



HILLINGDON
LONDON



Corporate Services and Partnerships Policy Overview Committee

Councillors on the Committee

Richard Lewis (Chairman)
Michael White (Vice-Chairman)
Robin Sansarpuri (Labour Lead)
Jazz Dhillon
Raymond Graham
Carol Melvin

Date: TUESDAY, 7 SEPTEMBER
2010

Time: 7.30 PM

Venue: COMMITTEE ROOM 6 -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE UB8
1UW

**Meeting
Details:** Members of the Public and
Press are welcome to attend
this meeting

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further information.**

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This Agenda is available online at:

<http://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=243&MId=667&Ver=4>

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Policy Overview

About this Committee

This Policy Overview Committee (POC) will undertake reviews in the areas covered by the Deputy Chief Executive's Office and Finance and Resources Directorate and can establish a working party (with another POC if desired) to undertake reviews if, for example, a topic is cross-cutting.

This Policy Overview Committee will consider performance reports and comment on budget and service plan proposals for the Deputy Chief Executive's Office and Finance and Resources Directorate.

The Cabinet Forward Plan is a standing item on the Committee's agenda.

The Committee will not consider call-ins of Executive decisions or investigate individual complaints about the Council's services.

Terms of Reference

The Constitution defines the terms of reference for Policy Overview Committees as:

1. To conduct reviews of policy, services or aspects of service which have either been referred by Cabinet, relate to the Cabinet Forward Plan, or have been chosen by the Committee according to the agreed criteria for selecting such reviews;
2. To monitor the performance of the Council services within their remit (including the management of finances and risk);
3. To comment on the proposed annual service and budget plans for the Council services within their remit before final approval by Cabinet and Council;
4. To consider the Forward Plan and comment as appropriate to the decision-maker on key decisions which relate to services within their remit (before they are taken by the Cabinet);

Policy Overview Committees will not investigate individual complaints.

This Committee performs the Policy Overview role in relation to the following services:

1. human resources and personnel service;
2. e-Government and ICT;
3. democratic services;
4. legal services;
5. the Council's property portfolio, including property and asset acquisition and disposal, and capital programme;
6. corporate finance, including:
 - a. development of a medium term budget strategy;
 - b. scrutiny of the Council's management of its resources;
 - c. reviewing the operation of the Council's financial rules making proposals to the Cabinet and/or Council for their development
7. the Council's overall performance and corporate improvement work particularly in relation to the Comprehensive Performance Assessment and Corporate Assessment;
8. economic development and single regeneration budget;
9. the Local Strategic Partnership and Community Strategy;
10. Local Area Agreement;

11. community partnerships and the Council's voluntary sector strategy;
12. corporate aspects of diversity & equalities policy;
13. Best Value;
14. any other cross-cutting portfolios that might be created and any functions not included within the remit of the other Policy Overview Committees.

Agenda

- 1 Apologies
- 2 Declarations of Interest
- 3 Minutes of the meeting held on 22 July 2010 (**Page 1**)
- 4 Exclusion of the Press and Public
To confirm that the items of business marked Part I will be considered in public and that the items marked Part II will be considered in private.
- 5 Major Review - Census 2011 - to look at how this Council can contribute to improving the population data for the Borough (**Page 5**)
- 6 Work Programme 2010/11 (**Page 47**)
- 7 Cabinet Forward Plan (**Page 51**)

Agenda Item 3

Corporate Services & Partnerships Policy Overview Committee

22 July 2010

Minutes



HILLINGDON
LONDON

	<p>Members Present: Councillors Richard Lewis (Chairman), Jazz Dhillon, Raymond Graham, Carol Melvin, Robin Sansarpuri and Michael White.</p> <p>Apologies: None.</p> <p>Officer: Alan Buchanan (Support Services Manager – Finance & Resources Directorate), Kevin Byrne (Head of Policy, Deputy Chief Executive’s Office) and Khalid Ahmed (Democratic Services Manager).</p>	
10.	<p>Declarations of Interest</p> <p>None.</p>	
11.	<p>Minutes of the meeting held on 8 June 2010</p> <p>Agreed as an accurate record.</p>	
12.	<p>Exclusion of the Press and Public</p> <p>It was agreed that all items of business were considered in public.</p>	
13.	<p>Major Review – Draft Scoping Report</p> <p>Members were informed that the Committee’s next review would be looking at the preparation for the Census in 2011. The population data obtained from the Census determined how much funding a local authority received from central government.</p> <p>The Head of Policy attended the meeting and informed Members that the Office for National Statistics (ONS) had appointed a Census Liaison Officer for the Borough. The last Census in 2001 saw significant numbers of people fail to complete the Census questionnaires and the review could look at making a contribution to improving the number of completed forms for the Borough.</p> <p>A review could look at publicising at a local level the importance of residents completing Census questionnaires and the benefits this would bring to residents of the Borough. In</p>	<p>Action By:</p>

	<p>addition accurate Census data was vital for the Council's partners such as the Primary Care Trust.</p> <p>Members asked that consideration be given to publicising the review to enable residents of the Borough to be aware of the importance of the Census and the impact on the Council in terms of resources and the provision of services</p> <p>Resolved –</p> <ol style="list-style-type: none"> 1. That a draft scoping report be prepared on the preparations for the Census and how the Council can encourage residents of the Borough to respond to the Census to enable more accurate population data and greater funding from central government. 2. That the draft scoping report be agreed by the Chairman of the Committee in consultation with Democratic Services before it is circulated to Members of the Committee. 	<p>Action By:</p> <p>Khalid Ahmed</p> <p>Khalid Ahmed</p>
<p>14.</p>	<p>Performance Information Reports to end of March 2010 – Deputy Chief Executive's Office and Finance & Resources Office</p> <p>Members were informed the quarterly performance information reports provided a review of the actions taken to meet the Council Plan targets, the Local Area Agreement targets and National and Key performance indicators that each group used to manage and monitor performance.</p> <p>Reference was made to the changes central Government had made in relation to the abolition of the Comprehensive Area Assessment and the Local Area Agreements which would impact on the performance information reporting for the Council. Officers had been asked to look at the performance framework for the Council to take on board these changes.</p> <p><u>Deputy Chief Executive's Office (DCEO)</u></p> <p>The Head of Policy attended the meeting and provided Members with an overview of the performance within the Deputy Chief Executive's Office. The main issues reported were:</p> <ul style="list-style-type: none"> • The DCEO was responsible for the monitoring of 12 National Performance Indicators, with 6 of these being part of the biennial Place Survey which had been placed on hold by the new government due to the comprehensive spending review • Of the 12 local indicators which were linked to the Council's objective of 'serving our community and 	

	<p>agency staff. Members were informed that this had been further reduced, with the directorate now only employing 13 agency staff</p> <p>Members congratulated officers on the excellent performance across both the DCEO and F & R.</p> <p>Resolved –</p> <p>1. That the contents of the reports be noted.</p>	
15.	<p>Work programme 2010/11</p> <p>The report was noted.</p>	
16.	<p>Cabinet Forward Plan</p> <p>The report was noted.</p>	
	<p>Meeting closed at 8.45pm Next meeting: 7 September 2010 at 7.30pm.</p>	

These are the minutes of the above meeting. For more information on any of the resolutions please contact Khalid Ahmed on 01895 250833. Circulation of these minutes are to Councillors, Officers, the Press and Members of the Public.

Major Review - Census 2011 – To look at how this Council can contribute to improving the population data for the Borough

First Witness session

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

To enable the Committee to gather evidence as part of their major review into how this Council can contribute to improving the population data for the Borough.

OPTIONS AVAILABLE TO THE COMMITTEE

1. Question the witnesses
2. Highlight issues for further investigation
3. To make a note of possible recommendations for the review

INFORMATION

1. At this Committee's last meeting Members agreed to undertake a review on the preparations for the 2011 Census and what the Council could do to encourage residents of the Borough to participate in the Census to ensure more accurate population data and greater funding from central government. The scoping report for the review is attached as **Appendix A** to this report.
2. The population information obtained from the Census is used to determine the level of grant support the Council receives from central government and helps the Council in terms of its strategic planning and service delivery. From the last Census which took place in 2001, in certain areas of London and amongst some population groups, a number of people failed to respond to Census questionnaires. Maximising the number of returned questionnaires will provide more accurate data.

BACKGROUND

3. A census of population has been carried out in Great Britain every 10 years from 1801 to 2001, except in 1941. The census is the only method of producing the information on housing and population that government needs to develop policies, and to plan and run public services such as

health and education. The information it provides is also widely used by academics, businesses, voluntary organisations and the public.

4. The planning process for the 2011 Census started in 2002 with a wide-ranging review of the future requirements for information, and alternative ways of gathering it. This confirmed that there is an ongoing need for high quality census information, and that it can only be provided by a traditional census in 2011. No alternative source would provide the quality of data required.
5. In its report on the 2001 Census, the Treasury Select Committee recommended that any future census should be justified in cost-benefit terms. A detailed business case has therefore been produced. This clearly demonstrates the unique value of the census and that the benefits of having the information far outweigh the costs of its collection. For example, over £100 billion per year (over £1 trillion in the decade between each census) is allocated from central government to local authorities and to NHS Primary Care Trusts. The business case demonstrates the value of census information in ensuring that this funding is distributed appropriately between different parts of the country to meet the needs of local populations.
6. For the 2011 Census the Office for National Statistics (ONS) will be drawing on the experiences of the 2001 Census, world best practice and changes in available technology. ONS is also looking to make best use of the knowledge that exists within local authorities about their own communities. It is clear from the 2001 experience that it will be mutually beneficial for local authorities and ONS to work in partnership when conducting the Census for 2011.
7. ONS want to benefit from local authority resources and their knowledge of governed areas to improve the enumeration process, and in turn, local authorities should benefit from better Census results.
8. For the 2011 Census in England and Wales a number of new approaches will be introduced which have been designed to improve census return rates in all areas and with all population groups. These include:
 - Wide engagement in the community with the help of local authorities, representatives of target population and accessibility groups and a national publicity campaign
 - Post out of all household questionnaires (around 25 million), based on a newly developed national address register
 - Online completion: people will be able to complete and submit their answers online or fill in and return the paper questionnaire
 - Questionnaire tracking and targeted filed follow ups: to identify and follow up households which have not returned a questionnaire

9. Attached for Member's information is the household questionnaire which will be used for the 2011 Census. At this stage it is not envisaged that any changes will be made to this questionnaire (**Appendix B**).

NB: Members should note that the design of the Census questionnaire, together with the planning process for the Census has already been agreed.

WITNESSES

- Amanda King – Area Manager for Office for National Statistics
- Pam Nash – Strategic Information Officer - LBH
- Emma Marsh- Deputy Head of Communications - LBH

Key Issues and areas of possible questioning

1. How will the Census 2011 hope to ensure that all community groups will participate in the Census?
2. How is the approach to the Census 2011 different to the last Census?
3. What work has been undertaken with this authority in terms of preparation for the Census?
4. What local publicity will be given to the Census and how will this be communicated to residents?
5. What are the repercussions to local authorities of residents not completing Census questionnaires?
6. What can the Council's strategic partners do to help the process and ensure Census questionnaires are completed?
7. What are the different forms of engagement which will be used to maximise resident participation?
8. What role do Ward Councillors have in terms of delivering the message of the Census and the implications of "undercounting" of Census data and the impact on the Government Grant the Council receives?
9. What more could this Council do in terms of promoting the Census?

PAPERS WITH THE REPORT

Scoping Report (Appendix A).

Household questionnaire for the 2011 Census (Appendix B)

SUGGESTED COMMITTEE ACTIVITY

1. Members question the witnesses and identify important issues for their review.
2. Members identify areas where further information and evidence is required to help greater understanding of the issues.
3. Members to give consideration to initial recommendations for the review.

**CORPORATE SERVICES & PARTNERSHIPS
POLICY OVERVIEW COMMITTEE**

2010/11

REVIEW SCOPING REPORT

Proposed review title:

**Census 2011 – to look at how this Council can contribute to improving
the population data for the Borough**

Aim of the review

To make a positive contribution to improving local population estimates and to maximise the data which is gathered for the 2011 Census for the Borough. There are a number of implications of undercounting the population of the Borough and the review would focus on how the Council could promote the importance of residents of the Borough filling in the Census forms.

Proposed outcome

A report summarising the Committee's findings would be completed and presented to the Council's Cabinet. The report will explore proposals for the improvement of the gathering of data for the 2011 Census, the Council's engagement in preparations for the Census and opportunities for the generating of improved population counts for the Borough. Improved information on population figures will help the Council in terms of its strategic planning and service delivery and also ensure that the Council receives appropriate funding from Government based on accurate population statistics

Terms of reference

1. To look at the preparations and methods used for the 2011 Census and to support and add value through engagement with the area manager for the Office for National Statistics (ONS).
2. To look at measures which could be used to improve the accuracy of local population information to help the Council in its service planning.
3. To examine the role the Council has in promoting and encouraging residents of the Borough in conjunction with the ONS, to actively participate in the Census to ensure the best results for the Council and its residents.

03/08/10 – Appendix A

4. To look at the plans the Council has to communicate the purpose of the Census and to see how the Council can work with community groups to maximise the response to the Census questionnaire.
5. To look at the measures which will be used to capture data from those hard to reach groups within the Borough.
6. To examine the implications of undercounting the Borough's population in relation to the grant funding the Council received from Government.
7. To consider measures which could be used with the Council's Strategic Partners to ensure population figures are accurate.
8. To look at the methods other local authorities use to improve the accuracy of Census data
9. To make recommendations to Cabinet on what the Council can do in relation to the promotion of the Census to residents of the Borough to ensure the Census questionnaire is widely completed.

Reasons for the review

The Census is the definitive source of population and household information and takes place every 10 years. The ONS is responsible for carrying out the Census and the information provided forms essential information from national to neighbourhood level for government, business and the community.

The next Census will take place on 27 March 2011 and the population data obtained underpins the amount of funding each local authority receives from central government.

The last Census in 2001 saw response rates in local authority areas vary between 64% and 99%. Hillingdon achieved a response rate of 91.5%. In certain areas of London and among some population groups, significant numbers of people failed to complete the Census questionnaire. This has serious consequences for Councils, as population is one of the main factors in determining how much funding various public services including local authorities, primary care trusts and the Probation Service receive from government.

Hillingdon births have risen for several consecutive years with births in 2008 being exceptionally high at 4,126 children, which was several hundred more than the previous record high.

Demographic professionals at the Greater London Authority (GLA) have indicated a prolonged period of births at around the high 2008 level. This demographic pressure is exacerbated by unusual family movements within the Borough caused by the economic climate.

03/08/10 – Appendix A

In the present economic climate with local government having to cut budgets it is vital that the Council does as much as it can to ensure that population data from the Census is as accurate as possible to ensure the Council receives maximum funding from the Government.

Key issues

1. What preparations have ONS made to ensure that the Census for 2011 is as accurate as possible?
2. What are the forms of engagement which are used to collect Census and population data and what other measures could be used to improve engagement with residents?
3. How does the Council and the ONS engage with community groups to ensure those 'hard to reach' groups are made aware of the importance of the completion of Census questionnaires?
4. What can the Council and its partners do to promote the importance and purpose of the Census to ensure residents return Census questionnaires?
5. What promotional and publicity tools could the Council use to obtain maximum engagement with all residents within the Borough?
6. What is the financial cost to the Council of undercounting the Borough's population?
7. What are the rules in relation to temporary residents in the Borough i.e. students in the Borough's Higher Education establishments for purposes of the Census?
8. What corroboration takes place between other London Boroughs and other public sector organisations on sharing data relating to population?

Methodology

Witness sessions to potentially include:

Area Manager from Office for National Statistics (ONS)
Strategic Information Officer – LBH
Head of Communications - LBH
Officer from GLA
Representatives from community groups
Officer from another London Borough
Officer from London Councils

A review of the relevant literature and websites.

Written evidence from witnesses

Office for National Statistics – Information paper on The 2011 Census – A design for England and Wales

<http://www.ons.gov.uk/about>

Stakeholders and consultation plan

As many stakeholders as possible would be invited to give evidence to the Committee in person. In addition to those outlined above, further stakeholders could be invited to give written evidence to the review.

Connected work (recently completed, planned or ongoing)

The ONS in July 2010 released new population projections which replaced the 2006 based sub national projections which were published in June 2008.

The population projections were used by the previous Government in the local authority grant allocation process.

The projections are based on the assumption that recent trends in fertility, mortality and migration at local authority level will continue; they take no account of local development policy, economic factors, or the capacity of areas to accommodate population changes.

Projections are available for each year from 2008 to 2033 for all local authorities in England, with aggregates to counties, Government Office regions, and health areas. Data is available by gender and for five year age groups to 90+.

For London the key results are an increase in population of 1.520 million persons (19.8 per cent) between 2008 and 2033, reaching a population of 9.188 million. This is considerably higher than the highest recorded population in London: 8.6 million in 1939. London's projected growth of nearly 20% compares with an 18.0% increase for England.

It is projected that London's female population will grow more slowly than the male: 19.7% compared to 20%. This is mainly caused by the assumed continuation of the improvement in rates of male survival at older ages.

Implications for Hillingdon

All Borough populations are projected to grow between 2008 and 2033 however there is a great deal of variation. Brent has one of the lowest projected growths of 4% (10.1 thousand) with Hammersmith & Fulham only slightly higher at 6.4% (10.8 thousand).

Hillingdon's population is projected to grow by 23.0% (59.4 thousand). Ealing is mid way with a projected growth of 14.3% (44.5 thousand) while, Hounslow 24.3% (55.9 thousand) and Harrow 24.4% (55.0 thousand).

03/08/10 – Appendix A

Although the above figures are projections, the latest actual figures show that births rose again in Q4 2009. There is no sign of decline in London, although the rate of increase has slowed. Across London there is no clear pattern: in Enfield the birth rate is declining while in Ealing it is increasing.

Proposed timeframe & milestones

Meeting	Action	Comments
22 July 2010	Consideration of a draft scoping report	
7 September 2010	First Witness Session and approval of final scoping report	Witnesses to include Area Manager from ONS Strategic Information Officer and Head of Policy – LBH Deputy Head of Communications – LBH
13 October 2010	Second Witness Session and draft recommendations of the review	Witnesses to include Representative(s) from community group(s)
11 November 2010	Consideration of draft final report	

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Household Questionnaire England

Office for
National Statistics



Return to:
FREEPOST 2011 Census,
Processing Centre, UK

A message to everyone - act now

Everyone should be included in the census - all people, households and overnight visitors.

It is used to help plan and fund services for your community - services like transport, education and health.

Please complete your census questionnaire on 27 March 2011, or as soon as possible afterwards. You can fill it in online or on paper.

Taking part in the census is very important and it's also compulsory. You could face a fine if you don't participate or if you supply false information.

Your personal information is protected by law. Census information is kept confidential for 100 years.

So help tomorrow take shape and be part of the 2011 Census.

J. N. Matheson

Jil Matheson
National Statistician

Complete online

www.census.gov.uk

Your personal internet access code is:

OR fill in this paper questionnaire and post it back using the pre-paid envelope supplied.

If your address is incorrect or missing, enter your correct address here:

Postcode

Declaration

This questionnaire has been completed to the best of my knowledge and belief.

Signature

Date

Telephone number

We may contact you if we need to collect missing information.

If you have lost your envelope, please return to:
FREEPOST 2011 Census, Processing Centre, UK

Where can you get help?



www.census.gov.uk



Census helpline 0300 0201 101



Text Relay 18001 0300 0201 160

Help is available in large print and Braille

H1



Before you start

Who should complete this questionnaire?

The householder is responsible for ensuring that this questionnaire is completed and returned.

The **householder** is the person who lives, or is present, at this address who:

- owns/rents (or jointly owns/rents) the accommodation; and/or
- is responsible (or jointly responsible) for paying the household bills and expenses

A **household** is:

- one person living alone; or
- a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area

What should you complete on this questionnaire?

- **Household questions on pages 3-6** about this household and its accommodation
- **Individual questions on pages 7-30** for every person who usually lives in this household. Every person who has been, or intends to be, in the UK for 3 months or more should be included in these questions at their usual UK address
- **Visitor questions on the back page (page 32)** for all other people staying overnight in this household on 27 March 2011

It is important to include visitors staying overnight in this household to make sure no-one is missed. Visitors who usually live elsewhere in the UK must also be included on a census questionnaire at their usual address.

You will find further information about who to include in this questionnaire on page 31.

Will you need extra questionnaires?

- If there are more than six people in this household, or there are more than three visitors staying overnight, you can choose either to complete the entire questionnaire online, or fill in this questionnaire and contact us to request one or more **Continuation Questionnaires**
- If any member of this household aged 16 or over does not want to disclose their information to others in the household, you can request an **Individual Questionnaire**. Remember to include these people in Household questions (H1 to H14) on this questionnaire, but leave blank their Individual questions (1-43)
- If there is more than one household at this address, contact us to request one or more additional **Household Questionnaires**

You can request extra questionnaires online at www.census.gov.uk or by calling 0300 0201 101.

This questionnaire will be scanned by a computer

You should:

- use black or blue ink to answer
- tick your answers within the box like this:
- print your answers within the box like this:

S	M	I	T	H
---	---	---	---	---

 Use capital letters - one letter per box
- correct any mistakes by filling in the box like this:

S	M	E	I	T	H		
---	---	--------------	---	---	---	--	--

 or:

S	M	E	I	T	H		
---	---	---	---	---	---	--	--
- continue onto the next line (if possible) when a word will not fit, like this:

P	A	D	D	I	N	G	T	O
N		S	T	R	E	E	T	
- follow the ➔ **Go to** instructions and leave any questions or pages you do not need to answer completely blank; any marks or lines can be mistaken for answers



Household questions

H1 Who usually lives here?

➔ Tick all that apply

- Me, this is my permanent or family home
- Family members including partners, children, and babies born on or before 27 March 2011
- Students and/or schoolchildren who live away from home during term time
- Housemates, tenants or lodgers
- People who usually live outside the UK who are staying in the UK for 3 months or more
- People who work away from home within the UK, or are members of the armed forces, if this is their permanent or family home
- People who are temporarily outside the UK for less than 12 months
- People staying temporarily who usually live in the UK but do not have another UK address, for example, relatives, friends
- Other people who usually live here, including anyone temporarily away from home

OR No-one usually lives here, for example, this is a second address or holiday home ➔ **Go to H4**

H2 Counting everyone you included in question H1, how many people usually live here?

H3 Starting with yourself, list the names of all the people counted in question H2 including children, babies and lodgers.

➔ If a member of this household has requested an Individual Questionnaire, tick the box beside their name and leave blank the Individual questions 1 to 43 for that person

	First name	Last name	Individual Questionnaire requested?
Yourself (Person 1)	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input type="checkbox"/>
Person 2	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input type="checkbox"/>
Person 3	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input type="checkbox"/>
Person 4	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input type="checkbox"/>
Person 5	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input type="checkbox"/>
Person 6	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input type="checkbox"/>

If there are more than six people, complete the entire questionnaire online or contact us to get a Continuation Questionnaire.

H4 Apart from everyone counted in question H2, who else is staying overnight here on 27 March 2011? These people are counted as visitors. Remember to include children and babies.

➔ Tick all that apply

- People who usually live somewhere else in the UK, for example, boy/girlfriends, friends, relatives
- People staying here because it is their second address, for example, for work. Their permanent or family home is elsewhere
- People who usually live outside the UK who are staying in the UK for less than 3 months
- People here on holiday

OR There are no visitors staying overnight here on 27 March 2011 ➔ **Go to H6**

H5 Counting only the people included in question H4, how many visitors are staying overnight here on 27 March 2011?

➔ Remember to answer the Visitor questions on the back page (page 32) for these people

➔ If there is no-one usually living here (there are only visitors staying here) answer questions H7 to H11 on page 6 and then go to the back page (page 32) to answer the Visitor questions



Household questions - continued

H6 How are members of this household related to each other? If members are not related, tick the 'Unrelated' box.

- If there are more than six people, contact us to request a Continuation Questionnaire
- If you live alone ➔ **Goto H7**
- If no-one usually lives here and there are no visitors staying overnight here on 27 March 2011, answer questions H7 to H11 on page 6 and then go to the Declaration on the front page

Example:

This shows how a household with two parents and four children are related to each other

Name of Person 1	Name of Person 2	Name of Person 3
First name ROBERT	First name MARY	First name ALISON
Last name SMITH	Last name SMITH	Last name SMITH
	How is Person 2 related to Person: ➔ 1	How is Person 3 related to Persons: ➔ 1 2
	Husband or wife <input checked="" type="checkbox"/>	Husband or wife <input type="checkbox"/> <input type="checkbox"/>
	Same-sex civil partner <input type="checkbox"/>	Same-sex civil partner <input type="checkbox"/> <input type="checkbox"/>
	Partner <input type="checkbox"/>	Partner <input type="checkbox"/> <input type="checkbox"/>
	Son or daughter <input type="checkbox"/>	Son or daughter <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
	Step-child <input type="checkbox"/>	Step-child <input type="checkbox"/> <input type="checkbox"/>
	Brother or sister <input type="checkbox"/>	Brother or sister <input type="checkbox"/> <input type="checkbox"/>

- Using the same order you used in question H3 (page 3), write the name of everyone who usually lives here at the top of each column. Remember to include children, babies and people who have requested an Individual Questionnaire
- Tick a box to show the relationship of each person to each of the other members of this household

Name of Person 1

First name

Last name

Name of Person 2

First name

Last name

Name of Person 3

First name

Last name

ENTER NAME OF PERSON 1 HERE AS IN QUESTION **H3**

How is Person 2 related to Person: ➔ **1**

- Husband or wife
- Same-sex civil partner
- Partner
- Son or daughter
- Step-child
- Brother or sister
- Step-brother or step-sister
- Mother or father
- Step-mother or step-father
- Grandchild
- Grandparent
- Relation - other
- Unrelated (including foster child)

How is Person 3 related to Persons: ➔ **1 2**

- Husband or wife
- Same-sex civil partner
- Partner
- Son or daughter
- Step-child
- Brother or sister
- Step-brother or step-sister
- Mother or father
- Step-mother or step-father
- Grandchild
- Grandparent
- Relation - other
- Unrelated (including foster child)





For Person 5 (James), there is a tick next to 'Son or daughter' in the columns for Persons 1 and 2 to show he is the son of Robert and Mary. Columns 3 and 4 show he is the brother of Persons 3 and 4 (Alison and Stephen).

Name of Person 4

First name

Last name

How is Person 4 related to Persons: → 1 2 3

Husband or wife	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Same-sex civil partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Son or daughter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Step-child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brother or sister	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Name of Person 5

First name

Last name

How is Person 5 related to Persons: → 1 2 3 4

Husband or wife	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Same-sex civil partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Son or daughter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step-child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brother or sister	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Name of Person 6

First name

Last name

How is Person 6 related to Persons: → 1 2 3 4 5

Husband or wife	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Same-sex civil partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Son or daughter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step-child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brother or sister	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Name of Person 4

First name

Last name

How is Person 4 related to Persons: → 1 2 3

Husband or wife	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Same-sex civil partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Son or daughter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step-child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brother or sister	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step-brother or step-sister	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mother or father	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step-mother or step-father	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grandchild	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grandparent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relation - other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unrelated (including foster child)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of Person 5

First name

Last name

How is Person 5 related to Persons: → 1 2 3 4

Husband or wife	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Same-sex civil partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Son or daughter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step-child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brother or sister	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step-brother or step-sister	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mother or father	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step-mother or step-father	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grandchild	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grandparent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relation - other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unrelated (including foster child)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of Person 6

First name

Last name

How is Person 6 related to Persons: → 1 2 3 4 5

Husband or wife	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Same-sex civil partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Son or daughter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step-child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brother or sister	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step-brother or step-sister	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mother or father	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step-mother or step-father	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grandchild	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grandparent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relation - other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unrelated (including foster child)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Household questions - continued

H7 What type of accommodation is this?

A whole house or bungalow that is:

- detached
- semi-detached
- terraced (including end-terrace)

A flat, maisonette or apartment that is:

- in a purpose-built block of flats or tenement
- part of a converted or shared house (including bedsits)
- in a commercial building (for example, in an office building, hotel, or over a shop)

A mobile or temporary structure:

- a caravan or other mobile or temporary structure

H8 Is this household's accommodation self-contained?

- ➔ This means that all the rooms, including the kitchen, bathroom and toilet, are behind a door that only this household can use
- Yes, all the rooms are behind a door that only this household can use
- No

H9 How many rooms are available for use only by this household?

- ➔ Do NOT count:
 - bathrooms
 - toilets
 - halls or landings
 - rooms that can only be used for storage such as cupboards
- ➔ Count all other rooms, for example:
 - kitchens
 - living rooms
 - utility rooms
 - bedrooms
 - studies
 - conservatories
- ➔ If two rooms have been converted into one, count them as one room

Number of rooms

H10 How many of these rooms are bedrooms?

- ➔ Include all rooms built or converted for use as bedrooms, even if they are not currently used as bedrooms

Number of bedrooms

H11 What type of central heating does this accommodation have?

- ➔ Tick all that apply, whether or not you use it
- ➔ Central heating is a central system that generates heat for multiple rooms
- No central heating
- Gas
- Electric (including storage heaters)
- Oil
- Solid fuel (for example wood, coal)
- Other central heating

H12 Does your household own or rent this accommodation?

- ➔ Tick one box only
- Owns outright → Go to **H14**
- Owns with a mortgage or loan → Go to **H14**
- Part owns and part rents (shared ownership)
- Rents (with or without housing benefit)
- Lives here rent free

H13 Who is your landlord?

- ➔ Tick one box only
- Housing association, housing co-operative, charitable trust, registered social landlord
- Council (local authority)
- Private landlord or letting agency
- Employer of a household member
- Relative or friend of a household member
- Other

H14 In total, how many cars or vans are owned, or available for use, by members of this household?

- ➔ Include any company car(s) or van(s) available for private use
- None
- 1
- 2
- 3
- 4 or more, write in number



Individual questions - Person 1 start here

1 What is your name? (Person 1 on page 3)

First name

Last name

2 What is your sex?

Male Female

3 What is your date of birth?

Day

Month

Year

4 On 27 March 2011, what is your legal marital or same-sex civil partnership status?

- | | |
|--|--|
| <input type="checkbox"/> Never married and never registered a same-sex civil partnership | <input type="checkbox"/> In a registered same-sex civil partnership |
| <input type="checkbox"/> Married | <input type="checkbox"/> Separated, but still legally in a same-sex civil partnership |
| <input type="checkbox"/> Separated, but still legally married | <input type="checkbox"/> Formerly in a same-sex civil partnership which is now legally dissolved |
| <input type="checkbox"/> Divorced | <input type="checkbox"/> Surviving partner from a same-sex civil partnership |
| <input type="checkbox"/> Widowed | |

5 Do you stay at another address for more than 30 days a year?

- No → **Go to 7**
- Yes, write in other UK address below

Postcode

OR Yes, outside the UK, write in country

6 What is that address?

- Armed forces base address
- Another address when working away from home
- Student's home address
- Student's term time address
- Another parent or guardian's address
- Holiday home
- Other

7 Are you a schoolchild or student in full-time education?

Yes No → **Go to 9**

8 During term time, do you live:

- at the address on the front of this questionnaire?
- at the address in question 5? → **Go to 43**
- at another address? → **Go to 43**

9 What is your country of birth?

- England → **Go to 13**
- Wales → **Go to 13**
- Scotland → **Go to 13**
- Northern Ireland → **Go to 13**
- Republic of Ireland
- Elsewhere, write in the current name of country

10 If you were not born in the United Kingdom, when did you most recently arrive to live here?

→ Do not count short visits away from the UK

Month Year

11 If you arrived before 27 March 2010 → **Go to 13**

If you arrived on or after 27 March 2010 → **Go to 12**

12 Including the time you have already spent here, how long do you intend to stay in the United Kingdom?

- Less than 6 months
- 6 months or more but less than 12 months
- 12 months or more

13 How is your health in general?

Very good Good Fair Bad Very bad

14 Do you look after, or give any help or support to family members, friends, neighbours or others because of either:

- long-term physical or mental ill-health/disability?
 - problems related to old age?
- Do not count anything you do as part of your paid employment
- No
- Yes, 1 - 19 hours a week
- Yes, 20 - 49 hours a week
- Yes, 50 or more hours a week



Person 1 - continued

15 How would you describe your national identity?

➔ Tick all that apply

- English
- Welsh
- Scottish
- Northern Irish
- British
- Other, write in

16 What is your ethnic group?

➔ Choose **one** section from A to E, then tick **one** box to best describe your ethnic group or background

A White

- English/Welsh/Scottish/Northern Irish/British
- Irish
- Gypsy or Irish Traveller
- Any other White background, write in

B Mixed/multiple ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed/multiple ethnic background, write in

C Asian/Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background, write in

D Black/African/Caribbean/Black British

- African
- Caribbean
- Any other Black/African/Caribbean background, write in

E Other ethnic group

- Arab
- Any other ethnic group, write in

17 This question is intentionally left blank ➔ Go to **18**

18 What is your main language?

- English ➔ Go to **20**
- Other, write in (including British Sign Language)

19 How well can you speak English?

- Very well Well Not well Not at all
-

20 What is your religion?

- ➔ This question is voluntary
- No religion
 - Christian (including Church of England, Catholic, Protestant and all other Christian denominations)
 - Buddhist
 - Hindu
 - Jewish
 - Muslim
 - Sikh
 - Any other religion, write in

21 One year ago, what was your usual address?

➔ If you had no usual address one year ago, state the address where you were staying

- The address on the front of this questionnaire
- Student term time/boarding school address in the UK, write in term time address below
- Another address in the UK, write in below

Postcode

OR Outside the UK, write in country



Person 1 - continued

32 Answer the remaining questions for your main job or, if not working, your last main job.
 ➔ Your main job is the job in which you usually work (worked) the most hours

33 In your main job, are (were) you:
 an employee?
 self-employed or freelance without employees?
 self-employed with employees?

34 What is (was) your full and specific job title?
 ➔ For example, PRIMARY SCHOOL TEACHER, CAR MECHANIC, DISTRICT NURSE, STRUCTURAL ENGINEER
 ➔ Do not state your grade or pay band

35 Briefly describe what you do (did) in your main job.

36 Do (did) you supervise any employees?
 ➔ Supervision involves overseeing the work of other employees on a day-to-day basis

Yes No

37 At your workplace, what is (was) the main activity of your employer or business?
 ➔ For example, PRIMARY EDUCATION, REPAIRING CARS, CONTRACT CATERING, COMPUTER SERVICING
 ➔ If you are (were) a civil servant, write GOVERNMENT
 ➔ If you are (were) a local government officer, write LOCAL GOVERNMENT and give the name of your department within the local authority

38 In your main job, what is (was) the name of the organisation you work (worked) for?
 ➔ If you are (were) self-employed in your own organisation, write in the business name

No organisation, for example, self-employed, freelance, or work (worked) for a private individual

39 If you had a job last week ➔ Go to **40**
 If you didn't have a job last week ➔ Go to **43**

40 In your main job, what is the address of your workplace?
 ➔ If you work at or from home, on an offshore installation, or have no fixed workplace, tick one of the boxes below
 ➔ If you report to a depot, write in the depot address

_____ Postcode _____

OR Mainly work at or from home
 Offshore installation
 No fixed place

41 How do you usually travel to work?
 ➔ Tick one box only
 ➔ Tick the box for the longest part, by distance, of your usual journey to work

Work mainly at or from home
 Underground, metro, light rail, tram
 Train
 Bus, minibus or coach
 Taxi
 Motorcycle, scooter or moped
 Driving a car or van
 Passenger in a car or van
 Bicycle
 On foot
 Other

42 In your main job, how many hours a week (including paid and unpaid overtime) do you usually work?
 15 or less
 16 - 30
 31 - 48
 49 or more

43 There are no more questions for Person 1.
 ➔ Go to questions for Person 2

OR If there are no more people in this household,
 ➔ Go to the Visitor questions on the back page

OR If there are no visitors staying here overnight,
 ➔ Go to the Declaration on the front page



Individual questions - Person 2 start here

1 What is your name? (Person 2 on page 3)

First name

Last name

2 What is your sex?

- Male Female

3 What is your date of birth?

Day

Month

Year

4 On 27 March 2011, what is your legal marital or same-sex civil partnership status?

- | | |
|--|--|
| <input type="checkbox"/> Never married and never registered a same-sex civil partnership | <input type="checkbox"/> In a registered same-sex civil partnership |
| <input type="checkbox"/> Married | <input type="checkbox"/> Separated, but still legally in a same-sex civil partnership |
| <input type="checkbox"/> Separated, but still legally married | <input type="checkbox"/> Formerly in a same-sex civil partnership which is now legally dissolved |
| <input type="checkbox"/> Divorced | <input type="checkbox"/> Surviving partner from a same-sex civil partnership |
| <input type="checkbox"/> Widowed | |

5 Do you stay at another address for more than 30 days a year?

- No → **Go to 7**
- Yes, write in other UK address below

Postcode

OR Yes, outside the UK, write in country

6 What is that address?

- Armed forces base address
- Another address when working away from home
- Student's home address
- Student's term time address
- Another parent or guardian's address
- Holiday home
- Other

7 Are you a schoolchild or student in full-time education?

- Yes No → **Go to 9**

8 During term time, do you live:

- at the address on the front of this questionnaire?
- at the address in question 5? → **Go to 43**
- at another address? → **Go to 43**

9 What is your country of birth?

- England → **Go to 13**
- Wales → **Go to 13**
- Scotland → **Go to 13**
- Northern Ireland → **Go to 13**
- Republic of Ireland
- Elsewhere, write in the current name of country

10 If you were not born in the United Kingdom, when did you most recently arrive to live here?

→ Do not count short visits away from the UK

Month Year

11 If you arrived before 27 March 2010 → **Go to 13**

If you arrived on or after 27 March 2010 → **Go to 12**

12 Including the time you have already spent here, how long do you intend to stay in the United Kingdom?

- Less than 6 months
- 6 months or more but less than 12 months
- 12 months or more

13 How is your health in general?

- Very good Good Fair Bad Very bad
-

14 Do you look after, or give any help or support to family members, friends, neighbours or others because of either:

- long-term physical or mental ill-health/disability?
 - problems related to old age?
- Do not count anything you do as part of your paid employment
- No
- Yes, 1 - 19 hours a week
- Yes, 20 - 49 hours a week
- Yes, 50 or more hours a week



Person 2 - continued

15 How would you describe your national identity?

➔ Tick all that apply

- English
- Welsh
- Scottish
- Northern Irish
- British
- Other, write in

16 What is your ethnic group?

➔ Choose **one** section from A to E, then tick **one** box to best describe your ethnic group or background

A White

- English/Welsh/Scottish/Northern Irish/British
- Irish
- Gypsy or Irish Traveller
- Any other White background, write in

B Mixed/multiple ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed/multiple ethnic background, write in

C Asian/Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background, write in

D Black/African/Caribbean/Black British

- African
- Caribbean
- Any other Black/African/Caribbean background, write in

E Other ethnic group

- Arab
- Any other ethnic group, write in

17 This question is intentionally left blank ➔ Go to **18**

18 What is your main language?

- English ➔ Go to **20**
- Other, write in (including British Sign Language)

19 How well can you speak English?

- Very well Well Not well Not at all
-

20 What is your religion?

- ➔ This question is voluntary
- No religion
 - Christian (including Church of England, Catholic, Protestant and all other Christian denominations)
 - Buddhist
 - Hindu
 - Jewish
 - Muslim
 - Sikh
 - Any other religion, write in

21 One year ago, what was your usual address?

- ➔ If you had no usual address one year ago, state the address where you were staying
- Same as Person 1
 - The address on the front of this questionnaire
 - Student term time/boarding school address in the UK, write in term time address below
 - Another address in the UK, write in below

Postcode

OR Outside the UK, write in country



Person 2 - continued

32 Answer the remaining questions for your main job or, if not working, your last main job.

- ➔ Your main job is the job in which you usually work (worked) the most hours

33 In your main job, are (were) you:

- an employee?
- self-employed or freelance without employees?
- self-employed with employees?

34 What is (was) your full and specific job title?

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- ➔ Do not state your grade or pay band

35 Briefly describe what you do (did) in your main job.

36 Do (did) you supervise any employees?

- ➔ Supervision involves overseeing the work of other employees on a day-to-day basis
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- ➔ If you report to a depot, write in the depot address

Postcode

- OR
- Mainly work at or from home
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- ➔ Tick one box only
- ➔ Tick the box for the longest part, by distance, of your usual journey to work
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- Underground, metro, light rail, tram
- Train
- Bus, minibus or coach
- Taxi
- Motorcycle, scooter or moped
- Driving a car or van
- Passenger in a car or van
- Bicycle
- On foot
- Other

42 In your main job, how many hours a week (including paid and unpaid overtime) do you usually work?

- 15 or less
- 16 - 30
- 31 - 48
- 49 or more

43 There are no more questions for Person 2.

➔ Go to questions for Person 3

OR If there are no more people in this household, ➔ Go to the Visitor questions on the back page

OR If there are no visitors staying here overnight, ➔ Go to the Declaration on the front page



Individual questions - Person 3 start here

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First name

Last name

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- Male Female

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Day

Month

Year

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- | | |
|--|--|
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 Other

7 Are you a schoolchild or student in full-time education?

- Yes No → **Go to 9**

8 During term time, do you live:

- at the address on the front of this questionnaire?
 at the address in question 5? → **Go to 43**
 at another address? → **Go to 43**

9 What is your country of birth?

- England → **Go to 13**
 Wales → **Go to 13**
 Scotland → **Go to 13**
 Northern Ireland → **Go to 13**
 Republic of Ireland
 Elsewhere, write in the current name of country

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-

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- long-term physical or mental ill-health/disability?
 - problems related to old age?
- Do not count anything you do as part of your paid employment
- No
 Yes, 1 - 19 hours a week
 Yes, 20 - 49 hours a week
 Yes, 50 or more hours a week



Person 3 - continued

15 How would you describe your national identity?

➔ Tick all that apply

- English
- Welsh
- Scottish
- Northern Irish
- British
- Other, write in

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➔ Choose **one** section from A to E, then tick **one** box to best describe your ethnic group or background

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- English/Welsh/Scottish/Northern Irish/British
- Irish
- Gypsy or Irish Traveller
- Any other White background, write in

B Mixed/multiple ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed/multiple ethnic background, write in

C Asian/Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background, write in

D Black/African/Caribbean/Black British

- African
- Caribbean
- Any other Black/African/Caribbean background, write in

E Other ethnic group

- Arab
- Any other ethnic group, write in

17 This question is intentionally left blank ➔ Go to **18**

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- English ➔ Go to **20**
- Other, write in (including British Sign Language)

19 How well can you speak English?

Very well Well Not well Not at all

-

20 What is your religion?

- ➔ This question is voluntary
- No religion
 - Christian (including Church of England, Catholic, Protestant and all other Christian denominations)
 - Buddhist
 - Hindu
 - Jewish
 - Muslim
 - Sikh
 - Any other religion, write in

21 One year ago, what was your usual address?

➔ If you had no usual address one year ago, state the address where you were staying

- Same as Person 1
- The address on the front of this questionnaire
- Student term time/boarding school address in the UK, write in term time address below
- Another address in the UK, write in below

Postcode

OR Outside the UK, write in country



**22** What passports do you hold?

➔ Tick all that apply

- United Kingdom
 Irish
 Other, write in

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

None

23 Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

➔ Include problems related to old age

- Yes, limited a lot
 Yes, limited a little
 No

24 If you are aged 16 or over ➔ Go to **25**

If you are aged 15 or under ➔ Go to **43**

25 Which of these qualifications do you have?

➔ Tick **every** box that applies if you have **any** of the qualifications listed

➔ If your UK qualification is not listed, tick the box that contains its nearest equivalent

➔ If you have qualifications gained outside the UK, tick the 'Foreign qualifications' box and the nearest UK equivalents (if known)

- 1-4 O levels/CSEs/GCSEs (any grades), Entry Level, Foundation Diploma
 NVQ Level 1, Foundation GNVQ, Basic Skills
 5+ O levels (passes)/CSEs (grade 1)/GCSEs (grades A*-C), School Certificate, 1 A level/2-3 AS levels/VCEs, Higher Diploma
 NVQ Level 2, Intermediate GNVQ, City and Guilds Craft, BTEC First/General Diploma, RSA Diploma
 Apprenticeship
 2+ A levels/VCEs, 4+ AS levels, Higher School Certificate, Progression/Advanced Diploma
 NVQ Level 3, Advanced GNVQ, City and Guilds Advanced Craft, ONC, OND, BTEC National, RSA Advanced Diploma
 Degree (for example BA, BSc), Higher degree (for example MA, PhD, PGCE)
 NVQ Level 4-5, HNC, HND, RSA Higher Diploma, BTEC Higher Level
 Professional qualifications (for example teaching, nursing, accountancy)
 Other vocational/work-related qualifications
 Foreign qualifications
 No qualifications

26 Last week, were you:

➔ Tick all that apply

➔ Include any paid work, including casual or temporary work, even if only for one hour

working as an employee? ➔ Go to **32**

on a government sponsored training scheme? ➔ Go to **32**

self-employed or freelance? ➔ Go to **32**

working paid or unpaid for your own or your family's business? ➔ Go to **32**

away from work ill, on maternity leave, on holiday or temporarily laid off? ➔ Go to **32**

doing any other kind of paid work? ➔ Go to **32**

none of the above

27 Were you actively looking for any kind of paid work during the last four weeks?

Yes No

28 If a job had been available last week, could you have started it within two weeks?

Yes No

29 Last week, were you waiting to start a job already obtained?

Yes No

30 Last week, were you:

➔ Tick all that apply

retired (whether receiving a pension or not)?

a student?

looking after home or family?

long-term sick or disabled?

other

31 Have you ever worked?

Yes, write in the year that you last worked

--	--	--	--

➔ Go to **32**

No, have never worked ➔ Go to **43**



Person 3 - continued

32 Answer the remaining questions for your main job or, if not working, your last main job.
 ➔ Your main job is the job in which you usually work (worked) the most hours

33 In your main job, are (were) you:
 an employee?
 self-employed or freelance without employees?
 self-employed with employees?

34 What is (was) your full and specific job title?
 ➔ For example, PRIMARY SCHOOL TEACHER, CAR MECHANIC, DISTRICT NURSE, STRUCTURAL ENGINEER
 ➔ Do not state your grade or pay band

35 Briefly describe what you do (did) in your main job.

36 Do (did) you supervise any employees?
 ➔ Supervision involves overseeing the work of other employees on a day-to-day basis

Yes No

37 At your workplace, what is (was) the main activity of your employer or business?
 ➔ For example, PRIMARY EDUCATION, REPAIRING CARS, CONTRACT CATERING, COMPUTER SERVICING
 ➔ If you are (were) a civil servant, write GOVERNMENT
 ➔ If you are (were) a local government officer, write LOCAL GOVERNMENT and give the name of your department within the local authority

38 In your main job, what is (was) the name of the organisation you work (worked) for?
 ➔ If you are (were) self-employed in your own organisation, write in the business name

No organisation, for example, self-employed, freelance, or work (worked) for a private individual

39 If you had a job last week ➔ Go to **40**
 If you didn't have a job last week ➔ Go to **43**

40 In your main job, what is the address of your workplace?
 ➔ If you work at or from home, on an offshore installation, or have no fixed workplace, tick one of the boxes below
 ➔ If you report to a depot, write in the depot address

_____ Postcode _____

OR Mainly work at or from home
 Offshore installation
 No fixed place

41 How do you usually travel to work?
 ➔ Tick one box only
 ➔ Tick the box for the longest part, by distance, of your usual journey to work

Work mainly at or from home
 Underground, metro, light rail, tram
 Train
 Bus, minibus or coach
 Taxi
 Motorcycle, scooter or moped
 Driving a car or van
 Passenger in a car or van
 Bicycle
 On foot
 Other

42 In your main job, how many hours a week (including paid and unpaid overtime) do you usually work?
 15 or less
 16 - 30
 31 - 48
 49 or more

43 There are no more questions for Person 3.
 ➔ Go to questions for Person 4

OR If there are no more people in this household,
 ➔ Go to the Visitor questions on the back page

OR If there are no visitors staying here overnight,
 ➔ Go to the Declaration on the front page



Individual questions - Person 4 start here

1 What is your name? (Person 4 on page 3)

First name

Last name

2 What is your sex?

Male Female

3 What is your date of birth?

Day

Month

Year

4 On 27 March 2011, what is your legal marital or same-sex civil partnership status?

- | | |
|--|--|
| <input type="checkbox"/> Never married and never registered a same-sex civil partnership | <input type="checkbox"/> In a registered same-sex civil partnership |
| <input type="checkbox"/> Married | <input type="checkbox"/> Separated, but still legally in a same-sex civil partnership |
| <input type="checkbox"/> Separated, but still legally married | <input type="checkbox"/> Formerly in a same-sex civil partnership which is now legally dissolved |
| <input type="checkbox"/> Divorced | <input type="checkbox"/> Surviving partner from a same-sex civil partnership |
| <input type="checkbox"/> Widowed | |

5 Do you stay at another address for more than 30 days a year?

- No → **Go to 7**
- Yes, write in other UK address below

Postcode

OR Yes, outside the UK, write in country

6 What is that address?

- Armed forces base address
- Another address when working away from home
- Student's home address
- Student's term time address
- Another parent or guardian's address
- Holiday home
- Other

7 Are you a schoolchild or student in full-time education?

Yes No → **Go to 9**

8 During term time, do you live:

- at the address on the front of this questionnaire?
- at the address in question 5? → **Go to 43**
- at another address? → **Go to 43**

9 What is your country of birth?

- England → **Go to 13**
- Wales → **Go to 13**
- Scotland → **Go to 13**
- Northern Ireland → **Go to 13**
- Republic of Ireland
- Elsewhere, write in the current name of country

10 If you were not born in the United Kingdom, when did you most recently arrive to live here?

→ Do not count short visits away from the UK

Month Year

11 If you arrived before 27 March 2010 → **Go to 13**

If you arrived on or after 27 March 2010 → **Go to 12**

12 Including the time you have already spent here, how long do you intend to stay in the United Kingdom?

- Less than 6 months
- 6 months or more but less than 12 months
- 12 months or more

13 How is your health in general?

Very good Good Fair Bad Very bad

14 Do you look after, or give any help or support to family members, friends, neighbours or others because of either:

- long-term physical or mental ill-health/disability?
- problems related to old age?

→ Do not count anything you do as part of your paid employment

- No
- Yes, 1 - 19 hours a week
- Yes, 20 - 49 hours a week
- Yes, 50 or more hours a week



Person 4 - continued

15 How would you describe your national identity?

➔ Tick all that apply

- English
- Welsh
- Scottish
- Northern Irish
- British
- Other, write in

16 What is your ethnic group?

➔ Choose **one** section from A to E, then tick **one** box to best describe your ethnic group or background

A White

- English/Welsh/Scottish/Northern Irish/British
- Irish
- Gypsy or Irish Traveller
- Any other White background, write in

B Mixed/multiple ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed/multiple ethnic background, write in

C Asian/Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background, write in

D Black/African/Caribbean/Black British

- African
- Caribbean
- Any other Black/African/Caribbean background, write in

E Other ethnic group

- Arab
- Any other ethnic group, write in

17 This question is intentionally left blank ➔ Go to **18**

18 What is your main language?

- English ➔ Go to **20**
- Other, write in (including British Sign Language)

19 How well can you speak English?

- Very well Well Not well Not at all
-

20 What is your religion?

- ➔ This question is voluntary
- No religion
 - Christian (including Church of England, Catholic, Protestant and all other Christian denominations)
 - Buddhist
 - Hindu
 - Jewish
 - Muslim
 - Sikh
 - Any other religion, write in

21 One year ago, what was your usual address?

- ➔ If you had no usual address one year ago, state the address where you were staying
- Same as Person 1
 - The address on the front of this questionnaire
 - Student term time/boarding school address in the UK, write in term time address below
 - Another address in the UK, write in below

Postcode

OR Outside the UK, write in country



**22** What passports do you hold?

➔ Tick all that apply

- United Kingdom
 Irish
 Other, write in

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

None

23 Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

➔ Include problems related to old age

- Yes, limited a lot
 Yes, limited a little
 No

24 If you are aged 16 or over ➔ Go to **25**

If you are aged 15 or under ➔ Go to **43**

25 Which of these qualifications do you have?

➔ Tick **every** box that applies if you have **any** of the qualifications listed

➔ If your UK qualification is not listed, tick the box that contains its nearest equivalent

➔ If you have qualifications gained outside the UK, tick the 'Foreign qualifications' box and the nearest UK equivalents (if known)

- 1-4 O levels/CSEs/GCSEs (any grades), Entry Level, Foundation Diploma
 NVQ Level 1, Foundation GNVQ, Basic Skills
 5+ O levels (passes)/CSEs (grade 1)/GCSEs (grades A*-C), School Certificate, 1 A level/2-3 AS levels/VCEs, Higher Diploma
 NVQ Level 2, Intermediate GNVQ, City and Guilds Craft, BTEC First/General Diploma, RSA Diploma
 Apprenticeship
 2+ A levels/VCEs, 4+ AS levels, Higher School Certificate, Progression/Advanced Diploma
 NVQ Level 3, Advanced GNVQ, City and Guilds Advanced Craft, ONC, OND, BTEC National, RSA Advanced Diploma
 Degree (for example BA, BSc), Higher degree (for example MA, PhD, PGCE)
 NVQ Level 4-5, HNC, HND, RSA Higher Diploma, BTEC Higher Level
 Professional qualifications (for example teaching, nursing, accountancy)
 Other vocational/work-related qualifications
 Foreign qualifications
 No qualifications

26 Last week, were you:

➔ Tick all that apply

➔ Include any paid work, including casual or temporary work, even if only for one hour

- working as an employee? ➔ Go to **32**
 on a government sponsored training scheme? ➔ Go to **32**
 self-employed or freelance? ➔ Go to **32**
 working paid or unpaid for your own or your family's business? ➔ Go to **32**
 away from work ill, on maternity leave, on holiday or temporarily laid off? ➔ Go to **32**
 doing any other kind of paid work? ➔ Go to **32**
 none of the above

27 Were you actively looking for any kind of paid work during the last four weeks?

Yes No

28 If a job had been available last week, could you have started it within two weeks?

Yes No

29 Last week, were you waiting to start a job already obtained?

Yes No

30 Last week, were you:

➔ Tick all that apply

- retired (whether receiving a pension or not)?
 a student?
 looking after home or family?
 long-term sick or disabled?
 other

31 Have you ever worked?

Yes, write in the year that you last worked

➔ Go to **32**

No, have never worked ➔ Go to **43**



Person 4 - continued

32 Answer the remaining questions for your main job or, if not working, your last main job.
 ➔ Your main job is the job in which you usually work (worked) the most hours

33 In your main job, are (were) you:
 an employee?
 self-employed or freelance without employees?
 self-employed with employees?

34 What is (was) your full and specific job title?
 ➔ For example, PRIMARY SCHOOL TEACHER, CAR MECHANIC, DISTRICT NURSE, STRUCTURAL ENGINEER
 ➔ Do not state your grade or pay band

35 Briefly describe what you do (did) in your main job.

36 Do (did) you supervise any employees?
 ➔ Supervision involves overseeing the work of other employees on a day-to-day basis

Yes No

37 At your workplace, what is (was) the main activity of your employer or business?
 ➔ For example, PRIMARY EDUCATION, REPAIRING CARS, CONTRACT CATERING, COMPUTER SERVICING
 ➔ If you are (were) a civil servant, write GOVERNMENT
 ➔ If you are (were) a local government officer, write LOCAL GOVERNMENT and give the name of your department within the local authority

38 In your main job, what is (was) the name of the organisation you work (worked) for?
 ➔ If you are (were) self-employed in your own organisation, write in the business name

No organisation, for example, self-employed, freelance, or work (worked) for a private individual

39 If you had a job last week ➔ Go to **40**
 If you didn't have a job last week ➔ Go to **43**

40 In your main job, what is the address of your workplace?
 ➔ If you work at or from home, on an offshore installation, or have no fixed workplace, tick one of the boxes below
 ➔ If you report to a depot, write in the depot address

_____ Postcode _____

OR Mainly work at or from home
 Offshore installation
 No fixed place

41 How do you usually travel to work?
 ➔ Tick one box only
 ➔ Tick the box for the longest part, by distance, of your usual journey to work

Work mainly at or from home
 Underground, metro, light rail, tram
 Train
 Bus, minibus or coach
 Taxi
 Motorcycle, scooter or moped
 Driving a car or van
 Passenger in a car or van
 Bicycle
 On foot
 Other

42 In your main job, how many hours a week (including paid and unpaid overtime) do you usually work?
 15 or less
 16 - 30
 31 - 48
 49 or more

43 There are no more questions for Person 4.
 ➔ Go to questions for Person 5

OR If there are no more people in this household,
 ➔ Go to the Visitor questions on the back page

OR If there are no visitors staying here overnight,
 ➔ Go to the Declaration on the front page



Individual questions - Person 5 start here

1 What is your name? (Person 5 on page 3)

First name

Last name

2 What is your sex?

- Male Female

3 What is your date of birth?

Day

Month

Year

4 On 27 March 2011, what is your legal marital or same-sex civil partnership status?

- | | |
|--|--|
| <input type="checkbox"/> Never married and never registered a same-sex civil partnership | <input type="checkbox"/> In a registered same-sex civil partnership |
| <input type="checkbox"/> Married | <input type="checkbox"/> Separated, but still legally in a same-sex civil partnership |
| <input type="checkbox"/> Separated, but still legally married | <input type="checkbox"/> Formerly in a same-sex civil partnership which is now legally dissolved |
| <input type="checkbox"/> Divorced | <input type="checkbox"/> Surviving partner from a same-sex civil partnership |
| <input type="checkbox"/> Widowed | |

5 Do you stay at another address for more than 30 days a year?

- No → **Go to 7**
 Yes, write in other UK address below

Postcode

OR Yes, outside the UK, write in country

6 What is that address?

- Armed forces base address
 Another address when working away from home
 Student's home address
 Student's term time address
 Another parent or guardian's address
 Holiday home
 Other

7 Are you a schoolchild or student in full-time education?

- Yes No → **Go to 9**

8 During term time, do you live:

- at the address on the front of this questionnaire?
 at the address in question 5? → **Go to 43**
 at another address? → **Go to 43**

9 What is your country of birth?

- England → **Go to 13**
 Wales → **Go to 13**
 Scotland → **Go to 13**
 Northern Ireland → **Go to 13**
 Republic of Ireland
 Elsewhere, write in the current name of country

10 If you were not born in the United Kingdom, when did you most recently arrive to live here?

→ Do not count short visits away from the UK

Month Year

11 If you arrived before 27 March 2010 → **Go to 13**

If you arrived on or after 27 March 2010 → **Go to 12**

12 Including the time you have already spent here, how long do you intend to stay in the United Kingdom?

- Less than 6 months
 6 months or more but less than 12 months
 12 months or more

13 How is your health in general?

- Very good Good Fair Bad Very bad
-

14 Do you look after, or give any help or support to family members, friends, neighbours or others because of either:

- long-term physical or mental ill-health/disability?
 - problems related to old age?
- Do not count anything you do as part of your paid employment
- No
 Yes, 1 - 19 hours a week
 Yes, 20 - 49 hours a week
 Yes, 50 or more hours a week



**22** What passports do you hold?

➔ Tick all that apply

- United Kingdom
 Irish
 Other, write in

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

None

23 Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

➔ Include problems related to old age

- Yes, limited a lot
 Yes, limited a little
 No

24 If you are aged 16 or over ➔ Go to **25**

If you are aged 15 or under ➔ Go to **43**

25 Which of these qualifications do you have?

➔ Tick **every** box that applies if you have **any** of the qualifications listed

➔ If your UK qualification is not listed, tick the box that contains its nearest equivalent

➔ If you have qualifications gained outside the UK, tick the 'Foreign qualifications' box and the nearest UK equivalents (if known)

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 NVQ Level 1, Foundation GNVQ, Basic Skills
 5+ O levels (passes)/CSEs (grade 1)/GCSEs (grades A*-C), School Certificate, 1 A level/2-3 AS levels/VCEs, Higher Diploma
 NVQ Level 2, Intermediate GNVQ, City and Guilds Craft, BTEC First/General Diploma, RSA Diploma
 Apprenticeship
 2+ A levels/VCEs, 4+ AS levels, Higher School Certificate, Progression/Advanced Diploma
 NVQ Level 3, Advanced GNVQ, City and Guilds Advanced Craft, ONC, OND, BTEC National, RSA Advanced Diploma
 Degree (for example BA, BSc), Higher degree (for example MA, PhD, PGCE)
 NVQ Level 4-5, HNC, HND, RSA Higher Diploma, BTEC Higher Level
 Professional qualifications (for example teaching, nursing, accountancy)
 Other vocational/work-related qualifications
 Foreign qualifications
 No qualifications

26 Last week, were you:

➔ Tick all that apply

➔ Include any paid work, including casual or temporary work, even if only for one hour

working as an employee? ➔ Go to **32**

on a government sponsored training scheme? ➔ Go to **32**

self-employed or freelance? ➔ Go to **32**

working paid or unpaid for your own or your family's business? ➔ Go to **32**

away from work ill, on maternity leave, on holiday or temporarily laid off? ➔ Go to **32**

doing any other kind of paid work? ➔ Go to **32**

none of the above

27 Were you actively looking for any kind of paid work during the last four weeks?

Yes No

28 If a job had been available last week, could you have started it within two weeks?

Yes No

29 Last week, were you waiting to start a job already obtained?

Yes No

30 Last week, were you:

➔ Tick all that apply

retired (whether receiving a pension or not)?

a student?

looking after home or family?

long-term sick or disabled?

other

31 Have you ever worked?

Yes, write in the year that you last worked

➔ Go to **32**

No, have never worked ➔ Go to **43**



Person 5 - continued

32 Answer the remaining questions for your main job or, if not working, your last main job.
 ➔ Your main job is the job in which you usually work (worked) the most hours

33 In your main job, are (were) you:
 an employee?
 self-employed or freelance without employees?
 self-employed with employees?

34 What is (was) your full and specific job title?
 ➔ For example, PRIMARY SCHOOL TEACHER, CAR MECHANIC, DISTRICT NURSE, STRUCTURAL ENGINEER
 ➔ Do not state your grade or pay band

35 Briefly describe what you do (did) in your main job.

36 Do (did) you supervise any employees?
 ➔ Supervision involves overseeing the work of other employees on a day-to-day basis

Yes No

37 At your workplace, what is (was) the main activity of your employer or business?
 ➔ For example, PRIMARY EDUCATION, REPAIRING CARS, CONTRACT CATERING, COMPUTER SERVICING
 ➔ If you are (were) a civil servant, write GOVERNMENT
 ➔ If you are (were) a local government officer, write LOCAL GOVERNMENT and give the name of your department within the local authority

38 In your main job, what is (was) the name of the organisation you work (worked) for?
 ➔ If you are (were) self-employed in your own organisation, write in the business name

No organisation, for example, self-employed, freelance, or work (worked) for a private individual

39 If you had a job last week ➔ Go to **40**
 If you didn't have a job last week ➔ Go to **43**

40 In your main job, what is the address of your workplace?
 ➔ If you work at or from home, on an offshore installation, or have no fixed workplace, tick one of the boxes below
 ➔ If you report to a depot, write in the depot address

_____ Postcode _____

OR Mainly work at or from home
 Offshore installation
 No fixed place

41 How do you usually travel to work?
 ➔ Tick one box only
 ➔ Tick the box for the longest part, by distance, of your usual journey to work

Work mainly at or from home
 Underground, metro, light rail, tram
 Train
 Bus, minibus or coach
 Taxi
 Motorcycle, scooter or moped
 Driving a car or van
 Passenger in a car or van
 Bicycle
 On foot
 Other

42 In your main job, how many hours a week (including paid and unpaid overtime) do you usually work?
 15 or less
 16 - 30
 31 - 48
 49 or more

43 There are no more questions for Person 5.
 ➔ Go to questions for Person 6

OR If there are no more people in this household,
 ➔ Go to the Visitor questions on the back page

OR If there are no visitors staying here overnight,
 ➔ Go to the Declaration on the front page



Individual questions - Person 6 start here

1 What is your name? (Person 6 on page 3)

First name

Last name

2 What is your sex?

- Male Female

3 What is your date of birth?

Day

Month

Year

4 On 27 March 2011, what is your legal marital or same-sex civil partnership status?

- | | |
|--|--|
| <input type="checkbox"/> Never married and never registered a same-sex civil partnership | <input type="checkbox"/> In a registered same-sex civil partnership |
| <input type="checkbox"/> Married | <input type="checkbox"/> Separated, but still legally in a same-sex civil partnership |
| <input type="checkbox"/> Separated, but still legally married | <input type="checkbox"/> Formerly in a same-sex civil partnership which is now legally dissolved |
| <input type="checkbox"/> Divorced | <input type="checkbox"/> Surviving partner from a same-sex civil partnership |
| <input type="checkbox"/> Widowed | |

5 Do you stay at another address for more than 30 days a year?

- No → **Go to 7**
 Yes, write in other UK address below

Postcode

OR Yes, outside the UK, write in country

6 What is that address?

- Armed forces base address
 Another address when working away from home
 Student's home address
 Student's term time address
 Another parent or guardian's address
 Holiday home
 Other

7 Are you a schoolchild or student in full-time education?

- Yes No → **Go to 9**

8 During term time, do you live:

- at the address on the front of this questionnaire?
 at the address in question 5? → **Go to 43**
 at another address? → **Go to 43**

9 What is your country of birth?

- England → **Go to 13**
 Wales → **Go to 13**
 Scotland → **Go to 13**
 Northern Ireland → **Go to 13**
 Republic of Ireland
 Elsewhere, write in the current name of country

10 If you were not born in the United Kingdom, when did you most recently arrive to live here?

→ Do not count short visits away from the UK

Month Year

11 If you arrived before 27 March 2010 → **Go to 13**

If you arrived on or after 27 March 2010 → **Go to 12**

12 Including the time you have already spent here, how long do you intend to stay in the United Kingdom?

- Less than 6 months
 6 months or more but less than 12 months
 12 months or more

13 How is your health in general?

- Very good Good Fair Bad Very bad
-

14 Do you look after, or give any help or support to family members, friends, neighbours or others because of either:

- long-term physical or mental ill-health/disability?
 - problems related to old age?
- Do not count anything you do as part of your paid employment
- No
 Yes, 1 - 19 hours a week
 Yes, 20 - 49 hours a week
 Yes, 50 or more hours a week



Person 6 - continued

15 How would you describe your national identity?

➔ Tick all that apply

- English
- Welsh
- Scottish
- Northern Irish
- British
- Other, write in

16 What is your ethnic group?

➔ Choose **one** section from A to E, then tick **one** box to best describe your ethnic group or background

A White

- English/Welsh/Scottish/Northern Irish/British
- Irish
- Gypsy or Irish Traveller
- Any other White background, write in

B Mixed/multiple ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed/multiple ethnic background, write in

C Asian/Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background, write in

D Black/African/Caribbean/Black British

- African
- Caribbean
- Any other Black/African/Caribbean background, write in

E Other ethnic group

- Arab
- Any other ethnic group, write in

17 This question is intentionally left blank ➔ Go to **18**

18 What is your main language?

- English ➔ Go to **20**
- Other, write in (including British Sign Language)

19 How well can you speak English?

- Very well Well Not well Not at all
-

20 What is your religion?

- ➔ This question is voluntary
- No religion
 - Christian (including Church of England, Catholic, Protestant and all other Christian denominations)
 - Buddhist
 - Hindu
 - Jewish
 - Muslim
 - Sikh
 - Any other religion, write in

21 One year ago, what was your usual address?

- ➔ If you had no usual address one year ago, state the address where you were staying
- Same as Person 1
 - The address on the front of this questionnaire
 - Student term time/boarding school address in the UK, write in term time address below
 - Another address in the UK, write in below

Postcode

OR Outside the UK, write in country



**22** What passports do you hold?

➔ Tick all that apply

- United Kingdom
 Irish
 Other, write in

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

None

23 Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

➔ Include problems related to old age

- Yes, limited a lot
 Yes, limited a little
 No

24 If you are aged 16 or over ➔ Go to **25**

If you are aged 15 or under ➔ Go to **43**

25 Which of these qualifications do you have?

➔ Tick **every** box that applies if you have **any** of the qualifications listed

➔ If your UK qualification is not listed, tick the box that contains its nearest equivalent

➔ If you have qualifications gained outside the UK, tick the 'Foreign qualifications' box and the nearest UK equivalents (if known)

- 1-4 O levels/CSEs/GCSEs (any grades), Entry Level, Foundation Diploma
 NVQ Level 1, Foundation GNVQ, Basic Skills
 5+ O levels (passes)/CSEs (grade 1)/GCSEs (grades A*-C), School Certificate, 1 A level/2-3 AS levels/VCEs, Higher Diploma
 NVQ Level 2, Intermediate GNVQ, City and Guilds Craft, BTEC First/General Diploma, RSA Diploma
 Apprenticeship
 2+ A levels/VCEs, 4+ AS levels, Higher School Certificate, Progression/Advanced Diploma
 NVQ Level 3, Advanced GNVQ, City and Guilds Advanced Craft, ONC, OND, BTEC National, RSA Advanced Diploma
 Degree (for example BA, BSc), Higher degree (for example MA, PhD, PGCE)
 NVQ Level 4-5, HNC, HND, RSA Higher Diploma, BTEC Higher Level
 Professional qualifications (for example teaching, nursing, accountancy)
 Other vocational/work-related qualifications
 Foreign qualifications
 No qualifications

26 Last week, were you:

➔ Tick all that apply

➔ Include any paid work, including casual or temporary work, even if only for one hour

- working as an employee? ➔ Go to **32**
 on a government sponsored training scheme? ➔ Go to **32**
 self-employed or freelance? ➔ Go to **32**
 working paid or unpaid for your own or your family's business? ➔ Go to **32**
 away from work ill, on maternity leave, on holiday or temporarily laid off? ➔ Go to **32**
 doing any other kind of paid work? ➔ Go to **32**
 none of the above

27 Were you actively looking for any kind of paid work during the last four weeks?

Yes No

28 If a job had been available last week, could you have started it within two weeks?

Yes No

29 Last week, were you waiting to start a job already obtained?

Yes No

30 Last week, were you:

➔ Tick all that apply

- retired (whether receiving a pension or not)?
 a student?
 looking after home or family?
 long-term sick or disabled?
 other

31 Have you ever worked?

Yes, write in the year that you last worked

➔ Go to **32**

No, have never worked ➔ Go to **43**



Person 6 - continued

32 Answer the remaining questions for your main job or, if not working, your last main job.
 ➔ Your main job is the job in which you usually work (worked) the most hours

33 In your main job, are (were) you:

- an employee?
- self-employed or freelance without employees?
- self-employed with employees?

34 What is (was) your full and specific job title?
 ➔ For example, PRIMARY SCHOOL TEACHER, CAR MECHANIC, DISTRICT NURSE, STRUCTURAL ENGINEER
 ➔ Do not state your grade or pay band

35 Briefly describe what you do (did) in your main job.

36 Do (did) you supervise any employees?
 ➔ Supervision involves overseeing the work of other employees on a day-to-day basis

Yes No

37 At your workplace, what is (was) the main activity of your employer or business?
 ➔ For example, PRIMARY EDUCATION, REPAIRING CARS, CONTRACT CATERING, COMPUTER SERVICING
 ➔ If you are (were) a civil servant, write GOVERNMENT
 ➔ If you are (were) a local government officer, write LOCAL GOVERNMENT and give the name of your department within the local authority

38 In your main job, what is (was) the name of the organisation you work (worked) for?
 ➔ If you are (were) self-employed in your own organisation, write in the business name

No organisation, for example, self-employed, freelance, or work (worked) for a private individual

39 If you had a job last week ➔ Go to **40**
 If you didn't have a job last week ➔ Go to **43**

40 In your main job, what is the address of your workplace?
 ➔ If you work at or from home, on an offshore installation, or have no fixed workplace, tick one of the boxes below
 ➔ If you report to a depot, write in the depot address

 Postcode

OR

- Mainly work at or from home
- Offshore installation
- No fixed place

41 How do you usually travel to work?
 ➔ Tick one box only
 ➔ Tick the box for the longest part, by distance, of your usual journey to work

- Work mainly at or from home
- Underground, metro, light rail, tram
- Train
- Bus, minibus or coach
- Taxi
- Motorcycle, scooter or moped
- Driving a car or van
- Passenger in a car or van
- Bicycle
- On foot
- Other

42 In your main job, how many hours a week (including paid and unpaid overtime) do you usually work?

- 15 or less
- 16 - 30
- 31 - 48
- 49 or more

43 There are no more questions for Person 6.
 ➔ Go to the Visitor questions on the back page
 OR
 If there are no visitors staying here overnight,
 ➔ Go to the Declaration on the front page



Further information

Students / schoolchildren who live away from home during term time

All students or schoolchildren who live away from home during term time need to be included on a questionnaire at both their home and term time addresses.

- At their home address they must be included in Household questions (H1 to H3 and H6) and Individual questions (1 to 8)
- At their term time address they must be included in Household questions (H1 to H3 and H6) and Individual questions (1 to 43)

Children with parents who live apart

Children with parents who live apart should be included on the questionnaire for the address where they spend the majority of their time. They should be included in Household questions (H1 to H3 and H6) and Individual questions (1 to 43).

If they are staying overnight at their other address on 27 March 2011, they must also be included on the questionnaire for that other address in Household questions (H4 to H5) and Visitor questions (V1 to V4).

If they live equally between two addresses, they should be included at the address where they are staying overnight on 27 March 2011 in Household questions (H1 to H3 and H6) and Individual questions (1 to 43).

People from outside the UK

People from outside the UK whose total length of stay in the UK will be 3 months or more should be included on the questionnaire where they usually stay. They should be included in Household questions (H1 to H3 and H6) and Individual questions (1 to 43).

If their total length of stay is less than 3 months, they should only be included as a visitor on the questionnaire at the address where they are staying overnight on 27 March 2011, in Household questions (H4 to H5) and Visitor questions (V1 to V4).

People with no usual address

People who usually live in the UK but have no usual address should be included on a questionnaire at the address where they are staying overnight on 27 March 2011, in Household questions (H1 to H3 and H6) and Individual questions (1 to 43).

Households away on 27 March 2011

If this address is unoccupied overnight on 27 March 2011 because the whole household is away, the questionnaire should be completed as soon as possible upon their return.

People temporarily away from home

Anyone who is temporarily away from their permanent or family home on 27 March 2011 should be included at their home address in Household questions (H1 to H3 and H6) and Individual questions (1 to 43). This includes people who are:

- staying, or expecting to stay, in an establishment such as a hospital, care home or hostel, for less than 6 months
- living away from home while working, on holiday or travelling (unless outside the UK for 12 months or more)
- members of the armed forces
- staying at their second address
- visiting friends or relatives
- in prison on remand (for any length of time), or sentenced to less than 6 months' imprisonment

People who live at more than one UK address

People with more than one UK address, for example people who live away from home while working, should be included on the questionnaire at:

- their permanent or family home; or
- the address where they spend the majority of their time, if they do not have a permanent or family home

They should be included in Household questions (H1 to H3 and H6) and Individual questions (1 to 43).

If they are staying overnight at their second UK address on 27 March 2011, they must also be included as a visitor on the questionnaire for that address in Household questions (H4 to H5) and Visitor questions (V1 to V4).

Lodgers

Lodgers who live full time at their lodging address should be included on the questionnaire where they lodge, in Household questions (H1 to H3 and H6) and Individual questions (1 to 43).

People who only lodge part time should refer to the other section on this page 'People who live at more than one UK address'.

Unrelated / shared households

One of the householders/tenants must complete Household questions (H1 to H14) and ensure Individual questions (1 to 43) are completed for each household member. The Individual questions may be completed separately by requesting an Individual Questionnaire.



Visitor questions

V How many visitors did you include in question H5?

- 1 to 3 - answer questions V1 to V4 below for each visitor
- 4 or more - answer questions V1 to V4 below for the first three visitors then go to www.census.gov.uk or call 0300 0201 101 to request a Continuation Questionnaire

Visitor A

V1 What is this person's name?

First name

Last name

V2 What is this person's sex?

- Male Female

V3 What is this person's date of birth?

Day Month Year

V4 What is this person's usual UK address?

Postcode

OR Outside the UK, write in country

Visitor B

V1 What is this person's name?

First name

Last name

V2 What is this person's sex?

- Male Female

V3 What is this person's date of birth?

Day Month Year

V4 What is this person's usual UK address?

- Same address as Visitor A

Postcode

OR Outside the UK, write in country

Visitor C

V1 What is this person's name?

First name

Last name

V2 What is this person's sex?

- Male Female

V3 What is this person's date of birth?

Day Month Year

V4 What is this person's usual UK address?

- Same address as Visitor A

Postcode

OR Outside the UK, write in country

Now ➔ Go to the Declaration on the front page



Agenda Item 6

WORK PROGRAMME 2010/2011

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

This report is to enable the Committee to review meeting dates and forward plans. This is a standard item at the end of the agenda.

OPTIONS AVAILABLE TO THE COMMITTEE

1. To confirm dates for meetings
2. To make suggestions for future working practices and/or reviews.

INFORMATION

All meetings to start at 7.30pm

Meetings	Room
22 July 2010	CR 5
7 September 2010	CR 6
13 October 2010	CR 6
11 November 2010	CR 6
19 January 2011	CR 6
22 February 2011	CR 6
16 March 2011	CR 5
20 April 2011	CR 6

Corporate Services & Partnerships POC 7 September 2010

PART 1 – MEMBERS, PUBLIC & PRESS

Corporate Services & Partnerships Policy Overview Committee

2010/11 DRAFT Work Programme

Meeting Date	Item
8 June 2010	Draft Final Report – The Impact of Public Funded Business Support and the Success of New Business Start Up within Hillingdon and Reviewing how the Council could Improve Business to Business Support with the Borough’s Industrial Estates
	Discussion on work programme for 20010/11
	Cabinet Forward Plan

22 July 2010	Performance: Final Updates for 2009/10
	The Year Ahead and Key Performance Indicators linked to Group Plans
	Budget Outturn and Context for 20010/11
	Major Review in 2010/11 - Scoping Report
	Work Programme
	Cabinet Forward Plan

7 September 2010	Major Review in 2010/11 – First Review - Census 2011 – To look at how this Council can contribute to improving the population data for the Borough
	Witness Session 1
	Cabinet Forward Plan
	Work Programme

13 October 2010	Major Reviews in 2010/11 – First Review - Census 2011 – To look at how this Council can contribute to improving the population data for the Borough
	Witness Session 2

Corporate Services & Partnerships POC 7 September 2010

PART 1 – MEMBERS, PUBLIC & PRESS

	Progress on the implementation of recommendations made by this POC on its reviews
	Cabinet Forward Plan
	Work Programme

11 November 2010	Major Reviews in 2010/11 – First Review
	Witness Session 3
	Cabinet Forward Plan
	Work Programme

19 January 2011	Performance Information Reports
	Group Services Plan / Priorities for Year Ahead
	Draft Budget for Consideration
	Major Reviews in 2010/11 – First Review
	Final Report
	Cabinet Forward Plan
	Work Programme

22 February 2011	Major Reviews in 2010/11 – Second Review
	Witness Session 1
	Cabinet Forward Plan
	Work Programme

16 March 2011	Major Reviews in 2010/11 – Second Review
	Witness Session 2
	Cabinet Forward Plan
	Work Programme

Corporate Services & Partnerships POC 7 September 2010

PART 1 – MEMBERS, PUBLIC & PRESS

20 April 2011	Major Reviews in 2010/11 – Second Review Witness Session 3
	Cabinet Forward Plan
	Work Programme

Corporate Services & Partnerships POC 7 September 2010

PART 1 – MEMBERS, PUBLIC & PRESS

Agenda Item 7

Cabinet Forward Plan

Contact Officer: Khalid Ahmed
Telephone: 01895 250833

REASON FOR ITEM

The Committee is required to consider the Forward Plan and provide Cabinet with any comments it wishes to make before the decision is taken.

OPTIONS OPEN TO THE COMMITTEE

1. Decide to comment on any items coming before Cabinet
2. Decide not to comment on any items coming before Cabinet

INFORMATION

1. The Forward Plan is updated on the 15th of each month. An edited version to include only items relevant to the Committee's remit is attached below. The full version can be found on the front page of the 'Members' Desk' under 'Useful Links'.

SUGGESTED COMMITTEE ACTIVITY

1. Members decide whether to examine any of the reports listed on the Forward Plan at a future meeting.

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The Cabinet Forward Plan

Period of Plan: September 2010 to December 2010 onwards

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
<small>ASCH&H = Adult Social Care, Health & Housing; DCEO = Deputy Chief Executive's Office; E&CS = Education & Children's Services; F&R = Finance & Resources; PE&CS = Planning, Environment & Community Services</small>									
CABINET - 23 SEPTEMBER 2010									
SI	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	DCEO Democratic Services			
491	NHS White Paper & Health Reforms	The NHS White Paper, Equity and excellence: liberating the NHS, sets out the Government's long-term vision for the future of the NHS. The Cabinet (or Cabinet Member depending upon timescales) will be asked to agree the Council's consultation response, including wider reforms on aspects of democratic engagement. The consultation deadline is 5 October 2010.	All		Cllr Philip Corthorne	Kevin Byrne	NHS Hillingdon, External Services Scrutiny Committee, relevant Policy Overview Committee		NEW
476	Amendment to the 'Gold Resolution'	The 'Gold Resolution' first adopted by Cabinet in 2004 allows for emergency functions within each London Borough to be exercised by another Local Authority Chief Executive (the 'Gold' Chief Executive) in the event of a Major Incident in the Capital. The Gold Resolution has recently been reviewed based upon exercises and incidents to ensure it is fit for purpose in the future. As a consequence, London Councils Leaders' Committee has requested that all London boroughs approve an addendum to the resolution and to adopt a Memorandum on Mutual Aid. Cabinet will consider this request, noting that it will be necessary for all 33 London local authorities to formally agree and accept the Addendum before it can take effect.	All		Cllr Ray Puddifoot and Cllr Douglas Mills	Mark Braddock	All London Local Authorities, Civil Protection Team, London Councils.	London Councils Leaders' Committee Reports and Minutes	

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494	CCTV Framework Agreement and Civic Centre Project	The report will seek Cabinet approval to award a four year Framework Agreement to the four top scoring suppliers with the top scoring tender being recommended to complete the Civic Centre CCTV project. Over the duration of the Framework Agreement, all four contractors will be required to complete a mini competition for any future CCTV installation projects.	All		Cllr Douglas Mills / Cllr Scott Seaman-Digby	Richard Stainthorpe	Corporate Procurement		NEW
483	Hillingdon's Sustainable Community Strategy	Cabinet requested a report at its June 2010 meeting on the Hillingdon's Sustainable Community Strategy and the development of a range of future proposals with partners organisations.	All		Cllr Douglas Mills	Ian Edwards			
SI Page 54	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&R Paul Whaymand			
SI	Quarterly Voluntary Sector Leases Report - Quarter 1	Regular quarterly report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	PE&CS Gregory Morrison			
SI	Quarterly Council Plan, Performance, Local Area Agreement and Achievements monitoring - Quarter 1	Regular monitoring report about how the council and partner organisations are performing and how the council is delivering its priorities as set out in the Council Plan.	All		Cllr Ray Puddifoot & Cllr Douglas Mills	DCEO Kevin Byrne / Sue Crehan / Ian Edwards			
SI	Quarterly Performance Monitoring of the Sustainable Community Strategy - Quarter 1	Regular quarterly monitoring report of the Sustainable Community Strategy about how the council and its partners are performing and delivering its priorities as set out in the Strategy.	All		Cllr Douglas Mills	DCEO Ian Edwards			

CABINET MEMBER DECISIONS - SEPTEMBER 2010

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
ASCH&H = Adult Social Care, Health & Housing; DCEO = Deputy Chief Executive's Office; E&CS = Education & Children's Services; F&R = Finance & Resources; PE&CS = Planning, Environment & Community Services									
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	DCEO Democratic Services	Various	Various	
CABINET - 14 OCTOBER 2010									
4745	Electronic (Online) Petitions to the Council	<p>To inform Cabinet of legislation that becomes law with effect from 15 December 2010 requiring the Council to have in place an electronic petition scheme with the aim of strengthening local democracy. Members will be aware that the Council has benefited from a well established petition procedure for many years. It continues to receive high praise from residents who participate in it.</p> <p>Democratic Services are already prepared for a move to e-petitions having previously invested in the technology capable of implementing this new requirement. Following consultation with the Leader and relevant Cabinet Members, this report to Cabinet will set out a new Petitions Protocol which will form part of the Constitution and be recommended to Council on 4 November 2010.</p>		14-Nov-10	Cllr Ray Puddifoot	DCEO Nikki Stubbs	Members, ICT and internal testing of the system using Council staff	Local Democracy, Economic Development and Construction Act 2009	NEW

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
<small>ASCH&H = Adult Social Care, Health & Housing; DCEO = Deputy Chief Executive's Office; E&CS = Education & Children's Services; F&R = Finance & Resources; PE&CS = Planning, Environment & Community Services</small>									
491	Arrangements for the supply and delivery of stationery, office machines, electronic office supplies and paper	This report recommends that Cabinet agree a new stationery and paper supply delivery arrangement for the Council. A contract has been procured through the London Contracts and Supplies Group which is expected to release estimated savings on current expenditure.	N/A		Cllr Scott Seaman-Digby	Janice Abbs	Corporate Procurement		NEW
SI	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	DCEO Democratic Services			
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&R Paul Whaymand			
CABINET MEMBER DECISIONS - OCTOBER 2010									
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	DCEO Democratic Services	Various	Various	
CABINET - 18 NOVEMBER 2010									
SI	Reports from Policy Overview Committees	Major Policy Review recommendations for consideration by the Cabinet as and when completed.	TBC		as appropriate	DCEO Democratic Services			

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
ASCH&H = Adult Social Care, Health & Housing; DCEO = Deputy Chief Executive's Office; E&CS = Education & Children's Services; F&R = Finance & Resources; PE&CS = Planning, Environment & Community Services									
SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&R Paul Whaymand 01895 556074			
CABINET MEMBER DECISIONS - NOVEMBER 2010									
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	DCEO Democratic Services	Various	Various	
CABINET - 16 DECEMBER 2010									
354 Page 57	The Council's Budget - Medium Term Financial Forecast 2011/12 - 2014/15	This report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2011/12 for consultation, along with indicative projections for the following three years.	All		Cllr Jonathan Bianco	F&R Paul Whaymand	Internal only with Council departments - the proposals will then be subject to public consultation through the Policy Overview Committee in accordance with the Budget and Policy Framework rules and statutory consultation with business ratepayers	Local government finance settlement information on DCLG website	
355	Financial Support to Voluntary Organisations	The report to Cabinet will make recommendations on the level of financial support to voluntary organisations for the 2011/12 financial year.	All		Councillor Douglas Mills	DCEO Nigel Cramb 01895 250394			

Ref	Report Title	Advance information	Ward(s)	Report to Full Council	Cabinet Member(s) Responsible	Officer Contact	Consultation	Background Documents	NEW ITEM
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SI	Monthly Council Budget - monitoring report	The Cabinet receives a monthly report setting out in detail the council's revenue and capital position.	All		Cllr Jonathan Bianco	F&R Paul Whaymand			
SI	Quarterly Voluntary Sector Leases Report - Quarter 2	Regular quarterly report on discounted leases to voluntary sector organisations that benefit residents and the wider community	All		Cllr Jonathan Bianco	PE&CS Gregory Morrison			
SI	Quarterly Council Plan, Performance, Local Area Agreement and Achievements monitoring - Quarter 2	Regular monitoring report about how the council and partner organisations are performing and how the council is delivering its priorities as set out in the Council Plan.	All		Cllr Ray Puddifoot & Cllr Douglas Mills	DCEO Kevin Byrne / Sue Crehan / Ian Edwards			
SI	Quarterly Performance Monitoring of the Sustainable Community Strategy - Quarter 2	Regular quarterly monitoring report of the Sustainable Community Strategy about how the council and its partners are performing and delivering its priorities as set out in the Strategy.	All		Cllr Douglas Mills	DCEO Ian Edwards			
SI	Quarterly Planning Obligations Monitoring report - Quarter 2	Regular monitoring report with information about spending on section 106 (developer contribution) monies.	All		Cllr Keith Burrows	PE&CS Jales Tippell / Vanessa Scott		Previous Cabinet Reports	