

**WERS98 CROSS-SECTION
MANAGEMENT INTERVIEW**

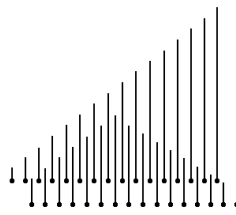
**NOTES TO ACCOMPANY DATASET
AND QUESTIONNAIRE**

**Data File Version: MQ98FIN.*
Questionnaire Version 1.1**

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Introduction

This document comprises a list of ‘variable notes’, the purpose of which is to bring to users' attention any specific issues that they should be aware of when conducting analysis of the WERS98 data. The document is one of a series that accompanies each of the elements of the WERS98 cross-section survey.

This issue of the notes (Version 1.2) supercedes an earlier issue (Version 1.1) released in February 2000. Additional items not present in the earlier version are marked with the symbol **NEW!**. Additional syntax is also separately identified in updated versions of the accompanying syntax files, **MQ98FIX.SPS** (for **SPSS** users) and **MQ98FIX.DO** (for **Stata** users).

A variety of issues are covered in these notes, many of which relate to some form of discrepancy between the dataset and the deposited version of the questionnaire. These include instances in which questions appear in the questionnaire but not the dataset and vice-versa. This document has been produced instead of a new Management Questionnaire as many users will have had their original copy of the questionnaire for some time and may have added their own annotations and comments. It was thought that the production of a revised questionnaire document would have caused unnecessary complications for those users.

The document also includes notes on a number of further, variable-specific issues, which may confront users in their analysis. Some of the issues are minor, but others may be critical to particular users. We encourage you to consult this document for notes of such issues before beginning to analyse a particular variable.

The document contains two sections: **General notes** and **Variable-specific notes**. Within the **Variable-specific notes**, the ordering of variables follows that of the questionnaire. The layout for each variable follows the same pattern:

VARIABLE NAME

Description of what the question is.

Note:

Highlights the issue for this variable, and where possible provides a solution.

Where variable names differ between the questionnaire and the dataset, the questionnaire spelling is used on the heading for the note. The user should be aware that some variables are accompanied by more than one note. Where this is the case notes are consecutively numbered under the variable name. Some variables appear in both the General and Variable-specific notes.

These notes have been compiled as a result of the use of the dataset and the questionnaire by the WERS98 Research Team, the WERS98 Data Dissemination Service and other users. If users identify further issues not documented here, **we would be grateful if they would please contact the WERS98 Data Dissemination Service with their findings**. The contact details for the Data Dissemination Service are on the cover of this document.

For more general comments about analysing the WERS98 Cross-section Management dataset, users are referred to the *Guide to the Analysis of the Workplace Employee Relations Survey 1998* available from the WERS98 Data Dissemination Service's web-site (URL: <http://www.niesr.ac.uk/niesr/wers98/>).

Part I: General Notes

1. Redundant multiple response items

There are a number of multiple response items that appear in the Cross-section Management questionnaire but do not appear in the dataset. This is because the maximum number of possible multiple responses that were allowed for in the questionnaire were not always fully utilised in the interview. As a consequence it was not necessary to include these redundant variables in the final dataset.

The following is a list of all those redundant multiple response items that are listed in the Cross-section Management questionnaire, but which do not appear in the publicly available dataset:

AHOWCHA4 - AHOWCHA7	GPSTYR8
BYOURJ10	GACTIO05 - GACTIO11
BLINEJ10	HACCOMP8
BPOLIC10	HTYPE13 - HTYPE14
BCONSU10	HREASON7
BREPOR10	HREVIEW7
BMEMBER5 - BMEMBER6	IGROUN10
BADVICE8	IWHYNOT4 - IWHYNOT7
BMANAGE6	IPRACTI7
CSPECIA6	IFAMILY8
CJOBDE10	IREPNUM5
DISSWHO9	ISELECT4 - ISELECT5
DAPPOIN5	ICONSUL4 - ICONSUL5
EHOWCOM3 - EHOWCOM4	IILLNES5
ECHOSEN3 - ECHOSEN5	JNONEM12
FFACTO11 - FFACTO12	JSOCTEM7 - JSOCTEM9
FVARPAY6	JWHYTEM7
FPRPOC10	JSOCFIT9
FOCCGR10	JWHYFIT5 - JWHYFIT6
FPERWHO9	JOBSEC10
FMEASUR5	JREDREA6 - JREDREA8
FINDPER4 - FINDPER5	JREDMET5
FSOCIN10	JTIMEAR7 - JTIMEAR8
FWHOAPP5	KHOWMON7
FTYPEAP8	KTARGE10
FWHODID7 - FWHODID8	LCHANG10
FWRITE7	LMANCHA8
GISSUES5	LTRICHA7 - TRICHA8
GBODY7	LYNCHA06 - LYNCHA10

2. Re-coding of 'Other please specify' responses

Users may have noticed that the Routing Rules in Part Two of the Cross-section Management Questionnaire contain whole questions that do not appear in Part One of the Management Questionnaire or the publicly available dataset. These questions were used in the interview in cases where the respondent was unable to select one of the existing codes provided on a list, but was invited to specify some other answer. The question contained the wording 'Please specify' and was routed from a code labelled 'Other, please specify' on the preceding question. These 'Other, please specify' codes are now labelled 'Blank' in the questionnaire. See, for example, **AHEADOFF** (pages 11 and 91 of the questionnaire) and **AHEADOTH** (page 91 only).

At the end of the fieldwork, the verbatim responses given at 'Other, please specify' questions were either 'back-coded' to an existing code or lead to the creation of a new code (or codes). These new codes are highlighted by italics in the Management Questionnaire. The code now labelled 'Blank' should therefore be empty on the dataset.

The following is a list of all the variables that include a 'Blank' in their list of coded responses and for which follow up questions of the form 'Please specify' are still noted in the Routing Rules.

AHEADOFF	GISSUES1 - GISSUES4
AHOWCHA1 - AHOWCHA7	GBODY1 - GBODY6
BADVICE1 - BADVICE7	HAWARE1 - HAWARE6
CFACTOR1 - CFACTOR9	HTYPE01 - HTYPE12
CJOBDE01 - CJOBDE09	HOTHAWA1 - HOTHAWA6
DBRIEFU1 - DBRIEFU4	HREASON1 - HREASON6
DWHICH01 - DWHICH12	HDEAL
DAPPOIN1 - DAPPOIN5	ITOLD1 - ITOLD6
DPERFOR1 - DPERFOR3	IWHYNOT1 - IWHYNOT3
DCONSUL1 - DCONSUL6	IFMOFF
EVIEWES	IREPNUM1 - IREPNUM4
ECHECKS	ISELECT1 - ISELECT3
EHOWCOM1 - EHOWCOM2	ICONSUL1 - ICONSUL3
ECHOSEN1 - ECHOSEN2	JWHYOUT1 - JWHYOUT5
FFACTO01 - FFACTO10	JCSTOUT
FLEVEL	JWHYTEM1 - JWHYTEM6
FMEASUR1 - FMEASUR4	JWHYFIT1 - JWHYFIT4
FINDPER1 - FINDPER3	JREDREA1 - JREDREA5
FAPPWHEN	KHOWMON1 - KHOWMON6
FTYPEAP1 - FTYPEAP7	KERFIS
FWHODID1 - FWHODID6	LYNCHA01 - LYNCHA05
FWHERE	

The relevant verbatim answers given at 'Please specify' questions in the Management Cross-section interview are contained in the Excel spreadsheet **MQOPEN.XLS**, available from the Data Archive as restricted data.

3. The Inclusion of questions from the EPQ in the Management Cross-section questionnaire

Data from the EPQ was entered at the beginning of each interview. Each of the questions on the EPQ therefore appear in the Routing Rules (Part Two) of the Management questionnaire document. However, they do not appear Part One of the questionnaire. The only EPQ items to appear in Part One of the questionnaire document are those variables which were automatically derived by the computer as the EPQ data was entered by the interviewer.

NEW! 4. Data from the EPQ

There are some cases where a value on the EPQ's occupational grid was set to missing in the data file, despite the relevant part of the grid being internally consistent. For example in the establishment with **SERNO 11337**, **ZCLE_MFT** and **ZCLE_FFT** have been set to missing while , **ZCLE_MPT=0** and **ZCLE_FPT=8**. In this case **ZMNG_TOT=8** and therefore the sum of valid data equals the occupational total. Consequently, in this case we have recoded the missing values to zero due to the internal consistency of the data. The syntax to run these recodes is contained in the syntax file **MQ98FIX.***. The following is a list of variables that have been recoded for missing in cases such as that given as an example above:

ZMNG_MFT	ZTEC_MPT	ZCRT_FPT	ZSAL_TOT
ZMNG_FFT	ZTEC_FPT	ZCRT_TOT	ZOPE_MFT
ZMNG_MPT	ZTEC_TOT	ZPTC_MFT	ZOPE_FFT
ZMNG_FPT	ZCLE_MFT	ZPTC_FFT	ZOPE_MPT
ZMNG_TOT	ZCLE_FFT	ZPTC_MPT	ZOPE_FPT
ZPRO_MFT	ZCLE_MPT	ZPTC_FPT	ZOPE_TOT
ZPRO_FFT	ZCLE_FPT	ZPTC_TOT	ZROU_MFT
ZPRO_MPT	ZCLE_TOT	ZSAL_MFT	ZROU_FFT
ZPRO_FPT	ZCRT_MFT	ZSAL_FFT	ZROU_MPT
ZPRO_TOT	ZCRT_FFT	ZSAL_MPT	ZROU_FPT
ZTEC_MFT	ZCRT_MPT	ZSAL_FPT	ZROU_TOT
ZTEC_FFT			

Users should be aware that, despite extensive checking and, in some cases, editing of the data by the WERS98 Research Team the data from the Employee Profile Questionnaire (EPQ) is not totally consistent in all cases. For example, a sum of the total number of male and female employees in the establishment (**ZMALFULL**, **ZMALPRT**, **ZFEMFULL** and **ZFEMPRT**) should equal the total number of employees in the establishment (**ZALLEMPS**). In some cases there remains a discrepancy between this total and the figure given by the respondent in **ZALLEMPS**.

A set of 'flag' variables that identify cases where the EPQ data is not internally consistent are available from the Data Archive in the data file of Cross-section Management Interview Derived Variables called **Mq98dvs.***. Alternatively, syntax that compiles these 'flag' variables is available from the WERS98 Data Dissemination Service web-site (**Mq98dvs.sps**).

Users are advised to check the consistency of the data given on the EPQ before using the data to calculate workforce proportions (e.g. proportion of the workforce that is female). In those cases where the components of the sum do not tally, misleading proportions may result. A set of derived variables that compute proportions from the EPQ, after taking account of the 'flags' are available from the Data Archive in the data file of Cross-section derived variables (**Mq98dvs.***). Alternatively, syntax that computes these proportions is available from the WERS98 Data Dissemination Service web-site (**Mq98dvs.sps**). The WERS98 Data Dissemination Service web-site can be found at: <http://www.niesr.ac.uk/niesr/wers98/>

Also see the variable specific note on **ZRESIGNE**, outlining inconsistencies in data from Questions 5 and 6 of the EPQ.

5. Don't know / Not answered responses

“Don't Know” and “Not Answered” are two possible response codes used by interviewers when interviewees do not give a valid response to a particular question. These responses are coded as missing values and are given their own individual missing value codes in the original version of the dataset (**SPSS**), allowing users to examine these two values if necessary, as well as distinguishing them from system missing values.

The general convention in the WIRS series has been for Don't Know responses to be coded to 8 (or 98, 998 etc.) and for Not Answered responses to be coded to a 9 (or 99, 999 etc.). All open questions in the WERS98 Cross-section Management dataset (i.e. all those questions that permitted a verbatim response, even if only by way of an ‘Other please specify’ route) follow this convention. Such questions can be identified by the presence of *italicised items* on the code list in the questionnaire document. See, for example, **AHEADOFF** and **AHOWCHA1**. However, all closed questions, such as **AESTNUM** or **AUKTOT**, have Don't Know and Not Answered responses coded in the reverse order. The user should therefore use exercise caution when examining the missing values in the **SPSS** dataset.

The distinction between Don't Know and Not Answered values is not preserved in other formats of the data, such as **Stata**. The process of converting the **SPSS** data files into other formats merges all types of missing value into one. As a result, it is not possible to distinguish between Don't Know, Not Answered and ‘not asked’ in WERS98 when using the data in formats other than **SPSS**. This can make it difficult to accurately monitor the effect of question filters, since one cannot easily identify the number of cases that were asked a particular question by simply looking at a frequency count of the variable, as one can in **SPSS**. However, users of formats other than **SPSS** should note that the WERS98 Data Dissemination web-site contains frequency tabulations of each and every variable in the WERS98 Cross-section Management dataset. These frequency tabulations have been produced using **SPSS** and allow one to immediately identify the number of valid, Don't Know and Not Answered responses to each question.

The WERS98 Data Dissemination Service web-site can be found at: <http://www.niesr.ac.uk/niesr/wers98/>

Part II: Variable-Specific Notes

Additional Data Items

NEW! GROSSWT

Establishment weight, based to population of GB workplaces with ten or more employees.

Note:

This weight should not be used as it is not thought to provide accurate estimates of the number of workplaces in the population.

Section Z (EPQ)

NEW! ZPRO_FPT

The number of part-time female employees in the establishment.

Note:

The missing values for "Don't Know" and "Not Answered" have not been set to missing. These need to be set to missing values.

The syntax for this operation in **SPSS** is:

```
missing values zpro_fpt (99999, 99998) .  
execute .
```

This syntax is contained in the **SPSS** syntax file **MQ98FIX.SPS**, which is available to download from our web-site.

The syntax for this operation in **Stata** is:

```
recode zpro_fpt 99999=.  
recode zpro_fpt 99998=.
```

This syntax is contained in the **Stata** syntax file **MQ98FIX.DO**, which is available to download from our web-site.

NEW! ZRESIGNE

Records the number of permanent employees who left or resigned voluntarily in the last 12 months.

Note:

Users should be aware that data for questions 5 and 6 on the EPQ, which might be used to construct an indicator of labour turnover, do not tally in a substantial proportion of cases. One might expect the sum of **ZEMP1AGO + ZCOMMWOR - (ZRESIGNE + ZDISMISS + ZREDUND + ZOTHER)** to be equal to **ZALLEMPS**. However, this is true in only 422 cases.

- In 182 cases the sum cannot be computed because of missing data on one or more of the variables.
- In 902 cases the sum is more than 5 per cent higher/ lower than **ZALLEMPS**.

In the remaining 685 cases, the sum is not equal to **ZALLEMPS** but is within 5 per cent.

NEW! **ZDISMISS**

Records the number of permanent employees who were dismissed in the last 12 months.

Note:

See the note for **ZRESIGNE**.

NEW! **ZREDUND**

Records the number of permanent employees who were made redundant in the last 12 months.

Note:

See the note for **ZRESIGNE**.

NEW! **ZOTHER**

Records the number of permanent employees who had some other reason for leaving in the last 12 months.

Note:

See the note for **ZRESIGNE**.

NEW! **ZCOMMWOR**

Records the number of permanent employees who started work at the establishment in the last 12 months.

Note:

See the note for **ZRESIGNE**.

ZDISABP

Records the estimated percentage of employees who have a disability, where the respondent does not know the number of employees with a disability at the establishment.

Note:

This variable is named **ZDISABPC** on the dataset.

NEW! **ZSOCDESC**

Establishing the main tasks and activities of the largest non-managerial occupational group of employees in the workplace.

Note:

The responses from this question have been coded to the two-digit level of the Standard Occupational Classification (SOC) 1990. This data can be found in the variable **ZSCODE**, but see the note on **ZSCODE** which follows.

NEW! **ZSCODE**

Standard occupational classification of the largest occupational group of employees in the workplace.

Notes:

- (1) Coded from the question **ZSOCDESC** in the Management Questionnaire.
- (2) In 498 cases **ZSCODE** (when aggregated to the single digit level) does not match the largest non-managerial occupational group as identified by the computer program CAPI in the interview (the derived variable **NINTLOG** on the derived variable dataset **Mq98dvs.***). The variable **ZSCODE** has been coded from the detailed description of the main tasks and activities of the largest occupational group (**ZSOCDESC** in the questionnaire). The mismatch with **NINTLOG** seems to have arisen because either:
 - (a) Respondents placed this group of employees within the incorrect occupational group on the EPQ.
 - (b) The description of the group's main tasks and activities, given at **ZSOCDESC**, was not sufficiently detailed to enable coders to identify the most relevant SOC code for that group.
 - (c) The LOG covered by the description (**ZSOCDESC**) covered more than one group. The respondent picked out one group in coding on the EPQ and the SOC coder picked out another.

The 498 cases seem to be fairly evenly distributed between these three groups.

Section A

NEW! ADDRESS2

Records the response to the question concerning whether the establishment has always been here or has it had a previous address.

Note:

The value 9 has not been set to missing for this variable. This is the response of "Don't know".

The syntax for this operation in **SPSS** is:

```
missing values address2 (9) .  
execute .
```

This syntax is contained in the **SPSS** syntax file **MQ98FIX.SPS**, which is available to download from our web-site.

The syntax for this operation in **Stata** is:

```
recode address2 9=.
```

This syntax is contained in the **Stata** syntax file **MQ98FIX.DO**, which is available to download from our web-site.

APREV5YR

Records how long the establishment was operating at the previous address.

Note:

The questionnaire filter is incomplete and should read:

"If previous address and either: at present workplace for 10 years or less or don't know how long have been at present address."

ALONGDV

Derived variable for whether the establishment has been operating at the present or previous address for 5 years or more.

Note:

This variable is named **ALONGDEV** on the dataset.

APREV

Records what happened at this workplace address before the establishment in the sample started operating here.

Note:

The questionnaire filter is incomplete and should read:

"If previous address and either: at present workplace for 10 years or less or don't know how long have been at present address."

Section B

BTITLE

Records the title of the job of the management respondent.

Notes:

- (1) This variable is named **BTITLE2** on the dataset.
- (2) In the management questionnaire, codes that were added to existing code-frames after coding verbatim responses to 'Other, please specify' questions are identified with italics (e.g. codes 9 to 97 on **AHEADOFF**). However, the code frames that were compiled for this fully open-ended question are not marked in this way.

BAISSUES

Records the responses to the question about what advice has been sought from ACAS in the last 12 months.

Note:

This is a multiple response question, but has not been labelled as such in the questionnaire. Its label should read **BAISSUE1 - BAISSUE3**.

NEW! **BPOLIC01 - BPOLIC09**

Records the matters for which the respondent must follow a policy or procedure set by managers at another workplace in the organisation/ in another organisation.

Note:

A more precise description of the filter would read:
"If multi but not head office, or if sole UK or if single."

NEW! **BCONSU01 - BCONSU09**

See note for **BPOLIC01 - BPOLIC09**.

NEW! **BREPOR01 - BREPOR09**

See note for **BPOLIC01 - BPOLIC09**.

Section C

CLONGHR

Records how long the induction programme takes to complete, in hours.

Note:

Don't Know responses to this question have been incorrectly labelled as having been coded to the value 8. Don't Know responses are actually coded into the value 99, whilst 8 is a valid response. The Don't Know value label, and the associated missing value tag, therefore need to be transferred from code 8 to code 99.

The syntax for this operation in **SPSS** is:

```
missing values clonghr (99) .  
  
value labels clonghr  
    99    'Dont know' .
```

This syntax is contained in the **SPSS** syntax file **MQ98FIX.SPS**, which is available to download from our web-site.

The syntax for this operation in **Stata** is:

```
#delimiter ;  
  
recode clonghr .=8 if (serno==11425 | serno==11550 |  
    serno==11556 | serno==11648 | serno==11727 | serno==11767 |  
    serno==11856 | serno==11950 | serno==11992 | serno==12253 |  
    serno==12522 | serno==13021 | serno==13034 | serno==13122 |  
    serno==13228 | serno==13395 | serno==13550 | serno==13619 |  
    serno==13642 | serno==13648 | serno==13650 | serno==13699 |  
    serno==13737 | serno==14223 | serno==14256 | serno==14287 |  
    serno==14339 | serno==14430 | serno==14455 ;  
  
#delimiter cr  
  
label define clonghr 8 "8", modify  
label define clonghr 99 "Dont know", modify  
  
recode clonghr 99=.
```

This syntax is contained in the **Stata** syntax file **MQ98FIX.DO**, which is available to download from our web-site.

CLONGDY

Records how long the induction programme takes to complete, in days.

Note:

Don't Know and Not Answered responses to this question have been incorrectly labelled as having been coded to the values 8 and 9. Don't Know and Not Answered responses are actually coded into the values 98 and 99, whilst 8 and 9 are valid responses. The Don't Know and Not Answered value labels, and the associated

missing value tags, therefore need to be transferred from codes 8 and 9 to codes 98 and 99.

The syntax for this operation in **SPSS** is:

```
missing values clongdy (98, 99) .

value labels clongdy
  98    'Not answered'
  99    'Dont know' .
```

This syntax is contained in the **SPSS** syntax file **MQ98FIX.SPS**, which is available to download from our web-site.

The syntax for this operation in **Stata** is:

```
#delimit ;

recode clongdy .=8 if (serno==11808 | serno==11814 |
  serno==12144 | serno==12906 | serno==13252 | serno==13715 |
  serno==14133);
recode clongdy .=9 if serno==12296 ;

#delimit cr

label define clongdy 8 "8", modify
label define clongdy 9 "9", modify
label define clongdy 98 "Not answered", modify
label define clongdy 99 "Dont know", modify

recode clongdy 98=.
recode clongdy 99=.
```

This syntax is contained in the **Stata** syntax file **MQ98FIX.DO**, which is available to download from our web-site.

NEW! **CLASSIF**

Records the number of distinctly different job classifications within the largest non-managerial occupational group.

Notes:

- (1) There are 51 cases where the respondent has stated there are zero and 225 cases where the respondent stated there is one distinct job classification within the largest-non managerial occupational group. It is likely that both respondents were referring to there being one distinct job classification within the largest-non managerial occupational group.
- (2) The value 97 has not been set to missing for this variable. This variable refers to the answer "Lots but don't know how many". These cases (seven cases) need to be set to missing and labelled.

The syntax for this operation in **SPSS** is:

```
missing values classif (97, 98, 99) .  
value labels classif  
    97      'Lots but dont know how many' .  
execute .
```

This syntax is contained in the **SPSS** syntax file **MQ98FIX.SPS**, which is available to download from our web-site.

The syntax for this operation in **Stata** is:

```
recode classif 97=.
```

This syntax is contained in the **Stata** syntax file **MQ98FIX.DO**, which is available to download from our web-site.

Section D

DHIGHLEV

Records the presence of consultative committees at higher levels than the establishment.

Notes:

- (1) The question filter specified in the Part Two of the questionnaire (Routing Rules) is incorrect. It should read:

```
IF ((ASINGLE=1 AND ACONHEAD=2) OR ASINGLE=3) THEN  
    DHIGHLEV
```

- (2) Six eligible cases were seemingly not asked this question (**SERNOs**: 11489, 12555, 12557, 12801, 13216 and 14022). The system missing value for each of these cases should be recoded to 8 (Not Answered).

The syntax for this operation in **SPSS** is:

```
do if ((asingle=1 and aconhead=2) or asingle=3) and  
    sysmis(dhighlev).  
+ recode dhighlev (sysmis=8) .  
end if .
```

This syntax is contained in the **SPSS** syntax file **MQ98FIX.SPS**, which is available to download from our web-site.

There is no equivalent **Stata** syntax, since **Stata** does not separately identify different types of missing value.

DOTHWAY

Records the responses to the question about whether any channels exist through which employees can make suggestions for improving working conditions.

Notes:

- (1) This is a multiple response question, but has not been labelled as such in the questionnaire. Its label should read **DOTHWAY1 - DOTHWAY5[^]**.
- (2) The 'Don't know', 'Not answered' and 'Other vague answer, not codeable' values have not been coded as missing values in the dataset. The **SPSS** syntax to code these values as missing values is:

```
missing values dothway1 (97,98,99) .
```

This syntax is contained in the **SPSS** syntax file **MQ98FIX.SPS**, which is available to download from our web-site.

The syntax for this operation in **Stata** is:

```
recode dothway1 97=.
recode dothway1 98=.
recode dothway1 99=.
```

This syntax is contained in the **Stata** syntax file **MQ98FIX.DO**, and is available to download from our web-site.

- (3) The dataset has incorrectly labelled the values on this variable. The value labels for codes 0-3 are incorrect due to the omission of the label 'Staff meetings/committees' on the dataset that has resulted in the dataset value labels for codes 0,1 and 2 being moved up a code. The **SPSS** syntax to re-label the variable correctly is:

```
value labels dothway1 to dothway5
    0      "None / No"
    1      "Through managers"
    2      "Suggestion schemes"
    3      "Staff meetings / committees"
    4      "Staff representatives"
    5      "Staff notices"
    6      "Other specific answer, not codeable to 0-5"
    97     "Other vague answer, not codeable to 0-6"
    98     "Dont know"
    99     "Not answered" .
```

This syntax is contained in the **SPSS** syntax file **MQ98FIX.SPS**, which is available to download from our web-site.

The syntax for this operation in **Stata** is:

```
label define dothway1 0 "None/ No", modify
label define dothway1 1 "Through Managers", modify
label define dothway1 2 "Suggestion schemes", modify
label define dothway1 3 "Staff meetings/ committees", modify
label define dothway1 4 "Staff representatives", modify
label define dothway1 5 "Staff notices", modify
label define dothway1 6 "Other specific answer, not codeable to
    0-5", modify
label define dothway1 97 "Other vague answer, not codeable to
    0-6", modify
label define dothway1 98 "Dont know", modify
label define dothway1 99 "Not answered", modify

label drop dothway2 dothway3 dothway4 dothway5

label values dothway2 dothway1
label values dothway3 dothway1
label values dothway4 dothway1
label values dothway5 dothway1
```

This syntax is contained in the **Stata** syntax file **MQ98FIX.DO**, which is available to download from our web-site.

Section E

EANYEMP

Records whether any employees are union members.

Note:

The question filter specified in the Part Two of the questionnaire (Routing Rules) is incorrect. It should read:

```
IF (ZTU_MEM>0 OR ZTU_PC>0 OR ZANYMEM=1) THEN
    EANYEMP=1
ELSE
    EANYEMP=2
```

EHOWCHGD

Records the responses to the question about how the decrease in union membership came about.

Note:

This is a multiple response question, but has not been labelled as such. Its label should read **EHOWCHD1 - EHOWCHD3**.

EHOWCHGI

Records the responses to the question about how union membership increase came about.

Note:

This is a multiple response question, but has not been labelled as such in the questionnaire. Its label should read **EHOWCHI1 - EHOWCHI2**.

New! EUNIONA1

Records the name of the union with the most members at the establishment.

Note:

(1) The value 999 has not been set to missing for this variable. This is the response of "DK/NA".

The syntax for this operation in **SPSS** is:

```
missing values eunional (999) .
value labels eunional
    999 'DK/NA' .
execute .
```

This syntax is contained in the **SPSS** syntax file **MQ98FIX.SPS**, which is available to download from our web-site.

The syntax for this operation in **Stata** is:

```
recode eunional 999=.
```

This syntax is contained in the **Stata** syntax file **MQ98FIX.DO**, which is available to download from our web-site.

- (2) Value labels have not been set for values 42 (ASTMS) and 58 (Clearing Bank Union).

The syntax for this operation in **SPSS** is:

```
add value labels eunional to eunioa10
  42      'ASTMS'
  58      'CLEARING BANK UNION'
  999     'DK/NA' .
```

This syntax is contained in the **SPSS** syntax file **MQ98FIX.SPS**, which is available to download from our web-site.

The syntax for this operation in **Stata** is:

```
label define eunional 42 "ASTMS", modify
label define eunional 58 "CLEARING BANK UNION", modify

and so on, through to

label define eunioa10 42 "ASTMS", modify
label define eunioa10 58 "CLEARING BANK UNION", modify
```

This syntax is contained in the **Stata** syntax file **MQ98FIX.DO**, which is available to download from our web-site.

ETUNAM01 - ETUNAM10

Records the responses to the question about what are the names of the unions at the establishment.

Note:

This variable is named **EUNIONA1 - EUNIONA10** in the dataset.

NEW! ERECOG01 - ERECOG10

Records whether unions present at the workplace are recognised by management for negotiating pay and conditions.

Note:

In some cases, unions covering public sector schoolteachers whose pay is set by a Pay Review Body are, in our view, misreported as being recognised. Although the unions may provide evidence to the Pay Review Body, the employees' pay is not the result of a negotiated agreement between management and union in such cases. Rather, the level of pay is ultimately determined by central government, following a recommendation from the Pay Review Body. Also see endnote 24 on page 249 of the

WERS98 sourcebook, *Britain at Work* (Cully *et al.*, 1999) or endnote 13 on page 263 of the companion volume, *All Change at Work* (Millward *et al.*, 2000).

Syntax that attempts to reduce the level of measurement error on **ERECOG01-ERECOG10** is available from the WERS98 Data Dissemination Service web-site in the syntax file **RECOGFIX.SPS**. The WERS98 Data Dissemination Service web-site can be found at: <http://www.niesr.ac.uk/niesr/wers98/>

ETOTREC

A CAPI derived variable that records the total number of recognised unions at the establishment.

Notes:

- (1) The questionnaire filter is incomplete and should read:
"If any unions and number known."
- (2) One case (**SERNO**: 11990) has a value of 0 at **ETOTREC**. However, this case has not answered **EUNIONUM**, and should therefore be missing on **ETOTREC**.

The **SPSS** syntax that is required to recode **ETOTREC** in this case is as follows:

```
do if serno=11990 .  
+ recode etotrec (0=sysmis) .  
end if .
```

This syntax is contained in the **SPSS** syntax file **MQ98FIX.SPS**, which is available to download from our web-site.

The equivalent **Stata** syntax is:

```
recode etotrec 0=. if serno==11990
```

This syntax is contained in the **Stata** syntax file **MQ98FIX.DO**, which is available to download from our web-site.

- (3) See note for **ERECOG01-ERECOG10**.

EMOSTMEM

Records the response to the question about which of the recognised unions has the most members at the workplace.

Note:

The question should only concern those unions that are recognised at the workplace. There are three cases, however, in which the union cited by the respondent is not recognised in that workplace. The serial numbers (**SERNOs**) for these cases are: 12080, 12807 and 12871. **EMOSTMEM** is used to compile the text fill for **ESTEWEXT**, however the problem has no knock-on effect on **ESTEWEXT** because none of the three cases were eligible to be asked that question.

The **SPSS** syntax that is required to recode **EMOSTMEM** in these three cases is as follows:

```
do if any(serno,12080,12807,12871) .
+ recode emostmem (1=99) .
end if .
```

This syntax is contained in the **SPSS** syntax file **MQ98FIX.SPS**, which is available to download from our web-site.

The equivalent **Stata** syntax is:

```
recode emostmem 1=. if (serno==12080 | serno==12807 |
serno==12871)
```

This syntax is contained in the **Stata** syntax file **MQ98FIX.DO**, which is available to download from our web-site.

ENUM5YR

Records the response to the question about how many recognised unions there were at the establishment 5 years ago.

Note:

A more precise description of the filter would read:

"If workplace 5 years or older and any union members, or if workplace 5 years or older and members 5 years ago."

EHOWCOMD

Records means by which derecognition cited at **EHOWCOM1- EHOWCOM3** came about.

Note:

This question appeared in an earlier version of the Management questionnaire (v1.1, June 1998) but does not appear in subsequent versions of the questionnaire, nor does it appear on the final dataset.

NEW! **ESTEWNUM**

Records the number of representatives or shop stewards in the establishment.

Note:

There are two cases (**SERNOs** 11807 and 12665) that have the code 97. It is likely that this refers to a missing code meaning "Lots but don't know how many". Due to the size of the workforce and the number of union members in the establishment it is plausible that there are 97 representatives or shop stewards in these establishments. However, we can not be certain either way. For **SERNO** 1265 the worker representative interviewed has said that there are 160 representatives' so this would point towards the answer from the management interviewee being a missing value. In

the case of the other **SERNO** there was no worker representative interviewed and consequently this check can not be performed.

ESTEWEXT

Records the response to the question about whether the largest recognised union has any representatives or stewards from another establishment in the same organisation who represent members at this establishment.

Note:

The questionnaire filter is incomplete. It should read:
"If multi and no stewards and where there is a recognised union."

ESTEWTIM

Records the response to the question about whether there are any worker representatives at the establishment who spend all, or nearly all, of their working time on union affairs that concern the establishment.

Note:

The questionnaire filter is incomplete and should read:
"If any stewards, where recognition."

EOTHREPS

Records whether other representatives are present at the workplace.

Note:

Three versions of the question text are given in the questionnaire document. However, only the first two are used. The third variant is simply a duplicate of the second and should be ignored.

ENUMREPS

Records the response to the question about approximately how many of these representatives are there.

Note:

The terminology on this question must be treated with caution. In the WERS98 cross-section, the term non-union representatives can include representatives from a union that is not recognised at the establishment. See page 95 in Cully *et al.* (1999) *Britain at Work* for a discussion of this point.

ECHOSEN1 - ECHOSEN2

Records the first and second responses to the question about how non-union representatives were selected.

Note:

The terminology on this question must be treated with caution. In the WERS98 cross-section, the term non-union representatives can include representatives from a union that is not recognised at the establishment. See page 95 in Cully *et al.* (1999) *Britain at Work* for a discussion of this point.

ESITON

Records the response to the question about whether any of these employee representatives sit on the committee.

Note:

The terminology on this question must be treated with caution. In the WERS98 cross-section, the term non-union representatives can include representatives from a union that is not recognised at the establishment. See page 95 in Cully *et al.* (1999) *Britain at Work* for a discussion of this point.

EPAYA – EPERFORA

Records the responses to questions about whether management normally negotiates, consults, informs, or does not involve union representatives at all over nine issues.

Note:

In the Routing Rules (Part Two of the questionnaire), the filter should read:

IF ESTEWARD = 1 THEN

rather than:

IF (ESTEWARD=1) AND (EOTHREPS=1) THEN

ESYSTEMA

Records the response to the question about whether management at this establishment normally negotiate, consult, informs, or does not involve union representatives at all over systems of payment.

Note:

This variable is named **ESYSTEMA** on the dataset.

EPAYB – EPERFORB

Records the responses to questions about whether management normally negotiates, consults, informs, or does not involve employee representatives at all over nine issues.

Notes:

(1) In the Routing Rules (Part Two of the questionnaire), the filter should read:

IF EOTHREPS= 1

rather than:

IF (EOTHREPS=1) AND (ESTEWARD=1) THEN

(2) See the note on **ENUMREPS** above.

ESYTEMB

Records the response to the question about whether management at this establishment normally negotiate, consult, informs, or does not involve employee representatives at all over systems of payment.

Note:

This variable is named **ESYSTEMB** on the dataset.

EWHYMORE

Records the responses to the question about why there is more negotiation.

Note:

This is a multiple response question, but has not been labelled as such in the questionnaire. Its label should read **EWHYMOR1 - EWHYMOR2**.

EWHYLESS

Records the responses to the question about why there is less negotiation.

Note:

This is a multiple response question, but has not been labelled as such in the questionnaire. Its label should read **EWHYLES1 - EWHYLES2**.

Section F

FFACTO01 – FFACTO10

Records the factors explaining differences in pay levels amongst full-time employees in the largest occupational group.

Note:

The category 'None' is represented by code 0 on the dataset, not code 12 as indicated in the questionnaire.

FPRPOC01 - FPRPOC09

Records the first through nine responses to the question about which occupational groups include employees that are participating in the profit related pay schemes.

Note:

The category 0 does not appear in the questionnaire but it is on the dataset. The category 0 refers to 'All employees at this workplace'.

FOCCGR01 - FOCCGR09

Records the first through nine responses to the question about which occupational groups include employees that are eligible for the employee share ownership scheme.

Notes:

- (1) The category 0 does not appear in the questionnaire but it is on the dataset. The category 0 refers to 'All employees at this workplace'.
- (2) The filter for the variable in the Routing Rules (Part Two of the questionnaire) is incorrect. It should read:
IF FVARPAY1 - FVARPAY5=3
rather than:
IF FVARPAY1 - FVARPAY5=2 or 3

FSHARWHO

Records the response to the question about what proportion of non-managerial employees at this workplace are eligible for the employee share ownership scheme.

Note:

The filter for the variable in the Routing Rules (Part Two of the questionnaire) is incorrect. It should read:

- IF FVARPAY1 - FVARPAY5=3
rather than:
IF FVARPAY1 - FVARPAY5=2 or 3

FNONWHO

Records the response to the question about what proportion of non-managerial employees at this workplace participate in the employee share ownership scheme.

Note:

The filter for the variable in the Routing Rules (Part Two of the questionnaire) is incorrect. It should read:

IF FVARPAY1 - FVARPAY5=3

rather than:

IF FVARPAY1 - FVARPAY5=2 or 3

FAPPWHEN

Records responses to the question about how frequently appraisals are conducted.

Note:

The questionnaire filter is incomplete and should read:

"If any non-managerial employees have their performance formally appraised and proportion given at **FMEASPR**."

FWHOAPP1 - FWHOAPP4

Records the responses to the question about who typically carries out the appraisals.

Note:

The questionnaire filter is incomplete and should read:

"If any non-managerial occupations with performance appraisal."

FTYPEAP1 - FTYPEAP7

Records the responses to the question about what the main purposes of the performance appraisal are.

Note:

(1) The questionnaire filter is incomplete and should read:

"If any non-managerial occupations with performance appraisal."

(2) One case in variable **FTYPEAP7** has been coded to the value eight, which has no label on the dataset. Through looking at the management verbatims spreadsheet it has been determined that this case should have been coded to 5.

The **SPSS** syntax that is required to recode **FTYPEAP7** in the one case is as follows:

```
recode ftypeap7 (8=5) (else=copy) .  
execute .
```

The equivalent **Stata** syntax is:

```
recode ftypeap7 8=5
```

This syntax is contained in the **Stata** syntax file **MQ98FIX.DO**, which is available to download from our web-site.

FNOTPAY

Records the response to the question about checking whether appraisals are not directly linked to reviews or changes in individual employees pay.

Note:

The questionnaire filter is incomplete and should read:

"If any non-managerial occupations with performance appraisal and pay not mentioned as a main purpose for the appraisal."

NEW! FPAYCHGE

Records the response to the question about what the average percentage change in basic pay was from the last review or settlement.

Note:

The missing values for "Don't Know" and "Not Answered" have not been set to missing in the **Stata** data file. These need to be set to missing values.

The syntax for this operation in **Stata** is:

```
recode fpaychge 999.9=.  
recode fpaychge 999.8=.
```

This syntax is contained in the **Stata** syntax file **MQ98FIX.DO**, which is available to download from our web-site.

There is no equivalent **SPSS** syntax, since **SPSS** has set these values to missing values.

FWHYCHGE

Records the response to the question about the circumstances which led to there being no pay rise for employees in the largest occupational group at the time of the last review.

Note:

This variable is named **FCHG21** on the dataset.

FPAYCUT

Records the response to the question about whether the decision to have no pay rise was agreed with recognised unions.

Notes:

(1) The questionnaire filter could be more precisely stated as:

"If pay decrease and union recognition, or no pay increase and union recognition."

(2) In the Routing Rules (Part Two of the questionnaire), the filter is incorrect. It should read:

IF ((FUPDOWN=2 OR FPAYCHGE=0) AND ETOTREC>0) THEN
rather than:

IF (FUPDOWN=2) AND (ETOTREC>0) THEN

FAWARDM, FAWARDNM, FAWARDSI and FAWARDSL

Compare the pay increase for the LOG with that for other workers.

Note:

In the Routing Rules (Part Two of the questionnaire), the filter should not be indented so as to imply that the filter for **FPAYCUT** also applies. The filter for **FAWARDM** to **FAWARDSL** is independent, and so should be justified to the far left hand side of the page.

FCONSNEG

Records the question concerning whether management consulted or negotiated with employee representatives about the pay settlement or award for the employees of the largest non-managerial occupational group.

Note:

In the routing rules (Part Two of the questionnaire), the filter for **FCONSNEG** is in the wrong place and should be placed after the filter for **FCONSULT**. The filter should be one indent less than the filter for **FCONSULT**, i.e. the filter for **FCONSNEG** should only be one indent place in. The filter is also incomplete because of its original positioning in the Routing Rules and should read:

```
IF (FUPDOWN=1) AND (ASINGLE=1 OR 3) THEN
  FWHERE
  IF FWHERE=3 THEN
    FWHEROTH
  IF FWHERE=1 THEN
    FCONSULT
IF (FUPDOWN=1) AND (FWHODID=5, 6 OR 7) THEN
  FCONSNEG
```

NEW! FSOC1 – FSOC9

Records means by which pay is determined for each occupational group

Notes:

- (1) There are some cases in which codes 2 and 4 are given in single, independent workplaces that are not part of any larger organization (**ASINGLE=2**).
- (2) There are some cases in which codes 1 to 3 (collective bargaining codes) have been given for public sector school teachers whose pay is in fact set by a Pay Review Body, and thus not ultimately determined by collective bargaining between management and trade unions. See also note for **ERECOG01-ERECOG10**.

- (3) There are some inconsistencies between the data on pay determination given at **FSOC** and the data on union recognition given at **ERECOG01-ERECOG10**:
- a) There are 21 workplaces in which a collective bargaining code has been given for at least one occupation on **FSOC1-FSOC9** but where, although union members are present at the workplace (**EANYEMP=1**), no trade unions are reported to be recognised for negotiating pay (**ETOTREC=0**). This may indicate some misinterpretation of the **FSOC** question by the respondent.
 - b) There are a further 8 cases in which a collective bargaining code has been given for at least one occupation on **FSOC1-FSOC9** and union members are present, but where data on union recognition is missing because the respondent did not know the total number of unions present at the workplace (**EUNIONUM**).
 - c) There are 43 cases in which a collective bargaining code has been given for at least one occupation on **FSOC1-FSOC9**, but where no union members are present (**EANYEMP=2**). The routing of the questionnaire means that, in the absence of union members, the workplace is taken as having no recognised trade unions. These workplaces may be ones in which the pay of employees is actually determined by external negotiations, despite these employees not being members of the union (so-called 'free riders'). Or, it may be that the workplace does not have a recognition agreement but still sets the pay of its employees by reference to some external agreement, leading the respondent to give a collective bargaining code at **FSOC** even though the workplace was not itself party to the bargain.
 - d) There are numerous cases in which trade unions are recognised at the workplace (**ETOTREC>0**), but where no collective bargaining is recorded on the **FSOC** grid. In a significant proportion of cases, negotiation is nonetheless mentioned at **FCONSNEG**, indicating that the respondent may have misinterpreted the **FSOC** questions. However, in the remainder, it is conceivable that pay is no longer effectively determined by collective bargaining although unions remain recognised for that purpose.
- (4) As indicated in 3(d), there are some cases (68 in total) in which negotiation took place with union representatives over the pay of the largest occupational group (**FCONSNEG=2** and **FWHODID1-FWHODID6=5**), but where no collective bargaining code is given on the **FSOC** grid. This would appear to indicate that the **FSOC** question was misinterpreted by some respondents.

Syntax which recodes the **FSOC** variables as far as possible to adjust for these various discrepancies is available from the WERS98 Data Dissemination Service web-site, in the syntax file **FSOCFIX.SPS**. The WERS98 Data Dissemination Service web-site can be found at: <http://www.niesr.ac.uk/niesr/wers98/>

- (5) Even after the **FSOC** variables have been edited, the coverage of collective bargaining in the workplace, when calculated arithmetically using the **FSOC** codes and occupational data from the **EPQ**, does not accord well with responses to **FCOVER**. Misinterpretation of the **FCOVER** question is thought to be at fault for the discrepancies that remain after the recoding of **FSOC**. Users are recommended not to use **FCOVER** as a source of information on the coverage of collective bargaining in the workplace (see separate notes on **FCOVER** below). *Further note:* The finding that 52 per cent of workplaces did not enter into collective bargaining, cited on page 106 of the WERS98 sourcebook *Britain at*

Work (Cully *et al.*, 1999), is derived from **FCOVER**, not from **FSOC**. This figure should be ignored in our view.

NEW! **FCOVER**

Indicates proportion of all employees at workplace whose pay is determined by collective bargaining.

Notes:

- (1) The data available from **FCOVER** does not accord well with that available from **FSOC**. See note (5) on **FSOC**.
- (2) There are 100 cases in which there is reported to be some coverage of collective bargaining at **FCOVER**, but where no union members are present at the workplace (**EANYEMP=2**). The routing of the questionnaire means that, in the absence of union members, the workplace is taken as having no recognised trade unions and thus no collective bargaining over pay. These workplaces may be ones in which the pay of employees is actually determined by external negotiations, despite these employees not being members of the union (so-called 'free riders'). Or, it may be that the workplace does not have a recognition agreement but still sets the pay of its employees by reference to some external agreement, leading the respondent to cite collective bargaining at **FCOVER** even though the workplace was not itself party to the bargain.
- (3) There are 12 cases in which collective bargaining has been reported at **FCOVER** and union members are present (**EANYEMP=1**), but where data on union recognition is missing because the respondent did not know the total number of unions present at the workplace (**EUNIONUM**).
- (4) There are 43 cases in which collective bargaining has been reported at **FCOVER** and union members are present, but where none of the unions present are reported as being recognised for negotiations over pay (**ETOTREC=0**).
- (5) There are 113 cases in which trade unions are reported as being recognised at the workplace (**ETOTREC>0**), but where coverage of collective bargaining is given as zero on **FCOVER**.
- (6) There are 12 cases in which negotiation took place with union representatives over the pay of the largest occupational group (**FCONSNEG=2** and **FWHODID1-FWHODID6=5**), but where coverage of collective bargaining is given as zero on **FCOVER**.

As a result of these discrepancies, users are recommended not to use **FCOVER** as a source of information on the coverage of collective bargaining in the workplace.

Further to this point, users should note that the finding that 52 per cent of workplaces did not enter into collective bargaining, cited on page 106 of the WERS98 sourcebook *Britain at Work* (Cully *et al.*, 1999), is derived from **FCOVER**, not from **FSOC**. This figure should be ignored in our view.

Syntax that derives a new variable to indicate the coverage of collective bargaining, created as a result of the recoding of **FSOC** mentioned above, is available from the WERS98 Data Dissemination Service web-site, in the syntax file **FSOCFIX.SPS**. The WERS98 Data Dissemination Service web-site can be found at:

<http://www.niesr.ac.uk/niesr/wers98/>

The derived variable for collective bargaining coverage is based on the syntax used to estimate coverage in Chapter 10 of *Britain at Work* (Cully *et al.*, 1999) (see pages 241-42 and endnotes 24 and 26) and Chapter 6 of *All Change at Work* (Millward *et al.*, 2000) (see pages 196-99).

FBARGAIN

Records the response to the question about whether the importance of collective bargaining in determining the pay for the employees in the largest occupational group has increased, stayed the same or decreased compared with five years ago.

Note:

The fourth possible answer (Not applicable) does not exist in the final dataset.

Section G

GRESOLVE

Records the responses to the question about how a dispute over pay and conditions is normally resolved.

Note:

This is a multiple response question, but has not been labelled as such in the questionnaire. Its label should read **GRESOLV1 - GRESOLV2**.

Section H

NEW! HRESOLVE

Records the responses to the question about if an employee has a problem with some aspect of their working conditions, then how do they resolve it.

Notes:

- (1) This is a multiple response question, but has not been labelled as such in the questionnaire. Its label should read **HRESOLV1 - HRESOLV2**.
- (2) The variable labels for this multiple response question have not been set on the dataset.

The syntax for this operation in **SPSS** is:

```
variable labels hresolv1 hresolv2 "If an employee has a problem with
    some aspect of their working conditions, how do they resolve
    it?" .
```

This syntax is contained in the **SPSS** syntax file **MQ98FIX.SPS**, which is available to download from our web-site.

The syntax for this operation in **Stata** is:

```
label variable hresolv1 "If an employee has a problem with some
    aspect of their working conditions, how do they resolve it?"
label variable hresolv2 "If an employee has a problem with some
    aspect of their working conditions, how do they resolve it?"
```

This syntax is contained in the **Stata** syntax file **MQ98FIX.DO**, which is available to download from our web-site.

Section I

IEFFECTS

Records the responses to the question about the effects of equal opportunities policies.

Note:

This is a multiple response question, but has not been labelled as such in the questionnaire. Its label should read **IEFFECT1 - IEFFECT3**.

NEW! IPATERN

Records the response to the question concerning how many days of paid leave fathers of new babies would be allowed off.

Note:

The value 97 appears as a valid response to this question on the data file. However, it is most likely that the interviewer used code 97 for vague or imprecise answers. Accordingly, code 97 should be assigned as a user missing value with the label "Vague answer".

The syntax for this operation in **SPSS** is:

```
value labels ipatern
  97 'Vague answer' .
missing values ipatern (97,98,99) .
execute .
```

This syntax is contained in the **SPSS** syntax file **MQ98FIX.SPS**, which is available to download from our web-site.

The syntax for this operation in **Stata** is:

```
recode ipatern 97=.
```

This syntax is contained in the **Stata** syntax file **MQ98FIX.DO**, which is available to download from our web-site.

IFAMBEN

Records the responses to the question about what benefits have resulted from family-friendly entitlements.

Note:

This is a multiple response question, but has not been labelled as such in the questionnaire. Its label should read **IFAMBEN1 - IFAMBEN4**.

IJOINT

Records whether there is a committee that deals specifically with health and safety issues.

Note:

A third option, not covered by the question, is a joint committee which covers a range of issues, but which is less important or as wide-ranging as the committee nominated in question **D1COMM**.

Section J

JNUMAGCY

Records how many temps there are currently working at the establishment.

Note:

This variable is named **JAGENCY** on the dataset.

JISSCONS

Records the responses to the question about what issues the redundancy consultation covered.

Note:

This is a multiple response question, but has not been labelled as such in the questionnaire. Its label should read **JISSCON1 - JISSCON5**.

NEW! **JDURATIO**

Records the average duration of the normal working week for full-time employees in the largest non-managerial occupational group, including overtime.

Note:

The value 97 appears as a valid response to this question on the data file. However, it is most likely that the interviewer used code 97 for vague or imprecise answers. Accordingly, code 97 should be assigned as a user missing value with the label "Vague answer".

The syntax for this operation in **SPSS** is:

```
value labels jduratio
  97 'Vague answer' .
missing values jduratio (97,98,99) .
execute .
```

This syntax is contained in the **SPSS** syntax file **MQ98FIX.SPS**, which is available to download from our web-site.

The syntax for this operation in **Stata** is:

```
recode jduratio 97=.
```

This syntax is contained in the **Stata** syntax file **MQ98FIX.DO**, which is available to download from our web-site.

Section K

KSTAMAR

Records the response to the question about the current state of the market [of the main product or service] in which the establishment operates.

Note:

One respondent in the trading sector was seemingly not asked this question. The **SERNO** for this establishment is 14425. **KSTAMAR** should therefore be recode to 8 (Not answered).

The **SPSS** syntax required for this operation is:

```
do if (missing(kstamar) and serno=14425) .  
+ compute kstamar=8 .  
end if .  
execute .
```

This syntax is contained in the **SPSS** syntax file **MQ98FIX.SPS**, which is available to download from our web-site.

There is no equivalent **Stata** syntax, since **Stata** does not separately identify different types of missing value.

KRECPE01 - KRECPE10

Records the first through tenth responses to the question about whether certain types of records are kept at the establishment.

Note:

These variables are labelled **KRECPER1 - KRECPER9** on the dataset.

Section L

LIMPFAC

Records the responses to the question about what have been the most important factors bringing about the establishment changes.

Note:

This is a multiple response question, but has not been labelled as such in the questionnaire. Its label should read **LIMPFAC1 - LIMPFAC5^**.

LYNCHA01 - LYNCHA05

Records the responses to the question about why management were unable to introduce change.

Note:

These variables are **LYNOCH01 - LYNOCH10** on the dataset.

Section M

NEW! MCENPRO

Records whether the respondent would be willing to allow government researchers to use data from the Annual Business Inquiry (formerly known as the Census of Production) in conjunction with the information collected in the WERS98 Cross-section Main Management Interview.

Note:

This question was asked of all those who gave a response of 'Yes' (code one) to **ASICPROD**. However, a number of respondents (113 cases) did not consider that they were part of the production sector, despite their activity coming within Divisions 15 to 45 of the 1992 SIC (see **ASIC**). Thus, a number of cases that should have been asked **MCENPRO** were not; the result being that data from the Annual Business Inquiry can not be matched onto these cases since they have not given their consent (see page 42 of the Technical Report). The DTI is currently looking into how to resolve this problem. It should be noted that this data would only be available to government researchers or researchers under contract from government departments.

NEW! MQLOC

Records where the management interview took place.

Notes:

- (1) This variable does not appear in the questionnaire but is on the dataset.
- (2) The missing value 9 has not been set for this variable. This is the response 'Not answered'.

The syntax for this operation in **SPSS** is:

```
missing values mqloc (9) .  
execute .
```

This syntax is contained in the **SPSS** syntax file **MQ98FIX.SPS**, which is available to download from our web-site.

The syntax for this operation in **Stata** is:

```
recode mqloc 9=.
```

This syntax is contained in the **Stata** syntax file **MQ98FIX.DO**, which is available to download from our web-site.

Section N

New! NORGSIZE

The derived variable that bands the information from **AUKTOT** (the total number of employees in the organisation).

Note:

There are 60 cases in **AUKTOT** that have missing values but have a valid value in **NORGSIZE**. This is due to the Research Team entering data from the IDBR or contacting the establishment after the interview to provide the information on the number of employees in the organisation.

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