



National Statistics Omnibus Survey - Technical Report February 2005

1. The Sample

Interviews are conducted with approximately 1,800 adult individuals (aged 16 or over) in private households in Great Britain each month. The Omnibus Survey uses the Postcode Address File of “small users” as its sampling frame, all private household addresses in Great Britain are included in this frame. A new sample of 100 postal sectors is selected each month and is stratified by: region; the proportion of households renting from local authorities; and the proportion in which the household reference person is in Socio-Economic Group 1-5 or 13 (i.e. a professional, employer or manager). The postal sectors are selected with probability proportionate to size and, within each sector, 30 addresses (delivery points) are selected randomly.

If an address contains more than one household, the interviewer uses a standard ONS procedure to randomly select just one household. Within households, with more than one adult member, just one person aged 16 or over is selected with the use of random number tables. The interviewers endeavour to interview that person - proxy interviews are not taken.

2. Weighting the data

Weighting factors are applied to Omnibus data to correct for unequal probability of selection caused by interviewing only one adult per household, or restricting the eligibility of the module to certain types of respondent. It should be noted that this weighting corrects for unequal probabilities of selection; it does not attempt to correct for any non-response bias.

Using weighted data

Within the calculation of the weight the base is scaled back to the unweighted total. If a module of questions applied only to a sub-group of the population, for example eligibility was restricted by age, or the module was asked only in England, the weight for the module is calculated for that sub-group and the base, for the weighted data, scaled back to the unweighted figure.

When conducting statistical significance tests, using weighted data, the unweighted base should be used. For tests on the total (module) population the base shown should be used - because this is the unweighted base. However, if sub-groups of the total (module) population are created, for example sub-groups in terms of sex, age-group, region etc., the base shown is the weighted base for that sub-group - because the weight was generated for the whole (module) population. Therefore, when conducting statistical significance tests on these sub-groups, the unweighted base for the sub-group should be used - this can be found by running tables, etc. without applying the weight - in conjunction with the weighted data.

i. Unit of analysis: Household

On occasions, a module may collect information about the household rather than the individual and the appropriate unit of analysis will be the household rather than the individual. For example, the questions might be concerned with details about the accommodation which could be supplied by any adult member of the household. In this case, no weighting is required because the information is collected from every household in the responding sample.

ii. Weight A - Unit of analysis: Individual

Because only one household member is interviewed, people in households containing few adults have a better chance of selection than those in households with many. Weight A is applied to correct for this unequal probability, and is calculated by dividing the number of adults in the sampled household by the average number of adults per household. The base is then adjusted back to the number of respondents who were interviewed. Weight A is applied to modules which use the individual adult as the unit of analysis.

iii. Weight C - Unit of analysis: Household Reference Person or spouse

Sometimes information about the household is required that can only be supplied reliably by the household reference person or their spouse/partner. The probability that the selected respondent will be eligible for the module will be $2/n$ or $1/n$ (where n is the number of adults in the household) : if the Household Reference Person (HRP) is married/cohabiting the probability that the selected respondent will be eligible is $2/n$, if the HRP is not married/cohabiting the probability is $1/n$. The weighting factor corrects for unequal probability of selection and then adjusts the base back to that of the actual number of respondents that complete the module.

Effective Sample Size

This method of sampling and the consequent weighting affect the sampling errors of the survey estimates. The effect can be shown by calculating the Effective Sample Size which gives the size of an equal probability sample which is equivalent in precision to the unequal probability sample actually used. The Effective Sample Size will vary slightly from one month to another with the proportions of interviews in different sized households. On average the Effective Sample Size of the Omnibus Survey is 84% to 86% of the actual sample of individuals, when Weight A is applied. An achieved sample of 2000 individual adults in the Omnibus Survey is equivalent to an equal probability sample of about 1700¹.

Where individuals are interviewed as representing their households and no weighting is needed, there is no reduction in precision. Where questions relating to the household are addressed only to the Household Reference Person (HRP) or the spouse of the HRP and Weight C is applied, the Effective Sample Size is 86% to 87% of the interviewed sample. The proportion of households in which the selected respondent is the HRP or spouse has varied between 82% and 95% so the sample size for this kind of module will be about 1665 if the total sample is 2000. The Effective Sample Size will be about 1450.

¹ Elliot, D *The use of the effective sample size as an aid in designing weighted samples*. Survey Methodology Bulletin, January 1990.

3. Field Work

All interviews are carried out face-to-face by members of the general field force of interviewers trained to carry out National Statistics surveys. Advance letters are sent to all addresses, prior to the interview, giving a brief account of the survey. The interviewing period starts during the last two weeks of the month and continues into the first week of the following month. Interviewers call at all the selected addresses unless a refusal has been made beforehand in response to the advanced letter. The interviewer makes at least three calls at an address at different times of the day and week before coding the household as a non-contact.

As with all National Statistics surveys, a quality check on field work is carried out through recall interviews with a proportion of respondents to make sure that the interviews actually took place with those respondents and that responses to questions are consistent.

4. Calculation of Response Rate

The small users' Postcode Address File includes some business addresses and other addresses, such as new and empty properties, at which no private households are living. The expected proportion of such addresses, which are classified as ineligible, is about 11-12%. They are eliminated from the set sample before response rates are calculated.

A responding individual may be ineligible for certain modules and may not have answered every single question.

5. Response Rate for February 2005

The response rate is calculated as the number of achieved interviews as a percentage of the eligible sample.

The response rate for February was 64% as shown below:

		%	%
Selected addresses	3,000	100	
Ineligible addresses	222	7	
Eligible addresses	2778	93	
<i>Refusals</i>	<i>761</i>		<i>27</i>
<i>Non-Contacts</i>	<i>232</i>		<i>8</i>
<i>Interviews Achieved</i>	<i>1785</i>		<i>64</i>

6. Output contained in the report

a. Frequency counts

Frequency counts for the classificatory variables and client questions are provided, showing non-response to individual questions (item non-response).

Item non-response occurs for three reasons:

- a. the respondent was not eligible for the question and they were routed past the question.
- b. the respondent was unable to answer (did not know) the question.
- c. the respondent refused to answer the question.

b. Tables

Each table is based on the sample answering both the client question and the relevant classificatory question so both the base and the percentages in the total column may vary slightly from one table to another. Percentages are rounded to the nearest whole number.

Tables based on questions that allow more than one answer to be given (multiple response questions) contain all the responses given by the respondent. The percentages in the table may therefore add up to more than 100% because respondents may give more than one answer.

Some bases within tables are very small. The confidence intervals surrounding percentages calculated on bases of 30 cases or less will be very large and we would advise that such results are reported with a great deal of caution.

c. Classificatory variables

The module variable names are related to the program question numbers. Module variables are prefixed with M. The classification variables use names. These follow Social and Vital Statistics Division standards for surveys wherever possible.

Notes on the classificatory variables follow:

Household:

REGION Government Office Regions

- 1 North East
- 2 North West
- 3 Yorkshire and the Humber
- 4 East Midlands
- 5 West Midlands
- 6 East of England
- 7 London
- 8 South East
- 9 South West
- 10 Wales
- 11 Scotland

REGIONX Grouped regions

- 1 The North
- 2 Midlands and East Anglia
- 3 London
- 4 South East
- 5 South West
- 6 Wales
- 7 Scotland

NUMADULT Total number of adults

NUMCHILD Total number of children

N1TO4 Children 0-4

N5TO10 Children 5-10

N11TO15 Children 11-15

NumDepCh Dependent children (aged under 16 or aged 16 to 18 and in full-time education)

DMHSIZE Total number of people in the household

HHTYPB Household Type B (Coded by interviewer)

- 1 One person only
- 2 HRP married cohabiting with dependent child
- 3 HRP married cohabiting no dependent child
- 4 HRP lone parent with dependent child
- 5 HRP lone parent no dependent child
- 6 All others

(Households are classified in terms of whether they include a dependent child. The dependent child need not be a child of the Household Reference Person, although they usually will be. If the HRP has non-dependent children in the household who have never married and have no children of their own they will be classified as a lone parent with no dependent children.)

HHTYPA Household Type A (Computed)

- 1 1 Adult aged 16 to 64
- 2 1 Adult aged 65 or more
- 3 2 Adults aged 16 to 64
- 4 2 Adults, 1 aged 65 or more
- 5 3 Adults
- 6 1 or 2 child
- 7 3+ children

HHTYPE Household Type B - grouped

- 1 One person only
- 2 Married cohabiting with dependent child
- 3 Married cohabiting no dependent child
- 4 Lone with dependent child
- 5 All others

(Code 5 at HHType B, where the HRP is a lone parent with no dependent children, and Code 6 at HHType B, All others, are combined into category 5, All others at HHType.)

TENGRP Grouped Tenure

- 1 Owns outright
- 2 Owns mortgage
- 3 Rents Local Authority/Housing Association
- 4 Rents privately
- 5 Squatting

TEN1 Tenure (questionnaire variable)

- 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 rent free in relative's/friend's property: excluding squatting)
- 6 Squatting

TIED Does the accommodation go with the job of anyone in the household?
1 Yes
2 No

LLORD Who is your landlord?
1 the local authority/council/New Town Development/Scottish Homes
2 a housing association or co-operative or charitable trust
3 employer (organisation) of a household member
4 another organisation
5 relative/friend (before you lived here) of a household member
6 employer (individual) of a household member
7 another individual private landlord

FURN Is the accommodation provided:
1 furnished
2 partly furnished
3 unfurnished

CARS Car or van available to household?
1 Yes
2 No

NUMCAR How many cars and or vans are available to the household?

CAR Car or van available to the household
1 None
2 One
3 Two
4 Three or more

PAIDJOB Number of members of the household who have a paid job?

Individual - demographic

RESPSEX Sex of Respondent

- 1 Male
- 2 Female

RESPAGE Age of Respondent

AGEX Grouped Age

- 1 16 to 24
- 2 25 to 44
- 3 45 to 54
- 4 55 to 64
- 5 65 to 74
- 6 75 and over

AGEH Grouped Age

- 1 16 to 17
- 2 18 to 19
- 3 20 to 24
- 4 25 to 29
- 5 30 to 34
- 6 35 to 39
- 7 40 to 44
- 8 45 to 49
- 9 50 to 54
- 10 55 to 64
- 11 65 to 74
- 12 75 or over

RELHRP Relation to Household Reference Person

- 0 Household Reference Person
- 1 Spouse
- 2 Cohabitee
- 3 Son/daughter
- 4 Step-son daughter
- 5 Foster child
- 6 Son daughter-in-law
- 7 Parent
- 8 Step-parent
- 9 Foster parent
- 10 Parent-in-law
- 11 Brother sister
- 12 Step-brother sister
- 13 Foster brother sister
- 14 Brother sister-in-law
- 15 Grand-child
- 16 Grand-parent
- 17 Other relative
- 18 Other non-relative

RESPMAR Marital status of respondent (De Jure)

- 1 Single, never married
- 2 Married living with spouse
- 3 Married separated from spouse
- 4 Divorced
- 5 Widowed

RESPWITH Living with someone in the household as a couple

- 1 Yes
- 2 No

DEFACTO Marital status of respondent (De Facto)

- 1 Married
- 2 Cohabiting
- 3 Single
- 4 Widowed
- 5 Divorced
- 6 Separated
- 7 Same sex cohabiting

DEFACT1 Grouped marital status of respondent (De Facto)

- 1 Married/cohabiting
- 2 Single
- 3 Widowed
- 4 Divorced/separated
- 5 Same sex cohabiting

RESPHLDR In whose name is the accommodation owned or rented

- 1 This person alone
- 2 This person jointly
- 3 NOT owner renter

PARENT Are you or your spouse/partner the parent or guardian of any children aged under 16 in the household?

- 1 Yes
- 2 No

PARTOD Can I just check, are you or your spouse/partner the parent or guardian of any child aged 0-4 in the household?

- 1 Yes
- 2 No

NATION National Identity

- 1 English
- 2 Scottish
- 3 Welsh
- 4 Irish
- 5 British
- 6 Other

ETHNIC Ethnicity

- 1 White British
- 2 Any other White background
- 3 Mixed – White and Black Caribbean
- 4 Mixed – White and Black African
- 5 Mixed – White and Asian
- 6 Any other Mixed background
- 7 Asian or Asian British – Indian
- 8 Asian or Asian British – Pakistani
- 9 Asian or Asian British – Bangladeshi
- 10 Asian or Asian British – Any other Asian background
- 11 Black or Black British – Black Caribbean
- 12 Black or Black British – Black African
- 13 Black or Black British – Any other Black background
- 14 Chinese or other ethnic group – Chinese
- 15 Chinese or other ethnic group – Any other

FULLED Age left FULL TIME education?

LEFTED Age left full time education (grouped)

- 1 Up to 14
- 2 15 to 18
- 3 19 to 25
- 4 Over 25
- 5 Still in education
- 6 No education

HIGHED Highest level of education qualification

- 1 Degree or higher degree
- 2 Higher education qualification below degree level
- 3 A Levels or highers
- 4 ONC/BTEC
- 5 O Level or GCSE equivalent (Grade A – C)
- 6 O Level or GCSE (Grade D – G)
- 7 Other qualifications
- 8 No formal qualifications

HIGHED4 Highest level of education qualification (4 groupings)

- 1 Degree or equivalent
- 2 Below Degree level
- 3 Other *
- 4 None (no formal qualifications)

* The 'other' category includes foreign qualifications (outside U.K) and other qualifications.

HEALTH Do you have any long-term illness, health problem or disability which limits your daily activities or the work you can do?

- 1 Yes
- 2 No

GROSS	Personal gross income
1	Less than £520
2	£520 less than £1,040
3	£1,040 less than £1,560
4	£1,560 less than £2,080
5	£2,080 less than £2,600
6	£2,600 less than £3,120
7	£3,120 less than £3,640
8	£3,640 less than £4,160
9	£4,160 less than £4,680
10	£4,680 less than £5,200
11	£5,200 less than £6,240
12	£6,240 less than £7,280
13	£7,280 less than £8,320
14	£8,320 less than £9,360
15	£9,360 less than £10,400
16	£10,400 less than £11,440
17	£11,440 less than £12,480
18	£12,480 less than £13,520
19	£13,520 less than £14,560
20	£14,560 less than £15,600
21	£15,600 less than £16,640
22	£16,640 less than £17,680
23	£17,680 less than £18,720
24	£18,720 less than £19,760
25	£19,760 less than £20,800
26	£20,800 less than £23,400
27	£23,400 less than £26,000
28	£26,000 less than £28,600
29	£28,600 less than £31,200
30	£31,200 less than £33,800
31	£33,800 less than £36,400
32	£36,400 or more
33	No personal source of income

Individual - Employment related

WRKING Paid work last 7 days ending Sunday

- 1 Yes
- 2 No

SCHEMEET Govt. scheme for employment training

- 1 Yes
- 2 No

JBAWAY Did you have a job or business that you were away from last week?

- 1 Yes
- 2 No

OWNBUS Unpaid work, in that week, for a business that you own?

- 1 Yes
- 2 No

RELBUS Unpaid work, in that week, for a business that a relative owns?

- 1 Yes
- 2 No

LOOKED Looking for work in last 4 weeks?

- 1 Yes
- 2 No
- 3 Waiting to take up new job or business already obtained

STARTJ Able to start work within 2 weeks?

- 1 Yes
- 2 No

YINACT Main reason for not seeking work

- 1 student
- 2 looking after the family/home
- 3 taking a career break
- 4 temporarily sick or injured
- 5 long-term sick/disabled
- 6 retired from paid work
- 7 other reasons

EVERWK Have you ever had a paid job?

- 1 Yes
- 2 No

DVILO3 DV for ILO in employment - 3 categories

- 1 In employment
- 2 Unemployed
- 3 Economically inactive

(In employment includes people in a paid job, away from their job, on a government training scheme, doing unpaid work for their own/relative's business, during the last week)

DVILO4 DV for ILO in employment - 4 categories

- 1 In employment
- 2 Unpaid family worker
- 3 Unemployed
- 4 Economically inactive

FTPTWK Were you working...

- 1 Full-time
- 2 Part-time

PARTHRS Hours for part-time

- 1 10 hours or more
- 2 Less than 10 hours

STAT Employee or self-employed?

- 1 Employee
- 2 Self-employed

SVisc Supervisory status

- 1 Yes
- 2 No

- SOLO Working on own or have employees?
1 On own with partner(s) but no employees
2 With employees
- EMPNO How many employees at workplace (if employee) ?
1 1-24
2 25 to 499
3 500 or more
- SENO How many employees (if self employed) ?
1 1-24
2 25 to 499
3 500 or more
- ES2000 Employment status
1 Self-employed : large establishment (25+ employees)
2 Self-employed : small establishment (1-24 employees)
3 Self-employed : no employees
4 Manager : large establishment (25+ employees)
5 Manager : small establishment (1-24 employees)
6 Foreman or supervisor
7 Employee (not elsewhere classified)
8 No employment status info given

NSSECB NS-SECB - long version (Operational categories)

- 1.0 Employers in large organisations
- 2.0 Higher managerial
 - 3.1 Higher professional (traditional) - employees
 - 3.2 Higher professional (new) - employees
 - 3.3 Higher professional (traditional) - self-employed
 - 3.4 Higher professional (new) - self-employed
 - 4.1 Lower professional & higher technical (traditional) - employees
 - 4.2 Lower professional & higher technical (new) - employees
 - 4.3 Lower professional & higher technical (traditional) - self-employed
 - 4.4 Lower professional & higher technical (new) - self-employed
- 5.0 Lower managerial
- 6.0 Higher supervisory
 - 7.1 Intermediate clerical and administrative
 - 7.2 Intermediate sales and service
 - 7.3 Intermediate technical and auxiliary
 - 7.4 Intermediate engineering
- 8.1 Employers (small organisations, non-professional)
- 8.2 Employers (small - agriculture)
 - 9.1 Own account workers (non-professional)
 - 9.2 Own account workers (agriculture)
- 10.0 Lower supervisory
 - 11.1 Lower technical craft
 - 11.2 Lower technical process operative
 - 12.1 Semi-routine sales
 - 12.2 Semi-routine service
 - 12.3 Semi-routine technical
 - 12.4 Semi-routine operative
 - 12.5 Semi-routine agricultural
 - 12.6 Semi-routine clerical
 - 12.7 Semi-routine childcare
- 13.1 Routine sales and service
- 13.2 Routine production
- 13.3 Routine technical
- 13.4 Routine operative
- 13.5 Routine agricultural
- 14.1 Never worked
- 14.2 Long-term unemployed
- 15.0 Full-time students
- 16.0 Occupations not stated or inadequately described
- 17.0 Not classifiable for other reasons

(Codes 1.0 to 13.5 are assigned to everyone who is currently employed OR who has ever worked – unless they are currently a full-time student. That is – ‘full-time student’ takes precedence over past employment.)

NSSECAC NS-SEC – Analytic classes

- 1.1 Employers in large organisations & higher managerial occupations
- 1.2 Higher professional occupations
- 2.0 Lower professional and higher technical occupations
- 3.0 Intermediate occupations
- 4.0 Small employers and own account workers
- 5.0 Lower supervisory and technical occupations
- 6.0 Semi-routine Occupations
- 7.0 Routine occupations
- 8.0 Not classified

NSECAC5 NS-SEC – 5 classes

- 1 Managerial and professional occupations
- 2 Intermediate occupations
- 3 Small employers and own account workers
- 4 Lower supervisory and technical occupations
- 5 Semi-routine and routine occupations
- 6 Not classified

NSECAC3 NS-SEC – 3 classes

- 1 Managerial and professional occupations
- 2 Intermediate occupations
- 3 Routine and manual occupations
- 4 Never worked and long term unemployed
- 5 Not classified



National Statistics Omnibus Survey - Technical Report June 2005

1. The sample

Interviews are conducted with approximately 1,800 adult individuals (aged 16 or over) in private households in Great Britain each month. The Omnibus Survey uses the Postcode Address File (PAF) of “small users” as its sampling frame. The PAF is known to have higher coverage of private households than any other available frame. A new sample of 67 postal sectors is selected for each month and is stratified by: region; the proportion of households where the household reference person is in the National Statistics Socio-economic Classification (NS-SEC) categories 1 to 3 (i.e. employers in large organisations; higher managerial occupations; and higher professional employees/self-employed); and the proportion of people who are aged over 65. The postal sectors are selected with probability proportionate to size and, within each sector, 30 addresses (delivery points) are selected randomly.

If an address contains more than one household, the interviewer uses a standard ONS procedure to randomly select just one household. Within households with more than one adult member, just one person aged 16 or over is selected with the use of a Kish Grid. The interviewers endeavour to interview that person - proxy interviews are not taken.

2. Weighting the data

Weighting factors are applied to Omnibus data to correct for unequal probability of selection caused by interviewing only one adult per household, or restricting the eligibility of the module to certain types of respondent.

The weighting system also adjusts for some non-response bias by calibrating the Omnibus sample to ONS population totals. Despite the considerable efforts made by interviewers to maximize response rates, approximately 35% of selected individuals decline to take part or cannot be contacted. Differential non-response among key subgroups in the population is especially problematic because it can result in biased estimates being produced.

In order to compensate for differential non-response, the Omnibus sample is divided into weighting classes of age-group by sex and Government Office Region. The number of people belonging to each sub-group in the population is provided by ONS. The weighting ensures that the weighted sample distribution across regions and across age-sex groups matches that in the population.

Consequently, respondents belonging to sub-groups that are prone to high levels of non-response are assigned higher weights. For example, young males living in London have a lower response rate and are therefore assigned higher weights than are males living in other regions.

Grossing up the data by age and sex and by region to ONS population totals will reduce the standard errors of survey estimates if the survey variable is correlated with age, sex and region.

2.1 Using weighted data

Both the design weights and the final weights are re-scaled so that the weighted sample size equals the unweighted size (i.e. the number of responding individuals).

If a module of questions applied only to a sub-group of the population, for example eligibility was restricted by age, or the module was asked only in England, the weight for the module is calculated for that sub-group and the sample size, for the weighted data, scaled back to the un-weighted figure.

When conducting statistical significance tests, using weighted data, the un-weighted sample should be used. For tests on the total (module) population the base total shown in the tables should be used. However, if sub-groups of the total (module) population are created, for example sub-groups in terms of sex, age-group, region etc., the base shown is the weighted base for that sub-group - because the weight was generated for the whole (module) population. Therefore, when conducting statistical significance tests on these sub-groups, the un-weighted base for the sub-group should be used - this can be found by running tables, etc. without applying the weight - in conjunction with the weighted data.

2.2. Calculation of the Design Weight

The first stage of the weighting procedure involves producing a design weight that corrects for unequal probability of selection caused by interviewing only one adult per household, or restricting the eligibility of the module to certain types of respondent.

i. Unit of analysis: Household

On occasions, a module may collect information about the household rather than the individual and the appropriate unit of analysis will be the household rather than the individual. For example, the questions might be concerned with details about the accommodation which could be supplied by any adult member of the household. In this case, no design weight is required because the information is collected from every household in the responding sample.

ii. Weight A - Unit of analysis: Individual

Because only one household member is interviewed, people in households containing few adults have a greater chance of selection than those in households with more. Weight A is applied to correct for this unequal probability, and is calculated by dividing the number of adults in the sampled household by the average number of adults per household. The base is then adjusted back to the number of respondents who were interviewed. Weight A is applied to modules which use the individual adult as the unit of analysis.

iii. Weight C - Unit of analysis: Household Reference Person or spouse

Sometimes information about the household is required that can only be supplied reliably by the household reference person or their spouse/partner. The probability that the selected respondent will be eligible for the module will be $2/n$ or $1/n$ (where n is the number of adults in the household): if the Household Reference Person (HRP) is married/cohabiting the probability that the selected respondent will be eligible is $2/n$, if the HRP is not married/cohabiting the probability is $1/n$. The weighting factor corrects for unequal probability of selection and then adjusts the base back to that of the actual number of respondents that complete the module.

2.3 Calibrating the Omnibus Sample to ONS Population Totals

After the initial design weights have been produced, the data is calibrated to ONS population totals. The calibration factors are produced by the GREG method, implemented in GES (software written in SAS). This method is a generalisation of standard post-stratification that produces weights that adjust to more than one margin.

2.4 Derivation of the Final Weights

In the final stage of the weighting procedure, the design weight is multiplied by the calibration factor.

i. Indwgt

The final individual weight (Indwgt) is the product of Weight A and the Individual Calibration Factor.

ii. Hhwgt

The final household weight (Hhwgt) is the product of Weight C and the Household Calibration Factor.

The design weights and the final weights are supplied in each survey month.

2.5 Effective Sample Size

This method of sampling and the consequent weighting affect the sampling errors of the survey estimates. The effect can be shown by calculating the Effective Sample Size which gives the size of an equal probability sample which is equivalent in precision to the unequal probability sample actually used. The Effective Sample Size will vary slightly from one month to another with the proportions of interviews in different sized households. On average the Effective Sample Size of the Omnibus Survey is 84% to 86% of the actual sample of individuals, when Weight A is applied. An achieved sample of 1800 individual adults in the Omnibus Survey is equivalent to an equal probability sample of about 1500.

Where individuals are interviewed as representing their households and no weighting is needed, there is no reduction in precision. Where questions relating to the household are addressed only to the Household Reference Person (HRP) or the spouse of the HRP and Weight C is applied, the Effective Sample Size is 86% to 87% of the interviewed sample. The proportion of households in which the selected respondent is the HRP or spouse has varied between 82% and 95% so the sample size for this kind of module will be about 1500 if the total sample is 1800. The Effective Sample Size will be about 1450.

3. Sampling errors

The Omnibus is a sample survey and thus estimates are subject to sampling variability. Sampling variability is dependent on several factors, including the size of the sample, clustering and the effect of weighting on the variable of interest. Standard errors, which give an indication as to the amount that a given estimate deviates from a true population value, are supplied for all variables. The sampling errors are provided on an Excel spreadsheet.

4. Field Work

All interviews are carried out face-to-face by members of the general field force of interviewers trained to carry out National Statistics surveys. Advance letters are sent to all addresses, prior to the interview, giving a brief account of the survey. The interviewing period starts during the last two weeks of the month and continues into the first two weeks of the following month. Interviewers call at all the selected addresses unless a refusal has been made beforehand in response to the advanced letter. The interviewer makes at least three calls at an address at different times of the day and week before coding the household as a non-contact.

As with all National Statistics surveys, a quality check on field work is carried out through recall interviews with a proportion of respondents to make sure that the interviews actually took place with those respondents and that responses to questions are consistent.

5. Calculation of Response Rate

The small users' Postcode Address File includes some business addresses and other addresses, such as new and empty properties, at which no private households are living. The expected proportion of such addresses, which are classified as ineligible, is about 9-10%. They are eliminated from the set sample before response rates are calculated.

5.1 Response Rate for June 2005

The response rate is calculated as the number of achieved interviews as a percentage of the eligible sample. The response rate detailed below is for the entire Omnibus sample and may not reflect the number of cases in your data. The response rate for modules not reissued to the telephone unit was 67% (1248 responding cases).

The response rate for June was 69% as shown below:

		%	%
Selected addresses	2010	100	
Ineligible addresses	145	7	
Eligible addresses	1865	93	
<i>Refusals</i>	<i>468</i>		<i>25</i>
<i>Non-Contacts</i>	<i>117</i>		<i>6</i>
<i>Interviews Achieved</i>	<i>1280</i>		<i>69</i>

6. Output contained in the report

6.1 Frequency counts

Frequency counts for the classificatory variables and client questions are provided, showing non-response to individual questions (item non-response).

Item non-response occurs for three reasons:

- a. the respondent was not eligible for the question and they were routed past the question.
- b. the respondent was unable to answer (did not know) the question.
- c. the respondent refused to answer the question.

6.2 Tables

Each table is based on the sample answering both the client question and the relevant classificatory question so both the base and the percentages in the total column may vary slightly from one table to another. Percentages are rounded to the nearest whole number.

Tables based on questions that allow more than one answer to be given (multiple response questions) contain all the responses given by the respondent. The percentages in the table may therefore add up to more than 100% because respondents may give more than one answer.

Some bases within tables are very small. The confidence intervals surrounding percentages calculated on bases of 30 cases or less will be very large and we would advise that such results are reported with a great deal of caution.

6.3 Classificatory variables

The module variable names are related to the program question numbers. Module variables are prefixed with M. The classification variables use names. These follow Social and Vital Statistics Division standards for surveys wherever possible.

Notes on the classificatory variables follow:

Household:

REGION Government Office Regions

- 1 North East
- 2 North West
- 3 Yorkshire and the Humber
- 4 East Midlands
- 5 West Midlands
- 6 East of England
- 7 London
- 8 South East
- 9 South West
- 10 Wales
- 11 Scotland

REGIONX Grouped regions

- 1 The North
- 2 Midlands and East Anglia
- 3 London
- 4 South East
- 5 South West
- 6 Wales
- 7 Scotland

NUMADULT Total number of adults

NUMCHILD Total number of children

N1TO4 Children 0-4

N5TO10 Children 5-10

N11TO15 Children 11-15

NumDepCh Dependent children (aged under 16 or aged 16 to 18 and in full-time education)

DMHSIZE Total number of people in the household

HHTYPB Household Type B (Coded by interviewer)

- 1 One person only
- 2 HRP married cohabiting with dependent child
- 3 HRP married cohabiting no dependent child
- 4 HRP lone parent with dependent child
- 5 HRP lone parent no dependent child
- 6 All others

(Households are classified in terms of whether they include a dependent child. The dependent child need not be a child of the Household Reference Person, although they usually will be. If the HRP has non-dependent children in the household who have never married and have no children of their own they will be classified as a lone parent with no dependent children.)

HHTYPA Household Type A (Computed)

- 1 1 Adult aged 16 to 64
- 2 1 Adult aged 65 or more
- 3 2 Adults aged 16 to 64
- 4 2 Adults, 1 aged 65 or more
- 5 3 Adults
- 6 1 or 2 child
- 7 3+ children

HHTYPE Household Type B - grouped

- 1 One person only
- 2 Married cohabiting with dependent child
- 3 Married cohabiting no dependent child
- 4 Lone with dependent child
- 5 All others

(Code 5 at HHType B, where the HRP is a lone parent with no dependent children, and Code 6 at HHType B, All others, are combined into category 5, All others at HHType.)

TENGRP Grouped Tenure

- 1 Owns outright
- 2 Owns mortgage
- 3 Rents Local Authority/Housing Association
- 4 Rents privately
- 5 Squatting

TEN1 Tenure (questionnaire variable)

- 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 rent free in relative's/friend's property: excluding squatting)
- 6 Squatting

TIED Does the accommodation go with the job of anyone in the household?

- 1 Yes
- 2 No

LLORD Who is your landlord?

- 1 the local authority/council/New Town Development/Scottish Homes
- 2 a housing association or co-operative or charitable trust
- 3 employer (organisation) of a household member
- 4 another organisation
- 5 relative/friend (before you lived here) of a household member
- 6 employer (individual) of a household member
- 7 another individual private landlord

FURN Is the accommodation provided:

- 1 furnished
- 2 partly furnished
- 3 unfurnished

CARS Car or van available to household?

- 1 Yes
- 2 No

NUMCAR How many cars and or vans are available to the household?

CAR Car or van available to the household

- 1 None
- 2 One
- 3 Two
- 4 Three or more

PAIDJOB Number of members of the household who have a paid job?

Individual - demographic

RESPSEX Sex of Respondent

- 1 Male
- 2 Female

RESPAGE Age of Respondent

AGEX Grouped Age

- 1 16 to 24
- 2 25 to 44
- 3 45 to 54
- 4 55 to 64
- 5 65 to 74
- 6 75 and over

AGEH Grouped Age

- 1 16 to 17
- 2 18 to 19
- 3 20 to 24
- 4 25 to 29
- 5 30 to 34
- 6 35 to 39
- 7 40 to 44
- 8 45 to 49
- 9 50 to 54
- 10 55 to 64
- 11 65 to 74
- 12 75 or over

RELHRP Relation to Household Reference Person

- 0 Household Reference Person
- 1 Spouse
- 2 Cohabitee
- 3 Son/daughter
- 4 Step-son daughter
- 5 Foster child
- 6 Son daughter-in-law
- 7 Parent
- 8 Step-parent
- 9 Foster parent
- 10 Parent-in-law
- 11 Brother sister
- 12 Step-brother sister
- 13 Foster brother sister
- 14 Brother sister-in-law
- 15 Grand-child
- 16 Grand-parent
- 17 Other relative
- 18 Other non-relative

- RESPMAR Marital status of respondent (De Jure)
- 1 Single, never married
 - 2 Married living with spouse
 - 3 Married separated from spouse
 - 4 Divorced
 - 5 Widowed
- RESPWITH Living with someone in the household as a couple
- 1 Yes
 - 2 No
- DEFACTO Marital status of respondent (De Facto)
- 1 Married
 - 2 Cohabiting
 - 3 Single
 - 4 Widowed
 - 5 Divorced
 - 6 Separated
 - 7 Same sex cohabiting
- DEFACT1 Grouped marital status of respondent (De Facto)
- 1 Married/cohabiting
 - 2 Single
 - 3 Widowed
 - 4 Divorced/separated
 - 5 Same sex cohabiting
- RESPHLDR In whose name is the accommodation owned or rented
- 1 This person alone
 - 2 This person jointly
 - 3 NOT owner renter
- PARENT Are you or your spouse/partner the parent or guardian of any children aged under 16 in the household?
- 1 Yes
 - 2 No
- PARTOD Can I just check, are you or your spouse/partner the parent or guardian of any child aged 0-4 in the household?
- 1 Yes
 - 2 No

NATION National Identity

- 1 English
- 2 Scottish
- 3 Welsh
- 4 Irish
- 5 British
- 6 Other

ETHNIC Ethnicity

- 1 White British
- 2 Any other White background
- 3 Mixed – White and Black Caribbean
- 4 Mixed – White and Black African
- 5 Mixed – White and Asian
- 6 Any other Mixed background
- 7 Asian or Asian British – Indian
- 8 Asian or Asian British – Pakistani
- 9 Asian or Asian British – Bangladeshi
- 10 Asian or Asian British – Any other Asian background
- 11 Black or Black British – Black Caribbean
- 12 Black or Black British – Black African
- 13 Black or Black British – Any other Black background
- 14 Chinese or other ethnic group – Chinese
- 15 Chinese or other ethnic group – Any other

FULLED Age left FULL TIME education?

LEFTED Age left full time education (grouped)

- 1 Up to 14
- 2 15 to 18
- 3 19 to 25
- 4 Over 25
- 5 Still in education
- 6 No education

HIGHED Highest level of education qualification

- 1 Degree or higher degree
- 2 Higher education qualification below degree level
- 3 A Levels or highers
- 4 ONC/BTEC
- 5 O Level or GCSE equivalent (Grade A – C)
- 6 O Level or GCSE (Grade D – G)
- 7 Other qualifications
- 8 No formal qualifications

HIGHED4 Highest level of education qualification (4 groupings)

- 1 Degree or equivalent
- 2 Below Degree level
- 3 Other *
- 4 None (no formal qualifications)

* The 'other' category includes foreign qualifications (outside U.K) and other qualifications.

GENHLTH Over the last month would you say that your health on the whole has been good, fairly good or not good?

- 1 Good
- 2 Fairly good
- 3 Not good

LSILL Do you have any long-standing illness, disability or infirmity? By long standing I mean anything that has troubled you over a period of time or that is likely to affect you over a period of time?

- 1 Yes
- 2 No

ILLIM Does this illness or disability/do any of these illnesses or disabilities limit your activities in any way?

- 1 Yes
- 2 No

GROSS Annual gross income

- (1) Up to £519
- (2) £520 up to £1039
- (3) £1040 up to £1559
- (4) £1560 up to £2079
- (5) £2080 up to £2599
- (6) £2600 up to £3119
- (7) £3120 up to £3639
- (8) £3640 up to £4159
- (9) £4160 up to £4679
- (10) £4680 up to £5199
- (11) £5200 up to £6239
- (12) £6240 up to £7279
- (13) £7280 up to £8319
- (14) £8320 up to £9359
- (15) £9360 up to £10399
- (16) £10400 up to £11439
- (17) £11440 up to £12479
- (18) £12480 up to £13519

- (19) £13520 up to £14559
- (20) £14560 up to £15599
- (21) £15600 up to £16639
- (22) £16640 up to £17679
- (23) £17680 up to £18719
- (24) £18720 up to £10759
- (25) £19760 up to £20799
- (26) £20800 up to £23399
- (27) £23400 up to £25999
- (28) £26000 up to £28599
- (29) £28600 up to £31199
- (30) £31200 up to £33799
- (31) £33800 up to £36399
- (32) £36400 up to £38999
- (33) £39000 up to £41599
- (34) £41600 up to £44199
- (35) £44200 up to £46799
- (36) £46800 up to £49399
- (37) £49400 up to £51999
- (38) £52000 or more

Individual - Employment related

WRKING Paid work last 7 days ending Sunday

- 1 Yes
- 2 No

SCHEMEET Govt. scheme for employment training

- 1 Yes
- 2 No

JBAWAY Did you have a job or business that you were away from last week?

- 1 Yes
- 2 No

OWNBUS Unpaid work, in that week, for a business that you own?

- 1 Yes
- 2 No

RELBUS Unpaid work, in that week, for a business that a relative owns?

- 1 Yes
- 2 No

- LOOKED Looking for work in last 4 weeks?
- 1 Yes
 - 2 No
 - 3 Waiting to take up new job or business already obtained
- STARTJ Able to start work within 2 weeks?
- 1 Yes
 - 2 No
- YINACT Main reason for not seeking work
- 1 student
 - 2 looking after the family/home
 - 3 taking a career break
 - 4 temporarily sick or injured
 - 5 long-term sick/disabled
 - 6 retired from paid work
 - 7 other reasons
- EVERWK Have you ever had a paid job?
- 1 Yes
 - 2 No
- DVILO3 DV for ILO in employment - 3 categories
- 1 In employment
 - 2 Unemployed
 - 3 Economically inactive
- (In employment includes people in a paid job, away from their job, on a government training scheme, doing unpaid work for their own/relative's business, during the last week)
- DVILO4 DV for ILO in employment - 4 categories
- 1 In employment
 - 2 Unpaid family worker
 - 3 Unemployed
 - 4 Economically inactive
- FTPTWK Were you working...
- 1 Full-time
 - 2 Part-time
- PARTHRS Hours for part-time
- 1 10 hours or more
 - 2 Less than 10 hours
- STAT Employee or self-employed?
- 1 Employee
 - 2 Self-employed
- SVise Supervisory status
- 1 Yes
 - 2 No

- SOLO Working on own or have employees?
1 On own with partner(s) but no employees
2 With employees
- EMPNO How many employees at workplace (if employee) ?
1 1-24
2 25 to 499
3 500 or more
- SENO How many employees (if self employed) ?
1 1-24
2 25 to 499
3 500 or more
- ES2000 Employment status
1 Self-employed : large establishment (25+ employees)
2 Self-employed : small establishment (1-24 employees)
3 Self-employed : no employees
4 Manager : large establishment (25+ employees)
5 Manager : small establishment (1-24 employees)
6 Foreman or supervisor
7 Employee (not elsewhere classified)
8 No employment status info given

NSSECB NS-SECB - long version (Operational categories)

- 1.0 Employers in large organisations
- 2.0 Higher managerial
 - 3.1 Higher professional (traditional) - employees
 - 3.2 Higher professional (new) - employees
 - 3.3 Higher professional (traditional) - self-employed
 - 3.4 Higher professional (new) - self-employed
- 4.1 Lower professional & higher technical (traditional) - employees
- 4.2 Lower professional & higher technical (new) - employees
- 4.3 Lower professional & higher technical (traditional) - self-employed
- 4.4 Lower professional & higher technical (new) - self-employed
- 5.0 Lower managerial
- 6.0 Higher supervisory
 - 7.1 Intermediate clerical and administrative
 - 7.2 Intermediate sales and service
 - 7.3 Intermediate technical and auxiliary
 - 7.4 Intermediate engineering
- 8.1 Employers (small organisations, non-professional)
- 8.2 Employers (small - agriculture)
 - 9.1 Own account workers (non-professional)
 - 9.2 Own account workers (agriculture)
- 10.0 Lower supervisory
 - 11.1 Lower technical craft
 - 11.2 Lower technical process operative
- 12.1 Semi-routine sales
- 12.2 Semi-routine service
- 12.3 Semi-routine technical
- 12.4 Semi-routine operative
- 12.5 Semi-routine agricultural
- 12.6 Semi-routine clerical
- 12.7 Semi-routine childcare
- 13.1 Routine sales and service
- 13.2 Routine production
- 13.3 Routine technical
- 13.4 Routine operative
- 13.5 Routine agricultural
- 14.1 Never worked
- 14.2 Long-term unemployed
- 15.0 Full-time students
- 16.0 Occupations not stated or inadequately described
- 17.0 Not classifiable for other reasons

(Codes 1.0 to 13.5 are assigned to everyone who is currently employed OR who has ever worked – unless they are currently a full-time student. That is – ‘full-time student’ takes precedence over past employment.)

NSSECAC NS-SEC – Analytic classes

- 1.1 Employers in large organisations & higher managerial occupations
- 1.2 Higher professional occupations
- 2.0 Lower professional and higher technical occupations
- 3.0 Intermediate occupations
- 4.0 Small employers and own account workers
- 5.0 Lower supervisory and technical occupations
- 6.0 Semi-routine Occupations
- 7.0 Routine occupations
- 8.0 Not classified

NSECAC5 NS-SEC – 5 classes

- 1 Managerial and professional occupations
- 2 Intermediate occupations
- 3 Small employers and own account workers
- 4 Lower supervisory and technical occupations
- 5 Semi-routine and routine occupations
- 6 Not classified

NSECAC3 NS-SEC – 3 classes

- 1 Managerial and professional occupations
- 2 Intermediate occupations
- 3 Routine and manual occupations
- 4 Never worked and long term unemployed
- 5 Not classified



National Statistics Omnibus Survey - Technical Report September 2005

1. The sample

Interviews are conducted with approximately 1,250 adult individuals (aged 16 or over) in private households in Great Britain each month. The Omnibus Survey uses the Postcode Address File (PAF) of “small users” as its sampling frame. The PAF is known to have higher coverage of private households than any other available frame. A new sample of 67 postal sectors is selected for each month and is stratified by: region; the proportion of households where the household reference person is in the National Statistics Socio-economic Classification (NS-SEC) categories 1 to 3 (i.e. employers in large organisations; higher managerial occupations; and higher professional employees/self-employed); and the proportion of people who are aged over 65. The postal sectors are selected with probability proportionate to size and, within each sector, 30 addresses (delivery points) are selected randomly.

If an address contains more than one household, the interviewer uses a standard ONS procedure to randomly select just one household. Within households with more than one adult member, just one person aged 16 or over is selected with the use of a Kish Grid. The interviewers endeavour to interview that person - proxy interviews are not taken.

2. Weighting the data

Weighting factors are applied to Omnibus data to correct for unequal probability of selection caused by interviewing only one adult per household, or restricting the eligibility of the module to certain types of respondent.

The weighting system also adjusts for some non-response bias by calibrating the Omnibus sample to ONS population totals. Despite the considerable efforts made by interviewers to maximize response rates, approximately 30% of selected individuals decline to take part or cannot be contacted. Differential non-response among key subgroups in the population is especially problematic because it can result in biased estimates being produced.

In order to compensate for differential non-response, the Omnibus sample is divided into weighting classes of age-group by sex and Government Office Region. The number of people belonging to each sub-group in the population is provided by ONS. The weighting ensures that the weighted sample distribution across regions and across age-sex groups matches that in the population.

Consequently, respondents belonging to sub-groups that are prone to high levels of non-response are assigned higher weights. For example, young males living in London have a lower response rate and are therefore assigned higher weights than are males living in other regions.

Grossing up the data by age and sex and by region to ONS population totals will reduce the standard errors of survey estimates if the survey variable is correlated with age, sex and region.

2.1 Using weighted data

Both the design weights and the final weights are re-scaled so that the weighted sample size equals the unweighted size (i.e. the number of responding individuals).

If a module of questions applied only to a sub-group of the population, for example eligibility was restricted by age, or the module was asked only in England, the weight for the module is calculated for that sub-group and the sample size, for the weighted data, scaled back to the un-weighted figure.

When conducting statistical significance tests, using weighted data, the un-weighted sample should be used. For tests on the total (module) population the base total shown in the tables should be used. However, if sub-groups of the total (module) population are created, for example sub-groups in terms of sex, age-group, region etc., the base shown is the weighted base for that sub-group - because the weight was generated for the whole (module) population. Therefore, when conducting statistical significance tests on these sub-groups, the un-weighted base for the sub-group should be used - this can be found by running tables, etc. without applying the weight - in conjunction with the weighted data.

2.2. Calculation of the Design Weight

The first stage of the weighting procedure involves producing a design weight that corrects for unequal probability of selection caused by interviewing only one adult per household, or restricting the eligibility of the module to certain types of respondent.

i. Unit of analysis: Household

On occasions, a module may collect information about the household rather than the individual and the appropriate unit of analysis will be the household rather than the individual. For example, the questions might be concerned with details about the accommodation which could be supplied by any adult member of the household. In this case, no design weight is required because the information is collected from every household in the responding sample.

ii. Weight A - Unit of analysis: Individual

Because only one household member is interviewed, people in households containing few adults have a greater chance of selection than those in households with more. Weight A is applied to correct for this unequal probability, and is calculated by dividing the number of adults in the sampled household by the average number of adults per household. The base is then adjusted back to the number of respondents who were interviewed. Weight A is applied to modules which use the individual adult as the unit of analysis.

iii. Weight C - Unit of analysis: Household Reference Person or spouse

Sometimes information about the household is required that can only be supplied reliably by the household reference person or their spouse/partner. The probability that the selected respondent will be eligible for the module will be $2/n$ or $1/n$ (where n is the number of adults in the household): if the Household Reference Person (HRP) is married/cohabiting the probability that the selected respondent will be eligible is $2/n$, if the HRP is not married/cohabiting the probability is $1/n$. The weighting factor corrects for unequal probability of selection and then adjusts the base back to that of the actual number of respondents that complete the module.

2.3 Calibrating the Omnibus Sample to ONS Population Totals

After the initial design weights have been produced, the data is calibrated to ONS population totals. The calibration factors are produced by the GREG method, implemented in GES (software written in SAS). This method is a generalisation of standard post-stratification that produces weights that adjust to more than one margin.

2.4 Derivation of the Final Weights

In the final stage of the weighting procedure, the design weight is multiplied by the calibration factor.

i. Indwgt

The final individual weight (Indwgt) is the product of Weight A and the Individual Calibration Factor.

ii. Hhwgt

The final household weight (Hhwgt) is the product of Weight C and the Household Calibration Factor.

The design weights and the final weights are supplied in each survey month.

2.5 Effective Sample Size

This method of sampling and the consequent weighting affect the sampling errors of the survey estimates. The effect can be shown by calculating the Effective Sample Size which gives the size of an equal probability sample which is equivalent in precision to the unequal probability sample actually used. The Effective Sample Size will vary slightly from one month to another with the proportions of interviews in different sized households. On average the Effective Sample Size of the Omnibus Survey is 84% to 86% of the actual sample of individuals, when Weight A is applied. An achieved sample of 1800 individual adults in the Omnibus Survey is equivalent to an equal probability sample of about 1500.

Where individuals are interviewed as representing their households and no weighting is needed, there is no reduction in precision. Where questions relating to the household are addressed only to the Household Reference Person (HRP) or the spouse of the HRP and Weight C is applied, the Effective Sample Size is 86% to 87% of the interviewed sample. The proportion of households in which the selected respondent is the HRP or spouse has varied between 82% and 95% so the sample size for this kind of module will be about 1500 if the total sample is 1800. The Effective Sample Size will be about 1450.

3. Sampling errors

The Omnibus is a sample survey and thus estimates are subject to sampling variability. Sampling variability is dependent on several factors, including the size of the sample, clustering and the effect of weighting on the variable of interest. Standard errors, which give an indication as to the amount that a given estimate deviates from a true population value, are supplied for all variables. The sampling errors are provided on an Excel spreadsheet.

4. Field Work

All interviews are carried out face-to-face by members of the general field force of interviewers trained to carry out National Statistics surveys. Advance letters are sent to all addresses, prior to the interview, giving a brief account of the survey. The interviewing period starts during the last two weeks of the month and continues into the first two weeks of the following month. Interviewers call at all the selected addresses unless a refusal has been made beforehand in response to the advanced letter. The interviewer makes at least three calls at an address at different times of the day and week before coding the household as a non-contact.

As with all National Statistics surveys, a quality check on field work is carried out through recall interviews with a proportion of respondents to make sure that the interviews actually took place with those respondents and that responses to questions are consistent.

5. Calculation of Response Rate

The small users' Postcode Address File includes some business addresses and other addresses, such as new and empty properties, at which no private households are living. The expected proportion of such addresses, which are classified as ineligible, is about 9-10%. They are eliminated from the set sample before response rates are calculated.

5.1 Response Rate for September 2005

The response rate is calculated as the number of achieved interviews as a percentage of the eligible sample. The response rate detailed below is for the entire Omnibus sample and may not reflect the number of cases in your data. The response rate for modules not reissued to the telephone unit was 66% (1206 responding cases).

The response rate for September was 67% as shown below:

		%	%
Selected addresses	2016	100	
Ineligible addresses	175	9	
Eligible addresses	1841	91	
<i>Refusals</i>	<i>490</i>		<i>27</i>
<i>Non-Contacts</i>	<i>124</i>		<i>7</i>
<i>Interviews Achieved</i>	1227		67

6. Output contained in the report

6.1 Frequency counts

Frequency counts for the classificatory variables and client questions are provided, showing non-response to individual questions (item non-response).

Item non-response occurs for three reasons:

- a. the respondent was not eligible for the question and they were routed past the question.
- b. the respondent was unable to answer (did not know) the question.
- c. the respondent refused to answer the question.

6.2 Tables

Each table is based on the sample answering both the client question and the relevant classificatory question so both the base and the percentages in the total column may vary slightly from one table to another. Percentages are rounded to the nearest whole number.

Tables based on questions that allow more than one answer to be given (multiple response questions) contain all the responses given by the respondent. The percentages in the table may therefore add up to more than 100% because respondents may give more than one answer.

Some bases within tables are very small. The confidence intervals surrounding percentages calculated on bases of 30 cases or less will be very large and we would advise that such results are reported with a great deal of caution.

6.3 Classificatory variables

The module variable names are related to the program question numbers. Module variables are prefixed with M. The classification variables use names. These follow Social and Vital Statistics Division standards for surveys wherever possible.

Notes on the classificatory variables follow:

Household:

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- 1 North East
- 2 North West
- 3 Yorkshire and the Humber
- 4 East Midlands
- 5 West Midlands
- 6 East of England
- 7 London
- 8 South East
- 9 South West
- 10 Wales
- 11 Scotland

NUMADULT Total number of adults

NUMCHILD Total number of children

N1TO4 Children 0-4

N5TO10 Children 5-10

N11TO15 Children 11-15

NumDepCh Dependent children (aged under 16 or aged 16 to 18 and in full-time education)

DMHSIZE Total number of people in the household

HHTYPB Household Type B (Coded by interviewer)

- 1 One person only
- 2 HRP married cohabiting with dependent child
- 3 HRP married cohabiting no dependent child
- 4 HRP lone parent with dependent child
- 5 HRP lone parent no dependent child
- 6 All others

HHTYPA Household Type A (Computed)

- 1 1 Adult aged 16 to 64
- 2 1 Adult aged 65 or more
- 3 2 Adults aged 16 to 64
- 4 2 Adults, 1 aged 65 or more
- 5 3 Adults
- 6 1 or 2 child
- 7 3+ children

- HHTYPE Household Type B - grouped
- 1 One person only
 - 2 Married cohabiting with dependent child
 - 3 Married cohabiting no dependent child
 - 4 Lone with dependent child
 - 5 All others

(Code 5 at HHType B, where the HRP is a lone parent with no dependent children, and Code 6 at HHType B, All others, are combined into category 5, All others at HHType.)

- TENGRP Grouped Tenure
- 1 Owns outright
 - 2 Owns mortgage
 - 3 Rents Local Authority/Housing Association
 - 4 Rents privately
 - 5 Squatting

- TEN1 Tenure (questionnaire variable)
- 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 rent free in relative's/friend's property: excluding squatting)
 - 6 Squatting

- TIED Does the accommodation go with the job of anyone in the household?
- 1 Yes
 - 2 No

- LLORD Who is your landlord?
- 1 the local authority/council/New Town Development/Scottish Homes
 - 2 a housing association or co-operative or charitable trust
 - 3 employer (organisation) of a household member
 - 4 another organisation
 - 5 relative/friend (before you lived here) of a household member
 - 6 employer (individual) of a household member
 - 7 another individual private landlord

- FURN Is the accommodation provided:
- 1 furnished
 - 2 partly furnished
 - 3 unfurnished

- CARS Car or van available to household?
- 1 Yes
 - 2 No

NUMCAR How many cars and or vans are available to the household?

CAR Car or van available to the household

- 1 None
- 2 One
- 3 Two
- 4 Three or more

PAIDJOB Number of members of the household who have a paid job?

Individual - demographic

RESPSEX Sex of Respondent

- 1 Male
- 2 Female

RESPAGE Age of Respondent

AGEX Grouped Age

- 1 16 to 24
- 2 25 to 44
- 3 45 to 54
- 4 55 to 64
- 5 65 to 74
- 6 75 and over

AGEH Grouped Age

- 1 16 to 17
- 2 18 to 19
- 3 20 to 24
- 4 25 to 29
- 5 30 to 34
- 6 35 to 39
- 7 40 to 44
- 8 45 to 49
- 9 50 to 54
- 10 55 to 64
- 11 65 to 74
- 12 75 or over

RELHRP Relation to Household Reference Person

- 0 Household Reference Person
- 1 Spouse
- 2 Cohabitee
- 3 Son/daughter
- 4 Step-son daughter
- 5 Foster child
- 6 Son daughter-in-law
- 7 Parent
- 8 Step-parent
- 9 Foster parent
- 10 Parent-in-law
- 11 Brother sister
- 12 Step-brother sister
- 13 Foster brother sister
- 14 Brother sister-in-law
- 15 Grand-child
- 16 Grand-parent
- 17 Other relative
- 18 Other non-relative

- RESPMAR Marital status of respondent (De Jure)
- 1 Single, never married
 - 2 Married living with spouse
 - 3 Married separated from spouse
 - 4 Divorced
 - 5 Widowed
- RESPWITH Living with someone in the household as a couple
- 1 Yes
 - 2 No
- DEFACTO Marital status of respondent (De Facto)
- 1 Married
 - 2 Cohabiting
 - 3 Single
 - 4 Widowed
 - 5 Divorced
 - 6 Separated
 - 7 Same sex cohabiting
- DEFACT1 Grouped marital status of respondent (De Facto)
- 1 Married/cohabiting
 - 2 Single
 - 3 Widowed
 - 4 Divorced/separated
 - 5 Same sex cohabiting
- RESPHLDR In whose name is the accommodation owned or rented
- 1 This person alone
 - 2 This person jointly
 - 3 NOT owner renter
- PARENT Are you or your spouse/partner the parent or guardian of any children aged under 16 in the household?
- 1 Yes
 - 2 No
- PARTOD Can I just check, are you or your spouse/partner the parent or guardian of any child aged 0-4 in the household?
- 1 Yes
 - 2 No

NATION National Identity

- 1 English
- 2 Scottish
- 3 Welsh
- 4 Irish
- 5 British
- 6 Other

ETHNIC Ethnicity

- 1 White British
- 2 Any other White background
- 3 Mixed – White and Black Caribbean
- 4 Mixed – White and Black African
- 5 Mixed – White and Asian
- 6 Any other Mixed background
- 7 Asian or Asian British – Indian
- 8 Asian or Asian British – Pakistani
- 9 Asian or Asian British – Bangladeshi
- 10 Asian or Asian British – Any other Asian background
- 11 Black or Black British – Black Caribbean
- 12 Black or Black British – Black African
- 13 Black or Black British – Any other Black background
- 14 Chinese or other ethnic group – Chinese
- 15 Chinese or other ethnic group – Any other

FULLED Age left FULL TIME education?

LEFTED Age left full time education (grouped)

- 1 Up to 14
- 2 15 to 18
- 3 19 to 25
- 4 Over 25
- 5 Still in education
- 6 No education

HIGHED Highest level of education qualification

- 1 Degree or higher degree
- 2 Higher education qualification below degree level
- 3 A Levels or highers
- 4 ONC/BTEC
- 5 O Level or GCSE equivalent (Grade A – C)
- 6 O Level or GCSE (Grade D – G)
- 7 Other qualifications
- 8 No formal qualifications

HIGHED4 Highest level of education qualification (4 groupings)

- 1 Degree or equivalent
- 2 Below Degree level
- 3 Other *
- 4 None (no formal qualifications)

* The 'other' category includes foreign qualifications (outside U.K) and other qualifications.

QHEALTH1 How is your health in general?

- 1 Very good
- 2 Good
- 3 Fair
- 4 Bad
- 5 Very bad

LSILL Do you have any long-standing illness, disability or infirmity? By long standing I mean anything that has troubled you over a period of time or that is likely to affect you over a period of time?

- 1 Yes
- 2 No

ILLLIM Does this illness or disability/do any of these illnesses or disabilities limit your activities in any way?

- 1 Yes
- 2 No

SUMGROSS Annual gross income

- (1) Up to £519
- (2) £520 up to £1039
- (3) £1040 up to £1559
- (4) £1560 up to £2079
- (5) £2080 up to £2599
- (6) £2600 up to £3119
- (7) £3120 up to £3639
- (8) £3640 up to £4159
- (9) £4160 up to £4679
- (10) £4680 up to £5199
- (11) £5200 up to £6239
- (12) £6240 up to £7279
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- (14) £8320 up to £9359
- (15) £9360 up to £10399
- (16) £10400 up to £11439

- (17) £11440 up to £12479
- (18) £12480 up to £13519
- (19) £13520 up to £14559
- (20) £14560 up to £15599
- (21) £15600 up to £16639
- (22) £16640 up to £17679
- (23) £17680 up to £18719
- (24) £18720 up to £10759
- (25) £19760 up to £20799
- (26) £20800 up to £23399
- (27) £23400 up to £25999
- (28) £26000 up to £28599
- (29) £28600 up to £31199
- (30) £31200 up to £33799
- (31) £33800 up to £36399
- (32) £36400 up to £38999
- (33) £39000 up to £41599
- (34) £41600 up to £44199
- (35) £44200 up to £46799
- (36) £46800 up to £49399
- (37) £49400 up to £51999
- (38) £52000 or more

Individual - Employment related

WRKING Paid work last 7 days ending Sunday

- 1 Yes
- 2 No

SCHEMEET Govt. scheme for employment training

- 1 Yes
- 2 No

JBAWAY Did you have a job or business that you were away from last week?

- 1 Yes
- 2 No

OWNBUS Unpaid work, in that week, for a business that you own?

- 1 Yes
- 2 No

RELBUS Unpaid work, in that week, for a business that a relative owns?

- 1 Yes
- 2 No

LOOKED Looking for work in last 4 weeks?

- 1 Yes
- 2 No
- 3 Waiting to take up new job or business already obtained

STARTJ Able to start work within 2 weeks?

- 1 Yes
- 2 No

YINACT Main reason for not seeking work

- 1 student
- 2 looking after the family/home
- 3 taking a career break
- 4 temporarily sick or injured
- 5 long-term sick/disabled
- 6 retired from paid work
- 7 other reasons

EVERWK Have you ever had a paid job?

- 1 Yes
- 2 No

DVILO3a DV for ILO in employment - 3 categories

- 1 In employment
- 2 Unemployed
- 3 Economically inactive

(In employment includes people in a paid job, away from their job, on a government training scheme, doing unpaid work for their own/relative's business, during the last week)

DVILO4a DV for ILO in employment - 4 categories

- 1 In employment
- 2 Unpaid family worker
- 3 Unemployed
- 4 Economically inactive

FTPTWK Were you working...

- 1 Full-time
- 2 Part-time

PARTHRS Hours for part-time

- 1 10 hours or more
- 2 Less than 10 hours

STAT Employee or self-employed?

- 1 Employee
- 2 Self-employed

SVise Supervisory status

- 1 Yes
- 2 No

SOLO Working on own or have employees?

- 1 On own with partner(s) but no employees
- 2 With employees

EMPNO How many employees at workplace (if employee) ?

- 1 1-24
- 2 25 to 499
- 3 500 or more

SENO How many employees (if self employed) ?

- 1 1-24
- 2 25 to 499
- 3 500 or more

- ES2000 Employment status
- 1 Self-employed : large establishment (25+ employees)
 - 2 Self-employed : small establishment (1-24 employees)
 - 3 Self-employed : no employees
 - 4 Manager : large establishment (25+ employees)
 - 5 Manager : small establishment (1-24 employees)
 - 6 Foreman or supervisor
 - 7 Employee (not elsewhere classified)
 - 8 No employment status info given

NSSECB NS-SECB - long version (Operational categories)

- 1.0 Employers in large organisations
- 2.0 Higher managerial
- 3.1 Higher professional (traditional) - employees
- 3.2 Higher professional (new) - employees
- 3.3 Higher professional (traditional) - self-employed
- 3.4 Higher professional (new) - self-employed
- 4.1 Lower professional & higher technical (traditional) - employees
- 4.2 Lower professional & higher technical (new) - employees
- 4.3 Lower professional & higher technical (traditional) - self-employed
- 4.4 Lower professional & higher technical (new) - self-employed
- 5.0 Lower managerial
- 6.0 Higher supervisory
- 7.1 Intermediate clerical and administrative
- 7.2 Intermediate sales and service
- 7.3 Intermediate technical and auxiliary
- 7.4 Intermediate engineering
- 8.1 Employers (small organisations, non-professional)
- 8.2 Employers (small - agriculture)
- 9.1 Own account workers (non-professional)
- 9.2 Own account workers (agriculture)
- 10.0 Lower supervisory
- 11.1 Lower technical craft
- 11.2 Lower technical process operative
- 12.1 Semi-routine sales
- 12.2 Semi-routine service
- 12.3 Semi-routine technical
- 12.4 Semi-routine operative
- 12.5 Semi-routine agricultural
- 12.6 Semi-routine clerical
- 12.7 Semi-routine childcare
- 13.1 Routine sales and service
- 13.2 Routine production
- 13.3 Routine technical
- 13.4 Routine operative

- 13.5 Routine agricultural
- 14.1 Never worked
- 14.2 Long-term unemployed
- 15.0 Full-time students
- 16.0 Occupations not stated or inadequately described
- 17.0 Not classifiable for other reasons

(Codes 1.0 to 13.5 are assigned to everyone who is currently employed OR who has ever worked – unless they are currently a full-time student. That is – ‘full-time student’ takes precedence over past employment.)

NSSECAC NS-SEC – Analytic classes

- 1.1 Employers in large organisations & higher managerial occupations
- 1.2 Higher professional occupations
- 2.0 Lower professional and higher technical occupations
- 3.0 Intermediate occupations
- 4.0 Small employers and own account workers
- 5.0 Lower supervisory and technical occupations
- 6.0 Semi-routine Occupations
- 7.0 Routine occupations
- 8.0 Not classified

NSECAC5 NS-SEC – 5 classes

- 1 Managerial and professional occupations
- 2 Intermediate occupations
- 3 Small employers and own account workers
- 4 Lower supervisory and technical occupations
- 5 Semi-routine and routine occupations
- 6 Not classified

NSECAC3 NS-SEC – 3 classes

- 1 Managerial and professional occupations
- 2 Intermediate occupations
- 3 Routine and manual occupations
- 4 Never worked and long term unemployed
- 5 Not classified



National Statistics Omnibus Survey - Technical Report November 2005

1. The sample

Interviews are conducted with approximately 1,250 adult individuals (aged 16 or over) in private households in Great Britain each month. The Omnibus Survey uses the Postcode Address File (PAF) of “small users” as its sampling frame. The PAF is known to have higher coverage of private households than any other available frame. A new sample of 67 postal sectors is selected for each month and is stratified by: region; the proportion of households where the household reference person is in the National Statistics Socio-economic Classification (NS-SEC) categories 1 to 3 (i.e. employers in large organisations; higher managerial occupations; and higher professional employees/self-employed); and the proportion of people who are aged over 65. The postal sectors are selected with probability proportionate to size and, within each sector, 30 addresses (delivery points) are selected randomly.

If an address contains more than one household, the interviewer uses a standard ONS procedure to randomly select just one household. Within households with more than one adult member, just one person aged 16 or over is selected with the use of a Kish Grid. The interviewers endeavour to interview that person - proxy interviews are not taken.

2. Weighting the data

Weighting factors are applied to Omnibus data to correct for unequal probability of selection caused by interviewing only one adult per household, or restricting the eligibility of the module to certain types of respondent.

The weighting system also adjusts for some non-response bias by calibrating the Omnibus sample to ONS population totals. Despite the considerable efforts made by interviewers to maximize response rates, approximately 30% of selected individuals decline to take part or cannot be contacted. Differential non-response among key subgroups in the population is especially problematic because it can result in biased estimates being produced.

In order to compensate for differential non-response, the Omnibus sample is divided into weighting classes of age-group by sex and Government Office Region. The number of people belonging to each sub-group in the population is provided by ONS. The weighting ensures that the weighted sample distribution across regions and across age-sex groups matches that in the population.

Consequently, respondents belonging to sub-groups that are prone to high levels of non-response are assigned higher weights. For example, young males living in London have a lower response rate and are therefore assigned higher weights than are males living in other regions.

Grossing up the data by age and sex and by region to ONS population totals will reduce the standard errors of survey estimates if the survey variable is correlated with age, sex and region.

2.1 Using weighted data

Both the design weights and the final weights are re-scaled so that the weighted sample size equals the unweighted size (i.e. the number of responding individuals).

If a module of questions applied only to a sub-group of the population, for example eligibility was restricted by age, or the module was asked only in England, the weight for the module is calculated for that sub-group and the sample size, for the weighted data, scaled back to the un-weighted figure.

When conducting statistical significance tests, using weighted data, the un-weighted sample should be used. For tests on the total (module) population the base total shown in the tables should be used. However, if sub-groups of the total (module) population are created, for example sub-groups in terms of sex, age-group, region etc., the base shown is the weighted base for that sub-group - because the weight was generated for the whole (module) population. Therefore, when conducting statistical significance tests on these sub-groups, the un-weighted base for the sub-group should be used - this can be found by running tables, etc. without applying the weight - in conjunction with the weighted data.

2.2. Calculation of the Design Weight

The first stage of the weighting procedure involves producing a design weight that corrects for unequal probability of selection caused by interviewing only one adult per household, or restricting the eligibility of the module to certain types of respondent.

i. Unit of analysis: Household

On occasions, a module may collect information about the household rather than the individual and the appropriate unit of analysis will be the household rather than the individual. For example, the questions might be concerned with details about the accommodation which could be supplied by any adult member of the household. In this case, no design weight is required because the information is collected from every household in the responding sample.

ii. Weight A (wta) - Unit of analysis: Individual

Because only one household member is interviewed, people in households containing few adults have a greater chance of selection than those in households with more. Weight A is applied to correct for this unequal probability, and is calculated by dividing the number of adults in the sampled household by the average number of adults per household. The base is then adjusted back to the number of respondents who were interviewed. Weight A is applied to modules which use the individual adult as the unit of analysis.

iii. Weight C - Unit of analysis: Household (HRP/spouse report only)

Sometimes information about the household is required that can only be supplied reliably by the household reference person or their spouse/partner. The probability that the selected respondent will be eligible for the module will be $2/n$ or $1/n$ (where n is the number of adults in the household): if the Household Reference Person (HRP) is married/cohabiting the probability that the selected respondent will be eligible is $2/n$, if the HRP is not married/cohabiting the probability is $1/n$. The weighting factor corrects for unequal probability of selection and then adjusts the base back to that of the actual number of respondents that complete the module.

2.3 Calibrating the Omnibus Sample to ONS Population Totals

After the initial design weights have been produced, the data is calibrated to ONS population totals. The calibration factors are produced by the GREG method, implemented in GES (software written in SAS). This method is a generalisation of standard post-stratification that produces weights that adjust to more than one margin.

2.4 Derivation of the Final Weights

In the final stage of the weighting procedure, the design weight is multiplied by the calibration factor.

i. indwgt

The final individual weight (indwgt) is the product of indwgtin and the individual calibration factor. indwgtin is a rescaled design weight that is the produce of wta and the population total for adults divided by the number of respondents.

ii. hhwgt

The final household weight (hhwgt) is the product of hhwgtin and the household calibration factor. hhwgtin is a rescaled design weight. Ideally this would be the total number of households in the population divided by the number of responding households in the sample. However the total number of households in the population is not known. The ratio is estimated by dividing the total number of people in the population by the number of people in all the responding households.

The design weights and the final weights are supplied in each survey month.

2.5 Effective Sample Size

This method of sampling and the consequent weighting affect the sampling errors of the survey estimates. The effect can be shown by calculating the Effective Sample Size which gives the size of an equal probability sample which is equivalent in precision to the unequal probability sample actually used. The Effective Sample Size will vary slightly from one month to another with the proportions of interviews in different sized households. On average the Effective Sample Size of the Omnibus Survey is 84% to 86% of the actual sample of individuals, when Weight A is applied. An achieved sample of 1800 individual adults in the Omnibus Survey is equivalent to an equal probability sample of about 1500.

Where individuals are interviewed as representing their households and no weighting is needed, there is no reduction in precision. Where questions relating to the household are addressed only to the Household Reference Person (HRP) or the spouse of the HRP and Weight C is applied, the Effective Sample Size is 86% to 87% of the interviewed sample. The proportion of households in which the selected respondent is the HRP or spouse has varied between 82% and 95% so the sample size for this kind of module will be about 1500 if the total sample is 1800. The Effective Sample Size will be about 1450.

3. Sampling errors

The Omnibus is a sample survey and thus estimates are subject to sampling variability. Sampling variability is dependent on several factors, including the size of the sample, clustering and the effect of weighting on the variable of interest. Standard errors, which give an indication as to the amount that a given estimate deviates from a true population value, are supplied for all variables. The sampling errors are provided on an Excel spreadsheet.

4. Field Work

All interviews are carried out face-to-face by members of the general field force of interviewers trained to carry out National Statistics surveys. Advance letters are sent to all addresses, prior to the interview, giving a brief account of the survey. The interviewing period starts during the last two weeks of the month and continues into the first two weeks of the following month. Interviewers call at all the selected addresses unless a refusal has been made beforehand in response to the advanced letter. The interviewer makes at least three calls at an address at different times of the day and week before coding the household as a non-contact.

As with all National Statistics surveys, a quality check on field work is carried out through recall interviews with a proportion of respondents to make sure that the interviews actually took place with those respondents and that responses to questions are consistent.

5. Calculation of Response Rate

The small users' Postcode Address File includes some business addresses and other addresses, such as new and empty properties, at which no private households are living. The expected proportion of such addresses, which are classified as ineligible, is about 9-10%. They are eliminated from the set sample before response rates are calculated.

5.1 Response Rate for November 2005

The response rate is calculated as the number of achieved interviews as a percentage of the eligible sample. The response rate detailed below is for the entire Omnibus sample and may not reflect the number of cases in your data.

The response rate for November was 63% as shown below:

		%	%
Selected addresses	2014	100	
Ineligible addresses	175	9	
Eligible addresses	1839	91	
<i>Refusals</i>	<i>486</i>		<i>26</i>
<i>Non-Contacts</i>	<i>202</i>		<i>11</i>
<i>Interviews Achieved</i>	1151		63

6. Output contained in the report

6.1 Frequency counts

Frequency counts for the classificatory variables and client questions are provided, showing non-response to individual questions (item non-response).

Item non-response occurs for three reasons:

- a. the respondent was not eligible for the question and they were routed past the question.
- b. the respondent was unable to answer (did not know) the question.
- c. the respondent refused to answer the question.

6.2 Tables

Each table is based on the sample answering both the client question and the relevant classificatory question so both the base and the percentages in the total column may vary slightly from one table to another. Percentages are rounded to the nearest whole number.

Tables based on questions that allow more than one answer to be given (multiple response questions) contain all the responses given by the respondent. The percentages in the table may therefore add up to more than 100% because respondents may give more than one answer.

Some bases within tables are very small. The confidence intervals surrounding percentages calculated on bases of 30 cases or less will be very large and we would advise that such results are reported with a great deal of caution.

6.3 Classificatory variables

The module variable names are related to the program question numbers. Module variables are prefixed with M. The classification variables use names. These follow Social and Vital Statistics Division standards for surveys wherever possible.

Notes on the classificatory variables follow:

Household:

GORA Government Office Regions

- 1 North East
- 2 North West
- 3 Yorkshire and the Humber
- 4 East Midlands
- 5 West Midlands
- 6 East of England
- 7 London
- 8 South East
- 9 South West
- 10 Wales
- 11 Scotland

NUMADULT Total number of adults

NUMCHILD Total number of children

N1TO4 Children 0-4

N5TO10 Children 5-10

N11TO15 Children 11-15

NumDepCh Dependent children (aged under 16 or aged 16 to 18 and in full-time education)

DMHSIZE Total number of people in the household

HHTYPB Household Type B (Coded by interviewer)

- 1 One person only
- 2 HRP married cohabiting with dependent child
- 3 HRP married cohabiting no dependent child
- 4 HRP lone parent with dependent child
- 5 HRP lone parent no dependent child
- 6 All others

HHTYPA Household Type A (Computed)

- 1 1 Adult aged 16 to 64
- 2 1 Adult aged 65 or more
- 3 2 Adults aged 16 to 64
- 4 2 Adults, 1 aged 65 or more
- 5 3 Adults
- 6 1 or 2 child
- 7 3+ children

- HHTYPE Household Type B - grouped
- 1 One person only
 - 2 Married cohabiting with dependent child
 - 3 Married cohabiting no dependent child
 - 4 Lone with dependent child
 - 5 All others

(Code 5 at HHType B, where the HRP is a lone parent with no dependent children, and Code 6 at HHType B, All others, are combined into category 5, All others at HHType.)

- TENGRP Grouped Tenure
- 1 Owns outright
 - 2 Owns mortgage
 - 3 Rents Local Authority/Housing Association
 - 4 Rents privately
 - 5 Squatting

- TEN1 Tenure (questionnaire variable)
- 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 rent free in relative's/friend's property: excluding squatting)
 - 6 Squatting

- TIED Does the accommodation go with the job of anyone in the household?
- 1 Yes
 - 2 No

- LLORD Who is your landlord?
- 1 the local authority/council/New Town Development/Scottish Homes
 - 2 a housing association or co-operative or charitable trust
 - 3 employer (organisation) of a household member
 - 4 another organisation
 - 5 relative/friend (before you lived here) of a household member
 - 6 employer (individual) of a household member
 - 7 another individual private landlord

- FURN Is the accommodation provided:
- 1 furnished
 - 2 partly furnished
 - 3 unfurnished

- CARS Car or van available to household?
- 1 Yes
 - 2 No

NUMCAR How many cars and or vans are available to the household?

CAR Car or van available to the household

- 1 None
- 2 One
- 3 Two
- 4 Three or more

PAIDJOB Number of members of the household who have a paid job?

Individual - demographic

RESPSEX Sex of Respondent

- 1 Male
- 2 Female

RESPAGE Age of Respondent

AGEX Grouped Age

- 1 16 to 24
- 2 25 to 44
- 3 45 to 54
- 4 55 to 64
- 5 65 to 74
- 6 75 and over

AGEH Grouped Age

- 1 16 to 17
- 2 18 to 19
- 3 20 to 24
- 4 25 to 29
- 5 30 to 34
- 6 35 to 39
- 7 40 to 44
- 8 45 to 49
- 9 50 to 54
- 10 55 to 64
- 11 65 to 74
- 12 75 or over

RELHRP Relation to Household Reference Person

- 0 Household Reference Person
- 1 Spouse
- 2 Cohabitee
- 3 Son/daughter
- 4 Step-son daughter
- 5 Foster child
- 6 Son daughter-in-law
- 7 Parent
- 8 Step-parent
- 9 Foster parent
- 10 Parent-in-law
- 11 Brother sister
- 12 Step-brother sister
- 13 Foster brother sister
- 14 Brother sister-in-law
- 15 Grand-child
- 16 Grand-parent
- 17 Other relative
- 18 Other non-relative

- RESPMAR Marital status of respondent (De Jure)
- 1 Single, never married
 - 2 Married living with spouse
 - 3 Married separated from spouse
 - 4 Divorced
 - 5 Widowed
- RESPWITH Living with someone in the household as a couple
- 1 Yes
 - 2 No
- DEFACTO Marital status of respondent (De Facto)
- 1 Married
 - 2 Cohabiting
 - 3 Single
 - 4 Widowed
 - 5 Divorced
 - 6 Separated
 - 7 Same sex cohabiting
- DEFACT1 Grouped marital status of respondent (De Facto)
- 1 Married/cohabiting
 - 2 Single
 - 3 Widowed
 - 4 Divorced/separated
 - 5 Same sex cohabiting
- RESPHLDR In whose name is the accommodation owned or rented
- 1 This person alone
 - 2 This person jointly
 - 3 NOT owner renter
- PARENT Are you or your spouse/partner the parent or guardian of any children aged under 16 in the household?
- 1 Yes
 - 2 No
- PARTOD Can I just check, are you or your spouse/partner the parent or guardian of any child aged 0-4 in the household?
- 1 Yes
 - 2 No

NATION National Identity

- 1 English
- 2 Scottish
- 3 Welsh
- 4 Irish
- 5 British
- 6 Other

ETHNIC Ethnicity

- 1 White British
- 2 Any other White background
- 3 Mixed – White and Black Caribbean
- 4 Mixed – White and Black African
- 5 Mixed – White and Asian
- 6 Any other Mixed background
- 7 Asian or Asian British – Indian
- 8 Asian or Asian British – Pakistani
- 9 Asian or Asian British – Bangladeshi
- 10 Asian or Asian British – Any other Asian background
- 11 Black or Black British – Black Caribbean
- 12 Black or Black British – Black African
- 13 Black or Black British – Any other Black background
- 14 Chinese or other ethnic group – Chinese
- 15 Chinese or other ethnic group – Any other

FULLED Age left FULL TIME education?

LEFTED Age left full time education (grouped)

- 1 Up to 14
- 2 15 to 18
- 3 19 to 25
- 4 Over 25
- 5 Still in education
- 6 No education

HIGHED Highest level of education qualification

- 1 Degree or higher degree
- 2 Higher education qualification below degree level
- 3 A Levels or highers
- 4 ONC/BTEC
- 5 O Level or GCSE equivalent (Grade A – C)
- 6 O Level or GCSE (Grade D – G)
- 7 Other qualifications
- 8 No formal qualifications

HIGHED4 Highest level of education qualification (4 groupings)

- 1 Degree or equivalent
- 2 Below Degree level
- 3 Other *
- 4 None (no formal qualifications)

* The 'other' category includes foreign qualifications (outside U.K) and other qualifications.

QHEALTH1 How is your health in general?

- 1 Very good
- 2 Good
- 3 Fair
- 4 Bad
- 5 Very bad

LSILL Do you have any long-standing illness, disability or infirmity? By long standing I mean anything that has troubled you over a period of time or that is likely to affect you over a period of time?

- 1 Yes
- 2 No

ILLIM Does this illness or disability/do any of these illnesses or disabilities limit your activities in any way?

- 1 Yes
- 2 No

SUMGROSS Annual gross income

- (1) Up to £519
- (2) £520 up to £1039
- (3) £1040 up to £1559
- (4) £1560 up to £2079
- (5) £2080 up to £2599
- (6) £2600 up to £3119
- (7) £3120 up to £3639
- (8) £3640 up to £4159
- (9) £4160 up to £4679
- (10) £4680 up to £5199
- (11) £5200 up to £6239
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- (32) £36400 up to £38999
- (33) £39000 up to £41599
- (34) £41600 up to £44199
- (35) £44200 up to £46799
- (36) £46800 up to £49399
- (37) £49400 up to £51999
- (38) £52000 or more

Individual - Employment related

WRKING Paid work last 7 days ending Sunday

- 1 Yes
- 2 No

SCHEMEET Govt. scheme for employment training

- 1 Yes
- 2 No

JBAWAY Did you have a job or business that you were away from last week?

- 1 Yes
- 2 No

OWNBUS Unpaid work, in that week, for a business that you own?

- 1 Yes
- 2 No

RELBUS Unpaid work, in that week, for a business that a relative owns?

- 1 Yes
- 2 No

LOOKED Looking for work in last 4 weeks?

- 1 Yes
- 2 No
- 3 Waiting to take up new job or business already obtained

STARTJ Able to start work within 2 weeks?

- 1 Yes
- 2 No

YINACT Main reason for not seeking work

- 1 student
- 2 looking after the family/home
- 3 taking a career break
- 4 temporarily sick or injured
- 5 long-term sick/disabled
- 6 retired from paid work
- 7 other reasons

EVERWK Have you ever had a paid job?

- 1 Yes
- 2 No

DVILO3a DV for ILO in employment - 3 categories

- 1 In employment
- 2 Unemployed
- 3 Economically inactive

(In employment includes people in a paid job, away from their job, on a government training scheme, doing unpaid work for their own/relative's business, during the last week)

DVILO4a DV for ILO in employment - 4 categories

- 1 In employment
- 2 Unpaid family worker
- 3 Unemployed
- 4 Economically inactive

FTPTWK Were you working...

- 1 Full-time
- 2 Part-time

PARTHRS Hours for part-time

- 1 10 hours or more
- 2 Less than 10 hours

STAT Employee or self-employed?

- 1 Employee
- 2 Self-employed

SVise Supervisory status

- 1 Yes
- 2 No

SOLO Working on own or have employees?

- 1 On own with partner(s) but no employees
- 2 With employees

EMPNO How many employees at workplace (if employee) ?

- 1 1-24
- 2 25 to 499
- 3 500 or more

SENO How many employees (if self employed) ?

- 1 1-24
- 2 25 to 499
- 3 500 or more

- ES2000 Employment status
- 1 Self-employed : large establishment (25+ employees)
 - 2 Self-employed : small establishment (1-24 employees)
 - 3 Self-employed : no employees
 - 4 Manager : large establishment (25+ employees)
 - 5 Manager : small establishment (1-24 employees)
 - 6 Foreman or supervisor
 - 7 Employee (not elsewhere classified)
 - 8 No employment status info given

NSSECB NS-SECB - long version (Operational categories)

- 1.0 Employers in large organisations
- 2.0 Higher managerial
 - 3.1 Higher professional (traditional) - employees
 - 3.2 Higher professional (new) - employees
 - 3.3 Higher professional (traditional) - self-employed
 - 3.4 Higher professional (new) - self-employed
- 4.1 Lower professional & higher technical (traditional) - employees
- 4.2 Lower professional & higher technical (new) - employees
- 4.3 Lower professional & higher technical (traditional) - self-employed
- 4.4 Lower professional & higher technical (new) - self-employed
- 5.0 Lower managerial
- 6.0 Higher supervisory
 - 7.1 Intermediate clerical and administrative
 - 7.2 Intermediate sales and service
 - 7.3 Intermediate technical and auxiliary
 - 7.4 Intermediate engineering
- 8.1 Employers (small organisations, non-professional)
- 8.2 Employers (small - agriculture)
 - 9.1 Own account workers (non-professional)
 - 9.2 Own account workers (agriculture)
- 10.0 Lower supervisory
 - 11.1 Lower technical craft
 - 11.2 Lower technical process operative
- 12.1 Semi-routine sales
- 12.2 Semi-routine service
- 12.3 Semi-routine technical
- 12.4 Semi-routine operative
- 12.5 Semi-routine agricultural
- 12.6 Semi-routine clerical
- 12.7 Semi-routine childcare
- 13.1 Routine sales and service
- 13.2 Routine production
- 13.3 Routine technical
- 13.4 Routine operative

- 13.5 Routine agricultural
- 14.1 Never worked
- 14.2 Long-term unemployed
- 15.0 Full-time students
- 16.0 Occupations not stated or inadequately described
- 17.0 Not classifiable for other reasons

(Codes 1.0 to 13.5 are assigned to everyone who is currently employed OR who has ever worked – unless they are currently a full-time student. That is – ‘full-time student’ takes precedence over past employment.)

NSSECAC NS-SEC – Analytic classes

- 1.1 Employers in large organisations & higher managerial occupations
- 1.2 Higher professional occupations
- 2.0 Lower professional and higher technical occupations
- 3.0 Intermediate occupations
- 4.0 Small employers and own account workers
- 5.0 Lower supervisory and technical occupations
- 6.0 Semi-routine Occupations
- 7.0 Routine occupations
- 8.0 Not classified

NSECAC5 NS-SEC – 5 classes

- 1 Managerial and professional occupations
- 2 Intermediate occupations
- 3 Small employers and own account workers
- 4 Lower supervisory and technical occupations
- 5 Semi-routine and routine occupations
- 6 Not classified

NSECAC3 NS-SEC – 3 classes

- 1 Managerial and professional occupations
- 2 Intermediate occupations
- 3 Routine and manual occupations
- 4 Never worked and long term unemployed
- 5 Not classified



National Statistics Omnibus Survey - Technical Report November 2005

1. The sample

Interviews are conducted with approximately 1,250 adult individuals (aged 16 or over) in private households in Great Britain each month. The Omnibus Survey uses the Postcode Address File (PAF) of “small users” as its sampling frame. The PAF is known to have higher coverage of private households than any other available frame. A new sample of 67 postal sectors is selected for each month and is stratified by: region; the proportion of households where the household reference person is in the National Statistics Socio-economic Classification (NS-SEC) categories 1 to 3 (i.e. employers in large organisations; higher managerial occupations; and higher professional employees/self-employed); and the proportion of people who are aged over 65. The postal sectors are selected with probability proportionate to size and, within each sector, 30 addresses (delivery points) are selected randomly.

If an address contains more than one household, the interviewer uses a standard ONS procedure to randomly select just one household. Within households with more than one adult member, just one person aged 16 or over is selected with the use of a Kish Grid. The interviewers endeavour to interview that person - proxy interviews are not taken.

2. Weighting the data

Weighting factors are applied to Omnibus data to correct for unequal probability of selection caused by interviewing only one adult per household, or restricting the eligibility of the module to certain types of respondent.

The weighting system also adjusts for some non-response bias by calibrating the Omnibus sample to ONS population totals. Despite the considerable efforts made by interviewers to maximize response rates, approximately 30% of selected individuals decline to take part or cannot be contacted. Differential non-response among key subgroups in the population is especially problematic because it can result in biased estimates being produced.

In order to compensate for differential non-response, the Omnibus sample is divided into weighting classes of age-group by sex and Government Office Region. The number of people belonging to each sub-group in the population is provided by ONS. The weighting ensures that the weighted sample distribution across regions and across age-sex groups matches that in the population.

Consequently, respondents belonging to sub-groups that are prone to high levels of non-response are assigned higher weights. For example, young males living in London have a lower response rate and are therefore assigned higher weights than are males living in other regions.

Grossing up the data by age and sex and by region to ONS population totals will reduce the standard errors of survey estimates if the survey variable is correlated with age, sex and region.

2.1 Using weighted data

Both the design weights and the final weights are re-scaled so that the weighted sample size equals the unweighted size (i.e. the number of responding individuals).

If a module of questions applied only to a sub-group of the population, for example eligibility was restricted by age, or the module was asked only in England, the weight for the module is calculated for that sub-group and the sample size, for the weighted data, scaled back to the un-weighted figure.

When conducting statistical significance tests, using weighted data, the un-weighted sample should be used. For tests on the total (module) population the base total shown in the tables should be used. However, if sub-groups of the total (module) population are created, for example sub-groups in terms of sex, age-group, region etc., the base shown is the weighted base for that sub-group - because the weight was generated for the whole (module) population. Therefore, when conducting statistical significance tests on these sub-groups, the un-weighted base for the sub-group should be used - this can be found by running tables, etc. without applying the weight - in conjunction with the weighted data.

2.2. Calculation of the Design Weight

The first stage of the weighting procedure involves producing a design weight that corrects for unequal probability of selection caused by interviewing only one adult per household, or restricting the eligibility of the module to certain types of respondent.

i. Unit of analysis: Household

On occasions, a module may collect information about the household rather than the individual and the appropriate unit of analysis will be the household rather than the individual. For example, the questions might be concerned with details about the accommodation which could be supplied by any adult member of the household. In this case, no design weight is required because the information is collected from every household in the responding sample.

ii. Weight A (wta) - Unit of analysis: Individual

Because only one household member is interviewed, people in households containing few adults have a greater chance of selection than those in households with more. Weight A is applied to correct for this unequal probability, and is calculated by dividing the number of adults in the sampled household by the average number of adults per household. The base is then adjusted back to the number of respondents who were interviewed. Weight A is applied to modules which use the individual adult as the unit of analysis.

iii. Weight C - Unit of analysis: Household (HRP/spouse report only)

Sometimes information about the household is required that can only be supplied reliably by the household reference person or their spouse/partner. The probability that the selected respondent will be eligible for the module will be $2/n$ or $1/n$ (where n is the number of adults in the household): if the Household Reference Person (HRP) is married/cohabiting the probability that the selected respondent will be eligible is $2/n$, if the HRP is not married/cohabiting the probability is $1/n$. The weighting factor corrects for unequal probability of selection and then adjusts the base back to that of the actual number of respondents that complete the module.

2.3 Calibrating the Omnibus Sample to ONS Population Totals

After the initial design weights have been produced, the data is calibrated to ONS population totals. The calibration factors are produced by the GREG method, implemented in GES (software written in SAS). This method is a generalisation of standard post-stratification that produces weights that adjust to more than one margin.

2.4 Derivation of the Final Weights

In the final stage of the weighting procedure, the design weight is multiplied by the calibration factor.

i. indwgt

The final individual weight (indwgt) is the product of indwgtin and the individual calibration factor. indwgtin is a rescaled design weight that is the produce of wta and the population total for adults divided by the number of respondents.

ii. hhwtg

The final household weight (hhwtg) is the product of hhwtgin and the household calibration factor. hhwtgin is a rescaled design weight. Ideally this would be the total number of households in the population divided by the number of responding households in the sample. However the total number of households in the population is not known. The ratio is estimated by dividing the total number of people in the population by the number of people in all the responding households.

The design weights and the final weights are supplied in each survey month.

2.5 Effective Sample Size

This method of sampling and the consequent weighting affect the sampling errors of the survey estimates. The effect can be shown by calculating the Effective Sample Size which gives the size of an equal probability sample which is equivalent in precision to the unequal probability sample actually used. The Effective Sample Size will vary slightly from one month to another with the proportions of interviews in different sized households. On average the Effective Sample Size of the Omnibus Survey is 84% to 86% of the actual sample of individuals, when Weight A is applied. An achieved sample of 1800 individual adults in the Omnibus Survey is equivalent to an equal probability sample of about 1500.

Where individuals are interviewed as representing their households and no weighting is needed, there is no reduction in precision. Where questions relating to the household are addressed only to the Household Reference Person (HRP) or the spouse of the HRP and Weight C is applied, the Effective Sample Size is 86% to 87% of the interviewed sample. The proportion of households in which the selected respondent is the HRP or spouse has varied between 82% and 95% so the sample size for this kind of module will be about 1500 if the total sample is 1800. The Effective Sample Size will be about 1450.

3. Sampling errors

The Omnibus is a sample survey and thus estimates are subject to sampling variability. Sampling variability is dependent on several factors, including the size of the sample, clustering and the effect of weighting on the variable of interest. Standard errors, which give an indication as to the amount that a given estimate deviates from a true population value, are supplied for all variables. The sampling errors are provided on an Excel spreadsheet.

4. Field Work

All interviews are carried out face-to-face by members of the general field force of interviewers trained to carry out National Statistics surveys. Advance letters are sent to all addresses, prior to the interview, giving a brief account of the survey. The interviewing period starts during the last two weeks of the month and continues into the first two weeks of the following month. Interviewers call at all the selected addresses unless a refusal has been made beforehand in response to the advanced letter. The interviewer makes at least three calls at an address at different times of the day and week before coding the household as a non-contact.

As with all National Statistics surveys, a quality check on field work is carried out through recall interviews with a proportion of respondents to make sure that the interviews actually took place with those respondents and that responses to questions are consistent.

5. Calculation of Response Rate

The small users' Postcode Address File includes some business addresses and other addresses, such as new and empty properties, at which no private households are living. The expected proportion of such addresses, which are classified as ineligible, is about 9-10%. They are eliminated from the set sample before response rates are calculated.

5.1 Response Rate for November 2005

The response rate is calculated as the number of achieved interviews as a percentage of the eligible sample. The response rate detailed below is for the entire Omnibus sample and may not reflect the number of cases in your data.

The response rate for November was 63% as shown below:

		%	%
Selected addresses	2014	100	
Ineligible addresses	175	9	
Eligible addresses	1839	91	
<i>Refusals</i>	<i>486</i>		<i>26</i>
<i>Non-Contacts</i>	<i>202</i>		<i>11</i>
<i>Interviews Achieved</i>	1151		63

6. Output contained in the report

6.1 Frequency counts

Frequency counts for the classificatory variables and client questions are provided, showing non-response to individual questions (item non-response).

Item non-response occurs for three reasons:

- a. the respondent was not eligible for the question and they were routed past the question.
- b. the respondent was unable to answer (did not know) the question.
- c. the respondent refused to answer the question.

6.2 Tables

Each table is based on the sample answering both the client question and the relevant classificatory question so both the base and the percentages in the total column may vary slightly from one table to another. Percentages are rounded to the nearest whole number.

Tables based on questions that allow more than one answer to be given (multiple response questions) contain all the responses given by the respondent. The percentages in the table may therefore add up to more than 100% because respondents may give more than one answer.

Some bases within tables are very small. The confidence intervals surrounding percentages calculated on bases of 30 cases or less will be very large and we would advise that such results are reported with a great deal of caution.

6.3 Classificatory variables

The module variable names are related to the program question numbers. Module variables are prefixed with M. The classification variables use names. These follow Social and Vital Statistics Division standards for surveys wherever possible.

Notes on the classificatory variables follow:

Household:

GORA Government Office Regions

- 1 North East
- 2 North West
- 3 Yorkshire and the Humber
- 4 East Midlands
- 5 West Midlands
- 6 East of England
- 7 London
- 8 South East
- 9 South West
- 10 Wales
- 11 Scotland

NUMADULT Total number of adults

NUMCHILD Total number of children

N1TO4 Children 0-4

N5TO10 Children 5-10

N11TO15 Children 11-15

NumDepCh Dependent children (aged under 16 or aged 16 to 18 and in full-time education)

DMHSIZE Total number of people in the household

HHTYPB Household Type B (Coded by interviewer)

- 1 One person only
- 2 HRP married cohabiting with dependent child
- 3 HRP married cohabiting no dependent child
- 4 HRP lone parent with dependent child
- 5 HRP lone parent no dependent child
- 6 All others

HHTYPA Household Type A (Computed)

- 1 1 Adult aged 16 to 64
- 2 1 Adult aged 65 or more
- 3 2 Adults aged 16 to 64
- 4 2 Adults, 1 aged 65 or more
- 5 3 Adults
- 6 1 or 2 child
- 7 3+ children

- HHTYPE Household Type B - grouped
- 1 One person only
 - 2 Married cohabiting with dependent child
 - 3 Married cohabiting no dependent child
 - 4 Lone with dependent child
 - 5 All others

(Code 5 at HHType B, where the HRP is a lone parent with no dependent children, and Code 6 at HHType B, All others, are combined into category 5, All others at HHType.)

- TENGRP Grouped Tenure
- 1 Owns outright
 - 2 Owns mortgage
 - 3 Rents Local Authority/Housing Association
 - 4 Rents privately
 - 5 Squatting

- TEN1 Tenure (questionnaire variable)
- 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 rent free in relative's/friend's property: excluding squatting)
 - 6 Squatting

- TIED Does the accommodation go with the job of anyone in the household?
- 1 Yes
 - 2 No

- LLORD Who is your landlord?
- 1 the local authority/council/New Town Development/Scottish Homes
 - 2 a housing association or co-operative or charitable trust
 - 3 employer (organisation) of a household member
 - 4 another organisation
 - 5 relative/friend (before you lived here) of a household member
 - 6 employer (individual) of a household member
 - 7 another individual private landlord

- FURN Is the accommodation provided:
- 1 furnished
 - 2 partly furnished
 - 3 unfurnished

- CARS Car or van available to household?
- 1 Yes
 - 2 No

NUMCAR How many cars and or vans are available to the household?

CAR Car or van available to the household

- 1 None
- 2 One
- 3 Two
- 4 Three or more

PAIDJOB Number of members of the household who have a paid job?

Individual - demographic

RESPSEX Sex of Respondent

- 1 Male
- 2 Female

RESPAGE Age of Respondent

AGEX Grouped Age

- 1 16 to 24
- 2 25 to 44
- 3 45 to 54
- 4 55 to 64
- 5 65 to 74
- 6 75 and over

AGEH Grouped Age

- 1 16 to 17
- 2 18 to 19
- 3 20 to 24
- 4 25 to 29
- 5 30 to 34
- 6 35 to 39
- 7 40 to 44
- 8 45 to 49
- 9 50 to 54
- 10 55 to 64
- 11 65 to 74
- 12 75 or over

RELHRP Relation to Household Reference Person

- 0 Household Reference Person
- 1 Spouse
- 2 Cohabitee
- 3 Son/daughter
- 4 Step-son daughter
- 5 Foster child
- 6 Son daughter-in-law
- 7 Parent
- 8 Step-parent
- 9 Foster parent
- 10 Parent-in-law
- 11 Brother sister
- 12 Step-brother sister
- 13 Foster brother sister
- 14 Brother sister-in-law
- 15 Grand-child
- 16 Grand-parent
- 17 Other relative
- 18 Other non-relative

- RESPMAR Marital status of respondent (De Jure)
- 1 Single, never married
 - 2 Married living with spouse
 - 3 Married separated from spouse
 - 4 Divorced
 - 5 Widowed
- RESPWITH Living with someone in the household as a couple
- 1 Yes
 - 2 No
- DEFACTO Marital status of respondent (De Facto)
- 1 Married
 - 2 Cohabiting
 - 3 Single
 - 4 Widowed
 - 5 Divorced
 - 6 Separated
 - 7 Same sex cohabiting
- DEFACT1 Grouped marital status of respondent (De Facto)
- 1 Married/cohabiting
 - 2 Single
 - 3 Widowed
 - 4 Divorced/separated
 - 5 Same sex cohabiting
- RESPHLDR In whose name is the accommodation owned or rented
- 1 This person alone
 - 2 This person jointly
 - 3 NOT owner renter
- PARENT Are you or your spouse/partner the parent or guardian of any children aged under 16 in the household?
- 1 Yes
 - 2 No
- PARTOD Can I just check, are you or your spouse/partner the parent or guardian of any child aged 0-4 in the household?
- 1 Yes
 - 2 No

NATION National Identity

- 1 English
- 2 Scottish
- 3 Welsh
- 4 Irish
- 5 British
- 6 Other

ETHNIC Ethnicity

- 1 White British
- 2 Any other White background
- 3 Mixed – White and Black Caribbean
- 4 Mixed – White and Black African
- 5 Mixed – White and Asian
- 6 Any other Mixed background
- 7 Asian or Asian British – Indian
- 8 Asian or Asian British – Pakistani
- 9 Asian or Asian British – Bangladeshi
- 10 Asian or Asian British – Any other Asian background
- 11 Black or Black British – Black Caribbean
- 12 Black or Black British – Black African
- 13 Black or Black British – Any other Black background
- 14 Chinese or other ethnic group – Chinese
- 15 Chinese or other ethnic group – Any other

FULLED Age left FULL TIME education?

LEFTED Age left full time education (grouped)

- 1 Up to 14
- 2 15 to 18
- 3 19 to 25
- 4 Over 25
- 5 Still in education
- 6 No education

HIGHED Highest level of education qualification

- 1 Degree or higher degree
- 2 Higher education qualification below degree level
- 3 A Levels or highers
- 4 ONC/BTEC
- 5 O Level or GCSE equivalent (Grade A – C)
- 6 O Level or GCSE (Grade D – G)
- 7 Other qualifications
- 8 No formal qualifications

HIGHED4 Highest level of education qualification (4 groupings)

- 1 Degree or equivalent
- 2 Below Degree level
- 3 Other *
- 4 None (no formal qualifications)

* The 'other' category includes foreign qualifications (outside U.K) and other qualifications.

QHEALTH1 How is your health in general?

- 1 Very good
- 2 Good
- 3 Fair
- 4 Bad
- 5 Very bad

LSILL Do you have any long-standing illness, disability or infirmity? By long standing I mean anything that has troubled you over a period of time or that is likely to affect you over a period of time?

- 1 Yes
- 2 No

ILLLIM Does this illness or disability/do any of these illnesses or disabilities limit your activities in any way?

- 1 Yes
- 2 No

SUMGROSS Annual gross income

- (1) Up to £519
- (2) £520 up to £1039
- (3) £1040 up to £1559
- (4) £1560 up to £2079
- (5) £2080 up to £2599
- (6) £2600 up to £3119
- (7) £3120 up to £3639
- (8) £3640 up to £4159
- (9) £4160 up to £4679
- (10) £4680 up to £5199
- (11) £5200 up to £6239
- (12) £6240 up to £7279
- (13) £7280 up to £8319
- (14) £8320 up to £9359
- (15) £9360 up to £10399
- (16) £10400 up to £11439

- (17) £11440 up to £12479
- (18) £12480 up to £13519
- (19) £13520 up to £14559
- (20) £14560 up to £15599
- (21) £15600 up to £16639
- (22) £16640 up to £17679
- (23) £17680 up to £18719
- (24) £18720 up to £10759
- (25) £19760 up to £20799
- (26) £20800 up to £23399
- (27) £23400 up to £25999
- (28) £26000 up to £28599
- (29) £28600 up to £31199
- (30) £31200 up to £33799
- (31) £33800 up to £36399
- (32) £36400 up to £38999
- (33) £39000 up to £41599
- (34) £41600 up to £44199
- (35) £44200 up to £46799
- (36) £46800 up to £49399
- (37) £49400 up to £51999
- (38) £52000 or more

Individual - Employment related

WRKING Paid work last 7 days ending Sunday

- 1 Yes
- 2 No

SCHEMEET Govt. scheme for employment training

- 1 Yes
- 2 No

JBAWAY Did you have a job or business that you were away from last week?

- 1 Yes
- 2 No

OWNBUS Unpaid work, in that week, for a business that you own?

- 1 Yes
- 2 No

RELBUS Unpaid work, in that week, for a business that a relative owns?

- 1 Yes
- 2 No

LOOKED Looking for work in last 4 weeks?

- 1 Yes
- 2 No
- 3 Waiting to take up new job or business already obtained

STARTJ Able to start work within 2 weeks?

- 1 Yes
- 2 No

YINACT Main reason for not seeking work

- 1 student
- 2 looking after the family/home
- 3 taking a career break
- 4 temporarily sick or injured
- 5 long-term sick/disabled
- 6 retired from paid work
- 7 other reasons

EVERWK Have you ever had a paid job?

- 1 Yes
- 2 No

DVILO3a DV for ILO in employment - 3 categories

- 1 In employment
- 2 Unemployed
- 3 Economically inactive

(In employment includes people in a paid job, away from their job, on a government training scheme, doing unpaid work for their own/relative's business, during the last week)

DVILO4a DV for ILO in employment - 4 categories

- 1 In employment
- 2 Unpaid family worker
- 3 Unemployed
- 4 Economically inactive

FTPTWK Were you working...

- 1 Full-time
- 2 Part-time

PARTHRS Hours for part-time

- 1 10 hours or more
- 2 Less than 10 hours

STAT Employee or self-employed?

- 1 Employee
- 2 Self-employed

SVise Supervisory status

- 1 Yes
- 2 No

SOLO Working on own or have employees?

- 1 On own with partner(s) but no employees
- 2 With employees

EMPNO How many employees at workplace (if employee) ?

- 1 1-24
- 2 25 to 499
- 3 500 or more

SENO How many employees (if self employed) ?

- 1 1-24
- 2 25 to 499
- 3 500 or more

- ES2000 Employment status
- 1 Self-employed : large establishment (25+ employees)
 - 2 Self-employed : small establishment (1-24 employees)
 - 3 Self-employed : no employees
 - 4 Manager : large establishment (25+ employees)
 - 5 Manager : small establishment (1-24 employees)
 - 6 Foreman or supervisor
 - 7 Employee (not elsewhere classified)
 - 8 No employment status info given

NSSECB NS-SECB - long version (Operational categories)

- 1.0 Employers in large organisations
- 2.0 Higher managerial
 - 3.1 Higher professional (traditional) - employees
 - 3.2 Higher professional (new) - employees
 - 3.3 Higher professional (traditional) - self-employed
 - 3.4 Higher professional (new) - self-employed
- 4.1 Lower professional & higher technical (traditional) - employees
- 4.2 Lower professional & higher technical (new) - employees
- 4.3 Lower professional & higher technical (traditional) - self-employed
- 4.4 Lower professional & higher technical (new) - self-employed
- 5.0 Lower managerial
- 6.0 Higher supervisory
 - 7.1 Intermediate clerical and administrative
 - 7.2 Intermediate sales and service
 - 7.3 Intermediate technical and auxiliary
 - 7.4 Intermediate engineering
- 8.1 Employers (small organisations, non-professional)
- 8.2 Employers (small - agriculture)
 - 9.1 Own account workers (non-professional)
 - 9.2 Own account workers (agriculture)
- 10.0 Lower supervisory
 - 11.1 Lower technical craft
 - 11.2 Lower technical process operative
- 12.1 Semi-routine sales
- 12.2 Semi-routine service
- 12.3 Semi-routine technical
- 12.4 Semi-routine operative
- 12.5 Semi-routine agricultural
- 12.6 Semi-routine clerical
- 12.7 Semi-routine childcare
- 13.1 Routine sales and service
- 13.2 Routine production
- 13.3 Routine technical
- 13.4 Routine operative

- 13.5 Routine agricultural
- 14.1 Never worked
- 14.2 Long-term unemployed
- 15.0 Full-time students
- 16.0 Occupations not stated or inadequately described
- 17.0 Not classifiable for other reasons

(Codes 1.0 to 13.5 are assigned to everyone who is currently employed OR who has ever worked – unless they are currently a full-time student. That is – ‘full-time student’ takes precedence over past employment.)

NSSECAC NS-SEC – Analytic classes

- 1.1 Employers in large organisations & higher managerial occupations
- 1.2 Higher professional occupations
- 2.0 Lower professional and higher technical occupations
- 3.0 Intermediate occupations
- 4.0 Small employers and own account workers
- 5.0 Lower supervisory and technical occupations
- 6.0 Semi-routine Occupations
- 7.0 Routine occupations
- 8.0 Not classified

NSECAC5 NS-SEC – 5 classes

- 1 Managerial and professional occupations
- 2 Intermediate occupations
- 3 Small employers and own account workers
- 4 Lower supervisory and technical occupations
- 5 Semi-routine and routine occupations
- 6 Not classified

NSECAC3 NS-SEC – 3 classes

- 1 Managerial and professional occupations
- 2 Intermediate occupations
- 3 Routine and manual occupations
- 4 Never worked and long term unemployed
- 5 Not classified

National Statistics Omnibus Survey

(OVσ)

MODULE INSTRUCTIONS

February 2005

Cycle 02/05

Module	Title	Addressed to whom	Estimated Average duration
M287	Time Use diaries *	All	12 minutes

Time allowances (based on a full quota of 30 addresses)

The Omnibus Survey runs to a tight timetable. The individual times given above for individual modules are intended as a rough guide. You should run through the questionnaire using training cases before starting fieldwork, and this may give you a clearer idea of the overall average length of interviews. Remember to also make allowance for introductions and conclusions after interview.

If you experience difficulties with the times allowed, contact the Field Office without delay.

*You should claim the actual time spent **up to** these maxima.*

- **8 days (48 hours)** in England, Scotland and Wales within sampled area – excludes travel time to area.
- Up to 2½ hours to read 2003-04 Annual Instructions. (*Only may be claimed once on your first Omnibus quota in the survey year April to March.*)
- Up to 1½ hours to read these monthly instructions and work through training cases.
- Up to 2 hours to prepare for your quota.

* *Special booklets for use with this module.*

Client: ONS

Target Group: All

Opinion Questions: None

Interviewer instructions for Omnibus Time Use module M287 Feb 2005

The Time Use module is administered at the end of the Omnibus questionnaire. Please read this section of the instructions very carefully as there is a lot of important detail.

1. Background and purpose of the Time Use module

Time, and how we choose to spend it, is one of the main factors shaping our lives. The way in which we use time has important implications for public policy affecting for example employment, childcare, the labour market, health, provision of culture, education and transport. The results of this module will help inform a range government departments including:

- Employment & Education policy e.g.:
 - Time spent on household chores, caring for own children etc
 - Total time and patterns of paid work (less and less people work 9 – 5 and we want to see how people fit various work patterns into their lives)
 - Time spent on voluntary work
 - Gender differences in responsibility for domestic tasks and child care
- Health Policy e.g.:
 - Physical activity – to inform policy work on obesity and health in general
 - Child and adult care
 - Work/leisure balance
- Culture policy e.g.:
 - To identify who uses various facilities or participates in certain activities such as: arts, sports, libraries, museums, TV, cinema, sightseeing
- Travel policy e.g.:
 - When, how and why people travel, to help inform transport policy

2. Summary of the diary

The aim of this diary is to record how respondents spend their time throughout a specified 24-hour day. The diary is filled in by you, recording what respondents say they did. We would prefer the diary to be administered by you rather than completed by respondents.

Respondents who are keen to complete the diary themselves should be allowed to do so, but you will need to check that it is being filled in correctly.

- The day for which activities are to be recorded will be up to 3 days before the day of the interview. The program on your laptop will tell you which day is the correct day to ask the respondent about. For this to work properly, you need to have entered the date of the interview correctly at the start of the interview.

- The diary is broken down into 10-minute periods. We would like respondents to say what they were doing in every 10-minute part of the day, with no gaps.
- Any activity that lasted 5 minutes or longer is to be recorded.
- Activities need to be categorised to one of 30 codes.
- The amount of time spent is indicated in the diary by drawing Xs, joined by a horizontal line, opposite the appropriate code, in the time of day the activity occurred. (This is explained more fully later).
- If respondents were doing more than one thing at a time (for example watching television and eating a meal, or reading while on the train), we want to know what they were doing in addition to the main activity. These additional activities are referred to as **secondary activities**.
- For every activity record in code 31 at the bottom of the diary whether the activity took place at Home (including in the garden) or Elsewhere.

3. Administering the Time Use module

When you get to the 'Time Use Module' which is the last in the interview, follow the instructions on the screen on the laptop, which are as follows:

"Now administer the time use diary module:

1. Stick the serial number sticker for this respondent on the front page of the diary.
 2. Fill in the details on the front page of the diary.
 3. Introduce and administer diary, as per instructions and model introduction on page 3 of diary.
- Please don't stick the label in the box on the top right hand corner until you are in the respondent's home.
 - Please don't proceed to the next screen until the diary has been completed. We are measuring the time the diary takes to complete by noting how long you stay at this screen.

If possible, sit next to the respondent so they can see the diary as it is filled in, as this may help them to understand what is needed of them. You could, perhaps, ask at the end of the Omnibus questionnaire if there is somewhere suitable to sit together, such as at a table. If this is not possible, you could give respondents a blank diary to look at.

3.1 Which day?

The time use diary is to be completed at the end of the Omnibus interview. It must not be left and completed at a later time as this would affect results.

In order that time use is recorded evenly across the seven days of the week over the survey as a whole, the program will tell you which day activities should be recorded for.

The day for which activities are to be recorded (starting at 4am that day through to 4am the following morning) will be up to 3 days prior to the interview.

If respondents feel their day was unimportant or uninteresting, reassure them that everyone is of equal interest and importance. If they feel the diary day was not typical for them in any way, reassure them that it doesn't matter - due to the random selection of the day, for someone else the day could be atypical in the opposite way. You should not change the reference day to suit

the respondent's idea of a 'typical' day or because the respondent feels they can remember another day more accurately.

3.2 Introducing the diary to the respondent

Page 3 of the diary contains a model of how to explain the diary. It includes the key points to mention, in a logical order. Introduce the respondent to the diary booklet and the activity showcard (C287), and go through the example diary entry, on page 2. It is positioned in the diary so you can refer to it as you are talking.

The diary can be complicated to fill in, so it is essential that you familiarise yourself with the explanation and example before your first interview.

3.3 Activity categories

The diary has 12 groups of activities, broken down into 30 activity categories (see page 2 of the diary). You must familiarise yourself with these before interviewing respondents, so you can record activities without taking a long time to categorise them and locate the correct code. Give the respondent show card C287 which lists the activity groups and categories. Respondents should describe their activities in their own words. The card is for prompting and for them to look at if you need to discuss which category an activity should be coded under. The final decision on coding is yours, however, and should be based on these instructions and those in the diary itself.

Included with your materials for this month are examples of the kinds of activities included under each code. It would be a good idea to have this with you during the interview so that you can resolve any questions about which code should be used. We would also recommend that you read through this list before beginning fieldwork.

3.4 How to fill in the diary

The diary is in booklet form. The inner pages, on which time use is recorded, are half the normal width, so that the activity categories and codes on page 2 can always be seen on the left, and further notes about specific categories on page 11 can always be seen on the right. The half-width pages consist of three spreads of 8 hours each. The time of day is shown across the top, the activity codes are listed down the side. The diary starts at 4am on the diary day and ends at 4am the following morning. There is an example page in the diary, with some notes for you to refer to when introducing the diary to the respondent (N.B. the example starts at 6am, not 4am). The example page shows the way in which the diary should be filled in.

- Activities lasting for 5 to 10 minutes should be marked with an X in the appropriate space. Put the X in the space between the vertical lines, not on the line. This shows that the activity was done during that 10-minute period, e.g. between 4.00 and 4.10, rather than at a single point in time e.g. at 4.00.
- Activities lasting more than 10 minutes should be recorded by drawing an X at the first and last 10 minute spaces in which the activity took place, joined by a continuous line (see the example page in the diary).
- Record a secondary activity in the same way as a main activity but using a blocked-in circle ● instead of X. A secondary activity occurs when the respondent is doing 2 things at the same time.
- Use a pencil rather than a pen, as this will allow you to erase any mistakes. Using a ruler or other straight edge may help.

Take care to follow the activity rows across the page, and the time columns down the page (there are different line styles for the hourly, half hourly and other 10 minute intervals).

3.5 Questions and probes

- Use open questions to find out what the respondent was doing. Start by asking “What were you doing at 4 am [yesterday morning or on (diary day) morning]?”.
- Use other probes to determine the length of time the activity lasted, such as “How long did you do that for?”, or “How long did that last?”, or “When did you stop?”.
- Move the respondent on to the next activity by asking “What did you do next/after that?”. After a while he or she is likely to learn the routine and fewer probes will be needed. However, it’s important that respondents don’t go too fast - slow them down if necessary, check you’re getting the start and end times and that no times or activities are being missed. Probe this if necessary.
- If respondents do not mention any secondary activities, probe at intervals to find out if they had been doing anything else at the same time as the activities they have been telling you about. Do not probe too often, so as not to interrupt the respondent’s flow. Suitable intervals might be every few hours of the day, at a significant change of activity or location, such as when respondents say they left home, or went to bed.
- Allow respondents time to think, and do not ask leading questions or assume you know what they were doing at any time (e.g. that during a lunch break at work the respondent had a meal – they might have done something else for all or part of that time).
- Try to deter people from talking about what they might describe as their ‘usual’ or ‘normal’ day – we want to know specifically about the selected day. Though routine may sometimes be a useful way for respondents to remember their activity, do check to see whether or not it was in any way different that day, e.g. did the journey to work take longer than usual.
- For all activities throughout the day record in code 31 whether the activity was at Home or Elsewhere.

3.6 Deciding which category an activity should be coded under

Generally the interviewer has the final say as to what category an activity should be coded under. However some respondents may have difficulty deciding between what is a sport and what is a hobby, particularly for activities like dancing, skating, playing darts etc. Please get respondents to choose which category to place these activities under. (See section 3.10 onwards about coding activities)

3.7 Secondary activities

- The respondent should decide which is their main and which is their secondary activity.
- Only one secondary activity should be coded. If a respondent does three or more things at once, record the main activity and the secondary activity that the respondent considers the more important.

The length of time spent on a secondary activity may be different from the length of time spent on the main activity. An activity may switch from being the main to the secondary, or vice versa, if the respondent starts, or stops, doing something else midway through.

3.8 Determining the degree of involvement for an activity to be recorded

For some activity categories the degree of the respondent’s involvement determines how the activity should be recorded. Only ‘active time’ should be counted (bearing in mind the rule that

only activities of 5 minutes or longer are recorded). For example, preparation of a meal might take an hour from start to finish, but for 40 minutes of that time the food is left cooking in the oven, without being attended to, apart from occasional checks, while the respondent does something else not related to food preparation. That 40 minutes should not be coded as food preparation, but as whatever it was the respondent was actively doing. Similarly, for washing clothes, only the active time putting the clothes in the washing machine and setting it going at the beginning, and taking the clothes out at the end of the cycle should be recorded, not the time between.

Caring for or helping children and adults: the guidance about the active/passive level of involvement is slightly different – see under 3.10 below.

3.9 Multiple/non-specific activities

- Respondents may say they were doing nothing specific, or were ‘pottering’ or ‘faffing’ around, doing a number of things at once or in a short time. Probe what the respondent was actually doing throughout this time, how long each activity took, whether they were done consecutively or simultaneously, and then decide how to record this time, bearing in mind the ‘5 minute rule’ and the guidance on prioritising main and secondary activities at 3.7 above.
- If the respondent did a series of activities within a 10-minute period (not simultaneously), code that which took most time (even if none lasted 5 minutes).
- If the respondent says ‘doing nothing’, probe to see if they were actually doing something that can be coded e.g. resting, watching TV, reading etc.

3.10 Notes about specific activities and activity codes

- There are notes and instructions about certain activities on page 11 of the diary. Please familiarise yourself with them before administering your first diary, and refer to them when filling in the diary. The notes are in the same numbered rows as the activity codes to which they refer.
- Attached to these instructions is a list giving examples of the types of activities to be recorded in each code. This list does not cover every possibility.

The following instructions about specific activities add to those notes.

Travelling (code 10)

- There are two additional things we need to know about travelling, at subquestions 10a and 10b. They are indicated by writing the appropriate letter (as highlighted and underlined below) in the diary grid:
 - At 10a: how the respondent travelled – by **C**ar/van, **W**alk/jog, **P**edal bicycle, **B**us/coach, **T**rain/underground, or **O**ther.
 - At 10b: the purpose of the journey - whether it was purely to **E**scort someone - a journey that the respondent would not otherwise make (e.g. taking a child to school, giving a friend a lift to the train station) or **J**ust walk/drive/cycle (e.g. a run in the car or a walk purely for enjoyment), or for **P**aid work, or for **S**hopping or any **O**ther reason.
 - The letters should be recorded in the same way as the Xs for main activities, e.g. in row 10a, a single **W** for a walk of 5 to 10 minutes, two **C**s joined by a line for a car journey of 30 minutes; in row 10b, two **S**s joined by a line to indicate that the purpose was ‘Shopping’.

Work for job (code 11)

- Include all paid work and overtime (whether paid or unpaid). If work is done at home code location as H at code 31.
- Include all jobs.
- Job seeking activities should be included here.
- Unpaid work which is not voluntary work (code 14) or caring (codes 15-18) should be coded as Other (Code 33) with a note to specify what it is (for example unpaid work in a family business).

Activities to be recorded during work time

- Secondary activities do not need to be recorded for the time when the respondent is at work (code 11), with the following exceptions:
- Travel during work time (e.g. to a business meeting, or for a builder, plumber etc going on a call) should be recorded as a secondary activity. If travelling is the main job (e.g. bus driver, delivery person), record as work only - do not record travel as secondary activity.
- During lunch or other formal breaks, main activities and any secondary activities should be recorded.

Education (codes 12 and 13)

- 'Formal education' means studies at secondary and tertiary education institutions as part of the formal education system, including general and vocational training.
- 'Recreational courses and study' covers all other courses and informal study activities or self-improvement.
- Both categories would include the respective course attendance and related work (e.g. at home, in the library).
- Courses or training attended in the course of work should be coded as paid work.

Caring for or helping children or adults (codes 15-18)

- 'Active' childcare and care for adults, where the respondent is actually doing something for the child or adult, will probably be reported by the respondent.
- 'Passive' care, such as keeping an eye on children or listening out for an elderly person, may be missed, as respondents may not feel that they are actually doing anything for someone. We therefore want the respondent to be prompted as to whether they were passively caring so that this can be recorded as a secondary activity.
- If respondents are caring at the same time as another activity, they should be asked to say which they consider to be their main activity - whether it is, for example, cooking or ironing, or care.
- Care may also be a secondary activity when it takes place out of the house e.g. when a parent goes shopping and takes a young child, that child is still being looking after.
- Childcare, when a secondary activity, takes precedence over any other secondary activity. E.g. if someone is washing up while listening to the radio and caring for a child, washing up is the main activity and caring must be the secondary activity. Listening to the radio would not be recorded.

Shopping (code 19)

- Includes activities like picking up a video from the video hire, or a take away.

- As well as visits to shops, the bank, the post office etc shopping also includes these activities when done at home or elsewhere, e.g. internet shopping, phone banking, mail order shopping, paying utility bills.

Watching TV and videos/DVDs, listening to radio or music (code 20)

- Only code as a main activity if any one of these is the only activity being done at the time. For example if the radio is on while the respondent is ironing, the main activity should be 'Washing, ironing or mending clothes etc', with listening to the radio as a secondary activity.

'Dual nature' activities

A secondary activity will generally be a different, separate activity being done at the same time as a main activity. However, for the purpose of this survey, certain individual activities have a 'dual' nature and we want them recorded as both a main and secondary activity. These are:

- Jogging: main activity is exercise (code 22) and secondary is travel (code 10, with 10a coded as walking);
- Dog walking: main activity is pet care (code 8) and secondary would be travel (walking);
- Using a computer or accessing the internet (code 29) would be a secondary activity and the main activity would be what respondents were using the internet or computer for (e.g. playing games (hobbies and other leisure activities, code 28) or emailing a friend (contact with friends or family by telephone, email or letter, code 25).

Going to the pub

- There is no specific code for going to the pub, so respondents should decide why in their opinion they were there: e.g. being with friends (code 24) or to eat or drink (code 4) or for another reason e.g. to play pool, fruit machines, participate in a quiz (code 22 or 28).
- They should also decide if being there counts as one activity or more than one and, if more than one (e.g. being with friends and drinking), which was the main and which the secondary.

Code 30 'Other'

- Only use Code 30 as a last resort - you and the respondent should try to fit all activities into codes 1-29 if possible.
- If an activity cannot be placed in one of the pre-coded activities, it should be coded as Code 30 and a description written in beneath.
- If the respondent feels something is too private to record, enter it as 'Other', code 30, and write 'personal' in the space beneath.

Code 31 'Location'

- This code is very important as it adds a lot of information to put the respondents activities in perspective.
- As each activity is recorded make sure the location is also entered in the diary. It is unlikely the location will change every time there is a change in activity. If the location does change from home to elsewhere or from elsewhere to home there should be an entry in the travel code 10. During travelling record location as Elsewhere.

3.11 Final probes

There are a number of final probes and checks to be done at the end of the diary, on page 10. These are intended to double check that nothing has been forgotten about, and to find out about

activities that are commonly omitted, or are of special interest to users, or where additional information is required. Please tick the boxes when you have asked or checked each probe. Also check that you have included all mealtimes and travelling time.

3.12 If the diary is completed by the respondent

It will be quicker if you complete the diary, however, in the rare instance of a respondent wanting to complete the diary, it would be best to sit with and assist them as they do it. When they have finished the diary, check that all time has been accounted for. If it seems as if very few activities are recorded, or no secondary activities, please probe or check with the respondent. Please do the final probes and checks on page 10 of the diary. Finally, make a note on the front that the respondent completed the diary.

3.13 If you need to start again

If you make a mistake that can't be changed and you have to start over with a new diary, it is important that you record the ID number on the front of the new diary, as we will not be supplying extra ID stickers.

4. Practice diary

After reading these instructions and familiarising yourself with the diary and showcard (C287), we would strongly recommend that you complete a practice diary – with yourself as respondent, or another member of your household.

MintCom

PLEASE BE SURE TO COMPLETE THESE INTERVIEWER FEEDBACK QUESTIONS AS YOUR OPINIONS ARE VALUED.

However, you need not write the same thing in the MintCom section for every serial number. Writing in just one of the MintCom blocks for any serial number will be sufficient.

Feedback on module 287 - Time use (ONS).

Feedback on module 327 - Sunsmart (Department of Public Health, UCL).

Feedback on module 368 – HRT (NHS)

Feedback on module 367 – Non-drivers (DfT)

National Statistics Omnibus Survey

(OVσ)

MODULE INSTRUCTIONS

June 2005

Cycle 05/06

Module	Title	Addressed to whom	Estimated Average duration
M287	Time use diaries*	All	15 minutes

Time allowances (based on a full quota of 30 addresses)

The Omnibus Survey runs to a tight timetable. The individual times given above for individual modules are intended as a rough guide. You should run through the questionnaire using training cases before starting fieldwork, and this may give you a clearer idea of the overall average length of interviews. Remember to also make allowance for introductions and conclusions after interview.

If you experience difficulties with the times allowed, contact the Field Office without delay.

*You should claim the actual time spent **up to** these maxima.*

- 8 days (48 hours) England, Scotland and Wales within sampled area – excludes travel time to area.
- Up to 3 hours to read 2005-6 Annual Instructions. (*Only may be claimed once on your first Omnibus quota in the survey year April to March.*)
- Up to 1½ hours to read these monthly instructions and work through training cases.
- Up to 2 hours to prepare for your quota.

* *Special booklets for use with this module.*

Client: ONS

Target Group: All

Opinion Questions: None

Interviewer instructions for Omnibus Time Use module M287 Jun 2005

The Time Use module is administered at the end of the Omnibus questionnaire. Please read this section of the instructions very carefully as there is a lot of important detail.

1. Background and purpose of the Time Use module

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- The respondent should decide which is their main and which is their secondary activity.
- Only one secondary activity should be coded. If a respondent does three or more things at once, record the main activity and the secondary activity that the respondent considers the more important.

The length of time spent on a secondary activity may be different from the length of time spent on the main activity. An activity may switch from being the main to the secondary, or vice versa, if the respondent starts, or stops, doing something else midway through.

3.8 Determining the degree of involvement for an activity to be recorded

For some activity categories the degree of the respondent's involvement determines how the activity should be recorded. Only 'active time' should be counted (bearing in mind the rule that only activities of 5 minutes or longer are recorded). For example, preparation of a meal might take an hour from start to finish, but for 40 minutes of that time the food is left cooking in the oven, without being attended to, apart from occasional checks, while the respondent does something else not related to food preparation. That 40 minutes should not be coded as food preparation, but as whatever it was the respondent was actively doing. Similarly, for washing clothes, only the active time putting the clothes in the washing machine and setting it going at the beginning, and taking the clothes out at the end of the cycle should be recorded, not the time between.

Caring for or helping children and adults: the guidance about the active/passive level of involvement is slightly different – see under 3.10 below.

3.9 Multiple/non-specific activities

- Respondents may say they were doing nothing specific, or were 'pottering' or 'faffing' around, doing a number of things at once or in a short time. Probe what the respondent was actually doing throughout this time, how long each activity took, whether they were done consecutively or simultaneously, and then decide how to record this time, bearing in mind the '5 minute rule' and the guidance on prioritising main and secondary activities at 3.7 above.
- If the respondent did a series of activities within a 10-minute period (not simultaneously), code that which took most time (even if none lasted 5 minutes).
- If the respondent says 'doing nothing', probe to see if they were actually doing something that can be coded e.g. resting, watching TV, reading etc.

3.10 Notes about specific activities and activity codes

- There are notes and instructions about certain activities on page 11 of the diary. Please familiarise yourself with them before administering your first diary, and refer to them when filling in the diary. The notes are in the same numbered rows as the activity codes to which they refer.
- Attached to these instructions is a list giving examples of the types of activities to be recorded in each code. This list does not cover every possibility.

The following instructions about specific activities add to those notes.

Travelling (code 10)

- There are two additional things we need to know about travelling, at subquestions 10a and 10b. They are indicated by writing the appropriate letter (as highlighted and underlined below) in the diary grid:
 - At 10a: how the respondent travelled – by Car/van, Walk/jog, Pedal bicycle, Bus/coach, Train/underground, or Other.
 - At 10b: the purpose of the journey - whether it was purely to Escort someone - a journey that the respondent would not otherwise make (e.g. taking a child to school, giving a

friend a lift to the train station) or **J**ust walk/drive/cycle (e.g. a run in the car or a walk purely for enjoyment), or for **P**aid work, or for **S**hopping or any **O**ther reason.

- The letters should be recorded in the same way as the Xs for main activities, e.g. in row 10a, a single **W** for a walk of 5 to 10 minutes, two **Cs** joined by a line for a car journey of 30 minutes; in row 10b, two **Ss** joined by a line to indicate that the purpose was 'Shopping'.

Work for job (code 11)

- Include all paid work and overtime (whether paid or unpaid). If work is done at home code location as H at code 31.
- Include all jobs.
- Job seeking activities should be included here.
- Unpaid work which is not voluntary work (code 14) or caring (codes 15-18) should be coded as Other (Code 33) with a note to specify what it is (for example unpaid work in a family business).

Activities to be recorded during work time

- Secondary activities do not need to be recorded for the time when the respondent is at work (code 11), with the following exceptions:
- Travel during work time (e.g. to a business meeting, or for a builder, plumber etc going on a call) should be recorded as a secondary activity. If travelling is the main job (e.g. bus driver, delivery person), record as work only - do not record travel as secondary activity.
- During lunch or other formal breaks, main activities and any secondary activities should be recorded.

Education (codes 12 and 13)

- 'Formal education' means studies at secondary and tertiary education institutions as part of the formal education system, including general and vocational training.
- 'Recreational courses and study' covers all other courses and informal study activities or self-improvement.
- Both categories would include the respective course attendance and related work (e.g. at home, in the library).
- Courses or training attended in the course of work should be coded as paid work.

Caring for or helping children or adults (codes 15-18)

- 'Active' childcare and care for adults, where the respondent is actually doing something for the child or adult, will probably be reported by the respondent.
- 'Passive' care, such as keeping an eye on children or listening out for an elderly person, may be missed, as respondents may not feel that they are actually doing anything for someone. We therefore want the respondent to be prompted as to whether they were passively caring so that this can be recorded as a secondary activity.
- If respondents are caring at the same time as another activity, they should be asked to say which they consider to be their main activity - whether it is, for example, cooking or ironing, or care.
- Care may also be a secondary activity when it takes place out of the house e.g. when a parent goes shopping and takes a young child, that child is still being looking after.

- Childcare, when a secondary activity, takes precedence over any other secondary activity. E.g. if someone is washing up while listening to the radio and caring for a child, washing up is the main activity and caring must be the secondary activity. Listening to the radio would not be recorded.

Shopping (code 19)

- Includes activities like picking up a video from the video hire, or a take away.
- As well as visits to shops, the bank, the post office etc shopping also includes these activities when done at home or elsewhere, e.g. internet shopping, phone banking, mail order shopping, paying utility bills.

Watching TV and videos/DVDs, listening to radio or music (code 20)

- Only code as a main activity if any one of these is the only activity being done at the time. For example if the radio is on while the respondent is ironing, the main activity should be 'Washing, ironing or mending clothes etc', with listening to the radio as a secondary activity.

'Dual nature' activities

A secondary activity will generally be a different, separate activity being done at the same time as a main activity. However, for the purpose of this survey, certain individual activities have a 'dual' nature and we want them recorded as both a main and secondary activity. These are:

- Jogging: main activity is exercise (code 22) and secondary is travel (code 10, with 10a coded as walking);
- Dog walking: main activity is pet care (code 8) and secondary would be travel (walking);
- Using a computer or accessing the internet (code 29) would be a secondary activity and the main activity would be what respondents were using the internet or computer for (e.g. playing games (hobbies and other leisure activities, code 28) or emailing a friend (contact with friends or family by telephone, email or letter, code 25).

Going to the pub

- There is no specific code for going to the pub, so respondents should decide why in their opinion they were there: e.g. being with friends (code 24) or to eat or drink (code 4) or for another reason e.g. to play pool, fruit machines, participate in a quiz (code 22 or 28).
- They should also decide if being there counts as one activity or more than one and, if more than one (e.g. being with friends and drinking), which was the main and which the secondary.

Code 30 'Other'

- Only use Code 30 as a last resort - you and the respondent should try to fit all activities into codes 1-29 if possible.
- If an activity cannot be placed in one of the pre-coded activities, it should be coded as Code 30 and a description written in beneath.
- If the respondent feels something is too private to record, enter it as 'Other', code 30, and write 'personal' in the space beneath.

Code 31 'Location'

- This code is very important as it adds a lot of information to put the respondents activities in perspective.

- As each activity is recorded make sure the location is also entered in the diary. It is unlikely the location will change every time there is a change in activity. If the location does change from home to elsewhere or from elsewhere to home there should be an entry in the travel code 10. During travelling record location as Elsewhere.

3.11 Final probes

There are a number of final probes and checks to be done at the end of the diary, on page 10. These are intended to double check that nothing has been forgotten about, and to find out about activities that are commonly omitted, or are of special interest to users, or where additional information is required. Please tick the boxes when you have asked or checked each probe. Also check that you have included all mealtimes and travelling time.

3.12 If the diary is completed by the respondent

It will be quicker if you complete the diary, however, in the rare instance of a respondent wanting to complete the diary, it would be best to sit with and assist them as they do it. When they have finished the diary, check that all time has been accounted for. If it seems as if very few activities are recorded, or no secondary activities, please probe or check with the respondent. Please do the final probes and checks on page 10 of the diary. Finally, make a note on the front that the respondent completed the diary.

3.13 If you need to start again

If you make a mistake that can't be changed and you have to start over with a new diary, it is important that you record the ID number on the front of the new diary, as we will not be supplying extra ID stickers.

4. Practice diary

After reading these instructions and familiarising yourself with the diary and showcard (C287), we would strongly recommend that you complete a practice diary – with yourself as respondent, or another member of your household.

National Statistics Omnibus Survey

(OVS)

MODULE INSTRUCTIONS

September 2005

Cycle 05/09

Module	Title	Addressed to whom	Estimated Average duration
M287	Time use diaries*	All	15 minutes

Time allowances (based on a full quota of 30 addresses)

The Omnibus Survey runs to a tight timetable. The individual times given above for individual modules are intended as a rough guide. You should run through the questionnaire using training cases before starting fieldwork, and this may give you a clearer idea of the overall average length of interviews. Remember to also make allowance for introductions and conclusions after interview.

If you experience difficulties with the times allowed, contact the Field Office without delay.

You should claim the *actual* time spent **up to** these maxima.

- 7 days (42 hours) England, Scotland and Wales within sampled area – excludes travel time to area.
- Up to 3 hours to read 2005-6 Annual Instructions. (*Only may be claimed once on your first Omnibus quota in the survey year April to March.*)
- Up to 1½ hours to read these monthly instructions and work through training cases.
- Up to 2 hours to prepare for your quota.

Time Use diaries

M287

Client: ONS

Target Group: All

Opinion Questions: None

Interviewer instructions for Omnibus Time Use module M287 September 2005

The Time Use module is administered at the end of the Omnibus questionnaire. Please read this section of the instructions very carefully as there is a lot of important detail.

1. Background and purpose of the Time Use module

Time, and how we choose to spend it, is one of the main factors shaping our lives. The way in which we use time has important implications for public policy affecting for example

employment, childcare, the labour market, health, provision of culture, education and transport. The results of this module will help inform a range government departments including:

- Employment & Education policy e.g.:
 - Time spent on household chores, caring for own children etc
 - Total time and patterns of paid work (Fewer people work 9 – 5 and we want to see how people fit various work patterns into their lives)
 - Time spent on voluntary work
 - Gender differences in responsibility for domestic tasks and child care
- Health Policy e.g.:
 - Physical activity – to inform policy work on obesity and health in general
 - Child and adult care
 - Work/leisure balance
- Culture policy e.g.:
 - To identify who uses various facilities or participates in certain activities such as: arts, sports, libraries, museums, TV, cinema, sightseeing
- Travel policy e.g.:
 - When, how and why people travel, to help inform transport policy

2. Summary of the diary

The aim of this diary is to record how respondents spend their time throughout a specified 24-hour day. The diary is filled in by you, recording what respondents say they did. We would prefer the diary to be administered by you rather than completed by respondents.

Respondents who are keen to complete the diary themselves should be allowed to do so, but you will need to check that it is being filled in correctly.

- The day for which activities are to be recorded will be up to 3 days before the day of the interview. The program on your laptop will tell you which day is the correct day to ask the respondent about. For this to work properly, you need to have entered the date of the interview correctly at the start of the interview.
- The diary is broken down into 10-minute periods. We would like respondents to say what they were doing in every 10-minute part of the day, with no gaps.
- Any activity that lasted 5 minutes or longer is to be recorded, if several activities take place in any 10 minute time slot the longest should be recorded (see note 3.9) the next longest may be coded as a secondary activity, if there is not already a secondary activity.
- Activities need to be categorised to one of 30 codes.
- The amount of time spent is indicated in the diary by drawing Xs, joined by a horizontal line, opposite the appropriate code, in the time of day the activity occurred. (This is explained more fully later).
- If respondents were doing more than one thing at a time (for example watching television and eating a meal, or reading while on the train), we want to know what they were doing in addition to the main activity. These additional activities are referred to as **secondary activities**.
- For every activity record in code 31 at the bottom of the diary whether the activity took place at Home (including in the garden) or Elsewhere. As for activities use Hs joined by a horizontal line to show the time spent at home. Similarly use E's joined by a line to show time away from home.

3. Administering the Time Use module

When you get to the 'Time Use Module' which is the last in the interview, follow the instructions on the screen on the laptop, which are as follows:

"Now administer the time use diary module:

1. Stick the serial number sticker for this respondent on the front page of the diary.
 2. Fill in the details on the front page of the diary.
 3. Introduce and administer diary, as per instructions and model introduction on page 3 of diary.
- Please don't stick the label in the box on the top right hand corner until you are in the respondent's home.
 - Please don't proceed to the next screen until the diary has been completed. We are measuring the time the diary takes to complete by noting how long you stay at this screen.

If possible, sit next to the respondent so they can see the diary as it is filled in, as this may help them to understand what is needed of them. You could, perhaps, ask at the end of the Omnibus questionnaire if there is somewhere suitable to sit together, such as at a table. If this is not possible, you could give respondents a blank diary to look at.

3.1 Which day?

The time use diary is to be completed at the end of the Omnibus interview. It must not be left and completed at a later time as this would affect results.

In order that time use is recorded evenly across the seven days of the week over the survey as a whole, the program will tell you which day activities should be recorded for.

The day for which activities are to be recorded (starting at 4am that day through to 4am the following morning) will be up to 3 days prior to the interview.

If respondents feel their day was unimportant or uninteresting, reassure them that everyone is of equal interest and importance. If they feel the diary day was not typical for them in any way, reassure them that it doesn't matter - due to the random selection of the day, for someone else the day could be atypical in the opposite way. You should not change the reference day to suit the respondent's idea of a 'typical' day or because the respondent feels they can remember another day more accurately.

3.2 Introducing the diary to the respondent

Page 3 of the diary contains a model of how to explain the diary. It includes the key points to mention, in a logical order. Introduce the respondent to the diary booklet and the activity showcard (C287), and go through the example diary entry, on page 2. It is positioned in the diary so you can refer to it as you are talking.

The diary can be complicated to fill in, so it is essential that you familiarise yourself with the explanation and example before your first interview.

3.3 Activity categories

The diary has 12 groups of activities, broken down into 30 activity categories (see page 2 of the diary). You must familiarise yourself with these before interviewing respondents, so you can record activities without taking a long time to categorise them and locate the correct code. Give the respondent show card C287 which lists the activity groups and categories. Respondents should describe their activities in their own words. The card is for prompting and for them to look at if you need to discuss which category an activity should be coded under. The final decision on coding is yours, however, and should be based on these instructions and those in the diary itself.

Included with your materials for this month are examples of the kinds of activities included under each code. It would be a good idea to have this with you during the interview so that you can resolve any questions about which code should be used. We would also recommend that you read through this list before beginning fieldwork.

3.4 How to fill in the diary

The diary is in booklet form. The inner pages, on which time use is recorded, are half the normal width, so that the activity categories and codes on page 2 can always be seen on the left, and further notes about specific categories on page 11 can always be seen on the right. The half-width pages consist of three spreads of 8 hours each. The time of day is shown across the top, the activity codes are listed down the side. The diary starts at 4am on the diary day and ends at 4am the following morning. There is an example page in the diary, with some notes for you to refer to when introducing the diary to the respondent (N.B. the example starts at 6am, not 4am). The example page shows the way in which the diary should be filled in.

- Activities lasting for 5 to 10 minutes should be marked with an X in the appropriate space. Put the X in the space between the vertical lines, not on the line. This shows that the activity was done during that 10-minute period, e.g. between 4.00 and 4.10, rather than at a single point in time e.g. at 4.00.
- Activities lasting more than 10 minutes should be recorded by drawing an X at the first and last 10 minute spaces in which the activity took place, joined by a continuous line (see the example page in the diary).
- Record a secondary activity in the same way as a main activity but using a blocked-in circle ● instead of X. A secondary activity occurs when the respondent is doing 2 things at the same time.
- Location is recorded in the same way using H or E to mark the start and finish of being at home or elsewhere.
- Use a pencil rather than a pen, as this will allow you to erase any mistakes. Using a ruler or other straight edge may help.

Take care to follow the activity rows across the page, and the time columns down the page (there are different line styles for the hourly, half hourly and other 10 minute intervals).

3.5 Questions and probes

- Use open questions to find out what the respondent was doing. Start by asking “What were you doing at 4 am [yesterday morning or on (diary day) morning]?”.
- Use other probes to determine the length of time the activity lasted, such as “How long did you do that for?”, or “How long did that last?”, or “When did you stop?”.

- Move the respondent on to the next activity by asking “What did you do next/after that?”. After a while he or she is likely to learn the routine and fewer probes will be needed. However, it’s important that respondents don’t go too fast - slow them down if necessary, check you’re getting the start and end times and that no times or activities are being missed. Probe this if necessary.
- If respondents do not mention any secondary activities, probe at intervals to find out if they had been doing anything else at the same time as the activities they have been telling you about. Do not probe too often, so as not to interrupt the respondent’s flow. Suitable intervals might be every few hours of the day, at a significant change of activity or location, such as when respondents say they left home, or went to bed.
- Allow respondents time to think, and do not ask leading questions or assume you know what they were doing at any time (e.g. that during a lunch break at work the respondent had a meal – they might have done something else for all or part of that time).
- Try to deter people from talking about what they might describe as their ‘usual’ or ‘normal’ day – we want to know specifically about the selected day. Though routine may sometimes be a useful way for respondents to remember their activity, do check to see whether or not it was in any way different that day, e.g. did the journey to work take longer than usual.
- For all activities throughout the day record in code 31 whether the activity was at Home or Elsewhere.

3.6 Deciding which category an activity should be coded under

Generally the interviewer has the final say as to what category an activity should be coded under. However some respondents may have difficulty deciding between what is a sport and what is a hobby, particularly for activities like dancing, skating, playing darts etc. Please get respondents to choose which category to place these activities under. (See section 3.10 onwards about coding activities)

3.7 Secondary activities

- The respondent should decide which is their main and which is their secondary activity.
- Only one secondary activity should be coded. If a respondent does three or more things at once, record the main activity and the secondary activity that the respondent considers the more important.

The length of time spent on a secondary activity may be different from the length of time spent on the main activity. An activity may switch from being the main to the secondary, or vice versa, if the respondent starts, or stops, doing something else midway through.

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the beginning, and taking the clothes out at the end of the cycle should be recorded, not the time between.

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 - At 10b: the purpose of the journey - whether it was purely to Escort someone - a journey that the respondent would not otherwise make (e.g. taking a child to school, giving a friend a lift to the train station) or Just walk/drive/cycle (e.g. a run in the car or a walk purely for enjoyment), or for Paid work, or for Shopping or any Other reason.
 - The letters should be recorded in the same way as the Xs for main activities, e.g. in row 10a, a single **W** for a walk of 5 to 10 minutes, two **Cs** joined by a line for a car journey of 30 minutes; in row 10b, two **Ss** joined by a line to indicate that the purpose was ‘Shopping’.

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- As well as visits to shops, the bank, the post office etc shopping also includes these activities when done at home or elsewhere, e.g. internet shopping, phone banking, mail order shopping, paying utility bills.

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3.13 If you need to start again

If you make a mistake that can't be changed and you have to start over with a new diary, it is important that you record the ID number on the front of the new diary, as we will not be supplying extra ID stickers.

4. Practice diary

After reading these instructions and familiarising yourself with the diary and showcard (C287), we would strongly recommend that you complete a practice diary – with yourself as respondent, or another member of your household.

National Statistics Omnibus Survey

(OVσ)

MODULE INSTRUCTIONS

November 2005

Cycle 05/11

Module	Title	Addressed to whom	Estimated Average duration
M287	Time use diaries	All	15 minutes

Time allowances (based on a full quota of 30 addresses)

The Omnibus Survey runs to a tight timetable. The individual times given above for individual modules are intended as a rough guide. You should run through the questionnaire using training cases before starting fieldwork, and this may give you a clearer idea of the overall average length of interviews. Remember to also make allowance for introductions and conclusions after interview.

If you experience difficulties with the times allowed, contact the Field Office without delay.

*You should claim the actual time spent **up to** these maxima.*

- 8 days (48 hours) England, Scotland and Wales within sampled area – excludes travel time to area.
- Up to 3 hours to read 2005-6 Annual Instructions. (*Only may be claimed once on your first Omnibus quota in the survey year April to March.*)
- Up to 1½ hours to read these monthly instructions and work through training cases.
- Up to 2 hours to prepare for your quota.

Time Use diaries

M287

Client: ONS

Target Group: All

Opinion Questions: None

Interviewer instructions for Omnibus Time Use module M287 September 2005

The Time Use module is administered at the end of the Omnibus questionnaire. Please read this section of the instructions very carefully as there is a lot of important detail.

1. Background and purpose of the Time Use module

Time, and how we choose to spend it, is one of the main factors shaping our lives. The way in which we use time has important implications for public policy affecting for example employment, childcare, the labour market, health, provision of culture, education and transport. The results of this module will help inform a range government departments including:

- Employment & Education policy e.g.:
 - Time spent on household chores, caring for own children etc
 - Total time and patterns of paid work (Fewer people work 9 – 5 and we want to see how people fit various work patterns into their lives)
 - Time spent on voluntary work
 - Gender differences in responsibility for domestic tasks and child care
- Health Policy e.g.:
 - Physical activity – to inform policy work on obesity and health in general
 - Child and adult care
 - Work/leisure balance
- Culture policy e.g.:
 - To identify who uses various facilities or participates in certain activities such as: arts, sports, libraries, museums, TV, cinema, sightseeing
- Travel policy e.g.:
 - When, how and why people travel, to help inform transport policy

2. Summary of the diary

The aim of this diary is to record how respondents spend their time throughout a specified 24-hour day. The diary is filled in by you, recording what respondents say they did. We would prefer the diary to be administered by you rather than completed by respondents.

Respondents who are keen to complete the diary themselves should be allowed to do so, but you will need to check that it is being filled in correctly.

- The day for which activities are to be recorded will be up to 3 days before the day of the interview. The program on your laptop will tell you which day is the correct day to ask the respondent about. For this to work properly, you need to have entered the date of the interview correctly at the start of the interview.
- The diary is broken down into 10-minute periods. We would like respondents to say what they were doing in every 10-minute part of the day, with no gaps.
- Any activity that lasted 5 minutes or longer is to be recorded, if several activities take place in any 10 minute time slot the longest should be recorded (see note 3.9) the next longest may be coded as a secondary activity, if there is not already a secondary activity.
- Activities need to be categorised to one of 30 codes.
- The amount of time spent is indicated in the diary by drawing Xs, joined by a horizontal line, opposite the appropriate code, in the time of day the activity occurred. (This is explained more fully later).
- If respondents were doing more than one thing at a time (for example watching television and eating a meal, or reading while on the train), we want to know what they were doing in

addition to the main activity. These additional activities are referred to as **secondary activities**.

- For every activity record in code 31 at the bottom of the diary whether the activity took place at Home (including in the garden) or Elsewhere. As for activities use Hs joined by a horizontal line to show the time spent at home. Similarly use E's joined by a line to show time away from home.

3. Administering the Time Use module

When you get to the 'Time Use Module' which is the last in the interview, follow the instructions on the screen on the laptop, which are as follows:

"Now administer the time use diary module:

1. Stick the serial number sticker for this respondent on the front page of the diary.
 2. Fill in the details on the front page of the diary.
 3. Introduce and administer diary, as per instructions and model introduction on page 3 of diary.
- Please don't stick the label in the box on the top right hand corner until you are in the respondent's home.
 - Please don't proceed to the next screen until the diary has been completed. We are measuring the time the diary takes to complete by noting how long you stay at this screen.

If possible, sit next to the respondent so they can see the diary as it is filled in, as this may help them to understand what is needed of them. You could, perhaps, ask at the end of the Omnibus questionnaire if there is somewhere suitable to sit together, such as at a table. If this is not possible, you could give respondents a blank diary to look at.

3.1 Which day?

The time use diary is to be completed at the end of the Omnibus interview. It must not be left and completed at a later time as this would affect results.

In order that time use is recorded evenly across the seven days of the week over the survey as a whole, the program will tell you which day activities should be recorded for.

The day for which activities are to be recorded (starting at 4am that day through to 4am the following morning) will be up to 3 days prior to the interview.

If respondents feel their day was unimportant or uninteresting, reassure them that everyone is of equal interest and importance. If they feel the diary day was not typical for them in any way, reassure them that it doesn't matter - due to the random selection of the day, for someone else the day could be atypical in the opposite way. You should not change the reference day to suit the respondent's idea of a 'typical' day or because the respondent feels they can remember another day more accurately.

3.2 Introducing the diary to the respondent

Page 3 of the diary contains a model of how to explain the diary. It includes the key points to mention, in a logical order. Introduce the respondent to the diary booklet and the activity showcard (C287), and go through the example diary entry, on page 2. It is positioned in the diary so you can refer to it as you are talking.

The diary can be complicated to fill in, so it is essential that you familiarise yourself with the explanation and example before your first interview.

3.3 Activity categories

The diary has 12 groups of activities, broken down into 30 activity categories (see page 2 of the diary). You must familiarise yourself with these before interviewing respondents, so you can record activities without taking a long time to categorise them and locate the correct code. Give the respondent show card C287 which lists the activity groups and categories. Respondents should describe their activities in their own words. The card is for prompting and for them to look at if you need to discuss which category an activity should be coded under. The final decision on coding is yours, however, and should be based on these instructions and those in the diary itself.

Included with your materials for this month are examples of the kinds of activities included under each code. It would be a good idea to have this with you during the interview so that you can resolve any questions about which code should be used. We would also recommend that you read through this list before beginning fieldwork.

3.4 How to fill in the diary

The diary is in booklet form. The inner pages, on which time use is recorded, are half the normal width, so that the activity categories and codes on page 2 can always be seen on the left, and further notes about specific categories on page 11 can always be seen on the right. The half-width pages consist of three spreads of 8 hours each. The time of day is shown across the top, the activity codes are listed down the side. The diary starts at 4am on the diary day and ends at 4am the following morning. There is an example page in the diary, with some notes for you to refer to when introducing the diary to the respondent (N.B. the example starts at 6am, not 4am). The example page shows the way in which the diary should be filled in.

- Activities lasting for 5 to 10 minutes should be marked with an X in the appropriate space. Put the X in the space between the vertical lines, not on the line. This shows that the activity was done during that 10-minute period, e.g. between 4.00 and 4.10, rather than at a single point in time e.g. at 4.00.
- Activities lasting more than 10 minutes should be recorded by drawing an X at the first and last 10 minute spaces in which the activity took place, joined by a continuous line (see the example page in the diary).
- Record a secondary activity in the same way as a main activity but using a blocked-in circle ● instead of X. A secondary activity occurs when the respondent is doing 2 things at the same time.
- Location is recorded in the same way using H or E to mark the start and finish of being at home or elsewhere.
- Use a pencil rather than a pen, as this will allow you to erase any mistakes. Using a ruler or other straight edge may help.

Take care to follow the activity rows across the page, and the time columns down the page (there are different line styles for the hourly, half hourly and other 10 minute intervals).

3.5 Questions and probes

- Use open questions to find out what the respondent was doing. Start by asking “What were you doing at 4 am [yesterday morning or on (diary day) morning]?”.
- Use other probes to determine the length of time the activity lasted, such as “How long did you do that for?”, or “How long did that last?”, or “When did you stop?”.
- Move the respondent on to the next activity by asking “What did you do next/after that?”. After a while he or she is likely to learn the routine and fewer probes will be needed. However, it’s important that respondents don’t go too fast - slow them down if necessary, check you’re getting the start and end times and that no times or activities are being missed. Probe this if necessary.
- If respondents do not mention any secondary activities, probe at intervals to find out if they had been doing anything else at the same time as the activities they have been telling you about. Do not probe too often, so as not to interrupt the respondent’s flow. Suitable intervals might be every few hours of the day, at a significant change of activity or location, such as when respondents say they left home, or went to bed.
- Allow respondents time to think, and do not ask leading questions or assume you know what they were doing at any time (e.g. that during a lunch break at work the respondent had a meal – they might have done something else for all or part of that time).
- Try to deter people from talking about what they might describe as their ‘usual’ or ‘normal’ day – we want to know specifically about the selected day. Though routine may sometimes be a useful way for respondents to remember their activity, do check to see whether or not it was in any way different that day, e.g. did the journey to work take longer than usual.
- For all activities throughout the day record in code 31 whether the activity was at Home or Elsewhere.

3.6 Deciding which category an activity should be coded under

Generally the interviewer has the final say as to what category an activity should be coded under. However some respondents may have difficulty deciding between what is a sport and what is a hobby, particularly for activities like dancing, skating, playing darts etc. Please get respondents to choose which category to place these activities under. (See section 3.10 onwards about coding activities)

3.7 Secondary activities

- The respondent should decide which is their main and which is their secondary activity.
- Only one secondary activity should be coded. If a respondent does three or more things at once, record the main activity and the secondary activity that the respondent considers the more important.

The length of time spent on a secondary activity may be different from the length of time spent on the main activity. An activity may switch from being the main to the secondary, or vice versa, if the respondent starts, or stops, doing something else midway through.

3.8 Determining the degree of involvement for an activity to be recorded

For some activity categories the degree of the respondent’s involvement determines how the activity should be recorded. Only ‘active time’ should be counted (bearing in mind the rule that only activities of 5 minutes or longer are recorded). For example, preparation of a meal might take an hour from start to finish, but for 40 minutes of that time the food is left cooking in the

oven, without being attended to, apart from occasional checks, while the respondent does something else not related to food preparation. That 40 minutes should not be coded as food preparation, but as whatever it was the respondent was actively doing. Similarly, for washing clothes, only the active time putting the clothes in the washing machine and setting it going at the beginning, and taking the clothes out at the end of the cycle should be recorded, not the time between.

Caring for or helping children and adults: the guidance about the active/passive level of involvement is slightly different – see under 3.10 below.

3.9 Multiple/non-specific activities

- Respondents may say they were doing nothing specific, or were ‘pottering’ or ‘faffing’ around, doing a number of things at once or in a short time. Probe what the respondent was actually doing throughout this time, how long each activity took, whether they were done consecutively or simultaneously, and then decide how to record this time, bearing in mind the ‘5 minute rule’ and the guidance on prioritising main and secondary activities at 3.7 above.
- If the respondent did a series of activities within a 10-minute period (not simultaneously), code that which took most time (even if none lasted 5 minutes).
- If the respondent says ‘doing nothing’, probe to see if they were actually doing something that can be coded e.g. resting, watching TV, reading etc.

3.10 Notes about specific activities and activity codes

- There are notes and instructions about certain activities on page 11 of the diary. Please familiarise yourself with them before administering your first diary, and refer to them when filling in the diary. The notes are in the same numbered rows as the activity codes to which they refer.
- Attached to these instructions is a list giving examples of the types of activities to be recorded in each code. This list does not cover every possibility.

The following instructions about specific activities add to those notes.

Travelling (code 10)

- There are two additional things we need to know about travelling, at subquestions 10a and 10b. They are indicated by writing the appropriate letter (as highlighted and underlined below) in the diary grid:
 - At 10a: how the respondent travelled – by Car/van, Walk/jog, Pedal bicycle, Bus/coach, Train/underground, or Other.
 - At 10b: the purpose of the journey - whether it was purely to Escort someone - a journey that the respondent would not otherwise make (e.g. taking a child to school, giving a

friend a lift to the train station) or **J**ust walk/drive/cycle (e.g. a run in the car or a walk purely for enjoyment), or for **P**aid work, or for **S**hopping or any **O**ther reason.

- The letters should be recorded in the same way as the Xs for main activities, e.g. in row 10a, a single **W** for a walk of 5 to 10 minutes, two **Cs** joined by a line for a car journey of 30 minutes; in row 10b, two **Ss** joined by a line to indicate that the purpose was 'Shopping'.

Work for job (code 11)

- Include all paid work and overtime (whether paid or unpaid). If work is done at home code location as H at code 31.
- Include all jobs.
- Job seeking activities should be included here.
- Unpaid work which is not voluntary work (code 14) or caring (codes 15-18) should be coded as Other (Code 33) with a note to specify what it is (for example unpaid work in a family business).

Activities to be recorded during work time

- Secondary activities do not need to be recorded for the time when the respondent is at work (code 11), with the following exceptions:
- Travel during work time (e.g. to a business meeting, or for a builder, plumber etc going on a call) should be recorded as a secondary activity. If travelling is the main job (e.g. bus driver, delivery person), record as work only - do not record travel as secondary activity.
- During lunch or other formal breaks, main activities and any secondary activities should be recorded.

Education (codes 12 and 13)

- 'Formal education' means studies at secondary and tertiary education institutions as part of the formal education system, including general and vocational training.
- 'Recreational courses and study' covers all other courses and informal study activities or self-improvement.
- Both categories would include the respective course attendance and related work (e.g. at home, in the library).
- Courses or training attended in the course of work should be coded as paid work.

Caring for or helping children or adults (codes 15-18)

- 'Active' childcare and care for adults, where the respondent is actually doing something for the child or adult, will probably be reported by the respondent.
- 'Passive' care, such as keeping an eye on children or listening out for an elderly person, may be missed, as respondents may not feel that they are actually doing anything for someone. We therefore want the respondent to be prompted as to whether they were passively caring so that this can be recorded as a secondary activity.
- If respondents are caring at the same time as another activity, they should be asked to say which they consider to be their main activity - whether it is, for example, cooking or ironing, or care.
- Care may also be a secondary activity when it takes place out of the house e.g. when a parent goes shopping and takes a young child, that child is still being looking after.

- Childcare, when a secondary activity, takes precedence over any other secondary activity. E.g. if someone is washing up while listening to the radio and caring for a child, washing up is the main activity and caring must be the secondary activity. Listening to the radio would not be recorded.

Shopping (code 19)

- Includes activities like picking up a video from the video hire, or a take away.
- As well as visits to shops, the bank, the post office etc shopping also includes these activities when done at home or elsewhere, e.g. internet shopping, phone banking, mail order shopping, paying utility bills.

Watching TV and videos/DVDs, listening to radio or music (code 20)

- Only code as a main activity if any one of these is the only activity being done at the time. For example if the radio is on while the respondent is ironing, the main activity should be 'Washing, ironing or mending clothes etc', with listening to the radio as a secondary activity.

'Dual nature' activities

A secondary activity will generally be a different, separate activity being done at the same time as a main activity. However, for the purpose of this survey, certain individual activities have a 'dual' nature and we want them recorded as both a main and secondary activity. These are:

- Jogging: main activity is exercise (code 22) and secondary is travel (code 10, with 10a coded as walking);
- Dog walking: main activity is pet care (code 8) and secondary would be travel (walking);
- Using a computer or accessing the internet (code 29) would be a secondary activity and the main activity would be what respondents were using the internet or computer for (e.g. playing games (hobbies and other leisure activities, code 28) or emailing a friend (contact with friends or family by telephone, email or letter, code 25)).

Going to the pub

- There is no specific code for going to the pub, so respondents should decide why in their opinion they were there: e.g. being with friends (code 24) or to eat or drink (code 4) or for another reason e.g. to play pool, fruit machines, participate in a quiz (code 22 or 28).
- They should also decide if being there counts as one activity or more than one and, if more than one (e.g. being with friends and drinking), which was the main and which the secondary.

Code 30 'Other'

- Only use Code 30 as a last resort - you and the respondent should try to fit all activities into codes 1-29 if possible.
- If an activity cannot be placed in one of the pre-coded activities, it should be coded as Code 30 and a description written in beneath.
- If the respondent feels something is too private to record, enter it as 'Other', code 30, and write 'personal' in the space beneath.

Code 31 'Location'

- This code is very important as it adds a lot of information to put the respondents activities in perspective.

- As each activity is recorded make sure the location is also entered in the diary. It is unlikely the location will change every time there is a change in activity. If the location does change from home to elsewhere or from elsewhere to home there should be an entry in the travel code 10. During travelling record location as Elsewhere.

3.11 Final probes

There are a number of final probes and checks to be done at the end of the diary, on page 10. These are intended to double check that nothing has been forgotten about, and to find out about activities that are commonly omitted, or are of special interest to users, or where additional information is required. Please tick the boxes when you have asked or checked each probe. Also check that you have included all mealtimes and travelling time.

3.12 If the diary is completed by the respondent

It will be quicker if you complete the diary, however, in the rare instance of a respondent wanting to complete the diary, it would be best to sit with and assist them as they do it. When they have finished the diary, check that all time has been accounted for. If it seems as if very few activities are recorded, or no secondary activities, please probe or check with the respondent. Please do the final probes and checks on page 10 of the diary. Finally, make a note on the front that the respondent completed the diary.

3.13 If you need to start again

If you make a mistake that can't be changed and you have to start over with a new diary, it is important that you record the ID number on the front of the new diary, as we will not be supplying extra ID stickers.

4. Practice diary

After reading these instructions and familiarising yourself with the diary and showcard (C287), we would strongly recommend that you complete a practice diary – with yourself as respondent, or another member of your household.

Time Use Survey Documentation (M287)

Time Use.M287

COMPUTE ALWAYS:

AutoWDay := QSignIn.StartDat.WEEKDAY

COMPUTE IF: AutoWDay = 1

Today := 'Sunday.'

COMPUTE IF: AutoWDay = 2

Today := 'Monday.'

COMPUTE IF: AutoWDay = 3

Today := 'Tuesday.'

COMPUTE IF: AutoWDay = 4

Today := 'Wednesday.'

COMPUTE IF: AutoWDay = 5

Today := 'Thursday.'

COMPUTE IF: AutoWDay = 6

Today := 'Friday.'

COMPUTE IF: AutoWDay = 7

Today := 'Saturday.'

COMPUTE IF: (AutoWDay = 2) AND (QID.Address < 18)

DiaryDay := 6

COMPUTE IF: (AutoWDay = 2) AND (QID.Address > 17)

DiaryDay := 7

COMPUTE IF: (AutoWDay = 2) AND (DiaryDay = 6)

Txtlast := 'last '

COMPUTE IF: (AutoWDay = 3) AND (QID.Address < 23)

DiaryDay := 1

*COMPUTE IF: (AutoWDay = 3) AND (((QID.Address = 23) OR (QID.Address = 24))
OR (QID.Address = 25)) OR (QID.Address = 26))*

DiaryDay := 7

COMPUTE IF: (AutoWDay = 3) AND (((QID.Address = 27) OR (QID.Address = 28))
OR (QID.Address = 29)) OR (QID.Address = 30))

DiaryDay := 2

COMPUTE IF: (DiaryDay = 7) AND (AutoWDay = 3)

Txtlast := 'last '

COMPUTE IF: (AutoWDay = 4) AND (QID.Address < 15)

DiaryDay := 3

COMPUTE IF: (AutoWDay = 4) AND (QID.Address > 14)

DiaryDay := 2

COMPUTE IF: (AutoWDay = 5) AND (QID.Address < 24)

DiaryDay := 4

COMPUTE IF: (AutoWDay = 5) AND (QID.Address > 23)

DiaryDay := 3

COMPUTE IF: ((AutoWDay = 6) OR (AutoWDay = 7)) OR (AutoWDay = 1)

DiaryDay := 5

COMPUTE IF: (AutoWDay = 1) AND (DiaryDay = 5)

Txtlast := 'last '

COMPUTE IF: DiaryDay = 1

DayName := 'Sunday'

COMPUTE IF: DiaryDay = 2

DayName := 'Monday'

COMPUTE IF: DiaryDay = 3

DayName := 'Tuesday'

COMPUTE IF: DiaryDay = 4

DayName := 'Wednesday'

COMPUTE IF: DiaryDay = 5

DayName := 'Thursday'

COMPUTE IF: DiaryDay = 6

DayName := 'Friday'

COMPUTE IF: DiaryDay = 7

DayName := 'Saturday'

COMPUTE IF: NOT (DiaryDay = 7)

DayName := 'XXX'

COMPUTE IF: (AutoWDay = 1) AND (DiaryDay = 7)

Yesterday := ' (yesterday) '

COMPUTE IF: (AutoWDay = 1) AND (DiaryDay = 6)

Yesterday := ' (the day before yesterday) '

COMPUTE IF: (AutoWDay = 2) AND (DiaryDay = 1)

Yesterday := ' (yesterday) '

COMPUTE IF: (AutoWDay = 2) AND (DiaryDay = 7)

Yesterday := ' (the day before yesterday) '

COMPUTE IF: (AutoWDay = 3) AND (DiaryDay = 2)

Yesterday := ' (yesterday) '

COMPUTE IF: (AutoWDay = 3) AND (DiaryDay = 1)

Yesterday := ' (the day before yesterday) '

COMPUTE IF: (AutoWDay = 4) AND (DiaryDay = 3)

Yesterday := ' (yesterday) '

COMPUTE IF: (AutoWDay = 4) AND (DiaryDay = 2)

Yesterday := ' (the day before yesterday) '

COMPUTE IF: (AutoWDay = 5) AND (DiaryDay = 4)

Yesterday := ' (yesterday) '

COMPUTE IF: (AutoWDay = 5) AND (DiaryDay = 3)

Yesterday := ' (the day before yesterday) '

COMPUTE IF: (AutoWDay = 6) AND (DiaryDay = 5)

Yesterday := ' (yesterday) '

COMPUTE IF: (AutoWDay = 6) AND (DiaryDay = 4)

Yesterday := ' (the day before yesterday) '

COMPUTE IF: (AutoWDay = 7) AND (DiaryDay = 6)

Yesterday := ' (yesterday) '

COMPUTE IF: (AutoWDay = 7) AND (DiaryDay = 5)

Yesterday := ' (the day before yesterday) '

ASK ALWAYS :

M287_day

TIME USE DIARY

Now administer the Time Use Diary.

1. Stick the serial number sticker for this respondent on the front page of the diary.
2. Fill in the details on the front page of the diary.
3. Introduce and administer diary, as per instructions and model introduction on page 3 of the diary.

According to the date you entered at the beginning of the interview, today is ^Today You should be asking about ^TxtLast^DayName^yesterday.

Do NOT proceed to the next screen until you have filled in the whole diary with the respondent. We are using the program to measure how long the diary takes to complete. When you have finished the diary, please press 1 to continue.

(1) Continue Press <1> to continue

ASK ALWAYS :

M287chk

Just checking, have you finished the diary? Please do not proceed further until the diary has been completed.

Please remember to fill in any comments about this module in the comments section of the Admin block.

(1) Continue Press <1> to continue

Please stick respondent
serial/i.d. number sticker here

Omnibus Survey

Short One Day Diary of Time Use

Interviewer use only

Interviewer authority number

Respondent details:

Date of birth:
Date Month Year

Sex:
Male Female

Interview date:
Date Month Year

Diary Day (refer to card)
Mon Tue Wed Thu Fri Sat Sun

Diary Date
Date Month Year

Please read the instructions and examples on pages 2 and 3.

When the diary has been filled in please do the final checks
and probes on page 10.

Afternoon

Early evening

12pm 30 1pm 30 2pm 30 3pm 30

4pm 30 5pm 30 6pm 30 7pm 30

Table with 31 rows and 12 columns. Rows 1-30 are numbered on both sides. The table is divided into 'Afternoon' and 'Early evening' sections by a vertical line. Each section has four columns representing hourly slots (12pm-3pm and 4pm-7pm) with 30-minute sub-slots. The background has a light green and white checkerboard pattern.

12pm 1pm 2pm 3pm

4pm 5pm 6pm 7pm

Row 31: A solid green row with the labels from the previous row repeated on the left and right sides.

12pm 30 1pm 30 2pm 30 3pm 30

4pm 30 5pm 30 6pm 30 7pm 30

Afternoon

Early evening

Evening				Morning				
8pm	9pm	10pm	11pm	8am	9am	10am	11am	
30	30	30	30	30	30	30	30	
1								1
2								2
3								3
4								4
5								5
6								6
7								7
8								8
9								9
10								10
10a								10a
10b								10b
11								11
12								12
13								13
14								14
15								15
16								16
17								17
18								18
19								19
20								20
21								21
22								22
23								23
24								24
25								25
26								26
27								27
28								28
29								29
30								30
8pm	9pm	10pm	11pm	8am	9am	10am	11am	
30	30	30	30	30	30	30	30	

Final checks and probes

At the end of the diary please check these points with the respondent (please tick boxes to indicate that you have):

Location:

- A location code has been included for all activities

Childcare:

- Did the respondent have a child in their care during any part of the diary day?
- When?
- For how long?
- If for 5 minutes or more, record as main or secondary activity.
- Childcare, when a secondary activity, takes precedence over any other secondary activity.

Telephone:

- If no mention of telephone conversation made, ask if they made or received any calls during the diary day, other than while at work.
- When?
- For how long?
- If for 5 minutes or more, record as an activity.

Computers:

- Did the respondent use a computer at all, other than during paid work?
- When?
- For how long?
- If for 5 minutes or more, record as secondary activity at code 29, and what they were using it for as main activity.

Travelling:

- Make sure you have recorded , for all journeys;
- The means of travel
- The purpose

Travelling in the course of work:

- Check if respondent travelled in the course of work (e.g. to get to a meeting, a plumber driving to a job): record work as main activity, travel as secondary activity. However do not record work travel for people who earn their living by travelling e.g. bus driver, delivery person.

Finally:

- Ask the respondent to scan the showcard once more to see if they have forgotten anything,
- Check that:
- The whole 24-hour period has been accounted for;
- There is no overlapping time i.e. no two main activities are recorded in the same 10 minute period, nor two secondary activities.
- Now confirm on your laptop that the diary has been completed.

Explaining to respondents how the diary is filled in

- Show the respondent the open diary. Say you want the respondent to tell you what they were doing on *[the diary say - clearly specify it]*, from 4.00am in the morning through to 4.00am the following morning.
- Explain that you'll record what respondents were doing as they tell you.
- Say that the day is broken down into 10 minute intervals, but mention that you want to know about all things that took 5 minutes or more.
- Show respondent the showcard, and briefly run through the activity groups and categories.

Example

Take the respondent through the example on the left, which shows what someone is doing between 6.00am and 10.00am (note the real diary begins at 4.00am).

- Show how activities lasting at least 5 minutes but not more than 10 are marked with an X in the space between the vertical lines. *[Note - not on the line. This shows that the activity was done throughout a 10 minute period, e.g. between 4.00am and 4.10am, rather than at a single point in time e.g. at 4.00am].*
- Activities lasting more than 10 minutes are recorded by drawing an X in the first and last 10 minute spaces in which the activity took place, joined by a continuous line.

Show that the woman in the example was:

- **Sleeping** (code 1): 6.00am to 7.10am; then
- **Washed and dressed** (code 3): 7.10am to 7.40am; then
- **Prepared breakfast** (code 5): 7.40am to 7.50am; then
- **Ate breakfast** (code 4): 7.50am to 8.10am; then
- **Travelled** (code 10): 8.10am to 8.50am; then
- **Worked** (code 11): 8.50am to 10.00am when the example ends.
- Mention that as well as the main activity, you want to know about anything being done at the same time – what we call 'secondary activities' - so can they try to remember those too.
- a secondary activity is recorded in the same way as a main activity but using • instead of X.

This person's secondary activities were:

- **Looking after her children** between 7.10am and 8.20am – getting them up, giving them breakfast and taking them to school. This is shown as a secondary activity at code 15.
- **Reading while on the train** (code 21).

There are some extra details needed for travelling, indicated by letters [explained under codes 10a and 10b]:

- **How the person travelled** is shown at code 10a: in our example as 'W' for her walk to school (10 minutes) followed by a walk to the train station (10 minutes) and a train journey for 20 minutes indicated by 'T'.
- The **purpose of the journey** is shown at code 10b: in our example it was escorting her children to school indicated by 'E' and then going to work indicated by 'P'.

For all activities the location should be included (code 31) in the example she is at home 'H' until leaving to take the children to school and then elsewhere indicated by 'E'.

While filling in the diary refer to the Notes and instructions on the right hand page (page 11) relating to particular activities.