



Strategic Housing Market Assessments

Annexes

planning



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Annex A

Working with consultants

- Starting out
- Procurement

Starting out

1. The guide assumes that through effective partnership working, housing market partnerships should be able to undertake much of the assessment in-house. However, there may be instances where a lack of in-house resource or expertise means that components of the assessment need to be commissioned to contractors. The housing market partnership should decide at the outset what work they can carry out in-house and whether there is any work they wish to commission.
2. The partnership should oversee any procurement process and commissioned research projects, and maintain full ownership over all parts of the assessment. Developers have an important input into assessing housing need and demand and, as set out in Chapter 2, they should be represented on the partnership. However, if developers contribute money for parts of the assessment there is potential for a conflict of interest. Partnerships should ensure transparency and clear lines of accountability for any commissioned work.
3. For commissioned work to be useful, the objectives and work programme should be established clearly. To set an appropriate work programme and maintain full ownership of the assessment, partnerships will require skills and knowledge in research methods, statistics and data management. In some cases this may require staff training.
4. Partnerships may choose to employ a consultant to help them with designing the tender and employing the contractors. Consultants may be able to help the partnership develop the skills needed, and to ask questions that enable an informed choice between potential contractors. The partnership should not contract out the whole process of commissioning and overseeing housing market assessments, but should work closely with any contractors throughout the process.
5. The amount of work involved for the partnership should not be underestimated even if a consultant is used. One member of staff should be given overall responsibility for managing the project and adequate time to carry out this function properly. The main time commitments are likely to include:
 - designing the specification;
 - short listing and interviewing prospective contractors;
 - agreeing the overall approach;

- providing advice and information to stakeholders and research participants;
 - discussing interpretations of the data and findings;
 - overseeing the production of the report; and
 - learning how to use the data provided to look at new issues that arise and to monitor and update the assessment.
6. Typically, consultants will require access to local authority data systems such as Housing Registers and the council tax register. The partnership should ensure early on that obtaining access to key data sources will not hold up the research. In addition, they should ensure that there will be no data protection or commercial restrictions on the storage and sharing of data used in the assessment.

Procurement

7. General advice on procurement is available from the Audit Commission.
8. It is good practice to write a project specification whether or not the assessment is to be commissioned externally. The specification should clearly set out the objectives of the work and describe the work programme and required outputs. Partnerships should produce additional specifications of requirements for the part/s of the assessment that they wish to put to tender.
9. There are around five or six firms who regularly tender for housing market assessment work. Not all are active in all areas of the country and some partnerships will have less choice of consultants than is ideal. Consultants are usually able to provide partnerships with copies of recent studies that they have carried out. Good studies should show clearly how the research was done, what the results showed, and how these results have been interpreted. If consultants propose to work with sub-contractors, partnerships should also assess the quality of previous work by sub-contractors and/or quality assurance procedures.
10. The partnership may be able to improve the number of bids they receive and the quality of the proposals by ensuring that the specification is clear and offers realistic timescales. To do this the partnership will need to be clear about the research questions, methods to be used and the geographic level at which they require information.
11. Partnerships should consider including the following sections within their specification of requirements:
- Purpose of research (policy context and background);
 - Aims and objectives (the research questions and issues to be addressed);
 - Specific requirements (the types of information required to answer the research questions);
 - Programme of work (stages and deadlines);

- Methods and analysis (all aspects of data collection and analysis);
 - Outputs (reports and raw data);
 - Responding to this specification (requirements for analytical and project management information, criteria for evaluating tenders, interview details).
12. Partnerships should always ensure that consultants know that they must provide the full data set. Some consultants supply data in summary tables and other formats that permit a limited level of analysis. This may be simpler than using the full data set, but their potential value to the partnership is much more limited. The data may be anonymised, but should be easy to use with clear column headings.
13. Once the proposals have been received, preferred tenderers should be interviewed. There are various factors to consider when assessing potential contractors and their proposals' 'value for money':
- the team's experience, understanding of housing market issues, needs assessment, research methods and statistical analysis;
 - their familiarity with relevant recent guidance;
 - the robustness and suitability of the proposed approach and methods for meeting the aims and objectives of the research;
 - project management arrangements and a proven track record of delivering to time and budget;
 - the procedures for quality assurance. This should include progress reviews, Steering and consultation schedules, identification and assessment of potential risks and any contingency arrangements;
 - their ability to write concise, objective and user-friendly reports in plain English;
 - the willingness of the contractor to work with the housing market partnership to ensure that they are able to address issues of local interest and engage fully with the findings;
 - how well the commissioning group feel that they can work with the consultant to have full ownership of the assessment;
 - services offered in terms of updating, or enabling staff to update the survey;
 - timescales; and
 - costs.

Annex B

Secondary data

- Starting out
- Improving local data
- Summary of national data sources
- Estimating gross household formation

Starting out

1. The Strategic Housing Market Assessment practice guide sets out a framework that uses secondary data where feasible and appropriate. Secondary data sources are continually being improved and updated, and guidance about potential sources will become out of date as other viable alternatives are developed and commercial data becomes available more widely. Partnerships should ensure that they understand what data are available and the uses and limitations of data from different sources.

Improving local data

Making the most from local data systems

2. Some of the data sources listed throughout the assessment are either owned by the local authorities or other local organisations (such as housing associations). In addition to the housing statistical returns such as CORE and the HSSA, authorities have access to many other sources of information useful for this assessment. Example databases include the National Register of Social Housing, social housing landlords' own management systems, Council Tax, Housing Benefits, Electoral Roll, Supporting People, Transport Pass administration, School admissions, etc. The data often cover very high proportions of a population in an area (e.g. 95%+ of households pay council tax, most children go through school admission and many pensioners get a bus pass). When anonymised and aggregated, these records can provide intelligence about processes and trends in the area (e.g. council tax accounts closing signify a move, school admissions provide information about children's place of residence). Whilst authorities should prioritise concerns about how their data systems can be used to improve services and communication with the public, they should also consider how established or new systems can contribute to the evidence base for monitoring and making strategy, policy and decisions on interventions.
3. New local authority systems are often looked after by IT system suppliers who can charge large amounts to query the database for data relevant to research. Local authorities should ensure that all their operational database systems have good query systems included or added, with good manuals and help files, and that in-house IT staff are trained to use them so they can extract their own data easily and cheaply.

4. The data extracted from databases can be distorted, particularly from older systems which have not been set up with regard to the potential to contribute to the evidence base. If stored in electronic format in programmes such as Excel or Access, the data can be sorted and cleaned before it is mined for evidence. In some cases it will only be possible to obtain broad indications of patterns due to data quality. Some universities now run courses in data mining and cleaning.

Housing Registers

5. Housing registers can provide evidence of need for affordable housing. As highlighted in Chapter 5, this source could be particularly useful for identification of the 'backlog' of need, but there are issues with this:
 - whilst some authorities operate Common Housing Registers with registered social landlords, others operate a register relating to council housing only;
 - good practice suggests an annual review of the register in order to keep information up to date – in practice this does not always happen;
 - most housing registers allow applications from outside the local authority area but some do not always allow clear identification of such cases;
 - some of the households on the register may not actually be in housing need; whilst partnerships could apply a minimum need threshold, there needs to be a commonality of need categories or points systems across local authorities;
 - in general, with varying eligibility policies, re-housing priorities and actual chances of re-housing, there is likely to be great variation in the propensity of households in need to actually register.
6. With the introduction of Choice Based Lettings and the continued move by some landlords to introduce Common Housing Registers then average data quality will improve. However, these changes may encourage more households, including households not in particular housing need, to join the registers. To track this possibility, partnerships could develop a common assessment and application of need across local authorities.
7. Where best practice principles have not been applied, the register may only be used to estimate aggregates for wider regions, or moving averages of housing register totals, as supplementary indicators of housing need backlogs (see Chapter 5, Stage 1).
8. There is a further problem with housing registers when using them to understand preferences for locations within the authority. Local authorities tend to use housing management areas which bear little relationship to standard geographies. Applicants are allowed to make multiple choices as to the areas they want to live in and some may state 'any area'. Aggregating these area preferences therefore generates double counting and methods of discounting are arbitrary only.

New data systems

9. The **National Register of Social Housing** (NROSH) is a new system developed by Communities and Local Government to collect social housing data at individual property level directly from the management systems of Local Authorities (LAs) and Housing Associations (HAs). It provides a wide range of data on each dwelling including size, type, age and rent, vacancies, decent homes and gains and losses data. Its purpose is to provide a better evidence base for housing policy by providing statistics which are standardised across the whole sector, are frequently updated and can be easily produced for any geographical area. To be of greatest use local authorities need to ensure that all social housing providers in their area are supplying data to NROSH. For further information see the NROSH website (<http://www.communities.gov.uk/index.asp?id=1156668>). Local authorities have free access to both the raw data and a set of standard reports.
10. On 6 April 2006 mandatory licensing of **Houses in Multiple Occupancy** (HMOs) came into force across England. Licensing is intended to raise the standard of accommodation for people living in HMOs, and will also provide information on many houses in the private rented sector. Information from applications will include: the size and type of property, facilities, number of households and people, size of deposit required. Aggregated data will be published in the Neighbourhood Statistics Service.
11. **Tenancy Deposits.** On 6th April 2007 the mandatory rent deposit scheme will come into operation. Private landlords who require a deposit from new tenants will have to register the deposit with one of three national contractors. Administrative data generated by this process will give an indication of the location of private rented dwellings, the deposits required and the turnover of tenancies. Aggregated data will be published in the Neighbourhood Statistics Service.
12. Communities and Local Government has been collecting ward level data on **empty and second homes** from local authorities since 2003 and these are published in the Neighbourhood Statistics Service. In future these data will be collected at individual property level through the Electronic Survey of Empty Homes (ESEH). If local authorities wish to do their own analyses of the raw data it may be simpler to use the ESEH data rather than running additional extracts from their council tax system.
13. Housing data are currently held in many different places which makes collecting and joining up data a significant undertaking. To help overcome this obstacle Communities and Local Government is developing a Housing Data Warehouse to manage and join up the data which it collects at individual property level. These data include the National Register of Social Housing, empty and second homes data derived from local authorities' council tax systems, council tax band data from the Valuation Office Agency, licensed Houses in Multiple Occupation from local authorities, private rents from the Rent Service and private tenancy deposit data from the national contractors. The Housing Data Warehouse is being used to manipulate data to produce aggregated statistics for publication through the Neighbourhood Statistics Service but it will also in future be possible to make some of the raw data available to local authorities and regional agencies for housing strategy purposes. The first example of this service was the launch of NROSH-Online in 2007.

Summary of national data sources

14. In Table A1, information about key national data sources and any issues relevant to their application to strategic housing market assessments are brought together. There are websites that bring together access to much of these data, such as the Cambridge Centre for Housing and Planning Dataspring website (see www.dataspring.org.uk).

Table A1: Data sources for Strategic Housing Market Assessments			
Description of data source	Frequency	Geographic unit	Supplier
Multiple purpose surveys and sources			
The Survey of English Housing is a general purpose survey of c.20,000 households in England with particular emphasis on housing. There are standard questions on household composition, ethnicity, economic status, income, tenure, recent moves, household formation, satisfaction with home and neighbourhood, financial difficulties. It is based on a national sample that can be disaggregated robustly to regional level by amalgamating three years data. Sub-regional results are also available.	Annual since 1993	Regions/sub-regions	Full dataset available on CD-ROM from Data Archive
English House Condition Survey is a combined household interview and dwelling inspection survey covering c.10,000 dwellings in England. The interview element covers a range of socio-economic information and the inspection provides useful information about the state of the housing stock as well as environmental conditions. It is only robust at the regional level. NB. In the future, English House Condition Survey will be combined with the Survey of English Housing.	Annual (most years since 1993)	Regions	Communities and Local Government
The Census is a compulsory, comprehensive count of individuals, households, and dwellings. Questions cover type, rooms, tenure, amenities of housing, sex, age, marital status, ethnicity, religion, long-term illness, household composition, usual address, moves in last year, economic status, hours worked, occupation, industry, place of work and mode of travel. However, this information can become dated at local levels.	10 yearly	Output Areas; Specialised outputs may be restricted to higher level areas	Office of National Statistics (ONS).
The General Household Survey (GHS) is a multi-purpose continuous survey carried out by ONS and collects information from people living in private households in Great Britain. The survey collects data on a range of topics including: household and family information; housing tenure and accommodation; consumer durables; employment; education; health and use of health services; smoking and drinking; family information including marriage, cohabitation and fertility; income and demographic information including migration	Annual since 1971 (with breaks in 1997/8 and 1999/2000)	Regional	ONS (Much of the data in Social Trends and Regional Trends comes from this source)

Table A1: Data sources for Strategic Housing Market Assessments <i>(continued)</i>			
Description of data source	Frequency	Geographic unit	Supplier
The British Household Panel Survey began in 1991 and is a multi-purpose study whose unique value resides in the fact that it follows the same representative sample of individuals – the panel – over a period of years. It is household-based, interviewing every adult member of sampled households and contains sufficient cases for meaningful analysis of certain groups such as the elderly or lone parent families.	Annual	National	UK Data Archive
Neighbourhood Statistics Service (NeSS). Provides useful datasets drawn from a variety of sources including social housing stock, social and private sector rents, social housing lettings, number of dwellings by council tax band, dwelling sales and prices, demand indicators, vacant dwellings and second homes. Future datasets will include licensed houses in multiple occupation and private rent deposits. All can be downloaded free of charge from the NeSS website. (See p13)	Annual	Varies from census output area to LA District	ONS NeSS
Social Trends and Regional Trends are comprehensive annual sources of official statistics for the Statistical Regions of the United Kingdom. They include a wide range of demographic, social, industrial and economic statistics covering aspects of life in the regions.	Annual	Government Office Region; LA District	ONS
Demographics			
Official Government household projections. These are based on official population and marital status projections. They give household numbers at five year intervals over a 25-year horizon by broad household type. Associated age/sex/marital status, specific composition and household representative rate can be provided. In addition to official household projections, regional and sub-regional household projections and forecasts are also produced by Regional Planning Bodies (and Structure Plan and Local Planning Authorities).	Every 4-6 years, but now planned to be every two years linked to the ONS population projections	Official projections are available at regional and shire county level. Local projections can usually be obtained from Communities and Local Government	Communities and Local Government
Population Estimates and projections. Population estimates are annual mid-year estimates of population by age and sex which also include information on the components of change (births, deaths and migration & other changes). National and sub-national population projections are produced by the ONS. (National projections were previously the responsibility of the Government Actuary's Department.)	Every 1-2 years. Longer term projections are produced less frequently	Regional, LA District	ONS

Table A1: Data sources for Strategic Housing Market Assessments *(continued)*

Description of data source	Frequency	Geographic unit	Supplier
Household mid-year estimates cover the total number of households. Estimates such as average household size and selected household types are available on request.	Annual from 1997/98	LA district	Communities and Local Government
The English Longitudinal Study of Aging is carried out by a consortium of academics. The study is about the lives of people in England who are aged 50 and over, and covers a broad range of topics such as people's health, economic situation and quality of life.	Bi-annual	National	National Centre for Social Research
National Health Service Central Register. This is the main continuous data source on internal migration. It provides reasonably robust data on moves by age and sex of internal migrants for English local authorities since 1998. Pre-1998 data is available for the 96 higher-tier areas in England. In future, smaller area GP register-based data is planned to be available.	Quarterly or annual (since 1975)	LA district since 1998; Counties, Met Districts, grouped London Boroughs before 1998	ONS
Commercial neighbourhood classifications provide useful information about the location of households with different profiles. Examples include the CACI ACORN classification and Experian's MOSAIC . Much of this information is available (some for free) through the web. The Anglia Ruskin University's Chelmer model can also be used for demographic projections at local level.	Annual	Postcode level	Examples include; CACI, Experian, Anglia Ruskin University
Incomes/expenditure			
Inland Revenue provides information on gross personal incomes , mean and median, but no information at the household level.	Annual	Regional and LA district (subject to sample limitations)	Inland Revenue
The Annual Survey of Hours and Earnings (which replaces the New Earnings Survey) gives the earnings of full-time adult employees at April each year based on a large sample. It can be analysed locally by sex, manual/non-manual employment types, and other categories. It is now available on the basis of place of residence as well as place of employment.	Annual	Regions; Shire Counties and London Boroughs; more restricted data for Unitary and Metropolitan Districts	ONS

Table A1: Data sources for Strategic Housing Market Assessments <i>(continued)</i>			
Description of data source	Frequency	Geographic unit	Supplier
The Expenditure and Food Survey (which replaces the Family Expenditure Survey) is an annual survey of c.8,000 households in the UK providing a detailed profile of expenditure, income by source, savings etc and can be analysed by tenure, occupation, economic status, household composition, age and income bands. This provides the basis for most national analyses of income distribution.	Annual	Regions	ONS and the Department for Environment, Fisheries and Rural Affairs
Family Resources Survey is an annual survey of c.25,000 households covering household composition, income level and sources, savings, details of benefits received, household composition, housing costs and mortgage details, cost of durables, childcare and maintenance arrangements.	Annual since 1993	Regions	Department of Work and Pensions
Benefits claimants counts give numbers of claimants and amounts of expenditure on all benefits, including Housing and Council Tax Benefit, Income Support, Job Seekers Allowance and Incapacity Benefit.	Annual	Ward level except for housing benefit	Department of Work and Pensions
Household income models are produced by various agencies (often for market research purposes) and provide estimates of household income at local level. The ONS data can be downloaded free of charge from the NeSS webpage	Various	LA district or postcode, ONS is at ward level	ONS NESS, CACI, Experian, PayCheck
Rent Service data on Rents referred for Housing Benefit. Data on average 'referred' and 'determined' rents by size of letting and furnished/unfurnished.	Annual since 1993	LA district	JRF Housing Finance Review
CORE gives the profile of new social housing tenant households including income and ethnic group, rents by dwelling size and type for all assured tenancy lettings and relet times.	Annual	LA district	University of St Andrews
The Housing Strategy Statistical Annex (HSSA) is collected from all local authorities. It contains housing data on all tenures within each local authority's own geographical area.	Annual	LA district	Communities and Local Government
Private Rented Sector rents give rent determination in Housing Benefit cases and local reference rents for furnished and unfurnished properties. They are available by property type and dwelling size, including or excluding oversized properties.	Annual until 2000/01	LA district	Communities and Local Government/ the Rent Service

Table A1: Data sources for Strategic Housing Market Assessments (continued)

Description of data source	Frequency	Geographic unit	Supplier
Housing			
Land Registry house prices by house type, mean and lower quartile, but not size of property.	Quarterly, or annually since 1995	Postcode sector	Land Registry
National Register of Social Housing. This contains a wide range of information on social housing stock held at the level of the individual dwelling. Data include size and type of dwelling, rent, decent homes, accessibility, vacancies and relet times. Raw data or standard reports can be freely downloaded from the NROSH website www.NROSH-Online.net	Monthly	A wide variety of geographies from individual property upwards	To obtain user ID/ password contact the NROSH Helpdesk on 020 7944 3294, e-mail: nrosh@communities.gsi.gov.uk
Existing Tenants Survey provides information on the views of Housing Association tenants on their housing circumstances.	Five yearly	National	Housing Corporation
Survey of Mortgage Lenders is an annual 5% sample survey of new mortgage loans conducted jointly by Communities and Local Government and the Council for Mortgage Lenders, providing details on both properties sold and on the purchaser, as well as prices and mortgages involved.	Annual, quarterly	Regional	Communities and Local Government
Specific Mortgage Lenders: The Halifax and the Nationwide have provided house price statistics over a long period at national, regional and local level. They publish regular bulletins and utilise data on the attributes of houses being purchased to mix-standardise their data series.	Annual, quarterly	LA district	Halifax House Price Index, Nationwide Quarterly Housing Review
The Valuation Office Agency has information about the value of properties sold since April 1991, including commercial properties. They can provide information about the different bands of house prices across local authority areas	Quarterly	Postcode	VOA
Commercial companies can provide more localised and adjusted house price information, some with modeling capability (eg Hometrack).	Quarterly	Postcode	Examples include Hometrack
Land Use Change Statistics are derived from Ordnance Survey data showing the amount of land being developed for housing by previous land use (eg greenfield, brownfield etc).	Annual (with some limitations) since 1983	LA district	Communities and Local Government

Table A1: Data sources for Strategic Housing Market Assessments <i>(continued)</i>			
Description of data source	Frequency	Geographic unit	Supplier
Each year the Housing Corporation publishes a set of tables summarising the information provided by Housing Associations (HAs) in the Regulatory and Statistical Return (RSR). The aspects of this return relevant to dwelling characteristics will be made available through the National Register of Social Housing in the future.	Annual	LA district and below	Housing Corporation, RSR website (www.rsrsurvey.co.uk), NROSH (http://www.nrosh.co.uk/)
Council tax by band data is available broken down for English local authority districts.	Annual from 1997/98	LA district	Communities and Local Government See http://www.local.odpm.gov.uk/finance/ctax/ctax056
Completion data for Housing is available by tenure. Net dwelling completions which take account of conversions and change of use as well as new build is available at request from Communities and Local Government. Regional Planning Bodies are also required to monitor net dwelling completions and related data for the purposes of Annual Monitoring Reports.	Annual from 1997/98	LA district	Communities and Local Government
<i>Economy and Employment</i>			
Labour Force Survey is a large scale quarterly survey of the working population, which provides a range of general measures of economic activity including status, unemployment (different bases), self-employment, hours, occupation and industry by place of residence.	Since 1992 (quarterly) Since 1984 (annual)	LA districts (subject to sampling limitations)	ONS
Travel to Work Areas which describe the flows of commuting and areas with high degrees of containment of commuting flows	10 yearly (based on census data)	Travel to work areas (variable in size)	ONS

Table A1: Data sources for Strategic Housing Market Assessments *(continued)*

Description of data source	Frequency	Geographic unit	Supplier
<p>Annual Business Inquiry (ABI) gives estimates of employment by sex and industry and by full/part time. It provides a key measure of job changes. Access is restricted by the Statistics of Trade Act and special consent is required from ONS unless access is required for purposes under Planning Legislation. The ABI has been run since 1998 and replaced the Annual Employment Survey (AES). The AES ran from 1995 and replaced the Census of Employment (CoE) which ran until 1993. The employment information from the ABI will be joined with information from the Business Register Survey from 2009, in the Business register and employment survey.</p>	Annual from 1998, AES annual from 1997, CoE 2 or 3 yearly 1981-97	LA wards and districts	ONS (via NOMIS) Regional Trends
<p>The English Indices of Multiple Deprivation (2004) ranks all super output areas and local authority districts in the country for deprivation. The rank is given for overall deprivation and according to a number of domains: income; employment; health and disability; education, skills and training; barriers to housing and services; crime and the living environment.</p>	Typically updated within 4-5 years	Super output areas/LA district	Communities and Local Government Neighbourhood Renewal Unit
<p>Economic forecasts are undertaken by the Bank of England and independent speculators. Summaries from various reviewers are available from the Treasury website: (http://www.hm-treasury.gov.uk/economic_data_and_tools/forecast_for_the_uk_economy/data_forecasts_index.cfm)</p>	Frequent	National (sometimes regional)	Various – a selection are available from the Treasury

Neighbourhood Statistics Service (NeSS) URL:	
http://neighbourhood.statistics.gov.uk	
In order to navigate to the Housing datasets stored on NeSS please follow these steps:	1. Once on the NeSS homepage click on view or download data by topic which is found on the bottom-left of the page
	2. Open the Housing tree
	3. Select a dataset by choosing one from the list below and following the further instructions below
Housing Dataset Titles	Dataset Descriptions
Changes of Ownership by Dwelling Price	House prices data for England from 2001 onwards; lowest geography is Ward/MSOA level
Dwelling Stock by Council Tax Band	Total stock figures for England & Wales from 2001 onwards; lowest geography is Output Area level
Dwelling Stock by Tenure and Condition	Data includes tenure type, the number of unfit dwellings by tenure type and the energy efficiency rating defined by the Standard Assessment Procedure (SAP) Rating
General Demand Indicators	This dataset provides details on difficult to let, low demand and vacant dwellings by tenure from 2001 onwards; lowest geography is LA level
Homelessness	This dataset provides a snapshot of the levels of homelessness households in temporary accommodation from 2000/01 onwards; lowest geography LA level
Local Authority Dwelling Stock by Size, Age and Type	LA and Government Office Region level statistics from 2001 onwards
Social Housing Rents	Information on Registered Social Landlord gross, net and target rents along with information on LA net rents. From 2002 onwards; lowest geography LA level
Social Rented Housing – Demand and Supply	The dataset provide details about households on LA Housing Registers from 2000/01; lowest geography LA level
Vacant Dwellings	Information on types of vacancy including long term vacancy and number of second homes from 2003; lowest geography ward level
Local Authority Lettings	Data regarding affordability; housing supply and demand; and households in LA social housing. From 2005/06 with lowest geography MSOA level
Housing Association Lettings	Data regarding affordability; housing supply and demand; and households in Housing Association social housing. From 2002/03 with lowest geography MSOA level
Private Rent Determinations for Housing Benefit	Information on the ages, sizes and types of private rented dwellings, including rents by size of property. From 2002/3 with lowest geography MSOA level

How to download the dataset:	1. Click the radio button for the dataset that you require and click Next on the bottom-right of the page
	2. The years of available data are now listed, please click the radio button for the year of data you require, making sure to select the Download option, not the view option. Click Next on the bottom-right of the page
	3. Then there is the choice of which type of output you require, Excel is the preferred choice [Microsoft Excel [* .xls]] but a CSV format is available. Excel is preferred as multiple levels of geography are available in one file, whereas in CSV format all levels of geography are in separate files.
	4. Once you choose which format you require a ZIP file is opened. From this both the data and metadata are available for copying. We would suggest that you read through the metadata (the PDF file) to understand how the data was collected; whether there are any time-series problems; etc. Also, there is contact information for each dataset stored in the metadata file.

Estimating gross household formation

(Chapter 5, Stage 2, Step 2.1)

15. Using household projection data, it is possible to calculate for each five-year population cohort the change in the headship rate between one point in time and five years on from that point. This can be identified by looking at the change in headship rate between the group at the first date (eg 21-25 year olds in 2003) and that for the next oldest cohort at the second date (eg 26-30 year olds in 2008). When divided by five, this gives the annual number of extra households formed by this cohort. Partnerships can repeat this analysis for all cohorts. Since most household formation is concentrated in the younger household age ranges, it may only be necessary to look at a subset of cohorts.
16. An alternative method is based on the assumption that the annual number of new households is governed by the incremental change in headship that occurs as the population ages by one year. The method involves focusing on the key age groups and obtaining up-to-date estimates of the population numbers and headship rates, together with trend estimates of changes in these numbers. These figures can then be applied to a relatively simple formula.
17. The first stage is to calculate the rate of growth in headship rates for age groups where annual changes can be assumed to be relatively constant. For the first age group with rising headship rates, the rate by which headships rise is equal to the average headship rate for the age group divided by the number of years it takes to progress from the youngest age to the average. For example, if the headship rate for 16-29 year olds changes from 0-50%, the rate by which headships rise is $25/7 = 3.57$ % points per year (or 0.0357) (assuming an even distribution of ages for simplicity). For subsequent age groups, the rate by which headships rise is equal to the change in headship rates divided by the number of years it takes to progress from the youngest age to the average. For example, if 30-44 year old headship rates change from 50% to 60%, the rate by which headships rise is $(60-50)/7 = 1.43$ % points per year (or 0.143). At 45 it is assumed headship rates plateau.

18. The second stage is to apply these figures to the following formula:

$$\text{Gross household formation} = (\text{HRG} + 0.0357) \cdot \text{NP1} + 0.0143 \cdot \text{NP2} + \text{C} \cdot \text{NH}$$

where:

HRG is the headship growth factor = $(\text{HR1} - \text{HR1-5})/500$

HR1 is the average percentage headship rate for the first age group (25%) and the subscript -5 denotes the value five years earlier.

NP1 is the population aged 16-29, NP2 is the population aged 30-44.

C is a constant. It should represent a modest balancing factor to allow for the level of natural churn in formation and dissolution of individual households.

NH is the number of households.

Annex C

Undertaking household surveys

- Starting out
- Survey type
- Non-response bias and response rates
- Sample size and sampling techniques
- Questionnaire design
- Recommended topic list
- Using survey data to estimate housing need

Starting out

1. The framework set out in the Strategic Housing Market Assessment Practice Guidance promotes the use of secondary data where feasible and appropriate (see Chapter 2). Consequently, before commissioning household surveys partnerships should address the following questions:
 - could the data be provided by making improvements to local administrative data systems, and on what timescale?
 - is there any relevant local survey data already available?
 - will a survey provide robust information on the data items required ?
 - is there potential for adding questions to a corporate questionnaire rather than commissioning a separate housing survey?
 - how will an assessment of housing need based on a survey be kept up to date?
2. Where a survey is used, there are several ways in which authorities within sub-regional housing market areas can work together in undertaking a household survey:
 - several authorities could commission a survey together;
 - authorities could set up a joint research group to undertake the survey in-house;
 - authorities could employ the same contractor to carry out their surveys; or
 - authorities could ensure that surveys by different contractors use similar definitions, methods and assumptions.

3. Jointly commissioned or closely co-ordinated studies are likely to produce the most useful and robust information across sub-regional housing market areas.
4. The time needed to carry out a household survey is often underestimated. It can take up to six months for the commissioning stage alone: agreeing roles and responsibilities; designing the specification and choosing a contractor. Partnerships are advised to allow at least six to eight months for the survey to be carried out, in addition to the time spent on commissioning the project.
5. Partnerships should consider the type of research they need since this has a large impact on overall costs. There are several factors to consider when estimating costs:
 - value for money (eg if there is a high proportion of residents from groups unlikely to respond to a postal survey, does it represent value for money?);
 - in London, costs are likely to be higher since response rates tend to be lower and therefore fieldwork costs are higher;
 - if consultants are used to carry out other elements of market analysis, outside of the direct analysis of the survey results, then this will incur extra costs; and
 - some consultants will offer better rates for jointly commissioned surveys and for joint stock condition and local housing surveys.

Survey type

6. The main types of surveys are either interview surveys or postal self-completion questionnaires. Each has associated advantages and costs.
7. Household interview surveys have better response rates than postal surveys. Response rates for interview surveys are usually around 60-80 per cent. The response rates for postal surveys are typically 20-40 per cent, which leads to problems of non-response bias (see below). A postal survey will be biased against people who do not read English well and typically will receive fewer responses from the private-rented sector and areas with high deprivation. It is important that steps are taken to include these groups.
8. For interview surveys, the most common issue is an under-representation of one-person households and working households. This can be prevented in part by devising careful rules about the number and timing of recalls. It is also important that the interviewers are good at explaining the purpose of the survey.
9. Postal methods are cheaper than interview surveys. In rural areas the costs of face-to-face interviews can be prohibitively expensive and a postal survey may be the only viable option.
10. The range of questions that can be asked in a postal survey is smaller than an interview survey and there is no opportunity to clarify or follow-up on interesting points. There can be problems in assessing affordability since income questions need to be kept simple to maintain response rates. This means that it is not usually possible to establish income by family member.

11. If a postal survey is undertaken it is recommended that:
 - the survey is conducted over a short time period (ideally six weeks);
 - pre-paid return envelopes are included with the questionnaire and/or the forms are collected on foot; and
 - two further reminders are sent out during that period, the second to include an additional copy of the questionnaire.

Village, parish or neighbourhood surveys

12. Village, parish or neighbourhood surveys are optional additions to a main household survey. In rural areas, housing need can be highly localised. Parish surveys can identify needs in villages and inform Rural Exception Site policies.
13. In cases where specific village information is required, the best approach may be to conduct a 'mini census' with questionnaires distributed to all households. Using local village organisations to distribute and collect forms can improve the response rate. Rural Community Councils and (where they exist) Rural Housing Enablers have considerable experience with these surveys although this approach may still provide data limited in statistical significance if the sample size is small (see information on sample sizes below).

Non-response bias and response rates

14. Non-response bias is the bias in survey findings caused by systematic differences between households who respond to the survey and those who do not. If there are differences between respondents and non-respondents in terms of housing requirements then the survey will not have picked up an accurate picture. All surveys where the response rate is less than 100 per cent are likely to have non-response bias. The extent to which it is a problem is determined largely by the response rate and all efforts should be made to increase response rates.
15. Partnerships should aim for as high a response rate as possible. Thirty per cent should be considered as the absolute minimum response rate. Fifty per cent would be a good target, and in many areas, with the methods suggested above, it should be achievable.
16. Recommended ways of improving the response rate include:
 - using follow-up visits or booster samples for groups likely not to respond;
 - offering telephone support to respondents who want information or need help completing their questionnaire;
 - entering respondents in a prize draw, or offering payment/vouchers; and
 - publicising the survey. This can include contacting representatives of groups less likely to respond to the survey or likely to have trouble filling it in (eg ethnic minority representatives, sheltered housing wardens, community groups etc).

17. There are ways of compensating for non-response. For example, characteristics of survey respondents can be compared to those of the population as a whole, using factors such as age and tenure. The sample can then be weighted so that the findings relevant to a particular group reflect the proportion of the population they comprise, rather than their proportion of survey responses. However, if it is necessary to weight heavily, this could be a sign that the people who responded to the survey were not at all typical of their 'group' or the population as a whole.

Sample size and sampling techniques

18. A common misconception when sampling is that it should be based on a certain *percentage* of the population being studied. In fact, it is the total *number* of cases sampled which is important. As the number of cases increase, the results become more reliable but at a decreasing rate, until eventually a point is reached (around 2,000 cases) when the additional accuracy obtained by continuing to increase the sample is not worth the extra cost. Approximately 1500 responses should allow a reasonable level of analysis for a local authority area. Joint surveys should attempt to obtain 1500 responses from each local authority.
19. Partnerships may want to look at the data at smaller geographical levels. Even basic analysis at ward level will require at least 100 responses from each ward, preferably 200, so this may require a larger sample. Since wards, like local authority boundaries, are administrative and do not always reflect natural community groupings, they can disguise and distort patterns in the data. It may be preferable to group data according to three or four established sub-areas (eg rural, sub-urban, urban).
20. Partnerships may also wish to understand the housing requirements of specific household groups in more detail (see Chapter 6). Results for specific household groups are less reliable than for the whole sample so partnerships may need to consider booster samples (see below).
21. Once the target number of responses is established, the partnership should use information about the expected response rate to calculate the number of addresses to sample. For an interview survey, it is usually necessary to sample between 2000 and 3000 addresses. This will be higher for postal surveys due to the likely lower response rates.
22. A recommended method of selecting sample addresses is to use a *random sample*, where all the households living within the area being sampled have an equal chance of being picked. Random samples are most likely to represent the characteristics of the whole population. Partnerships may wish to have a stratified sample. This can help to ensure that the survey captures enough households in different groups, for instance, wards or tenures (See Hamilton, 1996 or other statistical guides for further information).
23. A random sample is picked from a *sample frame* that lists all the households living in an area as far as possible. The sample frame most appropriate for a household survey is usually a list of addresses, either the council tax register or the small user file of postcode addresses (Postcode Address File or PAF). Many council tax registers distinguish between local authority, registered social landlord and private sector stock, and some distinguish private rented units, assisting with decisions about how to target particular tenures or weight data.

24. The unit of measurement in a household survey is the *household* – not the property. Groups of people are considered to be living as a household if they share a living room or at least one meal a day. In most circumstances, the person interviewed is either the head of household or the head of household's partner.
25. When an interviewer finds two or more households sharing a dwelling, all households should be interviewed if possible. If there are large numbers of households sharing a dwelling (eg ten plus), it may be more feasible to record the number of households to enable correct weighting for sharing households and interview only a sample. Ideally, each household should be interviewed separately, but where repeat visits would be required, the extra cost may not be justified. For postal surveys, additional forms may be included or separate columns may be added for questions relevant to sharing households.

Sampling hard-to-reach groups

26. Some households are 'hard to reach' because they are not eligible for council tax and therefore will not appear in a sample based on the council tax register. Households who may not be on the council tax register include:
 - homeless people on the streets;
 - homeless people in hostels or night shelters;
 - students in halls of residence;
 - army personnel; and
 - people living in caravans, vans or barges.
27. For some of these groups, administrative data sources can be used to produce an estimate of the numbers and sizes of such households and their estimated levels of need. For others, qualitative methods and/or specialist surveys can be used. Separate (draft) practice guidance is available for assessing the accommodation needs of Gypsies and Travellers (ODPM, 2006).
28. Some groups will be on the council tax register but are hard to reach because they are less likely to respond to household surveys. These include:
 - some ethnic minorities, especially those who do not speak English well or are unfamiliar with the role of the local authority; and
 - private renters, especially those living in houses in multiple occupation.
29. Interview surveys should always try to offer interpreters. Postal surveys should include those who do not speak English by offering either the forms in different languages or translation services. Private companies can assist in this. Prior research may be required to establish which languages are spoken. Where cultural issues may affect response rates, partnerships should ensure that representatives from minority groups provide advice on any issues arising.

30. Non-response for private renters may be reduced with the use of face-to-face interviews with repeat visits, timed so as to maximise the chances of working people being home. Another option is to have a booster sample in areas where larger numbers of private renters are known to live.

Booster samples

31. Booster samples involve targeting an additional number of addresses to increase the number of responses from specific household groups. Typically, booster samples are created from a sub-set of addresses in areas where residents are either unlikely to respond to the survey or are of special interest to the partnership. A booster sample does not reduce the sample size needed for the main survey.
32. If household groups of interest are geographically dispersed rather than being in a distinct area, a booster sample may not be an appropriate method. In addition, it cannot be taken for granted that over-sampling in an area with a high number of target households will produce data that are representative of the group as a whole. For example, households in neighbourhoods with a high proportion of residents from the same ethnic background may have different characteristics to those living elsewhere. The data should therefore be treated as qualitative rather than as providing robust statistical results.

Questionnaire design

33. Questionnaire design is a specialised area of expertise. Care should be taken to ensure that the questions asked obtain the precise information required. For example, the Survey of English Housing (SEH) found that a significant proportion of respondents gave different answers to the question ‘In which year did your mortgage begin?’ than ‘In which year did you buy this accommodation’, due to households re-mortgaging their property independently of any house move.
34. It can be tempting to ask too many questions. An interview that lasts too long can lose the interest of respondents who may then give inaccurate answers or refuse to continue. 20-25 minutes is a reasonable target to aim for. Postal surveys need to be much shorter than interviews to maximise response rates.
35. Most consultants have considerable experience of questionnaire design and often have questionnaires that have been used many times and are known to work. If partnerships want to customise a questionnaire to any great extent, it is important to test it on approximately 20 households.
36. All questions should be clear and concise. This is relatively easy to achieve with housing surveys because questions are largely factual and many have categorised responses. Wherever possible, questions should be worded for compatibility with (a) other local surveys used in the sub-regional housing market area, and (b) official national surveys and official definitions. National Statistics Harmonisation is an initiative to harmonise questions and concepts in government surveys, including many housing related matters, and partnerships should use the wording of questions and the definitions agreed under this initiative. The questions are well-designed, thoroughly tested, and their use facilitates comparison, including against regional and national benchmarks. Details are available at www.statistics.gov.uk/harmony.

37. It is important when designing a questionnaire to distinguish between questions that aim to assess levels of housing need and those that consider housing aspirations. The former should be as objective as possible, to allow an estimate of housing need according to the criteria specified in Chapter 5.
38. Establishing the future housing intentions of households is difficult because it is necessary to distinguish between vague hopes and real possibilities. The best way is to ask, in addition to general 'want to move' questions, very specific 'intention' questions such as 'Do you intend to move home within the next 12 months?' followed by 'What steps have you taken towards moving in the next 12 months?'. Questions about visits to estate agents, steps taken to obtain a mortgage and finances will help establish whether intentions are serious and feasible.
39. Some questions require subjective judgements on the part of respondents. For example, what they think they can afford or whether their property has serious repair problems. It is important however, that all questions relate specifically to the respondent's own experience and that s/he can be expected to have the knowledge to be able to answer the question.

Collecting data on incomes, savings and equity

40. Surveys can be a useful method for assessing household incomes. However, research (Bramley et al, 2000) has shown that income data derived from local housing surveys can underestimate income compared with official surveys, including the Family Expenditure Survey and the SEH. Underestimates of income could lead to overestimates of housing need. However, underestimation is more likely with higher income households than with low income families in housing need.
41. Experience from Government surveys has shown that by asking the right questions and using good interviewing techniques it is possible to get high response rates (75% or more) and reasonably accurate answers about household finances. The questions used in the SEH are highly recommended. Even with good practice, the response rate to the income question is still likely to be less than 100 per cent. There are statistical methods that can impute the missing income data from other known variables (Upton and Cook, 2004). Where these methods are used, they should be reported clearly with the response rate to the income question.
42. Typically, respondents are asked which band their household income falls into. To establish affordability accurately, best practice is to calculate first what income levels are at the threshold of being able to afford market housing and to ensure that the income bands around these levels are small (eg £2,500).
43. It is possible to collect reasonable data on household savings and equity by asking people, although validation should be carried out wherever possible. It is recommended that all households who own a home are asked questions about savings and equity. Ideally, if it seems possible to do so without reducing response rates, all households should be asked about their savings and equity.

Recommended topic list

44. The list below is intended to highlight the main topics to be covered in a housing survey. The ordering of questions below is not necessarily the order in which they will appear in a questionnaire – for example, it is common to put the more sensitive questions such as income towards the end. Questions in bold are ones which will be essential in calculating housing need.

a. Household information

The following should be collected for each person in the household:

- **Age;**
- **Gender;**
- Martial status;
- **Living arrangements (ie de facto marital status);**
- **Relationship to the head of household;**
- Working status, and whether a 'key worker' (give definitions);
- Location and distance of work place (eg broad postcode).

The following should be collected from the head of household or partner:

- Industry;
- Occupation;
- Socio-economic classifications;
- Ethnic origin;
- **Household income and benefits received;**
- **Household savings;**
- **Rent payable (excluding council tax and bills, but including any rent currently met by housing benefit).**

b. Housing circumstances

- **Tenure of present home;**
- **Length of residence in present home;**
- **If moved into affordable housing within last year: Reasons for move and most important reason (ie was it due to housing need); When the need to move first became apparent;**
- **Length and type of residency agreement (renters only);**
- Tenure of previous home (if moved in last 5 years);
- **Location of previous home (eg sub-areas within the local authority, within the sub-regional housing market area, outside of the sub-regional housing market area, outside the UK);**
- **Whether anyone in the household has a disability or long term health problem and its nature;**
- **For households with disability or long term health problem: Extent to which ability to move around the home is impaired; Respondents' assessment of housing requirements covering: adaptations; new home; sheltered housing; group home or other support;**

- Suitability/unsuitability of present home as assessed by respondent;
- Overall satisfaction with present accommodation;
- Overall satisfaction with area surrounding the home;
- Ties with the local area (eg friends, family, need to access essential local services);
- **Harassment or neighbour dispute in the recent past and whether this remains a problem;**
- **For those experiencing harassment: Whether harassment reported and why respondent thought it had occurred; Whether re-housing is required due to harassment;**
- **If there is any kind of housing need: When housing need first arose (to establish annual levels of newly-arising need).**

c. Amenities and conditions

- **Number and size (ie single or double) of bedrooms;**
- **Number of other rooms occupied;**
- **Facilities (whether there is an inside toilet and bathroom)**
- **Sharing (whether kitchens and bathrooms, WC or living rooms shared with any other households);**
- **No of rooms heated regularly, adequacy of heating and any difficulty paying fuel bills;**
- Whether windows are double-glazed;
- Whether roof, walls and hot water tank (if any) are insulated;
- Condition of dwelling – respondent's opinion of whether they have major problems of disrepair (ie roof structure, exterior repairs, interior repairs, damp penetration, rising damp);
- Whether there are other difficulties over securing repairs (eg finding builders, poor workmanship);
- **Whether repairs and upkeep can be afforded;**
- **Adaptations required (for households with disability or long term health problems) and whether these can be afforded.**

d. Housing intentions and preferences

- Whether the household wishes to move home;
- The main reason for wanting to move;
- Any firm plans to move in the next 1-2 years? What steps, taken or planned, to arrange for a move?
- Respondent's assessment of whether a move was likely to be arranged successfully;
- Type and tenure of dwelling sought, including any preference for Gypsy/Traveller site accommodation;
- **Area preferred, areas being looked at and reasons for any differences;**
- **If living as a concealed household (the following should be asked of someone from the concealed household – if they are unavailable it can be asked of the host household respondent): Do they wish to move out at the present time? For how long have they wanted to move out? Any plans for concealed households to move away from the host household over the next 1-2 years? What steps taken or planned to organise move? What type and size, tenure and location is preferred? Expectations of success in finding somewhere;**

- **Whether they can currently afford to purchase a suitable property locally;**
- Whether shared ownership or other intermediate housing options have been or are being considered;
- For potential movers: What, if any, problems have been experienced when trying to find a place;
- Whether the household is on the housing register or transfer list of the Council or a RSL (if so length of time registered), or on the waiting list for a local authority or RSL Gypsy and Traveller site;
- Whether there is anyone within the household who wants to move out to form a new household with someone living elsewhere.

e. Housing costs

- Renters – rent paid and housing benefit received;
- Whether in arrears (with mortgage or rent), how many weeks behind with payments, difficulties anticipated in paying off arrears;
- Owners/leaseholders – mortgage repayments, ground rent, service charges;
- Equity value ie difference between what home is worth, and any mortgages.

f. Characteristics of the dwelling

These questions can be asked of the respondent or assessed by the interviewer:

- Type of dwelling (eg house, flat, terraced, semi-detached, detached, caravan, etc);
- Storey height of the entrance to the dwelling. Whether there is a lift;
- Approximate age of construction.

Using survey data to estimate housing need

45. Survey data can supplement the needs assessment at particular stages. The key areas of additional data are current housing need (Chapter 5, Stage 1) and incomes/capital (Chapter 5, Stages 1 and 2). Survey data can also provide additional estimates of the number of affordable dwellings occupied by households in need (Chapter 5, Stage 3, Step 3.1).

Stage 1: Current housing need (gross)

46. Survey data can provide estimates of the numbers of households in over-crowded properties due to need and the number of concealed households. The survey should provide information about the income levels of these households, any savings, and the condition of properties. This information can be examined with available secondary data to inform the estimates.

Stage 2: Future need

47. Where it is robust enough (ie from a survey with a good response rate), surveys can provide information about the incomes and savings of newly arising households to calculate the proportion unable to buy or rent in the market (Chapter 5, Stage 2, Step 2.2).
48. Where the sample is large enough, surveys may also capture useful information about existing households falling into need, and the incomes of out-migrants and in-migrants. There are unlikely to be very large numbers of these types of households captured by a survey and so findings should be treated as indicative. The recommended way of estimating in-migration using local survey data is to assume that future in-migrants will be similar in number and characteristics to previous in-migrants.

Annex D

Data from estate and letting agents

Starting out

1. Partnerships should contact key estate and letting agents to inform them about their intention to undertake a strategic housing market assessment and discuss how they can work together and share information. Subsequently, partnerships could use a short e-mail questionnaire to obtain data and information from agents. It is suggested that at least six agents are interviewed, including independents as well as chains. If there are agents that specialise in cheaper properties or flats they should be included.

Recommended topics

2. Questions relevant to owner-occupied housing include:
 - current entry-level property prices in different areas for different sized properties (measured by number of bedrooms);
 - the availability of properties of different sizes;
 - which property types and locations are in greatest demand?
 - profiles of people buying housing – are they mainly young professionals, singles/ couples, families, retired people? Who is buying what?
 - variation by location – for example, are some areas important for first time buyers?
3. Questions relevant to private-rented housing include:
 - what are the monthly rents for properties of different sizes and types in different areas? What is the average? What is the lowest, reasonably common rent level?
 - the availability of properties of different sizes.
 - profiles of people renting- who is renting what at the present time?
 - is the rental market going up, steady, or going down? How does this vary by different types of property?
 - what are the characteristics of supply in the private-rented sector? What type of properties are long-term vacant? Which have a high turnover and which have a relatively low turnover?

Annex E

Qualitative research

1. Partnerships may wish to use qualitative techniques such as focus groups and interviews to investigate particular issues in more depth. Example areas of interest are:
 - the housing requirements of specific groups, for example, families with children, older people etc;
 - the reasons behind recent changes in local market conditions;
 - home ownership aspirations; and
 - community issues, for example community safety and tenure mix.
2. For detailed guidance on qualitative techniques see the Magenta Book guidance from the Government Social Research Unit (http://www.policyhub.gov.uk/evaluating_policy/magenta_book/chapter8a.asp).

Annex F

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Annex G

Definitions

ABI	Annual Business Inquiry
BME	Black and Minority Ethnic
CBL	Choice Based Lettings
CORE	The Continuous Recording System (Housing association and local authority lettings/new tenants)
DETR	Department of the Environment, Transport and the Regions
GIS	Geographical Information Systems
HMO	Households in Multiple Occupation
HSSA	The Housing Strategy Statistical Appendix
IMD	Indices of Multiple Deprivation
LA	Local Authority
LCHO	Low Cost Home Ownership
LDF	Local Development Framework
NeSS	Neighborhood Statistics Service
NHSCR	National Health Service Central Register
NOMIS	National On-line Manpower Information System
NROSH	National Register of Social Housing
ODPM	Office of the Deputy Prime Minister
ONS	Office for National Statistics
PPS	Planning Policy Statement
RSL	Registered Social Landlord
RSR	Regulatory and Statistical Return (Housing Corporation)
RTB	Right to Buy
SEH	Survey of English Housing
TTWA	Travel to Work Area

Affordability is a measure of whether housing may be afforded by certain groups of households.

Affordable housing includes social rented and intermediate housing, provided to specified eligible households whose needs are not met by the market. Affordable housing should:

- Meet the needs of eligible households including availability at a cost low enough for them to afford, determined with regard to local incomes and local house prices.
- Include provision for the home to remain at an affordable price for future eligible households or, if these restrictions are lifted, for the subsidy to be recycled for alternative affordable housing provision.

Bedroom standard refers to the number of bedrooms that is needed so that no one has to share a bedroom unless they are a) a couple, b) both aged under 10, or c) aged under 21 and of the same sex. No more than two people should share any bedroom.

A concealed household is a household that currently lives within another household but has a preference to live independently and is unable to afford appropriate market housing.

A forecast of housing needs or requirements is a prediction of numbers which would arise in future years based on a model of the determinants of those numbers and assumptions about (a) the behaviour of households and the market and (b) how the key determinants are likely to change. It involves understanding relationships and predicting behaviour in response to preferences and economic conditions.

Headship rates measure the proportion of individuals in the population, in a particular age/sex/marital status group, who head a household. Projected headship rates are applied to projected populations to produce projected numbers of households.

A household is one person living alone, or two or more people living together at the same address who share at least one meal a day together or who share a living room (eg 5 adults sharing a house like this constitute one 5-person household).

Household formation refers to the process whereby individuals in the population form separate households. 'Gross' or 'new' household formation refers to households that form over a period of time, conventionally one year. This is equal to the number of households existing at the end of the year that did not exist as separate households at the beginning of the year (not counting 'successor' households, when the former head of household dies or departs). 'Net' household formation is the net growth in households resulting from new households forming less the number of existing households dissolving (eg through death or joining up with other households).

A household living within another household is a household living as part of another household of which they are neither the head or the partner of the head.

Households sharing are households (including single people) who live in non-self-contained accommodation but do not share meals or a living room (eg 5 adults sharing a house like this constitute 5 one-person households).

Housing demand is the quantity of housing that households are willing and able to buy or rent.

Housing market areas are geographical areas defined by household demand and preferences for housing. They reflect the key functional linkages between places where people live and work. See the Identifying Sub-Regional Housing Market Areas Advice Note for further details.

Housing need is the quantity of housing required for households who are unable to access suitable housing without financial assistance. For the purpose of technical assessment, this definition means partnerships need to estimate the number of households who lack their own housing or live in unsuitable housing and who cannot afford to meet their housing needs in the market.

Housing size can be measured in terms of the number of bedrooms, habitable rooms or floorspace. This guidance uses the number of bedrooms.

Housing type refers to the type of dwelling, for example, flat, house, specialist accommodation.

Intermediate affordable housing is housing at prices and rents above those of social rent, but below market price or rents, and which meet the criteria for affordable housing set out above. These can include shared equity products (eg HomeBuy), other low cost homes for sale and intermediate rent.

Lending multiplier is the number of times a household's gross annual income a mortgage lender will normally be willing to lend. The most common multipliers quoted are 3.5 times income for a one-income household and 2.9 times total income for dual income households.

Lower quartile means the value below which one quarter of the cases falls. In relation to house prices, it means the price of the house that is one-quarter of the way up the ranking from the cheapest to the most expensive.

Market housing is private housing for rent or for sale, where the price is set in the open market.

Migration is the movement of people between geographical areas. In this context it could be either local authority districts, or wider housing market areas. The rate of migration is usually measured as an annual number of individuals, living in the defined area at a point in time, who were not resident there one year earlier. Gross migration refers to the number of individuals moving into or out of the district. Net migration is the difference between gross in-migration and gross out-migration.

Non-self-contained accommodation is where households share a kitchen, bathroom or toilet with another household, or they share a hall or staircase that is needed to get from one part of their accommodation to another.

Primary data is information that is collected from a bespoke data collection exercise (eg surveys, focus groups or interviews) and analysed to produce a new set of findings.

A projection of housing needs or requirements is a calculation of numbers expected in some future year or years based on the extrapolation of existing conditions and assumptions. For example, household projections calculate the number and composition of households expected at some future date(s) given the projected number of residents, broken down by age, sex and marital status, and an extrapolation of recent trends in the propensity of different groups to form separate households.

Relets in this context are social rented housing units which are vacated during a period and become potentially available for letting to new tenants, or tenants transferring. Net relets are total relets, or turnover, minus transfers and successions (where the tenancy is transferred to an existing occupant such as the child or spouse of the previous tenant).

Secondary data is existing information that someone else has collected. Data from administrative systems and some research projects are made available for others to summarise and analyse for their own purposes (eg Census, national surveys).

Shared equity schemes provide housing that is available part to buy (usually at market value) and part to rent.

Social rented housing is rented housing owned and managed by local authorities and registered social landlords, for which guideline target rents are determined through the national rent regime. The proposals set out in the Three Year Review of Rent Restructuring (July 2004) were implemented as policy in April 2006. It may also include rented housing owned or managed by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or with the Housing Corporation as a condition of grant.

Specialised housing refers to specially designed housing (such as mobility or wheelchair accommodation, hostels or group homes) or housing specifically designated for particular groups (such as retirement housing).