

**FAMILY
RESOURCES
SURVEY**

**QUESTION INSTRUCTIONS
2019-20**

(P12970.01)

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Identifying where you are in the questionnaire and question instructions

Parallel Blocks

The FRS interview consists of a 'Household Schedule' and a 'Benefit Unit Schedule' which is repeated for as many benefit units as there are in the household (see definition of benefit units at **ShowBen**). Each of these is known generically as a **parallel block**. There are also other parallel blocks such as the 'Admin Block' and the 'Recall Block'. Sometimes these blocks are referred to as parallel fields.

Blocks of questions

These question instructions are broken down into sections: at the top level by the parallel blocks, then within the household and benefit unit schedules by **blocks of questions** on different subjects. Each of these blocks of questions is given a separate chapter, with a unique header at the top of the page.

The blocks of questions correspond to the way the interview program is divided up. Each block has a name, which is a shorthand version of the content of the block. The contents page shows all the block names.

Question names

In a computer assisted interview there are no question numbers as such. Instead each question is given a name. In these instructions the name of the question, as it will appear on the screen, is given above the relevant instructions. When you work through the questionnaire on the laptop, the name of the question will appear in the lower part of the screen against the space where you will enter the answers. This may be to the left of the answer field (i.e. where the cursor is) or above it when a set of questions is being repeated in a table form. In tables, the rows will have an identifier similar to the question name, either to indicate to which person the specific question applies, or the number of the loop if the series of questions is being repeated.

Knowing exactly where you are

The parallel blocks, blocks of questions and question names are the reference system used on FRS within the questionnaire. The reference system should therefore be used whenever a specific block and/or question in the program has to be identified (e.g. if you wish to contact someone at the office with a query, or are asked to do a field report).

There is a quick and easy way to identify exactly where you are in the questionnaire at any time. Pressing the <**F9**> key (or <**Fn+F9**> depending on the model of laptop/tablet you use) will bring up a box on screen containing the full text of the question, and any on-line help instructions that exist for that question.

At the top of the box is a line of text, which identifies the question block and question name you are at. In the benefit unit schedule the specific benefit unit number is also shown. Each part is separated by a full stop. To get rid of the box and back to the question, press <ESC>. Some question blocks are divided into sub-blocks, the name of which may also be shown. Some variables are 'between blocks', for these only the variable name will be shown.

Some examples of what is shown at the top of the box when you press F9/(<**Fn+F9**>):

HHG.P[1].MS

This means you are in block **HHG** (the 'household grid'); as the grid is a table it indicates **P[n]** that you are in the line for person [number] (*in this case, Person 1*); and that you are at the question **MS**, about marital status.

QAccomDat.Tenure

You are in block **QAccomDat** (information about the accommodation) at the question **Tenure**.

Benefit_Unit[n].QCurst1.Adult[1/2*].Working

You are in the Benefit Unit schedule for Benefit Unit number [n]; in block **QCurst1** (current employment status) at the question **Working** for **Adult 1 or 2** in that Benefit Unit (BU) *as appropriate.

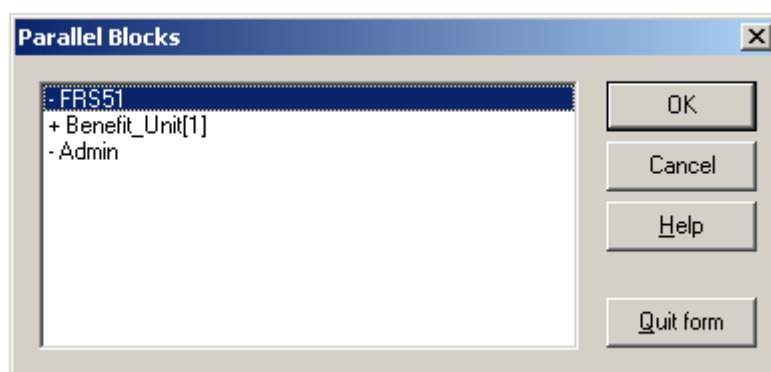
Moving around the questionnaire

Switching between Parallel Blocks

You can switch between the different parallel blocks quickly and easily. To do so, simply press <CTRL+ENTER>. This can be done at any time throughout the interview. A menu appears, listing all the parallel blocks for the household. Use the down/up arrow keys to highlight the block to which you wish to go, and press <ENTER>.

In the normal course of an interview you will only do this at logical points, such as when you reach the end of the household schedule, or the end of a benefit unit schedule. **Please note, you should always complete the household schedule before starting a benefit unit schedule, in order that all the information needed for routing is available.** You will also use it to select the admin block, at the end of the interview session, or when you want to complete the calls and outcome or non-response sections. At each of these points a display screen will instruct you what to do.

The menu which appears when you press <CTRL+ENTER> is shown below:



The household schedule is called FRS56. The number of Benefit Unit schedules shown corresponds to how many there are in the household.

Jump (tag) function

In order to move around the questionnaire quickly it is possible to **jump** to the beginning of certain question blocks in the questionnaire using a special jump function. It is only possible to jump to a part of the questionnaire that has been completed. If you try to jump further than you have answered in the questionnaire then the laptop will simply take you to the last question for which you have entered an answer. Also if you try to jump to a block that was not on the route for your informant (e.g. the renter block when the house is owned) then you will stay at the same point from which you were trying to jump.

To use the jump function, press the <F3> key. A menu opens on screen, headed 'Search Tag'. Underneath the words 'Tag to search for' type the number of the jump function which will take you to the part of the questionnaire you wish to get to. Then press <ENTER>. It is not possible to jump to a point in another schedule, except from household to BU1.

A list of Jump numbers (note there are gaps in the sequence) together with the question or variable name and block it applies to is shown below:

<u>Jump No.</u>	<u>Question/variable</u>	<u>Topic</u>
		<i>(Household schedule)</i>
2.	Hhldr	Householders
3.	Landlord	Landlord
4.	HBenefit	Housing Benefit
5.	IntroM	Intro to Mortgages
6.	CTConDoc	Council Tax
7.	Charge	Property charges
13.	NeedHelp	Care
		<i>(Benefit Unit schedule)</i>
1.	Jump1	Employment status
12.	Grant	Education Grants
20.	Jump20	Intro to pensions
21.	Jump21	Intro to state benefits
24.	Jump24	Intro to other income
25.	Jump25	Intro to maintenance
26.	Jump26	Intro to allowances
32.	Jump32	Intro to children's savings
33.	TotSav	Total assets

Checks and warnings

In the FRS questionnaire there are certain checks programmed that look for unlikely or inconsistent answers, as well as the usual limits to the ranges given for numerical responses. Information about the more complex checks is given below the question throughout these instructions

Hard Checks

Some checks are hard checks - at these checks the computer will stop the questionnaire, inform you of the problem and require an answer to be changed in order to proceed. They are normally for situations that are logically impossible such as the year a property was bought by the household being entered as a date before

any household member was born.

Soft Checks

Other checks are called Soft Checks or Signals - these occur when unusual but possible answers are entered. Here a warning screen querying the situation appears. You can spot a soft check by the extra option in the highlighted bar at the bottom of the screen which allows you to suppress the warning.

How to deal with checks

When either type of check is triggered, a 'dialogue box' is displayed on screen. Hard checks will state 'Error' on the top line of the box, soft checks will state 'Active signal'.

At the top of the box are the commands 'Go to', 'Cancel' and, for soft checks only, 'Suppress'.

The error message will summarise the problem and in some cases suggest the action you should take (e.g. to check the figures you have entered). It may be necessary to probe with the respondent and then either change the answer or, if they confirm that the original answer was correct, suppress the warning.

The lower half of the box will also display the question or questions that have contributed to the triggering of that check. To return to any question that you wish to amend, you can use the arrow keys to take the highlight bar down to the question that you wish to change, then press <ENTER> or 'G' (for 'Go to') to return directly to that question. (Pressing 'C' for 'Cancel' will return you to the question at which the check was triggered). Once you have changed an answer, press the 'End' key to return to the point at which the check was triggered.

If you wish to suppress the warning, press 'S' (for 'Suppress'). **After suppressing the warning you MUST make a note using <Ctrl+M> to explain to editors the reasons why you suppressed this check.**

Once suppressed, a warning will not be re-triggered on subsequent re-entering of the questionnaire. However, if you wish to see the checks that were suppressed, select the Navigate menu (<Alt+N>), and then 'Show all errors'. You can then use the arrow keys to move from one to the next/previous one.

Automated Checks

Whenever an important soft check is suppressed, an automated system will be activated by the laptop providing a field for interviewers to leave a note explaining the suppression. This enables the interviewer to type their comments directly into the laptop without having to access the note facility using <Ctrl+M> which, in turn, ensures that the interview runs smoothly. An example of an automated note screen is shown over the page.

Where there are multiple checks at one question the text of the signal will be displayed to ensure the interviewer knows which signal to make a note about. However, please ensure that, regardless of whether or not an automated note has been activated, **you always leave a note when suppressing a check.**

FAMILY RESOURCES SURVEY 2005/2006

Forms Answer Navigate Options Help

QRenting

! This is a 'Key Question': It is VERY IMPORTANT to get an answer here if possible. If you cannot do so (either now, or later) please make a Note about the circumstances.

Please record the reasons why you suppressed this warning, then press <Alt> + S to save and continue.

Press INSERT to insert a text

3 Landlord	!	YStart
LLEx	<input type="text"/>	NIYstart
Furnish	<input type="checkbox"/>	Otract
ResLL		TenType
ResLL2		OthType

22/3204 Navigate FRS42

Notepad facility for notes/remarks

Whenever you suppress a soft check, want to draw attention to a situation you are not sure about, or wish to give further information which might be of use to the editors, you must write a note using the notepad facility. Firstly make sure you are at the right question. **If you have suppressed a check, the cursor will move to the next question, so before making your remark you must arrow/page back to the question concerned.**

The box for making your note is opened by pressing <Ctrl+M>. It works like a word processor. At the end of a line the text automatically wraps round so there is no need to press 'enter'. You may edit your text by using the arrow keys to get the point you want to make a change, then use the 'delete' key or insert more characters.

Editors read every note made. Depending on the type of check and the information you give in the note they might be able to take some action. Even if the note simply states that you have confirmed an answer with the respondent, we can then be sure it is the correct answer or figure. In more complex situations please be as clear as you can. Please only use abbreviations that are well known and not something that only you will understand. To ensure that the editors can be sure to whom the note refers, please include the respondent's name, as shown in the household grid.

When you have finished making your note, save it by pressing <Alt+S> or by clicking on Save, and return to the questionnaire. A small symbol resembling a paperclip appears beside the question to indicate that it has an accompanying note.

If you wish to discontinue with a note press <Esc> and Yes for 'Undo Changes'. If you wish to delete a note at a later date, reopen the note, delete the contents and resave. The symbol will disappear as there is no information contained in the note.

Standard period codes

Rather than repeat the list of period codes at every period question in the instructions, they are shown below. Period code questions end in '...Pd', e.g. **RentPd**, **BenPd**.

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

Period code 97 - none of the above

If you enter code 97 an automatic note will be opened. You **must** explain the circumstances when using code 97. The office editors need as much information as possible in order to be able to recode it to one of the other codes. For example, the number of days/weeks/months, or the start and end dates of the period covered.

There are two key period questions where a check will appear if code 97 is used. These are:

- PayPd** - referring to last take home pay
- MntPd** - referring to receipt of child maintenance

On-line question instructions

Selected parts of these paper question instructions have been incorporated into the interview program. They are mainly key definitions or instructions for specific questions. They are not identified in these paper instructions. You will know when an instruction is available by the inclusion of 'HELP <F9>' somewhere in the on-screen question text. Press F9 (or <Fn+F9> depending on the model of laptop/tablet you use) and a text box pops up. To return to the question/answer screen, press <Esc>.

If <F9> / <Fn+F9> is pressed when there is no instruction programmed, all the box will contain is the question and answer codes.

Guide to the instructions

To help you understand the Instructions the following symbols have been used

?	Denotes the question name
⚙	Denotes the variable name
/	Denotes further information on a particular question
☞	Denotes a soft check
!	Denotes a hard check
☆	Denotes new to the current survey year – either an addition or changes

HOUSEHOLD SCHEDULE

Starting the Questionnaire

When you open a questionnaire the first thing you see is the following display screen. Here you can check that you are in the correct address and household. If correct, choose whether you want to enter the questionnaire or go to the admin block.

? The First Question

↔ First

INTERVIEWER: FOR YOUR INFORMATION... You are in the Household Schedule for Area No:

Address No: 1

Household No: 1

- TO GO DIRECTLY TO 'ADMIN', PRESS <Ctrl + Enter>.

- TO CONTINUE WITH INTERVIEW PRESS '1' AND <Enter>.

Questionnaire Version: I_050_1 (example)

1. Continue

/ Display Screen

The text above is an example of a Display Screen. These provide information only and no questions are to be asked here. When you have read the information press <1> and <ENTER> and the program will take you on to the next question in the Household Schedule.

These types of screens will often appear at the beginning of blocks and will simply state what the next group of questions is about.

If you wish to go straight to the Admin Block, press <Ctrl + Enter> and select 'Admin' from the parallel blocks.

? Date Question

↔ DateOK

**INTERVIEWER: TODAY'S DATE ACCORDING TO THE LAPTOP IS DD/MM/YYYY.
IS THIS THE CORRECT DATE?**

1. Yes

2. No

If the laptop's date is correct, code 'yes' and the next question, **Start Date** will be automatically filled in. If you code 'no' you will have to enter today's date. It is extremely important that you check you have recorded the date correctly if you have entered the date manually.

? Start Date

↔ BStartD

ENTER THE DATE ON WHICH THE INTERVIEW WITH THIS HOUSEHOLD WAS STARTED.

Starting the Questionnaire

/Question Information for Start Date

If you have to enter this yourself, the laptop will accept a number of ways of entering the date but the format that is commonly used is with a slash between day, month, and year, e.g. 19/4/2014. It is important that the correct date is entered at this point as it will be used for calculating the reference period for retrospective questions throughout the interview. It is possible to change an incorrect date entered, but it may cause problems at retrospective questions if done too late.

Household Members

? Who Lives Here

↔ WhoHere

Who normally lives at this address?

Press <Enter> to continue

ENTER A NAME FOR THIS HOUSEHOLD MEMBER

PLEASE TAKE CARE TO RECORD AN ACCURATE NAME. IF THE RESPONDENT REFUSES TO GIVE HIS OR HER NAME – RECORD SOMETHING THAT UNIQUELY IDENTIFIES THIS PERSON WITHIN THE HOUSEHOLD SO THAT YOU CAN REFER TO THEM LATER IN THE INTERVIEW.

☆ Title

↔ Title

INTERVIEWER: Enter the full name for this household member
It is very important to make every effort to record full names.

Please record title

☆ First name

↔ FiName

INTERVIEWER: Enter the full name for this household member.

It is very important to make every effort to record full names.

Please record first name.

If the respondent refuses to give his or her name - make sure you record something that uniquely identifies this person within the household so you can refer to them later in the interview.

☆ Middle name

↔ InName

INTERVIEWER: Enter the full name for this household member.

It is very important to make every effort to record full names.

Please record middle initial.

If no middle name press enter to continue

☆ Surname

↔ SuName

Enter the full name for this household member.

It is very important to make every effort to record full names.

Please record surname

☆? Anyone Else

↔ More

Is there anyone else in this household?

INTERVIEWER: Ensure all members of the household including **all children** living in the household are recorded.

Children who spend part of their time living elsewhere (for example, with a non-resident parent) should still be recorded as being part of this household if the respondent considers that the child usually lives here. Usually may be taken as being regularly, part of the time but not necessarily the majority of the time

1. Yes
2. No

This will be repeated until you answer 'no' to this question.

/ Question Information for Who Lives Here and Anyone Else

The Household Reference Person should be the 1st member but this is not imperative. In households consisting of more than one adult you will be asked to identify the HRP at a separate question later. **Please ensure that you do not however enter a child first in the household grid.** A total of up to 14 adults and children can be recorded in the questionnaire.

Adding People To The Questionnaire

If you later discover that you wish to ADD a person to the Household Grid return to this question (**Anyone Else**) for the last person, and change from 2 to 1. The program is able to add information to the calculation of Benefit Units. You will then need to answer the additional questions for that person which may include an additional Benefit Unit questionnaire if necessary.

Household Grid

? Sex

↔ Sex

INTERVIEWER: CODE [NAME]'S SEX.

1. Male
2. Female

This appears to the left of the person's name in the grid.

? Date of Birth

↔ DoB

Press <F9> for help screen

May I check, what is [Respondents Name] date of birth?

Interviewer: If day not known, enter 15th. If respondent is unsure of date of birth please check with respondent that the derived age given at DVAge is correct.

Date of birth is asked for to allow accurate calculation of age and for data linkage purposes.

If IntDate – DoB => 100

☞ Soft Check

The respondent appears to be <AGE> years old, please confirm – amend DoB as necessary or suppress this check and make a note confirming age as correct.

☆ Respondents Age

↔ AgeOf

What was [name]'s age last birthday?

IF AGE NOT GIVEN, PROBE FOR AN ESTIMATE.

FOR LATER ROUTING, YOU MUST KNOW WHETHER THE RESPONDENT IS STATE PENSION AGE:

- A) MEN ARE AGED 65+ ARE STATE PENSION AGE
- B) WOMEN ARE STATE PENSION AGE IF BORN BEFORE <SPA DATE OF BIRTH>

If respondents refuse to give their age, then give your best estimate.
(**AgeOf** will only be asked where no value is recorded for **DoB**)

If AgeOf => 100

☞ Soft Check

The respondent appears to be <AGE> years old, please confirm – amend AgeOf as necessary or suppress this check and make a note confirming age as correct.

? Marital Status

↔ MS

Is [name]... READ OUT...

CODE FIRST TO APPLY...

1. ...single, that is, never married
 2. ...married and living with husband/wife
 3. ...a civil partner in a legally-recognised Civil partnership
 4. ...married and separated from husband/wife
-

Household Grid

5. ...divorced
6. ...or widowed?
7. Spontaneous only – In a legally-recognised Civil Partnership and separated from his/her partner
8. Spontaneous only – Formerly a civil partner, the Civil Partnership now dissolved
9. Spontaneous only – A surviving civil partner; his/her partner having since died

/ Question Information for Marital Status

The aim is to obtain the legal marital status, irrespective of any *de facto* arrangement. The only qualification to this aim is that you should not probe the answer “separated”. Should a respondent query the term, explain that it covers any person whose spouse is living elsewhere because of estrangement (whether the separation is legal or not). Ignore temporary absences, e.g., working on oil rig, etc.

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

Civil partners may only be of the same sex, and must have obtained legal recognition of their partnership.

Code 6 ‘Widowed’ also applies to those in Civil Partnerships whose partner has died.

/ Question Information for Couple or Single

If there is more than 1 person in the household and the respondent is aged 16 or over and single or separated from a marriage or Civil Partnership or divorced or Civil Partnership dissolved or widowed (including Civil Partnership), the following question is asked.

? Couple or Single

↔ CupChk

May I just check, are you/is [name] living with someone in this household as a couple?

ASK OR RECORD

INTERVIEWER: Only respondents who are living with their partner should be coded as living together as a couple.

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

1. Yes
2. No

/ Question Information for Couple or Single

The aim of this question is to identify the proportion of respondents who are living as **same sex couples**, although this question will also identify those couples of the opposite

Household Grid

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

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

☞ Soft Check

There is a check if a respondent states that they are living with someone in the household as a couple, but at the question concerning relationships within the household cohabitee is not coded (**Couple or Single=1 or 3 and Relationship<->2**):

Can I just check, you said earlier that you were living with someone in this household as a couple, is this correct?

IF YES: go back and correct the code at Relationship

IF NO: go back and correct Couple or Single to No (2)

☞ Soft Check

There is also a similar check if a respondent states that they are not living with someone in the household as a couple, but at the question concerning relationships within the household have described themselves as a cohabitee (**Couple or Single=2 and Relationship=2**):

Can I just check, are you living with anyone in the household as a couple?

IF YES: Go back and correct the code at Couple or Single to Yes code (1)

IF NO: Go back and correct the code at Relationship

/ Question Information for Widows and Widowed with Children

Widows and widowers are asked the following questions to help understand their entitlement to widow's benefit.

? Widows

↔ W1

What was [name]'s age when widowed?

? Widowed with Children

↔ W2

Did [name] have any children aged under 16 when widowed?

1. Yes
2. No

? Relationship

↔ R

ASK OR CODE [NAME]'S RELATIONSHIP TO [NAME] (enter code)

- | | |
|---|------------------------------------|
| 1. spouse | 10. father/mother-in-law |
| 2. cohabitee | 11. brother/ sister (incl adopted) |
| 3. son/ daughter (incl adopted
/legal dependent) | 12. step-brother/sister |
| 4. step-son/ daughter | 13. foster brother/sister |
| 5. foster child | 14. brother/ sister-in-law |
| | 15. grand-son/daughter |

Household Grid

- | | |
|-------------------------------|--------------------------|
| 6. son-in-law/daughter-in-law | 16. grand-father/mother |
| 7. father/mother/or guardian | 17. other relative |
| 8. step father/mother | 18. other non-relative |
| 9. foster parent | 20. Civil Partner |
| | 97. (THIS CODE NOT USED) |

The relationship to parents of a civil partner's partner should be recorded as 'mother-in-law' and 'father-in-law', in the same way as relationships for married couples. Previously, the parents of a civil partner had been coded as 'no relation' to the other partner.

/ Question Information for Relationship

You may want to introduce this section. A possible introduction is: "There are a lot of changes taking place in the make-up of households/families and this section is to help find out what these changes are. I'd like you to tell me the relationship of each member of the household to every other member."

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

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

Treat relatives of cohabiting members of the household as though the cohabiting couple were married. That is the mother of a partner is coded as their mother-in-law. Other relatives include cousins, nieces, nephews, aunts and uncles. You should also do the same for relatives of same sex cohabiting couples.

The list of codes actually shown on the laptop will vary according to the person's sex, e.g. code 7 will be either 'father' or 'mother'.

On FRS the primary purpose is to give the computer enough information to work out who belongs together in Benefit Units, so it is extremely important to enter the right code each time. See instructions at **Show Benefit Unit** for Benefit Unit (BU) definition.

Children Living with Grandparents

If a respondent is aged between 16-19 and in full time education, living with their Grandparents (NOT their parents), the child's grandparents should be coded as their 'legal guardian'. This is important, or the child will be asked irrelevant adults questions when they should be asked the child questions

Same Sex Couples

The FRS records same sex couples as being in the same Benefit Unit.

The FRS is not expecting to identify many same sex marriages, Civil Partnerships or same sex couples living together. There is a soft check if two people of the same sex are coded as spouses or as cohabiting, in case of keying errors:

Soft Check

If Age is less than 16 and the relation is coded as spouse

"You have recorded ^P[P1].Name who is under 16 as the spouse of ^P[P2].Name, please check your coding"

If same sex couple coded as married

"As of 29 March 2014 same sex couples can marry in **England** and **Wales** and as of December 2014 those in civil partnerships can convert this to marriage. Please check if the couple are married or are in a civil partnership, and code appropriately."

If same sex couple coded as cohabiting

"A cohabiting partner refers to people in a relationship, rather than housemates, is this still the correct selection?"

? Full-Time Education

↔ FtEd

Is [name] currently in full-time education?

INTERVIEWER: INCLUDE CORRESPONDENCE COURSES AND OPEN LEARNING AS WELL AS OTHER FORMS OF FULL-TIME COURSES.

From 2013 all young people in England must continue in education or training until the end of the academic year in which they turn 17 and until their 18th birthday from 2015

This question is asked of all who are over 3 and under 75.

Any respondent who is registered as a full-time student at an educational establishment should be coded 1 ('Yes') at this question. If registered part-time code 2 ('No') here.

Apprentices should not be coded as receiving full-time education.

/ Question Information for Full-Time Education

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

Any full time student who is also currently working, (e.g. part-time work during term, or a vacation job) should be entered as currently in full time education provided that s/he intends to return to an educational establishment the following term.

If there is any doubt as to whether a person is 19 or under and still in full time education then check whether the parent or guardian is **still receiving child benefit for that person**. If this is the case then code as still in full time education.

See also the notes on 'Treatment of children 19 or under on FRS' in the **Benefit Unit Allocation** section.

It is important to probe in cases where the respondent states that s/he is currently in full-time education whether the move from, say, school to university was broken by a period of more than one academic year, particularly if they are in the age range 19-25. Do not count a year gap between leaving school and going to college or university as a break in continuous full-time education (as long as there is/was some clear intention to continue education).

? **Age Education Complete**

↔ TEA

At what age did [name] complete continuous full-time education?

**ENTER AGE (OR CODE '96' IF STILL IN CONTINUOUS FULL-TIME EDUCATION)
GIVE ESTIMATE IF AGE NOT KNOWN
ENTER '97' IF NEVER RECEIVED FULL-TIME EDUCATION**

This question is asked for all those aged 19 and over and 16 to 18 year olds who are not currently in full time education.

'[Or is s/he still in full-time education]' appears if the respondent is age 19-23.

The age required here is that at which the respondent completed his or her continuous education that started in infancy. **It should not include any period of education which was taken later in life, e.g. as a mature student.**

Different on-screen instructions appear according to the respondent's age:

If aged 19-25:

'CONTINUOUS' CAN INCLUDE A BREAK, IF LESS THAN 18 MONTHS. CODE '96' IF STILL IN CONTINUOUS FULL-TIME EDUCATION.

If aged over 25:

ENTER AGE (OR CODE '96' IF STILL IN CONTINUOUS FULL-TIME EDUCATION)

/ Question Information for Age Education Complete

Holiday jobs do not count as a break provided that the person intends to continue with the course.

National Service between school and university or college would not count as a break.

A sandwich course begun immediately after school finishes should be counted as continuous full-time education.

Nursing training and similar vocational training undertaken while receiving a wage are not part of the continuous education process for the purpose of this question.

☞ Soft Check

If aged over 25 and still in full time education (**Age Education Complete = 96**):

This person is over 25, so is unlikely to still be in CONTINUOUS full-time education (i.e. having been OUT of education for less than 18 months). Please check.

! Hard Check

There is a hard check to ensure that the age of completion of full time education is lower than the respondent's age.

It is important to at least get an estimate. If the Don't Know or Missing keys are used at this question the following check appears.

☞ Soft Check

This is a 'Key Question': it is very important to get an answer if you possibly can. An ESTIMATE is preferable to DK.

? Type of Education

↔ **TypeEd**

SHOW CARD A1

What type of school or college does [he/she] attend?

For guidance on middle/secondary schools use HELP <F9>.

1. Nursery School/Nursery Class/Playgroup/Pre-school
2. State run Primary (including reception classes)
3. Special school state run (e.g. for children with disabilities and special educational needs)
4. Middle-deemed Primary School (State run or assisted)
5. Middle-deemed Secondary School (State run or assisted)
6. Secondary School (State run or assisted)
7. Non-advanced further education/6th form/tertiary/further education college
8. Any PRIVATE/Independent school (prep, primary, secondary, City Technology Colleges)
9. University/polytechnic/any other higher education
10. Home schooling

/ Question Information for Type of Education

Children who are at playgroups, kindergartens or nurseries where there is no attempt at formal education should not be coded as in full time education.

Children who are between schools/colleges should be coded according to the one that they will attend next term.

Nursery School/Class, Playgroup, Pre-school - provides education for children below compulsory school age i.e., under 5.

Primary – Include infant, junior and first schools

Special Schools – Provide education for children with special educational needs

Middle Schools – Dependent on age ranges these are deemed Primary or Secondary

-Age ranges for Middle -deemed Primary: 8-12, 9-12, and 9-13.

-Age ranges for Middle-deemed Secondary: 9-13, 10-13 and 10-14.

For middle schools with an age band 9-13, there is no other identifier for whether the school is deemed primary or secondary. However, DfES advise that most parents will be aware of the classification of the school.

Secondary school (state run or assisted) – includes all courses up to and including 'A' level at state secondary schools. Secondary schools include Secondary Modern, Grammar, Comprehensive and Technical Schools.

Non-advanced further education/6th form/tertiary/further education college – includes all courses up to and including 'A' level taken at sixth form, college, tertiary college or further education college, i.e. not at a secondary school.

Courses up to and including 'A' level include:

Household Grid

National Diploma (OND)
National Certificate (ONC)
A/S Level
GCE A Level
General Certificate of Secondary Education (GCSE)
Certificate of Pre-vocational education (CPVE)
City and guilds/BTEC Foundation Programmes of Pre-vocational Studies
SCOTVEC: National Certificate
Scottish Certificate of Secondary Education: ordinary standard and Higher grades
Certificate of six years study (CSYS) Scotland

National Vocational Qualification Levels 1, 2 and 3

City and Guilds Level 1: General Education
Level 2: Industrial Competence
Level 3: Leading to supervisory roles

RSA Course (most) - Pre-vocational
Office/secretarial studies
Advanced Diploma

Private and Independent schools are those at which at least some pupils pay fees. This will include all public schools in England and Wales and private commercial colleges.

University/polytechnic/any other higher education - includes all degree or degree equivalent education.

Courses above 'A' level include:

First degree (BA, BSc, BEng, BScEcon, LLB, MB, MA)
(Scotland)
Higher Degrees (MS, MSc, PhD)
Teacher Training (BEd)
Higher National Certificate
Higher National Diploma
National Vocational Qualification Level 4 and above
SCPTTEC
SCOTBEC
Diploma of Higher Education
BTEC Continuing Education Certificate/Diploma
SCOTVEC Higher National Certificate/Diploma in Higher Education

City and Guilds – Career Extension Level – Master Technician
Registration
– Licentiatehip of the C & G - Professional degree.

State Schools are where the upkeep is either provided entirely by the State via the local authority or, as in the case of schools controlled by certain religious denominations, where most or all of the upkeep is provided by the State. There are a few cases in Scotland where small fees are paid at State schools: any such case should be coded

Household Grid

under State schools, not private or independent schools. Schools that have 'opted out' of Local Authority control still count as State schools.

Home schooling - includes children who are educated at home either by a tutor, parent or other relative.

There is a check on the type of education according to the child's age. If it seems unlikely the check says:

☞ Soft Check

This doesn't sound right in relation to [name's] age: Please check your entry.

/ Question Information for Still Receiving Child Benefit

If a child aged 16 to 18 is at special school the following check question is asked to ensure they are allocated to the correct Benefit Unit:

☆? **Still Receiving Child Benefit**

↔ **SchChk**

INTERVIEWER: Please check: is child benefit still **received** or is **eligible to be received** for this person? If yes, this confirms that this person is considered as **a child** under FRS definitions and should be recorded as belonging to a parent/guardian's benefit unit).

1. Yes, child benefit still received or still eligible to receive child benefit
2. No

(To also be asked for home schooled 16-19 year olds)

/ Question Information for Still Receiving Child Benefit

Since the introduction of the High Income Child Benefit Charge in January 2013, some parents choose not to receive Child Benefit (as some/all of the benefit may be taxed away). However, all parents are still considered **eligible** to receive it.

To be **eligible** to receive Child Benefit the child must be under 16, or aged 16 to 19 and in full-time non-advanced education.

See also the notes on 'Treatment of children 19 or under on FRS' in the **Benefit Unit Allocation** section.

If a child is aged 16-19 and is not in full-time education the following question is asked to check whether they are on a government employment training scheme:

? **Government Training**

↔ **Trainee**

Is [Name of person] currently on a government scheme for employment training?

1. Yes
2. No

The next question is asked of all respondents under 20, to enable derivation of academic year.

? **Date of Birth**

↔ **DOB**

May I check, what is [name's] date of birth?

IF DAY NOT KNOWN, ENTER 15th.

/ Question Information for Where is Spouse

If a respondent is coded 'married and living with husband/wife' at **Marital Status**, but no-one else is coded as that person's spouse, the following check question comes up.

? **Where is Spouse**

↔ **SpOut**

INTERVIEWER: You've recorded [name] as 'Married & living with spouse/ in a Civil Partnership', but without a spouse/partner in the household. PLEASE CHECK THIS. If spouse/partner is away for six months or more, press 1 and enter to continue. BUT IF NOT (e.g. if separated), ENTER 2 AND AMEND HOUSEHOLD GRID.

1: Married/Civil Partnership spouse/partner not in household

2: Other – AMEND HOUSEHOLD GRID

If SpOut=1 'Married, spouse not in household'

? **Spouse absent for a year or more**

↔ **SpYrOt**

Is spouse expected to be away for 12 months or more?

INTERVIEWER: Ask or record.

If spouse is away for between 6 and 12 months code 2 'No'. We are only interested in recording here those away for 12 months or more.

1. Yes

2. No

Only record 'yes' at SpYrOt if the respondent and partner are expected to live apart for 12 months or more. For answer periods more than 6 months but less than 12 months record 'no'.

For more information see 'Question Information on Marital Status' on page 15.

DWP want to record this because under the rules for income related benefits you are treated as a couple if you are temporarily apart (less than 52 weeks), otherwise you are treated as single. From knowing the length of the spouse's absence, long term absences can be treated as singles when analysing the data increasing the accuracy of estimates of take up for income related benefits.

Householder and Household Reference Person

? Main Householder

↔ Hhldr

(Jump2)

In whose name is the property owned or rented?

Anyone else?

CODE ALL THAT APPLY

/ Question Information for Household Status

This question may be multi-coded according to all the people in whose name the property is owned or rented. On FRS, this can include a non-household member (code 97).

If an employer provides it free, code the household member(s) in whose name it is supplied, not 97.

If it is jointly owned by a household member and a non-household member (e.g. a separated couple), code both the household member and 97.

If the property is owned or rented by someone outside the household, and that person pays the rent or mortgage and provides it free to the household, code 97 only. An example is a flat occupied by an elderly person which is owned by his/her son

If code 97 only has been recorded, an additional question will be introduced because someone within the household must be responsible for both the property and its upkeep.

? Who is Responsible

↔ WhoResp

Although you have mentioned that the rent or mortgage for this accommodation is paid for by someone outside the household, there needs to be someone within the household who is responsible for the property. Who then in this household is responsible for this accommodation?

Anyone else?

If only one person in the household code him/her as being responsible for the accommodation.

CODE ALL THAT APPLY

You cannot code children under 16 here.

/ Question Infor

1

mation for Highest Household Income, Joint Eldest Householder, Joint Eldest Householder B and Household Reference Person

Household Reference Person (HRP)

The next questions are to identify who in the household is the Household Reference Person.

The definition of Household Reference Person is as follows. He or she will be either:

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

Normally the answer is derived from **Household Status** or **Who is Responsible**, but if there is more than one householder coded at those questions, the next questions are asked to establish the identity of the Household Reference Person. The Household Reference Person will be the person with the highest income from all sources, known as the Highest Income Householder (HIH).

? Highest Household Income

↔ HiHNum

You have told me that [names] jointly own or rent the accommodation. Which of you / who has the highest income (from earnings, benefits, pensions and any other sources)?

INTERVIEWER: THESE ARE THE JOINT HOUSEHOLDERS:

1. [name] (Age: nn)
2. [name] (Age: nn)
3. etc

ENTER PERSON NUMBER – IF TWO OR MORE HAVE SAME INCOME ENTER 15

If respondent asks for period to average over, inform them it is one year. Prompt as necessary for joint householders: is one of them the sole person with paid work or occupational pension.

If 15 is entered then the identity of the Household Reference Person will be established on age:

? Joint Eldest Householder

↔ JntEldA

ENTER PERSON NUMBER OF THE ELDEST JOINT HOUSEHOLDER FROM THOSE WITH THE SAME HIGHEST INCOME.

ASK OR RECORD.

1. [name] (Age: nn)
2. [name] (Age: nn)
3. etc

Householder and Household Reference Person

If 'don't know' or 'refusal' is entered at **Highest Household Income**:

? Joint Eldest Householder B

↔ JntEldB

ENTER PERSON NUMBER OF THE ELDEST JOINT HOUSEHOLDER.

ASK OR RECORD.

1. [name] (Age: nn)
2. [name] (Age: nn)
3. etc

The Highest Income Householder is derived from **Household Status, Highest Household Income, Joint Eldest Householder** or **Joint Eldest Householder B**, and will represent the Household Reference Person (HRP).

? Household Reference Person

↔ HRP

THE HOUSEHOLD REFERENCE PERSON IS

(1) [NAME]

Press 1 and <Enter> to continue

National Identity and Ethnicity

Ask all adults

?Country of Origin

↔ **COrign**

In which country were you born?

1. England
2. Wales
3. Scotland
4. Nireland "Northern Ireland"
5. UK "UK, Britain"
6. ROI "Republic of Ireland"
7. India
8. Pakistan
9. Poland
10. Other

If COrign=10 'Other'

?Other Country of Origin

↔ **COrignOS**

Type in the country

Type in at least the first 3 characters of the country's name.

? Other Country of Origin look up list

↔ **COrignOth**

Press <Space bar> to enter the coding frame

Press <Enter> to select code and enter again to continue

/ Country of origin where the response is other

This new question uses a look up file to code the country of origin. At the first question you enter the first three characters of the country's name for example for France, enter 'FRA'. You can use 'UK' for United Kingdom however, or 'US' for United States of America. At the next screen by pressing the space bar you will be given a list of countries that start with these letters. Select the correct country using the enter key, followed by the enter key again to exit the look up list.

If COrigin = 6, 7, 8, 9, 10

? Year arrived

↔ **CameYr**

In which year did you first arrive in this country?

INTERVIEWER: Enter in 4 digit format e.g. 2000

PROBE: If respondent unsure probe if they can remember their age, the season or similar that may help recall year of arrival

{GB only} 'this country' refers to the UK

INTERVIEWER: If respondent unsure probe if they can remember their age, the season or similar that may help recall year of arrival. GB only – 'this country' refers to the UK.

☆ *Ask if CameYr = response*

? Month arrived

↔ **CameMt**

And which month was that?

1. January
2. February
3. March
4. April
5. May
6. June
7. July
8. August
9. September
10. October
11. November
12. December

? Lived continuously

↔ **ContUK**

Apart from holidays and short visits [name] have you lived in the UK continuously since then?

1. Yes
2. No

If COrigin = 6, 7, 8, 9, 10 and ContUK= 2

? Last arrived

↔ **CameYr2**

Which year did [name] last arrive in this country?

Enter in 4 digit format e.g. 2000

If respondent unsure probe if they can remember their age, the season or similar that may help recall year of arrival. GB only – 'this country' refers to the UK.

Ask if CameYr2 = response

? Month arrived

↔ **CameMt2**

And which month was that?

1. January
2. February
3. March
4. April
5. May
6. June
7. July
8. August
9. September
10. October
11. November
12. December

? National Identity

↔ **NatID**

SHOW CARD A2

How would you describe your national identity? Please choose all that apply.

INTERVIEWER: Probe: Which/Any others?

**Show Card
(In England)**

1. English
2. Welsh
3. Scottish
4. Northern Irish
5. British
6. Other, please describe

**Show Card
(In Scotland)**

- Scottish
- English
- Welsh
- Northern Irish
- British
- Other, please describe

**Show Card
(In Wales)**

- Welsh
- English
- Scottish
- Northern Irish
- British
- Other, please describe

If Other answer is given (**National Identity** = 6), the following question is asked:

? Other Nationality

↔ **NatOth**

How would you describe your national identity?

INTERVIEWER: If someone describes themselves as being half English and half Irish, or any other combination of Welsh, Scottish, Irish or English, code them as 'Mixed British' AND THEN RECORD THE MIX THEY SPECIFY.

1. Mixed British
2. ENTER DESCRIPTION OF ETHNIC GROUP

? Description of Ethnic Group

↔ **XNatOth**

ENTER DESCRIPTION OF ETHNIC GROUP

? Ethnic Group

↔ EthGrp

SHOW CARD A3

What is [your/NAME's] ethnic group? Choose one option that best describes your ethnic group or background.

INTERVIEWER: This is a question of respondent's (or proxy's) opinion.

1. White - English / Welsh / Scottish / Northern Irish / British
2. White – Irish
3. White - Gypsy or Irish Traveller
4. Any Other White background (please describe)
5. Mixed - White and Black Caribbean
6. Mixed - White and Black African
7. Mixed - White and Asian
8. Any other Mixed multiple ethnic background (please describe)
9. Asian or Asian British - Indian
10. Asian or Asian British - Pakistani
11. Asian or Asian British – Bangladeshi
12. Chinese
13. Any other Asian/Asian British background (please describe)
14. Black or Black British - African
15. Black or Black British - Caribbean
16. Any other Black / African / Caribbean background (please describe)
17. Arab
18. Any other (please describe)

If 'any other' Ethnic Group is entered (Codes 4, 8, 13, 16, or 18)

? Other Ethnic Group

↔ EthOth

Please can you describe your ethnic group?

ENTER DESCRIPTION OF ETHNIC GROUP

If interviewing in Scotland

? Ethnic group in Scotland

↔ EthGrpS

SHOW CARD A3a

What is [your/NAME's] ethnic group? Choose one option that best describes your ethnic group or background.

INTERVIEWER: This is a question of respondent's (or proxy's) opinion.

1. Scottish
2. Other British
3. Irish
4. Gypsy or Traveller
5. Polish
6. Any other white background (please describe)
7. Any mixed or multiple ethnic background (please describe)
8. Pakistani, Pakistani Scottish or Pakistani British
9. Indian, Indian Scottish or Indian British
10. Bangladeshi, Bangladeshi Scottish or Bangladeshi British
11. Chinese, Chinese Scottish or Chinese British
12. Any other Asian background (please describe)
13. African, African Scottish or African British

National Identity and Ethnicity Group

14. Any other African background (please describe)
15. Caribbean, Caribbean Scottish or Caribbean British
16. Black, Black Scottish or Black British
17. Any other Caribbean or Black background (please describe)
18. Arab, Arab Scottish, Arab British
19. Any other (please describe)

If 'any other' **Ethnic Group** is entered (Codes 6, 7, 12, 14, 17 or 19)

? Other Ethnic Group Scotland

↔ EthSOth

Please can you describe your ethnic group.

ENTER DESCRIPTION OF ETHNIC GROUP

/Question Information for Ethnic Group

We need to know what ethnic group the respondent thinks he or she is in (or, if you are taking proxy information, what group the respondent thinks another household member is in). Never attempt any judgement of your own. On FRS this question is not asked of children under 16 or 16-18 in further education.



Please note there are different show cards for England, Wales and Scotland.

Ask all adults

? Passports held

↔ CitizenS

For which country or countries do you hold, or are entitled to hold, a passport?

INTERVIEWER: For EU passport, check if issued in the UK or probe in what country was the passport issued. Code first country only.

Type in at least the first 3 characters of the country's name, although for the United Kingdom you can use 'UK'. For EU passports type in the country of origin.

? Passport look up list

↔ Citizen

Press <Space bar> to enter the coding frame

Press <Enter> to select code and enter again to continue

? Passports held for other countries

↔ OthPass

Do you hold or are you entitled to hold a passport for any other country?

1. Yes
2. No

Ask if OthPass = Yes

? Other passports held

↔ Citiz2s

For which other country or countries do you hold, or are entitled to hold, a passport?

INTERVIEWER: For EU passport, check if issued in the UK or probe in what country was the passport issued. Code first country only.

Type in at least the first 3 characters of the country's name, although for United Kingdom you can use 'UK'.

For EU passports type in the country of origin

? Passport look up list for other passports held

↔ **Citiz2**

Press <Space bar> to enter the coding frame

Press <Enter> to select code and enter again to continue

/ Question information on Passports held

This new question uses a look up file to code the country for which the respondent holds a passport. At the first question you enter the first three characters of the country's name for example for France, enter 'FRA'. At the next screen by pressing the space bar you will be given a list of countries that start with these letters. Select the correct country using the enter key, followed by the enter key again to exit the look up list.

? Sexual identity

↔ **SIDQn**

SHOW CARD [NOTE: the card number shown here will be either A4 or A5 or A6 or A7 or A8 or A9 or A10. Each adult must be given a different card.]

INTERVIEWER: Please hand the showcard to [RESPONDENT'S NAME].

INTERVIEWER: This question should not be asked by proxy or via an interpreter who is a friend/relative of the respondent - record as 'refusal' in these circumstances.

Which of the options on this card best describes how you think of yourself?

Please read out the number next to the description.

{Only if a concurrent interview} The numbers on each card are different for each person.]

: INTEGER [2], DK, RF

/ Question Information for Sexual Identity

A new question ('SIDQn') has been added to FRS to record sexual identity. The Department for Work and Pensions must ensure that it meets the legislative requirements of The Equality Act (Sexual Orientation) Regulations 2007. A question on sexual identity on the FRS will help identify discrimination and disadvantage experienced on the basis of sexual orientation in areas such as employment and the provision of services such as housing or take-up of benefits.

Everyone can have a sexual identity regardless of, for example, their age or whether they are in a relationship. Therefore the question 'SIDQn' must be asked of every adult. To ensure anonymity of responses certain procedures should be adopted when administering this question.

Make no remarks when asking the question, as comments could be construed as flippant or insulting even if not intended to be.

Do not make any assumptions about the respondent's sexual identity (for example, on the basis of being married/widowed or having children), or their ability or willingness to answer the question (for example, because of their age, ethnicity or religion).

Testing on other studies has shown that the question should not be given any special explanation about its purpose or confidentiality (although these can be explained if the respondent asks why this question is being asked). By including the sexual identity question along with national identity, ethnicity and religion, the purpose of this question is relatively clear to most respondents.

NOTE: The sexual identity question should not be asked by proxy or via an interpreter who is a friend/relative of the respondent.

Situations where a refusal code is appropriate

Unlike other questions in the FRS, 'SIDQn' requires that a 'refusal' is recorded even when the respondent has not necessarily refused to answer the question. This is to ensure respondent privacy. A refusal recorded at 'SIDQn' is not counted as one of the 12 'don't know' or 'refusal' responses that would create an incomplete FRS interview.

Interviews conducted by proxy

Only information provided by the individual concerned should be recorded at this question. If information is being collected by proxy then a 'refusal' (Ctrl +R) should be recorded.

Interviews conducted by interpreter

The question 'SIDQn' can be asked by an interviewer interpreter who is not known to the respondent, if the interview is being conducted with the respondent alone and in private. If an interview is being conducted by an interpreter who is a friend or relative of the respondent then a 'refusal' 'Ctrl +R' should be recorded.

Ensuring privacy in other circumstances

In cases where respondents are blind or have sight difficulties you can read out the response options from the card but only if interviewing one person on their own and privacy is assured.

If a respondent states they cannot read the showcards and asks you to read out the categories you should only comply if privacy is assured.

The refusal code (CTRL+R) should also be used in the following circumstances:

- In a situation where a respondent does not volunteer an answer to the question but reacts in a way indicating embarrassment or offence, such as total silence.
- If, when a personal interview is being conducted, another household member doesn't allow the respondent to answer the question themselves and answers the question on the respondent's behalf (e.g. a parent answering for their young adult son/daughter).

Description of categories

If a respondent asks what any of the response categories mean, you may assist. The subjective nature of sexual identity means that in providing a description you should only speak in general terms. For example, you can say:

Heterosexual / Straight

"Heterosexual or straight might mean, for example, that a person is attracted to people of the opposite sex."

Gay / Lesbian

"Gay or lesbian might mean, for example, that a person is attracted to people of the same sex."

Bisexual

“Bisexual might mean, for example, that a person is attracted to both men and women.”

If a respondent says ‘I’m normal’ or ‘I’m ordinary’, do not assume their sexual identity but ask them again to choose the answer category which applies to them. For example: “So which answer category would you choose?”

Other

Respondents who identify as ‘other’ should be doing so because they feel the previous response options do not apply to them. ‘Other’ should not be coded because of comprehension or answering difficulties. It is important to understand that people who are currently celibate or have no sexual partners can still identify as heterosexual/straight, gay/lesbian or bisexual. People identifying as ‘other’ could be asexual (people who are never sexually attracted to anyone) or people who dislike categorising themselves. Some transgender people (those who feel they were born in the wrong gender and are now living in a new gender of their choice) may choose this option, though others will identify with one of the other options on the card. A ‘please specify’ is not asked for privacy reasons.

Administering the showcards

To maintain privacy when interviewing people concurrently there are 7 separate showcards to ensure that each adult can refer to a unique category number for recording their sexual identity. This approach is maintained to enable people who might be embarrassed or concerned about disclosing their sexual identity to answer truthfully. The showcards are part of the existing FRS showcard set to not exaggerate the sensitivity of this question. If you think it more appropriate in the context of the household in which you are interviewing, it is permitted to remove these cards from the pack and individually distribute them to the adults as indicated on screen.

Showcard examples:

Showcard A4

- 15. Heterosexual/Straight
- 10. Gay/Lesbian
- 17. Bisexual
- 16. Other

Showcard A5

- 36. Heterosexual/Straight
- 34. Gay/Lesbian
- 35. Bisexual
- 38. Other

- Each card has a set of category numbers that are unique to that card
- You will be notified at each question which card should be provided to each respondent
- In situations where more than two adults are being interviewed the showcard pack will need to be passed on to each adult. If you think it more appropriate in the context of the household in which you are interviewing, it is permitted to remove these cards from the pack and individually distribute them to the adults as indicated on screen.
- The respondent is asked to say the number associated with the category which applies rather than answer in words.
- The category numbers on the card are not consecutive so that no inference can be drawn as to the category which it corresponds. For example, a respondent who identifies with the heterosexual/straight category who is given 151 will answer ‘fifteen’ but the same respondent given showcard A5 will answer ‘thirty-six’.
- There is an additional sentence to read out in concurrent interviews so that respondents know that the number they read will be different to other people’s.

This is because some respondents might query the fact that the number they read out was different from their partner. Such questioning will interrupt the flow of the interview.



NOTE: You must use the correct showcard for each adult (as displayed on screen) because you will record the number without the corresponding response category being shown on screen (this is another measure to maintain privacy).

If you use the wrong card you will not be able to enter the number that the respondent answers with. If the wrong showcard is referred to a check will appear stating:

“The response XX does not coincide with the responses available on the showcard. Check the response again with the respondent, if they give the same response check the correct showcard has been administered (SHOWCARD AX).”

In the rare situation of there being more than 7 adults in the household, the laptop will reassign the cards to adults 8 and above. It is highly unlikely that the same card will be assigned to the people being interviewed concurrently.

? Religion

The following questions are asked in **England and Wales**:

↔ **ReligEnW**

SHOW CARD A11

What is your religion?

1. No religion
2. Christian [*England*: (including Church of England, Catholic, Protestant and all other Christian denominations) / *Wales*: (all denominations)]
3. Buddhist
4. Hindu
5. Jewish
6. Muslim
7. Sikh
8. Any other religion, please describe

If ReligEnW=8 'Any other religion'

? Describe your religion

↔ **RelEnWot**

Please describe your religion

*The following questions are asked in **Scotland***

? Religion question in Scotland

↔ **ReligSc**

SHOW CARD A12

What is your religion?

1. No religion
2. Church of Scotland
3. Roman Catholic
4. Other Christian
5. Buddhist
6. Hindu
7. Jewish

8. Muslim
9. Sikh
10. Any other religion, please describe

If ReligSc=10 'Any other religion'

? Describe your religion

↔ ReIScOt

Please describe your religion

? Moved in last 5 years

↔ Change

Have [you/Name's] personally moved accommodation in the past 5 years?

1. Yes
2. No

? Reason for moving

↔ Reason

SHOW CARD A13

What was [your/Name's] main reason for moving?

1. Family related reason
2. Employment related reason
3. Education related reason
4. Eviction
5. Landlord did not renew/extend the contract
6. Change in tenure status e.g. from renting to buying
7. Housing related reason
8. Neighbourhood related reason
9. Financial reasons
10. Other reasons

Benefit Unit Allocation

? Legal Dependents

↔ LegDep

INTERVIEWER: [NAME] IS CLASSIFIED AS A DEPENDANT ADULT OR A CHILD, I.E. HE/SHE WILL NOT FORM A BENEFIT UNIT OF HIS/HER OWN. TO PROPERLY ASSESS TO WHICH Benefit Unit HE/SHE BELONGS, PLEASE CODE WHICH OF THE PARENTS RECEIVE CHILD BENEFIT FOR [NAME].

The changes to Child Benefit from January 2013 means that some parents may say they no longer receive Child Benefit however they are still considered **eligible** to receive it. To be **eligible** to receive Child Benefit the child must be under 16, or aged 16 to 19 and in full-time non-advanced education

/ Question Information for Legal Dependents

This question is only asked when it is not possible to allocate a child or dependant adult to the appropriate benefit unit from the information collected at the household grid.

The allocation of the child or dependant adult to the appropriate Benefit Unit is therefore made by ascertaining who in the household is in receipt of child benefit for this person.

? Show Benefit Unit

↔ ShowBen

INTERVIEWER: THAT COMPLETES THE PERSONAL INFORMATION ABOUT THE INDIVIDUALS IN THIS HOUSEHOLD.

THE HOUSEHOLD MEMBERS HAVE BEEN ALLOCATED TO BENEFIT UNITS AS FOLLOWS:

B.U. MEMBERS

1. [NAMES OF ADULT(S) & children of BU1]
2. [NAMES OF ADULT(S) & children of BU2] etc

TOTAL NUMBER OF BENEFIT UNITS = [n]

1. PRESS <1> AND <ENTER> TO CONTINUE

/ Question Information for Show Benefit Unit and Benefit Unit Allocation

Benefit Units

The laptop calculates the Benefit Units that people belong to, and they will subsequently be interviewed according to those groupings in the Benefit Unit Questionnaire(s). The DWP groups people into Benefit Units in order to define dependency within families/households and thus eligibility for certain benefits and the amount they are entitled to receive. Many of these are means-tested, being based on income and assets. Benefit Units are the basic unit for analysis of FRS data.

It is crucial that the allocation to Benefit Units is done correctly, so check this display carefully, particularly in larger households, in connection with the relationships of all the people in the household grid. If the allocation is not correct, or you are in any doubt,

Benefit Unit Allocation

review the relationships, ages, marital and educational status of the household members, and if necessary amend any incorrect answers. It is important that you do this before proceeding; as some of the routing in the household questionnaire will vary according to the allocation, and people must be grouped correctly for the Benefit Unit questionnaires.

You need to be familiar with the definitions of Benefit Units so that you understand how allocation is conducted and know how adults are grouped together for the Benefit Unit part of the interview.

Definition of a Benefit Unit

A Benefit Unit will consist of:

1. A married or cohabiting couple (including same sex), with dependant children in the household.
2. A married or cohabiting couple (including same sex), with no dependant children in the household.
3. A man or woman with no wife/husband/partner in the household, but with dependant children.
4. One person only: i.e. a man or woman with no wife/husband/partner in the household, and with no dependant children.

Treatment of children 19 or under on FRS

Children are treated according to their 'dependency' or otherwise to other household members, which involves factors such as age, educational status and relationships, as follows:

- a) Children under 16: included with parents or legal guardian.

In rare cases a child will not have a parent or legal guardian in the household – e.g. they live with grandparents or an elder sibling. If no one is coded as the child's parent/guardian (Code 7 at the relationship question), or if the child is coded as no adult's son/daughter (Code 3) a HARD check will trigger.

! Hard Check

[Name] is under 16, so you MUST recode him/her as the child (relationship code 3) of an adult: in order of priority, the person receiving Child Benefit for him/her, or the legal guardian, or whoever is responsible for him/her.

(NB if no-one in the household is over age 15, the household is ineligible – outcome code 772)

/ Question Information for Show Benefit Unit and Benefit Unit Allocation

By changing the relationships in this way, the child will be allocated to another adult's benefit unit. In the extremely rare situation of a person under 16 who is cohabiting with someone, sometimes their partner will appear to be their parent for some questions. However, under 16 year olds cannot be interviewed in their own right in the BU. In the

Benefit Unit Allocation

unlikely situation of a child or children under 16 living without an adult, the household would be ineligible for the survey (outcome code 77).

b) Children aged 16 to 19 in full-time further education (i.e. up to A-level or equivalent):

If the children are living with parent/legal guardian, they will be included in same BU as their parents or legal guardians as they should still be receiving Child Benefit (or eligible to receive) for them. These children are 'dependent' in the same way as under 16s.

Some 16-19 year olds in full-time further education won't however have a parent or legal guardian in the household. In these instances a soft check will trigger.

Soft Check

Who in the household is responsible for [name] – is there a legal guardian, or does anyone get Child Benefit for [name]? If so, recode [name] as that person's legal dependent (code 3) or that person as [name]'s parent (code 7). If not, suppress the warning and continue.

/ Question Information for Show Benefit Unit and Benefit Unit Allocation

If you change a relationship code in such a way, the child will be allocated to the adult's benefit unit as their dependant. If the check is suppressed however, the person will be allocated to their own Benefit Unit. A 16-19 year old in full-time further education who is married or cohabiting will be allocated to the BU of their spouse/cohabitee as their partner.

c) Children aged 16 -19 **not** in full-time further education **or** in government employment training, and young people aged 20 or over are treated as adults, in a Benefit Unit of their own (or with partner). No Child Benefit will be received for them.

d) Foster children (16+): if covered by a Local Authority maintenance allowance, will be treated as separate Benefit Unit.

e) Foster children under 16: treated as a) above.

Tenure and Address Information

? Tenure

↔ Tenure

SHOW CARD B1

In which of these ways do you occupy this accommodation?

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

If 'DK' or refusal:

☞ Soft Check

INTERVIEWER: This is a 'Key Question': it is VERY IMPORTANT to get an answer here if possible. If you cannot do so (either now, or later) please make a Note about the circumstances.

If the soft check is suppressed, the following automated instruction is activated.

INTERVIEWER: PLEASE RECORD THE REASONS WHY YOU SUPPRESSED THIS WARNING, THEN PRESS <ALT> + S TO SAVE AND CONTINUE.

/ Question Information for Tenure

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

Owners

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

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

In some cases, the property may at one time have been owned outright, and then subsequently had a mortgage or loan secured on it, e.g. to provide an income (usually for the elderly, on a 'home income' plan); or to provide capital for a business. In such cases the property is not 'being bought' with the mortgage, and should be entered as code 1, owned outright. A further question will deal with the mortgage or loan now secured on the property (at **Other Mortgage 3** in the mortgage block).

Shared owners

Shared ownership means paying partly for a mortgage and partly rent so that, if the person moves, he/she will get some of the proceeds from the sale of the property, according to how much of the original cost has been paid off. Include people who have paid off the mortgage portion. People with shared ownership arrangements are treated as both renters and owner-occupiers in the interview. They are not local authority/housing association tenants even if their arrangement is with a local authority/housing association. Owners who pay a service charge should be counted as owners, not shared owners. Both rent and ownership questions will be asked, unless the mortgage part has been paid off, which is found out at **Buying as Shared Owner** below.

Rent-Free

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

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

- Someone living in a "granny flat" owned by her son in his name (*private renter living rent-free*)
- Someone living in the property of a deceased partner which is held in trust (*private renter living rent -free*)
- A divorced/separated woman living in the house owned solely by her ex-partner who no longer lives there (*rent-free if owned only in partner's name; owner if the house is owned in the name of both partners*)

Sometimes respondents think they live rent-free when they do not e.g. people on full benefit that do not pay any rent to the landlord themselves because housing benefit is paid directly by the DWP (*rent*). They may also think they live rent-free if the DWP pays their mortgage interest. FRS has a check to prevent this:

If **Tenure** = 5 – *rent-free accommodation*

☞ Soft check

Can I just check do you live rent free because all of your rent is paid through state benefits?

INTERVIEWER: IF YES recode Tenure to Code 4 (Rent it).

PLEASE CHECK THEIR RENT/MORTGAGE IS NOT PAID BY BENEFITS. ONLY ACCOMMODATION PROVIDED BY SOMEONE ELSE (EMPLOYER, RELATIVE, ETC) IS 'RENT-FREE'.

Rent-free households are asked a minimal number of questions later, about their tenancy and the reason they don't pay any rent.

/ Question Information for Tenure

Tied accommodation

People in tied accommodation should be coded here as renters (code 4) or rent-free (code 5), depending on whether or not they pay any rent. This group includes people whose accommodation goes with their job e.g. Clergy of various denominations, Church of England employees, caretakers, army personnel, council tenants whose accommodation goes with their job, and some farmers. People in tied accommodation are classified as private renters, irrespective of who they are renting from.

Unusual schemes/arrangements

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

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

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

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

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

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

If they are using part of the annuity to pay off the interest on the loan (and this is normally the case), then code 'Yes' at the later question **Other Mortgage 2**, "Are you using this house as security for a mortgage or loan...?" On doing so, the mortgage questions will appear; see instructions at **Other Mortgage 2** for further information.

Schemes for Mortgage defaulters: in these cases the property reverts to the lender and a rent is paid instead of a mortgage. Code as renters.

The following question is asked to those coded 3 (shared ownership) at **Tenure**, in order to check whether it is appropriate to ask the mortgage questions as well as the rent questions.

? Buying as Shared Owner

↔ **SOBuy**

INTERVIEWER: ASK OR CODE:

SHARED OWNERS: Are you still buying your share in this (house/flat), or have you now paid off that mortgage or loan?

1. Still buying
2. Mortgage is paid off

? Sub Let

↔ **SubLet**

Do you have a formal arrangement to let, or sub-let, any part of this accommodation to someone who is NOT a member of your household?

If SubLet = Yes:

? Who Sub Lets

↔ **SubLetY**

Who is that? CODE FIRST THAT APPLIES.

INTERVIEWER: CLOSE RELATIVES = Householder's PARTNER, PARENT (incl. STEP-), SON or DAUGHTER (incl. STEP-), BROTHER or SISTER, or SPOUSE of any of these.

1. Close relative
2. Other relative
3. Non-relative

? How Many Rooms

↔ **Rooms**

How many rooms do you have altogether in your accommodation, that's excluding bathrooms and toilets, but including kitchens?

INTERVIEWER: 'YOUR ACCOMMODATION' MEANS THE ACCOMODATION OCCUPIED BY THIS HOUSEHOLD. EXCLUDE ANY ROOMS LET/SUBLET TO OTHER HOUSEHOLDS.

ROOMS LIKE ATTICS, CONSERVATORIES AND BASEMENTS THAT ARE USED AND CONSIDERED TO BE HABITABLE **SHOULD** BE INCLUDED.

THE FOLLOWING SHOULD **NOT** BE INCLUDED: HALLS, LANDINGS, ALCOVES AND VERANDAS.

/ Question Information for How Many Rooms

Enter the number of rooms used by the household. This should include any rooms shared but should exclude those rooms sub-let which are not used by the household.

In general, include any room which is habitable or usable by the household all year round.

If a room is open-plan count it as 2 rooms if it is divided by a sliding or folding partition. Count it as 1 room if it is divided by curtains or portable screens. If the respondent mentions a dinette attached to a kitchen, probe whether it is separated by a folding partition and if so, count it as a separate room.

Halls, landings and alcoves are not separate rooms.

If there is any doubt about whether to count a room, (particularly with attics, conservatories or basements) probe whether the room can be used all year round and whether it was built/converted for the purpose of living accommodation. If it is a basement or attic is there a window/skylight.

In order to be comparable with Census measures, if a kitchen is less than 6.5ft/2m wide at its narrowest point then it must not be counted as room.

? Any Room Shares

↔ **RoomShr**

Are any of these rooms in this accomodation shared with anyone who is not a member of your household?

1. Yes
2. No

If RoomShr = 1 'Yes'

? Number of shared rooms

↔ NmRmShar

How many rooms are shared with anyone who is not a member of your household?

? How Many Bedrooms

↔ Bedroom

Thinking just of the accommodation occupied by your household, how many bedrooms do you have in this accommodation?

INCLUDE ANY ROOM USED FOR SLEEPING

Each household must have at least one bedroom. Any room used for sleeping, including a box room or attic bedroom, should be coded as a bedroom. A one room bed-sit used as both a living room and a bedroom should be coded as a bedroom.

? Main Accommodation

↔ MainAcc

INTERVIEWER CODE: IS THE HOUSEHOLD'S ACCOMMODATION...

1. a house or bungalow
2. a flat or maisonette
3. a room or rooms
4. or something else?

N.B. MUST BE SPACE USED BY HOUSEHOLD

/ Question Information for Main Accommodation

The description of the accommodation should refer only to the 'space' used by the household. In the case of an owner-occupier of a house who has converted his property into self contained flats, you should code 'a flat or maisonette' at **Main Accommodation** and code 'a converted house/some other kind of building' at **Type of Accommodation** to indicate that the household occupies only part of the house.

Caravans, mobile homes etc should be entered as 'something else' at **Main Accommodation** and a 'caravan, mobile home or houseboat' at **Type of Accommodation**.

? Is it sheltered

↔ Shelter

Is this sheltered accommodation?

INTERVIEWER: HOUSING WITH A WARDEN AND/OR ALARMS

? Care from Landlord

↔ LldCare

Does your landlord, or someone acting on their behalf, provide you with more than a minimum level of regular care, support or supervision?

1. Yes
2. No

INTERVIEWER: This does not include a warden or emergency call-out service which is

Tenure and Address Information

only available to provide help in emergencies, or general property management

Not asked of NatCen interviewers - replaced by derived variable TypAcDV from DwellTyp in Admin

? Type of Accommodation

↔ TypeAcc

INTERVIEWER CODE: IS the [accommodation]...

If house or bungalow:

1. detached
2. semi-detached
3. or terraced/end of terrace?

If a flat or maisonette:

4. a purpose-built block
5. or a converted house/some other kind of building

If something else:

6. a caravan, mobile home or houseboat
7. or some other kind of accommodation?

/ Question Information for Type of Accommodation

A semi-detached house is one of a **pair** which is joined together. A house at the end of a terrace must be coded 3 even if there are only three houses in the terrace. Houses which are joined only by a garage (link-detached) should be coded detached.

The next question is asked if the accommodation is a purpose built or converted flat, maisonette or a room or rooms.

? Floor Level

↔ Floor

What is the lowest floor level of the household's living accommodation?

INTERVIEWER: CODE ONE ONLY

- | | |
|---|---|
| 1. Basement/semi-basement | 6. 4 th floor |
| 2. Ground floor/street level | 7. 5 th to 9 th floor |
| 3. 1 st floor (floor above street level) | 8. 10 th floor or higher |
| 4. 2 nd floor | 9. Don't Know |
| 5. 3 rd floor | |

? Type of Entry

↔ Entry

Are there any physical barriers to entry to the house/flat/accommodation?

CODE ALL THAT APPLY

1. Locked common entrance
2. Locked gates
3. Security staff or other gatekeeper
4. entry phone access
5. none

? Year Started Living at Address

Tenure and Address Information

↔ YearWhc

In which year did you, that is [HRP], first start living at this address?

ENTER YEAR

If YearWhc='don't know'

If YearWhc is year before respondents year of birth

☞ Soft Check

Are you sure? The year entered is before respondent's year of birth, please check and amend.

If YearWhc is a date after the interviewer date

☞ Soft Check

Are you sure? The date you have provided is in the future. Please check and amend.

YearWhc is one year or less before interview date

? How Many Months at Address

↔ MonLive

For how many months have you, (that is [HRP]), lived at this address?

ENTER MONTH.

/ Question Information for How Long at Address

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

? Household Status

↔ HHStat

INTERVIEWER: CLASSIFY THIS HOUSEHOLD AS ONE OF THE FOLLOWING:

1. Conventional household: i.e. single person or couple - with other family and/or boarder(s) and/or lodger(s).
2. 'Shared' household arrangements: identity of HRP is unclear or arbitrary e.g. students, nurses, unrelated adults etc, sharing ON EQUAL BASIS.

/ Question Information for Household Status

NOTE: Conventional Households include:

- tenure is owner occupier and a 2nd or 3rd benefit unit is paying rent
- tenure is rent free but 2nd or 3rd BU receives Housing Benefit
- 2nd or 3rd BU members paying rent to the householder(s) in BU1 are also named as householders (this is similar to part owned/part rented tenure)

This question is only asked if there is more than one Benefit Unit in the household. Later questions about rent, housing benefit and intra-household contributions will be routed in different ways according to the classification here.

Rented Accommodation

? Who is the Landlord

↔ Landlord

(Jump 3)

SHOW CARD B2

Who is your landlord?

1. The local authority/council/New Town development/Scottish Homes
2. A housing association, charitable trust or Local Housing Company
3. Employer (organisation) of a household member
4. Another organisation
5. Relative/friend (before you lived here) of household member
6. Employer (individual) of a household member
7. Another individual, private landlord or Letting Agency

Code first that applies.

/ Question Information for Who is the Landlord

If property is let through a letting agent or estate agent, the questions refers to the owner not the agent, so please probe to try and find out who actually owns the property.

If the respondent does not know who the landlord is, use code 7 (other private individual or letting agency) rather than coding 'Don't know'.

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

Code 2 (housing associations etc) includes Registered Social Landlords. Nearly all housing associations are now Registered Social Landlords but continue to be known as housing associations.

Use Code 5 only if the respondent and landlord were friends **before** they were tenant and landlord, not if they have become friendly since then.

If 'DK' or refusal to **Who is the Landlord**

☞ Soft Check

This is a 'Key Question': it is VERY IMPORTANT to get an answer here if possible. If you cannot do so (either now or later) please make a Note about the circumstances.

If the soft check is suppressed, the following automated instruction is activated.
INTERVIEWER: PLEASE RECORD THE REASONS WHY YOU SUPPRESSED THIS WARNING, THEN PRESS <ALT> + S TO SAVE AND CONTINUE.

If the respondent is a local authority or housing association tenant and said earlier that they lived rent-free the following check will trigger.

☞ Soft check

It is very unusual for Local Authority or Housing Association tenants to be living rent-free. Please check with respondent. Change **Tenure** to renting if 100% Housing Benefit is received, or somebody else pays the rent.

? Is the Accommodation Furnished

↔ **Furnish**

Is this accommodation provided:

1. furnished
2. partly furnished (e.g. curtains and carpets only)
3. or unfurnished?

/ Question Information for Is the Accommodation Furnished

The category 'partly furnished' no longer has any legal significance: any letting which is not explicitly "furnished" will be classified legally as "unfurnished". We retain "partly furnished" here to ensure respondents do not mistakenly include lettings with, say, curtains but nothing else provided as "furnished". However do not use "partly furnished" simply because the respondent thinks that the furniture is inadequate.

If the building is a flat it is necessary to clarify whether the landlord lives in the same flat or not:

Note that ResLL is asked of ALL houses / flats etc whereas ResLL2 is only asked of flats. Tenancy rules differ greatly depending on whether the landlord lives in the accommodation or not.

? Resident Landlord

↔ **ResLL**

Does the landlord live in the building?

1. Yes
2. No

If the landlord lives in the building:

? Resident Landlord 2

↔ **ResLL2**

Does the landlord live in the same flat as you or not?

1. Yes
2. No

If the landlord is not resident, the following questions are asked:

? Year Became Tenant

↔ **YStart**

ASK OR CODE

In which year did you first become a tenant of this accommodation?

INTERVIEWER: 'YOU'=PERSON(S) NAMED AT HHldr, THAT IS...(name[s])

1. 1988 or earlier
2. From 1989 to February 1997
3. March 1997 or later

If YStart = 1989 or later:

? Type of Contract

↔ **Ctract**

When you started to rent this accommodation...READ OUT (RUNNING PROMPT)...

1. ... did you and the landlord sign a written agreement,
2. ... did you have a written agreement which you didn't sign,
3. ... or did you just have an unwritten agreement?

? Type of Tenancy

↔ **TenType**

SHOW CARD B3 – England and Wales

Can you tell me what kind of tenancy you have?

INTERVIEWER: IF TENANCY TYPE WRITTEN ON CONTRACT/ NOTICE ASK RESPONDENT TO READ OUT

1. Assured Shorthold
2. Assured
3. Regulated (tenancy must have started in 1988 or earlier)
4. Resident landlord
5. Let by educational institution
6. Other type of let

Type of Tenancy is asked, with slightly different wording in Scotland.

SHOW CARD B3 - Scotland

Can you tell me what kind of tenancy you have?

INTERVIEWER: IF TENANCY TYPE WRITTEN ON CONTRACT/ NOTICE ASK RESPONDENT TO READ OUT

1. Short Assured
2. Assured
3. Regulated (tenancy must have started in 1988 or earlier)
4. Resident landlord
5. Let by educational institution
6. Other type of let

If TenType = 6 'other type let' (for England, Wales and Scotland):

? Other Types of Tenancy

↔ **OthType**

SHOW CARD B4

There are various other ways in which landlords can let accommodation. Will you please look at this card and tell me if the letting is one of these?

1. Crown tenancy /licence (includes H.M Forces)
2. Service occupancy (excludes H.M Forces)
3. Business or agricultural tenancy
4. Assured agricultural occupancy
5. Asylum seeker let (issued by National Asylum Support Service NASS)
6. Holiday Let
7. Other type of let

Service occupancy- may be referred to as 'tied tenancy' as this type of tenancy is tied to employment.

/ Question Information for Type of Tenancy, Other Types of Tenancy and Other Types of Tenancy

Tenancy arrangements vary between England, Scotland and Wales.

For England and Wales, if the tenancy or the way in which the landlord has let the

accommodation is not known or refused and the landlord is not resident, if the respondent first became a tenant from 1989 to February 1997 and there is a written agreement, the following question is asked.

For Scotland this question is asked if the tenancy or the way in which the landlord has let the accommodation is not known or refused, the landlord is not resident, the respondent first became a tenant from 1989 onwards and there is a written agreement.

? Assured Shorthold Tenancy

↔ Short1

There is a form of tenancy called an Assured Shorthold. It had to be initially for a fixed period and you had to be given a special notice in writing by the landlord that told you it was for an Assured Shorthold Tenancy. Here is an example of a notice to a tenant saying that the tenancy is an Assured Shorthold.

SHOW EXAMPLE OF NOTICE.

Does your notice state that it is an Assured Shorthold or not?

1. ...Yes, an Assured Shorthold,
2. ...Other agreement

In England and Wales, if the respondent first became a tenant from March 1997 or later, there is a written agreement, the type of tenancy is not known or refused, the following question is asked:

? Assured Tenancy

↔ Short2

Most tenancies are Assured Shortholds. There are others, just called 'Assured'. For these you have to be given a notice, in writing by the landlord, which tells you it is NOT an Assured Shorthold agreement.

SHOW EXAMPLE OF NOTICE.

Does your agreement or notice state that it is NOT an Assured Shorthold?

INTERVIEWER: The law changed in March 1997 to the effect that by default all tenancy agreements are assured shortholds, unless the landlord gave written notice to the contrary.

1. ...Not an assured shorthold
2. ...No, other agreement

The law changed in March 1997 to the effect that by default all tenancy agreements are assured shortholds, unless the landlord gave written notice to the contrary.

The following question is asked for England and Wales if the tenancy began before 1989. The question is asked in Scotland in cases where the landlord is not resident.

? Registered Rent

↔ FairRent

Has the rent been registered by the local rent officer or rent committee?

1. Yes
2. No

? Accommodation with Job

↔ AccJob

Does this accommodation go with the (past or present job) of anyone in your household?

1. Yes

2. No

If the accommodation goes with the job of somebody who is **temporarily** not a member of the household, code Yes.

If 'yes' the following question is asked:

? Who has Accommodation with Job

↔ **AccJbPer**

Who is that?

CODE ALL THAT APPLY.

? Rent Documents

↔ **RentDoc**

Do you have a rent book, rent card, benefit statement or some other rent document that you could consult?

IF BENEFIT STATEMENT OR RENT BOOK AVAILABLE PLEASE CONSULT THIS.

1. Benefit statement
2. Rent card / book
3. Some other document
4. None

/ Question Information for Rent Documents

The statement or Rent Card or other document containing the details should be consulted whenever possible. They will contain useful information for the rent and housing benefit questions.

IF CONVENTIONAL/NON-SHARING HOUSEHOLD... the next question should record the full amount of rent paid by the whole household.

? Amount of Rent

↔ **Rent**

How much rent does your household currently pay?

*IF SHARING HOUSEHOLD... the next question should **only** record the share of the household's total rent paid by the household reference person (and spouse/partner). The rent paid by the members of the other benefit units (even if given to the HRP to pass on to the landlord) should be recorded in the later blocks of questions, Rent within Conventional Households and Rent within Shared Households.*

? Amount of Rent

↔ **Rent**

How much rent do you, that is just [Person 1 in BU 1] (and [Person 2 in BU 1]) currently pay?

? Rent Period

↔ RentPd

How long did this cover?

/ Question Information for Amount of Rent

Here, the gross rent paid should be entered, i.e. the total amount of rent the respondent pays including components such as water rates or services such as heating, but after any Housing Benefit or rent rebate.

If the rent is in arrears either:

1. Enter the amount last paid even if this was a while ago but open a note <Ctrl+M> and give the date of this payment, or
2. Enter the amount last paid and open a note if this included an extra payment to cover arrears.

Rebates

1. If a 100% rent rebate/Housing Benefit is received but water/sewerage rates and other services etc are *paid separately* (i.e. not included in the gross rent charge), then the amount at **Amount of Rent** should be zero, and code 1 should be entered at **Rebate**.

2. If a 100% rent rebate/Housing Benefit is received and the water rates, etc, are normally *included in the rent*, then the amount paid for water rates etc should be entered at **Amount of Rent**.

Rent partly for business

If the rent includes an element for the business part of the property (e.g. a shop beneath a flat), and the amount of the domestic element is not known/cannot be split, enter 'DK' at **Amount of Rent**. The following check question will appear. Give as much information as possible, including the total rent for both the business and domestic parts of the property.

☞ Soft Check

If 'DK' or refusal to **Amount of Rent**

INTERVIEWER: This is a 'Key Question': it is VERY IMPORTANT to get an answer here if possible. If you cannot do so (either now, or later) please make a Note about the circumstances.

If the soft check is suppressed, the following automated instruction is activated.

INTERVIEWER: PLEASE RECORD THE REASONS WHY YOU SUPPRESSED THIS WARNING, THEN PRESS <ALT> + S TO SAVE AND CONTINUE.

*If the answer at the question **Amount of Rent** was recorded as 'Don't know' the following question is asked:*

? Don't Know Rent

↔ RentDK

INTERVIEWER: IS THIS 'DON'T KNOW' BECAUSE RENT IS PARTLY FOR BUSINESS AND YOU CANNOT ESTABLISH A SEPARATE AMOUNT FOR THE DOMESTIC ACCOMMODATION?

1. Yes (Please give full details in a note)
2. No

If 'yes', the 'don't know' at **Amount of Rent** will not be counted in the total number of refusals and DKs for this questionnaire.

☞ Soft Check

There are some soft checks on amount of rent paid to check likelihood.

For Council Tenants - if rent works out at more than £150 per week:

Rent is £[x] for [period code]. That comes to £[x] a week.

Rents for Council and New Town tenants are normally below £150 per week.

For Non-Council Tenants - if rent works out at more than £150 per week:

The answer is much higher than the figures usually given at this question. Please check that your figure is correct. If so, suppress warning and continue.

? Rent holiday

↔ **RentHol**

Do you have a rent holiday?

1. Yes
2. No

If RentHol=1

? Rent holiday number of weeks

↔ **WeekHol**

For how many weeks of the year do you have a rent holiday?

? Whether receive state benefits to help with Rent

↔ **HBenefit**

Are you receiving Housing Benefit to help with paying your rent? This could be paid to you or directly to your landlord.

1. Yes
2. No

? Housing benefit check

↔ **HBenChk**

Can I just check, is the amount of [£amount] for rent that you mentioned earlier, BEFORE taking off the state benefits to help with rent (that is the total amount paid to your landlord)? Or is it AFTER taking off state benefits to help with rent (that is the reduced amount)?

1. Before
2. After

If either of these questions appear it is important to check with the respondent that the amounts given are correct and if they are sure.

? Eligible Amount

↔ **EligAmt**

On the (rent book/ card/ statement), what is the amount shown for ELIGIBLE RENT?

INTERVIEWER: Eligible rent is the total rent amount minus any extra charges included with it. It is the rent figure local authorities use when making benefit calculations.

The figure given for eligible rent will either be the same as the total amount paid in benefits to help with rent, or will be higher. It cannot be less than the total amount paid in benefits to help with rent.

/ Question Information for Eligible Amount

This question is only asked if a benefit statement is being referred to. Benefits paid to help with rent do not pay for services included in the rent. Service charges are taken off the total amount paid (the gross rent) leaving the 'eligible' amount. For example, if a respondent's gross rent is £415, and £15 of that is for service charges, the eligible rent will be £400.

? Eligible Period

↔ EligPd

What period does that cover?

? Water and Sewerage Included

↔ WSInc

Were water or sewerage charges (rates) included in the rent which you mentioned?
[PLEASE CONSULT THE DOCUMENT]

1. Both water and sewerage
2. Water only
3. Sewerage only
4. Neither

This question will only appear for renters in England and Wales. Include charges for emptying septic tanks in sewerage charges.

/ Question Information for Water and Sewerage Included

All renters are asked questions about water/sewerage (except in Scotland where this is collected as part of council tax) and other charges included in the last rent. Please refer to a rent book or housing benefit statement wherever possible, as this is typically under-reported.

? Water and Sewerage Included Amount

↔ WSIncAmt

How much was included for (water/sewerage) in that (rent) period?
[PLEASE CONSULT THE DOCUMENT]

INTERVIEWER: If both services are included in the rent, then enter the combined amount. The amount here should be included in the figure at **Amount of Rent**, so if it is greater, there is a soft check.

If amount paid for water and sewerage is higher than £450 a week.

☞ Soft Check

The answer is much higher than the figures usually given at this question. Please check that your figure is correct. If so suppress warning and continue. Please leave a note if required

*The following question is asked if **Water and Sewerage Included Amount** is not answered 'Don't know' or refused*

? Rent Period 2

↔ RentPd2

How long did this cover?

? Services Included

↔ **SerInc**

SHOW CARD B10

Does the rent which you mentioned include any of the services shown on this card? [PLEASE CONSULT THE DOCUMENT]. CODE ALL THAT APPLY

1. Heating
2. Lighting
3. Hot water
4. Fuel for cooking
5. TV licence fees
6. Electricity
7. Gas
8. Liquid or solid fuel
9. None of these services

/ Information on services included in rent question

New services have been added to the list, these are electricity, gas and liquid or solid fuel. There is also a new question to estimate the amount that respondents pay for these additional services.

If Tenure = 3 'pay part rent and part mortgage (shared ownership)', 4 'rent it', 5 'live here rent free' or 6 'squatting'

? Anyone Outside of Household Pay for Accommodation

↔ **AccNonHH**

(Apart from state benefits to help with rent) does anyone outside your household pay any rent on this accommodation on your behalf?

INTERVIEWER: EXCLUDE Housing Benefit - i.e. RENT REBATE or RENT ALLOWANCE

1. Yes
2. No

? Who Pays for Accommodation

↔ **AccPay**

Who is that? CODE ALL THAT APPLY

1. DWP
2. Employer
3. Other organisation
4. Friend/relative
5. Other

If you enter that the DWP are paying towards rent a soft check appears to clarify that the only payments we expect here are those to cover arrears.

↔ Soft Check

Are you sure? DWP only ever pay **arrears** of rent. Double-check, that respondent is not thinking of state benefits to help with rent. If genuine arrears, suppress this warning.

? Amount of Accommodation Rent

Rented Accommodation

↔ **AccAmt**

How much rent did [x] pay for you last time?

: 0.00..99997.00

? **Accommodation Period**

↔ **AccPd**

How long did that cover?

? **Accommodation Rent Check**

↔ **AccChk**

Can I just check, is the amount of [n] for rent that you mentioned earlier, BEFORE or AFTER deducting this payment?

*This question is not asked if **Amount of Rent** = 0.00.*

Owned Accommodation & Mortgages

Overview of the mortgage section

The mortgage section of the questionnaire is divided up into two parts.

The aim of the first set of questions (Year Bought Accommodation to Purchase Amount) is to collect information about:

- Mortgages that have been taken out to purchase a property and,
- Re-mortgages or further advances that have been secured on that property.

For any **mortgages** taken out to purchase a property questions are asked about the original amount borrowed, any re-mortgage or extension to the mortgage, payments to the lender and insurance policies covering the repayment of the loan;

For any **re-mortgages and further advances an initial question** is asked to establish the purpose of the re-mortgage or further advance. The full series of questions are only asked if it was to raise money to make essential repairs or if it was just to receive a more favourable interest rate. No further questions are asked for re-mortgages or further advances taken for other purposes because they are not considered to be related to housing costs.

The aim of the second set of questions (Introduction to Second Mortgages to Year Took Out Mortgage/Loan) is to collect information about:

- Any other mortgages secured on the property which have been taken out either to purchase the property or for any other reason. If there is more than one separate mortgage/loan secured, each one should be recorded individually. The degree of detail required about each mortgage/loan depends on its purpose:

Re-mortgages, further advances, top-ups, extensions and second mortgages and shared equity schemes

People can add to or otherwise change their mortgage liabilities by re-mortgaging, or borrowing an extra sum in the form of a 'top-up', 'further advance', 'extension' or 'second mortgage'. These terms may be interpreted or defined differently from lender to lender, who also have their own names for such arrangements, such as 'homeowner loans' or 'home improvement loans'. In cases where such a change has been made you will need to know whether there is one mortgage or more than one secured on the property, and what constitutes a separate mortgage or loan.

FRS uses the terms as below, but whatever names respondents refer to their arrangements by, the rule of thumb is that if a single payment is made to the lender covering both the original and extra amounts borrowed, it should be dealt with as a single mortgage/loan. Only if separate payments are made covering the different borrowings, should they be dealt with as separate mortgages/loans.

- **Re-mortgages:**

Re-mortgages are used to raise money by increasing the total amount borrowed, or to take advantage of a cheaper interest rate, usually from a different lender. The old mortgage is paid off and a new mortgage starts, so there is still just one mortgage to be dealt with. The amount originally borrowed is recorded first at **Borrowed Amount**, then the total amount of the re-mortgage at **Remortgage Amount**. The subsequent questions are with reference to the re-mortgage.

- **Further borrowing secured on the property in addition to the mortgage for purchase:**

In addition to re-mortgages, people buying their accommodation with a mortgage or loan may borrow extra money, to raise funds for various purposes, in two different ways.

- **Separate second mortgages**

One way is by taking out a new mortgage or loan, completely separate to that for purchase, either with the same lender or a different one. Separate payments will be made to the lender(s) on each mortgage. These mortgages/loans should be dealt with individually - you should not add together the individual amounts borrowed or the payments made.

- **'Further advance' or 'top-up' or 'extension'**

The other way is by extending the original mortgage/loan from the lender, e.g. from £90,000 to £100,000. The original and extra amounts borrowed are integrated into a single arrangement, with a single regular payment to the lender covering both elements. This kind of arrangement should be dealt with as a single mortgage. The extra money may be borrowed at the same time as that for the purchase of the accommodation, or subsequently. Both these situations should be handled in the same way: the amount (originally) borrowed for the purchase will be recorded first at **Borrowed Amount**, then the total borrowed including the extra amount a few questions later at **Remortgage Amount**. The amount at **Amount Outstanding on Mortgage** (the amount of the loan still outstanding) will be inclusive of the extra sum, and the amount of the last payment to the lender (**Amount of Last Mortgage Payment / Amount of Last Instalment**) will be the payment made on this total loan.

If both a re-mortgage and a further advance, or two or more than further advances have been taken out, **Remortgage Amount** should include the original mortgage or re-mortgage plus all subsequent borrowing, and **Amount Outstanding on Mortgage** should include the total outstanding on all borrowing.

- **Second mortgage or loan for purchase:**

If two or more separate mortgages or loans secured on the property were taken out for purchase of the property (e.g. a main mortgage and a bank loan to raise a deposit), questions are asked about each one still being repaid.

If the property is being bought with a mortgage or loan (code 2 or 3 at **Tenure**):

Shared Equity / Equity Share Mortgage:

A shared equity or equity share mortgage is normally offered to key workers or first time buyers, allowing them to purchase a percentage of a property (usually 70% although this can vary) and the remainder is financed by a 'loan' with the builder, developer or housing association. These schemes vary from a shared ownership scheme as NO monthly repayments or rent is due on the loan (at least for the first five years). The 'loan' is usually repaid when the house is sold although some schemes do have a maximum term such as

Owned Accommodation and Mortgages

10 years and the repayment of the loan is based on the market value at that particular time.

These mortgages are treated as regular mortgages by banks and building societies and should be treated as such within the questionnaire.

Example:

Respondent purchases a property using this scheme for £200,000 and requires a mortgage for £140,000 (70% of the purchase price) and has a 'loan' for £60,000 (remaining 30%). They sell the house in 5 years time and the house has increased in value to £300,000 so they then pay the loan back based on 30% of the market value at the time of the sale (i.e. £90,000).

In this instance you would record:

PurcLoan = 1 (one loan to purchase the property)

PurcAmt = £200,000 (full purchase price of the property)

BorrAmt = £140,000 (actual amount of the mortgage taken)

And finally leave a note at BorrAmt explaining that the property was purchased via a shared equity scheme and any additional information the respondent may provide.

The First Buy Scheme In England is a similar scheme as it offers First Time Buyers (subject to eligibility) an opportunity to purchase a property. With this particular scheme the First Time Buyers are expected to fund a 5% deposit and up to an additional 20% deposit will be funded by the Government and Builder (combined). After 5 years 'fee' payments will be due on the 20% 'loan' although these payments will not reduce the outstanding balance and 20% of the property value at the time of sale will still have to be repaid.

If a respondent states that they have benefited from 'The First Buy Scheme' then this should also be recorded by entering the full purchase price of the property at PurcAmt, the actual amount of the mortgage taken at BorrAmt and also leave an appropriate note at BorrAmt explaining the property was purchased using this scheme.

? Year Bought Accommodation

↔ BuyYear

In which year did you buy this accommodation?

/ Question Information for Year Bought Accommodation

This should be the year *this* property was bought and the **first** mortgage was taken out to buy it.

HOWEVER, if the respondent states that the current mortgage was 'carried over' from a previous property; **do not** enter the year the mortgage was originally taken out on the previous property. Because mortgages are secured on a specific property the old mortgage will have been paid off and a new mortgage started.

If the respondent just says 'two years ago' - please check the year with the respondent before entering into the questionnaire.

If BuyYear is year before respondent year of birth

☞ Soft Check

Are you sure? The year entered is before respondent's year of birth, please check and amend.

? Purchase with Loan

↔ **PurcLoan**

Can I just check, did you take out one loan to purchase this accommodation, or more than one?

1. One
2. Two (or more) loans for purchase

Sometimes people take out an additional loan for example, to cover a deposit. This question is asked to find out whether the series of questions about mortgages should be asked once or twice.

Only include loans which are secured on the current property.

? Purchase Amount

↔ **PurcAmt**

What was the purchase price of [your share in] your house/flat?

If PurcAmt is greater than £500,000

☞ Soft Check

The answer is much higher than the figures usually given at this question. Please check that your figure is correct. If so suppress warning and continue.

If PurcAmt is less than £10,000

☞ Soft Check

That seems very low – please check your figures

? Introduction to Mortgage Section

↔ **IntroM**

(Jump5)

**THE NEXT QUESTIONS ARE ABOUT THE MAIN MORTGAGE FOR THE PURCHASE OF THIS ACCOMMODATION.
(QUESTIONS ABOUT ANY OTHER, SEPARATE MORTGAGE WILL FOLLOW)**

This introductory screen appears if the property is being purchased with a mortgage (coded 2 or 3 at the earlier question **Tenure**). The next series of questions will relate to the mortgage for the *purchase* of the property, including any subsequent re-mortgage. If there is more than one mortgage for purchase, they will be repeated.

If there is a completely separate second mortgage secured on the property for any purpose other than purchase, it should be recorded later at **Other Mortgage 1**.

? Borrowed Amount

↔ **BorrAmt**

What was the original amount of this mortgage or loan, in [year]?

/ Question Information for Borrowed Amount

This should be the amount borrowed (*for this individual mortgage, if there is more than one*) at the time the property was bought.

It should **exclude** any **top-up or further advance** taken out at the same time or subsequently. If the respondent claims that the mortgage was transferred from a previous property, enter the consolidated/adjusted amount relating to the new property.

Properties/mortgages partly for business

In cases where the amount borrowed includes the purchase of non-domestic accommodation or land, e.g. a farm, a shop with flat above, try to obtain purchase and mortgage details for the domestic element only. Ditto, if the original mortgage was taken out partly to finance a business and partly for purchase of domestic accommodation.

If the respondent knows the proportion of the full purchase price/mortgage details relating to the domestic part, enter this proportion at the relevant questions. If the proportion is not known, enter DK at **Borrowed Amount**. The following check question will appear. Give as much information as possible, including the total amount borrowed, and indicate whether amounts given in other housing costs questions (structural insurance, water rates) relate to the whole property or just the domestic part.

If BorrAmt is greater than £250,000

☞ Soft Check

The answer is much higher than the figures usually given at this question. Please check that your figure is correct. If so suppress warning and continue.

If BorrAmt is less than or equal to £3,000

☞ Soft Check

That seems very low – please check your figures

☞ Soft Check

If the original amount borrowed is greater than the purchase price

The amount borrowed is more than the purchase price - this is very unusual. Please check your figures and, if necessary, explain in a note.

If the soft check is suppressed, the following automated instruction is activated.

INTERVIEWER: PLEASE RECORD THE REASONS WHY YOU SUPPRESSED THIS WARNING, THEN PRESS <ALT> + S TO SAVE AND CONTINUE.

If the respondent does not know the original amount of the mortgage, the following question is asked

? Borrowed Amount-Don't Know

↔ **BorrAmtDK**

INTERVIEWER: IS THIS DON'T KNOW' BECAUSE THE ORIGINAL MORTGAGE WAS TO BUY DOMESTIC ACCOMMODATION AND FOR BUSINESS PURPOSES, AND YOU CANNOT GET A SEPARATE FIGURE FOR THE DOMESTIC PART?

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1. Yes (Please give full details in a note)
2. No

If 'YES' is coded, the DK at **Borrowed Amount** will not count toward the total refusals and DKs for the questionnaire.

? Remortgage

↔ RMort

Since [year of purchase], have you taken out a re-mortgage, with the same or a different lender - or have you extended the original loan by taking out a further advance or top-up?

INTERVIEWER: IF UNSURE, SEE HELP SCREEN <F9>

IF RE-MORTGAGED MORE THAN ONCE TAKE THE MOST RECENT OCCASION. ONLY INCLUDE EXTENSIONS TO THE MORTGAGE, NOT OTHER LOANS SECURED ON THE HOUSE.

INTERVIEWER: DO NOT INCLUDE BUY TO LET MORTGAGES

/ Question Information for Remortgage

A re-mortgage is a new mortgage on an existing mortgaged property. The old mortgage is paid off in the process, and the re-mortgage is a completely separate arrangement. The purpose may be to release part of the capital that has accrued, to increase the borrowing to raise funds, to change to a different type of mortgage (for example a Flexible mortgage) or simply to take advantage of a cheaper interest rate from another lender. If the re-mortgage was taken out with the *same* lender as the original one, also include it here.

A 'further advance' or 'top-up' means an extra amount was borrowed and was integrated with the original loan so that it is a single arrangement, with just one payment made to the lender. The amount at **Amount Outstanding on Mortgage** should include the extra top-up, and the amount at **Amount of Last Mortgage Payment/IntPrPay** should be a combined amount without you or the respondent needing to add figures together. Do not count any 'top-up' or 'further advance' at this question if separate payments are made; such separate loans are asked about later.

For further information see the guidance notes at the beginning of this mortgage section.

? Year Remortgaged

↔ RMortYr

In which year did you take out the most recent re-mortgage/further advance?

If both, or more than one further advance has been taken out, take most recent occasion.

☆? Remortgage Amount

↔ RMAmt

What was the total amount of the mortgage, including any re-mortgage/further advance?

INTERVIEWER: If the respondent borrowed extra money when they re-mortgaged (e.g. £20,000), enter the combined figure for the original amount borrowed (see BorrAmt, e.g.

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£100,000) and the extra amount borrowed, i.e. enter BorrAmt + RMAmt e.g. £120,000

This amount may be the same as the original loan, depending on whether they were remortgaging to get further advance or changed their mortgage for the same amount. Enter the total of the original mortgage plus further advance/top-up(s), **OR** the re-mortgage (plus subsequent further advance/top-up(s) if any).

If the original amount borrowed is equal to or greater than £250,000

☞ Soft Check

The answer is much higher than the figures usually given at this question. Please check that your figure is correct. If so suppress warning and continue.

If the figure given is less than the amount recorded for the original mortgage (Borrowed Amount)

☞ Soft Check

The re-mortgage amount would normally be as large as the original mortgage. Please check your figures.

? Reason for Remortgage

↔ RmPur

SHOW CARD B5

Which of these items best describe the reasons why you took out a re-mortgage/further advance? Any others?

CODE ALL THAT APPLY

1. To make improvements or extensions to this property
2. To help purchase a major item like a car, boat, caravan or second home
3. To get a better, or fixed, interest rate
4. In connection with a business
5. To buy out another person's share in the property
6. For essential repairs to make the property fit for occupation
7. To move to a more flexible mortgage
8. Some other purpose (SPECIFY IN A NOTE)

Note: If both a re-mortgage and a top-up, or more than one top-up, have been taken out, code all the reasons for both.

? Type of Mortgage

↔ MortType

SHOW CARD B6

Looking at this card, which one of these options best describes your mortgage?

INTERVIEWER: If necessary add 'With a repayment mortgage, by repaying the original loan we mean the original capital sum borrowed'. From April 2008, all PEPs automatically became stocks and shares ISAs. Please record any reported PEPs as ISAs.

INTERVIEWER: IF OTHER, PLEASE SPECIFY IN A NOTE.

1. an ENDOWMENT mortgage
(where your mortgage payments cover interest only)
2. a REPAYMENT mortgage
(where your mortgage payments cover interest and part of the original loan)
3. a PENSION mortgage
(where your mortgage payments cover interest only)
4. a Unit Trust or ISA mortgage
5. BOTH an ENDOWMENT (or any interest only) mortgage AND a REPAYMENT mortgage

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6. an INTEREST ONLY mortgage with MORE than one linked investment (e.g. pension and unit trust, endowment and ISA)
7. an INTEREST ONLY mortgage with NO linked investment (e.g. NO endowment, pension or ISA)
8. or another type (not listed above)

<CTRL+M> to make a note (Include Islamic mortgages here).

/ Question Information for Type of Mortgage

Code 1: Endowment Mortgage

An endowment policy is taken out with either before or at the same time as the mortgage. The endowment policy is designed to end at the same time as the mortgage. Endowments are often sold by the lender or adviser who arranges the mortgage, they can also be arranged independently. Money paid into the endowment policy is invested in stocks and shares and other investments. Like all stock investments, endowment policies do involve risk and their value can fall and rise. At the end of a set number of years (the policy 'term'), the policy 'matures' and they get a lump sum, which is used to repay the mortgage loan.

The original mortgage amount remains outstanding until the policy matures. In the meantime interest is paid on the total amount borrowed and premiums are paid on the endowment policy.

Endowment mortgages were once very popular, but have fallen out of favour in recent years. This is because many of the circumstances that used to make them attractive have disappeared, such as tax relief on premiums and mortgage interest, high inflation and high interest rates.

Code 2: Repayment Mortgage

In this case the money borrowed for the purchase of the house is repaid over a period of years; interest is also paid on the amount outstanding at the time. Monthly repayments are paid to the lender over an agreed number of years (called the mortgage 'term'). Most people choose a term of 20 to 25 years for their first mortgage, but they can be for shorter or longer periods. The payments cover the interest on the loan and also gradually pay off the amount borrowed (sometimes called the 'capital' or the 'principal').

People with repayment mortgages (and pension, ISA or Unit Trust mortgages - see below) usually take out a mortgage protection policy with an insurance company so that in the event of death there is available a sum of money to pay off the outstanding mortgage. This arrangement should not be confused with the endowment policy of an endowment mortgage.

Code 3: Pension Mortgage

Interest only is paid to the lender and monthly contributions are paid to a personal pension plan which is designed to repay the mortgage on retirement. In addition, it is necessary to arrange a separate protection policy designed to repay the mortgage if the borrower should die before the end of the mortgage term. A pension mortgage can include a stakeholder pension.

Code 4: Unit Trust or ISA Mortgages

With a **unit trust mortgage** the borrower pays interest only to the lender and also makes monthly investments in a unit trust savings plan. As stock market prices rise, the lender may allow the borrower to pay off part of the loan. With this arrangement, a protection policy is also necessary.

With an **ISA Mortgage** the borrower pays interest only to the lender and pays monthly contributions into an Individual Savings Account, which is designed to pay off the loan.

Code 5: Both an INTEREST ONLY and REPAYMENT mortgage

This code applies if the mortgage is a **single arrangement** which has both an interest-only element and an interest-and-capital element, **combined into one regular payment made to the lender**. If there are two separate mortgages of different types secured on the property, and separate payments are made to the lender(s), only the main mortgage should be coded at this question. Separate, second mortgages not for the purchase of the property (or any separate mortgage for purchase) should **not** be entered here.

Code 6: An INTEREST ONLY mortgage with more than one linked investment (e.g. pension and unit trust, endowment and ISA)

Some borrowers have more than one investment scheme set up to repay the amount borrowed on an interest only mortgage. For example, an endowment and ISA. This code enables the questionnaire to uniquely identify this type of mortgage arrangement and subsequent questions collect information on all of the investment schemes linked with the interest only mortgage.

Code 7: An INTEREST ONLY mortgage with NO linked investment (e.g. NO endowment, pension or ISA)

This type of borrower has decided not to take out any type of investment or savings scheme to repay the mortgage as the end of the mortgage term.

The unique characteristic of an interest only mortgage is that payments to the lender only cover the interest on the loan. The payments do not re-pay any of the amounts borrowed. The mortgage still usually has a fixed term and the borrower is expected to repay the amount borrowed in one go.

With Interest only mortgages the borrower usually arranges an investment such as an endowment or ISA to save the money needed to repay the mortgage debt. However, some borrowers **do not** set up an investment or savings scheme. It is this type of borrower that we would like recorded using this code. These borrowers may have a different strategy in place to repay the mortgage or have decided the later sale of the property will release enough capital to repay the borrowed amount. You may come across other schemes people have thought up to repay their mortgage for example, using proceeds from a maturing life insurance policy or paying off the amount borrowed using the occasional lump sum.

Code 8: Another type or mortgage

Please remember to make a note when using this code. The note should include details of the main features of the mortgage.

Please ensure when using code 8 that the mortgage is unique and is not covered by codes 1-7.

If code 8 is used the soft check will appear.

☞ Soft check

INTERVIEWER: This is rather an unusual sort of mortgage. Are you sure that it is not covered by one of the codes above? If not, please record the title in a note and answer follow up questions as fully as possible.

If the soft check is suppressed, the following automated instruction is activated.

INTERVIEWER: PLEASE RECORD THE REASONS WHY YOU SUPPRESSED THIS WARNING, THEN PRESS <ALT> + S TO SAVE AND CONTINUE.

/ Question Information for Type of Mortgage

A note on Flexible mortgages.

These are a fairly new style of mortgage that is becoming more popular. Flexible mortgages can be repayment, endowment or another type of investment. Therefore it is important to read the following information and decide where it is best to code a flexible mortgage.

The most popular type of flexible mortgage is the all-in-one account. There are two types of all-in-one account; the current account mortgage and the offset mortgage.

The current account mortgage – all finances are kept together in 'one pot' so the mortgage, current account, any savings, credit cards and loans are all combined resulting in one overall account with one outstanding balance.

The offset mortgage – is similar to above where there is one overall outstanding balance made up of all the different debits and credits however the savings, current and mortgage accounts are kept in separate accounts. Money can still be easily transferred between the different accounts.

Buy-to-let mortgages

Do not include mortgages for those properties purchased only for investment and rental income

☞ Soft Check

If 'DK' or Refusal

This is a 'Key Question': it is VERY IMPORTANT to get an answer here if possible. If you cannot do so (either now or later) please make a note about the circumstances.

*If the respondent's mortgage is an Endowment (1), Pension (3), Unit Trust/ISA (4), both an endowment (or other interest only) and repayment (5), Interest only with one or more linked investment (6), interest only with NO linked investment (7) or another type (8) (i.e. all except those with a **repayment** mortgage) the following question will be asked.*

? Loan Covered by Other Savings

↔ **EndwPrin**

INTERVIEWER: From April 2008, all PEPs automatically became stocks and shares ISAs. Please record any reported PEPs as ISAs.

SHOW CARD B7

(Can I just check) (Apart from the endowment I mentioned earlier) is the repayment of the original loan covered by any of the things on this card?

1. Current payments into a Pension Plan (pension mortgage)
2. Current payments into an ISA
3. Current payments into a Unit Trust or Investment Trust scheme
4. Current payments into any other savings/investment scheme
5. Proceeds of sale from existing house only
6. None of the above (describe in a note)

/ Question Information for Loan Covered by Other Savings

Loan Covered by Other Savings is asked directly after **Type of Mortgage**. This is so

Owned Accommodation and Mortgages

the question can act as a check (especially for those with INTEREST ONLY mortgages) to help ensure that **Type of Mortgage** has been correctly coded. For example, the respondent may have described their mortgage as an 'Endowment mortgage' (code 1). At **Loan Covered by Other Savings** they mention that they are also making payments into an ISA which they intend to use to repay their mortgage when it matures. This means that they have more than one investment or savings scheme linked to their mortgage, so at **Type of Mortgage** they should really have been coded as 'an interest only with more than one linked investment' (code 6) rather than an endowment mortgage.

We are only interested in recording saving schemes and investments that the respondent is CURRENTLY making payments into. For example if they have completed contributing to an ISA then this should not be recorded at this question, so use code 6 and please make a note.

If **Loan Covered by Other Savings** is coded as 'None of the above' - please open a note and record details about how the respondent expects to repay the loan.

'Can I just check' will only appear at the beginning of this question when **Type of Mortgage** is coded as 'Interest only with NO linked investments' (code 7) or 'Another type of mortgage' (code 8). The question may not seem relevant for these cases, but we want to ask the question to check that **Type of Mortgage** is coded correctly.

If the respondent has an ENDOWMENT mortgage - please use code 6, you will be asked for information specifically about the ENDOWMENT mortgage at Endowment Policies. People with ENDOWMENT mortgages are only routed through this question to ensure that Type of Mortgage has been coded correctly.

If the respondent says they will be repaying mortgage using any of the investment/savings listed at Loan Covered by Other Savings (codes 1-4) but at Type of Mortgage they said they had an 'interest only with NO linked investments' (code 7).

☞ Soft check

'You described your mortgage as an interest only with NO linked investments, can I just check is this savings/investment scheme linked to your mortgage?' Please amend the answer at MortType as appropriate'

If Loan Covered by Other Savings = codes 1- 4 (has some type of investment or savings scheme) AND Type of Mortgage =8 (other)

☞ Soft check

'If there is an endowment, pension, ISA or other savings/investment scheme linked to cover the repayment of the original loan, please amend the answer at MortType as appropriate?'

If Loan Covered by Other Savings = 6 (none of the above) and Type of Mortgage does not equal 1 (endowment)

☞ Soft check

'Please leave a note to describe how the respondent will be repaying their mortgage'.

If the soft check is suppressed, the following automated instruction is activated.

INTERVIEWER: PLEASE RECORD THE REASONS WHY YOU SUPPRESSED THIS WARNING, THEN PRESS <ALT> + S TO SAVE AND CONTINUE.

If Loan Covered by Other Savings codes 1 - 4 (has some type of investment or savings scheme) AND MortType=1 (endowment)

☞ Soft check

'Earlier you described your mortgage as an endowment but you also have another savings/investment scheme linked to the repayment of your mortgage, please amend the answer at MortType as appropriate'.

If Type of Mortgage = 1 (Endowment) and Loan Covered by Other Savings = 1,2,3,4 (Pension/Unit Trust/Other scheme)

Or

If Type of Mortgage = 3 (Pension) and Loan Covered by Other Savings = 2,3,4 (Unit Trust/Other scheme)

Or

If Type of Mortgage = 4 (ISA/Unit Trust) and Loan Covered by Other Savings = 1,4 (Pension/Other scheme)

☞ Soft check

'This method of capital repayment (at EndwPrin) does not match the type of mortgage recorded earlier (at MortType). Please resolve or make a note'.

Endowment Policies are asked if the respondent holds any type of mortgage except a repayment mortgage.

? Endowment Policies

↔ **MenPol**

Can I just check are there any endowment policies covering the repayment of this mortgage or loan?

'Can I just check' is only used if **Type of Mortgage** = Endowment (1) or both an endowment (or other interest only) and repayment (5).

A response to this question may trigger a 'Soft check' to appear if it contradicts the response at **Type of Mortgage**.

If Endowment Policies =Yes and Type of Mortgage=7 (interest only NO linked investments) or 8 (another type of mortgage)

☞ Soft check

'You described your mortgage as an interest only with NO linked investments or another type of mortgage, can I just check, is this savings/investment scheme linked to your mortgage?

Please amend the answer at MortType as appropriate.'

? Flexible Mortgage

↔ **MorFlc**

Is your mortgage an all-in-one account?

1. Yes
2. No

INTERVIEWER: All-in-one accounts are a new type of flexible mortgage which allow a person to link together accounts - for example, a current account, a savings account and a mortgage (as well as other types of loans). There are two types of all-in-one account: current account mortgages and offset mortgages.

Examples include the One account (RBOS), a Woolwich Open Plan or some other all-in-one account.

/ Question Information for Flexible Mortgage

Flexible mortgages

Flexible mortgages are those which give the borrower the flexibility to make certain changes without asking their lender first, such as varying the amount or timing of payments, or taking breaks in some circumstances. People with such mortgages can make over or underpayments each month or can pay off lump sums without incurring charges. Other common features of flexible mortgages are the ability to withdraw lump sums and to take payment holidays. If people overpay it may allow them to pay off the mortgage early, or to take payment holidays later, for example if they have a baby or take a career break.

It is worth noting that increasingly many “traditional” mortgages have flexible features even though they are not strictly flexible mortgages. For example it may be possible to make lump sum payments without restriction. However for a mortgage to be truly flexible it should really have the facility to make overpayments and to make underpayments.

Flexible mortgages can be repayment, endowment or other investment mortgages.

A subset of flexible mortgages is called all-in-one accounts. There are two types:

- current account mortgages: mortgage combined with a current account and forms one account, e.g.: the One Account (RBOS)
- offset mortgages: the mortgage is run parallel with a current account and savings account between which money can be transferred and the mortgage debt offset against any savings held (offset) (see diagram), there may be several savings “pots” which together form the total savings e.g. Woolwich Open Plan

Current account mortgages and Offset mortgages are described in more detail after All in One Mortgage.

If the respondent has an all-in-one account

? All in One Mortgage

↔ MorAll

SHOW CARDS B8 & B9

Is your all-in-one account mortgage, a current account mortgage or an offset mortgage?

1. Current Account Mortgage
2. Offset Mortgage

/ Question Information for All in One Mortgage-Current Account Mortgage

Two show cards relate to this question. They are designed to help respondents decide what type of 'all-in-one' mortgage they have.

SHOW CARD B8 Current account mortgages

Summary...

With a current account mortgage, the borrower's mortgage is combined with their current account to form one account for example, the 'One Account'.

In more detail...

Owned Accommodation and Mortgages

The main difference between an offset mortgage and current account mortgage is that with a current account mortgage, the borrowers' current account and any other accounts are combined with their mortgage account.

The current account mortgage (CAM) combines the borrower's mortgage, current account, savings account, personal loans and credit cards into one account. Their salary is paid into this account, if they don't spend all their income at the end of the month, that amount is taken off what you owe on your mortgage.

For example, if they were paid £2000 after tax each month, then spend £1500 in the month, £500 is left in the account which comes off the mortgage. Since interest is calculated on a daily basis, the interest paid is immediately reduced.

The CAM allows the borrower to make overpayments and underpayments and borrow back money, so can be defined as fully flexible.

Respondents with a CAM will NOT be routed through the last payment questions.

/ Question Information for All in One Mortgage-Offset Mortgage

SHOW CARD B9 Offset mortgages

The Savings account, current account and mortgage are held separately but the balances in all the accounts are taken into consideration when calculating interest for the mortgage repayments.

Summary...

The mortgage is run parallel with a current account and savings account between which money can be transferred and the mortgage debt offset against any savings held (offset).

In more detail....

Offset is a new type of flexible mortgage. It links the mortgage to the borrowers Current and Savings Accounts. The borrower can save money on interest repayments, because the interest is calculated on the difference between the combined balance the Current and Savings Accounts and their mortgage balances. This means that the mortgage term could be reduced and the borrower saves money.

Interest is calculated daily, so every day the borrowers Current and Savings Accounts are in credit, the interest calculated on the mortgage will be reduced and the subsequent repayments.

? Length of Mortgage

↔ MortEnd

How long is the term of your mortgage?

By this we mean the agreed term since you have remortgaged or extended the original loan.

INTERVIEWER: IF REMORTGAGED AGREED TERM IS FROM THE POINT OF REMORTGAGING

If more than 40 years after the property was bought and the respondent has re-mortgaged (Code 1 at Rmort))

☞ Soft Check

Owned Accommodation and Mortgages

Are you sure? The end date would not normally be more than 40 years after the last re-mortgage. Please check your figures.

Respondents who have an interest only mortgage with no linked investments should still be able to provide an answer to this question.

? Amount Outstanding on Mortgage

↔ MortLeft

What is the amount still outstanding on your mortgage/loan from this source – that is how much do you still have to pay off?

Probe that the figures given for the amount outstanding does apply to the total debt on this mortgage only, and does not include any separate arrangement.

If the respondent has an all-in-one current account mortgage the wording of Amount Outstanding on Mortgage will appear as follows.

What is the amount of the negative balance or overdraft on your current account?

If Mortleft is less than £100

☞ Soft Check

That seems very low – please check your figures

If an interest only mortgage and the amount outstanding differs from the amount borrowed/re-mortgaged:

☞ Soft Check

For an interest only mortgage, the amount outstanding should equal the amount [originally borrowed]/[of the re-mortgage].

This check should be suppressed when the capital amount borrowed for a mortgage has been reduced by a lump sum payment.

If a repayment mortgage and the amount outstanding is not less than the amount borrowed/re-mortgaged

☞ Soft Check

For a repayment mortgage, the amount outstanding should be less than the amount [originally borrowed]/[of the re-mortgage].

If the respondent has an ENDOWMENT or other INTEREST ONLY mortgage the questions Amount of Last Mortgage Payment and Length Last Mortgage Payment Covered are asked. (These questions will NOT be asked if the respondent has an all-in-one current account mortgage.)

? Amount of Last Mortgage Payment

↔ MorInPay

How much was your last payment on this mortgage or loan?

If the last interest payment includes arrears accept the actual amount given but if it was a long time ago make a note using <Ctrl+M> to give the date, or if the amount was greater than normal to cover past arrears. Payments by people outside the household should be included.

? Length Last Mortgage Payment Covered

↔ MorInPd

How long did this cover?

If the repayments on a respondent's mortgage work out at either less than 5% or greater

Owned Accomodation and Mortgages

than 16% interest rate:

☞ Soft Check

The interest payments work roughly out at [x] per cent which is [lower/higher] than most current interest rates available for a mortgage of this size. If no particular reason for this, please check your answers.

Check the figures with the respondent and see if any documents are available. If the information is confirmed suppress the warning **but be sure to open a note to explain the circumstances**. The same check applies to those with repayment mortgages. Mortgage lenders often provide discounts to first time buyers, or for the first (few) year(s) of the mortgage.

The next question is asked if Type of Mortgage= Endowment (1), Pension (3), Unit Trust/ISA (4), both an endowment (or other interest only) and repayment (5), Interest only with one or more linked investment (6), interest only with NO linked investment (7) or another type (8) or an endowment mortgage without an endowment policy

? Usual Mortgage Payment

☞ MorInUs

Is this the amount you usually pay each time?

1. Yes
2. No

If the amount paid is NOT usual

? Normal Mortgage Payment

☞ MorUS

How much are your usual payments on this mortgage or loan?

PRESS <F9> FOR HELP

If the last interest payment includes arrears accept the actual amount given but if it was a long time ago make a note using <Ctrl+M> to give the date, or if the amount was greater than normal to cover past arrears. Payments by people outside the household should be included.

? Length Normal Mortgage Payment Covered

☞ MorUPd

How long did this cover?

If the repayments on a respondent's mortgage work out at either less than 5% or greater than 16% interest rate:

☞ Soft Check

The interest payments work roughly out at [x] per cent which is [lower/higher] than most current interest rates available for a mortgage of this size. If no particular reason for this, please check your answers. Check the figures with the respondent and see if any documents are available.

If the information is confirmed suppress the warning **but be sure to open a note to explain the circumstances**.

The same check applies to those with repayment mortgages. Mortgage lenders often provide discounts to first time buyers, or for the first (few) year(s) of the mortgage.

? Endowment Policy Amount

↔ **MenPolAm**

How much was your [last premium on the (first/next) endowment policy]? / [last contribution to the (pension plan/ISA/Unit Trust)]?

INTERVIEWER: FOR INTEREST ONLY MORTGAGES INCLUDE COMBINED INTEREST AND ENDOWMENT PAYMENT

*If the mortgage is repaid by any of codes 1-4 at **Loan Covered by Other Savings** the question reads*

How much was your last contribution to the (pension plan/ISA/Unit Trust)]?

? Length Endowment Policy Amount Covered

↔ **MenPolPd**

How long did this cover?

? Premium Included Earlier

↔ **IncinInt**

Is this premium [payment] included in the amount you mentioned earlier [£n]?

The next question is only asked for endowment policies.

? More Plans for Mortgage Repayment

↔ **MpMore**

Can I just check, are there any more savings or investment plans covering the repayment of the mortgage or loan?

If the respondent has a REPAYMENT mortgage Amount of Last Instalment – Introduction to Second Mortgages are asked. These questions are not asked if the respondent holds an all-in-one current account mortgage.

? Amount of Last Instalment

↔ **IntPrPay**

How much was your last instalment on this mortgage or loan?

If the last interest payment includes arrears accept the actual amount given, but if it was a long time ago make a note using <Ctrl+M> to give the date, or if the amount was greater than normal to cover past arrears. Payments by people outside the household should be included.

? Length Instalment Amount Covered

↔ **IntPrPd**

How long did this cover?

? Mortgage Protection Policy

↔ **MortProt**

[Apart from any endowment policies already mentioned] Do you have a mortgage protection policy to pay this mortgage/loan in the event of sickness, accident or redundancy [or death]?

/ Question Information for Mortgage Protection Policy

This question is asked for all types of mortgage. Only read '(Apart from any endowment policies...)' if the respondent has said that there is an endowment policy covering the mortgage. The textfill 'Or death' appears if there is no endowment policy recorded earlier.

People with repayment, pension, Unit Trust or ISA mortgages usually take out a mortgage protection policy with an insurance company so that in the event of death there is available a sum of money to pay off the outstanding mortgage. Sometimes it is known as a 'Whole Life Policy'. It is not always required. This arrangement should not be confused with the endowment policy of an endowment mortgage.

Policies to cover the mortgage in the event of death will continue to be included, but so too will be policies which repay all or part of the mortgage in the event of redundancy or long-term sickness.

If the mortgage type is repayment, pension, unit trust or ISA the following check appears if 'no' is coded.

? Mortgage Policy Cover

↔ MPCover

What is covered by the mortgage protection policy?

PROBE TO CLASSIFY. CODE ALL THAT APPLY.

INTERVIEWER: Critical illness cover should be recorded as 'sickness/accident'.

1. Sickness/accident
2. Redundancy/loss of employment
3. Death [If MortType is endowment, this code not used]

If more than one type of cover is coded at **Mortgage Policy Cover**, the following question is asked. (The follow-up questions below are only asked once for each type of cover. If there is more than one policy for the same type of cover, e.g. 2 death policies, add the payments together at **Amount of Last Payment for Mortgage Protection** and enter year the oldest one was taken out at **When Mortgage Protection Taken Out**).

? Number of Mortgage Protection Policies

↔ MpolNo

Can I check, is there one mortgage protection policy, or more than one?

INTERVIEWER: COUNT AS SEPARATE POLICY IF SEPARATE PAYMENTS (PREMIUMS) ARE MADE.

ENTER NUMBER OF POLICIES.

Count as separate policies if separate payments are made.

For each policy the following questions are asked:

? Amount of Last Payment for Mortgage Protection

↔ IncMPAmt

How much was your last payment?

INTERVIEWER: If the precise amount for the mortgage protection policy cannot be given, please ask the respondent to give an estimate rather than accept DK.

? Length Last Payment for Mortgage Protection Covered

↔ IncMPPd

How long did this cover?

? Mortgage Protection Included

↔ IncMP

Was this mortgage protection payment included in your last payment on the

mortgage/loan [£n] [or in the endowment premium/Unit Trust/ISA/investment contribution of £n]?

? Mortgage Protection Included in Payment

↔ **IncMIncl**

INTERVIEWER: ASK OR CODE

Was it included in the mortgage payment or the [endowment premium/ (pension/ISA/Unit Trust) contribution]?

? Payment Outside

↔ **OutsMort**

Does anyone from outside the household pay anything towards THIS mortgage/loan on your behalf, on a regular basis? This includes payments by organisations such as DWP

? Who Outside Made Payment

↔ **OutsPay**

Who is that?

1. DWP
2. Employer
3. Other organisation
4. Friend or relative
5. Mortgage protection/insurance policy
6. Other

DWP may pay mortgage interest for people on Income Support, Pension Credit or Jobseeker's Allowance. These payments are also picked up in the Benefit Unit questions on State Benefits.

? How Much was Outside Payment

↔ **OutsAmt**

How much did the [contributor] pay last time?

? Length Outside Payment Covered

↔ **OutsPd**

How long did that cover?

? Outside Payment Included Earlier

↔ **OutsIncl**

Was this included in the mortgage payment that you mentioned earlier?

Then for those buying with a mortgage, who purchased it since 1980 there are two questions relating to the Right To Buy scheme:

*If at **Purchase with Loan** at the start of this section the respondent said they took out more than one loan to purchase the accommodation, the following introduction appears:*

? Introduction for Second Mortgages

↔ **IntroM**

THE NEXT QUESTIONS ARE ABOUT THE SECOND MORTGAGE FOR THE PURCHASE OF THIS ACCOMMODATION.

(QUESTIONS ABOUT ANY OTHER, SEPARATE MORTGAGE WILL FOLLOW).

3. Press <Enter> to continue

? Still Have Second Mortgage

↔ **Loan2Y**

**INTERVIEWER: DO THEY STILL HAVE THIS OTHER MORTGAGE FOR PURCHASE?
(IF NOW REPAYED, USE CODE 2)**

1. Yes, still have this mortgage
2. No, mortgage has been repaid

*If there is still a second mortgage for purchase, the questions from **Borrowed Amount to Outside Payment Included Earlier** above are repeated.*

? Other Mortgages 1

↔ **OthMort1**

I have already asked you about the loan you had to purchase this house/flat. Apart from that, do you have any OTHER mortgage or loan secured on this property?

If accommodation is currently being bought, and there are two mortgages for purchase.

? Other Mortgages 2

↔ **OthMort2**

May I just check - are you currently using this house/flat as security for a mortgage or loan of any other kind?

If the property is owned outright.

? Other Mortgages 3

↔ **OthMort3**

May I just check - are you currently using this house/flat as security for a mortgage or loan of any other kind?

/ Question Information for Other Mortgages 1,2,3 and Other Purchases

Quite a common loan of this type is raised through 'equity release', for instance a Home Income Plan, Reversion Scheme or Retirement Home Plan. Typically, this is where elderly owners (e.g. 70 years or more) borrow money and use it to buy an annuity, part of which provides them with an income, the rest paying off the interest on the loan. (When the owner dies, the property is sold and the lender recoups the capital.) For FRS purposes you should treat this as a mortgage/loan not for purchase, coding 'yes' at **Other Mortgages 3** and code 7 at the next question. However, if no interest is being paid on the loan, do not enter it at all.

If the respondent has any other mortgage or loan secured on this property, the following question is asked:

? Other Purchases

↔ **OthPur**

SHOW CARD B11

Which of these items best describe the reasons why you took out the other loan or loans? Any others? CODE ALL THAT APPLY

1. To make improvements or extensions to this property
2. To help purchase a major item like a car, boat, caravan or second home
3. To get a better, or fixed, interest rate
4. In connection with a business
5. To buy out another person's share in the property

Owned Accomodation and Mortgages

-
6. For essential repairs to make the property fit for occupation
 7. Some other purpose (SPECIFY IN A NOTE)

/ Question Information for Other Purchases

If any code other than 6 (essential repairs) was entered, no further questions are asked about the mortgage.

If the mortgage was taken out to make essential repairs, the mortgage questions from **Introduction to Mortgage Section** to **Outside Payment Included Earlier** are asked, plus the following extra question after **Introduction to Mortgage** (which now states that the next questions are about the loan for essential repairs).

? Year Took Out Mortgage/Loan

↔ **LoanYear**

In which year did you take out this mortgage or loan?

Household Insurance Policies

FRS asks questions about house insurance policies to find out the level of provision the household has made against loss and/or damage to property. (Note that a furniture, contents or personal possessions cover is only wanted if it is, i) included in the last mortgage payment, or ii) combined with structural insurance).

? Last Payment Include Structural Insurance

↔ **StrMort**

Did your last payment on the mortgage/loan include an amount for any buildings or contents insurance?

Buildings insurance is insurance on the structure of the accommodation.

Contents insurance is insurance on the furniture or contents or any personal possessions.

1. Yes
2. No

The following questions are asked only if the last mortgage payment DID include an amount for insurance:

? Structural Insurance Cover

↔ **StrCov**

Was that for:

Buildings insurance is insurance on the structure of the accommodation.

Contents insurance is insurance on the furniture or contents or any personal possessions.

1. Buildings insurance **only**
2. Contents insurance **only**
3. Buildings **and** contents insurance

? Amount of Structural Insurance

↔ **StrAmt**

How much was the premium included in your last mortgage payment for this [type of insurance] policy?

If VAT is itemised separately on the policy statement, include it in the amount paid here.

? Length Structural Payment Covered

↔ **StrPd**

How long did this cover?

If StrAmt Weekly amount < 50

☞ Soft Check

The respondent is paying StrkWkly on insurance on average per week. Please check the correct payment period has been selected. If it has, please provide confirmation in a note.

The following questions are asked of those in rented accommodation (except council and housing association, charitable trust or Local Housing Company tenants) and those respondents whose last mortgage payment did not include an amount for structure insurance.

? Structural Insurance

↔ **StrOths**

Do you pay a buildings insurance premium on this accommodation?

Buildings insurance is insurance on the structure of the accommodation.

Household insurance policies

Contents insurance is insurance on the furniture or contents or any personal possessions.

If buildings insurance is included in the service charge for this property DO NOT record it here. Insurance included in the service charge should be recorded later in the property charges section”.

1. Yes
2. No

/ Question Information for *StrOths*

Structural insurance is treated as a housing cost. Comparisons of different households' income before and after housing costs are used to monitor Government child and pensioner poverty targets. It is therefore important that insurance is accurately recorded on the FRS.

If yes:

? Structural Insurance – Cover

↔ **CovOths**

Does the premium cover:

Buildings insurance is insurance on the structure of the accommodation.

Contents insurance is insurance on the furniture or contents or any personal possessions.

1. Buildings insurance only
2. Or buildings and contents

? Amount of Structural Insurance

↔ **StrAmt**

How much was the last premium for this [type of insurance] policy?

? Length Structural Payment - Covered

↔ **StrPd**

How long did this cover?

Council Tax

COUNCIL TAX

Council tax is based on the value of a dwelling and assumes two adults per household. The full bill consists of two equal elements: a property element and a personal element. Status discounts, which reduce or eliminate the personal element of the tax, are available to single persons and certain other households. Local Authorities and Devolved Administrations offer schemes reducing the council tax liability of some people, which may offer support to some on low incomes. A **Disablement relief** is available if there is a disabled person in the household. .

Liability

If the property is owner-occupied the owner (or joint owners) will be liable for payment of the tax. If the property is rented the tenant will generally be liable provided s/he lives in it as a main residence, though in multi-occupancy accommodation such as bed sits the landlord is liable.

? Consult Council Tax Documents

↔ **CTConDoc**

NOW THERE ARE SOME QUESTIONS ABOUT COUNCIL TAX

For your Council Tax, do you have a bill, statement or a payment book that you could consult?

ACCEPT A STATEMENT/BILL FROM THE YEAR (survey year -1) IF NO PAYMENT FOR (survey year) YET MADE

1. Yes – consulted now
2. No - no document (or will not consult)

It is important **whenever possible** to refer to a bill or statement as this is an area where many respondents have little idea of the details being asked.

FRS is interested in the most recent payment (and all subsequent answers should relate to that payment). If the new bill for (survey year) has been received but no payment has been made yet, don't consult the new bill, try to get last year's instead.

? Council Tax Band

↔ CTBand

Could you please tell me which Council Tax band this accommodation is in?

THIS MUST BE THE BAND GIVEN BY THE COUNCIL - DO NOT ACCEPT RESPONDENT'S OWN ESTIMATE OF VALUE OF PROPERTY.

COUNCIL TAX BAND I EXISTS IN WALES FOR PROPERTIES OVER £400,000.

IF THIS HOUSEHOLD'S ACCOMMODATION IS NOT VALUED SEPARATELY (e.g. because it's a rented part of larger premises), THEN USE CODE 10.

INTERVIEWER: If respondent's initial band allocation was later changed because they are disabled enter original band here.

- | | |
|-----------|---|
| 1. Band A | 6. Band F |
| 2. Band B | 7. Band G |
| 3. Band C | 8. Band H |
| 4. Band D | 9. Band I |
| 5. Band E | 10. Household accommodation not valued separately |

☞ Soft check

INTERVIEWER: Band I only applies to Wales.

The council tax bands shown below are included in these instructions purely as a matter of reference. These valuations are not current; they were made in 1991. It is extremely important that respondents **do not** reference the **current** value of their property, to the corresponding council tax bands constructed in 1991.

Property Bandings 1991

	England	Scotland	Wales
A	Up to £40,000	up to £27,000	up to £30,000
B	£40,001 - 52,000	£27,001 - 35,000	£30,001 - 39,000
C	£52,001 - 68,000	£35,001 - 45,000	£39,001 - 51,000
D	£68,001 - 88,000	£45,001 - 58,000	£51,001 - 66,000
E	£88,001 - 120,000	£58,001 - 80,000	£66,001 - 90,000
F	£120,001 – 160,000	£80,001 – 106,000	£90,001 - 120,000
G	£160,001 – 320,000	£106,001 – 212,000	£120,001 - 240,000
H	£320,000 +	£212,000 +	£240,000 – 400,000
I	N/A	N/A	£400,000 +

/ Question Information for Council Tax Band

There are two circumstances in which a band may not be entered:

Band not known

If the respondent is personally liable for the council tax (even though they may pay nothing) and doesn't know the band, enter 'DK'. Do not use the respondent's estimate of

Council tax

the property's value – particularly if they are giving their estimation of the current value. The valuations were made in 1991 and will therefore become increasingly out of date. If the band is coded 'DK', it will be obtained from the Local Authority by office staff.

Accommodation not valued separately

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

To check that the correct code has been entered, the following check is triggered if either 'dk' or code 9 is entered.

☞ Soft Check

INTERVIEWER: If necessary check which is correct; this accom:

- is NOT valued separately for C.Tax (enter code 9)
- or it IS valued for C.Tax, but respondent DOESN'T KNOW the tax band (enter Don't Know).

If correct, suppress check & continue.

/ Question Information for Council Tax Band

Appeals

Owners and tenants will be legally obliged to pay the amount shown on their council tax bills when they receive them in March/April. The valuation bands are based on prices in April 1991 and will not be affected by subsequent changes in house prices, although improvements such as extensions will be taken into account if the property is sold. Appeals against the valuation band may now only be made in these circumstances, not with regard to the original valuation; the full payments must be made until the result of an appeal is decided.

Appeals on valuation matters must first be taken up with the valuation office; appeals on other matters must be raised with the local authority. If matters are not resolved within a specific period, they may be referred to a valuation tribunal. In a few cases appeals against the original valuation have not been settled yet.

If an appeal is still pending...

Enter the band which is shown on the original bill.

If a new bill has been received following an appeal..

Enter the new band shown on the bill.

If the bill was applied to a lower valuation band because disablement relief was allowed..

Enter the band that would have applied if disablement relief had not been granted.

? Council Tax Lower Band

↔ CTLVBand

Was your Council Tax bill reduced to a lower band because there is a disabled person in the household?

INTERVIEWER: HOUSEHOLDS MUST MAKE A SPECIAL APPLICATION IN ORDER TO OBTAIN THIS REDUCTION

If a disabled person needs additional space or an extra room to meet special needs, the council tax bill may be reduced to that of a property in the band immediately below the band shown on the valuation list. Note that no 'disablement relief' can be allowed if the property is already in band A.

Informants will have to apply for disablement relief, so they should know if it has been allowed. If it has been allowed, the following check question is asked:

? Council Tax Band Before or After Check

↔ CTLVChk

You said you were in band [x]; is that the band after this lower valuation, or before?

? Council Tax Amount

↔ CTAmt

How much Council Tax do you/your household currently pay? (For Scotland Only also include Domestic water and sewerage charges).

INTERVIEWER: ACCEPT EITHER ANNUAL AMOUNT, OR MOST RECENT INSTALMENT

SCOTLAND ONLY- INTERVIEWER: If the respondent has a private water supply or a septic tank and does not pay for water and sewerage with their council tax, make a note of whether water and sewerage are paid for separately and the amount currently paid for each.

/ Question Information for Council Tax Amount

The payment entered should be the last council tax payment made by the household. However, the question is with reference to the respondent's *current* status, so for example if they are in receipt of 100% council tax reduction (which has replaced Council Tax Benefit) or for some other reason are non-payers, enter 0, not the amount of the last payment when they were making payments. If no payment for (survey year) has yet been made, accept the last payment from (survey year-1) even if the new bill is to hand.

If the respondent has not paid council tax for any reason, enter 0 and the later questions will probe the reasons (except in Scotland - see below).

The owner of the residence of a minister of religion will be liable except in the case of the Church of England where the Church will be liable. Church of England stipends will be reduced to reflect all or part of the council tax payment, and the pay of ministers of other religions may also be docked to cover the tax. These payments should be accepted as Domestic Water Charge and Domestic Sewerage Charge in Scotland.

In Scotland, the question includes the phrase **including domestic water charge and domestic sewerage charges**. These charges should be included in this figure. On bills the total annual amount payable for all three components may be identified as the 'net amount payable' (which may then be divided into instalments).

Council Tax reduction (which has replaced Council Tax Benefit) is not applicable to domestic water or sewerage charges, and therefore every household eligible for council tax should pay them. If the household is allowed 100% Council Tax reduction (which has replaced Council Tax Benefit), the amount paid for water and sewerage charges should be entered at **Council Tax Amount** (either the annual net amount if paid in full, or the last instalment payment). For this reason a soft check is triggered if zero is entered at this

question.

If the amount is changing/has changed following an appeal.

Enter the amount last paid and then open a note using <Ctrl+M> to give details of the previous/future amount for instalments and, if possible, how much has been paid in total so far or how much is due to be paid for the rest of the financial year. This information should be on the relevant bills.

If an amount is entered.

If the amount is changing/has changed following an appeal.

Enter the amount last paid and then open a note using <Ctrl+M> to give details of the previous/future amount for instalments and, if possible, how much has been paid in total so far or how much is due to be paid for the rest of the financial year. This information should be on the relevant bills.

If an amount is entered:

? Council Tax Instalment

↔ CTInstal

(Can I just check) Was that the full payment for the year, or was it an instalment?

If an instalment:

? Council Tax Payment Period

↔ CTime

How many instalments are there, over the whole year?

'WHOLE YEAR' = APRIL TO MARCH (12 MONTHS)

IF PAYMENT GIVEN IS FROM LAST YEAR, ENTER NUMBER OF INSTALLMENTS MADE LAST YEAR.

Enter the total number of payments which have already been made plus those which will be made in future, for the year April-March. (If the last payment entered relates to (survey year-1), give the number of instalments for that year.) If paid by direct debit, Local Councils usually set the number of instalments to 10 per annum.

If the last payment multiplied by the number of instalments exceeds the highest charge set for the relevant band in any LA in England, Scotland or Wales:

☞ Soft Check

That's [£amount] a year which seems rather high for a property in this band. Please check the amount and number of instalments. If correct, suppress warning and explain circumstances in a note.

If the band is not known or refused, the check will use the highest value.

If a statement/bill is consulted and instalments are being paid:

? Council Tax Annual Amount

↔ CTAnnual

REFER TO DOCUMENT BEING CONSULTED.

On the statement/bill, what is the total amount payable for the year, [including Domestic Water and Sewerage Charges but] after deducting any discounts or reduction (which has replaced Council Tax Benefit)?

'YEAR' = APRIL TO MARCH (12 MONTHS)

The reference to Domestic Water and Sewerage Charges appears in Scotland, where there are also the following questions with reference to **Council Tax Annual Amount**.

? Council Tax Water Amount

↔ **CWatAmt1**

How much is the annual Domestic Water Charge, as shown on the bill?

INTERVIEWER: ENTER THE FULL CHARGE, BEFORE ANY STATUS DISCOUNT

? Council Tax Sewerage Amount

↔ **CsewAmt1**

How much is the annual Domestic Sewerage Charge, as shown on the bill?

ENTER THE FULL CHARGE, BEFORE ANY STATUS DISCOUNT OR TRANSITIONAL RELIEF

The amounts at the above two questions should be the full annual amount levied by the local water authority. If a household is allowed a status discount (see later), it will apply to the main council tax and to the water and sewerage charges. However the bill will probably show the amounts before any discount, but not after.

? Council Tax Rebate

↔ **CTReb**

Do you receive a Council Tax reduction from your Local Authority (which has replaced Council Tax Benefit), to help pay your Council Tax?

/ Question Information for Council Tax Rebate

Local Authorities and Devolved Administrations offer schemes reducing the council tax liability of some people, which may offer support to some on low incomes

Be careful that the respondent does not confuse Council Tax reduction (which has replaced Council Tax Benefit) with status discount (see below). It is possible that both will apply (e.g. when the household consists of a single person on a low income).

In Scotland, benefit is not allowed in connection with Domestic Water Charge and Domestic Sewerage Charge.

If the respondent earlier claimed they were getting benefits to help with their rent, or that DWP were contributing to their mortgage.

☞ Soft Check

Earlier the respondent said they get benefits to help with their rent or help from the DWP with their mortgage. They may also get a Council Tax reduction (which has replaced Council Tax Benefit). Please check: is their C.Tax bill 'reduced' - does the Council take anything off it (apart from Status Discount)? If so, change answer to 'yes'.

? Council Tax Rebate Amount

↔ **CTRebAmt**

How much was allowed?

☞ Soft Check

Zero amount of Council Tax reduction: this contradicts previous answer (at 'CTReb') that a reduction WAS received. Please resolve if possible.

? Council Tax Rebate Period

↔ **CTRebPd**

Council tax

How long did this cover?

Enter details of any benefit in connection with the last council tax payment made.

/ Question Information for Council Tax Rebate Period

If an appeal is pending:

Enter the amount that applied to the last payment.

If an appeal has been made and a new bill has been received:

Enter details of the most recent payment and if this is about to change following receipt of the new bill then open a note using <Ctrl+M> to record the future figures.

If the respondent knows how much reduction will be allowed for the whole financial year or part of it, it is acceptable to record this total figure together with the appropriate period code.

? No Council Tax Paid

↔ WhyNoCT

INTERVIEWER: NO COUNCIL TAX IS PAID, BUT NO BENEFIT RECEIVED. ASK OR CODE: WHAT WAS THE REASON FOR PAYING NO COUNCIL TAX?

1. Bill not yet received and household not previously liable for C. Tax
2. Bill not yet paid and household not previously liable for C. Tax
3. Deliberate non-payment, in dispute, appeal etc
4. Household only recently moved into accommodation
5. Household has a 'formal exemption' from the tax (all students; MOD property; severely mentally impaired)
6. Paid by absent partner
7. Paid by employer
8. Other reason (DESCRIBE IN A NOTE)

Codes 1 and 2 at the above question should only apply in circumstances where no payment from last year can be given. E.g. a newly set-up household, or one that has moved from overseas.

If the respondent states that 'the landlord pays it' or 'it's included in the rent', check whether this household's accommodation is valued separately for the council tax. If it isn't, such as if it is a bed-sit or rooms within a larger house, you should code **Council Tax Band** as 9 - not valued separately.

/ Question Information for No Council Tax Paid

Exemptions

Two classes of exempt dwellings are likely to occur:

Accommodation occupied ONLY by students, or by the severely mentally impaired

If all members of the household are students or severely mentally impaired, the household is exempt. If any member of the household is not a student or severely mentally impaired then a status discount may apply, but not an exemption.

Accommodation owned by the MoD as armed forces accommodation.

The MoD will pay contributions in lieu of council tax to local authorities. These contributions may be recouped from services personnel through accommodation charges.

If no council tax benefit is received.

? Waiting for Council Tax Rebate/Benefit

↔ CTBWait

Are you awaiting the outcome of an application for Council Tax reduction?

INTERVIEWER: Council tax reduction has replaced Council Tax Benefit.

? Council Tax Discount

↔ CTDisc

SHOW CARD B12

[In addition to your reduction / Are] you allowed a discount of 25% or 50% in relation to your Council Tax, for any of the reasons shown on this card?

If the respondent said earlier that they were in receipt of Council Tax Benefit, the textfill 'In addition to your reduction' applies.

The reasons shown on the card are:

There is only one adult living here

This household includes:

- a severely mentally impaired person
- a person aged 18 or over who is still at school
- a student
- student nurses
- apprentices
- YT trainees
- care workers

/ Question Information for Council Tax Discount

Status Discounts

The council tax assumes two adults per household. In certain types of household, where there are not two people liable for payment of council tax, the bill will be reduced so as not to penalise them unfairly. This is regardless of the income and assets status of the household.

Be careful that the respondent does not confuse a status discount with Council Tax Benefit (see above). It is possible that both will apply (e.g. when the household consists of a single person on low income).

If only one adult lives in the dwelling the bill will be cut by a quarter. Thus a 25% status discount will usually apply to a single person household.

Some people, such as those in the list above, are 'disregarded adults' and are invisible for council tax purposes. They are deemed to be unable to contribute to household bills.

Probe situations where respondents say that they have been allowed a status discount but there is more than one adult in the household. If a 'disregarded adult' (student/student nurse/apprentice etc) lives with **one** other adult then a status discount of 25% will apply. However no discount will apply if that person lives with two or more other adults.

50% status discounts will be rare and will apply where the sampled accommodation includes *only* disregarded adults (those in the above groups) other than students who will

be completely exempt.

In Scotland, status discount is also allowed for Domestic Water Charge and Domestic Sewerage Charge.

? Amount of Council Tax Discount

↔ CT25D50D

SHOW CARD B12

Can I just check, were you allowed a 25%, or a 50% discount?

If a respondent living alone / without other adults does not report a discount:

☞ Soft check

Are you sure? Households with only one adult would normally have a status discount (25% reduction of the bill).

If a respondent claims that they are receiving a 50% discount there is a check to ensure that this is correct.

☞ Soft Check

Are you sure? Discount is usually 25%. The 50% discount applies only if ALL household members belong to the groups shown on card B12. Please check with respondent. If discount IS DEFINITELY 50%, suppress warning and continue.

Water and Sewerage Charges

These questions are asked if water/sewerage charges have not been covered earlier in the questionnaire, as either part of rent or deduction from Housing Benefit. They do not apply in Scotland. 'Rates' also refers to meter charges.

? Water Metered

↔ WaterMet

Are your water charges metered?

? Water Rates or Charges

↔ WaterPay

Do you pay water rates or charges?

? Sewerage Rates or Charges

↔ SewerPay

Do you pay sewerage rates or charges?

INTERVIEWER: PLEASE INCLUDE SEPTIC TANK CHARGES IF APPLICABLE.

If WaterPay = No and SewerPay = No then:

☞ Soft Check INTERVIEWER: It is quite unusual not to pay water or sewerage rates, please check.

IF SewerPay= no THEN

☞ Soft Check

INTERVIEWER: It is relatively unusual for a household not to pay sewerage charges. Please check whether the household actually pays a combined bill that covers both water and sewerage. If this is the case, please change the response to SewerPay to "yes". If sewerage charges are not paid please attach a note to explain the circumstances.

If yes to both Sewerage Rates or Charges and Water Rates or Charges

? Water and Sewerage Separate or Combined

↔ SewSep

Do you pay separate or combined water and sewerage rates or charges?

? Number of Pay Instalments for Water

↔ WatTime

How many times a year do you pay water rates or charges?

ENTER TIMES A YEAR.

Number of Pay Instalments for Water, Water Payment Amount, Water Annual Bill Amount, Number of Pay Instalments for Sewerage, Sewerage Annual Bill Amount and Sewerage Payment Amount are asked if sewerage and water rates are paid separately.

? Water Payment Amount

↔ WatAmt

How much did you actually pay last time?

? Water Annual Bill Amount

↔ WatAnul

How much is your *annual* bill?

Water and Sewerage Charges

If WatTime x WatAmt does not = WatAnul within a £25 range either side:

☞ Soft Check

INTERVIEWER: The annual payment for water rates/charges (WatAnul) is very different from the total for individual payments (WatTime x WatAmt). Please check whether the respondent has given the correct number of instalments.

? Number of Pay Instalments for Sewerage

↔ SewTime

How many times a year do you pay sewerage rates?

ENTER TIMES A YEAR.

? Sewerage Payment Amount

↔ SewAmt

How much did you actually pay last time?

? Sewerage Annual Bill Amount

↔ SewAnul

How much is your *annual* bill?

INTERVIEWER: Code as don't know if respondent has not yet received their annual bill because they have a septic tank.

If SewTime x SewAmt does not = SewAnul within a £25 range either side:

☞ Soft Check

INTERVIEWER: The annual payment for sewerage rates/charges (SewAnul) is very different from the total for individual payments (SewTime x SewAmt). Please check whether the respondent has given the correct number of instalments.

Water and Sewerage Number of Payment Instalments, Combined Annual Bill Amount and Combined Payment Amount are asked if sewerage and water rates are combined.

? Number of Pay Instalments for Combined

↔ WsewTime

How many times a year do you pay?

ENTER TIMES A YEAR.

? Combined Payment Amount

↔ WsewAmt

How much did you actually pay last time?

Arrears - If payments are in arrears enter the last amount actually paid. Then open a note <Ctrl+M> to give the date of this payment or the circumstances if the payment was unusual.

Metered Water – Charges made via a water meter should be treated as water rate payments and the last amount actually paid entered.

If WsewTime x WsewAmt does not = WsewAnul within a £25 range either side:

☞ Soft Check

INTERVIEWER: The annual payment for sewerage rates/charges (WsewAnul) is very

Water and Sewerage Charges

different from the total for individual payments ($WSewTime \times WSewAmt$). Please check whether the respondent has given the correct number of instalments.

If water and/or sewerage rates seem unusually high:

Soft Check

Warning: The answer is much higher than the figures usually given at this question. Please check that your figure is correct. If so, suppress warning and continue. Check whether the payment mentioned included anything other than just water or sewerage rates.

? Combined Annual Bill Amount

↔ WsewAnul

How much is your *annual bill*?

INTERVIEWER: Code as don't know if respondent has not yet received their annual bill.

? Water and Sewerage Rebate

↔ WatRb

Are you receiving a rebate for your water or sewerage charges?

/ Question Information for Water and Sewerage Rebate

The vast majority of people have to pay the full water and sewerage charges, but there are also a few with a meter who are eligible for assistance under the Vulnerable Groups Scheme (Water Industry Act 1999). Under this scheme, people who qualify receive a bill capped at the average charge for their region, and do not have to pay the measured charge reflecting their genuine water consumption.

To qualify for assistance, the household must be metered. The claimant must also be eligible to receive certain benefits or tax credits (such as Income Support, Working Families' Tax Credit, Jobseeker's Allowance) and fulfil one of the following criteria:

They hold responsibility for three or more children under the age of 19;

Or

They suffer from a specified medical condition which causes the household to use significantly more water (desquamation, a weeping skin disease, incontinence, abdominal stomas, renal failure requiring home dialysis etc);

Or

They have a child with a medical condition outlined above.

Property Charges

This section is about charges on the accommodation and is asked of owners and those who occupy rent-free.

Often ground rent, service charges maintenance or factoring charges are not itemised separately. If this is the case and the respondent is not able to split the separate amounts, a combined amount should be recorded for ground rent, service charge, maintenance and factoring charges at category 9. Do not encourage respondents to estimate the separate amounts if they are not certain.

Similarly, if respondent states that they pay charges separately, but only know the combined charge, enter the total amount as a combined rate (category 9).

Do not record a combined amount and the separate amounts. Record one or the other.

? Charges with Accommodation

↔ Charge

(Jump 7)

SHOW CARD B13

In connection with this accommodation do you pay any of the charges shown on this card?

CODE ALL THAT APPLY.

1. Ground Rent
2. Chief Rent
3. Service charge
4. Compulsory or regular maintenance charges
5. Site rent (caravans)
6. Factoring (payments to a land steward)
7. Any other regular payments
8. Combined charges (e.g. ground rent, service charge, maintenance charge, factoring etc.)
9. None of these

If the respondent has answered 'Any other regular payments' at Charges with Accommodation:

? Other Charges with Accommodation

↔ ChargeO

Please specify the other type of payments.

*This question is asked if the answer at **Charges with Accommodation** is 'service charge' or 'combined payment'.*

? Charge include Insurance

↔ ChIns

Does this service charge include insurance?

? Charge Payment Amount

↔ ChrgAmt

**I would now like to ask about the charges you pay for [x]
How much did you pay last time?**

? Charge Payment Period

Property Charges

↔ ChrgPd

How long did this cover?

Rent within Conventional Households

These questions are asked only if there is more than one Benefit Unit in the household and, if the household was defined as 'conventional', at the question **Household Status** (in block **Tenure**).

The following questions are asked with regard to each person not related in some way to the HRP (or partner) in the 2nd and subsequent Benefit Units:

Questions on receipt of housing benefit for boarders, lodgers and other adults not related to HRP will be asked in their own Benefit Unit questionnaire.

? Conventional Boarder or Lodger

↔ ConvBL

(Can I just check), is [name]... READ OUT (RUNNING PROMPT)...

- 1...a BOARDER: that is someone who pays you a RENT for board AND lodging
- 2...a LODGER: that is someone who pays you a RENT for lodging, but not food
- 3...or neither of these?

A boarder pays for both food and lodging, a lodger pays for lodging only. They are asked the following two questions:

? Amount for Board and Lodging

↔ CvPay

How much rent did [name] pay [for board and lodging] last time it was due, after deducting any state benefits to help with rent?

? Board and Lodging Payment Period

↔ CvPd

How long does that cover?

The next question Lodging Payment include Heating is asked of LODGERS only.

? Lodging Payment include Heating

↔ CvHt

Is HEATING included in that, or is it paid for separately?

Rent within Shared Households

If the household has been classed as a 'Shared' household at **Household Status** then the following two questions are asked with regard to people in the 2nd and subsequent Benefit Units.

? Shared Rent Amount

↔ **SrentAmt**

How much rent did [name] pay last time it was due, after deducting any state benefits to help with rent?

*Record this respondent's share of the whole household's rent. If the amount here is more than the share of the rent paid by the HRP's Benefit Unit at **Rent**, then following check will appear:*

☞ Soft check

Are you sure? Enter here only the RESPONDENT'S SHARE of the household rent.

? Shared Rent Period

↔ **SrentPd**

How long does that cover?

For 'Shared' households, questions on Housing Benefit are asked with regard to all members of the 2nd and subsequent Benefit Unit(s) in their own Benefit Unit questionnaire, unless the accommodation is owned/being bought **and** the person is named as a householder at the **Main Householder** question.

Income from Sub-letting

? Sub-Let Rent Amount Annual

↔ SubRent

You mentioned earlier that you let, or sub-let, part of this accommodation to someone outside your household.

How much rent have you received from this in the last 12 months, i.e. since [date]; that's BEFORE deducting any income tax that might be due on it?

This includes the "rent a room" scheme whereby someone renting out a room in their own house will be allowed to receive £4,250 a year gross rent free of tax.

? Deducting Allowable Expenses for Sub-Let

↔ SubAllow

And is that BEFORE or AFTER deducting allowable expenses?

Healthy Start Vouchers, free school milk, meals and travel

? Free Items

↔ Freitem

INTERVIEWER: Questions about free school meals, **free school milk** and **Healthy Start vouchers, and fruit and vegetables.**

In the last 7 days have ANY of you (including any of your children under 16) had...

READ OUT: PROMPT EACH ITEM INDIVIDUALLY...

1. ...any Healthy Start Vouchers? {WORDING FOR ENGLAND, WALES AND NORTHERN IRELAND ONLY} / ...any Best Start Foods? {WORDING FOR SCOTLAND ONLY}
2. ...any free fruit or vegetables at school? {WORDING FOR ENGLAND AND SCOTLAND ONLY}
3. ...any free school milk?
4. ...any free school breakfasts? {WORDING FOR WALES ONLY}
5. ...any free school meals {WORDING FOR ENGLAND, SCOTLAND AND NORTHERN IRELAND ONLY} / ...any other free school meals {WORDING FOR WALES ONLY}?
6. ...none of these

INTERVIEWER: See helpscreen for further details of Healthy Start.

Details of the Scottish Government's free school lunches programme are provided in the helpscreen.

{For Wales only if child is at primary school (i.e. TypeEd = 2)}

INTERVIEWER: If BOTH free breakfast and other school meal are received record BOTH 4 and 5. Do not double-count breakfasts or other school meals under one item.

/ Question Information for Free Items

Healthy Start Vouchers/Best Start Foods (Scotland Only)

Healthy Start vouchers are available to pregnant women and to families with children under four, who are in receipt of Income Support, Income-based Jobseeker's Allowance, Child Tax Credit or Working Tax Credit run on. They are also available to any pregnant woman aged under 18. Vouchers are claimed via a health professional (eg. midwife or health visitor etc). Forms have to be completed and the application countersigned by a health professional.

Healthy Start vouchers are worth

£3.10 per week if you are pregnant (one voucher)

£6.20 per week for **each** baby aged under one (two vouchers).

£3.10 per week for **each** child aged over one and under four (one voucher).

In Scotland, Best Start Foods equivalent amounts to Healthy Start Vouchers are £4.25.

Free fruit or vegetables

Code 2 only appears if interviewing in England or Scotland and there is a child or children aged 4 to 6 in the household.

Free school milk

Code 3 only appears if there is a child or children under 16 at state school.

Free school milk may be supplied to children up to approximately their seventh birthday (11th birthday in some LEAs) at registered day nurseries, playgroups and state primary schools or to approved child minders.

For children with particular health problems, milk may be supplied up to their sixteenth birthday or the allowance may be more than one bottle or carton.

Free school breakfasts

Code 4 only appears if the interview is in the Welsh sample and the child is reported to be in primary school at question TypeEd.

The Welsh Assembly provides for all primary school children to have free breakfasts. The overall aim of this initiative is to provide all pupils of primary school age registered in maintained primary schools in Wales with the opportunity of receiving a free, healthy breakfast at school each day during the school week. Those children, who, for whatever reason, have not had breakfast, are provided with a breakfast in school. A new category has been included at the question 'Freeitem' to record whether the child has received a free school breakfast.

Free school meals

Code 5 only appears if there is a child or children under 19 at state school.

Free school meals are supplied to children whose parents are on a low income. The conditions governing school meals vary from one local authority to another.

Some children from educationally disadvantaged backgrounds may receive free meals up to the age of 18.

Only school cafeteria and fixed price meals are required, not tuck shop purchases.

Free School Meals In Scotland

The Scottish Government has an agreement with local government to extend entitlement to free school lunches.

Entitlement to free school lunches was extended to pupils whose parents or carers are in receipt of both maximum working tax credit and maximum child tax credit from August 2009.

Legislation was passed in November 2008 to enable local authorities to provide free school lunches to all pupils in the first three years of primary school from August 2010.

If Freeitem=1 'Healthy Start Vouchers'

? Who Received Healthy Start Vouchers


↔ **HSvPer**

Who received the **Healthy Start Vouchers** {WORDING FOR ENGLAND, WALES AND NORTHERN IRELAND ONLY} / **Best Start Foods** {WORDING FOR SCOTLAND ONLY}?

INTERVIEWER: Who Else?

INTERVIEWER: Record the person on whose behalf the voucher was received. Eg if the voucher was issued due to pregnancy, record the female household member who received the voucher. If the voucher was received on behalf of a young child record the child as the voucher recipient.

See helpscreen for more details of voucher entitlement.


 **NOTE:** DWP want to know who received the Healthy Start Voucher. Only the recipients eligible to receive Healthy Start vouchers will be made available to be recorded at 'HSVPer'. It is important that the person the vouchers are received for is recorded. For example if a woman receives the vouchers for her children aged under 4 then only the children should be recorded as a recipient of the vouchers (because only pregnant women are able to receive the voucher on their own behalf). If a pregnant woman with a 7 year old child receives the voucher then only she should be recorded as the recipient (because only children aged under 4 years are eligible to receive the voucher).

? Anyone else received Healthy Start Vouchers

↔ HSVIntro

INTERVIEWER: Has anyone else received {WORDING FOR ENGLAND, WALES AND NORTHERN IRELAND ONLY} Healthy Start Vouchers/ Best Start Foods? {WORDING FOR SCOTLAND ONLY}

1. Yes
2. No

 **NOTE:** This question will loop you back to the next person who receives healthy start vouchers.

If code 2 is entered at **Free Item** the following questions are asked.

? Who receives fruit or vegetables

↔ SfvPer

Who received the free fruit or vegetables at school?

 Soft Check

The check on fruits or vegetables is triggered if the child is not aged 4 to 6.

INTERVIEWER: This code only applies to children at primary school aged 4 to 6.

? How many pieces of fruit

↔ SfvIt

Thinking just of the PAST SEVEN DAYS ending yesterday - how many pieces of fruit or vegetables did [name] receive?

:0..97

If the child receives more than 5 fruit or vegetable in the past seven days:

 Soft Check

INTERVIEWER: The weekly maximum would normally be 5 (i.e. one item of fruit or vegetable per day) - please check

? Anyone Else Receives Fruit of Vegetables

↔ SFIntro

INTERVIEWER PROMPT: Has any other child had any free fruit or vegetables at school during the past seven days ending yesterday?

1. Yes
2. No

If yes, then the questions are repeated for the next person.

If code 3 is entered at Free Item the following questions are asked:

? Who Receives Free School Milk

↔ SmkPer

Who received the free school milk?

? Free School Milk Amount

↔ Smklt

Thinking just of the PAST SEVEN DAYS ending yesterday - how many cartons or bottles did of milk [name] receive?

'Bottles' or 'cartons' generally contain one third of a pint. Therefore, a legitimate answer would be 5 bottles.

If the child has received more than 6 cartons a week:

☞ Soft Check

The answer is much higher than the figures usually given at this question. Please check that your figure is correct. If so, suppress warning and continue.

? Anyone Else Receives Free School Milk

↔ SmlIntro

INTERVIEWER PROMPT: Has any other child had any free school milk during the past seven days ending yesterday?

If yes, then the questions are repeated for the next person.

*If code 4 is entered at **Free Item** the following questions are asked.*

? Who Receives Free School Breakfasts

↔ SBkPer

Who received the free school breakfasts?

Only applicable in Wales to children aged 4-11 at primary schools.

INTERVIEWER: Type in person number.

? Free School Breakfast Amount

↔ SBklt

Thinking just of the PAST seven days ending yesterday, how many free school breakfasts [have you / has [name]] had?

? Anyone Else Receives Free School Breakfast

↔ SBIntro

INTERVIEWER PROMPT: Has any other child had any free school breakfasts during the past seven days ending yesterday?

Only applicable to children aged 4-11 at primary school.

1. Yes
2. No

If code 4 'Free school breakfasts' is recorded in England or Scotland.

! Hard check

INTERVIEWER: This code only applies in Wales.

If code 4 'Free school breakfasts' is recorded for child not at Primary school (i.e.

Healthy start vouchers, free school milk, meals and travel

TypeEd=2).

☞ Soft Check

INTERVIEWER: This code only applies to children at primary school aged 4-11.

If code 5 is entered at Free Item the following questions are asked:

? Who Receives Free School Meals

↔ MIPer

Who received the free school meals?

? Free School Meals Amount

↔ Smllt

Thinking just of the PAST SEVEN DAYS ending yesterday - how many meals has [name] had?

☞ Soft Check

If more than 5 meals were received and the child attends a normal state school
That's [x] meals - for this type of school the weekly maximum would normally be 5 (i.e.
one meal per day) - please check.

? Anyone Else Receives Free School Meals

↔ MLIntro

Has any other child had any free school meals...?

Childcare

The Childcare section has been revised for 2017/18 to improve the capture of some types of childcare which have been under reported on the FRS – in particular Breakfast Clubs and After School Clubs. Amendments have also been made to take account of new government policies in relation to the number of hours of free childcare and the introduction of tax free childcare.

? Introduction to Childcare

↔ Disp

The next questions are about childcare for your children. This includes all types of childcare, including playgroup, nursery school, childminders, breakfast clubs and after school clubs, as well as relatives or friends who look after your child(ren).

Press <Enter> to continue

All children under 16

Chatt categories appear on screen only if relevant to age of child concerned.

Categories 1-3: 0-5 year olds

Categories 4-5: 2-6

Categories 6-8: 2+

Category 9-10: All

? Childcare Attendance

↔ ChAtt

SHOW CARD C1

At any time during the seven days ending Sunday the [Date Sunday] did [Child's name] attend any of the places shown on this card?

Press <F9> for help

INTERVIEWER: Code all that apply.

1. Playgroup or pre school
2. Day nursery or workplace crèche
3. Nursery School
4. Nursery class attached to primary or infants' school
5. Reception class at a primary or infants' school
6. Breakfast club
7. After school club/activities
8. Holiday scheme/club
9. Special day school or nursery or unit for children with special educational needs
10. SPONTANEOUS ONLY – Other (PLEASE DESCRIBE)
11. None of the above

/ Question Information for Childcare Attendance

INTERVIEWER NOTE: IF RESPONDENT IS UNSURE OF DEFINITION READ OUT

Playgroup or pre-school

The term 'pre-school' is commonly used to describe many types of nursery education. For the purposes of this survey, pre-school is used to describe a type of playgroup. This service is often run by a community/voluntary group, parents themselves, or privately.

Fees are usually charged, with sessions of up to 4 hours.

Day nursery or workplace crèches

Day nursery runs for the whole working day and may be closed for a few weeks in summer, if at all. This may be run by employers (as a workplace crèche), private companies, community/voluntary group or the Local Authority, and can take children who are a few months to 5-years-old.

Nursery school

Nursery school is a school in its own right, with most children aged 3 to 5. Sessions normally run for 2 ½ to 3 hours in the morning and/or afternoon.

Nursery class attached to primary or infants' school

Nursery class attached to a primary or infants' school is often a separate unit within the school, with those in the nursery class aged 3 or 4. Sessions normally run for 2½ to 3 hours in the morning and/or afternoon.

Breakfast club

Breakfast clubs provide breakfast and activities for 4-16 year olds before the start of the school day. They are usually, but not always, run by and physically located in schools. Fees may be charged.

After school club

After school clubs offer a variety of activities for 4-16 year olds including arts and crafts, sports or games. May include homework clubs. The clubs are held in a variety of venues including schools and community centres or halls. They often serve several schools in the same area and are open from the end of the school day until 6pm. Fees are usually charged.

Holiday club/scheme

Holiday clubs/schemes offer a variety of activities for 4-16 year olds including arts and crafts, sports, games and outings. Meals may be provided and fees are usually charged. The clubs are held in a variety of venues including schools and community centres or halls. They operate during summer holidays and also sometimes during half terms.

Special day school or nursery or unit for children with special educational needs

A nursery, school or unit for children with special educational needs This does not include regular school.

If Chatt = 10 'Other (please describe)'

☆ **Other place attended**

↔ **ChatOt**

Please describe the place [child's name] attended during the seven days ending Sunday the [Date Sunday].

Applies for all children under 16.

? Childcare: Other People

↔ ChPeo

SHOW CARD C2

And during those seven days (ending Sunday the [DATE]) were there any other people who looked after [Name of child]?

[OTHER THAN RESIDENT PARENT/GUARDIAN AND STAFF CONTACT WHILST AT PLACES PREVIOUSLY MENTIONED]

INTERVIEWER: Code babysitters as 8 'other non-relative'.

Ensure that respondent has included all types of paid and unpaid childcare including childcare given by non-resident parents.

1. Child's grandparents
2. Child's non-resident parent/ex-spouse/ex-partner
3. Child's brother or sister
4. Other relatives
5. Childminder
6. Nanny/Au pair (includes both live-in and day nannies)
7. Friends or neighbours
8. Other non-relatives (Includes babysitters)
9. SPONTANEOUSLY ONLY - Does not require minding
10. None of these

If ChAtt =1-10 OR ChPeo =5-6

? Registered/Approved Childcare

↔ Registrd

Can I just check, is the [type of care] registered or approved, or not?

/ Question Information for Registered/Approved Childcare

Registered childcare

Childcare providers must register if they are providing care for more than 2 hours a day to children under 8 (in England), 16 (in Scotland), 12 (in Wales and Northern Ireland). Childminders must register with a registered childminder agency.

Registration is with Ofsted in England, the Care and Social Services Inspectorate in Wales, the Scottish Care Inspectorate in Scotland, and through the local early years team register in Northern Ireland.

Approved childcare

Approved childcare is childcare provided by a:

- registered childminder, playscheme, nursery or club
- childminder with a registered childminding agency
- registered school
- home careworker working for a registered home care agency

Parents can get help paying for approved childcare through childcare vouchers, the childcare element of working tax credit or universal credit, or tax-free childcare.

If Childcare Attendance =2 OR Childcare: Other People =5-6? **Childcare: Employer Provided**

↔ **EmplProv**

Is the childcare you've just mentioned provided by your employer?

1. Yes
2. No
3. Does not apply - child's parents/guardians have no employer.

Next questions routed for each child and for each provider

If ChAtt =1-10 ChPeo =1-8:

? Time in Childcare

↔ **ChHr1**

About how many hours in the seven days ending Sunday the [Date]) did [child's name] spend in [his/her] [type of childcare]?

Press <F9> for help

If ChAtt =1-10 OR ChPeo =1-8 AND ChHr1>0:

? Cost of Childcare

↔ **Cost**

Thinking of the childcare in [Child's name] [type of childcare], does this cost you anything?

INTERVIEWER: Answer yes if the parent/guardian pays directly for childcare.

INCLUDE in the total any amounts paid using money received from the childcare element of Working Tax Credit or Universal Credit, salary sacrifice childcare vouchers or Tax-Free Childcare accounts.

EXCLUDE payments made by others e.g. grandparents or where payment is made with **non-salary sacrifice** childcare vouchers.

1. Yes
2. No

/ Question information for cost of childcare

The amount recorded at the questions Cost and ChAmt1 on cost of childcare should be the full amount that is paid for childcare.

This should be the amount that the parent/guardian pays directly for childcare including any amount they pay using the childcare element of Working Tax Credit or Universal Credit. It should also include payments made with childcare vouchers if those vouchers are received as a salary sacrifice OR payments made from tax-free childcare accounts.

The amounts included at Cost and ChAmt1 should not include payments made by people outside the household or payments made with childcare vouchers that are not received as a salary sacrifice.

? Childcare Latest Amount

↔ **ChAmt1**

How much was your most recent payment for the childcare in [child's name's] [type of childcare]?

INTERVIEWER: Record the total amount paid by the parents/guardian

INCLUDE in the total any amounts paid using money received from the childcare element of Working Tax Credit or Universal Credit, salary sacrifice childcare vouchers or Tax-Free Childcare accounts.

EXCLUDE from the total amounts paid by others e.g. grandparents or paid with non-salary sacrifice childcare vouchers.

If unable to attribute costs per child then enter an estimate by dividing total childcare costs by number of children.

If ChAmt1=0

! Hard check

INTERVIEWER: A childcare payment of £0.00 has been entered. Please enter a childcare payment. If no childcare payment is made return to the question 'Cost' and record as 2 'No' childcare does not cost anything.

If ChAmt1 weeklyised / ChHr1 > £25

☞ **Soft Check**

The answer given (when the hourly rate is calculated) is much higher than the figures usually given at this question. Please check that your figure is correct. If so, suppress warning and continue

If CHAMT>0:

☆? Childcare Amount Period

↔ **ChPd**

And what period did that cover?

INTERVIEWER: If hourly or daily rate code as 90 'Less than one week'.

If payment period is per school term (i.e. Autumn, Spring or Summer school term) code as 17: 'school term/3 times a year'. Check that there are 3 terms a year at the child's school (some schools may differ).

1. One week
2. Two weeks
3. Three weeks
4. Four weeks
5. Calendar month
7. Two calendar months
8. Eight times a year
9. Nine times a year
10. Ten times a year
13. Three months/13 weeks

- 17. School term/3 times a year
- 26. Six months/26 weeks
- 52. One Year/12 months/52 weeks
- 90. Less than one week
- 95. One off/lump sum
- 97. None of these (EXPLAIN IN A NOTE <Ctrl+M>)

If ChPd=17

☞ Soft Check: Check that there are 3 terms a year at the child's school (some schools may differ)

If period covered is less than one week

? Period of Childcare

↔ **ChPdHrs**

How many hours did this payment cover?

If ChPdHrs > 40

☞ Soft Check

The answer given is much higher than the figures usually given at this question. Please check that your figure is correct. If so, suppress warning and continue

/Questionnaire Instructions for Free early years provision

Parents of 2-4 year-olds are entitled to 15 hours free childcare funded by the government. All 3 and 4 year olds are eligible, as are 2 year olds if a parent is in receipt of qualifying benefits.

An additional 15 free hours will be available from September 2017 for families where both parents are working (or the sole parent is working in a lone-parent family), and each parent earns the equivalent of 16 hours a week at the national minimum (under 25) or living wage (25 and older), and earns less than £100,000 a year.

If Child is aged 2 -4 years old and ChAtt= 1, 2, 3, 4, 5, 9 or 10 and ChPeo = 5

? Free early years provision

↔ **FreeCC**

Does any of the childcare [Child's name] receives include the free hours of early years education offer? This is available for three and four year olds, and for some two years olds.

- 1. Yes
- 2. No

☆?Type of Free early years provision

↔ **FreeCCTy**

SHOW CARD C3

For which type of childcare did you use the free hours of early years education for [Child's Name]? Code all that apply.

Press <F9> for help

- 1. Playgroup or pre school
- 2. Day nursery or workplace crèche
- 3. Nursery School
- 4. Nursery class attached to primary or infants' school
- 5. Special nursery unit for children with special educational needs

- 6. Childminder
- 7. SPONTANEOUS ONLY – Other (PLEASE DESCRIBE)

/ Question information for Tax-Free Childcare account

Tax-Free Childcare was introduced by the government during 2017-18. Under the scheme working parents with children under the age of 12 (or 17 for disabled children) can claim 20% of their childcare costs up to a total of £2,000 per child (£4,000 per disabled child) per year as long as they are not already receiving childcare support via tax credits, Universal Credit or Employer Supported Childcare (childcare vouchers and/or directly contracted childcare).

**★Tax-Free Childcare account introduction
If dependent child aged 0-16**

↔ Disp2

Tax-Free Childcare is a new government scheme for working parents with children under the age of 12 (or disabled children under the age of 17). Parents pay 80% contribution towards childcare costs into an online account, with the government topping up the remaining 20%. Payments to childcare providers are made directly by the account provider rather than by parents.

Press <Enter> to continue

Asked for each child

★? Tax-Free Childcare account

↔ TFCApp

Have you (or your partner) applied for, or applied for and opened a Tax-Free Childcare account for [Child's Name]?

- 1. Yes
- 2. No

Ask if TFCAPP= 1 'Yes' (opened a Tax-Free Childcare account)

★ ? Amount paid into the Tax-Free Childcare Account

↔ TFCCAmt

How much was your most recent payment into the Tax-Free Childcare Account for [Child's Name] EXCLUDING any government contribution?

Ask if TFCCAmt > 0

★? Amount paid into Tax-free childcare account period

↔ TFCCPd

And what period did that cover?.

INTERVIEWER: If hourly rate or daily rate code as 90 'Less than one week'. If payment period is per school term (i.e. Autumn, Spring or Summer school term) code as 17: 'school term/3 times a year'. Check that there are 3 terms a year at the child's school(some schools may differ).

- 1. One week
- 2. Two weeks
- 3. Three weeks
- 4. Four weeks
- 5. Calendar month
- 7. Two calendar months
- 8. Eight times a year

Childcare

9. Nine times a year
10. Ten times a year
13. Three months/13 weeks
17. School term/3 times a year
26. Six months/26 weeks
52. One Year/12 months/52 weeks
90. Less than one week
95. One off/lump sum
97. None of these (EXPLAIN IN A NOTE <Ctrl+M>)

If TFCCPd = 17

☞ Soft Check: Check that there are 3 terms a year at the child's school (some schools may differ)

Ask if TFCCAmt > 0

? Tax-free childcare payment usual?

↪ **UsTFCC**

Is this the amount that you usually pay?

1. Yes
2. No

Ask if UsTFCC = 'No'

? Usual amount paid into Tax-free childcare account

↪ **UsTFCCAmt**

How much is your usual payment into the Tax-Free Childcare Account for [Child's Name]?

INTERVIEWER: If there is 'No such thing as a usual payment', estimate a monthly amount based on actual payments over the previous three months.

Ask if UsTFCCAmt > 0

☆? Usual amount paid into Tax-free childcare account period

↪ **UsTFCCInPd**

And what period does this usually cover?

INTERVIEWER: If hourly rate or daily rate code as 90 'Less than one week'. If payment period is per school term (i.e. Autumn, Spring or Summer school term) code as 17: 'school term/3 times a year'.

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

Childcare

If UsTFCCInPd = 17

☞ Soft Check: Check that there are 3 terms a year at the child's school (some schools may differ)

Ask if TFCCAPP=2 'Applied for and opened a Tax-Free Childcare account'

How much payment out of Tax-Free Childcare Account

↪ **TFCCOutAmt**

How much was your most recent payment OUT of the Tax-Free Childcare Account for [Child's Name]'s childcare INCLUDING any government contribution?

Ask if TFCCOutAmt > 0

★ ? **Amount paid out of Tax-free childcare account period**

↪ **TFCCOutPd**

And what period did that cover?

INTERVIEWER: If hourly rate or daily rate code as 90 'Less than one week'. If payment period is per school term (i.e. Autumn, Spring or Summer school term) code as 17: 'school term/3 times a year'.

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

If TFCCOutPd = 17

☞ Soft Check: Check that there are 3 terms a year at the child's school (some schools may differ)

Ask if TFCCOutAmt > 0? Tax-free childcare out payment usual?

↪ **UsTFCCOut**

Is this the amount that you usually pay OUT for [child's name]'s childcare?

1. Yes
2. No

Ask if UsTFCCOut = 'No' ? Usual amount paid out of Tax-free childcare account

↪ **UsTFCCOutAmt**

How much is your usual payment out of the Tax-Free Childcare Account for [Child's Name]'s childcare?

INTERVIEWER: If there is 'No such thing as a usual payment', estimate a monthly amount based on actual payments over the previous three months.

Ask if UsTFCCOutAmt > 0

★ ? **Usual amount paid out of Tax-free childcare account period**

↔ **UsTFCCOutPd**

And what period does this usually cover?

INTERVIEWER: If hourly rate or daily rate code as 90 'Less than one week'. If payment period is per school term (i.e. Autumn, Spring or Summer school term) code as 17: 'school term/3 times a year'.

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

If UsTFCCOutPd =17

☞ Soft Check: Check that there are 3 terms a year at the child's school (some schools may differ).

Help Given and Received (Care)

The next questions are about receipt of care by household members, and provision of care by household members to people outside the household.

The help received can be from people inside, or outside, the FRS household including family members, social services, friends and neighbours, voluntary organisations.

At the first two questions it is important to allow the respondent time to read the show card which contains many examples of the kinds of help which are relevant. Quite often the respondent may not consciously think that the kind of things they do for another person as a matter of course constitutes providing care. This show card includes quite menial or trivial things which DWP are keen to capture.

? Anyone Needing Help

↔ NeedHelp

(Jump 13)

In some households, there are people who receive help or support because they have long-term physical or mental ill-health or disability, (or problems relating to old age).

SHOW CARD D1

Is there anyone in this household who receives any of these kinds of help or looking after?

INTERVIEWER: INCLUDE HELP FROM WIFE/HUSBAND/PARTNER /OTHER FAMILY MEMBER

? Does Anyone Give Help

↔ GiveHelp

SHOW CARD D1

And how about people not living with you: do you/ (or does anyone in this household) provide any help or support for anyone not living with you who has a long-term physical or mental ill-health problem or disability, or problems relating to old age?

EXCLUDE HELP GIVEN AS PART OF A PERSON'S PAID JOB, EG, IF RESPONDENT WORKS FOR SOCIAL SERVICES

See **Show card D1** for examples of the types of help to be included.

At this question do **not** include people who provide this service as part of a formal job which is paid by some organisation. However, if the person receiving the service makes informal payments direct to the person providing it then it should be included at this question. e.g. - if an elderly friend gives a helper £5 to cover travel expenses, the help is still of an informal nature so code 'Yes'.

If a helper is employed by a charity/social services and paid a regular amount to assist a number of people then code 'No' at this question and enter the details as a job.

? Who is Receiving Help

↔ QNeedPer

Who is receiving help or being looked after? Anyone else?

CODE ALL THAT APPLY

INTERVIEWER: ENTER CODE(S) AS APPROPRIATE

End of the Household Schedule

- 1 to 14. [names of household members]
15. Parent outside household
16. Other Parent outside household
17. Child outside household
18. Spouse outside household
19. Other relative
20. Friend/neighbour
21. Client of voluntary organisation
22. Other non-household

Enter all the recipients of help covered by **Anyone Needing Help** and **Does Anyone Give Help**, both within and outside the household, at this question. Up to 5 codes can be entered.

For each recipient of help, whether in or outside the household, the following sequence of questions follows. However, for people outside the household who receive help from a household member (i.e. codes 15 to 22), the questions are only looped once per 'category'. Therefore, if, for example, member(s) of the household give help to 2 neighbours, please make a note of the answers for the second one, so that they can be aggregated in the office. The exception is that there are two codes for parents outside the household.

? Help Frequency

↔ **Freq**

How frequently does [name] receive such help?

1. Continuously
2. Several times a day
3. Once or twice a day
4. Several times a week
5. Once a week
6. Less frequently

If 'continuously' or 'several times a day':

? Time of Help

↔ **DayNight**

And does [name] receive help during the daytime; or at night; or both in the day and at night?

1. Daytime only
2. At night only
3. Both day and night

? Who Provides help

↔ **WhoLook**

Who looks after, or provides help for [name]? Anyone else?

CODE ALL THAT APPLY

1. to 14. [names of household members]
15. Relatives
16. Friends/neighbours
17. Local Authority home help or home care worker
18. Private domestic help
19. District nurse, health visitor or other kind of nurse
20. Other outside helpers

Code 20 includes provision of formal care or treatment not covered by other codes, both

End of the Household Schedule

in the home, such as by visiting specialist teachers (e.g. for pre-school deaf children), and at places such as clinics, hospitals, health centres and day care centres.

The DWP is only interested in the receipt of care by household members (from other household members or from non-household members), and provision of care by household members to people outside the household. In the past, there were cases where a non-household member was coded as receiving help from another non-household member. To prevent this, there is a hard check in the questionnaire which will be activated if both the person giving care and the person receiving care live outside the household. If this check is activated, please go back and check your answers at Give Help, QNeedPer and WhoLook. **The DWP are not interested in non-household members who care for other non-household members** as they cannot link this information to any of the answers given in other parts of the questionnaire.

! Hard Checks

Two hard checks that have been included at **QneedPer** are:

Please include the non-household member receiving help from someone in the household, or change 'GiveHelp' to 'No'.

Please include the household member who receives regular help, or change 'NeedHelp' to 'No'.

? Hours Spent Caring

↔ Hour

SHOW CARD D2

About how many hours a week, on average, does [name of helper] spend actually providing help for or looking after [name of recipient]?

INTERVIEWER: IF THE RESPONDENT INFORMALLY CARES ONLY OCCASIONALLY, PLEASE CODE AS 0-4 HOURS.

1. 0-4 hours per week
2. 5-9 hours per week
3. 10-19 hours per week
4. 20-34 hours per week
5. 35-49 hours per week
6. 50-99 hours per week
7. 100 or more hours per week
8. Varies – under 20 hours per week
9. Varies – 20-34 hours per week
10. Varies – 35 hours a week or more

The above question is asked for all those giving help, including non-household members. The hours are banded. The most important break is between codes 4 and 5, or codes 9 and 10, as someone caring for 35 hours or more a week may be entitled to Invalid Care Allowance/Carer's Allowance (depending on other criteria).

For the non-household member recipients, only one loop of questions can be asked for each category, e.g. only one neighbour, or one friend may be recorded (two for parents). Some of the questions are exclusive to one person (e.g. how often help is received/for how long) so if help/care is given to, for example, two or more neighbours, open a note for the second/third etc recipients, giving all the details asked for above.

? Children's Carer's Allowance

↔ **ChCA**

If Child aged 16-19 and not in full time education and is recorded at WhoLook as caring for someone inside or outside the household and spends 35 hours or more caring. This question will capture income from benefits paid to 16-19 year olds. Previously income received by trainees was not collected on FRS as the respondents were defined as children as their parents can receive Child Benefit for them.

Does [Child's name] receive Carer's Allowance in [his/her] own right?

1. Yes
2. No

? Amount of Child Carer's Allowance

↔ **ChCAAmt**

How much did [he/she] get last time?

? Period covered

↔ **ChCAPd**

How long did that cover?

☞ Soft check

Are you sure? That equals £[x] a week. Carer's Allowance is usually not more than £66.15 {ENGLAND/WALES} / £73.10 {SCOTLAND} per week. Please check and amend or, if correct, suppress check, and make a note.

Ask if aged 16-19 and still in education or employment training (i.e. a 'child'), in Scotland and is identified as a carer at WhoLook. This question will loop for every eligible child.

? Young Carer Grant

↔ **ChYCG**

Has [NAME of person identified as a carer at wholook] received the Young Carer Grant In the last 12 months?

INTERVIEWER: Young Carer Grant applies only in Scotland (expected to be from Autumn 2019) for people aged 16-19 who can apply for the grant. The grant is received as one payment of £300 per year.

- Yes
No

End of the Household Schedule

? End of Household Schedule

↔ EndDisp

INTERVIEWER: END OF 'HOUSEHOLD' SCHEDULE.

NOW ADMINISTER 'BENEFIT UNIT' SCHEDULE(S)

B.U. MEMBERS

1. [names]

2. [names] etc

TOTAL NUMBER OF BENEFIT UNITS = [n]

PRESS <ctrl + Enter> TO SELECT BENEFIT UNIT OR TO FILL IN ADMIN DETAILS.

ALTERNATIVELY, PRESS <1> AND <ENTER> TO START FIRST BENEFIT UNIT.

BENEFIT UNIT SCHEDULE

After you have opened a benefit unit schedule this will be the first screen that appears.

? Person Display

↩ PersDisp

INTERVIEWER: FOR YOUR INFORMATION...

... the adult(s) now allocated to this Benefit Unit schedule are:

Person 1: [name]

Person 2: [name]

Press '1' and <Enter> to continue with the interview.

In benefit units of more than one adult, concurrent interviewing is practised. Dependant adults, i.e. those aged 16-18 in full-time further education, are not interviewed in their own right, but their parents are asked some questions about their health, education, income and savings.

Please pay attention to the name shown in the top left hand part of the screen as this is the person to whom you will be addressing your questions. This is particularly important when the BU contains more than 1 adult as the questions will move from one person to another.

For ease of reference, the text containing questions for person 1 is in black, whereas the text for person 2 is in blue.

? Personal or Proxy

↩ PProx

INTERVIEWER: IS THE INTERVIEW WITH [NAME] A PERSONAL INTERVIEW OR A PROXY INTERVIEW?

1. Personal
2. Proxy

? Proxy for adult

↩ PPPer

Code person no. of respondent who answered on behalf of ^names[ipno].

Code one person only

These are the household members:

- (1) ^DMNAME[1]
- (2) ^DMNAME[2]
- (3) ^DMNAME[3]
- (4) ^DMNAME[4]
- (5) ^DMNAME[5]
- (6) ^DMNAME[6]
- (7) ^DMNAME[7]
- (8) ^DMNAME[8]
- (9) ^DMNAME[9]
- (10) ^DMNAME[10]
- (11) ^DMNAME[11]
- (12) ^DMNAME[12]
- (13) ^DMNAME[13]
- (14) ^DMNAME[14]

Benefit unit schedule

(15) ^DMNAME[15]
(97) Someone else”
: 1..97

! Hard Check

^|@/This is ^name[ipno]. The proxy respondent cannot be the same person. Please change.

Health and Ability to Work

Adult health questions

Four questions about how satisfied the respondent is with different aspects of their well-being were introduced for the 2014-15 FRS survey year. They are being asked on a number of other large surveys.

These questions can be quite sensitive to ask, so they will not be asked by proxy.

Answers should be given on a scale of 0 to 10.

Ask of all adults if a personal interview (not by proxy):

? How satisfied

↪ Satis

Next I would like to ask you four questions about your feelings on aspects of your life. There are no right or wrong answers. For each of these questions I'd like you to give an answer on a scale of nought to 10, where nought is 'not at all' and 10 is 'completely'.

Overall, how satisfied are you with your life nowadays? Where nought is 'not at all satisfied' and 10 is 'completely satisfied.'

? How worthwhile

↪ Worth

Overall, to what extent do you feel that the things you do in your life are worthwhile? Where nought is 'not at all worthwhile' and 10 is 'completely worthwhile.'

? How happy

↪ Happy

Overall, how happy did you feel yesterday? Where nought is 'not at all happy' and 10 is 'completely happy'.

? How anxious

↪ Anxious

On a scale where nought is 'not at all anxious' and 10 is 'completely anxious', overall, how anxious did you feel yesterday?

/Question information for Satis, Worth, Happy and Anxious

Well-being questions were included for the first time in the 2013-14 questionnaire as part of a wider ad-hoc module for EU-SILC (which were then removed for the 2014-15 survey year). The following questions will be asked on an on-going basis and are commonly asked on many large UK surveys. The aim of these questions is to measure people's wider sense of well-being in addition to financial and material circumstances.

The questions are only to be asked at a person level - never by proxy.

It is important to note that these are quite personal questions. The respondent can answer however they wish: we are not trying to push them into a particular response.

It is therefore very important that the interviewer does not try to influence the respondent in any way. A few general points on asking well-being questions:

If the respondent is having difficulty answering questions and is embarrassed or worried about this, you need to stress that there is no right or wrong answer, you are interested in what they think. You can always deal with this by sympathising and saying you would also find the questions difficult.

If the respondent does not understand the question, you should repeat the question once, exactly as it is written. If after repeating the question once the respondent still cannot answer it, you should enter "don't know", make a note and move on. Try not to paraphrase the question as this may have an unintended effect on the respondent's answer.

These well-being questions need to be answered on a scale of 0 (nought) to 10. It is important to stress that the scale starts at nought, as it is easy for respondents to incorrectly assume that the scale runs from 1 to 10.

These questions are only to be asked during personal interviews, never by proxy.

? General health

↔ EUHealth (Adults)

How is your health in general; would you say it was...

1. Very good
2. Good
3. Fair
4. Bad
5. Or very bad

Ask of all adults

? Longstanding illness or disability

↔ Health1

Do you have any physical or mental health conditions or illnesses lasting or expected to last for 12 months or more?

1. Yes
2. No
3. Don't know (spontaneous)
4. Refusal (spontaneous)

If 'yes' to Health1.

? Health Problems cause Difficulties

↔ Dis1

SHOW CARD E1

Do any of these conditions or illnesses affect you in any of the following areas?

1. Vision (for example blindness or partial sight)
2. Hearing (for example deafness or partial hearing)
3. Mobility (for example walking short distances or climbing stairs)
4. Dexterity (for example lifting and carrying objects, using a keyboard)
5. Learning or understanding or concentrating
6. Memory
7. Mental Health
8. Stamina or breathing or fatigue

9. Socially or behaviourally (for example associated with autism, attention deficit disorder or Asperger's syndrome)
10. Other
11. Refusal (spontaneous)
12. None of the above (spontaneous)

Probe and code at this question all substantial difficulties the illness causes the respondent. This is important to allow DWP to capture and analyse the extent to which disabilities/health problems affect the areas of respondents' lives.

If Health1=Yes

? Limiting longstanding illness

↔ **Condition**

Does your condition or illness/do any of your conditions or illnesses reduce your ability to carry-out day-to-day activities?

1. Yes, a lot
2. Yes, a little
3. Not at all

INTERVIEWER: Day to day activities include washing and dressing, household cleaning, cooking, shopping for essentials, using public or private transport, remembering to pay bills, lifting objects from the ground or lifting objects from a work surface in the kitchen.

If Condition =Yes a lot or Yes a little

? Length of time reduced ability

↔ **LimitLength**

For how long has your ability to carry-out day-to-day activities been reduced?

1. Less than six months
2. Between six months and 12 months
3. 12 months or more

If Condition = Not at all

? Medication for illness

↔ **DDATre1**

Can I just check, do you receive medication or treatment without which your conditions or illnesses (when taken together), would reduce your ability to carry out day to day activities?

1. Yes, activities reduced a lot
2. Yes, a little
3. Not at all

If Health1 = No OR DDATre1 = Not at all

? Ever had longstanding illness

↔ **DisDifP1**

Have you ever had any physical or mental health conditions or illnesses which lasted 12 months or more?

1. Yes
2. No

If DisDifP1 = Yes

? Ever had limiting longstanding illness

↔ **DDATreP1**

Did this condition or illness (Did these conditions or illnesses, when taken singly or together) reduce your ability to carry out day-to-day activities? If you were receiving medication or treatment, please consider what the situation would have been without medication or treatment.

1. Yes a lot
2. Yes a little
3. Not at all
4. Don't know

If Health1 = No OR DDATre1 = Not at all

? Ever had limiting illness

↔ **DDAProg1**

Can I just check, have you ever been diagnosed with any physical or mental health conditions or illnesses which could reduce your ability to carry-out day-to-day activities in the future?

THIS IS AN OPINION QUESTION.

1. Yes activities could be reduced a lot
2. Yes a little
3. Not at all

? LA Register

↔ **LaReg**

Some Local Authorities keep registers of disabled people so that they can provide services for disabled people in their area. Are you on the Local Authority register?

(NB. Not all Local Authorities maintain registration systems. Under the terms of the Equality Act 2010, it is not necessary to be on a Local Authority register to benefit from travel or other concessions.)

If on a register:

? Specific: LA Register

↔ **SpcReg**

Are you registered as:

(READ OUT & PROMPT EACH ITEM INDIVIDUALLY). CODE ALL THAT APPLY

1. Blind
2. Partially sighted
3. Deaf
4. None of these

Child health questions

If child age >15

? General Health children

↔ **EUCHealth**

How is [NAME] health in general; would you say it was...

1. Very good
2. Good
3. Fair
4. Bad
5. Or very bad

? Longstanding illness or disability - children

↔ **CHealth1**

Does [child's name] have any physical or mental health conditions or illnesses lasting or expected to last for 12 months or more?

1. Yes
2. No
3. Don't know (spontaneous)

INTERVIEWER: THIS IS A QUESTION OF OPINION. For children under a year old record whether the illness/disability is considered to be long-standing in relation to the child's age.

If CHealth1=Yes

? Health Problems cause Difficulties

↔ **CDis1**

Do any of these conditions or illnesses affect [child's name] in any of the following areas?

SHOW CARD E1

1. Vision (for example blindness or partial sight)
2. Hearing (for example deafness or partial hearing)
3. Mobility (for example walking short distances or climbing stairs)
4. Dexterity (for example lifting and carrying objects, using a keyboard)
5. Learning or understanding or concentrating
6. Memory
7. Mental Health
8. Stamina or breathing or fatigue
9. Socially or behaviourally (for example associated with autism, attention deficit disorder or Asperger's syndrome)
10. Other
11. Refusal (spontaneous)
12. None of the above (spontaneous)

If CHealth1=Yes

? Limiting longstanding illness

↔ **ChCondition**

Does [child's name's] condition or illness/do these conditions or illnesses reduce [child's name's] ability to carry-out day-to-day activities?

1. Yes, a lot
2. Yes, a little
3. Not at all

If ChCondition = Yes a lot OR Yes a little

? Length of time limiting longstanding illness

↔ **ChLimitLength**

For how long has [childs name's] ability to carry-out day-to-day activities been reduced?

1. Less than six months
2. Between six months and 12 months
3. 12 months or more

If CHealth1 = Yes AND ChCondition = Not at all

? Medication for illness

↔ CDATre1

Can I just check, does [child's name] receive medication or treatment without which [child's name] conditions or illnesses (when taken together), would reduce his/her ability to carry out day to day activities?

1. Yes, activities would be reduced a lot
2. Yes, a little
3. Not at all

If CHealth1 = No OR CDATre1 = No

? Ever had longstanding illness

↔ CDisDifP1

Has [child's name] ever had any physical or mental health conditions or illnesses which lasted 12 months or more?

1. Yes
2. No

If CDisDifP1 = Yes:

? Ever had limiting illness

↔ CDDaTreP1

Did this condition or illness (Did these conditions or illnesses, when taken singly or together) reduce his/her ability to carry out day-to-day activities? If ChName was receiving medication or treatment, please consider what the situation would have been without medication or treatment.

1. Yes activities reduced a lot
2. Yes a little
3. Not at all
4. Don't know

If CHealth1 = No OR CDATre1 = No at all

? Ever had limiting longstanding illness

↔ CDDAPrg1

Can I just check - has [child's name] ever been diagnosed with any physical or mental health conditions or illnesses which could reduce his/her ability to carry-out day-to-day activities in the future?

This is an opinion question.

1. Yes, activities could be reduced a lot
2. Yes, a little
3. Not at all

If they are a dependent child aged 16-18, the following question is asked:

☆? Children Receive Payments

↔ **ChDLA**

SHOW CARD E2

Does [child's name] receive any of the following payments in their own right?

CODE ALL THAT APPLY

1. Care component of Disability Living Allowance (DLA)
2. Mobility component of Disability Living Allowance (DLA)
3. Both Care Component and Mobility component of Disability Living Allowance (DLA)
4. Daily Living component of Personal Independence Payment (PIP)
5. Mobility component of Personal Independence Payment (PIP)
6. Both Daily Living and Mobility component of Personal Independence Payment (PIP)
7. None of these

! Hard Check

Recipient should only give one answer to ChDLA. It is possible to get both 1 (DLA Care component) & 2 (DLA Mobility component) (in which case answer 3 (Both Care and Mobility component of DLA) or to get both 4 (Daily Living component of PIP) and 5 (Mobility component of PIP) (in which case answer 6 (Both Daily Living and Mobility component of PIP), but no other combination is possible.

? Children on Local Authority Register

↔ **LAReg**

Some Local Authorities keep registers of disabled people so that they can provide services for disabled people in their area. Are you on the Local Authority register?

(NB. Not all Local Authorities maintain registration systems. Under the terms of the Equality Act 2010, it is not necessary to be on a Local Authority register to benefit from travel or other concessions.)

1. Yes
2. No

If LAReg=Yes:

? Specific: Children's LA Register

↔ **SpcReg**

Is [child's name] registered as...

INTERVIEWER: READ OUT AND PROMPT EACH ITEM INDIVIDUALLY. CODE ALL THAT APPLY

1. Blind
2. Partially sighted
3. Deaf
4. None of these

Access to medical and dental care

If working age the following question are asked:

? Restricted to Work

↔ Rstrct

SHOW CARD E3

Some people are restricted in the amount or type of work they can do, because they have an injury, illness or disability. Which of these statements comes closest to your own position at the moment?

CODE FIRST THAT APPLIES. INTERVIEWER: THIS IS A QUESTION OF OPINION. BECAUSE OF INJURY, ILLNESS, DISABILITY ...

1. I am unable to work at the moment.
2. I am restricted in the amount or type of work I can (could) do.
3. I am not restricted in the amount or type of work I can (could) do.

This affects the routing for subsequent questions about employment.

If RSTRCT = 1

☆ How Long unable to work

↔ INJYEAR

Have you been unable to work for more than a year because of this injury/illness/disability?

IF IN DOUBT, CONSULT CALENDAR

1. Yes
2. No

If INJYEAR = 2

☆ How many weeks unable to work

↔ INJWKS

How many weeks have you been unable to work because of this injury/illness/disability?

IF LESS THAN 1 WEEK CODE AS 1.

Range 1 to 52

If restricted in the amount or type of work:

? How Many Hours

↔ InjWk

How many hours a week (could you/are you able to) work?

1. Less than 16 hours a week
2. 16 but less than 24 hours a week
3. 24 but less than 30 hours a week
4. 30 hours a week or more

Education, Awards & Loans

? Introduction To Education, awards and loans section

↔ IntroEd

THE QUESTIONS THAT FOLLOW ARE ABOUT EDUCATION.

All respondents are asked about their educational attainment. Children aged 16 -18 who are studying full-time in non-advanced education are not asked these questions.

? Any qualifications

↔ HiQual1

I would now like to ask you about education and work-related training.

Please think about ALL qualifications you have ever gained, even if it was a long time ago or you are not using them now (Please exclude expired qualifications).

Do you have any qualifications...

INTERVIEWER: Code all that apply.

INTERVIEWER: Please remind the respondent that as well as the obvious main stream qualifications such as GCSE's, A Levels, etc., education/qualifications include a variety of different achievements such as:

- Basic Skills Certificates (skills for life/literacy/numeracy/language)
- Entry level qualifications
- Key Skills/Basic Skills
- Youth Training certificates.

There is also the opportunity to record "Other work-related, professional, foreign or vocational" qualifications.

1. From school, college or university?
2. Connected with work?
3. From government schemes?
4. From an apprenticeship?
5. From having been educated at home, when you were of school age?
6. Gained in your leisure time, or by teaching yourself?
7. Or in some other way?
8. No qualifications (SPONTANEOUS ONLY)
9. Don't know (SPONTANEOUS ONLY)

/Question instruction for HiQual1

Do not attempt to give any guidance, or express any opinion of your own about any of the terms used. If respondents say they are unsure what counts as "a certificate" or "degree-level" (or any other term), reassure them that we would like them to make their own best judgement of how to answer.

If HiQual1 is not 'No Qualifications' or 'Don't know' the next question is asked:

? Highest qualification

← **HiQual3**

SHOW CARD F1 and SHOW CARD F2

Which qualifications do (you think) you have?

Please record ALL qualifications.

INTERVIEWER: Allow the respondent time to look at both cards. There are 35 codes.

1. Degree level qualification including foundation degrees, graduate membership of a professional institute or PGCE or higher.
2. Diploma in higher education
3. HNC/HND
4. ONC/OND
5. BTEC/ BEC/ TEC / EdExcel / LQL
6. SCOTVEC/ SCOTEC/ SCOTBEC (Scotland)
7. Teaching qualification (excluding PGCE)
8. Nursing or other medical qualification not yet mentioned
9. Other higher education qualification below degree level
10. A level / GCE in Applied Subjects or equivalent
11. New Diploma
12. Welsh Bacculaureate
13. Scottish Bacculaureate
14. international Bacculaureate
15. NVQ/SVQ
16. GNVQ/GSVQ
17. AS level or equivalent
18. Certificate of Sixth Year Studies (CSYS) (Scotland)
19. Access to HE
20. O level or equivalent
21. Nationals (Scotland)
22. Skills for work (Scotland)
23. Standard Grade or Ordinary Grade / Lower (Scotland)
24. GCSE / Vocational GCSE
25. CSE
26. Advanced Higher/ Higher/ Intermediate/ Access qualifications
27. RSA/ OCR
28. City and Guilds
29. YT Certificate/YTP
30. Key Skills (Eng. Wales & NI) / Core Skills (Scotland)
31. Basic skills (skills for life/ literacy/ numeracy/ language)
32. Entry Level Qualifications
33. Award, Certificate or Diploma, at entry level and level 1 to 8
34. Any other professional/vocational/ foreign qualifications
35. Don't know

/Question instruction for HiQual3

Do not attempt to give any guidance, or express any opinion of your own about any of the terms used. If respondents say they are unsure what counts as "a certificate" or "degree-level" (or any other term), reassure them that we would like them to make their own best judgement of how to answer.

If HiQual3 is 'Other professional vocational / foreign qualifications'

? Other qualifications

↔ **OthQual**

Press <F9> for help

You said you have some 'other qualification', is this a...

INTERVIEWER: Code all that apply

1. Work-related or vocational qualification
2. A professional qualification
3. A foreign qualification?
4. None of these

For definitions of 'work-related or vocational qualification' and 'professional qualifications' see the help screen.

If OthQual = 1 'Work-related or vocational qualification'

? Work qualification level

↔ **OthCheckWV**

Is your other work-related or vocational qualification...

INTERVIEWER: Code first that applies

1. Degree level or above?
2. Below degree level?
3. Don't know

If OthQual = 2 'A professional qualification'

? Professional qualification level

↔ **OthCheckP**

Is your other professional qualification...

INTERVIEWER: Code first that applies

1. Degree level or above?
2. Below degree level?
3. Don't know

If OthQual = 3 'A foreign qualification'

? Foreign qualification level

↔ **OthCheckF**

Is your foreign qualification...

INTERVIEWER: Code first that applies

1. Degree level or above?
2. Below degree level?
3. Don't know

/Question instruction for OthQual

Do not attempt to give any guidance, or express any opinion of your own about any of the terms used. If respondents say they are unsure what counts as "a certificate" or "degree-level" (or any other term), reassure them that we would like them to make their own best judgement of how to answer.

The following questions establish the level of the respondent's highest qualification.

If HiQual3= 15 'NVQ/SVQ'

?Level of NVQ/SVQ

↔ **NVQlev**

What is your highest level of full NVQ/SVQ?

INTERVIEWER: Please note the order of the codes is listing the highest to lowest level attained

CODE FIRST THAT APPLIES

1. Level 5
2. Level 4
3. Level 3
4. Level 2
5. Level 1
6. Don't know

If HiQual3 = 1 'Degree level qualification including foundation degrees, graduate membership of a professional institute or PGCE or higher.'

? Level of degree

↔ **Degree**

Is your degree...

INTERVIEWER: If the respondent has more than one degree, for example an undergraduate and postgraduate degree, code the highest level option.

CODE FIRST THAT APPLIES

1. A higher degree (including PGCE)?
2. A first degree?
3. A foundation degree?
4. Other (e.g. graduate member of a professional institute or chartered accountant)
5. Don't know

If HiQual3 = 27 'RSA/ OCR'

? Level of RSA

↔ **RSA**

Is your highest RSA/ OCR....

CODE FIRST THAT APPLIES

1. a higher diploma/ OCR Level 4?
2. an advanced diploma or advanced certificate /OCR Level 3?
3. a diploma / OCR Level 2?
4. some other RSA (including Stage I,II & III) / OCR Level 1?
5. Don't Know

If HiQual3 = 6 'SCOTVEC/ SCOTEC/ SCOTBEC (Scotland)'

? Level of SCOTVEC

↔ **SCOTVEC**

Is your highest SCOTVEC/ SCOTEC/ SCOTBEC qualification...

CODE FIRST THAT APPLIES

1. a higher level (level 4)?
2. a full National Certificate (level 3)?
3. a first diploma or general diploma (level 2)?
4. a first certificate or general certificate (below level 2)?
5. Modules towards a National Certificate?
6. Don't know

If HiQual3 = 5 'BTEC/ BEC/ TEC / EdExcel / LQL'

? Level of BTEC

↪ **BTEC**

Is your highest BTEC/ BEC/ TEC/ EdExcel/ LQL qualification...

CODE FIRST THAT APPLIES

1. a higher level (level 4 or above)?
2. a National Certificate or National Diploma level (level 3)?
3. a first diploma or general diploma (level 2)?
4. a first certificate or general certificate (below level 2)?
5. Don't know

★*If HighQual3 =11 'New Diploma'*

? New Diploma

↪ **NewDepl**

You said that you obtained a new diploma. Is this ...

INTERVIEWER: Code first that applies

1. an Advanced diploma (level 3)?
2. a Progression diploma (level 3) ?
3. a Higher diploma (level 2)?
4. Foundation Diploma (level 1)?
5. Don't know

If HighQual3 =12 'Welsh BaccaLaureate'

? Welsh BaccaLaureate

↪ **WELSHBAC**

Is your Welsh BaccaLaureate...

INTERVIEWER: Code first that applies

1. at the Advanced level?
2. at the Intermediate level?
3. at the foundation level?
4. Don't know

If HighQual3 =16 'GNVQ/ GSVQ'

?GNVQ level

↪ **GNVQ**

Is your highest GNVQ/GSVQ...

INTERVIEWER: Code first that applies

Note that 'Full' relates to 6 units completed and 'part' relates to 3 units completed.

1. Advanced?
2. Full Intermediate?
3. Part One Intermediate?
4. Full Foundation?
5. Part One Foundation?
6. Don't know

If HighQual3 =22 'Skills for Work (Scotland)'

?Highest Skills for Work (Scotland) qualification

↪ **SkiWork**

You mentioned you have a Skills for Work (Scotland) qualification. What is the highest level that you achieved? Is it a ...

INTERVIEWER: Running prompt

1. National 3

2. National 4
3. National 5
4. Higher

★ *If HighQual3 =24 'GCSE/ Vocational GCSE'*

? GCSE level

↳ **GCSE**

Do you have...

INTERVIEWER: Code first that applies

1. GCSE's grade C or above/GCSEs grade 4 or above?
2. CSE's grade 1?
3. Standards grade 3 or above/O Grades C and above?
4. Intermediate 1 grade A or above?
5. Intermediate 2 grade D or above?
6. None of these

If HighQual3= 21 'Nationals (Scotland)'

? Highest National (Scotland) qualification

↳ **NatScot**

You mentioned you have passes in a National (Scotland) qualification. What is the highest level that you achieved? Is it a ...

INTERVIEWER: Running prompt

1. National 1
2. National 2
3. National 3
4. National 4
5. National 5

If HighQual3 =28 'City and Guilds'

? City and Guilds

↳ **CandG**

Is your highest City and Guilds qualification....

INTERVIEWER: Code first that applies

1. advanced craft/part 3?
2. craft/part 2?
3. foundation/part 1?
4. Don't know

These questions are follow up questions, to clarify further what type of qualification level they have (and how many).

If Degree = 1 'a higher degree (including PGCE)'

? Higher degree

↳ **HighO**

Was your higher degree...

CODE FIRST THAT APPLIES

1. a Doctorate or MPhil?
2. a Masters?
3. a Postgraduate Certificate in Education?
4. some other postgraduate degree or professional qualification?
5. Don't know

If GCSE = 1,2, 3, 4 or 5

? Number of GCSEs

↔ NumOs

You mentioned that you have passes at:

GCSE grade C or above/ GCSEs grade 4 or above / CSE grade 1/ Standard grade 3 or above or O Grade C or above/ Intermediate 1 grade A or above/ Intermediate 2 grade D or above

How many passes do you have in total at this level?

INTERVIEWER: Running prompt

1. Fewer than 5
2. Or five or more
3. Don't know (spontaneous only)

If OthCheckF = 2 or 3 (foreign qualification below degree level, or level not known):

? School leaving qualification

↔ OthCheck2

Do you have a qualification gained on leaving secondary school such as a Certificate of Secondary Education, High School Diploma, Matura or Baccalaureate?

1. Yes
2. No
3. Don't know

/Question information for school leaving qualification

Matura is the school exit exam or 'maturity exam' in several European countries. Baccalaureate is the school exit exam in France and some other countries. There is also an international version.

/ Question Information for AnyEd

All adults are asked the next question except those who have indicated that they are still in full time education at **Full-Time Education**. For adults currently in education, there are questions about the type of education and study time, then the resources on which students are living (grants, parental contributions and loans), and repayments of loans.

The parents/guardians of dependant adults in non-higher education will be asked about their receipt of grants or scholarships.

Do not attempt to give any guidance, or express any opinion of your own about any of the terms used. If respondents say they are unsure what counts as "a certificate" or "degree-level" (or any other term), reassure them that we would like them to make their own best judgement of how to answer.

The following question is asked of all who were NOT recorded as being in FT Education in the Household Grid:

? Any Education

↔ AnyEd

Are you at school or 6th form or at present enrolled on any full-time or part-time education course excluding leisure classes? Include correspondence courses and open learning as well as other forms of full-time or part-time education.

1. Yes

2. No

Amongst other things, DWP is interested in education status in relation to eligibility for Jobseeker's Allowance (JSA). Under JSA rules, no distinction is made between types of education (full/part-time, vocational, recreational etc). Include attendance on educational trips, educational holidays, residential courses and summer schools. During holiday period's respondents should be coded as receiving education (provided they intend to continue with the course).

The following question is asked of all adults who have indicated that they are still in full time education in the household grid at Full-Time Education, or if code 96 at Age Education Complete.

? Educational Attendance

↔ **EdAtt**

[Earlier you said you are enrolled on [nature of course]. Can I just check are you...

1. still attending
2. waiting for term to (re)start
3. or have you stopped going?

If codes 1 or 2:

? Educational Type

↔ **EdTyp**

What kind of course are you on. Is it full-time or part-time, a medical or nursing course or some other kind of course?

1. school/full time
2. school/part time
3. sandwich course
4. studying at university or college including 6th form college FULL TIME
5. training for a qualification in nursing, physiotherapy or a similar medical subject
6. on a PART TIME course at university or college, INCLUDING day release and block release
7. on an Open College course
8. on an Open University course
9. any other correspondence course
10. any other course including other self/open learning courses

If Age is 19 or over and EdTyp=1 or 2:

☞ Soft Check

Respondent seems to be too old to be at school

? Hours of Educational Tuition

↔ **EdHr**

In your course of education, how many hours tuition do you normally receive each week? Only include time spent in lectures, seminars, and practicals where a tutor is present.

INTERVIEWER: IF NONE (EG DISTANCE LEARNING), ENTER '0'

/ Question Information for Hours of Educational Tuition

Only include 'guided learning hours'. This means time spent actually in contact with a teacher/tutor/lecturer, whether in the lecture theatre, classroom, seminar or practical. It is the way study time is generally defined in Further Education and under JSA rules, so on FRS apply the concept to all types of education. If the number of hours varies, give an average figure. Enter the hours that should be received, if this differs from the number that actually are received e.g. due to any non-attendance.

Time spent studying in the respondent's own time (at home, in the library etc) should be excluded.

If there are no 'guided learning hours', enter 'zero'. This would include distance learning, such as correspondence courses and Open University. Such learners are treated as part-time students under JSA rules, and thus flexible in their ability to work. (OU students are allowed up to one week per course for summer school, but do not count this in the number of hours above).

? Educational Establishment

↔ AdEduc

What type of school or college do you attend?

1. Non-advance further education/6th form/tertiary/further education college
2. Any PRIVATE school
3. University or any other higher education
4. Other (describe in a note)

FINANCIAL AWARDS FOR EDUCATION

If there is anyone aged 16 -19 years old in the household and they are in education, they are asked (asked by proxy if aged 16 -18):

? Educational Maintenance Allowance

↔ EMA

Do you receive an Educational Maintenance Allowance (EMA)?

INTERVIEWER: {England, Scotland and Northern Ireland only} Existing EMA claims for those studying in England will be received for the remainder of the 2010 academic year (i.e. up to August 2011). From September 2011 onwards, no new Education Maintenance Allowance (EMA) claims will be received for those studying in England.

1. Yes
2. No

/ Question Information about EMA

Educational Maintenance Allowance (EMA) has been withdrawn from new applicants studying in England (except for those living in Wales who will receive Welsh EMA). For those living in England, Scotland and Northern Ireland and studying in England, existing EMA claimants will have their claims paid for the remainder of the 2010 academic year (i.e. up to August 2011). By September 2011, no one studying in England (excluding those living in Wales) will receive EMA. A check will make sure that EMA is correctly reported after August 2011.

There are many different components to EMA, including travel bursaries or provision of a bus pass rather than receipt of money etc.

If Educational Maintenance Allowance=1.

? EMA Amount

↔ **EMAamt**

How much did you receive last time?

: 0.00..99997.00

? EMA Amount Period

↔ **EMAPd**

How long did that cover?

/ Question Information for EMA Amount Period

There are 2 types of EMA payments: Weekly Payments and Bonuses at the end of a term or when the learning agreement has been achieved. Sometimes the weekly payments are not necessarily paid every week, especially at the beginning of the term. These may experience delays and the young person would not necessarily know how many weeks a payment may cover. In cases such as this record the amount and open a note giving as much information as possible.

Bonuses are more difficult to collect information about as evaluation suggests some young people do not know they are receiving them and/or what the amount is. You should therefore not include Bonuses at the questions **EMA Amount and EMA Amount Period**, but enter D/K and leave a note.

If there is anyone aged 16 -19 years old in the household and they are in education, they are asked (asked by proxy if 16 -18):

? 16-19 Bursary Fund

↔ **Bfd**

Have you received any support from the 16-19 Bursary Fund?

1. Yes
2. No

HELP SCREEN: The 16-19 bursary fund is a scheme to help the most vulnerable young people continue in full-time education. It was introduced in September 2011 to replace the Education Maintenance Allowance (EMA). Those most in need including young people in care, care leavers, young people claiming income support, and disabled young people who receive both Employment Support Allowance and Disability Living Allowance, will be eligible for the maximum bursary. Other students facing financial difficulties may also be able to claim a bursary to help cover the cost of transport, food, books and other course-related essentials.

Each school, College, Academy or training provider will have their own applications process.

? Type of support from Bursary Fund

↔ **BfdVal**

Was this support in the form of ...READ OUT...

1. Money,
2. or some other kind of support?

INTERVIEWER: By financial support we mean money paid directly to the respondent or

Education

something the respondent can readily value (eg bus pass if they know the value). 'Other' should include in-kind payments such as bus passes and books where the respondent does not know the cash value

If received money from the bursary fund:

? Amount of Bursary Fund

↔ BfdAmt

How much did you receive last time?

: 0.00..99997.00

If the amount is great than 1200 the following check is triggered:

☞ Soft Check

INTERVIEWER: This value seems high. Please check that it is correct

? Received money from Discretionary Learner Support

↔ DLS

Have you received any support from the Discretionary Learner Support Fund?

1. Yes
2. No

/Question information about Discretionary Learner Support

Respondents are eligible for DLS if they are aged 19 or over, on a further education course and facing financial hardship. The amount received depends on the respondent's circumstances. Payments are intended to help pay for things like accommodation and travel, childcare (where appropriate), course materials and equipment.

If DLS=Yes

? Type of support

↔ DLSVal

Was this support in the form of ... READ OUT...

1. money,
2. or some other kind of support?

If DLSVal=Money

? How much received

↔ DLSAmt

How much did you receive last time?

ENTER AMOUNT

0..99997

If DLS=Yes

? Period of Discretionary Learner Support Fund

↔ DLSPd

What period did this cover?

FINANCIAL AWARDS FOR EDUCATION

The following questions ask whether the respondent (or by proxy for 16 -18 year old dependents who are in education) is receiving a scholarship, bursary, grant or similar award (that is something which does not need to be paid back) to support them while they are studying. Loans should not be included at this stage.

? Grant

↔ Grant

(Jump12)

Are you/ Is [child's name] receiving a scholarship, bursary, grant or similar award?

INTERVIEWER: EXCLUDE LOANS, FOR EXAMPLE MAINTENANCE OR TUITION FEE LOANS.

INTERVIEWER: INCLUDE HOLIDAY PERIODS.

/Question information for **Grant**

Information about maintenance loans and grants

'Maintenance grants' were introduced in 2012, to support full-time higher education students from low income households. They are provided to help with living costs. Maintenance grants are different from 'maintenance loans', although both are paid directly to the student. Unlike the maintenance loan, a maintenance grant does not need to be paid back but the higher the grant that is awarded, the lower the amount of maintenance loan that will be given. In Scotland the Maintenance Grant is called a bursary and in Wales they are called an Assembly Learning Grant.

Other awards

Other awards to record here might include Disabled Student Allowances, bursaries for care leavers or Parental Learning Allowances. Do not include payments made to assist with hardship here.

? Number of Grants

↔ GrtNum

How many of these are you getting?

IF MORE THAN ONE, THE NEXT QUESTIONS DEAL WITH A MAXIMUM OF TWO AWARDS. TAKE AWARDS IN ORDER OF ANNUAL VALUE (IF MORE THAN 2, GIVE DETAILS OF 3rd ETC, IN A NOTE).

1. One
2. Two
3. Three or more

For each grant received the following questions are asked:

? Source of Grant

↔ GrtSce

Is the source of the [FIRST/SECOND] award...

1. State
2. Private
3. or Overseas?

? Grant Annual Amount

↔ GrtAmt

What is the current annual value of the award, excluding fees?

INTERVIEWER: RECORD AMOUNT AS 0 IF TUITION FEES ONLY

/ Question information for Grant Annual Amount and Grant Annual Value

At the questions **Grant Annual Amount** and **Grant Annual Value**, exclude any parental contribution towards making up the grant to the full amount set. This is collected separately at **Parental Contribution** and **Parental Contribution Amount** if the student is 25 years of age or younger and in higher education.

1. State awards will exclude fees, these are paid direct to the educational establishment by the state. Awards from overseas governments or private sources in the UK or overseas will include fees.
2. Private awards include grants from employers, and also HM Forces and the nationalised industries (when they are employers).
3. Exam fees should be accepted at the relevant question.
4. Accept awards for items such as books, stationery, clothing, (excl. clothing vouchers) travelling expenses, instruments and maintenance of relatives.
5. Anyone receiving full-time education but engaged in a vacation job at the time of interview should be shown as receiving full-time education at **Full-Time Education** or **Any Education**.
6. Assisted Places Scheme: only count money actually received directly. Exclude money paid straight to the school, meaning the fees are reduced.

There is a soft check if a respondent is receiving a state award of £8,000 or more, although some grants can go beyond this figure:

☞ Soft Check

Warning. The answer is much higher than the figures normally given at this question. Please check that your figure is correct. If so, suppress warning and continue.

If received private/overseas awards.

? Grant Annual Value

☞ **GrtVal**

What is the current annual value of the award including fees?

INTERVIEWER: INCLUDE AMOUNTS COVERING TUITION FEES AND OTHER PAYMENTS.

If received a state award and answered positively at GrtAmt.

? Grant Payment Type

☞ **GrtDir**

How much of this is paid direct to you by cash or cheque?

Students aged 25 or less and in higher education are asked some questions about contributions made by their parents to their maintenance. This includes living costs such as food and housing, but excludes tuition fees.

? Parental Contribution

☞ **Parental**

Have you received any contribution from your parents in the last 12 months?

1. Yes
2. No

? Parental Contribution Amount

↔ PareAmt

How much did you receive last time?

INTERVIEWER: INCLUDE ALL CONTRIBUTIONS – IF NECESSARY ADD THEM TOGETHER AND CALCULATE AN AVERAGE WEEKLY, MONTHLY OR ANNUAL AMOUNT

If the last payment happened to be irregular, atypical or a one-off, if possible ask the respondent for a more regular or typical average over a period.

? Length of Parental Contribution

↔ ParePd

How long did that cover?

LOANS FOR STUDYING

If studying, respondents are asked if they are eligible to receive a loan to pay for tuition (commonly known as a student loan) and/ or a maintenance loan (a loan provided to help pay for living costs while studying). They are then asked about how much they will be borrowing and also about any private loans to pay for tuition that they might have.

If respondent aged under 51:

? Receive Student Loan

↔ TopUpL

For your course, are you eligible to receive a Student Loan?

ONLY APPLICABLE TO THOSE AGED 50 OR LESS

/Question information for TopUpL

Tuition fee and maintenance loans should be included at this question but not maintenance grants. Tuition fee and maintenance loans are usually offered by the Student Loans Company but may also be obtained from some private financial institutions.

Both maintenance and tuition fee loans are repaid once the borrower starts earning.

? Year Total for Student Loan

↔ TUBorr

How much altogether will you borrow during this academic year, that is the year beginning in September 200[n] and ending in Summer 200[n]?

1. These loans are additional to the student grants, which have been frozen, and will be repayable over ten years. Loans are offered by The Student Loans Company in Glasgow, and some private financial institutions.
2. The 'academic' year starts in September and ends in May-June of the following year. During the summer break, the question is text filled to refer to the forthcoming academic year.
3. It is unlikely that any person under 16 will receive a top-up loan.

Soft Check

You have entered that the person is borrowing more than £16,751 per year in tuition fee and maintenance loans. Please check that your figure is correct. If so, suppress warning and continue.

? Any Other Educational Loans

↔ **Loan**

Do you have any *other* loan to enable you to attend a course of education?

INTERVIEWER: INCLUDE LOANS TO COVER TUITION FEES ONLY AND THOSE WHICH WILL NEED TO BE REPAYED.

The above question covers loans that have been taken out on a private basis.

? Number of Educational Loans

↔ **LoanNo**

How many loans do you have?

IF MORE THAN ONE, THE NEXT QUESTIONS DEAL WITH A MAXIMUM OF TWO LOANS. TAKE LOANS IN ORDER OF AMOUNT.

1. One
2. Two
3. Three or more

If the respondent has more than 2 loans open a note using <Ctrl+M> and record details of the extra loans.

? Original Educational Loan Amount

↔ **EdSum**

How much did you originally borrow?

Soft Check

As before there is a soft check if the respondent has borrowed more than £8,050 purely to fund education. Probe as to whether the total amount included money for other purposes.

Warning. The answer is much higher than the figures normally given at this question. Please check that your figure is correct. If so, suppress warning and continue.

? Educational Loan Repayment Amount

↔ **EdAmt**

How much was your last repayment?

INTERVIEWER: CODE 0 IF NO REPAYMENTS YET MADE

If a student has borrowed money for a course and is now paying back that loan the repayments must be less than the original loan:

Soft Check

You have entered that the respondent made a repayment which was greater than the value of the loan. Please check that this is correct.

? Length Educational Loan Repayment Covered

↔ **EdPd**

How long did that cover?

Colleges and universities distribute monies to students to relieve hardship, from what are known as 'access funds'. The following questions ask about receipt of money on a regular basis from an access fund. Lump sum/one off payments should not be included.

? Educational Access Funds

↔ **Access**

Some students get money from an access fund provided by their college or university to relieve hardship. Do you receive any REGULAR payment from such an access fund?

INTERVIEWER: DO NOT INCLUDE LUMP SUM PAYMENTS OR LOANS THAT MUST BE PAID BACK.

? Access Fund Amount

↔ **AccsAmt**

How much did you receive last time?

? Access Fund Period

↔ **AccsPd**

What period did that cover?

There follow some questions about repayments of student top-up loans. The first question identifies people not currently in education but who have been eligible for such loans since the scheme began.

? Student Since 1990

↔ **OldStud**

Have you been a student at a college or university at any time since 1990?

This question is only asked of respondents under 60.

STUDENT LOAN REPAYMENT

Current students and those who have been a student since 1990 are asked the next questions. This is because the Education (Student Loans) Act 1990 set up the provision for making loans to students towards their maintenance and phasing out student grants.

? Student Loan Repayment

↔ **SLRepay**

In the last 12 months, have you made any repayments of a Student Loan?

INTERVIEWER: This includes deductions from pay.

Students may take out a student loan from the Student Loans Company in Glasgow, or some private financial institutions. They are repaid once the borrower starts earning over a certain amount, and have their interest rates kept in line with the RPI which means that in real terms students pay back no more than they borrow. Do not include repayment of other loans taken out while a student.

If SLRepay=2 'No' and OthDed=9 'Student loan repayment deducted from pay'

☞ **Soft Check**

INTERVIEWER: Please check: Earlier the respondent said that they had not made any student loan repayments.

If SLRepay=1 'Yes' and OthDed#9 'Student loan repayment not deducted from pay'

☞ Soft Check

INTERVIEWER: Please check: Earlier the respondent said that they had made a student loan repayment. Please check that these are not being deducted from their pay.

If SLRepay=2 'No' and OthDed1=9 'Student loan repayment deducted from pay'

☞ Soft Check

INTERVIEWER: Please check: earlier the respondent said that they had not made any student loan repayments

If SLRepay=1 'Yes' and OthDed1#9 'Student loan repayment not deducted from pay'

☞ Soft Check

INTERVIEWER: Please check: Earlier the respondent said that they had made a student loan repayment. Please check that these are not being deducted from their pay.

? Student Loan Repayment Amount

↔ SLRepAmt

How much did you pay last time?

? Length Student Loan Repayment Amount Covered

↔ SLRepPd

How long did that cover?

Ask if SLRepay=2 'No'

? Outstanding student loan

↔ SLOs

Can I just check, do you have an outstanding balance on a student loan, or a loan which you have not yet started paying off?

1. Yes
2. No

Where FTED=1 or AnyEd = 1 or EUTFPAY=1 for anyone in household

? EUTFDiff

↔ To what extent is meeting the total costs of formal education a financial burden or difficulty for you (and your partner)?

INTERVIEWER: Costs of formal education include tuition, registration, exam fees, books, school trips, cost of canteen and other costs that are expected for household members participating in formal education. Includes costs paid on behalf of a son/daughter who is at University and living in halls of residence.

1. With great difficulty
2. With difficulty
3. With some difficulty
4. Fairly easily
5. Easily
6. Very easily

Children outside the household

? Any Children Outside Household

↔ NHHChild

Have [either of] you any [other] children aged 16-24 OUTSIDE this household, who

are currently receiving full- or part time education?

INCLUDE MARRIED CHILDREN AGED 16-24.

This question is only asked if at least one adult in the Benefit Unit is over 40.

The next questions find out about any parental contributions to education costs being made by the parents.

Include any step-children for which anyone in the household still has a legal responsibility.

? Name of Children

↔ **NHHName**

Could you tell me the child's first name?

Asking the name of the child is only to make later questions clearer and as with the household a first name only is required or anything that will identify this as 'Child1' or 'Child2' to you.

/ Question information for Child Maintenance

DWP do not wish to collect information on payments made for tuition fees at the following question and such payments should be excluded.

If maintenance is paid for educational expenses and tuition fees only the amount paid for educational expenses should be included at this question.

? Paid Any Maintenance

↔ **NHFFee**

Apart from leisure classes, in the last 12 months (that is since [date]) have you paid any maintenance for [child] for any educational courses at any level?

INTERVIEWER: Include parental contribution of maintenance towards education expenses e.g. accommodation, books, an allowance for living expenses. Exclude any maintenance paid for tuition fees for the course.

1. Yes
2. No

? Amount of Maintenance Paid

↔ **NHHAmt**

How much did you pay for [child] last time?

? Length Maintenance Pay Covered

↔ **NHHPd**

How long did this cover?

1. One week
2. Two weeks
3. Three weeks
4. Four weeks
5. Calendar month
7. Two calendar months
8. Eight times a year
9. Nine times a year

Education

- 10. Ten times a year
- 13. Three months/13 weeks
- 17. School term/3 times a year
- 26. Six months/26 weeks
- 52. One Year/12 months/52 weeks
- 90. Less than one week
- 95. One off/lump sum
- 97. None of these (EXPLAIN IN A NOTE <Ctrl+M>)

? Young Adults in Education

↔ NHHIntro

INTERVIEWER PROMPT: Are there any other children aged 16-24 outside of the household who are currently receiving full- or part-time education?

Employment Status

? Working

↔ Working

ASK OR CODE:

Did you do any paid work in the 7 days ending Sunday the [date/month], either as an employee or as self-employed?

PROMPT IF NECESSARY: Were you working last week?

(DO NOT include ODD JOBS, BABYSITTING or MAIL ORDER AGENTS as 'paid work'.

Do include occasional jobs done on a regular basis)

(**INTERVIEWER: IF BUSINESS START-UP, CODE AS WORKING**).

"Do include occasional jobs done on a regular basis"

/ Question Information for Working

You should take the respondent's definition of whether they are in paid work or not, but it must be **paid** work.

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

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

If the respondent does not receive monetary payment for the work they undertake, then they are not in paid work. This includes cases such as au pairs who do not receive monetary payment but instead receive free board and lodging in exchange for their services. Other cases include Roman Catholic priests who are not paid for their work, but receive a stipend to cover their living expenses.

Self-employed people are considered to be working if they work in their own business, professional practice, or farm for the purpose of earning a profit even if the enterprise is failing to make a profit or is just being set up. Respondents on a Business Start-up Scheme should always be coded as working.

Training for nurses is now carried out under the Project 2000 scheme and as such, nurses on this scheme should be classed as students, like any student nurses you may encounter with more traditional arrangements.

Someone who regards themselves as retired, but sits as a director on board meetings (however few) and is paid for this work, should be classified as in paid work. We do NOT expect interviewers to probe routinely for this.

Include people on the Employment option of the New Deal for 18-24 year olds as having done paid work. Do not treat any of the other New Deal options as being in paid work.

If the respondent did work in the last 7 days, but earlier was coded 2 at How Long unable

to Work:

☞ Soft check

Are you sure they did paid work last week? Earlier they said they have been unable to work for 28 weeks or more. Please clarify and change one of the answers.

? Number of Jobs

↔ NumJob

How many JOBS, for pay or profit, do you have?

INTERVIEWER: DO NOT COUNT Mail Order Agents OR Babysitters AS PAID WORK, BUT DO COUNT Childminders.

1. One job only
2. Two jobs
3. Three jobs
4. Four or more jobs

The above question is asked only of those that are in employment.

1. One job only

An informant should be coded as having one job only if he/she:

- does the same type of work for more than one employer e.g. domestic duties, gardening, teaching.
- has two jobs but is paid one salary only for both jobs.
- is changing jobs or is going to change jobs, so that not more than one job is held concurrently.

2. More than one job

-If an informant has more than one job it is the status of the main job which should be entered at **Employment Status**. The respondent should decide which is their main job. If they are unable to do so, choose that which was for the largest number of hours.

-If an informant has arrangements to work with two (or more) different employers concurrently doing different work (even if one relates to casual work), he or she should be coded as having more than one job.

The following question is asked if the respondent has been working in the 7 days ending last Sunday. The information gathered from now to the question **Year Became Tenant** is used to derive internationally agreed definitions of people's employment status.

? Employment Status

↔ EmpStat

Are you working as...READ OUT (RUNNING PROMPT)...

1. an employee
2. or self-employed (including Business Start-Up)?

/ Question Information for Employment Status

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

Employees who are temporarily away from work due to short-term illness or accident, holidays, strike, being temporarily laid off or short time working should be coded as

Employment Status

employees, **as long as they have a job to return to with the same employer**. If they are about to start a new job, code 3 at **JobAway**.

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

Directors

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

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

Sandwich Student

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

Casual or Seasonal Workers

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

Intermittent Work

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

Resident employees

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

Clergy

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

Occupational therapy

Informants who attend a therapy centre etc for physically or mentally disabled should not be coded as employees. They should be **coded as not having paid work** and then refer to **Reason Not Wanting Work**.

Employment outside the United Kingdom

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

Self employed

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

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

Employment Status

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

Building and other construction workers who are sub-contracting under the CIS5 or CIS6 system (may be known as 'on the lump' or 'on the cards') should be treated as self-employed. These workers are usually paid a wage by the contractor and have the standard rate of income tax deducted from that wage. They are however responsible for their own payment of regular (Class 2) National Insurance contributions.

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

Mail Order agents and baby sitters should **not** be treated as self-employed. Instead, their income is picked up separately later in the questionnaire. Childminders **are** treated as self-employed and there are specific questions concerning their income.

If the respondent is under 61 and did not work in the 7 days ending last Sunday, the following question is asked:

?Government Training

↔ Train

SHOW CARD F3

Last week, that is in the seven days ending Sunday the [date], were you on any of the following schemes?

1. Work Club or Enterprise Club
2. New Enterprise Allowance
3. Work Experience
4. Work Trial
5. Work Programme
6. Training for Work [Scotland only option]
7. Get Ready for Work [Scotland only option]
8. Any other government training scheme
9. None of these [spontaneous only]

/ Question Information for Government Training (F9 helpscreen)

Include people who were temporarily away from a scheme because of illness or holiday or some other reason.

Work Clubs and Enterprise Clubs provide unemployed people with a place to meet and exchange skills, share experiences, find opportunities, make contacts and get support to help them in their return to work. Enterprise clubs also provide those interested in self-employment with a place to make contacts and encourage each other to work through their business ideas.

New Enterprise Allowance will offer support to JSA claimants interested in self-employment. During an initial pre-start up phase, they will remain on benefit, but work with a volunteer business mentor, who will provide them guidance and support as they

Employment Status

develop their business idea. If they need start-up capital they may also apply during this period for an unsecured loan of up to £1,000 to help them with start-up costs such as buying their initial equipment.

Once the claimant has demonstrated that their business idea is viable and has growth potential, they move into a second phase by starting their business and receiving financial support. They will continue to receive support from their mentor through the early stages of trading, but they will no longer receive JSA, instead receiving a weekly allowance for the first 26 weeks, in addition to any income from their new business.

Work Experience offers unemployed people aged 18-24 years between two and eight weeks' work experience, for perhaps 20-30 hours a week. During this time they continue to receive benefit payments rather than any wage from the employer. Both the claimant and the employer receive support from Jobcentre Plus throughout the placement, and claimants will also continue to actively seek employment as part of the usual conditions for claiming unemployment benefit.

... an optional extension to Work Experience, to a total of up to 12 weeks, is possible if the employer decides they would like to offer the participant an Apprenticeship and that offer is accepted. The start of the apprenticeship begins when the employer starts paying a wage and the claimant leaves benefit.

Work Trials have been available to claimants in various guises since 1989. There are some overlaps with Get Britain Working measures such as Work Experience, but there are no immediate plans to close them. They offer both participants and employers an opportunity to 'try before you buy', by placing them in a specific vacancy that the employer is actively trying to fill, for up to six weeks during which they receive no pay but continue to receive benefit. At the end of the Work Trial the employer must decide whether to retain the employee and start paying them.

The Work Programme offers support to the long-term unemployed or those with more complex barriers to work, through contracted 'providers' of support from the private and third sectors. The Programme is specifically designed to give freedom to providers to design their own programmes around local circumstances and the needs of each claimant. We might expect this to concentrate on training and supporting job-search activities, but it does not preclude other support. For example this might stretch from life skills at one end of the scale (an example of 'healthy eating' training has been cited), to subsidised employment at the other. The provider is rewarded once the claimant has been placed in work and no longer receives benefit. The employee may continue to receive support from the provider, who receives more payments the longer they remain in work.

Training for Work provides vocational training support to people aged 18 or over who have been continuously unemployed for at least 13 weeks and are actively looking for work. It also provides employers with suitably trained employees or helps them train new recruits in the skills required by their industry sector.

Get Ready for Work programme is open to young people aged 16 to 19 who need a little help in preparing to enter the world of work. Get Ready for Work programme arranges skills training and work placements for people who are finding it difficult to access training, learning and employment. The programme helps 16-19 year olds plug any gaps in basic skills so they can enter the labour market and find employment.

Any other training scheme covers anything not listed above. These might include....

- Work Together is a scheme to encourage all unemployed people and people on inactive benefits to consider volunteering as a way of improving their employment

Employment Status

prospects while they are looking for work. They are signposted to local organisations that have agreed to support unemployed people, on-line support (such as Do-it) and specific opportunities in their communities.

- Sector-based work academies will bring local employers, further education colleges and Jobcentre Plus together to offer a combination of pre-employment training and work experience for unemployed people, over a period of up to 6 weeks. The work experience element must be directly linked to vacancies with the employer that they can apply for - including a guaranteed interview - although the vacancy will also be open to applicants outside the scheme so there is no guarantee of employment. The claimant remains on benefit over the whole period.
- Youth employment refers to a package of support for young people. This involves funding for additional places, fast-tracked places and additional support within existing programmes and schemes.
- Employment Support Allowance (Work Related Activity Group) will be entitled to support in some of the areas above. In addition, they may be entitled to Return to Work Credit or Permitted Work. The former can be paid to employees leaving IB/ESA for up to 52 weeks in addition to their wages, and is conceptually similar to working tax credits. The latter refers to small amounts of paid work that can be undertaken without a reduction in benefit payments.
- Mandatory Work Activity can be required of a small number of JSA claimants who need to re-engage with the system, refocus their job search and gain valuable work-related disciplines, such as attending on time and regularly, carrying out specific tasks and working under supervision. It takes the form of a placement for up to 30 hours a week, for four weeks, which delivers a contribution to the local community.
- Post-Work Programme Support, for those who have finished two years of the Work Programmes without finding employment. It does not come into play until 2013, but might potentially include additional schemes. Although numbers will be small, it may involve work experience activity, particularly community work.
- Work Choice and Access to Work are aimed at disabled people with more complex support needs that could not be met through other employment support provision. It represents additional help with barriers to work and therefore does not constitute a separate scheme or work-based activity in itself.
- The Flexible Support Fund offers Jobcentre Plus offices more freedom to tailor their support to individual claimants. They will mainly choose from a menu of options, covered by the list above, but could potentially set up their own schemes.
- Jobcentre Plus Skills Offer provides fully funded training to help claimants enter work, delivered through colleges and other Skills Funding Agency-funded providers. In addition, funding will be available for training to meet basic literacy and numeracy needs, and to achieve a first full level 2 qualification. Young people will also be entitled to a first full qualification at level 2 or level 3. This represents a range of different learning activities to improve employability in the immediate-term to the longer-term. None of them are linked directly to specific employers or vacancies.

Soft Check

The 'Training for Work' and 'Get Ready for Work' schemes only operate in Scotland. Please check, and if this was correctly reported, please explain the circumstances in a note.

? Training Allowance

↔ TrnAllow

Are you currently receiving a training allowance for this training scheme?

1. Yes
2. No

If yes and receiving a training allowance then:

? Programme Allowance Amount

↔ PrgAmt

What was the amount of allowance, including any other payments from your employer that you last received?

? Length Programme Allowance Amount Covered

↔ PrgPd

How long does this cover?

If did no paid work and was not on a government training scheme:

? Amount after tax

↔ Prgnet

Was that amount after tax had been taken off?

1. Yes
2. No

? Working Away

↔ JobAway

Even though you were not doing paid work, did you have a job or business that you were away from, in the 7 days ending Sunday the (date/month)?

INTERVIEWER: DO NOT COUNT Mail Order Agents OR Babysitters AS PAID WORK, BUT DO COUNT Childminders.

1. Yes
2. No
3. SPONTANEOUS MENTION: Waiting to take up a new job/business already obtained
4. SPONTANEOUS MENTION: Retired from Paid Employment – only use if clear that respondent has no wish to be in paid work

If JobAway = 4

☞ Soft Check

Can I just check, are you looking for work, waiting for a job you have already obtained, or would you like any form of paid employment?

INTERVIEWER: If yes please recode JobAway as 2, if NO suppress.

The word 'like' means here actively wanting and seeking employment.

NB: If JobAway = 3, respondents will be asked Start (whether able to start job in next 2 weeks) and YsrtWk (If not, why not). See both below.

NB: If JobAway = 4, respondents will be asked UnPaid1 and Unpaid2 before being routed directly to Retire.

/ Question Information for Working Away

The above question is asked in order to deal with any uncertainty that may exist in the minds of people who were away from PAID work during the reference week.

If the respondent has been absent from their job for a long period (e.g.. career break, long term sick etc), only code 'yes' if there is definitely a job for them to return to (e.g. on holiday, sick leave, maternity leave, career break, laid off etc).

In a case where the respondent is unsure whether they actually had a job the following points may be helpful.

1. Employees

For employees a job exists if there is a definite arrangement between an employer and an employee for work on a regular basis (i.e. every week or every month) whether the work is full time or part time. The number of hours worked each week may vary considerably but as long as some work is done on a regular basis a job can be said to exist.

2. Long term absence from work

If the total absence from work (from the last day of work to the past week) has exceeded six months, then a person has a job only if full or partial pay has been received by the worker during the absence, and they expect to return to work for the same employer (i.e. a job is available for them).

3. Career Break

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

4. Seasonal Workers

In some industries (e.g. agriculture, forestry, fishing, types of construction etc) there is a substantial difference in the level of employment from one season to the next. Between seasons respondents in such industries should be coded 'no' at this question. (However note that the odd week of sick leave during the working season would be treated like any other worker's occasional absence and code 'yes' here).

5. Casual workers

If a respondent works casually for an employer but has not worked for them during the reference week, they should be coded 'no' at **Working Away**, even if they expect to do further work for the employer in the future.

If Working Away = 'no'.

? Unpaid Work (1)

↔ **UnPaid1**

Did you do any unpaid work in that week for any business that you own?

The people we expect to answer 'yes' here are those whose work contributes directly to a business, farm, or professional practice that they own, but who receive no pay or profits.

Employment Status

Unpaid voluntary work done for charity, etc should not be included.

If not.

? Unpaid Work (2)

↔ UnPaid2

... or that a relative owns?

These are people whose work contributes directly to a business, farm, or professional practice owned by a relative but who receive no pay or profits (e.g. a wife doing her husband's accounts or helping with the family farm or business).

Unpaid voluntary work done for charity, etc. should not be included.

? Looking for work

↔ Lookwork

Thinking of the 4 weeks ending Sunday the (date/month), were you looking for any kind of paid work at any time in those 4 weeks?

1. Yes
2. No

? Looking for training

↔ Looktrain

Thinking of the 4 weeks ending Sunday the (date/month), were you looking for a place on a government training scheme at any time in those 4 weeks?

1. Yes
2. No

? Length of Time Looking for Work/Training

↔ LKTime

How long have you been looking for paid work or a place on a government scheme?

1. Not yet started
2. Less than 1 month
3. 1 month but less than 3 months
4. 3 months but less than 6 months
5. 6 months but less than 12 months
6. 12 months or more

*But if the informant was **not** looking for paid work (Lookwork=no) or a place on a scheme (Looktrain=No) the following question is asked.*

? Waiting for Work

↔ Wait

Were you waiting to take up a job that you had already obtained?

? Like to Work

↔ LikeWk

Even though you were not looking for work in the 4 weeks ending Sunday the (date/month), would you like to have a regular paid job at the moment, either full- or part-time job?

Employment Status

If respondent would not like to have either a full-time or part-time job at the moment:

? Reason Not Looking for Work (1)

↔ **NoIk**

Are you prevented from seeking work by any of the following...

READ OUT: PROMPT EACH ITEM INDIVIDUALLY...

1. Disability or illness?
2. Caring for a disabled or elderly person?
3. Having to look after child(ren)?
4. (None of these)

*If the respondent was coded 1, 2 or 3 at **Reason Not Looking for Work (1)** above, '**ASK OR CODE (e.g. 3-6)**' will appear above this question. It may be clear which of the reasons applies from the answer at that question, but if in doubt, check what the **main reason** was why the respondent did not want to work.*

? Reason Not Wanting Work

↔ **NoWant**

ASK OR CODE (e.g. 3-6)

May I just check, what was the main reason that you did not want work (in the last 4 weeks)?

1. Waiting for the results of an application for a job
2. Student
3. Looking after the family/home
4. Caring for a disabled/elderly person
5. Temporarily sick or injured
6. Long-term sick or disabled
7. Doesn't need employment
8. Retired from paid work
9. Any other reason

The respondent's answers to these questions should be accepted. If, in exceptional cases, the answer covers more than one coding category - ask which the main reason is and code that one only.

An informant who left work early on a Government Job Release scheme should be treated as retired.

Occupational Therapy

Informants who attend a therapy centre etc should be coded as 5 or 6 depending on degree of sickness, etc.

The benefit from the centre should be entered as code 2 at the question **Regular Allowances** in Maintenance, Allowances and other Source's Income block and treated as a regular allowance from an organisation.

If the respondent was looking for work or a place on a Government scheme in the last 4 weeks the next question is asked.

? Able to Start Work

↔ **Start**

If a job or a place on a government scheme had been available in the week ending Sunday the (date/month), would you have been able to start within 2 weeks?

If unable to start work within 2 weeks:

? Reason not able to Start Work

↔ **YStrtWK**

What was the main reason you would not be able to start work in the next 2 weeks?

1. Student
2. Looking after family/home
3. Temporarily sick or injured
4. Long-term sick or disabled
5. Retired from paid work
6. Other reasons

If worked as an employee in last 7 days:

? Today Normal Working Day

↔ **TDayWk**

Have you been, or will you be going to work today?

IF NO, ASK: Can I just check, is today normally a working day for you?

1. Yes
2. No - although this is a normal working day
3. No - because NOT a normal working day

The above question is asked of employees only. If absent from work on what, for the informant, is a normal working day Code 2: 'No'.

If code 2 or 3.

? Absent from Work

↔ **AbsWk**

Have you been away from work for more than the last 3 WORKING days?

The above question applies only to employees. *The following questions are asked only of those who have been absent from work for more than 3 days.*

? Reason for Absence

↔ **AbsWhy**

What is the reason for your absence?

- | | |
|----------------------|------------------------------|
| 1. Pattern of shifts | 6. Maternity leave |
| 2. Illness/accident | 7. Paternity leave |
| 3. Holiday | 8. Compassionate leave |
| 4. Strike | 9. Parental Leave |
| 5. Laid off | 10. Other – Code and explain |

NB: Parental leave is unpaid leave up to 13 weeks during the child's first 5 years.

? Absent with Pay

↔ **AbsPay**

Are you receiving ... READ OUT (RUNNING PROMPT)...

1. ... full pay from your employer,
2. ... part pay or made-up pay, more than or equal to 50% of normal pay,
3. ... part pay or made-up pay, less than 50% of normal pay,
4.or no pay?

If the informant is receiving statutory sick pay only, then enter code 3: 'No pay' from the employer. If the informant is receiving statutory sick pay and pay from the employer then code 2: as 'part pay' or 'made up pay'.

? Number of Weeks Absent

↔ **Abs1No**

**How many weeks in all have you been away during this spell of absence?
IF LESS THAN ONE WEEK CODE 0.**

☞ Soft check

If **Abs1No** is more than one week and they said they did paid work in the previous week at **Working**:

Respondent said earlier that they worked in the last week ... but have just said they have been off work for two weeks or more. If they have been off work, change 'Working' to 'No'. Then you will need to code '7' at **Train** and 'Yes' at **JobAway**.

If less than 1 week, code 0.

*If retired from paid employment at **Working Away** and not currently working.*

? Retirement

↔ **Retire**

Did you retire within the last 12 months?

If retired in last 12 months.

? Month Retired

↔ **Retire1**

In which month did you retire?"

? Reason for retiring early

↔ **RetReas**

SHOW CARD F4

Looking at this card, what was your main reason for retiring below the State Pension Age (currently women born before <SPA date of birth> and men aged 65+ are State Pension Age)?

1. Because of own ill-health
2. Ill-health of a family member, other relative or friend Compulsory redundancy/dismissed
3. I had reached my employer's fixed retirement age
4. I was offered reasonable financial terms to retire early or take voluntary redundancy
5. To spend more time with my family
6. I wanted to give up work/wanted a change
7. Other reason - involving own choice
8. Other reason (none of the above)"

If not working, or not away from their job, and not retired within the last 12 months:

? Ever Worked

↔ **EverWrk**

Have you ever (in your life) had paid work, apart from casual or holiday work (or the job you are waiting to begin)? Please include self-employment or a government scheme.

1. Yes
2. No

? Year Left Employment

↔ **LstWrk2**

Which year did you leave or retire from your last PAID job, either as an employee or self-employed?

Employment Status

This question does not include casual or holiday work.

If LstWrk2 is year before respondent's year of birth

 Soft check

Are you sure? The year entered is before respondent's year of birth, please check and amend.

If less than 9 years ago:

? Month Left Employment

↔ LstWrk1

In which month in that year did you leave?

INTERVIEWER: IF THE RESPONDENT DOES NOT KNOW, ASK 'WAS IT WINTER, SPRING...?' AND THEN ENTER THE MID-SEASON MONTH:

Mid-season months:

Winter: Jan (01)

Spring: Apr (04)

Summer: July (07)

Autumn: Oct (10)

If left work within the last 12 months:

? Weeks Work in Last Year

↔ LstYr

For how many weeks have you done regular paid work in the last 12 months?

(Note: the next 2 questions are in a sub-block)

? Years in Full-Time Work


↔ FtWk

[Can I just check/ Since finishing continuous full time education] how many years have you spent in paid FULL-TIME work?

INTERVIEWER: Enter to the nearest whole year. Years spent in National Service count as Full-Time work.

[IF RESPONDENT COMPLETED FULL-TIME EDUCATION]:

[NAME] finished full-time education at age [XX]. It has been around [XX] years since [NAME] left full-time education.

 Soft Check

Warning: The answer is much higher than the figures usually given at this question. Please check that your figure is correct and not the respondents retirement age. If correct, suppress warning and continue.

If LstWrk2, TEA, Age and FTWk are inconsistent:

 Soft Check

Respondent is aged 'x' and left full time education at 'x'. They said they last worked in 'xxxx', which is a working career of 'x' years. This appears very different to the respondent's answer of 'x' years worked full time. Please amend or attach a note to explain the

circumstances

? Years in Part-Time Work

↔ PtWk

[Can I just check/ Since finishing continuous full time education] how many years have you spent in paid PART-TIME work?

INTERVIEWER: Enter to nearest whole year. These years may overlap with full-time work, if kinds of job were held concurrently
Years spent in National Service count as Full-Time work.

[IF RESPONDENT COMPLETED FULL-TIME EDUCATION]:

[NAME] finished full-time education at age [XX]. It has been around [XX] YEARS since [NAME] left full-time education.

☞ Soft Check

There is a check between the ages of the respondent, the age at which they completed full time education and the number of year that they reply that they have spent in full time work. If the figure seems too high:

That seems rather high considering that the respondent is [x] years old, and left full-time education at the age of [x].

Please check your entry.

It may be the case that the respondent has rounded the figure up to the nearest year which is acceptable. Otherwise probe whether the respondent has included a period of work that began before completion of full time education.

If LstWrk2, TEA, Age and PTWk are inconsistent

☞ Soft Check

Respondent is aged 'x' and left full time education at 'x'. They said they last worked in 'xxxx', which is a working career of 'x' years. This appears very different to the respondent's answer of 'x' years worked part time. Please amend or attach a note to explain the circumstances

Question information for FtWk and PtWk

At the two questions above you should always try to get an estimate in preference to using the Don't Know or Missing key. Holding two part-time jobs at once still counts as being in part-time work.

Jobs held before completing full-time education, such as student vacation jobs should not be counted for either of these questions.

Include time spent working abroad at both of these questions.

Years spent in National Service count as full-time work.

If a respondent has held full and part-time jobs concurrently enter the total number of years in that job for each question, even if this does appear to be double counting the time.

? **Total Time Spent in Workforce**

↔ **JobBYr**

Can I just check, how old were you when you began your first regular job?

Help screen <F9>

: 0...97.

HELP SCREEN

This is the age at which the person began their first regular job.-Vacation jobs taken by students, from which they return to studies or to other non-work situations are disregarded, as well as any other casual job undertaken from time to time. Part-time jobs the person may have engaged in while still in school or university are not included.

Normally, the job considered should be the first one which lasted for at least 6 months, unless it was terminated by a period of unemployment or by another job

If answer given is greater than current age.

! Hard Check

INTERVIEWER: The respondent is [x] years old, they cannot have started their first regular job at [x] years old.

If answer is less than or equal to 14.

☞ Soft Check

That seems rather young. Please check the respondent has not included part-time or vacation jobs while at school. See on-screen instructions for further guidance.

? **Signed on at Jobcentre**

↔ **Claimant**

(Some people who have jobs are also entitled to claim either Universal Credit, Jobseeker's Allowance or National Insurance Credits.) May I just check, were you signed on at a Jobcentre Plus in the 7 days ending Sunday the (date/month) ...

READ OUT:

- 1 ...to get money as a jobseeker, by claiming either Universal Credit or Jobseeker's Allowance?
- 2 ... (THIS CODE NOT USED)
- 3 ... to get National Insurance credits, so as to keep up your contribution record for this tax year?
- 4 ... no, not signed on at a Jobcentre Plus.

The above question is asked of all respondents of working age. If they are currently in work, the special preamble is included, "**Some people who have jobs are also entitled to claim either Universal Credit, Jobseeker's Allowance or National Insurance credits.**" The purpose of this is to make it clear that it may be quite possible, and normal, for someone to be working and 'signing on' at the same time. Note that the question is priority-coded (first to apply).

NI credits may be available for each week of incapacity for work, unemployment, attendance on approved training courses or entitlement to Maternity Allowance Some people working less than 16 hours a week and receiving JSA may get them.

Details of employment

? Details of Other Jobs

↔ I [no]

THE FOLLOWING QUESTIONS TO BE ASKED ABOUT THE [MAIN SECOND/THIRD] JOB.

(THIS SHOULD EXCLUDE MAIL ORDER AGENTS AND BABYSITTERS.)

If the respondent is currently in work or has worked in the last 12 months, the employment details are asked.

These questions are also asked of those that have ever worked.

? Organisation Work For

↔ FirmDo

What does/did the firm/organisation you work[ed] for mainly make or do (at the place where you work[ed])?

DESCRIBE FULLY - PROBE MANUFACTURING or PROCESSING or DISTRIBUTING ETC. AND MAIN GOODS PRODUCED, MATERIAL USED, WHOLESALE or RETAIL ETC.

/ Question Information for Organisation Work For

The answer that you need to record should be an **activity**, not a title, name or a vague heading (e.g. leisure industry, health care, motor trade).

Ask yourself during the interview: "Has the respondent answered the question clearly, fully and unambiguously?" If not, use a non-biasing probe to extract more detail about the activity of the firm/organisation.

Check '**mainly**' where appropriate.

If the respondent works in **manufacturing** probe for the main product made and main raw material used. For **processing** probe for the main end product. For **distribution** the main product that is distributed and whether it is wholesale or retail. If the respondent works in an office, what activity is the office responsible for (even if that activity is not actually done at the office). If necessary, summarise the description using the respondent's own words and **ask the respondent if they agree with the summary**.

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

Self-employment status determines the respondent's industry according to their own type of work. Employees of specialist service/contract firms are also coded according to their own industry type. For example:

- a cleaner employed by a cleaning contractor should be coded to the cleaning industry and not to the industry which is doing the contracting;
- a self-employed plumber working on a building site where the main contractor is a big building firm should be coded to plumbing, not building;
- a typist working in an office on a building site and employed by an employment

Details of employment

agency should be coded to the industry for building;

- a self-employed typist working in an office on a building site should be coded to the industry for typing service, not building;
- a typist working in an office on a building site and employed by the building firm should be coded to the industry for building, not typing service.

If there is no depot but there is a contract (including an informal agreement) to supply a particular service, the agency or its employees should be coded to the industry of that service.

? Which Sector

↔ **Sector**

Help F9

And was that...

INTERVIEWER: Public Limited Company (PLC) = Code 1

Other Limited Company = Code 1

Self-employed = Code 1

INTERVIEWER: See Helpscreen for instructions on recording private firm or business, a limited company, or some other kind of organisation.

1. A private firm or business, a limited company,
2. Or some other kind of organisation?

/ Question instructions at 'Sector'

The public sector is defined as owned, funded or run by central or local government. The private sector is everything else. Some examples are as follows:

Private Sector examples

- Public Limited Companies (PLC). These are companies that are quoted on the stock market and have shareholders. 'Public' here refers to the availability of shares to member of the public through the stock exchange.
- Limited Companies (Ltd). These are incorporated businesses owned by one or more individuals. These may also be referred to a private limited companies.
- Self-employed individuals; sole traders, or owners of small shops or businesses.
- Partnerships (e.g. lawyers working as partners in a practice)
- Charities, private trusts, housing associations or other voluntary organisations.
- Trade Unions (employees of).
- Private contractors. This applies even if they work exclusively for the public sector (e.g. a cleaning firm, catering firm or freelance consultant working for a government department or local authority).

Schools

- Schools, depending on type, may fall into one of several categories:
 - A local authority school (code 2 at Sector)
 - A Further Education college (code 2 at Sector)
 - A private school (code 2 at Sector). Most private schools, including so called 'public schools', are charities.

Details of employment

- **Doctors and dentists** (and others working in their practices) should be coded according to whether the practice is mainly NHS or private. Probe if necessary. GPs are technically self-employed even when they work exclusively for the NHS but, for the purpose of this question, they are to be treated as working for the NHS if that is what they mainly do:
 - Mainly private work (code 1 at Sector)
 - Mainly NHS work (code 2 at Sector)
 - Health Authority or NHS Trust (code 2 at Sector)
 - Private Hospital (code 1 at Sector)
- **Churches and Friendly Societies:** code 2 at Sector
- **Charities:** Use code 2 at Sector, e.g. OXFAM, NSPCC, RNLI, RSPCA, The National Trust, Imperial Cancer Research
- **Government-funded bodies and agencies:** Use code 2 at Sector. This includes central government and the civil service. Other examples are the JobCentre Plus, Research Councils, the British Council, National Museums and Art Galleries, and prisons.
- **Public bodies with a greater degree of autonomy** than the above: Use code 2 at Sector. This includes nationalised industries and or state corporations. Examples are: The Post Office, Royal Mint, BBC, Equality and Human Rights Commission, Civil Aviation Authority.
- **Deregulated bus service:** Use code 1 at Sector for Transport for London and municipal bus companies.
- **Magistrates Courts Probation Service:** Use code 2 at Sector – local government or council

Ask if Sector=2 'Or some other kind of organisation'

? Non-Private Organisation

↔ **SectrNP**

INTERVIEWER: ASK OR RECORD

What kind of non-private organisation was it ...

INTERVIEWER: Individual prompt. Code first that applies.

INTERVIEWER: See Helpscreen for instructions on recording some other kind of organisation.

1. A public limited company/plc?
2. A nationalised industry/state corporation?
3. Central government or civil service?
4. Local government or council (including police, fire services and local authority controlled schools/colleges)?
5. A university or other grant funded education establishment (include 'opted-out' schools)?
6. A health authority or NHS Trust?
7. A charity, voluntary organisation or trust?
8. The armed forces?
9. Or was it some other kind of organisation?

/ Question instructions for 'SectrNP'

The public sector is defined as owned or run by central or local government. The private sector is everything else. Some examples are as follows:

- **Public Limited Companies (PLC).** These are companies that are quoted on the stock market and have shareholders. 'Public' here refers to the availability of shares to member of the public through the stock exchange.
- Limited Companies (Ltd). These are incorporated businesses owned by one or more individuals. These may also be referred to a private limited companies.
- Self-employed individuals; sole traders, or owners of small shops or businesses.
- Partnerships (e.g. lawyers working as partners in a practice)
- Charities, private trusts, housing associations or other voluntary organisations.
- Trade Unions (employees of).
- Private contractors. This applies even if they work exclusively for the public sector (e.g. a cleaning firm, catering firm or freelance consultant working for a government department or local authority).

- **Schools**, depending on type, may fall into one of several categories:
 - A local authority school (code 4 at SectrNP)
 - A Further Education college (code 5 at SectrNP)
 - A private school (code 7 at SectrNP). Most private schools, including so called 'public schools', are charities.

- **Doctors and dentists** (and others working in their practices) should be coded according to whether the practice is mainly NHS or private. Probe if necessary. GPs are technically self-employed even when they work exclusively for the NHS but, for the purpose of this question, they are to be treated as working for the NHS if that is what they mainly do:
 - Mainly private work (code 1 at SectrNP)
 - Mainly NHS work (code 2 at SectrNP)
 - Health Authority or NHS Trust (code 6 at SectrNP)
 - Private Hospital (code 1 at SectrNP)

- **Churches and Friendly Societies:** Use SectrNP code 9 'some other kind of organisation'

- **Charities:** Use SectrNP code 7, e.g. OXFAM, NSPCC, RNLI, RSPCA, The National Trust, Imperial Cancer Research

- **Government-funded bodies and agencies:** Use SectrNP code 3. This includes central government and the civil service. Other examples are JobCentre Plus, Research Councils, the British Council, National Museums and Art Galleries, and prisons.

- **Public bodies with a greater degree of autonomy** than the above: Use SectrNP code 2. This includes nationalised industries and or state corporations. Examples are: The Post Office, Royal Mint, BBC, Equality and Human Rights Commission, Civil Aviation Authority.

- **Deregulated bus service:** Use SectrNP code 2 for Transport for London and municipal bus companies.

- **Magistrates Courts Probation Service:** Use SectrNP code 4 – local government or council

/ Question instructions for questions 'Sector' and 'SectrNP'

Questions 'Sector' and 'SectrNP' are related so should be dealt with together. 'SectrNP' is only asked of those who have been coded 2 'Some other kind of organisation' at 'Sector'.

Code 1 at 'SectrNP' 'a public limited company' is designed to weed out the answers to Sector which have been (incorrectly) identified as 'some other kind of organisation'. It is important to distinguish PLC firms from genuine public/state corporations/nationalised industries which are code 2 at 'SectrNP'. Back-coding at 'Sector' may be appropriate; checks will indicate where this is necessary.

NOTE: If respondents are hesitant or unsure about the status of the company, it is their understanding of the type of organisation that should be recorded. Unfortunately we cannot look at individual companies to find such details.

Further instruction on how to code certain types of organisation have been added to the helpscreens at 'Sector' and 'SectrNP'.

? Main Job Title

↔ Title

What was your (main) job in the week ending Sunday the (date/month)

ENTER JOB TITLE

Respondents with more than one job in the reference week should decide themselves which is their main job. If they are unable to do so the job which occupied the largest number of hours should be considered their main job.

Where someone has arrangements to work with two different employers (even if one relates to casual work), enter details of the main job as defined above here and then the subsidiary job at questions when repeated for the subsidiary job.

? Role of Job

↔ Respdo

What do/did you mainly do in your job?

? Qualifications for Job

↔ Qualif

What training or qualifications are needed for that job?

? Nature of Job

↔ Nature

INTERVIEWER: CODE NATURE OF JOB:

1. Childminder
2. Doctor or Dentist, in a practice
3. All other jobs

Childminders are asked the following question. Doctors and dentists working in a practice are self-employed for tax purposes but need special identification regarding the later

questions on employer pension schemes.

? Employment Situation

↔ EType

SHOW CARD G1

Please look at this card and tell me which of these best describes your (previous) employment situation? CODE ONE ONLY.

1. Employee
2. Running a business or a professional practice
3. Partner in a business or a professional practice
4. Working for myself
5. A Sub-contractor (includes SC60)
6. Doing freelance work
7. Self -employed in some other way

/ Question Instructions for Employment Situation

This gives respondents a wide range of employment situations from which to choose rather than simply 'employee' and 'self-employed', particularly those we define as self-employed but who might not themselves.

Some respondents might say that two or more codes apply but this question should be single coded to the description which the informant thinks best fits the situation. The crucial distinction to be made is between Code 1, which is for employees, and Codes 2-7, which cover various self-employed situations. It does not matter which of the self-employed codes is used - there is no routing dependent on this.

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

☞ Soft Check

If **Employment Situation** and the earlier question **Employment Status** are answered differently, that is if **Employment Status** = 'employee' and **Employment Situation** = any of 2-7, or if **Employment Status** = 'self employed' and **Employment Situation** = 1.

These two questions are now in conflict. Select the one you wish to change, or suppress this warning.

The next question is only asked of those coded 2 - 7.

? Director of Company

↔ Dirctr

In this job/business are/were you the director of a limited company?

Directors of limited companies are normally treated as employees because they are legally employees of their company no matter how small it is. Therefore if the respondent has said they are an employee at **Employment Situation** there is no need to ask whether they are a director, because they will be on the correct route.

Some directors of limited companies, although legally employees, may manage their affairs as if self-employed. For example, they may not pay themselves a salary but may operate in terms of profit/loss/drawings from the business, or they may act as a

Details of employment

consultant to their own limited company, and will be responsible for paying their own income tax and National insurance contributions.

☞ Soft Check

If you have coded someone as the director of a limited company, and coded them as self employed at **Employment Situation**, the following soft check is sprung:

Directors are usually EMPLOYEES. Please check: Are they on PAYE? Do they/would they get a PAYSALIP? If yes to either, return to previous question Etype and code as 1, 'employee'. (If NO, suppress warning and continue).

If this check is suppressed, the questions for the self-employed will be asked. However, the person will be regarded as an employee for the purposes of SOC coding.

In order to make sure the route which best fits the situation is followed, the following question is asked of directors:

? **National Insurance Contributions**

☞ **DirNI**

In this job/business, are your National Insurance contributions deducted at source?

If NI is deducted at source.

☞ Soft Check

A company director with NI deducted at source is legally an EMPLOYEE. Important: please return to previous question EType and code as 1, 'employee'. (If you suppress this check, you must explain special circumstances in a Note).

If NI is not deducted at source.

The following group of questions are only asked about the respondent's main job. The next three questions are asked of employees:

? **Other Responsibilities**

☞ **RspOth**

In your job do you have formal responsibility for supervising the work of other employees?

DO NOT INCLUDE PEOPLE WHO ONLY SUPERVISE:

- children, e.g. teachers, nannies, childminders
- animals
- security or buildings, e.g. caretakers, security guards

For the purpose of identifying those respondents with responsibility for supervising the work of others, children, animals and security of buildings are not deemed to be 'other employees'.

Sometimes job titles can be misleading. For example, a 'playground supervisor' supervises children not employees and so should be coded 2. Similarly, a 'store manager' may be a store-keeper and not a manager or supervisor of employees.

? **Supervising Description**

↔ **SVDesc**

Please describe the type of responsibility you have/had for supervising the work of other employees.

INTERVIEWER: PROBE FOR WHO AND WHAT IS/WAS BEING SUPERVISED

? Number Employed

↔ **NumEmp**

How many people work (worked) for your employer at the place where you work (worked)?

Are/Were there...

1. 1-10
2. 11-19
3. 20-24
4. Don't know, but under 25
5. 25-49
6. 50-249
7. 250-499
8. Don't know, but under 500
9. 500 or more

/ Question Information for Number of Employees

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

We are only interested in people working for their employer at the place where they work. It is the total number of employees at the respondent's workplace that we are interested in, not just the number employed within the particular section or department in which he/she works.

If a respondent works from a **central depot** or **office** (e.g. a service engineer) base, the answer is the number of people who work at or from the central location. Note that many people who 'work from home' have a base office or depot that they communicate with. It may even be true of some people who work 'at home' (e.g. telecommuter who retains a desk or some minimal presence in an office). If in doubt, accept the respondent's view of whether or not there is a wider establishment outside the home that they belong to for work purposes.

For the self-employed we wish to know how many employees they have. This is so that we can code socio-economic groupings to make the FRS compatible with other surveys.

? How many staff in total

↔ **OrgEmp**

And including you, how many staff are/were there in total in the [organisation/company] where you work/ed? That is, not just at the place where you work/ed but in the [organisation/company] as a whole?

INTERVIEWER: We want to know the respondent's estimate of the total number of people who work/worked in the organisation as a whole not just the number of employees at the place (i.e. local unit) where the respondent works/worked.

Details of employment

The number of employees at the local unit and the organisation as a whole could be the same for people working for small businesses.

INTERVIEWER: Prompt with bands if necessary

INTERVIEWER: See Helpscreen for instructions on recording number of employees in organisation.

1. One (respondent)
2. 2 – 4
3. 5 - 9
4. 10 - 19
5. 20 - 49
6. 50 - 99
7. 100 - 249
8. 250 – 499
9. or 500 or more.

/ Question instruction added to helpscreen at question 'OrgEmp'.

Agency workers: Include all employees at the agency not the place(s) where they are currently employed.

Organisations with company bases overseas: Exclude employees overseas from the total number of staff at the organisation.

? Working With Others

↔ EmpOwn

Are you working on your own or do you have employees?

ASK OR RECORD.

1. on own/with partner(s), but no employees
2. with employees

? Number of Employees

↔ EmpAny

How many people do you employ at the place where you work?

Are there...

1. 1-10
2. 11-19
3. 20-24
4. Don't know but under 25
5. 25-49
6. 50-249
7. 250-499
8. Don't know but between 50 and 499
9. 500 or more

See instructions at **Number of Employed** above.

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

? Year Started Work

↔ **WorkYr**

In which year did you start working continuously for your current employer/as a self-employed person?

INTERVIEWER: For agency workers please record the year they began continuous work with the agency rather than the year they started with a specific employer.

If a respondent has a contract that is renewed, for example yearly, you should take the respondent's opinion as to how long they have worked continuously for their employer.

For employees we are interested in continuous employment with their current employer. Any previous separate spells of work with their current employer should be ignored.

If the respondent's company or firm changed ownership but his or her conditions of employment did not change it should be treated as one continuous period of employment. However if the respondent was made redundant and then re-employed by the new owners, then it would be the date they were re-employed that would be entered.

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

If less than 8 years ago.

? Month Started Work

↔ **WorkMth**

And which month was that?

? Full or Part Time

↔ **FtPt**

In your job are you working ...

- 1 ... full time
- 2 ... or part time?

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

If with current employer for less than 12 months.

? Working Previously

↔ **WrkPrev**

Were you in paid employment or self-employed immediately before you started this current job?

INTERVIEWER: INCLUDE HOLIDAY FROM PREVIOUS EMPLOYMENT IF LESS THAN 3 MONTHS.

1. In paid employment
2. Self employed
3. Not in paid employment

If Working Previously =1 or 2

? Previous Job Year

↔ **PrevYr**

In which year did you start working continuously for your previous employer/as a self-employed person?

INTERVIEWER: For agency workers please record the year they began continuous work with the agency rather than the year they started with a specific employer.

If enter future date

 Soft check

Are you sure? The date you have provided is in the future. Please check and amend.

? Previous Job Month

↔ **PrevMth**

And which month was that?

If enter start date after start date of current job

 Soft Check

This date is after the start date of the respondent's current job. Please check and amend.

?Change of job

↔ **JbChnge**

Compared to 12 months ago (that is [auto filled with year] have you...

(if an employee:) changed employer or have you changed your contract with the same employer?

(if self-employed:) changed the nature of your work?

INTERVIEWER: For **employees:** changing duties without changing contracts should not be counted as a change of employer or contract.

For the **self-employed:** completing one contract and beginning another does not count as a job change for the self-employed.

1. Yes
2. No

?Reason for Leaving Job

↔ **YJbChnge**

SHOW CARD G2

For what reason did you make your last change in [job / the nature of your work]?

CODE ONE ONLY

1. To take up or seek better job
2. End of a temporary contract
3. Obligated to stop by employer (e.g. redundancy, business closure, early retirement, dismissal etc)
4. Sale or closure of family business
5. To care for child or other dependent
6. Partner's job required move to another area
7. Marriage
8. Illness
9. Other reason

If Working Previously = 3

? Check Employment Details

↩ **DispChk**

Check Details

PLEASE CHECK THE FOLLOWING DETAILS WITH [NAME]:

EMPLOYMENT STATUS IS/WAS [Full Occupational description]...

IF THIS IS CORRECT PRESS 1 TO CONTINUE, ELSE GO BACK AND MAKE CORRECTIONS.

This is derived from the answers at **Employment Situation, Director of Company, Other Responsibilities, Supervising Description**, (employees) and **Working With Others / Number of Employees** (for the self-employed). It will be shown with the other job details when SOC coding is done.

? Current Employment Situation

↩ **SelfDEmp**

SHOW CARD G3

Can I just check, which of these categories do you think best describes you at present?

1. Employee working full-time
2. Employee working part-time
3. Self-employed working full-time (including family worker)
4. Self-employed working part-time (including family worker)
5. Unemployed
6. Student (incl. pupil at school, those in training)
7. Looking after family home
8. Long-term sick or disabled
9. Retired from paid work
10. Not in paid work for some other reason

INTERVIEWER: This is respondent's own interpretation. Discrepancies with earlier employment status questions do not matter.

If a respondent's self identified employment status (at **SelfDEmp**) is working full or part-time (whether as an employee or self-employed) but earlier in the survey they said they were not working (at **Working**) and not away from a job (at **Jobaway**) then there is the following check:

☞ Soft Check

You said earlier that you have not done any paid work in the last seven days, and are not away from a job or waiting to take one up. Are you sure that you consider yourself to be an employee working full-time/ an employee working part-time/ self-employed working full-time/ self-employed working part-time?

If a respondent's self identified employment status (at **SelfDEmp**) is:

- unemployed
- a student
- Looking after family home
- Long-term sick or disabled
- Retired from paid work

Details of employment

--Not in paid work for some other reason but earlier in the survey they said they were working (at **Working**) or working but away from the job (**Jobaway**) then there is the following check:

You said earlier that you have done paid work in the last seven days, or that you are away from a job. Are you sure that you consider yourself to be [SELFDEMP value]

If the respondent is currently working (working = yes or jobaway = yes) AND their job is as an employee (EmpStat = employee), OR

The respondent is not currently working but has worked in the past (Retire = yes or EverWrk = yes) and their main job was as an employee (first job EType = employee)

? Employment Contract

↔ **EmpContr**

Press <F9> for help

Which of the following best describes your employment contract in your main job is it ...

1. a permanent job (contract of unlimited duration),
2. Fixed term or temporary job (work contract of limited duration),
3. work without a contract,
4. or some other working arrangement?

INTERVIEWER: Respondents who have a contract to do their job, which may be renewed, for example, once a year, should be coded according to whether or not the respondents themselves consider their job to be of an unlimited duration.

If the respondent has a contract which finishes automatically at the end of a probationary period, and requires a new contract if the person continues to be employed by the same employer, this should be coded as a temporary job.

If the respondent considers the job to be temporary this does not necessarily mean the contract is temporary. For example, someone working part-time while studying may intend to leave the part-time job when the studying is completed. This should only be coded as a temporary job if the contract is of fixed duration.

If EmpContr=2 'fixed tem or temporary job'

? Employment Contract

↔ **TempJob**

In what way is your main job a temporary job, is it...

1. working through an employment agency,
2. casual type of work,
3. seasonal work,
4. done under contract for a fixed period or for a fixed task,
5. or is it temporary in some other way?

INTERVIEWER: An agency worker who is working for an agency should be coded as working through an employment agency (1)

Ask of all adults

? Changes in situation

↔ **SameSit**

Can I just check - has your situation changed in the last 12 months (that is since

[date 12 months ago]?

1. Yes
2. No

Ask if SameSit=1

? Changes in situation over last 12 months

↔ SelfDEmpmonth12

SHOW CARD G3

What were you doing 12 months ago, that is in [month 12 months ago]?

1. Employee working full-time
2. Employee working part-time
3. Self-employed working full-time (including family worker)
4. Self-employed working part-time (including family worker)
5. Unemployed
6. Student (incl. pupil at school, those in training)
7. Looking after family home
8. Long-term sick or disabled
9. Retired from paid work
10. Not in paid work for some other reason

↔ SelfDEmpmonth11 to SelfDEmpmonth1

SHOW CARD G3

What were you doing 11 months ago, that is in [month 11 months ago]?

to

What were you doing 1 months ago, that is in [month 1 months ago]?

[Codes as for SelfDEmpMonth12]

Note: if there has been a change then the changes in situation questions are repeated for each month going back over the previous 12 months.

If the respondent has said their self-defined employment status has changed (SameSit = 1 "yes") but does not record a change at the SelfDempMonth01-12 variables.

☞ Soft Check

You said previously that your situation has changed but you have not recorded a change. Please check.

Ask if Adult and if EverWrk=2

(Intro) – I'd now like to ask you some questions about your family when you were 14 years old.

? Whether Father Was Working

↔ FthWrk

Thinking back to when you were 14 years old, was your Father working at the time? We consider working to be any paid employment.

INTERVIEWER: Spontaneous – do not prompt

1. Father working
2. Father not working
3. Father deceased
4. Don't know

If FthWrk=2

? Whether Father ever Worked

↔ **FthEvWrk**

To the best of your knowledge has your Father ever been in paid employment?

1. Yes
2. No

? Whether Mother Was Working

↔ **MthWrk**

And was your Mother in paid work when you were 14 years old?

INTERVIEWER: Spontaneous – do not prompt

1. Mother working
2. Mother not working
3. Mother deceased
4. Don't know

If MthWrk=2

? Whether Mother ever Worked

↔ **MthEvWrk**

To the best of your knowledge has your Mother ever been in paid employment?

1. Yes
2. No

? Number of Jobs (2)

↔ **NumJob2**

When you were last working, how many JOBS did you have for pay or profit?

This question is asked of people **not** currently in employment who therefore did not get asked **Number of Jobs** earlier.

Questions Main Job Title to Number of Employees are repeated for subsidiary jobs (up to 3 jobs in all)

If an informant has (or had) more than one job for pay or profit, details of the subsidiary job(s) will be asked. If the respondent has/had 4 or more jobs:

? Other Jobs Description

↔ **JobDisp**

INTERVIEWER: USE THE NOTEPAD FACILITY <Ctrl+M> TO DESCRIBE THE FOURTH AND HIGHER ORDER JOBS

*The next questions are about the hours worked in each job. This includes those on a government training scheme and those in unpaid jobs (the latter just get asked **Total Hours per Week**).*

? Ever do Overtime

↔ **EverOT**

Do you ever do any work which you would regard as paid or unpaid overtime?

“Ever” means whatever the respondent takes it to mean. If the respondent is unable to answer, refer to the last 4 weeks (as in the questions below).

Details of employment

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

Some self-employed respondents may say that non-productive time, e.g. book-keeping, is paid and some may say it is unpaid overtime. You must accept whatever the respondent regards the overtime as.

If the respondent **does no overtime**.

? Total Hours per Week

↩ Totus1

How many hours per week do you usually work in this job/business - please exclude meal breaks?

97 OR MORE = 97

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

INTERVIEWER: If the work pattern is not based on a week, or hours worked per week vary, get an average of the last 4 weeks.

If Totus1 is 0.

☞ Soft Check

Please check with the respondent whether they can provide an average figure based on the last 4 weeks. If this is not possible please provide details of circumstances in a note.

/ Question Information for Total Hours per Week

For the questions relating to hours of work the hours should be recorded to the nearest 15 minutes, with part hours as decimals e.g. 36 hours 30 minutes would be recorded as 36.5, 40 hours 45 minutes would be recorded as 40.75.

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

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

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

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

For those rare individuals who usually work 97 hours or more per week, code as 97.

Respondents working on-call

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

If the respondent works overtime:

? Total Hours per Week (2)

↔ **Usuhr**

Thinking of this job/business, how many hours per week do you usually work - please exclude meal breaks and overtime?

97 OR MORE = 97

For those rare individuals who usually work 97 hours or more per week, code as 97.

If answer is 0.

☞ **Soft Check**

Please check with the respondent whether they can provide an average figure based on the last 4 weeks. If this is not possible please provide details of circumstances in a note.

? Hours of Paid Overtime

↔ **PotHr**

How many hours PAID overtime do you usually work per week?

97 OR MORE = 97

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

Include hours worked at home if paid.

? Hours of Unpaid Overtime

↔ **UotHr**

How many hours UNPAID overtime do you usually work per week?

97 OR MORE = 97

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

All employees are asked the following question:

? Agree Usual Hours Total

↔ **AgreeHrs**

Your total usual hours come to [n]. Is that about right, or not?

IF THE TOTAL IS NOT [n] HOURS CHECK THAT

[List of hours recorded]

1. Yes
2. No

If not right, the total must be agreed with the respondent.

! Hard Check

The total must be agreed with the respondent

If the usual hours worked are less than 30 hours, the following question is asked. This is to allow the DWP to gauge the number of people who are prevented from taking full time work as they administer informal care to a disabled or elderly relative, or have to look after young children, and also to measure how disability effects the ability to work.

The following question is asked once per adult if the total number of hours worked is less than 30 hours for **all** jobs recorded.

? Reason work less than 30 hrs

← LThan30

The total number of hours you work per week on average is less than 30 hours.

What is your main reason for working less than 30 hours a week?

1. Undergoing education or training
2. Personal illness or disability
3. Want to work more hours but cannot find a job or work for more hours
4. Do not want to work more hours
5. Considers number of hours in job(s) as full-time
6. Housework, looking after children or other dependant
7. Other reason

Employee Pay Details

These questions apply to those currently employed. Whenever possible try to get the respondent to refer to a payslip.

ASK THE FOLLOWING QUESTIONS ABOUT MAIN / SECOND /THIRD JOB AS EMPLOYEE.

? Pay Date

↔ **PayDat**

On what date were you last paid a wage or salary?

IF CURRENTLY WORKING AND NOT YET PAID (I.E. NEW JOB), GIVE DETAILS OF EXPECTED PAY AND ENTER EXPECTED PAY DATE. (IF DAY NOT KNOWN, ENTER 15TH OF MONTH).

If respondents cannot remember the exact day of the month on which they were last paid enter the 15th of the month. If a respondent has recently started a job and not yet been paid enter the date on which they expect to be paid.

If the pay date predates the start date the following check is triggered:

☞ Soft Check

Payslip date is earlier than the date given for starting work with the current employer. Please check and explain in a note if necessary.

A similar soft check will be triggered if the pay date is in the future

? Pay Amount

↔ **PayAmt**

What was your last take-home pay, including overtime, bonus, commission, tips or other payments such as tax credits?

INTERVIEWER: SUGGEST RESPONDENT CONSULTS PAYS LIP.

If the respondent is in receipt of tax credits, these should be included in the net pay figures (**Pay Amount** and **Net Amount**), but excluded from gross wage calculations (**Gross Wage** and **Gross Amount**).

If '0' is entered

☞ Soft Check

No pay entered: If respondent has not yet been paid (e.g. just started new job) enter expected pay. If job is normally UNPAID, select 'Working' below, change to 'No' and then press <End>.

? Pay Period

↔ **PayPd**

How long did this cover?

Where the difference between the date of the interview and the date last paid is longer than the pay period given at this question, make a note of the reason in the notepad facility. For example, an informant who is weekly paid may have been given advance holiday pay a fortnight before the interview.

Anticipated pay

Employee Pay Details

If an informant is currently working but has not yet been paid because he or she has recently started a new job, the pay he or she expects to receive should be entered.

If Pay Period is coded 97 - none of the above:

Automated Note

PayPx

INTERVIEWER: PLEASE LEAVE A NOTE/REMARK GIVING FULL DETAILS THEN PRESS <ALT> + S TO SAVE AND CONTINUE.

? PAYE Amount

↔ PAYE

How much was deducted from your wage/salary for income tax under PAYE?

If no tax paid enter 0. If tax is usually paid but none was in this pay period because a tax refund was included, enter 0 here and the tax refund at the subsequent question **Included in Pay.** (See instructions at that question).

? Amount of National Insurance

↔ NatIns

How much was deducted from your last wage/salary as National Insurance Contribution?

☞ Soft Check

There is an upper limit check on the [weekly] amount of NI paid:

Are you sure? That's [£] a week. National Insurance contributions don't normally exceed £100.00 per week. However, those earning more than £630 per week may pay more than this.

☆? Other Deductions

↔ OthDed

Press <F9> for help

Were there any deductions from your wage/salary such as...

INTERVIEWER: Code all that apply.

INTERVIEWER: Exclude childcare vouchers and salary sacrifice/ salary exchange pension schemes at this question. These should be recorded at following questions as a benefit in kind (something received from employer).

Pensions - Although people in the public sector (e.g. some civil servants, teachers) have a non-contributory pension scheme, some choose to pay contributions to provide an extra pension for their widow or dependents. If so, you should include this as a 'pension contribution'

- 1 ... contribution by you to a pension or superannuation scheme?
- 2 ... AVCs (Additional Voluntary Contributions)?
- 3 ... Union Fees?
- 4 ... Friendly Societies?
- 5 ... sports clubs or specialised pastimes?
- 6 ... repayment of a loan from your employer?
- 7 ... Private Medical Insurance?

Employee Pay Details

- 8 ...Charities
- 9 ... Student Loan Repayment?
- 10 ... any other deductions which we have not mentioned so far?
- 11 ... none of these

Code 1: include (extra) payments for widow(er)s and dependants.

If ChildNum > 0 and OthDed=10 'any other deductions which we have not mentioned so far?'

Soft Check

If the other deduction is for childcare vouchers these should not be recorded here. Record childcare vouchers at following questions as a benefit in kind (something received from employer).

Soft Check

If amount recorded at ChvAmt is equal to the amount recorded at DedOth or UDedOth OR if amount recorded at ChvUAmt is equal to the amount recorded at DedOth or UDedOth

INTERVIEWER: Amount of childcare voucher is the same as the other deduction from salary/pay. If the other deduction from salary/pay was for childcare vouchers please remove childcare vouchers as an other deduction from salary/pay (at questions OthDed and DedOth or OthDed1 and UDedOth).

If SLRepay=2 'No' and OthDed=9 'Student loan repayment deducted from pay'

Soft Check

INTERVIEWER: Please check: Earlier the respondent said that they had not made any student loan repayments.

If SLRepay=1 'Yes' and OthDed≠9 'Student loan repayment not deducted from pay'

Soft Check

INTERVIEWER: Earlier the respondent said that they had made student loan repayments. Please check as these are usually deducted from pay

? Amount for Deduction

↔ Deduc

How much was deducted for [name of deduction]?

There are 9 **Amount for Deduction** questions, looking like this one, which follow up Codes 1-9 at **Other Deductions**. If Code 10 is used the following screen appears.

? Describe Other Deduction

↔ DedOth

OPEN A NOTE <CTRL+M> AND DESCRIBE THESE 'OTHER' DEDUCTIONS, WITH AMOUNTS. THEN ADD THEM UP AND ENTER THE TOTAL AT THIS QUESTION

Probe individual deductions e.g.

"Insurance" - Is it life, sickness or accident insurance?

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

Please do not enter the initials of any scheme as this can be misleading.

Soft Check

If OthDed or OthDed1 = 10 'any other deductions we have not mentioned so far'.

INTERVIEWER: If the other deduction is for childcare vouchers these should not be

recorded here. Record childcare vouchers at following questions as a benefit in kind (something received from employer).

The following question is asked if Pay Amount is answered 'Don't know' or refused and PAYE NATINS, DEDUC1-DEDUC9 Amount is not answered 'Don't know' or refused:

? Pay Period (1)

↔ **PayPd1**

How long did this cover?

?Paid hourly rate

↔ **Hourly**

Are you paid a fixed hourly rate?

1. Yes
2. No

If Hourly=Yes

?Hourly rate amount

↔ **HrRate**

What is your (basic) hourly rate?

INTERVIEWER: If £995 or more enter 995

Range 000.01 to 995.00

If HrRate is greater than £50:

☞ Soft check

This figure is unusually high for an hourly rate, please check your coding.

If HrRate=less than £6:

☞ Soft check

This figure is unusually low for an hourly rate, please check your coding.

?Consulted PaySlip

↔ **PaySlip**

INTERVIEWER TO CODE WHETHER RESPONDENT IS USING PAYSLIP. PAYSLIP MUST BE WITHIN PAST 3 MONTHS

INTERVIEWER: Use Code 1 if the payslip shows the latest pay received by the respondent.

Use Code 2 if the payslip shows pay received within the last 3 months or not the latest pay.

Use Code 3 if payslip is more than 3 months old.

Include consultation of electronic payslips

1. Latest payslip consulted
2. Old payslip consulted
3. Payslip not consulted
4. No payslip provided by employer
5. No payslip available as electronic payslip provided

Employee Pay Details

Use code 3 if the payslip is more than three months old.
Regardless of whether a payslip is being consulted, the following question will be asked.

Note a new code has been added to allow for those cases where the respondent only receives an electronic payslip.

? Gross Wage

↔ GrWage

What was the GROSS wage/salary - i.e. the TOTAL, BEFORE ANY DEDUCTIONS?

INTERVIEWER NOTE: IF A PAYSリップ IS NOT BEING CONSULTED THEN GROSS WAGE CAN BE COLLECTED FOR A DIFFERENT TIME PERIOD FROM LAST NET PAY.

INTERVIEWER: Includes overtime, bonuses, commission, tips or other payments.

/ Question Information for Gross Wage

Evidence has shown that although people on salaries generally know their net monthly pay, they are often only able to give an annual figure for their gross pay.

Should the respondent *not have* a pay slip to hand, the following question is asked to establish what time period the figure of gross salary covers. It is therefore possible for the respondent to supply a monthly figure for net pay, but an annual figure for gross pay.

All the relevant pay components are displayed on the one screen so that the details can be probed further.

A range of £5 either way is allowed to cope with any rounding up of pay that might have occurred. If you cannot resolve the discrepancy it is possible to suppress the check and explain why in a note <Ctrl +M>.

If a tax refund was included in the last net pay, the check will work incorrectly (any tax refund amount is not included in the gross pay, but is in the net pay). If this is the reason that the figures don't add up, suppress the check and make a note. See also instructions at the following question **Included in Pay**.

If the employee has a salary sacrifice/ salary exchange pension arrangement they agree to a cut in their gross pay, offset by switching their contribution to the pension scheme onto their employer. This results in the employer saving on NI contributions and improved savings for the employee.

For these employees, and those with other types of salary sacrifice arrangement you may find the terms "reference pay" or "base pay" on the payslip. These refer to the amount of gross pay the employee would receive if they did not have a salary sacrifice arrangement, and are only used by the employer to calculate pensions, overtime etc. This base pay will be higher than the actual gross pay received by the employee.

Salary sacrifice/ salary exchange pension will usually be found in the payments section of the payslip, as a negative amount, rather than in the deductions section as with normal pension payments. This is also true of other salary sacrifice items, such as childcare vouchers.

Deductions, such as income tax and NI, will then be based on the gross pay, which is

itself the sum of the payments section after things like salary sacrifice are taken off.

If you come across such cases, please record the net and gross pay as reported by the respondent. If you cannot reconcile the figures on the payslip (for example where “reference pay” or “base pay” are mentioned), open up a note to give details of any discrepancies in pay so that these can be accounted for when editing the data.

☆? Gross Wage Period

↔ **GrWagPd**

How long did this cover?

If average hourly rate (derived variable: AvHrRate) is less than the National Minimum Wage and hourly rate (HrRate) is greater than the National Minimum Wage:

? Why gross wage below NMW

↔ **WhyLoAvRate**

Your usual weekly gross wage [GrossW] divided by the hours you usually work [TotHrs], gives an average wage of [AvHrRate] per hour.

This is lower than your hourly pay rate of [HrRate]. Is there any reason why you think these rates might be different?

INTERVIEWER: Possible reasons to check/confirm include:

*The hours the respondent usually works per week are higher than the hours they are contracted to work

*The gross wage or the associated pay period has been recorded incorrectly or estimated

*The hourly pay rate [HrRate] has been recorded incorrectly or estimated

INTERVIEWER: Please record any corrections to the pay and/or hours worked here, as well as any reasons for the difference between rates - do not attempt to amend value provided earlier.

If the respondents hourly rate (HrRate) is lower than the National Minimum Wage

? Why hourly rate below NMW

↔ **AskNMW**

Helpscreen F9

Your recorded hourly rate of [HrRate] per hour seems to be lower than the current [National Minimum/Living Wage] of [National Minimum Wage Amount] per hour. The [National Minimum/Living Wage] rate applied from [date] for those [Age]

Do you know why your hourly rate of pay might be lower than the National Minimum Wage rate?

INTERVIEWER: Possible reasons to check/confirm, include:

*The respondent was aged less than [Age] when they received this pay rate.

*Their work is part of a government scheme, student work placement, or apprenticeship.

*They work in agriculture / horticulture, for the armed forces or for a family member

*The rate excludes additional income in kind provided by the employer (accommodation, meals)

*The hourly pay rate [HrRate] has been recorded incorrectly /estimated

*The respondent's hourly pay is actually less than [National Minimum Wage Amount] per hour

INTERVIEWER: Please record any corrections to the pay and/or hours worked here, as well as any reasons for the difference between rates - do not attempt to amend value provided earlier.

If the calculated average hourly rate (AvHrRate) is less than National Minimum Wage and the hourly rate (HrRate) is missing

? Why average hourly rate BMW

↔ **WhyAvHrRateBMW**

Your usual weekly gross wage [GrossW] divided by the hours you usually work [TotHrs] gives an average wage of [AvHrRate] per hour.

This seems to be lower than the [National Minimum/Living Wage] for those [Age].

Can I just check why this might be the case?

INTERVIEWER: Possible reasons to check/confirm, include:

*The respondent was aged less than [Age] when they received their gross pay.

*The hours the respondent usually works per week are higher than the hours they are contracted to work

*Their work is part of a government scheme, student work placement or apprenticeship.

*They work in agriculture / horticulture, the armed forces or for a family member

*Their gross pay excluded additional income in kind provided by the employer (accommodation, meals)

*The gross wage, the pay period this covered or the hours has been recorded incorrectly / estimated.

*The respondent's hourly pay is actually less than [National Minimum Wage] per hour

INTERVIEWER: Please record any corrections to the pay and/or hours worked here, as well as any reasons for the difference between rates - do not attempt to amend value provided earlier.

/ Question instruction added to helpscreen at question 'AskNMW', 'WhyLoAvRate' and 'WhyAvHrRateBMW'.

The National Minimum Wage (NMW) is the minimum pay rate per hour that most workers are entitled to by law.

The rate is usually updated in October but was updated in April 2019: _

- those on apprenticeship are entitled to £3.90
- those aged under 18 are entitled to £4.35
- those aged 18-20 are entitled to £6.15
- those aged 21-24 are entitled to £7.70

Since April 2016 adults aged 25+ have been entitled to the National Living Wage (NLW) (replacing the NMW for this age group). From April 2019 those aged 25+ are entitled to £8.21. There are reasons why people might not be receiving the NMW/NLW which this question aims to explore.

All respondents who are working:

☆? Included in Pay

↔ **InclPay**

<Help F9>

SHOW CARD G4

Did your last wage/salary include any of the items on this card? CODE ALL THAT APPLY

1. Statutory Sick Pay
2. Statutory Maternity Pay
3. Statutory Paternity Pay
4. Statutory Adoption Pay
5. Statutory Shared Parental Pay

Employee Pay Details

6. Income Tax Refund
7. Mileage Allowance or fixed allowance for motoring
8. Motoring expenses refund
9. None of these

! Hard Check

The respondent is a man and cannot have Statutory Maternity Pay. Please amend your coding.

! Hard Check

INTERVIEWER: Females cannot receive Statutory Paternity Pay. Please check your answers.

If InclPay=2 and 5 'Statutory Maternity Pay' and 'Statutory Shared Parental Pay'

! Hard Check

Check: you can't receive Statutory Maternity Pay and Statutory Shared Parental Pay at the same time.

If InclPay=3 and 5 'Statutory Paternity Pay' and 'Statutory Shared Parental Pay'

! Hard Check

Check: you can't receive Statutory Paternity Pay and Statutory Shared Parental Pay at the same time.

/ Question Information for Included in Pay

Statutory sick pay is received by employees from their employer for the first 28 weeks of sickness in a tax year. After this period, they may receive Employment and Support Allowance. The payment is subject to various conditions including length of service.

Note that SSP is only payable from the fourth day of absence from work – do not include any pay that is received from an employer before a respondent is eligible for SSP.

Statutory Maternity Pay

Statutory Maternity Pay has a 39 week duration. The first six weeks are paid at 90 per cent of the respondents average weekly earnings (normally based on two months' earnings) with no upper limit. The remaining 33 weeks are paid at £148.68. If 90 per cent of the respondent's earnings is less than £148.68 then they receive £148.68 throughout.

Statutory Paternity Pay

Statutory Paternity Pay is available to fathers of children born on or after 6 April 2003 and is paid if gross earnings are £107.00 a week or more. It has a 2 week duration and entitlement cannot be established until the baby has been born. Payment for the 2 weeks will be either be at a rate of £148.68 a week, or 90 per cent of the respondents' average earnings if less than £148.68 (normally based on two months' earnings).

Statutory Adoption Pay

Statutory Adoption Pay became available on 6 April 2003 to parents of adopted children. It has a 39 week duration and becomes available once the child is placed for adoption.

Payment for the 39 weeks will be either be at a rate of £148.68 a week , or 90 per cent of the respondents' average earnings if smaller (normally based on two months' earnings).

Shared Parental Pay

If you're eligible and you or your partner end maternity or adoption leave and pay (or Maternity Allowance) early, then you can take the rest of the 39 weeks of maternity or adoption pay (or Maternity Allowance) as Statutory Shared Parental Pay (ShPP)

ShPP is paid at the rate of £148.68 a week or 90% of your average weekly earnings, whichever is lower.

This is the same as Statutory Maternity Pay (SMP) except that during the first 6 weeks SMP is paid at 90% of whatever you earn (with no maximum).

Tax refunds

If the amount of a tax refund received is more than the PAYE in that pay period, the amount for PAYE will normally be shown as 0 on the payslip. The remaining amount of the tax refund payment will be shown separately – enter this as the tax refund at **Income Tax Amount** below and zero at **PAYE Amount**, and open a note to explain the situation.


- If the amount of a tax refund received is less than the PAYE in that pay period, the PAYE will be reduced by the amount of the refund. There may be no other indication that a tax refund was received and the amount of the tax refund may not be shown. If the respondent mentions that a refund was included, but doesn't know how much it was, enter 'dk' as the refund amount at **Income Tax Amount** (see below), and open a note to explain that the PAYE was reduced for this reason and any other information which can be given. The figure for net pay will include the tax refund, but the figure for gross pay will not include it - it only includes earnings.

Mileage allowance is a specified amount paid for each mile the vehicle is used (e.g. 25p per mile). The mileage will vary from week to week.

Fixed allowance is a specified set amount per week or month etc, paid regardless of the amount the vehicle is used/number of miles travelled.

Refunds for motoring expenses covers such items as parking fees and fines, repairs, garaging costs, tolls, ferries, congestion charges, etc.

Follow up questions if Statutory Sick Pay included.

 Soft Check

Are you sure? Please check that respondent was continuously off sick for at least four days in the pay period. If so, suppress this warning. If not, they cannot have received Statutory Sick Pay.

? Statutory Sick Pay Amount

 **SSPAmt**

How much was included for Statutory Sick Pay?

? Made Up Pay

 **MadEmp**

When you were getting SSP, were you also getting 'made up pay' from your employer?

'Made up' pay is in addition to SSP. Not all employers pay this.

Follow-up questions if **Statutory Maternity Pay** is entered are.

? Statutory Maternity Pay Amount

↔ **SMPAmt**

How much was included for Statutory Maternity Pay?

If Statutory Maternity Pay Amount is recorded as Don't know the following question is asked.

? Statutory Maternity Pay Rate

↔ **SMPRate**

How much was included for Statutory Maternity Pay – CHECK/ASK:

Was it ... READ OUT (RUNNING PROMPT)

1...the higher rate?

2...the lower rate?

Statutory Maternity Pay has a 39 week duration and is paid if average gross weekly earnings are £148.68 a week or more. The first six weeks are paid at 90 per cent of the respondents average weekly earnings (normally based on two months' earnings) with no upper limit. This is the higher rate. The remaining 20 weeks are paid at £148.68 a week. If 90 per cent of the respondent's average earnings are less than £148.68 then they receive £148.68 throughout (code as lower rate).

? Maternity Made up Pay

↔ **MatEmp**

When you were getting SMP were you also getting 'made up pay' from your employer?

? Maternity Leave

↔ **MatStp**

How many weeks before your baby was expected did you stop work?

Follow up questions if Statutory Paternity Pay included:

? Statutory Paternity Pay Amount

↔ **SPPAmt**

How much was included for Statutory Paternity Pay?

INTERVIEWER: THIS SHOULD BE SHOWN ON THE PAYSリップ. IF NOT, ENTER 'DON'T KNOW'.

If more than £148.86 is entered per week check:

☞ Soft Check

It is unusual for someone to receive more than £148.68 a week for Statutory Paternity Pay. Please check the circumstances and explain the circumstances in a note.

If Don't know or Refused is entered:

☞ Soft Check

This is very important information. Please obtain it wherever possible. If you are unable to please make a note to show that you probed.

? Statutory Paternity Pay Period

↔ **PPPeriod**

How many weeks is / was your employer paying Statutory Paternity Pay?

INTERVIEWER: This can be for up to 2 weeks.

☞ Soft Check

INTERVIEWER: Statutory Paternity Pay can only be received for up to 2 weeks. Check the circumstances and explain in a note if you suppress this check

Follow up questions if Statutory Adoption Pay included:

? Statutory Adoption Pay Amount

↔ **SAPAmt**

How much was included for Statutory Adoption Pay?

If more than maximum weekly amount is entered check:

☞ Soft Check

It is unusual for someone to receive more than £[autofill] a week for Statutory Adoption Pay. Please check the circumstances and explain the circumstances in a note.

If don't know or Refused is entered:

☞ Soft Check

This is very important information. Please obtain it wherever possible. If you are unable to please make a note to show that you probed.

? Statutory Adoption Pay Period

↔ **PAPeriod**

How many weeks is / was your employer paying Statutory Adoption Pay?

INTERVIEWER: This can be for up to 39 weeks.

If more than 39 weeks are entered:

☞ Soft Check

INTERVIEWER: Statutory Adoption Pay can only be received for up to 39 weeks. Check the circumstances and explain in a note if you suppress this check.

☆? Statutory Shared Parental Pay Amount

↔ **ShPPAmt**

How much was included for Statutory Shared Parental Pay?

INTERVIEWER: This should be shown on the payslip. If not, Shared Parental Pay is paid at the rate of £148.68 a week or 90% of the parent's average earnings, whichever is lower (2019/20 rate). Amount entered should match the period for last pay.

0.01..9997.00

☞ Soft Check

It is unusual for someone to receive more than £145.18 a week for Shared Parental Pay. Please check the circumstances and explain the circumstances in a note.

☆? Shared Parental Made up Pay

↔ **ShPPMUP**

When you were getting Shared Parental Pay were you also getting 'made up pay' from your employer?

1. Yes
2. No

If sex = female

☆? Shared Parental Leave

↔ **ShPpStp**

How many weeks before your baby was expected did you stop work?

:0..97

? Income Tax Amount

↔ **TaxAmt**

How much was included as Income Tax refund?

See instructions at **Included in Pay** above.

? Mileage Allowance Amount

↔ **MileAmt**

How much was included for mileage allowance?

? Motoring Expenses Amount

↔ **MotAmt**

How much was included for motoring expenses?

? Household Expenditure Included

↔ **HHInc**

SHOW CARD G5

Were any refunds for any of the items of household expenditure shown on this card, included in the net pay of £[amount] that you received on [date]?

1. Yes
2. No

The card shows items relating to this accommodation only:

- Rent
- Mortgage payments
- Council tax
- Water/Sewerage rates
- Insurance on structure
- Gas
- Electricity
- Telephone
- Any other business expenses relating to this accommodation (please specify)

? Covered by Refund

↔ **HHO**

What was covered by the [first/second etc] refund?

Enter a description in the text box.

? Refund Amount

↔ **HHA**

What was the amount of the refund for [type of refund]?

Record fully the type and amount of refund included in the last net pay. If a subsistence allowance is received, only the part actually spent on food, lodgings, etc should be included at this question.

? Any Other Refund

↔ **HHC**

Any other refund?

If yes the questions **Covered by Refund** and **Refund Amount** are repeated.

If the net pay is less than the total of any amounts included for SSP, SMP, SPP, SAP, mileage allowance, motoring expenses and household expenses:

☞ Soft Check

The amount(s) for the item(s) included in pay (see below) come to £[x] which is more than the pay itself, of £[x]. Please check your figures.

? Usual Pay

↔ **PayUsI**

Your wage/salary after all deductions was £[x]. Is this the amount you usually receive?

1. Yes
2. No
3. No such thing as usual amount

/ Question Information for Usual Pay

Usual Pay is the amount that the respondent usually expects to receive. If the respondent's last pay was the first time that they had received a change in salary, or new payments or deductions began, and the respondent will be receiving this amount from this point on, then the last pay is treated as usual. For example, if the respondent has just received

The first month of a new salary then they should say that it is usual even if it is the first time they have received it.

If the last pay amount contains unusual or one-off payments or deductions then it is not usual. For example, if their last pay included holiday or back pay, an occasional bonus, irregular overtime or tax or business refunds. Also, if the respondent's salary has changed but they have not yet received the new amount then the pay they just received is not usual. At the usual questions they should record the amount they will receive next time.

Respondents who answer 'no' here are asked the following question:

? Why Pay Unusual

↔ **WhyNoUsI**

Why was your pay not usual? CODE ALL THAT APPLY

1. Included a Tax Rebate
2. I am currently being emergency taxed
3. Inclusion of one-off bonus/profit/performance-related payment
4. Inclusion of back pay/holiday pay
5. Unusual payment of deductions/expenses/allowances

Employee Pay Details

6. New tax year
7. Just started or finished receiving tax credits/SSP/SMP/SPP/SAP or change in amount
8. Wage/salary change
9. New job/change of job (incl.promotion)
10. Received overtime/work hours temporarily increased
11. Work hours temporarily reduced (incl.overtime reduced)
12. Deduction of pay due to absence from work (eg. Not paid for sick leave/ holidays/ industrial action)
13. Work hours/pay always varies
14. Other (please code)

Interviewers should code as many reasons as applicable that make the pay unusual to the above question. If the answer is 'other', please collect verbatim answers. Please note that these answers will be passed onto the DWP, so ensure that you do not collect personal information such as the name of the respondent, their employer etc.

If Why Pay Unusual=11

? Explain Why Pay Unusual

↔ **NoUsuOth**

Please explain why last pay not usual.

People whose last pay was not usual are asked the following questions. Also, people currently out of work who last worked in the previous 12 months are asked the next 4 questions in respect of that employment.

? Net Amount

↔ **Unett**

What do/did you usually receive AFTER all deductions but including other payments such as Tax Credits?

? Gross Amount

↔ **Ugross**

What do/did you usually receive BEFORE all deductions?

? Frequency of Pay

↔ **Upd**

How often are/were you usually paid?

☆? Included in Pay (1)

↔ **InclPay1**

<Help F9>

SHOW CARD G4

Does/Did your last wage/salary include any of the items on this card? CODE ALL THAT APPLY

1. Statutory Sick Pay
2. Statutory Maternity Pay
3. Statutory Paternity Pay
4. Statutory Adoption Pay
5. Statutory Shared Parental Pay
6. Income Tax Refund
7. Mileage Allowance or fixed allowance for motoring
8. Motoring expenses refund
9. None of these

Employee Pay Details

/ Question Information included in helpscreen for InclPay1

Mileage Allowance: is a specified amount paid for each mile the vehicle travels (eg. 20p per mile).

A fixed allowance is a specified set amount per week or month etc. paid regardless of the number of miles travelled.

Motoring Expenses: this covers such items as parking fees and fines, repairs, garaging costs, tolls, ferries and congestion charges etc."

/ Question Information for Included in Pay (1)

Statutory sick pay is received by employees from their employer for the first 28 weeks of sickness in a tax year. After this period, they may receive Employment and Support Allowance. The payment is subject to various conditions including length of service.

Note that SSP is only payable from the fourth day of absence from work – do not include any pay that is received from an employer before a respondent is eligible for SSP.

Statutory Maternity Pay

Statutory Maternity Pay has a 39 week duration. The first six weeks are paid at 90 per cent of the respondents average weekly earnings (normally based on two months' earnings) with no upper limit. The remaining 33 weeks are paid at £135.45. If 90 per cent of the respondent's earnings is less than £1345.45 then they receive £1345.45 throughout.

Statutory Paternity Pay

Statutory Paternity Pay is available to fathers of children born on or after 6 April 2003 and is paid if gross earnings are £107.00 a week or more. It has a 2 week duration and entitlement cannot be established until the baby has been born. Payment for the 2 weeks will be either be at a rate of £1345.45 a week, or 90 per cent of the respondents' average earnings if less than £1345.45 (normally based on two months' earnings).

Statutory Adoption Pay

Statutory Adoption Pay became available on 6 April 2003 to parents of adopted children. It has a 39 week duration and becomes available once the child is placed for adoption. Payment for the 39 weeks will be either be at a rate of £1345.45 a week , or 90 per cent of the respondents' average earnings if smaller (normally based on two months' earnings).

Tax refunds

If the amount of a tax refund received is more than the PAYE in that pay period, the amount for PAYE will normally be shown as 0 on the payslip. The remaining amount of the tax refund payment will be shown separately – enter this as the tax refund at **Income Tax Amount** below and zero at **PAYE Amount**, and open a note to explain the situation.

- If the amount of a tax refund received is less than the PAYE in that pay period, the PAYE will be reduced by the amount of the refund. There may be no other indication that a tax refund was received and the amount of the tax refund may not be shown. If the respondent mentions that a refund was included, but doesn't know how much it was, enter 'dk' as the refund amount at **Income Tax Amount** (see below), and open a note to explain that the PAYE was reduced for this reason and any other information which can be given. The figure for net pay will include the tax refund, but the figure for

Employee Pay Details

gross pay will not include it - it only includes earnings.

Mileage allowance is a specified amount paid for each mile the vehicle is used (e.g. 25p per mile). The mileage will vary from week to week.

Fixed allowance is a specified set amount per week or month etc, paid regardless of the amount the vehicle is used/number of miles travelled.

Refunds for motoring expenses covers such items as parking fees and fines, repairs, garaging costs, tolls, ferries, congestion charges, etc.

☆? Other Deductions (1)

↔ OthDed1

Which of these [are/were] deductions from your usual wage/salary?

INTERVIEWER: Exclude childcare vouchers at this question and salary sacrifice/ salary exchange pension schemes. These should be recorded at following questions as a benefit in kind (something received from employer).

Pension Contributions – Although people in the public sector (eg. Some civil servants, teachers) have a non-contributory pension scheme, some choose to pay contributions to provide an extra pension for their widow or dependants. If so, you should include this as a 'pension contribution'.

1... contribution by you to a Pension or superannuation scheme?

2 ... AVCs (Additional Voluntary Contributions)?

3 ... Union Fees?

4 ... Friendly Societies?

5 ... sports clubs or specialised pastimes?

6 ... repayment of a loan from your employer?

7 ... Private Medical Insurance?

8 ...Charities?

9 ... Student Loan Repayment

10 ... any other deductions which we have not mentioned so far?

11 ...none of these

Code 1: include (extra) payments for widow(er)s and dependants.

OthDed1=10 '...any other deductions which we have not mentioned so far'

☞ Soft check

INTERVIEWER: If the other deduction is for childcare vouchers these should not be recorded here. Record childcare vouchers at following questions as a benefit in kind (something received from employer).

If respondent has already indicated at Udeduc that they are already contributing towards a pension

☞ Soft check

INTERVIEWER: Respondent probably has a company stakeholder pension to which they contribute. They have already included this at Udeduc. Check with the respondent and if they have already told us about this code 0 here and make a note.

If SLRepay=2 'No' and OthDed1=9 'Student loan repayment deducted from pay'

☞ Soft Check

INTERVIEWER: Please check: earlier the respondent said that they had not made any student loan repayments

Employee Pay Details

If SLRepay=1 'Yes' and OthDed1≠9 (Student loan repayment not deducted from pay)

☞ Soft Check

INTERVIEWER: Please check: Earlier the respondent said that they had made a student loan repayment. Please check that these are not being deducted from their pay.

? Statutory Sick Pay Amount (2)

↔ **USSPAmt**

How much was included for Statutory Sick Pay in usual pay?

INTERVIEWER: THIS SHOULD BE SHOWN ON THE PAYSリップ. IF NOT, ENTER 'DON'T KNOW'.

(If just started or finished receiving tax credits, SSP, SMP, SPP or SAP or change in amounts (Why Pay Unusual= 7) or retired in the last 12 months) and Included in Pay(1)=2 (Statutory Maternity Pay):

? Statutory Maternity Pay Amount (2)

↔ **USMPAmt**

How much was included for Statutory Maternity Pay in usual pay?

INTERVIEWER: THIS SHOULD BE SHOWN ON THE PAYSリップ. IF NOT, ENTER 'DON'T KNOW'.

If Statutory Maternity Pay Amount (2)=DK

? Statutory Maternity Pay Rate (2)

↔ **USMPRate**

How much was included for Statutory Maternity Pay in usual pay- CHECK/Ask: Was it...READ OUT (RUNNING PROMPT)

- 1...the higher rate?
- 2...the lower rate?

(If just started or finished receiving tax credits, SSP, SMP, SPP or SAP or change in amounts (Why Pay Unusual = 7) or retired in the last 12 months) and Included in Pay (1)=3 (Statutory Paternity Pay):

? Statutory Paternity Pay Amount (2)

↔ **USPPAmt**

How much was included for statutory paternity pay in usual pay?

(If just started or finished receiving tax credits, SSP, SMP, SPP or SAP or change in amounts (Why Pay Unusual= 7) or retired in the last 12 months) and Included in Pay (1)=4 (Statutory Adoption Pay):

? Statutory Adoption Pay Amount (2)

↔ **USPPAmt**

How much was included for statutory adoption pay in usual pay?

If Included in Pay (1)=5 (Income Tax Refund):

? Income Tax Refund Amount (2)

↔ **UTaxAmt**

How much was included as Income Tax refund in usual pay?

If Included in Pay (1) = 6 (Mileage or motoring allowance):

? Mileage Allowance Amount (2)

↔ **UMileAmt**

How much was included for mileage allowance in usual pay?

If Included in Pay (1) = 7 (Motoring expenses refund):

? Motoring Expenses Amount (2)

↔ **UMotAmt**

How much was included for motoring expenses in usual pay?

If unusual payment of deductions last time (Why Pay Unusual =5), or respondent has retired in the last 12 months, the following 2 questions will be asked of each deduction categorised at Other Deductions (1):

? Other Deduction Amount

↔ **UDeduc**

How much was usually deducted for [category at Other Deductions]

? Other Deduction Description

↔ **UDedOth**

INTERVIEWER: OPEN AN NOTE AND DESCRIBE THESE OTHER DEDUCTIONS WITH AMOUNTS, THEN ADD THEM UP AND ENTER THE TOTAL AT THIS QUESTION

? Any Bonuses

↔ **Bonus**

In the last 12 months have you received any bonuses such as a Christmas or quarterly bonus, profit-related pay or profit-sharing bonus, or an OCCASIONAL commission?

INTERVIEWER: EXCLUDE REGULAR BONUSES/COMMISSION (e.g. weekly/monthly) NORMALLY INCLUDED IN PAY, SHARES, VOUCHERS & INCOME IN KIND.

ENTER NUMBER OF BONUSES (MAX 6) AND GIVE DETAILS AT SUBSEQUENT QUESTIONS.

IF NO BONUSES, ENTER 0.

Include:

- Honoraria (voluntary fees from professional services)
- Profit related pay

Under qualifying schemes employees may receive profit-related pay based on the employer's profits for a profit period, in addition to the employees' earnings. Since 1 January 2000 all payments under such schemes for profit periods have been fully taxable.

Do **not** include shares in the company, income in kind or cash value of vouchers to spend in shops at this question.

If a respondent receives a bonus on a regular, say monthly, basis such as for reaching certain sales quota; and their pay is such that they depend on getting this bonus then **do not define it as an occasional bonus at this question**. Instead, include it as part of their total normal wage/salary. If there is any doubt make a note using the notepad facility <Ctrl+M>.

? Bonus Amount

↔ **BonAmt**

ENTER AMOUNT OF BONUS NUMBER [1-6].

The following check is triggered when Bonamt exceeds £100,000, or exceeds gross wage or is less than £50.

☞ Soft Check

Is that a year's bonus? It seems [very high/very low]. If correct, suppress warning and provide confirmation in a note.

? Bonus Before/After Tax

↔ **BonTax**

Was this amount ...

1. before tax is deducted (gross)
2. after tax is deducted (net)

? Net Pay Included Bonus

↔ **UBonInc**

Did the usual net pay include any of this bonus or commission?

? Bonus Amount Included

↔ **UbonAmt**

How much was included?

If this amount exceeds the usual net pay:

☞ Soft check

Are you sure? This means the bonus is larger than the usual pay. Please check your figures.

If $Unett > UBonAmt$

☞ Soft check

The amount the respondent has given for the bonus included in usual pay exceeds usual net pay. Please check.

☆? Extra Benefits

↔ **ExpBen**

SHOW CARD G6 (parts 1 and 2)

Press <F9> for help

In the last 12 months, that is since [date last year], have you received any of the things on this card from your present employer?

INTERVIEWER: Code all that apply. Company vehicles do not include motorbikes/scooters.

1. Company car
 2. Company van
 3. Fuel for private use
 4. Business mileage payments
 5. Travel and business trip expenses
 6. Car parking at or near your place of work (provided or paid for by your employer)
 7. Subsidised canteen meals
 8. Mobile phones
 9. Vouchers
 10. Medical or dental insurance for self or family
 11. Salary sacrifice/ salary exchange pension arrangement (where an employee agrees to a cut in gross pay and in return the employer pays the employee's pension contribution)
 12. Childcare vouchers / employer contracted childcare where payments are made in place of wages (salary sacrifice)
 13. Any other benefits in kind
 14. None of these
-

/ Question Information for Extra Benefits

Salary sacrifice/ salary exchange pension

With a salary sacrifice/ salary exchange pension an employee agrees to a reduction in gross salary in return for contributions to their employer's pension scheme. As part of the salary is 'sacrificed'/ 'exchanged' rather than paid, the employee doesn't pay tax on the exchanged amount, and neither the employee nor the employer pay National Insurance Contributions (NICs) on it

Childcare vouchers

Under HMRC rules, employers can offer a salary sacrifice scheme which allows parents to use part of their salary to buy childcare vouchers from a scheme provider.

The salary sacrifice scheme operates through employer payroll and the chosen amount is deducted from the employee's salary each month before tax and National Insurance are calculated, thus providing a tax/National Insurance benefit to both employees and employers.

The childcare vouchers are then used to pay child care providers who redeem them through the scheme provider

Any other benefits in kind

'Any other benefits in kind' may include any items from the list below. Goods or services not listed should not be recorded as benefits in kind.

- Medical check-ups and health screening (including eye tests),
- Workplace nursery
- Home telephone,
- Credit cards,
- Beneficial loans (i.e. cheap or interest free loans provided by the employer to an employee),
- Entertainment provided for employees (including annual parties and functions),
- Subscriptions,
- Provided accommodation,
- Cycles and cycle safety equipment,
- Free or subsidised bus or train services and tickets,
- Sporting or other recreational facilities on employer's premises.

If ExpBen=1 'company car' or ExpBen=2 'company van'

? Car Value

↔ **CarVal**

SHOW CARD G7

Looking at this card, what is your estimate of the manufacturer's list price of this vehicle when new?

INTERVIEWER: The respondent's estimate of the vehicle list price is acceptable.

1. Up to £10,000
2. £10,001 to £13,000
3. £13,001 to £16,000
4. £16,001 to £ 19,000
5. £19,001 to £22,000
6. £22,001 to £25,000
7. £25,001 to £30,000

8. £30,001 to £40,000
 9. £40,001 and over
 10. Don't know
-

If ExpBen = 1 'company car' or ExpBen = 2 'Company van'

? Contribution towards car

↔ **CarCon**

Did (or do) you make any contributions to the cost of the company {car/van}, including any amounts deducted from your salary?

INTERVIEWER: Include only costs incurred for the purchase of the company car. Exclude any running costs/repairs, MOT or car tax paid by the respondent. Exclude tax paid on salary as a result of having a company [car/van] for private use as an employee benefit.

1. Yes
2. No

If CarCon = 1 'Yes'

? Total contribution made

↔ **CarAmt**

How much was (is) that contribution? (collect one value if contribution paid as lump-sum or as sum total if deductions are made from salary)

INTERVIEWER: If respondent makes a contribution from their salary record the total contribution that the respondent has made to date.

INTERVIEWER: Include only purchase cost of the company car. Exclude any running costs/repairs paid by the respondent."

: 0.01..99997.00

If CarAmt more than £5000

☞ Soft check

The maximum a person can contribute to a company car is £5,000. Please check and amend.

If ExpBen=1 'Company Car'

☆? What fuel does company car use

↔ **FuelTyp**

What fuel does your company car use?

1. Petrol
2. Diesel

3. Hybrid (use a combination of petrol and electricity)
4. Electric

5. Other
6. Don't know

If ExpBen=3 'Fuel for private use'

? Fuel Benefits

↔ **FuelBn**

Is the fuel for private use received instead of some of your salary or wage?

1. Yes
2. No

? Amount of Fuel

↔ FuelAmt

What was the value of the fuel for private use you received last time from your employer?

? Period covered of fuel benefit

↔ FuelPd

How long did this cover?

? Usual Fuel Amount

↔ FuelUsu

Is that the amount you usually get?

1. Yes
2. No
3. No such thing as a usual amount

If FuelUsu = 2

? What is Usual Fuel Amount

↔ FuelUAmt

How much do you usually get?

? Period of Amount

↔ FuelUPd

How long did this cover?

If ExpBen=8 'Mobile phone'

☆? Mobile phone use

↔ MobPUse

**Is the mobile phone your company provides, for....READ OUT ...
CODE ONE ONLY**

INTERVIEWER: VERY occasional use of a business phone for an emergency personal call should be counted as 'business use', only rather than 'mixed business and personal'.

1. business use,
2. personal use,
3. or mixed business and personal use?

If ExpBen=11 'Salary sacrifice/ salary exchange pension'

☆? Amount of Salary Sacrifice Pension

↔ SPnAmt

What amount of salary did you sacrifice/exchange in return for pension contribution in your last pay period?

INTERVIEWER: We want to capture the amount that the employee's gross pay is lower as a result of their salary sacrifice. This will usually be shown in the payments section of their payslip as a negative amount, usually described as salary exchange pension or

Employee Pay Details

salary sacrifice pension, rather than in the deductions section as with normal pensions.

☆? Period covered of Salary Sacrifice Pension Benefit

↔ SPnPd

How long did this cover?

☆? Usual Salary Sacrifice Pension amount

↔ SPnUsu

Is that the amount you usually exchange?

1. Yes
2. No
3. No such thing as usual amount

If SPnUsu=2

☆? What is usual Salary Sacrifice Pension Amount

↔ SPnUamt

How much do you usually exchange?

☆? Period of usual Salary Sacrifice Pension Amount

↔ SPnUPd

How long does this cover?

If ExpBen=12 'Childcare Vouchers Salary Sacrifice':

☆? Childcare Vouchers Amount

↔ ChVAmt

What was the value of the childcare vouchers/ employer contracted childcare you received last time from your employer?

☞ Soft check

INTERVIEWER: Amount of childcare voucher is the same as the other deduction from salary/pay. If the other deduction from salary/pay was for childcare vouchers please remove childcare vouchers as another deduction from salary/pay (at questions OthDed and DedOth or OthDed1 and UDEDth).

? Childcare Vouchers Period

↔ ChVPD

How long did this cover?

? Usual Childcare Vouchers Amount

↔ ChVUsu

Is that the amount you usually get?

1. Yes
2. No
3. No such thing as usual amount

This question will only be asked if Usual Childcare Vouchers Amount=2.

? Normal Childcare Vouchers Amount

↔ ChVuamt

How much do you usually get?

If Amount of childcare voucher is the same as the other deduction from salary/pay

☞ Soft check

INTERVIEWER: Amount of childcare voucher is the same as the other deduction from salary/pay. If the other deduction from salary/pay was for childcare vouchers please remove childcare vouchers as another deduction from salary/pay (at questions OthDed and DedOth or OthDed1 and UDEDth).

? Normal Childcare Vouchers Amount Period

☞ **ChVUPd**

How long does this cover?

If ExpBen= 9 'vouchers'

? Vouchers Salary Sacrifice

☞ **VchSac**

Are the vouchers received instead of some of your salary or wage?

If VchSac=Yes

? Vouchers Amount

☞ **VchAmt**

What was the value of the voucher(s) as salary sacrifice you received last time from your employer?

? Vouchers Period

☞ **VchPd**

How long did this cover?

? Usual Vouchers Amount

☞ **VchUsu**

Is that the amount you usually get?

If VchUsu=2

? Usual Vouchers Amount

☞ **VchUAmt**

How much do you usually get?

? Usual Vouchers Amount Period

☞ **VchUPd**

How long did this cover?

ExpBen=1,2, 4, 5, 6, 7, 8, 10, or 13

? Salary Sacrifice

☞ **SalSac**

[Is this benefit-in-kind/Are any of the above benefits-in-kind] received instead of some of your salary or wage?

1. Yes
2. No

ExpBen=13 ' Any other benefits in kind'

? Other Extra Benefits Description

Employee Pay Details

↔ **OthPerk**

INTERVIEWER: DESCRIBE OTHER BENEFITS

For any subsidiary employee jobs, the questions are repeated, up to the 'hours worked' questions.

Self-employed Earnings

The next questions are only routed on for the self-employed (including directors of limited companies who handle their finances as if self-employed).

It is often difficult for self-employed people to give precise details about their income but please try to complete these questions as fully as possible. The questions are designed in order to reflect how people think of their employment situation and to make it clearer to informants which figures are required. The questions also reflect the fact that a group of the self-employed (particularly sub-contractors) have pay arrangements similar to employees.

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

QUESTIONS ABOUT JOB AS SELF-EMPLOYED

? Rooms for Business

↔ BusRoom

Are any of the rooms in this accommodation used wholly or partly for business?

Ensure that any rooms used for business were included in the original total of rooms given at **How Many Rooms**. Do not count rooms used in connection with a job as an employee.

? Whole Rooms for Business

↔ OnBsRoom

How many rooms are used...READ OUT...

i) wholly for business?

? Part Rooms for Business

↔ PtBsRoom

How many rooms are used...READ OUT...

ii) partly for business?

? Job or Business

↔ JobBus

QUESTIONS ABOUT MAIN JOB AS SELF-EMPLOYED

Can I check, do you think of yourself more as having a job, or a business?

INTERVIEWER: USE ANSWER (OR 'Occupation' etc) LATER, AS APPROPRIATE AT 'Job/business'.

1. Job
2. A business
3. Neither of these

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

The questions are meant to cover each job or business separately. However, someone whose occupation is 'piecemeal' and involves different pieces of work being done sequentially or simultaneously, perhaps for different people (e.g. a handyman, gardener, building sub-contractor) should be treated as having one job, provided that the work is of the same nature, or accounts are not kept separately for the different pieces.

? Business Accounts

↔ **BusAccts**

In this job/business are annual business accounts prepared for the Inland Revenue for tax purposes?

INCLUDE IF PREPARED BY ACCOUNTANT

1. Yes
2. No
3. Not yet but will be

If profit and loss accounts have been prepared but not yet submitted to HMRC, code yes. The question refers to both accounts prepared by the informant or an accountant. Those self-employed who may not consider themselves as 'being in business', such as sub-contractors and those working for themselves, may still employ an accountant to sort out their tax etc. These accounts should be referred to when possible.

If accounts have not yet been prepared but will be, the profit/loss question will be by-passed.

? Sole or Partnership

↔ **Sole**

Are you working on your own account or are you in partnership with someone else?

1. Own account (sole owner)
2. In partnership

It is important to record only the informant's share in the following questions, **not** the total for the partnership/company. If in partnership the display below appears:

? Share of Business

↔ **PartDisp**

INTERVIEWER: READ OUT

The questions that follow are about just YOUR OWN SHARE of the business - that is, NOT including your partner's share.

For those who keep business accounts the following questions are asked:

? Recent Period for Accounts

↔ **SE1**

What is the most recent period for which accounts have been prepared for the Inland Revenue?

ENTER BEGINNING OF PERIOD. IF DAY OF MONTH NOT KNOWN, ENTER '15th'.

? Recent Period for Accounts

↔ **SE2**

INTERVIEWER: ENTER END OF PERIOD (for which accounts have been prepared)

The most usual period for accounts is 12 months.

A common error is to enter 13 months instead of 12. If a period of less than 12 months is keyed, the following check will appear:

☞ Soft Check

That seems a rather short period (only [x] days), please check your entry.

Periods of less than a year are acceptable if confirmed as such.

If the last date for a self-employed profit code is earlier than the first date:

Self-employed Earnings

! Hard Check

The end date is earlier than the beginning date. Have you transposed them? Here it will always be necessary to go back and change the dates to which the profit or loss refers.

If the end date is more than 12 months after the start date:

☞ Soft Check

Are you sure? This is more than 12 months. Please amend your coding, or explain in a note <CTRL+M>.

If either date is in the future:

! Hard Check

This must not be a future date. Please amend your coding.

Also, we will not accept any dates for accounts longer than 7 years ago:

☞ Soft Check

We cannot accept accounts for more than 7 years ago: If last accounts were more than 7 years ago, enter D/K at this and the next question (SE2) and make a note.

? Profit Documents

↔ ProfDocs

What was (your share of) the profit or loss figure shown on these accounts for this period? It would be helpful if you could refer to a document, such as the annual accounts, or the Notice of Tax Assessment from the Inland Revenue.

INTERVIEWER: FIRST, CODE DOCUMENT CONSULTED (1st to apply)

1. Notice of Tax Assessment
2. Annual accounts (include summary)
3. Tax Return (self-employment section)
4. Some other document (describe in a note)
5. No document consulted

At this question code which, if any, document is consulted. The profit or loss figure is entered at the next question.

/ Question Information for Profit Documents

Self-employed accounts contain several figures which refer to profit and loss, it is important that, wherever possible, you ask that documents are consulted. However, be careful that the respondent will not incur any charge by their accountant for providing information.

The most informative documents are:

- The HMRC notice of tax assessment (Form 300 CODA or SHIP). This is the form prepared by HMRC after submission of the accounts/tax return, and is sent to the self-employed person fairly quickly afterwards (usually 2-3 months). It sets out the income, deductions, any allowances, the amount on which tax is chargeable and the tax payable. An example of a completed Form 300 CODA is given to you to show the respondent.
- The Self-Assessment Tax Return submitted by the self-employed person. Self-employed people have to complete supplementary pages (pages SE1-SE4).

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

? Profit Amount (1)

↔ Profit1

INTERVIEWER: NOW, ENTER THE £ PROFIT/LOSS AMOUNT:

If Code 1 at **ProfDocs:**

FROM NOTICE OF ASSESSMENT, ENTER THE 'INCOME' FIGURE (AT TOP OF FORM)

If Code 2 at **ProfDocs:**

FROM ACCOUNTS, ENTER THE 'ADJUSTED' PROFIT/LOSS (IF NOT SHOWN, ENTER THE 'NET' FIGURE)

If Code 3 at **ProfDocs:**

FROM TAX RETURN, ENTER THE 'TOTAL TAXABLE PROFIT' FROM BOX 3.89

/ Question Information for Profit Amount (1)

If the informant consults a notice of assessment (form 300 CODA or SHIP) then the figure to be entered is that shown on the completed example, under the heading *Income and deductions*.

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

If the informant consults their Self-Assessment Tax Return the figure required from this is that in Box 3.89 of the Self-Employment pages.

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

The allowance received by those on business start-up schemes should be included when calculating the profit - in some cases the allowance (which usually is from £20-90 a week) may be the only profit.

? Profit Amount (2)

↔ **Profit2**

DID THE ANSWER AT THE PREVIOUS QUESTION REFER TO PROFIT OR LOSS?

1. Profit/earnings
2. Loss

? Profit Before/After Tax

↔ **ProfTax**

Can I just check, is that the figure before deduction of income tax?

1. Yes (before tax)
2. No (after tax)

If the profit figure given is as defined at **Profit Amount (1)** ('Income and deductions' or 'Adjusted profit/loss' or 'Net profit/loss') the answer to this question should be 'Yes (before)'. In case there is doubt, or no document was consulted, the question is asked of all who have profit. If the profit is *after tax*:

? Profit Before/After National Insurance

↔ **ProfNI**

And is the figure before or after you paid any lump sum (Class 4) National Insurance payments based on taxable profits?

IF NO LUM SUM NI PAID, ENTER '3'.

1. Before
2. After
3. Not applicable (no lump sum NI)

This question refers only to Class 4 NI, a lump sum calculated according to profit level. It may be paid as a combined amount with income tax. Regular, Class 2 NI contributions ('the stamp') should not be counted here.

? Share of Profit Before Tax and NI

↔ **PrBefore**

What was (your share of) the profit BEFORE tax [and lump sum National Insurance deductions]?

The question is worded according to whether the profit was before tax but after NI, or before tax and NI.

There is a check if the figure here is lower than the profit figure:

☞ Soft Check

Profit BEFORE Tax/NI is less than net profit - that can't be right! Please check your figures.

If PrBefore less than Profit1

☞ Soft Check

This amount is less than the net amount. Please check and amend.

Next we want to get a picture of the current income from the job or business. A straightforward way is to ask for information on money drawn from a business bank or building society account.

? Work Account

↔ **WorkAcc**

Do you have separate bank or building society accounts for your work and your private finances?

This question is to identify whether the respondent has one or more bank or building society accounts which contains *only* money relating to the business/job. If a business/work account also contains money from a source not connected to the business/job, this question should be coded 'no'. If coded 'yes':

? Draw Money for Non-Business

↔ **OwnSum**

SHOW CARD G8

Do you draw money from your work account for any non-business purposes, such as any of the things shown on this card?

(CODE 'YES' IF ANY APPLY')

The card shows:

Money from the work account:

- used for payments to yourself and any other personal spending
- used to pay domestic bills (including standing orders)
- transferred to a private account
- used for any other non-business use?

? Non-Business Amount per Month

↔ OwnAmt

Thinking of the last 12 months, on average how much have you taken EACH MONTH for these non-business purposes?

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

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

? Other Non-Business Income

↔ OwnOther

Apart from any drawings from the bank/building society, do you receive any other income from this job/business, for personal use?

These questions cover income for the business that is not channelled through the bank/building society account. This may be 'cash in hand' for work carried out. Try to get an estimate, but, as this may be a sensitive topic (because some or all of this money may not be declared as income in the accounts), a refusal can be accepted here.

? Non-Business Average Amount

↔ OwnOtAmt

On average, how much is that each month?

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

? Income Amount

↔ SEIncAmt

Now I'd like to ask some questions about your income from your job/business: that is, after paying for any materials, equipment or goods that you use(d) in your work. On average, what was your WEEKLY or MONTHLY income from this job/business over the last 12 months?

By 'income' we mean money from the job/business that is used for personal, domestic, non-business use. In other words, what the respondent has to live on. It will not necessarily be the same as the annual profit divided into weekly or monthly amounts. Again the figures given here may be estimates. Sometimes they will have the equivalent of a payslip, or their invoices, or some other document which may be referred to - though it is the *average* monthly or weekly income that is required, not the *last* payment received.

? Income Weekly or Monthly

↔ SEIncWM

INTERVIEWER: ASK OR CODE

Was that weekly or monthly income?

1. Weekly income

2. Monthly Income

? Check Tax and NI

↔ **CheckTax**

May I just check, is either income tax, or your regular National Insurance contribution DEDUCTED AT SOURCE? (INTERVIEWER: THIS IS 'CLASS 2' NI)

1. Income tax deducted
2. regular NI deducted
3. no, neither deducted

Some self-employed, especially those who are sub-contractors, may have Income Tax or National Insurance payments deducted at source by whoever contracts them. Only one may be coded.

Different tax and NI arrangements can apply in different situations. Actors under contract, for example, have NI but not tax deducted at source. Construction industry sub-contractors (without a '715' exemption certificate) are given HMRC form SC60 by the main contractor, showing the details. They have tax but not regular NI deducted at source. The questions should cover all these different circumstances.

The self-employed may pay both Class 2 regular National Insurance contributions (the 'stamp') and/or Class 4 lump sum National Insurance contributions, which are based on the profit made on the business. For SC60 workers the tax deducted will typically include an amount for Class 4 contributions. In such cases code 1 only. At the end of the sub-contractor's accounting period figures will be submitted to HMRC showing the income and the amount of tax and Class 4 NI paid over the period. IR will then notify the person of the amount of tax and NI Class 4 payable and whether a balance needs to be paid by or credited to him/her.

These questions cover Income tax and Class 2 regular NI payments only.

? Tax Deduction Amount

↔ **TaxDAmt**

How much income tax was deducted last time?

? Tax Deduction Period

↔ **TaxDPd**

How long did this cover?

? NI Deduction Amount

↔ **NIDAmt**

How much National Insurance was deducted last time?

? NI Deduction Period

↔ **NIDPd**

How long did this cover?

? Income Check

↔ **ChkIncom**

May I check, is your average weekly/monthly income of £[x] before or after income tax/regular National Insurance was deducted?

1. Before
2. After

The next questions are asked of all currently working self-employed except those who receive an income and have regular NI contributions deducted at source. They cover only regular Class 2 NI contributions (the 'stamp').

? Regular NI Contribution

↔ **SeNIReg**

**Do you pay a regular National Insurance contribution?
(INTERVIEWER: KNOWN AS 'CLASS 2' NI)**

? NI Payment Amount

↔ **SeNIRAmt**

How much was your last National Insurance payment?

The self-employed pay regular contributions (Class 2), which in 2019-2020 are £3.00 per week, if profit/earnings exceeds a set level. (If paid by standing order/direct debit, the monthly equivalent may vary slightly as it is calculated on a daily basis). Do not include lump-sum contributions (Class 4, on profits between two set annual amounts) here; they are asked about separately at **Lump Sum NI Profits**.

? NI Payment Period

↔ **SeNIRPd**

How long did this cover?

If the last payment is more or less than the standard contribution (allowing for variations which occur if the contribution is paid by standing order/direct debit).

☞ Soft Check

Amount for National Insurance contribution deviates from standard weekly amount (currently £3.00 for self-employed). Please check.

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

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

? Business Income Tax Payments

↔ **SeTax**

Have you made any income tax payments relating to this job/business in the last 12 months?

Include any income tax payments *made* in the last year covering this job, even if they do not relate to the amount given at **Profit Amount (2)**, e.g. to a previous year's figures.

Income tax on other sources of income will be asked about later.

? Business Income Tax Amount Annual

↔ **SeTaxAmt**

How much did you pay altogether in the last 12 months?

[Please only include tax paid on income from self-employment.

INTERVIEWER; IF UNABLE TO GIVE SEPARATE AMOUNT, ENTER 'DON'T KNOW']

Enter the total amount paid for this job, within the last year. It may or may not relate to the profit given earlier. Add together all payments made in the year – it is quite usual for payments to be made every 6 months. The text fill 'Please include....' appears when the self-assessment tax return has been referred to. Under self-assessment people can choose to calculate their own tax due. If the respondent has income from other sources to include on their tax return (e.g. from investments, pensions etc), the tax due will be calculated on the whole income. If at all possible, the respondent should give tax paid only on self-employed earnings, but if this is not possible, enter 'don't know'.

? Lump Sum NI Contribution

↔ **SeNlinc**

Does that figure include a LUMP SUM (Class 4) National Insurance contribution based on taxable profits?

If 'yes'.

? Lump Sum NI Amount

↔ **SeNIAMt**

How much was the National Insurance lump sum payment?

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

? Lump Sum NI Profits

↔ **SeNILump**

In the last 12 months have you paid any lump sum NI contributions based on taxable profits?

? Lump Sum NI Profits Amount

↔ **SeNiLAMt**

What was your total lump sum payment in the last 12 months?

☆ **Self-employment duration (years)**

↔ **SEJobLong**

Can I ask, how long have you been [IF JobBus = 1 or 3: in your current self-employed job] [IF JobBus = 2: running your current business]?

INTERVIEWER: For those running their current business for less than 2 years, the number of years is recorded here and the months are recorded in the following question e.g. 1 year and 6 months. For those running their business for more than 2 years, the

Self-employed Earnings

number of months is not recorded.

IF SEJobLong=0 or 1

☆ **Self-employment duration (months)**

↔ **SEJobMths**

ENTER NUMBER OF MONTHS

The next two questions are asked of those not currently working but who worked as self-employed in the last year.

? Weeks Been Self-Employed

↔ **SeLwks**

In the last 12 months, for how many weeks have you been self-employed?

? Self-employment End

↔ **SeEnd**

On what date did you cease to be self-employed?

Pension Schemes

THE QUESTIONS THAT FOLLOW ARE ABOUT PENSION PROVISIONS.

? Pensions

↔ PensDV

(Jump20)

The questions on pensions were re-designed for the 2006/07 FRS survey. The new questions were intended to collect higher quality, more accurate information.

A new variable is produced automatically called **Pensions**. This variable is be used to control the routing of the questionnaire through the pensions block. **Pensions** has three categories:

1. Aged under 70 and an employee or doctor or dentist in practice.
2. Self-employed (of all ages) or under 70 years of age and has previously worked but is not currently in work.
3. For respondents who are not self-employed and are over 69 years of age, and those who have never worked (all ages).

If Pensions=1:

? Employer Scheme

↔ EmpSchm

Does your employer run a pension scheme for any employees?

1. Yes
2. No

INTERVIEWER: Do not record details of frozen pensions in the pensions section. Only record if contributions are paid into the pension.

INTERVIEWER: From October 2012 (in a staged approach) all employers should offer a workplace pension to eligible employees and make a minimum contribution.

?Eligibility for Employer Scheme

↔ EligSchm

Are you eligible to belong to a pension scheme run by your employer?

Interviewer: Employers may provide a pension scheme that is only open to senior management or permanent staff.

1. Yes
2. No
3. Don't Know

INTERVIEWER: Following automatic enrolment, employees are eligible for a workplace pension provided by their employer if they are not already in a qualifying workplace pension, are aged between 22 and SPA, earn more than a minimum amount each year (currently £10,000) and work or usually work in the UK.

This question will only be asked if Pensions =1 AND Employer Scheme=1 AND Eligibility for Employer Scheme=1:

☆? Member of Pension Scheme

↔ MemSchm

Are you a member of a pension scheme run by your employer?

1. Yes

2. No
3. Don't Know

If Salary sacrifice/ salary exchange pension selected at ExpBen but MemSchm is answered as No:

☞ Soft Check

The respondent stated earlier that they have a *salary sacrifice/ salary exchange pension*. Please check whether this pension scheme is run by their employer.

If EmpStat = 2 and MemSchm = 1

? Self-employed employer pension scheme check

↔ **MemChk**

Can I just check, you have previously stated you have an employment status as 'Self-employed', yet have responded here by saying you are a member of the pension scheme run by your employer. Is this correct?

1. Yes
2. No

This question will only be asked if Pensions =1 OR IF Pensions =2:

? Private Pension

↔ **PrivPen**

Do you have a pension that you have arranged for yourself, for example with a pension company or financial advisor? Do not include pensions where you are receiving payments. Also exclude the State Pension and Pension Credit.

INTERVIEWER: Do not record details of frozen pensions in the pensions section. Only record if contributions are paid into the pension. Exclude any occupational pensions. Exclude any AVCs and FSAVCs – which are top-ups to pensions not pensions in their own right.

1. Yes
2. No
3. Don't Know

? Check No Pension

↔ **ChkNoP**

INTERVIEWER: The respondent seems NOT to have a pension which is being contributed to, is this correct?

Identify whether the respondent has no pension at all, or is making a contribution to a pension or has ONLY frozen pension(s).

If the respondent has no pension at all code as 1 'No pension'.

If the respondent has any pension that is being contributed to code this as code 2 'Does have a pension'.

If the respondent ONLY has a frozen pension record as code 3 'frozen pension only', at this question. This is the ONLY question where a frozen pension should be recorded. DO not record details of frozen pension anywhere else in the pension section.

Exclude AVCs and FSAVCs – which are top-ups to pensions not pensions in their own right.

1. No pension
2. Does have a pension

3. Frozen pension(s) only

If Check No Pension=2

! Hard Check

There is no record of a pension for this respondent. Go back through the answers given to the pension questions and check that these have been recorded correctly. If the respondent has no pension then arrow back to Check No Pension and use code 1 'No pension'.

This question will only be asked if Pensions =1 (Aged under 70 and employee or doctor or dentist in practice) AND Member of Pension Scheme=1 (Member of employer scheme).

? Employer Pension

↔ **EmpPen**

SHOW CARD L1

Thinking about the pension scheme run by your employer, which of the pension arrangements described on this card best describes your employer pension?

INTERVIEWER: If respondent has a stakeholder pension run by their company this should be coded as stakeholder and NOT occupational. This question only refers to employer-based pensions. Exclude personal pensions.

1. A group personal pension (these are personal pensions arranged by an employer for a group of employees)
2. A company or occupational pension scheme
3. A group stakeholder pension (these are stakeholder pensions arranged by an employer on behalf of employees – the employer may or may not contribute to such a pension)
4. None of these

We are interested here in the type of employer-based pension, and it may be helpful if the respondent can refer to documentation. The helpscreen information is reproduced here, as there is a lot of information.

/ Question Information for Employer Pension

Group Personal Pensions

A group personal pension (GPP) is effectively a series of individual personal pensions provided by a single life insurance company, but organised by an employer. Both the employer and the employee can contribute to a group personal pension and these contributions will be limited to HMRC maxima based on the member's age.

Group Self Invested Personal Pension Schemes (GSIPPs)

Some employees have a special type of group personal pension where the employee has direct control over the management of investments (self-invested personal pension or SIPP). Employees manage their own fund by dealing with, and switching, their investments when they choose. They decide which assets are bought, sold or leased and when assets are acquired or disposed of. These pensions should be coded as a Group Personal Pension (GPPs) at the question 'EmpPen'.

Company Pensions

A company pension is gained as a result of salaried employment, and is sometimes referred to as an occupational or superannuation pension.

Employees are generally referred to as *members* of the Scheme. The scheme is generally paid for by the Employer who makes contributions into a fund. In many schemes the employee may also be required to contribute.

Group Stakeholder Pensions

Like personal pensions, Stakeholder Pensions are sold by insurance companies, banks and building societies, as well as by some trade unions. As with Group Personal Pensions, employers can make an arrangement with a pension provider and offer their employees a group stakeholder pension scheme.

There are some differences between stakeholder pensions and other types of personal pensions.

SHPs have to meet certain standards set by the Government to make sure they offer value for money, flexibility and security

- the charges are capped;
- there are low minimum payments;
- they are more flexible than many other private pension schemes -you can choose when and how often you pay into the scheme and there are no penalties if you miss a payment; and
- other people, as well as an employer, can pay into a stakeholder pension on your behalf. That means that partners or other family members can help you to save for your retirement.

If Pensions=1 AND Member of Pension Scheme=1 AND Employer Pension=2:

? Employer Involvement in Scheme

↔ EmpArr

SHOW CARD L2

Please look at this card and tell me which of the options best describes your employer's involvement in this pension scheme?

1. Employer runs and manages their own scheme
2. Employer runs their own scheme which is managed for them by a pension company
3. Employer does not run their own scheme but arranges access to a pension provider for its employees
4. Don't Know

If Pensions=1 AND Employer Involvement in Scheme=3:

? Check Kind of Pension

↔ ChkdPn

Can I just check, is it possible that your pension is a group personal pension or a group stakeholder pension?

See HELP <F9> for definitions of employer sponsored group stakeholder pension and group personal pension.

INTERVIEWER: ...

1. Yes
2. No
3. Don't Know

This check will only be activated if Pensions =1 AND Check Kind of Pension=1:

! Hard Check

INTERVIEWER: Earlier at EmpPen, the respondent said that they did NOT pay into a group personal or group stakeholder pension run by their employers.

Pension Schemes

Please check with respondent:

If they DON'T have a group personal or group stakeholder pension, recode Check Kind of Pension to 'No' (code 2).

If they DO HAVE a group personal or group stakeholder pension, arrow back to EmpPen and recode code 1 or 3 as appropriate and continue the pension questions.

If Pensions=1 AND Employer Involvement in Scheme=1 OR Employer Involvement in Scheme=2 OR Employer Involvement in Scheme=3 AND Check Kind of Pension=2 OR Check Kind of Pension=3 OR Employer Involvement in Scheme=4:

? Time in Scheme

↔ EpLong

SHOW CARD L3

Which of the time periods on this card best describes how long ago you joined your employer's pension scheme?

INTERVIEWER: In the case of someone who has changed employer but remained in the same pension scheme, enter the time period which corresponds to when they first joined the scheme. Such a situation might apply for example, to teachers who have moved from one education authority to another but remain in the national pension scheme.

1. Less than 6 months
2. 6 months, but less than a year
3. 1 year, but less than 2 years
4. 2 years but less than 5 years
5. 5 years but less than 10 years
6. 10 years but less than 20 years
7. 20 years or more

If Pensions =1 AND Member of Pension Scheme=1:

☆? Type of Scheme

↔ EpType

SHOW CARD L4

Which of the statements on this card best describe this scheme?

INTERVIEWER: Code one answer only. It may be helpful to consult a payslip if available.

1. Contributions are taken out of my pay each week or month
2. The scheme is non-contributory, but I do pay something to make additional provision for myself or my dependants
3. The scheme is non-contributory. No-one takes money off my pay each week or month

☞ Soft Check

INTERVIEWER: Earlier the respondent said that he/she made a 'contribution to a pension or superannuation scheme'. Please check whether contributions to pension were taken out of their salary or wage.

☞ Soft Check

Earlier the respondent said they contribute to a pension or superannuation scheme through their wage/salary, but do not appear to currently have a pension. Check answers with respondent and amend the pay or pension details accordingly. Please make a note of the circumstances.

/ Question Information for Type of Scheme

It may be helpful to consult a payslip if available.

Pension Schemes

Code 1: If the scheme is fully contributory, a typical contribution would be between 1% and 7% of gross pay. Sometimes an extra contribution of perhaps 1% or 2% for dependents (e.g. widows/widowers pension) may be made.

Those automatically enrolled into a workplace pension will contribute along with their employer and the Government. Please use option 1 "contributions are taken out of my pay each week or month" in this circumstance.

Code 2: applies if the employee does not contribute to the basic pension -the employer pays it all - but does pay a contribution of perhaps 1% or 2% of pay for extra benefits for self or dependents (e.g. widows/widowers pension). Such an arrangement applies to Civil Servants and some other public servants.

Code 3: applies if the employee does not contribute to the pension at all.

If Pensions=1 AND EmpPen=1 OR EmpPen=3:

? Employer Contributions

↔ EpCon

Who contributes to your employer [group personal pension or employer sponsored group stakeholder] pension – you, or your employer, or both of you?

INTERVIEWER: Code one answer only

1. Respondent only
2. Employer only
3. Both contribute
4. Neither

Stakeholder Pensions have to meet certain standards set by the government to make sure they offer value for money, flexibility and security:

- the charges are capped;
- there are low minimum payments;
- they are more flexible than many other private pension schemes-you can chose when and how often you pay into the scheme and there are no penalties if you miss a payment; and
- other people, as well as an employer, can pay into a stakeholder pension on your behalf. That means that partners or other family members can help you save for your retirement.

/ Question Information for NI Contributions in Pension

State Pensions

If you reached State Pension age prior to 6 April 2016, the pension paid from the state can be divided into essentially two layers:

The Basic State Pension

The Basic State Pension provides a basic flat-rate level of pension, rising year on year with the rise in price inflation and is available to all those who have paid a sufficient number of years of National Insurance contributions.

Additional State Pension

The second layer is an earnings related pension and effectively provides a top-up pension based on an individuals level of earnings over their career. Unlike the Basic State Pension, the amount of pension the individual receives from the Additional State Pension

is dependent upon the amount the person earned, and hence the total National Insurance contributions they paid across their career.

Contracting Out

Contracting out is a mechanism that permits individuals to give up their right to an Additional State Pension and either pay a reduced level of National Insurance in the case of an Occupational Pension scheme or receive a rebate from HMRC in the case of Personal/Private or Stakeholder Pensions. Instead of paying into the State Earnings Related Pension Scheme (SERPS) or into the State Second Pension (S2P), employees can join a contracted out occupational pension scheme (if the employer operates one) or take out an appropriate personal pension.

New State Pension

If you reach State Pension age from 6 April 2016 you will receive the new State Pension. The new State Pension provides a flat-rate single tier State Pension which will vary depending on the number of years of National Insurance contributions. Contracting out is no longer available under the new State Pension.

Auto-enrolment

Those automatically enrolled into a workplace pension will contribute along with their employer and the Government. Please use option 3 "both contribute" in this circumstance

? Personal pension check

↔ PPChk

Can I just check, has a contribution been made to your personal pension in the last 12 months? Please consider contributions made from any source.

INTERVIEWER: Include contributions made by the respondent, the respondent's employer or any other source.

1. Yes
2. No

/ Question Information for Personal Pension

Personal pensions

Introduced in 1988, a personal pension is a kind of pension that people set up for themselves, with a pension provider such as a bank, life assurance company or building society. It is entirely your own, which means you can continue to contribute to it if you move jobs. Personal pensions are the most common pension arrangement for people who are self-employed.

Self Invested Personal Pension Schemes (SIPPs)

Self Invested Personal Pension Schemes (SIPPs) are a type of personal pension where the person who sets up the pension has control over the management of investments. They are designed for people who want to manage their own fund by dealing with, and switching, their investments when they choose. They decide which assets are bought, sold or leased and when assets are acquired or disposed of. These pensions should be coded a Personal Pension at the question 'PersPen'.

Stakeholder pensions

Introduced in 2001, SHPs are a special type of low-charge personal pension. SHPs are suitable for people who are self-employed, moderate and low earners, and those who do not have an income of their own but can afford to save for a pension (e.g. women on a career break). SHPs can also be set up for children.

If Pensions=1 OR IF Pensions=2 AND has a personal pension.

? Number of Personal Pensions

↔ PPNumc

[Excluding any employer pension that you have already told me about,] how many personal pensions do you have?

Record up to 7 pensions. Restrict to those pensions receiving current contributions or rebates.

For each of up to 3 personal pensions the following questions are asked. If respondent has more than 3 pensions then choose the 3 receiving the largest contributions or rebates.

If Pensions=1 OR IF Pensions=2 AND one or more personal pensions have been recorded:

? Period had Pension

↔ PPDat

SHOW CARD L3

Which of the time periods on this card best describes when you started [this/the first/the second/the third] pension?

1. Less than 6 months
2. 6 months, but less than a year
3. 1 year, but less than 2 years
4. 2 years but less than 5 years
5. 5 years but less than 10 years
6. 10 years but less than 20 years
7. 20 years or more

If Pensions=1 AND one or more personal pensions have been recorded:

? Personal Pension Contributions

↔ PPCon

Help screen F9

Who currently contributes to this personal pension – you, or your employer, or both of you?

INTERVIEWER: Code one answer only

1. Respondent only
2. Employer only
3. Both contribute
4. Neither
5. Spontaneous only – Rebate from National Insurance/Government

If PPCon=1 'respondent only' or PPCon=3 'Both contribute' OR (DVPens09=2 and Perspen=1 'Personal pension'):

? Date of last pension contribution

↔ PPPayDat

When was this personal pension last contributed to?

INTERVIEWER: This must be a date in the last 12 months.

If day not known, enter 15th.

If date provided at PPPayDat is not within the last 12 months:

! Hard check

INTERVIEWER: The date provided must be within the last 12 months.

If PCon=1 'respondent only' or PCon=3 'Both contribute' OR Pensions =2 AND PenPay>0

? Check pension contribution

↔ **ChkdPCon**

You mentioned earlier that you are receiving money from a personal pension and have just mentioned that you are also contributing to a personal pension. This is quite unusual. Can I just check, is it possible that you are receiving money from this personal pension rather than contributing to it.

1. Yes, is receiving money from pension only (i.e. not making contributions to the pension)
2. No, receiving money from and contributing to a personal pension

If Pensions=1 AND Personal Pension Contributions=1 OR Personal Pension Contributions=3 OR IF Pensions=2

? Personal Pensions Payment

↔ **PPPay**

How much was your last payment?

Code pounds and pence.

If Pensions=1 AND Personal Pension Contributions =1 OR Personal Pension Contributions=3 AND Personal Pensions Payment>0 OR IF Pensions=2 AND Personal Pensions Payment>0

? Personal Pension Payment Period

↔ **PPPd**

How long did that cover?

If Pensions =3 (Respondents who are not self-employed and are over 69 years of age, and those who have never worked (all ages)).

? Stakeholder Pension

↔ **StakeP**

Help screen F9

Now I have some questions about possible pension arrangements. Are you paying contributions into a stakeholder pension fund? Do not include pensions where you are receiving payments. Also exclude the State Pension and Pension Credit.

INTERVIEWER: Do not record details of frozen pensions in the pensions section. Only record if contributions are paid into the pension. Do not record if money gained from a pension. Exclude any occupational pensions. Exclude AVCs and FSAVCs – which are top-ups to pensions not pensions in their own right.

1. Yes
2. No

If Pensions=1 or if Pensions=2 and has a stakeholder pension or if Pensions=3 and Stakeholder Pension=1

? Number of Stakeholder Pensions

↔ **SPNumC**

[Excluding any employer pension that you have already told me about,] how many stakeholder pensions do you have?

INTERVIEWER: Stakeholder pensions are a special type of personal pension where annual management charges are capped and individuals have greater flexibility about the level of contributions, and when they make contributions.

Pension Schemes

Record up to 7 Stakeholder pensions.

Restrict to those pensions receiving current contributions or rebates.

Employer sponsored group stakeholder

Like personal pensions, Stakeholder Pensions are sold by insurance companies, banks and building societies, as well as by some trade unions. As with Group Personal Pensions, employers can make an arrangement with a pension provider and offer their employees a group stakeholder pension scheme.

If Pensions=1 OR IF Pensions=2 AND one or more stakeholder pensions recorded OR IF Pensions =3 AND one or more stakeholder pensions:

? Period had Stakeholder Pension

↔ SPDat

For each of up to 2 stakeholder pensions the following questions are asked.

Restrict to those funds receiving current contributions or rebates. If more than 2 using these criteria, then choose the 2 receiving the largest contributions/rebates

SHOW CARD L3

Which of the time periods on this card best describes when you started this stakeholder pension?

INTERVIEWER: only one stakeholder pension is allowed for - respondent should answer following questions in relation to main stakeholder scheme.

1. Less than 6 months
2. 6 months, but less than a year
3. 1 year, but less than 2 years
4. 2 years but less than 5 years
5. 5 years but less than 10 years
6. 10 years but less than 20 years
7. 20 years or more

☞ Soft check

If a time period is entered which implies the pension was started before April 2001 a check will appear to say that this is an unusual situation.

It is unusual for stakeholder pensions to have started before April 2001. However, in some cases existing pensions were transferred to stakeholder schemes. If this was the case suppress the check and make a note. Otherwise amend the answer.

If one or more stakeholder pensions recorded.

? Stakeholder Pension Holder

↔ SPWho

Is this stakeholder pension being taken out for yourself or someone else?

1. Myself
2. Someone else

If a stakeholder pension is being paid into on behalf of someone else then a soft check comes up to ensure that it is not being counted twice:

☞ Soft check

One person in this Benefit Unit pays into a stakeholder for someone else and another has a stakeholder pension for him/herself. Please check – are they talking about the same

Pension Schemes

Stakeholder pension? Make a note if the stakeholder is shared so that DWP can take into consideration any double-counting.

If PrivPen=1 and PersPen=2 and SPNumC>0 and SPDat=response and SPWho=1 the following question will be asked.

? Stakeholder pension check

↔ SPChk

Can I just check, has a contribution been made to your stakeholder pension in the last 12 months? Please consider contributions made from any source.

INTERVIEWER: Include contributions made by the respondent, the respondent's employer or any other source.

1. Yes
2. No

If PrivPen=1 and PersPen=2 and SPNumC>0 and SPDat= response and SPWho=1 and SPChk=1.

? Stakeholder Pension Contributions

↔ SPCon

Who currently contributes to this stakeholder pension – you, or your employer, or both of you?

INTERVIEWER: Code only one answer

1. Respondent only
2. Employer only
3. Both contribute
4. Neither
5. Spontaneous only – Rebate from National Insurance/Government

If PrivPen=1 and PersPen=2 and SPNumC>0 and SPDat= response and SPWho=1 and SPChk=1 and SPCon=1 or 3 and SPPay=response:

? Last date of stakeholder pension contribution

↔ SPPayDat

When was this stakeholder pension last contributed to?

INTERVIEWER: This must be a date in the last 12 months. If day not known enter 15th.

If date provided at SPPayDat is not within the last 12 months:

! Hard check

INTERVIEWER: The date provided must be within the last 12 months.

If PrivPen=1 and PersPen=2 and SPNumC>0 and SPDat= response and SPWho=1 and SPChk=1 and SPCon=1 or 3 the following question will be asked.

? Private pension check

↔ ChkdSCon

You mentioned earlier that you are receiving money from a personal pension and have just mentioned that you are also contributing to a stakeholder pension. This is quite unusual. Can I just check, is it possible that you are receiving money from this stakeholder pension rather than contributing to it.

1. Yes, is receiving money from pension only (i.e not making contributions to the (pension)
2. No, receiving money from and contributing to a stakeholder pension

This question will only be asked if Stakeholder Pension Holder=1

? Stakeholder Pension Payment

↔ **SPPay**

How much was your last payment for your stakeholder pension?

CODE POUNDS AND PENCE

☞ Soft check

If respondent has mentioned at OthDed that they have a deduction from their salary to pay for a pension, and the amount given here is +/- 2% of the figure supplied at Udeduc, the following check is triggered.

INTERVIEWER: Respondent probably has a stakeholder pension to which they contribute. They have already included this at Udeduc. Check with the respondent and if they have already told us about this code 0 here and make a note.

This question will only be asked if Stakeholder Pension Holder=1

? Stakeholder Pension Payment Period

↔ **SPPd**

How long did that cover?

This question will only be asked if Pension=1 AND one or more stakeholder pensions recorded AND Stakeholder Pension Holder=1:

? Arrangement of Stakeholder Pension

↔ **SPHelp**

Did your employer arrange or help to arrange your stakeholder pension?

INTERVIEWER: This question refers only to the personal stakeholder arranged by themselves

1. Yes
2. No

State & Other Benefits and Pensions

THE QUESTIONS THAT FOLLOW ARE ABOUT STATE BENEFITS(Jump21)

All adult respondents are asked whether they are in receipt of any state benefits. For each benefit received there follows questions about the method of payment, amount last received and for certain benefits other follow up questions.

Throughout this section, please encourage respondents to find payments books, receipts, bank statements, DWP letters or Award Notices relating to benefits received. It is very important that as accurate information as possible is obtained, in what is a complex system.

Definitions of each benefit (excluding a few uncommon ones) are given below, under the question at which their receipt is recorded (*WAgeBen* to *OtherBen*).

Note about questions *WAgeBen* to *OtherBen* (which benefits are received):

When there are two adults in the benefit unit, the question is put to the first adult, then immediately put to the second person as “**And [name], what about you?**” The exception is when one of the follow-up questions (see below) is required, in which case that will come first.

?Working age benefits

↔ *WAgeBen*

SHOW CARD H1

Looking at this card, are you at present receiving any of these state benefits in your own right: that is, where you are the named recipient?

1. Universal Credit
 2. Housing benefit
 3. Working tax Credit (excluding any childcare element of Working Tax Credit)
 4. Child tax Credit (including any childcare element of Working Tax Credit)
 5. Income Support
 6. Jobseeker’s Allowance
 7. Employment and Support Allowance
 8. Carer’s Allowance
 9. None of these
 97. (SPONTANEOUS) One of these / more than one of these, but don’t know which
-

/ Question information for WAgeBen

Universal Credit (UC)

Universal Credit (UC) is now the primary working age benefit, with around 2 million cases administered by DWP. Universal Credit (UC) has replaced income-based JSA, income related ESA, Income Support, Child Tax Credits, Working Tax Credits, and Housing Benefit, mainly for those aged 18 to State Pension Age (SPA). Most claimants will be of working age, though claimants can be over state pension age if their partner is still of working age. It is not just for those who are out of work; it is also for those who *are* working, but for low wages. Under Universal Credit, claimants will have to meet certain requirements that reflect the work-related activity they can be reasonably expected to undertake given their capabilities and circumstances.

UC has now completed its nationwide roll-out and is available throughout GB and Northern Ireland. This means that new claims are made to UC, instead of the benefits which it replaces (Housing Benefit, tax credits, Income Support, as well as income-based JSA for jobseekers and income-related ESA for those currently incapable of work). Many people are still in receipt of these older benefits and tax credits; they will move to UC over the next few years.

It is paid monthly, in very nearly all cases.

All UC claimants agree a claimant commitment with DWP, though its nature will vary depending on the individual's current earnings, plus the level of work search activity they can be expected to do in return for their UC. This recognises any limitations on their ability to work, such as childcare or incapacity. For those working full-time, the commitment is simply to notify DWP of any changes to their circumstances. Even so, it is important to note that no UC payment will be made until such a commitment is agreed.

UC gives its claimants an online statement each month, which shows the £ payment they have been given. A typical statement would also show how that £ figure has been calculated, with some or all of the following features:

- a personal allowance, which in the past would have been paid as the JSA / ESA / IS headline rate.
- For those with children, child elements (which replace the tax credit child / disabled child / childcare components);
- For those paying rent or a mortgage, it will also include a housing element, as a contribution to their housing costs. For renters, this will be determined by their rent, and can be paid direct to the landlord if this is preferable. Those who own their home with a mortgage may add an amount in support of their mortgage (interest) payments, where their earnings fall below a certain level.
- A net earnings figure for the benefit unit as a whole. Where claimants are earning, every pound earned will decrease the UC payment by 63 pence. Note that families can disregard (exclude) the first few pounds of earnings from this calculation, and thus boost their UC. This is known as their Work Allowance.
- Any deductions, either to keep the benefit unit below the overall Benefit Cap; due to DWP sanctions being applied; or to recoup debts from a utility company or court order.

NOTE that Child Benefit is not the same as Child Tax Credit or Working Tax Credit. Information about Child Benefit is included below, so you can help the respondent decide which it is they receive (although it can be both).

Child Benefit

Child Benefit is a payment that you can claim for your child(ren). It is usually paid every four weeks but can sometimes be paid weekly. There are separate rates payable for each child. The payment can be claimed by anyone who qualifies, whatever their income or savings. It is usually only paid for children that are under the age of 16.

The Child Benefit High Income Charge was introduced in January 2013. While affected respondents can still receive Child Benefit, they will pay a tax charge if they do so, or they can choose not to receive Child Benefit.

Child Tax Credit

Child Tax Credit is a payment to support families with children. Parents can claim Child Tax Credit if they are responsible for one or more children, and do not have to be working. Child Tax Credit was introduced to provide support for children up until their 16th birthday, and young persons aged 16-18 years who are either in full time non-advanced education or have left full time education but do not have a job (providing they are not claiming income support or tax credits in their own right). The awarding of Child Tax Credit will not affect a respondent's right to Child Benefit. Families will still be able to claim Child Benefit as they do now and it will continue to be paid as a separate payment.

Child Tax Credit is paid directly to the person who has main responsibility for caring for the children in the family (into a bank or building society account). The recipient can choose whether to receive the payments weekly or every four weeks. If the respondent qualifies for Income Support or income-based Jobseeker's Allowance, they will be entitled to the maximum amount of Child Credit for their children.

Working Tax Credit

Working Tax Credit is a payment to top up the earnings of working people on low incomes, including those who do not have children. There are extra credits for those recipients in working households where someone has a disability (known as the disability element). Tax Credit is available to employees and the self-employed, and includes support for the costs of qualifying childcare.

People who are responsible for a child or young person can claim Working Tax Credit if they are aged 16 or over and work at least 16 hours per week. People without children can claim Working Tax Credit if they are

- i) aged 25 or over and work at least 30 hours a week;
- ii) aged 16 or over, work at least 16 hours a week and have a disability which puts them at a disadvantage in securing employment; or
- iii) either the claimant or their partner are aged 50 or more, work at least 16 hours per week and are returning to work after time spent on qualifying out-of-work benefits.

Working Tax Credit is paid in addition to any Child Tax Credit the recipient may be entitled to and is based on the number of hours normally worked and income (joint income for couples). The recipient will normally receive the payment of Working Tax Credit into an account (through a bank, building society, or post office account) in a similar manner as a benefit payment. If the respondents are part of a couple that both work at least 16 hours per

week, they can decide who will receive the payments of Working Tax Credit.

Working Tax Credit also makes an allowance for extra financial help towards the costs of approved or registered child care. This is known as the child care element within Working Tax Credit. Respondents will only be entitled to this if they are working at least 16 hours per week. If a respondent is eligible to receive the child care element of Working Tax Credit, this **will always** be paid to the person who is mainly responsible for caring for the child or children, and will form part of their payment of Child Tax Credit (i.e. it is not paid as an element of Working Tax Credit).

Income Support (IS)

Income Support is for people aged 16 or over whose income is below a certain level.

To get Income Support you must be:

sick or disabled OR

a lone parent or foster parent OR

getting Carer's Allowance for looking after someone.

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

If the respondent is coded as receiving both Income Support and Jobseeker's Allowance a check is triggered.

Jobseeker's Allowance (JSA)

From October 1996 Jobseeker's Allowance replaced Unemployment Benefit (UB) and Income Support (IS) for unemployed people (i.e. people actively seeking work but who weren't eligible for Unemployment Benefit). Recipients of those benefits were automatically transferred to JSA.

The basic rules for receipt of JSA are that the claimant must be out of work or working less than 16 hours a week; be capable of work, available for work and actively seeking work; have a Jobseeker's Agreement with the Jobcentre Plus; be aged 18 or over and under state pension age; and any studying must only be part-time. (See under **Type of Jobseeker's Allowance** below for further details of JSA).

Employment and Support Allowance (ESA)

Employment and Support Allowance (ESA) is paid to new claimants from October 2008, with existing Incapacity Benefit, Income Support and Severe Disablement Allowance claimants being migrated to ESA over time.

Main phase - Claimants of Main Phase ESA will receive a basic payment at JSA (25+) rates, an additional 'work related activity component' or 'support component' and, in some cases, an extra premium.

Work related activity component - Those assessed at the PCA as having 'limited capability for work' will receive this component.

Support component - Awarded to a minority of claimants who are assessed at the PCA as having 'limited capability for work' and 'limited capability for work-related activity'.

Extra Premiums - Severe Disability Premium (SDP), Enhanced Disability Premium (EDP),

Carer Premium, Pensioner Premium and Higher Pensioner Premium currently payable with IS and IB will still be payable as a premium on top of ESA.

Hard Checks at WAgeBen

If HBenefit=1 'yes' but housing benefit not recorded in receipt of housing benefit at WAgeBen

!Hard Check

Please confirm that the respondent is not receiving Housing Benefit. Earlier they said they received Housing Benefit at HBenefit to help with paying their rent (QRenting.Hbenefit=Yes). If they are not receiving Housing Benefit to help pay rent please change the response at HBenefit.

If HBenefit=2 'no', but respondent has recorded in receipt of Housing Benefit at WAgeBen.

!Hard Check

Please confirm that the respondent is receiving Housing Benefit. Earlier they said they did not receive Housing Benefit at HBenefit to help with paying their rent (QRenting.HBenefit=No). If they are receiving Housing Benefit to help pay rent please change the response at HBenefit.

Soft checks at WAgeBen

If more than one member of a Benefit Unit records that they are receiving Universal Credit at WAgeBen:



Soft check

Universal Credit is only usually paid to one member of a household. Please check who receives the payment and, if it is received jointly, attribute it to only one member of the

Benefit Unit.

*If more than one person in a Benefit Unit are recorded as receiving housing benefit at **WAgeBen**:*

 **Soft check**

Both partners are recorded as receiving housing benefit. Only one partner will be receiving housing benefit for an accommodation in which they both live. Please check this and recode if necessary.

*If **Tenure** = 1 (owned outright) or 2 (buying with the help of a mortgage) and **WAgeBen** = 2 'Housing Benefit'*

 **Soft check (England/Wales/Scotland cases)**

The respondent has said they are receiving housing benefit when earlier they said they own their property/are buying it (Tenure=1 or 2). Please check as housing benefit is not available to those who own their home. If the respondent is receiving help with their mortgage, please record this at **Outsmort**.

 **Soft check (Northern Ireland cases only)**

The respondent has said they are receiving housing benefit when earlier they said they own their property/are buying it (Tenure = 1 or 2). Please check as housing benefit is not available to those who own their own home. Please also note that Rates Housing Benefit and Rate Relief should NOT be recorded here, these should be recorded in the household rates section. If the respondent is receiving help with their mortgage, please record this at **Outsmort**.

*If **WAgeBen** = 3 'Working Tax Credit' BUT no child under 19 in household and no adult aged 25 and over working for 30 or more hours per week.*

 **Soft Check**

Working Tax Credit is normally only paid to households without children if there is an adult in the household who is aged at least 25 and working for 30 hours or more per week.

Are you responsible for a child under 19 who is not here? Or is there an adult in the household who is disabled and is either working for at least 16 hours per week or is expecting to start work in the next 7 days?

INTERVIEWER: IF NO SUCH ADULT BUT RECEIVED WTC SUPPRESS AND MAKE A NOTE.

*If **WAgeBen** = 3 'Working Tax Credit' and there is a child aged under 19 in the household BUT no adult who works for 16+ hours per week.*

 **Soft Check**

Working Tax Credit is normally only paid if there is an adult in the household working for 16 or more hours per week.

PLEASE CHECK: Is there an adult expecting to start work within 7 days?

INTERVIEWER: IF NO SUCH ADULT BUT RECEIVED WTC SUPPRESS AND MAKE A NOTE

If **WAgeBen** = 3 'Working Tax Credit' and there is a child in the household but **WAgeBen** does not include 'Child Tax Credit' as well.

 **Soft Check**

There is a child in the household and Working Tax Credit has been selected, but not Child Tax Credit. Please amend.

If both adults in the same benefit unit both report being in receipt of Child Tax Credit / Working Tax Credit at **WAgeBen**:

 **Soft Check**

Although both adults may be included in Tax Credit correspondence, the money is only paid to one of them.

INTERVIEWER: Please check who receives this payment and amend answers to WAgeBen accordingly

If **WAgeBen** =4 'Child Tax Credit' BUT no child aged under 19 in household.

 **Soft Check**

Child Tax Credit is normally only paid if there is a child aged under 19 in the household.

PLEASE CHECK: Did you have a child for whom you are responsible but who is not here at present?

INTERVIEWER: IF NO CHILD BUT RECEIVED CTC SUPPRESS AND MAKE A NOTE.

If **WAgeBen** = 5 'Income Support' AND NOT 6 'Jobseeker's Allowance' and respondent previously reported being unemployed:

 **Soft check**

Are you sure? People who are looking for work (recorded earlier) would normally be receiving Jobseeker's Allowance, not Income Support.

If one adult in BU who does not own their house (NOT Tenure=1) or are not buying it with a mortgage (NOT Tenure=2) reports Income Support (**WAgeBen**=5) but not Housing Benefit (Not **WAgeBen**=2):

 **Soft check**

Please check: you said you are not in receipt of Housing Benefit, but you are receiving Income Support. Can I just check, is this correct?

If there are two adults in a BU who do not own their house outright (NOT Tenure=1) or are not buying it with a mortgage (NOT Tenure=2) and one reports Income Support (**WAgeBen**=5) but neither report Housing Benefit (Not **WAgeBen**=2):

 **Soft check**

Please check: you said you are not in receipt of Housing Benefit, but you are receiving Income Support. Can I just check, is this correct?

If **WAgeBen** = 6 'Jobseeker's Allowance' AND 5 'Income Support':

 **Soft check**

Please check: you cannot normally receive both Jobseeker's Allowance and Income Support at the same time. If correct, suppress the warning to continue and explain the reason in a Note.

In case respondents confuse Income Support with (income-based) JSA the following check will be triggered if they said earlier that they were seeking work:

*If **WAgeBen** = 6 'Jobseeker's Allowance' but respondent previously reported being in work:*

 **Soft Check**

If a person coded as working claims to be receiving Jobseeker's Allowance the following check is triggered:

Respondent is coded as working more than 16 hours a week and receiving Jobseeker's Allowance. Tactfully check this. (JSA is not usually payable in this situation).

It is possible to work under 16 hours a week and to receive JSA, if the earnings are under certain amounts.

*If **WAgeBen** = 8 'Carer's Allowance' BUT respondent is in full-time education:*

 **Soft Check**

You cannot normally receive Carer's Allowance while you are in full-time education. Please check that your answer is correct. If so, please explain the circumstances in a note.

*If **WAgeBen**= 1 'Universal Credit' and 2 'Housing Benefit' or 3 'Working tax Credit' or 4 'Child tax Credit' or 5 'Income Support' or 6 'Jobseekers Allowance' or 7 'Employment and Support Allowance'.*

 **Soft Check**

PLEASE CHECK: Are you receiving Universal Credit as well as one or more of JSA, ESA, Income Support, Child Tax Credits, Working Tax Credits, and Housing Benefit?

If your Jobseekers Allowance or Employment and Support Allowance is contribution-based rather than income-related, this can be received with Universal Credit.

INTERVIEWER: IF RECEIVE UC AND ONE OR MORE OF THESE BENEFITS, SUPPRESS AND MAKE A NOTE

FOLLOW UP QUESTIONS ABOUT UNIVERSAL CREDIT:

*If **WAgeBen** = 1 'Universal Credit'*

? UC payment method

↔ **AccUc**

SHOW CARD H10

How do you receive the Universal Credit payment you have just mentioned?

Into a...

1. Bank account
2. Building society account
3. Post Office card account
4. Other method (including the Simple Payment Service)

? UC account type

↔ UCJoint

And can I just ask, is the/ this account held jointly with anyone else?

1. Yes
2. No

FOLLOW UP QUESTIONS ABOUT HOUSING BENEFIT RECEIPT:

If WAgeBen = 2 'Housing Benefit'

? Payment of Housing Benefit

↔ HBRecp

Is the Housing Benefit or Rent [allowance/rebate] paid directly to you or directly to your landlord?

1. Directly to recipient of Housing Benefit or Rent [allowance/rebate] (i.e. the respondent or an appointee)
2. Directly to landlord / property agent

? Length of Housing Benefit

↔ HBWeeks

For how long have you been on Housing Benefit or rent allowance (this time)?

INTERVIEWER: Please note that a number of changes of circumstances, not just a change of address could have resulted in the break of a claim (e.g. a partnership forming/dissolving, change in no. of dependents etc).

1. Up to 2 years
2. 2 years but less than 3
3. 3 years but less than 4
4. 4 years but less than 5
5. 5 or more years

If HBWeeks = 1 'Up to 2 years'

? Length of Housing Benefit

↔ HBWeeks2

How many weeks you have been on Housing Benefit or Rent Allowance (this time)?

Enter number of weeks

If HBWeeks = 1 'Up to 2 years'

? Year claim began

↔ HBYear

Can I just check - in which year did you begin your current Housing Benefit?

Enter year

If HBWeeks = 1 'Up to 2 years'

? Month claim began

↔ HBMnth

And which month was that?

1. January
2. February
3. March
4. April
5. May
6. June
7. July
8. August
9. September
10. October

-
11. November
12. December
-

FOLLOW UP QUESTIONS ABOUT WORKING TAX CREDIT AND CHILD TAX CREDIT RECEIPT:

If WAgeBen = 3 'Working Tax Credit'

? Working Tax Credit Lump Sum

↔ **WTCLum**

SHOW CARD H2

Please look at card H2 and tell me in which of these ways you are currently receiving your Working Tax Credit?

Prompt: Do you receive it in any other ways?

INTERVIEWER: If the respondent receives their tax credit as a regular payment then they should have received the latest payment within the last 4 weeks.

1. Lump Sum under £105 covering payments for the whole year
2. Regular payments via your bank or post office account

If WTCLum =2 'Regular payments via your bank or post office account'

☞ **Soft check**

Working Tax Credit is normally only paid through these means if you have recently (in the last 8 weeks) had your award increased. Has this happened to you?

INTERVIEWER: If yes suppress check and make a note to explain the circumstances.

If WTCLum =1 'Lump sum' and 2 'Regular payments'

☞ **Soft check**

If you have received a lump sum covering the whole year then you should not also be receiving regular payments.

INTERVIEWER: If respondent says have received both check to see if respondent is actually talking about Child Tax Credit. Make a note to explain the circumstances

If WAgeBen = 4 'Child Tax Credit'

? Child Tax Credit Lump Sum

↔ **CTCLum**

SHOW CARD H2

Please look at card H2 and tell me in which of these ways you receive your Child Tax Credit?

INTERVIEWER: If the respondent receives their tax credit as a regular payment then they should have received the latest payment within the last 4 weeks.

1. Lump Sum under £105 covering payments for the whole year
3. Regular payments via your bank or post office account

If CTCLum = 1 'Lump sum' and 3 'Regular payments'

☞ **Soft check**

If you have received a lump sum covering the whole year then you should not also be receiving regular payments.

INTERVIEWER: If respondent says have received both check to see if they are referring to Working Tax Credit not Child Tax Credit

Ask if $WTCLum=1$ 'Lump sum payment' and $CTCLum=1$ 'Lump sum payment'



Soft Check:

Are you sure? It isn't possible to receive a lump sum payment for Working Tax Credit AND Child Tax Credit. Please check with the respondent and amend the answer. Make a note of the circumstances if this check is suppressed and the answer not amended.

Ask if $WAgeBen = 3$ 'Working Tax Credit' or 4 'Child Tax Credit'

? Tax Credit Award Notice

↔ **TaxNotr**

Do you have a Tax Credit Award Notice from HM Revenue and Customs (formerly Inland Revenue) that you could consult?

INTERVIEWER: This has 'TC602' at bottom left of page 1

1. Yes
2. No (unwilling)

Ask if $TaxNotr = No$ and $WTCLum = 2$ 'Regular payment' or $CTCLum = 3$ 'Regular payment'

? Tax Bank Statement Consulted

↔ **TaxStmt**

ASK OR CODE... or is there a bank statement you could consult?

1. Yes
2. No (unwilling)

Ask if $WAgeBen = 3$ 'Working Tax Credit' and $WTCLum = 1$ 'Lump sum'

... then separately if $WAgeBen = 4$ 'Child Tax Credit' and $CTCLum = 1$ 'Lump sum'

? Amount of Lump Sum Payment

↔ **WTCLPay**

↔ **CTCLPay**

You said that you received a [Working Tax Credit/Child Tax Credit] lump sum payment covering the whole year. How much was this payment?

INTERVIEWER: If respondent receives combined payment of Working Tax Credit and Child Tax Credit enter it here.

If lump sum amount >£104



Soft check

Lump sum payments should not exceed £104 for the tax year. Check that this is not a one-off payment to correct for a previous under-payment. These should not be recorded at all.

If the respondent receives a combined Working and Child Tax Credit lump sum payment and this has been entered here suppress and make a note.

Ask if $WAgeBen = 3$ 'Working Tax Credit'

... then separately if $WAgeBen = 4$ 'Child Tax Credit'

? Amount of Last Payment

↔ **WTCamt**

↔ **CTCamt**

How much was received for your last [Working Tax Credit/Child Tax Credit] payment?

1. Exclude lump sum payments covering whole year.
2. If respondent receives combined payment of Working Tax Credit and Child Tax Credit enter it here.

Ask if WAgeBen = 3 'Working Tax Credit'
...then separately if WAgeBen = 4 'Child Tax Credit':

? Period Payment Covered

↔ WTCPd

↔ CTCPd

How long did this cover?

? Usual Amount of WTC

↔ UWTCamt

How much is usually received for your Working Tax Credit payment?

INTERVIEWER: Exclude lump sum payments covering whole year.

? Period Payment Covered

↔ UWTCPd

How long did this cover?

Ask if WAgeBen = 3 'Working Tax Credit':

? WTC with Disability Element

↔ WTCD

Does the payment of [amount given for Working Tax Credit] include a Disability element?

1. Yes
2. No

Ask if WAgeBen = 3 'Working Tax Credit':

? Payment Includes CTC

↔ TaxComb

Does the [amount given for Working Tax Credit] you mentioned before also include a payment for Child Tax Credit?

1. Yes
2. No

Ask if WAgeBen = 4 'Child Tax Credit':

? Payment Include CCTC

↔ CCTC

Does this payment include a childcare element to help pay for child care expenses?

1. Yes
2. No

FOLLOW UP QUESTIONS ABOUT JOB SEEKER'S ALLOWANCE:

Ask if WAgeBen = 6 'Jobseeker's Allowance':

? Type of Jobseeker's Allowance

↔ JSAType

There are two types of Jobseeker's Allowance. Is your Allowance...

1. ...contributory, that is based on your National Insurance contributions,
2. ...or is it income based Jobseeker's Allowance, which is based on an assessment of your income?
3. ...or is it a combination of 'contributory' and 'income based'?

/ Question Information for Type of Jobseeker's Allowance

There are two types of JSA:

- Contribution-based, which is dependent on the claimant having paid enough Class 1 National Insurance contributions in the previous two years. (Those who formerly received Unemployment Benefit were transferred to this type of JSA.) It is payable for up to 6 months.
- Income-based, which is dependent on the level of the claimant's income or savings. (Those who received Income Support as an unemployed person were transferred to this type of JSA.)

Once the maximum time on contribution-based JSA has passed the claim will be reviewed to see if the person is eligible for income-based JSA. A claimant who satisfies the contribution conditions but whose income does not meet their needs will be awarded income-based JSA, which will include an element based on the contribution record. It is not possible to receive JSA simultaneously with either Income Support or Employment and Support Allowance (though it is possible to receive contributory JSA alongside Universal Credit).

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

Small amounts may be earned from part-time work before affecting the benefit, the maximum that can be earned varying from £5 to £15 a week depending on which type of JSA is received, marital status, the number of hours worked by a partner, dependant children and other criteria.

There are some checks relating to the type of JSA. If the person was self-employed in their last job, and is coded as getting contribution-based JSA:

If JSAType = 1. Contributory, but respondent has been unemployed for more than 3 years
☞ Soft check

Only people who have recently been employees can receive contributory JSA. Please check if they have been an employee in the last 3 years.

If JSAType = 1. Contributory, but R has been unemployed for more than 6 months
☞ Soft check

Are you sure it is contribution-based JSA? Earlier they said they had not worked in over 6 months. Only Income-based JSA is payable after 6 months out of work. Check with respondent and explain in a note if correct.

If WAgeBen = 6 'Jobseeker's Allowance'

? How long in receipt of JSA

☞ **JSAWks**

For how long have you been receiving Jobseeker's Allowance?

INTERVIEWER: Please record length of time since respondent started receiving

payments, rather than when they first claimed the benefit.

1. Up to 2 years
2. 2 years but less than 3
3. 3 years but less than 4
4. 4 years but less than 5
5. 5 or more years

If JSAWks = 1. Up to 2 years

? Weeks in receipt of JSA

↔ **JSAWks2**

Please tell me how many weeks have you been receiving Jobseeker's Allowance?

INTERVIEWER: If respondent is unsure probe if they can remember the season, significant date or similar that may help recall number of weeks.

: 0..997

FOLLOW UP QUESTIONS ABOUT EMPLOYMENT SUPPORT ALLOWANCE:

If WAgeBen = 7 'Employment and support Allowance'

? Type of ESA

↔ **ESAType**

There are two types of Employment and Support Allowance. Is your Allowance:

1. ...'contributory', that is based on your National Insurance contributions,
2. ...or is it 'income based' Employment and Support Allowance, which is based on an assessment of your income?
3. ...or is it a combination of 'contributory' and 'income based'?

If WAgeBen = 7 'Employment and Support Allowance'

? How long in receipt of ESA

↔ **ESAWks**

For how long have you been receiving Employment and Support Allowance?

INTERVIEWER: Please record length of time since respondent started receiving payments, rather than when they first claimed the benefit.

1. Up to 2 years
2. 2 years but less than 3
3. 3 years but less than 4
4. 4 years but less than 5
5. 5 or more years

If ESAWks = 1 'Up to 2 years'

? Weeks in receipt of ESA

↔ **ESAWks2**

EMPLOYMENT AND SUPPORT ALLOWANCE

Please tell me how many weeks have you been receiving Employment and Support Allowance?

INTERVIEWER: If respondent is unsure probe if they can remember the season, significant date or similar that may help recall number of weeks.

: 0..997

If WAgeBen = 7 'Employment and Support Allowance'

? ESA Group

↔ **ESAGroup**

Employment and Support Allowance claimants are placed in one of two groups following the assessment phase. Are you in:

State & Other Benefits and Pensions

- 1....the 'work-related activity group', which requires you to attend work-focused interviews?
- 2....or the 'support group', which doesn't require you to undertake work-related activities?
- 3....or the 'assessment phase', so you have not yet been placed in one of the two groups?

If aged 16-19 and NOT in education or employment training (i.e. an 'adult'), in Scotland and is identified as a carer at WhoLook.

?Received Young Carer Grant

↔ **YCGrnt**

Have you received the Young Carer Grant in the last 12 months?

INTERVIEWER: Young Carer Grant applies only in Scotland (expected to be from Autumn 2019) for people aged 16-19 who can apply for the grant. The grant is received as one payment of £300 per year.

Yes

No

?Disability Benefits

↔ **DisBen**

SHOW CARD H3

Looking at this card, are you at present receiving any of these state benefits in your own right, or on behalf of another person: that is, where you are the named recipient?

1. Personal Independence Payment (including the car allowance known as Motability)
2. Disability Living Allowance (including the car allowance known as Motability)
3. Attendance Allowance
4. Severe Disablement Allowance
5. Incapacity Benefit
6. Industrial Injury Disablement Benefit
7. None of these
97. (SPONTANEOUS) One of these / more than one of these, but don't know which

/ Question Information for disability benefits

Disability Living Allowance and Personal Independence Payments (which is replacing DLA) have two elements and are directed at the care and mobility needs of **disabled people of working age and below**.

The **care component** has three rates and has replaced Attendance Allowance for those under retirement age.

The **mobility component** has two rates, the higher one being for those unable to walk or who are severely restricted, and replaced the old Mobility Allowance.

Motability is a registered charity through which those who receive the higher rate of Disability Living Allowance mobility component may hire or purchase a vehicle at a reduced rate. Either part or the whole of the allowance is paid to Motability. The full amount received including any paid direct to Motability should be recorded. If the amount entered is after deducting money paid direct to Motability, a check will trigger. Please enter the amount of the higher rate as displayed in the check.

State & Other Benefits and Pensions

Attendance Allowance

Attendance Allowance for those disabled before they were 65 was replaced in April 1992 by Disability Living Allowance (Care component) and DLA has since been replaced by Personal Independence Payment (PIP).

Attendance Allowance was not related to any income, savings or NI contributions and could be paid in conjunction with other benefits including Income Support. There were two rates - a lower one for people who need looking after by day **or** night, and a higher one for people who need looking after by day **and** night.

Receipt of both Retirement Pension/Widow's Pension/ Bereavement Support Payment /Widowed Mother's Allowance/Widowed Parent's Allowance and Attendance Allowance or Disability Living Allowance

Recipients of Retirement Pension, Widow's Pension, Bereavement Support Payment, Widowed Mother's Allowance, Widowed Parent's Allowance may also get **Attendance Allowance** or DLA (but not both); the **Attendance Allowance** /DLA may be paid separately from the RP/WP/BA/WMA/WPA, or as a component of it. In either case, the **Attendance Allowance** /DLA should be coded at **DisBen**.

Incapacity Benefit (IB)

Since 31st January 2011 no new incapacity claims have been accepted, people now may be able to claim Employment and Support Allowance (ESA) instead.

IB was paid to people who were medically assessed as incapable of working and who could not get Statutory Sick Pay from an employer. If a person was receiving Statutory Sick Pay, Incapacity Benefit replaced it after 28 weeks. It was a contributory benefit; it was not means-tested. There were three basic rates:

- the short term lower rate for the first 28 weeks of sickness;
- the short term higher rate for weeks 29-52;
- and the long term rate from week 53.

Extra benefit may have been paid for dependant adults and children. For new claimants, entitlement ended at state pension age.

Industrial Injuries Disablement Benefit

For those disabled as a result of an accident at work or as a result of a prescribed industrial disease. It can be received even if the recipient continues/returns to work.

Do NOT include receipt of Reduced Earnings Allowance (REA), at this question. It should be recorded at the 'any other state benefit' code at Ben5Q. See the later instruction at that question for the definition of REA.

If respondent is recorded as receiving AA, but is aged under 65:

☞ Soft check

The respondent is recorded as receiving Attendance Allowance, but is not 65 or older. Please check your answer is correct. If so, explain circumstances in a note.

If respondent is recorded as receiving SDA, but is not recorded as out of work

☞ Soft check

The respondent is recorded as receiving Severe Disablement Allowance, but is not recorded as being out of work. Please check whether your answer is correct. If so, explain circumstances in a note.

State & Other Benefits and Pensions

If respondent is recorded as receiving incapacity benefit

☞ Soft check

Please check with the respondent that they are receiving IB and not ESA as Incapacity Benefit is being phased out.

If respondent is recorded as receiving Severe Disablement Allowance

☞ Soft check

Please check with the respondent that they are receiving SDA and not ESA as Severe Disablement Allowance is being phased out.

If DisBen = 1. Personal Independence Payment

? Type of Personal Independence Payment

☞ **PIPtype**

There are two types of Personal Independence Payment. Is your Allowance:

1. 'Daily Living' only, or
2. 'Mobility' only, or
3. Both – 'Daily living and Mobility'?

If PIPtype = 2. 'Mobility' or 3. 'Both'

? PIP motability

☞ **PIPMota**

Is your Personal Independence Payment the car allowance known as Motability?

1. Yes
2. No
3. (SPONTANEOUS) Don't know

If DisBen = 2. Disability Living Allowance

? Type of Disability Living Allowance

☞ **DLAtype**

There are two types of Disability Living Allowance. Is your Allowance:

1. 'Care' only, or
2. 'Mobility' only, or
3. Both – 'Care and Mobility'?

If DLAtype = 2. 'Mobility' or 3. 'Both'

? DLA motability

☞ **DLAMota**

Is your Disability Living Allowance payment the car allowance known as Motability?

1. Yes
2. No
3. (SPONTANEOUS) Don't know

☆?Pensioner Benefits

☞ **PenBen**

SHOW CARD H4

Looking at this card, are you at present receiving any of these state benefits in your own right: that is, where you are the named recipient?

State & Other Benefits and Pensions

1. Pension Credit
2. State Retirement Pension
3. Bereavement Support Payment or Widowed Parent's Allowance
4. Armed Forces Compensation Scheme (formally War Disablement Pension), including Guaranteed Income Payments
5. War Widow's / Widower's Pension (and any related allowances)
6. None of these
97. (SPONTANEOUS) One or more of these, but don't know which

/ Question Information for Pensions and Allowances

Bereavement Support Payment replaced Bereavement Payment, Bereavement Allowance and Widowed Parent's Allowance for new claims from 6th April 2017. The claimant must be under State Pension age when widowed. Their partner must have paid NI for at least 25 weeks or died as a result of an accident at work or disease caused by their work to be considered eligible. Claimants with children under 20 years old in full-time education receive an initial payment of £3,500 and up to 18 monthly payments of £350. Claimants who don't have children under 20 years old in full-time education receive an initial payment of £2,500 and up to 18 monthly payments of £100.

Widowed Parent's Allowance

Payable if husband, wife or civil partner died before 6 April 2017, for those under State Pension Age and entitled to Child Benefit. The claimant must be under State Pension age when widowed. Their partner must have paid NI for at least 25 weeks or died as a result of an accident at work or disease caused by their work to be considered eligible.

All these benefits are contributory, taxable and subject to normal income related benefits rules, and are paid on the basis of the contributions of the deceased spouse.

Pension Credit is essentially a tax credit administered by the Pensions Service. There are two elements: 1. The Guarantee Credit - the minimum amount a pensioner can be expected to live on and 2. The Saving Credit - only to pensioners aged 65 and over and aims to reward those who have made provision for their retirement over and above the state pension.

Question Information for War Pensions and Allowances

The Veterans Agency administers pensions to armed forces/ex-armed forces personnel and their dependents.

War Disablement Pension is payable to people disabled as a result of service in the Armed Forces at any time since 1939. The amount received depends on severity of disablement and rank.

War Widow's/Widower's Pension is payable to widow/ers and children of someone killed in the Armed Forces or who died as a result of injury sustained in the Armed Forces.

Severe Disablement Allowance may be received by people of working age who have been unable to work for 28 weeks or more because of illness or disablement, but cannot get Incapacity Benefit because they have not paid enough NI contributions.

The Armed Forces Compensation Scheme (AFCS) is a compensation scheme for all

members of the Regular and Reserve Forces. It provides compensation for all injuries, ill-health and deaths that are mainly due (attributable) to service, the main cause of which occurred on or after the introduction of the scheme on 6 April 2005.

If there are any children in the same benefit unit as a widow/widower under 65 who is not recorded as receiving Widowed Parent's Allowance:

☞ Soft Check

Respondent is a widow/widower under 65 with dependent child[ren], but is not getting Widowed Parent's Allowance. Please check that this is correct.

If PenBen DOES NOT = 2. State Retirement Pension and R meets the age criteria

☆? Deferred State Pension

↔ **DefrPen**

INTERVIEWER: The respondent is a male aged 65+ or a female born before <SPA date of birth> and so could collect state pension BUT they have not reported having NI retirement Pension (or Widow's Pensions / Bereavement Support Payment) or Old Person's Pension. However, some people defer taking up their State Pension in order to build up extra State Pension which they receive when they start claiming State Pension. This question is checking whether people have deferred taking up State Pension.

Have you deferred taking up your State Pension?

1. Yes
2. No

If DefrPen = 2 'No'

☞ Soft Check

INTERVIEWER: It appears that the respondent is not claiming Retirement pension and has not deferred their State pension. Please check the reasons for this and explain in a note.

If PenBen = 3.

☆? Type of Bereavement Allowance/Payment

↔ **Wid**

Help <F9>

INTERVIEWER: ASK OR RECORD WHICH ONE WAS RECEIVED:

1. Bereavement Support Payment
2. Widowed Parent's Allowance

Ask if DLAtype = 1. Care component, or 3. both

☆? Disability Living Allowance 1

↔ **DC**

Is this Care Component of DLA paid as part of your [Retirement Pension / Widow's Pension / Bereavement Support Payment / Widowed Mother's Allowance / Widowed Parent's Allowance], or do you receive a separate payment?

1. Paid as part of pension
2. Separate payment

Ask if DLAtype = 2 'Mobility' or 3 'Both'

☆? Disability Living Allowance 2

↔ **DM**

Is this Mobility Component of DLA paid as part of your [Retirement Pension/

Widow's Pension/ Bereavement Support Payment /Widowed Mother's Allowance/Widowed Parent's Allowance], or do you receive a separate payment?

1. Paid as part of pension
2. Separate payment

If DisBen = 3 'AA'

☆? Attendance Allowance

↔ AA

Is this Attendance Allowance paid as part of your [Retirement Pension / Widow's Pension / Bereavement Support Payment / Widowed Mother's Allowance / Widowed Parent's Allowance], or do you receive it separately?

1. Paid as part of pension
2. Paid separately

?Child Benefits

↔ KidBen

SHOW CARD H5

Looking at this card, are you at present receiving any of these state benefits in your own right: that is, where you are the named recipient?

1. Child Benefit
 2. Guardian's Allowance
 3. Maternity Allowance
 4. None of these
 97. (SPONTANEOUS) One or more of these, but don't know which
- /Question information for Child Benefits

NOTE that Child Benefit is not the same as Child Tax Credit or Working Tax Credit. Information about Child Tax Credit and Working Tax Credit is included below, so you can help the respondent decide which it is they receive (although it can be both).

Child Tax Credit

Child Tax Credit is a payment to support families with children. Parents can claim Child Tax Credit if they are responsible for one or more children, and do not have to be working. Child Tax Credit was introduced to provide support for children up until their 16th birthday, and young persons aged 16-18 years who are either in full time non-advanced education or have left full time education but do not have a job (providing they are not claiming income support or tax credits in their own right). The awarding of Child Tax Credit will not affect a respondent's right to Child Benefit (which will be still paid separately if they also receive Child Tax Credit).

Child Tax Credit is paid directly to the person who has main responsibility for caring for the children in the family (into a bank or building society account). The recipient can choose whether to receive the payments weekly or every four weeks. If the respondent qualifies for Income Support or income-based Jobseeker's Allowance, they will be entitled to the maximum amount of Child Credit for their children.

Working Tax Credit

Working Tax Credit is a payment to top up the earnings of working people on low incomes, including those who do not have children. There are extra credits for those recipients in working households where someone has a disability (known as the disability element). Tax Credit is available to employees and the self-employed, and includes support for the costs of qualifying childcare.

People who are responsible for a child or young person can claim Working Tax Credit if

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they are aged 16 or over and work at least 16 hours per week. People without children can claim Working Tax Credit if they are

- i) aged 25 or over and work at least 30 hours a week;
- ii) aged 16 or over, work at least 16 hours a week and have a disability which puts them at a disadvantage in securing employment; or
- iii) either the claimant or their partner are aged 50 or more, work at least 16 hours per week and are returning to work after time spent on qualifying out-of-work benefits.

Working Tax Credit is paid in addition to any Child Tax Credit the recipient may be entitled to and is based on the number of hours normally worked and income (joint income for couples). The recipient will normally receive the payment of Working Tax Credit into an account (through a bank, building society, or post office account) in a similar manner as a benefit payment. If the respondents are part of a couple that both work at least 16 hours per week, they can decide who will receive the payments of Working Tax Credit.

Working Tax Credit also makes an allowance for extra financial help towards the costs of approved or registered child care. **This is known as the child care element within Working Tax Credit.** Respondents will only be entitled to this if they are working at least 16 hours per week. If a respondent is eligible to receive the child care element of Working Tax Credit, this will always be paid to the person who is mainly responsible for caring for the child or children, and will form part of their payment of Child Tax Credit (i.e. it is not paid as an element of Working Tax Credit).'

If KidBen DOES NOT = 1. Child benefit BUT DepChild = 1 (i.e. respondents with dependent children who have not reported being in receipt of Child Benefit):

? Child benefit check

↔ CBChk

SHOW CARD H6

Can I just check, you did not say you were getting Child Benefit, is this because of any of the reasons given on this card?

1. You have chosen to stop receiving Child Benefit payments due to having a high income
2. You have not applied for Child Benefit
3. Your partner receives this benefit
4. Other reason

All respondents who report receipt of Child Benefit (i.e. If KidBen = 1):

? High income tax charge on Child Benefit

↔ CBTax

Can I check - do you pay a high income Child Benefit tax charge on the Child Benefit you receive?

INTERVIEWER: If the highest earning parent earns £50,000 or more a year they will have to pay a High Income Child Benefit charge on the Child Benefit either parent receives. This charge is paid through the tax system. Some families may have decided to stop receiving Child Benefit payments rather than repay the money through tax.

1. Yes, ^BU1 Person1^ pays a high income tax charge
2. Yes, ^BU1 Person2^ pays a high income tax charge
97. No, a high income Child Benefit tax charge is not paid

*If respondents report paying a high income Child Benefit tax charge (i.e. If **CBTax** = 1):*

? High income charge on Child Benefit via PAYE

↔ **CBPAYE** You said that ^BU1 Person^ pays a high income Child Benefit tax charge, how are these payments made?

Running prompt....

1. Self-assessment
2. PAYE
3. Both

Ask ChkCTC if KidBen = 1, but WAgeBen does not = 3

? Child Benefit and Child Tax Credit checks

↔ **ChkCTC**

INTERVIEWER: Although the respondent receives Child Benefit he/she hasn't reported receipt of Child Tax Credits. Are you certain that the respondent does not receive Child Tax Credits? This is a means tested benefit so it is plausible the respondent may not receive Child Tax Credits if their income is above a certain threshold.

If necessary check with the respondent.

1. Yes, I am certain (the respondent DOES NOT receive Child Tax credits)
2. No, I am not certain (the respondent did not know which Tax Credits received), NODK, NORF

☆? **Social Fund** (there is a 12 month reference period for this question)

↔ **SocFund**

<Help F9>

SHOW CARD H7 (two versions)

Looking at this card, have you received any of these benefits in the last 12 months in your own right: that is, where you are the named recipient?

INTERVIEWER: Budgeting loans will continue to be administered by [Social Security Agency {WORDING IN NORTHERN IRELAND}./ DWP {WORDING IN GB ONLY}] but crisis loans for general living expenses have been administered by local authorities or devolved administrations since 2013. Locally based provision has replaced community care grants since 2013.

1. A grant from the Social Fund for funeral expenses {WORDING IN ENGLAND, WALES AND NORTHERN IRELAND} / Funeral Expense Assistance_{WORDING IN SCOTLAND}
2. Sure Start Maternity Grant {WORDING IN ENGLAND, WALES AND NORTHERN IRELAND} / Sure Start Maternity Grant or Best Start Grant {WORDING IN SCOTLAND}
3. A School Clothing Grant {WORDING IN SCOTLAND} / Pupil Development Grant {WORDING IN WALES}/ Uniform Grant {WORDING IN NORTHERN IRELAND}.
4. A loan or advance from [Social Security Agency {WORDING IN NORTHERN IRELAND}./ DWP {WORDING IN GB ONLY}] (including budgeting loans, or any advance of Universal Credit)
5. A loan or grant from your local authority {WORDING IN GB ONLY}
6. None of these
97. (SPONTANEOUS) One or more of these, but don't know which

/ Question Information for Social fund

Sure Start Maternity Grant

The Sure Start Maternity Grant provides qualifying families with a one-off payment of £500 on the birth of a first child, or for each child in the case of a multiple birth. It is not paid if you already have a child under 16 in the family, unless you have twins and have not had

twins before, or have triplets and have not had triplets before.

From October 2018, the Sure Start Maternity Grant is being replaced in Scotland by the Best Start Grant.

Best Start Grant (Scotland only from October 2018)

From October 2018, the Sure Start Maternity Grant is being replaced in Scotland by the Best Start Grant.

Under the Best Start Grant, qualifying families in Scotland will receive £600 on the birth of a first child and £300 for any subsequent children, £250 when each child begins nursery, and a further £250 when they start school.

School clothing grant/ Pupil Development Grant/ Uniform Grant

Parents of school children on low income may be eligible for a school clothing grant of at least £100 per year per child in a voucher or in cash (in Scotland, amount, eligibility and how it's paid differs by council). Wales and Northern Ireland also have similar grants. In Northern Ireland the Uniform Grant is a minimum of £22 and no more than £78 per child per year, in Wales, the Pupil Development Grant is a fixed amount of £125 per child.

☞ Soft check on Sure Start Maternity Grant

If amount recorded is not £500

Are you sure? The Sure Start Maternity Grant pays a one-off £500 so should be £500 for a single birth, £1,000 for twins or £1,500 for triplets etc.”

☞ Soft check Scotland after October 2018

If amount recorded is not in the range £250-£800.

Are you sure?

The Sure Start Maternity Grant pays a one-off £500 so should be £500 for a single birth, £1,000 for twins or £1,500 for triplets etc. Best Start Grant, paid from October 2018, is not less than £250 and usually not more than £800. It is possible to have received payments of both Sure Start Maternity Grant and Best Start Grant in the 12 month reference period. Please resolve or make a note for editors.

{IF NI AND UNIFORM GRANT AT SOCFUND amount <£22 and <=£78 per child aged 4-18}

☞ Soft Check

Are you sure? Uniform Grant is at least £22 per child and no more than £78 **per child**

{IF SCOTLAND AND SCHOOL CLOTHING GRANT AT SOCFUND amount <£100 per child aged 4-18}

☞ Soft Check

Are you sure? School Clothing Grant is at least £100 **per child**.

{IF WALES AND PUPIL DEVELOPMENT GRANT AT SOCFUND amount NE £125 per child aged 4-5 or 11-12.}

☞ Soft Check

Are you sure? Pupil Development Grant is a fixed amount of £125 **per child**.

Please check the amount and that the children are eligible (i.e. aged 4-5 or 11-12).

IF NI AND UNIFORM GRANT AT SOCFUND and no child aged 4-18

☞ Soft Check

Are you sure? Uniform Grant is received for children aged 4-18.

IF SCOTLAND AND SCHOOL CLOTHING GRANT AT SOCFUND and no child aged 4-18

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☞ Soft Check

Are you sure? School Clothing Grant is received for children aged 4-18.

IF WALES AND PUPIL DEVELOPMENT GRANT AT SOCFUND and no child aged 4-5 or 11-12.

☞ Soft Check

Are you sure? Pupil Development Grant is received for children aged 4-5 or 11-12.

★ *If respondent is in Scotland and youngest child in the household is aged 0 to 1:*

? **Baby Box**

☛ **BabyBox**

Have you received a Baby Box from the Scottish Government in the last 12 months?

INTERVIEWER: A baby box is available for babies born after 15 August 2017 in Scotland. It contains essential items from birth to 6 months.

1. Yes
2. No

★? **Other Benefit** (there is a 6 month reference period for this question)

☛ **OtherBen**

SHOW CARD H8

Looking at this card, have you received any of these benefits in the last 6 months in your own right: that is, where you are the named recipient?

1. 'Extended payment' of Housing Benefit / rent rebate (4 week payment only)
 2. Any National Insurance or State Benefit not mentioned earlier
 3. None of these
97. (SPONTANEOUS) One or more of these, but don't know which

/ Question Information for other benefits

Extended Payment of Housing Benefit/ Rent rebate

People who leave benefit because they start work or increase their part-time hours or earnings may be eligible for continuation or run-on of Housing Benefit. They must have been in receipt of JSA(IB) or Income Support for 26 weeks.

Any National Insurance or State benefit not mentioned earlier

includes:

- Cold Weather payments
- Earnings Top-Up
- Reduced Earnings Allowance
- One-off payment to people aged 70 or over to help them with living expenses e.g. council tax bills
- any other benefit

Do NOT include the Christmas Bonus paid automatically to recipients of certain benefits in December. It does not need to be recorded anywhere. The name of the benefit should be stated at the text question Other Name Benefit below.

If 1. Extended payment of Housing Benefit

☞ Soft Check

It is unusual to receive extended housing benefit. It is only available to claimants who had been on income support, income based jobseeker's allowance, Incapacity benefit or

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severe disablement allowance and the entitlement ended because the claimant recently started work or increased work hours or pay, in these cases they may be entitled to receive the same amount of housing benefit and/or council tax benefit for up to four weeks after benefits ceased. Check with respondent whether these conditions apply to them. If not do not record the respondent as in receipt of extended housing benefit as housing benefit receipt has already been recorded earlier in the interview.

If respondent insists that extended housing benefit is received record here and the amount and make a note that the respondent does not meet the criteria but insists they receive extended housing benefit.

If OtherBen=4 'None of these'

☞ Hard Check

'None of these' is an exclusive code for this question.

If OtherBen = 3. 'Any National Insurance or State Benefit not mentioned earlier'

☞ Soft Check

Does not include any of the benefits listed at previous questions WageBen, DisBen, PenBen, KidBen or SocFund.

Do NOT include the Christmas Bonus paid automatically to recipients of certain benefits in December. It does not need to be recorded anywhere.

*The name of the benefit should be stated at the text question **Other Name Benefit** below.*

If OtherBen = 3. Any other

? Other Name Benefit

↔ **OthName**

INTERVIEWER: ENTER THE NAME OF THIS 'OTHER' N.I. OR STATE BENEFIT includes:

- Cold Weather payments;
- Earnings Top-Up: being piloted in some areas from October 1996, this may be paid to lower paid people working more than 16 hours a week.
- Reduced Earnings Allowance: this might be paid to a person disabled as a result of an accident at work or an industrial disease before October 1990, if their earning capacity fell as a consequence. The allowance is tax-free.
- One-off payment to people aged 70 or over to help them with living expenses e.g. council tax bills
- Any other benefit not listed at WageBen, DisBen, PenBen, KidBen, SocFund or OtherBen.

? Future Claims

↔ **ClaiFut**

And may I just check, are you awaiting the outcome of a claim for any of the following benefits?

SHOW CARD H9

INTERVIEWER: PLEASE SELECT ALL THAT APPLY

1. Pension Credit
2. Universal Credit
3. Housing Benefit
4. Working Tax Credit
5. Child Tax Credit
6. Income Support
7. Jobseeker's Allowance
8. Employment and Support Allowance

9. None of these
10.(SPONTANEOUS) One or more of these, but don't know which

There are a number of similar soft checks following ClaiFut – triggered if the respondent reports being in receipt of a particular benefit at the same time as waiting for the outcome of a claim for the same benefit.

QUESTIONS FOLLOW ABOUT THE AMOUNT OF BENEFIT RESPONDENTS RECEIVE AND THE USUAL PERIOD THEY RECEIVE IT OVER:

If WAgeBen = Housing benefit

? Housing Benefit amount

↔ HBenAmt

How much Housing Benefit (or Local Housing Allowance) / rent rebate / allowance are you allowed

INTERVIEWER: Some respondents may receive more housing benefit than the amount of their rent.

0.01...997.00

? Housing Benefit period

↔ HBenPd

How long does this cover?

If WAgeBen = 'Income Support'

? Length of time receiving Income Support

↔ ISWks

For how long have you been receiving Income Support?

INTERVIEWER: Please record length of time since respondent started receiving payments, rather than when they first claimed the benefit.

1. Up to 2 years
2. 2 years but less than 3
3. 3 years but less than 4
4. 4 years but less than 5
5. 5 or more years

If ISWks = 1 ('Up to 2 years') ask the following question

? Number of weeks receiving Income Support

↔ ISWks2

Please tell me how many weeks you have been receiving Income Support?

INTERVIEWER: If respondent is unsure probe if they can remember the season, significant date or similar that may help recall number of weeks. It is important to get the number of weeks the respondent has been claiming for, the prompt was added to reduce the number of 'don't knows'.

The following questions will be asked if a respondent is receiving benefits at WAgeBen, DisBen, PenBen, KidBen or OtherBen:

? Benefit Letter

↔ BenLettr

BENEFIT NAME:

Do you have a letter {or award notice} from the {DWP or Benefits Agency/Pensions part of the DWP/Disability and Carer's Directorate (DCD) or DWP} that you could consult?

If no letter is consulted:

? Bank Statement

↔ **BankStmt**

[BENEFIT NAME]: ASK OR CODE:

... or is there a bank statement you could consult?

If a letter from the DWP/Benefits Agency/Pensions Service, Award Notice, or a bank statement is consulted, ensure that all benefits shown on it are recorded.

? Benefit Amount 1

↔ **BenAmt**

[BENEFIT NAME]:

How much did you get last time for [benefit name]?

(IF COMBINED WITH ANOTHER BENEFIT AND UNABLE TO GIVE SEPARATE AMOUNT, ENTER 'Don't Know' FOR BOTH/ALL SUCH BENEFITS)

[IF PENSION CREDIT RECEIVED FOR GUARANTEE CREDIT AND SAVINGS CREDIT ENTER TOTAL RECEIVED HERE]

INTERVIEWER: Record the FULL amount of benefit actually received not just the amount withdrawn from the account. The amount taken from the account may be only part of the benefit received. If the respondent does not know the actual amount received, code don't know and make a note.

An amount should only be entered if it is solely for the benefit named on-screen. In cases where two or more benefits are paid in combination, check any documentation and if it lists individual benefit amounts, enter them as appropriate. An Award Notice should itemise in this way. If it is not possible to identify individual amounts, enter 'don't know' for both/all benefits concerned. Never enter a combined benefit amount, i.e. covering more than one benefit coded at **WAgeBen** to **OtherBen**, at any single **Benefit Amount**.

If BenAmt answered as don't know (includes adults in receipt of benefits and also children who receive DLA components)

? If BenAmt not known as combined

↔ **BenAmtDK**

Is this 'don't know' because it's paid in combination with another benefit, and you cannot establish a separate amount?

1. Yes. **Leave your 'Amount' answer as 'Don't know' and enter the combined benefit figure IN A NOTE, with explanations as needed.**

2. No

It is important to leave a note with the combined about in, so that the editors can use this during the editing stage.

? Benefit Period

↔ **BenPd**

How long did this cover?

If there are children under 20 in full-time education and Bereavement Support Payment is not either £3,500 or £350 per month

☞ Soft Check

Please confirm the amount, Bereavement Support Payment is usually an initial payment of £3,500 and up to 18 monthly payments of £350. Amend as necessary.

BSP can be paid at a lower rate if a claim was not made within 3 months of the person's death.

State & Other Benefits and Pensions

If there are no children under 20 in full-time education and Bereavement Support Payment is not either £2,500 or £100 per month

☞ Soft Check

Please confirm the amount, Bereavement Support Payment is usually an initial payment of £2,500 and up to 18 monthly payments of £100. Amend as necessary.

BSP can be paid at a lower rate if a claim was not made within 3 months of the person's death.

? Usual Amount

↔ Usual

Is that the amount you usually get?

1. Yes
2. No
3. No such thing as usual amount

If Usual = 2 'no'

? Usual Amount if Unusual

↔ BUsAmt

How much do you usually get?

? Usual Amount Period

↔ BUsPd

How long does this cover?

If WAgeBen = 1 'Universal Credit' and BenPd = period of time other than calendar monthly

☞ Soft Check

Universal Credit is nearly always paid on a calendar month basis. Please check that the respondent receives their payment less/more often and make a note if correct.

Additional questions if respondent reports receiving Universal Credit, Employment and Support Allowance, Income Support/Pension Credit or Jobseeker's Allowance:

? Government Pay

↔ **GOVPay**

SHOW CARD J1

Are the DWP paying directly for any of the things shown on this card?

If yes, which?

INTERVIEWER: CODE ALL THAT APPLY

THESE ARE PAID FOR BY DEDUCTIONS FROM UNIVERSAL CREDIT, INCOME SUPPORT/PENSION CREDIT OR JOBSEEKER'S ALLOWANCE.

1. Mortgage interest
2. Rent arrears
3. Fees for nursing home or residential care
4. Gas or electricity bills
5. Service charges for heating or fuel
6. Water charges
7. Council Tax arrears
8. Fines
9. Child Maintenance payments
10. Personal and commercial loan repayments
11. Yes – but don't know which
12. No – none of these

If (OutsMort=No) AND a Response to option 1-9 in GovPay then:

☞ Soft Check

The respondent has said that no one from outside the household is paying anything towards their mortgage/loan (OutsMort = No), however they have selected an option for GovPay. Please check and amend accordingly or leave a note.

? Government Payment Amount

↔ **GOVAmt**

How much (in total) is the DWP paying for this/these things?

? Government Payment Period

↔ **GOVPd**

How long does this cover?

? Benefits before or after Government Pay

↔ **GOVBefor**

Just now, you said that you got [£amount] Universal Credit/ Income Support/Pension Credit/Jobseeker's Allowance last time. Was that BEFORE or AFTER taking off what the DWP pay for directly?

1. BEFORE deducting what DWP pay for directly (i.e. respondent's gross entitlement)
2. AFTER deducting what DWP pay for directly (i.e. net amount received by respondent).

Additional questions for Social Fund Loans:

? Social Fund Loan Repayments

↔ **SFRepay**

Are you at present making any repayments on any loan(s) or advance(s)?

1. Yes
2. No

? Social Fund Loan Repayment Amount

↔ **RePayAmt**

How much in total do you repay per week?

IF REPAYING MORE THAN ONE LOAN, GIVE COMBINED AMOUNT

? Benefits Before or After Social Fund Loan Repayments

↔ **SFInc**

Just now you said that you got [amount of Income Support/JSA/PC] last time. Was that BEFORE or AFTER taking off your loan repayments?

1. BEFORE taking off amount for loan repayment
2. AFTER taking off amount for loan repayment

Additional questions for PIP / DLA / AA

? Who Receives PIP/ DLA/ Attendance Allowance

↔ **WhoRec**

Who (do you/will you) receive it for?

IF CURRENT HOUSEHOLD MEMBER, ENTER PERSON NUMBER(S). OTHERWISE ENTER 97.

This may be multi-coded if the respondent receives both for himself and someone else. For adults in receipt of Disability Living Allowance self-care component the following question is asked:

If DisBen = AA

? Receiving Carer's Allowance

↔ **GetCA**

ASK OR CODE: Is there anyone getting Invalid Care Allowance/Carer's Allowance for looking after you?

Include another household member or someone outside the household. The previous question will also appear later if a person is in receipt of attendance allowance.

? Made-Up Pay from Employer

↔ **MadEmp**

Are you getting 'made up pay' from your employer in addition to the Incapacity Benefit you are receiving?

If yes.

? Made-Up Pay Weekly

↔ **MduPwk**

Are you getting 'made-up' pay [READ OUT(RUNNING PROMPT)]

1. every week from your employer
2. or only some weeks?

If only some weeks.

? Number of Weeks Receive Made-Up Pay

↔ **MduPNo**

For how many weeks are you getting 'made-up' pay?

Ask if PenBen = 1

? Pension Credit Element Received

↔ **PComp**

PENSION CREDIT

INTERVIEWER: ASK RESPONDENT TO CONSULT AWARD NOTICE TO SEE IF GUARANTEE CREDIT AND SAVINGS CREDIT BEING RECEIVED.

CODE ALL THAT APPLY

1. GUARANTEED ELEMENT RECEIVED (See Section titled 'His/Her Guarantee Credit')
2. SAVINGS ELEMENT RECEIVED (See Section titled 'His/Her Saving Credit')

? Pension Credit Guaranteed Element

↔ **PCmpAmtG**

And what is the amount received for the guaranteed element?

INTERVIEWER: ENTER AMOUNT FROM AWARD NOTICE RECEIVED FOR THE GUARANTEED ELEMENT

? Pension Credit Savings Element

↔ **PCmpAmtS**

And what is the amount received for the savings element?

INTERVIEWER: ENTER AMOUNT FROM AWARD NOTICE RECEIVED FOR THE GUARANTEED ELEMENT

If Pcomp is Coded 1-2 and the follow-up questions PCmpAmtG and PCmpAmtS are coded 'Don't Know' the following soft check will appear.

The award notice is made up of a number of pages. The section of the award notice entitled 'How pension credit has been worked out' gives the breakdown of the components of the pension (see your training pack for an example). Respondents may have only kept the first page of the award notice and therefore only know the total amount of benefit received as the subsequent pages may have been thrown away. If this is the case, please suppress the check and leave a note to explain why you are unable to give a breakdown.

☞ Soft check

Respondent is consulting award notice but cannot give the breakdown of components. Please check ALL pages of award notice and look out for section titled "How pension credit has been worked out" to find the breakdown. If respondent has only kept first page, please make a note.

If the amounts recorded in Pension Credit Guaranteed Element AND Pension Credit Savings Element do not equate to the total amount of Pension Credit received

☞ Soft check

The Savings and Guarantee elements of pension credit should add to make the total amount of PC received.

INTERVIEWER: If the amounts cannot be reconciled make a note to explain the

State & Other Benefits and Pensions

circumstances.

If SocFund = 3 A School Clothing Grant / Pupil Development Grant / Uniform Grant

? School Clothing Grant Amount

↔ **SCAmt**

[School clothing grant {WORDING IN SCOTLAND}/ Pupil Development Grant {WORDING IN WALES} / Uniform Grant {WORDING IN NORTHERN IRELAND}]
How much, in total, did you get last time?

If SocFund = 4. A loan or advance (including budgeting loans, or any advance of Universal Credit)

? Number of Social Fund Loans

↔ **LoanNum**

[TYPE OF LOAN]

How many such loans have you had in the past 6 months?

☞ *Soft check if LoanNum=0*

LoanNum = 0. Please check as a loan from DWP or Local Authority was recorded at SocFund. If no loan please change answer at SocFund.

? Social Fund Loan Amount

↔ **LoanAmt**

[TYPE OF LOAN]

About how much did you borrow (altogether)?

If more than one loan of the same type, enter total.

☞ *Soft check if LoanAmt=0*

LoanAmt = 0. Please check as a loan from DWP or Local Authority was recorded at SocFund. If no loan please change answer at SocFund.

State & Other Benefits and Pensions

Ask if OtherBen = 1

? Extended Benefit Amount

↔ **ExBenAmt**

HB EXTENDED PAYMENT

How much was the extended payment?

Enter the lump sum payment covering 4 weeks.

Ask if OtherBen = 1

? Extended Benefit period

↔ **ExBenPd**

HB EXTENDED PAYMENT PERIOD

How long did this cover

If other named benefit (at OtherBen):

? Other Benefits at Present

↔ **OthPres**

Are you receiving (...THIS BENEFIT...) at present?

? Number of Weeks Received Benefit 1

↔ **OthWeeks**

For how many weeks in the last 6 months have you received (THIS BENEFIT)?

If reported receiving a benefit at WAgeBen – OtherBen, but not sure which benefit this was or recorded don't know at WAgeBen-OtherBen:

? Other benefit name

↔ **OBName**

Helpscreen F9

INTERVIEWER: Enter the details of other benefits received but not sure which.

For example, is the benefit for a disability or a child or because the respondent is of pension age. Enter as much information the respondent can provide. You will be asked to enter the amount and period at the following two questions.

If reported receiving a benefit at WAgeBen – OtherBen, but not sure which benefit this was or recorded don't know at WAgeBen - OtherBen:

? Other benefit amount

↔ **OBBenAmt**

How much did you get last time?

INTERVIEWER: Enter the value of other benefits received but not sure which

If reported receiving a benefit at WAgeBen – OtherBen, but not sure which benefit this was or recorded don't know at WAgeBen - OtherBen:

? Other benefit period

↔ **OBBenPd**

How long did this cover?

If WAgeBen DOES NOT = 3 Working Tax Credit or 4 Child Tax Credit or 1 Universal Credit

? Ever Received Tax Credit

↔ **TCEver**

SHOW CARD H11

Have you received any tax credit payments since April 2003 (when Working Tax

Credit and Child Tax Credit were introduced)?

INTERVIEWER: We are only interested in Working Tax Credit and Child Tax Credit at this question.

Exclude Working Families' Tax Credit, Disabled Person's Tax Credit and Children's Tax Credit which were replaced from April 2003 by Working Tax Credit and Child Tax Credit.

1. Working Tax Credit (excluding any childcare element of Working Tax Credit)
2. Child Tax Credit (including any childcare element of Working Tax Credit)
3. None of these

If Ever Received Tax Credit =1 or =2

? Tax Credit This Year

↔ TCThsYr

SHOW CARD H11

Have you received any tax credit payments since April [autofill survey year]?

1. Working Tax Credit (excluding any childcare element of Working Tax Credit)
2. Child Tax Credit (including any childcare element of Working Tax Credit)
3. None of these

If the respondent is not getting tax credits at the moment, but did last financial year or in a previous year:

? Tax Credit Repayment

↔ TCRepay

Why are you not receiving any tax credit payments at the moment?

1. Repaying an overpayment from earlier this year
2. Repaying an overpayment from previous year
3. Not completed application / renewal forms
4. Income too high
5. Not eligible for other reason
6. Other

If respondent has answered 'one of these/ more than one of these but don't know which' at WAgeBen, DisBen, PenBen, KidBen, OtherBen or SocFund, or 'don't know' to any of the benefit amount questions the following is asked:

? Total benefit amount

↔ TtBPrx

Thinking about all the [benefits] you receive, approximately how much would you say you receive from these sources per week?

INTERVIEWER: An approximate figure to the nearest pound is acceptable at this question. Only an estimate is needed.

INTERVIEWER: Do not refer back to or change benefit amounts already provided.

INTERVIEWER: If the respondent cannot arrive at a figure immediately code as 'Don't know. If necessary, explain to the respondent that this question will give the DWP added confidence in the tax credits and benefit amounts already provided.

: 0.00..99997.00

? Benefit Question 7

↔ Ben7Q

SHOW CARD J2

In the last 12 months (that is since [date]), have you received any regular payments

State & Other Benefits and Pensions

from any of these insurance schemes?

1. Unemployment/redundancy insurance
2. Trade Union sick pay or strike pay
3. Private medical scheme
4. Personal accident insurance
5. Permanent health insurance
6. Hospital savings scheme
7. Friendly society sickness benefit
8. Critical Illness Cover
9. Any other sickness insurance
10. None of these

The interest here is in regular income from an insurance policy, in the event of change in employment status or health, rather than, for example, to pay for medical treatment/expenses. One off / lump sum payments should be excluded.

Code 1 covers any income from an insurance policy which provides benefits in the event of loss of earnings due to redundancy or unemployment.

Income from Pensions, Trusts, Royalties and Allowances

Jump 24

THE QUESTIONS THAT FOLLOW ARE ABOUT OTHER INCOMES.

All adults who report more than one benefit where at least one amount is unknown or refused will be asked:

? Amount received for All Benefits

↔ TtBPrx

Thinking about all the benefits and tax credits you receive, approximately how much would you say you receive from these sources per week?

INTERVIEWER: An approximate figure to the nearest pound is acceptable at this question. Only an estimate is needed.

Do not refer back to or change benefit amounts already provided. If the respondent cannot arrive at a figure immediately code as 'Don't Know'.

If necessary, explain to the respondent that this question will give the DWP added confidence in the tax credits and benefit amounts already provided.

0.00...99997.00

If the respondent is not currently working but has been an employee in the last year, or if they are working but have been with their current employer for less than a year, they are asked the following:

☆? Any Redundancy Pay

↔ RedAny

Help <F9>

In the last 12 months, that is since [date], have you received any redundancy payments?

INCLUDE STATUTORY AND NON-STATUTORY

INTERVIEWER:

Record the gross amount received before any tax (if any) is paid.

Include statutory and ex-gratia payments made by the employer. Exclude contractual termination payments.

For payments made before April 2018, include payments made in lieu of notice unless this was a contractual agreement. For payments made from April 2018, exclude all payments in lieu of notice. See helpscreen for further details of inclusions and exclusions.

Helpscreen F9

Record the gross amount received before any tax (if any) is paid. The first £30,000 of the redundancy total amount is tax-free.

The following payments should be INCLUDED in the total amount:

- Statutory redundancy payments
- Payments made under the employer's own redundancy scheme and ex-gratia payments, which were not promised in the employee's contract of employment.
- For payments made before April 2018, payments in lieu of notice, unless this payment was promised within their employment contract. (Payments in lieu of notice are paid to an employee when their employment is terminated without giving them the full notice period their contract entitles them to.)

The following payments should be EXCLUDED from the total amount:

- Contractual termination payments. These are paid where an end of contract payment was promised to an employee within their employment contract, and includes payments in lieu of notice if they are provided for in the contract.
- For payments made from April 2018 onwards ONLY, all payments in lieu of notice should be excluded, whether contractual or non-contractual.

☆? Redundancy Pay Amount

↔ **RedAmt**

Help <F9>

How much did you receive?

INTERVIEWER:

Record the gross amount received before any tax (if any) is paid.

Include statutory and ex-gratia payments made by the employer. Exclude contractual termination payments.

For payments made before April 2018, include payments made in lieu of notice unless this was a contractual agreement. For payments made from April 2018, exclude all payments in lieu of notice. See helpscreen for further details of inclusions and exclusions.

Helpscreen F9

Record the gross amount received before any tax (if any) is paid. The first £30,000 of the redundancy total amount is tax-free.

The following payments should be INCLUDED in the total amount:

- Statutory redundancy payments
- Payments made under the employer's own redundancy scheme and ex-gratia payments, which were not promised in the employee's contract of employment.
- For payments made before April 2018, payments in lieu of notice, unless this payment was promised within their employment contract. (Payments in lieu of notice are paid to an employee when their employment is terminated without giving them the full notice period their contract entitles them to.)

The following payments should be EXCLUDED from the total amount:

- Contractual termination payments. These are paid where an end of contract payment was promised to an employee within their employment contract, and includes payments in lieu of notice if they are provided for in the contract.
- For payments made from April 2018 onwards ONLY, all payments in lieu of notice should be excluded, whether contractual or non-contractual.

? Any Other Sources of Income

↔ **AnyPen**

SHOW CARD K1

In the last 12 months, have you received an income (including any lump sum payments) from any of the sources on this card? Code all that apply.

1. An employee pension (occupational, workplace or group personal pension)
2. An individual personal pension
3. A survivor's pension (from a workplace or individual personal pension)
4. An annuity- not purchased with pension funds
5. A trust or covenant
6. A share of an employee or individual personal pension from an ex-spouse/partner as a

result of a court order or settlement made on divorce
7. None of these

IF AnyPen = 4

Soft check

INTERVIEWER: Please check that the annuity WAS NOT purchased with pension funds. Such an annuity could, for example, be purchased from the proceeds of the sale of property (including equity release products) or other non-pension fund investments.

Annuities from an employee (occupational, workplace or group personal) pension should be recorded Code 1 'An employee pension'.

Annuities from an individual personal pension should be recorded as Code 2 'An individual personal pension'.

/ Question Information for Any Other Sources of Income

1. An employee pension

An employee pension may also be called an occupational, workplace or group personal pension. Will be either Defined Benefit or Defined Contribution and may include an annuity, or income drawdown products, including full cash withdrawal.

A **Defined Benefit** pension pays a specified regular income and/or lump-sum on retirement based on the employee's earnings history, years of service and age.

With a workplace **Defined Contribution** pension, an employer and employee make contributions over time to build up an investment pension pot, the final value of which depends on investment returns. The pension pot will be used to buy an annuity (to provide a guaranteed income for life) and/or pay a lump sum on retirement.

A pension from an overseas government or company should be recorded at this question if paid in sterling. If paid in foreign currency, the pension should be treated as unearned income and entered at Royalties.

2. An individual personal pension

An individual personal Defined Contribution pension, typically subject to a contract between the member and the pension provider.

3. A survivor's pension (from a workplace or individual personal pension)

Pension received from a workplace or individual pension of a deceased spouse, partner or relative. These are sometimes known as Widows or Widower's pensions.

4. An annuity – not purchased with pension funds

Any annuity not purchased from pension funds. These could include annuities purchased from the proceeds of the sale of property (including equity release products) or other investments.

5. Trust or covenant

Any regular income received from a trust or covenant.

6. A share of a workplace or individual personal pension from an ex-spouse/partner as a result of a court order or settlement made on divorce

Include any shares of pensions received from a divorced spouse/partner here.

IF AnyPen = 1-6

☆? Number of pension incomes

↪ **AnyPenNum**

INTERVIEWER: Some people have more than one pension of the same type e.g. pensions from several different employers or from different personal pension providers. Can I just check, how many <ANYPEN CODE> do you have?

1. 1
2. 2
3. 3
4. 4
5. 5
6. 6
7. 7
8. 8
9. 9
10. 10 (or more)

If 'Don't know' response at AnyPenNum

☞ Soft Check

"The respondent has just said that they receive an income from [pension type mentioned at Anypen]. Please record that they have at least one pension (i.e. code 1) at this question. This will ensure that information about the amount of pension received can be collected."

IF AnyPen = 1: Display all response categories. IF AnyPen = 2: Display response categories 2-5.

? **How Pension Wealth is received**

↪ **PenWealth**

SHOW CARD K2 or K3

IF AnyPen = 1

SHOW CARD K2

For your employee pension, over the last 12 months have you had?

INTERVIEWER: READ OUT CODE ALL THAT APPLY

INTERVIEWER: For those respondents who are uncertain of payment type please record a response of 5 (Another pension product).

1. A regular payment from a Defined Benefit pension scheme (i.e. not an annuity)
2. A regular payment from an annuity purchased through a Defined Contribution employee pension scheme
3. A regular withdrawal from your Defined Contribution employee pension pot
4. A lump sum payment or withdrawal from your pension pot
5. A regular payment from another pension product, please describe

IF AnyPen = 2

SHOW CARD K3

For your individual personal pension, over the last 12 months have you had?

INTERVIEWER: READ OUT CODE ALL THAT APPLY

INTERVIEWER: For those respondents who are uncertain of payment type please record a response of 5 (Another pension product).

2. A regular payment from an annuity purchased through a Defined Contribution individual personal pension scheme
3. A regular withdrawal from your Defined Contribution individual personal pension pot
4. A lump sum payment or withdrawal from your pension pot
5. A regular payment from another pension product, please describe

Penwealth=DK

☞ Soft check

Please try to advise on which of the options applies. If respondent is not sure of the answer instead of 'don't know' please use code 5 'A regular payment from another pension product' and describe the payment type. This will ensure that further information about the pension can be collected.

If PenWealth = 1 and 2 or 3 also selected

☞ Soft check

Are you sure? Usually people will not have a combination of Defined Benefit and Defined Contribution in a single pension. Please select the option which represents the majority of the pension.

If PenWealth = 1 and 5 also selected

Are you sure? Usually people will not have a combination of Defined Benefit and another pension product. Please select the option which represents the majority of the pension.

If PenWealth = 5 and 2 or 3 also selected

☞ Soft check

Are you sure? Usually people will not have a combination of Defined Contribution and another pension product. Please select the option which represents the majority of the pension.

/ Question information for PenWealth

Since 2015 people aged 55 and over have been able to use their Defined Contribution pension pots as they wish, with no requirement to purchase an annuity. People can draw on their Defined Contribution pension wealth in different ways including using income drawdown products or informally drawing down their wealth as they need it.

1. Regular payment from a Defined Benefit pension scheme

A **Defined Benefit** pension pays a specified regular income and/or lump-sum on retirement based on the employee's earnings history, years of service and age. In some instances an employer may allow an employee to draw a pension in addition to a paid salary.

2. A regular payment from an annuity (purchased through a Defined Contribution employee or individual personal pension)

An annuity purchased with funds from a Defined Contribution pension pot.

With a workplace **Defined Contribution** pension, an employer and employee each make contributions over time to build up an investment pension pot, the final value of which depends on investment returns. The pension pot will be used to buy an annuity (to pay a guaranteed income for life) and/or pay a lump sum on retirement.

3. A regular withdrawal from your Defined Contribution pension pot

An individual can have a flexible pension arrangement where their pension pot is

invested in an agreed fund to provide a regular income but lump sums can also be accessed, if required.

Pension savings can also be taken as an Uncrystallised Fund Pension Lump Sum (UFPLS), whereby the individual can access their pension as cash, when they want, similar to a bank account arrangement.

4. A Lump sum payment or withdrawal from your pension pot

Most likely to be lump sums withdrawn from either a flexible income drawdown arrangement or as an Uncrystallised Fund Pension Lump Sum (UFPLS). Could also be a lump sum (normally of up to 25%) received as part of a Defined Benefit pension scheme or upon the purchase of an annuity.

5. A regular payment from other pension products

Where the individual receives a regular income from a product not listed. These typically include hybrid products, such as guaranteed drawdown, or investment linked annuities, where the rate of payment is variable.

Looping for each PenWealth = 1-3, 5 and for AnyPen = 3-6 AND for each iteration at AnyPenNum

? Amount of Last Pension Payment

↔ PenPay

How much was your last regular [payment] OR [IF PenWealth = 3 withdrawal]??

? Pension Payment Period

↔ PenPd

How long did this cover?

? Tax Deductions at Source

↔ PenTax

Was tax deducted at source?

If yes:

? Pension Tax Amount

↔ PTAmt

How much tax was deducted at source?

If the weekly value entered at PTAmt is more than the weekly amount entered at PenPay.

☞ Soft Check

The tax paid on the pension is more than the pension received. Please check and amend if necessary.

The following question is asked if Amount of Last Pension Payment is answered 'Don't know' or refused and Pension Tax Amount is not answered 'Don't know' or refused:

? Pension Payment Period 1

↔ PenPd1

How long did this cover?

? Amount Before or After Tax

↔ **PTInc**

Was the [amount] mentioned earlier, before or after tax was deducted?

? Any other Deductions

↔ **PenOth**

Were there any other deductions?

INTERVIEWER: IF ANY DEDUCTIONS - please explain the purpose of the deduction in a note.

? Amount of Other Deduction

↔ **PoAmt**

How much was the deduction?

The following question is asked if Amount of Last Pension Payment is not answered 'Don't know' or refused and Amount of Other Deduction is not answered 'Don't know' or refused:

? Pension Payment Period 2

↔ **PenPd2**

How long did this cover?

If the net amount of the pension/annuity at Amount of Last Pension Payment is less than 30% of the gross.

☞ Soft Check

The 'take-home' pension is only £[x], but the gross pension is £[x].

If PenWealth = 4

? Lump sum payment

↔ **PenLumpAmt**

How much did you [IF PenWealth = 1: receive] [ELSE: withdraw] last time as a lump sum?

? Lump sum before or after tax

↔ **PenLumpTax**

Was this amount before or after tax?

1. Before tax
2. After tax

? Pension Tax Amount

↔ **PenLumpTAmt**

How much tax did you pay/is due on this amount?

↔ Soft Check

The tax paid on the pension is more than the pension received. Please check and amend if necessary.

If PenWealth = 4 and not 3 OR if PenWealth 3 and not 4. If PenWealth = 3 and 4 route to here via Penwealth = 4 and not Penwealth = 3.

? Remaining pension pot

↔ **PenPotRemainReg**

How much was left in your pension pot after this withdrawal?

? Use of Lump sum regular withdrawal

↪ PenLumpRReg

SHOW CARD K4

What did you or do you, intend to do this with the money that you have withdrawn from your pension pot?

INTERVIEWER: Code all that apply

1. Pay off debts (including a mortgage),
2. Reinvest or put into savings
3. Make a one off purchase
4. Cover living costs
5. For social care costs
6. Give to another family member/friend
7. Payment to a charity
8. Other, please describe

If PenLumpRReg=8

? Use of Lump sum regular withdrawal (other)

↪ Xpenlump

Other, please describe

IF PenWealth = 4.

? Remaining pension pot Lump Sum

↪ PenPotLumpSum

How much was left in your pension pot after this lump sum withdrawal?

? Use of Lump sum

↪ PenLumpRL

SHOWCARD K4

What did you do/do you intend to do with this money? Code all that apply

1. Pay off debts (including a mortgage),
2. Reinvest or put into savings
3. Make a one off purchase
4. Cover living costs
5. For social care costs
6. Give to another family member/friend
7. Payment to a charity
8. Other, please describe

? Use of Lump sum (Other)

↪ XpenLumpRL

Other, please describe

If PenLumpRL = 4, 5

? Period lump sum intended to last

↪ PenLumpPL

How long was/is this lump sum intended to last?

If PenLumpP = 99 'More than one year'

? Years lump sum regular intended to last

↪ PenLumpYrsL

How many years was/is this sum intended to last?

ADDITIONAL QUESTION FOR TRUSTS OR COVENANTS:

? Royalties

↔ Royal

SHOW CARD K5

In the last 12 months, that is since [date], have you received any income not yet mentioned from any of the sources listed on this card?

1. Rent from any property
2. Royalties e.g. from land, books or performances
3. Income as a sleeping partner in a business
4. An occupational pension from an overseas government or company, paid in FOREIGN CURRENCY
5. None of these

There is a soft check if the respondent also receives income from subletting to ensure no double counting occurs.

Sleeping partner in a business: this includes income from, for example, being a Lloyd's name.

If codes 2, 3 or 4 at Royal:

? Amount of Royalties in last 12 months

↔ RoyYr

Thinking of your [royalties/income as a sleeping partner/pension paid in foreign currency] how much have you received in the last 12 months?

ENTER AMOUNT IN £

If code 1 at Royal:

? Rent received in last 12 months

↔ PropRent

SHOW CARD K6

How much rent have you received before tax from other property in the last 12 months, AFTER paying for any of the things on this card?

The card includes the following expenses related to the letting of property, which are allowable against tax:

1. Mortgage payments
2. Repairs, maintenance and renewals (do not include capital improvements).
3. Interest on a loan to purchase the property.
4. Rent, rates, insurances paid on the property.
5. Legal and professional costs relating to the purchase.
6. The cost of services provided (cutting grass, maintenance etc).

If the accommodation is furnished, there is a 10% allowance on rent for wear and tear of the furnishings. Other allowances may be taken into account for tax purposes.

The question refers to other physical property (i.e. buildings), and is intended to cover mainly: i) property where one of the respondents is a private landlord
ii) income from e.g. second homes or holiday homes which are let.

It can include property both in this country and abroad.

If the respondent has more than one property, enter the total amount of rent received.

If the respondents jointly own a property that is being rented then identify both of them at this question and then apportion the amount of income received.

Income from Pensions, Trusts, Royalties and Allowances

This question asks for all rent received over the last 12 months even if the property has been sold and therefore no longer owned by the respondent.

The following sources of income should NOT be included on FRS:

- (i) Sale of house, stocks and shares or any other assets.
- (ii) Maturing life policies, cash-in or life assurance.
- (iii) Pools or lottery wins.
- (iv) Legacies.
- (v) Cash gifts from friends or relatives inside or outside the household.
- (vi) Honoraria (An honorarium is earned income and should be entered at Bonus).

Items (i) to (vi) are regarded as 'windfall' income and should not be included in the survey.

Life assurance/insurance/endowment policies with a savings element should not be included. The assumption would be that on maturation the money would be spent or transferred into one of the savings or investment types that are recorded.

Whilst we cannot accept NEGATIVE amounts, if PropRent £amount is given, respondents are asked:

? Property profit or loss

↔ **RentProf**

Is that a profit or a loss from the property?

1. Profit
2. Loss

This caters for losses on properties.

If receiving rent from a property and this was a profit:

? Amount of tax paid

↔ **Proptax**

How much tax was paid on the rent received in the 12 month period since (date)?
0.00..99999.97

Signal to be triggered if the rent option is selected at the Royal question and the value entered at Proptax exceeds Proprent.

☞ Soft Check The tax on the rented out property is more than the rent received for it.
Please check and amend if necessary.

Child Maintenance, Allowances and Other Sources of Income

Child maintenance – Payments in

Jump 25

THE QUESTIONS THAT FOLLOW ARE ABOUT CHILD MAINTENANCE.

N.B INTERVIEWER: ALL QUESTIONS ABOUT CHILD MAINTENANCE ARE ASKED FOR ADULT 1, BEFORE SWITCHING TO ADULT 2 (where required)

All adults with a dependent child (son/daughter (incl. adopted)) but child does not have another natural/adoptive parent or guardian in the household.

☆? Introduction to Child maintenance

↔ MntRec

Now I'd like you to think about child maintenance.

Child maintenance arrangements are made by parents, if they do not live together, to help support their children. These arrangements can be made through Court Orders, through the Child Maintenance Service (CMS) (formerly known as the Child Support Agency), or just made privately between the parents without involving the CMS (formerly known as CSA) or Courts. A private arrangement (sometimes called a family based arrangement) could also include payments for specific things like school fees, clothing or holidays, or involve non-financial help like shared care

INTERVIEWER: Parents with active child maintenance claims will only (in 2019/20) be dealing with the CMS but may have dealt with the CSA system in the past (pre 2012).

? Child Maintenance Arrangements

↔ MntArr

THE FOLLOWING QUESTIONS ARE ABOUT CHILD MAINTENANCE PAYMENTS TO THE RESPONDENT ('PAID TO SELF')

SHOW CARD K7

Looking at this card, which of these child maintenance arrangements do you have in place for your [child/children]?

INTERVIEWER:

Some respondents may have arrangements which are currently not working e.g. where a former partner is refusing to comply with a court or CSA/CMS assessment.

Include all agreed arrangements here even if they are not working.

Code all that apply.

INTERVIEWER: Parents with active child maintenance claims will only (in 2019/20) be dealing with the CMS but may have dealt with the CSA system in the past (pre 2012).

1. Child Maintenance Service (CMS) arrangement (formerly known as Child Support Agency (CSA))
2. A court order requiring previous partners to make payments
3. A voluntary FINANCIAL agreement between [yourself/myself] and previous partner
4. A voluntary NON-FINANCIAL agreement between [yourself/myself] and previous partner
5. Other type of arrangement
6. No arrangement made

Child Maintenance, Allowances and Other Sources of Income

If MntArr=6 (No arrangement)

☞ Soft Check

We are interested in all arrangements, even if they are not working well and were made some time ago. For example, some people may have a case with the CMS (formerly known as Child Support Agency (CSA)) or a court agreement but are not receiving money that is due. We are interested in all such circumstances. Are you sure you have no arrangement of any type?

If MntArr = more than one arrangement

☞ Soft Check

INTERVIEWER: Are you sure that the respondent has more than one arrangement for receiving child maintenance.

{Helpscreen instructions}

MntArr

Allowances or alimony that the respondent receives on their own behalf - that is any payments that are not for the child/children should be excluded

Child Maintenance Service (CMS) arrangements are any arrangement where an application has been made to the CMS and child maintenance liability has been assessed. This can cover both Direct Pay arrangements where liabilities are calculated via a standard Government formula but parents make payments between themselves and Collect and Pay where the CMS handles the calculated payments. Charges are applied for the Collect & Pay service (20% for parent paying the maintenance; 4% for parent receiving the maintenance)

Voluntary financial arrangements involve direct money payments between the parents where the CMS (formerly CSA) has not been involved.

Voluntary non-financial arrangements involve payments in kind: payments for items rather than direct money payments between the parents. Examples include contributions to childcare costs, school trips, food, clothes, savings account etc.

Other types of arrangements include shared care arrangements where no formal or informal financial support or payments in kind are received.

If above soft check is suppressed

↔ **MntArrEx**

INTERVIEWER: Please explain why respondent has more than one arrangement.

If MntArr=6 (no arrangement)

? **Reason not receiving child maintenance**

↔ **MntNtRs**

SHOWCARD K8

You have indicated that you do not have an agreement in place to receive child maintenance payments. Looking at this card, please tell me which of the reasons listed explain why you do not currently have a child maintenance arrangement?

CODE ALL THAT APPLY

1. Waiting for an agreement to be made from CMS (formerly CSA) /court/ other organisation
2. Other parent helps in an informal way e.g. buys clothes, toys etc

Child Maintenance, Allowances and Other Sources of Income

3. Other parent is equally involved with the child care
4. I prefer not to receive child maintenance
5. Other parent cannot afford to pay any maintenance
6. Other parent said they would not pay/refused to pay maintenance
7. Don't know where other parent is
8. Other parent is in prison
9. Receiving maintenance could cause friction
10. Other parent is abusive or violent
11. Other parent is deceased
12. Other reason
13. SPONTANEOUS – Respondent has no children eligible for maintenance arrangements

If MntArr = 1, 2 or 3 (CSA/CMS arrangement, Court order or voluntary financial agreement)

☆? Maintenance Introduction

↔ SIntro

INTERVIEWER: The following questions are about the formal or informal child maintenance payments which are due from a previous partner – AND ARE ASKED FOR EACH CHILD MAINTENANCE ARRANGEMENT THAT IS IN PLACE.

In rare cases where more than one financial (CMS (formerly known as CSA), court, voluntary) arrangement of the same type is in place combine answers as appropriate e.g. two CMS arrangements one effective, one not: enter the number of children covered by the effective arrangement. Or if both arrangements are effective simply provide a combined answer as makes most sense.

If more than one of the following child maintenance arrangements - CSA/CMS arrangement, Court order or voluntary financial agreement – then MntAmt to MntTim are repeated for each one mentioned

? Child Maintenance Payment Amount

↔ MntAmt

[CSA/CMS arrangement/Court order/Voluntary Agreement]

Thinking about your [NI=CMS/GB=CMS (formerly CSA)] arrangement...

How much did you receive last time?

INTERVIEWER: Enter 0 if arrangement in place but did not receive a payment

Add if necessary 'documents such as letters from the Child Maintenance Service (formerly Child Support Agency) or your own agreements with your partner may help you to answer these questions.'

Note, respondent may not think of child's parent as a 'previous partner'.

If MntAmt >0

? Child Maintenance Payment Period

↔ MntPd

[CSA/CMS arrangement/Court order/Voluntary Agreement]

How long did this cover?

If period code 97 - none of the above:

☞ Soft Check

REMINDER Please make a Note to say what period of time was covered by the payment

? Child Maintenance Usual Amount

↔ MntUs

[CSA/CMS arrangement/Court order/Voluntary Agreement]

Is that the amount that you usually receive?

If MntUs = 2 'no'

? Child Maintenance Unusual Normal Amount

↔ MntUsAmt

[CSA/CMS arrangement/Court order/Voluntary Agreement]

How much do you usually receive?

? Child Maintenance Payment Period

↔ MntPd

[CSA/CMS arrangement/Court order/Voluntary Agreement]

How long does this cover?

★ **Proportion of agreed amount received**

↔ MntPro

[CMS / CSA arrangement/Court order/Voluntary Agreement]

Thinking about the amount you are supposed to receive for your [NI=CMS/GB=CMS (formerly CSA) arrangement], do you usually receive...Running Prompt...

1. ...all of it
2. some of it,
3. none of it
4. SPONTANEOUS (or does it vary)?

? Timeliness of payments

↔ MntTim

[CSA/CMS arrangement/Court order/Voluntary Agreement]

And are the payments ...READ OUT...

1. ...always on time,
2. usually on time,
3. usually late,
4. always late,
5. or does it vary?

If MntArr = 1, 2, 3, 4 or 5 (some arrangement for child maintenance) the MntNoCh and MntWrk are repeated for each one mentioned.

★ **Children benefiting from child maintenance**

↔ MntCh

Which children are covered by the [NI=CMS/GB=CMS (formerly CSA) arrangement]?

Interviewer Instruction: Select the children from the list below

INTERVIEWER: Include all children covered by this type of arrangement. In some cases there may be the same arrangement made with more than one previous partner.

? How well child maintenance arrangements are working

↔ **MntWrk**

[CMS (formerly CSA) arrangement /Court order/Voluntary Financial Agreement/Voluntary non Financial agreement/Other arrangement]
Thinking about your [CMS arrangement {WORDING FOR NORTHERN IRELAND} / CMS (formerly CSA) arrangement {WORDING FOR GB}]. Overall, how well do you think your child maintenance arrangement works Running Prompt....

1. very well,
2. fairly well,
3. not very well,
4. OR not at all well?
5. SPONTANEOUS (Don't know/too early to say)

Child maintenance – Children outside the household

? Children outside the household

↔ **MntNRP**

Do you have any (other) children aged 19 or under (and in non-advanced education or training) who live OUTSIDE this household with their other parent?

INTERVIEWER: EXCLUDE children outside of this household in care but INCLUDE those living with other relatives

1. Yes
2. No

If MntNRP = 1

? Child Maintenance Payments Formal/Informal

↔ **MntPay**

Are you currently making any formal or informal child maintenance contributions to a former partner for any children from a former marriage or partnership, either directly, or through the Child Maintenance Service (CMS) (formerly known as Child Support Agency (CSA))?

INTERVIEWER: Include here any payments made either directly or via a court order or the Child Maintenance Service (CMS) (formerly known as Child Support Agency (CSA)). Only include contributions specifically intended to contribute to child maintenance.

INTERVIEWER: Exclude payments made to support a former partner.

1. Yes
2. No

? Reason Not Making Child Maintenance Payments

↔ **MntNPRs**

SHOWCARD K9

You have indicated that you are not currently making any child maintenance payments. Looking at this card, please tell me which of the reasons listed explain why?

INTERVIEWER: Code all that apply.

1. Waiting for an agreement to be made from CMS (formerly known as CSA)/court/ other organisation
2. I help in an informal way e.g. buys clothes, toys etc
3. I am equally involved with the child care
4. Other parent prefers not to receive child maintenance
5. I cannot afford to pay any maintenance
6. Don't know where other parent is

7. A maintenance arrangement could cause friction
8. Other reason

If MntPay=1

? Number of Children Covered by Payment

↔ MrKid

How many children are covered by this contribution?

? Amount of Last Payment

↔ MrAmt

How much was your last payment?

INTERVIEWER: If the last payment that was made and/or the arrangement in general is non-financial, enter 0 at this question

? Last Payment Period

↔ MrPd

How long did this cover?

? Last Payment Usual Amount

↔ MrUs

Is that the amount you usually pay?

If MrUs= no

? Usual Amount if Last Payment Unusual

↔ MrUAmt

How much do you usually pay?

? Last Unusual Payment Period

↔ MrUPd

How long does this cover?

If this is more than 3 times the last payment the following check is triggered:

☞ Soft check

This is more than three times the amount paid last time. This might be correct, but please check that the respondent does normally pay this (higher) amount.

☞ Soft check

If this is more than £200 a week there is a check

The answer is much higher than the figures usually given at this question. Please check that your figure is correct. If so, suppress warning and continue.

? Type of arrangement

↔ MrArr

SHOW CARD K10

Looking at this card, which of these child maintenance arrangements do you have for your child or children?

INTERVIEWER: Code all that apply

INTERVIEWER: Parents with active child maintenance claims will only (in 2019/20) be dealing with the CMS but may have dealt with the CSA system in the past (pre 2012).

Child Maintenance, Allowances and Other Sources of Income

1. Child Maintenance Service (CSM) arrangement
2. A court order requiring me to make payments (formerly known as Child Support Agency (CSA))
3. A voluntary FINANCIAL agreement between myself and previous partner
4. A voluntary NON-FINANCIAL agreement between myself and a previous partner
5. Other arrangement
(SPONTANEOUS) No arrangement made

? Maintenance Payment to Anyone Else

↔ M

Are you currently making any child maintenance contributions to anyone else?

1. Yes
2. No

If M = Yes (making child maintenance payments to someone else) then the following are asked again.

? Number of Children Covered by Payment

↔ MrKid

How many children are covered by this contribution?

? Age of Youngest Child Covered

↔ MrAge

How old was the [youngest] child, last birthday?

? Amount of Last Payment

↔ MrAmt

How much was your last payment?

INTERVIEWER: If the last payment that was made and/or the arrangement in general is non-financial, enter 0 at this question

? Last Payment Period

↔ MrPd

How long did this cover?

? Last Payment Usual Amount

↔ MrUs

Is that the amount you usually pay?

Alimony – payments in

? Alimony

↔ AliMny

{If MntRec = 1 'Yes receives child maintenance' the sentence begins as follows}

Thinking just of yourself now, are...

{otherwise the sentence begins with}

Are...

...you receiving any formal or informal money payments as alimony or allowance from a previous partner on your own behalf?

INTERVIEWER: Exclude payments received for any child/children. These should have been recorded earlier.

Child Maintenance, Allowances and Other Sources of Income

1. Yes
2. No

NOTE: Only payments made to an ex-partner on their own behalf as alimony should be recorded at 'Alimny'. Payments received for the child(ren) should be recorded at the earlier child maintenance questions

If AliMny = 1 'Yes'

? How much alimony

↔ **AliAMt**

How much did you (on your own behalf) receive last time?

:0.01..99999.00

If AliAmt = response

? How long did this cover

↔ **AliPd**

How long did this cover?

If AliAmt = response

? Amount you usually receive

↔ **AliUs**

Is that the amount you usually receive?

1. Yes
2. No
3. No such thing as usual

If AliUs = 2 'No' (not usual amount)

? How much do you usually receive

↔ **AIUAmt**

How much do you usually receive?

:0.01..99997.00

The following questions appear only if the respondent is married and coded as separated at **Marital Status** or married and living with spouse, but the spouse is not recorded in the **Household Grid**.

? Absent Partner Introduction

↔ **AbsIntro**

THE QUESTIONS THAT FOLLOW ARE ABOUT ALLOWANCES **FROM** AN ABSENT PARTNER

? Absent Partner Allowances

↔ **AbsPar**

Thinking of the last 12 months have you received any allowances from your husband/wife while he/she has been away?

INTERVIEWER: If the allowance is for a mortgage payment and this was recorded earlier at Outsamt DO NOT record here

1. Yes
2. No

? Absent Partner Allowance Amount

↔ ApAmt

How much in total have you received in the last 12 months from your husband/wife while he/she has been away?

Details of any allowance paid by an absent spouse or a spouse who is not a household member to anyone present in the household should be recorded here. If the spouse who is present in the household draws money from a joint account the amount drawn should be recorded.

? Absent Partner Allowance Period

↔ ApPd

INTERVIEWER ASK OR RECORD

Can I just check, did the total amount received cover the whole of the last 12 months or a shorter period?

INTERVIEWER: Record total period of receipt of allowance which is likely to be the same as the duration of the partner's absence.

? Absent Partner Direct Household Payments

↔ ApDir

(In addition to the allowance you mentioned) does your husband/wife pay direct for any household expenses ?

INTERVIEWER: If mortgage is paid by absent partner and this was recorded earlier at Outsamt DO NOT record here. If full Council Tax is paid by the absent partner and this was recorded earlier at WhyNoCT DO NOT record here. If part payment of Council Tax is paid by absent partner record details in the following questions.

1. Yes
2. No

? Absent Partner Direct Household Payments Description

↔ ApHH

Please describe these expenses.

? Absent Partner Direct Household Payment Amount

↔ ApdAmt

How much did he/she pay in the last 12 months?

? Absent Partner Direct Household Payment Period

↔ ApdPd

INTERVIEWER ASK OR RECORD

Can I just check, did the total amount received cover the whole of the last 12 months or a shorter period ?

INTERVIEWER: Record total period of receipt of allowance which is likely to be the same as the duration of the partner's absence.

? Allowances to Absent Partner Introduction

↔ OtAbsInt

THE QUESTIONS THAT FOLLOW ARE ABOUT ALLOWANCES MADE TO AN ABSENT PARTNER.

The following questions appear only if the respondent is married and coded as separated at Marital Status or married and living with spouse, but the spouse is not recorded in the Household Grid.

? Allowances to Absent Partner

↔ OtAbsPar

Thinking of the last 12 months have you paid any allowances to your husband/wife while he/she has been away?

1. Yes
2. No

? Allowances to Absent Partner Total

↔ OtApAmt

How much in total have you paid in the last 12 months to your husband/wife while he/she has been away?

? Allowances to Absent Partner Period

↔ OtApPd

INTERVIEWER: ASK OR RECORD

Can I just check, did the total amount paid cover the whole of the last 12 months or a shorter period?

INTERVIEWER: Record total period of payment of allowance which is likely to be the same as the duration of absence.

Jump 26

THE QUESTIONS THAT FOLLOW ARE ABOUT ALLOWANCES:

? Regular Allowances

↔ Allow

SHOW CARD K8

Are you currently getting any of the regular allowances shown on this card?

IF YES: What allowances have you received?

CODE ALL THAT APPLY

INCLUDE - ALLOWANCE FROM A MEMBER OF THE ARMED FORCES OR MERCHANT NAVY.

EXCLUDE - ALLOWANCE FROM A SPOUSE WHO IS EITHER TEMPORARILY ABSENT OR A NON-HOUSEHOLD MEMBER. (ALREADY COVERED IF RELEVANT)

INTERVIEWER: if a respondent receives income electricity they have generated by solar panels, code it as 2: a regular allowance from an organisation

1. a regular allowance from a friend/relative OUTSIDE the household
2. a regular allowance from an ORGANISATION
3. an allowance from a local authority for a FOSTER child
4. an allowance from a local authority for an ADOPTED child
5. None of these

If Allow=3 ('an allowance from [Social Services/Local Authority] for a foster child) AND NOT R=FChild (foster child) or R=Fparent (Foster parent):

☞ Soft check

The respondent is in receipt of an allowance for a foster child but foster parent/foster child

Child Maintenance, Allowances and Other Sources of Income

is not recorded in the relationship grid. Please check details of the foster child and foster parent. Record their name or person number (as recorded in the household grid) and relationship).

The relationships will be amended by the editors. DO NOT change the household grid information yourself at this stage in the interview as this could corrupt the household and Benefit Unit calculations.

*If the respondent is a student who has received a parental contribution at the earlier question **Parental Contribution Amount**, do not double count the income by also including it here. If there is an amount at **Parental Contribution Amount**, the above question begins '(Apart from any income already mentioned)'.*

? Regular Allowance Amount

↔ AIIIPay

ALLOWANCE FROM [Friend/relative/Local Authority/Organisation]

How much was the last payment?

? Regular Allowance Amount Period

↔ AIIIPd

How long did this cover?

At these questions do not record an amount which should be received but in fact is not. Exclude any allowance from an absent household member. Overseas grants should also be included here.

? Other Income Tax Payments

↔ OthTax

(Apart from any payments you may have mentioned earlier,) have you made any (other) INCOME TAX payments during the last 12 months?

EXCLUDE CAPITAL GAINS TAX

? Other Income Tax Amount

↔ OtAmt

How much did you pay?

INTERVIEWER: Describe the source of income in a Note.

/ Question Information for Other Income Tax Amount

These questions pick up any income tax paid to HMRC which is not covered elsewhere in the questionnaire.

Do not include tax deducted at source from pay, pensions, annuities, accounts and investments, or tax paid in relation to self-employment, which are all recorded at the questions on those sources of income (even if only implicitly indicated as being 'after tax' and no tax amount is recorded).

Include payments direct to HMRC, such as those declared on a Self-Assessment Tax Return; for example higher rate tax payers are responsible for paying the second 20% on investment income (the first 20% being deducted by the bank, share company etc). Tax on employment earnings not paid through PAYE should be covered here (e.g. a payment

demanded due to previous underpayment).

Exclude any payment of Value Added Tax (VAT), Capital Gains Tax or an amount set aside for payment of income tax.

This question is only asked of those who are not in work as employees or self-employed, whose contributions are recorded in the pay/profit blocks.

? National Insurance Regular Contributions

↔ **NIReg**

Do you pay a regular National Insurance contribution?

ONLY INCLUDE IF ACTUALLY PAID BY RESPONDENT. DO NOT INCLUDE, EG, PAYMENTS MADE BY DWP ('CREDITS')

? National Insurance Regular Contribution Amount

↔ **NIAmt**

How much was the last contribution you made?

? National Insurance Regular Contribution Amount Period

↔ **NIPd**

How long did this cover?

There is a range-check against the standard weekly NI rate for the non-employed (Class 3 contributions) - currently £13.25.

? Odd Jobs

↔ **OddJob**

**QUESTIONS ABOUT OCCASIONAL WORK AND ODD JOBS
SHOW CARD K9**

During the last 4 weeks, have you received any money from the kinds of work shown on this card, which we have not yet covered?

CODE ALL THAT APPLY

1. Babysitter
2. Mail order agent
3. Odd job, occasional work or professional advice
4. No to all

For the exact dates included in the FOUR WEEK period, use your calendar.

The purpose of this question is to account for any income received from babysitting, acting as a mail order agent, or an 'odd job', which would not have been accounted for at the employee, subsidiary employee or self-employed questions. Note that it doesn't matter whether the work was carried out in the 4 weeks - it is the receipt of income in that time which counts.

An 'odd job' is defined as a job which is undertaken once only at one specific point in time and without any regularity or continuity. It is therefore non-recurring. **Also if a respondent had a job that only lasted a short period of time, probe as to whether the original intention of the work was that it would be regular, even if this did not turn out to be the case.** If a job is carried out repeatedly, even at irregular intervals and regardless of the number of hours worked, it should be treated as a regular job, e.g. service in the Territorial Army.

Child Maintenance, Allowances and Other Sources of Income

Note: Students' holiday jobs should not be shown here but should be coded according to the situation at the time of interview.

Follow up questions for babysitters.

? Payment for Babysitting

↔ BabPay

How much income did you receive in the last 4 weeks for babysitting?

INTERVIEWER: Please refer to the amount paid for ALL babysitting jobs in the last 4 weeks.

? Babysat in Last Week

↔ BabNow

Have you done this work in the last 7 days, since [date]?

Follow up questions for mail order agents.

? Payment as Mail Order Agent

↔ MailPay

How much income did you receive in the last 4 weeks as a mail order agent?

INTERVIEWER: Please refer to the amount paid for ALL mail order agent jobs in the last 4 weeks.

? Mail Order in Last Week

↔ MailNow

Have you done this work in the last 7 days, since [date]?

These questions should not include income in the form of goods acquired from a mail order club.

Follow-up questions for odd jobs.

? Type of Odd Job

↔ OJTyp

ODD JOBS / OCCASIONAL WORK

What kind of work did you do/advice did you give?

INTERVIEWER: IF RESPONDENT HAS MORE THAN 1 'ODD JOB' ANSWER FOR ONE JOB AT A TIME HERE.

? Odd Job in Last Week

↔ OJNow

Did you do this job in the last 7 days, since [date]?

? Odd Job Regular Work

↔ OJReg

Is the job done on a regular basis?

☞ Soft Check

If both **Odd Job in Last Week** and **Odd Job Regular Work** = Yes.

Is this in fact a regular job? If so, GO BACK to the 'work' section and enter it there as a 1st, 2nd or 3rd job at 'Working' or 'NumJob'; then press END and delete odd job details, but if odd job is genuine, suppress warning and write a Note.

? Payment for Odd Job

↔ OJAmt

How much did you receive for that job?

☞ Soft Check

Exceeds £1000! Is this a regular job? If so, GO BACK to the 'work' section and enter it there as a 1st, 2nd or 3rd job at 'Working' or 'NumJob'; then press END and delete odd job details. But if odd job is genuine, suppress warning and write a Note.

If you come across either of these checks, probe as to the nature of the job. If it is a regular commitment, however infrequent, you should return to the question **Working** or **NumJob**, as appropriate, at the beginning of the questionnaire, to increase the total number of regular jobs. Next you can press <End> to skip straight to the new questions that need to be asked about this job. When you have filled in description and pay details press <End> again and you will return to this check. Then delete the odd job.

There is no period code because by definition an odd job is one-off.

? Payment for Other Odd Jobs

↔ OJOther

Did you receive any money for any other odd jobs in the last 4 weeks?

The questions will repeat if there are any other odd jobs.

? Incomes received from Charities

↔ Charity

In the last 12 months, that is since [^DatYrAgo], have you received financial help from a charity, trust or benevolent fund? Do not include money that you will have to pay back.

Exclude Social Fund loans and grants or educational grants and bursaries these will be dealt with at other questions. Include only cash payments. Exclude goods received from charity (e.g. electrical items etc). This question has been added to include all potential sources of income, by previously excluding these incomes sources total income has been under reported.

1. Yes
2. No

? Amount received

↔ ChtyAmt

How much did you receive?

Include total income from all charities, trusts or benevolent funds if more than one.

? Period covered by amount

↔ ChtyPd

How long did this cover?

Children's Income

Children's Income from Government employment Training Schemes

So that they have a complete picture of income from employment training, DWP wish to capture income received by 16-19 year olds on government training schemes. This information will be added to income data already collected for adults (those aged 19 and over) in employment training.

Income received from employment training by 16-19 year olds will be recorded separately at the child income section. A new category has been added to 'ChEarnings' specifically to record income from employment training. Previously this had been recorded as income from a spare time job. Details of the income received from employment training will be recorded at two new questions 'ChAmtTrn' (amount received) and 'ChPdTrn' (period covered).

? Children's Income Introduction

↔ KidInc

Questions about children's earnings

Do either of your children [name] and [name] receive/ Are any of your children receiving any income or earnings either from a spare time job, trust or other allowance?

INTERVIEWER: Include income received by 16-19 year olds from employment training as income from a spare time job.

1. Yes
2. No

The above question is asked when there is more than one child in the Benefit Unit. If 'yes', or if there is only one child in the BU, the following is asked for each child.

? Children Receive an Income

↔ ChEarnings

INTERVIEWER: Ask or Code - Does [Child's name] receive an income...

INTERVIEWER: Code all that apply

1. From a spare time job
2. From employment training
3. From a Trust
4. None of these

At this question exclude child benefit, cash gifts and pocket money.

Follow up questions for each kind received.

If ChEarnings = 2 'from employment training'

? How much did they get

↔ ChAmtTrn

INTERVIEWER: Employment training:
How much did [he/she] get last time?

? How long did it cover

↔ ChPdTrn

INTERVIEWER: Employment training.
How long did that cover?

? Amount Last Payment

↔ **ChAmtErn/ ChAmtTst**

How much did s/he get last time?

? Last Payment Period

↔ **ChPdErn / ChPdTst**

How long did this cover?

If child is aged 16-18, in full-time further (not higher) education and receives income or earnings from a spare time job, Trust or other allowance, the following questions are asked.

? Education Maintenance Allowance (EMA)

↔ **ChEMA**

Helpscreen F9

Do you receive an Educational Maintenance Allowance (EMA)?

INTERVIEWER: {England, Scotland and Northern Ireland only} Existing EMA claims for those studying in England will be received for the remainder of the 2010 academic year (i.e. up to August 2011). From September 2011 onwards, no new Education Maintenance Allowance (EMA) claims will be received for those studying in England.

1. Yes

2. No

Educational Maintenance Allowance (EMA) has been withdrawn from new applicants studying in England (except for those living in Wales who will receive Welsh EMA). For those living in England, Scotland and Northern Ireland and studying in England, existing EMA claimants will have their claims paid for the remainder of the 2010 academic year (i.e. up to August 2011). By September 2011, no one studying in England (excluding those living in Wales) will receive EMA. A check will make sure that EMA is correctly reported after August 2011.

? EMA Amount

↔ **ChEMAamt**

How much did [name] receive last time?

? EMA Payment Period

↔ **ChEMApd**

How long did that cover?

INTERVIEWERS: EMA is a Department for Education and Skills (formerly Department of Education and Employment) scheme to see if financial incentives will encourage school retention rates after age 16. Up to £30 per week can either be paid directly to the student or to a parent – generally the mother.

Adult and Child Social Deprivation and Household Items

This section looks at a large number of items that can be associated with standard of living. For the purpose of this study, hardship is defined by the respondents’:

- ability to afford a number of items that most other people agree families ought to have;
- their other ‘unmet needs’; and
- whether they are managing their money and staying clear of problem debts – that is debts they cannot repay and are ‘getting behind with the repayments

These questions will be used to gain a better understanding of people's living standards and the spending choices that they make. No single one of these items is a very adequate measure, but taken together they add up to a very sensitive measure of family material well – being or hardship.

The series of questions which determine hardship are either factual or opinion based. For them to effectively determine hardship and deprivation the answers must reflect the respondent's interpretation of the question. Do not attempt to guide or re-phrase the question. If the respondent does not understand what is being asked (for instance they are unclear about what we mean by 'all weather shoes'), simply repeat the question and ask them to answer it to the best of their ability. Please do not give your translation of a phrase or question.

The questions will only be asked of ONE adult in the benefit unit. The respondents can then answer together if they wish. The computer will randomly select the adult required to answer the deprivation questions.

? WhoDepQ

Help_F9

Ask or record

The next set of questions should be answered by [selected respondent's name] if 2 adults in BU add 'You can answer the questions together' if you wish.

INTERVIEWER: Enter [selected respondent's name] below if [he/she] is available to answer these questions now. Otherwise enter [other respondent's name]

The questions must be asked of either of the named respondents if they are available.

Where one adult in the benefit unit is State Pension Age and the other is not State Pension Age, the questions should **only** be answered by the State Pension Age adult.

1. [Name1]

2. [Name2]

3. None of the named members of this benefit unit are present. Interview is **totally** by Proxy

Soft Check

INTERVIEWER: The questions should have been answered by [^Name of randomly selected adult] but you have entered [^Name of non selected adult]. If this is because [^Name of non selected adult] is not present, suppress the check and continue. Otherwise ask [^Name] to answer these questions.

If only 1 adult in the Benefit unit and the interview was earlier coded as being proxy, if code 1 or 2 entered at **Who Answers Deprivation Section**.

! Hard Check

INTERVIEWER: You have entered that this interview has been conducted in person but earlier said that the interview was being conducted by proxy. If the interview is a personal interview you **MUST** now ask the affordability questions.

Note this will appear at the end of the interview just before the admin block.

If 2 adults in the Benefit unit and the interview was earlier coded as being proxy, if code 1 or 2 entered at **Who Answers Deprivation Section**.

! Hard Check

INTERVIEWER: You have entered that this interview has been conducted in person by 1 or more members of this benefit unit. Earlier you said that the interview was being conducted by proxy. If the interview is a personal interview for either respondent you **MUST** now ask the affordability questions.

Note this will appear at the end of the interview just before the admin block.

If the interview is not proxy (**Who Answers Deprivation Section=1 or 2**)

? Adult Deprivation Introduction

↔ **Addint**

This next section is about the sorts of things that some families/people have, but which many people have difficulty finding the money for.

? Holiday Once a Year

↔ **AddHol**

SHOW CARD M3/M1

For each of the following things please tell me the number from the showcard which best explains whether [you and your family/you and your partner/you] have it or not.

Do you [and your family/and your partner] have...READ...

...a holiday away from home for at least one week a year, whilst not staying with relatives at their home?

THIS IS RESPONDENT'S OWN INTERPRETATION

1. We/I have this
2. We/I would like to have this but cannot afford this at the moment
3. We/I do not want / need this at the moment
4. [Does not apply]

? Keep Home Decorated

↔ AdDDec

SHOW CARD M3/M1

(For each of the following things please tell me the number from the showcard which best explains whether [you and your family/you and your partner/you] have it or not).

**Do you (and your family/and your partner) have...READ...
...enough money to keep your home in a decent state of decoration?**

THIS IS RESPONDENT'S OWN INTERPRETATION

1. We/I have this
2. We/I would like to have this but cannot afford this at the moment
3. We/I do not want / need this at the moment
4. [Does not apply]

? Household Contents Insurance

↔ AddIns

SHOW CARD M3/M1

(For each of the following things please tell me the number from the showcard which best explains whether [you and your family/you and your partner/you] have it or not).

**Do you (and your family/and your partner) have...READ...
...household contents insurance?**

THIS IS RESPONDENT'S OWN INTERPRETATION

1. We/I have this
2. We/I would like to have this but cannot afford this at the moment
3. We/I do not want / need this at the moment
4. [Does Not apply]

? Make Regular Savings

↔ AdDMon

SHOW CARD M4/M2

Now I want to ask a few questions about things you and your family can afford to do.

For each please choose the number from the showcard.

Do you (and your family/and your partner)...READ...

...make regular savings of £10 a month or more for rainy days or retirement?

THIS IS RESPONDENT'S OWN INTERPRETATION

1. We/I do this
2. We/I would like to do this but cannot afford this at the moment
3. We/I do not want / need this at the moment
4. [Does not apply]

? Replace Worn Furniture

↔ AdepFur

SHOW CARD M4/M2

Do you (and your family/and your partner)...READ...

...replace any worn out furniture?

THIS IS RESPONDENT'S OWN INTERPRETATION

1. We/I do this

2. We/I would like to do this but cannot afford this at the moment
3. We/I do not want / need this at the moment
4. [Does not apply]

? Replace/Repair Electrical Goods

↔ Af1

SHOW CARD M4/M2

Do you (and your family/and your partner)...READ...

...replace or repair major electrical goods such as a refrigerator or a washing machine, when broken?

THIS IS RESPONDENT'S OWN INTERPRETATION

1. We/I do this
2. We/I would like to do this but cannot afford this at the moment
3. We/I do not want / need this at the moment
4. [Does not apply]

? Money for Self

↔ AfDep2

SHOW CARD M3/M1

Now please look at CARD M3/M1. (On a slightly different note) do you have a small amount of money to spend each week on yourself (not on your family)?

THIS IS RESPONDENT'S OWN INTERPRETATION

1. I have this
2. I would like to have this but cannot afford this at the moment
3. I do not want / need this at the moment
4. [Does not apply]

? Able to keep up with bills

↔ AdDbtBI

For the next question please just answer yes or no.

Do you (and your partner) keep up with bills and any regular debt repayments?

INTERVIEWER: This is respondent's own interpretation.

1. Yes
2. No

INTERVIEWER: If the respondent has difficulties with either keeping up with bills or debt repayments then use code 2 'No', i.e. cannot keep up with bills and any regular debt payments.



NOTE: The DWP need to ensure that information can be compared across years and alongside this new question the FRS will continue to include the question 'Debt' about specific items that the respondent has been having difficulty paying.

? Home Adequately Warm

↔ Houshe1

For the next question please answer just yes or no. In winter, are you able to keep this accommodation warm enough?

CODE 'CAN'T AFFORD IT' AS 'NO'

1. Yes

2. No
3. [Does not apply]

These questions are asked in BU where there are no dependent children and at least 1 adult = aged State Pension Age.

If one adult = ask questions.

If two adults in BU both aged State Pension Age = ask questions of one randomly selected adult.

If two adults in BU one under State Pension Age and the other State Pension Age = the questions need to be addressed to the State Pension Age adult. If the State Pension Age adult refuses then code 2 'Refusal by [selected respondent's name]. Only use where selected respondent is unwilling or unable to answer'. The material deprivation questions will then be by-passed for this benefit unit. Hard checks have been applied to ensure that a refusal to the material deprivation questions is only recorded at OAPre in the circumstances described.

? Pensioner Deprivation Introduction

↔ OAPre

I am going to read out a list of questions about items related to people's standards of living. For each one, please answer yes or no.

1. Continue
2. Refusal by [selected respondent's name]. Only use where selected respondent is unwilling or unable to answer

? Filling Meals

↔ OAMeal

Do you eat at least one filling meal a day?

1. Yes
2. No

? Socialising

↔ OAOut

Do you go out socially, either alone or with other people, at least once a month?

INTERVIEWER: Going out socially includes: meeting up with people socially outside the home, going for a meal, going into town etc. Going out socially also includes meeting with people in others' homes – providing the respondent is leaving their own home.

1. Yes
2. No

? Family and friends

↔ OAFrnd

Do you see your friends or family at least once a month?

1. Yes
2. No

? Holidays

↔ OAHol

Do you take a holiday away from home for a week or more at least once a year?

1. Yes
2. No

? Replace broken cooker

↔ **OACook**

Would you be able to replace your cooker if it broke down?

INTERVIEWER: If respondent queries whether this question means buying a new cooker please reply that it means "Either buying a new one, or a second hand one."

1. Yes
2. No

? Home's state of repair

↔ **OASHome**

Is your home kept in a good state of repair?

1. Yes
2. No

? Heating and electrics

↔ **OAHeat**

Are your heating, electrics, plumbing and drains kept in good working order?

1. Yes
2. No

? Damp free home

↔ **OADamp**

Do you have a damp-free home?

1. Yes
2. No

? Adequate warmth in home

↔ **OAWarm**

Is your home kept adequately warm?

1. Yes
2. No

? Ability to pay regular bills

↔ **OABill**

Without cutting back on essentials, are you able to pay regular bills like electricity, gas or [{GB -} Council tax / {NI -}Rent]?

1. Yes
2. No

? Use of a telephone

↔ **OAPhon**

Do you have a telephone (landline) to use, whenever you need it?

1. Yes
2. No

? Access to car or taxi

↔ **OATaxi**

Do you have access to a car or taxi, whenever you need it?

1. Yes
2. No

? Regular hair cuts

↔ **OAHair**

Do you have your hair done or cut regularly?

1. Yes
2. No

? Waterproof coat

↔ **OACoat**

Do you have a warm waterproof coat?

1. Yes
2. No

? Ability to pay an unexpected expense of £200

↔ **OAExpns**

Would you be able to pay an unexpected expense of £200?

1. Yes
2. No

NOTE: The follow-up questions should be routed after a 'yes/no' response has been recorded for all of the above items.

If OAExpns = 1 'Yes'

? How £200 expense will be paid

↔ **OAHowPy**

SHOW CARD M8

How would you pay for this unexpected expense of £200?

CODE ALL THAT APPLY

1. I would use my own income but would need to cut back on essentials
2. I would use my own income but would not need to cut back on essentials
3. I would use my savings
4. I would use a form of credit (e.g. credit card or take out a loan)
5. I would get the money from friends or family as a gift or loan
6. Other

If any of the questions OAMeal to OACoat = 2 'No'

? Things you do not have or do

↔ **OADntPr**

I am now going to ask you about each of the things you said you do not do or have. Selecting your answers from this card, please tell me why this is.

If OAMeal = 2 'No'

? Why at least one filling meal a day is not eaten

↔ **MealNt**

SHOW CARD M9

Why do you not eat at least one filling meal a day?

CODE ALL THAT APPLY

1. I do not have the money for this
2. This is not a priority for me on my current income
3. My health / disability prevents me
4. It is too much trouble / too tiring
5. There is no one to do this with or help me
6. This is not something I want
7. It is not relevant to me
8. Other reason
9. Do not know

☞ Soft Check

Do not know is an exclusive code at this question.

If OAOut= 2 'No'

? Why you do not go out socially

↔ **OutNt**

SHOW CARD M9

Why do you not go out socially, either alone or with other people, at least once a month?

CODE ALL THAT APPLY

1. I do not have the money for this
2. This is not a priority for me on my current income
3. My health/disability prevents me
4. It is too much trouble/too tiring
5. There is no one to do this with or help me
6. This is not something I want
7. It is not relevant to me
8. Other reason
9. Do not know

☞ Soft Check

Do not know is an exclusive code at this question.

If OAFrnd= 2 'No'

? Why you do not see friends/family

↔ **FrndNt**

SHOW CARD M9

Why do you not see your friends or family at least once a month?

CODE ALL THAT APPLY.

1. I do not have the money for this
2. This is not a priority for me on my current income
3. My health/disability prevents me
4. It is too much trouble/too tiring
5. There is no one to do this with or help me
6. This is not something I want
7. It is not relevant to me
8. Other reason
9. Do not know

☞ Soft Check

Do not know is an exclusive code at this question.

If OAHol = 2 'No'

? Why are holidays not taken

↪ HoInt

SHOW CARD M9

Why do you not take a holiday away from home for a week or more at least once a year?

CODE ALL THAT APPLY

1. I do not have the money for this
2. This is not a priority for me on my current income
3. My health/disability prevents me
4. It is too much trouble/too tiring
5. There is no one to do this with or help me
6. This is not something I want
7. It is not relevant to me
8. Other reason
9. Do not know

☞ Soft Check

Do not know is an exclusive code at this question.

If OACook = 2 'No'

? Why you cannot replace your cooker

↪ CookNt

SHOW CARD M9

Why would you not be able to replace your cooker if it broke down?

CODE ALL THAT APPLY

1. I do not have the money for this
2. This is not a priority for me on my current income
3. My health/disability prevents me
4. It is too much trouble/too tiring
5. There is no one to do this with or help me
6. This is not something I want
7. It is not relevant to me
8. Other reason
9. Do not know

☞ Soft Check

Do not know is an exclusive code at this question.

If OAHome = 2 'No'

? Why the home is not in a good state of repair

↪ HomeNt

SHOW CARD M9

Why is your home not kept in a good state of repair?

CODE ALL THAT APPLY

1. I do not have the money for this
2. This is not a priority for me on my current income
3. My health/disability prevents me
4. It is too much trouble/too tiring
5. There is no one to do this with or help me
6. This is not something I want
7. It is not relevant to me

8. Other reason
9. Do not know

☞ Soft Check

Do not know is an exclusive code at this question.

If OAHeat = 2 'No'

? Why the heating and electrics aren't in working order

↔ **HeatNt**

SHOW CARD M9

Why are your heating, electrics, plumbing and drains not kept in good working order?

CODE ALL THAT APPLY

1. I do not have the money for this
2. This is not a priority for me on my current income
3. My health/disability prevents me
4. It is too much trouble/too tiring
5. There is no one to do this with or help me
6. This is not something I want
7. It is not relevant to me
8. Other reason
9. Do not know

☞ Soft Check

Do not know is an exclusive code at this question.

If OADamp = 2 'No'

? Why the home is damp

↔ **DampNt**

SHOW CARD M9

Why do you not have a damp-free home?

CODE ALL THAT APPLY

1. I do not have the money for this
2. This is not a priority for me on my current income
3. My health/disability prevents me
4. It is too much trouble/too tiring
5. There is no one to do this with or help me
6. This is not something I want
7. It is not relevant to me
8. Other reason
9. Do not know

☞ Soft Check

Do not know is an exclusive code at this question.

If OAWarm = 2 'No'

? Why the home is not warm

↔ **WarmNt**

SHOW CARD M9

Why is your home not kept adequately warm?

CODE ALL THAT APPLY

1. I do not have the money for this
2. This is not a priority for me on my current income

3. My health/disability prevents me
4. It is too much trouble/too tiring
5. There is no one to do this with or help me
6. This is not something I want
7. It is not relevant to me
8. Other reason
9. Do not know

☞ Soft Check

Do not know is an exclusive code at this question.

If OABill = 2 'No'

? Why bills cannot be paid

↔ **BillNt**

SHOW CARD M9

Why are you not able to pay regular bills like electricity, gas or [({GB -} Council tax / {NI -}Rent)?

CODE ALL THAT APPLY

1. I do not have the money for this
2. This is not a priority for me on my current income
3. My health/disability prevents me
4. It is too much trouble/too tiring
5. There is no one to do this with or help me
6. This is not something I want
7. It is not relevant to me
8. Other reason
9. Do not know

☞ Soft Check

Do not know is an exclusive code at this question.

If OAPhon =2 'No'

? Why there is no access to a telephone

↔ **PhonNt**

SHOW CARD M9

Why do you not have a telephone to use, whenever you need it?

CODE ALL THAT APPLY

1. I do not have the money for this
2. This is not a priority for me on my current income
3. My health/disability prevents me
4. It is too much trouble/too tiring
5. There is no one to do this with or help me
6. This is not something I want
7. It is not relevant to me
8. Other reason
9. Do not know

☞ Soft Check

Do not know is an exclusive code at this question.

If OATaxi =2 'No'

? Why there is no access to a car/taxi

↔ TaxiNt

SHOW CARD M9

Why do you not have access to a car or taxi, whenever you need it?

CODE ALL THAT APPLY

1. I do not have the money for this
2. This is not a priority for me on my current income
3. My health/disability prevents me
4. It is too much trouble/too tiring
5. There is no one to do this with or help me
6. This is not something I want
7. It is not relevant to me
8. Other reason
9. Do not know

☞ Soft Check

Do not know is an exclusive code at this question.

If OAHair = 2 'No'

? Why you do not have regular hair cuts

↔ HairNt

SHOW CARD M9

Why do you not have your hair done or cut regularly?

CODE ALL THAT APPLY

1. I do not have the money for this
2. This is not a priority for me on my current income
3. My health/disability prevents me
4. It is too much trouble/too tiring
5. There is no one to do this with or help me
6. This is not something I want
7. It is not relevant to me
8. Other reason
9. Do not know

☞ Soft Check

Do not know is an exclusive code at this question.

If OACoat = 2 'No'

? Why you have no waterproof coat

↔ CoatNt

SHOW CARD M9

Why do you not have a warm waterproof coat?

CODE ALL THAT APPLY

1. I do not have the money for this
2. This is not a priority for me on my current income
3. My health/disability prevents me
4. It is too much trouble/too tiring
5. There is no one to do this with or help me
6. This is not something I want
7. It is not relevant to me
8. Other reason
9. Do not know

☞ Soft Check

Do not know is an exclusive code at this question.

? Holiday from home

☞ **OAHoIB**

SHOW CARD M3/M1

**Do you [and your family/and your partner] have..
a holiday away from home for at least one week a year, whilst not staying with
relatives at their home?**

INTERVIEWER: This is the respondent's own interpretation

1. We/I have this
2. We/I would like to have this but cannot afford this at the moment
3. We/I do not want/need this at the moment

*If there any dependent children in the Benefit unit, the following questions are asked about
child deprivation:*

? Child Deprivation Introduction

☞ **CDeplnt**

**The next questions are asked about all the children you (and your partner) are
responsible for in this household. Please think about [Names of children in BU]
when answering these questions.**

Respondents are asked to think of all of their dependent children when answering these questions. Cases may arise, however, where one child 'has' and one cannot afford or one 'doesn't need' and one cannot afford. In these cases priority coding is necessary. The priority will ALWAYS be cannot afford, therefore in the above two examples, 'cannot afford' should have been coded. Following this, if one child 'has' and one 'doesn't need' interviewers should code 'doesn't need'. Therefore, the priority order is:

- 1: cannot afford,
- 2: doesn't need,
- 3: (all) have.

? Child(ren) has/have a warm winter coat

☞ **CDpCoat**

SHOW CARD M5

For each of the following please tell me the number from the showcard that best explains whether your (child has/children have) it or not.

**(Does your child have/do your children) have...
...a warm winter coat?**

INTERVIEWER: THIS IS RESPONDENT'S OWN INTERPRETATION

1. Child(ren) has/have this
2. Child(ren) would like to have this but we cannot afford this at the moment
3. Child(ren) do not want / need this at the moment
4. [Does not apply]

? Child(ren) eat(s) fresh fruit and/or vegetables every day

☞ **CDepVeg**

SHOW CARD M5

**(Does your child/do you children
...eat fresh fruit and/or vegetables every day ?**

INTERVIEWER : THIS IS RESPONDENT'S OWN INTERPRETATION

1. Child(ren) has/have this
2. Child(ren) would like to have this but we cannot afford this at the moment
3. Child(ren) do not want / need this at the moment
4. [Does not apply]

? Holiday Once a Year

↔ **CDepHol**

SHOW CARD M5

For each of the following please tell me the number from the showcard that best explains whether your child/children has/have it or not.

**Does your child have do your children have...READ...
...a family holiday away from home for at least one week a year?**

THIS IS RESPONDENT'S OWN INTERPRETATION

1. Child(ren) has/have this
2. Child(ren) would like to have this but we cannot afford this at the moment
3. Child(ren) do not want / need this at the moment
4. [Does not apply]

If 2 or more children of the opposite sex are aged 10 years or over and in the same Benefit Unit, the following question is asked.

? Children Have Individual Rooms

↔ **CDepBed**

SHOW CARD M5

And are there enough bedrooms for every child of 10 or over of a different sex to have their own bedroom?

THIS IS RESPONDENT'S OWN INTERPRETATION

1. Child(ren) has/have this
2. Child(ren) would like to have this but we cannot afford this at the moment
3. Child(ren) do not want / need this at the moment
4. [Does not apply]

If there any dependent children in the Benefit Unit, the following question is asked:

? Children have Leisure Equipment

↔ **CDepEqp**

SHOW CARD M5

**Does your child have/do your children have...READ...
...leisure equipment such as sports equipment or a bicycle?**

THIS IS RESPONDENT'S OWN INTERPRETATION

1. Child(ren) has/have this
2. Child(ren) would like to have this but we cannot afford this at the moment
3. Child(ren) do not want / need this at the moment

4. [Does not apply]

? Celebrate Special Occasions

↔ CDepCel

SHOW CARD M5

(Does your child have/do your children have...READ...)

...celebrations on special occasions such as birthdays, Christmas or other religious festivals?

THIS IS RESPONDENT' S OWN INTERPRETATION

1. Child(ren) has/have this
2. Child(ren) would like to have this but we cannot afford this at the moment
3. Child(ren) do not want / need this at the moment
4. [Does not apply]

? Children attend organised activity once a week

↔ CDepAct

SHOW CARD M6

I now want to ask some questions about whether or not your children can afford to do a number of different activities.

Please choose your answer from this card.

[Does your child/do your children] ...

...attend at least one regular organized activity a week outside school, such as sport or a youth group?

INTERVIEWER: This is respondent's own interpretation.

1. Child(ren) do this
2. Child(ren) would like to do this but we cannot afford this at the moment
3. Child(ren) do not want / need this at the moment
4. [Does not apply]

? Children have Hobby or Leisure Activity

↔ CDepLes

SHOW CARD M6

(Does your child/do your children...READ...)

...do a hobby or leisure activity?

THIS IS RESPONDENT'S OWN INTERPRETATION

1. Child(ren) do this
2. Child(ren) would like to do this but we cannot afford this at the moment
3. Child(ren) do not want / need this at the moment
4. [Does not apply]

? Children have friends round for tea or snack once a fortnight

↔ CDepTea

SHOW CARD M6

(Does your child/do your children...READ...)

...have friends round for tea or a snack once a fortnight?

THIS IS RESPONDENT'S OWN INTERPRETATION

1. Child(ren) do this
2. Child(ren) would like to do this but we cannot afford this at the moment
3. Child(ren) do not want / need this at the moment
4. [Does not apply]

? Children go to Playgroup

↔ CPlay

SHOW CARD M6

Does/Do [Name(s) of children in Benefit Unit under 6 and do not attend primary or private school]...READ...

...go to toddler group / nursery / playgroup at least once a week?

THIS IS RESPONDENT'S OWN INTERPRETATION

1. Child(ren) do this
2. Child(ren) would like to do this but we cannot afford this at the moment
3. Child(ren) do not want / need this at the moment
4. [Does not apply]

If there are any dependent children in the Benefit Unit aged 6 years or older, or any children under 6 years of age who attend a primary school or a private or independent school, the following question is asked:

? Children go on School Trips

↔ CDepTrp

SHOW CARD M6

Does/Do [Name(s) of children aged 6 or older in Benefit Unit or younger than 6 and attend primary or private school]...READ...

...go on school trips? Again please choose your answer from this card.

THIS IS RESPONDENT'S OWN INTERPRETATION

1. Child(ren) do this
2. Child(ren) would like to do this but we cannot afford this at the moment
3. Child(ren) do not want / need this at the moment
4. [Does not apply]

If any dependent child in the Benefit Unit, the following question is asked:

? Outdoor Play Space

↔ CDeIPly

For the next few questions please just answer yes or no.

Does your child have/do your children have...READ...

...an outdoor space or facilities nearby where they can play safely?

'NEARBY' AND 'SAFELY' ARE RESPONDENT'S OWN INTERPRETATION

1. Yes
2. No

? Up-to-date with Bills

↔ Debt

I am now going to ask you about paying bills for things like electricity, gas, and water rates.

SHOW CARD M7

Sometimes people are not able to pay every bill when it falls due. May I ask, are you up-to-date with the bills on the card, or are you behind with any of them?

INTERVIEWER: 'Which others' UNTIL 'No others'

1. Behind with the electricity bill
2. Behind with the gas bill
3. Behind with other fuel bills like coal or oil
4. Behind with Council Tax
5. Behind with insurance policies
6. Behind with telephone bill
7. Behind with television / DVD player rental or HP
8. Behind with other HP payments
9. Behind with water rates
10. Behind with rent
11. Behind with mortgage payments
12. Behind with credit card repayments
13. Behind with other loan repayments
14. Not behind with any of these

Category 6 asks about telephone bills. This includes both mobile and fixed line telephones at this question.

New codes about being behind with rent, mortgage and other loans have been added to this question.

? Behind on Payments

↔ **DebtArrear**

Have you been behind with the bills on the card at any point in the last 12 months?

1. Behind with the electricity bill
2. Behind with the gas bill
3. Behind with other fuel bills like coal or oil
4. Behind with Council Tax
5. Behind with insurance policies
6. Behind with telephone bill
7. Behind with television / DVD player rental or HP
8. Behind with other HP payments
9. Behind with water rates
10. Behind with rent
11. Behind with mortgage payments
12. Behind with credit card repayments
13. Behind with other loan repayments
14. Not behind with any of these

If Debt=10 'behind with rent' or 11 'behind with mortgage payments' OR if DebtArrear=10 'behind with rent' or 11 'behind with mortgage payments'

? Frequency of Being Unable to Pay Mortgage or Rent

↔ **DebtFreq1**

You said you (were behind/have been behind) with your mortgage or rent. How many times were you unable to pay the bills on time in the last 12 months?

1. One
2. Two or more

INTERVIEWER: If the respondent has always been behind, code as 2

If Debt=1 'behind with electricity bill' or 2 'behind with the gas bill' or 3 'behind with other fuel bills like coal or oil' or 9 'behind with water rates OR if DebtArrear=1 'behind with electricity bill' or 2 'behind with the gas bill' or 3 'behind with other fuel bills like coal or oil' or 9 'behind with water rates

? Frequency of Being Unable to Pay Bills

↔ **DebtFreq2**

You said you {were behind/have been behind / have been behind} with your electricity, gas, water or fuel bills. How many times were you unable to pay the bills on time in the last 12 months?

1. One
2. Two or more

INTERVIEWER: If the respondent has always been behind, code as 2

If Debt=7 'behind with television/video rental or HP', 8 'behind with other HP payments', 12 'behind with other loans' OR if DebtArrear='behind with television/video rental or HP', 8 'behind with other HP payments', 12 'behind with other loans'

? Frequency of Being Unable to Pay Repayments

↔ **DebtFreq3**

You said you {were behind/have been behind / have been behind} with your television or video rental, HP repayments, credit card repayments or other loan repayments. How many times were you unable to pay the bills on time in the last 12 months?

1. One
2. Two or more

INTERVIEWER: If the respondent has always been behind, code as 2

★The Concessionary Television Licence question is only asked of the first Benefit Unit respondent and only if someone in the household is aged 75 or over.

Only if some in the household is aged 75 or over ask:

? Concessionary Television Licence

↔ **TVLic**

Do you have a free over 75's television licence?

1. Yes
2. No

Food Insecurity

ASK ALL need to establish in two person household who will answer the questions.

? Who Prepares Food

↔ WhoFood

Ask or record

The next questions should be answered by the person who has the best information about the food preparation and shopping for the household.

INTERVIEWER: PLEASE RECORD THE PERSON WHO WILL ANSWER THE FOLLOWING FOOD QUESTIONS.

1. Name1
2. Name2

{NOTE: Don't know or refusal answers are not permitted at this question - NODK, NORF}

{ASK ALL/person identified at WhoFood}

? Food Insecurity Introduction

↔ FoodPre

These next questions are about the food eaten in your household in the last 30 days, that is since [date 30 days ago], and whether you were able to afford the food you need.

{ASK ALL/person identified at WhoFood}

? Worried Run Out Of Food

↔ FoodQ1

Now I'm going to read you several statements that people have made about their food situation. For these statements, please tell me whether the statement was often true, sometimes true, or never true for [you/your household] in the last 30 days, that is since [date 30 days ago].

The first statement is "[I/We] worried whether [my/our] food would run out before [I/we] got money to buy more." Was that often true, sometimes true, or never true for [you/your household] in the last 30 days?

1. Often true
2. Sometimes true
3. Never true

{ASK ALL/person identified at WhoFood}

? Food Didn't Last

↔ FoodQ2

"The food that [I/we] bought just didn't last, and [I/we] didn't have money to get more." Was that often, sometimes, or never true for [you/your household] in the last 30 days?

1. Often true
2. Sometimes true
3. Never true

Food Insecurity

{ASK ALL/person identified at WhoFood}

? Can't Afford Balanced Meals

↔ FoodQ3

"[I/we] couldn't afford to eat balanced meals." Was that often, sometimes, or never true for [you/your household] in the last 30 days?

1. Often true
2. Sometimes true
3. Never true

If one or more questions FoodQ1, FoodQ2 and FoodQ3 are code 1 'often true' or code 2 'sometimes true'

? Reduced Meal Size

↔ FoodQ4a

In the last 30 days, that is since [date 30 days ago], did [you/you or other adults in your household] ever cut the size of your meals or skip meals because there wasn't enough money for food?

1. Yes
2. No

If FoodQ4a=yes

? How Many Meals Reduced Size

↔ FoodQ4b

In the last 30 days, that is since [date 30 days ago], how many days did this happen?

0..97 {check added to ensure maximum of 30 days recorded and if 0 recorded interviewer asked to check the answer}.

If FoodQ4b >30

☞ Soft Check

INTERVIEWER: A maximum of 30 days can only be recorded at this question.

If FoodQ4b =0

☞ Soft Check

INTERVIEWER: Earlier the respondent said that they or a member of their household had cut the size of your meals or skipped meals because there wasn't enough money for food and now answer that this happened on NO days. Please check and amend the answer.

If FoodQ4b=DK

? If Reduced Meal Size 3 or More Times In Last Month

↔ FoodQ4c

Please tell me, did this happen on 3 or more days out of the last 30?

- Yes
No

{Don't know answer not allowed at FoodQ4c}

Food Insecurity

If one or more questions FoodQ1, FoodQ2 and FoodQ3 are code 1 'often true' or code 2 'sometimes true'

? Eat Less Than Should

↔ FoodQ5

In the last 30 days, that is since [date 30 days ago], did you ever eat less than you felt you should because there wasn't enough money for food?

1. Yes
2. No

If one or more questions FoodQ1, FoodQ2 and FoodQ3 are code 1 'often true' or code 2 'sometimes true'

? Hungry in Last 30 Days

↔ FoodQ6

In the last 30 days, that is since [date 30 days ago], were you ever hungry but didn't eat because there wasn't enough money for food?

1. Yes
2. No

If one or more questions FoodQ1, FoodQ2 and FoodQ3 are code 1 'often true' or code 2 'sometimes true'

? Lost Weight Not Enough Money

↔ FoodQ7

In the last 30 days, that is since [date 30 days ago], did you lose weight because there wasn't enough money for food?

1. Yes
2. No

If one or more questions FoodQ4a, FoodQ5, FoodQ6, FoodQ7 = 'Yes'

? Not Eaten For A Day

↔ FoodQ8a

In the last 30 days, that is since [date 30 days ago], did [you/you or other adults in your household] ever not eat for a whole day because there wasn't enough money for food?

1. Yes
2. No

If FoodQ8a=Yes

? How Often Did Not Eat For A Day

↔ FoodQ8b

In the last 30 days how many days did this happen?

0..97 {check added to ensure maximum of 30 days recorded and if 0 recorded interviewer asked to check the answer.}

If FoodQ8b >30

↔ Soft Check

INTERVIEWER: A maximum of 30 days can only be recorded at this question.

Food Insecurity

If FoodQ8b =0

☞ Soft Check

INTERVIEWER: Earlier the respondent said that they or a member of their household had not eaten for a whole day due to lack of money and now answer that this happened on NO days. Please check and amend the answer.

If FoodQ8b=DK

? If Reduced Meal Size 3 or More Times In Last Month

↔ **FoodQ8c**

Please tell me, did this happen on 3 or more days out of the last 30?

1. Yes
2. No

{Don't know answer not allowed at FoodQ8c}

Adults' Savings and Investments

? Any Accounts

↔ AnyAcc

Now there are some questions about accounts with banks, building societies, the post office, supermarkets, or other organisations. These could also be internet or telephone banking facilities.

Do you have now, or have you had at any time in the last 12 months any accounts? This could be in your own name only, or held jointly with someone else.

INCLUDE INTERNET/PHONE ACCOUNTS.

Help screen F9

1. Yes –any account
2. No
3. Don't Know
4. Refuse

This first question simply identifies whether the respondent has (had) any of the types of account listed at the later questions. If 'yes', the next question identifies which types. See below for further details of what does and doesn't count as an account.

☆? Type of Accounts

↔ Accounts

SHOW CARD N1

Which of these accounts do you have now, or have you had in the last 12 months?

INTERVIEWER: If respondent has an internet or telephone account but type of account is not known ask respondent what they predominantly use their account for to establish whether it is a current account or savings account.

See helpscreen for definitions of accounts.

1. Current account with a bank, building society, supermarket/store or other organisation
2. Basic Bank Accounts including introductory/ starter accounts (including internet and telephone banking)
3. Post Office card accounts
4. National Savings and Investments - Direct Saver (including internet and telephone banking)
5. National Savings and Investments - Investment Account (including postal banking)
6. ISA (Individual Savings Account) (including internet and telephone banking)
7. Savings account, investment account/bond, any other account with a bank, building society, supermarket/store or other organisation (including internet and telephone banking)
8. Credit Union
9. None of these

/ Question Information for Type of Accounts

Note that codes 2 and 3 differ from normal current accounts in that they are designed purely to allow the administration of benefits. Many will not offer the facilities associated

Adults' Savings and Investments

with a current account such as an overdraft etc. See below for more information.

Code 1 - Current accounts – offer the widest range of banking services and are used for day to day transactions, with immediate access to money, usually by a card for cash machine withdrawal and/or a cheque book. You can pay cash, cheques and bank transfer payments into these accounts, as well as making payments by direct debit, standing order, cheques and bank transfer. They usually allow an overdraft and some let you use the Post Office to get your money.

Code 2 - Basic bank accounts – have the basic features of a current account, but won't allow you to have an overdraft. Most allow Post Office access to your cash.

Code 3 - The Post Office card account – is an account designed for the collection of benefits, state pensions and tax credits only, so you can't pay any other money in. The POCA cannot be used for receiving cheques, setting up direct debits, standing orders or paying bills etc. There is no overdraft facility.

Code 4/5 - National Savings and Investments (NS&I) As of 21 May 2012 all NS&I Investment Accounts are operated completely by post. As of 27 July 2012 NS&I Easy Access Savings Accounts ceased to exist and were replaced by NS&I Direct Saver Accounts.

Note that code 7 includes bank and building society savings bonds, but **not** National Savings and Investments Bonds, with profit or distribution bonds or insurance bonds, which are dealt with later on.

Code 10 – none – is not possible, as the question is only asked if the respondent has any account. If the respondent has no account of the types at this question after all, recode AnyAcc to 'no'.

Include current and savings accounts with supermarkets (e.g. Sainsbury's Bank) or telephone banks (e.g. First Direct), or internet banking at 1 or 7. Do not count credit accounts where money is paid into it in advance (e.g. by direct debit) for goods, but can't be withdrawn

A savings account is not normally used for day to day transactions and there is often a minimum deposit and a notice period for withdrawals.

Life assurance/insurance/endowment policies with a savings element should not be included. The assumption would be that on maturation the money would be spent or transferred into one of the savings or investment types that are recorded.

ISAs (Individual Savings Accounts)

UK residents aged 18 or over are eligible to hold ISAs. There are annual ceilings on investment, and income from ISAs is tax-free.

ISAs are provided and managed by financial institutions such as banks, building societies and insurance companies. There are 2 components:

- Cash
- Securities (stocks, shares, unit/investment trusts, bonds, gilts, life insurance)

All ISAs should be recorded at this question. Securities ISAs should not be recorded at

the question on stock market investments held, **Invests**. The cash component can include some National Savings products.

Credit Union

A credit union is a financial co-operative similar in many respects to mainstream building societies. Its members both own and control the credit union, which is run solely for their benefit. All members of a specific credit union must share what is known as a "common bond" i.e. they must be connected in some way or another to the other members of that credit union. For example they could be employed by the same employer, or live or work in the same area. All the members pool their savings together into a single 'pot' from which loans can be made to members from that credit union. Members who have deposited money into the credit union receive an annual dividend while those to whom money is lent have to pay interest on the loan.

If the respondent has an ISA the following question is asked:

? Type of ISA

↔ ISAType

There are different types of ISA. Do you have...

INTERVIEWER: READ OUT, CODE ALL THAT APPLY...

1. ...Cash in an ISA?
2. ...Stocks and shares (in an ISA)?

See above for details of these types.

For each type of account (except post office card accounts as these do not accrue any interest) coded at Accounts the following are asked.

? Account Interest

↔ Acclnt

How much interest have you received altogether from any [Current/National Savings Bank Ordinary/National Savings Bank Investment//ISA/Basic Bank Account/Savings/Credit Unions/ other] accounts in the last 12 months?

INTERVIEWER: Please exclude any interest from any Basic Bank Accounts.
(IF NONE, ENTER 0)

INTERVIEWER: For any **JOINT** account, ONLY GIVE THIS RESPONDENT'S SHARE OF THE INTEREST

INTERVIEWER: IF ACCOUNT HAS BEEN HELD FOR 12+ MONTHS, AND INTEREST IS MONTHLY, ACCEPT MOST RECENT MONTH'S INTEREST AND MULTIPLY BY 12 FOR ONE YEAR'S WORTH.

NOTE: THE INTEREST ON CURRENT ACCOUNTS IS USUALLY VERY LOW SO AMOUNTS OF £10 OR OVER SHOULD BE CHECKED

This question is repeated for all named accounts. Include all interest, whether credited to the account, paid by cheque or to into another account, or withdrawn by the account holder. The total amount of interest credited in the last year from all accounts of the type mentioned in the question wording should be entered, so probe how many accounts of that type the respondent has. If possible the respondent should refer to a statement, pass book, or bank statement.

/ Question Information for Account Interest

For current accounts *only*, this instruction is displayed:

IF ACCOUNT HAS BEEN HELD FOR 12+ MONTHS, AND INTEREST IS MONTHLY, ACCEPT MOST RECENT MONTH'S INTEREST AND MULTIPLY BY 12 FOR ONE YEAR'S WORTH.

Normally we expect you to probe for all interest received/credited during the year; however interest on current accounts may be as little as a few pence per month, and to look up 12 statements is burdensome, so it is acceptable here to multiply the last or a typical month's interest by 12. If the account has been held for less than a year, multiply by the appropriate number of months or add individual monthly interest together. This instruction does not apply to other accounts.

Joint Accounts:

In the Adult' Savings and Investments section of the Benefit Unit DWP requires information on individual incomes. Interest and dividends should be split between joint account holders. This should be possible except when, rarely, tax is deducted from one holder's interest but not another, and only the total interest after tax is known; In such cases enter 'Don't Know' at **Account Interest** for each person and open a note stating the total amount of interest and the reason why it cannot be split.

ISA interest

The income from cash components (including TOISAs) and securities components should all be recorded here. Add together separate amounts from different components/accounts if necessary. No interest is paid on the life insurance component.

The following question is asked of all accounts with the exception of ISAs. ISAs are exempt from tax, and therefore the question does not apply.

? Account Interest Before or After Tax

↔ AccTax

Can I just check, is that interest after tax or before tax?

IF BEFORE TAX, ASK: have you signed a form to get the interest without paying tax?

1. After tax
2. Before tax – but tax payable
3. Before tax – signed form to get interest without tax

INTERVIEWER: IF REGISTERED AS A NON-TAXPAYER, USE CODE 3.

/ Question Information for Account Interest Before or After Tax

Normally, 20% tax is deducted from interest payments by banks and building societies etc. However, there are two reasons why a figure for interest *after* tax may not be entered at **Account Interest**.

Code 2: use this if gross interest is entered at the previous question but tax has been/will be paid on it. For example, tax is deducted at source but the statement/passbook/other document only shows the gross interest and the tax deducted, not the net interest.

Code 3: people whose income is below the income tax threshold can sign a form so that tax is not deducted. The form does not need to be re-signed each year.

If the respondent does not know whether tax is deducted, this can normally be established from the presence or absence of an entry for tax in the passbook or statement. For joint accounts with two holders, the form can be signed by just one holder; tax is then deducted at 10%. Establish which person signed the form, and code this question accordingly for each. Make a note if the interest can be split in the correct proportion between them, of the total amount.

? Investments

↔ Invests

NOW THERE ARE SOME QUESTIONS ABOUT INVESTMENTS

SHOW CARD N2

Do you have now, or have you had in the last 12 months any money in any of the investments shown on this card?

They can be in your own name only or jointly with someone else.

INTERVIEWER: Code all that apply

Include 'Investment company with Variable Capital' under Unit/Investment trusts (Code 2).

Pensioner bonds should be included under code 3.

With Profit Bonds and Distribution Bonds should be included under code 3 (stocks, shares, bonds, debentures, other securities). From April 2008, all PEPs automatically become stocks and shares ISAs. Please record any reported PEPs as ISAs.

1. Government Gilt-edged stock (inc. war loans)
2. Unit Trusts/Investment Trusts
3. Stocks, shares, bonds, debentures, other securities
4. Profit sharing
5. Company Share Options Plans
6. Member of Share Club
7. None of these

Soft Check

If Accounts=6 'ISA' AND Invests=4 'PEP'

/ Question Information for Investments

Securities held in an Individual Savings Account (ISA) should be recorded at the **Type of Accounts** question as an ISA, not here.

Investment Companies with Variable Capital (ICVC) and Open Ended Investment Companies (OEIC) should be coded 2 as Unit Trusts/Investment Trusts.

ICVC's are a replacement of OEIC and there is little difference between the existing unit trusts and the new ICVCs apart from the structure of the fund and the fact that ICVCs have a single price rather than a bid offer spread. For this reason they can be coded together at category 2. Further information on the various trusts is listed below.

Unit Trusts

Unit trusts are investment vehicles in which there are an unlimited number of shares which expand and contract depending on demand. Unit Trusts do not have an umbrella structure and investors cannot switch between sub-funds. When you buy a unit trust share, you buy into just that one unit trust.

Instead of a single price at which you buy and sell, the unit trust's shares are offered at a buying (bid) price and selling (offer) price, like an ordinary share. The difference between the two, the spread, can be as much as 6% and represents the initial fee charged by the trust in whose units you are dealing.

Investment Trusts

An investment trust is a limited company, with a fixed number of shares, which is listed on the stock market. The trust invests its funds in a wide range of areas or sectors in both quoted and unquoted companies on behalf of its investors. The funds are managed by a professional fund manager, usually backed up by a team of less experienced analysts cum managers and dealers.

Investment Trusts are "closed ended" which means that people buying the shares do not add to the value of the fund, neither do those selling remove assets. The only way to add capital is to have an issue of new shares.

Like any other company, it will have a board of directors which represent the interests of shareholders and an annual general meeting at which investors can voice their views to the board. The shares of an investment trust are bought in the same way as a normal quoted share, with the level of the demand for the shares influencing the direction of the trust's share price.

Investment Companies with Variable Capital (ICVC)

ICVCs replaced Open Ended Investment Companies (OEIC). Unlike investment trusts, they vary in size depending on demand for the shares.

Purchases increase the size of the fund; sales reduce it. ICVCs tend to be structured as an "umbrella fund": once an investment is made, it can be switched between a number of sub-funds between which the investor can switch at minimal cost:

The various sub-funds often have very different investment objectives – income, growth or some specialist sector of the market, for example – and investors are free to choose between them as they wish, depending on their investment objectives.

The price for shares in an ICVC is the same whether investors are buying or selling. However, the investor is still liable to hefty charge up front, after which there is a smaller yearly charge.

Profit savings plans

Profit savings plans attached to occupations should be coded 3. Such plans include the Moneyspinner account, the Gold and Silver accounts and the Platinum Bond which are available to the police nationally through Police Mutual.

With Profit Bonds and Distribution Bonds should also be included under code 3 (stocks, shares, bonds, debentures, other securities).

With Profit Bonds

With Profit Bonds are life assurance policies that invest in the With Profit Fund of a life assurance company and have no fixed maturity date. An investor in a With Profits fund benefits from the profits made by the With Profits fund. The fund comprises equities, i.e. shares, gilts, property and corporate bonds. Profits are distributed to policyholders in the form of Annual Bonuses which once added cannot be taken away, except where an encashment is made in the early years. When setting its bonus rate the insurance company seeks to smooth out the fluctuations of the stock market to produce steady

growth.

Distribution Bonds

Distribution Bonds are a lump sum investment which has a very small amount of life cover. It invests in a Distribution life fund, which is a fund that pays out the dividends and yields from investments held instead of reinvesting them with the fund.

? Investment Account Interest

↔ **AcInt**

How much interest [or dividend] have you received altogether from any [GILT EDGED STOCK-WAR LOAN/ UNIT TRUSTS /OTHER STOCKS, SHARES, SECURITIES] in the last 12 months?

INTERVIEWER: FOR ANY JOINT INVESTMENT, ONLY GIVE THIS RESPONDENT'S SHARE OF THE INTEREST
(IF NONE, ENTER 0)

Enter the TOTAL amount of interest or dividend from ALL these investments that have been received in the last 12 months, including those no longer held. Include all interest/dividend, whether paid by cheque or to into another account, reinvested or withdrawn by the account holder. The following documents will be helpful:

- Dividend note (interim or final): from the company which issues the stocks or shares. This comes with the cheque and will also state the holding details. Check how many dividends are paid per year so that all payments are collected.

1. Annual statements for Unit Trusts similar to 'dividend notes' above, from the fund manager.

The next question is only asked about Government Gilt-edged stock/war loans.

? Investment Account Interest Before or After Tax

↔ **InvTax**

Can I just check, is the interest (Govt gilt edged stock/war loans) after tax or do you have an arrangement to get the interest before tax?

1. After Tax
2. Before Tax

INTERVIEWER: GOVT. GILTS BOUGHT VIA NATIONAL STOCK REGISTER ARE BEFORE TAX; OTHERWISE THE INTEREST COULD BE BEFORE OR AFTER TAX. WAR LOAN IS BEFORE TAX.

? Money in Any Other Investments

↔ **OtlInvA**

SHOW CARD N3 (Part 1 and 2)

Do you at present have any money in any of the investments shown on these cards?

INTERVIEWER: REFER RESPONDENT TO BOTH SHOWCARDS

1. Capital Bonds (National Savings and Investments)
2. Index-linked Certificates (National Savings and Investments)
3. Fixed Interest Certificates (National Savings and Investments)
4. Pensioner's Guaranteed Income Bonds (National Savings and Investments)
5. Save-as-You-Earn (National Savings and Investments/Bank/Building Society)
6. Premium Bonds (National Savings and Investments)
7. Income Bonds (National Savings and Investments)

Adults' Savings and Investments

8. Deposit Bonds (National Savings and Investments)
9. FIRST Option Bonds (National Savings and Investments)
10. Yearly Plan (National Savings and Investments)
11. Fixed Rate Savings Bonds / Guaranteed Income Bonds / Guaranteed Growth Bonds (National Savings and Investments)
12. Guaranteed Equity Bonds
13. Endowment not linked to current property
14. None of these

/ Question Information for Money in Any Other Investments

National Savings has changed its name to National Savings and Investments.

With Profit Bonds and Distribution Bonds should not be recorded at this question. They should be recorded at the previous question about investments (Invests) under category 3.

Note that questions concerning Government savings relate to the present and not the past 12 months.

The Pensioner's Guaranteed Income Bond is a National Savings and Investments Bond. It offers a fixed rate of interest for either 1, 2 or 5 years, with income paid monthly, gross of tax. There is a minimum investment of £500. The Bond is available only to persons aged 60 years and over. It may be held jointly.


National Savings and Investments SAYE was withdrawn in 1994. Since then Building Societies have provided them. There are also some current SAYE schemes which are designed to allow people to save money to purchase share options tax free. Under this scheme, investors agree to pay a fixed amount each month over 3, 5 or 7 years (min £5, max £250 per month). The interest rate is fixed regardless of which bank or building society is providing the scheme. These schemes are only permissible with the approval of HMRC.

FIRST Option Bonds/Fixed Rate Savings Bonds – FIRST Option Bonds were withdrawn from sale on 21/10/1999 and replaced with Fixed Rate Savings Bonds. People who held FIRST Option Bonds from before October 1999 can keep them and receive interest at the rate for a one year Fixed Rate Savings Bond. Fixed Rate Savings Bonds can be purchased with the interest guaranteed for 1, 3 or 5 years. Interest can be credited annually or monthly and is paid into a bank or building society account. The minimum holding is £500 and the maximum holding is £1,000,000.

Guaranteed Equity Bonds – offers potential for stock market growth with no risk to capital. The bond is a 5 year investment giving a return linked to the performance of the UK's quoted top 100 companies. If the FTSE loses value, the investor will get their original sum back. Minimum investment is £2,000 and the maximum is £1,000,000.

Endowment not linked to current property – endowments not linked to current property need to be recorded in the FRS questionnaire. It is increasingly common that endowments linked to 'old property' are still held because of the decline in their values and the current value of these policies needs to be collected.

If respondent had earlier claimed that they are purchasing their property with an endowment mortgage, the following signal is triggered:

 Soft Check

Earlier you mentioned that you have an endowment mortgage. Can I just check, you

Adults' Savings and Investments

also have a different endowment NOT connected to your current property?

INTERVIEWER: If endowment is different suppress the check making a note to confirm you have probed. Otherwise return to **Money in Any Other Investments** and remove the endowment code.

Children's Savings and Investments

Jump 32

THE QUESTIONS THAT FOLLOW ARE ABOUT CHILDREN'S SAVINGS

? Child's Savings

↔ ChSave

Thinking of your child [child's name] does he /she have any savings in a bank or building society account; or any National Savings & Investments, such as Children's Bonus Bonds; or any stocks and shares, or Junior ISA, Child Trust Fund or other investments?

1. Yes
2. No

/ Question information on Child Trust Funds and Junior ISAs (JISAs)

Child Trust Fund (CTF) accounts were introduced in April 2005, the CTF was a Government savings policy which ensured that all providers had to offer a Stakeholder account – which will invest in mainly non-cash investments such as equities; alternatively parents could opt for a straightforward cash account.

NOTE: If a child has a Child Trust Fund this fact will be recorded at the child savings questions 'ChSave' and 'TotSave' rather than at individual questions relating to Child Trust Funds.

What are Junior Individual Savings Accounts (JISAs)?

CTFs have been replaced by Junior Individual Savings Accounts (JISAs) as the main tax-free savings account for children. Eligible children must be under 18 and living in the UK. There are 2 types of Junior ISA;

- cash Junior ISAs,
- and stocks & shares Junior ISAs.

A child can have both types. There is a limit on annual payments into JISAs.

What is the Child Trust Fund?

The Child Trust Fund (CTF) was a long-term investment and savings account for children born between 1st September 2002 and 2nd January 2011. The initial amount received varied with the child's date of birth; although from 6 April onwards the standard amount was £250 (if the respondent claimed child benefit for the child on or before 02/08/2010) or £50 (if respondent claimed child benefit for the child on or after 03/08/2010). The money in the CTF account belongs to the child and the child alone. But it cannot be taken out until he/she turns 18 when he/she can decide how to use it.

A voucher for the amount of money to which the child is entitled was sent to all eligible children after Child Benefit was awarded. The voucher could only be used to open a CTF account for the child. Children in families receiving Child Tax Credit with income at or £16,190 or less (the income limit for 20011/2012) received an additional payment paid directly into their CTF account. There was a further payment when children turned seven, again with a higher payment for children in families on lower incomes.

Children's Savings and Investments

Anyone was able to pay money into the account, up to the account limit of £1,200 each year, and any gains and/or interest in the account were tax-free.

There were different CTF accounts available to suit people's different needs. CTF providers (e.g. banks, building societies, stockbrokers) offered different accounts, such as savings accounts and accounts that invest in shares. All CTF made available a stakeholder CTF account.

- Savings Account – With a savings account any money that is invested is secure and earns interest.
- Stakeholder Account – The stakeholder CTF account worked by investing the child's money in shares to take advantage of the potential for higher growth that this kind of investment offers. Once the child turned 13, money in the account started to be moved to lower risk investments or assets (such as cash).
- Account investing in shares – This type of account invested the child's money by buying shares in companies.

If an account is not opened HMRC will automatically open a stakeholder account.

If Child's Savings= 'Yes'

? Total of All Savings

↔ Totsave

SHOW CARD N4

Thinking of [child]'s savings, in total roughly what would you say is the current value held by [name of child]?

1. Less than £500
2. From £500 up to £1,000
3. From £1,000 up to £1,500
4. From £1,500 up to £3,000
5. From £3,000 up to £8,000
6. From £8,000 up to £20,000
7. Over £20,000
8. Does not wish to say

/ Question Information for Total of All Savings

The total amount is asked of each individual child and should not be an aggregate figure for dependants.

Unlike adults, children with savings in the £1,500 to £20,000 range are not asked for details of them in the Assets questions.

At Total of All Savings please INCLUDE the child's TOTAL savings.

Total Assets/Changes in Income

The first question TotInt is only asked if respondents are unable to give interest from ALL their investments / savings

? Total Interest After Tax from Investments and Savings

Expenditure

↔ TotInt

Over the last 12 months, what was the overall amount of interest and dividends you received **AFTER TAX** from investments and savings?

? Total Benefit Unit Savings

↔ Totsav

Jump 33

SHOW CARD N5

Thinking of your [NAMES OF ALL ASSETS AND ENDOWMENTS NOT LINKED TO CURRENT PROPERTY POSSESSED BY RESPONDENT] roughly what would you say is the current value held by you [and partner/spouse]? [i.e. name & name]

INTERVIEWER: EXPLAIN AS APPROPRIATE: For current account(s), TAKE BALANCE AS AT END OF PREVIOUS MONTH/PAYMENT PERIOD. (IGNORE OVERDRAFTS).

1. Less than £1,500
2. From £1,500 up to £3,000
3. From £3,000 up to £8,000
4. From £8,000 up to £20,000
5. From £20,000 up to £25,000
6. From £25,000 up to £30,000
7. From £30,000 up to £35,000
8. From £35,000 up to £40,000
9. Over £40,000
10. Does not wish to say

/ Question Information for Total Household Savings

This question is asked of adults. Note that if the respondent has a current account which fluctuates over pay periods, the amount required is the figure left in the account at the end of the pay period, just before the respondent is paid again. If the respondent is overdrawn on any accounts **do not** take this amount away from the total amount, simply count it as a zero asset.

If the total assets of the respondent (and partner) are between £1,500 and £20,000 (i.e. code 2, 3 or 4 is used), they will be routed into the assets questions after the next few questions. For an explanation of the reason the question is asked and why the bands are split as they are, see the General Notes at the beginning of the Assets questions. The respondent may refuse to give any assets information and it will not count against the total number of refusals accepted in each schedule.

Also a respondent may be prepared to say into which band their assets fall but give no further information. In this situation code the appropriate band and then at the beginning of each group of assets questions use the 'Does not wish to give details' code.

The next questions are to compare the benefit unit's current regular income with that of **twelve** months ago. The question should concentrate on the benefit unit as a whole, including children, not to its individual members.

? Amounts held in Current Accounts and Basic Bank Account

↔ CBAAmt

Amounts held in Current Accounts and Basic Bank Account

SHOW CARD N6

Looking at this card, roughly how much was left in the [Current account and Basic Bank Account] at the end of last (month/pay period)?

INTERVIEWER: For any joint accounts, only give this person's share of the balance. If

those with a joint account have different pay periods take the amount before the earliest pay entered the account. The figure needed is the amount that was in the account just before ANY pay entered the account.

INTERVIEWER: If a respondent is not paid monthly or is paid just before the end of the month then the figure needed is the amount that was in the account just before the respondent was paid.

1. Nothing
2. 1 – 50
3. 51 – 100
4. 101 – 250
5. 251 – 500
6. 501 – 1000
7. 1001 – 2000
8. 2001 – 3000
9. 3001 – 5000
10. 5001 – 10,000
11. 10,001 – 20,000
12. 20,001 – 30,000
13. 30,001 or over
14. SPONTANEOUS – Overdrawn

? Benefit Unit interview completed up to point before the assets block

↔ **CdBUEnd**

INTERVIEWER: YOU MUST PRESS 1 AND <ENTER> NOW

: Press 1 and <Enter> to continue

/ Question information

'CdBUEnd' records the completion of the benefit unit interview up to the point before the assets questions might be asked. This will be one of the questions used to determine the interview's final outcome code. **Code 1 must always be recorded at this question.**

A check has been added to make sure this point in the questionnaire is not skipped.

For those in receipt of tax credits where an Award Notice was not consulted and HMRC have not been informed of an income change, the following question is asked.

? National Savings Amount

↔ **NSAmt**

SHOW CARD N7

You said you /that [name of child] has [name of National Savings and Investment issue/Endowment not linked to current property]:

In which group on this card does the value of the investment fall?

[Please tell me the current value of the endowment.]

- | | |
|-------------------|----------------------|
| 1. £1 -50 | 7. £2,001 – 3,000 |
| 2. £51 –100 | 8. £3,001 – 5000 |
| 3. £101 – 250 | 9. £5,001 – 10,000 |
| 4. £251 – 500 | 10. £10,001- 20,000 |
| 5. £501 –1,000 | 11. £20,001 – 30,000 |
| 6. £1,001 – 2,000 | 12. £30,001 or over |

If the adult members of the benefit unit are not eligible to be asked further questions concerning their assets (they possess assets of a value less than £1,500 or assets with a value greater than £20,000), the final questions below (**Personal or Proxy to Finish**) follow immediately.

Expenditure

If the adult members of the benefit unit are eligible to enter the Assets questions, those questions **Personal or Proxy to Finish** appear at the end of the Assets questions instead.

The asset block is no longer a separate parallel block, but is now integrated into the benefit unit. Whether the questions are on route in the interview will still depend upon the respondent having the appropriate value of assets (£1,500 -£20,000) to make the assets questions accessible.

There are a number of advantages in incorporating the assets block into the benefit unit. The questions flow naturally on and do not involve going into a separate parallel block. This makes it easier for interviewers and makes the interview flow better for respondents. There is less chance of overlooking the assets questions. Also, the assets questions come up in the same format as for the benefit unit questions so there is no risk of overwriting previous details in those households where more than one BU is routed to these assets questions.

Benefit Unit's Assets

General Notes

These questions are included in order to enable DWP to estimate eligibility for certain benefits. To achieve this they need to study the personal holdings of certain types of assets. The purpose of these questions is to provide more detailed information on the current values of the assets held by informants but is only needed where the total value of the assets is between £1,500 and £20,000, as indicated at the question **Total Household Savings**.

This is estimated to be a broad band in which people who may not be in receipt of benefits now may at some point in the future be eligible for e.g. Housing Benefit which allows a Benefit Unit to have total capital of up to £16,000. For some benefits there is a lower capital threshold, above which the amount of benefit may be 'tapered' or gradually reduced as the amount of savings increases; there is also an upper capital limit of £8,000. So the broad band has been split into narrower bands (£1,500-£3,000, £3,000-£8,000 and £8,000-£20,000). The effect of any future changes to these thresholds can be modelled.

Although it is true that people outside this Assets band might already be or in the future have need for benefits, the sample gained by the DWP using the £1,500 to £20,000 range is sufficiently large for analysis.

Reasons for collecting this level of assets detail

It is not sufficient to rely only on the respondent's estimate of the current value of certain individual investments, like stocks and shares or the various types of National Savings and Investments, as these might be out of date or otherwise inaccurate. Back in the office, the current value of these investments is added to the data, using the Financial Times and other sources. Hence we require the name of each individual shareholding etc. (We ask for the respondent's valuation in case it is not possible to do this imputation). The calculation of the total amount held is therefore more accurate.

The questions on accounts/investments held and income or interest received from them are of limited use in assessing the total amount of assets. Those questions refer to the last 12 months, whereas the assets questions refer to the current situation, which may have changed. The income received may not be up to date, and may be estimated. For some National Savings and Investments products, it would be difficult for the respondent to calculate the interest.

Joint accounts and other holdings should be dealt with in the same way as in the Adults' Savings and Investments block, i.e. for each account apportion the amount held by the individual and enter that figure on the person's line.

Where the respondent has estimated that they are in the £1,500 to £3,000 band, the £3,000 to £8,000 band or the £8,000 to £20,000 band but later questioning shows that this is not the case, there is no need to adjust the response at **Total Household Savings** or delete any later answers.

Current accounts are dealt with first, followed by all savings accounts and ISAs (coded at **Type of Accounts**), then all stocks & shares, unit & investment trusts (at **Investments**), then each National Savings and Investments issue (at **Money in Any Other Investments**). Each account or investment is dealt with individually. It is important to record ALL accounts or investments currently held of EACH type that they said they had earlier.

Benefit Unit's Assets

Routing to the assets questions is automatic if the total value of assets entered at **Total Household Savings** is between £1,500 and £20,000. If the assets questions are on route, the questions detailed below will need to be asked according to whether the respondent has each type of asset:

↔ Savings

THERE ARE NOW A FEW QUESTIONS ABOUT SAVINGS AND INVESTMENTS

For every person who is asked the Assets questions, you will finish with the personal outcome code and be prompted to then ask the recall (name, address, future surveys etc.) questions.

*If Current Account and Basic Account coded at Accounts
(Accounts = 1 AND 6)*

? Kind of Accounts

↔ KindACC

ASK

Which accounts shall we deal with first...READ...

1. Current Accounts
2. Basic Accounts

? Any Money in Accounts

↔ AnyMon

Now I'd like to ask you about your current/basic account(s):

At the end of last (month / pay period), did you have any money left in your current/basic account, after your household expenditure?

INTERVIEWER: THIS INCLUDES ANY JOINT ACCOUNTS

1. Yes – money in (one or more) account(s)
2. No – no money in any current account
3. No longer has any current accounts

If there was any money left in any current account at the end of the last pay period the next three questions are asked. If more than one current account is held by an individual, each will be dealt with separately.

If (Accounts ONLY = 'Current Account' or Accounts ONLY = 'Basic Bank Account') AND (DK response at Anymon))'

☞ Soft check

The respondent has reported that they have assets at TotSav. If the respondent is not sure whether they have money left in the account instead of 'don't know' please use code 1 'Yes - money in (one or more) account(s)' so that information on the accounts can be recorded."

If (Accounts ONLY = 'Current Account' or Accounts ONLY = 'Basic Bank Account') AND (Anymon=3 'No longer have any ^bank account(s))'

☞ Soft check

The respondent reported they had a current/basic bank account, and also a current value in their accounts at TotSav. If any of this money is held in their current/basic account, the amount should be reported again here, please use code 1 'Yes - money in (one or more) account(s)' so that information on the amount held in the accounts can be recorded.. Only select 'No longer have any accounts' if this account has been closed in the last 12 months. If this is the case, please open a note to explain where the TotSav amount is held.

? Account Holders Name

↔ **AccName**

Is this account in your name only, or held jointly with someone else?

1. In [respondent]'s name only
2. Joint account

? Amount Left in Account at End of Month

↔ **MuchLeft**

Roughly how much was left in the order account at the end of last (month / pay period)?

INTERVIEWER: For any joint accounts, only give this person's share of the balance. Enter whole £'s only.

INTERVIEWER: If a respondent is not paid monthly or is paid just before the end of the month then the figure needed is the amount that was in the account just before the respondent was paid.

? Any More Bank Accounts

↔ **More**

Do you have any more [basic bank] accounts which had money in them at the end of last month/pay period?

INTERVIEWER: THIS INCLUDES ANY JOINT ACCOUNTS

If the answer is yes then the questions **AccName / Muchleft** will be repeated.

If Accounts = 1 & 6 on FIRST iteration and More = No

! Hard Check

'Earlier you said you had a Basic Bank Account AND a Current account but you have only told me about one of these.'

INTERVIEWER: Please Change Answer Here to Yes

? Account Introduction

↔ **Intro**

Now I'd like to ask you about your [names of accounts coded at 'Accounts'], that you mentioned earlier.

Do you still have these accounts?

1. STILL has any such accounts/assets
2. ALL such accounts/assets now disposed of

These questions are in the form of a table for each member of the benefit unit separately. Throughout this section, if a respondent no longer holds any of the named investments then the subsidiary questions are not asked. If the respondent still has **any** of the named assets then you must always code 1.

? Account Dealing With

↔ **KindOf**

ASK OR CODE:

Which accounts shall we deal with first?

[LIST OF SAVINGS ACCOUNTS CODED AT 'ACCOUNTS']

(enter number between 2 and 8)

? Account Displayed

↔ **AccDisp**

[displays type of account which will be deal with next]

? Account Holders Name

↔ **AccName**

Is this account in your name only, or held jointly with someone else?

1. Sole account
2. Joint account

If joint, only enter this respondent's share of the balance at the next question. The question isn't asked for ISAs.

? Amount in Account

↔ **MuchAcc**

How much is in the [account]?

ENTER WHOLE £s ONLY.

For an ISA, include the cash (including an ISA) and securities holdings as appropriate – separately if they are held as mini-ISAs, or combined if held as a maxi-ISA. DO NOT INCLUDE any savings held as Life Insurance. For securities, take the value shown on the most recent statement.

? Any More Savings Accounts

↔ **More**

Do you have any more [LIST OF SAVINGS ACCOUNTS CODED AT 'ACCOUNTS']?

In this section each individual account is dealt with separately. Only code 'No' here once you have repeated the questions for each account listed. If more than one type of account/bond is held, probe each time you ask **Any More Accounts** whether they have any more of the type you have just dealt with; if not then ask if they have any of the second type, then the third type, and so on. It is possible that a type of account listed is no longer held, in which case move on to the next one listed or code 'no' at **Any More Accounts**

? Introduction to Assets

↔ **Intro**

Now I'd like to ask you about your [name of shares, bonds, units coded at 'Invests'] that you mentioned earlier.

Do you still have such assets?

1. STILL has any such assets
2. ALL such assets now disposed of
3. Does not wish to give details of such assets

Again, these questions are set out as a table, and all investments are asked of each individual in turn.

? Name of Investment

↔ **NameOf**

Now I'd like to deal with each investment in turn.

What is the name of the [first/second] investment?

PROMPT AS NECESSARY:

- for GILTS: Please describe it as fully as possible.
- For UNIT TRUSTS/INVESTMENT TRUSTS etc: Please given the name of the company AND the name of the fund, policy, bond etc
- For STOCKS/SHARES: Please given the full name of the company, and describe the shares as fully as possible

INTERVIEWER: From April 2008, all PEPs automatically become stocks and shares ISAs. Please record any reported PEPs as ISAs.

/ Question Information for Name of Investment

Government Gilt-Edged stock is sold by auction by the Treasury each year and has a fixed interest rate over a fixed term. If a respondent has such stock, it is necessary to establish which year the investment is due to mature.

It is very important that all unit trusts, investment trusts, stocks and shares are identified as clearly as possible so that their current value may be checked against the Financial Times at the Edit stage. Give the name of the issuing or managing company plus the full name of the investment itself. For privatised utilities it is not enough simply to enter for example 'water shares' - name the company e.g. 'Thames Water'. If shares are only part-paid, or ordinary, or preference, mention this. If necessary, open a note to continue the description.

The following documents should be referred to if possible:

- the share certificate, if it is held by the respondent;
- a statement from a 'nominee' (stockbroker or bank or other financial institution) who looks after all the stock/share/unit trust holdings for their customer. The statement (which may be quarterly, 6-monthly or annual) should give the latest details of each holding (company name, type and number of shares, units etc).
- dividend note (interim or final): from the company which issues the stocks or shares. This comes with the cheque and will also state the holding details.
- annual statements for Unit Trusts: similar to 'dividend notes' above, from the fund manager.

? How Many Shares/Bonds/Units

↔ **HowMany**

How many shares/bonds/units do you hold?

For joint holdings, give this respondent's share only. For PEPs, enter '1'.

? Value of Holding

↔ **HowHold**

Approximately how much is the value of that holding?

When the investment is a Government Gilt-edged stock, the following question is asked

? Period of Plan –Gilt-edged Stock

↔ **PIPeriod**

What is the period of the plan?

1. Up to 5 years (shorts)
2. 5-15 years (mediums)
3. Over 15 years (longs)
4. Undated

War loans should be coded as undated.

? Any More Shares/Bonds/Units

↔ **More**

Do you have any more [shares, bonds, units etc]?

The same instructions apply as at **Any More Savings Accounts** for savings accounts above.

The following questions relate to Index Linked and Fixed Interest National Savings Certificates.

? National Savings Introduction

↔ **Intro**

Now I'd like to ask about your Index-linked and Fixed Interest National Savings and Investments Certificates, dealing with each issue in turn.

INTERVIEWER CODE:

1. TO CONTINUE
2. (THIS CODE NOT USED)
3. Does not wish to give details of such assets

? Issue Hold

↔ **Issue**

What is [first/next] issue that you hold?

INTERVIEWER: IF ISSUE NUMBER NOT KNOWN, ESTABLISH WHETHER INDEX LINKED OR FIXED INTEREST AT THE NEXT QUESTION.

? Type of Issue

↔ **IdxFix**

INTERVIEWER CODE: Is this issue Index-linked or Fixed-Interest?

! Hard Check

If not same type to that recorded at **Money in Any Other Investments**:

ERROR

Previously in the Benefit Unit questionnaire, you recorded some ('Index linked' OR 'Fixed Interest') National Savings Certificates. If the respondent has any ('Index Linked' OR 'Fixed Interest') National Savings Certificates, please go back and change in the BU questionnaire, or else change here (at IdxFix).

? Value of Issue

↔ **Issval**

What was the total value of the certificate when you acquired it?

? Any More Issues

↔ **More**

Do you have any more issues of National Savings and Investments Certificates?

Index-linked National Savings and Investments Certificates are now available to anyone and are a form of inflation-protected savings by index linking to the Retail Price Index. Index linking is assumed as long as the money is not withdrawn for 12 months. If the money is kept in for five years there is an additional bonus.

? Pension Income Introduction

↔ Intro

Now I'd like to ask you about your Pensioner's Guaranteed Income Bond.

INTERVIEWER CODE:

1. TO CONTINUE
2. THIS CODE NOT USED
3. Does not wish to give details of such assets

? Pension Income Bond Total Value

↔ PGIBVal

What is the total value of the Pensioner's Guaranteed Income Bond that you hold?

? SAYE Scheme Introduction

↔ II

Now I'd like to ask you about your Save-As-You-Earn (S.A.Y.E) schemes dealing with each one in turn.

INTERVIEWER CODE:

1. TO CONTINUE
2. (THIS CODE NOT USED)
3. Does not wish to give details of such assets

? Scheme with NS or Bank

↔ TT

Thinking of the [first/next] scheme, is this a NATIONAL SAVINGS scheme, or is it with a BANK or BUILDING SOCIETY?

1. National Savings
2. Bank/Building Society

? Which Issue Hold

↔ IssHold

Which issue do you hold?

? Month and Year SAYE Started

↔ SayeDat

**In which month and year did you start the S.A.Y.E?
ENTER DATE, USING 15th FOR DAY OF MONTH**

There is a soft check if the date entered is after November 1994, as the scheme ended then, though schemes taken out prior to that date remain valid.

? SAYE Scheme Period

↔ SAYEPd

What is the period of your SAYE Scheme?

Under the current SAYE Scheme savers can choose a 3, 5 or 7 year period. So on recent SAYE Schemes (since 1998) you would only expect answers of 3, 5 or 7.

? SAYE Scheme Regular Payment Amount

↔ Amount

How much do you regularly pay?

? SAYE Scheme Regular Payment Amount Period

↔ Pd

How long does this cover?

? Approx Amount in SAYE Scheme

↔ AmtNow

Approximately how much is there in the S.A.Y.E. now?

? Any More SAYE Scheme

↔ More

Do you have any more S.A.Y.E. schemes?

Save As You Earn can be arranged either through National Savings and Investments (up to 1994) or a Bank or Building Society scheme. Under bank or Building Societies Schemes you agree to make a regular payment of £5-£250 over 3, 5 or 7 years.

? Guaranteed Equity Bond Introduction

↔ Intro

Now I'd like to ask you about your **Guaranteed Equity Bond(S)**, that you mentioned earlier. Do you still have these?

1. STILL has any such accounts/assets
2. ALL such accounts/assets now disposed of
3. Does not wish to give details of such assets

If has Guaranteed Equity Bond

? Type of Guaranteed Equity Bond

↔ GEBTyp

Thinking of the [first/next] scheme is this a **NATIONAL SAVINGS** scheme, or is it with a **BANK** or **BUILDING SOCIETY**?

1. National Savings
2. Bank/Building Society

? Dated Started Guaranteed Equity Bond

↔ GEBDat

When did you start this **Guaranteed Equity Bond**?

INTERVIEWER ENTER DATE

? Guaranteed Equity Bond Period

↔ GEBPd

Is your **Guaranteed Equity Bond Scheme** five, six or seven years?

INTERVIEWER: Under the current GEB Scheme, savers can choose a 5, 6 or 7 year period.

1. Five years
2. Six years
3. Seven years
4. Other period (Make a note of other period)

? Approx Amount in Guaranteed Equity Bond

↔ AmtNow

Approximately how much is there in the GEB now?

? Any More Guaranteed Equity Bonds

↔ **More**

Do you have any more GEB schemes?

The next set of questions are asked of respondents who possess an endowment which is not linked to their current property:

? Endowment Introduction

↔ **Intro**

Now I'd like to ask you about your endowments not linked to your current property that you mentioned earlier. Do you still have these?

1. STILL has any such accounts
2. ALL such accounts now disposed of
3. Does not wish to give details of such accounts

? Start Date of Endowment

↔ **EndDat**

Thinking of the [first/next] endowment when did you start it?

INTERVIEWER: ENTER YEAR

? Endowment Period

↔ **EndPd**

Over how many years was your endowment for?

INTERVIEWER: ENTER YEARS

? Amount Regularly Pay for Endowment

↔ **Amount**

How much do you regularly pay?

? Regular Endowment Payment Period

↔ **Pd**

How long does this cover?

? Any More Endowments

↔ **More**

Do you have any more endowments not linked to your current property?

The next question is for respondents who possess premium bonds.

? Value of Premium Bonds

↔ **Prem**

Now I'd like to ask you about PREMIUM BONDS

What is the total value of your premium bonds?

The next set of questions are about National Savings Bonds:

? NS & I Investment Income Bonds

↔ **Intro**

Now I'd like to ask about your NATIONAL SAVINGS AND INVESTMENTS INCOME BONDS.

INTERVIEWER CODE:

1. TO CONTINUE
2. (THIS CODE NOT USED)
3. Does not wish to give details of such assets

? Number of NS & I Income Bonds

↔ **NSIB**

You said that you have some National Savings and Investments Income Bonds. How many National Savings and Investments Income Bonds do you have?

? Total Value of NS & I Income Bonds

↔ **NSIBVal**

What is the total value of the National Savings and Investments Income Bonds that you hold?

National Savings and Investments Income Bonds are currently limited to holdings between £2,000 and £25,000 in multiples of £1,000.

? NS & I Capital and Deposit Bonds Introduction

↔ **Intro**

Now I'd like to ask you about your National Savings and Investments CAPITAL and DEPOSIT bonds, dealing with each issue in turn..

INTERVIEWER CODE:

1. TO CONTINUE
2. THIS CODE NOT USED
3. Does not wish to give details of such assets

? Type of NS & I Bond

↔ **CapDep**

INTERVIEWER CODE: Is this bond a Capital bond or a Deposit Bond?

! Hard Check

If not same type to that recorded at **Money in Any Other Investments:**

ERROR

Previously in the Benefit Unit questionnaire, you recorded some Deposit Bonds, but no Capital Bonds (or vice versa). If the respondent has any Capital Bonds (Deposit Bonds), please go back and change in the BU questionnaire, or else change here (at CapDep).

? Date Start NS & I Bond

↔ **BondDat**

Thinking of the first/next bond, in which month and year did you acquire it?

ENTER DATE, USING '15th' FOR DAY OF MONTH

☞ **Soft Check**

If the bond is a Deposit Bond and the bond date is 1989 or later
Deposit bonds were withdrawn from sale in 1988. Please check that the date has been entered correctly and that the correct type of bond has been entered.

☞ **Soft Check**

If the bond is a Deposit Bond and the interview date is July 2002 onwards
Deposit bonds were all redeemed in June 2002. Please check that the correct type of bond has been entered.

? Original Value of NS & I Bond

↔ **BondVal**

What was the original value of the bond?

If the bond is a Capital Bond

? NS & I Bond Serial Number

↔ **BondSer**

What is the series number of the bond?

? Any More NS & I Capital or Deposit Bonds

↔ **More**

Do you have any more National Savings and Investments Capital or Deposit Bonds?

Deposit Bonds were withdrawn from sale in 1988, but pre-1988 Bonds are still valid. Capital Bonds offer a guaranteed rate of interest over a period of 5 years. Currently Capital Bonds can be purchase in multiples of £100. The minimum holding for each of these two investments is £100.

The next question is about First Option Bonds:

? Total Value of First Option Bonds

↔ **Prem**

Now I'd like to ask about your First Option Bonds.

What is the total value of your First Option Bonds?

? Fixed Rate Savings Bond Introduction

↔ **Intro**

Now I'd like to ask about your FIXED RATE SAVINGS BONDS dealing with each issue in turn.

INTERVIEWER CODE:

1. TO CONTINUE
2. (THIS CODE NOT USED)
3. Does not wish to give details of such assets

? Issue Hold 2

↔ **Issue**

What is the [first/next] issue that you hold?

? Date Acquired Issue

↔ **BondDat**

In which month and year did you acquire that issue?

ENTER DATE, USING 15TH FOR DAY OF MONTH

? Original Value of Bond

↔ **BondVal**

What was the original value of the bond?

? Fixed Rate Savings Bond Period

↔ **BondPd**

What is the period of your Fixed Rate Savings Bond?

1. One year
2. Three years

3. Five years

? Type of Interest on Bond

↔ BondType

Do you receive a monthly income from the bond, or is the interest added to the bond?

1. Monthly Income
2. Interest added to Bond

Expenditure

☆ Introduction to expenditure question

↔ DispExp

And now I'd like to ask you about your overall expenditure.

Press <Enter> to continue

☆ ? Total expenditure in the last month

↔ TExpMth

SHOWCARD O1

About how much did you [and [NAME OF PARTNER/SPOUSE]] spend on EVERYTHING in the LAST CALENDAR MONTH?

Please exclude money put into savings and any work expenses for which you are reimbursed.

INTERVIEWER: Enter an amount to the nearest pound.

Only total expenditure is required, not a breakdown. **Estimates are acceptable at this question.** Respondents may find it useful to check bank statements and work out expenditure as income less savings (plus spending from savings/loans).

If respondents find it easier to add up the amount spent on different things, please assist in adding things up if this is requested. **But if respondents are finding it difficult to calculate, encourage them to make an approximation and move on.**

Exclude

Savings – money put into savings or investments.

Work expenses for which you are reimbursed.

Please refer to F9 Help menu for further guidance on items to be included as expenditure.

If TExpMth < £220

☞ Soft Check

Are you sure? This is a lower amount that many people spend each month.

If TExpMth > £9,133

☞ Soft Check

Are you sure? This is a higher amount that most people spend each month.

/ Question Information for total expenditure in the last month and content of showcard O1

Examples of what to include are ...

Mortgage or rent – including housing benefit paid directly to landlords

Bills – gas, electricity, water, council tax, telephone, internet, T.V., mobile and household insurance

Transport costs – running a car (petrol, tax, insurance) and public transport costs.

Food and groceries – food, toothpaste, cleaning products, pet food.

Expenditure

Clothing and footwear

Child costs – childcare, school equipment and fees.

Home improvement – DIY, gardening, etc.

Household goods – furniture, white goods such as a fridge or washing machine, or electrical goods such as a television or computer.

Health expenses – glasses, dental care, prescriptions, social care.

Socialising and hobbies – going out (restaurants, pub, cinema), gym or sport club membership, arts and crafts, children's activities.

Other treats – example magazines, DVDs, CDs, games, toys, beauty products.
Holidays

Giving money or gifts to other people – money for children, gifts or money for relatives, donations to charity.

Money spent on anything else not listed

☆ **Expenditure amount higher/lower or usual**

↔ **ExpUsual**

Would you say your expenditure last month was...

INTERVIEWER:READ OUT

Running prompt

1. Higher than usual,
2. lower than usual
3. or typical of a usual month's expenditure?
4. SPONTANEOUS: There is no such thing as a typical month

Final Questions

? Thank you

↔ Thanks1

Thank you for taking part. The information you have provided, together with that from thousands of other people who took part in the study, will be extremely helpful in building a better understanding of living standards in Britain.

Code 1 to continue

? Too many d/k and refusal answers recorded!

↔ RefDNK

INTERVIEWER – IMPORTANT!

There were too many 'Don't know' and/or 'Refusal' answers at '£ amount' questions in this Questionnaire for a **PRODUCTIVE** interview.

The number of don't know/refusal responses in the HRP's Benefit Unit
HRP BU = XX DK/Refusals

The number of don't know/refusal responses in other Benefit Units
Other BU's = XX DK/Refusals

Please ask respondent(s) to supply missing answers either now or later.

Press 1 and enter to continue.

? Permission to recontact

↔ FollowUp

Sometime in the future there may be a follow-up or a new study related to this one. Such a study would be agreed with the Department for Work and Pensions, but may be carried out on behalf of another organisation. To identify individuals for inclusion in this study responses to the full Family Resources Survey may be used. You may not be contacted again, but, if you are, you will still be free to decide whether you wish to participate in any follow-up study.

Would you be willing to be contacted again, so that a social research organisation approved by DWP can carry out the study?

1. Yes
2. No

? Giving Email address

↔ **GivEmail**

Please may I have an email address, so we can contact you?

1. Yes
2. No
3. No Email

If GivEmail =1 'Yes':

? Email Address

↔ **Email**

Interviewer: Record Email address

If FollowUp =1 'Yes or SICFup = Yes or SLCIntro=Yes

? Giving telephone number

↔ **GivTel**

Please may I have a telephone number, so we can contact you?

1. Yes
2. No
3. No Telephone

If GivTel = Yes

? Telephone number

↔ **TelNo**

Interviewer: Record telephone no.

? Respondents Title

↔ **Title**

INTERVIEWER: Enter Mr/Mrs/Ms/Miss etc

? Respondents Initial

↔ **Initial**

INTERVIEWER: Enter one initial

? Respondents Surname

↔ **Surname**

INTERVIEWER: Enter surname

? If likely to move

↔ **Moving**

May I just check, are you likely to be moving from this address in the near future?

1. Yes
2. No

Final Questions

After completing the recall questions for a benefit unit, then either select the next benefit unit schedule if any, or go to admin.

In the admin block, Interviewers will be asked to give real time feedback on new questions for the new survey year, the survey materials, and on the FRS generally. Please provide any feedback you have here.

? Survey Materials

↔ SurvMat

Do you have any comments on the survey materials? This might include feedback from responders or non-responders with regards to the respondent materials such as the survey leaflet or advance letter. Or you may like to feedback on the interviewer materials such as the project instructions.

? General Feedback Question

↔ GenCom

Please provide us with any general comments you have about this month's survey. This can include comments/feedback on the survey content, questionnaire flow and length.

Your feedback is highly valued by the research team so please tell us if there are any particular issues you would like to bring to our attention. In order for us to be able to act on your feedback please try to make it as specific as possible.

If taking part in data linkage experiment and name refused in household grid

☆Child Maintenance Feedback

↔ CMFBack

INTERVIEWER: Do you have any comments or feedback on the new child maintenance questions which ask respondents the reasons why they do not have a child maintenance arrangement (MntNtRs) or why they are not making child maintenance payments (MntNPRs)?

Did respondents experience any difficulties giving reasons for not having a child maintenance arrangement or making child maintenance payments?

Did respondents express any concerns about being asked these questions? If so, what was the nature of the respondents' concerns?

Do you have any suggestions as to how the questions or instructions could be improved?

It will help if you could please note which question you are commenting on when providing your answer.

Press enter to continue.

If you have nothing to say please leave this empty.

☆Food Insecurity Feedback

↔ FdFBack

INTERVIEWER: Do you have any comments or feedback on the new food insecurity questions which ask respondents whether they and other members of their household have had enough food to eat in the last 30 days (FoodQ1 – FoodQ8c)?

Did respondents experience any difficulties with answering these questions?

The questions are asked of the household. Were there any difficulties in identifying the best respondent to answer these questions?

Could the respondent identified to answer the questions answer for all members of

the household?

Did respondents have any difficulties in answering the questions related to the 30 day reference period?

Did respondents express any concerns about being asked these questions? If so, what was the nature of the respondents' concerns? Do you have any suggestions as to how the questions or instructions could be improved?

Press enter to continue.

If you have nothing to say please leave this empty.

☆Food Insecurity Feedback 2

←FdFBack2

INTERVIEWER: We are considering including questions about whether the children in the household had had enough food to eat in the last 30 days for the 2020/21 FRS questionnaire, so it would be very helpful to understand how these might be received by respondents if they were introduced.

Did respondents spontaneously mention the food situation for their children during the interview when asked about the situation for themselves (and other adults in the household)?

Did respondents express any concerns about being asked the food questions about the adults in the household that would suggest they would react negatively to being asked similar questions in relation to their children?

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