



BOARD OF TRADE

5  
42  
[HA 257]

# Report on the Census of Production 1963

48 Office machinery

LONDON: HER MAJESTY'S STATIONERY OFFICE

Price 3s. 6d. net

These notes give the main information needed for interpreting the figures in the industry reports. (Note: Detailed information about the Census is given in a separate booklet - 'Introductory Notes', Part I of the report on the Census of Production for 1963.)

BOARD OF TRADE

# Report on the Census of Production 1963

## 48 Office machinery

*Presented by the Board of Trade to Parliament in pursuance of the Statistics of Trade Act 1947 (10 & 11 Geo. 6 Cha. 39 Sec. 7)*

Notes - continued on pages iii and iv



These notes give the main information needed for interpreting the figures in the industry reports. (More detailed information about the Census is given in a separate booklet - 'Introductory Notes': Part 1 of the Report on the Census of Production for 1963.)

## GENERAL INFORMATION

*Changes in the 1963 census*

There were few changes resulting from amendments to the Standard Industrial Classification and only minor changes in the scope of certain industry reports compared with 1958. Any such changes are explained in the introductions to the industry reports concerned or by footnotes to the tables.

*Industrial Classification*

Establishments were classified to industries on the basis of major activity in conformity with the second edition of the Standard Industrial Classification (Consolidated Edition 1963, incorporating Amendment 1). Each industry was basically defined in terms of its principal products, these being of a similar nature or commonly associated in production. Normally, an establishment was classified to an industry if its sales of the principal products of that industry accounted for a greater proportion of its total sales than did its sales of the principal products of any other industry. However, where the application of this rule would have resulted in a change of classification between 1958 and 1963, the establishment was reclassified only if the sales of principal products of the newly predominant industry was more than one third greater than the sales of principal products of the previously predominant industry. This modification of the general rule was introduced for 1958 to avoid discontinuities which would result from marginal changes in sales between successive censuses.

The principal of classification by major output was also normally followed in compiling the analysis by sub-divisions of an industry.

In certain industries, classification was dealt with in a different way. Details of any non-standard treatment are given in the introductions to the relevant industry reports.

## TERMS USED IN THE CENSUS REPORT

*Average number employed*

Firms were required to state the number of persons on the payroll (i.e. whose National Insurance cards were held by them) on the average during the year of return, whether full-time or part-time employees. Separate figures were required for (a) administrative, technical and clerical employees and (b) operatives (see below). Averages could be calculated from figures relating to the last week of each calendar month; figures shown in respect of the average number employed relate to the sum of these averages. Firms were also required to state the number of working proprietors (see below) where appropriate and these are included in total employment figures. Outworkers are excluded.

The figures include persons engaged in merchanting or factoring and canteen workers where particulars in respect of these activities could not be excluded from the return.

*Working Proprietors*

These include all persons regarded as 'self-employed' for National Insurance purposes, and members of their families who worked in the business without receiving a fixed wage or salary; but persons who worked less than half the normal number of working hours are excluded. For Great Britain, directors working in the business but not in receipt of a definite wage, salary or commission are included under this heading for 1963, but are excluded for 1958. For Northern Ireland, directors of limited companies, other than those paid by fee only, are included for both years. (Directors paid by fee only are not included in any of the employment figures for either year.)

*Employees*

(i) Administrative, technical and clerical employees include managers, superintendents and works foremen; research, experimental, development, technical and design employees (other than operatives); draughtsmen and tracers; editorial staff, staff reporters, canvassers, competition and advertising staff; travellers; and office (including works office) employees. For Great Britain, but not for Northern Ireland, they include also managing and other directors in receipt of a definite wage, salary or commission.

(ii) Operatives include all other classes of employees, that is, broadly speaking, all manual wage earners. They include those employed in and about the factory or works; operatives employed in power houses, transport work, stores, warehouses, shops and canteens; inspectors, viewers and similar workers; maintenance workers; and cleaners. Operatives engaged in outside work of erection, fitting, etc. are also included, but outworkers (i.e. persons employed by the firm who worked in their own homes, etc. on materials supplied by the firm) are excluded. Information about the numbers of outworkers employed was collected only for the gloves industry.

*Capital Expenditure*

(i) New building work.

This represents the cost incurred during the year of new building and other new constructional work (including office buildings, canteens and the like used in connection with the business covered by the return but not dwelling houses for employees). The value is that charged to capital account during the year of return; it includes expenditure on new buildings or on the extension or reconstruction of old buildings, the value of work of a capital nature carried out by firms' own staff, and the cost of any newly constructed buildings purchased. The figures shown include any legal charges, stamp duties, agents' commissions, etc.

## 48 Office machinery

This Report on the Office Machinery Industry relates to establishments engaged wholly or mainly in manufacturing typewriters, duplicating (including small offset litho) machines, adding machines, calculating and tabulating machines (excluding electronic computers and calculators), cash registers and other machinery for office use. Dictating machines are excluded.

This industry corresponds to minimum list heading 338 in the Standard Industrial Classification (Consolidated edition, 1963).

There were no small establishments in this industry in Northern Ireland in 1954, 1958 and 1963.

## TREATMENT OF PARTS

In reports for this and other mechanical engineering industries, a distinction is made between parts sold in association with the sale of complete machines, and other parts sold. The only parts shown in Table 5 are those included on returns (whether classified to this or to other industries) which also showed sales of office machinery; where the return was classified to another industry, these parts are also shown together with the complete machines in Table 6.

Parts of office machinery included in returns which showed no sales of the complete machines are treated as principal products of the General Mechanical Engineering Industry (Part 52) whether made by general engineering firms or by specialist manufacturers of other types of machinery.

Sales of all parts of office machinery (i.e. whether or not sold in association with the sale of the complete machines) are brought together in Table 14 in this report.

## METHOD OF CLASSIFICATION

In classifying returns to this industry sales of parts of office machinery and work done (other than structural and installation work), including repair work, were not taken into account unless they exceeded 80 per cent. of the total output of the return (in which case the return was classified to General Mechanical Engineering (Part 52)). Exceptionally however, parts of office machinery were taken into account where the return would otherwise have been classified outside the mechanical engineering group of industries. The standard classification procedure was further modified where a return would have been classified to one of the mechanical engineering industries relating to a specific class of machinery (viz. Parts 41 to 50 inclusive), but the sales of the principal products of the industry concerned accounted for less than 20 per cent. of the total output: in such cases the return was classified to the residual sub-division of the Miscellaneous (Non-electrical) Machinery Industry (Part 49).

For 1963, but not for earlier censuses, the amount charged for erecting and installing machinery and plant (other than air conditioning, heating and ventilating plant) was treated as part of the selling value of these items in determining the industrial classification of returns.

In interpreting the data in the tables it is essential to bear in mind the notes and definitions which appear on pages (ii), (iii) and (iv).



## LIST OF TABLES

Table No.	Title	Page
1	Industry summary: United Kingdom. Estimates for all firms, 1958 and 1963	48/3
2	Summary of returns received from larger firms, 1958 and 1963	48/4
3	Analysis of larger firms by size of enterprise within the industry, 1963	48/5
4	Percentage analysis of employees, by age and sex, all firms, 1963: United Kingdom	48/6
5	Sales of principal products of the industry by larger firms, including sales by establishments classified to other industries, 1958 and 1963	48/7
6	Sales of principal products of the industry by establishments classified to other industries, 1958 and 1963	48/9
7	Sales of other than principal products by larger firms in the industry, 1958 and 1963	48/10
8	Production of certain principal products of the industry by larger firms, including production by establishments classified to other industries, 1958 and 1963	DOES NOT APPLY
9	Purchases of selected principal products of the industry by larger firms, 1963	DOES NOT APPLY
10	Purchases by larger firms in the industry, 1954 and 1963	48/11
11	Transport costs and employment of larger firms, 1963	48/14
12	Payments for certain services, etc. by larger firms, 1963	48/14
13	Percentage analysis of twelve-month periods covered by returns from larger firms, 1963	48/15
14	Sales of all parts of office machinery by larger firms, including sales by establishments classified to other industries, 1958 and 1963	48/16

TABLE 1 Industry summary: United Kingdom

Estimates for all firms, 1958 and 1963 (a)

	Unit	1958	1963	
Number of enterprises	No.	78	49	
Number of establishments	"	119	72	
Gross output	£'000	51,959	63,435	
Net output	"	30,421	35,250	
Net output per head	£	983	1,164	
Sales and work done	goods produced and work done	£'000	49,622	62,784(b)
	merchanted goods and canteen takings	"	1,060	3,022
Purchases	materials for processing and packaging, and fuel	"	20,657	23,360
	goods for merchandising and canteen purchases	"		
Payments to other organisations	for work done on materials given out	"	756	1,031
	for transport	"	361	249
Stocks and work in progress				
Total stocks and work in progress	change during year	"	+ 1,514	- 3,972
	at end of year	"	24,012	29,516
Goods on hand for sale	change during year	"	- 222	+ 90
	at end of year	"	4,076	6,042
Work in progress	change during year	"	+ 1,499	- 2,460
	at end of year	"	13,806	16,253
Materials, stores and fuel	change during year	"	+ 237	- 1,602
	at end of year	"	6,130	7,221
Average number employed	total, including working proprietors	Th.	31.0	30.3
	operatives	"	22.7	21.4
	other employees (c)	"	8.3	8.8
Wages and salaries	of operatives	£'000	12,606	14,894
	of other employees (c)	"	6,055	7,963
Employers' contributions to National Insurance and private pension schemes, etc. (d)	"	..	1,450	
Capital expenditure (e)				
Total	"	..	2,568	
New building work	"	584	453	
Land and existing buildings (f)	"	..	76	
Plant and machinery (f)	"	2,155	2,122	
Vehicles (f)	"	78	68	

(a) For 1963, estimates for small firms and for firms not making satisfactory returns accounted for about 1 per cent. of the total figures in which they were incorporated. (For 1958 the comparable figure was also 1 per cent.) A summary of the detailed returns received is given in Table 2.

(b) Including services rendered to other organisations (amounts charged for hiring out plant, machinery and other goods, for providing transport, or for technical or other services rendered).

(c) Administrative, technical and clerical employees.

(d) Including pensions and gratuities paid other than from pension funds.

(e) Excluding expenditure for establishments not yet in production.

(f) Acquisitions less disposals.

TABLE 2 Summary of returns received from larger firms, 1958 and 1963  
Firms employing 25 or more persons: United Kingdom (a)

	Unit	1958	1963	
Number of enterprises	No.	44	34	
Number of establishments	"	72	57	
Gross output	£'000	50,823	63,038	
Net output	"	29,756	35,029	
Net output per head	£	983	1,164	
Sales and work done	{ goods produced and work done	£'000	48,537	62,390(b)
	{ merchanted goods and canteen takings	"	1,037	3,003
Index of specialisation (c)	Per cent.	91	93	
Purchases	{ materials for processing and packaging, and fuel	£'000	20,206	23,213
	{ goods for merchenting and canteen purchases	"		1,931
Payments to other organisations	{ for work done on materials given out	"	740	1,025
	{ for transport	"	353	247
Stocks and work in progress				
Goods on hand for sale	{ change during year	"	- 217	+ 89
	{ at end of year	"	3,987	6,004
Work in progress	{ change during year	"	+ 1,466	- 2,445
	{ at end of year	"	13,504	16,151
Materials, stores and fuel	{ change during year	"	+ 232	- 1,592
	{ at end of year	"	5,996	7,176
Average number employed	{ total, including working proprietors	No.	30,275	30,104
	{ operatives	"	22,170	21,314
	{ other employees (d)	"	8,102	8,778
Wages and salaries	{ of operatives	£'000	12,338	14,814
	{ of other employees (d)	"	5,927	7,920
Wages and salaries per head	{ operatives	£	557	695
	{ other employees (d)	"	732	902
Employers' contributions to National Insurance (e)	£'000	..	840	
Employers' contributions to private pension schemes, etc. (f)	"	..	601	
Capital expenditure (g)				
New building work	"	571	450	
Land and existing buildings	{ acquisitions	"	..	346
	{ disposals	"	..	421
Plant and machinery	{ acquisitions	"	2,153	2,314
	{ disposals	"	45	205
Vehicles	{ acquisitions	"	105	98
	{ disposals	"	29	30

For notes to this table - see page 48/6

TABLE 3 Analysis of larger firms by size of enterprise within the industry, 1963  
(i) Output, employment, capital expenditure and stocks

Firms employing 25 or more persons: United Kingdom

Average number employed by the enterprise in the industry (a)	Enterprises	Establishments	Average number employed (a)	Gross output	Net output	Net output per head	Capital expenditure (b)	Total value of stocks and work in progress at end of year
	Number	Number	Number	£'000	£'000	£	£'000	£'000
25-49	4	4	171	369	253	1,482	1	110
50-99	8	15	542	738	461	851	30	242
100-199	3	3	377	773	542	1,438	25	265
200-399	4	7	1,321	2,193	1,127	853	128	589
500-999	7	7	5,284	9,850	5,897	1,116	362	4,469
1,000-1,999	4	5	5,957	18,370	9,779	1,642	696	4,401
2,500 and over	4	16	16,452	30,745	16,969	1,031	1,309	19,256
Total	34	57	30,104	63,038	35,029	1,164	2,551	29,331

(ii) Employees, wages and salaries, and employers' contributions

Firms employing 25 or more persons: United Kingdom

Average number employed by the enterprise in the industry (a)	Employees		Wages and salaries		Employers' contributions		Wages and salaries per head	
	Operatives	Others (c)	Operatives	Others (c)	National Insurance (d)	Private pension schemes, etc. (e)	Operatives	Others (c)
25-49	114	55	86	56	4	7	753	1,010
50-99	401	137	237	116	13	7	592	849
100-199	264	110	212	120	12	6	802	1,092
200-399	956	362	513	349	31	8	536	964
500-999	3,703	1,581	2,392	1,400	165	76	646	886
1,000-1,999	3,595	2,362	2,368	2,222	180	165	659	941
2,500 and over	12,281	4,171	9,006	3,657	435	332	733	877
Total	21,314	8,778	14,814	7,920	840	601	695	902

(a) Including working proprietors.

(b) Acquisitions less disposals.

(c) Administrative, technical and clerical employees.

(d) Including both flat rate and graduated contributions.

(e) Including pensions and gratuities paid other than from pension funds. These amounted in total to £25,000.

TABLE 4 Percentage analysis of employees, by age and sex, all firms, 1963: United Kingdom (a)

Ages	Males	Females	All employees
	Per cent.	Per cent.	Per cent.
Under 18	3	2	5
18 and over	69	26	95
All ages	72	28	100

Source: Ministry of Labour

(a) The percentages relate to the numbers employed (excluding working proprietors) at mid-June, 1963.

Footnotes to Table 2.

(a) The following information relates to small firms (employing fewer than 25 persons) in this industry. The figures for 1958 include an estimate for small firms not making satisfactory returns, accounting for 34 per cent. of the employment shown for 1958. There were no unsatisfactory returns for 1963.

	1958	1963
Number of firms	40	15

Average persons employed:

Working proprietors	} 446 {	28
Other persons employed		162

(b) Including services rendered to other organisations (amounts charged for hiring out plant, machinery and other goods, for providing transport, or for technical or other services rendered).

(c) This is the ratio of total sales of principal products by the industry to total sales of goods produced and work done.

(d) Administrative, technical and clerical employees.

(e) Including both flat rate and graduated contributions.

(f) Including pensions and gratuities paid other than from pension funds.

(g) Excluding expenditure for establishments not yet in production.

TABLE 5 Sales of principal products of the industry by larger firms, including sales by establishments classified to other industries, 1958 and 1963

Firms employing 25 or more persons: United Kingdom

	1958		1963			
	Quantity	Value	Quantity	Value	Enterprises	Entries
	Number	£'000	Number	£'000	Number	Number
OFFICE MACHINERY (other than photographic and projection equipment)						
COMPLETE MACHINES						
Cash registers	28,779	2,075	48,608	3,471	6	6
Adding and listing machines	36,180	1,994	39,238	2,243	*	*
Other calculating machines, excluding electronic computers and calculators(a)	14,534	1,378	8,939	693	*	*
Accounting, book-keeping, billing or posting machines or any combination thereof (not being machines operated in conjunction with punched cards), including typewriters incorporated therein	13,189	8,014	15,599	9,167	*	*
Data processing and handling equipment, other than electronic, including card punching machines and verifiers	..	11,941	..	19,354	9	12
Duplicators (excluding litho-offset machines)	57,901	2,926	71,294	4,089	7	7
Litho-offset sheet-fed machines weighing less than 2,000 lb.	..	1,336	11,724	3,053	*	*
Addressing machines	..	1,352	27,107	2,562	5	5
Letter opening, coin sorting, counting and wrapping, letter sealing, stamp affixing, postage franking, perforating, automatic typewritten correspondence machines other than typewriters, and cheque writing machines	..	710	13,938	848	7	7
Typewriters						
New						
Electric	4,258	378	5,326	494	*	*
Other						
Not exceeding 22lb. in weight	138,758	2,038	175,434	2,231	*	*
Exceeding 22lb. in weight	115,507	4,156	97,018	3,920	*	*
Reconditioned	..	1,007	..	1,662	25	28
Other office machinery	..	5,848	..	6,816	36	65
PARTS of office machinery sold in association with the sale of complete machines (b)	..	5,848	..	6,816	36	65
RIBBON SPOOLS, with or without inked ribbons, and parts thereof, for use in office machinery, cash registers and time recorders	..	1,110	..	319	*	*
OTHER PRINCIPAL PRODUCTS	..	1,110	..	319	*	*
WORK DONE						
RESEARCH AND DEVELOPMENT WORK done for customers (including Government Departments)	..	1,110	..	319	*	*

Continued on next page

TABLE 5 (continued)

	1958		1963			
	Quantity	Value	Quantity	Value	Enter-prises	Entries
		£'000	Th. tons	£'000	Number	Number
<b>WASTE PRODUCTS</b>						
Scrap metal						
Iron and steel	..	44	7	44	20	21
Brass	..	8	-	12	13	15
Copper	..	3	-	1	6	6
Other scrap metals	..	18	}	107	18	20
Other waste products	..	4				
Total		46,338		61,087	..	..
Sales in other industries (see Table 6)		2,253		2,778	..	..
Principal products of this industry sold by establishments in the industry		44,085		58,309	34	39(c)

- (a) For electronic computers and calculators see the report on the Radio and Other Electronic Apparatus Industry.
- (b) For details of these parts see Table 14.
- (c) This figure represents the total number of returns made by larger firms in this industry, which is less than the total number of establishments shown in Table 2 on account of combined returns covering more than one establishment.

TABLE 6 Sales of principal products of the industry by establishments classified to other industries, 1958 and 1963

Firms employing 25 or more persons: United Kingdom

	1958	1963		
	Value	Value	Entries	Principal industries in which produced (a)
	£'000	£'000	Number	
Office machinery (other than photographic and projection equipment)				
Data processing and handling equipment and other calculating machines (excluding electronic computers and calculators but including card punching machines and verifiers), and duplicating machinery				
Complete machines and parts (b)	1,610(c)	1,075	7	49, 52, 58, 116
Addressing machines and letter opening, coin sorting, counting and wrapping, letter sealing, stamp affixing, postage franking, perforating and cheque writing machines				
Complete machines and parts (b)				
Typewriters	304(d)	442	6	42, 43, 49, 52
New				
Electric, complete machines and parts (b)				
Other, complete machines and parts (b)				
Reconditioned, complete machines and parts (b)				
Other office machinery, complete machines and parts (b)	340	1,261	20	43, 52, 58, 74
Total	2,253	2,778	..	

- (a) The references given are to the list of industries at the back of this report.
- (b) Parts sold in association with the sale of complete machines characteristic of this industry.
- (c) Excluding complete 'other calculating machines' and parts for duplicators.
- (d) Excluding complete 'typewriters, new' and parts for 'typewriters, reconditioned'.

TABLE 7 Sales of other than principal products by larger firms in the industry, 1958 and 1963

Firms employing 25 or more persons: United Kingdom

	1958		1963	
	Quantity	Value	Quantity	Value
		£'000		£'000
Machine tools, metal working (other than power tools)	..	368	-	-
Electrical machinery and apparatus and parts thereof	..	722	-	-
Printing, bookbinding, paper-working, etc. machines and parts	..	134	..	235
Other machinery and parts thereof	..	311		
Arms, ammunition and parts thereof, and other naval, military and air force stores	..	40		
Data processing and handling equipment (electronic computers and calculators)	..	1,218	..	1,479
Other goods made	..	628		
Repair and jobbing work		811		822
Work done on commission, sub-contract work, etc.		221		455
Services rendered (a)	..	..		1,090
Total value of goods sold without being subjected to any manufacturing process (merchanted or factored)	..	706	..	2,723
Canteen takings		331		280
<b>Total</b>		<b>5,489(b)</b>		<b>7,084</b>

(a) Amounts charged for hiring out plant, machinery or other goods, for providing transport, or for technical or other services rendered to other organisations.

(b) Excluding amount charged for services rendered to other organisations.

TABLE 8 Production of certain principal products of the industry by larger firms, including production by establishments classified to other industries, 1958 and 1963

This table is not applicable to this industry.

TABLE 9 Purchases of selected principal products of the industry by larger firms, 1963

This table is not applicable to this industry.

TABLE 10 Purchases by larger firms in the industry, 1954 and 1963

Firms employing 25 or more persons: United Kingdom

	1954		1963	
	Quantity	Cost	Quantity	Cost
	Th. tons	£'000	Th. tons	£'000
Materials for processing				
Iron castings	0.7	82	1.5	199
Steel	..	14	..	165
Ingots, blooms, billets, slabs, and sheet and tinsplate bars				
Bars and rods (including wire rods), angles, shapes and sections, girders, beams, joists and pillars rolled (not fabricated), including tube rounds and squares	4.8	303	6.8	614
Plates, 3mm. thick and over, and hoop and strip (including tape of all thicknesses)	4.9	314	6.3	554
Sheets under 3mm. thick (including electrical sheets)	2.6	155	..	270
Tinsplate, terneplate and blackplate	0.3	19		
Forgings (except drop forgings)	..	-	..	44
Castings	0.5	77		
Drop forgings	..	5	0.5	79
Iron and steel not elsewhere specified except finished parts, wire and scrap				
Wrought tubes and fittings for wrought tubes (including welded, seamless, conduits, etc.)	0.1	14	..	8
Other			..	(a)
Precision chain (e.g. transmission and timing)	..	(a)	..	11
Springs, laminated and other types	..	81	..	149
Steel wire and wire manufactures (excluding insulated wires and cables)				
Wire (single wire)	..	3		
Wire manufactures including wire cables and ropes and stranded wire of two or more ply	..	-	..	66
Light metals and non-ferrous metals in all forms except finished parts, wire and scrap				
Aluminium and aluminium alloys	1.5	254	1.5	480
Brass and other copper alloys (including nickel silver and cupro-nickel, but excluding all other nickel alloys)	0.5	172	0.2	93
Copper (excluding blister)	..	13	..	14
Zinc and alloys of zinc	..	152	1.7	216
Solder, soft	..	2	..	11
Non-ferrous metal scrap	..	4	..	-
Glass in all forms, including finished parts	..	..	..	11
Metal powders	..	..	..	130
Heavy chemicals (acids, alkalis, alcohols, other inorganic and organic chemicals, compressed gases, etc.)	..	..	..	..
Paint and varnish (including lacquers and stains)	..	109	..	136

Continued on next page



TABLE 10 (continued)

	1954		1963	
	Quantity	Cost	Quantity	Cost
		£'000	Th.cwt.	£'000
<b>Materials for processing (continued)</b>				
Synthetic resins and plastics materials (excluding leather-cloth and reinforced plastics)	..	..	5.9	111
			..	34
Rubber, including hard rubber, balata, gutta-percha and synthetic rubber in all forms, including finished parts	..	92	..	130
Timber	..	30	..	15
Insulated wires, cables, strips and strands	..	34(b)	..	200
Bolts, rivets, nuts and washers, screws, nails, tacks, etc.	..	171	..	211
Machinery bought for installation	..	..	..	144
Purchased components for incorporation in your own products				
Ball and roller bearings and parts thereof	..	42	..	146
Electric motors				
Of less than 1 h.p.	}	334	..	884
Of 1 h.p. and over				
Gear and gear wheels of metal	..	26	..	51
Pumps	..	(c)	..	51
Measuring instruments and gauges and parts				
Industrial process measuring and control instruments and equipment	}	28	..	59
Other				
Plastic goods moulded and fabricated	..	165	..	418
Other components not elsewhere specified (including internal combustion engines and industrial valves) except those of rubber and asbestos	..	3,994	..	13,360
Purchased second-hand machinery for reconditioning	..	..	..	265
	Th.gal.		Th.gal.	
Lubricating oils and greases (including cutting oils and emulsions)	125	36	237	66
			..	5
Replacement parts for firms' own machinery, plant and vehicles, and accessories and consumable tools bought as replacement	..	339	..	588
All other materials for processing	..	2,037	..	1,731
<b>Packaging materials</b>				
Paper and board				
Boxes, cartons, packing cases, and drums and canisters (with or without metal ends) of paper, cardboard and fibreboard	}	99	..	179
Wrapping paper (including paper coated with plastics and any laminates incorporating paper but not metal), moulded pulp units, labels and other packaging materials of paper, cardboard and fibreboard (except multiwall sacks)				
	..		..	37

TABLE 10 (continued)

	1954		1963	
	Quantity	Cost	Quantity	Cost
		£'000	Th.cu.ft.	£'000
<b>Packaging materials (continued)</b>				
Timber				
Containers wholly or mainly of wood, including plywood boxes and drums, baskets and wickerwork crates	}	177	..	238
Timber (sawn or planed) for manufacture into packing cases, etc.			90	11
Plywood for manufacture into packing cases			..	..
Sheet, film, foams, etc., wholly or mainly of polyethylene (including bags and lay flat tubing)	..	..	..	11
All other packaging materials	..	68	..	57
<b>Fuel and electricity</b>				
	Th.tons		Th.tons	
Coal	18.2	85	10.7	65
Coke (including screenings) and manufactured fuel	2.2	14	0.3	3
	Th.gal.		Th.gal.	
Derv fuel and motor spirit for use in road vehicles	185	39	221	48
Other liquid fuels (including creosote/pitch mixtures, etc., and liquefied petroleum gases)	1,057	44	5,498	220
	Th.therms		Th.therms	
Gas	1,972	89	5,125	182
	Th.kWh		Th.kWh	
Electricity	30,151	178	90,533	340
			..	91
Total cost of materials and fuel		9,894		23,213
Goods purchased for merchandising		..		1,676
Canteen purchases		..		255
Total cost of purchases		..		25,145

(a) Owing to the risk of disclosure relating to individual enterprises separate details cannot be given and have been included with 'All other materials for processing'.

(b) Insulated wires and cables only.

(c) Owing to the risk of disclosure relating to individual enterprises separate details cannot be given and have been included with 'Other components not elsewhere specified'.

TABLE 11 Transport costs and employment of larger firms, 1963

Firms employing 25 or more persons: United Kingdom

	Unit	1963
Average number employed mainly on transport	No.	156
<b>Transport costs</b>		
Wages and salaries	£'000	125
Derv fuel and motor spirit	"	48
Payments to other organisations for transport	"	247
<b>Costs of operating road goods vehicles</b>		
Insurance	"	11
Vehicle licences	"	10
Depreciation	"	66
Payments to other organisations for repairs and maintenance	"	24
<b>Total</b>	"	<b>532</b>

TABLE 12 Payments for certain services, etc. by larger firms, 1963 (a)

Firms employing 25 or more persons: United Kingdom

	Amounts payable
	£'000
Repairs and maintenance to	
Buildings	149
Road goods vehicles	24
Plant, machinery, and other capital equipment	171
Insurance, licensing and depreciation of road goods vehicles (b)	87
Rates, excluding water rates	438
Hire of plant and machinery	60
Postage, telephone, telegrams and cables	208
<b>Total</b>	<b>1,138</b>

(a) No deduction is made for these payments to arrive at the figures of net output given in this report.

(b) For details see Table 11.

TABLE 13 Percentage analysis of twelve-month periods covered by returns from larger firms, 1963

Firms employing 25 or more persons: United Kingdom

Year ended	Percentage of total number employed	Year ended	Percentage of total number employed
1963	Per cent.	1963 (contd.)	Per cent.
April (a)	0.8	November	17.6
May	0.0	December	29.3
June	5.1	1964	
July	6.7	January	2.6
August	0.0	February	0.0
September	24.5	March	13.5
October	0.0		
		<b>Total</b>	<b>100</b>

(a) Including returns made for twelve-month periods ended 1st to 5th April, 1964.

TABLE 14 Sales of all parts of office machinery by larger firms, including sales by establishments classified to other industries, 1958 and 1963

Firms employing 25 or more persons: United Kingdom

(i) Parts sold in association with the sale of complete machines characteristic of this industry (a)	1958		1963	
	(i)	(ii)	(i)	(ii)
(ii) Other parts sold (b)	£'000	£'000	£'000	£'000
For cash registers	325	93	215	53
For adding and listing machines				
For other calculating machines, excluding electronic computers and calculators	46	36		
For accounting, book-keeping, billing or posting machines or any combination thereof (not being machines operated in conjunction with punched cards), including typewriters incorporated therein	297	276	925	167
For data processing and handling equipment, other than electronic, including card punching machines and verifiers	3,308	743	2,539	
For duplicators				
For litho-offset sheet-fed machines weighing less than 2,000 lb.	526	-	1,167	
For addressing machines		(d)	660	11(c)
For letter opening, coin sorting, counting and wrapping, letter sealing, stamp affixing, postage franking, perforating, automatic typewritten correspondence machines other than typewriters, and cheque writing machines	369	-	74	
For typewriters				
New				
Electric		-	(d)	(d)
Other	728			
Exceeding 22 lb. in weight		(d)	380	-
Not exceeding 22 lb. in weight	147	-	522	-
Reconditioned	-	146	-	-
For other office machinery	103		332	328
<b>Total</b>	<b>5,848</b>	<b>1,293</b>	<b>6,816</b>	<b>558</b>

(a) Principal products of this industry.

(b) Principal products of General Mechanical Engineering.

(c) Excluding litho-offset sheet-fed machines weighing less than 2,000 lb.

(d) Owing to the risk of disclosure of information relating to individual firms, separate figures cannot be given but are included with 'other office machinery'.

DM 50344/1/137230 K6 1/68 LB

#### Capital Expenditure (continued)

(ii) Land and existing buildings.

The items shown are the capital cost of freeholds purchased and the capital cost or premium payable for leaseholds acquired (excluding the value of any assets acquired in taking over an existing business), and the amounts receivable for any freeholds or leaseholds disposed of. The value is that charged to capital account during the year of return.

(iii) Plant, machinery and vehicles.

The items shown are the value of plant and machinery and of vehicles acquired, both new and second-hand, and the amount received for items disposed of during the year. The value of plant and machinery acquired includes plant, etc. which firms produced for their own use in connection with the business covered by the return. The value of plant, etc. acquired is the expenditure charged to capital account during the year of return less any discounts received, but including the cost of transport and installation. No deduction is made for depreciation, amortisation or obsolescence. The proceeds of items disposed of during the year exclude amounts written off for items scrapped.

Capital expenditure during the year in respect of manufacturing establishments where production had not started before the end of the year is excluded in this report for both 1958 and 1963.

#### Characteristic Products

The characteristic products of a sub-division are those in terms of which the sub-division is defined. They are products commonly associated in production and are usually similar in nature or manner of production. In most cases the characteristic products of each sub-division are indicated in Table 5 of the industry reports. For those industries for which an analysis by sub-divisions has been made, Table 2 shows the total sales of such characteristic products for each sub-division. The totals include, besides the products which define the sub-division, other items of output assumed to be closely related to them, e.g. waste products and work done.

#### Enterprise

The term enterprise is used in this report to mean one or more firms under common ownership or control. An enterprise normally consists either of a single firm, or of a parent company together with its subsidiary companies.

#### Entries

The number of entries shown in Tables 5, 6 and 8 against a particular output or production heading is the number of returns on which figures were recorded for that item.

#### Establishment

The census was based on the establishment, comprising in most cases the whole of the premises under the same ownership or management at a particular address (e.g. a factory or mine); but firms were asked to exclude from all sections of their returns particulars relating to any department not engaged in production for which they kept a separate set of accounts. Where separate accounts were not kept, they were asked to include merchanting or factoring, canteens operated by them and other

ancillary activities such as bottling, packing and the manufacture of containers for packing their own products, whether or not these activities are carried on at the same address as the works. Building and engineering maintenance departments and selling and transport departments were treated similarly.

#### Gross Output

The gross output of an industry is the aggregate value of goods made and other work done during the year by the establishments classified to the industry. It is derived by subtracting from the value of sales and work done, the value of stocks of goods on hand for sale and work in progress at the beginning of the year and adding the value at the end of the year.

#### Larger Firms

These are firms in which twenty-five or more persons were employed on the average during the year.

#### Net Output

The net output of an industry represents the value added to materials by the process of production. It includes the gross margin on any merchanted or factored goods sold; it constitutes the fund from which wages, salaries, insurance, pensions, hire of plant and machinery, payments for repairs and maintenance, costs of operating road vehicles, rents, rates and taxes, advertising and other selling expenses and all other similar charges have to be met, as well as depreciation and profits. There is no appreciable duplication in net output. Net output has been obtained by deducting from the gross output the cost of purchases adjusted for stock changes, payments for work given out to other firms, and payments for transport.

Normally any customs or excise duty on materials purchased is included in the cost of materials. Similarly, finished goods sold have been valued as they were sold, duty paid or duty free. The amounts of duty, subsidies, allowances and levies receivable or payable, where of substantial importance in the industry, were required to be stated separately, and these items were taken into account when calculating net output.

#### Net output per person employed

The figures for net output per person employed are derived by dividing the net output by the average number of persons employed (full-time and part-time) on all activities covered by the returns, including operatives, administrative, technical and clerical employees and working proprietors, but excluding outworkers.

#### Principal Products

The principal products of an industry are those in terms of which the industry is defined. They are products commonly associated in production, and are usually similar in nature or manner of production.

#### Production

This means the total quantity of a product made during the year, whether sold in the year, added to stock, transferred to another department of the same firm, or used in the manufacture of other products within the business covered by the return. It includes goods produced from materials supplied by other firms.

### Purchases

Purchases include the cost of materials and components bought for use in production; of fuel and electricity for all purposes; of packing materials, including the full cost of returnable cases and containers when first purchased; of workshop materials, office materials and materials for repairs to firms' own buildings, plant and vehicles when carried out by their own workpeople included in the return; of consumable tools; and of parts for machinery purchased during the year as replacements. Water charges are also included. In general purchases of goods for merchandising or factoring and canteen supplies are included. Materials supplied by customers for processing are excluded.

The values shown include any duty paid (less rebate, etc.) but exclude trade discounts allowed. The cost of transport is included only if included in the cost of materials as invoiced; amounts paid to transport organisations, including firms' own separate transport organisations, for delivery of materials and fuel are, therefore, excluded. Materials purchased overseas are included at their c.i.f. cost plus any duty payable if the cost of transport from the docks was not included in the invoiced price, but at their full delivered cost if invoiced 'carriage paid home'. Materials and fuel transferred from another department of the firm not covered by the same return are included at the estimated selling value recorded by the other department.

### Sales

Sales are in respect of goods made by the business covered by the return, goods made for it by outworkers or by other firms from materials given out to them (sometimes described as goods made on commission) and waste products. Any machinery or other capital items produced for use in the business covered by the return are included, the value being that adopted in the firm's capital asset account. Goods sold without being subjected to any manufacturing process (merchanted or factored) and canteen takings are included as in 1958.

The value shown for sales is the net selling value, defined as the amount charged to customers whether on an ex-works or delivered basis, net of any trade discounts, agents' commissions, allowances for returnable cases, purchase tax, etc.; the net amount charged for packing materials is included. Goods charged on a delivered basis to customers overseas are included at the f.o.b. value. For work done on commission or for the trade the value shown is the net amount charged.

Where goods produced in one department were transferred to another department of the same firm not covered by the return, these transfers were treated as sales by the producing department and valued as far as possible as if they had been sold to an independent purchaser. Goods transferred to wholesale or retail selling organisations for which separate accounts were kept were valued on the same basis. Estimations of a similar kind were also sometimes necessary in valuing transfers between different firms belonging to the same enterprise. To the extent that the sales of finished products of one establishment may constitute the materials purchased by another, total figures of the value of sales (and of materials and fuel purchased) include an element of duplication.

### Services rendered

This represents the amounts charged for hiring out plant, machinery and other goods, providing transport, or for any technical or other

services rendered to other organisations. It includes amounts credited for similar services rendered to other departments of the same firm not covered by the return.

### Small Firms

These are firms in which fewer than twenty-five persons were employed on the average during the year.

### Stocks and Work in Progress

Values are given of stocks of goods on hand for sale, and of materials and fuel, at the beginning and end of the year of return, including any stocks of goods held for merchandising or factoring. The values include duty in the case of dutiable goods held out of bond. The value of work in progress at the two dates is also usually shown. This excludes any progress payments made to sub-contractors, and no deduction is made on account of progress payments received.

### Transport Payments

These represent the total amount paid or credited during the year for both outwards transport of finished goods sold and inwards transport of materials and fuel purchased. They include payments to other firms, and to any separate transport organisation of the same firm, not covered by the return, but exclude the value of transport services provided by the business covered by the return. The items included are payments for hired cartage and for inwards and outwards carriage by all forms of inland transport, i.e. railways, road haulage, canals, coast-wise shipping, air, etc. Payments made for sea freight on goods sold to customers overseas and on materials and fuel purchased from overseas suppliers are excluded.

### Wages and Salaries

These are the amounts paid during the year to operatives and to administrative, technical and clerical employees. Payments to working proprietors, whether called salaries or not, are excluded; in Northern Ireland this exclusion extends also to payments to directors of limited companies. The values shown include all overtime payments, bonuses and commissions, whether paid regularly or not, and no deduction is made for income tax, insurances, contributory pensions, etc. The value of any payments in kind, travelling expenses, lodging allowances, etc. and employers' contributions to National Insurance and pension schemes is excluded.

### Work given out

The figures shown represent the total amount paid for work done by other firms on materials supplied to them, and also by firms' own establishments for which separate returns were made. They do not include payments to individual outworkers or payments for business and other services.

### Symbols used

The following symbols are used throughout the report:

- .. Not available
- Nil or negligible (less than half the final digit shown)
- \* Figures cannot be shown owing to the risk of disclosing information about individual enterprises.

### Rounding of Figures

The figures in the tables have, where necessary, been rounded to the nearest final digit. There may, therefore, be apparent slight discrepancies between the sums of the constituent items and the totals shown.

## List of Industry Reports, etc

### Part No. and title

- 1 Introductory Notes
- 2 Coal Mining
- 3 Stone and Slate Quarrying and Mining
- 4 Chalk, Clay, Sand and Gravel Extraction
- 5 Metalliferous Mining and Quarrying
- 6 Salt and Miscellaneous Non-metalliferous Mining and Quarrying
- 7 Grain Milling
- 8 Bread and Flour Confectionery
- 9 Biscuits
- 10 Bacon Curing, Meat and Fish Products
- 11 Milk Products
- 12 Sugar
- 13 Cocoa, Chocolate and Sugar Confectionery
- 14 Fruit and Vegetable Products
- 15 Animal and Poultry Foods
- 16 Margarine
- 17 Starch and Miscellaneous Foods
- 18 Brewing and Malting
- 19 Spirit Distilling and Compounding
- 20 Soft Drinks, British Wines, Cider and Perry
- 21 Tobacco
- 22 Coke Ovens and Manufactured Fuel
- 23 Mineral Oil Refining
- 24 Lubricating Oils and Greases
- 25 Dyestuffs
- 26 Fertilizers and Chemicals for Pest Control
- 27 General Chemicals
- 28 Pharmaceutical Preparations
- 29 Toilet Preparations
- 30 Explosives and Fireworks
- 31 Paint and Printing Ink
- 32 Vegetable and Animal Oils and Fats
- 33 Soap, Detergents, Candles and Glycerine
- 34 Synthetic Resins and Plastics Materials
- 35 Polishes
- 36 Gelatine, Adhesives, etc.
- 37 Iron and Steel (General)
- 38 Steel Tubes
- 39 Iron Castings, etc.
- 40 Non-ferrous Metals
- 41 Agricultural Machinery (except Tractors)
- 42 Metal-working Machine Tools
- 43 Engineers' Small Tools and Gauges
- 44 Industrial Engines
- 45 Textile Machinery and Accessories
- 46 Contractors' Plant and Quarrying Machinery
- 47 Mechanical Handling Equipment
- 48 Office Machinery
- 49 Miscellaneous (Non-electrical) Machinery
- 50 Industrial Plant and Steelwork
- 51 Ordnance and Small Arms
- 52 General Mechanical Engineering
- 53 Scientific, Surgical and Photographic Instruments, etc.
- 54 Watches and Clocks
- 55 Electrical Machinery
- 56 Insulated Wires and Cables
- 57 Telegraph and Telephone Apparatus
- 58 Radio and Other Electronic Apparatus
- 59 Domestic Electrical Appliances
- 60 Miscellaneous Electrical Goods
- 61 Shipbuilding and Marine Engineering
- 62 Motor Vehicle Manufacturing
- 63 Motor Cycle, Three-wheel Vehicle and Pedal Cycle Manufacturing
- 64 Aircraft Manufacturing and Repairing
- 65 Locomotives and Railway Track Equipment
- 66 Railway Carriages and Wagons and Trams
- 67 Perambulators, Hand-trucks, etc.
- 68 Tools and Implements

### Part No. and title

- 69 Cutlery
- 70 Bolts, Nuts, Screws, Rivets, etc.
- 71 Wire and Wire Manufactures
- 72 Cans and Metal Boxes
- 73 Jewellery, Plate and Refining of Precious Metals
- 74 Miscellaneous Metal Manufactures
- 75 Production of Man-made Fibres
- 76 Spinning and Doubling of Cotton, Flax and Man-made Fibres
- 77 Weaving of Cotton, Linen and Man-made Fibres
- 78 Woollen and Worsted
- 79 Jute
- 80 Rope, Twine and Net
- 81 Hosiery and Other Knitted Goods
- 82 Lace
- 83 Carpets
- 84 Narrow Fabrics
- 85 Household Textiles and Handkerchiefs
- 86 Canvas Goods and Sacks
- 87 Textile Finishing
- 88 Asbestos
- 89 Miscellaneous Textile Industries
- 90 Leather (Tanning and Dressing) and Fellmongery
- 91 Leather Goods
- 92 Fur
- 93 Weatherproof Outerwear
- 94 Men's and Boys' Tailored Outerwear
- 95 Women's and Girls' Tailored Outerwear
- 96 Overalls and Men's Shirts, Underwear, etc.
- 97 Dresses, Lingerie, Infants' Wear, etc.
- 98 Hats, Caps and Millinery
- 99 Corsets and Miscellaneous Dress Industries
- 100 Gloves
- 101 Footwear
- 102 Bricks, Fireclay and Refractory Goods
- 103 Pottery
- 104 Glass
- 105 Cement
- 106 Abrasives
- 107 Miscellaneous Building Materials, etc.
- 108 Timber
- 109 Furniture and Upholstery
- 110 Bedding and Soft Furnishings
- 111 Shop and Office Fitting
- 112 Wooden Containers and Baskets
- 113 Miscellaneous Wood and Cork Manufactures
- 114 Paper and Board
- 115 Cardboard Boxes, Cartons and Fibre-board Packing Cases
- 116 Miscellaneous Manufactures of Paper and Board
- 117 Printing and Publishing of Newspapers and Periodicals
- 118 General Printing, Publishing, Bookbinding, Engraving, etc.
- 119 Rubber
- 120 Linoleum, Leathercloth, etc.
- 121 Brushes and Brooms
- 122 Toys, Games and Sports Equipment
- 123 Miscellaneous Stationers' Goods
- 124 Plastics Moulding and Fabricating
- 125 Miscellaneous Manufacturing Industries
- 126 Construction
- 127 Gas
- 128 Electricity
- 129 Water Supply
- 130 Index of Products
- 131 Summary Volume
- 132 Summary Volume
- 133 Summary Volume

© Crown copyright 1968

Printed and published by  
HER MAJESTY'S STATIONERY OFFICE

To be purchased from  
49 High Holborn, London W.C.1  
423 Oxford Street, London W.1  
13A Castle Street, Edinburgh 2  
109 St. Mary Street, Cardiff CF1 1JW  
Brazennose Street, Manchester 2  
50 Fairfax Street, Bristol 1  
258-259 Broad Street, Birmingham 1  
7-11 Linenhall Street, Belfast BT2 8AY  
or through any bookseller

Printed in England