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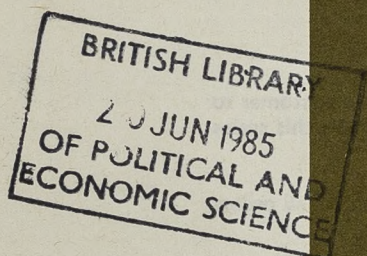
1983

Business Statistics Office

BUSINESS MONITOR

Report on the
Census of Production

Introductory notes



HMSO



A publication of the Government Statistical Service

BUSINESS MONITORS

SPECIAL NOTE FOR PURCHASERS

The Business Statistics Office, aided by industry and commerce, provides much of the statistical data required by Government for monitoring the economy.

You may, if you wish, purchase much of the data in the form of Business Monitors which are a series of publications containing statistical information compiled from inquiry forms sent out regularly by the BSO to selected firms asking detailed questions about production, sales, employment and investment. Business Monitors are the primary or in many cases the only source of the information they contain.

The Annual Census of Production Monitors deal with the manufacturing, energy, mining and construction industries. There are 114 Monitors in this series some of which cover more than one industry and they are all listed overleaf. They are prefixed by a code P (for Production) followed by A (annual series).

The 1980 Annual Census of Production was the first to be produced on the basis of the 1980 revision of the Standard Industrial Classification with individual reports covering three digit groups of the classification. 1980 reports contain comparable data for 1979, reworked from information originally published on the basis of the 1968 revision of the SIC. Also available is a special summary volume for the 1979 Census of Production based on 1980 SIC, and also containing the 1979 Purchases Inquiry Business Monitor — PA1002.1. 1979 Census of Production and Purchases Inquiry is available from HMSO Books, PO Box 276, London SW8 5DT (Telephone 01-622 3316 for orders) price £21.00 reference ISBN 011 5141146.

If you would like details concerning Annual Census of Production data published for earlier years please telephone Newport 56111 (STD 0633) Ext 2455.

If you would like to know more about the complete series of Business Monitors please contact HMSO Books (Publicity Department), FREEPOST, Norwich NR3 1BR who will send you a copy of the detailed Business Monitor Brochure which lists the Monitors available. For individual Monitor copies, back numbers or further information regarding the contents of Business Monitors please contact the Librarian, Business Statistics Office, Government Buildings, Cardiff Road, Newport, Gwent, NP9 1XG. Telephone Newport (0633) 56111, Extension 2973. Telex 497121; answer back BSONPT G.

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PA 1001 BUSINESS MONITOR

A publication of the Government Statistical Service

Report on the Census of Production 1983

Introductory notes

Presented by the Secretary of State for Trade and Industry
to Parliament in pursuance of the Statistics of Trade Act 1947
(10 & 11 Geo.6 Cha.39 sec 7)

Department of Trade and Industry
Business Statistics Office

London: Her Majesty's Stationery Office

BUSINESS MONITORS MAKING UP THE COMPLETE CENSUS REPORT

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PA120	Coke ovens	PA374	Clocks, watches and other timing devices
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PA162	Public gas supply	PA414	Processing of fruit and vegetables
PA170	Water supply industry	PA415	Fish processing
PA210	Extraction and preparation of metalliferous ores	PA416	Grain milling
PA221	Iron and steel industry	PA419	Bread, biscuits and flour confectionery
PA222	Steel tubes	PA420	Sugar and sugar by-products
PA223	Drawing, cold rolling and cold forming of steel	PA421	Ice-cream, cocoa, chocolate and sugar confectionery
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PA248	Refractory and ceramic goods	PA434	Spinning and weaving of flax, hemp and ramie
PA251	Basic industrial chemicals	PA435	Jute and polypropylene yarns and fabrics
PA255	Paints, varnishes and printing ink	PA436	Hosiery and other knitted goods
PA256	Specialised chemical products mainly for industrial and agricultural purposes	PA437	Textile finishing
PA257	Pharmaceutical products	PA438	Carpets and other textile floorcoverings
PA258	Soap and toilet preparations	PA439	Miscellaneous textiles
PA259	Specialised chemical products mainly for household and office use	PA441	Leather (tanning and dressing) and fellmongery
PA260	Production of man-made fibres	PA442	Leather goods
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PA312	Forging, pressing and stamping	PA453	Clothing, hats and gloves
PA313	Bolts, nuts, etc.; springs; non-precision chains; metals treatment	PA455	Household textiles and other made-up textiles
PA314	Metal doors, windows, etc.	PA456	Fur goods
PA316	Hand tools and finished metal goods	PA461	Sawmilling, planing, etc. of wood
PA320	Industrial plant and steelwork	PA462	Manufacture of semi-finished wood products and further processing and treatment of wood
PA321	Agricultural machinery and tractors	PA463	Builders' carpentry and joinery
PA322	Metal-working machine tools and engineers' tools	PA464	Wooden containers
PA323	Textile machinery	PA465	Miscellaneous wooden articles
PA324	Machinery for the food, chemical and related industries; process engineering contractors	PA466	Articles of cork and plaiting materials, brushes and brooms
PA325	Mining machinery, construction and mechanical handling equipment	PA467	Wooden and upholstered furniture and shop and office fittings
PA326	Mechanical power transmission equipment	PA471	Pulp, paper and board
PA327	Machinery for printing, paper, wood, leather, rubber, glass and related industries: laundry and dry cleaning machinery	PA472	Conversion of paper and board
PA328	Miscellaneous machinery and mechanical equipment	PA475	Printing and publishing
PA329	Ordnance, small arms and ammunition	PA481	Rubber products
PA330	Manufacture of office machinery and data processing equipment	PA483	Processing of plastics
PA341	Insulated wires and cables	PA491	Jewellery and coins
PA342	Basic electrical equipment	PA492	Musical instruments
PA343	Electrical equipment for industrial use, and batteries and accumulators	PA494	Toys and sports goods
PA344	Telecommunication equipment, electrical measuring equipment, electronic capital goods and passive electronic components	PA495	Miscellaneous manufacturing industries
PA345	Miscellaneous electronic equipment	PA500	Construction
PA346	Domestic-type electric appliances	PA1002	Summary tables
PA347	Electric lamps and other electric lighting equipment		
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INTRODUCTION

1. The Report of the 1983 Census of Production is made up of 114 separate Business Monitors in the PA series:

Introductory notes	PA 1001
112 Industry Reports	PA 111-PA500
Summary Volume	PA 1002

2. The Census of Production is conducted by the Business Statistics Office (BSO), part of the Department of Trade and Industry. It is a statutory inquiry carried out for Great Britain under the Statistics of Trade Act 1947 and for Northern Ireland under the Statistics of Trade (Northern Ireland) Act 1949. Information for both Great Britain and Northern Ireland is included in the Industry Reports and Summary Volume.

3. The Census is part of a comprehensive system of industrial statistics which also includes quarterly inquiries on product sales and inquiries at less frequent intervals on purchases.

OBJECTIVES

4. The Census is conducted to meet the Statistical Directives of the European Community and the varied needs of Government. Government needs include the provision of weights for the Index of Production and the provision of capital expenditure and stocks data for use in compiling the national accounts. The results of the Census are also used as a benchmark for the Purchases Inquiry as well as for information on industrial structure which is used in turn in assessing a variety of policy issues.

5. The Census is similar to inquiries conducted by other members of the European Community. Information on production is supplied to the Statistical Office of the European Communities (SOEC) under two Directives: 64/475/EEC relating to capital expenditure and 72/221/EEC relating to economic activity data. Information is supplied to the Organisation for Economic Co-operation and Development (OECD) and the United Nations (UN). Results are also of interest to the business community, economic analysts, universities, local authorities and market researchers.

CENSUS PREPARATORY WORK

6. Outline proposals for each Census are considered by the Production Statistics Advisory Committee, a body appointed under the Statistics of Trade Act 1947, which includes members from industry, trades unions, the accountancy profession and public services. A list of members is given in Appendix A. Significant changes in form design or content are agreed in consultation with the Survey Control Unit of the Central Statistical Office, the Scottish Office, the Welsh Office, the Northern Ireland Department of Economic Development and sponsoring government departments for particular industries. There is a statutory obligation on the Department of Trade and Industry and on the Northern Ireland Department of Economic Development to conduct a Census each year.

INDUSTRIAL CLASSIFICATION

7. Since 1980, Censuses have been conducted on the Standard Industrial Classification Revised 1980 (SIC(80)). The Standard Industrial Classification exists to promote uniformity and comparability in the official statistics of the United Kingdom. The SIC(80) is the result of an attempt to align the United Kingdom classification with the General Industrial Classification of Economic Activities within the European Communities (NACE). It is based on activity rather than on commodities produced. A full description of SIC(80) is given in Standard Industrial Classification Revised 1980, obtainable from Her Majesty's Stationery Office, price £3.40. Figures for 'All manufacturing industries' on the 1968 classification can be calculated by adding information for Activity Headings 1115, 1200, 1401, 1402 and 1520 to, and deducting information for Activity Headings 2100, 2310, 2330 and 2396 from, information for Divisions 2 to 4 of SIC(80).

REPORTING UNIT

8. As far as possible the reporting unit in respect of which information is collected is one whose activities fall within a single activity heading of the classification and which is situated at a single geographical location. Frequently, however, the information required cannot be provided on this basis. Where information covering a mixture of activities is all that is available, the unit is classified according to the main activity. Where a unit operates at a number of locations and the full range of information is not available for each location, the reporting unit is deemed to cover a number of locations. In most cases, separate information on employment and net capital expenditure is obtained for each location (local unit) in order to enable regional data to be compiled. The reporting unit, usually called the establishment, is therefore defined as the smallest unit for which the information normally required in a production census can be provided.

9. For construction, coal extraction and manufacture of solid fuels, extraction of mineral oil and natural gas, production and distribution of electricity and gas and water supply industries, the reporting unit is referred to as the undertaking. An undertaking need not be a single geographical location and cannot be broken down into local units. Because of this, regional data are not available for undertakings.

10. Establishments are asked to exclude from their returns particulars relating to ancillary departments not engaged in production (such as merchandising or factoring organisations, transport organisations, canteens and warehouses) for which separate accounts are kept. Transfers of goods produced to such departments are treated as sales, valued as far as possible as if sold to an independent purchaser. Where separate accounts are not kept, establishments are allowed to include details in their returns. Establishments are asked to include details relating to head offices engaged mainly in the administration of production units within the scope of the Census. Where head office activity covers more than one return, details are included in the principal return.

11. For certain tables in the Summary Volume, related establishments are combined to enterprise level. An enterprise is defined as a business consisting of establishments under common ownership or control. Information about relationships between establishments, the changing structure of groups of companies and common ownership links is obtained from various, mainly published, sources.

THE REGISTER

12. A register of production units excluding construction throughout the United Kingdom is held on the BSO computer and provides the basis for BSO inquiries to the production sector. For each unit the register contains identification particulars and information about that unit's eligibility for inclusion in an inquiry, its relationship with other units in common ownership, its industrial classification, the nationality of its parent and location indicators for regional analyses. Regional and size analyses of manufacturing units are published in Business Monitor PA1003 - Analyses of United Kingdom Manufacturing (Local) Units by Employment Size.

13. The annual Census and other inquiries provide a major source of information for updating and checking the register. For establishments on the register making returns to the Quarterly Sales Inquiry, industrial classification is reviewed annually and is derived from an analysis of their commodity sales. Employment data are provided by the Quarterly Sales Inquiry and the Census of Production. Where establishments on the register do not make returns to these inquiries, employment is based mainly on information provided by the Department of Employment from Censuses of Employment. New additions to the register are obtained from various sources including HM Customs and Excise VAT records and Censuses of Employment.

14. The register for construction units is created each year from the Department of the Environment's Builders' Address File of private sector undertakings in Great Britain engaged in construction activities. To this are added undertakings in the public sector (usually the direct labour departments of local authorities) and undertakings in Northern Ireland.

COVERAGE

15. The Census covers United Kingdom establishments engaged in industrial production, i.e. mining and quarrying, manufacturing, construction, and gas, electricity and water supply industries (Divisions 1 to 5 of SIC(80)). Establishments in the Channel Islands and the Isle of Man are excluded.

16. Under the sampling arrangements agreed for the 1983 Census, forms were despatched to all establishments with 100 or more employed with, for most production industries, samples of 1 in 4 and 1 in 2 respectively being taken for establishments in the 20 to 49 and 50 to 99 employment size bands. For the remaining industries, where there were few units in the sample size bands or where response in earlier years was poor, it was necessary to increase the sample of establishments with 20 or more employed. In the construction industries forms were despatched to all undertakings with 50 or more and to a 1 in 2 sample of undertakings with 20 to 49 employed. The sampling scheme is reviewed each year in the light of experience in the previous year's Census.

17. The increased use of sampling over recent years has led to a fall in the number of forms mailed for successive Censuses. For production industries excluding construction, these fell from 34,000 for 1977 to 26,200 for 1979 and 17,500 for 1983. For construction industries the number of forms mailed fell from 13,000 for 1977 to 9,500 for 1979 and (5,100) for 1983.

QUESTIONNAIRE

18. Examples of the standard form used for establishments in production industries excluding construction employing 100 or more and employing 20 to 99 are given in Appendices B and C. In the 1983 Census there were 10 other form types for industries like those of water and electricity where the standard range of questions is not appropriate. A copy of the standard form for the construction industries is given in Appendix D.

COLLECTION OF DATA

19. Forms are mailed to each selected establishment shortly after the end of the year to which the Census relates. Return of the completed forms for the 1983 Census was required by 15 June 1984. Up to three written reminders were sent to non-responders followed if necessary by telex and telephone calls and, for larger persistent non-responders, personal visits. Outstanding cases can be the subject of legal action under Section 4 of the Statistics of Trade Act 1947.

20. Returns are given preliminary clerical scrutiny to ensure that the form is legible and sufficiently complete for computer processing. Subsequent checks by the computer include those for completeness of the return, the credibility of the figures and the internal consistency of the return. Any queries which arise from these checks are investigated and, if necessary, contributors are consulted.

PERIOD COVERED

21. Establishments were asked to make returns for the calendar year 1983 but, where this was not possible, returns for business years ending between 6 April 1983 and 5 April 1984 were accepted. Returns covering fewer than twelve months were accepted for businesses which had started or ceased trading during the year. An analysis of periods covered by returns for the 1983 Census is shown in Table 5 of each Industry Report (except construction (PA 500) where the analysis is shown in Table 4) and in Table 9 of the Summary Volume.

ESTIMATION

22. All published Census results include estimates for non-responders, unsatisfactory returns and establishments not selected for the Census. Estimates are also made for items not covered on the shorter form sent to smaller establishments.

23. Within employment size groups in each industry, the "average per head" is calculated for each census variable by dividing the total returned value for each variable by the total returned employment. This value is multiplied by the employment thought to exist in each non-responding or unselected establishment to yield an estimated value for that establishment. Estimates for items not collected on the shorter form are made in a similar way using returned employment.

24. The accuracy of the totals produced by adding together estimates and returned data is mainly dependent on two measures. The first of these is the extent to which establishments making satisfactory returns account for the overall total for any heading. In practice a measure of this is normally taken to be the employment of establishments making satisfactory returns expressed as a percentage of the total estimated employment (this is given in footnote (a) to Table 1 in each Industry Report). Thus the accuracy of data published in an Industry Report where 95 per cent of the employment in the industry is covered by returns made, will, in general, be better than that in a Industry Report where the coverage is only 70 per cent.

25. The second measure is the extent to which individual headings in an Industry Report are related to employment. Thus an estimate of total earnings which bears a close relationship to total employment is likely to be more accurate than an estimate of capital expenditure where the relationship to employment is not so clearly marked.

SUPPRESSION OF INFORMATION RELATING TO INDIVIDUAL UNDERTAKINGS

26. Sub-section 9(5)(b) of the Statistics of Trade Act 1947 states that:

"The following provisions shall have effect with respect to any report, summary or other communication to the public of information obtained under the foregoing provisions of this Act -

in compiling any such report, summary or communication the competent authority shall so arrange it as to prevent any particulars published therein from being identified as being particulars relating to any individual person or undertaking except with the previous consent in writing of that person or the person carrying on that undertaking, as the case may be; but this provision shall not prevent the disclosure of the total quantity or value of any articles produced, sold or delivered; so, however, that before disclosing any such total the competent authority shall have regard to any representations made to them by any person who alleges that the disclosure thereof would enable particulars relating to him or to an undertaking carried on by him to be deduced from the total disclosed."

27. Figures which would be likely to disclose particulars relating to an individual undertaking are not published unless the contributor has given written consent for their publication.

PUBLICATION

28. Data obtained from the 1983 Census are being published at the 3 digit Group level of SIC(80) in individual Industry Reports except for construction where publication is at the 2 digit Class level. Each report is prefaced by a brief description of the activity of the industry including any non-standard features and any changes which affect comparability with data for earlier years shown in the report. Each report also includes a list of all the Business Monitors which make up the complete Census Report. The Summary Volume includes information for regions and enterprise analyses as well as some information for key variables at the 4 digit Activity Heading level. The publication and sale of Business Monitors is arranged by Her Majesty's Stationery Office. (A mock up of the 1983 Industry Reports excluding the notes is given in Appendix E.)

29. As in previous Censuses, establishments were asked to state whether or not they were willing to have their names and addresses included in a Classified List of Businesses. Further information about the List can be obtained from the Business Statistics Office Librarian.

CONGRUENCE WITH QUARTERLY INQUIRIES

30. As far as possible, figures collected in the Census are congruent with those collected in the Quarterly Sales Inquiry. (See the Guide to Short Term Statistics of Manufacturers' Sales - Business Monitor PQ1001.) There are, however, some differences which are described below.

- a. If an establishment changes its reporting structure or the way it keeps its accounts during the year, the change is reflected during the year in the Quarterly Inquiry. The figures reported to the Census are generally based on the structure of the establishment at the end of the Census year.
- b. Because a Census return can be for an establishment's business year, it may differ from the aggregation of four quarterly returns making up a calendar year. In some cases figures may be as much as nine months out of phase, but these differences usually cancel out at the industry level.
- c. The remaining differences are usually of minor significance. Firstly canteen takings are excluded from the Quarterly Inquiry but may be included in the Census. Secondly, Quarterly Inquiry figures do not have to be adjusted for quantity rebates and allowances for returned goods as the value of these may not be known at the time of completion of returns and cannot always be apportioned between the various headings. Their values are, however, reflected in Census returns. No adjustments are made in either inquiry for cash discounts.

INTERPRETATION

31. In interpreting Census statistics the following points should be kept in mind:

- a. Year on year comparisons of Census results may be affected by the reclassification of units between industries, the removal of units no longer in production, the addition of new units, and by changes in coverage of the production register.
- b. To the extent that sales of products of one establishment incorporate the output of other establishments, total sales figures include an element of duplication.
- c. Census results exclude establishments whose predominant activities are outside manufacturing unless they keep separate accounts covering their manufacturing activities. Where the turnover of an establishment arises from receipts for work done or materials supplied by a customer, sales of the finished product are not included in that establishment's return.

d. Transfers between establishments within an enterprise group are recorded as if they were transfers to or from independent establishments.

e. Figures for net output and gross value added are adjusted to a factor cost basis by taking account of the net amount of all taxes, duties, levies, subsidies, etc.

CHANGES MADE FOR 1983

31b. (If any).

SYMBOLS USED

32. The following symbols are used throughout the PA series of Business Monitors:

- .. not available
- nil or less than half the final digit shown
- * figures cannot be shown owing to the risk of disclosing information about individual enterprises
- R revised

ROUNDING OF FIGURES

33. Figures in the tables have been rounded to the nearest final digit where necessary, therefore, the sum of the constituent items may not always agree exactly with the total shown.

EXPLANATION OF TERMS USED IN THE CENSUS REPORT

34. The notes and definitions given in this section are based on the instructions given to respondents as to the way in which returns were to be completed. In some industries it was necessary to amend or supplement these instructions in order to fit the special circumstances of the particular industry. Where these supplementary instructions effect the basis of the published figures, an explanation is included in the appropriate Industry Report.

CAPITAL EXPENDITURE

35. This represents the value charged to capital account together with any other amounts which ranked as capital items for taxation purposes during the year to which each establishment's return related. The value is inclusive of any amounts received or expected to be received in grants and/or allowances from government sources, statutory bodies or local authorities. Where expenditure is spread over more than one Census year, payments are included in the years in which they were made. Capital expenditure during the year in respect of production units where production had not started before the end of the year and the value of CAPITAL GOODS PRODUCED FOR ESTABLISHMENTS' OWN USE by establishments' own staff are included. The value of any assets acquired in taking over an existing business are excluded. The figures include non-deductible VAT but exclude deductible VAT. No allowance is made for depreciation, amortisation or obsolescence.

a. on LAND AND EXISTING BUILDINGS

36. This represents the value of freeholds and the value or premium payable or receivable for leaseholds acquired or disposed of. The figures for acquisitions include architects' and surveyors' fees, legal fees, stamp duties, agents' commissions and Land Registry fees. The figures for disposals are net of any such professional fees payable.

b. on NEW BUILDING WORK

37. This represents the value of new building and other constructional work such as the extension and reconstruction of old buildings, and the value of any newly constructed buildings acquired. The figures include architects' and surveyors' fees, legal fees, stamp duties, agents' commissions and Land Registry fees.

c. on PLANT AND MACHINERY, VEHICLES

38. This represents the value of new and second hand plant and machinery and vehicles acquired or disposed of. The figures for acquisitions are net of any discounts received but include the cost of transport and installation and Customs and Excise car tax. The figures for disposals exclude amounts written off for capital assets which are scrapped.

CAPITAL GOODS PRODUCED FOR ESTABLISHMENTS' OWN USE

39. This represents the value of all work of a capital nature carried out during the year by the establishments' own staff for use in the businesses covered by the returns.

COST OF INDUSTRIAL SERVICES RECEIVED

40. This includes amounts payable to other organisations for work done on materials supplied by the establishment completing the return, for repairs and maintenance including those in respect of rented buildings, and for contracts which have been sublet. Direct payments to outworkers and amounts charged to capital account are excluded.

COST OF NON-INDUSTRIAL SERVICES RECEIVED

41. This includes commercial insurance premiums, bank charges and amounts payable to other organisations for the hire of vehicles, plant and machinery, for the rent of industrial and commercial buildings, for the services of accountants, auditors, agents, solicitors and surveyors other than in connection with the acquisition or disposal of capital assets, for postal and telecommunications services, for carriage by all forms of transport within the United Kingdom, for advertising, market research etc, for the right to use patents, trade-marks, copyrights etc, for manufacturing and quarrying rights and technical 'know-how'. Interest payments and amounts payable for sea and air freight on goods exported and materials and fuel imported are excluded.

EMPLOYERS' NATIONAL INSURANCE CONTRIBUTIONS ETC.

42. This includes employers' national insurance contributions, including the national insurance surcharge, under the Social Security Pensions Act 1975, commercial insurance premiums for policies providing pensions, superannuation or other retirement benefits, sickness benefits, personal accident benefits, disability benefits or death benefits for employees or their dependents. Also included are contributions to canteens, social centres, children's and holiday homes etc. and the cost of supplying luncheon vouchers.

EMPLOYMENT

43. This is the average number of ADMINISTRATIVE, TECHNICAL AND CLERICAL EMPLOYEES and OPERATIVES on the payroll and the number of WORKING PROPRIETORS employed during the year of return. Full-time and part-time employees are included but outworkers (i.e. people who worked in their own homes on materials supplied by establishments) and casual employees such as jobbers are excluded. The average number of employees returned by individual establishments may have been calculated by, for example, the average of the number of employees on the payroll for the last week of each calendar month.

a. ADMINISTRATIVE, TECHNICAL AND CLERICAL EMPLOYEES

44. This includes directors who received a definite wage, salary or commission, managers, foremen, draughtsmen, editorial and advertising staff, travellers, all office employees and research and design employees other than operatives.

b. OPERATIVES

45. This includes all manual wage earners including operatives in power stations, operatives engaged in outside work of erecting, fitting, etc, inspectors, maintenance workers and cleaners. Staff engaged in transport (including roundsmen) and employed in warehouses, stores, shops and canteens are in general excluded.

c. WORKING PROPRIETORS

46. These are people who are regarded as self-employed for national insurance purposes, members of their families who worked in the business without receiving a definite wage or salary for at least half the normal working hours and directors who worked in the business but did not receive a definite wage, salary or commission. Part-time directors paid by fee only and directors who received a definite wage, salary or commission are excluded.

GROSS OUTPUT

47. This is calculated by increasing (or decreasing) the value of the TOTAL SALES AND WORK DONE by the rise (or fall) during the year of WORK IN PROGRESS AND GOODS ON HAND FOR SALE.

GROSS VALUE ADDED AT FACTOR COST

48. This is calculated by deducting from NET OUTPUT the COST OF NON-INDUSTRIAL SERVICES RECEIVED, RATES and the cost of LICENSING OF MOTOR VEHICLES. This estimate of gross value added approaches more closely than NET OUTPUT the definition of net output or value added in national accounts statistics.

GROSS VALUE ADDED AT FACTOR COST PER HEAD

49. This is calculated by dividing GROSS VALUE ADDED AT FACTOR COST by total EMPLOYMENT.

NET CAPITAL EXPENDITURE

50. This is calculated by adding to the value of NEW BUILDING WORK acquisitions less disposals of LAND AND EXISTING BUILDINGS, VEHICLES and PLANT AND MACHINERY.

NET OUTPUT

51. This is a traditional census measure calculated by deducting from GROSS OUTPUT the cost of PURCHASES OF MATERIALS FOR USE IN PRODUCTION AND PACKAGING AND FUEL and PURCHASES OF GOODS FOR MERCHANTING OR FACTORING, the COST OF INDUSTRIAL SERVICES RECEIVED and is adjusted for net duties and levies etc. where applicable. Purchases are adjusted for changes during the year of STOCKS OF MATERIALS, STORES AND FUEL.

NET OUTPUT PER HEAD

52. This is calculated by dividing NET OUTPUT by total EMPLOYMENT.

NON-INDUSTRIAL SERVICES RENDERED

53. This includes amounts charged for the hire of vehicles, plant and machinery, for the rent of industrial and commercial buildings, for the right to use patents, trade-marks, copyrights etc, for manufacturing and quarrying rights, for technical 'know-how' and for the provision of transport to other organisations. It also includes revenue from staff facilities such as canteens.

OPERATING RATIOS

54. These ratios are calculated using industry totals, i.e. including the estimates for establishments not responding to or not selected for the Census. Respondents are able to compare the ratios for their own businesses with those for the industry as a whole.

PURCHASES OF MATERIALS FOR USE IN PRODUCTION, AND PACKAGING AND FUEL PURCHASES OF GOODS FOR MERCHANTING OR FACTORING

55. These include the cost of raw materials, components, semi-manufactured goods and workshop materials, replacement parts and consumable tools not charged to capital account, packaging materials of all types, stationery and printed matter, fuel, electricity and water, materials of all types used by the establishments or given out to other establishments for the production of machinery or other capital items for the establishments' own use and materials for use by the establishments when working on goods supplied by customers. The figures exclude VAT, purchases of machinery and plant, which are included in CAPITAL EXPENDITURE, and amounts payable to transport firms or credited to establishments' own transport departments for delivery of materials. The figures are net of the value of goods or packaging materials returned to suppliers and trade discounts receivable but not cash discounts. Materials purchased duty-paid are included at their duty-paid value less drawbacks, rebates etc. Imported goods are included at their full delivered cost. If the transport from docks or airport of imported goods is not included in the cost of goods purchased, the cost is entered at cif plus duty, if applicable. Transfers of goods to an establishment from other departments of the organisation not covered by the return are included at the estimated selling value recorded by the other departments.

REMUNERATION PAID TO OUTWORKERS

56. This represents amounts paid to outworkers, i.e. people who do work in their own homes generally on a piece-work basis, whose names appear on establishments' payrolls. Amounts paid to outworkers by subcontractors are included in the COST OF INDUSTRIAL SERVICES RECEIVED. Estimates are not made for remuneration of outworkers for establishments not completing Census returns.

SALES OF GOODS PRODUCED

57. This represents deliveries on sale of goods produced by establishments in the United Kingdom coming within the scope of the Census irrespective of whether or not they were produced in the year of return. It also includes sales of goods made for establishments from materials given out by them to other organisations or to outworkers and sales of waste products and residues. The value of sales is the 'net selling value', i.e. the amount charged to customers whether valued 'ex-works' or 'delivered' less VAT, trade discounts, agents' commissions, etc. and allowances on returned goods. Where products attract Excise duty, the value is inclusive of duty if goods are sold 'duty-paid' and exclusive of duty if goods are sold in bond or exported. The cost of packaging materials less allowances for returnable containers is included. Sales of fixed assets and exceptional receipts are excluded. Transfers of goods produced by an establishment to departments not covered by the return (including other establishments in the same enterprise group) are treated as sales, valued as if sold to an independent purchaser.

STOCKS

58. This represents the value of goods on hand for sale, including goods for merchanting or factoring and of materials, stores and fuel held by establishments coming within the scope of the Census, whether held in the United Kingdom or abroad. Values include any duty payable but exclude VAT.

WAGES AND SALARIES

59. This represents amounts paid during the year to ADMINISTRATIVE, TECHNICAL AND CLERICAL EMPLOYEES and to OPERATIVES. All overtime payments, bonuses, commissions, holiday pay and redundancy payments less any amounts reimbursed from government sources are included. No deduction is made for income tax or employees' national insurance contributions etc. Payments to WORKING PROPRIETORS, payments in kind, travelling expenses, lodging allowances etc. and EMPLOYERS' NATIONAL INSURANCE CONTRIBUTIONS ETC. are excluded.

WORK DONE AND INDUSTRIAL SERVICES RENDERED

60. This includes amounts charged for work carried out including that done by sub-contractors on customers' materials including amounts charged by establishments for materials supplied by them in the course of such work and for industrial services such as repairs and maintenance, installation work and technical research and studies rendered to other organisations. For certain industries this heading covers a wide variety of activities, for example, butter packed on commission in the food industries, making up of garments, fur dressing and textile finishing in the textile industries, and preparatory work on type-setting, block making and binding in the printing and publishing industries. Work done is an important part of the activities of the electrical machinery and heavy engineering industries, and includes erection, installation and repair and jobbing work.

WORK IN PROGRESS

61. This represents materials which have been partially processed and are awaiting further processing before being sold or transferred. Progress payments made to sub-contractors are excluded and progress payments received from other organisations are not deducted.

STANDARD REGIONS

62. The list below gives the definitions of the standard regions used in tables in the Summary Volume. Metropolitan counties are marked by an *.

South East

Greater London, Bedfordshire, Berkshire, Buckinghamshire, East Sussex, Essex, Hampshire, Hertfordshire, Isle of Wight, Kent, Oxfordshire, Surrey, West Sussex.

East Anglia

Cambridgeshire, Norfolk, Suffolk.

South West

Avon, Cornwall, Devon, Dorset, Gloucestershire, Somerset, Wiltshire.

West Midlands

West Midlands*, Hereford and Worcester, Shropshire, Staffordshire, Warwickshire.

East Midlands

Derbyshire, Leicestershire, Lincolnshire, Northamptonshire, Nottinghamshire.

Yorkshire and Humberside

South Yorkshire*, West Yorkshire*, Humberside, North Yorkshire.

North West

Greater Manchester*, Merseyside*, Cheshire, Lancashire.

North

Tyne and Wear*, Cleveland, Cumbria, Durham, Northumberland.

Wales

Clwyd, Dyfed, Gwent, Gwynedd, Mid Glamorgan, Powys, South Glamorgan, West Glamorgan.

Scotland

Borders, Central, Dumfries and Galloway, Fife, Grampian, Highland, Lothian, Strathclyde, Tayside, and the Orkney Islands, Shetland Islands and the Western Isles.

Northern Ireland

Antrim, Armagh, Belfast CB, Down, Fermanagh, Londonderry, Londonderry CB, Tyrone.

ASSISTED AREAS

63. Assisted areas are areas of high labour supply for which government grants and other help are available. There are four classes of assisted areas: special development, development, intermediate and derelict land clearance.

MEMBERS OF THE ADVISORY COMMITTEE

Section 8 of the Statistics of Trade Act, 1947, requires that an Advisory Committee should advise on the preparation of the forms and instructions necessary for the taking of a census and of advising with regard to such matters as may be referred to it. The following list gives the names of the members of the Production Statistics Advisory Committee, appointed for a period of three years ending 31 December 1984, and the name of the organisation to which they belong.

Mr R Ash	Business Statistics Office
Mr P A Bayliss	Association of Independent Businesses
Mr C P H Burton	Confederation of British Industry
Mr D W Flaxen	Central Statistical Office
Mr D Foden	Trades Union Congress
Mr J Halsey	J Mowlem and Co. Ltd
Mr J J Harris	Denco Holdings Ltd
Mr C D Hughes	Industrial Consultant
Mr W S C Kennett	Profact Consulting and Planning Ltd
Dr D G Mayes	National Economic Development Office
Mr S F James	Department of Trade and Industry
Dr B Mitchell	Business Statistics Office
Mr R G Taylor	Association of British Chambers of Commerce
Mr G F Regan	Iron and Steel Statistics Bureau
Mr H L Cousins	Price Waterhouse and Company
Mr E G Wood	Sheffield City Polytechnic Centre for Innovation and Productivity

The joint secretaries of the Committee are Mr D J Baskerville and Mr G A Deadman of the Department of Trade and Industry, Business Statistics Office, Government Buildings, Cardiff Road, Newport, Gwent.

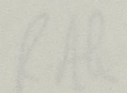
Dear Contributor

We request this notice to return up-to-date statistical information about the structure and development of industry in the United Kingdom. Census results are used in the construction of national accounts, the index of production and other statistical indicators. They also provide a means of measuring industrial performance for use in industry and government departments. Comparisons may also be made with similar measures that are being conducted in other countries of the European Community. The census has been designed in consultation with the Production Statistics Advisory Committee which is appointed under the Statistics of Trade Act 1947 and includes members from industry, the trade unions, the professional and the public services.

Forms are sent to all large establishments where sampling methods are used for medium sized establishments in which smaller units generally are excluded from the obligation to complete the form.

Census results consisting of individual industry reports and a summary volume will be available from the Business Statistics Office or from the above offices.

Notice is being published to inform you of the need to complete the form. If you have any difficulties or would like further information, you will be pleased to help you. The telephone extension of the appropriate enquiry point is given above.

Your faithfully

 R. Ash
 Director



A compulsory inquiry
conducted by the
Government Statistical Service
IN CONFIDENCE

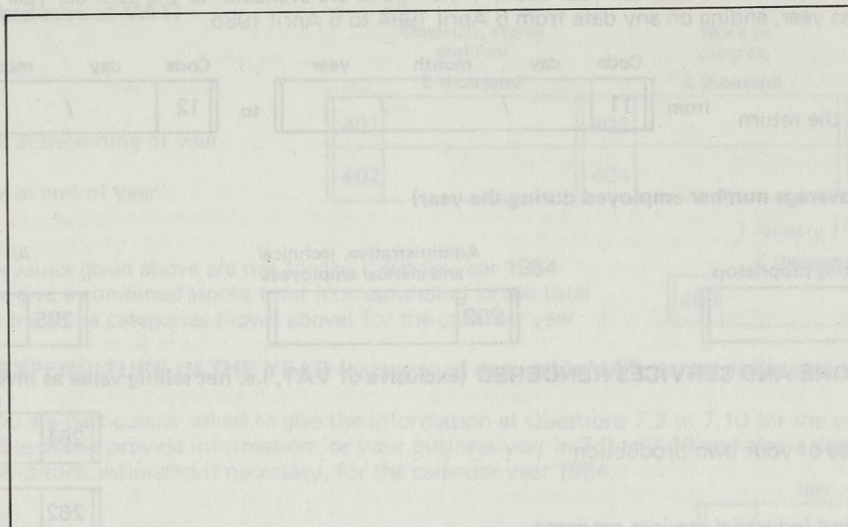
Department of Trade and Industry
BUSINESS STATISTICS OFFICE
Government Buildings Cardiff Road
NEWPORT Gwent NPT 1XG

Tel: Newport (0633) 56111 ext 2695
Telex: 497121 Answer Back BSNPT G

PA920

← Please quote
in any enquiry

Please amend
where appropriate
the name, address
and postcode



NOTICE UNDER SECTION 3 OF THE STATISTICS OF TRADE ACT, 1947

The Secretary of State for Trade and Industry hereby requires you by law to provide to the Business Statistics Office the information called for in this inquiry form. Your return should be made for the year ended 31 December 1984, unless no figures are available for that period when the return may be made for your business year which ends between 6 April 1984 and 5 April 1985. The return should be completed and returned to the Business Statistics Office as soon as possible but, in any event, not later than 15 June 1985.

NB The information given by you will be treated as confidential in strict accordance with the Act and subject to the further restriction that information about individual businesses will be used and disclosed under Ministerial direction to other government departments for statistical purposes only, except that the names and addresses of individual businesses, their industrial classification and the numbers of persons of different descriptions employed by them may, if a Minister so directs, be made available to Ministers and officials of government departments who need them for carrying out their functions.

ANNUAL CENSUS OF PRODUCTION FOR 1984

Dear Contributor

We conduct this annual census to obtain up-to-date statistical information about the structure and development of industry in the United Kingdom. Census results are used in the construction of national accounts, the index of production and other statistical indicators. They also provide measures of industrial performance for use in industry and government departments. Comparisons may be made with results of similar inquiries that are being conducted in other countries of the European Community. The census has been designed in consultation with the Production Statistics Advisory Committee which is appointed under the Statistics of Trade Act 1947 and includes members from industry, the trade unions, the accountancy profession and the public services.

Forms are sent to all larger establishments but sampling methods are used for medium sized establishments in most industries. Smaller units generally are excused from the obligation to complete the form.

Census results consisting of individual industry reports and a summary volume will be available from Her Majesty's Stationery Office or from the above address.

Notes to help you complete your return are enclosed. If you have any difficulties or would like further information my staff will be pleased to help you. The telephone extension of the appropriate enquiry point is given above.

Yours faithfully

R. ASH
Director

1. PERIOD COVERED BY THE RETURN

Your return should relate to the calendar year 1984. If no figures are available for the calendar year, the return may be made for a business year, ending on any date from 6 April 1984 to 5 April 1985.

Period covered by the return from Code day month year to Code day month year

from 11 / / to 12 / /

2. EMPLOYMENT (average number employed during the year)

Working proprietors	Administrative, technical and clerical employees	All other employees (Operatives)
201	202	205

3. SALES, WORK DONE AND SERVICES RENDERED (exclusive of VAT, i.e. net selling value as invoiced)

	£ thousand
3.1 Sales of goods of your own production	261
3.2 Work done and industrial services rendered	262
3.3 Sales of goods bought and resold without processing (i.e. merchanted or factored goods)	266
3.4 Other services rendered (include e.g. rents for industrial buildings and amounts received for hiring out plant and machinery, provision of transport)	267

4. EXPENDITURE (exclusive of VAT)

	£ thousand
4.1 Gross wages and salaries paid to:	
(a) Administrative, technical and clerical employees	301
(b) All other employees (operatives)	304
(c) Remuneration paid to outworkers (i.e. homeworkers)	314
4.2 Employers' national insurance contributions and contributions to other pension and welfare schemes	315
4.3 Purchases of materials, fuel and water	734
4.4 Goods purchased for resale without processing (i.e. for merchenting or factoring)	733
4.5 Amounts payable for work given out (i.e. subcontracted) and for repairs and maintenance	623
4.6 Hiring, leasing or renting plant, machinery and vehicles	655
4.7 Rent paid for industrial and commercial buildings	656
4.8 Rates (exclude water rates)	277
4.9 Commercial insurance premiums paid	625
4.10 Bank charges (exclude interest)	626
4.11 Road vehicle licences (include those relating to passenger vehicles)	276
4.12 Amounts paid to other organisations for transport by road within the United Kingdom	641
4.13 Postal and telecommunications costs	642
4.14 Other services received (e.g. professional, travel, research, advertising, publicity, services from other organisations, other transport costs, etc.)	643

5. DUTIES, SPECIAL LEVIES, SUBSIDIES, ALLOWANCES, ETC. Not applicable

6. STOCKS (exclusive of VAT)

	Materials, stores and fuel £ thousand	Work in progress £ thousand	Goods on hand for sale £ thousand
6.1 Value at beginning of year	401	403	413
6.2 Value at end of year	402	404	414
6.3 If the values given above are not for the calendar year 1984 please give a combined stocks total (corresponding to the total of all the three categories shown above) for the calendar year	1 January 1984 £ thousand		31 December 1984 £ thousand
	450		

7. CAPITAL EXPENDITURE IN THE YEAR (exclusive of deductible VAT; do not make any deductions for depreciation)

Note: You are particularly asked to give the information at Questions 7.2 to 7.10 for the calendar year 1984. If this is not possible please provide information for your business year in 7.2 to 7.10 and also a single figure at 7.11 of net capital expenditure, estimated if necessary, for the calendar year 1984.

7.1 The information given at 7.2 to 7.10 is for the year ending day month year

17 / /

ACQUISITIONS Cost of:

	£ thousand	
7.2 New building work	501	
7.3 Land and existing buildings	502	
7.4 New and second-hand plant, machinery, office equipment and other capital equipment	517	
7.5 New and second-hand vehicles (include Customs and Excise Car Tax)	504	
7.6 Work of a capital nature carried out by your own staff and included in questions 7.2 to 7.5 above	252	
7.7 Does any of the investment at headings 7.2, 7.4 or 7.5 above include goods for letting out on hire or leasing. Please tick the appropriate box opposite	YES 801 1	NO 801 2

DISPOSALS Proceeds from disposal of:

7.8 Land and buildings	503
7.9 Plant, machinery and other capital equipment	518
7.10 Vehicles	505

To be completed **only** if capital expenditure figures given above are **not** on a calendar year basis.

7.11 Total net capital expenditure for calendar year 1984 (i.e. cost of acquisitions less proceeds from disposals)

519

UNITS NOT YET IN PRODUCTION

Have you any additional capital expenditure at sites not covered by this return and at which production has yet to commence

Please state yes or no

8. OVERSEAS ROYALTIES

Please tick the appropriate box if your establishment or company made payments to, or received payments from, overseas exceeding £1,000 for royalties or copyright, sound recordings, patents, licences, trade marks, manufacturing rights, research and technical know-how.

TOTAL RECEIPTS FROM OVERSEAS EXCEEDED £1,000 TOTAL PAYMENTS TO OVERSEAS EXCEEDED £1,000

9. LIST OF UNITS COVERED BY THE CENSUS RETURN

A list, CR1, is enclosed. If your return is thought to relate to more than one unit details of these have been entered in column 1. Please enter any additional units not listed. In each case complete columns 2 to 6 as appropriate.

10. CLASSIFIED LISTS OF BUSINESSES

To assist industry, classified lists of manufacturing businesses compiled by the Business Statistics Office have been published from time to time. The latest list was published by HMSO as Business Monitor PO1007.

The lists show only the names and addresses of manufacturing units and the industrial classification of the businesses to which they belong. If you are willing for the business to which this return relates to appear in future lists made available to the public please tick the YES box below. If you do NOT wish this limited information to be made available please tick the NO box.

YES NO

Signature Date

Position in business

11. NAME AND ADDRESS OF PERSON WHO SHOULD BE CONSULTED IF QUESTIONS ARISE ABOUT THIS RETURN (BLOCK CAPITALS PLEASE)

.....
 Telephone No. Ext.
 Telex No. Answer Back

FOR OFFICIAL USE ONLY			
RECEIPTED	DATA TAKE-ON	EXAMINED	P.A. CHECK



A compulsory inquiry conducted by the Government Statistical Service **IN CONFIDENCE**

Department of Trade and Industry **BUSINESS STATISTICS OFFICE**
 Government Buildings Cardiff Road
 NEWPORT Gwent NPT 1XG

Tel: Newport (0633) 56111 ext 2695
 Telex: 497121 Answer Back BSONPT G

PA922

Please amend where appropriate the name, address and postcode

← Please quote in any enquiry

NOTICE UNDER SECTION 3 OF THE STATISTICS OF TRADE ACT, 1947

The Secretary of State for Trade and Industry hereby requires you by law to provide to the Business Statistics Office the information called for in this inquiry form. Your return should be made for the year ended 31 December 1984, unless no figures are available for that period when the return may be made for your business year which ends between 6 April 1984 and 5 April 1985. The return should be completed and returned to the Business Statistics Office as soon as possible but, in any event, not later than 15 June 1985.

NB The information given by you will be treated as confidential in strict accordance with the Act and subject to the further restriction that information about individual businesses will be used and disclosed under Ministerial direction to other government departments for statistical purposes only, except that the names and addresses of individual businesses, their industrial classification and the numbers of persons of different descriptions employed by them may, if a Minister so directs, be made available to Ministers and officials of government departments who need them for carrying out their functions.

ANNUAL CENSUS OF PRODUCTION FOR 1984

Dear Contributor

We conduct this annual census to obtain up-to-date statistical information about the structure and development of industry in the United Kingdom. Census results are used in the construction of national accounts, the index of production and other statistical indicators. They also provide measures of industrial performance for use in industry and government departments. Comparisons may be made with results of similar inquiries that are being conducted in other countries of the European Community. The census has been designed in consultation with the Production Statistics Advisory Committee which is appointed under the Statistics of Trade Act 1947 and includes members from industry, the trade unions, the accountancy profession and the public services.

Forms are sent to all larger establishments but sampling methods are used for medium sized establishments in most industries. Smaller units generally are excused from the obligation to complete the form.

Census results consisting of individual industry reports and a summary volume will be available from Her Majesty's Stationery Office or from the above address.

Notes to help you complete your return are enclosed. If you have any difficulties or would like further information my staff will be pleased to help you. The telephone extension of the appropriate enquiry point is given above.

Yours faithfully

R. Ash

R. ASH
 Director

1. PERIOD COVERED BY THE RETURN

Your return should relate to the calendar year 1984. If no figures are available for the calendar year, the return may be made for a business year, ending on any date from 6 April 1984 to 5 April 1985.

Period covered by the return from

Code	day	month	year
11	/	/	

 to

Code	day	month	year
12	/	/	

2. EMPLOYMENT (average number employed during the year).

Working proprietors	Administrative, technical and clerical employees	All other employees (Operatives)
201	202	205

3. SALES, WORK DONE AND SERVICES RENDERED (exclusive of VAT, i.e. net selling value as invoiced)

	£ thousand
3.1 Sales of goods of your own production	261
3.2 Work done and industrial services rendered	262
3.3 Sales of goods bought and resold without processing (i.e. merchanted or factored goods)	266

4. EXPENDITURE (exclusive of VAT)

4.1 Gross wages and salaries paid to:

	£ thousand
(a) Administrative, technical and clerical employees	301
(b) All other employees (operatives)	304
(c) Remuneration paid to outworkers (i.e. homeworkers)	314

4.2 Purchases of materials, fuel and water

	734
--	-----

4.3 Goods purchased for resale without processing (i.e. for merchenting or factoring)

	733
--	-----

4.4 Amounts payable for work given out (i.e. subcontracted) and for repairs and maintenance

	623
--	-----

5. DUTIES, SPECIAL LEVIES, SUBSIDIES, ALLOWANCES, ETC. Not applicable to this industry

6. STOCKS (exclusive of VAT).

	Materials, stores and fuel £ thousand	Work in progress £ thousand	Goods on hand for sale £ thousand
6.1 Value at beginning of year	401	403	413
6.2 Value at end of year	402	404	414

7. CAPITAL EXPENDITURE IN THE YEAR (exclusive of deductible VAT; do not make any deductions for depreciation).

NOTE: You are particularly asked to give the information at Questions 7.2 to 7.10 for the calendar year 1984. If this is not possible please provide information for your business year.

7.1 The information given at 7.2 to 7.10 is for the year ending

17	/	/	
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ACQUISITIONS Cost of:

	£ thousand
7.2 New building work	501
7.3 Land and existing buildings	502
7.4 New and second-hand plant, machinery office equipment and other capital equipment	517
7.5 New and second-hand vehicles (include Customs and Excise Car Tax)	504
7.6 Question not applicable to this form.	
7.7 Question not applicable to this form.	

DISPOSALS Proceeds from disposal of:

7.8 Land and buildings	503
7.9 Plant, machinery and other capital equipment	518
7.10 Vehicles	505

UNITS NOT YET IN PRODUCTION

Have you any additional capital expenditure at sites not covered by this return and at which production has yet to commence

	Please state yes or no
--	------------------------

8. LIST OF UNITS COVERED BY THE CENSUS RETURN

A list, CRI, is enclosed. If your return is thought to relate to more than one unit details of these have been entered in column 1. Please enter any additional units not listed. In each case complete columns 2 to 6 as appropriate.

9. CLASSIFIED LISTS OF BUSINESSES

To assist industry, classified lists of manufacturing businesses compiled by the Business Statistics Office have been published from time to time. The latest list was published by HMSO as Business Monitor PO1007.

The lists show only the names and addresses of manufacturing units and the industrial classification of the businesses to which they belong. If you are willing for the business to which this return relates to appear in future lists made available to the public please tick the YES box below. If you do NOT wish this limited information to be made available please tick the NO box.

YES

8	1
---	---

NO

8	2
---	---

Signature Date

Position in business

10. NAME AND ADDRESS OF PERSON WHO SHOULD BE CONSULTED IF QUESTIONS ARISE ABOUT THIS RETURN (BLOCK CAPITALS PLEASE)

.....

Telephone No. Ext.

Telex No. Answer Back

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RECEIVED	DATA TAKE-ON	EXAMINED	P.A. CHECK



A compulsory Inquiry conducted by
the Government Statistical Service
IN CONFIDENCE

FV 1	
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JA580

← Please quote
in any enquiry

Please amend
where appropriate
the name, address
and postcode

NOTICE UNDER SECTION 3 OF THE STATISTICS OF TRADE ACT, 1947

The Secretary of State for Trade and Industry hereby requires you by law to provide to the Business Statistics Office the information called for in this inquiry form. Your return should be made for the year ended 31 December 1983, unless no figures are available for that period when the return may be made for your business year which ends between 6 April 1983 and 5 April 1984. The return should be completed and returned to the Business Statistics Office as soon as possible but, in any event, not later than 15 June 1984.

NB The information given by you will be treated as confidential in strict accordance with the Act and subject to the further restriction that information about individual businesses will be used and disclosed under Ministerial direction to other government departments for statistical purposes only, except that the names and addresses of individual businesses, their industrial classification and the numbers of persons of different descriptions employed by them may, if a Minister so directs, be made available to Ministers and officials of government departments who need them for carrying out their functions.

Department of Trade and Industry
BUSINESS STATISTICS OFFICE
Government Buildings
Cardiff Road
Newport Gwent NPT 1XG

Telephone: Newport (0633) 56111 ext 2984
Telex: 497121 Answer Back BSONPT G

ANNUAL CENSUS OF PRODUCTION FOR 1983 – CONSTRUCTION INDUSTRY

Dear Contributor

We conduct this annual census to obtain up-to-date statistical information about the structure and development of industry in the United Kingdom. Census results are used in the construction of national accounts, the index of production and other statistical indicators. They also provide measures of industrial performance for use in industry and government departments. Comparisons may be made with results of similar inquiries that are being conducted in other countries of the European Community. The census has been designed in consultation with the Production Statistics Advisory Committee which is appointed under the Statistics of Trade Act 1947 and includes members from industry, the trade unions, the accountancy profession and the public services.

Census results, consisting of individual industry reports and a summary volume will be available from Her Majesty's Stationery Office or from the above address.

Notes to help you complete your return are enclosed. If you have any difficulties or would like further information my staff will be pleased to help you. The telephone extension of the person dealing with this inquiry is shown above.

Yours faithfully

R. Ash

R. ASH
Director

For office use only

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1. PERIOD COVERED BY THE RETURN

	from	11	/	/	day	month	year
	to	12	/	/			

Your return should relate to the calendar year 1983, or if no figures are available for that year, the return may be made for a business year ending on any date from **6 April 1983 to 5 April 1984**. If the business to which this form is addressed commenced or ceased during the year, you should make the return for that part of the year during which the business was in operation and should state the period in the box provided.

2. EMPLOYMENT

Number

Average number of persons on the payroll during the year

34	
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Average employment may be estimated, for example, from the average of the figures for the last week of each calendar month.

Include **all** persons on your payroll, whether full-time or part-time, except for casual workers. Include administrative, professional, technical and clerical employees (on-site and off-site) as well as all manual wage-earners, apprentices and working foremen. Also include directors who receive a salary.

Exclude working proprietors, part-time directors paid by fee only, and casual employees.

3. TURNOVER (exclusive of VAT)

Value of work (including sub-contract work) done during the period, sales of goods and receipts for services rendered to other organisations (including hiring out of plant, machinery and scaffolding and rents for industrial buildings)

£ thousand

512	
-----	--

INCLUDE The total value of work done by you, or for you by sub-contractors in the period to which the return relates — i.e. the net amount payable to you, or an appropriate proportion of the net contract price representing the value of work done during the year.

The value of all goods used or incorporated in the work done, whether purchased or made by you; sales of goods made by you, or made for you by other firms from materials given out to them by you; sales of the residues of demolition; and sales of goods bought and sold without processing. **The value included for goods sold should be the net selling value — i.e. the amount charged to customers, less VAT, trade discounts, agents' commissions, etc.**

Any transfers of goods to any other department of your firm that is not covered by this return. Such transfers should be regarded as sales and valued as if you had sold them to an independent purchaser.

Amounts charged for providing transport or for any technical, professional or other services rendered to other firms or credited to you by other departments of your firm not covered by this return.

EXCLUDE The value of any work done on buildings for your own use, carried out by your own employees. This should be included in heading 5.1.

The value of land and buildings acquired for development and subsequently disposed of. In particular, the value of freehold land should be excluded from selling prices.

4. COSTS (exclusive of VAT)

4.1 Gross wages and salaries paid, employers' National Insurance contributions and contributions to other pension and welfare schemes for all employees including directors who receive a salary

£ thousand

54	
----	--

Include all

- overtime payments
- bonuses
- commissions
- holiday pay
- redundancy payments (less amounts reimbursed from government sources)
- insurance premiums for policies providing pensions and other staff benefits
- contributions to running costs of canteens, social centres, etc.

Exclude travelling expenses, lodging allowances, etc.

£ thousand

4.2 Purchases

400	
-----	--

Include

- construction materials
- stationery
- packaging materials
- goods purchased for resale without processing
- canteen purchases
- fuel (including petrol and DERV fuel)
- electricity
- water charges
- materials for use by you for producing capital items for your own use
- replacement parts for your own machinery, plant and road vehicles
- accessories and consumable tools bought as replacements
- any transfers of goods to you from other departments of your firm that are not covered by this return

Exclude land and buildings acquired for development and subsequent disposal

£ thousand

4.3 Other expenditure (except capital expenditure, which should be entered in Section 5)

360	
-----	--

Include

- the value of work done for you by sub-contractors
- amounts payable to other organisations for repairs and maintenance to your buildings (including rented buildings), vehicles, plant and machinery;
- amounts payable for the rent of industrial buildings
- amounts payable for the hiring of plant (including scaffolding), machinery and vehicles
- commercial insurance premiums payable
- bank charges (other than interest on loan capital)
- amounts payable to accountants, solicitors, surveyors, etc. excepting those amount covered by section 5
- amounts payable for technical and market research and advertising
- postage, telephone, telex, etc.
- amounts payable to other organisations for transport within the UK

Exclude rates and vehicle licences.

5. CAPITAL EXPENDITURE IN THE YEAR (exclusive of deductible VAT)

Do not make any deduction for depreciation, amortisation or obsolescence.

For more detail please see accompanying notes.

LAND AND BUILDINGS FOR YOUR OWN USE, (excluding those acquired for development and subsequent disposal)

£ thousand
5.1 Cost of new building work 201

£ thousand
5.2 Cost of land and existing buildings purchased 202

£ thousand
5.3 Proceeds from land and buildings disposed of 203

VEHICLES

£ thousand
5.4 Cost of new and second-hand vehicles purchased 213

£ thousand
5.5 Proceeds from vehicles disposed of 214

PLANT, MACHINERY (INCLUDING OFFICE MACHINERY) AND OTHER CAPITAL EQUIPMENT (exclusive of deductible VAT)

£ thousand
5.6 Cost of new and second-hand equipment purchased 231

£ thousand
5.7 Proceeds from equipment disposed of 232

NAME AND ADDRESS OF PERSON WHO SHOULD BE CONSULTED IF QUESTIONS ARISE ABOUT THIS RETURN (BLOCK CAPITALS PLEASE)

.....
.....
.....

Telephone No. Ext. Telex No.

BUSINESS MONITOR

A publication of the Government Statistical Service

Report on the
Census of Production
1983

Presented by the Secretary of State for Trade and Industry
to Parliament in pursuance of the Statistics of Trade Act 1947
(10 & 11 Geo.6 Cha.39 sec 7)

Department of Trade and Industry
Business Statistics Office

London: Her Majesty's Stationery Office

BUSINESS MONITORS MAKING UP THE COMPLETE CENSUS REPORT

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PA1001	Introductory notes	PA372	Medical and surgical equipment and orthopaedic appliances
PA111	Coal extraction and manufacture of solid fuels	PA373	Optical precision instruments and photographic equipment
PA120	Coke ovens	PA374	Clocks, watches and other timing devices
PA130	Extraction of mineral oil and natural gas	PA411	Organic oils and fats
PA140	Mineral oil processing	PA412	Processing of bacon, meat and poultry
PA161	Production and distribution of electricity	PA413	Preparation of milk and milk products
PA162	Public gas supply	PA414	Processing of fruit and vegetables
PA170	Water supply industry	PA415	Fish processing
PA210	Extraction and preparation of metalliferous ores	PA416	Grain milling
PA221	Iron and steel industry	PA419	Bread, biscuits and flour confectionery
PA222	Steel tubes	PA420	Sugar and sugar by-products
PA223	Drawing, cold rolling and cold forming of steel	PA421	Ice-cream, cocoa, chocolate and sugar confectionery
PA224	Non-ferrous metals industry	PA422	Animal feeding stuffs
PA231	Extraction of stone, clay, sand and gravel	PA423	Starch and miscellaneous foods
PA239	Extraction of miscellaneous minerals (including salt)	PA424	Spirit distilling and compounding
PA241	Structural clay products	PA426	Wines, cider and perry
PA242	Cement, lime and plaster	PA427	Brewing and malting
PA243	Building products of concrete, cement or plaster	PA428	Soft drinks
PA244	Asbestos goods	PA429	Tobacco industry
PA245	Working of stone and other non-metallic minerals	PA431	Woollen and worsted industry
PA246	Abrasive products	PA432	Cotton and silk industries
PA247	Glass and glassware	PA433	Throwing, texturing, etc. of continuous filament yarn
PA248	Refractory and ceramic goods	PA434	Spinning and weaving of flax, hemp and ramie
PA251	Basic industrial chemicals	PA435	Jute and polypropylene yarns and fabrics
PA255	Paints, varnishes and printing ink	PA436	Hosiery and other knitted goods
PA256	Specialised chemical products mainly for industrial and agricultural purposes	PA437	Textile finishing
PA257	Pharmaceutical products	PA438	Carpets and other textile floorcoverings
PA258	Soap and toilet preparations	PA439	Miscellaneous textiles
PA259	Specialised chemical products mainly for household and office use	PA441	Leather (tanning and dressing) and fellmongery
PA260	Production of man-made fibres	PA442	Leather goods
PA311	Foundries	PA451	Footwear
PA312	Forging, pressing and stamping	PA453	Clothing, hats and gloves
PA313	Bolts, nuts, etc.; springs; non-precision chains; metals treatment	PA455	Household textiles and other made-up textiles
PA314	Metal doors, windows, etc.	PA456	Fur goods
PA316	Hand tools and finished metal goods	PA461	Sawmilling, planing, etc. of wood
PA320	Industrial plant and steelwork	PA462	Manufacture of semi-finished wood products and further processing and treatment of wood
PA321	Agricultural machinery and tractors	PA463	Builders' carpentry and joinery
PA322	Metal-working machine tools and engineers' tools	PA464	Wooden containers
PA323	Textile machinery	PA465	Miscellaneous wooden articles
PA324	Machinery for the food, chemical and related industries; process engineering contractors	PA466	Articles of cork and plaiting materials, brushes and brooms
PA325	Mining machinery, construction and mechanical handling equipment	PA467	Wooden and upholstered furniture and shop and office fittings
PA326	Mechanical power transmission equipment	PA471	Pulp, paper and board
PA327	Machinery for printing, paper, wood, leather, rubber, glass and related industries: laundry and dry cleaning machinery	PA472	Conversion of paper and board
PA328	Miscellaneous machinery and mechanical equipment	PA475	Printing and publishing
PA329	Ordnance, small arms and ammunition	PA481	Rubber products
PA330	Manufacture of office machinery and data processing equipment	PA483	Processing of plastics
PA341	Insulated wires and cables	PA491	Jewellery and coins
PA342	Basic electrical equipment	PA492	Musical instruments
PA343	Electrical equipment for industrial use, and batteries and accumulators	PA494	Toys and sports goods
PA344	Telecommunication equipment, electrical measuring equipment, electronic capital goods and passive electronic components	PA495	Miscellaneous manufacturing industries
PA345	Miscellaneous electronic equipment	PA500	Construction
PA346	Domestic-type electric appliances	PA1002	Summary tables
PA347	Electric lamps and other electric lighting equipment		
PA351	Motor vehicles and their engines		
PA352	Motor vehicle bodies, trailers and caravans		
PA353	Motor vehicle parts		
PA361	Shipbuilding and repairing		
PA362	Railway and tramway vehicles		
PA363	Cycles and motor cycles		
PA364	Aerospace equipment manufacturing and repairing		
PA365	Miscellaneous vehicles		
PA371	Measuring, checking and precision instruments and apparatus		

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The information in this report relates to establishments classified to the Group in the Standard Industrial Classification Revised 1980. The industry Group covers the following Activity Headings:—

For a full description of the 1980 classification see Standard Industrial Classification Revised 1980, obtainable from Her Majesty's Stationery Office, price £3.40.

In interpreting the data in the tables it is essential to bear in mind the notes and definitions which commence on page 5.

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TABLE 1

Output and costs, 1979-1983
All United Kingdom establishments classified to the industry (a)

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	Unit	1979	1980	1981	1982	1983
Enterprises	Number					
Establishments	"					
Sales of goods produced	£ million					
Work done and industrial services rendered	"					
Capital goods produced for establishments' own use	"					
Non-industrial services rendered	"					
Goods merchanted or factored	"					
Total sales and work done	"					
Increase during the year, work in progress and goods on hand for sale	"					
Gross output	"					
Purchases of materials for use in production, and packaging and fuel	"					
Purchases of goods for merchenting or factoring	"					
Increase during the year, stocks of materials, stores and fuel	"					
Cost of industrial services received	"					
Net output	"					
Total employment	Thousand					
Net output per head	£					
Cost of non-industrial services received						
Hire of vehicles, plant and machinery	£ million					
Rents of industrial and commercial buildings	"					
Commercial insurance premiums	"					
Bank charges	"					
Other non-industrial services	"					
Licensing of motor vehicles	"					
Rates, excluding water rates	"					
Gross value added at factor cost	"					
Gross value added at factor cost per head	£					

(a) Satisfactory returns accounted for per cent of employment within the industry, in 1983.

TABLE 2

Capital expenditure, 1979-1983
All United Kingdom establishments classified to the industry

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	1979	1980	1981	1982	1983
Land and buildings					
New building work					
Land and existing buildings					
Acquisitions					
Disposals					
Net					
Plant and machinery					
Acquisitions					
Disposals					
Net					
Vehicles					
Acquisitions					
Disposals					
Net					
Total net capital expenditure					

TABLE 3

Stocks and work in progress, 1979-1983
All United Kingdom establishments classified to the industry

	1979	1980	1981	1982	1983
3a. Increase during year					
Materials, stores and fuel					
Work in progress					
Goods on hand for sale					
Total					
3b. Value at end of year					
Materials, stores and fuel					
Work in progress					
Goods on hand for sale					
Total					

TABLE 4

Employment, labour costs, output, net capital expenditure and stocks and work in progress by size of total employment, 1983
All United Kingdom establishments classified to the industry (a)

Size group	Estab-lish-ments	Enter-prises (b)	Employment			Wages and salaries (c)			
			Total, including working proprietors	Opera-tives	Admin-istrative, technical and clerical	Operatives		Administrative, technical and clerical	
						Total	per head	Total	per head
Number	Number	Thousand	Thousand	Thousand	£ million	£	£ million	£	
Total									

- (a) Establishments employing fewer than 20 persons are not required to complete census returns. Because of this, data for these establishments should be regarded merely as the best estimates available and used with caution.
- (b) The count of enterprises shown in each row represents the number of enterprises, irrespective of size, owning the establishments shown in each size group. Because an enterprise may own establishments in more than one size group, the sum of individual enterprise counts may exceed the total for the industry.
- (c) The cost of employers' contributions to the national insurance, pensions and welfare schemes and the running costs of canteens are excluded from the table but were estimated for the industry at £ million. The remuneration of outworkers on returns received – also excluded from the table – was £ thousand.
- (d) Gross value added data relates to establishments employing 1–199.

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Total sales and work done	Gross output	Net output		Gross value added at factor cost		Net capital expenditure	Total stocks and work in progress at end of year				
		Total	per head	Total	per head						
								£ million	£	£ million	£
£ million	£ million	£ million	£	£ million	£	£ million	£ million				

TABLE 5

Percentage analysis of twelve-month periods covered by returns received for the 1983 Census by number of returns and total employment

Accounting year ended	Percentage of total returns received	Percentage of total employment
1983 6-30 April		
May		
June		
July		
August		
September		
October		
November		
December		
1984 January		
February		
1 March-5 April		

TABLE 6

Operating ratios, 1979-1983
All United Kingdom establishments classified to the industry

	Unit	1979	1980	1981	1982	1983
Gross output per head	£					
Net output per head	£					
Gross value added per head	£					
Gross value added as a percentage of gross output	%					
Ratio of gross output to stocks						
Wages and salaries as a percentage of gross value added	%					
Ratio of operatives to administrative, technical and clerical employees						
Wages and salaries per operative	£					
Wages and salaries per administrative, technical and clerical employee	£					
Net capital expenditure per head	£					
Net capital expenditure as a percentage of gross value added	%					

TABLE 2
Percentage analysis of twelve-month periods covered by returns received by the 1983 Census by number of returns and total employment

Accounting year ended	Percentage of total returns received	Percentage of total employment
1983 0-30 April		
May		
June		
July		
August		
September		
October		
November		
December		
1984 January		
February		
1 March-3 April		

TABLE 3
Constant price, 1982-1983
All United Kingdom establishments classified to the industry

	1983	1982	1981	1980	1979	1978
Gross output per head						
Net output per head						
Gross value added per head						
Gross value added as a percentage of gross output						
Ratio of gross output to stocks						
Wages and salaries as a percentage of gross value added						
Ratio of output value to intermediate technical and non-technical						
Wages and salaries per employee						
Wages and salaries per unit of five technical employees						
Net capital expenditure per head						
Net capital expenditure as a percentage of gross value added						

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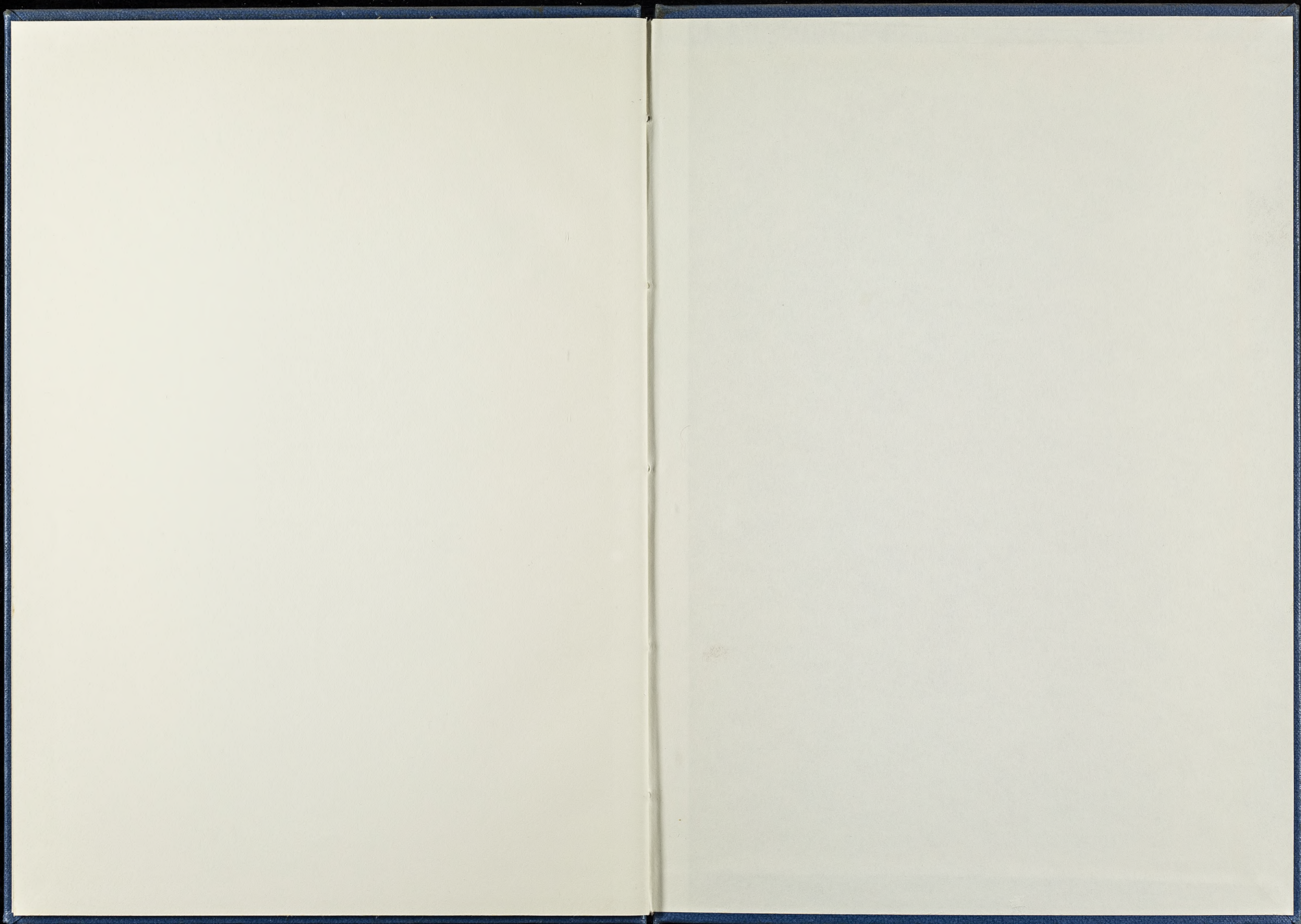
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