



- b. The *transfer* method, in which a count is made of persons returned on forms for the area as both usually living "at this address" and present "at this address" on census night [(i)]; plus persons returned on forms for the area as usually living "at this address" but present outside Great Britain on census night [(v)]; plus persons returned on forms throughout Great Britain as present "at this address" on census night but usually living "elsewhere in GB" at an address within the specified area. This last component is obtained by sorting, according to area of usual residence, persons in category (ii) returned on forms collected anywhere in Great Britain and transferring people back to their area of usual residence.
- ie. (i) + (ii) [transfers] + (v).

The 1981 transfer base differs from 1971 by including category (v) but excluding visitors from outside Great Britain who spent census night in the country. For a more detailed description of 1971 see Appendix 1.

The difference between the two methods of counting the usually resident population lies in the treatment of residents of Great Britain absent from their usual address on census night. Take for example a person whose usual residence was in Bath but who was in York on census night. In the present/absent base this person is included in the count of usual residents in Bath from the information supplied by the person filling in the census form for the address in Bath, provided someone was present to complete a form. In the transfer base this person is included in the count of the usual residents of Bath using the information supplied by the household in York in which the resident of Bath was present on census night; in effect a record is transferred from the area in which the person was present to the area of usual residence, wherever these are different. If the whole household of which the person was a member was in York on census night then that household would be included as residents of Bath in the transfer base but not in the present/absent base; if the whole household was outside Great Britain on census night then the members of that household would not be counted in either base. Furthermore if the resident of Bath lived in a communal establishment and was absent on census night, then he or she would not be included in the present/absent base.

21. The Registrar General's annual estimates of the population usually resident in each district are based on the census figures compiled by method (b) in para 20; but they adopt a different convention from the census in defining the usual address of students, members of the Armed Services and some other categories. Thus, a student's usual address is taken, for the purposes of the Registrar General's estimates, as his term-time address but, for census purposes as his home address because this is how

most of the public respond best to the census questionnaire. Statistics derived from the census are not, therefore, directly comparable with the Registrar General's Annual estimates.

22. The main advantage of the transfer base over the present/absent base is that it includes those members of wholly absent households who were enumerated elsewhere in Great Britain, for example, those staying with relatives or on holiday.

The main advantage of the present/absent base (referred to in the tables as the *usually resident population* or *residents*) is that it can be produced for a reference area from the forms returned for that area; the transfer base requires the processing of the returns for the whole country.

23. As the *full range* of census information is given on the H forms for absent residents in private households and because the present/absent can be produced area by area with the processing sequence, this usually resident population has been incorporated in the small area statistics and county reports. For consistency the same base has been carried forward into all the published national topic volumes; though volumes on specific topics, such as Workplace, contain slight variations (described under the topic section) and selected tables, for example in the small area statistics, use a different base to allow intercensal comparisons.

Appendix 2 describes the main type of base used for tables in 1971. (For a fuller description see Census 1971. England and Wales. *General Report, Part 1. Definitions*. HMSO, 1979).

### Construction of bases (counting households)

24. For 1981 the base for the housing tables is the usually resident population in private households (described in the tables as *private households with usual residents*), thus giving housing the same base as household composition and the other published national topic volumes, though the latter include the population resident in communal establishments if present there on census night. Private households with residents are not counted on a transfer base, that is, they are not recreated by transferring back to that household a member (or members) who was absent on census night but enumerated elsewhere in Great Britain. For a description of the 1971 base see Appendix 1.

### III Population and household definitions

#### Present population in an area

25. The present population of an area is the number of persons alive at midnight on 5-6 April who spent that night with a household, in a communal (non-private) establishment, on board a vessel or elsewhere in the area.

**Shipping:** Apart from houseboats (enumerated as private households), vessels were treated in a similar way to communal establishments with a listing form and individual return forms for each person on the ship. Persons on naval vessels in British waters or ports on census night were included as present in the home base port of the ship. Generally persons on other vessels were counted as present in the area the forms were collected. However, for shipping moving between a port in England or Wales and a port in Scotland, Northern Ireland, Isle of Man or the Channel Isles arrangements were made for the return of forms to the issuing country and persons in such vessels were counted as present in the area of issue. The area of issue also applied to persons in vessels on voyages to and from ports within England and Wales that did not make a first port of call before 27 April 1981 and to vessels moving between a port in England and a port in Wales.

**Campers, vagrants, persons sleeping rough etc:** The present population also includes persons not enumerated in private households or communal establishments, for example, vagrants, persons sleeping rough, and persons enumerated in caravans or other non-permanent structures which were not the usual residence of any persons present on census night. This heterogeneous group of persons is included in the *present population not in private households* (see para 31), for example in Table 1 and Table 2 of the SAS, and in some instances this group appears as a separate category described as *Campers, vagrants etc* with other specified communal establishments. Where an H form was completed for persons in non-permanent accommodation with no usual residents (present or absent), those persons were allocated by the processing system to *Campers, vagrants, etc*. If a usual address elsewhere was given, the person would be included in the usually resident transfer base population at the remote address.

#### Usual residence

26. For most persons the answer to the question on usual address is straightforward. For some, however, it is not so, particularly when a person lives at more than one address throughout the year. Guidance by the Census Offices took three forms. They were:-

- a. The inclusion of specific notes with the usual address question on the H and I forms (see para 17 for the H form notes). The note for the I form read, "If you are a student or a schoolchild away from home during term time your home address should be taken as your usual address."

- b. Limited guidance to the enumerator on whom to treat as usually living *at this address* for the purposes of completing an H form. This guidance was given at Appendix A of the Field Manual in England and Wales (not issued in Scotland). A copy of the Appendix is shown on page 7.

- c. Leaflets (UA in England and Wales and UR in Scotland) distributed in communal establishments for the sick and disabled advising patients how to answer the question on usual address. A copy of UA is shown on page 8.

The following rules were laid down for inmates of prisons, borstals and detention centres. If a prisoner had served six months or more of a sentence in custody (not necessarily in the same prison or establishment) immediately prior to 5 April 1981, the usual address was taken to be *this address*. If the prisoner had served less than six months, the usual address before admission was to be given. A similar procedure was followed for children in community homes.

27. Where the question on usual address was not answered the auto-edit imputed a code of *this address* or *elsewhere not stated*. A reponse of "none" or "no fixed address" was coded to *this address*; but the record for such a person would be included in the processing only if the answer to the question on whereabouts was "here".

Persons who failed to answer the question or who stated "none" or "no fixed address" appear as part of the usually resident population (on either basis of measurement) in the area in which they were enumerated; but they are included as part of a *private household with usual residents* only if assigned a code of *this address*.

28. *Visitors* are those persons present "at this address" on census night whose usual address is not "this address", that is categories (ii) and (iii) of para 18. A *visitor to a specified area* is a person present in that area with a usual address located outside that area. Thus a *visitor to York* is a person who was present on census night in York but with a usual address outside York. A visitor to the United Kingdom is a person with a usual address outside the United Kingdom.

#### Household

29. A *household* is either one person living alone or a group of people (who may or may not be related) living, or staying temporarily, at the same address with common housekeeping. Enumerators were told to treat a group of people as a household if there was any regular arrangement to share at least one meal a day, breakfast counting as a meal, or if the occupants shared a common living or sitting room.

# WHOM TO INCLUDE/EXCLUDE IN A PRIVATE HOUSEHOLD

## Appendix A

In addition to people present on Census night the form-filler is asked to include "any people who usually live with your household but who are absent on Census night". You may be asked questions where the form-filler is not sure whether or not to include somebody, or where names have been entered in Panel B of the H form. A list of all possible circumstances would be too long, but the following guidelines will help.

### EVERYONE PRESENT ON CENSUS NIGHT MUST BE INCLUDED

For anyone NOT PRESENT who is a:

- **Au pair**
  - on long-term engagement of a year or more **INCLUDE**
- **Boarder**
  - returns to another address at week-ends **EXCLUDE**
- **Child (parent completing form)**
  - at boarding school, university, college, etc, if not married **INCLUDE**
  - adopted or foster-child (however temporary) **INCLUDE**
  - in the forces or working abroad **EXCLUDE**
- **Merchant Seaman** **INCLUDE**
- **Person in Institution**
  - has been in the institution for less than 6 months **INCLUDE**
  - has been in the institution for 6 months or more **EXCLUDE**

This sort of case can cause distress, so only offer it as a guide. For example, "We have a general rule that if he/she has been in hospital for 6 months or more he/she is regarded as living at the hospital, but it is really for you to decide. We will accept what you do".
- **Regular Visitor (eg elderly relative living here part of the year)**
  - if living here most of the year (6 months or more) **INCLUDE**
  - if less than 6 months, or less than 4 nights a week **EXCLUDE**
- **Shift or Night Worker** **INCLUDE**
- **Spouse**
  - separated but occasionally visits (or never visits) **EXCLUDE**
  - works away from home, abroad, in forces, etc **INCLUDE**



# 1981 CENSUS - ENGLAND & WALES

## DEFINITION OF USUAL ADDRESS

### FOR USE IN HOSPITALS AND CERTAIN OTHER TYPES OF COMMUNAL ESTABLISHMENT

This leaflet gives advice on how the question about 'Usual Address' (Q7) on the Individual Return (I form) should be answered. Please pass on this advice to the patients concerned before they fill in their form. The definition of 'Usual Address' for patients in your establishment is given below.

Patients in:	Usual Address:
<b>A</b> Communal establishments providing Part III or Part IV accommodation Homes for epileptics Homes for incurables Homes for the blind Homes for the deaf and dumb Homes for mentally defective children Almshouses	Answer 'Here'
<b>B</b> Convalescent homes General, maternity or special hospitals (not psychiatric) Homes for unmarried mothers Maternity homes General nursing homes Sanatoria	Answer Give the home address
<b>C</b> Chronic sick hospitals Psychiatric hospitals	Answer If 6 months or more in hospital – 'Here' If less than 6 months – home address
<b>N.B.</b> If the establishment is a combination of any of those in groups A, B or C	Answer Give the advice appropriate to each group of patients

For the 1981 Census, the criteria for identifying households were changed from those that applied in 1971 to include the sharing of a common living or sitting room. This change had been introduced as a result of tests prior to the census which had shown that, without the prompting of the enumerator, some households had identified themselves on the sole criteria that the persons within the household shared a common living or sitting room.

As in 1971 the occupants of one room accommodation or of a caravan were treated as one household.

30. It should also be noted that in 1981 the H form was addressed to the *Head or Joint Heads or members of the Household* (thus allowing for households with no head). Furthermore the question on relationship in household asked for the relationship, if applicable, of the 2nd person, 3rd person, etc to the person entered in the first column. For *statistical* purposes, however, the head of household has usually been taken to be the person found in the first column. For the rules for selecting a head of household see paras 85-88.

## IV Communal establishments: definitions and classifications

31. People were enumerated in a variety of communal establishments (also referred to as non-private establishments) such as hotels, boarding houses, hospitals, homes for old people, boarding schools, prisons, armed forces establishments, ships, hostels, religious communities and so on. In general the distinguishing feature of a communal establishment is some form of communal catering. Households enumerated on H forms but found to contain five or more boarders, patients, foster children, lodgers or non-domestic employees on census night were reclassified at the processing stage to the appropriate class of communal (or non-private) establishment. The population enumerated in communal establishments plus vagrants and campers (see para 25) is referred to as the *population not in private households*.

32. Enumerators were instructed to contact the person in charge, for example the proprietor or manager, and he had the responsibility of listing on an L form all those present in the establishment on census night and all who arrived on the Monday, 6 April 1981 and who had not been included as present on a census form elsewhere; the names of any non-resident staff/personnel who happened to be on duty in the premises on census night were not to be listed. The person in charge had the responsibility of issuing I forms to persons present at the establishment on census night and of collecting the completed forms, and also of completing the I forms where necessary, i.e. where a person to whom the form referred was incapable of completing the form for himself.

### Instructions for special types

33. *Small hotels, guest houses* containing ten rooms or more were treated as communal establishments. Where they contained less than ten rooms they were classified as communal establishments if there were present on census night any resident staff other than the proprietor and his family or five or more guests.

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

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

*Private residences in the grounds of an establishment*, for example, a doctor's house, a caretaker's cottage or porter's lodge, were treated as private households but families occupying flats or suites of rooms within the main building of an establishment were treated as part of the main establishment, i.e. the persons living in this

type of accommodation were listed on the L form and enumerated on I forms.

*Service families or civilians living in married quarters* of the Armed Services were enumerated as private households whether the quarters were located within or outside the boundaries of the service establishment.

*Annexes to communal establishments* were treated as part of the main establishment if located in the same enumeration district or if meals were taken at the main establishment though the annexe was in a different enumeration district. The annexe was treated as a separate establishment if located in a different ED and meals were provided at the annexe (breakfast counting as a meal) or there were facilities for self catering; but if there was no one in charge of the annexe to complete the L form and issue and collect I forms the annexe had to be treated as accommodation occupied by private households.

### Classification of communal (non-private) establishments

34. The 1981 categories of communal establishment comprise the following:-

(a) *Hotels*: Hotels, boarding houses, apartment houses, inns, holiday camps and other similar establishments providing board and accommodation for visitors.

*Note*: Establishments described as hotels or inns but with no sleeping accommodation for guests are excluded.

(b)\* *National Health Service (NHS) hospitals and homes*

(i) *Psychiatric*<sup>+</sup>: Hospitals classified as such by the DHSS and the three Special Hospitals (Broadmoor, Rampton and Moss Side).

(ii) *Other*: All other NHS hospitals and homes.

(c)\* *Non-NHS hospitals and homes*

(i) *Psychiatric*<sup>+</sup>: Mental hospitals or homes not administered under NHS; homes and hostels for the mentally disordered maintained by local authorities; mental after care units.

(ii) *Other*: All other non-NHS hospitals and homes including 'households' containing five or more patients.

(d) *Homes for the old and the disabled*: Residential accommodation for the old and/or disabled including accommodation made available in premises maintained by voluntary organisations, eg Cheshire Homes; homes for

\*Including staff homes and hostels, for example, for nurses, provided by the establishment, whether sited with the establishment or sited away from it.

+The 1971 term *Psychiatric* has been retained in the table layouts, though this category consists of homes and hospitals for the mentally handicapped as well as the mentally ill.

old and/or disabled persons, blind, deaf, etc, registered with local authority. Almshouses are included unless classified as private households.

- (e) *Children's homes*: Children's homes and hostels including those provided by or maintained by voluntary organisations; List D schools in Scotland; 'households' with five or more foster children.

*Note*: Residential schools and homes for handicapped, educationally sub-normal and maladjusted children, maintained or assisted by education authorities, are included in *educational establishments*.

- (f) *Educational establishments*: Residential schools, training colleges, theological colleges and university halls of residence and students' hostels administered by schools, colleges and universities; residential schools and homes for handicapped, educationally sub-normal and maladjusted children maintained or assisted by education authorities; religious institutions which are boarding schools or which have living accommodation for teachers.

*Note*: Training schools provided exclusively for a single employer or for a trade association or government department are classified as *miscellaneous communal establishments*.

- (g) *Prison department establishments*: Prisons, detention centres and borstals.
- (h) *Defence establishments, including naval vessels and service hospitals*: Army and Air Force camps or establishments, naval shore stations and vessels manned by services personnel, Fleet Auxiliary vessels, Service hospitals; hostels for NAAFI etc, personnel are included, even if located outside the grounds of a camp. Civilians in services establishments including NAAFI staff are included in the population of defence establishments.

*Note*: Married quarters for service personnel or civilians are excluded.

- (i) *Civilian Ships, Boats and Barges*: As defined.

*Note*: Lightships come under *miscellaneous* and houseboats are treated as private households in non-permanent accommodation.

- (j) *Hostels and common lodging houses*: Hostels, common lodging houses, reception centres with resident staff used by people as their main or only residence whether run by a statutory authority (eg local authority hostels) or religious institutions or other voluntary organisations (eg Church Army, Salvation Army, YMCA, YWCA) or private individuals or commercial organisations (eg Rowton Houses).

- (k) *Miscellaneous communal establishments*: A heterogeneous group containing Youth Hostels, working men's hostels, contractor camps, police section houses, homes for single women and their children, community homes, fire stations, lighthouses and lightships, training centres and religious institutions not classified elsewhere.

35. The two major changes made to the 1971 Census classification are:

- a. Hostels and common lodging houses form a separate category (previously included under *Miscellaneous communal establishments*).
- b. Places of detention are restricted to prison department establishments ie. prisons, remand and detention centres and borstals. Community homes, remand homes and police stations containing a lock-up are now classified as *Miscellaneous communal establishments*.

### **Residence classification and status in communal establishments**

36. *Residence classification*: Persons enumerated in communal establishment groups (a) to (g) and (j) to (k) above, that is hotels, hospitals and homes, educational establishments, prison department establishments, hostels and common lodging houses and miscellaneous communal establishments, were given one of three residence classification codes from answers to the question on position in establishment and, for managers and staff, from answers to the question on usual address. The need to use answers to the question on usual address arose from a late decision related to the small area statistics. The classification comprises:

- (i) Resident managers and staff  
(ii) Guests or inmates  
(iii) Relatives of managers and staff and other persons (including managers and staff not usually resident at the establishment).

All persons in defence establishments and on civilian ships are classed together and, when necessary, are included with category (ii).

37. *Status in establishment*: This classification cross analyses the codes in the residence classification against answers to the question on usual address, as follows:

- (i) Resident managers and staff  
(ii) Resident guests or inmates  
(iii) Visiting guests  
(iv) Resident relatives of managers and staff and other persons  
(v) Visiting relatives of managers and staff and other persons (including managers and staff not usually resident at the establishment).

*Note*: Categories (i) in the two classifications are the same.



## V Topics

### Housing (England and Wales)

38. Statistics on housing come from the answers to Panel A and to questions H1, H2, H3 and H4 on the H form, and from information collected by enumerators where the accommodation for a household (defined as a *household space*) was not occupied on census night. A count of dwellings was not included in the 1981 Census, but estimates of the number of dwellings can be made from data on household spaces (see Appendix 3).

#### Household space classification

39. The basic household space classification for permanent buildings, used in the SAS, county reports and housing volumes, is based on the following information on the nature of the accommodation (Panel A) and sharing (H4), rooms (H1) and amenities (H3).

#### 40. Panel A

Panel A To be completed by the Enumerator and amended, if necessary, by the person(s) signing this form.	
This household's accommodation is:	
• In a caravan	<input type="checkbox"/> 20
• In any other mobile or temporary structure	<input type="checkbox"/> 30
• In a purpose-built block of flats or maisonettes	<input type="checkbox"/> 12
• In any other permanent building in which the entrance from <b>outside</b> the building is:	
NOT SHARED with another household	<input type="checkbox"/> 10
SHARED with another household	<input type="checkbox"/> 11

41. Enumerators were given guidance on identifying caravans and other mobile or temporary (non-permanent) structures. While towable caravans, mobile homes, converted railway carriages and houseboats are treated as non-permanent structures, other structures such as huts and holiday chalets may be more difficult to classify between permanent and non-permanent. Thus enumerators were instructed to use the following rule:-

"A *permanent building* is one which satisfies at least one of the following criteria:

- the walls are of brick, stone and mortar, concrete, breeze block or similar material.
- the roof is of tiles, slate, thatch, shingle or concrete.
- the length of the shortest wall is at least 15 feet."

Enumerators were told to regard a structure as non-permanent if none of the qualifications were met. Furthermore, enumerators were instructed to record non-permanent structures (boxes 20 and 30 in Panel A) only if the accommodation was occupied on census night or, if it was not occupied, only if it was the usual residence of a household.

#### 42. Question H4

**H4** Please answer this question if box 11 in Panel A is ticked.

Are your rooms (not counting a bathroom or WC) enclosed behind your own front door **inside** the building?

1  YES      2  NO

If your household has only one room (not including a bathroom or WC) please answer 'YES'.

H4 was a new census question in 1981 giving a measure of 'self-containment' of household spaces of two rooms or more in multi-occupied buildings as described in para 45. It replaced the earlier type of census question on the sharing of 'circulation' space (ie hall, passage, landing or staircase). In particular, census tests had shown that many households occupying the top floor(s) of multi-occupied buildings answered that they did not share the circulation space with another household, though there had been no structural alteration to provide self-contained accommodation; errors in answering the question for such households tended to over-estimate the amount of self-contained accommodation. The 1981 question was devised specifically to overcome this problem.

43. **Question H1, Rooms:** the number of rooms in the accommodation of a household was obtained from the following:

#### H1 Rooms

Please count the rooms in your household's accommodation.

Do not count:

small kitchens, that is those under 2 metres (6ft 6ins) wide, bathrooms, WCs.

Number of rooms .....

#### Note

Rooms divided by curtains or portable screens count as one; those divided by a fixed or sliding partition count as two.

Rooms used solely for business, professional or trade purposes should be excluded.

44. **Question H3, Amenities:** the exclusive use or otherwise of an inside flush toilet (WC) and a fixed bath or shower (referred to as "a bath" in the classification in para 45). The question took the following form:

#### H3 Amenities

Has your household the use of the following amenities on these premises? Please tick the appropriate boxes.

- A fixed bath or shower permanently connected to a water supply and a waste pipe

1  YES – for use only by this household  
 2  YES – for use also by another household  
 3  NO fixed bath or shower

- A flush toilet (WC) with entrance inside the building

1  YES – for use only by this household  
 2  YES – for use also by another household  
 3  NO inside flush toilet (WC)

- A flush toilet (WC) with entrance outside the building

1  YES – for use only by this household  
 2  YES – for use also by another household  
 3  NO outside flush toilet (WC)

45. The classification of household spaces in permanent buildings is then given by Table 1.

Table 1 Household space classification

		Derivation			
		Panel A (Box)	H4	H1	H3
(i)	Purpose-built flats and maisonettes	12	—	—	—
(ii)	Household spaces with separate entrance from outside the building	10	—	—	—
(iii)	Household spaces with shared access from outside the building, self-contained accommodation comprising:				
(a)	Two or more rooms and with the exclusive use of a bath and inside WC	11	Yes	2 or more	Box 1 (Yes) at first two parts
(b)	One room and with the exclusive use of a bath and inside WC (flatlet)	11	Yes*	1	Box 1 (Yes) at first two parts
(c)	Two or more rooms but without the exclusive use of a bath and/or inside WC.	11	Yes	2 or more	Box 2 or 3 at either or both of the first two parts
(iv)	Accommodation not self-contained but comprising:				
(a)	One room without the exclusive use of a bath and/or inside WC (bedsit)	11	Yes*	1	Box 2 or 3 at either or both of the first two parts
(b)	Two or more rooms	11	No	2 or more	—

\* Answers to question H4 were not used in determining 'self-containment' for household spaces of one room: tests prior to the census had shown that form-fillers in such accommodation had difficulty in selecting a box and the note to the question was included for guidance. A household space consisting of one room and with shared access from outside the building was taken to be self-contained if the household had the exclusive use of a bath and inside WC and not self-contained if the household shared, or did not have, either or both of these amenities.

46. Where the household space was not occupied on census night, the enumerator supplied the answer to H4 (if box 11 was ticked at Panel A) and estimated the number of rooms (answer to H1). No information was available on the use of amenities (question H3) and it was not possible, therefore, to separate category (iii)(a) from (iii)(c) or (iii)(b) from (iv)(a) for household spaces not occupied on census night. This is reflected in the tables. Such household spaces consisting of one room were classified as not self-contained.

#### Rooms and density of occupation

47. The number of rooms in a household space was derived from answers to question H1 (see para 43). Caravans and other non-permanent accommodation recorded as having six or more rooms had the number of rooms re-set by the 'auto-edit'.

Measurements of under occupancy or overcrowding are given by *density of occupation* ie. the ratio of the number of persons in a private household with usual residents to the number of rooms in the accommodation of that household.

Various distributions of households by density of occupation are available. The full distribution is:

- Over 1 ½ persons per room
- 1 ½ persons per room
- Over 1 but less than 1 ½ persons per room
- 1 person per room
- Over ¾ but less than 1 person per room
- ¾ person per room
- Over ½ but less than ¾ person per room
- ½ person per room
- Less than ½ person per room

**Tenure**

48. The tenure of a household was obtained from the answers to question H2:

**H2 Tenure**

How do you and your household occupy your accommodation? Please tick the appropriate box.

**As an owner occupier (including purchase by mortgage):**

- 1  of freehold property
- 2  of leasehold property

**By renting, rent free or by lease:**

- 3  from a local authority (council or New Town)
- 4  with a job, shop, farm or other business
- 5  from a housing association or charitable trust
- 6  furnished from a private landlord, company or other organisation
- 7  unfurnished from a private landlord, company or other organisation

**In some other way:**

- Please give details

**Note**

- a If the accommodation is occupied by lease originally granted for, or since extended to, more than 21 years, tick box 2.
- b If a share in the property is being bought under an arrangement with a local authority, New Town corporation or housing association, for example, *shared ownership (equity sharing)*, a *co-ownership scheme*, tick box 1 or 2 as appropriate.

49. The division of owner occupiers into freehold and leasehold, and the categories of renting etc. with a job, shop, farm or other business and renting etc. from a housing association or charitable trust were extensions to the tenure question included in the 1971 Census.
50. The highest box (lowest code number) was coded if more than one box was ticked. A set of coding instructions was drawn up, in consultation with the Department of Environment, for coding answers specified under *In some other way*. For example, "relative's property" or "squatting" were assigned to renting etc. furnished or unfurnished, as appropriate. A copy of the coding instructions is available from Customer Services, Office of

Population Censuses and Surveys, Titchfield, Fareham, Hants, PO15 5RR.

51. The household tenure for renting etc with a job, shop, farm or other business was divided in processing by reference to the employment status (see para 99) of the first person on the form, as follows:

<i>Tenure</i>	<i>Employment status of first person</i>
Renting with a business	Self employed
Renting by virtue of employment	Employee or apprentice or trainee

If the first person had no employment status, ie. not applicable (again see para 99), the household tenure was allocated to renting unfurnished.

**Amenities**

52. Questions about three amenities were included in the 1981 Census compared with six in 1971 (see para 44). Cooker or cooking stove with an oven, kitchen sink and hot water supply were excluded in 1981.

**Occupancy type**

53. The list of occupancy types in the order they appear in the tables is as follows:
- a. Private households with residents (ie enumerated households with one or more usual residents, whether present or absent)
  - b. Absent households (ie private households with one or more usual residents, all absent on census night and no other person present on census night)
  - c. Enumerated households with no usual residents (ie all visitors) Tenure recorded as "owner occupier"
  - d. Enumerated households with no usual residents (ie all visitors) Tenure recorded as anything other than owner occupier
  - e. Second residences not occupied on census night
  - f. Holiday accommodation not occupied on census night
  - g. Vacant (New, never occupied)
  - h. Vacant (Under improvement)
  - i. Vacant (Other)

Households (in permanent buildings) which consisted entirely of visitors were sub-divided by type of tenure into *owner occupied* and *not owner occupied* (c and d above) to give an approximate measure of second homes (ie. category c) and holiday accommodation (ie. category d) that was occupied on census night.

54. Household spaces occupied on census night comprised the three categories a, c and d above. Enumerators classified household spaces not occupied on census night into the remaining six categories (ie b, e, f, g, h and i).

55. *Vacant:*

Enumerators were given the following instructions:

"Treat as vacant any residential accommodation where:

- The property is new and ready for occupation but not yet occupied: *V(New)*
- the accommodation is in the course of conversion or improvement (renovation or decoration) and is not yet occupied: *V(Imp)*
- the property is clearly without furniture or you obtain reliable information that the property is not occupied eg. awaiting new tenants, occupier deceased: *V(OTH)*"

Vacant (Under improvement) covers a wide range of types of improvement from major structural alteration to inside decoration. It would not have been practicable to obtain a finer distinction of types because reliable information on the improvement may not have been obvious or easy to obtain. Tests prior to the census indicated some mis-classification between Vacant (Under improvement) and Vacant (Other). Nevertheless this division of previously occupied but vacant accommodation should provide reasonable measures of accommodation either ready - Vacant (Other) - or not ready - Vacant (Imp) - for occupation at census time.

56. Enumerators were instructed to treat any vacant premises previously used as a small hotel or boarding house as a private residence. This instruction was included because such accommodation, particularly small boarding houses, tends to move in and out of the private housing market.

57. Enumerators were instructed to treat a building as derelict, "if the roof is partly or completely missing, if floors or staircases are missing, or if the doors are missing and there is no sign that the building is being converted or renovated. Property which has doors and windows bricked or boarded up is not necessarily derelict as this may be a precaution against vandalism or squatters during temporary vacancy. Neighbours will often know, or you can gauge from the neighbourhood."

Enumerators were told to treat cases where there were difficulties in distinguishing between vacant and derelict as Vacant (Other). This ruling was made because of concern after the 1971 Census that some vacant properties had been treated as derelict. Derelict buildings were not recorded unless occupied on census night, in which case they were treated in a similar way to other accommodation occupied by private households.

58. In interpreting the statistics it is important to remember that the census gives a snap-shot at a point in time. Thus, unoccupied accommodation was classified as at census time. Future plans, for example to demolish a building, should not have been taken into account. Furthermore not all accommodation classified as Vacant (Other) was necessarily in the housing market at census time, since some could have been purchased but awaiting occupation by the new tenants (see definition - para 55).

59. An *Absent Household* was defined as "accommodation from which all the occupants who usually live there are away on census night, (eg on holiday, in hospital) and no other person is present." However, where an H form was returned by a visitor at an address from which all the usually resident members were absent on census night, this would have constituted a private household with usual residents, albeit that all the residents were absent ie box 2 or 3 ticked in the whereabouts question.

60. *Second Residences* were defined as "premises such as company flats, holiday houses, 'weekend' cottages, in permanent buildings known to be the second residences of people who have a more permanent address elsewhere: this classification applies even if the premises are occasionally let to others".

Student accommodation in private residences not occupied on census night should usually have been classified as second residences since the home address of students should have been taken as the usual address; this would not apply if it was established that the term time address was also the usual address.

61. *Holiday Accommodation* was defined as "accommodation in permanent buildings let to different occupiers for holidays, eg self-catering holiday flats".

62. In the 1971 Census two codes only were used for accommodation not occupied on census night, namely *vacant* or an *absent household*; second residences and holiday accommodation were included within the term absent households. Enumerators were instructed to deliver a form to all absent households, entering the address and name (or "The Occupier"), together with an explanatory leaflet and an envelope (for posting the completed return to the Census Office). It was estimated that about one half (154,000 out of 329,000 of the absent households) returned a form. This information was only used in the household composition tables (for more details see Part I of the 1971 Census Household Composition Tables). In the 1981 Census absent households were not required to return a form. Some information on the characteristics of such households will be available from the small voluntary follow-up survey on quality and coverage conducted by the Social Survey Division of OPCS.

## Housing (Scotland)

63. There are some differences between the housing information collected in Scotland and in England and Wales; the main *difference relates to the information recorded on the type of accommodation*. These reflect the differences in data requirements from the census of the main central government user departments in the two countries.

Statistics on housing come from the answers recorded by the enumerator at (d), (e) and (f) in the panel on the front of form H and from the responses to questions 16-20 on that form (see Appendix 4). Information collected by enumerators where the accommodation for a household (defined as *household space*) was not occupied on census night is also used.

Definitions and classifications peculiar only to Scotland are given in this section. The census questions on tenure and amenities were similar to those included on the H form for England and Wales, except that the question in Scotland did not separate the tenure category of occupied into leasehold and freehold and the question on amenities referred to a flush toilet (WC) with entrance inside (outside) the dwelling. The identical occupancy type classification is available for Scotland.

### Household accommodation

64. Information about the type of accommodation occupied by a household was noted by the enumerator in a panel on the front of the household form while the householder was asked to record, at question 19, information about the sharing of access to the accommodation with other households. Enumerators were given a programmed learning booklet to cover the main aspects of the classification of the building in which the household's accommodation was situated.

### Type of building

65. Section (d) of the enumerator's panel was used to record type of building:

(d) Type of building in which household's accommodation is situated - tick only one box

House that is:

- 1  Detached  
2  Semi-detached  
3  Terraced (including end of terrace)

Flat or rooms in a building with:

- 4  2 storeys  
5  3 or 4 storeys  
6  5 storeys or over  
7  A single flat with a shop, office or other business

Non-permanent structure:

- 8  Caravan  
9  Other non-permanent structure

The enumerators also had the following notes:

House - separated from neighbouring accommodation only by a vertical division, or standing on its own. Codes 1, 2 or 3.

Flat - separated from neighbouring accommodation by a horizontal division. Codes 4, 5, 6 or 7.

#### Categories

Houses - Code houses according to their relationship with any neighbouring buildings.

1. Detached  
House standing on its own.
2. Semi-detached  
Usually one of a pair of houses with a common internal dividing wall. A single house with one wall joined to a block of flats or non-residential premises is included in this category.
3. Terraced (including end of terrace)  
One of a row of 3 or more houses usually of similar design with 2 (one in the case of an end of terrace house) common internal dividing walls.

#### Flats or rooms

With the exception of category 7, code flats or rooms according to the number of storeys in the building which contains them.

A single flat with shop, office or other business

This category applies to a single flat in an otherwise non-residential building. If there is more than one flat in the building, code according to the number of storeys.

#### General notes on categories

Maisonette In a maisonette, household accommodation is on more than one level and there is other accommodation (usually flats or maisonettes) above and/or below.

Change in adjoining accommodation If there has been a change of use (eg to hotel or non-residential, or conversion to flats) treat adjoining (unchanged) accommodation in the context of the original building. Thus, if one of a pair of semi-detached houses has been divided into flats, code the flats according to the number of storeys; the code applicable to the unaltered house would remain unchanged as 2 (semi-detached).

Houses linked by garage or garden wall Disregard any such links in deciding building type.

#### Counting storeys

Count each level whether residential or not, including:

- basements
- attic conversions
- each level within a maisonette

but excluding:

- cellars

### Level of household's accommodation

- 66.(a) The enumerator was asked to code at section (e) the location of the household's accommodation within the building in relation to ground level:

(e) Level of household's accommodation - tick only one box

- a  All on ground or on ground and other floors  
b  All in basement  
c  All on first or higher floor

State actual floor of entry to household's accommodation if box c is ticked

The following advice was given to enumerators:

"In completing this section you are concerned with the floor on which the entry to the household's living accommodation is situated. Do not confuse floors with storeys, eg ground floor is usually the first storey and the first floor, the second storey. Remember too that each level within a maisonette is included in determining floor number."

### Means of access to household's accommodation

66.(b) Means of access relates to the main entrance to the living accommodation. Alternative entrances, eg via basement or back door, were not coded:

(f) Means of access to household's accommodation – either tick box 1 or any of boxes 2–4 that apply

- 1  No lift; no external or internal stair (with 6 or more steps) for access
- 2  External stair or outside steps (with 6 or more steps) for access
- 3  Internal stair (with 6 or more steps) for access
- 4  Lift

Enumerators were asked to:

"Code the way in which members of a household get to their accommodation from ground or street level.

Where there is no living accommodation on the same level as the main entrance door to a dwelling, include a stair etc (provided there are at least 6 steps) which must be negotiated in order to reach the living accommodation. The upper flat in a block of 4 flats often has this arrangement: immediately the front door is opened, you are confronted with a flight of steps to the living area.

An external stair is one that is open to the elements.

Where there is a path as an alternative to a flight of garden steps, disregard the steps (since members of the household can use the path instead of the steps).

Include a lift even if it is not working.

Where a lift is available, there will also be a stair; in such cases therefore box 2 and/or 3 should also be ticked.

Disregard a stair (or steps) which it is not necessary to negotiate in order to gain access to a particular household's accommodation, eg in the ground floor flats in a tenement, the internal stair would not be included."

Where the household space was not occupied on census night, the enumerator noted the information for the accommodation, (recorded in the enumerator's panel for private households) on a form D together with an estimate of the number of rooms. This form was also used to record the status of the property on census night (vacant etc).

### Rooms

57. The number of rooms in a household space was derived from answers to question 17 on form H:

### 17 Rooms

a How many rooms in your household's accommodation are dining rooms, living rooms or bedrooms? Count spare rooms if they could be used for these purposes. \_\_\_\_\_ room(s)

b Is cooking generally done in one of the rooms entered in 'a' above?  Yes  No

c Have you any room used for cooking but not included in 'a' above? 1  Yes 2  No

*Rooms divided by curtains or portable screens count as one, those divided by a fixed or sliding partition count as two.*

*Rooms used solely for business, professional or trade purposes should be excluded.*

This is a new form of wording for a question that has been asked in previous censuses. Tests have shown that the previous wording was unstable mainly because of the varying allocation of kitchens in Scotland. The term is frequently applied to living rooms with some cooking facilities. The question now allows for the separate identification of ancillary kitchens. Tables appear in regional reports and small area statistics showing the number of rooms including and excluding ancillary kitchens.

### Density of occupation

68. Two measures for under occupancy or overcrowding have been used. The first is the ratio of the number of persons in a private household with residents to the number of rooms (excluding ancillary kitchens) in that household's accommodation. Various distributions of persons per room are available.

The second measure equates the rooms available with an assessment of the rooms required by the population resident in the household. This measure has been labelled the *occupancy norm*. It is a rough measure developed along the lines of the 'bedroom standard' used in survey work. Bedrooms are not counted separately from other rooms in the census. It has been argued that the use to which a particular room is put is often determined by the household occupying the accommodation. The total rooms required are calculated as outlined below and this figure is compared with the number of rooms (excluding ancillary kitchens) available.

The room requirement is calculated as follows:

1. A one person household is assumed to require only 1 room.
2. Where there are 2 or more residents it is assumed that they require a minimum of one public room plus 1 bedroom for: each married couple, any other person aged 21 or over, each pair aged 10-20 of the same sex, each pair of children aged 10-20 remaining formed with children aged under 10 of the same sex, each pair of children under 10 remaining and for each child unable to form a pair.

**Sharing of access to a household's accommodation**

69. The following question was addressed to the person in the household making the return:

**19 Shared access**

Does your household share the use of any hall, passage, landing or staircase with any other household?

- 1  Does not share
- 2  Shares only for entry to own household's accommodation
- 3  Shares for movement between the rooms of the household's accommodation, that is dining rooms, living rooms and bedrooms shown at question 17a.

**Cars and vans**

70. Statistics analysing households by the number of cars and vans available for use by household members were obtained from the answers to question H5:

**H5 Cars and vans**

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

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

Include any car or van provided by employers if normally available for use by you or members of your household but exclude vans used solely for the carriage of goods.

Counts of total numbers of cars assume exactly 3 for each entry in box 3, this assumption is unlikely to have led to a significant undercount of cars (probably less than 1 per cent).

**Age, sex, marital status**

71. This information comes from the following questions:

<b>Sex</b>		
<input type="checkbox"/> Male	<input type="checkbox"/> Female	
<b>Date of birth</b>		
Day	Month	Year
.....	.....	.....

**4 Marital status**

Please tick the box showing the present marital status.

If separated but not divorced please tick 'Married (1st marriage)' or 'Re-married' as appropriate.

- Marital status**
- 1  Single
  - 2  Married (1st marriage)
  - 3  Re-married
  - 4  Divorced
  - 5  Widowed

*Note:* In Scotland the re-married category (3) was not included and separated people were instructed to tick "married".

72. Age has been derived from date of birth and is the completed years of age at census date, unless specified otherwise in a table. Pensionable age is the minimum age at which a person may receive a national insurance retirement pension - 60 for women and 65 for men.

The marital status of a person was taken from the tick-box selected. That is, *single* persons are persons who have never married (spinsters and bachelors). *Married (first marriage)* persons are those whose first marriage had not ended by divorce or death of the husband/wife, including persons who were separated but not divorced from their spouse. *Re-married* persons are those who married again after their first or subsequent marriage(s) ended in divorce or death of spouse and who were still married at the time of the census. *Married (first marriage) plus re-married* gives the *married* population. *Widowed* persons are those whose latest marriage ended because of the death of their spouse and *divorced* persons are those whose latest marriage ended in divorce.

**Country of birth**

73. The question asked was:

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

<b>Country of birth</b>	
1 <input type="checkbox"/>	England
2 <input type="checkbox"/>	Wales
3 <input type="checkbox"/>	Scotland
4 <input type="checkbox"/>	Northern Ireland
5 <input type="checkbox"/>	Irish Republic
6 <input type="checkbox"/>	Elsewhere. Please write the present name of the country.

If box 6 is ticked please write in the present name of the country in which the birthplace is now situated.

**Classification of country of birth**

74. The *British Isles* consists of the *United Kingdom* (England, Wales, Scotland, Northern Ireland and United Kingdom - part not stated), Channel Isles, Isle of Man, Irish Republic and Ireland (part not stated); each of these areas can be separately identified. In some tables, for example, in the small area statistics, the *United Kingdom* is taken to include the Channel Isles and the Isle of Man, though these areas are not formally part of the *United Kingdom*. *Irish Republic* has been taken to include responses written in under box 6 as 'Ireland', except in tables where Ireland (part not stated) is shown separately.

The *Old Commonwealth* consists of Australia, Canada and New Zealand while the *New Commonwealth* is sub-divided into:

**Africa**

*Eastern Africa*

- Kenya
- Malawi
- Tanzania
- Uganda
- Zambia

*Southern Africa*

- Botswana, Lesotho and Swaziland
- Zimbabwe

*Western Africa*

- Gambia
- Ghana
- Nigeria
- Sierra Leone

**Caribbean**

Barbados  
 Jamaica  
 Trinidad and Tobago  
 West Indies Associated States (Antigua, St. Kitts - Nevis - Anguilla)  
 West Indies (so stated)

Other Caribbean Commonwealth<sup>1</sup>  
 Belize  
 Guyana

**Asia***South Asia*

Bangladesh  
 India  
 Sri Lanka

*South East Asia*

Hong Kong  
 Malaysia  
 Singapore

**Mediterranean**

Cyprus  
 Gibraltar  
 Malta (including Gozo)

**Remainder of the New Commonwealth**

Mauritius  
 Seychelles  
 Other New Commonwealth<sup>2</sup>

Other *Foreign* countries are grouped as follows:

**Africa**

Algeria  
 Egypt  
 Libya  
 Morocco  
 Tunisia

South Africa, Republic of  
 Other Africa (Foreign)<sup>3</sup>

**America**

USA  
 Caribbean<sup>4</sup>  
 Central America (Mainland)<sup>5</sup>  
 South America<sup>6</sup>

**Asia**

Pakistan  
 Burma  
 China, People's Republic of (including Taiwan)  
 Japan  
 Philippines  
 Vietnam  
 Other Asia (Foreign)<sup>7</sup>

*Middle East*

Iran  
 Israel  
 Other Middle Eastern Countries<sup>8</sup>

**Europe***European Community*

Belgium  
 Denmark (including Greenland)  
 France (including Monaco)  
 Italy (including San Marino and Vatican City)  
 Luxembourg  
 Netherlands  
 Germany, Federal Republic of  
 Germany (part not stated)  
 Greece

*Remainder of Europe*

Portugal (including Azores, Madeira)  
 Spain (including Balearic and Canary Islands)  
 Albania  
 Austria  
 Bulgaria  
 Czechoslovakia  
 Finland  
 German Democratic Republic  
 Hungary  
 Norway  
 Poland  
 Romania  
 Sweden  
 Switzerland (including Liechtenstein)  
 Yugoslavia  
 Other Europe (includes Andorra, Faeroe Islands, Iceland, Lapland)

Turkey  
 USSR

Rest of the World<sup>9</sup> and at sea/in the air.

**Footnotes**

1 Bahama Islands, Bermuda, British Virgin Islands, Cayman Islands, Dominica, Grenada, Leeward Islands, Montserrat, St. Lucia, St. Vincent, Turks and Caicos Islands, Windward Islands.

2 British Antarctic Territory, British Indian Ocean Territory, British Solomon Islands, Christmas Island, Cocos (Keeling) Islands, Cook Islands, Falkland Islands and dependencies, Fiji, Kiribati, Nauru, Niue Island, Norfolk Island, Papua New Guinea, Pitcairn Islands, St. Helena and dependencies (St. Helena, Ascension Island, Tristan da Cunha), Tokelau Islands, Tonga, Tuvalu, Vanuatu, Western Samoa.

3 Angola (including Cabinda), Benin, Burundi,



- Cameroon-United Republic of, Cape Verde-Republic of, Central African Republic, Ceuta and Melilla, Chad, Comoros, Congo, Djibouti, Equatorial Guinea, Ethiopia, Gabon, Guinea-Bissau, Ivory Coast, Liberia, Madagascar, Mali, Mauritania, Mayotte, Mozambique, Niger, Reunion, Rwanda, Sao Tome and Principe, Senegal, Somalia, South West Africa (Namibia), Sudan, Togo, Upper Volta, Zaire.
- 4 Cuba, Dominican Republic, Guadeloupe, Haiti, Martinique, Netherlands Antilles, Puerto Rico, Virgin Islands of the United States.
- 5 Canal Zone (Panama), Costa Rica, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama.
- 6 Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, French Guiana, Paraguay, Peru, Surinam, Uruguay, Venezuela.
- 7 Afghanistan, Bhutan, Democratic Kampuchea, Indonesia (including Portuguese Timor), Korea-Democratic People's Republic of, Korea-Republic of, Laos, Macao, Maldives-Republic of, Mongolia, Nepal, Thailand.
- 8 Bahrain, Iraq, Jordan, Kuwait, Lebanon, Oman, Qatar, Saudi Arabia, Syria, United Arab Emirates, Yemen Arab Republic (North), Yemen-People's Democratic Republic of (South).
- 9 American Oceania, American Samoa, Canton and Enderbury Islands, French Polynesia, French Southern and Antarctic Territories, Guam, Johnston Island, Midway Island, New Caledonia and dependencies, St. Pierre and Miquelon, Wake Island, Wallis and Futuna Islands.

**Migration**

- 15. The identification of a migrant is based on answers to the questions on usual address and usual address one year ago on the H and I forms. The migration question from the H form for England and Wales is shown below (only the question numbers differ in Scotland).

**8 Usual address one year ago**  
 If the person's usual address one year ago, on 5 April 1980, was the same as that given in answer to question 7 please tick 'Same'. If not, please tick 'Different' and write in the usual address.  
 If everyone on the form has moved from the same address, please write the address in full for the first person and indicate with an arrow that this applies to the other people on the form.  
 For a child born since 5 April 1980 write 'UNDER ONE'.

Same as at Question 7  
 Different - write the person's address and postcode on 5 April 1980

Address (BLOCK CAPITALS please)  
 .....  
 .....  
 .....  
 including Postcode 

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*Note:* For a description of the usual address question see para 17.

- 76. A *migrant within one year preceding census* (often referred to simply as a *migrant*) is defined as a person who gave, or was assigned an answer (see para 27), of *this address* at the question on usual address and an answer of *different* at the question on usual address one year ago. The usual address at census date gives the *area of destination* and usual address one year ago gives the *area of origin*, or *origin unknown*, in those instances where the *different* box was ticked but no address was given. Statistics on migrants are compiled only on the usually resident population (present/absent) base and not on the other two population bases, namely, the usual resident population (transfer) base and the base for the population present on census night.
- 77. Certain categories of change of usual address during the reference period are excluded from the statistics for various reasons given in brackets below.
  - a. Children aged under one at census date (instruction on form to enter "Under one") - but see para 79 on wholly moving households.
  - b. Persons who died before census date (not enumerated).
  - c. Migrants in absent households and migrants usually resident in institutions but absent on census night (usually resident population base).
  - d. Persons who emigrated overseas (not enumerated: the census does however give information on immigrants, that is persons with a previous address overseas).

In cases in which a person moved more than once during the year preceding census date, only the net result of all those moves, by comparison of the address one year ago with the address on census date, is recorded.

- 78. A *migrant within a defined area*, for example, a migrant within a local authority district, is one whose former usual address (area of origin) and usual address at census date (area of destination) are within the same defined area.

An *immigrant to a defined area* is a migrant whose usual address at census date was inside the defined area but whose former usual address was outside that area.

An *immigrant from overseas to a defined area* is a migrant whose usual address at census date was inside the defined area but whose former usual address was outside Great Britain (this term carries no implication regarding the birthplace or nationality of the immigrant).

An *emigrant from a defined area* is a migrant whose former usual address was inside the defined area but whose usual address at census date was outside the area but inside Great Britain.

*Migrants resident in a defined area* is the sum of migrants within the area and migrants into the area.

79. A *wholly moving household* is a household all of whose usually resident (present/absent) members aged one year and over are migrants with the same postcode of usual residence one year ago.

Any children under one are included in the tabulations as members of wholly moving households even though they are not normally classed as *migrants* (see para 77a). Absent households are excluded from the analysis of *wholly moving households*.

#### Coding a migrant's address by area

80. The usual address at census night (which, for a migrant, was by definition the address of enumeration on the front of the H form) was coded to enumeration district level in England and Wales and to the postcode unit in Scotland (for example, EH12 7TF). The question on usual address one year ago was coded to postcode unit for addresses in Great Britain, or to an overseas country\* using the classification given in para 74. Non-responses to the question on usual address one year ago were assigned either a non-migrant code or a migrant (origin not stated) code by the 'auto-edit' (see para 13).

81. When coded to postcode unit, areas of origin and of destination in England and Wales have been translated into wards (district polling wards) and to the areas used in the published tables by the use of a centralised postcode directory that links postcodes to wards.

In England and Wales the use of postcodes to define areas of previous usual residence, but not areas of current usual residence, results in some asymmetry, that is wards are exact aggregates of enumeration districts (for data on current usual residence) but only approximate aggregates of postcodes (for data on previous residence).

#### Household composition

82. The 1981 Census adopts two approaches to the analysis of household composition, both referring to private households with usual residents as the base, that is, restricted to persons whose usual addresses were entered as *this address*. The first uses only the answers to the questions on age, sex and marital status of each person in the household. The second method also uses the answers to the question on relationship in household.

\*Addresses in Northern Ireland were coded to district council level if given in sufficient detail.

Addresses in the Republic of Ireland were coded to county level if given in sufficient detail.

#### Household composition from age, sex and marital status

83. Greater use than hitherto is being made of the analysis of household composition in terms of the age, sex and marital status of household members. All three variables are included in the full processing whereas the relationship question is included only in the ten per cent sample. Consequently, the statistics from the 'demographic' approach are available earlier; but estimates of certain household-family types, for example, households containing lone parent families, are likely to be less accurate and less detailed than the counts that also make use of the answers to the relationship question.
84. In general, the classifications used in tables are self-explanatory. For example, one of the more detailed classifications comprises:

#### *Households with one usual resident aged 16 or over with or without usually resident persons aged under 16*

- (i) One male aged 65 or over, no children
- (ii) One female aged 60 or over, no children
- (iii) One adult under pensionable age, no children
- (iv) One adult, one child
- (v) One adult, two or more children

#### *Households with two usually resident persons aged 16 and over with or without usually resident persons aged under 16*

- (vi) One married male, one married female, both under pensionable age, no children
- (vii) One married male, one married female, at least one over pensionable age, no children
- (viii) One married male, one married female, one child
- (ix) One married male, one married female, two children
- (x) One married male, one married female, three or more children
- (xi) Other, two adults, both under pensionable age, no children
- (xii) Other, two adults, at least one over pensionable age, no children
- (xiii) Other, two adults, one or more children

#### *Households with three or more usually resident persons aged 16 or over with or without usually resident persons aged under 16*

- (xiv) Three or more adults (at least one married male and one married female), no children
- (xv) Three or more adults (at least one married male and one married female), one or two children
- (xvi) Three or more adults (at least one married male and one married female), three or more children
- (xvii) Other, three or more adults, no children
- (xviii) Other, three or more adults, one or more children
- (xix) Households containing no adults, with one or more children\*

\*This category, which is likely to contain only a very small number of households, is included in the Total households category in published tables but is not separately listed.

This extensive classification is also collapsed to:

- Small adult households (i, ii, iii, vi, vii, xi and xii)
- Large adult households (xiv, xvii)
- Simple family households (iv, v, viii, ix, x, xiii)
- Complex households (xv, xvi, xviii)

Note: Category (xix) is included only in the total.

85. *Head of household, dependent child and housewife* appear in tables based on the full processing. They are defined as follows:

*Head of household* (full processing) has been regarded as the person entered in the first column of the form provided that person was:

- a. aged 16 years or over; and
- b. usually resident at *This address*

If one of these conditions was not met, the first person aged 16 years or over to be entered on the form and recorded as usually resident at "This address" was classified as the head. In the last resort the oldest resident under 16 years of age would be taken as head. No head was identified in households consisting entirely of visitors.

*Dependent child* (full processing) is defined as a person:

- a. under 16 years of age, or
- b. under 25 years of age, never married and classified from the question on economic activity last week as a student. (This definition appears in only one table in SAS and county reports).

*Housewife* is generally considered to be the member of household who is likely to be mainly responsible for the household shopping. The term *housewife* in the analysis of household composition should not be confused with the answer category of the same name in the question on economic activity last week. The rules for selecting a *housewife* were developed in consultation with the Market Research Society. They are:

- a. If the head of household was aged 16 years or over and female, then the head of household is the housewife.
- b. If the head of household was male, then the first usually resident female aged 16 years or over is the housewife.
- c. If there was no usually resident female aged 16 years or over in the household, the head of household (male) is the housewife.

The definitions of *head of household* and *dependent child* given above differ in some respects from the definitions of these terms used in the analysis of household composition from answers to the relationship question (ten per cent item).

## 86. Household composition from the relationship question

The 1981 Census continues to analyse household composition in terms of relationships within the household, as introduced into the 1961 Census and expanded in the 1966 Sample Census and the 1971 Census. While the information collected has remained the same, the question layout has changed:

**5 Relationship in household**

Please tick the box which indicates the relationship of each person to the person entered in the first column.

Please write in relationship of 'Other relative' - for example, father, daughter-in-law, brother-in-law, niece, uncle, cousin, grandchild.

Please write in position in household of 'Unrelated person' - for example, boarder, housekeeper, friend, flatmate, foster child.

Relationship to 1st person

01  Husband or wife

02  Son or daughter

Other relative, please specify

Unrelated, please specify

.....

87. Each answer was coded to one of the following:

- 0 Person in first column
- 1 Husband or wife
- 2 Son or daughter
- 3 Son-in-law or daughter-in-law
- 4 Parent
- 5 Parent-in-law
- 6 Brother or sister
- 7 Brother-in-law or sister-in-law
- 8 Grandchild
- 9 Nephew or niece
- 10 Other related
- 11 Domestic servant
- 12 Boarder, lodger
- 13 De facto spouse
- 14 Joint head
- 15 Other unrelated

- Notes: (i) Step and adopted relationships, when specified as such, were not distinguished from blood relationships. Thus, "adopted son" or "stepson" would have been coded in the same way as "son"; but "foster son" was treated as unrelated.
- (ii) Resident domestic servants and members of their families have been excluded from the count of persons in private households with residents in the ten per cent processing.
- (iii) Answers that indicated co-habitation, such as "common-law spouse" or "co-habitee" were coded as *de facto spouse*. This code was also allocated to cases where the relationship and marital status answers were not compatible; that is, where the second person was recorded as a spouse (box 1 ticked) but at least one of the first or second persons was recorded as other than married in answer to the marital status question. Some information on *de facto unions* is available from the 1981 Census but such unions are not included with married couples in the classification of family types.

88. Definitions of terms used in the 10 per cent sample analysis of household composition from the answers to the relationship question are:

*Head of household* (sample processing) has been regarded as the person entered in the first column of the census form provided that person was:

- a. aged 16 years or over, and
- b. usually resident at *This address*.

If one of these conditions was not met, the first person aged 16 years or over to be entered on the form and recorded as usually resident at "This address", who was not a domestic servant was classified as the head. In the last resort the oldest resident under 16 years of age would be taken as head. No head was identified in those households consisting entirely of visitors or domestic servants. This definition differs from the corresponding definition in para 85 because of the additional ruling concerning domestic servants.

89. A *family* consists of:

- a. a married couple with or without their never married child(ren),  
or
- b. a father or mother together with his or her never married child(ren),  
or
- c. grandparent(s) with grandchild(ren) if there are no apparent parents of the grandchild(ren) usually resident in the household.

In this definition there is no age limit to the term *child*. For example, a parent (or parents) with a never married child, say aged 40 years, would be classified as a family consisting of a lone parent (or married couple) with children. Type (a) is a *married couple family* and type (b) a *lone parent family*. Families of type (c) would be classified as a married couple family or lone parent family, as appropriate.

The *head of a family* was taken to be the husband in a married couple family, or lone mother, or lone father or lone grandparent in a lone parent family. (Note: the *head of family* is not necessarily the *head of household*).

*Persons not in a family* are those persons in the household who could not be allocated to a family on the above definitions. In terms of the definition given, a household consisting of related persons may be classified as containing no family, or as one or more families with others. For example, a household consisting of a brother and sister would be classified as 'No family, two or more persons'; a household containing a divorced daughter living in the same household as her parents would be classified as 'One family, married couple, no children, with others'.

For the full classification of household type see para 91.

*Dependent children* (sample processing) are children in families who are

- a. under 16 years of age, or
- b. under 19 years of age, never-married and classified from the question on economic activity last week as a student.

This definition differs from the corresponding definition on paragraph 85 because the child must be part of a family and aged under 19 at b. (as opposed to under 25 in the definition used for the full processing).

*Non-dependent children* (sample processing) are children in families who are never-married, aged 16 years or over and not classified as a student from the question on economic activity last week.

The *size of a family* is the number of persons in a family, as defined above. The classification of households into families is such that one person cannot belong to more than one family.

A *husband* is the male of a married couple and the *wife* is the female of a married couple.

The *number of earners* in a household or family is the number of economically active persons in the household or family.

90. A computer algorithm identified families (as defined in para 89) using the answers to the questions on relationship, sex and marital status. Each person usually resident in the household (excluding domestic servants) was given a two-part code; the first part of the code gave the relationship of the head of that person's family to the first person in the household, or, for the persons not in a family, the person's own relationship to the first person in the household. The second part of the code identified each family within the household; persons not in a family were given a value of zero. Thus, all members of a family were allocated the same two-part code and could therefore be identified as a family unit.

Consider an example where a household consists of a husband, wife and a child (one family), the parents of the head (second family), together with the head of household's nephew (person not in a family). Such a case would be coded thus:

	Relationship question (coded as in para. 87)	Marital status M - Married S - Single	Household composition code	
			1st part Relationship of family head to first person	2nd part Family number
Head	0	M	0	1
Spouse	1	M	0	1
Child	2	S	0	1
Parent of head	4	M	4	2
Parent of head	4	M	4	2
Nephew	9	S	9	0

Where the person in the first column was either under 16 years of age or not usually resident in the household or where the relationships given by the primary codes could not be dealt with by the algorithm, the form was scrutinised clerically and coded manually into families.

91. The classification of household type is:
- 0 No family
    - One person
    - Two or more persons
  - 1 One family
    - Married couple no children, no others
    - Married couple no children, with others
    - Married couple with children, no others -
      - All non-dependent children
      - All dependent children
      - Both dependent and non-dependent children
    - Married couple with children, with others -
      - All non-dependent children
      - All dependent children
      - Both dependent and non-dependent children
    - Lone parent with children, no others -
      - All non-dependent children
      - All dependent children
      - Both dependent and non-dependent children
    - Lone parent with children, with others -
      - All non-dependent children
      - All dependent children
      - Both dependent and non-dependent children
  - 2 Two or more families\*
    - All dependent children in the household
    - All non-dependent children in the household
    - Both dependent and non-dependent children in the household
    - No children in the household

\*The combinations of type of family contained within the two or more families category will be listed in the household composition volume.

### Economic activity

92. The economic activity tables describe the economic characteristics of the population. The characteristics include both those obtained directly from census questions - *economic position, employment status, occupation, industry and workplace* - and others derived from combining answers to these questions - *social class and socio-economic group* (from occupation and employment status) and *socio-economic class* (from social class and socio-economic group).

Economic position and employment status are included in the full processing while occupation, industry and workplace are part of the ten per cent sample.

93. The usually *resident population* forms the *base* in those tables using the 100 per cent items, that is, economic position and employment status. Tables from the ten per cent sample, such as those included in the economic activity volumes and economic activity county leaflets use a slightly different base in that it also includes any person with a usual address outside Great Britain but with a place of work in Great Britain.

94. Only specified groups were required to answer each of the economic activity questions and this is reflected in the populations to which tables refer. Thus:

- a. Tables relating to economic position include only people aged 16 years and over.
- b. Tables relating to social class or socio-economic group or socio-economic class cover the economically active, retired from employment and permanently sick.
- c. Tables relating to occupation cover the economically active.
- d. Tables relating to employment status, industry and workplace cover persons in employment.

*Note:* For a, b and c most of the sub-national area tables relate to the area of usual address of the person and for d to the area of workplace.

95. For persons with a workplace in Great Britain, but with usual address outside Great Britain, the area of usual residence has been taken for the purposes of the tables to be the area where present on census night. In tables based on area of workplace, persons with no fixed or no stated workplace have been assumed to work in their area of usual residence.

96. Because of the variety of topics within *Economic Activity*, the population counted in a table is often described in the table heading. Thresholds have been applied in some published tables; where statistics have only been given for industry or occupation groups above a certain size, unpublished tables for *all* categories are available from the Census Offices.

### Economic position

97. The classification of economic position comes from answers to the following question, addressed to persons aged 16 or over:

10 Whether working, retired, housewife, etc last week  
Please tick all boxes appropriate to the person's activity last week.

A job (box 1 and box 2) means any type of work for pay or profit but not unpaid work. It includes:

casual or temporary work  
work on a person's own account  
work in a family business  
part-time work even if only for a few hours  
A part-time job (box 2) is a job in which the hours worked, excluding any overtime, are usually 30 hours or less per week.

Tick box 1 or box 2, as appropriate, if the person had a job but was not at work for all or part of the week because he or she was:

on holiday  
temporarily laid off  
on strike  
sick

For a full-time student tick box 9 as well as any other appropriate boxes.

Do not count as a full-time student a person in a paid occupation in which training is also given, such as a student nurse, an apprentice or a management trainee.

- 1  In a full-time job at any time last week
- 2  In a part-time job at any time last week
- 3  Waiting to take up a job already accepted
- 4  Seeking work
- 5  Prevented by temporary sickness from seeking work
- 6  Permanently sick or disabled
- 7  Housewife
- 8  Wholly retired from employment
- 9  At school or a full-time student at an educational establishment not provided by an employer
- 0  Other, please specify

Written answers at box 0 ('Other, please specify') were re-coded where possible, to one of the other nine categories listed in the question. For example, "au pair" was coded 2; "Government Training Course" was coded 9; "Job Creation Scheme" was coded 1; "Handicapped" was coded 6. In cases of multiple ticking two codes only were entered on the computer file. The two lowest numbered boxes ticked were given priority except for box 9 (student) which always took preference over all other boxes, and box 0 which was treated with least priority. For example, entries in boxes 3, 7 and 9 would be coded as 9 (primary code) and 3 (secondary code); 2, 3 and 7 would be coded as 2 and 3. Copies of the coding instructions are available from Customer Services, Office of Population Censuses and Surveys, Titchfield, Fareham, Hants. PO15 5RR.

98. The *economically active population* comprises:
- persons in employment (primary codes 1 and 2)
  - persons out of employment (primary codes 3, 4 and 5) - code 5 giving out of employment (sick) and codes 3 and 4, out of employment (other).

The *economically inactive population* comprises all persons whose primary code was 6 to 9 - permanently sick or disabled, housewives, retired, students or any person for whom the last box (0) was ticked but who could not be reallocated to another category. The *others economically inactive* includes persons of independent means.

#### Employment status

99. The questions on employment status (Q 13), occupation (Q 12) and industry (Q 11) were required to be answered in respect of the main employment for persons who had a job in the week before the census (codes 1 or 2 in economic position) or in respect of the most recent full-time job, if any, for persons out of employment (codes 3, 4 and 5), permanently sick (code 6) or wholly retired from employment (code 8). The question on employment status was:

#### 13 Employment status

Please tick the appropriate box.

Box 3 should be ticked for a person having management or supervisory responsibility for other employees. For a person employed as a quality control inspector and concerned only with the technical quality of a product tick box 2.

- 1 Apprentices or articed trainees
- 2 Employee not supervising other employees
- 3 Employee supervising other employees
- 4 Self-employed not employing others
- 5 Self-employed employing others

Additional notes instructed members of the armed forces not to answer this question.

100. The five basic categories are used in the tables based on full processing. In the tables based on the ten per cent sample an extended classification of employment status is used.

- A Self-employed
- (1) Without employees
  - (2) With employees
    - (a) Large establishments
    - (b) Small establishments

- B Employees
- (1) Managers
    - (a) Large establishments
    - (b) Small establishments
  - (2) Foremen and Supervisors
    - (a) Manual
    - (b) Non-manual
  - (3) Professional employees
  - (4) Apprentices, articed pupils, formal trainees
  - (5) Employees (not elsewhere classified)

Information on occupation is used to distinguish the various types of employees and information on name and business of employer (the industry question) to distinguish the size of the establishment. *Large establishments* are those classified by the Department of Employment as having 25 or more employees and *small establishments* as those with fewer than 25.

Allocation to a category was subject to an edit check to eliminate inconsistencies. For example, apprentices and articed trainees were confined to specific occupations and where there was an inconsistency the employment status code was amended; a code of self-employed was inconsistent with being a director of a limited company (named at the industry question), as directors of such companies are employees, and in this case the employment status would have been amended to B(1). The edit check may have led to a person being allocated an employment status code in the sample processing different from the code recorded at the answer to the question (as used in full processing). [A detailed account of the definitions of the employment status codes is given at pages vii-ix of the *Classifications of occupations, 1980* (HMSO)].

#### Occupation

101. The occupation of a person is the kind of work performed; this alone determines the assignment of the person to an occupation group. The nature of the factory, business or service in which the person is employed has no bearing on the classification of the occupation, except to the extent that such information may clarify the nature of the duties. Thus, for example, a crane driver may be employed in a shipyard, an engineering works or in building and construction, but this has no bearing upon his occupation and all crane drivers are classified to the same occupation group.
102. Occupation codes were allocated from the answers to the following question:

#### 12 Occupation

- a Please give full and precise details of the person's occupation.

If a person's job is known in the trade or industry by a special name, use that name. Precise terms should be used, for example, 'radio-mechanic', 'jig and tool fitter', 'tool room foreman' rather than general terms such as 'mechanic', 'fitter', 'foreman'.

- b Please describe the actual work done.

a Occupation

b Description of work

Additional notes for this question were given in respect of members of the armed forces, civil servants and local government officers. Members of the armed forces were asked to give their rank or rating at 12a and to leave 12b unanswered. Civil servants were instructed to enter 'Civil servant' at 12a and to give their rank or grade at 12b if they were non-industrial civil servants, or their precise title (eg 'radio mechanic') at 12b, if they were industrial civil servants. Local government officers were asked to give their rank or grade at 12a and to complete 12b as appropriate.

103. The OPCS *Classification of occupations, 1980* is based on the Classification of Occupations and Directory of Occupational Titles (CODOT) published by the Department of Employment. The groups in the *Key Occupations for Statistical Purposes (KOS), CODOT, Vol 1, pp 89-103 (HMSO, 1972)* have been aggregated and form the OPCS classification; but the OPCS occupation orders differ from the KOS major groups. A high degree of comparability with the OPCS *Classification of occupations, 1970* has been maintained. A tabulation showing the relationship between the 1970 and 1980 classifications is available free of charge (from OPCS).
104. The publication *Classification of occupations, 1980* gives an account of the relationship between KOS and aggregated or condensed KOS and contains a summary of the 1980 OPCS occupation orders, groups and units - see example below - and the extensive list of occupations by code number.

*Example:*

Order 1 Professional and related supporting management; senior national and local government managers.

Group  
002 Accountants, valuers, finance specialists

Unit  
1 Chartered and Certified accountants  
2 Cost and works accountants  
3 Estimators  
:  
:  
7 Taxation experts

105. The main purpose of the classification has been to identify groups with at least one common characteristic. The basic common factor of all groups is, as explained above, the type of work and the nature of the operation. If, however, unit groups based solely on kind of work undertaken seemed too comprehensive, in terms of the material worked in or the degree of skill involved or the physical energy required or the environmental conditions or the social and economic status associated with the occupation, they were subdivided on the basis of these factors to give substantially separate occupations.

In general, in order to merit separate identification each occupation unit should satisfy certain conditions, for example, that there is sufficient potential interest in the occupation; that the number of individuals is sufficiently large on a ten per cent sample basis; that the identification of the unit is likely to be tolerably complete and accurate from the limited information obtained from a census; and that the statistics from a proposed occupational unit could not be obtained by a cross classification of a more general occupation title by industry. The *Classification of occupations, 1980* also describes the treatment of certain occupations which presented conceptual difficulties, for example the self employed, managers and labourers.

**Industry**

106. The industry in which a person is engaged is determined by the business or economic activity in which his or her occupation is followed. A single business may employ people of varying occupations to provide a particular service or to make a particular product. While the occupational classification takes account only of the nature of the work performed, the industrial classification has regard only to the nature of the service or product to which the labour contributes. For example, a carpenter would be classified industrially to building, if employed by a builder, but to brewing, if employed by a brewery firm.
107. The allocation of an employed person (codes 1 and 2 in the economic position question) to an industry was based on the answers to the following question:

- 11 Name and business of employer (if self-employed the name and nature of the person's business)**
- a Please give the name of the person's employer. Give the trading name if one is used and avoid using abbreviations or initials.  
For members of the Armed Forces, civil servants and local government officers see notes on back page before answering questions 11-15.
  - b Please describe clearly what the employer (or the person if self-employed) makes or does.  
For a person employed in private domestic service write 'Domestic Service'.

a	Name of employer
b	Nature of business

Additional notes for this question were given in respect of members of the armed forces, civil servants and local government officers. Members of the armed forces were asked to write 'Armed Forces' at 11a, and where a member of the armed forces of a country other than the UK, to add the name of the country. They were asked to leave 11b unanswered. Civil servants were asked to give the name of their department at 11a and to write 'Government department' at 11b. Local government officers and other public officials were asked to give the name of the local authority or public body at 11a and the branch in which they were employed at 11b.

*Note:* While the question was addressed to the same 'population' as the question on employment status and occupation, the information on industry for those without a job was used solely in connection with occupational coding.

108. Industry codes were assigned, as far as possible, by reference to lists from the Department of Employment which gave names and addresses of employers by industry code. Where the employer's name at 'a' of the question was not listed, a code was allocated from the information given at 'a' and 'b' of the question.

109. In the tables, industries are classified according to the *Standard Industrial Classification, Revised 1980* (HMSO, 1979). The classification comprises the full range of activities divided into broad divisions each denoted by a single digit. The divisions are divided into classes each denoted by the addition of a second digit. The classes are split into groups (3 digits) and the groups into activity headings (by the addition of one digit to the group number). For example:

**Division 4 Other manufacturing industries**

**Class (G) Group Activity\***

48 Processing of rubber and plastics

(481)1 Rubber tyres and inner tubes

(481)2 Other rubber products

(482)0<sup>1</sup> Retreading and specialist repairing of rubber tyres

\*Activity is given by four digits ie 4811 = Rubber tyres and inner tubes.

The classification is made up of 10 divisions, 60 classes, 222 groups and 334 activity headings. In general the activity headings have been used in the coding. A summary of the classification used in the census is given at Appendix D of *Classification of occupations, 1980*.

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

**Social class**

111. Since the 1911 Census it has been customary, for certain analytical purposes, to arrange the large number of groups in the classification of occupations into a small number of broad categories called social classes.

Economically active, retired and permanently sick persons are assigned to one of the following social classes by reference to their present or former occupation:

- I Professional etc., occupations
- II Intermediate occupations
- III(N) Skilled occupations - non-manual
- III(M) Skilled occupations - manual
- IV Partly skilled occupations
- V Unskilled occupations
- VI Armed Forces and inadequately described

112. The occupation groups included in each of these categories have been selected in such a way as to bring together, as far as possible, people with similar levels of occupational skill. In general, each occupation group is assigned as a whole to one or other social class and no account is taken of differences between individuals in the same occupation group eg differences of education or levels of remuneration. However, for persons having the employment status of foreman or manager, the following additional rules apply:

- (a) each occupation is given a basic social class
- (b) persons of foreman status whose basic social class is IV or V are allocated to Social Class III
- (c) persons of manager status are allocated to Social Class II except for the following:  
  - Social Class I for group 007.1
  - Social Class III for groups 039.4 and 057.3 and if the basic class is IV or V.

**Socio-economic groups**

113. Classification by socio-economic groups was introduced in 1951 and extensively amended in 1961. The classification aims to bring together people with jobs of similar social and economic status. The classification is applied to the economically active, retired and permanently sick by considering their employment status and occupation.

**(1) Employers and managers in central and local government, industry, commerce etc — large establishments**

- 1.1 Employers in industry, commerce etc.  
Persons who employ others in non-agricultural enterprises employing 25 or more persons.
- 1.2 Managers in central and local government, industry, commerce, etc.  
Persons who generally plan and supervise in non-agricultural enterprises employing 25 or more persons.

**(2) Employers and managers in industry, commerce etc. — small establishments**

- 2.1 Employers in industry, commerce etc. — small establishments.  
As in 1.1 but in establishments employing fewer than 25 persons.
- 2.2 Managers in industry, commerce etc. — small establishments.  
As in 1.2 but in establishments employing fewer than 25 persons.

**(3) Professional workers — self-employed**  
Self-employed persons engaged in work normally requiring qualifications of university degree standard.

**(4) Professional workers — employees**  
Employees engaged in work normally requiring qualifications of university degree standard.



- (5) **Intermediate non-manual workers**
- 5.1 **Ancillary workers and artists**  
Employees engaged in non-manual occupations ancillary to the professions, not normally requiring qualifications of university degree standard; persons engaged in artistic work and not employing others therein. Self-employed nurses, medical auxiliaries, teachers, work study engineers and technicians are included.
- 5.2 **Foremen and supervisors non-manual**  
Employees (other than managers) engaged in occupations included in group 6, who formally and immediately supervise others engaged in such occupations.
- (6) **Junior non-manual workers**  
Employees, not exercising general planning or supervisory powers, engaged in clerical, sales and non-manual communications occupations, excluding those who have additional and formal supervisory functions (these are included in group 5.2).
- (7) **Personal service workers**  
Employees engaged in service occupations caring for food, drink, clothing and other personal needs.
- (8) **Foremen and supervisors — manual**  
Employees (other than managers) who formally and immediately supervise others engaged in manual occupations, whether or not themselves engaged in such occupations.
- (9) **Skilled manual workers**  
Employees engaged in manual occupations which require considerable and specific skills.
- (10) **Semi-skilled manual workers**  
Employees engaged in manual occupations which require slight but specific skills.
- (11) **Unskilled manual workers**  
Other employees engaged in manual occupations.
- (12) **Own account workers (other than professional)**  
Self-employed persons engaged in any trade, personal service or manual occupation not normally requiring training of university degree standard and having no employees other than family workers.
- (13) **Farmers — employers and managers**  
Persons who own, rent or manage farms, market gardens or forests, employing people other than family workers in the work of the enterprise.
- (14) **Farmers — own account**  
Persons who own or rent farms, market gardens or forests and having no employees other than family workers.
- (15) **Agricultural workers**  
Persons engaged in tending crops, animals, game or forests, or operating agricultural or forestry machinery.
- (16) **Members of the Armed Forces.**
- (17) **Inadequately described and not stated occupations.**
114. It is not practicable to obtain from a census the degree of responsibility exercised by employers and managers. An indirect, and necessarily rather crude, distinction between greater and lesser responsibility is therefore provided by classifying employers and managers by the size of the establishment in which they work (see SEG (1) and (2) at para 113). All civil servants, local authority officials and ships' officers coded as managers and aircraft captains, are conventionally regarded as managers in large establishments. Farmers, trawler, skippers and foresters are conventionally regarded as working in small establishments. The detailed allocation of the occupation / employment status groups to the social classes and socio-economic groups is given at Appendix B of the *Classification of occupations, 1980*.
- Socio-economic class**
115. Social classes cannot be formed by amalgamating socio-economic groups. The socio-economic classes are formed by a complete cross-classification of socio-economic group by social class as follows:
- SEG 1.1 Employers in industry, commerce, etc — large establishments**
- (a) Social Class II Intermediate occupations
- (b) Social Class III (N) Skilled occupations —  
Non-manual
- (c) Social Class III (M) Skilled occupations —  
Manual (including very small numbers of persons in Social Classes IV and V).
- SEG 1.2 Managers in central and local government, industry, commerce, etc — large establishments**
- (d) Social Class I Professional, etc occupations
- (e) Social Class II Intermediate occupations
- (f) Social Class III(N) Skilled occupations — Non-manual
- (g) Social Class III(M) Skilled occupations — Manual
- SEG 2.1 Employers in industry, commerce, etc — small establishments**
- (h) Social Class II Intermediate occupations
- (j) Social Class III(N) Skilled occupations — Non-manual

(k)	Social Class III(M)	Skilled occupations — Manual	SEG 11	<b>Unskilled manual workers</b>	Social Class V	Unskilled occupations
(l)	Social Class IV	Partly skilled occupations	SEG 12	<b>Own account workers (other than professional)</b>	Social Class II	Intermediate occupations
(m)	Social Class V	Unskilled occupations	(ad)			
SEG 2.2	<b>Managers in industry, commerce, etc — small establishments</b>		(ae)	Social Class III(N)	Skilled occupations — Non-manual	
(n)	Social Class II	Intermediate occupations	(af)	Social Class III(M)	Skilled occupations — Manual	
(o)	Social Class III(N)	Skilled occupations — Non-manual	(ag)	Social Class IV	Partly skilled occupations	
(p)	Social Class III(M)	Skilled occupations — Manual	(ah)	Social Class V	Unskilled occupations	
SEG 3	<b>Professional workers — self-employed</b>		SEG 13	<b>Farmers — employers and managers</b>	Social Class II	Intermediate occupations
(q)	Social Class I	Professional, etc occupations	(aj)			
SEG 4	<b>Professional workers — employees</b>		SEG 14	<b>Farmers — own account</b>	Social Class II	Intermediate occupations
(r)	Social Class I	Professional, etc occupations	(ak)			
SEG 5.1	<b>Ancillary workers and artists</b>		SEG 15	<b>Agricultural workers</b>	Social Class III(M)	Skilled occupations — Manual
(s)	Social Class II	Intermediate occupations	(al)			
SEG 5.2	<b>Foremen and supervisors — Non-manual</b>		(am)	Social Class IV	Partly skilled occupations	
(t)	Social Class III(N)	Skilled occupations — Non-manual	SEG 16	<b>Members of Armed Forces</b>		
SEG 6	<b>Junior non-manual workers</b>		SEG 17	<b>Inadequately described and not stated occupations</b>		
(u)	Social Class III(N)	Skilled occupations — Non-manual				
(v)	Social Class IV	Partly skilled occupations				
SEG 7	<b>Personal service workers</b>					
(w)	Social Class II	Intermediate occupations				
(x)	Social Class III(M)	Skilled occupations — Manual				
(y)	Social Class IV	Partly skilled occupations				
SEG 8	<b>Foremen and supervisors — Manual</b>					
(z)	Social Class III(M)	Skilled occupations — Manual				
SEG 9	<b>Skilled manual workers</b>					
(aa)	Social Class III(M)	Skilled occupations — Manual				
SEG 10	<b>Semi-skilled manual workers</b>					
(ab)	Social Class IV	Partly skilled occupations				

### Workplace and transport to work

116. The tables on workplace and means of transport to work are published separately for England and Wales and Scotland. The *population base* for England and Wales comprises all persons usually resident in England and Wales (see para 20a) who were in employment (the workplace and daily journey to work questions having been addressed to those with a full or part-time job), together with all persons usually resident outside England and Wales, but with a workplace in England and Wales. (Persons usually resident in England and Wales with a workplace outside Great Britain were excluded from the base in the 1971 Census). Similar considerations apply to the population base used for tables in Scotland.

117. For some people the usual address differs from the address from which they go to work; a note to the usual address question states that "The home address should be taken as the usual address for a head of household who lives away from home for part of the week". Consequently, the cross-tabulation of usual address and address of place of work can produce some unlikely combinations, particularly when means of transport to work is added as an extra axis of classification. Persons with no fixed workplace or workplace not stated are

assumed to work in their area of usual residence, though in some tables they form a separate category.

118. The questions on workplace and means of transport to work are:

**14 Address of place of work**  
Please give the full address of the person's place of work.  
For a person employed on a site for a long period give the address of the site.  
For a person not working regularly at one place who reports daily to a depot or other fixed address, give that address.

Full address and postcode of workplace  
Address (BLOCK CAPITALS please)

including Postcode

For a person not reporting daily to a fixed address tick box 1.  
For a person working mainly at home tick box 2.

**15 Daily journey to work**  
Please tick the appropriate box to show how the longest part, by distance, of the person's daily journey to work is normally made.  
For a person using different means of transport on different days show the means most often used.  
Car or van includes three-wheeled cars and motor caravans.

1  No fixed place  
2  Mainly at home

1  British Rail train  
2  Underground, tube, metro, etc.  
3  Bus, minibus or coach (public or private)  
4  Motor cycle, scooter, moped  
5  Car or van - pool, sharing driving  
6  Car or van - driver  
7  Car or van - passenger  
8  Pedal cycle  
9  On foot  
0  Other (please specify)

0  Works mainly at home

119. Where more than one box was ticked in the question on daily journey to work the lowest number was coded - for example, if box 1 and 6 were ticked then code 1 was taken (British Rail train). If workplace was given as "mainly at home" and any box 1 to 9 was ticked in the question on daily journey to work then the occupation of the person was examined in order to decide how to correct the inconsistency. For persons such as shopkeepers, itinerant salesmen, doctors etc, the workplace was accepted as "mainly at home" and the daily journey to work coded accordingly, ie a code 1 to 9 was disregarded. For persons such as vehicle drivers and tradesmen(plumbers, decorators etc), the workplace was amended to *No fixed place* and the daily journey to work was coded as entered on the form (subject to the constraint on multiple codes). The tables show an *other or not stated* category of daily journey to work; the category consists of those persons who failed to answer the question on daily journey to work or who selected the "other" box but could not be assigned to another code or who selected the box "works mainly at home" but gave an address of place of work other than "mainly at home".

### Qualified manpower

120. The qualified manpower tables cover the usually resident population aged 18 years or over and people whose usual address was outside Great Britain but whose place of work was in Great Britain. The 1971 Census base comprised persons aged 18-69 years present on census night in Great Britain. The upper age limit of 70 years has been removed to meet a need for information about qualifications held by the elderly, some of whom may have been in employment at census date.
121. Some of the tables are confined to subsets of the population defined above, for example, persons possessing qualifications of an accepted standard, economically active persons or persons in

employment. Table headings described such restrictions.

122. The question asked was:

**16 Degrees, professional and vocational qualifications**  
Has the person obtained any qualifications after the age of 18 such as:  
Degrees, Diplomas, HNC, HND,  
Nursing qualifications, Teaching qualifications,  
Graduate or corporate membership of professional institutions,  
Other professional, educational or vocational qualifications?  
Exclude qualifications normally obtained at school such as GCE, CSE and School Certificates.

If box 2 is ticked write in all qualifications even if they are not relevant to the person's present job or if the person is not working.

Please list the qualifications in the order in which they were obtained.

Write for each qualification:  
the title  
the major subject or subjects  
the year obtained and  
the awarding institution

If more than three, please enter in a spare column and link with an arrow.

NO - none of these  
 YES - give details

Title .....

Subject(s) .....

Year .....

Institution .....

Title .....

Subject(s) .....

Year .....

Institution .....

Title .....

Subject(s) .....

Year .....

Institution .....

Note: The "year obtained" was not entered into the computer. It was used to order the qualifications and in some instances to assist in their coding.

123. Two concepts relating to qualifications appear in the Qualified Manpower tables:

- a. Educational attainment (level)
- b. Subject group

a. *Educational attainment.* Each qualification entered in answer to the question was checked against a list of higher level qualifications prepared by the Census Offices in collaboration with the Department of Education and Science and the Scottish Education Department. Higher level qualifications are those normally obtained at age 18 or over by study at a level above General Certificate of Education (Advanced level). They are categorised into three levels, a, b, and c:

- level a — higher university degrees
- level b — first degrees and all qualifications of first degree standard and all qualifications of higher degree standard (other than such degrees themselves which appear in level a).
- level c — qualifications that in general satisfy the three requirements of: obtained at age 18 years or over; above GCE(A) level; below first degree level. Level c includes most nursing and teaching qualifications (though persons who have taken a degree in education appear in level b).

A *qualified person* holds at least one qualification at level a, b or c.

A qualified person is classified to a, b or c according to the level of the highest qualification which that person holds; the most recently obtained qualification at the highest level is used in analyses by subject; unless otherwise stated in the table heading.

b. *Subject Group*. The major subject or subjects of each qualification a person holds has been coded using the standard Subject Classification for Educational Statistics of Department of Education and Science. (Details of the full subject index are given in *Education Statistics for the United Kingdom 1975, (HMSO)*). The classification contains 10 main subject groups and 108 primary subjects with the main groups as follows:

- 1 Education**
  - 1.1 Education (nes) +
    - 1.2.1 Education with teacher training and other subjects
    - 1.2.2 Education without teacher training but including other subjects.
- 2 Health, medicine and dentistry**
  - 2.3.1 Pre-clinical studies
  - 2.3.2 Clinical medicine
  - 2.4.1 Pre-clinical Dentistry
  - 2.4.2 Dentistry (nes)
  - 2.5 Pharmacy
  - 2.6 Pharmacology
    - 2.7.1 Nursing
    - 2.7.2 Ophthalmic optics
    - 2.7.3 Other studies allied to medicine and health
    - 2.7.4 Combinations of health with subject groups 3-10
- 3 Technology and engineering**
  - 3.8 Aeronautical engineering
    - 3.9.1 Chemical engineering (nes)
    - 3.9.2 Chemical technology
    - 3.9.3 Fuel technology
    - 3.10.1 Civil engineering (nes)
    - 3.10.2 Building
    - 3.11(a)\* Electrical engineering
    - 3.11(b)\* Electronics and electronic engineering
      - 3.12.1 Mechanical engineering (nes)
      - 3.12.2 Agricultural engineering
      - 3.12.3 Automobile engineering
      - 3.12.4 Marine engineering
      - 3.12.5 Naval architecture
    - 3.13 Production and control engineering (including manufacturing technology)
    - 3.14 Mining
    - 3.15 Metallurgy
    - 3.16 General and other engineering subjects (including combinations of engineering subjects)
    - 3.17 Surveying
      - 3.18.1 General technology and manufacture (nes)
      - 3.18.2 Clothing and footwear
      - 3.18.3 Food technology and manufacture
      - 3.18.4 Printing and book production
      - 3.18.5 Textile technology and manufacture
    - 3.19 Combinations of technology with subject groups 4-10
  - 4 Agriculture, forestry and veterinary studies**
    - 4.20 Agriculture
    - 4.21 Agricultural biology
    - 4.22 Agricultural chemistry
      - 4.23 Forestry
        - 4.24.1 Veterinary studies (nes)
        - 4.24.2 Combinations of agricultural subjects with subject groups 5-10
  - 5 Science (including mathematics and applied sciences)**
    - 5.25 Biology
      - 5.26 Botany
      - 5.27 Zoology
      - 5.28 Physiology and anatomy
      - 5.29 Biochemistry
      - 5.30 Combinations of biological sciences
        - 5.31.1 Mathematics (nes)
        - 5.31.2 Dynamics, applied dynamics, thermodynamics
        - 5.31.3 Computer science
        - 5.31.4 Statistics
      - 5.32 Mathematics/physics
      - 5.33 Physics
      - 5.34 Chemistry
      - 5.35 Geology
      - 5.36 Environmental sciences (other than geology)
        - 5.37 Combinations of physical sciences (other than mathematics/physics)
        - 5.38 Biological with physical sciences
        - 5.39 Combinations of science with subject groups 6-10 (except the philosophy / physiology / psychology - PPP - degrees)
  - 6 Social, administrative and business studies**
    - 6.40.1 Management studies (nes)
    - 6.40.2 Business and commerce
    - 6.40.3 Secretarial studies
    - 6.41 Economics
    - 6.42 Geography
    - 6.43 Accountancy (including banking and insurance)
    - 6.44 Government and public administration
    - 6.45 Law
    - 6.46 Psychology (including PPP degrees)
    - 6.47 Sociology
    - 6.48 Social anthropology
    - 6.49 Combinations of social studies
    - 6.50 Combinations of social studies with subject groups 7-10 (excluding archaeology/anthropology)
  - 7 Vocational (including architecture and other professional studies)**
    - 7.51 Architecture
      - 7.52 Town and country planning
        - 7.53.1 Catering and institutional management (nes)
          - 7.53.1 Home economics
          - 7.54.1 Vocational studies (nes)
          - 7.54.2 Librarianship and information science
          - 7.54.3 Nautical subjects
          - 7.54.4 Transport
          - 7.54.5 Wholesale and retail trades
          - 7.54.6 Combinations of vocational subjects within this group
          - 7.54.7 Combinations of vocational subjects with subject groups 8-10

- 8 Language (literature and area) studies**
- 8.55 English
- 8.56 Celtic (Welsh and other)
- 8.57 French (language and studies)
- 8.58 French/German
- 8.59 German (language and studies)
- 8.60 Hispanic languages and studies
- 8.61 Other West European languages and studies (including combinations of West European languages other than French/German)
- 8.62 Russian (language and studies)
- 8.63 Slavonic and East European languages and studies other than Russian (including combinations of these languages)
- 8.64 Chinese (language and area studies)
- 8.65 Oriental, Asian and African languages and studies other than Chinese (including combinations of these languages)
- 8.66 Classical studies (including combinations of classics with philosophy)
- 8.67 Other language studies and combinations of subjects within the group (excluding those such as French/German, separately allowed for)
- 8.68 Languages with arts (excluding classics / philosophy and archaeology / ancient history)
- 9 Arts (other than languages and performing arts)**
- 9.69 History
- 9.70 Archaeology
- 9.71 Philosophy
- 9.72 Theology
- 9.76 Arts General (where subject content is not specified and combinations within groups 9 and 10)
- 10 Music, drama and visual arts**
- 10.73 Art and design
- 10.74 Drama
- 10.75.1 Music (nes)
- 10.75.2 Combinations with art and design, drama and music
- + (nes = not elsewhere specified)
- \* OPCS sub-division

## Welsh language

124. The Welsh language question was as follows:

**W Welsh language**  
For all persons aged 3 or over (born before 6 April 1978).

a Does the person speak Welsh? Please tick the appropriate box.

b If the person speaks Welsh, does he or she also:

Speak English?  
Read Welsh?  
Write Welsh?

a Speaks Welsh  
1  YES } 0  NO  
b If YES  
1  Speaks English  
2  Reads Welsh  
4  Writes Welsh

This question was included only in forms issued in Wales: in the W form for private households and the Iw form for an individual.

## Scottish gaelic

125. The question on the Gaelic language was as follows:

**8 Scottish Gaelic**

Can the person speak, read or write Scottish Gaelic?  
Please tick the appropriate boxes.

1  Can speak Gaelic  
2  Can read Gaelic  
3  Can write Gaelic  
4  Does not know Gaelic

The question was included on all household and individual forms fielded in Scotland and was asked of all persons aged 3 or over.

A new form of the question has been asked that concentrates on the ability to speak, read or write Scottish Gaelic. The section of the 1971 question that asked Gaelic speakers if they could also speak English was dropped, because the small numbers involved who did not speak English could not be accurately measured from a census.