

Notes

This workbook provides an example of a way of producing summary information on occupied and vacant dwellings, at data zone level. It consists of an example for Orkney, as this is the smallest local authority - GROS could produce an equivalent workbook for each local authority to use.

Summary of the steps required to complete this information

1. Insert data on each dwelling in the council area, into the 'insert data' worksheet.
2. Update the table in the 'results summary' worksheet by clicking 'refresh data' (!).
3. Copy the 'results summary' table into a new worksheet and send to GROS at the address below.

Sheet 1, 'Insert data': This is the sheet that the local authority uses to insert the data for each dwelling.

There is a formula in the worksheet to identify the data zone, based on the postcode.

Note: The information in this workbook does **not** need to be forwarded to GROS - only the 'results summary' is required.

This avoids any confidentiality issues, as the data will be in summary format, and it will not be possible to identify any individual dwelling.

Note: A small amount of data is contained in this workbook for illustration purposes - it is not 'real' data.

Sheet 2, 'Results summary': This sheet contains a pivot table, which automatically takes the data from the 'insert data' worksheet and summarises it by data zone.

This is all the information that is required by GROS - copy this table into a new Excel workbook, using 'paste special - as values' and forward this summary to GROS by <DATE>

Sheet 3, 'Postcodes': This sheet contains a list of all postcodes in the local authority, and which data zone they are in.

It also records the date the postcode was introduced and deleted, as some systems may contain postcodes that have been deleted.

This doesn't matter for the purpose of this exercise, as it is still possible to identify the correct data zone.

Note: Local authorities do not need to use this worksheet directly - it is automatically linked to the worksheet 'insert data', to link postcodes and data zones

Contact details

If you have any queries about this, please contact:

Esther Roughsedge

Household estimates branch

General Register Office for Scotland

Ladywell House, Edinburgh


Tel (0131) 3144251

Esther.Roughsedge@gro-scotland.gsi.gov.uk

Summary for data zones

This tables summarises the number of occupied and vacant dwellings in each data zone.

It is completed automatically when the worksheet 'insert data' is completed.

To update the table when new data has been added, click the  symbol,

or right-click anywhere in the table and select 'refresh data'

	Data						
1(b). Data zone (completed automatically)	Sum of 2. Exempt - unoccupied	Sum of 3. Exempt - occupied	Sum of 4. Long-term empty dwelling	Sum of 5. Second home	Sum of 6. 'Disregarded' adults only	Sum of 7. 25% discount	Sum of 8. Other dwelling (no discounts)
S01004953	0	0	1	0	0	0	0
S01004957	0	0	0	1	0	0	1
S01004958	1	2	0	0	0	1	2
S01004962	0	0	0	0	0	0	1
#N/A (blank)							
Grand Total	1	2	1	1	0	1	4

Postcode 1	Postcode 2	Postcode	Data zone	Date postcode introduced	Date postcode deleted
KW15	1AA	KW15 1AA	S01004958	01/08/1973	
KW15	1AB	KW15 1AB	S01004958	01/08/1973	
KW15	1AE	KW15 1AE	S01004958	01/08/1973	
KW15	1AF	KW15 1AF	S01004959	01/08/1973	
KW15	1AG	KW15 1AG	S01004959	01/08/1973	
KW15	1AH	KW15 1AH	S01004958	15/04/2004	
KW15	1AL	KW15 1AL	S01004959	01/08/1973	
KW15	1AN	KW15 1AN	S01004958	01/08/1973	
KW15	1AP	KW15 1AP	S01004958	01/08/1973	
KW15	1AQ	KW15 1AQ	S01004959	01/08/1973	
KW15	1AR	KW15 1AR	S01004959	01/08/1973	
KW15	1AS	KW15 1AS	S01004959	01/08/1973	
KW15	1AT	KW15 1AT	S01004959	01/08/1973	
KW15	1AU	KW15 1AU	S01004959	01/08/1973	
KW15	1AW	KW15 1AW	S01004958	01/08/1973	
KW15	1AX	KW15 1AX	S01004959	01/08/1973	
KW15	1AY	KW15 1AY	S01004958	01/08/1973	
KW15	1AZ	KW15 1AZ	S01004958	01/08/1973	
KW15	1BA	KW15 1BA	S01004958	01/08/1973	
KW15	1BB	KW15 1BB	S01004958	01/08/1973	
KW15	1BD	KW15 1BD	S01004958	01/08/1973	
KW15	1BE	KW15 1BE	S01004958	01/08/1973	
KW15	1BF	KW15 1BF	S01004958	15/12/1998	
KW15	1BG	KW15 1BG	S01004958	01/08/1973	
KW15	1BH	KW15 1BH	S01004958	01/08/1993	
KW15	1BJ	KW15 1BJ	S01004952	01/08/1973	
KW15	1BL	KW15 1BL	S01004958	01/08/1973	
KW15	1BN	KW15 1BN	S01004958	01/08/1973	
KW15	1BP	KW15 1BP	S01004958	01/08/1973	
KW15	1BQ	KW15 1BQ	S01004958	01/10/1994	
KW15	1BS	KW15 1BS	S01004953	01/08/1973	