

ScotCen

Social Research that works for society

Scottish Social Attitudes survey 2013

Project Instructions

**SCOTTISH
SOCIAL
ATTITUDES**



2013

Project Instructions

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1 Background and key features

1.1 About SSA

Scottish Social Attitudes (SSA) is one of ScotGen's best known surveys. The results are widely publicised and used by journalists, academics, politicians, students, charities and others. Its core aim is to provide reliable information about the changing attitudes and values of the Scottish public. Each year it covers a variety of topical issues.

The survey runs along the same lines as British Social Attitudes. But while British Social Attitudes conducts around 3,300 interviews each year, only about 350 of those are living in Scotland. This sample size is too small for worthwhile analysis of Scottish attitudes. This is why we began SSA in 1999 - to ensure that the attitudes of people in Scotland are recorded and can influence policy and public debates.

SSA has taken place every year since 1999, apart from 2008 when we had a break from fieldwork. SSA is an independent survey, established and run by ScotGen Social Research. It receives funding from a wide range of sources. Although SSA receives Scottish Government funding most years for at least one module it is not, and never has been, a 'Scottish Government survey'. This year the Scottish Government is funding two modules; one on attitudes to government and public services and another on attitudes to mental health. The remaining three modules are funded by the Economic and Social Research Council (ESRC), Edinburgh University and NHS Health Scotland.

1.2 Why do attitudes matter?

Lots of surveys in Scotland collect information about people's behaviour and experiences, but SSA is the only survey of its size in Scotland that focuses solely on people's attitudes and beliefs. It's important that we do collect this kind of robust data about public attitudes because:

- if policy makers do not have reliable information about what the public think, they cannot properly take their views into account
- finding out about attitudes through a large-scale survey means that all groups in society are heard – not just those with lots of money or those who feel particularly strongly about certain issues
- it can help challenge assumptions and stereotypes about what the public thinks.

1.3 Publicity and use

- Scottish Social Attitudes is a very high profile survey for ScotGen and is regularly quoted in the press (both tabloid and broadsheet) and discussed on TV and radio programmes
- ScotGen researchers, including Professor John Curtice and Rachel Ormston, have talked about SSA on TV and radio programmes including Newsnight Scotland, Politics Scotland, BBC Radio Scotland's 'Call Kay', Radio 4's Today programme, Analysis and Beyond Westminster, Radio 5's Breakfast Show, Radio Scotland and Real Radio over the last 12 months

- There has been extensive media coverage of the findings from the SSA 2011 and 2012 questions on devolution and independence. Interest in this area is only likely to increase in the lead up to the referendum in September 2014 and we have lots of dissemination of findings from 2013 already planned.
- We have a new website, WhatScotlandThinks.org, to be launched soon which will feature an interactive data explorer making SSA findings more accessible to the general public.
- ScotCen researchers also regularly speak about SSA results at conferences and seminars geared at the public, academics and policy makers and write about our findings in books, reports, blogs and newspaper articles.

1.4 Key features of the 2013 survey

- As with last year, SSA 2013 is a **CAPI survey** with a **CASI** self-complete section
- In 2013 we aim to interview around **1500 people** (a return to 2010 sample size after two years of receiving less funding)
- The survey covers 4 broad topic areas: **alcohol, mental health, Scottish independence and devolution, and attitudes to government and public services** in Scotland.
- We have **revamped our materials** for this year, including the advance letter, respondent leaflet and an information card for you to use on the doorstep. Respondents will also be sent an advance postcard, prior to the letter.
- The advance letter includes an unconditional **incentive of £10**, which respondents can claim by taking the letter to any post office.

1.4.1 Key features: Content

The 2013 study includes questions on:

- **Attitudes to mental health** – funded by the Scottish Government
- **Attitudes to alcohol** – funded by NHS Health Scotland
- **Attitudes to government, public services and social capital** – funded by the Scottish Government
- **Scottish independence** – funded by the ESRC and Edinburgh University
- **Attitudes to policing** – funded by ScotCen and the Scottish Institute for Policing Research.
- Within these broad topics, the survey includes questions about **hospitals, schools, care for older people, university tuition fees, welfare benefits, the EU and taxes** – so there should be something in there to interest everyone!

Some of the questions follow up on modules we have run in previous years, so we can track whether attitudes have changed over time. Many of the questions on independence, devolution and attitudes to government will be familiar to you if you have worked on SSA in the last two years. Most of the social capital questions are repeats from 2009 and some of the alcohol questions are a follow up from questions asked in 2007. The mental health questions are new to SSA.

1.4.2 Key features: CASI

As in 2011 and 2012, SSA 2013 will include a Computer Assisted Self-Administered Interview (CASI) section. This involves asking the respondent to fill in this section on your laptop near the end of the interview. The section contains some test questions for them to try before moving on to the SSA self-completion questions. The CASI should take respondents about 15 minutes to complete. (Further details are provided in Section 6.2 and Annex A).

1.4.3 Key features: Incentives

SSA 2013 will have an incentive of £10. This will be given to the respondent on an unconditional basis, described in the letter as a 'thank you' gift for taking part. Evidence from experiments on previous surveys shows that this kind of unconditional incentive has a bigger positive impact on response rates than incentives that are 'conditional' on their taking part. If a respondent has not received the advance letter with the voucher, contact Brentwood for another copy to be sent out.

This is the first time we've been able to afford to include incentives on SSA for a few years, so we're really hoping to see an impact on response.

1.4.4 Key features: New materials

We've worked closely with our Communications team and external designers to revamp the advance letter and the SSA leaflet this year. Both have been re-designed to make them more visually striking and the text more engaging and easy to read. They contain information about what SSA is, why we want to speak to the respondents, and who uses the results.

Our Communications team have also designed an engaging laminate explaining what SSA is which we hope will be useful for you on the doorstep. In addition, for the first time on SSA, respondents will be sent advance postcards to introduce the survey before the advance letter. We have used these for other studies and have found they help increase respondent's recollection of being asked to take part in a survey, so we hope they'll help you on the doorstep.

As with last year, the Operations department in Brentwood will send out the postcards and advance letters for you. The SSA project specific leaflets will be sent out with your advance letters. We will also give you some spares so that you can use them on the doorstep if you think it might help.

2 The sample and contact procedures

2.1 Sample and assignment size

The sample for SSA covers the whole of Scotland (including those areas in rural Scotland often excluded from national surveys). The sample addresses are drawn from the Postcode Address File (PAF) – a publicly available list of addresses held by the post office.

In 2011 and 2012, we reduced the overall number of addresses we issued by about 20% due to funding difficulties. This year, we have secured enough funding to raise the sample back up to the 2010 level of 1500 respondents. Each assignment will still be just 28 addresses though.

2.2 Overview of procedures

The study involves the following procedures:

- i. tracing all issued addresses
- ii. making contact at all addresses (apart from deadwood)
- iii. completing a paper ARF (including interviewer observations) for each address
- iv. where there is more than one dwelling unit at an address, selecting one at random
- v. conducting an interview with one adult selected at random at that address
- vi. transferring basic ARF information for **every** allocated address onto your laptop (via the Admin block).

There is no requirement to notify the police that you will be working in a particular area.

2.3 Contact and selection procedures

2.3.1 Advance letters and postcards

A postcard and an advance letter (with a copy of the 'What Scotland thinks' respondent leaflet enclosed) will be sent out by the Brentwood office to each of your selected addresses.

The postcards will be sent out by second class post from Brentwood as follows:

Wave 1 Postcards will be posted on **Tuesday 11th June**

Wave 2 Postcards will be posted on **Tuesday 2nd July**

The letters will be sent out by second class post from Brentwood as follows:

Wave 1 Advance Letters will be posted on **Tuesday 18th June**

Wave 2 Advance Letters will be posted on **Tuesday 9th July**

If you are going to be working mobile, or have a planned holiday that your Area Manager is aware of that will prevent you from starting work on time, please ensure you ask your Area Manager to notify Logistics of this well in advance of the above dates. We will then be able to send your letters at a later date.

Bear in mind that since we do not know in advance who will be selected for interview, the letter does not always reach the selected person. So we will provide you with spare advance letters and SSA respondent leaflets.

The Scottish Social Attitudes logo and 'THIS IS NOT A CIRCULAR' will appear on the envelopes that the advance letters are sent out in as interviewers have suggested this might encourage people to open it.

2.3.2 Making contact at the address

You must attempt to make contact at **every** address in your assignment except those notified to you as office refusals.

You are being given a map of the area in which you are working showing the location of all your addresses. In rural areas some people find it useful to ask the local postman to help them.

If you are still having trouble locating an address, and have access to the internet, the following websites may be of use: www.maps.google.co.uk or www.bing.com/maps. If you put in the address and postcode the location should be pinpointed on the map, using the zoom in and out functions will help you work out how to locate the address. If you cannot search these yourself, please contact the office in Brentwood who will be happy to investigate on your behalf.

2.3.3 Selecting someone to take part

SSA involves interviewing one person aged 18+ at each address in your sample. This means that you will need to do a selection at (a) any address where there is more than one dwelling unit, and (b) any dwelling unit whether there is more than one person aged 18+.

It is important to remember that there may be no household or, conversely, two or more households at any selected address. You will be able to deal with all such circumstances by following the instructions on the Address Record Form (ARF) – more details on this are given below at Section 3.4 and in Annex B.

For SSA, the aim is to interview **one** person **aged 18+** at each address. It is vital that the person chosen for interview at each address is selected by strict random sampling, following the instructions on the ARF. If we interviewed only those people who happened to be at home at the first call, or who were especially keen to be interviewed, our sample would almost certainly be unrepresentative of the adult population of Scotland.

Only people **aged 18 or over** when you first make contact are eligible for interview. The assignment of addresses will appear printed on the front page of the ARF, and the same serial numbers will be uploaded onto your laptops.

SSA special rules for students

SSA operates eligibility rules for students which are slightly different to other NatCen surveys. This is because SSA is conducted over the summer and we want to make sure that we include students in our survey.

- Always *include* students in the selection procedure if the sampled address is *either* their main term-time *or* their main out-of-term address (or if the two are the same thing).
- Always *exclude* students from the selection procedure if the sampled address is *neither* their main term-time address *nor* their main out-of-term address (e.g. students staying temporarily with friends).

2.3.4 Non-contact

Before returning an address as non-contact, you should make **at least 6 calls**:

- on **different days** of the week
- at **different times** of the day
- **spread across the fieldwork period**

These should include calls after 7pm during the week and weekend calls. Unless your team leader agrees otherwise, do not make more than 9 calls at an address as research on interviewer call patterns suggests that this is unlikely to be productive or cost-effective.

3 Materials for the survey

3.1 SSA 2013 materials list

You will need the following materials for the survey:

- Address Record Forms (ARFs) (green cover)
- Spare copies of the advance letter to show as necessary (advance letters with addresses will be posted out by the Brentwood office – see Section 2.3.1)
- Spare copies of the new postcard which can be used as appointment cards (postcards will be sent to each address by Brentwood before the advance letters are sent out)
- Laminated copy of advance letter to show on doorstep
- Laminated information card which can be used on the doorstep
- Spare copies of *SSA* respondent leaflets (these will also be posted out with the advance letters)
- Blank envelopes (for those of you working in areas with tenements)
- A set of ring-bound show cards (green cover)
- Separate ‘scenario’ showcards for use with some specific questions in the alcohol and mental health modules (labelled as ‘Example Cards’)
- Information cards showing the number of units of alcohol in different drinks (to leave with respondents who are interested in knowing the answer to some of the questions in the alcohol module)
- Useful numbers leaflets (to be left with every respondent at the end of the interview)
- A map of your assignment area, with the addresses marked on
- Return of work envelopes (plastic)
- These project instructions and summary project instructions

Please check that you have a complete set of show cards and that they are in the right order. The printers have been known to make mistakes and it is better to discover them at home, before you begin your assignment, than later, in the field.

N.B. - Due to the routing respondents sometimes have to skip show cards. When this happens we have added in an interviewer instruction to ask you to double check that the respondent is referring to the correct show card.

3.2 Using materials on the doorstep

You will have supplies of spare advance letters in your pack so that, if the selected person does not remember receiving the letter or if he/she has lost it, you can leave a copy behind.

You will also have further copies of the **respondent leaflet** in your packs.

You should use this leaflet whenever you feel it would be valuable - for example:

- leaving it with someone who you are going to call back on later
- giving it to people who don't remember receiving the letter or leaflet and want to know more about the study

There are spare blank envelopes for those working in areas with tenements. Use these to put a copy of the advance letter in where the selected dwelling unit has not seen the advance letter.

This year, we have also produced a 2 sided, glossy laminated A4 information card for you to use on the doorstep which covers what SSA is and shows examples of findings and media coverage and other use of SSA data. NatGen have produced similar documents for interviewers on other studies, who have said they find them helpful in giving them ideas of things to say to try and persuade people to take part, and to show people how the findings are used. Of course, we'll still be reliant on your skill in coming up with the right arguments to persuade each individual though!

3.3 Materials to leave with respondents

It's important that all respondents have a way of contacting ScotGen after taking part, so if they don't remember getting an advance letter or leaflet please make sure you leave one with them.

All respondents should also be left with a useful numbers leaflet. This includes sources of help for people who may be affected by some of the issues in the survey. Please just leave a copy with each respondent, and just explain that we are leaving one with everyone who takes part.

You also have copies of information cards that show how much alcohol different alcoholic drinks contain, which you can leave with any respondents who want to know the answers to some of the questions about unit content in the alcohol question (**please do not show them this before they have completed the full interview, including CASI**, however as it might impact on their answers!).

3.4 Completing the Address Record Form (ARF)

These are the forms on which your assignment of addresses is issued. You will have one for each address in your point.

The address, its serial number and other vital information are given on two separate labels on the first page of the ARF. Besides giving the selected address, the ARF has a number of other purposes:

- It provides space for you to record details of all the calls you make, and the outcomes.
- It allows you to select one adult at random for interview (and one dwelling unit in the rare cases when there is more than one dwelling unit at the address).

It is also used to make a note of the following details that must then be recorded in your CAPI Admin:

- Some details about the doorstep exchange.
- Useful information about the address/selected respondent for another interviewer, should it be necessary to reissue your unproductive cases
- Contact details. Note that we are collecting **e-mail addresses**. We are also asking you to try and get a **mobile number for everyone** that has one. This is very important because we may be following up some respondents with questions by text or e-mail at a later date.

Full details on how to complete the ARF for SSA are provided in Annex B. However, a few key points are noted here.

1. You will need the **full name of the respondent** for the Admin block, even though you do not need it for the selection process. So once you have your selected person, please ask for their full name and record it on page 1 of the ARF.
2. Note that for each visit you must enter a **call status code**:

1	No reply,
2	Contact made,
3	Appointment made,
4	Any CAPI Interviewing done,
5	Any other status
3. Please collect the **interviewer observation** information **before making contact** for all non-deadwood addresses *including office refusals*. This information will be used to analyse the different characteristics of respondents and non-respondents. Interviewer observations are not required for deadwood addresses (codes 710-790).
4. You may need to **select a dwelling unit**, if the address on the ARF turns out to be made up of more than one dwelling unit. It is essential that if you need to select a dwelling unit you follow the rules in making this selection. Only in this way can we be sure that we end up with a truly random sample of dwelling units and adults living there.
5. After you make contact, you must record at **C1** how many adults (aged 18 or over) are living at the dwelling unit. On each occasion where there is more than one adult living at the dwelling unit, you must use a **random selection procedure** to choose one for interview. Please note the **SSA special rules for students**, described in Section 2.3.3.
6. Any responsible **adult** member of the household may provide the information that you

need in order to establish who it is you are to interview. But **never** take information from those aged under **18**.

7. **Only** interview people living at listed addresses. Never follow anyone to a different address, although you could of course conduct an interview somewhere else (e.g. at work). **No substitutes are permitted, so if the selected person is in hospital or away for the duration of the survey, or too old or too ill to be interviewed, then no interview can take place.**
8. This survey is intended to cover only the population living in **private households** - not those living in institutions. But people can be living as private households within institutional premises. Even if the address you have been given appears to be that of an institution, check that no one is living in a private household on those premises before abandoning the possibility of an interview there.
9. You must enter an outcome code at Section D of the ARF. Full details on all these codes are provided in Annex B. There are several codes in D4 and D7 that relate to language barriers (540, 850) or the respondent being 'physically or mentally unable/incompetent' to take part (530). **Please ensure you have read Section 6.7 of these instructions, on ways of helping different people participate, and considered carefully whether the respondent is really unable to take part before using these codes.** We want to ensure that we are not excluding people from participating in SSA who could, with some extra support/flexibility, have completed an interview. If in any doubt, please contact your team leader or the ScotGen office to discuss before using any of these codes.
10. **Remember: you must transmit all unproductive serial numbers.**
For all non-productives you must:
 - Enter the relevant unproductive outcome code in the Admin block in CAPI.
 - Complete as much of the Admin block as you can, entering Don't Know (Ctrl+K+Enter) at any questions where you don't have the information.
 - Enter the interviewer observation information (Section A2 – A5 on the ARF) in the admin block (for all except addresses immediately identified as 'deadwood')
 - **Transmit** the serial number as unproductive.
11. At E1, you are asked to record further details about all outcome codes, apart from productives, i.e. D.2 – D.7. This extra information is needed for reissues, and must be recorded in your CAPI Admin, so please make sure you write in as much detail as possible.
12. **There is no longer a special re-allocation outcome code**, so please use:
Code 612: OFFICE APPROVAL ONLY: Issued not attempted
This code should only be used when advised by your Team Leader or the office in Brentwood.
13. Note that for SSA 2013, as in 2012, we would like you to collect as many **phone numbers (both home and mobile) and email addresses** as possible. We didn't get as many of these in 2012 as we would have liked, so please make an extra effort to get these if possible.

- Mobile phone numbers will be used for a potential follow up study which may use text messages and can only be administered via mobile phones.
- Email addresses may be used to contact respondents about future research by us or our collaborators.

There are a series of questions at the very end of the interview where you ask permission to re-contact and where you obtain phone, mobile and email addresses. These should be recorded on the front page of the ARF and then entered into the Admin block after the interview.

4 Admin and returning work

4.1 Backing up via the modem

All work is backed up automatically when transmitting to the office on every 3rd day. If necessary a manual back up through the Backups and Restores screen can be done.

4.2 The Admin Block

The Admin block should be completed once you have reached a final outcome code.

The Admin block mirrors the ARF and for the most part you will simply be transferring information from the ARF. Please transfer your answers exactly as they are on the ARF, following the instructions on the screen. This is where you will enter the phone numbers, including mobile numbers and email addresses that you collected at the end of the interview and recorded on the front page of the ARF.

You must complete an Admin block for **every** serial number, including unproductives, deadwood and office refusals. Failure to complete all Admin blocks will prevent you from doing your end of assignment clearout.

Information about the address and action needed by the office or for reissues (AdInf and S2Act) needs to be entered in the field on the screen, not in a memo.

4.3 Returning work

Work should be returned via standard procedures – as soon as you have anything to transmit. Never hold onto work for more than a few days – lots of time is wasted trying to locate un-transmitted interviews.

Regular transmissions will minimise the risk of lost productives through laptop failure, loss or damage. It will also ensure that Newsflash information will be received quickly as well as any possible program updates.

5 Response rates and KPIs

As always, it is very important to achieve a high response rate in this survey. SSA does not have guaranteed funding each year and it can be difficult to secure funding in the current climate. Response rates are not only about the number of people we interview but about making sure we speak to a wide range of different people. The information you collect on Scottish independence in particular will receive a lot of media and political attention in the lead up to the referendum in September 2014, so it is even more important than ever that we deliver a survey that is considered truly representative of the Scottish people – the best quality source of information on what people in Scotland think. This is where you come in by ensuring that even in areas where it is difficult to get interviews, you do as much as you can to secure as many interviews as possible.

You will be given an individual response rate target as part of the KPI system.

Please keep trying to contact all the issued addresses until the KPI fieldwork deadline and call back as often as you can while you are still in the area. However, bear in mind that you should make **no more than 9 calls to an address**, unless you have begun interviewing or have made an appointment.

If you sense a respondent may be about to refuse, it often helps if you withdraw, offering to call again at a more convenient time, before a formal refusal is actually given. The SSA respondent leaflet might be helpful in this situation, or if the person you initially speak to hasn't heard anything about the survey.

In addition, to help achieve a good response rate, we are asking you to:

- Call the Office in Brentwood before you return any incomplete or untraceable addresses. We might be able to find out some information which will help you locate 'hard to find' addresses.
- Complete the computer admin block for other deadwood addresses (vacant premises, etc.) and transmit to Brentwood as soon as possible. We need to know what deadwood there is as early as possible in the fieldwork period.
- For refusals: complete the ARF and the computer admin (entering Don't Know for any information that you do not have) and transmit as soon as possible to Brentwood.
- If you select a person for interview who proves hard to contact, breaks an appointment, etc., keep on trying to 'convert' him or her until the end of the fieldwork period. Before giving these a 'non-contact' outcome code, first check with your team leader and then complete the ARF and the computer admin, (entering 'Don't Know' for any information that you do not have) and transmit to Brentwood.

You must never substitute one address for another, nor substitute one selected individual for another. The sample has been randomly selected, and any substitutions would lead to bias in the results.

Remember to show your Identity Card when you introduce yourself.

6 The questionnaire

6.1 Interview length

The SSA 2013 interview will last about 55 minutes plus 15 minutes for the self-completion section on the laptop. This is an average time and so some of your interviews will take less while others may take more. Older respondents may take a little longer to finish it, so please allow enough time between appointments.

6.2 Computer-Assisted Self-Administered Interview (CASI)

The CASI module will appear as the final module of the interview before the background section - at this point you should hand the laptop over to the respondent to complete this short section. Then you will take the laptop back in order to ask respondents the background questions at the end of the interview.

When the CASI section starts there will be instructions for you to read to the respondent on how it works. There are then 4 practice questions where you can show the respondent how to use the laptop and let them have a go themselves, these include a multicode and an answer requiring them to type in their answer, as the CASI itself contains 'Other – please type in' options. After that just let the respondent complete the section on their own. For some questions there may be no 'can't choose' option so if the respondent does not want to answer these questions, please show them how to use Ctrl-R to refuse them - there is an interviewer note to remind you of this, too.

The CASI is an essential part of the interview and its really important that respondents complete it. We hope that everyone who completes the CAPI interview will also complete the CASI section (we had a 96% response rate in 2012 and we'd like to do even better in 2013).

It's essential that everyone who takes part in the survey has the chance to complete the CASI and so we would like you to do all that you can to remove any barriers that might prevent them from doing so. For example, on some occasions, it might be clear that a willing respondent needs your help to complete the CASI section, because of, say, poor eye-sight or reading problems. In such cases, treat the questionnaire as if it were an extension of the interview, and fill in their responses accordingly, with the respondent at your side.

You may make a claim for extra time spent with the respondent if they need a lot of additional help to complete the interview, but please speak to your Area Manager for authorisation. As some of the self-completion questions may be more sensitive and family members may influence a person's responses, we would prefer you give any assistance needed, rather than another family member. If a respondent is insistent they would prefer a family member to help read the questions to them, please reinforce that the answers must be their own – we are only interested in their views.

6.3 The interview questionnaire: general guidelines

6.3.1 Timing and 'don't knows' on SSA

As the survey is about respondents' attitudes there is no need for them to look up any documents or check any facts. They just have to say what they think, if anything, about the questions you ask. It is often just as interesting to find out that a lot of people have no view on certain issues as to find out that everyone has a view. Therefore, people should not be concerned if they think they 'don't know anything' about a particular topic. There are no right or wrong answers and people can say 'don't know' to any question (unless the question has a specific 'Don't know' option listed, you just code this in the usual way – using the **Ctrl and K** keys).

With such a wide-ranging questionnaire on SSA, people are likely to be more interested in some questions than in others. It can be a challenge to establish the right speed at which to ask attitude questions. Rushing the respondent clearly has to be avoided, but an over-deliberate approach can lead to an unnecessarily long interview. It may be that some respondents want to give a great deal of thought to some of the issues, but we are seeking to capture present attitudes, not to conduct a philosophical discussion or a political debate!

6.3.2 General phrases

It is important to note that the questionnaire features some very general phrases, for example:

“Scotland as a whole”

“In this area”

Some respondents might ask what is meant by these. However, unless a definition is actually provided for you to read out, **we do not wish to give the respondent any further explanation**. The phrases used are intended as general ones. Simply read the question or statement out, and tell respondents that they should answer in terms of whatever *they* understand by the phrase.

6.3.3 Recording open questions

At questions where an 'other' answer code has been provided, the other answer should be recorded verbatim. (Up to 120 characters can be keyed or written in. If the respondent gives a longer answer, press <**Ctrl + M**> and use the 'notepad' to continue.) Remember that when you are closing a NotePad, you need to use Alt+S to save and exit. Unless specifically stated, 'other answer' should be coded only when one of the pre-coded answers will not fit after probing.

At questions where there is no specific provision for 'other answer', none is anticipated, although should they occur, they should be entered on the 'notepad' provided for comments. For questions in which no 'other answer' space is provided, first repeat the question with the appropriate emphasis before accepting an 'other answer'. You can also use phrases like “Generally...”, “In general...” etc. as probes, and then repeat the question wording exactly.

6.3.4 Recording a partial interview

The interview questionnaire is divided into blocks of question topics (see below for details). Changes between blocks are sometimes signalled by an introduction (e.g.) “And now for a new topic ...”.

If a respondent does break off the interview part way through (this happens very rarely), you may code it as a **productive partial** (outcome code 210) if you have got as far as LevTax2A. If possible try and see if the respondent would like to finish the interview at another time, perhaps on a different day.

If you have not reached this point in the interview code as an **unproductive partial** (code 440) and record full details of the circumstances in the CAPI admin block.

6.4 Privacy

As discussed above, the SSA interview does include questions on some potentially sensitive areas - e.g. we are asking people their views on people with mental health problems which could be difficult for someone with experience of these issues to talk about. Respondents may feel less comfortable giving their responses or ‘true’ opinion with other family members in the room. While we recognise this can be difficult, please make a special effort to encourage the respondent to find a private room to do the interview – for example, you could say something like, ‘I’ve found that people sometimes prefer to do the interview without other people in the room, as it can be a bit of a distraction and they don’t always want others to hear all their answers’.

6.5 Practice interviews

This year as part of your pre-briefing work, you are required to carry out at least one practice interview IN ADVANCE of the interviewer briefing. Please make a note of any questions you have after completing it and bring this with you to the briefing.

We would also like you to carry out **at least one further practice interview** after the interviewer briefing and before starting work.

The practice serial numbers are as follows:

Serial	Check letter
990001	N
990002	P
990003	Q
990004	R
990005	S
990006	T
990007	V
990008	W

The address for all practice serial numbers is: 35 Northampton Square.

6.6 The interview questionnaire

Basic structure of the interview (nb some of these sections are quite short – this is just to give you a fuller overview of topics covered)

- Household grid
- Newspaper readership
- Party Identification
- General attitude questions (including attitudes to benefits, government spending, schools, tuition fees)
- Attitudes to government in Scotland
- Mental health
- Views about the independence referendum
- Policing
- Questions about the impacts of independence
- Attitudes to the NHS and care for older people
- Drinking alcohol
- Questions about Scotland, the UK and devo max
- Questions about satisfaction with own life, local area and volunteering
- Self-completion (CASI)
- Classification and background section.

The interview questions are covered in detail in Annex A of these project instructions. Please look at these notes on specific questions as you go through your practice interviews (see section 6.5, above).

6.7 Respondents who require assistance to take part in the survey

In all the surveys NatCen undertakes it's really important that we try to give every individual selected the opportunity to take part. We try to ensure that those who require special assistance in order to take part do receive such assistance.

The following are particularly relevant to SSA:

- If the respondent has difficulty in reading (for whatever reason), you should offer to read out the showcards. As this may be more time consuming, offer to do the interview in two parts, so that it does not become too tiring. As noted above, you can also read out the self-completion as if it was a face-to-face questionnaire. (Please speak to your Area Manger about claiming additional pay if this makes the interview extremely long). If you are aware a respondent has sight issues, large-print copies of the showcards or other materials can be provided by the office on demand.
- If a respondent has difficulties hearing or is deaf please make an extra effort to ensure you find a quiet place for the interview and that you are able to sit in a position with good light, so that the respondent can lip-read if they wish. If the respondent doesn't lip-read or if they would prefer to read the questions on the screen, sit beside them and help them to enter the answers. This method should only be used if you cannot otherwise conduct the interview, as the respondent will be able to see occasional instructions that respondents

wouldn't normally see. However, it is better than no interview. Again it might be more tiring for these respondents to do the interview, so you can offer to do it in two parts.

- If the respondent uses British Sign Language (BSL) and would prefer someone to undertake the interview using sign language we are able to provide this service. Please contact Logistics in Brentwood to arrange this.
- If a respondent has problems communicating or has speech difficulties you should ask them to point out their answers from the showcards. For questions without a showcard you can either ask them to indicate the answer they want to pick non-verbally, or ask them to look at the question on screen and point out their answer.
- If you have a respondent who can speak some English but might need perhaps one or two words or expressions explained by someone else in the household then that may be acceptable, however if they speak no English at all or have very little English but they do wish to take part, we can offer to provide an interpreter. Again, please contact the Brentwood Office to discuss this.

If none of these suggestions work, please find out whether there is any other measure that would make it possible to conduct the interview. Then contact the office with this information and NatCen will take reasonable steps to conduct the interview. In any case, please assure the respondent that their views are very important to us and that we will do our best to ensure they can do the interview.

If you do interview any respondents who need particular assistance please write the details of what help you gave in a Notepad. As noted above, if such an interview has taken longer to complete than you would normally expect an interview to take you can make a claim for the extra time you have spent helping the respondent, but please speak to your Area Manager for authorisation first. For information about helping respondents with the self-completion please see above.

7 Interviewer feedback and questions

Every year we ask interviewers to give us feedback on the study and to make suggestions for improvements; this feedback is useful to us and has led to lots of changes over the years.

In the last few years we haven't received many feedback forms so this year we are asking your Team Leaders to speak to you about how you have found working on SSA and to gather some feedback that way. We hope that you'll tell them what worked and what didn't, and how we could improve it in future years. We're particularly keen to get feedback on the new materials. We might not be able to act on everything, but we will read and take on board feedback, changing things where possible.

7.1 Any questions?

For general queries about field arrangements, contact your Team Leader in the first instance. Alternatively if your Team Leader is unavailable please contact your Area Manager Julie Foster.

If you have any queries or problems about how to complete the questionnaire, please do not hesitate to telephone a member of the *Scottish Social Attitudes* team: Susan Reid, Anna Marcinkiewicz and Annie Wild in the Edinburgh Office on 0131 228 2167. Queries about field arrangements should be raised with your team leader in the first instance.

We hope that all goes well and that you enjoy working on *Scottish Social Attitudes 2013*.

GOOD LUCK!

Susan, Anna and Annie

Annex A - INTERVIEW QUESTIONNAIRE: in detail

The question name, which will appear on the lower half of your CAPI screen, is listed in *Italics on the left of the page.*

Household grid

Respname, You are asked for details of the respondents name, sex and age
Respsex, before you fill in details of other members of the household in a grid.
Respage

HouseHld This question asks for the total number of people in the respondent's household (**including** children and including the respondent). Refer to your interviewer instructions for the standard definition of a household if necessary.

You should have, of course, just recorded the number of adults in the dwelling unit at **C1** on the ARF. Quite apart from the rare occasions when dwelling units and household are not the same thing, interviewers occasionally discover at this stage that they were given the wrong information for the ARF selection. If so:

- Do NOT change the ARF or redo the selection procedure
- DO record the correct information at HouseHld
- DO use <Ctrl + M> to make a note of what happened.

When you come to fill in the Admin block, record the information as recorded at **C1** on the ARF.

A note on checking selections in the admin block:

If the computer thinks there may be a mistake in the selection of a person to take part, it will ask you for further information in the **Admin block** at the end of the interview, so that it can check how you did the selection. Situations where this might happen are:

- If the number of adults in the household is different from the number you included in the selection (at C1 of the ARF – entered at PersNo in the admin block). If this is the case, you may be asked to key in the name or initial of everyone you included in the selection at C2 on the ARF, in the order you used to make the selection. The computer will then be able to re-check your selection based on the information you actually used to make it.
- If the initials/name of the person you interviewed do not match the initials/name of the person the computer thinks you should have interviewed. The computer will list the people aged 18+ from the household grid and the respondent information in alphabetical order and check that the person you interviewed matches the person you should have interviewed based on the selection label details.
- In both these cases, if there is a discrepancy, you will be asked to explain this. Please just follow the instructions on screen. If you are in any doubt about this, please discuss it with your team leader.
- If you are asked to key in initials/names from the ARF, the computer will flag a selection error if the spelling is different (from the name you entered as

the respondent), or if you've put an initial on the ARF and a full first name in the CAPI interview. If the person the computer thinks you should have selected is in fact the respondent, but you've just entered their name with 2 slightly different spellings, for example, you should just explain this in the note you will be asked to enter on why there is a discrepancy.

Marstat6 Since 2006, this has included a new code for same-sex couples in a civil partnership. We have changed the wording of the answer categories since 2007 to make it clearer that codes relating to civil partnership are ONLY intended to be used for same-sex couples – if you try and use it for a male-female couple, you will get a soft-check querying this. Same-sex civil partnerships are now also referred to in the categories relating to being separated, divorced, widowed or single.

*REconFW/
SEconFW* The respondent may well choose several types of economic activity undertaken 'last week' - that is the seven days ending last Sunday. If so, all of them should be coded. In this case, the highest on the list (the first that applies) is the one that determines which set of questions you ask next/later in the questionnaire (there are sets of questions for, e.g., employees, self-employed people, unemployed people and so on). If a respondent is not sure or doesn't know, please probe to find out which of the items on the card comes closest to what they were doing in the last week. Please note that '**Don't know**' is not a valid code for the respondent at this question and if entered you will be asked to change it. Respondents can refuse to answer the question.

If you interview on a Sunday, the seven days are the ones ending the previous Sunday.

If the respondent is on a **New Deal scheme**, probe to establish whether they are in paid work, in training, doing voluntary work or whatever and code accordingly.

The following notes explain the categories at *R/SeconFW* a little more fully:

Code

01 **In full-time education** (not paid for by employer, including on vacation)

All students, even those doing vacation jobs during the last week, are to be coded in this category. If the student is on vacation and will continue to be a student only if he or she passes an exam, assume that the exam will be passed and still treat the respondent as in full-time education. People on government training programmes are EXCLUDED from this category. They should be counted as 02.

02 **On government training/employment programme**

People on government-sponsored training or employment programmes should be coded here. They should not be coded as 'In paid work' or 'In full-time education' (even if they are doing the educational part of the programme).

03 **In paid work for at least 10 hours in the week** (or away temporarily from that work)

This category includes all types of paid work, whether for an employer, or on the respondent's own account as self-employed. It includes casual, part-time and temporary work provided that it amounts to at least 10 hours in the week.

Voluntary work, or work carried out where only expenses are reimbursed or work paid for in kind (e.g. receiving board and lodgings only) where there is no financial transaction, are EXCLUDED from this category.

People temporarily away would include those who were absent from work last week because of sickness or injury, holiday, compassionate leave, or maternity leave, provided that they have a job to go back to with the same employer or as self-employed in the same field. It would also include people who were temporarily laid off, or on strike, or locked out, again provided that they have a job with the same employer to go back to, or to the same self-employed status, e.g., an actor 'resting' between jobs.

People whose contract of employment incorporates regular but intermittent work (e.g., some staff in educational institutions, or professional sportsmen, whose wages are paid only during term-time or in the season, and who therefore may not have worked last week) are included in this category.

04 **Waiting to take up paid work** already accepted

This category covers people not in work last week but who have a definite agreement to start work on a set date. It does not include people who have been given a vague promise of a job if and when a vacancy occurs.

05 **Unemployed and registered** at a JobCentre or JobCentre Plus

This category covers those who are both unemployed and registered as unemployed for benefit purposes

06 **Unemployed, not registered** but actively looking for a job

This category includes all unemployed, not registered for benefit, but who are actively looking for a job of at least 10 hours a week. This would include people registered with private employment agencies, people answering advertisements for work, advertising for work or even people just actively looking around for opportunities.

07 **Unemployed, wanting a job but not actively looking for a job**

Include here any unemployed (again not registered for benefit), but who are not actively looking for a job at the moment. People who, for instance, have given up looking for work would be included here, or those who are ill and temporarily unable to look for work. Respondents should normally be left to decide for themselves whether an illness in this case is temporary or not. If in doubt, include it if it has lasted less than six months.

08 **Permanently sick or disabled** covers people out of work and not seeking work because of permanent (or indefinite) sickness or disability. People who have never worked because of disability are included. Do not include retired people in poor health who would not be seeking work even if they were healthy. In cases of doubt over whether an illness or disability is permanent, treat it as permanent if it has lasted continuously for six months or more.

- 09 **Wholly retired** from work covers people who have retired from their occupation at approximately the normal retirement age or who have taken 'early retirement', and are not seeking further employment of any sort. Retired people who are permanently sick or have become disabled still count as retired.

Women who leave work on marriage to look after the home or to raise a family and who have not worked for many years, should be classified as 'looking after the home' rather than retired. But it is difficult to define retirement exactly. Apart from the proviso made about women, the respondent's description from the card should generally be accepted.

- 10 **Looking after the home** covers anyone more or less wholly involved in domestic duties when classifying economic position. There can be more than one person in a household in this category. Here, we are concerned only with the respondent's position.
- 11 **Doing something else** is not on the show card. It covers anyone who does not fit into any of the ten categories on the card. But remember that people who are in any kind of paid work (including casual self-employed jobs) of more than 10 hours in the week should not be included here.

Newspaper readership

WhPaper A single newspaper is the preferred answer here. If the respondent maintains, in spite of probing, that he or she reads more than one daily morning paper equally frequently, code 95 for 'Other' and list the relevant papers under OthSpec.

Use code 94 for free local papers EXCEPT Metro, which is now code 17. Ask for the name of the paper and record it.

WNwSite1/ WNwSite2

Please note that if a respondent mentions local newspaper websites, these should be coded as 'Other-UK site'. And if they mention sites like MSN, Google or Yahoo, please code as 'Aggregator news service'.

General attitude questions

GFpref Please pronounce Gaelic 'Gallic' or phonetically 'Gah:lick'. This is the pronunciation of Scottish Gaelic as opposed to Irish Gaelic.

Attitudes to standard of living and economy

SLivE12 Note that each of these pairs of questions uses first the top half and then the
SLivWh12 bottom half of the showcard
EconIE12
EconWh12

Confidence in official statistics

ConfSEMR This question follows up on one which asks how much confidence people have that Scottish Government official statistics are accurate (from 0 to 10, where 0 is not confident at all and 10 is very confident). All respondents will be asked this question. However, you will see that the screen is arranged into 2 halves, with reasons that are more associated with giving responses at the “not confident” end of the scale on the left and reasons more associated with giving responses at the “confident” end on the right. Reasons people might be unsure or give a response around the middle are at the bottom of the right hand column. You should, therefore, have an idea of where to look for a response based on their answer to the previous question – for example, if they rated their confidence level as 1 or 2 (which is very low), you will probably find something that fits their response on the left-hand side; if they rated it 8 or 9, it is more likely to be on the right.

You are asking for the **main** reason they give their particular rating of how confident they feel. There is no showcard for this question, so you will need to try and identify the code that best fits their answer. **Please try and familiarise yourself with the codes in advance of doing any interviews.** However, if you are really not sure how to code someone’s response, please use “Other” and just enter their response in full. Make sure you probe to get the actual reason they gave their rating though – do not just record their general views about statistics or other comments unless they relate to why they chose the rating they did.

Examples of the types of responses you might include under particular headings are given in the table below:

Code	Description	Notes/examples
1 and 7	Don't/Do trust stats from personal experience	Could include experience of a service, or dealings with the Scottish Government, or employment in that area. Include experience of family, friends.
2 and 8	Heard/read something good/bad about stats	E.g. on TV, radio, in the paper. Could be about any aspect such as quality, accuracy, or integrity, which leads them to have confidence or not in statistics.
3 and 9	Stats are difficult/easy to count or measure, (not) always recorded , based on clear/unclear definitions	Includes issues to do with: <ul style="list-style-type: none"> • how easy or difficult some subjects are to measure, or collect data about; • how complete the statistics are – e.g. because they under-record the true number, not all the statistics are reported; • the wrong thing is being counted, or the definition used is only one of many possible ones.
4 and 10	Scottish Government has/does not have a vested interest ; interferes /does not interfere	E.g. views whether or not the Scottish Government: <ul style="list-style-type: none"> • has a vested interest in the results being a certain way; • and/or interferes in the production of the statistics, so they reflect well on them; • has any benefit to gain.
5	The stats are misrepresented or spun by politicians	Any mention of distrust in politicians use of stats as reason; e.g. because they only use selected statistics, don't use accurate/up-to-date/relevant statistics, only publish what makes them look good, use statistics to support their argument, political bias.
11	Stats don't tell whole story	E.g. only part of a total picture, certain aspects are not covered by statistics, need more information to assess the true picture.

Mental health

MHintro1 Note that the first 9 questions after the intro to this section are asked in a random order, so will appear differently for each respondent. This is why the first question after the intro has (Card D1 Again), not just Card D1 - as they appear randomly this question could end up being the first question or the second, third etc.

MHV1SHel/MHV2SelHel etc. to MHV1ChC/MHV2ChC etc.

In this section, the respondent is asked to read 2 scenarios describing someone with a mental health problem, and then to answer the same set of questions about each, covering who they think the person should go to for help, likelihood of the person doing harm to themselves or someone else, and feelings about having various kinds of contact with the person. Odd serial numbers will be asked versions of the scenarios that do NOT mention a diagnosis. **If you are asked, please do NOT give a diagnosis yourself.** Even serial numbers will be asked versions that DO mention a diagnosis (schizophrenia and Depression). **Do not try and elaborate on the information given in any of these scenarios.** Simply refer the respondent back to the card.

The example cards for these questions are not part of the main showcard pack as we want them to have the examples in front of them to refer back to while

using the other showcards to answer questions.

Note that all the scenarios describe men. This is because we wanted to explore variations in attitudes to the type of mental health problem and whether using both the name e.g. schizophrenia and the symptoms or just giving the symptoms affects people's answers. Introducing gender as another variable would have made these comparisons more complicated. Similar questions have been asked on a different survey a few years ago that did explore the differences in attitudes to men and women with mental health problems. Don't mention this unless the respondent asks, but if they do ask why you're not asking about women at all, you could say that we've compared attitudes to men and women in previous years, and this year we wanted to look at some other issues that might affect people's views.

Obviously some of the questions in this section could be sensitive for someone with experience of mental health issues, so please be aware of this when asking them. It is possible for someone to refuse all these questions if they are very uncomfortable about answering them. It is also worth being aware that there are some questions about their own experience of mental health problems in the CASI section, so if someone does raise this here you could mention that they will be asked some questions about this later on.

*MHV1SHel
Etc.* Note that you can code up to 3 sources of help they could go to. If you only code 1, you will get a soft-check appearing to check if they had any other answers. If they only had one response after probing, then you can suppress this, but make sure you do probe for other responses.

The independence referendum

Secques Note the 'Not sure' option here, which is also on the card. If they say 'not sure' please code this rather than using Ctrl+K for Don't know.

RefVote Note the 'Not decided' option here. Please use this rather than 'Don't know'. There is also an option to code if someone insists that they definitely will not vote in the referendum.

Policing

Note that several of the questions in this section ask respondents about their views of their local area. As noted in the interviewer note, if they ask what counts as their local area, please just say 'it's whatever you think of as the area around where you live.'

Views about devolution and the UK

ScPubPay Note that although this has a showcard, we still want you to read out the answer options, as they are fairly long so we want to make sure the respondent has heard them all properly before they decide on a response.

SLivWor/SLivBet

These are the famous '£500' questions that got a lot of publicity two years ago

when we last asked them. Note that they are asked in random order, so half the sample will be asked first if they would be in favour/against independence if the standard of living in Scotland would be lower, and half will be asked first whether they would be in favour/against independence if the standard of living would be higher.

BBCVA/BBCVB

Note that the order of the last 2 answer options has been randomised on the showcards/in the questionnaire, so half the time you will be prompted to ask the respondent to look at card G10 and half the time you will be asking them to look at card G11.

CurnShd 'The pound' includes Scottish bank notes, so if someone says they want to keep Scottish pound notes, this should be coded as 'the pound'.

Curnwd Please note the emphasis on 'should' and 'would' when reading out this question.

Care for older people

CostEff1/2/3/4 & QualSer1/2/3/4

Please note that the order in which these questions are asked will be different for odd and even serials. So half will be asked first whether private companies provide better services to older people compared with government and the other half will be asked first whether charities/not for profits provide better services.

Please make sure they are looking at the correct card during these questions.

Alcohol

Note that there is a little routing in this section depending on whether they say they ever drink at all.

MUPWhyFA/ MUPWhyFB/ MUPWhyAa/ MUPWhyAb/ MUPWhyNa/ MUPWhyNb

The exact question and card that people are asked here depends on (a) whether they were in favour, against or neither in favour nor against minimum unit pricing (MUP) at MUPGen and (b) whether they are an odd or an even serial.

The programme will automatically tell you which the correct card to look at is, but please make sure the respondent is looking at the right one.

Cards J5 and J6 give lists of positive reasons why someone might be in favour of MUP. Odd serials are shown card J5 and even card J6. Each card has the same options, but the order is reversed on card J6 (asked of even serials). This is to try and avoid bias in responses from respondents always picking the options nearest the top of the card.

Cards J7 and J8 give lists of more negative reasons why someone might be against MUP. These cards are also used for people who said they were neither in favour nor against, as during the pilot these people gave similar reasons to

those given by those who were against MUP. Again, the order of the options is reversed on card J8 (asked of even serials) to try and avoid response order bias.

Note that the lists on all these cards were generated based on the responses that people gave in the pilot for SSA 2013. However, if you are not sure where to code a response then please enter 'Some other reason' and record their answer in full.

David/Mark/John/Paul/Simon/Robert

Respondents are asked about 3 different scenarios in this section. As in mental health, the scenarios are presented on separate cards which are not part of the main showcard pack, as we want them to have the examples in front of them to refer back to while using the main showcards to answer questions.

To avoid respondents feeling uncomfortable about reading these if they have literacy or eyesight problems, you will be prompted to say that it's normal practice for you to read the scenarios out, but that if they prefer they can read them themselves, in case some people would rather just do this.

Odd serials will be asked about David, Mark and John; Even serials will be asked about Paul, Simon and Robert. Note that all the scenarios describe men. This is because we wanted to explore variations in attitudes across 3 kinds of drinking and across different 'social circumstances' surrounding individuals. Introducing gender as another variable would have made these comparisons more complicated. We have, however, explored differences in attitudes to male and female drinkers in previous years. Don't mention this unless the respondent asks, but if they do ask why you're not asking about women at all, you could say that we've compared attitudes to men and women drinking in previous years, and this year we wanted to look at some other issues that might affect people's views about drinking.

Beerunit/SprtUnit/WineUnit/Glasunit

These questions ask how many units respondents think are in a pint of beer measure of spirits, bottle of wine and glass of wine. If respondents give a range (e.g. 1 or 2 units), please enter the highest figure they give (so if 1 or 2, enter 2).

If respondents say they don't know or have no idea how many units, please use Ctrl-K here. However, if they say 'I think it's 3 but I'm not sure' or something along those lines, then please record the figure they give.

There are some checks built in here, so if you enter an unexpectedly high (or low, for the bottle of wine question) figure, the computer will check that this is definitely correct. It may well be that is what they said – we just want to check you haven't added an extra digit in error! If they give a very low figure for the bottle of wine question, you may want to just double-check that they are definitely thinking of a bottle rather than a glass – e.g. by saying "so that's x units in a bottle of wine".

If respondents ask you what the correct answers are, then you can leave the alcohol information card with them at the end of the interview. However, please do NOT give this to them until the interview is completely finished.

UnitMen/UnitWomn

If respondents give a range please probe for what they think the **maximum** is. If they don't know what the recommended daily units are, again please use Ctrl-K.

Questions on taxes and pensions being same/different in Scotland/England

LevTaxA/LevOAPA

Note that in previous years half the sample have been asked a slightly different version of these questions, but in 2013 everyone is asked the same two questions.

Questions on how taxes should be used

TaxScUK/OilScUK

Please note emphasis on 'should'.

Questions on devo max

DMaxTax etc.

Note that for some of these questions the description of 'devo max' is in brackets, so you can choose to read it out or not depending on whether you think the respondent has understood the concept. Where it's not in brackets, please make sure you do read it out though, as people do generally need reminding of it several time in a series of questions or they forget what the question was about.

Questions about local area and volunteering

Again, if you're asked what counts as their 'area', please just say 'it's whatever you think of as the area around where you live.'

Volteer/ Volteer2

Please read the instructions on screen for this question. The first question asks how many times the respondent has volunteered in the last 12 months. If they are clear on the number of times, just code the number of times they say. If they give a vague answer something like 'about 10, or maybe 15 times' code as *Don't know*. They then get a follow-up question which allows them to pick a range e.g. 5-9 times or about once a month in the past year.

CASI (Computer Self-assisted Interview)

Note that there are some practice questions for the respondent at the start of the CASI section. You can help them with these if necessary to show them how to use the computer. The first actual question that is part of the questionnaire is MeetLik (Say your local council decided to set up regular meetings with people in your area to discuss how to improve local services like schools, transport and parks. How likely or unlikely would you be to go along to these meetings?).

Most of the questions in the CASI are straightforward and should be easy for them to answer themselves. However, note that there are some multi-code

questions on mental health. You may need to remind people how to answer responses to these (i.e. with a space between each answer).

Note that there is also some routing in the CASI section (depending on their own experience of mental health problems and also whether they ever drink alcohol). The respondent won't be aware of this – it's all automatic. But it does mean that the time people take to complete the CASI may vary as some people will be asked slightly more questions than others.

Classification

TenureNW Note that this question on tenure applies to the whole accommodation that the respondent's household occupies, not just to the part of the accommodation that the respondent may occupy. For instance, if the respondent was renting a room from a relative who owns the property outright, you would code 1, not 8 (so long as the respondent and this relative occupy the same household!).

Own outright: those whose accommodation is wholly owned, i.e., they are not buying on a mortgage or with a loan.

Buying on mortgage: those buying with a mortgage or loan, from a bank, building society or other organisation.

Rented property: Note that the rent need not be paid by a household member: it could be paid by another member of the family (e.g., son on behalf of mother) or by housing benefit.

Both: Shared ownership/ part rent and part mortgage. This refers to schemes where, usually, a housing association agrees to sell a share of the property to the tenant, who pays a mortgage for this and continues to pay rent on the remaining share. When the property is sold, the tenant will get their share of the money from the sale.

*ReligiS
FamrelS* Please note that the first set of codes (1-11) all relate to different Christian denominations. Codes 12-17 relate to other (non-Christian) religions. If none of these pre-coded categories exactly corresponds with the respondent's religion, the answer should be recorded in full under 'Other Protestant', 'Other Christian' or 'Other non-Christian' as appropriate.

Job We wish to collect occupational details of almost all respondents (either present or past), excluding only those who are not in work or waiting to take up work but who live with a working partner. In these cases, the partner's occupational details will be collected. As always, please probe fully for all relevant details; if any are missing, we may be unable to code occupation accurately.

Employee '**Self-employed**' refers to work done on the person's own account, and not being taxed through PAYE. Some self-employed persons will have their own businesses, some will have casual or intermittent work. A person in a one-person business is not necessarily self-employed; if the business is a company,

he or she may well be an employee of the company, drawing a salary and being taxed through PAYE.

EmpWork At these questions, the place of work is the **establishment** at or from which
Makedo the respondent works. This will **ordinarily** have a single address. The respondent's employer may, of course, run several establishments but the others are not relevant. Several questions refer to the workplace so this must be clearly established from the start.

EmpWork Note that family members can be employees, **but only if they receive a regular wage or salary**. Please check if unsure.

HealthWrk Note that this question is asking whether people have **ever** worked in health, social care, education or social work at any point in their lives. We are only interested in people who have worked directly with people who have used the service. So, for example, if people have worked in an administrative role with no contact with patients or service users please code 1 'No, never worked in any of these areas'.

HHIncome You should obtain the total income of the household from all sources, before tax. Income includes not only earnings but state benefits, occupational and other pensions, unearned income such as interest from savings, rent, etc. We want figures before deductions of income tax, national insurance, contributory pension payments and so on. The question refers to current level of income or, if convenient, to the nearest tax or other period for which the respondent is able to answer.

SchQFW At SchQFW you should code ALL the sections in which the respondents has
PSchQFW qualifications. At PSchQFW, the showcard does not list all levels of qualifications such as NVQs. The code frame in the CAPI questionnaire makes clear the level of detail that you need to probe for. Code ALL that apply. You should key in under 'other' any that the respondent mentions that are not on the list, but we are interested only in educational or vocational exams and qualifications, **not** leisure activities, St. Andrew's or St. John's Ambulance, etc.

MainInc4 Category '8' includes Disability Living Allowance as a main source of income. In previous years this was often written as 'other'.
The 'pensioner premium' is included under either category '5' Jobseeker's Allowance or category '6' Income Support depending on the other main benefit the couple receive. Pensioner premium is given when one person in the couple is receiving income support or jobseeker's allowance and the other is of pensionable age.

ANNEX B - Address Record Forms (ARFs) and Selection Procedures

Address and selection labels

The selection process

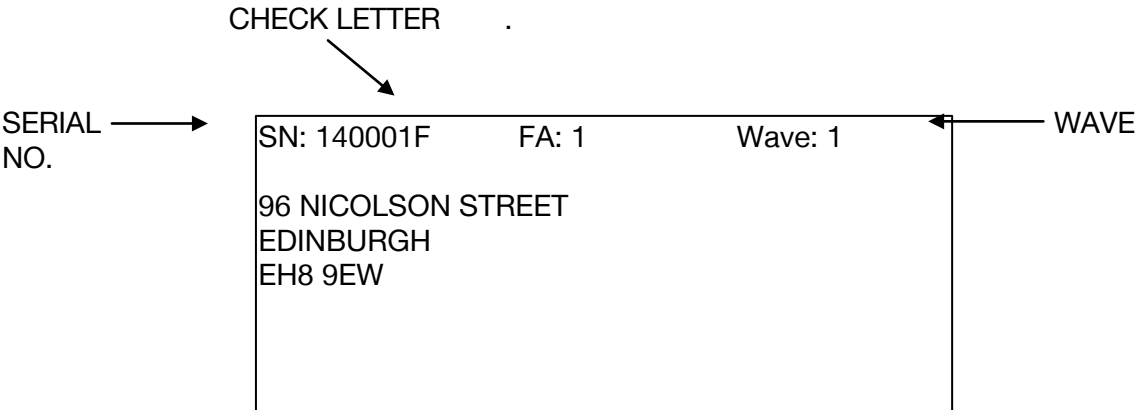
In the past some interviewers have queried why we need to do the selection this way and why we can't have a named sample. Basically, there is no named sample that is available for researchers for adults in Scotland.

The Electoral Register has very high levels of people not registering especially since there have been 2 versions ('edited' and 'full' version). In 2005, 32% opted out of the edited version (but in some local authorities this is as high as 75%). Only the 'edited' version is available to researchers. If we used this, a lot of people would be excluded from the possibility of being picked to take part, and the survey would no longer be representative.

No large-scale UK surveys use the electoral register anymore. All face-to-face surveys of individuals in the general population use the Postcode Address File (PAF) and then do a selection.

The reason we do a random selection rather than just letting the interviewer interview whoever is ready and willing to do it is that our sample would be very unrepresentative if we did this – we would only get the people who are easy to contact or are particularly interested and their views may be quite different from the people we miss out. All NatCen surveys that are of individuals rather than households have to be done this way – it's part of what distinguishes our work as being particularly robust, and part of why other researchers and the government trust our surveys.

The address label at the **top left** of the page looks like this:



The selection label on the **top right** of page 1 looks like this:

CHECK LETTER SERIAL NO. SN: 140001F MOI : PT: 101 MULTIPLE OCCUPANCY INDICATOR SAMPLING POINT

PERSON/DU: 2 3 4 5 6
SELECT: 2 1 3 5 5

PERSON/DU: 7 8 9 10 11 12
SELECT: 6 5 3 8 2 12

Fieldwork end: 13/08/2013

The diagram shows a rectangular box representing the selection label. Arrows point from external labels to specific fields within the box: 'CHECK LETTER' points to 'SN: 140001F', 'MULTIPLE OCCUPANCY INDICATOR' points to 'MOI :', 'SERIAL NO.' points to the 'SN' field, and 'SAMPLING POINT' points to 'PT: 101'. The box contains two rows of 'PERSON/DU' and 'SELECT' data, and a 'Fieldwork end' date.

The right-hand label allows you to make random selections of dwelling units or individuals whenever you come across more than one of either at your selected address.

In addition to the information presented on the ARF labels, the office in Brentwood can assist where you have difficulty locating an address by helping with internet searches to locate the address. There is no asterisk on the selection label (*) to indicate there is a phone number for that address on record in the office, again because feedback from field management indicated that these were seldom used in previous years.

The selection label also has the multiple occupancy indicator (MOI) value. The MOI shows the number of **dwelling units** at a given address according to the Postcode Address File (PAF). Please refer to the MOI value when making a dwelling unit selection. The number of dwelling units that you have identified should, in most instances, match the MOI value (see below for more details on selecting dwelling units).

Other important details on the ARF front page

In the top right hand corner of the ARF is a box for you to fill in the final outcome code.

Also on page 1, there is a box for you to write in the selected person's full name. Below that are boxes to write in the respondents telephone number(s) and email address(es)– these are collected at the end of the interview. If the number is not given, circle the 'Phone number refused' (code 2) and if the email address is refused circle the 'Email Refused' (code 2) below.

Also on page 1, you will see that there is space for you to keep a note of the times, dates and results of all your calls. Please remember to fill this in at each separate visit: it will help you to plan any further visits you may have to make and will help interviewers in case of reissues. **It is especially important to make detailed notes about non-contacts in rural areas, remembering that this info should all be transferred to the admin block, or the reissue interviewer will not see it.**

Note that for each visit you must enter a call status code:

- | | |
|---|-----------------------------|
| 1 | No reply, |
| 2 | Contact made, |
| 3 | Appointment made, |
| 4 | Any CAPI Interviewing done, |
| 5 | Any other status |

Please note that calls made to the respondent on the telephone are recorded separately to actual visits to the sampled address, on page 2.

From here on, you fill in the ARF just like a paper questionnaire.

Section A deals with the **address** and **observations** of the area.

At **A1**, you will see that we are making a distinction between addresses where it is possible to establish if the address is eligible or not and those where you are not sure about the eligibility (e.g. ones where you are not sure whether they are empty). This is in order to calculate response rates more accurately. If possible, check with neighbours to establish the right code. If you are unsure about eligibility, or if you have established that the address is ineligible you are taken to Section D after completing the interviewer observations (see below), otherwise you go to Section B after completing the interviewer observations.

At this point, **A2-A5**, asks you to collect the interviewer observation information **before making contact**. This information will be used in analysing the different characteristics of respondents and non-respondents. Note this information should be collected - before making contact - for all non-deadwood addresses *including office refusals*. Interviewer observations are not required for deadwood addresses (codes 710-790), so if, for example, an address had been demolished you would obviously not be able to complete the interviewer observations for it. However, in a small number of cases you may complete the observations for an address which you only later discover is 'deadwood' (perhaps because you later discover it is vacant or empty). Please don't worry if this happens – we would prefer interviewers to collect the information in all cases before making contact (since we do not want people's assessment of the outside condition of the property to be affected by having been inside), even if this means that in a small number of cases you collect it and then discover the property is 'deadwood'.

Selecting a Dwelling Unit (DU) – Section B

If you find that the address contains two or more dwelling units (DUs) (e.g. a house that has been divided into flats, or a tenement where only the main door number is on the ARF label, not the individual flats), you will record this information at B1.

B3 then takes you through the steps necessary to select a dwelling unit at random, by listing them all in a systematic way and using the selection label on page 1 to choose one at which to seek an interview. This will, in fact, happen only very rarely. But remember it is the exact address as given which counts. If the address on the label is 'Flat 4, 12 London Road', it is that part of accommodation that is the sampled address, not the whole of no.12.

Please note that you should list all of the dwelling units, **both those that are unoccupied as well as those that are occupied**, for the purpose of selecting a dwelling unit as random. If you select at random a dwelling unit that is unoccupied, you must not substitute this with an

occupied dwelling unit. This is to ensure that respondents living in addresses containing two or more dwelling units are not over-represented in the survey.

(If you happen to come across an address with 13 or more dwelling units, there is a look-up table in Section F of the ARF that will tell you which one to select.)

The distinction between **dwelling unit** and **household** sometimes causes confusion. The dwelling unit should be thought of as a home with its own front door. Note that on SSA you only need to consider two stages of selection: selection of dwelling unit and selection of individual. **You do not need to do any selection of households within a dwelling unit.** Once you have selected a dwelling unit, you go straight onto enumerating the adults in that dwelling unit. However, when you start the CAPI interview and fill in the household grid, you are asked at that point to enter all members of the respondent's **household**, according to the definition given in the Interviewer Manual. This may on rare occasions be different to the dwelling unit.

It is essential that - if you need to select a dwelling unit - you follow the rules in making this selection. Only in this way can we be sure that we end up with a truly random sample of dwelling units and adults living there.

If the address on the label is spelt wrong, or is incomplete, you are reminded at **B2** (for addresses with only one dwelling unit) to make any necessary changes on the label. Where you need to make a dwelling unit selection, you will usually need to add details (e.g. the flat number) to the address label. You are reminded to do this at **B4. These details must be included in your CAPI Admin.**

B5 establishes whether the (selected) DU is residential and occupied as a main residence. If so, you are routed to section C; if not (or if you are unsure) you are routed to section D.

Selecting an individual

Section C helps you to select the individual within the address for interview. A useful tactic is to explain at the outset that you have to ask a few questions beforehand to make sure you interview the 'right person' - to ensure that you get a true cross-section of views and give everyone an equal chance to be included. If you can make the person giving the information feel that he or she is helping - and know why it is necessary - you will find it easier to gain co-operation.

Special rules for students

SSA operates eligibility rules for students which are slightly different to other NatCen surveys. This is because with SSA being conducted over the summer, we have previously tended to exclude students both at their term-time address (because they may have given their student accommodation up over the summer) and at their parents' address (because people who lived elsewhere to study are excluded under standard NatCen rules).

If you come across students, you need to follow the following procedure:

- Establish whether the sample address is:
 - 1) their main term-time address (e.g. a rented flat in the university town), or
 - 2) their main out-of-term address (typically their parents' address), or
 - 3) neither.
- Always *include* students in the selection procedure if the sampled address is *either* their main term-time *or* their main out-of-term address (or if the two are the same thing).
- Always *exclude* students from the selection procedure if the sampled address is *neither* their main term-time address *nor* their main out-of-term address (e.g. students staying temporarily with friends).

This should in many cases be easier to operate than the standard NatCen rules as we often find that parents whose children are at college but come home during the holidays tend to count them as being still resident and tend to want to include them in the household. As the survey is conducted over the summer, many students will in fact be at their parents' house, and under these rules they will be eligible there.

After you make contact, you must record at **C1** how many adults (aged 18 or over) there are living at the dwelling unit. On each occasion where there is more than one adult living at the dwelling unit, you must use a random selection procedure to choose one for interview, as follows:

At **C2**, list all resident adults in alphabetical order of their first name or initial. For example, if there are 4 adults in a household called Brian, Maggie, John and Paul:

Person Code	Description
01	B.
02	J.
03	M.
04	P.
05	
06	

By referring to the selection label shown earlier, you will see that person number **3** is to be interviewed, as this is the number printed under '4' on the label.

Please note the following points:

- If there are two people with the same first name, list them in **alphabetical order** of their **full** name. If the full names are the same, list them in order of their **age**, with the eldest first.
- Make sure that you write in the initials – you may be asked to enter these in the admin block if the computer thinks there is a discrepancy in your selection.
- If you are unsure about the number of eligible adults at this point because someone refuses to give you the information, you do not make any contact or another reason, you are directed to specific questions in Section D.

If there are 13 or more adults living at the selected address, use the look-up list in **Section F** of the ARF to tell you which one to select for interview.

A few last points about selecting respondents:

- (i) Any responsible **adult** member of the household may provide the information that you need in order to establish who it is you are to interview. But **never** take information from those aged under **18**.
- (ii) Interview **only** persons living at listed addresses. Never follow anyone to a different address, although you could of course conduct an interview somewhere else (e.g. at work). **No substitutes are permitted, so if the selected person is in hospital or away for the duration of the survey, or too old or too ill to be interviewed, then no interview can take place.**
- (iii) This survey is intended to cover only the population living in **private households** - not those living in institutions. But people can be living as private households within institutional premises. Even if the address you have been given appears to be that of an institution, check that no one is living in a private household on those premises before abandoning the possibility of an interview there.

Once a random selection has been made, no substitute can be taken, even if there is another adult living there who is available and willing to be interviewed.

At **C3** you are asked to write the **full name** of the selected person on the front page of the ARF. If someone refuses to give their name, write in 'Refused'.

Note that in the Admin block, the information requested refers to number of persons in the dwelling unit as collected on the ARF at C1. If this is different to the number of people in the household, you will arrive at a question which notes the discrepancy and asks you to explain the circumstances. Do not be alarmed – this does not necessarily mean you have done anything wrong. Just follow the check questions through and where asked explain what happened (e.g. one person in DU was lodger and not part of household).

Recording outcomes on the ARF

For each person selected we need to know whether an interview was carried out or not. Productive outcomes are covered by D1, and unproductive outcomes (including deadwood and unknown eligibility) by D2 to D7.

D1 is for recording *productive* outcomes. Productive outcome codes are computed by the program and displayed in the Admin block. The outcome code combines whether it is a full or partial productive interview with the self-completion questionnaire outcome as follows:

<u>full interview</u>	110
<u>partial interview</u>	210

Very occasionally, you may not be able to finish an interview, or you may have to leave gaps because a particular respondent is finding it hard to cope. If a respondent does break off the interview part way through (this happens very rarely), you may code it as a 'partial' which will count as a 'productive' interview if you have got as far as LevTax2A. If possible try and see if the respondent would like to finish the interview at another time, perhaps on a different day.

An 'unproductive' partial is one where less than this but at least some attitude questions are completed, and should be coded '440' at **D3**.

If no interview was obtained at an eligible address, you are asked to record why at **D.2, D.3** or **D.4**. This could be because there was no contact (**D.2:** codes 310-323), with: (a) no contact ever made with anyone at the address (310), (b) contact was made at the address but not at the selected DU (321 - obviously this code should only be used if there are several DUs at the address), or (c) contact was made at the (selected) DU but not with a responsible resident adult (322 - e.g. if you only ever spoke to a child) or (d) contact was made but not with the selected person (323). Or it may be because of refusal (**D.3:** codes 410 - 450) or other non-productives (**D4:** codes 510-599).

Several of the codes in D4 and D7 relate to language barriers (540, 850) or the respondent being 'physically or mentally unable/incompetent' to take part (530). Please ensure you have read section 13 of these instructions, on ways of helping different people participate, and considered carefully whether the respondent is really unable to take part before using these codes. We want to ensure that we are not excluding people from participating in *SSA* who could, with some extra support/flexibility, have completed an interview. If in any doubt, please contact your team leader and/or the ScotCen office to discuss before using any of these codes. We have also added a question to the admin block to ask for further details where codes 530, 540 or 850 are used. The information interviewers provide here will be used to monitor whether the survey is excluding people, and to inform thinking about improvements to our procedures that may help more people take part.

D5 has outcome codes for those addresses where eligibility is unknown and you have made no contact (but please check with neighbours where possible). You are routed from codes at A1 and B5.

D6 has outcome codes for ineligible addresses (deadwood), and you are routed from codes at A1, B5 or C1. Before coding an address as non-residential or communal establishment/institution, remember to check that there is no resident private household within the address (e.g. a caretaker's flat).

D7 caters for addresses where eligibility is unknown and you have made contact. You are routed from codes at A1 and B5.

For all non-productives you must:

- Enter the relevant unproductive outcome code in the Admin block in CAPI.
- Complete as much of the Admin block as you can, entering Don't Know (Ctrl+K+Enter) at any questions where you don't have the information.
- Enter the interviewer observation information (Section A2 – A5 on the ARF) in the admin block (for all except addresses immediately identified as 'deadwood')
- **Transmit** the serial number as unproductive.

Remember: you must transmit all unproductive serial numbers.

At **E1**, you are asked to record further details about all outcome codes, apart from productives, i.e. **D.2 – D.7. This extra information is needed for reissues, and must be recorded in your CAPI Admin**, so please make sure you write in as much detail as possible.

Section F is a look-up chart for selection in cases where there are more than 12 DUs at the address or more than 12 persons in the (selected) DU.

P10118.01

SCOTTISH SOCIAL ATTITUDES SURVEY

2013

CODING AND EDIT INSTRUCTIONS

General notes:

- * Partial productives are those questionnaires where question Constit3. LevTax2A has been answered. Please check that serial numbers with outcome code 210 fit this. Partials should be filled out with refusals (Control and R) to the end of the questionnaire. An 'unproductive' partial (outcome code 440) is one where less than this but at least some attitude questions are completed.
- * Please check whether any 'Other (WRITE IN)' answers can be backcoded to existing response options.
- * Where an 'Other (WRITE IN)' question contains 'Don't Know' or 'Refusal' the original question should be recoded 'Don't Know' or 'Refusal' instead of 'Other'.
- * All NotePad notes, whether attached to an open-ended question or not must be read and any 'obvious' recoding done. Please TAB any that you are uncertain about.
- * The NotePad files must be kept and handed over to the research team with the edited qre data file.

CONTACTS – DATA UNIT

KALPNA MOORE – 01277 690143

LYNNE GOLD - 01277 690099

About Scottish Social Attitudes 2013

Scottish Social Attitudes (SSA) is one of ScotCen's best known surveys. Like its sister series, British Social Attitudes, results are widely publicised and used by journalists, academics, politicians, students and charities. Its core aim is to provide reliable information about the changing attitudes and values of the Scottish public. It has tracked the views of people in Scotland since 1999. Every year, around 1,200 - 1,500 people are interviewed on a range of topics.

As with previous years, SSA 2013 features a CAPI questionnaire with a CASI self-completion section at the end.

Here is the basic structure of the interview (NB some of these sections are quite short and some don't have any questions that need to be checked in the edit programme)

- Household grid (repeated from last year and same as BSA)
- Newspaper readership (repeated from last year and same as BSA)
- Party Identification (repeated from last year and same as BSA)
- General attitude questions (including attitudes to benefits, government spending, schools, tuition fees)
- Attitudes to government in Scotland
- Mental health
- Views about the independence referendum
- Policing
- Questions about the impacts of independence
- Attitudes to the NHS and care for older people
- Drinking alcohol
- Questions about Scotland, the UK and devo max
- Questions about satisfaction with own life, local area and volunteering
- Self-completion (CASI)
- Classification and background section (repeated from last year and same as BSA)

In terms of coding, the vast majority of questions that need checked simply involve identifying whether 'other – write in' responses can be back coded to standard response categories.

Contents page

REconFW
SEconFW
WhPaper
WNwSite1 & WNwSite2
PartyFW
NatId
Dole
ExecDo
ConfSEMR
MHCITp
MHV1SHel
MHV3SHel
MHV2SHel
MHV4SHel
CostEff1 and CostEff4
QualSer1 and 4
QualSer2 and 3
CostEff2 and CostEff3
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MUPWhyFa
MUPWhyFb
MUPWhyAa
MUPWhyAb
MUPWhyNa
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MHRecov
MHHind
MHRecM
HIncDif4
ReligiS AND FamReIS
NationU
BNationU
SRSocCL1
PSchQFW

OcSect2
SOC2010
SIC2007
MainInc4

HOUSEHOLD GRID

REconFW

Question type: Other specify

MULTICODE ALL THAT APPLY

CARD A2

Which of these descriptions applied to what you were doing last week, that is the seven days ending last Sunday?

PROBE: Which others? CODE ALL THAT APPLY

Multicoded (Maximum of 11 codes)

- | | |
|----|---|
| 1 | In full-time education (not paid for by employer, including on vacation) |
| 2 | On government training/ employment programme |
| 3 | In paid work (or away temporarily) for at least 10 hours in the week |
| 4 | Waiting to take up paid work already accepted |
| 5 | Unemployed and registered at a JobCentre or JobCentre Plus |
| 6 | Unemployed, not registered, but actively looking for a job (of at least 10 hrs a week) |
| 7 | Unemployed, wanting a job (of at least 10 hrs a week) but not actively looking for a job |
| 8 | Permanently sick or disabled |
| 9 | Wholly retired from work |
| 10 | Looking after the home |
| 11 | (Doing something else) (WRITE IN) |

Code 11 ('Doing something else'):

Check whether any can be recoded 1-10.

SEconFW

Question type: Other specify

MULTICODE ALL THAT APPLY

CARD A2

Which of these descriptions applied to what your (*spouse/partner*) were doing last week, that is the seven days ending last Sunday?

PROBE: Which others? CODE ALL THAT APPLY

Multicoded (Maximum of 11 codes)

- | | |
|----|---|
| 1 | In full-time education (not paid for by employer, including on vacation) |
| 2 | On government training/ employment programme |
| 3 | In paid work (or away temporarily) for at least 10 hours in the week |
| 4 | Waiting to take up paid work already accepted |
| 5 | Unemployed and registered at a JobCentre or JobCentre Plus |
| 6 | Unemployed, not registered, but actively looking for a job (of at least 10 hrs a week) |
| 7 | Unemployed, wanting a job (of at least 10 hrs a week) but not actively looking for a job |
| 8 | Permanently sick or disabled |
| 9 | Wholly retired from work |
| 10 | Looking after the home |
| 11 | (Doing something else) (WRITE IN) |

Code 11 ('Doing something else'):

Check whether any can be recoded 1-10.

NEWSPAPER READERSHIP

WhPaper

Question type: Other specify

Which one do you normally read?

IF MORE THAN ONE: Which one do you read **most** frequently?

- | | |
|----|---|
| 1 | (Scottish) Daily Express |
| 2 | (Scottish) Daily Mail |
| 3 | (Scottish) Daily Mirror |
| 4 | Daily Star |
| 5 | The Sun |
| 6 | Daily Record |
| 7 | Daily Telegraph |
| 8 | Financial Times |
| 9 | The Guardian |
| 10 | The Independent or 'i' |
| 11 | The Times |
| 13 | The Scotsman |
| 14 | The (Glasgow) Herald |
| 15 | The (Aberdeen) Press and Journal |
| 16 | The Courier/ Dundee Courier |
| 17 | Metro |
| 94 | Other Irish/Northern Irish/Scottish regional or local daily morning paper (WRITE IN) |
| 95 | Other (WRITE IN) |
| 96 | MORE THAN ONE PAPER READ WITH EQUAL FREQUENCY |

'The Metro' now has its own separate category – code 17.

Add a code 96 for '**More than one paper read with equal frequency**' and use wherever there are two or more daily morning papers mentioned (exclude 'free sheets' other than The Metro).

Code 94 should be used for **British, Scottish or Irish regional daily morning** papers (DO NOT include any 'free sheets'). Check whether any can be recoded into the main code frame or code 96. This is a list of examples of such daily morning regional papers, which **should** be coded 94:

(Aberdeen) Press & Journal
Birmingham Post
Daily Post (Liverpool)
Daily Post (Wales)
Dundee Courier (& Advertiser)
Eastern Daily Press
East Anglia Daily Times
Irish News
Jang
(Newcastle) Journal
Newsletter (Ulster)
Northern Echo
Western Daily Press
Western Mail
Western Morning News
Yorkshire Post

Note that the following Scottish morning papers should be recoded into the main code frame:

- Scottish Daily Express: code 1
- Scottish Daily Mail: code 2
- Scottish Mirror: code 3
- Daily Record: code 6
- The Scotsman: code 13
- The (Glasgow) Herald: code 14
- The (Aberdeen) Press and Journal (sometimes called the P&J) : code 15
- The (Dundee) Courier: code 16

Any other papers mentioned should be checked for whether they are **daily morning** papers, typing their name into an internet search engine such as www.google.co.uk will probably help.

Please note that the following are **evening or weekly papers** and should therefore be **recoded 'no' at [SReadPap]** if they are the sole paper coded at WhPaper:

(Aberdeen) Evening Express
(Edinburgh) Evening News
(Glasgow) Evening Times
(Dundee) Evening Telegraph
Greenock Telegraph
Paisley Daily Express
Shetland Times
Stirling Observer
West Highland Free Press

See <http://www.scotlandinter.net/news/local-newspapers.html> for a comprehensive list of Scottish local papers.

Code 95 should be used for **other daily morning papers** (e.g. foreign daily morning papers) - do not include free papers. Please check whether any can be recoded as 94.

WNwSite1 & WNwSite2

Question type: Other specify

Which news or newspaper website do you visit most often?

NOTE: IF MENTIONS LOCAL NEWSPAPER WEBSITES, CODE AS 'Other - UK site'. SITES LIKE MSN, GOOGLE OR YAHOO, CODE AS 'Aggregator news service'.

1	BBC News
2	ITV/ITN News
3	Channel 4 News
4	Sky News
5	Reuters
6	Daily Express/Sunday Express
7	Daily Mail or Mail Online/Mail on Sunday
8	Daily Mirror/Sunday Mirror
9	Daily Star
10	The Sun/News of the World
11	Daily Record/Sunday Mail
12	Daily Telegraph/The Sunday Telegraph
13	Financial Times
14	The Guardian/The Observer
15	The Independent/The Independent on Sunday or 'i'
16	The Times/The Sunday Times
17	Metro
18	The People
19	The Scotsman/Scotland on Sunday
20	The Herald/Sunday Herald
21	STV
22	Caledonian Mercury
23	The Press & Journal
24	The Courier/Dundee Courier
94	Aggregator news service (e.g. Google/MSN/Virgin/BT/Yahoo/AOL/Orange)
95	Other - UK site (PLEASE WRITE IN)
96	Other - Foreign site (PLEASE WRITE IN)
97	Other - General (PLEASE WRITE IN)

Code 94 (Aggregator news service (e.g. Google/MSN/Virgin/BT/Yahoo/AOL/Orange)) – This code is for search engine sites that are not primarily about providing news but do offer a news service e.g. MSN, Google, Yahoo, Virgin, Orange, BT, AOL etc.

NB. As a follow up for code 94, Newsp.othaggr.othspec has been added as a variable for capturing further info. Please check details and if any are incorrect backcode to 1 to 24. Otherwise leave as 94.

Code 95 (Other – UK site) – Check whether any can be recoded.

- Code 95 does **NOT** include search engine sites, or sites that are not primarily about providing news e.g. MSN, Google, Yahoo, Virgin, Orange, BT etc. These should be coded as Code 94 (Aggregator news service (e.g. Google/MSN/Virgin/BT/Yahoo/AOL/Orange)).

If in any doubt please 'TAB'.

- Code 95 does include UK local or regional newspaper websites e.g. Edinburgh Evening News.

Code 96 (Other – Foreign site) - Check whether any should be recoded.

It may help to check if a site is a **foreign** news website by typing the name into an internet search engine such as www.google.co.uk. However, only recode if you are absolutely sure that they are a **foreign** news

website - if in any doubt please TAB.

Code 97 (Other – General) - Check whether any can be recoded.

Code 0 (None) is an additional option for Wnwsite2 (asking about second most read news site). If this has been selected but there are also interviewer notes, check whether can be recoded as 1 to 94.

PARTY IDENTIFICATION

PartyFW

Question type: Other specify

IF 'Yes' AT [SupParty] OR 'Yes' AT [ClosePty]: Which one?

IF 'NO'/'DON'T KNOW' AT [ClosePty]: If there were a general election tomorrow, which political party do you think you would be most likely to support?

1	Conservative
2	Labour
3	Liberal Democrat
4	Scottish National Party
6	Green Party
7	United Kingdom Independence Party (UKIP)
8	British National Party (BNP)/ National Front
9	RESPECT/Scottish Socialist Party (SSP)/Solidarity/Socialist Labour
10	Other party/independent candidate (WRITE IN)
11	Other answer (WRITE IN)
12	None
20	Refused to say

Code 10 ('Other party/independent candidate'):

Check whether any can be recoded 1-9, 11-12, DK or 20.

Code 11 ('Other answer'):

Check whether any can be recoded 1-10, 12, DK or 20.

Notes:

- Code 2 includes 'Scottish Labour party'.
- Code 7 includes 'UK Independence', 'Kilroy Silk's party' (BUT NOT 'Kilroy Silk' as he left UKIP in 2005 and Veritas in 2008 and should be coded 11).
- Code 7 does **not** include 'independent party' (without mention of UK), which should be coded 10
- Code 7 does **not** include 'independent' and 'independent candidate' (without mention of UK), which should be coded 11
- Code 9 does **not** include Communist, which should be coded 10
- "undecided", "don't know", etc. can usually be backcoded to DK at PartyFW
- "can't vote", "haven't been living in country long enough", etc. should be coded 12 ('none')
- If two separate parties given, keep as 'other answer'

NatId

Question type: Other specify

CARD (A5)

INTERVIEWER: PLEASE DOUBLE-CHECK RESPONDENT IS REFERRING TO CORRECT SHOWCARD

Which, if any, of the following best describes how you see yourself?

- | | |
|---|------------------------------|
| 1 | Scottish not British |
| 2 | More Scottish than British |
| 3 | Equally Scottish and British |
| 4 | More British than Scottish |
| 5 | British not Scottish |
| 7 | Other description (WRITE IN) |
| 8 | (None of these) |

Code 7 ('Other Description'):

Check whether any can be recoded.

Notes

- *Previous years we have asked a different version of this question if the respondent is English (e.g. English not British, etc.) but this year we are just focussing on Scottish identity – leave any variations on English identity as 'Other description'.*

General attitudes questions - Constit

Dole

Opinions differ about the level of benefits for unemployed people. Which of these two statements comes closest to your own view

READ OUT.

- 1 Low ...benefits for unemployed people are too low and cause hardship
2 High or, benefits for unemployed people are too high and discourage them from finding jobs
3 Neither (Neither)

Code 7 ('Other answer'):

Check whether any can be recoded.

Note

- Repeat from 2010 – instructions below are direct copy

Add code 4: *'Both: Unemployment Benefit causes hardship but can't be higher or there would be no incentive to work'*

Include here if main mention is that benefit discourages people from working, that wages are so low, that benefit is a "disincentive", that minimum wage is too close to benefit level, etc.

In short, any **comparison** of the benefit level to wages - that benefit level in relation to wages means it doesn't pay for people to work, etc.

Add code 5: *'Both: unemployment benefit causes hardship to some, while others do well out of it'*

Here the point is slightly different - that some categories of people gain (unjustly) from getting benefit (unjustly) whilst others suffer.

So here include distinctions made between "genuine" claimants and "scroungers", people with families *versus* young people, differences between North and South, etc.

Add code 6 *'About right/in between'*

All mentions that level of benefit is about right, is enough with careful management, etc.

NB Sometimes there is some difficulty in deciding between codes 4 and 5 - partly because both reasons are given. Need to decide "main reason" - either most elaborated and detailed reason or first mentioned if both mentions are short. The important thing to remember is that code 4 relates the answer to level of **wages** while code 5 is about dividing claimants into two groups. **If in any doubt, please TAB.**

Attitudes to Government in Scotland – CoreB

ExecDo

Question type: Other specify

Here is a list of things the Scottish Government could try and achieve. Which do **you** think should be its highest priority, that is the **most important** thing it should try and do?

Please read through the whole list before deciding

- | | |
|---|---------------------------------|
| 1 | Improve standards of education |
| 2 | Improve housing |
| 3 | Help the economy to grow faster |
| 4 | Improve people's health |
| 5 | Cut crime |
| 6 | Improve the environment |
| 7 | Improve public transport |
| 8 | Other (PLEASE SAY WHAT) |

Code 8 Other (PLEASE SAY WHAT):

Check whether any can be recoded.

ConfSEMR

Question type: Other specify

What is your main reason for saying that?

INTERVIEWER - Explain to respondent how you have coded their answers and check that they agree. If answer cannot be coded into a category, then code as "Other" and write in their response in full.

- 1 NOT CONFIDENT Don't trust official statistics, from personal experience
- 2 Heard / read something bad about official statistics
- 3 Official statistics are difficult to count or measure; not always recorded; unclear or complex definitions
- 4 The Scottish Government/ Executive has a vested interest in the results / interferes in production or collection
- 5 Official statistics are misrepresented or spun by politicians
- 6 Statistics alone do not tell whole story / there is more to it than just the figures

- 7 CONFIDENT Trust official statistics, from personal experience
- 8 Heard / read something good about official statistics
- 9 Official statistics are easy to count or measure; are always recorded; are based on clear definitions
- 10 The Scottish Government/ Executive does not have vested interest in the results / does not interfere in production or collection

- 11 OTHER (please specify)
- 12 Don't know / no opinion / don't understand statistics
- 13 It depends on the type of statistics
- 98 Don't know
- 99 Refusal

Code 11 Other (please specify):

Check whether any can be recoded 1 – 10 or 12 or 13.

Note too that this is a follow up question. The previous question ConfOSSE asks whether respondents are confident or not about government statistics on a scale of 0 – not confident at all to 10 – very confident.

Responses 1 – 6 in ConfSEMR are reasons why a respondent would not be confident and 7 – 10 are reasons why someone would.

Mental Health – Mhealth

MHCITp

Question type: Other specify

CARD D2

From what you know, has anyone close to you ever been told by a doctor or other health professional, that they had one or other of these kinds of specific mental health problems? Just read out the letter or letters that apply.

CODE ALL THAT APPLY

- A "A Alzheimer's disease/Dementia",
- B "B Anxiety disorder",
- C "C Depression",
- D "D Eating disorder (anorexia, bulimia)",
- E "E Manic depression (bipolar affective disorder)",
- F "F Nervous breakdown",
- G "G Obsessive/compulsive behaviour/disorder",
- H "H Panic attacks",
- I "I Personality disorder",
- J "J Phobias (e.g. agoraphobia)",
- K "K Post-natal depression",
- L "L Schizophrenia",
- M "M Self-harm",
- N "N Severe stress",
- O "O Post traumatic stress disorder",
- P "P Yes been told he/she had problem but don't know what it was called",
- Q (96) "Q Other",
- None (97) "None of these"

Code ("Q Other" write in):

Check whether any can be recoded A 1 to P 16.

MHV1SHel

Question type: Other specify

CARD D3

Say it was possible for Andy to get help from some people or other sources. Which of the following would be the best 3 sources of help?

CODE UP TO 3

- | | |
|----|---|
| 1 | A family member |
| 2 | A friend or neighbour |
| 3 | A family doctor |
| 4 | A specialist mental health professional e.g. psychiatrist, counsellor |
| 5 | A charity or voluntary organisation |
| 6 | Someone with the same problem |
| 7 | Self-help methods eg. book or website |
| 8 | No one could really help |
| 96 | Someone else (Please say who) |
| 97 | SPONTANEOUS ONLY: None of these |

Code 96 someone else (Please say who): Check whether any can be recoded 1 – 8.

Note

- While this question is generally asking about the *people* someone with mental health problems can receive support from, if respondent answers 96 with an example of a book or website that could provide help please code as 7.
- This question is routed as a split sample with different versions of the preamble resulting in MHV1SHel, MHV2SHel, MHV3SHel and MHV4SHel. This doesn't affect coding (all are treated the same) but is just mentioned here to avoid any confusion.

MHV3SHel

Question type: Other specify

"CARD D3

Say it was possible for Andy to get help from some people or other sources. Which of the following would be the best 3 sources of help?

CODE UP TO 3

- | | |
|----|---|
| 1 | A family member |
| 2 | A friend or neighbour |
| 3 | A family doctor |
| 4 | A specialist mental health professional e.g. psychiatrist, counsellor |
| 5 | A charity or voluntary organisation |
| 6 | Someone with the same problem |
| 7 | Self-help methods eg. book or website |
| 8 | No one could really help |
| 96 | Someone else (Please say who) |
| 97 | SPONTANEOUS ONLY: None of these |

Code 96 someone else (Please say who): Check whether any can be recoded 1 – 8.

Note

- While this question is generally asking about the *people* someone with mental health problems can receive support from, if respondent answers 96 with an example of a book or website that could provide help please code as 7.
- This question is routed as a split sample with different versions of the preamble resulting in MHV1SHel, MHV2SHel, MHV3SHel and MHV4SHel. This doesn't affect coding (all are treated the same) but is just mentioned here to avoid any confusion.

MHV2SHel

Question type: other please specify

TURN BACK TO CARD D3

Say it was possible for Stephen to get help from some people or other sources. Which of the following would be the best 3 sources of help?

CODE UP TO 3

1	A family member
2	A friend or neighbour
3	A family doctor
4	A specialist mental health professional e.g. psychiatrist, counsellor
5	A charity or voluntary organisation
6	Someone with the same problem
7	Self-help methods eg. book or website
8	No one could really help
96	Someone else (Please say who)
97	SPONTANEOUS ONLY: None of these

Code 96 someone else (Please say who): Check whether any can be recoded 1 – 8.

Note

- While this question is generally asking about the *people* someone with mental health problems can receive support from, if respondent answers 96 with an example of a book or website that could provide help please code as 7.
- This question is routed as a split sample with different versions of the preamble resulting in MHV1SHel, MHV2SHel, MHV3SHel and MHV4SHel. This doesn't affect coding (all are treated the same) but is just mentioned here to avoid any confusion.

MHV4SHel

Question type: other please specify

TURN BACK TO CARD D3

Say it was possible for Stephen to get help from some people or other sources. Which of the following would be the best 3 sources of help?

CODE UP TO 3

1	A family member
2	A friend or neighbour
3	A family doctor
4	A specialist mental health professional e.g. psychiatrist, counsellor
5	A charity or voluntary organisation
6	Someone with the same problem
7	Self-help methods eg. book or website
8	No one could really help
96	Someone else (Please say who)
97	SPONTANEOUS ONLY: None of these

Code 96 someone else (Please say who): Check whether any can be recoded 1 – 8.

Note

- While this question is generally asking about the *people* someone with mental health problems can receive support from, if respondent answers 96 with an example of a book or website that could provide help please code as 7.
- This question is routed as a split sample with different versions of the preamble resulting in MHV1SHel, MHV2SHel, MHV3SHel and MHV4SHel. This doesn't affect coding (all are treated the same) but is just mentioned here to avoid any confusion.

Attitudes to the NHS and care for older people – Core

NB: The order in which versions of CostEff and QualSer were asked varied, so that half the sample were asked about charities providing care first, and half were asked about private companies providing such services first. This was in order to assess whether people's attitudes to charity involvement in providing services were impacted by their attitudes to private companies providing them (or vice versa).

Odd serial numbers were asked about private companies first (see [CostEff1] to [QualSer2] in dataset); evens were asked about charities first (see [CostEff3] to [QualSer4] in dataset).

All back codes should be applied the same way for different versions of these variables so the routing doesn't affect this – just means variable names and order might look odd.

CostEff1 and CostEff4 (ultimately be the same derived variable CostEffA)

Question type: Other specify

Older people can sometimes need regular help with things like getting washed and dressed, and getting a meal ready.

Some people think that private companies run services for older people more cost effectively. Others think the government runs more cost effective services. If they were free to the people who use them, who do you think would be better at running such services cost-effectively?

- | | |
|---|------------------------------|
| 1 | Definitely government |
| 2 | Probably government |
| 3 | Probably private companies |
| 4 | Definitely private companies |
| 5 | (Neither/other answer) |
| 6 | (Same/no difference) |
| 8 | (Don't know) |
| 9 | (Refusal) |

Code 5 Neither/ other answer (please state): Check whether any additional text can be recoded as 1 to 4.

QualSer1 and QualSer4 (ultimately be the same derived variable QualSerA)

Question type: Other specify

And again if the services were free to the people who use them, who do you think would provide the best **quality** service for older people who need regular help?

- | | |
|---|------------------------------|
| 1 | Definitely government |
| 2 | Probably government |
| 3 | Probably private companies |
| 4 | Definitely private companies |
| 5 | (Neither/other answer) |
| 6 | (Same/no difference) |
| 8 | (Don't know) |
| 9 | (Refusal) |

Code 5 Neither/ other answer (please state): Check whether any additional text can be recoded as 1 to 4.

CostEff2 and CostEff3 (ultimately be the same derived variable CostEffB)

Question type: Other specify

Older people can sometimes need regular help with things like getting washed and dressed, and getting a meal ready.

Some people think that charities or other 'not for profit' organisations run services for older people more cost effectively. Others think the government runs more cost effective services.

If they were free to the people who use them, who do you think would be best at running such services cost-effectively?

- | | |
|---|--|
| 1 | Definitely government |
| 2 | Probably government |
| 3 | Probably charities or 'not for profit' organisations |
| 4 | Definitely charities or 'not for profit' organisations |
| 5 | (Neither/other answer) |
| 6 | (Same/no difference) |
| 8 | (Don't know) |
| 9 | (Refusal) |

Code 5 Neither/ other answer (please state): Check whether any can be recoded.

QualSer2 and QualSer3 (ultimately be the same derived variable QualSerB)

Question type: Other specify

And again if the services were free to the people who use them, who do you think would provide the best quality service for older people who need regular help?

- | | |
|---|--|
| 1 | Definitely government |
| 2 | Probably government |
| 3 | Probably charities or 'not for profit' organisations |
| 4 | Definitely charities or 'not for profit' organisations |
| 5 | (Neither/other answer) |
| 6 | (Same/no difference) |
| 8 | (Don't know) |
| 9 | (Refusal) |

Code 5 Neither/ other answer (please state): Check whether any can be recoded.

Attitudes to alcohol - drinking

DrugSMHm

Question type: other specify

CARD J1

This card shows a list of some legal and illegal drugs.

Please can you read through the whole list and pick the drug Still looking at the list, which drug do you think causes the most problems for Scotland as a whole?

1. Alcohol
2. Cannabis
3. Cocaine (Coke)
4. Crack Cocaine
5. Ecstasy
6. Heroin
7. Tobacco
8. (All equally harmful)
9. (None of these are harmful)
10. (Other – write in)

Code 10 (other – write in) – check whether can be recoded to 1 – 9

MUPWhyFa

Question type: Other specify

NB: Some routing here. We have programmed several versions of the MUPWhy question about why people would be for or against Minimum Unit Pricing in follow up to previous question MUPGen.

One (asked of odd serials) with showcard starting with 'To help stop people drinking too much in general' and running to 'To help tackle problems/issues caused by alcohol generally'; one (asked of even serials) with showcard starting with 'To help tackle problems/issues caused by alcohol' and running to 'To help stop people drinking too much in general'. This is to try and reduce answer selection bias (tendency of people to pick answers nearer top of showcard). NB the showcards should not have numbers next to the options for this question.

ASK AT EVEN NUMBERS IF IN FAVOUR (STRONGLY OR SOMEWHAT) AT MUPGen

CARD J5

Why would you say you are in favour of having a minimum price for different alcoholic drinks?

PROBE: What other reasons?

CODE ALL THAT APPLY

- | | |
|----|---|
| 1. | To help stop people drinking too much in general |
| 2. | To help stop young people drinking / drinking too much |
| 3. | To help tackle problems with particular strong drinks (e.g. strong cider, buckfast) |
| 4. | To help tackle problems from cheap drink |
| 5. | To help tackle problem behaviour from drinking |
| 6. | To help tackle health problems from drinking |
| 7. | To help tackle problems/issues caused by alcohol generally |
| 8. | Some other reason (PLEASE SAY WHAT) |

Code 8 Some other reason (please say what): Check whether any can be recoded 1-7. Any that can't leave as 8.

MUPWhyFb

Question type: Other specify (see note at MUPWhyFa for routing details if needed)

ASK AT ODD NUMBERS IF AGAINST (STRONGLY OR SOMEWHAT) AT MUPGen MUPWhyAa

CARD J6

Why would you say you are against having a minimum price for different alcoholic drinks?

PROBE: What other reasons?

CODE ALL THAT APPLY

- | |
|---|
| <ol style="list-style-type: none">1. To help tackle problems/issues caused by alcohol generally2. To help tackle health problems from drinking3. To help tackle problem behaviour from drinking4. To help tackle problems from cheap drink5. To help tackle problems with particular strong drinks (e.g. strong cider, buckfast)6. To help stop young people drinking / drinking too much7. To help stop people drinking too much in general8. Some other reason (PLEASE SAY WHAT) |
|---|

Code 8 Some other reason (please say what): Check whether any can be recoded 1-7. Any that can't leave as 8.

MUPWhyAa

Question type: Other specify (see note at MUPWhyFa for routing details if needed)

ASK AT EVEN NUMBERS IF AGAINST (STRONGLY OR SOMEWHAT) AT MUPGen

CARD J7

Why would you say you are against having a minimum price for different alcoholic drinks?

PROBE: What other reasons?

CODE ALL THAT APPLY

- | |
|---|
| <ol style="list-style-type: none">1. Won't make any difference to how much people drink2. Won't make any difference to heavy drinkers3. If people want to drink, they will whatever the price4. Punishes those who are less well off5. Punishes everyone for what some drinkers do6. State should not interfere7. Should be up to individuals how they spend their money8. Some other reason (PLEASE SAY WHAT) |
|---|

Code 8 Some other reason (please say what): Check whether any can be recoded 1-7. Any that can't leave as 8.

MUPWhyAb

Question type: Other specify (see note at MUPWhyFa for routing details if needed)

ASK AT EVEN NUMBERS IF AGAINST (STRONGLY OR SOMEWHAT) AT MUPGen

CARD J8

Why would you say you are against having a minimum price for different alcoholic drinks?

PROBE: What other reasons?

CODE ALL THAT APPLY

- | | |
|----|--|
| 1. | Should be up to individuals how they spend their money |
| 2. | State should not interfere |
| 3. | Punishes everyone for what some drinkers do |
| 4. | Punishes those who are less well off |
| 5. | If people want to drink, they will whatever the price |
| 6. | Won't make any difference to heavy drinkers |
| 7. | Won't make any difference to how much people drink |
| 8. | Some other reason (PLEASE SAY WHAT) |

Code 8 Some other reason (please say what): Check whether any can be recoded 1-7. Any that can't leave as 8.

MUPWhyNa

Question type: Other specify (see note at MUPWhyFa for routing details if needed)

ASK AT ODD NUMBERS IF NEITHER IN FAVOUR NOR AGAINST AT MUPGen

CARD J7

Why would you say you are in neither in favour nor against having a minimum price for different alcoholic drinks?

PROBE: What other reasons?

CODE ALL THAT APPLY

- | | |
|----|--|
| 1. | Won't make any difference to how much people drink |
| 2. | Won't make any difference to heavy drinkers |
| 3. | If people want to drink, they will whatever the price |
| 4. | Punishes those who are less well off |
| 5. | Punishes everyone for what some drinkers do |
| 6. | State should not interfere |
| 7. | Should be up to individuals how they spend their money |
| 8. | Some other reason (PLEASE SAY WHAT) |

Code 8 Some other reason (please say what): Check whether any can be recoded 1-7. Any that can't leave as 8.

MUPWhyNb

Question type: Other specify (see note at MUPWhyFa for routing details if needed)

ASK AT EVEN NUMBERS IF NEITHER IN FAVOUR NOR AGAINST AT MUPGen

CARD J8

Why would you say you are in neither in favour nor against having a minimum price for different alcoholic drinks?

PROBE: What other reasons?

CODE ALL THAT APPLY

- | | |
|----|--|
| 1. | Should be up to individuals how they spend their money |
| 2. | State should not interfere |
| 3. | Punishes everyone for what some drinkers do |
| 4. | Punishes those who are less well off |
| 5. | If people want to drink, they will whatever the price |
| 6. | Won't make any difference to heavy drinkers |
| 7. | Won't make any difference to how much people drink |
| 8. | Some other reason (PLEASE SAY WHAT) |

Code 8 Some other reason (please say what): Check whether any can be recoded 1-7. Any that can't leave as 8.

Beerunit

Question type – check figure entered if interviewer has left a note

We are interested to know what people understand by a unit of alcohol. How many units **do you think** there are in a pint of normal strength beer, or are you not sure?

ONLY USE 'DON'T KNOW' IF UNABLE TO GIVE A NUMBER. IF RESPONDENT SAYS, E.G., '3 BUT I'M NOT SURE', PLEASE ENTER 3.

TYPE IN NUMBER. IF RESPONDENT GIVES A RANGE (E.G. 3 OR 4), PLEASE ENTER HIGHEST FIGURE GIVEN, ROUNDED UP TO THE NEAREST WHOLE NUMBER.

FOR DON'T KNOW, USE CTRL-K.

Range: 1 ... 96	
(Not heard of units)	97
(Don't know)	98
(Refused)	99

If two figures given in interviewer notes, code as higher figure.

NB – whether or not soft check was activated or not isn't relevant, only recode if two figures are included in notes.

sprtunit

Question type – check figure entered if interviewer has left a note

How many units do you think there are in a standard pub measure of spirits? For example whisky or gin. Or are you not sure?

ONLY USE 'DON'T KNOW' IF UNABLE TO GIVE A NUMBER. IF RESPONDENT SAYS, E.G., '3 BUT I'M NOT SURE', PLEASE ENTER 3.

TYPE IN NUMBER. IF RESPONDENT GIVES A RANGE (E.G. 3 OR 4), PLEASE ENTER HIGHEST FIGURE GIVEN, ROUNDED UP TO THE NEAREST WHOLE NUMBER.

FOR DON'T KNOW, USE CTRL-K.

Range: 1 ... 96	
(Not heard of units)	97
(Don't know)	98
(Refused)	99

If two figures given in interviewer notes, code as higher figure.

NB – whether or not soft check was activated or not isn't relevant, only recode if two figures are included in notes.

Wineunit

Question type – check figure entered if interviewer has left a note

How many units do you think there are in a normal bottle of wine, or are you not sure?

ONLY USE 'DON'T KNOW' IF UNABLE TO GIVE A NUMBER. IF RESPONDENT SAYS, E.G., '3 BUT I'M NOT SURE', PLEASE ENTER 3.

TYPE IN NUMBER. IF RESPONDENT GIVES A RANGE (E.G. 3 OR 4), PLEASE ENTER HIGHEST

FIGURE GIVEN, ROUNDED UP TO THE NEAREST WHOLE NUMBER.
FOR DON'T KNOW, USE CTRL-K.

Range: 1 ... 96	
(Not heard of units)	97
(Don't know)	98
(Refused)	99

If two figures given in interviewer notes, code as higher figure.
NB – whether or not soft check was activated or not isn't relevant, only recode if two figures are included in notes.

Glasunit

Question type – check figure entered if interviewer has left a note

SHOWCARD J10 – to show actual size picture of wine glass as used on SHeS.
Finally, how many units do you think there are in a 175 millilitre glass of wine like the one shown on the card, or are you not sure?

ONLY USE 'DON'T KNOW' IF UNABLE TO GIVE A NUMBER. IF RESPONDENT SAYS, E.G., '3 BUT I'M NOT SURE', PLEASE ENTER 3.

TYPE IN NUMBER. IF RESPONDENT GIVES A RANGE (E.G. 3 OR 4), PLEASE ENTER HIGHEST FIGURE GIVEN, ROUNDED UP TO THE NEAREST WHOLE NUMBER.

FOR DON'T KNOW, USE CTRL-K.

Range: 1 ... 96	
(Not heard of units)	97
(Don't know)	98
(Refused)	99

If two figures given in interviewer notes, code as higher figure.
NB – whether or not soft check was activated or not isn't relevant, only recode if two figures are included in notes.

UnitMen

Question type – check figure entered

The government currently advises people not to drink more than a certain number of units of alcohol a day. What do you think is the current recommended maximum number of units per day for men or are you not sure?

TYPE IN NUMBER. IF RESPONDENT GIVES A RANGE (E.G. 3 OR 4), PLEASE PROBE FOR MAXIMUM.
FOR DON'T KNOW, USE CTRL-K.

Range: 1 ... 96	
(Not heard of units)	97
(Don't know)	98
(Refused)	99

If two figures given in interviewer notes, code as higher figure.
NB – whether or not soft check was activated or not isn't relevant, only recode if two figures are included in notes.

UnitWomn

Question type – check figure entered

And for women? (What do you think is the current recommended maximum number of units per day for them, or are you not sure?)

TYPE IN NUMBER. IF RESPONDENT GIVES A RANGE (E.G. 3 OR 4), PLEASE PROBE FOR MAXIMUM.
FOR DON'T KNOW, USE CTRL-K.

Range: 1 ... 96	
(Not heard of units)	97
(Don't know)	98
(Refused)	99

If two figures given in interviewer notes, code as higher figure.
NB – whether or not soft check was activated or not isn't relevant, only recode if two figures are included in notes.

Questions on Scotland, the UK and Devo Max – constit3

NB.this set of questions same as BSA and directions below have been copied from them for consistency.

LevTax2A

Thinking about the basic rate of income tax, should this... READ OUT...

- | | |
|---|---|
| 1 | ...always be the same in Scotland as it is in England |
| 2 | or, is it OK for it to be different in Scotland - either higher or lower - than it is in England? |
| 3 | (Depends - Write In) |
| 8 | (Don't know) |
| 9 | (Refusal) |

Code 3 ('Depends – Write In') Check whether any can be recoded as 1 or 2.

LevOAPA

And what about the old age pension paid out by the government? Should this... READ OUT...

- | | |
|---|---|
| 1 | ...always be the same in Scotland as it is in England |
| 2 | or, is it OK for it to be different in Scotland - either higher or lower - than it is in England? |
| 3 | (Depends - Write In) |
| 8 | (Don't know) |
| 9 | (Refusal) |

Code 3 ('Depends – Write In') Check whether any can be recoded as 1 or 2.

TaxScUK

Regardless of what happens at present, how do you think the money raised by the income tax paid by people in Scotland should be used? Should it be used to help pay for public services across the UK as a whole, or should it be used to help pay for services in Scotland only.

- | | |
|---|--|
| 1 | Public services across the UK as a whole |
| 2 | Public services in Scotland only |
| 3 | It depends (WRITE IN) |

Code 3 ('Depends – Write In') Check whether any can be recoded as 1 or 2.

OilScUK

(And again regardless of what happens at present,) how do you think the money raised through taxes on North Sea Oil in Scottish waters should be used? Should it be used to help pay for public services across the UK as a whole, or should it be used to help pay for services in Scotland only.

- | | |
|---|--|
| 1 | Public services across the UK as a whole |
| 2 | Public services in Scotland only |
| 3 | It depends (WRITE IN) |

Code 3 ('Depends – Write In')

Check whether any can be recoded as 1 or 2.

BenScUK

What about the cost of paying benefits to people in Scotland who lose their job through no fault of their own? Regardless of what happens at present, should the money to pay this come from the taxes collected across the UK as a whole, or from those collected in Scotland only?

- | | |
|---|--|
| 1 | Taxes collected across the UK as a whole |
| 2 | Taxes collected in Scotland only |
| 3 | It depends (WRITE IN) |

Code 3 ('Depends – Write In')

Check whether any can be recoded as 1 or 2.

PenScUK

And what about the cost of paying the government old age pension to people in Scotland? (Regardless of what happens at present,) should the money to pay this come from the taxes collected across the UK as a whole, or from those collected in Scotland only?

- | | |
|---|--|
| 1 | Taxes collected across the UK as a whole |
| 2 | Taxes collected in Scotland only |
| 3 | It depends (WRITE IN) |

Code 3 ('Depends – Write In')

Check whether any can be recoded as 1 or 2.

Questions about life satisfaction – CoreC

EvDFW2

Question type: code if any notes

SHOW CARD F7

In the last few years, have you ever done any of the things on this card as a way of registering what you personally thought about an issue?

IF 'YES': Which ones?

PROBE: Any others?

CODE ALL THAT APPLY

Multicoded (Maximum of 15 codes)

- | | |
|----|--|
| 0 | (No, have not done any of these) |
| 1 | Contacted an MP or MSP |
| 2 | Contacted a government department directly |
| 3 | Contacted my local council |
| 4 | Responded to a consultation document |
| 5 | Attended a public meeting |
| 6 | Contacted radio, TV or a newspaper |
| 7 | Signed a petition (including online petitions) |
| 8 | Raised the issue in an organisation I already belong to |
| 9 | Gone on a protest or demonstration |
| 10 | Attended an event organised as part of a consultation exercise |
| 11 | Spoken to an influential person |
| 12 | Formed a group of like-minded people |
| 13 | Joined an existing organisation |
| 14 | Actively took part in a campaign (e.g. leafleting, stuffing envelopes etc) |
| 15 | Given money to a campaign or organisation |
| 98 | Don't know |
| 99 | Refusal |

If interviewer has left notes, see if can be coded 1 – 15. No need to check whether interview had a soft check on this or not.

CASI

XResSC

"Type in reason for partial/non-completion."

Please check answers and check whether can be recoded at ResSC 2 or 3.

MHSfTp

Question type – check other

SHOWCARD G Have you ever been told by a doctor or other health professional, that you personally have had one or other of these kinds of specific mental health problems? Please choose all that apply.

Yes:

- 1 Alzheimer's disease/Dementia
- 2 Anxiety disorder
- 3 Depression
- 4 Eating disorder (anorexia, bulimia)
- 5 Manic depression (bipolar affective disorder)
- 6 Nervous breakdown
- 7 Obsessive/compulsive behaviour/disorder
- 8 Panic attacks
- 9 Personality disorder
- 10 Phobias (e.g. agoraphobia)
- 11 Post-natal depression
- 12 Schizophrenia
- 13 Self-harm
- 14 Severe stress
- 15 Post traumatic stress disorder
- 16 Yes been told I had a mental health problem but don't know what it is called
- 17 Other (PLEASE WRITE IN)
- 18 None of these
- 19 (Can't choose)

Code Other – see if can be coded as condition from list 1 to 16.

MHAtt

Question type – check other

SHOWCARD I Have you experienced any of the following as a result of other people's attitudes towards your mental health problem(s)? Please choose all that apply.

- 1 Discouraged from participating in social events, such as going out with friends
- 2 Discouraged from participating in children's school based activities
- 3 Discouraged from taking part in local community life
- 4 Discouraged from going on holiday
- 5 Been refused a job
- 6 Been overlooked/refused for promotion
- 7 Verbally abused in public
- 8 Verbally abused within the family
- 9 Physically abused in public
- 10 Physically abused within the family
- 11 Graffiti or rubbish targeted at the home
- 12 Experienced discrimination at work
- 13 Other (PLEASE WRITE IN)
- 14 None of these
- 15 (Can't choose)

Code 13 Other (Please write in) – see if can be coded as 1 to 12

MHRecov

Question type – check other

SHOWCARD J Thinking again about the mental health problem(s) you have experienced, which two or three, if any, of the following were most important in supporting your recovery? Please choose up to 3 answers.

- 1 Finding out more about mental health (e.g. through support groups, leaflets, web information etc.)
- 2 Medication
- 3 Other forms of treatment/therapy (e.g. psychology, counselling, alternative treatments, support groups)
- 4 Developing my own coping strategies
- 5 Support from colleagues/work
- 6 Support from family or friends
- 7 Support from people with a similar experience
- 8 Having something worthwhile to do during the day (e.g. work, volunteering education, hobbies etc.)
- 9 Having a chance to contribute and be valued
- 10 Having others believe in me
- 11 Having belief in myself
- 12 Other (PLEASE WRITE IN)
- 13 I don't believe myself to be in recovery
- 14 None of these
- 15 (Can't choose)

Code 12 Other – see if can be coded as 1 to 11 or 13

MHHind

Question type – check other

SHOWCARD K And what factors, if any, have most hindered your recovery?
Please choose up to 3 answers.

- 1 Not acknowledging I had a problem
- 2 Not feeling able to tell people about my mental health problem
- 3 Negative attitudes of people around me
- 4 Not being able to access appropriate services or treatment
- 5 Not getting the right medication
- 6 Continuing to experience symptoms
- 7 Lack of support or understanding from family or friends
- 8 Lack of support or understanding from colleagues/work
- 9 Lack of access to employment, education or training opportunities
- 10 Not understanding what was going on
- 11 Other (PLEASE WRITE IN)
- 12 None of these
- 13 Can't Choose

Code 11 Other – see if can be coded as 1 to 10

MHRecM

Question type – check other

What does recovery mean to you? Please choose all that apply.

- 1 Having a satisfying and fulfilling life
- 2 Taking charge of my life again
- 3 Getting back to normal
- 4 Fewer symptoms
- 5 Feeling able to cope in general
- 6 Getting back to work
- 7 Taking up training or education opportunities
- 8 No longer needing treatment or services (including medication)
- 9 Getting involved in activities I enjoy
- 10 Feeling more able to socialise
- 11 Getting more sleep
- 12 Other (PLEASE WRITE IN)
- 13 None of these
- 14 Can't choose

Code 12 Other – see if can be coded as 1 to 11

Classification section – Classif

HIncDif4

Question type: Other specify

CARD M1

Which of the phrases on this card would you say comes closest to your feelings about your household's income these days?

- 1 Living really comfortably on present income
- 2 Living comfortably on present income
- 3 Neither comfortable nor struggling on present income
- 4 Struggling on present income
- 5 Really struggling on present income
- 6 Other answer (WRITE IN)

If code 6 Other answer (WRITE IN) – see if can be coded to 1 - 5

ReligiS AND FamReIS

Question type: Other specify

Do you regard yourself as belonging to any particular religion?

IF YES: Which?

DO NOT PROMPT.

0	No religion
1	Christian - no denomination
2	Roman Catholic
3	Church of England/ Anglican/ Episcopal/ Church in Wales
4	Church of Scotland
5	Free church / Free Presbyterian
6	Methodist - including Wesleyan
7	Baptist
8	United Reformed Church/ Congregational
9	Brethren
10	Other Protestant (WRITE IN)
11	Other Christian (WRITE IN)
12	Jewish
13	Hindu
14	Islam/Muslim
15	Sikh
16	Buddhist
17	Other non-Christian (WRITE IN)

Code 10 ('Other Protestant'):

Check whether any can be recoded.

'Other Protestant' should include members of any church that separated from the Catholic Church in the sixteenth century, or any church, chapel or group that separated from a church that itself separated from the Catholic Church in the 16th century. In practice, this means any **Western** Christian church that is not Catholic.

Also included would be people who say "Protestant", but do not name any specific church or denomination.

So included under other Protestant would be any of the following:

- Apostolic Church
- Church of Christ
- Church of God
- Church of Nazarene
- Church of Sweden
- Christadelphians
- Christian Scientist
- Community Christian Fellowship
- Covenanter
- Dutch Reform Church
- Elim
- English Church Mission
- Evangelical; Evangelical Christian

Free Presbyterian
German Evangelist
House Church Movement
Independent Chapel
'Interdenominational'
Jehovah's Witness
Lutheran
Moravian
Mormon (Jesus Christ of Latter Day Saints)
New Jerusalem Church
New Testament Church
'Non-conformist'
Pentecostal
Presbyterian
Reformed Presbyterian
Salvation Army
Seventh Day Adventist
Society of Friends/Quakers
Unitarian

Please note the following:

- "United Free Church" to be coded "United Reformed Church (URC)/ Congregational"
- "Congregational" should be coded "United Reformed Church (URC)/ Congregational"
- "Independent Methodist" and "Wesleyan Reform" to be coded under "Methodist";
- Church in Wales and Church of Ireland (which are both Anglican churches) to be coded "Church of England"

Code 11 ('Other Christian'):

Check whether any can be recoded.

'Other Christian' should include any of the ORTHODOX churches - that is churches which developed separately from the Catholic Church, or split from it before the 16th century, and are either the **Eastern** or **Greek** branches of Christianity.

So included under this category would be:

Christian Orthodox
Greek Orthodox
Russian Orthodox
Serbian Orthodox

Code 17 ('Other non-Christian'):

Check whether any can be recoded.

'Other non-Christian' can include other clearly non-Christian religions. Examples might be:

Baha'i
Believer in God, but not Christian
Church of God of Prophecy
Hare Krishna
Humanist
Satanist
Spirit worship
Spiritualist
Wicca, or white witchcraft

NationU

Question type: other specify

MULTICODE (MAX 9 CODES)

CARD H2

Please say which, if any, of the words on this card describes the way **you** think of **yourself**. Please choose as many or as few as apply.

PROBE: Which others?

Multicoded (Maximum of 9 codes)

- | | |
|----|-------------------------|
| 1 | British |
| 2 | English |
| 3 | European |
| 4 | Irish |
| 5 | Northern Irish |
| 6 | Scottish |
| 7 | Ulster |
| 8 | Welsh |
| 9 | Other answer (WRITE IN) |
| 10 | (None of these) |

EDIT CODES:

- | | |
|----|--------------------------------------|
| 11 | OTHER - ASIAN MENTIONED |
| 12 | OTHER - AFRICAN /CARIBBEAN MENTIONED |

Code 9 ('Other answer'):

Check whether any can be recoded 1 to 8, 11 or 12.

Important note: code 3 ('European') should only include people who said 'European', 'EU' and similar, not people who gave other European identities, e.g. 'Greek'.

Another important note: 'Cornish' (or any other similar) should not be recoded, but should be left as 9 'other answer'. It could imply 'English' as easily as 'British' and therefore must imply neither.

Yet another: in contrast to the treatment of code 3, codes 11 and 12 should include all who mentioned any country or nationality from (respectively) Asia or Africa / the Carribean, for example "Indian" should be coded 11, "Zimbabwe" should be coded 12.

BNationU

Question type: other specify

CARD H2 AGAIN

And if you had to choose, which one **best** describes the way you think of yourself?

- | | |
|----|-------------------------|
| 1 | British |
| 2 | English |
| 3 | European |
| 4 | Irish |
| 5 | Northern Irish |
| 6 | Scottish |
| 7 | Ulster |
| 8 | Welsh |
| 9 | Other answer (WRITE IN) |
| 10 | (None of these) |

EDIT CODES:

- | | |
|----|--------------------------------------|
| 11 | OTHER - ASIAN MENTIONED |
| 12 | OTHER - AFRICAN /CARIBBEAN MENTIONED |

Code 9 ('Other answer'):

Check whether any can be recoded.

Important note: code 3 ('European') should only include people who said 'European', 'EU' and similar, not people who gave other European identities, e.g. 'Greek'.

Another important note: 'Cornish' (or any other similar) should not be recoded, but should be left as 9 'other answer'. It could imply 'English' as easily as 'British' and therefore must imply neither.

Yet another: in contrast to the treatment of code 3, codes 11 and 12 should include all who mentioned any country or nationality from (respectively) Asia or Africa / the Caribbean, for example "Indian" should be coded 11, "Zimbabwe" should be coded 12.

RaceOri3

Question type: other specify

CARD H3

To which of these groups do you consider you belong?

- | | |
|----|-----------------------------------|
| 1 | Black: of African origin |
| 2 | Black: of Caribbean origin |
| 3 | Black: of other origin (WRITE IN) |
| 4 | Asian: of Indian origin |
| 5 | Asian: of Pakistani origin |
| 6 | Asian: of Bangladeshi origin |
| 7 | Asian: of Chinese origin |
| 8 | Asian: of other origin (WRITE IN) |
| 9 | White |
| 10 | Mixed origin (WRITE IN) |
| 11 | Other (WRITE IN) |

Code 3 ('Black of other origin'):

Check whether any can be recoded.

Code 8 ('Asian of other origin'):

Check whether any can be recoded.

Code 10 ('Mixed origin'):

Check whether any can be recoded.

Recode "mixed Asian" (e.g. "Turkish/Kurdish") as 'Other Asian' (code 8).

Code 11 ('Other'):

Check whether any can be recoded.

NOTE: do not code 'British', 'Scottish', 'English' etc. as 9, unless it also explicitly says 'white'.

SR SocCL1

Question type – other specify

Do you ever think of yourself as belonging to any particular class? IF YES: Which class is that?

- | |
|--|
| <p>1 Yes, middle class
2 Yes, working class
3 Yes, other (WRITE IN)
4 No</p> |
|--|

Code 3 – check whether any can be recoded to 1 or 2

PSchQFW

Question type:

Q735 CARD H5 AGAIN

Which ones? PROBE: Which others?

PROBE FOR CORRECT LEVEL

Multicoded (Maximum of 25 codes)

1	Univ/CNAA first degree/diploma
2	Postgraduate degree
3	Teacher training qualification
4	Nursing qualification
5	Foundation/advanced modern apprenticeship
6	Other recognised trade apprenticeship
7	OCR/RSA - (Vocational) Certificate
8	OCR/RSA - (First) Diploma
9	OCR/RSA - Advanced Diploma
10	OCR/RSA - Higher Diploma
11	Other clerical, commercial qualification
12	City&Guilds - Level 1/ Part I
13	City&Guilds - Level 2/ Craft/ Intermediate/ Ordinary/ Part II
14	City&Guilds - Level 3/ Advanced/ Final/ Part III
15	City&Guilds - Level 4/ Full Technological/ Part IV
16	Edexcel/BTEC First Certificate
17	Edexcel/BTEC First/General Diploma
18	Edexcel/BTEC/BEC/TEC (General/Ordinary) National Certif or Diploma (ONC/OND)
19	Edexcel/BTEC/BEC/TEC Higher National Certif (HNC) or Diploma (HND)
20	NVQ/SVQ Lev 1/GNVQ/GSVQ Foundation lev
21	NVQ/SVQ Lev 2/GNVQ/GSVQ Intermediate lev
22	NVQ/SVQ Lev 3/GNVQ/GSVQ Advanced lev
23	NVQ/SVQ Lev 4
24	NVQ/SVQ Lev 5
97	Other recogn academic or vocational qual (WRITE IN)

Code 97: Check whether any can be recoded 1-24, DK or refusal at PSchQFW. Please note these questions refer to educational or vocational qualifications; do not include purely 'recreational' qualifications such as first aid certificates.

Post-graduate qualifications (e.g. MA, MSc, MPhil, PhD) should be recoded 2.

If interviewer has opened up a note to say they have a listed qualification but don't know level, recode if possible to 1 – 24.

OcSect2

Question type: other specify

CARD H6

Which of the types of organisation on this card (*do/did/will*) you work for?

- 1 PRIVATE SECTOR FIRM OR COMPANY Including limited companies and PLCs
- 2 NATIONALISED INDUSTRY OR PUBLIC CORPORATION Including the Post Office and the BBC
- 3 OTHER PUBLIC SECTOR EMPLOYER
Incl eg: - Central govt/ Civil Service/ Govt Agency
- Local authority/ Local Educ Auth (incl `opted out' schools)
- Universities
- Health Authority / NHS hospitals / NHS Trusts/ GP surgeries
- Police / Armed forces
- 4 CHARITY/ VOLUNTARY SECTOR Including charitable companies, churches, trade unions
- 5 EDIT ONLY: Self-employed
- 6 EDIT ONLY: Owns business/company
- 7 Other answer (WRITE IN)

Code 7 ('Other answer'):

Check whether any can be recoded.

SOC2010

Please code 4 digit SOC2010 for respondent and partner (where asked) using the standard lookup facility.

SIC2007

Please code 2 digit SIC2007 (respondent and partner, where asked).

MainInc4

Question type :

CARD H7

Which of these is the **main** source of income for you (*and your husband/wife/partner*) at present?

- 1 Earnings from employment (own or spouse / partner's)
- 2 Occupational pension(s) - from previous employer(s)
- 3 Private pension(s)
- 4 State retirement or widow's pension(s)
- 5 Jobseeker's Allowance (CAN INCLUDE PENSIONER PREMIUM)
- 6 Income Support (CAN INCLUDE PENSIONER PREMIUM)
- 7 Pension Credit
- 8 Incapacity benefit / Employment and Support Allowance /Disability Living Allowance or other disabled pension or benefit(s) (formerly invalidity or sickness benefit)
- 9 Other state benefit or tax credit (WRITE IN)
- 10 Interest from savings or investments
- 11 Student grant, bursary or loans
- 12 Dependent on parents/other relatives
- 13 Other main source (WRITE IN)

Code 2 ('Occupational pension'),

Code 3 ('Private pension'), and

Code 4 ('State retirement or widow's pension'): (Include spouse/partner's pension)

Code 9 ('Other state benefit or tax credit'): Check whether any can be recoded.

Note that:

- 'Maintenance' should be coded 13 ('Other main source')
- Child Benefit counts as 9 ('other state benefit or tax credit').

Code 13 ('Other main source'): Check whether any can be recoded.