**Headings**

In all file headings, the format is:

1. Either ‘Regional’ or ‘LA’ meaning ‘local authority’
2. Next, a number relating to the place e.g. Regional1 or LA2
3. Next, P for ‘participant’
4. Next, a,b or c for participant label
5. Next, the date of the interview

e.g. LA5Pa 20.7.20