

Appendix VI 1991 Census: definitions and concepts

(reproduced from *1991 Census, Definitions, Great Britain*)

Population bases in tables

2.1 Census results are generally presented as cross-tabulations of two or more variables, each table counting a particular population (such as *Residents in households, Students and schoolchildren aged 5 and over, or Persons aged 60 and over with limiting long-term illness*). It is important to know exactly what is being counted - the *population base* - especially when comparing tables from the 1991 Census with those from 1981 or earlier censuses or from non-census sources.

2.2 As in 1981, the form-filler was instructed to include on the Census form:

- (a) "every person who spends Census night (21-22 April) in this household, including anyone staying temporarily";
- (b) "any other people who are usually members of the household but on Census night are absent on holiday, at school or college, or for any other reason, even if they are being included on another census form elsewhere";
- (c) "anyone who arrives here on Monday 22 April who was in Great Britain on the Sunday and who has not been included as present on another census form"; and
- (d) "any newly born baby born before 22 April, even if still in hospital".

2.3 The group of people included under (b) are termed *absent residents*.

2.4 Information on *whereabouts* and *usual address*, given for each person included on the Census form, can be used to derive the several population bases used in tabulations.

<p>6 Whereabouts on night of 21-22 April 1991</p> <p>Please tick the appropriate box to indicate where the person was on the night of 21-22 April 1991.</p>	<p>At this address, out on night work or travelling to this address <input type="checkbox"/> 0</p> <p>Elsewhere in England, Scotland or Wales <input type="checkbox"/> 1</p> <p>Outside Great Britain <input type="checkbox"/> 2</p>
<p>7 Usual address</p> <p>If the person usually lives here, please tick 'This address'. If not, tick 'Elsewhere' and write in the person's usual address.</p> <p>For students and children away from home during term time, the home address should be taken as the usual address.</p> <p>For any person who lives away from home for part of the week, the home address should be taken as the usual address.</p> <p>Any person who is not a permanent member of the household should be asked what he or she considers to be his or her usual address.</p>	<p>This address <input type="checkbox"/> 1</p> <p>Elsewhere <input type="checkbox"/></p> <p>If elsewhere, please write the person's usual address and postcode below in BLOCK CAPITALS</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Post-code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>

2.5 If, in Question 7, the box 'Elsewhere' had been ticked and an address elsewhere in Great Britain had been given, then the input is the postcode of that address; if an address outside GB had been given, then the input is the country of usual residence (using the same codes as the country of birth classification (see Annex A)). Special procedures are adopted if the answer was missing or entered as "none" or "no fixed address" (see paragraph 3.9).

Construction of bases: counting people

2.6 Combinations of the answers to Questions 6 and 7 form the building bricks for the various population bases as follows:

Whereabouts	Usual Address	Population group
(a) This address	This address	Present residents
(b) This address	Elsewhere in GB	Visitors from within GB
(c) This address	Outside GB	Visitors from outside GB
(d) Elsewhere in GB	This address	Absent residents absent within GB
(e) Outside GB	This address	Absent residents absent outside GB

Categories (d) and (e) are not enumerated in communal establishments. Persons in category (d) should also be in category (b) on the form completed where they are present on Census night.

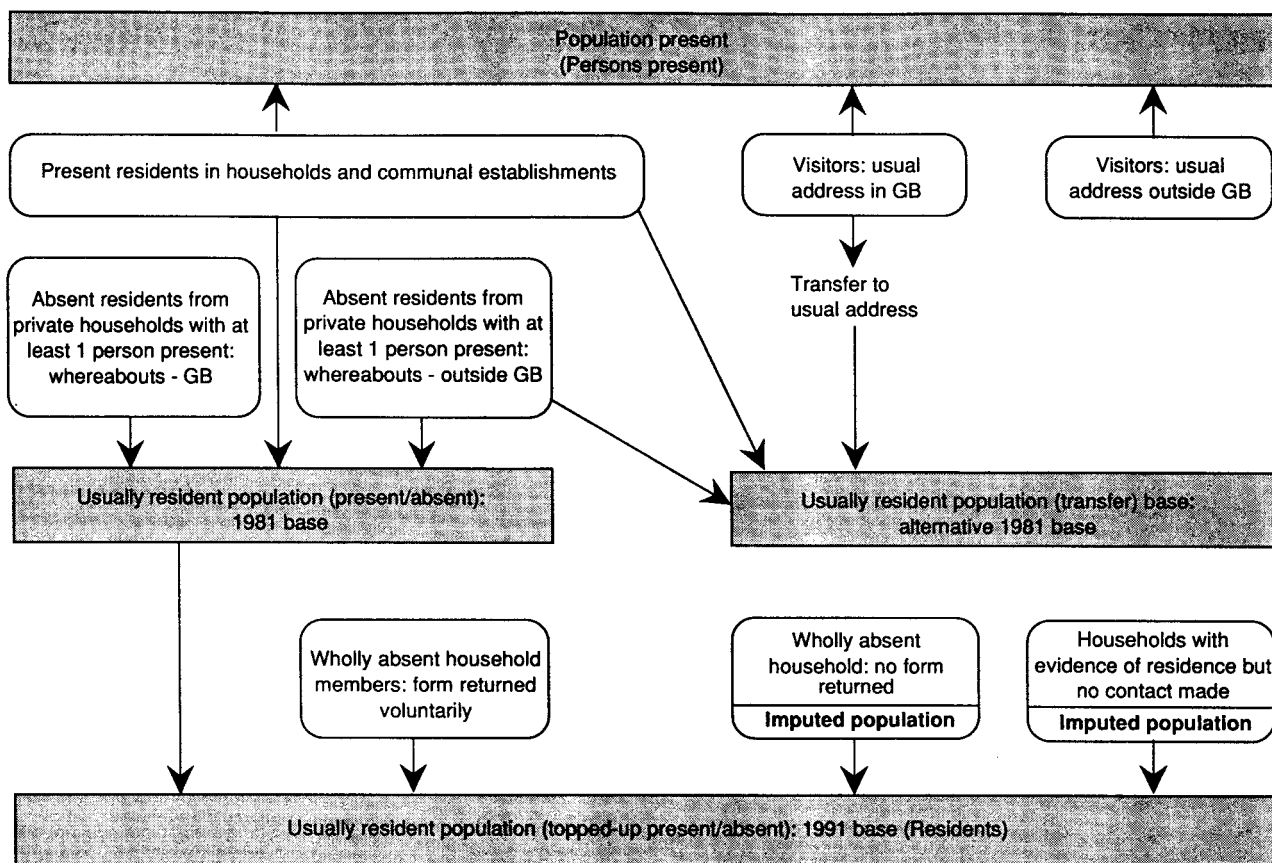
2.7 *Wholly absent households* (those households where all residents of the household were absent on Census night and no other person was present) were asked to complete, voluntarily, a census form on their return home (see paragraph 1.49). Those which did so are termed *Enumerated wholly absent households*, and households for which no return was received are termed *Imputed wholly absent households*. For convenience, the imputed population of households where no contact was made but where there was *prima facie* evidence that someone lived there, are grouped together with imputed wholly absent households and included under that term in Tables 1 and 18 of the LBS.

2.8 Figure 1 overleaf summarises how the various population bases are constructed from the building blocks identified in paragraphs 2.6 and 2.7.

2.9 The *population present* in an area (referred to, in output, as *Persons present*) is a count of all the persons recorded as spending Census night in the area regardless of whether this was where they usually lived (categories (a)-(c) in paragraph 2.6 above).

2.10 The *usually resident population (topped-up present/absent): 1991 base* (referred to, in output, as *Residents*) is a count of all persons recorded as resident in households in an area, even if they were present elsewhere on Census night, plus residents in communal establishments who were present in the establishment on Census night (categories (a), (d) and (e) in paragraph 2.6). This population is 'topped-up' with persons from enumerated wholly absent households and imputed wholly absent households.

Fig 1 Inter-relationship of population bases



2.11 The *usually resident population (present/absent): 1981 base* did not include any residents in wholly absent households (see paragraph 1.48) and so was an incomplete count of the resident population in the 1981 Census.

2.12 The *usually resident population (transfer): 1981 base* was also compiled in 1981 by counting present residents in an area, plus a 'transfer' count of visitors elsewhere in GB back to the area of residence, plus absent residents in enumerated households who were outside GB on Census night (categories (a), (b) and (e)). In 1981 this population base gave a better count of the resident population than the present/absent base then used, but was of limited use because 'transferred' persons could not be allocated to households and the base could not be counted until all areas had been processed.

2.13 As the full range of census information is given on the H forms for absent residents in households and because the present/absent base can be produced area by area with the processing sequence, this usually resident population is the base that is most commonly used in the Small Area Statistics, Local Base Statistics and *County/Region Reports*, where it is more often referred to as the *resident population* or, more simply, *residents*. Some tables, however, use a different base to allow intercensal comparisons. Additionally, in Table 1 of the LBS/SAS and *County/Region Reports*, *Visitors* are subdivided into 'Resident in UK' and 'Resident outside UK' to allow a direct comparison with the equivalent 1981 table.

2.14 For consistency, the same base will generally be carried forward into all the published *Topic Report* volumes, though volumes on specific topics, such as *Workplace and Transport to Work*, will contain slight variations (see Chapter 7).

Term-time address and the Registrars General's annual estimates of population

2.15 The Registrars General's annual estimates of the population usually resident in each district during the 1980s were based on 1981 Census figures compiled by the 'transfer' method (paragraph 2.12), but they adopt a different convention in defining the usual address of the armed forces and some other categories. Thus, a student's usual address is taken, for annual estimates purposes, as the term-time address, but in the 1981 Census this was considered to be the student's home address. Statistics derived from the 1981 Census were therefore not directly comparable with the Registrars General's annual estimates.

2.16 The date of the 1991 Census (21 April) fell in term-time for some educational establishments, but in vacation-time in others. The Census, however, included a new question on *term-time address of students and schoolchildren*.

2.17 Answers to this question (see opposite page) allow the compilation of the term-time population for an area, by omitting resident students with a term-time address outside

8 Term time address of students and schoolchildren

If not a student or schoolchild, please tick first box.
For a student or schoolchild who lives here during term time, tick 'This address'.
If he or she does not live here during term time, tick 'Elsewhere' and write in the current or most recent term time address.

Not a student or schoolchild	<input type="checkbox"/>
This address	<input type="checkbox"/> 1
Elsewhere	<input type="checkbox"/>
If elsewhere, please write the term time address and postcode below in BLOCK CAPITALS	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Post-code	<input type="text"/>

the area and including any students resident outside the area but living in the area in term-time. This will provide information for re-calibrating the Registrars General's annual estimates using the 1991 Census as a base.

Construction of bases: counting people in households

2.18 For the 1991 Census the base for the *Housing and Household Composition* tables is, as in the 1981 Census, the (usually) resident population in (private) households, referred to, in the tables, as *Residents in households*. In other reports a table that counts *Residents* includes those persons resident in communal establishments (if present there on Census night) as well as those in households.

3 Population and household definitions

Population present

3.1 The number of *persons present* in an area is the count of persons alive at midnight on 21/22 April 1991 who spent that night with a household, in a communal establishment, on board a vessel or elsewhere in the area.

Shipping

3.2 Apart from houseboats (which are enumerated as households), vessels were treated in a similar way to communal establishments (see Chapter 4) with a listing form (L) and individual return form (I) for each person on the ship. Persons on naval vessels in British waters or ports on Census night are included as present in the home base port of the ship. Generally, persons on other vessels are counted as present in the area where the forms were collected.

3.3 For the 1991 Census there were some minor changes made to the enumeration of shipping. Vessels on coastal trips, fishing voyages and voyages between Great Britain and Northern Ireland, Isle of Man and the Channel Isles were not enumerated. However, foreign-registered ships in British ports, excluded in 1981, were enumerated in 1991.

Persons sleeping rough and campers

3.4 The population present also includes persons not enumerated in households, communal establishments or on board vessels. An example is persons who were sleeping rough on Census night. This group should not be confused with the 'homeless', of which it may be part, since homeless persons or families could have spent Census night in a hostel or some other accommodation.

3.5 A further example is persons who spent Census night in a non-permanent structure which was not their usual residence; for example, persons camping or staying in caravans while on holiday.

3.6 Where people were present in non-permanent accommodation with no residents (either present or absent) and with communal catering, they are included in the category for campers. Where caravans or other non-permanent structures with no residents had individual catering, persons present were enumerated on H forms and are included in the household population. This is a change from the 1981 Census when all non-permanent accommodation with no residents was included in the communal establishments category for campers. The number of households affected by this change can be seen, for example, in Table 56 in the LBS and *County/Region Reports*.

3.7 In many tables 'persons sleeping rough' and 'campers' are shown as separate categories within the communal establishments classification, as part of the population not enumerated in households. However, in some tables the two categories are included in a residual group in the classification (for example, in Table 3 of the SAS).

Residents

3.8 For most persons the answer to the question on usual address is straightforward. For some, however, it is not so, particularly when a person lives at more than one address throughout the year. Guidance issued by the Census Office took a number of forms:

To students

Question 7 (see paragraph 2.4) on the H and I forms included the instruction that, for students or (school)children away from home during term-time, their home address should be taken as their usual address.

To enumerators

Guidance to enumerators on whom to treat as usually living at an address for the purposes of completing an H form was provided in the Field Manual. A copy of the relevant extract is shown at Appendix 2.

To patients in communal establishments

Leaflets distributed in communal establishments for the sick and disabled advised patients how to answer the question on usual address. A copy of the leaflet is shown at Appendix 3.

For persons in prisons and community homes

The governors of prisons were advised that, if a prisoner had served six months or more of a sentence in custody (though not necessarily at the same establishment) immediately prior to Census night, the usual address should be taken to be the address of the prison. If less than six months had been served, the usual address before admission should be given. A similar procedure was followed for children in community homes.

3.9 Where there was no answer to the question on usual address, or where the answer was "none" or "no fixed address", the imputation procedure provides a code of either 'this address' or 'elsewhere not stated'.

3.10 *Visitors* are those persons present 'at this address' on Census night whose usual address was not 'this address' (that is, categories (b) and (c) in paragraph 2.6). A *visitor to a specified area* is a person present in that area with a usual address located outside the area.

Households

3.11 A *household* is either:

- (a) one person living alone; or
- (b) a group of people (who may or may not be related) living, or staying temporarily, at the same address, with common housekeeping.

3.12 As in 1981, enumerators were instructed to treat a group of people as a household if there was any regular arrangement to share at least one meal (including breakfast) a day, or if the occupants shared a common living or sitting room. The occupants of one-room accommodation or of a caravan are treated as a single household.

Head of household

3.13 It should be noted that in 1991 the H form was addressed "to the Head or Joint Head or members of the Household aged 16 or over" (thus allowing for households with no head). Furthermore, the question on relationship in household (see paragraph 7.4) asked for the relationship of the second and subsequent persons to the person entered in the first column on the form. For *statistical purposes* however, in the 100 per cent processed tables the *head of household* is usually taken to be the person entered in the first column. (For the procedures for selecting the head of a household see paragraph 6.49.)

4 Communal establishments: definitions and classifications

Enumeration

4.1 The 1991 Census enumerated all persons present on Census night in a variety of types of *communal establishment* in addition to those living in households. The term covers all establishments in which some form of communal catering is provided. Such establishments were enumerated using the L form on which were listed the names of all persons present on Census night together with individual (I) forms containing the relevant census questions (See Appendix 1 for copies of the L and I forms).

4.2 In 1981 the population in communal establishments (referred to then as the population in non-private households) made up 2½ per cent of the total present population. Included in the communal establishment population are campers with communal catering, and persons sleeping rough.

4.3 In 1991, enumerators were instructed to contact the person in charge of the establishment, for example, the proprietor or manager, who then had the responsibility of listing on an L form all those present in the establishment on Census night and all who arrived on Monday, 22 April and who had not been included as present on a census form elsewhere. The names of any non-resident staff who happened to be on duty on the premises on Census night were not required to be listed.

4.4 The person in charge also had the responsibility of issuing I forms to persons present in the establishment on Census night and of collecting the completed forms, or of completing the forms where necessary in the cases, for example, of any persons who were incapable of completing the forms for themselves.

Special types of establishment

4.5 *Small hotels* and *guest houses* containing ten rooms or more were treated as communal establishments. Those that contained fewer than ten rooms were classified as communal establishments if there were present on Census night any resident staff other than the proprietor and his family or five or more guests. Otherwise, they were treated as households. *Inns* and *public houses* with no accommodation were treated as partly residential premises and H forms were issued in the usual way.

4.6 *Nurses' homes* and *students' hostels*, etc, with self-catering facilities were enumerated as communal establishments if there was someone in charge to take responsibility for issuing I forms. Otherwise, each person, or group of persons sharing meals or accommodation, was treated as a separate household.

4.7 *Private residences in the grounds of an establishment*, such as a doctor's house, a caretaker's cottage or a porter's lodge, were treated as households, but *flats or suites of rooms, within the main building* were treated as part of the main establishment, and persons living in such accommodation were enumerated on L and I forms.

4.8 *Service families or civilians, living in married quarters* as part of a military establishment were enumerated as households whether the quarters were located within or outside the boundaries of the establishment.

4.9 *Sheltered housing*, that is, accommodation provided for the elderly, handicapped etc, often fell between a communal establishment and a household, in that a main meal could be taken communally though each person had their own separate accommodation with facilities for cooking their own meals. If at least half the people within the sheltered housing complex possessed such facilities, they were all treated as separate households, and, if fewer than half, as members of a communal establishment.

4.10 *Annexes to communal establishments* were treated as part of the main establishment if located in the same ED or if meals were taken at the main establishment even though the annexe was in a different ED. The annexe was treated as a separate establishment if located in a different ED and meals were provided at the annexe (breakfast counting as a meal) or there were facilities for self-catering; in these circumstances, if there was no one in charge to complete the L form and issue/collect I forms, the annexe was enumerated as though it were accommodation occupied by households, but at coding, such households were transcribed onto L and I forms.

4.11 *Itinerant caravan dwellers*, for example, with circuses or fairs, were treated as households.

Classification of establishments

4.12 The classification of communal establishments shown below comprises 18 major categories used in the standard published output, and 25 sub-categories relating to 'client groups' which will only be identified separately in commissioned tables.

4.13 The first digit of the following classification represents the major group and the second digit the more detailed client group classification. In standard output, such as Table 3 in the LBS and *County/Region Reports* and Table 3 of the *Communal Establishments* volume, only the first digit categories are identified.

MEDICAL AND CARE ESTABLISHMENTS

- 1 NHS HOSPITALS/HOMES - PSYCHIATRIC
- 2 NHS HOSPITALS/HOMES - OTHER
 - 2.1 Mentally handicapped
 - 2.2 Other (including general)
- 3 NON-NHS HOSPITALS - PSYCHIATRIC
- 4 NON-NHS HOSPITALS - OTHER
 - 4.1 Mentally handicapped
 - 4.2 Other

- 5 LOCAL AUTHORITY HOMES
 - 5.1 Mentally ill (including children)
 - 5.2 Mentally handicapped (including children)
 - 5.3 Elderly
 - 5.4 Other
- 6 HOUSING ASSOCIATION HOMES AND HOSTELS
 - 6.1 Mentally ill (including children)
 - 6.2 Mentally handicapped (including children)
 - 6.3 Elderly
 - 6.4 Other
- 7 NURSING HOMES (non-NHS/LA/HA)
 - 7.1 Mentally ill
 - 7.2 Mentally handicapped
 - 7.3 Elderly mentally infirm
 - 7.4 Elderly
 - 7.5 Other
- 8 RESIDENTIAL HOMES (non-NHS/LA/HA)
 - 8.1 Mentally ill
 - 8.2 Mentally handicapped
 - 8.3 Elderly
 - 8.4 Other
- 9 CHILDREN'S HOMES
 - 9.1 Local authority
 - 9.2 Other

DETENTION, DEFENCE AND EDUCATION ESTABLISHMENTS

- 10 PRISON SERVICE ESTABLISHMENTS
- 11 DEFENCE ESTABLISHMENTS
- 12 EDUCATION ESTABLISHMENTS

OTHER GROUPS

- 13 HOTELS, BOARDING HOUSES, ETC
- 14 HOSTELS AND COMMON LODGING HOUSES (non-HA)
- 15 OTHER MISCELLANEOUS ESTABLISHMENTS
 - 15.1 Miscellaneous family establishments
 - 15.2 Others
- 16 PERSONS SLEEPING ROUGH
- 17 CAMPERS
- 18 CIVILIAN SHIPS, BOATS AND BARGES

4.14 Groups 1 and 2 comprise:

- hospitals and nursing homes which are self-governed or managed by a Hospital Management Committee, a Board of Governors or a Hospital Trust, or directly by the Department of Health;
- nurses' homes and hostels managed by a Hospital Management Committee or a Board of Governors, even when the accommodation is separate from the main hospital premises; and
- rehabilitation centres provided within the NHS.

Homes and hostels for district nurses and private nurses' associations are included in *Group 15.2*. Separate accommodation occupied by, for example, a Medical Superintendent and his family, is treated as a household.

4.15 The 1981 term *psychiatric* has been retained for output from the 1991 Census, although this category consists only of hospitals and homes for the mentally ill. Hospitals in *Group 1* include those classified as such by the Department of Health and the three Special Hospitals (Broadmoor, Rampton and Ashworth - formerly Moss Side).

4.16 *Groups 3 and 4* include hospitals not managed under the NHS or by the Department of Health, and nurses' homes and hostels linked to such hospitals, even when separate from the main premises. *Group 3* includes mental/mental care hospitals, hospitals for the mentally ill and mental after-care units. *Group 4.1* comprises hospitals for the mentally handicapped and *Group 4.2* all other non-NHS hospitals.

4.17 *Group 5* comprises homes managed by local authorities but excludes homes run by voluntary, charitable or private organisations (see paragraph 4.20), and hostels managed by religious institutions, private individuals, commercial or voluntary organisations (included in *Group 14*).

4.18 Group 6 includes:

- almshouses or Abbeyfield Societies registered with the Housing Corporation and Scottish Homes;
- residential homes registered with a local authority and managed by a housing association; and
- other homes and hostels managed by a housing association (except for housing association children's homes, which are included in *Group 9.2*).

4.19 *Group 7* includes nursing homes, convalescent homes and hospices run by voluntary, charitable or private organisations.

4.20 *Group 8* includes residential homes registered with the local authority, or exempt from registration and managed or funded by a voluntary, charitable or private organisation, such as Cheshire Homes. Residential homes managed by the NHS, a local authority or a housing association are classified to *Groups 1, 2, 5, or 6* as appropriate.

4.21 *Group 9.1* comprises children's homes maintained, controlled or assisted by the local authority, and *Group 9.2* includes children's homes and hostels provided, or maintained, by voluntary organisations, and 'households' with five or more foster children. Residential schools and homes for physically handicapped and disabled children, maintained or assisted by educational authorities, are included in *Group 12* (see paragraph 4.24).

4.22 *Group 10* includes prisons, detention centres and young offender institutions. Excluded are: approved schools, ex-offenders' hostels, and probation and remand homes (included in *Group 5.4*); police stations with a lock-up (included in *Group 15.2*); and Special Hospitals (see paragraph 4.15).

4.23 *Group 11* comprises:

- Army and Air Force camps or establishments, naval shore stations and vessels maintained by service personnel, Fleet Auxiliary vessels and Service hospitals;
- hostels and similar establishments for NAAFI personnel, even if located outside the grounds of the camp; and
- civilians in services establishments including NAAFI staff.

Married quarters for service personnel or civilians are excluded (see paragraph 4.8).

4.24 *Group 12* comprises:

- residential schools, training colleges, theological colleges, and university halls of residence and students' hostels administered by schools, colleges and universities;
- residential schools and homes for physically handicapped and disabled children maintained or assisted by education authorities; and
- religious institutions which are boarding schools or which have living accommodation for teachers.

Training schools provided exclusively for a single employer or for a trade association or government department are classified in *Group 15.2*. Wholly separate accommodation for teachers, caretakers, groundsmen, etc are treated as households.

4.25 *Group 13* includes hotels, boarding houses, apartment houses, inns, public houses with sleeping accommodation, residential clubs, health farms, holiday camps, YHA/YMCA/YWCA hostels, and other similar establishments providing board and accommodation for visitors. Households with 5 or more paying guests and/or resident staff are also included. Establishments described as hotels or inns but with no sleeping accommodation for guests are excluded, along with bed-and-breakfast accommodation for homeless families (included in *Group 15.1*), hotels with less than 10 rooms and less than 5 guests and 5 resident staff

(which are treated as households), and youth hostels managed by a Housing Association (included in *Group 6.4*).

4.26 *Group 14* includes hostels not covered in other groups, such as, common lodging houses and reception centres with resident staff, used by people as their main or only residence and run by religious institutions or voluntary organisations (for example, Salvation Army), or by private individuals, commercial organisations or local authorities. All housing association hostels are coded to *Group 6*.

4.27 *Group 15.1* includes bed-and-breakfast accommodation for homeless families, homes for families, hostels and shelters for women, and mother-and-baby homes. Maternity homes are classified elsewhere according to the management type. *Group 15.2* is a heterogeneous group consisting of fire stations, lighthouses and lightships, and hostels, homes, training centres, camps and institutions not classified elsewhere.

4.28 *Group 16* comprises *persons sleeping rough* at sites identified before the Census by voluntary organisations, local authorities and churches, as well as those persons who were counted by ordinary enumerators. In output, figures relate only to those persons sleeping rough in the open air on Census night and do not include persons of no fixed abode who spent Census night in shelters, hostels or squats, etc. *Group 17* includes persons sleeping in a tent or caravan with communal catering, or spending Census night out of doors for recreational purposes (often at a recognised camp site) with a stated permanent address elsewhere (see paragraph 3.6). Travelling people, encampments and circuses are treated as households (see paragraph 4.11).

4.29 *Group 18* includes all civilian boats, barges, ferries and ships with sleeping accommodation, but excludes naval vessels (*Group 11*), and lightships (*Group 15.2*). Houseboats are treated as households.

Changes since 1981

4.30 Compared with the 1981 Census, the number of major categories in the classification of communal establishments identifiable in tables has been expanded from 12 to 18. The changes are:

- NHS hospitals/homes and non-NHS hospitals/homes become separate categories;
- nursing and residential homes covered by the 1984 Registration of Homes Act, and homes and hostels managed by housing associations, are identified as three separate additional groups; in 1981 these were collectively included in the *Hospitals and homes - other* category;
- homes for the old and the disabled, identified as a separate category in 1981 output, are included in Groups 5, 6, 7 or 8 as appropriate; and
- persons sleeping rough (*Group 16*) and campers (*Group 17*) become separate categories.

Residence classification and status

4.31 The status of persons enumerated in communal establishments is obtained from the information given on *position in establishment* on the I form

5 **Position in establishment**

Please write in your position in this establishment. For example, write 'Guest'; 'Patient'; 'Inmate'; 'Staff'; 'Student'; 'Boarder'.
If you are completing the form in a private household, your relationship to the person making the return for the rest of the household should be stated.



and the response to the *usual address* question (see paragraph 2.4). The full range of categories is:

- 1 Residents (non-staff)
Visitors/guests
- 2 Residents in the UK
- 2a of which Visiting staff/relatives of staff
- 3 Resident outside the UK
- 3a of which Visiting staff/relatives of staff
- 4 Resident staff
- 5 Resident relatives of staff

4.32 *Residents* are persons stating 'this address' as their usual address; persons with a stated usual address of 'elsewhere' are classified as *visitors*. Visiting relatives of visiting staff are included in (3a). This classification is used in full in Table 8 in the *Communal Establishments* topic report. More generally, however, an abbreviated version of the classification, giving just three categories, is used in output. In terms of the groups shown above these are:

- Residents (non-staff) (1);
- Visitors (2)+(3); and
- Residents (staff) (4)+(5).

4.33 *Residents (non-staff)* comprises resident guests and inmates; *visitors* comprises guests, inmates, staff and relatives of staff with usual address 'elsewhere'; *residents (staff)* includes resident relatives of managers and staff. *Staff* includes managers of establishments.

4.34 Persons in defence establishments, civilian ships, boats and barges, sleeping rough or camping are all allocated to either category (1) or (2) depending on their answer to the usual address question, irrespective of their response to the question on position in establishment.

5 Housing and availability of cars

The Census questions

5.1 Statistics on housing and cars are derived from:

- (a) the information supplied by the enumerator at Panel A of the Census form and the householder's answers to Questions H1-H5 and, additionally in Scotland, Question HL; and
- (b) information recorded by the enumerator in his/her record book on the accommodation at each address and on those household spaces sharing a building.

5.2 Output on housing from the Local and Small Area Statistics and *Housing and Availability of Cars* reports for Great Britain and Scotland covers analyses of residential accommodation for households including any unoccupied on Census night. Analyses for people enumerated in communal establishments such as hotels and hospitals are covered in separate tables (see Chapter 4).

5.3 The main source of information on accommodation is taken from Panel A of the Census form and Question H2. Use is also made of the information provided by the building bracket linking household spaces in a converted or shared house, bungalow or flat (Panel A boxes 7 or 8).

Panel A	
To be completed by the Enumerator and amended, if necessary, by the person(s) signing this form.	
Tick one box to show the type of accommodation which this household occupies.	
A caravan or other mobile or temporary structure	<input type="checkbox"/> 1
A whole house or bungalow that is	detached <input type="checkbox"/> 2
	semi-detached <input type="checkbox"/> 3
	terraced (include end of terrace) <input type="checkbox"/> 4
The whole of a purpose built flat or maisonette	in a commercial building (for example in an office building or hotel or over a shop) <input type="checkbox"/> 5
	in a block of flats or tenement <input type="checkbox"/> 6
Part of a converted or shared house, bungalow or flat	separate entrance into the building <input type="checkbox"/> 7
	shared entrance into the building <input type="checkbox"/> 8

5.4 Enumerators were given guidance on identifying caravans and other mobile or temporary (*non-permanent*) structures. While towable caravans, mobile homes, converted railway carriages, and houseboats were treated as non-permanent, other structures, such as huts and holiday chalets were not always so easy to classify. Enumerators were thus instructed to consider as a *permanent building* any structure which satisfied at least one of the following criteria:

- that the walls are of brick, stone and mortar, concrete, breeze block, or similar material;

- that the roof is of ceramic tiles, slate, thatch, shingle, or concrete; and
- that the length of the shortest wall is at least 15 feet.

Otherwise, enumerators were instructed to tick box 1 of Panel A if the accommodation was occupied on Census night or, where unoccupied, if it was the usual residence of a household.

5.5 All occupants in a non-permanent structure were treated as a single household; separate caravans in, for example, sites for travelling people or circuses were enumerated as separate households.

Dwellings

5.6 *Dwellings* are defined as 'structurally separate accommodation'. For *permanent accommodation*, this is determined on the basis of the information from Panel A (boxes 2-8) and Question H2, which applies to Panel A codes 7 (unshared entrance) and 8 (shared entrance) in accommodation occupying part of a converted or shared house, bungalow or flat. *Non-permanent accommodation*, such as caravans, houseboats and other temporary structures (see paragraph 5.4), were identified from box 1 of Panel A.

H2 Accommodation	
If box 7 or box 8 in Panel A is ticked, tick one box below to show the type of accommodation which your household occupies.	
A one roomed flatlet with private bath or shower, WC and kitchen facilities.	<input type="checkbox"/> 1
One room or bedsit, not self-contained (to move from your room to bathroom, WC or kitchen facilities you have to use a hall, landing or stairway open to other household(s)).	<input type="checkbox"/> 2
A self-contained flat or accommodation with 2 or more rooms, having bath or shower, WC and kitchen facilities all behind its own private door.	<input type="checkbox"/> 3
2 or more rooms, not self-contained (to move between rooms or to bathroom, WC or kitchen facilities you have to use a hall, landing or stairway open to other household(s)).	<input type="checkbox"/> 4

5.7 Boxes 2-6 on Panel A are classified as *Unshared dwellings - purpose built*.

5.8 Accommodation which forms part of a converted building or shares part of a building is allocated either box 7 or box 8 at Panel A and, in these cases, Question H2 further identifies the type of such accommodation. These dwelling categories are defined as:

Unshared dwellings - converted, comprising self-contained accommodation in part of a converted or

shared house, bungalow or flat with either separate or shared access to the building;

Unshared dwellings - not self-contained, comprising accommodation which is not self-contained but which has a separate entrance into the building; and

Shared dwellings - not self-contained, comprising accommodation which is not self-contained and which has a shared entrance into the building.

5.9 In terms of the responses to Panel A and Question H2, these dwelling types may be summarised as:

	Panel A	H2
<i>Unshared dwellings - purpose built</i>	2-6	-
<i>Unshared dwellings - converted</i>	7 or 8	1 or 3
<i>Unshared dwellings - not self-contained</i>	7	2 or 4
<i>Shared dwellings - not self-contained</i>	8	2 or 4

5.10 Accommodation sharing an entrance into the building (Panel A, box 8) that is not self-contained (H2, box 2 or 4) group to form a single *shared dwelling*. However, where there is one such household in the shared house, bungalow or flat, the accommodation does not form, or belong to the dwelling but is classified as an *unattached household space* (see paragraph 5.18 below).

Dwelling type

5.11 Information on dwellings is available for all household spaces, whether occupied or not (see *Occupancy type* - paragraph 5.81 below) since Panel A is completed by the enumerator whether or not there are any persons present on Census night.

5.12 Accommodation in permanent buildings may be classified in some tables by *dwelling type*. For example, in Tables 20-22 in the *Housing and Availability of Cars* reports, the following dwelling type classification is used:

- Unshared dwellings
 - Purpose built
 - Converted
 - Not self-contained
- Shared dwellings
 - 2 household spaces
 - 3 household spaces
 - 4 household spaces
 - 5 or more household spaces

Household space type

5.13 The *household space* is generally defined as the accommodation available for a household. The basic household space classification, used in the LBS/SAS and in the *Housing and Availability of Cars* report, is based on the information obtained from Panel A, Question H2 and Question H4 on amenities (see paragraphs 5.3 and 5.54).

5.14 The following full classification of household spaces used in the 100 per cent census processing is structured in relation to the categories of dwellings and unattached household spaces described above.

FULL CLASSIFICATION OF HOUSEHOLD SPACE TYPES

HOUSEHOLD SPACES IN PERMANENT ACCOMMODATION	
	Unshared dwelling - purpose built
1	Detached
2	Semi-detached
3	Terraced
4	Purpose built flat in residential building
5	Purpose built flat in commercial building
	Unshared dwelling - converted
6	Converted flat - separate entrance into building
7	Converted flat - shared entrance into building
8	Converted flatlet - separate entrance into building
9	Converted flatlet - shared entrance into building
	Unshared dwelling - not self-contained
10	Not self-contained flat
11	Not self-contained 'rooms'
12	Bedsit
13	Not self-contained unoccupied
	Shared dwelling - not self-contained
14	Not self-contained flat
15	Not self-contained 'rooms'
16	Bedsit
17	Not self-contained unoccupied
	Unattached household space - not self-contained
18	Not self-contained flat
19	Not self-contained 'rooms'
20	Bedsit
21	Not self-contained unoccupied
22	NON-PERMANENT ACCOMMODATION

5.15 *Unshared converted accommodation* is a household space with its room(s) including a bath or shower, WC and kitchen facilities behind its own private door. Such accommodation is identified either by Question H2 box 1 (*converted flatlet*) or box 3 (*converted flat*).

5.16 *Unshared not self-contained accommodation* is identified by Panel A box 7, Question H2 box 2 (*bedsit*) or box 4. This latter group is further sub-divided into two household space types - those with exclusive use of bath/shower and inside WC (*flat*) and those without exclusive use of bath/shower and inside WC ('rooms').

5.17 *Shared dwellings* comprise two or more household spaces sharing an entrance into the building (Panel A, box 8) that are not self-contained (Question H2, boxes 2 or 4).

5.18 *Unattached spaces* are household spaces also sharing an entrance into the building but where they are the *only* one not self-contained.

5.19 Where not self-contained accommodation is unoccupied on Census night and no information on amenities is available to the enumerator, the accommodation is classified as *not self-contained unoccupied*.

5.20 Generally, in output, such as Table 1 in the *Housing and Availability of Cars* report, the full household space type classification is reduced to 16 categories by combining

shared dwellings - not self-contained with *unattached household spaces - not self-contained*.

5.21 The 16-category basic output classification of household spaces, together with the definition of the categories in terms of Panel A, H2 and H4, is shown below.

5.22 In the LBS where household space type is cross-analysed with *occupancy type* (for example, Table 56) or is used with the *Households with residents* base rather than *Household spaces* base (for example, Table 58), the unoccupied household spaces (categories 13 and 17/21) are not shown.

16-CATEGORY OUTPUT CLASSIFICATION OF HOUSEHOLD SPACE TYPES

Household space type	Panel A code	Accommodation code (H2)	Bath/shower and inside WC (H4)
Accommodation in permanent buildings			
<i>Unshared dwellings - purpose built</i>			
1 Detached	2	-	-
2 Semi-detached	3	-	-
3 Terraced	4	-	-
4 Purpose built flat in residential building	6	-	-
5 Purpose built flat in commercial building	5	-	-
<i>Unshared dwelling - converted</i>			
6, 7 Converted flat	7 or 8	3	-
8, 9 Converted flatlet	7 or 8	1	-
<i>Unshared dwelling - not self-contained</i>			
10 Flat	7	4	Exclusive use of both
11 'Rooms'	7	4	Not exclusive use of both
12 Bedsit	7	2	-
13 Unoccupied	7	4	Not known
<i>Other household spaces - not self-contained</i>			
14, 18 Flat	8	4	Exclusive use of both
15, 19 'Rooms'	8	4	Not exclusive use of both
16, 20 Bedsit	8	2	-
17, 21 Unoccupied	8	4	Not known
Non-permanent accommodation (22)	1	-	-

5.23 In the SAS versions of the LBS tables the classification of household space types is generally further reduced by combining the categories into half a dozen or so broad groups. For example, in SAS Tables 57-59 the following six-category grouping is adopted:

	Unshared dwelling - purpose built
1-3	Detached, semi or terraced
4,5	Purpose built flat
	Unshared dwelling
6-9	Converted
10-13	Not self-contained
14-21	Other household spaces - not self-contained
22	Non-permanent accommodation

Comparison with 1981 - dwellings and household space type

5.24 A count of dwellings was not included in the 1981 Census but estimates of the number of dwellings were made from the data supplied on household spaces. This was reported in Appendix 3 of the *1981 Census Definitions* volume⁸ which referred readers to the article 'Dwelling stock estimates from the 1981 Census of Population' in *Statistical News* no. 49⁹. Because of a basic change in the definition of self-contained accommodation in 1991, it is not possible to compare accurately 1991 and 1981 statistics on self-contained and not self-contained accommodation.

5.25 In the 1981 Census in England and Wales, self-contained accommodation required a household space sharing an entrance from outside the building with one or more other household(s) to have its rooms (not including a bathroom or WC) enclosed behind its own front door inside the building. For 1991, the definition was changed to require the rooms and kitchen facilities, bath or shower, and inside WC, to be contained behind the 'private' door. In Scotland, the most closely corresponding question in 1981 was the one on 'shared access' to the household's accommodation (Question 19).

5.26 In 1981, purpose built flats (categories 4 and 5 of the 1991 household space type classification) were counted as a single group 'in a purpose built block of flats or maisonettes'. The separate 1991 categories of *detached*, *semi-detached* and *terraced* were only identified in Scotland in 1981. In England and Wales in 1981 these were included with accommodation in converted or shared houses, bungalows or flats as a single group 'household spaces in permanent buildings with separate entrance from outside the building'.

Rooms

5.27 The number of rooms in the household's accommodation was obtained from Question H1.

5.28 Caravans and other non-permanent accommodation recorded as having 6 or more rooms either have the number

H1 Rooms

Please count the number of rooms your household has for its own use.

Do not count: small kitchens, under 2 metres (6 feet 6 inches) wide
bathrooms
toilets

Do count: living rooms
bedrooms
kitchens at least 2 metres (6 feet 6 inches) wide
all other rooms in your accommodation

The total number of rooms is

of rooms re-set to 5 or fewer, or are re-classified to another household space type, by the imputation procedure.

5.29 The question asked for the inclusion of the same categories of rooms that were included in the 1981 Census in England and Wales, though rooms used solely for business purposes were then excluded. The question in Scotland in 1981 was slightly different in an attempt to identify rooms used as ancillary kitchens. In 1991 the question was the same throughout Great Britain.

5.30 In output, statistics on rooms are given either as the total number of rooms cross-analysed by other housing or non-housing variables, such as dwelling type, occupancy type, or number of students in household, or, in more detailed tables, as the number of households with 1, 2, 3, 4, 5, 6 and 7 or more rooms cross-analysed by other census variables. Tables on rooms are included in the *Local Base Statistics* and *Small Area Statistics* as well as in the *Housing and Availability of Cars* report.

Household size

5.31 1991 Census tables relating to housing and households generally refer to the resident population. *Household size*, the number of residents in a household, is derived from the answer to Question 7 (see paragraph 2.10).

5.32 In the *Housing and Availability of Cars* report and in other tables, one of three distributions of household size is commonly used, namely:

- 1, 2, 3, 4, 5, 6 and 7 or more persons;
- 1, 2, 3, 4 and 5 or more persons; or
- 1, 2 and 3 or more persons.

Density of occupation

5.33 Two measures of under-occupancy or overcrowding have been used in the 1991 Census (*persons per room* and *occupancy norm*), following the pattern adopted in 1981. In Scotland, since the definition of a 'room' has changed since 1981 (see paragraph 5.29), comparison of both these measures between censuses must be made with caution.

Number of persons per room

5.34 One measurement of under-occupancy and overcrowding is given by the number of *persons per room*, that is, the ratio of the number of residents in a household,

obtained from Question 7 (see paragraph 2.4) to the number of rooms in the accommodation of that household, provided by the response to Question H1.

5.35 In processing, 9 categories are identified:

- 1 under 0.5
- 2 0.5
- 3 over 0.5 but under 0.75
- 4 0.75
- 5 over 0.75 but under 1.0
- 6 1.0
- 7 over 1.0 but under 1.5
- 8 1.5
- 9 over 1.5

5.36 In output, various distributions of households by persons per room are produced. The standard, four category, distribution is:

- 1,2 Up to 0.5 persons per room
- 3-6 Over 0.5 and up to 1.0 person per room
- 7,8 Over 1.0 and up to 1.5 persons per room
- 9 Over 1.5 persons per room

These grouped categories appear, for example, in Table 23 of the LBS and *County/Region Reports*.

5.37 In other tables, such as Table 3 in the *Housing and Availability of Cars* volume, a three-fold distribution is presented:

- 1-6 Up to 1.0 person per room
- 7, 8 Over 1.0 and up to 1.5 persons per room
- 9 Over 1.5 persons per room

5.38 In the SAS, some tables are presented as abbreviated versions of the LBS tables. Thus, in Table 23 a truncated version of the distribution in paragraph 5.36 above appears:

- 1,2 Up to 0.5 persons per room
- 7,8 Over 1.0 and up to 1.5 persons per room
- 9 Over 1.5 persons per room

allowing the user to derive the missing group (categories 3-6) by differencing.

5.39 Tables in some topic volumes other than *Housing and Availability of Cars* may only present *persons per room* as summary statistics, identifying perhaps just two groups, or as a single indicator. For example, Table 2 in the *Household Composition (100 per cent)* report gives figures of households with residents living at:

- 1,2 Up to 0.5 persons per room
- 9 Over 1.5 persons per room

while Table G in the *County/Region Monitors* shows the single percentage of households living at a density of more than 1.0 person per room (categories 7-9).

Occupancy norm (Scotland only)

5.40 The second measure of under-occupancy and overcrowding equates the rooms available with an assessment of the rooms required by the people resident in the household. This measure is labelled the *occupancy norm* and is adopted in some housing and household composition tables for Scotland only (see, for example, Table 5(S) in the *Household Composition (100 per cent)* report or Tables 26-28 in the *Housing and Availability of Cars* volume for Scotland).

5.41 It is an approximate measure developed in the 1981 Census along the lines of the 'bedroom standard' used in survey work. Bedrooms are not counted separately in the Census, and it has been argued that the specific use to which a room is put is often determined by the household occupying the accommodation. The total number of rooms required by a household is calculated as outlined below, and this figure is compared with the number of rooms available.

5.42 The room requirement is calculated as follows:

- (a) a one-person household is assumed to require only one room; and
- (b) where there are two or more residents it is assumed that they require a minimum of one common room plus one bedroom for:
 - each married couple (taken as 2 persons in a household, of the opposite sex, both married);
 - any other person aged 21 or over;
 - each pair aged 10-20 of the same sex;
 - each pair formed from a remaining child aged 10-20 with a child aged under 10 of the same sex;
 - each pair of children aged under 10 remaining; and
 - each child unable to form a pair.

5.43 This room requirement is compared with the number of rooms available and the resulting difference forms the basis of a 4-category classification. In output the full *occupancy norm* categories are:

Permanent accommodation		
1	+1 or more	(greater than the norm)
2	0	(the norm)
3	-1	(one room less than the norm)
4	-2 or less	(two or more rooms less than the norm)
5	Non-permanent accommodation	

Tenure of accommodation: household spaces

5.44 The tenure of the household's accommodation was obtained from the answer to Question H3 (see opposite page). The question in Scotland had an additional category - *renting from Scottish Homes*.

England and Wales

H3 Tenure

Please tick the box which best describes how you and your household occupy your accommodation.

If buying by stages from a Council, Housing Association or New Town (under shared ownership, co-ownership or equity sharing scheme), answer as an owner-occupier at box 1.

As an owner-occupier:

-buying the property through mortgage or loan 1

-owning the property outright (no loan) 2

By renting, rent free or by lease:

-with a job, farm, shop or other business 3

-from a local authority (Council) 4

-from a New Town Development Corporation (or Commission) or from a Housing Action Trust 5

-from a housing association or charitable trust 6

-from a private landlord, furnished 7

-from a private landlord, unfurnished 8

In some other way:

-please give details below

If your accommodation is occupied by lease originally granted for, or extended to, more than 21 years, answer as an owner-occupier. For shorter leases, answer 'By renting'.

A private landlord may be a person or a company or another organisation not mentioned at 3, 4, 5 or 6 above.

Scotland

H3 Tenure

Please tick the box which best describes how you and your household occupy your accommodation.

If buying by stages from a Council, Housing Association, New Town or Scottish Homes (under shared ownership, co-ownership or equity sharing scheme), answer as an owner-occupier at box 1.

As an owner-occupier:

-buying the property through mortgage or loan 1

-owning the property outright (no loan) 2

By renting, rent free or by lease:

-with a job, farm, shop or other business 3

-from a local authority (Council) 4

-from a New Town Development Corporation 5

-from Scottish Homes 0

-from a housing association or charitable trust 6

-from a private landlord, furnished 7

-from a private landlord, unfurnished 8

In some other way:

-please give details below

If your accommodation is occupied by lease originally granted for, or extended to, more than 20 years, answer as an owner-occupier. For shorter leases, answer 'By renting'.

A private landlord may be a person or a company or another organisation not mentioned at 3, 4, 5, 0 or 6 above.

5.45 At the processing stage, if more than one box was ticked a priority order of 1, 2, 4, 6, 5, 3, 7, 8 is assigned. A set of coding instructions was devised, in consultation with the Department of Environment, for coding answers written in under the *In some other way* category. For example, answers such as "relative's property" or "squatting" are assigned to an appropriate renting category.

5.46 Tables showing the full and abbreviated tenure categories appear in both the Local Base Statistics and Small Area Statistics as well as in the main *Housing and Availability of Cars* report. Analyses of other household variables by tenure of accommodation are also included in other topic volumes. The full list of tenures in output is:

- | | |
|---|---|
| | Owner occupied |
| 1 | Owned outright |
| 2 | Buying |
| | Rented privately |
| 3 | Furnished |
| 4 | Unfurnished |
| 5 | Rented with job or business |
| 6 | Rented from a housing association |
| 7 | Rented from a local authority or New Town |
| 8 | Rented from Scottish Homes |

5.47 This classification appears, for example, in Table 6 of the *Housing and Availability of Cars* report and in Table 20

of the LBS/SAS, but may be abbreviated in a number of ways to suit the needs of different topics; for example, in Table 6 in the *Children and Young Adults* report the two owner occupied categories (1 and 2) are combined.

Comparison with 1981

5.48 The division of owner-occupiers into *buying through mortgage or loan* and *owning outright* represents a slight difference from the categories adopted in England and Wales in 1981 when owner-occupation was classified as either freehold or leasehold, irrespective of whether the property was being purchased by mortgage or owned outright.

5.49 In England and Wales the renting categories are the same as in 1981 except that the category *renting from a New Town Development Corporation or from a Housing Action Trust* is separately identified on the 1991 Census form to reflect the increase in this sector of the housing market. In standard output in England and Wales (but not in Scotland), however, numbers in this group are combined with those in the *renting from a local authority* category as in 1981.

5.50 In Scotland there is an additional category identified in Question H3 - *renting from Scottish Homes*. In output, when tenure categories are required to be combined, for example, when statistics at the Great Britain level are shown, numbers in this group will be merged with those for *renting from a local authority or New Town*. In SAS, the *Scottish Homes* category is merged with that for *New Towns*, since, for most small areas, these do not occur together.

Tenure of accommodation: dwellings

5.51 The tenure of a dwelling is chosen with reference to the tenure(s) of the constituent household space(s). For a dwelling of one household space, the tenure of the dwelling will be the same as that of the household space. For a multi-household space dwelling, the tenure is chosen according to a priority order:

- 1 Owner occupied - owned outright
- 2 Owner occupied - buying
- 3 Rented from a housing association
- 4 Rented from Scottish Homes
- 5 Rented from a New Town
- 6 Rented from a local authority
- 7 Rented privately - unfurnished
- 8 Rented privately - furnished
- 9 Rented with a job or business

5.52 In output, category 4 is only used in Scotland; categories 5 and 6 are always combined in England and Wales (see, for example, Table 64 of the LBS and *County/Region Reports*).

5.53 The highest ranked tenure among the household spaces becomes the tenure for the dwelling. For example, a dwelling consisting of one 'owner occupied - buying' household space and one 'rented privately - furnished' household space will be classified as an *owner occupied - buying* dwelling.

Amenities

H4 Amenities	
Does your household — that is, you and any people who usually live here with you — have the use of:	
a A bath or shower?	Yes — for use only by this household <input type="checkbox"/> 1 Yes — for use also by another household <input type="checkbox"/> 2 No — no bath or shower available <input type="checkbox"/> 3
b A flush toilet (WC) with entrance inside the building?	Yes — for use only by this household <input type="checkbox"/> 0 Yes — for use also by another household <input type="checkbox"/> 1 No — flush toilet with outside entrance only <input type="checkbox"/> 2 No — no flush toilet indoors or outdoors <input type="checkbox"/> 3
c Central heating in living rooms and bedrooms (including night storage heaters, warm air or under-floor heating), whether actually used or not?	Yes — all living rooms and bedrooms centrally heated <input type="checkbox"/> 1 Yes — some (not all) living rooms and bedrooms centrally heated <input type="checkbox"/> 2 No — no living rooms or bedrooms centrally heated <input type="checkbox"/> 3

5.54 Question H4 on the 1991 Census form asked if the household had exclusive/shared/no use of a bath or shower and a flush toilet (WC) with entrance inside the building, and whether there was central heating in all/some/no living rooms and bedrooms. The same question was asked both in England and Wales and in Scotland.

5.55 Part (a) and boxes 0 and 1 of part (b) of Question H4 were asked in 1981 but the question on central heating was new to the Census in 1991; it replaced the separate question on outside WCs, which was incorporated as boxes 2 and 3 in part (b). In output, the answers for boxes 2 and 3 in part (b) are combined, resulting in 3 categories for use of WC.

5.56 In output, the number of separate amenities categories varies from table to table depending on the detail of other variables being cross-analysed and the area level. The full classification extends to 27 (3 x 3 x 3) categories and hierarchically covers bath/shower, inside WC and central heating:

	Exclusive use of bath/shower
	Exclusive use of inside WC
1	With central heating - all rooms
2	- some rooms
3	No central heating
	Shared use of inside WC
4	With central heating - all rooms
5	- some rooms
6	No central heating
	No inside WC
7	With central heating - all rooms
8	- some rooms
9	No central heating
	Shared use of bath/shower
	Exclusive use of inside WC
10	With central heating - all rooms
11	- some rooms
12	No central heating
	Shared use of inside WC
13	With central heating - all rooms
14	- some rooms
15	No central heating
	No inside WC
16	With central heating - all rooms
17	- some rooms
18	No central heating
	No bath/shower
	Exclusive use of inside WC
19	With central heating - all rooms
20	- some rooms
21	No central heating

Occupancy type: households

5.61 The full list of categories of *occupancy type* in the order that they appear in output, such as Table 4 in the *Housing and Availability of Cars* volume, is as follows:

	Households with residents
1	Enumerated with person(s) present
	Absent households
2	Enumerated
3	Imputed
	Vacant accommodation
4	New, never occupied
5	Under improvement
6	Other
	Accommodation not used as main residence
	No persons present
7	Second residences
8	Holiday accommodation
9	Student accommodation
	Persons enumerated but no residents
10	Owner-occupied
11	Not owner-occupied

5.62 There is no single question on the Census form from which information on *occupancy type* is derived. The enumerator classified residential accommodation by whether it was occupied or vacant (see paragraph 1.25) and attempted to distinguish between the 'unoccupied' categories 4-9.

Occupied accommodation

5.63 Household spaces that were *occupied* on Census night, regardless of whether or not there were persons present on Census night, comprise five of the categories listed in paragraph 5.61 above, that is, 1-3, 10, and 11.

5.64 Accommodation in categories 1, 10, and 11 was enumerated in the usual way and census forms returned in respect of all persons present in the accommodation on Census night (and persons usually resident but absent from category 1 households on Census night). Households in permanent buildings which consist entirely of *visitors*, (included in categories 10 and 11, and shown separately in, for example, LBS and *County/Region Report* Table 56) give an approximate measure of those second homes (*owner-occupied*) and holiday homes (*not owner-occupied*) that were occupied on Census night.

5.65 Accommodation occupied by a wholly absent household is defined as "accommodation from which *all* the occupants who usually live there were away on Census night (for example, on holiday) and in which no other person was present". Such households were identified by the enumerator at the Delivery stage from information obtained either from a member of the household contacted before Census day or from a neighbour or other reliable source. In the absence of any such information enumerators made their own assessment as to whether the household was absent on Census night.

5.66 At the Collection stage, the enumerators were asked to confirm that the household had, in fact, been absent on Census night and, if so, they recorded some basic information about the household (see paragraph 1.51) and left a leaflet and return envelope inviting the householder to complete and return (voluntarily) the census form on their return home. Households completing their census forms in this way were classified as *enumerated absent households* (category 2 in paragraph 5.61). Households originally thought to be absent at the Delivery stage but which, at Collection, were found to have been present on Census night, were enumerated and recorded in the normal way.

5.67 Wholly absent households for which no census forms were returned, and households not personally contacted and from whom no forms were received (see paragraph 1.54), were classified as *imputed absent households* (category 3 in paragraph 5.61). (Details of the imputation of 1991 Census data for such households is given at paragraphs 1.50-1.52.)

Vacant accommodation

5.68 Enumerators were instructed to treat any residential accommodation as *vacant* where:

- the property was new and ready for occupation but not yet occupied (category 4 in paragraph 5.61);
- the accommodation was in the course of conversion or improvement (renovation or decoration) and was not yet occupied (category 5); and
- the property was clearly without furniture, or information was obtained that the property was not occupied, for example, because new tenants were awaited or that the occupier was deceased (category 6).

5.69 The *vacant (under improvement)* category covers a wide range of types of improvement, from major structural alteration to inside decoration. It would not have been practicable to obtain a finer distinction of types because reliable information on the improvement may not have been obvious or easy to obtain. Previous evidence has indicated some mis-classification between categories 5 and 6 but this division of previously occupied accommodation nevertheless provides reasonable measures of distinction.

5.70 Enumerators were instructed to treat any vacant premises previously used as a small hotel or boarding house as a private residence, because of the tendency for such premises to move in and out of the private housing market.

Derelict buildings

5.71 Derelict buildings were not recorded unless occupied on Census night, in which case they were treated in a similar way to any other accommodation occupied by households.

5.72 Enumerators were instructed to treat a building as derelict if the roof was partly missing, if floors or staircases were missing, or if the doors were missing and there was no sign that the building was being converted or renovated. Properties which had their doors and windows boarded or

bricked up were not necessarily considered as derelict as this may have only been a precaution against vandalism or squatters during a temporary vacancy. Neighbours were often able to provide information, but in the absence of any reliable source enumerators made their own assessment.

5.73 If enumerators had any reason to believe that persons were sleeping rough in a derelict building, they reported this to their Assistant Census Officer and alternative arrangements were made to enumerate the building. For output purposes, persons sleeping rough are included in the population in communal establishments, that is, not in households (see paragraph 4.28).

5.74 Enumerators were instructed, as in 1981, to treat cases where there were difficulties in distinguishing between vacant and derelict as *vacant (other)*.

5.75 In interpreting the statistics on occupancy type it is important to remember that the Census gives a snapshot of the housing stock at a point in time. Thus, vacant accommodation was classified as at 21 April 1991. Known future plans, for example, to demolish the building, should not have been taken into account. Furthermore, not all accommodation classified as *vacant (other)* was necessarily in the housing market at the time of the Census, since some could have been purchased but awaiting occupation by the new tenants (see paragraph 5.68).

Accommodation not used as a main residence

5.76 *Second residences* were defined as company flats, holiday houses, weekend cottages, etc in permanent buildings which were *known* to be the second residences of people who had a more permanent address elsewhere and which were unoccupied on Census night. This classification was applied even if the premises were occasionally let to others.

5.77 Accommodation in permanent buildings which were let to different occupiers for holidays, for example, self-catering holiday flats, were defined as *holiday accommodation* if they were unoccupied on Census night.

5.78 *Student accommodation* was defined as private accommodation (for example, in a house or flat) which was unoccupied on Census night but *entirely* occupied during term-time by one or more students.

Categories identified in output

5.79 The full 11-fold classification (paragraph 5.61) is used in the *Housing and Availability of Cars* volume (see, for example Table 4), but in other sources abbreviations of the full classification are often adopted; for example, in Table 61 of the LBS the absent household categories (2 and 3) are combined giving a 10-fold classification, whereas in the SAS version of this table a further reduction is achieved by combining 4, 5 and 6 into a single *vacant accommodation* category and identifying only two other categories where accommodation was not used as a main residence: *no persons present* (categories 7, 8 and 9) and *persons enumerated but no residents* (categories 10 and 11).

Comparison with 1981

5.80 In 1981, student accommodation in private residences was classified as *second residences*, otherwise the categories in 1991 are the same as those adopted ten years earlier, but an additional *absent household* category is available in 1991 through the imputation procedure (see paragraphs 1.48-1.54). Categories 10 and 11 (*persons enumerated but no residents*) include non-permanent accommodation with persons present but no residents. In 1981 people enumerated in such accommodation were included as *campers* in the communal establishments population (see paragraph 3.7).

Occupancy type: dwellings

5.81 The occupancy type of a dwelling is chosen with reference to the occupancy type(s) of the constituent household space(s). For a dwelling comprising one household space, the occupancy type will be the same as that of the household space. For a multi-household space dwelling the occupancy type is chosen according to a priority order:

- 1 With residents - persons present
- 2 With residents - absent household (no persons present)
- 3 Vacant - under improvement
- 4 Vacant - other
- 5 Persons enumerated but no residents - owner occupied
- 6 Second residences
- 7 Persons enumerated but no residents - not owner occupied
- 8 Holiday accommodation
- 9 Student accommodation
- 10 Vacant - new, never occupied

5.82 The highest ranked occupancy type among the household spaces becomes the occupancy type for the dwelling. For example, a dwelling consisting of one 'second residence' household space and one household space 'with residents - persons present' will be classified as a dwelling *with residents - persons present*.

5.83 In output, the full 10-fold occupancy type classification of dwellings is given in Table 20 of the *Housing and Availability of Cars* volume, whereas elsewhere, abbreviated versions of the classification are adopted; for example, in Table 64 of the LBS and *County/Region Reports* a 5-fold classification is shown which combines categories 1, 2 and 3 (from paragraph 5.61) as one group, 4, 5 and 6 as another and 7, 8 and 9 as a third, with the categories 10 and 11 separately identified.

Floor level of household's accommodation (Scotland only)

5.84 In Scotland only, as in the 1981 Census, an additional question was asked on *floor level of accommodation*.

HL Floor level of household's living accommodation

Which is the lowest floor on which any of your household's living accommodation is situated?

Tick box **B** or **G** or write number of floor

Basement **B**

Ground floor **G**

Floor number

The 1991 Census question differed from the question asked in 1981 which identified accommodation:

- all on ground floor or on ground and other floors;
- all in basement; and
- all on first or higher floors (stating floor of entry to accommodation).

5.85 In the *Housing and Availability of Cars* volume for Scotland and Local Base Statistics tables the full classification of floor level is:

- 1 Basement
- 2 Ground
- 3 1st or 2nd
- 4 3rd or 4th
- 5 5th or 6th
- 6 7th-9th
- 7 10th and over

5.86 There was no question in the 1991 Census, as there was in 1981, on shared access or means of access to the household's accommodation.

Cars and vans

5.87 The same question that was asked in 1981 was included on the 1991 Census form.

H5 Cars and vans

Please tick the appropriate box to indicate the number of cars and vans normally available for use by you or members of your household (other than visitors).

Include any car or van provided by employers if normally available for use by you or members of your household, but **exclude** vans used only for carrying goods.

None 0

One 1

Two 2

Three or more 3

5.88 The same categories are recognised in the full output classification (such as in Table 16 in the *Housing and Availability of Cars* volume and Table 6 in the *Workplace and Transport to Work* volume). Elsewhere, abbreviated categories or summary statistics are given; for example, in Table 83 of the LBS and SAS the classification is reduced to three categories:

- No car
- 1 car
- 2 or more cars

while in LBS/SAS Table 46 and elsewhere, a single *households with no car* variable is given.

6 Population topics (100 per cent)

Age and sex

6.1 This information comes from Questions 2 and 3 of the Census form.

Sex		
Male	<input type="checkbox"/>	1
Female	<input type="checkbox"/>	2
Date of birth		
Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

6.2 Age is derived from the date of birth and is the number of completed years of age at Census date (21 April 1991), unless specified otherwise in a table. *Pensionable age* is the minimum age at which a person may receive a national insurance retirement pension; that is, 60 for women and 65 for men.

6.3 A national single year of age distribution for all residents is given for ages up to 99 then 100 and over in Table 1 of the *Sex, Age and Marital Status* volume, and local figures of residents in households for ages up to 89 and then 90 and over in Table 38 of the *County/Region Reports (part 1)* and Local Base Statistics (LBS). Elsewhere aggregations of age groups are used as either summary groupings or to focus on particular age bands of the population. For example, some of the aggregations used in the LBS are shown below.

Some age aggregations used in the Local Base Statistics

Table 15	Table 11	Table 12	Table 8	Table 52
1-4	0-4	0-4		
5-9	5-9			
10-14	10-14	5-15		0-17
15	15			
16	16-17	16-17	16	
17			17	
			18	
18-19	18-19		19	
20-24	20-24	18-29	20	18-44
25-28			21-24	
29	25-29		25-29	
30-34	30-34	30-44	30-34	
35-39	35-39		35-39	
40-44	40-44		40-44	
45-49	45-49	45-54	45-49	45-pensionable age
50-54	50-54		50-54	
55-59	55-59	55-59	55-59	
60-64	60-64	60-64	60-64	
65-69	65-69		65-69	
70-74	70-74	65-74	70-74	
75-84	75-79		75+	pensionable age +
	80-84			
85+	85-89	85+		
	90+			

6.4 In LBS Table 67 different age groupings are identified in the Welsh language and Gaelic versions to reflect the specialist uses for this table.

Marital status

6.5 Information on *marital status* comes from Question 4.

4 Marital status	Single (never married) <input type="checkbox"/> 1
On the 21st April what is the person's marital status?	Married (first marriage) <input type="checkbox"/> 2
If separated but not divorced, please tick 'Married (first marriage)' or 'Re-married' as appropriate.	Re-married <input type="checkbox"/> 3
Please tick one box.	Divorced (decree absolute) <input type="checkbox"/> 4
	Widowed <input type="checkbox"/> 5

The question in England and Wales is unchanged from that asked in 1981; in Scotland box 4 is labelled just 'Divorced'. In 1981 the question in Scotland did not distinguish between first and subsequent marriages.

6.6 *Single* persons are those who have never married (bachelors and spinsters). *Married (first marriage)* persons are those whose first marriage had not ended by divorce or death of a spouse. *Re-married* persons are those who have married again after their first or subsequent marriage(s) ended in divorce or death of a spouse and who were still married at the time of the Census. The *total married* population comprises those persons classified as married (first marriage) plus those classified as re-married. *Widowed* and *divorced* persons are those whose most recent marriage ended, respectively, through the death of a spouse or divorce.

Persons who were separated but not divorced from their spouse are classified as either *married (first marriage)* or *re-married*.

6.7 The same categories that appear in the question are also identified in the full output classification (for example, in Table 1 of the *Sex, Age and Marital Status* volume). In other tables, such as in the *County/Region Reports* and LBS/SAS, abbreviated categories are given; for example:

LBS Table 2	SAS Table 2	LBS Table 8
<i>Males</i>		
Single	Single, widowed and divorced	Total males
Married	Married	
Widowed		
Divorced		
<i>Females</i>		
Single	Single, widowed and divorced	Single, widowed and divorced
Married	Married	Married
Widowed		
Divorced		

Migration

6.8 The identification of a migrant is based on answers to the questions on usual address (see paragraph 2.4) and address one year before the Census (Question 9).

9 Usual address one year ago

If the person's usual address one year ago (on the 21st April 1990) was the same as his or her current usual address (given in answer to question 7), please tick 'Same'. If not, tick 'Different' and write in the usual address one year ago.

If everyone on the form has moved from the same address, please write the address in full for the first person and indicate with an arrow that this applies to the other people on the form.

For a child born since the 21st April 1990, tick the 'Child under one' box.

Same as question 7 1

Different 2

Child under one 3

If different, please write the person's address and postcode on the 21st April 1990 below in BLOCK CAPITALS

Post-code

The question is unchanged from the 1981 Census.

6.9 A *migrant within one year preceding the Census* (often referred to simply as a *migrant*) is a person with a different usual address one year ago to that at the time of the Census. The usual address at the Census provides the *area of destination* and the usual address one year ago the *area of origin* in tables of migration flows.

6.10 A *migrant household* is a household whose head is a migrant.

6.11 A *wholly moving household* is a household all of whose resident members aged one year and over were migrants with the same postcode of usual residence one year before the Census. Children aged under one are included as members of wholly moving households.

6.12 The *resident population* used in tables in the *Migration* volumes is defined according to the topped-up

present/absent base (see paragraph 2.10). A *migrant resident* in an area is a resident in the area who was resident at a different address one year before the Census.

6.13 Certain categories of change of usual address during the reference period are excluded from the statistics for various reasons:

- (a) children aged under one at Census date, though they are included in tabulations as members of wholly moving households (see paragraph 6.11 above);
- (b) persons who died before Census date (not enumerated);
- (c) migrants usually resident in communal establishments but absent on Census night (see the definition of the present/absent base at paragraph 2.10); and
- (d) persons who emigrated overseas (not enumerated); the Census does, however, provide information on persons with a previous address overseas.

6.14 In the case where a person had moved more than once during the year preceding the Census date, only the net result of those moves is recorded.

Coding a migrant's address by area

6.15 The *usual address* at the Census is coded to the enumeration district (ED) in England and Wales and to the postcode unit in Scotland. Although the postcode of enumeration is captured in England and Wales, it will not be used for standard output.

6.16 The question on *usual address one year ago* is coded to postcode unit for addresses in Great Britain, or to an overseas country (see Annex A for a full list of countries coded - the same as those recognised in the country of birth code list). Non-responses to Question 9 are assigned either a non-migrant code or a migrant (origin not stated) code by the edit/imputation system.

6.17 When the response to Question 9 does not contain a postcode and the address is not complete enough for a full postcode to be assigned, then it is coded as *migrant (origin not stated)*. The 1991 Census will have no provision for partial postcodes on the lines adopted in Scotland in 1981.

6.18 When coded to postcode unit, areas of origin in England and Wales are translated into wards and to the higher area levels used in tables via the Central Postcode Directory that links postcodes to wards. In England and Wales, the use of postcodes to define areas of previous residence results in some asymmetry, that is, wards are exact aggregates of EDs (for data on usual address) but only approximate aggregations of postcodes (for data on previous address). Consequently, a person who moved *within* an area may be counted as having moved from *outside* the area (and *vice versa*) for a very small number of cases. In Scotland, both areas of origin and areas of destination are translated into postcode sectors.

Type of move

6.19 Statistics on migrants are available for a wide range of standard census variables, but migration data is also often analysed on a *type of move* (TYMO) basis. Definitions of these are:

- a *migrant within a defined area*, for example a migrant within a local authority district, is one whose former usual address (area of origin) and usual address at Census (area of destination) are within the same defined area;
- a *migrant to a defined area* is a migrant whose usual address at Census was inside the defined area but whose former usual address was outside that area;
- a *migrant from overseas to a defined area* is a migrant whose address at Census was inside the defined area but whose former usual address was outside Great Britain (this definition carries no implication with regard to birthplace or ethnic group of the migrant);
- a *migrant from a defined area* is a migrant whose former usual address was inside the defined area but whose usual address at Census was outside the area but within Great Britain;
- *migrants resident in a defined area* is the sum of migrants within the area and migrants into the area, including those migrants resident in the area with origin not stated; and
- *migrants from/to contiguous areas* are defined as the sum of all migrants from/to areas which have a shared boundary with the defined area (see paragraphs 8.17-8.18 for definition of contiguous areas).

6.20 A migration table will comprise several of these TYMOs depending on the area level being analysed. A typical TYMO classification as used, for example, in Table 4 of the *National Migration (100 per cent)* report is as follows:

- 1 Migrants resident in [area]
- 2 Migrants moving within [area]
- 3 Migrants moving within standard regions of [area]/Scotland
- 4 Migrants moving within counties/Scottish Regions of [area]
- 5 Migrants moving within districts of [area]
- 6 Migrants moving into [area] from rest of GB
- 7 Migrants moving into [area] from Northern Ireland
- 8 Migrants moving into [area] from outside UK
- 9 Migrants moving into [area] from origin not stated
- 10 Migrants moving from [area] to rest of GB

In 1981 output, categories 8 and 9 were not separately identified.

6.21 In the LBS (which describes only migration flows within and into each local area) there are variations to these

TYMOs, with some additional categories. Thus Table 15, for example, has the following column headings:

- Total residents with different address one year before the Census
- Moved within wards/postcode sectors
- Moved between wards/postcode sectors but within district
- Moved between districts but within county/Scottish Region
- Moved between counties/Scottish Regions but within standard region/Scotland
- Moved between regions or between Scotland and England and Wales
- Moved from outside GB

plus

- Moved between neighbouring districts
- Moved between neighbouring counties/Scottish Regions

Distance of move

6.22 An alternative measure in analysing migration flows is to consider the distance of move as, for example, in Table 10 of the *National Migration (100 per cent)* report. The range of distances analysed are:

0- 4 kilometres	
5- 9 kilometres	
10-19 kilometres	(1 km = 0.62 miles)
20-49 kilometres	
50-79 kilometres	
80 or more kilometres	

6.23 Distance is the measurement of the straight line between the postcode of the addresses of origin and destination. For areas in England and Wales the calculation uses the National Grid reference of the first address in the postcode contained in the Central Postcode Directory; the reference is usually given to the nearest 100 metres. In Scotland the references are to the nearest 10 metres and are the centroids of the populated part of the postcode.

6.24 In tables analysing distance of move, moves of migrants from areas of origin outside Great Britain or not stated are excluded.

Migration reports

6.25 Tables on migration are published in volumes at both the national and regional level, each in two parts. The *National Migration (100 per cent)* volume comprises tables cross-analysing migrants by a range of those variables processed at the 100 per cent level, such as economic position, ethnic group and amenities. The set of *Regional Migration (100 per cent)* volumes presents broadly corresponding tables for smaller areas. Part 2 of each report includes tables showing variables processed only at the 10 per cent level (see paragraph 7.100).

6.26 In *Special Migration Statistics*, summary tables are given for customer-specified areas down to the local authority district level for most counts, and to the ward level (in England and Wales) and postcode sector level (in Scotland) for less detailed counts.

Country of birth

6.27 Question 10 asked:

10 **Country of birth**
Please tick the appropriate box.

England	<input type="checkbox"/>	1
Scotland	<input type="checkbox"/>	2
Wales	<input type="checkbox"/>	3
Northern Ireland	<input type="checkbox"/>	4
Irish Republic	<input type="checkbox"/>	5
Elsewhere	<input type="checkbox"/>	

If the 'Elsewhere' box is ticked, please write in the present name of the country in which the birthplace is now situated.

If elsewhere, please write in the present name of the country

The question was unchanged from the 1981 Census.

6.28 Although only five pre-coded categories are given, that is, England, Scotland, Wales, Northern Ireland, and Irish Republic, all answers are coded to the countries as listed in Annex A.

6.29 *Great Britain* comprises England, Wales and Scotland; the *United Kingdom* comprises Great Britain and Northern Ireland; the *British Isles* comprises the United Kingdom, the Irish Republic, the Channel Islands and the Isle of Man. The *Irish Republic* is taken to include responses written in under the 'Elsewhere' box as simply 'Ireland', except in tables where *Ireland - part not stated* is shown as a separate category.

6.30 The full country of birth classification is given in Table 1 of the *Ethnic Group and Country of Birth* volume, but in other output tabulations abbreviated versions only of the full classification may be given; for example, a reduction to 90 categories is available from Table 7 of the *County/Region Reports* and LBS while a 24-category classification is provided in Table 2 of the *Ethnic Group and Country of Birth* report; SAS Table 7 presents a further reduction to 19 categories. In summary-type tables even further reductions, or selected groupings, may be adopted; for example in the language indicator table (Table 52) in the *County/Region Reports* and LBS, only two country of birth groupings - (i) New Commonwealth and (ii) Outside of UK, Ireland, Old Commonwealth and USA are presented (see paragraph 6.58).

Country of birth of head of household

6.31 In the absence of a question on ethnic group in the 1981 Census, several household composition analyses were given by country of birth of head of household as a proxy measure. In order to maintain comparability with the previous census, similar cross-analyses are presented for 1991 (see paragraph 6.49 for definition of *head of household*).

6.32 In most tables the number of country of birth categories, when relating to head of household, are further

reduced; for example, in Table 3 of the *Ethnic Group and Country of Birth* volume, a 14-category classification is given.

Ethnic group

6.33 Question 11 asked:

11 **Ethnic group**
Please tick the appropriate box.

White	<input type="checkbox"/>	0
Black-Caribbean	<input type="checkbox"/>	1
Black-African	<input type="checkbox"/>	2
Black-Other	<input type="checkbox"/>	
please describe		
<input type="text"/>		
Indian	<input type="checkbox"/>	3
Pakistani	<input type="checkbox"/>	4
Bangladeshi	<input type="checkbox"/>	5
Chinese	<input type="checkbox"/>	6
Any other ethnic group	<input type="checkbox"/>	
please describe		
<input type="text"/>		

If the person is descended from more than one ethnic or racial group, please tick the group to which the person considers he/she belongs, or tick the 'Any other ethnic group' box and describe the person's ancestry in the space provided.

The question was new to the Census in Great Britain in 1991.

Coding ethnic group

6.34 Answers to this question are assigned one of 35 codes, given in Annex B. This full classification incorporates each of the 7 pre-coded categories from the question, plus another 28 derived from any multi-ticking of boxes and the written descriptions given in the 'Black-Other' and 'Other ethnic group' boxes.

6.35 Written descriptions which are the same (or generally have the same meaning) as one of the pre-coded categories are assigned the relevant code in the range 0-6. Generally, where the 'Black-Other' box has been ticked, a code in the range 7-17 is allocated, and where the 'Any other ethnic group' box has been ticked a code is allocated in the range 18-34.

Output classifications

6.36 For the purposes of most statistical output on ethnic group, the full classification (35 codes) will be condensed into 10 categories. This *output classification*, together with the constituent codes, is as follows:

Ethnic group output classification

White	0 26-29 33
Black-Caribbean	1 8 20
Black-African	2 10 22
Black-Other	7 14 15 17
Indian	3
Pakistani	4
Bangladeshi	5
Chinese	6
Other groups - Asian	11-13 23-25
- Other	9 16 18 19 21 30-32 34

6.37 The full classification is given in one table only (Table A in the *Ethnic Group and Country of Birth* volume). To show the effect of grouping the 35 codes, this table also

shows the above 10-fold output classification (*after allocation*), together with the following summary classification (*before allocation* to the output categories):

Ethnic group summary classification

White	0
Black-Caribbean	1
Black-African	2
Black-Other	7-17
Indian	3
Pakistani	4
Bangladeshi	5
Chinese	6
Other groups	18-34

This provides an indication of the numbers of people who responded to the Census question with write-in answers.

6.38 In most other tables showing ethnic group, the 10-fold output classification is given, though in several SAS tables, which can relate to small areas such as EDs in England and Wales, and Output Areas in Scotland, a reduction to 4 groups is adopted:

White	0
Black	1 2 7-17
Indian, Pakistani and Bangladeshi	3-5
Chinese and other groups	6 18-34

6.39 An additional category, *born in Ireland*, derived from the country of birth question, is given in most tabulations by ethnic group for which there is no equivalent country of birth cross-tabulation. Counts in this category will also be included in the appropriate ethnic group categories.

Limiting long-term illness

6.40 Another question new to the Census related to *limiting long-term illness*.

12 Long-term illness

Does the person have any long-term illness, health problem or handicap which limits his/her daily activities or the work he/she can do?

Yes, has a health problem which limits activities 1

Has no such health problem 2

Include problems which are due to old age.

6.41 In tables, statistics are presented simply as numbers in population groups with long-term illness, often compared with the total population in those groups (for example, Tables 1-4 in the *Limiting Long-term Illness* volume), or as analyses of housing or households containing persons with a long-term illness (for example, LBS Table 49).

Household composition

6.42 The 1991 Census adopts two approaches to the analysis of the composition of households, both referring to either households with residents or residents in households as the base population; that is, the base is restricted to persons whose usual address at Question 7 (see paragraph 2.4) was entered as 'this address'.

6.43 The first approach uses only the answers to the questions on age, sex and marital status (see paragraphs 6.1 and 6.4) and the question on long-term illness (see paragraph 6.40) for each person in the household. All four variables are included in the full processing.

6.44 The second approach also uses the answers to the question on relationship in household, the answers for which were only processed for a sample of one in ten household forms. A description of the relationship question and of the output produced for this 10 per cent topic is given in Chapter 7 (paragraphs 7.3-7.21).

Household composition type

6.45 In general, the main classification of *household composition* used in the 100 per cent tables is self-explanatory. The full classification is:

- 1 No adults, all dependent children
- One adult (male)
 - 2 Aged 65 or over with no dependent children
 - 3 Aged under 65 with no dependent children
 - 4 With 1 dependent child
 - 5 With 2 or more dependent children
- One adult (female)
 - 6 Aged 60 or over with no dependent children
 - 7 Aged under 60 with no dependent children
 - 8 With 1 dependent child
 - 9 With 2 or more dependent children
- Two adults (1 male, 1 female)
 - 10 One or both of pensionable age with no dependent children
 - 11 Both under pensionable age with no dependent children
 - 12 With 1 dependent child
 - 13 With 2 dependent children
 - 14 With 3 or more dependent children
- Two adults (same sex)
 - 15 One or both of pensionable age with no dependent children
 - 16 Both under pensionable age with no dependent children
 - 17 With 1 or more dependent children
- Three or more adults (male(s) and female(s))
 - 18 With no dependent children
 - 19 With 1 or 2 dependent children
 - 20 With 3 or more dependent children
- Three or more adults (same sex)
 - 21 With no dependent children
 - 22 With 1 or more dependent children

6.46 This full classification is used, for example, in Tables 1-10 of the *Household Composition (100 per cent)* volume. In some other tabulations, however, the full classification is collapsed by varying degrees. Thus, for example, in Table 59

of the *County/Region Reports* and the LBS/SAS, the 22 categories are reduced to 11:

- 2,6 One adult of pensionable age with no dependent children
- 3,7 One adult under pensionable age with no dependent children
- 4,5,8,9 One adult, any age with 1 or more dependent children
- 10,11 Two adults (1 male and 1 female) with no dependent children
- 12-14 Two adults (1 male and 1 female) with one or more dependent children
- 15,16 Two adults (same sex) with no dependent children
- 17 Two adults (same sex) with 1 or more dependent children
- 18 Three or more adults (male(s) and female(s)) with no dependent children
- 19,20 Three or more adults (male(s) and female(s)) with 1 or more dependent children
- 21 Three or more adults (same sex) with no dependent children
- 22 Three or more adults (same sex) with 1 or more dependent children

6.47 Category 1 is likely to contain only a very small number of households (comprising households of, for example, one or more 18-year old never married students in full-time education). In abbreviated versions of the classification these are included in the Total households but are not shown separately.

6.48 Other tables may focus on particular types of households or will present household composition types in different ways. For example, Table 47 in the *County/Region Reports* and LBS/SAS looks at households with pensioners, separately identifying persons aged 75-84 and 85 and over living alone, while Table 1 of the *Household Composition (100 per cent)* volume presents a cross-analysis of the adult classification by the number of dependent children up to 4 or more.

Definition of terms used in the household composition classification

6.49 The following terms are used in relation to persons included in the 100 per cent processing of household composition:

- (a) The *head of household* is regarded as the person entered in the first column of the form, provided that person was: (i) aged 16 years or over; and (ii) usually resident at the address of enumeration.

If one of these conditions was not met, the first person aged 16 or over to be entered on the form and recorded as usually resident at the address of enumeration was coded as the head. In the last resort the oldest resident aged under 16 was taken as the head.

No head was identified in households consisting entirely of visitors. This is the same definition that was adopted in the 1981 Census.

- (b) *Dependent children* are defined as: persons aged 0-15 in a household; or persons aged 16-18, never married, in full-time education and economically inactive. The additional qualification 'and economically inactive' has been added to the 1981 Census definition (which also included persons aged 19-24 who were also never married and classified as a student from the question on economic activity).
- (c) An *adult* is any person who is not a dependent child.

Household dependant type

6.50 For output from the 1991 Census, an additional, *household dependant type*, classification of households has been introduced and is defined in terms of *dependants* and *non-dependants* in the household.

6.51 In this classification of household types a *dependant* is either a dependent child or a person who both has a limiting long-term illness and whose economic position is either 'permanently sick' or 'retired'. A *non-dependant* is any person who is not a dependant.

6.52 In output, the full classification comprises 21 categories:

- 1 Households with no dependants
- Households with 1 dependant, aged:
 - 2 0- 4
 - 3 5-15
 - 4 16-18
 - 5 19 up to pensionable age
 - 6 Pensionable age and over
- Households with at least 2 dependants
 - Age of youngest dependant 0-4 and age of oldest:
 - 7 0- 4
 - 8 5-15
 - 9 16-18
 - 10 19 up to pensionable age
 - 11 Pensionable age and over
 - Age of youngest dependant 5-15 and age of oldest:
 - 12 5-15
 - 13 16-18
 - 14 19 up to pensionable age
 - 15 Pensionable age and over
 - Age of youngest dependant 16-18 and age of oldest:
 - 16 16-18
 - 17 19 up to pensionable age
 - 18 Pensionable age and over
 - Age of youngest dependant 19 up to pensionable age and age of oldest:
 - 19 19 up to pensionable age
 - 20 Pensionable age and over
 - 21 Age of youngest dependant pensionable age and over

6.53 This full classification is used, for example, in Table 28 of the *County/Region Reports* and in the LBS. In other tables, abbreviated versions of the classification may appear. For example: in Table 14 of the *Household Composition (100 per cent)* volume a 15-fold version is adopted, combining categories 2/3, 7/8/12, 9/13, 10/14 and 11/15; and in the SAS version of Table 28 a further reduction to 10 groups is achieved by additionally combining categories 4/5, 9/10/13/14, 16/17/19 and 18/20.

Welsh and Gaelic languages

6.54 In Wales and Scotland respectively the following questions were asked of persons aged 3 and over:

<p>W Welsh Language</p> <p>Does the person speak, read or write Welsh?</p> <p>Please tick the appropriate box(es)</p>	<p>Speaks Welsh <input type="checkbox"/> 1</p> <p>Reads Welsh <input type="checkbox"/> 2</p> <p>Writes Welsh <input type="checkbox"/> 4</p> <p>Does not speak, read or write Welsh <input type="checkbox"/> 0</p>
<p>G Scottish Gaelic</p> <p>Can the person speak, read or write Scottish Gaelic?</p> <p>Please tick the appropriate box(es)</p>	<p>Can speak Gaelic <input type="checkbox"/> 1</p> <p>Can read Gaelic <input type="checkbox"/> 2</p> <p>Can write Gaelic <input type="checkbox"/> 4</p> <p>Does not know Gaelic <input type="checkbox"/> 0</p>

6.55 The question in Scotland was unchanged from 1981; the Welsh version varied only slightly from the question in 1981, which had a yes/no filter for 'speaks Welsh'.

6.56 In output, such as Table 67 in the *County/Region Reports* and LBS/SAS, the following are identified:

persons who:

- speak Welsh/Gaelic
- read Welsh/Gaelic
- write Welsh/Gaelic
- speak and read Welsh/Gaelic
- speak, read and write Welsh/Gaelic
- either speak, read or write (that is, have some knowledge of) Welsh/Gaelic.

Language indicator

6.57 In consultation, many users expressed a requirement for the Census to include a question on language other than English usually spoken in the home (or 'mother tongue'). Such a question was not included in the Census, but Table 52 in the *County/Region Reports* and LBS/SAS attempts to provide a general, and approximate, indication, at the local area level, of the possible extent of a language other than English being the first language spoken.

6.58 The table cross-analyses residents in the broad age groups 0-17, 18-44, 45 up to pensionable age, and pensionable age and over, by whether born in (i) the New Commonwealth or (ii) Outside the British Isles, Old Commonwealth and USA (including persons born in the New Commonwealth).

Economic activity

6.59 The general topic of *economic activity* covers a wide range of census characteristics including both those obtained directly from questions on the Census form, such as *economic position, employment status and occupation*, and others which are derived by combining answers to these questions, for example, *social class* and *socio-economic group*, which are derived from occupation and employment status.

6.60 The question giving information on economic position and employment status (Question 13) was asked of all persons aged 16 or over at the time of the Census and is fully processed. Subsequent questions were addressed only to those persons who were either in paid employment in the week before Census day or who had had a paid job within the previous ten years. These questions are only processed for a ten per cent sample of households and persons in communal establishments (see paragraphs 7.23, 7.29, 7.42 and 7.70 in Chapter 7).

Economic position and employment status

6.61 These 100 per cent processed items are taken directly from the answers to Question 13:

<p>13 Whether working, retired, looking after the home etc last week</p> <p>Which of these things was the person doing last week?</p> <p>Please read carefully right through the list and tick all the descriptions that apply.</p>	<p>Casual or temporary work should be counted at boxes 1, 2, 3 or 4. Also tick boxes 1, 2, 3 or 4 if the person had a job last week but was off sick, on holiday, temporarily laid off or on strike.</p> <p>Boxes 1, 2, 3 and 4 refer to work for pay or profit but not to unpaid work except in a family business.</p> <p>Working for an employer is part time (box 2) if the hours worked, excluding any overtime and mealbreaks, are usually 30 hours or less per week.</p>	<p>Was working for an employer full time (more than 30 hours a week) <input type="checkbox"/> 1</p> <p>Was working for an employer part time (one hour or more a week) <input type="checkbox"/> 2</p> <p>Was self-employed, employing other people <input type="checkbox"/> 3</p> <p>Was self-employed, not employing other people <input type="checkbox"/> 4</p> <p>Was on a government employment or training scheme <input type="checkbox"/> 5</p> <p>Was waiting to start a job he/she had already accepted <input type="checkbox"/> 6</p> <p>Was unemployed and looking for a job <input type="checkbox"/> 7</p> <p>Was at school or in other full time education <input type="checkbox"/> 8</p> <p>Was unable to work because of long term sickness or disability <input type="checkbox"/> 9</p> <p>Was retired from paid work <input type="checkbox"/> 10</p> <p>Was looking after the home or family <input type="checkbox"/> 11</p> <p>Other <input type="checkbox"/> please specify</p>
	<p>Include any person wanting a job but prevented from looking by holiday or temporary sickness.</p>	
	<p>Do not count training given or paid for by an employer.</p>	

Written answers at the 'other-please specify' box are re-coded where possible to one of the eleven numbered categories. For example, entries such as 'au pair' are coded as either 1 or 2 (depending on the number of hours worked); 'job creation scheme' is coded 5; 'handicapped' is coded 9.

6.62 In cases of multiple ticking, up to three codes are entered on the computer file. The three lowest numbered boxes ticked are given priority except for boxes 5 and 8 which take precedence over all other boxes. Thus, for example, ticks in boxes 1, 5 and 11 are coded as 5 (*primary code*), 1 (*secondary code*) and 11 (*tertiary code*), while ticks in, say, boxes 1, 4, 8 and 11 are coded, respectively, as 8, 1 and 4.

6.63 In statistical output such as tables in the *County/Region Reports*, the LBS/SAS and the *Economic Activity* volume, only the primary code is identified, except in the case of students, where the secondary code (if any) is used to distinguish economically active from economically inactive students (see paragraph 6.66 below).

6.64 The full details of the coding instructions are not included in this volume but a copy may be obtained from Census Customers Services at the address given on page 147.

6.65 The full 12-fold *economic position/employment status* classification, as used, for example, in Table 1 of the *Economic Activity* volume, is:

- Economically active
- Persons in employment
- Employees
- 1 Full-time
- 2 Part-time
- Self-employed
- 3 With employees
- 4 Without employees
- 5 On a government scheme
- Unemployed
- 6 Waiting to start a job
- 7 Seeking work
- 8 Students (included above)
- Economically inactive
- 9 Students
- 10 Permanently sick
- 11 Retired
- 12 Other inactive

In many tables, however, categories 6 and 7 are combined to form a single *unemployed* category (see, for example, Table 8 in the *County/Region Reports* and LBS/SAS).

6.66 Category 9, *students - economically inactive*, comprises persons who are allocated a primary code of 8, and no other boxes 1-4 were ticked. However, persons who ticked any box 1-4 in addition to box 8 are separately identified as *students - economically active* as well as being included in the appropriate economically active category. (A tick in box 5 takes priority over all other boxes, and persons ticking this box are thus coded as being *on a Government scheme*.)

6.67 Category 12, *other inactive*, comprises persons *looking after the home or family*, or for whom the last box was ticked and who are not re-allocated to another category, including persons of independent means.

Differences from the 1981 question on economic activity

6.68 Question 13 on the 1991 Census form attempts to

obtain the same information that was asked for in two separate questions in 1981. Question 10 on the 1981 form had just two *persons in employment* boxes, which distinguished only between persons with a full-time and a part-time job. The information on *employment status* (that is, whether a person was working for an employer or was self-employed with/without employees) was obtained from a separate question (Question 13).

6.69 The introduction of economically active students in categories 1-4 is also a change from 1981, introduced to follow International Labour Organisation definitions adopted in the early 1980s.

6.70 Additionally, the 1991 question allows for persons on government employment and training schemes - introduced widely only since 1981 - to be identified. The 1981 question on employment status included a box for 'apprentice or articled trainee'.

10 per cent employment status

6.71 A fuller breakdown of employment status, based on the 10 per cent sample processing, is described in Chapter 7 (paragraphs 7.65-7.67).

Lifestages

6.72 Also new to 1991 Census output is a summary household composition/economic activity classification designed to attempt to identify households at different stages in their development. For example, Table 53 in the *County/Region Reports* and LBS/SAS presents figures for persons and household heads:

Aged 16-24

- 1 With no children aged 0-15 in household
- 2 With children aged 0-15 in household

Aged 25-34

- 3 With no children aged 0-15 in household
- 4 With children aged 0-4 in household
- 5 With youngest child in household aged 5-10
- 6 With youngest child in household aged 11-15

Aged 35-54

- 7 With no children aged 0-15 in household
- 8 With children aged 0-4 in household
- 9 With youngest child in household aged 5-10
- 10 With youngest child in household aged 11-15

Aged 55 up to pensionable age

- 11 Working or retired
- 12 Unemployed
- 13 Pensionable age-74
- 14 Aged 75 and over

analysed by whether or not living in a '*couple*' household (defined for this purpose as a household containing two persons aged 16 and over of the opposite sex with no other persons aged 16 and over, with or without children aged 0-15).

7 10 per cent topics

Introduction

7.1 As explained at paragraph 1.10, the responses to the 1991 Census questions that were harder to code, mainly those with write-in answers, were processed only for a 10 per cent sample of households and persons in communal establishments. The 10 per cent questions were:

relationship in household;
hours worked;
occupation;
industry;
workplace;
journey to work; and
higher qualifications.

7.2 Journey to work, though relatively easy to code, is included with the 10 per cent topics because the output is most often used in conjunction with workplace, which is a hard-to-code topic.

Household and family composition

7.3 Paragraphs 6.42-6.44 explained that the 1991 Census adopts two approaches to the analysis of the composition of households. The first (described in paragraphs 6.45-6.53) uses only the answers to the questions on age, sex, marital status and long-term illness, which are processed for 100 per cent of household returns.

7.4 The second approach uses, additionally, the answer to the question on *relationship in household* (Question 5).

<p>5 Relationship in household</p> <p>Please tick the box which indicates the relationship of each person to the person in the first column.</p> <p>A step child or adopted child should be included as the son or daughter of the step or adoptive parent.</p> <p>Write in relationship of 'Other relative' — for example, father, daughter-in-law, niece, uncle, cousin.</p> <p>Write in position in household of an 'Unrelated' person for example, boarder, housekeeper, friend, flatmate, foster child.</p>	<p>Relationship to Person No.1</p> <p>Husband or wife <input type="checkbox"/> 1</p> <p>Living together as a couple <input type="checkbox"/> 2</p> <p>Son or daughter <input type="checkbox"/> 3</p> <p>Other relative <input type="checkbox"/></p> <p>Unrelated <input type="checkbox"/></p> <p>please specify</p>
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The aim of this approach is to classify households, taking account of the inter-relationships between household members. To do this each member's relationship to head of household is coded to a 17-category classification. This is, in turn, used to group individuals into families, and households are classified according to the numbers and type of families they contain.

7.5 The head of household, or a joint head, or other member of the household, is entered as person 1 on the Census household form, and relationship to that person is answered for all other persons on the form.

7.6 The question (which is not asked for person 1) is very similar to the one asked throughout Great Britain in 1981 but, additionally, attempts to identify *cohabiting* by means of a stated category on the form rather than by the coding of write-in answers.

7.7 Written answers at the un-numbered boxes for *other relative* and *unrelated* are coded so that all persons in households are allocated one of the following codes:

0 Head of household	9 Brother/sister
1 Spouse	10 Brother/sister-in-law
2 Cohabitant	11 Grandchild
3 Son/daughter	12 Nephew/niece
4 Child of cohabitant	13 Other related
5 Son/daughter-in-law	14 Boarder, lodger, etc
6 Cohabitant of son/daughter	15 Joint head
7 Parent	16 Other unrelated
8 Parent-in-law	

The accuracy of this allocation will depend on how specific the information given at Question 5 is.

7.8 Step and adopted relationships, when specified as such on the form, are not distinguished from blood relationships. Thus 'adopted son' or 'step-son' is coded 3, but 'foster son' is treated as *unrelated*.

7.9 The list of relationship codes differs from that followed in 1981 only in that *cohabitant* (code 2) replaces the former *de facto spouse* (derived from write-in answers) and that additional codes are introduced for *child of cohabitant* (code 4) and *cohabitant of son/daughter* (code 6) in an attempt to identify 'hidden' families within households. The *other unrelated* category (code 16) now includes domestic servants, who were separately coded - though not identified in tables - in 1981.

7.10 Category 10 (brother/sister-in-law) is intended to comprise the spouses of siblings and the siblings of spouses but *not*, for example, the wife of the brother of the wife of the head (who should be recorded as category 13 - 'other related').

Family unit type

7.11 A computer algorithm is used to allocate individuals within households to one of the 60 detailed family unit types shown at Annex C. The algorithm also defines the number of family units within a household, the relationship of each unit to the head of the household, and the generation within the family unit to which the individual belongs.

7.12 In any family unit within a household where there are two generations, the younger generation must be single (never married) and have no obvious partner or offspring. When a person in a younger generation has, or can be shown to have had, a relationship to a person other than their parent(s), that person is not placed in the same family unit as his or her parent(s). Thus, in two-generation family units, married and divorced children are not put in the same family unit as their parent(s), but single, non-cohabiting children, even those who used to have a cohabiting partner, are put in the same family unit, since their former relationship cannot be deduced from information given on the Census form.

7.13 For the purposes of statistical output the detailed family unit types identified by the algorithm are grouped into one of the following standard types:

- (a) *married couple family*: a married couple with or without their never married child(ren) - including a childless married couple;
- (b) *cohabiting couple family*: two persons of the opposite sex living together as a couple with or without their never married child(ren) - including a childless cohabiting couple;
- (c) *lone parent family*: a father or mother together with his or her never married child(ren); or
- (d) *no family person*: an individual member of a household not assigned with other members to a family; for example, a household containing a brother and sister only would be classified as *no family, 2 or more persons* (category 2 in paragraph 7.15 below).

7.14 Grandparent(s) with grandchild(ren), if there are no apparent parents of the grandchild(ren) resident in the household, are classified as type (a), (b) or (c) as appropriate. Households consisting entirely of persons aged under 16 are not grouped into families.

Classification of household and family composition type

7.15 In 10 per cent output the standard classification of households with residents by household and family composition is:

	Households with no family
1	1 person
2	2 or more persons
	Households with 1 family
	Married couple family with no children
3	Without others
4	With others
	Married couple family with child(ren)
	Without others
5	With dependent children
6	With non-dependent children only
	With others
7	With dependent children
8	With non-dependent children only
	Cohabiting couple family with no children
9	Without others
10	With others
	Cohabiting couple family with child(ren)
	Without others
11	With dependent children
12	With non-dependent children only
	With others
13	With dependent children
14	With non-dependent children only

	Lone parent family
	Without others
15	With dependent children
16	With non-dependent children only
	With others
17	With dependent children
18	With non-dependent children only
	Households with 2 or more families
19	With no children
20	With dependent children
21	With non-dependent children only

7.16 This classification is given, for example, in Tables 1 and 3 in the *Household and Family Composition (10 per cent)* volume.

7.17 More detailed breakdowns of households with two or more residents not in families, and of households with two or more families are also given in tables in the *Household and Family Composition (10 per cent)* volume.

Definition of other terms used in the 10 per cent household and family composition classification

7.18 The following terms are used in relation to persons included in the 10 per cent processing of household and family composition:

- (a) *Head of household* takes the same definition as adopted in the 100 per cent processing (see paragraph 6.49(a)).
- (b) In this classification of household types there is no age limit to the term *child*. For example, a parent (or parents) living with a never married son aged 40, would be classified as a family consisting of a lone parent (or married or cohabiting couple) with children.
- (c) A *dependent child* is a person in the second generation of a family and with the same characteristics as defined in paragraph 6.49(b).
- (d) A *non-dependent child* is any person in the second generation of a family who is not a dependent child.
- (e) The *head of family* is generally taken to be the head of household if the family contains the head of household, otherwise:
 - in a couple family, the head of family is the first member of the couple on the form;
 - in a lone parent family, the head of family is the lone parent; or
 - in some tables a no family person (type (d) in paragraph 7.13) is treated as a head of family.
- (f) *Family size* is the number of residents in a family as defined above. No person can belong to more than one family.

Differences between the 1981 and 1991 classifications

7.19 The main difference between Question 5 on the 1991 Census form and the relationship question asked in 1981 is, as stated in paragraph 7.6, the inclusion of the category *living together as a couple* (box 2).

7.20 In 1981, responses that either indicated cohabitation, such as 'common-law spouse', or which were incompatible with the answer to the marital status question, were coded as *de facto spouse*. But, although some information on *de facto* unions was available from the 1981 Census, such unions were not included with married couples in the classification of married family types. As a consequence, cohabiting couple families (categories 9-14 in the 1991 classification) were not separately identified in 1981. Such households would have appeared as households with no family, or as lone parent families with others, or as 2-family households - depending on the presence of any children of the cohabitants.

7.21 However, in 1981 output, separate categories for families with *all dependent children* and with *both dependent and non-dependent children* were included in the 10 per cent household classification. In 1991 these two groups are combined into a single *with dependent children* category for each standard family type.

Hours worked per week

7.22 Although a question on *hours worked* was included in the 1971 Census, this item was dropped from the 1981 Census form and replaced with additional full-time/part-time job boxes in the 100 per cent question on economic activity.

7.23 In order to obtain more information on the changing working patterns in certain occupations and industries, particularly among women and on part-time working, a question on hours *usually* worked in a person's *main* job was re-introduced in the 1991 Census (Question 14) as well as retaining, for comparison purposes, the full-time/part-time categories in the economic activity question.

14 Hours worked per week	Number of hours worked per week <input style="width: 40px;" type="text"/>
How many hours per week does or did the person usually work in his or her main job?	
Do not count overtime or meal breaks.	

7.24 The maximum number of hours worked to be recorded is 99, and any responses in excess of 99 hours are coded as 99. Fractions of an hour are rounded to the nearest even number.

7.25 In output, the standard groupings of hours worked is as follows:

3 and under	31-35
4- 7	36-40
8-15	41-50
16-21	51-60
22-23	61 and over
24-30	not stated

7.26 The full categories are given, for example, in Table 75 of the *County/Region Reports* and LBS and in Table 7 of the *Economic Activity* volume, whereas in other tables, such as the SAS version of Table 75, abbreviated groupings only are provided:

15 and under	31-40
16-21	41 and over
22-23	not stated
24-30	

7.27 For comparison with 100 per cent figures on full-time and part-time workers, total counts of persons working *31 or more hours* and *30 hours or less* are often provided in 10 per cent tables (such as Table 72 in the *County/Region Reports*). In all tables showing hours worked in the *Economic Activity* volume (and elsewhere) a split in the distribution is always made at 31 hours to equate with the *full-time* and *part-time* employment status categories (see paragraph 6.65).

Occupation

7.28 The *occupation* of a person defines the kind of work performed; this generally determines the assignment to an *occupation group*. The nature of the factory, business or service in which the person is employed has no bearing on the classification of the occupation, except to the extent that such information may clarify the nature of the duties. Thus, for example, a 'crane driver' may be employed in a shipyard, in an engineering works or on a construction site, but this makes no difference as to how the occupation is coded, and all crane drivers are classified to the same occupation group. Whereas, in the case, for example, of a 'jeweller', account is taken of the nature of the business, so that such a person engaged in manufacture or repair is coded to a different occupation from one employed in wholesaling or retailing.

7.29 Occupation codes are allocated from the write-in answers to Question 15, which was asked of all persons who had had a paid job either in the week before the Census or within the previous ten years.

15 Occupation	a Full job title
Please give the full title of the person's present or last job and describe the main things he/she does or did in the job.	<input style="width: 100%;" type="text"/>
At a, give the full title by which the job is known, for example: 'packing machinist'; 'poultry processor'; 'jig and tool fitter'; 'supervisor of typists'; 'accounts clerk'; rather than general titles like 'machinist'; 'process worker'; 'supervisor' or 'clerk'. Give rank or grade if the person has one.	<input style="width: 100%;" type="text"/>
At b, write down the main things the person actually does or did in the job. If possible ask him/her to say what these things are and write them down.	b Main things done in job
Armed Forces — enter 'commissioned officer' or 'other rank' as appropriate at a, and leave b blank.	<input style="width: 100%;" type="text"/>
Civil Servants — give grade at a and discipline or specialism, for example: 'electrical engineer'; 'accountant'; 'chemist'; 'administrator' at b.	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>

7.30 During the late 1980s, OPCS collaborated with the Employment Department Group and the Institute for Employment Research at Warwick University to produce a new *Standard Occupational Classification* (SOC)¹⁰ for use as a single standard classification in the Census and other official statistics, replacing both the *OPCS 1980 Classification of Occupations* (CO80)¹¹, which was used in

the 1981 Census, and the *Classification of Occupations and Directory of Occupational Titles* (CODOT)¹², which was used widely in the employment service field.

Aims for the new classification

7.31 The main concept of the new SOC was to classify *jobs* (considered as a set of employment tasks) as opposed to classifying *persons*. Thus the classification is based entirely on information about the type of work done, as indicated by the job title and description, and, unlike CO80, takes no account of ancillary information on employment status (such as whether the person is self-employed) which is not always available from non-census sources.

7.32 A further aim of SOC was to maintain a reasonable degree of comparability with the existing classifications in use, particularly CO80, though the new classification does reflect important differences within the current range of occupations and employment; in particular it draws distinctions between types and levels of work in certain fast-growing industries, such as those involved in Information Technology, and also between types of work which account

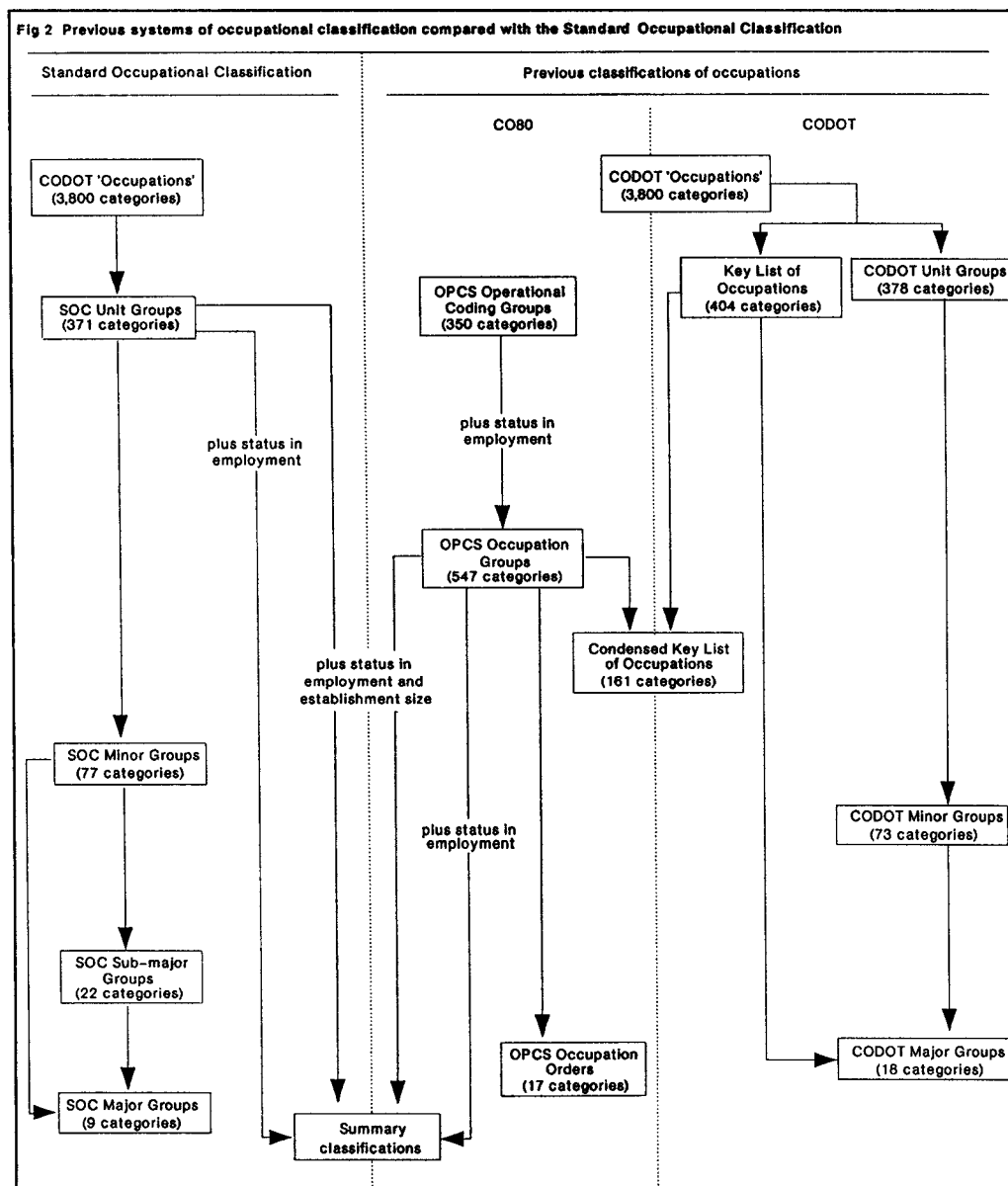
for high proportions of female employment, such as nursing and teaching. Conversely, an effort was made to remove those distinctions in previous classifications which had become obsolete and to reduce the high proportion of jobs in CO80 which were allocated to residual 'not elsewhere classified' (nec) categories.

7.33 The format of the classification, like CODOT, is hierarchical, offering different levels of aggregation suitable for various analytical purposes. Thus, SOC comprises:

- 9 Major Groups, sub-divided into
- 22 Sub-major Groups, sub-divided into
- 77 Minor Groups, sub-divided into
- 371 Unit Groups created from the
- 3,800 CODOT occupational titles.

Continuity with the 1980 Classification of Occupations

7.34 Figure 2 illustrates how the hierarchical structure of SOC is built up from the 3,800 CODOT job titles and how the new classification corresponds to CO80.



7.35 Most of the work in developing SOC went into the definition of the Unit Groups, with which coders and other practical users are mainly concerned. The aim was to adapt the structure of the 350 Occupational Coding Groups (OCGs) used in the CO80 to meet the SOC criteria.

7.36 Over half (56.3 per cent) of the OCGs match with the SOC Unit Groups on a one-to-one basis, and a further 4.9 per cent can be exactly reconstructed by aggregating two or more SOC Unit Groups. Of the others which cannot be exactly matched, a significant number differ only slightly from the SOC Unit Groups thus providing a reasonably good overall fit. Much of the remaining discontinuity affects the residual 'nec' groups in CO80.

1991 Census output

7.37 In most output, 1991 Census statistics on occupation are presented either for *Major*, *Sub-major* and *Minor Groups*, or *Unit Groups* of the SOC. There are 9/22 *Major/Sub-major Groups*:

- 1 Managers and Administrators
 - 1a Corporate managers and administrators
 - 1b Managers/proprietors in agriculture and service
- 2 Professional Occupations
 - 2a Science and engineering professionals
 - 2b Health professionals
 - 2c Teaching professionals
 - 2d Other professional occupations
- 3 Associate Professional and Technical Occupations
 - 3a Service and engineering associate professionals
 - 3b Health associate professionals
 - 3c Other associate professional occupations
- 4 Clerical and Secretarial Occupations
 - 4a Clerical occupations
 - 4b Secretarial occupations
- 5 Craft and Related Occupations
 - 5a Skilled construction trades
 - 5b Skilled engineering trades
 - 5c Other skilled trades
- 6 Personal and Protective Service Occupations
 - 6a Protective service occupations
 - 6b Personal service occupations
- 7 Sales Occupations
 - 7a Buyers, brokers and sales representatives
 - 7b Other sales occupations
- 8 Plant and Machine Operatives
 - 8a Industrial plant and machine operators, assemblers
 - 8b Drivers and mobile machine operators
- 9 Other Occupations
 - 9a Other occupations in agriculture, forestry and fishing
 - 9b Other elementary occupations

7.38 Some tables, such as Table 4 in the *Economic Activity* volume, present, additionally, the 77 Minor Groups and 371 Unit Groups. A summary of the Major, Sub-major and Minor Groups is given in Annex D.

7.39 As an indication of the degree of comparability of output between the 1980 classification and SOC, the information presented in Table 4 of the *Economic Activity* volume for SOC Unit Codes is also given in terms of occupation groups, orders and units from the CO80 (Table A in the same volume). Also Table 98 from the *County/Region Reports* and LBS presents a summary table of 1980 occupation orders for comparison at the local area level.

7.40 A full description of the SOC is published by HMSO in three volumes¹⁰, and users who wish to become more familiar with the details of the classification should consult these volumes (see *References* on page 56 for publication details).

Industry

7.41 The *industry* in which a person is engaged is determined by the business or activity in which his or her occupation is followed. A single business may employ people of various occupations to provide a particular service or to make a particular product. While the occupational classification takes account of the nature of the work performed, the *industrial classification* has regard only to the nature of the service or product to which the labour contributes. For example, a carpenter is classified industrially to *building* if employed by a building firm, but to *brewing* if employed by a brewery.

7.42 The allocation of an industry code is based on the write-in answers to Question 16, which was asked of all persons who had a paid job either in the week before the Census or within the previous ten years.

<p>16 Name and business of employer (if self-employed give the name and nature of the person's business)</p> <p>At a, please give the name of the employer. Give the trading name if one is used. Do not use abbreviations.</p> <p>At b, describe clearly what the employer (or the person if self-employed) makes or does (or did). Armed Forces — write 'Armed Forces' at a and leave b blank. For a member of the Armed Forces of a country other than the UK — add the name of the country. Civil Servants — give name of Department at a and write 'Government Department' at b. Local Government Officers — give name of employing authority at a and department in which employed at b.</p>	<table border="1" style="width: 100%;"> <tr> <td style="font-size: small;">a Name of employer</td> </tr> <tr> <td style="height: 40px;"> </td> </tr> <tr> <td style="font-size: small;">b Description of employer's business</td> </tr> <tr> <td style="height: 40px;"> </td> </tr> </table>	a Name of employer		b Description of employer's business	
a Name of employer					
b Description of employer's business					

7.43 Industry codes are assigned, as far as possible, by reference to lists from the Department of Employment which give names and addresses of employers by industry code. Where the employer's name is not listed, a code is allocated based on information given in the description of the employer's (or self-employed person's) business.

7.44 A description of the codes which form the basis of the Standard Industrial Classification (SIC) was published as *Standard Industrial Classification Revised 1980* by HMSO¹³ (see *References* for publication details). Users who wish to become familiar with SIC should consult this volume.

7.45 There has been no subsequent revision to the classification which comprises the full range of industries

grouped into 10 *Divisions* each denoted by a single digit. The Divisions (with the abbreviated descriptions used in output) are as follows:

- 0 Agriculture, Forestry and Fishing
- 1 Energy and Water Supply Industries (Energy and water)
- 2 Extraction of Minerals and Ores, other than Fuels; Manufacture of Metals, Mineral Products and Chemicals (Mining)
- 3 Metal Goods, Engineering and Vehicle Industries (Manufacturing, metal, etc)
- 4 Other Manufacturing Industries (Other manufacturing)
- 5 Construction
- 6 Distribution, Hotels and Catering (Distribution and catering)
- 7 Transport and Communication (Transport)
- 8 Banking, Finance, Insurance, Business Services and Leasing (Banking and finance etc)
- 9 Other Services

7.46 The Divisions are divided into 60 *Classes*, each denoted by the addition of a second digit, and divided further into 222 *Groups* and 334 *Activities* by the addition of third and fourth digits. For example:

Division 4 Other manufacturing industries

Class	Group	Activity
48		Processing of rubber and plastics
	481	Rubber products
		4811 Rubber tyres and inner tubes
		4812 Other rubber products

7.47 Census industry coding is based on the *Activity* heading level with some exceptions where it is not possible to distinguish separate activities/sub-divisions of activities. However, elsewhere further distinctions are made, for example, in activities covering educational establishments in order to identify separately those that are 'maintained' from those 'non-maintained' and the type of establishment (see Industry Activities 9310 and 9320 at Annex E, page 78).

7.48 The classification of some activities presents conceptual problems, for example, head offices which are sited in different locations from the place where the main activities are carried out, or repair work carried out by the manufacturers or distributors of the goods concerned. Methods of dealing with such problems are set out in the introduction to the *Standard Industrial Classification Revised 1980*.

7.49 In most output, such as Tables 10-12 in the *Economic Activity* volume, statistics are presented for Industry Divisions and Classes, although one table in this volume (Table 9) does go down to the Activity level. Elsewhere, such as in the *County/Region Reports* and other topic volumes, statistics at the Division level only are generally presented.

7.50 A summary of the Industry Classes, Groups and Activities is given at Annex E.

Social class based on occupation

7.51 Since the 1911 Census it has been customary, for certain analytical purposes, to arrange the large number of groups in the classification of occupations into a smaller number of summary categories called *Social Classes*. In the 1991 Census, persons with a paid job are assigned to one of the following social classes by reference to their occupation in the week preceding the Census or, where there was no paid job, on the basis of the most recent paid job held within the previous ten years.

- I Professional, etc occupations
- II Managerial and technical occupations
- III(N) Skilled occupations: non-manual
- III(M) Skilled occupations: manual
- IV Partly skilled occupations
- V Unskilled occupations

7.52 Members of the armed forces and those with inadequately described occupations are not allocated a social class and are, generally, separately identified in tables showing social class distributions, for example, Tables 90 and 91 in the *County/Region Reports* and LBS, and in Table 17 of the *Economic Activity* volume. Persons on a government employment or training scheme are similarly not allocated a social class, and are generally omitted from 10 per cent analyses (see paragraph 7.68).

7.53 Late in 1989 OPCS conducted a consultation exercise to ascertain whether there was any user requirement to revise the terminology of the then existing classification in order to answer a long-standing criticism that the name implied that the classification embraced many social characteristics, whereas it is, in fact, based solely on occupation.

7.54 Some of the interested parties consulted supported the proposal to change the name of the classification from *Social Class* to *Occupational Skill Group*, though many preferred a simpler name, such as *Occupational category*. But there was, however, serious opposition to any change; in particular, it was pointed out that, although the classification is indeed based on occupation, it is *related* to other factors, and is applied to all members of a household or family, including those without occupations.

7.55 In the light of the views expressed, OPCS decided to retain the name 'social class' but to expand it to *Social Class based on occupation* in order to make its basis more explicit.

7.56 The proposal to change the name of Social Class II from *Intermediate Occupations* to *Managerial and Technical Occupations* was welcomed and this has been implemented.

7.57 Notwithstanding these minor changes to the nomenclature of the classification, the occupation groups included in each of the social class categories are, as in 1981, selected in such a way as to bring together, as far as possible, people with similar levels of occupational skill. In general, for the 1991 Census, each SOC Unit Group is assigned as a whole to one or other social class and no account is taken of differences between individuals in the same group, such as differences of education or levels of remuneration. However,

for persons having the *employment status* of 'foreman' or 'manager' the following additional rules apply:

- (a) each occupation is given a basic social class;
- (b) persons of 'foreman' status whose basic social class is IV or V are allocated to Social Class III; and
- (c) persons of 'manager' status are allocated to Social Class II with certain exceptions.

Continuity between 1981 and 1991 Censuses

7.58 Volume 3 of the *Standard Occupational Classification*¹⁰ presents an analysis of allocated social class based on CO80 tabulated against social class as re-allocated on the basis of SOC, for a sample of 1981 Census occupations.

7.59 The most salient net effects on the distribution of the sample are:

- a decrease from 18.0 per cent to 16.8 per cent in the proportion of cases assigned to Social Class IV; and
- an increase from 6.2 per cent to 7.6 per cent in the proportion of cases assigned to Social Class V.

7.60 In none of the other social classes was there a difference in the proportion of cases allocated which was greater than + 0.3 per cent.

Socio-economic group

7.61 Classification by *socio-economic group* (SEG) was introduced in the 1951 Census and extensively amended in 1961. This non-hierarchical classification aims to bring together people with jobs of similar social and economic status. The allocation of occupied persons to an SEG is determined by considering their *employment status* and *occupation*. The 20-fold classification, with brief descriptions, is as follows:

- 1 Employers and managers in central and local government, industry, commerce, etc - large establishments
 - 1.1 Employers
 - 1.2 Managers
- 2 Employers and managers in industry, commerce, etc - small establishments
 - 2.1 Employers
 - 2.2 Managers
- 3 Professional workers: self-employed
- 4 Professional workers: employees
- 5 Intermediate non-manual workers
 - 5.1 Ancillary workers and artists
 - 5.2 Foremen and supervisors
- 6 Junior non-manual workers
- 7 Personal service workers
- 8 Foremen and supervisors: manual
- 9 Skilled manual workers
- 10 Semi-skilled manual workers
- 11 Unskilled manual workers
- 12 Own account workers (other than professional)

- 13 Farmers: employers and managers
- 14 Farmers: own account
- 15 Agricultural workers
- 16 Members of armed forces
- 17 Inadequately described and not stated occupations

7.62 It is not practicable to obtain from a census the degree of responsibility exercised by employers and managers. An indirect, and necessarily rather crude, distinction between greater and lesser responsibility is therefore provided by classifying employers and managers by the size of the establishment in which they work: SEGs 1.1 and 1.2 comprise, respectively, employers and managers in enterprises employing 25 or more persons, while SEGs 2.1 and 2.2 comprise those in enterprises employing fewer than 25 persons. Civil servants, local authority officials and ships' officers are conventionally regarded as working in large establishments.

7.63 A more detailed description of SEGs is given in Annex F, and a full account of the construction of SEGs, in terms of the SOC Unit Groups, is given in Volume 3 of the *Standard Occupational Classification*¹⁰.

7.64 In output, the full SEG classification is generally given (see, for example, Table 92 of the *County/Region Reports* and LBS and in Table 17 in the *Economic Activity* volume). However, in some tables, abbreviated versions of the full classification are adopted: for example, in Table 86 of the LBS groups 1.1 and 1.2 are combined, and 2.1 and 2.2 combined, to form single categories; and in Table 82 further reductions are achieved by combining the following groups:

- | | |
|----------|---|
| 1,2 | Employers and managers |
| 3,4 | Professional workers |
| 5 | Intermediate non-manual workers |
| 6 | Junior non-manual workers |
| 8,9,12 | Manual workers (foremen, supervisors, skilled and own account) |
| 7,10 | Personal service and semi-skilled manual workers |
| 11 | Unskilled manual workers |
| 13,14,15 | Farmers and agricultural workers |
| 16,17 | Members of armed forces and inadequately described occupations. |

Employment status

7.65 For most output, *employment status* is taken from the responses from Question 13, which is processed for 100 per cent of returns (see paragraphs 6.61 and 6.65). In some tables, however, employment status is presented broken down by census characteristics which are processed only for the 10 per cent sample.

7.66 Thus in Table 3 of the *Economic Activity* volume, *employees* are sub-divided into those who are:

- working 31 or more hours per week
- working 16-30 hours per week
- working 15 hours or fewer per week

and also into:

- Managers
 - Large establishments
 - Small establishments
- Foremen
 - Non-manual
 - Manual
- Professional employees
- Other employees

while the *self-employed* are similarly sub-divided by hours worked and also into:

- With employees
 - Large establishments
 - Small establishments
- Without employees.

7.67 Abbreviated versions of these 10 per cent analyses of employment status also appear in the *County/Region Reports* and LBS/SAS (see Tables 79 and 81 for example).

Persons on a Government scheme

7.68 Persons on a Government employment or training scheme are classified as *economically active - in employment* (see paragraph 6.65). Information about the particular scheme was not collected in the Census, however, so tables which analyse occupation, industry, hours worked, social class based on occupation and SEG do not include persons working on such a scheme.

Persons not in employment

7.69 Persons who were not in employment in the week before Census day were asked details of their most recent paid job, if one had been held within the previous ten years. If no paid job had been held in this period, such persons are not included in tables analysing occupation, industry, hours worked, social class and SEG.

Workplace and transport to work

7.70 The questions on *workplace* and *transport to work* (Questions 17 and 18) are similar to those asked in the 1981 Census. However, Question 17 had an additional instruction to members of the armed forces not to enter their address of place of work, and, in Scotland, a note on offshore installations was added. Furthermore, in Question 18 the 1981 means of transport to work category 'car or van - pool, sharing driving' was dropped.

Population base

7.71 The 1991 Census tables on *Workplace and Transport to Work* will be published in volumes for Great Britain and, separately, for Scotland. The population base used for these tables differs slightly from the *resident population*, in that *economically active* persons with a workplace in Great Britain but who are resident outside Great Britain are also included. The resident population base used elsewhere only includes persons resident in Great Britain at the time of the Census (see paragraph 2.10).

<p>17 Address of place of work</p> <p>Please give the full address of the person's place of work.</p> <p>For a person employed on a site for a long period, give the address of the site.</p> <p>For a person not working regularly at one place who reports daily to a depot or other fixed address, give that address.</p> <p>For a person not reporting daily to a fixed address, tick box 1.</p> <p>For a person working mainly at home, tick box 2.</p> <p>Armed Forces — leave blank.</p>	<p>Please write full address and postcode of workplace below in BLOCK CAPITALS</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Post-code: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>No fixed place <input type="checkbox"/> 1</p> <p>Mainly at home <input type="checkbox"/> 2</p>
<p>18 Daily journey to work</p> <p>Please tick the appropriate box to show how the longest part, by distance, of the person's daily journey to work is normally made.</p> <p>For a person using different means of transport on different days, show the means most often used.</p> <p>Car or van includes three-wheeled cars and motor caravans.</p>	<p>British Rail train <input type="checkbox"/> 1</p> <p>Underground, tube, metro <input type="checkbox"/> 2</p> <p>Bus, minibus or coach (public or private) <input type="checkbox"/> 3</p> <p>Motor cycle, scooter, moped <input type="checkbox"/> 4</p> <p>Driving a car or van <input type="checkbox"/> 5</p> <p>Passenger in car or van <input type="checkbox"/> 6</p> <p>Pedal cycle <input type="checkbox"/> 7</p> <p>On foot <input type="checkbox"/> 8</p> <p>Other <input type="checkbox"/> 9</p> <p><i>please specify</i></p> <p>_____</p> <p>Works mainly at home <input type="checkbox"/> 0</p>

Usual address

7.72 For some people their *usual address* (see paragraph 2.4) may differ from the address from which they go to work; a note to the usual address question states that 'the home address should be taken as the usual address for any person who lives away from home for part of the week'. Consequently, any cross-tabulation of usual address and address of workplace can produce some unlikely combinations, particularly when the means of transport to work is added as an additional cross-variable.

Address of workplace

7.73 Apart from those cases where the workplace is given as an address outside Great Britain, 'no fixed place', 'mainly at home' or is not stated, the address is postcoded for computer processing. Workplaces are therefore recorded in terms of postcode units and are allocated to local authority wards, districts or counties (postcode sectors and Regions in Scotland) using the OPCS Central Postcode Directory (CPD). Only full postcode units for workplace will be processed and these will be obtained, as far as possible, even for incomplete workplace addresses, by searching lists of workplace establishments obtained from the 1989 Census of Employment and other sources, such as a list of schools from the Department of Education and Science.

7.74 Cases where a full postcode is not obtained are treated as 'not stated'. Members of the armed forces will not be coded to area of workplace but where possible are separately identified in output as 'armed forces' to distinguish them within the *not stated* category (in 1981 they were assigned to their area of workplace where possible).

7.75 Persons working on offshore installations (oil and gas) within the UK sector on Census night were not enumerated in the 1991 Census, but persons who work on them may have been counted at an address in Great Britain, either as present on Census night or as an absent resident

member of a household. Where such persons have been enumerated, their area of workplace is coded *offshore installations* and treated as *outside Great Britain*. In 1981, these cases were generally treated as if their area of workplace was the same as their area of residence.

7.76 Persons with 'no fixed workplace' or 'workplace not stated' are, wherever possible, coded as such, though in output they are sometimes included as working in their area of usual residence.

Workplace type

7.77 There are three main categories of workplace type used in output. These relate to the person's residence and workplace in terms of the area of analysis. The categories are:

- (i) resident and working in the area;
- (ii) working in area, resident outside; and
- (iii) resident in area, working outside.

Categories (i) + (ii) give the total population *working* in the area, while (i) + (iii) give the total employed population *resident* in the area.

7.78 In main output, such as Table 1 of the *Workplace and Transport to Work* volume, a more detailed, 12-fold breakdown of the above categories is presented. The full *workplace* categories are:

	Resident in area
1	In employment
2	Unemployed
3	Working in area
	Resident and working in area
4	Total
5	Workplace at home
6	No fixed workplace
	Workplace not stated
7	Armed forces
8	Other
	Working in area, resident outside
9	Total
10	Resident outside GB
	Resident in area, working outside
11	Total
12	Workplace outside GB

Categories 4, 9 and 12 equate, respectively with the main categories (i), (ii) and (iii) in paragraph 7.77 above.

7.79 In the 1991 Census, categories 5-8 are counted as working in their area of residence, whereas in 1981 Census tables these categories were not identified separately (although members of the armed forces were counted in their area of workplace when this was stated). Persons *resident outside GB* (category 10) were, in 1981, counted as resident in the area of enumeration, but for 1991 this practice has been changed and this group is identified as *resident outside area* and shown separately as such wherever possible.

7.80 In *Special Workplace Statistics* three sets of tables (Set A - area of residence, Set B - area of workplace, and Set C - matrix of journeys from residence to workplace) are given for customer-specified areas built up from EDs in England and Wales and Output Areas in Scotland.

Transport to work

7.81 The journey to work question (see paragraph 7.70) asked about the longest part, by distance, of the person's normal daily journey to work. The categories 1-9 listed in the question are the same as those in 1981 except that the former category 'car pool/sharing driving' is no longer separated from 'driving a car or van' (category 5) or 'passenger in car or van' (category 6).

7.82 Where more than one box was ticked the lowest number was coded; for example, if box 1 and box 6 were ticked, then the code for 'British Rail, train' was allocated.

7.83 During the coding of workplace and journey to work a check is made to ensure that no inconsistencies occur. Thus if *workplace* has been given as 'mainly at home' then the corresponding code for 'works mainly at home' is assigned if box 0 in the journey to work question has not been ticked, regardless of any of the other boxes 1-9 being ticked.

7.84 The categories 1-8, plus an 'other' or 'not stated' category, are used in output, for example, in Table 8 of the *Workplace and Transport to Work* volume and in Table 82 of the *County/Region Reports* and LBS/SAS. The 'other' or 'not stated' category comprises those persons who failed to answer the question, or who selected box 9 but cannot be assigned another code, or who selected box 0 but gave an address of workplace other than 'mainly at home'.

Distance to work

7.85 Table 7 in the *Workplace and Transport to Work* volume analyses means of transport to work by *distance to work*. This distance is a measure, in kilometres, of a straight line between the postcode of residence and postcode of workplace. For England and Wales, the calculation is performed using the National Grid reference of the first address in the postcode, contained in the CPD; the reference is usually given to the nearest 100 metres. In Scotland, the references are to the nearest 10 metres and are referenced from the centroid of the populated part of the postcode.

7.86 The accuracy of the distance calculated will be affected by the accuracy of the postcodes of residence and workplace and of the grid references on the CPD. Additionally, anomalies in addresses of residences (for example, persons having a temporary residence near their place of work but with a usual residence elsewhere) may result in an incorrect distance to work.

7.87 The *distance to work* categories, in output, are:

- Workplace stated
- 1 Less than 2 km
 - 2 2- 4 km
 - 3 5- 9 km
 - 4 10-19 km
 - 5 20-29 km
 - 6 30-39 km
 - 7 40 km and over
- 8 Workplace at home
 9 No fixed workplace
 10 Workplace not stated
 11 Workplace outside GB

Qualified manpower

7.88 Question 19 on the Census form requested, for all persons aged 18 and over, details of degrees and professional and vocational qualifications obtained.

19 Degrees, professional and vocational qualifications	NO — no such qualifications <input type="checkbox"/> 1 YES — give details <input type="checkbox"/> 2												
<p>Has the person obtained any qualifications after reaching the age of 18 such as:</p> <ul style="list-style-type: none"> -degrees, diplomas, HNC, HND, -nursing qualifications, -teaching qualifications (see * below), -graduate or corporate membership of professional institutions, -other professional, educational or vocational qualifications? <p>Do not count qualifications normally obtained at school such as GCE, CSE, GCSE, SCE and school certificates.</p> <p>If box 2 is ticked, write in all qualifications even if they are not relevant to the person's present job or if the person is not working.</p> <p>Please list the qualifications in the order in which they were obtained.</p> <p>If more than three, please enter in a spare column and link with an arrow.</p> <p>*For a person with school teaching qualifications, give the full title of the qualification, such as 'Certificate of Education' and the subject(s) which the person is qualified to teach. The subject 'education' should then only be shown if the course had no other subject specialisation.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">1 Title</td> </tr> <tr> <td style="padding: 2px;">Subject(s)</td> </tr> <tr> <td style="padding: 2px;">Year</td> </tr> <tr> <td style="padding: 2px;">Institution</td> </tr> <tr> <td style="padding: 2px;">2 Title</td> </tr> <tr> <td style="padding: 2px;">Subject(s)</td> </tr> <tr> <td style="padding: 2px;">Year</td> </tr> <tr> <td style="padding: 2px;">Institution</td> </tr> <tr> <td style="padding: 2px;">3 Title</td> </tr> <tr> <td style="padding: 2px;">Subject(s)</td> </tr> <tr> <td style="padding: 2px;">Year</td> </tr> <tr> <td style="padding: 2px;">Institution</td> </tr> </table>	1 Title	Subject(s)	Year	Institution	2 Title	Subject(s)	Year	Institution	3 Title	Subject(s)	Year	Institution
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The question was in the same form as the one included in the 1981 Census.

Coding of qualifications

7.89 Each qualification is allocated a 6-digit code: the first 3 digits indicating the type and level of the qualification, for example, degree, diploma, certificate, etc; and the second 3 indicating the subject, or combination of subjects, in which the qualification was obtained.

7.90 The awarding institution and year of the award are not coded, but this additional information is used to improve the accuracy of the 6-digit coding.

7.91 Each recorded qualification is checked against indexes of acceptable and unacceptable qualifications, which are updated with the help of the Department of Education and Science and the Scottish Office Education Department. The indexes also contain the codes to be applied to the acceptable qualifications. The coded qualifications are subjected to a

computer edit by checking against a combination of acceptable qualifications and subjects. Edit failures are recorded as necessary.

7.92 Cases requiring special treatment include:

- (a) *Conjoint degrees and professional qualifications*, such as MB (Bachelor of Medicine), BCh (Bachelor of Surgery) and MRCS (Member of the Royal College of Surgeons of England), which are treated as single qualifications.
- (b) *Degrees in combined subjects*: such degrees differ from (a) above. The subject classification contains specific codes to be allocated to degrees in which more than one major subject is stated.
- (c) *Teaching qualifications*. Initial teaching qualifications, including non-graduate teaching certificates, certificates in education, post-graduate certificates in education (PGCE) and Bachelor of Education degrees (where obtained in 1967 or later) are subject coded 1.2.1 (see Annex G for the full list of subject codes). Subsequent teaching qualifications are coded 1.2.2 if a special education component (for example, teaching of music) is mentioned, and 1.1 if there was no mention of a specialist subject.

Where a BEd was obtained within two years of a non-graduate certificate of education, the two are treated as a single qualification and coded to the BEd.

- (d) *Masters' degrees and Bachelorates*. In general MAs are coded to level a, except those obtained at Cambridge, Oxford and the Scottish universities of Aberdeen, Dundee, Edinburgh, Glasgow and St Andrews, where they are coded to level b (see paragraph 7.94). Bachelorates are generally coded to level b but, conversely, some are coded to level a; for example:

- in Civil Law or Science at Oxford
- in Divinity at Birmingham
- in Letters or Philosophy at all universities
- in Planning at Manchester.

Population base

7.93 The 1991 Census tables on *qualified manpower* cover the resident population aged 18 and over. The 1981 population base also included persons resident outside Great Britain but with a workplace in Great Britain. This latter group added just 1,240 persons in the 10 per cent sample in 1981 and has been omitted from the 1991 base.

Educational level

7.94 For the purposes of output, qualifications are grouped into three *educational levels*:

Level a - higher degrees of UK standard;

Level b - first degrees and all other qualifications of UK first degree standard; and

Level c - qualifications that are: (i) generally obtained at 18 and over; (ii) above GCE 'A' level standard; and (iii) below UK first degree standard.

7.95 Level c includes most nursing and many teaching qualifications, although degrees in education (including PGCE) will be classified as level b.

7.96 A *qualified* person is one who holds at least one qualification at level a, b or c. Persons holding more than one qualification are generally analysed by the highest qualification; if two or more qualifications of the same (highest) level are held, the one most recently obtained is used.

7.97 Tabulations of level of qualification are published in the *Qualified Manpower* volume and in Tables 84 and 85 of the *County/Region Reports* and LBS and Table 84 of the SAS.

Subject group

7.98 The major subject(s) of each qualification that a person holds is coded using a standard subject classification, consisting of 10 *subject groups* and 108 *primary subjects*. The full classification is given at Annex G.

7.99 As stated in paragraph 7.96 above, unless otherwise stated in tables, the most recently obtained qualification at the highest level is used to determine the educational level and subject for each qualified person. In Tables 14a-14e of the *Qualified Manpower* volume, the most recently obtained qualification at the highest level in a *particular* subject area is used. Thus in some cases, for example, where two qualifications in two different subjects are held, a person can be counted in more than one of the tables.

Migration (10 per cent tables)

7.100 Although migration is a 100 per cent topic (that is, the questions on usual address (see paragraph 2.4) and address one year before the Census (see paragraph 6.8) are fully processed), tables on this topic show migrants analysed both by other 100 per cent variables (see paragraph 6.25) and, separately, by 10 per cent variables.

7.101 In both the *National* and *Regional Migration* reports the 10 per cent variables cover occupation, industry and socio-economic group. However, all definitions pertaining to the *migrants* are common to both levels of processing (see paragraphs 6.8-6.26).

Interpretation of the 10 per cent sample statistics

7.102 The 10 per cent sample is a stratified sample covering one in ten enumerated households and one person in ten enumerated in communal establishments (see paragraph 1.5). Evaluation of the 1981 Census 10 per cent sample¹⁴, when the same sampling strategy was used, has shown that a reliable estimate of the enumerated population is achieved by simply multiplying the sample counts by 10. A similar analysis will be carried out for the 1991 Census sample and reported in the *Census Monitor* series.

7.103 For the first time in a British Census, the 1991 Census includes statistics for households with residents where nobody was present on Census night. These *wholly absent households* were left a census form for voluntary completion on their return home (see paragraphs 1.48-1.49). All forms completed and returned to the Census Offices have been processed and, where selected, are included in the 10 per cent sample. In some cases no form was received from an absent household because, for example, the household returned home too late to be included in the census processing. In these cases the items which are processed for 100 per cent level have been imputed (see paragraphs 1.50-1.54).

7.104 Because there is no reliable method of imputing the more complex items processed for the 10 per cent sample (for example, occupation, industry, higher qualifications and family composition), imputed absent households are *excluded* from the 10 per cent sample. This means that grossing-up sample counts by the simple factor of 10 will not give figures comparable with the published figures for the total population (although, as stated in paragraph 7.102, the grossed-up figures will be a reliable estimate of the *enumerated* population, that is, the total population minus members of imputed wholly absent households).

7.105 In each 10 per cent topic report, tables show counts of residents in imputed wholly absent households for all of the geographic areas covered in the particular volume. The tables cover all of the 100 per cent processed items included in the volume and enable users to compare grossed-up counts from 10 per cent sample tables with 100 per cent processed tables. For example, Table 1 in the *Qualified Manpower* volume shows the 10 per cent sample resident population of England age 18 and over. A reliable estimate of the total population aged 18 and over is thus given by:

sample count x 10 = estimate of enumerated population....(1)

(1) + residents in imputed households
= estimate of total population.....(2)

7.106 The residents in imputed wholly absent households are, in effect, an addition to the 'not stated' categories of the 10 per cent processed items.