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for Business
Innovation & Skills

TECHNICAL REPORT

Sixth Periodic Survey of
Employment Tribunal
Applications 2013

JULY 2014

About Labour Market Analysis

Labour Market Analysis is a multi-disciplinary team of economists, social researchers and statisticians based in the Labour Market Directorate of the [Department for Business, Innovation and Skills](#).

The team provides the evidence base for the Government's policy of [making the labour market more flexible, efficient and fair](#). Results are disseminated through publications on [Research and Analysis](#) and [Statistics](#).

About this publication

This publication describes the methodology of the sixth survey of employment tribunal applications 2013. The survey was commissioned by the Department for Business, Innovation and Skills, [Acas](#), the [Ministry of Justice](#), and the [HM Courts & Tribunals Service](#). The survey was carried out by TNS BMRB, an independent social research company.

The views expressed in this report are the authors' and do not necessarily reflect those of the Department for Business, Innovation and Skills.

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1. Introduction

This report describes the methodology of the sixth survey of employment tribunal applications 2013, conducted by Computer-Assisted Telephone Interviewing (CATI) between 15 May and 22 September 2013.

The fieldwork was conducted with a total of 1,988 claimants and 2,011 employers. The average interview length was 33 minutes for the claimant survey and 27 minutes for the employer survey.

The survey is designed to be representative of single claims disposed¹ of between 3 January 2012 and 4 January 2013 in Great Britain. These are claims brought by a single individual against their employer. Claims brought by a number of individuals under the banner of a collective work dispute, multiple claims, are excluded from this survey.

A report of findings from this survey is available on gov.uk. The survey dataset is also available to [approved researchers](#) at the [UK Data Archive](#).

1.1 Background to survey

The origins of this survey can be traced back to Courtenay's [survey of unfair dismissal applications](#), commissioned by the then Department of Employment (1975). This was followed by a [survey of unfair dismissal applications](#) carried out by the Economic and Social Research Council Industrial Relations Unit, University of Warwick (1978).

The first survey of employment tribunal applications was undertaken in 1987, with subsequent surveys undertaken in [1992](#), [1998](#), [2003](#) and [2008](#). The 1987 survey arose from a recommendation of the [Rayner Efficiency Review](#) in the mid-1980s. The Review recommended that it would be more cost effective to collect information on items such as the characteristics of claimants and employers using sample surveys rather than collecting them through administrative means. The Scrutiny also pointed out that sample survey methods would provide an opportunity to collect other relevant information for policy research purposes.

Over the lifetime of the survey, changes have been made to the survey design, driven by the increasing number of jurisdictions and of multi-jurisdiction cases, changing policy needs and methodological and cost considerations. Among these changes have been:

- increases in the number of jurisdictions covered in the survey;
- a shift from simple random sampling to stratified sampling in 1992 and a disproportionate sample in 1998;

¹ A disposal is the closure of a case when work has ceased to be done. This can be through a claim being withdrawn, settled, dismissed or being decided at a hearing (either orally or on paper).

- a move in 1998 from a matched case sampling approach to independent sampling of claimants and employers;
- a focus on 'main jurisdiction' as the principal unit of analysis;
- the introduction of CATI and the adoption of a modular questionnaire design in 1998;
- a simplification of design in 2003, focussing on all ET cases rather than five main jurisdictions, and the use of a generic research instrument rather than one tailored according to jurisdiction; and
- Changes in the sample design in 2012 to a stratified random sample of cases.

1.2 Survey terminology

Respondent

In the findings and technical report, individuals and employers who have taken part in the survey are referred to as 'respondents'. However, it should be noted that the term 'respondent' has a different meaning in the employment tribunals, and usually refers to the person or organisation who is named by the claimant on their claim form (ET1), or who 'responds' to the claim from by returning the response form (ET3) to the employment tribunal.

Claims

A claim to an employment tribunal can be brought under a number of different jurisdictions, for example under Age Discrimination and Equal Pay. Therefore the number of jurisdictional complaints is always greater than the total tribunal claims disposed. In 2012, there were on average 2.1 jurisdictional complaints per case disposed.

Jurisdiction

In cases with multiple jurisdictional complaints, the case is reported against a single jurisdiction, known as a 'primary jurisdiction'. This is the first jurisdiction that was confirmed by the respondent in their interview, from a list of jurisdictions recorded against the claim in the employment tribunal case management system (ETHOS).² This method was also used to report the 2008 findings.

There are a number of differences between the jurisdictional findings from the 2003 survey and the recent 2008 and 2013 surveys, which means that the jurisdictional findings from the 2003 survey are not strictly comparable with the later surveys. These differences include the use of 'main jurisdiction' in the 2003 findings, which is no longer determined because there is now not an official hierarchy of jurisdictional complaints, and an expansion in the number of possible jurisdictional complaints between 2003 and 2008.

² The interviewer asks the respondent: Our records show that [claimant] made an application to the employment tribunal concerning <jurisdiction 1>, is this correct? Where the first jurisdiction is not correct, the question is repeated by substituting the other listed jurisdictions until the respondent confirms a jurisdiction or the list of jurisdictions from the case management system (ETHOS) is exhausted.

1.3 Overview of methods

Sample design

The sample universe was designed to be representative of all single claims brought by an individual against their employer which was disposed of between January 2012 and January 2013. The sample universe was split into a claimant and employer sample, and both samples underwent detailed stages of processing and cleaning.

After the processing and cleaning of the samples, the sample selection could take place. For SETA 2013 the sample design was modified slightly to be a stratified random sample of cases.

Questionnaire development

The research instrument was largely based on that used for SETA 2008 and SETA 2003. The questionnaires were modified, and a small number of questions were removed from the previous surveys and a small number of new questions were added.

The questionnaires were split into the following sections:

Claimant questionnaire

Module A	Characteristics of parties
Module B	Awareness of employment tribunal and employment rights
Module C	Characteristics of the dispute
Module D	Events leading to the application
Module E	Patterns of advice and representation
Module F	Acas
Module G	Offers and settlements
Module H	The hearing
Module I	Interlocutory events
Module J	The costs regime
Module K	Costs
Module L	Expectations and satisfaction with outcomes
Module LB	Willingness to pay
Module N	Claimant demographics
Module O	Follow-up

Employer questionnaire

Module A	Characteristics of parties
Module B	Previous employment tribunal applications
Module C	Characteristics of the dispute
Module D	Events leading to the application
Module E	Patterns of advice and representation
Module F	Acas

Module G	Offers and settlements
Module H	The hearing
Module I	Interlocutory events
Module J	The costs regime
Module K	Costs and benefits
Module L	Expectations and satisfaction with outcomes
Module M	Follow-up

A small stage of cognitive testing was carried out focusing on the new questions to be included in the questionnaires. Following the cognitive testing stage, a survey pilot was conducted. This aimed to test the new questions developed through the cognitive testing, gain information around the overall flow of the questionnaires, and obtain information about the interview length. Twenty nine interviews were conducted at this stage by TNS BMRB's telephone interviewing centre.

Fieldwork

The survey was conducted using Computer-Assisted Telephone Interviewing (CATI). Fieldwork took place from 15th May 2013 to 22nd September 2013, and 1988 interviews were achieved with claimants and 2013 with employers.

Weights

The weights for SETA 2013 were designed to correct for the unequal probability of selection from the sample frame (design weights), and for biases caused by differences between the characteristics of respondents to the survey and those who did not respond (non-response weights).

Weighting the SETA data required three steps: (1) calculation of a sampling weight for each respondent, (ii) trimming of outlier weights to avoid unnecessarily large standard error estimates, and (iii) calibration of the weighted data to population totals.

Analysis

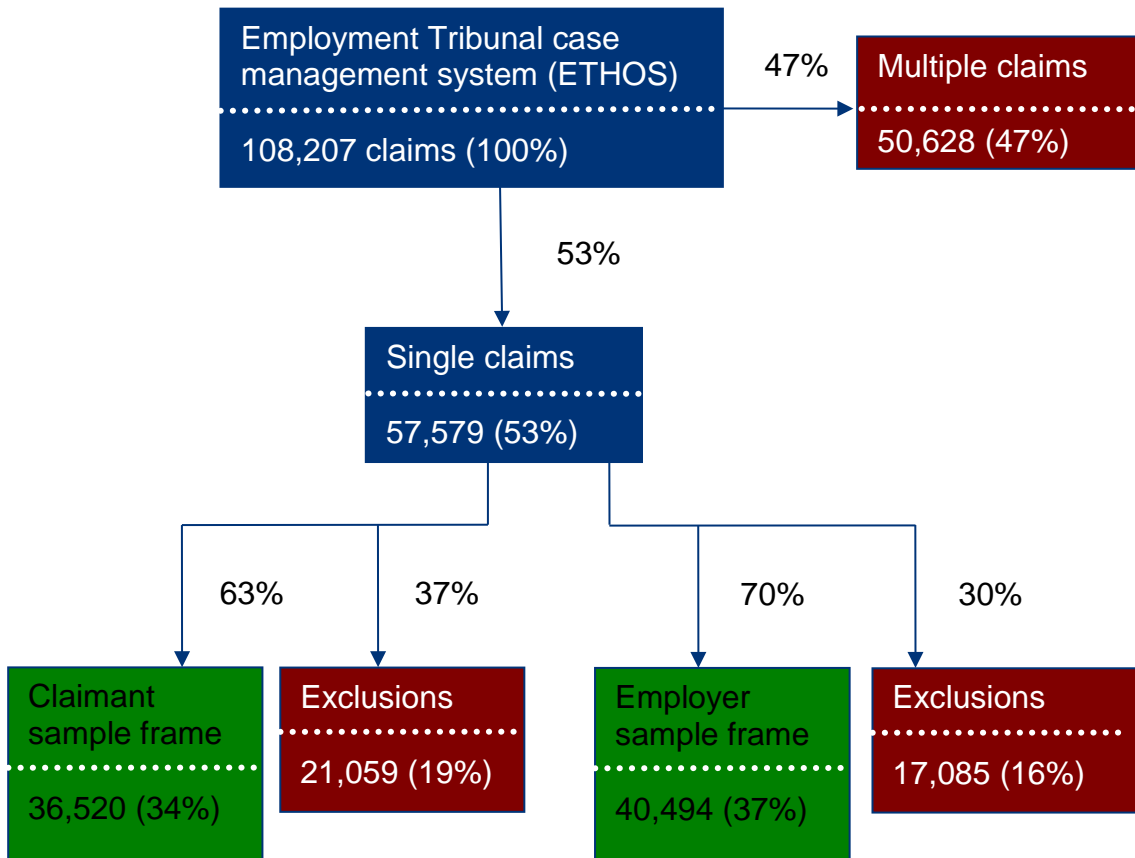
The analysis was carried out using IBM SPSS v19 through Complex Samples to ensure the standard errors and confidence intervals took into account the actual survey design (and do not assume a simple random sample). For SETA 2013 this takes into account the stratification and weighting.

2. Sample design and selection

2.1 Overview of sample design

The sample universe was designed to be representative of all single claims, brought by an individual against their employer, disposed of between 3 January 2012 and 4 January 2013 in Great Britain.

The sample universe was split into a claimant and employer sample. A number of data processing and cleaning rules were applied to create the sample frame. This meant that the claimant sample frame was approximately 37,000 claims, compared with 40,000 claims for the employer sample.



2.2 Sample source

The sample universe was extracted from the employment tribunal case management system (ETHOS) maintained by Her Majesty’s Courts and Tribunals Service. The information was extracted in two CSV files, one for claimants and one for employers, with one row for each claimant or employer. A number of business rules were applied when extracting the files, which excluded the following claims from the sample:

- claims with a current position of case transferred either to the same country or another country (codes 15 and 51);
- claims with a current position of case inputted in error (codes 52);
- claims with a reporting restriction imposed that had not expired;
- claims involving allegations of a sexual offence under [Rule 49 of the Employment Tribunals \(Constitution and Rules of Procedure\) Regulations 2004](#);
- multijurisdictional claims with different outcomes, for example a claim with one jurisdiction which was successful at hearing and another jurisdiction that was unsuccessful at hearing³;
- claims excluded from the register; and
- claims deleted from the physical register.

These rules meant that there were around 53,000 claims in the sample universe, which is around 4,000 fewer claims than the number of claims reported in Tribunal Statistics in 2012.⁴ In addition, the data was manually inspected and around 200 additional claims were removed including:

- 207 cases where the claimant was also recorded as the employer. There are cases that are entered in error where an employer has counter claimed under a breach of contract rules;
- 2 cases where the records were identified as duplicates; and
- 19 cases where the case was labelled sensitive.

After these exclusions, 53,173 cases remained in the sample universe. The following sample files were received by TNS BMRB:

- The claimant sample universe file which contained the case information variables and the contact details of the claimant, along with the administrative case details.

³ The first jurisdiction of a claim that did not have an outcome of 0 (Not allocated) or 7 (Entered in error) was matched against the other jurisdictional outcomes, with the exception of jurisdictions with an outcome of 7 (entered in error). Claims where all the jurisdictions had the same outcome were included in the sample. This means that the sample included claims where, say, one jurisdiction had an outcome of 3 (Successful at hearing) and two had an outcome of 7 (entered in error).

⁴ The data extract consisted of 53,401 claims, which is 4,178 fewer claims than the number reported in [Tribunal Statistics](#) (57,579).

- The employer sample universe file which contained only the contact details of the employer involved in the case. The administrative case details were therefore matched on to the employer sample universe file.

The two sample universe files were then processed separately, and further details are provided in the next section.

2.3 Processing and cleaning of employer sample

With the employer sample universe file, there were two sets of employer contact details for 6,275 of the cases. For each of these cases, one set of contact details was selected using a number of specific rules, in line with the approach taken in SETA 2008. The rules were applied sequentially as far as possible and each case was reviewed manually:

- If the records were different, the record containing the head office, or the 'higher' status organisation was prioritised (e.g. selecting a local authority rather than a school). Solicitors and employment consultants were de-prioritised.
- If records were very similar, with the main difference being the company name (with one record having a company name, and the other the name of an individual) the record with the company name was prioritised.
- If records were very similar but both incomplete, then these were combined to make one complete/fuller record.
- Aside from this, records were then randomly selected.

Following this, the employer sample universe was reviewed and a number of exclusions were made. These exclusions were in line with those made on the SETA 2008 sample, and were made from a practical stand point, whereby it would not be practically possible to conduct a telephone interview with these employers in these cases. The following exclusions were made:

- All cases where the employer was identified as being in liquidation or receivership (n = 723).
- All cases where the claimant name was missing or incomplete (n = 50).
- All cases where the employer was the secretary of state or a central government department (n = 840).
- All cases where the employer's address was a foreign address (n = 64).

After these exclusions the following stages of cleaning were conducted:

- Per case, up to two sets of employer contact details were listed for an employer (one listed by the claimant on their initial application, and potentially one given by the employer when they completed their response to the application). These were manually

reviewed and one set of contact details was retained using a set of rules. In line with SETA 2008, the contact details provided by the employer were selected if these were present and full enough to use. In instances where they were not, the set given by the claimant were retained.

- The employer telephone number for each case was then reviewed. Those with a missing or invalid telephone number (e.g. incorrect length, incorrect starting digits) were identified and a telephone look up was conducted. Records without a telephone number after this look up stage had been conducted were removed.

In total, 13,713 telephone numbers looked up and 2,984 were returned (22 per cent of those sent), and therefore 10,729 cases were removed due to no number being found.

- Before selecting the main stage employer screening sample, cases selected for the cognitive interviewing stage were removed (n=73) along with cases selected from the employer pilot stage (n =200). (Further details of these stages are given in Chapters 3 and 4).

At the end of this cleaning and processing stage, 12,679 exclusions were made, and 40,494 cases remained.

2.4 Processing and cleaning of claimant sample

The claimant sample was reviewed and a number of exclusions were made. These exclusions were in line with those made on the SETA 2008 sample, and were made from a practical stand point, whereby it would not be practically possible to conduct a telephone interview with claimants in these cases. The following exclusions were made:

- Cases where the claimant name was missing, incomplete or the claimant was flagged as deceased (n=56).
- Cases where the claimant was living at a foreign address (n= 109).
- Cases where the claimant address was missing or incomplete (n=69).
- Cases where the claimant had taken part in other TNS surveys in the past and had asked not to be contacted again for any further TNS surveys (n= 6).

After these exclusions the following stages of cleaning were conducted:

- The claimant telephone number for each case was reviewed. Those with a missing or invalid telephone number (e.g. incorrect length, incorrect starting digits) were identified and a telephone look up was conducted. Records without a telephone number after this look up stage had been conducted were removed.

In total, 10,736 telephone numbers looked up and 1,382 were returned (13 per cent of those sent), and therefore 9,354 cases were removed due to no number being found.

- Before selecting the main stage claimant sample, cases selected for the cognitive interviewing stage were removed (n=94) along with cases selected from the employer and claimant pilot stage (n =278), and cases selected for the main stage employer screening stage (6,587 cases). (Further details of these stages are given in Chapters 3 and 4).

At the end of this cleaning and processing stage, 16,553 exclusions were made, and 36,520 cases remained.

2.5 Randomly selecting a sample for main stage fieldwork

Approach to selection the sample

After processing and cleaning the case database, it was stratified by case outcome and case track to ensure a sample representative in these respects. Proportionate stratification of this type reduces the variance of estimates if there is a correlation between the variable in question and the variables used for stratification. In general, the reduction in variance is modest but there is no cost to proportionate sample stratification so it is routine practice.

A total of 7,693 employers was sampled (including a 20 per cent unused reserve pool), each with a probability proportionate to the number of cases in which it had been involved. For those sampled employers with multiple cases, just one was (randomly) sampled. This method yielded an equal probability sample of cases but with the constraint that only one case was sampled per employer.

A small minority of employers were involved in a large number of cases. The initial sampling probability for these employers exceeded 1 so had to be capped at 1 with the 'excess' sampling probability redistributed across the other employers in the case database. Consequently, cases from 'capped' employers were effectively under-sampled due to the one-case-per-employer constraint. Other cases were relatively over-sampled. Therefore, the issued sample was not quite an equal probability sample and sampling weights were required to compensate for this unavoidable variation in sampling probabilities.

A_e : Employer sampling probability⁵ = $\min(1, N_e/N*6411)$

B_{ce} : Conditional case sampling probability (employer perspective) = $1/N_e$

C_{ce} : Total case sampling probability (employer perspective) = A_e*B_{ce}

N = total number of cases in the database

N_e = number of cases associated with employer e

⁵ This formula ignores the redistribution of capped employer sampling probabilities.

Sampling of claimants was more complex than that of employers because it followed the employer sampling stage. Each of the remaining cases was given a 'second stage preliminary sampling probability' that compensated for any inequalities at the employer sampling stage. Principally, this meant (i) reducing the sampling probability of cases with claimant details but no employer details, and (ii) reducing the sampling probability of cases that involved employers with many other cases. Both types of case were over-represented in the case database once the employer sampling stage had removed its share.

A total of 5,772 claimants (including a 20 per cent reserve, part of which had to be activated) was then sampled with a probability proportionate to the sum of second stage preliminary sampling probabilities associated with the claimant. The vast majority of sample claimants were involved in only one case but a small number were involved in more than one. In these instances, one case was sampled with a probability proportionate to its second stage preliminary sampling probability. Effectively, this approach yielded an equal probability sample of cases since the sampling probability of each case was a function of both the employer stage sampling probability and the compensatory claimant stage sampling probability. In practice, there was some very slight variation in sampling probabilities.

D_{ci} : Second stage preliminary sampling probability was proportionate to $1/C_{ce}$

E_i : Claimant sampling probability = $\min(1, \sum D_i / \sum D * 5560)$

F_{ci} : Conditional case sampling probability (claimant perspective) = $D_{ci} / \sum D_i$

C_{ci} : Total case sampling probability (claimant perspective) = $(1 - C_{ce}) * E_i * F_{ci}$

The overall case sampling probability (employer or claimant perspective) is equivalent to the sum of the employer and claimant level case sampling probabilities.

3 Questionnaire development

3.1 Overview of questionnaire content

The research instrument in SETA 2013 was largely in line with that used in SETA 2008. There were two separate questionnaires; one for employers and one for claimants. The questionnaires consisted of the following sections:

Claimant questionnaire

Module A	Characteristics of parties
Module B	Awareness of employment tribunal and employment rights
Module C	Characteristics of the dispute
Module D	Events leading to the application
Module E	Patterns of advice and representation
Module F	Acas
Module G	Offers and settlements
Module H	The hearing
Module I	Interlocutory events
Module J	The costs regime
Module K	Costs
Module L	Expectations and satisfaction with outcomes
Module LB	Willingness to pay
Module N	Claimant demographics
Module O	Follow-up

Employer questionnaire

Module A	Characteristics of parties
Module B	Previous employment tribunal applications
Module C	Characteristics of the dispute
Module D	Events leading to the application
Module E	Patterns of advice and representation
Module F	Acas
Module G	Offers and settlements
Module H	The hearing
Module I	Interlocutory events
Module J	The costs regime
Module K	Costs and benefits
Module L	Expectations and satisfaction with outcomes
Module M	Follow-up

As part of the questionnaire development phase for SETA 2013, TNS BMRB undertook a small number of telephone cognitive interviews with claimants and employers. The main aim of this stage was to test the potential new questions to be included in the 2013 version of the survey. Particular emphasis was put on comprehension and terminology. Further details are provided in section 3.2.

Following this, TNS BMRB undertook pilot stage, which piloted the full questionnaires. The main finding from the pilot was that the average interview length of both questionnaires were longer than the target lengths. Therefore a number of questions were removed to reduce the length of both questionnaires. Full details of this stage are provided in Chapter 4.

The final main stage questionnaires are shown in Annex A and B. The most notable differences to the questionnaires from SETA 2008 included:

- A reduction in length, with the target interview length being 30 minutes for both the claimant and employer interviews (from a 38 minute claimant interview and a 32 minute employer interview in SETA 2008). Time savings were made from the deletion of: questions evaluating the use of mediation prior to the submission of the claim, some of the questions evaluating the role of Acas, and a small number of individual questions throughout the questionnaires.
- Addition of two new questions in the claimant questionnaire evaluating whether the introduction of a fee would have influenced a claimant's decision to go to an employment tribunal.
- The update of some of the classification questions to the Office for National Statistics (ONS) current harmonised questions.

The full questionnaires are shown in Annex A and B.

3.2 Development of new questions and cognitive testing

Cognitive Methods

Cognitive testing is used to explore, understand and explain the different ways respondents go about answering survey questions. It allows the researcher to ascertain whether or not a question is working as intended, and whether the information that respondents need to enable them to answer accurately is obtainable. It can aid the development of questionnaires by suggesting improved and unambiguous question wording, layout and routing.

Cognitive testing generally takes place as a one-to-one interview. The interviewer probes the respondent to elicit what they understand a question to mean, and how they came to the answer they gave, and techniques used include concurrent and retrospective probing.

The primary aim of the cognitive testing in SETA 2013 was to test the potential new questions to be included in the 2013 version of the survey, with particular emphasis on comprehension and terminology.

Shortened versions of the full questionnaires were used for testing purposes. The questionnaires were shortened in such a way that they still followed a logical sequence and included the new questions that it was felt would benefit from testing (e.g. because they involved potentially difficult terminology). The cognitive testing focused on new questions proposed for inclusion in the 2013 survey. These were as follows:

- Checking case outcome for where the case outcome was successful for the claimant via default judgement / unsuccessful for the claimant via default judgement (claimant and employer testing)
- Questions collecting gross pay before deductions (claimant testing only)
- Questions around events leading to the application: Pre-claim conciliation (PCC) and mediation (claimant and employer testing).
- Questions around reason for settlement (claimant and employer testing).
- Questions around pre-hearings (claimant and employer testing).
- Questions around claimant's willingness to pay for employment tribunals (claimant testing only)
- Questions collecting claimant demographics (claimant testing only)

Sample and Recruitment

Cognitive interviews are qualitative in nature so the samples are purposive and designed to reflect the range and diversity of the population of interest, rather than to be statistically representative.

Ninety three claimant cases and 73 employer cases were selected from the sample universe extract (as discussed in Chapter 2). Cases were selected at random with the aim to cognitively interview cases with a mix of outcomes, and some where pre-hearings had taken place and some without. Letters were sent to claimants explaining that they would shortly be contacted about the survey. Telephone calls were then made to the recruit the claimants for the cognitive interviews. Letters were not sent to employers as a contact name was not available on the sample. Instead telephone calls were made to employers, to identify the correct member of staff to take part in the interview, and then recruit them to do so.

During the recruitment quotas were set to ensure a range of case outcomes and involvement in pre-hearing were selected. The tables below detail the characteristics of the cases of all claimants and employers who were interviewed.

Claimants

Interview No	Outcome
1	Acas Settled, and included at least one pre-hearing
2	Acas Settled, and included at least one pre-hearing
3	Default Judgement claimant successful
4	Default Judgement claimant successful
5	Claimant unsuccessful at hearing, and included at least one pre-hearing
6	Claimant unsuccessful at hearing, and included at least one pre-hearing
7	Privately Settled / Withdrawn
8	Default Judgement claimant successful

Employers

Interview No	Outcome
1	Default Judgement claimant successful
2	Default Judgement claimant successful
3	Acas Settled. and included at least one pre-hearing

Interviewing

Interviewing took place between 19th and 25th February 2013. Interviews with both claimants and employers were conducted over the telephone by members of the research team, and lasted around 30 minutes in length. Participants were prompted in several places to explain their understanding of a question as well as being asked about their general reflections at the end of the interview.

Analysis and reporting

Following the cognitive interviews a detailed report was produced presenting the findings and recommendations to inform the pilot questionnaires.

The main recommendations from the cognitive testing are presented in the table below.

QUESTIONS TESTED

New question confirming case outcome where the case outcome on the sample is claimant successful via default judgement / unsuccessful via default judgement:

{FILTER: RESULT = SUCCESSFUL VIA DEFAULT JUDGEMENT}

A9a/A12a. Our records show that a default judgement in your favour was applied to your case. Is this correct? [CQA110K] 2013

1. Yes
2. No

{FILTER: RESULT = UNSUCCESSFUL VIA DEFAULT JUDGEMENT}

A9b/A12b. Our records show that a default judgement in favour of [EMPLOYER/CLAIMANT] was applied to your case. Is this correct? [CQA110L] 2013

1. Yes
2. No

RECOMMENDATIONS AND CHANGES MADE TO PILOT INSTRUMENT

Recommendation of the inclusion an interviewer instruction with the definition of default judgement which can be read out to respondents if requested.

Given the unfamiliarity of the term further recommendation of an additional follow-up question to those who respond 'No' to the question shown above as a double check as to whether there was a default judgement before continuing.

Both changes were made to pilot instrument.

QUESTIONS TESTED

Two sets of questions were tested regarding the events leading up to the application (PCC and Mediation). Within these section, the two wording options were tested 'Employment Tribunal Application' and 'Employment Tribunal Claim'.

RECOMMENDATIONS AND CHANGES MADE TO PILOT INSTRUMENT

Recommendation of using the wording 'Employment Tribunal Application' as this helped focus the participant more around the application process itself, whereas claim focused on the whole processed.

The term 'Employment Tribunal Application' was used in pilot instrument.

QUESTION TESTED

Two alternative sets of questions were tested regarding capturing information around the following events leading up to the application – pre claim conciliation (PCC) and mediation.

RECOMMENDATIONS AND CHANGES MADE TO PILOT INSTRUMENT

In their tested formats nether option was found to be optimum for collecting information about PCC and mediation. Option 2, was slightly more successful and it was recommended to adopt this approach for the pilot instrument with a small number of amendments to overcome the shortcomings found.

This revised approach was used in the pilot instrument.

QUESTIONS TESTED

New question recording reasons for settlement was tested:

[FILTER: CASE SETTLED}

G11a / G17. Why did you decide to settle your case? [CQJ52] 2013

PROMPT: ANY OTHER REASONS

RECORD ANSWER

RECOMMENDATIONS AND CHANGES MADE TO PILOT INSTRUMENT

Recommendation to include question as it is in the pilot instrument, and review responses given at the pilot stage to see if it would be possible to create a pre-coded answer list.

This approach was adopted for the pilot instrument

QUESTIONS TESTED

New question tested collecting information about whether pre-hearings took place and if so for what purpose:

{IF WENT TO FULL TRIBUNAL}

According to our records your employment tribunal case involved one or more hearings **before** the full tribunal hearing.

{IF DID NOT GO TO TRIBUNAL BUT HAD PRELIMINARY HEARINGS}

Although your employment tribunal case did not go to full tribunal hearing according to our records your case involved one or more hearing.

I1B. What was the reason for this [TEXT FILL: HEARING / HEARINGS]? [CQK1B]

READ OUT, CODE ALL THAT APPLY

1. Hearing(s) to consider preliminary issues
2. Hearing(s) to consider the judicial management of cases
3. Hearing(s) to consider the feasibility or otherwise of judicial mediation
4. Hearing(s) to consider other issues

Don't Know

RECOMMENDATIONS AND CHANGES MADE TO PILOT INSTRUMENT

There were a number of difficulties experienced with this question and it was recommended not including this question in the pilot instrument.

This question was not included in the pilot instrument.

QUESTIONS TESTED

A new set of questions were tested around claimant's attitudes towards payment for employment tribunal cases.

RECOMMENDATIONS AND CHANGES MADE TO PILOT INSTRUMENT

Within the new set of questions some elements worked well, and others caused some difficulty and confusion for participants. A number of amendments were recommended for the pilot instrument.

Questions were amended in line with recommendations for the pilot instrument.

QUESTIONS TESTED

The following question was included in the cognitive testing questionnaire, not to be cognitively tested itself but was included as a contextual question to provide some context to other questions being asked about:

N11. When you made your application were you...READ OUT [AQQA24]

INTERVIEWER NOTE: A person whose spouse/same-sex civil partner has been working away from home for over six months, for example on a contract overseas or in the armed forces, should still be coded as married and living with husband/wife or same-sex civil partner if the separation is not permanent

1. Single, that is, never married and never registered in a same-sex civil partnership
 2. Married
 3. Separated, but still legally married
 4. Divorced
 5. Widowed
 6. In a registered same-sex civil partnership (*spontaneous only*)
separated, but still legally in a same-sex civil partnership (*spontaneous only*)
 7. Formerly in a same-sex civil partnership which is now legally dissolved (*spontaneous only*)
 8. Surviving partner from a same-sex civil partnership (*spontaneous only*)
- Refused

RECOMMENDATIONS AND CHANGES MADE TO PILOT INSTRUMENT

Recommendation to include the additional follow-up ONS harmonised question to establish living with status.

This follow up question was added to the pilot instrument.

QUESTIONS TESTED

A new set of questions recording the income of the participant and their partner (if applicable) were tested.

RECOMMENDATIONS AND CHANGES MADE TO PILOT INSTRUMENT

No difficulties were experienced with these questions. However, it was recommended that the definition of a 'partner' should include martial partners, civil partners and cohabiting partners.

This change was made to the pilot instrument.

4 Pilot

Following the completion of the cognitive testing stage, TNS BMRB carried out a pilot stage. The aims of the pilot survey were:

- To test the new questions from the cognitive testing stage in the full questionnaire.
- Gain information around the flow of the questionnaires (particularly in sections where new questions have been included and sections where questions have been removed from the SETA 2008 instruments).
- Obtain information about the interview length.

4.1 Interviewer training and instructions

The interviewers were briefed face-to-face by the TNS BMRB research team with interviewers running through a dummy claimant interview. The BIS research team attended and observed the briefing. The pilot briefing slides have not been included here – the briefing slides for the main stage were based on the pilot slides but refined and updated.

Feedback on the pilot from the interviewers was provided to TNS BMRB's research team by short teleconference.

4.2 Sample

The pilot sample was selected randomly from the sample universe extract (as discussed in Chapter 2). For the employer pilot survey 200 employer cases were selected, and for the claimant pilot survey, 110 cases were selected⁶.

4.3 Employer sample screening

Prior to the pilot, a screening stage was conducted for the employer survey to establish a named contact at each organisation. The screening stage identified the person at the organisation who dealt with matters related to employment tribunals or employment issues.

The screening stage took place on the telephone, and the same procedure that was followed in SETA 2008 and 2003 was carried out. A short call to each employer was made, where the interviewer explained that TNS BMRB was conducting some important

⁶ Please note in section 2.4 it states the claimant and employer pilot sample was excluded from the claimant sample file (n= 278). This differs from the 310 cases mentioned here. The pilot sample of 310 cases was selected prior to the full processing and cleaning of the sample extract, however, the processing and cleaning took place on the whole sample universe extract. When the selected 310 pilot cases were removed from the processed sample file (prior to the selection of the main file), 32 of these selected cases had already been removed during the cleaning process.

research for the Department for Business, Innovation & Skills (BIS) and that TNS BMRB needed to send a letter to the organisation about it. In order for the letter to be sent to the correct person they were calling to ask for the name of the person who had 'overall responsibility for matters related to employment tribunals or employment issues at this organisation'. In cases where the person who answered the telephone did not know who this would be, interviewers asked to be put through to the human resources/personnel department (in larger organisations) or the owner or manager (in smaller organisations) to obtain this information from them. If it was not possible to speak to them directly, interviewers collected the name of either the HR director or the company owner. Once the contact name was collected, the contact details for this person were also confirmed.

From the pilot it was possible to get some general indications on whether we had identified the correct person at the screening stage and how often interviewers needed to be re-routed to alternative respondents. Very few problems were encountered, and in the majority of cases we had identified the correct person to speak to within the organisation.

4.4 Fieldwork period

The pilot of both the claimant and the employer SETA surveys took place from 2nd to the 7th April 2013. Interviewing was conducted at TNS BMRB's telephone interviewing centre in Hangar Lane.

4.5 Response

A total of 15 interviews were conducted for the claimant pilot and 14 interviews were conducted for the employer pilot.

Survey response was encouraging with few difficulties encountered on either survey. As with the SETA 2008 and SETA 2003 survey, interviewers found that claimants were generally willing to talk about their case and 'tell their story'.

On the employers survey it was a little more difficult to get hold of the respondent, with respondents more likely to be out at meetings, or busy at the time of the call and appointments had to be made to call back. However despite this, the refusal rate was relatively low.

The majority of respondents interviewed had received the advance letter. According to feedback from the interviewers the advance letter helped to reassure respondents of the validity and confidentiality of the survey. There was evidence that some employers on receipt of the advanced letter had prepared for the interview; for example, at one organisation the employer completing the survey had the case file to hand to aid with answering the survey questions.

The following tables summarise the outcomes from the pilot surveys:

Claimant pilot survey response

Response code	N	%
Sample selected for pilot	110	100

Opt-out to advance letter	0	
Sample issued after advance letters	110	100
Completed interviews	15	14
Sample left to try	80	73
Sample dialled and no final outcome	47	43
Sample not dialled	33	30
Unsuccessful outcomes	15	14
Wrong number/number unobtainable	7	6
Unavailable during fieldwork	5	5
<i>Incapable of interview</i>	3	3

Employer pilot survey response

Response code	N	%
Sample selected for pilot	200	100
Sample not dialled	26	13
Unavailable during fieldwork	3	2
Duplicate number	1	*
Wrong number/number unobtainable	36	18
Refusal/Deferral	22	11
Details obtained and advance letters send	112	56
Sample issued after screening stage	112	56
Completed interviews	14	7
Sample left to try	95	48
Sample dialled and no final outcome	89	44
Sample not dialled	6	3
Unsuccessful outcomes	3	2
Refused	1	*
Proxy/switchboard refusal	1	*
<i>Wrong number/number unobtainable</i>	1	*

4.6 Interview length

The target length of both the claimant survey and the employer survey at the main stage was 30 minutes – for both surveys in the pilot the average interview length was longer than this.

Claimant survey overall timing

The average length of the claimant survey was 41 minutes (median 38), with the individual length ranging from 24 minutes to 61 minutes.

Employer survey overall timing

The average length of the employer survey was 44 minutes (median 42.5), with the individual length ranging from 32 minutes to 75 minutes. If the longest interview (75 minutes) is excluded, then the average interview length is 42 minutes.

All 14 employer respondents who participated in the pilot survey were personally responsible for dealing with the case. If an employer was not responsible for dealing with case this would have resulted in a shorter interview. In SETA 2008, 14 per cent of employer respondents were not responsible for the case, and so received a shorter interview.

Individual section timings

Average individual section timings are shown in the table below⁷.

Section	Claimant	Employer
INTRODUCTION	1 minute	2 minutes
SECTION A: Characteristics of parties	9 minutes	10 minutes
SECTION B: Previous ET applications	2 minutes	Less than 1 minute
SECTION C: Characteristics of the dispute	1 minute	1 minute
SECTION D: Events leading up to the application: Pre PCC	2 minutes	4 minutes
SECTION D: Events leading up to the application: PCC	2 minutes	2 minutes
SECTION D: Events leading up to the application: Mediation	2 minutes	1 minutes
SECTION E: Patterns of advice and representation	6 minutes	7 minutes
SECTION F: Acas	2 minutes	2 minutes
SECTION G: Offers and settlements	2 minutes	3 minutes
SECTION H: The hearing	1 minutes	1 minute
SECTION I: Interlocutory Events	Less than 1 minute	
SECTION J: The costs regime	1 minute	2 minutes
SECTION K: Costs and benefits	2 minutes	4 minutes
SECTION L: Expectations and satisfaction with outcomes (includes willingness to pay for Claimants)	4 minutes	1 minute
DEMOGRAPHICS (Claimants only)	4 minutes	-
FOLLOW-UP	2 minutes	2 minutes

⁷ The employer interview of 75 minutes is excluded from these timings.

4.7 Feedback from the pilot

Following the cognitive interviews a detailed report was produced presenting the findings and recommendations to inform the main stage questionnaires.

An overview of the feedback is presented below:

Structure/flow

Overall the questionnaires generally worked well and there were no major issues related to whole sections. This was to be expected as the questionnaires was largely the same as those used for SETA 2008. Interviewers reported that the questions flowed in a logical order, taking respondents through the experience of their case from start to finish.

Recall

Similarly, recall was generally fine, and few problems were encountered.

Sensitivity/confidentiality

Confidentiality did not seem to be an issue of concern. The advance letter re-assured respondents of confidentiality, as did the introduction at the start of the interview which seemed to work well.

New questions

- New questions concerning Pre-claim conciliation

Overall respondents were able to answer the new questions around PCC easily. However, in some cases (both claimant and employer interviews) from monitoring of interviews it was apparent that respondents may have been thinking about IC that occurs after the claim has been made to the tribunal and not necessarily PCC.

Therefore suggest adding some further clarification for respondents in the initial description of PCC mentioning that PCC that takes place before the application is submitted, and asking them not to think about conciliation that they may have received after the claim was submitted, which will be talked about later on in the interview. In addition recommend that in the main stage interviewer briefing additional information about PCC and IC is given, to ensure interviewers can help respondents with any potential confusion.

- New questions concerning mediation

Generally the mediation questions appeared to work well and appeared relatively straight forward for respondents to answer. However, in some instances it was still necessary for interviewers to emphasise to the respondent that they should think about what happened before the application was submitted. Therefore recommend that reference to 'before the application' is included in the definition which is initially read out.

- New questions concerning willingness to pay
Overall these questions appeared to work well. Generally claimants were able to answer the statements easily.
- New claimant demographic questions
The additional/amended claimant demographics did not cause any issues.

It was apparent that for claimants who had a household income of less than £30,000 the banded follow up question took a considerable amount of time to read out. Twelve out of the 15 claimants interviewed routed into this question. To save time it is recommended that either to reduce the number of bands asked about, or amend the format so it is series of separate 'step' questions, asking claimants whether they earn more or less than a certain amount until they reach the correct band.

Open-ended questions

A small number of new open ended questions were included in the questionnaires. The numbers of respondents who answered these questions was reviewed along with the responses given.

Existing questions

During the pilot no problems or issues were found regarding the existing questions used in SETA 2008 and earlier surveys in the series.

However, it should be noted, that when CQA14B was asked (the open-ended questions about why the application was bought), whilst some respondents gave a very brief summary, some respondents gave a much larger description. Suggest removing the 'if necessary' instruction, and have all the text as read out to encourage respondents to give a short description.

'Can you sum up in a few words why you brought this application? I only need a brief summary, how would you sum this up in one sentence?'

The results of the research

One claimant at the end of their interview asked the interviewer for some more information about when the results of the research will be published. Suggest providing some information to interviewers about the plans for publication so they can mention this to respondents if they are asked at any point. Alternatively/additionally reference to publication could be included in the advance letters.

4.8 Changes for the main stage questionnaire

Following the feedback from the pilot stage, the main changes made to the main stage questionnaires were around time savings. The questionnaire content was closely reviewed by BIS and the wider SETA steering group and a number of question cuts were agreed to reduce the questionnaires to the target interview length of 30 minutes.

5 Fieldwork

5.1 Interviewer training and instructions

All interviewers were briefed face-to-face by the TNS BMRB research team with interviewers running through a dummy claimant interview. The BIS research team attended and observed the briefing.

The briefing covered the following areas:

- Introduction to Employment Tribunals and the SETA series
- Overview of the survey
- Sample
- Advance letters
- Making Contact
- Questionnaire

In addition, interviewers were also given a case outcome crib sheet. This was to help them familiarise themselves with the case outcomes, and to use as a reference document when carrying out interviews (shown in Annex E).

5.2 Employer sample screening

In line with the pilot stage, prior to conducting main stage employer fieldwork it was necessary to conduct an employer screening survey. The purpose of this stage was to make initial contact with employers to ask for the name and address of the contact who had 'overall responsibility for matters related to employment tribunals or employment issues'.

In total, for the employer screening stage, 6,411 cases were selected and issued to the employer screener stage and 4,442 screeners were completed (i.e. a contact name and telephone number were collected, and the company name and address were confirmed). Of the 4,442 completed screeners, 4,385 were issued for the employer main stage⁸.

5.3 Fieldwork period

⁸ Although 4,442 cases completed the screener, a small number were found to have a duplicate contact name and/or contact telephone number. Whilst all employer duplicates has been removed, during the screening stage, a referral may have been given to a different office leading to possible duplicate employer workplaces. Out of each set of duplicate cases, one case was selected at random to be kept and the rest removed.

The survey was conducted using Computer-Assisted Telephone Interviewing (CATI) and administered by interviewers from TNS BMRB's Hull Telephone Unit. Fieldwork took place from 15th May 2013 to 22nd September 2013.

5.4 Response rates

Tables 5.1 and 5.2 show overall response breakdowns. On the claimant survey, 1,988 interviews were achieved (with a response rate of 53 per cent), and on the employer survey, 2,013 interviews were achieved (with a response rate of 51 per cent).

Table 5.1 Claimant survey overall response

Advance letters sent	5560⁹
Sample covered	5049
No contact made with respondent (unable to establish eligibility)	325
Sample at end of fieldwork - with no final outcome	186
Invalid sample data	
Invalid Tel No	789
Deceased	17
Moved (and no trace)	60
Unknown at number	195
No recollection of case	9
ETHOS Information incorrect	66
Awaiting appeal	54
Signed confidentiality agreement	12
Respondent incapable of interview	110
Other Ineligible	5
Opt-out/refusal	
Personal refusal / Opt out	756
Proxy refusal	40
Case too sensitive/traumatic	57
Abandoned interview	116
Unavailable during fieldwork	62
Unsuccessful call attempts / general callbacks	713
Full interviews	1988
Invalid sample data (N)	1317
Opt-out/refusal (N)	1744
Full interviews (N)	1988
Valid sample data (N)	3732
Invalid sample data (%)	26
Opt-out/refusal (%)	35
Productive (%)	39
Productive of valid sample (%)	53
Refusal/unproductive of valid sample (%)	47

Table 5.2 Employer survey overall response

⁹ During fieldwork it was necessary to issue a small batch of reserve sample in addition to the 4,810 claimant cases originally selected.

Table 5.2 Employer survey overall response

Advance letters sent	4385
Sample covered	4385
Sample with no final outcome	0
Invalid sample data	
Invalid Tel No	137
Business Closed down /Moved (and no trace)	31
No recollection of case	124
ETHOS Information incorrect	69
Awaiting appeal	23
Signed confidentiality agreement	23
Other Ineligible	6
Opt-out/refusal	
Personal refusal / Opt out	492
Gatekeeper refusal	4
Person who dealt with case has left and no referral	189
Case too sensitive/traumatic	49
Abandoned interview	68
Unavailable during fieldwork	355
Unsuccessful call attempts / general callbacks	802
Full interviews	2013
Invalid sample data (N)	413
Opt-out/refusal (N)	1959
Full interviews (N)	2013
Valid sample data (N)	3972
Invalid sample data (%)	9
Opt-out/refusal (%)	45
Productive (%)	46
Productive of valid sample (%)	51
Refusal/unproductive of valid sample (%)	49

In comparison to SETA 2008, the ratio of interviews to advance letters sent (the '*productive*' rate on both tables) is largely in line between the 2013 and 2008 surveys. However, the response rate (the '*productive of valid sample*' shown on both tables) was lower in 2013 than in 2008, and this is largely due to the following:

- Firstly, positively in both surveys in 2013 the '*invalid sample data*' rate was lower than it was in the 2008 survey. On the claimants survey this was largely due to the better quality of the sample and the presence of second telephone numbers. On the employers survey this was due to a much higher recall of the case. However, this has a negative knock on impact on the response rate calculation of the remaining sample in comparison to SETA 2008.
- Secondly, there were differences in how sample was issued and dialled between the 2013 and 2008 surveys and therefore the type of '*outstanding*' sample at the end of the fieldwork periods. In SETA 2008, reserve sample was issued on both surveys in the latter stages of fieldwork. In SETA 2013, it was only necessary to issue a small batch of reserve sample on the claimant survey during the middle of stage fieldwork. As a result, in SETA 2008 there is a much larger proportion of sample on both surveys which was still active (and to be called) when fieldwork was cut off. In SETA 2013, within the '*unsuccessful call attempts / general callbacks*'

category, whilst contact has been made with someone, it is not known whether eligibility has been established or not. For a significant proportion it may not have been, and arguably some of this sample should be within either 'No contact made with respondent (and unable to establish eligibility)' or within the 'Invalid sample data' categories. However, because the proportion that this will apply to is not known, the more cautious approach of including this sample within the 'Opt out / Refusal' section of the reports has been taken.

5.5 Sample profile by key characteristics

Tables 5.3 and 5.4 show the sample universe and total interviews across key sample characteristics. Figures are shown separately for claimants and employers. These figures were used for consideration of survey weighting.

Table 5.3 Claimant survey: Sample profile by key characteristics

	% of Universe	% of Interviewees
ETHOS Outcome		
Claimant successful at hearing	7	8
Claimant unsuccessful at hearing	9	8
Acas conciliated settlement	43	45
Withdrawn / private settlement	26	26
Default judgement (claimant successful / unsuccessful)	6	7
Dismissed/Disposed of/Other	9	6
Track		
All cases involving discrimination claims	27	25
All short conciliation period cases (Fast Track)	24	26
All standard Conciliation Period cases	49	49
Regional Office		
Aberdeen	1	1
Ashford	3	3
Bedford	2	3
Birmingham	8	8
Bristol	4	2
Bury St Edmunds	3	4
Cardiff	5	5
Dundee	1	1
Edinburgh	2	2
Exeter	2	3
Glasgow	4	4
Huntingdon	8	*
Leeds	6	6
Leicester	2	2
London Central	7	6
London South	7	7
Manchester	11	10
Newcastle	5	5
Nottingham	4	4
Reading	4	4
Sheffield	2	2
Southampton	5	5
Stratford	6	6
Watford	5	5

Table 5.4 Employer survey: Sample profile by key characteristics

	% of Universe	% of Interviewees
ETHOS Outcome		
Claimant successful at hearing	7	5
Claimant unsuccessful at hearing	9	10
Acas conciliated settlement	43	48
Withdrawn / private settlement	26	26
Default judgement (claimant successful / unsuccessful)	6	1
Dismissed/Disposed of/Other	9	9
Track		
All cases involving discrimination claims	27	31
All short conciliation period cases (Fast Track)	24	18
All standard Conciliation Period cases	49	52
Regional Office		
Aberdeen	1	1
Ashford	3	4
Bedford	2	2
Birmingham	8	8
Bristol	4	3
Bury St Edmunds	3	5
Cardiff	5	5
Dundee	1	1
Edinburgh	2	2
Exeter	2	3
Glasgow	4	4
Huntingdon	*	*
Leeds	6	6
Leicester	2	2
London Central	7	7
London South	7	8
Manchester	11	11
Newcastle	5	4
Nottingham	4	4
Reading	4	4
Sheffield	2	2
Southampton	5	6
Stratford	6	5
Watford	5	5

6 Data management

6.1 Coding and editing

Two discrete versions of the CATI program were used for conducting the interviews (a claimant and employer CATI script). This resulted in two slightly different datasets which were subsequently combined into one SPSS data file. This linking process involved combining variables which were the same across both surveys and amending variable labelling. There were also questions which were the same across both surveys but had slightly different coding frames. Some of these were combined whilst some were kept separate depending on the degree of overlap.

In both questionnaires there were a number of ‘Other – please specify’ questions and fully open ended questions, where interviewers would transcribe the respondents’ answers to these questions. The following coding was carried out on these questions:

‘Other – please specify’ questions

There were a number of questions where an ‘Other – please specify’ code was included in the answer list for interviewers to transcribe the respondents’ answer if it was different to all the other answers codes on the pre-defined list for the question. All such answers were reviewed and in some cases it was possible to code these responses back into the existing code frame (this is known as ‘back coding’). However, this was not always possible, and in some instances new, distinct groups of responses emerged and new codes were added to categorise these responses into. During this process, in order to maintain maximum comparability to previous SETA surveys, new categories were added in line with SETA 2008 and SETA 2003 where relevant, and any further new codes were also added. In the SPSS dataset, where new codes have been added, those added in line with SETA 2008 had ‘2008’ in the category label, and those added for the first time in 2013 have ‘2013’ in the category label.

Open questions

There were a small number of fully open ended questions in the surveys, where no code frame was included on the question. Instead, interviewers recorded verbatim what was said by the respondent. All verbatim answers were reviewed and code frames were drawn up that could accommodate most of the answers given. Similarly to the ‘Other – please specify’ questions, in order to maintain maximum comparability to previous SETA surveys, new categories were added in line with SETA 2008 and SETA 2003 where relevant, and any further new codes were also added. In the SPSS dataset, where new codes have been added, those added in line with SETA 2008 had ‘2008’ in the category label, and those added for the first time in 2013 have ‘2013’ in the category label.

Table 6.1 below details all variables where coding has been carried out.

Table 6.1 Overview of coding conducted

Variable	Coding carried out
CLAIMANT SURVEY	
CQA110J	Full coding
AQJ11	Full coding
AQN11	Full coding
CQP11	Full coding
CQA32	Additional answer codes added and back coding
CQA36C	Additional answer codes added and back coding
CQA39B	Back coding only
AQB5	Additional answer codes added and back coding
AQB5B	Back coding only
AQB6	Additional answer codes added and back coding
CQC1	Additional answer codes added and back coding
CQC6	Additional answer codes added and back coding
CQD1	Additional answer codes added and back coding
CQE4	Additional answer codes added and back coding
CQE15	Additional answer codes added and back coding
CQE5C	Additional answer codes added and back coding
CQE5E	Additional answer codes added and back coding
AQE5E	Additional answer codes added and back coding
CQE6	Additional answer codes added and back coding
CQEL2	Additional answer codes added and back coding
CQE6C	Additional answer codes added and back coding
CQJ4	Additional answer codes added and back coding
CQJ52	Additional answer codes added and back coding
AQJ13	Additional answer codes added and back coding
CQL26	Additional answer codes added and back coding
CQP13	Additional answer codes added and back coding
AQP19	Additional answer codes added and back coding
AQQA41	Back coding only
AQQA52	Additional answer codes added and back coding
CQA33 / CWA33B/ CQA33D	Standard Occupation Coding (SOC) / Standard Industrial Coding (SIC)
EMPLOYER SURVEY	
CQA110J	Full coding
EQJ11	Full coding
EQN11	Full coding
CQP11	Full coding
CQA32	Additional answer codes added and back coding
CQA36C	Additional answer codes added and back coding
CQA39B	Additional answer codes added and back coding
CQC1	Additional answer codes added and back coding
CQC6	Additional answer codes added and back coding
EQD61	Additional answer codes added and back coding
CQD1	Additional answer codes added and back coding

Table 6.1 Overview of coding conducted

Variable	Coding carried out
EQE13	Additional answer codes added and back coding
CQE4	Additional answer codes added and back coding
CQE15	Additional answer codes added and back coding
CQE5C	Additional answer codes added and back coding
CQE5E	Additional answer codes added and back coding
CQE6	Additional answer codes added and back coding
CQEL2	Additional answer codes added and back coding
CQE6C	Additional answer codes added and back coding
CQJ4	Additional answer codes added and back coding
CQJ52	Additional answer codes added and back coding
CQL26	Additional answer codes added and back coding
CQP13	Additional answer codes added and back coding
CQA33 / CWA33B/ CQA33D	Standard Occupation Coding (SOC) / Standard Industrial Coding (SIC)
EQA12D	Standard Occupation Coding (SOC) / Standard Industrial Coding (SIC)

6.2 Logic checks

Within the CATI program a small number of soft logic checks were included to check for implausible responses from survey participants around the pay for their current job/job related to the employment tribunal claim. However, in line with SETA 2008 no further checks were included into the CATI program. Therefore it must be borne in mind that there may be a small number of instances where a survey participant has provided fully consistent answers throughout the interview.

6.3 Data tabulations

Various data tabulations have been produced to supplement the main report. Data tables have been provided for each report chapter and reflect the key findings throughout the report. These have been produced as an appendix to the main report. The figures cited in these tables refer to percentages unless otherwise stated. For all tables, the unweighted base is included. Throughout these tables ‘*’ refers to a figure less than 0.5 per cent but greater than zero. ‘-’ refers to no data in a specific cell.

6.4 Derived variables

The following outlines variables which were derived for the data set. The full SPSS syntax used to derive these variables is given in Annex F.

6.5 Weighting

The weights for the Survey of Employment Tribunal Applications were designed to correct for the unequal probability of selection from the sample frame (design weights), and for biases caused by differences between the characteristics of respondents to the survey and those who did not respond (non-response weights). Weighting is employed to ensure the survey respondents are representative of single claims disposed of at the employment tribunal between 3 January 2012 and 4 January 2013.

Weighting the SETA data required three steps: (1) calculation of a sampling weight for each respondent, (ii) trimming of outlier weights to avoid unnecessarily large standard error estimates, and (iii) calibration of the weighted data to population totals.

Three primary weights have been produced: one for employers, one for claimants and one for cases. The **employer weight** should be used to analyse the employer perspective, the **claimant weight** should be used to analyse the claimant perspective and the **case weight** should be used only to analyse factual details about the case. Although there are common elements to the claimant and employer questionnaires that go beyond the factual details of the case, we expect the claimant and the employer to have different perspectives about the same case. Therefore, the 'case' weight should only be used for factual details about a case, about which there should be no dispute. Using the 'case' weight for other parts of the questionnaire is incorrect as it treats the claimant perspective and the employer perspective as interchangeable.

An additional weight – the '**perspective**' weight – has been produced as a convenience. It can be used to obtain claimant and employer results without switching weights because it is equal to the claimant weight if the respondent is a claimant and equal to the employer weight if the respondent is an employer.

Employer weights

As discussed in section 2.5, after processing and cleaning the case database, a total of 6,411 employers was sampled, each with a probability proportionate to the number of cases in which it had been involved¹⁰. For those sampled employers with multiple cases, just one was (randomly) sampled. This method yields an approximately equal probability sample of cases but with the constraint that only one case is sampled per employer.

Employer stage case sampling weight $w_{ec} = 1/(\text{employer sampling probability} * \text{conditional case sampling probability})$

Any sampling weight exceeding five times the median sampling weight was trimmed at that value. Nine responding cases were affected by this rule (0.4 per cent of the total). Weight trimming is standard survey practice because small numbers of very large weights lead to significant standard error inflation. Generally speaking, the potential introduction of (a trivial amount of) bias through trimming the weights is preferable.

¹⁰ With the exception of some employers with so many associated cases that the implied sampling probability exceed 1.

The 'trim-weighted' employer dataset was then calibrated to case database totals for 'outcome', 'track' and 'office region' (note the Bedford and Huntingdon offices were combined for this purpose due to low case numbers in the latter). A classic iterative 'raking' procedure was used to calibrate the data. Each employer respondent starts with its (trimmed) sampling weight but this is adjusted iteratively to ensure that the respondent distribution exactly matches all three case database distributions (outcome, track and office region) simultaneously. Convergence was achieved within seven full iterations (each iteration involves three steps: aligning the respondent sample to 'outcome' case database totals, then 'track' case database totals, then 'office region' case database totals, with the weight adjusted at each step and used as the base weight for the next step).

Claimant weights

Sampling of claimants was more complex than that of employers because it followed the employer sampling stage. Each of the remaining cases was given a 'second stage case sampling probability' that compensated for any inequalities at the employer sampling stage. Claimants were then sampled with a probability proportionate to the sum of second stage case sampling probabilities associated with the claimant. The vast majority of sample claimants were involved in only one case but a small number were involved in more than one. In these instances, one case was sampled with a probability proportionate to the case sampling probability. Effectively, this approach produced an equal probability sample of cases since the sampling probability of each case is a function of both the employer stage sampling probability and the compensatory claimant stage sampling probability. In practice, there was some slight variation in sampling probabilities but the variance in weight values is negligible.

Claimant stage case sampling weight $w_{ei} = 1/((1 - \text{employer stage case sampling probability}) * \text{claimant sampling probability} * \text{conditional case sampling probability})$

There was no need to trim the sampling weights as none were particularly large. The 'sample weighted' claimant dataset was calibrated to the same set of case database totals as for the employer dataset.

Case weights

The overall case sampling probability is equivalent to the sum of the employer survey and claimant survey sampling probabilities. This was converted into a sampling weight (1/overall case sampling probability) and trimmed and calibrated using the same principles as above.

7 Analysis methods and standard errors

This section outlines the methodology used to conduct analysis in the main report, including the approaches to statistical testing of differences and details of multivariate analysis.

7.1 How analysis was carried out for the main report

Analysis of 2013 data

The analysis has been carried out using the Complex Samples module available in IBM SPSS v19. Using this module ensures that the standard errors and confidence intervals we produce take into account the complex sample design. For the SETA 2013 this means taking into account the stratification of the sample, the (minor element of) disproportionate sampling and the compensatory weighting for non-response. Generally speaking, if the sample design is ignored, the confidence intervals tend to be too narrow. Instead of the stated 95 per cent probability that the confidence intervals contain the true population value, the *real* probability is much lower. Using the Complex Samples module ensures that this statement with regard to confidence intervals is accurate.

Alongside accurate standard errors and confidence intervals the analysis also produced a 'design effect' for each statistic. One way of describing the impact of a complex random sample design compared to a simple random sample design is to calculate the 'effective sample size', i.e. the simple random sample size that would produce the same standard error as the realised complex random sample. Dividing the realised sample size by the effective sample size gives us a standardised measure of design impact. This is the design effect and it is usually above 1 for the reasons given in the previous paragraph.

Primarily, we have used the CSTABULATE command within the Complex Samples module to produce the tables in the report (see section 8.5 for an example of this). Differences between sub-group estimates have been tested for 'significance' using chi-square measures. A difference is significant if the probability of observing a difference of that magnitude - *given a true difference between groups of zero* - is less than x per cent. the standard value for x per cent is 5 per cent. All tables display the weighted statistics (percentages or means as appropriate), along with unweighted sample sizes. Any significant differences (at the 5 per cent level) are marked in the tables by shading the relevant cells.

Where applicable, comparisons are provided between the 2013 findings and those reported in earlier SETA studies (particularly 2008). Modifications to the questionnaire between studies mean that some comparisons need to be treated with caution. Changes in sample design are less important as sample weighting ought to fully account for these.

In the SETA 2008, the SPSS Complex Samples module was *not* used to produce the standard errors (because the module was not widely adopted at that time) . For this report, when comparisons are made between the 2008 and 2013 data, the correct standard errors have been retrospectively computed for the 2008 data.

Because the 2008 and 2013 datasets could not be formally combined, the significance of differences is based on t-test results rather than on chi square test results. The t-test is designed for means rather than proportions but is easy to implement based on separate tables whereas the chi square test requires a combined dataset. With sample sizes above 200 or so, the two tests produce almost identical results so this approach is perfectly acceptable.

7.2 Multivariate analysis methods

In the main report, in order to identify the factors that were linked to whether a claimant's decision to go to a tribunal would have been influenced by the payment of a £250 fee (section 3.4.1) and, separately, whether a case progressed to a full tribunal hearing (section 5.2), three logistic regression models were created. Full details of this process can be found in Annex B of the main survey report.

7.3 A note on the use of SETA outcome variable

In the main report, and in the accompanying tables, the outcome variable used is the outcome reported by the survey respondent (the 'SETA outcome'). For the purposes of the survey, respondents were prompted with the administrative 'ETHOS' outcome and interviewers checked whether the case went to a tribunal, was settled, withdrawn etc. ETHOS outcome does not make any distinction between privately settled and withdrawn cases and hence the survey was used to unpack these particular cases and clarify this important distinction.

Whatever outcome the survey respondent agreed on at the start of the interview was then used in any subsequent questionnaire filtering. In line with SETA 2003 and SETA 2008, there was a reasonably close match between the ETHOS and SETA outcomes (see Tables 7.1 and 7.2). SETA outcome was therefore considered to be a more appropriate analysis variable for the survey reporting.

In SETA 2008 there were a small number of cases with an ETHOS outcome of a 'default judgement – claimant successful'. In the 2008 questionnaires these were combined with cases with an ETHOS outcome 'claimant successful at a tribunal hearing' and followed the same routing as this ETHOS outcome group. In SETA 2013, it was decided that this group should be treated separately, and two new questions were added to confirm this outcome (CQA110K and CQA110M). As a result of this, for SETA 2013, two versions of SETA outcome have been derived:

- *SETA Outcome in line with SETA 2008 (CSVOUT)*: This variable was created to maintain consistency with the SETA outcome variable in the 2008 survey analysis. All respondents who confirmed their outcome as a default judgement in favour of the claimant are included within the 'Claimant successful at tribunal' code.

- A new SETA Outcome variable with a separate default judgement in favour of the claimant category (CSVOUT2): This variable has an additional code to the 2008 SETA outcome variable. All respondents who confirmed their outcome as a default judgement in favour of the claimant are included in a new category 'default judgement in favour of claimant'.

In order to maintain consistency with the SETA 2008 report, the CSVOUT variable is used for analysis in the SETA 2013 main report. The exception to this is Chapter 5 which focuses on case outcome, where CSVOUT2 is used.

Table 7.1 SETA outcome (without separate default judgement) versus ETHOS outcome

Per cent, bases are counts

	Claimant successful at tribunal	Claimant unsuccessful at tribunal	ETHOS OUTCOME			
			Settled	Withdrawn	Dismissed /disposed of/other	Default judgement: claimant successful
SETA outcome [CSVOUT]						
Claimant unsuccessful at hearing	3	93	*	1	1	-
Claimant successful at hearing	95	*	*	1	-	97
Acas settled	-	-	95	-	-	-
Privately settled	2	1	-	46	7	2
Withdrawn	-	1	4	51	3	1
Dismissed	*	3	*	1	88	-
<i>unweighted base</i>	267	366	1866	1027	305	168

Table source: All claimants and employers.

Table weight: Case weight

Table 7.2 SETA outcome (with separate default judgement category) versus ETHOS outcome

Per cent, bases are counts

	ETHOS OUTCOME					
	Claimant successful at tribunal	Claimant unsuccessful at tribunal	Settled	Withdrawn	Dismissed /disposed of/other	Default judgement: claimant successful
SETA outcome [CSVOUT2]						
Claimant unsuccessful at hearing	3	93	*	1	1	-
Claimant successful at hearing	95	*	*	1	-	-
Acas settled	-	-	95	-	-	-
Privately settled	2	1	-	46	7	2
Withdrawn	-	1	4	51	3	1
Dismissed	*	3	*	1	88	-
Default judgement in favour of claimant	-	*	-	*	*	100
<i>unweighted base</i>	267	366	1866	1027	305	168

Table source: All claimants and employers.

Table weight: Case weight

8 Data user guide

This section gives more information about using the SETA 2013 data set to conduct analysis.

8.1 Using the different samples

There are two different samples within the SETA 2013 survey: the employer sample and the claimant sample:

- The employer sample should be used to analyse data from the employer perspective.
- The claimant sample should be used to analyse data from the claimant perspective.
- The employer and the claimant samples can be combined to analyse data about the case. The combined samples should only be used to analyse factual details about the case. Although there are common elements to the claimant and employer questionnaires that go beyond the factual details of the case, we expect the claimant and the employer to have different perspectives about the same case (and therefore the separate samples should be used for these elements).

8.2 A note on weights

SETA 2013 required weights to adjust for the differential selection probabilities of cases and non-response to the survey.

Table 8.1 outlines the weights that should be used for each analysis. (Please note, applying the employer or claimant weight will automatically filter these samples). More information about the weighting methods is given in Section 6.4.

Table 8.1 SETA 2013 Weights

Weight Name	Weight Label	Sample	Use
rimweight_Employer	Employer weight	Employer sample	For analysis of data from an employer perspective
rimweight_Claimant	Claimant Weight	Claimant sample	For analysis of data from an claimant perspective
rimweight_Case	Case Weight	Case sample	For analysis of <i>factual</i> information about the case.
rimweight_Perspective	Perspective Weight	Employer sample and claimant sample	For analysis of data from the employer perspective and from the claimant perspective. This weight has been produced as a convenience, and can be used to obtain claimant and employer results without switching weights because it is equal to the claimant weight if the respondent is a claimant and equal to the employer weight if the respondent is an employer. It must only be used in cross tabulations with respondent type (CTYPE) used as the columns variable. In such cross tabulation the 'total' column should not be used.

8.3 Missing values

Where a question was a filtered question and was not asked to all respondents, respondents for whom the question was not applicable for have been set to system missing in the SPSS dataset in that particular question.

The bases for all question variables match those shown on the questionnaire. However, there are a small number of questions where responses from an 'Other – please specify' question have been back coded (see section 6.1), and therefore these respondents will not appear in subsequent questions which route from these questions. Questions where back coding has taken place that this concerns are:

- cqa32
- aqb5
- cqc1
- cqe15
- cqj4
- cql26
- aqqa41
- aqqa411

8.4 Don't know and Refused answer codes

Some of the questions include a 'don't know' option, and/or, 'refusal' option and/or a 'none of these' / 'no answer'. These responses have been coded as: -2 (don't know), -3 (refusal), -4 (none of these / no answer).

8.5 Example syntax for analysis of complex samples

Below is an example of syntax used to produce a table and significance test using Complex Samples module available in IBM SPSS v19.

* To produce a frequency.

CSTABULATE

/PLAN FILE= '*location of plan file*'

/TABLES VARIABLES=cqa21

/CELLS TABLEPCT

/STATISTICS SE CIN(95) COUNT DEFF

/MISSING SCOPE=TABLE CLASSMISSING=EXCLUDE.

* To produce a table with a cross break, with a significance test.

CSTABULATE

/PLAN FILE= '*location of plan file*'

/TABLES VARIABLES=cqd471 BY cqa313

/CELLS COLPCT

/STATISTICS SE CIN(95) COUNT DEFF

/TEST INDEPENDENCE

/MISSING SCOPE=TABLE CLASSMISSING=EXCLUDE.

Annex A: Claimant questionnaire

NOTE:

Variable names of SETA 2003 and 2008 questions are shown in red and are enclosed in square brackets at the end of each question. SETA 2008 only questions are also marked up with '2008'. SETA 2013 only questions have '2013' after their variable name.

All 'Don't know' codes have a numeric answer code of -9 and all 'Refuse' codes have numeric answer code of -8.

ADDITIONAL VARIABLES CAPTURED BY CATI SOFTWARE INCLUDE:

- Date and time of interview
- Location of interview
- Postcode sector / county / other geographical identifier for survey respondent
- Duration of interview
- Number of attempts to gain interview

INTRODUCTION

Good morning/afternoon/evening, my name is from TNS BMRB. Please may I speak to <Claimant name>

We are conducting an important survey of behalf of the Department for Business, Innovation and Skills. You should have received a letter about this recently. The survey is about your experience of a recent employment tribunal application. Please could you spare some time to answer the survey questions now?

IF NECESSARY: The survey is very important, as it will tell us about people's experiences of the employment tribunal system and help find ways of making improvements to the system in the future.

MODULE A: CHARACTERISTICS OF PARTIES

SCREENING & ETHOS CHECKS

INTERVIEWER: READ OUT

“Thank you for agreeing to participate in this study. Everything you say will be treated in the strictest confidence and no individuals or organisations will be identifiable in the results of this study”

CONFIRM NAMES OF PARTIES

{ALL}

- A1. Can I confirm your name is [CLAIMANT NAME] and that you brought an Employment Tribunal Application against [EMPLOYER ORGANISATION NAME]?
[AQA11]

INTERVIEWER:

- CONFIRM CLAIMANT AND EMPLOYER NAMES.
- CHECK EMPLOYER ORGANISATION IS TRADING UNDER SAME NAME
- CHOOSE CODE 2 TO ENTER A DIFFERENT OR SHORTENED VERSION OF EMPLOYER NAME, AGREED WITH claimant, IF APPROPRIATE
- IF EITHER NAME IS INCORRECT, CHOOSE CODE 3 TO TERMINATE THE INTERVIEW (UNLESS ORGANISATION IS TRADING UNDER A DIFFERENT NAME BUT IS CLEARLY THE SAME ORGANISATION)

1. Names confirmed - CONTINUE WITH INTERVIEW
2. MODIFY EMPLOYER NAME
3. One or both names incorrect - TERMINATE INTERVIEW

{IF A1 = MODIFY EMPLOYER NAME}

qa11x EMPLOYER NAME IS GIVEN AS [EMPLOYER ORGANISATION NAME]
 AGREE WITH RESPONDENT A SHORTER OR ALTERNATE VERSION OF THIS
 (TO BE USED IN LATER QUESTIONS)

TYPE IN

NB. THIS IS THE ORGANISATION THAT THE RESPONDENT BROUGHT AN
 EMPLOYMENT TRIBUNAL APPLICATION AGAINST

{IF A1 = One or both names incorrect - TERMINATE INTERVIEW - Termination with data
 (Quit)}

In that case I'm sorry to have bothered you.

THANK AND CLOSE

CHECK NO POSSIBILITY OF APPEAL

{ALL}

A2. Can you confirm that this case has now been completed, or are you awaiting the
 outcome of an appeal? [CQA12]

INTERVIEWER NOTE:

- AN APPEAL MAY BE A REQUEST FOR A REVIEW OF THE DECISION OR
 AN APPEAL MADE TO THE EMPLOYMENT APPEAL TRIBUNAL
- A CASE IS COMPLETE EVEN IF ANY AWARD/COSTS ORDERED BY THE
 TRIBUNAL HAVE NOT YET BEEN PAID/ACTIONED

1. Complete - CONTINUE
2. Appeal – CLOSE

{IF A2 = Appeal - TERMINATE INTERVIEW - Termination with data (Quit)}

In that case I don't need to ask you any more questions.

THANK AND CLOSE

CHECK INTRODUCTORY LETTER

{ALL}

A3. Did you receive a letter from the Department for Business, Innovations and Skills
 explaining the aims of this survey? [CQA13]

1. Yes – received letter
2. No – but ok to continue
3. No – but send email

INTERVIEWER: IF NO LETTER RECEIVED AND WILL NOT CONTINUE WITHOUT INTRODUCTION LETTER THEN OFFER TO EMAIL THE LETTER.

IF RESPONDENT HAPPY TO PROCEED, EXPLAIN AIMS OF SURVEY

CHECK JURISDICTION

{ALL}

- A4. Our records show that you made an application to the employment tribunal concerning <JUR 1>, is this correct? [CQA14]

INTERVIEWER: NOTE THAT THE APPLICATION MAY INVOLVE OTHER CLAIMS, IN ADDITION TO THIS ONE (OTHER CLAIMS RECORDED IN THE CASE ARE LISTED BELOW)

INTERVIEWER: IF 'NO', CHECK OTHER CLAIMS IN CASE (IF ANY). EXIT INTERVIEW ONLY IF ETHOS CASE DATA APPEARS TOTALLY INCORRECT.

1. Yes - CONTINUE
2. No – CLOSE

NOTE: ALL CLAIMS IN MULTI-JURISDICTION CASES TO BE LISTED ON SCREEN

{IF A4 = No - TERMINATE INTERVIEW - Termination with data (Quit)}

In that case I don't need to ask you any further questions.

THANK AND CLOSE.

SUBJECTIVE ACCOUNT OF REASON FOR APPLICATION

{ALL}

- A5. Can you sum up in a few words why you brought this application? I only need a brief summary, how would you sum this up in one sentence? [CQA14B]

RECORD

Don't Know

CHECK SETA CASE OUTCOME

INTERVIEWER: READ OUT

“I’d now like to ask you how your case was resolved”

INTERVIEWER: EXPLAIN TERMS IF NECESSARY USING CRIB SHEET PROVIDED

{FILTER: ETHOS OUTCOME = SUCCESSFUL AT HEARING}

A6. Our records show that the case went to a full tribunal hearing and was decided in your favour. Is this correct? [CQA110B]

1. Yes
2. No

{FILTER: ETHOS OUTCOME = UNSUCCESSFUL AT HEARING}

A7. Our records show that the case went to a full tribunal hearing and was decided in favour of [EMPLOYER]. Is this correct? [CQA110A]

1. Yes
2. No

{FILTER: ETHOS OUTCOME = SETTLED}

A8. Our records show that you SETTLED with [EMPLOYER ORGANISATION NAME] for a sum of money or something else, such as an apology, a reference, or an offer of employment, rather than your case being decided at a full tribunal hearing. Is this correct? [CQA110C]

INTERVIEWER NOTE: IN SOME CASES THE SETTLEMENT MAY TAKE PLACE ON THE DAY OF THE HEARING BEFORE THE HEARING OFFICIALLY TAKES PLACE. IF THIS IS THE CASE, CODE 1.

1. Yes
2. No

{FILTER: ETHOS OUTCOME = DISMISSED AT HEARING/DISPOSED OF/OTHER }

A9. Our records show that your case was dismissed by the Employment Tribunal Service by letter or at a case review hearing of some kind. Is this correct? [CQA110D]

1. Yes
2. No

{FILTER: ETHOS OUTCOME = CLAIMANT SUCCESSFUL VIA DEFAULT JUDGEMENT}

A9a. Our records show that a default judgement in your favour was applied to your case. Is this correct? [CQA110K] 2013

IF NECESSARY EXPLAIN THAT A DEFAULT JUDGEMENT IS GENERALLY WHERE THE EMPLOYER FAILS TO RESPOND TO THE EMPLOYMENT TRIBUNAL SERVICE ABOUT THE CLAIM OR DOES NOT OBJECT TO THE CLAIM, AND THEREFORE THE CLAIM IS AWARDED IN THE EMPLOYEE'S FAVOUR.

1. Yes
2. No

{FILTER: IF 'NO' AT A9a}

A9c. And can I check, was the case awarded in your favour because [EMPLOYER] failed to respond to the Employment Tribunal Service about your claim or did not object to your claim? [CQA110M] 2013

1. Yes
2. No

{FILTER: ETHOS OUTCOME = CLAIMANT UNSUCCESSFUL VIA DEFAULT JUDGEMENT}

A9d. Our records show that a default judgement in favour of [EMPLOYER] was applied to the case. Is this correct? [CQA110N] 2013

1. Yes
2. No

{FILTER: ETHOS OUTCOME = WITHDRAWN}

A10. Did you decide to withdraw or drop the case at some point rather than go to a tribunal? By this I mean that you withdrew the case without receiving any money or anything else such as an apology or a reference? [CQA110G]

INTERVIEWER: IF YES, PROBE TO CHECK THAT THE RESPONDENT DID NOT RECEIVE ANY MONEY, AN APOLOGY OR ANYTHING ELSE FROM THE EMPLOYER IN RETURN FOR WITHDRAWING THE CASE. IF ANYTHING RECEIVED THEN CODE NO.

1. Yes
2. No

{FILTER: IF 'NO' AT A10}

A11. Did you SETTLE with {EMPLOYER ORGANISATION NAME} for a sum of money or something else, such as an apology, a reference, or an offer of employment, rather than your case being decided at a full tribunal hearing? [CQA110F]

INTERVIEWER: IF YES, PROBE TO CHECK THAT SOMETHING WAS RECEIVED.
IF NOT, CODE NO.

1. Yes
2. No

{FILTER: DISAGREEMENT BETWEEN ETHOS OUTCOME/SUBJECTIVEOUTCOME - A6=2 OR A7=2 OR A8=2 OR A9=2 OR A9c=2 OR A9d =2 OR (A10=2 AND A11=2)}

A12. I'm going to read out the different ways in which Employment Tribunal applications can be resolved. Please tell me which best describes what happened in this case. [QA110H]

ALLOW RESPONDENT TIME TO RESPOND TO EACH OPTION BEFORE
READING NEXT ONE

1. You SETTLED with [EMPLOYER ORGANISATION NAME] for a sum of money or something else, such as an apology, a reference, or an offer of employment, rather than your case being decided at a full tribunal hearing
2. You decided to withdraw or drop the case at some point rather than go to a tribunal. By this I mean that you withdrew the case without receiving any money or anything else such as an apology or a reference
3. The case went to a full tribunal hearing and was decided in your favour
4. The case went to a full tribunal hearing and was decided in favour of [EMPLOYER ORGANISATION NAME]
5. Your case was dismissed by the Employment Tribunal Service by letter or at a case review hearing of some kind
6. A default judgement in your favour was applied to your case
7. None of the above
Don't know

{FILTER: CODE 6 OR 7 OR 8 AT A12 OR CODE 1 AT A9A OR CODE 1 AT A9C OR CODE 1 AT A9D}

A13. Can I check, did your case go to a full tribunal hearing? [CQA110I]

1. Yes
2. No
Don't Know

{FILTER: Code 7 at A12}

A14. Please could you describe how your case was resolved? [CQA110J]

(TYPE IN)

Don't Know

CLAIMANT DEMOGRAPHICS (1)

INTERVIEWER – READ OUT

Next a couple of questions about yourself.

{ALL}

A15. Are you...READ OUT [CQA21]

1. Male
2. Female
- Refused

{ALL}

A16. And how old were you when you made your application for an Employment Tribunal? [CQA22]

INTERVIEWER: RECORD AGE IN YEARS

Refused

{FILTER: REFUSAL AT A16}

A17. Can you please tell us in what age group you would place yourself at the time you made your application for an Employment Tribunal ...READ OUT [CQA22B]

1. 16 to 19
2. 20 to 24
3. 25 to 34
4. 35 to 44
5. 45 to 54
6. 55 to 64
7. 65 and over
- Refused

EMPLOYMENT DEMOGRAPHICS

{ALL}

A18. Can I check, did you work for [EMPLOYER] or were you applying for a job with them? [CQA32]

1. Worked for them
2. Job Applicant
Other (specify)

{FILTER: WORKED FOR EMPLOYER – CODE 1 AT A18}

A19. And do you work for them now? [CQA32B]

1. Yes
2. No

{FILTER: IF FORMER WORKER – CODE 2 AT A19}

A20. Did you leave [EMPLOYER] before or after putting in the Employment Tribunal application? [CQA45]

1. Before
2. After
Don't Know

{FILTER: IF LEFT AFTER PUTTING IN ET1 – CODE 2 AT A20}

A21. Did you leave [EMPLOYER] before or after the case was finished? [CQA45B]

1. Before
2. After
Don't Know

INTERVIEWER: READ OUT

“I would now like to ask you about the job related to the Employment tribunal application”

{ALL}

A22. Was [EMPLOYER] a private sector organisation, a public sector body or a non-profit or voluntary organisation? [CQA313]

INTERVIEWER IF RESPONDENT IS NOT SURE PROMPT WITH EXAMPLES IF NECESSARY

1. Private sector: such as a limited company or PLC
 2. Public sector: such as local government, central government, civil service, NHS, police
 3. Non-profit: such as a charity or something in the voluntary sector
- Don't Know

{ALL}

A23. And what did [EMPLOYER] mainly make or do at the workplace you [TEXT FILL: WORKED AT / APPLIED TO WORK AT]¹¹? [CQA33C] [SIC2007/SICGP/ SICGP2]

TYPE IN: DESCRIBE FULLY. PROBE MANUFACTURING OR PROCESSING OR DISTRIBUTING ETC. AND MAIN GOOD PRODUCED, MATERIALS USED, WHOLESALE, RETAIL, ETC

Don't Know

{ALL}

A24. At the time you brought this application did [EMPLOYER] have a single workplace in the UK or more than one workplace in the UK? [CQA310]

1. Single workplace in UK
2. More than one workplace in UK

¹¹ If respondent worked for employer at A18, the first part of the text fill will appear. If respondent was a job applicant the second part of the text fill will appear. Remaining similar text fills in this section are set in the same way.

{ALL}

A26. To the best of your knowledge how many people were working at or from the **workplace** you [TEXT FILL: WERE AT / WERE APPLYING TO?] Please include all contracted, non-contracted, agency, freelance and temp workers. [CQA311]

INTERVIEWER: PROBE FOR BEST GUESS ON BELOW 25 OR BELOW 50 WORKERS.

IF RESPONDENT DID NOT WORK FROM ONE MAIN SITE THEN PROBE FOR THE NUMBER OF PEOPLE WORKING AT THE SITE THE RESPONDENT MAINLY REPORTED TO.

1. 1-9
2. 10-19
3. 20-24
4. 25-49
5. 50 - 99
6. 100-249
7. 250-499
8. 500+
9. Don't know but less than 25
10. Don't know but between 25 and 49
11. Don't know but 50 or more
- Don't know

TENURE

{FILTER: CURRENT AND FORMER WORKERS ONLY = CODE 1 AT A18}

A27. How long had you worked for [EMPLOYER] before you applied for an Employment Tribunal? [CQA34 / CBA34]

INTERVIEWER: RECORD YEARS / MONTHS [IF LESS THAN 5 YEARS]

ANSWER IN YEARS
ANSWER IN MONTHS
Don't know

{IF A27= ANSWER IN YEARS }

A27b. ENTER LENGTH OF EMPLOYMENT IN YEARS [CQA34Y]

IF DK, GO BACK TO PREVIOUS SCREEN AND CODE DK THERE

{IF A27 = ANSWER IN MONTHS}

A27c. ENTER LENGTH OF EMPLOYMENT IN MONTHS [CQA34M]

IF DK, GO BACK TO PREVIOUS SCREEN AND CODE DK THERE

IF MORE THAN 60 MONTHS (5 YEARS), GO BACK AND CODE ANSWER IN YEARS

JOB TITLE / OCCUPATION (SOC)

{ALL}

A29. [TEXT FILL: WHAT WAS YOUR (MAIN) JOB / WHAT WOULD YOUR (MAIN) JOB HAVE BEEN], that is the job related to the Employment Tribunal Application? [CQA33B] [SOC2010CLAIM / SOC2010CLAIMB]

INTERVIEWER: RECORD ANSWER

{ALL}

A29a. What [TEXT FILL: DID YOU MAINLY DO/ WOULD YOU HAVE MAINLY DONE] in your job? [CQA33D] 2013

INTERVIEWER: CHECK ANY SPECIAL QUALIFICATIONS /TRAINING NEEDED TO DO THE JOB.

RECORD ANSWER

{FILTER: CURRENT AND FORMER WORKERS ONLY = CODE 1 AT A18}

A30. In your job, did you have formal responsibility for supervising the work of other employees?

CODE ONE ONLY [CQA33C]

DO NOT INCLUDE PEOPLE WHO ONLY SUPERVISE:

CHILDREN, E.G. TEACHERS, NANNIES, CHILDMINDERS, ANIMALS SECURITY OR BUILDINGS, E.G. CARETAKERS, SECURITY GUARDS

1. Yes
2. No
- Don't Know

WORKING TIME

{FILTER: CURRENT AND FORMER WORKERS ONLY = CODE 1 AT A18}

A31. Was this job...READ OUT [CQA35]

1. Full-time, that is 30 or more contracted hours per week
2. Part-time, that is less than 30 contracted hours per week
3. Or did the hours depend on the availability of work or whether you were contacted by the employer?

{FILTER: CURRENT AND FORMER WORKERS ONLY = CODE 1 AT A18}

A32. How many hours per week did you usually work, including any paid or unpaid overtime? [CQA36 / CBA36]

INTERVIEWER: RECORD HOURS PER WEEK

Don't Know

{FILTER: CURRENT AND FORMER WORKERS ONLY = CODE 1 AT A18}

A33. Leaving aside your own personal intentions and circumstances, was this job a permanent job or was there some way that it was not permanent? [CQA36B]

1. Permanent
2. Not permanent/temporary

{FILTER: IF NOT PERMANENT – CODE 2 AT A33}

A34. In what way was the job not permanent, was it.... [CQA36C1 – CQA36C11]

INTERVIEWER: READ OUT AND CODE ALL THAT APPLY

1. working for an employment agency
2. casual type of work
3. seasonal work
4. done under contract for a fixed period or for a fixed task
5. Or was there some other way that it was not permanent? (SPECIFY)

GROSS PAY BEFORE DEDUCTIONS

{FILTER: CURRENT AND FORMER WORKERS ONLY = CODE 1 AT A18}

A36. We would like to ask you about the pay for this job. Would you like to answer this question weekly, monthly or annually?

INTERVIEWER: CODE WHICH PERIOD WOULD LIKE TO ANSWER IN.

IF NO USUAL PAY, RECORD THE PERIOD RESPONDENT CAN GIVE BEST ESTIMATE IN [CQA38 / CQA38A / CBA38]

1. Weekly
 2. Monthly
 3. Annually
- Don't Know
Refused

{FILTER: PERIOD RECORDED}

A37. What was the pay for this job before any deductions for tax, national insurance and so on?

RECORD GROSS PAY. [CQA39]

INTERVIEWER: RECORD AMOUNT

Don't know
Refused

{FILTER: IF CODED MORE THAN: (£9,999 PER WEEK) OR (£9,999 PER MONTH) OR (999,999 PER YEAR) AT A36/A37}

A37CK1. INTERVIEWER YOU HAVE ENTERED THAT [CLAIMANT]'S GROSS PAY IS £ [GROSS PAY AMOUNT] PER [PERIOD]. PLEASE CHECK WITH THEM THAT THIS IS CORRECT. [CQA39CK1] 2013

1. Yes – this is correct
2. No – this is not correct {Route back to A36}

{FILTER: IF CODED LESS THAN: (£11 PER WEEK) OR (£101 PER MONTH) OR (1001 PER YEAR) AT A36/A37}

A37CK2. INTERVIEWER YOU HAVE ENTERED THAT [CLAIMANT]'S GROSS PAY IS £ [GROSS PAY AMOUNT] PER [PERIOD]. PLEASE CHECK WITH THEM THAT THIS IS CORRECT [CQA39CK2] 2013

1. Yes – this is correct
2. No – this is not correct {Route back to A36}

{FILTER: PAY NOT RECORDED – REFUSED OR DON'T KNOW AT A36 OR REFUSED OR DON'T KNOW AT A37}

A37B. Could you tell me which of these bands your gross pay for this job, that is your pay before any deductions, fell into per year? [CQA39C] 2013

1. Under £10,000
 2. £10,000 - £14,999
 3. £15,000 - £19,999
 4. £20,000 - £24,999
 5. £25,000 - £29,999
 6. £30,000 - £39,999
 7. £40,000 or over
- Don't Know
Refused

{FILTER: CURRENT AND FORMER WORKERS ONLY = CODE 1 AT A18}

A38. Were you paid directly by [EMPLOYER] or through an employment agency or some other party? [CQA39B]

1. Directly by [EMPLOYER]
 2. Through employment agency
 3. Through some other party (Specify)
- Don't Know

{FILTER: CURRENT AND FORMER WORKERS ONLY = CODE 1 AT A18}

WRITTEN STATEMENT

A39. Did [EMPLOYER] provide you with a **written** statement of your terms and conditions of employment when you joined them? [CQA319]

1. Yes
 2. No
- Don't Know

TRADE UNION PRESENCE

{FILTER: CURRENT AND FORMER WORKERS ONLY = CODE 1 AT A18}

A40. Were there **any** trade unions or staff-associations present at the workplace?
[CQA315]

1. Yes
2. No
Don't Know

{ALL}

A42. At the time you brought this application were you a member of a trade union or staff association, either at [employer] or at another workplace? [AQA316B]

1. Yes
2. No
Don't Know

MODULE B: AWARENESS OF ETS & EMPLOYMENT RIGHTS

PREVIOUS APPLICATIONS

{ALL}

B1. Before the dispute with [EMPLOYER] arose, were you aware that a worker could apply for an Employment Tribunal if they believed their employer was not respecting their legal rights? [AQB41]

1. Yes
2. No
- Don't Know

{FILTER: IF YES AT B1}

B2. And had you **ever** made an application to an Employment Tribunal, at any workplace, before you put in this application? [CQB1]

1. Yes
2. No

{FILTER: IF YES AT B2}

B2a. How many applications had you made to an Employment Tribunal before you put in this application? [AQB7] 2008

INTERVIEWER: RECORD NUMBER. ACCEPT ESTIMATE.

Don't Know

SOURCES OF ADVICE ABOUT EMPLOYMENT RIGHTS AT PRE-APPLICATION STAGE

{ALL}

- B3. I'd like to know about any advice or information you sought **before** you put in your application. This might be general information about tribunals or employment law or advice about your particular case.

So, **before** you put in your application, did you seek advice or information from any of the following ...READ OUT [AQB51 – AQB516]

PROBE: ANYONE ELSE?

INTERVIEWER: CODE ALL THAT APPLY

INTERVIEWER: DO NOT USE CODE 6 FOR FAMILY/FRIENDS ACTING IN A PROFESSIONAL CAPACITY (E.G. AS A LAWYER)

1. Anybody at the place where you worked
2. A Citizens Advice Bureau
3. The Acas help-line or an Acas officer
4. An Employment Rights Advisor or Employment Consultant
5. A solicitor, barrister or some other kind of lawyer
6. Your family or friends
7. Equality and Human Rights Commission
8. Trade Union Representative/Worker
9. Anybody else – PROBE FULLY (SPECIFY)
10. No advice sought
Don't Know

{FILTER: IF 'Anybody at the place where you worked' -Code 1 AT B3}

- B4. Who at your workplace did you seek advice or information from? [AQB5B1 – AQB5B6]

1. Personnel/human resources officer
2. Trade Union/Worker representative
3. Colleague
4. Manager/boss
5. Other (Specify)
Don't Know

{

ALL}

B6. Who FIRST suggested that you might be able to apply for an Employment Tribunal?
IF NECESSARY: Or was it your own idea? [DO NOT READ OUT] [AQB6]

{IF SOMEONE ELSE SUGGESTED IT: Who suggested it?

INTERVIEWER: CODE ONE ONLY.

1. Own Idea
2. Family or Friends
3. Work colleagues
4. Personnel officer at work
5. Trade Union representative
6. Worker Representative at workplace
7. Citizens Advice Bureau
8. Acas officer or Acas help line
9. Employment Rights Advisor / Employment Consultant
10. Solicitor, barrister or some other kind of lawyer
11. Equality and Human Rights Commission
12. Other (Specify)
Don't Know

MODULE C: CHARACTERISTICS OF THE DISPUTE

DETAILS OF JOB SEPARATION

{FILTER: IF FORMER WORKER – CODE 2 AT A19}

- C1. How did you come to leave your job with [EMPLOYER]? Were you dismissed or made redundant, did you resign or leave without resigning, or did you leave for some other reason? [CQC11 – CQC121]

INTERVIEWER: READ OUT AND CODE ALL THAT APPLY.

1. Dismissed
2. Made redundant / “Laid off”
3. Resigned
4. Left without resigning / “Walked out”
5. Took early retirement
6. Retired at the normal age for that job
7. Retired at age 65 or over
8. Extension of retirement age that came to an end
9. Retired due to ill health
10. Gave up work for health or disability reasons (not retired)
11. Temporary contract that came to an end
12. Left to have a baby
13. Left to look after children/childcare problems
14. Left to look after elderly relative
- Some other reason

Don't Know

{FILTER: IF NOT DISMISSED/MADE REDUNDANT- Codes 3,4,5,6,7,8,9,10,11,12, 13 or 14 at C1}

- C2. Were you told you had to leave or was it your decision to go? PROBE: Were you told you HAD to leave? [CQC5]

1. Was told had to leave
2. Could have continued to work
- Don't Know

{FILTER: Code 1 at C1}

C3. What was the **main** reason [EMPLOYER] gave for dismissing you? [CQC6]

INTERVIEWER: PROBE AND RECORD ONLY MAIN REASON

1. Poor performance
2. Lack of qualifications
3. Prolonged ill health
4. Unsatisfactory attendance record
5. Misconduct/Misbehaviour (e.g. Dishonesty, theft, violent or threatening behaviour, disobedience, rule breaking, etc.)
6. Illegality (employer would be breaking the law if they continued to employ them)
7. Other (Specify)
8. No reason given
Don't Know

{FILTER: IF DISMISSED / MADE REDUNDANT / LAID OFF – Codes 1 or 2 at C1}

C4. Did [EMPLOYER] give you **any** prior warning that you might be [DISMISSED / LAID OFF / MADE REDUNDANT]? [CQC3]

{IF WARNING GIVEN} Was this warning given verbally, in writing, or both?

1. No warning
2. Verbal warning
3. Written warning
4. Both
Don't Know

MODULE D: EVENTS LEADING TO THE APPLICATION

INTERVIEWER - READ OUT

“You told me earlier why you put in an application for an Employment Tribunal against [EMPLOYER]. For the next few questions, please tell me only about things that happened **before** you put in your Employment Tribunal Application.”

WRITTEN COMMUNICATION

{ALL}

D28a Could you tell me whether any of the following happened before you put in your Employment Tribunal Application? [CQD471 – CQD475] 2013

READ OUT AND CODE ALL THAT APPLY

IF QUERY ‘THIS ISSUE’, EXPLAIN: The issue that led to your employment tribunal application

1. Did you or anyone acting on your behalf put your concerns about this issue in writing to [EMPLOYER]
2. Did [EMPLOYER] write to YOU or to anyone acting on your behalf about this issue
3. Did you discuss the issue that led to the application with a manager or senior person at [EMPLOYER]
4. None of these (SINGLE CODED)
Don't Know

ORAL DISCUSSION

{ASK IF D28a= 3}

D3. [CQD2]

Was this discussion face to face or by telephone?

1. Face-to-face
2. Telephone
3. Both
Don't Know

FORMAL MEETING

{FILTER: SOME FACE-TO-FACE DISCUSSION ABOUT DISPUTE – Code 1 or 3 at D3}

D5. Still thinking about the time **before** you put in your Employment Tribunal Application, did you go to a formal meeting where you and a manager or senior person at [EMPLOYER] sat down together to discuss the issue that led to your application?
[CQD21]

IF YES: Did you just go to one meeting with [EMPLOYER] **before** you put in your Employment Tribunal Application or more than one?

1. Yes – one meeting
2. Yes – more than one meeting
3. No
Don't Know

WRITTEN GRIEVANCE AND DISCIPLINARY PROCEDURES

{FILTER: CURRENT AND FORMER WORKERS ONLY = CODE 1 AT A18}

D10. As far as you know, did [EMPLOYER] have a **written disciplinary procedure** outlining what would happen if they were not satisfied with your performance or behaviour at work? PROBE AND CHECK WHETHER FORMAL PROCEDURES EXISTED, CODE 'NO' IF NO FORMAL WRITTEN PROCEDURES. [CQDA320]

1. Yes
2. No
Don't Know

{FILTER: CURRENT AND FORMER WORKERS ONLY = CODE 1 AT A18}

D11. And did they have a **written grievance procedure** outlining what you should do if you had a problem with your work, your manager or with another worker at the workplace? PROBE AND CHECK WHETHER FORMAL PROCEDURES EXISTED, CODE 'NO' IF NO FORMAL WRITTEN PROCEDURES. [CQDA321]

1. Yes
2. No
Don't Know

NOTE: IF YES TO EITHER THEN EMPLOYER HAD 'WRITTEN PROCEDURES' AS FAR AS REST OF SURVEY CONCERNED.

{FILTER: IF ANY WRITTEN PROCEDURES – Code 1 at either of D10 or D11}

D12. Did you and your employer follow these written {disciplinary/grievance/disciplinary or grievance} procedures before you put in your application for an employment tribunal? [CQD9]

{FILTER: IF YES} All the way or part of the way?

1. Yes, all the way through
2. Yes, part of the way
3. Yes, but don't know whether all/part of the way
4. No, not at all
- Don't Know

EMPLOYER INFORMED BEFORE PUTTING IN APPLICATION

{ALL}

D14. Before putting in your claim for an Employment Tribunal did you inform [EMPLOYER] that you were considering applying for an Employment Tribunal? [CQD101 – CQD107]

{IF YES} How did you inform them?

INTERVIEWER: CODE ALL THAT APPLY

1. No, no warning
2. Yes - Face-to face (verbal)
3. Yes - By telephone (verbal)
4. Yes - In writing (letter, fax, email)
5. Yes - Other (Specify)
- Don't Know

MODULE E: PATTERNS OF ADVICE AND REPRESENTATION

INTERVIEWER - READ OUT

I would like to ask you about any advice, guidance or other assistance you received with your Employment Tribunal Application.

APPLICATION FORM AND REPRESENTATIVE

{ALL}

E4. Thinking first about the Employment Tribunal Application **form**, on this **form**, there is the option to name a representative to handle the case on your behalf. Did you, or someone completing the **form** on your behalf nominate a representative on the **form** or was this left blank? [CQE3]

1. Yes, Nominated representative
2. No, left blank
- Don't Know

{FILTER: IF CODE 1 AT E4}

E7. Who was named as your representative?

PROMPT IF NECESSARY: What was their job title or their relationship to you?

INTERVIEWER: DO NOT USE CODE 6 FOR FAMILY/FRIENDS ACTING IN A PROFESSIONAL CAPACITY (E.G. AS A LAWYER) [CQE4]

1. Work colleagues
2. Trade Union representative/Worker Representative at workplace
3. Citizens Advice Bureau
4. Employment Rights Advisor / Employment Consultant
5. Solicitor, Barrister or some other kind of lawyer
6. Family or Friends
7. Equality and Human Rights Commission
8. Somebody else (SPECIFY)
- Don't Know

DESIRED OUTCOME

{ALL}

- E8. At the time you put in your employment tribunal application, what were you hoping to achieve by bringing the application PROMPT: Were you hoping to get money, an apology, what were you hoping to get? PROBE: Anything else? [CQE151-CQE1515] 2008

INTERVIEWER: CODE ALL THAT APPLY

1. Old job back (Re-instatement)
 2. Another job in the organisation (Re-engagement)
 3. Money
 4. A reference
 5. An apology
 6. A letter of explanation
 7. Legal fees paid / Costs covered
 8. Proving case / proving you were right
 9. Justice
 10. Other (Specify)
- Don't Know

{FILTER: IF CODE 3 (MONEY) AT E8}

- E8a. At the very start of the case, how much money were you hoping to get? [AQE4C / ABE4C] 2008

INTERVIEWER NOTE: IF CODE 7 AT E8, READ OUT "Do not include legal expenses in your calculation".

INTERVIEWER: RECORD AMOUNT. ACCEPT ESTIMATE. IF RECEIVED IN INSTALMENTS PROMPT FOR AN ESTIMATE OF THE OVERALL AMOUNT

Don't Know

{FILTER: IF CODE 3 (MONEY) AT E8}

- E8b. What was the lowest amount of money, if any, that you might have been prepared to settle for, at the very start of the case? [AQE4E / ABE4E] 2008

INTERVIEWER NOTE: IF CODE 7 AT E8, READ OUT "Do not include legal expenses in your calculation".

INTERVIEWER: RECORD AMOUNT. ACCEPT ESTIMATE. IF RECEIVED IN INSTALMENTS PROMPT FOR AN ESTIMATE OF THE OVERALL AMOUNT

Don't Know

RESPONSIBILITY FOR HANDLING CASE ON DAY-TO-DAY BASIS => REPRESENTATIVE

{ALL}

I'd now like to ask you about any advice, guidance or other assistance you received **after** you put in your Employment Tribunal Application.

E10. So, **after** you put in your Application

Did anyone help you with the day-to-day handling of your case, for example, handling paperwork, answering letters, dealing with the Employment Tribunal, dealing with [EMPLOYER] and so on. Please do not include any assistance you may have had from Acas [CQE5]

IF NECESSARY: This may have been the person who was nominated on the application form or who helped you complete the form.

1. Yes
2. No
- Don't Know

{FILTER: IF HAD HELP WITH DAY-TO-DAY HANDLING- Code 1 AT E10}

E11. Who helped you with the day-to-day handling of your case? [CQE5C01 – CQE5C24]

{IF CODE 1 AT E4: PROBE TO ESTABLISH WHETHER SAME PERSON AS NOMINATED ON APPLICATION FORM. IF SO, USE CODE 1}

INTERVIEWER: DO NOT USE CODE 7 FOR FAMILY/FRIENDS ACTING IN A PROFESSIONAL CAPACITY (E.G. AS A LAWYER). CODE ALL THAT APPLY

1. {IF CODE 1 AT E4: Person nominated on the application form}
2. Work colleague
3. Trade Union representative/Worker representative at workplace
4. Citizens Advice Bureau
5. Employment Rights Advisor / Employment Consultant
6. Solicitor, Barrister or some other kind of lawyer
7. Family or Friends
8. Equality and Human Rights Commission
9. Other (Specify)
- Don't Know

{FILTER: MORE THAN ONE SOURCE OF HELP AT E11}

E12. Who would you say helped you most with the day-to-day handling of your case?
[CQE5C2]

INTERVIEWER: CODE LIST – THOSE CODED AT E11

CODE ONE ONLY

Don't Know

{FILTER: IF 1 AT E10} INTERVIEWER READ OUT: From now on, I will refer to
<INSERT MAIN REP FROM E11 OR E12> as your representative

{FILTER: A6=1 OR A7=1 OR A12=3 OR A12=4 OR A13=1- CASE INVOLVED DECISION
AT TRIBUNAL}

E14. Did you have anyone to represent you at the full tribunal hearing, that is, to speak
on your behalf? [CQE5C3]

1. Yes
 2. No
- Don't Know

{FILTER: IF REPRESENTED AT HEARING – CODE 1 AT E14}

E15. Who represented you at the hearing? PROMPT TO PRECODE AND CODE ONE ONLY

{IF CODE 1 AT E4: PROBE TO ESTABLISH WHETHER SAME PERSON AS NOMINATED ON THE APPLICATION FORM. IF SO, USE CODE 1}

{IF CODES 2-9 AT E11: PROBE TO ESTABLISH WHETHER SAME PERSON AS HELPED WITH DAY-TO-DAY HANDLING. IF SO, USE CODE 2}

INTERVIEWER: DO NOT USE CODE 10 FOR FAMILY/FRIENDS ACTING IN A PROFESSIONAL CAPACITY (E.G. AS A LAWYER)

[CQE5E]

1. {IF CODE 1 AT E4: Person nominated on the application form}
2. {IF CODES 2-9 AT E11: Person who helped with day-to-day handling of case}
3. Work colleagues
4. Trade Union official
5. Employee Representative
6. Citizens Advice Bureau
7. Employment Rights Advisor / Employment Consultant
8. Solicitor, Barrister or some other kind of lawyer
9. Family or Friends
10. Equality and Human Rights Commission
11. Someone else (SPECIFY)
Don't Know

{FILTER: IF REP– CODES 1 AT E10 or CODE 1 AT E14}

E16. Why did you use a representative? PROMPT: Because of lack of time, expertise, or some other reason? [AQE5E1 to AQE5E11] 2008

INTERVIEWER: DO NOT READ OUT. PROMPT TO PRE-CODES.

1. Lack of expertise/knowledge
2. Lack of time
3. Someone else suggested using a representative
4. Was a member of the Union
5. Representation was free
Other (SPECIFY)
Don't Know

MAIN ADVISOR

{ALL}

E17. Did you go to anyone {IF DAY-TO-DAY REP – CODE 1 AT E10 OR REP AT HEARING – CODE 1 AT E14: else} for advice and guidance after you put in your application? [CQE5C4]

1. Yes
2. No
- Don't Know

{FILTER: WENT TO SOMEONE (ELSE) FOR ADVICE – CODE 1 AT E17}

E18. Who {else} did you go to for advice and guidance? [CQE61 – CQE626]

{IF CODE 1 AT E4: PROBE TO ESTABLISH WHETHER SAME PERSON AS NOMINATED ON THE APPLICATION FORM. IF SO, USE CODE 1}

INTERVIEWER: DO NOT USE CODE 9 FOR FAMILY/FRIENDS ACTING IN A PROFESSIONAL CAPACITY (E.G. AS A LAWYER). CODE ALL THAT APPLY

PROMPT TO PRECODES

1. {IF CODE 1 AT E4: Person nominated on the application form}
2. Work colleagues
3. Trade Union representative/Worker representative at workplace
4. Citizens Advice Bureau
5. Acas help line
6. Acas officer
7. Employment Rights Advisor / Employment Consultant
8. Solicitor, Barrister or some other kind of lawyer
9. Family or Friends
10. Equality and Human Rights Commission
11. Some other source (LABEL REQUIRED FOR TEXT FILL)
12. NO ONE (*Spontaneous only*)
- Don't Know

{FILTER: (MORE THAN ONE SOURCE OF ADVICE AT E18) & (NO DAY-TO-DAY REP - CODES 2 OR 3 AT E10)}

E19. Which of these would you say was your main source of advice or guidance?
[CQE6B]

INTERVIEWER: CODE LIST – THOSE CODED AT E18

CODE ONE ONLY

NOTE: FOR UNREPRESENTED PARTIES THE MAIN SOURCE OF ADVICE NAMED HERE BECOMES THE “MAIN ADVISOR” FOR THE PURPOSES OF THE REST OF THE SURVEY

Don't Know

{FILTER: REPRESENTATIVE (CODE 1 AT E10) OR MAIN ADVISOR OTHER THAN Acas AT E18/E19}

{FILTER: IF REPRESENTATIVE (CODE 1 AT E10) INTERVIEWER READ OUT: “Thinking now about the representative who handled your case on a day-to-day basis...”

{FILTER: IF MAIN ADVISOR AT E19 AND NO REPRESENTATIVE (APART FROM ACAS – IF Acas (codes 5 and 6) THEN SKIP E20, E21, E21b E22 INTERVIEWER READ OUT: “Thinking now about your main adviser...”

E20. In which, if any, of the following ways did they help or advise you? Did they ...
READ OUT ... [CQEGOA – CQEGOF]

INTERVIEWER: CODE YES/NO/DK FOR EACH

- a. Explain the tribunal procedures
- b. Outline the strengths and weaknesses of your case
- c. Outline the pros and cons of settling the case without going to tribunal
- d. Discuss what the tribunal might award you if you won your case
- e. Help you prepare for hearings
- f. Help you in some other way not mentioned

{FILTER: REPRESENTATIVE (CODE 1 AT E10) OR MAIN ADVISOR OTHER THAN ACAS AT E18/E19}

E21. At any time did [your REPRESENTATIVE/ your MAIN ADVISOR] advise you of your chance of winning the case if it went to a hearing? [CQEG1A] 2013

1. Yes
 2. No
- Don't Know

{FILTER: IF WERE ADVISED OF CHANCE OF WINNING CASE – E21 = 1}

E21b Did they advise that you were likely to win, likely to lose or did they think your chances were about even? [CQEG1B] 2013

1. Likely to win
2. Evens
3. Likely to lose
4. Gave different advice at different times
Don't Know

{FILTER: REPRESENTATIVE (CODE 1 AT E10) OR MAIN ADVISOR OTHER THAN ACAS AT E18/E19}

E22. Did they advise you to try and settle the case without a tribunal hearing, or that it was better not to settle and to keep going for a hearing? [CQEG3]

PROMPT TO PRECODE AND CODE ONLY ONE. RESPONDENT MAY MENTION A COMBINATION OF THINGS AS THE ADVICE MAY HAVE BEEN GIVEN AT DIFFERENT TIMES, IN WHICH CASE CODE 4 SHOULD BE USED.

1. Advised to settle
2. Advised to withdraw
3. Advised to go to Hearing
4. Gave different advice at different times
5. No, none of these
Don't Know

COST OF LEGAL ADVICE OR REPRESENTATION

{FILTER: IF HAD ANY HELP OR ADVICE OTHER THAN FROM FRIENDS/FAMILY/WORK}

E24. You said that you had help or advice from ... [CQE12]

INTERVIEWER: LIST SOURCES OF HELP FROM PREVIOUS QUESTIONS E11, E15, E18, EXCLUDING FRIENDS/FAMILY/WORK-RELATED CONTACTS.

Did you personally have to pay for all of this help or advice, did you pay for only some of it or did you get all the advice for free?

1. Paid for all
2. Paid for some
3. All free
Don't Know

{FILTER: IF HAD ANY FREE HELP OR ADVICE – Codes 2 or 3 at E24}

E25. Who provided you with free help or advice? [CQE12B1 – CQE12B17]

INTERVIEWER: LIST AS AT E24

{ALL}

E30. At the time of the case were you...? [CQEN1]

READ OUT

1. Insured to cover legal expenses
2. A member of an organisation that would cover the costs of advice and representation in an Employment Tribunal claim
3. Neither (*Spontaneous only*)
Don't Know

{FILTER: IF PAID FOR ANY ADVICE – CODES 1 OR 2 AT E24}

E32. In total how much did **you personally** pay for the advice and representation you received in this case? Please include all the legal and professional fees you actually paid, but do not include any fees paid by third parties such as insurance companies, trade unions or any kind of legal aid. [CQEN4 / CBEN4]

INTERVIEWER: RECORD AMOUNT. ACCEPT ESTIMATE.

Don't Know

REASONS FOR NO REPRESENTATIVES

{FILTER: NO REPRESENTATIVE AT HEARING AT E14 – code 2 at E14}

E34. You said earlier that you didn't have a representative at the full tribunal hearing - why did you decide not have anyone representing you at the hearing? [CQEL21 – CQEL216]

1. Thought I could handle it alone
2. Couldn't afford legal representation
3. Advice agency / Citizens Advice Bureau / Union / Law centre didn't have anyone to send
Other (SPECIFY)
Don't Know

PASSIVE SOURCES OF INFORMATION

{ALL}

E38. Can I check, did you use any of the following to find information to help you with your case, either before or after you put in your employment tribunal application, or when you were filling in the application form? READ OUT ... [CQE6B1 – CQE6B24]

1. The Acas website
2. The HM Courts & Tribunal Service website
3. BIS website
4. Direct Gov website
5. Business Link website
6. Gov UK website
7. Other Internet sites
8. Acas publications or leaflets
9. HM Courts & Tribunal Service publications or leaflets
10. A library
11. Books
12. Equality and Human Rights Commission
13. Any other source of information you haven't already mentioned (Specify)
Don't Know

MODULE F: ACAS

INTERVIEWER - READ OUT

“I would like now to ask you about Acas, the Advisory, Conciliation and Arbitration Service”

PERSONAL CONTACT WITH ACAS

{ALL}

F1. After you sent in your application to the Employment Tribunal, did you receive a letter from Acas ? [CQF0]

1. Yes
2. No
- Don't know/Can't remember

{ALL}

F2. {IF YES AT F1: Apart from this letter of introduction}, did you personally have any contact with an Acas officer, either by letter, fax, telephone, face-to-face or e-mail **after** you put in your application? [CQF1]

1. Yes
2. No
- Don't Know

CONTACT OF REPRESENTATIVE WITH ACAS

{FILTER: IF HAD ANY ADVICE/REPRESENTATION AT E10}

F8. Do you know if anyone acting on your behalf had any contact with an Acas officer, either in writing, by telephone or in a face-to-face meeting? [CQF6]

INTERVIEWER: INCLUDE WRITTEN COMMUNICATION, TELEPHONE CALLS, & MEETINGS ONLY.

1. Representative in contact with Acas
2. No contact with Acas
- Don't Know

{FILTER: NO CONTACT BETWEEN CLAIMANT SIDE AND ACAS: CODE 2 AT F2 & (NO REP AT E10 OR CODE 2 AT F8)}

F10. Why did Acas not get involved in the case? Was it because.....? [CQF8]

INTERVIEWER: READ OUT

1. Claimant did not want Acas involved
2. (EMPLOYER) did not want Acas involved
3. Neither side wanted Acas involved (single coded)
Don't know

INVOLVEMENT OF ACAS

{FILTER – SETTLED CASE AND CONTACT WITH ACAS at F2}

F15 Looking back, how likely do you think it is that you would have settled the case without Acas's involvement? [CQF13] 2008

1. Very likely,
2. Quite likely,
3. Quite unlikely,
4. Very unlikely,
5. Or that there was an even chance either way
Don't Know

{FILTER: CONTACT WITH ACAS at F2}

F16 How important was Acas's involvement in helping you to decide on how to proceed with your case (i.e. to withdraw, settle or go to the tribunal)? Was it...READ OUT [CQF14] 2008

1. Very important
2. Quite important
3. Not very important
4. Not at all important
Don't Know

{FILTER: CONTACT WITH ACAS at F2}

F23 Did the Acas officer explain that there was a possibility that if you lost your case you might be required to pay the employer's legal [TEXT FILL COSTS / EXPENSES]¹²?
[CQF21] 2008

1. Yes
2. No
- Don't Know

{FILTER: Yes – CODE 1 at F23}

F24 How important was this possibility in deciding how to proceed with the case?
[CQF22] 2008

1. Very important
2. Quite important
3. Not very important
4. Not at all important
- Don't Know

{FILTER – CASE WENT TO HEARING AND CONTACT WITH ACAS at F2}

F26 Did the Acas officer discuss what the tribunal might award in similar cases?
[CQF23] 2008

1. Yes
2. No
- Don't know

¹² For cases dealt with in English and Welsh offices (as indicated on the sample) the text fill will read 'costs', for those dealt with in Scottish offices the text fill will read 'expenses'.

MODULE G: OFFERS AND SETTLEMENT

INTERVIEWER – READ OUT

I'd now like to ask you about any offers that were made to settle the case.

OFFERS MADE BY EMPLOYER TO SETTLE CASE

{FILTER: CASE NOT SETTLED AT A8, A11 AND A12}

G1. At **any** time did anyone propose an offer to settle the case, for example, an offer of money, a job, a reference, or anything else? This proposal could have come via [EMPLOYER], you or your representative, or Acas. [CQJ0A]

1. Yes
2. No
Don't Know

{FILTER: IF YES at G1 or CASE SETTLED AT A8, A11 OR A12}

G1c. {CASE SETTLED} You said earlier that you settled your case}. Who made the **first** offer? [CQJ0B] 2008

INTERVIEWER: IF THE RESPONDENT MENTIONS ACAS, CHECK WITH THEM TO SEE IF THE OFFER WAS JUST PASSED ON BY ACAS AND ACTUALLY CAME FROM ONE OF THE PARTIES OR REPRESENTATIVES.

CODE ONE ONLY

1. Respondent did
2. Employer did
3. My representative/adviser did
4. The [EMPLOYER]'s representative/adviser did
5. Acas did
Don't Know

{FILTER: (IF YES at G1 or CASE SETTLED AT A8, A11 OR A12) AND OFFER NOT PROPOSED BY EMPLOYER AT G1C}

G2. And did [EMPLOYER], or someone acting on their behalf, actually make you an offer to settle the case? [CQJ1]

INTERVIEWER: IF CLAIMANT PROPOSED A SETTLEMENT THEN CHECK WHETHER EMPLOYER ACTUALLY MADE AN OFFER TO CLAIMANT.

1. Yes
2. No
- Don't Know

FINAL OFFER

{FILTER: CASE SETTLED – CODES 1 AT A8, A11 OR A12- OR OFFER MADE BY EMPLOYER – CODE 1 AT G2}

G3. What did the final offer consist of? Please tell me about the FINAL offer rather than any previous offers that may have been made. [CQJ41 – CQJ414]

READ OUT & CODE ALL THAT APPLY

1. Reinstatement (old job back)
2. Another job in the organisation i.e. re-engagement
3. Money
4. A reference
5. An apology
6. A letter of explanation
7. Other (RECORD)
- Don't Know

{FILTER: IF CODE 3 (MONEY) AT G3}

G4. Was this money that was owed to you, or money as compensation for what you had been through, or a bit of both? CODE ONE ONLY [CQJ4B]

1. Money owed
2. Compensation
3. Both
4. Neither
- Don't Know

{FILTER: SOME OFFER OF MONEY MADE – Code 3 at G3}

G5. How much money were you offered? [CQJ6 / CBFJ6]

INTERVIEWER: RECORD AMOUNT

Don't know

{FILTER: CASE SETTLED – codes 1 AT A8, A11 OR A12}

G6. Has [EMPLOYER] given you what was agreed yet? [CQJ6B]

[PROMPT IF NECESSARY]: Have they paid the money/given you a job/your job back, provided an apology, etc.

1. Yes – in part
 2. Yes – in full
 3. No
- Don't Know

{FILTER: CASE SETTLED – CODES 1 AT A8, A11 OR A12-, OR OFFER MADE BY EMPLOYER – CODE 1 AT G2}

G7. At the time the final offer was made did you think that if the case was decided in an Employment Tribunal you would get more, less, or about the same as they had offered you? Or did you think you would lose the case? [CQJ8]

1. Get more than offer
 2. Get the same as offer
 3. Get less than offer
 4. Thought you would lose the case
- Don't Know

{FILTER: NO SETTLEMENT AT A8, A11 OR A12 & OFFER MADE BY EMPLOYER – CODE 1 AT G2}

G8. Why did you decide to reject this offer? [AQJ111 – AQJ1114]

INTERVIEWER: RECORD REPLY

Don't Know

[FILTER: CASE SETTLED CODES 1 AT A8, A11 OR A12]

G11a. Why did you decide to settle your case? [CQJ5201-CQJ5217] 2013

DO NOT READ OUT. PROMPT TO PRE-CODES. CODE ALL THAT APPLY

PROBE 'Anything else?'

1. Financial reasons e.g. to keep cost to a minimum, cheaper than continuing etc.
2. Time reasons e.g. too busy to continue, to save time and inconvenience
3. Less stressful than continuing
4. Advised by someone to settle
5. Other (specify)
Don't Know

CASE WITHDRAWN

{FILTER: CASE WITHDRAWN AT A10 OR A12}

INTERVIEWER: READ OUT

"You said your case was withdrawn, that means no financial or other settlement was made with [EMPLOYER] in this case"

{FILTER: CASE WITHDRAWN AT A10 OR A12}

G12. Why did you withdraw your case?
[PROBE] Any other reasons? [AQJ131 – AQJ13123]

INTERVIEWER: CODE ALL THAT APPLY

1. Believed could not win case / did not have valid case
 2. Was advised to withdraw
 3. Too much time involved in continuing
 4. Too much stress involved in continuing
 5. Too much fuss / hassle / difficulty involved in continuing
 6. Too much financial cost / expense involved in continuing
- Other (Specify)
Don't Know

MODULE H: THE HEARING

{MODULE FILTER: SETA CASE OUTCOME INVOLVED DECISION AT TRIBUNAL HEARING – A6 = 1 OR A7 = 1 OR A12 = 3 OR 4 OR A13 = 1}

INTERVIEWER: READ OUT:

“I would now like to ask you now about the full Tribunal Hearing(s) itself, that is, a hearing at which the outcome of your case was decided by a tribunal panel”

DURATION OF HEARING

{FILTER: CASE INVOLVED DECISION AT TRIBUNAL - A6 = 1 OR A7 = 1 OR A12 = 3 OR 4 OR A13 = 1}

H9. How long did the hearing last? [CQL14/CQL14B/CBL14B]

{IF LESS THAN ONE DAY} Is that more than half a day?

INTERVIEWER: RECORD DURATION IN DAYS. ROUND UPWARDS TO NEAREST HALF DAY.

IF HALF DAY OR LESS THAN HALF DAY CODE TO 0.5

IF MORE THAN HALF DAY CODE TO 1 DAY

ASSUME THAT 1 DAY = 6 HOURS (SO 3 HOURS WOULD BE HALF A DAY OR LESS, 4 HOURS WOULD BE MORE THAN HALF A DAY)

1. ENTER AS NUMBER OF HOURS
 2. ENTER AS NUMBER OF DAYS
- Don't Know

{IF H9 = ENTER AS NUMBER OF HOURS THEN ASK: cq|14h}

ENTER NUMBER OF HOURS [cq|14h]

Don't Know

{IF H9 = ENTER AS NUMBER OF DAYS THEN ASK: cq|14d}

ENTER NUMBER OF DAYS [cq|14d]

ASSUME THAT 1 DAY= 6 HOURS.

Don't Know

EXPERIENCE OF ETS DURING TRIBUNAL

{FILTER: CASE INVOLVED DECISION AT TRIBUNAL - A6 = 1 OR A7 = 1 OR A12 = 3
OR 4 OR A13 = 1}

H12. Did you feel that the Tribunal gave each party a fair chance to make their case?

{IF NO} Was it more favourable to you or the other side? [CQL22]

1. Yes – fair
 2. No, more favourable to respondent
 3. No, more favourable to [EMPLOYER]
- Don't Know

TRIBUNAL ORDER

{FILTER: CLAIMANT WON AT HEARING at A6 = 1 OR A12 = 3}

H13. You said earlier that the tribunal decided in your favour. What did the tribunal order?
[CQL261 – CQL266]

PROMPT IF NECESSARY

[PROBE] Anything else?

1. Re-instatement (old job back if previously employed)
 2. Another job in the organisation i.e. re-engagement
 3. Money
 - Other (RECORD)
- Don't Know

{FILTER: IF MONEY ORDERED – Code 3 at H13}

H14. How much money was [EMPLOYER] ordered to give you in total? [CQL28 / CBL28]

INTERVIEWER: RECORD AMOUNT

Don't Know

{FILTER: IF MONEY ORDERED – Code 3 at H13}

H15. Have you received the money yet? [CQL32]

1. Yes
2. No
- Don't Know

{FILTER: IF YES – CODE 1 AT H15}

H15a. Did you have to take action to try to obtain this payment by registering at the County Court? [CQL35] 2008

1. Yes
2. No
- Don't Know

{FILTER: IF NO – CODE 2 AT H15}

H15b. Have you taken action to try to obtain payment by registering at the County Court? [CQL36] 2008

1. Yes
2. No
- Don't Know

{FILTER: IF NO – CODE 2 AT H15}

H15c. Have you had contact with [EMPLOYER] to try to obtain payment? [CQL37] 2008

1. Yes
2. No
- Don't Know

{FILTER: IF YES – CODE 1 AT H15}

H16. How many weeks after the hearing was the money paid? CQL32B / CBL32B]

INTERVIEWER: RECORD NUMBER OF WEEKS

Don't Know

MODULE I: INTERLOCUTORY EVENTS

APPEALS AND REVIEWS

{FILTER: SETA CASE OUTCOME INVOLVED DECISION AT TRIBUNAL HEARING – A6 = 1 OR A7 = 1 OR A12 = 3 OR 4 OR A13 = 1}

12. Was an appeal made to the Employment Appeal Tribunal about the decisions made in this case? [CQKL35]

1. Yes
2. No
- Don't Know

{FILTER: I2=1}

13. Who made this appeal? Was it you or [EMPLOYER]? [CQKL36]

1. Respondent
2. Employer
- Don't Know

{FILTER: I2=1}

14. Did the Employment Appeal Tribunal (EAT) hold a review hearing about the decision in this case? [CQKL37]

1. Yes
2. No
- Don't Know

MODULE J: THE COSTS REGIME

NOTE: IN SCOTLAND COSTS ARE KNOWN AS 'EXPENSES' TEXT FILLS HAVE THEREFORE BEEN SET UP APPROPRIATELY.

AWARENESS OF THE COSTS REGIME

{ALL}

- J1. If a Tribunal decides that a case should not have been brought to Tribunal or that the people involved in the case have acted unreasonably in pursuing it, they can penalise those involved by making them pay towards the other side's [TEXT FILL: COSTS / EXPENSES]¹³.

Did you know this when you first put in your application for an employment tribunal?
[CQM1]

1. Yes
2. No
- Don't Know

WARNINGS ABOUT COSTS

{ALL}

- J4. At any time during this case did [EMPLOYER], or anyone acting for them, warn you that you might have to pay towards their [TEXT FILL: COSTS / EXPENSES]?
[CQM4B]

1. Yes
2. No
- Don't Know

{ALL}

- J5. And did YOU, or anyone acting for YOU, warn [EMPLOYER] that they might have to pay towards YOUR [TEXT FILL: COSTS / EXPENSES]? [CQM4A]

1. Yes
2. No
- Don't Know

¹³ For cases dealt with in English and Welsh offices (as indicated on the sample) the text fill will read 'costs', for those dealt with in Scottish offices the text fill will read 'expenses'. Remaining similar text fills in this section are set in the same way.

IMPACT ON OUTCOMES

{FILTER: (CASE SETTLED/WITHDRAWN) & (IF AWARE OF COSTS REGIME BEFORE CASE OR SOME WARNING DURING CASE)}

(A8 = 1 OR A11 = 1 OR A10 = 1 OR A12 = 1 OR 2) AND (J1 = 1 OR J4 = 1)

J6. Did knowing that such [TEXT FILL: COSTS / EXPENSES] could be awarded against you influence your decisions to {settle/withdraw} your case} without going to an Employment Tribunal? [CQM6]

{IF YES} Did it make you more or less likely to {SETTLE/WITHDRAW YOUR CASE?}

1. No
2. Yes – more likely to settle/withdraw
3. Yes – less likely to settle/withdraw
- Don't Know

COSTS AWARDED BY THE TRIBUNAL

{FILTER: CASE INVOLVED DECISION AT TRIBUNAL- A6 = 1 OR A7 = 1 OR A12 = 3 OR 4 OR A13 = 1}

J8. Were you awarded your [TEXT FILL: COSTS / EXPENSES] by the tribunal? [CQMN13]

1. Yes
2. No
- Don't Know

MODULE K: COSTS

OTHER FINANCIAL COSTS INCURRED

{ALL}

- K1. Apart from any direct costs of advice and professional representation, {IF COSTS AWARDED AGAINST CLAIMANT – J8=1: and any [TEXT FILL: COSTS / EXPENSES] awarded against you by the Tribunal}, did your case result in any other financial costs to you personally for... READ OUT [AQN51 – AQN56]

INTERVIEWER: READ OUT AND CODE ALL THAT APPLY

1. Travel
 2. Communication, such as telephone calls and stamps,
 3. Loss of earnings,
 4. Any other financial costs
 5. None
- Don't Know

{FILTER: IF INCURRED TRAVEL COSTS – K1=1}

- K2. About how much did you spend on travel? [AQN7 / ABN7]

INTERVIEWER: RECORD AMOUNT IN POUNDS. ROUND UP TO NEAREST POUND.

Don't Know

{FILTER: IF INCURRED COMMUNICATION – K1=2}

- K3. About how much did you spend on telephone bills, letters and other forms of communication? [AQN8 / ABN8]

INTERVIEWER: RECORD AMOUNT IN POUNDS. ROUND UP TO NEAREST POUND.

Don't Know

{FILTER: IF INCURRED LOSS OF EARNINGS – K1=3}

K4. About how much did you lose in earnings as a result of this case? [AQN8B / ABN8B]

INTERVIEWER: RECORD AMOUNT IN POUNDS. ROUND UP TO NEAREST POUND.

Don't Know

TIME SPENT ON CASE

{ALL}

K5. Could you estimate the total amount of time that you spent on this case, from when you started to complete the application form until the case finished? Please include time spent travelling, at the hearings, on the telephone or writing letters. PROMPT FOR THE TOTAL TIME THE RESPONDENT ACTUALLY SPENT ON THE CASE, NOT THE TOTAL LENGTH/DURATION OF THE CASE.

ENTER TIME IN HOURS OR DAYS (ONE DAY = 8 HOURS). [AQN9 / AQN9D / AQN9H / ABN9 / ABN9D / ABN9H / ARN9]

CODE HERE WHETHER ANSWERED IN HOURS OR DAYS, THEN CODE VALUE AT NEXT SCREEN OTHERWISE CODE 'DK' HERE

ANSWER IN HOURS

ANSWER IN DAYS

Don't Know

{IF K5 = ANSWER IN HOURS THEN ASK: qn9h}

ENTER ANSWER IN HOURS ON THIS SCREEN. IF LESS THAN 1 HOUR, ENTER 1. [qn9h]

OR GO BACK AND CHANGE ANSWER AT LAST SCREEN

{IF K5 = ANSWER IN DAYS THEN ASK: qn9d}

ENTER ANSWER IN DAYS ON THIS SCREEN [qn9d]

OR GO BACK AND CHANGE ANSWER AT LAST SCREEN

NON-FINANCIAL COSTS TO CLAIMANT

{ALL}

K6. Apart from any financial costs involved, did this case have any other negative effects on you? [AQN10]

1. Yes
2. No
- Don't Know

{FILTER: IF OTHER NON-FINANCIAL COSTS – K6=1}

K7. What other negative effects did the case have on you? [AQN111 – AQN1122]

TYPE IN

Don't Know

MODULE L: EXPECTATIONS & SATISFACTION WITH OUTCOMES

INITIAL EXPECTATIONS

{ALL}

- L1. When you first put in your Employment Tribunal Application form did you think you were likely to be successful, likely to be unsuccessful, or had an even chance?
{IF LIKELY SUCCESSFUL / UNSUCCESSFUL} Is that very likely or quite likely?

[CQP1]

1. Very likely to be successful
 2. Quite likely to be successful
 3. Quite likely to be unsuccessful
 4. Very likely to be unsuccessful
 5. Had an even chance
- Don't Know

{ALL}

- L2. At the very start of the case, what did you think were the chances of being able to resolve the case without going to a full tribunal hearing? Did you think this was...READ OUT [CQP2]

1. Very likely,
 2. Quite likely,
 3. Quite unlikely,
 4. Very unlikely,
 5. There was an even chance either way
- Don't Know

OVERALL SATISFACTION

{ALL}

- L8. All things considered, do you feel it was worth your while bringing an employment tribunal application against [EMPLOYER]? [AQP7]

1. Yes
 2. No
- Don't Know

SATISFACTION WITH EMPLOYMENT TRIBUNAL SYSTEM

{ALL}

L11 Now thinking about the administrative process and procedures involved with your case and NOT the final outcome, in general, how satisfied were you with the workings of the Employment Tribunal system? Would you say you were...READ OUT [CQP10]

1. Very satisfied
 2. Quite satisfied
 3. Not very satisfied
 4. Not at all satisfied
- Don't Know

{FILTER – IF CODES 3 OR 4 AT L11}

L13 And why do you say you were dissatisfied? [CQP111 – CQP4144] 2008

INTERVIEWER: RECORD RESPONSE

Don't Know

SATISFACTION WITH ACAS

{FILTER – IF F2=YES}

L14 In general, how satisfied were you with the service you received from Acas in this case? Please think about any involvement you had with Acas after you submitted your application. Would you say you were...READ OUT [CQP12] 2008

1. Very satisfied
2. Quite satisfied
3. Not very satisfied
4. Not at all satisfied

{FILTER – IF codes 3 or 4 at L14}

L16 And why do you say you were dissatisfied? [CQP131 to CQP1311] 2008

INTERVIEWER: DO NOT READ OUT. PROMPT TO PRE-CODES. CODE ALL THAT APPLY

1. Did not do anything/did not help
2. Did not give enough information/advice
3. Did not have enough contact/did not contact respondent
4. Biased towards employer
5. Other (specify)
Don't Know
Refused

MODULE LB: WILLINGNESS TO PAY

INTERVIEWER READ OUT

“I’d now like to ask you some questions about your opinions on the Employment Tribunal system.

INTERVIEWER READ OUT

“Many public services charge users a fee for their services, including some parts of the justice system. For example family courts charge fees from some users, although some people on low incomes do not have to pay to ensure they can access justice.”

{ALL}

LB11. Thinking about the case you took to an employment tribunal, if you had to pay a fee of £250 for making the application, would this have influenced your decision to go to an Employment Tribunal? **[AQP18] 2013**

1. Yes
2. No
- Don't Know

{FILTER: IF WOULD HAVE BEEN WILLING TO PAY £250 FOR RECENT APPLICATION AT LB11 (LB11=No)}

LB12. How would you have paid the cost of the fee? **[AQP191-AQP197] 2013**

INTERVIEWER READ OUT. CODE ALL THAT APPLY

1. Paid from your personal income or savings
2. Borrowed from friends and family
3. Taken out a loan
4. Spent less on solicitors/representation
5. Something else (SPECIFY)
- Don't Know
- Refused

MODULE N: CLAIMANT DEMOGRAPHICS (2)

CURRENT EMPLOYMENT POSITION

{ALL}

N1. Thinking about your employment **now**, are you...READ OUT [AQQA4101 – AQQA4113]

INTERVIEWER IF ON MATERNITY LEAVE FROM EMPLOYER AND PLANNING ON RETURNING PLEASE CODE AS WORKING,

1. Working for an employer full-time (that is for 30 or more hours per week)
 2. Working for an employer part-time (that is for less than 30 hours per week)
 3. Self-employed (with or without workers)
 4. Unemployed and looking for work
 5. Unemployed and not looking for work
 6. Retired
 7. Student
 8. Permanently sick / disabled
 9. Temporarily sick (no job to go to)
 10. Looking after home
- Other (SPECIFY)
Refused

{FILTER: IF UNEMPLOYED - N1 = 4 OR 5}

N2. How long have you currently been out of work? [AQQA42 / ARQA42/ ABQA42]

INTERVIEWER: ENTER WEEKS. 3 MONTHS = 13 WEEKS. 6 MONTHS = 26 WEEKS.

Don't Know

RECORD ANSWER IN WEEKS OR MONTHS AT NEXT SCREEN.

ENTER IN WEEKS

ENTER IN MONTHS

{IF N2 = ENTER IN WEEKS THEN ASK: QA42A ELSE ASK: QA42Ai}

ENTER LENGTH OF UNEMPLOYMENT IN WEEKS [AQQA42A]

Don't Know

ENTER LENGTH OF UNEMPLOYMENT IN MONTHS [AQQA42Ai]

Don't Know

{FILTER: FORMER WORKERS AND NOT CURRENTLY WORKING - A19 = 2 AND N1 = NOT 1-3}

N3. Can I check, have you had a paid job since leaving [EMPLOYER]? [AQQA43]

1. Yes

2. No

Don't Know

{FILTER: IF FORMER WORKERS AND WORKED FOR SOMEONE ELSE SINCE - IF A19 = NO AND N3 = 1 OR N1 = 1-3}

N4. How long was it between finishing work for [EMPLOYER] and starting in your next job? [AQQA46 / ABQA46]

INTERVIEWER: ENTER WEEKS. 3 MONTHS = 13 WEEKS. 6 MONTHS = 26 WEEKS.

Don't Know

CURRENT PAY

{FILTER: CURRENTLY WORKING- codes 1,2 or 3 at N1}

N5. We would like to ask you about the pay for your current job. Would you like to answer this question weekly, monthly or annually [AQQA411]

INTERVIEWER: CODE WHICH PERIOD WOULD LIKE TO ANSWER IN. IF NO USUAL PAY, RECORD THE PERIOD RESPONDENT CAN GIVE BEST ESTIMATE IN

1. Weekly

2. Monthly

3. Annually

Don't Know

Refused

{FILTER: PERIOD RECORDED}

N6. What is the gross pay for your current job, before deductions for tax, national insurance and so on?

RECORD GROSS PAY. [AQQA410 / ABQA410A / ABQA410]

INTERVIEWER RECORD AMOUNT.

Don't know
Refused

{FILTER: IF CODED MORE THAN: (£9,999 PER WEEK) OR (£9,999 PER MONTH) OR (999,999 PER YEAR) AT N5/N6}

N6CK1. INTERVIEWER YOU HAVE ENTERED THAT [CLAIMANT]'S GROSS PAY IS £ [GROSS PAY AMOUNT] PER [PERIOD]. PLEASE CHECK WITH THEM THAT THIS IS CORRECT [A411CK1] 2013

1. Yes – this is correct
2. No – this is not correct {Route back to N5}

{FILTER: IF CODED LESS THAN: (£11 PER WEEK) OR (£101 PER MONTH) OR (1001 PER YEAR) AT N5/N6}

N6CK2. INTERVIEWER YOU HAVE ENTERED THAT [CLAIMANT]'S GROSS PAY IS £ [GROSS PAY AMOUNT] PER [PERIOD]. PLEASE CHECK WITH THEM THAT THIS IS CORRECT [A411CK2] 2013

1. Yes – this is correct
2. No – this is not correct {Route back to N5}

{FILTER: PAY NOT RECORDED – REFUSED OR DON'T KNOW AT N5 or N6}

N6B. Could you tell me which of these bands your gross pay for this job, that is your pay before any deductions, fell in to per year? [AQQA411B] 2013

1. Under £10,000
 2. £10,000 - £14,999
 3. £15,000 - £19,999
 4. £20,000 - £24,999
 5. £25,000 - £29,999
 6. £30,000 - £39,999
 7. £40,000 or over
- Don't Know
Refused

{FILTER: FORMER WORKERS AND CURRENTLY WORKING- code 2 at A19 AND codes 1, 2 or 3 at N1}

N7. And can I check, is this more, less, or about the same as the pay for the job with [EMPLOYER], that is the one related to the Employment Tribunal application?

[AQQA412]

1. More money
 2. Less money
 3. About the same
- Don't Know
Refused

CURRENT OCCUPATIONAL STATUS

{FILTER: FORMER WORKERS AND CURRENTLY WORKING – code 2 at A19 AND codes 1, 2 or 3 at N1}

N9. Compared to your former job with [EMPLOYER], would you say the status of your current job is higher, lower or about the same? [AQQA420]

1. Higher level
 2. Lower level
 3. About the same
- Don't Know

{ALL}

INTERVIEWER READ OUT:

“Finally just a few general questions about you and your background”

FAMILY

N11. When you made your application were you...READ OUT [AQQA24]

INTERVIEWER NOTE: A PERSON WHOSE SPOUSE/SAME-SEX CIVIL PARTNER THAT HAS BEEN WORKING AWAY FROM HOME FOR OVER SIX MONTHS, FOR EXAMPLE ON A CONTRACT OVERSEAS OR IN THE ARMED FORCES, SHOULD STILL BE CODED AS MARRIED AND LIVING WITH SPOUSE OR SAME-SEX CIVIL PARTNER IF THE SEPARATION IS NOT PERMANENT

1. Single, that is, never married and never registered in a same-sex civil partnership
 2. Married
 3. Separated, but still legally married
 4. Divorced
 5. Widowed
 6. In a registered same-sex civil partnership
 7. Separated, but still legally in a same-sex civil partnership (*spontaneous only*)
 8. Formerly in a same-sex civil partnership which is now legally dissolved (*spontaneous only*)
 9. Surviving partner from a same-sex civil partnership (*spontaneous only*)
- Refused

{ALL}

N11b. And may I just check, at the time of your application were you living with someone in same household as a couple? [AQQA57] 2013

1. Yes
 2. No
- Refused

{ALL}

N11a. I will now read out a list of terms people sometimes use to describe how they think of themselves. [AQQA47] 2013

INTERVIEWER: READ LIST TO END WITHOUT PAUSING. NOTE THAT 'HETEROSEXUAL OR STRAIGHT' IS ONE OPTION; 'GAY OR LESBIAN' IS ONE OPTION.

As I read the list again please say 'yes' when you hear the option that best describes how you thought of yourself.

1. Heterosexual or Straight
 2. Gay or Lesbian
 3. Bisexual
 4. Other
- Don't Know
Refused

{ALL}

N12a. And at the time of your tribunal application, did you have any dependent children under the age of 16? [AQQA26]

INTERVIEWER: IF THE RESPONDENT WAS PREGNANT AT THE TIME OF THE APPLICATION DO NOT INCLUDE THIS AS HAVING DEPENDENT CHILDREN.

1. Yes
2. No
 - Refused

{FILTER: IF DID HAVE DEPENDENT CHILDREN UNDER 16 - N12 = 1}

N12b. How many did you have? [AQQA48] 2013

IF NECESSARY: HOW MANY DEPENDENT CHILDREN UNDER THE AGE OF 16 AT THE TIME OF YOUR TRIBUNAL APPLICATION

ENTER NUMBER

Refused

{ALL}

N34. And at the time of your tribunal application, did you have any dependent children under the age between 16 and 18 who were still in full time education? [AQQA49] 2013

1. Yes
2. No
 - Refused

{FILTER: IF DID HAVE DEPENDENT CHILDREN 16-18 N12 = 1}

N34B. How many did you have? [AQQA50] 2013

IF NECESSARY: HOW MANY DEPENDENT CHILDREN AGED 16-18 IN FULL TIME EDUCATION AT THE TIME OF THE TRIBUNAL APPLICATION

ENTER NUMBER

Refused

{ALL}

N12c At the time of your tribunal application, did you look after or give any help or support to family members, friends, neighbours or others because of either long-term physical or mental ill-health or disability, or problems related to old age? Do not include anything you do as part of your paid employment.? [AQQA34] 2008

1. Yes
2. No
 - Don't Know

RECEIPT OF BENEFITS AND HOUSEHOLD INCOME

{ALL}

N28. When you made your application, were you in receipt of any state benefits?
[AQQA51] 2013

INTERVIEWER IF NECESSARY: This could be unemployment related benefits, health and disability benefits, child benefit, pensions etc.

1. Yes
2. No
 - Refused

{FILTER: IF IN RECEIPT OF STATE BENEFITS AT N28}

N29. When you made the application, were you in receipt of any of the following benefits? [AQQA521-AQQA5218] 2013

READ OUT

1. Income Support
2. Employment Support Allowance
3. Job-seekers Allowance
4. Pension Credit
5. Working Tax Credit
6. Child Tax Credit
7. Housing benefit
8. Council tax benefit
9. Attendance allowance
10. Severe disablement allowance
11. Carer's allowance
12. Disability living allowance
13. State Pension
14. Child Benefit
15. Other state benefits (specify)
 - Don't Know
 - Refused

{ALL}

N30. I would also like to know about your [TEXT FILL: AND YOUR PARTNER'S]¹⁴ overall income from all sources during the 12 months before you made your application. This includes earnings from employment or self-employment, income from benefits and pensions, and income from other sources such as interest from savings. Could you please tell me if your JOINT ANNUAL income before any deductions such as income tax or National Insurance was more than £30,000?
[AQQA53] 2013

1. Yes
 2. No
 3. Nothing/no work or scheme (*Spontaneous only*)
- Don't Know
Refused

{FILTER: IF WAS LESS THAN £30,000 – N30 = NO}

N31. And would you say it was more than £15,000? [AQQA54] 2013

1. Yes
 2. No
- Don't Know
Refused

{FILTER: IF WAS LESS THAN £15,000 – N31 = NO}

N32. Could you please tell me which of the following categories best describes your [TEXT FILL: AND YOUR PARTNER'S] ANNUAL income before any deductions such as income tax or National Insurance? [AQQA55] 2013

1. Under £5,000
 2. £5,000 - £9,999
 3. £10,000 - £12,999
 4. £13,000 - £14,999
- Don't Know
Refused

¹⁴ Text fill will appear if N11 = 2 or N11b = 1. Remaining similar text fills in this section are set in the same way.

{FILTER: IF WAS MORE THAN £15,000 BUT LESS THAN £30,000 – N31 = YES}

N33. Could you please tell me which of the following categories best describes your [TEXT FILL: AND YOUR PARTNER'S] ANNUAL income before any deductions such as income tax or National Insurance? [AQQA56] 2013

1. £15,000 - £17,999
 2. £18,000 - £19,999
 3. £20,000 - £24,999
 4. £25,000 - £29,999
- Don't Know
Refused

EDUCATIONAL QUALIFICATIONS

{ALL}

N14. When you made your application, did you have any qualifications for which you received a certificate? [AQQA36] 2013

1. Yes
 2. No
- Refused

{FILTER: IF CODE 2 AT N14}

N15a. At the time you made your application did you have any professional, vocational or other work-related qualifications?

[AQQA37] 2013

1. Yes
 2. No
- Refused

{FILTER: IF CODE 1 AT N14 OR CODE 1 AT N15A}

N15b. What was your highest qualification when you made your application? Was it...

[AQQA25] 2013

1. at degree level or above
 2. or another kind of qualification?
- Refused

HEALTH AND DISABILITY

{ALL}

N17. At the time you applied for the Employment Tribunal, did you have any physical or mental health conditions or illnesses that had lasted or was expected to last for 12 months or more? [AQQA29]

1. Yes
2. No
Don't Know
Refused

{FILTER: IF 1 at N17}

N18. At the time you made your application, did your condition or illness/did any of your conditions or illnesses reduce your ability to carry-out day-to-day activities? [AQQA210]

1. Yes, a lot
2. Yes, a little
3. Not at all
Don't Know

ETHNICITY

{ALL}

N19. To which of the following groups do you consider you belong? [AQQA23]

READ OUT ...

1. White
2. Mixed/ Multiple ethnic groups, or
3. Asian/ Asian British, or
4. Black/ African/ Caribbean/ Black British, or
5. Chinese, or
6. Arab, or
7. Other ethnic group
Don't Know
Refused

RELIGION

{ALL}

N27. What is your religion? [AQQA28]

1. No religion
 2. Christian (including Church of England, Church of Scotland, Catholic, Protestant and all other Christian denominations)
 3. Buddhist
 4. Hindu
 5. Jewish
 6. Muslim
 7. Sikh
 8. Any other religion
- Don't Know
Refused

MODULE O: FOLLOW-UP

INTERVIEWER: READ OUT

“Thank you for your help and assistance in completing this survey. As I mentioned earlier everything that you have said will be treated in strictest confidence, and no organisations or individuals will be identifiable in the results of the survey”

{ALL}

O2. It is possible that we will want to contact you again for additional information. Would you be willing to be contacted again by TNS-BMRB? [CQR1A] 2013

1. Yes
2. No

{FILTER: If agree to be re-contacted by TNS BMRB}

O1. Would you be willing for BIS or someone working on behalf of BIS to contact you again in the future to talk about your personal experience of the Employment Tribunal system or other aspects of your working life? [CQR1]

1. Yes
2. No

IF AGREED TO BE RE-CONTACTED BY TNS BMRB AND/OR ACAS
CONFIRM CLAIMANT NAME, TELEPHONE NUMBER AND ADDRESS.

Annex B: Employer questionnaire

NOTE:

Variable names of SETA 2003 and 2008 questions are shown in red and are enclosed in square brackets at the end of each question. SETA 2008 only questions are also marked up with '2008' SETA 2013 only questions have '2013' after their variable name.

All 'Don't know' codes have a numeric answer code of -9 and all 'Refuse' codes have numeric answer code of -8.

ADDITIONAL VARIABLES CAPTURED BY CATI SOFTWARE INCLUDE:

- Date and time of interview
- Location of interview
- Postcode sector / county / other geographical identifier for survey respondent
- Duration of interview
- Number of attempts to gain interview

INTRODUCTION

Good morning/afternoon/evening, my name is.....from TNS BMRB. Please may I speak to <Employer Contact name>?

JOB TITLE OF RESPONDENT <Job title of respondent>

We are conducting an important survey on behalf of the Department for Business, Innovation and Skills. You should have received a letter about this recently. The survey is about your experience of a recent employment tribunal application. Please could you spare some time to answer the survey questions now?

INTERVIEWER NOTE- THE CASE WAS AGAINST <claimant names> - ONLY MENTION THIS IF NECESSARY, AND ONLY MENTION IT TO THE APPROPRIATE MEMBER OF STAFF (I.E. A MEMBER OF HR)

IF NECESSARY: The case was completed between January 2012 and January 2013

IF NECESSARY: The survey is very important, as it will tell us about people's experiences of the employment tribunal system and help find ways of making improvements to the system in the future.

Thank you for agreeing to participate in this study. Everything you say will be treated in the strictest confidence and no individuals or organisations will be identifiable in the results of this study.

MODULE A: CHARACTERISTICS OF PARTIES

SCREENING & ETHOS CHECKS

INTERVIEWER: READ OUT

“Thank you for agreeing to participate in this study. Everything you say will be treated in the strictest confidence and no individuals or organisations will be identifiable in the results of this study?”

CONFIRM NAMES OF PARTIES

{ALL}

A1. Can I confirm that [CLAIMANT NAME] registered an Employment Tribunal Application against [EMPLOYER ORGANISATION NAME]? [EQA111-EQA114]

INTERVIEWER:

- CONFIRM CLAIMANT AND EMPLOYER NAMES.
- CHECK EMPLOYER ORGANISATION IS TRADING UNDER SAME NAME
- CHOOSE CODE 2 TO ENTER A DIFFERENT OR SHORTENED VERSION OF EMPLOYER NAME, AGREED WITH RESPONDENT, IF APPROPRIATE
- IF EITHER NAME IS INCORRECT, CHOOSE CODE 4 TO TERMINATE THE INTERVIEW (UNLESS ORGANISATION IS TRADING UNDER A DIFFERENT NAME BUT IS CLEARLY THE SAME ORGANISATION)

1. Names confirmed - CONTINUE WITH INTERVIEW
2. MODIFY EMPLOYER NAME
3. MODIFY claimant NAME
4. One or both names incorrect - TERMINATE INTERVIEW

{IF A1 = MODIFY EMPLOYER NAME THEN ASK: qa11x}

qa11x EMPLOYER NAME IS GIVEN AS [EMPLOYER ORGANISATION NAME].

AGREE WITH RESPONDENT A SHORTER OR ALTERNATE VERSION OF THIS (TO BE USED IN LATER QUESTIONS)

TYPE IN

NB. THIS IS THE ORGANISATION THAT THE RESPONDENT BROUGHT AN EMPLOYMENT TRIBUNAL APPLICATION AGAINST

{IF A11 = MODIFY claimant NAME THEN ASK: Qa11e}

Qa11e CLAIMANT NAME IS GIVEN AS [CLAIMANT NAME]

AGREE WITH RESPONDENT A SHORTER OR ALTERNATE VERSION OF THIS (TO BE USED IN LATER QUESTIONS)

TYPE IN

{IF A1 = One or both names incorrect - TERMINATE INTERVIEW - Termination with data (Quit)}

In that case I'm sorry to have bothered you.

THANK AND CLOSE

CHECK NO POSSIBILITY OF APPEAL

{ALL}

A2. Can you confirm that this case brought by [CLAIMANT] has now been completed, or are you awaiting the outcome of an appeal? **[CQA12]**

INTERVIEWER NOTE:

AN APPEAL MAY BE A REQUEST FOR A REVIEW OF THE DECISION OR AN APPEAL MADE TO THE EMPLOYMENT APPEAL TRIBUNAL
A CASE IS COMPLETE EVEN IF ANY AWARD/COSTS ORDERED BY THE TRIBUNAL HAVE NOT YET BEEN PAID/ACTIONED

1. Complete - CONTINUE
2. Appeal – CLOSE

{IF A2 = Appeal - TERMINATE INTERVIEW - Termination with data (Quit)}

In that case I don't need to ask you any more questions.

THANK AND CLOSE

INTERVIEWEE JOB TITLE

{ALL}

A3. What is your job title? [SOC2010EMP / SOC2010EMPB]

[PROBE]: What are the main activities expected of you in this job?"

INTERVIEWER: RECORD ANSWER / CODE TO SOC 2000

ESTABLISH LEVEL OF PERSONAL RESPONSIBILITY FOR DEALING WITH THE CASE

{ALL}

A4. Are you responsible for dealing with Employment Tribunal cases in this organisation? [EQA12B]

1. Yes
2. No

{ALL}

A5. Were you responsible for dealing with this particular case? [EQA12C]

[PROBE] {IF SOMEONE ELSE IN THE ORGANISATION WAS ALSO RESPONSIBLE} Were you both involved in this case and responsible for making some decisions during the case?

1. Yes
2. No

INTERVIEWER CHECK: IF NOT PERSONALLY RESPONSIBLE FOR DEALING WITH THIS CASE, THEN, IS THERE A MANAGER / SENIOR PERSON IN THE ORGANISATION WHO HAD MORE DEALINGS WITH THIS PARTICULAR CASE WHO WE SHOULD BE TALKING TO? WE ARE LOOKING FOR PEOPLE WITH HIGH LEVEL RESPONSIBILITY FOR HANDLING THIS CASE. THIS WOULD ALSO MEAN THEY WERE INVOLVED IN THE CASE IN A DECISION-MAKING CAPACITY.

NOTE: IF INTERVIEWEE HAD BEEN PERSONALLY INVOLVED IN DEALING WITH THIS CASE, THEN THEY WILL BE ASKED CERTAIN EVALUATION QUESTIONS ABOUT THE CASE.

IF NO PERSONAL RESPONSIBILITY THEN INTERVIEWEE WILL SKIP MANY OF THE EVALUATION QUESTIONS. PLEASE EXPLAIN TO THE RESPONDENT THAT WE WOULD STILL LIKE TO SPEAK TO THEM ABOUT THEIR COMPANY'S EXPERIENCES OF EMPLOYMENT TRIBUNALS AND THEY WILL RECEIVE A SHORTENED INTERVIEW.

CHECK INTRODUCTORY LETTER

{ALL}

A6. Did you receive a letter from the Department for Business, Innovation and Skills explaining the aims of this survey? [CQA13]

1. Yes – received letter
2. No – but ok to continue
3. No – but send email

INTERVIEWER – IF NO LETTER RECEIVED AND WILL NOT CONTINUE WITHOUT INTRODUCTION LETTER THEN OFFER TO EMAIL THE LETTER

CHECK JURISDICTION

{ALL}

A7. Our records show that [CLAIMANT] made an application to the employment tribunal concerning <JUR1>, is this correct? [CQA14]

NOTE: ALL CLAIMS IN MULTI-JURISDICTION CASES TO BE LISTED ON SCREEN

INTERVIEWER: NOTE THAT THE APPLICATION MAY INVOLVE OTHER CLAIMS, IN ADDITION TO THIS ONE (OTHER CLAIMS RECORDED IN SAMPLE ARE LISTED BELOW)

INTERVIEWER: IF 'NO', CHECK OTHER CLAIMS IN CASE (IF ANY). CODE NO AND EXIT INTERVIEW ONLY IF ETHOS CASE DATA APPEARS TOTALLY INCORRECT.

1. Yes - CONTINUE
2. No - CLOSE

SUBJECTIVE ACCOUNT OF REASON FOR APPLICATION

{ALL}

A8. Can you sum up in a few words why [CLAIMANT] brought this application? I only need a brief summary, how would you sum this up in one sentence?

[CQA14B]

RECORD

Don't know

CHECK SETA CASE OUTCOME

INTERVIEWER READ OUT:

"I'd now like to ask you how the case was resolved."

INTERVIEWER: EXPLAIN TERMS IF NECESSARY USING CRIB SHEET PROVIDED

{FILTER: ETHOS OUTCOME = CLAIMANT UNSUCCESSFUL}

A9. Our records show that the case went to a full tribunal hearing and was decided in your favour. Is this correct? **[CQA110A]**

1. Yes
2. No

{FILTER: ETHOS OUTCOME = CLAIMANT SUCCESSFUL}

A10. Our records show that the case went to a full tribunal hearing and was decided in favour of [CLAIMANT] Is this correct? **[CQA110B]**

1. Yes
2. No

{FILTER: ETHOS OUTCOME = SETTLED}

A11. Our records show that you SETTLED with [CLAIMANT] for a sum of money or something else, such as an apology, a reference, or an offer of employment rather than the case being decided at a full tribunal hearing. Is this correct?

INTERVIEWER NOTE: IN SOME CASES THE SETTLEMENT MAY TAKE PLACE ON THE DAY OF THE HEARING BEFORE THE HEARING OFFICIALLY TAKES PLACE. IF THIS IS THE CASE, CODE 1. **[CQA110C]**

1. Yes
2. No

{FILTER: ETHOS OUTCOME = DISMISSED AT HEARING/DISPOSED OF/OTHER}

A12 Our records show that this case was dismissed by the Employment Tribunal Service by letter or at a case review hearing of some kind. Is this correct?
[CQA110D]

1. Yes
2. No

{FILTER: ETHOS OUTCOME = CLAIMANT SUCCESSFUL VIA DEFAULT JUDGEMENT}

A12b. Our records show that a default judgement in favour of [CLAIMANT] was applied to the case. Is this correct? [CQA110K] 2013

IF NECESSARY EXPLAIN THAT A DEFAULT JUDGEMENT IS GENERALLY WHERE THE EMPLOYER FAILS TO RESPOND TO THE EMPLOYMENT TRIBUNAL SERVICE ABOUT THE CLAIM OR DOES NOT OBJECT TO THE CLAIM, AND THEREFORE THE CLAIM IS AWARDED IN THE EMPLOYEE'S FAVOUR.

1. Yes
2. No

{FILTER: IF 'NO' AT A12b}

A12c. And can I check, was the case awarded in [CLAIMANT]'s favour because [ORGANISATION] failed to respond to the Employment Tribunal Service about your claim or [ORGANISATION] did not object to the claim? [CQA110M] 2013

1. Yes
2. No

{FILTER: ETHOS OUTCOME = CLAIMANT UNSUCCESSFUL VIA DEFAULT JUDGEMENT}

A12d. Our records show that a default judgement in your favour was applied to the case. Is this correct? [CQA110N] 2013

1. Yes
2. No

{FILTER: ETHOS OUTCOME = WITHDRAWN}

A13. Did you SETTLE with [CLAIMANT] for a sum of money or something else, such as an apology, a reference, or an offer of employment rather than the case being decided at a full tribunal hearing ? [CQA110F]

INTERVIEWER: IF YES, PROBE TO CHECK THAT SOMETHING WAS RECEIVED BY THE CLAIMANT. IF NOT, CODE NO.

1. Yes
2. No

{FILTER: IF 'NO' AT A13}

A14. Did [CLAIMANT] decide to withdraw or drop the case at some point rather than go to a tribunal? By this I mean that [CLAIMANT] withdrew the case without receiving any money or anything else such as an apology or a reference? [CQA110G]

INTERVIEWER: IF YES, PROBE TO CHECK THAT THE CLAIMANT DID NOT RECEIVE ANY MONEY, AN APOLOGY OR ANYTHING ELSE FROM THE EMPLOYER IN RETURN FOR WITHDRAWING THE CASE. IF ANYTHING RECEIVED THEN CODE NO.

1. Yes
2. No

{FILTER: DISAGREEMENT BETWEEN ETHOS OUTCOME /SUBJECTIVEOUTCOME - A9=2 OR A10=2 OR A11=2 OR A12=2 OR A12c=2 OR A12D=2 OR (A13=2 & A14=2) }

A15 I'm going to read out the different ways in which Employment Tribunal applications can be resolved. Please tell me which best describes what happened in this case. [QA110H]

ALLOW RESPONDENT TIME TO RESPOND TO EACH OPTION BEFORE READING NEXT ONE

1. You SETTLED with [CLAIMANT] for a sum of money or something else, such as an apology, a reference, or an offer of employment rather than the case being decided at a full tribunal hearing
2. [CLAIMANT] decided to withdraw or drop the case at some point rather than go to a tribunal. By this I mean that [CLAIMANT] withdrew the case without receiving any money or anything else such as an apology or a reference
3. The case went to a full tribunal hearing and was decided in your favour
4. The case went to a full tribunal hearing and was decided in favour of [CLAIMANT]
5. the case was dismissed by the Employment Tribunal Service by letter or at a case review hearing of some kind
6. A default judgement in favour of [CLAIMANT] was applied to your case
7. None of the above
Don't know

{FILTER: CODE 6 OR 7 OR 8 AT A 15 OR CODE 1 AT A12B OR CODE 1 AT A12C OR CODE 1 AT A12D}

A16. Can I check, did this case go to a full tribunal hearing? [CQA110I]

1. Yes
2. No
- Don't know

{FILTER: CODE 7 AT A 15}

A17. Please could you describe how this case was resolved? [CQA110J]

INTERVIEWER: RECORD REPLY

Don't know

CLAIMANT DEMOGRAPHICS

{ALL}

A18. Was [CLAIMANT]...READ OUT [CQA21]

1. Male
2. Female
- Refused

{ALL}

A19. To the best of your knowledge how old was [CLAIMANT] when he/she made his/her application for an employment tribunal? [CQA22]

INTERVIEWER: RECORD AGE

{FILTER: DON'T KNOW AT AGE QUESTION}

A20. Please can you tell us in what age group [CLAIMANT] was in when he/she made his/her application? READ OUT [CQA22B]

1. 16 to 19
2. 20 to 24
3. 25 to 34
4. 35 to 44
5. 45 to 54
6. 55 to 64
7. 65 and over
- Refused

EMPLOYMENT CHARACTERISTICS

{ALL}

A21. Can I check, did [CLAIMANT] work for the organisation or was he/she applying for a job with you? [CQA32]

1. Worked for them
2. Job Claimant
3. Other (specify)

{ALL}

A22. And does [CLAIMANT] work for the organisation now? [CQA32B]

1. Yes
2. No

{FILTER: IF FORMER WORKER – CODE 2 AT A22}

A23. Did [CLAIMANT] leave before or after putting in the Employment Tribunal application? [CQA45]

1. Before
2. After
Don't Know

{FILTER: IF LEFT AFTER PUTTING IN ET1 – CODE 2 AT A23}

A24. Did [CLAIMANT] leave before or after the case was finished? [CQA45B]

1. Before
2. After
Don't Know

EMPLOYER CHARACTERISTICS

{ALL}

INTERVIEWER READ OUT:

“I would now like to ask you about the organisation at the time [CLAIMANT] brought this Employment tribunal application”

{ALL}

A25. Was the organisation a private sector organisation, a public sector body or a non-profit or voluntary organisation? [CQA313]

INTERVIEWER IF RESPONDENT IS NOT SURE PROMPT WITH EXAMPLES IF NECESSARY:

1. Private sector: such as a limited company or PLC
 2. Public sector: such as local government, central government, civil service, NHS, police
 3. Non-profit: such as a charity or something in the voluntary sector
- Don't Know

{FILTER IF PRIVATE SECTOR – CODE 1 AT A25}

A26. Was the organisation...READ OUT [EQA314]

1. A Public limited company (e.g. PLC, Ltd)
 2. Private limited company
 3. A partnership, or
 4. Owned by a sole proprietor?
 5. ...Or would you describe it in some other way?
- Don't Know

{ALL}

A27. And what did the organisation mainly make or do at the workplace [CLAIMANT] [TEXT FILL: WORKED AT / APPLIED TO WORK AT]¹⁵? [CQA33C] [SIC2010 / SICGP/ SICGP2]

TYPE IN: DESCRIBE FULLY. PROBE MANUFACTURING OR PROCESSING OR DISTRIBUTING ETC. AND MAIN GOOD PRODUCED, MATERIALS USED, WHOLESALE, RETAIL, ETC

Don't Know

{ALL}

A28. At the time [CLAIMANT] brought this application did the organisation have a single workplace in the UK or more than one workplace in the UK? [CQA310]

1. Single workplace in UK
2. More than one workplace in UK

¹⁵ If claimant worked for employer at A21, the first part of the text fill will appear. If claimant was a job applicant the second part of the text fill will appear. Remaining similar text fills in this section are set in the same way.

{ALL}

- A30. To the best of your knowledge how many people were working at or from the **workplace** [CLAIMANT] [TEXT FILL: WAS AT / WAS APPLYING TO? Please include all contracted, non-contracted, agency, freelance and temp workers. **[CQA311]**

INTERVIEWER: PROBE FOR BEST GUESS ON BELOW 25 OR BELOW 50 WORKERS

IF CLAIMANT DID NOT WORK FROM ONE MAIN SITE THEN PROBE FOR THE NUMBER OF PEOPLE WORKING AT THE SITE THE CLAIMANT MAINLY REPORTED TO.

1. 1-9
2. 10-19
3. 20-24
4. 25-49
5. 50 - 99
6. 100-249
7. 250-499
8. 500+
9. Don't know but less than 25
10. Don't know but between 25 and 49
11. Don't know but 50 or more
Don't Know

{FILTER: IF CODE 2 AT A28}

- A31. And how many people worked for the whole organisation in the UK? Please include all contracted, non-contracted, agency, freelance and temp workers. **[EQA312]**

INTERVIEWER: PROBE FOR BEST GUESS ON BELOW 25 OR BELOW 50 WORKERS

1. 1-9
2. 10-19
3. 20-24
4. 25-49
5. 50 - 99
6. 100-249
7. 250-499
8. 500+
9. Don't know but less than 25
10. Don't know but less than 50
11. Don't know but 50 or more
Don't Know

{ALL}

A32. Does this organisation have an internal Human Resources or Personnel Department that deals with personnel issues? [EQA312B]

1. Yes
2. No
- Don't know

{FILTER: IF NO AT A32}

A33. Is there one main person or a few people that deal with personnel issues? Would you say... [EQA312C]

INTERVIEWER: READ OUT AND CODE ONE ONLY

1. One main person deals with personnel issues
2. A few people deal with personnel issues
3. Personnel issues are dealt with as they arise by different people
4. Some other arrangement
- Don't Know

{ALL}

A34. Does the organisation use an external person or company for Human Resources or Personnel issues? [EQA312D]

1. Yes
2. No
- Don't know

{ALL}

A35. Does the organisation have an internal legal department that deals with any personnel or employment issues, for example relating to employment tribunal applications? [EQA312E]

INTERVIEWER: IF YES: PROBE TO MAKE SURE THAT THIS IS AN INTERNAL LEGAL DEPARTMENT (BASED AT THE ORGANISATION) RATHER THAN AN EXTERNAL SOLICITOR THAT THE EMPLOYER USES.

1. Yes
2. No
- Don't know

TENURE

{FILTER: CURRENT AND FORMER WORKERS ONLY = CODE 1 AT A21}

A36. How long had [CLAIMANT] worked for [EMPLOYER] before he/she applied for an Employment Tribunal? [CQA34 / CBA34]

INTERVIEWER: RECORD YEARS / MONTHS [IF LESS THAN 5 YEARS]

ANSWER IN YEARS
ANSWER IN MONTHS
Don't Know

{IF A36= ANSWER IN YEARS }

A36b. ENTER LENGTH OF EMPLOYMENT IN YEARS [CQA34Y]

IF DK, GO BACK TO PREVIOUS SCREEN AND CODE DK THERE

{IF A36 = ANSWER IN MONTHS}

A36c. ENTER LENGTH OF EMPLOYMENT IN MONTHS [CQA34M]

IF DK, GO BACK TO PREVIOUS SCREEN AND CODE DK THERE

IF MORE THAN 60 MONTHS (5 YEARS), GO BACK AND CODE ANSWER IN YEARS

JOB TITLE / OCCUPATION (SOC)

{ALL}

A38. [TEXTFILL: What was [CLAIMANTS] (main) job/ What would [CLAIMANTS] (main) job have been] that is the job related to the Employment tribunal application?
[CQA33B] [SOC2010CLAIM / SOC10CLAIMB]

INTERVIEWER: RECORD ANSWER

Don't Know

{ALL}

A38a What [TEXTFILL: did/would] [CLAIMANT] mainly [TEXTFILL: do/have done] in the job? [CQA33D] 2013

INTERVIEWER: CHECK ANY SPECIAL QUALIFICATIONS /TRAINING NEEDED TO DO THE JOB.

RECORD ANSWER

Don't Know

{FILTER: CURRENT AND FORMER WORKERS ONLY = CODE 1 AT A21}

A39. In [CLAIMANT]'s job, did he/she have formal responsibility for supervising the work of other employees?

CODE ONE ONLY [CQA33C]

DO NOT INCLUDE PEOPLE WHO ONLY SUPERVISE:

CHILDREN, E.G. TEACHERS, NANNIES, CHILDMINDERS, ANIMALS SECURITY OR BUILDINGS, E.G. CARETAKERS, SECURITY GUARDS

1. Yes
2. No
- Don't know

WORKING TIME

{FILTER: CURRENT AND FORMER WORKERS ONLY = CODE 1 AT A21}

A40. Was this job...READ OUT [CQA35]

1. Full-time, that is 30 or more contracted hours per week
2. Part-time, that is less than 30 contracted hours per week
3. Or did the hours depend on the availability of work or whether [CLAIMANT] was contacted by the organisation?
- Don't Know

{FILTER: CURRENT AND FORMER WORKERS ONLY = CODE 1 AT A21}

A41. How many hours per week did [CLAIMANT] usually work, including any paid or unpaid overtime? [CQA36 / CBA36]

INTERVIEWER: RECORD HOURS PER WEEK

Don't Know

{FILTER: CURRENT AND FORMER WORKERS ONLY = CODE 1 AT A21}

A42. Was this job a permanent job or was there some way that it was not permanent? [CQA36B]

1. Permanent
 2. Temporary/Not permanent
- Don't Know

{FILTER: IF NOT PERMANENT – CODE 2 AT A42}

A43. In what way was the job not permanent, was it. ... [CQA36C1 – CQA36C11]

INTERVIEWER: READ OUT AND CODE ALL THAT APPLY

1. working for an employment agency
 2. casual type of work
 3. seasonal work
 4. done under contract for a fixed period or for a fixed task
 5. Or was there some other way that it was not permanent? (SPECIFY)
- Don't Know

GROSS PAY BEFORE DEDUCTIONS

{FILTER: CURRENT AND FORMER WORKERS ONLY = CODE 1 AT A21}

A45. We would like to ask you about the pay for this job. Would you like to answer this question weekly, monthly or annually? [CQA38 / CQA38A / CBA38]

INTERVIEWER: CODE WHICH PERIOD WOULD LIKE TO ANSWER IN.

IF NO USUAL PAY, RECORD PERIOD PAY LAST RECEIVED IN.

IF RESPONDENT IS UNSURE, PROBE FOR BEST ESTIMATE. IF STILL UNSURE, PROBE FOR BEST ESTIMATE BASED ON OCCUPATION OF CLAIMANT.

1. Weekly
2. Monthly
3. Annually
- Don't Know
- Refused

{FILTER: PERIOD RECORDED}

A46. What was the pay for this job before any deductions for tax, national insurance and so on?

[CQA39]

INTERVIEWER: RECORD AMOUNT

Don't Know

Refused

{FILTER: IF CODED MORE THAN: (£9,999 PER WEEK) OR (£9,999 PER MONTH) OR (999,999 PER YEAR) AT A45/A46}

A46CK1. INTERVIEWER YOU HAVE ENTERED THAT [CLAIMANT]'S GROSS PAY IS £ [GROSS PAY AMOUNT] PER [PERIOD]. PLEASE CHECK WITH THEM THAT THIS IS CORRECT [CQA39CK1] 2013

1. Yes – this is correct
2. No – this is not correct {Route back to A45}

{FILTER: IF CODED LESS THAN: (£11 PER WEEK) OR (£101 PER MONTH) OR (1001 PER YEAR) AT A45/A46}

A46CK2. INTERVIEWER YOU HAVE ENTERED THAT [CLAIMANT]'S GROSS PAY IS £ [GROSS PAY AMOUNT] PER [PERIOD]. PLEASE CHECK WITH THEM THAT THIS IS CORRECT [CQA39CK2] 2013

1. Yes – this is correct
2. No – this is not correct {Route back to A45}

{FILTER: PAY NOT RECORDED – REFUSED OR DON'T KNOW AT A45 OR REFUSED OR DON'T KNOW AT A46}

A46B. Could you tell me which of these bands their gross pay for their job, that is the pay before any deductions, fell into per year? [CQA39C] 2013

1. Under £10,000
 2. £10,000 - £14,999
 3. £15,000 - £19,999
 4. £20,000 - £24,999
 5. £25,000 - £29,999
 6. £30,000 - £39,999
 7. £40,000 or over
- Don't Know
Refused

{FILTER: CURRENT AND FORMER WORKERS ONLY = CODE 1 AT A21}

A47. Was [CLAIMANT] paid directly by your organisation or through an employment agency or some other party? [CQA39B]

1. Directly by organisation
 2. Through employment agency
 3. Through some other party (Specify)
- Don't Know

WRITTEN STATEMENT

{FILTER: CURRENT AND FORMER WORKERS ONLY = CODE 1 AT A21}

A48. Did your organisation provide [CLAIMANT] with a **written** statement of his/her terms and conditions of employment when he/she joined you? [CQA319]

1. Yes
 2. No
- Don't Know

TRADE UNION PRESENCE

{FILTER: CURRENT AND FORMER EMPLOYEES ONLY = CODE 1 AT A21}

A49. Were there ANY trade unions or staff-associations active at the workplace?

[CQA315]

1. Yes
2. No
Don't Know

MODULE B: PREVIOUS ET APPLICATIONS

{ALL}

B1. Before this case have you personally **ever** had to deal with an application to an Employment Tribunal? [CQB1]

1. Yes
2. No

{ALL}

B2. **Excluding** [CLAIMANT]'s case, how many Employment Tribunal cases has **the organisation** been involved in over the last **2 years**? [EQB12/EBB12]

INTERVIEWER: RECORD NUMBER. ACCEPT ESTIMATE.

Don't Know

{FILTER: IF UNABLE TO GIVE EXACT NUMBER OF EMPLOYMENT TRIBUNALS CASES}

B3. What would be your best estimate? [EQB13] 2008

INTERVIEWER: READ OUT IF NECESSARY. READ NEAREST CODES ONLY IF RANGE VOLUNTEERED

1. One other case
 2. Two to three cases
 3. Four to five cases
 4. Between six and ten cases
 5. Between eleven and twenty cases
 6. Between twenty-one and fifty cases
 7. More than fifty cases
- Don't know

MODULE C: CHARACTERISTICS OF THE DISPUTE

DETAILS OF JOB SEPARATION

{FILTER: FORMER EMPLOYEES ONLY CODE 2 AT A22}

- C1. Can I check, why did the [CLAIMANT] leave? Was he/she dismissed, made redundant, left without resigning or leave for some other reason? [CQC11 – CQC121]

{IF OTHER} Why did he/she leave?

INTERVIEWER: READ OUT AND CODE ALL THAT APPLY.

1. Dismissed
 2. Made redundant / "Laid off"
 3. Resigned
 4. Left without resigning / "Walked out"
 5. Took early retirement
 6. Retired at the normal age for that job
 7. Retired at age 65 or over
 8. Extension of retirement age that came to an end
 9. Retired due to ill health
 10. Gave up work for health or disability reasons (not retired)
 11. Temporary contract that came to an end
 12. Left to have a baby
 13. Left to look after children/childcare problems
 14. Left to look after elderly relative
 15. Some other reason
- Don't Know

{FILTER: IF NOT DISMISSED/MADE REDUNDANT- Codes 3,4,5,6,7,8,9,10,11,12, 13 or 14 at C1}

- C2. Was {CLAIMANT} told he/she had to leave or was it his/her decision to go?
PROBE: Was he/she told he/she HAD to leave? [CQC5]

1. Claimant was told he/she had to leave
 2. Claimant decided to leave
- Don't Know

{FILTER: Code 1 at C1}

C3. What was the MAIN reason the organisation gave [CLAIMANT] as to why he/she was being dismissed? [CQC6]

INTERVIEWER: PROBE AND RECORD ONLY MAIN REASON

1. Poor performance
2. Lack of qualifications
3. Prolonged ill health
4. Unsatisfactory attendance record
5. Misconduct/Misbehaviour (e.g. Dishonesty, theft, violent or threatening behaviour, disobedience, rule breaking, etc.)
6. Illegality (organisation would be breaking the law if they continued to employ them)
7. Other (Specify)
8. No reason given
Don't Know

{FILTER: FORMER EMPLOYEE **AND** IF DISMISSED / MADE REDUNDANT/LAID OFF}

C4. Was [CLAIMANT] given **any** prior warning that he/she might be [DISMISSED / MADE REDUNDANT]? [CQC3]

{IF WARNING GIVEN} Was this warning given verbally, in writing, or both?

1. No warning
2. Verbal warning
3. Written warning
4. Both
Don't Know

MODULE D: EVENTS LEADING TO THE APPLICATION

INTERVIEWER - READ OUT

“You told me earlier why [CLAIMANT] put in an application for an Employment Tribunal against the organisation. For the next few questions, please tell me only about things that happened **before** [CLAIMANT] put in his/her Employment Tribunal Application”

WRITTEN COMMUNICATION

{ALL}

D28 Could you tell me whether any of the following happened before the organisation received the Notice of Appearance (ET3) form from the Tribunals Service:
[CQD471-CQD475] 2013

READ OUT AND CODE ALL THAT APPLY

IF QUERY ‘THIS ISSUE’, EXPLAIN: The issue that led to [CLAIMANT]’s employment tribunal application

1. Did [CLAIMANT], or anyone acting on his/her behalf, put his/her concerns about this issue in writing to the organisation
2. Did the organisation write to [CLAIMANT], or to anyone acting on his/her behalf about this issue
3. Did you or a manager at the organisation discuss the issue that led to the application with [CLAIMANT]
4. None of these (SINGLE CODED)
Don't Know

ORAL DISCUSSION

{FILTER: ASK IF D28= 3}

D3. Was this discussion face to face or by telephone? [CQD2]

1. Face-to-face
2. Telephone
3. Both
Don't Know

FORMAL MEETING

{FILTER: SOME FACE-TO-FACE DISCUSSION ABOUT DISPUTE} code 1 or 3 at D3}

- D5. Still thinking about the time **before** [CLAIMANT] put in his/her Employment Tribunal Application, was there a formal meeting where you or a manager or senior person at the organisation sat down together to discuss the issue that led to [CLAIMANT's] application? [CQD21]

{IF YES} Was there just one meeting with [CLAIMANT] before he/she put in his/her Employment Tribunal Application or more than one?

1. Yes – one meeting
2. Yes – more than one meeting
3. No
Don't Know

EMPLOYER PREFERENCE FOR WHO CAN ACCOMPANY EMPLOYEES

{ALL}

- D8. In grievance and disciplinary meetings, does the organisation normally allow workers to be accompanied by any of the following...READ OUT [EQD611 – EQD619]

INTERVIEWER: CODE ALL THAT APPLY

1. Trade Union representative /shop steward/Worker representative
2. Work colleague
3. Supervisor/ line manager / foreman
4. Solicitor or other legal representative
5. Friend or family member
6. Anyone else (Specify)
Don't Know

WRITTEN GRIEVANCE AND DISCIPLINARY PROCEDURES

{FILTER: CURRENT AND FORMER WORKERS ONLY = CODE 1 AT A21}

- D10. Did the organisation have a **written disciplinary procedure** outlining what would happen if they were not satisfied with the performance or behaviour of workers? PROBE AND CHECK WHETHER FORMAL PROCEDURES EXISTED, CODE 'NO' IF NO FORMAL WRITTEN PROCEDURES. [CQDA320]

1. Yes
2. No
Don't Know

{FILTER: CURRENT AND FORMER WORKERS ONLY = CODE 1 AT A21}

D11. And did the organisation have a **written grievance procedure** outlining what workers should do if they had a problem with their work, their manager or with another worker at the workplace? PROBE AND CHECK WHETHER FORMAL PROCEDURES EXISTED, CODE 'NO' IF NO FORMAL WRITTEN PROCEDURES.
[CQDA321]

1. Yes
2. No
- Don't Know

NOTE: IF YES TO EITHER THEN EMPLOYER HAD 'WRITTEN PROCEDURES' AS FAR AS REST OF SURVEY CONCERNED.

{FILTER: PERSONAL RESPONSIBILITY FOR DEALING WITH THE CASE (A5=1) AND ANY WRITTEN PROCEDURES code 1 at either D10 or D11}

D12. Did the organisation follow these written (disciplinary/grievance/disciplinary or grievance) procedures before {CLAIMANT} put in his/her application for an employment tribunal? [CQD9]

{FILTER: IF YES} All the way or part of the way?

1. Yes, all the way through
2. Yes, part of the way
3. Yes, but don't know whether all/part of the way
4. No, not at all
- Don't Know

EMPLOYER INFORMED BEFORE ET APPLICATION

{ALL}

D14. Before putting in his/her claim for an Employment Tribunal, did [CLAIMANT] inform you or the organisation that he/she was going to apply for an Employment Tribunal?
[CQD101 – CQD107]

{IF YES} How did he/she inform you?

1. No, no warning
2. Face-to face (verbal)
3. By telephone (verbal)
4. In writing (letter, fax, email)
5. Other (specify)
- Don't Know

MODULE E: PATTERNS OF ADVICE AND REPRESENTATION

INTERVIEWER - READ OUT

“I would like to ask you about any advice, guidance or other assistance you received with this Employment Tribunal Case.”

APPLICATION FORM

{ALL}

E1. Who was responsible for completing the Notice of Appearance form (the ‘ET3’)? Was it you, someone else in the organisation, or someone outside the organisation? [EQE11]

1. Interviewee
2. Someone else in organisation
3. Someone outside organisation
- Don't Know

NOTE: EMPLOYER RESPONDENT FORM IS CALLED “ET3”

{FILTER: IF SOMEONE ELSE IN ORGANISATION COMPLETED ET3 – E1=2}

E2. Who completed the form within the organisation? [EQE12]

{PROBE} What was their job title?

1. Owner
2. Senior or General manager
3. Legal specialist in company / Company lawyer
4. Personnel or human resources specialist
5. Accountant or company operator
6. Someone else in organisation
- Don't Know

{FILTER: IF SOMEONE ELSE OUTSIDE ORGANISATION COMPLETED ET3- E1=3}

E3. Who completed the form for the organisation? [EQE13]

{PROBE} What was their job title or their relationship to you?

1. Family or friend
2. Employers' Association / Trade Association
3. Employment Rights Advisor / Employment Consultant
4. Solicitor, Barrister or some other kind of lawyer
5. Other (specify)
- Don't Know

REPRESENTATIVE

{ALL}

E4. On the Notification (of Appearance) **form**, there is the option to name a representative to handle the case on the organisation's behalf. Was a representative named or was this left blank? [CQE3]

1. Representative named
2. No representative named
- Don't Know

{FILTER: IF CODE 1 AT E4}

E7. Who was named as the organisation's representative? [CQE4]

PROMPT: What was their job title or their relationship to you?

INTERVIEWER: DO NOT USE CODE 7 FOR FAMILY/FRIENDS ACTING IN A PROFESSIONAL CAPACITY (E.G. AS A LAWYER)

1. Owner / Senior Manager / General Manager
2. Personnel or human resources specialist
3. Legal specialist in company / Company lawyer
4. Employers' Association / Trade Association
5. Employment Rights Advisor / Employment Consultant
6. Solicitor, Barrister or some other kind of lawyer
7. Family or Friend
8. Someone else in organisation
9. Someone else outside organisation (specify)
- Don't Know

EXPECTED OUTCOME

{ALL}

E7a. At the time [CLAIMANT] put in his/her employment tribunal application, what was he/she hoping to achieve by bringing the application? Was he/she hoping to get money and/or something else? [CQE151-CQE1515] 2008

INTERVIEWER READ OUT: Include both what was formally stated in the application form and what you felt the [CLAIMANT] was hoping to achieve, if different.

INTERVIEWER: CODE ALL THAT APPLY

1. Money
2. Other
- Don't Know

{FILTER: IF CODE 1 (MONEY) AT E7a}

E7b. What was the maximum amount of money, if any, that you might have been prepared to settle for at the very start of the case? [EQE16] 2008

INTERVIEWER NOTE: RECORD AS '0' IF EMPLOYER WAS NOT PREPARED TO SETTLE FOR ANY AMOUNT OF MONEY.

INTERVIEWER: RECORD AMOUNT. ACCEPT ESTIMATE.

Don't Know
Refused

RESPONSIBILITY FOR HANDLING CASE ON DAY-TO-DAY BASIS

{ALL}

INTERVIEWER READ OUT:

"I'd now like to ask you about any advice, guidance or other assistance you received **after** [CLAIMANT] put in his/her Employment Tribunal Application"

E8. Did anyone help you with the day-to-day handling of this case, for example, handling paperwork, answering letters, dealing with the Employment Tribunal Service, dealing with [CLAIMANT] and so on. Please do not include any assistance you may have had from Acas

[PROMPT IF NECESSARY] This may have been the person who was nominated on the Notice of Appearance form or who completed the form.[CQE5]

1. Yes
 2. No
- Don't Know

{FILTER: IF HAD HELP WITH DAY-TO-DAY HANDLING AT E8}

E9. Who helped you with the day-to-day handling of this case? [CQE5C01 – CQE5C24]

{IF CODE 1 AT E4: PROBE TO ESTABLISH WHETHER SAME PERSON AS NOMINATED ON THE NOTICE OF APPEARANCE FORM. IF SO, USE CODE 1}

INTERVIEWER: CODE ALL THAT APPLY. DO NOT USE CODE 8 FOR FAMILY/FRIENDS ACTING IN A PROFESSIONAL CAPACITY (E.G. AS A LAWYER)

1. {IF CODE 1 AT E4: Person nominated on the notice of appearance form}
2. Owner / Senior Manager / General Manager
3. Personnel or human resources specialist
4. Legal specialist in company / Company lawyer
5. Employers' Association / Trade Association
6. Employment Rights Advisor / Employment Consultant
7. Solicitor, Barrister or some other kind of lawyer
8. Family or Friend
9. Someone else in organisation
- Someone else outside organisation (specify)
- Don't Know

{FILTER: MORE THAN ONE SOURCE OF HELP AT E9}

E10. Who would you say helped you most with the day-to-day handling of this case? [CQE5C2]

INTERVIEWER: CODE ONE ONLY. CODE LIST – THOSE CODED AT E9

{FILTER: IF 1 AT E8} INTERVIEWER READ OUT: From now on, I will refer to <INSERT MAIN REP FROM E9 OR E10> as your representative

{FILTER: CASE INVOLVED DECISION AT TRIBUNAL (A9 = 1 OR A10 = 1 OR A15 = 3 OR 4 OR A16 = 1)}

E12. Did anyone represent the organisation at the full tribunal hearing, that is, to speak on the organisation's behalf and present the case? [CQE5C3]

1. Yes
2. No
- Don't Know

{FILTER: IF REPRESENTED AT HEARING – CODE 1 AT E12}

E13. Who represented the organisation at the hearing? PROMPT TO PRECODE AND CODE ONE ONLY

{IF CODE 1 AT E4: PROBE TO ESTABLISH WHETHER SAME PERSON AS NOMINATED ON THE NOTICE OF APPEARANCE FORM. IF SO, USE CODE 1}

{IF CODES 2-8 AT E9: PROBE TO ESTABLISH WHETHER SAME PERSON AS HELPED WITH DAY-TO-DAY HANDLING. IF SO, USE CODE 2}

INTERVIEWER: DO NOT USE CODE 9 FOR FAMILY/FRIENDS ACTING IN A PROFESSIONAL CAPACITY (E.G. AS A LAWYER) [CQE5E]

1. {IF CODE 1 AT E4: Person nominated on the notice of appearance form}
2. {IF CODES 2-8 AT E9: Person who helped with day-to-day handling of case}
3. Owner / Senior Manager / General Manager
4. Personnel or human resources specialist
5. Legal specialist in company / Company lawyer
6. Employers' Association / Trade Association
7. Employment Rights Advisor / Employment Consultant
8. Solicitor, Barrister or some other kind of lawyer
9. Family or Friend
10. Someone else in organisation
Someone else outside organisation (specify)
Don't Know

MAIN ADVISOR

{ALL}

E14. Did you go to anyone {IF DAY-TO-DAY REP – CODE 1 AT E8 OR REP AT HEARING – CODE 1 AT E12: else} for advice and guidance after [CLAIMANT] put in the application? Again, please do not include Acas. [CQE5C4]

1. Yes
2. No
Don't Know

{FILTER: WENT TO SOMEONE (ELSE) FOR ADVICE – CODE 1 AT E14}

E15. Who {else} did you go to for advice and guidance? [CQE61 – CQE626]

{IF CODE 1 AT E4: PROBE TO ESTABLISH WHETHER SAME PERSON AS NOMINATED ON THE NOTICE OF APPEARANCE FORM. IF SO, USE CODE 1}

INTERVIEWER: CODE ALL THAT APPLY. DO NOT USE CODE 8 FOR FAMILY/FRIENDS ACTING IN A PROFESSIONAL CAPACITY (E.G. AS A LAWYER)

1. {IF CODE 1 AT E4: Person nominated on the notice of appearance form}
2. Owner / Senior Manager / General Manager
3. Personnel or human resources specialist
4. Legal specialist in company / Company lawyer
5. Employers' Association / Trade Association
6. Employment Rights Advisor / Employment Consultant
7. Solicitor, Barrister or some other kind of lawyer
8. Family or Friend
9. Someone else in organisation
10. Someone else outside organisation (specify)
11. NO ONE (*Spontaneous only*)
Don't Know

{FILTER: (MORE THAN ONE SOURCE OF ADVICE AT E15) & (NO DAY-TO-DAY REP - CODES 2 OR 3 AT E8)}

E16. Which of these would you say was your main source of advice or guidance?
[CQE6B]

INTERVIEWER: CODE ONE ONLY. CODE LIST – THOSE CODED AT E15

NOTE: FOR UNREPRESENTED PARTIES THE MAIN SOURCE OF ADVICE NAMED HERE BECOMES THE "MAIN ADVISOR" FOR THE PURPOSES OF THE REST OF THE SURVEY

Don't Know

{FILTER: IF PERSONAL RESPONSIBILITY FOR DEALING WITH CASE (A5=1)}

{FILTER: REPRESENTATIVE (CODE 1 AT E8) OR MAIN ADVISOR OTHER THAN Acas AT E15/E16}

{FILTER: IF REPRESENTATIVE (CODE 1 AT E8)} INTERVIEWER READ OUT “Thinking now about the representative who handled this case on a day-to-day basis”.

{FILTER: IF MAIN ADVISOR AT E15/E16 AND NO REPRESENTATIVE (APART FROM Acas – IF Acas (codes 5 and 6) THEN SKIP E17, E18, E19, E20)} INTERVIEWER READ OUT: “Thinking now about your main adviser”

WHAT MAIN ADVISOR DID

E17. In which, if any, of the following ways did they help or advise you? Did they ...
READ OUT ... [CQEGOA – CQEGOF]

IF NECESSARY, PROMPT: Did they help or advise you in this way?

CODE YES/NO/DK FOR EACH

1. Explain the tribunal procedures
2. Outline the strengths and weaknesses of the case
3. Outline the pros and cons of settling the case without going to tribunal
4. Discuss what the tribunal might award [CLAIMANT] if he/she won his/her case
5. Help you prepare for hearings
6. Help you in some other way not mentioned

{FILTER: IF PERSONAL RESPONSIBILITY FOR DEALING WITH CASE (A5=1)}

{FILTER: REPRESENTATIVE (CODE 1 AT E8) OR MAIN ADVISOR OTHER THAN ACAS AT E15/E16}

E18. At any time did [REPRESENTATIVE/MAIN ADVISOR] advise you of your chance of winning the case if it went to a hearing? [CQEG1A] 2013

1. Yes
2. No
- Don't Know

{FILTER: IF WERE ADVISED OF CHANCE OF WINNING CASE - E18 = 1}

E18B. Did they advise that you were likely to win, likely to lose or did they think your chances were about even? [CQEG1B] 2013

1. Likely to win
2. Evens
3. Likely to lose
4. Gave different advice at different times
Don't Know

{FILTER: IF PERSONAL RESPONSIBILITY FOR DEALING WITH CASE (A5=1)}

{FILTER: REPRESENTATIVE (CODE 1 AT E8) OR MAIN ADVISOR OTHER THAN ACAS AT E15/E16}

E19. Did they advise you to try and settle the case without a tribunal hearing, or that it was better not to settle and to keep going for a hearing? [CQEG3]

PROMPT TO PRECODE AND CODE ALL THAT APPLY. RESPONDENT MAY MENTION A COMBINATION OF THINGS AS THE ADVICE MAY HAVE BEEN GIVEN AT DIFFERENT TIMES.

1. Advised to settle
2. Advised to go to Hearing
3. No, neither of these
4. Both (at different times)
Don't Know

COST OF LEGAL ADVICE OR REPRESENTATION

{FILTER: IF HAD ANY HELP OR ADVICE OTHER THAN FROM FRIENDS/FAMILY/WORK}

E21. You said that you had help or advice from ... [CQE12]

{LIST SOURCES OF HELP FROM PREVIOUS QUESTIONS E9, E13, E15, EXCLUDING FRIENDS/FAMILY/WORK-RELATED CONTACTS}.

Did your firm have to pay for all of this help or advice, did your firm pay for only some of it or did your firm get all the advice for free?

1. Paid for all
2. Paid for some
3. All free
Don't Know

{FILTER: IF RECEIVED FREE ADVICE/HELP – Codes 2 OR 3 at E21}

E22. Who provided you with free help or advice? [CQE12B1 – CQE12B17]

INTERVIEWER: CODE LIST AS AT E21

Don't Know

{FILTER: IF INTERNAL LEGAL SPECIALIST AT E9 OR E13 OR E15}

E23. Can I just check, you mentioned that you used a legal specialist in the company/company lawyer. Did they charge the organisation for the legal services they provided? [EQE12A]

1. Yes
2. No
- Don't Know

{ALL}

E25. At the time of the case was [ORGANISATION]... [CQEN1]

READ OUT

1. Insured to cover legal expenses
2. A member of an organisation that would cover the costs of advice and representation in an Employment Tribunal claim
3. Neither (*Spontaneous only*)
- Don't Know

{FILTER: NO INSURANCE COVER AT TIME OF CASE – E25 = 3 or DK}

E27. Have you taken out insurance to cover such expenses since this case? [EQEN2]

1. Yes
2. No
- Don't Know

{FILTER: IF PAID FOR ANY ADVICE – CODES 1 OR 2 AT E21}

E28. In total how much did the organisation pay for the advice and representation you received in this case? Please include all the legal and professional fees you actually paid, but do not include any fees paid by third parties such as insurance companies or trade unions. [CQEN4 / CBEN4]

INTERVIEWER: RECORD AMOUNT. ACCEPT ESTIMATE.

Don't Know

REASON FOR NO REPRESENTATION AT HEARING

{FILTER: NO REPRESENTATIVE AT HEARING AT E12}

E29. You said earlier that your organisation didn't have a representative at the full tribunal hearing - why did your organisation decide not to have anyone representing them at the hearing? [CQEL21 – CQEL216]

PROMPT TO PRECODES IF NECESSARY

1. Thought organisation could handle it alone
2. Couldn't afford legal representation
3. Advice agency / Union / Law centre didn't have anyone to send
4. Other (specify)
Don't Know

PASSIVE SOURCES OF INFORMATION USED

{FILTER: PERSONAL RESPONSIBILITY FOR DEALING WITH CASE (A5=1)}

E33. Can I check, did you use any of the following to find information to help you with this case, either before or after {CLAIMANT} put in his/her employment tribunal application, or when you were filling in the Notice of Appearance form? READ OUT ... [CQE6B1 – CQE6B24]

1. The Acas website
2. The HM Courts & Tribunal Service website
3. The BIS website
4. Direct Gov
5. Business Link
6. Gov UK
7. Other Internet sites
8. Acas publications or leaflets
9. HM Courts & Tribunal Service publications or leaflets
10. A library
11. Books
12. Any other source of information you haven't already mentioned (Specify)?
Don't Know

UNSOLICITED APPROACHES MADE BY THIRD PARTIES

{FILTER: IF 50 OR MORE EMPLOYEES AT A30 OR A31}

E34. After [CLAIMANT] put in his/her tribunal application, did you or your organisation receive any **unsolicited** calls or letters from any organisation (apart from Acas or the Tribunals Service) offering legal services or help with this case? [CQE53]

By **unsolicited**, I mean where they contacted you without you asking them to

1. Yes
2. No
Don't Know

MODULE F: ACAS

{MODULE FILTER: PERSONAL RESPONSIBILITY FOR DEALING WITH CASE (A5=1)}

INTERVIEWER - READ OUT

“I would like now to ask you about Acas, the Advisory, Conciliation and Arbitration Service”

PERSONAL CONTACT WITH ACAS

{ALL}

F1. After [CLAIMANT] put in his/her application to the Employment Tribunal, did you receive a letter from Acas? [CQF0]

1. Yes
2. No
Don't know/Can't remember

{ALL}

F2. {IF YES AT F1: Apart from this letter of introduction}, did you personally have any contact with an Acas officer, either by letter, fax, telephone, face-to-face or e-mail **after** {CLAIMANT} put in his/her application? [CQF1]

1. Yes
2. No
Don't Know

CONTACT OF REPRESENTATIVE WITH ACAS

{FILTER: IF HAD ANY ADVICE/REPRESENTATION AT E8}

F9. Do you know if anyone acting on your behalf had any contact with an Acas officer, either in writing, by telephone or in a face-to-face meeting? [CQF6]

INTERVIEWER: INCLUDE WRITTEN COMMUNICATION, TELEPHONE CALLS, & MEETINGS ONLY.

1. Representative in contact with Acas
2. No contact with Acas
Don't know

{FILTER: NO CONTACT BETWEEN CLAIMANT SIDE AND ACAS: CODE 2 AT F2 & (NO REP AT E8 OR CODE 2 AT F9)}

F11. Why did Acas not get involved in the case. Was it because...? READ OUT [CQF8]

1. The organisation did not want Acas involved
2. (CLAIMANT) did not want Acas involved
3. Neither side wanted Acas involved (single coded)
- Don't know

INVOLVEMENT OF ACAS

{FILTER – SETTLED CASE AND CONTACT WITH ACAS at F2}

F15 Looking back, how likely do you think it is that you would have settled the case without Acas's involvement? [CQF13] 2008

1. Very likely,
2. Quite likely,
3. Quite unlikely,
4. Very unlikely,
5. Or that there was an even chance either way
- Don't Know

{FILTER: CONTACT WITH ACAS at F2}

F16 How important was Acas's involvement in helping you to decide on how to proceed with the case (i.e. to settle or go to the tribunal)? Was it...READ OUT [CQF14] 2008

1. Very important
2. Quite important
3. Not very important
4. Not at all important
- Don't Know

{FILTER: PERSONAL CONTACT WITH ACAS at F2}

F23 Did the Acas officer explain that there was a possibility that if you lost the case you might be required to pay the claimant's legal [TEXT FILL COSTS / EXPENSES]¹⁶?
[CQF21] 2008

1. Yes
2. No
- Don't Know

{FILTER: Yes – CODE 1 at F23}

F24 How important was this possibility in deciding how to proceed with the case?
[CQF22] 2008

1. Very important
2. Quite important
3. Not very important
4. Not at all important
- Don't Know

{FILTER – CASE WENT TO HEARING AND PERSONAL CONTACT WITH ACAS –
CODE 3, 4 OR 5 at F3}

F25 Did the Acas officer discuss what the tribunal might award claimants in similar cases? [CQF23] 2008

1. Yes
2. No
- Don't know

¹⁶ For cases dealt with in English and Welsh offices (as indicated on the sample) the text fill will read 'costs', for those dealt with in Scottish offices the text fill will read 'expenses'.

MODULE G: OFFERS AND SETTLEMENT

INTERVIEWER: READ OUT:

“I’d now like to ask you about any offers that were made to settle the case.”

OFFER MADE BY EMPLOYER TO SETTLE CASE

{FILTER: CASE NOT SETTLED}

- G1. At **any** time did anyone propose an offer to settle the case, for example, an offer of money, a job, a reference, or anything else? This proposal could have come via the organisation, the [CLAIMANT], your representative, or Acas. [CQJ0A]
1. Yes
 2. No
Don't Know

{FILTER: IF YES at G1 or CASE SETTLED AT A11, A13 OR A15}

- G4. {CASE SETTLED} You said earlier that you settled this case}. Who made the **first** offer? [CQJ0B] 2008

INTERVIEWER: IF THE RESPONDENT MENTIONS ACAS, CHECK WITH THEM TO SEE IF THE OFFER WAS JUST PASSED ON BY ACAS AND ACTUALLY CAME FROM ONE OF THE PARTIES OR REPRESENTATIVES.

CODE ONE ONLY

1. Respondent did
2. Claimant did
3. My representative/adviser did
4. The [CLAIMANT]'s representative/adviser did
5. Acas did
Don't Know

{FILTER: (IF YES at G1 or CASE SETTLED AT A11, A13 OR A15) AND OFFER NOT PROPOSED BY RESPONDENT AT G4}

- G6. And did the organisation, or someone acting on their behalf, actually make [CLAIMANT] an offer to settle the case? [CQJ1]
1. Yes
 2. No
Don't Know

FINAL OFFER

{FILTER: CASE SETTLED AT A11, A13, or A15 OR OFFER MADE BY EMPLOYER – Code 1 at G6}

G7. {CASE SETTLED: You said earlier that this case was settled}. What did the final offer to [CLAIMANT] consist of? Please tell me about the FINAL offer rather than any previous offers that may have been made. [CQJ41 – CQJ414]

INTERVIEWER: READ OUT & CODE ALL THAT APPLY

1. Reinstatement (old job back)
 2. Another job in the organisation i.e. re-engagement
 3. Money
 4. A reference
 5. An apology
 6. A letter of explanation
 7. Other (RECORD)
- Don't Know

{FILTER: IF CODE 3 (MONEY) AT G7}

G8. Was this money that <CLAIMANT> claimed he/she was owed or money as compensation for what he/she claimed he/she had been through, or a bit of both? CODE ONE ONLY [CQJ4B]

1. Money owed
 2. Compensation
 3. Both
 4. Neither
- Don't Know

{FILTER: SOME OFFER OF MONEY MADE – Code 3 at G7}

G9. How much money was offered? [CQJ6 / CBFJ6]

INTERVIEWER: RECORD AMOUNT

Don't Know

{FILTER: CASE SETTLED AT A11, A13 or A15}

G10. Has [CLAIMANT] been given everything that was agreed in the settlement?
[CQJ6B]

EXPLAIN IF NECESSARY: Has the organisation paid the money/given the respondent a job/his/her job back, provided an apology, etc.

1. Yes – in part
2. Yes – in full
3. No
- Don't Know

{FILTER: CASE SETTLED AT A11, A13 OR A15 OR OFFER MADE BY EMPLOYER – Code 1 at G6}

G11. At the time the final offer was made did you think that if the case was decided in an Employment Tribunal [CLAIMANT] would get more, less, or about the same as he/she had been offered? Or did you think he/she would lose the case? [CQJ8]

1. Get more than offer
2. Get the same as offer
3. Get less than offer
4. Thought claimant would lose the case
- Don't Know

{FILTER: PERSONAL RESPONSIBILITY FOR DEALING WITH CASE (A5=1) AND NO OFFER MADE - Code 2 at G6}

G13. Why did the organisation decide not to make [CLAIMANT] an offer to settle?
[EQJ111 – EQJ119]

INTERVIEWER: RECORD REASONS GIVEN.

Don't Know

[FILTER: CASE SETTLED AT A11, A13 OR A15 OR OFFER MADE BY EMPLOYER – Code 1 at G6]

G14. Why did the organisation decide to [TRY AND]¹⁷ settle the case? [CQJ5201-CQJ5217] 2013

DO NOT READ OUT. PROMPT TO PRE-CODES. CODE ALL THAT APPLY

PROBE 'Anything else?'

1. Financial reasons e.g. to keep cost to a minimum, cheaper than continuing etc.
2. Time reasons e.g. too busy to continue, to save time and inconvenience
3. Less stressful than continuing
4. Advised by someone to settle
5. Other (specify)
Don't Know

¹⁷ Text fill will only appear where case was not settled but an offer of settlement was made by the employer (A11 <>1 AND A13 <>1 AND A15 <> 1)

MODULE H: THE HEARING

{MODULE FILTER: SETA CASE INVOLVED DECISION AT TRIBUNAL HEARING}

(A9 = 1 OR A10 = 1 OR A15 = 3 OR 4 OR A16 = 1)

INTERVIEWER: READ OUT:

“I would now like to ask you about the Tribunal Hearing(s) itself, that is a hearing at which the outcome of the case was decided by a tribunal panel”

ATTENDANCE AT HEARING

{FILTER: DECISION AT TRIBUNAL (A9 = 1 OR A10 = 1 OR A15 = 3 OR 4 OR A16 = 1)}

H1. Did you personally attend the full tribunal hearing? [EQL18]

1. Yes
2. No
 - Don't Know

{FILTER: INTERVIEWEE DID NOT ATTEND HEARING (H1=3)}

H2. Did someone else in the organisation attend the full tribunal hearing? [EQL50]

1. Yes
2. No
 - Don't Know

DURATION OF HEARING

{FILTER: DECISION AT TRIBUNAL (A9 = 1 OR A10 = 1 OR A15 = 3 OR 4 OR A16 = 1) AND PERSONAL RESPONSIBILITY FOR DEALING WITH CASE (A5=1)}

H12. How long did the hearing last ? [CQL14]

{IF LESS THAN ONE DAY} Is that more than half a day?

ENTER NUMBER OF DAYS OR HOURS (WD – CHANGE ALSO MADE ON CLAIMANT QNNAIRE). ASSUME THAT 1 DAY = 6 HOURS (SO 3 HOURS WOULD BE HALF A DAY OR LESS, 4 HOURS WOULD BE MORE THAN HALF A DAY)

1. ENTER TIME IN HOURS AT NEXT SCREEN
2. ENTER TIME IN DAYS AT NEXT SCREEN
 - Don't Know

{IF H12 = ENTER TIME IN HOURS AT NEXT SCREEN THEN ASK: cq|14h}

ENTER NUMBER OF HOURS [cq|14h]

{IF H12 = ENTER TIME IN DAYS AT NEXT SCREEN THEN ASK: cq|14d}

ENTER NUMBER OF DAYS [cq|14d]

ROUND UP TO NEAREST DAY.

6 HOURS=1 DAY

EXPERIENCE OF ETS DURING TRIBUNAL

{FILTER: DECISION AT TRIBUNAL (A9 = 1 OR A10 = 1 OR A15 = 3 OR 4 OR A16 = 1) AND PERSONAL RESPONSIBILITY FOR DEALING WITH CASE (A5=1)}

H15. Did you feel that the Tribunal gave each party a fair chance to make their case?

{IF NO} Was it more favourable to you or the other side? [CQL22]

1. Yes – fair
2. No, more favourable to [CLAIMANT]
3. No, more favourable to organisation
- Don't Know

TRIBUNAL ORDER

{FILTER: CLAIMANT WON AT HEARING at A10 = 1 OR A15 = 4}

H16. You said earlier that the tribunal decided in favour of [CLAIMANT]. What did the tribunal order? [CQL261 – CQL266]

PROMPT IF NECESSARY

[PROBE] Anything else?

1. Re-instatement (old job back if previously employed)
2. Another job in the organisation, i.e. re-engagement
3. Money
4. Other (RECORD)
- Don't Know

{FILTER: IF MONEY ORDERED – CODE 3 AT H16}

H17. How much money was the organisation ordered to give to [CLAIMANT]? [CQL28 / CBL28]

INTERVIEWER: RECORD AMOUNT

Don't Know

{FILTER: IF MONEY ORDERED – CODE 3 AT H16}

H18. Has [CLAIMANT] been paid the money yet? [CQL32]

1. Yes
2. No
- Don't Know

{FILTER: IF YES – CODE 1 AT H18}

H19. Did the [CLAIMANT] take action to obtain this payment by registering at the County Court? [CQL35] 2008

1. Yes
2. No
- Don't Know

{FILTER: IF NO – CODE 2 AT H18}

H20. Has the [CLAIMANT] taken action to obtain payment by registering at the County Court? [CQL36] 2008

1. Yes
2. No
- Don't Know

{FILTER: IF NO – CODE 2 AT H18}

H21. Has [CLAIMANT] contacted your organisation to obtain payment? [CQL37] 2008

1. Yes
2. No
- Don't Know

{FILTER: IF YES – CODE 1 AT H18}

H22. How many weeks after the hearing was the money paid? [CQL32B / CBL32B]

RECORD NUMBER OF WEEKS

CODE 'NULL' FOR 'NOT YET PAID'

Don't Know

MODULE I: APPEALS AND REVIEWS

{FILTER: DECISION AT TRIBUNAL (A9 = 1 OR A10 = 1 OR A15 = 3 OR 4 OR A16 = 1)}

12. Was an appeal made to the Employment Appeal Tribunal about the decisions made in this case? [CQKL35]

1. Yes
2. No
- Don't Know

{FILTER: DECISION AT TRIBUNAL (A9 = 1 OR A10 = 1 OR A15 = 3 OR 4 OR A16 = 1)
AND APPEAL MADE (I2=1)}

13. Who made this appeal? Was it your organisation or [CLAIMANT]]? [CQKL36]

1. Claimant
2. Respondent
- Don't Know

{FILTER: DECISION AT TRIBUNAL (A9 = 1 OR A10 = 1 OR A15 = 3 OR 4 OR A16 = 1)
AND APPEAL MADE (I2=1)}

14. Did the Employment Appeal Tribunal (EAT) hold a review hearing about the decisions in this case? [CQKL37]

1. Yes
2. No
- Don't Know

MODULE J: THE COSTS REGIME

NOTE: IN SCOTLAND COSTS ARE KNOWN AS 'EXPENSES' TEXT FILLS HAVE THEREFORE BEEN SET UP APPROPRIATELY.

AWARENESS OF THE COSTS REGIME

{ALL}

- J1. If a Tribunal decides that a case should not have been brought to Tribunal or that the people involved in the case have acted unreasonably in pursuing it, they can penalise those involved by making them pay towards the other side's [TEXT FILL: COSTS / EXPENSES]¹⁸.

Did you know this when [CLAIMANT] first put in his/her application for an employment tribunal? [CQM1]

1. Yes
2. No
- Don't Know

WARNING ABOUT COSTS

{FILTER: IF PERSONAL RESPONSIBILITY FOR DEALING WITH CASE (A5=1)}

- J4. At any time during this case did [CLAIMANT] or anyone acting for them, warn your organisation that you might have to pay towards his/her [TEXT FILL: COSTS / EXPENSES]? [CQM4B]

1. Yes
2. No
- Don't Know

¹⁸ For cases dealt with in English and Welsh offices (as indicated on the sample) the text fill will read 'costs', for those dealt with in Scottish offices the text fill will read 'expenses'. Remaining similar text fills in this section are set in the same way.

{FILTER: IF PERSONAL RESPONSIBILITY FOR DEALING WITH CASE (A5=1)}

J5. And at any time during this case did YOU, or anyone acting for YOU, warn [CLAIMANT] that he/she may have to pay towards your organisation's [TEXT FILL: COSTS / EXPENSES]? [CQM4A]

1. Yes
2. No
- Don't Know

IMPACT ON OUTCOMES

{FILTER: (CASE SETTLED) & (IF AWARE OF COSTS REGIME BEFORE CASE OR SOME WARNING DURING CASE AND PERSONAL RESPONSIBILITY FOR DEALING WITH CASE (A11 = 1 OR A13 = 1 OR A.10H = 1) AND (J1 = 1 OR J4 = 1) AND (A5=1)}

J6. Did knowing that such [TEXT FILL: COSTS / EXPENSES] could be awarded against you influence your decisions to {settle} this case} without going to an Employment Tribunal? [CQM6]

{IF YES} Did it make you more or less likely to {SETTLE THIS CASE?}

1. No
2. Yes – more likely to settle
3. Yes – less likely to settle
- Don't Know

COSTS AWARDED BY THE TRIBUNAL

{FILTER: CASE DECIDED AT TRIBUNAL (A9 = 1 OR A10 = 1 OR A15 = 3 OR 4 OR A16 = 1)}

J8. Was [CLAIMANT] awarded his/her [TEXT FILL: COSTS / EXPENSES] by the tribunal? [CQMN13]

1. Yes
2. No
- Don't Know

MODULE K: COSTS & BENEFITS

STAFF TIME SPENT ON CASE

{FILTER: PERSONAL RESPONSIBILITY FOR DEALING WITH CASE (A5=1)}

INTERVIEWER: READ OUT

“I’d like to ask you how much time staff in the organisation spent on this case, from the time you received the Notification (ET3) until the time the case finished”

- K1. In total, how many people were involved and spent time on this case. Please include yourself, other directors and senior managers and any other staff. Please only include staff in the organisation. Do not include any time spent by representatives or advisers who may have helped with the case? [EQN7A / EBN7A]

ENTER NUMBER OF PEOPLE

Don't Know

{FILTER: IF ONLY ONE PERSON ON CASE (IF K1 = 1)}

- K2. INTERVIEWER CODE WHETHER THIS PERSON WHO SPENT TIME IS THE RESPONDENT. CHECK IF UNSURE [EQN7B]

1. Respondent spent time on case
 2. Other staff member spent time on case
- Don't Know

{FILTER: IF K1 = 1}

- K3. And how much time in total did {IF K2 = 1: you} {IF K2 = 2: this person} spend on the case? [EQN7C / EQN7CH / EQN7CD]

ENTER TIME IN DAYS OR HOURS. 1 DAY = 8 HOURS.

Don't Know

{FILTER: IF K1 = 1}

K4. And how much of that time was spent attending the tribunal hearing? [EQN7D / EQN7DH / EQN7DD]

ENTER TIME IN DAYS OR HOURS. 1 DAY = 8 HOURS.

Don't Know

{FILTER: IF K1 = 1}

K5. Can I just check, {IF K2 = 1: would you classify yourself as} {IF K2 = 2: was this person} a Director or Senior Manager within the organisation? [EQN7E]

1. Yes

2. No

Don't Know

{FILTER: IF MORE THAN ONE PERSON ON CASE (IF K1 > 1)}

K6. And how much time in total did you spend on the case? [EQN7F / EQN7FH / EQN7FD]

ENTER TIME IN DAYS OR HOURS. 1 DAY = 8 HOURS.

Don't Know

{FILTER: IF SOME TIME SPENT (K6 = >1)}

K7. And how much of that time was spent attending the tribunal hearing? [EQN7G / EQN7GH / EQN7GD]

ENTER TIME IN DAYS OR HOURS. 1 DAY = 8 HOURS.

Don't Know

{FILTER: IF SOME TIME SPENT (K6 = >1)}

K8. Can I just check, would you classify yourself as a Director or Senior Manager within the organisation? [EQN7H]

1. Yes

2. No

Don't Know

{FILTER: IF K1 > 1}

INTERVIEWER READ OUT: "Now thinking of the different staff involved....."

K9. (IF K8 = 1: Apart from yourself,) How much time in total did directors and senior management spend on this case? [EQN7 / EQN7HO / EQN7DA/ ERN7T / EBN7T / EBN7TO / ERN7TO / EBN7HO / ERN7HO / EBN7TM / ERN7TM / EBN7HM / ERN7HM / ERN7TH / EBN7TH]

ENTER TIME IN DAYS OR HOURS (ONE DAY = 8 HOURS)

Don't Know

{FILTER: IF SOME TIME SPENT (K9 = >1)}

K10. And how much of that time was spent attending the Tribunal Hearing? [EQN8 / EQN8D / EQN8H]

ENTER TIME IN DAYS OR HOURS (ONE DAY = 8 HOURS)

Don't Know

{FILTER: IF K1 > 1}

K11. How much time in total did other staff spend on this case? [EQN9 / EQN9D / EQN9H]

ENTER TIME IN DAYS OR HOURS (ONE DAY = 8 HOURS)

Don't Know

{FILTER: IF SOME TIME SPENT (K11 = >1)}

K12. And how much of that time did other staff spend attending the Tribunal Hearing? [EQN10 / EQN10D / EQN10H]

ENTER TIME IN DAYS OR HOURS (ONE DAY = 8 HOURS)

INTERVIEWER CHECK: DID ANYONE FROM EMPLOYER ATTEND TRIBUNAL?

Don't Know

{FILTER: IF K1 > 1}

K13. Thinking about the time spent on the case by all people at the organisation including yourself, can I just check the following is correct: [EQN711 – EQN714]

INTERVIEWER: SELECT ANY THAT ARE INCORRECT AND RE-ENTER NEW TOTAL. IF ALL CORRECT, CODE “ALL INFORMATION CORRECT”.

{IF DAYS/HRS MENTIONED AT K6} You spent {INSERT DAYS/HOURS}

{IF DAYS/HRS MENTIONED AT K9} Directors and Senior Management spent {INSERT DAYS/HOURS}

{IF DAYS/HRS MENTIONED AT K11} Other staff spent {INSERT DAYS/HOURS}

1. All information correct (single coded)

NON-FINANCIAL COSTS TO EMPLOYER

{FILTER: PERSONAL RESPONSIBILITY FOR DEALING WITH CASE (A5=1)}

K14. Apart from any financial costs involved, did this case have any other negative effects on the organisation? [EQN10B]

1. Yes
2. No
Don't Know

{FILTER: IF OTHER NON-FINANCIAL COSTS (K14=1)}

K15. What other negative effects did the case have on the organisation?

[EQN111 – EQN1124]

INTERVIEWER: RECORD RESPONSE

Don't Know

NON-FINANCIAL BENEFITS TO EMPLOYER

{ASK ALL}

K16. Has this experience of dealing with an employment tribunal application resulted in the organisation taking any of the following actions?

INTERVIEWER NOTE: THE CHANGES MUST BE A DIRECT RESULT OF THIS EMPLOYMENT TRIBUNAL APPLICATION, PROMPT IF UNSURE.

ADD QUESTION LOOP [EQN11BA – EQN11BF]

1. Introduce or review formal disciplinary or grievance procedures (Yes/No/DK)
2. Make sure procedures are followed (Yes/No/DK)
3. Revise terms and conditions in employees' contracts (Yes/No/DK)
4. Join an employers' association for legal services (Yes/No/DK)
5. Take out insurance against further claims (Yes/No/DK)
6. Seek professional advice prior to taking disciplinary action (Yes/No/DK)

MODULE L: EXPECTATIONS & SATISFACTION WITH OUTCOMES

INITIAL EXPECTATIONS

{FILTER: PERSONAL RESPONSIBILITY FOR DEALING WITH CASE (A5=1)}

- L1. When you first received notification that [CLAIMANT] had applied for an employment tribunal did you think you were likely to be successful, likely to be unsuccessful, or had an even chance?
 {IF LIKELY SUCCESSFUL / UNSUCCESSFUL} Is that very likely or quite likely?
 [CQP1]

1. Very likely to be successful
 2. Quite likely to be successful
 3. Quite Likely to be unsuccessful
 4. Very likely to be unsuccessful
 5. had an even chance
- Don't Know

{FILTER: PERSONAL RESPONSIBILITY FOR DEALING WITH CASE (A5=1)}

- L2. At the very start of the case, what did you think the chances were of being able to resolve the case without going to a full tribunal hearing? Did you think this was
 [CQP2]

1. Very likely
 2. Quite likely
 3. Quite unlikely
 4. Very unlikely
 5. Or that there was an even chance either way
- Don't Know

SATISFACTION WITH EMPLOYMENT TRIBUNAL SYSTEM

{FILTER: PERSONAL RESPONSIBILITY FOR DEALING WITH CASE (A5=1)}

- L7. In general, how satisfied were you with the workings of the Employment Tribunal system? Would you say you were...READ OUT [CQP10]

1. Very satisfied
 2. Quite satisfied
 3. Not very satisfied
 4. Not at all satisfied
- Don't Know

{FILTER – IF CODES 3 OR 4 AT L7}

L8 And why do you say you were dissatisfied? [CQP111 – CQP1144] 2008

INTERVIEWER: RECORD RESPONSE

Don't Know

SATISFACTION WITH ACAS

{FILTER – IF F2=YES}

L10 In general, how satisfied were you with the service you received from Acas in this case? Please think about any involvement you had with Acas after [CLAIMANT] submitted their application. Would you say you were...

READ OUT [CQP12] 2008

1. Very satisfied
2. Quite satisfied
3. Not very satisfied
4. Not at all satisfied

{FILTER – IF codes 3 or 4 at L10}

L11 And why do you say you were dissatisfied? [CQP131 to CQP1311] 2008

INTERVIEWER: DO NOT READ OUT. PROMPT TO PRE-CODES. CODE ALL THAT APPLY

1. Did not do anything/did not help
2. Did not give enough information/advice
3. Did not have enough contact/did not contact respondent
4. Biased towards claimant/employee
5. Other (specify)
 - Don't Know
 - Refused

MODULE M: FOLLOW-UP

INTERVIEWER: READ OUT

“Thank you for your help and assistance in completing this survey. As I mentioned earlier everything that you have said will be treated in strictest confidence, and no organisations or individuals will be identifiable in the results of the survey”

FOLLOW-UP SURVEY

{ALL}

M2. It is possible that we will want to contact you again for additional information. Would you be willing to be contacted again by TNS-BMRB? [CQR1A] 2013

1. Yes
2. No

{FILTER: If agree to be re-contacted by TNS BMRB}

M1. Would you be willing for BIS or someone working on behalf of BIS to contact you again in the future to talk about the organisation’s experience of the Employment Tribunal system? [CQR1]

1. Yes
2. No

IF AGREED TO BE RE-CONTACTED BY TNS BMRB AND/OR ACAS

CONFIRM RESPONDENT NAME, ORGANISATION NAME, TELEPHONE NUMBER AND ADDRESS.

Annex C: Claimant advance letters and email

1. Cognitive interviewing letter



Department
for Business
Innovation & Skills



Ministry of
JUSTICE

acas

<Claimant>
<Address>
<Address>
<Address>
<Address>
<Address>
<Address>
Reference No: < >

February 2013

Dear <claimant>,

I am writing to ask for your help. The Department for Business, Innovation and Skills (BIS), Ministry of Justice (MoJ) and the Advisory, Conciliation and Arbitration Service (Acas) have commissioned an important survey of people who have been recently involved in Employment Tribunals. We have commissioned TNS BMRB, an independent social research company, to carry out the survey on our behalf. We are interested in talking to people about their experience of the Employment Tribunal system, regardless of whether the case went to tribunal or not. The survey is very important to us since it tells us about people's experiences and helps us to find ways of making improvements to the system in the future.

Your name has been selected at random from the Employment Tribunal administration system records and we would be very grateful if you would help us by taking part in this study. This would involve a telephone interview with a member of the TNS BMRB research team. The interview will help us to choose the types of questions that will be used in our survey. Your own experiences and opinions are very important to us.

Everything that you tell TNS BMRB will be in strict confidence. BIS, MoJ and Acas will not be able to identify your name or personal case details.

I hope that you will be able to help with this important study. TNS BMRB will be telephoning you in the next few days to arrange a suitable time for your interview. We are

contacting a large number of people, so if you have not heard anything in the next two weeks please assume that you will not be needed on this occasion.

In the meantime, if you would like any more information about the survey, please call Erica Garnett at TNS BMRB on 020 XXXX XXXX or Carrie Harding at TNS BMRB on 020 XXXX XXXX. Should you want to check that this is indeed a Government sponsored survey please contact Andrew Rowlinson at BIS on 020 XXXX XXXX.

Yours sincerely,

A handwritten signature in black ink that reads "W. T. Wells". The signature is written in a cursive style with a small dot above the 'i' in "Wells".

Bill Wells
Deputy Director, Analysis Briefing and Minimum Wage
Department for Business, Innovation & Skills

2. Pilot letter



Department
for Business
Innovation & Skills



Ministry of
JUSTICE



Serial number
<DATE>

«Title» «Initials» «Surname»
«ADD1»
«ADD2»
«ADD3»
«TOWN»
«COUNTY»
«POSTCODE»

Dear «Title» «Surname»

Confidential Survey of Employment Tribunal Applications

I am writing to ask for your help. The Department for Business, Innovation and Skills (BIS), Ministry of Justice (MoJ) and the Advisory, Conciliation and Arbitration Service (Acas) have commissioned an important survey of people who have been recently involved in Employment Tribunals. We have commissioned TNS BMRB, an independent social research company, to carry out the survey for us. We are interested in talking to people about their views of the Employment Tribunal system, regardless of whether their case went to tribunal or not. The survey is very important to us since it tells us about the characteristics of cases and about people's experiences. It also helps us to find ways of making improvements to the system in the future.

Your name has been selected at random from the Employment Tribunal administration system records. We would like to talk to you about the following employment tribunal application:

AGAINST: «RESP COMPANY NAME»,

UNDER THE JURISDICTION OF: «MAIN JURISDICTION».

Everything that you tell TNS BMRB will be in strict confidence. BIS, MoJ and ACAS will not be able to identify your name or personal case details. We will not be speaking to anyone else involved in your case.

An interviewer from TNS BMRB will telephone you in the next few weeks to conduct the interview or arrange a suitable time to call back. In the meantime, if you would like any

more information about the survey, please call Erica Garnett at TNS BMRB on 020 XXXX XXXX or Carrie Harding at TNS BMRB on 020 XXXX XXXX. If you have recently changed your telephone number we would be grateful if you could call us to let us know your new number. Should you want to check that this is indeed a Government sponsored survey please contact Andrew Rowlinson at BIS on 020 XXXX XXXX. Alternatively, you may visit our website <https://www.gov.uk/government/publications/survey-of-employment-tribunal-applications-seta-2008-findings>.

I hope that you will be able to help with this important study.

Yours sincerely,

A handwritten signature in black ink that reads "W. T. Wells". The signature is written in a cursive style with a small dot above the 'i' in 'Wells'.

Bill Wells
Deputy Director, Labour Market Analysis
Department for Business, Innovation & Skills

3. Fieldwork letter



Serial number

<DATE>

«Title» «Initials» «Surname»

«ADD1»

«ADD2»

«ADD3»

«TOWN»

«COUNTY»

«POSTCODE»

Dear «Title» «Surname»

Confidential Survey of Employment Tribunal Applications

I am writing to ask for your help. The Department for Business, Innovation and Skills (BIS), Ministry of Justice (MoJ) and the Advisory, Conciliation and Arbitration Service (Acas) have commissioned an important survey of people who have been recently involved in Employment Tribunals. We have commissioned TNS BMRB, an independent social research company, to carry out the survey for us. We are interested in talking to people about their views of the Employment Tribunal system, regardless of whether their case went to tribunal or not. The survey is very important to us since it tells us about the characteristics of cases and about people's experiences. It also helps us to find ways of making improvements to the system in the future.

Your name has been selected at random from the Employment Tribunal administration system records. We would like to talk to you about the following employment tribunal application:

AGAINST: «RESP COMPANY NAME»,
UNDER THE JURISDICTION OF: «MAIN JURISDICTION».

Everything that you tell TNS BMRB will be in strict confidence. BIS, MoJ and ACAS will not be able to identify your name or personal case details. We will not be speaking to anyone else involved in your case.

An interviewer from TNS BMRB will telephone you in the next few weeks to conduct the interview or arrange a suitable time to call back. In the meantime, if you would like any more information about the survey, please call TNS BMRB on freephone 0800 015 2908.

If you have recently changed your telephone number we would be grateful if you could call us to let us know your new number. Should you want to check that this is indeed a Government sponsored survey please contact Andrew Rowlinson at BIS on 020 7215 2240. Alternatively, you may visit our website <https://www.gov.uk/government/publications/survey-of-employment-tribunal-applications-seta-2008-findings>. The results from this Survey of Employment Tribunal Applications will be published in early 2014.

I hope that you will be able to help with this important study.

Yours sincerely,

A handwritten signature in black ink that reads "W. T. Wells". The signature is written in a cursive style with a small dot above the 'i' in "Wells".

Bill Wells
Deputy Director, Labour Market Analysis
Department for Business, Innovation & Skills

4. Fieldwork email

FROM: surveyofETA@tns-bmrb.co.uk

TITLE: Confidential Survey of Employment Tribunal Applications. ID: <Serial No>

The Department for Business, Innovation and Skills (BIS), Ministry of Justice (MoJ) and the Advisory, Conciliation and Arbitration Service (Acas) have commissioned an important survey of people who have been recently involved in Employment Tribunals. We have commissioned TNS BMRB, an independent social research company, to carry out the survey for us. We are interested in talking to people about their views of the Employment Tribunal system, regardless of whether their case went to tribunal or not. The survey is very important to us since it tells us about the characteristics of cases and about people's experiences. It also helps us to find ways of making improvements to the system in the future.

Your name has been selected at random from the Employment Tribunal administration system records.

Everything that you tell TNS BMRB will be in strict confidence. BIS, MoJ and ACAS will not be able to identify your name or personal case details. We will not be speaking to anyone else involved in your case.

If you have any questions about this survey, don't hesitate to get in touch by emailing surveyofETA@tns-bmrb.co.uk or calling TNS BMRB on freephone 0800 0152908. If you have recently changed your telephone number we would be grateful if you could call us to let us know your new number. Should you want to check that this is indeed a Government sponsored survey please contact Andrew Rowlinson at BIS on 020 XXXX XXXX.

Alternatively, you may visit our website <https://www.gov.uk/government/publications/survey-of-employment-tribunal-applications-seta-2008-findings>. The results from this Survey of Employment Tribunal Applications will be published in early 2014.

I hope that you will be able to help with this important study.

Yours sincerely,

Bill Wells
Deputy Director, Labour Market Analysis
Department for Business, Innovation & Skills

Annex D: Employer advance letter

1. Pilot letter



Serial number

<DATE>

«Contact name»
 «Job Title»
 «COMPANY NAME»
 «ADD1»
 «ADD2»
 «TOWN»
 «COUNTY»
 «POSTCODE»

Dear «Title»«Surname1»

Confidential Survey of Employment Tribunal Applications

I am writing to ask for your help. The Department for Business, Innovation and Skills (BIS), Ministry of Justice (MoJ) and the Advisory, Conciliation and Arbitration Service (Acas) have commissioned an important survey of people who have been recently involved in Employment Tribunals. We have commissioned TNS BMRB, an independent social research company, to carry out the survey for us. We are interested in talking to people about their views of the Employment Tribunal system, regardless of whether their case went to tribunal or not. The survey is very important to us since it tells us about the characteristics of cases and about people's experiences. It also helps us to find ways of making improvements to the system in the future.

Your organisation has been selected at random from the Employment Tribunal administration system records. We would like to talk to you about the following employment tribunal application that was brought against your organisation:

EMPLOYEE NAME: «EMPLOYEE NAME»,

UNDER THE JURISDICTION OF: «MAIN JURISDICTION».

An interviewer from TNS BMRB will telephone you in the next few weeks to conduct the interview or arrange a suitable time to call back. Everything that you tell TNS BMRB will be

in strict confidence. BIS, MoJ and ACAS will **not** be able to identify your name, your Company's name or personal case details. We will **not** be speaking to anyone else involved in the case.

The interview will last around half an hour and will cover the following:

Basic information about the organisation

Simple details about the employee who made the employment tribunal application

Events leading up to the application

Advice and representation (legal and non-legal)

The outcome of the case

Any costs you incurred as a result of the case. This includes staff time spent on the case and any financial or external costs incurred as a result of the case.

You do not need to prepare for the interview but it may help to familiarise yourself with the case, especially if it took place some time ago. If you feel that someone else at the organisation may be better suited to talk to us about this case, please pass this letter onto that person.

In the meantime, if you would like any more information about the survey, please call Erica Garnett at TNS BMRB on 020 XXXX XXXX or Carrie Harding at TNS BMRB on 020 XXXX XXXX. If you have recently changed your telephone number we would be grateful if you could call us to let us know your new number. Should you want to check that this is indeed a Government sponsored survey please contact Andrew Rowlinson at BIS on 020 XXXX XXXX. Alternatively, you may visit our website <https://www.gov.uk/government/publications/survey-of-employment-tribunal-applications-seta-2008-findings>

I hope that you will be able to help with this important study.

Yours sincerely,



Bill Wells
Deputy Director, Labour Market Analysis
Department for Business, Innovation & Skills

2. Fieldwork letter



Serial number

<DATE>

«Contact name»

«Job Title»

«COMPANY NAME»

«ADD1»

«ADD2»

«TOWN»

«COUNTY»

«POSTCODE»

Dear «Title»«Surname1»

Confidential Survey of Employment Tribunal Applications

I am writing to ask for your help. The Department for Business, Innovation and Skills (BIS), Ministry of Justice (MoJ) and the Advisory, Conciliation and Arbitration Service (Acas) have commissioned an important survey of people who have been recently involved in Employment Tribunals. We have commissioned TNS BMRB, an independent social research company, to carry out the survey for us. We are interested in talking to people about their views of the Employment Tribunal system, regardless of whether their case went to tribunal or not. The survey is very important to us since it tells us about the characteristics of cases and about people's experiences. It also helps us to find ways of making improvements to the system in the future.

Your organisation has been selected at random from the Employment Tribunal administration system records. We would like to talk to you about the following employment tribunal application that was brought against your organisation:

EMPLOYEE NAME: «EMPLOYEE NAME»,
UNDER THE JURISDICTION OF: «MAIN JURISDICTION».

An interviewer from TNS BMRB will telephone you in the next few weeks to conduct the interview or arrange a suitable time to call back. Everything that you tell TNS BMRB will be in strict confidence. BIS, MoJ and ACAS will not be able to identify your name, your Company's name or personal case details. We will not be speaking to anyone else involved in the case.

The interview will last around half an hour and will cover the following:

Basic information about the organisation

Simple details about the employee who made the employment tribunal application
Events leading up to the application
Advice and representation (legal and non-legal)
The outcome of the case
Any costs you incurred as a result of the case. This includes staff time spent on the case and any financial or external costs incurred as a result of the case.

You do not need to prepare for the interview but it may help to familiarise yourself with the case, especially if it took place some time ago. If you feel that someone else at the organisation may be better suited to talk to us about this case, please pass this letter onto that person.

In the meantime, if you would like any more information about the survey, please call TNS BMRB on freephone 0800 015 2908. If you have recently changed your telephone number we would be grateful if you could call us to let us know your new number. Should you want to check that this is indeed a Government sponsored survey please contact Andrew Rowlinson at BIS on 020 7215 2240. Alternatively, you may visit our website <https://www.gov.uk/government/publications/survey-of-employment-tribunal-applications-seta-2008-findings>. The results from this Survey of Employment Tribunal Applications will be published in early 2014.

I hope that you will be able to help with this important study.

Yours sincerely,



Bill Wells
Deputy Director, Labour Market Analysis
Department for Business, Innovation & Skills

3. Fieldwork email

FROM: surveyofETA@tns-bmrb.co.uk

TITLE: Confidential Survey of Employment Tribunal Applications. ID: <Serial No>

The Department for Business, Innovation and Skills (BIS), Ministry of Justice (MoJ) and the Advisory, Conciliation and Arbitration Service (Acas) have commissioned an important survey of people who have been recently involved in Employment Tribunals. We have commissioned TNS BMRB, an independent social research company, to carry out the survey for us. We are interested in talking to people about their views of the Employment Tribunal system, regardless of whether their case went to tribunal or not. The survey is very important to us since it tells us about the characteristics of cases and about people's experiences. It also helps us to find ways of making improvements to the system in the future.

Your organisation has been selected at random from the Employment Tribunal administration system records.

Everything that you tell TNS BMRB will be in strict confidence. BIS, MoJ and ACAS will not be able to identify your name or personal case details. We will not be speaking to anyone else involved in your case.

If you have any questions about this survey, don't hesitate to get in touch by emailing surveyofETA@tns-bmrb.co.uk or calling TNS BMRB on freephone 0800 0152908. If you have recently changed your telephone number we would be grateful if you could call us to let us know your new number. Should you want to check that this is indeed a Government sponsored survey please contact Andrew Rowlinson at BIS on 020 7215 2240.

Alternatively, you may visit our website <https://www.gov.uk/government/publications/survey-of-employment-tribunal-applications-seta-2008-findings>. The results from this Survey of Employment Tribunal Applications will be published in early 2014

I hope that you will be able to help with this important study.

Yours sincerely,

Bill Wells
Deputy Director, Labour Market Analysis
Department for Business, Innovation & Skills

Annex E: Interviewer case outcome crib sheet

Question	Description of outcome	Explanation
CQA110A or CQA110B	Our records show that the case went to a full tribunal hearing and was decided in claimant's/employer's favour	Full tribunal hearing Some cases are decided at a full tribunal hearing. Please note that a full hearing is different from a pre-hearing which sometimes takes place before a full hearing. At a full hearing, the outcome of the case is decided by a tribunal 'panel'.
CQA110C	Our records show that you SETTLED with <employer/claimant name> for a sum of money or something else, such as an apology, a reference, or an offer of employment rather than your case being decided at a full tribunal hearing. Is this correct?	Settled Sometimes the employer may make the applicant an offer to settle the case. This does not always involve a sum of money and may involve other things (such as those listed in the question text). An applicant may sometimes not think of these other things as part of a formal settlement, even though they are so this may require some probing. In some cases the settlement may take place on the day of the hearing before the hearing officially takes place. This still counts as a settlement.
CQA110D	Our records show that this case was dismissed by the Employment Tribunal Service by letter or at a case review hearing of some kind	Dismissed At any point during the case the Employment Tribunal Service may decide that the claim has no merit and may dismiss the case. This decision may arise after a review hearing or after other evidence related to the case has come to light.
CQA110G (claimant only)	Did you decide to withdraw or drop the case at some point rather than go to a tribunal? I mean that you withdrew the case without receiving any money or anything else such as an apology or a reference.	Withdrawn In the sample our records may show that the case was withdrawn although it may have been privately settled. Firstly we check whether the applicant withdrew their case. If the respondent says 'yes' probe to check that the applicant did not receive any money, an apology or anything else from the employer in return for withdrawing the case. If anything received then code No.

CQA110F	<p>IF NO</p> <p>Did you SETTLE with < employer name> for a sum of money or something else, such as an apology, a reference, or an offer of employment rather than your case being decided at a full tribunal hearing?</p>	<p>If the case was not withdrawn we check whether the applicant settled with the employer and received something in return.</p>
CQA110F (employer only)	<p>Did you SETTLE with < claimant name> for a sum of money or something else, such as an apology, a reference, or an offer of employment rather than your case being decided at a full tribunal hearing?</p>	<p>Withdrawn</p> <p>In the sample our records may show that the case was withdrawn although it may have been privately settled. We need to first check whether the claimant settled with the employer and received something in return.</p>
CQA110G	<p>IF NO</p> <p>Did you decide to withdraw or drop the case at some point rather than go to a tribunal? I mean that you withdrew the case without receiving any money or anything else such as an apology or a reference.</p>	<p>If no, then we need to ask the employer if the claimant withdrew the case at some point rather than going to a tribunal. If the respondent says 'yes' probe to check that the claimant did not receive any money, an apology or anything else from the employer in return for withdrawing the case.</p> <p>If anything received then code No.</p>
CQA110K and CQA110M	<p>Our records show that a default judgement in your favour was applied to your case</p>	<p>Default judgement</p> <p>A default judgement is generally where the employer fails to respond to the Employment Tribunal Service about the claim or does not object to the claim and therefore the claim is awarded in the Employee's favour.</p>

Annex F: SPSS syntax for derived variables

This appendix contains the SPSS syntax for the derived variables included in the dataset.

```
*****
COMMENT  Create new variable from ETHOS data [CJURS] (Summary jurisdictions
(ETHOS)).
```

```
*****
COMPUTE XJUR9 = 0.
exe.
```

```
COMPUTE XJUR10 = 0.
exe.
```

```
COMPUTE XJUR11 = 0.
exe.
```

```
COMPUTE XJUR12 = 0.
exe.
```

```
COMPUTE XJUR13 = 0.
exe.
```

```
COMPUTE XJUR14 = 0.
exe.
```

```
COMPUTE XJUR15 = 0.
exe.
```

```
Compute xothj01=0.
IF (xjur2=1 OR xjur3=1 OR xjur4=1 OR xjur5=1 OR xjur6=1 OR xjur7=1 OR xjur8=1 OR
xjur9=1 OR xjur10=1 OR xjur11=1 OR xjur12=1 OR xjur13=1 OR xjur14=1 OR xjur15=1)
xothj01=1.
```

```
Compute xothj02=0.
IF ( xjur2=2 OR xjur3=2 OR xjur4=2 OR xjur5=2 OR xjur6=2 OR xjur7=2 OR xjur8=2 OR
xjur9=2 OR xjur10=2 OR xjur11=2 OR xjur12=2 OR xjur13=2 OR xjur14=2 OR xjur15=2)
xothj02=1.
```

```
Compute xothj03=0.
IF ( xjur2=3 OR xjur3=3 OR xjur4=3 OR xjur5=3 OR xjur6=3 OR xjur7=3 OR xjur8=3 OR
xjur9=3 OR xjur10=3 OR xjur11=3 OR xjur12=3 OR xjur13=3 OR xjur14=3 OR xjur15=3)
xothj03=1.
```

Compute xothj04=0.

IF (xjur2=4 OR xjur3=4 OR xjur4=4 OR xjur5=4 OR xjur6=4 OR xjur7=4 OR xjur8=4 OR xjur9=4 OR xjur10=4 OR xjur11=4 OR xjur12=4 OR xjur13=4 OR xjur14=4 OR xjur15=4) xothj04=1.

Compute xothj05=0.

IF (xjur2=5 OR xjur3=5 OR xjur4=5 OR xjur5=5 OR xjur6=5 OR xjur7=5 OR xjur8=5 OR xjur9=5 OR xjur10=5 OR xjur11=5 OR xjur12=5 OR xjur13=5 OR xjur14=5 OR xjur15=5) xothj05=1.

Compute xothj06=0.

IF (xjur2=6 OR xjur3=6 OR xjur4=6 OR xjur5=6 OR xjur6=6 OR xjur7=6 OR xjur8=6 OR xjur9=6 OR xjur10=6 OR xjur11=6 OR xjur12=6 OR xjur13=6 OR xjur14=6 OR xjur15=6) xothj06=1.

Compute xothj07=0.

IF (xjur2=7 OR xjur3=7 OR xjur4=7 OR xjur5=7 OR xjur6=7 OR xjur7=7 OR xjur8=7 OR xjur9=7 OR xjur10=7 OR xjur11=7 OR xjur12=7 OR xjur13=7 OR xjur14=7 OR xjur15=7) xothj07=1.

Compute xothj08=0.

IF (xjur2=8 OR xjur3=8 OR xjur4=8 OR xjur5=8 OR xjur6=8 OR xjur7=8 OR xjur8=8 OR xjur9=8 OR xjur10=8 OR xjur11=8 OR xjur12=8 OR xjur13=8 OR xjur14=8 OR xjur15=8) xothj08=1.

Compute xothj09=0.

IF (xjur2=9 OR xjur3=9 OR xjur4=9 OR xjur5=9 OR xjur6=9 OR xjur7=9 OR xjur8=9 OR xjur9=9 OR xjur10=9 OR xjur11=9 OR xjur12=9 OR xjur13=9 OR xjur14=9 OR xjur15=9) xothj09=1.

Compute xothj10=0.

IF (xjur2=10 OR xjur3=10 OR xjur4=10 OR xjur5=10 OR xjur6=10 OR xjur7=10 OR xjur8=10 OR xjur9=10 OR xjur10=10 OR xjur11=10 OR xjur12=10 OR xjur13=10 OR xjur14=10 OR xjur15=10) xothj10=1.

Compute xothj11=0.

IF (xjur2=11 OR xjur3=11 OR xjur4=11 OR xjur5=11 OR xjur6=11 OR xjur7=11 OR xjur8=11 OR xjur9=11 OR xjur10=11 OR xjur11=11 OR xjur12=11 OR xjur13=11 OR xjur14=11 OR xjur15=11) xothj11=1.

Compute xothj12=0.

IF (xjur2=12 OR xjur3=12 OR xjur4=12 OR xjur5=12 OR xjur6=12 OR xjur7=12 OR xjur8=12 OR xjur9=12 OR xjur10=12 OR xjur11=12 OR xjur12=12 OR xjur13=12 OR xjur14=12 OR xjur15=12) xothj12=1.

Compute xothj13=0.

IF (xjur2=13 OR xjur3=13 OR xjur4=13 OR xjur5=13 OR xjur6=13 OR xjur7=13 OR xjur8=13 OR xjur9=13 OR xjur10=13 OR xjur11=13 OR xjur12=13 OR xjur13=13 OR xjur14=13 OR xjur15=13) xothj13=1.

Compute xothj14=0.

IF (xjur2=14 OR xjur3=14 OR xjur4=14 OR xjur5=14 OR xjur6=14 OR xjur7=14 OR xjur8=14 OR xjur9=14 OR xjur10=14 OR xjur11=14 OR xjur12=14 OR xjur13=14 OR xjur14=14 OR xjur15=14) xothj14=1.

Compute xothj15=0.

IF (xjur2=15 OR xjur3=15 OR xjur4=15 OR xjur5=15 OR xjur6=15 OR xjur7=15 OR xjur8=15 OR xjur9=15 OR xjur10=15 OR xjur11=15 OR xjur12=15 OR xjur13=15 OR xjur14=15 OR xjur15=15) xothj15=1.

Compute xothj16=0.

IF (xjur2=16 OR xjur3=16 OR xjur4=16 OR xjur5=16 OR xjur6=16 OR xjur7=16 OR xjur8=16 OR xjur9=16 OR xjur10=16 OR xjur11=16 OR xjur12=16 OR xjur13=16 OR xjur14=16 OR xjur15=16) xothj16=1.

Compute xothj17=0.

IF (xjur2=17 OR xjur3=17 OR xjur4=17 OR xjur5=17 OR xjur6=17 OR xjur7=17 OR xjur8=17 OR xjur9=17 OR xjur10=17 OR xjur11=17 OR xjur12=17 OR xjur13=17 OR xjur14=17 OR xjur15=17) xothj17=1.

Compute xothj18=0.

IF (xjur2=18 OR xjur3=18 OR xjur4=18 OR xjur5=18 OR xjur6=18 OR xjur7=18 OR xjur8=18 OR xjur9=18 OR xjur10=18 OR xjur11=18 OR xjur12=18 OR xjur13=18 OR xjur14=18 OR xjur15=18) xothj18=1.

Compute xothj19=0.

IF (xjur2=19 OR xjur3=19 OR xjur4=19 OR xjur5=19 OR xjur6=19 OR xjur7=19 OR xjur8=19 OR xjur9=19 OR xjur10=19 OR xjur11=19 OR xjur12=19 OR xjur13=19 OR xjur14=19 OR xjur15=19) xothj19=1.

Compute xothj20=0.

IF (xjur2=20 OR xjur3=20 OR xjur4=20 OR xjur5=20 OR xjur6=20 OR xjur7=20 OR xjur8=20 OR xjur9=20 OR xjur10=20 OR xjur11=20 OR xjur12=20 OR xjur13=20 OR xjur14=20 OR xjur15=20) xothj20=1.

Compute xothj21=0.

IF (xjur2=21 OR xjur3=21 OR xjur4=21 OR xjur5=21 OR xjur6=21 OR xjur7=21 OR xjur8=21 OR xjur9=21 OR xjur10=21 OR xjur11=21 OR xjur12=21 OR xjur13=21 OR xjur14=21 OR xjur15=21) xothj21=1.

Compute xothj22=0.

IF (xjur2=22 OR xjur3=22 OR xjur4=22 OR xjur5=22 OR xjur6=22 OR xjur7=22 OR xjur8=22 OR xjur9=22 OR xjur10=22 OR xjur11=22 OR xjur12=22 OR xjur13=22 OR xjur14=22 OR xjur15=22) xothj22=1.

Compute xothj23=0.

IF (xjur2=23 OR xjur3=23 OR xjur4=23 OR xjur5=23 OR xjur6=23 OR xjur7=23 OR xjur8=23 OR xjur9=23 OR xjur10=23 OR xjur11=23 OR xjur12=23 OR xjur13=23 OR xjur14=23 OR xjur15=23) xothj23=1.

Compute xothj24=0.

IF (xjur2=24 OR xjur3=24 OR xjur4=24 OR xjur5=24 OR xjur6=24 OR xjur7=24 OR xjur8=24 OR xjur9=24 OR xjur10=24 OR xjur11=24 OR xjur12=24 OR xjur13=24 OR xjur14=24 OR xjur15=24) xothj24=1.

Compute xothj25=0.

IF (xjur2=25 OR xjur3=25 OR xjur4=25 OR xjur5=25 OR xjur6=25 OR xjur7=25 OR xjur8=25 OR xjur9=25 OR xjur10=25 OR xjur11=25 OR xjur12=25 OR xjur13=25 OR xjur14=25 OR xjur15=25) xothj25=1.

Compute xothj26=0.

IF (xjur2=26 OR xjur3=26 OR xjur4=26 OR xjur5=26 OR xjur6=26 OR xjur7=26 OR xjur8=26 OR xjur9=26 OR xjur10=26 OR xjur11=26 OR xjur12=26 OR xjur13=26 OR xjur14=26 OR xjur15=26) xothj26=1.

Compute xothj27=0.

IF (xjur2=27 OR xjur3=27 OR xjur4=27 OR xjur5=27 OR xjur6=27 OR xjur7=27 OR xjur8=27 OR xjur9=27 OR xjur10=27 OR xjur11=27 OR xjur12=27 OR xjur13=27 OR xjur14=27 OR xjur15=27) xothj27=1.

Compute xothj28=0.

IF (xjur2=28 OR xjur3=28 OR xjur4=28 OR xjur5=28 OR xjur6=28 OR xjur7=28 OR xjur8=28 OR xjur9=28 OR xjur10=28 OR xjur11=28 OR xjur12=28 OR xjur13=28 OR xjur14=28 OR xjur15=28) xothj28=1.

Compute xothj29=0.

IF (xjur2=29 OR xjur3=29 OR xjur4=29 OR xjur5=29 OR xjur6=29 OR xjur7=29 OR xjur8=29 OR xjur9=29 OR xjur10=29 OR xjur11=29 OR xjur12=29 OR xjur13=29 OR xjur14=29 OR xjur15=29) xothj29=1.

Compute xothj30=0.

IF (xjur2=30 OR xjur3=30 OR xjur4=30 OR xjur5=30 OR xjur6=30 OR xjur7=30 OR xjur8=30 OR xjur9=30 OR xjur10=30 OR xjur11=30 OR xjur12=30 OR xjur13=30 OR xjur14=30 OR xjur15=30) xothj30=1.

Compute xothj31=0.

IF (xjur2=31 OR xjur3=31 OR xjur4=31 OR xjur5=31 OR xjur6=31 OR xjur7=31 OR xjur8=31 OR xjur9=31 OR xjur10=31 OR xjur11=31 OR xjur12=31 OR xjur13=31 OR xjur14=31 OR xjur15=31) xothj31=1.

Compute xothj32=0.

IF (xjur2=32 OR xjur3=32 OR xjur4=32 OR xjur5=32 OR xjur6=32 OR xjur7=32 OR xjur8=32 OR xjur9=32 OR xjur10=32 OR xjur11=32 OR xjur12=32 OR xjur13=32 OR xjur14=32 OR xjur15=32) xothj32=1.

Compute xothj33=0.

IF (xjur2=33 OR xjur3=33 OR xjur4=33 OR xjur5=33 OR xjur6=33 OR xjur7=33 OR xjur8=33 OR xjur9=33 OR xjur10=33 OR xjur11=33 OR xjur12=33 OR xjur13=33 OR xjur14=33 OR xjur15=33) xothj33=1.

Compute xothj34=0.

IF (xjur2=34 OR xjur3=34 OR xjur4=34 OR xjur5=34 OR xjur6=34 OR xjur7=34 OR xjur8=34 OR xjur9=34 OR xjur10=34 OR xjur11=34 OR xjur12=34 OR xjur13=34 OR xjur14=34 OR xjur15=34) xothj34=1.

Compute xothj35=0.

IF (xjur2=35 OR xjur3=35 OR xjur4=35 OR xjur5=35 OR xjur6=35 OR xjur7=35 OR xjur8=35 OR xjur9=35 OR xjur10=35 OR xjur11=35 OR xjur12=35 OR xjur13=35 OR xjur14=35 OR xjur15=35) xothj35=1.

Compute xothj36=0.

IF (xjur2=36 OR xjur3=36 OR xjur4=36 OR xjur5=36 OR xjur6=36 OR xjur7=36 OR xjur8=36 OR xjur9=36 OR xjur10=36 OR xjur11=36 OR xjur12=36 OR xjur13=36 OR xjur14=36 OR xjur15=36) xothj36=1.

Compute xothj37=0.

IF (xjur2=37 OR xjur3=37 OR xjur4=37 OR xjur5=37 OR xjur6=37 OR xjur7=37 OR xjur8=37 OR xjur9=37 OR xjur10=37 OR xjur11=37 OR xjur12=37 OR xjur13=37 OR xjur14=37 OR xjur15=37) xothj37=1.

Compute xothj38=0.

IF (xjur2=38 OR xjur3=38 OR xjur4=38 OR xjur5=38 OR xjur6=38 OR xjur7=38 OR xjur8=38 OR xjur9=38 OR xjur10=38 OR xjur11=38 OR xjur12=38 OR xjur13=38 OR xjur14=38 OR xjur15=38) xothj38=1.

Compute xothj39=0.

IF (xjur2=39 OR xjur3=39 OR xjur4=39 OR xjur5=39 OR xjur6=39 OR xjur7=39 OR xjur8=39 OR xjur9=39 OR xjur10=39 OR xjur11=39 OR xjur12=39 OR xjur13=39 OR xjur14=39 OR xjur15=39) xothj39=1.

Compute xothj40=0.

IF (xjur2=40 OR xjur3=40 OR xjur4=40 OR xjur5=40 OR xjur6=40 OR xjur7=40 OR xjur8=40 OR xjur9=40 OR xjur10=40 OR xjur11=40 OR xjur12=40 OR xjur13=40 OR xjur14=40 OR xjur15=40) xothj40=1.

Compute xothj41=0.

IF (xjur2=41 OR xjur3=41 OR xjur4=41 OR xjur5=41 OR xjur6=41 OR xjur7=41 OR xjur8=41 OR xjur9=41 OR xjur10=41 OR xjur11=41 OR xjur12=41 OR xjur13=41 OR xjur14=41 OR xjur15=41) xothj41=1.

Compute xothj42=0.

IF (xjur2=42 OR xjur3=42 OR xjur4=42 OR xjur5=42 OR xjur6=42 OR xjur7=42 OR xjur8=42 OR xjur9=42 OR xjur10=42 OR xjur11=42 OR xjur12=42 OR xjur13=42 OR xjur14=42 OR xjur15=42) xothj42=1.

Compute xothj43=0.

IF (xjur2=43 OR xjur3=43 OR xjur4=43 OR xjur5=43 OR xjur6=43 OR xjur7=43 OR xjur8=43 OR xjur9=43 OR xjur10=43 OR xjur11=43 OR xjur12=43 OR xjur13=43 OR xjur14=43 OR xjur15=43) xothj43=1.

Compute xothj44=0.

IF (xjur2=44 OR xjur3=44 OR xjur4=44 OR xjur5=44 OR xjur6=44 OR xjur7=44 OR xjur8=44 OR xjur9=44 OR xjur10=44 OR xjur11=44 OR xjur12=44 OR xjur13=44 OR xjur14=44 OR xjur15=44) xothj44=1.

Compute xothj45=0.

IF (xjur2=45 OR xjur3=45 OR xjur4=45 OR xjur5=45 OR xjur6=45 OR xjur7=45 OR xjur8=45 OR xjur9=45 OR xjur10=45 OR xjur11=45 OR xjur12=45 OR xjur13=45 OR xjur14=45 OR xjur15=45) xothj45=1.

Compute xothj46=0.

IF (xjur2=46 OR xjur3=46 OR xjur4=46 OR xjur5=46 OR xjur6=46 OR xjur7=46 OR xjur8=46 OR xjur9=46 OR xjur10=46 OR xjur11=46 OR xjur12=46 OR xjur13=46 OR xjur14=46 OR xjur15=46) xothj46=1.

Compute xothj47=0.

IF (xjur2=47 OR xjur3=47 OR xjur4=47 OR xjur5=47 OR xjur6=47 OR xjur7=47 OR xjur8=47 OR xjur9=47 OR xjur10=47 OR xjur11=47 OR xjur12=47 OR xjur13=47 OR xjur14=47 OR xjur15=47) xothj47=1.

Compute xothj48=0.

IF (xjur2=48 OR xjur3=48 OR xjur4=48 OR xjur5=48 OR xjur6=48 OR xjur7=48 OR xjur8=48 OR xjur9=48 OR xjur10=48 OR xjur11=48 OR xjur12=48 OR xjur13=48 OR xjur14=48 OR xjur15=48) xothj48=1.

Compute xothj49=0.

IF (xjur2=49 OR xjur3=49 OR xjur4=49 OR xjur5=49 OR xjur6=49 OR xjur7=49 OR xjur8=49 OR xjur9=49 OR xjur10=49 OR xjur11=49 OR xjur12=49 OR xjur13=49 OR xjur14=49 OR xjur15=49) xothj49=1.

Compute xothj50=0.

IF (xjur2=50 OR xjur3=50 OR xjur4=50 OR xjur5=50 OR xjur6=50 OR xjur7=50 OR xjur8=50 OR xjur9=50 OR xjur10=50 OR xjur11=50 OR xjur12=50 OR xjur13=50 OR xjur14=50 OR xjur15=50) xothj50=1.

Compute xothj51=0.

IF (xjur2=51 OR xjur3=51 OR xjur4=51 OR xjur5=51 OR xjur6=51 OR xjur7=51 OR xjur8=51 OR xjur9=51 OR xjur10=51 OR xjur11=51 OR xjur12=51 OR xjur13=51 OR xjur14=51 OR xjur15=51) xothj51=1.

Compute xothj52=0.

IF (xjur2=52 OR xjur3=52 OR xjur4=52 OR xjur5=52 OR xjur6=52 OR xjur7=52 OR xjur8=52 OR xjur9=52 OR xjur10=52 OR xjur11=52 OR xjur12=52 OR xjur13=52 OR xjur14=52 OR xjur15=52) xothj52=1.

Compute xothj53=0.

IF (xjur2=53 OR xjur3=53 OR xjur4=53 OR xjur5=53 OR xjur6=53 OR xjur7=53 OR xjur8=53 OR xjur9=53 OR xjur10=53 OR xjur11=53 OR xjur12=53 OR xjur13=53 OR xjur14=53 OR xjur15=53) xothj53=1.

Compute xothj54=0.

IF (xjur2=54 OR xjur3=54 OR xjur4=54 OR xjur5=54 OR xjur6=54 OR xjur7=54 OR xjur8=54 OR xjur9=54 OR xjur10=54 OR xjur11=54 OR xjur12=54 OR xjur13=54 OR xjur14=54 OR xjur15=54) xothj54=1.

Compute xothj55=0.

IF (xjur2=55 OR xjur3=55 OR xjur4=55 OR xjur5=55 OR xjur6=55 OR xjur7=55 OR xjur8=55 OR xjur9=55 OR xjur10=55 OR xjur11=55 OR xjur12=55 OR xjur13=55 OR xjur14=55 OR xjur15=55) xothj55=1.

Compute xothj56=0.

IF (xjur2=56 OR xjur3=56 OR xjur4=56 OR xjur5=56 OR xjur6=56 OR xjur7=56 OR xjur8=56 OR xjur9=56 OR xjur10=56 OR xjur11=56 OR xjur12=56 OR xjur13=56 OR xjur14=56 OR xjur15=56) xothj56=1.

Compute xothj57=0.

IF (xjur2=57 OR xjur3=57 OR xjur4=57 OR xjur5=57 OR xjur6=57 OR xjur7=57 OR xjur8=57 OR xjur9=57 OR xjur10=57 OR xjur11=57 OR xjur12=57 OR xjur13=57 OR xjur14=57 OR xjur15=57) xothj57=1.

Compute xothj58=0.

IF (xjur2=58 OR xjur3=58 OR xjur4=58 OR xjur5=58 OR xjur6=58 OR xjur7=58 OR xjur8=58 OR xjur9=58 OR xjur10=58 OR xjur11=58 OR xjur12=58 OR xjur13=58 OR xjur14=58 OR xjur15=58) xothj58=1.

Compute xothj59=0.

IF (xjur2=59 OR xjur3=59 OR xjur4=59 OR xjur5=59 OR xjur6=59 OR xjur7=59 OR xjur8=59 OR xjur9=59 OR xjur10=59 OR xjur11=59 OR xjur12=59 OR xjur13=59 OR xjur14=59 OR xjur15=59) xothj59=1.

Compute xothj60=0.

IF (xjur2=60 OR xjur3=60 OR xjur4=60 OR xjur5=60 OR xjur6=60 OR xjur7=60 OR xjur8=60 OR xjur9=60 OR xjur10=60 OR xjur11=60 OR xjur12=60 OR xjur13=60 OR xjur14=60 OR xjur15=60) xothj60=1.

Compute xothj61=0.

IF (xjur2=61 OR xjur3=61 OR xjur4=61 OR xjur5=61 OR xjur6=61 OR xjur7=61 OR xjur8=61 OR xjur9=61 OR xjur10=61 OR xjur11=61 OR xjur12=61 OR xjur13=61 OR xjur14=61 OR xjur15=61) xothj61=1.

Compute xothj62=0.

IF (xjur2=62 OR xjur3=62 OR xjur4=62 OR xjur5=62 OR xjur6=62 OR xjur7=62 OR xjur8=62 OR xjur9=62 OR xjur10=62 OR xjur11=62 OR xjur12=62 OR xjur13=62 OR xjur14=62 OR xjur15=62) xothj62=1.

Compute xothj63=0.

IF (xjur2=63 OR xjur3=63 OR xjur4=63 OR xjur5=63 OR xjur6=63 OR xjur7=63 OR xjur8=63 OR xjur9=63 OR xjur10=63 OR xjur11=63 OR xjur12=63 OR xjur13=63 OR xjur14=63 OR xjur15=63) xothj63=1.

Compute xothj64=0.

IF (xjur2=64 OR xjur3=64 OR xjur4=64 OR xjur5=64 OR xjur6=64 OR xjur7=64 OR xjur8=64 OR xjur9=64 OR xjur10=64 OR xjur11=64 OR xjur12=64 OR xjur13=64 OR xjur14=64 OR xjur15=64) xothj64=1.

Compute xothj65=0.

IF (xjur2=65 OR xjur3=65 OR xjur4=65 OR xjur5=65 OR xjur6=65 OR xjur7=65 OR xjur8=65 OR xjur9=65 OR xjur10=65 OR xjur11=65 OR xjur12=65 OR xjur13=65 OR xjur14=65 OR xjur15=65) xothj65=1.

Compute xothj66=0.

IF (xjur2=66 OR xjur3=66 OR xjur4=66 OR xjur5=66 OR xjur6=66 OR xjur7=66 OR xjur8=66 OR xjur9=66 OR xjur10=66 OR xjur11=66 OR xjur12=66 OR xjur13=66 OR xjur14=66 OR xjur15=66) xothj66=1.

Compute xothj67=0.

IF (xjur2=67 OR xjur3=67 OR xjur4=67 OR xjur5=67 OR xjur6=67 OR xjur7=67 OR xjur8=67 OR xjur9=67 OR xjur10=67 OR xjur11=67 OR xjur12=67 OR xjur13=67 OR xjur14=67 OR xjur15=67) xothj67=1.

Compute xothj68=0.

IF (xjur2=68 OR xjur3=68 OR xjur4=68 OR xjur5=68 OR xjur6=68 OR xjur7=68 OR xjur8=68 OR xjur9=68 OR xjur10=68 OR xjur11=68 OR xjur12=68 OR xjur13=68 OR xjur14=68 OR xjur15=68) xothj68=1.

Compute xothj69=0.

IF (xjur2=69 OR xjur3=69 OR xjur4=69 OR xjur5=69 OR xjur6=69 OR xjur7=69 OR xjur8=69 OR xjur9=69 OR xjur10=69 OR xjur11=69 OR xjur12=69 OR xjur13=69 OR xjur14=69 OR xjur15=69) xothj69=1.

Compute xothj70=0.

IF (xjur2=70 OR xjur3=70 OR xjur4=70 OR xjur5=70 OR xjur6=70 OR xjur7=70 OR xjur8=70 OR xjur9=70 OR xjur10=70 OR xjur11=70 OR xjur12=70 OR xjur13=70 OR xjur14=70 OR xjur15=70) xothj70=1.

Compute xothj71=0.

IF (xjur2=71 OR xjur3=71 OR xjur4=71 OR xjur5=71 OR xjur6=71 OR xjur7=71 OR xjur8=71 OR xjur9=71 OR xjur10=71 OR xjur11=71 OR xjur12=71 OR xjur13=71 OR xjur14=71 OR xjur15= 71) xothj71=1.

Compute xothj72=0.

IF (xjur2=72 OR xjur3=72 OR xjur4=72 OR xjur5=72 OR xjur6=72 OR xjur7=72 OR xjur8=72 OR xjur9=72 OR xjur10=72 OR xjur11=72 OR xjur12=72 OR xjur13=72 OR xjur14=72 OR xjur15=72) xothj72=1.

Compute xothj73=0.

IF (xjur2=73 OR xjur3=73 OR xjur4=73 OR xjur5=73 OR xjur6=73 OR xjur7=73 OR xjur8=73 OR xjur9=73 OR xjur10=73 OR xjur11=73 OR xjur12=73 OR xjur13=73 OR xjur14=73 OR xjur15=73) xothj73=1.

Compute xothj74=0.

IF (xjur2=74 OR xjur3=74 OR xjur4=74 OR xjur5=74 OR xjur6=74 OR xjur7=74 OR xjur8=74 OR xjur9=74 OR xjur10=74 OR xjur11=74 OR xjur12=74 OR xjur13=74 OR xjur14=74 OR xjur15=74) xothj74=1.

Compute xothj75=0.

IF (xjur2=75 OR xjur3=75 OR xjur4=75 OR xjur5=75 OR xjur6=75 OR xjur7=75 OR xjur8=75 OR xjur9=75 OR xjur10=75 OR xjur11=75 OR xjur12=75 OR xjur13=75 OR xjur14=75 OR xjur15=75) xothj75=1.

Compute xothj76=0.

IF (xjur2=76 OR xjur3=76 OR xjur4=76 OR xjur5=76 OR xjur6=76 OR xjur7=76 OR xjur8=76 OR xjur9=76 OR xjur10=76 OR xjur11=76 OR xjur12=76 OR xjur13=76 OR xjur14=76 OR xjur15=76) xothj76=1.

Compute xothj77=0.

IF (xjur2=77 OR xjur3=77 OR xjur4=77 OR xjur5=77 OR xjur6=77 OR xjur7=77 OR xjur8=77 OR xjur9=77 OR xjur10=77 OR xjur11=77 OR xjur12=77 OR xjur13=77 OR xjur14=77 OR xjur15=77) xothj77=1.

Compute xothj78=0.

IF (xjur2=78 OR xjur3=78 OR xjur4=78 OR xjur5=78 OR xjur6=78 OR xjur7=78 OR xjur8=78 OR xjur9=78 OR xjur10=78 OR xjur11=78 OR xjur12=78 OR xjur13=78 OR xjur14=78 OR xjur15=78) xothj78=1.

Compute xothj79=0.

IF (xjur2=79 OR xjur3=79 OR xjur4=79 OR xjur5=79 OR xjur6=79 OR xjur7=79 OR xjur8=79 OR xjur9=79 OR xjur10=79 OR xjur11=79 OR xjur12=79 OR xjur13=79 OR xjur14=79 OR xjur15=79) xothj79=1.

Compute xothj80=0.

IF (xjur2=80 OR xjur3=80 OR xjur4=80 OR xjur5=80 OR xjur6=80 OR xjur7=80 OR xjur8=80 OR xjur9=80 OR xjur10=80 OR xjur11=80 OR xjur12=80 OR xjur13=80 OR xjur14=80 OR xjur15=80) xothj80=1.

Compute xothj81=0.

IF (xjur2=81 OR xjur3=81 OR xjur4=81 OR xjur5=81 OR xjur6=81 OR xjur7=81 OR xjur8=81 OR xjur9=81 OR xjur10=81 OR xjur11=81 OR xjur12=81 OR xjur13=81 OR xjur14=81 OR xjur15=81) xothj81=1.

Compute xothj82=0.

IF (xjur2=82 OR xjur3=82 OR xjur4=82 OR xjur5=82 OR xjur6=82 OR xjur7=82 OR xjur8=82 OR xjur9=82 OR xjur10=82 OR xjur11=82 OR xjur12=82 OR xjur13=82 OR xjur14=82 OR xjur15=82) xothj82=1.

Compute xothj83=0.

IF (xjur2=83 OR xjur3=83 OR xjur4=83 OR xjur5=83 OR xjur6=83 OR xjur7=83 OR xjur8=83 OR xjur9=83 OR xjur10=83 OR xjur11=83 OR xjur12=83 OR xjur13=83 OR xjur14=83 OR xjur15=83) xothj83=1.

Compute xothj84=0.

IF (xjur2=84 OR xjur3=84 OR xjur4=84 OR xjur5=84 OR xjur6=84 OR xjur7=84 OR xjur8=84 OR xjur9=84 OR xjur10=84 OR xjur11=84 OR xjur12=84 OR xjur13=84 OR xjur14=84 OR xjur15=84) xothj84=1.

Compute xothj85=0.

IF (xjur2=85 OR xjur3=85 OR xjur4=85 OR xjur5=85 OR xjur6=85 OR xjur7=85 OR xjur8=85 OR xjur9=85 OR xjur10=85 OR xjur11=85 OR xjur12=85 OR xjur13=85 OR xjur14=85 OR xjur15=85) xothj85=1.

Compute xothj86=0.

IF (xjur2=86 OR xjur3=86 OR xjur4=86 OR xjur5=86 OR xjur6=86 OR xjur7=86 OR xjur8=86 OR xjur9=86 OR xjur10=86 OR xjur11=86 OR xjur12=86 OR xjur13=86 OR xjur14=86 OR xjur15=86) xothj86=1.

Compute xothj87=0.

IF (xjur2=87 OR xjur3=87 OR xjur4=87 OR xjur5=87 OR xjur6=87 OR xjur7=87 OR xjur8=87 OR xjur9=87 OR xjur10=87 OR xjur11=87 OR xjur12=87 OR xjur13=87 OR xjur14=87 OR xjur15=87) xothj87=1.

Compute xothj88=0.

IF (xjur2=88 OR xjur3=88 OR xjur4=88 OR xjur5=88 OR xjur6=88 OR xjur7=88 OR xjur8=88 OR xjur9=88 OR xjur10=88 OR xjur11=88 OR xjur12=88 OR xjur13=88 OR xjur14=88 OR xjur15=88) xothj88=1.

Compute xothj89=0.

IF (xjur2=89 OR xjur3=89 OR xjur4=89 OR xjur5=89 OR xjur6=89 OR xjur7=89 OR xjur8=89 OR xjur9=89 OR xjur10=89 OR xjur11=89 OR xjur12=89 OR xjur13=89 OR xjur14=89 OR xjur15=89) xothj89=1.

Compute xothj90=0.

IF (xjur2=90 OR xjur3=90 OR xjur4=90 OR xjur5=90 OR xjur6=90 OR xjur7=90 OR xjur8=90 OR xjur9=90 OR xjur10=90 OR xjur11=90 OR xjur12=90 OR xjur13=90 OR xjur14=90 OR xjur15=90) xothj90=1.

Compute xothj91=0.

IF (xjur2=91 OR xjur3=91 OR xjur4=91 OR xjur5=91 OR xjur6=91 OR xjur7=91 OR xjur8=91 OR xjur9=91 OR xjur10=91 OR xjur11=91 OR xjur12=91 OR xjur13=91 OR xjur14=91 OR xjur15=91) xothj91=1.

Compute xothj92=0.

IF (xjur2=92 OR xjur3=92 OR xjur4=92 OR xjur5=92 OR xjur6=92 OR xjur7=92 OR xjur8=92 OR xjur9=92 OR xjur10=92 OR xjur11=92 OR xjur12=92 OR xjur13=92 OR xjur14=92 OR xjur15=92) xothj92=1.

Compute xothj93=0.

IF (xjur2=93 OR xjur3=93 OR xjur4=93 OR xjur5=93 OR xjur6=93 OR xjur7=93 OR xjur8=93 OR xjur9=93 OR xjur10=93 OR xjur11=93 OR xjur12=93 OR xjur13=93 OR xjur14=93 OR xjur15=93) xothj93=1.

Compute xothj94=0.

IF (xjur2=94 OR xjur3=94 OR xjur4=94 OR xjur5=94 OR xjur6=94 OR xjur7=94 OR xjur8=94 OR xjur9=94 OR xjur10=94 OR xjur11=94 OR xjur12=94 OR xjur13=94 OR xjur14=94 OR xjur15=94) xothj94=1.

Compute xothj95=0.

IF (xjur2=95 OR xjur3=95 OR xjur4=95 OR xjur5=95 OR xjur6=95 OR xjur7=95 OR xjur8=95 OR xjur9=95 OR xjur10=95 OR xjur11=95 OR xjur12=95 OR xjur13=95 OR xjur14=95 OR xjur15=95) xothj95=1.

Compute xothj96=0.

IF (xjur2=96 OR xjur3=96 OR xjur4=96 OR xjur5=96 OR xjur6=96 OR xjur7=96 OR xjur8=96 OR xjur9=96 OR xjur10=96 OR xjur11=96 OR xjur12=96 OR xjur13=96 OR xjur14=96 OR xjur15=96) xothj96=1.

Compute xothj97=0.

IF (xjur2=97 OR xjur3=97 OR xjur4=97 OR xjur5=97 OR xjur6=97 OR xjur7=97 OR xjur8=97 OR xjur9=97 OR xjur10=97 OR xjur11=97 OR xjur12=97 OR xjur13=97 OR xjur14=97 OR xjur15=97) xothj97=1.

Compute xothj98=0.

IF (xjur2=98 OR xjur3=98 OR xjur4=98 OR xjur5=98 OR xjur6=98 OR xjur7=98 OR xjur8=98 OR xjur9=98 OR xjur10=98 OR xjur11=98 OR xjur12=98 OR xjur13=98 OR xjur14=98 OR xjur15=98) xothj98=1.

Compute xothj99=0.

IF (xjur2=99 OR xjur3=99 OR xjur4=99 OR xjur5=99 OR xjur6=99 OR xjur7=99 OR xjur8=99 OR xjur9=99 OR xjur10=99 OR xjur11=99 OR xjur12=99 OR xjur13=99 OR xjur14=99 OR xjur15=99) xothj99=1.

Compute xothj100=0.

IF (xjur2=100 OR xjur3=100 OR xjur4=100 OR xjur5=100 OR xjur6=100 OR xjur7=100 OR xjur8=100 OR xjur9=100 OR xjur10=100 OR xjur11=100 OR xjur12=100 OR xjur13=100 OR xjur14=100 OR xjur15=100) xothj100=1.

Compute xothj101=0.

IF (xjur2=101 OR xjur3=101 OR xjur4=101 OR xjur5=101 OR xjur6=101 OR xjur7=101 OR xjur8=101 OR xjur9=101 OR xjur10=101 OR xjur11=101 OR xjur12=101 OR xjur13=101 OR xjur14=101 OR xjur15=101) xothj101=1.

Compute xothj102=0.

IF (xjur2=102 OR xjur3=102 OR xjur4=102 OR xjur5=102 OR xjur6=102 OR xjur7=102 OR xjur8=102 OR xjur9=102 OR xjur10=102 OR xjur11=102 OR xjur12=102 OR xjur13=102 OR xjur14=102 OR xjur15=102) xothj102=1.

Compute xothj103=0.

IF (xjur2=103 OR xjur3=103 OR xjur4=103 OR xjur5=103 OR xjur6=103 OR xjur7=103 OR xjur8=103 OR xjur9=103 OR xjur10=103 OR xjur11=103 OR xjur12=103 OR xjur13=103 OR xjur14=103 OR xjur15=103) xothj103=1.

Compute xothj104=0.

IF (xjur2=104 OR xjur3=104 OR xjur4=104 OR xjur5=104 OR xjur6=104 OR xjur7=104 OR xjur8=104 OR xjur9=104 OR xjur10=104 OR xjur11=104 OR xjur12=104 OR xjur13=104 OR xjur14=104 OR xjur15=104) xothj104=1.

Compute xothj105=0.

IF (xjur2=105 OR xjur3=105 OR xjur4=105 OR xjur5=105 OR xjur6=105 OR xjur7=105 OR xjur8=105 OR xjur9=105 OR xjur10=105 OR xjur11=105 OR xjur12=105 OR xjur13=105 OR xjur14=105 OR xjur15=105) xothj105=1.

Compute xothj106=0.

IF (xjur2=106 OR xjur3=106 OR xjur4=106 OR xjur5=106 OR xjur6=106 OR xjur7=106 OR xjur8=106 OR xjur9=106 OR xjur10=106 OR xjur11=106 OR xjur12=106 OR xjur13=106 OR xjur14=106 OR xjur15=106) xothj106=1.

Compute xothj107=0.

IF (xjur2=107 OR xjur3=107 OR xjur4=107 OR xjur5=107 OR xjur6=107 OR xjur7=107 OR xjur8=107 OR xjur9=107 OR xjur10=107 OR xjur11=107 OR xjur12=107 OR xjur13=107 OR xjur14=107 OR xjur15=107) xothj107=1.

Compute xothj108=0.

IF (xjur2=108 OR xjur3=108 OR xjur4=108 OR xjur5=108 OR xjur6=108 OR xjur7=108 OR xjur8=108 OR xjur9=108 OR xjur10=108 OR xjur11=108 OR xjur12=108 OR xjur13=108 OR xjur14=108 OR xjur15=108) xothj108=1.

Compute xothj109=0.

IF (xjur2=109 OR xjur3=109 OR xjur4=109 OR xjur5=109 OR xjur6=109 OR xjur7=109 OR xjur8=109 OR xjur9=109 OR xjur10=109 OR xjur11=109 OR xjur12=109 OR xjur13=109 OR xjur14=109 OR xjur15=109) xothj109=1.

Compute xothj110=0.

IF (xjur2=110 OR xjur3=110 OR xjur4=110 OR xjur5=110 OR xjur6=110 OR xjur7=110 OR xjur8=110 OR xjur9=110 OR xjur10=110 OR xjur11=110 OR xjur12=110 OR xjur13=110 OR xjur14=110 OR xjur15=110) xothj110=1.

Compute xothj111=0.

IF (xjur2=111 OR xjur3=111 OR xjur4=111 OR xjur5=111 OR xjur6=111 OR xjur7=111 OR xjur8=111 OR xjur9=111 OR xjur10=111 OR xjur11=111 OR xjur12=111 OR xjur13=111 OR xjur14=111 OR xjur15=111) xothj111=1.

Compute xothj112=0.

IF (xjur2=112 OR xjur3=112 OR xjur4=112 OR xjur5=112 OR xjur6=112 OR xjur7=112 OR xjur8=112 OR xjur9=112 OR xjur10=112 OR xjur11=112 OR xjur12=112 OR xjur13=112 OR xjur14=112 OR xjur15=112) xothj112=1.

Compute xothj113=0.

IF (xjur2=113 OR xjur3=113 OR xjur4=113 OR xjur5=113 OR xjur6=113 OR xjur7=113 OR xjur8=113 OR xjur9=113 OR xjur10=113 OR xjur11=113 OR xjur12=113 OR xjur13=113 OR xjur14=113 OR xjur15=113) xothj113=1.

Compute xothj114=0.

IF (xjur2=114 OR xjur3=114 OR xjur4=114 OR xjur5=114 OR xjur6=114 OR xjur7=114 OR xjur8=114 OR xjur9=114 OR xjur10=114 OR xjur11=114 OR xjur12=114 OR xjur13=114 OR xjur14=114 OR xjur15=114) xothj114=1.

Compute xothj115=0.

IF (xjur2=115 OR xjur3=115 OR xjur4=115 OR xjur5=115 OR xjur6=115 OR xjur7=115 OR xjur8=115 OR xjur9=115 OR xjur10=115 OR xjur11=115 OR xjur12=115 OR xjur13=115 OR xjur14=115 OR xjur15=115) xothj115=1.

Compute xothj116=0.

IF (xjur2=116 OR xjur3=116 OR xjur4=116 OR xjur5=116 OR xjur6=116 OR xjur7=116 OR xjur8=116 OR xjur9=116 OR xjur10=116 OR xjur11=116 OR xjur12=116 OR xjur13=116 OR xjur14=116 OR xjur15=116) xothj116=1.

Compute xothj117=0.

IF (xjur2=117 OR xjur3=117 OR xjur4=117 OR xjur5=117 OR xjur6=117 OR xjur7=117 OR xjur8=117 OR xjur9=117 OR xjur10=117 OR xjur11=117 OR xjur12=117 OR xjur13=117 OR xjur14=117 OR xjur15=117) xothj117=1.

Compute xothj118=0.

IF (xjur2=118 OR xjur3=118 OR xjur4=118 OR xjur5=118 OR xjur6=118 OR xjur7=118 OR xjur8=118 OR xjur9=118 OR xjur10=118 OR xjur11=118 OR xjur12=118 OR xjur13=118 OR xjur14=118 OR xjur15=118) xothj118=1.

Compute xothj119=0.

IF (xjur2=119 OR xjur3=119 OR xjur4=119 OR xjur5=119 OR xjur6=119 OR xjur7=119 OR xjur8=119 OR xjur9=119 OR xjur10=119 OR xjur11=119 OR xjur12=119 OR xjur13=119 OR xjur14=119 OR xjur15=119) xothj119=1.

Compute xothj120=0.

IF (xjur2=120 OR xjur3=120 OR xjur4=120 OR xjur5=120 OR xjur6=120 OR xjur7=120 OR xjur8=120 OR xjur9=120 OR xjur10=120 OR xjur11=120 OR xjur12=120 OR xjur13=120 OR xjur14=120 OR xjur15=120) xothj120=1.

Compute xothj121=0.

IF (xjur2=121 OR xjur3=121 OR xjur4=121 OR xjur5=121 OR xjur6=121 OR xjur7=121 OR xjur8=121 OR xjur9=121 OR xjur10=121 OR xjur11=121 OR xjur12=121 OR xjur13=121 OR xjur14=121 OR xjur15=121) xothj121=1.

Compute xothj122=0.

IF (xjur2=122 OR xjur3=122 OR xjur4=122 OR xjur5=122 OR xjur6=122 OR xjur7=122 OR xjur8=122 OR xjur9=122 OR xjur10=122 OR xjur11=122 OR xjur12=122 OR xjur13=122 OR xjur14=122 OR xjur15=122) xothj122=1.

Compute xothj123=0.

IF (xjur2=123 OR xjur3=123 OR xjur4=123 OR xjur5=123 OR xjur6=123 OR xjur7=123 OR xjur8=123 OR xjur9=123 OR xjur10=123 OR xjur11=123 OR xjur12=123 OR xjur13=123 OR xjur14=123 OR xjur15=123) xothj123=1.

Compute xothj124=0.

IF (xjur2=124 OR xjur3=124 OR xjur4=124 OR xjur5=124 OR xjur6=124 OR xjur7=124 OR xjur8=124 OR xjur9=124 OR xjur10=124 OR xjur11=124 OR xjur12=124 OR xjur13=124 OR xjur14=124 OR xjur15=124) xothj124=1.

Compute xothj125=0.

IF (xjur2=125 OR xjur3=125 OR xjur4=125 OR xjur5=125 OR xjur6=125 OR xjur7=125 OR xjur8=125 OR xjur9=125 OR xjur10=125 OR xjur11=125 OR xjur12=125 OR xjur13=125 OR xjur14=125 OR xjur15=125) xothj125=1.

Compute xothj126=0.

IF (xjur2=126 OR xjur3=126 OR xjur4=126 OR xjur5=126 OR xjur6=126 OR xjur7=126 OR xjur8=126 OR xjur9=126 OR xjur10=126 OR xjur11=126 OR xjur12=126 OR xjur13=126 OR xjur14=126 OR xjur15=126) xothj126=1.

Compute xothj127=0.

IF (xjur2=127 OR xjur3=127 OR xjur4=127 OR xjur5=127 OR xjur6=127 OR xjur7=127 OR xjur8=127 OR xjur9=127 OR xjur10=127 OR xjur11=127 OR xjur12=127 OR xjur13=127 OR xjur14=127 OR xjur15=127) xothj127=1.

Compute xothj128=0.

IF (xjur2=128 OR xjur3=128 OR xjur4=128 OR xjur5=128 OR xjur6=128 OR xjur7=128 OR xjur8=128 OR xjur9=128 OR xjur10=128 OR xjur11=128 OR xjur12=128 OR xjur13=128 OR xjur14=128 OR xjur15=128) xothj128=1.

Compute xothj129=0.

IF (xjur2=129 OR xjur3=129 OR xjur4=129 OR xjur5=129 OR xjur6=129 OR xjur7=129 OR xjur8=129 OR xjur9=129 OR xjur10=129 OR xjur11=129 OR xjur12=129 OR xjur13=129 OR xjur14=129 OR xjur15=129) xothj129=1.

Compute xothj130=0.

IF (xjur2=130 OR xjur3=130 OR xjur4=130 OR xjur5=130 OR xjur6=130 OR xjur7=130 OR xjur8=130 OR xjur9=130 OR xjur10=130 OR xjur11=130 OR xjur12=130 OR xjur13=130 OR xjur14=130 OR xjur15=130) xothj130=1.

Compute xothj131=0.

IF (xjur2=131 OR xjur3=131 OR xjur4=131 OR xjur5=131 OR xjur6=131 OR xjur7=131 OR xjur8=131 OR xjur9=131 OR xjur10=131 OR xjur11=131 OR xjur12=131 OR xjur13=131 OR xjur14=131 OR xjur15=131) xothj131=1.

Compute xothj132=0.

IF (xjur2=132 OR xjur3=132 OR xjur4=132 OR xjur5=132 OR xjur6=132 OR xjur7=132 OR xjur8=132 OR xjur9=132 OR xjur10=132 OR xjur11=132 OR xjur12=132 OR xjur13=132 OR xjur14=132 OR xjur15=132) xothj132=1.

Compute xothj133=0.

IF (xjur2=133 OR xjur3=133 OR xjur4=133 OR xjur5=133 OR xjur6=133 OR xjur7=133 OR xjur8=133 OR xjur9=133 OR xjur10=133 OR xjur11=133 OR xjur12=133 OR xjur13=133 OR xjur14=133 OR xjur15=133) xothj133=1.

IF (XMAIN=16 OR XMAIN=92 OR XMAIN=99 OR XMAIN=12 OR XMAIN=13 OR
XMAIN=14 OR XMAIN=15 OR XMAIN=16 OR XMAIN=17
OR XMAIN=19 OR XMAIN=20 OR XMAIN=72) Cjurs=1.
IF (XOTHJ16=1 OR XOTHJ92=1 OR XOTHJ99=1 OR XOTHJ12=1 OR XOTHJ13=1 OR
XOTHJ14=1 OR XOTHJ15=1 OR XOTHJ16=1 OR XOTHJ17=1 OR XOTHJ19=1 OR
XOTHJ20=1 OR XOTHJ72=1) CJURS=1.
DO IF (SYSMIS(CJURS)).
IF ((XMAIN =1) OR
(XMAIN>=3 AND XMAIN<=8) OR
(XMAIN = 18) OR
(XMAIN>=21 AND XMAIN<=26) OR
(XMAIN = 29) OR
(XMAIN = 30) OR
(XMAIN>=34 AND XMAIN<=36) OR
(XMAIN>=40 AND XMAIN<=46) OR
(XMAIN = 51) OR
(XMAIN>=57 AND XMAIN<=59) OR
(XMAIN = 63) OR
(XMAIN = 65) OR
(XMAIN = 66) OR
(XMAIN = 68) OR
(XMAIN = 72) OR
(XMAIN = 74) OR
(XMAIN = 75) OR
(XMAIN = 77) OR
(XMAIN = 78) OR
(XMAIN = 81) OR
(XMAIN = 82) OR
(XMAIN>=86 AND XMAIN<=89) OR
(XMAIN>=94 AND XMAIN<=98) OR
(XMAIN>=100 AND XMAIN<=113) OR
(XMAIN>=115 AND XMAIN<=128) OR
(XMAIN = 131) OR
(XMAIN = 132) OR
(XMAIN = 2) OR
(XMAIN = 10) OR
(XMAIN = 11) OR
(XMAIN = 27) OR
(XMAIN = 28) OR
(XMAIN = 31) OR
(XMAIN = 50) OR
(XMAIN>=60 AND XMAIN<=62) OR
(XMAIN = 64) OR
(XMAIN = 67) OR
(XMAIN = 69) OR
(XMAIN = 71) OR
(XMAIN = 73) OR
(XMAIN = 76) OR

(XMAIN = 79) OR
(XMAIN = 80) OR
(XMAIN = 84) OR
(XMAIN = 91) OR
(XMAIN = 113)) CJURS=3.
COUNT SCRATCH =
XOTHJ01
XOTHJ03 TO XOTHJ08
XOTHJ18
XOTHJ21 TO XOTHJ26
XOTHJ29
XOTHJ30
XOTHJ34 TO XOTHJ36
XOTHJ40 TO XOTHJ46
XOTHJ51
XOTHJ57 TO XOTHJ59
XOTHJ63
XOTHJ65
XOTHJ66
XOTHJ68
XOTHJ72
XOTHJ74
XOTHJ75
XOTHJ77
XOTHJ78
XOTHJ81
XOTHJ82
XOTHJ86 TO XOTHJ89
XOTHJ94 TO XOTHJ98
XOTHJ100 TO XOTHJ113
XOTHJ115 TO XOTHJ128
XOTHJ131
XOTHJ132
XOTHJ02
XOTHJ10
XOTHJ11
XOTHJ27
XOTHJ28
XOTHJ31
XOTHJ50
XOTHJ60 TO XOTHJ62
XOTHJ64
XOTHJ67
XOTHJ69
XOTHJ71
XOTHJ73
XOTHJ76
XOTHJ79
XOTHJ80
XOTHJ84

```
XOTHJ91
XOTHJ113 (1).
IF (SCRATCH>0) CJURS=3.
END IF.
IF SYSMIS(CJURS) CJURS=2.

VARIABLE LABELS cjurs 'Summary Jurisdictions (ETHOS)'.
VALUE LABELS cjurs 1 'All cases involving any discrimination claims'
                2 'All Short Conciliation Period (Fast Track) cases'
                3 'All Standard Conciliation Period cases'.

exe.
```

DELETE VARIABLES

```
XJUR9,
XJUR10,
XJUR11,
XJUR12,
XJUR13,
XJUR14,
XJUR15,
xothj01,
xothj02,
xothj03,
xothj04,
xothj05,
xothj06,
xothj07,
xothj08,
xothj09,
xothj10,
xothj11,
xothj12,
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xothj28,
xothj29,
xothj30,
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xothj31,
xothj32,
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xothj40,
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xothj118,
xothj119,
xothj120,
xothj121,
xothj122,
xothj123,
xothj124,
xothj125,
xothj126,
xothj127,
xothj128,
xothj129,
xothj130,

```
xothj131,
xothj132,
xothj133,
SCRATCH.
exe.
```

```
*****
COMMENT Create new variable from ETHOS data [Cjurm] (Primary jurisdiction
(ETHOS)).
```

```
*****
RECODE XMAIN (125, 127, 126 =1) (114, 9 =2) (129=3) (90, 91=4) (16, 92, 99, 12, 13,
14, 15, 16, 17, 19, 20, 72=5) (ELSE=6) INTO Cjurm.
```

```
VARIABLE LABELS Cjurm 'Primary jurisdiction (ETHOS)'.
VALUE LABELS Cjurm
```

```

1 'Unfair Dismissal'
2 ' Breach of Contract'
3 ' Wages Act'
4 ' Redundancy payments'
5 'Any discrimination'
6 ' Other'.
```

```
*****
COMMENT Recode [OUTCOME] from ETHOS data into [COUTR] (Administrative
Outcome - ETHOS).
```

```
*****
RECODE OUTCOME (3=1) (4=2) (1=3) (2=4) (5,6=5) (8=6) INTO coutr.
exe.
```

```
VARIABLE LABELS coutr 'Administrative outcome (ETHOS)'.
VALUE LABELS coutr 1 'Full Tribunal - claimant successful'
```

```
2 'Full Tribunal - claimant unsuccessful'
3 'ACAS Settled'
4 'Withdrawn/Privatey settled'
5 'Dismissed/disposed of/Other'
6 'Default Judgement - claimant successful'.
```

```
exe.
```

```
*****
COMMENT Create new variable [CSVOUT] (SETA Outcome).
```

```
*****
COMPUTE csvout=0.
if (cqa110a= 1 or cqa110h= 3) csvout=1.
```

```

if (cqa110b=1 or cqa110h=4) csvout=2.
if ((cqa110c = 1) or (cqa110h = 1 & coutr = 3)) csvout = 3.
if ((cqa110f = 1) or (cqa110h = 1 & coutr <> 3)) csvout = 4.
if (cqa110g=1 or cqa110h=2) csvout=5.
if (cqa110d=1 or cqa110h=5) csvout=6.
if (cqa110k=1 or cqa110m=1 or cqa110h = 6) csvout=2.
If (cqa110h = -2) makerit = outcome.
if ((cqa110h = -2 or cqa110h = -4) & (cqa110j = 1)) csvout = 5.
if ((cqa110h = -2 or cqa110h = -4) & (cqa110j = 2 or cqa110j = 3 or cqa110j = 4 or
cqa110j =-2)) makerit = outcome.

```

```

if (cqa110b = -2) makerit = outcome.
if (makerit = 1) csvout = 3.
if (makerit = 2) csvout = 5.
if (makerit = 3) csvout = 2.
if (makerit = 4) csvout = 1.
if (makerit = 6) csvout = 6.
if (makerit = 8) csvout = 2.
if (makerit = 9) csvout = 2.
exe.

```

VARIABLE LABELS csvout 'SETA Outcome'.

VALUE LABELS csvout

- 1 'Applicant unsuccessful at hearing'
- 2 'Applicant successful at hearing'
- 3 'Acas settled'
- 4 'Privately settled'
- 5 'Withdrawn'
- 6 'Dismissed / Other'.

exe.

DELETE VARIABLES makerit.

```

*****
COMMENT  Create new variable [CSVOUT2] (SETA Outcome 2 (with default judgement
split out)).
*****

```

```

compute csvout2=0.
if (cqa110a= 1 or cqa110h= 3) csvout2=1.
if (cqa110b=1 or cqa110h=4) csvout2=2.
if ((cqa110c = 1) or (cqa110h = 1 & coutr = 3)) csvout2 = 3.
if ((cqa110f = 1) or (cqa110h = 1 & coutr <> 3)) csvout2 = 4.
if (cqa110g=1 or cqa110h=2) csvout2=5.
if (cqa110d=1 or cqa110h=5) csvout2=6.
if (cqa110k=1 or cqa110m=1 or cqa110h = 6) csvout2=7.
If (cqa110h = -2) makerit = xcase.

```

```
if ((cqa110h = -2 or cqa110h = -4) & (cqa110j = 1)) csvout2 = 5.
if ((cqa110h = -2 or cqa110h = -4) & (cqa110j = 2 or cqa110j = 3 or cqa110j = 4 or
cqa110j = -2)) makerit = outcome.
```

```
if (cqa110b = -2) makerit = outcome.
if (makerit = 1) csvout2 = 3.
if (makerit = 2) csvout2 = 5.
if (makerit = 3) csvout2 = 2.
if (makerit = 4) csvout2 = 1.
if (makerit = 6) csvout2 = 6.
if (makerit = 8) csvout2 = 7.
if (makerit = 12) csvout2 = 7.
```

```
VARIABLE LABELS csvout2 'SETA Outcome 2 (with default judgement split out)'.
value labels csvout2
```

```
    1 'Applicant unsuccessful at hearing'
    2 'Applicant successful at hearing'
    3 'Acas settled'
    4 'Privately settled'
    5 'Withdrawn'
    6 'Dismissed / Other'
    7 "Default judgement in favour of claimant".
```

```
exe.
```

```
Delete variables makerit.
```

```
exe.
```

```
*****
COMMENT  Create new variable from ETHOS data [Cregion] (Country (ETHOS)).
*****
```

```
Compute Cregion = 1.
If (OfficeRegion = 1 or
OfficeRegion = 8 or
OfficeRegion = 9 or
OfficeRegion = 11) cregion = 2.
exe.
```

```
VARIABLE LABELS cregion 'Country (ETHOS)'.
exe.
```

```
VALUE LABELS cregion
1 'England/Wales'
2 'Scotland'.
exe.
```

```
*****
```

COMMENT Create new variable from ETHOS data [PreHearing] (Whether any preliminary hearings (ETHOS)).

COMPUTE PreHearing = 2.
If (PreHearingNum >0) PreHearing = 1.
exe.

VALUE LABELS PreHearing
1 "Yes"
2 "No".
exe.

VARIABLE LABELS
PreHearing "Whether any preliminary hearings (ETHOS)".
exe.

COMMENT Create new variable from ETHOS data [Jurcount] (Count of jurisdictions involved in case (ETHOS)).

COMPUTE Jurcount = 1.
If (XJUR2 > 0) Jurcount = 2.
If (XJUR3 > 0) Jurcount = 3.

VARIABLE LABELS
Jurcount "Count of number of jurisdictions involved in case (ETHOS)".
exe.

VALUE LABELS Jurcount
1 "One"
2 "Two"
3 "Three or more".
exe.

COMMENT Create new variable [Discuss] (Whether claimant discussed the issue with the employer and in what mode (before the claim)).

Compute cqd473NET = cqd473.
If (cqd475 = 1) cqd473NET = -2.
exe.

RECODE cqd473NET (0 = 2).

Compute Discuss = cqd473NET.
 If (cqd473NET = 2) Discuss = 5.
 If (cqd2 = 1) Discuss = 1.
 If (cqd2 = 2) Discuss = 2.
 If (cqd2 = 3) Discuss = 3.
 If (cqd2 = -2) Discuss = 4.
 exe.

ADD VALUE LABELS Discuss
 1 "Yes - Face to face"
 2 " Yes - Telephone"
 3 " Yes - both"
 4 "Yes - unspecified"
 5 "No discussion"
 -2 "Don't know".
 exe.

VARIABLE LABELS Discuss "Whether claimant discussed the issue with the employer
 and in what mode (before the claim)".
 exe.

DELETE VARIABLES cqd473NET.

 COMMENT Create new variable [AnyCom] (Whether any form of communication
 between parties before the claim).

Compute Anycom=-91.
 If (cqd471=1 or cqd472=1 or cqd473=1) Anycom=1.
 If ((cqd471=2 and cqd472=2 and cqd473=2) or (cqd474=1)) Anycom=2.
 If (cqd475=1) Anycom=-2.
 exe.

ADD VALUE LABELS Anycom
 1 "Yes"
 2 "No"
 -2 "Don't know".
 exe.

VARIABLE LABELS Anycom "Whether any form of communication between parties before
 the claim".
 exe.

RECODE Anycom (-91 = Sysmis).
 exe.

```
*****
COMMENT Create new variable [HRany]
(Whether organisation either has an internal department that deals with HR issues or
seeks advice from external company).
```

```
*****

Compute HRany = -91.
If (EQA312B = 2 or EQA312D = 2) HRany = 2.
If (EQA312B = -2 or EQA312D = -2) HRany = -2.
If (EQA312B = 1 or EQA312D = 1) HRany = 1.
exe.
```

```
ADD VALUE LABELS HRany
1 "Yes"
2 "No"
-2 "Don't know".
exe.
```

```
VARIABLE LABELS HRany "Whether organisation either has an internal department that
deals with HR issues or seeks advice from external company".
exe.
```

```
RECODE HRany (-91 = Sysmis).
exe.
```

```
*****
COMMENT Create new variable [Discandgriev] (Whether organisation had both written
discinplinary and grievance procedures).
```

```
*****

COMPUTE Discandgriev=-91.
IF (cqda320=1 and cqda321=1) Discandgriev=1.
IF (cqda320=1 and cqda321=2) or (cqda320=2 and cqda321=1) or (cqda320=2 and
cqda321=2) Discandgriev=2.
IF (cqda320=-2 or cqda321=-2) Discandgriev=-2.
exe.
```

```
ADD VALUE LABELS Discandgriev
1 "Yes"
2 "No"
-2 "Don't know".
```

```
VARIABLE LABELS Discandgriev "Whether organisation had both written disciplinary and
grievance procedures".
exe.
```

RECODE discandgriev (-91 = sysmis).
exe.

COMMENT Create new variable [Whnlef] (When claimant left the organisation).

Compute Whnlef=-91.
If (cqa45 =1) Whnlef=1.
If (cqa45b=1) Whnlef=2.
If (cqa45b=2) Whnlef=3.
If (cqa45=2 and cqa45b=-2) Whnlef=4.
If (cqa45=-2) Whnlef=-2.
exe.

ADD VALUE LABELS Whnlef
1 "Claimant left before ET claim was submitted"
2 "Claimant left after ET claim was submitted but before case finished"
3 "Claimant left after ET case was finished"
4 "Don't know but after ET claim was submitted"
-2 "Don't know".
exe.

VARIABLE LABELS Whnlef "When claimant left the organisation".
exe.

RECODE Whnlef (-91 = sysmis).
exe.

COMMENT Create new variable [cba34] (Length of employment before application
(Banded)).

IF (CQA34Y=0 OR CQA34M=0) cba34=1.
IF (CQA34M>=1 AND CQA34M<=6) cba34=2.
IF (CQA34M>=7 AND CQA34M<=11) cba34=3.
IF ((CQA34M>=12 AND CQA34M<=23) OR (CQA34Y=1)) cba34=4.
IF ((CQA34M>=24 AND CQA34M<=71) OR (CQA34Y>=2 and CQA34Y<=5)) cba34=5.
IF ((CQA34M>=72 AND CQA34M<=131) OR (CQA34Y>=6 and CQA34Y<=10)) cba34=6.
IF ((CQA34M>=132 AND CQA34M<=240) OR (CQA34Y>=11 and CQA34Y<=20))
cba34=7.
IF ((CQA34M>=241) OR (CQA34Y>=21)) cba34=8.
IF (CQA34 = -2) cba34 = -2.

VARIABLE LABELS cba34 'Length of employment before application (Banded)'.
exe.

VALUE LABELS cba34

1 "0 months"
 2 "1-6 months"
 3 "7-11 months"
 4 "12-23 months"
 5 "2-5 years"
 6 "6-10 years"
 7 "11-20 years"
 8 "Over 20 years"
 -2 "Don't know".
 exe.

 COMMENT Create new variable [cba36] (Hours per week usually worked (including overtime) (Banded)).

IF (CQA36>=1 AND CQA36<=15) cba36=1.
 IF (CQA36>=16 AND CQA36<=29) cba36=2.
 IF (CQA36>=30 AND CQA36<=39) cba36=3.
 IF (CQA36>=40 AND CQA36<=49) cba36=4.
 IF (CQA36>=50) cba36=5.
 IF (CQA36 = -2 or CQA36 = 0) cba36=-2.

VARIABLE LABELS cba36 'Hours per week usually worked (including overtime) (Banded)'.
 exe.

VALUE LABELS cba36

1 '1-15'
 2 '16-29'
 3 '30-39'
 4 '40-49'
 5 '50+'
 -2 "Don't know".
 exe.

 COMMENT Create new variable [Empstat] (Employment Status).

COMPUTE EmpStat = -91.
 IF (cqa36b = 1 AND cqa35 = 1) EmpStat = 1.
 IF (cqa36b = 1 AND cqa35 = 2) EmpStat = 2.
 IF (cqa36b = 2) EmpStat = 3.

VARIABLE LABELS Empstat "Employment Status".
 exe.

VALUE LABELS Empstat

1 'Full-Time Permanent'

2 'Part-Time Permanent'

3 'Temporary'.

exe.

RECODE EmpStat (-91 = sysmis).

exe.

```
*****
COMMENT Create new variable [cqa38a] (Gross applicant annual salary at time of
application).
```

```
*****
```

COMPUTE cqa38a = -91.

IF (cqa38=1) cqa38a = (cqa39*52).

IF (cqa38=2) cqa38a = (cqa39*12).

IF (cqa38=3) cqa38a = (cqa39).

IF (cqa39 = -3 or cqa39 = -2 or cqa38 = -2 or cqa38 = -3) cqa38a=-2.

VARIABLE LABELS cqa38a 'Gross applicant annual salary at time of application'.

ADD VALUE LABELS cqa38a -2 "Don't Know".

exe.

RECODE cqa38a (-91 = sysmis).

exe.

```
*****
COMMENT Create new variable [cba38] (Gross applicant annual salary at time of
application (Banded)).
```

```
*****
```

Compute cba38 = -91.

If (CQA38A >-1 and CQA38A <10000) or (cqa39c=1) cba38 = 1.

If (CQA38A >9999 and CQA38A <15000) or (cqa39c=2) cba38 = 2.

If (CQA38A >14999 and CQA38A <20000) or (cqa39c=3) cba38 = 3.

If (CQA38A >19999 and CQA38A <25000) or (cqa39c=4) cba38 = 4.

If (CQA38A >24999 and CQA38A <30000) or (cqa39c=5) cba38 = 5.

If (CQA38A >29999 and CQA38A <40000) or (cqa39c=6) cba38 = 6.

If (CQA38A >39999) or (cqa39c=7) CBA38 = 7.

If (cqa39c = -2 or cqa39c = -3) CBA38 = -2.

VARIABLE LABELS cba38 'Gross claimant annual salary at time of application (Banded)'.

VALUE LABELS cba38

1 "Under £10,000pa"
 2 "£10,000pa to £14,999pa"
 3 "£15,000pa to £19,999pa"
 4 "£20,000pa to £24,999pa"
 5 "£25,000pa to £29,999pa"
 6 "£30,000pa to £39,999pa"
 7 "£40,000pa or over"
 -2 "Don't Know".
 exe.

RECODE cba38 (-91 = sysmis).
 exe.

 COMMENT Create new variable [abqa410a] (Gross claimant annual salary for current job).

COMPUTE abqa410a = -91.
 IF (aqqa411=1) abqa410a = (aqqa410*52).
 IF (aqqa411=2) abqa410a = (aqqa410*12).
 IF (aqqa411=3) abqa410a = (aqqa410).
 IF any(aqqa410, -3, -2) abqa410a=-2.
 IF any(aqqa411, -3, -2) abqa410a=-2.
 exe.

VARIABLE LABELS abqa410a "Gross claimant annual salary for current job".
 VALUE LABELS abqa410a -2 "Don't know".

RECODE abqa410a (-91 = sysmis).
 EXECUTE.

 COMMENT Create new variable [abqa410] (Gross claimant annual salary for current job (Banded)).

COMPUTE abqa410 = -91.
 IF (ABQA410A >-1 and ABQA410A <10000) or (aqqa411b=1) abqa410 = 1.
 IF (ABQA410A >9999 and ABQA410A <15000) or (aqqa411b=2) abqa410 = 2.
 IF (ABQA410A >14999 and ABQA410A <20000) or (aqqa411b=3) abqa410 = 3.
 IF (ABQA410A >19999 and ABQA410A <25000) or (aqqa411b=4) abqa410 = 4.
 IF (ABQA410A >24999 and ABQA410A <30000) or (aqqa411b=5) abqa410 = 5.
 IF (ABQA410A >29999 and ABQA410A <40000) or (aqqa411b=6) abqa410 = 6.
 IF (ABQA410A >39999) or (aqqa411b=7) abqa410 = 7.
 IF (aqqa411b=-2 or aqqa411b=-3) abqa410 = -2.

VARIABLE LABELS abqa410 "Gross claimant annual salary for current job (Banded)".

VALUE LABELS abqa410

1 "Under £10,000pa"
 2 "£10,000pa to £14,999"
 3 "£15,000pa to £19,999"
 4 "£20,000pa to £24,999"
 5 "£25,000pa to £29,999"
 6 "£30,000pa to £39,999"
 7 "£40,000pa or over"
 -2 "Don't know".

exe.

RECODE abqa410 (-91 = sysmis).

exe.

 COMMENT Create new variable [Income] (Annual gross claimant annual income
 (including partner) at time of claim (banded)).

COMPUTE Income = -91.

IF (AQQA53 = -3) Income = -3.
 IF (AQQA53 = 1) Income = 9.
 IF (AQQA53 = -2) Income = -2.
 IF (AQQA53 = 3) Income = 13.
 IF (AQQA54 = -3) Income = -3.
 IF (AQQA54 = -2) Income = 12.
 IF (AQQA55 = 1) Income = 1.
 IF (AQQA55 = 2) Income = 2.
 IF (AQQA55 = 3) Income = 3.
 IF (AQQA55 = 4) Income = 4.
 IF (AQQA55 = -3) Income = -3.
 IF (AQQA55 = -2) Income = 10.
 IF (AQQA56 = 1) Income = 5.
 IF (AQQA56 = 2) Income = 6.
 IF (AQQA56 = 3) Income = 7.
 IF (AQQA56 = 4) Income = 8.
 IF (AQQA56 = -3) Income = -3.
 IF (AQQA56 = -2) Income = 11.

VARIABLE LABELS Income "Annual gross claimant annual income (including partner) at
 time of claim (banded)".

VALUE LABELS Income

1 "Under £5,000 pa"
 2 "£5,000pa to £9,999"

3 "£10,000pa to £12,999"
 4 "£13,000pa to £14,999"
 5 "£15,000pa to £17,999"
 6 "£18,000pa to £19,999"
 7 "£20,000pa to £24,999"
 8 "£25,000pa to £29,999"
 9 "£30,000pa or over"
 10 "Don't know but less than £15,000pa"
 11 "Don't know but between £15,000pa and 29,999pa"
 12 "Don't know but less than £30,000pa"
 13 "Nothing/no work or scheme (Spontaneous only)"
 -2 "Don't know"
 -3 "Refusal".
 exe.

 COMMENT Create new variable [Dependentc] (Whether any dependent children under the age of 18).

COMPUTE Dependentc = -91.
 IF (aqqa26 = -3) Dependentc = -3.
 IF (aqqa26 = 1 or aqqa49 = 1) Dependentc = 1.
 IF (aqqa26 = 2 and aqqa49 = 2) Dependentc = 2.
 exe.

VARIABLE LABELS Dependentc "Whether any dependent children under the age of 18".
 VALUE LABELS Dependentc
 1 "Yes"
 2 "No"
 -3 "Refusal".
 exe.

RECODE Dependentc (-91 = sysmis).
 exe.

 COMMENT Create new variable [Dependentcnum] (Number of dependent children under the age of 18).

COMPUTE temp = aqqa48.
 RECODE temp (sysmis = 0).
 exe.

COMPUTE Dependencnum = aqqa48.

IF (aqqa50>0) Dependencnum = temp + aqqa50 .
exe.

VARIABLE LABELS Dependencnum "Number of dependent children under the age of 18".

VALUE LABELS Dependencnum
-3 "Refusal".
exe.

DELETE VARIABLES temp.
exe.

COMMENT Create new variable [FeeRemis] (Whether eligible for for fee remission (proxy)).

Compute FeeRemis = -91.
If (CTYPE = 1) FeeRemis = 2.

*COMMENT: If potentially did not give enough information to derive.

If (AQQA26 = -2 or AQQA48 = -2 or AQQA57 = -2 or AQQA54 = -2 or AQQA55 = -2 or AQQA56 = -2
or AQQA26 = -3 or AQQA48 = -3 or AQQA57 = -3 or AQQA54 = -3 or AQQA55 = -3 or AQQA56 = -3) FeeRemis = -2.
EXECUTE.

*COMMENT: Single person eligible.

IF (AQQA26=2 AND AQQA57=2 AND (AQQA55=1 OR AQQA55=2 OR AQQA55=3))
FeeRemis = 1.

IF (AQQA48=1 AND AQQA57=2 AND AQQA54=2) FeeRemis = 1.

IF (AQQA48=2 AND AQQA57=2 AND (AQQA54=2 OR AQQA56=1)) FeeRemis = 1.

IF (AQQA48=3 AND AQQA57=2 AND (AQQA54=2 OR AQQA56=1 OR AQQA56=2))
FeeRemis = 1.

IF (AQQA48=4 AND AQQA57=2 AND (AQQA54=2 OR AQQA56=1 OR AQQA56=2 OR AQQA56=3)) FeeRemis = 1.

IF (AQQA48=5 AND AQQA57=2 AND (AQQA54=2 OR AQQA56=1 OR AQQA56=2 OR AQQA56=3)) FeeRemis = 1.

IF (AQQA48=6 AND AQQA57=2 AND (AQQA53=2)) FeeRemis = 1.

*COMMENT: In a couple eligible.

IF (AQQA26=2 AND AQQA57=1 AND AQQA54=2) FeeRemis = 1.

IF (AQQA48=1 AND AQQA57=1 AND (AQQA54=2 OR AQQA56=1)) FeeRemis = 1.

IF (AQQA48=2 AND AQQA57=1 AND (AQQA54=2 OR AQQA56=1 OR AQQA56=2))
FeeRemis = 1.

IF (AQQA48=3 AND AQQA57=1 AND (AQQA54=2 OR AQQA56=1 OR AQQA56=2 OR AQQA56=3)) FeeRemis = 1.

IF (AQQA48=4 AND AQQA57=1 AND (AQQA54=2 OR AQQA56=1 OR AQQA56=2 OR AQQA56=3)) FeeRemis = 1.

IF (AQQA48=5 AND AQQA57=1 AND (AQQA53=2)) FeeRemis = 1.

IF (AQQA48=6 AND AQQA57=1 AND (AQQA53=2)) FeeRemis = 1.

exe.

*COMMENT: If reported no income at all.

If (AQQA53 = 3) FeeRemis = 1.

exe.

VARIABLE LABELS FeeRemis "Whether eligible for fee remission (proxy)".

ADD VALUE LABELS FeeRemis

1 "Eligible for fee remission"

2 "Not eligible for fee remission"

-2 "Don't know eligibility".

exe.

RECODE FeeRemis (-91 = sysmis).

exe.

COMMENT Create new variable [Disab] (Whether had a limiting or non-limiting long-standing illness, disability or infirmity at time of application).

COMPUTE Disab=-91.

IF (aqqa210=1 or aqqa210=2) Disab=1.

IF (aqqa210=3) Disab=2.

IF (aqqa29=2) Disab=3.

exe.

VARIABLE LABELS Disab "Whether had a limiting or non-limiting long-standing illness, disability or infirmity at time of application".

ADD VALUE LABELS Disab

1 "Had a limiting longstanding illness, disability or infirmity"

2 "Had a non-limiting longstanding illness, disability or infirmity"

3 "Had no limiting longstanding illness, disability or infirmity".

exe.

RECODE Disab (-91 = sysmis).

exe.

```
*****
COMMENT  Create new variable [hqual] (Highest qualification).
```

```
*****
```

```
compute Hqual = -91.
if (aqqa25=1) Hqual=1.
if (aqqa25=2) Hqual=2.
if (aqqa37=2) Hqual=3.
if (aqqa25=-3 or aqqa36=-3 or aqqa37=-3) Hqual=-3.
```

```
variable labels Hqual "Highest qualification (including those with no qualifications)".
value labels Hqual
1 "Degree level or above"
2 "Other qualification"
3 "No qualification"
-3 "Refused".
exe.
```

```
RECODE Hqual (-91 = sysmis).
exe.
```

```
*****
```

```
COMMENT  Create new variable [Paidjsince] (Whether had a paid job since leaving
employer that brought the claim against).
```

```
*****
```

```
Compute Paidjsince = -91.
If (CTYPE = 1 AND CQA32b = 2) Paidjsince = 2.
If (CTYPE = 1 AND CQA32b = 2 AND AQQA41 = -2) Paidjsince = -2.
If (CTYPE = 1 AND CQA32b = 2 AND (AQQA41 = 1 OR AQQA41 = 2 OR AQQA41 = 3))
Paidjsince = 1.
If (AQQA43 = 1) Paidjsince = 1.
If (AQQA43 = -2) Paidjsince = -2.
exe.
```

```
VARIABLE LABELS Paidjsince "Whether had a paid job since leaving employer that
brought the claim against".
exe.
```

```
ADD VALUE LABELS Paidjsince
1 "Yes"
2 "No"
-2 "Don't know".
exe.
```

RECODE PaidJSince (-91 = sysmis).
exe.

COMMENT Create new variable [abqa46] (Number of weeks between finishing job
related to case and starting next job (Banded))

Compute abqa46 = -91.
If (aqqa46 = 0) abqa46 = 1.
If (aqqa46 > 0 AND aqqa46 <5) abqa46 = 2.
If (aqqa46 > 4 AND aqqa46 <9) abqa46 = 3.
If (aqqa46 > 8 AND aqqa46 <13) abqa46 = 4.
If (aqqa46 > 12 AND aqqa46 <17) abqa46 = 5.
If (aqqa46 > 16 AND aqqa46 <21) abqa46 = 6.
If (aqqa46 > 20 AND aqqa46 <25) abqa46 = 7.
If (aqqa46 > 24) abqa46 = 8.
If (aqqa46 = -2) abqa46 = -2.
exe.

VARIABLE LABELS abqa46 "Number of weeks between finishing job related to case and
starting next job (Banded)".
exe.

ADD VALUE LABELS abqa46
1 "No time / less than a week"
2 "1 - 4 weeks"
3 "5-8 weeks"
4 "9 - 12 weeks"
5 "13- 16 weeks"
6 "17 - 20 weeks"
7 "21 - 24 weeks"
8 "25 weeks or more"
- 2 "Don't know".
exe.

RECODE abqa46 (-91 = sysmis).
exe.

COMMENT Create new variable [Orgtyp] (Type of organisation).

Compute Orgtyp = -91.
If (eqa314 = 1) Orgtyp = 1.
If (eqa314 = 2) Orgtyp = 2.
If (eqa314 = 3) Orgtyp = 3.

```

If (eqa314 = 4) Orgtyp = 4.
If (eqa314 = 5) Orgtyp = 5.
If (eqa314 = -2) Orgtyp = 6.
If (cqa313 = 2) Orgtyp = 7.
If (cqa313 = 3) Orgtyp = 8.
If (cqa313 = -2) Orgtyp = -2.
If (ctype = 1) Orgtyp=-91.
exe.

```

VARIABLE LABELS Orgtyp "Type of organisation".

```

ADD VALUE LABELS Orgtyp
1 "A public limited company"
2 "A private limited company"
3 "A partnership"
4 "Owned by a sole proprietor"
5 "Other private sector company"
6 "Private sector company but don't know what type"
7 "Public Sector"
8 "Non-profit"
-2 "Don't know".
exe.

```

```

RECODE Orgtyp (-91 = sysmis).
exe.

```

```

*****
COMMENT  Create new variable [ESIZEE] (Enterprise size).

```

```

*****
COMPUTE esizee=-91.
IF (eqa312=1 or eqa312=2 or eqa312=3 or eqa312=9 or ((cqa311=1 or cqa311=2 or
cqa311=3 or cqa311=9) and cqa310=1 and ctype=2)) esizee=1.
IF (eqa312=4 or ((cqa311=4) and cqa310=1 and ctype=2)) esizee=2.
IF (eqa312=5 or eqa312=6 or ((cqa311=5 or cqa311=6) and cqa310=1 and ctype=2))
esizee=3.
IF (eqa312=7 or eqa312=8 or ((cqa311=7 or cqa311=8) and cqa310=1 and ctype=2))
esizee=4.
exe.

```

VARIABLE LABELS esizee 'Enterprise size'.

```

VALUE LABELS esizee
1 'Less than 25'
2 '25-49'
3 '50-249'
4 '250+'.
exe.

```

Recode esizee (-91 = sysmis).
exe.

```
*****
COMMENT  Create new variable [ESIZEEB] (Enterprise size (two bands)).
```

```
*****
COMPUTE esizeeb=-91.
IF (esizee = 1 or esizee = 2) esizeeb=1.
if (esizee = 3 or esizee = 4) esizeeb=2.
exe.
```

VARIABLE LABELS esizeeb 'Enterprise size (two bands)'.

VALUE LABELS esizeeb
1 'Less than 250'
2 '250 or more'.
exe.

Recode esizeeb (-91 = sysmis).
exe.

```
*****
COMMENT  Create new variable [ASIZEW] (Workplace size).
```

```
*****
RECODE cqa311 (1,2,3,9=1) (4, 10=2) (5,6=3) (7,8=4) INTO asizew.
```

VARIABLE LABELS asizew 'Workplace size'.

ADD VALUE LABELS asizew
1 'Less than 25'
2 '25-49'
 3 '50-250'
 4 '250+'.
exe.

```
*****
COMMENT  Create new variable [SICGP] (SIC 2007 of employer involved in case
(Banded - Classes)).
```

```
*****
```

Recode SIC2007 (0 thru 499 = 1) (500 thru 999 = 2) (1000 thru 3499 = 3) (3500 thru 3599 = 4) (3600 thru 4099 = 5) (4100 thru 4499 = 6) (4500 thru 4899 = 7) (4900 thru 5499 = 8)
 (5500 thru 5799 = 9) (5800 thru 6399 = 10) (6400 thru 6799 = 11) (6800 thru 6899 = 12) (6900 thru 7699 = 13) (7700 thru 8399 = 14) (8400 thru 8499 = 15) (8500 thru 8599 = 16)
 (8600 thru 8999 = 17) (9000 thru 9399 = 18) (9400 thru 9699 = 19) (9700 thru 9899 = 20) (9899 thru 9999 = 21) (else = copy) INTO SICGP .
 exe.

VARIABLE LABELS SICGP 'SIC 2007 of employer involved in case (Banded - Classes)'.

Add value labels SICGP

1 "Agriculture, Forestry and Fishing"
 2 "Mining and Quarrying"
 3 " Manufacturing"
 4 "Electricity, Gas, Steam and Air Conditioning Supply"
 5 "Water Supply: Sewerage, Waste Management and Remediation Activities"
 6 "Construction"
 7 "Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles"
 8 "Transport and Storage"
 9 "Accommodation and Food Service Activities"
 10 "Information and Communication"
 11 "Financial and Insurance Activities"
 12 "Real estate activities"
 13 "Professional, Scientific and Technical Activities"
 14 "Administrative and Support Services Activities"
 15 "Public Administration and Defence; Compulsory Social Security"
 16 "Education"
 17 "Human Health and Social Work Activities"
 18 "Arts, Entertainment and Recreation"
 19 "Other Service Activities"
 20 "Activities of Households as Employers;Undifferentiated Goods-and Services-Producing Activities of Households for Own Use"
 21 "Activities of Extra-territorial Organisation and Bodies"
 -4 "Not codable".
 exe.

 COMMENT Create new variable [SICGP2] (SIC 2007 of employer involved in case (Banded - SETA 2007 comparion groupings).

Compute SICGP2 = 0.
 If (SICGP = 1) SICGP2 = 1.
 If (SICGP = 2) SICGP2 = 2.
 If (SICGP = 3) SICGP2 = 3.
 If (SICGP = 4 or SICGP = 5) SICGP2 = 7.

If (SICGP = 6) SICGP2 = 4.
 If (SICGP = 7) SICGP2 = 5.
 If (SICGP = 8) SICGP2 = 6.
 If (SICGP = 9 or SICGP = 10) SICGP2 = 7.
 If (SICGP = 11) SICGP2 = 8.
 If (SICGP >11) SICGP2 = 9.
 If (SICGP = -4) SICGP2 = -4.
 exe.

VALUE LABELS SICGP2

1 "Agriculture/Forestry/Fishing"
 2 "Mining/Quarrying"
 3 "Manufacturing"
 4 "Construction"
 5 "Wholesale/Retail"
 6 "Accomodation/Food Service"
 7 "Trasnport/Communitcations/Utilities"
 8 "Finance"
 9 "Other Services/Public Admin"
 -4 "Not codable".
 exe.

VARIABLE LABELS SICGP2 "SIC 2007 of employer involved in case (Banded - SETA 2007 comparison groupings)".
 exe.

 COMMENT Create new variable [SOC2010ClaimB] (SOC 2010 of claimant involved in case (Banded)).

Compute SOC2010ClaimB = 0.
 If (SOC2010Claim > 0 AND SOC2010Claim<2000) SOC2010ClaimB = 1.
 If (SOC2010Claim > 1999 AND SOC2010Claim<3000) SOC2010ClaimB = 2.
 If (SOC2010Claim > 2999 AND SOC2010Claim<4000) SOC2010ClaimB = 3.
 If (SOC2010Claim > 3999 AND SOC2010Claim<5000) SOC2010ClaimB = 4.
 If (SOC2010Claim > 4999 AND SOC2010Claim<6000) SOC2010ClaimB = 5.
 If (SOC2010Claim > 5999 AND SOC2010Claim<7000) SOC2010ClaimB = 6.
 If (SOC2010Claim > 6999 AND SOC2010Claim<8000) SOC2010ClaimB = 7.
 If (SOC2010Claim > 7999 AND SOC2010Claim<9000) SOC2010ClaimB = 8.
 If (SOC2010Claim > 8999 AND SOC2010Claim<10000) SOC2010ClaimB = 9.
 If (SOC2010Claim = -4) SOC2010ClaimB = -4.
 exe.

Value labels SOC2010ClaimB

1 "Managers, Directors and Senior Officials"
 2 "Professional Occupations"

3 "Associate Professional and Technical Operations"
 4 "Administrative and Secretarial Occupations "
 5 "Skilled Trades Occupations "
 6 "Caring, Leisure and Other Service Occupations"
 7 "Sales and Customer Service Occupations"
 8 "Process, Plant, and Machine Operatives"
 9 "Elementary Occupations"
 -4 "Not codable".
 exe.

VARIABLE LABELS SOC2010ClaimB 'SOC 2010 of claimant involved in case (Banded)'.
 exe.

 COMMENT Create new variable [SOC2010EmpB] (SOC 2010 of employer respondent
 involved in case - banded).

Compute SOC2010EmpB = 0.
 If (SOC2010Emp > 0 AND SOC2010Emp<2000) SOC2010EmpB = 1.
 If (SOC2010Emp > 1999 AND SOC2010Emp<3000) SOC2010EmpB = 2.
 If (SOC2010Emp > 2999 AND SOC2010Emp<4000) SOC2010EmpB = 3.
 If (SOC2010Emp > 3999 AND SOC2010Emp<5000) SOC2010EmpB = 4.
 If (SOC2010Emp > 4999 AND SOC2010Emp<6000) SOC2010EmpB = 5.
 If (SOC2010Emp > 5999 AND SOC2010Emp<7000) SOC2010EmpB = 6.
 If (SOC2010Emp > 6999 AND SOC2010Emp<8000) SOC2010EmpB = 7.
 If (SOC2010Emp > 7999 AND SOC2010Emp<9000) SOC2010EmpB = 8.
 If (SOC2010Emp > 8999 AND SOC2010Emp<10000) SOC2010EmpB = 9.
 If (SOC2010Emp = -4) SOC2010EmpB = -4.
 exe.

Value labels SOC2010EmpB
 1 "Managers, Directors and Senior Officials"
 2 "Professional Occupations"
 3 "Associate Professional and Technical Operations"
 4 "Administrative and Secretarial Occupations "
 5 "Skilled Trades Occupations "
 6 "Caring, Leisure and Other Service Occupations"
 7 "Sales and Customer Service Occupations"
 8 "Process, Plant, and Machine Operatives"
 9 "Elementary Occupations"
 -4 "Not codable".
 exe.

VARIABLE LABELS SOC2010EmpB "SOC 2010 of employer respondent who completed
 survey (Banded)".
 exe.

```
*****
COMMENT  Create new variable [Anyoffer] (Whether any offer of settlement was made).
*****
```

```
RECODE CQJ0A (sysmis = -91).
```

```
COMPUTE Anyoffer = -91.
If (CQJ0A = 1 or CQJ0A = -91) Anyoffer = 1.
If (CQJ0A = 2) Anyoffer = 2.
If (CQJ0A = -2) Anyoffer = -2.
exe.
```

```
VALUE LABELS Anyoffer
1 "Yes"
2 "No"
-2 "Don't know".
exe.
```

```
VARIABLE LABELS Anyoffer "Whether any offer of settlement was made".
exe.
```

```
RECODE Anyoffer (-91 = sysmis).
exe.
```

```
RECODE CQJ0A (-91 = sysmis).
exe.
```

```
*****
COMMENT  Create new variable [cbfj6] (How much money offered to claimant (Banded)).
*****
```

```
Compute cbfj6 = -91.
If (CQJ6 >-1 and CQJ6 <500) cbfj6 = 1.
If (CQJ6 >499 and CQJ6 <1000) cbfj6 = 2.
If (CQJ6 >999 and CQJ6 <1500) cbfj6 = 3.
If (CQJ6 >1499 and CQJ6 <2000) cbfj6 = 4.
If (CQJ6 >1999 and CQJ6 <2500) cbfj6 = 5.
If (CQJ6 >2499 and CQJ6 <3000) cbfj6 = 6.
If (CQJ6 >2999 and CQJ6 <4000) cbfj6 = 7.
If (CQJ6 >3999 and CQJ6 <5000) cbfj6 = 8.
If (CQJ6 >4999 and CQJ6 <10000) cbfj6 = 9.
If (CQJ6 >9999 and CQJ6 <250000) cbfj6 = 10.
If (CQJ6 >24999) cbfj6 = 11.
If (CQJ6 = -2) cbfj6 = -2.
```

Value labels cbfj6

1 "Less than £500"

2 "£500 - £999"

3 "£1000 - £1499"

4 "£1500 - £1999"

5 "£2000 - £2499"

6 "£2500 - £2999"

7 "£3000 - £3999"

8 "£4000 - £4999"

9 "£5000 - £9999"

10 "£10,000 - £24,999"

11 "£25,000+"

-2 "Don't Know".

exe.

VARIABLE LABELS cbfj6 "How much money offered to claimant (Banded)".

exe.

RECODE cbfj6 (-91 = sysmis).

exe.

 COMMENT Create new variable [abe4c] (How much money hoping to get at start of case
 (Banded)).

Compute abe4c = -91.

If (AQE4C = 0) abe4c = 0.

If (AQE4C >0 and AQE4C <500) abe4c = 1.

If (AQE4C >499 and AQE4C <1000) abe4c = 2.

If (AQE4C >999 and AQE4C <1500) abe4c = 3.

If (AQE4C >1499 and AQE4C <2000) abe4c = 4.

If (AQE4C >1999 and AQE4C <2500) abe4c = 5.

If (AQE4C >2499 and AQE4C <3000) abe4c = 6.

If (AQE4C >2999 and AQE4C <4000) abe4c = 7.

If (AQE4C >3999 and AQE4C <5000) abe4c = 8.

If (AQE4C >4999 and AQE4C <9999) abe4c = 9.

If (AQE4C >9999 and AQE4C <250000) abe4c = 10.

If (AQE4C >24999) abe4c = 11.

If (AQE4C = -2) abe4c = -2.

VARIABLE LABELS abe4c "How much money hoping to get at start of case (Banded)".

VALUE LABELS abe4c

0 "£0"

1 "£1 - £500"
 2 "£500 - £999"
 3 "£1000 - £1499"
 4 "£1500 - £1999"
 5 "£2000 - £2499"
 6 "£2500 - £2999"
 7 "£3000 - £3999"
 8 "£4000 - £4999"
 9 "£5000 - £9999"
 10 "£10,000 - £24,999"
 11 "£25,000+ "
 -2 "Don't Know".
 exe.

RECODE abe4c (-91 = sysmis).
 exe.

 COMMENT Create new variable [abe4e] (Lowest amount of money, if any, that might
 have been prepared to settle for (Banded)).

Compute abe4e = -91.
 If (AQE4E = 0) abe4e = 0.
 If (AQE4E >0 and AQE4E <500) abe4e = 1.
 If (AQE4E >499 and AQE4E <1000) abe4e = 2.
 If (AQE4E >999 and AQE4E <1500) abe4e = 3.
 If (AQE4E >1499 and AQE4E <2000) abe4e = 4.
 If (AQE4E >1999 and AQE4E <2500) abe4e = 5.
 If (AQE4E >2499 and AQE4E <3000) abe4e = 6.
 If (AQE4E >2999 and AQE4E <4000) abe4e = 7.
 If (AQE4E >3999 and AQE4E <5000) abe4e = 8.
 If (AQE4E >4999 and AQE4E <9999) abe4e = 9.
 If (AQE4E >9999 and AQE4E <250000) abe4e = 10.
 If (AQE4E >24999) abe4e = 11.
 If (AQE4E = -2) abe4e = -2.

VARIABLE LABELS abe4e "Lowest amount of money, if any, that might have been
 prepared to settle for (Banded)".

VALUE LABELS abe4e
 0 "£0"
 1 "£1 - £500"
 2 "£500 - £999"
 3 "£1000 - £1499"
 4 "£1500 - £1999"
 5 "£2000 - £2499"

6 "£2500 - £2999"
 7 "£3000 - £3999"
 8 "£4000 - £4999"
 9 "£5000 - £9999"
 10 "£10,000 - £24,999"
 11 "£25,000+"
 -2 "Don't Know".
 exe.

RECODE abe4e (-91 = sysmis).
 exe.

 COMMENT Create new variable [ebe16] (Maximum amount of money that employer prepared to settle for at start of case (Banded)).

Compute ebe16 = -91.
 If (EQE16 = 0) ebe16 = 0.
 If (EQE16 >0 and EQE16 <500) ebe16 = 1.
 If (EQE16 >499 and EQE16 <1000) ebe16 = 2.
 If (EQE16 >999 and EQE16 <1500) ebe16 = 3.
 If (EQE16 >1499 and EQE16 <2000) ebe16 = 4.
 If (EQE16 >1999 and EQE16 <2500) ebe16 = 5.
 If (EQE16 >2499 and EQE16 <3000) ebe16 = 6.
 If (EQE16 >2999 and EQE16 <4000) ebe16 = 7.
 If (EQE16 >3999 and EQE16 <5000) ebe16 = 8.
 If (EQE16 >4999 and EQE16 <10000) ebe16 = 9.
 If (EQE16 >9999 and EQE16 <250000) ebe16 = 10.
 If (EQE16 >24999) ebe16 = 11.
 If (EQE16 = -2) ebe16 = -2.
 If (EQE16 = -3) ebe16 = -3.

VARIABLE LABELS ebe16 "Maximum amount of money that employer prepared to settle for at start of case (Banded)".

VALUE LABELS ebe16
 0 "Not prepared to settle for any amount of money"
 1 "£1 - £500"
 2 "£500 - £999"
 3 "£1000 - £1499"
 4 "£1500 - £1999"
 5 "£2000 - £2499"
 6 "£2500 - £2999"
 7 "£3000 - £3999"
 8 "£4000 - £4999"
 9 "£5000 - £9999"

10 "£10,000 - £24,999"

11 "£25,000+"

-2 "Don't Know"

-3 "Refusal".

exe.

RECODE ebe16 (-91 = sysmis).

exe.

```
*****
COMMENT Create new variable [Passource] (Whether used any passive sources of
information before submitting the claim).
*****
```

COUNT Cqe6bcount =cqe6b1 to cqe6b22 (1).

exe.

COMPUTE Passource = 2.

If (Cqe6bcount > 0) Passource = 1.

exe.

VARIABLE LABELS Passource "Whether used any passive sources of information before submitting the claim".

exe.

ADD VALUE LABELS Passource

1 "Yes"

2 "No".

exe.

DELETE VARIABLES Cqe6bcount.

exe.

```
*****
COMMENT Create new variable [eqe11b] (Who completed ET3 form (Net)).
*****
```

IF (eqe11 = 1) eqe11b = 1.

IF (eqe11 = -2) eqe11b = -2.

IF (eqe12 = 1) eqe11b = 2.

IF (eqe12 = 2) eqe11b = 3.

IF (eqe12 = 3) eqe11b = 4.

IF (eqe12 = 4) eqe11b = 5.

IF (eqe12 = 5) eqe11b = 6.

IF (eqe12 = 6) eqe11b = 7.

IF (eqe12 = -2) eqe11b = 8.

IF (eqe13 = 1) eqe11b = 9.
 IF (eqe13 = 2) eqe11b = 10.
 IF (eqe13 = 3) eqe11b = 11.
 IF (eqe13 = 4) eqe11b = 12.
 IF (eqe13 = 5) eqe11b = 13.
 IF (eqe13 = 6) eqe11b = 14.
 IF (eqe13 = 8) eqe11b = 15.
 IF (eqe13 = 9) eqe11b = 16.
 IF (eqe13 = 10) eqe11b = 17.
 IF (eqe13 = -2) eqe11b = 18.
 exe.

VARIABLE LABELS eqe11b "Who completed ET3 form (Net)".
 exe.

ADD VALUE LABELS eqe11b

1 "Interviewee"
 2 "Owner"
 3 "Senior or General manager"
 4 "Legal specialist in company/ Company lawyer"
 5 "Personnel or human resources specialist"
 6 "Accountant or company operator"
 7 "Someone else in organisation"
 8 "Someone in organisation - don't know who"
 9 "Family or friend"
 10 "Employers' Association/Trade Association"
 11 "Employment Rights Advisor/Employment Consultant"
 12 "Solicitor,Barrister or some other kind of lawyer"
 13 "Acas"
 14 "EEF (Engineering Employers Federation) (2008)"
 15 "HR company/consultant (2008)"
 16 "Insurance company/insurers (2008)"
 17 "Someone else outside organisation"
 18 "Someone outside organisation - don't know who"
 -2 "Don't know".

exe.

 COMMENT Create new variable [Rep1] (Whether nominated someone on ET1/ET3 form).

COMPUTE Rep1 = 2.
 If (cqe3 = 1) Rep1 = 1.
 exe.

VARIABLE LABELS Rep1 "Whether nominated someone on ET1/ET3 form".
 exe.

ADD VALUE LABELS Rep1

1 "Yes"

2 "No / Don't know".

exe.

 COMMENT Create new variable [Rep2] (Whether nominated someone on ET1/ET3 form).

COMPUTE Rep2 = 2.

If (cqe5 = 1) Rep2 = 1.

exe.

VARIABLE LABELS Rep2 "Whether had a day-to-day representative".

exe.

ADD VALUE LABELS Rep2

1 "Yes"

2 "No / Don't know".

exe.

 COMMENT Create new variable [Rep2a1 - Rep2a14] (Who helped with day-to-day handling of case (inc. person on form)).
 COMMENT Create new variable [Rep3a1 - Rep3a18] (Who representative was at hearing (inc. person on form, day to day rep)).
 COMMENT Create new variable [Rep4a1 - Rep3a16] (Who (else) went to for advice and guidance (inc. person on the form)).

*COMMENT: FIRST CREATE E5C1-17 WHICH IS WHO HELPED WITH DAY-TO-DAY HANDLING - THIS WILL LATER BE RENAMED REP2A.

IF (cqe4 = 1) cnom = 1.

IF (cqe4 = 2) cnom = 2.

IF (cqe4 = 3) cnom = 3.

IF (cqe4 = 4) cnom = 4.

IF (cqe4 = 5) cnom = 5.

IF (cqe4 = 6) cnom = 6.

IF (cqe4 = 7) cnom = 7.

IF (cqe4 = 8) cnom = 8.

IF (cqe4 = 9) cnom = 11.

IF (cqe4 = 10) cnom = 12.

IF (cqe4 = 11) cnom = 13.

IF (cqe4 = 12) cnom = 17.

IF (cqe4 = 13) cnom = 15.
 IF (cqe4 = 14) cnom = 10.
 IF (cqe4 = 15) cnom = 14.
 IF (cqe4 = -2) cnom = -2.

VALUE LABELS cnom
 1 "Owner/man"
 2 "Personnel"
 3 "Legal spec"
 4 "Emps Ass"
 5 "Emp Rights adv"
 6 "Solicitor"
 7 "Family or Friends"
 8 "Someone else in org"
 9 "Someone else outside org"
 10 "Respondent"
 11 "Work colleagues"
 12 "Trade Union rep"
 13 "CAB"
 14 "Other"
 15 "Acas"
 16 Accountant
 17 Equal Opps Officer
 -2 "DK" .
 exe.

COMPUTE onfor = 0.
 IF (cqe5c01 = 1) onfor = 1.

COMPUTE whonom = 0.
 IF (onfor = 1) whonom = cnom.

IF (cqe5c02 = 1) OR (whonom = 1) e5c1 = 1.
 IF (cqe5c03 = 1) OR (whonom = 2) e5c2 = 1.
 IF (cqe5c04 = 1) OR (whonom = 3) e5c3 = 1.
 IF (cqe5c05 = 1) OR (whonom = 4) e5c4 = 1.
 IF (cqe5c06 = 1) OR (whonom = 5) e5c5 = 1.
 IF (cqe5c07 = 1) OR (whonom = 6) e5c6 = 1.
 IF (cqe5c08 = 1) OR (whonom = 7) e5c7 = 1.
 IF (cqe5c09 = 1) OR (whonom = 8) e5c8 = 1.
 IF (cqe5c10 = 1) OR (whonom = 11) e5c10 = 1.
 IF (cqe5c11 = 1) OR (whonom = 12) e5c11 = 1.
 IF (cqe5c12 = 1) OR (whonom = 13) e5c12 = 1.
 IF (cqe5c13 = 1) OR (whonom = 17) e5c16 = 1.
 IF (cqe5c23 = 1) OR (cqe5c24 = 1) OR (whonom = -2) e5c17 = 1.
 IF (cqe5c14 = 1) OR (whonom = 15) e5c13 = 1.

IF (cqe5c15 = 1) OR (cqe5c16 = 1) OR (cqe5c17 = 1) OR (cqe5c18 = 1) OR (cqe5c19 = 1) OR (cqe5c20 = 1) OR (cqe5c21 = 1) OR (cqe5c22 = 1) OR (whonom = 14) OR (whonom = 9) OR (whonom = 10) OR (whonom = 16) e5c9 =1.

VALUE LABELS e5c1

1 "Yes".

VALUE LABELS e5c2

1 "Yes".

VALUE LABELS e5c3

1 "Yes".

VALUE LABELS e5c4

1 "Yes".

VALUE LABELS e5c5

1 "Yes".

VALUE LABELS e5c6

1 "Yes".

VALUE LABELS e5c7

1 "Yes".

VALUE LABELS e5c8

1 "Yes".

VALUE LABELS e5c9

1 "Yes".

VALUE LABELS e5c10

1 "Yes".

VALUE LABELS e5c11

1 "Yes".

VALUE LABELS e5c12

1 "Yes".

VALUE LABELS e5c13

1 "Yes".

VALUE LABELS e5c16

1 "Yes".

VALUE LABELS e5c17

1 "Yes".

exe.

VARIABLE LABELS

e5c1 "Who helped with day-to-day handling of case (inc. person on form) - Owner/Senior manager/General manager"
 e5c2 "Who helped with day-to-day handling of case (inc. person on form) - Personnel or human resources specialist"
 e5c3 "Who helped with day-to-day handling of case (inc. person on form) - Legal specialist in company/company lawyer"
 e5c4 "Who helped with day-to-day handling of case (inc. person on form) - Employers' Association/Trade Association"
 e5c5 "Who helped with day-to-day handling of case (inc. person on form) - Employment Rights Advisor/ Employment Consultant"
 e5c6 "Who helped with day-to-day handling of case (inc. person on form) - Solicitor, Barrister or some other kind of lawyer"
 e5c7 "Who helped with day-to-day handling of case (inc. person on form) - Family or friends"
 e5c8 "Who helped with day-to-day handling of case (inc. person on form) - Someone else in organisation"
 e5c10 "Who helped with day-to-day handling of case (inc. person on form) - Work Colleagues "
 e5c11 "Who helped with day-to-day handling of case (inc. person on form) - Trade Union representative/ Worker representative at workplace"
 e5c12 "Who helped with day-to-day handling of case (inc. person on form) - Citizens Advice Bureau"
 e5c16 "Who helped with day-to-day handling of case (inc. person on form) - Equality and Human Rights Commission"
 e5c17 "Who helped with day-to-day handling of case (inc. person on form) - No Answer / Don't know"
 e5c13 " Who helped with day-to-day handling of case (inc. person on form) - ACAS"
 e5c9 "Who helped with day-to-day handling of case (inc. person on form) - Other Answers".
 exe.

RECODE

e5c1
 e5c2
 e5c3
 e5c4
 e5c5
 e5c6
 e5c7
 e5c8
 e5c10
 e5c11
 e5c12
 e5c16
 e5c17
 e5c13
 e5c9
 (sysmis = -91).

exe.

IF (e5c1 <> 1 and cqe5 = 1) e5c1 = 2.
IF (e5c2 <> 1 and cqe5 = 1) e5c2 = 2.
IF (e5c3 <> 1 and cqe5 = 1) e5c3 = 2.
IF (e5c4 <> 1 and cqe5 = 1) e5c4 = 2.
IF (e5c5 <> 1 and cqe5 = 1) e5c5 = 2.
IF (e5c6 <> 1 and cqe5 = 1) e5c6 = 2.
IF (e5c7 <> 1 and cqe5 = 1) e5c7 = 2.
IF (e5c8 <> 1 and cqe5 = 1) e5c8 = 2.
IF (e5c9 <> 1 and cqe5 = 1) e5c9 = 2.
IF (e5c10 <> 1 and cqe5 = 1) e5c10 = 2.
IF (e5c11 <> 1 and cqe5 = 1) e5c11 = 2.
IF (e5c12 <> 1 and cqe5 = 1) e5c12 = 2.
IF (e5c13 <> 1 and cqe5 = 1) e5c13 = 2.
IF (e5c16 <> 1 and cqe5 = 1) e5c16 = 2.
IF (e5c17 <> 1 and cqe5 = 1) e5c17 = 2.
exe.

RECODE e5c1 to e5c9 (-91 = sysmiss).

ADD VALUE LABELS
e5c1 2 "No".
ADD VALUE LABELS
e5c2 2 "No".
ADD VALUE LABELS
e5c3 2 "No".
ADD VALUE LABELS
e5c4 2 "No".
ADD VALUE LABELS
e5c5 2 "No".
ADD VALUE LABELS
e5c6 2 "No".
ADD VALUE LABELS
e5c7 2 "No".
ADD VALUE LABELS
e5c8 2 "No".
ADD VALUE LABELS
e5c10 2 "No".
ADD VALUE LABELS
e5c11 2 "No".
ADD VALUE LABELS
e5c12 2 "No".
ADD VALUE LABELS
e5c16 2 "No".
ADD VALUE LABELS
e5c17 2 "No".
ADD VALUE LABELS
e5c13 2 "No".

ADD VALUE LABELS

e5c9 2 "No".

exe.

*COMMENT: NOW CREATE XE5E1-18 REPRESENTATIVE AT HEARING - THIS WILL
LATER BE RENAMED REP3A.

COMPUTE onfor2 = 0.

IF (cqe5e = 1) onfor2 = 1.

COMPUTE whonom2 = 0.

IF (onfor2 = 1) whonom2 = cnom.

COMPUTE dayrep = 0.

IF (cqe5e = 3) OR (whonom2 = 1) e5e1 = 1.

IF (cqe5e = 4) OR (whonom2 = 2) e5e2 = 1.

IF (cqe5e = 5) OR (whonom2 = 3) e5e3 = 1.

IF (cqe5e = 6) OR (whonom2 = 4) e5e4 = 1.

IF (cqe5e = 7) OR (whonom2 = 5) e5e5 = 1.

IF (cqe5e = 8) OR (whonom2 = 6) e5e6 = 1.

IF (cqe5e = 9) OR (whonom2 = 7) e5e7 = 1.

IF (cqe5e = 10) OR (whonom2 = 8) e5e8 = 1.

IF (cqe5e = 11) OR (whonom2 = 11) e5e9 = 1.

IF (cqe5e = 12) OR (whonom2 = 12) e5e10 = 1.

IF (cqe5e = 13) e5e11 = 1.

IF (cqe5e = 14) OR (whonom2 = 13) e5e12 = 1.

IF (cqe5e = 15) OR (whonom2 = 17) e5e15 = 1.

IF (whonom2 = 15) e5e16 = 1.

IF (cqe5e = 16) OR (whonom2 = 14) OR (whonom2 = 9) OR (whonom2 = 16) e5e18 = 1.

IF (cqe5e = -2) OR (whonom2 = -2) e5e19 = 1.

IF (cqe5e = 18) OR (whonom2 = 10) e5e17 = 1.

VALUE LABELS e5e1

1 "Owner/man".

VALUE LABELS e5e2

1 "Personnel".

VALUE LABELS e5e3

1 "Legal spec".

VALUE LABELS e5e4

1 "Emps Ass".

VALUE LABELS e5e5

1 "Emp Rights adv".

VALUE LABELS e5e6

1 "Solicitor".

VALUE LABELS e5e7

1 "Family or Friends".

VALUE LABELS e5e8

1 "Somone else in org".

VALUE LABELS e5e17

1 "Respondent".

VALUE LABELS e5e9

1 "Work Colleagues".

VALUE LABELS e5e10

1 "Trade Union Rep".

VALUE LABELS e5e12

1 "CAB".

VALUE LABELS e5e11

1 "Employee Representative".

VALUE LABELS e5e15

1 "Equal Opps Officer / CRE".

VALUE LABELS e5e16

1 "Acas".

VALUE LABELS e5e18

1 "Other".

VALUE LABELS e5e19

1 "Don't know".

exe.

COMPUTE dayrep = 0.

IF (cqe5e = 2) dayrep = 1.

IF (dayrep = 1) wrep1 = e5c1.

IF (dayrep = 1) wrep2 = e5c2.

IF (dayrep = 1) wrep3 = e5c3.

IF (dayrep = 1) wrep4 = e5c4.

IF (dayrep = 1) wrep5 = e5c5.

IF (dayrep = 1) wrep6 = e5c6.

IF (dayrep = 1) wrep7 = e5c7.

IF (dayrep = 1) wrep8 = e5c8.

IF (dayrep = 1) wrep9 = e5c9.

IF (dayrep = 1) wrep10 = e5c10.

IF (dayrep = 1) wrep11 = e5c11.

IF (dayrep = 1) wrep12 = 1
IF (dayrep = 1) wrep16 = 1
IF (dayrep = 1) wrep17 = 1

IF (cqe5e = 3) OR (wrep1 = 1) xe5e1 = 1.
IF (cqe5e = 4) OR (wrep2 = 1) xe5e2 = 1.
IF (cqe5e = 5) OR (wrep3 = 1) xe5e3 = 1.
IF (cqe5e = 6) OR (wrep4 = 1) xe5e4 = 1.
IF (cqe5e = 7) OR (wrep5 = 1) xe5e5 = 1.
IF (cqe5e = 8) OR (wrep6 = 1) xe5e6 = 1.
IF (cqe5e = 9) OR (wrep7 = 1) xe5e7 = 1.
IF (cqe5e = 10) OR (wrep8 = 1) xe5e8 = 1.
IF (cqe5e = 11) OR (wrep10 = 1) xe5e9 = 1.
IF (cqe5e = 12) OR (wrep11 = 1) xe5e10 = 1.
IF (cqe5e = 13) xe5e11 = 1.
IF (cqe5e = 14) OR (wrep12 = 1) xe5e12 = 1.
IF (cqe5e = 15) OR (wrep16 = 1) xe5e15 = 1.
IF (cqe5e = 16) OR (wrep9 = 1) xe5e18 = 1.
IF (cqe5e = 18) xe5e17 = 1.
IF (wrep17 = 1) xe5e20 = 1.

VALUE LABELS xe5e1
1 "Owner/man".

VALUE LABELS xe5e2
1 "Personnel".

VALUE LABELS xe5e3
1 "Legal spec".

VALUE LABELS xe5e4
1 "Emps Ass".

VALUE LABELS xe5e5
1 "Emp Rights adv".

VALUE LABELS xe5e6
1 "Solicitor".

VALUE LABELS xe5e7
1 "Family or Friends".

VALUE LABELS xe5e8
1 "Someone else in org".

VALUE LABELS xe5e17
1 "Respondent".

VALUE LABELS xe5e9
1 "Work Colleagues".

VALUE LABELS xe5e10

1 "Trade Union Rep".

VALUE LABELS xe5e12

1 "CAB".

VALUE LABELS xe5e11

1 "Employee representative".

VALUE LABELS xe5e15

1 "Equal Opps Officer / CRE".

VALUE LABELS xe5e18

1 "Other".

VALUE LABELS xe5e20

1 "No Answer".

exe.

IF (e5e1 = 1) OR (xe5e1 = 1) xxe5e1 = 1.

IF (e5e2 = 1) OR (xe5e2 = 1) xxe5e2 = 1.

IF (e5e3 = 1) OR (xe5e3 = 1) xxe5e3 = 1.

IF (e5e4 = 1) OR (xe5e4 = 1) xxe5e4 = 1.

IF (e5e5 = 1) OR (xe5e5 = 1) xxe5e5 = 1.

IF (e5e6 = 1) OR (xe5e6 = 1) xxe5e6 = 1.

IF (e5e7 = 1) OR (xe5e7 = 1) xxe5e7 = 1.

IF (e5e8 = 1) OR (xe5e8 = 1) xxe5e8 = 1.

IF (e5e9 = 1) OR (xe5e9 = 1) xxe5e9 = 1.

IF (e5e10 = 1) OR (xe5e10 = 1) xxe5e10 = 1.

IF (e5e11 = 1) OR (xe5e11 = 1) xxe5e11 = 1.

IF (e5e12 = 1) OR (xe5e12 = 1) xxe5e12 = 1.

IF (e5e15 = 1) OR (xe5e15 = 1) xxe5e15 = 1.

IF (e5e16 = 1) xxe5e16 = 1.

IF (e5e17 = 1) OR (xe5e17 = 1) xxe5e17 = 1.

IF (e5e18 = 1) OR (xe5e18 = 1) xxe5e18 = 1.

IF (e5e19 = 1) xxe5e19 = 1.

IF (xe5e20 = 1) xxe5e20 = 1.

VALUE LABELS xxe5e1

1 "Yes".

VALUE LABELS xxe5e2

1 "Yes".

VALUE LABELS xxe5e3

1 "Yes".

VALUE LABELS xxe5e4
1 "Yes".

VALUE LABELS xxe5e5
1 "Yes".

VALUE LABELS xxe5e6
1 "Yes".

VALUE LABELS xxe5e7
1 "Yes".

VALUE LABELS xxe5e8
1 "Yes".

VALUE LABELS xxe5e17
1 "Yes".

VALUE LABELS xxe5e9
1 "Yes".

VALUE LABELS xxe5e10
1 "Yes".

VALUE LABELS xxe5e12
1 "Yes".

VALUE LABELS xxe5e11
1 "Yes".

VALUE LABELS xxe5e15
1 "Yes".

VALUE LABELS xxe5e16
1 "Yes".

VALUE LABELS xxe5e18
1 "Yes".

VALUE LABELS xxe5e19
1 "Yes".

VALUE LABELS xxe5e20
1 "Yes".
exe.

VARIABLE LABELS
xxe5e1 "Who representative was at hearing (inc. person on form, day to day rep) -
Owner/Senior manager/General manager"

xxe5e2 "Who representative was at hearing (inc. person on form, day to day rep) - Personnel or human resources specialist"
xxe5e3 "Who representative was at hearing (inc. person on form, day to day rep) - Legal specialist in company/company lawyer"
xxe5e4 "Who representative was at hearing (inc. person on form, day to day rep) - Employers' Association/Trade Association"
xxe5e5 "Who representative was at hearing (inc. person on form, day to day rep) - Employment Rights Advisor/ Employment Consultant"
xxe5e6 "Who representative was at hearing (inc. person on form, day to day rep) - Solicitor, Barrister or some other kind of lawyer"
xxe5e7 "Who representative was at hearing (inc. person on form, day to day rep) - Family or Friends"
xxe5e8 "Who representative was at hearing (inc. person on form, day to day rep) - Someone else in organisation"
xxe5e9 "Who representative was at hearing (inc. person on form, day to day rep) - Work Colleagues"
xxe5e10 "Who representative was at hearing (inc. person on form, day to day rep) - Trade Union Official"
xxe5e11 "Who representative was at hearing (inc. person on form, day to day rep) - Employee representative"
xxe5e12 "Who representative was at hearing (inc. person on form, day to day rep) - Citizens Advice Bureau"
xxe5e15 "Who representative was at hearing (inc. person on form, day to day rep) - Equality and Human Rights Commission"
xxe5e16 "Who representative was at hearing (inc. person on form, day to day rep) - Acas"
xxe5e17 "Who representative was at hearing (inc. person on form, day to day rep) - Respondent"
xxe5e18 "Who representative was at hearing (inc. person on form, day to day rep) - Other answers"
xxe5e19 "Who representative was at hearing (inc. person on form, day to day rep) - Don't know"
xxe5e20 "Who representative was at hearing (inc. person on form, day to day rep) - No Answer".
exe

RECODE

xxe5e1
xxe5e2
xxe5e3
xxe5e4
xxe5e5
xxe5e6
xxe5e7
xxe5e8
xxe5e9
xxe5e10
xxe5e11
xxe5e12
xxe5e15

xxe5e16
xxe5e17
xxe5e18
xxe5e19
xxe5e20
(sysmis = -91).
exe.

IF (xxe5e1 <> 1 and cqe5c3 = 1) xxe5e1 = 2.
IF (xxe5e2 <> 1 and cqe5c3 = 1) xxe5e2 = 2.
IF (xxe5e3 <> 1 and cqe5c3 = 1) xxe5e3 = 2.
IF (xxe5e4 <> 1 and cqe5c3 = 1) xxe5e4 = 2.
IF (xxe5e5 <> 1 and cqe5c3 = 1) xxe5e5 = 2.
IF (xxe5e6 <> 1 and cqe5c3 = 1) xxe5e6 = 2.
IF (xxe5e7 <> 1 and cqe5c3 = 1) xxe5e7 = 2.
IF (xxe5e8 <> 1 and cqe5c3 = 1) xxe5e8 = 2.
IF (xxe5e9 <> 1 and cqe5c3 = 1) xxe5e9 = 2.
IF (xxe5e10 <> 1 and cqe5c3 = 1) xxe5e10 = 2.
IF (xxe5e11 <> 1 and cqe5c3 = 1) xxe5e11 = 2.
IF (xxe5e12 <> 1 and cqe5c3 = 1) xxe5e12 = 2.
IF (xxe5e15 <> 1 and cqe5c3 = 1) xxe5e15 = 2.
IF (xxe5e16 <> 1 and cqe5c3 = 1) xxe5e16 = 2.
IF (xxe5e17 <> 1 and cqe5c3 = 1) xxe5e17 = 2.
IF (xxe5e18 <> 1 and cqe5c3 = 1) xxe5e18 = 2.
IF (xxe5e19 <> 1 and cqe5c3 = 1) xxe5e19 = 2.
IF (xxe5e20 <> 1 and cqe5c3 = 1) xxe5e20 = 2.
exe.

RECODE xxe5e1 to xxe5e20 (-91 = sysmis).
exe.

ADD VALUE LABELS xxe5e1
2 "No".

ADD VALUE LABELS xxe5e2
2 "No".

ADD VALUE LABELS xxe5e3
2 "No".

ADD VALUE LABELS xxe5e4
2 "No".

ADD VALUE LABELS xxe5e5
2 "No".

ADD VALUE LABELS xxe5e6
2 "No".

ADD VALUE LABELS xxe5e7

2 "No".

ADD VALUE LABELS xxe5e8
2 "No".

ADD VALUE LABELS xxe5e17
2 "No".

ADD VALUE LABELS xxe5e9
2 "No".

ADD VALUE LABELS xxe5e10
2 "No".

ADD VALUE LABELS xxe5e12
2 "No".

ADD VALUE LABELS xxe5e11
2 "No".

ADD VALUE LABELS xxe5e15
2 "No".

ADD VALUE LABELS xxe5e16
2 "No".

ADD VALUE LABELS xxe5e18
2 "No".

ADD VALUE LABELS xxe5e19
2 "No".

ADD VALUE LABELS xxe5e20
2 "No".
exe.

*COMMENT: NOW CREATE E61-20 MAIN ADVISOR- THIS WILL LATER BE RENAMED
REP4A.

COMPUTE advi = 0.
IF (cqe61 = 1) advi = 1.
exe.

COMPUTE whoad = 0.
IF (adv = 1) whoad = cnom.
exe.

IF (cqe62 = 1) OR (whoad = 1) e61 = 1.
IF (cqe63 = 1) OR (whoad = 2) e62 = 1.
IF (cqe64 = 1) OR (whoad = 3) e63 = 1.

IF (cqe65 = 1) OR (whoad = 4) e64 = 1.
IF (cqe66 = 1) OR (whoad = 5) e65 = 1.
IF (cqe67 = 1) OR (whoad = 6) e66 = 1.
IF (cqe68 = 1) OR (whoad = 7) e67 = 1.
IF (cqe69 = 1) OR (whoad = 8) e68 = 1.
IF (cqe610 = 1) OR (whoad = 11) e69 = 1.
IF (cqe611 = 1) OR (whoad = 12) e612 = 1.
IF (cqe612 = 1) OR (whoad = 13) e613 = 1.
IF (cqe613 = 1) OR (cqe614 = 1) OR (whoad = 15) e614 = 1.
IF (cqe615 = 1) OR (whoad = 17) e617 = 1.
IF (cqe616 = 1) OR (cqe617 = 1) OR (cqe618 = 1) OR (cqe619 = 1) OR (cqe620 = 1) OR
(cqe621 = 1) OR (cqe622 = 1)
OR (cqe623 = 1) OR (cqe624 = 1) OR (whoad = 14) OR (whoad = 9) OR (whoad = 16) OR
(whoad = 10) e618 = 1.
IF (cqe625 = 1) OR (whoad = -2) e619 = 1.
IF (cqe626 = 1) e620 = 1.
exe.

VALUE LABELS e61
1 "Yes".

VALUE LABELS e62
1 "Yes".

VALUE LABELS e63
1 "Yes".

VALUE LABELS e64
1 "Yes".

VALUE LABELS e65
1 "Yes".

VALUE LABELS e66
1 "Yes".

VALUE LABELS e67
1 "Yes".

VALUE LABELS e68
1 "Yes".

VALUE LABELS e69
1 "Yes".

VALUE LABELS e612
1 "Yes".

VALUE LABELS e613

1 "Yes".

VALUE LABELS e614

1 "Yes".

VALUE LABELS e617

1 "Yes".

VALUE LABELS e618

1 "Yes".

VALUE LABELS e619

1 "Yes".

VALUE LABELS e620

1 "Yes".

exe.

VARIABLE LABELS

e61 "Who (else) went to for advice and guidance (inc. person on form) - Owner/Senior manager/General manager"

e62 "Who (else) went to for advice and guidance (inc. person on form) - Personnel or human resources specialist"

e63 "Who (else) went to for advice and guidance (inc. person on form) - Legal specialist in company/company lawyer"

e64 "Who (else) went to for advice and guidance (inc. person on form) - Employers' Association/Trade Association"

e65 "Who (else) went to for advice and guidance (inc. person on form) - Employment Rights Advisor/ Employment Consultant"

e66 "Who (else) went to for advice and guidance (inc. person on form) - Solicitor, Barrister or some other kind of lawyer"

e67 "Who (else) went to for advice and guidance (inc. person on form) - Family or Friends"

e68 "Who (else) went to for advice and guidance (inc. person on form) - Someone else in organisation"

e69 "Who (else) went to for advice and guidance (inc. person on form) - Work Colleagues"

e612 "Who (else) went to for advice and guidance (inc. person on form) - Trade Union representative/ Worker representative at workplace"

e613 "Who (else) went to for advice and guidance (inc. person on form) - Citizens Advice Bureau"

e614 "Who (else) went to for advice and guidance (inc. person on form) - Acas"

e617 "Who (else) went to for advice and guidance (inc. person on form) - Equality and Human Rights Commission"

e618 "Who (else) went to for advice and guidance (inc. person on form) - Other answers"

e619 "Who (else) went to for advice and guidance (inc. person on form) - Don't know"

e620 "Who (else) went to for advice and guidance (inc. person on form) - No Answer".

exe.

RECODE

e61

e62

e63

e64

e65

e66

e67

e68

e69

e612

e613

e614

e617

e618

e619

e620

(sysmis = -91).

exe.

IF (e61 <>1 and cqe5c4 = 1) e61 = 2.

IF (e62 <>1 and cqe5c4 = 1) e62 = 2.

IF (e63 <>1 and cqe5c4 = 1) e63 = 2.

IF (e64 <>1 and cqe5c4 = 1) e64 = 2.

IF (e65 <>1 and cqe5c4 = 1) e65 = 2.

IF (e66 <>1 and cqe5c4 = 1) e66 = 2.

IF (e67 <>1 and cqe5c4 = 1) e67 = 2.

IF (e68 <>1 and cqe5c4 = 1) e68 = 2.

IF (e69 <>1 and cqe5c4 = 1) e69 = 2.

IF (e612 <>1 and cqe5c4 = 1) e612 = 2.

IF (e613 <>1 and cqe5c4 = 1) e613 = 2.

IF (e614 <>1 and cqe5c4 = 1) e614 = 2.

IF (e617 <>1 and cqe5c4 = 1) e617 = 2.

IF (e618 <>1 and cqe5c4 = 1) e618 = 2.

IF (e619 <>1 and cqe5c4 = 1) e619 = 2.

IF (e620 <>1 and cqe5c4 = 1) e620 = 2.

exe.

RECODE e61 to e620 (-91 = sysmis).

exe.

ADD VALUE LABELS e61

2 "No".

ADD VALUE LABELS e62

2 "No".

ADD VALUE LABELS e63

2 "No".

ADD VALUE LABELS e64
2 "No".

ADD VALUE LABELS e65
2 "No".

ADD VALUE LABELS e66
2 "No".

ADD VALUE LABELS e67
2 "No".

ADD VALUE LABELS e68
2 "No".

ADD VALUE LABELS e69
2 "No".

ADD VALUE LABELS e612
2 "No".

ADD VALUE LABELS e613
2 "No".

ADD VALUE LABELS e614
2 "No".

ADD VALUE LABELS e617
2 "No".

ADD VALUE LABELS e618
2 "No".

ADD VALUE LABELS e619
2 "No".

ADD VALUE LABELS e620
2 "No".
exe.

*COMMENT: NOW DELETE OFF TEMPORARY CREATION VARIABLES, AND RENAME
FINAL VARIABLES
WITH CORRECT VARIABLE NAMES.

DELETE VARIABLES

cnom,
onfor,
whonom,
onfor2,
whonom2,

dayrep,
e5e1,
e5e2,
e5e3,
e5e4,
e5e5,
e5e6,
e5e7,
e5e8,
e5e9,
e5e10,
e5e11,
e5e12,
e5e15,
e5e16,
e5e18,
e5e19,
e5e17,
wrep1,
wrep2,
wrep3,
wrep4,
wrep5,
wrep6,
wrep7,
wrep8,
wrep9,
wrep10,
wrep11,
wrep12,
wrep16,
wrep17,
xe5e1,
xe5e2,
xe5e3,
xe5e4,
xe5e5,
xe5e6,
xe5e7,
xe5e8,
xe5e9,
xe5e10,
xe5e11,
xe5e12,
xe5e15,
xe5e18,
xe5e17,
xe5e20,
advi,
whoad.

exe.

Rename variables

(e5c1 = Rep2a1)
(e5c2 = Rep2a2)
(e5c3 = Rep2a3)
(e5c4 = Rep2a4)
(e5c5 = Rep2a5)
(e5c6 = Rep2a6)
(e5c7 = Rep2a7)
(e5c8 = Rep2a8)
(e5c10 = Rep2a9)
(e5c11 = Rep2a10)
(e5c12 = Rep2a11)
(e5c16 = Rep2a12)
(e5c17 = Rep2a15)
(e5c13 = Rep2a13)
(e5c9 = Rep2a14)
(xxe5e1=Rep3a1)
(xxe5e2=Rep3a2)
(xxe5e3=Rep3a3)
(xxe5e4=Rep3a4)
(xxe5e5=Rep3a5)
(xxe5e6=Rep3a6)
(xxe5e7=Rep3a7)
(xxe5e8=Rep3a8)
(xxe5e9=Rep3a9)
(xxe5e10=Rep3a10)
(xxe5e11=Rep3a11)
(xxe5e12=Rep3a12)
(xxe5e15=Rep3a13)
(xxe5e16=Rep3a14)
(xxe5e17=Rep3a15)
(xxe5e18=Rep3a16)
(xxe5e19=Rep3a17)
(xxe5e20=Rep3a18)
(e61=Rep4a1)
(e62=Rep4a2)
(e63=Rep4a3)
(e64=Rep4a4)
(e65=Rep4a5)
(e66=Rep4a6)
(e67=Rep4a7)
(e68=Rep4a8)
(e69=Rep4a9)
(e612=Rep4a10)
(e613=Rep4a11)
(e614=Rep4a12)
(e617=Rep4a13)

```
(e618=Rep4a14)
(e619=Rep4a15)
(e620=Rep4a16).
exe.
```

```
*****
COMMENT Create new variable [Rep3] (Whether had a representative at the hearing).
*****
```

```
COMPUTE Rep3 = cqe5c3.
If (cqe5c3 = -2) Rep3 = 2.
exe.
```

```
VARIABLE LABELS Rep3 "Whether had a representative at the hearing".
exe.
```

```
ADD VALUE LABELS Rep3
1 "Yes"
2 "No / Don't know".
exe.
```

```
*****
COMMENT Create new variable [Rep4] (Whether went to anyone (else) for advice and
guidance after application (not including ACAS)).
*****
```

```
COMPUTE Rep4 = 2.
If (cqe5c4 = 1) Rep4 = 1.
exe.
```

```
VARIABLE LABELS Rep4 "Whether went to anyone (else) for advice and guidance after
application (not including ACAS)".
exe.
```

```
ADD VALUE LABELS Rep4
1 "Yes"
2 "No / Don't know".
exe.
```

```
*****
COMMENT Create new variable [Legad] (Whether had legal advice or representation
from solicitor)).
*****
```

COMPUTE Legad = 2.
 IF (Rep2a6 = 1) OR (Rep3a6 = 1) OR (Rep4a6 = 1) Legad = 1.

VARIABLE LABELS Legad "Whether had legal advice or representation from solicitor".

VALUE LABELS Legad
 1 "Yes"
 2 "No".
 exe.

 COMMENT Create new variable [RepAdv] (Relationship between day-to-day
 representative and additional advice)).

COMPUTE RepAdv = 0.
 IF (cqe5 = 1) & (cqe5c4 = 1) RepAdv = 1.
 IF ((cqe5 = 2 OR cqe5 = -2) & (cqe5c4 = 2 OR cqe5c4 = -2)) RepAdv = 2.
 IF ((cqe5 = 1) & (cqe5c4 = 2 OR cqe5c4 = -2)) RepAdv = 3.
 IF ((cqe5 = 2 OR cqe5 = -2) & (cqe5c4 = 1)) RepAdv = 4.

VARIABLE LABELS RepAdv "Relationship between day-to-day representative and
 additional advice".

VALUE LABELS RepAdv
 1 "Had a day-to-day representative and sought additional advice"
 2 "Didn't have a day-to-day representative or an adviser"
 3 "Had a day-to-day representative but did not have an adviser"
 4 "Had an adviser but not a day-to-day representative".
 exe.

 COMMENT Create new variable [AcasPC] (Whether contact with Acas (by respondent or
 representative)).

COMPUTE AcasPC = 2.
 IF (CQF1 = 1 or CQF6 = 1) AcasPC = 1.
 IF (eqa12c = 2 or eqa12c = -2) AcasPC = -91.
 exe.

VALUE LABELS AcasPC
 1 "Yes"
 2 "No/Don't know".
 exe.

VARIABLE LABELS AcasPC "Whether contact with Acas (by respondent or representative)".

exe.

RECODE AcasPC (-91 = sysmis).

exe.

```
*****
COMMENT Create new variable [cben4] (Amount paid for advice and representation in
this case (Banded)).
```

```
*****
```

```
IF (CQEN4>=1 AND CQEN4<=249) cben4=1.
IF (CQEN4>=250 AND CQEN4<=499) cben4=2.
IF (CQEN4>=500 AND CQEN4<=749) cben4=3.
IF (CQEN4>=750 AND CQEN4<=999) cben4=4.
IF (CQEN4>=1000 AND CQEN4<=1999) cben4=5.
IF (CQEN4>=2000 AND CQEN4<=4999) cben4=6.
IF (CQEN4>=5000) cben4=7.
IF (CQEN4=-2) cben4=-2.
```

VARIABLE LABELS cben4 'Amount paid for advice and representation in this case (Banded)'.

VALUE LABELS cben4

```
1 '£1-£249'
2 '£250-£499'
3 '£500-£749'
4 '£750-£999'
5 '£1000-£1999'
6 '£2000-£4999'
7 '£5000+'
-2 "Don't know".
```

exe.

```
*****
COMMENT Create new variable [Repcost] (Amount paid for advice and representation in
this case (Based on all)).
```

```
*****
```

RECODE cqen4 (sysmis = -91).

exe.

COMPUTE Repcost = cqen4.

IF (cqen4 = -91) Repcost= 0.

exe.

VARIABLE LABELS Repcost 'Amount paid for advice and representation in this case (Based on all)'.
 exe.

VALUE LABELS Repcost
 -2 "Don't know".

RECODE cqen4 (-91 = sysmis).
 exe.

 COMMENT Create new variable [abn7] (How much claimant spent on travel as a result of the case (Banded)).

IF (AQN7<10 & AQN7>-2) abn7=1.
 IF (AQN7>=10 AND AQN7<=19) abn7=2.
 IF (AQN7>=20 AND AQN7<=29) abn7=3.
 IF (AQN7>=30 AND AQN7<=39) abn7=4.
 IF (AQN7>=40 AND AQN7<=49) abn7=5.
 IF (AQN7>=50 AND AQN7<=99) abn7=6.
 IF (AQN7>=100 AND AQN7<=199) abn7=7.
 IF (AQN7>=200) abn7=8.
 IF (AQN7 = -2) abn7=-2.
 exe.

VARIABLE LABELS abn7 'How much claimant spent on travel as a result of the case (Banded)'.
 exe.

VALUE LABELS abn7
 1 'Under £10'
 2 '£10-£19'
 3 '£20-£29'
 4 '£30-£39'
 5 '£40-£49'
 6 '£50-£99'
 7 '£100-£199'
 8 '£200+'
 -2 "Don't know".
 exe.

 COMMENT Create new variable [abn8] (How much spent on telephone bills, letters and other forms of communication as a result of the case (Banded)).

```

IF (AQN8<10 & AQN8>-2) abn8=1.
IF (AQN8>=10 AND AQN8<=19) abn8=2.
IF (AQN8>=20 AND AQN8<=29) abn8=3.
IF (AQN8>=30 AND AQN8<=39) abn8=4.
IF (AQN8>=40 AND AQN8<=49) abn8=5.
IF (AQN8>=50 AND AQN8<=99) abn8=6.
IF (AQN8>=100 AND AQN8<=199) abn8=7.
IF (AQN8>=200) ABN8=8.
IF (AQN8 = -2) ABN8=-2.
exe.

```

VARIABLE LABELS abn8 'How much claimant spent on telephone bills, letters and other forms of communication as a result of the case (Banded)'.
exe.

VALUE LABELS abn8

```

1 'Under £10'
2 '£10-£19'
3 '£20-£29'
4 '£30-£39'
5 '£40-£49'
6 '£50-£99'
7 '£100-£199'
8 '£200+'
-2 "Don't know".
exe.

```

```

*****
COMMENT Create new variable [abn8b] (How much claimant lost on earnings as a result
of the case (Banded)).
*****

```

```

IF (AQN8B<5000 & AQN8B>-2) abn8b=1.
IF (AQN8B>=5000 AND AQN8B<=9999) abn8b=2.
IF (AQN8B>=10000 AND AQN8B<=19999) abn8b=3.
IF (AQN8B>=20000 AND AQN8B<=49999) abn8b=4.
IF (AQN8B>=50000) abn8b=5.
IF (AQN8B = -2) abn8b=-2.
exe.

```

VARIABLE LABELS abn8b 'How much claimant lost on earnings as a result of the case (Banded)'.
exe.

VALUE LABELS abn8b

```

1 'Under £5000'
2 '£5000-£9999'
3 '£10000-£19999'

```

4 '£20000-£49999'
 5 '£50000+'
 -2 "Don't know".
 exe.

 COMMENT Create new variable [Prevclaim] (How many employment tribunal claims claimant has ever made (including those who have made none)).

COMPUTE Prevclaim = aqb7.
 IF (ctype = 1 and (cqb1 = 2 or aqb41 = 2 or aqb41 = -2)) Prevclaim = 0.
 exe.

VARIABLE LABELS Prevclaim 'How many employment tribunal claims claimant has ever made (including those who have made none)'.
 exe.

VALUE LABELS Prevclaim
 -2 "Don't know".
 exe.

 COMMENT Create new variable [ebb12] (Number of cases the organisation has been involved in over the last 2 years (Banded)).

IF (EQB12=0) ebb12=0.
 IF (EQB12=1) ebb12=1.
 IF (EQB12=2) ebb12=2.
 IF (EQB12=3) ebb12=3.
 IF (EQB12=4) ebb12=4.
 IF (EQB12=5) ebb12=5.
 IF (EQB12=6) ebb12=6.
 IF (EQB12=7) ebb12=7.
 IF (EQB12=8) ebb12=8.
 IF (EQB12=9) ebb12=9.
 IF (EQB12=10) ebb12=10.
 IF (EQB12>=11 AND EQB12<=15) ebb12=11.
 IF (EQB12>=16 AND EQB12<=20) ebb12=12.
 IF (EQB12>=21) ebb12=13.
 IF (EQB12 = -2) ebb12=-2.
 exe.

VARIABLE LABELS ebb12 'Number of cases the organisation has been involved in over the last 2 years (Banded)'.
 exe.

exe.

VALUE LABELS ebb12

0 '0'

1 '1'

2 '2'

3 '3'

4 '4'

5 '5'

6 '6'

7 '7'

8 '8'

9 '9'

10 '10'

11 '11-15'

12 '16-20'

13 '21+'

-2 "Don't know".

exe.

```
*****
COMMENT Create new variable [Hearing] (Whether case involved a decision at tribunal
hearing).
```

```
*****
COMPUTE Hearing = 2.
```

```
IF (cqa110a = 1 or cqa110b = 1 or cqa110h = 3 or cqa110h = 4 or cqa110i = 1) Hearing =
1.
```

exe.

VARIABLE LABELS Hearing "Whether case involved a decision at tribunal hearing".

exe.

ADD VALUE LABELS Hearing

1 "Yes"

2 "No".

exe.

```
*****
COMMENT Create new variable [Attend] (Whether some at the organisation attended the
full tribunal hearing).
```

```
*****
COMPUTE Attend = 2.
```

```
IF (eq18 = 1 or eq150 = 1) Attend = 1.
```

```
IF (eq18 = -2 or eq150 = -2) Attend = -2.
```

IF (CTYPE = 1) Attend = -91.
exe.

VARIABLE LABELS Attend "Whether some at the organisation attended the full tribunal hearing".
exe.

ADD VALUE LABELS Attend
1 "Yes"
2 "No"
-2 "Don't know".
exe.

RECODE Attend (-91 = sysmis).
exe

COMMENT Create new variable [cql14b] (Length of hearing (in days)).

Compute cql14b = -91.
If (cql14h>=1) cql14b=cql14h/6.
If (cql14d>=1) cql14b=cql14d.
If (cql14 = -2 or cql14h = 0 or cql14h = -2 or cql14d = -2) cql14b=-2.
exe.

VALUE LABELS cql14b -2 "Not known".
exe.

VARIABLE LABELS cql14b "Length of hearing (in days)".
exe.

RECODE cql14b (-91 = sysmis).
exe.

COMMENT Create new variable [cbl14b] (Length of hearing (Banded)).

Compute cbl14b = -91.
If (cql14b > 0 and cql14b <.16666666666668) cbl14b = 1.
If (cql14b > .16666666666667 and cql14b <1) cbl14b = 2.
If (cql14b = 1) cbl14b = 3.
If (cql14b > 1) cbl14b = 4.
If (cql14b = -2) cbl14b = -2.

exe.

VALUE LABELS cbl14b

1 "One hour"
 2 "More than one hour but less than a day"
 3 "A day"
 4 "Two or more days"
 -2 "Not known".

exe.

VARIABLE LABELS cbl14b "Length of hearing (Banded) ".

exe.

RECODE cbl14b (-91 = sysmis).

exe.

 COMMENT Create new variable [cbl28] (How much money employer was ordered to give claimant (Banded)).

Compute cbl28 = -91.
 If (CQL28 >-1 and CQL28 <500) cbl28 = 1.
 If (CQL28 >499 and CQL28 <1000) cbl28 = 2.
 If (CQL28 >999 and CQL28 <1500) cbl28 = 3.
 If (CQL28 >1499 and CQL28 <2000) cbl28 = 4.
 If (CQL28 >1999 and CQL28 <2500) cbl28 = 5.
 If (CQL28 >2499 and CQL28 <3000) cbl28 = 6.
 If (CQL28 >2999 and CQL28 <4000) cbl28 = 7.
 If (CQL28 >3999 and CQL28 <5000) cbl28 = 8.
 If (CQL28 >4999 and CQL28 <9999) cbl28 = 9.
 If (CQL28 >9999 and CQL28 <249999) cbl28 = 10.
 If (CQL28 >24999) CBL28 = 11.
 If (CQL28 = -2) CBL28 = -2.

exe.

Value labels cbl28

1 "Less than £500"
 2 "£500 - £999"
 3 "£1000 - £1499"
 4 "£1500 - £1999"
 5 "£2000 - £2499"
 6 "£2500 - £2999"
 7 "£3000 - £3999"
 8 "£4000 - £4999"
 9 "£5000 - £9999"
 10 "£10,000 - £24,999"
 11 "£25,000+ "
 -2 "Don't know".

exe.

VARIABLE LABELS cbl28 "How much money employer was ordered to give claimant (Banded)".
EXE.

RECODE cbl28 (-91 = sysmis).
exe.

COMMENT Create new variable [cql3536net] (Whether claimant has had to take action to obtain payment by registering at the County Court).

COMPUTE cql3536net = -91.
IF (cql35 = 1 or cql36 = 1) cql3536net = 1.
IF (cql35 = 2 or cql36 = 2) cql3536net = 2.
IF (cql35 = -2 or cql36 = -2) cql3536net = -2.

VALUE LABELS cql3536net
1 "Yes"
2 "No"
-2 "Don't know".
exe.

VARIABLE LABELS cql3536net "Whether claimant has had to take action to obtain payment by registering at the County Court".
exe.

RECODE cql3536net (-91 = sysmis).
exe.

COMMENT Create new variable [cbl32b] (How many weeks after hearing money was paid (Banded)).

COMPUTE cbl32b = -91.
IF (cql32B >0 and cql32B <5) cbl32b = 1.
IF (cql32B >4 and cql32B <9) cbl32b = 2.
IF (cql32B >8) cbl32b = 3.
IF (CQL28 = -2) cbl32b = -2.
exe.

VARIABLE LABELS cbl32b "How many weeks after hearing money was paid (Banded)".
exe.

VALUE LABELS cbl32b
1 "0-4 weeks"
2 "5-8 weeks"

3 "9+ weeks"
 -2 "Don't Know".
 exe.

RECODE cbl32b (-91 = sysmis).
 exe.

```
*****
COMMENT Create new variable [EBN7TO] (Time spent by other staff on case (Banded))
COMMENT Create new variable [EBN7HO] (Time spent by other staff on hearing
(Banded))
COMMENT Create new variable [EBN7TM] (Time spent by directors and senior
management on case (Banded))
COMMENT Create new variable [EBN7HM] (Time spent by directors and senior
management on hearing (Banded))
COMMENT Create new variable [EBN7T] (Total time spent by staff at organisation on
case (Banded))
COMMENT Create new variable [EBN7TH] (Total time spent by staff at organisation on
tribunal hearing (Banded))
COMMENT Create new variable [ERN7TO] (Time spent by other staff on case (In days))
COMMENT Create new variable [ERN7HO] (Time spent by other staff on hearing (In
days))
COMMENT Create new variable [ERN7TM] (Time spent by directors and senior
management on case (In days))
COMMENT Create new variable [ERN7HM] (Time spent by directors and senior
management on hearing (In days))
COMMENT Create new variable [ERN7T] (Total time spent by staff at organisation on
case (In days))
COMMENT Create new variable [ERN7TH] (Total time spent by staff at organisation on
tribunal hearing (In days)).
*****
```

*COMMENT: TO DERIVE: EBN7TO - Time spent by organisation - Time spent by other staff on case (Banded).

```
DO IF (EQN7E=2 OR EQN7H=2).
  IF (NOT MISSING(EQN7CH)) temp1h=EQN7CH.
  IF (NOT MISSING(EQN7CD)) temp1d=EQN7CD.
END IF.
exe.
```

```
DO IF (MISSING(temp1h) AND MISSING(temp1d) AND EQN7H=2).
  IF (NOT MISSING(EQN7FH) AND MISSING(EQN9H)) temp1h=EQN7FH.
  IF (NOT MISSING(EQN7FD) AND MISSING(EQN9D)) temp1d=EQN7FD.
  IF (NOT MISSING(EQN7FH) AND NOT MISSING(EQN9H)) temp1h=EQN7FH+EQN9H.
  IF (NOT MISSING(EQN7FD) AND NOT MISSING(EQN9D)) temp1d=EQN7FD+EQN9D.
END IF.
exe.
```

```
DO IF (MISSING(temp1h) AND MISSING(temp1d)).
  IF (NOT MISSING(EQN9H))temp1h=EQN9H.
  IF (NOT MISSING(EQN9D))temp1d=EQN9D.
END IF.
exe.
```

```
IF (temp1h>=1 and temp1h<=4) EBN7TO=1.
IF (temp1h>=5 and temp1h<=8) EBN7TO=2.
IF (temp1h>=9 and temp1h<=15) EBN7TO=3.
IF (temp1h>=16) EBN7TO=4.
IF (temp1d=1) EBN7TO=3.
IF (temp1d=2) EBN7TO=4.
IF (temp1d>=3 and temp1d<=5) EBN7TO=5.
IF (temp1d>=6 and temp1d<=10) EBN7TO=6.
IF (temp1d>=11 and temp1d<=20) EBN7TO=7.
IF (temp1d>=21 and temp1d<=49) EBN7TO=8.
IF (temp1d>=50) EBN7TO=9.
exe.
```

**Syntax for ERN7TO - Time spent by organisation - Time spent by other staff on case (In days).

```
if (temp1h>=1 and temp1h<=16) ERN7TO=temp1h/8.
if (temp1d>=1) ERN7TO=temp1d.
exe.
```

**Syntax for EBN7HO - Time spent by organisation - Time spent by other staff on hearing (Banded).

```
DO IF (EQN7E=2 OR EQN7H=2).
  IF (NOT MISSING(EQN7DH)) temp2h=EQN7DH.
  IF (NOT MISSING(EQN7DD)) temp2d=EQN7DD.
END IF.
exe.
```

```
DO IF (MISSING(temp2h) AND MISSING(temp2d) AND EQN7H=2).
  IF (NOT MISSING(EQN7GH) AND MISSING(EQN10H)) temp2h=EQN7GH.
  IF (NOT MISSING(EQN7GD) AND MISSING(EQN10D)) temp2d=EQN7GD.
  IF (NOT MISSING(EQN7GH) AND NOT MISSING(EQN10H))
temp2h=EQN7GH+EQN10H.
  IF (NOT MISSING(EQN7GD) AND NOT MISSING(EQN10D))
temp2d=EQN7GD+EQN10D.
END IF.
exe.
```

```
DO IF (MISSING(temp2h) AND MISSING(temp2d)).
IF (NOT MISSING(EQN10H))temp2h=EQN10H.
```

```
IF (NOT MISSING(EQN10D))temp2d=EQN10D.
END IF.
exe.
```

```
IF (temp2h>=1 and temp2h<=4) EBN7HO=1.
IF (temp2h>=5 and temp2h<=8) EBN7HO=2.
IF (temp2h>=9 and temp2h<=16) EBN7HO=3.
IF (temp2h>=16) EBN7HO=4.
IF (temp2d=1) EBN7HO=3.
IF (temp2d=2) EBN7HO=4.
IF (temp2d>=3 and temp2d<=5) EBN7HO=5.
IF (temp2d>=6 and temp2d<=10) EBN7HO=6.
IF (temp2d>=11 and temp2d<=20) EBN7HO=7.
IF (temp2d>=21 and temp2d<=49) EBN7HO=8.
IF (temp2d>=50) EBN7HO=9.
exe.
```

*COMMENT TO DERVIE: ERN7HO - Time spent by organisation - Time spent by other staff on hearing (in days).

```
if (temp2h>=1 and temp2h<=16) ERN7HO=temp2h/8.
if (temp2d>=1) ERN7HO=temp2d.
exe.
```

*COMMENT TO DERVIE: EBN7TM - Time spent by organisation - Time spent by directors and senior management on case (Banded).

```
DO IF (EQN7E=1 OR EQN7H=1).
  IF (NOT MISSING(EQN7CH)) temp3h=EQN7CH.
  IF (NOT MISSING(EQN7CD)) temp3d=EQN7CD.
END IF.
exe.
```

```
DO IF (MISSING(temp3h) AND MISSING(temp3d) AND EQN7H=1).
  IF (NOT MISSING(EQN7FH) AND MISSING(EQN7HO)) temp3h=EQN7FH.
  IF (NOT MISSING(EQN7FD) AND MISSING(EQN7DA)) temp3d=EQN7FD.
  IF (NOT MISSING(EQN7FH) AND NOT MISSING(EQN7HO))
temp3h=EQN7FH+EQN7HO.
  IF (NOT MISSING(EQN7FD) AND NOT MISSING(EQN7DA))
temp3d=EQN7FD+EQN7DA.
END IF.
exe.
```

```
DO IF (MISSING(temp3h) AND MISSING(temp3d)).
IF (NOT MISSING(EQN7HO))temp3h=EQN7HO.
IF (NOT MISSING(EQN7DA))temp3d=EQN7DA.
END IF.
exe.
```

```

IF (temp3h>=1 and temp3h<=4) EBN7TM=1.
IF (temp3h>=5 and temp3h<=8) EBN7TM=2.
IF (temp3h>=9 and temp3h<=15) EBN7TM=3.
IF (temp3h>=16) EBN7TM=3.
IF (temp3d=1) EBN7TM=3.
IF (temp3d=2) EBN7TM=4.
IF (temp3d>=3 and temp3d<=5) EBN7TM=5.
IF (temp3d>=6 and temp3d<=10) EBN7TM=6.
IF (temp3d>=11 and temp3d<=20) EBN7TM=7.
IF (temp3d>=21 and temp3d<=49) EBN7TM=8.
IF (temp3d>=50) EBN7TM=9.
exe.

```

*COMMENT TO DERVIE: ERN7TM - Time spent by organisation - Time spent by directors and senior management on case (In days).

```

if (temp3h>=1 and temp3h<=16) ERN7TM=temp3h/8.
if (temp3d>=1) ERN7TM=temp3d.
exe.

```

*COMMENT TO DERVIE: EBN7HM - Time spent by organisation - Time spent by directors and senior management on hearing (Banded).

```

DO IF (EQN7E=1 OR EQN7H=1).
  IF (NOT MISSING(EQN7DH)) temp4h=EQN7DH.
  IF (NOT MISSING(EQN7DD)) temp4d=EQN7DD.
END IF.
exe.
DO IF (MISSING(temp4h) AND MISSING(temp4d) AND EQN7H=1).
  IF (NOT MISSING(EQN7GH) AND MISSING(EQN8H)) temp4h=EQN7GH.
  IF (NOT MISSING(EQN7GD) AND MISSING(EQN8D)) temp4d=EQN7GD.
  IF (NOT MISSING(EQN7GH) AND NOT MISSING(EQN8H))
temp4h=EQN7GH+EQN8H.
  IF (NOT MISSING(EQN7GD) AND NOT MISSING(EQN8D))
temp4d=EQN7GD+EQN8D.
END IF.
exe.

```

```

DO IF (MISSING(temp4h) AND MISSING(temp4d)).
IF (NOT MISSING(EQN8H))temp4h=EQN8H.
IF (NOT MISSING(EQN8D))temp4d=EQN8D.
END IF.
exe.

```

```

IF (temp4h>=1 and temp4h<=4) EBN7HM=1.
IF (temp4h>=5 and temp4h<=8) EBN7HM=2.

```


IF (temp4h>=8 and temp4h<=15) EBN7HM=3.
 IF (temp4h>=16) EBN7HM=4.
 IF (temp4d=1) EBN7HM=3.
 IF (temp4d=2) EBN7HM=4.
 IF (temp4d>=3 and temp4d<=5) EBN7HM=5.
 IF (temp4d>=6 and temp4d<=10) EBN7HM=6.
 IF (temp4d>=11 and temp4d<=20) EBN7HM=7.
 IF (temp4d>=21 and temp4d<=49) EBN7HM=8.
 IF (temp4d>=50) EBN7HM=9.
 exe.

*COMMENT TO DERVIE: ERN7HM - Time spent on case - Time spent by directors and senior management on hearing (In days).

if (temp4h>=1 and temp4h<=16) ERN7HM=temp4h/8.
 if (temp4d>=1) ERN7HM=temp4d.
 exe.

*COMMENT TO DERVIE: ERN7T and EBN7T - Time spent by organisation - Total time spent by staff at organisation on case (In days)
 & Total time spent by staff at organisation on case (Banded).

DO IF (NOT SYSMIS(ern7to)) OR (NOT SYSMIS(ern7tm)).
 if sysmis(ern7to) ern7to=0.
 if sysmis(ern7tm) ern7tm=0.
 COMPUTE ERN7T=ern7to+ern7tm.
 IF (ern7t>0 and ern7t<=0.5) EBN7T=1.
 IF (ern7t>0.5 and ern7t<1) EBN7T=2.
 IF (ern7t>=1 and ern7t<2) EBN7T=3.
 IF (ern7t>=2 and ern7t<3) EBN7T=4.
 IF (ern7t>=3 and ern7t<6) EBN7T=5.
 IF (ern7t>=6 and ern7t<11) EBN7T=6.
 IF (ern7t>=11 and ern7t<21) EBN7T=7.
 IF (ern7t>=21 and ern7t<50) EBN7T=8.
 IF (ern7t>=50) EBN7T=9.
 END IF.
 exe.

*COMMENT TO DERVIE: ERN7TH and EBN7TH - Time spent by organisation - Total time spent by staff at organisation on tribunal hearing (In days)
 & Total time spent by staff at organisation on tribunal hearing (Banded)'.
 exe.

DO IF (NOT SYSMIS(ern7ho)) OR (NOT SYSMIS(ern7hm)).
 if sysmis(ern7ho) ern7ho=0.
 if sysmis(ern7hm) ern7hm=0.
 COMPUTE ERN7TH=ern7ho+ern7hm.
 IF (ern7th>0 and ern7th<=0.5) EBN7TH=1.
 exe.

```

IF (ern7th>0.5 and ern7th<1) EBN7TH=2.
IF (ern7th>=1 and ern7th<2) EBN7TH=3.
IF (ern7th>=2 and ern7th<3) EBN7TH=4.
IF (ern7th>=3 and ern7th<6) EBN7TH=5.
IF (ern7th>=6 and ern7th<11) EBN7TH=6.
IF (ern7th>=11 and ern7th<21) EBN7TH=7.
IF (ern7th>=21 and ern7th<50) EBN7TH=8.
IF (ern7th>=50) EBN7TH=9.
END IF.
exe.

```

VARIABLE LABELS

```

EBN7TO 'Time spent by other staff on case (Banded)'
EBN7HO 'Time spent by other staff on hearing (Banded)'
EBN7TM 'Time spent by directors and senior management on case (Banded)'
EBN7HM 'Time spent by directors and senior management on hearing (Banded)'
EBN7T 'Total time spent by staff at organisation on case (Banded)'
EBN7TH 'Total time spent by staff at organisation on tribunal hearing (Banded)'.
exe.

```

VARIABLE LABELS

```

ERN7TO 'Time spent by other staff on case (In days)'
ERN7HO 'Time spent by other staff on hearing (In days)'
ERN7TM 'Time spent by directors and senior management on case (In days)'
ERN7HM 'Time spent by directors and senior management on hearing (In days)'
ERN7T 'Total time spent by staff at organisation on case (In days)'
ERN7TH 'Total time spent by staff at organisation on tribunal hearing (In days)'.
exe.

```

RENAME VARIABLES

```

(EBN7TO =ebn7to)
(EBN7HO =ebn7ho)
(EBN7TM = ebn7tm)
(EBN7HM = ebn7hm)
(EBN7T= ebn7t)
(EBN7TH = ebn7th)
(ERN7TO = ern7to)
(ERN7HO =ern7ho)
(ERN7TM = ern7tm)
(ERN7HM = ern7hm)
(ERN7T= ern7t)
(ERN7TH =ern7th).
exe.

```

VALUE LABELS EBN7TO EBN7HO EBN7TM EBN7HM EBN7T EBN7TH

```

1 '1-4 hours'
2 '5-8 hours'
3 '1 day'
4 '2 days'

```

5 '3-5 days'
 6 '6-10 days'
 7 '11-20 days'
 8 '21-49 days'
 9 '50+ days'.
 exe.

DELETE VARIABLES

temp1h,
 temp1d,
 temp2h,
 temp2d,
 temp3h,
 temp3d,
 temp4h,
 temp4d.
 exe.

 COMMENT Create new variable [abn9] (Total time claimant spent on case converted to days (Banded)).
 COMMENT Create new variable [arn9] (Total time claimant spent on case converted to days)).

IF ((AQN9H>=1 AND AQN9H<=8) OR AQN9D=1) abn9=1.
 IF ((AQN9H>=9 AND AQN9H<=16) OR AQN9D=2) abn9=2.
 IF ((AQN9H>=17 AND AQN9H<=24) OR AQN9D=3) abn9=3.
 IF ((AQN9H>=25 AND AQN9H<=32) OR AQN9D=4) abn9=4.
 IF ((AQN9H>=33 AND AQN9H<=40) OR AQN9D=5) abn9=5.
 IF ((AQN9H>=41 AND AQN9H<=48) OR AQN9D=6) abn9=6.
 IF ((AQN9H>=49 AND AQN9H<=56) OR AQN9D=7) abn9=7.
 IF ((AQN9H>=57 AND AQN9H<=64) OR AQN9D=8) abn9=8.
 IF ((AQN9H>=65 AND AQN9H<=72) OR AQN9D=9) abn9=9.
 IF ((AQN9H>=73 AND AQN9H<=112) OR (AQN9D>=10 AND AQN9D<=14)) abn9=10.
 IF ((AQN9H>=113 AND AQN9H<=152) OR (AQN9D>=15 AND AQN9D<=19)) abn9=11.
 IF ((AQN9H>=153 AND AQN9H<=232) OR (AQN9D>=20 AND AQN9D<=29)) abn9=12.
 IF ((AQN9H>=233 AND AQN9H<=392) OR (AQN9D>=30 AND AQN9D<=49)) abn9=13.
 IF ((AQN9H>=393 AND AQN9H<=792) OR (AQN9D>=50 AND AQN9D<=99)) abn9=14.
 IF (AQN9H>=793 OR AQN9D>=100) ABN9=15.
 exe.

if (aqn9h>=1) arn9=aqn9h/8.
 if (aqn9d>=1) arn9=aqn9d.
 exe.

VARIABLE LABELS abn9 'Total time claimant spent on case converted to days (Banded)'.

VARIABLE LABELS arn9 'Total time claimant spent on case converted to days'.
exe.

VALUE LABELS abn9

1 '1'
2 '2'
3 '3'
4 '4'
5 '5'
6 '6'
7 '7'
8 '8'
9 '9'
10 '10-14'
11 '15-19'
12 '20-29'
13 '30-49'
14 '50-99'
15 '100+'.
exe.

COMMENT Create new variable [ebn7a] (Number of staff within the organisation who
spent time on the case (Banded)).

IF (EQN7A=0) ebn7a=0.
IF (EQN7A=1) ebn7a=1.
IF (EQN7A=2) ebn7a=2.
IF (EQN7A=3) ebn7a=3.
IF (EQN7A=4) ebn7a=4.
IF (EQN7A=5) ebn7a=5.
IF (EQN7A>=6 AND EQN7A<=10) ebn7a=6.
IF (EQN7A>=11) ebn7a=7.
exe.

VARIABLE LABELS ebn7a 'Number of staff within the organisation who spent time on the
case (Banded)'.
exe.

VALUE LABELS ebn7a

0 '0'
1 '1'
2 '2'
3 '3'
4 '4'
5 '5'

6 '6-10'
7 '11+'.
exe.

```
*****
COMMENT  Create new variable [arqa42] (Length of unemployment in months (Banded)).
COMMENT  Create new variable [abqa42] (Length of unemployment (in months)).
*****
```

```
IF ((AQQA42A>=1 AND AQQA42A<=26) OR (AQQA42AI>=1 AND AQQA42AI<=6))
abqa42=1.
IF ((AQQA42A>=27 AND AQQA42A<=52) OR (AQQA42AI>=7 AND AQQA42AI<=12))
abqa42=2.
IF ((AQQA42A>=53 AND AQQA42A<=78) OR (AQQA42AI>=13 AND AQQA42AI<=18))
abqa42=3.
IF ((AQQA42A>=79 AND AQQA42A<=104) OR (AQQA42AI>=19 AND AQQA42AI<=24))
abqa42=4.
IF ((AQQA42A>=105) OR (AQQA42AI>=25)) abqa42=5.
IF (AQQA42A = -2 or AQQA42AI = -2 or AQQA42 = -2) abqa42 = -2.
```

```
if (aqqa42a>=1) arqa42=(aqqa42a*3)/13.
if (aqqa42ai>=1) arqa42=aqqa42ai.
If (abqa42 = -2) arqa42 = -2.
exe.
```

```
VARIABLE LABELS abqa42 'Length of unemployment in months (Banded)'.
VALUE LABELS abqa42 -2 "Don't know".
exe.
```

```
VARIABLE LABELS arqa42 'Length of unemployment (in months)'.
VALUE LABELS abqa42
1 '1-6'
2 '7-12'
3 '13-18'
4 '19-24'
5 '25+'
-2 "Don't know".
exe.
```

```
*****
COMMENT  Create new variable [Asex] (Claimant sex).
*****
```

```
RECODE CQA21 (ELSE=COPY) INTO Asex.
VARIABLE LABELS Asex 'Claimant Sex'.
```

VALUE LABELS Asex

1 'Male'
2 'Female'.

```
*****
COMMENT  Create new variable [Aage] (Claimant age).
*****
```

```
RECODE CQA22B (1,2=1) (3,4=2) (5,6=3) (7=4) INTO Cage.
VARIABLE LABELS Cage 'Claimant age'.
VALUE LABELS Cage
1 'Under 25'
2 '25-44'
3 '45-64'
4 '65 and Over'.
exe.
```

```
*****
COMMENT  Create new variable [Aethn] (Ethnicity net).
*****
```

```
COMPUTE Aethn=-91.
IF (aqqa23=1) Aethn=1.
IF (aqqa23=2) Aethn=4.
IF (aqqa23=3) Aethn=3.
IF (aqqa23=4) Aethn=2.
IF (aqqa23=5 or aqqa23=6 or aqqa23=7) Aethn=5.
exe.
```

```
VARIABLE LABELS Aethn "Ethnicity net".
ADD VALUE LABELS Aethn
1 "White"
2 "Black"
3 "Asian"
4 "Mixed"
5 "Other".
exe.
```

```
RECODE Aethn (-91 = sysmis).
exe.
```

```
*****
```

COMMENT Create new variable [Aunion] (Claimant Union membership).

RECODE AQA316B (1=1) (2= 2) (-2 = 2) INTO Aunion.
VARIABLE LABELS Aunion 'Claimant Union Membership'.
VALUE LABELS Aunion
1 "Claimant -Yes"
2 "Claimant - No / Don't know".
exe.

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