1998 Workplace Employee Relations Survey

User Guide

Volume 6
Part A: Codebook for Panel Survey questionnaire
Introduction

This codebook provides full-coding details on all completely open or partially-open questions in the 1998 WERS Panel Survey Questionnaire.

All completely open questions have a post hoc coding frame developed by SCPR and WERS research team, with the exceptions of:

- YBnamco1
- YBnamco2
- YBnamucc
- YDeanam
- YGjbumam
- YGlbunam
- YG90nam1
- YG90nam2
- YPjcnam

which have not been coded and are not to be included in the final data sets.

Open-ended questions that were also present in the 1990 Cross-section questionnaire have been coded to code-frames that, as far as possible, mirror those used in 1990.

All new coding frames were based on an analysis of full-text responses by the WERS research team. The conventions adopted in the coding operation were as follows:

- to identify any inconsistencies/errors caused by routing problems or question wording problems, and to apply editing checks where needed
- to re-code responses back into original coding frame, where appropriate
- to create additional codes where there is a systematic pattern and/or a significant number of responses, or for consistency with past surveys

Conventions adopted in the preparation of the code frames themselves:

- on partially-open questions, the original code for 'Other answer' has been changed to ‘Original ‘other’ code, no longer valid’ with text responses being back-coded to the original frame or assigned to new codes
- new codes on partially-open questions, which did not form part of the original frame used in the interview, have been identified in bold
- a universal code 90 has been used on questions that feed-forward data from the 1990 interview, indicating cases in which the respondent questioned the 1990 data that was presented to them in the panel interview.
- the range of keywords used to assist coders have been added to the code frame alongside each relevant code; these are given in italics
- code frames appear in alphabetical order within the document.

The final data set consists of two parts - the main data set which contains numeric data only, and a subsidiary data set which contains all full-text responses together with the workplace identifier, the variable name, and the code given in the main data set.
**Q:** Our records show that in 1990 ___ people were employed and today there are ___ people employed at this establishment. How did this decrease come about?

**CODE ALL THAT APPLY**

01 **Decrease in business / demand for products or services** Include decreased market share, closure of some of establishment's facilities/product lines, loss of contracts.

02 **Change of ownership / control** Include merger with / demerger from another organisation, take-over by another organisation.

03 **Reorganisation of activities within organisation** Include transfer of activities to another establishment.

04 **Outsourcing, subcontracting of work previously done by employees at establishment**

05 **Improved working methods, working practices**

06 **Increasing use of full-timers, rather than part-timers**

07 **Non-replacement of leavers** Include natural wastage, retirements.

08 **Redundancies**

09 **Other specific answer, not codeable to 01-08**

90 **Respondent questioned 1990 data**

97 Other vague answer, not codeable to 01-90

98 Don’t know

99 Not answered
YBemi_1-YBemi_5

Q: Our records show that in 1990 ___ people were employed and today there are ___ people employed at this establishment. How did this increase come about?

CODE ALL THAT APPLY

01 Increase in business / demand for products or services Include increased market share, more clients/customers to service, opening of new production/service facilities on site.

02 Change of ownership / control Include merger with demerger from another organisation, take-over by another organisation.

03 Reorganisation of activities within organisation

04 Work previously done by freelances / subcontractors now done by employees

05 Increasing use of part-timers

06 Other specific answer, not codeable to 01-05

90 Respondent questioned 1990 data

97 Other vague answer, not codeable to 01-90

98 Don’t know

99 Not answered
Y Bowncha

Q: You said there has been a change of ownership since 1990. Please describe that change using a phrase from this card.

**CODE ONLY ONE OF THE FOLLOWING**

01 An agreed takeover / merger
02 A takeover / merger formally opposed
03 Sold by parent organisation (private sector only)
04 Ex public sector, now privatised / denationalised
05 Management buy-out
06 Buy-out by employees generally
07 Original 'other' - no longer valid
08 Public sector reorganisation [e.g. establishment of NHS trusts, local government reorganisation; change in status of educational establishments].
09 Demerger from parent body [e.g. demerger of parts of British Gas].
10 Other specific answer, not codeable to 01-09

97 Other vague answer, not codeable to 01-10
98 Don’t know
99 Not answered
YBnam_1-YBnam_5

Q: In (month) 1990 the name of this establishment was ___ . Why is it different now?

CODE ALL THAT APPLY

01 **Change of ownership** Include changes of form of ownership e.g. local government reorganisation, move to trust status, stock exchange listing/quotation.

02 **Amalgamation / merger with another business/ department / establishment**

03 **Change of image / just a change of name** Include where change simply reflects a change of location or an expansion/contraction of the product range.

04 **Split or demerged from another business / department / establishment**

05 **Original ‘other’ - no longer valid**

06 **Other specific answer, not codeable to 01-04**

90 ** Respondent questioned 1990 data**

97 **Other vague answer, not codeable to 01-90**

98 **Don’t K now**

99 **Not answered**
**Q:** How did this change in main activity come about?

**CODE ALL THAT APPLY**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Change in ownership</td>
</tr>
<tr>
<td>02</td>
<td>Merger with another establishment / business / department</td>
</tr>
<tr>
<td>03</td>
<td>De-merger from another establishment / business / department</td>
</tr>
<tr>
<td>04</td>
<td>Establishment split up</td>
</tr>
<tr>
<td>05</td>
<td>Expansion in existing business / product / service</td>
</tr>
<tr>
<td>06</td>
<td>Entry into new business / product market / service provision</td>
</tr>
<tr>
<td>07</td>
<td>Original 'other' - no longer valid</td>
</tr>
<tr>
<td>08</td>
<td>Other specific answer, not codeable to 01-06</td>
</tr>
<tr>
<td>97</td>
<td>Other vague answer, not codeable to 01-08</td>
</tr>
<tr>
<td>98</td>
<td>Don’t know</td>
</tr>
<tr>
<td>99</td>
<td>Not answered</td>
</tr>
</tbody>
</table>
**Y Buktot**

**Q:** Looking at this card, how many employees in total does [UCC] and its subsidiaries employ in the UK?

**CODE ONLY ONE OF THE FOLLOWING**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Less than 100</td>
</tr>
<tr>
<td>02</td>
<td>100, less than 200</td>
</tr>
<tr>
<td>03</td>
<td>200, less than 500</td>
</tr>
<tr>
<td>04</td>
<td>500, less than 1,000</td>
</tr>
<tr>
<td>05</td>
<td>1,000, less than 2,000</td>
</tr>
<tr>
<td>06</td>
<td>2,000, less than 5,000</td>
</tr>
<tr>
<td>07</td>
<td>5,000, less than 10,000</td>
</tr>
<tr>
<td>08</td>
<td>10,000, less than 50,000</td>
</tr>
<tr>
<td>09</td>
<td>50,000, less than 100,000</td>
</tr>
<tr>
<td>10</td>
<td>100,000 or more</td>
</tr>
<tr>
<td>11</td>
<td>Original 'other' - no longer valid</td>
</tr>
<tr>
<td>12</td>
<td>Other specific answer, not codeable to 01-10</td>
</tr>
<tr>
<td>97</td>
<td>Other vague answer, not codeable to 01-12</td>
</tr>
<tr>
<td>98</td>
<td>Don’t know</td>
</tr>
<tr>
<td>99</td>
<td>Not answered</td>
</tr>
</tbody>
</table>
**YCjob_1-YCjob_5**

Q: Now I would like to ask you about your job. Firstly, what is the title of your job?

**CODE ALL THAT APPLY**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>General management</td>
</tr>
<tr>
<td>02</td>
<td>Personnel management</td>
</tr>
<tr>
<td>03</td>
<td>I.R / Labour / employee relations</td>
</tr>
<tr>
<td>04</td>
<td>Accountant / finance</td>
</tr>
<tr>
<td>05</td>
<td>Production / works / factory / plant management</td>
</tr>
<tr>
<td>06</td>
<td>Branch / depot / establishment management</td>
</tr>
<tr>
<td>07</td>
<td>Marketing / commercial sales</td>
</tr>
<tr>
<td>08</td>
<td>Technical / research / engineering</td>
</tr>
<tr>
<td>09</td>
<td>Professional</td>
</tr>
<tr>
<td>10</td>
<td>Human Resources</td>
</tr>
<tr>
<td>11</td>
<td>Other specific code, not codeable 01-10</td>
</tr>
<tr>
<td>97</td>
<td>Other vague answer, not codeable 01-11</td>
</tr>
<tr>
<td>98</td>
<td>Don’t know</td>
</tr>
<tr>
<td>99</td>
<td>Not answered</td>
</tr>
</tbody>
</table>
YDea1_1-YDea1_5

Q: Our records show you were an Employers Association member in 1990 but you are not now. How did this change come about?

CODE ALL THAT APPLY

01 Change of ownership / control of organisation Include merger/ demerger.
02 Prefer to negotiate at local level
03 Saw no further advantage from membership
04 Membership no longer required for commercial reasons
05 Change of management policy / approach; reason not specified Include changes in policy at establishment or higher level and cases which mention change of management personnel but give no further information.
06 Other specific answer, not codeable to 01-05
10 Remain a member but not for negotiating purposes
90 Respondent questioned 1990 data

97 Other vague answer, not codeable to 01-90
98 Don’t know
99 Not answered
YDea2_1-YDea2_5

Q: You say that you are an Employers Association member but our records show that you were not in 1990. How did this change come about?

CODE ALL THAT APPLY

01 Change of ownership / control of organisation Include merger/ demerger.
02 To obtain advice [e.g. legal advice].
03 New association, not in existence in 1990
04 Membership required for commercial reasons
05 Change of management policy / approach; reason not specified Include changes in policy at establishment or higher level. Include cases which mention change of management personnel but give no further information.
06 Other specific answer, not codeable to 01-05
90 Respondent questioned 1990 data
97 Other vague answer, not codeable to 01-90
98 Don’t know
99 Not answered
Q: Which of the statements on this card best describes how decisions about this workplace are made in your organisation, in relation to the appointment of a new senior manager at the workplace?

CODE ONLY ONE OF THE FOLLOWING

01 The decision would be made at this workplace

02 The recommendation would be made at this workplace and approved at an intermediate level in this organisation

03 The decision would be made at an intermediate level in this organisation

04 The recommendation would be made at this workplace and approved by the UK head office Include case where decision approved by a top governing body of a public sector organisation [e.g. County Council, Local Education Authority, NHS Trust HQ].

05 The decision would be made at the UK head office Include case where decision taken by a top governing body of a public sector organisation [e.g. County Council, Local Education Authority, NHS Trust HQ].

06 The decision would be made at the overseas head office

07 Original 'other' - no longer valid

08 Recommendation would be made at this workplace and approved at overseas head office

09 Other specific answer, not codeable to 01-08

97 Other vague answer, not codeable to 01-09

98 Don't know

99 Not answered
YDrecog

Q: Which of the statements on this card best describes how decisions about this workplace are made in your organisation, in relation to a decision to recognise or de-recognise a trade union or unions?

**CODE ONLY ONE OF THE FOLLOWING**

01 The decision would be made at this workplace

02 The recommendation would be made at this workplace and approved at an intermediate level in this organisation

03 The decision would be made at an intermediate level in this organisation

04 The recommendation would be made at this workplace and approved by the UK head office Include cases where decision approved by top governing body of a public sector organisation [e.g. County Council, Local Education Authority, NHS Trust HQ].

05 The decision would be made at the UK head office Include cases where decision taken by top governing body of a public sector organisation [e.g. County Council, Local Education Authority, NHS Trust HQ].

06 The decision would be made at the overseas head office

07 Original 'other' - no longer valid

08 Recommendation would be made at this workplace and approved at overseas head office

09 Other specific answer, not codeable to 01-08

97 Other vague answer, not codeable to 01-09

98 Don’t know

99 Not answered
YDsurp

Q: Which of the statements on this card best describes how decisions about this workplace are made in your organisation, in relation to the use of any budgetary or financial surplus?

CODE ONLY ONE OF THE FOLLOWING

01 The decision would be made at this workplace

02 The recommendation would be made at this workplace and approved at an intermediate level in this organisation

03 The decision would be made at an intermediate level in this organisation

04 The recommendation would be made at this workplace and approved by the UK head office Include cases where decision approved by top governing body of a public sector organisation e.g. County Council, Local Education Authority, NHS Trust HQ.

05 The decision would be made at the UK head office Include cases where decision taken by top governing body of a public sector organisation [e.g. County Council, Local Education Authority, NHS Trust HQ].

06 The decision would be made at the overseas head office

07 Original ‘other’ - no longer valid

08 Recommendation would be made at this workplace and approved at overseas head office

09 Other specific answer, not codeable to 01-08

97 Other vague answer, not codeable to 01-09

98 Don’t know

99 Not answered
**YEsub_1-YEsub_5**

Q: Which, if any, of these methods of paying union/staff association subscriptions are used by union / staff association members at this establishment?

CODE **ALL THAT APPLY**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Collected personally by workplace representatives</td>
</tr>
<tr>
<td>02</td>
<td>Paid by members themselves at local office / branch meetings</td>
</tr>
<tr>
<td>03</td>
<td>Paid by members themselves by post to the union / staff association office</td>
</tr>
<tr>
<td>04</td>
<td>Paid straight from members' bank accounts by direct debit / standing order</td>
</tr>
<tr>
<td>05</td>
<td>Original ‘other’ - no longer valid</td>
</tr>
<tr>
<td>06</td>
<td>None of these [Exclusive code]</td>
</tr>
<tr>
<td>07</td>
<td>Paid directly by members; method not specified [Cases where response not specific enough to use codes 3 or 4].</td>
</tr>
<tr>
<td>08</td>
<td>Other specific answer, not codeable to 01-07</td>
</tr>
<tr>
<td>09</td>
<td>Other vague answer, not codeable to 01-08</td>
</tr>
<tr>
<td>98</td>
<td>Don’t know</td>
</tr>
<tr>
<td>99</td>
<td>Not answered</td>
</tr>
</tbody>
</table>
Our records show that ___ % of the employees were members of a union in 1990 but currently ___ % of employees are members of a union. How did this decrease come about?

**RESPONSES TO A DECREASE IN UNION DENSITY**

**CODE ALL THAT APPLY**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td><strong>Union less active in recruiting new members</strong></td>
</tr>
<tr>
<td>02</td>
<td><strong>Employees treated better by employer</strong> Include improved working conditions.</td>
</tr>
<tr>
<td>03</td>
<td><strong>Natural product of staff turnover</strong> Include new staff less likely to be union members; members left / resigned / retired.</td>
</tr>
<tr>
<td>04</td>
<td><strong>Change in structure of workforce.</strong> Include loss of jobs in unionized sections; greater proportion of temporary or part-time staff; lower proportion of direct labour or full-time staff; result of merger / demerger.</td>
</tr>
<tr>
<td>05</td>
<td><strong>Decline in employee support for the union</strong> Include staff leaving the union; dissatisfaction with the union.</td>
</tr>
<tr>
<td>06</td>
<td><strong>Management less supportive of trade unions</strong> Include less encouragement for union recruitment; organisation no longer pays fees; membership no longer compulsory, no longer needed to get/keep job (i.e. abolition of the closed shop); Include culture change in the organisation; change of management style as result of change of ownership / control.</td>
</tr>
<tr>
<td>07</td>
<td><strong>Derecognition of union</strong></td>
</tr>
<tr>
<td>08</td>
<td><strong>Establishment of alternative channels of communication</strong> Include establishment of alternative representative bodies; more direct consultation with staff; move to individualised contracts.</td>
</tr>
<tr>
<td>09</td>
<td><strong>Non-renewal of subscriptions</strong> Include mention of legislation on deducting subscriptions / union dues / union fees from pay (&quot;check-off&quot;).</td>
</tr>
<tr>
<td>10</td>
<td><strong>Respondent gave estimate for 1998 data</strong></td>
</tr>
<tr>
<td>11</td>
<td><strong>Other specific answer, not codeable to 01-10</strong></td>
</tr>
<tr>
<td>90</td>
<td><strong>Respondent questioned 1990 data</strong></td>
</tr>
<tr>
<td>97</td>
<td>Other vague answer, not codeable to 01-90</td>
</tr>
<tr>
<td>98</td>
<td>Don’t know</td>
</tr>
<tr>
<td>99</td>
<td>Not answered</td>
</tr>
</tbody>
</table>
Q: Our records show that ___ % of the employees were members of a union in 1990 but currently ___ % of employees are members of a union. How did this increase come about?

RESPONSES RELATING TO INCREASE IN UNION DENSITY

CODE ALL THAT APPLY

01 Recruitment activity by union

02 Worsening of terms and conditions Include unpopular changes in working methods; job insecurity; threat of privatisation.

03 Natural product of staff turnover Include new staff more likely to be union members; non-members left / resigned / retired.

04 Change in structure of workforce Include loss of jobs in non-unionized sections; greater proportion of salaried or full-time staff; lower proportion of hourly paid or part-time staff; result of merger / demerger.

05 Increase in employee support for the union

06 Decentralisation of negotiations Include move from national negotiations to local bargaining; increasing local focus for negotiations.

07 Management more supportive of trade unions Include organisation encouraging new staff to join; culture change in the organisation; change of management style as result of change of ownership / control.

08 New recognition of union

09 Respondent gave estimates for 1998 data

10 Other specific answer, not codeable to 01-09

90 Respondent questioned 1990 data

97 Other vague answer, not codeable to 01-90

98 Don’t know

99 Not answered
YE views

Q: How would you describe management’s general attitude towards trade union membership among employees at this establishment? Is management ...

CODE ONLY ONE OF THE FOLLOWING
Where a variety of views are presented code according to the views of the more senior level of management.

01 In favour of trade union membership
02 Not in favour of it
03 Neutral about it
04 Original 'other' - no longer valid
05 Never encountered it, Inc. never considered it
06 Other specific answer, not codeable to 01-05

97 Other vague answer, not codeable to 01-06
98 Don’t know
99 Not answered
Q: How did this de-recognition come about?

**CODE ALL THAT APPLY**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Decline in membership of union</td>
</tr>
<tr>
<td>02</td>
<td><strong>Lack of union activity.</strong> Including no union reps</td>
</tr>
<tr>
<td>03</td>
<td>Jobs covered by union disappeared</td>
</tr>
<tr>
<td>04</td>
<td><strong>Establishment of alternative means of consultation/communication</strong> Include introduction of personal contracts.</td>
</tr>
<tr>
<td>05</td>
<td>Single union agreement</td>
</tr>
<tr>
<td>06</td>
<td><strong>Change of ownership / control of organisation</strong> Include merger/demmer.</td>
</tr>
<tr>
<td>07</td>
<td><strong>Change in management and policy / approach</strong> Include change of management personnel.</td>
</tr>
<tr>
<td>08</td>
<td>Other specific answer, not codeable to 01-07</td>
</tr>
<tr>
<td>90</td>
<td>Respondent questioned 1990 data</td>
</tr>
<tr>
<td>97</td>
<td>Other vague answer, not codeable to 01-90</td>
</tr>
<tr>
<td>98</td>
<td>Don’t know</td>
</tr>
<tr>
<td>99</td>
<td>Not answered</td>
</tr>
</tbody>
</table>
YFr90_1-YFr90_5

Q: Our records showed ___ unions/associations were recognised for negotiating pay and conditions in (month) 1990. Now there are none. How did this change come about?

**CODE ALL THAT APPLY**

01  **Change of ownership / control of organization**  Include merger / demerger

02  **Jobs covered disappeared**  Include relocation elsewhere of employees covered by negotiations.

03  **Lack of union activity**  Include lack of interest from union, lack of union involvement.

04  **Decline in membership**  Include union no longer representative of employees’ views.

05  **Result of national agreement / legislation**

06  **Change in management policy / approach**  Include change in organisational culture; switch to personal contracts; switch to consultation only; and cases where simply mention derecognition.

07  **Other specific answer, not codeable to 01-06**

90  **Respondent questioned 1990 data**

97  Other vague answer, not codeable to 01-90

98  **Don’t know**

99  **Not answered**
Q: Our records show that there were no recognised unions/associations at this establishment in [month] 1990. How did union recognition come about?

**CODE ALL THAT APPLY**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>After discussion or negotiation between management and the union(s) / association(s)</td>
</tr>
<tr>
<td>02</td>
<td>At management's initiative or invitation</td>
</tr>
<tr>
<td>03</td>
<td>By extension from elsewhere in the same organisation</td>
</tr>
<tr>
<td>04</td>
<td>For conformity with other organisations in the same industry</td>
</tr>
<tr>
<td>05</td>
<td>After a ballot of employees</td>
</tr>
<tr>
<td>06</td>
<td>After ACAS assistance or involvement</td>
</tr>
<tr>
<td>07</td>
<td>After threat of strike or other industrial action</td>
</tr>
<tr>
<td>08</td>
<td>After a strike or other industrial action</td>
</tr>
<tr>
<td>09</td>
<td>At a customer or supplier's insistence</td>
</tr>
<tr>
<td>10</td>
<td>Original 'other' - no longer valid</td>
</tr>
<tr>
<td>11</td>
<td>Other specific answer, not codeable to 01-09</td>
</tr>
<tr>
<td>90</td>
<td>Respondent questioned 1990 data</td>
</tr>
<tr>
<td>97</td>
<td>Other vague answer, not codeable to 01-90</td>
</tr>
<tr>
<td>98</td>
<td>Don't know</td>
</tr>
<tr>
<td>99</td>
<td>Not answered</td>
</tr>
</tbody>
</table>
YFn_1-YFn_10

Q: Our records show that ___ unions/associations was/were recognised at this establishment in [month] 1990. Now there is/are ___ . How did this change in number come about?

CODE ALL THAT APPLY

REASONS FOR INCREASE

01 Additional union obtained recognition for existing jobs previously covered by another union

02 Additional union obtained recognition for existing jobs not previously covered by another union

03 New jobs or occupation(s)

04 An existing union split into two

05 Original ‘Other reason for increase’ - no longer valid

REASONS FOR DECREASE

06 Union merger or amalgamation

07 Jobs covered by union declined or disappeared Include where jobs moved to another site.

08 Members transferred to another existing union

09 Derecognition Include if ceased to negotiate over pay.

10 Original ‘Other reason for decrease’ - no longer valid

11 Union ceased to exist

12 Reorganisation of bargaining arrangements in public sector [especially following establishment of NHS trusts, reorganisation of local government].

13 Other specific reason for increase, not codeable to 01-12

14 Other specific reason for decrease, not codeable 01-13

90 Respondent questioned 1990 data

97 Other vague answer, not codeable to 01-90

98 Don’t know

99 Not answered
Q: Our records show that there was/were ___ unions/staff associations recognised at this establishment in (month) 1990 but the identity of the unions/associations is now different. How did this change come about?

CODE ALL THAT APPLY

REASONS FOR INCREASE

01 Additional union obtained recognition for existing jobs previously covered by another union

02 Additional union obtained recognition for existing jobs not previously covered by another union

03 New jobs or occupation(s)

04 An existing union split into two

05 Original 'other' reason for increase - no longer valid

REASONS FOR DECREASE

06 Union merger or amalgamation

07 Jobs covered by union declined or disappeared

08 Members transferred to another existing union

09 Derecognition

10 Original 'other' reason for decrease - no longer valid

11 Simply changed the name

12 Union ceased to exist

13 Reorganisation of bargaining arrangements in public sector E.g. NHS Trusts, local Government etc.

14 Other specific reason for increase, not codeable to 01-04, 12, 13

15 Other specific reason for decrease, not codeable to 06-13

90 Respondent questioned 1990 data

97 Other vague answer, not codeable to 01-90

98 Don't know

99 Not answered
YG90h1_1-YG90h2_5

Q: What happened to the largest bargaining unit in [month] 1990?

REASONS WHY LARGEST BARGAINING UNIT IN 1990 IS NOT SAME AS LARGEST IN 1998

CODE ALL THAT APPLY

01 Merger / amalgamation of 1990 unit with other bargaining unit(s) Include merger/amalgamation between unions involved in two or more 1990 bargaining units, introduction of single-table bargaining.

02 Jobs / occupations covered no longer exist at the establishment Include change of activities at establishment so no longer relevant.

03 Jobs / occupations covered decreased in number

04 Union(s) derecognised Include bargaining ceased through introduction of personal contracts.

05 Split up into separate units / negotiations

06 Bargaining devolved to lower level than 1990 Include references to national negotiations in 1990.

07 Bargaining centralised to a higher level than 1990

08 Reorganisation of bargaining in public sector led to new bargaining arrangements

09 Other specific answer, not codeable to 01-08

97 Other vague answer, not codeable to 01-09

98 Don’t know

99 Not answered
YG90h2_1-YG90h2_5

Q: What happened to the largest bargaining unit in [month] 1990?

REASONS WHY LARGEST BARGAINING UNIT IN 1990 IS NO LONGER OPERATING

CODE ALL THAT APPLY

01 Merger between other bargaining units to form larger unit Include merger/amalgamation between unions not involved in 1990 bargaining unit.

02 Jobs / occupations covered no longer exist at the establishment Include change of activities at establishment so no longer relevant.

03 Jobs / occupations covered decreased in number

04 Union(s) derecognised Include bargaining ceased through introduction of personal contracts.

05 Reorganisation of bargaining in public sector led to new bargaining arrangements

06 Other specific answer, not codeable to 01-05

97 Other vague answer, not codeable to 01-06

98 Don’t know

99 Not answered
YGbu_1-YGbu_9

Q: Our records show that the number of bargaining units in 1990 was ___ and the number today is ___ . How did this change come about?

CODE ALL THAT APPLY

REASONS FOR INCREASE

01 Unions newly recognised where none were before
02 New jobs or occupation represented by a different union
03 Break up of previous joint negotiating arrangements
04 Original ‘Other reason for increase’ - no longer valid

REASONS FOR DECREASE

05 Loss of recognition by unions with separate negotiating rights
06 Jobs / occupations covered no longer exist at this establishment
07 Membership decline brought about loss of recognition
08 Previously separate unions or bargaining units now negotiate jointly
09 Original ‘Other reason for decrease’ - no longer valid
10 Union split
11 Amalgamation / merger of unions
12 Lack of union activity Include lack of reps/shop stewards; lack of enthusiasm among union members.
13 Move to local bargaining
14 Move to national level bargaining
15 Reorganisation of bargaining arrangements in public sector
16 Derecognition Include moving employees onto personal contracts; jobs no longer covered by collective bargaining.
17 Other specific reason for increase, not codeable 01-16
18 Other specific reason for decrease, not codeable 01-16
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>Change of ownership / control of organisation</td>
</tr>
<tr>
<td></td>
<td>Include merger / demerger.</td>
</tr>
<tr>
<td>20</td>
<td>Result of national agreement</td>
</tr>
<tr>
<td>90</td>
<td>Respondent questioned 1990 data</td>
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<tr>
<td>97</td>
<td>Other vague answer, not codeable to 01-90</td>
</tr>
<tr>
<td>98</td>
<td>Don’t know</td>
</tr>
<tr>
<td>99</td>
<td>Not answered</td>
</tr>
</tbody>
</table>
Q: What sort of representatives?

CODE ALL THAT APPLY

01 Reps / stewards / officials from other establishments of the same organisation

02 Paid union official Include regional / district organisers / officials.

03 Original 'other' - no longer valid

04 Other specific answer not codeable 01-03

97 Other vague answer not codeable 01-04

98 Don’t know

99 Not answered
Q: What factors influenced the level of pay decided upon in the most recent settlement for employees covered by ....?

**CODE ALL THAT APPLY**

01 **Increased cost of living** Include general references to inflation, measures of it such as the Retail Prices Index (RPI), or increased costs of specific items such as mortgage interest.

02 **Ability to pay** The employer’s ability or capacity (or inability or incapacity) to pay or fund a pay increase. e.g. [all the company could afford], [what we could offer], [how much the customers will bear], [what the market (for our products or services) will stand], [the viability of the establishment or company or business].

03 **Economic performance of establishment or company** The performance of the workplace or any higher-level unit to which it belongs (company, business, group). e.g. ([Profitability], [recent financial performance], [expected or forecast profitability].

04 **Economic climate** General economic conditions that constrain or facilitate pay increases. e.g. [the general state of trade in the industry], [the recession], [lack of demand], [the improvement or upturn in the economy].

05 **Limits or guidelines set by a higher authority** e.g. [Cash limits], [financial restraint], [government pay policy], [budget or spending limits], [headquarters or company guidelines or limits].

06 **Recent productivity improvements** Factors that mention or imply increased productivity or output or range of tasks or responsibilities of the group workers concerned. e.g. [productivity], [improved working practices], [increased flexibility of the workforce], [increased responsibilities or job content or job demands], [increased skill levels required]. Exclude references to expected, anticipated or agreed improvements in the future.

07 **Expected or agreed productivity improvements** Pay increases to reward or obtain or secure or compensate for productivity improvements or new working practices or increased flexibility of working. Exclude such improvements etc. where they have already occurred or where the tense is unclear.

08 **General labour market conditions or considerations** e.g. [the going rate for the job in the locality or area or industry], [the rate for the job], [general or external comparisons], [comparisons with recent pay increases given by other employers in the same area or industry or employing similar types of worker].

09 **Recruitment or retention considerations** e.g. [amount needed to prevent people leaving], [what’s needed to recruit staff or new employees], [enough to attract new recruits into the occupation or profession].

10 **Statistical information on pay levels or pay increases elsewhere** e.g. [salary surveys by industry managers or management consultants or professional bodies], [published earnings data], [New Earnings Survey], [pay or salary clubs], ['Pay Research’ (in the public sector)], [published norms for the occupation].
11 **Geared to formal external settlement**  The size of the pay increase is fixed in relation to, or predetermined by, the size of a pay settlement elsewhere; the increase may be the same amount or percentage as the other settlement or it may be a predetermined proportion of it. e.g. [We follow the Engineering Agreement, although we are not a party to it], [We give the same increases as Local Authorities or the Civil Service or the National Joint Industrial Council for our industry].

12 **Geared to an internal pay settlement**  The increase is directly related to the increase of another occupational or bargaining group within the same establishment or organisation. e.g. [same percentage as for the manual workers (if response is about non-manuals)], [same amount as for the skilled workers], [to maintain existing differentials with the shop floor or the clerical staff, etc.].

13 **Comparisons with other internal group or their recent settlement**  Exclude cases where the same amount or percentage as another group is mentioned.

14 **Expectations of employees**  e.g. [size of increase they expected or anticipated], [what we thought employees would accept], [what's needed to maintain good morale or motivation or good relationships], [to compensate for low settlements or no increases in the past].

15 **Individual employee performances**  e.g. [Merit], [Settled on a person-by-person basis], [individual increases depending on past performance].

16 **Compensation for change in payment system**  e.g. [buying out of piecework system], [consolidation of bonus or overtime pay], [new job evaluation scheme], [revised job gradings or grading structure], [change in method or system or timing of payment].

17 **Bargaining power of the group or their union**  Indications or either strength or weaknesses. e.g. [union bargaining power or pressure], [industrial muscle], [decline in the union’s strength], [need to avoid industrial action or strikes or conflict]. Exclude references to actual or threatened strikes or other industrial action.

18 **Actual or threatened industrial action**  e.g. [strike or stoppage or overtime ban or work-to-rule or go-slow or blacking of work or refusal to do certain duties].

19 **Public sympathy with the employees affected by the settlement**

20 **The size of the unions’ claim**

21 **Compensating changes in fringe benefits or terms of employment**  The pay increase was smaller (larger) than it would have been because fringe benefits or terms of employment were improved (worsened). e.g. [pay increase partly offset by improved holiday or shorter hours].

22 **Other specific answer, not codeable to 01-21**

97  Other vague answer, not codeable to 01-22

98  Don’t know

99  Not answered
Q: Our records show that ___ was reported as being the most important level of negotiation in [month] 1990. Why has this changed?

**CODE ALL THAT APPLY**

01  **Change of ownership / control of organisation**  Include merger/ demerger.

02  **Internal restructuring of organisation**  Include merger, amalgamation, demerger, division or closure of sites within the same organisation.

03  **Centralisation of bargaining arrangements at national level**

04  **Centralisation of bargaining across establishments within the same organisation**

05  **Devolution of responsibility for pay**  Include decentralisation of bargaining arrangements in the public sector [e.g. following a move to trust status in NHS].

06  **Need to be more responsive to local conditions**  Include effects of compulsory competitive tendering (CCT) in public sector.

07  **Following union pressure**

08  **Other specific answer, not codeable to 01-07**

90  **Respondent questioned 1990 data**

97  Other vague answer, not codeable to 01-90

98  Don’t know

99  Not answered
Q: Thinking back to 1990, which of the levels on this card would you say was the most important level of negotiations which affect the pay of employees covered by ___ in their 1990 pay settlement?

CODE ONLY ONE OF THE FOLLOWING

01 National / industry-wide: more than one employer
02 This employer: all establishments
03 This employer: but only some establishments / plants
04 This establishment / plant
05 Decided by employer / management
06 Original 'other' - no longer valid
07 Other specific answer, not codeable to 01-06

97 Other vague answer, not codeable to 01-07
98 Don’t know
99 Not answered
Yjimpa; Yjimpb

Q: Which of the levels on this card would you say was the most important level of negotiations which affected the pay of this group of employees in their most recent settlement?

CODE ONLY ONE OF THE FOLLOWING

01 National / industry-wide: more than one employer
02 This employer: all establishments
03 This employer: but only some establishments / plants
04 This establishment / plant
05 Decided by employer / management
06 Original 'other' - no longer valid
07 Other specific answer, not codeable to 01-06

97 Other vague answer, not codeable to 01-07
98 Don’t know
99 Not answered
YJimpc

Q: Which of the levels on this card was the most important level of negotiations which affected the pay of employees covered by ___ in their most recent settlement.

CODE ONLY ONE OF THE FOLLOWING

01 National / industry-wide: more than one employer
02 This employer: all establishments
03 This employer: but only some establishments / plants
04 This establishment / plant
05 Decided by employer / management
06 Original 'other' - no longer valid
07 Other specific answer, not codeable to 01-06

97 Other vague answer, not codeable to 01-07
98 Don't know
99 Not answered
YJleva_1-YJleva_5; YJlevb_1-YJlevb_5

Q: At which of the levels on this scale are there negotiations with unions/associations which either form the basis for subsequent negotiations or directly result?

**Code ONLY ONE of the following**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>National / industry-wide: more than one employer</td>
</tr>
<tr>
<td>02</td>
<td>This employer: all establishments</td>
</tr>
<tr>
<td>03</td>
<td>This employer: but only some establishments / plants</td>
</tr>
<tr>
<td>04</td>
<td>This establishment / plant</td>
</tr>
<tr>
<td>05</td>
<td>No current bargaining</td>
</tr>
<tr>
<td>06</td>
<td>Original 'other' - no longer valid</td>
</tr>
<tr>
<td>07</td>
<td>Other specific answer, not codeable to 01-06</td>
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<tr>
<td>97</td>
<td>Other vague answer, not codeable to 01-07</td>
</tr>
<tr>
<td>98</td>
<td>Don’t know</td>
</tr>
<tr>
<td>99</td>
<td>Not answered</td>
</tr>
</tbody>
</table>
YJlevc

Q: Thinking about the largest negotiating group at this establishment today can you tell me at which of the levels shown are there negotiations with the unions/associations which either form the basis for subsequent negotiations or directly result in pay increases for this group of employees?

CODE ONLY ONE OF THE FOLLOWING

01 National / industry-wide: more than one employer
02 This employer: all establishments
03 This employer: but only some establishments/plants
04 This establishment / plant
05 Original 'other' - no longer valid
06 Other specific answer, not codeable to 01-04

97 Other vague answer, not codeable to 01-06
98 Don’t know
99 Not answered
Q: What factors influenced the level of pay for employees on this last occasion?

**CODE ALL THAT APPLY**

01 **Increased cost of living** Include general references to inflation, measures of it such as the Retail Prices Index (RPI), or increased costs of specific items such as mortgage interest.

02 **Ability to pay** The employer’s ability or capacity (or inability or incapacity) to pay or fund a pay increased. e.g. [all the company could afford], [what we could offer], [how much the customers will bear], what the market (for our products or services) will stand], [the viability of the establishment or company or business].

03 **Economic performance of establishment or company** The performance of the workplace or any higher-level unit to which it belongs (company, business, group). e.g. [Profitability], [recent financial performance], [expected or forecast profitability].

04 **Economic climate** General economic conditions that constrain or facilitate pay increases. e.g. [the general state of trade in the industry], [the recession], [lack of demand], [the improvement or upturn in the economy].

05 **Limits or guidelines set by a higher authority** e.g. [Cash limits], [financial restraint], [government pay policy], [budget or spending limits], [headquarters or company guidelines or limits].

06 **Recent productivity improvements** Factors that mention or imply increased productivity or output or range of tasks or responsibilities of the group workers concerned. e.g. [productivity], [improved working practices], [increased flexibility of the workforce], [increased responsibilities or job content or job demands], [increased skill levels required]. Exclude references to expected, anticipated or agreed improvements in the future.

07 **Expected or agreed productivity improvements** Pay increases to reward or obtain or secure or compensate for productivity improvements or new working practices or increased flexibility of working. Exclude such improvements etc. where they have already occurred or where the tense is unclear.

08 **General labour market conditions or considerations** e.g. [the going rate for the job in the locality or area or industry], [the rate for the job], [general or external comparisons], [comparisons with recent pay increases given by other employers in the same area or industry or employing similar types of worker].

09 **Recruitment or retention considerations** e.g. [amount needed to prevent people leaving], [what’s needed to recruit staff or new employees], [enough to attract new recruits into the occupation or profession].

10 **Statistical information on pay levels or pay increases elsewhere** e.g. [salary surveys by industry managers or management consultants or professional bodies], [published earnings data], [New Earnings Survey], [pay or salary clubs], ['Pay Research' (in the public sector)], [published norms for the occupation].
11 **Geared to formal external settlement** The size of the pay increase is fixed in relation to, or predetermined by, the size of a pay settlement elsewhere; the increase may be the same amount or percentage as the other settlement or it may be a predetermined proportion of it. e.g. [We follow the Engineering Agreement, although we are not a party to it], [We give the same increases as Local Authorities or the Civil Service or the National Joint Industrial Council for our industry].

12 **Geared to an internal pay settlement** The increase is directly related to the increase of another occupational or bargaining group within the same establishment or organisation. e.g. [same percentage as for the manual workers (if response is about non-manuals)], [same amount as for the skilled workers], [to maintain existing differentials with the shop floor or the clerical staff, etc.].

13 **Comparisons with other internal group or their recent settlement** Exclude cases where the same amount or percentage as another group is mentioned.

14 **Expectations of employees** e.g. [size of increase they expected or anticipated], [what we thought employees would accept], [what’s needed to maintain good morale or motivation or good relationships], [to compensate for low settlements or no increases in the past].

15 **Individual employee performances** e.g. [Merit], [Settled on a person-by-person basis], [individual increases depending on past performance].

16 **Compensation for change in payment system** e.g. [buying out of piecework system], consolidation of bonus or overtime pay], [new job evaluation scheme], [revised job gradings or grading structure], [change in method or system or timing of payment].

17 **Bargaining power of the group or their union** Indications or either strength or weaknesses. e.g. [union bargaining power or pressure], [industrial muscle], [decline in the union’s strength], [need to avoid industrial action or strikes or conflict]. Exclude references to actual or threatened strikes or other industrial action.

18 **Actual or threatened industrial action** e.g. [strike or stoppage or overtime ban or work-to-rule or go-slow or blacking of work or refusal to do certain duties].

19 **Public sympathy with the employees affected by the settlement**

20 **The size of the unions’ claim**

21 **Compensating changes in fringe benefits or terms of employment** The pay increase was smaller (larger) than it would have been because fringe benefits or terms of employment were improved (worsened). e.g. [pay increase partly offset by improved holiday or shorter hours].

22 **Other specific answer, not codeable to 01-21**

97 Other vague answer, not codeable to 01-22

98 Don’t know

99 Not answered
YJ nolv_1-YJ nolv_5

Q: On the last occasion when pay of employees here was considered, where were decisions about the level of their pay made?

CODE ALL THAT APPLY

01 Higher in this organisation [USE ONLY IF ‘MULTI’].
02 At this establishment Include individual contracts.
03 By an employers’ association or national joint negotiating body
04 Original ‘other’ no longer valid
05 Central government
06 Local government
07 Other specified public body [e.g. Further Education Funding Council, Manpower Services Commission].
08 Other specific answer, not codeable to 01-07
97 Other vague answer, not codeable to 01-08
98 Don’t know
99 Not answered
YJ phy1_1-YJ phy1_5

Q: Our records show you negotiated on physical working conditions in 1990 but you do not now. How did this come about?

REASONS FOR CEASING TO NEGOTIATE OVER PHYSICAL WORKING CONDITIONS

CODE ALL THAT APPLY

01 Change of ownership / control of organisation Include merger/ demerger.
02 Devolution of responsibility to local level Include withdrawing from membership of an employers’ association.
03 Union agreement not necessary to achieve change Include union less influential.
04 To achieve change Include to increase managerial control.
05 Improved health and safety legislation
06 Not an issue recently / No problems so not necessary Include change of activity; change in type of jobs / occupations [e.g. through loss of contract].
07 Change of management policy / approach; reason not specified. Include change of management personnel; review of procedures.
08 Other specific answer, not codeable to 01-07
90 Respondent questioned 1990 data

97 Other vague answer, not codeable to 01-90
98 Don't know
99 Not answered
Q: Our records show you negotiate on physical working conditions now, but did not in 1990. How did this come about?

REASONS FOR BEGINNING TO NEGOTIATE OVER PHYSICAL WORKING CONDITIONS

CODE ALL THAT APPLY

01 Change of ownership / control of organisation Include merger/ demerger.

02 Devolution of responsibility to local level Include withdrawing from membership of an employers’ association.

03 Closer involvement with trade unions on such issues

04 Increased emphasis on health and safety Include change of activity; change in type of jobs/occupations; increased legislation.

05 To achieve change

06 Change of management policy / approach; reason not specified Include change of management personnel; review of procedures.

07 Other specific answer, not codeable to 01-06

90 Respondent questioned 1990 data

97 Other vague answer, not codeable to 01-90

98 Don’t know

99 Not answered
Q: How was pay for this group of employees determined in 1990?

**CODE ALL THAT APPLY**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>01</td>
<td>National agreement</td>
</tr>
<tr>
<td>02</td>
<td>Organisation-wide agreement <em>Include Whitley Council</em></td>
</tr>
<tr>
<td>03</td>
<td>Agreement covering this establishment only</td>
</tr>
<tr>
<td>04</td>
<td>Negotiated agreement; level unspecified</td>
</tr>
<tr>
<td>05</td>
<td>Through consultation with employee representatives [e.g. in Joint Consultative Committee (JCC)].</td>
</tr>
<tr>
<td>06</td>
<td>Unilaterally determined by management / government</td>
</tr>
<tr>
<td>07</td>
<td>Other specific answer, not codeable to 01-06</td>
</tr>
<tr>
<td>97</td>
<td>Other vague answer, not codeable to 01-07</td>
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<tr>
<td>98</td>
<td>Don’t know</td>
</tr>
<tr>
<td>99</td>
<td>Not answered</td>
</tr>
</tbody>
</table>
Q: Our records show you *negotiated* on staffing levels in 1990 but you *do not now*. How did this change come about?

**REASONS FOR CEASING TO NEGOTIATE OVER STAFFING LEVELS**

**CODE** ALL THAT APPLY

01 **Change of ownership / control of organisation** Include merger / demerger.

02 **Devolution of responsibility to local level** Include withdrawing from membership of an employers' association.

03 **Union agreement not necessary to achieve change** Include union less influential; union more realistic or less adversarial.

04 **To achieve change** Include to increase managerial control; matter of survival.

05 **Not an issue recently** Include no proposed changes in staffing levels at present, so not necessary.

06 **Change of management policy / approach; reason not specified** Include change of management personnel; review of procedures.

07 **Other specific answer, not codeable to 01-06**

90 **Respondent questioned 1990 data**

97 Other vague answer, not codeable to 01-90

98 Don’t know

99 Not answered
Q: Our records show you negotiate over staffing levels now, but you did not in 1990. How did this change come about?

REASONS FOR BEGINNING TO NEGOTIATE OVER STAFFING LEVELS

CODE ALL THAT APPLY

01 Change of ownership / control of organisation  Include merger/ demerger.

02 Devolution of responsibility to local level  Include withdrawing from membership of an employers' association.

03 Closer involvement with trade unions on such issues

04 To achieve change

05 Change of management policy / approach; reason not specified. Include change of management personnel; review of procedures.

06 Other specific answer, not codeable to 01-05

90 Respondent questioned 1990 data

97 Other vague answer, not codeable to 01-90

98 Don’t know

99 Not answered
Q: What factors influenced the level of pay decided upon for these uncovered employees on this last occasion?

CODE ALL THAT APPLY

01 Increased cost of living Include general references to inflation, measures of it such as the Retail Prices Index (RPI), or increased costs of specific items such as mortgage interest.

02 Ability to pay The employer's ability or capacity (or inability or incapacity) to pay or fund a pay increased. e.g. [all the company could afford], [what we could offer], [how much the customers will bear], what the market [for our products or services] will stand, [the viability of the establishment or company or business].

03 Economic performance of establishment or company The performance of the workplace or any higher-level unit to which it belongs (company, business, group). e.g. ([Profitability], [recent financial performance], [expected or forecast profitability].

04 Economic climate General economic conditions that constrain or facilitate pay increases. e.g. [the general state of trade in the industry], [the recession], [lack of demand], [the improvement or upturn in the economy].

05 Limits or guidelines set by a higher authority e.g. [Cash limits], [financial restraint], [government pay policy], [budget or spending limits], [headquarters or company guidelines or limits].

06 Recent productivity improvements Factors that mention or imply increased productivity or output or range of tasks or responsibilities of the group workers concerned. e.g. [productivity], [improved working practices], [increased flexibility of the workforce], [increased responsibilities or job content or job demands], [increased skill levels required]. Exclude references to expected, anticipated or agreed improvements in the future.

07 Expected or agreed productivity improvements Pay increases to reward or obtain or secure or compensate for productivity improvements or new working practices or increased flexibility of working. Exclude such improvements etc. where they have already occurred or where the tense is unclear.

08 General labour market conditions or considerations e.g. [the going rate for the job in the locality or area or industry], [the rate for the job], [general or external comparisons], [comparisons with recent pay increases given by other employers in the same area or industry or employing similar types of worker].

09 Recruitment or retention considerations e.g. [amount needed to prevent people leaving], [what's needed to recruit staff or new employees], [enough to attract new recruits into the occupation or profession].

10 Statistical information on pay levels or pay increases elsewhere e.g. [salary surveys by industry managers or management consultants or professional bodies], [published earnings data], [New Earnings Survey], [pay or salary clubs], ['Pay Research' (in the public sector)], [published norms for the occupation].
11 Geared to formal external settlement The size of the pay increase is fixed in relation to, or predetermined by, the size of a pay settlement elsewhere; the increase may be the same amount or percentage as the other settlement or it may be a predetermined proportion of it. e.g. [We follow the Engineering Agreement, although we are not a party to it], [We give the same increases as Local Authorities or the Civil Service or the National Joint Industrial Council for our industry].

12 Geared to an internal pay settlement The increase is directly related to the increase of another occupational or bargaining group within the same establishment or organisation. e.g. [same percentage as for the manual workers (if response is about non-manuals)], [same amount as for the skilled workers], [to maintain existing differentials with the shop floor or the clerical staff, etc.].

13 Comparisons with other internal group or their recent settlement Exclude cases where the same amount or percentage as another group is mentioned.

14 Expectations of employees e.g. [size of increase they expected or anticipated], [what we thought employees would accept], [what’s needed to maintain good morale or motivation or good relationships], [to compensate for low settlements or no increases in the past].

15 Individual employee performances e.g. [Merit], [Settled on a person-by-person basis], [individual increases depending on past performance].

16 Compensation for change in payment system e.g. [buying out of piecework system], [consolidation of bonus or overtime pay], [new job evaluation scheme], [revised job gradings or grading structure], [change in method or system or timing of payment].

17 Bargaining power of the group or their union Indications of either strength or weaknesses. e.g. [union bargaining power or pressure], [industrial muscle], [decline in the union’s strength], [need to avoid industrial action or strikes or conflict]. Exclude references to actual or threatened strikes or other industrial action.

18 Actual or threatened industrial action e.g. [strike or stoppage or overtime ban or work-to-rule or go-slow or blacking of work or refusal to do certain duties].

19 Public sympathy with the employees affected by the settlement

20 The size of the unions’ claim

21 Compensating changes in fringe benefits or terms of employment The pay increase was smaller (larger) than it would have been because fringe benefits or terms of employment were improved (worsened). e.g. [pay increase partly offset by improved holiday or shorter hours].

22 Other specific answer, not codeable to 01-21

97 Other vague answer, not codeable to 01-22

98 Don’t know

99 Not answered
YJunlv_1-YJunlv_5

Q: On the last occasion when the pay of employees here **not** covered by collective bargaining was considered, where were the decisions about the level of their pay made?

**CODE ALL THAT APPLY**

- **01** Higher in this organisation
- **02** At this establishment Include individual contracts.
- **03** By an employers’ association or national joint negotiating body
- **04** Original ‘other’ no longer valid
- **05** Central government
- **06** Local government
- **07** Other specified public body [e.g. Further Education Funding Council, Manpower Services Commission].
- **08** Other specific answer, not codeable to 01-07
- **97** Other vague answer, not codeable to 01-08
- **98** Don’t know
- **99** Not answered
**Q:** Our records show that there was a closed shop arrangement in 1990. Why did this arrangement come to an end?

**CODE ALL THAT APPLY**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>01</td>
<td>Change in legislation</td>
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<td>02</td>
<td>Outcome of negotiation</td>
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<tr>
<td>03</td>
<td>Result of reorganisation of working methods</td>
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<tr>
<td>04</td>
<td>Change of management approach / policy Include management dissatisfaction with union.</td>
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<tr>
<td>05</td>
<td>Other specific answer, not codeable to 01-04</td>
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<tr>
<td>90</td>
<td>Respondent questioned 1990 data</td>
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</tr>
<tr>
<td>98</td>
<td>Don’t know</td>
</tr>
<tr>
<td>99</td>
<td>Not answered</td>
</tr>
</tbody>
</table>
**Y K kept**

Q: Our records show that there was a closed shop arrangement in 1990. What has it been maintained?

Only 5 verbatim responses, so not coded to a frame.

Verbatim responses available in Excel file PQOPEN.XLS.
Y K shop_1-Y K shop_5

Q: Which of the arrangements on this card applies to union/staff association membership among workers at this establishment?

**CODE ONLY ONE OF THE FOLLOWING**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>All workers have to be members of unions in order to get or keep their jobs</td>
</tr>
<tr>
<td>02</td>
<td>Some groups of workers have to be members of unions in order to get or keep their jobs</td>
</tr>
<tr>
<td>03</td>
<td>Management strongly recommends that all workers are union members</td>
</tr>
<tr>
<td>04</td>
<td>Management strongly recommends, for some groups of workers, that they are members of the union</td>
</tr>
<tr>
<td>05</td>
<td>No workers have to be members of unions nor is it strongly recommended that they are members</td>
</tr>
<tr>
<td>06</td>
<td>Original 'other' - no longer valid</td>
</tr>
<tr>
<td>07</td>
<td>Other specific answer, not codeable to 01-06</td>
</tr>
<tr>
<td>97</td>
<td>Other vague answer, not codeable to 01-07</td>
</tr>
<tr>
<td>98</td>
<td>Don’t know</td>
</tr>
<tr>
<td>99</td>
<td>Not answered</td>
</tr>
</tbody>
</table>
Q: What types of grievance have been raised?

**CODE ALL THAT APPLY**

01 **Pay AND conditions** or terms AND conditions of employment. Exclude answers where only either pay OR conditions are mentioned.

02 **Pay and allowances** [e.g. pay or salary wage levels], [merit pay], [pay awards], [allowances for shift-working or overtime or unsocial hours working], [sick pay]. Exclude answers referring to the allocation of overtime or working unsocial hours that do not mention pay. Exclude answers that mention pay AND conditions or equal pay.

03 **Equal pay issues** Issues concerning equality of pay between men and women, e.g. [pay parity for women], [equal pay].

04 **Job grading or classification issues** Include job evaluation and job descriptions.

05 **Promotion and career development**

06 **Conditions of employment**, but excluding answers that mention pay AND conditions.

07 **Physical working conditions** [e.g. working conditions], [temperature of the office or shop], [ventilation or noise or dirt], [office space or sharing of offices]. Exclude answers specifically mentioning health and safety in relation to working conditions.

08 **Health and safety** [e.g. use or availability of protective clothing or equipment], [safe working practices].

09 **Internal job transfers** [e.g. moving people around to different jobs], [redeployment within the workplace].

10 **Allocation of work to individuals** [e.g. who does what], [demarcation], [work allocation].

11 **Working practices and methods of working**

12 **Workload or pace of work**; Answers referring to management requirements. Include e.g. [amount of work people are asked to do], [manning levels]. Exclude answers referring to the actual performance of individual employees.

13 **Work performance or performance appraisals** [e.g. performance markings or grades], [annual reports], [poor workmanship or work quality], [inefficiency].

14 **Attendance, absence or timekeeping**

15 **Working time issues** [e.g. days on and off], [holiday working], [carrying over annual leave], [hours of work], [shift working or shift rotas], [overtime hours or allocation].
16 Disciplinary matters [e.g. disciplinary cases or appeals], [appeals against dismissal], [deductions from pay for poor work], [personal misconduct], [fiddling].

17 Redundancy Include selection for redundancy.

18 Sexual harassment

19 Relations between employees Include personality clashes

20 Relations with supervisors Include victimisation or unfair treatment by supervisors. Exclude [racial discrimination].

21 Personal property - damage or theft

22 Use of temporary, causal or contract workers [e.g. contracting out], [use of temps], [subcontracting].

23 Other specific answer, not codeable to 01-22

97 Other vague answer, not codeable to 01-23

98 Don’t know

99 Not answered
YNma1_1-YNma1_5

Q: Our records show that in 1990 there was payment by results among manual workers, but there is not now. Why did this change come about?

REASONS FOR CEASING PBR

CODE ALL THAT APPLY

01 Change of ownership / control of organisation Include merger/ demerger.

02 Jobs covered by PBR have disappeared / Change in working methods Include abolition of piece-work; loss of contract; system no longer appropriate to method of work.

03 To stabilise / simplify wage payments Include move to salary payments or pay bands, incorporation of bonuses into basic pay scales / salaries, consolidation of payment systems.

04 Emphasis on quality, not quantity

05 System was unmanageable

06 System was not effective

07 System proved divisive Include created disharmony amongst employees; didn’t fit with culture of team-working / co-operation.

08 Affordability Include couldn’t pay because of recession, or poor profitability.

09 Switch to profit-related pay system

10 Switch to merit pay Include introduction of performance appraisals.

11 Greater managerial freedom at local level Include introduction of NHS trusts, reorganisation of local government, education etc.

12 Following agreement with employees / employee pressure

13 Change of management policy / approach; reason not specified. Include change of management personnel.

14 Other specific answer, not codeable to 01-13

90 Respondent questioned 1990 data

97 Other vague answer, not codeable to 01-90

98 Don’t know
99 Not answered
YNma2_1-YNma2_5

Q: Our records show that in 1990 there was no payment by results here for manual workers, but in 1997/8 there is. Why did this change come about?

REASONS FOR INTRODUCING PBR

CODE ALL THAT APPLY

01 Change of ownership / control of organisation Include merger / demerger.

02 New jobs / working methods which were not present in 1990 Include introduction of piece-work.

03 To increase motivation Include mention of increasing incentives for employees; changing to a performance-related culture; getting employees to focus on business priorities; means of increasing performance.

04 To link reward to effort Include mention of fair rewards.

05 To enhance employee benefits

06 Affordability Include now able to afford such payments.

07 Greater managerial freedom at local level Include following introduction of NHS trusts, reorganisation of local government, education etc.

08 Following agreement with employees / trade unions

09 Change of management policy / approach; reason not specified Include change of management personnel.

10 Other specific answer, not codeable to 01-09

90 Respondent questioned 1990 data

97 Other vague answer, not codeable to 01-90

98 Don’t know

99 Not answered
Q: Our records show that there was payment by results among non manual workers in 1990, but not in 1997/8. Why did this change come about?

REASONS FOR CEASING PBR

CODE ALL THAT APPLY

<table>
<thead>
<tr>
<th>Code</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Change of ownership / control of organisation Include merger / demerger.</td>
</tr>
<tr>
<td>02</td>
<td>Jobs covered by PBR have disappeared / Change in working methods Include abolition of piece-work; loss of contract; system no longer appropriate to method of work.</td>
</tr>
<tr>
<td>03</td>
<td>To stabilise / simplify wage payments Include move to salary payments or pay bands, incorporation of bonuses into basic pay scales / salaries, consolidation of payment systems.</td>
</tr>
<tr>
<td>04</td>
<td>Emphasis on quality, not quantity</td>
</tr>
<tr>
<td>05</td>
<td>System was unmanageable</td>
</tr>
<tr>
<td>06</td>
<td>System was not effective</td>
</tr>
<tr>
<td>07</td>
<td>System proved divisive Include created disharmony amongst employees; didn’t fit with culture of team-working / co-operation.</td>
</tr>
<tr>
<td>08</td>
<td>Affordability Include couldn’t pay because of recession, or poor profitability.</td>
</tr>
<tr>
<td>09</td>
<td>Switch to profit-related pay system</td>
</tr>
<tr>
<td>10</td>
<td>Switch to merit pay Include introduction of performance appraisals.</td>
</tr>
<tr>
<td>11</td>
<td>Greater managerial freedom at local level Include introduction of NHS trusts, reorganisation of local government, education etc.</td>
</tr>
<tr>
<td>12</td>
<td>Following agreement with employees / employee pressure</td>
</tr>
<tr>
<td>13</td>
<td>Change of management policy / approach; reason not specified. Include change of management personnel.</td>
</tr>
<tr>
<td>14</td>
<td>Other specific answer, not codeable to 01-13</td>
</tr>
<tr>
<td>90</td>
<td>Respondent questioned 1990 data</td>
</tr>
<tr>
<td>97</td>
<td>Other vague answer, not codeable to 01-90</td>
</tr>
</tbody>
</table>
98  Don’t know
99  Not answered
YNnm2_1-YNm2_5

Q: Our records show that there is payment by results for non-manual workers today, but there was not in 1990. Why did this change come about?

REASONS FOR INTRODUCING PBR

CODE ALL THAT APPLY

01 Change of ownership / control of organisation Include merger / demerger.

02 New jobs / working methods which were not present in 1990 Include introduction of piece-work.

03 To increase motivation Include mention of increasing incentives for employees; changing to a performance-related culture; getting employees to focus on business priorities; means of increasing performance.

04 To link reward to effort Include mention of fair rewards.

05 To enhance employee benefits

06 Affordability Include now able to afford such payments.

07 Greater managerial freedom at local level Include following introduction of NHS trusts, reorganisation of local government, education etc.

08 Following agreement with employees / trade unions

09 Change of management policy / approach; reason not specified. Include change of management personnel.

10 Other specific answer, not codeable to 01-09

90 Respondent questioned 1990 data

97 Other vague answer, not codeable to 01-90

98 Don’t know

99 Not answered
**YNpro1_1-YNpro1_5**

Q: Our records show that in 1997/8 there was profit sharing (profit related payments or bonuses or deferred profit schemes), but in 1990 there is not. Why was this change made?

**REASONS FOR INTRODUCTION OF PROFIT SHARING**

**CODE ALL THAT APPLY**

<table>
<thead>
<tr>
<th>Code</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Change of ownership / control of organisation Include merger / demerger.</td>
</tr>
<tr>
<td>02</td>
<td>Extended from another part of the organisation</td>
</tr>
<tr>
<td>03</td>
<td>To reward last performance</td>
</tr>
<tr>
<td>04</td>
<td>To improve / maintain level of employee benefits</td>
</tr>
<tr>
<td>05</td>
<td>Increased profitability</td>
</tr>
<tr>
<td>06</td>
<td>Following practise of competitors</td>
</tr>
<tr>
<td>07</td>
<td>To increase incentives</td>
</tr>
<tr>
<td>08</td>
<td>Tax exemption / tax relief</td>
</tr>
<tr>
<td>09</td>
<td>Following agreement with employees / trade unions</td>
</tr>
<tr>
<td>10</td>
<td>Result of greater managerial freedom at local level</td>
</tr>
<tr>
<td>11</td>
<td>Change in management policy / approach ; reason not specified. Include change in management personnel.</td>
</tr>
<tr>
<td>12</td>
<td>Other specific answer</td>
</tr>
<tr>
<td>90</td>
<td>Respondent questioned 1990 data</td>
</tr>
<tr>
<td>97</td>
<td>Other vague answer</td>
</tr>
<tr>
<td>98</td>
<td>Don’t know</td>
</tr>
<tr>
<td>99</td>
<td>Not Answered</td>
</tr>
</tbody>
</table>
YNpro2_1-Y Npro2_5

Q: Our records show that in profit-sharing existed in 1990, but does not now. Why was this change made?

REASONS FOR CESSATION OF PROFIT SHARING

CODE ALL THAT APPLY

01 Change of ownership / control of organisation Include merger / demerger.
02 Anticipating end of tax relief
03 Decreased profitability
04 Too expensive to run / cost-cutting measure / administration costs
05 Switch to individual incentives Include payment by results.
06 Bonuses consolidated into pay
07 Following agreement with employees / trade unions
08 Change in management policy / approach; reason not specified. Include change in management personnel.
09 Other specific answer, not codeable to 01-08
90 Respondent questioned 1990 data

97 Other vague answer, not codeable to 01-90
98 Don’t know
99 Not answered
YNshr1_1-YNshr1_5

Q: Our records show that in non-executive share ownership schemes exist now, but did not in 1990. Why was this change made?

REASONS FOR INTRODUCING SHARE-OWNERSHIP SCHEME

CODE **ALL THAT APPLY**

01 **Change of ownership / control of organisation** Include merger / demerger.

02 **By extension from another part of the organisation**

03 **New plc since 1990** Include no shares in 1990; following privatisation; company went public; company floated since 1990.

04 **To increase incentives**

05 **To improve / maintain level of employee benefits**

06 **Staff retention** Include to increase loyalty of staff, following practice of competitors.

07 **Change in management policy / approach; reason not specified** Include change in management personnel.

08 **Other specific answer, not codeable to 01-07**

90 **Respondent questioned 1990 data**

97 Other vague answer, not codeable to 01-90

98 **Don’t know**

99 **Not answered**
YNshr2_1-YNshr2_5

Q: Our records show that in 1990 there were share ownership schemes here, but in 1997/8 there are not. Why was this change made?

REASONS FOR WITHDRAWAL OF SHARE OWNERSHIP SCHEMES

CODE ALL THAT APPLY

01 Change of ownership / control of organisation  Include merger / demerger.
02 Buy-out of shares
03 Change in management policy / approach; reason not specified  Include change in management personnel.
04 Other specific answer, not codeable to 01-03
90 Respondent questioned 1990 data

97 Other vague answer, not codeable to 01-90
98 Don’t know
99 Not answered
Q: On this card is a list of methods used by some managers to communicate or consult with their employees. Do you use any as a matter of policy? Which ones?

**CODE ALL THAT APPLY**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Regular meetings among work-groups or teams at least once a month to discuss aspects of their performance, such as quality circles</td>
</tr>
<tr>
<td>02</td>
<td>Regular meetings (at least once a month) between junior managers/supervisors and all the work whom they are responsible</td>
</tr>
<tr>
<td>03</td>
<td>Regular meetings (at least once a year) between senior managers and all sections of the workforce (either altogether or section by section)</td>
</tr>
<tr>
<td>04</td>
<td>Systematic use of the management chain for communication with all employees</td>
</tr>
<tr>
<td>05</td>
<td>Suggestion schemes</td>
</tr>
<tr>
<td>06</td>
<td>Regular newsletters distributed to all levels of employee</td>
</tr>
<tr>
<td>07</td>
<td>Surveys or ballots of employees' views or opinions</td>
</tr>
<tr>
<td>08</td>
<td>Original 'other' - no longer valid</td>
</tr>
<tr>
<td>09</td>
<td>Other individual personal communications [e.g. personal contact by managers, open door policy].</td>
</tr>
<tr>
<td>10</td>
<td>Other written communications [e.g. special version of annual report, memo to all departments].</td>
</tr>
<tr>
<td>11</td>
<td>Email or electronic message boards</td>
</tr>
<tr>
<td>12</td>
<td>Videos or films</td>
</tr>
<tr>
<td>13</td>
<td>Other meetings [Either ad hoc or of an existing committee, works council, representative body etc.].</td>
</tr>
<tr>
<td>14</td>
<td>Notice boards</td>
</tr>
<tr>
<td>15</td>
<td>Other specific answer, not codeable to 01-14</td>
</tr>
<tr>
<td>97</td>
<td>Other vague answer, not codeable to 01-15</td>
</tr>
<tr>
<td>98</td>
<td>Don't know</td>
</tr>
<tr>
<td>99</td>
<td>Not answered</td>
</tr>
</tbody>
</table>
YPhs

Q: Which phrase on this card best describes how Health and Safety matters are dealt with in this establishment? If 'Other', please elaborate.

**CODE ONLY ONE OF THE FOLLOWING**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Joint committee specifically for Health and Safety</td>
</tr>
<tr>
<td>02</td>
<td>Joint committee for Health and Safety and other matters</td>
</tr>
<tr>
<td>03</td>
<td>Workforce representatives but no committee</td>
</tr>
<tr>
<td>04</td>
<td>Management deals with Health and Safety matters without consultation</td>
</tr>
<tr>
<td>05</td>
<td>Original 'other' - no longer valid</td>
</tr>
<tr>
<td>06</td>
<td>Management consults directly with employees Include informal consultation with employees.</td>
</tr>
<tr>
<td>07</td>
<td>Dealt with at higher level of the organisation</td>
</tr>
<tr>
<td>08</td>
<td>Other specific answer, not codeable to 01-07</td>
</tr>
<tr>
<td>97</td>
<td>Other vague answer, not codeable to 01-08</td>
</tr>
<tr>
<td>98</td>
<td>Don't know</td>
</tr>
<tr>
<td>99</td>
<td>Not answered</td>
</tr>
</tbody>
</table>
YPimp_1-YPimp_3

Q: What would you say is the most important matter discussed by [most important JCC] in the last 12 months?

CODE ALL THAT APPLY

00 Nothing important discussed

01 Working conditions generally Exclude mention of specific working conditions such as [physical working conditions], [terms or conditions of employment such as hours, holidays and period of notice].

02 Physical services and facilities e.g. [noise, dust, space heat].

03 Welfare services and facilities e.g. [car parking, rest rooms, meals, canteens, social events, child care].

04 Production issues e.g. [level of production or sales], [keeping production up], [work scheduling], [quality of product or service].

05 Employment issues e.g. [maintaining employment], [avoiding redundancies], [transferring people to other establishments], [reducing labour turnover], [retaining labour], [coping with reduced demand or increased subcontracting or putting services out].

06 Financial issues e.g. [Financial performance or progress], [business position], [profitability], [budgets or budget cuts], [details of company finance].

07 Future plans or trends e.g. [Plans for the future], [general company policy], [development or expansion or contraction programme], [investment].

08 Pay issues e.g. [wave or salary reviews], [bonuses], [payment by results], [incentives], [job evaluation], [regrading].

09 Fringe benefits and conditions of employment e.g. [pensions], [sick pay], [hours of work], [holiday entitlement], [early retirement], [harmonisation of conditions], [single status].

10 Distribution of hours of work e.g. [Flexitime], [annual hours contracts], [starting and finishing times]. Exclude (changes in total or standard hours of work).

11 Administrative changes e.g. [office or factory reorganisation or relocation], [reorganisation of departments or sections].

12 Change of ownership Either actual or potential. e.g. [recent threatened merger or takeover or buy-out].

13 Discipline or dismissals procedures or issues e.g. [disciplinary procedures or codes], [disciplinary cases], [issues concerning personal conduct or relationships].

14 Health and safety Issues or procedures, including safety or security of buildings, premises or equipment. e.g. [exposure to hazardous chemicals], [smoking policy].
15 **Government legislation or regulations or requirements**  Either actual or prospective.  e.g. [EC Directives], [Local Authority regulations], [Education Reform Act or national curriculum], [Employment Act], [White Paper on the NHS].

16 **Energy conservation**

17 **Employee involvement arrangements**  e.g. [consultation arrangements], [industrial democracy], [participation arrangements].

18 **Grievance procedures**

19 **Training**

20 **Trade union representation**  Both generally and in relation to the committee.

21 **Industrial disputes**

22 **Working practices**  e.g. [change in traditional working practices], [restrictive practices], [multi-skilling], [fitters doing electrical work], [flexibility among the workforce].

23 **Environmental issues**  e.g. [pollution], [emissions].

24 **Promotion**  Procedures or decisions.

25 **Subcontracting of work**

26 **Other specific answer, not codeable to 01-25**

97 Other vague answer, not codeable to 01-26

98 Don’t know

99 Not answered
YPjcc1_1-YPjcc1_5

Q: Our records show that in 1990 there was a JCC (joint committee of managers and employees primarily concerned with consultation rather than negotiation) at this establishment, but in 1997/8 there is not. Why?

REASONS FOR WITHDRAWING JCC

CODE ALL THAT APPLY

01 Change of ownership / merger with another organisation / demerger
02 Consultation centralised at higher level [e.g. Area, HQ].
03 At request of staff
04 Improved communications and involvement of employees Include more direct communication.; one-to-one communications (personal contracts).
05 More local freedom to manage Include public sector reorganisation.
06 Cost-cutting measure
07 Lack of need
08 Lack of interest Include fizzled out/ faded away; lack of representatives to sit on committee.
09 Not effective
10 Now a negotiating body Include merged with negotiating body/committee.
11 Derecognition of trade union
12 Change in management policy / approach; reason not specified
13 Other specific answer, not codeable to 01-12
90 Respondent questioned 1990 data
97 Other vague answer, not codeable to 01-90
98 Don’t know
99 Not answered
YPjcc2_1-YPjcc2_5

Q: Our records show that in you have a joint consultative committee now, but you did not have one in 1990. Why?

REASONS FOR ESTABLISHING JCC

CODE ALL THAT APPLY

01  **Change of ownership / control of organisation**  Include merger / demerger

02  **Devolution of consultation from higher level**  Include as result of public sector reorganisation (NHS, local government etc.).

03  **More consultative approach / to aid communication**  Include Improved communications and involvement of employees; more open management style; to keep in touch with employees; to aid employee relations.

04  **At request of staff**

05  **To identify cost saving measures**

06  **Result of Investors in People**

07  **Derecognition of trade union**

08  **Following agreement with employees / trade unions**

09  **Considered a legal requirement**

10  **Change in management policy / approach; reason not specified**

11  **Other specific answer, not codeable to 01-10**

90  **Respondent questioned 1990 data**

97  Other vague answer, not codeable to 01-90

98  Don’t know

99  Not answered
**YQact_1-YQact_12**

Q: Have any of the forms of industrial action on this card taken place among or affecting employees at this establishment in the last 12 months? If ‘Other industrial action by employees’, what was the industrial action?

**CODE ALL THAT APPLY**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Strikes of less than 1 day / less than a whole shift</td>
</tr>
<tr>
<td>02</td>
<td>Strikes of a day but less than a week</td>
</tr>
<tr>
<td>03</td>
<td>Strikes of a week or more</td>
</tr>
<tr>
<td>04</td>
<td>Overtime ban or restriction by employees</td>
</tr>
<tr>
<td>05</td>
<td>Work to rule</td>
</tr>
<tr>
<td>06</td>
<td>Lock out</td>
</tr>
<tr>
<td>07</td>
<td>Go slow</td>
</tr>
<tr>
<td>08</td>
<td>Blacking of work</td>
</tr>
<tr>
<td>09</td>
<td>Work in / sit in</td>
</tr>
<tr>
<td>10</td>
<td>Other industrial action by employees</td>
</tr>
<tr>
<td>11</td>
<td>Original 'other' - no longer valid</td>
</tr>
<tr>
<td>12</td>
<td>None of these</td>
</tr>
<tr>
<td>13</td>
<td>Other specific answer, not codeable to 01-11</td>
</tr>
<tr>
<td>97</td>
<td>Other vague answer, not codeable to 01-12</td>
</tr>
<tr>
<td>98</td>
<td>Don’t know</td>
</tr>
<tr>
<td>99</td>
<td>Not answered</td>
</tr>
</tbody>
</table>
YRag1_1-YRag1_5

Q: Our records show that the way work is organised is now limited by a formal agreement, but it was not in 1990. How did this come about?

REASONS FOR THE INTRODUCTION OF A FORMAL AGREEMENT

CODE ALL THAT APPLY

01  **Change of ownership / control of organisation**  Include merger / demerger.

02  **Devolution of managerial responsibility to local level**  Include public sector reorganisation such as establishment of NHS trusts.

03  **As a result of better relations with staff and unions**

04  **Following negotiation with employees / trade unions**

05  **Change in management policy / approach**; reason not given. Include changes in management personnel.

06  **Other specific answer, not codeable to 01-05**

90  **Respondent questioned 1990 data**

97  Other vague answer, not codeable to 01-90

98  Don’t know

99  Not answered
Q: Our records show that in 1990 there was a formal agreement which limited the way that management here could organise work among non-managerial employees, now in 1997/8 management is able to organise work as it wishes. How did this come about?

REASONS FOR THE WITHDRAWAL OF A FORMAL AGREEMENT

CODE ALL THAT APPLY

01 Change in ownership / control of organisation Include merger / demerger.
02 Devolution of managerial responsibility to local level Include public sector reorganisation such as establishment of NHS trusts.
03 As a result of better relations with staff and unions
04 Jobs covered have declined in number / disappeared
05 Restructuring of activities within the organisation
06 Decline in influence of trade union Include management has more control; empowerment of management.
07 Derecognition of trade union Include move from negotiation to consultation; switch to personal contracts.
08 Following negotiation with employees / trade unions
09 Change in management policy / approach; reason not given Include changes in management personnel.
10 Other specific answer, not codeable to 01-09
90 Respondent questioned 1990 data
97 Other vague answer, not codeable to 01-90
98 Don’t know
99 Not answered
YRlim_1-YRlim_8

Q: What limits the way management can organise the work here? Please choose from this card.

**CODE ALL THAT APPLY**

01 Opposition from groups of ordinary union members
02 Opposition from groups of workers who are not union members
03 Opposition from shop stewards or union representatives
04 Formal agreements with trade unions
05 Lack of skills amongst the workforce
06 Lack of suitable premises or equipment
07 Lack of management expertise
08 Original 'other' - no longer valid
09 Need to obtain agreement of supervisors or junior management
10 Limits from higher level management e.g. Head Office guidelines.
11 Restrictions from professional body e.g. Law Society Rules.
12 Availability of staff e.g. length of working day, recruitment difficulties.
13 Workflow requirements e.g. sometimes no work available.
14 External co-ordination requirements e.g. delivery times, determined by suppliers or distribution of goods, requirements of customers or clients.
15 Other specific answer, not codeable to 01-14 [e.g. Statutory regulations, legislation; guidelines from government, Budgetary limits].

97 Other vague answer, not codeable to 01-15
98 Don’t know
99 Not answered
**YRothm_1-YRothm_5**

Q: Were any of these methods (SHOW CARD) used to reduce a section or sections of the workforce? If ‘Other methods’, please specify.

**CODE ALL THAT APPLY**

01 Dismissals
02 Reductions in hours
03 Other specific methods not codeable to 01 or 02, nor back codeable to YRwaste..YRorg

97 Vague methods not codeable to 01-03 (nor back codeable)
98 Don’t know
99 Not answered / None / No
YRred_1-YRred_9

Q: What have been the main reasons for the workforce reduction in the last 12 months?

CODE ALL THAT APPLY

01 Lack of demand for products or services Include seasonal fall in workload/demand or increasing competition.

02 Shortage of materials

03 Automation / mechanisation / new equipment

04 Reorganised working methods / relocation / integration

05 Improved competitiveness / efficiency / cost reduction

06 Industrial disputes

07 Reductions in budget / cash limits

08 Subcontracting of work

09 Original 'other' - no longer valid

10 Impending closure of establishment

11 Staff shortages e.g. difficulty in replacing staff who have left.

12 Voluntary quits / retirement Include resignations.

13 Other specific answer, not codeable to 01-12

97 Other vague answer, not codeable to 01-13

98 Don’t know

99 Not answered
Q: What would you say have been the most important employee relations issues at this establishment over the period before that - back to 1990?

**CODE UP TO THREE**

**CONDITIONS OF EMPLOYMENT**

01 **Pay levels** Include bonus / commission levels.

02 **Pay differentials** i.e. differences between pay of different groups within the establishment.

03 **Payment systems** Include changes to system of piecework / incentive or productivity payments.

04 **Short time working or guaranteed minimum pay**

05 **Hours of work** Include holidays / any other mention of hours of work.

06 **Profit sharing / share ownership scheme** Include also any references to sharing in financial success of firm.

07 **Fringe benefits** e.g. pensions / sick pay.

08 **Staff status** i.e. Harmonisation of terms and conditions of employment for different groups.

09 **Facilities** Include canteen / rest rooms / accommodation.

10 **Physical working conditions** Include heat / light / noise / dirt / fumes.

11 **Safety**

12 **Grading of jobs / job evaluation**

13 **Pay relativities / comparisons with employees outside establishment**

14 **Procedures (new or existing)**

15 **Equal opportunities, but excluding specific references to equal opportunities legislation**
TRADE UNION OR OTHER EMPLOYEE REPRESENTATION AT ESTABLISHMENT

16 Employee representation - not union

17 Level of union membership

18 Union negotiating rights / management recognition

19 Changes in negotiating or bargaining structure e.g. centralisation/ decentralisation / joint / separate.

20 Closed shop / union membership arrangement

21 Anti-union attitude by management e.g. management attempt to break union or reduce its influence.

22 Union participation in health and safety committee procedures

23 Adherence to existing procedures

24 Interpretation of national or industry agreements

25 Union membership dropping

26 Time off for Trade Union duties

27 Strike / industrial action

28 Training of worker representatives (including shop stewards)

29 Lack of co-operation between unions

STATUTORY ISSUES

30 Employment legislation, specified or not

31 Other legislation

ECONOMIC ISSUES

32 Economic situation generally

33 Survival or closure of establishment

34 Level of grants or subsidies or cuts in these

35 Level of orders / demand for products or services Include also redundancies arising from shortage of work / redundancies / early retirement etc.
36 Capital investment

37 Economic performance / profitability

**RECRUITMENT / DEVELOPMENT OF STAFF**

38 Employment of women or new categories of worker

39 Use of agency or contract staff

40 Dilutees / maintenance of craft / apprenticeship system
   NB: ‘dilutees’ are apprentices accepted as skilled before the normal term of apprenticeship is completed / include also any reference to use of non-apprentice trained workers.

41 Retraining / redeployment within establishment Include any reference to change in skills.

42 Recruitment / shortage / retention of staff generally

43 Demarcation and flexibility Include any reference to the flexibility of the workforce/who does what.

44 Inadequate management Including specialist personnel or industrial relations managers.

**PRODUCTION OR WORKING METHODS**

45 Productivity / Manning levels / efficiency

46 New technology Include any reference to computerisation/automation/mechanisation/ new equipment.

47 Production / working methods - unspecified

48 Replacement / refurbishment of existing equipment / materials / tools

49 Quality of product or service

**MISCELLANEOUS**

50 Trade Union power e.g. unions too powerful / dictating to management.

51 Employee consultation Include reference to information (or lack of) participation/communication.

52 Job security Include references to abolition of posts without refilling.
53 Morale e.g. keeping workers happy / satisfying aspirations / good relations / job satisfaction

54 Lack of co-operation between management and unions / 'them and us' attitude

55 Discipline e.g. management power to control workforce / management prerogative / credibility

56 Absenteeism

57 Restructuring of higher levels of organisation

58 Change of location of establishment Include redeployment of jobs to another establishment / redevelopment of existing site.

59 Change of ownership / denationalisation (whole of est. activity) e.g. the sale of the company, the merger.

60 Membership of Employers' Association or Federation Include federation or defederation.

61 Industrial action for political purposes

62 Privatisation - hiving off of services Include competitive tendering/work going out to tender.

63 No important issues

64 Investors in People

65 Other specific answer not codeable under codes 01 - 64

97 Other vague answer, no information codeable to 01 - 65 above

98 Don't know

99 Not answered
YVisyr_1-YVisyr_5

Q: What would you say have been the most important employee relations issues at this establishment during the past year?

See code frame for YVis90_1-YVis90_5
Q: Has that relationship changed since 1990 and, if so, how?

YVuchan

01 Much better, Better
02 No change Include “No”.
03 Worse, Much worse
04 Not applicable: no unions in 1990
05 Other specific answer not codeable to 01-04
97 Other vague answer not codeable to 01-05
98 Don’t know
99 Not answered

YVuhow_1-YVuhow_4

20 Change in management / union personnel
21 Increased communication with employees Include more consultation with employees; communicate more directly with employees.
22 Improved communication with union Include more contact/dialogue with union; more open with union.
23 More open management style; general
24 More collaboration / partnership with union Include working as a team; less confrontational; greater level of co-operation; more likely to negotiate with union.
25 Less involvement with union Include less contact with union.
26 Greater level of understanding between parties
27 Less resistance to management Include unions less influential; union less vocal / militant; employer has more control.
28 Greater resistance to management Include unions more influential / more powerful.
29 Better treatment of employees Include value employees more; employees
treated more equally.

30  **Improved business performance** Include greater job security.

31  **Worse business performance** Include job insecurity; need for tough decisions.

32  **Restructuring of activities within organisation** Include relocation; change in working methods.

33  **Devolution of management / union activity to local level**

34  **Other**

97  **Vague**

98  **Don’t know**

99  **Not answered**
1998 Workplace Employee Relations Survey

User Guide

Volume 6
Part B: Instructions for Editing the Panel Survey data
WERS98 PANEL SURVEY
EDITORS INSTRUCTIONS

May 1998
v1.0
PART 1: Description of information on the factsheet

Outcome code
50 - Complete interview at selected establishment
51 - Complete interview at Head Office
52 - Complete interview at other location(s) (see ARF)

YAALLEMP, YAFTMALE, YAFTFEM, YAPTMALE, YAPTFEM
These are the employee numbers (male full time, female full time, male part time, female part time) that were recorded on the Basic Workforce Data Sheet (BWDS) by the respondent. The totals for each group should equal the total number of employees (YAALLEMP).

Occupational groups
Although the BWDS is very similar to the EPQ on the Main survey, the Panel survey does not use the grid of employee figures on the laptop. The factsheet does not contain, therefore, a grid, but just the eight occupational groups which you will see labelled A to H on the factsheet. These are expected to total YAALLEMP.

The eight occupational groups are not the same as the Main survey because the Panel survey uses the categories present at the first round of interviews in 1990. Since then the Registrar General has changed the groupings, which the Main survey follows but the Panel has to remain with the former groups.

1990 Employees
The total number of employees, broken down into manual and non-manual employees, are shown on the factsheet. These are the 1990 figures, and could therefore be quite different from the 1997/8 figures.

SIC
Instead of SIC text taken from the IDBR, the Panel survey shows the SIC code for that establishment in 1990. Coding is required based on the text found next to YBSICDES which asks for the main activity of the establishment. Where the code differs from the 1990 code at the 2 digit level, the case needs to be referred to the researchers.

The answers to a number of questions from section B in the questionnaire are printed on the factsheet. These questions concern big changes that may have occurred to the establishment since 1990. Some of the factsheets checks use this information.

YBnam_1 to YBnam_5
Gives the reason for a name change where this has happened.
1 = Change of ownership
2 = Amalgamation/merger with another business/department /establishment.
3 = Change of image/just a change of name
4 = Split or de-merged from another business/department/establishment
5 = Other

YBaddres
Has the establishment moved premises since 1990
1 = Moved
2 = Address changed at same premises

YBownchk
‘Has this establishment has any changes of ownership since 1990?’
1 = Yes
2 = No

YBamchk
Ascertains whether the establishment has merged or amalgamated in some fashion.
1 = Yes
2 = No

YBspchk
Ascertains whether there has been a split or de-merger of the establishment
1 = Yes
2 = No

YBsic_1 to YBsic_5
Gives reason for the change of activity where that has occurred.
1 = Change in ownership
2 = Merger with another establishment/department/business
3 = De-merger from another establishment/department/business
4 = Establishment split up
5 = Expansion in existing business/product/service
6 = Entry into new business/market/product/service
7 = Other

YBowncha
Gives detail of the change of ownership where applicable
1 = An agreed takeover/merger
2 = A takeover/merger formally opposed
3 = Sold by parent organisation (Private sector only)
4 = Ex-public sector, now privatised/denationalised
5 = Management buy-out
6 = Buy out by employees generally
7 = Other

YBstatus
1 = Public limited company (PLC)
2 = Private limited company
2 = Company limited by guarantee
3 = Partnership/self-propriotorship
4 = Trust/friendly society/charity/bdy established by Royal Charter
5 = Co-operative
6 = Government-owned limited company/nationalised industry/trading public corporation
7 = Public service agency
8 = Other non-trading public corporation
9 = Quasi autonomous national governmental organisation (QUANGO)
10 = Local/central government

YBsingle
1 = Single independent establishment not belonging to another body
2 = One of a number of establishments in the UK belonging to the same organisation
3 = Sole UK establishment of a foreign organisation

A set of answers to other key questions are also included on the factsheet

YEunimem
Number of employees who are union members.

YEanymem
If the answer to Euninemp7 is ‘don’t know’ or ‘refusal’ then this question asks whether there are any union members present (1=yes, 2=no)

YFuninum
Number of unions with members at the establishment

XFtotrec
Number of recognised unions in 1990

YFtotrec
Number of recognised unions in 1997/8

YFrchk1
1 = Recognition in 1997 but not in 1990
2 = Recognition in 1990 but not in 1997
3 = Recognition in 1990 and 1997 with change in number of unions recognised
4 = Same number of recognised unions in 1990 and 1997
5 = No recognition in either 1990 or 1997

YFr98_1 to YFr98_10
Reasons for union recognition
1 = After negotiation with management
2 = At management’s initiative
3 = By extension from elsewhere in the organisation
4 = For conformity with other organisations in the same industry
5 = After a ballot of employees
6 = After ACAS assistance or involvement
7 = After threat of strike or other industrial action
8 = After a strike or other industrial action
9 = At customer or suppliers insistence
10 = Other

YFr90_1 to YFr90_5
Reason why now no longer recognition
**YFrs_1 to YFrs_10**
Reason for change in number of recognised unions
1 = Additional union obtained recognition for existing jobs previously covered by another union,
2 = Additional union obtained recognition for existing not previously covered by another union,
3 = New jobs or occupation(s),
4 = An existing union split,
5 = Other reason for increase in number,
6 = Union merger or amalgamation,
7 = Jobs covered by union declined or disappeared,
8 = Members transferred to another existing union,
9 = Derecognition,
10 = Other reason for decrease

**YFs_1 to YFs_3**
Reasons for change in identity of unions.
1 = Additional union obtained recognition for existing previously covered by another union,
2 = Additional union obtained recognition for existing jobs not previously covered by another union,
3 = New jobs or occupation(s),
4 = An existing union split into two,
5 = Other reason for increase in number,
6 = Union merger or amalgamation,
7 = Jobs covered by union declined or disappeared,
8 = Members transferred to another existing union,
9 = Derecognition,
10 = Other reason for decrease in number,
11 = Simply change the name

**YGhowneg**
Says whether the unions all negotiate jointly with management over pay and conditions, negotiate separately, or have several sets of joint negotiations.
1 = Jointly, all recognised unions negotiate together
2 = Separate negotiations with each union
3 = More than one set of joint negotiations

**YGbu_1 to YGbu_9**
Reason for change in number of bargaining units.
1 = Unions newly recognised where none were before ,
2 = New jobs or occupation represented by a different union ,
3 = Break-up of previous joint negotiating arrangements,
4 = Other reason for increase in bargaining units
5 = Loss of recognition by union(s) with separate rights,
6 = Jobs/occupations covered no longer exist at this establishment,
7 = Membership decline brought about loss of recognition
8 = Previously separate unions or bargaining units now negotiate jointly
9 = Other reason for decrease in bargaining units

**YHureps**
Number of employee reps, other than recognised union reps, and not concerned just with Health and Safety
1 = Yes, one
2 = Yes, more than one
3 = No

**YZresps**
The number of respondents interviewed
YZintlen
Length of interview

YBnamco1
Name of the company if single

YBnamco2
Name of the organisation to which it belongs

YVisyr_1 to YVisyr_5
The most important employee relations issue during the last year

YVis90_1 to YVis90_5
The most important employee relations issues since 1990

Check 1 suppressed
This is identical to the Main survey. It says ‘Yes’ when the totals for male, female, full & part time do not equal the total number of employees.

Check 2 suppressed
Similarly this will say ‘yes’ if the 8 occupational groups do not total the number of employees at YAALLEMP.
PART 2

Refer to Research

There are 27 checks built into the factsheet program. If any one of these is triggered, Refer to Research will show ‘Yes’ and the number of the check will be printed.

The checks are;

<table>
<thead>
<tr>
<th>Check</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check 1</td>
<td>Four subtotals not equal to YAALLEMP</td>
</tr>
<tr>
<td>Check 2</td>
<td>Eight occupational groups do not equal YAALLEMP</td>
</tr>
<tr>
<td>Check 3</td>
<td>At least 95% of employees are in one occupational group. Group E (supervisors) excluded.</td>
</tr>
<tr>
<td>Check 4</td>
<td>At least 50% of employees are supervisors (Group E)</td>
</tr>
<tr>
<td>Check 5</td>
<td>At least 50% of employees are senior managers (Group H) and YBHO = 1 or YBSELLS = 2</td>
</tr>
<tr>
<td>Check 6</td>
<td>Large change in number of employees in last 12 months (X%). Ie YAEMP1YR/YAALLEMP &lt;0.25 or &gt;4.0</td>
</tr>
<tr>
<td>Check 7</td>
<td>A public organisation seems to have had a change of ownership: YBSTATUS = 7,9 or 11 and (YBNAM_1-5=1 or YBOWNCHK=1 or YBSIC_1-5=1)</td>
</tr>
<tr>
<td>Check 8</td>
<td>A public organisation has changed ownership, but method appears inappropriate: YBSTATUS = 7,9,11 and YBOWNCHA=3,5,6</td>
</tr>
<tr>
<td>Check 9</td>
<td>Large number of unions present: YFUNINUM &gt;20</td>
</tr>
<tr>
<td>Check 10</td>
<td>Four plus unions now and 1990 but half have changed identity. This check should be ignored when on the factsheet. The checking algorithm is not operating.</td>
</tr>
<tr>
<td>Check 11</td>
<td>Large number of bargaining units: YGMANYBU &gt;10</td>
</tr>
<tr>
<td>Check 12</td>
<td>Only 1 rep (not full time) yet more than 100 union members: YHUREPS = 1 and YHFT = 2 and YEUNIMEM &gt;100</td>
</tr>
<tr>
<td>Check 13</td>
<td>Closed shop in operation, but &lt;80% of employees are union members: YKSHOP_1-5=1 and YEUDENS &lt; 80%.</td>
</tr>
<tr>
<td>Check 14</td>
<td>Large proportion of dismissals in last year: YAALLEMP &lt;500 and YMDISNUM/YAALLEMP &gt;0.2</td>
</tr>
<tr>
<td>Check 15</td>
<td>Large proportion of dismissals in last year: YAALLEMP &gt;= 500 and YMDISNUM/YAALLEMP &gt;0.1</td>
</tr>
<tr>
<td>Check 16</td>
<td>Disciplinary sanctions applied to more than 50% of employees: YMNUM/YAALLEMP &gt;0.5</td>
</tr>
<tr>
<td>Check</td>
<td>Condition</td>
</tr>
<tr>
<td>-------</td>
<td>-----------</td>
</tr>
<tr>
<td>17</td>
<td>More than 70% of full timers earn twice average earnings: YNTWICE &gt;70</td>
</tr>
<tr>
<td>18</td>
<td>More than 70% of full timers earn less than half average earnings: YNHALF &gt;70</td>
</tr>
<tr>
<td>19</td>
<td>Earnings proportions add up to more than 100%: YNTWICE + YNHALF &gt;100</td>
</tr>
<tr>
<td>20</td>
<td>Organisations of this sort not usually entitled to a scheme: YNSCEM_1-5 = 2-4 and YBSTATUS = 4, 5, 8-11</td>
</tr>
<tr>
<td>21</td>
<td>Large % of employees resigned or left in past year: YTRESNUM/YAALLEMP &gt;0.5 (YAALLEMP &lt;100)</td>
</tr>
<tr>
<td>22</td>
<td>Large % of employees resigned or left in past year: YTRESNUM/YAALLEMP &gt;0.3 (YAALLEMP 100-999)</td>
</tr>
<tr>
<td>23</td>
<td>Large % of employees resigned or left: YTRESNUM/YAALLEMP &gt;0.2 (YAALLEMP 1000+)</td>
</tr>
<tr>
<td>24</td>
<td>Number of employees changed by 20+% since 1990 and main activity changed: YBEMPCHK=1 and YBSICCHK=1</td>
</tr>
<tr>
<td>25</td>
<td>Establishment moved since 1990 and no. of employees changed by 20+%: YBADDRES=1 and YBEMPCHK=1</td>
</tr>
<tr>
<td>26</td>
<td>Large change in proportion manual emps.: (YAUSKTOT + YASSKTOT + YASKTOT)/YAALLEMP &lt;0.25 in 1990 and &gt;0.75 in 1997 -or vice versa - (where YAALLEMP &lt;500); or &lt;0.33 in 1990 and &gt; 0.67 in 1998 – or vice versa - (where YAALLEMP 500+)</td>
</tr>
<tr>
<td>27</td>
<td>Large change in the number of employees: YAALLEMP/XAALLEMP in range 0.2 - 5.0 (where YAALLEMP &lt;500) or in range 0.33 - 3.0 (where YAALLEMP 500+)</td>
</tr>
</tbody>
</table>

In addition, Editors should refer any other cases to researchers which they feel appropriate. This will usually be because of something recorded in an interview’s note. Please highlight these.
PART 3

The Blaise Edit

Most of the checks that are part of the factsheet program are also built into the Blaise edit. Where researchers say ‘OK to proceed’, the checks in the questionnaire can be suppressed.

There are also a small number of other checks in the edit version of the questionnaire.

Shown on the next few pages is the full list of checks.

Section A

All checks below only when establishment has more than 50 employees.

YA___TOT/YAALLEMP => 95%, where ___ = USK, SSK, SK, CLE, JUN, SEN or MGR (not SUP) 
(i.e. At least 95% of employees in any one occupational group, except for supervisors)

YASUPTOT/YAALLEMP => 50%

YAMGRTOT/YAALLEMP => 50% and YBHO=1 and YBSELLS=2

YAEMP1YR < 5

YAEMP1YR/YAALLEMP < 0.25 or > 4

Refer to research = Yes - implement on factsheet

Section B

YBSTATUS = 7,9 or 11, and (YBNAM_1-5=1 or YBOWNCHK=1 or YBSIC_1-5=1)

YBSTATUS = 7,9 or 11, and YBOWNCHA = 3,4,5 or 6

“This is a Government or public organisation and should not have had a change of ownership or one of the chosen answers above. Please check that the establishment was correctly identified at YBstatus, and refer to researchers.” Refer to research: factsheet change

Section C

YCJOBMTH, YCJOBYR > Interview date

YCESTMTH, YCESTYR > Interview date

“Editor: The date cannot be right. Please look for an obvious typing error, otherwise change to missing (ctrl + R).”

Section D

If YDNEWMAN = 5 and YBHO = 1.

“Editor: This is the UK head office. Please recode Ddecman7 to 1.

and similarly for YDRECOG and YDSURP
YDNEWMAN = 2,3,4 or 5 and YBSINGLE = 3
and similarly for YDRECOG and YDSURP

“Editor: This is a sole UK establishment so the decision can only be made here or at the overseas office. Unless there is evidence to choose between the two, change to missing”

Section F

YFUNINUM > 20
Refer to research

Section G

YGMANYBU > 10
Refer to research

Section H

YHUREPS = 1 and YHFT = 2 and YEUNIMEM > 100

YHOUTTYP = 1 and YBSINGLE = 1 or 3
“Editor: This organisation doesn’t have any other establishments. Unless you have some other reason to think so, please change the answer to a 2”.

Section J

YJLEVA_1-5 = 2 or 3, and YBSINGLE = 1 or 3
(similarly for YJIMPA, YJLEVB_1-5, YJIMPB, YJLEVC_1-5, YJIMPC, YJLPHY_1-4, YJLSTF_1-4, YJLRBC_1-4, YJLRED_1-4, YJLPAY_1-4, YJLHRS_1-4)

“Editor: This organisation doesn’t have any other establishments. Unless you have some other reason to think so, change answer to a 4 (This establishment).”

YJIMPA or =1,2,3 or 4, and YJLEVA_1-5 : the answer at YJIMPA must only include codes mentioned at YJLEVA_1-5. Similarly with YJIMPB and YJLEVB_1-5; YJIMPC and YJLEVC_1-5.

“Editor: This conflicts with the answer at YJLEVA_1-5. Change the response to the highest code mentioned at YJLEVA_1-5.”

YJUNHOW = 3 and YBSINGLE = 1,2,3,4 or 6
“Editor: The government would normally only decide the pay of other government/public body organisations. Please change to missing”.

Section K

YKSHOP_1-5=1 and YEUDENS < 80%

“Editor: There is supposed to be a closed shop but less than 80% of the employees are union members. Please refer to researcher.”
Section M

YAALLEMP < 500 and (YMDISNUM / YAALLEMP > 0.2)

YAALLEMP => 500 and (YMDISNUM / YAALLEMP > 0.1)

YMNUM / YAALLEMP > 0.5

“Editor: This is an unusually high figure. Please refer case and fact sheet to researcher.”

Section N

Only for establishments with more than 50 employees

YNHALF > 70%

YNTWICE > 70%

“Editor: this figure is unusually high. Please double check and see if it might be a typing mistake. If in doubt, refer to researcher”

(YNHALF + YNTWICE) cannot be greater 100%

“Editor: This is impossible. If the reason, such as a typing mistake, is not obvious, then change answer to missing”

YSCEM_1-5 = 2, 3 or 4, and YBSTATUS = 4, 5, 8, 9, 10 or 11

“Organisations or companies of this sort are not normally entitled to such a scheme. Please refer to research”

Section T

(YAALLEMP < 100) and (YTRESNUM / YAALLEMP > 0.5)

“Editor: A very large number of employees appear to have resigned or left the establishment in the last 12 months. Is this correct? Please check for possible typing error. If in doubt, refer to research”

(YAALLEMP > 100 and < 1000) and (YTRESNUM / YAALLEMP > 0.3)

“Editor: A very large number of employees appear to have resigned or left the establishment in the last 12 months. Is this correct? Please check for possible typing error. If in doubt, refer to research”

(YAALLEMP > 1000) and (YTRESNUM / YAALLEMP > 0.2)

“Editor: A very large number of employees appear to have resigned or left the establishment in the last 12 months. Is this correct? Please check for possible typing error. If in doubt, refer to research”

Overcodes

From time to time you will see a handwritten comment on a factsheet that says the case requires an overcode. This is basically a flag which gives a reason for a problem identified in the data. For example, it may have been discovered that the 1997/8 interviewer defined the establishment more widely than the 1990 interviewer. This would make certain comparisons between the two years difficult. **Action:** Simply mark the serial number and reason on the clipboard query sheets, as is done with the main survey.