

Home Office Citizenship Survey 2001

Technical Report

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Table of Contents

1	Introduction	4
2	Sampling	6
2.1	Sample frame	6
2.2	Summary of sampling procedures	7
2.2.1	Core sample of adults aged 16 or over	7
2.2.2	Minority ethnic boost samples	8
2.3	Selection of Primary Sampling Units (PSUs)	10
2.3.1	Creating Primary Sampling Units (PSUs)	10
2.3.2	Core sample	11
2.3.3	High concentration boost sample	12
2.3.4	Removal of reserve PSUs	12
2.4	Selection of addresses from PSUs that did not overlap with other Citizenship Survey points or with British Crime Survey (BCS) points	12
2.4.1	Selecting addresses from stratum A PSUs	12
2.4.2	Selecting addresses from stratum B PSUs	13
2.4.3	Selecting addresses from PSUs in the high concentration boost sample	13
2.4.4	Selecting addresses from overlapping points	13
2.4.5	Selection of addresses for focused enumeration	15
2.4.6	Issued sample size	15
2.4.7	Selection of dwelling units	16
2.4.8	Selection of random adult	16
3	Questionnaire design and development	17
3.1	Qualitative stage	17
3.2	Piloting	18

3.3	Questionnaire content	20
4	Fieldwork.....	21
4.1	Briefings.....	21
4.2	Supervision, quality control and address reissues.....	21
4.3	Fieldwork dates.....	22
4.4	Contact procedures.....	22
4.4.1	Introductory letters and leaflet	22
4.4.2	Speakers of non-English languages	22
4.4.3	Address Contact Sheets.....	23
4.5	Screening procedures for the focused enumeration boost sample	23
4.5.1	Identifying addresses to be screened	24
4.5.2	Asking about the identified addresses	24
4.5.3	Attempting interviews	25
4.6	Screening procedures for the high concentration boost sample.....	25
4.7	Interview length	26
4.8	Response rates and reasons for non-response.....	27
4.8.1	Core sample.....	27
4.8.2	High concentration boost sample.....	29
4.8.3	Focused enumeration boost sample.....	31
5	Data processing	33
5.1	Editing	33
5.2	Coding.....	33
5.2.1	Open-ended questions	33
5.2.2	"Other – specify" questions.....	33
5.2.3	Coding of occupation and social class	33

5.3	Derived variables	34
5.3.1	Geodemographic variables.....	34
5.3.2	Household and Family type variables.....	34
5.4	Weighting.....	35
5.4.1	Calculation of core sample individual weights.....	36
5.4.2	Calculation of combined core and boost sample household weights	36
5.4.3	Calculation of core sample household weights	37
5.4.4	Calculation of combined core and boost sample individual weights	37
5.4.5	Application of weights during analysis	38
6	Design effects.....	40
6.1	Design effects and design factors.....	40
6.2	Using design factors and design effects	42
6.2.1	Difference between two estimates.....	43
7	Appendices	45

Index of Appendices

A	Interviewer instructions
B	Address Contact Sheets
C	Questionnaire
D	Respondent letters
E	Respondent leaflets
F	Data checks
G	Code frames
H	Household and Family variables
I	Design factors

Index of Tables

Table 2.1 Comparison of minority ethnic characteristics in core and focused enumeration samples	9
Table 2.2 Issued sample numbers	16
Table 3.1 Profile of focus groups	17
Table 3.2 Profile of pilot respondents.....	19
Table 4.1 Core sample response table	28
Table 4.2 Core sample response rate by	29
Government Office Region.....	29
Table 4.3 High concentration boost sample response table.....	30
Table 4.4 Focused enumeration boost sample response table	32
Table 5.1 Application of weights during analysis	39

1 Introduction

This report documents the Home Office Citizenship Survey 2001.

The Home Office Citizenship Survey is a new survey designed to meet the Home Office's growing need for performance measures to monitor initiatives affecting citizens' rights and responsibilities. It is intended that the survey will be carried out every two years.

The 2001 survey was designed to address what were, at the time of commissioning (in the summer of 2000), the Home Office's Aim 5 responsibilities.¹ Under Aim 5, the Home Office had the following broad objectives:

- to promote an inclusive society with equal rights, responsibilities and opportunities for all;
- to modernise the constitution and increase public participation and confidence in the democratic process (including the confidence of ethnic minority groups);

¹ Since the survey was commissioned the Home Office's aims have been revised. Most of the relevant aims are included in what is now Aim 7.

- to promote a fairer and more open society in which the rights of individuals are balanced within a clear legal framework;
- to provide effective regulation which balances public concern against the needs of industry/commerce/science;
- to help achieve a healthy voluntary sector and community sector and an effective partnership between it and Government;
- to help strengthen civil society;
- to support the development of strong and stable families.

The Citizenship Survey provides some of the performance measures against which progress towards meeting these objectives can be monitored. The survey contains both core questions critical for monitoring purposes, to be included in every future survey, and other questions specific to surveys carried out in particular years.

2 Sampling

Overall the sample was designed to be representative of the population of adults aged 16 and over living in private residential accommodation in England and Wales.

Two samples were required from this population:

1. a nationally representative sample of 10,000 adults aged 16 or older;
2. a boost sample of 5,000 minority ethnic adults aged 16 or older.

The minority ethnic boost sample was designed to increase the number of interviews amongst those in the following ethnic groups (defined in terms of the ONS harmonised categorisation of ethnic groups; see <http://www.statistics.gov.uk/Harmony>):

Mixed:

White and Black Caribbean
White and Black African
White and Asian
Any other Mixed background

Asian or Asian British

Indian
Pakistani
Bangladeshi
Any other Asian background

Black or Black British

Caribbean
African
Any other Black background

Chinese or other ethnic group

Chinese
Any other (non-white)

2.1 Sample frame

The small user Postcode Address File (PAF) was used as the sample frame. PAF is generally accepted as being the best general population sampling frame in Britain. It has better coverage of both residential addresses and of the private household population of individuals than the Electoral Register (the only serious alternative to PAF), and what non-coverage it has is less concentrated in particular population sub-groups than is Electoral

Register non-coverage². Furthermore PAF is structured hierarchically, is available in computerised form and can be linked to Census data thereby permitting considerable control to be exercised over the sampling process.

2.2 Summary of sampling procedures

As stated above, the sample was designed to deliver approximately 10,000 interviews with adults aged 16 or over and approximately 5,000 additional interviews with members of eligible minority ethnic groups.

2.2.1 Core sample of adults aged 16 or over

The core sample was identified by means of the following procedures:

- a stratified sample of postcode sectors (or of sector amalgamations where individual sectors were small) was drawn;
- a sample of PAF addresses was drawn from the selected sectors;
- interviewers randomly selected one dwelling unit at each eligible sampled PAF address where there was more than one;
- interviewers randomly selected one adult aged 16 or over at each eligible sampled dwelling unit where there was more than one.

Sectors / sector amalgamations (henceforth referred to as primary sampling units or PSUs) in which it was estimated that fewer than 10% of households were of minority ethnic origin, were selected with probability proportional to number of PAF delivery points (i.e. addresses). A fixed number of addresses (32) were selected from each sampled PSU.

Primary sampling units (PSUs) in which it was estimated that 10% or more of households were of minority ethnic origin were selected with probability proportional to a size indicator derived from minority ethnic concentration (according to 1991 Census figures) in the PSU. Within each, sampled PSU addresses were sampled with probability inversely proportional to the size measure, thereby ensuring that overall the address sample was self-weighting. These procedures were carried out with a view to limiting the variability in the number of minority ethnic interviews across PSUs in areas of high minority ethnic concentration.

² Foster, K. (1994). The coverage of the Postcode Address File as a sampling frame. *Survey Methodology Bulletin*, No. 34, OPCS

2.2.2 Minority ethnic boost samples

The additional sample of minority ethnic adults was obtained in two different ways:

1. six addresses neighbouring each address included in the general population sample were identified and screened for the presence of minority ethnic adults by means of focused enumeration (henceforth referred to as the "focused enumeration boost sample");
2. an additional sample of PAF addresses was drawn from PSUs at which it was estimated that 18% or more households would be of minority ethnic origin. These were individually screened by interviewers for the presence of eligible minority ethnic adults; 20,159 addresses were issued in this way (henceforth referred to as the "high concentration boost sample").

Addresses were "sampled" for inclusion in the focused enumeration boost sample by having interviewers identify six addresses adjoining each core sample address. A more detailed description of focused enumeration is given in section 4.5 below.

Because the focused enumeration boost sample was drawn from all core sample PSUs and because a fixed number of addresses was "sampled" around each core sample address, the sample of addresses issued for screening by focused enumeration should be nationally representative (this assumes that the rules used by interviewers to identify the focused enumeration boost sample addresses were unbiased, an assumption that for practical purposes is probably reasonable). This, in turn means that the sample of members of minority ethnic groups living at these addresses will likewise be unbiased.

There may, however, be some differences between samples of minority ethnic individuals identified in this way and those identified by direct screening methods, because the method relies on the visibility of the ethnic groups concerned and the accuracy of proxy information.

Some broad comparisons can be made between the characteristics of sample members from minority ethnic groups identified in the core sample, and those identified by focused enumeration. These show that, as might be expected, the least visible of the ethnic groups - those of mixed race, and of 'other' ethnic backgrounds - were under-represented within the focused enumeration sample compared with the core sample (Table 2.1). In other respects - sex, age, region - the demographics were very similar. It should be noted that, with sample sizes of c.650 people from minority ethnic groups in the core sample, and c.2100 in the focused enumeration sample, only differences between percentages of at least 3-4 percentage points are statistically significant.

Table 2.1 Comparison of minority ethnic characteristics in core and focused enumeration samples

Characteristic	Minority ethnic respondents from Core sample	Minority ethnic respondents from Focused enumeration sample
<i>Unweighted base</i>	(658)	(2,119)
	%	%
<i>Ethnic group</i>		
Mixed – White and Black Caribbean	3	2
Mixed – White and Black African	2	1
Mixed – White and Asian	5	2
Other mixed background	3	2
Total mixed background	13	6
Asian or Asian British – Indian	25	28
Asian or Asian British – Pakistani	10	14
Asian or Asian British – Bangladeshi	5	5
Other Asian background	8	10
Total Asian	48	56
Black or Black British – Caribbean	10	13
Black or Black British – African	10	10
Other Black background	1	2
Total Black	20	25
Chinese	5	4
Any other ethnic background	13	9
<i>Sex</i>		
Male	54	52
Female	46	48
<i>Age</i>		
16-17	5	5
18-19	6	6
20-24	14	13
25-29	13	12
30-39	24	25
40-49	18	19
50-59	11	11
60-64	3	4
65-74	5	5
75 or over	1	1
<i>Government Office Region</i>		
North East	1	2
North West	6	5
Yorkshire and Humberside	7	8
East Midlands	7	9
West Midlands	13	12
East of England	7	5
London	41	45
South East	13	10
South West	2	2
Wales	3	2

Because it was known that insufficient numbers of minority ethnic individuals would be generated through focused enumeration, the high concentration boost sample was used to supplement the focused enumeration boost sample.

The high concentration boost sample was selected from the universe of PSUs in which 18% or more households were estimated (from the 1991 Census) as being of minority ethnic origin. At the time of the 1991 Census these PSUs were estimated as containing 50% of all eligible households in England and Wales. The high concentration boost sample was divided into two major strata:

1. those in which the incidence of Bangladeshi households was estimated as being 10% or more (henceforth termed the "high Bangladeshi stratum");
2. those in which the incidence of Bangladeshi households was estimated as being less than 10% (henceforth termed the "low Bangladeshi stratum").

All 16 PSUs in the high Bangladeshi stratum were selected. A sample of 134 PSUs was drawn with probability proportional to the estimated number of minority ethnic households in the PSU in the low Bangladeshi stratum.

Within each selected PSU, addresses were sampled with probability inversely proportional to the estimated number of minority ethnic households in the PSU. This meant that the low Bangladeshi stratum sample was self-weighting (although the high Bangladeshi stratum sample was not).

The procedures used for sampling the minority ethnic boost sample were designed to achieve two important outcomes:

1. to limit the variability in numbers of minority ethnic interviews across PSUs (this is further discussed in section 2.3);
2. to ensure that a sufficient number of Bangladeshi respondents were interviewed for separate analysis.

2.3 Selection of Primary Sampling Units (PSUs)

2.3.1 Creating Primary Sampling Units (PSUs)

Primary sampling units (PSUs) were made up of either single postcode sectors or of groups of two or more postcode sectors. Sectors were grouped in order to ensure that no PSU

contained fewer than 1,000 delivery points. This was done by amalgamating postcode sectors with fewer than 1,000 delivery points with neighbouring sectors.

2.3.2 Core sample

Then PSUs were divided into two strata based on estimated concentration of ethnic minority households within each postal sector. Stratum A consisted of PSUs in which fewer than 10% of all households were minority ethnic ones. Stratum B consisted of PSUs in which 10% or more of all households were minority ethnic ones.

Stratum A procedures

Within each Government Office Region (GOR), in stratum A PSUs were divided into three approximately equally sized strata, A1, A2 and A3, on the basis of their population density.

In each of these strata, PSUs were further divided into three roughly equally sized sub-strata on the basis of the percentage of all households that had non-manual heads (defined as professional and managerial, other non-manual and skilled manual SEG groups), A1a, A1b, A1c, A2a, A2b, A2c, A3a, A3b and A3c. Within each of the nine sub-strata in each GOR, sectors were ranked in order of percentage of male unemployment.

A systematic sample of 538³ PSUs was then drawn from the list of all stratum A PSUs, with probability proportional to the number of delivery points in the PSU.

Stratum B procedures

In stratum B, PSUs were ranked in order of the percentage of households with non-manual heads.

A systematic sample of 200³ PSUs was then drawn from the overall list in stratum B with probability proportional to a size measure, s , which was calculated so as to minimise the variation in the number of completed interviews from PSU to PSU.

The value of s was calculated as follows: $s = (2.592e + 0.623) * n_{sec}$, where e was our estimate of the proportion of households in the PSU that were of minority ethnic origin (based on the 1991 Census) and n_{sec} was the total number of addresses in the relevant sector.

³ This ensured that sufficient PSUs were included (i) to allow a small proportion to be held back as a reserve sample and (ii) to deliver the required number of interviews from the non-reserve PSUs.

Using this size measure and issuing $16 / (2.592e + 0.623)$ addresses in each PSU ensured that an equal probability sample of addresses was selected. Had our prior assumptions about deadwood rates, non-response rates and numbers of minority ethnic and other households per PSU also been correct, use of this formula would also have ensured that 16 full interviews (from both the core and focused enumeration boost samples) were achieved at each PSU.

2.3.3 High concentration boost sample

PSUs for which 18% or more households were identified as being of minority ethnic origin (according to the 1991 Census) were identified. This list of PSUs constituted the high concentration boost sample PSU sample frame.

Within these, all PSUs where the incidence of Bangladeshi households was estimated as being 10% or more were identified. There were 16 of these and all were included in the sample. Next, 134 PSUs were selected from the remainder (i.e. PSUs in which fewer than 10% of households were estimated as being of Bangladeshi origin) with probability proportional to the estimated number of minority ethnic households living there.

2.3.4 Removal of reserve PSUs

Of these PSUs, 104 from stratum A and 33 from stratum B were selected systematically for allocation to the reserve sample. This left 434 and 167 PSUs for issue to stratum A and stratum B respectively.

All 16 high Bangladeshi concentration boost sample points were included in the initial issued sample. Twenty-four of the remaining (lower Bangladeshi concentration) high concentration boost points were systematically allocated to the reserve sample, leaving 110 to be issued to interviewers.

As the target numbers of interviews for both core and boost samples were exceeded, there was no need to issue any of the reserve PSUs.

2.4 Selection of addresses from PSUs that did not overlap with other Citizenship Survey points or with British Crime Survey (BCS) points

2.4.1 Selecting addresses from stratum A PSUs

Addresses were listed in postcode order within each PSU. Then 32 addresses in each PSU were selected by the method of random start and fixed interval.

2.4.2 Selecting addresses from stratum B PSUs

Addresses were listed in postcode order within each PSU. In each PSU n addresses were then selected by the method of random start and fixed interval; n was calculated according to the formula below:

$$n = 16 / (2.592e + 0.623)$$

where e was our estimate of the proportion of households in the PSU that were of minority ethnic origin (based on the 1991 Census). Had we had perfect information about the concentration of minority ethnic households in PSUs and been able to predict deadwood and non-response rates perfectly, use of this formula would have delivered a mean of 16 interviews per PSU (see also section 2.3 above).

2.4.3 Selecting addresses from PSUs in the high concentration boost sample

Addresses were listed in postcode order within each PSU. In each PSU, n addresses were selected by the method of random start and fixed interval; n was calculated according to a formula that ensured that, had we perfect knowledge of PSU minority ethnic household concentration, and had we been able to predict response and deadwood rates perfectly, application of the formula would have ensured that a mean of 21.4 interviews with eligible minority ethnic individuals was carried in each PSU. The formula was:

$$n = 50 / e$$

where, as before, e was our estimate of the proportion of households in the PSU that were of minority ethnic origin.

2.4.4 Selecting addresses from overlapping points

It was possible for the same PSU to be selected for the core sample and the high concentration minority ethnic boost sample. Furthermore, the Citizenship Survey sample was drawn at around the same time as was the British Crime Survey sample and, because the same consortium was conducting both surveys, it was possible to check if any PSUs had been selected for both samples. The procedures described below were implemented in order to ensure that the same address was never selected for inclusion in both components of the Citizenship Survey or for inclusion in both the Citizenship Survey and BCS.

Selecting addresses from core sample PSUs with fewer than 10% minority ethnic households

Such points overlapped only with BCS PSUs. Each survey required the selection of 32 addresses meaning that 64 addresses needed to be selected from each PSU. In these PSUs, addresses were listed in postcode order within each sector and from them 64 were selected systematically. The first selected address was randomly allocated to BCS or the Citizenship Survey; thereafter addresses were allocated alternately to the Citizenship Survey and BCS.

Selecting addresses from core sample PSUs with 10% or more minority ethnic households that overlapped with BCS PSUs but not with high concentration boost sample PSUs

Addresses were listed in postcode order within each PSU. The number of Citizenship Survey addresses to be issued was calculated as above ($n = 16/(2.592e + 0.623)$). To this figure was added the BCS sample allocation (either 32 or 16 addresses depending on minority ethnic concentration) to give the total number of addresses to be selected. These were selected systematically and then allocated to the Citizenship Survey and BCS systematically. This ensured that addresses for both surveys were evenly distributed across the PSU.

Selecting addresses from high concentration boost sample PSUs that overlapped with BCS PSUs

Addresses were listed in postcode order within each PSU. The number of Citizenship addresses to be issued was calculated as above ($n = 50/e$). To this figure was added the BCS sample allocation (either 32 or 16 addresses depending on minority ethnic concentration) to give the total number of addresses to be selected. These were selected systematically and then allocated to the Citizenship Survey and BCS systematically. This ensured that addresses for both surveys were evenly distributed across the PSU.

Selecting addresses from PSUs that were included in both the core sample (stratum B) and the high concentration boost sample

Addresses were listed in postcode order within each PSU. The number of addresses to be issued was calculated as $n = (50/e) + (16/(2.592e + 0.623))$. These were selected systematically and then allocated to the core and high concentration boost samples systematically. This ensured that addresses for both components of the survey were evenly distributed across the PSU.

Selecting addresses from PSUs that were included in the core sample (stratum B), the boost sample and BCS

Addresses were listed in postcode order within each PSU. The number of Citizenship Survey addresses to be issued was calculated as $n = (50/e) + (16/(2.592e + 0.623))$. To this figure was added the BCS sample allocation (either 32 or 16 addresses depending on minority ethnic concentration) to give the total number of addresses to be selected. These were selected systematically and then allocated to the Citizenship Survey core and high concentration boost samples and to BCS systematically. This ensured that addresses for both components of the Citizenship Survey and for BCS were evenly distributed across the PSU.

Selection of addresses for focused enumeration

Interviewers were instructed to identify three addresses on each side of each core sample address (i.e. six addresses per core sample address) for focused enumeration screening. Detailed rules were used to identify adjacent addresses in situations where the layout of dwelling units was complex (these can be found in the interviewer instructions in Appendix A). In identifying these addresses interviewers were instructed to exclude (as far as possible) addresses which were obviously out-of-scope (i.e. deadwood - not private residential addresses). This means, of course, that the level of out-of-scope addresses would be expected to be lower in the focused enumeration boost sample than in the core and high concentration boost samples. However, this difference cannot be quantified as focused enumeration does not allow deadwood addresses to be separately identified.

On occasion the street layout was such that it was not possible for interviewers to identify six addresses around each core sample address. Thus the total number of addresses issued for focused enumeration was slightly less than six times the size of the issued core sample. (This issue was not addressed in weighting because the arising bias is very small, and is in addition countered by the effect of lower deadwood rates in screened addresses (an effect that cannot be quantified).

Focused enumeration screening procedures are described in section 4.5.

2.4.6 Issued sample size

Issued numbers of PSUs and addresses for the core and high concentration boost samples are shown in Table 2.2 below. Maximum and minimum numbers of addresses issued per cluster are also shown.

Table 2.2 Issued sample numbers

Sample	Number of PSUs	Issued sample	Minimum cluster size	Maximum cluster size
Core sample - stratum A	434	13,887	31	32
Core sample - stratum B	167	2,233	6	19
Core sample – total	601	16,120	6	32
Boost sample - high Bangladeshi	16	2,312	72	229
Boost sample - low Bangladeshi	110	17,847	58	277
Boost sample – total	126	20,159	58	277

2.4.7 Selection of dwelling units

When the address contained a single dwelling unit the interviewer proceeded to list eligible adults for selection. In cases where there was more than one dwelling unit eligible the interviewer selected one using a Kish grid based procedure (this procedure is detailed in the Address Contact Sheet; see Appendix B).

2.4.8 Selection of random adult

One eligible adult (aged 16 or over) was selected from each eligible dwelling unit. Adults were selected by means of a Kish grid based procedure (this is detailed in the Address Contact Sheet; see Appendix B).

It should be noted that the criteria for adult eligibility were different for the core and boost samples. For the core sample all adults aged 16 or over were eligible for selection, whereas for the latter, only adults aged 16 or over belonging to an eligible ethnic group were eligible (see sections 4.5 and 4.6 for further discussion of the minority ethnic screening procedures).

3 Questionnaire design and development

The format and content of the questionnaire was developed using a variety of research tools.

3.1 Qualitative stage

Firstly, key areas of interest to the study were explored through a preliminary qualitative stage in order to conceptualise these topics and identify the strengths and weaknesses of the proposed content of the questionnaire. This stage had the following broad aims:

- To develop a questionnaire that was framed appropriately for the target samples;
- To identify the range of issues that the wider general public associate with the concept of Citizenship;
- To explore how respondents would understand the range of topics to be presented in the questionnaire and to ensure that these would be meaningful;
- To make recommendations for the conduct of the main survey interviews.

Twelve focus groups were conducted with respondents from a range of cultural and ethnic backgrounds. The sample profile is shown below.

Table 3.1 Profile of focus groups

Group	Age	Gender	Social Class	Ethnic type	Location
Group 1	18-29	4 male & 4 female	BC1C2	White	Monmouth
Group 2	30-44	4 male & 4 female	DE	White	Cardiff
Group 3	45 - Retirement age	4 male & 4 female	BC1C2	White	Liverpool
Group 4	Retirement age plus (max. 75 years)	4 male & 4 female	DE	White	West Midlands
Group 5	18-29	4 male & 4 female	DE	Black	Liverpool
Group 6	30-44	4 male & 4 female	BC1C2	Black	London
Group 7	45 - Retirement age	4 male & 4 female	DE	Black	London
Group 8	Retirement age plus (max. 75 years)	4 male & 4 female	BC1C2	Black	West Midlands
Group 9	18-44	Female	BC1C2	Asian	West Midlands
Group 10	18-44	Male	DE	Asian	Cardiff
Group 11	45 plus	Female	DE	Asian	London
Group 12	45 plus	Male	BC1C2	Asian	Bradford

The focus groups explored a range of concepts and topics including:

- Self definition;
- Ethnic identity;
- Nationality;
- Community and culture;
- Civic engagement;
- Public services;
- Citizenship.

Building on the findings from the qualitative stage, the questionnaire was designed and developed by a team of researchers within BMRB Social Research and Ipsos RSL, in partnership with research staff at the Home Office and academic colleagues.

3.2 Piloting

As the Citizenship Survey was a new survey, all questions required thorough piloting. Two stages of piloting were completed (12-19 December 2000 and 9-16 January 2001) using cognitive interviewing techniques. At both stages, interviewers were fully briefed prior to conducting the interviews. Each interviewer was accompanied by a researcher who observed the interview and probed the respondent about questions where words or concepts were felt to be potentially ambiguous, or where respondents indicated hesitation, doubt, misunderstanding or incomprehension. A debrief of researchers took place after each round of piloting to identify areas for revision.

Respondents from a range of backgrounds were interviewed at each pilot stage to ensure that the questionnaire was tested as widely as possible. In total, 23 interviews were completed across both stages with respondents from various ethnic backgrounds and different household types. The profile of respondents is shown below.

Table 3.2 Profile of pilot respondents

Location	Age	Gender	Ethnicity	Household composition
Lambeth	70+	Male	White	Lived alone
Lambeth	69	Female	White	Husband and 3 year old foster child
Lambeth	-	Male	Black Caribbean	Wife, adult daughter and 3 grandchildren
Leicester	60s	Male	Indian	Wife and adult son
Leicester	22	Male	Black Caribbean	Single; lived with mother
Leicester	34	Female	White	Single; lived with mother
Leicester	27	Female	African Asian	Separated from husband; 3 children
Camberwell	20s	Female	Black African	Single mother; 3 young children
Birmingham	40s	Male	Pakistani	Wife and 4 children
Birmingham	26	Female	White	Single mother; 1 child
Birmingham	50s	Male	Bangladeshi	Wife and 5 children
Brent	55	Female	White	Husband and adult children
Brent	54	Female	White Jewish	Husband
Brent	22	Female	Pakistani	Husband; 2 young children; husband's cousin.
Brent	36	Male	African Asian	Wife; 3 young children
Luton	57	Female	Indian	Widowed; adult daughter
Luton	34	Female	Bangladeshi	Husband and 2 young children
Luton	65	Male	White	Wife
Luton	27	Male	Bangladeshi	Wife and mother
Slough	61	Male	Indian	Son; son's wife and children
Slough	35	Male	White	Wife; step-daughter
Slough	59	Female	Indian	Son; son's wife
Slough	30	Female	White	Single mother; two daughters

The questionnaire was amended on the basis of findings from each pilot stage. Following the pilot stages, a full dress rehearsal was undertaken from 9-20 February 2001, to test all the survey processes and systems and allow the questionnaire to be tested under proper survey conditions as a final check before commencing main stage fieldwork. In total, 130 dress rehearsal interviews were conducted.

3.3 Questionnaire content

The final questionnaire is included at Appendix C. The questionnaire comprises six modular sections, each addressing a variety of issues within a broad topic area. In order to maintain comparability with other government surveys, ONS harmonised questions were used where appropriate..

Module 1: Family: Household and family composition (using the ONS Family grid); contact, help and support given and received between family members; help and support given to parents of children under 16; awareness and usage of, and satisfaction with, official help and advice available to parents.

Module 2: Social capital and active community: Perceptions of neighbourhood; contact with neighbours and friends; participation in civic affairs; membership of groups; unpaid help given to groups (formal volunteering); unpaid help given as an individual (informal volunteering); barriers and incentives to giving time voluntarily; giving and receiving voluntary help.

Module 3: Race equality: Perceptions of racial prejudice and discrimination, individual identity, religion and language.

Module 4: Rights and responsibilities: Perceptions of the rights and responsibilities of people living in the UK; awareness of the Human Rights Act (2000).

Module 5: Regulations: Perceptions of gambling and alcohol licensing laws.

Module 6: Demographics: Media exposure; transport; respondent and Household Reference Person's employment; education; division of household tasks; illness/health problems within the household; household tenure; income.

4 Fieldwork

Fieldwork was mainly conducted by interviewers trained and supervised by BMRB or Ipsos. A small number of interviews in London were conducted by interviewers from the fieldforce of Millward Brown, a sister company to BMRB - these interviewers received additional training from BMRB. In total, about 600 interviewers worked on the survey.

4.1 Briefings

Before conducting main stage fieldwork, all interviewers attended full day briefings, which were run by researchers and field staff from their respective organisations, and included presentations by representatives of the Home Office research team. Around 25 – 30 interviewers attended each briefing, with a standard briefing structure being used by both companies.

Each briefing included:

1. *background and information on the Citizenship Survey* and its use by the Home Office;
2. *information about sampling procedures* (including focused enumeration procedures); contact procedures and dwelling/respondent selection; the importance of high response rates, with methods of ensuring contact and encouraging co-operation and participation;
3. *description of the questionnaire, and interview procedures*, including explanations of the more complex questions and question sequences. Particular attention was paid to questions used to derive the baseline figures for Home Office Performance Indicators on volunteering, and on perceptions of racial discrimination in the public sector.

Briefings were conducted between 19th March 2001 and 18th June 2001.

4.2 Supervision, quality control and address reissues

A total of 12% of addresses where effective interviews were conducted were re-contacted by telephone to verify that the interviewers had contacted the address and correctly coded the outcome. Interviewers were also supervised in the field. All interviewers new to this type of work were supervised during their first day's work.

A total of 5,767 addresses where there had been an initial unproductive outcome were reissued, either to the original interviewer or to another interviewer or supervisor, so that further attempts to obtain an interview could be made. Of these, 19% were converted into productive outcomes.

4.3 Fieldwork dates

Fieldwork was conducted between 20th March and 7th October 2001.

4.4 Contact procedures

4.4.1 Introductory letters and leaflet

All the addresses in the core sample were sent an advance letter and an information leaflet. These were designed to answer respondents' questions and encourage them to take part. Screened addresses did not receive a letter and leaflet in advance, but were given copies of a similar letter by the interviewer if they were established to be eligible.

The letters outlined the background to the survey, and stressed the importance of the respondent taking part and the confidential nature of the survey. The letter for the screened addresses also mentioned the reason for wanting additional interviews with non-white people. A third version of the letter was provided for interviewers to give to parents if a young person aged 16 or 17 in their household was selected.

All introductory letters contained the name and contact telephone number for a member of the research team at BMRB or Ipsos, so that respondents could raise queries or verify the authenticity of the survey. The letters were despatched on Home Office headed notepaper and signed by the project manager at the Home Office to authenticate the survey further.

Copies of the letters and the leaflet can be found in Appendix D and Appendix E respectively.

4.4.2 Speakers of non-English languages

Key information was included on the reverse of the main letter in seven minority ethnic languages. Respondents who preferred a letter in one of these languages were invited to telephone a freephone number to request a full version of the letter in that language. An automated telephone system was established to deal with these calls. The telephone system included instructions recorded in each of the seven languages asking respondents to enter their serial number in order to despatch their letters. In actual fact, very few (less than 20) such requests were made. Addresses in Wales were sent a letter with a full Welsh translation on the reverse.

In cases where the selected person had limited English, interviewers were permitted to use another person to interpret, provided such a person was considered to be appropriate (e.g. a close relative). The minimum age for an interpreter/ translator was set at 14 years old.

4.4.3 Address Contact Sheets

Each address was issued to the interviewer on a document called the Address Contact Sheet (ACS). Different ACSs were used for the core sample, the focused enumeration boost sample and the high concentration boost sample (see Appendix B). The ACS used for the core sample served four main functions:

1. it contained full address details for the sampled address;
2. interviewers used it to make random selections of dwelling units and eligible adults;
3. interviewers used it to record the outcome of their attempts to make contact and conduct an interview at the address;
4. interviewers used it to record the neighbouring addresses to be screened by focused enumeration and to record the outcome of this screening.

Interviewers made a minimum of five calls at each address before regarding it as a non-contact, recording details of these on the ACS.. Calls had to be made on different days of the week and at different times of day: at least two of the calls had to be made on a weekday evening (after 7.00 p.m.) or at a weekend (10.00 a.m. – 9.00 p.m.), in order to make contact with households where everyone was working.

4.5 Screening procedures for the focused enumeration boost sample

Focused enumeration was developed in order to allow large numbers of addresses to be screened cost-effectively for the presence of visible minorities⁴. It involves interviewers in identifying addresses in the field to be screened and then screening them either by proxy (from a neighbouring address) or through making a personal call.

The focused enumeration procedures involved three main stages.

1. interviewers identified three addresses on either side of the core sample address;
2. these addresses were screened - either by proxy or in person - for the presence of any adult who belonged to an eligible minority ethnic group;
3. interviews were attempted at addresses where eligible adults were identified.

⁴ Brown, C and Ritchie, (1981). *Focussed enumeration: the development of a method for sampling ethnic minority groups*. PSI and SCPR: London.

4.5.1 Identifying addresses to be screened

Interviewers were instructed to identify the three occupied residential addresses to the left of the core sample address and the three occupied residential addresses to the right of the core sample address (as they looked at the property) and to record the identity of these addresses on the core sample ACS.

They were instructed to:

- ignore gaps between occupied residential dwellings such as business premises (after having checked these for any residential accommodation contained within them), farmland, small parks, and unoccupied/vacant residential addresses;
- use a code for "unable to identify address for screening" if next residential address was too far away to be seen from outside the main address;
- go round street corners rather than across the road;
- go round the end of dead end streets and start working back along the other side.

Special rules were applied to deal with flats (see interviewers instructions in Appendix A). Once addresses were identified for screening, no substitutes were allowed.

4.5.2 Asking about the identified addresses

Once contact was made at the core sample address, interviewers asked about the ethnic origin of the people living at the six identified addresses. Interviewers were instructed to attempt this even if an interview was not achieved at the core sample address.

Interviewers were given some discretion about when and where to ask about the ethnic origin of the people living in neighbouring addresses. If they experienced problems obtaining the core sample interview they were permitted to ask another main address occupant or occupants at one of the addresses to be screened.

Interviewers were instructed to call on all addresses which were said to contain eligible people or for which eligibility remained unclear after the initial (proxy) screening. They were not required to visit addresses at which they had been told eligible people definitely did not live.

The screening question used by interviewers when screening neighbouring addresses was:

The 3 addresses immediately to the (left/right) of this one are (INTERVIEWER DESCRIBES ADDRESSES). Is there anyone aged 16 or over living at these addresses who is black, Asian, Chinese or from another non-white group?

The screening question used by the interviewer when screening the occupants of the address at which (s)he was calling was:

Is there anyone aged 16 or over at this address who is black, Asian, Chinese or from any other non-white group?

Interviewers recorded the outcome of their attempts to screen these addresses on the core sample ACS.

4.5.3 Attempting interviews

When an interviewer identified an address as possibly containing one or more non-eligible minority ethnic individuals aged 16 or over, (s)he was instructed to complete a blank focused enumeration boost sample ACS and attempt an interview.

The focused enumeration boost sample ACS served three main functions:

1. interviewers used it to record details of each address at which people of eligible minority ethnic origin had been identified, and to confirm that this information was correct;
2. interviewers used it to guide and record selection of eligible dwelling units (where there was more than one at the address) and individuals (where there was more than one in the dwelling unit);
3. interviewers used it to record the outcome of their efforts to make contact and conduct an interview at the address.

In cases where positively screened addresses contained more than one dwelling unit, interviewers selected one at random only from those dwelling units containing one or more eligible minority ethnic adults. In dwelling units containing more than one adult of eligible ethnic origin, one was randomly selected for interview from those adults who were of eligible ethnic origin (i.e. if adults of non-eligible origins lived in the dwelling unit, they were excluded from the selection process).

4.6 Screening procedures for the high concentration boost sample

Interviewers attempted face to face screening interviews at all addresses issued as part of the high concentration boost sample. In summary they were instructed to:

- call at each address in person;
- select a dwelling unit if there was more than one;

- ask a responsible adult whether there was anyone in the household aged 16 or over who was black, Asian, Chinese or from any other non-white group;
- at each household containing eligible (non-white) adults, select one at random from all those living there;
- attempt to interview this person.

Addresses were issued to interviewers on high concentration boost sample ACSs. The ACS served four main functions:

1. it contained full address details for the sampled address;
2. interviewers used it to make random selections of dwelling units and eligible adults;
3. interviewers used it to record the outcome of their attempts to make contact with a responsible adult at the address in order to ask the screening question, and the result of the screening question if asked;
4. if the address contained one or more eligible people, interviewers used it to record the outcome of their attempts to select and to conduct an interview with the selected eligible adult.

In other respects contact procedures were as described for the core sample addresses.

At each address interviewers attempted to ask the following household screening question:

Is there anyone aged 16 or over living in this household who is black, Asian, Chinese or from any other non-white group?

Interviews were attempted at households where positive answers were given.

4.7 Interview length

The mean core sample interview length was 51 minutes⁵; 90% of interviews lay in the range 24 to 89 minutes. The mean focused enumeration boost sample interview length was 55 minutes, with 90% of interviews lying in the range 26 to 91 minutes. The mean high

⁵ These figures are based on 9,173 BMRB interviews and were calculated after capping the 1.0% most extreme lower values and the 0.7% most extreme upper values. Interview lengths for Ipsos-RSL interviews were not available as a result of a software error. Extreme lower (including negative) and upper values are likely to have arisen from interviews being split into two or more sessions, since the computation is not date-sensitive (e.g. if an interview was concluded on a subsequent day but earlier in the day, the difference between relative start and end times could be negative, or unexpectedly small)

concentration boost sample interview length was 56 minutes and 90% of interviews were within the range 23 to 111 minutes.

4.8 Response rates and reasons for non-response

4.8.1 Core sample

Eight per cent of core sample addresses were out of scope in the sense of not being private residential and occupied. Based on in-scope addresses the overall response rate for the core sample was 67.5%. On the same base, no contact was made with either a responsible adult or the selected individual at 7.5% of addresses and a refusal was obtained at 20.2% of addresses (Table 4.1).

As can be seen in Table 4.2, the response rate in London was noticeably lower than in other regions (London: 52.4%; mean for other regions: 70.1%). Most of the difference was attributable to a higher non-contact rate in London (17% compared with 6% in the rest of the country).

Most major surveys exhibit substantially lower response rates in London (even more so than in other densely populated urban areas) than in the rest of the country, mainly because of much higher rates of non-contact^{6,7}. Some of the reasons thought to contribute to this are:

- *Higher proportion of flats and other multi-occupancy accommodation*
- *Higher proportion of homes with barriers to entry (e.g. flats with locked communal entrances and entryphone systems)*
- *Higher proportion of single person households, especially those of working age*
- *Higher proportion of persons born in New Commonwealth, sometimes presenting language and cultural barriers*
- *Higher proportion of time spent out of the home, at work, travelling to and from work or engaged in leisure activities⁸.*

⁶ Beerten, R (1999). *Effect of interviewer and area characteristics on survey response rates*. Survey Methodology Bulletin, 45.

⁷ Barton, J. (1999). An analysis of the availability of individuals at home. Survey Methodology Bulletin, 45.

⁸ Groves, R. and Couper, M. (1998). *Non-response in household interview surveys*. New York: Wiley Interscience.

Table 4.1 Core sample response table

	Frequency	% of all issued addresses	% of all in-scope addresses
Issued addresses	16,120	100.0	
Insufficient address/address not traced	148	0.9	
Not yet built/not yet ready for occupation	22	0.1	
Derelict/demolished	75	0.5	
Empty/not occupied	755	4.7	
Business/industrial only	203	1.3	
Institution only	36	0.2	
Other deadwood	47	0.3	
Total deadwood	1,286	8.0	
Total in-scope	14,834	92.0	100.0
No contact with responsible adult	902	5.6	6.1
No contact with selected individual	204	1.3	1.4
Total non-contact	1,106	6.9	7.5
Office refusal	206	1.3	1.4
Information about address occupants/ dwelling units refused	608	3.8	4.1
Personal refusal by selected individual	1,670	10.4	11.3
Proxy refusal on behalf of the selected person	250	1.6	1.7
Broken appointment, no re-contact	260	1.6	1.8
Total refusal	2,994	18.6	20.2
Ill/incapacitated during fieldwork period	145	0.9	1.0
Away/in hospital during fieldwork period	204	1.3	1.4
Inadequate English	35	0.2	0.2
Other reason for non-response	332	2.1	2.2
Full interview	9,966	61.8	67.2
Partial interview	52	0.3	0.4
Total interviews^a	10,018	62.1	67.5

^a It should be noted that in this, and in subsequent response tables, the number of achieved interviews reported in the tables are slightly greater than the numbers finally used in analysis. This resulted from the fact that a small number of interviews were dropped from the data-set during data processing.

Table 4.2 Core sample response rate by Government Office Region

Government Office Region	Response rate	Base: in-scope addresses
	%	
North East	67.9	735
North West	68.7	1,812
Yorkshire	71.0	1,461
East Midlands	65.5	1,212
West Midlands	69.1	1,481
South West	74.2	1,369
East	70.5	1,463
London	52.4	2,128
South East	71.0	2,354
Wales	71.4	819

4.8.2 High concentration boost sample

Response data were not available for 1.7% of the high concentration boost sample as a result of problems with data transmission. Of the remaining 98.3%, 11.7% of addresses were out-of-scope in the sense of not being private residential and occupied. Based on in-scope addresses the overall response rate for the screening questions was 85.8% (Table 4.3).

The main reason for non-response at the screening stage was non-contact with a household member (11.1% of in-scope addresses). Refusal levels were very low at this stage at 1.5%.

Of those answering the screening question, 36.9% said that their household was eligible for inclusion in the survey. Productive interviews were achieved at 61.0% of these eligible households. The main reason for non-response was refusal (24.8%), either to provide information for the selection to be made, or on behalf of the selected person, or by the selected individual him/herself.

Our best estimate of net response rate for this component of the sample is to be obtained by multiplying the screen (85.8%) and main (61.0%) response rates together. This comes to 52.3%.

Table 4.3 High concentration boost sample response table

	Frequency	% of issued addresses	% of addresses for which outcome known	% of in-scope addresses	% of addresses at which screening conducted	% of eligible addresses
Issued for screening	20,159	100.0				
Outcome unknown	351	1.7				
Outcome known	19,808	98.3	100.0			
Screening outcome						
Deadwood address	2,317		11.7			
In scope address	17,491		88.3	100.0		
No contact with responsible adult in household	1,939		9.8	11.1		
Screen refused	260		1.3	1.5		
Other unsuccessful screening attempt	278		1.4	1.6		
Screen question asked	15,014		75.8	85.8	100.0	
<i>Of these:</i> No eligible people in household	9,468		47.8	54.1	63.1	
Eligible people in household	5,546		28.0	31.7	36.9	100.0
Main interview outcome (of eligible households):						
Non-contact with selected person	274					4.9
Office refusal	19					0.3
Refusal to provide information for individual selection	414					7.5
Refusal by selected individual	559					10.1
Proxy refusal	145					2.6
Broken appointment	238					4.3
Total refusals	1,375					24.8
Selected person ill / incapacitated	37					0.7
Selected person away / in hospital	96					1.7
Inadequate English	248					4.5
Other reason for no interview	131					2.4
Full interview	3,332					60.1
Partial interview	53					1.0
Total interviews	3,385					61.0

Focused enumeration boost sample

There were 15,972 identifiable addresses in the core sample issued, from which one would expect 95,832 enumeration entries (including cases where no address could be identified for a particular screen number), that is, six screened entries per address. In total 95,576 entries were recorded. The small discrepancy most probably results from incomplete interviewer recording.

In 89.1% of cases, the initial screening process indicated there were no non-white adults at that address. A further 4.1% of records indicated that no address could be identified for this screen number, and in a small number of cases screening was not possible within the fieldwork, or the enumerated address was already part of the core sample (Table 4.4).

In total, 95.1% of enumerated entries were eliminated at the screening stage and the remaining 4,603 addresses were issued as sample. Due to the previous screening, only a small proportion were returned as ineligible. This was usually because, contrary to the screening information (which was often gathered by proxy), addresses contained no non-white residents. In total 5.5% of sample addresses were ineligible, leaving 4,350 in scope.

At 16.0% of in-scope addresses, either contact was not made at all, or was subsequently not made with the selected individual, within the fieldwork period. At a further fifth of these addresses (22.5%) the selected adult refused the interview. Productive interviews were obtained at 48.8% of addresses said to be eligible, although eligibility had not definitely been established through direct contact with the household in all cases.

Table 4.4 Focused enumeration boost sample response table

	Frequency	% of expected number of enumeration entries	% of enumeration entries	% of addresses identified as eligible via enumeration	% of eligible addresses
Issued identifiable addresses	15,972				
Expected number of enumeration entries	95,832	100.0			
Information not recorded	256	0.3			
Enumeration entries	95,576	99.7	100.0		
Unable to identify addresses for screening	3,955		4.1		
No non-white adult at address	85,182		89.1		
Information not available within fieldwork	1,785		1.9		
Identified address part of core sample	51		0.1		
Total ineligible enumerated addresses	90,973		95.1		
Issued addresses	4,603		4.8	100.0	
No non-white adult at address	202			4.4	
Other deadwood	51			1.1	
Total deadwood	253			5.5	
Total in-scope	4,350			94.5	100.0
No contact with responsible adult	547			11.9	12.6
No contact with selected individual	151			3.3	3.5
Total non-contact	698			15.2	16.0
Office refusal	9			0.2	0.2
Information about address occupants/ dwelling units refused	276			6.0	6.3
Personal refusal by selected individual	406			8.8	9.3
Proxy refusal on behalf of selected person	119			2.6	2.7
Broken appointment, no re-contact	167			3.6	3.8
Total refusal	977			21.2	22.5
Ill/ incapacitated during fieldwork period	23			0.5	5.2
Away/ in hospital during fieldwork period	72			1.6	1.7
Inadequate English	176			3.8	4.0
Other reason for non-response	280			6.1	6.4
Full interview	2,119			46.0	48.7
Partial interview	5			0.1	0.1
Total interviews	2,124			46.1	48.8

5 Data processing

5.1 Editing

The use of CAPI (Computer Aided Personal Interviewing) removed the requirement for post-fieldwork edit checks. All range, logic and consistency checks were built into the Quancept interview program. A full description of all hard and soft checks built into the program can be found in Appendix F.

5.2 Coding

5.2.1 Open-ended questions

The coding of open-ended questions was completed centrally by a specialist coding team once the data had been returned from field. As the survey was new, code frames were developed and fully tested before full coding commenced. For each open-ended question, 100-150 verbatim answer listings were extracted from completed CAPI interviews. These were randomly selected from all those answering the relevant question before a defined date in the early part of fieldwork. From these, the research team designed full draft code frames. The coding team were fully briefed by researchers and the draft code frames were piloted on a further batch of 100 answers to ensure that they were exhaustive and unambiguous and that no more than 10% of answers were given "other" codes.

The final code frames used for analysis are included at Appendix G.

5.2.2 "Other – specify" questions

All "other" answers to otherwise closed questions were examined by coders to establish whether they could be properly regarded as instances of one of the question pre-codes. Where possible, such answers were reallocated to the appropriate code. Where this was not possible, additional codes were added to questions if the proportion of respondents mentioning a certain response was sufficiently high enough to ensure that coding these responses would produce information of potential interest during survey analysis.

5.2.3 Coding of occupation and social class

Occupation details were collected for all respondents, relating either to their current job or to their last job if the respondent was not currently employed but had worked at some time in the past. Occupational details of the Household Reference Person were also collected, if this was not the same person as the respondent.

Occupations were coded using the Standard Occupational Classification 2000 (SOC2000) (The Stationery Office, 2000). All occupational coding was done centrally once the data was returned from the field.

As well as occupation codes, socio-economic class for all respondents and Household Reference Persons was also coded. The new National Statistics Socio-Economic Classification categories (NS-SEC) were derived automatically using an algorithm which was developed from the documentation provided by ONS (ONS, 2001). Both the NS-SEC operational categories and the NS-SEC analytical categories were derived. Additionally, Standard Industrial Classification (SIC) was coded for respondents (if in employment) using the Standard Industrial Classification of Economic Activities 1992 (UK SIC 92).

5.3 Derived variables

To enhance analysis, a number of additional variables were added to the data following fieldwork.

5.3.1 Geodemographic variables

The following geodemographic variables were merged with the data:

- Standard region;
- Government Office Region;
- ACORN;
- Change of ACORN data;
- Inner city/other urban/rural;
- ONS classification of local and health authorities;
- SOC and SEG;
- ONS classification of wards;
- Police Force area.

5.3.2 Household and Family type variables

A number of household and family type variables were derived based on variables originating from the Census, the General Household Survey and the Labour Force Survey.

These are listed below. The technical specification of these variables can be found in Appendix H.

- Family type 10: Birthplace of family members (summary);
- Family type 11: Birthplace of family members (detailed);
- Family type 12: Family ethnic group makeup.
- Family lifestage 1;
- Family lifestage 5;
- Family lifestage 7;
- Household type 2;
- Household type 3;
- Household type 4;
- Household Type 5;

5.4 Weighting

A number of different weights were calculated for the Citizenship Survey. These break down into four main weights:

0. Individual weights for core sample only
1. Individual weights for core and boost samples combined
2. Household weights for core sample only
3. Household weights for core and boost samples combined

Household weights (weights 2 and 3) correct for unequal selection probabilities. Individual weights (weights 0 and 1) correct for unequal selection probabilities and are also designed to provide some correction for non-response bias.

In the following, we refer to weights that correct for unequal selection probabilities as design weights. Weights designed to reduce non-response bias are termed non-response weights.

5.4.1 Calculation of core sample individual weights

These were calculated in five stages.

1. Because there was a (*very small*) difference between the overall address selection probability in postcode sectors containing 10+% ethnic minority addresses and that in postcode sectors containing under 10% ethnic minority addresses, an address level design weight was computed to compensate for this difference.
2. An ACORN based non-response weight was calculated (as the reciprocal of the response rate for the ACORN group of the enumeration district in which the address fell).
3. A dwelling unit selection weight was calculated which compensated for the fact that selection probabilities were smaller in cases where interviewers had to select from more than one at an address.
4. A household member selection weight was calculated which compensated for the fact that selection probabilities were smaller in cases where interviewers had to select respondents from larger households.
5. Finally a weight was applied which weighted the individual sample to ONS population figures for age, sex and Government Office Region (GOR).

These five weights were multiplied together and the product was rescaled to produce the overall core sample household weight.

Note that this weight was calculated for core sample members only. It was set to zero for boost sample members.

5.4.2 Calculation of combined core and boost sample household weights

These were calculated in two stages.

1. A weight was calculated to equalise address selection probabilities. These varied considerably both within the boost sample and between the boost sample and the core sample.
2. A dwelling unit selection weight was calculated which compensated for the fact that selection probabilities were smaller in cases where interviewers had to select from more than one at an address.

These two weights were multiplied together and the product was rescaled to produce the overall core sample household weight.

Note that this weight was calculated for all sample members.

5.4.3 Calculation of core sample household weights

These were calculated in two stages.

1. An address level design weight was computed as above.
2. A dwelling unit selection weight was calculated which compensated for the fact that selection probabilities were smaller in cases where interviewers had to select from more than one at an address.

These two weights were multiplied together and the product was rescaled to produce the overall core sample household weight.

Note that this weight was calculated for core sample members only. It was set to zero for boost sample members.

5.4.4 Calculation of combined core and boost sample individual weights

These were calculated in five stages.

1. An address level design weight was computed as above.
2. An ACORN based non-response weight was calculated for core sample respondents only (as the reciprocal of the response rate for the ACORN group of the enumeration district in which the address fell).
3. A dwelling unit selection weight was calculated which compensated for the fact that selection probabilities were smaller in cases where interviewers had to select from more than one at an address.
4. A household member selection weight was calculated which compensated for the fact that selection probabilities were smaller in cases where interviewers had to select respondents from larger households.
5. Finally a weight was applied which weighted the individual sample to ONS population figures for age, sex and region (GOR).

These five weights were multiplied together and the product was rescaled to produce the overall combined core and boost sample household weight.

Note that this weight was calculated for all sample members.

5.4.5 Application of weights during analysis

Effective sample sizes were compared for weighted core sample estimates and weighted combined (core and boost) sample estimates for selected variables. In most cases effective sample sizes were greater for the former than for the latter. For this reason we decided to use the combined sample only for estimates requiring the extra sample numbers - i.e. for breakdowns by ethnic group and sub-groups predominantly found amongst ethnic minority groups (e.g. minority religious groups, speakers of Asian languages, etc)⁹. All other estimates are based upon the core sample only.

We recommend that this approach should be adopted for all subsequent analysis.

In summary this means using the four supplied weights in the circumstances specified below:

⁹ It should be noted that the two samples produce different estimates of the proportion of people who are white (core sample estimate: 91.2%; combined sample estimate: 94.7%). The fact that the core sample estimate is lower probably results from the facts that (i) the net response rate (including both screening and main response rates) was lower for the boost sample than for the core sample and (ii) that the screening methods probably did not identify *all* eligibles living at screened addresses. This over-representation of white respondents in the weighted combined sample is of little account in the analyses for which we recommend using the combined sample (analyses comparing ethnic groups). However it would matter if we were estimating the size of the minority ethnic population or the size of a population that included a high proportion of minority ethnic people (eg Asian language speakers or Hindus). Therefore in making such estimates we should use the core sample.

Table 5.1 Application of weights during analysis

Weight	Type of estimate	Base
@weight0: core sample individual weight	Individual estimates for <i>whole sample</i> and for sub-groups apart from (i) ethnic group and (ii) sub-groups related to ethnic group	Core sample only (unweighted base = 10,015)
@weight1: combined sample individual weight	Individual estimates for ethnic groups and sub-groups related to ethnic group	Combined core and boost samples (unweighted base = 15,475)
@weight2: core sample household weight	Household estimates for <i>whole sample</i> and for sub-groups apart from (i) ethnic group and (ii) sub-groups related to ethnic group	Core sample only (unweighted base = 10,015)
@weight3: combined sample household weight	Household estimates for ethnic groups and sub-groups related to ethnic group	Combined core and boost samples (unweighted base = 15,475)

6 Design effects

For simple random samples standard errors of estimates can be estimated from the following formulae:

1. for quantities: $se = \sqrt{(s^2/n)}$, where s is the estimate of the standard deviation of the variable under consideration (e.g. age) and n is the sample size;
2. for proportions: $se = \sqrt{(p(1-p)/n)}$, where p is the proportion under consideration (e.g. proportion of people aged 16-24).

However, in common with the great majority of random probability face-to-face interview surveys, the Citizenship Survey used a two-stage sample design rather than a simple random one. Typically, estimates from surveys with such designs have larger standard errors than surveys with simple random samples. Furthermore, survey weighting also tends to increase the size of standard errors.

For these reasons, when estimating confidence intervals around survey estimates, it is misleading to use the above formulae without making allowance for the impact of the sample design and weighting.

6.1 Design effects and design factors

There are no simple formulae to replace those shown above which take into account the effects of using complex sample designs and weighting. Instead standard errors have to be estimated using procedures that take into account observed variability across sampled clusters. Such procedures are computationally complex and time consuming. Because of this complexity and because of the number of such estimates required, standard estimation would be vast (in principle one would be required for every sub-group estimate for every variable analysed). It is not practical to estimate standard errors directly for more than a small number of survey variables.

Therefore the approach we adopt is to estimate standard errors directly for a range of variables of different types. These estimates can then be used to come to an informed opinion of what the standard errors for other variables might be. In common with other surveys, the method used for quantifying the impact of using a complex sample design and weighting is to estimate the variable *design effects* and *design factors*. These quantities are intuitively accessible and particularly useful for making assessments of likely standard errors for variables for which these variables were not measured directly.

The design factor is a multiplier which is applied to the simple random *sample standard error* (and hence confidence intervals) to take account of design complexity. The design effect is

the square of the design factor and is the multiplier to be applied to the *sample variance* for a simple random sample.

The tables in Appendix I list the design factors for a sub-set of the Citizenship Survey variables. These can be used to estimate likely design factors for other variables on the basis of their similarity to one or another of the variables presented. In judging designing the likely size of factors, it is worth noting their key influences. For our purposes the key factors are.

- The number of interviews in a cluster: estimates based on larger clusters have larger design factors than estimates based on smaller clusters¹⁰; this means that for a given variable, design factors will tend to be smaller for estimates based on sub-groups that cut across clusters (like age and sex) than for ones based on the whole sample or area based sub-groups that do not cut across sectors (like region or area deprivation group);

¹⁰ The design effect is directly proportional to the number of cases in each cluster minus 1; the design factor is proportional to the square root of this.

- Cluster homogeneity: the more cases are alike within each cluster (and different from cases in other clusters), the higher will be the design factor. Thus design factors are high for variables which are naturally clustered geographically (like housing tenure and ethnic origin) and are low for variables not naturally clustered (like marital status and sex of respondent);
- Weighting range: an estimate based on cases all of which have similar weights will have a smaller design factor than an estimate based on cases which have a wide range of weights. In the main the variation in magnitude of weights in the Citizenship Survey derives from the fact that boost sample cases had a substantially higher sampling fraction than core sample cases. In practice this means that any estimates based on cases taken from both core and boost samples will have higher design factors than estimates based on the core sample only or on the boost sample only.

6.2 Using design factors and design effects

For a sample proportion;

1. calculate the standard error for a simple random sample using: $se = \sqrt{p(1-p)/n}$, where p is the proportion under consideration (e.g. proportion of people aged 16-24) and n is the sample size;
2. Multiply this quantity by the calculated or assumed design factor to calculate the adjusted standard error;
3. multiply the adjusted standard error by 1.96 to give the 95% confidence interval.

Example using a proportion

proportion: 0.3

sample size 10,015

assumed design factor: 1.4

$$p(1-p)/n = 0.3 * 0.7/10015 = 0.0000209$$

$$se = \sqrt{p(1-p)/n} = \sqrt{0.0000209} = 0.00457$$

$$se(\text{adjusted}) = se * 1.4 = 0.00457 * 1.4 = 0.00640$$

$$95\% \text{ confidence interval} = 1.96 * se(\text{adjusted}) = 1.96 * 0.00640 = 0.0125$$

So 95% confidence interval around 0.3 estimate = 0.2875 - 0.3125, or in percentage terms 28.75% - 31.25%.

6.2.1 Difference between two estimates

Testing for significance between two estimates from independent samples or sub-samples (i.e. with no overlapping cases) with simple random sampling assumptions involves testing the null hypothesis that this difference is zero. If the population difference were zero, with two random samples we would still expect to see non-zero differences simply because of sampling error. This can be quantified in terms of the standard error of the difference between two estimates. This quantity is calculated by taking the square root of the sum of the two sampling variances.

For the difference between two proportions (under simple random sampling assumptions) this is given by:

$$se(p_a - p_b) = \sqrt{p(1-p) * (1/n_a + 1/n_b)}, \text{ where:}$$

p is a pooled estimate from the two samples of the assumed common proportion:

$$p = ((p_a * n_a) + (p_b * n_b)) / (n_a + n_b)$$

To take account of the survey design we have to multiply the standard error figure thus calculated by the design factor.

Example of difference between two proportions

$$p_a: 0.25$$

$$p_b: 0.28$$

$$n_a: 500$$

$$n_b: 900$$

$$\text{design factor: } 1.4$$

$$\text{calculate } p = ((p_a * n_a) + (p_b * n_b)) / (n_a + n_b)$$

$$= ((0.25 * 500) + (0.28 * 900)) / (500 + 900)$$

$$= 377 / 1400 = 0.269$$

$$se(p_a - p_b) = \sqrt{p(1-p) * (1/n_a + 1/n_b)}$$

$$\begin{aligned}
&= \sqrt{(0.269 (1-0.269) * (1/500 + 1/900))} \\
&= \sqrt{(0.197) * (0.00200 + 0.00111)} \\
&= \sqrt{(0.197) * (0.003111)} \\
&= \sqrt{0.000613} \\
&= 0.0248
\end{aligned}$$

$$\text{Adjusted } se(p_a - p_b) = se(p_a - p_b) * 1.4 = 0.0248 * 1.4 = 0.0347$$

$$95\% \text{ confidence interval} = 1.96 * \text{adjusted } se = 1.96 * 0.0347 = 0.0681$$

Can reject null hypothesis if observed difference is not within range 0 ± 0.0681 (i.e. if it is less than -0.0681 or greater than 0.0681)

Our observed difference is $0.28 - 0.25 = 0.03$, which is within the confidence interval generated by the null hypothesis. So we cannot reject the null hypothesis; in other words the observed difference is not significant at the 0.05 level.

7 Appendices

APPENDIX A INTERVIEWER INSTRUCTIONS

**PEOPLE, FAMILIES AND COMMUNITIES SURVEY 2001
PROJECT INSTRUCTIONS (PART 1: GENERAL)**

CONTENTS

1. BACKGROUND
2. THE SURVEY DESIGN
3. YOUR ASSIGNMENT
 - 3.1 Kit List
 - 3.2 Fieldwork dates
 - 3.3 Your assignment – where, when and whom to interview
4. NOTIFYING THE POLICE
5. PARENTAL PERMISSION FOR 16-17s
6. THE ADDRESS CONTACT SHEET
 - 6.1 Address details and calls record
 - 6.2 Selecting the dwelling and the respondent
 - 6.3 Final outcome codes
 - 6.4 What counts as a full interview?
 - 6.6 Screening for non white households from neighbouring addresses
7. INTRODUCING THE SURVEY
 - 7.1 Timing appointments
 - 7.2 Approaching elderly and vulnerable respondents
 - 7.3 Interviewing people with limited English
 - 7.4 Maximising response among Asian respondents
 - 7.5 Maximising response among Black African and Caribbean respondents
 - 7.6 Association of Home Office with Immigration services
8. THE NON-WHITE BOOSTER SAMPLES
 - 8.1 Why are we boosting the number of non-white respondents?
 - 8.2 The two boost samples
 - 8.3 Screening addresses to either side of the main sample addresses (Buff and Mauve ACSs)
 - 8.4 Screening in the high concentration Boost Sample areas (Green ACS)
9. THE QUESTIONNAIRE
 - 9.1 Getting the questionnaire/ practice interviews
 - 9.2 Conducting the interview
 - 9.3 Points to note on specific questions
 - 9.4 Questionnaire scenarios for practice interviews

APPENDICES

- A. Rules for selecting adjacent addresses – non-standard housing
- B. Summary of questionnaire structure
- C. Glossary of terms
- D. Field of Interest categories for Yellow shuffle pack – additional notes

1. BACKGROUND

The Home Office is conducting a new important study in England and Wales. The *People, Families and Communities Survey* is intended to find out about the role individuals and families play in their local community. The results of this study will play a vital role in helping the Government to understand how people feel about their local community. The survey will be repeated every two years and information provided will be used by the Home Office to assist them planning new initiatives to build stronger communities. The Home Office intends to publish the overall results and lodge the anonymised data with the ESRC Data Archive for the use of academics and other interested researchers.

The survey's primary aim is designed to meet the Governments' growing need to monitor new initiatives affecting citizen's rights and responsibilities. The Home Office has introduced the following broad objectives:

- To promote an inclusive society with equal rights, responsibilities and opportunities for all
- To modernise the constitution and increase public participation and confidence in the democratic process (including the confidence of ethnic minority groups)
- To promote a fairer and more open society in which the rights of individuals are balanced within a clear legal framework
- To provide effective regulation which balances public concern against the needs of industry/commerce/science
- To help achieve a healthy voluntary sector and community sector and an effective partnership between it and Government
- To help strengthen civil society
- To support the development of strong and stable families

The *People, Families and Communities Survey* will provide some of the measures used to monitor these objectives. The survey covers a range of topic areas including family issues (e.g. parenting), voluntary and community activities, and race equality.

The Government has recognised that there is a need for a better understanding of how individuals view their rights and responsibilities as people living in the UK, and their attitudes towards participation in the democratic process and in voluntary activity. The *People, Families and Communities Survey* will provide a means for addressing key research questions about citizenship and related areas to inform policy needs.

2. THE SURVEY DESIGN

The 2001 *People, Families and Communities Survey* sample will consist of two distinct parts:

- 10,000 interviews with a representative sample of adults aged 16+ living in England and Wales. Addresses will be selected from the Postcode Address File (PAF).
- An additional 5,000 interviews with people who are black, Asian, Chinese, of mixed race or from any other non-white group. These interviews will be achieved partly by screening addresses adjacent to the main sample address and partly through a boost sample in areas with a high non-white population (18% or more).

In total, 15,000 interviews will be carried out with adults aged 16 and over.

3. YOUR ASSIGNMENT

3.1 Kit List

Briefing Packs

Along with these instructions in 3 parts, you should receive:

- 1 Example Assignment sheet
- 1 Example Results Summary sheet
- 1 Example buff Address Contact sheet
- 1 Example mauve Address Contact sheet
- 1 Example green Address Contact sheet
- 1 Copy of advance letter for main addresses
- 1 Copy of screening letter for main and boost addresses
- 1 Copy of parental consent letter
- 1 Paper copy of questionnaire
- 1 Set of small show cards (White, yellow and blue)
- 1 Set of large show cards (Yellow, blue and green)
- 1 Set of yellow shuffles
- 1 Set of blue shuffles
- 1 blue Sort Board
- 1 Briefing note on interviewing guidelines during Foot and Mouth Outbreak
- 1 Leaflet about social research

Main Areas

- 6–32 Buff Address Contact Sheets
- 1 Assignment sheet
- 10 Mauve Address Contact Sheets
- 2 Police forms
- 1 Results summary sheet (blue)
- 1 Batch of Calling/Appointment cards
- 5 Home Office Parental consent letters
- 5 Home Office Main Sample Advance letters
- 1 Laminated version of Main Sample Advance letters
- 5-15 Home Office Letter for boost interviews
- 5-15 Home Office leaflets
- 2 Copies of 7 translations of boost sample letter
- 7 Return envelopes

- 7 Return slips
- 1 **Final return slip**
- 1 Set of small show cards (white, yellow and blue)
- 1 Set of large show cards (yellow, blue and green)
- 1 **Set of yellow shuffle cards**
- 1 Set of blue shuffle cards
- 1 Blue shuffle board
- 25 **Thank you leaflets**
- 1 Batch of Social research leaflets

Boost Areas

- 1 *Batch of Buff Address Contact sheets*
- 2 **Police forms**
- 1 Assignment sheet/summary sheet
- 1 **Batch of calling/Appointment cards**
- 5 **Home Office Parental consent letters**
- 22 *Home Office Letters for boost interviews*
- 2 **Copies of 7 translations of letter for boost interviews**
- 22 Home Office leaflets
- 7 Return envelopes
- 7 **Return slips**
- 1 **Final return slip**
- 1 Set of small show cards (white, yellow and blue)
- 1 **Set of large show cards (yellow, blue and green)**
- 1 **Set of yellow shuffle cards**
- 1 Set of blue shuffle cards
- 1 **Blue shuffle board**
- 25 **Thank you leaflets**
- 1 Batch of BMRB Social Research Leaflets

If anything is missing from your workpack, please call your Area Office IMMEDIATELY.

3.2 Fieldwork Dates

Fieldwork for Wave 1 starts on the 19th March. You will be informed of the fieldwork dates for subsequent waves nearer the time. If you are working on Wave 1, you must work at least **two days in the first week after you have been briefed, and do at least four days work in total** in the two weeks after you have been briefed.

For subsequent waves, please also make sure that you work your first two days within a week of receiving your workpack and do at least four days within two weeks of receiving your workpack.

Please confirm all working days with your Area Office. We recommend that you start your assignment asap after the briefing.

3.3 Your assignment – where, when and whom to interview

There are two types of assignment, those in Main Sample areas and those in Boost Sample areas.

Main sample assignments

Most Main Sample assignments will consist of 32 addresses. In areas with a non-white population of 10% or more, there will be fewer main addresses issued, to make up for the fact that you may need to carry out more interviews with non-white respondents living at adjacent addresses. You may **only** interview at the addresses you have been issued with, all of which will have been notified in advance by letter about the survey. You **must** account for every address, giving a full record of all calls made, and the final outcome.

The addresses in your assignment have been selected from within a postcode sector. A postcode sector is an area containing at least 1000 delivery points, and your addresses have been selected randomly across the whole sector. However, we have done this selection from the PAF file, so we cannot tell how these addresses will appear in the field. You may find that they are fairly spread out across the whole area, or you may find that they occur in small clusters.

As with all surveys of this nature, where you have a random assignment, it is important to look through your addresses in advance of starting work, and sort out a sensible plan of attack. Sort the addresses into manageable groups, and plan your fieldwork carefully.

Please note that at all addresses, only **one** adult (aged 16 or over) will be interviewed. Where there are two or more adults in the household, one must be randomly selected – this procedure is explained in Section 6.

The respondent will be asked about a variety of areas relating to individuals, their families and their communities. It will cover a wide range of issues divided into 6 separate modules:

- Family Policy (household structure and parenting)
- Active Community (social capital and volunteering)
- Race (racial prejudice, discrimination, ethnic identity)
- Rights and responsibilities
- Regulations (gambling and alcohol licensing)
- Demographics

Each respondent will go through all of these modules, although they will not answer all the questions due to filtering. It is anticipated that the questionnaire will last around **55 minutes on average**, although some may be longer or shorter depending on how the respondent answers the questions.

Overall, we expect to achieve a **70% response rate** to the survey (from Main Sample addresses), which means that, on average, in an assignment with 32 addresses, we expect you to carry out about **20 full interviews** (assuming 3 are ineligible ‘deadwood’). Of course, it would be expected that you will achieve more interviews than this in certain localities. In achieving this response rate, you will need to work during the afternoon/evening (all weekday fieldwork should take place during the hours **1.30 – 9.00 p.m. on weekdays**, unless a respondent requests an earlier or later appointment). You can, of course, use mornings to find

your **Main addresses** and identify addresses for non-white screening (see Section 8 below for details of the screening procedure).

You will also need to make a **minimum of 5 calls** at an address before regarding it as a no contact. Furthermore, these calls must be on different days and at different times of day, and if necessary to achieve contact **at least two of the calls must be made on a weekday evening (after 7.00 p.m.) or at a weekend (10.00 a.m. – 9.00 p.m.)**, in order to make contact with households where everyone is working.

All of the addresses on **Main Sample Address Contact Sheets (coloured Buff)** will require **non-white screening**. At these addresses, you will be expected to identify three addresses on either side of the main sample address for screening for non-white adults. Wherever possible you should ask the screening questions of people living at the main sample address. Where you make a positive identification of a household with one or more non-white adults at these adjacent addresses, you should start a new Screened Sample Address Contact Sheet (coloured *Mauve*) and attempt to conduct an interview. This process is explained in more detail in Section 8.

Boost Sample assignments

If you have a Boost Sample assignment, the procedures are slightly different. You will be issued with a much greater number of **Boost Sample Address Contact Sheets (coloured Green)** – the number issued is variable, as it depends on the % of non-white population in the sector, but the average across all areas is 80. You will need to attempt contact with all these addresses, and to ask a responsible adult at each address the screening question, in order to establish if the household contains any non-white adults. Only when you identify an eligible household will you need to select an eligible non-white adult in the household and attempt to carry out an interview. No further screening at adjacent addresses is carried out from these Boost Sample addresses.

The interview is exactly the same as for the Main sample, and the requirements for the number and timing of calls are also the same as those described above. However, we are expecting a slightly lower response rate of 60% from this sample. See Section 8 for further details of the screening procedure.

4. NOTIFYING THE POLICE

The Home Office have sent a letter to Chief Constables alerting them that the survey is taking place. Before you start working in your area **you must notify the police**. Hand in a copy of the Police Notification Form and show them your copy of the Home Office letter to Chief Constables. Hand them a copy of the Home Office advance letter, if you are working on the Main sample, or a copy of the Home Office letter you are giving to respondents, if you are working on a Boost assignment

You should make a note of the name and number of the person you spoke to **and ask them to rubber-stamp** a copy of the Home Office letter for you and sign it with their name. Sometimes the Police Station has no stamp; if so ask the Police Officer to print their name and contact telephone number (direct line) on your Police Form and get them to sign it. This will give you some proof of having notified the police to check credentials with respondent.

We are aware that sometimes police stations can be unwilling to stamp Police Forms to say that you have notified them, or even to give you a name that respondents can check with. Stress that the survey is regarded as very important by the Home Office, and show them the leaflet about it.

You can also give out – to Police Stations only, not members of the general public – the following phone numbers for Home Office researchers they can check with:

Andrew O'Reilly 020 7273 3511
Chris Attwood 020 7273 2907

We are also aware that the telephone number the police station gives interviewers often tends to be for the main reception desk or a central call handling unit, where they don't know anything about the survey. Try to get a direct number for the person you have spoken to if you can.

5. PARENTAL PERMISSION FOR 16-17s

Anyone over the age of 16 is eligible to take part in the survey. However, should you select a **16 or 17 year old who still lives with their parents** (or with another adult who has parental responsibility) you **MUST** obtain permission to speak to them about taking part in the survey. The Home Office has provided a separate letter that should be handed over to parents/those with parental responsibility in this situation, which explains the sorts of questions that are contained in the survey. Permission just needs to be given verbally, but **you need to code C5c on the ACS (page 3) to show that you have done this**. If necessary permission can be obtained by telephone, provided that the parent has seen the letter.

If permission is denied, you should code the ACS final outcome at C7 (C10a on Boost ACS) as 'Proxy refusal, including parental refusal' -code 13. If you are unable to contact a parent to obtain permission, code the final outcome as 'Respondent selected but no direct contact with respondent (or parents) - code 9.

N.B. If the respondent is a 16 or 17 year old, you need to put the name of the adult who gave permission for the interview in brackets after the respondent name on the front page of the ACS, and to report this with the respondent details in your electronic 'Respondent Information' questionnaire.

6. THE ADDRESS CONTACT SHEET

Addresses will be given to you on Address Contact Sheets (ACS). There are three different versions of the ACS. These reflect important stages of your fieldwork. Details of when to use each of these forms are given below.

Buff¹ a Main Sample address; as well as contacting and interviewing someone at the given address, you will also need to carry out screening for non-white people at *neighbouring* addresses; these screening procedures are explained further in Section 8.

Mauve this version will have no address printed on it, and is for use at new addresses, adjacent to the main sample address given on the Buff ACS, where non-white

¹ For Ipsos this is a beige colour; for BMRB buff is a darker orange.

respondents are identified.

Green a Boost Sample address, where you will ask some simple questions to establish if any non-white adults live there; you will only go on to conduct a main interview if non-white people have been identified at that address: these procedures are explained in greater detail in Section 8.

In the remaining part of this section we describe the **Buff ACS** and its use for **Main Sample addresses**. Screening procedures are then described in Section 8.

The Main Sample Address Contact Sheet, coloured *Buff*, provides you with the sampled address. It also allows you to record all of the visits you make to that address, and lets you record the final outcome at that address. At addresses which contain more than one dwelling unit, or more than one eligible respondent, the ACS lets you randomly select someone for interview.

It is important that you understand how the ACS works, and what information we need you to complete. We will need you to key in some of this information when you modem in completed questionnaires, and this will be explained in the briefing, and is covered in separate instructions in your packs. It is vital that you do modem in information on a regular basis. **You must also return all issued Address Contact Sheets to the office, together with any additional Mauve ACSs completed for screened addresses. Only return the ACS once a final outcome has been reached at the address** (see separate instructions for more details about reporting and return of work)

6.1 Address details and calls record (page 1)

The first page of the document provides you with the sampled address that you need to visit. It gives you the area code for an address (3 digits), a serial number for that address (6 digits), the screen number (0 for the main sample address, or 1-6 for any addresses you identify through the non-white screening) and a check number (2 digits). All of these will need to be keyed in to your CAPI machine at the start of the interview.

There is a Selection Box that you will use if you need to select either a dwelling unit or a person for the survey (see below). The 'Select' row of digits in the selection box is a randomly generated set of numbers which varies between different addresses, to ensure that the sample is randomly selected.

There is a space for you to write in the full name and phone number of the selected respondent. Please also write in your name and interviewer code, if this is not already printed onto the form.

Please record all contacts or attempts to contact the address in the Calls Record box. This will help you to make sure that you do try to contact the address or respondent at different times of day and days of the week. It will also help us, if we need to re-issue the address, as it will provide another interviewer with details of the best times to call. It also allows us to make sure that sufficient attempts are being made at each address.

Once you have finished with an address, please write in at the bottom of this page the total number of calls that you have made, and also the date of the final visit.

6.2 Selecting the dwelling and the respondent (Page 2-3)

The list of addresses you have been given has been randomly selected from the Postcode Address File (PAF), which is the Post Office's list of all delivery points. Most of these addresses will be private, residential addresses, but some of them may be small businesses or institutions such as shops, schools or hotels. Therefore at each address, you will need to establish:

- a) is the address traceable, residential and occupied?
- b) does the address cover more than one dwelling unit?
- c) is there more than one adult (aged 16 or over) living there?

Pages 2-3 of the Address Contact Sheet take you through this procedure step by step.

a) is the address traceable, residential and occupied?

At C1 you are asked whether the address is traceable, residential and occupied. Some addresses may be difficult to find. Before you code the address as "not traced" you must do all you can to track it down. You could try:

- Asking local people
- Asking at a Post Office or a Sorting Office, or asking a postman
- Asking the police
- Asking your Field Office

If you yourself had difficulty finding the address, please write in directions on how to find it on the ACS, in case it has to be reissued to another interviewer. If you cannot find the address, you will use outcome code 1 at C7 on page 4 of the Contact Sheet. You must also complete C8, which asks what methods you used to try to find the address.

Having found the address, the next task is to establish if it is **residential** accommodation containing private households. Non-residential addresses can be businesses or industrial sites which have no residents.

Please note that the survey covers the population living on private households and as such excludes residents of institutions. An institutional address is one at which:

- the establishment is run or managed by the owner or by someone who is employed to run it, such as a small hotel;
- four or more people, not all related to each other, live and are catered for communally (i.e. by someone else who is paid to provide them with board and lodging).

Small communal establishments with fewer than ten rooms are treated as private households if:

- there are fewer than four people staying there;
- there are no resident staff other than the warden, proprietor, etc (and his family).

In small communal establishments such as these (e.g. boarding houses and guest houses) the usual rules for deciding who is a household member apply.

One point to note: sometimes there are private households within institutions; for example a warden of an old people's home or a school caretaker may have a flatlet within the home or school, with its own living room and catering facilities. These people are living in private households and are still eligible for interview when those living in the institution themselves are ineligible.

Some establishments are borderline cases because the people living there have their own separate accommodation with facilities for cooking (e.g. sheltered housing for the elderly). If less than half the people there have these facilities, count it as an institution. If at least half have these facilities, whether or not they use them, count them as a collection of private households.

Also note that some business premises in the sample may contain a flat, such as a small shop with a flat above, both having the same address. You must always positively check whether or not the address contains a residential dwelling unit, where there is any possibility that it could do so.

Second homes and holiday homes are **not** eligible for the survey. If you establish (from checking with neighbours) that addresses are second homes or holiday homes, these should be coded as 'empty/not occupied (including second homes)' (code 4) at C7. However, if a household has another property outside England and Wales which they regard as their main home, but the address is their only or main home in England and Wales, it is eligible for the survey.

An eligible address is one at which members of the household live for 6 months of the year or more. (Note, however, that if someone has moved in less than 6 months ago, they are eligible as long as that is now their only or main address. Those living in 'squats' are also eligible if the squat is their only or main home, regardless of how long they have been there). Other reasons why the address may be ineligible will include derelict addresses, addresses where the dwelling is not yet built or ready for occupation, or unoccupied addresses.

Addresses should **not** be classed as empty or unoccupied just because you can never get hold of anyone or because you have been told that the occupiers are away for the whole of the field period. The property must be obviously empty or vacant (e.g. boarded up council flats, properties with no furniture or no sign of occupation) or you must have been told by neighbours that it is empty. If after 5 calls you have failed to establish contact or gather any other information and you remain unsure about the status of the address you should code the outcome as a non-contact at C7. Only if you have definitely established that the accommodation is empty or unoccupied, should you code this outcome at C7. **Remember that even when a property is empty or unoccupied you will still need to screen for non-white households at adjacent addresses.**

If you are in any doubt as to whether an address is eligible for the survey, contact your Area Office for further guidance.

Having ascertained that the address contains occupied residential accommodation, you move on to the rest of the selection process.

b) Dwelling unit selection (p.2 of the Contact Sheet)

What do we mean by a dwelling unit?

A dwelling unit is a structurally separate accommodation unit, for example a self contained flat, a bedsit, a house. In most cases, there will only be one dwelling unit at an address. However, sometimes an address can conceal a number of dwelling units. For instance, 33 The Avenue looks from outside like a semi-detached house, but it may have been converted into three flats. If the address you have been given is for one of the flats (e.g. 33a, the Avenue, or Flat 1, 33 The Avenue), then that is fine – that is the flat you must approach for interview. However, sometimes the Post Office still just has the main address on its files, rather than the address for each flat. In this case, you would need to select one of the flats to take part in the survey.

A dwelling unit will usually be self-contained, and have all its facilities behind its own front door. However, sometimes a bathroom or kitchen may be shared by a number of accommodation units (e.g. bedsits). If each unit has its own front door into its accommodation then each will count as a separate dwelling unit.

When you come across an address that conceals more than one dwelling unit you will need to randomly select one for the survey. In most cases there will just be one dwelling unit, so you will be able to skip to C4 on the contact sheet.

Where there is more than one dwelling unit you follow a simple process, following the instructions on the Address Contact Sheet:

- C3a Make a list of all eligible dwelling units (do not include any that are definitely unoccupied). List dwellings in flat or room number order (e.g. Flat A, Flat B etc), or if there is no numbering scheme, list them from bottom to top of building, left to right, front to back
- C3b Having listed all dwelling units, you need to select one at random. Look at the Selection Box on the front of the Address Contact sheet. The top line is labelled “NUMBER OF DUs/PEOPLE” and the line below “SELECT”. Find the number of dwelling units you have listed in the “NO. OF DUs/PEOPLE” row, and use the “SELECT” number beneath it to tell you which one to choose.

EXAMPLE

At the address 34 Dunwood Road you find that the house has been converted into four flats (one per floor). There is no obvious numbering of the flats.

You should list the flats into the grid provided at C3a (from bottom to top):

OCCUPIED UNIT	DWELLING NO
<i>Basement flat</i>	01
<i>Ground floor flat</i>	02
<i>First floor flat</i>	03
<i>Second floor flat</i>	04
	05
	06

Then look at the Selection Box on the front page.

2	3	4	5	6	7	8	9	10	11	12	No. of DU's/ people
1	2	1	4	3	2	6	4	2	10	5	SELECT

Go along the top row until you come to the number of dwelling units you have found at the address (4). The number underneath shows the number of the dwelling unit you should select: 1. Thus, you would select the basement flat and should ring the DU Number 01 in the grid and enter this number in the boxes at C3b.

Having selected a dwelling unit, please also record in the box provided details of exactly which dwelling this is. If we need to send another interviewer to re-contact this dwelling, it is important that they go to the same one as you.

c) Respondent selection

Having selected a dwelling (or more commonly, having found that the address only covers one), you will need to select an adult for interview.

A dwelling unit will almost always contain just one household. However, in the unlikely event that you find a dwelling unit that consists of more than one household, please contact

the research team for advice on which household to select for interview. For reference, the definition of a household is as follows:

One person or a group of people who have the accommodation as their only or main residence AND (for a group) **either** share at least one meal a day **or** share the living accommodation, that is, a living room or sitting room.

Examples of whom to include and exclude from the household are given on the ACS. You may come across some unusual situations, for example where a family member works away from home during the week but returns at weekends (they should be counted as a member of the household). If in doubt, contact your Area Office.

Having introduced the survey, you need to find out how many people aged 16 or over live in that household. Notes on the Address Contact Sheet provide some clarification as to who should be counted as being part of the household. Where there is just one adult, you will try to *interview him or her*. Where there is more than one adult, you will need to carry out a selection. This selection will be done in a very similar way to the dwelling unit selection described above.

At C5a list all adults aged 16 or more. Make sure that people aged 16-20 are included in this list (people of this age can be overlooked if you ask simply for a list of adults).

List them in alphabetical order of first name (it is sufficient to just use the first initial in the grid unless two people have the same initial). If there are two people in the household with the same first name, list them in order of age with the eldest first. Then use the selection box on the front page of the ACS. Go along the "NO. OF DUs/PEOPLE" row until you come to the total number of adults in the household. Directly below is the number of the person you should select for interview.

PLEASE NOTE: if the selected adult for interview is aged 16 or 17 and living with parents, you should obtain parental permission before carrying out the interview (see Section 5).

EXAMPLE

When you make contact at the basement flat, you find that a family live there – a couple and their two children. One of the children is 17, and so is also eligible for the survey. The other child is just 14, and so is not eligible.

You need to select one of the three adults for interview. You write the first name or initial of the three adults in alphabetical order in the grid at C5a:

FIRST NAME OR INITIAL	PERSON NO
<i>Sally</i>	01
<i>Sarah</i>	02
<i>Tom</i>	03
	04

	05
	06

Then look at the selection box on the front page.

2	3	4	5	6	7	8	9	10	11	12	No. of DU's/ people SELECT
1	2	1	4	3	2	6	4	2	10	5	

Go along the top row until you come to the number of adults in the household (3). The number underneath shows the number of the person you should select: 2. Thus, you would attempt to interview Sarah. If Sarah is the 17 year old daughter, you will first need to ask one of her parents for permission.

Having selected a respondent for interview, copy their full name (i.e. including surname) into the box on the front of the ACS. The purpose of putting this on the front page is to make it easier for you if you make an appointment and have to visit the household again, and to make it easier for office staff to check that the name and address details are complete. Please ensure that this is written legibly – you will be asked to send details back later with the 'Respondent Information' questionnaire.

Having selected an adult for interview, no proxies or substitutes are allowed, i.e. you can only interview the person you have selected. If the selected person is senile, or temporarily absent, then no interview will take place.

6.3 Final Outcome codes (page 4)

On page 4 of the Address Contact Sheet you must record the final Outcome Code for that address. If you do not manage to get an interview, we want as much information as possible about why. Therefore, if you get a refusal, please also complete C9, and enter further details in the 'write in' box at the bottom of page 4. Please also enter further details of the reason for other types of non-response, such as non-contact. For example, if you are unable to get an interview because the selected respondent is away in hospital or on business, enter the date they are expected to return. We may re-issue a certain number of unproductive addresses, and therefore it is important that the interviewer who is sent back to these addresses has as much information as possible about what happened when you made contact.

Remember that if parental permission to speak to a respondent aged 16 or 17 is refused, then you should code this as a proxy refusal (code 13), and if you do not manage to contact a parent this should be code 9.

If you obtain an interview at the sample address/ screened address, you will be required to code this at C7. The ACS also asks whether the interview is a full interview.

6.4 What counts as a full interview?

The interview counts as a full interview as long as you complete the demographic section of the interview, complete the interviewer declaration and code 'yes' to say the interview is finished.

A partial interview is, therefore, any interview that does not have full demographic information. We will decide at Head Office whether they are usable or not, but in order for us to consider this, you **MUST** skip to classification, complete the interviewer declaration, and code 'yes' to say the interview is finished.

For all interviews, whether full or partial, the name, address and telephone number **MUST** be entered in the subsurvey (number 5 at the real or practice screen). Full details of how to do this are contained in your Instructions for Electronic Reporting.

6.5 Screening for non-white households from *neighbouring addresses* (pages 5-7)

As well as interviewing at the address given on the front of the ACS, you will also need to carry out screening to identify whether or not any non-white people live at the addresses three to the right and three to the left of the sampled address (as you look at the property). Pages 5-7 of the buff Address Contact Sheet take you through these procedures.

When carrying out this screening you need to do three things:

1. Identify three addresses on either side of the main sample address
2. "Screen" these addresses for anyone who is non-white
3. If any non-white adults live at these addresses, select one eligible person in the household and attempt to interview them. You must do this for all 6 adjacent addresses.

These steps are explained in more detail in Section 8.

7. INTRODUCING THE SURVEY

As with other Government surveys, there is no obligation to take part in the *People, Families and Communities Survey*. However, it is clearly very important, and you should use every encouragement to get respondents to take part. In particular, try to pick up any doubts or worries they may have about taking part, and respond to those points. Do stress that on this survey you are working for **BMRB Social Research/ Ipsos-RSL Social Research**, rather than doing **market** research.

All the addresses in the main sample will have been written to in advance, and sent an information leaflet. These have been designed to answer respondents' questions and encourage them to take part.

The Home Office letter explains clearly:

- the reason for the survey and its importance to the Government,
- the importance of the sample being representative,
- the fact that the Home Office only gets anonymous data,
- that the respondent can use the telephone number provided in the letter if they want to know more about the survey.

The leaflet contains additional information about the survey, the confidentiality of the information provided and why people should take part.

As a general point, for interviewers working in Wales, all main addresses will have been sent a letter that has a Welsh translation on the reverse (you will have spare copies in your packs).

You will be provided with some spare documents that you can use to reassure or persuade respondents, in case they do not recall receiving the original letter and leaflet. In addition, there is a batch of Calling Cards in your pack bearing your company logo, which allows you to enter your name (and 'phone number, if you wish) and explain that you have called. This may be used to put through the door of addresses where you are having difficulty making contact.

Once you have gained the respondent's co-operation, try to ensure that you can carry out the interview in private. You could say that there is quite a lot of reading out for you to do, and you need to be able to concentrate. However, when it is unavoidable, you are permitted to conduct the interview with others present (but please record this in the questionnaire where prompted).

7.1 Timing appointments

When you introduce the survey to respondents, explain that the interview usually takes at least 45 minutes (the average is 55 minutes but sometimes it can take longer than an hour). It can take as long as 1 hour 30 minutes in extreme cases so bear this in mind when making appointments and do not book them too close together. Do not start any interviews after 8pm in the evening, unless the respondent has indicated that they are happy to continue beyond 9p.m. if necessary

7.2 Approaching elderly and vulnerable respondents

Particular care needs to be taken when approaching elderly or other vulnerable respondents, especially if they are living alone. Elderly people are more likely than others to be suspicious about being approached by someone they do not know to take part in a survey.

When you make contact with an elderly or vulnerable respondents, you should always hand over your ID card and allow them plenty of time to study it. You should not put pressure on the respondent to take part there and then if they are hesitant. Instead, you should provide further information about your credentials and offer to come back another time.

There are a number of things you can do to reassure elderly or vulnerable respondents. You should refer to the Home Office letter & leaflet that they have received and if necessary show them a copy to assist their recall. It is also a good idea to provide the thankyou leaflet upfront and encourage the respondent to check with the MRS helpline if they are concerned. You can also show them your stamped or signed police form.

Elderly respondents may prefer to speak to a family member before they agree to take part, in which case you should offer to come back another time, perhaps when someone else is there. Leave a letter or appointment card with the respondent so that they can show this to someone else and contact you when they feel comfortable about taking part. Even if an elderly respondent is happy to take part, their children may be concerned when they hear about the interview, so it is a good idea to leave something for the respondent to show them.

7.3 Interviewing people with limited English

If the selected respondent has limited English, you are allowed to use another person to **interpret**, provided such a person will be appropriate (e.g. a close relative). However, this does not mean that the interview can be done by proxy – the selected person **MUST** be present during the interview and be observed to answer the questions themselves. The minimum age for an interpreter/ translator is **14 years**.

7.4 Maximising response among Asian respondents

The following notes may assist in approaching Asian respondents, i.e. Indian, Pakistani and Bangladeshi.

- For Muslims, Friday afternoons between 12 – 2pm is the time people prepare to visit the mosque for communal prayers. If you are working in an area with a large Muslim community, it may be difficult to secure an interview on a Friday afternoon.
- The interview with a respondent with difficulty understanding English may well be longer than a conventional interview. Time should be allowed for reiterating and elaborating upon meanings and understandings of questions and answers.
- In some interviews with female respondents there may be no eye contact. This should not be seen as a lack of interest on the part of the respondent, but a reflection that eye contact with people outside of the immediate family may be considered a ‘disrespectful’ act.
- It is advisable for interviewers **not** to shake the hand of a respondent of the opposite gender as a gesture of thanks or greeting, as it may be construed as a culturally inappropriate act (unless instigated by the respondent).
- For the sake of agreeing to participate in an interview, a female respondent may insist that a member of the family, e.g. child is present. This is because cultural rules may require that another person is present when interviewed by a member of the opposite sex.
- There is no offence in politely refusing hospitality, e.g. tea, food.
- There is no cultural requirement for the interviewer to remove shoes, unless the room is used for prayer purposes, in which case the respondent will indicate. This will be on very rare occasions. However, it may be polite to ask, especially if it is muddy or wet outside.

7.5 Maximising response among Black African and Caribbean respondents.

- In persuading Black African and Caribbean respondents to participate in the interview, it may help to re-stress issues of confidentiality. You should also strongly stress that without the respondents’ participation across this study, we will not get a true picture of their community.
- It is important to recognise that African and Caribbean communities are not a homogeneous group, despite a tendency in the past to refer to them as Afro-Caribbean. Do not use this term, or fall into the trap of thinking that the communities have the same culture and attitudes.
- Almost without exception, African and Caribbean respondents will find the use of the word ‘*coloured*’ totally inappropriate and even offensive. It is far better to refer to ‘*black*’ people as opposed to ‘*coloured*’ people.
- You are very unlikely to come across many African respondents outside of the predominant concentrations across Inner London Boroughs.

- Though Caribbean respondents are predominantly concentrated across the major conurbations, since 1991 there has been evidence to suggest increased dispersion of Caribbean communities, away from central localities. Expect to generate some interviews across these 'non traditional' localities.
- Don't feel nervous that African and Caribbean respondents may feel reluctant to speak to someone who is not from the same ethnic background. Experience suggests that apart from language skills, same race is less important than your ability to undertake an interview in a professional way.

7.6 Association of Home Office with Immigration services

- It may also help to stress to respondents from all ethnic minorities that the survey has nothing to do with the immigration part of the Home Office. A few respondents may wonder whether their own British citizenship is in doubt (this happened on the pilot) – you can reassure them that this is absolutely not the case and their names will not be linked to their answers in any way; the whole survey is anonymous when results are fed back to the Home Office.

8. THE NON-WHITE BOOSTER SAMPLES

8.1 Why are we boosting number of non-white respondents?

The Home Office is interested at looking at the experiences and views of different types of people and different types of communities - for example, men and women; young and old people; urban and rural.

As part of this it is important to look at the behaviour and attitudes of people from different ethnic groups and cultural backgrounds. In a random survey, only a very small proportion of respondents will be from non-white groups. Therefore, we are increasing the number of interviews that we conduct with non-white respondents using a special screening process. This process is being carried out on top of the main sampling exercise to give us sufficient interviews with these respondents.

You may be asked challenging questions at the doorstep.

You are being racist by looking for non-white people

There is nothing racist about finding out about the different experiences and circumstances of different groups in the population. This can only be done by talking to them, and that is why we need your help in identifying where they live.

You are spying on people

We are being very open about this research. People will be informed of the research and will have details of who to contact about any aspect of the research.

Why are you excluding white people from this process?

We are not excluding them. White people are in the majority in this survey, because about 95% of the population are white. So it is not necessary to carry out a special exercise to find white people.

What will you do with the information I give?

It will only be used for research purposes, and your identity and what you say will not be disclosed to anybody.

8.2 The two boost samples

We are boosting the number of non-white respondents in **two** ways:

1. at each Main Sample address (on the Buff ACS) we are asking you to screen three addresses to the right and three to the left for the presence of non-white adults; these procedures are detailed in Section 8.3 below;
2. we are also issuing a number of "Boost Sample" points in areas of known high ethnic minority concentration; at these points you will be issued with a large number of addresses (on Green ACSs); you will be required to call at each one and establish the ethnic origin of the residents; at any addresses where households containing non-white adults have been identified you will then attempt an interview with a randomly selected non-white adult aged 16 or over; these procedures are described in Section 8.4 below.

8.3 Screening addresses to either side of the main sample addresses (Buff and Mauve ACSs)

Remember that there are three stages to the procedure:

1. identify three addresses on either side of the main sample address;
2. "screen" these addresses for any adult who is non-white;
3. if any non-white adults live at these addresses, attempt to interview one of them at each address.

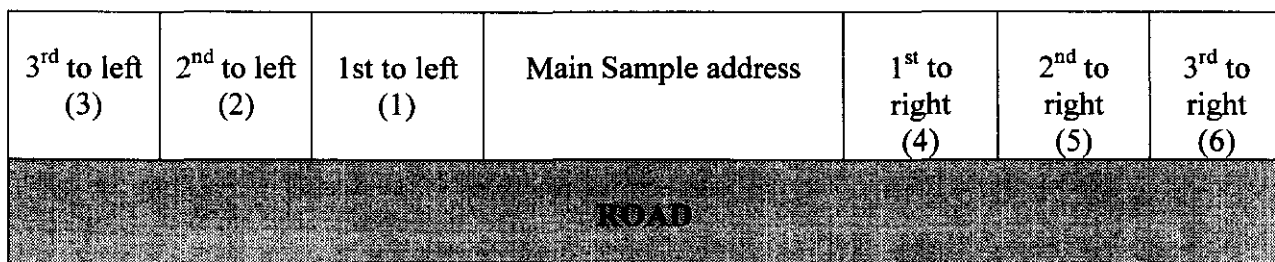
In the remaining parts of this section we describe these procedures in detail.

8.3.1 Identifying addresses to be screened

When you have a Buff Address Contact Sheet you should identify the six adjacent addresses to be screened before you make contact at the main address. This is because you will want to ask at the main address whether any non-white people live at any of the identified addresses.

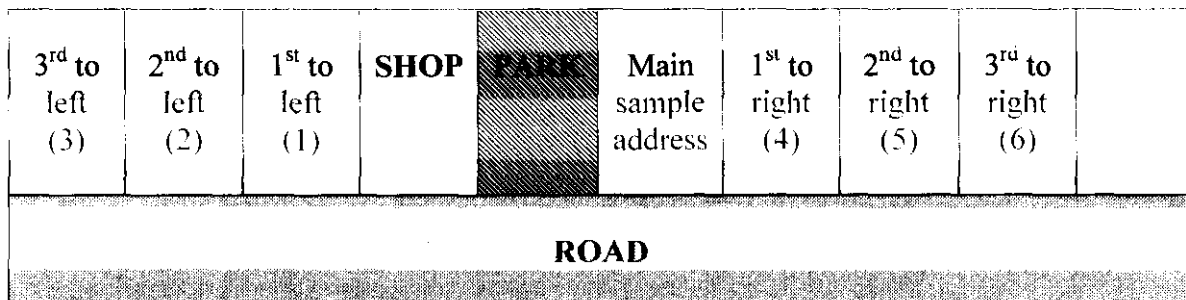
You need to identify:

- The three occupied residential addresses to the left of the Main Sample address (as you look at the property) and
- The three occupied residential addresses to the right of the Main Sample address

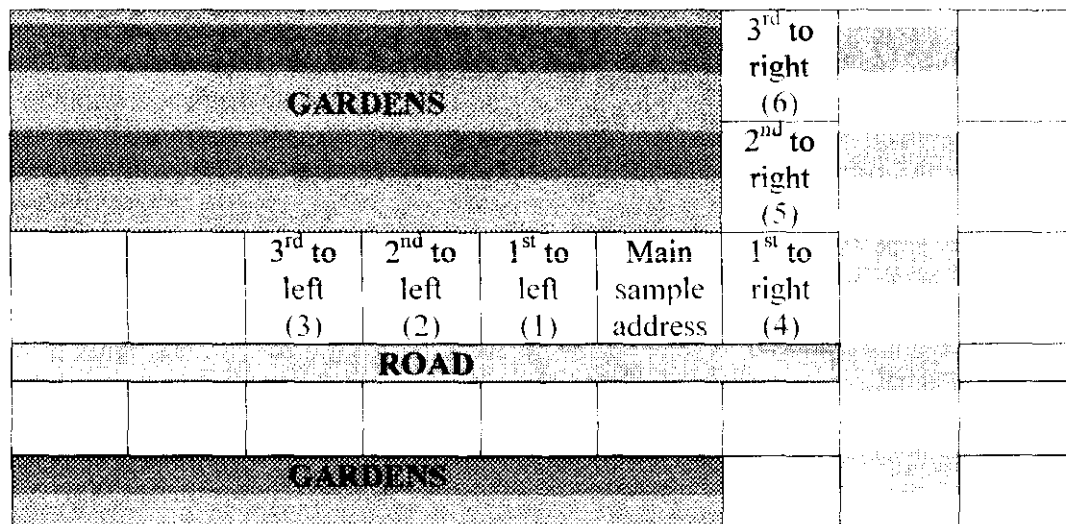


In identifying adjacent addresses, there are a number of simple rules. These are described and illustrated below:

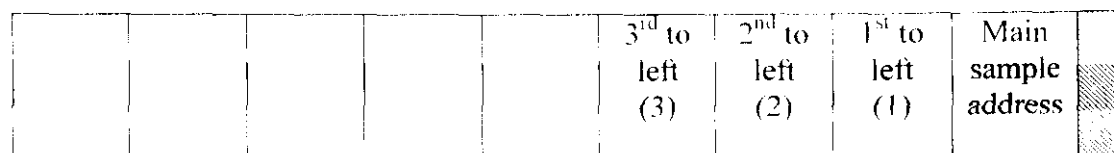
- Ignore gaps between the residential dwellings, such as business premises, (having checked these for any residential accommodation behind or above), farmland, small parks, etc. Unoccupied/vacant residential addresses should also be ignored. This means some of the 'adjacent addresses' will be some distance apart.



- If the gap is too far for you to even see where the next residential address is from outside the main address, it is unlikely you will be able to identify the next adjacent address accurately, or that the people at the main address will know about its residents. In this case, use code 34 at D35 ('unable to identify address for screening').
- If you reach a street corner, go round it, rather than across the road. This is because people are more likely to know about the people on the same side of the street, with gardens close together, etc.



- If you are in a street with a dead end, go round the end along the other side of the street.



ROAD								
						3 rd to right (6)	2 nd to right (5)	1 st to right (4)

If you are in an area where all the premises are houses, the rules above should be sufficient. However, if you are in an area in which the premises are flats (or houses divided into flats), then please refer to Appendix A.

Remember that the six addresses will not necessarily have consecutive numbers –it is the proximity to the main sample address that is important, and they may even have a different street name if you have to go round a corner.

Once you have identified the six addresses, you should write the address details in the grid at pages 6 and 7 of the buff Address Contact Sheet. Note that each address has a screen number (1, 2, 3, 4, 5 or 6) depending on where it is in relation to the main sample address.

Once you have identified the six addresses you cannot change them or use substitutes, even if you see or are told about a non-white person at another address.

In rare cases, it is possible that an identified address will be the same as one of the Main Sample addresses that you have been issued. If this is the case, you should use code 35 ("identified address part of the main sample") on the grid where you write in address details, at D5 (on page 6/7 of the ACS).

If you have been unable to identify the address for screening, you should ring code '34' at D5.

If you find when you call at your Main Sample address that it contains multiple dwelling units, the six addresses for screening should still be those that you identified before calling at the main address.

8.3.2 Asking about the identified addresses

When you make contact with the main sample address you should ask about the ethnic origin of the people living at the six addresses you have identified. This should be done EVEN IF YOU DO NOT ACHIEVE AN INTERVIEW AT THE MAIN ADDRESS. On page 5 of the Buff ACS there is some text that introduces the screening process and how to find out about the people who live at each identified address. Exactly when you ask the question is up to you – ideally it would be at the end of the interview at the main address. However, if there is clearly going to be a delay in interviewing the selected respondent, don't leave it until just before the end of the fieldwork period to ask the screening questions – you can ask them of anyone in the household. You will need time to follow up any eligible non-white addresses while you are still working in the area.

If there is any doubt about what you are told, or if the information is refused at the main sample address or if you do not make contact at the main address, you must then seek further details from adjacent addresses (either the identified address itself or other adjacent addresses, including addresses across the street). No informant should be asked for information about the occupants more than three addresses distant from their own dwelling.

If there is any doubt, you must check at the identified address. A suitable question wording for screening at the identified address is given at the top of page 6 of the Buff Address Contact Sheet.

If you are definitely told that there are no non-white adults at an address, then code '31' in the appropriate box at D5 on pages 6/7. Code 31 indicates that you have finished screening that address.

If you are told that there are one or more non-white adults living at an identified address, then you should ring code '32' at D5 on pages 6/7. You should then make out a new "Screened Sample Address Contact Sheet" for any such address (the blank Mauve ACS).

It is very important that you enter a screening outcome code in the grid for all six addresses – these are used to calculate response rates.

8.3.3 Screened Sample ACS

When you identify a household as possibly containing one or more non-white adults (aged 16 or over), then you must fill out a new ACS, using the special blank versions provided (labelled "Screened Sample" and printed on Mauve paper).

You will need to copy the following information from the front of the original main sample ACS:

- the area code (3 digits)
- the serial number (6 digits)
- the check digits (2 digits)
- the random selection numbers (the bottom row from the Selection Box)

On the front page of the Mauve ACS, you will need to fill in the Screen number box (either 1, 2, 3, 4, 5 or 6), which is taken from the grid on pages 6/7 (question D5) of the Buff Main Sample ACS and shows the position of the eligible Screened address in relation to the Main Sample address.

You should also write in the full address that you are screening (NOT the main sample address) into the Address Details box on the front page of the new Mauve ACS.

Note that this ACS for the Screened Sample does not require you to conduct any further screening at adjacent addresses.

This version of the ACS has minor differences in wording to remind you that **ONLY DWELLING UNITS CONTAINING NON-WHITE ADULTS** should be recorded at C2/C3a for the selection of the dwelling unit and **ONLY NON-WHITE ADULTS** should be recorded at C4/C5a for selection of the respondent. Otherwise the selection procedure is the same as for Main Sample addresses.

If the information you have been given is incorrect, and there are **no** non-white adults at the address, you can record this at C7 and use final Outcome Code 22.

Please note that the definition of non-white is the respondent's so it is up to them to decide whether members of the household are non-white or not.

8.3.4 Letter for Non-white screened addresses

Screened addresses will not have received a letter in advance, unlike the main sample addresses. You have been provided with special Home Office letters specifically for the screened addresses, mentioning the reason for wanting additional interviews with non-white people. In addition to this you should also give the household a copy of the Home Office leaflet about the survey.

If you are told that an address contains non-white adults, but it is proving difficult to contact them, you can put through their letter-box a copy of the **MAIN** sample advance letter (you have some spares in your pack). Don't use the special letter until you are sure that the household is eligible, as if the information you have been given is incorrect, this might annoy the household.

8.4 Screening in the high concentration Boost Sample areas (Green ACS)

8.4.1 Overview

At a number of points in areas of high ethnic minority concentration we are asking you to screen addresses for the presence of non-white adults. These addresses are issued on **Green ACSs**. You are expected to call at these addresses **in person** in order to establish whether or not any of the occupants are of eligible ethnic origin.

In summary you will:

1. call at each address **in person** (at least five times before assigning as non-contact);
2. select a dwelling unit if there is more than one;
3. ask a responsible adult whether there is anyone in the household aged 16 or over who is black, Asian, Chinese or from any other non-white group;
4. at each household containing eligible (non-white) adults, select one at random from all those living there;
5. attempt to interview this person.

The Green ACS (labelled "Boost Sample (with screening)") takes you through these procedures in detail.

8.4.2 The Green ACS

Front page

This is identical in format to the front page of the Buff Main Sample ACS. All addresses are pre-selected and printed in the Address Details box.

Page 2 - identification of traceable, residential and occupied addresses / dwelling unit selection

Again this is identical in format to the Buff Main Sample ACS.

Page 3

At C4a we provide a suggested introduction to the survey. This can be addressed to any responsible adult.

C4b is the screening question. It is critical that you read it out using the exact form of words provided, viz:

"Is there anyone aged 16 or over living in this household who is black, Asian, Chinese or from any other non-white group?"

There are three answer codes at C4b.

If the household is **eligible**, ring code **1** and then go on to ring outcome code **32** ("screened: household eligible") at C5. You will then be instructed to go on to C6 where you will be asked to select one eligible (non-white) adult.

If the household contains **no eligible adults**, ring code **2** at C4b and ring code **31** at C5 ("screened: household not eligible").

If for any reason you are **unable to ask** the screening question at C4b, ring code **3** and code the reason the household was not screened at C5.

Screening outcome codes (C5)

You will see that the **screening outcome** codes at C5 are far simpler than the outcomes used on the other two ACSs. The codes are straightforward:

Code 36: this covers all ineligible addresses (as defined in Section 6 above). Note that we use one code to cover *all* forms of **address ineligibility** (insufficient address/ not traced, not built/ not ready for occupation, derelict/ demolished/ empty, not occupied/second homes, business/industrial only, institution only).

Code 8: use this if you **cannot contact** a responsible adult for any reason.

Code 37: use this if you cannot get an answer to the screening question because somebody **refused**. This refusal may be to the question itself, or at an earlier stage of the process – e.g. because the occupants refused to provide you with information on number of dwelling units.

Code 38: this covers all other reasons for not getting an answer to the screening question (e.g., all responsible adults away, incapacitated, etc).

Code 31: use this if you manage to ask the screening question and found the household to be **ineligible**.

Code 32: use this if you manage to ask the screening question and found the household to be **eligible**.

Page 4

On the first part of this page (C6 and C7) you select one non-white adult from all those living in the household. As such it works in the same way as the equivalent questions on the Mauve Screened Sample ACS.

C8a, C8b and C9 are the same as the corresponding questions on the Buff Main Sample and the Mauve Screened Sample ACSs.

Page 5 and selected outcome codes for eligible households

Use C10a to record the outcome of your efforts to interview the selected non-white individual. The codes are largely the same as the corresponding codes on the Buff and Mauve ACSs.

The only significant difference relates to code 39. This is reserved for cases where you find out that the household is eligible (i.e. C4b = 1 and C5 = 32), but for one reason or another your responsible adult refuses to give you the information to let you select an eligible resident at C6/C7. In contrast to this, refusals by/on behalf of **the eligible resident** are coded 12 or 13 as relevant.

9. THE QUESTIONNAIRE

9.1 Getting the Questionnaire/Practice Interviews

The questionnaire for wave 1 will be in your mailboxes after **6pm on Friday 16th March**. There are 2 versions of the questionnaire. The main questionnaire is called **PFCSW1**. If you are working on a boost sample point assignment you will need to collect a different questionnaire **PFCSB1**. Please refer to the memo about fieldwork dates, for the names of all subsequent waves of the survey. If you have any problems getting the questionnaire, please call the CAPI helpline in the usual way.

The questionnaire is quite complex in places so it is vital that you conduct *at least 2* practice interviews before beginning your assignment – **taking note of all the points in the instructions below**. You have also been given 3 scenarios of imaginary respondents in Section 9.3. Please use these when completing practice interviews as together they give a good overview of the questionnaire and how it works. When conducting your practice you will need to use special practice area codes and address serial numbers – these are detailed in a separate document. You need to send back your completed practice interviews to Head Office and you will be paid for doing these.

9.2 Conducting the interview

Please note that you should **NOT** show the laptop screen to the respondent at any time. Where we want the respondent to see answer lists there are **showcards** to give to the respondent.

At some questions there are probes – please ensure you use these probes and use the form of words provided.

9.3 Points to note on specific questions

The overall structure of the questionnaire is shown in Appendix B. There are 6 separate modules. Each respondent will go through all of these modules, although they will not answer all the questions due to filtering. It is anticipated that the questionnaire will last around **55 minutes on average**, and for the majority of people the interview will fall within the range of 45 mins to 1 hr 15 mins. The interview will be longer if the respondent is a parent of children aged under 16 and will be longer if they are extensively involved in volunteering.

The modules vary considerably in length; **average** timings for each module are given in brackets:

- Family (10 mins)
- Active Community (19 mins)

- Race Equality (13 mins)
- Rights and responsibilities (4 mins)
- Regulations (1 min)
- Demographics (8 mins)

Appendix C is a Glossary of terms which you will find useful, in reference to the questionnaire. Please DO use this glossary to answer any questions or queries respondents may have.

The following pages have notes on specific questions in the questionnaire. The question numbers referred to are those on the printed copy of the questionnaire. The variable names are those used in the CAPI program.

Q.	Variable name	Notes
FAMILY MODULE		
F0	qfhhno	<p>Household size. For the ACS you have recorded the number of eligible adults (aged 16+) in the household. At this question record the TOTAL number of people in the household – both adults (16+) AND children (under 16).</p> <p>It is important to ascertain who belongs to the household.</p> <p>A household is defined as: “ One person or a group of people who have the accommodation as their only or main residence AND (for a group) Either share at least one meal a day Or share the living accommodation (living room / sitting room)”</p> <p>Household membership A person is generally considered to live at the address if they consider it to be their main residence. There are however certain rules which take priority over this criterion:</p> <ol style="list-style-type: none"> Children aged 16 or over who live away from home for purposes of either work or study and come home only for holidays are <u>not included</u> at the parental address under any circumstances. Children of any age away from home in a temporary job and children under 16 at boarding school are always <u>included</u> in the parental hhold. Anyone who has been away from the address continuously for 6 months or longer is <u>excluded</u>. Anyone who has been living at the address for 6 months or longer is <u>included</u> even if he or she has main residence elsewhere. Addresses used only as second homes are never counted as a main residence (unless main home is outside England and Wales).
F1	qfn	<p>You need to enter the name or a unique identifier (e.g. eldest child, child 1 etc.) for each household member.</p> <p>YOU MUST ENTER THE RESPONDENT’S NAME FIRST – they are recorded as person 1 in the household and subsequent questions route from this assumption.</p>
F2 – F6	qfs1/sx qfa1/2	Sex, age, ethnicity and marital status (if over 16) are collected for each household member in turn
F4 / F4b	qfeg/e2	<p>Ethnic group. These questions are based on the new Census classification of ethnic groups. You must use the showcard at F4. If the respondent want to give answer not on the card use the appropriate ‘other’ category i.e. code 3, 7, 11, 14 or 16. This will take you to a follow-up question F4b where there is opportunity to record English, Scottish and Welsh separately, as well as other cultural backgrounds</p>

F5	qfms	<p>Marital Status. The aim here is to obtain the legal marital status. Code the first code that applies i.e. top down priority coding.</p> <p>Code 4 “Separated from husband/ wife but still legally married” is for those people whose spouse is living elsewhere because of estrangement. A person whose spouse has been working away from home for over 6 months, e.g. on a contract overseas or in the armed forces, should still be coded as “Married and living with husband or wife” if the separation is not permanent.</p>
F6	qfcc	<p>Note that you should only code “Same sex couple” if the respondent volunteers this information.</p> <p>It is possible that a respondent who is part of a gay couple responds here “Yes” i.e. they are living as part of a couple, but they do not volunteer that this is a “same-sex couple”. They may previously have said that they live with one other adult who is the same sex as them. In this case just accept their “Yes” answer at F6 without querying.</p> <p>When they get to F10 (hhold relationships) they may then answer that person 2 is their partner. If person 2 is the same sex as person 1, a soft check will come up to check whether they are cohabiting as an opposite sex couple.</p>
F7 - F8	qfown qfow2 qfow3	<p>Household Reference Person (HRP)</p> <p>This is used on most large government surveys nowadays and replaces Head of Household. It is similar to Chief Income Earner, which you may be familiar with.</p> <p>The Household Reference Person will be either:</p> <ul style="list-style-type: none"> • The sole householder (i.e. the person in whose name the accommodation is owned or rented); or • If there are two or more joint householders, the one with the highest personal income from all sources; or • If two or more householders have the same income, the eldest <p>If NO householders are identified, the HRP is the member of the household with the highest income, or the oldest person if income is unknown or refused.</p> <p>The sequence of questions used to establish the HRP is as follows:</p> <p>“In whose name is the accommodation owned or rented?”</p> <p>If the accommodation is owned or rented by someone outside the household you will need to ask who in the household is responsible for household affairs (e.g. in whose name are the utility bills, who pays the rent etc.)</p> <p>If the respondent says that there are joint householders you will need to ask which of these people has the highest personal income:</p>

		<p>“And which of you has the highest income?”</p> <p>You do not at this stage need to collect any specific details about income levels. If the respondent asks for a period to average over you should ask them to think about their income over the last 12 months.</p> <p>Only if the respondent says that two or more householders have the same income should you code the eldest as the HRP.</p>
F9	qfhi2	<p>Spouse/partner of HRP. Note that this question can be recorded without asking the respondent again, if you already know who is the spouse/partner. However, if you are unsure, you will need to ask the respondent directly.</p> <p>Multi-coding is possible at this question, in the unlikely event that the respondent has multiple spouses or partners. E.g. Arabs with multiple wives.</p>
F10	qf2-qf14	<p>Family Grid. It determines the relationship of each household member to every other household member.</p> <p>The questionnaire asks about the relationship of each person in the hhold to each other person e.g. person 2 to person 1, person 3 to person 1 and person 2, person 4 to person 1, person 2 and person 3 and so on until grid is completed for entire hhold. The advantage of collecting all these pairwise relationships is that it allows maximum flexibility in subsequent analysis of family units and benefit units.</p> <p>The list of relationships is detailed, but it is not intended that you should probe for relationships which are not volunteered or queried by respondents.</p> <p>It is important that you <u>use the showcard</u> provided and do not assume relationships. For example, it might be that the person you thought was the respondent’s son is actually their step-son or a foster child. Or the children in the household might not all be brothers/sisters but rather step-brothers/step-sisters or half brothers/half sisters. You need to familiarise yourself with the various relations listed on the showcard.</p> <p>If respondents ask why we need to know all these inter-relationships you can explain that: “There are a lot of changes taking place in the make-up of households and families and this section is to help find out what these changes are.”</p> <p><u>How to code relatives of cohabiting couples:</u> Treat relatives of cohabiting members of the household as though the cohabiting couple were married, unless the couple is a same-sex couple. e.g. mother of a partner is coded as mother-in-law (code 10). For same-sex cohabiting couples the mother of a partner should be coded as ‘no relation’.</p> <p>There are various logic checks built into this question – some hard and some soft checks.</p>

		<p>HARD CHECKS – it is impossible to pass these. Instead you must go back and change the illogical/conflicting data. E.g. parents must be older than their children</p> <p>SOFT CHECKS – A question is asked pointing out the discrepancy or unusual situation and asking the interviewer to confirm whether it is correct. If ‘Yes’ they continue with the ‘discrepancy’ intact. If ‘No’ it becomes a hard check i.e. they cannot continue – they must go back and change the answer.</p> <p>E.g. Married partners should be opposite sex Cohabitee/ partner should be opposite sex</p> <p>These checks are soft, to allow for gay couples to be accepted and also gay marriages (a very few gay couples may have been married abroad e.g. in the USA and consider themselves married).</p> <p>Spouse not aged under 16 Cohabitee/ partner not aged under 16</p> <p>These checks are soft to allow for under 16s to be cohabiting or married. Whilst you can not be legally married in the UK under 16, some people may have been through a ceremonial marriage (particularly those from ethnic minorities) and consider themselves a married.</p>
F11	qfkids qfkno	<p>This is only any children of the respondent who live outside the household who are aged UNDER 16. Grown-up children will be coded at F17b. We need to record any children, step-children or adopted children. Foster children are not relevant.</p>
F12	qfk	<p>As in the household section, a name or unique identifier must be entered for each child. This is to substitute into the question text at F13.</p>
F14	qfpkid	<p>This is similar to F11 but for children of the respondent’s spouse or partner. Again we are only interested in children aged UNDER 16. We need to record any children, step-children or adopted children. Foster children are not relevant.</p>
F15	qfpkno	<p>As in the household section, a name or unique identifier must be entered for each child. This is to substitute into the question text at F16.</p>
F16d	qfps	<p>Note this is how often the spouse/ partner sees their child away from the respondent’s home, rather than how often the respondent sees them.</p>

F17b	qfrel	<p>This is the respondent's relatives (who are still alive) and do not live in the respondent's household. Note that any relatives living outside the UK are to be excluded.</p> <p>If a respondent has more than one relative in a category, you just code that category. E.g. If has 2 brothers and a sister, you just code '13. Brother or sister (including adopted)'. You do NOT need to code anything else under 'Other' to signify more than one relation in that category.</p> <p>Please ensure the respondent looks <u>carefully</u> at the showcard as it is easy to miss a relative they have. You must probe fully. Again, you need to familiarise yourself with the full list of relatives.</p> <p>It is important that you use the showcard provided and do not assume relationships. For example, it might be that someone they refer to as their 'brother' is actually a step-brother, or this could even be a cousin (Asian families sometimes refer to more distant relations as brothers).</p> <p>Note that code 1 is for spouses that respondent is separated from as well as for ex-partners/spouses.</p>
F19	qfcon	<p>At this, and the two following questions, only the respondent's living relatives outside the household, appears on the screen as possible answers. You can read out the relatives from the screen if necessary.</p> <p>For categories covering more than one relative, if at least one relative seen once a month, then code that answer.</p>
F20	qfgiv	<p>For categories covering more than one relative, if help given to at least one relative in the last 12 months, then code that answer.</p>
F20a	qfgot	<p>For categories covering more than one relative, if at least one relative given help to respondent in the last 12 months, then code that answer.</p>
F21a	qfadv	<p>From this question onwards the rest of the family module is ONLY FOR PARENTS OF CHILDREN AGED UNDER 16. This includes parents of non-resident children.</p> <p>The definition includes:</p> <ul style="list-style-type: none"> • Respondents who have at least one of the following, aged under 16, in their household (at F10): <ul style="list-style-type: none"> • Son / daughter (including adopted) • Step-son / step-daughter • Foster child • Respondents who have at least one of the following, aged under 16, living outside their household (at F11): <ul style="list-style-type: none"> • Son / daughter (including adopted) • Step-son / step-daughter

F22	qfsou	<p>This question is to determine awareness of possible sources of advice and information on bringing up children. Its not just awareness of the organisations, if they wouldn't consider them sources of advice for parenting.</p> <p>E.g. Someone may be aware of their GP, but not consider them a possible source of advice on bringing up children. In this case GP should NOT be coded.</p>
ACTIVE COMMUNITY MODULE		
V1.3	qvsaf	If the respondent gives a rating from the showcard, and also says spontaneously that they "never go out after dark", then code the rating from the card, in preference. The code "never go out after dark" is only to be used in cases where this means they can not give a rating.
V1.11	qvout	Include any socialising outside of own, or someone else's home. e.g. nightclubs, opera, museums, exhibitions, old people's clubs, working men's clubs, bingo, going for a walk in countryside etc.
V2.1b	qvwp	National Assembly for Wales – see glossary for explanation of this.
V2.1c	qvglp	Greater London Assembly - see glossary for explanation of this.
V2.2	qvciv	<p>Frequency scale</p> <p>This scale is used in several places throughout the Active Community module. If the respondent has trouble answering, you'll need to talk through what they do. The respondent needs to average across the last 12 months and also take account of multiple activities, which might be at different frequencies. The same principles should be applied each time this scale is used.</p> <ul style="list-style-type: none"> • 52 or more episodes averages to 'at least once a week' • 12-51 episodes averages to 'less than once a week but at least once a month' • Fewer than 12 episodes averages to 'less than once a month' <p>e.g. someone who contacted their local councillor once a week about a particular issue, over a period of 2 months and attended 1 public demonstration:</p> <p><i>contact with councillor = 9 times plus 1 demonstration Total of 10 episodes of participation.</i></p> <p>Therefore you should code 'less than once a month'</p> <p>If you can not work out which code to use, then code 'Other' but specify as much detail as possible in the open box.</p> <p>Note that each separate letter or phone call to a councillor or MP counts as a separate time, even if it was about the same issue each time.</p>

V3.1	tvvol1-6 qvpa1	<p>Yellow shuffle pack</p> <p>This is central to obtaining an accurate measure of participation in groups, clubs and organisations, as a precursor to measuring formal volunteering for these groups.</p> <p>At V3.1 we are interested in recording any groups, clubs or organisations respondent is/has been involved with or had something to do with in their free time, during the last 12 months. This includes <u>anything they've belonged to, taken part in, supported or helped in any way</u>. Participation/ involvement is what counts at this question (NOT volunteering). Support includes regular donations but excludes cases where only give one-off donations (e.g. money in collection tins) and no further involvement.</p> <p><i>N.B. The Territorial Army (TA) should be excluded as they are paid a salary for their involvement and the Home Office therefore does not consider this a free time/leisure activity.</i></p> <p>It's important to explain that the items on the cards are only EXAMPLES.</p> <p>If the respondent seems confused by the task, encourage them to mention by name the groups they are involved with and then help them to select the yellow shuffle card which best describes the group/activity. You need to <u>familiarise yourself with the different categories</u> so you can help the respondent as necessary. Appendix D has a full list of the categories with more examples than are given on the cards, as well as more explanations of each category.</p> <p>The prompts on successive display screens are designed to ensure that any cards which should not have been selected are eliminated:</p> <ul style="list-style-type: none"> • We only want things they are/have been involved with <u>as part of a group, club or organisation</u> over the last 12 months – not things they do <u>as an individual</u> e.g. being part of a swimming club rather than just going swimming on their own, or with friends or family. e.g. part of a visiting group for the elderly rather than simply visiting an elderly neighbour on their own or with friends and family. <p>N.B. Individual activities are valid if they are connected with a group, club or organisation.</p> <p><i>E.g. For schools (A), if attend child's school fete as an individual parent, this is valid as it is contact with an organisation i.e. the school. Respondent may consider worship an individual activity but if they attend a place of worship then should include under (E) Religion. Blood donor can be included under (I) First Aid, even though it is something you do as an individual, as it is through the National Blood Service organisation.</i></p> <ul style="list-style-type: none"> • We only want things they are/have been involved with in the <u>last 12 months</u>, (even if they are no longer currently involved) • Any one group, club or organisation should <u>only be represented by one card</u>. <p>This is sometimes tricky as a group could arguably fall under more</p>
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		<p>than category. In this situation need to ask respondent to just choose one yellow card which best represents the group.</p> <p>N.B. If one group is both religion (E) and health/social welfare (G), then code as religion (E).</p> <p>If one group is both elderly (H) and health/social welfare (G), then code as elderly (H).</p> <p>If one group is both children's activities (B) and sport (D), then code as children's activities (B).</p> <p>If one group is both children's activities (B) and hobbies (N), then code as children's activities (B).</p> <p>Note that if someone is involved with more than one group, club or organisation within the same category e.g. rugby club and swimming club under Sports, then they just need to pick that card. You don't need to record elsewhere or under 'other', that this card represents more than one group.</p>
V3.1g	qvtake	<p>Frequency of group participation</p> <p>Interviewer briefing point: This question may cause difficulty for some as the earlier definition of participation at V3.1 intro includes "anything you've belonged to, taken part in, supported, or that you've helped in any way."</p> <p>Some groups you might be a member of, but rarely do anything active as part of that group. E.g. A member of National Trust might feel they are an ongoing supporter of this organisation but only visit properties twice a year. In this case the level of participation is irregular = "less than once a month".</p> <p>The respondent is being asked to consider all the groups they <u>support/participate with and give an average overall rating.</u></p>
V3.1h	qvself	<p>Examples of groups where members help each other include:</p> <ul style="list-style-type: none"> • self-help groups e.g. Alcoholics Anonymous, Gingerbread; play group run by mothers for their children, Neighbourhood Watch, Tenants Association etc. • Local Exchange and Trading System (LETS) – bartering goods/services instead of paying using conventional money
V3.2a and V3.2b	qvgiven qvdo	<p>These questions are to determine prevalence of current formal volunteering i.e. giving unpaid help to groups, clubs or organisations in the last 12 months. This might be through one of the ways listed on large showcard S or through another way.</p> <p>V3.2a asks at an overall level whether given unpaid help, over the last 12 months, to ANY groups, clubs or organisations (even if no longer involved now).</p> <p>V3.2b asks for each yellow shuffle card category, which types of help given to group(s), club(s) or organisation(s) within that category.</p> <p>Note people who only selected one yellow shuffle card will skip V3.2a and route straight to V3.2b.</p>
V3.7	qvsec	<p>Sector. For this question respondents needs to think about all the groups, clubs or organisations they are/have been involved with, over</p>

		<p>the last 12 months (even if no longer involved now) and code the relevant sector(s). Note that local groups with no formal status should be coded as 3) voluntary and community sector.</p> <p>It's the group or organisation they help through, not the end-beneficiary which should be coded. e.g. If respondent is helping a prison visiting charity, you would code 3) voluntary and community sector, for the charity organisation NOT 1) public sector, for the end-beneficiary (the prisoner in prison)</p>
V5.1	tvnewl tvlong qvlon	<p>This question is to determine prevalence of former formal volunteering. i.e. giving unpaid help to groups, clubs or organisations longer than 12 months ago. This might be through one of the ways listed on large showcard Z or through another way.</p> <p>This question is only asked of people who are not current formal volunteers.</p> <p>It does not matter how long ago it was – we just want to know if they have ever given unpaid help to a groups, clubs or organisation.</p>
V6.1	qvinv	<p>This question is to determine prevalence of informal volunteering. This is unpaid help given, as an individual, to someone who is <u>not</u> a member of respondent's family. This might be a friend, neighbour or someone else. <i>N.B. Be particularly careful with code 5 – baby sitting or caring for children. This should only be for children who are not part of the respondent's family</i></p> <p>You need to make sure the respondent had understood all the important parts of the definition i.e.</p> <ul style="list-style-type: none"> • In the last 12 months (irrespective of whether still giving the help now) • unpaid • done on their own, NOT as part of a group, club or organisation • NOT done for a family member
V6.3	qvhe	<p>Reciprocal help Here we are interested in whether respondent has helped anyone in last 12 months, who has given them similar help or helped them in another way, over the same period.</p> <p>This question is asked for each type of unpaid help given at V6.1</p> <p>Note that multicoding of codes 1 and 2 is possible. E.g. Respondent might look after neighbour's property while they are away. The same neighbour could either offer same help to them, offer different help e.g. help with respondent's gardening or both.</p>

		<p>Reciprocal help does not just include returning a favour (i.e. helping in a specific way <i>because</i> received a specific form of help). It may be much more subtle and just part of a good relationship. So the question deliberately does not ask about help received <i>because</i> of help given.</p> <p>Only code 'No' if received no help in return for <i>any</i> help given.</p>
V6.4	qvinv2	<p>Frequency of unpaid help</p> <p>The respondent needs to average across the last 12 months and also take account of multiple activities, which might be at different frequencies.</p> <p>For help that might extend over a number of days continuously without break e.g. looking after a property or decorating, count each episode of helping as 1 time.</p> <p>For 'keeping in touch' each visit or call made counts as a separate time.</p>
V7.1a	qvben	<p>This question is to determine prevalence of receipt of volunteering (formal or informal).</p> <p>You need to make sure the respondent has understood all the important parts of the definition i.e.</p> <ul style="list-style-type: none"> • In the last 12 months • unpaid • NOT received from a family member <p>Code 1 "keeping in touch with you" is for more than just social contact with friends. It would be from a friend or neighbour visiting or keeping in touch with the respondent for specific reason or circumstances e.g. because they have difficulty getting out and about, or are elderly or sick.</p>
V7.1b	qvre	<p>This question determines whether unpaid help received was formal (from someone acting on behalf of a group) or informal (someone acting as an individual) or both.</p>

RACE MODULE

R3 and R3a	qorg1/2	<p>These two questions are designed to establish whether the respondent has had contact with each of 19 different organisations. We use two questions instead of one in order to keep the show-cards to a reasonable length.</p> <p>If you feel that the respondent has difficulty reading or attending to the show cards <i>please read out the list of organisations</i>.</p> <p>You will see that definitions are provide on the screen for the Crown Prosecution Service, the Home Office, the Immigration Authorities, the Prison Service and the Probation Service. These definitions are also given in the Glossary in Appendix C. Please be sure that you are familiar with them before you start interviewing.</p>
R3b	qrct	<p>Note that going to the doctor or going to hospital (including as an outpatient) counts as making contact as a member of the public.</p>

R4. R5.	qrwr1/ qrbet/ qrsam/ qmnop qrwor/ qrbtr/ qrsme/ qmnop2	<p>We are asking people to give their general perception of how they would be treated by each of the organisations. It does not matter if they have no direct experience of the organisation. However if they are really unsure or unprepared to give a view then use the 'no opinion' code. The Glossary in Appendix C gives descriptions of some of the organisations.</p> <p>Both questions ask respondents to say how they would be treated relative to other races. If your respondent queries what is meant by "other races" two supplements to each question are provided - one for white respondents and one for ethnic minority respondents. Please read out the relevant supplement if for any reason you suspect that the respondent is not clear what is meant by "other races".</p> <p>Note that we are trying to get respondents to tell us how they think these organisations <i>would actually</i> treat them relative to other races and not how they think the organisations <i>should</i> treat them. If the respondent appears to be answering in the latter manner, please repeat the question stem with the following emphasis: "how do you think the organisation <i>would</i> treat you?"</p> <p>Please be aware of any respondents who have reading difficulties or other difficulties completing the task. Please assist any such respondents in the task, reading out the shuffle cards as necessary.</p> <p>R5 requires respondents to imagine themselves working for the organisations. In the pilot, some respondents found this difficult. Please encourage such respondents to give the question their best shot. However, if they really cannot answer, they should use the "no opinion" category.</p>
R6a.	qrse/ qrimp	<p>Some respondents in the pilot work found this question a little puzzling. If you are queried about what is meant, please be sure not to elaborate on the question in your own words - just repeat the question using the words given. If the respondent still does not understand, you will have to use the "don't know" code.</p> <p>Note that the respondent can choose as many or as few items as they want.</p>
R7	qrethni	If respondents query you as to what is meant by ethnic group and cultural background, do not elaborate in your own words. Instead, repeat the question and if necessary code "don't know"
R8	qrrelig	If the respondent volunteers that (s)he is atheist / agnostic, use code 9 rather than code 1.
R14	qrint	"This" language being the one (most often) spoken at home as identified in R14/R15

DEMOGRAPHICS MODULE		
D1.1	qdnatn	This is any national newspaper(s) they read. This might be a weekday or weekend paper.
D1.2	qdloc	This is any local newspaper(s) they read. It might be paid for or free.
D1.5 / D1.6	qdtvd qdtvw	This is ANY TV channels. It includes both commercial channels and BBC channels. It includes both terrestrial channels and satellite/cable/digital channels if they receive these.
D3.1/ D4.1	qdemp/2	<p><i>Any paid work</i></p> <ul style="list-style-type: none"> • There is no minimum number of hours or requirement for work to have been classed as “regular” or “usual”: <u>Any paid work counts</u>. • Self-employment counts if the respondent works in a business, practice or farm for the purpose of earning a profit, even if they are not in fact making a profit or taking any wages out of the business. • Student nurses and nurses training under the Project 2000 scheme are <u>not</u> doing paid work, they are studying.
D3.3/ D4.3	qdaway/2	<p><i>Q2 - Away from a Job:</i></p> <ul style="list-style-type: none"> • If respondent has been away from the job for a long time, only code “yes” if there is definitely a job for them to return to. • Someone in casual work who happens not to have done any work last week should be coded “no” at D3.3 unless they are guaranteed further work (as opposed to merely expecting it). Seasonal workers should similarly be coded “no” if they are currently out of work because it is out of season.
D3.4/ D4.4	qdupny/2	<ul style="list-style-type: none"> • This question is included to identify “unpaid family workers”, people whose work contributes directly to a business, farm, or professional practice, owned or operated either by themselves or by a relative, but who receive no pay or profits (e.g. a wife doing her husband’s accounts or helping with the family farm or business). • However, we are interested <i>only</i> in people who work for a business owned or operated by themselves or by relatives. Unpaid voluntary work for a charity, etc should not be included.
D3.10/ D4.10	qdtype/2	<p><i>Full-time or Part-time:</i></p> <p>There is no definition of the number of hours involved. It is the respondent’s perception: does he or she consider it to be a full-time or part-time job?</p>
D3.11 D4.11	qdhrs/2	<p><i>Hours Worked:</i></p> <ul style="list-style-type: none"> • If the work pattern is not based on a week, get an average over the last four weeks. • If the respondent has been off work for some time - sick, or on maternity leave, for example - take the usual hours worked <u>before</u> the current spell of being off work. • Apprentices, trainees and others in vocational training should <u>exclude</u> time spent at school/ college or any special training centre outside the workplace. • If a respondent has recently started a new job, usual hours should relate to what they expect them to be in the future. • If a respondent is “on-call” for 24 hours a day, this does not represent 24 hours of work. The hours we want are those when the respondent is <u>actually</u> working. • Include hours worked at home if the work is part of the job (even if

		it is unpaid overtime).
D3.12 -3.19/ D4.12- D.19	qddo/ qdtitl/ qddesc/ qdself/ qdman/ qdemps/ qdown/ qdnum qddo2/ qdtitl2/ qddesc2/ qdself2/ qdman2/ qdno2/ qdown2/ qdnum2	<i>Job details</i> <ul style="list-style-type: none"> • These questions refer to <i>either</i> work undertaken in the reference week <i>or</i> (if they were not working during the reference week) to the respondent's most recent period of paid work. • If the respondent was doing more than one job they should decide which was the main one. If they are unable to decide, the main job should be the one in which the greatest number of hours are usually worked. Respondents who changed jobs in the reference week should regard the job held at the end of the reference week as their main one. • Please be sure to collect reasonably detailed descriptions of the respondent's job. It is only in this way that we will be able to code their answers to the detailed job classification schemes used as a standard in government surveys.
D3.12/ D4.12	qddo/ qddo2	<ul style="list-style-type: none"> • We need detailed answers so that we can code them in the office. Please probe vague answers. • Note that we are interested in an <i>activity</i>, not just a title, name or vague heading (e.g. motor trade, health care, leisure industry are insufficient). <p>Other notes:</p> <ul style="list-style-type: none"> • if manufacturing probe for product and raw material; • if processing probe for end product; • if distribution probe for main product that is distributed, and whether it is wholesale or retail; • if respondent works in an office probe for what activity the office does; • employees of specialist service / contract firms should be coded according to what their employer does - e.g. a cleaner working for a cleaning contractor should be coded to the cleaning industry and not to the industry of the offices cleaned; • the industry of self-employed people should be coded according to their own type of work (e.g. a self-employed typist working on a building site should be coded as working in the typing industry and not the building industry. However, if (s)he was employed by the building firm, then (s)he would be coded to the building industry.
D3.13/ D4.13	qdtitl/ qdtitl2	<ul style="list-style-type: none"> • We need detailed answers so that we can code them in the office. Please probe vague answers. • Collect both job title and what tasks they do within their job.
D3.16/ D4.16	qdman/ qdman2	If the respondent says that they had both managerial and supervisory duties, code the one they see as being their main duty.
D3.17 and D3.19/ D4.17 and	qdemps/ qdnumb qdno2/ qdnumb2	<i>Number at Workplace:</i> We want to know the total number of employees at the "local unit of the establishment" at which the respondent works. The "local unit" is usually a single building, part of a building, or a self-contained site. It is the total number of employees at this unit that we want, not just the

D4.19		number in the respondent's section or department. If a respondent works from a central base or depot (e.g. sales rep, service engineer), the answer is the number of people who work at or from the central location. Note that many people who work "from home" have a base office or depot that they communicate with. It may even be true of some people who work "at home". If in doubt, accept respondent's view of whether there is a wider establishment outside the home that they belong to for work purposes.
D5.1	qdqua	Code the highest qualification obtained. Be sensitive to those with no qualifications – use code "none of these"
D5.1a	qdhwork	If most of the housework/day to day household activities are carried out by a non-household member (e.g. if the household pays a cleaner), please use code 4. If a non-household member does some of this work, but household members between them do more, use one of codes 1 to 3 as relevant
D5.2/ D5.3	qdill/ qdill2	Leave it for the respondent to decide what constitutes "long term".
D5.5	qdden	<p>This question is asking for the formal legal tenure of the household. If, for example, the household is a single widow living in a house bought by her son (in his name) who is living elsewhere, she should be coded as living rent-free even though she may regard herself as an owner-occupier. Similarly, a household paying a contribution to upkeep but not formal rent should be coded as rent-free. This could arise, for example, if a parent lived in a granny flat as a separate household.</p> <ul style="list-style-type: none"> • People who own their home with a lease count as owners. It does not matter that they pay ground rent. • Shared ownership means paying partly for a mortgage and partly rent, so that if the person moves he/she will get some of the proceeds from the sale, according to how much of the original cost has been paid off. Include people who have now fully paid off the mortgage portion. • People living in tied accommodation will be code 6 or 9 depending on whether they explicitly pay rent. • If rent is paid entirely by someone else, for example by housing benefit, this is not "rent-free".

9.4 Questionnaire scenarios for practice interviews

Respondent 1: Pravina

Pravina, aged 35 lives in London with her husband Indronil (39) and their two children Gita aged 4 and Ashok aged 8. They jointly rent their accommodation. Their cultural background is Indian and their religion is Hindu. At home Pravina speaks mainly Hindi but also English. Her other living relatives include her grandmother, her father who is disabled, her mother, two sisters, one of whom is married, a brother-in-law and a niece and nephew. Her paternal grandfather is still alive and living in India.

Pravina is not working at present although she used to be a secretary. Indronil is a mechanic by trade ~ he lost his last job 6 months ago and is currently looking for work. Pravina sees her mother everyday and gets a fair amount of practical help from her with the children. She gives practical help to her father every week. She hardly knows her neighbours yet as she's only lived at her present address 3 months. However she worships at the local temple. She goes swimming regularly (on her own, not as part of a club). She receives regular newsletters from the disability charity SCOPE. A few years ago she did babysitting for her neighbour, who also babysat for her.

Respondent 2: Ruth

Ruth, aged 55, has never married but lives with her long-term partner Geoff (58). They have two grown up children, Juliet (30) and Christopher (25). Juliet has left home but Christopher still lives with them. Ruth's father remarried when she was a teenager. Ruth's mother has lived alone since then. Ruth has a brother (who is married with two grown up children) and a step-sister. She also has an aunt and uncle and two cousins. Geoff's elderly parents are both still alive. All her relatives live in the UK.

Ruth works part-time in a supermarket. Geoff is a full-time teacher. They jointly share the mortgage. Ruth lives in Wales, definitely considers herself Welsh rather than British, and speaks both English and Welsh fluently; but mainly English at home. Her religion is Methodist. Ruth is currently very active in her local community. She runs the local Guide Pack on a weekly basis. She is on the PTA at the school where Geoff teaches and she organises several fund-raising events each year. Twice a month she is an unpaid telephone operator for the Samaritans helpline. One of her friends is blind and she helps her with correspondence from time to time and collects her weekly pension. In addition she plays tennis at her local club, and attends an Art evening class. She is interested in needlework (but is not a member of any club in relation to this hobby).

Respondent 3: John

John, 49, currently lives with his second wife Helen (45). John is white, born in Yorkshire and Helen is Afro-Caribbean, born in London. Helen's daughter Kate from a previous relationship, aged 17, lives with them. She is mixed race (white / Afro-Caribbean). They also have a foster child living with them called Sue, who is white, aged 14.

John, has been married once previously, to Sarah, but they got divorced eight years ago. He has three children from this previous marriage: Peter aged 19, Daniel aged 13 and Rebecca aged 11. Daniel and Rebecca live with their mother, although John sees them at least once a month. Peter is at University, although he comes home to John's house during the holidays. John's other living relatives are his mother and father and his uncle; also Helen's mother. All John's relatives live in the UK.

John has a very busy job as a surveyor and has little free time. Helen works part-time as a nurse. John and Helen jointly share the mortgage. For the last 7 months a work colleague of John's called Hamish (36) has been living with them while they are working on a surveying contract together. (Hamish joins the rest of the family for meals). Hamish is firmly Scottish!

John belongs to his local gym and goes every week. He belongs to his local Resident's Association and is a member of the Labour Party, although he is not actively involved in helping either of these organisations. He makes a regular donation to Imperial Cancer Research. He goes to Daniel and Rebeccas' school sports day and summer fete each Summer. During the Summer months (May – August) he mows the lawn fortnightly for his elderly neighbour. John and Helen have two cats and when they go on their annual holiday their neighbour feeds them; John returns the favour once a year when they are away. When John was in his 20s he played Sunday league football and was responsible for organising fixtures and driving the team to away games. He also used to be heavily involved with a trade union and address trade union meetings.

Key aspects of Scenarios for questionnaire

PRAVINA	
Family module:	
Household size	4
Household members	Pravina (person 1) - 35; Indronil - 39; Ashok - 8; Gita - 4
Relationship of household members to respondent	Indronil = husband Ashok = son Gita = daughter
Household Reference Person (HRP)	Indronil
Ethnic group/cultural background	Asian British: Indian (code 8)
Marital status of respondent	Married and living with husband (first marriage)
Non-resident children (under 16)	None
Other living relatives (outside household)	Code: 'Father', 'Mother', 'Brother or sister', 'Brother-/sister-in law', 'Grandparent', 'Nephew / niece' <i>N.B. Do not include 'grandfather' as he lives abroad.</i>
Practical help given to family members	Yes to father
Practical help received from family members	Yes from mother
Active community module:	
Groups, clubs, organisations involved with in last 12 months	Yellow shuffle pack, code: E. Religion (attends temple) G. Health and Social welfare (supports SCOPE) <i>N.B. D. Sports is <u>NOT</u> coded as the swimming is something she does on her own, not as part of a club</i>
Groups, clubs, organisations given unpaid help to in last 12 months (current formal volunteering)	Code: None
Groups, clubs, organisations given unpaid help to longer than 12 months ago (former formal volunteering)	Code: None
Unpaid help given to friends or neighbours in last 12 months (current informal volunteering)	None
Unpaid help given to friends or neighbours longer than 12 months ago (former informal volunteering)	Code: Yes
Race module:	
Religion	Hindu
Languages spoken at home	Mostly Hindi; also English
Demographics module:	
Respondent's employment	Pravina is currently not working (looking after the family). Collect details of last main job as secretary
HRP's employment (if respondent is not HRP)	Indronil is currently looking for work. Collect details of last main job as mechanic

RUTH	
Family module:	
Household size	3
Household members	Ruth (person 1) - 55; Geoff - 58; Christopher - 25
Relationship of household members to respondent	Geoff = cohabitee/ partner; Christopher = son
Household Reference Person (HRP)	Geoff (assuming he earns more as full time teacher)
Ethnic group/cultural background	Other White background (code 3)- at follow-up question, code 'Welsh'
Marital status of respondent	Single never married, BUT Living with someone as a couple (cohabiting)
Non-resident children (under 16)	None
Other living relatives (outside household)	Code: 'Father', 'Mother', 'Step-mother', 'Mother-in-law / partner's parent', (=Geoff's mother) 'Father-in-law / partner's parent', (=Geoff's father) 'Son or daughter 16 or over' (=Juliet) 'Brother or sister', 'Step-brother / Step-sister', 'Brother- /sister-in law', 'Cousin', 'Aunt / Uncle', 'Nephew / niece'
Active community module:	
Groups, clubs, organisations involved with in last 12 months	Yellow shuffle pack, code: A. Children's education / schools (PTA) B. Youth / Children's activities outside school (Guide Pack) C. Education for adults (Art evening class) D. Sports / Exercise (Tennis Club) G. Health and Social welfare (Samaritans) <i>N.B. N. Hobbies / Recreation / Arts/ Social clubs is NOT coded as the needlework hobby is something she does on her own, not as part of a group.</i>
Groups, clubs, organisations given unpaid help to in last 12 months (current formal volunteering)	Code: A. Children's education / schools (PTA) - 1. Raising or handling money - 2. Member of a committee - 3. Organising an event B. Youth / Children's activities outside school (Guide Pack leader) - 2. Leading the group - 3. Helping to run an activity G. Health and Social welfare (Samaritans helpline) - 5. Giving advice / counselling
Frequency of formal volunteering	At least once a week
Unpaid help given to friends or neighbours in last 12 months (current informal volunteering)	Code: 'Writing letters or filling in forms for someone' 'Doing shopping, collecting pension, or paying bills for someone'
Frequency of informal volunteering	At least once a week
Race module:	
Religion	Christian
Languages spoken at home	Mostly English; also Welsh
Demographics module:	
Respondent's employment	Ruth is currently working part-time. Collect details of current job in supermarket
HRP's employment (if respondent is not HRP)	Geoff is currently work full-time. Collect details of current job as teacher.

JOHN	
Family module:	
Household size	5
Household members	John (person 1) - 49; Helen - 45; Kate - 17; Sue - 14; Hamish - 36 <i>N.B. Hamish IS part of household as he has been living there continuously for more than 6 months. Peter is NOT part of the household because he is aged over 16 and only comes back in University holidays (his term-time address is his main address)</i>
Relationship of household members to respondent	Helen = wife; Kate = step-daughter; Sue = foster child Hamish = not related
Household Reference Person (HRP)	John (assuming he earns more as a full-time surveyor than Helen does as a part-time nurse!)
Ethnic group/cultural background	John: White: British (code 1) Helen: Black British: Caribbean (code 12) Kate: Mixed, white and black Caribbean (code 4) Sue: White: British (code 1) Hamish: White - Other (code 3); Scottish at follow-up q.
Marital status of respondent	Married and living with wife (Re-married)
Non-resident children (under 16)	Daniel - 13; Rebecca - 11
Other living relatives (outside household)	Code: 'Ex-wife', (=Sarah), 'Father', 'Mother', 'Mother-in-law / partner's parent' (=Helen's mother), 'Son or daughter 16 or over' (=Peter), 'Aunt / Uncle'
Active community module:	
Groups, clubs, organisations involved with in last 12 months	Yellow shuffle pack, code: A. Children's education (going to fetes/sports days) D. Sports / Exercise (gym) F. Politics (Labour Party) I. Safety, First Aid (Imperial Cancer Research) L. Local Community or Neighbourhood groups (Resident's Association) <i>N.B. The 'loose' association with his children's school is still valid; likewise the regular donation to Imperial Cancer Research is still a group he supports</i>
Participation in self-help groups (V3.1h)	Code yes to participation in self-help groups, as he is involved in Residents Association, which qualifies as a self-help group
Groups, clubs, organisations given unpaid help to in last 12 months (current formal volunteering)	Code: None
Groups, clubs, organisations given unpaid help to longer than 12 months ago (former formal volunteering)	John used to be responsible for organising fixtures for a local football club and driving the team to away games. He was also involved with a trade union, in addressing meetings. Code: 3. Organising an activity 7. Providing transport / Driving 8. Representing
Unpaid help given to friends or neighbours in last 12 months (current informal volunteering)	Code: 'Cooking, cleaning, laundry, gardening or other routine household jobs for someone' 'Looking after a pet for someone who is away' <i>(N.B. Latter is reciprocal help).</i>
Frequency of informal volunteering	Mows the lawn fortnightly for 4 months = c. 8 times Looks after neighbour's pet once a year. Total of 9 episodes of helping. Code as: 'Less than once a month', as total <12 times
Race module:	
Religion	(not mentioned) code as No religion
Languages spoken at home	(not mentioned) code as English only
Demographics module:	
Respondent's employment	John is currently work full-time. Collect details of current job as surveyor.
HRP's employment (if respondent is not HRP)	This is skipped as John is the HRP

**PEOPLE, FAMILIES AND COMMUNITIES SURVEY 2001
PROJECT INSTRUCTIONS (PART 3: APPENDICES)**

**APPENDIX A: NON-STANDARD HOUSING: RULES FOR SELECTING
ADJACENT ADDRESSES**

Introduction

The requirement to identify and select three houses to the left and three houses to the right of the sampled address is easy when dealing with conventional houses. However, the situation is more complex when dealing with blocks of flats, converted houses and other buildings with complex arrangements.

In the following we describe how to deal with a variety of commonly encountered building types. The instructions assume that you are able to find out the lay-out of flats in a block, which assumes you have gained access. Try to do this once you have got inside and are on your way to the main address. In blocks with answer-phones, where you have not been able to gain access via the main address, this may be difficult.

Please remember, if you find when you call at your Main Sample address that it contains multiple dwelling units, the six addresses for screening should still be those that you identified before calling at the main address.

A. Blocks of flats

One flat per floor

The basic rule for sampling flats within such buildings is:

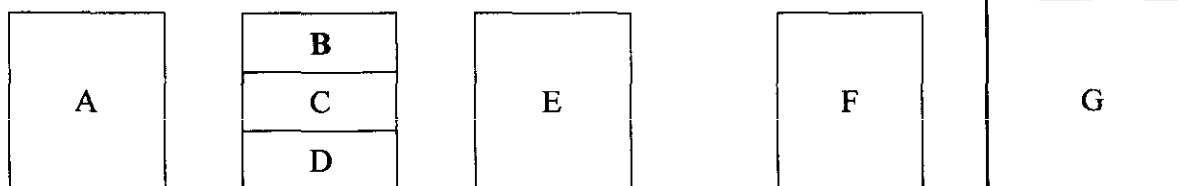
- **RIGHT = UP; LEFT = DOWN**

In other words, if your main sampled address is a flat in such a block one or both immediate neighbours will be above/below the core address. These neighbours should be selected using the above rule.

In the example below, the sampled address is Flat B. Using the rule, left is down, right is up, the next address to the left is Flat C and the second to the left is Flat D. As there is no flat beneath D, flat A would be selected as the third to the left of the sampled address.

For right, as there are no flats above Flat B, you would then select the three houses to the right, E, F and G.

Example 1



Seven or more flats per floor

In these cases treat each floor as a "street". The rules are very simple:

1. **ALWAYS SELECT FROM THE FLOOR YOU ARE ON**
2. **WHERE YOU CAN, TAKE THREE TO THE LEFT AND THREE TO THE RIGHT**
3. **IF YOU CANNOT TAKE THREE TO THE RIGHT AND THREE TO THE LEFT, TAKE WHAT YOU CAN TO THE LEFT/RIGHT AND MAKE UP THE NUMBERS WITH THE NEAREST ADDRESSES ON THE SAME FLOOR**

Example 2

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	32	33	34	35

In the above example, if 4 was the main sampled address, to the left flats 3, 2 & 1 would be selected and to the right flats 5, 6 and 7 would be selected.

If the main sampled address had been 2, you would first have selected the straightforward flats:

- 1st left = flat 1
- 1st right = 3
- 2nd right = 4
- 3rd right = 5

Then, because you cannot leave the floor, you would have selected the two remaining left-hand flats on the basis of rule 3 as follows:

- 2nd left = 6
- 3rd left = 7.

Two to six flats per floor

The rules are as follows:

1. **COVER ALL FLATS ON A FLOOR BEFORE LEAVING IT (EVEN IF THIS MEANS YOUR "LEFT HAND" ADDRESSES END UP ON THE RIGHT OR VICE-VERSA)**
2. **FLATS WITHIN A BLOCK TAKE PRECEDENCE OVER FLATS/HOUSE OUTSIDE THE BLOCK**
3. **WHEN YOU MOVE A FLOOR, RIGHT = UP; LEFT = DOWN**
4. **JOIN OTHER FLOORS IMMEDIATELY ABOVE/BELOW MAIN SAMPLE ADDRESS AND THEN TAKE ADDRESSES IMMEDIATELY**

ADJACENT TO THIS ONE (IF THERE IS MORE THAN ONE ADDRESS IMMEDIATELY ADJACENT TAKE THE LEFT HAND ONE IF YOU ARE MOVING LEFT AND THE RIGHT HAND ONE IF YOU ARE MOVING RIGHT)

- 5. WHEN TAKING ADDRESSES ON A FLOOR/IN A BLOCK FOLLOW THE LEFT/RIGHT (UP/DOWN) RULES AS FAR AS POSSIBLE: IF THESE RULES TAKE YOU OFF THE FLOOR/OUT OF THE BLOCK, TAKE NEAREST ADDRESSES ON THE FLOOR/IN THE BLOCK INSTEAD**

Example 3

A	B
C	D
E	F
G	H

If in example 3 your main selected address was C your adjacent addresses would be selected as follows:

- 1st left = E
- 2nd left = F (not G because you stay on the same floor)
- 3rd left = G (because this is directly beneath C)
- 1st right = D
- 2nd right = A
- 3rd right = B

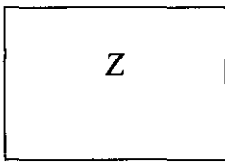
Example 4

A	B	C
D	E	F
G	H	I
J	K	L

Main sample address = D

- 1st left = G (directly below D)
- 2nd left = H (stay on the same floor)
- 3rd left = I (stay on the same floor)
- 1st right = E
- 2nd right = F
- 3rd right = A (directly above D)

Example 5



A	B	C
D	E	F
G	H	I
J	K	SHOP

Main sample address = K

1st left = J

2nd left = E (rule 5: nearest addresses; rule 4: join directly above and then move left)

3rd left = D (rule 5: nearest addresses; rule 4: join directly above and then move left)

1st right = H (directly above)

2nd right = I (stay on the same floor)

3rd right = G (stay on the same floor)

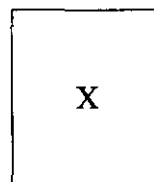
B When a neighbouring address is a block of flats

Again the rules are simple:

- **WHEN THE BLOCK IS TO THE LEFT OF THE MAIN ADDRESS, START WITH THE TOP RIGHT HAND FLAT IN THE BLOCK, SO YOU CAN WORK TO THE LEFT/DOWNWARDS WITHIN THE BLOCK**
- **WHEN THE BLOCK IS TO THE RIGHT OF THE MAIN ADDRESS, START WITH THE BOTTOM LEFT HAND FLAT IN THE BLOCK, SO YOU CAN WORK TO THE RIGHT/UPWARDS WITHIN THE BLOCK**
- **IF YOUR FIRST ADJACENT ADDRESS IS IN A NEIGHBOURING BLOCK OF FLATS, THE SECOND SHOULD BE CHOSEN FOLLOWING THE RULES DESCRIBED IN A ABOVE.**

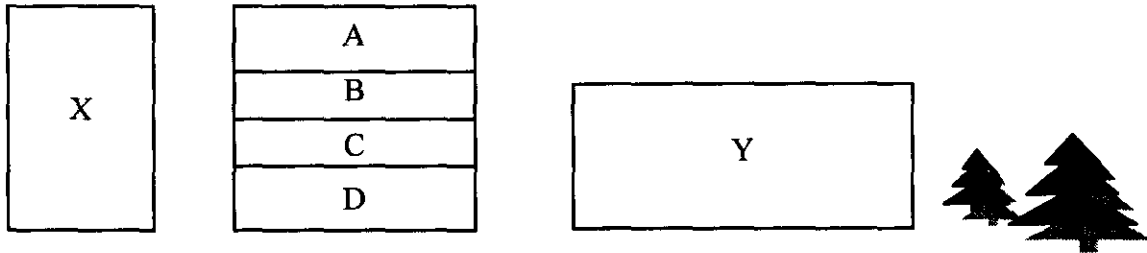
Example 6

G	H	I
D	E	F
A	B	C



The main sampled address is X, which is a house, next door to a building divided into flats. When identifying flats to the left, start with the top right flat (I) and move to the left (H and G).

Example 7



In example 8, to identify flats to the right of the sampled address X, start from the bottom flat (D) because you are moving to the right, and then move directly above it (C and B) because right = up.

On the other hand if the sampled address was Y and you were identifying addresses to the left, you would start at the top (A) and then move down to B and C.

C Separate entrances within a block of flats

Where there are separate entrances to a block, treat the flats accessible from different entrances as if they were in separate blocks. Thus, in this example, the door on the left leads to Flats A, B, E and F. The door on the right leads to flats C, D, G and H. Treat these as two blocks of flats.

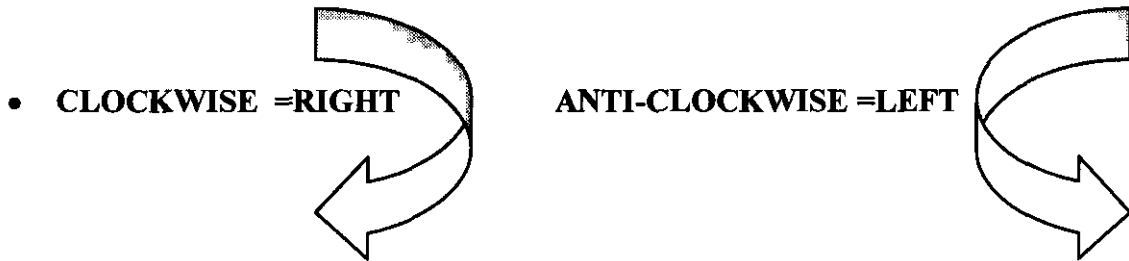
Example 9

A	B	C	D
E	F	G	H

Thus, in the above example, if the sampled address was flat B, then the three to the left would be A F and E (using the left is down rule and the join other floors immediately above / below rule). As there are no flats to the right or above flat B in the "block" (i.e. the part accessed by the left hand door), the three right hand flats will have to be selected from the next "block" - i.e. from the four flats reached by the right hand door. Following the rules given in B above, because you are moving to the right, you would start at flat G (bottom left) and then take flat H because this is to the right of flat G and select C as the third flat.

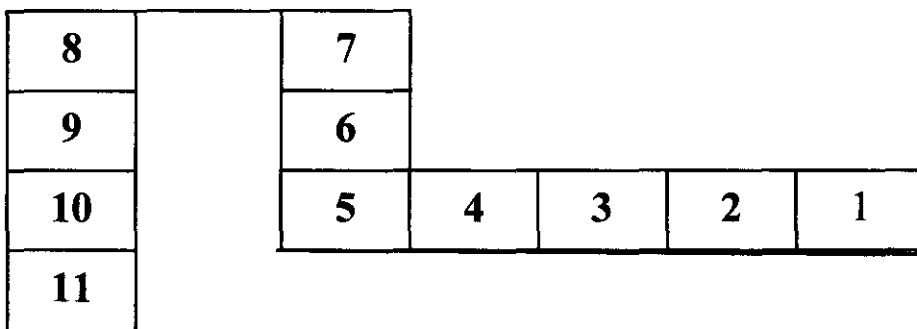
D: Accommodation organised around circular, courtyard and corridor landscapes

You will come across some layouts on one floor that may take the form of courtyard, corridor or circular layout landscapes. Here the rules are:



In the example below, if flat 9 was the sampled address, then flats 8,7 and 6 would be identified under the clockwise right rules, and 10, 11 and 1 would be identified under the anti-clockwise left rules.

Example 10



If 1 was the sampled address, 2 3 and 4 would be selected under the anti clockwise left rule, and 11 10 and 9 under the clockwise right rules.

Summary:

These rules should cover the great majority of situations. However, there may be exceptional situations where it is difficult to apply the rules. Use your judgement when using the guiding principle that there is a good chance that the occupier at the main address will know who lives at adjacent addresses.

If you are in doubt as to what to do, please do not hesitate to call one of the survey team.

APPENDIX B: SUMMARY OF QUESTIONNAIRE STRUCTURE

Module A: Family

All:

Household composition
Household inter-relationships
Non-resident children (under 16)
Living relatives outside the household
Contact with, practical help and support from relatives

Parents of under 16s only:

Advice, information and practical help on parenting received from relatives / friends
Formal sources of advice and information on parenting (used and preferred)
Parenting topics where more information requested

Module B: Active Community (Social Capital and Volunteering)

Section 1: Local networks

All:

Neighbourhood connections
Feelings of neighbourhood trust and safety
Informal socialising

Section 2: Civic engagement

All:

Proactive participation in public affairs
Influencing political decisions
Trust of public bodies

Section 3: Community involvement and formal volunteering

All:

Participation in groups, clubs or organisations in last 12 months (yellow shuffle pack)
Frequency of participation (*participants*)
Participation in self-help groups
Current formal volunteering: whether unpaid help given to groups, clubs or organisations in last 12 months, and type of help given

Current formal volunteers only:

Frequency and intensity of formal volunteering
Sectors volunteered for
Routes into volunteering – sources of awareness of opportunities

Section 4: Employer-supported volunteering (employees only)

Whether current employer has volunteer scheme
Participation in volunteering through such schemes
Frequency and intensity of employer-supported volunteering
Incentives to participation in employer-supported volunteering

Section 5: Former volunteering, barriers and incentives

Non formal volunteers only:

Former formal volunteering: unpaid help given to groups, clubs or organisations longer than 12 months ago

All except regular formal volunteers:

Barriers to formal volunteering

All:

Incentives to formal volunteering

Section 6: Informal volunteering

All:

Current informal volunteering: unpaid help given as an individual in last 12 months

Type of help given

Former informal volunteering: unpaid help given as an individual over 12 months ago

Current informal volunteers only:

Reciprocal help

Frequency and intensity of informal volunteering

Former and non-informal volunteers only:

Barriers to informal volunteering

All:

Incentives to informal volunteering

Section 7: Receipt of unpaid help

All:

Receipt of formal and informal voluntary help

If received:

Frequency of receiving

Attitudes towards receiving help

Module C: Race

All:

Racial prejudice

Contact with public sector organisations

Racial discrimination by public sector organisations – as a member of the public or as a member of the workforce (blue shuffle pack)

Ethnic / cultural identity

Religion

Allowances made for different religions

Languages spoken most often at home

Module D: Rights and responsibilities

All:

Perceived rights and responsibilities

Attitudes towards rights and responsibilities

Awareness of Human Rights Act

Module E: Regulations

All:

Opinions of gambling controls
Opinions of licensing controls

Module F: Demographics

Section 1: Media exposure

All:

Newspaper readership
Radio listening
TV viewing

Section 2: Transport

All:

Use of car/van/motorbike

Section 3: Respondent's employment

All:

Paid work in last week
Reasons for not working
Details of current (or last) job/employer
Jobs other than main job

Section 4: HRP's employment (if respondent is not HRP)

Paid work in last week
Reasons for not working
Details of current (or last) job/employer

Section 5: Other characteristics

All:

Highest qualification obtained
Responsibilities for housework
Long-term health illness, health problem or disability (respondent and other household members)
Caring responsibilities
Housing tenure
Household income

APPENDIX C: Glossary

The purpose of this glossary is to help you answer any respondent queries. If they ask for clarification on any of the terms given here, please ensure you give them the fuller definition provided. This Glossary is to help you – please use it!

Module A: Family

Household: One person or a group of people who have the accommodation as their only or main residence AND (for a group), *either* share at least one meal a day *or* share the living accommodation (living room / sitting room).

Household Reference Person:

Either:

- a) The sole householder (i.e. the person in whose name the accommodation is owned or rented); or
- b) If there are two or more joint householders, the one with the highest personal income from all sources; or
- c) If two or more householders have the same income, the eldest.

Family:

- a) A married, opposite or same sex cohabiting couple on their own, or
- b) A married, opposite or same sex couple / lone parent and their never married children, provided these children have no children of their own.

In general families can not span more than 2 generations, i.e. grandparents and grandchildren can not belong to the same family. The exception to this is where it is established that the grandparents are responsible for looking after the grandchildren (e.g. while parents are abroad or where they are legal guardians). Note that this is a theoretical definition for analysis and should not be verbalised to respondents as it could offer some (especially ethnic minority groups) where they very much consider grandparents / grandchildren as one and the same family. Adopted and step-children belong to the same family as their adoptive or step parents. Foster children however are not part of the foster-parents' family (since they are not related to them) and are counted as separate family units.

ParentLine Plus telephone helpline: ParentLine Plus is a UK registered charity, which offers support to anyone parenting a child - the child's parents, stepparents, grandparents and/or foster parents. ParentLine Plus runs a free phone helpline; courses for parents, develops innovative projects and provides a wide range of information for parents on subjects ranging from youngsters' temper tantrums to schooling issues.

National Family and Parenting Institute: The NFPI is a new independent charity set up to work with parents and to enhance family life. It aims to:

- Help provide better financial support for families, especially working families to ensure children's needs are met;
- Strengthen support for marriage and encouraging stable adult relationships;
- Help families with children cope with the pressures of balancing work and home;
- Improve services and support for parents, especially in children's early years; and
- Target approaches to serious problems such as domestic violence, juvenile offending and teenage pregnancy.

Youth Offending Team: Youth Offending Teams were established by the Government in April 2000 to tackle youth offending. Each team has representatives from the Probation Service, Police, Education, Social Services, and Health departments working together.

Youth Offending Teams attempt to prevent youngsters from committing crimes. They attempt to help them understand:

- What the effects their offence has on the victim, themselves and their family;
- What they need to do to stop offending;
- How they can help to put things right, and;
- How other people (including their parents or others who are important to them) can help.

They also provide a special programme of support, activity and advice to offenders designed to help youngsters stop offending, help them find different things to do and to put right some of the harm they have done.

Child and Adolescent Mental Health Services: child guidance clinics and services providing psychiatric and counseling services to children and their families including family therapy etc.

Module B: Active Community

Social Capital: this is a new theoretical concept of social cohesiveness. Putnam, in his book *Bowling Alone*, defines social capital as: “features of social organisations such as networks, norms and trust, that facilitate co-ordination and co-operation for mutual benefit”. In simpler language, social capital refers to the benefits gained from being a member or participant, of some sort of social structure or social network. Characteristics of the *community* that are relevant to social capital include community safety, trust of neighbours, friends and public bodies, reciprocity, involvement in community issues or organisations (including volunteering, participation in civic affairs and political/democratic processes). *Individual* level characteristics include social networks (family, friends, neighbours) and sources of practical and emotional support.

Formal Volunteering: unpaid help given to groups, clubs or organisations

Current – in the last 12 months

Regular – at least once a month

Irregular – less than once a month

Former – longer than 12 months ago

Informal Volunteering: unpaid help given, as an individual, to someone who is not a member of your family. This might be a friend, neighbour or someone else.

Current – in the last 12 months

Regular – at least once a month

Irregular – less than once a month

Former – longer than 12 months ago

Greater London Assembly: The GLA is a democratically elected body of representatives headed by the Mayor of London Ken Livingston. The GLA has a number of key responsibilities covering Greater London that have been transferred from Central Government at Westminster including, among others:

- Policing, fire & civil defence;

- London transport (including the underground system), and;
- The London Development Agency.

The National Assembly for Wales (NAW): The NAW is essentially the Welsh Parliament, with its representatives democratically elected by the Welsh people. The First Minister, Rhodri Morgan, leads the NAW. The NAW has a number of key responsibilities covering Wales that have been transferred from Central Government at Westminster including, among others:

- Agriculture;
- Culture, tourism, sport & leisure;
- Environment;
- Education & training;
- Health, housing & social services;
- Industry;
- Local government, and;
- Transport.

Special Constable: A special constable is someone who gives unpaid voluntary help to the police force. Special constables have similar powers to permanent police officers.

Their tasks range from 'patrolling the beat', taking the lead role in serious accidents to organising Neighbourhood Watch Schemes and other crime prevention initiatives.

Special Constables are mostly work in the area where they live and are involved in strengthening relations between police and local communities.

LETS Scheme: Local Exchange and Trading System. These are schemes for bartering goods/services instead of paying using conventional money. Each member of the scheme lists the services they offer to trade in the local LETS directory. Members barter their services in exchange for tokens/vouchers which can be 'cashed in' later for another service required. Other similar bartering schemes may operate but not under the formal LETS scheme.

TimeBank: a Government scheme to encourage volunteering. People apply to TimeBank (in writing, over the phone or by email) and pledge to give a certain amount of time to volunteering, specifying the type of thing they are interested in. TimeBank then put you in touch with a local volunteer placing agency or suggest local voluntary groups that you might be interested in contacting.

Millennium Volunteers: The Millennium Volunteers project, with funds of £48 million, is specifically designed to promote volunteering by young people.

Module C: Race

Racial prejudice: unfair dislike of someone or viewing someone less favourably than others, on the basis of their race. (Note this is attitudinal).

Racial discrimination: treating someone unfairly or less favourably than someone else, on the basis of their race. (Note this is behavioural).

The Crown Prosecution Service: in England and Wales, advises the police on possible prosecution of those suspected of criminal offences; decides if sufficient evidence; considers if prosecution is in the public's interest; and prosecutes in court.

The Prison Service: serves society by keeping in custody those committed by the courts and helps offenders to lead law-abiding lives.

The Probation Service: protects the public by supervising offenders in the community, taking action to reduce their re-offending, and providing hostel places.

The Home Office: the central Government department responsible for law and order.

The Immigration authorities: responsible for immigration control at air and sea ports throughout the United Kingdom, and considers applications for permission to stay, citizenship and asylum.

Module D: Rights and Regulations

Rights: things which you are entitled to, what you can believe, say and do.

Responsibilities: actions and decisions for which you are accountable. Things which you are obliged to do and things you feel you ought to do.

Human Rights Act (1998): This is a new law which came into force from 2nd October 2000. It gives further effect in the UK to the fundamental rights and freedoms in the European Convention on Human Rights. The new law does three simple things:

- It makes it unlawful for a public authority, like a government department, local authority or the police, to breach the convention rights, unless an Act of Parliament meant it couldn't have acted differently.
- It means that cases can be dealt with in a UK Court or tribunal. Until now, anyone who felt that their rights under the Convention had been breached had to go to the European Court of Human Rights in Strasbourg.
- It says that all UK legislation must be given a meaning that fits with the Convention rights, if that's possible. If a court says that's not possible it will be up to parliament to decide what to do.

There are 16 basic rights in the Human Rights Act, all taken from the European Convention on Human Rights:

1. Right to Life
2. Prohibition of torture
3. Prohibition of slavery and forced labour
4. Right to liberty and security
5. Right to a fair trial

6. No punishment without law
7. Right to respect for private and family life
8. Freedom of thought, conscience and religion
9. Freedom of expression
10. Freedom of assembly and association
11. Right to marry
12. Prohibition of discrimination
13. Protection of property
14. Right to education
15. Right to free elections
16. Abolition of the Death Penalty

APPENDIX D: FIELD OF INTEREST CATEGORIES FOR YELLOW SHUFFLE PACK

Below are additional notes to help with assigning groups, clubs or organisations to the most appropriate category on the yellow shuffle cards.

A. CHILDREN'S EDUCATION / SCHOOLS

Include any organisation connected with children's education from pre-school up to secondary education (including 6th forms in schools).

e.g.

- Parent Teacher Associations (PTA).
- Education pressure group.
- Pre-school play group.
- School governor.
- Fund-raising.
- Helping in school.
- Running pupils' clubs, societies or school sports teams.
- Mentoring.
- Going to or helping at fairs/fetes/bazaars/other events

Note that the last example above – going to events - is a fairly loose association but by attending events at the school, the respondent is supporting the school and therefore involved.

Exclude anything above 6th form e.g. colleges of further education.

B. YOUTH / CHILDREN'S ACTIVITIES (OUTSIDE SCHOOL)

Include any organisation (except schools and playgroups) which runs activities exclusively for the benefit of children (under 16²).

e.g.

- Youth clubs,
- Youth activities e.g. Scouts, Guides, Boys/Girls Brigade, Duke of Edinburgh's Award Scheme, summer camps etc.
- Sports clubs, hobby or cultural groups for children etc.

C. EDUCATION FOR ADULTS

Include any organisation concerned with the education of people aged 16 or over³ (e.g. technical college, other college of further education, university or places of higher education)

e.g.

- Evening classes or daytime classes – attending or teaching (unpaid).
- Mentoring. Language learning.
- Cultural groups.
- Students Union.
- College governor.
- Education pressure group etc.

² Change from National Survey of Volunteering which was under 18. (In NSV adults were defined as 18+, in HOCS it's 16+).

³ Change from National Survey of Volunteering which was under 18.

D. SPORTS / EXERCISE – TAKING PART, COACHING OR GOING TO WATCH

Include any type of sports or exercise club except those which are exclusively for children; the latter should go under B. Also include sports club committees and supporters clubs. The sport in question can be a team game or an individual sport (so long as done as part of a club e.g. swimming at a swimming club). It need not necessarily be competitive.

Include fitness classes of various sorts (e.g. aerobics, keep fit, weight training etc.) as well as belonging to a gym.

Include outdoor pursuits such as mountaineering, hiking, sailing, riding, skiing, fishing etc.

Include indoor sports e.g. snooker, pool, darts, bowls.

E. RELIGION

e.g. Attending a place of worship (church, chapel, mosque, temple, synagogue etc.) to worship, to help out, to receive religious teaching, etc.

Note that attending place of worship is relevant even if the respondent is not a formal 'member' of the religion/place of worship.

Also include:

- groups for evangelising or fund-raising
- groups to receive religious teaching, for instruction (e.g. Bible Study Group etc.)
- groups connected with running the place of worship (e.g. church council, church warden, cleaning, flower arranging, Sunday / Saturday school, providing refreshments, church choir etc.)
- groups based at or through the place of worship but for other purposes (e.g. church women's group, groups to help disabled or homeless etc.) except groups which are exclusively to help the elderly which should be coded H.

F. POLITICS

Any national or local political party. (Include membership, as well as activities such as campaigning, canvassing, fund-raising etc.)

Serving as local authority councillor.

Do not include pressure groups which are independent of a political party e.g. CND, Greenpeace. Do not include trade unions (see O.)

G. HEALTH, DISABILITY & SOCIAL WELFARE

Any group, club or organisation which exists to promote health, disability and/or social welfare, except if they exist exclusively to help elderly people (see H). If a group is religious (E) and health, disability or social welfare (G), then code as E, Religion.

This category is very broad.

Health– covers hospitals, nursing homes, mental health and crisis intervention, hospices or other terminal care, complementary medicine, HIV or AIDS related, alcohol and addiction services, medical research⁴, health education and promotion. Local, national or international* organisations. Self-help groups. Informal groups for hospital visiting, home help, transporting etc.

4 On the National Survey of Volunteering medical research charities were included under I. Safety, First Aid.

Social welfare – social care services for children and families, people with learning disabilities, people with physical disabilities, homeless etc.; carers' associations; refugees or asylum seekers; respite care; emergency relief; advocacy. Citizens Advice Bureau or Volunteer Bureau. Local or national or international* organisations. Self-help groups. Informal groups for befriending, representing, transporting etc.

* Note that international organisations includes international developmental assistance or emergency relief (provided by organisations such as Oxfam, Save the Children etc.)

H. THE ELDERLY

Any organisation which exists exclusively to help elderly people. If a group is for the elderly but potentially falls into another category too, e.g. health, disability or social welfare (G), then code as H, Elderly.

Self-help groups. Local, national (e.g. Age Concern, Help the Aged etc.) or international organisations. Informal groups for hospital visiting, home help, meals on wheels, befriending, representing, transporting etc.

Pensioner's clubs, clubs for the elderly (regardless of who runs them).

I. SAFETY, FIRST AID

Any group which exists to provide safety or first aid treatment or training, or to raise funds for such groups.

e.g. Red Cross, St. John Ambulance, Life Saving, RNLI, Mountain Rescue. Disaster relief or control.

J. THE ENVIRONMENT, ANIMALS

Any groups which exist to benefit the environment or animals.

National organisations e.g. Friends of the Earth, Greenpeace, National Trust, Forestry Commission, RSPB, RSPCA, PDSA, Canine Defence League, Blue Cross etc.

Local conservation groups.

Preservation societies. Amenity societies (for preservation of parks, monuments etc.).

K. JUSTICE AND HUMAN RIGHTS

Any group concerned exclusively with justice and human rights, either for individuals (e.g. Legal Advice Centre, Victim Support, prison visiting or aftercare) or more generally (e.g. Special Constable, Magistrate, national organisations - Amnesty International, Liberty, Stonewall etc., Justice and peace groups)

Community or race Relations. Gay & lesbian groups.

L. LOCAL COMMUNITY OR NEIGHBOURHOOD GROUPS

Any group which exists to benefit people of the local community, but does not fit into any of the earlier codes.

e.g. Tenants' / Residents' Association; Neighbourhood Watch; community group; local pressure group; token/ voucher scheme (e.g. LETS scheme) etc.

M. CITIZEN'S GROUPS

Any national group which does not fit into the above codes

e.g. Rotary Club, Round Table, Lion's Club, Women's Institute (WI), Freemasons, Women's Royal Voluntary Service (WRVS), British Legion etc.

N. HOBBIES / RECREATION / ARTS / SOCIAL CLUBS

Any group connected with people's interests other than those which fit into the above codes.

It must be a group, club or organisation not just a hobby they do on their own. Note that hobby groups exclusively for children (under 18) go into B.

Hobbies – any groups, clubs, or organisations for hobbies e.g. food and drink (e.g. wine tasting club), motoring (e.g. MG Club), reading (e.g. Book Circle), travel, crafts, gardening, indoor games (e.g. bridge, chess, computer games), cultural groups (e.g. local history).

Recreation – any groups, clubs, or organisations for recreation e.g. Social Club, Pub Quiz Team, Working Men’s Club.

Arts – any groups, clubs, or organisations for the Arts e.g. theatres, museums, cinema, photography, opera, amateur dramatics, choir, orchestras, bands, music appreciation.

O. TRADE UNION ACTIVITY

Any national or local trade union (include membership, as well as activities such as attending meetings or rallies, writing letters, recruiting members).

**PEOPLE, FAMILIES AND COMMUNITIES SURVEY 2001
ADDITIONAL PROJECT INSTRUCTIONS ON QUESTIONNAIRE**

As a result of the briefings a few changes have been made to specific questions in the questionnaire. Notes are provided on these below and these instructions supersede the previous instructions.

Q.	Variable name	Notes
ACTIVE COMMUNITY MODULE		
V1.9 – V1.11	qvsoc - qvout	These questions are about contact with friends and neighbours. We want respondents to exclude family and relatives when answering these questions. The display screen before V1.9 now reads: <i>"Now I would like to ask you about how often you see people other than relatives, socially."</i>
V4.7	qvein	All employees are asked what might encourage them to participate in employer volunteering schemes. However the obvious answer if their employer currently has no such scheme is "If my employer had a scheme!" We want to avoid this answer so these respondents will get an additional intro display to this question: <i>"Imagine your employer DID have a scheme for employees to help with community projects, or voluntary or charity organisations...."</i>
V6.1	qvinv	This question is to determine prevalence of Informal volunteering in the last 12 months. This is unpaid help given, as an individual, to someone who <u>is not a relative of the respondent</u> . THIS WAS PREVIOUSLY DEFINED AS 'NOT A MEMBER OF RESPONDENT'S FAMILY'. WE NOW WANT THEM TO EXCLUDE UNPAID HELP GIVEN TO ANY RELATIVES. The question now reads: <i>"In the last 12 months, have you done any of these things, UNPAID, for someone who is NOT a relative. This might be for a friend, neighbour or someone else?"</i>
V6.2	qvforin	This question is Informal volunteering longer than 12 months ago. AGAIN, THIS WAS DEFINED AS 'NOT A MEMBER OF RESPONDENT'S FAMILY'. NEW DEFINITION EXCLUDES UNPAID HELP GIVEN TO ANY RELATIVES. This question now reads: <i>"Have you given UNPAID help to someone who is NOT a relative, longer than 12 months ago?"</i>
V7.1a	qvben	This question is to determine prevalence of receipt of volunteering (formal or informal) . THIS WAS PREVIOUSLY DEFINED AS HELP RECEIVED FROM SOMEONE WHO IS NOT A MEMBER OF RESPONDENT'S FAMILY. NEW DEFINITION EXCLUDES HELP FROM ANY RELATIVES.

RACE MODULE		
R4. R5.	qrwr1/ qrbet/ qrsam/ qmnop qrwor/ qrbtr/ qrsme/ qmnop2	<p>Both questions now encourage respondents to give a view, as follows: <i>"It doesn't matter if you have had no direct contact with the organisations, it's just your perceptions I'm after."</i></p> <p>Both questions ask respondents to say how they would be treated relative to other races. If your respondent queries what is meant by "other races" a supplementary prompt is provided. Please read this out if for any reason you suspect that the respondent is not clear what is meant by "other races". NOTE THAT THE TEXT FOR THIS PROMPT HAS CHANGED. IT NOW READS THE SAME FOR ETHNIC MINORITY AND WHITE RESPONDENTS, AS FOLLOWS: <i>"IF NECESSARY ADD: By 'other races', I mean races other than your own".</i></p> <p>If respondents start talking about specific ethnic minority groups (e.g. an Asian respondent answering "better than blacks but worse than whites") use a statement to get them thinking generally. A prompt is provided on the screen as follows: <i>"IF RESPONDENT WANTS TO GIVE DIFFERENT RESPONSES ABOUT DIFFERENT RACES SAY: It's just your overall opinion that we want."</i></p> <p>There is also an option for you to skip through the whole shuffle pack exercise for both R4 and R5, if the respondent REFUSES to do the sorting exercise. There is a new display screen at the start of each question which asks whether you want to continue or whether respondent has refused.</p>
DEMOGRAPHICS MODULE		
D2.1	qdtra	<p>Notes:</p> <ul style="list-style-type: none"> • cars/vans include minibuses, motor caravans, "people carriers", 4-wheel drive passenger vehicles, and pick-ups; • invalid tricycles should be coded as "no"; • include vehicles being bought on hire purchase and lease cars; • include company cars unless provided <i>exclusively</i> for company business (i.e. where no private usage is permitted).
D3.1/ D3.1	qdemp/2	<p><i>How to code those on holiday from paid job</i></p> <ul style="list-style-type: none"> • If someone mentions at this question that they do have a paid job but were on holiday in the last 7 days, then you can code "yes". • If the respondent does not volunteer this information, it does not matter. You will code "no" here but you will still get asked D3.3/D4.3 which asks whether they had a paid job they were away from. At this question you would code "yes".
D3.3/ D4.3	qdaway/2	<p><i>Away from a Job</i></p> <ul style="list-style-type: none"> • Typical reasons for being away from work might be on holiday from job, on maternity leave or on sick leave. • If respondent has been away from the job for a long time, only code "yes" if there is definitely a <u>guaranteed</u> job for them to return to.
D5.1a	qdhwork	<p>This question has been amended to ask about regular household activities, rather than housework/day to day household activities. Additional items have been added to Showcard PP (i.e. gardening, DIY and home maintenance, looking after cars or bicycles).</p> <p>If most of these activities are carried out by a non-household member - paid or unpaid (e.g. if the household pays a cleaner), please use Other and give details. If a non-household member does some of this work, but household members between them do more, use one of codes 1 to 3 as relevant.</p>

APPENDIX B ADDRESS CONTACT SHEETS

Three types of address contact sheets were used:

- Core sample (Buff pages)
- Focused enumeration boost sample (Mauve pages)
- High concentration boost sample (Green pages)

**2001 PEOPLE, FAMILIES AND COMMUNITIES SURVEY
ADDRESS CONTACT SHEET (ACS)**

**JN 1154-857
PFCS_W1**

ADDRESS DETAILS

Main Sample - (To be Screened)

(For office use only)

Final Outcome 0 1 2 3

Selection Box

2	3	4	5	6	7	8	9	10	11	12	NO OF DU/ PEOPLE SELECT

Selected Respondent Name Telephone No.

Area Code Interviewer Code

Serial Number Interviewer Name

CHECK DIGIT Supervisor

Screen Number 0 Date accompanied

CALLS RECORD (note all contacts and attempts to contact household & respondent in person or by 'phone even if no reply)

CALL NO.	TIME / DATE	R E S U L T
1	Time: Date:	
2	Time: Date:	
3	Time: Date:	
4	Time: Date:	
5	Time: Date:	
6	Time: Date:	
7	Time: Date:	
8	Time: Date:	
9	Time: Date:	
10	Time: Date:	
11	Time: Date:	
12	Time: Date:	

(For office use only)

Total no. calls Date of final visit

Day Day Mth Mth
(01 - 31) (01 - 12)

C1. IS ADDRESS TRACEABLE, RESIDENTIAL AND OCCUPIED?

Yes 1 GO TO C1a

No 2 CODE FINAL OUTCOME AT C7 (codes 1-7) REMEMBER non-white screening at ALL addresses with Buff ACS, except non-traceable

C1a. Before attempting contact at main address, GO TO D1 and identify screening addresses and follow instructions on pages 5, 6 and 7. ASK D2 (page 5) AT CONVENIENT POINT

C2. Make contact with any adult at address ESTABLISH NO. OF OCCUPIED DWELLING UNITS COVERED BY ADDRESS

IF NECESSARY ASK: Can I just check, is this house/bungalow/building occupied as a single dwelling or is it split up into separate units?

How many units are occupied at present? (If don't know, treat a dwelling unit as occupied)

WRITE IN: ENTER TOTAL NO OF OCCUPIED DWELLING UNITS AT ADDRESS

(e.g.: 2 =

0	2
---	---

)

--	--

- AND CODE: NO. OF OCCUPIED DWELLING UNITS**
- 1 only **A GO TO C4**
 - 2 or more **B GO TO C3a**
-
- If no contact made with any adult or information refused **C CODE OUTCOME AT C7 (code 8 or 11). GO TO SECTION D**

C3a. IF TWO OR MORE OCCUPIED UNITS, LIST ALL IN GRID BELOW:

- in flat/room number order

OR:

- from bottom to top of building, left to right, front to back
(SEE INSTRUCTIONS FOR MORE DETAILS)

OCCUPIED UNIT	DWELLING NO	OCCUPIED UNIT	DWELLING NO
	01		07
	02		08
	03		09
	04		10
	05		11
	06		12

C3b. LOOK AT SELECTION BOX ON FRONT PAGE TO SELECT DWELLING UNIT FOR INTERVIEW

- "No. of DUs/people" row - Find number corresponding to total number of dwelling units
- "SELECT" row - number beneath total number of dwelling units is SELECTED DWELLING UNIT.
- RING ON GRID ABOVE.

ENTER DWELLING NO. OF SELECTED DWELLING UNIT:

--	--

RECORD FLAT OR ROOM NUMBER/DETAILS OF LOCATION OF SELECTED UNIT BELOW:

NOW GO TO C4

C4. CONTACT RESPONSIBLE ADULT AT DWELLING UNIT AND INTRODUCE SURVEY

Good afternoon/evening. I am from BMRB Social Research. I am carrying out a survey on how people feel about their community on behalf of the Home Office.
Your household should have received a letter and leaflet about this survey from the Home Office, explaining that we would be contacting you.

SHOW COPY OF ADVANCE LETTER and LEAFLET

For this survey we are only interviewing people aged 16 or over. Can I just check, how many people aged 16 or over live in this household?

WRITE IN: ENTER NUMBER OF PEOPLE AGED 16+
(e.g. TWO = 02, NONE =00)

--	--

INCLUDE

- People who normally live at address who are away for under 6 months
- Boarders and lodgers living as part of household

EXCLUDE

- People aged 16+ who live away for work or study and only come home for holidays
- Spouses who are separated and no longer resident at address
- People away continuously for 6 months or more

AND CODE: NO. OF PERSONS ELIGIBLE

1 only A GO TO C6

2 or more B GO TO C5a

If number of persons in household not obtained C CODE OUTCOME AT C7
(Code 8 or 11).
GO TO SECTION D

C5a. ASK FOR FIRST NAME OR INITIAL OF EACH PERSON AGED 16+. LIST IN ALPHABETICAL ORDER IN GRID BELOW

FIRST NAME OR INITIAL	PERSON NUMBER
	01
	02
	03
	04
	05
	06

FIRST NAME OR INITIAL	PERSON NUMBER
	07
	08
	09
	10
	11
	12

LOOK AT SELECTION BOX ON FRONT PAGE TO SELECT PERSON FOR INTERVIEW.

- "No. of DUs/people" row - Find number corresponding to total no. of persons
- "SELECT" row - number beneath total number of persons is SELECTED PERSON.
- RING ON GRID ABOVE.

ENTER "PERSON NUMBER" OF SELECTED PERSON

--	--

C5b. Is selected person aged 16 or 17 AND living with parents? (circle code) Yes 1 GO TO C5c
No 2 GO TO C6

C5c. If yes, has parental permission been obtained to speak to selected person and letter from Home Office handed over to parent? (circle code)

Yes 1 GO TO C6
No - parents not contacted 2 GO TO C7 (Code 9)
No - parents refused permission 3 GO TO C7 (Code 13)

C6. ENTER NAME OF SELECTED RESPONDENT AND, IF POSSIBLE, TELEPHONE NUMBER ON FRONT PAGE. ATTEMPT INTERVIEW OR RECORD APPOINTMENT TIME ON FRONT PAGE

IF PARENTAL PERMISSION OBTAINED, PUT THE NAME OF THE ADULT WHO GAVE PARENTAL PERMISSION IN BRACKETS AFTER THE RESPONDENT'S NAME.

C7 FINAL OUTCOME CODES

(Circle relevant code)

	First issue	For 1st issue ONLY		
		1st	2nd	3rd
ADDRESS INELIGIBLE				
1. Insufficient address/address not traced (COMPLETE C8 AND CALL OFFICE BEFORE RETURNING)	1	1	1	1
2. Not yet built/not ready for occupation	2	2	2	2
3. Derelict/demolished	3	3	3	3
4. Empty/not occupied (including second homes)	4	4	4	4
5. Business/industrial only (no private dwellings)	5	5	5	5
6. Institution only (no private dwellings)	6	6	6	6
7. Other (PLEASE DESCRIBE)	7	7	7	7
NO CONTACT				
8. No contact made with responsible adult at address/in household after 5+ calls	8	8	8	8
9. Respondent selected but no direct contact with respondent (or parents) after 5+ calls	9	9	9	9
REFUSAL (SEE ALSO C9)				
10. Office refusal (by phone or letter)	10	10	10	10
11. Contact made at address/household but information about dwellings/occupants refused	11	11	11	11
12. Personal refusal by selected respondent	12	12	12	12
13. Proxy refusal (on behalf of selected person including parental refusal)	13	13	13	13
OTHER UNSUCCESSFUL				
14. Broken appointment, no re-contact	14	14	14	14
15. Ill/incapacitated at home during fieldwork period	15	15	15	15
16. Away/in hospital during fieldwork period	16	16	16	16
17. Inadequate English	17	17	17	17
18. Other reason (PLEASE DESCRIBE)	18	18	18	18
INTERVIEW OBTAINED				
19. Full interview	19	19	19	19
20. Partial interview	20	20	20	20

IF ADDRESS 'NOT TRACED' (CODE 1 AT C7)

C8

WHAT METHODS WERE USED TO FIND ADDRESS?

- Asked local people 1
- Asked at Post Office 2
- Asked at Sorting Office 3
- Asked Police 4
- Asked BMRB Area Office 5
- Other (PLEASE DESCRIBE) 6

C9

IF 'REFUSAL' CODE REASON FOR REFUSAL

- Office refusal 0
- Doesn't believe in surveys/anti-surveys 1
- Concerns about confidentiality/privacy 2
- Suspicion/fear of strangers coming into house 3
- Dislike/lack of interest in subject of survey 4
- Can't be bothered 5
- Genuinely too busy 6
- Temporarily too busy 7
- Personal problems 8
- About to go away 9
- Other (PLEASE DESCRIBE) 10

Please record any other details of non-contact or refusal (to help with reissue)

Electronic report sent

NON-WHITE RESPONDENT SCREENING

D1 WAS THE MAIN ADDRESS TRACEABLE?

YES (outcome at C7 not coded as 1) A GO TO D1a
NO (outcome at C7 coded as 1) B END

D1a IDENTIFY ADDRESSES TO BE SCREENED **BEFORE** CALLING AT A MAIN SAMPLE ADDRESS

Use the rules provided to identify 3 adjacent addresses to the left and 3 adjacent addresses to the right of the main sample address (as you look at it). Write each address in at D5 overleaf, giving them screen numbers 1-3 (for addresses to the LEFT of the main sample address) and 4-6 (for the addresses to the RIGHT of the main sample address) respectively. Number outward from main sample address in each case.

ONCE YOU HAVE IDENTIFIED ADDRESSES RETURN TO C2 AND CONTINUE.

D2 IF YOU MAKE CONTACT WITH THE MAIN SAMPLE ADDRESS, **EVEN IF YOU DO NOT GET AN INTERVIEW THERE, READ OUT THE FOLLOWING EXPLANATION:**

"The Home Office is interested in the experiences and attitudes of all groups in your community. As well as white people, we need to interview (more) people who are black, Asian, Chinese or from other non-white groups."

THEN ASK:

"The 3 addresses immediately to the LEFT of this one are (DESCRIBE ADDRESSES). Is there anyone aged 16 or over living at these addresses who is black, Asian, Chinese or from another non-white group?"

IF DEFINITE OUTCOME ('YES' OR 'NO') ESTABLISHED FOR ONE, TWO OR ALL THREE ADDRESSES TO THE LEFT, CODE AT D5 OVERLEAF.

THEN ASK:

"The 3 addresses immediately to the RIGHT of this one are (DESCRIBE ADDRESSES). Is there anyone aged 16 or over living at these addresses who is black, Asian, Chinese or from another non-white group?"

IF DEFINITE OUTCOME ('YES' OR 'NO') ESTABLISHED FOR ONE, TWO OR ALL THREE ADDRESSES TO THE RIGHT, CODE AT D5 OVERLEAF.

D3 IF YOU ARE UNABLE TO ESTABLISH A DEFINITE OUTCOME (YES OR NO) AT THE MAIN SAMPLE ADDRESS BECAUSE:

- you have not made contact at the main sample address
- the information is refused at the main sample address
- the respondent at the main sample address does not know
- the main sample address is traceable BUT is empty, derelict, demolished, etc

THEN YOU SHOULD CONTINUE SCREENING TO SEEK THE INFORMATION YOU NEED EITHER:

- at the identified address itself
- or at adjacent addresses (up to 3 addresses away from the identified address)

D4 QUESTION TO BE ASKED AT IDENTIFIED ADDRESS TO ESTABLISH OR CONFIRM WHETHER ANYONE NON-WHITE PRESENT:

"The Home Office is interested in the experiences and attitudes of all groups in your community. As well as white people, we need to interview people from non-white groups.

Is there anyone aged 16 or over at this address who is black, Asian, Chinese or from any other non-white group?"

You may seek information at identified address itself, and at adjacent addresses as well as the main sample address, accepting a definite 'no' or a definite 'yes'. Any case where the answer is *don't know* or *not sure* must be checked at the address itself.

Once you have established an outcome for each screened address, code the outcome at D5 below. Only code 'information not obtained' if you have not established definite outcome by end of fieldwork period.

D5 FINAL SCREENING OUTCOME CODES

Location	Screen No.	Address details (INTERVIEWER TO COMPLETE – first line of address sufficient)	Outcome Code
1 st to left	1		31 NO – Ineligible (No non-white adults) END OF ADDRESS 1 32 YES – Eligible START NEW MAUVE CONTACT SHEET 33 Information not obtained after every effort made END OF ADDRESS 1 34 Unable to identify address for screening END OF ADDRESS 1 35 Identified address part of the main sample END OF ADDRESS 1
2 nd to left	2		31 NO – Ineligible (No non-white adults) END OF ADDRESS 2 32 YES – Eligible START NEW MAUVE CONTACT SHEET 33 Information not obtained after every effort made END OF ADDRESS 2 34 Unable to identify address for screening END OF ADDRESS 2 35 Identified address part of the main sample END OF ADDRESS 2
3 rd to left	3		31 NO – Ineligible (No non-white adults) END OF ADDRESS 3 32 YES – Eligible START NEW MAUVE CONTACT SHEET 33 Information not obtained after every effort made END OF ADDRESS 3 34 Unable to identify address for screening END OF ADDRESS 3 35 Identified address part of the main sample END OF ADDRESS 3

(Addresses to right continued overleaf)

Location	Screen No.	Address details (INTERVIEWER TO COMPLETE – first line of address sufficient)	Outcome Code
1 st to right	4		31 NO – Ineligible (No non-white adults) END OF ADDRESS 4 32 YES – Eligible START NEW MAUVE CONTACT SHEET 33 information not obtained after every effort made END OF ADDRESS 4 34 Unable to identify address for screening END OF ADDRESS 4 35 Identified address part of the main sample END OF ADDRESS 4
2 nd to right	5		31 NO – Ineligible (No non-white adults) END OF ADDRESS 5 32 YES – Eligible START NEW MAUVE CONTACT SHEET 33 information not obtained after every effort made END OF ADDRESS 5 34 Unable to identify address for screening END OF ADDRESS 5 35 Identified address part of the main sample END OF ADDRESS 5
3 rd to right	6		31 NO – Ineligible (No non-white adults) END OF ADDRESS 6 32 YES – Eligible START NEW MAUVE CONTACT SHEET 33 Information not obtained after every effort made END OF ADDRESS 6 34 Unable to identify address for screening END OF ADDRESS 6 35 Identified address part of the main sample END OF ADDRESS 6

D6 You should make out a new non-white address contact sheet (MAUVE) for each address coded 'yes' i.e. said to contain one or more non-white adults 16+.

1. COPY THE POSTCODE AREA CODE AND ADDRESS SERIAL NUMBER FROM THE FRONT OF THIS CONTACT SHEET
2. COPY THE CHECK DIGITS FROM THE FRONT OF THIS CONTACT SHEET
3. WRITE APPROPRIATE SCREEN NUMBER (FROM GRID ABOVE) INTO RELEVANT BOX ON FRONT PAGE
4. COPY THE SELECTION ROW DIGITS INTO THE SELECTION BOX
5. WRITE IN FULL ADDRESS (FROM GRID ABOVE) ON FRONT OF NEW SCREENED SAMPLE ADDRESS CONTACT SHEET (MAUVE)

**2001 PEOPLE, FAMILIES AND COMMUNITIES SURVEY
ADDRESS CONTACT SHEET (ACS)**

**JN 1154-857
PFCS_W1**

ADDRESS DETAILS

Screened Sample

(For office use only)

Final Outcome 0 1 2 3

Selection Box

2	3	4	5	6	7	8	9	10	11	12	NO OF DU _s / PEOPLE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	SELECT (COPY)

Selected Respondent
Name

Telephone No.

Area Code (Copy)

Interviewer Code

Serial Number (Copy)

Interviewer Name

CHECK DIGIT (Copy)

Supervisor

Screen Number (1-6)

Date accompanied

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

CALLS RECORD (note all contacts and attempts to contact household & respondent in person or by 'phone even if no reply)

CALL NO.	TIME / DATE	R E S U L T
1	Time: Date:	
2	Time: Date:	
3	Time: Date:	
4	Time: Date:	
5	Time: Date:	
6	Time: Date:	
7	Time: Date:	
8	Time: Date:	
9	Time: Date:	
10	Time: Date:	
11	Time: Date:	
12	Time: Date:	

(For office use only)

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Total no. calls

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Date of final visit

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Day Day

(01 - 31)

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Mth Mth

(01 - 12)

**C2. Make contact with any adult at address
ESTABLISH NO. OF DWELLING UNITS COVERED BY ADDRESS WHICH ARE OCCUPIED BY NON-WHITE ADULT(S)**

IF NECESSARY ASK : Can I just check, is this house/bungalow/building occupied as a single dwelling or is it split up into separate units?

How many units are occupied at present by anyone who is black, Asian, Chinese or from another non-white group? (If don't know, treat a dwelling unit as occupied by a non-white adult)

WRITE IN: ENTER TOTAL NO OF DWELLING UNITS OCCUPIED BY NON-WHITE ADULT(S) AT ADDRESS

(e.g.: 2 =

0	2
---	---

)

--	--

AND CODE: NO OF DWELLING UNITS OCCUPIED 1 only A GO TO C4
BY NON-WHITE ADULTS

2 or more B GO TO C3a

If no contact made with any adult or information refused C CODE OUTCOME AT C7 (code 8 or 11).

None occupied by non-white adult(s) D END - CODE OUTCOME AT C7 (code 22 or 7)

C3a. IF TWO OR MORE UNITS OCCUPIED BY NON-WHITE ADULT(S), LIST ALL IN GRID BELOW:

- in flat/room number order

OR:

- from bottom to top of building, left to right, front to back
(SEE INSTRUCTIONS FOR MORE DETAILS)

OCCUPIED UNIT	DWELLING NO	OCCUPIED UNIT	DWELLING NO
	01		07
	02		08
	03		09
	04		10
	05		11
	06		12

C3b. LOOK AT SELECTION BOX ON FRONT PAGE TO SELECT DWELLING UNIT FOR INTERVIEW

- "No. of DUs/non-white adults" row - Find number corresponding to total number of dwelling units
- "SELECT" row - number beneath total number of dwelling units is SELECTED DWELLING UNIT.
- RING ON GRID ABOVE.

ENTER DWELLING NUMBER OF SELECTED DWELLING UNIT:

--	--

RECORD FLAT OR ROOM NUMBER/DETAILS OF LOCATION OF SELECTED UNIT BELOW:

--

NOW GO TO C4

C4. CONTACT RESPONSIBLE ADULT AT DWELLING UNIT AND INTRODUCE SURVEY

Good afternoon/evening. I am from BMRB Social Research. I am carrying out a survey about how people feel about their community on behalf of the Home Office.
Here is a letter and leaflet from the Home Office which explains more about this survey.

SHOW COPY OF LETTER & LEAFLET

ASK: For this survey we are only interviewing people aged 16 or over who are black, Asian, Chinese or from another non-white group. Can I just check, how many of these people aged 16 or over live in this household?

WRITE IN: ENTER NUMBER OF NON-WHITE ADULTS AGED 16+
(e.g. TWO = 02, NONE = 00)

--	--

INCLUDE

- People who normally live at address who are away for under 6 months
- Boarders and lodgers living as part of household

EXCLUDE

- People aged 16+ who live away for work or study and only come home for holidays
- Spouses who are separated and no longer resident at address
- People away continuously for 6 months or more

AND CODE: NO. OF NON-WHITE PERSONS 16+ ELIGIBLE

1 only A **GO TO C5b**

2 or more B **GO TO C5a**

If number of persons in household not obtained C **CODE OUTCOME AT C7 (Code 8 or 11)**

C5a. ASK FOR FIRST NAME OR INITIAL OF EACH NON-WHITE PERSON AGED 16+. LIST IN ALPHABETICAL ORDER IN GRID BELOW

FIRST NAME OR INITIAL	PERSON NUMBER
	01
	02
	03
	04
	05
	06

FIRST NAME OR INITIAL	PERSON NUMBER
	07
	08
	09
	10
	11
	12

LOOK AT SELECTION BOX ON FRONT PAGE TO SELECT PERSON FOR INTERVIEW.

- "No. of DUs/non-white adults" row - Find number corresponding to total number of persons
- "SELECT" row - number beneath total number of persons is **SELECTED PERSON**.
- RING ON GRID ABOVE.

ENTER "PERSON NUMBER" OF SELECTED PERSON

--	--

C5b. Is selected person aged 16 or 17 AND living with parents? (circle code) Yes 1 GO TO C5c
No 2 GO TO C6

C5c. If yes, has parental permission been obtained and letter from Home Office handed over to parent? (circle code)

Yes 1 GO TO C6
No - parents not contacted 2 GO TO C7 (code 9)
No - parents refused permission 3 GO TO C7 (code 13)

C6. ENTER NAME OF SELECTED RESPONDENT AND, IF POSSIBLE, TELEPHONE NUMBER ON FRONT PAGE. ATTEMPT INTERVIEW OR RECORD APPOINTMENT TIME ON FRONT PAGE

IF PARENTAL PERMISSION OBTAINED, PUT THE NAME OF THE ADULT WHO GAVE PARENTAL PERMISSION IN BRACKETS AFTER THE RESPONDENT'S NAME.

C7 FINAL OUTCOME CODES

(Circle relevant code)

ADDRESS INELIGIBLE

- 22. No non-white adult at address
- 7. Other (PLEASE DESCRIBE)

NO CONTACT

- 8. No contact made with responsible adult at address/in household after 5+ calls
- 9. Respondent selected but no direct contact with respondent (or parents) after 5+ calls

REFUSAL (SEE ALSO C9)

- 10. Office refusal (by phone or letter)
- 11. Contact made at address/household but information about dwellings/occupants refused
- 12. Personal refusal by selected respondent
- 13. Proxy refusal (on behalf of selected person including parental refusal)

OTHER UNSUCCESSFUL

- 14. Broken appointment, no re-contact
- 15. Ill/incapacitated at home during fieldwork period
- 16. Away/ in hospital during fieldwork period
- 17. Inadequate English
- 18. Other reason (PLEASE DESCRIBE)

INTERVIEW OBTAINED

- 19. Full interview
- 20. Partial interview

	First issue	For Re-Issues ONLY		
		1st	2nd	3rd
22. No non-white adult at address	22	22	22	22
7. Other (PLEASE DESCRIBE)	7	7	7	7
8. No contact made with responsible adult at address/in household after 5+ calls	8	8	8	8
9. Respondent selected but no direct contact with respondent (or parents) after 5+ calls	9	9	9	9
10. Office refusal (by phone or letter)	10	10	10	10
11. Contact made at address/household but information about dwellings/occupants refused	11	11	11	11
12. Personal refusal by selected respondent	12	12	12	12
13. Proxy refusal (on behalf of selected person including parental refusal)	13	13	13	13
14. Broken appointment, no re-contact	14	14	14	14
15. Ill/incapacitated at home during fieldwork period	15	15	15	15
16. Away/ in hospital during fieldwork period	16	16	16	16
17. Inadequate English	17	17	17	17
18. Other reason (PLEASE DESCRIBE)	18	18	18	18
19. Full interview	19	19	19	19
20. Partial interview	20	20	20	20

C9 IF 'REFUSAL' CODE REASON FOR REFUSAL

- Office refusal 0
- Doesn't believe in surveys/ anti-surveys 1
- Concerns about confidentiality/ privacy 2
- Suspicion/ fear of strangers coming into house 3
- Dislike/ lack of interest in subject of survey 4
- Can't be bothered 5
- Genuinely too busy 6
- Temporarily too busy 7
- Personal problems 8
- About to go away 9
- Other (PLEASE DESCRIBE) 10

Please record any other details of non-contact or refusal (to help with reissue)

Electronic report sent

**2001 PEOPLE, FAMILIES AND COMMUNITIES SURVEY
ADDRESS CONTACT SHEET (ACS)**

**JN 1154-857
PFCS_B1**

ADDRESS DETAILS

Boost Sample - (With Screening)

(For office use only)

Final Outcome 0 1 2 3

Selection Box

2	3	4	5	6	7	8	9	10	11	12	NO OF DU _s / PEOPLE SELECT

Selected Respondent Name

Telephone No.

Area Code

Interviewer Code

Serial Number

Interviewer Name

CHECK DIGIT

Supervisor

Screen Number

7

Date accompanied

CALLS RECORD (note all contacts and attempts to contact household & respondent in person or by 'phone even if no reply)

CALL NO.	TIME/DATE	R E S U L T
1	Time: Date:	
2	Time: Date:	
3	Time: Date:	
4	Time: Date:	
5	Time: Date:	
6	Time: Date:	
7	Time: Date:	
8	Time: Date:	
9	Time: Date:	
10	Time: Date:	
11	Time: Date:	
12	Time: Date:	

(For office use only)

Total no. calls

Date of final visit

Day Day
(01 - 31)

Mth Mth
(01 - 12)

C1. IS ADDRESS TRACEABLE, RESIDENTIAL AND OCCUPIED?

Yes 1 GO TO C2

No 2 CODE SCREENING OUTCOME AT C5 (code 36)

IF 'YES' AT C1

**C2. Make contact with any adult at address
ESTABLISH NO. OF OCCUPIED DWELLING UNITS COVERED BY ADDRESS**

IF NECESSARY ASK : Can I just check, is this house/bungalow/building occupied as a single dwelling or is it split up into separate units?

How many units are occupied at present? (If don't know, treat a dwelling unit as occupied)

WRITE IN: ENTER TOTAL NO OF OCCUPIED DWELLING UNITS AT ADDRESS

(e.g.: 2 =

0	2
---	---

)

--	--

AND CODE: NO. OF OCCUPIED DWELLING UNITS 1 only A GO TO C4a

2 or more B GO TO C3a

If no contact made with any adult or information refused C CODE SCREENING
OUTCOME AT C5
(code 8 or 37).

C3a. IF TWO OR MORE OCCUPIED UNITS, LIST ALL IN GRID BELOW:

- in flat/room number order

OR:

- from bottom to top of building, left to right, front to back
(SEE INSTRUCTIONS FOR MORE DETAILS)

OCCUPIED UNIT	DWELLING NO	OCCUPIED UNIT	DWELLING NO
	01		07
	02		08
	03		09
	04		10
	05		11
	06		12

C3b. LOOK AT SELECTION BOX ON FRONT PAGE TO SELECT DWELLING UNIT FOR INTERVIEW

- "No. of DUs/people" row - Find number corresponding to total number of dwelling units
- "SELECT" row - number beneath total number of dwelling units is SELECTED DWELLING UNIT.
- RING ON GRID ABOVE.

ENTER DWELLING NO. OF SELECTED DWELLING UNIT:

--	--

RECORD FLAT OR ROOM NUMBER/DETAILS OF LOCATION OF SELECTED UNIT BELOW:

--

NOW GO TO C4a

C4a. CONTACT RESPONSIBLE ADULT AT DWELLING UNIT AND INTRODUCE SCREENING ELEMENT OF SURVEY

Good afternoon/evening. I am from BMRB Social Research. I am carrying out a survey on how people feel about their community on behalf of the Home Office.

“The Home Office is interested in the experiences and attitudes of all groups in your community. As well as white people we need to interview people from non-white groups”.

SHOW COPY OF LETTER & LEAFLET

C4b. ‘Is there anyone aged 16 or over living in this household who is black, Asian, Chinese or from any other non-white group?’

REFER TO PROJECT INSTRUCTIONS

Household screened:

Yes, household eligible (non-white adults present) 1 **CODE 32 AS SCREEN OUTCOME AT C5 THEN GO TO C6**

No, household ineligible (no non-white adults) 2 **CODE 31 AS SCREEN OUTCOME AT C5**

Household not screened: 3 **CODE SCREEN OUTCOME AT C5 (ONE OF CODES 8, 37, 38)**

C5 CODE OUTCOME OF SCREENING ATTEMPT ↓

(Circle relevant code)

HOUSEHOLD NOT SCREENED:

36. Address ineligible

- Ineligible addresses cover:**
- Insufficient address/address not traced
 - Not yet built/not ready for occupation
 - Derelict/demolished
 - Empty/not occupied (including second homes)
 - Business/industrial only (no private dwellings)
 - Institution only (no private dwellings)

8. No contact made with responsible adult at address/in household

37. Responsible adult refused to answer screening question/provide information on number of dwelling units

38. Other unsuccessful screening attempt

- Code 38 addresses include:**
- Ill/incapacitated at home during fieldwork period
 - Away/ in hospital during fieldwork period
 - Inadequate English
 - Any other reason

	First issue	For Re-issues ONLY		
		1 st	2 nd	3 rd
<u>36. Address ineligible</u>	36	36	36	36
<u>8. No contact made with responsible adult at address/in household</u>	8	8	8	8
<u>37. Responsible adult refused to answer screening question/provide information on number of dwelling units</u>	37	37	37	37
<u>38. Other unsuccessful screening attempt</u>	38	38	38	38
<u>31. Screened: household not eligible (no non-white adults)</u>	31	31	31	31
<u>32. Screened: household eligible (non-white adults present)</u>	32	32	32	32

HOUSEHOLD SCREENED:

31. Screened: household not eligible (no non-white adults)

32. Screened: household eligible (non-white adults present)

END

NOW GO TO C6

C6. IF HOUSEHOLD ELIGIBLE ASK C6 OF RESPONSIBLE ADULT

For this part of the survey, we are only interviewing people aged 16 or over who are black, Asian, Chinese or from another non-white group. Can I just check, how many of these people aged 16 or over live in this household?

WRITE IN: ENTER NUMBER OF NON-WHITE ADULTS AGED 16+
(e.g. TWO = 02)

--	--

INCLUDE

- People who normally live at address who are away for under 6 months
- Boarders and lodgers living as part of household

EXCLUDE

- People aged 16+ who live away for work or study and only come home for holidays
- Spouses who are separated and no longer resident at address
- People away continuously for 6 months or more

AND CODE: NO. OF NON-WHITE PERSONS 16+ ELIGIBLE

1 only A **GO TO C8a**

2 or more B **GO TO C7**

If number of persons in household not obtained C **CODE OUTCOME AT C10 (Code 39)**

C7. ASK FOR FIRST NAME OR INITIAL OF EACH NON-WHITE PERSON AGED 16+. LIST IN ALPHABETICAL ORDER IN GRID BELOW

FIRST NAME OR INITIAL	PERSON NUMBER
	01
	02
	03
	04
	05
	06

FIRST NAME OR INITIAL	PERSON NUMBER
	07
	08
	09
	10
	11
	12

LOOK AT SELECTION BOX ON FRONT PAGE TO SELECT PERSON FOR INTERVIEW.

- "No. DUs/people" row - Find number corresponding to total no. of persons
- "SELECT" row - number beneath total number of persons is SELECTED PERSON.
- RING ON GRID ABOVE.

ENTER "PERSON NUMBER" OF SELECTED NON-WHITE PERSON

--	--

C8a. Is selected person aged 16 or 17 AND living with parents? Yes 1 **GO TO C8b**
(circle code) No 2 **GO TO C9**

C8b. If yes, has parental permission been obtained and letter from Home Office handed over to parent? (circle code)

Yes 1 **GO TO C9**
No - parents not contacted 2 **GO TO C10 (Code 9)**
No - parents refused permission 3 **GO TO C10 (Code 13)**

C9. ENTER NAME OF SELECTED RESPONDENT AND, IF POSSIBLE, TELEPHONE NUMBER ON FRONT PAGE. ATTEMPT INTERVIEW OR RECORD APPOINTMENT TIME ON FRONT PAGE
IF PARENTAL PERMISSION OBTAINED, PUT THE NAME OF THE ADULT WHO GAVE PARENTAL PERMISSION IN BRACKETS AFTER THE RESPONDENT'S NAME.

C10a. CODE OUTCOME OF ATTEMPT TO INTERVIEW SELECTED PERSON

(Circle relevant code)

	First issue	For Re-issues ONLY		
		1st	2nd	3rd
NO CONTACT				
9. Respondent selected but no direct contact with selected person (or parents) after 5+ calls	9	9	9	9
REFUSAL (SEE ALSO C10b)				
10. Office refusal (by phone or letter)	10	10	10	10
39. Household known to be eligible but refused to provide information on no. of non-white adults at C6/C7	39	39	39	39
12. Personal refusal by selected person	12	12	12	12
13. Proxy refusal (on behalf of selected person including parental refusal)	13	13	13	13
OTHER UNSUCCESSFUL				
14. Broken appointment, no re-contact	14	14	14	14
15. Selected person ill/incapacitated at home during fieldwork period	15	15	15	15
16. Selected person away/ in hospital during fieldwork period	16	16	16	16
17. Selected person speaks inadequate English	17	17	17	17
18. Other reason (PLEASE DESCRIBE)	18	18	18	18
19. Full interview	19	19	19	19
20. Partial interview	20	20	20	20

Electronic report sent

C10b IF 'REFUSAL' CODE REASON FOR REFUSAL

Office refusal	0
Doesn't believe in surveys/ anti-surveys	1
Concerns about confidentiality/ privacy	2
Suspicion/fear of strangers coming into house	3
Dislike/lack of interest in subject of survey	4
Can't be bothered	5
Genuinely too busy	6
Temporarily too busy	7
Personal problems	8
About to go away	9
Other (PLEASE DESCRIBE)	10

Please record any other details of non-contact or refusal (to help with reissue)

APPENDIX C QUESTIONNAIRE

The Citizenship Survey questionnaire is programmed in Ququest, as a series of modules that produce a single data structure.

**PEOPLE, FAMILIES
AND COMMUNITIES
SURVEY
2001**



QUESTIONNAIRE

VARIABLES TRANSFERRED FROM CONTACT SHEET

A1. (cserial)

Enter the serial number from the front page of the Address Contact Sheet.

A2. (cscreen)

Enter the screen number from the front page of the Address Contact Sheet.

Enter 0 for Main sample (buff ACS).

Enter 1,2,3,4,5 or 6 as appropriate for Screened sample (mauve ACS).

Enter 7 for Boost sample (green ACS).

A3. (qcheck)

NOW ENTER THE CHECK DIGIT RELATING TO THE SERIAL NUMBER FROM THE FRONT PAGE OF THE ADDRESS CONTACT SHEET

INTERVIEWER: DO NOT PRESS THE SPACE BAR AT THE END OF THE NUMBER

A4. (hselec)

INTERVIEWER: DO NOT READ OUT: Enter number of ELIGIBLE dwelling units at the address from the Address Contact Sheet.

Main sample (buff ACS) - transfer number of occupied dwelling units from C2. on page 2

Screened sample (mauve ACS) - transfer number of dwelling units occupied by NON-WHITE adults from C2. on page 2

Boost sample (green ACS) - transfer number of occupied dwelling units from C2 on page 2.

A5. (nadults)

INTERVIEWER: DO NOT READ OUT: Enter number of ELIGIBLE adults aged 16+ at selected dwelling unit from the Address Contact Sheet.

Main sample (buff ACS) - transfer number of adults from C4. on page 3

Screened sample (mauve ACS) - transfer number of NON-WHITE adults from C4. on page 3

Boost sample (green ACS) - transfer number of NON-WHITE adults from C6. on page 4.

A6. (pselec)

INTERVIEWER: DO NOT READ OUT: Enter the person number of the selected respondent, from the Address Contact Sheet.

Main sample (buff ACS) - transfer person number of selected adult from C5a. on page 3

Screened sample (mauve ACS) - transfer person number of selected NON-WHITE adult from C5a. on page 3

Boost sample (green ACS) - transfer person number of selected NON-WHITE adult from C7. on page 4

FAMILY POLICY MODULE

Household composition

INFORMATION COLLECTED FOR ALL PERSONS IN THE HOUSEHOLD (ADULTS AND CHILDREN)
Proxy answers acceptable, i.e. respondent providing information about other hhold members

F0. (qfhhno) RECORD NO. OF PEOPLE LIVING HERE (INCLUDE UNDER 16s)

IF NECESSARY: How many people normally live at this address?

[DK and Refused are not acceptable]

Briefing note (on screen) INCLUDE: - people who normally live at address who are away for under 6 months - boarders and lodgers living as part of household; EXCLUDE:- people aged 16+ who live elsewhere to study or work but who come home for holidays - spouses who are separated and no longer resident - people away continuously for 6 months or more

F1. (qfn/ dfn) Who normally lives at this address?

RECORD THE NAME (OR A UNIQUE IDENTIFIER) FOR RESPONDENT, THEN A NAME/IDENTIFIER FOR EACH MEMBER OF HHOLD. RESPONDENT IS ALWAYS TO BE SET AS PERSON 1

Enter text, up to 12 characters

Up to 14 people recorded and computer gives each a number from 1 to 14 for use in lists at future F's

HOUSEHOLD GRID

F2 – F6 asked for each hhold member (display appropriate person identifier)

F2. (qfsx) Sex

1. Male
2. Female

F3a. (qfa1) What was your/(.....'s) age last birthday?

RANGE 0..99

Don't Know
Refused

If dk or refusal at F3a

SHOWCARD A

F3b. (qfa2) Looking at this card, could you please tell me in which group your/(....'s) age lies?

- | | |
|----------|----------------|
| 1. 0 - 4 | 9. 40-49 |
| 2. 5 -10 | 10. 50-59 |
| 3. 11-15 | 11. 60-64 |
| 4. 16-17 | 12. 65-74 |
| 5. 18-19 | 13. 75 or over |
| 6. 20-24 | (DK) |
| 7. 25-29 | (Refused) |
| 8. 30-39 | |

CHECK RESPONDENT'S AGE IS 16+

Compute Age from F3a/F3b

SHOWCARD B

F4. (qfeg) Please choose one answer from this card to indicate your/(.....) ethnic group and cultural background.

CODE ONE ONLY.

- White**
- 1. British
- 2. Irish
- 3. Other White background
- Mixed**
- 4. White and Black Caribbean
- 5. White and Black African
- 6. White and Asian
- 7. Other Mixed background
- Asian or Asian British**
- 8. Indian
- 9. Pakistani
- 10. Bangladeshi
- 11. Other Asian background
- Black or Black British**
- 12. Caribbean
- 13. African
- 14. Other Black background
- Chinese or other ethnic background**
- 15. Chinese
- 16. Any other ethnic background
- (Refused)

Ask if F4. Code 3,7,11,14 or 16

F4b. (qfe2) Can I just check, what do you consider your/(.....) cultural background to be? DO NOT PROMPT

ALLOW MULTICODING

- 1. English
- 2. Scottish
- 3. Welsh
- 4. British
- 5. Other (specify)
- (Refused)

Ask all

F.4c (qfco) And which country were you/(was....) born in?

If respondent says 'Britain', clarify which part of Britain.

If 'other', specify present name of country

- 1. England
- 2. Wales
- 3. Scotland
- 4. Northern Ireland
- 5. Republic of Ireland
- 6. Other (Specify present name of country)
- (Refused)

If age NOT UNDER 16 (younger hhold members not asked this)

SHOWCARD C

F5. (qfms) Please look at this card and tell me which one applies to you/(.....)
CODE FIRST THAT APPLIES

1. Single, that is, never married
 2. Married and living with husband or wife (First marriage)
 3. Married and living with husband or wife (Re-married)
 4. Separated from husband or wife but still legally married
 5. Divorced
 6. Widowed
- (Refused)

If age NOT UNDER 16 and hholdsize>1 and F5=single,separated, divorced or widowed

ASK OR RECORD

F6. (qfcc) May I just check, are you/is (.....) living with someone in the household as a couple?

1. Yes
 2. No
 3. (SPONTANEOUS ONLY) Same sex couple
- (Refused)

For first iteration (respondent) only, ask:

F6a. (qf1j) Can I just check, do you currently have a paid job as an employee?

ALLOW PART TIME JOBS HELD BY THOSE IN FULL TIME EDUCATION.
CODE SELF EMPLOYED AS NO

1. Yes, employee
 2. No
- (DK)

End of HOUSEHOLD GRID loop

If more than 1 person in hhold with age =>16

F7. (qfown) In whose name is the accommodation owned or rented?

LIST ALL THOSE NOT UNDER 16 – CODE ALL THAT APPLY

DK

Refused

Ask all hholds

F8. (dfhjh) HHOLD REFERENCE PERSON (Highest Income Householder (HRP)

PERSONS 1..14

(mask on adults aged 16+)

Person automatically computed if only 1 adult in hhold

Person automatically computed as person solely responsible from F7

If answer is DK or Refused or 2+ people jointly responsible at F7, ask:

(qfow2) "You have told me that (...) and (...) jointly own or rent the accommodation. Which person has the highest personal income?"

Where income is the same or where income is joint (e.g. from a joint business), or if response is DK or refused, ask:

(qfow3) "Who is the eldest person"?

NOTE: USABLE PARTIAL INTERVIEWS WILL BE COMPLETED AT LEAST AS FAR AS F8.

If F8=1..14 and married or cohabiting (F5=2 or F6=1 or 3)

F9. (qfh12/ dfh12) THE HOUSEHOLD REFERENCE PERSON is (....)

ENTER THE PERSON NUMBER OF HRP'S SPOUSE/PARTNER

1..14

15 No spouse/partner

(Refused)

Briefing point: multi-coding is acceptable here, in the unlikely event of a respondent having multiple spouses or partners.

Asked of all hholds with more than 1 person

FAMILY GRID (HOUSEHOLD INTER-RELATIONSHIPS)

F.10 (qf2-qf14)

LARGE SHOWCARD D

INTERVIEWER: USE SHOWCARD. DO NOT ASSUME RELATIONSHIPS

I would now like to ask how the people in your household are related to each other.

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

CODE RELATIONSHIP - IS 'S

- | | |
|--------------------------------------|------------------------------------|
| 1. Husband/Wife | 14. Foster brother / Foster sister |
| 2. Cohabitee / Partner | 15. Brother-in-law / sister-in-law |
| 3. Son / Daughter (incl. adopted) | 16. Grandchild |
| 4. Step-son / Step-daughter | 17. Step-grandchild |
| 5. Foster child | 18. Grandparent |
| 6. Son-in-law / Daughter-in-law | 19. Step-grandparent |
| 7. Parent/Guardian | 20. Cousin |
| 8. Step-parent | 21. Uncle / Aunt |
| 9. Foster parent | 22. Nephew / Niece |
| 10. Parent-in-law/Partner's parent | 23. Other relative |
| 11. Brother / Sister (incl. adopted) | 24. Not related |
| 12. Step-brother / Step-sister | (Refused) |
| 13. Half brother/Half sister | |

List does not distinguish gender of inter-relationships e.g. between fathers and mothers for items 7,8,9,10; or for daughters vs. sons for 3,4,5,6 or for brothers vs. sisters for 11,12,13,14 etc. However this can be derived from cross-analysis with F2 – sex (e.g. if person 2 is male and is person 1's son/daughter then relevant category is, by definition 'son') - see computed variable F17a for more detail
Similarly same sex partners can be disaggregated from heterosexual partners at code 2 through cross-analysis with F2

Non resident children

F.11 (**qfkids**) Can I just check, **DO YOU**, personally, have any children, adopted children or step-children **AGED UNDER 16**, who do **NOT** normally live here with you (that is 4 or more nights per week)?

INTERVIEWER: Check that respondent is not counting people already mentioned as living with them at F10.
(DO NOT INCLUDE FOSTER CHILDREN)

1. Yes
 2. No
- (DK)
(Refused)

If respondent has any non-resident children under 16 (code 1 at F11), ask F12; others skip to F14

IF MORE THAN 15, ONLY RECORD 15.

F12. (**qfkno**) How many children, adopted children, or step-children do you have who are **NOT** living with you?

RANGE 1..15
DK
Refused

(qfk/ dfk) RECORD THE NAME (OR A UNIQUE IDENTIFIER) FOR EACH ONE

Number of children recorded and computer gives each a number from 1 to 15 for use in lists at future questions. If more than 15 children only 15 will be asked about.

F13 repeated for each child; if DK or Refused names at previous question then skip to F14.

F13a. (**qfkac**) Can I just check is (.....) your child, adopted child, or step-child?

1. Child
 2. Adopted child
 3. Step-child
- (Refused)

SHOWCARD E

F13b. (**qfkvb**) How often, if at all, does (.....) visit your home?

1. Once a week or more
 2. About once every two weeks
 3. About once a month
 4. Less than once a month
 5. Never
- (DK)
(Refused)

If visit at F13b (codes 1-4)

F13c. (**qfko**) When visiting does (.....) normally stay overnight at your home?

1. Yes
 2. No
- (DK)
(Refused)

SHOWCARD E

F13d. (**qfks**) How often, if at all, do you see (.....), away from your home?

1. Once a week or more
 2. About once every two weeks
 3. About once a month
 4. Less than once a month
 5. Never
- (DK)
(Refused)

If respondent is married or cohabiting at F10; others skip to F17

F14. (qfpkid) And does your husband/wife/partner have any children, adopted children or step-children AGED UNDER 16, who do NOT normally live here with you (that is, 4 or more nights per week)?

INTERVIEWER: Check that respondent is not counting people already mentioned as living with them at F10.

(DO NOT INCLUDE FOSTER CHILDREN)

1. Yes
 2. No
- (DK)
(Refused)

If husband/wife/partner has any non-resident children under 16 (code 1 at F14), ask F15; others skip to F17

F15. (qfpkno) How many children, adopted children or step-children does your husband/wife/partner have, who do NOT live with you?

RANGE 0..15

DK

Refused

(qfpk/dfpk) RECORD THE NAME (OR A UNIQUE IDENTIFIER) FOR EACH ONE

Number of children recorded and computer gives each a number from 1 to 15 for use in lists at future questions. If more than 15 children only 15 will be asked about.

F16 repeated for each child; if DK or Refused names at previous question then skip to F17.

F16a. (qfpc) Can I just check is (.....) your husband/wife/partner's child, adopted child or step-child?

1. Child
 2. Adopted child
 3. Step-child
- (Refused)

SHOWCARD E

F16b. (qfpv) How often, if at all, does (.....) visit your home?

1. Once a week or more
2. About once every two weeks
3. About once a month
4. Less than once a month
5. Never

(DK)

(Refused)

If visit at F16b (codes 1-4)

F16c. (qfpo) When visiting does (.....) normally stay overnight at your home?

1. Yes
2. No

(DK)

(Refused)

SHOWCARD E

F16d. (qfps) How often, if at all, does your (husband/wife/partner) see (.....), away from your home?

1. Once a week or more
2. About once every two weeks
3. About once a month
4. Less than once a month
5. Never

(DK)

(Refused)

Proximity of relatives

Aim of Question to determine how close people live to their own parents and, where relevant, to their spouse/partner's parents, and how often they see each other. Useful to know in terms of potential support for grandchildren from grandparents and also for support for elderly parents from adult children. Also interesting to know how close other significant relatives such as brothers and sisters live.

F17a. (dfllv) COMPUTED VARIABLE – Living relations with whom respondent lives

This is computed from the relations coded to person 1 (the respondent) at F10.

- | | |
|---------------------------------|--|
| 1. Spouse (male) | 26. Half sister |
| 2. Spouse (female) | 27. Foster brother |
| 3. Cohabitee / partner (male) | 28. Foster sister |
| 4. Cohabitee / partner (female) | 29. Brother-in-law |
| 5. Son (incl. adopted) | 30. Sister-in-law |
| 6. Daughter (incl. adopted) | 31. Grandson |
| 7. Step-son | 32. Granddaughter |
| 8. Step-daughter | 33. Step-grandson |
| 9. Foster child (male) | 34. Step-granddaughter |
| 10. Foster child (female) | 35. Grandfather |
| 11. Son-in-law | 36. Grandmother |
| 12. Daughter-in-law | 37. Step-grandfather |
| 13. Father | 38. Step-grandmother |
| 14. Mother | 39. Male Cousin |
| 15. Step-father | 40. Female Cousin |
| 16. Step-mother | 41. Uncle |
| 17. Foster parent (male) | 42. Aunt |
| 18. Foster parent (female) | 43. Nephew |
| 19. Father-in-law | 44. Niece |
| 20. Mother-in-law | 45. Other relative |
| 21. Brother (incl. adopted) | 46. Other non-relative |
| 22. Sister (incl. adopted) | 47. Person(s) where relationship to respondent refused |
| 23. Step-brother | 48. Respondent lives alone |
| 24. Step-sister | |
| 25. Half brother | |

LARGE SHOWCARD F

F17b. (qfrel) Please look **CAREFULLY** at this card and tell me which of these relatives you have, who don't **NORMALLY** live here with you? Please do **NOT** count relatives who live outside the UK.

PROBE FULLY: Which other relatives do you have, who don't live with you? Which others?

- | | |
|---|---|
| A. Ex-husband/Ex-wife/Ex-partner (including separated husband/wife) | N. Step-brother / Step-sister |
| B. Mother | O. Half brother/ Half sister |
| C. Father | P. Foster brother/ Foster sister <u>you are still in contact with</u> |
| D. Step-mother | Q. Brother-in-law/ Sister-in-law |
| E. Step-father | R. Grandchild |
| F. Foster parent <u>you are still in contact with</u> | S. Step-grandchild |
| G. Mother-in-law/ Partner's mother | T. Grandparent |
| H. Father-in-law/ Partner's father | U. Step-grandparent |
| I. Son/Daughter <u>16 or over</u> (incl. adopted) | V. Cousin |
| J. Step-son/Step-daughter <u>16 or over</u> | W. Uncle/ Aunt |
| K. Foster child <u>16 or over you are still in contact with</u> | X. Nephew/ Niece |
| L. Son-in-law/Daughter-in-law | None of these |
| M. Brother/Sister (incl. adopted) | (Refused) |

If at least one living relative coded at F17b, ask F19, F20, F20a; others skip to F21a

LARGE SHOWCARD F

F19. (qfcon) And of these relatives who don't normally live with you, which of them do you have contact with at least once a month? By that I mean seeing them, or speaking on the 'phone, or sending letters or emails.
READ OUT LIST IF NECESSARY

CODE ALL MENTIONED

PROBE FULLY: Which others?

Answers on screen are all relatives coded at F17b.

DK

None of these

Interviewer briefing point (on screen): for categories covering more than one relative, if at least one relative seen once a month then code that answer

LARGE SHOWCARD F

F20. (qfgiv) And to which, if any, of these relatives have **YOU GIVEN** any practical help or support in the last 12 months?
READ OUT LIST IF NECESSARY

CODE ALL MENTIONED

PROBE FULLY: Which others?

Answers on screen are all relatives coded at F17b.

DK

None of these

Interviewer briefing point (on screen): for categories covering more than one relative, if given help to at least one relative in last 12 months then code that answer

LARGE SHOWCARD F

F20a. (qfgot) And which, if any, of these relatives has given any practical help or support to **YOU** in the last 12 months?
READ OUT LIST IF NECESSARY

CODE ALL MENTIONED

PROBE FULLY: Which others?

Answers on screen are all relatives coded at F17b.

DK

None of these

Interviewer briefing point (on screen): for categories covering more than one relative, if at least one relative given help in last 12 months then code that answer

Filter for the rest of the Family Module is parents/guardians

Non parents skip to next module

Parents defined from

- F10, at least one other member of the hhold = '3. Son / daughter (incl. adopted)' or '4. Step-son / daughter' or '5. Foster child' to PERSON 1 (i.e. respondent), (who is under 16) or
- F11 = 'Yes' (i.e. children under 16 who live outside home)

Sources of advice / information (and practical help)

LARGE SHOWCARD G

F21a. (qfadv) From which, if any, of the people listed on this card have YOU asked for ADVICE OR INFORMATION on bringing up children in the past 12 months?

PROBE FULLY: Which others?

ONLY RELATIVES RESPONDENT HAS SAID THEY HAVE APPEAR ON SCREEN

Answers on screen are all relatives from F17a/F17b

LARGE SHOWCARD G

F21b. (qfhlp) And from which, if any, of these people have YOU received REGULAR PRACTICAL HELP in bringing up children such as childcare, transport, or help with domestic tasks in the past 12 months?

PROBE FULLY: Which others?

ONLY RELATIVES RESPONDENT HAS SAID THEY HAVE APPEAR ON SCREEN

Answers on screen are all relatives from F17a/F17b

- | | |
|---|---|
| A. Friends/Neighbours | O. Step-brother / Step-sister |
| B. Ex-husband/ Ex-wife/ Ex-partner (including separated husband/wife) | P. Half brother/ Half sister |
| C. Mother | Q. Foster brother/ Foster Sister <u>you are still in contact with</u> |
| D. Father | R. Brother-in-law /Sister-in-law |
| E. Step-mother | S. Grandchild |
| F. Step-father | T. Step-grandchild |
| G. Foster parent <u>you are still in contact with</u> | U. Grandparent |
| H. Mother-in-law/ Partner's mother | V. Step-grandparent |
| I. Father-in-law/ Partner's father | W. Cousin |
| J. Son/ daughter <u>16 or over</u> (incl. adopted) | X. Uncle/ Aunt |
| K. Step-son/ step-daughter <u>16 or over</u> | Y. Nephew/ Niece |
| L. Foster child <u>16 or over you are still in contact with</u> | (DK) |
| M. Son-in-law/ Daughter-in-law | None of these |
| N. Brother/ Sister (incl. adopted) | (Refused) |

LARGE SHOWCARD H

F22. (**qfsou**) Sometimes parents can seek advice and information about bringing up children from sources other than family and friends. Looking at this card, which of these are you aware of as possible sources of advice and information on bringing up children?

PROBE FULLY: Which others?

Question appears on showcard

- A. GP
 - B. Health visitor/Nurse
 - C. Midwife
 - D. Social worker
 - E. Religious leader or religious organisation
 - F. School/College (you or your child attends)
 - G. Parenting group or class/Parents and Toddlers/Playgroup/Pre-school group
 - H. Parentline Plus telephone helpline
 - I. Other telephone helplines
 - J. Voluntary / Community organisations
 - K. National Family and Parenting Institute
 - L. Youth Offending Team
 - M. Child and Adolescent Mental Health Services
- (DK)
None of these

If mentioned any sources of info at F22 continue; if DK or none at F22 then skip to F25

SHOWCARD H1

F23. (**qfus**) From which, if any, of these sources have you personally RECEIVED any advice and information on bringing up children in the past 12 months?

PROBE FULLY: Which others?

- A. GP
 - B. Health visitor/Nurse
 - C. Midwife
 - D. Social worker
 - E. Religious leader or religious organisation
 - F. School/College (you or your child attends)
 - G. Parenting group or class/Parents and Toddlers/Playgroup/Pre-school group
 - H. ParentLine Plus telephone helpline
 - I. Other telephone helplines
 - J. Voluntary / Community organisations
 - K. National Family and Parenting Institute
 - L. Youth Offending Team
 - M. Child and Adolescent Mental Health Services
- (DK)
None of these

F24. And,

(**qfus1**) [if coded 1 item at F23: did you find this useful?]

(**qfuse**) [if coded 2+ items at F23: which ones did you find useful?]

Only those used at Q23 appear on screen as possible answers

DK

None of these

Ask all parents

SHOWCARD I

F25. (qf3so) If you needed advice and information about bringing up children, which if any, of these sources would you prefer to use? You may choose up to 3.

Limited to 3 answers only

- | | |
|---|--|
| A. GP | J. National Family and Parenting Institute |
| B. Health visitor/Nurse | K. Leaflets |
| C. Midwife | L. Magazines/Newspapers |
| D. Social worker | M. Internet / Websites |
| E. Religious leader or religious organisation | N. Books |
| F. School/College (you or your child attends) | O. TV/Radio/Video |
| G. Parenting group or class/ Parents and
Toddlers/Playgroup/Pre-school group | Other (please specify)
(DK) |
| H. Telephone helplines | None of these |
| I. Voluntary / Community organisations | |

SHOWCARD J

F26. (qfsat) Thinking about the amount and quality of advice and information that is currently available for parents about bringing up children, overall how satisfied or dissatisfied are you with the advice and information available?

1. Very satisfied
 2. Fairly satisfied
 3. Fairly dissatisfied
 4. Very dissatisfied
- (DK)

F27. (qfmo) Which aspects, if any, of bringing up children would you like to have more information about?

PROBE FULLY: Which others?

RECORD VERBATIM

DK
None

ACTIVE COMMUNITY AND SOCIAL CAPITAL MODULE

All questions are ASK ALL unless otherwise indicated by routing instructions

On scales, codes that are in brackets do not appear on showcards

SECTION 1: SOCIAL CAPITAL: Neighbourhood, Sense of others in neighbourhood, Informal socialising, Helping others

DISPLAY: I would like to ask you some questions about your neighbourhood.

V1.1 (qvnei) Roughly, how many years have you lived in this neighbourhood?

CODE YEARS. IF LESS THAN 1 CODE AS 0

RANGE 0..99 (ANSWER MUST NOT BE HIGHER THAN CURRENT AGE)

DK

Refused

V1.2 (qvenj) Would you say this is a neighbourhood you enjoy living in?

1. Yes, definitely
 2. Yes, to some extent
 3. No
- (DK)

SHOWCARD K

V1.3 (qvsaf) And how safe would you feel walking alone in this neighbourhood after dark?

1. Very safe
 2. Fairly safe
 3. A bit unsafe
 4. Very unsafe
 5. (Never go out alone after dark)
- (DK)

Briefing point: If give a rating from card, and also say spontaneously that "never go out after dark" code the rating from card in preference. Code 5 "never go out after dark" is only to be used in cases where this means they can not give a rating.

V1.4 (qvkno) Would you say that you know....READ OUT

1. Many of the people in your neighbourhood
 2. Some of the people in your neighbourhood
 3. A few of the people in your neighbourhood
 4. Or that you do not know people in your neighbourhood?
 5. (DON'T READ OUT) just moved here
- (DK)

V1.5 (qvtru) Would you say that....READ OUT

1. Many of the people in your neighbourhood can be trusted
 2. Some of the people in your neighbourhood can be trusted
 3. A few of the people in your neighbourhood can be trusted
 4. Or that none of the people in your neighbourhood can be trusted?
- (DK)

V1.6 (**qvlook**) Would you say this neighbourhood is a place where neighbours look out for each other?

1. Yes, definitely
2. Yes, to some extent
3. No

(DK)

SHOWCARD L

V1.7 (**qvwalle**) Suppose you lost your [if male: wallet /if female: purse] in the street in this neighbourhood. How likely is it that it would be returned to you with nothing missing?

1. Very likely
2. Quite likely
3. Not very likely
4. Not at all likely

(DK)

V1.8 (**qvlit**) Thinking back to the last time you saw someone drop litter in the street. What did you do....READ OUT

1. Asked that person to pick it up,
2. Thought about asking them to pick it up but decided not to,
3. Picked it up yourself, or
4. Ignored it?

(DK)

DISPLAY: Now I would like to ask you about how often you see people other than relatives, socially.

SHOWCARD M

V1.9 (qvsoc) How often do you have friends or neighbours round to your house?

1. Every day
 2. Several times a week
 3. At least once a week
 4. At least once a fortnight
 5. At least once a month
 6. Less than once a month
 7. Never
- (DK)

SHOWCARD M

V1.10 (qvhou) And how often do you go round to other people's houses? That is friends or neighbours.

1. Every day
 2. Several times a week
 3. At least once a week
 4. At least once a fortnight
 5. At least once a month
 6. Less than once a month
 7. Never
- (DK)

SHOWCARD M

V1.11 (qvout) And how often do you go out socially with friends or neighbours, for example to a pub, restaurant, cinema or somewhere else?

1. Every day
 2. Several times a week
 3. At least once a week
 4. At least once a fortnight
 5. At least once a month
 6. Less than once a month
 7. Never
- (DK)

Briefing point (on screen): Includes any socialising outside of own, or someone else's home. e.g. nightclubs, opera, museums, exhibitions, old people's clubs, working men's clubs, bingo, going for a walk in countryside etc.

SECTION 2: PARTICIPATION IN CIVIC AFFAIRS

DISPLAY: Now, I would like to ask a few questions about public affairs.

Only ask if sample point is NOT in Wales or London

SHOWCARD N

V2.1a (qvvp) In the last 12 months have you done any of the things on this card?

IF YES: Which ones?

PROBE FULLY: Which others?

Interviewer briefing point: Contact with local councillors or other council staff for personal issues (e.g. council housing repairs) is not to be coded. Exclude contact through work.

1. Contacted a local councillor
2. Contacted a Member of Parliament (MP)
3. Contacted a public official working for your local council
4. Contacted a public official working for part of Central Government
5. Attended a public meeting or rally
6. Taken part in a public demonstration or protest
7. Signed a petition

(DK)

(None of these)

Only ask if sample point is in Wales

SHOWCARD O

V2.1b (qvwp) In the last 12 months have you done any of the things on this card?

IF YES: Which ones?

PROBE FULLY: Which others?

Interviewer briefing point: Contact with local councillors or other council staff for personal issues (e.g. council housing repairs) is not to be coded. Exclude contact through work.

1. Contacted a local councillor
2. Contacted an elected member of the National Assembly for Wales – including the First Minister
3. Contacted a Member of Parliament (MP)
4. Contacted a public official working for your local council
5. Contacted a public official working for the National Assembly for Wales
6. Contacted a public official working for part of Central Government
7. Attended a public meeting or rally
8. Taken part in a public demonstration or protest
9. Signed a petition

(DK)

(None of these)

Only ask if sample point is in Greater London

SHOWCARD P

V2.1c (qvglp) In the last 12 months have you done any of the things on this card?

IF YES: Which ones?

PROBE FULLY: Which others?

Interviewer briefing point: Contact with local councillors or other council staff for personal issues (e.g. council housing repairs) is not to be coded. Exclude contact through work.

1. Contacted a local councillor
2. Contacted an elected member of the Greater London Assembly – including the Mayor of London
3. Contacted a Member of Parliament (MP)
4. Contacted a public official working for your local council
5. Contacted a public official working for the Greater London Assembly
6. Contacted a public official working for part of Central Government
7. Attended a public meeting or rally
8. Taken part in a public demonstration or protest
9. Signed a petition

(DK)

(None of these)

Participated in civic affairs (heading 2 on mental map) is having done at least one of these things in past 12 months at V2.1a/b/c
--

If Yes to any activities 1-7 at V2.1a, 1-9 at V2.1b or 1-9 at 2.1c, ask V2.2

V2.2 (qvclv) And about how often have you done this kind of thing/these kind of things over the last 12 months (that is any of the things you have mentioned)? Would you say...

READ OUT

1. At least once a week
 2. Less than once a week but at least once a month
 3. Less than once a month
 4. (Other (specify))
- (DK)

Briefing point: each separate letter or phone call made to a councillor or MP counts as a separate time, even if it was about the same issue each time. If respondent can't work out whether weekly / monthly ask, overall how many times done in last 12 months: 52 or more averages to "at least once a week"; 12-51 averages to "at least once a month"; less than 12 averages to "less than once a month". If not sure how to code use the Other category and explain fully how much time given.

Ask All

V2.3 (qvboy) In the last 12 months, have you boycotted certain products for political, ethical, or environmental reasons?

1. Yes
 2. No
- (DK)

SHOWCARD Q

V2.4 Now thinking about whether you can influence political decisions. Please tell me whether you agree or disagree with the following statements.

1. Definitely agree
 2. Tend to agree
 3. Tend to disagree
 4. Definitely disagree
- (DK)

SHOWCARD Q

a) (qvlo) Firstly do you agree or disagree that you can influence decisions affecting... your local area?

Only ask if sample point is in Wales

SHOWCARD Q

b) (qvwe) And affecting Wales?

(IF NECESSARY: Do you agree or disagree that you can influence decisions)

Only ask if sample point is in Greater London

SHOWCARD Q

c) (qvgl) And affecting London?

(IF NECESSARY: Do you agree or disagree that you can influence decisions)

Ask all

SHOWCARD Q

d) (qvna) And affecting Britain?

(IF NECESSARY: Do you agree or disagree that you can influence decisions)

DISPLAY: Now I would like to ask a few questions about trust.

SHOWCARD R

V2.5 Firstly, how much do you trust.....

RANDOMISE a, b, c

- a) (qvtr) the police?
- b) (qvtr) the courts (Magistrates Courts and Crown Court)?
- c) (qvtr) your employer? (If employee at F6a)

d – h NOT RANDOMISED

- d) (qvt2) Politicians?
- e) (qvt2) Parliament?

If sample point is in Wales:

SHOWCARD R

- f) (qvtw) And the Welsh Assembly?

IF NECESSARY: (.....how much do you trust).....

If sample point is in Greater London:

SHOWCARD R

- g) (qvtl) And the Greater London Assembly?

IF NECESSARY: (.....how much do you trust).....

SHOWCARD R

- h) (qvt3) And your local council?

IF NECESSARY: (.....how much do you trust).....

SHOWCARD R:

1. A lot
2. A fair amount
3. Not very much
4. Not at all

(DK)

(Refused)

Briefing point: Ask respondents to give an overall rating, rather than focusing on a specific aspect. If no experience should just give their perceptions.

SECTION 3: PARTICIPATION IN GROUPS (COMMUNITY INVOLVEMENT) & FORMAL VOLUNTEERING

N.B. Each box below is a different screen on CAPI. Some are just displays, others are for coding the answers

READ OUT SLOWLY:

- Now moving on to how you've spent your **FREE TIME** in the last 12 months.
- I'd like you to think about any groups, clubs or organisations that you've been involved with during the last 12 months.
- That's anything you've belonged to, taken part in, supported, or that you've helped in any way.

INTERVIEWER: ENCOURAGE THEM TO MENTION ANY GROUPS BY NAME

Briefing point (on screen): 'support' includes regular donations but excludes cases where only give one-off donations (e.g. money in collection tins) and no further involvement.

V3.1 YELLOW SHUFFLE PACK

DON'T HAND OUT SHUFFLE PACK UNTIL READ FULL QUESTION

a) READ OUT SLOWLY:

- In a moment I'll give you some cards.
- Please pick out the cards that best describe any groups, clubs or organisations you've been involved with during your free time, over the last 12 months.
- On each card are some examples, although what you do may not be on the cards.

INTERVIEWER: NOW HAND OUT YELLOW SHUFFLE CARDS . GET RESPONDENT TO SORT CARDS INTO 2 PILES AND GIVE THOSE NOT DONE BACK TO YOU.

(IF THEY DEFINITELY DON'T UNDERSTAND TASK, JUST ASK WHAT THEY DO AND HELP THEM CHOOSE BEST CARDS)

b) ASK ALL: Are there any groups, clubs or organisations you've been involved with, where you do not know which category they belong to?

INTERVIEWER: IF YES, ASK THEM TO DESCRIBE GROUP AND HELP THEM CHOOSE MOST APPROPRIATE YELLOW CARD

c) IF PICKED ANY CARDS: Can I just check that you've only chosen cards for **groups, clubs or organisations** that you've been involved with or belonged to, not things you've done on your own?

INTERVIEWER: IF ANY ARE DONE ONLY AS AN INDIVIDUAL, TAKE THESE CARDS BACK

*Briefing point (not on screen): Individual activities are valid if they are **connected with a group, club or organisation.***

E.g. For schools (A), if attend child's school fete as an individual parent, this is valid as it is contact with an organisation i.e. the school. Respondent may consider worship an individual activity but if they attend a place of worship then should include under E. Religion. Blood donor can be included under (I) First Aid, even though it is something you do as an individual, as it is through the National Blood Service organisation

d) IF PICKED ANY CARDS: Have you been involved with (all) these groups, clubs or organisations **in the last 12 months?**

INTERVIEWER: IF ANY NOT DONE IN LAST 12 MONTHS TAKE THESE CARD(S) BACK.

e) IF PICKED ANY CARDS: Is any one group, club or organisation covered by more than one card?

INTERVIEWER: IF YES, ASK THEM TO PICK THE ONE CARD THAT IS MOST APPROPRIATE. TAKE OTHER CARD(S) BACK (UNLESS THE CARD ALSO REPRESENTS ANOTHER GROUP/ORGN.)

Briefing point (on screen):

If one group is both religion (E) and health/social welfare (G), then treat as religion (E)

If one group is both elderly (H) and health/social welfare (G), then treat as elderly (H)

If one group is both children's activities (B) and sport (D), then treat as children's activities (B)

If one group is both children's activities (B) and hobbies (N), then treat as children's activities (B)

f) (qvpa1) INTERVIEWER: NOW CODE THE CARDS THAT RESPONDENT HAS BEEN INVOLVED WITH. LEAVE THESE CARDS SPREAD OUT IN FRONT OF RESPONDENT. REMOVE ALL OTHER CARDS

- A. Children's education/ schools
- B. Youth / children's activities (outside school)
- C. Education for adults
- D. Sports / exercise (taking part, coaching or going to watch)
- E. Religion
- F. Politics
- G. Health, Disability and Social welfare
- H. The elderly
- I. Safety, First Aid
- J. The environment, animals
- K. Justice and Human Rights
- L. Local community or neighbourhood groups
- M. Citizen's Groups
- N. Hobbies / Recreation / Arts / Social clubs
- O. Trade union activity
- DK
- None of these

Currently involved in the community is involved with a group in at least one field of interest, in the past 12 months (part of heading 4 on mental map)

Briefing point (not on screen): Some cards mention examples of helping activities. However helping is not a prerequisite for selecting the cards; participation or involvement is what counts. OK.

Brief that Reserve Forces e.g. Territorial Army should be excluded as reserves are paid a salary for their involvement

TEXT FOR SHUFFLE PACK – FIELDS OF INTEREST

A. CHILDREN'S EDUCATION / SCHOOLS

e.g. Parent Teacher Associations . education pressure group. pre-school play group. School governor.
Going to or helping at fairs/fetes.
Helping in school. Running pupils' clubs. Mentoring.
Fund-raising.

B. YOUTH / CHILDREN'S ACTIVITIES (OUTSIDE SCHOOL)

e.g. Youth clubs, sports clubs, hobby or cultural groups for children etc.

C. EDUCATION FOR ADULTS

e.g. Evening classes or daytime classes – attending or teaching.
Mentoring.
Cultural groups. Students Union.
College governor.
Education pressure group etc.

D. SPORTS / EXERCISE – TAKING PART, COACHING OR GOING TO WATCH

e.g. Any sports clubs or groups e.g. football, swimming, fishing, golf, keep-fit, riding, hiking etc.
Supporter clubs.

E. RELIGION

e.g. Attending a place of worship (church, chapel, mosque, temple, synagogue etc.) to worship, to help out ,
to receive religious teaching, etc.
Attending faith-based groups.
Saturday/Sunday School.

F. POLITICS

e.g. Membership of, or involvement with, political groups.
Serving as local councillor.

G. HEALTH, DISABILITY & SOCIAL WELFARE

Health groups e.g. medical research charities, hospital visiting etc.
Disability groups e.g. MENCAP
Social welfare e.g. Oxfam, NSPCC, Samaritans etc.
Citizens Advice Bureau or Volunteer Bureau.
Offering respite care.
Self-help groups e.g. Alcoholics Anonymous, Gingerbread, Weightwatchers etc.

H. THE ELDERLY

e.g. Involved with organisations e.g. Age Concern, Help the Aged etc.
Pensioner's clubs
Local groups for visiting, transporting or representing the elderly.

I. SAFETY, FIRST AID

Red Cross, St. John Ambulance, Life Saving, RNLI, Mountain Rescue.
Helping after a disaster, etc.

J. THE ENVIRONMENT, ANIMALS

National organisations e.g. Greenpeace, National Trust, RSPCA etc.
Local conservation groups. Preservation societies.

K. JUSTICE AND HUMAN RIGHTS

e.g. Special Constable, Magistrate,
legal advice centre, Victim Support.
Prison visiting or aftercare.
Justice and peace groups
Community or race Relations. Gay & lesbian groups
National organisations e.g. Amnesty International, Liberty, Stonewall etc.

L. LOCAL COMMUNITY OR NEIGHBOURHOOD GROUPS

e.g. Tenants' / Residents' Association; Neighbourhood Watch; community group; local pressure group;
token/voucher scheme etc.

M. CITIZEN'S GROUPS

e.g. Rotary Club, Lion's Club, Women's Institute (WI), Freemasons etc.

N. HOBBIES / RECREATION / ARTS / SOCIAL CLUBS

e.g. Clubs or groups for the Arts - theatres, museums, amateur dramatics, orchestras etc.
Hobby or cultural groups e.g. wine club, computer games, local history etc.
Social club. Pub quiz team. Working Men's Club.

O. TRADE UNION ACTIVITY

e.g. Membership of, or involvement with, trade union.

Ask all involved in group(s) in at least one field of interest at V3.1f; others skip to Section 4

Frequency of group participation

V3.1g (qvtake) Thinking of (ALL) the group(s), club(s) or organisation(s) you have been involved with in the last 12 months

Would you say you take part in some group activity.....

READ OUT

1. At least once a week
2. Less than once a week but at least once a month
3. Less than once a month
4. (Other (specify))

(DK)

Interviewer briefing point: This question may cause difficulty for some as the earlier definition of participation at V3.1 intro includes "anything you've belonged to, taken part in, supported, or that you've helped in any way." Some groups you might be a member of, but rarely do anything active as part of that group. E.g. A member of National Trust might feel they are an ongoing supporter of this organisation but only visit properties twice a year. In this case the level of participation is irregular = "less than once a month". The respondent is being asked to consider all the groups they support/participate with and give an average overall rating.

Briefing point: If respondent can't work out whether weekly / monthly ask, overall how many times done in last 12 months: 52 or more averages to "at least once a week"; 12-51 averages to "at least once a month"; less than 12 averages to "less than once a month". If not sure how to code use the Other category and explain fully how much time given.

Reciprocal help

V3.1h (qvself) Can I check, in the last 12 months have you been involved with any group(s), club(s) or organisation(s) where the purpose of the group is for members to help each other. These are sometimes called self-help groups?

1. Yes
2. No

(DK)

Briefing point: examples of this include:

- self-help groups e.g. Alcoholics Anonymous, Gingerbread.
- local groups e.g. play group run by mothers for their children, Neighbourhood Watch, Tenants Association etc.
- - Bartering schemes - where barter goods/services and exchange tokens or vouchers instead of paying using conventional money e.g. Local Exchange and Trading System (LETS)

If yes at V3.1h, ask V3.1i:

Frequency of participation with self-help groups

V3.1i (qvfrese) In the last 12 months, how often have you taken part in activities with self-help groups in particular? Would you say...

READ OUT

1. At least once a week
2. Less than once a week but at least once a month
3. Less than once a month
4. (Other (specify))

(DK)

Briefing point: If respondent can't work out whether weekly / monthly ask, overall how many times done in last 12 months: 52 or more averages to "at least once a week"; 12-51 averages to "at least once a month"; less than 12 averages to "less than once a month". If not sure how to code use the Other category and explain fully how much time given.

Ask all involved in group(s) in at least one field of interest at V3.1f

If only involved in 1 field of interest skip V3.2a and go straight to V3.2b

V3.2 LARGE SHOWCARD S

a) (qvgiven) READ OUT: In the last 12 months, have you given UNPAID help to any groups, clubs or organisations in any of these ways?

1. Yes
 2. No
- DK

Briefing point: If just receive expenses then treat as unpaid help.

IF YES AT V3.2a ASK V3.2b FOR EACH FIELD OF INTEREST INVOLVED WITH IN LAST 12 MONTHS AT V3.1f; IF NO OR DK AT V3.2a SKIP TO SECTION 4

LARGE SHOWCARD S

b) (qvdo) Thinking of the group(s), club(s) or organisation(s) you have been involved with in..... (insert field of interest category) (POINT TO YELLOW SHUFFLE CARD).....

In which, if any, of these ways, have you given UNPAID help, in the last 12 months?

PROBE FULLY: Which others?

Briefing point: If just receive expenses then treat as unpaid help.

LARGE SHOWCARD S

1. Raising or handling money
e.g. Collecting on flag days, selling raffle tickets, selling at a jumble sale, fete or charity shop, taking part in a fundraising or sponsored event
2. Leading the group / member of a committee
3. Organising or helping to run an activity or event
4. Visiting / befriending people
5. Giving advice / information / counselling
6. Secretarial, admin or clerical work
7. Providing transport / driving
8. Representing
e.g. Addressing meetings, leading a delegation
9. Campaigning
e.g. Lobbying, canvassing, letter writing
10. Other practical help
e.g. Shopping, providing food or refreshments, making or mending, delivering (on foot)
11. Any other help (specify)
(DK)
(No help given in last 12 months)

Current formal volunteering is giving unpaid help (items 1-11 at V3.2b) to a group, club or organisation, in at least one field of interest, in the last 12 months (part of heading 4 on mental map)

V3.3 (dvint) COMPUTED VARIABLE – FIELDS OF INTEREST HELPED IN LAST 12 MONTHS

If given unpaid help in at least 1 field of interest at V3.2b continue:
non-volunteers skip to Section 4

V3.4 (dv7mm) COMPUTED VARIABLE

Formal volunteering in past 12 months in a leadership role (heading 7 on mental map) is defined as code 2 at V3.2b (=leading) or code 8 at V3.2b (=representative)

LEAVE YELLOW SHUFFLE CARDS VOLUNTEERED FOR AT V3.2b IN LAST 12 MONTHS IN FRONT OF RESPONDENT.

Frequency of involvement

V3.5 (qvfreq) Overall, about how often over the last 12 months have you generally done something to help this (these) group(s), club(s) or organisation(s)? Would you say...

READ OUT

1. At least once a week
 2. Less than once a week but at least once a month
 3. Less than once a month
 4. (Other (specify))
- (DK)

Briefing point: If respondent can't work out whether weekly / monthly ask, overall how many times done in last 12 months: 52 or more averages to "at least once a week"; 12-51 averages to "at least once a month"; less than 12 averages to "less than once a month". If not sure how to code use the Other category and explain fully how much time given.

Regular formal volunteers = weekly or monthly
Irregular formal volunteers = less than monthly/
Formal volunteers but unknown frequency = Other/DK

Intensity of involvement

DISPLAY: "Now just thinking about the past 4 weeks...."

SHOWCARD T

LEAVE YELLOW SHUFFLE CARDS VOLUNTEERED FOR AT V3.2b IN LAST 12 MONTHS IN FRONT OF RESPONDENT.

V3.6 (qvhour) Looking at this card, can you say approximately how many hours you have spent helping this (ALL these) group(s), club(s) or organisation(s) in the PAST 4 WEEKS?

1. None
 2. Up to 1 hour
 3. More than 1, but no more than 2 hours
 4. Over 2 hours but no more than 3 hours
 5. Over 3 hours but no more than 4 hours
 6. Over 4 hours but no more than 5 hours
 7. Over 5 hours but no more than 10 hours
 8. Over 10 hours but no more than 15 hours
 9. Over 15 hours but no more than 20 hours
 10. Over 20 hours but no more than 25 hours
 11. Over 25 hours but no more than 30 hours
 12. Over 30 hours but no more than 35 hours
 13. Over 35 hours (please specify how many) (qvhours)
- (DK)

SHOWCARD U

LEAVE YELLOW SHUFFLE CARDS VOLUNTEERED FOR AT V3.2b IN LAST 12 MONTHS IN FRONT OF RESPONDENT.

V3.7 (qvsec) On this card are 3 different types of groups, clubs and organisations with examples of each type.

Which category or categories best describe the group(s), club(s) or organisation(s) that you help?

CHECK RESPONDENT HAS ANSWERED FOR ALL GROUPS THEY HELP

MULTICODING ALLOWED

1. Public sector
 2. Private sector
 3. Voluntary and community sector
 4. (Other (please specify))
- (DK)

SHOWCARD U:**1) PUBLIC SECTOR**

e.g.

- Schools/ colleges run by local authority
- The National Health Service (NHS) – including Hospital trusts / GP's
- Local Council services
- Central Government Departments & Services
- The Police
- The Legal system
- Prisons

2) PRIVATE SECTOR

e.g.

- Your employer
- Businesses
- Companies

3) VOLUNTARY & COMMUNITY SECTOR

e.g.

- Charities
- Voluntary & community groups/ organisations
- Other local groups / clubs/ organisations
- Religious organisations

Awareness of opportunities for formal volunteering

LARGE SHOWCARD V

LEAVE YELLOW SHUFFLE CARDS VOLUNTEERED FOR AT V3.2b IN LAST 12 MONTHS IN FRONT OF RESPONDENT.

V3.8 (qvfin) Please look carefully at this card. Did you find out about opportunities to give unpaid help to this (these) group(s), club(s) or organisation(s) from any of these sources?

PROBE FULLY: Which others?

ALLOW MULTICODING

1. Through previously using services provided by the group myself
2. From someone else already involved with the group

3. Citizen's Advice Bureau
4. TimeBank
5. Millennium Volunteers
6. Volunteer bureau, council for voluntary service or other volunteer placing agency
7. Promotional events / volunteer fair

8. Employer's volunteering scheme
9. Careers centre / careers fair

10. Local TV / radio
11. Local newspapers

12. National TV / radio
13. National newspapers

14. Yellow Pages/ telephone directory
15. Teletext / Ceefax
16. Internet / organisational website

17. Place of worship (church, chapel, mosque, synagogue or temple)
18. Community centre
19. School, college, university
20. Library
21. GP's surgery
22. Hospital
23. Local events
24. Other (specify)

(DK/ Can't remember)

(None of these)

SECTION 4: VOLUNTARY SCHEMES CONNECTED WITH WORK

All those currently working for an employer continue (F6a code 1); if not employee skip to Section 5

Awareness of opportunities for participating in such a scheme

V4.1 (qvemp) Some employers have schemes for employees to help with community projects, or voluntary or charity organisations, or to donate money. Does your current employer offer anything of this sort?

IF YES, PROMPT: Is that a scheme for helping, for donating or both?

(1 and 2 can be multicoded)

1. Yes, scheme for helping
2. Yes, scheme for donating money
3. No

(DK)

If yes (code 1 or 2) at V4.1 ask:

V4.2 (qvem2) And can I just check, have YOU participated in any activities of this sort that were encouraged by your current employer, in the last 12 months?

IF YES, PROMPT: Is that a scheme for helping, for donating or both?

1. Yes, scheme for helping
2. Yes, scheme for donating
3. No

(DK)

Participated in employer supported volunteering (heading 6 on mental map) is yes a scheme for helping (code 1) at V4.2

If employer has such volunteering scheme continue (V4.1 yes - helping); else skip to V4.7:

Display if both 1 and 2 coded at V4.1: Now thinking just of the scheme for helping.

V4.3 (qvemp3) Is the helping scheme *only* for activities or projects that are relevant to your employer's business?

1. Yes
2. No

(DK)

SHOWCARD W

V4.4 (qvemp4) Which of the statements on this card best describes how your employer accounts for the time employees spend taking part in community projects or helping voluntary or charity organisations?

PROBE: Any others?

ALLOW MULTICODING

1. Flexitime to cover the hours spent
2. Paid time off, up to a certain maximum
3. Paid time off, with no maximum
4. Time off in lieu to match the hours spent out of working hours
5. Unpaid time off
6. Do it in your own time
7. Other (specify)

(DK)

If taken part in scheme for helping (code 1 at V4.2) continue; else skip to V4.7

Frequency of involvement

V4.5. (qvempfr) And about how often have you done this kind of thing over the last 12 months?

IF NECESSARY: That is, taking part in community projects or helping voluntary or charity organisations

READ OUT SCALE

1. At least once a week
2. Less than once a week but at least once a month
3. Less than once a month
4. (Other (specify))

(DK)

Briefing point: If respondent can't work out whether weekly / monthly ask, overall how many times done in last 12 months: 52 or more averages to "at least once a week"; 12-51 averages to "at least once a month"; less than 12 averages to "less than once a month". If not sure how to code use the Other category and explain fully how much time given.

Intensity of involvement

SHOWCARD X

V4.6 (qvemp5) Looking at this card, can you say approximately how many hours you have spent helping through an employer scheme in the **PAST 4 WEEKS?**

1. None
2. Up to 1 hour
3. More than 1, but no more than 2 hours
4. Over 2 hours but no more than 3 hours
5. Over 3 hours but no more than 4 hours
6. Over 4 hours but no more than 5 hours
7. Over 5 hours but no more than 10 hours
8. Over 10 hours but no more than 15 hours
9. Over 15 hours but no more than 20 hours
10. Over 20 hours but no more than 25 hours
11. Over 25 hours but no more than 30 hours
12. Over 30 hours but no more than 35 hours
13. Over 35 hours (please specify how many) (**qvov35**)

(DK)

Ask all employees from F6a:

Incentives to participation in employer's scheme

SHOWCARD Y

V4.7 (qvein)

[IF NO EMPLOYER SCHEME FOR HELPING AT V4.2, EXTRA TEXT:

Imagine your employer DID have a scheme for employees to help with community projects, or voluntary or charity organisations.]

On this card are some things that might help encourage employees to take part in community projects or to help voluntary or charity organisations with the support of their employer. Which might encourage you to participate in future (text variation – if already participating at V4.3 'more in future')?

PROBE FULLY: Which others?

ALLOW MULTICODING

1. If I were able to do it during work hours rather than in my own time
2. If my employer let me use work materials or equipment (e.g. stationery, photocopier)
3. If I could do it as part of a group of people at work
4. If more information about the things I could do was available
5. If I could choose the activity
6. If I knew it would help me improve my skills or get qualifications
7. If I knew it would benefit me in my career
8. Other (specify)

(DK)

(No would not take part)

SECTION 5: FORMER VOLUNTEERING, BARRIERS AND INCENTIVES

Regular volunteers (monthly or more often at V3.5) now skip to V5.4

Irregular volunteers (less than monthly at V3.5) and those volunteering at unknown frequency (other/DK at V3.5) skip to V5.2

Non formal volunteers (not helping any groups at V3.2) continue:

LARGE SHOWCARD Z

V5.1 (qvlon) (if involved in groups at V4.1 but not as a volunteer at V3.2: Looking at this card, you've said that during the last 12 months you haven't done any of these things for any groups, clubs or organisations. Have you done any of these things – UNPAID – LONGER THAN 12 MONTHS AGO?)

(if not involved in any groups at V3.1: You said earlier that you have not been involved with any groups, clubs or organisations in the last 12 months. Looking at this card, have you done any of these things – UNPAID - for a group, club or organisation you may have been involved with LONGER THAN 12 MONTHS AGO?)

PROBE FULLY: Which others?

1. Raising or handling money

E.g. Collecting on flag days, selling raffle tickets, selling at a jumble sale, fete or charity shop, taking part in a fundraising or sponsored event

2. Leading the group / member of a committee

3. Organising or helping to run an activity or event

4. Visiting / befriending people

5. Giving advice / information / counselling

6. Secretarial, admin or clerical work

7. Providing transport / driving

8. Representing

E.g. Addressing meetings, leading a delegation

9. campaigning

Lobbying, canvassing, letter writing

10. Other practical help

E.g. Shopping, providing food or refreshments, making or mending, delivering (on foot)

11. Any other help (specify)

(DK)

(No help given)

Former formal volunteers are defined as those who have given unpaid help to a group or organisation over 12 months ago

Ask all former formal volunteers (from V5.1) and non-volunteers; also irregular volunteers from V3.5 and those volunteering at unknown frequency (other/dk at V3.5) :

Display for irregular volunteers (Less than once a month at V3.5): "You said earlier that you help group(s)/club(s)/organisation(s) occasionally, that is less than once a month."

Display for those volunteering at unknown frequency (Other/DK at V3.5): "You said earlier that you help group(s)/club(s)/organisation(s)"

Barriers / Incentives

V5.2 (qvhelp) Do you ever feel that you would like to spend any (irregular volunteers/unknown frequency: more) time helping groups, clubs or organisations, or not?

1. Yes
 2. No
- DK

If yes or DK at V5.2 ask V5.3:

V5.3 (qvwhy) There are various reasons why people don't give unpaid help to groups, clubs or organisations, even when they feel they might like to.

If never helped formally (non formal volunteers):
Why do you not give this sort of help?

PROBE FULLY: What other reasons?

If helped formally longer than 12 months ago (former formal volunteers):
Why have you not given this sort of help in the last 12 months?

PROBE FULLY: What other reasons?

If help formally less than once a month (irregular formal volunteers) or help formally at unknown frequency (Other/DK at V3.5):
Why do you not give this sort of help more regularly?

PROBE FULLY: What other reasons?

RECORD VERBATIM
DK

Ask all

Display for respondents who are employee (at F6a) & regular formal volunteer (monthly or more often at V3.5); [these people have routed from V4.7]:

“That’s all on employer schemes. You said previously that you’ve given unpaid help to groups, clubs or organisations in your free time. Thinking generally about helping in this way...”

SHOWCARD AA

V5.4 (qveasy) On this card are some things other people have said would make it easier for them to get involved in helping groups, clubs or organisations.

Which, if any of these, might make you

(regular formal volunteers, irregular formal volunteers or help formally at unknown freq: more) likely to get involved in future?

PROBE FULLY: Which others?

ALLOW MULTICODING

1. If someone asked me directly to get involved
2. If my friends or family got involved with me
3. If someone who was already involved was there to help get me started
4. If more information about the things I could do was available
5. If I knew I could get my expenses paid
6. If someone could provide transport when I needed it
7. If I could do it from home
8. If I knew it would help me improve my skills or get qualifications
9. If I knew it would benefit me in my career or improve my job prospects
10. Other (specify)

(DK)

(None of these)

SECTION 6: INFORMAL VOLUNTEERING

Ask all

IF FORMAL VOLUNTEER AT V3.2 DISPLAY: We've talked about unpaid help you have given through groups, clubs or organisations. Now I'd like to ask about any help you may have given as an individual.

ALL OTHER CASES, DISPLAY: Now I want to ask you about helping other people. I'm interested in any help you may have given as an individual, not through a group, club or organisation.

Briefing point (not on screen): The next section is about informal volunteering; that is things done as an individual – not through a group/organisation. It should EXCLUDE help to family members. Need to emphasise both UNPAID and NOT for family members.

LARGE SHOWCARD BB

V6.1 (qvinv) In the last 12 months, have you done any of these things, UNPAID, for someone who is NOT a relative? This might be for a friend, neighbour or someone else.

PROBE FULLY: Which others?

Question to appear on showcard

1. Keeping in touch with someone who has difficulty getting out and about (visiting in person, telephoning or e-mailing)
2. Doing shopping, collecting pension or paying bills for someone
3. Cooking, cleaning, laundry, gardening or other routine household jobs for someone
4. Decorating, or doing any kind of home or car repairs for someone
5. Baby sitting or caring for children
6. Sitting with or providing personal care (e.g. washing, dressing) for someone who is sick or frail
7. Looking after a property or a pet for someone who is away
8. Giving advice to someone
9. Writing letters or filling in forms for someone
10. Representing someone (for example in talking to a council official)
11. Transporting or escorting someone (for example to a hospital, on an outing or a school-run)
12. Anything else (specify)

(DK)

(No help given in last 12 months)

Participated in informal volunteering (heading 1 on mental map) is having done at least one of items 1-12 in past 12 months

If None of these or DK at V6.1 ask:

V6.2 (qvforin) Have you given UNPAID help to someone who is NOT a relative, longer than 12 months ago?

1. Yes

2. No

(DK/ Can't remember)

Former informal volunteer is 'Yes' at V6.2

If Yes to any activities at V6.1, ask V6.3 – V6.5; non informal volunteers skip to V6.6

Reciprocal help

V6.3 is asked for each item coded at V6.1

SHOWCARD CC

V6.3 (qvhe) Thinking about.... (insert code from V6.1)....

Did you help anyone in this way who, in the last 12 months, has given you similar help or helped you in another way?

IF YES, PROMPT: Is that help in a similar way or another way or both?

MULTICODING OF 1 AND 2 ALLOWED

1. Yes, they helped me in a similar way
 2. Yes, they helped me in another way
 3. No, they had not helped me
- (DK/ Can't remember)

Briefing point: If helped more than one person through same form of help (e.g. transporting) then may not have helped both people in return. Therefore multicoding of Yes and No is possible. However this question just captures that they have received reciprocal help at least once.

frequency of involvement

V6.4 (qvinv2) Over the last 12 months, about how often have you done [if 1 category only: this kind of thing/if more than 1:these kind of things]

[if more than one: that is, any of the things you have mentioned]? Would you say...

READ OUT

1. At least once a week
 2. Less than once a week but at least once a month
 3. Less than once a month
 4. (Other (specify))
- (DK)

Briefing point: If respondent can't work out whether weekly / monthly ask, overall how many times done in last 12 months: 52 or more averages to "at least once a week"; 12-51 averages to "at least once a month"; less than 12 averages to "less than once a month". If not sure how to code use the Other category and explain fully how much time given.

Briefing point : for help that might extend over a number of days continuously without break e.g. looking after property or decorating, count each episode of helping as 1 time. For 'keeping in touch' each visit or call made counts as a separate time.

<p><u>Regular informal volunteers = weekly or monthly</u> <u>Irregular informal volunteers = less than monthly</u> <u>Informal volunteers but unknown frequency = Other/DK</u></p>
--

Intensity of involvement

SHOWCARD DD

V6.5 (qvinv3) Looking at this card, can you say approximately how many hours you have you spent doing [if 1 category only: this kind of thing/if more than 1:these kind of things] in the PAST 4 WEEKS?

1. None
 2. Up to 1 hour
 3. More than 1, but no more than 2 hours
 4. Over 2 hours but no more than 3 hours
 5. Over 3 hours but no more than 4 hours
 6. Over 4 hours but no more than 5 hours
 7. Over 5 hours but no more than 10 hours
 8. Over 10 hours but no more than 15 hours
 9. Over 15 hours but no more than 20 hours
 10. Over 20 hours but no more than 25 hours
 11. Over 25 hours but no more than 30 hours
 12. Over 30 hours but no more than 35 hours
 13. Over 35 hours (please specify how many) (qvinv35)
- (DK)

Ask all former informal volunteers (from V6.2) and non-informal volunteers; also irregular informal volunteers from V6.4 and those volunteering at unknown frequency (other/dk at V6.4):

Barriers / incentives

Display for irregular volunteers (Less than once a month at V6.4): "You've said that you help friends or neighbours occasionally, that is less than once a month."

Display for those volunteering at unknown frequency (Other/DK at V6.4): "You've said that you help friends or neighbours."

V6.6 (qvlike) Do you ever feel that you would like to spend any (irregular volunteers/unknown frequency: more) time helping friends and neighbours, or not?

1. Yes
 2. No
- DK

If yes or DK at V6.6 ask V6.7

V6.7 (qvvy) There are various reasons why people don't give unpaid help to friends, neighbours or other people, even when they feel they might like to.

If never helped informally (non informal volunteers):

Why do you not give this sort of help to people you know?

PROBE FULLY: What other reasons?

If helped informally longer than 12 months ago (former informal volunteers):

Why have you not given this sort of help to people you know in the last 12 months?

PROBE FULLY: What other reasons?

If help informally less than once a month (irregular informal volunteers) or help informally at unknown frequency(Other/DK at V6.4):

Why do you not give this sort of help to people you know more regularly?

PROBE FULLY: What other reasons?

RECORD VERBATIM

DK

Ask all

SHOWCARD EE

V6.8 (qveasy!) On this card are some things other people have said would make it easier for them to get involved in helping other people. Which, if any of these, might make you (regular informal volunteers, irregular informal volunteers or help informally at unknown freq – other/DK at V6.4: more) likely to get involved in future?"

PROBE FULLY: Which others?

ALLOW MULTICODING

1. If someone asked me directly to get involved
 2. If I knew someone needing help
 3. If I knew more people in my local community
 4. If I knew it wouldn't cause offence to offer help
 5. If people looked out for each other more in this community
 6. If I met people or made friends through it
 7. If it gave me a position in the community
 8. If my friends or family got involved with me
 9. If I could do it from home
 10. If I had the right skills, knowledge or experience to help
 11. If I felt safe helping
 12. Other (specify)
- (DK)
(None of these)

SECTION 7: RECEIPT OF VOLUNTARY HELP

Ask all

DISPLAY: We have talked about unpaid help that people give, both as part of a group or as individuals.

V7.1a. (qvben) Looking at this card, have YOU YOURSELF, in the last 12 months, BENEFITED from unpaid help in any of these ways? Please exclude help from members of your family (that's any relatives).

IF YES, PROBE FOR WAYS IN WHICH BENEFITED

PROBE FULLY: Which others?

LARGE SHOWCARD FF

1. Keeping in touch with you (visiting in person, telephoning or e-mailing)
2. Doing shopping, collecting pension or paying bills for you
3. Cooking, cleaning, laundry, gardening or doing other routine household jobs for you
4. Decorating, or doing any kind of home or car repairs for you
5. Baby sitting or caring for your children
6. Sitting with or providing personal care (e.g. washing, dressing) for you
7. Looking after a property or a pet for you whilst you are away
8. Giving advice to you
9. Writing letters or filling in forms for you
10. Representing you (for example in talking to a council official)
11. Transporting or escorting you (for example to a hospital or on an outing)
12. Anything else (specify)

(DK)

(No help received in last 12 months)

Briefing point (on screen): Should be a personal benefit to respondent; not just an indirect benefit through help given to another family / household member.

If received help at V7.1a ask V7.1b for each type of help in turn:

V7.1b (qvre) Thinking of(insert type of help from V7.1a).....

Was the help you've received from someone acting on behalf of a group, club or organisation, OR from an individual, OR both?

1. Someone acting as an individual
2. Someone acting on behalf of a group
3. Both – help from a group & from an individual

DK

If received help at V7.1a. ask:

V7.2. (qvbenfr) Thinking of all the unpaid help you've received over the last 12 months [if received both formal and informal help at V7.1b: from groups or individuals].

How often have you received this kind of help (that is, any of the things you have mentioned)?

Would you say...

READ OUT

1. At least once a week
2. Less than once a week but at least once a month
3. Less than once a month
4. (Other (specify))

DK

Briefing point: If respondent can't work out whether weekly / monthly ask, overall how many times received in last 12 months: 52 or more averages to "at least once a week"; 12-51 averages to "at least once a month"; less than 12 averages to "less than once a month". If not sure how to code use the Other category and explain fully how much time received.

If received informal (V7.1a) or formal (V7.1b) help, ask V7.3

SHOWCARD GG

V7.3 (qvbe) I'm going to read out some things people have said about receiving unpaid help.

Please tell me whether you personally agree or disagree with each one.

1. Definitely agree
2. Tend to agree
3. Tend to disagree
4. Definitely disagree

(DK)

ORDER OF STATEMENTS RANDOMISED

- a) Receiving unpaid help makes me feel dependent
- b) I consider the person or people giving me help as my friend(s)
- c) I am happy to receive this help, because I know that I would be happy to give it to someone else if I could
- d) I feel I am entitled to their help

Briefing point: Dependent means needy or reliant

If received formal (V7.1b) help, ask V7.4

V7.4 (qvbet) Was the unpaid help you've received from someone acting on behalf of a group, club or organisation better, the same or worse than that from paid workers?

1. Better
2. Worse
3. Same
4. (DON'T READ OUT) It depends
5. (DON'T READ OUT) Don't get any help from paid workers so can't compare

(DK)

RACE EQUALITY MODULE

Ask all

DISPLAY: I am now going to ask you some questions about different racial groups.

R1. (**qrprej1**) First, thinking about racial prejudice in Britain today, do you think that there is nowREAD OUT....

CODE ONE ONLY.

1. less racial prejudice than there was FIVE YEARS AGO,
 2. more than there was five years ago,
 3. or about the same amount?
- (DK)
(Refused)

R2. (**qrprej2**) And do you think that in FIVE YEARS' TIME there will beREAD OUT
CODE ONE ONLY.

1. less racial prejudice in Britain than there is now,
 2. more than there is now,
 3. or about the same amount?
- (DK)
(Refused)

SHOWCARD HH

R3. (**qrorg1**) Please look carefully at this card and tell me which, if any, of these organisations you have had any direct contact with OVER THE PAST 5 YEARS. This might be as a member of the public, or as an employee of the organisation, or through your work for another organisation or in some other way.

PROBE FULLY: Which others?

CODE ORGANISATIONS HAD CONTACT WITH

SHOWCARD HH:

Which, if any, of these organisations have you had any direct contact with OVER THE PAST 5 YEARS?

1. A local GP practice
 2. A local hospital
 3. A local school
 4. A council housing department or housing association
 5. A local council (apart from housing department)
 6. A private landlord or letting agent
 7. The Armed Forces
 8. A bank or building society
 9. A supermarket chain (e.g. Sainsbury's / Asda)
 10. An insurance company
 11. A petrol station
- (DK)
(None of these)
(Refused)

[Definitions to go into interviewer instructions]

SHOWCARD II

R3a. (qrorg2) And what about the organisations on THIS card? Which, if any, of these organisations have you had any direct contact with OVER THE PAST 5 YEARS?
IF NECESSARY: Remember, this might be as a member of the public, or as an employee of the organisation, or through your work for another organisation or in some other way.

PROBE FULLY: Which others?

CODE ORGANISATIONS HAD CONTACT WITH

NOTES ON ORGANISATIONS (ON SCREEN):

- **THE CROWN PROSECUTION SERVICE:** IN ENGLAND AND WALES, ADVISES THE POLICE ON POSSIBLE PROSECUTION OF THOSE SUSPECTED OF CRIMINAL OFFENCES; DECIDES IF SUFFICIENT EVIDENCE; CONSIDERS IF PROSECUTION IS IN THE PUBLIC'S INTEREST; AND PROSECUTES IN COURT
- **THE HOME OFFICE:** THE CENTRAL GOVERNMENT DEPARTMENT RESPONSIBLE FOR LAW AND ORDER
- **THE IMMIGRATION AUTHORITIES:** RESPONSIBLE FOR IMMIGRATION CONTROL AT AIR AND SEA PORTS THROUGHOUT THE UNITED KINGDOM, AND CONSIDERS APPLICATIONS FOR PERMISSION TO STAY, CITIZENSHIP AND ASYLUM
- **THE PRISON SERVICE:** SERVES SOCIETY BY KEEPING IN CUSTODY THOSE COMMITTED BY THE COURTS AND HELPS OFFENDERS TO LEAD LAW-ABIDING LIVES
- **THE PROBATION SERVICE:** PROTECTS THE PUBLIC BY SUPERVISING OFFENDERS IN THE COMMUNITY, TAKING ACTION TO REDUCE THEIR RE-OFFENDING, AND PROVIDING HOSTEL PLACES

SHOWCARD II:

Which, if any, of these organisations have you had any direct contact with over the past 5 years?

1. The Courts (Magistrates Courts and Crown Court)
2. The Crown Prosecution Service
3. The Home Office (apart from through this survey)
4. The Police
5. The Fire Service
6. The Immigration authorities
7. The Prison Service
8. The Probation Service

(DK)

(None of these)

(Refused)

[Definitions to go into interviewer instructions]

Ask R3b for each organisation had any contact with:

SHOWCARD JJ

R3b. (qrct) Was your contact with (insert organisation) as a member of the public, as an employee of the organisation, through your work for another organisation or in some other way?

MULTICODING ALLOWED

1. As a member of the public
2. As an employee of the organisation
3. Through your work for another organisation
4. In some other way (SPECIFY)

(DK)

Ask all

R4. Now I would like to ask you whether you think these organisations treat people of all races equally or not.

BLUE SHUFFLE PACK AND BLUE BOARD

These organisations are listed again on these cards. Please look at each card and imagine yourself as a member of the public USING THE SERVICES provided by that organisation.

Then, using this board, please show me how you think the organisation would treat YOU:- worse than people of other races, better than people of other races, or the same as people of other races? It doesn't matter if you have had no direct contact with the organisations, it's just your perceptions I'm after.

IF NECESSARY, ADD: By 'other races', I mean races other than your own.

IF RESPONDENT WANTS TO GIVE DIFFERENT RESPONSES ABOUT DIFFERENT RACES, SAY: It's just your overall opinion that we want.

[note: board to include space for no opinion]

INTERVIEWER: CODE IF RESPONDENT REFUSES ENTIRE QUESTION, OR CONTINUE TO ENTER SHUFFLE PACK NUMBERS

INTERVIEWER TO ENTER CODES SEPARATELY FOR:

1. I WOULD BE TREATED WORSE THAN OTHER RACES (qrwr1)
2. I WOULD BE TREATED BETTER THAN OTHER RACES (qrbet)
3. I WOULD BE TREATED THE SAME AS OTHER RACES (qrsam)
4. NO OPINION (qrnop)

[Computer to check that all cards are accounted for]

- A. A local GP practice
- B. A local hospital
- C. A local school
- D. A council housing department or housing association
- E. A local council (apart from housing department)
- F. A private landlord or letting agent
- G. The Armed Forces
- H. A bank or building society
- I. A supermarket chain (e.g. Sainsbury's / Asda)
- J. An insurance company
- K. A petrol station
- L. The Courts (Magistrates Courts and Crown Court)
- M. The Crown Prosecution Service
- N. The Home Office (apart from through this survey)
- O. The Police
- P. The Fire Service
- Q. The Immigration authorities
- R. The Prison Service
- S. The Probation Service

[Definitions to go into interviewer instructions]

BLUE SHUFFLE PACK AND BLUE BOARD

R5. Now imagine yourself WORKING FOR these organisations.

Using this board, please show me whether you think these organisations would treat YOU worse than people of other races, better than people of other races, or the same as people of other races? It doesn't matter if you have had no direct contact with the organisations, it's just your perceptions I'm after.

IF NECESSARY, ADD: By 'other races', I mean races other than your own.

IF RESPONDENT WANTS TO GIVE DIFFERENT RESPONSES ABOUT DIFFERENT RACES, SAY: It's just your overall opinion that we want.

[note: board to include space for no opinion]

INTERVIEWER: CODE IF RESPONDENT REFUSES ENTIRE QUESTION, OR CONTINUE TO ENTER SHUFFLE PACK NUMBERS

INTERVIEWER TO ENTER CODES SEPARATELY FOR:

1. I WOULD BE TREATED WORSE THAN OTHER RACES (qrwor)
2. I WOULD BE TREATED BETTER THAN OTHER RACES (qrbtr)
3. I WOULD BE TREATED THE SAME AS OTHER RACES (qrsme)
4. NO OPINION (qrnop2)

[Computer to check that all cards are accounted for]

- A. A local GP practice
- B. A local hospital
- C. A local school
- D. A council housing department or housing association
- E. A local council (apart from housing department)
- F. A private landlord or letting agent
- G. The Armed Forces
- H. A bank or building society
- I. A supermarket chain (e.g. Sainsbury's / Asda)
- J. An insurance company
- K. A petrol station
- L. The Courts (Magistrates Courts and Crown Court)
- M. The Crown Prosecution Service
- N. The Home Office (apart from through this survey)
- O. The Police
- P. The Fire Service
- Q. The Immigration authorities
- R. The Prison Service
- S. The Probation Service

[Definitions to go into interviewer instructions]

DISPLAY: Now some questions about yourself.

SHOWCARD KK

R6a. (qrsef) Suppose you were describing yourself, which of the things on this card would say something important about you?

PROBE FULLY: Which others?

ALLOW MULTICODING

SHOWCARD KK:

Suppose you were describing yourself, which of the things on this card would say something important about you?

- A. Your age or life-stage
- B. The kind of work you do or did
- C. Your level of education
- D. Your level of income
- E. Your family
- F. Your ethnic group or cultural background
- G. The country your family came from originally
- H. Your nationality
- I. Your religion
- J. The colour of your skin
- K. Your social class (working class, middle class, etc)
- L. Your gender
- M. Any disability you may have
- N. Your sexuality
- O. Your interests

Something else (SPECIFY)

(DK)

(Refused)

If two or more coded at R6a

SHOWCARD KK AGAIN

R6b. (qrlmp) And which of these would be the single most important thing to say about yourself?

CODE ONE ONLY

COMPUTER TO LIST ALL THOSE CHOSEN AT R6a

(DK)

(Refused)

Ask all

R7. (qrethni) Earlier in the interview I asked you to describe your ethnic group and cultural background, using a description on a card.

If you were not limited to the descriptions on that card, but could use YOUR OWN WORDS, how would you describe your ethnic group and cultural background?

PROBE FULLY: How else would you describe yourself?

RECORD VERBATIM even if more than one description is offered.

SHOWCARD LL

R8. (qrrelig) Now some questions on religion – first, what is your religion?

1. No religion
 2. Christian (including Church of England, Catholic, Protestant, and all other Christian denominations)
 3. Buddhist
 4. Hindu
 5. Jewish
 6. Muslim
 7. Sikh
 8. (SPONTANEOUS: atheist/agnostic)
- Any other religion (PLEASE SPECIFY)
(DK)
(Refused)

SHOWCARD MM

R9. (**qrright**) How much do you think the GOVERNMENT is doing to protect the RIGHTS of people belonging to different religions in Britain?

1. Too little
 2. About the right amount
 3. Too much
- (DK)
(Refused)

SHOWCARD MM

R10. (**qrrspt**) How much respect do you think EMPLOYERS show for the CUSTOMS of people belonging to different religions in Britain?

1. Too little
 2. About the right amount
 3. Too much
 4. (SPONTANEOUS: Varies too much to say)
- (DK)
(Refused)

If specified religion at R8 & respondent is employee at F6a code 1, Ask:

R11. (**qrhols**) Do you sometimes require days off work if religious festivals or holidays fall on days when you should be at work?

1. Yes
 2. No
- (DK)
(Refused)

If Yes at R11.

R12. (qallow) Does your employer usually allow you to take time off for this purpose, either as paid or unpaid leave?

1. Yes
 2. No
- (DK)
(Refused)

If specified religion at R8 & employee at F6a code 1. Ask:

R13. (qpray) Does your employer provide any facilities for prayer at work?

1. Yes
 2. No
- (DK)
(Refused)

Ask all

DISPLAY: Now some questions on languages.

R14. (qrla1) What languages do you regularly speak at home?

PROBE: Any others?

CODE ALL THAT APPLY

- | | |
|---------------|---|
| 1. Arabic | 22. Patois |
| 2. Bengali | 23. Polish |
| 3. Cantonese | 24. Portuguese |
| 4. Creole | 25. Punjabi |
| 5. Dutch | 26. Pushtoo |
| 6. English | 27. Somali |
| 7. Farsi | 28. Spanish |
| 8. Finnish | 29. Swahili |
| 9. Flemish | 30. Swedish |
| 10. French | 31. Sylhethi |
| 11. Gaelic | 32. Tamil |
| 12. German | 33. Turkish |
| 13. Greek | 34. Urdu |
| 14. Gujarati | 35. Vietnamese |
| 15. Hakka | 36. Welsh |
| 16. Hausa | 37. Yoruba |
| 17. Hindi | 38. Other (SPECIFY ALL OTHERS) (qrloth) |
| 18. Ibo | DK |
| 19. Italian | Refused |
| 20. Mandarin | |
| 21. Norwegian | |

If two or more languages spoken at R14 ask:

If only one language spoken at R14, compute this as answer to R15 automatically

R15. (qrmst) Which language do you speak most often at home?

**ONLY LANGUAGES CODED AT R15. APPEAR ON SCREEN
CODE ONE ONLY.**

- | | |
|---------------|---|
| 1. Arabic | 23. Polish |
| 2. Bengali | 24. Portuguese |
| 3. Cantonese | 25. Punjabi |
| 4. Creole | 26. Pushtoo |
| 5. Dutch | 27. Somali |
| 6. English | 28. Spanish |
| 7. Farsi | 29. Swahili |
| 8. Finnish | 30. Swedish |
| 9. Flemish | 31. Sylhethi |
| 10. French | 32. Tamil |
| 11. Gaelic | 33. Turkish |
| 12. German | 34. Urdu |
| 13. Greek | 35. Vietnamese |
| 14. Gujarati | 36. Welsh |
| 15. Hakka | 37. Yoruba |
| 16. Hausa | 38. Other (SPECIFY ALL OTHERS) (qrmsth) |
| 17. Hindi | DK/ Can't say |
| 18. Ibo | Speak languages the same amount |
| 19. Italian | Refused |
| 20. Mandarin | |
| 21. Norwegian | |
| 22. Patois | |

Ask if language spoken most often at home is a language other than English at R15 (including DK and "Same amount" but NOT refused) and NOT (DK or refused at R14):

(NOTE: If only one, non-English language spoken at R14, this will be computed into R15 and so the above filter will hold true and R16 will be asked)

R16. (qrInt) Would you have preferred to have this interview conducted in [this language/ a language other than English (if DK or "Same amount" at R15)], or English, or would it have made no difference?

(THE NEXT PROMPT DOES NOT APPEAR IF SAID DK OR "Same amount" AT R15)

INTERVIEWER: "THIS LANGUAGE" REFERS TO (ANSWER FROM R15)

1. Preferred non-English language
2. Preferred English
3. Would have made no difference

DK

Refused

RIGHTS AND RESPONSIBILITIES MODULE

Ask all

DISPLAY: Now some questions about the rights and responsibilities of people living in the UK.

H1 and H2 are rotated.

H1. (qhrigh) What do you think your **rights** are, as someone living in the UK?

PROBE FULLY: What else?

PROMPT IF NECESSARY: Rights are things to which you are entitled; what you can believe, say and do.

RECORD VERBATIM

DK

H2. (qhrresp) What do you think your **responsibilities** are, as someone living in the UK?

PROBE FULLY: What else?

PROMPT IF NECESSARY: Responsibilities are actions and decisions for which you are accountable; things which you are obliged to do and things you feel you ought to do.

RECORD VERBATIM

DK

SHOWCARD NN

H3. (qhat) I'm going to read out some things that other people have said about the rights and responsibilities of people living in the UK and I'd like you tell me whether you agree or disagree with each one.

1. Definitely agree
2. Tend to agree
3. Tend to disagree
4. Definitely disagree

(DK)

Order of items is randomised

- a) You can't demand rights as someone living in the UK without also accepting the responsibilities
- b) Everyone is entitled to basic human rights, regardless of whether they are a "good person" or not
- c) Some people take advantage of public services and benefits, without putting anything back into the community
- d) If everyone would "mind their own business" our society would be a better place
- e) If everyone treated others as they would want to be treated themselves, our society would be a better place

H4. (qhact) A new Human Rights Act came into force in Great Britain and Northern Ireland in October 2000. Were you aware of this?

1. Yes
2. No

DK

REGULATIONS MODULE

Ask all

Now a few questions on gambling and licensing laws.

G1: (qggamb1) As you may know, the law lays down detailed controls on different forms of gambling such as casinos, betting shops, bingo, slot machines etc. Do you think these controls are...

READ OUT

1. Too loose
2. Too tight or
3. About right?

(DON'T READ OUT: Don't know enough about the controls to respond)

G2. (qgpubs) Pubs and other places selling alcohol have to be licensed and can operate only at certain times and subject to certain conditions. Thinking now about the amount of control on the sale of alcohol do you think there is...

READ OUT

1. Too little control,
2. Too much control, or
3. The amount of control is about right?

(DON'T READ OUT: Don't know enough about the controls to respond)

DEMOGRAPHICS MODULE

SECTION 1: MEDIA EXPOSURE

I would now like to ask you for a few further details about yourself (and your household).

D1.1 (**qdnatn**) Do you regularly read any NATIONAL newspaper? By regularly I mean at least ONCE a week.

1. Yes
 2. No
- DK

D1.2 (**qdlloc**) And do you regularly read any LOCAL newspaper about your area? By regularly I mean at least ONCE a week.

1. Yes
 2. No
- DK

D1.3 (**qdnatr**) And do you regularly listen to any NATIONAL radio station? By regularly I mean on at least THREE days per week.

1. Yes
 2. No
- DK

D1.4 (**qdlocr**) And do you regularly listen to any LOCAL radio station? By regularly I mean on at least THREE days per week.

1. Yes
 2. No
- DK

D1.5 (**qdtvd**) And how many hours of television do you normally watch on an ordinary day or evening during the week, that is, Monday to Friday?

CODE TO THE NEAREST HOUR.
IF NONE CODE 0.
IF NEVER WATCH TV CODE NULL
RANGE 0 TO 24
DK

D1.6 (**qdtvw**) And how many hours of television do you normally watch per day at the weekend?

CODE TO THE NEAREST HOUR.
IF NONE CODE 0.
IF NEVER WATCH TV CODE NULL
RANGE 0 TO 24
DK

SECTION 2: TRANSPORT

D2.1 (qdtra) Do you, or anyone else in your household at present, own or have continuous use of any car, van or motorbike?

CODE 1 AND 2 IF BOTH APPLY

1. Yes – car/van
2. Yes – motorbike / moped
3. No

DK

Refused

SECTION 3: RESPONDENT'S EMPLOYMENT

ASK ALL

D3.1 (qdemp) Did you do any paid work in the 7 days ending last Sunday, either as an employee or self-employed?

INCLUDE ANY PAID WORK FOR ANY NUMBER OF HOURS

1. Yes
 2. No
- DK
Refused

ASK D3.2 IF NO PAID WORK LAST WEEK [D3.1 = No/DK/Ref]

D3.2 (qdwk) Were you on a government scheme for employment training in the 7 days ending last Sunday?

1. Yes
 2. No
- DK
Refused

ASK D3.3 IF NO PAID WORK LAST WEEK AND NOT ON GOVT SCHEME [D3.1 = No/DK/Ref AND D3.2 = No/DK/Ref]

D3.3 (qdaway) Did you have a job or business you were away from in the 7 days ending last Sunday? IF ON HOLIDAY FROM JOB, ON MATERNITY LEAVE OR SICK LEAVE ETC., CODE AS 'YES', SO LONG AS RESPONDENT HAS GUARANTEED JOB TO GO BACK TO.

1. Yes
 2. No
 3. Waiting to take up new job/business already obtained
- DK
Refused

ASK D3.4 IF NO PAID WORK LAST WEEK AND NOT ON GOVT SCHEME AND NOT AWAY FROM JOB [D3.1 = No/DK/Ref AND D3.2 = No/DK/Ref AND D3.3 = No/waiting to take up job/DK/Ref]

D3.4 (qdunpy) Did you do any UNPAID work for any business owned by you or a relative in the 7 days ending last Sunday?

INCLUDE SPOUSE/COHABITEE

1. Yes
 2. No
- DK
Refused

ASK D3.5 IF NOT IN PAID WORK LAST WEEK [D3.1 = No/DK/Ref AND D3.2 = No/DK/Ref AND D3.3 = No/waiting to take up job/DK/Ref AND D3.4 = No/DK/Ref]

D3.5 (qdlook) Thinking of the FOUR WEEKS ending last Sunday, were you looking for any kind of paid work or government training scheme at any time in those 4 weeks?

1. Yes
 2. No
 3. Waiting to take up new job/business already obtained
- DK
Refused

ASK D3.6 IF LOOKING FOR PAID WORK OR WAITING TO TAKE UP JOB [D3.5 = yes or waiting to take up job or D3.3 = waiting to take up job]

D3.6 (qdgov) If a job or a place on a government scheme had been available LAST week, would you have been able to start WITHIN 2 WEEKS?

1. Yes
 2. No
- DK
Refused

ASK D3.7 IF NOT IN PAID WORK LAST WEEK AND (NOT LOOKING FOR WORK OR NOT ABLE TO START WORK) [D3.1 = No/DK/Ref AND D3.2 = No/DK/Ref AND D3.3 = No/Waiting to take up new job/DK/Ref AND D3.4 = No/DK/Ref) AND (D3.5 = No OR D3.6 = No)]

D3.7 (qdreas) What was the MAIN reason you did not look for work in the LAST 4 WEEKS?

Text variation if D3.6=No: What was the MAIN reason you would not have been able to start WITHIN 2 WEEKS?

1. Student
 2. Looking after the family/home
 3. Temporarily sick or injured
 4. Long term sick or disabled
 5. Retired from paid work
 6. Other reasons (specify)
- DK
Refused

ASK D3.8 UNLESS D3.7 = student

D3.8 (qdstu) Can I just check, are you a full-time student at college or university?

1. Yes
 2. No
- DK
Refused

ASK D3.9 IF NOT IN PAID WORK LAST WEEK [D3.1 = No/DK/Ref AND D3.2 = No/DK/Ref AND D3.3 = No/Waiting/DK/Ref AND D3.4 = No/DK/Ref]

D3.9 (qdjob) Can I just check, have you ever had a paid job?

1. Had a job in the past
 2. Has never worked in paid job
- DK
Refused

Job details of current job/last job for SOC and NSSEC coding

IF D3.9 = 'Had a job in the past'

DISPLAY: I would now like to ask you some questions about the last main job you did.

ASK D3.10 IF IN PAID WORK LAST WEEK [D3.1 = Yes or D3.2 = Yes or D3.3 = Yes or 3.4 = Yes]

D3.10 (qdttime) In your (main) job are you working full-time or part-time?

INTERVIEWER NOTE: IF RESPONDENT IN DOUBT, TAKE HIS/HER VIEW OF WHETHER JOB IS FULL- OR PART-TIME

1. Full-time
2. Part-time

DK

Refused

ASK D3.11 IF IN PAID WORK LAST WEEK [D3.1 = Yes or D3.2 = Yes or D3.3 = Yes or D3.4 = Yes]

D3.11 (qdhhrs) How many hours per week do you usually work in your main job or business?

Please include overtime but exclude meal breaks.

PROBE FOR ESTIMATE

RECORD TO NEAREST HOUR

RANGE 0..100

DK

Refused

ASK D3.12 IF IN PAID WORK LAST WEEK OR EVER HAD A PAID JOB [D3.1 = Yes or D3.2 = Yes or D3.3 = Yes or D3.4 = Yes OR D3.9=Had a job in the past]

D3.12 (qddo) What [does/did] the firm/organisation you work(ed) for mainly make or do at the place where you work(ed)?

PROBE FULLY

RECORD VERBATIM

DK

Refused

ASK D3.13 IF IN PAID WORK LAST WEEK OR EVER HAD A PAID JOB [D3.1 = Yes or D3.2 = Yes or D3.3 = Yes or D3.4 = Yes OR D3.9=Had a job in the past]

D3.13 (qdtitl) What [is/was] your (main) job?

IF NECESSARY, IS = "in the week ending last Sunday", WAS = "last main job"

PROBE FULLY

ENTER JOB TITLE

DK

Refused

ASK D3.14 IF IN PAID WORK LAST WEEK OR EVER HAD A PAID JOB [D3.1 = Yes or D3.2 = Yes or D3.3 = Yes or D3.4 = Yes OR D3.9=Had a job in the past]

D3.14 (qddesc) What [do/did] you mainly do in your job?

PROBE FULLY

CHECK SPECIAL QUALIFICATIONS/TRAINING NEEDED TO DO THE JOB.

DK

Refused

ASK D3.15 IF IN PAID WORK LAST WEEK OR EVER HAD A PAID JOB [D3.1 = Yes or D3.2 = Yes or D3.3 = Yes or D3.4 = Yes OR D3.9=Had a job in the past]

D3.15 (qdself) [Are/were] you working as an employee or [are/were] you self-employed?

1. Employee
2. Self-employed

DK

Refused

ASK D3.16 IF D3.15=Employee

D3.16 (qdman) [Do/did] you have any managerial duties or [are/were] you supervising any other employees?

1. Manager
 2. Foreman/supervisor
 3. Not manager/supervisor
- DK
Refused

ASK D3.17 IF D3.15=Employee

D3.17 (qdemps) How many employees [are/were] there at the place where you work(ed)?

1. 1-24
 2. 25-499
 3. 500 or more
- DK
Refused

Interviewer briefing point (on screen): this is at the establishment address/ site NOT the whole organisation (if multi-site)

ASK D3.18 IF D3.15=Self employed

D3.18 (qdown) [Are/were] you working on your own or [do/did] you have employees?

1. On own/with partner(s) but no employees
 2. With employees
- DK
Refused

ASK D3.19 IF D3.18 = with employees

D3.19 (qdnumb) How many people [do/did] you employ at the place where you work(ed)

1. 1-24
 2. 25 or more
- DK
Refused

Interviewer briefing point: this is at the establishment address/ site NOT the whole organisation (if multi-site)

ASK D3.10 IF IN PAID WORK LAST WEEK [D3.1 = Yes or D3.2 = Yes or D3.3 = Yes or D3.4 = Yes]

D3.20 (qdworkm) In the 7 days ending last Sunday, did you do any OTHER paid work or have any OTHER paid job or business in addition to the one you have just told me about?

1. Yes
 2. No
- DK
Refused

ASK IF OTHER PAID WORK [D3.20=1]

D3.21 (qdmore2) How many paid jobs or businesses did you have altogether in the week ending last Sunday?

INCLUDE MAIN JOB

ENTER NUMBER OF JOBS (RANGE=2-8)

- DK
Refused

ASK IF OTHER PAID WORK [D3.20=1]

D3.22 (qdmore3) How many hours per week do you usually work in [this second job or business/these other jobs or businesses]? Please include overtime but exclude meal breaks

PROBE FOR ESTIMATE

RECORD TO NEAREST HOUR

RANGE 0..100

DK

Refused

SOFT CHECK: IF NUMBER OF HOURS GREATER THAN 20, CHECK MAIN JOB HOURS NOT INCLUDED

SECTION 4 – HOUSEHOLD REFERENCE PERSON'S EMPLOYMENT

**ASK IF HRP IS NOT SAME PERSON AS RESPONDENT
AT F8**

Collect employment details of HRP (either the respondent or someone else as appropriate as defined at F.8)

I would now like to ask you about [^NAME^'s] employment.

D4.1 (qdemp2) Did [he/she] do any paid work in the 7 days ending last Sunday, either as an employee or as self-employed?

INCLUDE ANY PAID WORK FOR ANY NUMBER OF HOURS

1. Yes
 2. No
- DK
Refused

ASK D4.2 IF NO PAID WORK LAST WEEK [D4.1 = No/DK/REF]

D4.2 (qdwk2) Was [he/she] on a government scheme for employment training in the 7 days ending last Sunday?

1. Yes
 2. No
- DK
Refused

ASK D4.3 IF NO PAID WORK LAST WEEK AND NOT ON GOVT SCHEME [D4.1 = No/DK/Ref AND D4.2 = No/DK/Ref]

D4.3 (qdaway2) Did [he/she] have a job or business [he/she was] away from in the 7 days ending last Sunday?

IF ON HOLIDAY FROM JOB, ON MATERNITY LEAVE OR SICK LEAVE ETC., CODE AS 'YES', SO LONG AS RESPONDENT HAS GUARANTEED JOB TO GO BACK TO.

1. Yes
 2. No
 3. Waiting to take up new job/business already obtained
- DK
Refused

ASK D4.4 IF NO PAID WORK LAST WEEK AND NOT ON GOVT SCHEME AND NOT AWAY FROM JOB [D4.1 = No/DK/Ref AND D4.2 = No/DK/Ref AND D4.3 = No/waiting to take up job/DK/Ref]

D4.4 (qdunpy2) Did [he/she] do any UNPAID work for any business owned by [him/her] or a relative in the 7 days ending last Sunday?

INCLUDE SPOUSE/COHABITEE

1. Yes
 2. No
- DK
Refused

ASK D4.5 IF NOT IN PAID WORK LAST WEEK [D4.1 = No/DK/Ref AND D4.2 = No/DK/Ref AND D4.3 = No/waiting to take up job/DK/Ref AND D4.4 = No/DK/Ref]

D4.5 (qdlook2) Thinking of the FOUR WEEKS ending last Sunday, was [he/she] looking for any kind of paid work or government training scheme at any time in those 4 weeks?

1. Yes
2. No
3. Waiting to take up new job/business already obtained

DK

Refused

ASK D4.6 IF LOOKING FOR PAID WORK OR WAITING TO TAKE UP JOB [D4.5 = Yes or waiting to take up job or D4.3 = waiting to take up job]

D4.6 (qdgov2) If a job or a place on a government scheme had been available LAST week, would [he/she] have been able to start WITHIN 2 WEEKS?

1. Yes
2. No

DK

Refused

ASK D4.7 IF NOT IN PAID WORK LAST WEEK AND (NOT LOOKING FOR WORK OR NOT ABLE TO START WORK) [D4.1 = No/DK/Ref AND 4.2 = No/DK/Ref AND D4.3 = No/Waiting to take up new job/DK/Ref AND D4.4 = No/DK/Ref) AND (D4.5 = No OR D4.6 = No)]

D4.7 (qdreas2) What was the MAIN reason [he/she] did not look for work in the LAST 4 WEEKS?

Text variation if D4.6=No: What was the MAIN reason [he/she] would not have been able to start WITHIN 2 WEEKS?

1. Student
2. Looking after the family/home
3. Temporarily sick or injured
4. Long term sick or disabled
5. Retired from paid work
6. Other reasons (specify)

DK

Refused

ASK D4.8 UNLESS D4.7 = student

D4.8 (qdstu2) Can I just check, is [^NAME^] a full-time student at college or university?

1. Yes
2. No

(DK)

(Refused)

ASK D4.9 IF HRP NOT IN PAID WORK LAST WEEK [D4.1 = No/DK/Ref AND D4.2 = No/DK/Ref AND D4.3 = No/Waiting/DK/Ref AND D4.4 = No/DK/Ref]

D4.9 (qdjob2) Can I just check, has [^NAME^] ever had a paid job?

1. Had a job in the past
2. Has never worked in paid job

(DK)

(Refused)

Job details of current job/last job for SOC and NSSEC coding

IF D4.9 = 'Had a job in the past'

DISPLAY: I would now like to ask you some questions about the last main job [^NAME^] did.

ASK D4.10 IF IN PAID WORK LAST WEEK [D4.1 = Yes OR D4.2 = Yes OR D4.3 = Yes OR D4.4 = Yes]
D4.10 (qdttime2) In [^NAME^'s] (main) job is [he/she] working full-time or part-time?

NOTE: IF RESPONDENT IN DOUBT, TAKE THEIR VIEW OF WHETHER JOB IS FULL- OR PART-TIME

1. Full-time
 2. Part-time
- (DK)
(Refused)

ASK D4.11 IF IN PAID WORK LAST WEEK [D4.1 = Yes or D4.2 = Yes or D4.3 = Yes or D4.4 = Yes]
D4.11 (qdhhrs2) How many hours per week does [he/she] usually work in [his/her] main job or business?

Please include overtime but exclude meal breaks.

PROBE FOR ESTIMATE

RECORD TO NEAREST HOUR

RANGE 0..100
DK
Refused

ASK D4.12 IF IN PAID WORK LAST WEEK OR EVER HAD A PAID JOB [D4.1 = Yes OR D4.2 = Yes OR D4.3 = Yes OR D4.4 =Yes OR D4.9=Had job in the past]

D4.12 (qddo2) What [does / did] the firm/organisation they work(ed) for mainly make or do at the place where they work(ed)?

PROBE FULLY

RECORD VERBATIM

DK
Refused

ASK D4.13 IF IN PAID WORK LAST WEEK OR EVER HAD A PAID JOB [D4.1 = Yes OR D4.2 = Yes OR D4.3 = Yes OR D4.4 =Yes OR D4.9=Had job in the past]

D4.13 (qdtitt12) What [is/was] [^NAME^'s] (main) job?

IF NECESSARY, IS = "in the week ending last Sunday", WAS = "last main job"

PROBE FULLY

ENTER JOB TITLE

DK
Refused

ASK D4.14 IF IN PAID WORK LAST WEEK OR EVER HAD A PAID JOB [D4.1 = Yes OR D4.2 = Yes OR D4.3 = Yes OR D4.4 =Yes OR D4.9=Had job in the past]

D4.14 (qddo2) What [do/did] they mainly do in their job?

PROBE FULLY

CHECK SPECIAL QUALIFICATIONS/TRAINING NEEDED TO DO THE JOB.

DK
Refused

ASK D4.15 IF IN PAID WORK LAST WEEK OR EVER HAD A PAID JOB [D4.1 = Yes OR D4.2 = Yes OR D4.3 = Yes OR D4.4 =Yes OR D4.9=Had job in the past]

D4.15 (qdself2) [Are / Were] they working as an employee or [are / were] they self-employed?

1. Employee
2. Self-employed

DK

Refused

ASK D4.16 IF D4.15=Employee

D4.16 (qdman2) [Do / did] they have any managerial duties or [are / were] they supervising any other employees?

1. Manager
2. Foreman or supervisor
3. Not manager/supervisor

DK

Refused

ASK D4.17 IF D4.15=Employee

D4.17 (qdno2) How many employees [are / were] there at the place where they work(ed)?

1. 1-24
2. 25-499
3. 500 or more

DK

Refused

Interviewer briefing point: this is at the establishment address/ site NOT the whole organisation (if multi-site)

ASK D4.18 IF D4.15=Self Employed

D4.18 (qdown2) [Are / Were] they working on their own or [do / did] they have employees?

1. On own/with partner(s) but no employees
2. With employees

DK

Refused

ASK D4.19 IF D4.18 = with employees

D4.19 (qdnumb2) How many people [do / did] they employ at the place where they work(ed)?

1. 1-24
2. 25 or more

DK

Refused

Interviewer briefing point: this is at the establishment address/ site NOT the whole organisation (if multi-site)

SECTION 5: Other characteristics

ASK ALL

LARGE SHOWCARD OO

D5.1 (qdqua) Starting from the top of the card, please look down the list of qualifications and tell me the number of the FIRST one you come to that you have passed?

CODE HIGHEST QUALIFICATION OBTAINED

1. Higher degree/postgraduate qualifications
2. First degree (including B. Ed.)
Postgraduate diplomas/Certificates (inc. PGCE)
Professional qualifications at degree level (e.g. chartered accountant/surveyor)
NVQ/SVQ Level 4 or 5
3. Diplomas in higher education/other H.E. qualifications
HNC/HND/BTEC Higher
Teaching qualifications for schools/further education (below degree level)
Nursing/other medical qualifications (below degree level)
RSA Higher Diploma
4. A/AS levels/SCE Higher/Scottish Certificate 6th Year Studies
NVQ/SVQ/GSVQ level 3/GNVQ Advanced
ONC/OND/BTEC National
City and Guilds Advanced Craft/Final level/ Part III/RSA Advanced Diploma
5. Trade Apprenticeships
6. O Level/GCSE grades A-C/SCE Standard/Ordinary grades 1-3
CSE grade 1
NVQ/SVQ/GSVQ level 2/GNVQ intermediate
BTEC/SCOTVEC first/General diploma
City and Guilds Craft/Ordinary level/Part II/RSA Diploma
7. O Level/GCSE grades D-G/SCE Standard/Ordinary below grade 3
CSE grades 2-5
NVQ/SVQ/GSVQ level 1/GNVQ foundation
BTEC/SCOTVEC first/General Certificate
City and Guilds part 1/RSA Stage I-III
SCOTVEC modules/Junior certificate
8. Other qualifications (including overseas) (SPECIFY)

(DK)

None of these

(Refused)

**ASK IF 2+ PEOPLE IN HOUSEHOLD AGED 11 OR OVER [AGED 11+ AT F3a OR F3b]
[NOTE: RESPONDENT ALWAYS 16+]**

DISPLAY:

SHOWCARD PP

Who spends most time on regular household activities in your home? By regular household activities I mean the sort of things shown on this card.

PAUSE FOR RESPONDENT TO READ CARD. IF NECESSARY READ OUT ACTIVITIES

SHOWCARD PP:

Regular household activities

- Cooking
- Grocery shopping
- Tidying and cleaning
- Washing
- Ironing
- Gardening
- DIY and home maintenance
- Looking after cars or bicycles
- Looking after children

SHOWCARD PP

D5.1a (qdhwork) Who USUALLY spends the MOST time doing regular household activities in your household?

Briefing point (on screen): If most time on such activities usually spent by a non-household member (paid or unpaid) then code Other, and give details.

1. Respondent
2. Other household member(s)
3. Shared equally between respondent and other household member(s)
4. Most time spent by non-household member(s) (specify)

(DK)

(Refused)

ASK ALL

D5.2 (qdIII) Do you have any long-term illness, health problem or disability which limits your daily activities or the work you can do?

IF NECESSARY: Include problems due to old age

1. Yes

2. No

(DK)

(Refused)

ASK ALL

D5.3 (qdIII2) Does anyone else in your household or a relative living elsewhere have any long-term illness, health problem or disability which limits their daily activities or the work they can do?

IF NECESSARY: Include problems due to old age

1. Yes

2. No

DK

Refused

ASK D5.4 IF YES AT D5.3

D5.4 (qdcarr) Do you have any regular caring responsibilities for them?

1. Yes
 2. No
- DK
Refused

ASK ALL

LARGE SHOWCARD QQ

D5.5 (qdten) In which of these ways

(IF RESPONDENT HRP: do you / IF SOMEONE ELSE HRP: does (TEXTFILL name of HRP))
occupy this accommodation?

CODE FIRST TO APPLY

1. Pay PART rent and PART mortgage (shared ownership)
2. Buying it with the help of a mortgage or loan
3. Own it outright
4. Rent it from the council (including local authorities and New Towns)
5. Rent it from a housing association or charitable trust
6. Rent it from your own or another household member's employer
7. Rent it from a private landlord
8. Rent it from a relative
9. Live here rent-free (inc. rent-free in relative/friend's property, excluding squatting)
10. Squatting
11. Other (specify)

(DK)

(Refused)

ASK ALL

LARGE SHOWCARD RR

D5.6 (qdinc) The next question is on income. I would like to know about your overall HOUSEHOLD income from all sources in the last 12 months. This includes earnings from employment or self-employment; benefits and pensions, and from other sources such as interest from savings. Please look at this card and tell me which letter represents your TOTAL HOUSEHOLD INCOME in the last 12 months from all sources before tax and other deductions.

- C. Under £2,500
- F. £2,500 - £4,999
- H. £5,000 - £9,999
- A. £10,000 - £14,999
- G. £15,000 - £19,999
- E. £20,000 - £24,999
- B. £25,000 - £29,999
- J. £30,000 - £34,999
- M. £35,000 - £39,999
- D. £40,000 - £44,999
- N. £45,000 - £49,999
- K. £50,000 - £74,999
- I. £75,000 - £99,999
- L. £100,000 or more

(SPONTANEOUS: Nothing)

(DK)

(Refused)

[Note: showcard has weekly and monthly equivalents, as well as annual income bands]

[On interviewer's screen only the letters appear, in alphabetical order]

ASK ALL

1. D5.7 (**qdfup2**) If the Home Office, or any social research organisation acting on behalf of the Home Office, wished to collect additional information for research purposes, would you be willing for [BMRB/ Ipsos-RSL] to pass on your name and address, so that you can be contacted?

IF ONLY WILLING TO BE RECONTACTED BY BMRB/ IPSOS THEN CODE NO

1. Yes
2. No

ASK ALL

D5.8 (**qdsup**) A certain number of interviews on any survey are checked by a supervisor to make sure that people were satisfied with the way the interview was carried out. In case my supervisor needs to contact you, it would be helpful to have your telephone number.

INTERVIEWER: WRITE TEL NO. ON ADDRESS CONTACT SHEET

1. Number given
2. Number refused
3. No phone

INTERVIEWER TO CODE THE FOLLOWING QUESTIONS - DO NOT ASK RESPONDENT

D5.9 (**qdtran**) Did you, or someone else, translate any of the interview?

1. Yes, for all questions
2. Yes, for at least half the questions
3. Yes, for less than half the questions
4. Yes, for only a few questions
5. No

IF YES [D5.10a = CODES 1-4]

D5.10 (**qdtran2**) Who translated the interview (or part of it)?
CODE ALL THAT APPLY

1. Myself (interviewer)
2. Other adult (16+) in household
3. Child aged 14-15 in household
4. Other (SPECIFY)

D5.11 (**qdproxy**) Did someone else answer any of the questions on behalf of the respondent (i.e. proxy responses)?

1. Yes
2. No

(Briefing point: proxy responses should only be allowed for a few questions. We are not accepting full proxy interviews)

D5.12 (**whopres**) Record who was present during the interview
CODE ALL THAT APPLY

1. No-one else in room during interview
 2. Child(ren) under 16
 3. Husband, wife, partner
 4. Other adult, including visitor
- (DK)
(Refused)

Thank you very much for taking part in this survey.

APPENDIX D RESPONDENT LETTERS

All the addresses in the core sample were sent an advance letter and an information leaflet (see Appendix E).

Screened addresses did not receive a letter and leaflet in advance, but were given copies of a similar letter by the interviewer if they were established to be eligible.

A third version of the letter was provided for interviewers to give to parents if a young person aged 16 or 17 in their household was selected.

Addresses in Wales were sent a letter with a full Welsh translation on the reverse.



Home Office

Research Development Statistics
50 Queen Anne's Gate, London SW1H 9AT

Date : March 2001

Dear Sir/Madam,

Home Office Survey: People, Families & Communities

The Home Office is conducting an important study across England and Wales. The *People, Families and Communities* Survey explores how people feel about their local community. The views and experiences collected will help the Government plan new initiatives to build stronger communities.

Your household has been selected at random from the Post Office's national list of addresses as part of a representative sample of the whole population. We are seeking to interview only one person from each household. Every person selected is part of the overall national picture and so it is vital as many people as possible take part.

We have commissioned two research organisations, *BMRB Social Research* and *Ipsos RSL*, to conduct the interviews on our behalf. An interviewer will call on you within the next few weeks to ask a member of your household (who will be selected at random) to take part in the survey. He/she will show you an identification card and will answer any questions you may have about the survey. The interviewer will be happy to arrange a convenient time to carry out the interview.

All information given in the survey will be treated in strict confidence by the research organisations. No information identifying you or your household will be passed to the Home Office or to any other organisation without your consent.

If you wish to know more about the survey or would like to get a message to an interviewer who has already contacted you, please ring Sarah Wands at *BMRB Social Research* on 020 8433 4404 between 9.30am and 5.30pm Monday to Friday.

We hope you agree to take part and thank you in advance for your help.

Yours faithfully,

Chris Attwood
Project Manager



Home Office

Research Development Statistics
50 Queen Anne's Gate, London SW1H 9AT

Date: March 2001

Dear Sir/Madam,

Home Office Survey: People, Families & Communities

The Home Office is conducting an important study across England and Wales. The *People, Families and Communities* Survey explores how people feel about their local community. The views and experiences collected will help the Government plan new initiatives to build stronger communities.

Your household has been selected at random from the Post Office's national list of addresses as part of a representative sample of the whole population. We are seeking to interview only one person from each household. Every person selected is part of the overall national picture and so it is vital as many people as possible take part. In order to understand how ethnic minorities feel about their community, in some areas the survey is seeking additional households with one or more adults who are black, Asian, Chinese or from another non-white group. At each such address, we wish to interview only one adult. The selection of this person is at random, to ensure the survey reflects the experiences of the whole population.

We have commissioned two research organisations, *BMRB Social Research* and *Ipsos RSL*, to conduct the interviews on our behalf. The interviewer that calls on you will ask a member of your household (who will be selected at random) to take part in the survey. He/she will show you an identification card and will answer any questions you may have about the survey. The interviewer will be happy to arrange a convenient time to carry out the interview.

All information given in the survey will be treated in strict confidence by the research organisations. No information identifying you or your household will be passed to the Home Office or to any other organisation without your consent.

If you wish to know more about the survey or would like to get a message to an interviewer who has already contacted you, please ring Sarah Wands at *BMRB Social Research* on 020 8433 4404 between 9.30am and 5.30pm Monday to Friday.

We hope you agree to take part and thank you in advance for your help.

Yours faithfully,

Chris Attwood
Project Manager

Screened



Home Office

Research Development Statistics
50 Queen Anne's Gate, London SW1H 9AT

Date: March 2001

Dear Sir/Madam,

Home Office Survey: People, Families & Communities

As you will know, your household has been selected at random to take part in the Home Office *People, Families and Communities Survey*. Someone in your household has now been selected, also at random, for the interview. As this person is aged 16 or 17, we need to have your permission for them to take part in the interview.

The survey explores how people feel about their local community. The survey is being carried out among adults across England and Wales and we are very keen to represent the views of 16 and 17 year olds in the study.

We can only interview the person who has been selected at random, to ensure the survey reflects the experiences of the whole population. The information they give will be treated in strict confidence by the research organisations. No information identifying the person interviewed or your household will be passed to the Home Office or to any other organisation.

If you are willing for the 16 –17 year old you have responsibility for to be interviewed, and they agree to take part, the interviewer will arrange to carry out an interview with them at a convenient time. Their answers will help in the planning of new initiatives to build stronger communities, so their participation is extremely important.

If you wish to know more about the survey, please ring Sarah Wands at *BMRB Social Research* on 020 8433 4404 between 9.30am and 5.30pm Monday to Friday.

I hope you agree to take allow your 16/17 year old to take part in the survey. I thank you in advance for your co-operation.

Yours faithfully,

Chris Attwood
Project Manager

Parental Consent

APPENDIX E RESPONDENT LEAFLET

The leaflet provided with the advance letter (see Appendix D). Interviewers carried additional copies to leave with respondents where they felt it was appropriate to do so.

Is confidentiality guaranteed?

The survey is entirely confidential and is conducted in accordance with the Data Protection Act.

The Home Office and the research organisations conducting the interviews guarantee the confidentiality and anonymity of the information provided. The same promises are made and kept in all Home Office surveys.

No individual will be identifiable from the findings. Your answers will be grouped with those of thousands of other people and will be completely anonymous.

What happens next?

The survey is being carried out for the Home Office by two research organisations working together: *BMRB Social Research* and *Ipsos RSL*. Both are well-respected survey organisations carrying out many research studies for the Government.

An interviewer will call on you within the next few weeks to ask a member of your household to take part in the

survey. He/she will show you an identification card and will answer any questions you may have about the survey. The interviewer will be happy to arrange a convenient time to carry out the interview.

Final thoughts

The reason for the study is to produce information that truly reflects the lives of people in their community. The survey has been designed in a spirit of openness, a spirit we hope will be reflected in your willingness to take part.

Further information

If you would like further information about the People, Families and Communities Survey please contact:

Chris Attwood
Research Development & Statistics
Home Office
Queen Anne's Gate
London
SW1 9AT



Home Office

BUILDING A SAFE, JUST
AND TOLERANT SOCIETY

People, Families and Communities Survey 2001



This is the first People, Families and Communities Survey to be conducted by the Home Office. Your household is one of 15,000 across England and Wales selected to take part. This leaflet tells you more about the survey.

What is the People, Families and Communities Survey?

The Home Office is not only responsible for law and order but also helping to build stronger communities.

The Home Office has a key aim of:

“Helping to build, under a modernised constitution, a fair and prosperous society in which everyone has a stake, and in which the rights and responsibilities of individuals, families and communities are properly balanced.”

The People, Families and Communities Survey explores how people feel about their local community. The survey results will be vital in informing Government policy.

Whether you have good or bad experiences about your community, it's important we collect your views.

Areas explored in the survey include:

- individual and family life;
- your local neighbourhood and community;
- interests and activities you're involved with;
- help people give to each other, and;
- your rights and responsibilities.

The Home Office plan to repeat the survey every two years to explore how communities change over time.

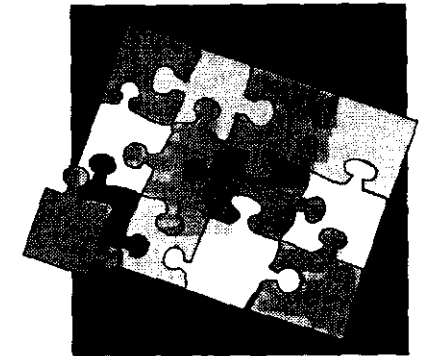


Why has your household been chosen?

Addresses were selected at random from the Post Office's national list of addresses. One person (aged 16 or over) will be chosen at random to be interviewed from each address.

Why should YOU take part?

- Without your unique views and experiences we will not have a true picture of the communities people live in;



- This is your opportunity to have a say in shaping the future of Britain.