

1998 Workplace Employee Relations Survey

User Guide

Volume 5 Part B: Instructions for Editing the Cross-Section

WERS 98 EDITING

**FACT SHEET INSTRUCTIONS - CROSS
SECTION SURVEY**

Factsheet content

A copy of the factsheet template is included. Reasons for including some of the items might not be obvious and so these are explained below.

Outcome code

A productive interview could have one of several outcome codes

- 50 - SEQ placement and a union rep interviewed
- 51 - SEQ placement and a committee rep interviewed
- 52 - SEQ placement and no worker rep required
- 53 - SEQ placement and union rep Unproductive
- 54 - SEQ placement and committee rep Unproductive
- 55 - no SEQ placement and union rep interviewed
- 56 - no SEQ placement and committee rep interviewed
- 57 - no SEQ placement and union rep Unproductive
- 58 - no SEQ placement and committee rep Unproductive
- 59 - no SEQ placement and worker rep not required.

MFT/FFT/MPT/FMPT

These are the employee numbers (male full time, female full time, male part time, female part time) that appeared on the Inter Departmental Business Register. They were included on the ARFs as a guide for interviewers and will help us to decipher whether an establishment is valid or not.

ZALLEMPS, ZMALFUL, ZFEMFUL, ZMALPRT, ZFEMPRT

These are questions 1 and 2 on the EPQ and are the employee totals entered into the qnnre by the interviewer. Along with the matrix of detailed figures they will help researchers to untangle the difficult cases.

IDBR SIC text

This is the standard industry coding that was provided on the IDBR as a result of the details given by the establishment as part of its annual return to the Office for National Statistics.

IDBR SIC Code

This is not labelled as such, but is shown as the 5 digit number in brackets. The text above (labelled IDBR SIC).

ASicdesc text

This is the text entered by the interviewer which you should use to code SIC. Please use the SIC manual and record the correct code on the fact sheet at the next point.

SIC code

There will be a space here for you to write in the SIC code. Please be careful with your numbers because a different editor may be the one to enter your code into the qnnre edit version. Later in these instructions it will be explained that one of the editors tasks is to compare the SIC code which you identify with the first two digits of the IDBR SIC.

AOrgname

The name of the organisation in case it differed from the address label.

Asingle

A key question early on in the questionnaire.

A code 1 = 'One of a number of different establishments within a larger UK organisation'

A code 2 = 'Single independent establishment not belonging to another body'.

A code 3 = 'Sole UK workplace of a foreign organisation.'

Astatus

A key analysis variable

1 = a PLC

2 = Private sector - other

3 = Public sector

Aconhead

States whether the establishment is the controlling Head Office.

Jagencyn

Number of temporary agency employees carrying out work which used to be done by permanent staff.

Kactivi

The activity of the establishment

1= produce goods or services for consumers

2 = supplier of goods or services for other companies

3 = supplier of goods or services to other parts of same organisation

4 = Does not produce goods or services for sale

5 = Administrative office only.

Zunimem

Records the number of employees who are union members

Eunionum

Records the number of unions in the establishment

Etotrec

Records the number of recognised unions

Name of Largest recognised union**Esteward**

Whether the largest recognised union has a union rep/shop steward

Estewext

Whether the employees are represented by a steward based at another establishment

Eothreps

Whether there are other non-union reps who deal with management

Esiton

Whether the other reps sit on the joint consultative committee.

Areptype

Records whether the WRQ was done by a union or committee rep.

Aurepchk

Reason why the worker rep was not the most senior TU rep of the largest recognised union.

Awrepchk

Reason why the worker rep was not the most senior rep (if non-union).

MQLoc

Records the location of the interview

1 = workplace only

2 = head office only

3 = area office only

4 = at more than one site

MQLen

Records the interviewers estimate of length in minutes.

Howmany

Identifies whether there was more than 1 manager interviewed

EPQ looked at

This enables you to indicate whether editors looked at the EPQ to help fix any anomalies.

Result

This is space to write in any comments about discussions had or action taken about the case.

The Fact sheet program checks

Check 1 suppressed

The fact sheet program replicates two of the key checks in the MQ. The first flags those occasions where the total male, female, full-time and part-time employees does not equal the total number of employees. Interviewers will have suppressed the warning if this says 'Yes'.

Check 2 suppressed

This replicates the 2nd vital check which adds up the total employees in each SOC group and compares this with the total employees. Again, if there is a discrepancy the interviewer will have suppressed the warning and 'Yes' will be displayed on the factsheet

'A' SCORE

The fact sheet program looks at all the cells in the employee matrix, and counts up the size of any discrepancy by comparing the the column and row totals, with the figures given on the EPQ. This is then reflected as a proportion of the total number of employees; the 'A' Score, or 'rate of misplacement'. If this is greater than 20, then the 'refer to research' indicator is set to 'yes'.

'B' SCORE

Some of the columns and rows will add up correctly and there will be no discrepancy. The 'B' Score is a count of how many of the 13 columns & rows do not add up correctly.

The 'A' Score therefore tells us how accurate the matrix is as a whole, but the 'B' Score tells us whether the discrepancies are distributed in just a couple of cells, or throughout the matrix.

There are another 4 checks which are contained within the factsheet program.

Sizecheck

This check compares the total number of employees (at zallemps) with the figure obtained from the IDBR. If there is a large discrepancy, 'fail' will be shown on the fact sheet. The size of the discrepancy depends on the size of the establishment. It is based on the figures below;

Figure at Zallemps	Figure on {greater than}	IDBR {or less than}
10-24	>50	
25-49	>100	
50-99	>200	<25
100-199	>500	<50
200-499	>1000	<100
500-999	>2000	<200
1000-1999		<500
2000 +		<1000

Unirepcheck

This checks will say 'fail' if the Management Questionnaire expects a union rep to be interviewed, but a committee rep was interviewed instead for some reason.

Commrepcheck

Similar to the check above, this will say 'fail' if the MQ expected a committee rep. to be interviewed, but a union rep was seen instead.

Other outcome check

This ensures that if no WRQ was expected, that the outcome codes correspond and no WRQ is present.

Outlier checks

A number of checks have been written which don't appear on the factsheet in the same way as the checks above because they will be more rare. Most of the checks spring when a figure is particularly high, such as the proportion of employees who are over 51 or employee reps. When there check does spring, the question and answer will appear on the factsheets like the notes.

Refer to Research

This will say 'yes' if;

- i) the 'A' Score is greater than 20,
- ii) either check 1 or check 2 have been suppressed, or if;
- iii) any of the 4 checks above fail (sizecheck, unirepcheck, commrepcheck or othercheck).
- iv) If any of the Outlier checks spring.
- v) There are two other occasions when the case should be referred to research. The first is when the SIC code that is entered, does **not** match, at the 2 digit level, the SIC code taken from the IDBR and shown on the factsheet. The second is when the WRQ interview was **not** conducted with the senior worker rep and a reason will be shown at aurepchk or awrepchk. The editor should manually change the 'refer to research' to 'yes' in these cases (see next page).

The reason for referring cases under points I) and ii) to research is because the cells of the matrix may need to be changed to make them more plausible. Unfortunately it is impossible to write rules about which of the 36 cells require changing because there are so many permutations. It is therefore a value judgement as to whether the data needs changing, hence the referral to researchers.

For points iii) and iv) there is some doubt over the validity of the interview or part of the interview.*

There are also other occasions when you may wish to refer a case to the research team because of something you have seen in an interviewers note. This is ok.

EDITING STEPS TO TAKE

- 1) Study Asicdesc and assign the correct SIC code by writing it in the space provided.
- 2) Complete the manual SIC check by comparing the first two digits of the SIC with those printed by the 'IDBR SIC'. If the two digits are **not** the same, you should indicate that it has failed the check and manually change the 'refer to research' to a 'yes'
- 3) Count the number of 'dk's ' in the EPQ grid on the factsheet. If there are more than 10, refer to the research team.
- 4) Look to see if there is any text by **Aurepchk** or **Awrepchk** thus indicating that the most senior worker rep in the establishment did not conduct the interview. If the reason is plausible (it's your judgement, allow the case to progress, but if not, refer to research and manually change it to a 'yes'.)
- 5) Record a list of the serial numbers where 'Refer to Researcher' = Yes
- 6) Email the list to Head Office
- 7) Any interviewer notes that cast doubt on data quality should also be put on one side for researchers to investigate. Thus editors can over-ride 'refer to research = no'.
- 8) This includes all notes attached to the question Fwhiuni7/union names which is the name of the union and its integration with the lookup table.

The Blaise edit

The purpose of opening each questionnaire in Blaise is to fix any remaining problems in the data.

A questionnaire will only be opened in Blaise once the factsheet has been coded, checked and arrived back from researchers if queries were referred.

A few new checks have been programmed into the edit version of the questionnaire, but these concern very unusual scenarios which you will encounter only rarely.

Thus, the main tasks that will be performed in Blaise will be the inputting of codes or answers marked on the factsheet.

Some checks may spring and say 'Please refer factsheet and case to researcher'. These are checks which were not considered important enough to put on the factsheet, but, if they do occur, need to be seen by the researchers. Thus, a small stockpile of 'questionnaire queries in blaise' will emerge. Anthony will spend the occasional afternoon in Brentwood resolving these.

Additional

If interviewer note says that union is recognised for conditions, but NOT pay then should it be re-coded to 'not -recognised'? However this could then mean that the WRQ was conducted with the wrong person.

If an interviewer note is attached to the question using Union names from the look up table then this should be passed to the researcher.

If the respondent agreed to linking of the data with the Annual Business Inquiry (at mcenpro) but the booking in system has not received the form, then the following check will spring:

"Editor: The respondent agreed to linking of the data with the Annual Business Inquiry but NO consent form has been received. Please try to locate form or renew consent with respondent. If unable, change Mcenpro to 'NO'.

You should therefore consider faxing or posting the form to the respondent to get the permission which they appear to have granted in the interview.

Researchers may suggest that changes are made to the EPQ grid. In order to avoid changing the largest SOC group, make a new check.

If name of largest SOC group changes then compute a hard check; "Editor: An attempt has been made to change the largest SOC group . This is not allowed."

Some interviews that took place during the first week of fieldwork encountered a potentially serious problem. If the largest group of employees were Professional, the question Zsocdesc ignored them and moved to the next largest group. This was then reflected in a number of questions throughout the qnre. The few interviewers who encountered this seem to have realised that the computer did something wrong and they made a note. You may, however, see a note which implies that interviewers went along with what the computer said while doubting its accuracy. Researchers will need to see these cases.

When looking at the preliminary data, some interviewers had put a 0 at the zunimem question, but a note saying 'dk'. This was wrong and so editors should change any answer to a 'dk' if that is what the interviewers note says. Beware of routing implications and refer to research if necessary.

When using the 'review all errors' command in Blaise, questionnaires that have a WRQ attached appear to have seen an error which suggests an outcome code conflict. This is just a quirk. Nothing is wrong and the interviewers never saw the check which is currently presenting itself.

Handling fact sheet referrals

SIC check failures

A failure is signalled when the first 2 digits of the SIC do not match the first 2 digits of the SIC recorded on the IDBR.

The researcher's first task is to read the 2 differing SIC descriptions in conjunction with the name of the company, any organisation to which it belongs and the employee figures. These pieces of information will do one of three things;

- a) reinforce the initial view that the inconsistency is large enough to suggest that an interview was carried out at the wrong place or,
- b) bring to light a theory about why the 2 codes are different but which implies that the establishment is the correct place to have interviewed or,
- c) Not help at all.

If point 'a' or 'c' arise then a telephone call to the establishment will be the best course of action. Early indications of SIC queries show that the interview was conducted at the correct place. What usually (?) happens is that an establishment may do 2 or 3 quite different activities, and Asicdesc only mentions one of them. The IDBR mentions another and the check is sprung.

Where new information is gleaned the researcher will write it on the factsheet so that the coder can redo the SIC code.

The only time that the IDBR code over-rides the SCPR SIC code is when the Asicdesc data provides scant or insufficient data, but the other details (such as the name of the establishment) confirm the IDBR to be accurate.

The Size check

Large discrepancies in the size of the establishment (obtained by comparing Zallemps with the figure on IDBR) are also checked. This is done on the following basis.

Figure at Zallemps	Figure on {greater than}	IDBR {or less than}
10-24	>50	
25-49	>100	
50-99	>200	<25
100-199	>500	<50
200-499	>1000	<100
500-999	>2000	<200
1000-1999		<500
2000 +		<1000

Sometimes it will be highly likely and evident that the IDBR total refers to the whole organisation, whereas the interviewer has correctly recorded the figures pertinent to the establishment.

Sometimes the nature of the industry will explain the discrepancy. Construction work and recruitment agencies tend to have very flexible staff levels which will account for the difference.

The first two scenarios enable us to process the case without the need for any action. More serious, however, are cases where the establishment figures are a lot higher than the figure on IDBR. If this is unlikely to be a result of the industry we need to consider that the figures have been prepared incorrectly, possibly for several establishments belonging to an organisation. A phone call to the interviewer will usually clarify the situation. If we do discover that the figures have been prepared incorrectly, we would have to think about how to handle each case individually. Obtain correct figures, if possible, may injure the integrity of the data, especially if it results in a change to the largest occupational group.

Changes to the EPQ grid

There are occasions when changes are made with the consent of the researcher, to the employee figures. This is only done when it is (fairly) clear why the discrepancy has occurred.

One possibility is that the interviewer incorrectly copied the figures over from the paper EPQ. Editors routinely check the EPQ when the key discrepancies are flagged on the factsheet. Where mis-copying is to blame, editors mark up the corrections before referring to the researcher.

If the EPQ isn't available, it will sometimes be evident that mis-keying occurred and the interviewer suppressed a warning because they couldn't see where the typo was.

Sometimes there will be quite large inconsistencies in the data, but even these will be left as they are unless there is evidence of mis-keying. Therefore, figures are **not** changed simply to try to reduce the size of the error.

Telephoning the interviewer or establishment

On occasions it is necessary to telephone the interviewer or establishment to help resolve a query. Typically the interviewer is 'phoned when the factsheet suggests that a worker rep interview was done with the wrong person. It may be the case that the interviewer did the correct thing, and that the key question(s) in the MQ was answered incorrectly. Alternatively it may be that the interviewer was over-zealous and did an interview unnecessarily.

The establishment is usually 'phoned when there is a query over the SIC coding. If the IDBR SIC differs at the 2 digit level from the answer at Asicdesc then the address, name of the establishment or organisation name will often shed light on the matter. Where it does not we have tended to telephone the establishment, but not necessarily the respondent to obtain more detail about the nature of the work undertaken. Early evidence suggests that establishments may do several different activities. One of the activities is recorded on IDBR and one of the other activities is recorded by the interviewer. Clarification over the 'phone helps to confirm that the interviewer did record the 'main activity ' at the establishment.

Deletion of data

No questionnaires (MQ or WRQ) are deleted at this stage. Deletion will only occur at a later stage after consultation with the funders. It is at the factsheet stage, however, that potential deletions are flagged. So far these have tended to be a small handful of worker reps done erroneously.

CHANGES TO FACT SHEET DRAFT (VERSION 17/12/97)

A. ITEMS INCLUDED (CURRENT)

A1	SERIAL NO	
A2	WAVE NO	
A3	ADDRESS:	First line
A4	MANAGEMENT RESPONDENT:	[inc. Job Title, Telephone No]
A5	OUTCOME CODE	
A6	IDBR EMPLOYEES:	Totals (5) [NB - <u>Not</u> label version]
A7	EPQ EMPLOYEES:	Totals (5)
A8	EPQ SOC GRID:	(9 x 4)
A9	SOC GRID CHECKS:	(2)
A10	IDBR SIC:	Text
A11	ASICDESC:	Text
A12	ASICDESC:	[4/5 digit SIC 90 to be coded]
A13	AORGNAME	
A14	ASINGLE	
A15	ASTATUS	
A16	ACONHEAD	
A17	ZUNIMEM	
A18	EUNIONUM	
A19	ETOTREC	
A20	JAGENCYYN	
A21	KACTIVI	
A22	MQLOC	
A23	MQLN	
A24	HOWMANY	
A25	ALL NOTEPAD COMMENTS	

B. ADDITIONAL ITEMS PROPOSED

B1	IDBR SIC:	Code
B2	ZSOCDESC	
B3	ESTEWARD	
B4	ESTEWEXT	
B5	EOTHREPS	
B6	ESITON	
B7	[LARGEST RECOGNISED UNION]	
B8	WRQ: REPTYPE	
B9	WRQ: REPSNI	
B10	WRQ:WREPSNI	

C. REFER TO RESEARCHER IF CASE FAILS ANY OF FOLLOWING CHECKS

CHECK 1: A6 x A7

IF A6 =	REFER, IF A7=
10 - 24	> 50
25 - 49	> 100
50 - 99	> 200 or < 25
100 - 199	> 500 or < 50
200 - 499	> 1000 or < 100
500 - 999	> 2000 or < 200
1000 - 1999	< 500
2000 +	< 1000

CHECK 2: A8 - (HEAD OFFICE TO ENTER)

CHECK 3: A8 - (HEAD OFFICE TO ENTER)

CHECK 4: B1 x A12

IF INITIAL TWO DIGITS ARE NOT IDENTICAL

CHECK 5: A5 x B3 x B4

IF B3 AND B4 BOTH EQUAL 1,

THEN A5 MUST BE 50, 53, 55 OR 57 AND B8 MUST BE 1

CHECK 6: A5 x B3 x B4 x B5 x B6

IF B3 AND B4 BOTH EQUAL 2 AND B5 AND B6 BOTH EQUAL 1,

THEN A5 MUST BE 51, 54, 56 OR 58 AND B8 MUST BE 2

CHECK 7: A5 x B3 x B4 x B5 x B6

IF CONDITIONS RELATION TO **B3-B6** IN CHECK 5 AND 6 DO NOT APPLY,

THEN A5 MUST BE 52 OR 59

CHECK 8: B9

IF $B9 = 2$

CHECK 9: B10

IF $B10 = 2$