

Vacant Follow Up Survey (VFUS) **Task 2 - Information & Instruction Sheet**

Information

Background

The 2001 Census will provide a count of the number of dwellings identified by enumerators as being vacant on census night. The enumerator has recorded building type (detached etc), whether accommodation is self-contained and the lowest floor level of the accommodation. They will not have recorded any further information about these dwellings. The Vacant Follow Up Survey will obtain information about the reasons for vacancy, tenure, type and physical state of the building. Similar surveys were carried out following both the 1981 and 1991 Censuses. The General Register Office for Scotland (GROS) managed these, and will also be managing the 2001 Follow Up Survey on behalf of the Scottish Executive. No information about individual properties would be passed to the Scottish Executive, only summary statistics.

What is the purpose of this survey?

The purpose of this survey is to validate the assessment of the property made on Census night and to provide additional information about the empty properties, as stated in the previous section. The results will be grossed up to provide estimates at national level on the numbers of vacant dwellings with certain characteristics. Dwellings are being selected in such a way that we will be able to produce such estimates for rural and urban Scotland separately.

What are the benefits of the survey?

The benefits of the survey are to provide robust, comprehensive information to support the development of policy on empty housing, and to provide data to underpin the re-basing of the household estimates at national, rural/urban and possibly local levels.

How many properties will be surveyed?

At least 4,000 dwellings in Scotland will be included in the sample i.e. about 4% of all vacant dwellings. Given that some local authorities have funded an increase in the sample in their areas to 10%, the final number of dwellings to be included in the sample is around 6000.

What are my main duties?

Your main duties are

- To visit the properties which were identified as being vacant on census night and to make a visual inspection of the buildings.
- To gather information about each of the properties from either an occupier (if the property has become occupied since the Census), from an owner (if the owner can be identified) or otherwise from a neighbour, and to record this information on a VFUS form (VFUS 1). If necessary, up to two return visits would be made to each property.
- To return completed Vacant Follow Up Survey forms (VFUS 1 forms) to GROS in Edinburgh.

How will this information be recorded?

A Vacant Follow Up Survey form (VFUS 1) has been designed for this survey. The form comprises one double sided A4 sheet of paper with a number of tick boxes and spaces for written responses.

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What is the fee for doing this work?

The fee for gathering information for Task 2 will be £10 per property, plus travel and telephone expenses. The travel rates are those used in the 2001 Census and detailed in the Delivery Handbook.

What is the situation as regards confidentiality and data protection?

The same rules that apply to the 2001 Census will also apply to this survey. **Each individual should have read a three page document on Confidentiality Guidelines and have completed, signed and returned the reply slip.**

Instructions

1. Stage 1 – Preparation

1.1 Initial steps

Step 1

Please ensure that you have received a complete survey pack. Your survey pack should include the following:

- **Vacant Follow Up Survey forms** (VFUS 1 forms) – the number of VFUS 1 forms you receive should be equal to the number of vacant properties identified on the sample lists and the continuation sheets, if applicable (i.e. the number of ‘V’s in the ‘SURVEY’ column). A few extra forms have also been included in your pack to allow for spoiled forms etc. A number is written on the bottom right hand corner of the address label of the envelope which has been sent to you. This number indicates the number of forms which have been included in your pack.
- **Guidance notes** on completing the VFUS 1 forms
- **Sample lists** in which the ‘SURVEY’ column contains ‘V’s completed in Task 1
- **Letter of authority** to be shown during your survey work
- **Extracts from the Delivery Handbook**
- **Mileage log**
- **Expenses form**
- **Hours worked log**
- **Large reply envelope** with FREEPOST address

If there is anything missing, please contact Jan McKenzie on **0131 314 4697**.

Step 2

Read the information given in the Delivery Handbook, including the definition of ‘vacant accommodation’.

Step 3

Read through the Vacant Follow Up Survey form (VFUS 1) in order to familiarise yourself with the information which is to be recorded by yourself and the questions to be asked of interviewees.

You should note that the date given in questions C9 and C11 (i.e. 30 June 2001) should be ignored.

1.2 Section A – Information from sample lists (and continuation sheets, if applicable)

Step 4

For each property which has a ‘V’ recorded in the ‘SURVEY’ column of the sample lists and continuation sheets (where applicable), please complete Section A of the Vacant Follow Up Survey form (VFUS 1), using information from the sample lists (please use block capitals and black ink).

Step 5

Plan your visits by looking at the addresses of the properties which have a ‘V’ recorded in the ‘SURVEY’ column of the sample lists. By identifying the addresses which are close to one another, this may help you to

plan your visits to these properties and to see which ones could be visited on the same day. Decide how you will travel to the properties and make any necessary arrangements.

2. Stage 2 – Survey

2.1 Section B – Survey control

Step 6

Enter the day, month and time of your first visit to a property in the relevant row in Section B of the VFUS 1 form. You may also find it helpful to record this information in the ‘SURVEY CONTROL’ section of the sample lists.

2.2 Section C – Visual Inspection

Step 7

- Complete question C1 by entering one code (from 1 to 7) (*See Note 1 in the Guidance Notes*).
- Complete question C2 by ticking one box (*See Note 2 in the Guidance Notes*).
- Complete question C3 by ticking one box.
- Complete question C4 by ticking one box. If you tick the ‘Yes’ box, then this is the end of the survey for this particular property, ‘End survey’. Otherwise please proceed to question C5.
- If applicable, complete question C5 by ticking one box. If you tick the ‘Yes’ box, then this is the end of the survey for this particular property i.e. ‘End survey’. Otherwise please proceed to question C6.
- If applicable, complete question C6 by ticking all the boxes which apply.
- If applicable, complete question C7 by giving an estimate of the number of rooms in the dwelling.
- If applicable, complete question C8. If you tick the ‘Yes’ box, then go to question C11. Otherwise go to question C9.
- If applicable, try to establish contact with an occupier, owner or other responsible person e.g. neighbour and try to establish whether he/she will give an interview (*See Note 3 in the Guidance Notes*).

2.3 Section D

Step 8

- If applicable, answer questions D1 to D4 as at the time of the census only (*See Note 4 in the Guidance Notes*).
- If applicable, answer questions D5 to D7 as at the time of the census, if known. Otherwise if still vacant, give the situation now. (*See Note 5 in the Guidance Notes*).
- If applicable, answer question D8 if you wish to record any additional information.

Step 9

If on the first visit to the property 'End survey' has not been reached (i.e. the survey has not been completed) a second or third visit to the property needs to be made. Please ensure that the times and dates of each visit are recorded in Section B. You may find that visiting the property at different times of the day are more productive (e.g. if there was no response when visiting in the morning on the first visit then the second visit should be made in the afternoon or evening).

3. Stage 3 – Return of information

Step 10

Ensure that a VFUS 1 form has been completed for each property which has a 'V', recorded in the 'SURVEY' column of the sample lists.

Step 11

Complete the mileage log, expenses form, hours worked log and the Return Sheet.

Step 12

Post back all completed VFUS 1 forms (using the **FREEPOST** envelope provided) together with sample lists, continuation sheets (if applicable), letter of authority, mileage log, expenses form, hours worked log, any unused forms (VFUS 1) and the Return Sheet.

If you have any questions about how the VFUS 1 forms should be completed or any other questions related to Task 2 of the Vacant Follow Up Survey, then please do not hesitate to contact **Jan McKenzie on 0131 314 4697** or e-mail jan.mckenzie@gro-scotland.gsi.gov.uk .