

How to download a questionnaire

1. Click on 'CIPFASTATS' in the menu bar, this will take you to the CIPFAstats section of the Research and Statistics website.
2. Now click on 'QUESTIONNAIRES' on the sub menu bar, as shown below.



CIPFAstats

CIPFAstats was established as a partnership between individual local authorities and CIPFA over a century ago to provide an essential and comprehensive framework for reviewing the efficiency of locally provided services, helping users to manage their resources more effectively.

CIPFAstats have developed to become the leading independent source of comprehensive data about local government services, currently undertaking more than 30 annual surveys of local authority operations, capturing information on all of the main activities from Education and Social Care through to Housing Services and Waste Management.

Datasets and publications provide financial and non-financial information for local government managers engaged in comparative analysis and performance measurement and users of www.cipfastats.net have access to more than ten years of downloadable data, in addition to a range of interactive and visual tools to help with their analysis of the numbers.

Please view our [annual report](#) for 2010 and [code of conduct](#) for further information about the service, or browse our [list of publications](#) for more details about the extensive range of areas that we cover.

3. On the next page you are presented with a comprehensive list of all the survey questionnaires that are currently available for completion. This list is arranged alphabetically to make the questionnaire easy to find. Simply click on the link for the questionnaire that you wish to access.



Download questionnaires ...



The following questionnaires are currently available to download for completion, clicking on the links will take you to the relevant download area for that survey.

- Archive Services Statistics 2009-10 Actuals: Questionnaire
- Capital Expenditure & Treasury Management 2009-10: Questionnaire
- Cemeteries Statistics 2009-10 Actuals: Questionnaire**
- Charges for Leisure 2010-11: Questionnaire
- Children's Services Statistics 2010-11 Estimates: Questionnaires
- Crematoria Statistics 2009-10 Actuals: Questionnaire
- Cultural Statistics in Scotland 2010: Questionnaire

- On the next page you will be presented with a list of the questionnaire files which are in excel format (xls) that are available for the publication. The files available will vary by publication. Most will have just a single file, but some may have up to 3 or 4 (for example Waste Collection and Disposal). To download the questionnaire directly to your computer, right click on the link in related files (underneath) and select: 'Save Target As...'

The screenshot shows the CIPFA website's 'research and statistics' section. The navigation menu includes: HOME, NEWS, E-ALERT, CIPFASTATS, SOCIAL RESEARCH, POLICY RESEARCH, HELP, FEEDBACK. Below this are sub-menus: WORKING GROUPS, QUESTIONNAIRES, RESPONSES, DRAFT STATISTICS, DOWNLOAD CENTRE, INTERACTIVE REPORTS, INSTANTATLAS TOOL. A breadcrumb trail reads 'You are here > home'. The main heading is 'Cemeteries Statistics 2009-10 Actuals: Questionnaire'. There is a small image of a gravestone. A right-click context menu is open over a link, with 'Save Target As...' highlighted. The menu options are: Open, Open in New Tab, Open in New Window, Save Target As..., Print Target, Cut, Copy, Copy Shortcut, Paste, Add to Favorites..., Convert link target to Adobe PDF, Convert link target to existing PDF, Properties. Below the image, there is text: 'Posted on 22nd April 2010; updated on ...'. Further text says: 'The survey questionnaire for the complete the survey questionnaire data. To download the questionnaire, right click on the link to the right (underneath the picture) and select: 'Save Target As...'. If you experience any problems when downloading or completing the questionnaire, please do not hesitate to contact us at cemeteries@cipfa.org.uk.' A 'Print This Page' button is visible in the top right. At the bottom left, there is a 'Related files:' section with a link to 'Latest Survey Questionnaire'.

- If you have any comments or queries on a questionnaire, email these to the data analyst at the email address included on the questionnaire page. Alternatively you may wish to email statistics@cipfa.org.uk.