FAMILY

RESOURCES

SURVEY

QUESTION INSTRUCTIONS 2023-24

(P17874.01)

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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.**

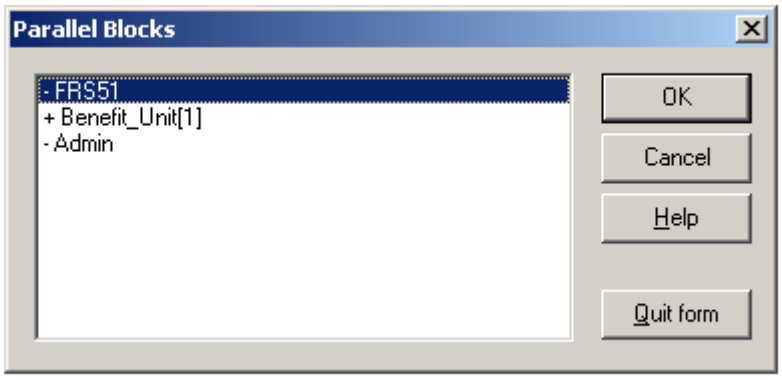
Benefit_Unit[n].QCurst1.Adult[1/2*].Working
You are in the Benefit Unit schedule for Benefit Unit number [n]; in block **QCurst1** (current employment status) at the question **Working** for **Adult 1 or 2** in that Benefit Unit (BU) *as appropriate.

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:

Jump No.	**Question/ variable**	**Topic**
		(Household schedule)
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
		(Benefit Unit schedule)
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.

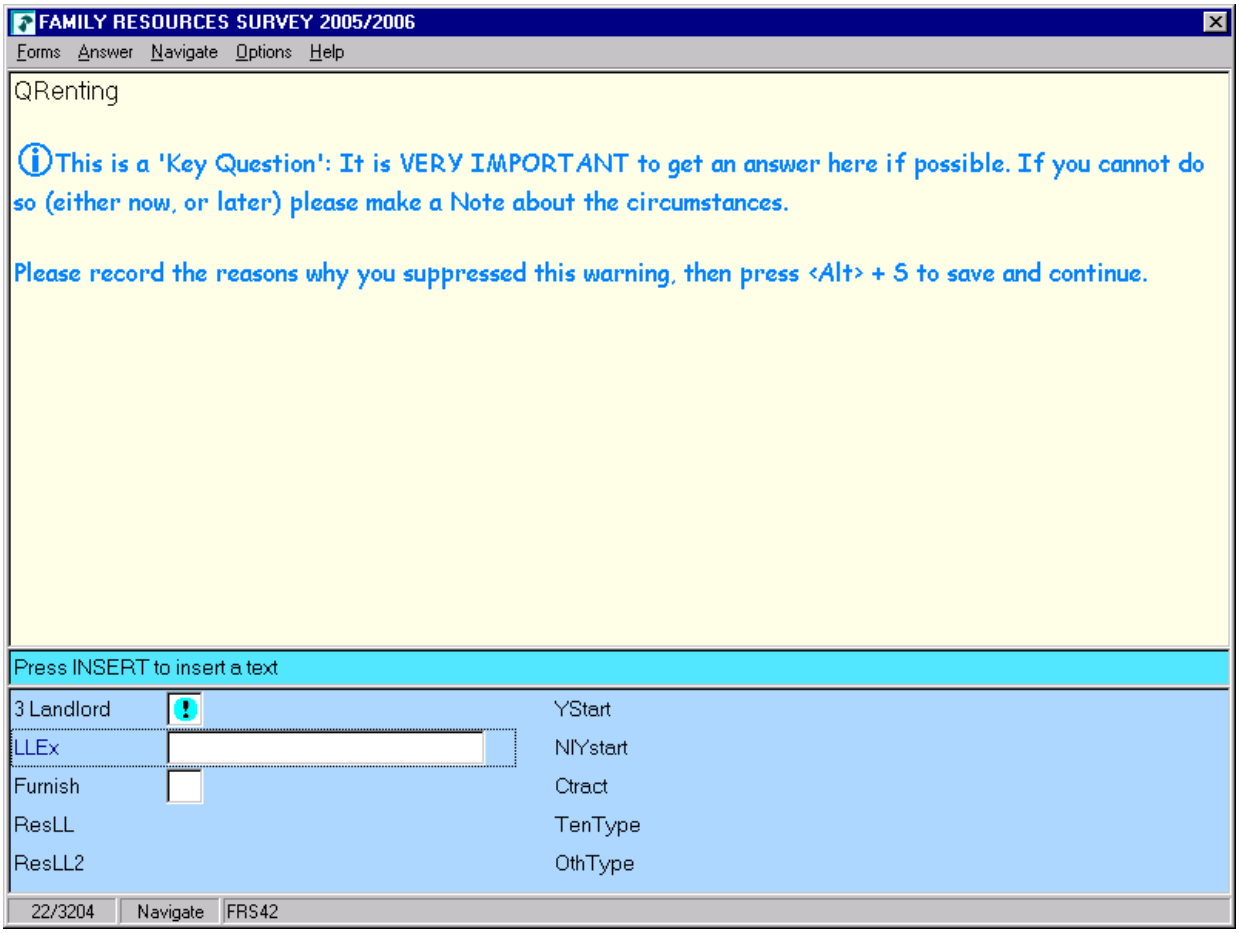
If you wish to suppress the warning, press 'S' (for 'Suppress'). **After suppressing the warning you MUST make a note using <Ctrl+M> to explain to editors the reasons why you suppressed this check.**

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**.



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
24: Twice a month
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 : 0001
Address No : 1
Household No : 1
IF OrgID=NatCen
Address : 1 The Street The Town The County PC. AB12 3CD
Contact name : Mr Joe Bloggs
Contact phone : 07777 777 777

- TO GO DIRECTLY TO 'ADMIN', PRESS <Ctrl + Enter>.
- TO CONTINUE WITH INTERVIEW PRESS '1' AND <Enter>.
Interview Version: I_050_1

(Sample Info: England Case, Sample Month=April, Sample Year=2021)
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.

/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

? Interview mode
🗝 FTFTEL
INTERVIEWER: IN WHICH MODE HAS THIS INTERVIEW BEEN **STARTED**?

IF THE INTERVIEW IS COMPLETED USING BOTH MODES **DO NOT CHANGE THE INITIAL ANSWER RECORDED AT THIS QUESTION.**

THIS QUESTION DETERMINES THE ROUTING TO SECTIONS OF THE QUESTIONNAIRE – INFORMATION COLLECTED DURING THE INTERVIEW COULD BE LOST IF THE EARLIER ANSWER IS CHANGED.

1. Face-to-face
2. By telephone

? 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 SOMETHINGTHAT 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 name. If there is more than one middle name record all of them here.
If middle name is not given record middle initial.
If no middle name press enter to continue

? Surname
🗝 SuName
INTERVIEWER: Enter the full name for this household member.

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

Please record surname

Record the surname correctly in full for each person in the household to ensure accurate data linkage.

? 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 only the year of birth is given (i.e. no day or month is provided), enter 15th June. 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 needed to allow accurate calculation of age and for data linkage purposes. Please check that you have recorded the date of birth correctly.

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.

If DoB is the 15th of the month (15/MM/YYYY)

? Whether Date of Birth was given in full

🗝 DoBEstim

INTERVIEWER:Is [DoB] the actual date of birth?

INTERVIEWER: Please confirm whether this is the actual date of birth or whether 15/MM/YYYY or 15/06/YYYY was used instead as instructed because the day/month of birth were not known or refused.

Confirming this helps with accurate data linkage.

1. Yes - Actual date of birth
2. Day unknown, 15th of month used instead
3. Day **and** month unknown, 15th June used instead

NODONTKNOW, NO REFUSAL

? Respondents Age

🗝 AgeOf

What was [name]'s age last birthday?

INTERVIEWER: IF AGE NOT GIVEN, PROBE FOR AN ESTIMATE.
FOR LATER ROUTING, YOU MUST KNOW WHETHER THE RESPONDENT IS STATE PENSION AGE:

ANYONE AGED 66+ IS STATE PENSION AGE

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
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.

From May 2022, the minimum legal age for marriage in England and Wales is 18 years old (having changed from 16 years old). The minimum legal age for marriage of 16 years old still applies in Scotland and Northern Ireland. Please bear in mind that some people may have been married outside of the UK.

Civil partners must have obtained legal recognition of their partnership; probe whether partnership was registered under the provisions that came into force from December 2005 for same sex partners and from 31st December 2019 for mixed sex partners.

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.

IF person selected as spouse is less than 16 years old AND (Country = Scotland or Northern Ireland)
☞Soft Check
You have recorded [Name] who is under 16 as the spouse of [Name], please check your coding.

IF person selected as spouse is less than 18 years old AND (Country = England or Wales)
☞Soft Check
You have recorded [Name] who is under 18 as the spouse of [Name], please check your coding. From May 2022 the legal age for marriage is age 18 or over. The respondent would only be married if they were married before May 2022 or married outside England or Wales.

? 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 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 cohabite (**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?

IF W1 is less than 16 years old AND (Country = Scotland or Northern Ireland)
☞Soft Check
Are you sure? It is not usual to be married before the age of 16 unless you were married outside the UK.

IF W1 is less than 18 years old AND (Country = England or Wales)
☞Soft Check
Are you sure? It is not usual to be married before the age of 18 unless you were married before May 2022 in the UK or you were married outside England or Wales.

? 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
2. cohabitee
3. son/ daughter (incl adopted /legal dependent)
4. step-son/ daughter
5. foster child
6. son-in-law/daughter-in-law
7. father/mother/or guardian
8. step father/mother
9. foster parent
10. father/mother-in-law
11. brother/ sister (incl adopted)
12. step-brother/sister
13. foster brother/sister
14. brother/ sister-in-law
15. grand-son/daughter
16. grand-father/mother
17. other relative
18. other non-relative
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 gurdian’. This is important, or the child will be asked irrelevant adults questions when they chould 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 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** (OUTPUT AS: EDUCFT)

Is [name] currently in full-time education?

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

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** (OUTPUT AS: EDUCLEFT)

<Help F9>

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, it should not include any period of education which was taken later in life, e.g. as a mature student. . CODE '96' IF STILL IN CONTINUOUS FULL-TIME EDUCATION it should not include any period of education which was taken later in life, e.g. as a mature student..

If aged over 25:
ENTER AGE (OR CODE '96' IF STILL IN CONTINUOUS FULL-TIME EDUCATION) it should not include any period of education which was taken later in life, e.g. as a mature student.

/ 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** (OUTPUT AS: EDUCSCH)
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:
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 Levels1, 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
– Licentiateship 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 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 Information 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

*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 COrign = 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 COrign = 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)	**Show Card (In Scotland)**	**Show Card (In Wales)**
1. English	Scottish	Welsh
2. Welsh	English	English
3. Scottish	Welsh	Scottish
4. Northern Irish	Northern Irish	Northern Irish
5. British	British	British
6. Other, please describe	Other, please describe	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

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 routing question
🗝 PPSIDQ
INTERVIEWER: Are you talking to [Name] directly (i.e. in person)?

INTERVIEWER: This question will be used to route to the next question on sexual identity which must not be asked by proxy or via an interpreter who is a friend/relative of the respondent.

1. Yes – I am talking to the respondent in person
2. No – this is a proxy interview/interview being conducted via an interpreter,
NODONTKNOW, NOREFUSAL

IF PPSIDQ = 1 'Yes'
? 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 - if you are not talking to the respondent directly return to the last question PPSIDQ and code as 2 'No'.

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.

Recording Refusals

If the respondent does not want to answer 'SIDQN' this should be recorded as a 'refusal' as would be the case at any other question. A 'refusal' response **must not** be recorded to indicate the interview is being conducted by proxy or via an interpreter who is known to the respondent – if a proxy interview is taking place or a friend/relative is acting as interpreter, 'PPSIDQ' should be coded as 2 'No', this will ensure 'SIDQn' is not routed to.

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).

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. This question should not be asked by proxy – in these circumstances, 'PPSIDQ' should be coded as 2 'No', this will ensure 'SIDQn' is not routed to.

Interviews conducted by interpreter
This question should not be asked via an interpreter who is a friend/relative of the respondent. 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 'PPSIDQ' should be coded as 2 'No', this will ensure 'SIDQn' is not routed to.

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.

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	Showcard A5
15. Heterosexual/Straight 10. Gay/Lesbian 17. Bisexual 16. Other	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
🗝 RelScOt
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

<Help_F9>
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. Moved from temporary to permanent accommodation
11. Other reasons

/ Question Information included in Helpscreen for Reason

Temporary accommodation means short term temporary or transient accommodation, and might include short-term accommodation the Local Authority or Housing Association has arranged, hostels and bed and breakfast hotels.

? Preamble to internet usage question

🗝 Intro

The next question is about using the internet at home for **services**. This can be for things like shopping, online banking or things you have to apply for (like registering to vote or applying for a passport).
: CODE 1 TO CONTINUE

? Internet usage

🗝 Internt

If needed, can you use the internet at home for online services?
INTERVIEWER: Record 'Yes' if respondent uses or is able to use the internet for accessing services (e.g. online banking, buying items online, renewing TV licence etc.). Code 'No' if respondent is only able to use the internet for viewing web pages (such as searching for items of interest but not otherwise accessing services).
INTERVIEWER: Include use of internet on any device (e.g. PC, laptop, tablet or Smartphone etc.).

1. Yes
2. Yes, but with help
3. No, I would need someone to do it for me
4. No, I can't access online services at home

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 mean that some parents may say they no longer receive Child Benefit however the are still considered **eligible** to receive it. To be **eligible** to receive Child Benefit the child must 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,

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

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/cohabite 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.

IF Tenure = 1 'Own it outright'

? Whether property inherited outright

🗝 Inheri

You mentioned that you own this accommodation outright, did you achieve this by buying the property (including paying off a mortgage) or did you inherit the property outright?

INTERVIEWER: If the respondent bought the property wholly or partly with monies received from an inheritance use code 1 'bought the property'.

1. Bought the property (including cash payments and paying off a mortgage)
2. Inherited the property outright
3. [SPONTANEOUS] Other

? 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.

? Is it sheltered

🗝 Shelter

<HELP_F9>

ASK OR RECORD

Some people live in sheltered accommodation or supported housing, does this situation apply to this accommodation?

INTERVIEWER: If respondent is unsure read out: "Sheltered accommodation typically has a warden or housing manager and/or alarms so that there is additional help available if needed in an emergency. In supported housing, help is provided with care or daily living needs so that people with a disability, problems related to old age or special educational needs can live as independently as possible."

1. Sheltered accommodation
2. Supported housing
3. None of these

/ Question Information included in Helpscreen for Shelter

The purpose of supported housing is to enable people to live as independently as possible within their community. It can be provided by a housing association, charity or local authority, or by a private landlord. The organisation or person providing the accommodation, or someone acting on their behalf, will also provide regular care, support and supervision.

IF Shelter = 1 'Sheltered Accommodation', 2 'Supported Housing'

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

? Year Started Living at Address

🗝 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

? 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. 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. Other type of let

If TenType = 3 'Other type let' (for England, Wales and Scotland):

? Other Types of Tenancy

🗝 OthType

<HELP_F9>

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. Resident landlord
2. Crown tenancy /licence (includes H.M Forces)
3. Service occupancy (excludes H.M Forces)
4. Let by educational institution
5. Business or agricultural tenancy
6. Assured agricultural occupancy
7. Regulated (tenancy must have started in 1988 or earlier)
8. Asylum seeker let (issued by National Asylum Support Service NASS)
9. Holiday Let
10. Other type of let

/ Question Information included in Helpscreen for OthType

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

Asylum seeker let – there is a helpline for asylum seekers, run by National Asylum Support Service (NASS) which is itself an agency of the Home Office.

/ Question Information for Type 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.

IF TenType = DONTKNOW, REFUSED OR OthType = DONTKNOW, REFUSED

? Assured Shorthold Tenancy

🗝 Short1

There is a form of tenancy called [{IF England/Wales} an Assured Shorthold / {IF Scotland} a Short Assured]. 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 [an Assured

Shorthold / Short Assured] Tenancy. Here is an example of a notice to a tenant saying that the tenancy is [an Assured Shorthold / Short Assured].
SHOW EXAMPLE OF NOTICE.
Does your notice state that it is [an Assured Shorthold / a Short Assured] or not?
1. ...Yes, [an Assured Shorthold / a Short Assured],
2. ...Other agreement

In England and Wales, there is a written agreement/notice from the landlord which states that the tenancy is not an Assured Shorthold. If the type of tenancy is not known or refused, the following question is asked:

IF (Country = England, Wales) AND (Short1 = 2 'Other agreement', DONTKNOW, REFUSED)

? 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 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 HBenefit=1 'Yes-Housing Benefit' OR HBenefit=2 'Yes – Universal Credit'

? Whether rent benefit paid directly to landlord

🗝 Receipt

Is [your Housing Benefit/the housing costs element of your Universal Credit] paid directly to you or directly to your landlord?

1. Directly to recipient (i.e. the respondent or an appointee)
2. Directly to landlord / property agent
3. [SPONTANEOUS] Does not receive Housing Benefit or housing costs element of Universal Credit

IF renting OR part renting/part paying a mortgage (shared ownership)

? Whether receive state benefits to help with Rent

🗝 HBenefit

<HELP_F9>

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

INTERVIEWER: If respondent says they receive Housing Benefit and Universal Credit use CODE 2 'Universal Credit'.

1. Housing Benefit
2. Universal Credit
3. None

/ Question Information included in Helpscreen for HBenefit

Some people may say they receive Housing Benefit and Universal Credit. Please code these people as being on Universal Credit.

? Total rent paid to landlord

🗝 RentFull

<Help_F9>

{If HHStat=2 shared household}

How much is your full rent, that is the <u>total amount</u> paid to your landlord by everyone living here? [{If HBenefit=1,2} Please include everything you all pay and any Housing Benefit / any part of your Universal Credit that is being paid directly to your landlord]?

{If HHStat=1 'Conventional Household}
How much is your full rent, that is the <u>total amount</u> paid to your landlord [{If HHSize>=2} by everyone living here]? [{If HBenefit=1,2} Please include everything you pay yourself and any Housing Benefit / any part of your Universal Credit that is being paid directly to your landlord]?

INTERVIEWER: If the respondent was unable to pay all the rent owed, record here how much rent was actually paid, not what they were expected to pay.
INTERVIEWER: Exclude service charges - unless this is not possible because bills are included in the rent in which case explain in a note.

: 0.00..999997.00

/ Question Information for RentFull

This will be the amount shown on the respondent's rental agreement.
If someone's Housing Benefit or their housing costs element of Universal Credit is being paid directly to their landlord, they may not know how much their full rent is. In these cases, code the response as a "don't know" and put what the respondent actually pays themselves at RENT.

/ Question Information included in Helpscreen for RentFull

Some people may not be able to pay all the rent owed to their landlords. This question is asking how much rent was **actually paid**, not what they are liable to pay.

This amount should exclude service charges where possible. There will be some households where this is unavoidable (for instance, where bills are included in rent).

If in arrears, enter amount last paid but open a Note and give the date of payment (and say if an extra amount is included to pay towards the arrears).

If rent includes an element for the business part of the property (eg. a shop beneath a flat), and the amount for the residential part cannot be determined, enter 'DK' at 'Rent'.

? Rent Period of total rent
🗝 RentPd1
How long does this cover?"

IF the calculated weekly rent is greater than the regional limit in the table below:
☞<u>Soft Check</u>
This is much higher than most people say they pay in total. Are you sure you pay this much?

IF the calculated weekly rent is less than £50 (i.e. the limit in the table below for all regions):
☞<u>Soft Check</u>
This is much lower than most people say they pay in total. Are you sure you pay this much?

GVTREGNO	Region (SSTRTREG)	GOR	Country	Lower Limit	Upper Limit
North East	1,2	1	N/A	50	170
North West	3,4,5	2	N/A	50	230
Yorks & the Humber	6,7	4	N/A	50	220
East Midlands	8	5	N/A	50	250
West Midlands	9,10	6	N/A	50	240
East of England	11,12	7	N/A	50	350
London	13,14,15,16	8	N/A	50	660
South East	17,18	9	N/A	50	390
South West	19	10	N/A	50	360
Wales	20,21	11	Wales	50	260
Scotland	22,23,24,25, 26, 27	12	Scotland	50	230
Northern Ireland	N/A	N/A	NIreland	50	200

IF the calculated weekly rent is zero AND Tenure is NOT 5 'Live here rent-free' (i.e. person does not live rent-free):

☞Soft Check

You reported that you pay nothing in rent, but that you do not live rent-free.
INTERVIEWER: Please check with the respondent and change the answer as appropriate. If cannot change the answer, please explain why nothing is paid in rent in a note.

If Receipt=2 'Directly to landlord/property agent

? Amount of Rent after benefits deducted

🗝 Rent

<Help_F9>

{If HHStat=1 'conventional household' with one adult}

How much rent do you actually pay to your landlord, after deducting any Housing Benefit/Universal Credit that is being paid directly to your landlord?

{If HHStat=1 'conventional household' with more than one adult}

How much rent does your household actually pay to your landlord, after deducting any Housing Benefit/Universal Credit that is being paid directly to your landlord?

{HHStat=2 'shared household'}

How much rent do you, and everyone living here, actually pay to your landlord, after deducting any Housing Benefit/Universal Credit that is being paid directly to your landlord?

INTERVIEWER: Please record the amount that the respondent (and everyone else living there) pays to the landlord themselves, out of their own pocket.

? Rent Period after benefits deducted

🗝 RentPd

How long did this cover?

/ Question Information included in Helpscreen for Amount of Rent

If in arrears, enter amount last paid but open a Note and give the date of payment (and say if an extra amount is included to pay towards the arrears).

If 100% rent rebate/HB is received and water/sewerage rates and other services etc are NOT included in the rent, then the amount at 'Rent' should be zero. But if water, etc rates ARE included in the rent, then the amount paid for these rates should be entered at the question 'Rent'.

If rent includes an element for the business part of the property (eg. a shop beneath a flat), and the amount for the residential part cannot be determined, enter 'DK' at 'Rent'.

/ 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 Rent is greater than RentFull (based on weekly calculated amounts)
☞Soft Check
INTERVIEWER: The amount of rent paid by the respondent (recorded at Rent) is higher

than the total rent (recorded at RentFull). Please check and amend, and if necessary explain in a Note.

IF renting OR part renting/part paying a mortgage (shared ownership)

? Rent Payment

🗝 RentArr

Sometimes people are not able to pay their rent when it falls due. May I ask, are you up-to-date with your rent payments or are you behind with any of them?

1. **Up-to-date** with rent payments
2. **Behind** with rent payments / In rent arrears

If RentArr=2 'Behind with rent payments'

? Missed Rent

🗝 RentArPy

(You just mentioned that you are behind with your rent). **How many rent payments have you missed in the last 12 months?**

0..997

INTERVIEWER: Please record the total number of rent payments in arrears with rent.

☞Soft Check

"The number of rent payments missed in the last 12 months exceeds the number of rent payments that could be made in a year. Please check the number of missed payments (RentArPy) and the rent period recorded (RentPd)."

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

? Don't Know Total 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 **RentFull** will not be counted in the total number of refusals and DKs for this questionnaire.*

IF RentFull is NOT EMPTY

? 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?

? 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.
:0.00..9997.00

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?

IF weekly eligible rent greater than or equal to £250
☞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.

IF Rentl = £0 i.e. no rent paid after deducting benefits AND HBenefit = Housing Benefit or Universal Credit

? Whether all rent is paid through benefits
🗝 Rebate
You said that you paid no rent last time, is that because all of your rent is paid through state benefits?
1. Yes
2. No

IF RentFull = £0 i.e. no rent paid in total AND (HBenefit = 3 'None – neither Housing Benefit nor Universal Credit' OR Rebate = 2 'No')

? Reason for no rent paid if not all paid through benefits
🗝 RebateO
Can I just check, what is the reason for your paying no rent last time?
: STRING[60]

IF renting/part-renting AND answer given at RentFull (i.e. total amount paid to landlord) AND NOT Scotland/Norther Ireland

? 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.

If (WSInc = 1 'Both water and sewerage')

? Provider for those with both water and sewerage rates included

🗝 WSComSp

To which service provider does your landlord pay your combined water and sewerage rates or changes?
SHOWCARD B5

1. Affinity Water
2. Anglian Water
3. Bournemouth Water
4. Bristol Water
5. Cambridge Water
6. Cholderton & District Water Company
7. Dŵr Cymru Welsh Water
8. Essex & Suffolk Water
9. Hafren Dyfrdwy
10. Hartlepool Water
11. Independent Water Networks
12. Northumbrian Water
13. Peel Water Networks Ltd
14. Portsmouth Water
15. Severn Trent Water
16. South East Water
17. South Staffs Water
18. South West Water
19. Southern Water
20. SSE Water Ltd
21. Sutton & East Surrey (SES) Water
22. Thames Water
23. United Utilities
24. Veolia Water Projects (Tidworth)
25. Wessex Water
26. Yorkshire Water

INTERVIEWER: The respondent pays a combined amount for water and sewerage so the bill will be paid to a single company.

INTERVIEWER: If the respondent has their combined water and sewerage bill to hand

code the company name as shown on the bill.

INTERVIEWER: If the name of the company provided by the respondent does not appear on the showcard/list code as ‘don’t know’ and make a note of the name provided.

If (WSInc = 2 ‘Water only’)

? Water provider for those with water rates included

🗝 WSWtSp

To which service provider does your landlord pay your water rates or charges?
SHOWCARD B5

1. Affinity Water (water only)
2. Anglian Water
3. Bournemouth Water (water only)
4. Bristol Water (water only)
5. Cambridge Water (water only)
6. Cholderton & District Water Company (water only)
7. Dŵr Cymru (Welsh Water)
8. Essex & Suffolk Water (water only)
9. Hafren Dyfrdwy (HD Cymru)
10. Hartlepool Water (water only)
11. Independent Water Networks
12. Northumbrian Water
13. Peel Water Networks Ltd
14. Portsmouth Water (water only)
15. Severn Trent Water
16. South East Water (water only)
17. South Staffs Water (water only)
18. South West Water
19. Southern Water
20. SSE Water Ltd (Leep Utilities)
21. Sutton & East Surrey (SES) Water (water only)
22. Thames Water
23. United Utilities
24. Veolia Water Projects (Tidworth)
25. Wessex Water
26. Yorkshire Water

INTERVIEWER: If the respondent has their water/sewerage bill to hand code the company name as shown on the bill.

INTERVIEWER: If the name of the company provided by the respondent does not appear on the showcard/list code as ‘don’t know’ and make a note of the name provided.

If (WSInc = 3 ‘Sewerage only’)

? Provider for those with sewerage rates included

🗝 WSSwSp

To which service provider does your landlord pay your sewerage rates or changes?
SHOWCARD B6

1. Anglian Water
2. Dŵr Cymru (Welsh Water)
3. Hafren Dyfrdwy (HD Cymru)

4. Independent Water Networks
5. Northumbrian Water
6. Peel Water Networks Ltd
7. Severn Trent Water
8. South West Water
9. Southern Water
10. SSE Water Ltd (Leep Utilities)
11. Thames Water
12. United Utilities
13. Veolia Water Projects (Tidworth)
14. Wessex Water
15. Yorkshire Water

INTERVIEWER: If the respondent has their water/sewerage bill to hand code the company name as shown on the bill.

INTERVIEWER: If the name of the company provided by the respondent does not appear on the showcard/list code as 'don't know' and make a note of the name provided.

? 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

If amount paid for water and sewerage is higher than rent (as given at RentFull)
☞Soft Check
The amount included in rent for water/sewerage is greater than the rent!

*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 B12
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' OR Tenure= 4 'Rent it')

? Discretionary Housing Payment

🗝 DHP

Help <F9>

Have you received a Discretionary Housing Payment (DHP) from your Local Authority in the last 12 months?

INTERVIEWER: If necessary explain: Discretionary Housing Payments (DHPs) are for people who need more help with housing costs. You would have received a DHP from your Local Authority.

1. Yes.
2. No.
3. Don't know.

/ Question Information included in Helpscreen for DHP

Discretionary Housing Payments (DHPs) are payments given by a Local Authority. They are usually given to renters on either Housing Benefit or Universal Credit. However, as a payment, they are different to both of these benefits.

They can be given for a range of reasons, including to cover moving costs. They can take the form of a one-off payment or a regular payment.

If DHP=1 'Yes'

? Discretionary Housing Payment type

🗝 DHPType

Thinking of all Discretionary Housing Payments you have received in the last 12 months, have you received them as … RUNNING PROMPT….

1. a **one off** payment,
2. as **regular payments,**
3. or as **both** a one off payment and regular payments?

If DHPType=1 'one off payment' OR DHPType=3 'both a one off payments and regular

payments'

? Discretionary Housing Payment - one-off payment letter

🗝 DHPOLet

Do you have a statement from your Local Authority that you could consult about your **one-off** Discretionary Housing Payment? The statement could be in the form of a letter, e-mail or in your online account?

1. Yes
2. No

If not able to consult a statement (in the form of a letter, e-mail or online account):
If DHPOLet=2 ' No' OR DHPOLet='Don't know'

? Discretionary Housing Payment - one-off payment statement

🗝 DHPOStmt

…or is there a bank statement you could consult about your **one-off** Discretionary Housing Payment?

1. Yes
2. No

If DHPType=1 'one off payment' OR DHPType=3 'both a one off payments and regular payments'

? Discretionary Housing Payment - one-off payment amount

🗝 DHPOAmt

Thinking about the **most recent** DHP **one-off payment**, how much did you receive?

: 0.00..99997.00

If DHPOAmt<20.00 per week

☞Soft Check

"Are you sure? £[DHPOAmt] is lower than would be expected for a DHP payment."

If DHPType=2 'regular payments' OR DHPType=3 'both a one off payments and regular payments'

? Discretionary Housing Payment - regular payment letter

🗝 DHPRLet

Now thinking of the **regular payments** of Discretionary Housing Payment you receive. Do you have a statement from your Local Authority that you could consult? The statement could be in the form of a letter, e-mail or in your online account?

1. Yes
2. No

If not able to consult a statement (in the form of a letter, e-mail or online account):
If DHPRLet=2 'No' OR DHPRLet='Don't know'

? Discretionary Housing Payment - regular payment statement

🗝 DHPRStmt

…or is there a bank statement you could consult?

1. Yes
2. No

If DHPType=2 'regular payments' OR DHPType=3 'both a one off payments and regular payments'

? Discretionary Housing Payment - regular payment amount

🗝 DHPRAmt

Thinking of the **most recent** DHP regular payments, how much did you receive?
: 0.00 .9997.00

If DHPRPd=RESPONSE

? Discretionary Housing Payment - regular payment period

🗝 DHPRPd

How long does this cover?
1. 1 week
2. 2 weeks
3. 3 weeks
4. 4 weeks
5. Calendar month
7. Two calendar months
8. 8 times a year
9. 9 times a year
10. Ten times a year
13. Three months (13 weeks)
90. Less than 1 week
97. Other (INTERVIEWER: Explain in a note)

If DHPRpd=97 'Other'

? Discretionary Housing Payment - regular payment period

🗝 DHPRPx

INTERVIEWER: Please leave a note/remark giving full details then press <SAVE> to save and continue.'
: OPEN

If DHPRAmt<2.00 per week

☞Soft Check
"Are you sure? £[DHPRAmt] is lower than would be expected for a DHP payment."

If DHPRAmt>2500.00 per calendar month

☞Soft Check
"Are you sure? £[DHPRAmt] is higher than would be expected for a DHP payment."

If Tenure = 3 'pay part rent and part mortgage (shared ownership)', 4 'rent it', 5 'live here rent free' or 6 'squatting' AND (AccJob is not Yes)

? Anyone Outside of Household Pay for Accommodation

🗝 AccNonHH

(Apart from help from the Jobcentre or Local Authority) does anyone outside your household pay any rent on this accommodation on your behalf?
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
🗝 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

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 £600,000
☞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 £15,000
☞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 (home insurance, water rates) relate to the whole property or just the domestic part.

If BorrAmt 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 BorrAmt is less than or equal to £10,000
☞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?

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.

£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 B7
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 B8
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

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 B9

(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

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 B10 & B11

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...

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.

? Year mortgage will come to an end
🗝 MortYear
In what year will the term of this [{If RMort=Yes} re-mortgage or extension / {If RMort=No or RMort=Don't know/Refusal} mortgage] come to an end?

: 1900..2097

☆ If MortYear<[Current year]
☞Soft Check

"Are you sure? This date is in the past but this mortgage has not yet been fully repaid.
Please check and amend or, if correct, suppress check and make a note."

☆ If RMort=No or RMort=Don't know/Refusal and (MortYear-BuyYear) > 40
☞Soft Check
"Are you sure? The end date would not normally be more than 40 years after the mortgage was taken out.
Please check your figures."

☆ If RMort=Yes or RMort=Don't know/Refusal and (MortYear – RmortYr) > 40
☞Soft Check
"Are you sure? The end date would not normally be more than 40 years after the last re-mortgage or extension.
Please check your figures."

? 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 the mortgage term is more than 40 years (MortEnd<=40)
☆☞Soft Check
Are you sure? The end date would not normally be more than 40 years after the last [IF RMort = No 'mortgage was taken out' /IF RMort = Yes '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 0.5% or greater than 5% 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 given 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?
INTERVIEWER: This includes payments by organisations such as the Jobcentre or DWP.

1. Yes
2. No

? Who Outside Made Payment

🗝 OutsPay

Who is that?
1. The Jobcentre or 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, Jobseeker's Allowance, Employment Support Allowance or Universal Credit. 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?

If OutsAmt>0
? 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).
1. Press <Enter> to continue

? Still Have Second Mortgage
🗝 Loan2Y
INTERVIEWER: DO THEY STILL HAVE THIS OTHER MORTGAGE FOR PURCHASE? (IF NOW REPAID, 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 B13

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
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).

Household Insurance Policies

FRS asks questions about home 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 Home 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:

? Home 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 Home 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 Home 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.

?Home Insurance
🗝 StrOths
Do you pay a buildings insurance premium on this accommodation?
Buildings insurance is insurance on the structure of the accommodation.

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*

Home 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:

? Home 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 Home Insurance
🗝 StrAmt
How much was the last premium for this [type of insurance] policy?

? Length Home Insurance Payment - Covered
🗝 StrPd
How long did this cover?

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 £424,000.

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. Where 'disablement relief' is allowed on a band A property – this is still recorded as a band A property but a lower amount of council tax is charged.

1. Band A
2. Band B
3. Band C
4. Band D
5. Band E
6. Band F
7. Band G
8. Band H
9. Band I
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 in England and Scotland and in 2003 in Wales. It is extremely important that respondents ***do not*** reference the ***current*** value of their property, to the corresponding council tax bands constructed in 1991 for England and Scotland and 2003 in Wales.

Property Bandings

	England (1991 property valuation)	Scotland (1991 property valuation)	Wales (2003 property valuation)
A	Up to £40,000	up to £27,000	up to £44,000
B	£40,001 - 52,000	£27,001 - 35,000	£44,001 - 65,000
C	£52,001 - 68,000	£35,001 - 45,000	£65,001 - 91,000
D	£68,001 - 88,000	£45,001 - 58,000	£91,001 - 123,000
E	£88,001 - 120,000	£58,001 - 80,000	£123,001 - 162,000
F	£120,001 – 160,000	£80,001 – 106,000	£162,001 - 223,000
G	£160,001 – 320,000	£106,001 – 212,000	£223,001 - 324,000
H	£320,000 +	£212,000 +	£324,000 – 424,000
I	N/A	N/A	£424,000 +

/ 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 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. This should be indicated on the Council Tax bill. Note that 'disablement relief' can be allowed on a band A property – in which case a lower amount than a Band A bill is charged.

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?

INTERVIEWER: Where 'disablement relief' is allowed on band A property – this is still recorded as a band A property, but a lower amount of council tax is charged.

Code 2 'Before' where 'disablement relief' has been allowed on a band A property.

? 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 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 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, 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.

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

🗝 CTTime

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?
'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, to help pay your Council Tax?
INTERVIEWER: Exclude the £150 Council Tax rebate which has been applied to all homes in Council Tax bands A-D since April 2022 to assist with the impact of cost of living increases. This does not need to be recorded in the FRS questionnaire and will be applied by DWP when editing the data.

/ 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 with status discount. 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 (either Housing Benefit or Universal Credit), 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. 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
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
SHOWCARD B14
<Help F9>
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 [WALES ONLY: care leavers aged 18-24])
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 people not eligible to pay council tax.

The household will be exempt from paying council tax if **all** members of the household do not have to pay council tax (i.e. they are disregarded from payment) for any combination of these reasons:

- 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
- a care leaver aged 18-24 – this applies only to those living in Wales – see further details below.

If the household includes someone who is disregarded from paying council tax but this does not apply to all members of the household then a status discount on council tax might apply but the household will not be exempt from council tax altogether.

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.

IN WALES ONLY
Accommodation occupied by Care leavers aged 18-24
Since April 2019, in Wales care leavers aged 18-24 do not have to pay council tax as they are disregarded as liable to pay. Council Tax becomes liable for them on their 25th birthday.

? Who Council Tax Reduction is for
WhoseCTB
According to the statement, who is the Council Tax Reduction for?
INTERVIEWER: Code all that apply

1. [NAME ADULT 1]
2. [NAME ADULT 2]
3. [NAME ADULT 3]
4. [NAME ADULT 4]
5. [NAME ADULT 5]
6. [NAME ADULT 6]
7. [NAME ADULT 7]
8. Someone else (SPECIFY IN A NOTE)
9. Not on statement

? Council Tax Discount
🗝 CTDisc
SHOW CARD B14
[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 reduction, 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
- a care leaver aged 18-24 – this applies only to those living in Wales

/ 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 Reduction (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/ care leaver aged 18-24 in Wales 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.

The household will be exempt from paying council tax if **all** members of the household do not have to pay council tax (i.e. they are disregarded from payment) for any combination of these reasons:

- 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
- a care leaver aged 18-24 – this applies only to those living in Wales

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 as are care leavers aged 18-24 living in Wales.

In Scotland, status discount is also allowed for Domestic Water Charge and Domestic Sewerage Charge.

? Amount of Council Tax Discount
🗝 CT25D50D
SHOW CARD B14
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 WaterPay = ‘No’
☞Soft Check
INTERVIEWER: It is relatively unusual for a household not to pay water 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 WaterPay to 'yes'. If water charges are not paid please attach a note to explain the circumstances.

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?

If SewSep = 2 ‘Combined’
? Provider for those who pay combined water and sewerage rates
🗝 WtSwSup
SHOWCARD B15
To which service provider do you pay your combined water and sewerage rates or charges?

1. Affinity Water

2. Anglian Water
3. Bournemouth Water
4. Bristol Water
5. Cambridge Water
6. Cholderton & District Water Company
7. Dŵr Cymru Welsh Water
8. Essex & Suffolk Water
9. Hafren Dyfrdwy
10. Hartlepool Water
11. Independent Water Networks
12. Northumbrian Water
13. Peel Water Networks Ltd
14. Portsmouth Water
15. Severn Trent Water
16. South East Water
17. South Staffs Water
18. South West Water
19. Southern Water
20. SSE Water Ltd
21. Sutton & East Surrey (SES) Water
22. Thames Water
23. United Utilities
24. Veolia Water Projects (Tidworth)
25. Wessex Water
26. Yorkshire Water

INTERVIEWER: The respondent pays a combined amount for water and sewerage so the bill will be paid to a single company.

INTERVIEWER: If the respondent has their combined water and sewerage bill to hand code the company name as shown on the bill.

INTERVIEWER: If the name of the company provided by the respondent does not appear on the showcard/list code as ‘don’t know’ and make a note of the name provided.

If (SewSep = 1 ‘Separate’) OR ((WaterPay=1 ‘Yes’) AND (SewerPay <> 1 ‘Yes’))

? Water provider for those paying separate water rates

🗝 WatSup

SHOWCARD B15

To which service provider do you pay your water rates or charges?

1. Affinity Water (water only)
2. Anglian Water
3. Bournemouth Water (water only)
4. Bristol Water (water only)
5. Cambridge Water (water only)
6. Cholderton & District Water Company (water only)
7. Dŵr Cymru (Welsh Water)
8. Essex & Suffolk Water (water only)
9. Hafren Dyfrdwy (HD Cymru)
10. Hartlepool Water (water only)
11. Independent Water Networks
12. Northumbrian Water
13. Peel Water Networks Ltd

14. Portsmouth Water (water only)
15. Severn Trent Water
16. South East Water (water only)
17. South Staffs Water (water only)
18. South West Water
19. Southern Water
20. SSE Water Ltd (Leep Utilities)
21. Sutton & East Surrey (SES) Water (water only)
22. Thames Water
23. United Utilities
24. Veolia Water Projects (Tidworth)
25. Wessex Water
26. Yorkshire Water

INTERVIEWER: If the respondent has their water/sewerage bill to hand code the company name as shown on the bill.

INTERVIEWER: If the name of the company provided by the respondent does not appear on the showcard/list code as 'don't know' and make a note of the name provided.

IF (SewSep = 1 'Separate') OR ((SewerPay = 1 'Yes') AND (WaterPay <> 1 'Yes'))
? Sewerage provider for those paying separate sewerage rates
🗝 SewSup
SHOWCARD B16
To which service provider do you pay your sewerage rates or charges?

1. Anglian Water
2. Dŵr Cymru Welsh Water
3. Hafren Dyfrdwy
4. Independent Water Networks
5. Northumbrian Water
6. Peel Water Networks Ltd
7. Severn Trent Water
8. South West Water
9. Southern Water
10. SSE Water Ltd
11. Thames Water
12. United Utilities
13. Veolia Water Projects (Tidworth)
14. Wessex Water
15. Yorkshire Water

INTERVIEWER: If the respondent has their water/sewerage bill to hand code the company name as shown on the bill.

INTERVIEWER: If the name of the company provided by the respondent does not appear on the showcard/list code as 'don't know' and make a note of the name provided.

? 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?

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 xSewAmt). 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 different from the total for individual payments (WSewTime xWSewAmt). 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 B17
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
🗝 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 of all benefit units.

? Shared Rent Amount

🗝 SrentAmt

How much rent did [name] pay last time it was due [{If HBenefit=1,2} , after deducting any [Housing Benefit/Universal Credit to help with rent]]?

:0.00..9997.00

*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.

IF weekly rent for individual greater than or equal to £150

☞Soft check

Are you sure? Enter here only the RESPONDENT'S SHARE of the household rent.

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
🗝 FreeItem
INTERVIEWER: Questions about free school meals**, free school milk** and **Healthy Start vouchers, and fruit and vegetables.**
<Help_F9>
In the last 7 days have [you/any of you] including [your child/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} in the last full week of school that was attended?
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 included in Helpscreen for FreeItem

Healthy Start Vouchers /{If Scotland} Best Start Foods

Healthy Start vouchers (or Best Start Foods in Scotland) are available to pregnant women and to families with children aged under four, who are also 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 (e.g. midwife or health visitor etc.). Forms have to be completed and the application countersigned by the 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 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.

SEPTEMBER UPDATE: Reference to Welsh Assembly corrected to Welsh Government
Free School Breakfasts in Wales

The Welsh Government provide 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.

/ 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 Government 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 should be recorded for the last full week the child spent at school. If the interview is being conducted during school holidays, please refer to the last week of school term.

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 England
Universal Infant Free School Meals (UIFSM) policy was introduced in England in 2014. It provides access to free school meals for all pupils in Reception, year 1 and year 2 who are in state-funded schools, regardless of their parents' income.

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 trigged 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
🗝 Sfvlt
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 Vegtables
🗝 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
🗝 SmkIt
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
🗝 SmIntro
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
🗝SBkIt
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. 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

🗝 MlPer

Who received the free school meals?

? Free School Meals Amount

🗝 SmlIt

Thinking just of the last full week of school that [you/NAME] attended - how many meals has [name] had?

INTERVIEWER: If the interview is conducted during school holidays, record the number of free school meals received during last week of term.

☞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

INTERVIEWER: PROMPT - Has any other child had any free school meals in the last full week of school that they attended?

INTERVIEWER: Only applicable to children at state schools. Can include 16-18 year olds.

1. Yes
2. No

Childcare

This section includes questions on various types of childcare arrangements, including Breakfast and After School Clubs. It also collects information on the number of hours of free childcare used, as well as access to 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 Inspectorate 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]? Please include both paid and unpaid childcare.
: 0..60

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 are 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.

In Wales, "The Childcare Offer for Wales" provides up to 30 hours of funded early education and childcare per week to the 3-4 year olds of working parents and parents in Education and Training for 48 weeks per year. During the 39 weeks of term time the Offer builds on the universal entitlement of a minimum of 10 hours of early education for all 3-4 year olds, funding up to 20 additional hours of childcare per week for eligible families. For 9 of the 13 weeks of school holidays the full 30 hour entitlement is provided through funded childcare.

Some children aged 2-3 years old are able to access 2.5 hours per day, 5 days per week, of funded childcare for 39 weeks of the year via Flying Start.
All children are eligible to receive a minimum of 10 hours per week of early education, following their third birthday. Early education can be delivered in schools or in some childcare settings.

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

{If England, Scotland, Northern Ireland}
Does any of the childcare [Child 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.
{If Wales}
Does [Child's name] access early years education or government funded childcare? This is available for three and four year olds, and for two years olds in some areas.
1. Yes
2. No
3. Don't Know
NODK

?Type of Free early years provision

🗝FreeCCTy

<Help_F9>

SHOW CARD C3

For which type of [{If Wales} early education or government funded] childcare did you use the free hours of early years education for [Child's Name]? Code all that apply.
1. Playgroup or [{If England/Scotland/Northern Ireland} pre school / {If Wales} sessional care]
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 [{If England/Scotland/Northern Ireland} special educational / {If Wales} additional learning]
6. Childminder
7. SPONTANEOUS ONLY – Other (PLEASE DESCRIBE)

/ Question Information included in Helpscreen for FreeCCTy

Pre-school care

Pre-school and play groups (also known as sessional care in Wales)
Attended by children between two and five years old.
They offer sessions from two-and-a-half hours to four hours, during term time, every day or for several days a week.

Day nurseries
Attended by children between the ages of six weeks and five years.
Run by the council, the community, based in the workplace or privately run.
Opening times are from around 7am to 7pm, 50 weeks of the year. Children can attend full or part time.

Nursery schools and classes
Attended by children between three and five years old.
Run as part of the state education system or by private or voluntary sector organisations.
Open during school hours, usually 9am to 3:30pm in term time for full or half-day sessions.

Children's Centres
Children's centres may also be known as Sure Start Children's centres.
- Support children under 5 years old and their families providing easy access to a range of integrated services.
- May offer anything from short weekly sessions up to full-time day care.
- All centres in most disadvantaged areas provide full day care.
-Local Education Authorities have overall responsibility for the centres but some centres may be run by Private, Voluntary and Independent sector organisations

Integrated Centres
Aim to meet the demands of parents in work or training and to promote training and community development.
Services offered can include:
- Full day care for 0-3 year old
- Care for 3-4 year olds before of after an early years education place such as a nursery or playgroup.
- Before or after school or holiday care for primary school children
- Before or after school or holiday activities for those aged 11-14
- Staffed play provision up to the age of 16 (for those with special needs) where children can come and go as they please.

Combined Centres
If any respondent reports that their child attends a Combined Centre record this with Children's centres / integrated centres.

If FreeCC = 1 "Yes"

? Hours of free early years education per week

🗝FreeCChr

How many hours of [{If England/Scotland } free early years education / {If Wales} funded early education or childcare] did you use for [child's name] in the seven days ending Sunday the [Date]?

0,,97

INTERVIEWER: Ask the respondent to think about all the types of childcare where [{If England/Scotland} free early years education/ {If Wales} funded early education or childcare] is received.

INTERVIEWER: If the interview is being conducted during school holidays, and free childcare is used during term time only, refer to the last full term-time week that the child went to the playgroup/nursery/workplace creche/childminder (as just answered at FreeCCTy).

☞Soft check

IF FreeCChr > 30

"INTERVIEWER: Free hours of early years education should not exceed 30 hours. Please check that this is correct and explain in a note.**"**

If dependent child aged 0-16

? Tax-Free Childcare account introduction

🗝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

/ 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).

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?.
I**NTERVIEWER:** 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
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 mount paid into Tax-free childcare account period

🗝 UsTFCCInPd
And what period does this usually cover?
I**NTERVIEWER:** 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 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?
I**NTERVIEWER:** 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)
<HELP_F9>
[{If more than one person in household} In some households, there are people who /{If only one person in household} Some people] 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
[{If more than one person in household} Is there anyone in this household who receives / {If only one person in household} Do you receive] any of these kinds of help or looking after?
INTERVIEWER: INCLUDE HELP FROM WIFE/HUSBAND/PARTNER /OTHER FAMILY MEMBER

? Does Anyone Give Help
🗝 GiveHelp
<HELP_F9>
SHOW CARD D1
And how about people <u>not living with you</u>: do you/ (or does anyone <u>in this household) provide</u> 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 <u>receiving</u> 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.

/ Question information for NeedHelp & GiveHelp

Keeping an eye out, 'being there':
Being available if needed
Making your whereabouts known so you can be contacted if needed

Social support and assistance:
Sitting with
Chatting with/ listening to/ reading to
Making/receiving telephone calls to talk to them
Encouraging them to do things for themselves

Accompanying on trips out to go:
Shopping
To hospital/ GP/ optician/ dentist/ chiropodist
To the park/ place of worship/ restaurant

Paperwork/ official/ financial:
Helping with paperwork
Dealing with 'officials' (including by phone)

Home and garden:
Making meals
Going shopping for someone
Washing/ ironing/ changing sheets
Cleaning/ housework
Gardening
Odd jobs/ maintenance

Medical:
Collecting prescriptions/ giving medication
Changing dressings

Moving about the home: Giving help with
Getting up and down stairs
Moving from room to room
Getting in and out of bed

Personal care: help with
Getting dressed
Feeding
Washing/ bathing/ using the toilet

? 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
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

If Freq=1,2,3,4,5 (i.e. receives care at least once a week)

? Who Provides help

🗝 WhoLook

<HELP_F9>

[{IF someone in household receives help or looking after} SHOWCARD D2 (Part 1 and Part 2)]

Who looks after, or provides help for [name]? Anyone else?

[{IF someone in household receives help or looking after} INTERVIEWER: See helpscreen for more information about home care and domestic help.]

CODE ALL THAT APPLY

1. to 14. [names of household members]
15. Relatives
16. Friends/neighbours
17. Care in the home that the Local Authority arranged. This could be paid for by the LA, paid for privately or a combination of both.

18. Care in the home that you arranged yourself, and paid for privately
19. Home help (domestic help) that you arranged yourself and paid for privately
20. District nurse, health visitor or other kind of nurse
21. Other outside helpers

Code 20 includes provision of formal care or treatment not covered by other codes, both 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.

/ Question Information included in Helpscreen for WhoLook

Care in the home helps with things like getting out of bed in the morning, washing and dressing, going to the toilet or taking medicine. Care in the home might be arranged and paid for by the Local Authority or care in the home might be arranged and paid for privately. Care in the home might also be arranged with a combination of Local Authority and private funding.

Home help (domestic help) provides support with domestic tasks like cleaning, doing the washing up or doing the laundry. This will be arranged and paid for privately.

! 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'.

IF WhoLook = 17 'Care in the home arranged by LA'

? How much Local Authority pays for care in the home

🗝 CarePay

Does the Local Authority pay for the care in the home they arrange for [person needing care]?

1. Local Authority pays for all of it
2. Local Authority pays for some of it
3. Local Authority doesn't pay for any of it

{START OF LOOP for questions Hour, ChCA, ChCAAmt, ChCAPd – looped up to 5 times

for each category of care provider mentioned at WhoLook}

Asked of each person selected at WhoLook

? Hours Spent Caring

🗝 Hour

SHOW CARD D3

{If WhoLook=1-16, 20 or 21}

About how many hours a week, on average, does [provider of care] spend actually providing help for or looking after [person needing care]?

{If WhoLook=17, 18 or 19}

In the last four weeks, about how many hours on average a week of [care in the home arranged by the Local Authority / care in the home arranged yourself and paid for privately / home help (domestic help) arranged yourself and paid for privately] did [person needing care] receive?

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 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 in employment training and is recorded at WhoLook as caring for someone inside or outside the household and spends 35 hours or more caring.

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.

{END OF LOOP for questions Hour, ChCA, ChCAAmt, ChCAPd}

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 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[lpno].
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]

(15) ^DMNAME[15]
(97) Someone else”
: 1..97

! Hard Check
^I@/This is ^name[lpno]. 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 disablity

🗝 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 Conditions or Illnesses

🗝 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 spectrum disorder (ASD) which includes Asperger's, or attention deficit hyperactivity disorder (ADHD))
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 Conditions or Illnesses

🗝 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 spectrum disorder (ASD) which includes Asperger's, or attention deficit hyperactivity disorder (ADHD))
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-today 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, 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

SHOW CARD E2a – SCOTLAND ONLY
Does [child's name] receive any of the following payments in their own right?
[SCOTLAND ONLY] **INTERVIEWER**: Disability benefits are gradually being devolved in Scotland. If the respondent is receiving disability benefits but a different name to those listed is given please record the benefit under its former name (i.e. as DLA, PIP) and open a note to record the name the respondent has given.
CODE ALL THAT APPLY

1. Care component of Disability Living Allowance (DLA) or Child Disability Payment
2. Mobility component of Disability Living Allowance (DLA) or Child Disability Payment
3. Both Care Component and Mobility component of Disability Living Allowance (DLA) or Child Disability Payment
4. Daily Living component of Personal Independence Payment (PIP) or Adult Disability Payment
5. Mobility component of Personal Independence Payment (PIP) or Adult Disability Payment
6. Both Daily Living and Mobility component of Personal Independence Payment (PIP) or Adult Disability Payment
7. None of these

! Hard Check
Recipient should only give one answer to ChDLA. It is possible to get both 1 (Care component) & 2 (Mobility component) (in which case answer 3 (Both Care and Mobility component of). It is impossible 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). No other combination is possible.

IF Country=Scotland AND (ChDLA = 1 'Care component of DLA/CDP', 2 'Mobility component of DLA/CDP', 3 'Both Care & Mobility components of DLA/CDP')
☆ **? Whether CDP or DLA benefit on child record - Scotland**
🗝 **ChDsCDP**
Is your payment …
1. Child Disability Payment, or
2. Disability Living Allowance?

☆ *IF Country=Scotland and CHDsCDP=1 'Child Disability Payment' and doesn't have child of their own (there is no father/mother, step-father/foster parent OR son/daughter, step-son/daughter, foster child relationship between the 16-19 year old and other younger members of the household as recorded at relationship question 'R')*
☞Soft Check
INTERVIEWER: Child Disability Payment should only be recorded at this question if [CHNAME of 16-19 year old] is claiming it for a child they have legal responsibility for. If Child Disability Payment is received on behalf of [CHNAME of 16-19 year old] by another adult in the household, record this at the disability benefit question DisBen (when asked of the adult in the household who receives CDP for [CHNAME of 16-19 year old]). Please check and amend as appropriate.

IF Country=Scotland AND (ChDLA = 4 'Daily Living Component of PIP/ADP', 5 'Mobility component of PIP/ADP', 6 'Both Daily Living & Mobility components of PIP/ADP')
? Whether ADP or PIP benefit on child record - Scotland
🗝 **ChDsADP**
Is your payment …

INTERVIEWER: Disability benefits are now devolved in Scotland. Adult Disability Payment will steadily replace PIP, with the first new claims accepted in 2022/23; however many existing PIP claims will continue for a few years until all cases are transferred.
1. Adult Disability Payment, or
2. Personal Independence Payment?

? 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

Care Leavers

These questions aim to identify whether a person is a care leaver. A care leaver is a young person aged 16 to 25 years old who has been 'looked after' for at least 13 weeks at some point after their 14th birthday.

If adults aged 16-25

☆🗝 LifPr7tn

[{If age>=17} **Before the age of 17 did you spend / {If age=16} Have you ever spent] any time living away from your parents?**

INTERVIEWER: If lived with only one of their parents as a consequence of the death of their other parent or relationship breakdown between the parents code as appropriate for the remaining parent.

INTERVIEWER: Exclude any time away from parents for holidays/school trips or short breaks visiting friends or relatives – Code 2 'No' if away from parents only for these reasons.

1. Yes
2. No
3. SPONTANEOUS: Both parents deceased before age 17
4. SPONTANEOUS: Have never lived with or never known their parents

***If LifPr7tn** = 4. SPONTANEOUS: Have never lived with or never known either parent*

☞Soft Check

"You have coded that the respondent has never lived with or never known either parent. Only use this code if respondent has only ever lived with foster parents/ in residential care."

If LifPr7tn=1 'Yes' or LifPr7tntn=3 'Both parents deceased or LifPr7tn=4 'Never known parents''

☆🗝 LifAt7tn

<Help_F9>

[{If age>=17} **Where did you spend time living before the age of 17 / {If age =16]} Where have you spent time living up until now]?**

SHOWCARD E4

CODE ALL THAT APPLY

1. Living with foster parents or in children's residential care
2. Boarded at a school
3. Living with relatives
4. Living somewhere else

/ Question Information included in Helpscreen for LifPr7tn

Children's residential care refers to residential care homes for children. These can be run by the [{GB} local authority / {NI} local Health and Social Care Trust] or by voluntary organisations.

Boarded at a school

By boarded at a school, we mean both sleeping and taking evening meals on the school grounds, during term time or in school holidays too.

If LifAt7tn=1 'Lived with foster parents or in children's residential care'

☆🗝***CareA4tn***

Did you ever live with foster parents or in children's residential care after your 14th birthday?

1. Yes
2. No

If CareA4tn = 1 'Yes'

☆🗝**CareLeav**

How long did you live with foster parents or in children's residential care after your 14th birthday? Was it, (when all added together), …READ OUT…

INTERVIEWER: Record the **total** number of weeks/months with foster parents or in children's residential care after their 14th birthday (i.e. add together all separate periods, after their 14th birthday, spent in foster care/children's residential care).

1. …Less than 13 weeks (i.e. less than 3 months),
2. or 13 weeks or more (i.e. 3 months or more)?

Ask question of dependent adults aged 16-19

☆🗝**ChLPr7tn**

[{If age>=17} Before the age of 17 did [NAME] spend / {If age=16} Has [NAME] ever spent] any time living away from their parents?

INTERVIEWER: If lived with only one of their parents as a consequence of the death of their other parent or relationship breakdown between the parents code as appropriate for the remaining parent.

INTERVIEWER: Exclude any time away from parents for holidays/school trips or short breaks visiting friends or relatives – Code 2 'No' if away from parents only for these reasons.

1. Yes
2. No
3. SPONTANEOUS: Both parents deceased before age 17
4. SPONTANEOUS: Have never lived with or never known parents

If ChLPr7tn=1 'Yes' or ChLPr7tn=3 'Both parents deceased' or ChLPr7tn =4 'Never known parents''

☆🗝**ChLAt7tn**

<Help_F9>

[{If age>=17} Where did [NAME] spend time living before the age of 17 / {If age=16} Where has [NAME] spent time living up until now]?

SHOWCARD E4

CODE ALL THAT APPLY

1. Living with foster parents or in children's residential care
2. Boarded at a school
3. Living with relatives
4. Living somewhere else

/ Question Information included in Helpscreen for ChLAt7tn

Children's residential care refers to residential care homes for children. These can be run by the [{GB} local authority / {NI} local Health and Social Care Trust] or by voluntary organisations.

Boarded at a school

By boarded at a school, we mean both sleeping and taking evening meals on the school grounds, during term time or in school holidays too.

***If ChLPr7tn** = 4. SPONTANEOUS: Have never lived with or never known either parent*
☞Soft Check
"You have coded that [NAME] has never lived with or never known either parent. Only use this code if [NAME] has only ever lived with foster parents/ in residential care."

If ChLAt7tn=1 'Lived with foster parents or in children's residential care'
🗝***ChCrA4tn***
Did [NAME] ever live with foster parents or in children's residential care after their 14th birthday?
1. Yes
2. No

If ChCrA4tn = 1 'Yes'
🗝**ChCrLeav**
How long did [NAME] live with foster parents or in children's residential care after their 14th birthday? Was it, (when all added together), …READ OUT…
INTERVIEWER: Record the **total** number of weeks/months with foster parents or in children's residential care after their 14th birthday (i.e. add together all separate periods, after their 14th birthday, spent in foster care/children's residential care).
1. …Less than 13 weeks (i.e. less than 3 months),
2. or 13 weeks or more (i.e. 3 months 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 - DipHE
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 / T-level / GCE in Applied Subjects or equivalent
11. New Diploma
12. Welsh Baccalaureate
13. Scottish Baccalaureate
14. international Baccalaureate
15. NVQ/SVQ
16. GNVQ/GSVQ
17. AS level or equivalent
18. Certificate of Sixth Year Studies (CSYS) or Scottish Qualifications Certificate (Scotland)
19. Access to Higher Educational Diploma
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 – including Cambridge Nationals or Cambridge Technicals
28. City and Guilds Qualification
29. Youth Training Scheme Certificate – YTS, YTP or YT
30. Key Skills or Functional Skills (Eng. Wales & NI) / Core Skills (Scotland) / Essential Skills (Wales)
31. Basic Skills Qualification – these were discontinued in 2014
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 (including Cambridge Nationals or Cambridge Technicals)...
CODE FIRST THAT APPLIES
1. a higher diploma/ OCR Level 4?
2. an advanced diploma or advanced certificate /OCR Level 3 / Cambridge Technical level 3?
3. a diploma / OCR Level 2/ Cambridge Technical level 2 / Cambridge National level 2?
4. some other RSA (including Stage I,II & III) / OCR Level 1 / Cambridge National 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 qualifcation

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 EducAny

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

EducAny

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

🗝 EducGoes

[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

🗝 Educ)

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. studying for a school level qualification as an adult
4. sandwich course
5. studying at university or college including 6th form college FULL TIME
6. training for a qualification in nursing, physiotherapy or a similar medical subject
7. on a PART TIME course at university or college, INCLUDING day release and block release
8. on an Open College course
9. on an Open University course
10. any other correspondence course
11. any other course including other self/open learning courses

If Age is 19 or over and Educ=1 or 2:

☞Soft Check

Respondent seems to be too old to be at school. If they are an adult and studying at school, their answer should be code 3 'studying for a school level qualification as an adult'.

If Age is 18 or under and Educ=3:

☞Soft Check

Respondent seems to be too young to be 'studying for a school level qualification as an adult'. If they are a child and at school, their answer should be code 1 'school/full time' or code 2 'school/part time'.

? Hours of Educational Tuition

🗝 EducHour

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

🗝 EducLevl

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 (PAge IN [16..20]) AND (EducAny = Yes) AND (Country <> England)

***?* Educational Maintenance Allowance**

🗝 EMA

Do you receive an Educational Maintenance Allowance (EMA)?

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 EMAmount 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 something the respondent can readily value (eg bus pass if they known 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
🗝EduDLS)
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 EduDLS=Yes

? Type of support
🗝EduDTyp)
Was this support in the form of … READ OUT…
1. money,
2. or some other kind of support?

If EduDTyp=Money

? How much received
🗝EduDAmt
How much did you receive last time?
ENTER AMOUNT
0..99997

If EduDLS=Yes

? Period of Discretionary Learner Support Fund
🗝EduDPd
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.

? Student Loan Paid To University
🗝 TUAmt
How much of this [£{Amount at TUBorr}] will be paid directly from the loans company to your university (or college) for tuition fees?
0..999997.00

{On-screen instruction}
INTERVIEWER: This amount would be the total loan amount (at TUBorr) minus the amount that they receive for maintenance.

☞Soft Check

IF Educ=4 ('studying at university or college including 6th form college full time) then TUAmt should be £9,250 or less.

"You have entered that the person is borrowing more than £9,250 per year in tuition fees. Please check that your figure is correct. If so, suppress warning and continue."

IF Educ=6 ('on a part time course at university or college, including day release and block release) then TUAmt should be £6,935 or less.

"You have entered that the person is borrowing more than £6,935 per year in tuition fees. Please check that your figure is correct. If so, suppress warning and continue."

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 EducAny = 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
🗝 NHHFee
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
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

Ask All Adults in GB

☆? ArmedFor

<Help_F9>

Have you **previously** served in the **UK** Armed Forces?

INTERVIEWER: If a **current serving** member or active member of the UK Armed Forces, use **Code 3 'No'**.

If completed National Service use Code 1 '
If not in UK Armed Forces use Code 3 'No'
If respondent's only service was as a cadet use Code 3 'No'

REFER TO HELPSCREEN for list of **Regular** Armed Forces and **Reserve** Armed Forces to include at this question.

1. Yes, previously served in **Regular** Armed Forces
2. Yes, previously served in **Reserve** Armed Forces
3. No

/ Question Information for ArmedFor

Code 1 - "Yes, previously served in Regular Armed Forces"
Use code 1 if respondent served in any of the following:

- Royal Navy Regular
- Royal Marines Regular
- British Army Regular
- Royal Air Force Regular
- National Service
- Gurkhas
- Ulster Defence Regiment
- Royal Irish Rangers
- Royal Irish Regiment

If respondent served under national service, through either wartime or peacetime conscription, please select "Yes, previously served in Regular Armed Forces".
National service includes both wartime and peacetime conscription and was in force between 1939 and 1963. As part of the National Service Act 1948, healthy males aged between 18 and 30 years of age, from 1 January 1949, were expected to serve in the Armed Forces for 18 months (increased to two years during the Korean War, 1950-53), and remain on the reserve list for four years.
National Service ended gradually from 1960. Call-ups formally ended on 31 December 1960, and the last National Servicemen left the Armed Forces in May 1963.

Code 2 - "Yes, previously served in Reserve Armed Forces"
Use Code 2 if respondent served in any of the following:

- Full Time Reserve Service
- Part Time Reserve Service
- Royal Naval Reserve

- Women's Royal Naval Service
- Royal Marines Reserve
- Royal Fleet Reserve
- Royal Fleet Auxiliary
- Royal Navy Sponsored Reserve
- Army Reserve
- Territorial Army
- Auxiliary Territorial Service
- Army Sponsored Reserve
- Ulster Defence Regiment
- Royal Irish Rangers
- Royal Irish Regiment
- Royal Air Force Reserve
- Royal Air Force Sponsored Reserve
- RAF Reserve of Officers
- RAF Reserve of Ranks
- Royal Auxiliary Air Force
- Women's Auxiliary Air Force
- Royal Air Force Volunteer Reserve
- Royal Air Force Sponsored Reserve
- Called-out Reservists
- Home Guard

Also select this option if respondent served as a merchant mariner and qualified for a Merchant Navy Medal.

Code 3 – No (Have not previously served in the UK Armed Forces)
If respondent is a current serving member or active member of the UK Armed Forces, please select "No".
For all other services, including foreign armed forces, select "No".
Select "No" if respondent's only service was as a cadet.
Also select "No" if respondent served in the following organisations:

- Royal Air Force Training Corps
- Royal Air Force Air Experience Flight
- Royal Air Force Volunteer Gliding Schools
- Defence Technical Undergraduate Scheme
- Combined Cadet Force
- Army Cadet Force
- Cadet Force Adult Volunteers
- Sea Cadet Instructors or Students
- University Royal Naval Units
- University Air Squadrons
- Air Cadets
- Ministry of Defence Civilians or Other Civilians

? 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 physically working last week?
(DO NOT include ODD JOBS, BABYSITTING or MAIL ORDER AGENTS as 'paid work'.)

INTERVIEWER: If the respondent is working from home this should be considered 'working' use CODE 1.

(**INTERVIEWER:** IF BUSINESS START-UP, CODE AS WORKING).
"Do include occasional jobs done on a regular basis"

1. Yes
2. No

/ 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.

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. Kickstart Scheme
7. Fair Start Scotland [Scotland only option]
8. Other local employment support services [Scotland only option]
9. Any other government training scheme [England and Wales only option]
10. 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 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.

The Kickstart Scheme offers six-month work placements, in new jobs created using grant funding from the scheme, for 16 to 24 year olds who are currently out of work claiming Universal Credit and are at risk of long-term unemployment. Kickstart Scheme jobs are normally 25 hours per week and pay at least the National Minimum Wage or National Living Wage depending on age.

Fair Start Scotland is the newly devolved Scottish employment support service (launched on 3 April 2018). The service provides tailored, person-centred support to people with health conditions, disabilities and other complex barriers to work through contracted local "providers" from the public, private and third sectors (including Remploy, Start Scotland, Momentum, People Plus, Wise Group and Falkirk Council). Pre-employment support is available for up to 18 months, dependent on need, and a further 12 months of in-work support is also available to all participants. Providers receive an outcome payment once participants have been in sustained employment for periods of 13, 26 and 52 weeks.

Other local employment support services are also available across Scotland for those who most need support to move into work. These services are currently under review by the Scottish Government and are likely to be delivered by local authorities (Scottish Councils) along with charities and other organisations. These services provide training or support to help people improve their skills, access work or progress in a job and may be targeted at those who are more vulnerable, including lone parents, older workers and people/families on low incomes or who are living in poverty.

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 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.

- *Help to Work*, for those who have finished two years of the Work Programmes without finding employment. Jobseekers Allowance claimants can be directed by their work coach at Jobcentre Plus to take part in activities such as going to the jobcentre every day, accepting intensive support from Jobcentre Plus. This can also include a community work placement to allow work experience to be gained.

- *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.

- *A 'Traineeship'* is a skills development programme available in England to people aged 16-24, that includes a work placement. The full programme can last from 6 weeks up to 1 year, though most traineeships last for less than 6 months. It includes: help with getting work, such as writing a CV and finding a job, a work placement of 70 hours or more, help with the skills needed for an apprenticeship or job in a specific area; a job interview or feedback from an employer; help with English, maths and basic digital skills. Traineeships are not paid but may cover expenses for things like travel and meals.

- *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.

- *Skills Bootcamps* offer free, flexible courses of up to 16 weeks, giving adults aged 19 and over an opportunity to build up specialist skills and fast-track to an interview with a local employer. Courses are developed in partnership with employers, colleges and training providers and local authorities. They are available across regions of the country and include a range of digital courses, technical training in skills like construction or engineering, and green skills like electrical vehicle maintenance.

*If Country is Scotland AND Train = 9 '*Any other government training scheme*'*
! Hard Check
INTERVIEWER: This 'other' code cannot be used for Scotland cases. Please use Code 8 'Other local employment support services.

If Country is NOT Scotland AND Train = 7 'Fair Start Scotland'
☞Soft Check
The '*Fair Start Scotland*' service and 'other local employment support services' only operate in Scotland. Please check, and if this was correctly reported, please explain the circumstances in a note

If Country is NOT Scotland AND Train = 8 'Other local employment support services'
! Hard Check
INTERVIEWER: This 'other' code can only be used for Scotland cases. Please use Code 9 'Any other government training scheme'

If Train = 1-9 AND Grant = 1 'Yes – respondent/child is receiving a scholarship, bursary, grant or similar award'
! Hard Check
Earlier they said they had an educational grant. This is not possible when on a government training scheme. Were they thinking of their training scheme grant? If so, change 'Grant' to 'No' and press <End> to return here.

? Training Allowance
🗝 TmAllow
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?

? Amount after tax
🗝 Prgnet
Was that amount after tax had been taken off?
1. Yes
2. No

If did no paid work and was not on a government training scheme:
? 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.

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?

If respondent would not like to have either a full-time or part-time job at the moment:

? Reason Not Looking for Work (1)

🗝 Nolk

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.

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

? 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 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.

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.

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.

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 worked as an employee in last 7 days:

? Today Normal Working Day

🗝 TDayWrk

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?

INTERVIEWER: By 'going to work' we mean 'has been working' NOT have they been to their place of work. If the respondent is working from home this should be considered 'working' use CODE 1 'Yes' if the respondent has been working today.

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
2. Illness/accident
3. Holiday
4. Strike
5. Laid off
6. Maternity leave
7. Paternity leave
8. Compassionate leave
9. Parental Leave
10. Other – Code and explain

/ Question Informartion in Helpscreen for AbsWhy

INTERVIEWER: Parental leave is unpaid leave of 13 weeks in a child's first 5 years.

? Absent with Pay

🗝 AbsPay

From your employer, are you receiving ...

Running prompt...

1. ...full pay
2. ...less than full pay, but more than or equal to 50% of normal pay,
3. ...less than full pay and less than 50% of normal pay,
4. ...or no pay?

If *Abswhy*=2 (Reason for absence=Illness/accident) and *Abspay*=2 or *Abspay*=3 (i.e. Not full pay)

? Statutory Sick Pay

🗝 AbspaSSP

Does this pay include Statutory Sick Pay (SSP)?

1. Yes
2. No

IF AbspaSSP = 1

? Reasons for Statutory Sick Pay related to COVID-19 at Employment Status block

🗝 AbCovSSP

<Help F9>

Is this Statutory Sick Pay due to any of the following… READ OUT…

CODE ALL THAT APPLY

1. …Infected with COVID-19 or showing symptoms
2. …Self-isolating – because someone in your household is showing symptoms
3. …Shielding on advice from your GP or the NHS because you are extremely vulnerable and at high risk of severe illness as a result of COVID-19.
4. …Or none of the above?

/ Question Information included in Helpscreen for AbCovSSP

Statutory Sick Pay is received by employees from their employer for up to 28 weeks if they meet the eligibility criteria. After someone has used up their SSP entitlement, they may be able to claim Employment and Support Allowance. 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. ~~However,~~ SSP is payable from the ~~first~~ fourth day of absence from work for any of the following COVID-19 related reasons: because they are sick with COVID-19; self-isolating because they, or someone in their household, is displaying symptoms of Covid-19; because they have been advised to shield by their GP or the NHS because they are extremely vulnerable and at high risk of severe illness as a result of COVID-19.

? 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.

The following questions are about absence from work respondents may have had due to sickness or accident. Questions relate to any absences completed within the last six months, that is excluding current absence related to sickness or accident already reported in AbsWhy question.

IF EmpStat = 1 'Employee'

? Whether absent due to sickness or injured in last 6 months

🗝 Abs2Sick

{IF AbsWk = 1 'Yes – has been away from work for more than the last 3 WORKING days'}
Apart from the absence from work you have already told me about, have you had any other time off work due to illness or an accident in the last 6 months?
{IF AbsWk = 2 'No – not been away from work for more than the last 3 WORKING days'}
Have you had any time off work due to illness or an accident in the last 6 months?

{If Abswhy=2 'Sickness/accident'} INTERVIEWER: **Do not include** current sickness absence (i.e. recorded at earlier questions AbsWk, AbsWhy etc.)

1. Yes
2. No

IF Abs2Sick = 1 'Yes'

? Number of sickness or injury absences in last 6 months

🗝 Abs2Num

{If AbsWk=1 'Yes'}
(Apart from the absence from work you have already told me about), how many other times were you absent from work due to illness or an accident in the last 6 months?
{If AbsWk=2 'No'}
How many times were you absent from work due to illness or an accident in the last 6 months?

{If Abswhy=2 'Sickness/accident'} INTERVIEWER: Current absence should be **excluded** from the total number of absences.

0..97

IF Abs2Sick = 1 'Yes'

? Pay whilst sick/injured for most recent absence in last 6 months

🗝 Abs2Pay

{If AbsWk=1 'Yes'}
Apart from the absence from work you have already told me about, and now thinking of your next most recent absence (due to illness or an accident), did you receive from your employer …
{If AbsWk=2 'No'}
Thinking of your most recent absence from work (due to illness or an accident), did you receive from your employer …

INTERVIEWER: Running prompt...
1. ...full pay,
2. ...less than full pay, but more than or equal to 50% of normal pay,
3. ...less than full pay and less than 50% of normal pay,
4. ...or no pay?

IF Abs2Pay = 2 'less than full pay, but >=50% normal pay', 3 'less than full pay, but <50% normal pay'

? Statuatory Sick Pay whilst sick/injured for most recent absence in last 6 months

🗝 Abs2SSP

Did this pay include Statutory Sick Pay (SSP)?

1. Yes
2. No

IF Abs2Sick = 1 'Yes'

? Length of sickness/injury absence for most recent absence in last 6 months

🗝 Abs2Time

{If AbsWk=1 'Yes'}

Thinking again of your next most recent absence before your current absence from work, how many weeks were you away then?

{If AbsWk=2 'No'}

Thinking again of your most recent absence from work, how many weeks were you away then?

INTERVIEWER: If respondent not sure and more than one week, ask respondent to estimate to nearest week.
INTERVIEWER: If less than one week, code 0.

0..97

*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 anyone aged 66+ is 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?

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 respondent's 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.

☆? Time Spent Self Employed

🗝 SEEver

<HELP_F9>
Have you ever been self-employed?
1. Yes
2. No

🗝SEWk

<HELP_F9>
Thinking of all the time you have spent in [{if ftwk>0} full time {if ftwk>0 and ptwk>0} and {if ptwk>0} part-time] work, for how many years [{if currently working} have you been/{If retired/ever worked but not working now} were you] self-employed?
INTERVIEWER: Enter to nearest whole year.
[NAME] spent [answer at ftwk] years in full-time work and [answer at ptwk] years in part-time work.
[NAME] finished full-time education at age [XX]. It has been around [XX] YEARS since [NAME] left full-time education.
0..97

/Question information for SEEVER and SEWk
The term 'self-employed' describes people who are responsible in their work only to themselves and who do not receive a wage or salary from an employer.

If EmpStat=2 and SEWk=0
☞Soft Check
INTERVIEWER: The respondent previously stated that they have an employment status as 'self-employed', but the number of years self-employed is recorded as zero.
Please amend or attach a note to explain the circumstances.

IF SEWk> Sum(FT,PT)
☞Soft Check
INTERVIEWER: The number of years in self-employment [(answer at SEwk)] is longer than the time spent in total working;
Years in full-time work: [answer at ftwk]
Years in part-time work: [answer at ptwk].
INTERVIEWER: Please amend or attach a note to explain the circumstances

? 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.

/Question information for JobBYr
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.

EduWrk is asked if the respondent is not currently in full-time education and the number of years worked reported (at 'FTwk' and 'PTWk') does not correspond with when the respondent said they last worked (at 'LstWrk2'). Otherwise the question is asked if the age at which the respondent finished their full-time education (at 'TEA') is older than the age at which they began their first regular job (at 'JobYr').

? Time elapsed between completing continuous full-time education and starting their first paid job (that followed completing this education)
🗝 **EduWrk**
HELP screen <F9>
How long after completing your most recent period of full-time education did you start a regular paid job?

INTERVIEWER: RECORD ANSWER IN NUMBER OF YEARS rounded to the nearest whole year.

Code as 0 years if respondent:
- started a paid job immediately
- started a paid job in less than one year

: 0…97.

/ Question Information for EduWrk at helpscreen
This is the length of time between completing the most recent period of full-time education and starting the first regular job after the most recent period of full-time education.

EXCLUDE vacation jobs taken by students, from which they return to studies or to other non-work situations, as well as any other casual job undertaken from time to time. EXCLUDE part-time jobs the person may have engaged in while still in school or

university. Normally, the job considered should be one which lasted for at least 6 months, unless it was terminated by a period of unemployment or by another job.

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

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 Information included in Helpscreen for 'Sector'

The public sector is defined as owned or run by central or local government. The private sector is everything else.
Some examples of where Sector should be coded as 1 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 formally be referred to a private limited companies.
- Self-employed individuals; sole traders, or owners of small shops or small businesses.
- Partnerships (e.g. lawyers working as partners in a practice)
- 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).
- **The Post Office** – code 1 at Sector
- **Deregulated bus service:** Use code 1 at Sector for municipal bus companies (Arriva etc.), but code 2 at Sector for Transport for London

- **Doctors, dentists** and the professions allied to medicine (therapists etc.) should be coded according to whether the majority of their practice hours are given to NHS or private patients. Probe if necessary.

- GPs are usually self-employed even when they work exclusively for the NHS but, for the purpose of this question, they are to be coded as 2 at Sector if the bulk of their caseload is NHS
- those whose consultation or treatment hours are mainly private work, should be coded as 1 at Sector

- **Law enforcement and security**, including fire service, police and the Armed Forces (including the Royal Marines) – code 2 at Sector

Schools and Universities

- **Schools**, including faith schools, free schools, academies, city technology colleges, state boarding schools and private schools should be coded as 2 at Sector. Most "private" schools, including so called 'independent schools', are charities.
- Almost all **universities** in the UK are in the public sector (code 2 at Sector), only a handful such as Buckingham and the University of Law are in the private sector (code 1 at Sector)
- Further Education colleges should be code 2 at Sector

- **Central and Local Government and arms-length bodies:** Use code 2 at Sector. This includes central government and the Civil Service, plus all local authority employees. 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**: Use code 2 at Sector. Examples are: the Bank of England, the Royal Mint, the Met Office, the BBC, Civil Aviation Authority. This includes trading funds, nationalised industries and state corporations.

- **Magistrates Courts and the Probation Service:** Use code 2 at Sector

- **Charities**: Use code 2 at Sector, e.g. OXFAM, NSPCC, RNLI, RSPCA, The National Trust, Cancer Research UK

- **Trade Union** employees should use code 2, many trade unions have benevolent / charitable services

- **Churches of any denomination or Friendly Societies**: code 2 at Sector

Ask if Sector=2 'Or some other kind of organisation'

? Non-Private Organisation

🗝 SectorNP

<Help_F9)

INTERVIEWER: ASK OR RECORD

What kind of non-private organisation was it ...

INTERVIEWER: Individual prompt. Code first that applies.

INTERVIEWER: Include all occupations working in the non-private organisation (e.g. Police will include civilian roles as well as police officers. University could also include non-academic as well as academic roles.)

INTERVIEWER: See Helpscreen for instructions on recording non-private organisations.

1. Central government or civil service?
2. Local government or council?
3. NHS Trust?
4. Any of the armed forces, including Royal Marines?
5. Police?
6. Fire and rescue service?
7. A nursery, primary or secondary school?
8. University or college of higher education or adult learning?
9. Courts and judicial or prisons and probationary activities?
10. A church, charity, voluntary organisation, trade union or trust?
11. Or was it some other kind of organisation?

/ Question Information included in Helpscreen for SectorNP

The public sector is defined as owned, funded or run by central or local government. The private sector is everything else, including Private contractors, even if they work exclusively for a public sector body (e.g. a cleaning firm, catering firm or freelance consultant working for a Government department or local authority would be in the private sector. If appropriate re-code at SECTOR).

- **Government-funded bodies and agencies**: Use SectorNP code 1. This includes central government and the civil service. Examples are Jobcentre Plus, HMRC, MOD civilians, and other public bodies such as National Museums and Art Galleries.

- **Public bodies with a greater degree of autonomy** than the above: Use SectorNP code ~~4~~ 2. This includes nationalised industries and/or state corporations. Examples are: Royal Mint, BBC, Equality and Human Rights Commission, Civil Aviation Authority.

- **Deregulated bus service**: Use SectorNP code 2 for Transport for London but municipal bus companies should not be coded at SectorNP but should be code 1 at Sector.

- **Doctors and dentists** (and others working in their practices) should be coded as 3 at SECTORNP if their practice is mainly NHS. Probe if necessary. If it is mainly private, in either hours worked or caseload, if appropriate re-code at SECTOR.
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.

- **Schools**, depending on type, may fall into one of several categories:
  . A local authority school or state-funded academy (code 7 at SectorNP)
  . A Further Education college (code 8 at SectorNP)
  . A private school (code 10 at SectorNP). Most private schools, including so called 'public schools', are charities.

- **Prisons** – use SectorNP code 9

- **Magistrates Courts Probation Service**: Use SectorNP code 9

- **Churches and Friendly Societies**:
  Churches code 10 at SectorNP
  Friendly societies code 11 'some other kind of organisation'

- **Charities**: Use SectorNP code 10, e.g. OXFAM, NSPCC, RNLI, RSPCA, The National Trust, Cancer Research UK.

- **Trades Union** employees should use code 10

- **Housing Association** employees should use code 10.

/ 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
<Help_F9>
In your job [are/were] you a …

RUNNING PROMPT …
INTERVIEWER: ASK OR RECORD NATURE OF JOB:
INTERVIEWER: Director / Managing Director / Chief Executive can be recorded for any size of company including single-person limited companies where they are both owner and sole "employee".
INTERVIEWER: Record 'Doctor' for those working in any setting (e.g. GP practice, NHS Trust, Hospital, surgical or other healthcare setting).

1. Director / Managing Director / Chief Executive of a limited company, or PLC,
2. Doctor
3. Dentist?
4. All other jobs

/ Question Information included in Helpscreen for Nature

Director of a company – If the respondent is a director of any PLC or LIMITED company, no matter how small, code 1. This includes single-person Ltd companies that they own outright themselves, where they are the only "employee".

If the company is NOT LIMITED or a PLC, then code '4' All other jobs.

Anyone stating that they are both a director AND a doctor or dentist, should be coded as a doctor or dentist.

Doctors – The term "doctor" refers to those with the relevant degree (MB, MBBS, or MBChB) who are practising medicine involving human patients or performing teaching, research, or some other activity based off these qualifications in service of human health. This term is not in reference to the academic degree of PhD. Those with a 'non-medical' PhD should be coded as "all other jobs".
ALSO INCLUDE:

- doctors employed by the armed forces, local authorities, and the prison system, as well as those employed by charities.
- doctors with the relevant qualifications who work on patient samples are included, even if they have no other patient contact. Doctors may also be involved in research, such as clinical trials with patients, be involved in training medical students to be doctors, and perform occupational health check assessments.

EXCLUDE

- vets, pharmacists, advanced practitioners (ACPs), epidemiologists, nurses, care workers, vaccination volunteers, biology or psychology academics, education psychologists, medical journalists, or directors of NHS trusts, and code as "All other jobs".

If a Hospital doctor is doing both NHS and private work, they should be recorded as having two jobs at **NumJob** to reflect this. Ask respondent to clarify and recode **NumJob** accordingly. This division will apply mainly to hospital doctors (in contrast, it is expected that GPs will report just one job).

Dentists – The term “dentist” means those with the relevant degree (BDS / BChD or higher quals) who are practising dentistry.
ALSO INCLUDE: dentists employed by the armed forces and community dental care dentists.
EXCLUDE: dental nurses / dental assistants, dental or orthodontic therapists, denta hygienists, or dental technicians who should be coded as “All other jobs”.

Veterinary surgeons – Veterinary surgeons should be coded as “All other jobs”.

If Nature = 2. ‘Doctor’

? Type of doctor practice

🗝 Doctor

Are you…

INDIVIDUAL PROMPT
INTERVIEWER:For hospital doctors, “All other grades” (Code 4) should be used unless the person says they are a consultant.
Those practising cosmetic surgery should be coded as 3 or 4 according to their own assessment of their seniority.

1. A GP – partner in a practice?
2. A GP – not a partner, but employed by a practice or NHS trust?
3. In a Hospital, surgical or other healthcare setting – Consultant?
4. In a Hospital, surgical or other healthcare setting – all other grades, incl Registrar?
5. Any other setting, including teaching or research

If NATURE = 2 and DOCTOR = 2 and EMPSTAT = 2 (Doctor / GP – not a partner / self-employed)

☞Soft Check
This respondent is NOT a partner in their practice so would not be expected to be self-employed unless they are a locum. If they are directly and permanently employed by just one surgery/NHS trust, EMPSTAT should be coded as 1. Please check.

If Nature = 3. ‘Dentist’

? Whether dentist a partner in their practice

🗝 Dentist

Are you a partner in your practice ?

1. A partner in your practice
2. Not a partner in your practice

If NATURE = 3 and DENTIST = 1 and EMPSTAT = 1 (Dentist / partner in practice / employee)

☞Soft Check
This respondent is a partner in their dental practice and so would be expected to be self-employed, not an employee. Please check

If NATURE = 3 and DENTIST = 2 and EMPSTAT = 1 (Dentist / not a partner in practice / employee)

☞Soft Check
It is very rare for dentists to be an employee they are usually self-employed unless they’re not in general practice (for example, are in the military etc). Please check.

If Doctor = 1 'GP partner' or Doctor = 2. 'GP not partner'

? Whether doctor sees private patients

🗝 DocPriGP

<Help_F9>

GPs sometimes see patients on a private basis, that is, people who are not NHS-registered with your practice. Does this apply to you?

1. Yes
2. No

/ Question Information included in Helpscreen for DocPriGP

Very occasionally GPs see patients who are not (NHS) registered with their practice, and will charge them privately. We are asking a simple question about hours spent to understand the balance of working hours in the average week.

If DocPriGP = 2 'No' {doesn't see private patients} and Sector=1 'A private firm or business, a limited company'

☞Soft Check

INTERVIEWER: This respondent was coded earlier as working in a private firm or business, or a limited company but is a doctor who **does not** see private patients. If this doctor only or mainly sees NHS patients go back to question Sector and code as 2 'Or some other kind of organisation'.

If DocPriGP = 1. 'Yes – sees private patients'

? How many private consultation hours

🗝 DocPriHR

In an average week, how many hours do you spend on private consultations?

: 0..100

If Doctor = 3 'In a Hospital, surgical or other healthcare setting – Consultant' OR Doctor=4 'In a Hospital, surgical or other healthcare setting - all other grades, incl Registrar'

☆? Whether caseload contains both NHS and private

🗝 DocOthCl

[{If Doctor=3 'In a Hospital, surgical or other healthcare setting – Consultant'} Consultants/ {If Doctor=4 'In a Hospital, surgical or other healthcare setting - all other grades, incl Registrar'} Doctors] sometimes see both NHS and private patients. Does this apply to you, does your caseload include both NHS and private patients?

1. Yes
2. No

If DocOthCl = 1 'Yes'

☆? Whether able to provide NHS and private earnings separately

🗝 DocPrSep

You have just confirmed that you work on a private basis as well as for the NHS. We would like to ask you more about the NHS and Private work you do for each of these separately for example, your work hours and earnings.

Are you able to provide details about your NHS and Private work separately?
1. Yes
2. No

IF DocPrSep=1 {'Yes – can provide details separately for NHS and Private work'} AND JobType=NumJob { first and last job record for which Nature=Doctor.}
☞Soft Check
INTERVIEWER: As this respondent has NHS and private patient caseloads we need to RECORD THE PRIVATE AND NHS WORK AS SEPARATE JOBS. For example, if only two jobs, RECORD NHS WORK AS 'MAIN' JOB AND ANY PRIVATE WORK AS 'SECOND' JOB.
GO BACK TO NUMJOB AND INCREASE THE NUMBER ENTERED THERE BY 1.

IF DocPrSep=1 'Yes – can provide details separately for NHS and Private work'} AND JobType=NumJob2. { and first and last job record for which Nature=Doctor.}
☞Soft Check
INTERVIEWER: As this respondent has NHS and private patient caseloads we need to RECORD THE PRIVATE AND NHS WORK AS SEPARATE JOBS. For example, if only two jobs, RECORD NHS WORK AS 'MAIN' JOB AND ANY PRIVATE WORK AS 'SECOND' JOB.
GO BACK TO NUMJOB AND INCREASE THE NUMBER ENTERED THERE BY 1.

IF (JobType<NumJob OR JobType<NumJob2) AND DocPrSep=2 {'No can only give information about either NHS or Private or both combined'}
☞Soft Check
INTERVIEWER: Please check whether the second/third job is related to being a doctor. The doctor has indicated that they are unable to provide details of their NHS and private work separately so their work as a doctor should be recorded as only one job.

If Doctor = 3 'In a Hospital, surgical or other healthcare setting – Consultant' OR Doctor=4 'In a Hospital, surgical or other healthcare setting - all other grades, incl Registrar' OR Doctor=5 'Any other setting, including teaching or research'
☆**? Whether this job describes an NHS or private caseload, or both**
🗝**DocNHSPr**
In this job, is your caseload made up from NHS patients or private patients [{IF DOCPRSEP = 2 'No' or DOCTOR=5 'Any other setting, including teaching or research'} or a combination of the two] [{IF DOCTOR = 5 'Any other setting, including teaching or research'} or do you not see patients in this role]?
1. NHS patients only
2. Private patients only
3. [{ONLY AVAILABLE IF DOCPRSEP = 2 'No' or DOCTOR=5 'Any other setting, including teaching or research'} Combined caseload /{ELSE} DO NOT USE]
4. [{ONLY AVAILABLE IF DOCTOR=5 'Any other setting, including teaching or research'} No patients / {ELSE} DO NOT USE]

! Hard Check
IF (NOT DOCPRSEP = 2 'No' or DOCTOR=5 'Any other setting, including teaching or research'}) AND DocNHSPr=3 'Combined Caseload'
"THIS CODE CANNOT BE USED AT THIS QUESTION."

! Hard Check
IF (NOT IF DOCTOR=5 'Any other setting, including teaching or research'}) AND DocNHSPr=4 'No patients'
"THIS CODE CANNOT BE USED AT THIS QUESTION."

If DocNHSPr = 1 and Sector=1

☞Soft Check

This respondent is recorded as a doctor who only sees NHS patients so should be recorded at question Sector as Code 2 'Or some other kind of organisation' and NOT as a private firm or business, or a limited company. Please check and correct as appropriate.

If DocNHSPr = 2 and Sector=2

☞Soft Check

This respondent is recorded as a doctor who only sees Private patients so should be recorded at question Sector as Code 1 'a private firm or business, or a limited company' and NOT as 'some other kind of organisation'.

It is possible to work as a doctor in a non-private organisation that is not the NHS. Please check and correct as appropriate and a make a note of the circumstances.

? 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 CIS5 55/6)
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.

If DOCTOR = 1 and ETYPE not (RunBus, Partner)
☞Soft Check
The respondent is a GP and a partner in their practice. They should only be coded at EType as Code 2 'Running a business or a professional practice' or Code 3 'Partner in a business or a professional practice'. Please check and correct as appropriate.

If DOCTOR = 2 and ETYPE > 3 (Doctor / GP non-partner/ self-employed categories)
☞Soft CheckThis respondent is not a partner in the practice so would be expected to be an employee, although other employment arrangements exist if the GP is a locum.
If they are directly and permanently employed by just one surgery/NHS trust, ETYPE should be coded as 1. Please check.

If DOCTOR = 2 and ETYPE =2,3 (RunBus, Partner)
☞Soft Check
The respondent is NOT a partner in their practice. DO NOT USE Code 2 'Running a business' or Code 3 'Partner in a business' at EType. Please check and correct as appropriate.

If DENTIST = 1 and ETYPE not in
☞Soft Check
The respondent is a partner in their practice. They should only be coded at EType as Code 2 'Running a business' OR Code 3 'Partner in a business'. Please check and correct as appropriate.
(2, 3 (RunBus, Partner))
If DENTIST = 2 and EType in (2, 3 (RunBus, Partner))
☞Soft Check
The respondent is NOT a partner in their practice. DO NOT USE Code 2 'Running a business' or Code 3 'Partner in a business' at EType. Please check and correct as appropriate.

If NATURE = 3 and ETYPE = 1 (Dentist / Employee)
☞Soft Check
It is very rare for dentists to be an employee they are usually self-employed unless they're not in general practice (for example, are in the military etc). Please check.

If Nature = 1. 'Director / Managing Director / Chief Executive of a limited company, or PLC'
? Company director intro
🗝 DirPre
The following questions are about the company you are a director of and the income you draw from it.
:CODE 1 TO CONTINUE

? Proportion of company owned
🗝 DirPerc
What proportion of the company do you own?
1. 100%
2. More than 50% but not 100%
3. 50%
4. Less than 50%

? How director paid

🗝 DirSalry

As a director of a limited company, you can be paid in a variety of ways. Do you …

CODE ALL THAT APPLY

INDIVIDUAL PROMPT…

1. Receive pay through PAYE?
2. Receive a dividend?
3. (SPONTANEOUS: Receive pay in another way)

If GrWage < 0.01 AND DirSalry = 1

☞Soft Check

INTERVIEWER: The respondent said earlier that they draw a salary from their business, however, have stated their wage is zero. Please check with the respondent and explain in a note.

If DirSalry = 3. 'Receive pay in another way'

? Other way director paid

🗝 DirSalO

INTERVIEWER: PLEASE DESCRIBE OTHER WAY OF RECEIVING PAY.

:STRING[100]

If DirSalry = 2. 'Receive a dividend'

? Amount of director dividend in last 12 months

🗝 Dividend

Over the last 12 months, what was the overall amount you received from this company in dividends, after tax?

: 0.00 .. 9999997.00

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 then should be an employee.

☞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).

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.

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.

IF been with employer for at least a year AND NOT (Retire = 2 'No – has retired more than 12 months ago')

? 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. Obliged 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 G9

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.

SelfDEmp is automatically coded to code 9 'Retired from paid work' if respondent is identified as retired in the Employment Status block.

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
--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 AND is not retired, but has worked in the past (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/was] your main job a temporary job, [is/was] 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 G9

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 G9

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.

? 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).

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.

/ 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 the respondent works overtime

? Variable working hours

🗝 FLEX10

SHOWCARD G3

Some people have variable working hours. In your main job, is your working arrangement any of those shown on this card.
INTERVIEWER: CODE UP TO 3 ANSWERS
INTERVIEWER: Many companies use mobile applications or online 'Work Hubs' that help people find work assignments, for example Deliveroo uses these to assign food delivery jobs, Uber uses these to assign passenger transport jobs if this applies use code 2.
INTERVIEWER: Code 'None of these' if respondent works overtime but there is no specific working arrangement involving variable working hours (such as those listed).

1. Zero hours contract
2. Work assignments through online Work Hubs or apps, for example delivery or transport services
3. Other on-call working
4. A job share
5. Flexitime (flexible working hours)
6. Term-time working
7. Freelance or project work.
8. Other working arrangement involving variable working hours
9. None of these

If FLEX10 = 8 'Other'

? FlexOt

Please describe the other working arrangement.

:STRING[100]

? 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 PAYSLIP.

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

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?

/ Question Information for NatIns

Health and Social Care Levy will be introduced from April 2022. In the first year, this will be collected through National Insurance contributions, which will be increased by 1.25%. This means that amounts of National Insurance contributions will be higher than in previous years.

If NatIns more than £115.00 per week
☞Soft Check
Are you sure? That's [£] a week. National Insurance is not normally more than £115.00 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?
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

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 PAYSLIP 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 Miminmum 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 calculatedaverage 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 'WhyAvHRateBMW'.
The National Minimum Wage (NMW) is the minimum pay rate per hour that most workers are entitled to by law.
The rate was updated in April 2021:
- those on apprenticeship are entitled to £4.30
- those aged under 18 are entitled to £4.62
- those aged 18-20 are entitled to £6.56
- those aged 21-22 are entitled to £8.36

Since April 2016 adults aged 25+ have been entitled to the National Living Wage (NLW) (replacing the NMW for this age group). From April 2021 those aged 23+ are entitled to £8.91. 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
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 up to 28 weeks if they meet the eligibility criteria. After someone has used up their SSP entitlement, they may be able to claim Employment and Support Allowance. Note that SSP (if unrelated to COVID-19) 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. However, SSP is payable from the first day of absence from work for any of the following COVID-19 related reasons: because they are sick with COVID-19; self-isolating because they, or someone in their household, is displaying symptoms of Covid-19; because they have been advised to shield by their GP or the NHS because they are extremely vulnerable and at high risk of severe illness as a result of COVID-19.

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 £151.97. If 90 per cent

of the respondent's earnings is less than £151.97 then they receive £151.97 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 £120.00 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 £151.97 a week, or 90 per cent of the respondents' average earnings if less than £151.97 (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 £151.97 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 £151.97 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.

IF InclPay = 1
? Reasons for Statutory Sick Pay related to COVID-19 at Employee Pay Details block
🗝 IncPaSSP
<Help F9>
Is this Statutory Sick Pay due to any of the following…READ OUT…

CODE ALL THAT APPLY

1. …Infected with COVID-19 or showing symptoms
2. …Self-isolating – because someone in your household is showing symptoms
3. …Shielding on advice from your GP or the NHS because you are extremely vulnerable and at high risk of severe illness as a result of COVID-19.
4. …Or none of the above?

/ Question Information included in Helpscreen for IncPaSSP

Statutory Sick Pay is received by employees from their employer for up to 28 weeks if they meet the eligibility criteria. After someone has used up their SSP entitlement, they may be able to claim Employment and Support Allowance. Note that SSP ~~(if unrelated to COVID-19)~~ 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. ~~However,~~ SSP is payable from the ~~first~~ fourth day of absence from work for any of the following COVID-19 related reasons: because they are sick with COVID-19; self-isolating because they, or someone in their household, is displaying symptoms of Covid-19; because they have been advised to shield by their GP or the NHS because they are extremely vulnerable and at high risk of severe illness as a result of COVID-19.

? Statutory Sick Pay Amount
🗝 SSPAmt
How much was included for Statutory Sick Pay?

If (AbspaSSP=1 (Yes – Receive SSP) OR InclPay=1 (Last pay includes SSP)) AND Abs1No is greater than or equal to 2 weeks
? Working days per week
🗝 SSPWkDay
Can I just check, how many days do you normally work per week?
0…7
! Hard Check
INTERVIEWER: Add hard check on SSPWkDay if more than 7 days recorded.

If SSPWkDay > 7
"The reference period for this question is a week. The answer can't be more than 7 days. Please amend."

If (AbspaSSP=1 (Yes – Receive SSP) OR InclPay=1 (Last pay includes SSP)) AND Abs1No is less than 2 weeks
? Missed Working Days
🗝 SSPWkMis
[{If answered AbsNo1} You mentioned earlier that the spell of absence was [Abs1No] weeks, how / {If didn't answer Abs1No and InclPay=1} How] many

working days in total [{if answered Abs1No} have you missed (during this spell of absence)?/ {if didn't answer Abs1No and InclPay=1} did you miss during that spell of absence}]?
0…97

? 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 £123.00 a week or more. The first six weeks are paid at 90 per cent of the respondent's average weekly earnings (normally based on two months' earnings) with no upper limit. This is the higher rate. The remaining 33 weeks are paid at £172.48 a week. If 90 per cent of the respondent's average earnings are less than £172.48 then they receive £172.48 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 PAYSLIP. IF NOT, ENTER 'DON'T KNOW'.

If more than £172.48 is entered per week check:
☞Soft Check
t is unusual for someone to receive more than £172.48 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 £172.48 a week or 90% of the parent's average earnings, whichever is lower (2023/24 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 £172.48 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
🗝 PayUsl
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
🗝 WhyNoUsl
Why was your pay not usual? CODE ALL THAT APPLY

Probe: Which others? 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
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

/ 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 up to 28 weeks if they meet the eligibility criteria. After someone has used up their SSP entitlement, they may be able to claim Employment and Support Allowance. Note that SSP (if unrelated to COVID-19) 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. However, SSP is payable from the first day of absence from work for any of the following COVID-19 related reasons: because they are sick with COVID-19; self-isolating because they, or someone in their household, is displaying symptoms of Covid-19; because they have been advised to shield by their GP or the NHS because they are extremely vulnerable and at high risk of severe illness as a result of COVID-19.

Statutory Maternity Pay
Statutory Maternity Pay has a 39 week duration. The first six weeks are paid at 90 per cent of the respondent's average weekly earnings (normally based on two months' earnings) with no upper limit. The remaining 33 weeks are paid at £151.97. If 90 per cent of the respondent's earnings is less than £151.97 then they receive £151.97 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 £120.00 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 £151.97 a week, or 90 per cent of the respondents' average earnings if less than £151.97 (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 £151.97 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 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

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 PAYSLIP. IF NOT, ENTER 'DON'T KNOW'.

? Missed working days in the usual pay
🗝 USSPWkMs
How many working days in total did you miss during the spell of absence included in this usual pay?
0..97

(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 PAYSLIP. 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 aremade 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 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?
INTERVIEWER: Record the value of the most recent childcare voucher(s)/employer

contracted childcare received, even if that is not the usual amount received.

: 0.01..9997.00

☞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 UDedOth).

? Childcare Vouchers Period
🗝 ChVPD
How long did 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?

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
🗝 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 HM Revenue and Customs 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 HM Revenue and Customs?
ENTER BEGINNING OF PERIOD. IF DAY OF MONTH NOT KNOWN, ENTER '15th'.

If date given at SE1 is not within 2 years of today's date.
☞Soft Check
INTERVIEWER: Accounts would usually be prepared within the last two years. Please check your coding.

? 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.

If date given at SE2 is not within 2 years of today's date.

☞Soft Check
INTERVIEWER: Accounts would usually be prepared within the last two years. Please check your coding.

If date given at SE1 = date given at SE2.
☞Soft Check
INTERVIEWER: The dates recorded at SE1 and SE2 are the same (i.e. the date recorded for the most recent period for which accounts have been prepared for HMRC is the same as the date for end of the accounting period). This is unusual. Please check (especially the year recorded) and amend the date at either SE1 or SE2 accordingly, or explain in a note.

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:
! 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 HM Revenue and Customs.
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 form 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?

If the weekly amount paid for self-employed National Insurance contributions (calculated using responses to NIDAmt and NIDPd) is not £5.50 - £15.85
☞Soft Check
Amount for National Insurance contribution deviates from standard weekly amount (currently £15.85 for self-employed). Please check.

? 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 2022-2023 are £3.15 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 £3.15 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

🗝 SeNIinc

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 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.

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.

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

/ Question Information included in Helpscreen for PPCon

Employees can have part of their Class 1 National Insurance contributions rebated into the personal pension. They may or may not have 'contracted out' of the State Second Pension (formerly SERPS). If they have, they continue to pay full Class 1 NI contributions but HM Revenue and Customs rebates the State Second Pension element of those contributions to the personal pension scheme. Pensions for those who have contracted out of the State Second Pension are called 'Appropriate Personal Pensions'.

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 **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.

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 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

/ Question Information included in Helpscreen for SPCon

Employees can have part of their Class 1 National Insurance contributions rebated into the stakeholder pension. They may or may not have 'contracted out' of the State Second Pension (formerly SERPS). If they have, they continue to pay Full Class 1 NI contributions but HM Revenue and Customs rebates the State Second Pension element of those contributions to the stakeholder pension scheme. Pensions for those who have contracted out of the State Second Pension are called 'Appropriate Personal Pensions'.

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.

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****OthBen***).

Note about questions **WAgeBen** to **OthBen** (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 clams 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. In Scotland, Universal credit can be paid once or twice a month.

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)
From October 2008, Employment Allowance (ESA) is paid to new claimants, with existing Income Support claimants being migrated to ESA over time. All those who were claiming Incapacity Benefit should have migrated to ESA by 2020. 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.

COVID-19 related: Individuals are eligible for new style Employment and Support Allowance (NS ESA) if they are either employed and earning less than £120 per week or if they are self-employed (NB: These categories are ineligible for Statutory Sick Pay (SSP)). If you are not eligible for SSP because you earn less than £120 per week or are self-employed, then you can claim NS ESA and if you are infected, self-isolating or in the shielded group because of Covid-19, then you are treated as having limited capability for work for NS ESA purposes and can be paid from day 1 rather than day 8. NS ESA is time-limited to 365 days unless someone is put in the support group, in which case it is ongoing

Soft Checks at WAgeBen

If (Tenure = renting, part renting) AND HBenefit=1 'Housing Benefit', but respondent has not been recorded in receipt of housing benefit at WAgeBen

☞ Soft 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= 1 'Housing Benefit').
If no one in the household is receiving Housing Benefit to help pay rent please change the response at Hbenefit, otherwise suppress this check and make a note.
Housing Benefit cannot be received if Universal Credit is in payment.

If (Tenure = renting, part renting) AND HBenefit is NOT 1 'Housing Benefit', but respondent has been recorded in receipt of Housing Benefit at WAgeBen.

☞ Soft 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= NOT 1 'Housing Benefit').
If someone in the household is receiving Housing Benefit to help pay rent please change the response at Hbenefit, otherwise suppress this check and make a note.
Housing Benefit cannot be received if Universal Credit is in payment.

If (Tenure = renting, part renting) AND HBenefit is NOT 2 'Universal Credit', but respondent has been recorded in receipt of Universal Credit at WAgeBen.

☞ Soft Check

Please confirm that the respondent is receiving Universal Credit. Earlier they said they did not receive Universal Credit at HBenefit to help with paying their rent. (QRenting.HBenefit= NOT 2 'Universal Credit').
If someone in the household is receiving Universal Credit to help pay rent please change the response at Hbenefit, otherwise suppress this check and make a note.

If (Tenure = renting, part renting) AND HBenefit is 2 'Universal Credit', but respondent has not been recorded in receipt of Universal Credit at WAgeBen.

☞ Soft Check

Please confirm that the respondent is not receiving Universal Credit. Earlier they said they received Universal Credit at HBenefit to help with paying their rent. (QRenting.HBenefit= 2 'Universal Credit').
If no one in the household is receiving Universal Credit to help pay rent please change the response at Hbenefit, otherwise suppress this check and make a note.
Housing Benefit cannot be received if Universal Credit is in payment.

*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 (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

*If **WAgeBen** = 1 'Universal Credit' and 2 'Housing Benefit'*

☞ Soft Check
PLEASE CHECK: You cannot normally get Housing Benefit and Universal Credit as separate benefits. If you receive Universal Credit then a housing element is usually already included.
INTERVIEWER: If the respondent does not receive Housing Benefit separately, remove the record of Housing Benefit and only record Universal Credit. The housing element of UC should be recorded as UC not as Housing Benefit.

FOLLOW UP QUESTIONS ABOUT UNIVERSAL CREDIT:

IF WageBen=1 'Universal Credit' and Tenure = 3 'Pay part rent and part mortgage' OR Tenure =4 'Rent it'

☆? Whether has a Managed Payment to Landlord arrangement as part of UC claim
🗝 MPTL
<HELP_F9>
Some Universal Credit claimants have their rent paid for them directly to their landlord out of the housing cost element of Universal Credit and others use the housing cost element of Universal Credit to pay rent to their landlord themselves.
Is the housing cost element of your Universal Credit payment paid directly to you or directly to your landlord?
INTERVIEWER: IF NECESSARY EXPLAIN: If the housing cost element of UC is paid directly to the landlord then all or part of the rent will be paid out of the UC before the claimant receives it. Otherwise, UC claimants are usually responsible for paying their rent themselves out of the housing element of UC.

1. Directly to recipient of Universal Credit (i.e. the respondent)
2. Directly to landlord / property agent
3. [SPONTANEOUS] Does not receive housing cost element of Universal Credit

/ Question Information for Managed Payment to Landlord arrangement

Most Universal Credit claimants will receive a single, monthly payment that includes all elements of their Universal Credit claim, including housing element. Claimants are responsible for paying their own rent. Some claimants need additional support in managing their budget and as a result an Alternative Payment Arrangement with a managed payment to landlord may be in place.

If WAgeBen = 1 'Universal Credit'

? UC payment method

🗝 AccUc

SHOW CARD H7

How do you receive the Universal Credit payment you have just mentioned?

Into a…

1. Bank account
2. Building society account
3. 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

FOLLOW UP QUESTIONS ABOUT WORKING TAX CREDIT AND CHILD TAX CREDIT RECEIPT:

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 that you could consult?

INTERVIEWER: This has 'TC602' at bottom left of page 1

1. Yes

2. No (unwilling)

Ask if TaxNotr = No and WageBen = 3 'WTC'

? 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'
… then separately if WAgeBen = 4 'Child Tax Credit' AND TaxComb not 'Yes'

? Amount of Last Payment

🗝 WTCAmt

How much was received for your last Working Tax Credit payment?

1. Include lump sum payments covering the whole year.
2. If respondent receives combined payment of Working Tax Credit and Child Tax Credit enter it here.

🗝 CTCAmt

How much was received for your last Child Tax Credit payment?

1. Include lump sum payments covering the 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: Include 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.

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'
? ESA Group
🗝 ESAGroup
Employment and Support Allowance claimants are placed in one of two groups following the assessment phase. Are you in:

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 COUNTRY=SCOTLAND AND RESPONDENT AGED 16-26

? Job Start Payment
🗝 AdJSP
Have you received the Job Start Payment in the last 12 months?
1. Yes
2. No

INTERVIEWER: Job Start Payment applies only in Scotland for people aged 16 to 24 (25 for care-leavers) who have been out of paid work for six months prior to finding employment. It is expected to consist of a one-off cash payment of £250, or £400 for a young person with children. This question is being asked of people 16-26 so as to include any care leavers who have received JSP in the last 12 months.

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 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
<Help F9>
SHOW CARD H2
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. CODE NOT USED
6. Industrial Injury Disablement Benefit
7. Troubles Permanent Disablement Payment
8. None of these
97. (SPONTANEOUS) One of these / more than one of these, but don't know which

SHOW CARD H2a – SCOTLAND ONLY
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?
[SCOTLAND ONLY] **INTERVIEWER**: Disability benefits are gradually being devolved in Scotland. If the 16-18 year old is receiving disability benefits but a different name to those listed is given please record the benefit under its former name (i.e. as DLA, PIP or AA) and open a note to record the name the respondent now knows the benefit as.

1. Personal Independence Payment (including the car allowance known as Motability) or Adult Disability Payment
2. Disability Living Allowance (including the car allowance known as Motability) or Child Disability Payment
3. Attendance Allowance
4. Severe Disablement Allowance
5. CODE NOT USED
6. Industrial Injury Disablement Benefit
7. Troubles Permanent Disablement Payment
8. None of these
97. (SPONTANEOUS) One of these / more than one of these, but don't know which

/ Question Information for disability benefits

The Personal Independence Payment (PIP) replaced the DLA from April 2013. Like the DLA it has two components – Daily Living and Mobility. Please note that anyone of State Pension Age in April 2013 would have remained on their existing disability benefit and wasn't moved onto PIP.

Adult Disability Payment – Disability benefits are now devolved in Scotland. Adult Disability Payment will steadily replace PIP, with the first new claims accepted in 2022/23, however, many existing PIP claims will continue for a few years until all cases are transferred. If the respondent is receiving disability benefits but a different name to those listed is given, please record the benefit under its former name (i.e. as DLA, PIP) and open a note to record the name the respondent has given.

Disability Living Allowance has two elements and is directed at the care needs and mobility needs of disabled people.

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 DLA or PIP 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.

Child Disability Payment - Disability benefits are now devolved in Scotland. Child Disability Payment will steadily replace child DLA, with the first new claims accepted in 2021/22; however many existing child DLA claims will continue until 2025. If the 16-18 year old is receiving disability benefits but a different name to those listed is given, please record the benefit under its former name (i.e. as DLA, PIP) and open a note to record the name the respondent has given.

Attendance Allowance is a benefit for people disabled at or after age 66 who live at home and need looking after because of their physical or mental disablement. Attendance Allowance is not related to any income, savings or NI contributions and can be paid in conjunction with other benefits including Pension Credit. There are 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. Attendance Allowance for those disabled before they were 66 was replaced in April 1992 by Disability Living Allowance (Care component).

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/BSP/WMA/WPA, or as a component of it. In either case, the Attendance Allowance /DLA should be coded at DisBen.

Troubles Permanent Disablement Payment (TPDP)
The purpose of the Troubles Permanent Disablement Payment (TPDP) scheme is to acknowledge the harm suffered by those injured in the Troubles in Northern Ireland and to promote reconciliation between people in connection with Northern Ireland's troubled past. Eligibility is for people injured in a Troubles-related incident that took place on or after 1 January 1966 but before 12 April 2010

The scheme has been designed to provide those who suffered **permanent disablement** (either physical or psychological) as a result of an injury caused through no fault of their own, in a Troubles-related incident with payments primarily in acknowledgement of the acute harm which they have suffered. It will also provide a measure of recognition of the implications of living with a permanent disablement caused by a Troubles-related injury and the associated impact of such disablement, and recognition that in many cases coping with disablement caused by the serious injury had an adverse financial impact on individuals and their families.

Payments will be made on a sliding scale depending on the Degree of Disablement (%) and will be made monthly or as a lump sum in certain circumstances.

If respondent is recorded as receiving AA, but is aged under 66:
☞Soft check
The respondent is recorded as receiving Attendance Allowance, but is not 66 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.

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 age < 67 and DisBen=4 'Severe Disablement Allowance'

☞Soft check

"Severe Disablement Allowance will only be received by people aged 67 years or older as this benefit has been phased out. Claimants aged under 67 years will now receive Employment Support Allowance (ESA). Please remove Severe Disablement Allowance and code as 'Employment and Support Allowance' at WageBen."

If ChDLA = 1 "Care Component of Disability Living Allowance (DLA) or Child Disability Payment" AND DisBen = 2 "Disability Living Allowance (including the car allowance known as Motability) or Child Disability Payment"

☞Soft Check

Respondent said earlier that [Child's name] was receiving Care component. Check if DLA or CDP indicated at 'DisBen' is for [Child's name] or for someone else. If it IS for [Child's name], then delete answer at 'DisBen', as this has already been picked up above.

If ChDLA = 2 "Mobility Component of Disability Living Allowance (DLA) or Child Disability Payment") AND DisBen = 2 "Disability Living Allowance (including the car allowance known as Motability) or Child Disability Payment"

☞Soft Check

Respondent said earlier that [Child's name] was receiving Mobility component. Check if DLA or CDP indicated at 'DisBen' is for [Child's name] or for someone else. If it IS for [Child's name], then delete answer at 'DisBen', as this has already been picked up above.

If ChDLA = 1,2,3 "Disability Living Allowance (DLA) or Child Disability Payment (CDP)" OR DisBen = 2 "Disability Living Allowance (including the car allowance known as Motability) or Child Disability Payment" and no health condition reported at CHealth1

☞Soft Check

Does the respondent really mean Disability Living Allowance/Child Disability Payment? Earlier they said the child had NO long-standing illness or disability."

If sex=2 'Female' and they were born before 6 October 1951 or if sex=1 'Male' and they were born before 8 April 1947) AND (DISBEN=1 'Personal Independence Payment')

☞Soft Check

"Are you sure that this respondent receives PIP[/ADP]? They were likely over State Pension Age when PIP[/ADP] was introduced and so wouldn't have moved onto PIP[/ADP] but would still receive an alternative disability benefit (e.g. Disability Living Allowance or Attendance Allowance). Please check that this is correct."

IF Country=Scotland AND DisBen=1 'PIP or ADP'

? Type of Disability Benefits (ADP/PIP) – Scotland

🗝 DisBADP

Is your payment …

INTERVIEWER: Disability benefits are now devolved in Scotland. Adult Disability Payment will steadily replace PIP, with the first new claims accepted in 2022/23; however many existing PIP claims will continue for a few years until all cases are transferred.

1. Adult Disability Payment, or
2. Personal Independence Payment?

If Country=Scotland and DisBen=2 DLA or CDP

? Type of Disability Benefits (CDP/DLA) - Scotland

🗝 DisBCDP

Is your payment …

INTERVIEWER: Disability benefits are now devolved in Scotland. Child Disability Payment will steadily replace child DLA, with the first new claims accepted in 2021/22; however many existing child DLA claims will continue until 2025. If the 16-18 year old is receiving disability benefits but a different name to those listed is given, please record the benefit under its former name (i.e. as DLA, PIP) and open a note to record the name the respondent has given.
1. Child Disability Payment, or
2. Disability Living Allowance?

If Country=Scotland and DisBCDP=1 but no children present in household.
☞Soft Check
Only people who live with their children can normally receive Child Disability Payment. Please check and amend if necessary

If Country=Scotland and DisBCDP = 1. Child Disability Payment
? Type of Child Disability Payment - Scotland
🗝 CDPtype
There are two types of Child Disability Payment. Is yours…
1. 'Care' only, or
2. 'Mobility' only, or
3. Both – 'Care and Mobility'?

If Country=Scotland and CDPtype = 2. 'Mobility' or 3. 'Both'
? Whether Child Disability Payment a Motability allowance - Scotland
🗝 CDPMota
Is your Child Disability Payment the car allowance known as Motability?
1. Yes
2. No
3. (SPONTANEOUS) Don't know

If DisBen = 1. Personal Independence Payment or Adult Disability Payment
? Type of Personal Independence Payment / Adult Disability Payment
🗝 PIPtype
There are two types of Personal Independence Payment [{If Scotland} or Adult Disability 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 / ADP motability
🗝 PIPMota
Is your Personal Independence Payment [{If Scotland} or Adult Disability Payment] the car allowance known as Motability?
1. Yes
2. No
3. (SPONTANEOUS) Don't know

If not Scotland then if DisBen = 2. 'Disability Living Allowance or Child Disability Payment' OR (if Scotland interview If DisBen = 2. 'Disability Living Allowance or Child Disability Payment' and (DisBCDP = 2. 'Disability Living Allowance' or DisBCDP ='Don't know') **?**
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 H3
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. 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 66 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 will only be received by people aged 67 years or older as their benefit has been phased out. Claimants aged under 67 years will now receive Employment Support Allowance (ESA).
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 66 who is not recorded as receiving Widowed Parent's Allowance:
☞Soft Check
Respondent is a widow/widower under 66 with dependent child[ren], but is not getting Widowed Parent's Allowance. Please check that this is correct.

☞Soft Check
You've recorded that this person receives State Retirement Pension but the respondent is **younger** than State Pension age and so will **not** be receiving State Retirement Pension. Are you sure that's right? Please **check that both the age and receipt of pension are correct** and amend as necessary.

☞Soft Check
You've said this person receives **both** State Retirement Pension **and** Widow's Pension. Are you sure that's right?

If PenBen DOES NOT = 2. State Retirement Pension and R meets the age criteria

? Deferred State Pension

🗝 DefrPen

Have you deferred taking up your State Pension?

INTERVIEWER: The respondent is aged 66+ 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.

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

If >= 66 years old
☞*Soft Check*
The respondent is recorded as receiving N.I. Bereavement Support Payment but this normally stops at the age of 66.
Please check whether your answer is correct. If so, explain circumstances in a Note.

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 H4 (two versions: one for Scotland, one for other countries)
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?

3. Child Benefit
4. Guardian's Allowance
5. Maternity Allowance
6. [IF SCOTLAND=Scottish Child Payment/ IF ENGLAND/WALES/NI=<Code Not Used>]
7. 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 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).'

Scottish Child Payment: This is a new benefit in Scotland of £25 per week per child in a family receiving Universal Credit, Child Tax Credit, Working Tax Credit income-based Job Seekers Allowance, income-related Employment Support Allowance, Income Support or Pension Credit, paid every four weeks. It applies to children aged 0 to 15. It was launched in February 2021 for children under six and was extended to children aged 6 to 15 by the end of 2022.

☞Soft Check
INTERVIEWER: The respondent does not meet the eligibility criteria for Scottish Child Payment. The adults should be in receipt of one of these benefits - Universal Credit, Child Tax Credit, Working Tax Credit, Job Seekers Allowance, Employment Support Allowance, Income Support or Pension Credit – and have children aged 0-15 (inclusive). Please check that SCP is received.

☞Soft Check
"INTERVIEWER: SCP is £25 per child aged 0-15 years please check the amount."

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 H5
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 change on Child Benefit via PAYE

🗝 CBPAYEYou 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

🗝 SocFund

<Help F9>
SHOW CARD H6 (different versions for each country)
Now looking at this card, have you, in the last 12 months, received any of these grants or loans in your own right: that is where you are the named recipient?
INTERVIEWER: Please record all types of grants or loans respondent may mention. These can include {IF ENGLAND} [Household Support Fund] /{If Wales} [Emergency Assistance Payment, Basic Income pilot for Welsh care leavers] {If Scotland}, [Scottish Welfare Fund] and other grants or loans from charities and trusts offering support to those in need.

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. {IF ENGLAND } [A grant from the Household Support Fund, or a loan or grant from your local authority or from some other organisation?] / {WALES} [A loan or grant from your local authority, or from some other organisation, including an Emergency Assistance Payment from the Discretionary Assistance Fund?] / {SCOTLAND} A loan or grant from your local authority, or from some other organisation, including a Crisis Grant or Community Care Grant from the Scottish Welfare Fund?] / {IF NORTHERN IRELAND} [Emergency financial support through the Department for Communities' Discretionary Support, or a loan or grant from some other organisation?]
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.

Household Support Fund
The Household Support Fund was introduced in October 2021 for local authorities to provide small grants to help vulnerable households and individuals meet daily needs such as food, clothing and utilities.

Scottish Welfare Fund Crisis Grant

Those on a low income can apply for a Crisis Grant to cover the cost of an emergency. This does not require the applicant to be on benefits. This emergency could include a range of circumstances, including, but not limited to, a fire or flood at home, escaping domestic abuse, taking over the care of a child and gaps in employment.

Scottish Community Care Grant

Those on a low income can apply for a Community Care Grant to help them with starting to live, or to carry on living, a settled life in the community. This does not require the applicant to be on benefits.

Emergency Assistance Payment from the Welsh Government

Discretionary Assistance Fund

The Discretionary Assistance Fund (DAF) is a grant fund of payments or in-kind support (essential household items and white goods) to provide urgent assistance to people to safeguard health and well-being.

The Discretionary Assistance Fund (DAF) provides two types of non-repayable grant support:

- **Emergency Assistance Payments (EAP)** – to provide assistance with essential living costs such as food, gas and electricity where an individual is in a crisis situation and in need of immediate financial support. Anyone over the age of 16 can be considered eligible for these payments.

- **Individual Assistance Payment (IAP)** - to meet an urgent identified need that enables or supports potentially vulnerable citizens to establish themselves or remain living independently in the community. To be eligible applicants must be entitled to and be in receipt of income related welfare benefits.

The Discretionary Assistance Fund (DAF) would normally allow vulnerable clients to receive a paid award up to 3 times in a rolling 12 month period. Clients are also excluded if they have received a paid award in the last 28 days.

Basic Income pilot for Welsh care leavers, 2022 – 2025

On 28 June 2022, the Welsh Government launced a Basic Income for young care leavers in Wales pilot scheme, which will run for 3 years from 1 July 2022. During this time, more than 500 young people leaving care in Wales will be offered £1600 each month (before tax) for two years to support them as they make the transition to adult life.

☞ 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
☞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.

? Whether a grant or loan
🗝 SocRepay

[SOCFUND CODE 5 'A loan or grant from your local authority or from some other organisation']

Is this a loan (that you have to pay back) or a grant?
INTERVIEWER: A loan would need to be paid back but a grant would not.

1. Loan
2. Grant

? Reason for loan/grant
🗝 SocReasn

[SOCFUND CODE 5 'A loan or grant from your local authority or from some other organisation']

[The wording if SocRepay=2 'No']

For what reason did you receive this grant? Was it …

[The wording if SocRepay=1 'Yes']

For what reason did you take out this loan? Was it …

[The wording if SocRepay='Don't know' or 'Refusal']

For what reason did you need this grant or loan]? Was it …

….READ OUT…INDIVIDUAL PROMPT…

CODE ALL THAT APPLY

1. …To replace a household item which had broken?
2. …To help with utility bills like heating, electricity and water?
3. …To help pay for food?
4. .. To help pay for other bills (not already mentioned)?
5. …for something else?

If SocReasn=5 'for something else'

? Other reason for loan/grant
🗝 SocReasX

INTERVIEWER: Specify other reason

:STRING[30]

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)

🗝 OthBen

<HELP_F9>

Thinking about all of the benefits <b> you <b> have received in the last 6 months, are there any National Insurance or State benefits you receive that were not mentioned earlier?
INTERVIEWER: Winter Fuel Payments do not need to be recorded on the FRS survey Do NOT include the £10 Christmas Bonus which is paid to some benefit recipients in December. It does not need to be recorded anywhere.
1. Yes
2. No

/ Question Information for other benefits

Extended Payment of Housing Benefit/ Rent rebate
People who leave benefit because they started work or increased their part-time hours or earnings continuation or run-on of Housing Benefit. They must have been in receipt of ESA, JSA(IB) or Income Support for 26 weeks.

Any National Insurance or State benefit not mentioned earlier
includes:

-Cold Weather payments (usually £25 every cold week)
- Reduced Earnings Allowance (for pre-1990 accidents and illnesses at work)
- 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 £10 Christmas Bonus which is paid to some benefit recipients 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.

If OthBen = 1. 'Yes'

☞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 OthBen = 1. 'Yes'

? Other Name Benefit

🗝 OthName

INTERVIEWER: ENTER THE NAME OF THIS 'OTHER' N.I. OR STATE BENEFIT
includes:
- 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 and OthBen.
: STRING[40]

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?

The following questions will be asked if a respondent is receiving benefits at WAgeBen, DisBen, PenBen, KidBen or OthBen:

? Benefit Letter

🗝 BenLettr

BENEFIT NAME:

Do you have a statement from the [DWP or Benefits Agency/Pensions part of the DWP/Disability and Carer's Directorate (DCD) or DWP/SSA] that you could consult? The statement could be in the form of a letter, e-mail or in your online account?

If not able to consult a statement (in the form of a letter, e-mail or online account):

? Bank Statement

🗝 BankStmt

[BENEFIT NAME]: ASK OR CODE:

... or is there a bank statement you could consult?

If a statement from the DWP/Benefits Agency/Pensions Service, 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 PENSION CREDIT RECEIVED FOR GUARANTEE CREDIT AND SAVINGS CREDIT ENTER TOTAL RECEIVED HERE]
[If statement consulted refer to section titled His / Her Pension Credit.]
(IF COMBINED WITH ANOTHER BENEFIT AND UNABLE TO GIVE SEPARATE AMOUNT, ENTER 'Don't Know' FOR BOTH/ALL SUCH BENEFITS)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 **OthBen**, 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.

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?
{Universal Credit is usually only paid on a monthly basis in England, Wales and Northern Ireland but can be paid once or twice a month in Scotland}

If WAgeBen = 1 'Universal Credit' and COUNTRY = 'Scotland' and BenPd period of time other than month or twice a month
INTERVIEWER: In Scotland, Universal credit is paid either on a month basis or twice a month. Please check that the respondent receives their payment less/more often and make if correct
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 PIP / ADP / DLA / CDP / AA

? Who Receives PIP/ ADP/ DLA/ CDP/ 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 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.

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')
3. <DO NOT USE THIS CODE>

? Pension Credit Guaranteed Element

🗝 PCmpAmtG

And what is the amount received for the guaranteed element?
INTERVIEWER: ENTER AMOUNT FROM AWARD NOTICE RECEIVED FROM HIS/HER GUARANTEE CREDIT SECTION

? Pension Credit Savings Element

🗝 PCmpAmtS

And what is the amount received for the savings element?
INTERVIEWER: ENTER AMOUNT FROM AWARD NOTICE RECEIVED FROM HIS/HER GUARANTEE CREDIT SECTION

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 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
[SOCFUND CODE 4 ‘A loan or advance from DWP (including budgeting loans, or any advance of Universal Credit)’]
How many such loans or advances of Universal Credit have you had in the past 12 months?

: 0..13

☞ *Soft check if LoanNum=0*
LoanNum = 0. Please check as a loan or advance of Universal Credit from DWP was recorded at SocFund CODE 4. If no loan or advance of Universal Credit, please change answer at SocFund.

? Social Fund Loan Amount
🗝 LoanAmt
[SOCFUND CODE 4 ‘A loan or advance from DWP (including budgeting loans, or any advance of Universal Credit)’]
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 or advance of Universal Credit from DWP was recorded at SocFund CODE 4. If no loan or advance of Universal Credit, please change answer at SocFund.

If SocFund=5 'A loan or grant from your local authority'

☆? Number of loans/grants
🗝 LALnNum

[SOCFUND CODE 5 {ENGLAND} 'A loan or grant from your local authority or from some other organisation'

/{WALES} 'A loan or grant from your local authority, or from some other organisation, incl. an Emergency Assistance Payment from the Discretionary Assistance Fund'

/{SCOTLAND} / 'A loan or grant from your local authority, or from some other organisation, incl. a Crisis Grant or Community Care Grant from the Scottish Welfare Fund'

/{NORTHERN IRELAND} Emergency financial support through DfC Discretionary Support, or a loan or grant from some other organisation]

How many such grants or loans have you had in the past 12 months?

: 0..13

If LALnNum=0.
☞Soft Check
INTERVIEWER: LALnNum = 0. Please check as a loan or grant from the Local Authority was recorded at SocFund Code 5. If no loan or grant please change answer at SocFund.

If SocFund=5 'A loan or grant from your local authority'

☆? Amount received from loan/grant
🗝 LALnAmt

[SOCFUND CODE 5 {ENGLAND} 'A loan or grant from your local authority or from some other organisation'

/{WALES} 'A loan or grant from your local authority, or from some other organisation, incl. an Emergency Assistance Payment from the Discretionary Assistance Fund'

/{SCOTLAND} / 'A loan or grant from your local authority, or from some other organisation, incl. a Crisis Grant or Community Care Grant from the Scottish Welfare Fund'

/{NORTHERN IRELAND} Emergency financial support through DfC Discretionary Support, or a loan or grant from some other organisation]

About how much did you receive (altogether)?

: 0.00..999997.00

If LALnAmt=0.
☞Soft Check
INTERVIEWER: LALnAmt = 0. Please check as a loan or grant from the Local Authority was recorded at SocFund Code 5. If no loan or grant please change answer at SocFund.

OthBen = 1. 'Yes'
? 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 – OthBen, but not sure which benefit this was or recorded don't know at WAgeBen- OthBen:
? 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.

/ Question Information included in Helpscreen for OBName

This question is being asked because earlier you coded that the respondent was receiving a benefit but didn't know which. If you think you have made a mistake please go back to the benefit questions and check your coding.

Benefit questions are WageBen, DisBen, PenBen, KidBen, SocFund and OthBen.

If reported receiving a benefit at WAgeBen – OthBen, but not sure which benefit this was or recorded don't know at WAgeBen – OthBen:
? 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 – OthBen, but not sure which benefit this was or recorded don't know at WAgeBen – OthBen:
? Other benefit period
🗝 OBBenPd
How long did this cover?

If KidBen = 4
? Amount of Scottish Child Payment
🗝 SCPAmt
Scottish Child Payment
How much, in total, did you get last time?
: 1..9997

? Benefit Question 7

🗝 Ben7Q
SHOW CARD J2
In the last 12 months (that is since [date]), have you received any regular payments 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 [pension type mentioned at AnyPen]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]. DO NOT CODE AS 'DON'T KNOW' BUT CODE AS 1 at this question (i.e. they have at least one pension). This will ensure that questions about the amount of pension received will be asked as intended."

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
DO NOT CODE AS 'DON'T KNOW' BUT CODE AS 5 'A regular payment from another product' and describe the payment type in a note instead.

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.

If PenWealth = 4 'A lump sum payment'

? Pension lump sum type
🗝 LSType
<Help_F9>
Have you … READ OUT …
INDIVIDUAL PROMPT …
INTERVIEWER: Code one answer only.

1. Taken cash in chunks from the pension pot as it is needed?
2. Taken all of the pension pot in one go?
3. Taken a lump sum from a flexi-access drawdown pension?
4.Received a lump sum from a salary-related pension scheme?
5. Other

/ Question Information included in Helpscreen for LSType

1. Taking cash in chunks from the pension pot

You can take 'lump sums' by taking smaller sums of cash from your pension pot as you need it, which is known as 'Uncrystallised Fund Pension Lump Sum' (UFPLS)). When you do, you take your 25% tax-free allowance **as part of each separate withdrawal you make**. To take sums of cash in chunks from your pension you do not have to purchase a retirement product e.g. a drawdown or annuity.

2. Taking all of the pension pot in one go

You can take a 'lump sum' by taking your whole Defined Contribution (DC) pension pot as cash, 25% is tax free, the other 75% is taxed.

3. Taking a lump sum from the pension through a flex-access (income) drawdown product

You can take a 'lump sum' if you decide you want to get an income from your pension pot that's adjustable. This means you get a regular income but can change it or take cash sums if you need to. This is known as Flexi-access drawdown. When you choose this option, you get 25% of your pot as a single, tax-free cash 'lump sum'. The other 75%

is invested to give you a regular, taxable income.

4. Received a lump sum from a salary-related pension scheme

If you have a Defined Benefit (DB) or salary-related pension, then your scheme may offer you a cash 'lump sum' when you reach retirement. This is different to a lump sum from a Defined Contribution (DC) pension/money-purchase pension scheme as you will **receive** it from the scheme, not take it from your pension pot.

If LSType=2 or LSType=3

? Pension lump sum taxation

🗝 LSTaxed

Was this lump sum… READ OUT…

RUNNING PROMPT

INTERVIEWER: The tax-free limit is 25% of the pension pot - please explain this to the respondent if they do not know what their tax-free limit is.

If people want to access their tax-free lump sum (25% of pot) they must enter income drawdown.

If respondent has taken all of their pension pot use code 2.

1. up to the tax-free limit or
2. more than the tax-free limit?

If PenWealth = 2. 'A regular Defined Contribution payment' or 3. 'A regular Defined Contribution withdrawal' or 4. 'A lump sum payment'

? Age first received/accessed pension

🗝 PenRcAge

At what age did you first access or receive this pension?

: 0..120

If PenRcAge < 55.

☞Soft Check

INTERVIEWER: Most people do not receive their pension before 55 years of age, please check and make a note of the circumstances.

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)
🗝Xpenlumpr
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.

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 CheckThe 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

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. Other non-financial or in-kind payments may have been agreed. There may be shared care arrangements where children stay with their other parent for some of the time. 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 children stay with their other parent for some of the time..

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
3. Other parent is equally involved with the child care
4. Other parent has some involvement with the child care (but not as much as me)
5. I prefer not to receive child maintenance
6. Other parent cannot afford to pay any maintenance
7. Other parent said they would not pay/refused to pay maintenance
8. Don't know where other parent is
9. Other parent is in prison
10. Receiving maintenance could cause friction
11. Other parent is abusive or violent
12. Other parent is deceased
13. Other reason
14. SPONTANEOUS – Respondent has no children eligible for maintenance arrangements

INTERVIEWER: “Can I just check, you have mentioned that the other parent helps in an informal way. Is there a non-financial agreement between yourself and your previous partner where non-financial or in-kind payments may have been agreed or is it more informal than that?
INTERVIEWER: If the respondent agrees that there is a non-financial agreement please go back to the earlier question MntArr and code 4 ‘A voluntary NON-FINANCIAL agreement between yourself and previous partner",

ASK ALL ASKED MNTARR EXCEPT If MntNtRs = 7 (Don't know where other parent is) OR 8 (Other parent is in prison) OR 9 (Receiving maintenance could cause friction) OR 10 (Other parent is abusive or violent), OR 11 (Other parent is deceased) OR 12 (SPONTANEOUS - Respondent has no children eligible for maintenance arrangements)

MntStay
Can I just check, [does your child/do any of your children] ever stay overnight with their other parent?

Yes
No

If MntStay=1 ‘Yes’
MntStyCh
Which children stay overnight with their other parent?
INTERVIEWER: Select the children from the list below

Include all children who stay overnight with their parent.
In some cases there may be the same arrangement made with more than one previous partner.

1. ChNamesBU[1]
2. ChNamesBU[2]
3. ChNamesBU[3]
4. ChNamesBU[4]
5. ChNamesBU[5]
6. ChNamesBU[6]
7. ChNamesBU[7]
8. ChNamesBU[8]

MntNight
How many nights a week does [child’s name] usually stay at their other parent’s house?

INTERVIEWER: CODE 97 IF CHILD STAYS WITH PARENT LESS THAN ONE NIGHT A WEEK BUT THEY DO SOMETIMES STAY OVERNIGHT.

: 0..97

☞Soft Check

If MntNight=0
Please check, does the child stay overnight? If not change the earlier answers at MntStay and MntStyCh

If MntNight=7
Can I just check, does [childname] stay with their other parent every night?

☞Hard Check

IF MntNight>7 and <97.
The reference period for this question is one week. The answer cannot be more than 7 nights.

If MntStay=2 'No'
MntSee
Can I just check, [does your child/do any of your children] ever spend any time with or under the supervision of their other (non-resident) parent?

Yes
No

If MntSee=1 'Yes'
MntSeeCh
Which children spend time with or under the supervision of their other parent?
INTERVIEWER: Select the children from the list below
Include all children who see their parent.
In some cases there may be the same arrangement made with more than one previous partner.

1. ChNamesBU[1]
2. ChNamesBU[2]
3. ChNamesBU[3]
4. ChNamesBU[4]
5. ChNamesBU[5]
6. ChNamesBU[6]
7. ChNamesBU[7]
8. ChNamesBU[8]

If MntSee=1 'Yes'
MntHour
How many hours a week, does [child's name] spend with or under the supervision of their other (non-resident) parent?

INTERVIEWER: 84 hours is 50% of one week.

0..997

☞Hard Check
If MntHour>168
The reference period for this question is one week. The answer cannot exceed 168 hours.

☞Soft Check
If MntHour> 84
Are you sure? This seems a bit high?

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 for all or <u>some</u> of the time?
INTERVIEWER: EXCLUDE children outside of this household in care but INCLUDE those living with other relatives
INTERVIEWER: INCLUDE parents who have a shared childcare arrangement with their ex-spouse/ex-partner where they do not live with their child/children all of the time.

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. I have **some** involvement with the child care (but not as much as their other parent)
5. Other parent prefers not to receive child maintenance
6. I cannot afford to pay any maintenance
7. Don't know where other parent is
8. A maintenance arrangement could cause friction
99. Other reason

IF MntNtRs=2 ‘Other parent helps in an informal way e.g. buys clothes, toys etc’ AND MntArr NE 4 ‘A voluntary NON-FINANCIAL agreement between yourself and previous partner’
INTERVIEWER: “Can I just check, you have mentioned that the other parent helps in an informal way. Is there a non-financial agreement between yourself and your previous partner where non-financial or in-kind payments may have been agreed or is it more informal than that?
INTERVIEWER: If the respondent agrees that there is a non-financial agreement please go back to the earlier question MntArr and code 4 ‘A voluntary NON-FINANCIAL agreement between yourself and previous partner",

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).
1. Child Maintenance Service (CMS) arrangement (formerly known as Child Support Agency (CSA))
2. A court order requiring me to make payments
3. A voluntary FINANCIAL agreement between myself and previous partner
4. A voluntary NON-FINANCIAL agreement between myself and previous partner
5. Other arrangement
6. (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.

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

🗝 AlUAmt

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.

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THE QUESTIONS THAT FOLLOW ARE ABOUT ALLOWANCES:

? Regular Allowances

🗝 Allow

SHOW CARD K11

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 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
🗝 AllPay
ALLOWANCE FROM [Friend/relative/Local Authority/Organisation}
How much was the last payment?

? Regular Allowance Amount Period
🗝 AllPd
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?

If the amount paid for self-employed National Insurance contributions (calculated using responses to NIAmt and NIPd) is not within 4p tolerance of £15.85

☞Soft Check

Amount for National Insurance contribution deviates from standard Class 3 weekly amount (currently £15.85 for self-employed). Please check.

? Odd Jobs

🗝 OddJob

QUESTIONS ABOUT OCCASIONAL WORK AND ODD JOBS

SHOW CARD K12

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.

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 'ChEarns' 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
🗝 ChEarns
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 <u>exclude</u> child benefit, cash gifts and pocket money.

Follow up questions for each kind received.
If ChEarns = 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 and in full-time further (not higher) education then the following questions are asked. (Not applicable for children in England).

? Education Maintenance Allowance (EMA)
🗝 ChEMA
Helpscreen F9
Do you receive an Educational Maintenance Allowance (EMA)?
INTERVIEWER: Education Maintenance Allowance (EMA) (up to £30 per week) can either be paid directly to the student or to a parent - generally the mother.
INTERVIEWER: Education Maintenance Allowance (EMA) (up to £30 per week) can either be paid directly to the student or to a parent - generally the mother.

1. Yes
2. No

? 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

A new set of Social Deprivation questions has been added to FRS 2023/24 FRS. The new questions are asked of a randomly selected 75% of the FRS sample. The remaining 25% will continue to be asked the 'old' questions (i.e. those included in FRS 2022/23 and earlier) to provide comparison with the new questions for at least the first year the new questions are implemented.

This section looks at a large number of items that can be associated with standard of living. For the purpose of this study, material deprivation is defined by the respondents' ability to afford items that most people agree families ought to have to meet a minimum acceptable standard of living in the UK today.

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.

The series of questions which determine deprivation are either factual or opinion based. For them to effectively determine 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 'home kept adequately warm'), 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.

New Social Deprivation questions

☆ ? Material Deprivation question respondent selection
🗝WhoNecQ
<Help_F9>
ASK OR RECORD
The next set of questions should be answered by [**SELECTED PERSON'S NAME**].

INTERVIEWER: Enter [selected respondent's name] below if they are 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.

1. [NAME OF ADULT 1]
2. [NAME OF ADULT 2]
3. None of the named members of this benefit unit are present. Interview is **totally** by proxy.

, NODK, NORF

/ Question instruction at WhoNecQ

Use code 3 **only** in cases where the interview is conducted entirely by proxy.

Household questions - *The questions are asked of the selected adult in benefit unit 1*

? Household material deprivation question introduction
🗝MDHHP
We will now ask you about things that some people have, but which many people have difficulty finding the money for.

: CODE 1 TO CONTINUE

? Pay bills
🗝MDHH1
Without cutting back on essentials, are you able to pay regular bills like rent, mortgage, electricity or [{If GB} Council tax /{If NI} Rates]?

INTERVIEWER: This is the respondent's own interpretation

1. Yes
2. No

? Put money aside
🗝MDHH2
Are you able to put money aside to cover unexpected expenses?

INTERVIEWER: This is the respondent's own interpretation

1. Yes
2. No

? Replace appliances
🗝MDHH3
Could you cover the cost of replacing or repairing appliances such as a washing machine, fridge or cooker if they broke?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

? Keep home in good state
🗝MDHH4
Is your home kept in a good state of decoration and repair?

INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

? Keep home adequately warm
🗝MDHH5
In cold weather, is your home kept adequately warm?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

? Damp-free home
🗝MDHH6
Is your home damp free?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

? Reliable access to internet at home
🗝MDHH7
Do you have reliable access to the internet at home?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

? Have use of a computer or tablet
🗝MDHH8
[{If more than one person in HH} Does everyone in your household / {if one person HH} Do you] have use of a computer or tablet for work, education or accessing services?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

? Access to transport
🗝MDHH9
[{If more than one person in HH} Does everyone in your household / {if one person HH} Do you] have access to transport that is reliable, timely, safe and affordable?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

? Heating, electrics, plumbing and drains in good working order
🗝MDHH10
Are the heating, electrics, plumbing and drains in good working order?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

? Home contents insurance
🗝MDHH11
Do you have home contents insurance?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

Items and activities that individuals have or do

The selected adult in each benefit unit will be asked questions about the items they have and activities they do. If they do not have particular items or do not participate in certain activities, further questions will follow to establish why they do not do/have the activity or item. These follow-up questions will be asked after it is first established whether the respondent has/does all of the things mentioned.

Different questions are asked of working age adults than are put to those of State Pension Age (i.e. aged 66 years and over). Where a child is included in the benefit unit questions about the items the child/children in the household have or activities the child/children engage in will be asked.

Working Age questions

Asked if the selected respondent in the benefit unit is of working age.

? Money worries at end of the month
🗝MDWA1
Do you regularly have money worries at the end of the month?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

? Regular payments to a workplace or private pension
🗝MDWA2
Do you make regular payments to a workplace or private pension?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

? Eat three meals a day
🗝MDWA3
Do you eat three meals a day?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

? Eat fresh fruit and/or vegetables every day
🗝MDWA4
Do you eat fresh fruit and/or vegetables every day?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

? Appropriate clothes for work or job interview
🗝MDWA5
Do you have appropriate clothes for work or job interview?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

? Regular dental appointments
🗝MDWA6
Do you attend regular dental appointments?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

? Have a break away from home at least once a year
🗝MDWA7

Do you (your partner and your dependent children) have a break away from home at least once a year?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

? Go out socially at least once a month
🗝MDWA8
Do you go out socially at least once a month?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

? See friends and family at least once a month
🗝MDWA9
Do you see friends and family at least once a month?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

? Have a small amount of money to spend each week on yourself
🗝MDWA10
Do you have a small amount of money to spend each week on yourself (not on your family)?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

State Pension Age questions

The following questions are asked if the selected respondent in the benefit unit is of State Pension Age (66 years old or over).

? Have money worries at the end of the month
🗝MDPen1
Do you regularly have money worries at the end of the month?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

? Have a break away from home at least once a year
🗝MDPen2
Do you (your partner and your dependent children) have a break away from home at least once a year?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

? Eat fresh fruit and/or vegetables every day
🗝MDPen3
Do you eat fresh fruit and/or vegetables every day?
INTERVIEWER: This is the respondent's own interpretation
1. Yes

2. No

? Eat three meals a day
🗝MDPen4
Do you eat three meals a day?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

? Attend dental appointments
🗝MDPen5
Do you attend regular dental appointments?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

? Small amount of money to spend each week on yourself
🗝MDPen6
Do you have a small amount of money to spend each week on yourself (not on your family)?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

? Go out socially at least once a month
🗝MDPen7
Do you go out socially at least once a month?

INTERVIEWER: This is the respondent's own interpretation

1. Yes
2. No

? See friends and family at least once a month
🗝MDPen8
Do you see friends and family at least once a month?

INTERVIEWER: This is the respondent's own interpretation

1. Yes
2. No

Children questions

These questions are asked if the benefit unit contains a dependent child or dependent children. As with the existing social deprivation questions about children, if the respondent reports that one of their children does an activity or has an item but another does not it is the lack of the activity or item that takes priority and code 2 'no' (i.e. does not have) should be recorded.

? Child material deprivation question introduction

🗝MDChP
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.
INTERVIEWER: Respondents are asked to think of all of their dependent children when answering these questions. Cases may arise where one or more child 'has' and one or more other children 'do not have' the item in question. Where any child in the benefit unit does not have, the response should be coded 2 (does not have).
: CODE 1 TO CONTINUE

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
? Go on school trips
🗝MDCh1
[Does/Do Name(s) of children in Benefit Unit who attend school] go on school trips?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

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
? Suitable place at home to do homework
🗝MDCh2
[Does/Do [Name(s) of children in Benefit Unit who attend school] have a suitable place at home to do homework?

INTERVIEWER: This is the respondent's own interpretation

1. Yes
2. No

If there any dependent children in the Benefit Unit, the following questions are asked
? Eat three meals a day
🗝MDCh3
[Does your child/do your children] eat three meals a day?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

? Eat fresh fruit and/or vegetables every day
🗝MDCh4
[Does your child/do your children] eat fresh fruit and/or vegetables every day?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

? Enough clothes that they feel comfortable to wear
🗝MDCh5
[Does your child/do your children] have enough clothes that they feel comfortable to wear?
INTERVIEWER: This is the respondent's own interpretation

1. Yes
2. No

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

? Attend regular organized activity outside school

🗝MDCh6

[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 the respondent's own interpretation
1. Yes
2. No

? Have friends round once a month

🗝MDCh7

[Does your child/do your children] have friends round to play, have a snack or hang out once a month?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

? Have enough toys, games and outdoor equipment

🗝MDCh8

[Does your child/do your children] have enough toys, games and outdoor equipment suitable for their age?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

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

? Enough bedrooms for every child

🗝MDCh9

And are there enough bedrooms for every child of 10 or over of a different sex to have their own bedroom?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

If children in Benefit Unit under 6 and do not attend primary or private school, the following question is asked

? Go to toddler group / playground at least once a week

🗝MDCh10

[Does/Do [Name(s) of children in Benefit Unit under 6 and do not attend primary or private school]. go to toddler group / nursery / playgroup at least once a week?
INTERVIEWER: This is the respondent's own interpretation
1. Yes
2. No

Establishing reason why do not have items or do not do activities

Follow-up questions are asked when the respondent has said “no” to the corresponding questions asking whether the household or respondent has an item or does an activity.

Follow-up Household questions

As before, the questions relating to reasons why the household does not have certain things are asked of the selected adult in benefit unit 1.

If any answers to earlier household items (i.e. MDHH1 to MDHH4 OR MDHH7 to MDHH11) are 2 ‘no’
? Household reasons for not having items introduction
🗝PREHHR
I am now going to ask you about each of the things you said you or your family does not do or have. Selecting your answers from this card, please tell me why this is.
: CODE 1 TO CONTINUE

If MDHH1 = 2
? Reason not able to pay bills
🗝MDHH1R
SHOWCARD [{If more than one adult in HH} M1 / {If one adult HH} M2]
Why are you not able to pay regular bills like rent, mortgage, electricity or [{If GB} Council tax /{If NI} Rates], without cutting back on essentials?
CODE ALL THAT APPLY
1. We/I do not have the money for this
2. This is not a priority on my/our current income
3. Health / disability prevents this
4. We/I do not want/need this
5. It is not relevant to me/us
6. Other reason
7. [Does not apply]

If MDHH2 = 2
? Reason not able to put money aside
🗝MDHH2R
SHOWCARD [{If more than one adult in HH} M1 / {If one adult HH} M2]
Why are you unable to put money aside to cover unexpected expenses?
CODE ALL THAT APPLY
1. We/I do not have the money for this
2. This is not a priority on my/our current income
3. Health / disability prevents this
4. We/I do not want/need this
5. It is not relevant to me/us
6. Other reason
7. [Does not apply]

If MDHH3 = 2
? Reason not able to cover the cost of repacing or repairing appliances
🗝MDHH3R
SHOWCARD [{If more than one adult in HH} M1 / {If one adult HH} M2]

Why would you be unable to cover for the cost of replacing or repairing appliances such as a washing machine, fridge or cooker if they broke?
CODE ALL THAT APPLY
1. We/I do not have the money for this
2. This is not a priority on my/our current income
3. Health / disability prevents this
4. We/I do not want/need this
5. It is not relevant to me/us
6. Other reason
7. [Does not apply]

If MDHH4 = 2
? Reason not able to keep home in good state
🗝MDHH4R
SHOWCARD [{If more than one adult in HH} M1 / {If one adult HH} M2]
Why is your home not in a good state of decoration and repair?
CODE ALL THAT APPLY
1. We/I do not have the money for this
2. This is not a priority on my/our current income
3. Health / disability prevents this
4. We/I do not want/need this
5. It is not relevant to me/us
6. Other reason
7. [Does not apply]

If MDHH7= 2
? Reason not able to have reliable access to internet at home
🗝MDHH7R
SHOWCARD [{If more than one adult in HH} M1 / {If one adult HH} M2]
Why do you not have reliable access to the internet at home?
CODE ALL THAT APPLY
1. We/I do not have the money for this
2. This is not a priority on my/our current income
3. Health / disability prevents this
4. We/I do not want/need this
5. It is not relevant to me/us
6. Other reason
7. [Does not apply]

If MDHH8= 2
? Reason not able to have use of a computer or tablet
🗝MDHH8R
SHOWCARD [{If more than one adult in HH} M1 / {If one adult HH} M2]
Why does everyone in your household not have use of a computer or tablet for work, education or accessing services?
CODE ALL THAT APPLY
1. We/I do not have the money for this
2. This is not a priority on my/our current income
3. Health / disability prevents this
4. We/I do not want/need this
5. It is not relevant to me/us
6. Other reason
7. [Does not apply]

If MDHH9= 2
? Reason not able to have access to transport
🗝MDHH9R
SHOWCARD [{If more than one adult in HH} M1 / {If one adult HH} M2]
Why does everyone in your household not have access to transport that is reliable, timely, safe and affordable?
CODE ALL THAT APPLY
1. We/I do not have the money for this
2. This is not a priority on my/our current income
3. Health / disability prevents this
4. We/I do not want/need this
5. It is not relevant to me/us
6. Other reason
7. [Does not apply]

If MDHH10= 2
? Reason heating, electrics, plumbing and drains not in good working order
🗝MDHH10R
SHOWCARD [{If more than one adult in HH} M1 / {If one adult HH} M2]
Why are the heating, electrics, plumbing and drains not in good working order?
CODE ALL THAT APPLY
1. We/I do not have the money for this
2. This is not a priority on my/our current income
3. Health / disability prevents this
4. We/I do not want/need this
5. It is not relevant to me/us
6. Other reason
7. [Does not apply]

If MDHH11= 2
? Reason not have home contents insurance
🗝MDHH11R
SHOWCARD [{If more than one adult in HH} M1 / {If one adult HH} M2]
Why do you not have home contents insurance?
CODE ALL THAT APPLY
1. We/I do not have the money for this
2. This is not a priority on my/our current income
3. Health / disability prevents this
4. We/I do not want/need this
5. It is not relevant to me/us
6. Other reason
7. [Does not apply]

Follow-up Working Age questions

The following questions are asked of working age respondents when they have answered “no” to the corresponding questions on whether they have/do the things asked earlier of working age adults.

If any answers to earlier working age questions (i.e. MDWA2 to MDWA10) are 2 ‘no’
? Reason not able to do or have things question introductions
🗝PreWAR
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.
: CODE 1 TO CONTINUE

If MDWA2= 2
? Reason do not make regular payments to a workplace or private pension
🗝MDWA2R
SHOWCARD [{If more than one adult in BU} M1 / {If one adult BU} M2]
Why do you not make regular payments to a workplace or private pension?
CODE ALL THAT APPLY
1. We/I do not have the money for this
2. This is not a priority on my/our current income
3. Health / disability prevents this
4. We/I do not want/need this
5. It is not relevant to me/us
6. Other reason
7. [Does not apply]

If MDWA3= 2
? Reason do not eat three meals a day
🗝MDWA3R
SHOWCARD [{If more than one adult in BU} M1 / {If one adult BU} M2]
Why do you not eat three meals a day?
CODE ALL THAT APPLY
1. We/I do not have the money for this
2. This is not a priority on my/our current income
3. Health / disability prevents this
4. We/I do not want/need this
5. It is not relevant to me/us
6. Other reason
7. [Does not apply]

If MDWA4=2
? Reason do not eat fresh fruit and/or vegetables every day
🗝MDWA4R
SHOWCARD [{If more than one adult in BU} M1 / {If one adult BU} M2]
Why do you not eat fresh fruit and/or vegetables every day?
CODE ALL THAT APPLY
1. We/I do not have the money for this
2. This is not a priority on my/our current income
3. Health / disability prevents this
4. We/I do not want/need this
5. It is not relevant to me/us
6. Other reason
7. [Does not apply]

If MDWA5=2
? Reason do not have appropriate clothese for work or job interview
🗝MDWA5R
SHOWCARD [{If more than one adult in BU} M1 / {If one adult BU} M2]
Why do you not have appropriate clothes for work or job interview?
CODE ALL THAT APPLY
1. We/I do not have the money for this
2. This is not a priority on my/our current income
3. Health / disability prevents this

4. We/I do not want/need this
5. It is not relevant to me/us
6. Other reason
7. [Does not apply]

If MDWA6=2
? Reason do not attend regular dental appointments
🗝MDWA6R
SHOWCARD [{If more than one adult in BU} M1 / {If one adult BU} M2]
Why do you not attend regular dental appointments?
CODE ALL THAT APPLY
1. We/I do not have the money for this
2. This is not a priority on my/our current income
3. Health / disability prevents this
4. We/I do not want/need this
5. It is not relevant to me/us
6. Other reason
7. [Does not apply]

If MDWA7=2
? Reason do not have a break away from home at least once a year
🗝MDWA7R
SHOWCARD [{If more than one adult in BU} M1 / {If one adult BU} M2]
Why do you (your partner and your dependent children) not have a break away from home at least once a year?
CODE ALL THAT APPLY
1. We/I do not have the money for this
2. This is not a priority on my/our current income
3. Health / disability prevents this
4. We/I do not want/need this
5. It is not relevant to me/us
6. Other reason
7. [Does not apply]

If MDWA8=2
? Reason do not go out socially at least once a month
🗝MDWA8R
SHOWCARD [{If more than one adult in BU} M1 / {If one adult BU} M2]
Why do you not go out socially at least once a month?
CODE ALL THAT APPLY
1. We/I do not have the money for this
2. This is not a priority on my/our current income
3. Health / disability prevents this
4. We/I do not want/need this
5. It is not relevant to me/us
6. Other reason
7. [Does not apply]

If MDWA9=2
? Reason do not see friends and family at least once a month
🗝MDWA9R
SHOWCARD [{If more than one adult in BU} M1 / {If one adult BU} M2]
Why do you not see friends and family at least once a month?
CODE ALL THAT APPLY

1. We/I do not have the money for this
2. This is not a priority on my/our current income
3. Health / disability prevents this
4. We/I do not want/need this
5. It is not relevant to me/us
6. Other reason
7. [Does not apply]

If MDWA10=2
? Reason do not have a small amount of money to spend on yourself
🗝MDWA10R
SHOWCARD [{If more than one adult in BU} M1 / {If one adult BU} M2]
Why do you not have a small amount of money to spend each week on yourself (not on your family)?
CODE ALL THAT APPLY
1. We/I do not have the money for this
2. This is not a priority on my/our current income
3. Health / disability prevents this
4. We/I do not want/need this
5. It is not relevant to me/us
6. Other reason
7. [Does not apply]

Follow-up State Pension Age questions

The following questions are asked of state pension age respondents when they have answered “no” to the corresponding questions on whether they have/do the things asked earlier of adults aged 66 years and over.

If any answers to earlier state pension age questions (i.e. MDPen2 to MDPen8) are 2 ‘no’
? Reason not able to do or have question introduction
🗝PrePenR
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.
: CODE 1 TO CONTINUE

If MDPen2=2
? Reason do not have a break away from home
🗝MDPen2R
SHOWCARD [{If more than one adult in BU} M1 / {If one adult BU} M2]
Why don’t you (your partner and your dependent children) have a break away from home at least once a year?
CODE ALL THAT APPLY
1. We/I do not have the money for this
2. This is not a priority on my/our current income
3. Health / disability prevents this
4. We/I do not want/need this
5. It is not relevant to me/us
6. Other reason
7. [Does not apply]

If MDPen3=2

? Reason don't eat fresh fruit and/or vegetables every day
🗝MDPen3R
SHOWCARD [{If more than one adult in BU} M1 / {If one adult BU} M2]
Why don't you eat fresh fruit and/or vegetables every day?
CODE ALL THAT APPLY
1. We/I do not have the money for this
2. This is not a priority on my/our current income
3. Health / disability prevents this
4. We/I do not want/need this
5. It is not relevant to me/us
6. Other reason
7. [Does not apply]

If MDPen4=2
? Reason do not eat three meals a day
🗝MDPen4R
SHOWCARD [{If more than one adult in BU} M1 / {If one adult BU} M2]
Why don't you eat three meals a day?
CODE ALL THAT APPLY
1. We/I do not have the money for this
2. This is not a priority on my/our current income
3. Health / disability prevents this
4. We/I do not want/need this
5. It is not relevant to me/us
6. Other reason
7. [Does not apply]

If MDPen5=2
? Reason do not attend regular dental appointments
🗝MDPen5R
SHOWCARD [{If more than one adult in BU} M1 / {If one adult BU} M2]
Why don't you attend regular dental appointments?
CODE ALL THAT APPLY
1. We/I do not have the money for this
2. This is not a priority on my/our current income
3. Health / disability prevents this
4. We/I do not want/need this
5. It is not relevant to me/us
6. Other reason
7. [Does not apply]

If MDPen6=2
? Reason do not have a small amount of money to spend on yourself
🗝MDPen6R
SHOWCARD [{If more than one adult in BU} M1 / {If one adult BU} M2]
Why do you not have a small amount of money to spend each week on yourself (not on your family)?
CODE ALL THAT APPLY
1. We/I do not have the money for this
2. This is not a priority on my/our current income
3. Health / disability prevents this
4. We/I do not want/need this
5. It is not relevant to me/us
6. Other reason

7. [Does not apply]

If MDPen7=2
? Reason do not go out socially at least once a month
🗝MDPen7R
SHOWCARD [{If more than one adult in BU } M1 / {If one adult BU } M2]
Why do you not go out socially at least once a month?

CODE ALL THAT APPLY

1. We/I do not have the money for this
2. This is not a priority on my/our current income
3. Health / disability prevents this
4. We/I do not want/need this
5. It is not relevant to me/us
6. Other reason
7. [Does not apply]

If MDPen8=2
? Reason do not see friends and family
🗝MDPen8R
SHOWCARD [{If more than one adult in BU } M1 / {If one adult BU } M2]
Why do you not see friends and family at least once a month?

CODE ALL THAT APPLY

1. We/I do not have the money for this
2. This is not a priority on my/our current income
3. Health / disability prevents this
4. We/I do not want/need this
5. It is not relevant to me/us
6. Other reason
7. [Does not apply]

Follow-up Children questions

The following questions are asked of respondents when there is a child/children in the benefit unit if it was reported earlier than any of the children did not have an item / do an activity.

If any answers to earlier children questions (i.e. MDCh1 to MDCh10) are 2 'no'
? Reason children do not have or do things question introduction
🗝PreCHR
I am now going to ask you about each of the things you said your child/children do not do or have. Selecting your answers from this card, please tell me why this is.
INTERVIEWER: respondents are asked to think of all of their dependent children when answering these questions.
: CODE 1 TO CONTINUE

If MDCh1=2
? Reason children do not go on school trips
🗝MDCH1R
SHOWCARD M3
Why [does/do Name(s) of children in Benefit Unit who attend school] not go on school trips?
CODE ALL THAT APPLY
1. Child(ren) would like to have this but I/we don't have the money for this
2. This is not a priority on my/our current income
3. Child(ren) health / disability prevents this
4. Child(ren) do not want/need this
5. It is not relevant to child(ren)
6. Other reason
7. [Does not apply]

If MDCh2=2
? Reason children do not have a suitable place at home to do homework
🗝MDCh2R
SHOWCARD M3
Why does [Name(s) of children in Benefit Unit who attend school] not have a suitable place at home to do homework?
CODE ALL THAT APPLY
1. Child(ren) would like to have this but I/we don't have the money for this
2. This is not a priority on my/our current income
3. Child(ren) health / disability prevents this
4. Child(ren) do not want/need this
5. It is not relevant to child(ren)
6. Other reason
7. [Does not apply]

If MDCh3=2
? Reason children do not eat three meals a day
🗝MDCh3R
SHOWCARD M3
Why does your child/children not eat three meals a day?
CODE ALL THAT APPLY
1. Child(ren) would like to have this but I/we don't have the money for this
2. This is not a priority on my/our current income
3. Child(ren) health / disability prevents this
4. Child(ren) do not want/need this
5. It is not relevant to child(ren)
6. Other reason
7. [Does not apply]

If MDCh4=2
? Reason children do not eat fresh fruit and/or vegatables every day
🗝MDCh4R
SHOWCARD M3
Why [does your child/do your children] not eat fresh fruit and/or vegetables every day?
CODE ALL THAT APPLY
1. Child(ren) would like to have this but I/we don't have the money for this
2. This is not a priority on my/our current income
3. Child(ren) health / disability prevents this

4. Child(ren) do not want/need this
5. It is not relevant to child(ren)
6. Other reason
7. [Does not apply]

If MDCh5=2
? Reason children do not have enough comfortable clothes
🗝MDCh5R
SHOWCARD M3
Why [does your child/do your children] not have enough clothes that they feel comfortable to wear?
CODE ALL THAT APPLY
1. Child(ren) would like to have this but I/we don't have the money for this
2. This is not a priority on my/our current income
3. Child(ren) health / disability prevents this
4. Child(ren) do not want/need this
5. It is not relevant to child(ren)
6. Other reason
7. [Does not apply]

If MDCh6=2
? Reason children do not attend organized activity outside school
🗝MDCH6R
SHOWCARD M3
Why [does your child/do your children] not attend at least one regular organized activity a week outside school, such as sport or a youth group?
CODE ALL THAT APPLY
1. Child(ren) would like to have this but I/we don't have the money for this
2. This is not a priority on my/our current income
3. Child(ren) health / disability prevents this
4. Child(ren) do not want/need this
5. It is not relevant to child(ren)
6. Other reason
7. [Does not apply]

If MDCh7=2
? Reason children do not have friends round
🗝MDCh7R
SHOWCARD M3
Why [does your child/do your children] not have friends round to play, have a snack or hang out once a month?
CODE ALL THAT APPLY
1. Child(ren) would like to have this but I/we don't have the money for this
2. This is not a priority on my/our current income
3. Child(ren) health / disability prevents this
4. Child(ren) do not want/need this
5. It is not relevant to child(ren)
6. Other reason
7. [Does not apply]

If MDCh8=2
? Reason children do not have enough toys or games
🗝MDCh8R
SHOWCARD M3

Why [does your child/do your children] not have enough toys, games outdoor equipment suitable for their age?
CODE ALL THAT APPLY
1. Child(ren) would like to have this but I/we don't have the money for this
2. This is not a priority on my/our current income
3. Child(ren) health / disability prevents this
4. Child(ren) do not want/need this
5. It is not relevant to child(ren)
6. Other reason
7. [Does not apply]

If MDCh9=2
? Reason not enough bedrooms for every child
🗝MDCh9R
SHOWCARD M3
Why are there not enough bedrooms for every child of 10 or over of a different sex to have their own bedroom?
CODE ALL THAT APPLY
1. Child(ren) would like to have this but I/we don't have the money for this
2. This is not a priority on my/our current income
3. Child(ren) health / disability prevents this
4. Child(ren) do not want/need this
5. It is not relevant to child(ren)
6. Other reason
7. [Does not apply]

If MDCh10=2
? Reason children do not go to toddler group, nursery or playgroup
🗝MDCh10R
SHOWCARD M3
Why [does/do Name(s) of children in Benefit Unit under 6 and do not attend primary or private school] not go to toddler group / nursery / playgroup at least once a week?
CODE ALL THAT APPLY
1. Child(ren) would like to have this but I/we don't have the money for this
2. This is not a priority on my/our current income
3. Child(ren) health / disability prevents this
4. Child(ren) do not want/need this
5. It is not relevant to child(ren)
6. Other reason
7. [Does not apply]

Old Social 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 StatePension 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 M6/M4

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 M6/M4

(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 M6/M4

(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 M7/M5

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 M7/M5
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 M7/M5
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 M6/M4
Now please look at CARD M6/M4. (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

🗝 AdDbtBl

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

🗝 OAHome

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 M10
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 M11

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 M11

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 M11
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

🗝 HolNt
SHOW CARD M11
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 M11
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 M11
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 M11
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 M11
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 M11

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 M11

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 M11
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 M11
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 M11
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 M11
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.

If there any dependent children in the Benefit unit, the following questions are asked about child deprivation:

? Child Deprivation Introduction

🗝 CDepInt
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 M8
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 M8
(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 M8
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 M8
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 M8
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 M8
(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 M9
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 M9
(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 M9
(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 M9
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 M9
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
🗝 CDelPly
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 N1
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

SHOW CARD N1
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=10 'Behind with Rent' or Debt=11 'Behind with Mortgage'

? Plans to leave accommodation due to rent/mortgage arrears

🗝 AccLeave

You have told me that you are behind with your rent /mortgage, have you made any plans to leave your current accommodation because of this?

1. Yes
2. No

If AccLeave=1 'Yes'

? Situation if planning to leave accommodation

🗝 AccRisk

<Help_F9>

SHOWCARD N2

Which of the situations on this card best describe your plans to leave your current accommodation?

1. You are planning to move to cheaper accommodation
2. You are planning to stay with relatives, friends or in other temporary accommodation.
3. You are unable to stay at your current accommodation and are at risk of being homeless
4. You are making **other** plans to leave your current accommodation
5. Does not wish to say

/ Question Information included in Helpscreen for AccRisk

Temporary accommodation means short term temporary or transient accommodation, and might include short-term accommodation the Local Authority or Housing Association has arranged, hostels and bed and breakfast hotels.

If AccRisk=4 'You are making other plans to leave your current accommodation'

? Other situation if planning to leave accommodation

🗝 AccRskO

Please describe other plans to leave current accommodation.

: STRING [250]

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 ask if someone in the household is aged 75 or over and is in receipt of Pension Credit (PenBen = 1):

? Concessionary Television Licence

🗝 TVLic

Do you have a free over 75's television licence?
1. Yes
2. No

Household Food Security

ASK ALL need to establish in two person household who will answer the questions.
? Who Prepares Food
☆ 🗝 FoodWho
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 FoodWho}
? Household Food Security 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 FoodWho}
? 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 FoodWho}
? 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

{ASK ALL/person identified at FoodWho}
? 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}

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.

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}

ASK ALL/person identified at FoodWho
☆? Food bank intro
🗝 FoodBkPre
The next questions are about visits to a food bank to receive emergency food supplies.
: CODE 1 TO CONTINUE

? Whether used food bank in last year
🗝 FoodbkYr
<Help_F9>
Have you (or your partner) used a food bank in the past 12 months?
INTERVIEWER: Only record visits to the Food bank when emergency food supplies (food parcels) were obtained.
Exclude visits to the Food Bank made only for other support (e.g. financial advice or mental health support).
1. Yes
2. No

/ Question Information included in Helpscreen for FoodbkYr

These questions are about visits to a food bank to receive emergency food supplies. Food banks can be visited by those who have difficulty purchasing food to avoid hunger. Food banks can provide other support, such as financial advice or mental health support, please record respondent's visit to the food bank for the sole **purpose of obtaining emergency food supplies only**.

If FoodbkYr=1 'Yes (used food bank in last 12 months)'
☆? Number of food parcels received in last year
🗝 Foodbk12
<Help_F9>
In the past 12 months, how many food parcels did you (or your partner) receive from a food bank?
INTERVIEWER: If the respondent gives their answer as number of vouchers/referrals received then check how many food parcels were received.
0..100

If FoodBkYr=1 'YES' AND FoodBK12=0
☞Soft Check
INTERVIEWER: Are you sure that no parcels were received in the last 12 months? You should only record that a food bank has been used if a food parcel was also received. If no food parcels were received, return to the earlier question FoodBkYr and code 2 'No'.

IF FoodBank=1 'YES' AND FoodBk30=0
☞Soft Check
INTERVIEWER: Are you sure that no parcels were received in the last 30 days? You should only record that a food bank has been used if a food parcel was also received. If no food parcels were received, return to the earlier question FoodBank and code 2 'No'.

/ Question Information included in Helpscreen for Foodbk12

If the respondent reports number of vouchers/referrals received/used instead of times visited the Food Bank to obtain a food parcel:
Food banks usually operate on a voucher basis. A person would receive a referral (voucher) to a food bank from a third party (GP, Health professional etc), they would then go to the food bank to collect the food parcel. A food parcel usually lasts a few days but people may get more than one food parcel at a visit. Please record the actual number of food parcels received rather than the number of referrals/vouchers received, for example: If the respondent reports they had received two referrals/vouchers in the last 30 days and received four food parcels as a result of their two visits, please record the number of parcels (i.e. '4').

If FoodbkYr=1 'Yes' or FoodbkYr='DK':
? Whether used food bank in last 30 days
🗝 FoodBank
Have you (or your partner) used a food bank in the last 30 days?
1. Yes
2. No

If **FoodBank** *=1 'Yes (used food bank in last 30 days)'*
☆? Number of food parcels received in last 30 days
🗝 Foodbk30
<Help_F9>
In the last 30 days, how many food parcels did you (or your partner) receive from a food bank?
INTERVIEWER: If the respondent gives their answer as number of vouchers/referrals received then check how many food parcels were received.
0..30

/ Question Information included in Helpscreen for Foodbk30

If the respondent reports number of vouchers/referrals received/used instead of times visited the Food Bank to obtain a food parcel:
Food banks usually operate on a voucher basis. A person would receive a referral (voucher) to a food bank from a third party (GP, Health professional etc), they would

then go to the food bank to collect the food parcel. A food parcel usually lasts a few days but people may get more than one food parcel at a visit. Please record the actual number of food parcels received rather than the number of referrals/vouchers received, for example: If the respondent reports they had received two referrals/vouchers in the last 30 days and received four food parcels as a result of their two visits, please record the number of parcels (i.e. '4').

If Foodbk30 > 30
☞Soft Check
INTERVIEWER: A maximum of 30 times can only be recorded at this question.

☆🗝**FoodHelPr**
The next questions ask about informal help people may receive to provide them with food supplies.
: CODE 1 TO CONTINUE

☆**? Have you been supplied with food or money for food by… (last 30 days)**
🗝**FoodHelp**
<Help_F9>
SHOWCARD N3
In the last 30 days, have you received food, or money to buy food, from any of these sources?
CODE ALL THAT APPLY

INTERVIEWER: Include prepared food, shopping or money received from family or friends.
Include a food parcel voucher received from a [{If GB} local authority / {If NI} local council}], or another organisation that is **not classed as a Food Bank**.
Exclude free school meals or vouchers substituting free school meals.

1. Friends or family
2. Your [{If GB} local authority / {If NI} local council}], excluding free school meals
3. A charity or other organisation, excluding food banks
4. Other source
5. Not received food or money to buy food

/ Question Information Included in Helpscreen for FoodHelp

These questions record help respondent may have received to support them with sufficient food supplies on an informal basis.

Types of informal help may include prepared food, shopping or money received from their family or friends, a food parcel voucher received from a [{IF GB} local authority / {IF NI} local council], or another organisation that is not classed as a Food Bank.

Exclude free school meals or vouchers substituting free school meals.

! Hard Check
INTERVIEWER: Code 5 IS AN EXCLUSIVE CODE for this question

If FoodHelp=4 'Other source'

☆🗝FoodHelO
INTERVIEWER: Record other source who provided food or money to buy food.
:STRING 100

If FoodHelp=1,2,3,4 loop through FoodHel2 for each that applies

☆? Support received before/after/both own money for food by… (last 30 days)
🗝FoodHel2
If you had not received the food, or money to buy food, from [[If FoodHelp=1} your friends or family / {If FoodHelp=2 and GB} your local authority / {If FoodHelp=2 and NI} your local council / {If FoodHelp=3} the charity or other organisation / {If FoodHelp=4} the other source] would you have run out of food before you had money to buy more?
INTERVIEWER: This is the respondent's opinion.

1. Yes
2. No

If FoodHelp=1,2,3,4 and FoodHel2=1 'Yes' loop FoodHel3 for each answer at FoodHelp and FoodHel2 that applies.

☆? Would you have run out of food if support not given
🗝FoodHel3
Did you receive the food, or money to buy food, from [[If FoodHelp=1} your friends or family / {If FoodHelp=2 and GB} your local authority / {If FoodHelp=2 and NI} your local council / {If FoodHelp=3} the charity or other organisation / {If FoodHelp=4} the other source] before or after your money for food had run out?

1. Before money for food had run out
2. After money for food had run out
3. Received food or money to buy food both **before and after** money for food had run out

Debt

The debt questions will come on route only if *FTFTEL* is coded as 'Face-to-face' (i.e. code 1).

Mail order accounts / Mail order catalogue

Ask all

? Any mail order repayments

🗝 DMOany

<HELP F9>
In the last month have you made a repayment to a mail order account for something you bought from a mail order catalogue?
INTERVIEWER: If necessary explain that "By catalogue we mean a way of buying goods, normally by post, with payments spread over instalments".

INTERVIEWER: Catalogue credit might be known as a 'shopping account' or 'mail order account'. Respondents might refer to their credit purchase as being bought 'on account'.

1. Yes
2. No

{HELPSCREEN INSTRUCTION}

Catalogue credit is a way of buying goods, normally by post, with payments being spread over weekly or monthly instalments.

Catalogue credit is often referred to as a 'shopping account' or 'mail order account'.

Often people will refer to their credit purchase as being bought 'on account'.

Well-known catalogue companies include:

- Grattan
- K&Co (formerly Kays)
- Freemans
- Littlewoods.

If respondent is paying in instalments for something bought from a mail order catalogue
If DMOany = 1

? How many mail order repayments

🗝 DMOnum

How many catalogues are you making repayments on, including those that were paid in the last month?

0..97

INTERVIEWER: Respondents might also think of a 'repayment' as an 'instalment'.

INTERVIEWER: If more than 1 catalogue, please state actual number here, but add together all catalogues when providing responses to questions.

If DMONum>7
☞Soft Check
INTERVIEWER: Are you sure? That is higher than the number of catalogues someone would usually have.

If DMONum>0
? Mail order intro
🗝 DMIntro
I am now going to ask you some questions about your [{If DMONum = 1} catalogue or mail order loan / {if DMONum=2 then text reads} catalogue / mail order loan with the largest repayments first. / {if DMONum>2 then text reads} catalogue / mail order loan with the largest repayments first.Then I'll ask about your other catalogues / mail order loans added together].

: CODE 1 TO CONTINUE

The following questions on catalogue repayments are asked up to two times - the same questions will be asked of each repayment (taking the one with the largest repayments first) in a loop. If the respondent is making repayments on more than two catalogues they will be asked about the second and all remaining catalogue repayments on the second loop of these questions.

If DMOnum > 0
? Last mail order repayment amount
🗝 DMOins1
[FIRST/SECOND/ALL OTHER CATALOGUE/MAIL ORDER LOANS]

INTERVIEWER: Respondents might also think of a 'repayment' as an 'instalment'.

INTERVIEWER: Respondents may find it useful to check bank statements and work out last repayment amount

ENTER AMOUNT IN £s

Can you tell me what was your **last** repayment on [{If 1st loop or if 2nd loop and DMONum=2 then text should be} this catalogue account / {if 2nd loop and DMONum>2 then text should be} all other catalogue accounts]?

:0..9997

If DMOins1>£400
☞Soft Check
INTERVIEWER: Are you sure? This seems high.

{If respondent is paying instalments on any catalogue}
If DMOins > 0
? Last mail order repayment period
🗝 DMOoft1
[FIRST/SECOND/ALL OTHER CATALOGUE/MAIL ORDER LOANS]

How often are the repayments due?

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
24. Twice a month
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 their instalments are due at other frequency}
If DMOoft1 =97

? Other last mail order repayment period
🗝 DMOoftO1

INTERVIEWER: Please enter other period instalments are due.

INTERVIEWER: Respondents might also think of a ‘repayment’ as an ‘instalment’.

: OPEN {this allows text description to be entered}

The looping of the catalogue repayment questions ends here.

Hire Purchase and Credit agreements

Ask all

☆? Any hire purchase or credit agreement payments
🗝 DHIREANY
SHOWCARD O1
In the last month, have you made a payment for any of these items where you arranged with the shop or supplier to pay in instalments?

1. Yes
2. No

If respondent has an instalment agreement
If DHIREANY = 1’Yes’

☆? How many hire purchase or credit agreement payments
🗝 DHIRENum
Thinking of all of your credit agreements, how many do you have?

INTERVIEWER: If more than 2 hire purchases or credit agreements, please state

actual number here, but add together the second and remaining items when answering further questions about them.

0..97

If DHIRENum > 8
☞Soft Check
INTERVIEWER: "Are you sure? That is higher than the number of hire purchase/credit loans someone would usually have."

? Hire purchase and credit agreement intro
🗝 DHIREInt

I am now going to ask you some questions about your [{If DHIRENum= 1} hire purchase / credit agreement / {if DHIRENum =2 then text reads} hire purchase / credit agreement with the largest repayments first. / {if DHIRENum >2 then text reads} hire purchase / credit agreement with the largest repayments first. Then I'll ask about your other hire purchase / credit agreements added together.]

: CODE 1 TO CONTINUE

The following questions on hire purchase/credit loan repayments are asked up to two times - the same questions will be asked of each repayment (taking the one with the largest repayments first) in a loop. If the respondent is making repayments on more than two hire purchase/credit loans they will be asked about the second and all remaining hire purchase/credit loan repayments on the second loop of these questions.

IF DHIREANY = 1 'Yes'
? Last hire purchase or credit agreement type
🗝 DHIRETY
[FIRST/SECOND/ALL OTHER HIRE PURCHASE/CREDIT LOAN AGREEMENT]
SHOWCARD O2
Which of these types of hire purchase or credit agreement [{if 1st loop or if 2nd loop and DHireNum=2} was this agreement/{ if 2nd loop and DHireNum>2} were all other agreements] for? ☆

CODE ONE ONLY
INTERVIEWER: Codes 1-7 are payments where the respondent is currently paying instalments.
If respondent has **three or more** hire purchase or credit loan agreements code the one with the highest amount to repay first. Use Code 8 if the remaining hire purchase or credit agreements are different types.

1. Something bought on hire purchase / credit sale
2. Something bought on rental purchase (e.g. Brighthouse)
3. Something bought in instalments from a company that collects the payments from your home
4. A car bought in instalments from a dealer
5. Any home improvements paid by instalments arranged by the supplier or builder

6. A holiday paid by instalments through a travel agent or holiday company
7. Anything else where the shop or supplier arranged for you to pay in instalments
8. [{Only if DHireNum>2 and 2nd loop} SPONTANEOUS: A mixture of the types of purchase listed on showcard]

{If respondent has an instalment agreement}
IF DHIREANY = 1 'Yes'

☆? Last hire purchase or credit agreement payment amount

🗝 DHIREIn1

Can you tell me what was your **last** payment on [{If 1st loop or if 2nd loop and DHIRENum=2 then text should be} this agreement / {if 2nd loop and DHIRENum>2 then text should be} these agreements]?

:0..9997

INTERVIEWER: Respondents may find it useful to check bank statements and work out last repayment amount

ENTER AMOUNT IN £s

If DHIRENum=1 and DHIREIn1 > £800
☞Soft Check
INTERVIEWER: "Are you sure? This seems high."

If DHIRENum>1 and DHIREIn1 > £1500
☞Soft Check
INTERVIEWER: "Are you sure? This seems high."

If DHIREIn1> 0

? Last hire purchase or credit agreement payment period

🗝 DHIREPd1

[FIRST/SECOND/ALL OTHER HIRE PURCHASE/CREDIT LOAN AGREEMENT]

How often are the instalments due?

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
24. Twice a month
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 instalments are due at another frequency}
If DHIREPd1 = 97

? Other last hire purchase or credit agreement payment period

🗝 DHIREPO1

[FIRST/SECOND/ALL OTHER HIRE PURCHASE/CREDIT LOAN AGREEMENT]

: OPEN {this allows text description to be entered}

INTERVIEWER: Please enter other period hire purchase instalments are due.

The looping of the hire purchase/credit loan repayment questions ends here.

Loans

Ask all

☆ ? Any loan repayments

🗝 DLOANAny

SHOWCARD O3

In the last month, have you made a repayment on any of these types of loans?

INTERVIEWER: *Exclude Student Loans and Social Fund loans*

1. Yes
2. No

If DLOANAny = 1-8

? How many loan repayments

🗝 DLOANNum

In total, and including those that were fully paid in the last month, how many of these loans do you have?

INTERVIEWER: If more than 5 loans, please state actual number here, but add together all remaining loans when providing responses to questions for the fifth one

0..97

If DLOANNum > 6

☞Soft Check

INTERVIEWER: "Are you sure? That is higher than the number of loans someone would usually have."

{If respondent has one loan or more}
If DLOANNum > 0

? Loans intro

🗝 DLOANInt

I am now going to ask you some questions about your [{ DLOANNUM=1 the text reads} loan / {if DLOANNUM=2, 3, 4, 5 then text reads} loans / {if DLOANNUM>5 then text reads} four loans with the largest repayments first. Then I'll ask about the

remaining loans added together].

:CODE 1 TO CONTINUE

The following questions on loan repayments are asked up to five times - the same questions will be asked of each repayment (taking the one with the largest repayments first) in a loop. If the respondent is making repayments on more than five loans they will be asked about the fifth and all remaining loan repayments on the fifth loop of these questions.

☆ ? Last loan type
🗝 DLOANTY
[FIRST/SECOND/THIRD/FOURTH/FIFTH/ALL OTHER LOANS]
SHOWCARD O4
Which of these types of loan agreement [{if not 5th loop or DLoanNum<=5} was this loan/ {if 5th loop and DLoanNum>5} were all other loans] for?
INTERVIEWER: Exclude Student Loans and Social Fund loans
1. A personal loan, e.g. with bank, building society, finance house (including debt consolidation loans and peer-to-peer loans)
2. A cash loan from a company that comes to your home to collect payments
3. A loan from a pawnbroker / cash converter
4. A loan from a credit union
5. A loan from an employer
6. A loan from a friend, relative, or other private individual
7. A loan from a pay day lender
8. Another type of loan
9. [{Only if DLoanNum>5 and 5th loop} SPONTANEOUS: A mixture of the loans on this showcard]

If DLOANNum > 0
☆ ? Last loan repayment amount
🗝 DLOANIn1
How much was the last repayment on [{for each loop 1-5 if DLOANNUM is less than or equal to 5 then} this loan / {if 5th loop and DLOANNUM>5 then} these loans]?

INTERVIEWER: Respondents may find it useful to check bank statements and work out last repayment amount

:0..9997

ENTER AMOUNT IN £s

If DLOANIn1 > £2500
☞Soft Check
INTERVIEWER: "Are you sure? This seems high."

? Last loan repayment period
🗝 DLOANPD1
[FIRST/SECOND/THIRD.FOURTH/FIFTH/ALL OTHER LOANS]
How often are the instalments due?
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
24. Twice a month
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>)

INTERVIEWER: Please enter other period instalments are due.

{If instalments are another frequency}
If DLOANPD1 = 97

? Other last loan repayment period

🗝 DLOANPO1

: OPEN {this allows text description to be entered}

The looping of the loan repayment questions ends here.

Credit cards, charge cards and store cards

Ask All

☆ ? Any card repayments

🗝 DCards

SHOWCARD O5
Thinking only about cards which you personally have to repay - excluding company cards which will be reimbursed by your company.
Do you have any …READ OUT…
…RUNNING PROMPT…
CODE ALL THAT APPLY

1. Credit card accounts in your own name,
2. Credit card accounts without a card in use but which have an outstanding balance,
3. Charge cards,
4. Store cards?
5. None of these

/ Question information for DCards

CREDIT CARDS:
These let you buy something now and pay for it later. You can either pay off the bill each month or pay interest on the balance. These include cards offered by some stores, such as Marks and Spencer that are credit cards (often Visa or MasterCard) available for use everywhere, not just in the store.

CHARGE CARDS:
Charge cards are like credit cards in that you buy something now and pay for it later – but the big difference is that you have to pay it off in full every month. These cards are usually for people with high incomes, or for putting things on the company account.

STORE CARDS:
A store card is basically a credit card you can only use with one high street chain or group. For example, a NEXT card can only be used in NEXT stores or for online shopping.

{If has credit/store or charge cards}
If DCards = 1
☆ **? How many card repayments**
🗝 **DCARDNum**
How many such card accounts do you have? (excluding cards which will be reimbursed by someone else, such as a company card).

0..97

INTERVIEWER: If more than 5 cards, please state here, but add together all remaining cards when providing responses to questions for the fifth card.
Enter number

If DCARDNum > 10
☞Soft Check
INTERVIEWER: "Are you sure? That is higher than the number of card accounts someone would usually have."

If DCards=Any 1 to 4
☆ **? Last card type**
🗝 **DCARDTy**
[FIRST/SECOND/THIRD/FOURTH/FIFTH/ALL OTHER CARD(S)]
SHOWCARD O6
Which of these types of cards [{if not 5th loop or DCardNum<5} was this payment / {if 5th loop and DCardNum>=5} were all other payments] for?

CODE ONE ONLY

1. Credit card account in your own name
2. Credit card account without a card in use but which have an outstanding balance
3. Charge card
4. Store card
5. [{Only if DCardNum>5 and 5th loop}] SPONTANEOUS: A mixture of the types of cards on this showcard

If answer at DCards and DCardTy do not correspond
☆ ☞Soft Check
INTERVIEWER: "Answers have been recorded which do not correspond with the information supplied at DCards. Please check and amend."

The following questions on credit card, store card or charge card repayments are asked up to five times - the same questions will be asked of each repayment (taking the one with the largest repayments first) in a loop. If the respondent is making repayments on more than five cards they will be asked about the fifth and all remaining card repayments on the fifth loop of these questions.

If DCARDNum>0

☆ **? Last card repayment type**

🗝 **DCARDRep**

[FIRST/SECOND/THIRD/FOURTH/FIFTH/ALL OTHER CARD(S)]
SHOW CARD N4
[{If not 5th loop or DCardNum<=5} Thinking of the last time a repayment was due on this credit card or charge card / {If 5th loop and DCardNum>=5} Thinking of all of the remaining cards together], which option on this card best reflects your payment?

1. Repaid the full balance
2. Repaid less than the full balance but more than the minimum payment
3. Repaid the minimum payment only which was less than the full balance
4. Repaid less than the minimum payment but more than nothing
5. Made no repayment – leaving credit outstanding on my card
6. Made no repayment – my bill was £0 as I had not used my card
7. Other

If DCARDRep =7 'Other'

? Other last card repayment type

🗝 **DCARDRpO**

[FIRST/SECOND/THIRD/FOURTH/FIFTH/ALL OTHER CARD(S)]
Please describe the repayment made on the card.

:[STRING 100]

If DCARDRep =1,2,3,4 '(Made a repayment)'

☆ **? Last card repayment amount**

🗝 **DCARDAmt**

[FIRST/SECOND/THIRD/FOURTH/FIFTH/ALL OTHER CARD(S)]
Still thinking about the last repayment on [{If not 5th loop or DCardNum<=5} this credit or charge card / {If 5th loop and DCardNum>5}: these cards],, can you tell me what was the total amount you repaid?
(I do not need to see a statement, but if you could refer to it to let me know the total that would be helpful.)

ENTER AMOUNT IN £s

0..9997

If DCardAmt=0
☆ ☞Soft Check
INTERVIEWER: "The answer to the previous question indicated that a repayment was made on [If not 5th loop or DCardNum<=5: this card / If 5th loop and DCardNum>5: these cards]. Please enter an amount greater than 0 here or if no

repayment was made return to question DCardRep and remove the details recorded for [If not 5th loop or DCardNum<=5: this card / If 5th loop and DCardNum>5: these cards]."

IF DCARDAmt > 0

☆ ? Last card repayment period

🗝 DCARDPd

[FIRST/SECOND/THIRD/FOURTH/FIFTH/ALL OTHER CARD(S)]
How often are the repayments on [{If not 5th loop or DCardNum<=5} this card / {If 5th loop and DCardNum>5} these cards] due?

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
24. Twice a month
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 DCardRep not in (1, 6) (i.e. routed from DCardRep excluding categories 1 'Repaid the full balance' and 6 'Made no repayment - my bill was £0 as I had not used my card')

☆ ? Last card balance

🗝 DCARDQu1

[FIRST/SECOND/THIRD/FOURTH/FIFTH/ALL OTHER CARD(S)]
I'd now like to ask if I could record the [{If not 5th loop or DCardNum<=5} balance for this account / {If 5th loop and DCardNum>5} total balance of these accounts] at the end of last month/pay period.

(I do not need to see the statement, but if you could refer to it to let me know the total that would be helpful.)

INTERVIEWER: We are interested in what was remaining to be paid on the card(s) at the end of the month / or the end of the bill period for that month's credit card bill.

: CODE 1 TO CONTINUE

If DCardRep not in (1, 6) (i.e. routed from DCardRep excluding categories 1 'Repaid the full balance' and 6 'Made no repayment - my bill was £0 as I had not used my card')

☆ ? Last card outstanding amount

🗝 DCARDBl1

[FIRST/SECOND/THIRD/FOURTH/FIFTH/ALL OTHER CARD(S)]

After any repayments made at the end of the last bill period, roughly what was the amount outstanding [{If not 5th loop or DCardNum<=5} on this credit, store or charge card account / {If 5th loop and DCardNum>5} across all these card accounts]?

INTERVIEWER: Respondents may find it useful to check bank statements and work out outstanding balance at the end of last month/ bill period.

INTERVIEWER: If the respondent has credit / store card(s) which have different bill periods, the amount required is the figure left on the card at the end of month closest to their pay period (if applicable), just before the respondent is paid again or that nearest to the end of the calendar month.

ENTER AMOUNT IN £s

:0..99997

If DCARDBl1 > £10,000
☞Soft Check
INTERVIEWER: “Are you sure? This seems high.”

If DCardBl1 = 0
✯ ☞Soft Check
"It was noted earlier that the respondent did not repay the full amount on [If not 5th loop or DCardNum<=5: this card / If 5th loop and DCardNum>5: these cards], implying that some balance remains. Please correct as appropriate.”

The looping of the card repayment questions ends here.

Adults' Savings and Investments

? Any Accounts

🗝 AnyAcc

Now there are some questions about accounts with banks, building societies, the post office, supermarets, 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 P1
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

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 (excluding Universal Credit), 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
🗝 AccInt
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
<Help_F9>
Can I just check, is that interest after tax or before tax?
1. After tax
2. Before tax – but tax payable
3. Before tax – no tax payable on the interest

/ Question Information included in Helpscreen for Account Interest Before or After Tax

Use code 2 if gross interest is entered at the previous question but tax has been/will be paid on it.

Use code 3 if the respondent does not pay tax on the interest earned on their savings. Most people can earn some interest from their savings without paying tax.
Allowances for earning interest before tax has to be paid on it include:
- Personal Allowance
- starting rate for savings
- Personal Savings Allowance

These allowances are received each tax year. How much received depends on other income. The tax year runs from 6 April to 5 April the following year.

/ Question Information for Account Interest Before or After Tax

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.

Code 3: Most people can earn some interest from their savings without paying tax. Allowances for earning interest before tax has to be paid on it include:

- Personal Allowance
- starting rate for savings
- Personal Savings Allowance

These allowances are received each tax year. How much is received depends on other income. The tax year runs from 6 April to 5 April the following year.

Personal Allowance
The Personal Allowance can be used to earn interest tax-free if it has not been used up on wages, pension or other income.

Starting rate for savings
Interest of up to £5,000 can be received and tax not have to be paid on it. This is the starting rate for savings.
The more that is earned from other income (for example wages or pension), the less the starting rate for savings will be.

If other income is £17,570 or more
If other income is £17,570 or more then you are not eligible for the starting rate for savings.

If other income is less than £17,570
The starting rate for savings is a maximum of £5,000. Every £1 of other income above the Personal Allowance reduces the starting rate for savings by £1.

Example: Someone earns £16,000 of wages and get £200 interest on their savings. Their Personal Allowance is £12,570. It's used up by the first £12,570 of their wages. The remaining £3,430 of their wages (£16,000 minus £12,570) reduces their starting rate for savings by £3,430.
The remaining starting rate for savings is £1,570 (£5,000 minus £3,430). This means they will not have to pay tax on their £200 savings interest.

Personal Savings Allowance
Up to £1,000 of interest can be received and no tax paid on it, depending on which Income Tax band applies. This is the Personal Savings Allowance.
To work out the correct tax band, add all the interest received to other income.

Income Tax band	**Personal Savings Allowance**
Basic rate	£1,000
Higher rate	£500
Additional rate	£0

? Investments
🗝 Invests
NOW THERE ARE SOME QUESTIONS ABOUT INVESTMENTS

SHOW CARD P2
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

🗝 AccInt

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.

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

🗝 OtInvA

SHOW CARD P3

Do you at present have any money in any of the investments shown on these cards?

INTERVIEWER: Code all that apply.

1. Friendly societies
2. Index-linked Certificates (National Savings and Investments)
3. Fixed Interest Certificates (National Savings and Investments)
4.
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)

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.

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.

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

If OtInvA=1 'Friendly societies'

INTERVIEWER: Friendly societies also offer ISAs. Please check that the respondent is not reporting ISAs here. ISAs should have been recorded earlier in the savings section at the question 'Accounts'.

☞Soft Check

Earlier you mentioned that you have an endowment mortgage. Can I just check, you 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.

If OtInvA = 1 'Friendly societies - investment bond or tax exempt savings or bonus plan'

☆***FSInvst***

<HELP F9>

INTERVIEWER: RECORD NUMBER.
How many Friendly society investment bonds or tax exempt savings or bonus plans do you have?
INTERVIEWER: If respondent isn't sure how many Friendly Society investments they have, record 1 at this question and treat as one collective investment asking the respondent to answer as best they can.

If respondent doesn't want to answer, Code 1 at this question and then record the refusal at the following questions about the Friendly Society (FSInTp, FSIAm)

1..97, NODon'tKnow, NORefusal

☞Soft Check
If FSInvst > 5
'Are you sure? That is higher than the number of Friendly Soeciety Investments someone would usually have.'

If FSInvst>0
FSIntro
INTERVIEWER: If more than 5 friendly society investments add together all remaining friendly society investments when providing responses to questions for the fifth friendly society investment.
Now I'd like to ask you about your Friendly Society investments in turn, starting with your largest.

:CODE 1 TO CONTINUE

{START OF LOOP FOR EACH Friendly Society investments.}
If FSInvst>0
FSInTp
[FSLOOPTXT]

Thinking of your [{If FSInvst>1 for first loop wording is:} first {If FSInvst>1 for 2nd,3rd,4th, loop wording is:} next / {{If FSInvst>1 and FSInvst<6 for last loop wording is:} remaining] friendly society investment, is this an investment bond or a savings plan? / [{If FSInvst>5 } all remaining friendly society investments, are these investment bonds or savings plans?]

1. Investment bond
2. Savings plan
3. [{IF FSINVST>5} (SPONTANEOUS ONLY) Both Investment Bond(s) and Savings Plan(s) / {If fsinvst<=5} DO NOT USE.

! Hard Check
If FSInTp=3 and FSInvst<=5
"This code can only be used when the number of friendly society investments is more than 5 and the friendly society account are being added together."

If FSINvst>0
FSInAm
[FSLOOPTXT]
IF NO CURRENT AMOUNT ENTER '0'
ENTER AMOUNT IN £s
Approximately how much is there in your [{If FSInvst>1 for first loop wording is:} first {If FSInvst>1 for 2nd,3rd,4th, loop wording is:} next / {{If FSInvst>1 and FSInvst<6 for last

loop wording is:} remaining] Friendly Society investment (bond / savings plan) now? [{If FSInvst>5 } all remaining friendly society investments (bond(s)/savings plan(s) now?]

0..9999997

☞Soft Check
If FSInAm > £10,000
'Are you sure? This seems high.'

{END OF LOOP FOR EACH Friendly Society investment.}

{HELPSCREEN INSTRUCTIONS}

FSInvst
Friendly societies
There is no statutory definition of a 'friendly society' as such. The general concept of a friendly society is that the membership contributes to a fund to be used for the welfare of the members or for their assistance when in need or distress.

Investment bonds
Investment bonds are life insurance policies where you invest **a lump sum** in a variety of available funds. Some investment bonds run for a fixed term, others have no set investment term. When you cash investment bonds in, how much you get back depends on how well – or how badly – the investment has done.
Investment Bonds are also known as Insurance Bonds, With-profit Bonds, Unit-linked Bonds and Single Premium Bonds.

Tax-exempt savings plan
Users of the plan can save up to £25 a month, or £270 a year if you pay the premiums once a year. The investment period tends to be between 10 and 25 years. Most friendly society tax-exempt savings or bonus plans also include life insurance.

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.

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.

Ask if ChSave=Yes AND child born between 1 September 2002 and 1 January 2011

? Child Trust Fund

🗝 CTFund

Can I just check, does your child [Name] have a Child Trust Fund?

1. Yes
2. No

If CTFund=1 ' Yes'

? Whether Child Trust Fund the only savings account

🗝 CTFOnly

Is the Child Trust Fund [child's name]'s only savings account?

1. Yes
2. No

If Child's Savings= 'Yes'

? Total of All Savings

🗝 Totsave

SHOW CARD P4

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

🗝 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 P5

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).

INTERVIEWER: Soft check for respondents over 80 years of age who answer don't know/ refusal to follow-on asset type questions?1. Less than £100

2. From £100 up to £1,500
3. From £1,500 up to £3,000
4. From £3,000 up to £6,000
5. From £6,000 up to £16,000
6. From £16,000 up to £30,000
7. From £30,000 up to £50,000
8. From £50,000 up to £200,000
9. From £200,000 up to £500,000
10. Over £500,000
11. 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 total assets are recorded then the respondent (and partner) may be routed to the assets questions after the next few questions, as follows:If the interview is being conducted face-to-face (and *FTFTEL* is coded as 'Face-to-face' i.e. code 1).

- Where any member of the benefit unit is of working age with savings between £100 and £30,000
- Where both members of the benefit unit are of pension age with savings between £100 and £200,000.
- or does not wish to say how much has in savings

While the questions are being asked by telephone (and *FTFTEL* is coded as 'By telephone' i.e code 2) the assets will be asked as follows:

- Where savings are between £1,500 and £30,000 or does not wish to say how much has in savings

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 P6

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 P7

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 £30,000, the final questions below (**Personal or Proxy** to **Finish**) follow immediately.

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.

Whether the assets questions are on route in the interview depends upon the respondent having the appropriate value of assets 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

The assets questions will be asked as follows:

If the interview is being conducted face-to-face (and *FTFTEL* is coded as 'Face-to-face' i.e. code 1).

- Where any member of the benefit unit is of working age with savings between £100 and £30,000 or does not wish to say how much has in savings

- Where both members of the benefit unit are of pension age with savings between £100 and £200,000 or does not wish to say how much has in savings.

While the questions are being asked by telephone (and *FTFTEL* is coded as 'By telephone' i.e code 2) the assets will be asked as follows:

- Where savings are between £1,500 and £30,000 or does not wish to say how much has in savings

These questions are included in order to enable DWP to estimate eligibility for certain benefits. These questions are included to broaden government's understanding of living standards and poverty in the UK and shape the development of policy and solutions to alleviate poverty. 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.

Total Household Savings.

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 one of the bands (anywhere between £100 and £200,00 depending on the route taken) 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.

Routing to the assets questions is automatic if the total value of assets entered at **Total Household Savings** is between £100 and £200,000 and depending on the age of the members of the Benefit Unit. 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.

☆? 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 (any of) your current/basic account, after your household expenditure?
INTERVIEWER: THIS INCLUDES ANY JOINT ACCOUNTS
INTERVIEWER: If respondent has an account that was overdrawn and an account that has a positive balance, please select Code 1.
1. Yes – money in (one or more) account(s)
2. No – no money in any account [{IF Account(s) INCLUDES Current Account} and no account was overdrawn]
3. {ONLY AVAILABE IF ACOUNT(S) INCLUDES Current Account} No – no money in any account and (one or more) account was overdrawn [{IF (MorAll = Current) } excluding the current account mortgage overdraft reported earlier]
4. No longer have any [Basic bank account/Current account](s),

If (All in One Mortgage =1 'Current Account mortgage')
INTERVIEWER: Exclude any part of the overdraft which is the negative balance or 'overdraft' on the current account mortgage.]

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 (Anymon=2 'No – no money in any account (and current account not overdrawn' OR (Anymon=3 'No – no money in any account and (one or more account was overdrawn', OR Anymon=4, 'No longer have any ^bank account(s)', Or Anymon=DK')'
☞Soft check
The respondent reported they only 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 to the best of their ability, 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.

If (All in One Mortgage =1 'Current Account mortgage' and Anymon=3 'No – account was overdrawn…')
☞Soft check
Exclude any part of the overdraft which is the negative balance or 'overdraft' on the current account mortgage.]

If Current Account and Basic Account coded at Accounts
(Accounts = 1 AND 2)

? Kind of Accounts

🗝 KindAc

ASK
Which accounts shall we deal with first…READ…
1. Current Accounts
2. Basic Accounts

? 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) after your household expenditure?

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.

INTERVIEWER: if this account is overdrawn enter 0 and record overdrawn amount at AccOvrD.

IF AnyMon = 3 AND KindAc=1 'Current account' AND AccName= response

☆? Account overdrawn

🗝 AccOvrD

If this account was overdrawn, how much was it overdrawn at the end of last month/pay period?
INTERVIEWER: if account was not overdrawn, enter zero.

0..99997

If AccOvrD >=1000
INTERVIEWER: "This seems higher than usual. Please check."

☆MoreType

Do you have any more [{If KindAc='current account'} Current/{if Kindac='Basic bank account} Basic Bank] accounts?
1. Yes
2. No, has no more accounts of this type
If the answer is yes then the questions AccName / Muchleft/AccOvrD will be repeated.

IF MoreType=2 'No, has no more accounts of this type' AND person has both current and basic bank accounts AND More not yet asked.

☆? Any More Bank Accounts
🗝 More
We've now dealt with your [{If KindAc='current account'} Current/{if Kindac='Basic bank account} Basic Bank] accounts. Do you also still have any [{If KindAc='current account'} Basic Bank/{if Kindac='Basic bank account} Current] accounts?

INTERVIEWER: THIS INCLUDES ANY JOINT ACCOUNTS
INTERVIEWER: This includes any **joint** accounts. Only include accounts with money left at end of last (month/pay period).
[{IF NORTHERN IRELAND} Include accounts held in the Republic Of Ireland]

1. Yes
2. No, ~~has no more~~ no longer has any such accounts
If the answer is yes then the questions **AccName / Muchleft** / **AccOvrD** 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 STILL has any such accounts

? 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.

☆🗝 MoreType

Do you have any more [Account 4-8]?

1. Yes

2. No

☆*If MoreType=2 'No' and more than one account 4-8 recorded at Accounts*

? Any More Savings Accounts

🗝 More

We've now dealt with [Account 4-8]. Apart from these, do you still have any [Accounts 4-8]?

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**

1. STILL has any such accounts
2. ALL such accounts now disposed of

? 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

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
🗝 PlPeriod
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 you about your Index-linked and Fixed Interest Certificates, dealing with each issue in turn.

INTERVIEWER CODE:
1. TO CONTINUE

? 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-proofed 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.

? 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

? 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 Bondschemes dealing with each one in turn.

INTERVIEWER CODE:

1. STILL has any such accounts/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

? 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?

IF Prem £10,001 or higher
☞Soft Check
"WARNING: The answer is much higher than the figures usually given at this question. Please check that your figure is correct. Premium bonds can have a maximum of £50,000 in them. If so, suppress warning and continue but make a note."

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

? 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.

? Fixed Rate Savings Bond Introduction
🗝 Intro
Now I'd like to ask you about your Fixed Rate Savings Bonds / Guaranteed Income Bonds / Growth Bonds dealing with each issue in turn.
INTERVIEWER CODE:
1. TO CONTINUE

? 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

? Type of Interest on Bond
🗝 InfType
SHOWCARD P8
[{IF ANY ACCOUNTS RECORDED AT 'ACCOUNTS'} Apart from any money in savings accounts that you have already told me about]. Do you currently have any money saved in any of the ways shown on this card?

1. Yes
2. No

If '? Informal assets types (Inftype)' = 1
InflAm
How much in total do you have saved in this/these way(s)?

0..9999997

☞Soft Check
IF both members of the Benefit Unit are under pension age and InflAm >30,000 OR IF any member of the Benefit Unit is of pension age and InflAm>200,000.

"This seems higher than usual. Please check."

If InfType= 1'Yes; and InflAm=0
☞Soft Check
INTERVIEWER: Are you sure there is no money saved in these other ways? If so, please return to previous question InfType and code 2 'No' (does not have any money saved in these ways).

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
<Help_F9>

Sometimes we ask people who've taken part in this study to take part in other studies too. These studies may be carried out by the Department for Work and Pensions but also by other government bodies, think tanks or research organisations. You will only be contacted again for research purposes and only with DWP's agreement that there is a genuine reason for contacting you.

You may never be contacted again, but even if you are, you'll still be free to decide whether you want to take part in the study or not.

Are you willing to be contacted again for future research purposes?

1. Yes
2. No

/ Question Information included in Helpscreen for FollowUp

Many respondents agree to be re-contacted for another study (around two-thirds to over three-quarters of those interviewed).

Why respondents are asked to take part in future research
Most of the respondents who agree to be re-contacted will never be contacted again but the ones who are will be vital to the studies who need their participation. The studies usually focus on specific populations, recent examples have been:
- a study on parents and their experience of childcare and early years conducted for the Department of Education
- a study on planning and preparing for later life for DWP about plans people aged 45-75 make for retirement.

Permissions and data use protocols
DWP has strict controls in place before researchers can approach FRS respondents. The processes for granting permissions are compliant with GDPR and the safe handling of personal data.

Researchers would only be passed information they absolutely need in order to contact the people they would like to take part. Firstly, the researchers will want to know age group and which part of the country the respondent lives in.
Financial information is not usually required or passed on.

? 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 SlCFup = 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

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.

? Voucher feedback
🗝 SurvVouch
Do respondents comment on the £10 voucher?
Are respondents happy to receive the £10 voucher?
Do respondents comment on the fact that the voucher is £10 and not another amount? If so, what amount do they mention they would prefer to receive?
Do respondents comment that they are unhappy about the use of the £10 voucher on this study?

[{IF OrgID=NatCen THEN reads:} If giving out a Love2Shop voucher, do not record the details here; this should be recorded as a special action.]

Press enter to continue.
If you have nothing to say please leave this empty.
STRING[500],empty

? Leaflet feedback
🗝 SurvLflt
What questions do respondents ask about FRS?
Do respondents ask questions which indicate that they have read the leaflet?
If respondents do not ask many questions, do you think it is because the leaflet has answered the questions they had about this study?

Is there any information that you think should be added to the leaflet or any that you think should be removed?

Press enter to continue.
If you have nothing to say please leave this empty.
: string[500],empty

? 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.

☆ ? Feedback on questions asking whether food or money to buy food was received

🗝FeedCom

New questions ask whether respondents have received any food, or money to buy food, from other people. Were respondents able to answer these questions easily? Did respondents have any concerns about being asked these questions? Were respondents able to distinguish food received from other sources from earlier questions asked about food bank use?

Press enter to continue.

If you have nothing to say please leave this empty.

: STRING[500],empty

☆ ? Feedback on new Material Deprivation questions

🗝MDepACom

New material deprivation questions were included in FRS 2023/24. Were respondents able to answer these questions easily?–What was your experience of these? Did respondents query any of the questions or have any difficulties in providing a response?
Did these questions flow well?

Press enter to continue.

If you have nothing to say please leave this empty.

: STRING[500],empty

☆ ? Feedback on new Material Deprivation questions

🗝MDepBCom

The new material deprivation questions ask respondents to identify whether they have any of the items with a 'yes/no' answer and then provide details of the reason they do not have the item. Did this way of asking the questions work well in your opinion? Were respondents able to remember that they had indicated earlier that they did not have an item and then report their reason for not having it?

Press enter to continue.

If you have nothing to say please leave this empty.

: STRING[500],empty

☆ ? Feedback on questions on whether respondent is a care leaver

🗝CareLvCom

Respondents aged between 16 and 25 are asked whether they have previously been in care. Please tell us how these questions were received by respondents. Were respondents able to easily answer the questions relating to the reference periods of before their 17th and 14th birthdays? Did respondents express any concern about being asked about whether they had been in care?

Press enter to continue.

If you have nothing to say please leave this empty.

: STRING[500],empty

☆ ? Feedback on questions about doctors' and dentists' employment and pay

If Doctor or Dentist

🗝DoctorCom

Changes have been made to how Doctors' work and pay are recorded. Were respondents able to answer these questions easily? Were doctors able to provide information about their private and NHS work separately?

Press enter to continue.

If you have nothing to say please leave this empty.

: STRING[500],empty

☆ ? Feedback on question on whether respondents have previously served in the UK Armed Forces

Only asked if interview conducted in England, Scotland or Wales

🗝ArmedFCom

Respondents are asked whether they have previously served in the UK Armed Forces. Please tell us how these questions were received by respondents. Were respondents able to easily answer the question? Were there any issues in ensuring only those no longer serving were recorded as 'yes'? Did respondents express any concern about being asked about whether they had served in the Armed Forces?

Press enter to continue.

If you have nothing to say please leave this empty.

: STRING[500],empty

IF FTFTel = 1. 'Face-to-face' and IF asked debt questions and IF DCARDNum > 0 (has at least one credit/store/charge card)

☆ ? Credit, store or charge card questions feedback

🗝DEBTCard

Were respondents able to easily report the balance and amount outstanding on their credit, store or charge card account?
Could respondents report an amount for the period of 'end of last month or bill period' or did the respondent report another reference period that applied?
Press enter to continue.
If you have nothing to say please leave this empty.
: STRING [500],empty

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