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Business Statistics Office

Business Monitor

Report on the Census of Production

Introductory notes

277/6

IMSO



A publication of the Government Statistical Service

PA1001

Business Monitor

A publication of the Government Statistical Service

Report on the Census of Production 1976

Introductory notes

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

Department of Industry
Business Statistics Office

London: Her Majesty's Stationery Office

Special Note for Purchasers

Commencing with the 1971 Census, the Census of Production reports are being numbered in a uniform series embracing all industrial inquiries in the Business Monitor series. These Business Monitors have a code P (for production) followed first by A (indicating that it is an annual series) or Q (quarterly) or M (monthly); and then by a number indicating the minimum list heading, or sub-division of a minimum list heading, of the Standard Industrial Classification (revised 1968).

The Census of Production (PA) reports are available on standing order (details on application to Her Majesty's Stationery Office, P.O. Box 569, London SE1 9NH. Telephone 01-928 6977), although they are not included in the global subscription arrangements for the Business Monitor series.

Government Statistical Service

A service of statistical information and advice is provided to the Government by specialist staffs employed in the statistics division of individual Departments. Statistics are made generally available through their publications and further information and advice on them can be obtained from the Departments concerned.

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INTRODUCTION

1. The Report on the Census of Production for 1976 comprises 166 separate Business Monitors in the PA series:

Introductory notes	PA1001
164 industry monitors	PA101-PA603
Summary tables	PA1002

Provisional estimates of some of the principal results for 1976 with comparative data for 1973-1975 were published in Business Monitor PA1000.

For the construction industry, the special notes included in PA500 should also be consulted.

2. Censuses of Production are taken annually for Great Britain by the Department of Industry's Business Statistics Office (BSO) under the Statistics of Trade Act, 1947 and for Northern Ireland by the Department of Commerce, Belfast, under the Statistics of Trade (Northern Ireland) Act, 1949. The information collected separately for Northern Ireland is included in the United Kingdom totals published in the Business Monitors.

3. The Census of Production for 1976 is the seventh in the annual series, which forms part of a system of industrial statistics which was mainly brought into operation between 1970 and 1973. The rest of the system comprises selected monthly inquiries into manufacturers' sales, orders and production, quarterly inquiries into the product sales of manufacturing industries and less frequent inquiries into additional subjects including details of purchases of goods and services by industry.

4. The Census for 1976 is in line with similar inquiries being conducted in other member countries of the European Economic Communities (EEC). The co-ordination of these annual inquiries into industrial activity is achieved by a directive (72/221) of the Council of the European Communities. Results are provided to the Statistical Office of the European Communities on the General Industrial Classification of Economic Activities within the European Communities (NACE). Data from the censuses of production are also used in the United Kingdom to meet the requirement of an earlier EEC directive (64/475) on capital expenditure.

BURDEN OF FORM FILLING

5. Proposals for all Government statistical inquiries are scrutinised very carefully to ensure that it is necessary to seek the information and that it is sought in an economic manner. The Survey Control Unit in the Central Statistical Office considers all proposals for new statistical inquiries and any changes to existing inquiries. To reduce the burden of form filling many smaller firms are either excluded from the annual censuses altogether or receive a shorter form. The BSO accepts reasonable estimates where contributors find it difficult to provide exact figures.

6. The subjects to be covered for the Censuses for 1973-1976 were decided after consultation with the Census of Production Advisory Committee appointed under the Statistics of Trade Act, 1947. This Committee includes members from industry, the trade unions, the accountancy profession, universities and the public services. A list of members is given on page 20 of these notes. Additionally, for the construction industry the Standing Consultative Committee on Construction Statistics of the National Consultative Council for the Building and Civil Engineering Industries was consulted in respect of 1976.

OBJECTIVES

7. The main objective of the series of annual censuses is to provide summary information about the structure of industry in the United Kingdom, which will be useful to industry,

economic analysts and Government alike and to facilitate international comparisons with other member states of the EEC. The censuses make possible the comparison of the characteristics of an industry either between years or with other industries in the same year.

CHANGES COMPARED WITH 1975

8. Separate monitors are being published for the first time for the following industries:

PA333.1	Pumps
PA333.2	Valves
PA333.3	Compressors and fluid power equipment

COVERAGE

9. The Census for 1976 covered some 34 thousand establishments in the United Kingdom. The Channel Islands and the Isle of Man were excluded. Estimates for over 70 thousand exempted establishments are included in the results. The construction industry for 1976 covered some 88 thousand undertakings, of which 78 thousand were small units represented by a sample.

10. The Census covered United Kingdom establishments engaged in manufacturing, mining and quarrying, construction, electricity, gas and water supply (Orders II to XXI of the Standard Industrial Classification (revised 1968), (SIC)).

11. Establishments (defined in paragraph 13) with fewer than 20 employees were exempt. The standard length form was used for establishments with 100 or more employees, with a shorter form for establishments with 20 to 99 employees. A specimen of the standard form is included at Part VIII. Each establishment is classified to an industry, as defined in the SIC, whose principal products form the major part of the establishment's sales. In the construction industry, where firms employing fewer than 20 persons account for a relatively high proportion of total employment and output, a sample was taken of undertakings with fewer than 20 employees.

INDUSTRIAL CLASSIFICATION

12. The United Kingdom SIC was first issued in 1948 and revised in 1958 and 1968. It exists to promote uniformity and comparability in the official statistics of the United Kingdom. The general principles followed are those of the International Standard Industrial Classification of all Economic Activities of the United Nations Statistical Office but the United Kingdom SIC reflects the organisation and structure of industry and trade as it exists in the United Kingdom. The SIC is a classification by activity and is not a commodity classification. However, an index of all commodity headings for which sales data are provided in the Quarterly Business Monitors is published in Business Monitor PQ1000.

STATISTICAL UNITS

13. The statistical unit for the purpose of the Census is the establishment which is defined in the SIC as the smallest unit which can provide the information normally required for an economic census, for example, employment, expenses, turnover, capital formation. Usually the principal activities carried on in an establishment fall within a single heading of the classification (e.g. steel making or sugar refining). Typically the establishment embraces all the activities carried on at a single address e.g. a farm, a mine or a factory, including those which are ancillary to the principal activities. Frequently distinct activities characteristic of different industries are carried on at one address, but normally these are not classified separately and the whole establishment is classified according to the main activity. If, however, the required range of data can be provided for each activity, each is taken to constitute a separate establishment. Sometimes activities which are conducted as a single business are carried on at a number of addresses. Where this is so, businesses are asked to provide the full range of separate information in

respect of each address, whether or not the activities are different. Their activities may, however, be integrated to such an extent that they constitute a single establishment. In the latter case the establishment is defined to cover the combined activities at these addresses (termed local units). Separate figures are obtained of employment and net capital expenditure at each unit in order to compile regional tables.

14. Efforts are made by the BSO to ensure, by negotiating with respondents, that the return from an establishment does not cover local units or addresses in more than one of the countries of the United Kingdom.

15. Further information about the statistical unit appeared in an article "The statistical unit in business inquiries" in Statistical News No. 13 May 1971.

16. Establishments are asked to exclude from their returns particulars relating to any department not engaged in production e.g. merchandising, transport, warehousing, for which they keep a separate set of accounts. Transfers of goods produced to such departments are treated as sales and respondents are asked to value them as far as possible as if sold to an independent purchaser. Where separate accounts are not kept they are asked to include details of all these activities in their return.

17. Particulars relating to head offices mainly engaged in the administration of the production units within the scope of the census were included. Where more than one return was made the information in respect of the head office was apportioned among them.

18. For certain purposes in the annual censuses of production (especially the enterprise analyses of Business Monitor PA1002) related establishments are combined. For these purposes an enterprise group may be defined as a business consisting of either a single establishment or two or more establishments under common ownership or control. Bringing together establishments into enterprise groups is also necessary for the purpose of ensuring that there will be no disclosure of the activities of any one enterprise group. Information about the relationship of establishments, the changing structure of groups of companies and about common ownership links is obtained from many sources, including the Stock Exchange Year Book, company reports, press reports and information supplied by individual establishments.

PERIOD COVERED

19. Establishments were asked to make returns in respect of the calendar year but a return for a business year ending on any date between 6 April 1976 and 5 April 1977 was accepted. An analysis of the periods covered for 1976 is shown in Table 6 in each industry monitor. Returns covering less than twelve months were accepted in those cases where businesses had started or ceased trading during the year. The figures of total sales may differ from comparable annual totals published in the Quarterly (PQ) Business Monitors. In the quarterly inquiries, an establishment makes returns on a calendar quarter (or near calendar quarter) basis.

SUPPRESSION OF INFORMATION RELATING TO INDIVIDUAL UNDERTAKINGS

20. Section 9(5)(b) of the Statistics of Trade Act 1947 states — "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."

21. If a figure involved disclosure the contributor concerned was sometimes asked to give permission for its publication. In the majority of cases permission was given. When it was refused and where contributors were not approached the figure has been suppressed, either by combining it with other figures, or as in the regional tables, by omitting the figure altogether.

FORM OF BUSINESS MONITORS

22. A Business Monitor is published in respect of each industry separately distinguished in the 1976 Census; in some cases the industry monitor will contain a set of tables for the industry together with another set for a broader sector of industry. Each industry monitor is prefaced by a brief description of the activity of the industry — where necessary an account is given of any non-standard features and any changes which affect comparability between the years 1973—1976. Each industry monitor includes the essential notes for interpreting the census figures and also a list of all the Business Monitors which form the complete Census Report. Business Monitor PA1002 summarises information contained in the industry monitors at establishment level, together with enterprise analyses.

23. As in previous annual censuses, respondents were asked to state whether or not they were willing to have the name and address of the business included in a Classified List of Businesses. The consents given have permitted the preparation of a Classified List of Manufacturing Businesses. Arrangements can be made for the List to be supplied on magnetic tape in ICL 1900 format. For the systems other than the ICL 1900 the purchaser would have to arrange the necessary conversion. Further information about the Lists may be obtained from the Librarian, Business Statistics Office, telephone (Newport 0633) 56111, ext 2973.

SYMBOLS USED

24. 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

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

PLANNING

26. In the 1973 Census changes of coverage of establishments and of content of census forms were made to meet the United Kingdom's obligations to align its censuses with the annual industrial inquiries conducted by other member countries of the EEC. In a few cases more detailed information was collected in the 1976 Census so as to fill the obligation arising from the second stage of the implementation of the EEC directive (72/221). All these changes were discussed and agreed by the Census of Production Advisory Committee.

27. For the years 1973—1976 the full range of information was collected from establishments with 100 or more employees, except that establishments with 300 or more employees were asked to provide more detailed information on costs in the 1974 Census.

28. In principle, the information collected in the census is the same for all industries. To achieve consistency of reporting between industries, the BSO has standardised the questionnaire as far as possible and establishments received either the standard form (see Part VIII) or a shorter version according to their employment recorded on the Production Register. In 30 industries the characteristics of each industry were such that it was decided to use one of the non-standard forms.

THE REGISTER

29. A register of about 130,000 manufacturing units throughout the United Kingdom is held at the BSO. This register is used as a basis for selecting mailing lists for all BSO inquiries directed to manufacturing industry.

30. The records which are held both on an ICL 1906A computer and on visible index cards contain identification particulars and information about a unit's eligibility for inclusion in an inquiry; its relationship with other units in common ownership; classification of industrial activity; nationality of parent company if foreign owned and location indicators permitting regional analyses. A regional analysis of production local units in Orders III—XIX is published each year in Business Monitor PA1003 (Analyses of United Kingdom manufacturing (local) units by employment size).

31. The register permits a questionnaire to be sent direct to the reporting establishment on which the latter can include information relating to all the manufacturing (or local) units which it comprises.

32. The inquiries provide a major source of information for keeping the register continuously up-to-date and act as a check on its detail and structure. For the establishments on the register making returns to the quarterly inquiries, the industrial classification is derived from an analysis of their sales of commodities and is reviewed annually. Employment data are entered on the register from returns to the annual censuses of production. In cases where an establishment does not make a return to these inquiries the employment data are based on information provided by the Department of Employment from the annual censuses of employment.

33. New additions to the register are obtained from various sources including Companies Registration Office and the Department of Employment. The 1973 Finance Act allows HM Customs and Excise to pass to the BSO lists of businesses registered for VAT. Information from all these sources is used to improve the register, and where necessary, details are sought directly from new businesses. Units which cease to trade are removed from the live register.

34. Establishments with 20 or more employees are included in the censuses each year and the information they supply to the Census is supplemented by the returns that those with 25 or more employees provide to the quarterly inquiries. Information about establishments with fewer than 20 employees in most industries is less securely based, but increasing use has been made of data on these small establishments supplied by the

Department of Employment. One benefit of using this information is an improvement in the estimates of the number of smaller establishments and enterprises, but there is little effect on other aggregates (e.g. employment, output, net capital expenditure).

COLLECTION OF DATA

35. For each annual census the computer produces from the register a list of establishments within the scope of the census. Questionnaires are despatched to each establishment on this list after the end of the year to which the census relates.

36. The receipt of all returns is recorded by the computer as soon as possible so that reminders are not sent to those contributors who have provided information. Computer generated reminder letters are sent at intervals to establishments which have not submitted a return. For the 1976 Census reminder action was taken in May, July and September, 1977. If reminders fail to produce a response establishments whose figures are of particular importance to an inquiry ("Key" Contributors) are sent telex messages or telephoned. Every effort is made to persuade establishments to provide returns promptly and visits are paid to late or non-responding key contributors. Persistent non-responders are sent a final cautionary letter after a suitable period and if this fails to elicit a response the matter is referred to the Departments' legal advisors. Section 4 of the Statistics of Trade Act, 1947 provides penalties for offences relating to returns.

37. Returns are given a preliminary clerical scrutiny to ensure that the information they contain is sufficiently clear and complete for computer processing. In the course of processing a census, more than half a million items of information go through a series of computer tests. These check the completeness of the return, the credibility of the figures and the internal consistency of the return. Information which passes these tests is recorded on magnetic tape and provides the basis for further processing. Information which fails the tests is printed out for clerical checking. Any queries which may have arisen as a result of desk examination are investigated and resolved — in consultation if necessary with contributors — after which the amended or authenticated data is again passed to the computer to be recorded.

ESTIMATION

38. All published census results (described in paragraph 1) include estimates for non-respondents, unsatisfactory returns and establishments with fewer than 20 employees, which are not required to make returns. Estimates are also made for items not covered on the shorter form sent to smaller establishments.

39. For two employment size groups in each industry, the computer estimation system calculates ratios of totals returned to total returned employment, thus deriving "average per head" values. The products of these ratios and the last known employment of each non-responding or exempted establishment yield estimated value for that establishment. Estimates of items not collected on the shorter form are made in a similar way using returned employment. Derived items are calculated for each establishment. The end result of this estimation process is the creation of a data file containing estimates with separate values for each item in respect of all establishments included in the census. For a limited range of data estimates are also made in respect of local units of multi-unit establishments.

AGGREGATION

40. The main establishment analyses are obtained by aggregating the values held on the data file for each establishment. These basic tabulations are supplemented by analyses of the data accumulated within enterprises (Business Monitor PA1002) and analyses based on local units. Strict checks are made to ensure that no disclosure of information relating to individual enterprise groups arises.

COMPILATION OF BUSINESS MONITOR TABLES

41. Tables for publication are prepared from those tabulations provided from the computer, suppressing items where there is a risk of disclosure. These tables, together with Table 7 giving data provided by the Department of Employment, are pre-printed within the BSO and passed to Her Majesty's Stationery Office for publication.

REVISIONS

42. There are revisions to figures between provisional results (Business Monitor PA1000) and the final Census Report. Revisions between the compilation of provisional and final results may be attributed to a number of factors: higher response at the later stage; the longer preparation time for final results allows more rigorous credibility checking of aggregates and returns; better estimation methods which are possible for final results. An indication of the extent of these revisions is given in Table 3 of Business Monitor PA1000.

INTERPRETATION

43. In interpreting census statistics the following points should be kept in mind:

- a. Establishments are removed from the census if they cease production. The effect of this may be balanced by new establishments coming into the production sector e.g. new companies, firms transferred from the distribution sector and improvements in coverage. The structure of an industry can also be affected by the movement of establishments between industries following the annual reclassification of establishments.
- 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. The figures in the monitors exclude sales of products manufactured by establishments whose main activity is outside manufacturing unless they keep separate accounts covering their manufacturing activity. Where the turnover of a manufacturer arises from receipts for "work done on materials supplied by a customer", sales of the finished product are not included in that manufacturer's return.

d. Transfers between establishments within an enterprise group are recorded in the same way as sales to an independent purchaser.

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

CONGRUENCE WITH QUARTERLY INQUIRIES

44. As far as possible the figures collected from individual establishments in the annual censuses are congruent with those collected in the quarterly inquiries into manufacturers' sales (see "Guide to short term statistics of manufacturers' sales" PQ1001 in the Business Monitor series). There are, however, some differences which are described below.

45. If a change in the reporting structure of a company or in the way it keeps its accounts occurs during the year, this change is reflected during that year by the quarterly inquiries. The figures reported to the annual census for the whole year are generally based on the structure of the company at the end of the year.

46. Because annual returns can be accepted from establishments for their business year, they may differ from the aggregation of four quarterly returns for a calendar year. Although in some cases figures for individual establishments may be up to 9 months out of phase, these differences usually tend to cancel out at industry level. There can also be differences between the information establishments provide quickly for the quarterly inquiries and the information for the annual census which often comes from audited accounts.

47. There are three other differences usually of a minor nature. Firstly, canteen takings are excluded from the quarterly inquiries but they are collected in the annual census of production. Secondly, quarterly inquiry sales figures do not have to be adjusted for cash discounts, quantity rebates and allowances for returned goods, as these may not be known at the time of completion of the questionnaire and cannot always be apportioned between products. They are, however, reflected in the annual census figures. Thirdly, more small firms are exempt from the quarterly inquiries than from the annual census.

III EXPLANATION OF TERMS USED

48. The notes and definitions given in this section are mainly based on the general instructions given to respondents as to the way in which returns were to be completed. In some industries it was found necessary to amend or supplement the general instructions in order to fit the special circumstances of the particular industry. Where these supplementary instructions affect the basis of the figures returned, a note of explanation is included in the report of the industry concerned.

TERMS USED IN THE CENSUS REPORT**AVERAGE NUMBER EMPLOYED**

49. Establishments were required to state the number of persons on the payroll on average during the year of return, whether full-time or part-time employees. Separate figures were required for:

- a. administrative, technical and clerical employees
- b. all other employees (operatives)

Averages could be calculated from the figures relating to the last week of each calendar month. Establishments were also required to state the number of working proprietors where appropriate and these are included in total employment figures. Outworkers (i.e. persons employed by establishments who worked in their own homes etc. on materials supplied by the establishment) are excluded. The figures include persons engaged on merchandising or factoring and canteen workers where particulars in respect of these activities could not be excluded from the return.

WORKING PROPRIETORS

50. 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 wage or salary; but such persons who worked less than half the normal number of working hours are excluded. Directors working in the business but not in receipt of a definite wage, salary or commission are included under this heading; directors paid by fee only are not included.

EMPLOYEES

51. Administrative, technical and clerical employees include directors in receipt of a definite wage, salary or commission, managers, superintendents and works foremen; research and design employees (other than operatives); draughtsmen, editorial staff, advertising staff, travellers and all office employees.

52. Operatives include all other classes of employees, that is, broadly speaking, all manual wage earners. They include operatives employed in power stations, transport (including roundsmen), warehouses, stores, shops and canteens, inspectors, maintenance workers and cleaners. Operatives engaged in outside work of erecting, fitting etc. are also included, but outworkers are excluded.

CAPITAL EXPENDITURE

53. Capital expenditure during the year in respect of manufacturing units where production had not started before the end of the year is included. Establishments were asked not to deduct from the value of capital expenditure amounts received or expected to be received in grants or allowances from the Government or any statutory body or local authority. Establishments with 100 or more employees were asked to include a total net capital expenditure figure for each calendar year.

a. New building work

This represents the cost incurred during the year of new building and other constructional work to be used in connection with the business covered by the return. The value is that charged to capital account during the year of return; it includes expenditure on new buildings and on the extension or reconstruction of old buildings, the value of works of a capital nature carried out by the establishment's own staff and the cost of any newly constructed buildings purchased. Figures shown include legal charges, stamp duties, agents' commissions, etc.

b. 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 assets acquired in taking over an existing

business), and the amounts receivable for freeholds or leaseholds disposed of. The value is that charged to capital account during the year of return.

c. 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. Deductible value added tax is excluded but non-deductible value added tax on motor cars acquired is included. No deduction is made for depreciation, amortization or obsolescence. The proceeds of items disposed of during the year exclude amounts written-off for items scrapped.

COST OF INDUSTRIAL SERVICES

54. This includes amounts payable to other firms for work done on materials supplied by the establishment, payments for repairs and maintenance (including those in respect of rented buildings) and amounts paid to other firms for contracts which have been sublet. Payments to outworkers are excluded.

COST OF NON-INDUSTRIAL SERVICES

55. This includes rent of industrial and commercial buildings, hire of plant and machinery, commercial insurance premiums, bank charges and amounts paid for professional services, post office services, transport, advertising etc. Amounts payable on royalties for the right to use patents, trademarks, copyrights etc., manufacturing and quarrying rights and technical "know-how" are also included.

GROSS OUTPUT

56. In the calculation of gross output the value of total sales and work done is increased by the rise (or reduced by the fall) during the year in the value of work in progress and goods on hand for sale.

NET OUTPUT

57. Net output, a customary census measure, is calculated by deducting from gross output the cost of purchases (reduced by the rise, or increased by the fall, during the year of stocks of materials etc.) and the cost of industrial services received, and where applicable, duties etc.

NET OUTPUT PER HEAD

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

GROSS VALUE ADDED AT FACTOR COST

59. Gross value added at factor cost is calculated by deducting from net output the cost of non-industrial services (e.g. rent of buildings, hire of plant and machinery, commercial insurance premiums, bank charges and amounts paid for professional services, post office services, transport and advertising), rates (excluding water rates) and the cost of licensing motor vehicles. This estimate of gross value added approaches more closely than census net output to the definition of net output or value added in national accounts statistics.

GROSS VALUE ADDED AT FACTOR COST PER HEAD

60. The figures of gross value added at factor cost per head are derived by dividing the gross value added by the average number of persons employed (full and part-time) on all activities covered by the returns, including operatives, administrative, technical and clerical employees and working proprietors, but excluding outworkers.

PURCHASES

61. Purchases include the cost of raw materials, components, semi-manufactured goods and workshop materials; of replacement

parts and consumable tools not charged to capital account; of packaging materials of all types; of stationery and printed matter; of fuel, electricity and water; of materials to be used by the establishment or given out to other establishments for the production of machinery or other capital items for the establishment's own use; of materials for use by the establishment when working on goods supplied by customers; and of food, etc. for any canteen covered by the establishment's return. Transfers of goods to the establishment from another department of the same firm not covered by the establishment's return are included at a cost corresponding to the estimated selling value recorded by the other department. Amounts payable to transport firms or credited to the firm's own transport department for delivery of materials are excluded, as are all purchases of machinery and plant charged to capital account. Purchases of goods for merchanting or factoring have been collected separately since 1973. The values shown exclude VAT. They include, in addition to the actual purchase price, the value of packaging material charged to the establishment. The value of returned goods or packaging material returned to suppliers and any trade discounts are excluded. Materials purchased duty-paid are included at their duty-paid value, less any drawback, rebate, etc. The cost of transport is included only if it is included with the purchase price in the firm's accounts. Imported goods are included at their full delivered cost. If in the firm's accounts the transport from docks or airport is not included in the cost of goods purchased, the cost is entered at c.i.f. plus duty (if applicable). Leasing, renting and hire purchase charges are excluded.

SALES OF GOODS PRODUCED

62. Sales for the purposes of the annual censuses means deliveries on sale of goods made by establishments in the United Kingdom covered by the inquiry. Sales of goods made for these establishments by outworkers or by other establishments from materials given out to them and sales of waste products are included. New building work and machinery or other capital items produced by establishments for hiring out or leasing are regarded as sales, the value included in the return being that adopted in the establishments' capital asset accounts. Forward sales and canteen takings are excluded. All sales in the period of the inquiry are included irrespective of when the goods were manufactured.

63. Goods produced in one establishment and transferred either to ancillary departments not engaged in production for which there are separate accounts, or to another establishment of the same firm not covered by the return, are treated as sales by the producing establishment 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 are kept are valued on the same basis.

64. The value shown for sales is the "net selling value" defined as the amount (excluding value added tax) charged to customers whether on an ex-works or delivered basis, after any trade discounts and agents' commissions have been deducted. The cost of packing materials less allowance for returnable cases is included. In industries where products attract Excise Duty the value stated is usually inclusive of duty if sold duty-paid and exclusive of duty if sold in bond or exported.

WORK DONE AND INDUSTRIAL SERVICES RENDERED

65. Figures for work done represent the amount charged for work carried out on materials supplied by a customer and include repair work. Within certain industries this heading covers a wide variety of activities, for example, within the food sector — butter packed on commission; within the textile industries — making up of garments, fur dressing and textile finishing; within printing and publishing — preparatory work on type-setting, block making and binding. Work done is also significant in the electrical machinery and heavy engineering industries, covering erection, installation and repair and jobbing work. Other activities within this heading include exploration work, research and development, glass cutting and dressing and planing of timber.

66. Industrial services rendered include repairs and maintenance, installation work, and technical research and studies for other organisations.

CAPITAL GOODS PRODUCED FOR ESTABLISHMENTS' OWN USE

67. This includes all work of a capital nature carried out during the year by the establishments' own staff for their own use.

NON-INDUSTRIAL SERVICES RENDERED

68. This includes rents received for commercial and industrial buildings, amounts charged for hiring out plant, machinery and other goods and amounts charged to other organisations for the provision of transport. It also includes amounts received for the right to use patents, trademarks, copyrights etc., manufacturing and quarrying rights and technical "know-how" and revenue from such staff facilities as canteens.

GOODS MERCHANTED OR FACTORED

69. Merchant goods are those (excluding canteen sales) sold without having been subjected to any manufacturing process by the seller.

STOCKS AND WORK IN PROGRESS

70. Values are given of stocks of goods on hand for sale and of materials, stores and fuel, at the end of the year of return and of the change during the year, including any stocks of goods held for merchanting or factoring.

71. Work in progress is defined as materials which have been partially processed by the establishment but which are not usually sold or transferred to another establishment without further processing. The values include the cost of materials consumed and labour used, together with a margin of overhead costs and profits. Progress payments made to sub-contractors are excluded and progress payments received from other organisations are not deducted.

WAGES AND SALARIES

72. These are 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. 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 redundancy payments less any amounts reimbursed from Government sources is included. The value of any payments in kind, travelling expenses etc. is excluded.

REMUNERATION PAID TO OUTWORKERS

73. The remuneration paid to outworkers (i.e. persons employed by the establishment who do their work in their own homes) is generally on a piece-work basis. Only amounts paid to outworkers whose names appear on the establishment's payroll are included. Amounts paid to outworkers by sub-contractors are excluded.

EMPLOYERS' INSURANCE AND WELFARE CONTRIBUTIONS

74. This item includes employers' contributions to national insurance and graduated pensions (and/or earnings related basic contributions under the Social Security Act, 1973) as well as commercial insurance premiums to provide pensions, superannuation or other retirement benefits, sickness benefits, personal accident benefits, disability or death benefits for employees or former employees or their dependants.

75. Contributions to the running costs of canteens, social centres, children's and holiday homes, etc. for employees, former employees and their dependants are also included.

This part shows the standard tables used in the industry monitors

Table No	Title
1	Output and costs, 1973—1976
2	Capital expenditure, 1973—1976
3	Stocks and work in progress, 1973—1976
4	Analysis of establishments by size, 1976
5	Regional distribution of employment, net capital expenditure, net output and gross value added at factor cost, 1976
6	Percentage analysis of twelve-month periods covered by returns received from United Kingdom establishments employing 20 or more persons, 1976
7	Percentage analysis of employees, by full and part-time employment and sex, 1976

TABLE 1

PA1001

Output and costs, 1973 - 1976
All United Kingdom establishments classified to the industry (a)

	Unit	1973	1974	1975	1976
Enterprises	Number				
Establishments	"				
Sales of goods produced	£ thousand				
Receipts for 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 (b)	"				
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 (c)	Thousands				
Net output per head	£				
Payments for non-industrial services					
Rents, hire of plant and machinery (d)(e)	£ thousand				
Commercial insurance premiums	"				
Bank charges	"				
Other non-industrial services (f)	"				
Licensing of motor vehicles	"				
Rates, excluding water rates	"				
Gross value added at factor cost	"				
Gross value added at factor cost per head	£				

- (a) Including estimates for establishments not making satisfactory returns, non-response and establishments exempt because of size. Satisfactory returns accounted for per cent of employment within the industry.
- (b) Details of manufacturers' sales of principal products are published regularly in Business Monitor PQ
- (c) Average number employed, including full and part-time employees (see table 7) and working proprietors.
- (d) 1973 figures include hire of vehicles.
- (e) For 1973-1975 rents of industrial and commercial buildings were not recorded separately. For 1976 the amount payable was £ thousand.
- (f) 1974-1976 figures include the cost of hiring goods vehicles.

TABLE 2

PA1001

Capital expenditure, 1973 - 1976
All United Kingdom establishments classified to the industry (a)(b)

	1973	1974	1975	1976
Land and buildings				
New building work				
Land and existing buildings				
Acquisitions				
Disposals				
Vehicles				
Acquisitions				
Motor cars				
Other vehicles				
Disposals				
Motor cars				
Other vehicles				
Plant and machinery				
Acquisitions				
Disposals				
Total net capital expenditure				

(a) Including estimates for establishments not making satisfactory returns, non-response and establishments exempt because of size. Satisfactory returns accounted for per cent of employment within the industry.

(b) Capital expenditure in respect of manufacturing establishments where production had not commenced before the end of the year, is included.

TABLE 3

Stocks and work in progress, 1973 - 1976
All United Kingdom establishments classified to the industry (a)

	1973	1974	1975	1976
				Value at end of year
			Increase	
Materials, stores and fuel				
Work in progress				
Goods on hand for sale				
Total				

(a) Including estimates for establishments not making satisfactory returns, non-response and establishments exempt because of size. Satisfactory returns accounted for per cent of employment within the industry.

TABLE 4

Analysis of establishments by size, 1976
All United Kingdom establishments classified to the industry (a)

Size group (b)	Estab-lish-ments	Enter-prises (c)	Employment			Wages and salaries (f)				Total sales and work done (g)	Gross output	Net output	Gross value added at factor cost		Net capital expenditure (h)	Total stocks and work in progress at end of year				
			Total (d)	Opera-tives	Others (e)	Operatives		Others (e)					Total	per head			Total	per head	Total	per head
						Total	per head	Total	per head											
Number	Number	Number	Number	Number	£ thousand	£	£ thousand	£	£ thousand	£	£ thousand	£	£ thousand	£ thousand						
Total																				

- (a) Including estimates for establishments not making satisfactory returns, non-response and establishments with fewer than 20 employees.
- (b) Average number employed, including full and part-time employees (see table 7) and working proprietors.
- (c) The sum of the figures for the size groups may exceed the total for the industry because some enterprises control establishments in more than one size group.
- (d) Including working proprietors.
- (e) Administrative, technical and clerical employees.
- (f) The cost of employers' contributions to national insurance, graduated pensions, other pensions and welfare schemes and the running costs of canteens, is estimated for the industry at £ thousand.
- (g) Sales of goods produced, capital goods manufactured, buildings constructed by establishments for their own use, work done, industrial and non-industrial services rendered and merchanted goods.
- (h) New building work plus acquisitions less disposals of land and existing buildings, vehicles and plant and machinery.
- (i) Gross value added data relate to establishments employing 1-199.

TABLE 5

Regional distribution of employment, net capital expenditure, net output and gross value added at factor cost, 1976
All United Kingdom establishments classified to the industry

Area	Total employment (a)		Net capital expenditure (b)(c)		Net output, gross value added and employment in the region from returns received from establishments with more than 80 per cent of their employment in the region (d)		
	Thousands	per cent of United Kingdom	£ thousand	per cent of United Kingdom	£ thousand	£ thousand	Employment as a percentage of total regional employment in the industry
Standard regions of England							
North							
Yorkshire and Humberside							
East Midlands							
East Anglia							
South East							
South West							
West Midlands							
North West							
England							
Wales							
Scotland							
Great Britain							
Northern Ireland							
Unallocated (e)							
United Kingdom (b)							

- (a) Average number employed, including full and part-time employees (see table 7) and working proprietors.
- (b) Including estimates for establishments not making satisfactory returns, non-response and establishments with fewer than 20 employees.
- (c) New building work plus acquisitions less disposals of land and existing buildings, vehicles and plant and machinery.
- (d) Where a census return covered addresses in two or more regions an estimate was made of the net output and gross value added attributable to the region only where more than 80 per cent of the establishment's employees were located in the region. The estimate was made by assuming that net output and gross value added at each address covered by a return was proportional to employment at the address.
- (e) Unallocated net output and gross value added covering establishments with addresses in two or more regions, plus estimates for unsatisfactory returns, non-response and establishments exempt because of size.

TABLE 6

Percentage analysis of twelve-month periods covered by returns received from United Kingdom establishments employing 20 or more persons, 1976

Accounting year ended	Percentage of total returns received		Percentage of total number employed	
	per cent		per cent	
1976 April (a)				
May				
June				
July				
August				
September				
October				
November				
December				
1977 January				
February				
March (b)				

(a) From 6th April.

(b) Including returns made for twelve-month period ended 1st to 5th April 1977.

TABLE 7

Percentage analysis of employees, by full and part-time employment and sex, 1976(a)

Sex	Full-time		Part-time		All employees	
	per cent		per cent		per cent	
Male						
Female						

Source: Department of Employment

† (a) The percentages relate to the numbers employed (excluding working proprietors) in the United Kingdom at end June, 1976.

† (a) The percentages relate to the numbers employed (excluding working proprietors) in the United Kingdom in minimum list heading at end June, 1976. In the 1976 Census of Production the employment of the industry represented per cent of the employment of minimum list heading as a whole.

† Delete as appropriate

Business Monitor No.

PA1001 Introductory notes

Standard Industrial Classification Reference

MINING AND QUARRYING

II

- PA101 Coal mining
- PA102 Stone and slate quarrying and mining
- PA103 Chalk, clay, sand and gravel extraction
- PA104 Petroleum and natural gas
- PA109 Miscellaneous mining and quarrying

- 101
- 102
- 103
- 104
- 109/1/2/3 and 4

FOOD, DRINK AND TOBACCO

III

- PA211 Grain milling
- PA212 Bread and flour confectionery
- PA213 Biscuits
- PA214 Bacon curing, meat and fish products
- PA215 Milk and milk products
- PA216 Sugar
- PA217 Cocoa, chocolate and sugar confectionery
- PA218 Fruit and vegetable products
- PA219 Animal and poultry foods
- PA221 Vegetable and animal oils and fats
- PA229.1 Margarine
- PA229.2 Starch and miscellaneous foods
- PA231 Brewing and malting
- PA232 Soft drinks
- PA239.1 Spirit distilling and compounding
- PA239.2 British wines, cider and perry
- PA240 Tobacco

- 211
- 212
- 213
- 214
- 215
- 216
- 217
- 218
- 219
- 221
- 229/1
- 229/2
- 231
- 232
- 239/1
- 239/2
- 240

COAL AND PETROLEUM PRODUCTS

IV

- PA261 Coke ovens and manufactured fuel
- PA262 Mineral oil refining
- PA263 Lubricating oils and greases

- 261
- 262
- 263

CHEMICALS AND ALLIED INDUSTRIES

V

- PA271.1 Inorganic chemicals
- PA271.2 Organic chemicals
- PA271.3 Miscellaneous chemicals
- PA272 Pharmaceutical chemicals and preparations
- PA273 Toilet preparations
- PA274 Paint
- PA275 Soap and detergents
- PA276 Synthetic resins and plastics materials and synthetic rubber
- PA277 Dyestuffs and pigments
- PA278 Fertilizers
- PA279.1 Polishes
- PA279.2 Formulated adhesives, gelatine, etc.
- PA279.3 Explosives and fireworks

- 271/1
- 271/2
- 271/3
- 272
- 273
- 274
- 275
- 276
- 277
- 278
- 279/1
- 279/2
- 279/3

PA279.4	Formulated pesticides, etc.	279/4
PA279.5	Printing ink	279/5
PA279.6	Surgical bandages, etc.	279/6
PA279.7	Photographic chemical materials	279/7

METAL MANUFACTURE

VI

PA311	Iron and steel (general)	311
PA312	Steel tubes	312
PA313	Iron castings, etc.	313
PA321	Aluminium and aluminium alloys	321
PA322	Copper, brass and other copper alloys	322
PA323	Miscellaneous base metals	323

MECHANICAL ENGINEERING

VII

PA331	Agricultural machinery (except tractors)	331
PA332	Metal-working machine tools	332
PA333.1	Pumps	333/1
PA333.2	Valves	333/2
PA333.3	Compressors and fluid power equipment	333/3 and 4
PA334	Industrial engines	334
PA335	Textile machinery and accessories	335
PA336	Construction and earth-moving equipment	336
PA337	Mechanical handling equipment	337
PA338	Office machinery	338
PA339.1	Mining machinery	339/1
PA339.2	Printing, bookbinding and paper goods machinery	339/2
PA339.3	Refrigerating machinery, space-heating, ventilating and air-conditioning equipment	339/3 and 4
PA339.5	Scales and weighing machinery and portable power tools	339/5 and 6
PA339.7	Food and drink processing machinery and packaging and bottling machinery	339/7 and 8
PA339.9	Miscellaneous (non-electrical) machinery	339/9
PA341	Industrial (including process) plant and steelwork	341
PA342	Ordnance and small arms	342
PA349.1	Ball, roller, plain and other bearings	349/1
PA349.2	Precision chains and other mechanical engineering	349/2 and 3

INSTRUMENT ENGINEERING

VIII

PA351	Photographic and document copying equipment	351
PA352	Watches and clocks	352
PA353	Surgical instruments and appliances	353
PA354	Scientific and industrial instruments and systems	354

ELECTRICAL ENGINEERING

IX

PA361	Electrical machinery	361
PA362	Insulated wires and cables	362
PA363	Telegraph and telephone apparatus and equipment	363
PA364	Radio and electronic components	364
PA365.1	Gramophone records and tape recordings	365/1
PA365.2	Broadcast receiving and sound reproducing equipment	365/2
PA366	Electronic computers	366
PA367	Radio, radar and electronic capital goods	367
PA368	Electrical appliances primarily for domestic use	368

PA369.1	Electrical equipment for motor vehicles, cycles and aircraft	369/1
PA369.2	Primary and secondary batteries	369/2 and 3
PA369.4	Electric lamps, electric light fittings, wiring accessories, etc.	369/4 and 5

SHIPBUILDING AND MARINE ENGINEERING

X

PA370	Shipbuilding and marine engineering	370
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VEHICLES

XI

PA380	Wheeled tractor manufacturing	380
PA381.1	Motor vehicle manufacturing	381/1
PA381.2	Trailers, caravans and freight containers	381/2
PA382	Motor cycle, tricycle and pedal cycle manufacturing	382
PA383	Aerospace equipment manufacturing and repairing	383
PA384	Locomotives, railway track equipment, railway carriages, wagons and trams	384, 385

METAL GOODS NOT ELSEWHERE SPECIFIED

XII

PA390	Engineers' small tools and gauges	390
PA391	Hand tools and implements	391
PA392	Cutlery, spoons, forks and plated tableware, etc.	392
PA393	Bolts, nuts, screws, rivets, etc.	393
PA394	Wire and wire manufactures	394
PA395	Cans and metal boxes	395
PA396	Jewellery and precious metals	396
PA399.1	Metal furniture	399/1
PA399.5	Drop forgings, etc.	399/5
PA399.6	Metal hollow-ware	399/6 and 7
PA399.8	Miscellaneous metal manufacture	399/2, 3 and 4 and 399/8,9,10,11 and 12

TEXTILES

XIII

PA411	Production of man-made fibres	411
PA412	Spinning and doubling on the cotton and flax systems	412
PA413	Weaving of cotton, linen and man-made fibres	413
PA414	Woollen and worsted	414
PA415	Jute	415
PA416	Rope, twine and net	416
PA417.1	Hosiery and other knitted goods	417/1
PA417.2	Warp knitting	417/2
PA418	Lace	418
PA419	Carpets	419
PA421	Narrow fabrics	421
PA422.1	Household textiles and handkerchiefs	422/1
PA422.2	Canvas goods and sacks and other made-up textiles	422/2
PA423	Textile finishing	423
PA429.1	Asbestos	429/1
PA429.2	Miscellaneous textile industries	429/2

LEATHER, LEATHER GOODS AND FUR

XIV

PA431	Leather (tanning and dressing) and fellmongery	431
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PA432	Leather goods	432
PA433	Fur	433
CLOTHING AND FOOTWEAR		XV
PA441	Weatherproof outerwear	441
PA442	Men's and boys' tailored outerwear	442
PA443	Women's and girls' tailored outerwear	443
PA444	Overalls and men's shirts, underwear, etc.	444
PA445	Dresses, lingerie, infants' wear, etc.	445
PA446	Hats, caps and millinery	446
PA449.1	Corsets and miscellaneous dress industries	449/1,3 and 4
PA449.2	Gloves	449/2
PA450	Footwear	450
BRICKS, POTTERY, GLASS, CEMENT, ETC.		XVI
PA461.1	Refractory goods	461/1
PA461.2	Building bricks and non-refractory goods	461/2
PA462	Pottery	462
PA463	Glass	463
PA464	Cement	464
PA469.1	Abrasives	469/1
PA469.2	Miscellaneous building materials and mineral products	469/2
TIMBER, FURNITURE, ETC.		XVII
PA471	Timber	471
PA472	Furniture and upholstery	472
PA473	Bedding, etc.	473
PA474	Shop and office fitting	474
PA475	Wooden containers and baskets	475
PA479	Miscellaneous wood and cork manufactures	479
PAPER, PRINTING AND PUBLISHING		XVIII
PA481	Paper and board	481
PA482.1	Cardboard boxes, cartons and fibre-board packing cases	482/1
PA482.2	Packaging products of paper and associated materials	482/2
PA483	Manufactured stationery	483
PA484.1	Wallcoverings	484/1
PA484.2	Miscellaneous manufactures of paper and board	484/2
PA485	Printing, publishing of newspapers and periodicals	485,486
PA489	General printing and publishing	489
OTHER MANUFACTURING INDUSTRIES		XIX
PA491	Rubber	491
PA492	Linoleum, plastics floor-covering, leathercloth, etc.	492
PA493	Brushes and brooms	493
PA494.1	Toys, games and children's carriages	494/1 and 2
PA494.3	Sports equipment	494/3
PA495	Miscellaneous stationers' goods	495

PA496	Plastics products	496
PA499.1	Musical instruments	499/1
PA499.2	Miscellaneous manufacturing industries	499/2
CONSTRUCTION		XX
PA500	Construction	500
GAS, ELECTRICITY AND WATER		XXI
PA601	Gas	601
PA602	Electricity	602
PA603	Water supply	603
PA1002	Summary tables	

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 current members of the Advisory Committee on the Census of Production, appointed for a period of three years from 1st January 1976, and the name of the organisation to which they belong.

Mr R Ash (Chairman)	Business Statistics Office
Professor A D Bain	University of Strathclyde
Miss S P Carter	Central Statistical Office
Mr C A Davies	Membrain Limited
Mr D R Glynn	Confederation of British Industry
Mr G F Regan	Iron and Steel Statistics Bureau
Mr J Hanna	Trade Union Congress
Mr C D Hughes	Renold Limited
Mr A M Millwood	John Laing Construction Limited
Dr B Mitchell	Business Statistics Office
Mr W A Newsome	Association of British Chamber of Commerce
Mr A L Waddams	SRI International
Mr J D Wells	Department of Industry
Mr A Wilson FCA	Price Waterhouse and Company
The Hon G H Wilson	The Delta Metal Company Limited

The joint secretaries of the Committee are Mr W T Osborn and Mrs M F Haworth of the Business Statistics Office, Cardiff Road, Newport, Gwent.

STATUTORY INSTRUMENTS

1976 No. 1801

STATISTICS OF TRADE

The Census of Production (1977) (Returns) Order 1976

Made - - - -	28th October 1976
Laid before Parliament	5th November 1976
Coming into Operation	31st December 1976

The Secretary of State, in exercise of powers conferred by sections 2 and 11 of the Statistics of Trade Act 1947(a) (hereinafter referred to as "the Act") and now vested in him(b) and of all other powers enabling him in that behalf, hereby orders as follows:—

Citation, commencement and interpretation

1.—(1) This Order may be cited as the Census of Production (1977) (Returns) Order 1976 and shall come into operation on 31st December 1976.

(2) The Interpretation Act 1889(c) shall apply to the interpretation of this Order in like manner as it applies to the interpretation of an Act of Parliament.

Matters to which returns may relate

2. The matters about which a person carrying on an undertaking may be required to furnish returns for the purposes of the Census of Production being taken under the Act by the Secretary of State in 1977 shall be all the matters set out in the Schedule to the Act, as amended(d).

28th October 1976.

Eric Varley,
Secretary of State for Industry.

(a) 1947 c. 39. (b) S.I. 1970/1537 (1970 III, p. 5293).
(c) 1889 c. 63. (d) S.I. 1963/1329 (1963 II, p. 2310).



Please quote
in any enquiry

If the name or address shown above is incorrect in any respect,
please correct it, and insert postal code if appropriate.

IN CONFIDENCE

ANNUAL CENSUS OF PRODUCTION FOR 1976

Dear Sir(s)

Under Section 2 of the Statistics of Trade Act, 1947, you are required to complete this form and return it to the Business Statistics Office. In accordance with the Act all information supplied in this return will be treated as confidential. Please forward your completed return to this office not later than 31 March 1977 or within three months after the end of your business year.

Yours faithfully

M C Fessey

M C FESSEY
Director

PURPOSE OF THE CENSUS

The details from your return will be aggregated with those obtained from other establishments to provide summary statistics describing the structure and development of industry. These include a measure of the contribution made by each industry to the national and regional product; statistics of investment in stocks and of capital expenditure; and statistics of wages and salaries and output per head. The results of the Census will enable detailed comparisons to be made between and within industries (e.g. by size of firm and region) and with industry in other member countries of the European Economic Community which are conducting similar inquiries. In general, the results will provide a basis for judgements to be made about industrial development and the impact of Government policy.

The Census has been discussed with the Advisory Committee on the Census of Production appointed under the Statistics of Trade Act, 1947.

PUBLICATION OF RESULTS OF THE CENSUS

A Business Monitor (PA 1000), containing provisional results for the 1975 Census, is to be published early in 1977. Business Monitors in the PA series have been published giving results of the 1972 Census for 155 industries. Business Monitors for the 1973 Census are in the course of publication. Details of these publications may be obtained from the above address or telephone number.

IMPORTANT: PLEASE READ THESE NOTES BEFORE COMPLETING YOUR RETURN

A - GENERAL NOTES

- 1. COVERAGE.** Your return should cover only production units located in Great Britain (see 3 below for treatment of non-production units) and include the production activities of:
 - (a) the unit named on the front of this form;
 - (b) the units named in any attached list; and
 - (c) additional units which have commenced production during the year and have been in production for 3 months or more.

Other forms should only be combined with this form by prior agreement with the Business Statistics Office, and this is possible only when the establishments concerned are in the same industry and the same country (England, Scotland or Wales). If the rendering of a combined return is, or has previously been, agreed it is essential that a breakdown of detail is recorded, as appropriate, for each column in Section B1.

Forms addressed to other units, which it has been agreed may be included in a combined return, should be marked with the reference number of the return in which they have been included and sent with the completed return to the Business Statistics Office.

- 2. HEAD OFFICES.** If there is a Head Office and its staff are mainly engaged in the administration of the production units covered by this return, details of the Head Office should be included in this return. If your Head Office is mainly engaged in administering production units for which two or more separate returns are being made, please arrange in concert with your Head Office for the apportionment of its details between returns. If your Head Office is not mainly engaged in the administration of production units its details should be excluded from all sections of the return. (For example, ensure that Head Office costs are not reflected in your value of total sales and work done).
- 3. NON-PRODUCTION ACTIVITIES.** Departments not engaged in production (e.g. merchandising or factoring, warehouses, laboratories and other ancillary departments, selling and transport departments, departments engaged in packaging or manufacturing containers for your own use, building and engineering maintenance departments, and canteens operated by you) should be excluded from all sections of the return. If however, there are some non-production activities which CANNOT be excluded (for example, because no separate records are kept) then include details of these activities in all applicable sections of the return.

- 4. VALUES.** All amounts should be to the nearest £ thousand.

- 5. ESTIMATION.** Although the information you are asked to provide is of a kind that is generally readily available from your accounts there may be cases where estimation is necessary. For instance, where completion of the return would be considerably delayed because your accounts are not finalised, we would ask that you give reasonable estimates; estimates should also be given where figures of accounting accuracy are not available. Whilst credibility checks on returns will ensure that no distortion of census figures will result from the provision of unreliable estimates, the use of estimates where exact figures are not available makes possible the prompt rendering of returns and, therefore, the provision of timely results.

B1 - MULTI - UNIT RETURNS (See General Notes).

Please complete each column for each unit included in the return.

1	2	3	4	5	6
Address of unit (including postal code)	Nature of work carried on	Average total number of employees (Sections D&E; page 7)	Net capital expenditure on Land and Existing Buildings (Section H1 less H2; page 11) £ thousand	Other net capital expenditure (Sections H3+ H4+H6 less H5+H7; page 11) £ thousand	Reference number or Date of commencement if a new unit
Units in Production					
Head Office (see note 2)					
Other non-production departments					
TOTAL ALL UNITS					

B2 - UNITS NO LONGER IN PRODUCTION - To be included above if the unit was in production for three months or more of the Census Year.

Address	Date production ceased	Reference number

C1 - VALUE ADDED TAX REGISTRATION NUMBER

The Business Statistics Office is compiling a Central Register of Businesses from information from HM Customs and Excise about units registered for Value Added Tax (VAT). The Register will make it possible to reduce the number of questionnaires which businesses at present have to complete. We require the following information to check your entry in the Central Register.

No figures you supply on the questionnaire will be sent to HM Customs and Excise but if the industry to which you are classified on the basis of the information held at the Business Statistics Office differs from the industry shown on your VAT registration, the Business Statistics Office may notify HM Customs and Excise of the difference. This will help to ensure that the statistics HM Customs and Excise compiles by aggregating VAT returns, are comparable with those the Business Statistics Office compiles.

Your Value Added Tax registration number is shown in the label on the front of the form. If this number is incorrect please state the correct number in the box opposite. If the entry on the label shows 'VAT NO. NOT KNOWN' please insert your registration number in the box opposite. If your firm is unregistered please insert 'NONE'

14									
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Does the establishment to which this return relates have more than one VAT registration? Please indicate 'YES' or 'NO' in the box opposite.

15	
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C2 - PERIOD COVERED BY THE RETURN

Your return should relate to the calendar year 1976. 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 1976 to 5 April 1977. All figures should relate to the same twelve - month period. Please state the year of the return in the box opposite.

	Code	day	month	year
Period covered by the return from	11	/	/	
to	12	/	/	

If your return is for a business year you are nevertheless particularly asked to return the asset details of capital expenditure (Section H) for the calendar year 1976. If you cannot do this please give the asset details for your business year and also a single figure of net capital expenditure, estimated if necessary, for the calendar year.

D - WORKING PROPRIETORS

Code	number
201	

E - EMPLOYMENT: average number of persons on the payroll during the year

Code	number
1. ADMINISTRATIVE, TECHNICAL AND CLERICAL EMPLOYEES	202
2. ALL OTHER EMPLOYEES (OPERATIVES)	205

F - EXPENDITURE ON EMPLOYEES DURING THE YEAR

Code	£ thousand
1. GROSS WAGES AND SALARIES PAID TO ADMINISTRATIVE, TECHNICAL AND CLERICAL EMPLOYEES	301
2. GROSS WAGES AND SALARIES PAID TO ALL OTHER EMPLOYEES (OPERATIVES)	304
3. REMUNERATION PAID TO OUTWORKERS	314
4. EMPLOYERS' NATIONAL INSURANCE/EARNINGS RELATED CONTRIBUTIONS AND CONTRIBUTIONS TO OTHER PENSION AND WELFARE SCHEMES	315

G - STOCKS (exclusive of V.A.T.)

I(a) I(b) II

STOCKS VALUED AT CONSTANT STANDARD COSTS **STOCKS VALUED BY OTHER METHODS**

Beginning and end year values at Standard Costs using the same standards, EXCLUDING ANY VARIANCE ADJUSTMENTS

Book values

1. MATERIALS, STORES AND FUEL

	Code	£ thousand	Code	£ thousand	Code	£ thousand
(i) Value at beginning of year	485		471		421	
(ii) Value at end of year	486		472		422	

2. WORK IN PROGRESS

	Code	£ thousand	Code	£ thousand	Code	£ thousand
(i) Value at beginning of year	487		473		423	
(ii) Value at end of year	488		474		424	

3. GOODS ON HAND FOR SALE

	Code	£ thousand	Code	£ thousand	Code	£ thousand
(i) Value at beginning of year	497		483		433	
(ii) Value at end of year	498		484		434	

4. If the values given above are NOT for the calendar year 1976, please give:

TOTAL STOCKS

	Code	1 January 1976 £ thousand	31 December 1976 £ thousand
(i) Stocks valued at Standard Costs: book values as at I(b) but relating to the Calendar Year	456		
(ii) Stocks valued by other methods	458		

H - CAPITAL EXPENDITURE IN THE YEAR (including capital expenditure at units not yet in production)

See note A opposite

The information given at H1 to H7 is for the year ending

Code	day	month	year
17	/	/	

LAND AND EXISTING BUILDINGS

1. COST OF LAND AND EXISTING BUILDINGS PURCHASED
2. PROCEEDS FROM LAND AND BUILDINGS DISPOSED OF

Code	£ thousand
502	
503	

NEW BUILDINGS

3. COST OF NEW BUILDING WORK

Code	£ thousand
501	

VEHICLES

4. COST OF NEW AND SECOND-HAND VEHICLES PURCHASED
5. PROCEEDS FROM VEHICLES DISPOSED OF

Code	£ thousand
504	
505	

PLANT, MACHINERY AND OTHER CAPITAL EQUIPMENT (exclusive of V.A.T.)

6. COST OF NEW AND SECOND-HAND EQUIPMENT PURCHASED
7. PROCEEDS FROM EQUIPMENT DISPOSED OF

Code	£ thousand
517	
518	

TO BE COMPLETED ONLY IF H1 TO H7 ARE NOT ON A CALENDAR YEAR BASIS (See note A on top of opposite page):

8. TOTAL NET CAPITAL EXPENDITURE FOR CALENDAR YEAR 1976 (i.e. cost of acquisitions less proceeds from disposals)

Code	£ thousand
519	

J - OTHER ITEMS OF EXPENDITURE (exclusive of V.A.T.)

1. COST OF INDUSTRIAL SERVICES RECEIVED (inclusive of amounts paid for work given out and for repairs and maintenance, excluding any amounts charged to capital account which should be included in Section H)

Code	£ thousand
623	

2. COST OF NON-INDUSTRIAL SERVICES RECEIVED

- (i) AMOUNTS PAYABLE FOR HIRE OF PLANT AND MACHINERY

Code	£ thousand
655	

- (ii) AMOUNTS PAYABLE FOR RENT OF INDUSTRIAL AND COMMERCIAL BUILDINGS

Code	£ thousand
656	

- (iii) COMMERCIAL INSURANCE PREMIUMS PAID

Code	£ thousand
625	

- (iv) BANK CHARGES

Code	£ thousand
626	

- (v) COST OF OTHER NON-INDUSTRIAL SERVICES

Code	£ thousand
630	

K - PURCHASES (exclusive of V.A.T.)
(Do not include amounts returned at J1 and J2 on page 13)

	Code	£ thousand
1. COST OF PURCHASES OF MATERIALS AND FUEL (Including value of materials given out to other firms)	734	
2. COST OF GOODS PURCHASED FOR RESALE WITHOUT PROCESSING	733	

L - SALES, WORK DONE AND SERVICES RENDERED (exclusive of V.A.T.)

	Code	£ thousand
1. SALES OF GOODS OF YOUR OWN PRODUCTION	261	
2. RECEIPTS FOR WORK DONE AND INDUSTRIAL SERVICES RENDERED (including repairs and maintenance, installation work and technical research and studies rendered to other organisations)	262	
3. WORK OF A CAPITAL NATURE CARRIED OUT BY YOUR OWN STAFF AND RECORDED IN SECTION H	252	
4. SALES OF GOODS BOUGHT AND RESOLD WITHOUT PROCESSING (i.e. goods merchanted or factored)	266	
5. RECEIPTS FOR NON-INDUSTRIAL SERVICES RENDERED TO OTHER ORGANISATIONS (include rents for industrial buildings and amounts charged for hiring out, leasing or renting of plant, machinery, vehicles and other goods)	267	

N - VALUE ADDED TAX (V.A.T.)

	Code	£ thousand
1. V.A.T. ON SALES OF GOODS OF YOUR OWN PRODUCTION, MERCHANTED GOODS, WORK DONE AND SERVICES RENDERED (OUTPUT TAX ON THE V.A.T. [Customs & Excise] RETURN)	274	

2. V.A.T. ON PURCHASES OF GOODS AND SERVICES (including V.A.T. on purchases of capital goods) (DEDUCTIBLE INPUT TAX ON THE V.A.T. [Customs & Excise] RETURN)	275	
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O - OTHER INDIRECT TAXES

	Code	£ thousand
1. MOTOR ROAD VEHICLE LICENCES	276	

2. RATES (excluding water rates)	277	
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