

# EXECUTIVE COUNCIL

## PUBLIC

<b>Title:</b>	Household Expenditure Survey 2017/18: Approval of data collection forms
<b>Paper Number:</b>	106/17
<b>Date:</b>	28 June 2017
<b>Responsible Director:</b>	Head of Policy
<b>Report Author:</b>	Economist
<b>Portfolio Holder:</b>	MLA M Poole
<b>Reason for paper:</b>	This paper is submitted to Executive Council:  For policy decision
<b>Publication:</b>	Yes
<b>Previous papers:</b>	ExCo 18/17 - A new household expenditure survey for Stanley
<b>List of Documents:</b>	HES 1718 Forms 1-3 and Form 4

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### 1. Recommendations

Honourable Members are recommended to approve:

- (a) Forms 1-4, specifying the data to be collected during the Household Expenditure Survey 2017/18.

### 2. Additional Budgetary Implications

2.1. None.

### 3. Executive Summary

3.1. Executive Council approval of the Household Expenditure Survey 2017/18 data collection forms is required by the Statistics Ordinance.

3.2. The proposed survey has been based the previous 2010/11 HES, and has been updated to reflect the availability of new goods and services and to improve clarity.

3.3. Recruitment of participating households has begun, to allow the survey to commence on 01 July 2017, pending approval of the attached forms.

#### **4. Background**

4.1. On 25 January 2017, Honourable Members approved the Policy Unit's proposal to carry out a Household Expenditure Survey (HES) spanning 2017 and 2018.

4.2. The Attorney General advised that, to comply with the Statistics Ordinance, Executive Council must approve the data to be collected and the format for collection.

4.3. The Policy Unit has drafted questions for the Household Expenditure Survey 2017/18 based on those from the 2010/11 Survey. Some amendments have been made to reflect the availability of new services, to improve clarity, and to ensure that the HES produces data that is fit to use to create a new basket of goods for the retail prices index and for other purposes.

4.4. The purpose of the HES is to collect data on household spending, which can be used to inform future policy recommendations and decisions, as well as to provide Members and Falkland Islanders with information about cost of living and affordability.

4.5. Forms 1 - 3, which will primarily be distributed as Excel spreadsheets, are designed to gather expenditure data. Form 1 covers all items of expenditure made in a one month period. Form 2 covers recurring (monthly, quarterly or annual) expenditure, and Form 3 covers all high value (>£200) expenditure throughout the year. Form 4 records some key characteristics of each household. Instructions for completion are included on each form.

4.6. Participating households will be asked to complete Forms 1 and 2 on four occasions spread through a twelve month period. They will be asked to complete Form 3 throughout the survey period when the expenditure is made, and to submit the form at the end of the survey. Form 4 is to be included with the first submission.

4.7. Samples of completed forms will be sent to each participating household and a contact number for more assistance will also be available.

4.8. Participants will also be sent a covering letter explaining the purpose of the household expenditure survey and stating that the confidentiality of their data will be maintained, in accordance with the provisions of the Statistics Ordinance.

#### **5. Options and Reasons for Recommending Relevant Option**

5.1. Honourable Members are asked to approve the attached Household Expenditure Survey 2017/18 forms.

#### **6. Resource Implications**

### 6.1. Financial Implications

A budget of £15,000 was approved by ExCo in January 2017 to carry out the HES, and is included in the 2017/18 Policy Unit budget. This funding includes stipends for each participating household, which will be disbursed in the form of vouchers at various Stanley retailers. Participating households will be given a £30 voucher for each completed quarterly report.

### 6.2. Human Resource Implications

The Household Expenditure Survey will be carried out and analysed using existing Policy Unit staff resources. No additional resources will be required.

### 6.3. Other Resource Implications

None.

## **7. Legal Implications**

7.1. Under the Statistics Ordinance, all data collected is confidential and will be protected. All Policy Unit staff who work on the survey have taken the Statistics Oath.

## **8. Environmental & Sustainability Implications**

8.1. None.

## **9. Significant Risks**

9.1. None.

## **10. Consultation**

10.1. The Attorney General has advised on the requirements of the Statistics Ordinance.

## **11. Communication**

11.1. The data collection forms and questions as approved by Honourable Members will be used by the Policy Unit in carrying out the Household Expenditure Survey 2017/18. Finalized and approved forms will be sent to participating households as soon as they are available.

11.2. Recruitment for survey participants is underway, in anticipation of a July 01 2017 launch date.

11.3. Notices inviting households to participate in the survey have been published in the Penguin News and on FIG social media sites.

### **Schedule of suggested deletions to enable publication of paper**

No suggested deletions.

**Falkland Islands Government Policy Unit**

**Household Expenditure Survey 2017/18**



**Form 1 - Expenditure diary**

**Period:**

DATE OF PURCHASE	ITEM DESCRIPTION	BRAND	SUPPLIER	NUMBER	SIZE	UNITS (e.g. litres, kilograms etc.)	PRICE

**INSTRUCTIONS FOR COMPLETION**

Please record all expenditure made during the month, by all members of the household. This should include all purchases of goods **and** services.

You should record physical and digital purchases, e.g. e-books and music downloads as well as food, fuel and so on.

Please also include all services you purchase, such as taxi fares, haircuts and house cleaning.

Include all expenditure made in the Falklands, on the internet or through mail order. Purchases made while overseas should be included on Form 3.

In the Supplier column, please state the person or business you bought the good or service from. For example, you might enter the Chandlery, Falklands 4x4, Amazon.co.uk or the Malvina House Hotel.

In the Price column, please enter the price paid for all the items listed in the row (for example, if you bought three bananas for £1 each, you should enter £3).

**Falkland Islands Government Policy Unit**

**Household Expenditure Survey 2017/18**



**Form 2 - Recurring expenditure**

Period:

**INSTRUCTIONS FOR COMPLETION**

Please enter all recurring items of expenditure that your household made in the current month and the two preceeding months.

If your household did not purchase an item that is listed, please enter "none" in the cost column.

In the number column, please list, where applicable, the count or volume of items you have purchased. For example, if your household has 3 mobile phone contracts, enter the number 3, and if your household purchases 100 litres of kerosene write 100 litres.

PERIOD (weekly, monthly, annual)	DESCRIPTION	NUMBER	COST
	Rent Mortgage payments Stanley Service Charge Electricity (on meter - if you purchase electricity cards please enter these on Form 1) Telephone - landline Telephone - mobile (if you have a mobile contract - if you use pay as you go, please enter any top ups made during the month on Form 1). Internet - monthly charge KTV Website, newspaper or other subscriptions (there is no need to give details of which ones you subscribe to) Kerosene (for heating) Diesel (for heating) Gas Peat (cutting, rickling and hauling)  Building insurance Contents insurance Vehicles insurance Other insurance (please list)  Driving license Road tax		

Other monthly or annual items not included above (please list):

PERIOD (weekly, monthly, annual)	DESCRIPTION	NUMBER	COST

**Falkland Islands Government Policy Unit**

**Household Expenditure Survey 2017/18**



**Form 3 - Expenditures of £200 or more within the last year**

**Period:**

DATE PURCHASED	DESCRIPTION	SUPPLIER	COST

**INSTRUCTIONS FOR COMPLETION**  
Please give details of all purchases over £200 during the past 12 months by any household member. Examples include: vehicles, vehicle and household repairs and maintenance, washing machines, poly-tunnels, furniture etc.

In the Supplier column, please enter the shop where you bought the item, the website or supplier if you bought it online or through mail order, the tradesperson or other provider of services, or note that it is a private sale.

Please include expenditure on domestic and international flights (in this case, even if they cost less than £200), as well as an estimate of expenditure made while off the Islands during the year.

The Household Expenditure Survey 2017/18 is carried out under the Statistics Ordinance. All data collected will be kept confidential (in accordance with sections 17-20 of the Statistics Ordinance), and no information that allows individual households to be identified will be published or otherwise released.





# Falkland Islands Government Policy Unit



## Household Expenditure Survey 2017/18

Form 4 - Household Details for 2017/18 for \_\_\_\_\_ (name)

Please answer the following questions, which will be used to ensure that the results of the survey correspond to the overall household composition and total household income pattern in Stanley.

1. How many people were **usually** resident at this address during the month (resident for more than 15 days during the month)? Number of people: \_\_\_\_\_

2. Please give the following details about each person **usually** resident in the household, starting with the householder or joint householders:

PERSON NUMBER	SEX ('M' OR 'F')	AGE LAST BIRTHDAY	OCCUPATION (e.g. builder, accountant, retired, student)
1			
2			
3			
4			
5			
6			
7			

3. Please indicate the **total** annual household income by ticking the appropriate selection:

<£10,000 \_\_\_\_\_  
 £10,001 - £20,000 \_\_\_\_\_  
 £20,001 - £40,000 \_\_\_\_\_  
 £40,001 - £60,000 \_\_\_\_\_  
 £60,001 + \_\_\_\_\_

4. Please show the ownership of the dwelling by ticking the appropriate selection:

Owner-occupied		Rented	Other	
Owned outright	Owned with mortgage	From FIG	Other rented	Please describe
_____	_____	_____	_____	_____

5. Number of bedrooms in the dwelling \_\_\_\_\_.

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