

## Annex 4.1 Glossary of terms

<b>Adult</b>	An individual who is not a dependent child (i.e. 16 plus years or 18 plus years if still in education)
<b>Affordable housing</b>	According to DETR guidance on housing needs this is defined as housing of an adequate standard which is cheaper than that generally available in the local housing market.
<b>Amenities Basic</b>	<ul style="list-style-type: none"> <li>• A fixed bath or shower</li> <li>• A wash hand basin (whb)</li> <li>• A kitchen sink</li> <li>• An internal w.c.</li> <li>• A hot and cold water supply at three points (bath/shower, w.c and whb)</li> </ul>
<b>Amenities Newer</b>	<ul style="list-style-type: none"> <li>• Central heating</li> <li>• Double glazing</li> <li>• Roof insulation</li> <li>• Absence of lead piping to main drinking water supply</li> <li>• Modern electrical wiring</li> </ul>
<b>Below the Tolerable Standard</b>	<p>A property that is not :</p> <ul style="list-style-type: none"> <li>• Structurally stable</li> <li>• Free from rising and penetrating damp</li> <li>• Piped wholesome water</li> <li>• Sink with satisfactory hot and cold water</li> <li>• Cooking facilities</li> <li>• Exclusive use of and suitably located w.c</li> <li>• Access to external doors</li> <li>• Drainage and disposal of foul and surface water</li> <li>• Provision for natural and artificial lighting, ventilation and heating</li> </ul>
<b>Claimant count unemployment</b>	The claimant count measures the number of people who are claiming unemployment-related benefits, that is, Jobseeker's Allowance.
<b>Communal establishment</b>	According to the Census, a communal establishment is defined as "an establishment providing managed residential accommodation".
<b>Condensation</b>	<p>In the 2002 Scottish House Condition Survey two assessments of condensation were made:</p> <ul style="list-style-type: none"> <li>• Surveyors were asked to assess the <u>extent</u> to which condensation (surface and interstitial) affected a room</li> <li>• Households were asked about the <u>effects</u> of condensation, including damage to paint, stained walls, wet walls, and mould on hard surfaces and/or soft surfaces.</li> </ul> <p>Note that steamed windows were not included in this assessment.</p>
<b>Concealed Household</b>	Adult individuals, couples or lone parent families living as part of other households of which they are neither the head nor the partner of the head.
<b>Consumer spending</b>	Represents personal expenditure on goods and services, consisting of household expenditure on goods and services (including income in kind, imputed rent of owner-occupied dwellings and administrative costs of life assurance and superannuation schemes) and final expenditure by non-profit-making bodies. Note that interest payments, all business expenditure and the purchase of land and buildings are excluded
<b>Council tax</b>	The tax payable by the resident to the local authority, relating to the value of the property and the services provided in that area

<b>Dampness</b>	The Tolerable Standard stipulates that a dwelling must be “substantially free” of both rising and penetrating dampness in order to be considered habitable. In the 2002 Scottish House Condition Survey both surveyors and households were asked to assess, respectively, the <u>extent</u> and <u>effects</u> of dampness. Surveyors were asked to focus on dampness arising from lack of proper DPC or major disrepair to the roof (disregarding small problems caused by defective pointing). Extent was defined largely by the <u>length</u> of the wall affected.
<b>Data Zone</b>	Data zones exist in Scotland and are the core geography for Scottish Neighbourhood Statistics. There are 6505 data zones, which are built from 2001 Census Output Areas and each contains between 500 and 1000 residents. Data zones are intended to be a stable geography.
<b>Dependent child</b>	The 1991 census definition of a dependent child was updated for the 2001 census: <ul style="list-style-type: none"> <li>• <b>1991:</b> A person aged under 16; or aged 16-18, never married, in full-time education and economically inactive.</li> <li>• <b>2001:</b> A person under 16; or aged 16-18 in full-time education and living in a family with his/her parents.</li> </ul>
<b>Digital Boundaries</b>	Digital boundaries are electronic (as opposed to paper) records of geographic boundaries. Digital boundary sets can be used in geographic information systems (GIS) to create maps or to facilitate data analysis.
<b>Dwelling</b>	A dwelling can consist of one household space (an unshared dwelling) or two or more household spaces (a shared dwelling). <ul style="list-style-type: none"> <li>• A dwelling is <u>occupied</u> if at least one of the household spaces within it is occupied.</li> <li>• A dwelling is <u>vacant</u> if all of the household spaces within it are vacant.</li> </ul>
<b>Employee in employment</b>	Someone employed by a company or the government who receives a wage and pays National Insurance and income tax
<b>Employers' contributions</b>	Includes employers' National Insurance contributions plus other payments, chiefly to superannuation and other pension funds. This item also includes compensation payments by employers to injured employees and redundancy payments made by employers which are not covered by rebates from the Redundancy Fund
<b>Forecasting</b>	The practice of making predictions about future economic and demographic variables as a basis for decision making. Various methods can be used, including extrapolation and econometric techniques. No forecasting will generate completely accurate predictions. Consequently users need to exercise judgement in using individual or combining different forecasts.
<b>Fuel Poverty</b>	A household is said to be ‘fuel poor’ where it cannot afford to keep its home warm; the government definition is where a household has to spend more than 10% of its income on fuel to keep warm.
<b>GDP</b>	Gross domestic product is a measure of the total flow of goods and services produced in an economy. The output estimate is obtained by valuing the output of goods and services at market prices, and then aggregating. All intermediate products are excluded, because the values of such goods are implicitly included in the prices of the final goods
<b>Geographic Information System (GIS)</b>	Geographic information systems (GIS) are computer-based systems for managing, analysing and presenting geographically referenced data.
<b>Gross National Output</b>	Measures the added value of the output of industry. Value added is the difference between total revenue of a firm and the cost of bought-in raw materials, services and components. Output for each industry is summed, along with adjustments, to produce total output, i.e. GDP. Output data are usually only given at constant prices, i.e. to obtain data in volume terms. The changes in output are measured against a base year, using the value of the change of output from the base year as weights

<b>Headship rate</b>	Measures the proportion of individuals in a population, in a particular age/sex/marital status group, who head a household. Projected headship rates are applied to projected populations to produce projected numbers of households.
<b>Household</b>	<p>Ether one person living alone, or a group of people (who may or may not be related) living at the same address with common housekeeping.</p> <p>The ONS harmonisation project definition of household is similar: one person or a group of people who have the accommodation as their only or main residence AND (for a group) either share at least one meal a day OR share the living accommodation, that is, a living room or sitting room</p> <p>The definition of 'household' used in the licensing of houses of multiple occupancy differs significantly from the above definition: persons who are all members either of the same family or of one or other of 2 families.</p>
<b>Household population</b>	The population living in private households excluding those living in communal establishments and other institutions. This provides base figures for household surveys and informs planning and housing policies.
<b>Housing demand</b>	The quantity and type/quality of housing which households wish to buy or rent and are able to afford.
<b>Housing Market Area</b>	Functional boundary defined in accordance with the housing search and purchase decisions of households resident in an area that are typically changing or moving home for non-work or long distance migration reasons.
<b>Housing need</b>	<p>Refers to households lacking their own housing or living in housing which is inadequate or unsuitable, who are unlikely to be able to meet their needs in the housing market without some assistance.</p> <p>Backlog of need refers to those actual and potential households whose current housing circumstances, at a point in time, fall below accepted minimum standards (e.g. households living in overcrowded conditions, unfit or seriously defective housing and homeless people living in temporary accommodation or sharing with others.</p> <p>Newly arising need refers to new households which are expected to form over a period of time and are likely to require some form of assistance to gain suitable housing, together with other existing households whose circumstances change over the period so as to place them in a situation of need.</p>
<b>Housing requirements</b>	The total amount and type of housing necessary to accommodate a given (or projected) population at appropriate minimum standards. This includes both housing needs as defined above and housing likely to be demanded in the market.
<b>ILO / Official unemployment</b>	The governments preferred measure of unemployment uses the International Labour Organisation (ILO) definition of unemployment which covers people who are: out of work, want a job, have actively sought work in the previous 4 weeks and are available to start work within the next 2 weeks; or out of work and have accepted a job that they are waiting to start in the next 2 weeks.
<b>Imputation</b>	Imputation is the process of estimating an unknown value.
<b>Income from employment</b>	Income accruing to both full and part-time employees. It is therefore equal to the number of employees multiplied by their wages. The earnings of HM Forces are also included.
<b>Income from self-employment</b>	Defined as earnings by the self-employed.
<b>Income tax</b>	The income payable to central government as a result of prevailing direct taxes

<b>Institutional population</b>	The population living in institutions such as colleges and university halls of residence, boarding schools, armed forces accommodation, prisons, care homes or sheltered accommodation.
<b>Involuntary shares</b>	A situation where single adults and couples are living in shared accommodation because of the lack of self contained accommodation. An involuntary sharer differs from a concealed household or a potential single household in that no one household living in the property can be identified as the main occupiers of a property.
<b>Job gap unemployment</b>	Definition used by the ILO (International Labour Organisation), to include those that would like to work but, for whatever reason, are unwilling or unable to sign on. It reflects labour force growth and participation rates as well as trends in the level of employment
<b>Local House Condition Survey</b>	Survey of the condition of private sector housing stock in an area against national quality standards.
<b>(Long Distance) Migration</b>	The movement of people between geographical areas - in the context of LHSA primarily defined as flows between housing markets or housing systems.
<b>Map Scale</b>	Map scale refers to the extent to which reality is reduced to display it on a map. A scale of 1:25,000 means that 1 centimetre on the map represents 25,000 centimetres (250 metres) on the ground. .
<b>National income</b>	Payment received for the hire of factors of production. Therefore income is made up of wages received by workers, rents received by the owners of land and property and profits and interest received by entrepreneurs and the owners of capital
<b>National insurance</b>	Consists of total national insurance payments by employed individuals
<b>Non-dependent Child</b>	There is no age limit on the term child or the marital status of a child; for example a married couple living with their son aged 40 would be classified as a married couple with a child.
<b>Non-self contained accommodation</b>	Accommodation where households share a kitchen, bathroom or toilet with another household, or they share a hall or staircase which is needed to get from one part of the accommodation to another.
<b>Ordnance Survey</b>	Ordnance Survey is the national mapping agency for Great Britain
<b>Out of term population</b>	The population based on usually resident in an area out of term-time. Figures on this basis could help to provide a better indication of the relative pressures on services at different times of the year in towns or cities where the student population is a significant proportion of the total.
<b>Participation rate</b>	The number of people in the workforce, as a percentage of the working population
<b>Pensionable age</b>	The age at which the state pension becomes payable, i.e. 65 years for males and 60 years for females.
<b>Pensioner</b>	A person of pensionable age or over.
<b>Personal income</b>	Incomes from employment; employers' contributions; current grants; income from self-employment; rents, net interest and dividends. The following deductions are then made: income tax; national insurance; council tax; income from self-employment; rents, net interest and dividends

<b>Postcode Address File (PAF)</b>	The Postcode Address File (PAF) is a database of all UK addresses and postcodes. It is produced by Royal Mail and is continuously updated
<b>Postcode area (PO)</b>	The first part of the code for the location of the delivery office to which mail is sent.
<b>Postcode district (PO1)</b>	The second part of the code for the location of the delivery office to which mail is sent. There are approximately 20 postcode districts in an area.
<b>Postcode sector (PO1 3)</b>	This part of the code refers to the delivery point. Postcode sectors tend to be larger than local authority wards, varying more in size. There are currently 950 postcode sectors in Scotland; each sector contains around 2000 households (c5,400 people).
<b>Postcode unit (PO1 3AX)</b>	The second part of the code for the location of the delivery point. There are approximately 140,000 postcode units in Scotland; each unit contains on average 15 households (although this can range from 1 to 100).
<b>Potential household</b>	Individuals living within a household but who would prefer to live in their own separate accommodation, and/or are intending to move to separate accommodation, rather than continuing to live with their 'host' household.
<b>Productivity</b>	The number of units of output produced per unit of productive input used (e.g. labour)
<b>Projection</b>	Prediction made by extrapolating from past observations
<b>Real personal disposable income</b>	Personal disposable income deflated by consumer prices. Personal disposable income can be either spent or saved
<b>Register of Sasines</b>	Register of deeds relating to land and heritable property.
<b>Registered Social Landlord (RSL)</b>	Social landlord (non profit making) registered with and monitored by the Government as required by the Housing (Scotland) Act 2001.
<b>Right to Buy (RTB)</b>	The legal right of some local authority and housing association tenants to buy their home at a price below the full market value, if they have been living there for a certain period of time
<b>Rooms</b>	Both living rooms and bedrooms are included. The definition of a room changed between the 1991 and 2001 censuses. In the 2001 Census, all kitchens regardless of size were counted as a common room but in the 1991 Census small kitchens (under 2 metres wide) were excluded. In 2001 two rooms converted into one were counted as one room but in 1991 no such clarification was provided.
<b>Savings</b>	Defined as the residual between disposable income and spending
<b>Scottish Housing Quality Standard</b>	Recently announced physical quality standard which all of Scotland's housing should meet. The standard covers serious disrepair, energy efficiency, modern facilities/services, and health/safety/security.
<b>Self-employed</b>	Someone who runs a business organisation with only one owner, called sole proprietorship. For tax purposes, he or she would be classed as self-employed. This is the most common form of business organisation in the UK by number, although sole proprietorships produce a comparatively small share of total UK output.

**Socio-Economic Classification (NS-SEC)**

Introduced by the Government to replace Social Class based on Occupation (Registrar General's Social Class) and Socio-Economic Groups (SEG) the [National Statistics - socio-economic-classification](#)<sup>1</sup> is summarised below:

1	Higher managerial and professional occupations
1.1	Large employers and higher managerial occupations
1.2	Higher professional occupations
2	Lower managerial and professional occupations
3	Intermediate occupations
4	Small employers and own account workers
5	Lower supervisory and technical occupations
6	Semi-routine occupations
7	Routine occupations
8	Never worked and long-term unemployed

**Single Regulatory Framework**

Single regulation and inspection framework operated by Communities Scotland for housing related functions of Council's and Registered Social Landlords.

**Social Inclusion Partnership Area**

Specific geographical area covered by an area-based SIP.

**Social Inclusion Partnership (SIP)**

Aimed at co-ordinating activity in a specified area or under a specific theme to promote social inclusion, prevent social exclusion and develop innovative models of working.

**Standard Industrial Classification (SIC)**

The Standard Industrial Classification (SIC) is used to classify business establishments and other statistical units by the type of economic activity in which they are engaged. Further information on the SICs can be obtained from the Central Statistical Office.

**2003 Classification:**

SIC Code	Description
A	Agriculture, hunting and forestry
B	Fishing
C	Mining and quarrying
D	Manufacturing
E	Electricity, gas and water supply
F	Construction
G	Wholesale and retail trade; repair of motor vehicles, motorcycles, personal and household goods
H	Hotels and restaurants
I	Transport, storage and communication
J	Financial intermediation
K	Real estate, renting and business activities
L	Public administration and defence; compulsory social security
M	Education
N	Health and social work
O	Other community, social and personal services
P	Private households with employed persons
Q	Extra-territorial organisations and bodies
X	Unclassified

<sup>1</sup> [http://www.statistics.gov.uk/nsbase/methods\\_quality/ns\\_sec](http://www.statistics.gov.uk/nsbase/methods_quality/ns_sec)

**Standard Occupational Classification (SOC2000)**

The Standard Occupational Classification was first published in 1990 to replace both the Classification of Occupations 1980 (CO80) and the Classification of Occupations and Dictionary of Occupational Titles (CODOT). SOC1990 was revised in 2000 to improve alignment with the International Standard Classification of Occupations, and in light of the issues highlighted by work on the development of the National Statistics Socio-Economic Classification. The classification is broken into 4 tiers. The top tier of major occupation groups is listed below. Further information is available at: [National Statistics -socio economic-classification](http://www.statistics.gov.uk/methods_quality/ns_sec/soc2000.asp)<sup>2</sup>

**SOC2000 Major groups:**

1	Managers and senior officials
2	Professional occupations
3	Associate professional and technical occupations
4	Administrative and secretarial occupations
5	Skilled trades occupations
6	Personal service occupations
7	Sales and customer service occupations
8	Process, plant and machine operatives
9	Elementary occupations

**Travel to Work Area (TTWA)**

Travels to Work Areas (TTWAs) reflect reasonably self-contained zones in which the bulk of the resident population also work. They are built from 1991 electoral wards but no account is taken of local authority boundaries. TTWAs do not however cross national boundaries.

**Total employment**

The number of employees in employment, plus the number of self-employed, plus those in the armed forces and those on government training schemes

**Workforce**

The number of people within the working population who are working or who are willing to work but are unemployed

**Working population**

Defined as those people over 16

<sup>2</sup> [http://www.statistics.gov.uk/methods\\_quality/ns\\_sec/soc2000.asp](http://www.statistics.gov.uk/methods_quality/ns_sec/soc2000.asp)