SCOTTISH HOUSEHOLD SURVEY

Years 1 and 2 User Guide

Contents

1. Introduction

The Scottish Household Survey (SHS) is a major cross-sectional survey, commissioned by the Scottish Executive in 1998 in order to provide reliable and up-to-date information on the composition, characteristics and behaviour of Scottish households, both nationally and at a sub-Scotland level.

From the outset, it was intended that the data should be made publicly available for secondary analysis. The aim of this document is to provide potential users and other interested parties with an overview of the structure of the dataset and guidance on how to undertake basic analysis.

This document has the following structure. Section 2 provides a brief account of the background to the survey and the survey methodology. Section 3 provides an overview of the dataset, Section 4 describes the other derived variables in the dataset and Section 5 explains the way in which missing income data were imputed. Section 6 provides some examples of SPSS programming syntax to guide analysis. A more detailed account (and a copy of the questionnaire) can be found in 'Scotland's People: Results from the 1999/2000 Scottish Household Survey', Volume 4, Technical Report (Anderson, Hope and Martin 2001), ISBN 0-7559-0231-9.

2. Survey methodology

2.1 Background to the survey

The Scottish Household Survey (SHS) is a continuous survey based on a sample of the general population in private residences in Scotland. It is financed by the Scottish Executive and undertaken by a partnership of NFO System Three Social Research and MORI Scotland.

The aim of the survey is to provide representative information about the composition, characteristics and behaviours of Scottish households, both nationally and at a more local level. The survey covers a wide range of topics to allow links to be made between different policy areas. There is a particular focus on information to inform policy on Transport, Local Government and Social Inclusion. Results are reported in a series of quarterly bulletins and an annual report.

2.2 Sampling

The sample for the survey is designed to meet a number of criteria. It is designed to provide nationally representative samples of private households and of the adult population in private households. This is achieved by splitting the interview between a household respondent and an adult selected at random from the permanent residents of the household.

In order to meet the reporting requirements, the sample is structured to be nationally representative each quarter and to provide a representative sample for larger local authorities each year (those with an achieved sample of over 750 per year).

The sample is also designed to provide data for each local authority over a two-year period. This is achieved by disproportionately sampling in each local authority to achieve a target of at least 550 interviews over two years (equivalent to a simple random sample of 500, with a likely maximum sampling error of ±4%).

Two different sampling approaches are used. In areas of high population density (Glasgow, Edinburgh, Aberdeen, Dundee, etc.) a simple random sample of dwellings is selected covering the entire two-year sample period. These are subsequently clustered into interviewer allocations. In areas of lower population density, census enumeration districts (EDs) are selected with probability proportionate to population. In each ED, 18 addresses are selected, based on achieving 11 interviews from each sampling point.

The sample is selected from the small user Postal Address File (PAF) for Scotland, expanded to take account of addresses which might only be listed once but actually contain multiple dwellings, such as tenement blocks and multi-storey flats. Although the small user PAF excludes many institutional addresses such as student halls of residence or nurses' homes, there are no geographical exclusions from the survey.

2.3 Survey content

The survey questionnaire is in two parts. A householder or the spouse/partner of a householder completes Part 1 of the interview. Once the composition of the household has been established, one of the adults in the household is randomly selected to complete Part 2.[1] In all households with a single adult the same person completes both parts but as the number of adults in the household increases, the probability of the random adult being the same as the household respondent declines.[2]

The highest income holder, or his/her spouse/partner section of the interview deals with topics such as household composition, housing and tenure, health, the vehicles available to the household, the occupation and industry of the highest income householder, household income and housing costs. The random adult section deals with individuals' housing change, tenure change, neighbourhood problems, transport and use of public transport, public services, income and employment.

2.4 Mode of interview

Interviewing was conducted using Computer Assisted Personal Interviewing (CAPI). Instead of using pen and paper to record responses, data is collected on handheld computers.

2.5 Number of interviews

In 1999/2000, a total of 30,227 valid interviews were carried out with householders. Of these 30,227 households, interviews were achieved with 28,340 random adults (94%).[3]

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[1] Adults who are household members but have been living away for the previous six months are excluded from the selection of the random adult. Children and students living away during term time are counted as household members but are excluded from the random adult and random child selection.

[2] Where the same person completes both parts one and two (i.e. they are both the household respondent and selected as the random adult) the CAPI script does not repeat the questions common to both sections. This means that these respondents are not asked for the same information twice.

[3] In 1999, fieldwork was spread over 11 months (February to December).

2.6 Response rates

After excluding addresses that were outwith(outside) the scope of the survey[4], the overall response rate for the first two years of the survey was 66%. There was significant variation in response between local authorities. The highest response rate was achieved in the Western Isles (79%) and the lowest response was achieved in East Renfrewshire (59%). Post-survey weighting takes account of both the disproportionate sampling between local authorities and the differential response between authorities.

2.7 Technical report

Full details of the survey can be obtained from the companion Technical Report of the survey. This contains full details of the sampling, questionnaire, fieldwork and response rates.

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[4] These are mainly addresses without any private dwellings (such as businesses) and vacant or derelict addresses.

3. Overview of the SHS dataset

3.1 Main units of analysis

The data for the 1999/2000 dataset have been provided as a single flat file, containing 30,227 cases and some 2,000 variables. It should be noted that users will not be able to replicate exactly some of the previously published figures. This is due to some subsequent data cleaning, including the deletion of some cases which were found to be duplicates, which requires the recalculation of the survey weights.

The basic unit of sampling and analysis for the SHS is the *HOUSEHOLD* and data are collected at this level in relation to the type of property, amenities available, transport available, household composition, working status of the highest income householder, household income, and credit and debt, among other things. When weighted, these data are representative of Scottish households.

The survey also collects information in relation to various other units of analysis. The most important of these are as follows.

HOUSEHOLD MEMBER data (i.e. collected for each member of the household) such as sex, age, ethnic origin, economic status, some transport-related details, general health details, disabilities and care related facts. When weighted, these data are representative of the Scottish population as a whole. The unweighted base for analysis of all household member data is 70,885.

RANDOM ADULT data (i.e. collected for one adult member of the household, selected at random)[5] include information on age, sex, other personal characteristics, housing, personal views on local area/ community safety, education, transport, services and local government, health, economic activity and income. When weighted, these data are representative of the Scottish *adult* (i.e. aged 16 plus) population. The unweighted base for analysis of random adult data is 28,340.

RANDOM SCHOOLCHILD (i.e. collected for one school-aged member of the household, selected at random) data include information on schooling and transport to/from school. When weighted, these data are representative of the Scottish *schoolchild* (i.e. currently attending school) population. The unweighted base for analysis of random schoolchild data is 6,225.

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[5] 'Random adult' data is missing in records where there was 'non-response' to the 'random adult' part of the interview.

VEHICLE data include information on the type of vehicle, age, annual mileage and fuel costs is available. When weighted, these data are representative of all vehicles owned or regularly used by Scottish households. The unweighted base for analysis of vehicle data is 27,685.

3.2 General variable naming conventions

Most of the variables on the dataset are derived directly from the answer given to a question in the questionnaire. In many cases – and especially for information relating to either the household, the random adult or the random schoolchild – the variable name will be the same as the question 'number'. So, for example, question HA2 asks who the Highest Income Householder is. Other examples are:

HC4 – Number of bedrooms

HD8 – Number of motor vehicles

RA1 – How long have lived at current address

For questions asked in 'loops' for each household member, vehicle, journey, etc., the variable name is based on the question number, plus an additional number to indicate the household member referred to. For example, HA5 asks the age of each household member – the resulting variables are, therefore, named HA5_1 to HA5_10. Other examples are:

HA7_1 to HA7_10 – Economic status

HA9_1 to HA9_10 – Ethnic Origin

There are some questions where the respondent can give more than one answer and the interviewer is instructed to 'code all that apply' or 'code up to (say) three answers'. In such cases there will be a variable for every possible answer. The variable names in these cases will consist of the question number plus a letter to represent the answer – i.e. 'a' for the first possible answer, 'b for the second possible answer.

An example of where this situation occurs is with question RD6 which asks for main reasons for using method of travel to work/education. There are a range of reasons and each reason translates into a variable. The variables are named RD6A, RD6B, RD6C etc.

Some questions are asked in loops for each household member *and* respondents can give more than one answer. The variable names in these cases will consist of the question number plus a number to indicate the household member referred to plus a letter to represent the answer.

An example of where this situation occurs is with question HD3, which asks for 'main reasons for driving' for each eligible household member. In all there are four possible reasons (1: 'drive for a living ', 2: 'drive on business ', 3: 'drive for social and personal reasons ', 4: 'drive to and from work ') and the respondent is asked to 'code all that apply'. In turn, there are four variables - HD3A, HD3B, HD3C, HD3D - relating to the four possible reasons for each eligible household member. Each variable will be coded '1' for yes and '0' for no. So, person number 2 in the household who drives to and from work and for social and personal reasons would have HD3_2A = 0, HD3_2B = 0, HD3_2C = 1, and HD3_2D = 1.

The dataset does not follow a standard procedure for coding 'Yes/No' variables. For example, for some variables 'no' is coded 0 and for others 'no' is coded 2. However *in all cases, a '1' will represent 'Yes'*. Users should always be sure as to the coding being used.

In addition to the variables that relate directly to questions, there are a number of supplementary and derived variables on the dataset. For example, variables such as household type, property type, and annual net household income have been derived from the information collected by the questionnaire variables. There are also some variables which have been generated by the survey's administrative processes – e.g. each household has a unique identifier and each person has a 'number of person within household' identifier. Such variables are named in a different way, and are listed in Section 4.

3.3 Missing values

In the majority of cases, missing values will be represented by the SPSS 'system missing' identifier – i.e. ' . ' for numeric variables and blank for character (string) variables. However, there are instances where missing values are coded differently. In some questions, if the respondent 'doesn't know' the answer or 'can't remember' then rather than a 'system missing' being input, a code representing the reason for a missing value is inserted. In the majority of cases where this can happen, the questionnaire will show that the option exists. An example of where this happens regularly is with the income questions, where respondents may 'refuse' to answer, or 'can't remember' how much benefit, say, is received. The following list details all of the 'missing value codes'.

999986	Full housing benefit
999987	No housing benefit
999988	Not able to walk
999989	No trips abroad/ no business mileage
999990	Less than 1000 miles
999991	Less than one year
999992	None
999993	Can't say
999994	No usual pay
999995	Not enough information
999996	Not stated
999997	Can't remember
999998	Don't know
999999	Refused

Please note that some of the codes are valid only for certain questions, for example 999990 is a code used for questions RE1 and RE3 – number of miles travelled by car in a year.

3.4 Variables with a high number of missing values

Social Class variables have missing values in a large percentage of cases because the 'occupational' information that is needed to derive Social Class is only collected if the person is in employment or has been employed in the past five years.

Questions relating to voting behaviour were only asked for part of the year (July, August, September and October 1999), so will show missing values for interviews conducted at other times of the year. The relevant voting behaviour variables are vt1a to vt5t.

In 2000 a number of changes were made to the questionnaire – some questions amended, some were dropped and some new questions were added. These charges are marked on the document *Published script* to indicate for which years data are available.

3.5 Weights

All analyses using the 1999/2000 dataset require weighting, but the correct weight to be used varies for different types of data.

LA_WT – contains the weight which adjusts for differences between local authorities in sampling fractions. This should be used when analysing 'household', 'person' or 'vehicle' variables (all variables beginning in H, except those beginning HE, and derived household variables – about the household or the HIH).

IND_WT – contains the individual weight to be used when analysing the Random Adult data (all variables beginning in R and the derived random adult variables).

KID_WT – contains the individual weight to be used when analysing the Random Schoolchild data (all variables beginning HE and the derived random school-child variables).

Where there are no random adult or random child data, the value of the weight will be zero.

3.6 Variables useful for splitting and linking records

The variables which can be used for sorting and splitting the main dataset (for example, to create files based on 'households', 'random adults', etc. are shown below.

Household	UNIQID	
Highest Income Householder	UNIQID	HA2
Random Adult	UNIQID	RANDPEO
Random Schoolchild	UNIQID	KIDPNO

UNIQID – This is the unique reference number given to all households taking part in the SHS.

HA2 – This is the person number of the Highest Income Householder

RANDPEO – This is the person number of the Random Adult within the household

KIDPNO – This is the person number of the Random Child within the household

Linking information

Link data from the HIH (Highest Income Householder) using HA2 – the person number of the HIH.

Link data from the HIH's spouse using 'SPNUMO' – the person number of the spouse/partner of the HIH.

Link data from the random person to the household interview using 'RANDPEO' – the person number of the random person.

Link data from the random child section to the household interview using 'KIDPNO' – the person number of the random child.

3.7 Other useful variables

RAND_OK: Was the random adult interview was completed successfully (1='Yes', 2='No').

KID_OK: Whether random child information is complete (1='Yes', 0='No').

3.8 Anonymised data

In some cases, data for potentially identifying variables are collected during the interview but are not included in the dataset, or are only provided in a broad or summary form. For example, HA4 (date of birth), RD1 (postcode of workplace), HD11 (vehicle registration number) all appear in the questionnaire but are not included in the data set. Similarly, information relating to occupation (from HG21 and RH19) area provided in a broad format in HSOC and RSOC.

3.9 Other data issues to note

All questions which ask for reasons (e.g. for liking or disliking a neighbourhood) were originally 'open text' throughout February, March, April, May and June 1999. Answers were listed and coded during these months and then a list of pre-codes drawn up to enable interviewers to enter a code rather than open text. On average, using the pre-code method leads to more reasons being recorded by person. This should be taken into account when comparing figures across time. The relevant variables are: HE12, HE13, HE14, HE17, RB2, RB3, RD6, RD8, RD9, RE11, RE12, RG10, RH10 AND RH12.

4. Derived variables

4.1 Descriptions of derived variables

Derived variables are those which are derived from questionnaire variables, to enable easier and more meaningful analysis of the datasets. Some relate to the household as a whole, and others to individuals. The most important of these are as follows.

PROPTYPE – denotes the type of accommodation. For example, code 1 = detached house, code 2 = semi-detached house, etc.

TENURE – derived from a few questions on the SHS, and represents the tenure of each household. Categories include code 1= owned outright, code 2= buying with loan/ mortgage, etc.

HHTYPE – denotes the type of household composition. Only eligible household members are included in this derived variable. 'Eligible' adults or children are those who would have been eligible for possible random selection. That is, those living at home continuously in the previous 6 months, those living at home during term time and those meeting the age criteria (16 or over for adults, under 19 for children).The different types are explained in the following table.

Code	Type of Household	Explanation
1	Single Adult	1 adult of non-pensionable age and no children
2	Small Adult	2 adults of non-pensionable age and no children
3	Single Parent	1 adult of any age and 1 or more children
4	Small Family	2 adults and 1 or 2 children
5	Large Family	2 adults and 3 or more children or 3 or more adults and 1 or more children
6	Large Adult	3 or more adults and no children
7	Older Smaller	1 adult of non-pensionable age and 1 of pensionable age and no children or 2 adults of pensionable age and no children
8	Single Pensioner	1 adult of pensionable age and no children.

The following is a full list of the 'administrative' and derived variables currently on the datasets. For information on income variables, see section 5.

Variable Name	Description
Survey Administration Variables	
Uniqid	Unique Household Identifier
Day	Day of interview
Month	Month interview took place in
Quarter	Quarter interview took place in. There are cases in the data coded '5' at Quarter. These interviews took place in January 2000 but are counted in the 1999 dataset.
Year	Year interview took place in
Smonth	Sample month. Addresses were issued on a monthly basis, where an interview did not take place in the month of issue, 'smonth' will not be the same as 'month'.
Syear	Sample year. If an interview did not take place in the year of issue, syear will not be the same as 'year'.
Dateint	Day of interview with householder (random adult interview might have different date)
R_day	Day of random adult interview
R_month	Month of random adult interview
R_year	Year of random adult interview
Ind_wt	Random Adult weight
La_wt	Local Authority weight
Kid_wt	Random Schoolchild weight

Household and individual variables	
Agerband	Banded age of Random Adult
Area	Local Authority Grouping. Only the five local authorities were there is an achieved sample of 750 interviews or more can be analysed separately in Year 1 data. These five authorities are City of Edinburgh, City of Glasgow, Fife, North Lanarkshire and South Lanarkshire. The groupings of the remaining authorities are [6]: Highlands & Islands: Western Isles, Argyll & Bute, Highland, Moray, Orkney and Shetland. Grampian: City of Aberdeen, Aberdeenshire Tayside: Angus, Dundee City, Perth & Kinross Central: Stirling, Clackmannanshire, Falkirk Dunbartonshire: West Dunbartonshire, East Dunbartonshire Renfrewshire and Inverclyde: East Renfrewshire, Inverclyde, Renfrewshire Ayrshire: South Ayrshire, East Ayrshire, North Ayrshire Lothians: West Lothian, East Lothian, Midlothian Borders: Borders, Dumfries & Galloway
Bedstand	Whether housing fails or meets bedroom standard
Dtime_mi	Drivetime (in minutes) to nearest population centre (with a population of 10,000 or more).
Entarea	Enterprise area (Highlands and Islands Enterprise or Scottish Enterprise)
Eth_hih	Ethnicity of highest income householder
Fredriv	Frequency of random adult driving
Fyear	Financial year of interview
H_SIC	Standard industrial classification for Highest Income Householder
HCLASS	HIH Social class
Hhtype	Household type
Hihage	Age of highest income householder (years)
Hihagebd	Age of highest income householder (banded)
Hihecon	Economic status of highest income householder
Hihret	Whether HIH is of retirement age

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[6] There were some errors relating to the local authority groupings on page 225 of 'Scotland's People'. The groupings shown here are correct.

Hihsex	Sex of highest income householder
HSEG	Socio Economic grouping for HIH
HSOC	Standard occupational classification for Highest Income Householder
Hhwork	Household working status
Kidage	Banded age of Random Schoolchild
Kidecon	Economic status of Random Schoolchild (these are all 'at school')
Kid_ok	Whether successful interview for random child
Kidpno	Person number of Random Schoolchild
Laschool	Local authority of school attended by random child
Licence	Whether Random Adult has driving licence
Mosaic	Scottish MOSAIC grouping - Broad mosaic codes (*)
Mosaic47	Scottish MOSAIC type – Narrow mosaic codes (*)
Numads	Number of eligible adults (aged over 16 and meet residence criteria)
Numbhh	Total number of people in household from ha1
Numcars	Number of cars household has access to
Numkids	Number of eligible schoolchildren (aged under 16 and live at home)
Numret	Number of retired people in household
Newrural	A revised urban/rural classification
Proptype	Property type
Rclass	Standard industrial classification for Random Adult
Rand_ok	Whether a random adult interview was completed successfully
Randage	Age of Random adult
Randecon	Economic status of Random Adult
Randpeo	Random adult person number
Randsex	Sex of Random Adult
RCLASS	Random Adult Social Class
Respcho	Number of children rep/partner responsible for
RSEG	Socio Economic grouping for Random Adult
RSOC	Standard occupational classification for Random Adult
Spnumo	Person number of spouse
Spret	Whether spouse/partner is of retirement age
Ssex	Sex of spouse/partner
Tenure	Tenure
Totads	Total number of adults (whether eligible to be random adult or not)
Totkids	Total number of children (whether eligible to be the random child or not)
Yrsres	Length of residence

4.2 Other points to note on using the SHS datasets

The remainder of this Section covers a number of other points that should be kept in mind when using the SHS dataset.

4.2.1 Unemployment rates, average earnings figures, and other 'economic ' statistics

The SHS was *not* designed to collect reliable 'economic' statistics (e.g. unemployment rates and average earnings). The SHS has questions on such topics *only* for selecting the data for particular groups of people (such as the unemployed or the low-paid) for further analysis, or for use as 'background ' variables when analysing other topics (such as the means of travel or the frequency of driving).

4.2.2 Analysis of data for a particular period, for Scotland and for areas within Scotland

The SHS's design is such that

1. the sample for a *quarter* should be representative of Scotland as a whole

2. the samples for a *calendar year* are representative for certain Council areas (those with the largest populations: Aberdeen City, Aberdeenshire, Edinburgh, Fife, Glasgow, Highland, North Lanarkshire, South Lanarkshire) – see entry on 'Area' in Section 4.1.

3. the samples for a *two-year sweep* (eg 1999-2000) are representative for all Councils, regardless of size.

Therefore, one should *not* use monthly figures for Scotland.

4.2.3 Statistics that can be produced from different variables within the SHS

Some statistics can be produced from either the data on all household members or from the 'Random Adult ' data (e.g. information about driving licences). In such cases, the figures could well differ because of sampling variability (the 'all household member' data has a response for every adult in the interviewed households, whereas the 'Random Adult ' data has one response per household) and the additional effects of non-response by some of the randomly-chosen adults. The figures from the 'household member' data might be considered the more reliable, but some people may prefer to use the 'Random Adult ' data, for consistency with the other statistics about adults that are only available from that source. Therefore, it is important to specify which data were used when providing figures that could have come from either source.

Similarly, some statistics about schoolchildren could be produced from either the 'household member' dataset or the 'Random Schoolchild ' data. So, in such cases, one should specify which unit of analysis was used.

Finally, statistics produced from the data for different periods may differ as a result of, for example, sampling variability, seasonal variation and other changes with time. It is therefore important to specify which quarters' data were used when citing data from the SHS.

4.2.4 Sample numbers

It is usually best to give the sample numbers which are the basis of the results that you are reporting (see, for example, the 'Base = 100% ' lines in the tables in the first quarterly bulletin). In such cases, the normal practice is to give the *un*weighted sample numbers.

5. Income imputation

In the SHS, total net income is the primary indicator of household income. Total net income is defined as the total income from earnings, benefits, and a variety of miscellaneous sources of the Highest Income Householder and their spouse, where applicable. Each component - income from earnings, from benefits and from other sources – was collected separately.

Incomplete data resulted in around 34% of households having no computed total net income. Moreover, missing income data was not distributed evenly through the SHS. Imputation was carried out for the individual components of income in order that total net household income could be calculated. The principal methods used were 'hot deck imputation', where the sample is divided into subgroups (imputation classes) based on the relevant characteristics, and 'predictive mean modelling', where a statistical model is constructed to provide an estimate.

After imputation, 2.5% of cases are still missing information on income. This residue comprises two groups which are roughly equal in size:

- Households where the HIH stated that both themselves and their partners were neither working, nor receiving any benefits, and were not receiving any miscellaneous source of income.

- Households that, after imputation, had total net annual income of less than £25 a week. In these households, it seems likely that the SHS is not picking up their sources of income or that their income at the time of interview was atypical.

5.1 Income from earnings

Income from earnings was collected for the main job and for other jobs of the highest income household and their partner where applicable. Income was imputed separated for each of these components. For the imputation of income from main jobs, predictive mean modelling was employed. The models used the following:

- Age, sex and SEG of head of household

- Whether the work was full or part-time, self-employed or not,

- Car ownership, whether living in rented accommodation, computer ownership, receipt of means-tested benefits

- Whether respondent lives in a remote location.

A smaller number of individuals lack information on their second and subsequent jobs. These were imputed using hot deck imputation with the imputation classes based on, age of HIH/partner of HIH, sex, and whether self-employed or employed.

5.2 Income from benefits

Imputation was carried out on each benefit separately, where possible.

For earnings top-up, maternity allowance, statutory maternity pay, widow's pension benefit, disability working allowance, industrial injury benefit, invalid care allowance, statutory sick pay, war disablement pension, IS/HB disability premium, other disability benefit, and other state benefit, the median amount received for the benefit was imputed. These benefits are either flat-rate benefits or were received by too few people to allow modelling.

Child benefit, state retirement pension, disability living allowance, severe disablement benefit, attendance allowance, incapacity benefit,   jobseeker's allowance, family credit, and council tax benefit were imputed using hot deck imputation with the imputation classes based on relevant household characteristics.

Imputation of housing benefit was done using a   multi-stage approach. For a large minority of those missing information on amount received, the respondent provided the rent which they paid after housing benefit, and the housing benefit was derived as the difference between that and the imputed gross rent. The remaining cases had housing benefit imputed using tenure, receipt of income support, number of bedrooms, banded income from earnings, and age of the HIH.

Missing data for income support was imputed last of all in order to utilise the other imputed information. The hot deck imputation classes were based on level of income and eligibility for income support. This was based on a simplified model of how much respondents were eligible to receive and on income they received from earnings and other benefits.

5.3 Income from other sources

For income from maintenance, annuity/trust, rent from property, dig money, sickness pay, student loan, student grant, and other regular non-work sources, the median amount received was imputed. These sources of income were received by too few people to allow modelling.

Investment income and income from a non-state pension were imputed using hot deck imputation with the imputation classes based on characteristics which were correlated to the amount received.

5.4 Summary variables

For each individual component of income, there is a variable detailing the amount received and an associated summary variable, indicating if the value was given by the respondent or if it was imputed. Similar pairs of summary variables have also been calculated for income from earnings, income from benefits, income from other sources, and total household income. These imputation flags can used to exclude imputed data from analyses that might be sensitive to the imputation procedures.

Variable	Summary variable	Description
HINCMINC	HINCMSUM	Income from earnings of HIH's main job
HINCOINC	HINCOSUM	Income from earnings of HIH's other jobs
SINCMINC	SINCMSUM	Income from earnings of partner's main job
SINCOINC	SINCOSUM	Income from earnings of partner's other jobs
EARNINC	EARNSUM	Total income from earnings (HIH and partner)
BENINC	BENSUM	Total income from benefits
MSCINC	MSCSUM	Total income from other sources
ANNETINC	INCSUM	Total net annual income
WKNETINC	-	Weekly net income
BANDINC	-	Total net annual income banded

The summary variable values are as follows:

1 = Yes, correct – Income is received from this source and an amount was given by the respondent

2 = Imputed – Income was received from this source, but an amount was not given so the amount was imputed.

3 = Yes but did not use – Income was received but the amount given was very high or low so this was not used in the imputation.

4 = No, not correct – There was an amount given for this income even though the respondent said they did not receive it. This value was set to zero.

5 = No, missing – The respondent received income from this source but gave no amount.

6 = No, correct – The respondent did not receive income from this source.

6. Example programming syntax

In this section, we provide some example programming syntax to guide some of the more common but complex forms of analysis that users may wish to undertake.

6.1 Analysing 'looped' variables (e.g. information on people, vehicles, journeys)

As indicated earlier, the basic unit of analysis in the SHS is the household, but it is also possible to carry out analysis based, for example, on all people within the household, vehicles belonging to the household, etc. The easiest way to do this within the 'flat file' structure of the data is to use a 'loop' within SPSS. An example of this – which counts the number of cars the household has access to – is shown below.

```
********number of cars****************.
vector cars = hd9_1 to hd9_10 .
compute numcars = 0 .
loop # i = 1 to 10 .
        if cars(#i) = 1 numcars = numcars+1 .
end loop .
recode numcars (3 thru 7=3) .
variable labels  numcars 'Number of cars household has access to'.
value labels  numcars 0 'None' 1 'One' 2 'Two' 3 'Three or more' .
```

An example of programming syntax to examine the characteristics of all household members is shown below.

```
****household population characteristics****
recode ha5_1 to ha5_10 (0  thru 15=1) (16  thru 24=2) (25  thru 34=3) (35  thru 44=4) (45 thru 54=5)
(55 thru 64=6) (65 thru 74=7) (75 thru hi=8) into agebd1 to agebd10.
value labels agebd1 to agebd10 1 "0-15" 2 "16-24" 3 "25-34" 4 "35-44" 5 "45-54" 6 "55-64" 7 "65-74" 8 "75+".


weight by la_wt.
MULT RESPONSE
 GROUPS=$sex 'Sex of household members' (ha6_1 ha6_10 ha6_2 ha6_3 ha6_4
 ha6_5 ha6_6 ha6_7 ha6_8 ha6_9 (1,2)) $ethnic 'Ethnicity of    household'+
 ' members' (ha9_1 ha9_10 ha9_2 ha9_3 ha9_4 ha9_5 ha9_6 ha9_7 ha9_8 ha9_9 (1
,99)) $ages 'Age of household members' (agebd1 agebd10 agebd2 agebd3
 agebd4 agebd5 agebd6 agebd7 agebd8 agebd9 (1,99))
```

/FREQUENCIES=$sex $ages $ethnic.

6.2 Analysing multiple response variables

To look at multiple response variables, you need to specify all the variables in the multiple response set (e.g. HC5A to HC5D) in the 'define sets' menu (through Analyse/Multiple Response in SPSS menus). You need to specify a code for the responses (values of 1), a variable label and description.

The newly defined variable can then be used in the Multiple Response/ 'Frequencies' or 'Crosstabs' command. An example of programming syntax defining the multiple response and for running commands is shown below:

MULT RESPONSE GROUPS=$hc5all 'HC5 - goods owned by household' (hc5a hc5b hc5c hc5d (1)) /FREQUENCIES=$hc5all .

MULT RESPONSE GROUPS=$hc5all 'HC5 - goods owned by household' (hc5a hc5b hc5c hc5d (1)) / VARIABLES=hhtype(1 99) /TABLES=$hc5all BY hhtype /BASE=CASES .

6.3 Analysing random adult data

An example of programming syntax to examine the marital status of adults in the random adult data, is shown below. You need to specify that only cases with complete random adult data are included in the computation (do if rand_ok=1).

compute randwed = 0.

do if rand_ok = 1 .

  if (randpeo = 1) randwed = ha8_1.

  if (randpeo = 2) randwed = ha8_2.

  if (randpeo = 3) randwed = ha8_3.

  if (randpeo = 4) randwed = ha8_4.

  if (randpeo = 5) randwed = ha8_5.

  if (randpeo = 6) randwed = ha8_6.

  if (randpeo = 7) randwed = ha8_7.

  if (randpeo = 8) randwed = ha8_8.

  if (randpeo = 9) randwed = ha8_9.

  if (randpeo = 10) randwed = ha8_10.

end if .

variable labels randwed 'Marital status of random adult'.

value labels randwed 1 'Married'
                    2 'Cohabiting'
                    3 'Single'
                    4 'Widowed'
                    5 'Divorced'
                    6 'Separated'.

temp.

fre randwed .

SCOTLAND'S PEOPLE:

Results from the 1999 and 2000 Scottish Household Survey

Volume 2: Technical Report

Simon Anderson, Steven Hope and Chris Martin

NFO SYSTEM THREE SOCIAL RESEARCH AND MORI SCOTLAND

A National Statistics Publication

Contents

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1. Introduction

The Scottish Household Survey (SHS) is a major cross-sectional survey, commissioned by the Scottish Executive in 1998 to provide reliable and up-to-date information on the composition, characteristics and behaviour of Scottish households, both nationally and at a sub-Scotland level. Data from the first two years of the survey, covering 1999 and 2000, are now available.

From the outset, it was intended that the data should be made publicly available for secondary analysis. The aim of this document is to provide potential users and other interested parties with a detailed account of the survey methodology and the contents of the questionnaire.

The Technical Report has the following structure. The remainder of this first section rehearses the background to and objectives of the survey. Section 2 outlines the sample structure and design; Section 3 covers data collection methods and instruments, focusing on issues such as the use of Computer Aided Personal Interviewing (CAPI), and questionnaire structure and coverage; and Section 4 examines response rates and the achieved sample profile and addresses issues relating to weighting and analysis. Section 5 provides information about confidence intervals and complex standard errors, while Section 6 contains a copy of the survey questionnaire.

1.1 Background to the survey

The specific aims of the survey are as follows:

- To provide household and individual information not currently available in Scotland, particularly to support the work of the Scottish Executive Development Department's transport, local government and social inclusion policy areas and the work of the Scottish Parliament.

- To permit disaggregation of such information both geographically and in terms of population sub-groups (such as families with children or the elderly).

- To allow the relationships between social variables within households to be examined. This will support cross-departmental and inter-departmental policies such as those on social inclusion and welfare-to-work.

- To allow early detection of national trends.

- To allow detailed follow-up surveys of sub-samples from the main survey sample, if required.

Following a competitive tendering exercise, the contract to undertake the survey between 1999 and 2002 was won by a consortium bid from NFO System Three Social Research and MORI Scotland.

The arrangements for the management and development of the survey have had three main elements.

An **Advisory Group**, comprising senior Scottish Executive professional staff, representatives of key Development Department policy customers, COSLA, Scottish Homes, Scottish Council for Voluntary Organisations (SCVO) and an academic survey expert is responsible for ensuring that the survey effectively addresses the identified information needs.

A **Technical Group**, comprising Scottish Executive and Convention of Scottish Local Authorities (COSLA) research and statistics professional staff was established to manage the development and implementation of the survey.

Due to the cross-cutting nature of the survey, a **Network Group** was established - including administrators, researchers and statisticians within the Scottish Executive who deal with the topics about which the survey is collecting information, together with representatives from COSLA, Scottish Homes and General Register Office (Scotland).

The survey's **Project Manager** who is responsible for the day-to-day running of the survey can be contacted at the Scottish Executive (see back page for details).

Although the sampling for the survey is based on a two-year sweep, key results are made available on a quarterly basis, along with a more detailed Annual Report. Detail of the six Quarterly Bulletins published to date and of the Annual Reports for 1999 and 2000 can be found at the back of this publication or on the SHS website: www.scotland.gov.uk/shs.

2. Sampling

The original requirements of the sample for the survey were as follows:

- that it should allow an achieved national sample of 31,000 interviews over two years

- that those interviews should be spread evenly across the 24 months of interviewing

- that the sample should be fully national in character (i.e. covering the whole of mainland Scotland and the Islands) and that each quarter should produce nationally representative results

- that results as reliable as those of a simple random sample of 500 should be available for the larger local authorities on an annual basis and for all local authorities (regardless of size) after 2 years

- that the sample should be capable of producing data which are representative both of Scottish households and the adult (aged 16+) population.

The following sub-sections address issues relating to the sampling frame; the balance between systematic random and clustered sampling; the distribution of interviews *by* local authority area; the stratification of interviews *within* local authority areas; and the selection of individuals for interview within households.

2.1 Sampling frame

Since the mid-1980s, the Small User File of the Postcode Address File (PAF) has emerged as the most widely used sampling frame for general population surveys of this kind. This development has been the result of increasing concern about the accuracy of the main alternative to the PAF, the Electoral Register, particularly in the wake of the Community Charge. The principal advantages of the PAF, relative to the Electoral Register, are completeness (it is estimated to miss the addresses of only 2% of the adult population and is updated every three months) and lack of bias (those addresses which are missing from the PAF are not as likely to be concentrated among particular types of people). The PAF was, therefore, selected as the sampling frame for the SHS. There are, however, a number of issues arising from its use.

2.1.1 Deadwood

The Small User File of the PAF, which forms the basis of the sample of addresses, is known to contain a number of addresses that are not residential (usually small shops and offices), which have been demolished or are unoccupied. The extent of 'deadwood' in the PAF varies by area, but is usually estimated at between 10% and 13% in national samples of this kind. This is accounted for by drawing slightly more addresses than the target of a

70% response rate would suggest. Thus, for every 100 interviews expected to be achieved, 160 addresses are issued to interviewers (rather than the 140 suggested by a projected response rate of 70%).

2.2 Accuracy and completeness

In local authority areas where clustered sampling is used, Enumeration Districts (EDs) are used as the Primary Sampling Units (PSUs), as is described in a later section. In some cases, particularly in areas subject to sizeable population change, entire EDs have sometimes been demolished since the PAF was last updated. To accommodate this, the MORI Sampling Unit arranges for a substitute PSU to be drawn from the remaining pool of EDs within the same local authority area and with the same MOSAIC type (see Appendix 1) for each ED found to be unusable.

In areas where systematic random sampling is used, the full sample for the survey is drawn for each two year fieldwork period in advance and so may exclude households in newly-built housing entering the PAF during the period of the survey. Estimates from the *Scottish Abstract of Statistics* (No.28, 1998, Table 4A1) suggest, however, that new housing accounts for only roughly 1% of the housing stock in any given year. Moreover, the impact of this is further reduced by the fact that new properties are often entered onto the PAF some time before they are actually completed. (There should not be a problem in areas of clustered sampling, because, although the PSUs are selected for two years at a time, the actual address lists are not drawn until nearer the time of the fieldwork.)

One further point relating to the accuracy of the PAF may be worth noting: experience in the 1991 and 1996 Scottish House Condition Surveys showed that, with some postcodes straddling the border, it is possible for 'Scottish' addresses actually to be in England (and, correspondingly, for 'English' addresses to belong in Scotland). To avoid this problem, Ordnance Survey maps of the Scottish/English border are manually inspected. Addresses which are actually in England are excluded, while those in 'English' EDs which are actually in Scotland are appended to the adjoining 'Scottish' ED.

2.2.1 Exclusions

Special EDs — It is customary in general population sampling of this kind to exclude 'special' EDs, which include prisons, hospitals and military bases. While prisons and hospitals do not generally have significant numbers of private households, the same may not be true of military bases. On the basis of Scottish MOSAIC classifications, however, such EDs account for just 0.5% of the population. They are, therefore, excluded from the sampling frame, since interviewing on military bases would pose fieldwork problems relating to access and security.

Specific accommodation types — The following types of accommodation are excluded from the survey if they are not listed on the Small User file of the PAF (since it is a survey of private households):

- nurses homes

- student halls of residence

- other communal establishments (e.g. hostels for the homeless and old people's homes)

- mobile homes

- sites for travelling people.

Households in such accommodation are *included* in the survey if they are listed on the Small User file of the PAF and the accommodation represents the 'sole/main residence' of the individuals concerned.

People living in bed and breakfast accommodation are similarly included if the accommodation represents the 'sole/main residence' for those living there.

Students' term-time address is taken as their 'main residence' (in order that they are counted by where they spend most of the year). Since halls of residence were excluded, however, there will have been some under-representation of students.

2.3 Multiple dwellings

There are potential problems associated with the fact that a single entry on the PAF may actually represent multiple dwellings or that a dwelling may contain multiple households. For example, an address listed as 14 Milton Street may consist of a tenement block containing 8 separate flats. Often, the existence of these additional addresses is indicated in the PAF in an additional field known as the Multiple Occupancy Indicator (MOI). To ensure that such households had an equal chance of inclusion, it was therefore necessary to weight the relevant addresses when drawing the sample. Thus 14 Milton Street would have appeared 8 times. In the address listings issued to interviewers, such addresses appear as '14 Milton Street - 3 of 8' etc., with interviewers given clear counting procedures for identifying the relevant selected dwelling.

Where the MOI is correct, this procedure is unproblematic. Sometimes, however, the MOI is incorrect or missing and the true number of dwellings at an address is only discovered once the survey is in the field.

In the SHS, of the 50,676 addresses issued in 1999/2000, the MOI was found to be incorrect in 2.5% of cases. In 2.0% of cases, the actual number of dwellings was less than was shown on the MOI and in 0.5% of cases there were more dwellings.

Where the interviewer found an MOI which was different from the actual number of dwellings observed in the field, he or she uses a Kish grid to select one dwelling at random for interview. This procedure is subsequently checked in the office to ensure the interviewer has carried out a proper random selection. Where it is evident that the interviewer has not followed the selection procedure correctly, the address is re-issued to him/her to go over the process again.

Cases in which the MOI is found to be incorrect should, in principle, be given an additional weight to take account of the implications of this for probabilities of selection. In fact, this is not done, for reasons outlined in Section 4 in the discussion on weighting.

2.4 Overall sample structure

Scotland has 32 local authorities and the sample structure of the survey is intended to yield results as reliable as those of a simple random sample of 500 for the larger local authorities and for all local authorities (regardless of size) after 2 years.

The overall aim of the sample design is to pursue a systematic random sample where fieldwork conditions allow it - namely, in areas of high population density - and to cluster interviews in the remaining areas, in order to achieve the best combination of sample efficiency and cost effectiveness. The distinction is made on the basis of population density per square kilometre by local authority area. In those areas with a population density of 500 or more persons per square kilometre, a systematic random approach is adopted. In those local authority areas with a lower population density, interviews are clustered.

Ten authorities fell into the former (systematic random) category:

- Aberdeen City
- Dundee City
- Edinburgh City
- Glasgow City
- West Dunbartonshire

- East Dunbartonshire
- East Renfrewshire
- Inverclyde
- North Lanarkshire
- Renfrewshire

In these areas, the sample is stratified by the geo-demographic indicator, Scottish MOSAIC, and a systematic random sample of addresses is drawn within each of the resulting strata (the stratification by Scottish MOSAIC is described in sub-section 2.8). Addresses within these areas are selected in full at the beginning of each two-year interviewing cycle. They are then grouped into batches, on the basis of their postcodes, for allocation to interviewers.

The remainder of this sub-section concentrates on procedures for multi-stage sampling within the remaining 22 local authorities (which are listed in Table 2-1).

2.5 Primary sampling unit and cluster size

Enumeration Districts (EDs) are used as primary sampling units (PSU) for those local authorities which fall into the category of lower population density. EDs were chosen over the main alternative, postcode sectors, for the following reasons. First, the use of postcode sectors would significantly increase the cost of fieldwork in these areas since they are much larger in size (covering an average of 2,300 households, compared with an average of 150 per ED). Secondly, in some of the smaller local authorities - e.g. the Orkney Islands and Clackmannanshire - there would have been too few postcode sectors to allow us to sample effectively without selecting a large number of addresses within each chosen PSU. Thirdly, EDs have certain advantages in terms of data linkage since they are directly compatible with Census Output Areas and can be easily linked with geo-demographic systems.

The main disadvantage of using EDs is that they are relatively small, averaging 150 households. This means that there is a potential for larger design factors, reducing the overall efficiency of the sample. The calculation of design effects involves an examination of the survey measure across the PSUs. The greater the variation between PSUs, the higher the design factor (since which PSUs are chosen is then likely to have a greater effect on the results). If a small PSU is used, the variation between PSUs is likely to be increased since the variation within PSUs is likely to be less (households in a small PSU will usually be more similar than those in a large PSU). However, the effects of survey design on the size of the likely sampling errors can be considerably moderated by:

- Sampling a large number of PSUs.

- Interviewing as few respondents as practical in each PSU.

- Stratifying the PSU selection by status measures - because, within a stratified survey, the variation between PSUs is examined separately for each survey stratum. Hence, affluent areas are compared with other similar areas, and poorer areas are compared with others - and design effects are commensurably reduced.

The approach is, therefore, to aim for an average of 11 achieved interviews per PSU in order to have a minimum of about 50 PSUs within each of the local authorities. This is a smaller cluster size than that employed in the 1993, 1996 and 2000 Scottish Crime Surveys, which involved (on average) 15 completed interviews per ED. The use of stratification by Scottish MOSAIC also has had the effect of reducing the extent of variability within each stratum and thus limiting the size of the design effect. Although it was impossible to predict design effects accurately without knowing the exact topic coverage and the variability of response, it was envisaged that, for most variables, the

design effects would be in the range 1.1-1.2 for the survey as a whole. Actual design effects for a range of survey variables, for the year 2000 and for both years combined, are shown in Section 5.

2.6 Procedures for dealing with very small EDs

There is a further issue here relating to those EDs which are, in effect, too small to sample from. It would, for example, have been undesirable and impractical to seek to obtain 11 or 12 interviews from an ED containing only 30 households, because of the impact on variance between households within the PSU, the possibility of potential respondents discussing the survey and the practical difficulty of obtaining sufficient numbers of interviews. Two questions, therefore, arise: first, what should be considered the minimum size for an ED and, secondly, how should smaller EDs be dealt with?

In relation to the first of these questions, it was decided that an ED size of 61 households (from the 1991 Census count) should be considered the minimum for inclusion as a separate PSU. This implied interviewing at most about 20% of households in the smallest PSUs, which was felt to be acceptable, given that these EDs lay in areas with lower density of population. Preliminary investigation of the sampling frame suggested that approximately 20% of EDs within the areas covered by clustering contained 60 or fewer households. However, this does not mean that 20% of PSUs for the survey also do so, since EDs were sampled with probability proportionate to the number of addresses (weighted by the MOI). Since approximately 5% of households are found in EDs containing 60 or fewer households, approximately 5% of sampled EDs also fell below the minimum size.

To resolve the problem of these small EDs, each ED with 60 or fewer households is paired with a neighbouring (or adjoining) ED to create a number of pseudo-EDs, which are, in fact, comprised of two or more real EDs. This has no bearing on probabilities of selection, since the 'pairing' takes place before the PSUs are selected and thus the new pseudo-ED has a probability of selection proportionate to its aggregated number of addresses (weighted by the MOI). EDs are merged until they cross the 61 household threshold. Table 2-1 indicates the number of EDs in each local authority where the household count falls below the threshold.

Table 2-1   Small EDs encountered in sampling by Local Authority area: SHS 1999/2000

Local authority ('Low population density' local authorities only)	Number of small EDs (prior to merging process)
Aberdeenshire	114
Angus	59
Argyll and Bute	95
Borders	114
Clackmannanshire	10
Dumfries and Galloway	155
East Ayrshire	60
East Lothian	37
Eilean Siar	31
Falkirk	34
Fife	98
Highland	191
Midlothian	37
Moray	38
North Ayrshire	59
Orkney	18
Perth and Kinross	90
Shetland	25
South Ayrshire	52
South Lanarkshire	116
Stirling	53
West Lothian	37
All areas with ED sampling	**1650**

2.7 Stratification by local authority area

Table 2.2 shows the distribution of the original projections of achieved sample by local authority area at the end of the 2-year sampling period. The underlying principle here was that the allocation of interviews by local authority area should be broadly proportionate to the number of households, except where the resulting sub-sample in any particular area would fall below a pre-determined accuracy threshold. The allocation was carried out in the following way.

1. The first stage was to set a minimum accuracy threshold of +/-4.4% at the 95% confidence limit - i.e. the level of accuracy associated with an estimate of 50% from a simple random sample of 500 from an infinite population.

2. Taking account of the Finite Population Correction Factor and assuming a design effect of 1.1 in those areas with a clustered design, the minimum number of interviews required to meet the above benchmark was established for each local authority area. This gave figures of around 490 for the high population density areas and 560-590 for the areas with a clustered design.

3. For each area, this figure was compared with the number of interviews associated with a strictly proportionate allocation of 31,000 interviews across local authorities by household numbers. Where the proportionate allocation of 31,000 interviews would have resulted in a local authority having *less* than the minimum identified at paragraph 2, the number of interviews was set to that minimum, or equal to 550 if the minimum was less than 550.

4. The remaining interviews (i.e. those left after the process of allocation in paragraph 3) were simply allocated to the remaining local authorities with probability proportionate to household population and then rounded to the nearest multiple of 11 (or 12 in areas of higher population density) - the expected average number of interviews to be achieved per PSU (or interviewer assignment in the high population density local authorities).

As can be seen from the final column in the table, the projected accuracy of the sub-samples in the different areas (over two years) ranged from +/-1.6% in the largest authority (Glasgow City) to +/-4.4% in the smaller authorities which were over-sampled to bring them up to the accuracy threshold. In terms of the projected number of interviews, the range was from 3,612 to 550. This degree of variation was felt to be appropriate, given the need for finer-grained analysis within the larger local authorities.

Table 2-2 Projected two-year achieved sample size by local authority area: SHS 1999/2000

Local authority	Total household population (1991 Census estimates)	Wholly proportionate distribution	Rounded two-year total with projected achieved minimum sample size	Width of 95% confidence interval (±)
Authorities with systematic random sampling				
Aberdeen City	98,029	1,400	1,296	2.7%
Dundee City	67,791	968	900	3.2%
East Dunbartonshire	41,928	599	552	4.1%
East Renfrewshire	33,696	481	552	4.1%
Edinburgh, City of	202,304	2,890	2,640	1.9%
Glasgow City	273,793	3,911	3,612	1.6%
Inverclyde	37,814	540	552	4.1%
Renfrewshire	76,403	1,091	1,008	3.1%
West Dunbartonshire	40,847	583	552	4.2%
Authorities with clustered sampling				
Aberdeenshire	89,671	1,281	1,188	3.1%
Angus	46,617	666	616	4.3%
Argyll and Bute	38,158	545	594	4.4%
Clackmannanshire	20,436	292	583	4.4%
Dumfries and Galloway	63,145	902	836	3.7%
East Ayrshire	50,529	722	671	4.1%
East Lothian	37,158	531	594	4.4%
Eilean Siar	11,815	169	572	4.4%
Falkirk	60,202	860	792	3.8%
Fife	147,616	2,109	1,947	2.4%
Highland	88,013	1,257	1,166	3.2%
Midlothian	31,332	448	594	4.4%
Moray	35,381	505	594	4.4%
North Ayrshire	58,884	841	781	3.9%
North Lanarkshire	130,726	1,867	1,727	2.6%
Orkney	8,236	118	561	4.4%
Perth and Kinross	56,117	802	737	3.9%
Scottish Borders, The	45,644	652	605	4.4%
Shetland	9,065	129	561	4.4%
South Ayrshire	48,268	689	638	4.2%
South Lanarkshire	124,393	1,777	1,639	2.6%
Stirling	33,820	483	594	4.4%
West Lothian	62,411	891	825	3.8%
All Scotland	**2,170,242**	**31,000**	**31,079**	**0.8%**

2.8 Stratification within local authority areas

As indicated earlier, *within* local authority areas, the sample is stratified by the geo-demographic indicator, Scottish MOSAIC. The purpose of this is to ensure that the sample correctly reflects the population structure in terms of area or neighbourhood type. Given the likely relationship between such variables and the topic coverage of the survey, stratification should lead to an increase in survey precision. It cannot, in any case, result in a sample which is less effective than an unstratified one, since stratification does not imply any departure from randomness or from the principle of equal probabilities of selection within a local authority.

Although the full Scottish MOSAIC classification runs to 47 types, for the purposes of stratification, it was felt sufficient to use the 10 main summary groups. A full description of these is included in Appendix 1.

An additional advantage of using Scottish MOSAIC for the purpose of stratification is that it can be applied not only at ED level but at unit postcode level. Since the data are automatically tagged with Scottish MOSAIC, it also offers an important means of carrying out analysis by area type.

2.9 Procedures for allocating PSUs (and interviewer assignments) evenly throughout the calendar year

As the fieldwork for the survey runs throughout the calendar year, it is important to ensure an even distribution of PSUs (and, in the high population density local authorities, interviewer assignments) by geographic area and Scottish MOSAIC type over time. There are two main reasons for this. First, an uneven distribution would jeopardise the requirement for the sample to be representative of the national population on a quarterly basis. Secondly, some of the variables measured by the survey are likely to exhibit seasonal patterns - e.g. rates of economic activity, modes of transport.

The procedure for allocating PSUs to months of the year is derived from that developed by the Office for National Statistics (ONS) in managing the Family Expenditure Survey[1] and differs only in the need for the SHS sample to be spread evenly across 24 rather than 12 months.

This approach operates in the following way. First, a full listing is prepared of those PSUs drawn as part of the two-year sample. These are listed by local authority and then by MOSAIC type within local authority. Secondly, this is split into random yearly allocations on the basis of odd and even numbers. Thirdly, within each year, the listing of PSUs is then labelled with a random permutation of the numbers 1 to 12 representing the twelve months covered by the fieldwork. This permutation is generated with certain properties to avoid 'bunching' of interviews within particular quarters:

- the first four months are from different quarters

- every subsequent month is from the same quarter as the one four places before.

The example given by ONS (and used to allocate the 1996 FES) is as follows:

---

[1] See C. Lound, 'Allocating primary sampling units for annual surveys to months of the year', *Survey Methodology Bulletin*, No. 39, July 1996.

Table 2-3   Procedure for allocating PSUs by month of fieldwork

Position in list	Month	Quarter
1, 13, 25, etc.	10	4
2, 14, 26, etc.	8	3
3, 15, 27, etc.	5	2
4, 16, 28, etc.	1	1
5, 17, 29, etc.	11	4
6, 18, 30, etc.	7	3
7, 19, 31, etc.	4	2
8, 20, 32, etc.	2	1
9, 21, 33, etc.	12	4
10, 22, 34, etc.	9	3
11, 23, 35, etc.	5	2
12, 24, 36, etc.	3	1

As this sequence can be added automatically to the sampling procedures for the survey, no time is spent manually assigning PSUs to particular months. The same approach is applied to the sample for the SHS. In year one, however, because no fieldwork was conducted in January 1999, the allocation for that year's sample omitted the first month and the interviews that would have been allocated to January were spread evenly across the remaining months of the year.

2.10 Respondent selection

As the survey is intended to collect information both about the structure and characteristics of Scottish households *and* about the people who occupy those households, the interview has a two-part structure. The respondent for the first part of the interview is the *highest income householder* or their spouse or partner[2], with this information established at the very start of the interview. For the second part of the interview, one adult (aged 16+) member of the household is selected at random, and interviewed at a later date if necessary. Further detail about the two parts of the interview and the topics covered in each can be found in Section 3.

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[2] The highest income householder (HIH) is taken as the household reference person for the first part of the interview. This must be a person in whose name the accommodation is owned or rented or who is otherwise responsible for the accommodation. In households with joint householders, the person with the highest income is taken as the household reference person. If householders have exactly the same income, the older is taken as the household reference person.

3. Data collection methods and instruments

3.1 Use of Computer Aided Personal Interviewing (CAPI)

In common with many other large-scale government surveys, the SHS is carried out using Computer Aided Personal Interviewing (CAPI). This offers a number of important advantages over traditional pen-and-paper interviewing for a survey of this kind. These include the following:

- CAPI allows greater complexity in questionnaire design, since routing and 'loops' in the interview can be automated and thus effectively hidden from the interviewer. It also eliminates the need for complex selection procedures during an interview, since random selection can be built into the program.

- Overall data quality is improved because the need for a separate data entry stage is eliminated and because automatic skip-and-fill routines and range and logic checks reduce the scope for interviewer error.

- Preliminary data are available at the end of each day's fieldwork and the lack of a separate data entry stage allows faster turnaround of results more generally.

- The CAPI system generates detailed information about the timing and duration of interviews, allowing fieldwork to be monitored more closely.

Though there are now a number of competing CAPI solutions, the contractors opted for a pen-based Fujitsu system, running In2itive software.

3.2 Questionnaire development and piloting

The SHS questionnaire was developed between August and December 1998 by the Survey Team from System Three/MORI, working in conjunction with the Technical Group for the survey from the Scottish Executive. This followed a broader consultation exercise in which interested parties from a range of policy areas, academia, voluntary organisations and other bodies were invited to propose topics or specific questions for inclusion in the survey. These greatly exceeded the 'space' available in the questionnaire and priority was given to those falling within the remit of the survey.

The early stages of questionnaire design were carried out on paper, with the CAPI version developed only once the main structure of the interview had been agreed. The CAPI script was written by MORI's technical team.

Two pilot exercises were carried out. The first, from 29 October – 6 November 1998, was a full pilot, testing not only the structure and wording of the questionnaire but also the contact procedures for the survey, including the use of an advance letter to respondents. In total, 75 full and 3 part interviews were carried out. Although the response rate during the pilot was only 56%, this was felt to result largely from the limited time available to make call-backs. Overall, the CAPI script was found to be functioning well, though there were problems associated with the 'travel diary' section of the questionnaire and the average interview length was over the target of 45 minutes. As a result, the questionnaire was cut significantly in further discussion between the survey team and the Technical Group.

Because of the resulting substantial changes to the questionnaire, it was decided to run a smaller-scale, second pilot exercise and to delay implementation of the main fieldwork from the start of January to the start of February 1999. Since the contact procedures for the survey had been tested thoroughly at the time of the first pilot and appeared to operate effectively, it was decided to adopt a quota-based approach to the second pilot. The aim of this was to allow interviewers to complete more interviews and to exercise a greater degree of control over the demographic characteristics of respondents.

Fieldwork for the second pilot took place between 11 and 20 December 1998 and 52 interviews in total were completed. This exercise indicated that, although some minor problems remained, the CAPI script continued to function well overall and the average interview length was now almost exactly on target.

3.3 Changes to the questionnaire in 2000

Although the core of the SHS questionnaire is intended to remain constant, there is also scope for the inclusion of different modules over time. In 2000, a small number of new questions were introduced developing the data collected on recycling and voluntary activity in 1999. Questions on voting that were added in July, August and September 1999 were removed from October 1999 onwards.

New questions on charitable donations were added in 2000 along with a module of questions on 'social networks. These revisions to the questionnaire are highlighted in Section 6

3.4 Interviewer briefings and main fieldwork

Four interviewer briefing sessions for the survey were held in late January 1999 – two in Glasgow and one each in Aberdeen and Edinburgh. In total, approximately 140 interviewers were briefed to work on the survey at these sessions. Each briefing was attended by at least 3 members of the Survey Team (4 in Glasgow and Edinburgh), by the national fieldwork managers of each company and the relevant area supervisors and by the Project Manager from the Scottish Executive Central Research Unit. The main topics

covered in the briefings were the background to the survey, the procedures for sampling and respondent selection, and the questionnaire structure and content. Interviewers were also given an opportunity to work through a 'dummy' interview using their CAPI machines.

A small number of mini-briefings have been held since the launch of the survey (using video materials prepared at the time of the original briefings) as new interviewers have joined the team.

The main fieldwork for the survey, which began in early February 1999, has an on-going monthly cycle. The bulk of the interviewing for each month is completed within the first two weeks, with the second two weeks being used for mopping-up and reissues. Interviewers are required to make up to five calls at an address (an initial visit plus four 'call-backs'). In addition to the immediate reissue of 'contact sheets' which have been wrongly completed or where the required number of call-backs has not been made, there is an on-going programme of reissuing 'non-contacts' in a bid to maximise the response rate. At the end of each fieldwork year a significant number of valid but 'non contact' addresses remained 'live'. At the end of the 1999 fieldwork period there was less of an issue as the sample remained valid for the 2000. However, at the end of 2000 interviewing on all the sample for the 1999/2000 sweep had to be closed. The calculations of response rates included in this document (see sub-section 4.2) therefore cover all the addresses issued in the two-year period.

3.5 Questionnaire structure, length and content

It was noted earlier that the questionnaire falls into two parts: the first collecting information about the composition and characteristics of the household from the *highest income householder* or their spouse/partner; the second focusing mainly on the attitudes and experiences of a *random adult* member of the household. The former is intended to generate data representative of Scottish households and the latter data representative of the Scottish adult population. It should be noted, however, that for reasons of space a handful of 'household' questions are also asked of the 'random adult'. These address household events or characteristics which any adult member of the household would be likely to know about (e.g. recent experience of break-ins or fire in the home).

During the 1999/2000 fieldwork period, the average length of the 'highest income householder' interview was 18 minutes, while that of the 'random adult' interview was 22 minutes. Allowing a few minutes for the interface between the two (in some cases the 'random adult' would not be available for interview and the interviewer would have to call back on another day), this yields an average interview length of approximately 40-45 minutes.

A copy of the full questionnaire (which highlights areas of difference between 1999 and 2000) can be found in Section 6. The broad topic areas, however, are as follows. In the

first part of the interview (with the highest income householder or spouse/partner), respondents are asked about:

- Household composition and characteristics of household members
- Type of property/accommodation
- Vehicles in household and access to public transport
- Children in the household
- Employment status of the highest income householder
- Household income from employment and other sources
- Savings, credit and debt

In the second part of the interview (with the 'random adult'), respondents are asked about their own:

- Education qualifications
- Perceptions of the local area
- Experience of crime and victimisation
- Use of private and public transport
- Travel in the previous 24 hours
- Perceptions of services and local government
- Health problems and caring responsibilities
- Employment status
- Individual income from employment and other sources

4. Response rates, achieved sample profile and weighting

4.1 Achieved sample size

Although it was originally intended to begin fieldwork in January 1999, it was decided to delay this by a month in order to allow time for the second pilot exercise and further checking of the CAPI script. The sample addresses which had been selected for fieldwork in January were, therefore, redistributed evenly throughout the remaining months of the year. The sample for 2000, however, was allocated evenly across all 12 months of the year.

By the end of the 2000 fieldwork period, a total of 30,227 interviews had been completed. As Table 4-1 shows, these were spread quite evenly across the 8 quarter-years covered by the survey within local authorities. On a month-on-month basis, of course, the variation is likely to be greater. There are likely to be a variety of reasons for this fluctuation, including the unavailability of interviewers and potential respondents because of sickness or holidays, periods of bad weather which disrupt fieldwork, and slight variations in the fieldwork allocation by month within individual local authority areas.

Table 4-1 Achieved interviews by Local Authority area by Quarter, SHS 1999/2000 (based on month of issue, not date of interview)

| | 1999 | | | | | 2000 | | | | | Sweep |
	Q 1	Q 2	Q 3	Q 4	Total	Q 1	Q 2	Q 3	Q 4	Total	Total
Aberdeen City	98	163	153	177	**591**	161	178	142	152	**633**	**1,224**
Aberdeenshire	107	164	180	151	**602**	139	140	151	155	**585**	**1,187**
Angus	57	73	89	97	**316**	78	77	79	87	**321**	**637**
Argyll and Bute	47	83	70	69	**269**	83	70	70	84	**307**	**576**
Borders	63	80	89	87	**319**	65	77	82	64	**288**	**607**
Clackmannanshire	55	79	80	75	**289**	73	76	81	68	**298**	**587**
Dumfries and Galloway	90	138	107	112	**447**	108	108	101	114	**431**	**878**
Dundee City	65	83	131	116	**395**	93	103	108	82	**386**	**781**
East Ayrshire	59	79	87	78	**303**	93	106	95	79	**373**	**676**
East Dunbartonshire	48	76	88	82	**294**	71	72	71	79	**293**	**587**
East Lothian	29	108	95	75	**307**	79	39	78	82	**278**	**585**
East Renfrewshire	46	84	68	56	**254**	60	60	62	58	**240**	**494**
Edinburgh City	230	324	394	329	**1,277**	310	298	303	293	**1,204**	**2,481**
Eilean Siar	65	105	107	80	**357**	54	74	79	94	**301**	**658**
Falkirk	82	108	114	105	**409**	100	94	116	98	**408**	**817**
Fife	196	263	264	246	**969**	232	240	216	238	**926**	**1,895**
Glasgow City	276	416	451	387	**1,530**	421	376	424	385	**1,606**	**3,136**
Highland	106	180	156	139	**581**	138	147	141	122	**548**	**1,129**
Inverclyde	54	62	65	69	**250**	78	59	69	81	**287**	**537**
Midlothian	57	81	90	102	**330**	60	74	77	71	**282**	**612**
Moray	44	101	83	77	**305**	88	65	90	83	**326**	**631**
North Ayrshire	92	112	109	103	**416**	109	89	93	115	**406**	**822**
North Lanarkshire	155	251	212	211	**829**	208	210	200	170	**788**	**1,617**
Orkney	47	74	80	74	**275**	61	64	59	81	**265**	**540**
Perth and Kinross	71	99	102	113	**385**	88	117	97	87	**389**	**774**
Renfrewshire	82	94	118	141	**435**	125	151	131	109	**516**	**951**
Shetland	47	67	81	80	**275**	87	72	67	60	**286**	**561**
South Ayrshire	60	121	84	98	**363**	75	68	83	86	**312**	**675**
South Lanarkshire	142	252	234	202	**830**	189	207	189	187	**772**	**1,602**
Stirling	54	87	95	80	**316**	73	79	77	73	**302**	**618**
West Dunbartonshire	58	70	74	64	**266**	71	60	77	61	**269**	**535**
West Lothian	89	134	109	116	**448**	102	96	94	77	**369**	**817**
All Scotland	**2,771**	**4,211**	**4,259**	**3,991**	**15,232**	**3,772**	**3,746**	**3,802**	**3,675**	**14,995**	**30,227**

Overall, there was a shortfall of 2.5% relative to the original aim of achieving 31,000 interviews over two years. In terms of interviews achieved from issued sample, the shortfall was 2% in 1999 and 3% in 2000. This was primarily the result of lower than anticipated response rates in some local authority areas.

4.2 Household response rate

The following table shows the detailed outcomes of issued addresses for the 1999/2000 SHS as a whole. Across the two year sampling period as a whole, 91% of issued

addresses were valid and at least a 'highest income householder' interview was achieved at 65% of those addresses.

Table 4-2   Summary of outcomes at issued addresses for the 1999/2000 SHS

	Frequency	Percent of issued addresses	Percent of sub-category
Valid addresses			
Interview achieved	30,227	59.6%	65.6%
Refused - not interested	4,430	8.7%	9.6%
Refused - too busy	1,880	3.7%	4.1%
Refused - too ill	925	1.8%	2.0%
Refused - never does surveys	651	1.3%	1.4%
No contact - address occupied	3,257	6.4%	7.1%
No contact - questionable if occupied	1,172	2.3%	2.5%
No contact - away during fieldwork	686	1.4%	1.5%
Contact with household - no contact with valid respondent after 5 calls	61	0.1%	0.1%
Contact but inadequate English	38	0.1%	0.1%
Other	839	1.7%	1.8%
Valid address with no recorded outcome	1,891	3.7%	4.1%
Total valid addresses	**46,058**	**90.9%**	**100.0%**
Invalid addresses			
Vacant	2,192	4.3%	47.5%
Institution	96	0.2%	2.1%
No longer a dwelling	95	0.2%	2.1%
Business / commercial	731	1.4%	15.8%
Derelict / demolished	495	1.0%	10.7%
unable to trace address	535	1.1%	11.6%
Other	474	0.9%	10.3%
Total invalid addresses	**4,618**	**9.1%**	**100.0%**
Total issued addresses	**50,676**		**100.0%**

Examination of overall household response rates by local authority area reveals considerable variation both in the level of 'deadwood' in the sample and in the achieved response rate. The combined effects of these mean that the original projections of annual sub-sample size have been surpassed in some local authority areas but not reached in others. The following table shows this in detail.

Table 4-3 Household response rate, targets and invalid addresses by local authority: SHS 1999/2000

	Target	Achieved	% of target achieved	Response rate	Percentage of addresses invalid
Aberdeen City	1,296	1,224	94%	64.6%	9.8%
Aberdeenshire	1,188	1,187	100%	68.0%	9.7%
Angus	616	637	103%	66.6%	6.2%
Argyll and Bute	594	576	97%	70.9%	16.4%
Borders	605	607	100%	68.4%	10.5%
Clackmannanshire	583	587	101%	65.8%	5.8%
Dumfries and Galloway	836	878	105%	69.2%	8.0%
Dundee City	900	781	87%	62.4%	13.0%
East Ayrshire	671	676	101%	68.5%	7.6%
East Dunbartonshire	552	587	106%	67.8%	3.0%
East Lothian	594	585	98%	67.2%	7.3%
East Renfrewshire	552	494	89%	58.9%	5.5%
Edinburgh, City of	2,640	2,481	94%	64.2%	9.2%
Eilean Siar	572	658	115%	78.8%	11.5%
Falkirk	792	817	103%	65.7%	4.7%
Fife	1,947	1,895	97%	64.5%	6.5%
Glasgow City	3,612	3,136	87%	61.5%	12.9%
Highland	1,166	1,129	97%	67.7%	13.0%
Inverclyde	552	537	97%	68.1%	11.4%
Midlothian	594	612	103%	66.2%	4.2%
Moray	594	631	106%	72.3%	9.9%
North Ayrshire	781	822	105%	70.4%	9.1%
North Lanarkshire	1,727	1,617	94%	61.1%	6.6%
Orkney	561	540	96%	69.8%	15.5%
Perth and Kinross	737	774	105%	69.5%	7.6%
Renfrewshire	1,008	951	94%	64.3%	10.1%
Shetland	561	561	100%	69.8%	13.4%
South Ayrshire	638	675	106%	67.4%	7.2%
South Lanarkshire	1,639	1,602	98%	63.7%	6.8%
Stirling	594	618	104%	68.2%	6.4%
West Dunbartonshire	552	535	97%	62.9%	6.5%
West Lothian	825	817	99%	64.5%	6.6%
All Scotland	**31,079**	**30,227**	**97%**	**65.7%**	**9.1%**

4.3 Random adult response rate

Since there is no substitution if the selected 'random adult' is unavailable or unwilling to take part in the second part of the interview, there is inevitably a degree of attrition in response rates between the first and second parts of the interview. This means that the 'random adult' response rate is lower than the household response rate. While a successful part one (highest income householder) interview was carried out at 66% of valid addresses, a part two (random adult) interview was achieved at only 62% of these addresses, or at 94% of those addresses at which a part one interview had been completed. This is, however, higher than the original projections for the survey, which estimated that a successful 'random adult' interview would be completed at only 90% of households participating in the first part of the survey.

Table 4.4 shows the number of completed 'random adult' interviews expressed as a proportion of households which took part in the first part of the interview and as a proportion of valid addresses.

Table 4-4 Random adult response rate as percentage of valid addresses and of achieved household interviews: SHS 1999/2000

	Total valid addresses issued	Household interviews achieved	Number of random adult interviews achieved	RA interviews as a percentage of valid addresses	RA interviews as a percentage of household interviews achieved
Aberdeen City	1,895	1,224	1,121	59%	92%
Aberdeenshire	1,756	1,187	1,110	63%	94%
Angus	945	637	612	65%	96%
Argyll and Bute	813	576	538	66%	93%
Borders	886	607	574	65%	95%
Clackmannanshire	899	587	558	62%	95%
Dumfries and Galloway	1,256	878	843	67%	96%
Dundee City	1,270	781	731	58%	94%
East Ayrshire	1,016	676	635	63%	94%
East Dunbartonshire	867	587	530	61%	90%
East Lothian	903	585	546	60%	93%
East Renfrewshire	845	494	454	54%	92%
Edinburgh, City of	3,887	2,481	2,339	60%	94%
Eilean Siar	826	658	624	76%	95%
Falkirk	1,234	817	751	61%	92%
Fife	2,980	1,895	1,809	61%	95%
Glasgow City	5,103	3,136	2,941	58%	94%
Highland	1,658	1,129	1,058	64%	94%
Inverclyde	791	537	500	63%	93%
Midlothian	931	612	572	61%	93%
Moray	875	631	594	68%	94%
North Ayrshire	1,160	822	778	67%	95%
North Lanarkshire	2,640	1,617	1,501	57%	93%
Orkney	776	540	507	65%	94%
Perth and Kinross	1,113	774	726	65%	94%
Renfrewshire	1,468	951	908	62%	95%
Shetland	792	561	523	66%	93%
South Ayrshire	966	675	639	66%	95%
South Lanarkshire	2,500	1,602	1,500	60%	94%
Stirling	910	618	581	64%	94%
West Dunbartonshire	837	535	496	59%	93%
West Lothian	1,260	817	741	59%	91%
All Scotland	**46,057**	**30,227**	**28,340**	**62%**	**94%**

Again, there is considerable variation by local authority, especially if the combined effects of household and individual non-response is considered.

Clearly, if non-response were distributed evenly throughout the population, it would have no impact on the representativeness of the achieved sample. However, since non-response tends to concentrate in particular sections of the population, there is good reason to examine the profile of the achieved sample to ensure that no systematic bias has been

introduced. This issue – and the related question of weighting the data – is discussed below.

4.4 Achieved sample profile and weighting issues

Two types of weighting are potentially necessary with a random probability sample of this kind. The first are intrinsic to the survey design and are necessary to compensate/adjust for unequal probabilities of selection for individuals, households or other units of analysis. The second are extrinsic to the survey design but may be necessary to counteract the effects of non-response bias.

4.4.1 Weighting for analysis based on household data

The weights for analysis of household data have two main elements. First, it is necessary to 'weight up' those local authorities which were under-sampled and 'weight down' those which were over-sampled - this is a weight of the first type mentioned above, which adjusts for unequal probabilities of selection). Secondly, the weight addresses any disproportionality introduced by differential response rates by local authority within quarters. The combination of these two elements is shown in Table 4-5. (The weights for some local authorities vary greatly between one quarter and the next because the number of achieved interviews fluctuate between quarters – see Section 4.1). The final sample profile across the two years should, therefore, correctly reflect the distribution of households across Scotland's local authority areas.

Weights are calculated for each local authority each quarter and based on the quarter in which the interviews were carried (regardless of when the address was sampled). This reflects the way in which the data is reported in a series of quarterly bulletins and should allow findings from each Bulletin to be reproduced by selecting the relevant quarter's data. In practice, however, it may not be possible to reproduce exactly some of the results from earlier Bulletins because the data for that quarter were subsequently changes (e.g. to correct errors that were identified later).

Table 4-5 Weights to account for 'under'/'over' sampling and differences in response rates by local authority by Quarter: SHS 1999/2000

	1999				2000			
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Aberdeen City	1.2769	1.1116	1.2701	1.0444	0.9963	1.0086	1.0335	1.2990
Aberdeenshire	1.0445	1.0105	0.9703	1.0579	1.0444	1.1045	0.9826	1.2597
Angus	1.0084	1.1658	0.9767	0.8907	0.9918	1.0729	0.9374	1.1771
Argyll and Bute	0.9630	0.8495	1.1216	1.0996	0.8457	0.8899	1.0945	0.6922
Borders	0.9700	1.0416	0.9988	0.9552	1.0116	1.1088	1.0599	1.2542
Clackmannanshire	0.5267	0.5111	0.4281	0.4790	0.5622	0.4830	0.4802	0.4600
Dumfries and Galloway	0.8499	0.8353	1.2073	0.9911	1.0076	1.1626	1.1197	0.9076
Dundee City	1.2443	1.6284	1.0943	0.9931	1.2154	1.1740	1.2357	1.2666
East Ayrshire	1.0375	1.1677	1.1438	1.1843	0.8487	0.8183	0.8570	1.6278
East Dunbartonshire	1.0581	1.0072	0.9383	0.8988	0.9423	1.0186	0.9973	1.1521
East Lothian	2.8133	0.8375	0.5808	0.8709	0.7906	1.2499	0.9174	0.8571
East Renfrewshire	0.9493	0.7595	0.9904	0.9728	0.9957	1.1556	1.0269	0.8625
Edinburgh City	1.1242	1.2779	1.0348	1.1431	1.2182	1.2118	1.2067	0.9594
Eilean Siar	0.2202	0.2054	0.2502	0.2596	0.3491	0.2793	0.2195	0.2692
Falkirk	0.8894	1.0176	1.0778	1.2410	0.8978	1.0856	0.8964	1.1596
Fife	0.9314	1.0441	1.0649	1.0903	1.1270	0.9855	1.1610	1.2829
Glasgow City	1.2956	1.3846	1.3685	1.4272	1.2700	1.0909	1.2625	0.8790
Highland	1.0351	0.9679	1.0077	1.2087	1.0326	1.1575	0.9131	1.5966
Inverclyde	0.9746	1.2327	1.2208	0.9634	0.6780	1.3779	0.8780	0.8513
Midlothian	0.6659	0.7429	0.7259	0.5400	1.0416	0.6850	0.6716	0.8131
Moray	0.9741	0.6395	0.8395	0.8077	0.6565	0.9237	0.8314	0.7345
North Ayrshire	0.8594	1.0539	0.9060	1.0148	1.0325	1.1838	1.2090	0.8211
North Lanarkshire	1.0628	0.9821	1.2087	1.0639	1.2128	1.0208	1.2142	1.2856
Orkney	0.2123	0.2032	0.2027	0.1956	0.2154	0.2251	0.2171	0.2332
Perth and Kinross	0.9997	1.1016	0.9780	0.8887	1.1782	0.7790	1.1169	1.1781
Renfrewshire	1.3036	1.6805	1.2539	1.1156	0.8466	1.0048	0.8715	1.3342
Shetland	0.2387	0.2470	0.2177	0.1992	0.1682	0.2233	0.2296	0.3257
South Ayrshire	0.9910	0.7468	1.1316	0.8712	1.0248	1.2601	1.0821	1.0366
South Lanarkshire	1.1591	0.9705	1.0040	1.1756	1.2406	1.0312	1.1554	1.0239
Stirling	0.7449	0.7439	0.6803	0.7431	0.9147	0.7127	0.7170	0.9293
West Dunbartonshire	0.9336	1.2428	1.1173	1.1219	1.2070	1.3740	0.9264	0.8119
West Lothian	0.9819	0.9339	1.0974	1.0549	1.0825	1.1139	1.2053	1.0506

No other weight is required across all cases in order to compensate/adjust for the unequal probabilities of selection. Strictly speaking, however, a corrective weight should be applied in those cases in which the Multiple Occupancy Indicator (MOI) on the PAF is found to be inaccurate. The reason for this is that a property-type bias might otherwise be introduced. For example, if tenement properties were consistently found to contain multiple dwellings when the MOI used in the selection of addresses for the sample had indicated that they contained just one, each achieved interview at such an address should be given a weight proportional to the actual number of dwellings, to compensate for the reduced probability of selection for each dwelling at that address. All properties within that local authority area

should then be weighted back down slightly in order that the actual and weighted sample sizes remain the same.

In practice, the MOI was found to be inaccurate in less than 1% of cases. Because the impact of weighting to correct for these would have been negligible, it was decided not to weight by the MOI in order to avoid additional complexity in the weighting scheme for the survey. This issue is reviewed on an annual basis.

Similarly, in theory an additional weight should be applied in cases where a dwelling contains more than one household, only one of which is interviewed, in order to adjust for the lower probability of selection for each of the households in that dwelling. In practice, however, as only a very small number of dwellings were found to contain more than one household, the use of such a weight would have made very little difference to the overall results, and it was therefore felt that it was not worthwhile complicating further the weighting calculations.

4.4.2 *Weighting for analysis based on individual (random adult) data*

Because the use of the Postcode Address File produces a sample of households, for analysis of individual level data, it is also necessary to weight the responses of the 'random adult' by the number of adults resident in the household who were eligible for interview.[3] The reason for this is that individuals living in larger households had a lower probability of selection.

Because of this effect, one would expect the *unweighted* profile of 'random adult' respondents to be skewed towards those sections of the population most likely to live in households with fewer adults (older people and older females in particular) and away from those likely to live in households with larger numbers of adults (younger people). Once the data are weighted by the number of eligible adults in the household, however, one should see the profile correct itself significantly. In most surveys of this kind, however, some under-representation of younger people and males, and over-representation of older people and females, is likely to remain because of the effects of non-response bias. Depending on the extent of the remaining skew, it may be necessary to adopt further corrective measures – an issue considered in detail in the following section.

Analysis of data based on the 'random adult' also requires a corrective weight to take account of differences between the number of such interviews completed in each local authority area and the actual adult population of such areas. Like the element of the household data weight which adjusts for differences in fieldwork outcomes by local

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[3] This weight is *in addition* to the Local Authority weight described earlier. The latter is necessary for all analyses (whether of households or individuals) if the Scottish population is to be represented accurately. The way in which weights are combined is described later in this section.

authority, this is intended not to compensate for unequal probabilities of selection but to ensure that the final profile of 'individual' data correctly reflects the relative populations of the different local authority areas once variations in fieldwork outcomes have been assessed. This is not identical to the weight described for analysis of household data, since variation in response rates for the second part of the interview may have produced a slightly different distribution from that of 'highest income householder' interviews. The weights required for each local authority (which are then multiplied by the number of adults in the household to create the weight for each case) are summarised below.

Table 4-6 Average weighting factors to adjust for differences in random adult response rates by local authority

	1999				2000			
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Aberdeen City	1.1785	1.0466	1.1859	0.9927	1.0029	1.0175	1.1921	1.3428
Aberdeenshire	0.9596	0.9560	0.9092	1.0025	1.0297	1.0964	1.0366	1.3126
Angus	0.9368	1.1047	0.9154	0.8412	0.9896	1.0494	0.9291	1.0922
Argyll and Bute	0.8802	0.7974	1.0533	1.0360	0.9001	0.8595	1.0771	0.7015
Borders	0.8947	0.9777	0.9338	0.9031	1.0782	1.0444	1.1393	1.2184
Clackmannanshire	0.4817	0.4847	0.4027	0.4545	0.5838	0.4689	0.5031	0.4310
Dumfries and Galloway	0.7799	0.7883	1.1321	0.9390	0.9758	1.1510	1.1530	0.8617
Dundee City	1.1391	1.5262	1.0229	0.9458	1.2916	1.2316	1.2690	1.3040
East Ayrshire	0.9552	1.1011	1.0665	1.1311	0.8951	0.8091	0.8751	1.5411
East Dunbartonshire	0.9842	0.9557	0.8794	0.8499	0.9882	1.0627	1.0654	1.3208
East Lothian	2.6326	0.7917	0.5459	0.8275	0.7999	1.3662	0.9368	0.8351
East Renfrewshire	0.8809	0.7207	0.8696	0.9725	1.1033	1.0782	0.9970	0.8571
Edinburgh City	1.0358	1.2045	0.9713	1.0846	1.3183	1.2690	1.2149	0.9977
Eilean Siar	0.2023	0.1939	0.2358	0.2476	0.3966	0.2935	0.2227	0.2532
Falkirk	0.8195	0.9588	1.0054	1.1888	0.9917	1.1135	0.9683	1.2219
Fife	0.8556	0.9857	0.9993	1.0337	1.1407	1.0128	1.1215	1.3275
Glasgow City	1.1941	1.3045	1.2843	1.3549	1.3222	1.1105	1.2879	0.8773
Highland	0.9499	0.9152	0.9429	1.1459	1.0830	1.2389	0.9334	1.5726
Inverclyde	0.9036	1.1644	1.1399	0.9125	0.6840	1.4719	0.8852	0.8874
Midlothian	0.6107	0.7029	0.6796	0.5111	1.0559	0.7341	0.7338	0.8183
Moray	0.9019	0.6012	0.7860	0.7675	0.6582	0.9637	0.8161	0.7318
North Ayrshire	0.7884	0.9996	0.8516	0.9662	1.0888	1.1843	1.2012	0.7862
North Lanarkshire	0.9812	0.9256	1.1317	1.0085	1.2490	1.0868	1.3312	1.3506
Orkney	0.1964	0.1903	0.1899	0.1861	0.2220	0.2238	0.2079	0.2382
Perth and Kinross	0.9220	1.0432	0.9123	0.8439	1.1474	0.7784	1.2050	1.2620
Renfrewshire	1.2016	1.5871	1.1426	1.0848	0.8610	1.0438	0.8469	1.3180
Shetland	0.2187	0.2322	0.2050	0.1886	0.1672	0.2131	0.2392	0.3689
South Ayrshire	0.9123	0.7028	1.0667	0.8157	0.9917	1.2374	1.1630	1.0354
South Lanarkshire	1.0649	0.9166	0.9413	1.1149	1.2364	1.0525	1.1928	1.0491
Stirling	0.6826	0.7039	0.6376	0.7055	0.8942	0.7042	0.7478	0.9637
West Dunbartonshire	0.8577	1.1734	1.0448	1.0586	1.2400	1.4024	0.9713	0.7941
West Lothian	0.9047	0.8813	1.0236	0.9985	1.1825	1.1756	1.2468	1.1604

4.4.3 Weighting for analysis based on the 'random schoolchild'

There is one further weighting factor needed to adjust for unequal probabilities of selection, relating to the information collected about a 'random schoolchild'. For this information to represent correctly the population of schoolchildren resident within households, it should be weighted by the total number of eligible schoolchildren resident within each household. If not, it will proportionately over-represent the characteristics and experiences of 'only' children and under-represent those of children from larger families.

Unfortunately, an error (quickly corrected) in the CAPI script for the survey meant that, for the first months of data collection, the 'random schoolchild' was selected not from the total number of eligible school-children but from the total number of all children within a given household. In cases where the selected child was below school age, the system simply did not ask certain questions, leaving missing data in approximately 10% of cases. To compensate for this, for these months, the total number of all children in the household was used to calculate the random schoolchild weighting factor. This ensures that the product of the probability of selection and the weighting factor is the same as it would have been if the error had not occurred. The weight for the random schoolchild case is created by combining this weighting and the relevant local authority weight.

4.4.4 Weighting for analysis based on the Travel Diary

Examination of the SHS data suggested that significantly fewer interviews took place on Fridays, Saturdays and Sundays than on other days of the week. As differences in the proportions of adults interviewed on each day of the week would affect the Travel Diary data's representativeness of travel patterns for the week as a whole, it was decided to introduce a weight to compensate for this. This simply 'up-weighted' interviews carried out on days of the week on which fewer than one-seventh of all interviews had taken place and 'down-weighted' those carried out on days on which more than one-seventh of all interviews had been completed.

It also became apparent that the distribution of interviews by the day of the week differed for certain sub-sections of the adult population. For example, disproportionately more adults in full-time employment were interviewed at the weekend (due to their greater availability then), thus yielding an inaccurate picture of the travel patterns of those in full-time employment. The Travel Diary weighting factor was therefore refined to compensate for this.

The weight created for any analysis of the Travel Diary combines the above weighting factors and the existing 'random adult' weights.

4.5 Data quality and comparisons with external sources

We turn now to the issue of whether additional post-survey weighting is required to address any residual bias in the sample profile (arising, for example, from differential patterns of non-response across sections of the sampled population).

4.5.1 Age and sex profile of the 'random adult' sample

We saw earlier that the unweighted sample automatically under-represents those living in multi-adult households, since they have a smaller chance of selection for interview. As Table 4.7 shows, therefore, the weighting to equalise probabilities of selection has a significant effect on the profile of the 'random adult' sample. The data shown have been

weighted both by the number of adults resident in the household and by the local authority weight described in the previous section. These two weights tend to act in the same direction, since those larger local authority areas which are 'weighted up' also tend to be ones with a higher average household size.

Table 4-7 Comparison of weighted and unweighted age and sex profile of 1999/2000 SHS data with GRO(S) estimates

	General Register Office (Scotland) population estimates for 30 June 1999	1999/2000 SHS Unweighted	1999/2000 SHS Weighted*
	%	%	%
Male		(n=12,139)	(n=12,876)
16 – 24	7.3	3.6	5.3
25 – 59	30.0	26.2	27.9
60 plus	10.5	13.0	12.2
Total	**47.8**	**42.8**	**45.4**
Female		(n=16,201)	(n=15,464)
16 – 24	7.0	4.6	5.7
25 – 59	30.4	32.3	32.9
60 plus	14.8	20.3	15.9
Total	**52.2**	**57.0**	**54.6**
All adults		(n=28,340)	(n=28,339)
16 – 24	14.3	8.2	11.0
25 – 59	60.4	58.5	60.9
60 plus	25.3	33.3	28.1
Total	**100.0**	**100.0**	**100.0**

* Weighted by household size and local authority size

The weighted sample for 1999/2000 still does not match exactly the profile of the adult population suggested by the 1999 official population estimates, with a slight under-representation of younger people and males.

However, there are a number of reasons for being cautious about seeking to 'correct' the remaining imbalances. First, the official population estimates are themselves subject to inaccuracy, since they draw on relatively old base data. Secondly, the survey estimates of the age and sex profile of the sample are – like all its estimates – subject to sampling error. The 95% confidence interval for the percentage of males aged 16 to 24, for example, is likely to be in the region of +/-3% - wider than the difference between the SHS percentage and the percentage suggested by official population estimates. Thirdly, the age/sex profile of the random adult sample is not greatly different from the profile of all adults resident within the households at which an interview was carried out. This suggests that non-response to the second part of the interview has not contributed significantly to a skewing of the 'random adult' sample. If we have no reason to doubt the representativeness of the survey as a sample of households, then, equally, we should be able to trust the resulting sample of individuals.

The following sub-sections examine this issue further, through a comparison of other key household variables with information from other sources.

Property type, tenure and number of bedrooms

As Table 4.8 shows, the sample appears relatively robust in terms of these variables associated with the characteristics of the accommodation/property. There is a slight over-representation of home-owners relative to the 1996 Scottish House Conditions Survey, though this may reflect a continuing shift away from public rented and towards private new-build housing in the period since that survey was carried out. Again, those differences which remain are well within the confidence intervals associated with the two surveys.

Table 4-8 Comparison of key variables between the 1996 SHCS and the 1999/2000 SHS

	1996 SHCS (n=19,892)	1999/2000 SHS (30,227)
	%	%
Property type*		
House or bungalow	61	63
Detached	*17*	*20*
Semi-detached	*21*	*22*
Terraced	*24*	*21*
Flat/Maisonette	39	36
Other	n/a	1
Tenure*		
Own outright	19	24
Own with mortgage	38	38
Rent	44	39
Local authority/Scottish Homes	*32*	*26*
Housing Association/Co-operative	*4*	*5*
Private rented	*8*	*7*
Number of bedrooms*		
One	15	14
Two	38	37
Three	36	37
Four	7	9
Five	2	2
Six or more	2	1

* SHS data weighted by local authority size only

4.5.2 Driving and transport

In relation to driving and transport, the survey results also look broadly in line with what one might expect from other sources such as the National Travel Survey, and the differences which exist are, again, comfortably within the confidence intervals associated with the two surveys. Mode of travel comparisons with other sources are less conclusive, though methodological or classification differences may be playing a part here.

Table 4-9 Comparison of key variables relating to driving and transport

	1997/99 National Travel Survey (n=807)	1999/2000 SHS
	%	%
% adults with full driving licences*		(n=28,076)
Males aged 17 +	78	76
Females aged 17 +	55	52
Total	66	63
% households with regular use of 1, 2, 3+ cars**		(n=30,227)
No car	36	37
1 car	43	45
2 cars	19	
3 or more cars	3	
Mode of travel to school*		(n=6,118)
Walking	46	55
Car	23	19
Bus	29	24
Other	2	2

	1999 Labour Force Survey (n=5,349)	SHS 1999/2000 (n=13,280)
Mode of travel to work*		
Car, van, minibus, works van	69	62
Bus, coach, private bus	11	15
Train, underground	3	3
Walking	13	15
Other	3	5

* Weighted by household size and local authority size
** Weighted by local authority size only
***Weighted by household size, local authority size and number of children in household

4.5.3 Economic activity

The one area where the results of the SHS indicate significant differences from other sources is in relation to indicators of economic activity. As the following table shows, the most recent results from the Labour Force Survey suggest that the SHS may be under-representing people in employment, and over-representing the economically inactive. It should be emphasised, however, that the information from the SHS shown here is based on the respondent's own classification of their economic activity (collected at the start of the interview), rather than on the full ILO definition.

Table 4-10   Comparison of economic activity variables

	1999 LFS	SHS 1999/2000*
	%	%
Males	(n=7,874)	(n = 12,139)
Employed	63.8	58.7
(ILO) unemployed	5.7	6.5
Economically inactive	30.5	34.8
Females	(n=8,827)	(n = 16,201)
Employed	50.9	46.7
(ILO) unemployed	3.4	2.4
Economically inactive	45.6	50.9
All adults	(n=16,801)	(28,340)
Employed	57.1	52.2
(ILO) unemployed	4.5	4.2
Economically inactive	38.4	43.6

*   weighted by household size and local authority size

4.6 Summary of weights required

The following table summarises the weighting factors which are intrinsic to the survey design and which serve to adjust for unequal probabilities of selection.

Type of variable	Weighting required
Household data	Local authority (households) weight
Random adult data	Local authority (individuals) weight x number of adults weight
Random child data	Local authority weight (households) x number of children weight
Travel Diary data	Local authority (individuals) weight x number of adults weight x weight to adjust for uneven distribution of interviews by day of the week (within economic status)

As the weighted profile of the sample for 1999/200 appears to match other sources relatively closely on a number of key variables, we do not see any need for additional post-survey weighting at present. This will be reviewed on an annual basis.

5. Confidence intervals and complex standard errors

Data collected in surveys are always an estimate of the true proportions in the population. The accuracy of these estimates – the sampling error – can be calculated for any estimate in the survey using information about the proportion of people giving the response and the number of people in the sample (or sub-sample). The sampling error can be expressed as a 'confidence interval', which can be added to and subtracted from the survey estimate to give a range within which it is fairly certain that the true value lies.

Since the survey is not a simple random design, the confidence intervals need to take account of the impact of clustering and stratification. The SHS, therefore, has what is known as a 'complex standard error'. While for some variables the design of the sample improves the precision of the survey estimates compared with a simple random sample, the overall effect of the survey design is to reduce the precision of the estimates. The relationship between the complex standard error and the theoretical simple random sample standard error for a sample of the same size is summarised in the 'design effect'.

Design effects were calculated for a range of measures using a 'jack-knifing' technique. As can be seen from Table 5-1 below, these ranged from 0.72 to 1.45, with many falling between 0.93 and 0.98 and several others between 1.21 and 1.35. The overall average is 1.07, but that should not be taken as a 'typical' value, given the distribution of values across different variables. However, it suggests that the original assumption of a design effect of 1.1-1.2 was reasonable.

The 95% confidence intervals shown are based on complex standard errors.

Table 5-1 Design effects and confidence intervals for key variables

Characteristics	Estimate	95% Confidence Intervals		Theoretical simple random sample error for the same size of sample	SHS Complex Standard Error	Design Factor
		Lower	Upper			
Tenure						
Owner-occupied	61.1%	60.1%	62.1%	0.40	0.48	1.21
Social-rented Sector	32.0%	31.1%	32.9%	0.38	0.48	1.24
Privately rented	5.1%	4.7%	5.5%	0.18	0.22	1.22
Below bedroom standard	3.7%	3.3%	4.1%	0.16	0.23	1.45
Property type						
Detached house	19.2%	18.4%	20.0%	0.32	0.43	1.33
Semi-detached house	22.2%	21.5%	22.9%	0.34	0.35	1.02
Terraced house	21.3%	20.7%	21.9%	0.34	0.31	0.93
Flat/maisonette	36.5%	35.5%	37.5%	0.40	0.54	1.35
Economic status of working age adults						
Full time employee	46.2%	45.2%	47.2%	0.51	0.49	0.96
Part time employee	13.6%	13.0%	14.2%	0.35	0.33	0.94
Self-employed	6.3%	5.9%	6.7%	0.25	0.22	0.89
Unemployed	5.6%	5.1%	6.1%	0.23	0.23	0.98
HiH or partner has a bank/building society account	85.8%	85.1%	86.5%	0.29	0.38	1.31
Marital status of all adults						
Married/cohabiting	48.7%	48.3%	49.1%	0.27	0.21	0.78
Separated/divorced	5.4%	5.1%	5.7%	0.12	0.16	1.32
Single/never married	39.2%	38.8%	39.6%	0.26	0.20	0.74
Widowed	6.7%	6.5%	6.9%	0.13	0.12	0.93
Households with access to the internet	14.4%	13.8%	15.0%	0.29	0.31	1.05
Travel to work in a car	66.5%	65.6%	67.4%	0.61	0.44	0.72
Require regular care or help	12.4%	11.8%	13.0%	0.27	0.31	1.15
Reporting long-standing illness, disability or health problem	30.3%	29.6%	31.0%	0.38	0.36	0.95
Contacting a councillor in the past year	8.2%	7.8%	8.6%	0.23	0.23	0.97

6. Questionnaire for the 1999/2000 SHS

The following pages contain an edited version of the questionnaire for the 1999 SHS, derived from the CAPI script for the survey. In some cases the question number is the same as the relevant variable in the data. However, where there are multiple parts to a question or the question is asked about a number of people, the extra variable names for the question are shown in brackets at the end of the question. For example, HA3 asks for the relationship of each household member to the Highest Income Householder, so the relevant variable names are HA3_1 through to HA3_10. Where the extra variables relate to a question where a multiple response is allowed, letters rather than numbers are used in the variable names to signify the difference from questions relating to different household members. For example variables relating to RB3 (neighbourhood dislikes) are called RB3A to RB3R, with each one relating to a different possible dislike about the neighbourhood.

One section of the questionnaire is not included in its entirety – namely the 'travel diary', which deals with respondents' travel patterns in the previous 24 hours. The travel diary is a highly complicated set of questions containing multiple 'loops' and complex routing, which is difficult to reproduce on paper in a form which would be easily comprehensible. For this reason, only the section of the diary relating to one single stage journey is included here. There are also questions catering for multi-stage journeys and journeys which involve a series of calls. A full set of the questions in the travel diary is available from the SHS Project Manager on request.

Part One – Highest income householder or spouse/partner.

HA – Household composition

[testo]   ENTER 5 DIGIT ADDRESS NUMBER.

[numbhh] HOW MANY PEOPLE ARE THERE IN YOUR HOUSEHOLD, INCLUDING ANY CHILDREN OR BABIES?

Ask HA1 for each member of the household

HA1   COULD YOU TELL ME YOUR NAME/THE NAME OF PERSON {NUMBER}? (HA1_1 TO HA1_10)

HA2   INTERVIEWER, CONFIRM WHO IS HIGHEST INCOME HOUSEHOLDER.

{person 1}	[1]
{person 2}	[2]
{person 3}	[3]
{person 4}	[4]
{person 5}	[5]
{person 6}	[6]
{person 7}	[7]
{person 8}	[8]
{person 9}	[9]
{person 10}	[10]

Ask HA3 for each member of household

HA3   COULD YOU TELL ME {PERSONS} RELATIONSHIP TO {NAME OF HIGHEST INCOME HOUSEHOLDER (HA3_1 TO HA3_10)

Husband/wife/partner	[2]
Son or daughter	[3]
Stepson or daughter	[4]
Foster child	[5]
Son-in-law/daughter-in-law	[6]
Parent	[7]
Stepparent	[8]
Parent-in-law	[9]
Brother/Sister	[10]
Stepbrother/sister	[11]
Brother/sister-in-law	[12]
Grandchild	[13]
Grandparent	[14]
Boarder/lodger	[15]
Other relative	[16]
Other unrelated	[17]

Ask HA4 for each household member

HA4   COULD YOU TELL ME {NAME'S} DATE OF BIRTH?

(HA4A_1 TO HA4A_10)

Ask HA5 for each member of the household

HA5   PLEASE RECORD {NAME'S} AGE?

(HA5_1 to HA5_10)

Ask HA6 for each member of the household

HA6   IS {NAME} MALE OR FEMALE?

(HA6_1 TO HA6_10)

Male	[1]
Female	[2]

Ask HA7 for each member of the household

HA7   SHOWCARD A
AND WHICH OF THE ITEMS ON THIS CARD WOULD YOU SAY BEST DESCRIBES {NAME'S} CURRENT SITUATION? (HA7_1 TO HA7_10)

Self employed	[1]
Employed full time	[2]
Employed part time	[3]
Looking after the home or family	[4]
Permanently retired from work	[5]
Unemployed and seeking work	[6]
In full time education (school)	[7]
In full **time** education (further/higher education)	[8]
Government work or training scheme	[9]
Permanently sick or disabled	[10]
Unable to work due to short-term illness or injury	[11]
Pre school	[12]
Other	[13]

Ask HA8 only for household members aged 16 years or older (coded at question HA5)

HA8   SHOWCARD B
WHICH OF THE PHRASES ON THIS CARD BEST DESCRIBES {PERSON'S} MARITAL STATUS? (HA8_1 TO HA8_10)

Married	[1]
Cohabiting (living together)	[2]
Single / never been married	[3]
Widowed	[4]
Divorced	[5]
Separated	[6]

Ask HA9 for all household members

HA9   SHOWCARD C
TO WHICH OF THESE GROUPS DO YOU CONSIDER {NAME} TO BELONG? (HA9_1 TO HA9_10)

White	[1]
Black - Caribbean	[2]
Black - African	[3]
Black - other	[4]
Indian	[5]
Pakistani	[6]
Bangladeshi	[7]
Chinese	[8]
Mixed ethnicity	[9]
Other	[10]
Refused	[11]

Ask HA10 for each person in full time education (school) coded 7 at HA7

HA10   DOES {NAME} NORMALLY LIVE HERE DURING THE WEEK IN SCHOOL TERM TIME? (HA10_1 TO HA10_10)

Yes	[1]
No	[2]

Ask HA11 for each person in full time education (university, further/higher education) coded 8 at HA7

HA11   DOES {NAME} NORMALLY LIVE AT THIS HOUSE/FLAT DURING THE WEEK IN UNIVERSITY/COLLEGE TERM TIME?

(HA11_1 TO HA11_10)

Yes [1]
No [2]

Ask all HA12

HA12   HAS ANYONE YOU HAVE MENTIONED BEEN LIVING AWAY FROM THIS HOUSE/FLAT CONTINUOUSLY FOR THE LAST 6 MONTHS?

Yes [1]
No [2]

Ask HA13 if coded yes (1) in HA12 otherwise go to [HB1] below

HA13   PLEASE INDICATE WHICH PERSON/PERSONS

(HA13_1 TO HA13_10)

{person 1} [1]
{person 2} [2]
{person 3} [3]
{person 4} [4]
{person 5} [5]
{person 6} [6]
{person 7} [7]
{person 8} [8]
{person 9} [9]
{person 10} [10]

HB – Accommodation

HB1   IS THE HOUSEHOLD'S ACCOMMODATION

READ OUT OR CODE IF OBVIOUS
a house or bungalow [1]
a flat/maisonette (including four-in-a-block) [2]
Other [3]

IF HB1 IS CODED 1 – GO TO HB2.
IF HB1 IS CODED 2 – GO TO HB3.
IF HB1 IS CODED 3 – GO TO HB4

Only ask HB2 if property is house or bungalow (coded 1 in HB1)

HB2   IS IT ...

READ OUT OR CODE IF OBVIOUS
Detached [1]
semi-detached [2]
or terraced / end of terrace? [3]

Only ask HB3 if flat/maisonette (coded 2) at HB1

HB3   RECORD LOWEST FLOOR OF DWELLING OR FOUR-IN-A-BLOCK.

Basement/semi basement [1]
Ground floor/street [2]
1st floor [3]
2nd floor [4]
3rd-4th floor [5]
5th floor or HIgher [6]
four-in-a-block [7]

Only ask HB4 if other (coded 3) at HB1

HB4   IS IT ...

a caravan, mobile home or houseboat [1]
Some other kind of accommodation [2]

Ask all HB5

HB5   SHOWCARD D
IN WHICH OF THESE WAYS DO YOU OCCUPY THIS ACCOMMODATION?

Own it outright [1]
Buying it with the help of a mortgage or loan [2]
Pay part rent and part mortgage (shared ownership) [3]
Rent it [4]
Live here rent free (including rent free in relative's/friend's property; excluding squatting) [5]
Squatting [6]
Other (please state) [7]

If HB5 = 3 or 4 ask HB6. Otherwise go to HC1

HB6   WHO DO YOU RENT THIS PROPERTY FROM?

Local authority / Council [1]
Scottish Homes [2]
Housing Association / Housing co-operative or charitable trust [3]
Employer of a household member (organisation) [4]
Another organisation [5]
Relative / friend of household member [6]
Employer of a household member (individual) [7]
Individual private landlord [8]
Other [9]

HC – Sharing accommodation and consumer durables

HC1   DOES YOUR HOUSEHOLD SHARE ANY ROOMS WITH ANY OTHER HOUSEHOLD?

IF YES, Which rooms?
No, none shared [1]
Yes, kitchen [2]
Yes, bathroom [3]
Yes, WC [4]
Other [5]

If HC1 coded 1 go to HC4 otherwise continue

HC2   HOW MANY OTHER HOUSEHOLDS SHARE ROOMS WITH YOUR HOUSEHOLD?

One [1]
Two [2]
Three [3]
Four or more [4]

HC3   AND DO YOU CHOOSE TO SHARE WITH OTHER HOUSEHOLDS OR DO YOU HAVE NO CHOICE?

Chose to [1]
Have no choice [2]

Ask all HC4

HC4   HOW MANY BEDROOMS DO YOU HAVE IN THIS PROPERTY? PLEASE INCLUDE ANY BEDROOMS THAT ARE CURRENTLY BEING USED FOR OTHER PURPOSES

Ask all HC5

HC5   DOES YOUR HOUSEHOLD HAVE EACH OF THE
      FOLLOWING ITEMS IN YOUR
      ACCOMMODATION? READ OUT

                                        (HC5a – HC5d)

Deep freeze or fridge freezer   Yes [1]
                                        No   [2]
                                 Don't know [3]
Washing machine   Yes [1]
                                        No   [2]
                                 Don't know [3]
Telephone   Yes [1]
                                        No   [2]
                                 Don't know [3]

Computer/PC   Yes [1]
                                        No   [2]
                                 Don't know [3]

**Only ask HC6 if coded yes (1) for computer in HC5 (d)
otherwise, go to HD**

HC6   DO YOU CURRENTLY HAVE ACCESS TO E-MAIL
      OR THE INTERNET FROM HOME?

Yes   [1]
No   [2]
Don't know   [3]

HD – Driving and transport

I'D NOW LIKE TO ASK YOU SOME QUESTIONS ABOUT
DRIVING AND TRANSPORT.

ASK HD1 FOR EACH PERSON AGED 16 OR OVER

HD1   SHOWCARD E
      WHICH OF THE PHRASES ON THIS CARD
      APPLIES TO {PERSON}?
                                   (HD1_1 TO HD_10)

Currently hold a full driving licence (car or motorcycle) [1]
Currently hold a provisional licence   [2]
Currently disqualified from driving   [3]
Licence suspended on medical grounds   [4]
Never held a UK driving licence   [5]

Ask HD2 for each driver (person coded 1 or 2 in HD1)

HD2   HOW OFTEN {DOES PERSON} DRIVE
      NOWADAYS? READ OUT
                                   (HD2_1 TO HD2_10)

Every day   [1]
At least three times a week   [2]
Once or twice a week   [3]
At least 2 or 3 times a month   [4]
At least once a month   [5]
Less than once a month   [6]
Never   [7]

If coded 7 in HD2 skip to HD4. If coded 1 to 6, ask HD3

Ask HD3 for each person coded 1 to 6 in HD2

HD3   SHOWCARD F
      FROM THIS LIST WHAT ARE {YOUR/THEIR} MAIN
      REASONS FOR DRIVING?
      CODE ALL THAT APPLY

Drive for a living eg making deliveries, bus, taxi,
lorry driver etc   [1]
Drive on business - to meetings or to see people [2]
Drive for social and personal reasons   [3]
Drive to and from work   [4]

Ask all

HD4   SOME ADULTS ARE ENTITLED TO REDUCED
      BUS OR TRAIN FARES BECAUSE OF THEIR OLD
      AGE OR PERSONAL CIRCUMSTANCES. WHO, IF
      ANYONE IN YOUR HOUSEHOLD PAYS REDUCED
      TRAIN OR BUS FARES.
                                  (HD4_1 TO HD4_11)

{person 1}   [1]
{person 2}   [2]
{person 3}   [3]
{person 4}   [4]
{person 5}   [5]
{person 6}   [6]
{person 7}   [7]
{person 8}   [8]
{person 9}   [9]
{person 10}   [10]
No household member   [11]

**Ask HD5 for each person ticked in HD4. If none coded go to
HD6**

HD5   SHOWCARD G
      WHICH TYPES OF TRAVEL PASS ON THIS CARD
      DOES {PERSON} CURRENTLY HAVE? (HD5_1A
      TO HD5_10E)

None   [1]
Concessionary fare pass   [2]
Bus company concessionary fare or reduced fare pass [3]
Railcard (e.g. young person, family etc.)   [4]
Other reduced fare scheme   [5]

Ask all HD6

HD6   DO YOU OR ANYBODY IN YOUR HOUSEHOLD
      HAVE AN ORANGE BADGE ISSUED BY THE
      LOCAL AUTHORITY TO PROVIDE PARKING
      CONCESSIONS TO DISABLED PEOPLE WHO
      TRAVEL EITHER AS CAR DRIVERS OR
      PASSENGERS? (HD6_1 TO HD6_10)

{person 1}   [1]
{person 2}   [2]
{person 3}   [3]
{person 4}   [4]
{person 5}   [5]
{person 6}   [6]
{person 7}   [7]
{person 8}   [8]
{person 9}   [9]
{person 10}   [10]
None   [1]

Ask all HD7

HD7   ARE THERE ANY MOTOR VEHICLES NORMALLY
      AVAILABLE FOR PRIVATE USE BY YOU OR
      MEMBERS OF YOUR HOUSEHOLD?
      Exclude vehicles that are normally kept or owned by
      someone outside the household (eg. Son or daughter
      living nearby) include any company vehicle available
      for private use.

Yes   [1]
No   [2]

**Ask HD8 if coded yes (1) in HD7. If coded no (2) skip to
HD20**

HD8   IN TOTAL, HOW MANY MOTOR VEHICLES ARE
      NORMALLY AVAILABLE FOR USE?

Ask questions HD9 to HD19 for each vehicle

HD9   THINKING ABOUT THE VEHICLE, IS IT A CAR, VAN, MOTORCYCLE OR SOME OTHER TYPE OF VEHICLE?

A car (including four wheel drive/landrover etc)   [1]
A van (including passenger/camper van)   [2]
A motor cycle   [3]
Or a moped   [4]
Some other motor vehicle   [5]

HD10   IS THE VEHICLE ... READ OUT
(**Motability should be coded as privately leased**)

Privately owned   [1]
Privately leased   [2]
Or is it a company vehicle?   [3]

HD11   COULD YOU TELL ME THE FULL REGISTRATION NUMBER OF THE VEHICLE?
If yes, record registration number below. if not known in full, code don't know.
If asked, explain this is to allow basic information about vehicle characteristics (e.g. make, engine size) to be collected from the DVLC.

Refused   [1]
Don't know   [2]

If registration is entered or information refused, go to HD15. If coded don't know (2) continue with HD12.

HD12   CAN YOU TELL ME THE LETTER THAT SHOWS THE YEAR OF THE VEHICLE?

Don't know   [1]

HD13 IS THE LETTER SHOWING VEHICLE AGE AT THE BEGINNING OR END OF THE REGISTRATION NUMBER?

Beginning   [1]
End   [2]

Ask HD14 if HD12 coded 1

HD14   COULD YOU ESTIMATE THE AGE OF THE VEHICLE?

Don't know   [1]
Refused   [2]
Less than one year   [3]

HD15   WHO HAS MOST FREQUENT ACCESS TO THAT VEHICLE, DURING NORMAL WORKING HOURS?
(HD15_1 to HD15_10)

{person 1}   [1]
{person 2}   [2]
{person 3}   [3]
{person 4}   [4]
{person 5}   [5]
{person 6}   [6]
{person 7}   [7]
{person 8}   [8]
{person 9}   [9]
{person 10}   [10]
Someone outside/outwith the household   [11]
No-one   [12]
Don't know   [13]

HD16   APART FROM {PERSON}, DOES ANYONE ELSE IN THE HOUSEHOLD DRIVE THAT VEHICLE?
(HD16_1d2 to HD16_0n)

{person 1}   [1]
{person 2}   [2]
{person 3}   [3]
{person 4}   [4]
{person 5}   [5]
{person 6}   [6]
{person 7}   [7]
{person 8}   [8]
{person 9}   [9]
{person 10}   [10]
No   [11]

HD17   CAN YOU PLEASE ESTIMATE FOR ME THE TOTAL MILES THE VEHICLE IS DRIVEN IN A YEAR?
If less than 1,000 use pre-code

	Thousand Miles

Less than 1000   [1]
Don't know   [2]
Refused   [3]

HD18   HOW MUCH OF THIS MILEAGE WAS PAID FOR BY AN EMPLOYER OR BUSINESS?
If less than 1,000 or no business mileage, use pre-code.

	Thousand Miles

Don't know   [1]
Refused   [2]
No business mileage   [3]
Less than 1000 miles   [4]

HD19   EXCLUDING ANY EXPENDITURE MET BY AN EMPLOYER OR BUSINESS, APPROXIMATELY HOW MUCH WAS SPENT BY YOUR HOUSEHOLD ON FUEL FOR THIS PARTICULAR VEHICLE IN THE PAST MONTH?

None   [1]
Don't know   [2]
Refused   [3]

Ask all HD20

HD20   DOES YOUR HOUSEHOLD HAVE ANY BICYCLES WHICH CAN BE USED BY ADULTS?

Yes   [1]
No   [2]

Ask all HD21

HD21   ABOUT HOW LONG WOULD IT TAKE ME TO WALK FROM HERE TO THE NEAREST BUS STOP (OR PLACE WHERE I COULD GET ON A BUS)? (I AM INTERESTED IN THE NEAREST ONE EVEN IF IT ISN'T THE MAIN ONE YOU USE.)
Interviewer: if respondent gives a range eg. 25-30 minutes then code lower group.

3 minutes or less   [1]
4 - 6 minutes   [2]
7 - 13 minutes   [3]
14 - 26 minutes   [4]
27 - 43 minutes   [5]
44 minutes or longer   [6]
No bus service   [7]
Don't know   [8]

HD22   HOW OFTEN WOULD I BE ABLE TO GET A BUS FROM THAT BUS STOP DURING THE DAY?
If varies take week-day off peak frequency. Write in amount and code time period.

One every

[   ]

Minutes	[1]
Hours	[2]
Days	[3]
Don't know	[4]

HE – Young people in the household

I'D LIKE TO ASK SOME QUESTIONS NOW ABOUT THE YOUNG PEOPLE IN YOUR HOUSEHOLD.

HE1   CAN I JUST CHECK WHICH, IF ANY, OF THE YOUNG PEOPLE IN THIS HOUSEHOLD AGED 18 OR UNDER ARE YOU (OR YOUR PARTNER) RESPONSIBLE FOR?

              (HE1_1 to HE1_10)

{person c1}	[1]
{person c2}	[2]
{person c3}	[3]
{person c4}	[4]
{person c5}	[5]
{person c6}	[6]
{person c7}	[7]
{person c8}	[8]
{person c9}	[9]
{person c10}	[10]
none	[11]

If HE1 coded 1 to 10, ask HE2, if not skip to HF1

HE2   DID ANYONE OUTSIDE YOUR HOUSEHOLD CARE FOR YOUR (OR YOUR PARTNER'S) CHILDREN FOR MORE THAN FIVE HOURS LAST WEEK, EITHER PAID OR UNPAID?

Yes	[1]
No	[2]

Ask if HE2 = yes. If HE2 = no, skip to HE5.

HE3   WAS THIS TO ENABLE YOU AND/OR YOUR PARTNER TO GO OUT TO WORK, EDUCATION, TRAINING OR WAS IT FOR SOME OTHER REASON?
Code all that apply

Employment	[1]
Education or training	[2]
Some other reason	[3]
Don't know	[4]

HE4   HOW MUCH DID YOU HAVE TO PAY IN TOTAL OVER THE PAST SEVEN DAYS?

[   ]

Don't know	[1]
Refused	[2]
Free child care	[3]

Ask for randomly selected school child

HE5   WHICH SCHOOL DOES {NAME} ATTEND?

[   ]

A pre-coded list of schools in the local authority that the interview is taking place in pops up for the interviewer to select from.

Ask HE6 for each child if coded 'school not on list' in HE5

HE6   IN WHICH LOCAL AUTHORITY DOES {CHILD} GO TO SCHOOL?

Aberdeen City	[A]
Aberdeenshire	[B]
Angus	[C]
Argyll and Bute	[D]
Borders	[E]
Clackmanshire	[F]
Dumfries and Galloway	[G]
Dundee City	[H]
East Ayrshire	[I]
East Dumbartonshire	[J]
East Lothian	[K]
East Renfrewshire	[L]
Edinburgh City	[M]
Falkirk	[N]
Fife	[O]
Glasgow City	[P]
Highland	[Q]
Inverclyde	[R]
Midlothian	[S]
Moray	[T]
North Ayrshire	[U]
North Lanarkshire	[V]
Orkney	[W]
Perth and Kinross	[X]
Renfrewshire	[Y]
Shetland	[Z]
South Ayrshire	[1]
South Lanarkshire	[2]
Stirling	[3]
West Dumbartonshire	[4]
West Lothian	[5]
Western Isles	[6]
Don't know	[7]

Enter here if HE6 is 'don't know'

HE7   PLEASE ENTER NAME AND ADDRESS OF SCHOOL THAT YOUR CHILD ATTENDS.

[   ]

Enter Here if HE6 is 'A' to 6

HE8   PLEASE ENTER NAME AND ADDRESS OF SCHOOL THAT YOUR CHILD ATTENDS.

[   ]

HE9   SHOWCARD H
HOW SATISFIED OR DISSATISFIED ARE YOU WITH THE SCHOOLING {NAME} IS RECEIVING?

Very satisfied	[1]
Fairly satisfied	[2]
Neither satisfied nor dissatisfied	[3]
Fairly dissatisfied	[4]
Very dissatisfied	[5]

HE10   HOW DOES {CHILD} USUALLY TRAVEL TO
        SCHOOL?
        Probe for main method

Walking   [1]
Driver car/van   [2]
Passenger car/van   [3]
Motorcycle/moped   [4]
Bicycle   [5]
School bus   [6]
Works bus   [7]
Ordinary (service) bus   [8]
Taxi/minicab   [9]
Rail   [10]
Underground   [11]
Ferry   [12]
Aeroplane   [13]
Horse-riding   [14]
Other   [15]

HE11   HOW DOES {CHILD} USUALLY TRAVEL HOME
        FROM SCHOOL?
        Probe for main method

Walking   [1]
Driver car/van   [2]
Passenger car/van   [3]
Motorcycle/moped   [4]
Bicycle   [5]
School bus   [6]
Works bus   [7]
Ordinary (service) bus   [8]
Taxi/minicab   [9]
Rail   [10]
Underground   [11]
Ferry   [12]
Aeroplane   [13]
Horse-riding   [14]
Other   [15]

**If HE11 is same for to and from school ask HE12. If
different, skip to HE13/14**

HE12   WHY DOES {CHILD} USE THIS METHOD OF
        TRAVEL TO/FROM SCHOOL? (HE12 TO HE12Q)
        Probe fully

        ┌─────────────────────────┐
        │   │
        └─────────────────────────┘

HE13   WHY DOES {CHILD} USE THIS METHOD OF
        TRAVEL TO SCHOOL? (HE13A TO HE13Q)
        Probe fully

        ┌─────────────────────────┐
        │   │
        └─────────────────────────┘

HE14   WHY DOES {CHILD} USE THIS METHOD OF
        TRAVEL FROM SCHOOL? (HE14A TO HE 14B)
        Probe fully

        ┌─────────────────────────┐
        │   │
        └─────────────────────────┘

Ask HE15 if coded 2 or 3 at HE10_11

HE15   WOULD IT BE POSSIBLE FOR {CHILD} TO USE
        PUBLIC TRANSPORT FOR THE JOURNEY TO OR
        FROM SCHOOL?

Yes   [1]
No   [2]

**Ask HE16 if coded yes (1) at HE15. If coded no (2) skip to
HE17**

HE16   WHAT ARE THE MAIN REASONS {CHILD} DOES
        NOT USE PUBLIC TRANSPORT? (HE16A TO
        HE16H)
        Probe fully

        ┌─────────────────────────┐
        │   │
        └─────────────────────────┘

HE17   WHY WOULD IT NOT BE POSSIBLE FOR
        {PERSON'S} TO USE PUBLIC TRANSPORT?
        (HE17A TO HE17H)
        Probe fully

        ┌─────────────────────────┐
        │   │
        └─────────────────────────┘

HF – Health and disability

Ask all HF1

HF1   DO YOU OR ANYONE ELSE IN THE HOUSEHOLD
        HAVE ANY LONG-STANDING ILLNESS, HEALTH
        PROBLEM OR DISABILITY THAT LIMITS
        YOUR/THEIR DAILY ACTIVITY OR THE KIND OF
        WORK THAT YOU/THEY CAN DO
        IF ASKED, By long-standing, I mean anything that
        has troubled you or them over a period of time or that
        is likely to affect you or them over a period of time.

INCLUDES ADULTS OR CHILDREN
Yes   [1]
No   [2]
Refused   [3]

If 1 at HF1, ask HF2. If no or refused ask HF3

HF2   WHO IN THE HOUSEHOLD DOES THIS APPLY
        TO? (HF2_1 TO HF2_10)
        This applies to anyone in the household, whether
        mentioned in the previous question or not.

{person 1}   [1]
{person 2}   [2]
{person 3}   [3]
{person 4}   [4]
{person 5}   [5]
{person 6}   [6]
{person 7}   [7]
{person 8}   [8]
{person 9}   [9]
{person 10}   [10]

HF3   IS THERE ANYBODY IN THE HOUSEHOLD,
        INCLUDING YOURSELF, WHO NEEDS REGULAR
        HELP OR CARE BECAUSE THEY ARE SICK,
        DISABLED OR ELDERLY?

Yes   [1]
No   [2]

If yes at HF3, ask HF4, if no, skip to HG1

HF4   WHO IN THE HOUSEHOLD NEEDS REGULAR
        HELP OR CARE? (HF4_1 TO HF4_10)
        Identify individuals from household grid. Code up to
        first three mentioned

{person 1}   [1]
{person 2}   [2]
{person 3}   [3]
{person 4}   [4]
{person 5}   [5]
{person 6}   [6]
{person 7}   [7]
{person 8}   [8]
{person 9}   [9]
{person 10}   [10]

HF5   WHO IS IT THAT PROVIDES HELP OR CARE FOR
       {PERSON}? DOES ANYONE ELSE PROVIDE HELP
       OR CARE FOR THEM? (HF5_1_1 TO HF5_10N)

{person 1}   [1]
{person 2}   [2]
{person 3}   [3]
{person 4}   [4]
{person 5}   [5]
{person 6}   [6]
{person 7}   [7]
{person 8}   [8]
{person 9}   [9]
{person 10}   [10]
Person/s outside the household provides help or care [1]
No care is provided for household member   [1]

HF6   IN TOTAL, HOW MANY HOURS HELP OR CARE
       DO HOUSEHOLD MEMBERS PROVIDE PER
       WEEK?

1 - 4 hours per week   [1]
5 - 19 hours per week   [2]
20 hours or more per week   [3]
Continuous care   [4]
Varies   [5]
Don't know   [6]

HF7   AND WHO, OTHER THAN MEMBERS OF YOUR
       HOUSEHOLD PROVIDE REGULAR HELP OR
       CARE FOR {PERSON}?

CODE ALL THAT APPLY
Relative   [1]
Friend or neighbour   [2]
Home Help   [3]
Somebody from a voluntary organisation   [4]
Social Work Department   [5]
District Nurse   [6]
Health Visitor   [7]
Other   [8]

HF8   IN TOTAL, HOW MANY HOURS HELP OR CARE
       DO NON-HOUSEHOLD MEMBERS PROVIDE PER
       WEEK?

1 - 4 hours per week   [1]
5 - 19 hours per week   [2]
20 or more hours per week   [3]
Continuous care   [4]
Varies   [5]
Don't know   [6]

HG – Employment of Highest Income Householder

The questions in this section are written as though they are
asked of the Highest Income Householder but in the interview,
they could have been asked of another householder about the
HIH. In these cases, text substitutions reworded the questions
to refer to the HIH.

HG1   CAN I JUST CHECK, DID YOU DO ANY PAID
       WORK IN THE SEVEN DAYS PRIOR TO LAST
       SUNDAY, EITHER AS AN EMPLOYEE OR AS
       SELF-EMPLOYED?

Yes   [1]
No   [2]
Refused   [3]

HG2   LAST WEEK, THAT IS IN THE SEVEN DAYS
       ENDING LAST SUNDAY WERE YOU ON ANY OF
       THE FOLLOWING SCHEMES?
       READ OUT

Youth Training (YT)   [1]
New Deal (including on the Gateway)   [2]

Training for Work   [3]
Any other kind of scheme   [4]
None of these   [5]

**If coded yes at HG1 and 5 at HG2 go to HG18. Otherwise
continue**

**If HG 2 is coded 5 go to HG5. If HG2 is 1-4, go to HG3 and
continue**

HG3   MAY I JUST CHECK, WAS THAT?
       Read out

a scheme in Scotland run by a Local Enterprise Company [1]
or was it some other scheme   [2]
Don't know   [3]

HG4   IN THE WEEK ENDING LAST SUNDAY, DID YOU
       DO ANY PAID WORK OR HAVE ANY OTHER PAID
       JOB OR BUSINESS IN ADDITION TO THE
       GOVERNMENT SCHEME/S YOU HAVE JUST
       TOLD ME ABOUT?

Yes   [1]
No   [2]

If HG2 = 5 continue. Otherwise go to HG6

HG5   DID YOU HAVE A JOB OR BUSINESS THAT YOU
       WERE AWAY FROM?
       This could be that you were on holiday**.**

Yes   [1]
No   [2]

HG6   DID YOU DO ANY UNPAID WORK IN THAT WEEK
       FOR ANY BUSINESS THAT YOU OWN OR THAT A
       RELATIVE OWNS?

Yes, own business   [1]
Yes, relative's business   [2]
Neither   [3]

HG7   THINKING OF THE 4 WEEKS PRIOR TO LAST
       SUNDAY, WERE YOU LOOKING FOR ANY KIND
       OF PAID WORK OR GOVERNMENT TRAINING
       SCHEME AT ANY TIME IN THOSE 4 WEEKS?

Yes   [1]
No   [2]

Continue if no (2) at HG7. If yes (1) at HG7, go to HG13

HG8   EVEN THOUGH YOU WERE NOT LOOKING FOR
       WORK IN THE 4 WEEKS PRIOR TO LAST
       SUNDAY, WOULD YOU LIKE TO HAVE A
       REGULAR PAID JOB AT THE MOMENT, EITHER
       FULL-TIME OR PART-TIME?

Yes   [1]
No   [2]

HG9   IF A JOB OR A PLACE ON A GOVERNMENT
       TRAINING SCHEME HAD BEEN AVAILABLE IN
       THE WEEK PRIOR TO LAST SUNDAY, WOULD
       YOU HAVE BEEN ABLE TO START WITHIN TWO
       WEEKS?

Yes   [1]
No   [2]

HG10   WHY WOULD YOU NOT HAVE BEEN ABLE TO START IN THE NEXT TWO WEEKS? (HG10A TO HG10L)
        Any other reasons?

waiting for the results of an application for a job/being assessed
by a training agent   [1]
in full-time education/student   [2]
looking after the family / home   [3]
temporarily sick or injured   [4]
long-term sick or disabled   [5]
no jobs available   [6]
do not need employment   [7]
not yet started looking for work   [8]
retired from paid work   [9]
Lack of available childcare   [10]
Cannot afford childcare   [11]
Other reason (specify)   [12]

If HG10 is coded 9 go to HG11. If any other coded, go to HG13

HG11   HOW LONG IS IT SINCE YOU PERMANENTLY RETIRED FROM WORK?

Under a year   [1]
1-4 years   [2]
5 years or more   [3]
Don't know   [4]

If coded 1 or 2 at HG11 go to HG19, others go to HH56

HG12   WHY DID YOU NOT SEEK WORK IN THE LAST 4 WEEKS? ANY OTHER REASON? (HG12A TO HG12M)
        Do not prompt. Code all that apply.

Waiting for the results of an application for a job/being
assessed by a training agent   [1]
In full-time education/student   [2]
Looking after the family / home   [3]
Temporarily sick or injured   [4]
Long-term sick or disabled   [5]
No jobs available   [6]
Do not need employment   [7]
Not yet started looking for work   [8]
Retired from paid work   [9]
Lack of available childcare   [10]
Cannot afford childcare   [11]
Needs training/additional education   [12]
Other reason (specify)   [13]

HG13   FOR HOW LONG HAVE YOU BEEN CONTINUOUSLY UNEMPLOYED OR NOT IN PAID WORK?

Under 3 months   [1]
3 months but less that 6 months   [2]
6 months but less than 12 months   [3]
1 year but less than 2 years   [4]
2 years but less than 5 years   [5]
5 years or more   [6]
Don't know   [7]

HG14   HAVE YOU HAD A PAID JOB IN THE LAST FIVE YEARS?

Yes   [1]
No   [2]

HG15   INCLUDING ANY CURRENT SPELL OF UNEMPLOYMENT, HOW MANY TIMES IN THE LAST 5 YEARS HAVE YOU BEEN UNEMPLOYED AND LOOKING FOR WORK FOR 4 WEEKS OR MORE?

	Times

Don't know   [1]
Refused   [2]

HG16   HOW DID YOU COME TO LEAVE YOUR LAST JOB? WAS IT
        Read out

That the job was temporary/seasonal   [1]
If female: to have a baby   [2]
That you/they decided to leave   [3]
That you/they were made redundant   [4]
That you/they had to leave because of sickness, injury or
disability to yourself   [5]
That you/they had to leave because of sickness, injury or
disability to another member of your household   [6]
Or that you/they were dismissed   [7]
Retired from work   [8]
Problems with childcare   [9]
Other   [10]
Refused   [11]

HG17   FOR HOW LONG DID YOU WORK IN THAT JOB?

Less than 6 months   [1]
More than 6 months but less than 12 months   [2]
12 months but less than 2 years   [3]
2 years but less than 5 years   [4]
5 years but under 10 years   [5]
10 years or more   [6]
Don't know   [7]

Ask for each who has paid job (coded 1 at HG1)

HG18   HOW MANY PAID JOBS DID YOU HAVE IN THE WEEK ENDING LAST SUNDAY?

Jobs

Don't know   [1]
Refused   [2]

HG19   THINKING ABOUT YOUR LAST/CURRENT PAID JOB, WHAT WAS/IS THE NAME OR TITLE OF THAT JOB?

HG20   WHAT DOES (DID) THE FIRM / ORGANISATION YOU WORK(ED) FOR MAKE OR DO AT THE PLACE WHERE YOU WORK(ED)?
        Describe fully - probe for the manufacturing or processing or distributing etc and main good produced, materials used, wholesale or retail etc.

HG21   WHAT DO/DOES/DID YOU MAINLY DO IN YOUR JOB?

HG22   ARE/WERE/IS/ YOU WORKING AS AN EMPLOYEE OR WERE YOU SELF-EMPLOYED?

Employee   [1]
Self-employed   [2]

HG23   DO/DID YOU SUPERVISE ANY OTHER EMPLOYEES? (A supervisor or foreman is responsible for overseeing the work of other employees on a day-to-day basis)?

Yes   [1]
No   [2]

HG24   HOW MANY EMPLOYEES OF YOUR FIRM/ORGANISATION ARE/WERE THERE AT THE PLACE WHERE YOU ACTUALLY WORK/WORKED?

1-24   [1]
25 or more   [2]

HG25   ARE/WERE YOU WORKING ON YOUR OWN OR DO/DID YOU HAVE EMPLOYEES?

On own/with partners but no employees   [1]
With employees   [2]

HG26   HOW MANY EMPLOYEES ARE/WERE THERE AT THE PLACE WHERE YOU WORKS/WORKED?

1-24   [1]
25 or more   [2]

HG27   IS/WAS YOUR (MAIN) JOB FULL-TIME OR PART-TIME?

Full time   [1]
Part time   [2]

HG28   AND IS/WAS THAT JOB PERMANENT OR TEMPORARY
(temporary, means fixed-term contract or seasonal)

Permanent   [1]
Temporary   [2]

Ask for all in paid work. Repeat relevant questions from HH1 to HH55 for each job.

HH – Household Income

HH1   NOW I'D LIKE TO ASK YOU ABOUT THE PAY IN THIS JOB. WHAT IS YOUR USUAL TAKE-HOME PAY, THAT IS AFTER ALL DEDUCTIONS FOR TAX, NATIONAL INSURANCE, UNION DUES AND SO ON, BUT INCLUDING OVERTIME, BONUSES, COMMISSION OR TIPS?
Probe for best estimate.

No usual pay   [999996]
Don't know   [999998]
Refused   [999997]

HH2   HOW LONG A PERIOD DOES THAT PAY COVER?

An hour   [1]
A day   [2]
A week   [3]
Fortnight   [4]
4 weeks   [5]
Calendar month   [6]
Year   [7]
Other (please specify)   [8]

HH3   INTERVIEWER PROBE Is that exact or an estimate? INTERVIEWER OBSERVE: DID RESPONDENT CONSULT PAY SLIP.

Exact, consulted pay slip   [1]
Exact, did not consult pay slip   [2]
Estimate   [3]

HH4   HOW MANY HOURS A WEEK DO YOU USUALLY WORK FOR THAT PAY, EXCLUDING MEAL BREAKS BUT INCLUDING PAID OVERTIME?
Take average if varies. Note: only include hours 'on call' if paid for them at 1/3 or more of normal hourly rate

Hours

Can't say   [98]

HH7   WHAT IS YOUR USUAL PAY BEFORE ANY DEDUCTIONS FOR TAX, NATIONAL INSURANCE, UNION DUES AND SO ON, AND INCLUDING OVERTIME, BONUSES, COMMISSION OR TIPS?
Write in probe for best estimate to nearest £

Don't know   [999998]
Refused   [999997]

HH6   HOW LONG A PERIOD DOES THAT PAY COVER?

An hour   [1]
A day   [2]
A week   [3]
Fortnight   [4]
4 weeks   [5]
Calendar month   [6]
Year   [7]
Other (please specify)   [8]

HH7   INTERVIEWER PROBE IS THAT EXACT OR AN ESTIMATE?
Interviewer observe: did respondent consult pay slip.

Exact, consulted pay slip   [1]
Exact, did not consult pay slip   [2]
Estimate   [3]

HH8   HOW MANY HOURS A WEEK DO YOU USUALLY WORK FOR THAT PAY, EXCLUDING MEAL BREAKS BUT INCLUDING PAID OVERTIME?
Take average if varies. Note: only include hours 'on call' if paid for them at 1/3 or more of normal hourly rate

Can't say   [98]

HH9   LAST TIME YOUR WERE PAID, WHAT WAS YOUR TOTAL TAKE-HOME PAY, THAT IS AFTER ALL DEDUCTIONS FOR TAX, NATIONAL INSURANCE, UNION DUES AND SO ON, BUT INCLUDING OVERTIME, BONUSES, COMMISSION OR TIPS?
Probe for best estimate.

Don't know   [999998]
Refused   [999997]

HH10   HOW LONG A PERIOD DOES THAT PAY COVER?

An hour   [1]
A day   [2]
A week   [3]
Fortnight   [4]
4 weeks   [5]
Calendar month   [6]
Year   [7]
Other (please specify)   [8]

HH11   INTERVIEWER PROBE IS THAT EXACT OR AN ESTIMATE?
Interviewer observe: did respondent consult pay slip.

Exact, consulted pay slip   [1]
Exact, did not consult pay slip   [2]
Estimate   [3]

HH12   HOW MANY HOURS A WEEK DO YOU USUALLY WORK FOR THAT PAY, EXCLUDING MEAL BREAKS BUT INCLUDING PAID OVERTIME?
Note: only include hours 'on call' if paid for them

Can't say   [98]

HH13   LAST TIME YOU WERE PAID, WHAT WAS YOUR PAY BEFORE ANY DEDUCTIONS FOR TAX, NATIONAL INSURANCE, UNION DUES AND SO ON, INCLUDING OVERTIME, BONUSES, COMMISSION OR TIPS?
Write in to nearest £.

Don't know   [999998]
Refused   [999997]

HH14   HOW LONG A PERIOD DOES THAT PAY COVER?

An hour   [1]
A day   [2]
A week   [3]
Fortnight   [4]
4 weeks   [5]
Calendar month   [6]
Year   [7]
Other (please specify)   [8]

HH15   INTERVIEWER PROBE IS THAT EXACT OR AN ESTIMATE?
Interviewer observe: did respondent consult pay slip.

Exact, consulted pay slip   [1]
Exact, did not consult pay slip   [2]
Estimate   [3]

HH16   HOW MANY HOURS A WEEK USUALLY WORK FOR THAT PAY, EXCLUDING MEAL BREAKS BUT INCLUDING PAID OVERTIME?
Note: only include hours 'on call' if paid for them

Can't say   [98]

Ask for self-employed [coded 1 at HA7]

HH17   ABOUT HOW MUCH AFTER TAX AND OTHER DEDUCTIONS TAKE OUT OF THE BUSINESS FOR USE?
Write in to nearest £. Accept gross if net not possible

No usual pay   [999996]
Don't know   [999998]
Refused   [999997]

HH18   HOW LONG A PERIOD DOES THAT PAY COVER?

An hour   [1]
A day   [2]
A week   [3]
Fortnight   [4]
4 weeks   [5]
Calendar month   [6]
Year   [7]
Other (please specify)   [8]

HH19   CODE FOR:

Net figure given   [1]
Gross figure given   [2]

HH20   CAN YOU GIVE ME AN ESTIMATE OF HOW MUCH YOU RECEIVED IN THE LAST YEAR. INCLUDE SELF-EMPLOYMENT AND INCOME FROM ANY OTHER EMPLOYMENT IN THE LAST YEAR.
Write in to nearest £

No usual pay   [999996]
Don't know   [999998]
Refused   [999997]

HH21   HOW MANY HOURS A WEEK DO YOU USUALLY WORK?

Can't say   [98]

HH22   THINKING NOW ABOUT ANY OTHER JOBS, IN TOTAL WHAT IS YOUR USUAL PAY AFTER ANY DEDUCTIONS FOR TAX, NATIONAL INSURANCE AND SO ON, FOR THESE OTHER JOBS?

Don't know   [999998]
Refused   [999997]

HH23   HOW LONG A PERIOD DOES THAT PAY COVER?

An hour   [1]
A day   [2]
A week   [3]
Fortnight   [4]
4 weeks   [5]
Calendar month   [6]
Year   [7]
Other (please specify)   [8]

HH24   CAN YOU TELL ME YOUR USUAL TOTAL GROSS PAY BEFORE DEDUCTIONS FOR THESE OTHER JOBS?
Write in to nearest £

Don't know   [999998]
Refused   [999997]

HH25   HOW LONG A PERIOD DOES THAT PAY COVER?

An hour   [1]
A day   [2]
A week   [3]
Fortnight   [4]
4 weeks   [5]
Calendar month   [6]
Year   [7]
Other (please specify)   [8]

HH26   AND, HOW MANY HOURS A WEEK DO YOU USUALLY WORK FOR THIS PAY?

Can't say   [98]

HH27   CAN I CHECK, ARE YOU IN PAID WORK FOR 1 OR MORE HOURS A WEEK?

Yes   [1]
No   [2]
Don't know   [3]

HH28   **DO YOU** JUST HAVE ONE JOB AT THE MOMENT, OR DO YOU HAVE MORE THAN ONE?

One job only   [1]
More than one job   [2]
Not sure   [3]

HH29   I'D LIKE TO ASK YOU ABOUT THE WORK YOU DO FOR THE MOST HOURS EACH WEEK. IN THIS JOB ARE YOU AN EMPLOYEE OR SELF - EMPLOYED?

Employee   [1]
Self-employed   [2]
Not sure   [3]

HH30   **ARE YOU** AN EMPLOYEE OR SELF-EMPLOYED?

Employee   [1]
Self-employed   [2]
Not sure   [3]

HH31   NOW I'D LIKE TO ASK YOU ABOUT THE PAY IN THIS JOB. WHAT IS USUAL TAKE-HOME PAY AFTER ANY DEDUCTIONS FOR TAX, NATIONAL INSURANCE, UNION DUES AND SO ON, BUT INCLUDING OVERTIME, BONUSES, COMMISSION OR TIPS?
Probe for best estimate. Write in to nearest £

No usual pay   [999996]
Don't know   [999998]
Refused   [999997]

HH32   HOW LONG A PERIOD DOES THAT PAY COVER?

An hour   [1]
A day   [2]
A week   [3]
Fortnight   [4]
4 weeks   [5]
Calendar month   [6]
Year   [7]
Other (please specify)   [8]

HH33   CODE ACCURACY:

Exact, consulted pay slip   [1]
Exact, did not consult pay slip   [2]
Estimate   **[3]**

HH34   HOW MANY HOURS A WEEK WORKED FOR THAT PAY, EXCLUDING MEAL BREAKS BUT INCLUDING PAID OVERTIME?
Note: only include hours 'on call' if paid for them

Can't say   [98]

HH35   WHAT IS THE USUAL PAY BEFORE ANY DEDUCTIONS FOR TAX, NATIONAL INSURANCE, UNION DUES AND SO ON, AND INCLUDING OVERTIME, BONUSES, COMMISSION OR TIPS?
Probe for best estimate

No usual pay   [999996]
Don't know   [999998]
refused   [999997]

HH36   HOW LONG A PERIOD DOES THAT PAY COVER?

An hour   [1]
A day   [2]
A week   [3]
Fortnight   [4]
4 weeks   [5]
Calendar month   [6]
Year   [7]
Other (please specify)   [8]

HH37   CODE ACCURACY:

Exact, consulted pay slip   [1]
Exact, did not consult pay slip   [2]
Estimate   [3]

HH38   HOW MANY HOURS A WEEK WORKED FOR THAT PAY, EXCLUDING MEAL BREAKS BUT INCLUDING PAID OVERTIME?

Note: only include hours 'on call' if paid for them

Can't say   [98]

HH39   LAST TIME PAID WHAT WAS TOTAL TAKE-HOME PAY – THAT IS AFTER ANY DEDUCTIONS FOR TAX, NATIONAL INSURANCE, UNION DUES AND SO ON, BUT INCLUDING OVERTIME, BONUSES, COMMISSION OR TIPS?
Write in to nearest £

Don't know   [999998]
Refused   [999997]

HH40   HOW LONG A PERIOD DOES THAT PAY COVER?

An hour   [1]
A day   [2]
A week   [3]
Fortnight   [4]
4 weeks   [5]
Calendar month   [6]
Year   [7]
Other (please specify)   [8]

HH41   ABOUT HOW MANY HOURS A WEEK WORKED FOR THAT PAY, EXCLUDING MEAL BREAKS BUT INCLUDING PAID OVERTIME?
Note: only include hours 'on call' if paid for them

Can't say   [98]

HH42   LAST TIME PAID WHAT WAS TOTAL PAY BEFORE
        DEDUCTIONS?
        Write in to nearest £

        [   ]

Don't know   [999998]
Refused   [999997]

HH43   HOW LONG A PERIOD DOES THAT PAY COVER?

An hour   [1]
A day   [2]
A week   [3]
Fortnight   [4]
4 weeks   [5]
Calendar month   [6]
Year   [7]
Other (please specify)   [8]

HH44   CODE ACCURACY:

Exact, consulted pay slip   [1]
Exact, did not consult pay slip   [2]
Estimate   [3]

HH45   ABOUT HOW MANY HOURS A WEEK WORKED
        FOR THAT PAY, EXCLUDING MEAL BREAKS BUT
        INCLUDING PAID OVERTIME?
        Note: only include hours 'on call' if paid for them

        [   ]

Can't say   [98]

HH46   ABOUT HOW MUCH AFTER TAX AND OTHER
        DEDUCTIONS TAKEN OUT OF THE BUSINESS
        FOR USE?

        Accept gross if net not possible. Write in to nearest £

        [   ]

No usual pay   [999996]
Don't know   [999998]
Refused   [999997]

HH47   HOW LONG A PERIOD DOES THAT PAY COVER?

An hour   [1]
A day   [2]
A week   [3]
Fortnight   [4]
4 weeks   [5]
Calendar month   [6]
Year   [7]
Other (please specify)   [8]

HH47B   CODE FOR:

Net figure given   [1]
Gross figure given   [2]

HH48   HOW MANY HOURS A WEEK WORKED FOR THAT
        PAY, EXCLUDING MEAL BREAKS BUT INCLUDING
        PAID OVERTIME?
        Note: only include hours 'on call' if paid for them

        [   ]

Can't say   [98]

HH49   LAST TIME PAID, WHAT WAS TOTAL TAKE-
        HOME PAY AFTER ANY DEDUCTIONS FOR TAX,
        NATIONAL INSURANCE, AND SO ON?
        Write in to the nearest £

        [   ]

Don't know   [999998]
Refused   [999997]

HH50   HOW LONG A PERIOD DOES THAT PAY COVER?

An hour   [1]
A day   [2]
A week   [3]
Fortnight   [4]
4 weeks   [5]
Calendar month   [6]
Year   [7]
Other (please specify)   [8]

HH51   HOW MANY HOURS A WEEK DID WORKED FOR
        THAT PAY, EXCLUDING MEAL BREAKS BUT
        INCLUDING PAID OVERTIME?
        Note: only include hours 'on call' if paid for them

        [   ]

Can't say   [98]

HH52   THINKING NOW ABOUT ANY OTHER JOBS IN
        TOTAL, WHAT IS USUAL PAY AFTER ANY
        DEDUCTIONS FOR TAX, NATIONAL INSURANCE,
        AND SO ON, FOR THESE OTHER JOBS?
        Write in to nearest £

        [   ]

Don't know   [999998]
Refused   [999997]

HH53   HOW LONG A PERIOD DOES THAT PAY COVER?

An hour   [1]
A day   [2]
A week   [3]
Fortnight   [4]
4 weeks   [5]
Calendar month   [6]
Year   [7]
Other (please specify)   [8]

HH54   CAN YOU TELL ME THE TOTAL PAY BEFORE
        DEDUCTIONS FOR THESE OTHER JOBS?
        Write in to nearest £

        [   ]

Don't know   [999998]
Refused   [999997]

HH55   HOW LONG A PERIOD DOES THAT PAY COVER?

An hour   [1]
A day   [2]
A week   [3]
Fortnight   [4]
4 weeks   [5]
Calendar month   [6]
Year   [7]
Other (please specify)   [8]

Ask all HH56

HH56   SHOW CARDS
        I'D LIKE TO TALK ABOUT INCOME FROM
        SOURCES OTHER THAN WORK. ARE YOU (OR
        YOUR PARTNER) RECEIVING ANY OF THE
        BENEFITS LISTED ON THESE TWO CARDS?

Yes   [1]
No   [2]

HH57   SHOWCARD
        WHICH OF THESE ARE YOU (OR YOUR
        PARTNER) RECEIVING? ANY OTHERS?
        Code all that apply

Income Support   [1]
Family Credit (FC)   [2]
Jobseekers Allowance (JSA)   [3]
Housing Benefit   [4]
Council Tax Benefit   [5]
Earnings Top-Up (ETU)   [6]
Child Benefit   [7]
Child Benefit at one parent rate   [8]
Maternity Allowance   [9]
State Retirement Pension   [10]
Statutory Maternity Pay   [11]
Some other state benefit (please specify)   [12]
None   [13]

HH58   SHOWCARD
        AND WHICH OF THESE OTHER BENEFITS ARE
        YOU (OR YOUR PARTNER) RECEIVING?
        Code all that apply

Incapacity Benefit (formerly Invalidity Benefit)   [1]
Disability Working Allowance (DWA)   [2]
Disability Living Allowance Care Component   [3]
Disability Living Allowance Mobility Component [4]
Industrial injury/ disablement benefit   [5]
Invalid care allowance   [6]
Severe Disablement benefit   [7]
Statutory Sick Pay   [8]
War Disablement benefit   [9]
Disability premium with Income Support/Housing Benefit   [10]
Attendance allowance   [11]
An other benefit for people with disabilities (specify)   [12]
None   [13]

If no benefits received go to HH67. Otherwise continue.

Ask HH59 to HH71 for each benefit.

HH59   IS IT YOU, YOUR PARTNER OR BOTH OF YOU
        WHO RECEIVE THAT BENEFIT? (HH59A TO
        HH59K)

	RESP	PART	BOTH
Income Support	[1]	[2]	[3]
Family Credit (FC)	[1]	[2]	[3]
Jobseekers Allowance (JSA)	[1]	[2]	[3]
Housing Benefit	[1]	[2]	[3]
Council Tax Benefit	[1]	[2]	[3]
Earnings Top-Up (ETU)	[1]	[2]	[3]
Child Benefit	[1]	[2]	[3]
Child Benefit (one parent rate)	[1]	[2]	[3]
Maternity Allowance	[1]	[2]	[3]
State Retirement Pension	[1]	[2]	[3]
Statutory Maternity Pay	[1]	[2]	[3]

HH60   IS IT YOU, YOUR PARTNER OR BOTH OF YOU
        WHO RECEIVE THAT BENEFIT? (HH60A TO
        HH60L)

	RESP	PART	BOTH
Incapacity Benefit	[1]	[2]	[3]
(formerly Invalidity Benefit	[1]	[2]	[3]
Disability Working Allowance (DWA)	[1]	[2]	[3]
Disability Living Allowance	[1]	[2]	[3]
(Care Component)	[1]	[2]	[3]
Disability Living Allowance	[1]	[2]	[3]
(Mobility Component)	[1]	[2]	[3]
Industrial injury/ disablement benefit	[1]	[2]	[3]
Invalid care allowance	[1]	[2]	[3]
Severe Disablement benefit	[1]	[2]	[3]
Statutory Sick Pay	[1]	[2]	[3]
War Disablement benefit	[1]	[2]	[3]
Disability premium	[1]	[2]	[3]
with Income Support/Housing Benefit	[1]	[2]	[3]
Attendance Allowance	[1]	[2]	[3]
{other}	[1]	[2]	[3]

HH61   HOW MUCH DID YOU (AND YOUR PARTNER)
        RECEIVE IN BENEFITS LAST TIME YOU
        RECEIVED {BEN}?
        If both respondent and partner receive, add two
        together . Take care not to double count.
        Enter to nearest £

        [   ]

Don't know   [98]
Refused   [97]

HH62   WHAT PERIOD DID THAT COVER?
        Code in grid below. Probe for best estimate.

1 week   [52]
2 weeks   [26]
3 weeks   [17]
4 weeks   [13]
1 month   [12]
2 months   [6]
3 months   [4]
6 months   [2]
1 year   [1]
Other   [99]
Don't know   [98]

Ask all questions up to and including HH71 for each benefit

HH63   HOW MUCH DID YOU (AND YOUR PARTNER)
        RECEIVE IN {BENEFIT} LAST TIME YOU
        RECEIVED IT?
        If respondent and partner receive separate amounts
        add two together, take care not to double count.
        Enter to nearest £

        [   ]

Don't know   [98]
Refused   [97]

HH64   WHAT PERIOD DID THAT COVER?
        Code in grid below. Probe for best estimate.

1 week   [52]
2 weeks   [26]
3 weeks   [17]
4 weeks   [13]
1 month   [12]
2 months   [6]
3 months   [4]
6 months   [2]
1 year   [1]
Other   [99]
don't know   [98]

HH65 YOU HAVE SAID THAT YOU NOT SURE HOW MUCH YOU RECEIVED IN ONE OR MORE OF THE BENEFITS. ADDING ALL OF THE BENEFITS ON THESE TWO CARDS TOGETHER, HOW MUCH DID YOU (AND YOUR PARTNER) RECEIVE IN TOTAL LAST TIME YOU RECEIVED YOUR BENEFITS?
If both respondent and partner receive, add two together . Enter to nearest £

| |

Don't know [98]
Refused [97]

HH66 WHAT PERIOD DID THAT COVER?
Code in grid below. Probe for best estimate.

1 week [52]
2 weeks [26]
3 weeks [17]
4 weeks [13]
1 month [12]
2 months [6]
3 months [4]
6 months [2]
1 year [1]
Other [99]
Don't know [98]

HH67 DO YOU (OR YOUR PARTNER) RECEIVE ANY OTHER REGULAR INCOME OR PAYMENT FROM ANY SOURCES ON THIS CARD?

Yes [1]
No [2]
Don't know [3]
Refused [4]

HH68 SHOWCARD K
FROM WHICH OF THESE SOURCES? WHICH OTHERS?
Code all that apply

Occupational/employer (non-State) pension(s) [1]
Benefit from annuity, trust or covenant [2]
Maintenance payments [3]
Rent from property or subletting, including boarders [4]
Dig money from other household members [5]
Benefit from accident/sickness scheme etc [6]
Investment income [7]
Student loan [8]
Grant [9]
Regular non-work income, from any other organisation (please specify) [10]

HH69 IS IT YOU, YOUR PARTNER OR BOTH OF YOU WHO RECEIEVE THAT OTHER INCOME? (HH69A TO HH69J)

	RESP	PART	BOTH
Occupational/employer (non-State) pension(s)	[1]	[2]	[3]
Benefit from annuity, trust or covenant	[1]	[2]	[3]
Maintenance payments	[1]	[2]	[3]
Rent from property or subletting, including boarders	[1]	[2]	[3]
Dig money from other household members	[1]	[2]	[3]
Benefit from accident/sickness scheme etc	[1]	[2]	[3]
Investment income eg Dividends from shares/interest from savings	[1]	[2]	[3]
Student loan	[1]	[2]	[3]
Grant	[1]	[2]	[3]
{other}	[1]	[2]	[3]

HH70 HOW MUCH DID YOU (AND YOUR PARTNER) RECEIVE IN {BENEFIT} LAST TIME YOU RECEIVED IT?
If both respondent and partner receive, add two together . Enter to nearest £

| |

Don't know [98]
Refused [97]

HH71 WHAT PERIOD DID THAT COVER?
Code in grid below. Probe for best estimate.

1 week [52]
2 weeks [26]
3 weeks [17]
4 weeks [13]
1 month [12]
2 months [6]
3 months [4]
6 months [2]
1 year [1]
Other [99]
None [98]

HI – Financial Services, Savings and Housing Costs

Ask all HI1

HI1 DO YOU (OR YOUR PARTNER) HAVE A BANK ACCOUNT OR BUILDING SOCIETY ACCOUNT?

Yes [1]
No [2]
Refused [3]

HI2 SHOWCARD
AT THE MOMENT DO YOU (OR YOUR PARTNER) HAVE ANY MONEY SAVED OR INVESTED IN ANY OF THE PLACES MENTIONED ON THIS CARD?

Yes [1]
No [2]
Refused [3]
Don't know [4]

If h12 = yes (1) ask h13. Otherwise skip to HJ1

HI3 SHOWCARD
HOW MUCH DO YOU (AND YOUR PARTNER) HAVE SAVED OR INVESTED ALTOGETHER? PLEASE TELL ME THE LETTER ON THIS CARD FOR THE GROUP IN WHICH YOU WOULD PLACE YOUR TOTAL SAVINGS. ?

A: Under £1,000 [1]
B: £1,000-£4,999 [2]
C: £5,000-£9,999 [3]
D: £10,000-£15,999 [4]
E: £16,000-£29,999 [5]
F: £30,000-£74,999 [6]
G: £75,000 or more [7]
Refused [8]

If HB5 is 2 or 3, ask HJ1. If HB5 is 4, skip to HJ3

HJ1 CAN I JUST CHECK, DOES YOUR HOUSEHOLD HAVE A MORTGAGE OR LOAN OUTSTANDING ON THIS PROPERTY?

Yes [1]
No [2]
Refused [3]

HJ2   AT THE MOMENT, HOW MUCH DOES YOUR HOUSEHOLD PAY EACH MONTH IN MORTGAGE OR LOAN PAYMENTS AND IN PAYMENTS FOR ANY ENDOWMENT ASSOCIATED WITH THE MORTGAGE?
Code to the nearest £. Ask to estimate if unsure. Record total for all mortgages/loans.

Don't know / Refused

Ask HJ3 if HB5 is 3 or 4 if not, skip to HK1

HJ3   HOW MUCH IS THE TOTAL RENT FOR YOUR HOUSEHOLD'S ACCOMMODATION, THAT IS BEFORE ANY HOUSING BENEFIT IS DEDUCTED?
If crofter, or two or more rents paid, enter total rent payable. If unsure code best estimate.

Don't know   [1]
Refused   [2]

HJ4   HOW LONG A PERIOD DOES THAT RENT COVER?

A day   [1]
A week   [2]
Fortnight   [3]
4 weeks   [4]
Month   [5]
Year   [6]
Other   [7]

HJ5   AND HOW MUCH DOES YOUR HOUSEHOLD ACTUALLY PAY FOR THIS ACCOMMODATION AFTER ANY HOUSING BENEFIT HAS BEEN DEDUCTED?
If no housing benefit received, leave amount blank and code 'no housing benefit'.

Don't know   [1]
Refused   [2]
No housing benefit   [3]
Full housing benefit   [4]

HJ6   HOW LONG A PERIOD DOES THAT RENT COVER?

A day   [1]
A week   [2]
Fortnight   [3]
4 weeks   [4]
Month   [5]
Year   [6]
Other   [7]
Not Applicable   [8]

ASK ALL HK1

HK1   IS YOUR HOUSEHOLD CURRENTLY COVERED BY.....READ OUT
code all that apply

Home contents insurance   [1]
House/building insurance   [2]
No, neither   [3]
Don't know   [4]

HK3   HOW OFTEN WOULD YOU SAY YOU HAVE BEEN WORRIED ABOUT MONEY DURING THE LAST FEW WEEKS? READ OUT

Almost all the time   [1]
Quite often   [2]
Only sometimes   [3]
Never   [4]
Refused   [5]
Don't know   [6]
Info2

HK2   SHOWCARD
TAKING EVERYTHING TOGETHER, WHICH OF THE PHRASES ON THIS CARD BEST DESCRIBES HOW YOU AND YOUR HOUSEHOLD ARE MANAGING FINANCIALLY THESE DAYS?

Manage very well   [1]
Manage quite well   [2]
Get by alright   [3]
Don't manage very well   [4]
Have some financial difficulties   [5]
Are in deep financial trouble   [6]
Refused   [7]
Don't know   [8]

INTERVIEWER, RECORD WHETHER PERMISSION FOR RECONTACT IS GIVEN BY THE HOUSEHOLDER.

Consent given   [1]
Consent refused   [2]

If random adult is a different respondent THAT BRINGS US TO THE END OF THE INTERVIEW. THANK YOU VERY MUCH FOR YOUR HELP.

PART TWO – RANDOM ADULT SECTION

INTRODUCTION If random adult is a different respondent

THE FIRST PART OF THE INTERVIEW WITH {NAME} WAS MAINLY ABOUT THE HOUSEHOLD IN GENERAL. THIS PART OF THE INTERVIEW IS MORE ABOUT YOU PERSONALLY AND YOUR VIEWS AS AN INDIVIDUAL.

INTRODUCTION if random adult is the same respondent

SO FAR, I'VE ASKED YOU MAINLY ABOUT THE HOUSEHOLD IN GENERAL. THE REST OF THE INTERVIEW IS MORE ABOUT YOU AND YOUR VIEWS AS AN INDIVIDUAL.

PRESS << NEXT >> TO CONTINUE.

RA1   HOW LONG HAVE YOU LIVED AT THIS ADDRESS?
If less than a year, use pre-code.

Less than one year   [1]

If answer at RA1 is less than 1 year, go to RA2. Otherwise go to RA3

RA2   HOW MANY MONTHS HAVE YOU LIVED AT THIS ADDRESS?

RA3 DID YOU OR ANYBODY ELSE IN THIS HOUSEHOLD PREVIOUSLY RENT THIS ACCOMMODATION?

Yes [1]
No [2]
Don't Know [3]

If yes (1) go to RA4. Otherwise skip to RA5

RA4 WHO WAS IT PREVIOUSLY RENTED FROM?

Local authority / Council [1]
Scottish Homes [2]
Housing Association/co-operative or charitable trust [3]
Employer of a household member (organisation) [4]
Another organisation [5]
Relative / friend of household member [6]
Employer of a household member (individual) [7]
Individual private landlord [8]
Other [9]

RA5 SHOWCARD
THINKING ABOUT THE PLACE WHERE YOU LIVED BEFORE YOU LIVED HERE, IN WHICH OF THESE WAYS DID YOU OCCUPY THAT ACCOMMODATION?

Owned it outright [1]
Buying it with the help of a mortgage or loan [2]
Paying part rent and part mortgage (shared ownership) [3]
Rented it [4]
In parental/family home [5]
Lived there rent free
(including in relative's/friend's property; but not squatting) [6]
Squatting [7]
Other [8]
Don't know [9]

If RA5 is 3 or 4 go to RA6. Otherwise go to RA7

RA6 WHO WAS YOUR LANDLORD?

Local authority / Council [1]
Scottish Homes [2]
Housing Association/co-operative or charitable trust [3]
Employer of a household member (organisation) [4]
Another organisation [5]
Relative / friend of household member [6]
Employer of a household member (individual) [7]
Individual private landlord [8]
Other [9]

RA7 WHICH, IF ANY, OF THE PEOPLE YOU CURRENTLY LIVE WITH ALSO LIVED AT YOUR PREVIOUS ACCOMMODATION?

{person 1} [1]
{person 2} [2]
{person 3} [3]
{person 4} [4]
{person 5} [5]
{person 6} [6]
{person 7} [7]
{person 8} [8]
{person 9} [9]
{person 10} [10]
None [11]
Don't know [12]

RA8 WHAT WAS THE POSTCODE AT THE LAST PLACE THAT YOU LIVED?
Probe for full address if not known

Refused [1]
Outside the UK [2]

RB1 SHOWCARD
THINKING NOW ABOUT THE NEIGHBOURHOOD YOU LIVE IN, HOW WOULD YOU RATE IT AS A PLACE TO LIVE?
If pressed, define 'your neighbourhood' as: 'the street you live in and the streets nearby' (urban) or 'the local area' (rural).

Very good [1]
Fairly good [2]
Fairly poor [3]
Very poor [4]
No opinion [5]

RB2 AND WHAT ASPECTS OF THIS IMMEDIATE NEIGHBOURHOOD, IF ANY DO YOU PARTICULARLY LIKE? PROBE AND WHAT ELSE? (RB2A TO RB2O)

Area well maintained [1]
Good public transport [2]
Nicely landscaped / open spaces [3]
Safe area / low crime [4]
Good outlook / view [5]
Quiet / peaceful [6]
Friendly people [7]
Convenient shop/other amenities [8]
Good local shops [9]
Good local leisure facilities [10]
Good local schools [11]
Good facilities for children [12]
Good neighbours [13]
Other [14]
Nothing [15]

RB3 AND WHAT ASPECTS OF THIS IMMEDIATE NEIGHBOURHOOD, IF ANY DO YOU PARTICULARLY DISLIKE? PROBE AND WHAT ELSE? (RB3A TO RB3 R)

Area poorly maintained / run down [1]
Poor public transport [2]
Poor outlook / view [3]
Problem with neighbours [4]
Problems with dogs [5]
Unsafe area / crime [6]
Poor local shops [7]
Vandalism [8]
Poor local leisure facilities [9]
Drug abuse [10]
Poor local schools [11]
Alcohol abuse [12]
Nowhere for children to play [13]
Noise [14]
Young people hanging about/Nothing for young people to do [15]
Parking Problems [16]
Nothing [17]
Other [18]

RB4 SHOWCARD Q
HOW COMMON WOULD YOU SAY THE FOLLOWING THINGS ARE IN THIS NEIGHBOURHOOD? (RB4A TO RB4E) CODE IN GRID

Noisy neighbours or loud parties [1]
Vandalism, graffiti or other deliberate damage to property [2]
Groups of young people hanging around on the street [3]
People who have been drinking or using drugs [4]
Rubbish or litter lying around [5]

Very common [1]
Fairly common [2]
Not very common [3]
Not at all common [4]
Don't know [5]

RB4B   SHOWCARD EXCLUDING ANY CONTACT YOU HAVE HAD WITH HOUSEHOLD MEMBERS, FROM THIS CARD, COULD YOU TELL ME WHICH, IF ANY, OF THESE YU HAVE DONE IN THE PAST FORTNIGHT? (RB4BA TO RB4BJ)

Went to visit relatives   [1]
Went out with relatives   [2]
Had relatives round   [3]
Spoke to relatives on the 'phone   [4]
Went to visit friends   [5]
Had friends round   [6]
Went out with friends   [7]
Spoke to friends on the 'phone   [8]
Spoke to neighbours   [9]
None of these   [10]

RB4C2   SHOWCARD OVERALL, HOW INVOLVED DO YOU FEEL IN THE LOC AL COMMUNITY?

A great deal   [1]
A fair amount   [2]
Not very much   [3]
Not at all   [4]
Don't know   [5]

RB4D   SHOW CARD I WOULD NOW LIKE TO ASK ABOUT HOW INVOLVED YOU FEEL WITH OTHER PEOPLE LIVING IN THIS NEIGHBOURHOOD. HOW STRONGLY DO YOU AGREE OR DISAGREE WITH EACH OF THE FOLLOWING STATEMENTS. READ OUT. (RB4DA TO RB4DC)

If I was alone and needed help, I could rely on one of my friends/relatives in this neighbourhood to help me   [1]

If my home was empty, I could count on one of my friends /relatives in this neighbourhood to keep an eye on my home   [2]

I feel I could turn to friends/relatives in this neighbourhood for advice or support   [3]

Strongly agree   [1]
Tend to agree   [2]
Neither agree nor disagree   [3]
Tend to disagree   [4]
Strongly disagree   [5]

RB4E   SHOWCARD HOW MANY TIMES, IF AT ALL, HAVE YOU HAD ANY DISPUTES OR SERIOUS PROBLEMS WITH NEIGHBOURS IN THE PAST 12 MONTHS?

Never/nothing serious   [1]
Once   [2]
Twice   [3]
Three times   [4]
Four or more   [5]
Don't know   [6]
Refused   [7]

If RB4E is never/nothing serious, don't know or refused, skip to RB5. Others continue.

RB4F   THINKING ABOUT THE MOST RECENT INCIDENT, DID YOU REPORT THE MATTER TO THE POLICE OR TO THE LOCAL COUNCIL? (RB4FA TO RB4FD)

Police   [1]
Council   [2]
Neither   [3]
Don't know/can't remember   [4]

RB4G2   SHOWCARD REGARDLESS OF WHETHER THEY WERE ABLE TO SOLVE IT, WERE YOU SATISFIED OR DISSATISFIED WITH THE WAY THE POLICE RESPONDED TO YOUR PROBLEM?

Satisfied   [1]
Dissatisfied   [2]
Neither   [3]
No opinion   [4]

RB4H2   SHOW CARD REGARDLESS OF WHETHER THEY WERE ABLE TO SOLVE IT, WERE YOU SATISFIED OR DISSATISFIED WITH THE WAY THE COUNCIL RESPONDED TO YOUR PROBLEM?

Satisfied   [1]
Dissatisfied   [2]
Neither   [3]
No opinion   [4]

RB5   IN THE LAST YEAR, HAS ANYONE GOT INTO YOUR HOUSE/FLAT WITHOUT PERMISSION AND STOLEN OR TRIED TO STEAL ANYTHING? IF YES, HOW MANY TIMES HAS THAT HAPPENED?

None   [1]
Can't remember   [2]

Ask RB6 if open numeric coded in RB5. If not, skip to RB7

RB6   THINKING ABOUT THE LAST TIME THAT HAPPENED, IN WHICH MONTH DID THAT HAPPEN?

January   [1]
February   [2]
March   [3]
April   [4]
May   [5]
June   [6]
July   [7]
August   [8]
September   [9]
October   [10]
November   [11]
December   [12]
Can't remember   [13]

RB7   IN THE LAST YEAR, HAVE YOU OR ANYONE ELSE IN YOUR HOUSEHOLD HAD THEIR CAR, VAN MOTOR CYCLE OR OTHER MOTOR VEHICLE STOLEN OR DRIVEN AWAY WITHOUT PERMISSION? IF YES, HOW MANY TIMES HAS THAT HAPPENED?

None   [1]
Can't remember   [2]

If open numeric coded in RB7, ask RB8. Otherwise skip to RB9.

RB8   THINKING ABOUT THE LAST TIME THAT
       HAPPENED, IN WHICH MONTH DID THAT
       HAPPEN?

January   [1]
February   [2]
March   [3]
April   [4]
May   [5]
June   [6]
July   [7]
August   [8]
September   [9]
October   [10]
November   [11]
December   [12]
Can't remember   [13]

Ask all RB9

RB9   I WOULD LIKE TO ASK SOME QUESTIONS ON A
       SLIGHTLY DIFFERENT TOPIC NOW. - FIRE
       SAFETY IN THE HOME. FIRST OF ALL, DO YOU
       HAVE A SMOKE ALARM IN YOUR HOME?

Yes   [1]
No   [2]
Don't know   [3]

If yes, ask RB10, if no or dk, skip to RB11

RB10   IS THE ALARM IN WORKING ORDER?

Yes   [1]
No   [2]
Don't know   [3]

Ask all RB11

RB11   I WOULD NOW LIKE TO ASK ABOUT FIRES IN
       THE HOME. THIS MEANS ALL SORTS OF FIRES,
       INCLUDING CHIP PAN FIRES AND VERY MINOR
       FIRES AND INCLUDES FIRES IN SHEDS,
       GARAGES OR GREENHOUSES. HAS THERE
       BEEN A FIRE OF ANY SORT IN THE PLACE
       WHERE YOU WERE LIVING IN THE LAST YEAR?

Yes   [1]
No   [2]

If yes go to RB12. If no go to RC1

RB12   HOW MANY FIRES HAVE THERE BEEN IN THAT
       TIME?

One   [1]
Two   [2]
Three   [3]
Four   [4]
Five or more   [5]

RB13   SHOWCARD
       THINKING ABOUT THE MOST RECENT FIRE,
       WHAT WAS THE CAUSE OF THE FIRE? PLEASE
       ANSWER FROM THIS CARD.

Arson   [1]
Cooking accidents   [2]
Accidents with matches/lighters   [3]
Cigarettes. pipes or other smoking requisites [4]
Children playing with fire other than matches [5]
Electric equipment/wiring (including electric blankets) [6]
Heating and fires   [7]
Petrol or paraffin   [8]
Other   [9]

**If RB13 = 2 ask RB14. If RB13 = 3 ask RB15. If RB13 = 4
ask RB16. If RB13 = 6 ask RB17. If RB13 = 7 ask RB18**

RB14   COULD YOU DESCRIBE TO ME IN A LITTLE
       MORE DETAIL WHAT HAPPENED?

Pan of fat/oil catching fire   [1]
Grill pan   [2]
Leaving something too close to the cooker (eg, tea towel) [3]
Microwave   [4]
Other   [5]

Go to RB19

RB15   COULD YOU DESCRIBE TO ME IN A LITTLE
       MORE DETAIL WHAT HAPPENED?

Children playing with matches   [1]
Adults being careless with matches   [2]
Other   [3]

Go to RB19

RB16   COULD YOU DESCRIBE TO ME IN A LITTLE
       MORE DETAIL WHAT HAPPENED?

Someone falling asleep when smoking   [1]
Not discarding cigarettes etc safely   [2]
Other   [3]

Go to RB19

RB17   COULD YOU DESCRIBE TO ME IN A LITTLE
       MORE DETAIL WHAT HAPPENED?

Electric blankets   [1]
Electric wiring worn out or faulty   [2]
Washing machine/washer-dryer   [3]
Tumble-dryer/spin-dryer   [4]
Lights (putting things by light bulbs/lights failing over) [5]
Other   [6]

Go to RB19

RB18   COULD YOU DESCRIBE TO ME IN A LITTLE
       MORE DETAIL WHAT HAPPENED?

Chimney fires   [1]
Open Hearth fires (eg, coal on rug)   [2]
Paraffin Heater   [3]
Things left too close to Heaters/fires   [4]
Other   [5]

RB19   DID THE FIRE START INSIDE OR OUTSIDE THE
       HOUSE?

Inside the house   [1]
Outside the house   [2]

If 1 at RB19 ask RB20. If 2 skip to RB21_22

RB20   WHERE INSIDE THE HOUSE DID THE FIRE
       BEGIN?

Kitchen   [1]
Lounge, living room, dining room   [2]
Bedroom   [3]
Bedsitter, bedsitting room   [4]
Elsewhere in house   [5]

RB21   HOW WAS THE FIRE DISCOVERED?

Person   [1]
By a smoke alarm   [2]
Other   [3]

RB22   WAS THE FIRE BRIGADE CALLED?

Yes   [1]
No   [2]

RC1   SHOWCARD
PLEASE LOOK AT THIS CARD AND TELL ME
WHICH, IF ANY, OF THE FOLLOWING
EDUCATIONAL QUALIFICATIONS YOU HAVE
(RC1A TO RC1J).
Code all that apply

School Leaving Certificate	[1]
O Grade, Standard Grade, GCSE, CSE, Senior Certificate or equivalent	[2]
GSVQ Foundation or Intermediate, SVQ Level 1 or 2, SCOTVEC Module or equivalent	[3]
Higher Grade/CSYS/A level, Advanced Senior Certificate or equivalent	[4]
GSVQ Advanced, SVQ Level3, ONC, OND, SCOTVEC National Diploma or equivalent	[5]
City and Guilds	[6]
HNC, HND, SVQ Levels 4 or 5 or equivalent	[7]
First Degree, Higher degree	[8]
Professional qualifications e.g. teaching, accountancy	[9]
None of these	[10]

RC2   SHOWCARD
ARE YOU CURRENTLY TAKING PART IN ANY OF
THESE FORMS OF EDUCATION/CLASSES OR
TRAINING? WHICH ONES? (RC2A TO RC2H)
Code all that apply

None	**[1]**
On-the-job training	[2]
An FE college course	[3]
A university-based course	[4]
Distance learning/Open University	[5]
School	[6]
Adult education or evening class	[7]
Other	[8]

Only ask RD1 if employed or self-employed (coded at HA7)

RD1   WHAT IS THE POSTCODE OF THE PLACE
WHERE YOU WORK? INTERVIEW PROBE IF FULL
POSTCODE NOT KNOWN PLEASE TELL ME ANY
PART OF THE POSTCDE THAT YOU DO KNOW
AND THE NAME AND ADDRESS OF EMPLOYER?
Interviewer - this is so we can calculate distance from
home**.**

Work from home   **[1]**

Only ask RD2 if in full time education (coded at HA7)

RD2   WHICH SCHOOL/COLLEGE/UNIVERSITY DO YOU
ATTEND?

Ask all employed, self-employed and in full-time education

RD3   HOW DO YOU USUALLY TRAVEL TO WORK (OR
SCHOOL/COLLEGE/UNIVERSITY IF IN FULL TIME
EDUCATION)?
Probe for main method

Walking	[1]
Driver car/van	[2]
Passenger car/van	[3]
Motorcycle/moped	[4]
Bicycle	[5]
School bus	[6]
Works bus	[7]
Ordinary (service) bus	[8]
Taxi/minicab	[9]
Rail	[10]
Underground	[11]
Ferry	[12]
Aeroplane	[13]
Horse-riding	[14]
Other	[15]

If RD3 = 2 or 3 continue. If other code go to RD6

RD4   SHOW CARD U
WHICH OF THE ITEMS ON THIS CARD BEST
DESCRIBE THE CAR OR VAN YOU USUALLY
TRAVEL TO WORK/EDUCATION IN.

A car or van your household owns or has regular use of	[1]
A lift in someone else's car at no cost to you	[2]
A car-sharing scheme where you take a turn driving	[3]
A car-sharing scheme where you pay the driver	[4]
A work's van or minibus	[5]
Other	[6]

If RD4 coded 1 go to RD5 otherwise go to RD6

RD5   SHOWCARD
WHERE DO YOU PARK YOUR VEHICLE? IS IT ...

in a commercial car park	[1]
on the street at no cost	[2]
on the street in a space you pay for	[3]
Paid for, in a car park provided by employer/school/college/university	[4]
Free, in a car park provided by your employer/school/college/university	[5]
Free in another car park	[6]
other	[7]

RD6   WHAT ARE THE MAIN REASONS YOU USE THIS
METHOD OF TRAVEL TO WORK/SCHOOL/
COLLEGE/ UNIVERSITY (RD6A TO RD6U)
probe fully

RD7   WOULD IT BE POSSIBLE FOR YOU TO USE
PUBLIC TRANSPORT FOR THE JOURNEY TO OR
FROM WORK/SCHOOL/COLLEGE/UNIVERSITY?

Yes	[1]
No	[2]

**Ask RD8 those who do not use public transport coded 1 at
RD7**

RD8   WHAT ARE THE MAIN REASONS YOU DO NOT
USE PUBLIC TRANSPORT? (RD8A TO RD8AC)
Probe fully

Ask RD9 for those coded 2 at RD7

RD9   WHAT ARE THE MAIN REASONS IT WOULD NOT
BE POSSIBLE TO USE PUBLIC TRANSPORT?
(RDA TO RD9AC)
Probe fully

RE1   EXCLUDING ANY MILEAGE PAID FOR BY YOUR EMPLOYMENT OR BUSINESS, HOW MANY MILES DID YOU PERSONALLY DRIVE IN THE PAST YEAR? THIS QUESTION RELATES TO INDIVIDUALS NOT VEHICLES.
If less than 1,000 use precode

Thousand miles

Less than 1000 miles	[1]
Don't know	[2]
Refused	[3]
None	[4]

RE2   CAN I JUST CHECK, DOES THAT TOTAL INCLUDE ANY MILES PAID FOR BY YOUR EMPLOYMENT OR BUSINESS?

Yes	[1]
No	[2]

RE3   HOW MANY MILES WERE PAID FOR BY YOUR EMPLOYMENT OR BUSINESS?
If less than 1,000 use precode

Thousand miles

Don't know	[1]
Refused	[2]
None	[3]
Less than 1,000	[4]

RE4   SHOWCARD V1 LOOKING AT THIS CARD, WHAT WAS THE TOTAL COST OF FARES FOR THESE FORMS OF TRANSPORT IN THE PAST SEVEN DAYS, EXCLUDING ANY FARES WHICH WERE, OR WILL BE, PAID FOR BY A BUSINESS OR EMPLOYER?

Nothing	[1]
Don't know	[2]
Refused	[3]

RE6_7   ON HOW MANY OUT OF THE LAST SEVEN DAYS DID YOU MAKE A TRIP OF MORE THAN A QUARTER OF A MILE BY BICYCLE?
Read out both questions below

GOING SOMEWHERE SUCH AS WORK, SHOPPING OR FRIENDS ETC.

None	[1]
Don't know	[2]

JUST FOR THE PLEASURE OF CYCLING OR TO KEEP FIT

None	[1]
Don't know	[2]

RE8_9   ON HOW MANY OUT OF THE LAST SEVEN DAYS DID YOU MAKE A TRIP OF MORE THAN A QUARTER OF A MILE BY FOOT?
Read out both questions below

GOING SOMEWHERE SUCH AS WORK, SHOPPING OR FRIENDS ETC.

None	[1]
Don't know	[2]
Not able to walk	[3]

JUST FOR PLEASURE OF WALKING OR TO KEEP FIT OR TO WALK THE DOG.
INCLUDE JOGGING AND RUNNING HERE

None	[1]
Don't know	[2]
Not able to walk	[3]

UNTIL JULY1999 RE10, RE11 AND RE12 WERE OPEN QUESTIONS, THE PRE-CODES WERE DRAWN UP ON THE BASIS OF THE ANSWERS TO THE LISTINGS

RE10   WHAT ARE THE MAIN REASONS YOU CHOOSE NOT TO DRIVE NOWADAYS? (RE10A TO RE10U)

Never learnt to drive	[1]
Don't have a licence	[2]
No car	[3]
Can't afford a car	[4]
Too expensive	[5]
Too nervous	[6]
Lack of confidence	[7]
No interest	[8]
Prefer to walk	[9]
Too young	[10]
Too old	[11]
Health problems	[12]
Blind	[13]
Eye problems	[14]
Too much traffic	[15]
Can't afford driving lessons	[16]
Lack of road sense	[17]
Disabled	[18]
Failed test	[19]
Others (record in full)	[20]
No particular reason	**[21]**

Ask RE 11 if never driven (coded 5 at HD1)

RE11   WHY HAVE YOU NEVER LEARNT TO DRIVE?
(RE11A TO RE11L)

Could not afford it	**[1]**
Too young	**[2]**
Too nervous/lack of confidence	**[3]**
Not interested	**[4]**
No car/can't afford car	**[5]**
Health reasons	**[6]**
Failed test/gave up trying	**[7]**
Drove a long time ago	**[8]**
Don't need to drive	**[9]**
Time	**[10]**
Others (record in full)	**[11]**
No particular reason	**[12]**

Ask all RE12

RE12   IN GENERAL, WHAT DISCOURAGES YOU FROM USING BUSES MORE OFTEN THAN YOU DO?
(RE12A TO RE12AE)

Nothing discourages	[1]
Takes too long	[2]
Inconvenient	[3]
No direct route	[4]
Use my own car	[5]
Need car at work	[6]
Cost	[7]
Work anti-social/unusual hours	[8]
Unreliable	[9]
Lack of service	[10]
Too infrequent	[11]
Health reasons	[12]
Difficult access/ on-off steps	[13]
Too much to carry/awkward	[14]
Uncomfortable	[15]
Other (record in full)	[16]
No need	[17]
Prefer to walk	[18]
Dislike waiting	[19]
Long way to bus stop	[20]
Live centrally/within walking distance	[21]
No particular reason	[22]
Other choices – taxi, train etc.	[23]
Use as often as need to	[24]
Smoking policy	[25]
Dirty/filthy	[26]
Given lifts	[27]
Too crowded	[28]
Don't feel safe on buses	[29]
Laziness	[30]
No suitable bus service available	[31]
Don't know bus times	[32]

Ask all RE13

RE13   HAVE YOU BEEN INJURED IN A ROAD ACCIDENT IN THE PAST YEAR?

Yes	[1]
No	[2]

If yes at RE13, ask RE14. Otherwise skip to RF1

RE14   WERE YOU....

The driver of a vehicle	[1]
A passenger in the vehicle	[2]
A pedestrian	[3]
A cyclist	[4]
Other	[5]

As part of this research , we are collecting information on the travel patterns of the Scottish population.

TRAVEL DIARY SECTION – due to its complexity, this section has not been included in full here. The series of questions relating to one 'single stage' journey are provided as an indication of the kind of information collected by the Travel Diary. The more complex questions relating to multi-stage journeys or journeys involving a series of stages are not shown here. The full Travel Diary section is available on request from the SHS Manager.

[RE15] DID YOU MAKE ANY JOURNEYS OR TRIPS OUT OF THE HOUSE YESTERDAY?

PLEASE TELL ME ABOUT EACH STAGE OF THE JOURNEY IF IT HAD MORE THAN ONE STAGE, FOR EXAMPLE IF YOU TOOK THE BUS INTO TOWN AND THEN CAUGHT THE TRAIN. HOWEVER, THERE'S NO NEED TO MENTION ANY STAGES OR JOURNEYS WHICH WERE LESS THAN A QUARTER OF A MILE OR LESS THAN FIVE MINUTES ON FOOT, SUCH AS A SHORT WALK TO THE BUS STOP.

Yes	[1]
No	[2]

RE16   I'D LIKE YOU TO ASK YOU ABOUT THE TRIP YOU MADE YESTERDAY.

Interviewer: probe for sufficient details to establish type of journey.

Single journey with just one stage (e.g. driving straight from home to work)	[1]
Single journey with more than one stage (e.g. taking the bus into town, then catching a train to work)	[2]
'Series of calls' (e.g. a doctor on her rounds, a salesman visiting a series of clients, shopping trips)	[3]

If RE16 = 1, ask RE38, if RE16 = 2 ask RE30, if RE16 = 3, continue (only route one is shown here).

RE38   WHAT WAS THE PURPOSE OF YOUR JOURNEY?
(PURPOSE)

Travelling to place of work	[1]
In the course of your work	[2]
Educational establishment	[3]
Shopping	[4]
Visit to hospital, doctor or other health	[5]
On other personal business	[6]
Visiting friends or relatives	[7]
Eating/drinking alone or at work	[8]
Eating/drinking other occasions	[9]
Entertainment/other public activities	[10]
Participating in sport	[11]
Coming/going on holiday	[12]
For a day trip/recreational journey	[13]
Other journey not coded above	[14]
Escorting someone home	[21]
Escorting someone to work	[22]
Escorting someone in the course of work	[23]
Escorting someone to an educational establishment	[24]
Escorting someone to the shops	[25]
Escort for personal business	[26]
Any other escort	[27]

RE39 HOW DID YOU TRAVEL/GET THERE? (MODE)

Walking   [1]
Driver car/van   [2]
Passenger car/van   [3]
Motorcycle/moped   [4]
Bicycle   [5]
School bus   [6]
Works bus   [7]
Ordinary (service) bus   [8]
Taxi/minicab   [9]
Rail   [10]
Underground   [11]
Ferry   [12]
Aeroplane   [13]
Horse-riding   [14]
Other   [15]

If RE39 = 2 or 3, ask RE40, others go to RE41

RE40 NUMBER OF OCCUPANTS IN CAR FOR THIS
      JOURNEY (INCLUDING DRIVER)?

┌─────────────┐
│   │   **PEOPLE**
└─────────────┘

RE41 WHERE DID YOU START FROM?

Home   [Home]
Work   [Work]
Other   [Enter details]

Interviewer enter details if not home or work {open text}

Postcode

Organisation / Shop

Number / Street, Road etc

District / Area

RE42 AND WHERE DID YOU GO TO?

Home   [Home]
Work   [Work]
Other   [Enter details]

Interviewer enter details if not home or work {open text}

Postcode

Organisation / Shop

Number / Street, Road etc

District / Area

RE43 ROUGHLY WHAT TIME DID YOU LEAVE *{START}*?
      (RE43H RE43M)

┌─────────────┬─────────────┐
│ **HOURS**   │ **MINUTES** │
│   │   │
└─────────────┴─────────────┘

RE44 AND ROUGHLY WHAT TIME DID YOU ARRIVE AT
      {END}? (RE44H RE44M)

┌─────────────┬─────────────┐
│ **HOURS**   │ **MINUTES** │
│   │   │
└─────────────┴─────────────┘

RE45 ANY MORE JOURNEYS YESTERDAY?

Yes   [1]
No   [2]

Ask all RF1

I'D NOW LIKE TO ASK YOU SOME QUESTIONS ABOUT THE
      SERVICES PROVIDED BY YOUR LOCAL
      COUNCIL.

RF1   SHOWCARD W
       HAVE YOU BEEN IN CONTACT WITH YOUR
       LOCAL COUNCIL OVER THE PAST 12 MONTHS
       CONCERNING ANY OF THESE? ANY OTHER?
       (RF1A TO RF1L)
       Code all that apply

Refuse/Bin Collection   [1]
Council Tax   [2]
Environmental Health   [3]
Planning   [4]
Building control   [5]
Street/Road lighting   [6]
Street cleaning/Dog fouling   [7]
Road repairs/potholes   [8]
Pavements   [9]
Winter maintenance eg. gritting   [10]
Trading standards/consumer protection   [11]
None of these   [1]

**If 'none of these' skip to RF3. Otherwise ask RF2 and
continue**

RF2   SHOWCARD X
       USING THIS CARD, I WOULD LIKE YOU TO TELL
       ME HOW SATISFIED OR DISSATISFIED YOU
       WERE WITH THE WAY IN WHICH YOUR {SERV}
       ENQUIRY WAS DEALT WITH? (RF2)

Very satisfied   [1]
Fairly satisfied   [2]
Neither satisfied nor dissatisfied   [3]
Fairly dissatisfied   [4]
Very dissatisfied   [5]
No opinion   [6]

Ask all RF3

RF3　　　SHOWCARD Y
　　　　　WHEN DID YOU LAST USE OR VISIT EACH OF
　　　　　THE FOLLOWING? (RF3A TO RF3E)

Services
Public Library   [1]
Public parks and open spaces   [2]
Museums and Art Galleries   [3]
Swimming Pools   [4]
Sports/Leisure centres   [5]

Time periods
Yesterday   [1]
Within the last week   [2]
Within the last month   [3]
Within the last 6 months   [4]
Within the last year   [5]
Longer ago   [6]
Never   [7]
Not applicable   [8]
Don't know/Can't remember   [9]

Ask RF4 for each coded 1 to 6 in RF3

RF4　　　SHOWCARD AGAIN
　　　　　I WOULD LIKE YOU TO TELL ME HOW SATISFIED
　　　　　OR DISSATISFIED YOU ARE WITH THE QUALITY
　　　　　OF EACH OF THE FOLLOWING.? (RF4A TO RF4E)

Services
Public Library   [1]
Public parks and open spaces   [2]
Museums and Art Galleries   [3]
Swimming Pools   [4]
Sports/Leisure centres   [5]

Satisfaction
Very satisfied   [1]
Fairly satisfied   [2]
Neither satisfied nor dissatisfied   [3]
Fairly dissatisfied   [4]
Very dissatisfied   [5]
No opinion   [6]

Ask all RF5

**RF5 AND RF6 ONLY APPEARED IN THE 1999
QUESTIONNAIRE, THEY WERE REPLACED BY RF5A AND
RF6A2 IN JANUARY 2000**

RF5　　　SHOWCARD Z
　　　　　HOW OFTEN DO YOU USE RECYCLING
　　　　　FACILITIES, SUCH AS BOTTLE BANKS, PAPER
　　　　　BANKS AND THE LIKE?

Every day   [1]
At least once a week   [2]
At least once a month   [3]
Within the last 6 months   [4]
Within the last year   [5]
Longer ago   [6]
Never   [7]
None available   [8]
Don't know/Can't remember   [9]

Ask RF6 if coded 1 to 6 above. Otherwise skip to RF7

RF6　　　SHOWCARD X
　　　　　AGAIN, USING THIS CARD, I WOULD LIKE YOU
　　　　　TO TELL ME HOW SATISFIED OR DISSATISFIED
　　　　　YOU ARE WITH THE RECYCLING FACILITIES?

Very satisfied   [1]
Fairly satisfied   [2]
Neither satisfied nor dissatisfied   [3]
Fairly dissatisfied   [4]
Very dissatisfied   [5]
No opinion   [6]

RF5A　　SHOW CARD HERE IS A LIST OF THINGS THAT
　　　　　SOME PEOPLE HAVE TOLD US THAT THEY TAKE
　　　　　FOR RECYCLING, OR IS COLLECTED FROM
　　　　　THEIR HOME. WHICH OF THESE, IF ANY, HAVE
　　　　　YOU RECYCLED FROM HOME IN THIS WAY IN
　　　　　THE LAST MONTH? (RF5A TO RF5E)

Glass bottles   [1]
Plastic   [2]
Metal cans   [3]
Newspaper/magazine/paper/cardboard   [4]
None of these   [5]

If RF5A is none of these, ask RF6A2, others skip to RF7

RF6A2　WHY DO YOU NOT RECYCLE ANY OF THESE
　　　　　THINGS? (RF6A2 TO RF6J2)

No facilities available   [1]
Facilities too far away   [2]
Don't know where facilities are   [3]
Cannot transport materials to depot   [4]
Don't use enough/not worth it   [5]
Nowhere to store at home   [6]
Too much mess/bother   [7]
Not interested/waste of time   [8]
Normally do/not taken it this month   [9]
Other (record in full)   [10]
Don't know/never thought about it   [11]

Ask all RF7

RF7　　　DO YOU KNOW WHO YOUR LOCAL COUNCILLOR
　　　　　IS?

Yes   [1]
No   [2]

RF8　　　HAVE YOU BEEN IN CONTACT WITH YOUR
　　　　　LOCAL COUNCILLOR IN THE PAST 12 MONTHS?
　　　　　(EG. WITH AN ENQUIRY, COMPLAINT OR
　　　　　PROBLEM).

Yes   [1]
No   [2]
DK   [3]

Ask RF9 if coded yes (1) at RF8. Otherwise skip to RF10

RF9　　　SHOWCARD X
　　　　　AGAIN, USING THIS CARD, I WOULD LIKE YOU
　　　　　TO TELL ME HOW SATISFIED OR DISSATISFIED
　　　　　YOU WERE WITH THE WAY IN WHICH YOUR
　　　　　COUNCILLOR DEALT WITH YOUR ENQUIRY?

Very satisfied   [1]
Fairly satisfied   [2]
Neither satisfied nor dissatisfied   [3]
Fairly dissatisfied   [4]
Very dissatisfied   [5]
No opinion   [6]

Ask all RF10

RF10   SHOWCARD AA
        I AM GOING TO READ OUT A LIST OF PHRASES
        WHICH MIGHT BE USED TO DESCRIBE THINGS
        A LOCAL COUNCIL DOES. FOR EACH OF THESE,
        PLEASE TELL ME TO WHAT EXTENT YOU AGREE
        OR DISAGREE THAT IT APPLIES TO YOUR
        LOCAL COUNCIL. (RF10A TO RF10C)

Statements
My local council provides high quality services   [1]
My local council does the best it can with the money available
                                                         [2]
Voting in local government elections is important   [3]
Scale
Strongly agree   [1]
Tend to agree   [2]
Neither agree nor disagree   [3]
Tend to disagree   [4]
Strongly disagree   [5]
No opinion   [6]

Ask all RF11

**RF11 AND RF12 ONLY APPEARED IN THE 1999
QUESTIONNAIRE, THEY WERE REPLACED BY RF11A,
RF11B AND RF12A IN JANUARY 2000**

RF11   DO YOU GIVE UP ANY TIME TO HELP AS A
        VOLUNTEER OR AS AN ORGANISER FOR ANY
        CHARITIES, CLUBS OR ORGANISATIONS, THESE
        DAYS? I MEAN IN AN UNPAID CAPACITY.

Yes   [1]
No   [2]

Ask RF12 if coded yes (1) at RF11. Otherwise skip to RF13.

RF12   SHOWCARD AB (R)
        PLEASE LOOK THROUGH THIS LIST AND TELL
        ME WHICH, IF ANY, BEST DESCRIBES WHAT
        THAT (THOSE) ORGANISATION(S) DO/DOES?
        Multicode ok   (RF12A to RF12U)

Working with elderly people   [1]
Working with people with disabilities   [1]
Working with vulnerable people
eg. Women's refuge, AIDS charities, foster organisations) [1]
Working in support of the environment   [1]
Providing adult education   [1]
Working in the area of health eg hospices   [1]
Providing advice eg Citizens Advice   [1]
Working with animals   [1]
Playgroups or other children's activities   [1]
Activities or organisations working with young people   [1]
School board   [1]
Parent/Teacher Association   [1]
Community Council   [1]
Anti-Crime or Victim Support/Neighbourhood Watch   [1]
Church/Religious activities   [1]
Residents/tenants groups or organisation   [1]
Political Party   [1]
Professional Societies or Associations   [1]
Trade Union   [1]
Arts, culture or sports activities   [1]
Other   [1]

RF11A   THINKING BACK OVER THE LAST 12 MONTHS,
        HAVE YOU GIVEN UP ANY TIME TO HELP ANY
        CLUBS, CHARITIES, CAMPAIGNS OR
        ORGANISATIONS. I MEAN IN AN UNPAID
        CAPACITY?

Yes   [1]
No   [2]
Don't know/can't remember   [3]

RF11B   IS THAT FOR ONE PARTICULAR CLUB, CHARITY,
        CAMPAIGN OR ORGANISATION, OR MORE THAN
        ONE?

One   [1]
More than one   [2]

RF12A   I WOULD LIKE YOU TO THINK ABOUT THE CLUB,
        CHARITY, CAMPAIGN OR ORGANISATION THAT
        YOU GIVE UP MOST OF YOUR TIME FOR.
        PLEASE LOOK THROUGH THIS LIST AND TELL
        ME WHICH, IF ANY, BEST DESCRIBES WHAT IT
        DOES? (RF12AA2 TO RF12BN2)

Working with older people   [1]
Working with people with disabilities   [2]
Working with vulnerable people   [3]
Working in support of the environment   [4]
Providing adult education   [5]
Working in the area of health   [6]
Providing advice   [7]
Working with animals   [8]
Political party   [9]
Professional societies or organisations   [10]
Trade Union   [11]
Playgroups or children's activities   [12]
Activities or organisations working with young people   [13]
School board   [14]
Parent/teacher association   [15]
Community Council   [16]
Community Safety   [17]
Church/religious activities   [18]
Residents/tenants groups or organisations   [19]
Local economic/employment initiatives   [20]
Promoting equal opportunities   [21]
Tackling social inclusion/poverty   [22]
Arts, culture   [23]
Sports activities   [24]
Other (record fully)   [25]

**RF12C TO RF12F2 WERE ADDED TO THE
QUESTIONNAIRE IN JANUARY 2000**

RF12C   AND WHAT IS IT THAT YOU ACTUALLY DO FOR
        THAT CLUB/CHARITY/CAMPAIGN/
        ORGANISATION? MULTICODE OK (RF12CA TO
        RF12CF2)

Fundraising   [1]
Management committee   [2]
Provide some kind of service   [3]
Help with campaigning   [4]
Help with administration   [5]
Other   [6]

RF12D2 AND, MORE SPECIFICALLY, OVER THE PAST
        FOUR WEEKS, ABOUT HOW MANY HOURS
        WOULD YOU SAY YOU HAVE GIVEN IN THIS WAY
        IN TOTAL?

	HOURS

RF12E WE ARE ALSO INTERESTED TO FIND OUT WHETHER PEOPLE MAKE DONATIONS TO NATIONAL OR LOCAL CHARITIES. ON THIS CARD (SHOW CARD ABX3) IS A LIST OF FOUR WAYS OF GIVING TO CHARITY. EACH IS EXPLAINED BY SOME EXAMPLES. THINKING BACK OVER THE PAST MONTH, IN WHICH OF THESE WAYS, IF ANY, HAVE YOU MADE A DONATION TO ANY LOCAL OR NATIONAL CHARITY?

Immediate donation (eg to a door to door collection, street collection, sponsorship, church collection, shop counter or pub collection, appeal letter or appeal, TV or radio appeal, collection at work, telephone appeal etc) **[1]**

Donation through purchase (eg buying raffle/lottery ticket (not National Lottery) , buying at jumble sale, charity shop/catalogue, attending charity event, subscription/membership, bank affinity card, charity Christmas cards) **[2]**

Planned donation (eg Covenant, payroll deduction, standing order, 'give as you earn') **[3]**

Donation in kind (eg giving clothes to a charity shop or jumble sale) **[4]**

None of these/no donation to charity **[5]**

If any or all of the first three options at RF12E are yes, ask RF12f2, RF12G2 and/or RF12H2

RF12F2 OVER THE PAST MONTH, HOW MUCH IN TOTAL HAVE YOU GIVEN THROUGH IMMEDIATE DONATION? (POUNDS AND PENCE)

POUNDS	PENCE

RF12G2 OVER THE PAST MONTH, HOW MUCH IN TOTAL HAVE YOU GIVEN THROUGH PURCHASE? (POUNDS AND PENCE)

POUNDS	PENCE

RF12F2 OVER THE PAST MONTH, HOW MUCH IN TOTAL HAVE YOU GIVEN THROUGH PLANNED DONATION? (POUNDS AND PENCE)

POUNDS	PENCE

Ask all RF13

RF13 SHOWCARD AC
I AM GOING TO READ OUT A NUMBER OF DIFFERENT TYPES OF SERVICES. BEARING IN MIND WHERE THEY ARE AND YOUR OWN CIRCUMSTANCES, PLEASE TELL ME HOW CONVENIENT OR INCONVENIENT YOU WOULD FIND IT TO MAKE USE OF THEIR SERVICES DURING THEIR NORMAL OPENING HOURS, ASSUMING YOU NEEDED TO? INTERVIEWER - RESPONDENT MAY USE BANK/SHOP ETC NEAR WORK RATHER THAN HOME FOR CONVENIENCE (RF13A TO RF13G)

<u>Services</u>
Post office [1]
Bank [2]
Doctor's surgery [3]
Grocery/food shop [4]
Chemist/pharmacist [5]
Hospital outpatients department [6]
Public transport [7]

<u>Convenience</u>
Very convenient [1]
Fairly convenient [2]
Neither nor [3]
Fairly inconvenient [4]
Very inconvenient [5]
No opinion [6]

Ask all RG1

RG1 SHOWCARD AD
OVER THE LAST 12 MONTHS WOULD YOU SAY YOUR HEALTH HAS ON THE WHOLE BEEN...?

Good [1]
Fairly good [2]
Not good [3]

I'D LIKE TO ASK YOU SOME (MORE) QUESTIONS NOW ABOUT YOUR OWN HEALTH AND ABOUT ANY RESPONSIBILITIES YOU MAY HAVE FOR LOOKING AFTER PEOPLE WHO LIVE ELSEWHERE.

RG2 CAN I CHECK, ARE YOU (PERSONALLY) REGISTERED WITH A GENERAL PRACTITIONER OR HEALTH CENTRE?

Yes [1]
No [2]

RG3 IN THE LAST YEAR, APPROXIMATELY HOW MANY TIMES HAVE YOU SEEN A GP OR FAMILY DOCTOR ABOUT YOUR OWN HEALTH (EITHER AT HOME OR AT A SURGERY/CLINIC)?

None [1]
One or two [2]
Three to five [3]
Six to ten [4]
More than ten [5]
Don't know [6]

If coded 1 05 6 at RG3, skip to RG5, otherwise continue

RG4 SHOWCARD AE
THINKING ABOUT YOU THE LAST TIME YOU SAW YOUR GP OR FAMILY DOCTOR, HOW SATISFIED OR DISSATISFIED WERE YOU WITH THE SERVICE YOU RECEIVED?

Very satisfied [1]
Fairly satisfied [2]
Neither satisfied nor dissatisfied [3]
Fairly dissatisfied [4]
Very dissatisfied [5]
No opinion [6]

Ask all RG5

RG5 CAN I JUST CHECK, DO YOU PERSONALLY HAVE ANY LONG-STANDING LIMITING ILLNESS, HEALTH PROBLEM OR DISABILITY? BY LONG-STANDING, I MEAN ANYTHING THAT HAS TROUBLED YOU OVER A PERIOD OF TIME OR THAT IS LIKELY TO TROUBLE YOU OVER A PERIOD OF TIME?

Yes [1]
No [2]

Ask those with illness or health problem (if yes (1) at RG5 ask RG6) if not, skip to RG15

RG6   SHOWCARD AF
PLEASE LOOK AT THIS CARD AND TELL ME
WHICH OF THESE ACTIVITIES, IF ANY, YOU
WOULD NORMALLY FIND DIFFICULT TO MANAGE
ON YOUR OWN (RG6A TO RG6M)
code all that apply

Doing the housework	[1]
Climbing stairs	[2]
Dressing	[3]
Walking for at least 10 minutes	[4]
Washing yourself	[5]
Standing for at least 10 minutes	[6]
Using a bus	[7]
Using a taxi	[8]
Using a train	[9]
Using a car	[10]
Preparing main meals	[11]
Using a telephone	[12]
None of these	[13]

RG7   DO YOU CURRENTLY HAVE ANY SPECIAL
EQUIPMENT OR ADAPTATIONS TO YOUR HOME
TO HELP YOU MANAGE INDEPENDENTLY?

Yes	[1]
No	[2]

**Ask those with equipment or adaptations (yes at RG7)
otherwise skip to RG9**

RG8 SHOWCARD AGAIN

RG8 WHAT SORT OF EQUIPMENT IS THAT?

(RG8A TO RG8U)

CODE ALL THAT APPLY

Wheelchair	[1]
Walking sticks/crutches	[2]
Walking frame, tripod or Zimmer	[3]
Trolley	[4]
Bed poles or ladders	[5]
Ramps	[6]
Artificial limbs	[7]
Handrail	[8]
Stairlift	[9]
Hoists	[10]
Special utensils	[11]
Pick-up aid	[12]
Dressing aid	[13]
Bath/shower seat	[14]
Bath lifts	[15]
Adapted toilet seat	[16]
Hearing aid	[17]
Other	[18]
None used	[19]

? RG9   ARE THERE ANY ADAPTATIONS OR SPECIAL
EQUIPMENT WHICH YOU DO NOT CURRENTLY
HAVE WHICH WOULD MAKE IT EASIER FOR YOU
TO MANAGE INDEPENDENTLY?

Yes	[1]
No	[2]

Ask if coded yes (1) at RG9. If not, skip to RG11

RG10   WHAT SORT OF EQUIPMENT IS THAT?
**Do not prompt, code all that apply. (rg10a to
rg10u)**

Wheelchair	[1]
Walking sticks/crutches	[2]
Walking frame, tripod or Zimmer	[3]
Trolley	[4]
Bed poles or ladders	[5]
Ramps	[6]
Artificial limbs	[7]

Handrail	[8]
Stairlift	[9]
Hoists	[10]
Special utensils	[11]
Pick-up aid	[12]
Dressing aid	[13]
Bath/shower seat	[14]
Hearing aid	[15]
Bath lifts	[16]
Adapted toilet seat	[17]
Other	[18]
Nothing/none	[19]

RG11   DO YOU HAVE A HOME HELP AT THE MOMENT,
THAT IS, SOMEONE WHO REGULARLY COMES IN
TO HELP WITH CERTAIN TASKS LIKE CLEANING,
COOKING OR SHOPPING WHICH YOU FIND IT
DIFFICULT TO MANAGE ON YOUR OWN?

Yes	[1]
No	[2]
DK	[3]

**Ask those who have a Home Help. If coded yes (1) at RG11.
Otherwise skip to**

RG12   CAN YOU TELL ME IS IT THE COUNCIL/SOCIAL
WORK DEPARTMENT WHO PROVIDES THIS
SERVICE OR IS IT PROVIDED BY SOMEONE
ELSE? IF SOMEONE ELSE, PROBE IS IT PAID
FOR PRIVATELY? (RG12A TO RG12D)
Multicode ok

Local council/social work department	[1]
Hired someone privately	[2]
Other	[3]
Don't know	[4]

RG13   SHOWCARD AH
HOW SATISFIED OR DISSATISFIED ARE YOU
WITH THE HELP/SERVICE YOU RECEIVE FROM
THE LOCAL COUNCIL/SOCIAL WORK
DEPARTMENT?

Very satisfied	[1]
Fairly satisfied	[2]
Neither satisfied nor dissatisfied	[3]
Fairly dissatisfied	[4]
Very dissatisfied	[5]
No opinion	[6]

RG14   SHOWCARD AH
HOW SATISFIED OR DISSATISFIED ARE YOU
WITH THE PRIVATELY PROVIDED HELP/SERVICE
YOU RECEIVE?

Very satisfied	[1]
Fairly satisfied	[2]
Neither satisfied nor dissatisfied	[3]
Fairly dissatisfied	[4]
Very dissatisfied	[5]
No opinion	[6]

Ask all RG15

RG15   DO YOU PROVIDE ANY REGULAR HELP OR
CARE FOR ANY SICK, DISABLED OR ELDERLY
PERSON NOT LIVING WITH YOU?
**Exclude any help provided in the course of
employment**

Yes	[1]
No	[2]

Ask those who do help/care RG16 coded yes (1) at RG15. Otherwise skip to RG19

RG16   WHO IS IT THAT YOU PROVIDE REGULAR HELP OR CARE FOR?
Code first two mentioned

CODE RELATIONSHIP TO RESPONDENT
Grid
1st dependent   [1]
2nd dependent   [2]

Relationship
Parent/parent-in-law   [1]
Other relative   [2]
Friend or neighbour   [3]
Client of voluntary organisation   [4]
Other   [5]
No 2nd Dependent   [6]

RG17   IN TOTAL, HOW MANY HOURS DO YOU SPEND EACH WEEK PROVIDING HELP OR CARE FOR (HIM/HER/THEM)?
Include care both inside and outside household.

1 - 4 hours per week   [1]
5 - 19 hours per week   [2]
20 or more hours per week   [3]
continuous care   [4]
varies   [5]
Don't know   [6]

RG18   DOES LOOKING AFTER OR CARING FOR (THIS PERSON/THESE PEOPLE) PREVENT YOU FROM DOING PAID WORK, OR AS MUCH PAID WORK AS YOU MIGHT OTHERWISE DO?

Yes   [1]
No   [2]

Ask all RG19

RG19   DO YOU SMOKE CIGARETTES NOWADAYS?

Yes   [1]
No   [2]

Ask smokers those coded yes (1) at RG19. Otherwise skip to RH1

RG20   ABOUT HOW MANY CIGARETTES A DAY DO YOU USUALLY SMOKE?

Don't know   [1]
Refused   [2]

Ask all RH1 if not asked in part one

RH1   I WOULD NOW LIKE TO ASK YOU SOME QUESTIONS ABOUT PAID WORK. DID YOU DO ANY PAID WORK IN THE WEEK PRIOR TO LAST SUNDAY, EITHER AS AN EMPLOYEE OR AS SELF-EMPLOYED?

Yes   [1]
No   [2]
Refused   [3]

Ask RH2 if RH1 is coded 2, otherwise skip to RH18

RH2   LAST WEEK, THAT IS THE SEVEN DAYS PRIOR TO LAST SUNDAY WERE YOU ON ANY OF THE FOLLOWING SCHEMES? READ OUT

Youth Training (YT)   [1]
New Deal (including on the Gateway)   [2]
Training for Work   [3]
Any other kind of scheme   [4]
None of these   [5]

If RH2 coded 1 to 4, continue. Otherwise, skip to RH5

RH3   MAY I JUST CHECK, WAS THAT.....? READ OUT

**a scheme in Scotland run by a Local Enterprise Council[1]
or was it some other scheme   [2]
Don't know   [3]**

RH4   IN THE WEEK ENDING LAST SUNDAY, DID YOU DO ANY PAID WORK OR HAVE ANY OTHER PAID JOB OR BUSINESS IN ADDITION TO THE GOVERNMENT SCHEME/S YOU HAVE JUST TOLD ME ABOUT?

Yes   [1]
No   [2]

Ask those not on a scheme and not done paid work in last 7 days. Otherwise skip to RH18

RH5   DID YOU HAVE A JOB OR BUSINESS THAT YOU WERE AWAY FROM?

Yes   [1]
No   [2]

RH6   DID YOU DO ANY UNPAID WORK IN THAT WEEK FOR ANY BUSINESS THAT YOU OWN OR THAT A RELATIVE OWNS?

Yes, own business   [1]
Yes, relative's business   [2]
Neither   [3]

RH7   THINKING OF THE FOUR WEEKS PRIOR TO LAST SUNDAY, WERE YOU LOOKING FOR ANY KIND OF PAID WORK OR GOVERNMENT TRAINING SCHEME AT ANY TIME IN THOSE 4 WEEKS?

Yes   [1]
No   [2]
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RH8   EVEN THOUGH YOU WERE NOT LOOKING FOR WORK IN THE 4 WEEKS PRIOR TO LAST SUNDAY, WOULD YOU LIKE TO HAVE A REGULAR PAID JOB AT THE MOMENT, EITHER FULL-TIME OR PART-TIME?

Yes   [1]
No   [2]

RH9   IF A JOB OR A PLACE ON A GOVERNMENT TRAINING SCHEME HAD BEEN AVAILABLE IN THE WEEK PRIOR TO LAST SUNDAY, WOULD YOU HAVE BEEN ABLE TO START WITHIN TWO WEEKS?

Yes   [1]
No   [2]

Ask RH10 to those 'unavailable' coded no at RH9. Otherwise, skip to RH16

RH10   WHY WOULD YOU NOT HAVE BEEN ABLE TO START IN THE NEXT TWO WEEKS? ANY OTHER REASONS? DO NOT PROMPT, CODE ALL THAT APPLY. (RH10A TO RH10L)

Waiting for the results of an application for a job/being assessed by a training agent   [1]
In full-time education/student   [2]
Looking after the family / home   [3]
Temporarily sick or injured   [4]
Long-term sick or disabled   [5]
No jobs available   [6]
Do not need employment   [7]
Not yet started looking for work   [8]
Retired from paid work   [9]
Lack of available childcare   [10]
Cannot afford childcare   [11]
Other reason (specify)   [12]

If retired (coded 9) at RH10, ask RH11. Otherwise, skip to RH12.

RH11   HOW LONG IS IT SINCE YOU PERMANENTLY RETIRED FROM WORK?

Under a year [1]
1-4 years [2]
5 years or more [3]
Don't know [4]

If retired, skip to RH19_20

RH12   WHY DID YOU NOT SEEK WORK IN THE LAST 4 WEEKS? ANY OTHER REASONS? DO NOT PROMPT, CODE ALL THAT APPLY. (RH12A TO RH12M)

Waiting for the results of an application for a job/being assessed by a training agent [1]
In full-time education/student [2]
Looking after the family / home [3]
Temporarily sick or injured [4]
Long-term sick or disabled [5]
No jobs available [6]
Do not need employment [7]
Not yet started looking for work [8]
Retired from paid work [9]
Lack of available childcare [10]
Cannot afford childcare [11]
Need training/additional education [12]
Other reason (specify) [13]

Ask those unemployed or not in paid work

RH13   FOR HOW LONG HAVE YOU BEEN CONTINUOUSLY UNEMPLOYED OR NOT IN PAID WORK?

Under 3 months [1]
3 months but less that 6 months [2]
6 months but less than 12 months [3]
1 year but less than 2 years [4]
2 years but less than 5 years [5]
5 years or more [6]
Don't know [7]

RH14   HAVE YOU HAD A PAID JOB IN THE LAST FIVE YEARS?

Yes [1]
No [2]

If RH14 is no, skip to RI1

RH15   INCLUDING ANY CURRENT SPELL OF UNEMPLOYMENT, HOW MANY TIMES IN THE LAST 5 YEARS HAVE YOU BEEN UNEMPLOYED AND LOOKING FOR WORK FOR 4 WEEKS OR MORE?

Don't know [1]
Refused [2]

RH16   HOW DID YOU COME TO LEAVE YOUR LAST JOB?   WAS IT.. READ OUT

That the job was temporary/seasonal [1]
IF FEMALE: to have a baby [2]
That you decided to leave [3]
That you were made redundant [4]
That you had to leave because of sickness, injury or disability to yourself [5]
That you had to leave because of sickness, injury or disability to another member of your household [6]
Or that you were dismissed [7]
Retired from work [8]
Problems with childcare [9]

RH17   FOR HOW LONG DID YOU WORK IN THAT JOB?

Less than 6 months [1]
6 months but less than 12 months [2]
12 months but less than 2 years [3]
2 years but less than 5 years [4]
5 years but under 10 years [5]
10 years or more [6]
Don't know [7]

Only ask RH18 to those in employment (coded 1 at RH1). Otherwise skip to RH19_20

RH18   HOW MANY PAID JOBS DID YOU HAVE IN THE WEEK ENDING LAST SUNDAY?

Don't know [1]
Refused [2]

RH19   THINKING ABOUT YOUR CURRENT/LAST PAID JOB, WHAT IS/WAS THE NAME OR TITLE OF THAT JOB?

RH20   WHAT DOES (DID) THE FIRM / ORGANISATION THAT YOU WORKED FOR MAKE OR DO AT THE PLACE WHERE YOU WORK(ED)? DESCRIBE FULLY - PROBE FOR MANUFACTURING OR PROCESSING OR DISTRIBUTING ETC AND MAIN GOOD PRODUCING, MATERIALS USED, WHOLESALER OR RETAIL ETC.

RH21   WHAT DO/DID YOU MAINLY DO IN YOUR JOB?

RH22   ARE/WERE YOU WORKING AS AN EMPLOYEE OR WERE YOU SELF-EMPLOYED?

Employee [1]
Self-employed [2]

RH23   DO/DID YOU SUPERVISE ANY OTHER EMPLOYEES (A SUPERVISOR OR FOREMAN IS RESPONSIBLE FOR OVERSEEING THE WORK OF OTHER EMPLOYEES ON A DAY TO DAY BASIS)?

Yes [1]
No [2]

RH24   HOW MANY EMPLOYEES OF YOUR FIRM/ORGANISATION ARE/WERE THERE AT THE PLACE WHERE YOU ACTUALLY WORK/WORKED?

1-24 [1]
25 or more [2]

Ask only the self-employed (coded 2 at RH22) otherwise skip to RH27

RH25   ARE/WERE YOU WORKING ON YOUR OWN OR DO/DID YOU HAVE EMPLOYEES?

On own/with partners but no employees [1]
With employees [2]

RH26   HOW MANY EMPLOYEES ARE/WERE THERE AT THE PLACE WHERE YOU WORK (ED)?

1-24   [1]
25 or more   [2]

RH27   IN YOUR (MAIN) JOB ARE/WERE YOU WORKING...

Full time   [1]
Part time   [2]

RH28   AND IS/WAS THAT JOB PERMANENT OR TEMPORARY
        (temporary, means fixed-term contract or seasonal)

Permanent   [1]
Temporary   [2]

Ask only if currently working. If self-employed skip to RI17. If not working/retired/other, skip to RI56

RI1   NOW I'D LIKE TO ASK YOU ABOUT THE PAY YOU GET IN THIS JOB. WHAT IS YOUR USUAL TAKE-HOME PAY, THAT IS AFTER ALL DEDUCTIONS FOR TAX, NATIONAL INSURANCE, UNION DUES AND SO ON, BUT INCLUDING OVERTIME, BONUSES, COMMISSION OR TIPS?
        Probe for best estimate. Write in to nearest £

No usual pay   [999996]
Don't know   [999998]
Refused   [999997]

RI2   HOW LONG A PERIOD DOES THAT PAY COVER?

An hour   [1]
A day   [2]
A week   [3]
Fortnight   [4]
4 weeks   [5]
Calendar month   [6]
Year   [7]
Other (please specify)   [8]

RI3   INTERVIEWER PROBE IS THAT EXACT OR AN ESTIMATE?
        Interviewer observe: did respondent consult pay slip.

Exact, consulted pay slip   [1]
Exact, did not consult pay slip   [2]
Estimate   [3]

RI4   HOW MANY HOURS A WEEK DO YOU USUALLY WORK FOR THAT PAY, EXCLUDING MEAL BREAKS BUT INCLUDING PAID OVERTIME?
        Take average if varies. Note: only include hours 'on call' if paid for them at 1/3 or more of normal hourly rate

Can't say   [98]

RI5   WHAT IS YOUR USUAL PAY BEFORE ANY DEDUCTIONS FOR TAX, NATIONAL INSURANCE, UNION DUES AND SO ON, AND INCLUDING OVERTIME, BONUSES, COMMISSION OR TIPS?
        Write in probe for best estimate to nearest £

Don't know   [999998]
Refused   [999997]

RI6   HOW LONG A PERIOD DOES THAT PAY COVER?

An hour   [1]
A day   [2]
A week   [3]
Fortnight   [4]
4 weeks   [5]
Calendar month   [6]
Year   [7]
Other (please specify)   [8]

RI7   CODE ACCURACY:

Exact, consulted pay slip   [1]
Exact, did not consult pay slip   [2]
Estimate   [3]

RI8   HOW MANY HOURS A WEEK DO YOU USUALLY WORK FOR THAT PAY, EXCLUDING MEAL BREAKS BUT INCLUDING PAID OVERTIME?
        Take average if varies. Note: only include hours 'on call' if paid for them at 1/3 or more of normal hourly rate

Can't say   [98]

RI9   LAST TIME YOU WERE PAID, WHAT WAS YOUR TOTAL TAKE-HOME PAY, THAT IS AFTER ALL DEDUCTIONS FOR TAX, NATIONAL INSURANCE, UNION DUES AND SO ON, BUT INCLUDING OVERTIME, BONUSES, COMMISSION OR TIPS?
        Probe for best estimate.

Don't know   [999998]
Refused   [999997]

RI10   HOW LONG A PERIOD DOES THAT PAY COVER?

An hour   [1]
A day   [2]
A week   [3]
Fortnight   [4]
4 weeks   [5]
Calendar month   [6]
Year   [7]
Other (please specify)   [8]

RI11   CODE ACCURACY

Exact, consulted pay slip   [1]
Exact, did not consult pay slip   [2]
Estimate   [3]

RI12   HOW MANY HOURS A WEEK DO YOU USUALLY WORK FOR THAT PAY, EXCLUDING MEAL BREAKS BUT INCLUDING PAID OVERTIME?
        Note: only include hours 'on call' if paid for them

Can't say   [98]

RI13   LAST TIME YOU WERE PAID, WHAT WAS YOUR PAY BEFORE ANY DEDUCTIONS FOR TAX, NATIONAL INSURANCE, UNION DUES AND SO ON, INCLUDING OVERTIME, BONUSES, COMMISSION OR TIPS?
        Write in to nearest £.

Don't know   [999998]
Refused   [999997]

RI14   HOW LONG A PERIOD DOES THAT PAY COVER?

An hour   [1]
A day   [2]
A week   [3]
Fortnight   [4]
4 weeks   [5]
Calendar month   [6]
Year   [7]
Other (please specify)   [8]

RI15   CODE ACCURACY

Exact, consulted pay slip   [1]
Exact, did not consult pay slip   [2]
Estimate   [3]

RI16   HOW MANY HOURS A WEEK DO YOU USUALLY
        WORK FOR THAT PAY, EXCLUDING MEAL
        BREAKS BUT INCLUDING PAID OVERTIME?
        Note: only include hours 'on call' if paid for them

Can't say   [98]

RI17   ABOUT HOW MUCH AFTER TAX AND OTHER
        DEDUCTIONS DO YOU TAKE OUT OF THE
        BUSINESS FOR YOUR OWN USE?
        **Write in to nearest £. Accept gross if net not
        possible**

No usual pay   [999996]
Don't know   [999998]
Refused   [999997]

RI19   HOW LONG A PERIOD DOES THAT PAY COVER?

An hour   [1]
A day   [2]
A week   [3]
Fortnight   [4]
4 weeks   [5]
Calendar month   [6]
Year   [7]
Other (please specify)   [8]

RI20   CODE FOR:

Net figure given   [1]
Gross figure given   [2]

RI20   CAN YOU GIVE ME AN ESTIMATE OF HOW MUCH
        YOU HAVE RECEIVED IN THE LAST YEAR.
        Write in to nearest £

No usual pay   [999996]
Don't know   [999998]
Refused   [999997]

RI21   HOW MANY HOURS A WEEK DO YOU USUALLY
        WORK?

Can't say   [98]

**Ask those with more than one job (coded at RH18)
otherwise skip to RI56**

RI22   THINKING NOW ABOUT ANY OTHER JOBS YOU
        DO, IN TOTAL WHAT IS YOUR USUAL PAY
        AFTERANY DEDUCTIONS FOR TAX, NATIONAL
        INSURANCE AND SO ON, FOR THESE OTHER
        JOBS?

Don't know   [999998]
Refused   [999997]

RI23   HOW LONG A PERIOD DOES THAT PAY COVER?

An hour   [1]
A day   [2]
A week   [3]
Fortnight   [4]
4 weeks   [5]
Calendar month   [6]
Year   [7]
Other (please specify)   [8]

RI24   CAN YOU TELL ME YOUR USUAL TOTAL NET
        PAY BEFORE DEDUCTIONS FOR THESE OTHER
        JOBS?
        Write in to nearest £

Don't know   [999998]
Refused   [999997]

RI25   HOW LONG A PERIOD DOES THAT PAY COVER?

An hour   [1]
A day   [2]
A week   [3]
Fortnight   [4]
4 weeks   [5]
Calendar month   [6]
Year   [7]
Other (please specify)   [8]

RI26   AND, HOW MANY HOURS A WEEK DO YOU
        USUALLY WORK FOR THIS PAY?

Can't say   [98]

Ask all RI56

RI56   SHOWCARD AI
        I'D LIKE TO TALK ABOUT INCOME FROM
        SOURCES OTHER THAN WORK. ARE YOU
        RECEIVING ANY OF THE BENEFITS LISTED ON
        THESE TWO CARDS?

Yes   [1]
No   [2]

If no (2) at RI56, skip to RI67. Otherwise continue

RI57   WHICH OF THESE ARE YOU RECEIVING? ANY
        OTHERS? (RI57A TO RA57M)

Income Support   [1]
Family Credit (FC)   [2]
Jobseekers Allowance (JSA)   [3]
Housing Benefit   [4]
Council Tax Benefit   [5]
Earnings Top-Up (ETU)   [6]
Child Benefit   [7]
Child Benefit at one parent rate   [8]
Maternity Allowance   [9]
State Retirement Pension   [10]
Statutory Maternity Pay   [11]
Some other state benefit (please specify) [12]
None   [13]

RI58   AND WHICH OF THESE ARE YOU RECEIVING?
        ANY OTHERS? (RI58A TO RA58M)

Incapacity Benefit (formerly Invalidity Benefit)   [1]
Disability Working Allowance (DWA)   [2]
Disability Living Allowance Care Component   [3]
Disability Living Allowance Mobility Component   [4]
Industrial injury/ disablement benefit   [5]
Invalid care allowance   [6]
Severe Disablement benefit   [7]
Statutory Sick Pay   [8]
War Disablement benefit   [9]
Disability premium with Income Support/Housing Benefit [10]
Attendance Allowance   [11]
Another benefit for people with disabilities (please specify)[12]
None   [13]

Ask RI61 to RI66 for each benefit as necessary.

RI61   HOW MUCH DID YOU RECEIVE IN {BEN} LAST
        TIME YOU RECEIVED IT?

Don't know   [98]
Refused   [97]

RI62   WHAT PERIOD DID THAT COVER?
        Code in grid below. Probe for best estimate.

1 week   [52]
2 weeks   [26]
3 weeks   [17]
4 weeks   [13]
1 month   [12]
2 months   [6]
3 months   [4]
6 months   [2]
1 year   [1]
Other   [99]
Don't know   [98]

RI63   HOW MUCH DID YOU RECEIVE IN {BEN} LAST
        TIME YOU RECEIVED IT?

Don't know   [98]
Refused   [97]

RI64   WHAT PERIOD DID THAT COVER?
        Code in grid below. Probe for best estimate.

1 week   [52]
2 weeks   [26]
3 weeks   [17]
4 weeks   [13]
1 month   [12]
2 months   [6]
3 months   [4]
6 months   [2]
1 year   [1]
Other   [99]
Don't know   [98]

RI65   YOU HAVE SAID THAT YOU NOT SURE HOW
        MUCH YOU RECEIVED IN ONE OR MORE OF THE
        BENEFITS. ADDING ALL OF THE BENEFITS ON
        THESE TWO CARDS TOGETHER, HOW MUCH
        DID YOU RECEIVE IN TOTAL LAST TIME YOU
        RECEIVED YOUR BENEFITS?
        **If both respondent and partner receive, add two
        together. Enter to nearest £**

Don't know   [98]
Refused   [97]

RI66   WHAT PERIOD DID THAT COVER?
        Code in grid below. Probe for best estimate.

1 week   [52]
2 weeks   [26]
3 weeks   [17]
4 weeks   [13]
1 month   [12]
2 months   [6]
3 months   [4]
6 months   [2]
1 year   [1]
Other   [99]

Ask all RI67

RI67   SHOWCARD
        DO YOU RECEIVE ANY OTHER REGULAR
        INCOME OR PAYMENT FROM ANY SOURCES ON
        THIS CARD?

Yes   [1]
No   [2]
Don't know   [3]
Refused   [4]

**Ask RI68 if receive any other income (coded yes (1) at RI67)
otherwise skip to add3**

RI68   SHOWCARD AK
        FROM WHICH OF THESE SOURCES? WHICH
        OTHERS? (RI68A YO RI68J)
        Code all that apply

Occupational/employer (non-state) pension(s)   [1]
Benefit from annuity, trust or covenant   [2]
Maintenance payments   [3]
Rent from property or subletting, including boarders   [4]
Dig money from other household members   [5]
Benefit from accident/sickness scheme etc   [6]
Investment income
eg Dividends interest/interest from savings   [7]
Student grant   [8]
Student loan   [9]
Regular non-work income,
from any other organisation (please specify)   [10]

**Ask RI70 to RI71 for each additional income source as
necessary.**

RI70   HOW MUCH DID YOU RECEIVE IN {BEN} LAST
        TIME YOU RECEIVED IT?

Don't know   [98]
Refused   [97]

RI71   WHAT PERIOD DID THAT COVER?
        Code in grid below. Probe for best estimate.

1 week   [52]
2 weeks   [26]
3 weeks   [17]
4 weeks   [13]
1 month   [12]
2 months   [6]
3 months   [4]
6 months   [2]
1 year   [1]
Other   [99]
Don't know   [98]

ADDRESS OF RESPONDENT: NOT INCLUDING POST
       CODE

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Refused   [1]

CHECK ADDRESS FROM CONTACT SHEET
INTERVIEWER: Please put postcode on the following screen

POST CODE OF RESPONDENT:

CHECK POSTCODE FROM CONTACT SHEET
INTERVIEWER: It is important to enter correct post code.

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TELEPHONE NUMBER OF RESPONDENT:

Including STD code

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Refused   [1]

THAT COMPLETES THE INTERVIEWER. THANK YOU
       {NAME} FOR YOUR PARTICIPATION.

RANDOM ADULT PERMISSION TO BE RECONTACTED.

Consent given   **[1]**
Consent refused   **[2]**

[vote1]
THE FOLLOWING VOTING QUESTIONS WERE
CONDUCTED IN JULY, AUGUST, SEPTEMBER AND
OCTOBER 1999.

I'd like to ask you a few short questions about elections and
voting. I will NOT be asking you about your political views, or
the party that you support.

VT1   A lot of people do not vote in elections, for one reason or
another. Some people are not registered, others are away, too
busy, or generally not very interested in voting. In May this
year, people had the opportunity to vote in local council
elections and the election for the new Scottish Parliament. In
June, people had the opportunity to vote in elections for the
European Parliament.

Thinking back to May 6th, did you vote in the local council
election?
And did you vote in the election for the Scottish Parliament on
the same day?
And thinking back to June 10th, did you vote in the election for
the European Parliament?

Local election (VT1a)
Yes   [1]
No (include too young/not registered)   [2]
Refused   [3]
Don't know/Can't remember   [4]

Scottish Parliament (VT1b)
Yes   [1]
No (include too young/not registered)   [2]
Refused   [3]
Don't know/Can't remember   [4]

European Parliament (VT1c)
Yes   [1]
No (include too young/not registered)   [2]
Refused   [3]
Don't know/Can't remember   [4]

VT3   SHOWCARD AL (R) Which of the explanations on this
card describes the reasons why you did not vote in the local
council election? Just read out the letters that apply.
MULTICODE OK
(VT3a to VT3t)

A: Away from home on election day   [1]
B: Bad weather   [2]
C: I forgot, but had intended to vote   [3]
D: I/someone in my family was unwell   [4]
E: Not registered to vote   [5]
F: Polling station was too difficult to get to   [6]
G: Too busy   [7]
H: Too young to vote   [8]
I: Could not find polling station/don't know where to vote   [9]
J: Did not know the election was taking place   [10]
K: Didn't understand the issues   [11]
L: Need proxy/postal vote but didn't know how to get one   [12]
M: Voting system too complicated   [13]
N: No-one who I wanted to vote for   [14]
O: Not interested in the election   [15]

P: They don't do anything for me/no point   [16]
Q: Whether I vote makes no difference to the election result   [17]
Other   [18]
Refused to say   [19]
Don't know   [20]

VT4 SHOWCARD AL{sub} (R) Which of the explanations on
this card describes the reasons why you did not vote in the
Scottish Parliament election? Just read out the letters that
apply. MULTICODE OK

(VT4a to VT4t)
A: Away from home on election day   [1]
B: Bad weather   [2]
C: I forgot, but had intended to vote   [3]
D: I/someone in my family was unwell   [4]
E: Not registered to vote   [5]
F: Polling station was too difficult to get to   [6]
G: Too busy   [7]
H: Too young to vote   [8]
I: Could not find polling station/don't know where to vote   [9]
J: Did not know the election was taking place   [10]
K: Didn't understand the issues   [11]
L: Need proxy/postal vote but didn't know how to get one   [12]
M: Voting system too complicated   [13]
N: No-one who I wanted to vote for   [14]
O: Not interested in the election   [15]
P: They don't do anything for me/no point   [16]
Q: Whether I vote makes no difference to the election result   [17]
Other   [18]
Refused to say   [19]
Don't know   [20]

VT5   SHOWCARD AL{sub} (R) Which of the explanations on
this card describes the reasons why you did not vote in the
European election? Just read out the letters that apply.
MULTICODE OK

(VT5a to VT5t)
A: Away from home on election day   [1]
B: Bad weather   [2]
C: I forgot, but had intended to vote   [3]
D: I/someone in my family was unwell   [4]
E: Not registered to vote   [5]
F: Polling station was too difficult to get to   [6]
G: Too busy   [7]
H: Too young to vote   [8]
I: Could not find polling station/don't know where to vote   [9]
J: Did not know the election was taking place   [10]
K: Didn't understand the issues   [11]
L: Need proxy/postal vote but didn't know how to get one   [12]
M: Voting system too complicated   [13]
N: No-one who I wanted to vote for   [14]
O: Not interested in the election   [15]
P: They don't do anything for me/no point   [16]
Q: Whether I vote makes no difference to the election result   [17]
Other   [18]
Refused to say   [19]
Don't know   [20]

APPENDIX 1 – Scottish MOSAIC

Scottish MOSAIC is a neighbourhood classification system developed by Experian. It draws on a large number of Census variables, augmented by some published non-Census information, to generate a way of discriminating between postcodes in terms of housing and population types, and densities. The system has ten broad groups, subdivided into 47 types. The whole of each postcode is allocated to whichever MOSAIC category appears the most appropriate, on the basis of the overall statistics for the postcode. This 'geodemographic' system has been used in both the sampling and analysis of the SHS.

At the sampling stage, it enabled us to stratify postcodes by MOSAIC type prior to drawing the addresses for the survey, thus ensuring that our random sample of addresses properly reflects the profile of Scotland.

In our analysis, it has allowed us to group together addresses from across Scotland that share the same MOSAIC group – that is, that may have similar geodemographic characteristics, even if they are from different local authority areas. To take two examples, the group L9 is described as "Country dwellers", and includes neighbourhoods which are predominantly "country cottages", "farms and crofts", "rural retirement areas" etc. On the other hand, L8 is described as "Singles and flats" and includes a mixture of different types, such as "student flats", "multi-let tenements", "town centre singles" and "inner city elite".

Typologies such as these have been used as an initial indication of the variation of the survey data across neighbourhood types in Scotland. As the sample size generated by the SHS itself grows, further typologies of neighbourhood type will be developed to understand the situations of populations in, for example, remote island communities, or suburban commuter villages or inner city housing schemes.

Table A: Descriptors and Typical Locations of MOSAIC Areas

		Descriptor*	
L1 High Income Areas	M1	Monied Society	0.66
	M2	Designer Development	1.24
10.51%	M3	Upmarket Families	2.70
	M4	Ageing Professionals	2.87
	M5	Wealthy Greys	0.78
	M6	Stable Couples	2.26
L2 Middle Income Owners	M7	Commuter Estates	1.67
	M8	White Collar Semis	2.97
13.75%	M9	Mature Families	1.86
	M10	Hi-tec Mortgagers	3.99
	M11	Independent Elders	2.84
	M12	Brand New Area	0.78
L3 Low Income Owners	M13	Young Homemakers	1.88
	M14	Shiftwork Semis	1.15
9.18%	M15	Inter-war Surburbia	2.93
	M16	Small Town Outer	2.48
	M17	Low-rise Right to Buy	0.74
L4 Better off Council	M18	New Town Terraces	2.63
	M19	Blue Collar Families	4.24
16.60%	M20	Traditional Estates	1.93
	M21	Crowded Terraces	3.13
	M22	Low Paid Factory	4.68
L5 Disadvantaged Council	M23	Older Blue Collar	4.20
Estates	M24	Poor Pensioners	3.16
11.04%	M25	Low-Rise Survivors	3.09
	M26	Deprived Schemes	0.59
L6 Families in Council Flats	M27	Welfare Dependency	3.32
9.76%	M28	Overspill Families	4.22
	M29	Can't Pay Won't Pay	2.22
L7 Renting Singles	M30	Ethnic Towers	2.46
10.94%	M31	Flats for Old People	3.64
	M32	Sheltered Elderly	2.30
	M33	Private Renters	2.55
L8 Singles and Flats	M34	Low Income Single	1.72
	M35	Sociable Tenements	1.67
9.71%	M36	Student Flats	1.15
	M37	Multi-let Tenements	1.47
	M38	Town Centre Singles	2.00
	M39	Inner City Elite	1.71
L9 Country Dwellers	M40	Gentrified Villages	0.73
	M41	Country Cottages	1.13
8.05%	M42	Rural and Retired	0.79
	M43	Rural Low Status	2.11
	M44	Tied/Tenant Farmers	1.88
	M45	Farms and Crofts	1.42
L10 Institutional Areas	M46	Military Bases	0.32
	M47	Non-Private Housing	0.13
0.45%			
100%		Totals	100%

* The 'descriptors' are those used by Experian and reflect the marketing origins of the MOSAIC classification system

Scottish Household Survey

Main interviewer instructions

Contents

1. Introduction

Thank you for agreeing to work on this important project. These instructions are intended to provide you with everything you need to know about the survey before you start interviewing, including the background to the research, the procedures for sampling and respondent selection, the main features of the questionnaire and procedures for issuing and returning survey materials. It also includes contact numbers for you to call if you have any questions about the sample, the questionnaire or your CAPI machines. Please don't be shy about using these numbers – we want to make sure that everything is running as smoothly as possible.

1.1. The background to the survey

The Scottish Household Survey (SHS) is a major new survey commissioned by The Scottish Office in order to provide detailed information about the characteristics, attitudes and behaviour of Scottish households for the new Scottish Parliament. The need for the survey arises from the age of the existing Census of Population dataset and the relatively small Scottish samples available from the established government surveys (such as the General Household Survey and the Family Expenditure Survey).

System Three and MORI Scotland have won a four-year contract to carry out all aspects of the survey, from questionnaire design through fieldwork, analysis and reporting. This means that the two companies will be working very closely alongside each other in a fully-fledged collaboration – it is not a case of one company simply operating as a sub-contractor for the other. Although you will be reporting to your usual supervisor, there will be a single fieldwork office for the project, based at System Three's offices in Edinburgh and – whether you usually work for System Three or for MORI – this is where you will receive survey materials from and return them to.

Over the four years of the survey, the two companies will be expected to complete 62,000 interviews, making the SHS easily the largest exercise of its kind ever carried out in Scotland. It needs to be remembered, though, that the fieldwork will be spread

evenly across that period - in other words, we will be completing 15,500 interviews a year or roughly 1,300 a month.

Interviews will be spread across the whole of Scotland (including the Islands) with probability roughly proportionate to population. There will, however, be some over-sampling in the smaller local authority areas.

Because of the size of the project, both companies will be able to offer much more regular employment to interviewers throughout the whole of Scotland. What's more, we will know where we will be interviewing for several months at a time, meaning that we are able to give you more notice of where we would like you to work and when.

The survey will be relatively challenging to carry out, since it is a strictly pre-selected sample and all interviewing will be carried out using CAPI. It should, however, also be a rewarding project to work on, since it will have a relatively high profile and covers subjects which people tend to be interested in. All households should have received an advance letter from The Scottish Office, which will make it easier to gain co-operation on the doorstep.

The interview as a whole should last an average of 45 minutes. It is split into two main parts: the first is with the highest income householder or their spouse/partner and collects mainly factual information about household composition and characteristics; the second is with an adult member of the household selected at random (which may be the same person as for the first part of the interview, but could also be, for example, a 19 year-old son or daughter) and focuses more on individual attitudes and attributes.

KEY POINTS

- Major new survey to provide information for the Scottish Parliament, covering 62,000 households over 4 years

- Collaborative project between System Three and MORI

- Pre-selected sample using CAPI interviewing

- 45 minutes average questionnaire, split into two main parts

- Monthly interviewing, offering regular employment for interviewers throughout Scotland

1.2. Survey materials

The packs that you will receive for each sampling point will include the following:

1.2.1.Copies of the letter to respondents

Because of the importance of the study, The Scottish Office has agreed to send a letter in advance to all pre-selected households. This explains the background to the study and alerts them to the fact that you will be calling. The fact that there is an advance letter should make your job considerably easier and reduce the amount of time you have to spend explaining things to the respondent. The additional letters in your pack are for use in cases in which the advance letter has gone astray (for example in tenements where we have not been able to specify a particular flat) or you want to leave an additional copy at an address at which you are getting no reply.

1.2.2.Information leaflets about the survey

To add to the credibility of the survey and to help answer any questions that respondents may have after the interview has finished, The Scottish Office has produced a short leaflet for you to leave behind. This covers much of the same ground as the advance letter, but also explains what will happen to people's responses; how the results of the survey will be used; and emphasises the confidentiality aspects of the survey. In keeping with the inclusive focus of the survey, the leaflet will be translated into the main ethnic languages (including Gaelic).

1.2.3.Summary sheet

In each sampling point, you will be issued with 18 addresses (explained in more detail later in these instructions) and you will need to list these on the blank summary sheet for each group of addresses. You will be able to use these to record key details of progress to feed back to your supervisor.

1.2.4.Contact sheets

Because the SHS is based on a strict pre-selected sample, we must be able to account for each address issued. This means that your packs will include a separate pre-printed 'contact sheet' for each

of your 18 addresses. Whenever you make a call at an address, you must record what happens on its contact sheet and, once you have either completed an interview or made the required number of visits to an address, each contact sheet *must* be returned to the SHS office at System Three. Because of the importance of the contact sheets to the success of the exercise, we are making it a condition of payment that these must all be returned before we are able to process claim forms. (More information about contact sheets is given below.)

2. Sampling and respondent selection

2.1. Introduction

You have been issued with a random selection of addresses. Each address has its own contact sheet, which you need to use to identify the dwelling, household, and the householder to speak to for the first part of the interview.

Most of the sampled addresses will be straightforward, houses or flats, but a few may be more complicated like blocks of flats, tenements, groups of farm cottages etc - even some business addresses or demolished properties. The sample is taken from the Postal Address File, which contains every address to which the Post Office deliver mail, but it has been sorted in a way that should exclude most business addresses.

We cannot stress enough how important *every single address* you have is. It is vital that we do everything we can to achieve interviews at as many addresses as possible and, if it is not possible to get an interview, that we have an accurate and full record of when each attempt was made, and what the final outcome was.

It may be worth emphasising at this point that we are interested in interviewing people at their **main place of residence**. This means the place that they live for most of the year, so, for example, we will not be interviewing people in holiday homes. We will also be interviewing students at their term-time address (if they have one), rather than in their family home. The aim here is to make sure that people with more than one address are not double-counted.

2.2. Identifying 'dwellings' and respondents - overview

In most cases, each address will comprise just one "dwelling unit" (that is, a single house, flat etc), but in some cases an address might be a whole tenement building, for example. In these cases, there is a procedure for you to follow to identify a single dwelling unit.

A dwelling unit might also, in some cases, contain more than one household. This is most likely to happen with properties that are being shared by groups of students or other individuals who do not share meals. In these cases, you may simply interview in the household whose member you initially talk to. You must, however, indicate on the questionnaire how many households there are, and make a note of this on your sample summary sheet that you will be using to keep your supervisor up-to-date on your progress.

Having identified the household, you need to identify the respondent! For this survey, there are actually two respondent types.

The first will provide information about the household/property etc (this is the household respondent, or P1) and should be the householder who has the highest income, or their partner. The second respondent that you will need to speak to (or P2) will be selected at random by the CAPI machine, once you have completed the household grid information in the CAPI questionnaire (information which you will get from the household respondent, P1, at the start of their interview).

Please note

- a dwelling is the living unit within which households reside, and might be a bedsit, a flat, house, or even long term living in a guesthouse/bed and breakfast.

- the householders are people in whose name(s) the property is owned, or rented (typically, husband and wife)

- other household members are others who are normally resident at the property (6 months or more per year)

- this is a survey of adults aged 16 and over

- there are to be *no* substitutions for the random individual generated by the CAPI machine.

In some cases, you will be interviewing in a single adult household, in which case the household interview (P1) will be with the same person as is generated by the CAPI interview for the

random interview (P2). In other cases, there is still a chance
that the CAPI machine selects the same person (with the likelihood
declining in households with lots of people aged 16+). Thus you
may need to return to conduct the interview with the random
individual. To do this, you will need to suspend the interview
after the household interview.

2.4. The front page of the Contact Sheet

INFORMATION PROVIDED TO YOU

1.   Address details

2.   Address Serial Number (FIVE DIGIT)

3.   MOI (Multi-Occupancy Indicator) - two digits in boxes

4.   Selected flat/dwelling – two digits in boxes

AREAS YOU WILL COMPLETE

- Record of all calls to the address

- Record of total calls made

  - To achieve interview (P1)

  - Additional calls for P2 (if any)

  - Number of calls for a failure or invalid address

- Final outcome at the address

- Number of dwelling units and transfer MOI number from front
  page

- Dwelling selection grid – when necessary

- Position of dwelling unit

- Number of adults in household

Each of these are explained below:

Address Details

At the top of the Contact Sheet, there is a printed address with the best information we have for that property. If when you get there, there are any particular points that would help you find it again (!) jot these down at the top next to the address.

You should also record a contact 'phone number. This is for your purposes to help secure an appointment with a member of the household, or perhaps to check the availability of the second respondent. During the interview itself, you will need to enter the 'phone number onto the CAPI machine too.

Address Serial Number

This is the unique number for the address which you must enter when you start the CAPI interview at the property. **Please do this very carefully** - it is important for the analysis and a small mistake here could seriously affect the data.

The first digit, which is either A to Z or 1 to 6, represents the local authority area you are working in. The next three numbers are unique identifiers for individual addresses within that area. The last digit (a letter between A and L) simply represents the month in which the fieldwork is taking place.

Multiple Occupancy Indicator

MOI stands for Multiple Occupancy indicator and tells us how many individual dwelling units there are at each postal address that the Post Office has provided us with. Using this information, we have printed an MOI number on your contact sheet (to the right of the address). In many cases this will be 01, but in some it may be 06, or 25, for example. Under this, we have printed two more boxes. The numbers in these boxes show the dwelling unit that we have selected for interview. When the MOI number is 01, the boxes underneath will also have 01, to show that the address printed is (we believe) sufficient to describe a particular flat/dwelling unit. On the other hand, where the MOI is greater than 01, we have selected a number at random between 01 and the MOI, and this number appears in the boxes under the MOI. This is the flat/dwelling unit at which we would like you to interview (see later).

There are a small number of cases where, although we have an MOI of greater than 01, and have therefore selected a random flat for you, the address details provided by the Post Office also identify a flat. Where that is the case, please interview at the flat specified within the address details and over-write the MOI number to make it 01. Similarly, when it comes to writing the MOI and number of dwelling units on the second page of the contact sheet, in these cases, just write 01 in both boxes, and ignore the dwelling selection grid.

Record of calls to the address

You are required to make a **minimum** of five calls at every property to achieve an interview and at least one of these calls must be made during the first week of fieldwork. You **must make at least one call during an evening** (after 5 p.m.), **and one at the weekend**. Please record the information fully, including the days of the week and times of day when you did not find anyone in. This is very important. Your initial calls will be to gain an interview with the highest income earner/spouse (i.e. P1), so tick the box on the front of the contact sheet to indicate which calls were for this purpose. Subsequent calls, if any are needed, will be to gain an interview with the randomly selected adult, so tick the boxes to show which are calls to find them in.

Total number of calls

There are three boxes. The first is for the total number of calls you make to achieve an interview with P1, the highest income householder or their spouse/partner.

The second box is for the further calls you needed to make, if any, in order to obtain the interview (or a failure) with the random individual (P2). Clearly, if this is the same person as P1, then there will be no further calls needed (unless you run out of time and need to return to complete the interview)! If it is a different person, and you are able to interview them at the same time as P1, again, this box will be blank. But if you do have to make further calls, please fill in this box.

The third box is for the number of calls you make to an address where you are unable to obtain an interview at all. In most cases, we hope, this box will be blank.

Please note that you must be very careful, when looking for an address, that you do actually visit the exact address on the contact sheet. If the computer has picked an individual flat in a house or block you must go to that individual dwelling unit and check that address alone. Wherever we have chosen a particular flat in a building with an MOI greater than one, please only go to that address. If the MOI is wrong, you will need to use the dwelling selection grid, and amend the address details. Subsequently, that dwelling alone is valid for the survey.

You may need to obtain a detailed street map or, in rural areas, an ordnance survey map, of the areas you will be working in (please claim for this as appropriate with a receipt). For example, in some cases, the town name given in the address details may be the **Post Town** for that address, but not necessarily the name of the village or area that the address **is located in**. Street maps with street names may help, as will asking people in the area, of course.

Outcome at valid addresses

Here you should record the outcome at the address on that contact sheet, assuming it is valid for the survey. Valid for survey means the address is an occupied, permanent structure, excluding holiday homes where the person lives for less than 6 months of the year.

Outcome at invalid addresses

If you find the property is empty, is solely used for business purposes, is derelict or demolished, etc., indicate the reason here. Note that you should be very careful in choosing the most appropriate code if you find the property is vacant.

Code 1: Property Vacant - This will include houses/flats that are being re-furbished with obvious signs of major work going on including areas of floorboards lifted or fittings such as WC's etc missing or not connected up. Windows and/or doors on these properties may be secured against entry with metal or wooden boarding. These may be more likely to be found on large public housing estates.

Code 2: Institutional - We are not interviewing people who are resident in institutions, such as university halls of residence,

hospitals, prisons, army barracks etc. These should not arise in your sampled addresses, and if they do, they are invalid. Please let your supervisor know straight away if you do find any institutional addresses in your sample.

Code 3: Property no longer used as dwelling - These are properties originally built as houses or flats for domestic residential use but are now used as commercial premises, such as offices, doctors or dentists' surgeries etc. However these premises could quite possibly be returned to residential use. An example from the Edinburgh area would be New town flats or terraced houses used as offices or surgeries where if the commercial use was discontinued the premises could, even with some building work required, return to residential use.

Code 4: Business/Commercial property - These are addresses where the property is wholly non-residential and commercial by original property design and current use. Examples may be garages, small industrial units, workshops or shops.

The sample addresses for the survey are drawn from the small user PAF and are normally expected to include only residential properties. Large commercial premises that are included may, therefore, have a service flat/house on the premises and care should be taken to find out if the address issued refers to that property. Small commercial premises may however be present on the small user PAF and these are not valid for interview.

However, please note that where there are shops with flats above, or houses attached, that the address given may apply to the residential part of the building.

Code 5: Derelict/demolished - These will be residential plots where the dwelling has been deserted or demolished. There should be signs that a dwelling was present on the site with possibly some evidence of walls/foundations having been present or indications on adjoining properties, such as fireplaces in walls etc indicating that a property was present on the site.

Code 6: Address untraceable/unable to locate - The address issued cannot be found. Check with local residents, Post Office etc. Do not waste a lot of time if you have other visits planned for the

day in the area but follow up later with the electoral register or council tax register at libraries and seek help from the office where necessary.

Code 7: Other - It is important that you write in as fully as you can what you are calling "other"

2.5. Dwelling Unit (DU) Selection

By dwelling unit we mean a unit of accommodation. A house will usually contain one DU, unless it has been converted into flats, or has been partitioned in some way, when it may contain more. In a tenement block, or a more modern block, each flat would be considered an individual dwelling unit. In tenement blocks, be careful not to accidentally count (shared) bathrooms outside the DU as DUs. At most addresses, no selection will be necessary - there will be only one dwelling present.

In all cases, in the boxes at the top of the second page of the contact sheet, write in the number of dwelling that you find, and the MOI number as it appears on the front of your contact sheet.

If there is only one dwelling unit at the <u>address identified on the contact sheet</u>, and when you get to the property you confirm that there is indeed only one dwelling unit present, go straight to the household selection section - you do not need to use the Kish Grid.

Identifying a single dwelling unit at random

In a small number of cases, you may need to use the Kish Grid to identify a single dwelling unit in which to interview. The address will normally identify a specific house/bungalow or flat. Where there are several dwelling units at a single address, the Post Office MOI number will be greater than one. Where this is the case, we will have identified a single flat for you to interview at, and this number will appear under the MOI on the front page of the contact sheet. As long as the MOI corresponds the number of dwelling units you find in the property, simply go ahead and interview at the flat number we have identified. There

is a mechanism for finding it - see below "FINDING THE DWELLING UNIT".

If, however, there is not a clearly identified single dwelling unit selected on the contact sheet, or the MOI number that we have printed on the contact sheet does not correspond to the number of dwelling units you find at the address, then you will need to use the Kish Grid.

Thus the dwelling unit selection grid should only be used if:

- you find that there is more than one dwelling at the address, but no specific dwelling is identified on the contact sheet (even if the MOI and the actual number of dwelling units are the same)

- there is more than one dwelling at the property, but your contact sheet has an MOI of one

- the MOI shown on your contact sheet is incorrect; i.e. the number of dwellings is different from that shown on the contact sheet

The reason we need to do this is because, in some cases, the Post Office's records are inaccurate. When we find this is the case, it is important that we have a method for selecting one of the addresses in a scientific way that gives each of the individual dwellings an equal chance of selection (i.e. it is not simply the nearest, on the ground floor, the one with someone in, etc).

Use the Kish grid to select the dwelling, as follows:

First, note the second and fourth digits of the address serial number.

Down the left hand side, to the left of the line, circle the number that corresponds with the second digit of your address number for this particular contact sheet.

Along the row of numbers above the line, circle the number that corresponds to the fourth digit of the address number.

Lets take the example of address number _324_. If you read down
from the number "4", and across from the number "3", you will get
to a single number in the body of the grid. In this example, if
you read down from "4" and across from "3", you get a number in
the grid - "7". Circle this number.

FOURTH DIGIT OF ADDRESS NUMBER - CIRCLE NUMBER - READ DOWN

		0	1	2	3	4	5	6	7	8	9
	0	4	3	6	0	7	5	1	8	2	9
SECOND	1	8	7	2	3	4	6	9	5	0	6
DIGIT	2	1	3	5	9	0	4	2	1	6	2
ADDRESS	3	5	4	0	1	7	3	8	5	9	6
NUMBER	4	3	0	2	8	4	1	9	7	6	5
	5	7	6	4	5	2	0	3	1	8	9
	6	2	6	3	1	5	7	8	0	9	4
READ	7	9	0	3	2	4	8	6	5	7	1
ACROSS	8	3	9	8	0	5	6	7	8	2	4
	9	6	4	9	2	0	5	3	8	1	7

If the MOI number for that address is less than 10

A single digit selected from the grid is sufficient to identify a
particular flat/dwelling unit, and to give each an equal chance of
selection. If the number selected using the procedure described
above (in this example it is 7) is LOWER than, or equal to, the
number of occupied flats/dwelling units at the address (say, for
example, 9), then the number you have selected is the
flat/dwelling unit you must interview in. If, on the other hand,
the number you circled in the grid (in this case 7), is greater
than the number of flats/dwelling units at the address (excluding
any that are boarded up/derelict), you need to select another
number from the grid, which is lower than, or equal to, the number
of flats/dwelling units. You do this by reading across the same
row, to the right, until you do find a suitable number. In this
case, it might be the next number, "3". However, in some cases
you may need to read right across the row, and still not find a

suitable number. In that case, go to the start of the row again, and read across. You might end up selecting the "1" on the row.

If the MOI is greater than 10

If, on the other hand, there are ten or more flats/dwelling units at your address, you will need to select two digits from the grid to give higher numbered units a chance of selection. In this case, use the number first circled in the grid, (in our example, 7) as the first digit in a double digit number, plus the next number to the right. In our example, the first digit selected is a 7, and the next would be "3", as this is the adjacent number in the row, to the right. This gives a flat/dwelling number of 73. If there are fewer than 73 flats or dwelling units (as is likely to be the case!), then select pairs of numbers to the right on the row, until you do select a pair of numbers that is lower than, or equal to the number of flats/dwelling units at your address. In this example, the next pair the grid gives you is "38" (using the same 3 as before, and the 8 to the right. You may need to continue looking at pairs of numbers right along the row. If there still is no suitable pair, go back to the start of the row. Thus, in this case, you may need to go on until you get to "01", i.e., flat one.

Having selected the dwelling unit, you must locate it within the building.

Please note that, if you need to use this grid to find a dwelling unit, we would like you to exclude any vacant/boarded up or derelict flats, so that the number of dwelling units in the block may be smaller than the total number of flats in the block. Similarly, in this situation, exclude these flats when you are numbering the dwelling units in the block to find the individual property in the block (see below).

2.1.1.Finding the dwelling unit

If flats are sequentially numbered/lettered

If all the dwelling units in the property are individually and sequentially numbered/lettered, enter the building and record which floor the selected dwelling unit is on at QA2.

Then write in the actual number of the dwelling unit, as it appears on the door of the unit, at QA3. Or, if you are in a tenement, and there is a name on the door, record this at QA4.

If not sequentially numbered

If the flats are <u>not</u> numbered, count up until you reach the selected dwelling unit, starting from the lowest floor (include the basement if it is part of the address) and working upwards. Go from left to right along each corridor or landing/hall, and from front to back of the building. ALWAYS COUNT IN THIS ORDER.

If the flats/dwelling units are not individually numbered or are not numbered sequentially throughout the whole address, the number of the DU selected on the grid may not correspond to the flat number as it appears on the door.

For example, you might find that you select the 4th dwelling, but that the flats in a tenement are numbered separately on each floor; the ground floor has two flats labelled 1 and 2, but so does the first floor. In the example where you have selected the 4th dwelling, this would generally be flat 2 on the first floor, and could be labelled 2 on the door, or 1F2 in Edinburgh, or 1\2 in Glasgow.

Once you have located the dwelling unit, written in all the details about where it is in the building and how it is identified and noted the floor and number, proceed to the Household Selection

2.6.   Household and respondent selection

IT IS CRUCIAL THAT YOU FOLLOW THESE INSTRUCTIONS CAREFULLY:

In most cases there will be just one household in a dwelling unit. A household is a group of people who share at least one meal a day. In many cases, students sharing a house will each be

individual households, because they do not share meals (even though they may share a living room). If there is more than one household, you may interview the household with which you first make contact.

Once you have established the correct dwelling, and household, you must now select the person for the first part of the interview – the householder interview, or P1.

This process involves establishing how many people aged 16 or over there are normally living in the household, and which of the **householders** has the highest income. We would like you to gather this information from a householder, rather than from any younger members of the household, since it is information that householders may resent being gleaned from younger members of the family.

If there is only one adult aged 16 or over living at the property, this is the person you must interview (and, in fact, will be the person for both parts of the interview, since they are also bound to be the adult randomly selected from the household grid by the CAPI programme).

Where there are several people aged 16+ living in the household, please write in how many there are on the contact sheet at QC1. There are a number of exclusions, however.

- people who are household/family members but who have been away for six months or more are <u>not</u> to be included in the count of household members

- people who are at school or college and live away from the property during the term time are also <u>not</u> to be included in the count of household members, even if you are interviewing during holiday periods and they happen to be at your address at the time

A householder is

- someone in whose name the house is owned or rented

The first part of the interview needs to be done with the **highest income householder**, or their spouse/partner. This is because this is the person who is likely to be in the best position to provide the information in the interview about the household income etc. Thus, in a typical family where there is a mum and dad and two children, you would be able to interview the husband or wife, but not the son or daughter - although they may come up as the random individual if they are aged 16+.

However, there may be some instances where there is another household member that you need to interview. An adult son living with his elderly mother, for example. Here, it may well be appropriate to interview the adult son if he takes some responsibility for managing the household and contributes to the household income. But you will need to be careful in the interview when questions ask about your/your partner. In this situation, the son and mother constitute the household unit, and both contribute to the household's income (the mother may have a pension, or disability allowance etc).

Other issues

If the highest income householder, or the random individual (which is more likely) is incapable of responding for medical or other reasons, you should either

- note down the language in which they could be interviewed, and contact the office - we will arrange for an interviewer with that language to go back (there is a code for this situation on the front of the contact sheet)

- interview through another household member where this is convenient.

It is essential that individuals are not excluded from the survey because of communication difficulties or disabilities.

3. Introducing the survey

There will be an advance letter for this survey, which should have reached households in advance of your visit. Of course, individual household members may not have seen the letter, it may have been lost or, in situations in which the multiple occupancy indicator is incorrect (e.g. some tenements or tower blocks), the letter may never have been delivered. For this reason, you will find spare copies of the letter in your interviewing packs. These may also be useful to leave at addresses where you are getting no reply.

In general, however, the fact that there has been an advance letter should make it easier for you to obtain co-operation from potential respondents, if for no other reason that you can take a more positive approach from the outset (e.g. 'I'm here about the survey for The Scottish Office'), rather than having to explain everything from scratch.

In seeking co-operation from potential respondents, the main points to stress about the survey are the following:

- The importance of the survey in providing reliable information to inform the decisions of the new Scottish parliament.

- The fact that individual households have been selected entirely at random and that many thousands throughout Scotland will be taking part.

- The absolute guarantee of confidentiality and the fact that the results will only be used for research and statistical purposes.

- That it is important that the survey represents as wide a cross-section of the population as possible and that, however 'atypical' individuals may feel they are, their views are valuable and important to the research.

4. The questionnaire

4.1. Overall structure

One of the first things you will notice when you start work on this job is that the interview never seems to be the same twice. This is because the questionnaire is heavily routed, depending on the structure of the household and on respondents' answers – though, since it is a CAPI interview, you won't really be aware that this routing is taking place.

The questionnaire covers a wide range of topics, some in greater detail than others. It has been developed over the last few months and has been extensively piloted by interviewers from both System Three and MORI.

The most important thing to understand about the interview is that it falls into two main parts and these may *or may not* be completed by the same member of the household.

The first part of the interview must be carried out with the **highest income householder** or their spouse/partner (see below for definition) and concentrates on collecting basic factual information about the composition and characteristics of the household. This is likely to last around 20 minutes on average, though is likely to be shorter in single person households and longer in large households since there are a number of 'loops' within the questionnaire collecting the same basic information about everyone who lives there. The broad topic areas covered in this first part of the interview are as follows:

- Household composition and characteristics of household members
- Type of property/accommodation
- Vehicles in household and access to public transport
- Children in the household
- Employment status of the highest income householder
- Household income from employment and other sources
- Savings, credit and debt

The second part of the interview will be with a **randomly selected adult** member of the household. As explained in the previous section, this will not – by any means – always be a different person from the respondent for the first part of the interview. In single person households, the highest income householder and the random adult will, by definition, always be the same. In two person households, they will be the same in roughly 50% of interviews; in three person household in roughly 33% of interviews and so on. In fact, experience from the pilot suggests that the same respondent will complete both interviews in as many as 60-70% of cases and, in many of the others, the second person will be available for interview at the same time.

It is essential, however, that if the chosen respondent for the second part of the interview (P2) is a different person from the first (P1), that you only interview the named person. You cannot substitute with another household member, or continue with the first respondent because it is more convenient, or seems to be a sensible thing to do.

The purpose of the interview with the 'random adult' is to collect information about a representative sample of *people*, so the questions tend to focus more on individual attitudes and attributes. This part of the interview is likely to last around 25 minutes on average – though, again, this will vary depending on whether or not the individual selected is the highest income householder or their spouse/partner (if so, some questions will be omitted from the second part of the interview, since they will already have been covered in the first – e.g. employment status). The main topics covered in the random adult part of the questionnaire are the following:

- Educational qualifications
- Perceptions of the local area
- Experience of crime and victimisation
- Use of private and public transport
- Travel patterns on the previous day

- Perceptions of services and local government

- Health problems and caring responsibilities

- Employment status

- Individual income from employment and other sources

Most of the questionnaire is relatively straightforward. Points of clarification about specific questions are included at the end of these instructions. There are, however, one or two sections that may be worth looking at in more detail and these are covered in the following sections.

4.2. The household 'grid'

The first thing to note about this is that – unlike a conventional paper and pen questionnaire – it does not actually look like a grid! But it is performing the same function. At the start of the interview, the first thing you will need to do is to list *all* the household members, starting with the respondent and including any children. For each one, you will need to complete their name (Christian name and surname in different boxes), date of birth and some basic demographic information. If the surname of other household members is the same as the respondent, leave the surname of subsequent members blank. If the respondent does not know the date of birth of someone else in the household, a second screen will appear, asking for their age.

You may find that more than one person in the household (for example, a father and son) has the same name. In this case, you will need to type something in the Christian name box to distinguish them – e.g. junior, or an extra initial.

You should *exclude* from the household grid:

- Anyone away continuously for the last 6 months

- Students or school children normally resident elsewhere during the week in term-time

Oil-rig workers etc. should be included, unless they have been continuously absent for 6 months or more.

The relationship grid refers to the relationship between the person mentioned and the *highest income householder* – not the relationship between that person and the respondent (who may be the spouse/partner of the highest income householder). This should be clear from the question wording.

4.3.   The schools 'pop-up' list

In households containing children of school age, you will be asked to record the school the child, or one of the children in multi-child households, attends. In most cases, you should not have to actually type the name of the school at this question, but simply select it from a pop-up list. Clearly, if the list contained all the schools in Scotland, it would be very long, so it has been broken down into separate lists for each local authority. The appropriate list for the area that you are working in should appear automatically, since it is linked to the address number.

In order to find the school the child attends, you can either scroll down the full list to the appropriate point, or click on the 'Search' button at the top of the screen. If you start to type the name of the school you are looking for, a shorter list will appear containing any schools that contain the letters you have typed. One the list has reduced down so that you can see it, you do not need to type the full school name, simply click on it in the list to code.

If the child attends a school in a different local authority area, click on "School not on list" and this will offer you the full menu of local authority areas. Then select the appropriate area, and the next screen will give you the full list of schools in that area.

Very occasionally, you will not be able to find the name of the school anywhere in the lists. In this case, you still have the option of entering the name directly.

4.4.   The employment and income sections

The questions covering economic activity and employment aim to collect detailed information on the level of employment and unemployment and to collect details of the type of employment

undertaken by people in work or who recently became retired or unemployed.

Although respondents are asked about the main economic activity of all household members at the start of the survey, these detailed questions are designed to obtain very precise estimates of economic activity according to official definitions. The questions are the same as those asked in major government surveys and must be asked exactly as they appear on the screen so that the Scottish Household Survey obtains comparable estimates of unemployment and economic activity. Sometimes this may seem repetitive or laborious (especially if the respondent is recently retired), so if necessary you may need to explain to respondents why you seem to be double-checking certain things.

The questions first appear in the section of the questionnaire completed by the household respondent. If this person is the highest income householder or, if the random adult is the highest income householder, these questions will only be asked once. However, if the random adult is not the HIH, the questions will be asked again. This will allow us to classify households according to the occupation of the HIH and to produce estimates of economic activity based on a random sample of adults.

Experience from the pilot suggests that most people will be willing to answer the questions about their employment status and income, but you should reassure respondents, if necessary, that the information will be used **only for research or statistical purposes** and that no individuals will be identified. (We will not, for example, be passing on information to the DSS!)

4.4.1.Economic activity

This section asks detailed questions about the activities undertaken by the respondent in the seven days ending on the Sunday immediately before the date of the interview (the reference week). Respondents who did any work in the reference week skip directly to the questions on employment.

The remainder of the section identifies people who had a job but didn't work in the reference week or collects detailed information on people who were not in work in the week. At the end of this

section we will be in a position to calculate the unemployment rate among respondents using the same definition as the official unemployment figures.

4.4.2. Employment

In this section respondents in work or those who became unemployed or retired within the past five years are asked about the type of work they do (or did). Like the economic activity questions, this section uses standard questions from government surveys to allow responses to be coded into official classifications for the industry people work in, their occupational grade and social class.

It is important that these questions collect as much information as possible about the industries respondents work in and the type of work they do.

4.4.3. Income

The section on income will be relatively straightforward for any one respondent, although there are a number of routes through the income questions depending on the respondent's circumstances. The aim of the questions is to obtain reliable information on household income so the survey collects information on the incomes of the HIH and their spouse plus the contribution made to household expenses by other members of the household.

There are three components to household income:

- income from employment
- income from benefits and pensions
- income from other source including contributions made by other household members

Income from employment - Over the course of your interviews you may see a number of variations on the income questions depending on:

- whether it is a single or couple household
- if the householders have more than one job
- if they receive income from employment or self-employment
- if their pay varies from week to week or month to month

Income from benefits - All respondents are asked whether they receive any of the benefits printed on a show card. Generally, respondents who are in employment will not receive a large number of benefits and vice versa so a long income section will generally mean a short section on benefits.

The basic structure of the benefits section is as follows:

- which, if any, of the listed benefits do the respondent or their partner receive?
- who receives the benefit – the respondent, their partner or both?
- the last time they received each benefit, how much did they receive?

The questionnaire makes allowances for situations where:

- people say they receive a benefit but do not know how much they receive
- people know they receive a number of benefits but cannot separate the individual amounts.

Income from other sources - This part of the questionnaire collects information on the variety of other sources of income households might receive. The main types of income covered by it are:

- pensions from employers
- 'dig' money from children or other household members
- maintenance payments from a former spouse or partner
- income from renting or sub-letting property
- a student grant or loan

4.4.4.Savings

The Scottish Office will use the information on savings in a number of ways.

- to understand the patterns of saving among different social groups
- to assess the impact of changes in benefits policy on groups such as pensioners
- to assess the ability of households to react to financial problems

The information collected about savings is very straightforward and covers the value of all savings and investments. The only thing to remember is that the value of someone's house should not be included.

4.5. The travel diary

The travel diary is perhaps the most complicated part of the SHS interview and it is important that you familiarise yourself with it fully before you start interviewing. Because it was clear at the briefings that some further clarification was required, we have provided more detailed information about the travel diary in a separate document accompanying these instructions.

4.6. Obtaining respondent permission for follow-up contact

One of the uses to which The Scottish Office hope to put the survey is to identify individuals who may be willing to take part in follow-up research on various topics. Because this research will not necessarily be conducted by MORI/System Three, we need to have respondents' specific permission to pass on their contact details to the Scottish Office, so they can provide it to other researchers, as and when required. This means that at the end of each of the two main parts of the interview, if you are interviewing two different household members, or at the end of the second part of the interview, if the same person has completed both parts, you will be prompted to seek respondents' written consent for this to happen.

On the last page of the contact sheet you will find two spaces for respondents to sign, to indicate if they are willing to have their details used for follow-up research. If the same household member is completing both parts of the interview, they need only sign the consent form once, under 'householder respondent'. If, however,

the second part of the interview is completed by a different household member, you need to record their consent separately under 'random adult'.

It is important that you understand what it is you are asking respondents to sign, since they may well ask questions about it.

We are asking respondents for permission to attach their names and addresses to their responses to the survey questions, since it will usually be on the basis of these that The Scottish Office will identify potential respondents for follow-up research.

It is very important that respondents understand, however, that:

- This does not compromise the confidentiality of their responses in any way.

- The information will be used only for research and statistical purposes under the terms of the Data Protection Act and the relevant professional codes of conduct.

- They are under no obligation to participate in further research, even if they have given consent to their details being passed on. We are seeking their consent to be re-contacted, but they will have the opportunity to decline to participate at that point.

- If people *refuse* permission, their anonymity is assured, and they remain highly valued respondents in the survey.

General - IMPORTANT

PROBE FULLY. Where asked to probe fully you should try to get as clear an idea of what the respondent means as possible.

Useful probes include 'Could you tell me more about that?', 'why is that?', 'how do you mean?'

'OTHER' OPTIONS. Use the 'other' option where a response does not fit the pre-coded responses. In most cases, a text box pops up when you code 'other'. Write in the response in this text box.

SCREENS WITH NUMBERS/TEXT AND PRECODED RESPONSES. Some screens require you to code numbers or write in text as well as code responses (e.g. the date of birth screens). Write in the numbers and/or text and code the pre-coded list where applicable. If you need to rewrite text or numbers or need to jump to another text box, tap your pen in the box (a number pad or keypad will pop up).

SCREENS WITH 'PRESS WHEN COMPLETE' buttons. Some screens will not allow you to continue without coding that the details you have given are complete (e.g. the travel diary and details of walk/bike rides).

ROUGH ESTIMATES AND EXACT AMOUNTS. Some screens require you to indicate whether the amounts given are rough estimates or exact amounts. If the respondent indicates that they are unsure about the amount they have given, or says something like 'roughly' or 'about', code as a rough estimate. In the Income questions there is also an 'exact amount consulted pay slip option'

POSTCODES. If respondent does not know full postcodes when asked, ask for the full postal address.

SQUARE pre-coded response areas ( ) indicate multi-coded responses. - code **all** that apply

CIRCLE pre-coded response areas (O) indicate single codes.

Question clarification

Screen details/ Question No.	Instruction
First screen (Address number)	Enter the 5 digit address number from the front page of the contact sheet.
Second Screen	Ensure the date is correct. If it is not, code 'No' and write in the day (e.g. 21 for the 21st) and code the month and year from the lists given..
Date of birth screens	Write in day (e.g. 25) code month and write year in full (e.g. 1971). Take care when typing in the year (errors might affect later routing).
HA7	Take care when coding the 'full time education' options. There are separate options for school and further/higher education.
HA9	Ensure you ask the ethnicity question about **every** household member. Do not make assumptions about people's ethnicity.
HA12	Examples of those away continuously would be those in prison or working abroad – people who do not have the dwelling as their main residence. See main instructions for definition of 'main residence'.
Random individual selection screen	Establish whether the random individual is available (if it is not the household respondent).
HB1	Simply code this if obvious, otherwise ask. A 4-in-a-block is a cottage style house (with 2 separate dwellings upstairs and down)
HB3	If the flat is all on one level, code the floor of the flat. For maisonettes and flats with an upstairs and downstairs, code the floor that the downstairs or lowest level is on.
HB5	Shared owners pay part of their rent to a Housing Association and also pay a mortgage.
HB6	The responses are labelled 'organisations' and individuals' to help you find the landlord. Scottish Homes is also known as 'Scottish Special'
HC1/HC2/HC3	Take care for student households, who are likely to share some rooms but might not think of their flat-mates as being 'other households'.

HC4	Include bedrooms used for other purposes (as an extra living room, study, 'den' etc.). Do not include rooms intended for other purposes that are being used as bedrooms (e.g. a downstairs room such as a living room or dining room used as a bedroom by someone with a mobility problem).
HD4	Include **all** ADULTS in the household who pay reduced bus and train fares, for whatever reason.
HD11	If the vehicle has a personalised number-plate, which the respondent cannot remember, code DK and code the number or age in the following questions.
HD15	Single code. If one or more people have **equal** access, code the person who generally drives the vehicle most.
HD17	Include the **total** mileage for the vehicle by **all** drivers.
HD19	Include the **total** spent on fuel for the vehicle by **all** household members. Exclude the fuel covered by business expenses.
HE1	If the respondent and/or their partner is not the parent or legal guardian of a child under 16 on the list, they are not responsible for them (this includes cases where the respondent/partner is a related to the child in other ways, as a grandparent for instance).
HE4	If the respondent/partner does not pay for the child-care, code 'free child care'
School selection	Select school or 'school not on list'. If school not on list select the local authority where the school is at next screen. If school is not on **that** list, code other and write in the name of the school **and** its address.
HF1	Make sure to include adults and children.
HF2	This applies to anyone in the household, regardless of whether they have been mentioned in Q6-1 or not. Regular care or help includes care or help by household members and/or other people for any period of an hour or more each week (this time might be spread across a number of different days).

HF5	Code **all** the people who provide care, including those in the household **and** outside the household.
HG28	Temporary employment is a fixed term contract or seasonal employment. If a person's employment is unstable but not fixed term or seasonal you would still code them a permanent employees.
RA8	If the **full** postcode is not known or the respondent is unsure, please record their previous address as fully as possible.
RB2	If a respondent's answers do not quite fit the pre-coded options, do not force them and use the 'other (specify)' option instead.
RB6/RB8	If there has been more than one incident, ask about the **most recent.**
RC1	Enter **all** qualifications obtained, not just the highest.
RE1	The difference between this question and the similar question in the first part of the interview is that this relates to mileage travelled by **individuals** not by vehicles.
RE6_7/RE8_9	Make sure that you read out both parts of these question.
TRAVEL DIARY	See separate briefing document.

RF3/RF4	These questions relate to use of and satisfaction with services **in the council area within which the respondent lives**. If someone lives in Falkirk, but has visited museums in Glasgow, this should be excluded.
RF8	'Knowing who your local councillor is' in this context means knowing the name of their councillor.
RF13	This question is not about the proximity of services to people's homes, but about how easy they find it to get to different types of services, taking account of mobility, work patterns, family commitments, etc. as well as location.
RG7	This question relates specifically to equipment or adaptations **for the use of the respondent themselves**. If the household contains equipment or adaptations which have been fitted primarily for the use of another household member, these should be excluded.

HH61/HH63/HH65	TAKE CARE NOT TO DOUBLE COUNT INCOME WHEN IT IS RECEIVED JOINTLY BY THE RESPONDENT AND THEIR PARTNER. Check to see if the income is combined or whether you need to add different totals together.
HJ2	Make sure the respondent includes the cost of an endowment if they have an endowment mortgage (or PEP mortgage). If they have more than one endowment or PEP parts of their mortgage, ask them to include the total cost of all of them.
HJ3	This is the total rent cost, which will be higher than the rent paid if the household receives Housing Benefit.
HJ5	This is the amount the household actually pay in rent.
RA4	Scottish Homes is also known as 'Scottish Special'

Scottish Household Survey

TRAVEL DIARY

User Guide

Contents

Annex

1. <u>Introduction</u>

1.1   The Travel Diary collects information on personal travel, on the day prior to the interview, from randomly chosen adults (aged 16+) in Scotland. It is part of the Scottish Household Survey (SHS), which is a major cross-sectional survey, commissioned by the Scottish Executive in order to provide reliable and up-to-date information on the composition, characteristics and behaviour of Scottish households, both nationally and at a sub-Scotland level. Please see the separate user guidance, *"Scottish Household Survey: Years 1 and 2 User Guide"* for more information on the "main", (i.e. "non-travel diary") SHS data. Technical reports on the SHS can be purchased from the Stationery Office bookshop and found on the following website www.scotland.gov.uk/shs .

1.2   From the outset, it was intended that the main SHS data and the SHS Travel Diary should be made publicly available for analysis. The aim of this document is to provide potential users and other interested parties with a description of the structure and content of the Travel Diary datasets.

1.3   This document has the following structure.
   - A brief account of the background and a description of the coverage of the Travel Diary appear in *section 2*.
   - The main definitions used for the Travel Diary data and a list of variables are given in *section 3*.
   - Brief overviews of collection and imputation of information about journeys and comparisons with the GB National Travel Survey (NTS) are covered in *section 4*.
   - Information on how distance is calculated is provided in *section 5*.
   - This document also describes how distances between "home and work" and "home and school" are estimated (they are provided in files which are separate to the Travel Diary), *section 6*.
   - The *Annex* at the end of this document contains more details of the imputation methods used, and a comparison of the Travel Diary with the GB National Travel Survey (NTS).

2. <u>Background to the SHS Travel Diary</u>

2.1   Background

2.1.1   The SHS Travel Diary is part of the Scottish Household Survey (SHS). The SHS covers a wide range of topics to allow links to be made between different policy areas. There is a particular focus on information on Transport, Social Inclusion and (from 1999 and 2000) Local Government issues.   The SHS is financed by the Scottish Executive and undertaken by a partnership of NFO System Three Social Research and MORI Scotland. It started in February 1999.

2.1.2   The sample for the survey is designed to meet a number of criteria. It is designed to provide nationally representative samples of private households and of the adult population in private households. This is achieved by splitting the interview between a household respondent and an adult selected at random from the permanent residents of the household. In order to meet the reporting requirements, the sample is structured to be nationally

representative each quarter and to provide a representative sample for larger local authorities each year (those with an achieved sample of over 750 per year). The randomly chosen adult answers the SHS Travel Diary.

2.1.3   The sample is also designed to provide data for each local authority over a two-year period. This is achieved by disproportionately sampling in each local authority to achieve a target of at least 550 interviews over two years (equivalent to a simple random sample of 500, with "95% confidence interval" for an estimate of 50% of +/- 4%-points). Reweighting factors "correct" for the disproportionate sampling.

2.1.4   Two different sampling approaches are used. In areas of high population density (Glasgow, Edinburgh, Aberdeen, Dundee, etc.) a simple random sample of dwellings is selected covering the entire two-year sample period. These are subsequently clustered into interviewer allocations. In areas of lower population density, census enumeration districts (EDs) are selected with probability proportionate to population. In each ED, 18 addresses are selected, based on achieving 11 interviews from each sampling point.

2.1.5   The sample is selected from the small user Postal Address File (PAF) for Scotland, expanded to take account of addresses which might only be listed once but actually contain multiple dwellings, such as tenement blocks and multi-storey flats. Although the small user PAF excludes many institutional addresses such as student halls of residence or nurses' homes, there are no geographical exclusions from the survey.

2.1.6   The survey questionnaire is in two parts. The Highest Income Householder or his/her spouse/partner completes Part 1 of the interview. Once the composition of the household has been established, one of the adults in the household is randomly selected to complete Part 2 which contains the Travel Diary. In all households with a single adult the same person completes both parts but as the number of adults in the household increases, the probability of the random adult being the same as the household respondent declines.

2.1.7   The Highest Income Holder, or his/her spouse/partner section of the interview deals with topics such as household composition, housing and tenure, health, the vehicles available to the household, the occupation and industry of the highest income householder, household income and housing costs. The random adult section deals with individuals' housing change, tenure change, neighbourhood problems, transport and use of public transport, public services, income and employment as well as travel made on the previous day.

2.1.8   Interviewing was conducted using Computer Assisted Personal Interviewing (CAPI). Instead of using pen and paper to record responses, data is collected on handheld computers.

2.1.9   In 1999/2000, a total of 30,227 valid interviews were carried out with householders. Of these 30,227 households, interviews were achieved with 28,340 random adults (aged 16+) (94%). Of the random adults interviewed, 75% had made a journey on the previous day.

2.1.10   In summary, the SHS Travel Diary is asked of a random sample of adults (aged 16+) living in private households across Scotland about the travel they made on the day prior to the interview. This information is obtained from interviews with one randomly chosen adult per household in the sample. Each adult in the household has an equal chance of selection for these questions. Reweighting factors "correct" for the lower selection probability of individual adults in larger households.

2.2   The coverage of the SHS Travel Diary

2.2.1   The SHS Travel Diary collects information about travel for private purposes or for work or education, provided the main reason for the journey is for the traveller himself or herself to reach the destination. It includes the following types of travel:

- personal travel for domestic, social or recreational purposes - e.g. driving to and from work, travelling into town to go shopping, and going to see friends;
- journeys in the course of work, provided the purpose of the journey is for the traveller to reach a destination - e.g. taking a bus into town to attend a meeting, flying down to London on business;
- journeys made to take or accompany someone else - e.g. taking the children to school, walking someone home.

2.2.2   Journeys made by land, air or water within the United Kingdom are included. Journeys which start or end outwith the UK (e.g. a holiday flight from Spain) are excluded. However, if a respondent were to say that he or she had flown back from a holiday abroad on the previous day, the interviewer should record details of the journey home from the airport (but *not* record details of the flight to the UK).

2.2.3   The SHS Travel Diary does *not* cover:

- journeys which are made in the course of work by people who are employed (e.g.) as drivers or crew of public transport vehicles; to drive lorries; to deliver letters, parcels, leaflets or goods; as police officers or traffic wardens; etc. However, it does cover their journeys to and from their places of work;
- travel away from public roads or highways, such as taking a dog for a walk across some fields, walking or climbing in the hills, and yachting or flying for pleasure;
- journeys of under a quarter of a mile, or less than five minutes on foot;
- journey stages of under a quarter of a mile, or less than five minutes on foot.

2.2.4   The Travel Diary collects information about three different types of journey:

- "single stage" journeys (93.7% of the journeys recorded in 1999 and 2000) - such as driving to an out-of-town shopping centre, or going from home to work by bus (assuming that the bus stop is less than a quarter of a mile, or five minutes walk, from home, and therefore that there is no need to record the part of the journey between home and the bus stop as a separate stage; and likewise assuming that the bus stop at the destination is not far from the place of work);
- "multi-stage" journeys (3.7%) - such as going by bus to the station (the first stage, assuming that the walk to the bus stop is below the threshold) and then catching a train to - say - Manchester (the second stage);
- "series of calls" journeys (26%) - in order to reduce the burden on respondents, travel involving a number of stops for the same main purpose and using the same form of transport is treated as one continuous "series of calls" journey from the first such call to the last one. Only shopping and travel in course of work can be treated in this way. Information is collected about the part of the journey to the first call, the total number of calls, and the part of the journey after the last call. In the case of a doctor's round, for example, the interviewer might ask about the travel from (say) the surgery to the first patient, the total number of calls, and the travel from the final patient back to the surgery (or wherever the doctor went after the last call).

The three types are treated differently to facilitate the interviewing process. There are slight differences in the detailed kinds of information collected about each type of journey, which have implications for the processing and analysis of the data but do not affect the main conclusions that can be drawn.

3.   SHS Travel Diary datasets and variables

3.1   The data for the 1999/2000 Travel Diary has been supplied in two files: a "Journey" file containing one record per journey (for multi-stage journeys, the record contains details of the origin of the first stage and the destination of the last stage; similarly, for series of call journeys, the record contains the information on the origin of the first call and the destination of the last call); and a "Stage" file containing one record for each stage of each journey, i.e. one record for each single stage journey, one record for each stage of a multi-stage journey, and, in the case of a series of call journey, one record for the first call and one record for the last call.

3.2   The basic definitions used in the Travel Diary are as follows:

3.2.1   *Journeys:* the basic unit of travel, a journey, is defined as a one-way course of travel having a single main purpose. Outward and return halves of a return journey are treated as two separate journeys. A journey cannot have two separate purposes, and if a single course of travel involves a mid-way change of purpose then it, too, is split into two journeys. However, trivial subsidiary purposes (e.g. a stop to buy a newspaper) are disregarded.

3.2.2   *Stages:* a journey consists of one or more stages. A new stage is defined when there is a change in the form of transport or when there is a change of vehicle requiring a separate ticket.

3.2.3   *Journey purpose:* the purpose of a journey is normally taken to be the activity at the destination, unless that destination is "home" in which case the purpose is defined by the origin of the journey. A number of purposes are distinguished, such as "place of work", "in the course of work", "educational establishment", "shopping", and so on. Separate categories are used when the traveller has no purpose of his or her own, other than to escort or accompany another person; for example, taking a child to school.

3.2.4   *Mode of transport:* in the code-lists which are used by the interviewers to record details of the journeys, vans are counted with cars; taxis and minicabs are in a separate category from ordinary cars; and there are separate categories for (i) rail and (ii) underground, and for (a) school bus, (b) works bus and (c) ordinary (service) bus.

3.2.5   *Main mode of transport:* where a journey involves more than one mode of transport (e.g. first a bus and then a train), the main mode of a journey is defined, as in the GB National Travel Survey, as that used for the longest (in distance) stage of the journey. For example, if a journey involved a two mile bus ride followed by a 50 mile train trip, the main mode for the journey would be "rail". It should be noted that this definition does *not* use the total of the distances travelled by each of the different modes to determine the main mode - for example, a journey involving a 1 mile walk to a bus stop, a 1½ mile bus ride and a 1 mile walk to the ultimate destination would be classified as "main mode = bus", because bus was the mode of transport used for the longest stage of the journey, even though more than half the total distance was covered on foot. If there is no single longest stage, and the two (or more)

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longest stages do not involve the same mode of transport, the "main" mode of the journey is defined (as in the GB National Travel Survey (NTS)) as the mode which was used for the last of the longest stages. In practice, because of the way that the distances are calculated (which produces results which appear to be accurate to about the nearest metre, although they will not be as precise as this - see *section 5*), it is unlikely that there will be many journeys which have two stages which involve *exactly* the same distance.

3.3 List of variables on the Travel Diary Datasets

3.3.1 The following table shows the names of each of the travel diary variables, an explanation of what they are, and a list of possible values where applicable.

(J) = on journey dataset only, **(S)** = on stage dataset only.

VARIABLE NAME	LABEL	VALUE / CODE
UNIQID	Unique household identifier	Any numeric
DYEAR	The year's data the household is included in for the annual reports	1999, 2000, 2001 etc.
QUARTER	The quarter in which the interview took place	1,2,3,4
TRIPNO	Number of the journey – derived in chronological order, derived from the reported start times of each journey	Numeric
STAGE (S)	Number of stage of multi-stage journey	Numeric: 1-n if multi-stage journey "missing" if single stage journey 1 if first call of a "series of call" and 2 if last call of a "series of call"
DD	Day of travel	1 - 31
MM	Month of travel	1 - 12
YY	Year of travel	e.g. 1999, 2000, etc.
TRAVDAY	Day of travel	i.e. 1 = Monday, 2 = Tuesday etc.
RE16	Type of journey	1 = Single stage journey, 2 = Multi-stage journey, 3 = Series of calls journey
RE25	Number of calls in series of calls journey	Numeric
TRAV_WT	Travel Diary weight: weighting factor for Travel diary data: "corrects" for differences in selection probabilities between local authorities, between adults in different sizes of household and between days on which people are available to be interviewed. See *section 4.2* for more details.	Numeric
MODE (S)	Mode of transport used for the stage of	1 = Walking

	the journey	2 = Driver Car/Van 3 = Passenger Car/Van 4 = Motorcycle/ Moped 5 = Bicycle 6 = School Bus 7 = Works Bus 8 = Ordinary (Service) Bus 9 = Taxi/Minicab 10 = Rail 11 = Underground 12 = Ferry 13 = Aeroplane 14 = Horse-riding 15 = Other 16 = Not stated
MAINMODE (J)	Main mode of journey. For multi-stage journeys, this is the mode from the stage with the greatest distance. See *section 3.2.5* for more details.	Same as MODE.
PURPOSE	Purpose of the journey	1 = place of work 2 = in course of work 3 = educational establishment 4 = shopping 5 = visit hospital or other health 6 = other personal business 7 = visiting friends or relatives 8 = eating/drinking alone or at work 9 = eating/drinking other occasions 10 = entertainment/other public activities 11 = participating in sport 12 = coming/going on holiday 13 = day trip 14 = other not coded 21 = escort - home 22 = escort - work 23 = escort - at work 24 = escort - education 25 = escort - shops 26 = escort - personal 27 = escort - other
NUMOCC (S)	Number of occupants (if mode for the stage is by "car/van")	Numeric: "missing" if mode not "car/van"
STARTHR	Start hour of stage / journey (as appropriate)	0 – 24 (NB: Midnight's hour = 24)
STARTMIN	Start min of stage / journey (as appropriate)	0 - 59

ENDHR	End hour of stage / journey (as appropriate)	0 – 24 (There are some cases that end after mid-night e.g. 25, 26, etc)
ENDMIN	End min of stage / journey (as appropriate)	0 - 59
DURATION	Duration in minutes – derived from start time and end time	Minutes
ORIGPLC	Numeric variable showing whether the origin is Home, Work or Other	1 = Home, 2 = Work, 3 = Other
DESTPLC	Numeric variable showing whether the destination is Home, Work or Other	1 = Home, 2 = Work, 3 = Other
ORIGC	Council area of origin	100 Aberdeen City 110 Aberdeenshire 120 Angus 130 Argyll & Bute 150 Clackmannanshire 170 Dumfries & Galloway 180 Dundee City 190 East Ayrshire 200 East Dunbartonshire 210 East Lothian 220 East Renfrewshire 230 Edinburgh, City of 235 Eilean Siar 240 Falkirk 250 Fife 260 Glasgow City 270 Highland 280 Inverclyde 290 Midlothian 300 Moray 310 North Ayrshire 320 North Lanarkshire 330 Orkney Islands 340 Perth & Kinross 350 Renfrewshire 355 Scottish Borders 360 Shetland Islands 370 South Ayrshire 380 South Lanarkshire 390 Stirling 395 West Dunbartonshire 400 West Lothian "Missing" or "0" means the council area could not be derived.
DESTC	Council area of destination	Same as ORIGC.

OCODE	Indicator of quality of origin postcode	h = Home postcode, w = Work postcode, d = Definite postcode, n = Notional postcode See *section A.1.7*
DCODE	Indicator of quality of destination postcode	Same as OCODE.
DISTANCE (S)	Stage Distance (as the crow files)	Km (with decimal places)
JOURDIST (J)	Journey Distance (as the crow files)	Km (with decimal places)
IMPUTED	Flag for imputed stages / journeys	Please see *section A* in the *Annex* for more details of the values of this variable.
IMPDIST	Flag for imputed distance	Please see *section A* in the *Annex* for more details of the values of this variable.

3.3 Linking the Travel Diary to the "main" SHS data

3.4.1 Each household has a unique identifier called "UNIQID". A combination of "UNIQID" and "TRIPNO" will identify any journey on the "Journey" dataset, and a combination of "UNIQID", "TRIPNO" and "STAGE" will identify any stage on the "Stage" dataset. If you want to link the "main" SHS data to the Travel Diary you would use "UNIQID". Make sure you select the random adult's information for any analysis by personal characteristics (e.g. age, sex etc). The person number of the random adult is contained in the variable "RANDPEO" which is on the "main" SHS dataset. The User Guide for the "main" SHS dataset describes some variables which contain particular pieces of information about the random adult (e.g. the random adult's age "RANDAGE", sex "RANDSEX", current situation "RANDECON", etc).

3.4 Requesting specialised datasets

3.5.1 The postcodes of the origin and destination of most stages are recorded in the SHS Travel Diary. For reasons of confidentiality, postcodes are *not* available in the version of the Travel Diary at the UK Data Archive. Two types of dataset with more detailed geographical information may be made available in a limited number of special cases by the Scottish Executive, they are:

- Postcode Sector information for origins and destinations, and;
- Self specified zones i.e. one would have to specify zones using a "shape" file which could be sent to the Scottish Executive GIS to be matched to the Travel Diary. In order to ensure that the zones are of a sufficient size, each zone must contain a minimum number of sampled households, which the Scottish Executive will calculate taking account of the sampling fraction(s) for the local authority(ies) concerned, and the number of years data to be provided.

In both cases the need for "anonymisation" of data means that only a few variables relating to the household and the random adult will be provided, and that there will be (e.g.) banding of age and income. If you wish to apply for a specialised dataset please contact the SHS Project Manger *(see section 7.1)* to discuss what might be available.

4.   The collection and imputation of information about journeys

4.1   The Travel Diary collects information about journeys that were made on the day *before* the interview: so, someone interviewed on Sunday will be asked about the journeys he or she made on Saturday. Journeys which start on one day and finish on another should be counted on the basis of the day on which they *started*: so, if a person interviewed on Sunday went out on Friday evening and returned home in the early hours of Saturday, the journey home on Saturday should be recorded only if it started after midnight (because that would mean that it started on the day before the interview); and if the person went out on Saturday evening, the journey home should be reported provided that it started before midnight.

4.2   Interviews are *not* spread evenly across the week, because some types of people are more likely to be found at home, available for interview, on certain days. Therefore, the results need to be re-weighted using factors, which depend upon the day of the week and the adult's current situation (or economic status), so that, within each category of "current situation", the reweighted number of interviews is spread evenly across the days of the week. The reweighting process covers *all* interviews, including those with people who had *not* made any journeys on the day before the interview. Therefore, the reweighted numbers of people who said that they had made journeys, and the reweighted numbers of journeys themselves, are *not* necessarily evenly spread over the days of the week.

4.3   It may be felt that the SHS's results will be biased, tending to over-estimate the number of journeys, because the interviewer asks only about travel on the previous day: for example, people may be more likely to be interviewed on the days on which they made no journeys than on the days on which they made many journeys, since they are more likely to be available for interview on days on which they have not made any journeys. Therefore, the probability of being interviewed on a particular day depends, to some extent, upon the amount of travel on that day. It follows that the day for which the information about journeys is collected (the day before the interview) does not represent a "completely random" choice of day, and therefore that the Travel Diary results may not be properly representative. However, comparisons with the results of the GB National Travel Survey suggest that the SHS Travel Diary actually *under*-estimates the number of journeys made by adults. One reason for this is that the SHS does *not* collect information about journeys of less than a quarter of a mile, or of less than five minutes by foot. Another is that details of the previous day's travel are provided "off the top of the head", and therefore some journeys may be overlooked. For example, a person may say that he or she went to work, but may not mention the return journey home, or may overlook a journey in the middle of the day. The way in which the information is recorded by the interviewers' computers does not allow the interviewers to check through the details of the reported journeys in order to identify any errors or omissions. However, some changes have been made to the computer systems to reduce the number of journeys that are overlooked.

4.4   The Scottish Executive has therefore imputed additional journeys, in cases where it is obvious that they are missing – e.g. if the only journey recorded for the day was to work at 8.00 a.m., a return journey was imputed, using the same mode of transport and with the same duration. The imputation process uses information about the time spent at the destination by other people with the same current situation (economic status) who had reported making both an outward journey and a return journey for the same purpose. The average times spent at the destination, and the distributions of such times, are used to impute the times at which the return journeys would start (unless the imputed time would be after midnight, in which case a

return journey is not imputed). The Scottish Executive also split what were recorded as "circular"/"round trip" journeys (such as a two-stage journey from A to B and then back to A) into separate outward and return journeys. Imputation in these, and other, cases has increased the total number of journeys in the database by about 9 %. However, it *cannot* compensate for the full extent of under-reporting of journeys, because there will be many "overlooked" journeys that cannot possibly be imputed from the information that was recorded (e.g. in a case where two journeys were recorded - to work and back - one would not know if the person had forgotten to mention - say - mid-day journeys from work to some shops and back). More information on the methods of imputation used can be found in the *Annex* at the end of this document.

4.5   Because the imputation process does not compensate fully for the under-reporting of journeys in the SHS, the published results so far have not included any estimates of the averages of the total numbers of journeys, or of the total distance travelled, per person per year, as such estimates would undoubtedly be too low. Instead, information has been provided about the characteristics of the journeys which were recorded (such as the percentage made using each mode of transport), which should not be affected greatly by under-reporting (unless, for some reason, the journeys which were reported were markedly atypical of all journeys made by adults).

4.6   Initial examination of the data collected in the SHS's first few months of interviews identified a number of problems, as a result of which several improvements were made to the interviewers' computer systems, in order to collect better quality data. However, the nature of the SHS is such that it cannot collect travel data of the same quality as are obtained by the GB National Travel Survey (NTS). There are a number of reasons for this:

- the SHS is a multi-purpose survey, which has transport as just one of its (from 1999 to 2002) three priority topic areas. The NTS is a specialised survey, designed to collect information about travel;
- the SHS collects information about one day's travel by one randomly-chosen adult member of the household. The NTS collects information about seven days' travel by every member of the household, including children;
- the SHS interviewee has to recall, off the top of the head, with no prior warning, details of journeys made on the previous day, during an interview on many topics. In the NTS, each member of the household is asked to record, using a special form, information about journeys which are made in a subsequent period of seven days;
- the SHS does not record journeys of less than a quarter of a mile, or less than five minutes on foot. The NTS includes such journeys. (It should be noted that, in order to reduce the burden on NTS respondents, they are asked to record details of walks of under a mile only on the final day of their travel diary, and these are then "grossed up" to the full seven day period when the data are prepared for analysis);
- the SHS interviewer normally has only one contact with the randomly-chosen adult member of the household. The NTS interviewer makes contact on several occasions (to make an appointment, if necessary; before the seven day period for the travel diaries starts, to explain the procedures to the household; sometimes, a mid-"week" visit to remind and help the household; following the travel diary period, to pick up the completed forms; and, rarely, a telephone call or a further visit if there are outstanding queries);
- the SHS interviewers' computers carry out some simple checks on the information as it is collected (e.g. that the time recorded for the end of the journey is after the time at which it was recorded as starting). The NTS also has computer checks. In addition, at the "pick

up" visits, the NTS interviewers check the credibility and completeness of the journeys recorded in the travel diaries, sometimes discovering that some journeys had not been recorded, and obtaining details of them. (Inevitably, such scrutiny of the data, and discussions with respondents about what they did and how they recorded it in the travel diary, will identify errors that could not be detected by any comput er check on the details that are keyed in.).

Overall, therefore, the NTS data about travel are undoubtedly more comprehensive and of better quality than those of the SHS. However, the NTS's small sample size in Scotland (only about 300 households per ye ar up to 2001; about 900 households per year from 2002) means that it is not suitable for detailed analyses relating to Scotland, such as looking at the differences in travel patterns between different sub-groups of the population. A more detailed comparison between the SHS Travel Diary and the GB National Travel Survey can be found in the *Annex* at the end of this document.

5.   Origins and destinations, and distances travelled.

5.1   *Origin and destination*:   the interviewer asks where the person started from, and where he or she went to, and records the origin and destination of each stage of each journey. "Home" and "work" can be recorded easily; for other origins and destinations, the interviewer types in as much detail as possible of the address (e.g. the name of a shop, the street and the town). When appropriate, the interviewer can specify that the previous destination is the origin of the current stage / journey. The contractors determine the relevant postcodes at a later stage in the processing of the data from the survey. In cases where only an approximate location is recorded (e.g. "centre of Edinburgh"), an arbitrary "notional" postcode (such as that of the main post office) is assigned. In some cases, the contractors may be unable to allocate a postcode, and can only provide a less "precise" indication of the location, such as a postal district (e.g. "EH10"). Inevitably, there are occasions on which the contractors cannot provide any indication of the location of the origin or the destination of a journey. Since the survey started, the interviewers' computer systems have been improved, to collect better "address" data.

5.2   The interviewer also records the times at which each stage of each journey started and ended. The recording process will only be accurate to - at best - say the nearest five minutes, for example because many people will not remember precisely, or correctly, the times at which some (or all) of their journeys on the previous day started and finished. Therefore, the estimated durations of some journeys will be subject to possibly large percentage errors.

5.3   *Distance travelled:* the length of any journey stage is the estimated distance "as the crow flies", based upon the grid co-ordinates of the "centres" of the postcodes (or whatever types of area were recorded) of the origin and destination of that stage of the journey. Therefore, the estimated distance would be zero in the case of a stage for which exactly the same postcode (or other type of area) was recorded (or derived) for both the origin and the destination. For example, if it was known (or deduced) only that the stage involved travel from (say) "EH10" to "EH10", the estimated distance would be zero. However, if it was known (or deduced) that the journey was from "EH10 6UD" to "EH10 6XE", the "crow flies" distance between the "centres" of the two postcodes would be calculated. Clearly, the percentage error in the estimation of distances will tend to be smaller for longer journeys - such as for a journey from "EH10 6UD to "EH6 6QQ", or for one from "EH1" to "G1". (Because the distances are estimated using grid co-ordinates recorded to the nearest metre, they may appear to be accurate to about a metre. However, it must be remembered that the

grid co-ordinates relate to the "centres" of the areas concerned, and a journey may start or finish some distance from the "centre" of the recorded area, so the estimated distances are not as precise as might be thought from the number of digits that are produced.)

5.4   In cases where the interviewer could not obtain sufficient details of the origin and/or destination to enable the contractors to assign a postcode (or other type of area), the Scottish Executive had imputed the distance travelled. The imputation process uses information about the recorded time taken for the trip and an imputed speed for the trip. The imputed speed is based upon information about the speeds of other trips made by the same mode of transport for the same purpose by people who live in the same type of area (in terms of the "urban"/"rural" category), distinguishing between journeys which start in what may be described as "peak" periods (for this purpose, taken as 7.00 a.m. to 9.30 a.m. and 4.30 p.m. to 6.30 p.m.) and at other times of the day. Both the average speed and the distribution of speeds for each mode / purpose / area / time category were used to impute the speed for each journey for which this was required. The imputed speed was then multiplied by the recorded journey time to calculate the imputed distance. Overall for 1999/2000, the distance was imputed for about 13.1% of all journey stages. It was not possible to calculate or even impute a distance for about 0.6% of journey stages, because there was insufficient or inadequate information about the location of the origin or destination, or about the start or end time of the journey stage.

5.5   The distance of a multi-stage journey was calculated by adding up the distances of each of its component stages. For series of calls journeys, as information is only collected about the first and last calls, there are no estimates of distance for all the intermediate stages, and therefore the total distance is underestimated. In addition, as most journeys are not made in a straight line, the "crow flies" distance will underestimate the actual distance travelled.

6.   "Home to Work" and "Home to School" distances

6.1   The SHS interviewer asks the randomly chosen adult for their work address and work postcode (or for as much of it as they know), and asks the Highest Income Householder or his/her spouse for the name and LA of the randomly chosen school child's school. This information is then used by the contractors to derive the work postcodes where they were not complete (i.e. only the address was provided), and the Scottish Executive uses information collected about the randomly chosen school child's school, to obtain the schools postcode. The straight line "as the crow files" distance between "home and work" and "home and school" is calculated by the Scottish Executive using grid references. Please see *section 5* above for more details on how distance is calculated.

6.2   Imputation was not carried out for the small percentages of cases where distance was "missing" for "home to work" or "home to school", because it was not felt worthwhile to develop imputation methods for small numbers of "missing" cases. Therefore, a "Home to Work" distance record has only been provided where there were "Home" and "Work" postcodes (and the random adult was not "unemployed" or did *not* "work from home"). Similarly, "Home to School" distance records have only been provided where there were both "Home" and "School" postcodes.

6.3   The "home and work" and "home and school" distances are available as separate files called "HMWK9900" (containing the unique identifier "UNIQID", and the distance between

home and work) and "HMSL9900" (containing "UNIQID", and the distance between home and school) respectively.

7. **Enquiries and further information**

7.1   General enquiries about the SHS should be addressed to the survey's Project Manager:

> SHS Project Manager
> Social Research
> Scottish Executive
> Victoria Quay
> Edinburgh, EH6 6QQ
>
> Tel: 0131 244 8420
> Fax: 0131 244 7573
> E-mail: **shs@scotland.gsi.gov.uk**

7.2   Enquiries about the SHS Travel Diary data should be addressed to:

> Esta Clark
> Transport Statistics
> Scottish Executive
> Victoria Quay
> Edinburgh, EH6 6QQ
>
> Tel: 0131 244 1457
> Fax: 0131 244 0888
> E-mail: **transtat@scotland.gsi.gov.uk**

7.3   Further information about the survey can be found on the SHS *website* at
> **http://www.scotland.gov.uk/shs**

This website provides some background to the survey, information about the progress of the survey, and the published results.

7.4   Published results from the SHS Travel Diary are available in the Scottish Executive Statistical bulletins *"Scottish Household Survey Travel Diary results"*, published February 2002, and *"Scottish Household Survey Travel Diary results for 2001"*, published February 2003. They are available price £2 from the Stationery Office bookshop, or free of charge at the following website **http://www.scotland.gov.uk/stats/land.htm** (Please note the Scottish Executive has carried out subsequent data cleaning since the first bulletin was published in February 2002. Therefore, results using the 1999/2000 data from the Data Archive might differ slightly from those published.)

7.5   Please contact the Project Manager if you wish to be added to an *e-mail mailing list* to be kept informed of any significant updates to the information on the SHS website. The Project Manager will also, on request, distribute paper copies of information about the survey, and about significant developments when they occur, to people who are unable to access the website.

ANNEX

A.   Details of the problems found and the imputation methods used

A.1   Initial investigation of the Travel Diary revealed the following problems:

A.1.1   Non chronological order of journeys

Some adults' journeys were not recorded in chronological order, because, in some cases, respondents do not report journeys in chronological order. This was corrected by sorting the data in order of the start time of each journey and deriving a new variable called "TRIPNO".

A.1.2   Similar consecutive single stage journeys at different times

A number of similar consecutive journeys at different times were found *(about 2% of journeys).* In such cases, both journeys had the same origin, and both had the same destination e.g. "Home to Work" in the morning and "Home to Work" in the evening with nothing recorded in between.

It was decided to "correct" only consecutive "single stage" journeys. The correction involved swapping the origin and destination of a journey in cases where the origin of the first journey matched the origin of the second journey and the destination of the first journey matched the destination of the second. But which journey should be "swapped" round?

Example A
Journey 1 Home to work from 8 am to 8.30am
Journey 2 Home to work from 5pm to 5.30pm
It would be reasonable to "correct" the second journey to become "Work" to "Home" from 5pm to 5.30pm.

But in the following case:
Example B
Journey 1 Work to Home from 8am to 8.30am
Journey 2 Work to Home from 5pm to 5.30pm
It would perhaps make more sense to "swap" the origin and destination of the first journey.

What should be done could also depend on what the person's current situation is. The above "corrections" make sense if the person works in a "normal" full time job, but, it might not be the case if they are, say, a part time cleaner. Therefore, it was decided to look at "swapping" only in cases where the "swapped" details would be more likely to be correct in general. This meant that only those cases for which the origin was "Home" or the destination was "Home", as these were the only ones for which one can easily apply a "general rule" – e.g. in general one might expect the first journey of the day to start at home. So, if the first journey of the pair is the first journey for the person and it starts at "Home" the origin and destination of the second journey of the pair were "swapped". Or, if the last journey of the pair is the last for the person, and the journey ends at "Home" then the origin and destination of the previous journey of the pair were "swapped".

The "IMPUTED" flag is set to "10" for these cases.

A.1.3   Only one journey made

A large number of people were found to have made only one journey (e.g.) a journey in the morning from "Home" to "Work", with nothing else recorded for the rest of the day (*about 4%* excluding series of calls journeys and those journeys for the purpose of coming back from / going on holiday). Series of calls journeys were excluded from this method of imputation, as they could be genuine. Circular journeys were also excluded as these were dealt with separately.

It was decided to only impute a reverse journey in cases where either the origin or destination of the only recorded journey was "Home", as imputing a reverse journey in other cases would probably not be correct e.g. suppose the only recorded journey was a single stage journey from the "shops" to "a friend's house". If a return journey was imputed then this person would appear to spend the rest of the day (until after 12 midnight) at the shops!

Examples of the method used are as follows:
Case 1) **Two** journey**s** **both** with origin = "Home" and destination = "anywhere else"
Case 2) **Two** journey**s** **both** with origin = "anywhere else" and destination = "Home"

In case 1) a reverse journey would be generated x hours later, only if the start time was *not* after 23.59.
In case 2) a previous journey would be generated x hours earlier, only if the start time was *after* 00.00.

For example, for only one "single" stage journey with origin "Home", the imputation method works as follows:
- a reverse journey would be generated
- the "purpose", "mode" and "distance" would be the same
- the origin and destination information would be "swapped"
- start time would depend on the end time of the journey from "Home", the "purpose" of the journey and the person's "current situation" (e.g. journey "to work" and the person was in "full-time employment")
- the "end time" would be calculated by working out the duration of the first journey and adding it to the "start time"
- the journey would not be imputed if it started after 23.59

In order to impute the start time of the reverse journey, an estimate of how long the person might have spent at "the place" was derived. This was done by working out the mean and standard deviation of the time spent at "the place" for all the combinations of "purpose" and "current situation" for those people who had made *two* journeys in the day: one from "Home" and one to "Home". The imputed value was then taken as a random variate from a normal distribution with the relevant mean and standard deviation. However, if there were fewer than ten "donor cases" valid journeys for that combination of "purpose" / "current situation" (e.g. "purpose" of "to work" and "current situation" of "full-time employment") then the relevant mean was used as the imputed time spent at "the place".

The "IMPUTED" flag is set to "21" where the reverse journey of a single stage journey has been imputed and "IMPUTED" is set to "22" where the reverse journey of a multi stage journey has been imputed.

A.1.4 Circular journeys

A "circular" journey is one for which the origin and the destination are the same e.g. from "Work" to "Work". A number of circular journeys were found to have been recorded *(about 2%)*. They may be the result of (e.g.) two journeys mistakenly entered as one journey, or perhaps the person took a dog for a walk (i.e. the journey had no "obvious" real destination). (Circular series of calls journeys were excluded from this method of imputation, as they may well be genuine e.g it would be perfectly valid to record a "series of calls" journey from "Home" to calls at several shopping centres and then back to "Home".

The imputation method works as follows:
- Circular journeys with only one stage were split into two journeys: one to an unknown destination, and the other the trip back. (It is assumed that the person spends a minute at the unknown destination). ("IMPUTED" is set to "31" in these cases)
- Circular journeys with two stages were split into two journeys with one stage each. ("IMPUTED" is set to "32" in these cases)
- Circular journeys with three stages were split into two journeys. How the stages were split between the two new journeys depended on the "time gaps" between the stages. If the gap between stages 1 and 2 was longer than the gap between stages 2 and 3 the journey was split so that stage 1 became a single journey and stages 2 and 3 became stages 1 and 2 of a new journey. Otherwise they were split so that stages 1 and 2 form the first journey and stage 3 became a new single stage journey. ("IMPUTED" is set to "33" in these cases).
- Circular journeys with 4 or more stages were not included in the imputation process as the number of these journeys was small.

A.1.5 Apparently incomplete sequences of journeys

Investigation also revealed some apparently "incomplete" sequences of journeys, e.g. in cases where a journey 1 was from A to B and journey 2 was from A to C so it appears that there is a missing journey from B to A, *(about 2%)*.

It is reasonable to impute journeys to fill the gaps where the origin of the previous journey matches the origin of the next journey e.g.
Journey 1 A to B
Journey 2 A to C
And where the destination of the previous journey is the same as the destination of the next journey e.g.
Journey 1 B to A
Journey 2 C to A

Nothing was done in cases where journey 1 was from A to B, and journey 2 from C to D with a "gap" between B and C, because it would have been too complicated to try to impute a journey to fill the "gap" as there is no information in either of the recorded journeys with which to impute the apparently unreported journey (and B and C might be very close together).

For simplicity, journeys were only imputed where there were single stage journeys on either side of the gap, neither of which was non-circular, and they had either
(a) the same origin e.g. A to B then A to C – when "B to A" was imputed to fill the gap, or
(b) the same destination e.g. A to B then C to B – when "B to C" was imputed to fill the gap.

The methodology used was like that described in *section A.1.3* above, except that the mean and standard deviation of the combinations of "purpose" and "current situations" are used for *all* valid journeys.

The "IMPUTED" flag is set to "40" for these cases.

A.1.6   No return journey to "Home" at the end of the day

A large number of repondents' journeys were found not to end up at home at the end of the day *(about 6%)*. Therefore, a return journey has been imputed to home where the last stage is "Home" to "somewhere" – excluding those cases where the final recorded journey had the "purpose" of "coming back from/going on holiday", series of calls journeys, and cases where the imputed journey would start after mid-night (e.g. a night shift worker's return journey to home would start after midnight, so would not be imputed). For simplicity, return journeys to home were only imputed for those who made single stage journeys *(about 2%)*.

The "IMPUTED" flag is set to "50" for these cases.

A.1.7   Missing or suspect distances

As explained in *section 5* above, distance is calculated from grid references obtained from the postcodes of the origins and destinations of the stages. Missing or incomplete origin and destination postcodes led to missing distance information for about 10% of stages. The following tables give an indication of the quality of the postcodes recorded. (Note the results are from the "Stage" file for 1999 and 2000 *prior* to imputation and that some of the postcodes that were recorded or derived were not complete)

Origin postcode	**Number of cases**	**Percentage of cases**
Home	26,276	46.4 %
Work	5,024	8.8 %
Definite (not "Home" or "Work")	9,377	16.4 %
Notional (usually the nearest post office)	14,513	25.4 %
"Missing"	1,888	3.3 %

Destination postcode	**Number of cases**	**Percentage of cases**
Home	21,749	38.1 %
Work	6,028	10.6 %
Definite (not "Home" or "Work")	10,291	18.0 %
Notional (usually the nearest post office)	16,788	29.4 %
"Missing"	2,222	3.9 %

The methodology for imputing distances was similar to that described in *sections A.1.3 and A.1.5* above. A speed was calculated for each stage, for which a distance had been estimated. It will only be approximate because of the imprecision of the estimates of the distance and the journey time (calculated as the difference between the "start time" and the "end time"). The

mean and standard deviation of the speeds were then calculated for all the combinations of "purpose", "current situation", and "Time of day", which was subdivided into "Peak" (7-9.30am and 4.30-6.30pm) and "Off Peak" (any other time). In cases where the distance was "missing", or the calculated speed was "suspect" the speed for the stage was imputed. The following "suspect" speeds were replaced by imputed values:

- Walking speeds greater than 20km/hr
- Driver/passenger car/van, motorcycle/moped, taxi/minicab speeds greater than 150km/hr
- Bus, underground, horse riding, ferry, other speeds greater than 100km/hr
- Aeroplane speeds greater than 1000km/hr.

NB: these thresholds are "high" because of the imprecision of the estimated distance and the estimated time spent travelling (since both the "start time" and "end time" may be rough estimates).

Imputed distance was then calculated as Distance = Imputed Speed * Travelling Time. Journey distance (as opposed to stage distance) for multi-stage journeys is the sum of the distances for the individual stages.

If distance has been imputed the "IMPDIST" flag is set to "10".

A2.   Flags for imputed stages and journeys

The table in *section A.3* below summaries the "IMPUTED" and "IMPDIST" flags used in the Travel Diary "Stage" and "Journey" datasets. The coding used for multi-stage journeys can be complicated. If there is an entry in the "IMPUTED" or "IMPDIST" variables for a multi stage journey on the "Journey" dataset this has to indicate whether information has been imputed for the first and/or last stage of the journey. When a four digit code is used, the first two digits relate to the first stage, and the last two digits relate to the last stage. Some examples of this are:

- Suppose the only journey recorded for the day was a multi stage: stage 1: A to B and stage 2: B to C.
  - A reverse journey would be imputed, Journey 2: stage 1 C to B, stage 2 B to A.
  - The "IMPUTED" flag on the "Stage" dataset would be set to "22" for both stages of the imputed reverse journey, and on the "Journey" dataset "IMPUTED" would be set to "2222".
- Suppose the only journey recorded for the day was a multi-stage journey which had three or more stages then the "IMPUTED" flag on the "Journey" dataset would only indicate if the first or last stage of the journey had been imputed, (e.g.) stage 1 A to B, stage 2 B to C, and stage 3 C to D.
  - A reverse journey would be imputed, Journey 2 stage 1 D to C, stage 2 C to B, and stage 3 B to A.
  - The "IMPUTED" flag on the "Stage" dataset would be set to "22" for all stages of the imputed reverse journey, and on the "Journey" dataset "IMPUTED" would be set to "2222" indicating that the first and last stages of the journey had been imputed.
- If the distance was imputed for the first stage and the last stage of a multi-stage journey the "IMPDIST" flag on the "Journey" dataset would be set to "1010".

A.3.   Number of imputed records generated

The following tables show the number of imputed journeys and stages generated by the imputation process for each "problem" mentioned above. They also show the resulting values of the "IMPUTED" and "IMPDIST" flags.

"Flags" on the "Stage" dataset for 1999 and 2000

Name of problem	Name of "flag"	Value of "flag"	Number of stages in 1999/2000	Percentage of stages in 1999/2000
Similar consecutive single stage journeys at different times	IMPUTED	10	76	0.12
Only one single stage journey made	IMPUTED	21	2,306	3.72
Only one multi stage journey made	IMPUTED	22	425	0.69
Circular journey: one stage	IMPUTED	31	902	1.46
Circular journey: two stages	IMPUTED	32	632	1.02
Circular journey: three stages	IMPUTED	33	678	1.10
Apparently incomplete sequences of journeys	IMPUTED	40	904	1.46
No return journey to "Home" at the end of the day	IMPUTED	50	749	1.21
Missing or suspect distances	IMPDIST	10	8,103	13.09

"Flags" on the "Journey" dataset for 1999 and 2000

Name of problem	Name of "flag"	Value of "flag"	Number of journeys in 1999/2000	Percentage of journeys in 1999/2000
Similar consecutive single stage journeys at different times	IMPUTED	10	76	0.13
Only one single stage journey made	IMPUTED	21	2,306	4.04
Only one multi stage journey made (first and last stage imputed)	IMPUTED	2222	189	0.33
Circular journey: one stage	IMPUTED	31	902	1.58
Circular journey: two stages	IMPUTED	32	632	1.11
Circular journey: three stages	IMPUTED	33	226	0.40
Circular journey: three stages (first and last stage imputed)	IMPUTED	3333	226	0.40
Apparently incomplete sequences of journeys	IMPUTED	40	904	1.58
No return journey to "Home" at the end of the day	IMPUTED	50	749	1.31
Missing or suspect distances	IMPDIST	10	6,667	11.69
Missing or suspect distances (first stage distance was imputed)	IMPDIST	1000	260	0.46
Missing or suspect distances (first and last stage distance was imputed)	IMPDIST	1010	236	0.41

B. **Numbers of records before and after imputation**

Based on 1999/2000 data (unweighted numbers)

B.1   Number of records

	before	after	change
Stage Dataset	57,078	61,913	4,835
Journey Dataset	51,912	57,045	5,133

B.2   Number of stages by type of journey

Type of journey	before	after	change
Single stage	48,153	53,421	5,268
Multi-stage	5,917	5,484	-433
Series of calls	3,008	3,008	0

B.3   Unweighted frequencies of "mode" and "purpose"

Mode	stages			% of all stages		
	before	after	change	before	after	diff
Not Recorded	200	200	0	0.35	0.32	-0.03
Walking	11,403	12,703	1,300	19.98	20.52	0.54
Driver Car/Van	28,407	30,552	2,145	49.77	49.35	-0.42
Passenger Car/Van	8,648	9,299	651	15.15	15.02	-0.13
Motorcycle/ Moped	76	81	5	0.13	0.13	0.00
Bicycle	526	566	40	0.92	0.91	-0.01
School Bus	89	91	2	0.16	0.15	-0.01
Works Bus	215	226	11	0.38	0.37	-0.01
Ordinary (Service) Bus	5,055	5,527	472	8.86	8.93	0.07
Taxi/Minicab	1,021	1,109	88	1.79	1.79	0.00
Rail	620	672	52	1.09	1.09	0.00
Underground	117	126	9	0.20	0.20	0.00
Ferry	116	126	10	0.20	0.20	0.00
Aeroplane	71	78	7	0.12	0.13	0.01
Horse-riding	2	2	0	0.00	0.00	0.00
Other	512	555	43	0.90	0.90	0.00

Purpose	stages			% of all stages		
	before	after	change	before	after	diff
not stated	50	50	0	0.09	0.08	-0.01
place of work	11888	12919	1031	20.83	20.87	0.04
in course of work	3306	3419	113	5.79	5.52	-0.27
educational establishment	1397	1524	127	2.45	2.46	0.01
shopping	13490	14641	1151	23.63	23.65	0.02
visit hospital or other health	1416	1547	131	2.48	2.50	0.02
other personal business	3775	4086	311	6.61	6.60	-0.01
visiting friends or relatives	6943	7603	660	12.16	12.28	0.12
eating/drinking alone or at work	245	256	11	0.43	0.41	-0.02
eating/drinking other occasions	1499	1645	146	2.63	2.66	0.03
entertainment/other public activities	1747	1927	180	3.06	3.11	0.05
participating in sport	1429	1536	107	2.50	2.48	-0.02
coming/going on holiday	209	212	3	0.37	0.34	-0.03
day trip	2601	2882	281	4.56	4.65	0.09
other not coded	3093	3443	350	5.42	5.56	0.14
escort - home	1539	1591	52	2.70	2.57	-0.13
escort - work	424	461	37	0.74	0.74	0.00
escort - at work	96	100	4	0.17	0.16	-0.01
escort - education	828	896	68	1.45	1.45	0.00
escort - shops	218	236	18	0.38	0.38	0.00
escort - personal	380	407	27	0.67	0.66	-0.01
escort - other	505	532	27	0.88	0.86	-0.02

C.   Comparison with the National Travel Survey

C.1   When the results of the SHS Travel Diary are compared with those of the GB National Travel Survey (NTS), it can be seen that the SHS Travel Diary undercounts the number of journeys made. The following tables show some results from the two surveys. Please note that these are very broad comparisons because (as explained in *section 4.6* above) of the differences between the methods of collecting the National Travel Survey and the SHS Travel Diary. However, it seems clear that the SHS Travel Diary undercounts the number of journeys made. Because the NTS has been conducted in broadly the same way since the mid – 1980s, and its time series shows that the number of journeys per adult does not fluctuate much over time, one can regard the NTS results for Scotland for 1998/2000 as more reliable than might be expected on the basis of their small sample numbers.

C.2   The first two tables shown below come from the statistical bulletin *"Travel by Scottish residents: some National Travel Survey results for 1998/2000 and earlier years"*, published April 2002. The third and fourth tables are from the SHS Travel Diary for 1999 and 2000 combined. (The figures in these tables might differ slightly from those produced from the Travel Diary data deposited at the Data Archive. This is because the Scottish Executive has carried out some subsequent data cleaning since this comparison was carried out and have re-run the imputation process.) The final two tables give broad indications of the estimated percentage undercounting in the SHS Travel Diary compared with the NTS.

C.2.1   Some National Travel Survey results for Scotland for 1998/2000

Because the NTS collects information about travel by all members of the household (children as well as adults), comparisons of SHS and NTS results must use the NTS figures for adults.

Table M: Trips per person per year by main mode, and by age and then by sex

Scottish residents: 1998/2000

	Children under 16	16 - 29	30 - 59	60 +	Men 16+	Women 16+	All adults	All people
Walk	370	270	281	302	268	300	**285**	302
Driver of car, van or lorry	0	351	646	328	618	405	**504**	407
Passenger in car, van or lorry	419	200	157	143	88	222	**160**	210
Other private transport	54	33	18	9	22	14	**18**	25
Local bus	83	132	51	93	61	91	**77**	78
Other public transport	17	71	41	21	35	45	**40**	36
All modes	943	1,057	1,195	896	1,091	1,080	**1,085**	1,058
Sample size (number of people)	*371*	*268*	*839*	*448*	*716*	*839*	*1,555*	*1,926*

Table N: Trips per person per year by purpose and by age and then by sex

Scottish residents:1998/2000

	Children under 16	16-29	30-59	60+	Men 16+	Women 16+	All adults	All persons
Commuting or business	*21*	292	328	49	300	191	**241**	199
Education	286	79	*8*	*0*	*15*	20	**18**	70
Escort education	*28*	*24*	36	*2*	*12*	35	**24**	25
Shopping	102	160	279	304	229	297	**266**	234
Other personal business or other escort	182	126	217	177	191	189	**190**	188
Visiting friends at home	141	192	118	115	109	148	**130**	132
Visiting friends elsewhere	*32*	63	38	35	46	38	**42**	40
Sport / entertainment	88	62	67	82	81	61	**70**	74
Holiday / day trip	*21*	*25*	27	38	33	27	**30**	28
Other (incl. "just walk")	*41*	*32*	77	94	76	72	**74**	68
All purposes	943	1,057	1,195	896	1,091	1,080	**1,085**	1,058
Sample size (number of people)	*371*	*268*	*839*	*448*	*716*	*839*	*1,555*	*1,926*

C.2.2   SHS Travel Diary results for 1999 and 2000 combined

Journeys per adult (16+) per year by main mode: SHS Travel Diary 1999 and 2000 combined after imputation of journeys

	16 - 29	30 - 59	60 +	Men 16+	Women 16+	**All adults**
Walk	229	142	109	144	145	**144**
Driver of car, van	350	528	183	507	295	**386**
Passenger in car, van	178	125	95	84	154	**124**
Other private transport	17	9	2	13	4	**8**
Ordinary (Service) Bus	114	58	65	57	77	**69**
Other public transport	69	36	20	39	33	**36**
All modes	962	898	474	844	708	**767**
Sample size (number of adults 16+)	*4,356*	*14,540*	*9,444*	*12,139*	*16,201*	*28,340*

Journeys per adult (16+) per year by purpose: SHS Travel Diary 1999 and 2000 combined after imputation of journeys

	16-29	30-59	60+	Men 16+	Women 16+	**All adults**
Commuting or business	285	300	29	268	163	**208**
Education	77	16	3	17	24	**21**
Escort education	12	16	2	6	14	**11**
Shopping	152	188	166	161	186	**175**
Other personal business or other escort	107	133	88	131	101	**114**
Visiting friends	155	90	60	89	90	**90**
Sport / entertainment	62	48	36	56	39	**46**
Holiday / day trip	31	35	37	39	32	**35**
Other (incl. "just walk")	82	71	51	76	59	**66**
All purposes	288	898	474	844	708	**767**
Sample size (number of adults 16+)	*4,356*	*14,540*	*9,444*	*12,139*	*16,201*	*28,340*

C.2.3 Broad comparison of the SHS Travel Diary (post imputation) with the National Travel Survey

Rough comparison of the SHS Travel Diary (post imputation) with the National Travel Survey
Main mode: % difference

	16 - 29	30 - 59	60 +	Men 16+	Women 16+	All adults
Walk	-15	-50	-64	-46	-52	-49
Driver of car, van (or lorry)	0	-18	-44	-18	-27	-23
Passenger in car, van (or lorry)	-11	-20	-34	-4	-31	-23
Other private transport	-50	*	*	-40	*	*
Local bus/Ordinary (Service) Bus	-13	12	-30	-5	-15	-11
Other public transport	-3	-13	-7	13	-28	-12
All modes	-9	-25	-47	-23	-34	-29

* no percentage shown, as NTS estimate is less than 20.

C.2.3.1   It can be seen from the above table that, compared with the NTS, the SHS Travel Diary undercounts the number of journeys made per adult per year by roughly 29%. This comparison shows that walking journeys in particular are undercounted. This is because the SHS Travel Diary does not record journeys of less than a quarter of a mile or less than 5 minutes by foot. More information about the differences between the SHS Travel Diary and the NTS is given in *section 4.5* above.

C.2.3.2   When looking at this comparison it is worth bearing in mind that the categories used the SHS Travel Diary and the NTS are not the same. For example, the NTS category for "Driver.." includes car, van or lorry whereas the SHS Travel Diary category for "Driver.." only includes car or van. This is the same for passenger categories. However, the differences in the treatment of "lorry" will affect the comparison only slightly. Also, the time periods the surveys cover are not the same. Because of the NTS's small sample, three years are put together (1998/2000) whereas the SHS Travel Diary refers to 1999 and 2000. Again, the difference will affect the comparison only slightly.

Rough comparison of the SHS Travel Diary (post imputation) with the National Travel Survey
Purpose: % difference

	16-29	30-59	60+	Men 16+	Women 16+	All adults
Commuting or business	-2	-8	-40	-11	-15	-14
Education	-3	*	*	*	16	*
Escort education	-50	-55	*	*	-59	-55
Shopping	-5	-32	-45	-29	-37	-34
Other personal business or other escort	-15	-39	-50	-31	-46	-40
Visiting friends	-40	-43	-60	-42	-52	-48
Sport / entertainment	0	-28	-56	-31	-36	-34
Holiday / day trip	20	31	-3	18	17	17
Other (incl. "just walk")	154	-7	-45	0	-18	-10
All purposes	-73	-25	-47	-23	-34	-29

* no percentage shown as the NTS estimate is less than 20.

C.2.3.3   The SHS's apparent over-counting of "Education" journeys, and considerable under-counting of "Escort Education", might be because some "Escort Education" journeys are being incorrectly recorded in the SHS Travel Diary as "Education". Most of the other categories do *not* directly correspond between the two surveys. Therefore, these tables just

give very broad indications. However, it seems clear that the SHS Travel Diary under-counts the numbers of journeys made for the two main purposes: commuting (apparent 14% undercount), and shopping (34% undercount).

D. **SCOTTISH HOUSEHOLD SURVEY**
TOPIC LIST 1999-2002

Household Section
(Questions to the Highest Income Householder [1] or his/her partner/spouse)

HA - Household composition
For each member of household:
- Relationship to highest income householder
- Date of birth, age
- Sex
- Main economic activity, Marital status
- Ethnic group (codes changed from 2001)
- Religion (from 2001)

HB - Property
- Property type
- Number of floors and lowest level of floor
- Tenure, type of landlord

HC - Amenities
- Sharing/concealed households, number of rooms shared, whether by choice
- Number of bedrooms in property
- Whether household has full, partial or no central heating (from 2002)
- Consumer durables in household (telephone, computer/PC)
- Access to email/internet from home (1999 and 2000 only)
- Which household members have access to the Internet for their personal use and where internet is accessed (from 2001)

HD - Transport
- Personal mobility (for each adult aged 16+)
  - Whether holds driving licence and which type
  - Frequency of driving
  - Reasons for driving (1999 and 2000 only)
- Eligibility for reduced fares, concessionary passes (for each adult 16+)
- Orange badge holders (*or* Blue European Parking card from April 2000)
- Vehicles available to household (for each vehicle)
  - Vehicle type; own or company car; Vehicle Registration Mark (1999-2001) or age of vehicle
  - Principal and other drivers of each vehicle
  - Annual mileage of vehicle (banded from 2002)
  - Subsidisation by employer and personal fuel costs (1999-2001)
  - Number of vehicles available 12 months ago (from 2000)
- (Adult) bicycles available to household (1999, 2000 and from 2002)
- Public transport
  - Time to nearest bus stop
  - Frequency of buses

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[1] The Highest Income Householder (HIH) is taken as the household reference person for the first part of the interview. This must be a person in whose name the accommodation is owned or rented, or who is otherwise responsible for the accommodation. In households with joint householders, the person with the highest income is taken as the household reference person. If householders have the same income, the older is taken as the household refe rence person.

HE – Young people in household
- Use of childcare (paid or unpaid) (1999 to 2001)
  - Reasons for using childcare
  - Weekly childcare payments

For randomly chosen school child:
- Name and location of school (from 'pop-up' list)
- Satisfaction with child's schooling
- Usual mode of transport to school and reasons
- Usual mode of transport from school and reasons (1999 and 2000 only)
- Suitability of public transport for school journeys and reasons for non-use

HF - Health, disabilities and care
- Which household members, if any, have a limiting long-standing illness, health problem or disability
- Description of condition (from 2001)
- Which household members, if any, require regular care or help
  - Who provides care
  - Weekly hours of care provided by household members/non-household members

HG – Economic activity
Applies to Highest Income Householder and partner/spouse
- Whether in paid work.

Applies to those not in paid work
- Whether on a government training scheme
  - Type of scheme
- Whether away from paid job or doing unpaid work for own or a relative's business.
- Whether looking for paid work/government training
- Whether waiting to take up a job that they have already obtained (from 2000)
- Availability for work and reasons for non-availability
- Reasons for not looking for work or training/length of time looking
- If retired, duration of retirement
- If unemployed, duration of unemployment (1999 only)
- Whether had a paid job in last 5 years
- Number of spells of unemployment in last 5 years
- Reasons for leaving last job and time there

Applies to those in paid work
- Number of current jobs
- Main job (or last job if unemployed < 5 years or retired < 5 years)
  - Job title, type of industry, supervisory duties
  - Whether employee or self-employed
  - Full- or part-time
  - Temporary (seasonal) or permanent
  - *(SIC, SOC, SEG, RG Class can be derived from this data)*

HH - Household income
Applies to Highest Income Householder and partner/spouse
- Income from paid employment/self-employment
  - Net pay (usual and at last time), period covered by this, hours worked. For main and other jobs
- Benefit income
  - Benefits received, which partner is eligible, value of each benefit received (or total benefit income, if not known separately), period of payments
- Other regular income
  - Sources of this, main recipient, amount from each source, period of payments

HI - Assets and savings
Applies to Highest Income Householder and Spouse:
- Whether has bank/building society account
- Whether has a credit union account (from 2002)
- Other savings or investments
- Total value of savings/investments (banded)

HJ - Housing costs
- Whether household has a mortgage/loan on this property
- Mortgage/loan repayments
- Rent costs - before and after Housing Benefit, period of payments

HK – Household finances
- Whether has household has home contents or house/building insurance
- Household money worries (1999 and 2000 only)
- How household is managing financially

Permission to be re -contacted for follow-up research

Individual Section
(Questions asked of the Randomly Selected Adult (Aged 16+))

RA - Housing
- Time at current address
- Any change in tenure at current property
- If at present address less than 12 months then previous tenure, type of landlord, household formation and address (1999 and 2000 only)
- Experience of homelessness (from 2001)
    - Number of times in last 5 years
    - Whether ever applied to Council because of homelessness
    - Whether ever had to sleep rough
- Whether wishes to move to separate home/household (from 2001)
    - Length of time looking for a separate home
    - Whether name is on Council or Housing Association list
    - Whether planning to rent or buy

RB - Local neighbourhood/community safety
- General satisfaction with local neighbourhood
- Particular likes and dislikes about local neighbourhood
- Perceptions of crime problems/' incivilities' in local neighbourhood
- Fear of crime
    - Frequency of travelling by bus (from 2001)/train (from 2001)/walking in the locality (2001 only) in the evening and perceptions of safety during these activities (RA4aa/RA4ab)
    - Perception of safety when walking alone in neighbourhood at night or alone at home at night (from 2002)
    - Respondent's level of worry about being a victim of crime, including housebreaking, theft, vehicle crime, assault, harassment (from 2002)
    - Effect of fear of crime on respondents quality of life (from 2002)
- Social Networks
    - Contact with relatives/friends/neighbours in past fortnight (from 2000)
    - Involvement in local community (from 2000)
    - Ability to rely on people living in neighbourhood (from 2000)
- Disputes with neighbours (from 2000)
    - Number of disputes with neighbours in past 12 months

- Whether reported to police or local council
- Satisfaction with the way the police/council responded to the dispute
- Experience of crime
  - Household's experience of housebreaking (1999-2001), vehicle crime (1999-2001) or other crime against property (2001 only) in the last year
  - Experience of physical assault/attack/mugging in neighbourhood (from 2001)
- Fire Safety
  - Whether household has a working smoke alarm, any fires in the last 12 months, frequency, cause(es), location, method of discovery (1999 -2000)

RC - Education and Lifelong learning
- All educational qualifications held
- Whether currently in education or training
- Whether participated in education, training or learning in past 5 years (from 2001)
- Likelihood of participating in education, training or learning activity in next 12 months (from 2001)
- Internet access (from 2001)
  - When first used the internet (from 2002)
  - Hours per week spent using internet for personal use
  - Methods for accessing internet
  - Whether has a broadband internet connection and which type (from 2002)
  - Uses that are currently made of the internet and aspirations for future uses

RD - Transport to work/educational establishment:
- Location of (main) place of work/educational establishment
  - If works at or from home
  - what the balance is between home and elsewhere (from 2002)
- Usual mode of transport and reasons
- If by car/van
  - How this is arranged (i.e. own car, car-sharing etc.)
  - Type of parking
  - Suitability of public transport

RE - Other Transport
- Annual personal mileage not paid for by employer (banded from 2002)
- Amount spent on public transport fares in last week
- Frequency of cycling in previous week (travel/leisure)
- Frequency of walking in previous week (travel/leisure)
- If non-driver (from HD), reasons for not driving
  - Reasons for never learning to drive (1999-2000)
- Extent of use of local bus and train in last month and attitude to different aspects of bus service and train service (from 2002)
- Reasons for not using buses more often (from 2002 only asked to those who use buses less than once a week)
- Whether injured in a road accident in past 12 months, and whether driver, passenger, pedestrian etc

Travel diary (for *each* journey made on previous day. For multi-stage journeys, information is collected about each stage)
- Whether a single journey or a series of calls
- If a single journey:
  - Purpose
  - Mode (If car, number of occupants)
  - Origin and destination
  - Start time and end time

- If a series of calls
  - Purpose
  - Mode
  - Total number of calls
  - Travel to first call - origin and destination, start and end time
  - Travel from final call - origin and destination, start and end time

RF - Services and local government

- Contact with local council over past 12 months
  - Satisfaction with way enquiry was handled
- Length of time since last use of different local services (1999-2000)
  - Satisfaction with local services used (1999-2000)
- Frequency of use of recycling facilities and satisfaction with these facilities (1999 only)
- Which types of items, respondent has recycled in last month (from 2000)
  - If none, then reasons
- Knowledge of local councillor
  - Whether any contact in last 12 months and satisfaction with local Councillor (1999-2001)
- Perceptions of local council performance and attitude to voting in local elections.
- Volunteering (from 2000):
  - Whether gave up any time to help any clubs, charities, campaigns or organisations in an unpaid capacity in last 12 months
  - Number of organisations and type
  - Type of activity
  - Number of hours given up in past 4 weeks
- Donations to charity, and whether immediate, through purchase or planned (2000 only)
- Perception of convenience of local services (including post office, bank, doctor, grocers pharmacy, hospital outpatients department, public transport)

(July-September 1999: questions regarding voting behaviour in local council elections, the Scottish Parliament election on 6th May 1999 and the European Parliament election held on 10th June 1999)

RG – Health and disability

- Self-perception of general health in last 12 months
- Whether registered with GP
- Number of times seen GP in past 12 months
  - How many of these were home visits (from 2002)
- Satisfaction with GP/family doctor service
- Whether has long-standing illness, health problem or disability
  - Limitations on daily activities (e.g. climbing stairs, walking, using a bus)
  - Existence of adaptations to home or equipment to help *respondent*
  - Need for any further equipment or adaptations
- Whether has a home help
  - Who provides service
  - Satisfaction with service provided
- Whether provides regular help or care to any non-household members, relationship to this person/people
  - Number of hours per week
  - Limitations this puts on paid work
- Smoking behaviour

Sections RH and RI asked only:
IF the random adult is *not* highest income householder or their partner/spouse
OR the random adult is highest income householder or their partner/spouse BUT the data is missing in the Household Section

RH - Economic activity
- Same questions asked as in Household Section

RI - Income
- Same questions asked as in Household Section

SM1 - Social mobility (2001 only)
- Job title and staff responsibility of father when respondent was 14 years old
- Job title and staff responsibility of mother when respondent was 14 years old

Permission to be re -contacted for follow-up research

Scottish Household Survey

The travel diary:

additional information

Contents

1.1. What is the travel diary?

The travel diary section of the questionnaire is an attempt to collect information about the 'previous day' travel patterns of a representative sample of the population. Unlike other 'diary' exercises you may have done with respondents in the past, however, this is not done on paper, or left with the respondents to send back. It forms part of the CAPI interview, with you entering details of their journeys directly onto the computer.

The travel diary is probably the most complicated part of the SHS interview, so it is important that you feel comfortable with the various concepts and the way in which respondents' answers should be entered. Hopefully this document will answer most of the queries you might have but, **if you unsure about anything at all** to do with the travel diary, please contact either your supervisor or a member of the research team (telephone numbers given in the main briefing document). It is very important that we get this right from the beginning.

As you will see below, the travel diary involves some very precise (and sometimes bewildering) definitions. The reason for this is that it is modelled very closely on the National Travel Survey. Because the transport analysts and statisticians at The Scottish Office want to be able to compare data directly between the two surveys, we have very little flexibility in terms of the way this part of the survey is carried out.

1.2. What kind of information does the travel diary collect?

The travel diary is intended to collect information about journeys made by respondents in the random adult section of the questionnaire on the **day before** the interview takes place.

Thus, if you are completing the random adult section of the interview on a Saturday, we are interested in hearing about journeys that the respondent made on the Friday.

More specifically, in that example, we are interested in any journeys that **started** between midnight on Thursday night and midnight on Friday night. This means that if someone went to a party on Thursday night and didn't leave to come home until early on Friday morning (say, at 2 a.m.) the journey home would be included (although not their journey to the party, which would have happened on Thursday). If, on the other hand, they went out on Friday night but didn't travel home until the early hours of Saturday, the journey home would fall into the next day's journeys and so be excluded (although in that case the journey to the party would be included). The key issue here is always **when the journey started**.

The kind of information which will be collected about these journeys is:

- The place the journey started
- The place the journey ended
- The purpose of the journey
- The mode of transport
- The time the respondent left and the time they arrived

All of this information will help The Scottish Office to build up a picture of the travel patterns of the Scottish population, but the information on where journeys started and ended is particularly important, so we are asking you to record this in **as much detail as possible**. After the survey is finished, we will be trying to assign postcodes to these start and end points, so at the very least, we need you to record the name of **the nearest post town**. If someone living in Edinburgh tells you they went 'into town', ideally, we want to know the name of the street or area they went to (e.g. Princes Street or Tollcross). Failing that, you should enter 'city centre' but remember to put 'Edinburgh' too, or we will not know which city centre is being referred to!

We recognise, however, that sometimes people will not know or be able to describe exactly where they went. Similarly, they may not

remember exactly when they left or when they arrived. The important thing to remember here is that:

- We are looking for the best information we can get from each individual respondent

- **But some information is better than none**, so estimates or approximations will do if detail is not available.

So far, we have talked fairly loosely about 'journeys'. It won't surprise you to learn that the National Travel Survey actually has a fairly precise definition of what a journey consists of, namely:

'a one-way course of travel having a single main purpose'.

This means that 'return journeys' (e.g. a trip from home to the church and back again) need to be split into **two** separate journeys.

But the travel diary is only interested in **certain types** of journeys and these are outlined in the next two sections.

1.3. Journeys that should be <u>included</u>

The travel diary is intended to collect information about the following types of travel.

- **Personal travel** made for domestic, social or recreational reasons, e.g.
    - driving to or from work
    - travelling into town to go shopping
    - going to see friends

- Travel **in the course of work**, where the purpose of the journey is for the traveller to reach the destination and so is *incidental* to the work that is being carried out, e.g.
    - taking a bus into town to attend a meeting

- flying down to London on business

- Journeys made **to take or accompany** someone else
    - taking the children to school
    - walking someone home

- Journeys made by land, water or air **anywhere in the UK** are included in the travel diary. Journeys which start or end outside the UK (e.g. a holiday flight from Spain) are excluded. We are, however, be interested in any journeys made within the UK to or from airports, ports, etc. So, if a respondent says they returned from holiday in Spain the previous day, we are interested in the journey home from the airport, but not in the flight from Spain itself.

1.4. Journeys that should be <u>excluded</u>

There are some very important types of people whose working journeys are excluded from the survey (although their journey to or from work would still be included).

- Any work journeys made by **people whose job it is to deliver goods** in the course of work are excluded – e.g.
    - a van or lorry driver
    - a pizza delivery person

- Any work journeys made by **people whose job is as crew** in public or commercial vehicles in the course of their work – e.g.
    - bus and train drivers
    - bus conductors or air stewards
    - refuse collectors and crane drivers
    - taxi drivers, ambulance drivers etc

- Any work journeys made by people who **are paid to walk** are similarly excluded – e.g.
    - Police officers and traffic wardens
    - Postmen and women

- Travel **away from the public highway** is excluded, since this is not part of the transport infrastructure – e.g.
    - taking the dog for a walk across some fields
    - walking or climbing in the hills
    - yachting or flying (e.g. gliding) for pleasure

- Finally, **very short journeys** of five minutes or less in a car or a quarter of a mile on foot, are excluded – whatever their purpose.

1.5. Different types of journey

Assuming that a journey does not fall into one of the categories to be excluded mentioned above, it may be one of three different types of journey. It is important that you establish what type it is **before** you start entering data for that particular journey.

A single journey with only one stage – This is the most common type of journey that you will encounter and consists of a normal, straightforward trip from A to B – e.g. getting the bus to school, driving to Glasgow to see a friend, etc. As noted earlier, a return journey (A to B and back to A) should be recorded in the travel diary as two single journeys.

A single journey with more than one stage – This is the next most common type of journey you will come across. Some 'single' journeys ('one-way' journeys with a single main purpose) may, in fact, consist of a number of stages. By this, we mean a situation in which:

- there is a change in the mode of transport used (or a change of vehicle requiring a separate ticket)

- but no change in the **purpose** of the journey.

For example, if I travel to work by walking one mile to the station and then getting a train, this journey involves two

stages, each with a different mode of transport, and the details of each of these stages must be recorded.

A 'series of calls' journey – There is a third type of journey that we have identified, essentially to reduce the amount of information that you have to gather. Imagine your respondent went shopping the previous day. She drove into town, did some shopping and then drove on to an out of town supermarket and then drove home. She may even have called at some more shops. It would be very time consuming to gather all this information on all calls, so we call this type of journey a series of calls.

Specifically, a 'series of calls' journey involves:

- a number of connected stops
- for the same main purpose
- and using the same form of transport

Other examples of this would be a doctor who leaves the house or the surgery to make calls on a number of different patients; a salesman calling in on different clients in the course of his sales round; or an interviewer who calls at several addresses to achieve a day's quota!

In order to reduce the burden on respondents (and interviewers!), for a series of calls, the questionnaire limits the amount of information collected about these journeys by collecting details of the first call, the number of calls made and the final call. For example, a doctor might be asked about the journey from the surgery to her first patient, how many calls she made on her rounds and the journey from the final patient back to the surgery.

For a shopping trip, you would ask about the journey to the first shop/car park, then the number of calls made followed by the details of the final journey home.

Respondents can only make a 'series of calls' journey in connection with their work or with shopping. You cannot make a 'series of calls' to see friends (or to visit pubs!). In these

cases, each leg of the travel would have to be recorded separately.

1.6. New stage or new journey?

We have seen that 'single' journeys may have more than one stage. How do we know, then, when it is the start of a new journey or just another stage in an existing journey? The important thing here is to work out the purpose of the journey. Generally speaking, **a change in the purpose of travel indicates the start of a new journey**. So, if someone tells you that they walked round to a friend's house for a cup of tea and then caught the bus into town to go shopping, that should be broken down into two separate journeys(assuming the walk to her friend's house is more than a quarter of a mile – otherwise this leg of the journey is of no interest) – because the purpose of the first journey was to see the friend and the purpose of the second to go shopping. If, however, they told you that they walked to the bus stop, then caught the bus into town to go shopping, that should be recorded as a single journey (because there was only ever one purpose – to go shopping) with two stages (because the first part was on foot and the second part by bus). Again, if the walk to the bus stop is less than a quarter of a mile, we are not interested in recording it – just record the bus journey.

1.7. How do you define the 'purpose' of the journey?

The purpose of a journey is normally taken to be the **activity at the destination** – e.g. work, shopping, eating/drinking, etc.

There is one important exception to this, however. When the destination is 'home', the purpose is defined by the *origin* of the journey. So, if someone has travelled home from work, the purpose is 'work'.

Otherwise, the main distinction in terms of journey purpose is between the respondent (a) travelling for their own reasons and

(b) travelling only in order to accompany or escort someone else (i.e. where the traveller has no other purpose of his/her own).

Where there is a change of purpose in the course of travel, this should be recorded as two separate journeys – unless one of these is a completely subsidiary purpose, such as stopping to buy a paper en route to work. In that case, simply ignore that part of the journey – it is incidental to the main purpose and destination.

At the briefings for the survey, several people asked about how to deal with a situation in which a respondent drops their child or children at school on the way to work. The advice from the researchers on the National Travel Survey is that this should be regarded as a subsidiary purpose (and, therefore, not as a separate stage or journey) **unless** dropping a child at school involves a **significant detour** from the respondent's normal journey to work. In this case, it should be regarded as **two separate journeys** – one from home to school and one from school to work.

1.8. **Examples of different types of journey**

To help you to understand fully the different types of journey, here are some more examples.

"I got on my bike and cycled to work"	This is a <u>single journey with one stage</u>. (Coming home again in the evening would probably involve another single journey with one stage.)
"I walked to Boots to get sandwiches and came back again"	This involves <u>two separate single journeys, each with one stage</u> – one there and one back again (though it assumes that Boots is more than a ¼ of a mile or 15 minutes walk on foot – if any nearer, the journey would not be recorded).
"I walked from the office to the station and then caught the train to Glasgow for a meeting"	This would be a <u>single journey with more than one </u>stage. The journey from the office to the station would be one stage (assuming it is more than a quarter of a mile) and from the station to the station in Glasgow another stage. There might then be a third stage from the station in Glasgow to the place where the meeting was, depending on how far it was.
"I went from the office to visit a client in Falkirk, then another in Bo'ness, then another in Grangemouth and finally one in Linlithgow. Then I went home."	Unless the person was simply delivering goods (in which case it would be excluded), this would be a <u>'series of calls'</u> journey. The first call would be from the office to Falkirk and the last one from Linlithgow to home. The total number of calls would be **4**.
"I drove to the Pentland hills and took the dog for a walk,	The journey to the Pentland hills would be a <u>single journey</u>

then drove home again."	with one stage, as would the journey home again. The walk in the hills would not be recorded, because it took place away from the public highway.
"I walked into town to go shopping. I went to the supermarket, then onto the post office, the opticians and a shoe shop. Then I came home again."	This would be a series of calls journey with **4** calls – unless any of the calls were less than a quarter of a mile apart, in which case you would not need to record them.

1.9. The structure of the travel diary

The travel diary has a relatively simple structure that involves 3 parts:

- Did the respondent make any journeys on the previous day?

- For each journey made, was it a single journey with one stage, a single journey with more than one stage or a 'series of calls' journey?

- For each stage of a single journey, information is collected on what the purpose of the journey was, how the respondent travelled, where the journey started and finished, and roughly when the journey started and finished.

- For each journey involving a series of calls, information like that for a single journey is collected about the journey to the first call and the journey from the final call. The total number of calls made is also recorded.
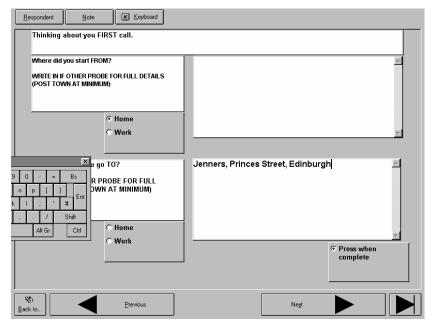
1.10. The approach to completing the diary

The most important things about completing the diary are:

- **try to go through the day systematically** from the first journey of the day to the last. The diary does not need to be completed in this order but it may be easier for people to think through their day like this.

- **try to get a picture of the journey** before recording any of the details. This will let you know whether the journey should be split into stages or not. In many cases this will be obvious – 'I took the bus into town and then caught the train to Glasgow' is clearly a journey with two stages.

- **check on the length of journeys or stages**. If someone walks to the corner shop or bus stop less than a quarter of a mile/5 minutes walk away, this does not need to be recorded.

- remember to record **as much detail as possible** in terms of start points and end points of journeys – this is an essential part of our analysis

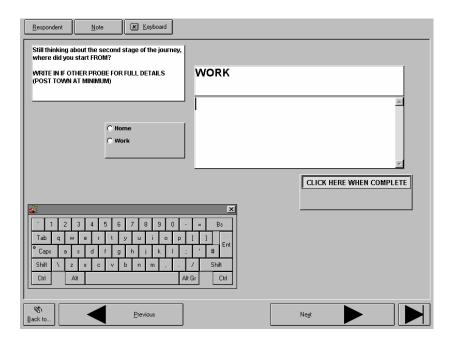## 1.11. Entering information in the travel diary

As noted above, the first thing you need to do for each journey is to establish what type of journey it is, **before** you start entering any details. The reason for this is that the CAPI machine will ask different questions depending on the type of journey.

On the screens which ask you to enter 'start place' and 'end place' information, you will notice that there are buttons for 'home' and 'work'. Since we already know the location of these for each respondent from other questions, this gives us a shortcut for the two most common start/end points and you do not need to type in any further details. In the 'series of calls' example below,

the respondent went from home to Princes Street.

When there is more than one stage in a journey, or where a single journey with one stage is followed by another single journey, the CAPI machine will **automatically enter the destination of the previous journey as the start point of the next**. This then appears as text above the box in which you would normally enter the start point of the journey. If it is correct (e.g. if, in the following example, the start point *is* the respondent's workplace), then you do not need to enter anything and can simply move onto the next screen. If it is incorrect (i.e. the respondent's workplace was not the start point for the next journey), then you should simply type the correct start point into the box below.

To enter information about the **purpose of the journey**, you will notice that the screen is split into two boxes. The first (and larger) one of these lists journey reasons that relate to the respondent themselves. The second (smaller) box shows reasons connected with accompanying or escorting someone else. You will need to establish which is the single main reason for the journey.

Since the briefings for the survey, we have amended the **start and end time screens** so that you no longer have to press a button to

register AM or PM. Instead there is a 'slider' which runs from 00.00 (midnight) hours to 24.00 (midnight), with midday as the midpoint, so please be careful to use the 24 hour clock. (In other words, enter 18.00 for 6 pm, 23.00 for 11 pm, etc.).