the paper diary and make a note to inform the verifier.
  
- ! Insurance claims and local authority grants are not business expenses. If these are mentioned, accept the amount at **Paid1** but do not enter at **Refnd1**. Delete these from the refund column of the paper diary if shown there.
  
- ! If the item seems to be a legitimate business expense, enter the amount refunded at **Refnd1**.
  
- ! If there is no business expenditure, simply press ENTER.
  
- ! This field is also used by editors in London if diary items have to be abated because of information in the Household or Income questionnaires.
  
- ! Detailed instructions for abatements by London editors are covered in section 7.

### Shop

- ! This question allows RPI to compare expenditure patterns at major stores with those at smaller outlets.
  
- ! This question is now routed for most expenditure items but not for take-away meals, meals consumed away from home or services.
  
- ! Check the name of the shop entered by the respondent. If it is on the shop card list of codes, select the appropriate code number.

- 5 Aldi
- 6 Argos
- 7 Asda
- 8 B & Q
- 9 Bainbridge
- 10 British Home Stores
- 11 Bonds
- 12 Boots
- 13 British Gas (showrooms)
- 14 Budgens
- 15 Burton
- 16 C & A
- 17 Caley's
- 18 Cole Brothers
- 19 Coop
- 20 David Gregg
- 21 Debenhams
- 22 Dixons
- 23 Dorothy Perkins
- 24 Farmfoods

25 Food Giant  
26 Gateway  
27 George Henry Lee  
28 Granada  
29 Heelas  
30 Iceland  
31 Jessop  
32 John Lewis  
33 Knight & Lee  
34 KwikSave  
35 Leos  
36 Littlewoods  
37 Lo-cost  
38 Marks and Spencer  
39 MFI  
40 Morrisons  
41 Mothercare  
42 Netto  
43 Normans Superwarehouse  
44 Pioneer  
45 Peter Jones  
46 Presto  
47 Robert Sayle  
48 Safeway  
49 Sainsburys  
50 Savacentre  
51 Shoprite  
52 Somerfield  
53 Superdrug  
54 Tesco  
55 Threshers  
56 Trewins  
57 Tyrrell & Green  
58 Victoria Wine  
59 Waitrose  
60 WH Smith  
61 William Low  
62 Woolworths  
63 Stewarts (NI only)  
64 Wellworth (NI only)  
65 Car boot sale  
66 Do-It-All  
67 Homebase  
68 Index  
69 Texas  
70 Charity Shop  
71 Jumble Sale

! If the description is local shop, market, milkman, or similar  
code 2 (no).

! If the respondent has failed to record the point of purchase check  
where these items are usually bought and code accordingly. If this is  
unclear, code 2 (no).

### AnyMore (and running out of space)

- ! The Blaise diary allows for 249 separate items, split into 3 blocks of 83 rows. If you key more than 83 items, you will come to a question called **AnyMore** asking whether there are more items to enter. If there are, code 1 and you will reach the next block (where rows are numbered B1-83). If there are more than 166 entries you will come to another AnyMore question which if coded 1 will bring you to block C (rows numbered C1-83).
  
- ! If you have more than 249 separate items in the paper diary, you will have no more rows in the Blaise diary. This will not happen often, but if it does, contact your supervisor who will ring London for advice.

### AnyInt AnyWin

- ! When all expenditure for each day of the paper diary has been keyed Editor 1 will need to key any interest on credit cards or winnings shown on page 38 of the paper diary.
  
- ! Check page 38 to see if interest or winnings is recorded. If there are no entries return to **CheckMe** to run range checks.
  
- ! If there is an entry on page 38 you will need to jump to the tables for interest and/or winnings on the Blaise questionnaire.
  
- ! After keying the final diary purchase press Ctrl-F1. **"Question number?"** will appear at the bottom of the screen. Key 1, then press ENTER twice. This will take the cursor to the question **AnyInt**.

### AnyInt

- ! If any interest on credit card accounts is shown on page 38 of the paper diary, key 1 at **AnyInt**. Use a separate row for each interest payment. If there is no interest page down to **AnyWin** if there are winnings; otherwise save the case by pressing Ctrl+ENTER.

### PayInt

- ! If AnyInt is coded 1 enter the amount of interest at PayInt.

### IntCod

- ! The computer will assign the correct code.

### AnyWin

- ! After completing AnyInt/PayInt PAGE DOWN (PgDn) to AnyWin. If any winnings from betting are shown on page 38 of the paper diary key 1 at AnyWin. Use a separate row for each type of winnings.

### PayWin

! If AnyWin is coded 1 enter the amount of winnings at PayWin.

### WinTyp

! Enter the following codes at WinTyp:

- ! 1 if from football pools
- ! 2 if from bingo
- ! 3 if from lotteries (except National Lottery)
- ! 4 if from bookmaker, sweepstakes, other betting.
- ! 5 if from National Lottery weekly draw
- ! 6 if from Irish Lottery (this will be rare and will only apply in a few Northern Ireland cases)
- ! 7 if from National Lottery scratchcards/instant

### WinCod

! The computer will assign the correct code.

### 4.5 Running checks

! When all diary entries have been keyed, including those on page 38, Editor 1 should return to the serial number screen and run the **CheckMe** checks by re-coding CheckMe to 1(yes) and pressing the END key.

! Various checks on monetary ranges or accuracy of expenditure codes may be generated.

#### Range checks

! There are range checks on most monetary values. Although the ranges are fairly broad, checks may come up if an unusually large amount is keyed for an item. Any item less than ,0.10p will also be checked.

! The standard wording of the check is  
< **Should cost between ,x and ,y** >.

! Look at the amounts that have been keyed and check these against the paper diary. Is the amount likely to be correct? For example, did the respondent have a big monthly shop or were goods being purchased for a wedding or party?

! If the amount is correct, suppress the check and note on your error sheet that you have done so.

! If the amount seems improbable, refer to your supervisor, who should contact Bob Sullivan (ext 2190) or Lynne Rhodes (ext 2395) who may decide to query the amount with the field interviewer.

#### Expenditure code checks

- ! Certain codes are checked because the main source of data for these is the Household Questionnaire. The codes checked include rent, mortgages, insurances, water charges, council tax, telephone and fuel, vehicles, credit payments and educational courses.
- ! If these are mentioned in the diary it is necessary to flag these so that a London editor can check whether corresponding amounts are recorded in the Household Questionnaire.
- ! The check reads  

```
< IF KEYTEXT = RESPONSE
Flag entry in paper diary and
check for entry in Household Questionnaire >
```
- ! If you encounter this check, note which line of the diary it relates to and the item covered. On the paper diary place an adhesive sticker at the top of the appropriate page to enable a London editor to cross check the entry with the Household Questionnaire.
- ! Then suppress the check.

#### 4.6 PAB\_DONE and Saving diary form

- ! When the checks have been run, the PAB\_DONE code should be changed to 1, 5, 6 or 7, depending on whether there is expenditure recorded each week.
- ! Key Ctrl+ENTER to save the form.
- ! A screen will appear with two options:

```
< Stay in questionnaire >
< Exit via Admin block >
```
- ! If you need to stay in the questionnaire to check something, select the first option and you will be taken back to the serial number screen for the case.
- ! Otherwise select the second option. You will then see the message

```
< End of questionnaire reached
Stop interview? Y/N >
```

Select Y (yes).
- ! You will then be taken to the serial number of the next case on the database. Do **not** go into this case unless it is the one you are due to work on next. Usually, you will have to key in the serial number of your next case (the number on screen will be overwritten when you start keying).
- ! Before starting work on another case write your own authority number and date on the line "CODER" which is half way down on the front of the hard diary cover.
- ! To return to the main diary menu at this stage press ESC. The main menu will appear: at this you should select Exit.

## 5. Verification instructions

### 5.1 Verification: general procedures

- ! Verification must be not be carried out by the same editor who did the keying. 10% of all cases must be verified. The criteria for selecting cases for verification are determined by the supervisors and will be changed each month.
- ! There is now one stage of verification. This is a check on the keying of the monetary amounts and involves re-keying all amounts and refunds.
- ! Any discrepancies found when verifying must be resolved with your supervisor.
- ! Any errors made by the first keyer must be noted on an error sheet which will be supplied by your supervisor. The numbers of errors on the sheets should be reported to Research in London at the end of each week.

### 5.2 Verification of monetary amounts

- ! Editor 2 should call up the case (see section 4.1)
- ! Arrow to the question **PABEd2** and enter your authority number.
- ! At **CheckMe1** code 2 and suppress the error that comes up (SHIFT+F3). The CheckMe checks should have been carried out by editor 1.
- ! **PAB\_DONE** should be re-coded 2 (No) until verification is completed.
- ! On the first diary line arrow across to **Paid2**, which should be empty. If it is already filled, refer to supervisor.
- ! Begin re-keying the amount paid for each item in the paper diary in the **Paid2** field.
- ! Also, re-key any amount in the REFUND column on the paper diary in the **Refnd2** field.
- ! Check the paper diary carefully for any notes made by editor 1 which indicate that amounts have been keyed out of sequence or are different to the amount originally recorded.
- ! If the amount you key differs from what was keyed first time, an error message will appear.
- ! Check in the paper diary which is the correct amount, take the cursor to the question shown in the error message which is incorrect (either **Paid1** or **Paid2**, or **Refnd1** or **Refnd2**), press ENTER and then amend the erroneous figure.
- ! Items wrongly keyed by editor 1 should be noted on a separate error sheet.
- ! If an item was completely missed by editor 1, enter the item on the

next vacant row under the correct **Day**. You will have to complete all fields for the item including the CAC field and the verification. Make a note of the omission on your error sheet.

! On completing the main diary verification, check whether there are entries on page 38 of the paper diary for credit card interest or winnings. If there are entries, jump to the table **AnyInt** (Ctrl+F1, key 1, then ENTER twice) and PageDown to **AnyWin** to ensure details have been recorded. If page 38 data have not been recorded, key them and note the omission on your error sheet.

! You should then press HOME to return to the serial number screen.

### 5.3 Signing off the case

! When verification is completed and all discrepancies resolved return to the serial number screen by pressing HOME.

! Change the code at **PAB\_DONE** to:

1 if there is expenditure in both weeks of the diary

5 if there is no expenditure in either week

6 if there is no expenditure in week 1

7 if there is no expenditure in week 2.

! Save and exit from the case by keying Ctrl+Enter.

! On the front of the hard cover of the diary enter your authority number and the date on the line marked "CHECKER".



## 6. Incomplete information and coding points

This section covers some of the problems you may encounter where information in the paper diary is incomplete or cannot be readily coded to specific codes. Any points not covered here should be raised with your supervisor.

### 6.1 Food and drink brought home

#### Items which have the same expenditure code

- ! If there is one amount covering several items which all have the **same** expenditure code, no action is required, i.e. code the total amount.

#### Items which have different expenditure codes

- ! The action taken will depend on the type of expenditure.
- ! Expenditure code 03.11.11 (food not defined) must **not** be used without the agreement of Research (ext 2190).

#### ! **Grocery accounts**

If a bill for a grocery account is paid during the fortnight and has been itemized on the paper diary, code items separately but delete the total amount (if shown).

If the grocery account is **not paid** during the fortnight any items acquired on such an account should be coded 2 at **Qualif.**

If a non-itemized bill has been paid in the fortnight but the items acquired have not been listed, the case will need to be referred back to the field interviewer.

#### ! **Fruit and vegetables as a single entry**

If fruit and vegetables are given as one total, divide the amount equally between fresh fruit and fresh vegetables.

#### ! **Food and milk tokens**

The **purchase** of a food or milk token should be coded to the appropriate milk or food code. The **use** of a token to buy an item should be **deleted**.

### 6.2 Regular purchases

#### Items which have same expenditure code

- ! If there is one amount covering several items which all have the **same** expenditure code, no action is required, i.e. code the total amount.

#### Items which have different expenditure codes

- ! The following expenditure codes must **not** be used without reference to Research (ext 2190):

07.08.01 Household goods, n.o.s.  
09.07.01 Personal goods, n.o.s.

! If the respondent has not split costs of toiletries and cosmetics, ring Research (ext 2190) or Field (ext 2395) for advice.

### **6.3 Take away meals brought home**

! If the respondent has not ticked whether the meal is hot or cold, code food items as hot and soft drinks as cold unless this is obviously unlikely.

### **6.4 Meals bought and consumed away from home**

#### **Meals bought and consumed at workplace, school**

! This includes purchases at a workplace the respondent is visiting, ie not his own, and should also include subsidized meals for students.

! If "mess bill" is mentioned for someone in HM Forces and food and alcohol have not been separated, allocate 2/3 of the amount to food at workplace and 1/3 to alcohol on licensed premises.

#### **Meals bought and consumed at catering establishment**

! Alcohol bought with a meal out should have been entered separately, eg wine with meal. If it is mentioned as being taken with the meal but the amount has not been split allocate 2/3 to the meal out and 1/3 to alcohol on licensed premises, n.o.s.

If it is not clear whether alcohol is included, refer to supervisor for advice.

### **6.5 Alcohol : round of drinks**

! Round of drinks at pub should be coded as alcohol at licensed premises, n.o.s. (04.02.07).

### **6.6 Private Catering**

! This section covers the codes to be used for catering expenses for weddings, parties, anniversaries, funerals, etc.

Different codes are used for contract catering, catering provided by the household, catering for funerals, etc.

#### **Contract catering**

! Catering by contractors should be coded 08.05.01 **except** for funerals which should be coded to funeral expenses (08.04.08).

#### **Catering provided by the household**

! Catering provided by the household should have been itemized (eg separate amounts for bread, cakes,

champagne, etc.). If expenditure has not been itemized, the case will need to be referred back to the field interviewer.

#### **Cheese and wine and Christmas parties**

! If expenditure has not been itemized, the case will need to be referred back to the field interviewer.

#### **Children's parties**

! If contract catering code 08.05.01; otherwise code 13.01.04.

### **6.7 Clothing and footwear**

! If sex, or age of child under 16, is not given and cannot be deduced the case should be referred back to the field interviewer.

### **6.8 Cash gifts**

#### **Cash gift to person in household**

! Cash gifts to adults - code 14.03.06  
! Pocket money to children under 16 - code 14.03.01  
(NB: this code cannot be used in a child's diary)  
! Wages for au pairs and domestic help (except child care) - code 08.01.01

#### **Cash gift to person outside household**

! If a specific item or present is bought it must be coded to the item. If this is not stated, refer to Research.  
! A cash gift should be coded 14.03.02  
! A gift voucher (purpose not specified) should also be coded 14.03.02.

#### **Informal cash loans**

! Cash loans in the lender's diary should be deleted.  
! A repayment of a cash loan should be coded 14.04.06.

### **6.9 Expenditure abroad**

#### **Definition**

! Abroad includes the Isle of Man, Channel Islands and the Irish Republic.  
! Always check page 42 of the paper diary as, if a holiday was taken, the respondent should have noted:  
- the total amount of money taken away  
- the dates and duration of the holiday.

#### **Business trips**

! Travel and accommodation expenditure should be refunded. If it is

not claimed as a refund, refer to Research for a decision.

#### **Package holiday and accommodation costs**

! Code 13.04.02 for:  
Package holiday deposit and full payment  
Accommodation costs for non-package holidays  
Campsite fees

#### **Timeshares**

! Timeshare purchase and accommodation costs should be coded 13.04.03.

#### **Duty free purchases**

! Duty free purchases in the UK should be coded 13.04.05  
! Duty free purchases abroad should be coded 13.04.04.

#### **Foreign currency or travellers cheques**

! Any amounts of foreign currency must be converted to , sterling. Ring Lynne Rhodes (ext 2395) for advice.  
! The currency and cheques should be coded 13.04.04.  
! Commission on these should be coded 13.04.07.  
! If commission is not given estimate ,2.50 or 1% of the total amount.  
! If the holiday starts **after** record-keeping the total value of the foreign currency and travellers cheques (excluding commission) should be **deleted**.

#### **Money spent abroad**

! Money actually spent abroad, excluding items mentioned above, should be coded 13.04.04.

! If a holiday starts **during** diary keeping but ends **after** the fourteenth day of the diary you will need to apportion the money taken abroad according to the number of days spent abroad in the fortnight.

##### **Example:**

A person takes ,300 in travellers' cheques, leaves the UK on the 9th day of record-keeping and is away for 7 days.

Assume all the money is spent. So average daily expenditure will be ,300 / 7 = ,42.86.

As the respondent is away for 6 days of record-keeping (days 9-14) the amount spent during record-keeping will be 6 x ,42.86 = ,257.16.

! If there is insufficient information to calculate money spent abroad refer to Research.

### **6.10 Vehicles**

### **Vehicle payments**

- ! An outright purchase of a vehicle in the diary should be coded:  
10.01.01 for a new car  
10.01.02 for a second hand car  
10.01.03 for a new or second hand motor cycle
  
- ! A loan instalment payment for a vehicle should be coded 14.04.04.
  
- ! A hire purchase down payment or repayment for a vehicle should be coded 14.04.05.

### **6.11 Mail order payments**

Only payments made to the mail order organization should be entered in the diary. If the cash price of an item obtained through mail order has been entered, it should be deleted. If in doubt, refer to your supervisor.

### **6.12 Any other payments**

#### **Items which have same expenditure code**

- ! If there is one amount covering several items which all have the **same** expenditure code, no action is required, i.e. code the total amount.

#### **Items which have different expenditure codes**

- ! The following expenditure codes must **not** be used without reference to Research (ext 2190):

07.08.01	Household goods, n.o.s.
09.07.01	Personal goods, n.o.s.
14.06.01	Other household expenditure

- ! If there is one amount covering items that have **different** codes, enter items separately and divide the price by the number of items.

### **6.13 Vouchers**

- ! If a voucher used to reduce a bill, all items covered by the voucher should be reduced in proportion to the value of the voucher (assuming that the interviewer or respondent have not already done so). Refer up ambiguous cases.

## 7. Diary procedures for London editors

This section covers linkage and abatement procedures to be carried out by London editors.

The main tasks to be carried out by London editors involving the diary are:

- ! to resolve any outstanding coding queries
- ! to ensure that household expenditure codes in the diary have equivalent entries in the Household questionnaire
- ! to carry out any abatement of diary items because of answers at the business refunds questions in the Household or Income questionnaires.

### **Diary assignment**

A case, including the relevant diaries, will be assigned to London editors by the senior supervisor.

### **Outstanding coding queries**

Titchfield coders will usually have resolved queries with London before sending the case up. But there may be some points which cannot be sorted out until an editor has gone into the Household or Income questionnaires, eg should a child's travel to school be coded as state or private school travel?

These queries will be noted on the front of the paper diary or, occasionally, on the diary pages. The London editor assigned the case must resolve any queries and, if necessary, amend any erroneous diary code.

### **Linkage**

There are a number of checks in the diary on codes which relate to household expenditure items, such as rent, mortgages, insurances, council tax, fuel payments, vehicle expenditure and credit repayments.

The checks warn that if a payment is made in the diary, a corresponding payment would be expected in the household questionnaire. The checks are activated at Titchfield at the **CheckMe** question and are flagged by a Titchfield coder with a red or blue adhesive sticker.

Where such a payment has been flagged the London editor should go into the Household questionnaire to see whether there is an entry at the relevant question. If the diary entry is described as a first payment it may be assumed that there will not be a Household questionnaire entry. If, however, there is a diary entry but no corresponding household payment, and no satisfactory explanation for the discrepancy, the case must be referred up to the supervisor who will decide whether the case should go to Research.

The most frequent examples of discrepancies between diary entries and

corresponding Household questionnaire items are:

Loan, hire purchase and mail order payments in the diary  
without such payments at QLOANS, QHP or QCLUB.

Methods of payment for telephone, electricity or gas in the diary  
different from that in the Household questionnaire.

If you cannot resolve the discrepancy, refer to supervisor, **do not  
guess.**

### **Abatements**

Diary items may be abated because of answers at QREFUNDS in the  
Household Questionnaire, or at c\_EMPJB1.MileAll or d\_Slfjb.SeBusExp in  
the Income Questionnaire.

The purpose is to abate (reduce or delete) diary expenditure so  
that

- ! business refunds from an employer are eliminated from the diary
- ! for self-employed people, expenditure which can be claimed as  
business for tax purposes is eliminated from the diary

The amounts by which you abate will depend on whether this  
is an employer refund (QREFUNDS in the Household questionnaire),  
mileage allowance (c\_EMPJB1.MileAll in the Income questionnaire) or  
self-employed tax claim (d\_Slfjb.SeBusExp in the Income questionnaire).

Specific instructions for the amounts by which to abate are given  
respectively at the instructions for these questions in the Household  
and Income questionnaire instructions.

From April 1995 abatements are carried out at the **Refnd1** question in  
the diary.

## **8. Suggestions and Procedural changes**

- ! As you work on the diary you may see gaps in the coding dictionary where additional codes are required. Suggestions for new dictionary entries should be sent to Bob Sullivan at the end of each week.
- ! If advice is required about specific codes your supervisor should discuss with Lynne Rhodes (ext 2395), or, in her absence, Bob Sullivan (ext 2190).
- ! Specific coding decisions of general interest should be E-mailed by Titchfield to all supervisors in London and Titchfield. Any procedural changes will also be notified by Bob Sullivan on a diary decision form.





Social Survey Division

# Family Expenditure Survey 1996-97

## HOUSEHOLD QUESTIONNAIRE Instructions to Interviewers

## **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.

<b><u>Block</u></b>	<b><u>Question</u></b>	<b><u>Jump No</u></b>
<b>QRents</b>	<b>Rent</b>	<b>1</b>
<b>QMort</b>	<b>OwnType</b>	<b>2</b>
<b>QWater1</b>		<b>WatCon 3</b>
<b>QOstinsFilter</b>		<b>4</b>
<b>QCounTax</b>		<b>CTBand 5</b>
<b>QPension</b>		<b>Filter 6</b>
<b>Qlife</b>	<b>Filter</b>	<b>7</b>
<b>QService</b>		<b>TelePres 8</b>
<b>QVehcile</b>		<b>Filter1 9</b>
<b>QloansaFilter</b>		<b>10</b>
<b>QHP</b>	<b>HPFilt1</b>	<b>11</b>
<b>QImprove</b>		<b>Where 12</b>
<b>QHouseExp</b>		<b>Filter 13</b>
<b>QEdGrant</b>		<b>Filter 14</b>
<b>QRefunds</b>		<b>Filter 15</b>

## PERIOD CODES

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**The standard FES period code question is:**

How long did this cover?  
( enter code )

- |            |                            |             |  |
|------------|----------------------------|-------------|--|
| <b>1 :</b> | <b>One week</b>            | <b>10 :</b> | <b>Ten times a year</b>  |
| <b>2 :</b> | <b>Two weeks</b>           | <b>13 :</b> | <b>Three months/ 13 weeks</b>                                    |
| <b>3 :</b> | <b>Three weeks</b>         | <b>26 :</b> | <b>Six months / 26 weeks</b>                                     |
| <b>4 :</b> | <b>Four weeks</b>          | <b>52 :</b> | <b>One year / 12 months / 52weeks</b>                            |
| <b>5 :</b> | <b>Calender month</b>      | <b>90 :</b> | <b>Less than one week</b>  |
| <b>7 :</b> | <b>Two calender months</b> | <b>95 :</b> | <b>One off/ lump sum<br/>(Explain in a note &lt; Ctrl + F4 )</b> |
| <b>8 :</b> | <b>Eight times a year</b>  |             |  |
| <b>9 :</b> | <b>Nine times a year</b>   | <b>97 :</b> | <b>None of these<br/>( Explain in a note &lt;Ctrl + F4 )</b>     |

You **must** open a note if selecting codes 95 or 97

## **STARTING THE QUESTIONNAIRE**

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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

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### 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.

#### AgeDOB

In order to be able to work out academic year, all aged under 20 are asked for their date of birth.

#### MS

The aim is to obtain legal marital status, irrespective of any *de facto* arrangement. The only qualification to this aim is that you should not probe the answer 'separated'. Should a respondent query the term, explain that it covers any person whose spouse is living elsewhere because of estrangement (whether the separation is legal or not).

A person whose spouse has been working away from home, for example on a contract overseas or in the armed forces, should still be coded as married and living with husband/wife if the separation is not permanent.

If the spouse is not a household member code 2 at **MemHld**.

#### Living

Only respondents who are living with their partner in this household should be coded as living together as a couple.

You may code No without asking if all members of the household are too closely related for any to be living together in a *de facto* marital relationship.

#### R[x]

You may want to introduce this section. A possible introduction is:

AThere are a lot of changes taking place in the make-up of households /families and this section is to help find out what these changes are. I=d like you to tell me the relationship of each member of this household to every other member.@

The section must be asked for all households consisting of more than one person. Please ask in every case. You should **not make assumptions about any relationship**.

Treat relatives of cohabiting members of the household as though the cohabiting couple were married, unless the couple are a same sex couple. That is the mother of a partner is coded as mother-in-law. For same sex cohabiting couples the mother of a partner should be coded as >no relation=. Other relatives include cousins, nieces, nephews, aunts and uncles.

You should probe on this question, but be sensitive. It may be that someone described as a >son= or >brother= earlier is actually a stepson or half-brother. Where possible, we want to know the true relationship. If you have doubts about any relationship, record as much information as possible to allow changes to coding later if appropriate.

Half-brothers/sisters should be coded with step-brothers/sisters.

## **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. Students on sandwich courses

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

3. Full-time students who are also working

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 establishment the following term. S/he needs 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.

### State Schools

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.

### 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. Code 2 should also be used if a household member is incapable of completing a diary because they are mentally or physically handicapped.

**An income questionnaire must be completed for all absent spenders.**

Make notes about difficulties in obtaining proxy information.



## **TABLES: ETHAD, ETHCHILD**

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### **Ethnic origin**

We need to know what ethnic group the respondent thinks he or she is in (or if you are taking proxy information), what group the respondent thinks another household member is in). Never attempt any judgement of your own.

## BLOCK: HHC

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### 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 for **TypeEd**.

## BLOCK: QADDRESS

---

### Accommodation

**AcomType HseType FlatType OthAcTyp**

The description of the accommodation should refer only to the 'space' **used by the household**. If the household occupies a flat in a converted house AcomType and FlatType should both be coded 2.

A semi-detached house is one of a **pair** which are joined together. A house at the end of a terrace must be coded 3 at HseType even if there are only three houses in the terrace.

Houses which are joined only by a garage (link detached) should be coded detached at AcomType.

### LtResYrs

Note that the question relates to address rather than place. It may be possible that an individual is living at a different address from 12 months ago but is living in the same town and county.

## Rooms

### Rooms

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.

### BusRoom

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

## BLOCK: QTENURE

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### Type of tenure

#### **HHolder**

Code the person numbers of each adult in whose name the accommodation is owned or rented (either solely or jointly).

#### **Ownrent**

This question is asking for the formal legal tenure of the HOH's household. If, for example, the HOH is a widow living in a house bought by her son (in his name) who is living elsewhere, she should be coded as living rent-free even though she may regard herself as an owner-occupier. Similarly, a household which is paying a contribution to upkeep but not a formal rent should be coded as rent-free. This could arise, for example, if a parent lived in a granny-flat as a separate household but paid a contribution to general expenses.

#### ***Owners***

Only code people as mortgagors if they have a mortgage for buying their home. Some people who have paid off their mortgage and are effectively outright owners make an arrangement with the lender to continue to pay a small amount of 'mortgage' as payment for the lender for keeping the deeds. They should be coded as outright owners.

People who own their home with a lease are counted as owners. It does not matter that they pay ground rent.

#### ***Shared owners***

Shared ownership means paying partly for a mortgage and partly rent so that, if the person moves, he/she will get some of the proceeds from the sale of the property, according to how much of the original cost has been paid off. Include people who have paid off the mortgage portion. Owners who pay a service charge should be counted as owners, not shared owners.

#### ***Rent free***

People who live rent free do not always regard themselves as doing so care is needed in dealing with such cases.

The following types of case have caused problems: The correct coding is in brackets:

- Someone living in a Agranny flat@ owned by her son in his name (*private renter living rent-free*)
- Someone living in the property of a deceased partner which is held in trust

*(private renter living rent free)*

- A divorced/separated woman living in the house owned solely by her ex-partner who no longer lives there (*rent free if owned only in partner=s name; owner if the house is owned in the name of both partners*).

Sometimes informants think they live rent-free when they do not e.g. people on full benefit who do not pay any rent to the landlord themselves because housing benefit is paid directly by the DSS (*rent*).

### ***tied accommodation***

People in tied accommodation should be coded here as renters (code 4) or rent-free (code 5), depending on whether they pay any rent. This group includes people whose accommodation goes with their job e.g. Church of England ministers, caretakers, army personnel, council tenants whose accommodation goes with their job, some farmers. People in tied accommodation are classified as private renters, irrespective of who they are renting from.

### ***Unusual schemes/arrangements***

**Co-ownership**: this is the joint ownership of residential properties (e.g. blocks of flats) by a group of people who have formed a registered co-ownership society. These schemes started in the 1970s but new legislation was passed in the 1980s so that there should not be any more.

Housing co-operatives: code as renting from a housing association (code 4 here, and code 2 at *Who is your landlord?* below).

**Housing Action Trusts**: these are set up by local authorities and the properties rented are still owned by local authorities; their tenants are renting from a local authority.

**Rents to Mortgages scheme**: these are schemes available to council tenants whereby a tenant has the right to buy a share of their home for roughly the same price as the rent. These should be coded as Shared Owners at OwnRent and 'local authority' at type of landlord (below).

**Private Sector Leasing** : the Council leases private property for several years and lets it out to tenants. The landlord is the immediate landlord which is the local authority.

**Home Income Plans and Retirement Home Plans** : these are where outright owners raise a loan on the security of the house for a regular income. They should be coded as outright owners.

**Schemes for Mortgage defaulters** : In these cases the property reverts to the lender and a rent is paid instead of a mortgage. These should be coded

as renters.

## **Landlord**

Note that you should use the first code that applies. For example, the informant may rent from a local authority which is his/her employer. In this case, use code 1 whether or not the accommodation is tied to the job.

Code 1 (local authority) includes people renting from Housing Action Trusts

Use code 5 only if the informant and landlord were friends before they were tenant and landlord, not if they have become friendly since.

If property is let through an agent, the questions refers to the owner not the agent. If the informant does not know who the landlord is, use code 7 (other private individual) rather than coding 'Don't know'.

## **Furnish**

Use code 1 if the accommodation has the basic necessities, even if the informant thinks that the furniture is inadequate. Use code 2 if there was some furniture provided (eg carpets and curtains) but not the basic necessities - you will need to probe to establish this.

## 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 or Housing Benefit.

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.

#### Rentday

Rent holidays are weeks, usually holiday periods, when no rent is due. To allow for this the year's rent is divided into 48, 49 or 50 instalments instead of 52.

#### HBenefit

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.

If a 100% rent rebate/Housing Benefit is received but water/sewerage rates and other services are *paid separately* (i.e. not included in the gross rent charge), then the amount here should be zero.

### **HBStmt**

If a statement from the Council about Housing Benefit is available then you are routed to a series of questions which asks for amounts for services to be recorded from the statement. If no statement is available or Housing Benefit is not received then informants are asked about services that are included in the rent.

### **ServAmt**

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

## **BLOCKS: QNIRT/QRATES**

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### **Northern Ireland Rates Questions**

#### **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.

## **BLOCK: QCHARGES**

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### **Other Accommodation Charges**

Code 8 (any other regular payments) includes mooring fees for houseboats.

Exclude road charges (include in diary if paid during record keeping).

# BLOCK: QMORT

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## Mortgages

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

### 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 obtained 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.

If a respondent has remortgaged and topped up the original loan, code 1 (remortgage), answer Lender, MortType and MortLen in respect of the remortgage, and Mortleft as the amount outstanding on all mortgages for purchase including top-ups.

## **Lender**

Code 3:           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.

The current status of the lender should be recorded. Thus a building society which has become a bank should be coded 2. If you are unsure about current status open a note.

## **Discount**

This question enables ONSto 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. Details of the pension contributions should also be entered at QPENSION.

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.

## **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.

If the respondent states that the mortgage was *Acarried over@* from a previous property, do not enter the year the mortgage was originally taken out on the previous property. Technically as mortgages are secured on a specific property the old mortgage will have been paid off and a new mortgage started.

## **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 **both QMORT.MenPolam and 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. The questions are routed for cohabitants. If individual contributions vary, enter the last contribution.

### **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 (Mortgage Interest Relief At Source) 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%.

With interest only mortgages the interest payment will have been reduced by any tax relief. With repayment mortgages the reduction will have been on the interest element only.

### **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, this question covers any type of mortgage protection policy. 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, details of 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

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### Structural and contents insurance

**StrIPrem**  
**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 52 is used at **StrIPrem** 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**

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### **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. 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 1995/96 if no payment has yet been made for 1996/97.

## 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 +

If the respondent is personally liable for the council tax (even though they may pay nothing) and does not know the band enter ADon=t Know@. Do not use the respondent=s estimate of the property=s value.

If the accommodation is not separately valued for the council tax, enter "9". In certain accommodation, such as that which is multiply occupied like bedsits, the landlord will be liable for the tax. The landlord may decide to recover some or all of the cost of the tax by increasing rent charges and will not be legally obliged to identify the council tax component. In these situations where the tenant is not personally liable for the tax, use code 9 to indicate that the accommodation that the interview is concerned with is not valued separately for the council tax.

### Appeals

If an appeal is pending, enter the band shown on the original bill.

If a new bill has been received following an appeal, enter the new band shown on the bill.

### 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 is allowed if the property is already in band A.

If the bill was applied to a lower valuation band because disablement relief was allowed, enter the band that would have applied if disablement relief has not been granted.

### **CTAmt**

The payment entered should be the last council tax payment made by the household. In Scotland, this should **include** any amount for domestic water and sewerage charges.

In England and Wales, if the respondent has not paid any tax for any reason enter **0**. Note that in Scotland, however, everyone must pay at least some water and sewerage charge: a status discount may apply to this charge but not council tax benefit.

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 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 CTO 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.

If the respondents have just moved to the address and have not got round to paying it but will be doing so in due course, enter full details in a note.

### **Home check:**

*A home check will be generated if CT0 is coded 3. Record the reason why no tax was paid if this was made known; otherwise your note should simply state "no reason given".*

### **CTAnnual**

At CTAnnual record the full amount payable for the year after any discount or rebate. In Scotland, include the full water and sewerage charges **shown on the annual statement**: these will be before any status discount but we will take account of that in the office edit.

### **CTWatAnn**

In Scotland, at CTWatAnn

#### **Include:**

- ! the annual domestic water charge  
(**before** any status discount)

#### **Exclude:**

- ! the annual domestic sewerage charge

### **CTdisc**

The general council tax assumes two adults per household. If only one adult lives at the address the bill will 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.

In Scotland, if a status discount is allowed on the main council tax, it will also be allowed on the domestic water and sewerage charges.

## **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%; others on low income may receive a smaller rebate.

### **Second adult rebate**

- ! If a liable person's income is too high to qualify for benefit in his or her own right, s/he may 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 will usually be in circumstances where the liable person might otherwise have received a status discount. This type of benefit is called "second adult rebate" and should be included at CTrebate.

*If an appeal has been made :*

Enter the rebate which applied to the amount at **CTamt**.

## **BLOCK: QPENSION**

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### **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 also recorded here.

## **BLOCK: QLIFE**

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### **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 endowment 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.

If any life insurance policy is recorded in the diary check whether it is a first payment. If it is not, ensure that details are entered at QLIFE.



## BLOCK: QMEDINS

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### 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)
- ! insurance covering the repayment of a loan (to be included at **QLOANS/LoanAmt**)

If a medical insurance is recorded in the Diary check whether it is a first payment. If it is not, ensure that details are entered at QMEDINS.

# **BLOCK: QDURABLES**

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## **Consumer durables**

### **Durables**

Include items that are either owned by the household or available for use in the informant's accommodation. Broken items not intended for repair should be **excluded**.

With the exception of telephones, items available for communal use should be included only if they can be used in the informant's accommodation - ie count a shared vacuum cleaner that the informant can use, but ignore a washing machine used in a communal laundry.

Usually the items listed will be easily understood. However, there may be occasions when they need to be precisely defined.

### **Satellite**

Include people who have a satellite receiver and subscribe to one or more satellite channels even if they share a satellite dish with other people.

Exclude people who have a dish but do not use it.

### **Video**

Video-recorder - a machine for recording television programmes from a TV set (in black and white or colour) for playback later, and for replaying pre-recorded video cassettes.

Exclude video-disc machines, which cannot record programmes from a TV set, but only play back pre-recorded video-discs.

### **Freezer**

Deep-freezer - a separate chest or upright cold storage cabinet used for freezing food for long periods of time.

Fridge-freezer - a two-compartment cabinet with separate doors; one compartment is designed for freezing food as in a deep-freezer, the other is an ordinary refrigerator. Do not count as a fridge-freezer the freezing compartment of an ordinary refrigerator.

### **WashMach**

Washing machine - include automatics and twin tubs, but exclude boilers with a hand agitator and separate spin driers.

## **Drier**

Tumble drier - this is a drum which dries by tumbling its contents in a stream of hot air (unlike a spin drier, which merely gets rid of water by spinning); some washing machines have a built-in facility for tumble drying, in which case code 1 for both washing machine and drier, but in most cases tumble driers are separate machines.

## **Telephone**

A shared telephone in a public hallway is to be included only if the household is responsible for paying the account.

## **CdPlay**

Compact Disc Player - this may be a free-standing unit or part of a 'music centre' which has other audio functions as well.

## **Computer**

Home computer - this should:

- ! have a keyboard
- ! be programmable
- ! have to be attached to a display (eg a television screen or a screen made specially for the model)

Include:

- ! home computers and personal computers (eg ACORN BBC, IBM-compatible, APPLE), even if they are only used for playing games
- ! computers owned by self-employed people and used for business purposes.
- ! computers supplied by an employer which is also available for personal use.

Exclude:

- ! video games (not programmable and no keyboard), e.g. Sony play station, SEGA megadrive
- ! computer terminals (used for transmitting and receiving information processed on a remote computer)
- ! programmable calculators (have their own built-in display)
- ! computers supplied by a person's employer for work purposes and not available for personal use.

## **BLOCK: QCHEAT**

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### **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: QSERVICE**

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### **Electricity/ Gas**

**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.

If the respondent has only recently moved to an address and has not paid a bill there, accept details of the last payment at the previous address, and explain in a note.

**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: QTV

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### Rental of TV, video recorder, satellite dish

#### Person

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

#### TVType

The question covers rental of appliances and subscription to software.

If a payment at code 7 (cable tv including phone) can not be split between the telephone and television components please open a note giving the total amount paid.

#### Exclude

- ! payments for **installation** of a satellite dish
- ! **installation** of cable TV

#### TVLic

If the respondent doesn't know the last payment open a note giving the date when the licence was last renewed.

#### 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: QVEHICLES

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### 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.
- ! hired through the **Motability Scheme**

#### 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**
- Code 4: **Moped** includes scooters, nvalid tricycles

## **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 laon 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.

**Exclude** a vehicle which is:

- ! provided exclusively for company business, i.e. where no private usage is permitted.

**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.

**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 has been 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: HHOLD12/QSERV1/QOTHW**

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### **Vehicle servicing, labour costs**

#### **FiltSr**

This question covers servicing of a vehicle in the last 6 months 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. (The different periods at FiltSr and Servd are at the request of National Accounts.)

#### **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 subscriptions to the AA, RAC, etc.

#### **Exclude**

- ! parts bought and fitted by the respondent  
(covered as part of diary expenditure)

## **BLOCK: QSEASON**

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### **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

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### Credit cards

#### CreditCd

##### 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.

## **BLOCK: QLOANSA/QLOANSB**

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### **Formal loans**

#### **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

#### **Loanamt**

For flexi-loans and continuous credit loans enter the amount of credit that is outstanding at the time of interview or, if this is not available, at the date when the loan was last consolidated.

## 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 be 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:**
- ! 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.

## **Flexi-loans/consolidation loans**

Obtain details of what was obtained with the loan when it was last consolidated. If this cannot be reconciled with the amount at Loanamt, obtain details of what was obtained before the last consolidation. Open notes in complicated cases.

**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.



## AnyMore

LOAN#..

[REMAINING SUM: ,--]

**Did you obtain any further items or services with this loan?**

*Checks are programmed 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 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.

---

## **TABLE: HHOLD12**

---

### **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

## TABLE: 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 ONS.

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.*

## **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.

## **BLOCK: QHOUSEEXP**

---

### **Moving house expenditure**

#### **FeeFilt**

These questions collect data for National Accounts 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 of 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**

---

### **Holidays**

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.

**Include:**

flights covered at the previous questions about holidays.

## **BLOCK: QBANK**

---

### **Bank/building society charges**

#### **Filter**

The purpose of this question is to obtain domestic 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 1995/96 are:

	full year (,)	final year (,)
<b>students living away from home:</b>		
IN LONDON	1695	1240
ELSEWHERE	1385	1010
<b>students living at parental home:</b>	1065	780

## 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.

If leisure classes are recorded in the Diary check if they are first lessons. If they are not, please ensure that they are recorded at this question if any payments made in last 3 months.

---

## **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: QEXPAY**

---

### **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.

**FAMILY EXPENDITURE SURVEY**

Household Questionnaire

Editing Instructions

1996/97

# **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:

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

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.

### **Period codes**

There will be a note on the fact sheet if there are period codes 95 or 97 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	<b>NB</b> StrlVal/PerslVal must be answered
QOSTINS	StrlPrc	<b>NB</b> StrlVal/PerslVal must be answered
QVEHICLE	ListPr	<b>NB</b> Band must be answered
BANK	SrvChgAm	
QEDGRANT	Annval	
QEDGRANT	AnnFees	
QEDGRANT	PaidDir	

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 THE CLIENT EVERY WEEK: IF PABDONE IS ACCIDENTALLY 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.**

## MS

MS covers **legal** marital status. The codes are:

- 1: Single, that is never married
- 2: Married and living with spouse
- 3: Separated
- 4: Divorced
- 5: Widowed

## Living

## MemHld

Those who are married (code 2 at MS) or cohabiting (code 1 at Living) are asked whether their spouse or partner is a household member.

If the spouse/partner is a household member MemHld should be coded 1; if the spouse/partner is not a household member MemHld should be coded 2.

## R

The codes are:

1	Spouse	"Spouse",
2	Cohab	"Cohabitee"
3	Child	"Son/daughter (incl. adopted)"
4	StChild	"Step-son/daughter"
5	FChild	"Foster child"
6	ILChild	"Son-in-law/daughter-in-law"
7	Parent	"Parent"
8	StParent	"Step-parent"
9	FParent	"Foster parent"
10	ILParent	"Parent-in-law"
11	Sib	"Brother/sister (incl. adopted)"
12	StSib	"Step-brother/sister"
13	FSib	"Foster brother/sister"
14	LSib	"Brother/sister-in-law"
15	GChild	"Grand-child"
16	GParent	"Grand-parent"
17	OthRel	"Other relative"
18	NonRel	"Other non-relative"

## TypeEd

The codes are:

- |   |         |  |
|---|---------|--|
| 3 | Special | "STATE special (eg for handicapped children)"  |
| 4 | Second  | "STATE secondary"  |
| 5 | Nonadv  | "STATE non-advanced further education sixth form/tertiary/further education college" |
| 6 | Private | "PRIVATE nursery, primary, preparatory or secondary"                                 |
| 7 | Higher  | "Higher education including university, polytechnic"                                 |

**FtEdChk**  
**TEA**

Those aged 18 or over in full-time education are asked at FTEDChk whether this is the period of education that began in childhood. A soft check will appear if those aged 25 or over say yes.

TEA - terminal age of education (age when education that began in childhood ended) - is now asked additionally of all aged 18 or over (including those currently in full-time education).



## **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. Check the **fact sheet**: two question marks ?? against the IG information indicates that an income record is missing. Such cases **must be referred up**.

Do not delete occupation details in the Income questionnaire for absent spenders unless there is an allowance at **k\_ALF1.AllType (code 1)** in which case refer to **RO** for a **decision**.

## **Foster**

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

## **School**

The codes are:

- 1 No "Not yet attending school (include playgroups here)"
- 2 State "STATE primary, nursery school, play school"
- 3 Special "STATE special (eg for handicapped children)"
- 4 Second "STATE secondary"
- 5 Nonadv "STATE non-advanced/further education/sixth form/tertiary/further education college"
- 6 Private "PRIVATE nursery, primary, preparatory or secondary"
- 7 Higher "Higher education including university, polytechnic"

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.

## **Diarstat (Youth Diaries)**

From April 1995 children between the ages of 7 and 15 have been 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.

## 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 £32.57.

### 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.

## Rentday

If a note indicates that the rent includes arrears **and Rentday** is coded 1, recode **Rentday** 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

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

## HBenAmt

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

If HBenAmt is '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 £32.57.

## HBSmt

If HBSmt is coded 1 (housing benefit statement is consulted), services included in rent are covered at HBServ and HBSerAmt. If HBSmt is coded 2, services are covered at SerIncW and ServAmt.

### **HBServ, SerIncw**

The coding frames are the same except that code 13 at HBServ is none of these whereas at SerIncw it is other services. The codes are:

1	Heating,	
2	Lighting,	
3	HotWat	"Hot water",
4	FuelCook	"Fuel for cooking",
5	Food	"Food, including prepared meals",
6	TVVideo	"TV/Video rental",
7	TVLic	"TV licence fees",
8	Laundry	"Personal laundry",
9	MedExp	"Medical expenses",
10	Nursing	"Nursing and personal care",
11	Transp	"Transport",
12	Contins	"Contents insurance",
13	None	"None of these are shown on statement" (HBSERV)
<i>OR</i>	13	Other "Other services" (SERINCW)

### **HBSeramt, HBSOAmt, SerIncw, ServAmt**

Soft checks will appear if the rent includes an element for any of these services: heating, lighting, fuel, TV or video rental, TV licence or contents insurance. If a warning comes up, deduct that element from the rent and transfer to the relevant question.

#### **Heating, Lighting, Fuel for Cooking**

If an element for fuel or heating/lighting has been included in the services it should be deducted from **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/heating/lighting element has been included in rent 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.

**Contents insurance** Transfer to QOSTINS/StrIType.

**TV and video rental** Transfer to QTV.TVType.

**TV licence** Transfer to QTV/TVLic.

**Hot water** /If hot water is included in rent and is supplied from a central source i.e. block of flats, do **not** delete.

**Other services included in rent** If gardening, window cleaning, lift or any other services are included in the rent but there is no amount recorded, delete reference to the service; do not delete the service if an amount is given. Do not amend rent in either case.

## **NORTHERN IRELAND RATES**

**PayRamt**  
**NRV**

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

$NRV \times \text{domestic rates poundage}$

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

**HBamt**

Missing NI rates rebates will be supplied by Research.

## **WATER CHARGES**

**WsIncAmt**

A DK is acceptable.

**WaterPay**  
**SewerPay**  
**Watamt**  
**Sewamt**  
**WSewamt**

DKs are **not** acceptable at these questions.

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.OthPay

The codes are:

1	Ground	"Ground Rent",
2	FeuDuty	"Feu duty (Scotland)",
3	Chief	"Chief Rent",
4	Service	"Service charge",
5	Maint	"Compulsory or regular maintenance charges",
6	SiteRent	"Site rent (caravans)",
7	Factor	"Factoring (Scotland)",
8	Other	"Any other regular payments",
9	None	"NONE OF THESE"

- Central heating oil 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**.
- Central heating maintenance charges If included in the service charge, and can be identified separately, it should be transferred to **QIMPROVE/Amount**.
- Private road construction charges Delete.
- Private road repair charges Delete.
- Garage rent and rates (if given separately) Delete.
- If structural insurance is included in the service charge, this should be deleted and transferred to **QOSTINS/StrIPrem** - Household questionnaire if the amount can be identified.

If amounts cannot be identified for central heating oil and maintenance refer to RO.

## **QMORT: MORTGAGES**

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 Buytype**

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

### **PurcAmt**

refer to RO cases where a note states:

- the current mortgage was transferred from another home
- a 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

## **TopUp**

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



## **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.

## **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).

Do not delete any pension mortgage details if the same pension is recorded again at QPENSION.

## **Menstyr**

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

## **IntL12M**

If the interest is not given do not impute it.

## **MortProt**

Check the policy/ies cover at ProfType 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.

## **WhoPay**

If the interest payment is paid direct by DSS then it should be accepted at this question, but it should also be added to the income support received at g.BENEF3 (Income Support), Income questionnaire (provided it has not already been included there).

## **QOSTINS: STRUCTURAL INSURANCE**

1. TV sets, videos, TV games, home computers, washing machines etc. Check whether insurance is for fire and theft or maintenance. If for fire and theft, it should be coded as personal possessions except for a TV, video or a home computer which is rented. These are coded 12.01.11 in the diary if paid during the record-keeping period. If for maintenance, it should be coded in the diary as 12.01.11 if paid during the record-keeping period.
2. Insurance on deep freezers: If no reference has been made as to whether the premium paid is for contents or maintenance, assume all is for contents and 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. Insurance on Caravans/houseboats: If the sampled address is a caravan or houseboat then the premium should be coded as structure insurance at **QOSTINS/StrIType**. If not the sampled address, accept as insurance on personal possessions at **QOSTINS/StrIType**.
4. Central heating maintenance contracts should be included at **QIMPROVE/Chmfilt**.

### **StrInc**

A check will appear if **StrInc** is coded 1 (yes) but **StrIPrem** 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 nor the insured values are given. The premium for structure and the premium for furniture and contents should be imputed using current gross weekly household income.

## COUNCIL TAX EDITING INSTRUCTIONS

### **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.

A check will appear if CTBand is coded 9. This code is only acceptable where the accommodation is not valued separately for council tax. If there is no satisfactory interviewer note, refer to RO.

### **CTDisab, CTLVChk**

A soft check will appear if CTLVChk is code 1 (i.e. the band at CTBand is **after** the lower valuation because of disablement relief). If CTLVChk is coded 1, recode the band at CTBand to the next highest band (e.g. if CTBand was code 2 - Band B - change it to code 3 - Band 3. Then change CTLVChk to code 2 (before).

**CTAmt,  
CTInstal,  
CTAnnual**

If imputing an amount at CTAmt because DK is entered:

- look up in your LA look-up tables, the full charge payable for that band and LA;
- if a status discount applies reduce the full charge by 25% (only apply a 50% status discount if the RO has seen the case);
- then, if a rebate applies reduce the figure by the rebate amount;
- the remaining amount should be entered as an annual council tax amount at CTAmt and CTTime should be coded 1 (annual).

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.

Some respondents get muddled over the number of instalments they pay. If you suspect that the amount at CTAmt, after any discount or benefit, multiplied by the number of instalments is inconsistent with the amount payable for that band and LA, 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).

Any status discount will also apply to the water charge so you will need to reduce the water charge by 25% if a status discount does apply.

In Scotland there is an additional domestic sewerage charge. You should **NOT** include this in CTWat. However, you will need to include it if you are imputing an amount at CTAmt.

### **Editing CTWat**

CADI will stop you at this question.

- First check the last payment at CTAmt and then look at CTInstal to see whether the last payment was a full annual payment (code 1) or an instalment (code 2). If CTInstal is coded 3 (irregular) recalculate payments mentioned at CTIrreg to an annual amount.
- Check CTDisc and CTDValue to see whether a status discount was allowed. Remember that status discounts generally apply only to people living alone so check the fact sheet and refer up any anomalies.
- Check the name of the local authority on the fact sheet and on the council tax look-up table find the band figures for the appropriate local authority. Check whether the amount of council tax paid, plus any rebate and discount, agrees with the figure in bold print on the look-up table (called "council tax inc DWC and DSC"). If it does not, it may be that the payment given at CTAmt relates to the previous financial year. In that case check the previous year's look-up table and, if the last payment does relate to that year use the water charge figure on that table. If you are still unable to resolve the discrepancy, refer to RO.
- Assuming respondents are giving figures for the **current** year, the figure you will impute at CTWat will be based on the figure called "domestic water charge" in the current year's look-up table.
- If the last payment at CTAmt is a full annual payment, the amount you impute at CTWat will generally be the annual domestic water charge figure for the appropriate band and LA. However, that figure should be **reduced by 25%** if a status discount applies.

*(continued on page 28D)*

## Editing CTWat (cont.)

- If the last payment is an **instalment** check CTime to see how many instalments are paid in the year. In this case, the amount you impute at CTWat will be the annual domestic water charge **after** any status discount **divided by** the number of instalments paid in the year (CTime).
- A hard check will stop you if you enter an amount at CTWat which is greater than the amount at CTAmt. CTWat cannot be greater than CTAmt because CTAmt must include the water charge and no-one receives a 100% rebate on the water charge.

### *Example 1:*

You have a two person household in Scottish Borders. The couple pay 10 instalments a year and receive no rebate. The property is in Band A.

The last amount paid at CTAmt is £43.57. In the look-up table the Band A figure for water charge is £60.67 but you will impute £6.07 because the respondents pay 10 times a year.

### *Example 2:*

You have a one person household in Fife. The house is in Band B and the respondent gets a 25% status discount but no rebate.

At CTAmt his last payment was £595.39 which is an annual payment. At CTWat you will impute £39.08 (annual domestic water charge of 52.11 reduced by 25%).

## **CTInstal**

## **CTTime**

## **CTIrreg**

The period for council tax is calculated from the number of instalments. If the amount paid is irregular interviewers are instructed to code 3 at CTInstal and enter details of the amounts paid and frequency at the text field CTime.

If the interviewer note at CTime gives details of payments made/to be made in the current council tax year, calculate the full annual amount that will be paid by the respondent, enter this figure at CTAmt, enter 1 (annual) at CTInstal and delete the text field CTime.

If the interviewer note is not sufficiently detailed, refer to RO. **Do not simply suppress the warning as this will trigger a pre-delivery check.**



## CTO

If CTO = 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).

## CTWatAnn

**Editing action must be taken in all cases where CTWatAnn has a value.**

The question CTWatAnn only applies if a document is consulted. The question reads:

"On the statement (bill) what is the total amount payable for the whole year for council WATER charge only?"

CTWatAnn refers back to the previous question CTAnnual which asks:

"On the statement (bill) what is the total amount payable for the whole year, including domestic water and sewerage charge, after deducting any discounts or benefit?"

- First check whether a status discount applies. If a discount does **not** apply, check whether the amount at CTWatAnn is the same as the domestic water charge figure shown for that LA and band on your LA look-up table and whether the amount at CTAnnual is the same as the figure printed on the LA look-up table as "**council tax inc DWC and DSC**". If the figures are different check the 1995-96 LA look-up table to see if they relate to last year. If the figures look correct either for 1996-97 or 1995-96 no action need be taken.

*(continued on page 28F)*

## CTWatAnn (cont.)

- If a status discount **does** apply, you will probably need to reduce the figure at CTWatAnn by 25% because respondents will almost certainly have given the annual water charge **before** a discount because that is how it is shown on council tax bills. Check the CTAnnual and CTWatAnn figures against your look-up tables and apply a 25% reduction to the CTWatAnn figure if appropriate.
- If a 50% status discount applies, refer to RO.
- If the figure at CTWatAnn looks too high, it may be because the respondent has included the sewerage charge in the figure. Check your LA look-up table to see if the domestic sewerage charge accounts for the discrepancy and, if it does not, reduce the CTWatAnn figure accordingly.
- The domestic sewerage charge should be **INCLUDED** in the CTAnnual amount but **EXCLUDED** from the CTWatAnn figure.

## 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. Subtract from the remainder the annual amount of council tax paid, if any. This will be calculated from the amount at CTamt multiplied by the number of instalments at CTime.
4. 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 benefit 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.

## **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.

### **Editing**

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 total 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.

## **Editing**

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

**QMEDINS/Minstype  
(Medical and other insurance policies)**

Personal accident (code 1) includes:

- i. Personal accident and fire.

Transfer half 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.

**Editing**

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**

**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.

**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.

### **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.

## **TVLic**

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 1996

Colour	£89.50
Black and White	£30.00

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



**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.

### **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 same 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.

## **Litempur/PABEDIT (cont.)**

### **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.

### **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.



## **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.

## **QHOUSEEXP**

### **Editing**

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

## **QHOLIDAY**

### **Package**

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**

### **Editing**

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



## **Business Refunds to Employees**

### **QREFUNDS/Filter**

This question applies to anyone who has received 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/MileAll**, **c-EMPJB1/MotEAmt**, **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.

### **Purpose**

The purpose of the questions is:-

- To identify and abate all refundable expenditure.
- To adjust pay details so that they do not contain refunds (or allowances) for business expenditure.
- To adjust pay details so that they do contain refunds (or allowances) for 'private' expenditure. These are regarded as a 'perk' and are, in effect, an addition to salary.

To achieve the purpose, it must first be decided whether the refund or allowance relates to **business** expenditure or **private** (perk) expenditure.

## QREFUNDS/Filter (cont.)

### A. Business expenditure

The following types of refund/allowance should be classed as business 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

#### If a refund/allowance relates to BUSINESS expenditure

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

- (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.

## QREFUNDS/Filter (cont.)

### 2. Private expenditure (perks)

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

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

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

(i) Delete the entry from QREFUNDS

(ii) Household Questionnaire

No action is required do not abate any Household questions.

(iii) Income Questionnaire

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

Do not delete the allowance from the pay questions but delete it from **c-EMPJB1/Mallusp** and **c-EMPJB1/MileAll**, **c-EMPJB1/MotEAmt**, **c-EMPJB1/HHothInc**, if recorded there. Amend the 'lead' questions if necessary.

b. If private allowance not included 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/MileAll**, **c-EMPJB1/MotEAmt**, **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 given money (cash or cheque etc) by a private individual to pay for items of household expenditure.

The following should be **excluded** from this question:

- Money given by a private individual for 'one-off' items.
- Money given by an employer, government agency or any other organisation.
- Money refunded by a business.

### **Editing**

1. If **QXPGIVE/Filter** is coded 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 paid direct on his behalf by a private individual or the DSS.

The following should be excluded from this question:

- Direct payments by a private individual for 'one-off' items.
- Direct payments by an employer, government agency (except for DSS) or any other organisation.
- Direct payments by a business.
- Income in kind.

### **Editing**

1. If **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 DSS 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 not be shown at this question. Rent rebates should be entered at **QRENTS1/HBenamt**.
4. If only a part 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 not known delete the entry at this question and if there is an entry at the relevant 'Household' Questionnaire question, this should also be deleted.



Social Survey Division

# Family Expenditure Survey 1996-97

## INCOME QUESTIONNAIRE Instructions to Interviewers

## INTRODUCTION

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

**OwnOther in block d\_SLFJB**

**This question applies to the self-employed with separate business and non-business bank accounts**

**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.

- C. 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".
- C. **The HOH and partner must be on the same questionnaire.**
- C. A separate Income Questionnaire must be opened for all **Absent Spenders**.



## JUMP QUESTIONS IN THE INCOME QUESTIONNAIRE

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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

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### Period Codes

---

**The standard FES period code question is:**

**How long did this cover?  
(enter code)**

- |                        |   |
|------------------------|---|
| 1: One week            | 10: Ten times a year                                    |
| 2: Two weeks           | 13: Three months/13 weeks                               |
| 3: Three weeks         | 26: Six months/26 weeks                                 |
| 4: Four weeks          | 52: One year/12 months/52 weeks                         |
| 5: Calendar month      | 90: Less than one week                                  |
| 7: Two calendar months | 95: One off/lump sum<br>(EXPLAIN IN A NOTE <Ctrl + F4>) |
| 8: Eight times a year  | 97: None of these<br>(EXPLAIN IN A NOTE <Ctrl + F4>)    |
| 9: Nine times a year   |   |

**you must open a note if selecting codes 95 or 97**

## Concurrent interviewing

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### 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 background, those for the second will appear in reverse video.

## **Economic Activity**

The economic activity questions 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.

### Training Schemes

#### **Govtprog ProgType PrgTypO INA249**

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 is open to those aged 18 - 59. The allowance is ,10 a week more than Contribution based Job Seekers allowance.

It is designed to meet people=s needs either by offering an individually tailored package or practical and direct training to help them acquire the skills and experience needed to compete for jobs. Each trainee should have a training plan which was agreed at the start of his/her training and each should receive a training allowance on top of their weekly benefit.

#### **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.

In many parts of England and Wales the responsibility for planning and delivering Employment Training and Youth Training has been contracted to Local Training and Enterprise Councils (TECs). Two thirds of the board of each TEC are private sector employers; the balance may be leaders from education, trade unions, voluntary organisations and the public sector. In Scotland, training responsibilities are carried out by Local Enterprise Councils (LECs).

**c. Work Trial**

Run by the Employment Service, this is aimed at the long term unemployed. Participants receive up to 15 days work experience with an employer in an existing vacancy, and provides them with an opportunity to be recruited permanently. During the Work Trial participants receive the unemployment related benefits to which they are entitled, and appropriate expenses (eg travel). The employer is not allowed to top-up this income or make any other payments. There is no obligation on the employer to take on the participant after the trial not on the participant to accept any offer of employment. The income for respondents coded as being on Work Trial will be picked up in terms of the usual state benefit(s) they receive.

If the Work Trial ended during the reference week:

- if the employer took the respondent on as an employee with immediate effect, code Working as >yes= (and record anticipated pay if necessary)
- if no offer of employment was made, or an offer was refused, or an offer was made and accepted but the employment was to begin after the reference week, code Working as >no=, and code 3 at Train.

**c. 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.

**Trainben  
Perc519**

Those on schemes are asked for the amount of allowance they received, except those on work trial, where no allowance is paid.

## **Employment Status**

### **c. PaidWork**

**>Paid work= at this question means any work for pay or profit done in the reference week. It is to be included, however little time is spent on it, so long as it is paid. For example, it includes Saturday jobs and casual work.**

On the FES, however, do **NOT** count mail order agents or baby sitters as having been in paid work, and exclude one-off/odd jobs - all these are dealt with later. Do however count childminders.

**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. Respondents on a Business Start-up Scheme should always be coded as working.**

### **c. Awayfrom**

This is asked in order to deal with any uncertainty that may exist in the minds of people who were away from PAID work during the reference week (eg. on holiday, sick leave, career break, laid off, etc.)

The important point to remember, if the informant has been absent from their job for a long period (eg. career break, long term sick etc), is whether there is a job for them to return to: ie an arrangement exists with their employer that there is a job for them on their return.

Those who have a job fixed up but have not yet started working should be coded 3 here.

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

### **C. Employees**

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.



**c. Long term absence**

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.

**c. 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).

**c. Casual workers**

If a respondent works casually for an employer but has not worked for them during the reference week, they should be coded 2 at Away from, even if they expect to do further work for the employer in the future.

**c. Student Nurses**

Training for nurses is now carried out under the Project 2000 scheme and as such, nurses on this scheme should be classed as students. Until the implementation of Project 2000 nurses were viewed as employees of the NHS and received their training as part of their work. With Project 2000 nurses are students foremost and the clinical experience they undertake is more a work placement than full-time employment. They receive a bursary the level of which will reflect this work. There may still be a small group of traditional student nurses left. These should be treated as any other student, rather than as working.

**c. Career Break**

In some organisations employees are able to take a career break for a specified period and are guaranteed employment at the end of that period. If a respondent is currently on a career break they should be coded 1 here only if there is an arrangement, between the employer and employee, that there will be employment for them at the end of the break. This is not dependent upon them receiving payment from their employer during this time. The informants opinion of whether they have a job to go back to should be taken and the answer recorded accordingly.

**c. Company in liquidation**

If a respondent is working for a company that has gone into liquidation and is being paid for that work, then code 1 (yes): if they are not being paid the code 2 (no).

## Block: a\_CURST

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### OwnBiz RelBiz

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.

## 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.

### 1: Employees

An employee is someone who, at the time of interview, has an arrangement with an employer (another person or an organisation) to work for the latter for a wage or salary. This does not include informants who are on an employer's books but who have not yet started work.

Employees who are temporarily away from work due to short-term illness or accident, holidays, strike, being temporarily laid off or short time working should be coded as employees, as long as they have a job to return to with the same employer. If they are about to start a new job, code 1 at Waiting

If someone is on the books of their husbands/wife's firm for tax purposes, they should be coded at as an employee, regardless of how many hours they work.

#### Directors

A director of a limited company is always counted as an employee, ie as an employee of his or her own company.

Employees are *not* asked whether they are a director of a limited company, in the job description section, whereas the self-employed are asked. See the instructions at Director in block QJobDes for an explanation, and the definition of self-employment below.

#### Sandwich Student

If a sandwich student has an arrangement to work for an employer, and is attending college or university at the time of interview, he or she should be coded as an employee.

#### Casual or Seasonal Workers

These should be coded as employees if, at the time of interview, they are actually working for an employer. If they are not working at present code them as not working.

#### Intermittent Work

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

### Resident employees

eg, au pairs, domestics, who are members of the household, should be treated as working in the same way as any other employee.

### Clergy

Church of England and non-conformist ministers should be treated as employees. Jehovahs Witnesses are treated as self-employed.

### Occupational therapy

Informants who attend a therapy centre etc for physically or mentally handicapped should not be coded as employees. They should be coded as not having paid work and then refer to NoWant

### Employment outside the United Kingdom

Where the informant is employed abroad, be sure to record the currency they were paid in. If this is not , sterling enter details in the note-pad.

## **2: Self employed**

The term self-employed covers people who are responsible in their work only to themselves and who do not receive a wage or salary from an employer. Tax is not normally deducted at source but paid direct to Inland Revenue by them ('Schedule D' status). Hence directors and managers are employees of their companies. The self-employed pay Class 2 (regular) and Class 4 (% of profit over a certain level) National Insurance contributions.

Self-employment can be for any number of hours, eg as little as one hour a week, provided that the job is regular.

In addition to persons such as sole or part owners of a business, the following are considered to be self-employed: doctors in private practice, farmers, landlords who manage their own property, and people with recurring freelance jobs such as musicians or journalists.

Building and other construction workers who are sub-contracting under the SC60 system (may be known as >on the lump' or >on the cards=) should be treated as self-employed. These workers are usually paid a wage by the contractor and have the standard rate of income tax deducted from that wage.

They are however responsible for their own payment of regular (Class 2) National Insurance contributions.

Informants on any Business Start-up schemes must be coded as self-employed, all the relevant self-employed questions should be asked and the allowance received regarded as profit.

Mail Order agents and baby sitters should **not** be treated as self-employed. Instead,

their income is picked up separately later in the questionnaire. Childminders are treated as self-employed and there are specific questions concerning their income.

## Block: b\_JOBDES

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### Job details

#### MtOneJob

#### MoreJobs

Respondents with more than one paid job in the reference week should decide themselves which is their main job. Only if they are unable to do so should the Labour Force Survey criterion be applied: the job which has the larger or largest number of hours.

### Industry

The answer should be the activity, not a title or vague heading.

If the respondent works mainly in manufacturing probe for the main product made and the main raw material used; for processing probe for the main end product; for distribution the main product that is distributed and whether wholesale or retail; and if the respondent works in an office, what activity the office is responsible for.

If a respondent is a teacher, but has another job during the school holidays, teaching should still be coded as main job.

Self-employment status determines the respondent's industry to their own type of work. For example:

a cleaner employed by a cleaning contractor should be coded to the cleaning industry and not to the industry doing the cleaning;

a self-employed plumber working on a building site where the main contractor is a big building firm should be coded to plumbing, not building;

a typist working in an office on a building site and employed by an agency should be coded to building;

a self-employed typist working in an office on a building site should be coded to typing, not building;

a typist working in an office on a building site employed by the building firm should be coded to building.

**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:**

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

**Non-private organisations include**

- C. 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.

**Etype**

This question gives informants a wider range of employment situations from which to choose. Some situations may overlap two or more codes but this question should be single coded to the situation which the informant thinks best fits the situation.

Codes 2-7 represent the self-employed, and are used to derive the variable Workstat which will be used for SOC coding.

Managers who are employees but, for example, run a branch of a shop should be coded as 'employees' not as working for themselves. If an error is made here, it will become apparent when pay details are asked, and you may need to come back to Etype to recode.



## **Director**

By definition, a director is an employee, not self-employed. If a self-employed person answers that they are a director, a soft check will appear and you should check that the informant really does consider themselves to be both self-employed and a director.

## **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.

## **SizeEst**

### **Seemploy**

We are interested in the size of the Alocal unit of the establishment@ at which the respondent works in terms of total number of employees. The Alocal unit@ is considered to be the geographical location where there job is mainly carried out. Normally this will consist of a single building, part of a building, or the largest of a self-contained group of buildings.

It is the total number of employees at the respondent=s workplace that we are interested in, not just the number employed within the particular section or department in which he/she works.

If a respondent works from a central depot or office (e.g. service engineer) base, the answer is the number of people who work at or from the central location. Note that many people who work from home have a base office they communicate with. It may even be true of some people who Awork at home@ (eg telecommuter who retains a desk or some minimal presence in an office). If in doubt, accept the respondent=s view of whether there is a wider establishment outside the home that they belong to for work purposes.

For self-employed people who are subcontracted for any significant (respondent=s definition) length of time to work in a particular place (eg a building site), that is their place of work.

**WorkYr**

For employees, we are interested in **continuous** employment with the current employer. Any previous separate spells of work with their current employer should be ignored. If the respondent's company or firm changed ownership but his/her conditions of employment did not change it should be treated as one continuous period of employment. However, if the respondent was made redundant and then re-employed by the new owners, then it would be the date they were re-employed that would be entered.

For self-employed people, we are interested in the length of time the respondent has been continuously self-employed even if he/she has been doing different jobs or running different businesses during that time.

**FtPt**

Let the **respondent** decide whether the job is full-time or part-time.

## **Blocks: c\_EMPJB1 c\_EMPJB2 c\_EMPJB3**

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### **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**

- C. current employees
- C. 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, i.e. 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:

Return to Etype in b\_Jobdes.job and recode from employee to 'other'. This will enable you to ask the questions about pay as though they were self-employed, although we will know from the answer to Director that they are legally employees.

### **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.

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. **Do not leave the amount blank as this may be interpreted as a refusal and lead to the rejection of the whole case.**

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

### **Dedctfs**

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 6: 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 8: Any other deductions**

C. If the deduction is for insurance specify whether is it life, sickness or accident.

C. "Benevolent Fund" - is this a payment to a charity or some form of insurance and, if the latter, what kind?

**Do not use initials or vague descriptions; if you do the case may be returned to you for clarification.**

### **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.*

### **PayOTf**

AEver@ means whatever the respondent takes it to mean. If the respondent is unable to answer, refer to the last four weeks.

The words 'which you would regard as' are an important part of the question as we are specifically interested in whether the respondent considers that they do any overtime, not whether the employer would officially class it as overtime.

### **HourUs**

Accept the answer given. For example, for teachers it may very well exceed a basic 27 to 28 hours.

If the work pattern is not based on a week, get the average over the last 4 weeks.

If the respondent has been off sick for a long period, take the usual hours worked before going sick.

If a person has started a new job in the reference week the usual hours should relate to what the person expects them to be in the future.

For apprentices, trainees and other people in vocational training exclude any time spent in school or other special training centres outside their workplace.

### **Respondents working on call**

If someone states at the hours questions that they usually work 24 hours a day because they are on call, the average number of hours actually worked should be probed for. Identify how many hours were actually worked in the last weeks and average these out to give a weekly total for usual hours. This should include only those hours during which the respondent was actually working. Therefore if, for example, a respondent was on call all night, but was only called out to work for two hours, the actual working hours for the night would be two hours.

### **HourOT**

Include overtime hours only. When an employee works on some kind of flexitime system paid overtime should be registered only if no compensatory time off is taken, When overtime is worked on a seasonal or irregular basis and the respondent has difficulty in providing a usual figure, take the average over the last 4 weeks.

### **HourNoPa**

Include unpaid hours worked at home (e.g. teachers preparing lessons) as well as unpaid hours worked in the workplace.

**PayInc**  
**MileAll**  
**MotEamt**

- C. **Statutory Sick pay** is received by employees from their employer for the first 28 weeks of sickness in a tax year. It is only payable from the fourth day of absence from work.
- C. **Statutory Maternity pay** is paid by an employer. The amount depends on length of service, salary and hours worked.
- C. **Mileage allowance** is a specified amount paid for each mile the vehicle is used (e.g. 25p per mile). The mileage will vary from week to week.
- C. **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.

- C. **Motoring expenses refund** covers 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 **partactually spent** on food, lodgings, etc. should be included at these questions.

**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.

**BonExtra**

Include

- C. honoraria (voluntary fees for professional services)
- C. 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 about 9,000 schemes covering two and a half million employees.

### **BonUPay**

Note that this question refers to **usual net** pay.

## **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. The questions have been redesigned for 1996/7 in order to reflect better how people think of their employment situation and to make it clearer to informants the figures that are required. The questions also reflect the fact that a group of the self-employed (particularly sub-contractors) have pay arrangements similar to employees.

There are two separate users of the FES data: the economic modellers who use the profit and loss information, and other analysts who are interested in the current income situation. The new questions provide information for both these needs.

### **JobBus**

This question is for your convenience as it will enable you to ask subsequent questions using the description most applicable to the informant.

The questions are meant to cover each job separately but if someone's occupation is piecemeal and involves different pieces of work being done sequentially or simultaneously, perhaps for different people (e.g. a handyman, gardener) it may be treated as one job as long as the work is all of a kind and accounts are not kept separately for the different activities.

### **BusAccts**

If profit and loss accounts have been prepared but not yet submitted to the inland revenue, code yes. The question refers to both accounts prepared by the informant or an accountant.

### **Sole PartDisp**

It is important to record only the informant's share in the following questions, not the total for the partnership.

### **SE1 SE2**

The most usual period for accounts is 12 months. A common error is to enter 13 months instead of 12.  
Checks will be sprung if the date seems unusual.



**ProfDocs**

Because self-employed accounts contain several figures which refer to profit and loss, it is important that, wherever possible, you ask that documents are consulted. The most informative document is the Inland Revenue notice of tax assessment (Form 300 CODA or SHIP). A completed CODA is included in the instructions.

If no documents are available it is important to try to obtain as accurate a figure as possible.

**Profit1**

If the informant consults form 300 then the figure to be entered is that shown on the completed example.

If the informant consults business accounts then the figure required is that labelled 'Adjusted Profit/Loss, and if that is not shown, the figure labelled 'Net Profit/Loss should be used.

If no accounts are available then the figure required is that after deducting all expenses and wages, but before the deduction of Income Tax and National Insurance.

The allowance received by those on business start-up schemes 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.

**WorkAcc  
OwnSum  
OwnAmt**

The purpose of these questions are to get a picture of current income from self-employment. They ascertain how much money is being drawn from the business for the personal use of the informant and their household. Money drawn solely for business purposes should be excluded as should, where possible, business elements of domestic bills.

It is appreciated that the figures given here will have to be estimates. If a business has been in operation for less than a year, give the average over the length of time that the business has been operational.

**OwnOther  
OwnOtAmt**

These questions cover income for the business that is not channelled

through the bank/building society account. This may be 'cash in hand' for work carried out. Try to get an estimate, but, as this is a sensitive topic, a refusal is acceptable here.

**SEInc**  
**SEIncWM**

Those self-employed who do not have profit/loss accounts, do not have a separate business account or who do not make drawings from a separate business bank account are asked about their income from the job. This group of people may include sub-contractors who, while legally self-employed, have income arrangements similar to employees.

If an informant has declared no profit, no drawings from the business and no income, then a home check will ask you to assess on what resources you think the household is living.

**CheckTax**  
**TaxDAmt**  
**TaxDPd**  
**NIDAmt**  
**NIDPd**  
**ChkIncom**

The self-employed may pay both Class 2 regular National Insurance contributions (the 'stamp') and/or Class 4 lump sum National Insurance contributions, which are based on the profit made on the business. For those who receive an income, for example, SC60 and other contractors these payments may be deducted at source, as may Income Tax. These questions cover Income tax and Class 2 regular NI payments only.

Different tax and NI arrangements can apply in different situations.

Actors under contract, for example, have NI but not tax deducted at source, while SC60 construction industry sub-contractors have tax but not NI deducted at source. The questions should cover all these different circumstances.

**SeNIReg**  
**SeNIRAmt**  
**SeNIRPd**

These questions are asked of all currently working self-employed except those who receive an income and have regular NI

contributions deducted at source. They cover only regular Class 2 NI contributions (the 'stamp').

**SeTax**  
**SeTaxAmt**  
**SeNIinc**  
**SeNIAmt**

All the self-employed are asked about tax paid in the last 12 months. For those who have already reported Income Tax deducted at source, this is the tax in addition to this amount that has been paid direct to the Inland Revenue. This might include tax outstanding from a previous set of accounts.

Payments of tax direct to the IR by the self-employed often include a lump sum Class 4 National Insurance payment based on the profits of the business. If the lump sum NI amount cannot be separated from the tax, then include the total amount as tax and record 'Don't Know' for the amount of NI lump sum.

**SeNILump**  
**SeNILAmt**

Those whose tax payment did not include a Class 4 NI contribution are asked separately about these payments.

**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**

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### **NI Contributions**

#### **NICont**

This will apply to those not in paid work and will cover Class 3 NI contributions.

#### **NIDirect**

This will apply to someone who is either not in paid work or who is a current employee and who may have paid a lump sum National Insurance contribution in the last 12 months. Effectively this means that they would have been self-employed during that period.

The question refers to a class 4 contribution based on a percentage of the profits of their former business (if these were over about ,6,000).

## **Block: g\_MOB**

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### **Mail order, baby sitters**

#### **Mailbaby**

##### **Exclude**

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

## Odd jobs

### Filter

An odd job is defined as a job which is undertaken once only at one specific point in time and without any regularity or continuity. It is therefore non-recurring. **Also if a respondent had a job that lasted only a short period of time, probe as to whether the original intention of the work was that it would be regular, even if this did not turn out to be the case.**

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, e.g. service in the Territorial Army.

### OddJpr OddJrg

*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.*

**Redundancy pay**

**Redund**

**Include:**

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

**Exclude:**

- C. termination payments which are contractual, e.g. 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.

## **Blocks: g\_BENEF1 - g\_BENEF5**

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### **State benefits**

It is important that the amount entered for each benefit covers that benefit only and is not the total for a combination of benefits, e.g. 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:

- C. code 1 (yes) at the filter questions.
- C. code the benefits received at the BnCard filter question.
- C. 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.

*Soft check:*

*There are a number of checks on unlikely combination of benefits. If you suppress any of these please explain why, e.g. you have seen a document.*

## Block: g\_BENEF1

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### BnCardR1

- C. **Child Benefit** can be received for each child under 16 or for a child aged 16-18 in full time education.
- C. **One Parent benefit** can be paid to a single parent as an increase to Child Benefit. However, single parents on Income Support probably will not be getting One parent Benefit. They may say that they get it, but in fact are more likely to be receiving the Lone Parent Premium which is part of Income Support.
- C. **Guardian's allowance** is a weekly payment for someone who takes an orphan into the family.
- C. **Invalid care allowance** is a weekly paid benefit to those who spend at least 35 hours a week caring for a severely disabled person. They must not earn more than £50 per week after deduction of allowable expenses, or be in full-time education. It should be coded to the person doing the caring.
- C. **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.
- C. **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.*



C. **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.

Widows over 60 may opt to keep receiving Widow's Pension until they are 65, instead of receiving Retirement Pension. Include Industrial Widow's Pension paid to widows of those who died as a result of an accident at work or a prescribed disease.

C. **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

C. **War Disablement pension** is payable to people disabled as a result of service in the armed Forces during the First World War or since 1939. Include War Widows Benefit - paid to widows of those killed in the Armed Forces.

C. **Severe Disablement allowance** 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 Incapacity Benefit as they have not paid enough IN contributions.

C. **Disability Working Allowance** is an income - related benefit to support disabled people who are in work or who would like to work, but whose earning capacity is low. 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 related benefits**

**BnCardR2**

**C. 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.

**C. Attendance Allowance**

This is a benefit for people disabled at or after aged 65 who need looking after because of their physical disablement. There are two rates - a lower one for people who need looking after day or night, and a higher one for those needing care day and night.

If either DLA or Attendance Allowance is received there are follow-up questions asking for whom the benefit is received.

## Block: g\_BENEF3

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### BnCardS1

#### C. **Jobseeker's Allowance/ Unemployment benefit (code 1)**

From 7 October 1996 Jobseeker's Allowance (JSA) replaced Unemployment Benefit (UB) and Income Support (IS) for unemployed people. Existing recipients were automatically transferred to JSA.

The basic rules for JSA are that the applicant must be out of work or working less than 16 hours a week; be capable of work; be actively seeking and available for work; agree and sign a Jobseeker's Agreement; be at least 18 years old and under state retirement pension age.

#### **There are two types of JSA**

**Contribution-based**, which is dependent on the claimant having paid enough NI contributions in the previous 2 years. It is payable for up to 6 months.

**Income-based** which is dependent on the level of the claimant's income or savings.

Once the maximum time on contribution-based JSA has passed the claim will be reviewed to see if the person is eligible for income based JSA. Only one type may be awarded at a time.

There are fixed age-related rates for the allowance. For income-based JSA only, the claimant may get extra for an adult dependant and various other premiums. Payment is by giro cheque or direct into a bank account.

At the NumWks question include the number of weeks JSA received plus the number of weeks Unemployment Benefit received in the last 12 months.

#### C. **Income Support**

From October 1996, IS is for people whose income is below a certain level and who are not eligible for contribution-based or income-based JSA. To get Income Support you must be:

sick or disabled OR

a lone parent or foster parent OR

60 or over OR

getting Invalid Care Allowance for looking after someone.

You cannot get Income support if you work for 16 hours a week or more on average (or if your partner works for 24 hours a week or more). Income Support can be paid to top up other benefits, or earnings from part-time work, or there is no money coming in at all. The amount depends on age, whether a person has a partner, dependent children, whether anyone has a disability, weekly income and savings. The savings limit for the claimant (and partner, if any) is £8,000; for people in permanent or residential care it is £16,000.

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

C. **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 16 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.

Exclude Lump Sum Family Credit payments which are entered at a later question.

C. **Incapacity Benefit**

This is paid to people who have been medically assessed as incapable of working and who cannot get Statutory Sick Pay from their employer. If a person is/was receiving SSP, Incapacity Benefit replaces it after 28 weeks. It is a contributory benefit; it is not means-tested. There are 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. Extra benefit may be paid for dependent adults and children. For new claimants, entitlement ends at state pension age.

C. **Statutory Sick Pay**

Employed people who are sick for at least 4 days in a row may receive SSP, 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.*

C. **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 **not** be included at this question but at g\_BENEF5.

## **Block: g\_BENEF4**

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### **Maternity benefits**

#### **BnCardS2**

C. **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.

C. **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.

Grant from Social Fund for Maternity expenses should now be entered at the following block, g\_BENEF5.

## **Block: g\_BENEF5**

---

### **Other state benefits**

#### **BnCardT1**

This block covers lump sum benefits plus any other state benefit not covered elsewhere.

C. **Family Credit paid in a lump sum**

A rolled up lump sum payment covering 26 weeks should be entered here and should not duplicate the instalment paid Family Credit at g-Benef3.

C. **Grant from Social Fund for Funeral Expenses**

A lump sum to cover the cost of a simple funeral to those who receive Income Support, Family Credit, Disability Working Allowance, Housing Benefit, Council Tax Benefit or income-related JSA.

C. **A Grant from the Social Fund for Maternity Expenses**

This may be made for maternity expenses to those who receive Income Support, Family Credit or Disability Working Allowance.

C. **A Community Care Grant from the Social Fund**

This is to help those in vulnerable groups, such as elderly or disabled people, to move into the community after a period of institutional or residential care, or remain in the community rather than enter such care. They must be eligible for Income Support.

C. **Any other payments**

**Include**

(C) **Cold Weather Payments**

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## **Block: k\_RENTIN**

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### **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.

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## **Block: k\_ALTAX**

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### **Direct tax payments**

#### **Dirtax**

##### **Include**

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

##### **Exclude**

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



## Block: j\_ADITESS

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### TESSAs

Tessac  
TesInt  
TesAmt

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. Since the start of 1996 TESSAs have started to mature. At the end of the five year term the investor may open a follow-on TESSA, and can invest up to the maximum £9,000 at once (provided it is within six months of the first TESSA maturing).

**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.**

#### C. 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.

#### C. Maturing TESSAs

When a TESSA matures, the interest net of tax for the fifth year will be credited, plus the 25% of the gross tax for each of the years 1-5 which was withheld. If you interview within 12 months of a TESSA maturing, it is the total of the fifth year net interest plus the balance of the gross for years 1-5 which should be entered here.

### TesDK

This applies only if TesAmt is coded DK.

*Soft Check:*

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

## **Blocks: j\_BUILD, j\_BANK, j\_NTSV1, j\_NTSV2, j\_BOTH**

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### **Building society, high street bank and National Savings accounts**

Building societies that have become banks should be coded as banks. These include Abbey National, Cheltenham & Gloucester and National & Provincial.

**BldJnt**  
**BkJnt**  
**NT1Jt**  
**NT2Jt**  
**BOthNT**  
**BldAmt**  
**Bkamt**  
**NtAmt**  
**NsAmt**  
**BOthAmt**

Interest and dividends paid should be split between joint holders where at all possible. It is possible for one joint account holder to pay tax on the interest and the other not to; if it is not possible to split the interest proportionately, enter DK at the amount question, open a note and explain why the interest cannot be split.

Documentary evidence of the amount of interest should be sought. Failing this the respondent's estimate should be obtained.

**BldDK**  
**BkDk**  
**NTDK**  
**NSDK**  
**BOthDK**

These questions asking for the amount invested in a type of account apply only if the amount of interest is not known. A refusal at the amount **invested** question is allowed as a last resort; a refusal at the amount of **interest** question is not permitted and invalidates the interview.

**BldTax**  
**BkTax**

C. **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\_STOCKS

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### Bonds and securities

#### Filter

C. **Government Gilt-Edged Stock (gilts) (code 1)**

Gilts raise money for the government by offering a secure (gilt-edged) investment, usually over a fixed period with a fixed amount of interest, although some are index-linked. At the end of the fixed term the holder is repaid the original purchase price. Interest is paid twice-yearly, before tax if paid from the National Savings stock register.

If the amount of dividend is not known, obtain the name of the gilt (e.g. Treas 3%) and the redemption date (when it will be repaid).

C. **Unit Trusts and Investment trusts (code 2)**

Unit Trusts are a collective, managed investment in the financial markets. Investors buy units of a fund that invests in shares, gilts, etc. The dividend is paid net of tax, usually half-yearly, although some schemes pay monthly income and others re-invest the interest. A unit trust held via a Personal Equity Plan should be coded as a PEP.

Investment Trusts are pooled schemes similar to Unit Trusts. The difference is that the Trust is a company, and investors hold shares in that company rather than directly in its investments.

C. **Personal Equity Plans (PEPs) and SCPs (code 3)**

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.

C. **Other stocks, shares, bonds (code 4)**

A share is a single unit of ownership in a company. Stocks is the general term for various types of security issued by companies to attract investments in the form of loans. Bonds and debentures are two types of stock. Unlike shares, whose dividend earnings may fluctuate, stocks give a fixed-interest return. They are issued for a set period, during which time they can be traded by investors; at the end of the period they are redeemed at the original price.

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**Block; k1\_CHILD**

**Children=s income**

**PrmptZ1c**

**Include**

- C. regular income, however small, from jobs e.g. a newspaper round.
- C. income from bank and building society accounts, post office accounts and other National Savings investments (including Children=s Bonus Bond); shares, trust funds in the child's name.

**Exclude**

- C. cash gifts and pocket money.

**JobInc**

**HowMuch**

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

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## GENERAL INSTRUCTIONS

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There is space in each Income Questionnaire for two 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**.

### Acceptable DKs

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

d\_SLFJB1/

d\_SLFJB2/

d\_SLFJB3      Profit1 **provided WhyNoPro is coded**  
Ownamt  
OwnOTAmt  
SEInc

j\_ADITESS      TesAmt      **in which case TesImp must be imputed from value at TesDK; if TesDK is also missing refer to RO**

j\_BUILD      BldAmt      **in which case BldImp must be imputed from value at BldDk; if BldDK is also missing refer to RO**

j\_BANK      BkAmt **in which case BKImp must be imputed from value at BkDk; if BkDK is also missing refer to RO**

j\_NTSV1      NtAmt **in which case NtImp must be imputed from value at NTDk; if NTDK is also missing refer to RO**

j\_NTSV2      NsAmt **in which case NsImp must be imputed from value at NSDk; if NSDK is also missing refer to RO**

j\_BOTH      BothAmt      **in which case BOTHImp must be imputed from value at BOTHDk; if BOTHDK is also missing refer to RO**

j\_TSTK      OthAmt      **in which case OthImp must be imputed from value at OTHDk; if OTHDK is also missing refer to RO**

## **Period codes**

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### **Code 95**

Please be sure to check period code 95 and amend to yearly. If, however, the interviewer note states that the amount is a one-off lump sum the entry may have to be deleted: check with your supervisor before deleting anything.

### **Code 97**

Period code 97 must always be recoded and the amount recalculated.



## **Absent Spenders**

Check the fact sheet to ensure that there is an Income Questionnaire present for the absent spender.

For absent spenders the interviewer is instructed to collect all pay details. These should be accepted unless k\_ALF1.Alltype is coded 1 (allowance received from absent spender); in this case refer to RO as a decision will be needed to ensure that there is no duplication of income.

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'.

## **EMPLOYMENT TRAINING SCHEMES**

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### **ProgType**

If ProgType is coded 9 (other scheme) refer to RO

### **TrainBen**

If the allowance is DK refer to RO.

## **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.

## **EMPLOYEE PAY**

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**c\_EMPJB1**

**c\_EMPJB2**

**c\_EMPJB3**

### **Employee pay details**

If an informant does a different 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 one job also if an informant does two different jobs for one 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.

### **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.**

Code to 14.01.06: do not transfer to other questions.

## **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 there is no satisfactory explanation refer to RO.

**HourUs**

If the number of hours worked is excessive a soft check will appear. If there is no satisfactory note, refer to supervisor.

**PayInc**  
**MileAll**

If PayInc is coded 3 (mileage/fixed allowance) received and an amount for mileage allowance included in the salary is shown at MileAll, 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.

## **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



## SELF-EMPLOYED INCOME

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d\_SLFJB1 d\_SLFJB2 d\_SLFJB3

**From April 1996 there are a new set of questions introduced to collect better income data for the self-employed:**

**BusAccts** this question asks if business accounts are prepared for tax purposes;

**Profit1** will apply if BusAccts = 1 and will show profit/loss figure;

**Profit2** will show if previous figure is profit or loss;

**WorkAcc** asks if separate bank accounts for work and domestic purposes are kept;

**OwnSum** asks about non-business drawings from the work account;

**OwnOther** about any other income from the job not drawn from a bank account;

**SEInc** applies if BusAccts = 2 or WorkAcc = 2 or Ownsum = 2 and asks about regular income from the job;

Where no self-employed income is recorded interviewers should state what other source of income respondents may have.

A refusal by a respondent will only be allowed at the question OwnOther (do you receive any other income from this business?)

As the routing is complicated and can throw up hard checks it is advisable either to consult the documentation or refer to R.O. if there are problems with clearing them.

There is no change to the self-employed abatement procedures.

### **Self-employment**

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 18).

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

**Profit1**

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. Income from a business start-up scheme should have been included in the profit already.

**WorkAcc****Ownsum****Ownamt**

Refer up any cases where amounts seem unduly high or low and where there is no satisfactory interviewer note.

**OwnOTAmt**

A refusal is acceptable here.

## **ABATEMENT OF SELF\_EMPLOYMENT INCOME**

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### **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**

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

Abate by the number of rooms used solely or partly for business

### **Cars/Vans**

Abate by **one third**

### **Fuel (gas, etc)**

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

### **Telephone**

Abate by **two thirds**

## CALCULATING THE PERCENTAGE OF ROOMS USED FOR BUSINESS

### The percentage of rooms used for business:

$$= \frac{\text{Number of rooms used only or partly for business}}{\text{Number of rooms used by household} \\ \text{(excluding 'other' rooms not used for business)}}$$

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)

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

$$= \frac{1.5}{7.5} = 20\%$$

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**.

**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.



## **ODD JOBS**

**k\_ALF2**

**k\_ALOJ**

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.

**SSP**

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

**SMP**

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

### **Family Credit paid as lump sum**

There is a check if BncardT1 is coded 1 and BnCard S1 is coded 3. If it seems that instalment paid or lump sum paid Family credit has been duplicated, refer to supervisor.

**k\_RENTIN**

**Rentrec**

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.

## **TESSAs**

### **j\_ADITESS**

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 more than that, from a first TESSA into a follow-up TESSA.

### **TesAmt**

If TesAmt is DK TesImp must be imputed from value at TesDK ; if TesDK is also missing refer to RO.

TESSA income should be imputed using Moneyfacts.

**Building Society and high street bank accounts**  
**j\_BUILD, j\_BANK**

Imputation

If interest has been received or credited but the informant does not know the amount (BldAmt or BkAmt = DK), it must be imputed as follows:

- if the amount invested is shown at BldDk/BkDK and a description of the investment at BldNam/BkNam, impute at **BldImp/BkImp** after referring to Money Facts for the current rate of interest.
- if BldDk/BkDK or BldNam/BkNam are also missing, refer to RO.

**National Savings - Post Office - accounts**  
**j-NTSV1**

Imputation

If interest has been received or credited but the informant does not know the amount (NTAmt or NsAmt = DK), it must be imputed as follows:

- if the amount invested is shown at NtDk/NSDK, impute at **NtImp/NSImp** after referring to Money Facts for the current rate of interest.
- if NTDK/NSDK are also missing, refer to RO.

**Other accounts**  
**j-BOTH**

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

- if the amount invested is shown at BOTHDK, impute at BOTHImp after referring to Money Facts for the current rate of interest.
- if BOTHDK is also missing, refer to RO.



## **Gilts, Stocks, shares**

### **j-TSTK**

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

- if the amount invested is shown at OthDK and a full description of the investment at OthNam, impute at OthImp after looking up the asset in the Financial Times;
- if it is a National Savings product consult FRS colleagues for look-up tables;
- if the latest dividend rate cannot be calculated refer to RO;
- if the description of the investment at OthNam is too vague for it to be looked up, impute interest as 5% of the amount invested at OthDK.