

# Employment Gazette

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Department of Employment

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Cover picture

Mrs Pamela Elderkin has worked from her home for the past eleven years. The progress of her career is told in an article on page 335 which looks at equal opportunities for women in employment.

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## Free Department of Employment leaflets

The following is a list of leaflets published by the Department of Employment. Though some of the more specialised titles are not stocked by local offices, most are available in small quantities, free of charge from employment offices, jobcentres, unemployment benefit offices and regional offices of the Department of Employment.

In cases of difficulty or for bulk supplies (10 or more) orders should be sent to General Office, Information 4, Department of Employment, Caxton House, Tothill Street, London SW1H 9NF.

Note: This list does not include the publications of the Manpower Services Commission or its associated divisions nor does it include any priced publications of the Department of Employment.

### Employment legislation

A series of leaflets giving guidance on current employment legislation.

1. Written statement of main terms and conditions of employment	PL700
2. Procedure for handling redundancies	PL706
3. Employee's rights on insolvency of employer	PL718
4. Employment rights for the expectant mother	PL710
5. Suspension on medical grounds under health and safety regulations	PL705
6. Facing redundancy? Time off for job hunting or to arrange training	PL703
7. Union membership rights and the closed shop	PL708(rev)
8. Itemized pay statement	PL704
9. Guarantee payments	PL724
10. Employment rights on the transfer of an undertaking	PL699
11. Rules governing continuous employment and a week's pay	PL711
12. Time off for public duties	PL702
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16. Redundancy payments	PL713
Employment Acts 1980 and 1982—an outline	PL709
Compensation for certain closed shop dismissals between 1974 and 1980—a guide for applicants	PL697
The law on unfair dismissal—guidance for small firms	PL715
Fair and unfair dismissal—a guide for employers	PL714
Individual rights of employees—a guide for employers	PL716
Recoupment of benefit from industrial tribunal awards—a guide for employers	PL720
Code of practice—picketing	
Code of practice—closed shop agreements and arrangements	

### Industrial tribunals

Industrial tribunals procedure—for those concerned in industrial tribunal proceedings	ITL1
Industrial tribunals—appeals against levy assessments	ITL5
Industrial tribunals—appeals concerning improvement or prohibition notices under the Health and Safety at Work etc Act 1974	ITL19

### Overseas workers

Employment of overseas workers in the UK from January 1, 1980	
Information on the work permit scheme—not applicable to nationals of EC member states or Gibraltarians	OW5(1981)
Employment in the United Kingdom	
A guide for workers from non-EC countries	OW17(1980)
Employment of overseas workers in the UK from January 1, 1980	
Training and work experience schemes	OW21(1981)

### Employers and employees covered by Wages Councils

Are you entitled to a minimum wage and paid holidays?	
A brief description of the work of wages councils which fix statutory minimum pay, holidays and holiday pay for employees in certain occupations	EDL504
Statutory minimum wages and holidays with pay	
The Wages Council Act briefly explained	WCL1(rev)

### Other wages legislation

The Fair Wages Resolution	
Information for government contractors	
The Truck Acts	
Describes the provisions of the Truck Acts 1831-1940, which protect workers from abuses in connection with the payment of wages	PL538
Payment of Wages Act 1960	
Guide to the legislation on methods of payment of wages for manual workers (in particular those to whom the Truck Acts apply)	PL673

### Special employment measures

Temporary Short Time Working Compensation Scheme	
For firms faced with making workers redundant	PL692
Job Release Scheme	
For women aged 59, disabled men aged 60 to 64, and men aged 62 to 64	PL721
Young Workers Scheme	
Information for employers on a scheme to create more employment opportunities for young people	PL678(rev)
Job Splitting Scheme	
Details of a new scheme which helps employers to split existing jobs and open up more part-time jobs	PL698

### Young people

The work of the Careers Service	
A general guide	PL669
Employing young people	
Describes the help available to employers from the Careers Service	PL690
Help for handicapped young people	
A guide to the specialist help available from the Careers Service	PL675

### Quality of working life

Work Research Unit	
Practical advice and help available for those in industry, commerce and the public services who want to improve the quality of working life	PL661
Work Research Unit—1981 Report of the Tripartite Steering Group on Job Satisfaction	
Meeting the challenge of change	
Guidelines for the successful implementation of changes in organisations	PL687
Meeting the challenge of change	
Summaries of case study reports produced as a result of monitoring change programmes in 12 British organisations	PL688

### Employment agencies

The Employment Agencies Act 1973	
General guidance on the Act, and regulations for uses of employment agency and employment business services	PL594(2nd rev)

### Equal pay

Equal Pay	
A guide to the Equal Pay Act 1970	
Equal pay for women—what you should know about it	
Information for working women	PL573(rev)

### Race relations

The Race Relations Employment Advisory Service and the multi-racial workforce	
Background information about some immigrant groups in Britain	PL679

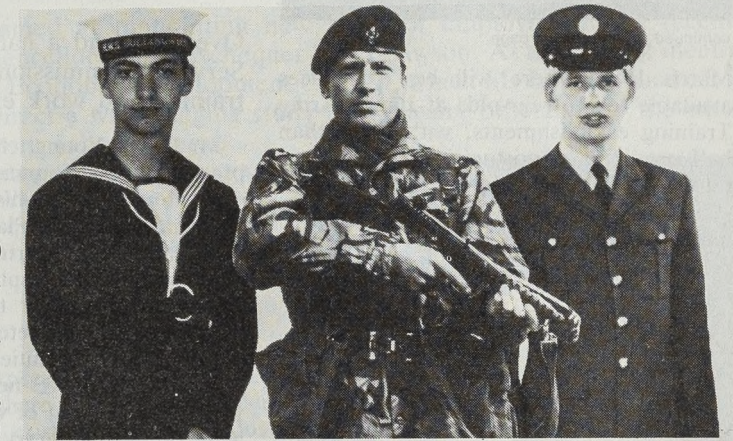
### Miscellaneous

The European Social Fund	
A guide for possible applicants for help from the fund which seeks to improve employment opportunities through training, retraining and resettlement in EC member states	PL694

# EMPLOYMENT BRIEF

## Armed Services scheme opens ranks to young unemployed

by Michael Webb



Nearly 3,000 jobless teenagers enquired for the 1,910 places in the Armed Services Youth Training Scheme (ASYTS) during the first week of recruiting.

The Ministry of Defence described the teenagers' response as "satisfactory and encouraging".

The Army was most popular with well over 1,500 inquiries from youngsters in a week, followed by the Navy (about 600) and the RAF (over 500).

The Armed Services Youth Training Scheme, which was launched earlier this month, will provide 5,200 training places for 16 and 17 year olds in a full year.

The service trainees will wear uniform, be subject to normal service discipline and be paid the usual £25 per week YTS allowance, £10 of which will be deducted for food and accommodation. On satisfactory completion of their year's training they will receive a certificate to that effect.

The trainees, who need parental consent to join, will be able to leave the scheme at any time on giving 14 days notice in writing.

Details of the first 1,910 places, of which 133 will be available for girls, were announced by the three services.

Mr John Stanley, Minister for the Armed Services, said: "We are very glad to make a contribution to overcome the problem of youth employment." He thought the scheme would also be helpful for the services because they would have the opportunity to look at potential recruits during the year.

"Here is an opportunity for young people to try service life for a year. If they like it they have every chance of staying on. And those who leave after a year will have a training and background which will fit them well for civilian life."

The Minister told *Employment Gazette* that the Ministry of Defence would be monitoring the scheme very closely.

"We shall be taking a very close interest in the number of people who applied, the number who withdraw from the scheme and I should be most interested to know what happens to people at the end of the year."

"I hope that by the end of 1984 we will be able to say that a very high proportion of people who completed the course satisfactorily did find jobs successfully either in civvy street or—if they want to do so—back in the services."

The first intake under the scheme will be on September 6 when the Army begins training the first of 1,250 boys for places available to the end of the financial year in

continued on next page

## Training projects to be extended

The Manpower Services Commission plans to extend the Technical and Vocational Education Initiative using existing resources. The National Steering Group will advise on how to carry out the extension for September 1984.

Mr David Young, chairman of the MSC, said that the proposal would give many more local education authorities an opportunity to explore different approaches to mounting technical and vocational education for 14-18-year old young people across the ability range. "A larger scheme will provide more scope for experiment and the spread of good practice will be quicker if more Authorities have a chance to run their own experiment," he said.

Extra funds of £20 million will be deployed for each full year of the five-year scheme. The NSG's advice would be considered by the Commission and specific proposals put to the Government by the end of September. The criteria for the existing initiative will apply to the extension, subject to any modifications to meet changed funding arrangements.

Mr Young concluded, "There is a great deal of interest in this scheme and the Commission has been greatly encouraged by the positive way local education authorities have responded. I hope that Authorities which might be interested in an extended initiative will begin to think about and discuss the shape of their proposals so that as soon as approval for an extension is forthcoming they are in a position to respond quickly."

## New system of payment for YTS

Training allowances to 100 youngsters on the MSC's Youth Training Scheme will be paid through a new system developed with the Leicester Building Society.

Summer school leaver 16 year-old Gillian Fogg of Deane, Bolton, is the first YTS trainee to receive her weekly MSC allowance paid through a society share account.

She is pictured with other trainees from the Bolton Commercial College YTS (left to right) Shambai Patel of Bolton, and Michelle Crowe of Westhoughton.



**Armed Services youth scheme**

continued from previous page

March 1984. There will be 700 places available for 16-year-olds at Junior Army Training establishments, with more than half providing opportunities for City and Guilds and other qualifications.

Some 550 17-year-olds will be divided amongst most of the Corps and regiments. After basic training they will be posted to regular field army units in the UK or possibly to units in Germany.

A third of the places offered by the Army will involve training for 16 different technical trades which will also be useful in civilian life. The Army is not taking girls at present because there is no spare training capacity in the WRAC.

The Royal Navy plans to offer 350 places in the first year—60 of them for girls—with the first intake on October 10.

All the entrants will undergo basic training at HMS Raleigh, Torpoint, before going on to RN establishments mainly in the Portsmouth area for specialist training alongside regular naval personnel.

After training in communications, engineering, para medical posts or general duties they will be sent to RN establishments throughout Britain to continue on-the-job training. Some may have the opportunity to serve at sea.

**Volunteers**

The RAF is seeking 350 volunteers between September 20 and March 1984. There will be places for 237 men and 73 women. They will all be trained in one of eight trades—clerk, data analyst, kennel maid, medical assistant, MT driver, painter and finisher, supplier or telecommunications operator.

All recruits will undergo six weeks basic training at RAF Hereford before being posted to regular units.

The Ministry of Defence will also be offering under the national Youth Training Scheme a further 2,000 civilian training places for the same age group in establishments such as the Royal Ordnance Factories, Research and Development Establishments, and the Royal Dockyards—again starting this year.

In a full year the cost of the ASYTS will be about £18 million, of which £17 million is being met by the Department of Employment and £1 million by the Ministry of Defence in respect of food and accommodation.

**“Year of notable achievements”**

—David Young

Over one and a half million people were placed in work by the Manpower Services Commission in 1982–83 with over half a million school leavers gaining training and work experience through the Youth Opportunities Programme.

Mr David Young, chairman of the msc, presenting the Commission's Annual Report\* for 1982–83—his first full year of chairmanship, said “Placings are up on last year and the proportion of YOP trainees who went into employment, full time education or further training is also up. 59,000 people completed courses under the Training Opportunities Scheme. At the end of March 1983 nearly 40,000 people who had been out of work for some time were doing temporary work of benefit to the community under the Community Enterprise Programme and the Community Programme. 35,600 disabled people were placed into employment, a small increase on the previous year.

**Operations**

“Taken altogether the year has seen some notable achievements and the continuation of the Commission's important role in the operations of the labour market.”

The report shows that:

- Over 1½ million people were found jobs through the Jobcentre network.
- The Youth Opportunities Programme, in its last full year, provided places for 543,000 young people, including 80,000 who took up one-year high-quality New Training Places—which were forerunners for the new Youth Training Scheme.

- Around 59,000 people completed courses under the Training Opportunities Scheme, where there has been an increase in business and computer-based training.
- At the end of March 1983 nearly 40,000 long-term unemployed people were carrying out temporary work of benefit to the community as part of the Community Enterprise programme and its successor, the Community Programme.

Preparations were made for the Youth Training Scheme including the setting up of nine pilot schemes training 600 young people. Fourteen local authorities were selected to run pilot schemes of the new Technical and Vocational Initiative, and the Open Tech Programme was launched.

Progress was made towards meeting the objectives of the New Training Initiative—reform of apprenticeships; preparing young people for work; and opening up opportunities for adults to train and retrain throughout their working lives.

The Report contains chapters on the labour market, preparing young people for work, occupational training, meeting employment needs, help for special groups, improving the Commission's efficiency, plus separate chapters for Scotland and Wales.

\*MSC Annual Report 1982–83. Copies available, price £1.50 from Sales Manager, Manpower Services Commission, Room E809, Moorfoot, Sheffield S1 4PO.

**More places offered for youth scheme**

The electricity supply industry in England and Wales will provide 1,600 places for youngsters under the Youth Training Scheme over the coming year.

The youngsters will work in power stations, regional and head offices and in local Electricity Board showrooms, and will carry out a wide range of administrative and maintenance work. The YTS places were recently contracted by the Electricity Council and the Manpower Services Commission.

The intake will include the Electricity Council's usual number of apprentices—

about 600 who will embark on four-year standards-based apprenticeships and will have the status of permanent staff.

Mr Peter Shaw, chief education and training officer of the Electricity Council, said: “We consider we have a social responsibility to take part in YTS. We see the scheme as not just a measure to deal with the question of unemployment among the young, but as a very important element in widening industrial training practice in the future. We shall be closely monitoring our existing training schemes as we get more experience of YTS.”

**Summer sport in Toxteth**

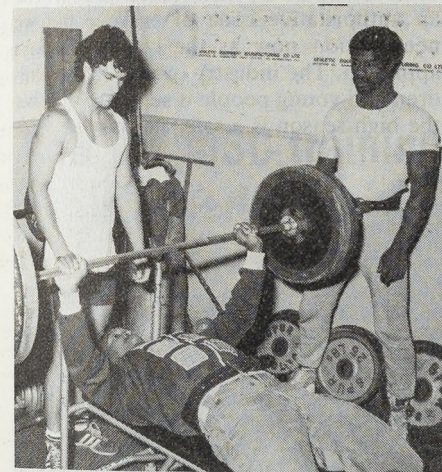
The University of Liverpool has opened its sports facilities to people from around the Toxteth area this summer under the Community programme which provides temporary jobs for unemployed adults.

The scheme, initiated by the University and supported by the Manpower Services Commission, employs staff to keep the facilities open during the summer and organise coaching of various sports activities.

Sixteen new jobs, including a manager, supervisors, coaches and part-time assistants, have been created and 800 local people have joined the scheme, known as *Summersport '83*.

Top of the free sports popularity league is weight lifting, followed by squash, five-a-side football, basketball and volleyball. And a new pastime gaining popularity is aerobics.

The scheme is centred on the University's gymnasium in Toxteth normally used only by students.



**Study will pinpoint new areas of employment and look at future job prospects**

An initiative aimed at pinpointing new areas of employment was recently launched by Chancellor of the Exchequer Nigel Lawson. At the August meeting of the National Economic Development Council, which Mr Lawson chaired, he undertook to direct a wide-ranging study by Treasury officials into the whole question of future job prospects.

He was responding to the TUC's proposal of a study of “Where will the new jobs come from?”—a question which Mr Lawson described as “a challenge to the Government”.

**Identify**

The study is expected to seek to identify the areas from where new jobs have been coming, both in existing and new industries, and those sectors of industry and commerce likely to generate new jobs in the future. It will draw widely on the expertise of all the relevant Government departments.

Both the CBI and the TUC have welcomed the initiative and intend to contribute papers to the exercise.

Although there are no specific terms of reference for the study, it is expected to examine the constraints as well as the potential for employment. Among the obstacles said to stand in the way of new jobs have been the shortage of skills, lack of training and the reluctance of people to move home because of the difficulties of finding one in a different area.

**Measures**

Relevant issues for close study could include measures to improve labour mobility (such as housing), the balance between taxes and subsidies on labour and capital, and wage flexibility, for example getting better regional, age and skill differentials.

The study would be expected to look at



Nigel Lawson... responding to proposal.

recent trends in employment in the United Kingdom and, possibly, the United States, where there has been a major expansion in jobs, particularly in services, over recent years. In fact service sector jobs in the United Kingdom increased by 61,000 between the fourth quarter of 1982 and the first quarter of 1983.

A paper is expected to be ready for discussion during the winter and will provide unions and employers with an opportunity to gauge the future course of economic policy and how the Government sees employment trends.

**Fresh air and adventure for handicapped children**

A scheme to bring some of the joy and adventure of horse-riding to mentally handicapped children has got off at full gallop in east Lancashire. Hundreds of children, some only two years of age, from Accrington, Blackburn, Burnley, Chorley, Oswaldtwistle and Preston have been taking to the saddle.

The scheme is based at Waddington Farm riding school, Livesey, Darwen, and is sponsored by Mencap, the Royal Society for Mentally Handicapped Children and

Adults, under the Manpower Services Commission's Community Programme. It provides jobs of community benefit to long-term unemployed adults. Under this programme 35 people have been given jobs, some part-time and some full-time, for 12 months.

Initially the first contact the children make with the animals is on familiar territory at their schools and in the company of their teachers. Thereafter some of the youngsters travel by minibus to the

riding school, or they continue to ride ponies brought to their school weekly.

The CP workers bring the animals to the children and accompany them on all rides. Staff trained in riding give instruction.

Mencap plan to expand the scheme nationally under the msc Community Programme. The next project to take off, within the next few weeks, will cater for mentally handicapped children in the Merseyside area and could provide jobs for 50 workers.

### Changes to job splitting scheme

The Job Splitting Scheme which was launched on an experimental basis last January, has been changed to allow greater flexibility for employers.

Mr Alan Clark, Parliamentary Under Secretary of State for Employment, recently announced the following modifications:

- Applications will be accepted within three months of the conditions of the Scheme being satisfied.
- A gap of up to six weeks will be allowed between the day the full-time job was last occupied and filling the part-time jobs.
- People leaving the Youth Training Scheme or the Youth Opportunities Programme will be able to go directly into a split job at either their present or another establishment.
- People leaving the Community Programme will be able to move directly into a split job.

- The total hours of the two part-time jobs may be up to 10 hours more than those of the full-time job which is split. The requirement that they should not be more than five hours less than those of the full-time job is not changed.
- The two part-timers may work alongside each other for up to ten days of initial training.

Under the scheme, an employer can claim £750 (paid in four instalments) for each existing full time job he splits in such a way which will give part-time work to people who would otherwise be unemployed and in receipt of benefit.

At the end of May, 317 jobs had been split involving 634 part-time workers.

### Fairgrounds must be safe, says Minister

The public had a right to expect very high standards of safety at fairgrounds, said Mr John Selwyn Gummer, Parliamentary Under-Secretary of State for Employment and the Minister directly responsible for health and safety at work.

#### Tragic accidents

Mr Selwyn Gummer was visiting travelling fairs at Wakefield and Pontefract as part of a programme of fairground visits. He expressed particular concern about the recent tragic accidents at fairgrounds. "Everyone working in the industry has a direct responsibility for safety. It is the employer and the proprietor who is first and last responsible for safety but no one who works at a fair can opt out. We must insist on the highest safety standards—at every ride and on every trip. Many operators are achieving such standards, but they must be achieved by all. By next season there will be an authoritative code of practice but we need action now as the school holidays approach. The industry owes it to the children and young people it serves to see that the high season is a safe season," he said.

### Unemployed doing Britain's 'top' job

A group of men in Inverness-shire are holding some of the "top" jobs in Britain.

They daily climb 1,800 feet to what must be one of the most unusual workplaces in the world—the rugged slopes of Ben Nevis, Britain's highest mountain.

Sometimes they work shrouded in mist, battered by high winds, soaked by torrential rain and snow or stripped to the waist and drenched in sizzling sunshine.

The 14 men are engaged on a Manpower Services Commission Community Programme project to construct a winding tourist path to the top.



#### Benefit

MSC's CP scheme sets out to give temporary jobs to adults on work which will be of direct benefit to the community.

The Ben Nevis workers, two squads of six, each with a supervisor, are reconstructing an original path built in 1883. The new route will link-up at 2,200-feet with the remainder of the old path which is still in good condition.

The project is a considerable feat of endurance. Huge boulders have to be manhandled around, heavy ground level-

led and drains and culverts built—all without the use of machinery. It's a good hour's breathless trek every morning to reach the workplace and then picks and shovels are the order of the day.

But the men take a pride in their work and earn the grateful thanks of many

tourists who would otherwise be unable to gain access to some of the most beautiful scenic vistas in Britain.

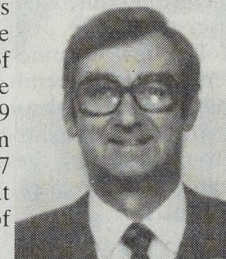
The project, due for completion next April, has so far helped two men get good permanent jobs, following references on their work from the project manager.

### Dworkin is working on numbers

Mr Paul Dworkin has been appointed as the Department of Employment's director of statistics to succeed Guy Carruthers who retired at the end of July.

Mr Dworkin was previously with the Central Statistical Office as an assistant director with responsibility for the national income accounts.

After graduating from the London School of Economics and Political Science he spent three years in East Africa before joining the Board of Trade in 1962. He was there for 19 years, apart from seven months in 1977 when he worked at the Department of Employment.



### National launch for start-your-own business scheme

The Enterprise Allowance Scheme, under which the Government is providing an extra £54m to help people "out of unemployment and into their own businesses", was launched nationally by Mr Alan Clark, Parliamentary Under-Secretary of State for Employment.

Commenting on the Scheme during a recent visit to Swindon Jobcentre, Mr Clark said: "Now that the Scheme has been extended nationally it will give a measure of financial support to 25,000 more people and provide a further stimulus to new enterprise."

"It takes drive and determination to set up in business, but men and women should not be deterred from putting sound ideas into practice. This scheme gives some encouragement to those unemployed people who are willing to start a new venture by paying £40 a week during the difficult early months of running a new business. It also helps by providing management advice from experienced businessmen, in order to avoid some of the problems that

can cause small businesses to fail." The Minister added that the scheme made sound commercial sense, not only because it created work for those enterprising enough to start up on their own, but because they in turn generate jobs for others.

Under the Scheme an allowance of £40 a week is payable for a year. To be eligible, applicants must have been unemployed for at least 13 weeks and be in receipt of unemployment or supplementary benefit. Time spent under formal notice of redundancy counts towards the qualifying period.

Applicants must be at least 18 but under state pension age, and must show that they have £1,000 to invest in their venture.

### New task for tutors in Cumbria

Hundreds of Cumbrian youngsters are entering their school holidays with a new understanding of the problems of the deaf.

Since February, a team of tutors, four in Carlisle and two each in Kendal and Whitehaven, have been visiting local primary schools and children's groups, including Brownies, to explain about deafness.

The project has been run by the British Deaf Association, under the Manpower Services Commission's Community Programme. This is the scheme to provide

temporary jobs, lasting up to twelve months, for long-term unemployed adults.

The tutors, all taken on under CP, have been using a BDA junior teaching pack for the basis of their projects. The aim has been to help develop children's awareness of deafness, and encourage a positive attitude towards communication between deaf and hearing people. The teaching pack itself was developed by workers on an MSC community scheme.

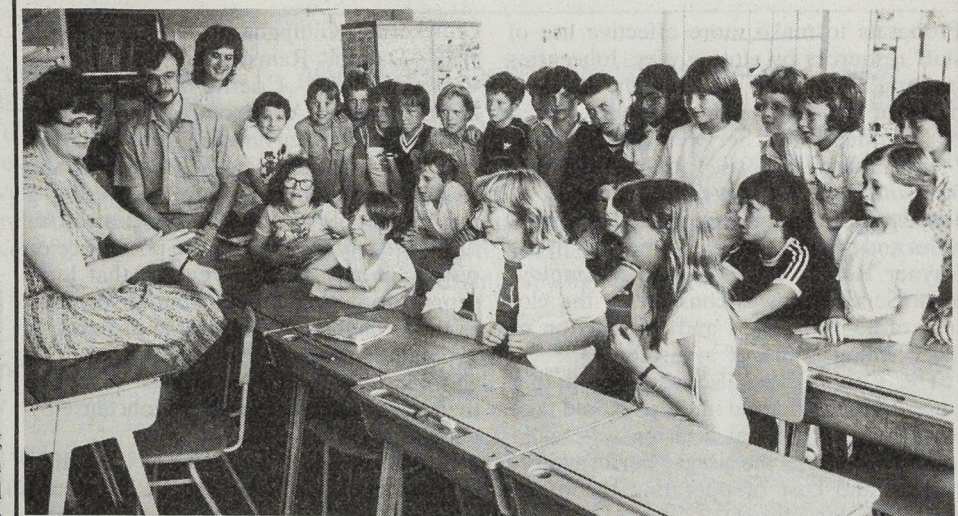
### Now it's MSC training in advertising

The Youth Training Scheme is now offering school leavers the chance to enter the world of advertising and photography.

A YTS project covering advertising, design, graphics, print and artwork production, and another covering photography are the latest to be developed by the Manpower Services Commission and Manchester City Council.

Courses last twelve months with youngsters receiving a £25 a week allowance from the MSC. The schemes begin with training at Fielden Park College, West Didsbury, followed by work experience placements for on the job training with local employers. These include a range of advertising, printing and design houses, photographic agencies and other publicity and art shops in the Manchester area.

Youngsters successfully completing training will receive a YTS certificate. In addition on some of the courses they will receive professional certificates such as advertising design, or a credit towards first year relevant City and Guilds.



Two community education tutors with youngsters at Inglewood Primary School in Carlisle.

## EMPLOYMENT BRIEF

### Change in wages law expected to boost spread of cashless pay

The Government plans to bring up to date the law relating to the payment of wages. The reform will remove an obstacle to the faster spread of cashless pay and provide more appropriate protections against arbitrary deductions from wages.

The Government's decision, announced recently by Employment Secretary Mr Norman Tebbit, follows consideration of the responses to the consultative document *Proposals to Update the Law on the Payment of Wages* which was published in March. The responses showed a clear majority in favour of reform based on the proposals in the document, with the bulk of respondents favouring repeal of the Truck Acts and related legislation and the simultaneous re-enactment of clear provisions concerning deductions.

The Government proposes to repeal the Truck Acts and associated legislation. This will have the effect of leaving it to individual employers and employees, operating through their representatives if they so wish, to decide whether wages should be paid in cash or by any one of the modern methods of payment which are available.

The repeal will be accompanied with new legislation to protect workers from arbitrary deductions from their wages.

Before bringing forward this legislation there will be further consultations about the form and content of revised statutory safeguards. The legislation will bring employees' protection up to date and extend it to all employees. At the moment only manual workers receive the full protection of the Acts.

#### Bound

The changes which the Government is contemplating cannot be effected while the UK remains bound by its ratification of International Labour Convention 95. While the UK will continue to satisfy many of the provisions of that Convention, some of the provisions would rule out the key modernisation proposals the Government has in mind. Because of this, the Government proposes to take advantage of the present opportunity to denounce this Convention in accordance with ILO procedures.

### Efficiency drive closes nine rural Jobcentres

Proposals to make more effective use of staff resources by closing nine Jobcentres in rural areas and reducing the opening hours of a further 11, have been accepted by the Manpower Services Commission.

In January the MSC announced that, following the first stage of the review of Jobcentres and employment offices in rural areas and small towns recommended in the Rayner Report on the General Employment Service, it was considering the closure of 13 Jobcentres and a reduction of the opening hours of a further 13.

The Commission also announced that consultation with local interests would take place before the final decision was taken and in each case the usage, performance, staffing and cost of operating the office would be considered.

The nine offices to be closed are: South East—Berkhamstead, South West—

Crewkerne, Gillingham (Dorset), North West—Dalton, Ramsbottom, Midlands—Ripley, Scotland—Crieff, Wales—Bethesda and Llandovery. All the offices, except Berkhamstead, are open on a part-time basis.

Where an office is to be closed the MSC will provide other ways of delivering a service: details of current vacancies will be displayed, for example in the post office or public library. This will ensure that local support for any community initiatives, such as the Community Programme projects, is maintained. Employers in these localities will continue to be encouraged to notify their vacancies to the nearest Jobcentre by telephone.

There will be no redundancies resulting from the closure of Jobcentres and the staff involved will be employed at nearby offices. The financial savings will be around £23,000 a year.

### Striking chance for young trainees at Manchester United

Manchester United has signed on with the Manpower Services Commission and has given a striking chance to nine potential soccer stars under the new Youth Training Scheme.

The youngsters are all school leavers and form United's first year training intake for 1983. This year, for the first time, the programme is being supported by the MSC.

The new YTS nine include five youngsters joining the club as apprentices, and an extra four who have been given the chance to enter the football big time directly through the MSC scheme.

#### Benefit

They are among the first to benefit from a new deal between the MSC and the Footballers' Further Education and Training Society. Under the new contract the majority of football league clubs in England and Wales are to run the MSC's new Youth Training Scheme. And as part of an additional funding agreement the MSC has with YTS managing agencies nine of United's first year intake attract Commission funding.

The additional rule is being achieved nationally through all the clubs taking part, which means that all nine teenagers with United come under the YTS banner and will each receive a £25 a week training allowance from the MSC.

About 600 youngsters are expected to join the scheme with clubs around the country.



A chance to break into football through YTS (l to r) John Sellars, Nick Welsh and David Platt.



## Technological changes and the content of jobs

by G C White

Work Research Unit,  
Department of  
Employment

In this paper, attention is drawn to some effects on company and union policies of the development of microprocessors and derivative new technology affecting products, production methods and information. These give opportunity to review the way in which work is organised if full advantage of new technology is to be taken and if individual needs from working life are to be met.

The increased options for the design of technical systems, work organisation and content of individual jobs have been explored and applied in some companies in several countries. However, the generality of managers and union representatives are but vaguely aware of the alternatives and are ill-prepared to deal with the issues. Policies are needed at the level of:

- corporate planning
- a consultative system for reviewing the way work is organised and managing the process of change
- redesigning jobs and work systems to make use of new technology in ways that are compatible with company and individual needs.

#### Nature and scope of technological innovation

Electronic processing of data by computers has been closely followed by microelectronic integrated circuits which can cram the processing power of a major computer on to very small devices at a very low cost. This has made it possible to consider the modification of any product or process involving elements of measurements, or control, or data processing, storage and recall.

The views expressed in this article are not necessarily shared by the Tripartite Steering Group nor do they reflect the official policy of the Department of Employment.

This is a version of a paper originally presented at a seminar in Rome on European Employment and Technological Change. This was one of a series on new patterns in employment sponsored by the Commission of the European Communities, organised by the European Centre for Work and Society, Maastricht (PO Box 3073 6202 NB Maastricht, Netherlands).

The application and potential uses are so varied that it is difficult to point to any industrial or commercial field that will not be affected by it. They can be used in:

- creating new products such as word processors, electronic mail, games and toys, miniaturised calculators, numerically controlled machine tools;
- modifying existing products, adding sophistication as in programmed cameras, or reducing costs, such as domestic appliances and cash registers;
- controlling industrial manufacturing processes, materials handling and transport,
- increasing the versatility of design processes enabling alternatives to be systematically and rapidly explored and tested;
- processing, storing and analysing data automatically sensed and recorded, with facility to increase or decrease the distance between input and output, and monitor it at any intermediate stage.

This sophistication, compactness, versatility and speed of operation has considerable implications for the policies and practices of industrial and commercial companies, for the jobs of individual employees and for the trade unions who represent their interests. Discussions with people in many British organisations in which new technologies have been installed or were proposed, reported by my colleague, R G Sell, in a paper written in 1979, revealed the following perceived advantages from adopting micro-electronic technology:

- better machine control and consistency, allowing greater precision;
- better and quicker information about the state of a process, leading to less work in progress;
- improved machine programming allowing greater product versatility;
- reduced labour costs;
- faster response time in dealing with errors, including typescript;
- more thorough testing of a wider range of options possible in design;
- communication of information in marketing, buying and process control is more direct, accessible and rapid.

These potential advantages can be seen to imply, or to give opportunity for, changes in both the structure and size of the organisation and in the attitudes, responsibilities and roles of managers, supervisors and operators. If the full economic advantages are to be secured for a company, then a review of the organisational context must be undertaken which will be quite comprehensive. If an

electronic cash register is merely substituted for a mechanical till, or a word processor for a typewriter, the full potential of the new equipment will be lost.

#### Example

*In one department of an international company, word processors replaced typewriters leading to a 50 per cent drop in efficiency, uneven work loads, less interesting jobs and delays in delivery of work. Secretaries were found to be doing a lot of routine typing. A small team consisting of an internal adviser, a computer specialist from the department, and two other employees devised a plan in which support and clerical services were combined, and technical and administrative staff attached to the functions they served. Staff operating the word processors were trained to make fuller use of the machines and increase their versatility.*

The review can, or ought to, include the way tasks are combined into jobs, the way jobs relate to one another and the context in which they are carried out. New technology offers a range of options.

A study of French and German companies with similar technology showed striking differences in the way work was organised. Since microtechnology offers wide scope for variation in design, the idea that jobs are completely determined by the technology and its commercial viability is no longer well-founded.

#### Trades union viewpoint

The European Trade Union Institute summarised union concerns in the following terms in a report published in 1979:

- To ensure that the pace of change is such that the social impact is spread fairly and the benefits generally available;
- To ensure that the appropriate agreements are reached with companies or at national level governing the way new technology is introduced and how the consequences for manning levels and pay systems are to be controlled;
- That the union negotiators and representatives have adequate information and are aware of the ways in which existing patterns of work will be affected and also aware of the alternatives facing the company, for using present staff, especially with respect to training, grading, pay systems, manning levels, hours of work, redundancy compensation and potential effects on health;
- Control over the use of technology in the surveillance of work and in the storage and retrieval of personal data.

It is significant that the content of jobs did not figure directly in this list, although individual unions in West Germany and Italy have taken industrial action to get the cycle time of assembly tasks lengthened.

There are potential benefits from a collaborative

strategy for unions in being seen to represent the needs and views of workers, in having access to information, and in putting them in a good bargaining position.

#### Problems and issues for individual companies

##### The nature of individual jobs

Introducing new technology has repercussions throughout the organisation for managers, for specialist staff, for union representatives and for skilled and unskilled workers. At a conference in the Netherlands (1977) of the International Federation of Automatic Control, at which case studies in automation related to the humanisation of work were discussed, the following problem areas were identified as critical:

- The position of lower management levels in traditional hierarchies whose roles change radically or disappear altogether
- The conflict between consultation and efficiency—between the urgency to get things done and the need to consult people about what is happening
- The relationship of the person with the equipment being used.

There are several examples where longer-term difficulties can arise. When an automated process requires a person to wait for errors or variance which can occur randomly and infrequently, this requires a high level of attention especially when the interval between signal and response needs to be very short to avoid wastage or damage. The same situation may merely automate a particular level of skill programmed in by the operator and may not allow for the maintenance or increase of his skills.

There seems no reason to believe that this alternative path would in the long run be less economically efficient than the first.

Changes in the kind of skills and knowledge needed are also required by new technology as applied to the control of manufacturing systems. Instead of manipulating levers and wheels whose effects can be immediately seen because all the linkages are visible or easily imagined, the operator requires to conceptualise the process, and to appreciate the corrective action he sets in motion by pressing a button. These skills are more difficult to learn. The operator, in this case, is better described as a process manager since there may be no time for him to report to and wait for instructions from a supervisor.

#### Alternative strategies

There are a number of ways in which policies and practices of existing companies and unions are bound to be affected. There are also alternative ways in which they can deal with the choice and installation of new technology. There are several strategies that can be used, which in practice may all be used at different stages:

- Devise or purchase from a supplier new technology which may be available on the advice of specialist staff

who are responsible for testing, adapting if necessary and introducing it into the production system. Retraining, new rates of pay and hours of work are negotiated. Some adjustment of departmental boundaries may be made. The introduction is made by management edict, with or without information about it to those who are likely to be affected. In some cases, the difficulties are so formidable that attempts to evade them are made by setting up the new process on a greenfield site which is expected to be uncontaminated by the vested interests, attitudes and other difficulties. This can be called the *autocratic/persuasive strategy*.

- The outline plan may be developed by senior managers but alongside the detailed specification, consultation at various stages occurs through the normal bodies in the company to begin discussion of some of the implications and to canvass opinions where there are options for which acceptability by workers is important. This can be termed the *consultative strategy*.
- The final strategy, which has been used in a few companies is where the systemic effects of a proposed technological change are explored, the plan for its introduction developed by *all* those in the organisation who are likely to be affected. In many cases, a system of planning groups at various levels may be needed, with representatives for groups of workers but it will rarely be necessary for these to specify what should be done in detail. As much as possible should be left for those who do the work to decide for themselves.

This *participative strategy* for the management of a change process is found to have a number of advantages.

- It affords opportunity to learn in the organisation, to live with the new technology, and how to cope with change as part of the way the company normally functions.
- It involves people as participants rather than recipients of change.
- It results in better quality outcomes both for the company from a commercial viewpoint and for individuals.
- The process of "selling" the new technology, of getting acquainted with it and its effects is not a separate issue but an integral aspect of the change.
- It helps to identify those matters about which negotiation between the management and employee representatives is needed and agreement must be reached either before or after implementation has provided some experience.

#### The design of new work systems

Attention has been drawn to the improved flexibility of design of manufacturing systems made possible by micro-electronic and computer technology. Nevertheless, it still seems to be true that design engineers use a rather

limited model of human beings in their assumptions about how people can be incorporated into the work system.

### Example

At an exhibition of computer hardware in the UK in 1980, every exhibitor was asked "How far have the effects on the jobs of people who are going to work this equipment been taken into account in its design?" In every case, there was a negative or non-committal answer.

The assumption seems to be that there is one best technologically efficient specification, people fit in where they are needed, but any modification to suit their needs adds to the cost and reduces the efficiency of the system.

A survey by Davis in 1955 of the manner in which American industrial firms designed jobs produced the following criteria:

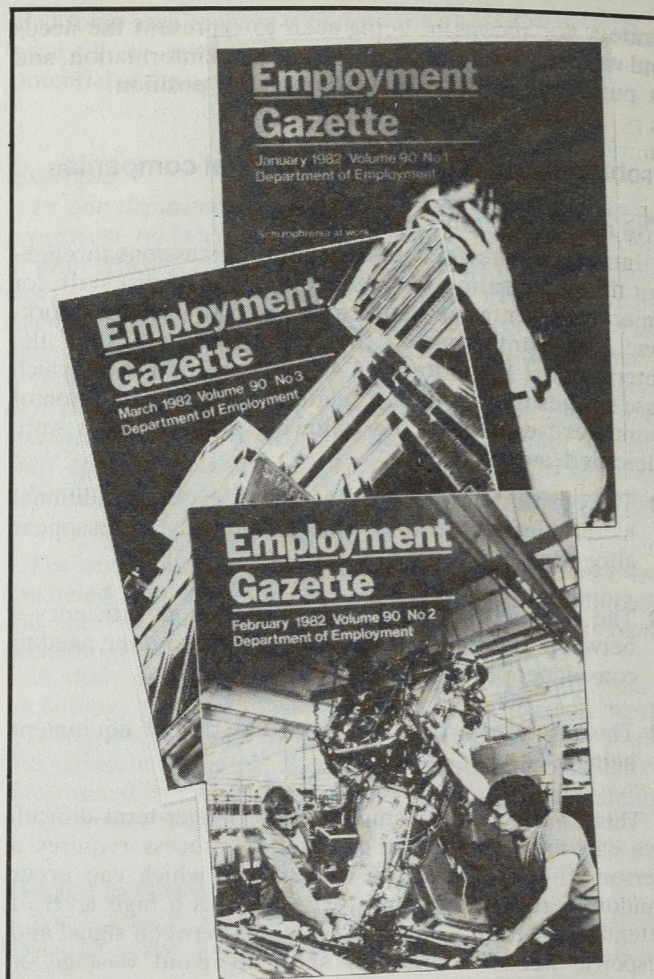
- Minimise the time required
- Obtain the highest quality
- Minimise the skill required
- Utilise tools and equipment on hand
- Minimise floor space
- Achieve maximum specialisation of skills
- Minimise learning time or training

A review by T Lupton and I Tanner (given at a NATO conference on *Changes in Working Life*, 1979) of the models of manufacturing systems used by the designers of some "experimental" systems in European heavy engineering concluded that the dominant values used by the designers were only slightly less predominantly centred on technical efficiency than had been found by Davis in America some 20 years earlier. Since all the European firms were undertaking experiments concerned with the humanisation of work, Davis' findings must still stand as a description applicable to the general run of designers, and gives little scope for optimism that improvements have taken place.

Training engineers to include the human side of work systems, including social scientists in design teams, or some other strategy is beyond the scope of an individual company. An interim solution for a company contemplating introducing new technology is to be clear about its purpose, to discuss alternative configurations with the manufacturer, to examine the effects on and possibility of improving the existing system, and then look at the possible economic benefits of the alternatives. This scrutiny should be carried out with staff in the company whose jobs will be affected.

### Structure of jobs and their arrangement

A great deal has been written and many experimental changes have been made to people's jobs over the past three decades and longer, aimed at improving their



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potential for jobs satisfaction. Checklists of desirable attributes have been produced, such as those relating to tasks, jobs and work context annexed to this paper. Over this period, a different focus has been observed in several countries, with, in general, a trend away from the tasks of individual jobs, to forms of working group with varying degrees of autonomy, and to the structure and characteristics of the total enterprise.

A great deal of work involves teams or groups of people and one favoured arrangement is to organise the work so that teams have a meaningful task which can be shared among members according to their skills. The degree of autonomy and self-determination expected from the team has varied. Although there would seem to be considerable advantages for flexibility and control, there are dynamic problems of working groups which it is easy to overlook and which have only been explored in somewhat temporary groups whose tasks are conceptual rather than practical.

Also involved in this context are the pay system, hours and conditions of employment. Mismatch and problems of demarcation, obsolete and new skills.

### Example

In a cigarette making factory, working groups of 19 operators under a supervisor together with four fitters and a programmer are responsible for output from several cigarette-making and packing machines. Although the operators were paid a bonus relating to the output of the group, the fitters in the group responsible for keeping the machines running accurately were paid on a factory-wide bonus system, as had existed before the changes in work organisation were undertaken. This caused friction within the groups which was only resolved by changing the basis for awarding the bonus.

### The structure of the organisation and its management

Introduction of new technology gives an opportunity to review the structure of the whole enterprise and its system of management. Two special features makes this important. First, the pace of change is rapid, products need to be modified quickly and for different markets. Secondly, the transfer of information, its analysis and identification of action to be taken is easier. Some companies have reacted by decentralising so that the company becomes a federation of identifiable units, self-regulating and as far as practicable self-sufficient. This produces units with which individual workers can identify and have some influence. Units of reasonable size can be managed more satisfactorily, thus operations are more easily monitored, and less needs to be spent on liaison, co-ordination and balancing. Differences can occur between units which do not upset relationships between them in the pressure for uniformity and standardisation. It must be recognised, however, that a unit of production that is of optimum size from one viewpoint may not be so from others. It is not absolutely necessary for a management unit to have the same boundaries as one that is best for marketing.

Devolution of responsibility may also take place within a production unit. In some cases it may even be forced by the technology, as in process management. The frequently

experienced result is a real or apparent redundancy of one or more layers of the management hierarchy and almost certainly a change in the role of the supervisor from that of an inspector/disciplinarian to organiser/trainer. Flatter management hierarchies reduce promotion channels and result in a spread of experience for managers in the same post rather than moving to other posts.

Policies for sharing information and periodical review not only of company plans and financial well-being by employees at all levels and procedures, including "quality circles", for identifying and dealing with technical and practical problems by those who are involved can also be considered as a useful if not necessary corollary to the technological innovation.

Relationship between functional departments may also need to be reviewed, since their relative importance to the objectives of the company will change. For example, maintenance may become less important and integrated into production, with operators trained to identify and rectify some faults. There will be considerable bargaining and competition, resistance to change and keenness to grasp opportunities during a period of turbulence which will take considerable skill to control and direct towards the objectives of the enterprise.

### Planning and implementing changes

It seems evident that a major implication of technological innovation is that unless it is accompanied by a thorough overhaul of existing company philosophies, policies and practices, its value may well be lost and do nothing to help the company survive. The result of such an overhaul may well be a radical and irreversible shift in the thinking and behaviour of people at all levels in the organisation.

In this sense, the process of change is tied up with the content. This is not necessarily a cause of confusion since, if it is accepted that fairly massive change is likely to be the norm rather than exceptional, a company is setting up a procedure not for dealing with a unique situation but starting a process of planning, implementation and appraisal which is open-ended and justifiable financially in terms of maintenance and development of the organisation, increasing its capacity to meet challenges in the future.

In undertaking such a review and initiating a participative change process, companies will often enlist outside assistance. In the UK the staff of the Work Research Unit are helping a number of companies. A brief description of the strategy for planning and implementing changes in companies facing the prospect of introducing new technology to existing factories or offices or new locations will, serve as a summary of the salient features of company and union policies in coping with technological innovation.

The general strategy of the consultant is to see that responsibility for the change programme remains within the enterprise, which is expected to provide resources for the purpose. The consultant intervenes only as minimally necessary to maintain the momentum. There are two main ways in which a contribution is made. The first of these is helping to set up or identify appropriate bodies within the enterprise to plan and implement changes. In a few companies, consultative machinery already exists, though



## Equal opportunities for women in employment

Two examples of how employers are helping to provide equal opportunities for women in employment are described in this article by Michael Webb.

One of the major developments in the labour force in Great Britain since the 1930s has been the growth in the number of women and, in particular, married women in or seeking work. By 1982, 43 per cent of employees were women and 41 per cent of women employees were working part-time.

Despite this development, and the introduction in 1975 of the Sex Discrimination Act, women continue to predominate in particular sectors of employment and in the lower grades of hierarchies. This indicates that women seeking to develop a career may still encounter difficulties. Firstly, many women cannot conform to what is still often regarded as the normal career development pattern: an uninterrupted period of employment from the end of education to retirement. Many married women will face a break in employment for child bearing and will need help in retaining or resuming their careers.

Research has shown that the attitudes of women themselves may affect their career progression. They may be less confident than men about the way in which they can tackle jobs and may not display the degree of assertiveness which is expected of staff who progress in organisations.

### Business sense

Certain employers appreciate that it can make sound business sense to adapt their personnel and training policies to help their female employees overcome career "barriers". They realise that it can be wasteful to lose for ever expensively trained and skilled female employees who leave to have children. They realise too that there are economic benefits in seeking to develop the potential of all their staff to the full. Examples of some of the initiatives taken by employers in this respect are: re-entry and retainer schemes for staff who leave temporarily for domestic reasons or to have children; the introduction of part-time work and job-sharing at higher levels of work; and special training courses for women only.

Described below are two examples.

"Whether my office is at home or not, the moment I walk into it, I am at work", says Pamela Elderkin, who has worked from home as a computer specialist for the past eleven years.

Mrs Elderkin is an account manager with one of the UK's largest independent computer systems firms. It was founded by a woman just over 20 years ago to provide specialist services to the computer industry, and is still run almost entirely by women from home. The firm, F International, has a workforce of 800, and 95 per cent of them are women.

A woman's career often develops rapidly in her late

twenties and early thirties but it is at just this time that she may be forced to sacrifice a career in order to start a family.

Mrs Elderkin, who is married to a computer specialist and has two children aged nine and twelve, started with F International on a freelance basis. She had previously been a graduate trainee in computer work and spent five and a half years with a firm which eventually merged to become ICL. She was a chief programmer when she left to have her first child.

"I started working for F International on the day I was interviewed. Apart from a year off when my husband was posted to Germany, and I had my second child, I've been with them ever since—on a salaried basis from 1981."

She soon became estimating manager, moved into project management and after spells as assistant to the technical director and training services manager, was appointed account manager for the eastern region. She is now responsible for the production and quality of work of six managers, whose teams could be working on up to 20 projects at a time. Much of her time is spent visiting clients and also extending the business throughout her region.

"Even though I am working from home I have a very professional working life," she said. "The time we work is



Pamela Elderkin . . . working from home.

even here it is unusual for job content to be a subject of discussion. Where this does occur, it normally relates to management proposals for action on an issue which management had identified, or negotiation of the consequences for pay and hours of management proposals for change.

The second way consists of exploring areas where changes are contemplated, for example, where alternative technical changes are possible, and especially how issues and problems are seen by different groups in the enterprise. Using individual interviews, group discussions and, in some cases, written questionnaires, the focus is on critical incidents, the difficulties and distastes of the job content and context. This throws up typically a wealth of material whose implications can then be discussed with work groups and ideas for action explored and examined. This has turned out to be more productive than administering a standard questionnaire and comparing mean scores on satisfaction scales.

### Example

With a group of supervisors on a light engineering company, for example, individual interviews identified four areas for attention:

- *planning the flow of work, variations in manning levels and in the supply of materials;*
- *modification of product during production to suit customer requirements;*
- *span of responsibility, and other man-management problems;*
- *changing role of the supervisor, with growth of the company and standardisation of products.*

Discussion of these areas of concern threw up suggestions for training supervisors, re-grouping of production, differentiation of tasks currently carried out by all supervisors (regardless of individual differences in preference or skill) into managerial/organisational tasks and those related to technical aspects of production.

A steering group with the appropriate interests represented, including staff associations and unions, is a crucial step; but a number of important issues are raised by doing so. How does it fit into the existing negotiating and consultative arrangements? What powers does it have or can it be given? How do members represent the views of constituents? Whether such a body is set up or not, a small project team of about three or four people is needed who can be trained to manage the process of change and keep up the momentum. The consultant works with these two groups, helping to anticipate problems, collecting data, drawing attention to alternatives, and giving support. In the course of these activities, the strategy being developed is itself exemplified, and part of the attention is on helping people in the enterprise to learn how to change the organisation of work effectively.

This preparatory, educational exploration is an essential part of the change process, establishing a framework

for discussion, planning and implementing changes which can be used as a basis for extending the learning to other parts of the organisation and for dealing with other issues that may not yet be apparent. It is also an opportunity to test the likelihood that this participative strategy will both be acceptable to people in the organisation and be appropriate for the problem that is identified. Experience has also shown that the first of these is more important than the second and must be achieved first if ownership of the problem is to remain within the organisation. Experience has also demonstrated that these preliminary stages take much longer than is usually anticipated and that there are often problems of maintaining impetus and continuity. It is nevertheless more likely to produce sensible and practical ideas for improvement based on current problems, ideas that have been thought through and tested, than to apply a recipe for improving satisfaction or motivation that has been tried elsewhere. Each change project is experimental, an exploration with the objective of improving the capacity of the organisation to learn to adapt, cope with and influence its environment. It is also about individuals within the organisation designing for themselves a more satisfactory working experience.

### Conclusions

The preliminary findings of a case study of companies in different industries in which significant technical changes have been undertaken resulted in the following comments:

- On the process of change:
  - training staff for new tasks has been too little and too late;
  - communication with staff about the changes was insufficient;
  - the process was attempted too quickly.
- On the content of changes:
  - original investment decisions were made with inadequate data and too optimistic forecasts of savings;
  - there was little attempt to set up a team to manage the changes—they were just expected to happen;
  - focus was largely on technical aspects leaving problems affecting work organisation and individuals to be dealt with later, after irrevocable decisions about the technically "best" solution.

It is hoped that the suggestions made in this paper will enable people undertaking changes in work organisation to avoid some of these pitfalls. ■

flexible. We guarantee so many hours a week and providing we meet the deadlines we can choose the hours we work. I am salaried now for just 20 hours a week, which I usually complete between nine and five on three days a week. When my children were very small I chose to work from 8 to 11 at night. Now they are at school, I prefer to work during the day. But I am frequently on the phone working in the evenings because people who work for me and have young children prefer to work then.

"So I have to be flexible and so does my company. I may turn round and say 'Tomorrow, I'm going shopping' and that is accepted.

"I aim to be with the children when they come home from school at least three times a week. But obviously there are times when I have to make other arrangements—and the children understand."

Personnel officer Jane Wilkinson of F International said that there was a shortfall of trained computer technologists and that the industry was losing the skills of some women who took a number of years off to start a family.

It was often difficult for women who had taken a break in their computer careers to start again because of the fast rate of technological advance in the industry.

"Some firms may take the time and expense to retrain them but often they remain as computer programmers with little chance of advancement. We can offer them a career opportunity even though they may be working from home. They can adjust their work commitment to less than a full-time week to suit their personal needs."

Working from home has obvious advantages for single parent families, both men and women, those with responsibility for house-bound dependants or with physical disabilities.

## Decision

"They may have been faced with the decision of continuing with a full-time conventional job or not. The result is often the loss to industry of yet another fully-trained professional," said Mrs Wilkinson.

She added that some of their staff with disabilities were doing useful work in the Southern region, computerising administrative functions and some marketing work. Some had been helped under a Department of Industry scheme which provided them with a micro-computer to work from home.

Mrs Elderkin believed that working from home required a degree of self-motivation and interest that was not usually found in an office environment. There were often many distractions and interruptions in offices.

She added: "A client said that one of our freelance workers who had spent a total of 25 hours on a project had produced the equivalent work of one of their staff working a normal 37 hours. It's the concentrated period of working which you can achieve at home that makes the difference."

The economy grows with the full use of technical and business skills. F International's policy of mainly home-based employees uses and develops skilled resources which would otherwise be lost to industry . . . and both employer and employee benefit.



Susan Walker . . . integrating aims.

Some might think that archaeologist Dr Susan Walker does not need help to compete on equal terms with men.

But Dr Walker, who is in fact assistant keeper of that department, is one of a dozen women who are outnumbered two to one by men in that grade at the museum. In the next grade up, there are only two women deputy keepers compared with 14 men. At the time of writing there are nine keepers in post. All are men. However the post of principal keeper has until recently been occupied by a woman since its creation some eleven years ago.

In this kind of situation where women are under-represented in certain areas, special courses for women only are permissible under the Sex Discrimination Act 1975.

## All women course

Dr Walker applied to attend a course on *Developing skills for women in middle management*, at the Civil Service College in Ascot, Berks.

She was particularly attracted by the idea of an all women course. Four years ago she attended a mixed course for graduate specialists in the civil service which she thought was not good for her personally. There were only two women on the course and she felt that they stood out because they were usually asked to give the token woman's viewpoint.

Dr Walker, who is 34, was educated at Colston's School, Bristol and London University where she gained a first degree in archaeology of the Roman Provinces and a PhD on Roman architecture in Greece.

She joined the British Museum as assistant keeper (grade 2) five and a half years ago. It was basically a training grade from which most are promoted quickly, as was Dr Walker in 1978.

The aim of the women only course was "to help women prepare for careers in middle management, increasing

their level of competence by the acquisition and development of managerial skills". It concentrated on the individual woman as an effective manager and then on the organisation and the individual woman manager within that environment. Subsidiary themes were male and female relationships in relation to a woman's role at work, and managing work and family life and the role of the woman manager. Most of the work was carried out in groups—four groups of six each.

Dr Walker described the course as excellent. "The tutors worked hard to create a supportive atmosphere for us. The women were inclined to expose themselves more than would have been likely in a mixed group where men tend to be more competitive.

"I gained more from the course than I had expected. I thought there might have been a careerist attitude but they were careful to integrate personal goals with career goals. Home and work. It has taught me to analyse together personal matters and my work in a way I had not done before. It was run in a very pleasant atmosphere. I made a lot of friends and some of us still meet once a month informally," she said.

## Differences

Dr Walker said she was struck by the number of women on the course who said they were the only women in their grade in their particular branch. They felt a sense of isolation. However that was not so at the Museum. She was also startled by some of the graphs they were shown, comparing the ratio difference of the number of men and women in the clerical to executive officer grades with more senior grades.

The course forced her to look at how she ran her home and be sure about her work. "Very few women on the course employed anyone to do their housework. Practically everybody got some help from their husbands. Virtually all of us took the responsibility for the house in terms of deciding who did what. Most said we would write lists for them and tell them to go off and do the shopping," she laughed. "And they would go off and do it."

The one thing she envied about her husband's job—he is a professor of archaeology at London University—was

that he had a varied time table. "There are times when he is examining and it is very hard graft indeed. But when that is over, he has three months—apart from one month when he is excavating—when he can work at his own pace. Now I can't do that. We do not get sabbatical leave or special leave to prepare articles for publications, which is expected of us. But I am very happy here. I enjoy my work very much."

She said that she minds the administration work less than she used to. The way she spoke of those working for her also revealed more than just her preference for research. "There is a research assistant, who, in a managerial sense, does work under me, though he is a peer of mine. It's a very small world in archaeology—difficult to divide people up hierarchically. He is working on a permanent exhibition at the moment."

She is also responsible for a senior museum assistant and three mason's assistants; has managerial responsibility for photography within the department, and acts as reporting officer for the educational and research department.

Dr Walker had not found any discrimination against her as a woman in her career. "Archaeology has always been more open than some other areas. There is a tradition of women archaeologists and there have been some great ones."

She did not believe any woman could get to the top of her profession just because she was tough. A woman derives a great deal of support from working with other women and from learning from other people's experiences. "Sometimes inevitably you do feel quite isolated. I am not a careerist in the sense that I think anybody who's got spirit can get to the top. I think you have to perform better somehow.

"I think there is a slight siege mentality about being a professional woman in that you have to do everything like run a home as well. I think women do have to try harder. You have to be twice as good as some of the men in the same grade. I think that men must be made to realise this and women too.

"The course made you think about this and it offered a great deal of support. You might think it is an individual struggle and then you find 23 other women in the same boat." ■

## New Earnings Survey, 1982

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## Quality of working life—a report for 1982

The Tripartite Steering Group on Job Satisfaction guides the policy of the Department of Employment's Work Research Unit. Members of the Group are drawn from the CBI, TUC and Government. It advises the Employment Secretary on ways of stimulating interest in the quality of working life and to encourage employers and trades unions to improve effectiveness of organisations and satisfactory design of individual jobs. This article summarises its annual report for 1982.

The Tripartite Steering Group on Job Satisfaction (TSG) reviewed progress and discussed future developments of the Work Research Unit (WRU) during the early part of 1982. The TSG's recommendation to the Secretary of State for Employment that the best way forward was to continue the present path of development was accepted and the work of the unit endorsed in the following terms:

- the Unit should continue its present path of development for at least the next three years;
- the Unit should not charge fees for its activities, but this matter should be kept under review;
- contacts with Department of Industry (DI) programmes should be strengthened.

The objectives set out in 1980 remain—they are to:

- increase the number of organisations that are implementing changes to improve the quality of working life of their employees and that are developing resources to continue to manage such changes:

and to this end to:

- increase commitment among trades unions and employers' associations to improve the quality of working life;
- encourage employers, trades unions, managers and employees to be jointly involved in implementing changes to improve the quality of working life and to increase the number of organisations which incorporate this into their policies;
- increase awareness among employers, particularly those that are planning new products and facilities, of the costs and consequences of failing to consider quality of working life issues;
- encourage engineers, designers, and others who apply technical excellence to their work to have regard to the effects their designs and systems have on workers and to create for them a working life of high quality;
- increase the training directed to these ends and increase the total resources available in the United Kingdom of people skilled and experienced in the process of the joint management of change to improve

the quality of working life.

At its meetings during the year TSG gave particular attention to ways in which the WRU could further increase its impact on quality of working life (QWL) matters, given the finite resources available to it.

During 1982 the WRU continued its efforts to create awareness in organisations of the need, from both individual and organisational viewpoints, to improve the design of jobs and production systems. It did this by undertaking project work, visits to organisations to discuss particular situations, mounting and participating in conferences and courses, providing information in response to direct inquiries, and by publication of its own material or contributing to the publications of others. There was an increased contribution to trades union training.

### Increased contacts

The Unit increased contacts with the Department of Industry and its various programmes on information technology, robotics, computer aided design and manufacture. Pamphlets drawing attention to the human impact of such innovations and to the opportunities they provide for action to improve the quality of working life are sent out by the Department of Industry to those applying for grants or other available aids. These pamphlets also give information about the WRU and the services it can provide. Many contributions were made to management training programmes including one compiled by the Open University. A study tour to Japan was sponsored.

Two of the goals which have been of special concern to the TSG and to which the WRU has directed a significant proportion of its resources are to encourage engineers, designers and those with associated disciplines to pay regard to the effect of their work on people and to encourage training and discussion which will help further this aim. Early in the year a meeting of practitioners from the engineering institutions and universities, and engineers from industry, was convened by the WRU. This led to a number of initiatives being taken by the Unit and others. Later the TSG visited the Cranfield Institute of Technology to see and discuss work being done in the

design of manufacturing systems and in teaching, which entails practical simulation to involve engineers in experiencing the human factors in production system design. Contact was also made with the Engineering Council.

The activities of the Work Research Unit are described in more detail in the following sections. Since 1974 the emphasis of the Unit's work has changed in three respects:

- while still focusing on the individual and his or her relationship with work, the perspective has widened to include the way in which work as a whole is effectively organised as well as the specific tasks and roles of people's individual jobs;
- increased emphasis has been given to the importance of efficient strategies for managing processes of change in organisations. This is relevant not only to changes in the context and arrangement of jobs but also to those stemming from technological and market pressures and the requirements of particular products and services;
- "demonstrations" of what can be done have continued to form part of the strategy for diffusion of experience and good practice.

### The 1982 context

The persistently high number of people unemployed has continued to colour deeply the opinions and actions of working people. However, despite the economic climate, many organisations have shown themselves ready to begin to plan for investment in new products, services and facilities.

It is particularly when a new product or service is to be launched or when new equipment is to be installed that it is easiest to restructure work. It is then also that the use of the talents, skills and capabilities of the people involved is most important and when participatory processes of change will be most beneficial both to the employers in making their organisation more effective and to employees in terms of improving their quality of working life. It might have been expected that the economic climate of 1982 would have reduced opportunities to practice the ideas which the TSG and WRU exist to propagate. But this was not the case and all members of the staff of the Unit confirm that awareness of the human factors in change is increasing, and that experience in 1982 has provided grounds for more optimism.

Over the last three years, organisations seeking the Unit's advice have frequently done so because they were contemplating introducing new technology, mostly in quite small almost experimental applications. 1982 saw this trend strengthened. During the year the reason for seeking the Unit's advice was increasingly because companies were beginning to install new technology and to start actively working with it.

The number of visits made to enterprises increased from 275 in 1981 to 420. While most companies were concentrating in 1981 on combating the short-term effects of recession, 1982 saw more companies putting more resources into longer-term future development.

Unfortunately some organisations continued to respond

negatively to their adverse environment, failing to communicate even with their middle managers and supervisors and certainly not communicating with other workers. In defending the jobs and working conditions of their members in the face of economic pressure, trades unions' attitudes are governed by the extent that workers are likely to share in the benefits of proposed changes in work organisation.

On the whole, however, experience during 1982 confirmed that when constructive dialogue about the future is opened the outcome is improvement in the effectiveness of the organisation and in how people feel about the changes.

### Action by the Work Research Unit in 1982

#### Advice and assistance

In 1982, as in previous years, the WRU's advice and assistance covered a wide range of subject matter concerned with quality of working life. Those who took advantage of these activities included individuals, companies, trades unions, employers' organisations, government departments and educational establishments.

The number of advisory visits undertaken increased by 50 per cent compared to 1981 and as before tended to be to medium and large organisations.

Just under half of all visits were to manufacturers, 15 per cent concerning new technology just installed or planned. Interest arose not only from manufacturing industry but also from public administration, local government and the service sector generally including finance. Just under a third of all visits were to these sectors, about 10 per cent being about new technology and over 10 per cent on work structure and the processes of change.

Below are some examples of advice and assistance work concerning industry-wide work, employee involvement which has very wide applications, in-depth project work, and a district approach.

#### Examples of industry-wide work

##### Engineers and designers

A particular feature of the Unit's advisory work during the year was its developing involvement with the engineering sector. Direct approaches to organisations were supplemented by efforts to interest different groups and individuals in the objectives of the WRU so as to widen awareness of quality of working life issues throughout the sector and its associated professional and craft bodies. Following the establishment of the Engineering Council in the second half of the year, the Unit prepared, at the Council's invitation, a submission to its Industry Committee on the training of professional engineers. This emphasised considerations which have important implications for engineers and other professional groups involved in the design and operation of production systems. Among these considerations were:

- innovation and developments such as computer aided

engineering (CAE) are not just electronically sophisticated replacements of existing tools and techniques but are systemic in their effects;

- the full value of production systems using new technology cannot be specified from the beginning. Their full capability is a matter of development through experience by those who manage and operate them. This can only be effective if they are involved in the early stages of the design process;
- the options for design are greater than is generally believed and the technical specification considerably less constraining in its effect on the production system than is usually supposed;
- these considerations imply a dialogue during design, development, implementation and operational stages with users;
- users in this context include not only senior management and union representatives but people whose jobs are affected directly and indirectly by the changes and who are using the new tools;
- because human aspects of work organisation impinge on design as well as operational phases, on capital costs as well as revenue, the design of the whole system, social as well as technical, must be financed as an integrated development.

Meetings took place with the staffs of various colleges and universities on the introduction of owl matters to engineering courses and the Unit was invited to contribute to several. An encouraging feature was the number of senior schools of engineering actively developing their own approaches to this subject.

The Unit's influence with Engineering Employers' Associations has developed despite the present difficulties in the industry. Talks were given to eight member groups of various Associations including the Scottish Association, and a conference on *Involvement, change and work arrangements* which was opened by the Minister of State for Employment was organised jointly with the West Midlands Engineering Employers' Association.

Early in the year a meeting was held with invited participants from professional institutions, universities and industry to discuss how engineers can be best helped to understand the effect that their work has on others and how they might incorporate this understanding in their work. An outcome of this discussion was a Unit paper on *Design of manufacturing systems* which is being used as a basis for further discussions.

In another direction the Unit's inquiries into how Computer Aided Design (CAD) has been introduced into industry have confirmed that managements' initial concerns are almost exclusively with the technology of CAD and its economics. However, the *DES 82 Conference* showed that many firms have subsequently recognised how such an important change in technology impacts on individual jobs and organisational structures, and that they must therefore consider how best to manage such changes. A conference on this aspect of CAD has been organised for early 1983 to widen this understanding.

Computer Aided Engineering including Flexible Manufacturing Systems (FMS) is developing rapidly. The Unit is keeping itself informed about progress as such innovations will have profound effects on the nature of work and

consequential relationships in industry. The processes of their introduction will also be crucially important.

Arising from direct approaches to trades unions, the Unit was involved towards the end of the year in the training courses organised by the Amalgamated Union of Engineering Workers (AUEW) for senior stewards from eight companies in a range of industries, involving some 110 stewards and national officers. The introduction of different forms of new technology and their probable effects on skills in various areas of engineering were particular aspects covered by the Unit. Those attending clearly recognised the difficulties that will arise from the radical changes that could be associated with new equipment, and the need to deal with them in collaboration with all other interested groups in commonsense ways.

Involvement with engineering companies has continued and has led to a number of in-depth projects, in vehicle manufacturing, machine tool, ship building and aerospace sectors, indicating that the Unit is both becoming better known and more widely recognised as a source of information and advice.

#### **Banking, insurance and other financial institutions**

There was a growing awareness, helped by the impact of designating 1982 as Information Technology year, that office jobs can be as much affected by new technology as those in manufacturing. Unit staff have been asked to participate in discussions concerning work organisation and job re-design where new office technology is being introduced.

During the year, advisory visits were made to 27 organisations, including six major companies in the banking and insurance sectors, where new technology is beginning to have considerable impact.

Trades union involvement has been very apparent in offices using new technology. Unit staff have organised discussion with union representatives about the issues involved both in general terms and in relation to specific matters. The unions, besides seeking to ameliorate job loss, were very concerned about issues such as the ergonomic aspects of using visual display units. Some of their pioneering work has done much to influence the way in which new office technology is being introduced and the climate in which advisory visits have been conducted.

#### **Local authorities**

The Unit became involved in advisory work in nine local authorities during 1982. This work has included investigations into the introduction of new technology such as work processors; a survey of the impact on job satisfaction of the privatisation of architectural services; and discussions on matters ranging from equal employment opportunities to manpower information systems and training schemes for office workers. The Unit's advice is likely to extend into functions such as municipal engineering and direct labour organisations in local authorities, as these operations particularly face the challenges of coping with financial pressures and the opportunities presented by new technology.

#### **Printing**

The printing and publishing industry continues to tackle the problems posed by new technology and Unit staff have

visited eight companies in this industry with five projects developing from the visits. A number of companies want to improve internal communications, and the Unit has become involved with the NEDO Sector Working Party on Communications in this area.

Advisory work has ranged from assisting one company introducing a new press on a new site, to a smaller publishing house making wide-spread changes in its work structure. Of special interest, because of its relevance to other companies with similar problems, is work being done in a printing and carton manufacturing company to streamline its order processing and improve the quality of its products along with consequential improvements in job structure.

#### **Food, drink and tobacco**

In these industries there have been some important examples of modernisation schemes including applications of microtechnology to high-speed filling and packing. The Unit has been engaged in monitoring the effects of the changes in one cigarette factory where group working has been developed and in a number of food factories where problems have arisen associated with high-speed machinery incorporating a number of new technologies. These studies have demonstrated the advantages of designing appropriate structures for the work alongside the technological innovations.

Three of the case studies described in the *Meeting the challenge of change* booklets came from the food, drink and tobacco industries where participative processes of change led to some significant changes in work structure and in how people felt about their work.

#### **Work with wide general applications**

Other subjects on which advice was sought included the introduction of open-plan offices, proposals to vary the length of the working week, shift and rota working, and training for quality of working life improvement.

Employee involvement is an aspect with which all members of staff are engaged. Some assignments have had "participation" as their principal thrust. However, it is too early to judge any effects of the new statutory requirements for companies to include in their annual report information on what has been done to involve their people. The possibility of further extensions of such duties through EC initiatives has influenced some discussions.

The Unit continued to monitor the development of Quality Circles (QCs) and other small group initiatives both in the United Kingdom and abroad, and to offer advice and help on the opportunities they present to forward quality of working life objectives.

#### **In-depth projects**

In-depth project work continued to feature strongly in the work of the Unit during 1982. Examples of projects undertaken during the year were:

#### **Commercial vehicle manufacturer (1,040 employees)**

The company wanted to know why one section achieved higher quality standards than those of other comparable sections. The WRU was asked to undertake a survey of attitudes to quality to see if any reasons for the differences

could be identified. The survey involved discussion with production managers, supervisors, trades union representatives and workers, together with analyses of statistical data. The survey report made a number of suggestions about how attitudes to quality could be improved, including greater involvement of the workers in quality problems to tap their knowledge, methods of work organisation and the design of certain jobs, and the need to re-examine the way in which quality standards were set. A number of these proposals were acted on by the company.

#### **Machine tool manufacturer (400 employees)**

This company had introduced certain new products. The involvement of the workforce, by means of a Works Council consisting of managers and trades union representatives, was a key factor. The Unit undertook an audit of the Works Council's activities, to consider aspects of quality of working life in the company and to clarify issues affecting its further development. Among suggestions made by the Unit were the necessity to clarify the respective roles of the Works Council and collective bargaining, the kind of subjects the Council discussed, and the allocation of responsibility for action to be taken on matters raised. Additionally the Unit team suggested the company examine the position of supervisors in the communication chain and the relative position of people with "works" and "staff" conditions. Works Council members identified scope for further improvements in the variation of tasks within jobs allied to the development of computer-based technology, both in the production process and the product itself. In these areas the WRU will maintain an advisory role with the company.

#### **Process company (630 employees)**

The main aim of this project, with which the Unit has been very closely involved by means of frequent attendance at the appropriate committee meetings and through individual counselling since the beginning of 1981, is to build up an environment in which participation will flourish, and to develop people who are competent to work in that kind of environment. The company has continued to put in a major effort using its own resources and outside consultants as required.

A steering group of 13 employees (one director, six staff, six manual workers) developed a questionnaire with WRU help and in co-operation with an outside consultant. This was completed by 448 of the total workforce from directors to the shop floor. The conclusions were that the company was a good employer on most counts but over 90 per cent of the respondents wanted more involvement in the introduction of new equipment and procedures.

As a result, a number of new initiatives are being taken. One entails setting up a steering group representing different functions and levels which has been involved with the introduction of a significant new piece of plant. This group discussed the effect of the new process on the jobs involved before the final decisions on its purchase and installation were made. Both the company and the unions believe the solutions to the problems of its introduction have been significantly improved by the process and by the help given by the Unit.

The Unit is now involved in helping the company to select a consultant who can initiate a company-wide

programme of training in participative working for all levels.

#### Printing and publishing (130 employees on site)

The company had originally started in book retailing, but has progressed through general printing into the present book printing and publishing groups. It now plans to make further use of new technology, entailing fundamental and radical changes within the organisation and the introduction of a completely new management structure. This fresh approach required a new marketing strategy, development of a particular part of the organisation, significant investment and re-deployment of people. The company wished to proceed with its plans but to take into consideration its staff's reaction to the new proposals.

The company sought the assistance and advice of the WRU. The Unit established to what extent the workforce understood and supported the company's proposed changes.

The WRU report, while showing company deficiencies in communication, was able to make recommendations for improving the situation, which were accepted and acted upon very quickly by the managing director and senior managers.

#### Large police force (3,000 employees)

At the beginning of the year detailed advice was given in evaluating a programme of work carried out by the Force to change the job of the uniformed constable on the beat, with the aim of giving him more responsibility. The principal stimuli for such changes were the impact of new communications technology on the one hand and the developing requirement for community contact on the other.

Following this work, the Unit continued to advise on a major organisational change affecting the whole Force. This involved advising on both the process and content of the change, which was occurring at a very fast rate.

The Force set up a number of working groups involving people at all levels in discussing the options they have. The WRU staff member helped by interviewing a number of senior officers to establish their views of the choices available and feeding an analysis of these views back to the working groups.

#### A district approach

#### Milton Keynes project

Moving to a greenfield site provides companies with one of their best opportunities for re-assessing work organisation in general and job design in particular. The Unit can work to greater advantage if it becomes involved at an early stage with a company's move to a new site. During this year a project was started with the Milton Keynes Development Corporation (MKDC), so as to be able to contact as many relocating companies as possible.

The MKDC Commercial Directorate sees the project as a way of improving the "quality of life" in Milton Keynes, which is an expressed aim of the Corporation. It provides basic information about individual companies and access to the results of extensive labour-market studies; passes details of WRU services to all companies about to move to the new City and has publicised the Unit in an article in

the free broadsheet sent to all Corporation "tenant" companies.

The main means of follow-up was by visits to companies at which the level of interest shown in WRU work has been high. In addition, approaches are now being made to organisations already established within the City. By working with bodies such as the Chamber of Commerce and Industry and the Milton Keynes Association for Microelectronics, there will be further opportunity to contact member companies or to set up workshops on specific topics.

The project has, from the start, been seen as a "testing of the water" to judge the suitability of such an approach. The Unit has been invited to make contact with both Washington and Corby New Towns and this will be done, developing lessons learned at Milton Keynes.

#### Research and monitoring

Close links were established with researchers working in the OWL and human aspects of new technology fields in a number of centres. These include the Science Policy Research Unit at Sussex University, the Social Science Research Council (SSRC)-funded Work Organisation Research Centre at Aston University, the Technology Change Centre, the Equal Opportunities Commission and the Institute of Manpower Studies. The WRU is the United Kingdom's main link with the International Labour Organisation (ILO) clearing house on conditions of work.

The programme to monitor developments in quality of working life culminated in the publication of the companion booklets on *Meeting the challenge of change*, *Case studies* and *Guidelines*. Three studies not included in those booklets were under way when they were published and these have been completed. No further new case studies in this series were undertaken during the year. However, the Unit continued to seek examples of developments in quality of working life improvement. Close contact was maintained with companies working in this field, for example, introducing Quality Circles or new forms of work organisation, or taking the opportunities created by the introduction of new technology to redesign jobs.

These contacts included those who took part in the monitoring studies. For instance, the cigarette manufacturing company, having introduced a system of group working on a greenfield site, was concerned to assess the effect of this different approach to work organisation on both managers and employees. WRU staff carried out in-depth interviews with a large cross section of staff directly affected. The Company will use the results of this survey to adjust their change programme to help achieve their goal of effectively introducing group working.

A study was also undertaken of the perceptions of employees and managers involved in a scheme of alternate week working.

The work done by the Unit has made apparent the effect of changing technology on payment systems both through changes in methods of work organisation and through changes in the nature of individual jobs. Job evaluation has often been a way of reconciling such changes with the payment structures. However, the appropriateness of existing job evaluation schemes whether "white" or "blue collar" has frequently been

called into question as changing technology has caused jobs to be radically redesigned and new jobs, work structures and skills to be introduced. This subject was featured in an Occasional Paper published during the year.

The need to convene a full meeting of the Expert Panel did not arise. Nevertheless the expertise and experience of individual members of the Panel were sought by the Unit on a number of occasions.

#### Conferences

The Unit has continued to mount seminars and conferences aimed at raising the levels of awareness and competence of people in industry with regard to OWL issues.

The three national conferences held in London were aimed at bringing together practitioners from within organisations, consultants and academics. These were all over-subscribed and one on Office Technology was repeated to meet the demand. Another, held earlier in the year, involved a series of case studies to show that attention to quality of working life is positively cost-effective and examples as widely disparate as car manufacture, electronics, food processing, cigarette making and insurance services were presented.

Another activity which developed during the year was that of building up local self-help networks of companies applying or planning to apply OWL principles in their establishments. One network operates in the North East of England and is made up of a dozen companies either wholly based or with establishments in the area. Meetings held every few months are hosted by different companies in turn and provide other network members with the opportunity of seeing at first-hand the organisational developments taking place on other sites and for the group to discuss problems of common interest. Another network is being started in the North West and other areas will be developed as companies prepared to act as hosts are identified.

The Unit also contributed to conferences, training courses and exhibitions arranged by other organisations. These included BACIE, the Institute of Management Services, the Policy Studies Institute, the Jim Conway Foundation, the Institute of Municipal Engineers, the Trade Union Research Unit and an exhibition on New Information Technology held at the University of Kent. Topics addressed by the Unit varied, but the predominant theme was the introduction of new technology.

#### Publications

During the year there has been a significant demand, from a wide variety of organisations, for the Unit's *Meeting the challenge of change* booklets, which were based on 12 case studies. The Open University has indicated its intention to use the booklets as course material for an *Effective management* programme being developed with contributions from the Unit, with a planned clientele of 5,000 students.

Two further publications were added to the Occasional Paper series:

- Technological changes and employment: a review of some implications for company and union policies

- Job evaluation and changing technology.

#### Information service

During the year there was an increase of 65 per cent in the number of inquiries which reached a new level of 2,100. There was also an increase in the number of visitors using the service from companies, universities, consultancies, trades unions and government departments. In May the Unit returned to premises in Steel House, Tothill Street, a move which resulted in a more efficient organisation of the system, and better facilities for visitors. The monthly abstract service has been expanded to include a listing of WRU bibliographies and a wide spectrum of forthcoming conferences and seminars. Several of the bibliographies were updated and new ones issued on Job Evaluation, Participation and Health Hazards of VDUS.

#### International contacts

Following a successful study tour to Sweden organised by the Unit in 1980 a similar one was undertaken in November 1982 to Japan. The party of 20, including 15 senior production executives from British companies, spent two weeks in Japan and visited 15 companies. Although it is not possible to translate directly from the Japanese culture to Britain, there is much to be learned regarding the levels of participation and commitment throughout their companies including the shop floor. An Occasional Paper will be published summarising the findings, and meetings will be held involving the participants both to consolidate their learning and to diffuse more widely the results of the tour.

Other international contacts have continued. Visitors to the Unit included a group of Labour Attaches from London Embassies, a party from the Swedish Personnel Managers Association, the Assistant Secretary of Labor with the head of the department covering Labour/Management activity, from Washington, the Technical Director of the SAF (Swedish Employers Confederation), two professors from Japan and many others.

Specific contacts have been maintained with bodies in other countries comparable with the WRU. These include the European Foundation for the Improvement of Living and Working Conditions for which Unit staff have commented on proposed research and evaluation of completed projects, and the Labour/Management Service of the Irish Productivity Centre.

#### Conclusions

Despite the continuing economic pressures, particularly in the manufacturing sector, there are real reasons for greater optimism. More organisations are successfully implementing changes which improve the quality of working life. A number of trades unions are including OWL on their agendas. The same is true of some employers' associations. The number of companies is growing which, when they plan for change, build in, increasingly through participative processes, innovations in work systems and organisation factors likely to enhance the quality of working life of the people they employ. And education

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## YTS and training for skill ownership

by Chris Hayes,  
Nickie Fonda  
and Chris Noble  
Institute of  
Manpower Studies

The introduction of a foundation training scheme such as the Youth Training Scheme poses many political, financial and practical implementation questions which need to be resolved if the scheme is to work. The Institute of Manpower Studies (IMS), which was commissioned by the Manpower Services Commission (MSC) to develop these questions, has published its report, *Training for Skill Ownership—Learning to take it with you\**. A User's Guide to the Report† should be available in September. This article attempts to summarise the underlying philosophy of the report and some of its findings.

□ The Government Youth Training Scheme due to start in September is an ambitious scheme which could bring substantial long and short term benefits for employers, young people and the economy as a whole. The scheme poses many political, financial and practical implementation questions. We also need clear understanding as to the aims, content and quality of the scheme. What skills and abilities should a YTS package of work experience, training and education help young people to acquire?

The Institute of Manpower Studies (IMS) was commissioned to develop these questions. The aim was to ensure quality training in a coherent and robust form which would be easy to use in widely different situations. In the report the concept of Occupational Training Families is used to develop a flexible and durable scheme which focuses on *outcomes, results and achievements*, rather than inputs, that is specific training processes.

### Environmental and social changes

If this year of training is to be effective, the Scheme has to respond to changes in our environment and social climate—pressures which urgently demand a change in our expectations of training.

Employers will no longer keep on the majority of trainees at the end of the year which means that it is no longer sufficient to train for a specific, often low-skill job, within a particular organisation. Training must give young people the competencies required to compete in today's highly competitive job market. (Throughout this article, as in the report, the term "competence" is defined as the ability to act effectively to achieve a purpose by using knowledge and skills.) Higher levels of competence for young people are demanded also by the steep decline in demand for unskilled and semi-skilled work as against jobs in such fields as maintenance and repair, information processing, and personal services. The competencies needed to perform these latter jobs well are not specific to a particular employer or even an industry. The traditional boundaries between occupations and skills are being

disturbed by the increasingly widespread use of micro-processors and microelectronic technology in general.

In addition, the balance between product and process skills needed in manufacturing and service industries is changing. The number of jobs dependent largely or solely on product skills, such as typing or centre-lathe turning, is declining and increasingly jobs are demanding the process skills through which people have to manipulate their knowledge, experience and skill to produce a desired result in a real-life situation. Effectiveness depends increasingly on being able to manage situations rather than just accomplish prescribed tasks. Training should therefore foster competence in the process skills.

In addition to these structural changes, we cannot ignore that YTS has been funded in a period of high youth unemployment. This is a reality of adult life which many young people will have to face at some time and schemes must recognise this. Training must offer positive benefits to young people whether in or out of employment. Schemes must also take into account the aspirations of the young people themselves. If YTS cannot guarantee a job, which it cannot, then the training must be seen as worthwhile in itself or young people will see it as a "con" and reject it.

These then are the type of environmental and social changes that demanded that we re-think our approach to training, to the aims that it should have and how those aims could be achieved. Our response was to formulate five key benefits which it should offer to young people and employers.

### Five benefits to young people and employers

Firstly, a scheme should offer more than job-specific competence. Training for a specific job with a particular employer, as though the trainee will stay for life doing the same job in the same place, is totally inadequate for the

\* *Training for Skill Ownership—Learning to take it with you*, by Chris Hayes, Nickie Fonda, Maureen Pope, Roger Stuart and Kathy Townsend. 355 pp. Institute of Manpower Studies, 1983. £11.25 including postage and packing (IMS Subscribers £7.50).

† Obtainable without charge from the MSC.

needs of young people today. Furthermore, even if the employer intends to retain the trainee such a policy is shortsighted. The qualities of flexibility and occupational mobility in his own labour force are amongst the most valuable assets an employer can have today and will be even more prized tomorrow. For employers collectively, Training for Skill Ownership has the potential to improve the efficiency of local employment markets by producing a large supply of trained young people with skills that are flexible and durable because they include the ability to redeploy competence.

Secondly, the scheme should enable the trainee to do a "real" job. Competence implies acting effectively for a purpose. For employers and young people the most highly valued purpose for action is the effective performance of a "real" job in real life. To the employer it gives efficient production and to the trainee the self-confidence which comes from using one's process skills to succeed in a whole task, which recognisably plays a part in an enterprise in which others are involved.

Thirdly, the most important benefit that YTS should offer to a trainee is ownership of knowledge and skills (see chart beneath):

#### What is skill ownership?

A person demonstrates skill ownership if (s)he:

- is competent to **perform effectively** in a real job
- **can find out** what (s)he needs to know in order to be able to perform effectively in an unfamiliar job within the same family
- **can redeploy** his/her competence to perform effectively in unfamiliar circumstances, in a job in the same family

Skill ownership describes what young people take with them at the end of YTS and therefore what they can redeploy in other work, whether it is in or out of employment.

Redeployment is probably the most important single criterion by which young people will judge the value of YTS—once they have understood that the scheme cannot guarantee a job. It is also a key benefit to employers. The habit of redeploying knowledge and skills in unfamiliar circumstances will reduce settling in and training time in job changes and as a result increase the efficiency and flexibility of the organisation.

Skill ownership implies awareness of the similarities between different jobs, but awareness is not enough. Redeployment of knowledge and skills is a difficult undertaking, and the best chance of becoming proficient is undoubtedly successful practice and experience. This is what the Scheme must offer.

The fourth benefit a scheme must offer is to help trainees to face uncertainty with a greater degree of confidence. Trainees should "learn how to find out" what is needed in order to redeploy their skills and knowledge in unfamiliar situations. The ability to transfer skills is a new and important aim of training and it depends on the development and use of "finding out" techniques.

Finally, a scheme should have progression, it should serve as a foundation for the trainee's future. Some people view progression as the personal development of learning, understanding and competence at work and in life; others view it in terms of education and training leading to formal qualifications. Many people feel that paper qualifications have little relevance to YTS because of their remoteness from real life, but that none the less YTS cannot afford to break away from such a long engrained tradition. We have therefore developed a method of assessment which shows progression in terms of effective performance in real-life where the purpose lies in the achievements of the organisation. The aim is to give a clear picture of what the trainee can actually do at the end of the traineeship, and the method is objective observation of the trainee's performance in the workplace primarily whilst undertaking "real" tasks. Such assessments can be made "objective" and used for progression in education.

Our proposals for implementing the Youth Training Scheme stress the importance of skill ownership. Learning objectives and assessment techniques have been developed with skill ownership as the primary aim. The young person needs to become the vehicle for flexibility by owning a greater portion of the competence than would have been the case under traditional training arrangements.

### Occupational Training Families

To achieve these aims we developed a framework of tools. At the centre of the framework is the concept of Occupational Training Families (OTFs). Jobs are grouped into 11 OTFs and each OTF has a key purpose which encapsulates the overall aim or intention of work in that OTF (See chart 1.)

Such a grouping serves to highlight the similarities between work within an OTF and the similarities of the competencies required in different types of work. It thereby helps to focus attention on a range of work options which may not previously have been apparent. The groups are not an attempt to classify jobs or occupations and will not necessarily match tidily with established job or occupational boundaries. Rather, they offer a coherent way of organising young people's training for the purpose of helping trainees to acquire a broad sense of occupational competence which they can transfer and use in a number of settings.

### Competencies

With the help of nearly 100 employers of different sizes, in different industries, locations and sectors of the economy, we identified the "key competencies" that are required to perform effectively in jobs within the OTFs. These "key competencies" became "learning objectives" for each OTF and are laid out in 11 work learning guides. One of these, for installation, maintenance and repair occupations, is shown in chart 2.

The learning objectives are not all required in every job within the OTF, nor do they have the same relative importance in all jobs. For example, within OTF eight (Food Service and Preparation) two of the key competencies which are identified are "(able to) prepare edible matter" and "(able to) serve edible matter". Many

employers would employ people to prepare food only (ie cooks) and to serve food only (ie waiters/waitresses); other employers look for people who are willing and able to perform both tasks; others expect people employed primarily to serve food also to undertake certain food preparation tasks, such as make coffee, prepare desserts, uncork wine, etc. Therefore the emphasis on particular learning objectives depends on the nature of the organisation and the employer. The work experience of a trainee should be planned so as to give the opportunity to achieve competence in all of the learning objectives for an OTF.

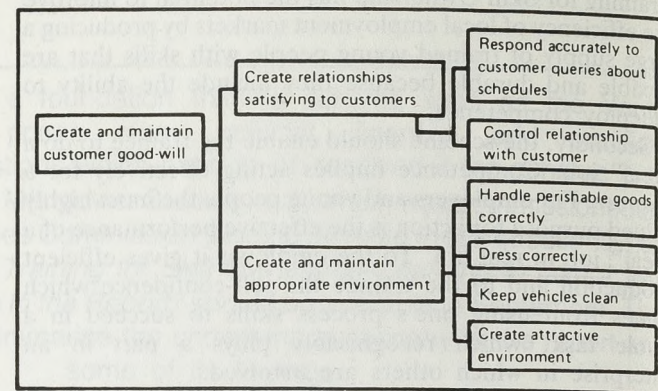
Chart 1 Occupational training families (OTF's) and their key purposes

OTF NO.	OCCUPATIONS	KEY PURPOSE
1	Administrative Clerical, and Office Services	Information processing
2	Agriculture, Horticulture, Forestry and Fisheries	Nurturing and gathering living resources
3	Craft and Design	Creating single or small numbers of objects using hand/power tools
4	Installation, Maintenance and Repair	Applying known procedures for making equipment work
5	Technical and Scientific	Applying known principles to making things work/usable
6	Manufacturing and Assembly	Transforming metallic and non-metallic materials through shaping, constructing and assembling into products
7	Processing	Intervening into the working of machines when necessary
8	Food Preparation and Service	Transform and handle edible matter
9	Personal Services and Sales	Satisfying the needs of individual customers
10	Community and Health Services	Meeting socially defined needs of the community
11	Transport Services	Moving goods and people

It is important to recognise that the learning objectives are in the form of competencies, not skills, and focus on effective performance and outcomes which can be assessed in the work situation. They incorporate the terms in which standards of job performance are commonly assessed and acknowledge that the level and type of acceptable competence will vary from employer to employer, job to job, and even task to task. Thus the learning objectives reflect the reality of employment.

The learning objectives are designed to cover the essential competencies required in any job, with any employer and in any industry for each OTF. Therefore they do not and cannot contain elements which are specific to a particular job, employer or skill. Specific elements will emerge in relating the learning objectives to a particular job and translating them into a job description for the trainee.

The *Work Learning Guides* are not simply a checklist; they make explicit the inter-relationships between competencies and learning objectives. As an illustration, part of the *Work Learning Guide for OTF 11 (Transport Services)* looks like this:



The learning objectives are linked by the following two rules:

To find out the purpose or contribution to overall performance of a particular learning objective, ask: "Why should I be able to do this?" (for example why should I be able to create relationships satisfying to customers). The answer(s) are the learning objectives in the chain to the left of the objective in question (such as create and maintain customer goodwill).

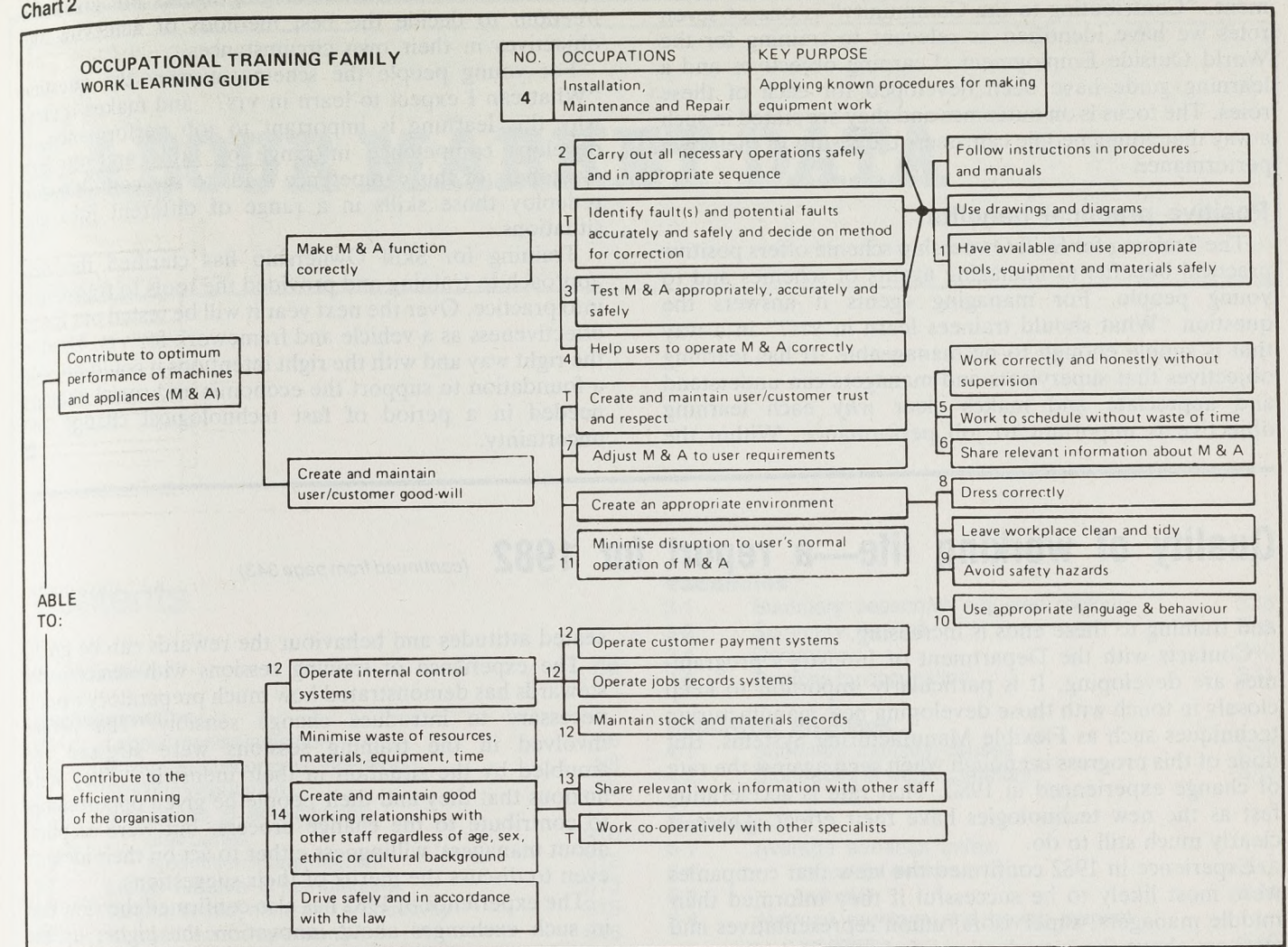
To find out what competencies contribute to the achievement of a learning objective ask: "What can I do to demonstrate my competence to achieve this objective?" The answers are the learning objectives in the chain(s) to the right of the objective in question.

Three important consequences follow from this structure. Firstly, although OTF competence is displayed as having a number of component learning objectives these components cannot in reality be separated one from another. It would not make sense to say that a trainee in Transport Services was competent if (s)he could "create an attractive environment" but could not "respond accurately to customer queries about schedules". Competent performance means achieving all the learning objectives during a traineeship.

Secondly, although the same learning objectives often appear in more than one OTF their meaning and content is not the same in different OTFs. This is because the objectives they "entail" are different for each OTF. This leads to the third consequence of the *Work Learning Guide* structure. When training or learning to acquire competence, one objective cannot be totally divorced from training or learning to acquire competence in other objectives. Hence a trainee is unlikely to be able to learn to "create and maintain appropriate environment" if (s)he cannot learn to "keep vehicles clean", or if (s)he fails to recognise that the intention behind this is to "create and maintain customer good-will".

The learning objectives can help young people to cope with new or unfamiliar work situations within an OTF and this is the starting point for another set of objectives known as Transfer Learning Objectives (TLOS).

Chart 2



### Learning to transfer

The definition of skill ownership included the ability to find out what knowledge is needed in order to perform effectively in an unfamiliar job within the same family. TLOS are designed to help young people achieve this ability by building on the competence and experience a trainee acquires in a particular work place. They are based on the belief that trainees will find it easier to tackle unfamiliar situations if they are aware of what they need to learn and can choose an appropriate strategy for learning. To give a concrete example, a young person is likely to find it considerably easier to move from selling curtains to selling motor accessories if (s)he is aware that (s)he needs to acquire certain kinds of product knowledge and if (s)he:

- has successfully acquired other relevant product knowledge in the past, and
- knows what (s)he can do to acquire such knowledge.

Transfer learning objectives traditionally have not been specified in most work experience and training programmes and as a result many people may not have clear ideas on how to help trainees acquire transfer competencies. In the report and the user's guide to the report examples of transfer learning modules have therefore been provided, as well as guidance for constructing them.

These illustrate suggested activities, methods and content for acquiring and assessing transfer learning capability.

Each module has an explicit transfer learning objective and to reach that objective requires the construction of two lists:

What I need to be able to find out about the thing which is unfamiliar, that is *What I* need to know.

What I need to ask myself about where and how I can find out, that is *How I* can find out.

### World outside employment

Through the achievement of learning objectives and TLOS at the workplace young people can acquire ownership of competencies which they can apply throughout a range of jobs within an Occupational Training Family. However, for several reasons it is not enough to consider those competencies only in terms of employment. Many young people will be unemployed at some time and YTS should help them to cope with this by encouraging them to use their competencies more generally in life. People who continue to use their skills during unemployment find it easier to return successfully to a job when one becomes available. The continued use of skills out of employment would be encouraged if there were a shift away from the "employment ethic" back to the "work ethic" that valued

productive activity in the community equally with employment. "Contributing to the Community" is one of seven roles we have identified as relevant to training for the World Outside Employment. Learning objectives and a learning guide have been developed for each of these roles. The focus is on outcomes and they are stated in such a way that young people can assess the results of their own performance.

#### Positive practical benefits

The Training for Skill Ownership scheme offers positive practical benefits to managing agents of schemes and to young people. For managing agents it answers the question "What should trainees learn in YTS?" in a way that is simple enough to be manageable. It has learning objectives that supervisors and managers can understand and appreciate and makes clear *why* each learning objective is important to job performance. Within the

structure of the scheme managing agents are given the freedom to decide the best methods of achieving the objectives in their own circumstances.

For young people the scheme answers the question "What can I expect to learn in YTS?" and makes it clear why this learning is important to job performance. It develops competence in range of skills and through awareness of this competence leads to the confidence to redeploy those skills in a range of different jobs and situations.

Training for Skill Ownership has clarified the new approach to training and provided the tools to translate it into practice. Over the next year it will be tested out for its effectiveness as a vehicle and framework for YTS. Used in the right way and with the right intentions it could provide a foundation to support the economic and social changes needed in a period of fast technological change and uncertainty. ■

## Quality of working life—a report for 1982 (continued from page 343)

and training to these ends is increasing.

Contacts with the Department of Industry's programmes are developing. It is particularly important to keep closely in touch with those developing new manufacturing techniques such as Flexible Manufacturing Systems. But none of this progress is enough when seen against the rate of change experienced in 1982. That rate is accelerating fast as the new technologies have their effect. There is clearly much still to do.

Experience in 1982 confirmed the view that companies were most likely to be successful if they informed their middle managers, supervisors, union representatives and workers about the introduction of change including new technology and sought joint solutions to the problems and engaged the talents and commitment of their people by involving them. Although it takes time to change deep-

seated attitudes and behaviour the rewards can be great.

The experience of training sessions with senior AUEW stewards has demonstrated how much preparatory work is necessary to introduce change sensibly. The people involved in the training sessions were stressed and troubled by the situation in their industries. They were anxious that they and their people be given opportunities to contribute to the change process, but were sceptical about managers' willingness either to act on their ideas or even to discuss the merits of their suggestions.

The experience of 1982 has also confirmed the view that in such exchanges about innovation the higher up the agenda improving the quality of working life is, the better the total outcome will be. This is true not only in terms of how people feel about the changes but also in the hard technical and economic results. ■

### The Family Expenditure Survey

*The Family Expenditure Survey* provides a wealth of information about private households and how they spend their money. The survey, which is based on a representative sample of private households in the United Kingdom, has been in continuous operation since 1957, and represents a unique and reliable source of household data, providing a perspective of the changes and developments in household circumstances and characteristics over the past two decades. The survey provides an invaluable supply of economic and social data of interest not only to central government but to local authorities, employers, trade unions and research workers in universities and independent research workers. The Report for 1981 covers the traditional areas of income and expenditure, the size and composition of households. In addition, two new factors which are assuming increasing importance in contemporary society are also discussed — namely, the expenditure patterns of households with married women working and 'unemployed' households.

ISBN 0 11 361230 3\* £13.00 Publication: December

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# LABOUR MARKET DATA

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## Trends in labour statistics

# Commentary

### Summary

Economic activity continues to grow, with consumers' expenditure and improvement in stocks making a significant contribution in the first half of this year. There are prospects of further growth during the rest of this year and into next, with further upward movement in the cso's cyclical indicators pointing to a continued upswing in the business cycle. This is against a background of an expected improvement in economic conditions overseas.

The growth in domestic demand has been accompanied by some recovery in industrial production. Output levels in the second quarter were much the same as in the first quarter; manufacturing output in the first half-year was much the same as in the first half of 1982, while the all-industries index was up by 2 per cent.

The first half of this year has also seen a rise in the volume of imports though less rapidly than in the second half of last year. With the trend in export volume generally flat, the surplus on the current account in the first half of this year is considerably less than in the previous six months, although a surplus is expected for 1983 as a whole.

The rate of decline in manufacturing employment slowed a little in the second quarter, with overtime working remaining unchanged and some improvement in short-time working.

The seasonally-adjusted increase in unemployment in July, at 10,000, was appreciably below the average for recent months (after allowing for recent changes in arrangements for signing on), but too much weight should not be placed on a single month's figures. Vacancy figures continued to improve.

In the year to June, average earnings increased at an underlying rate of 7 per cent. The rate of inflation, as measured by the 12-month change in the retail prices index rose to 4.2 per cent in July.

### Economic background

Recent economic forecasts for the UK generally predict output growth of around 2 and 3 per cent this year, with contributions to higher levels of demand coming

from further growth in consumers' expenditure, higher levels of investment and renewed stock-building.

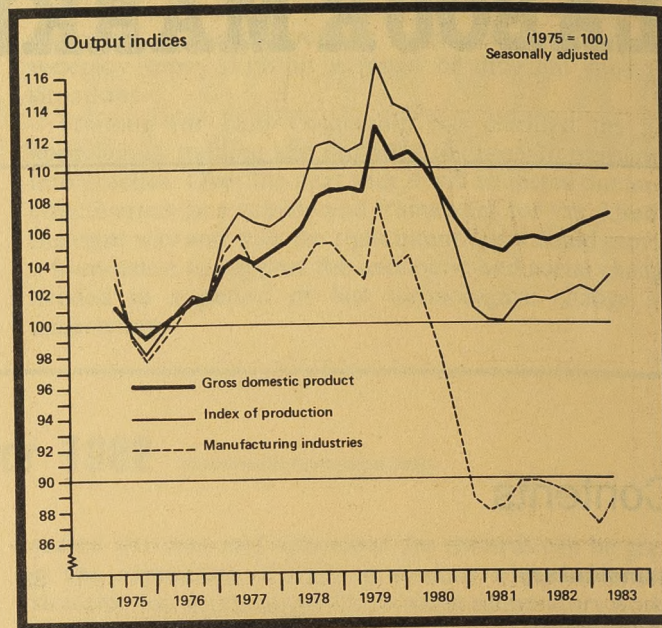
The July *cbi Quarterly Industrial Trends Survey* confirmed that the gradual recovery in manufacturing activity was expected to continue and that there has been an increase in overall business confidence. The cso's cyclical indicators have all moved broadly upwards in recent months, pointing to a continued upswing in the business cycle. *GDP (output)* rose by an estimated 1/2 per cent in the first quarter of 1982, and was 1 1/2 per cent higher than a year earlier.

*Industrial production* in the second quarter remained at much the same level as in the first (on provisional figures), 2 per cent above that a year ago, despite a small fall in June. After adjustment for changes in stocks, this suggests that output was some 3 1/2 per cent above its trough level two years ago.

*Manufacturing output* in the second quarter was also at the same level as in the previous quarter, up 1/2 a percentage point on a year ago. The pattern of output growth has, however, been uneven, with metal manufacture up 3 1/2 per cent, chemicals, coal and petroleum products up 1 per cent but output in food, drink and tobacco down 2 1/2 per cent in the latest year.

The first half-year has also seen levels of passenger car production and housing starts (especially in the private sector) well up on the first half of 1982, by 14 per cent and 17 per cent respectively.

On the demand side, *consumer's expenditure* (on provisional estimates) increased by about 1 1/2 per cent in the second quarter to a level some 4 1/2 per cent higher than a year earlier. Spending on durable goods and clothing continued to rise, while the consumption of food recovered from its low first quarter level. *Capital expenditure* by manufacturing, distributive and service industries (excluding shipping) was virtually unchanged in the first quarter. The latest *cbi Industrial Trends survey* forecast a fall in manufacturing investment (including leasing) between 1982 and 1983, but a rise of 5 per cent between the first halves of 1983 and 1984.



The volume of *stocks* held by manufacturers, wholesalers and retailers fell by only about £40 million in the first quarter, following substantial destocking in the two previous quarters. *cbi survey* data suggests the volume of stocks may rise during the second quarter. All three main *monetary aggregates* grew sharply in June. Over the first four months of the current target period sterling M3 has grown at an annual rate of 15.8 per cent, private sector liquidity 2 at an annual rate of 17.9 per cent and M1 at an annual rate of 17.6 per cent, compared with the target range of 7 to 11 per cent.

Sterling's *effective exchange rate* remained relatively stable during July and the first ten days of August. In early August sterling weakened against a strong dollar, but strengthened against other European currencies. Since March the effective exchange rate has risen by about 7 per cent, following a weakening of around 15 per cent between October last year and March this year.

The current account of the *balance of payments* is estimated to have been in deficit by £39 million in the second quarter of 1983, compared with a surplus of £445 million in the first quarter. Visible trade showed a deficit of £789 million, compared with a deficit of £231 million in the previous quarter. Most recent economic forecasts predict a current

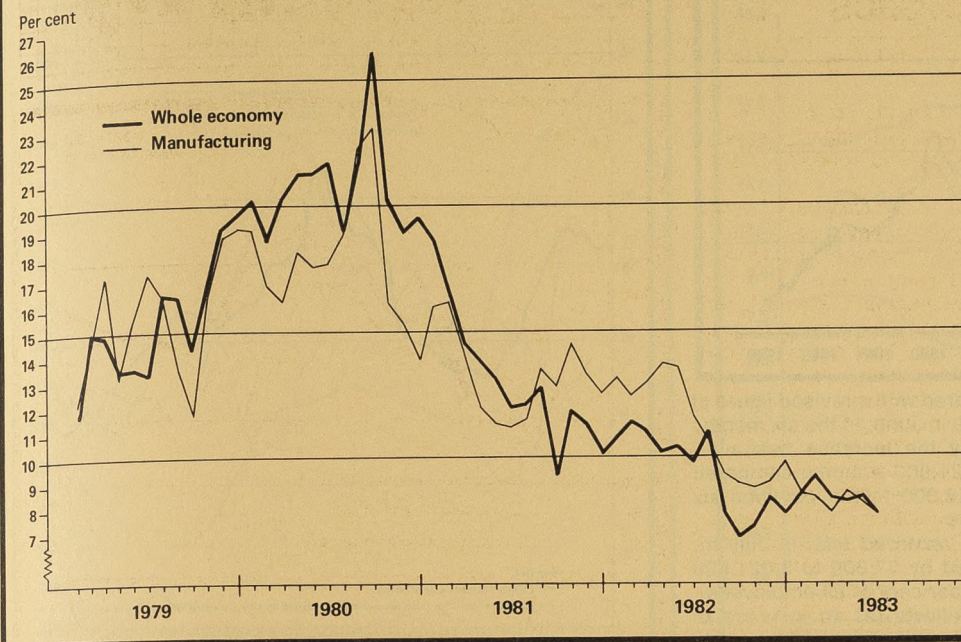
account surplus of around £1 billion for 1983 as a whole. The total volume of exports fell by 2 per cent in the second quarter, while the volume of imports rose by 1 1/2 per cent. The underlying levels of non-oil imports and exports (volume) have been broadly unchanged in recent months.

### World outlook

The economic recovery is generally expected to continue through this year and next. The July *OECD Economic Outlook* predicts an annual rate of output growth in the OECD area of 3 1/2 per cent in the second half of 1983, followed by a growth rate of around 3 per cent in 1984. This compares with growth of 1 3/4 per cent in the first half of this year and 1/2 per cent in the second half of 1982.

Prospects for the United States, where GNP grew at an annual rate of about 2 1/2 per cent in the second quarter, appear most solid; the *Economic Outlook* forecasts 3 per cent growth in 1983 and 4 1/2 per cent in 1984. In Japan, output is expected to grow by 3-3 1/2 per cent in both years. More moderate rates of growth are however, predicted for Europe; 1/2 per cent this year and 1 1/2 per cent next. (The *Economic Outlook* forecasts UK output growth to accelerate from 1 1/2-2 per cent this year to 2-2 1/2 per cent in 1984.)

EARNINGS: Average earnings index: increases over previous year



The *pattern of recovery* is also expected to vary among OECD countries. Personal consumption is expected to contribute most to growth in the US in the latter half of 1983 and in 1984, while business investment is forecast to recover in 1984. In Japan the main force behind the forecast growth is expected to be an increase in exports, largely due to the recovery in the US.

The *Economic Outlook* predicts a continuing fall in *employment* in Europe through 1984, though at a diminishing rate. Employment in the US and Japan is, on the other hand, expected to rise, and for the OECD area as a whole the *Outlook* forecasts employment rises of 1/2 per cent in the second half of 1983 and 1 per cent in 1984. The *Outlook* sees OECD *unemployment* rising through 1983, but then stabilising in 1984. A fall in the unemployment rate is forecast only for North America.

Following recent deceleration, the rise in consumer prices in the OECD area is predicted to remain at about 6 per cent until the end of 1984. This is the lowest rate since the early 1970s. Inflation differentials between countries are likely to continue to be large, with Japan at 2 per cent and West Germany at 3 per cent experiencing the lowest rates.

### Average earnings

The underlying increase in average earnings in the year to June was about 7 per cent com-

pared with 7 1/4 per cent in the year to May. This downward movement continues to reflect the extent to which pay settlements currently being implemented are at generally lower levels than a year ago.

The *actual* increase in the year to June, 7.7 per cent, reflected the net effect of variations in timing of settlements which inflated the annual average by about 3/4 per cent as some graphs of employees (for example, teachers and National Health Service employees) received increases both from their 1983 settlements and from their delayed 1982 settlements during the twelve months to June 1983. Back-pay in June 1983 was similar to that a year ago.

The *underlying monthly increase* in average earnings in the three months to June remained at about 1/2 per cent.

In *manufacturing industries*, the underlying increase in average earnings in the year to June was about 8 per cent. This was slightly lower than the 8 1/4 per cent increase in the year to May and reflected the tendency for pay settlements this year to be lower than the comparable settlements a year ago. For *index of production industries*, the underlying increase in average earnings in the year to June was about 8 per cent, similar to the increase in the year to May.

The actual increases for *manufacturing industries* and *index of production industries* of 7.7 per cent and 7.6 per cent respectively were below the underlying increases. This reflected lower back pay in June 1983 than a year ago and, for manufacturing industries, changes in the timing of settlements such that some groups received neither their

1982 settlement nor their 1983 settlement in the 12 months to June 1983.

In the second quarter, wages and salaries per unit of output in manufacturing were 2.4 per cent higher than a year earlier.

### Retail prices

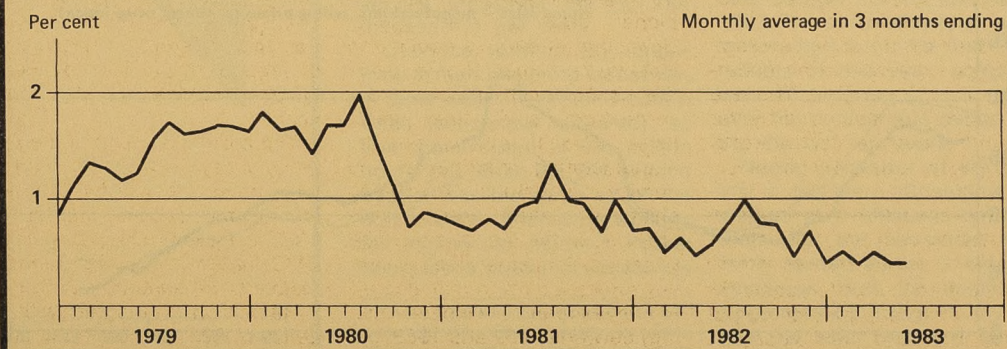
The *rate of inflation*, as measured by the 12-month change in the retail prices index, was 4.2 per cent in July compared with 3.7 per cent in both May and June. This rise is mainly attributable to the influence of mortgage interest rates and petrol prices, combined with the fact that the index level hardly increased at all between June and July last year.

Between June and July 1983 the index went up by 0.5 per cent, three-fifths of this being attributable to the rise in the rate of mortgage interest which was announced on 22 June and started to take effect at the beginning of July. A further fifth was due to higher petrol prices and most of the remainder to increases in the prices of motor vehicles and fruit. Some prices fell, most notably those of home-killed lamb and potatoes.

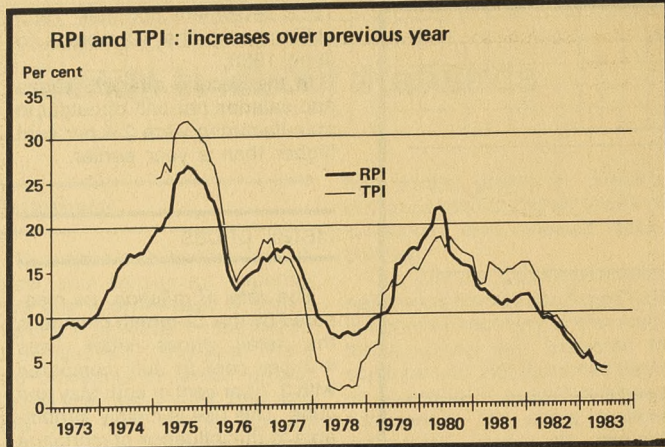
As anticipated, the gap between the 12-month increases in the RPI and the *tax and price index* has widened because the effect of introducing taxation of unemployment benefit in July 1982 has dropped out of the comparison. As a result the increase in the TPI in the year to July was the same as in the year to June (3.1 per cent).

The *prices of materials and fuel* purchased by manufacturing industry increased by 6.4 per cent in the year to July while *output prices* (for home sales of manufactures, now excluding petroleum products) increased by 5.5 per cent. (Both series have been rebased for this

EARNINGS: Average earnings index: underlying rate of change\*



\* Adjusted for seasonal and temporary factors: for description see *Employment Gazette*, April 1981, pages 193-6



month's figures, on revised definitions.)

Comparisons with retail price movements in other OECD countries show that at the latest available date (May) the 12-month percentage increase for the UK was nearly 2 percentage points below the OECD average, similar to the figure for the US, lower than those for France and Italy but still higher than those for Germany and Japan.

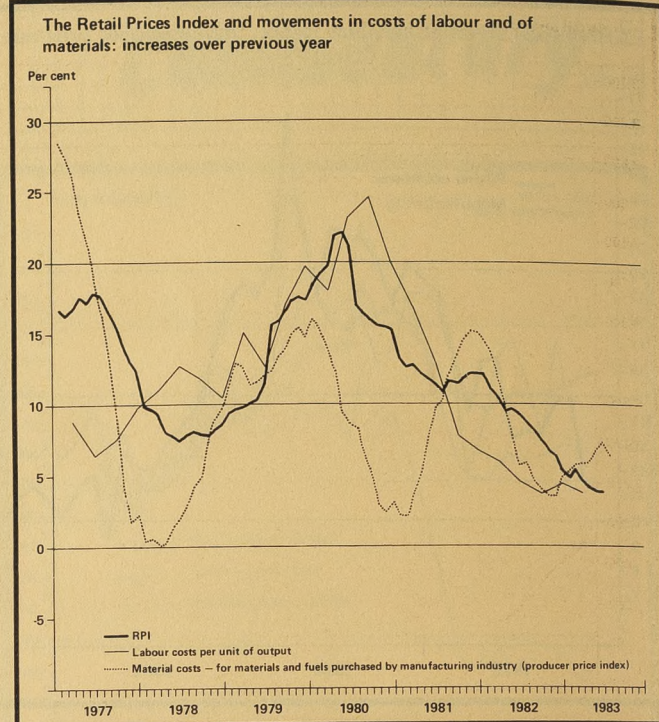
### Unemployment and vacancies

The *seasonally-adjusted* figure for unemployment in July shows a decrease of 6,000 in the number of unemployed excluding school leavers. However, this reflects a reduction in the count of 16,000 arising from the further effects of the Budget provision which enables men aged 60 and over on supplementary benefit to receive the long-term rate right away, without having to sign on any longer. Allowing for this effect, there was a seasonally adjusted increase of 10,000,

compared with a revised figure of 23,000 in June. In the six months to July the increase has averaged 21,000 a month compared with 28,000 in the previous six months.

The recorded total in July increased by 37,000 to 3,021,000 (12.7 per cent of all employees). This reflects (a) an increase of 46,000 from seasonal influences, (b) a seasonally-adjusted increase of 10,000, partially offset by (c) a reduction of 16,000 from the Budget effect and (d) a fall of 3,000 in the number of claimant school leavers. (The recorded total does not include those summer school leavers who are not entitled to benefit until September.)

Included in the July claimant total were 116,000 *school leavers*, compared with 119,000 in June and 99,000 in July 1982; this decrease of 3,000 compares with a marginal increase of 400 between June and July 1982. Not included in the recorded total are 211,000 non-claimant school leavers registered at Careers Offices who are not entitled to benefit until September, com-



pared with 128,000 in June and 197,000 in July last year.

The number of people covered by *special employment measures* at the end of June was 545,000, a decrease of 16,000 since May. The decrease mainly reflected smaller numbers supported by the Temporary Short Time Working Compensation Scheme and the phasing out of the Youth Opportunities Programme, partly offset by an increase in the numbers on the Youth Training Scheme and on the Community Programme. The effect on the unemployment count, which for a number of reasons is much less than the total, is estimated at 330,000.

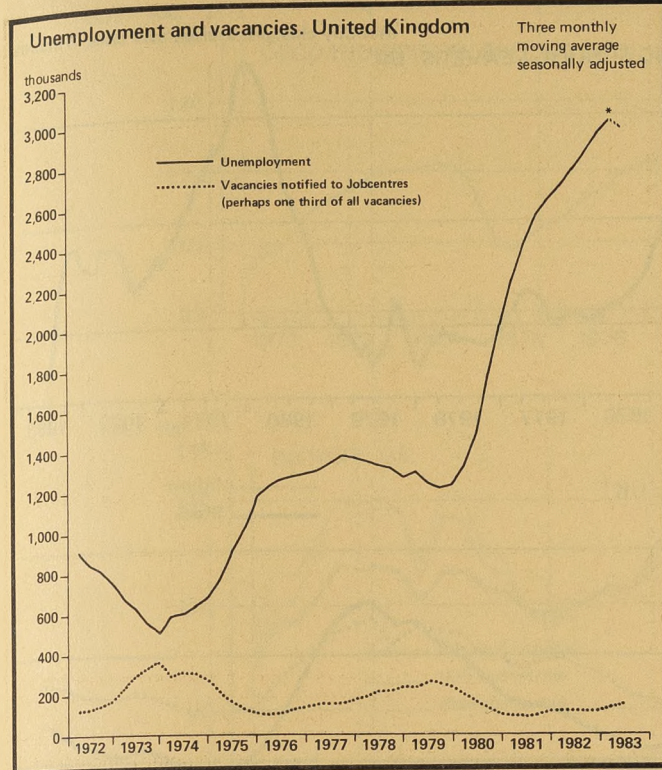
The *stock of vacancies* (sea-

sonally adjusted) increased by 14,000 in July to 153,000. In the last three months the stock averaged 141,000 compared with 128,000 in the previous three months, an increase of 13,000 of which 7,000 were Community Programme vacancies. The stock is currently 42,000 higher than a year ago. The *inflow of vacancies* continues to improve, averaging 184,000 a month in the three months to July, compared with 171,000 in the previous three months; in the three months to July last year the inflow averaged 163,000.

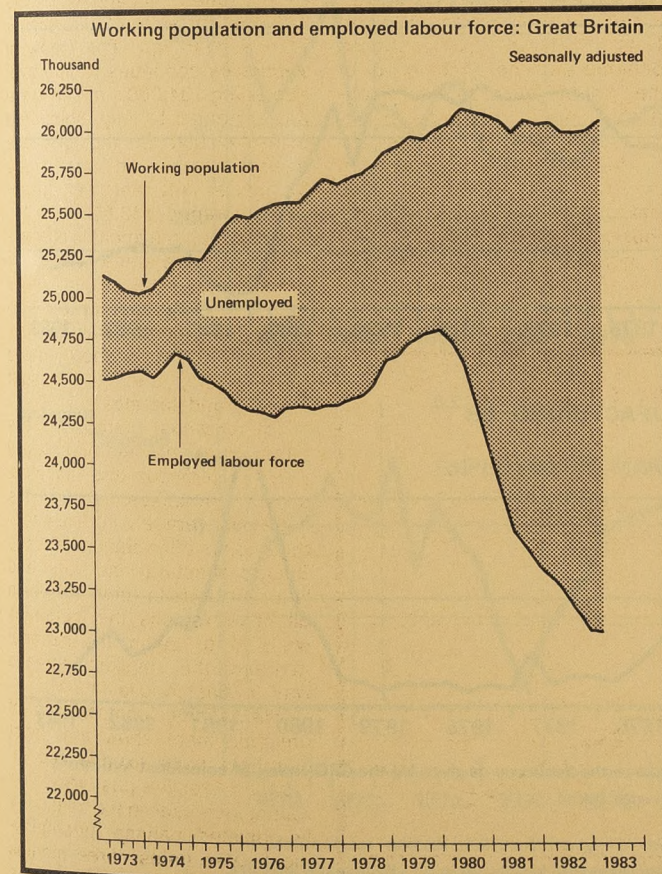
*Male* unemployment is currently rising at the same rate as for *females*. In the latest three months the increase on the previous three months was 0.3 percentage points for both males (after adding back the Budget effects) and females.

The *regional pattern* in the latest three months, compared with the previous three months, shows increases above the national average (+0.3 percentage points after adding back the Budget effects) in the North and Northern Ireland (both +0.6). In all other regions the increases were at or below the national average; the smallest increase was in East Anglia (+0.1).

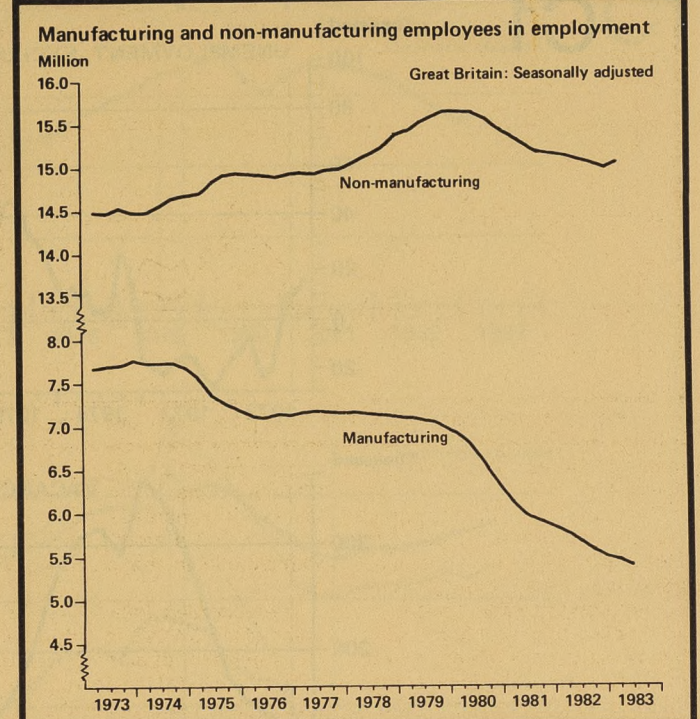
*International comparisons* of unemployment show that most countries have experienced increases over the past year. The recent increases in the seasonally adjusted national unemployment rates (latest three months compared with the previous three months) are: Austria +1.1 per-



centage points), Australia (+0.3), Norway and Sweden (+0.9), the Netherlands (+0.8), Belgium and Italy (+0.7), Denmark and Germany (+0.5), Ireland (+0.4), the United Kingdom



Note: This chart uses the provisional supplementary estimates from September 1981. See footnotes on table 1.1.



Note: This chart uses the provisional supplementary estimates from December 1981. See footnote to table 1.2.

### Employment

*Manufacturing employment* fell by 58,000 (seasonally adjusted) in the second quarter of 1983, according to the supplementary estimates.\* This was a slightly smaller decline than in the first quarter (63,000), confirming the slower fall in manufacturing employment since the second half of 1982, in which the decline averaged 87,000 a quarter. On the same basis, employment in *services* is estimated to have increased by about 60,000 in the first quarter, following three successive quarterly declines.

Between June 1979, when the present downturn began, and March 1983, *total employment* (seasonally adjusted) fell by 2.1 million (9 per cent). The fall in manufacturing employment over this period was 1.7 million (24 per cent), while employment in service industries fell by 184 thousand (1 per cent).

*Overtime working* (by operatives in manufacturing industries) in June was 9¼ million hours a week (seasonally adjusted), so that the average of 9½ million hours per week for the second quarter was the same as for the first quarter. *Short-time working* fell slightly, to below 1 million hours lost a week (not seasonally

adjusted) in June. The average for the quarter (1.1 million hours) was the lowest figure since the last quarter of 1979.

Estimates of *labour turnover* in manufacturing for June showed a small increase in the four-weekly engagement rate, to 1.4 per cent compared with a year earlier, but no change in the leaving rate of 1.6 per cent. Engagements were still at a lower rate than discharges, but the trend reduction in the net figure was consistent with the lower rate of decline in manufacturing employment since the beginning of the year.

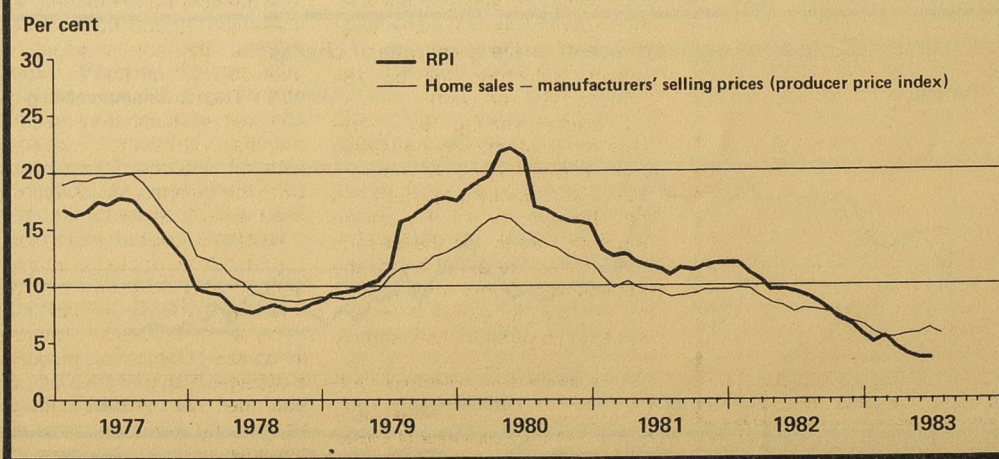
### Industrial stoppages

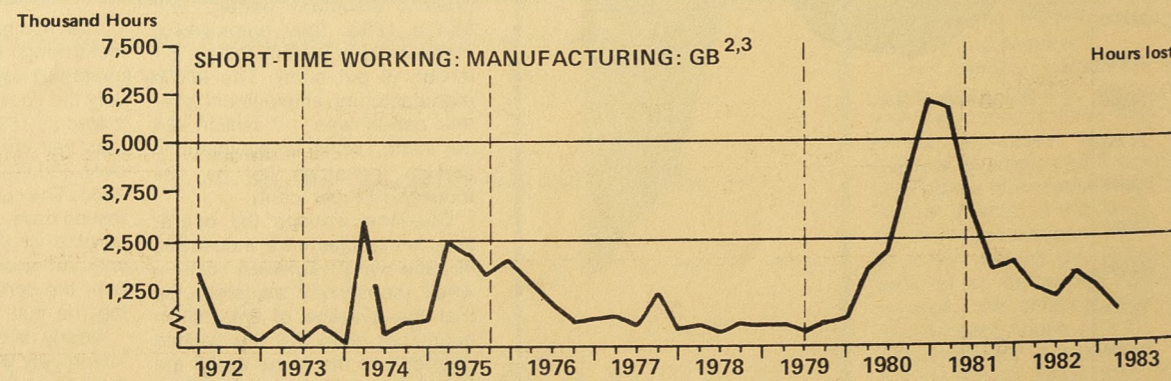
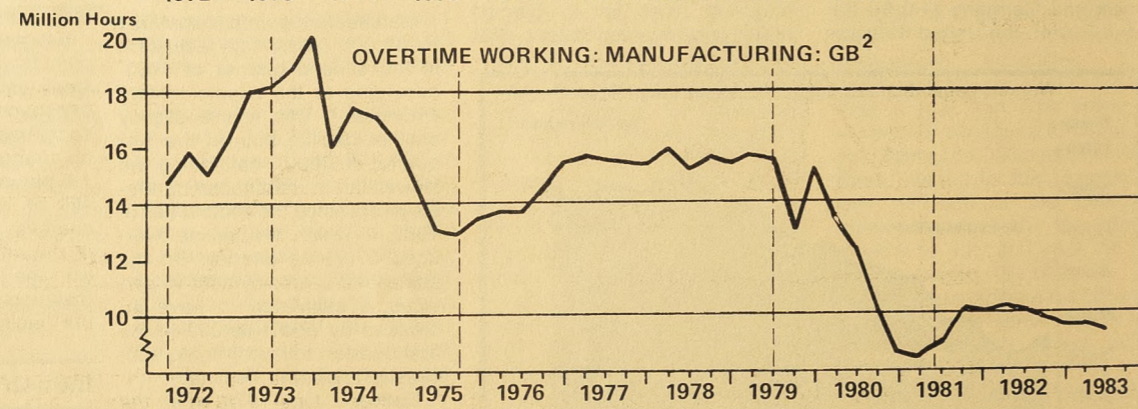
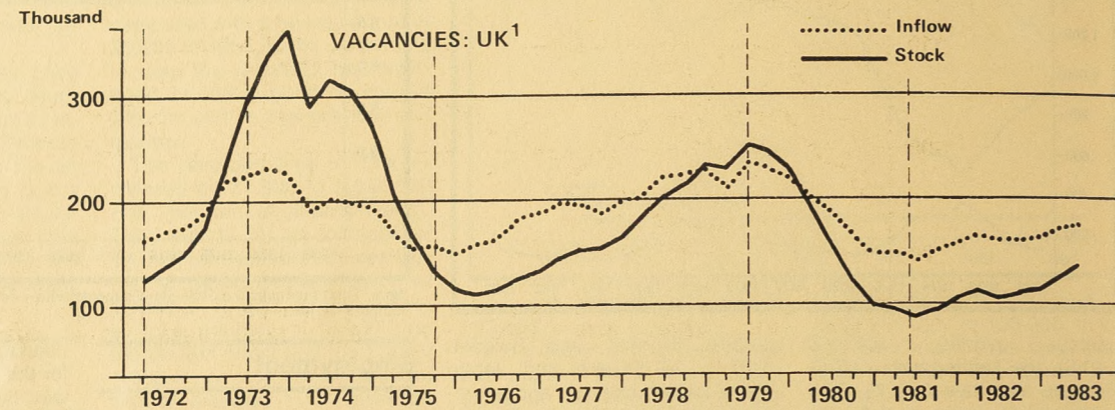
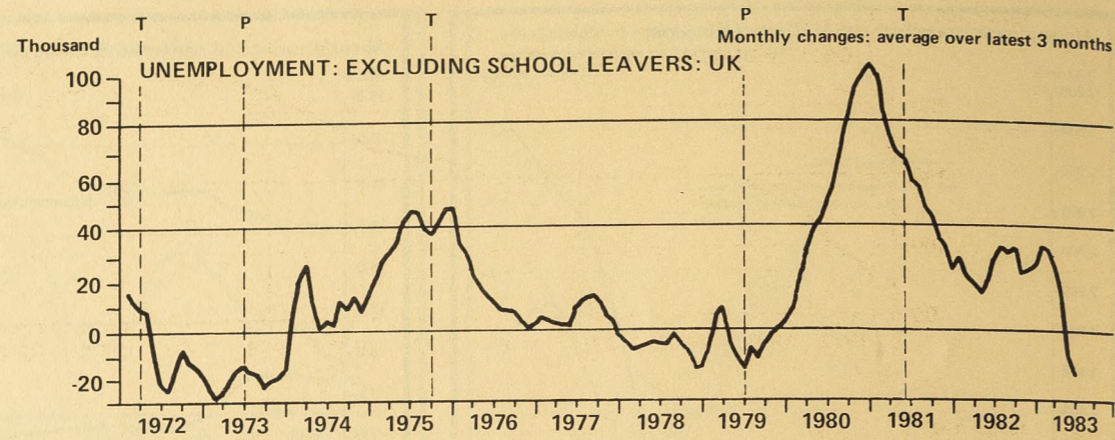
The number of working days lost through industrial stoppages continues relatively low, and in July the figure (provisionally estimated as 162,000 days) was less than half the monthly average of over 350,000 for the first half of 1983. The cumulative total, of 2.3 million days lost in the first seven months of this year, compares with an average of 5.5 million over the comparable period during the last ten years.

Nearly a quarter of the days lost in July were attributable to a dispute at a Midlands tyre factory, with the remainder fairly thinly spread across a range of industries. Both the number of stoppages beginning in July (58) and the total recorded for the year so far (722) are exceptionally low.

\* These supplementary employment estimates include a small allowance for undercounting in the basic series. See the article on page 242 of the June issue of *Employment Gazette*.

### The Retail Prices Index and movements in manufacturers' selling prices: increases over previous year

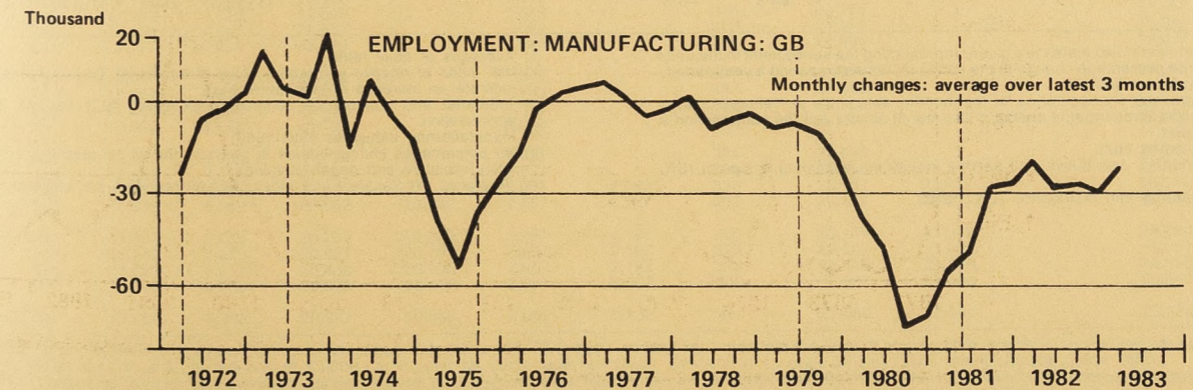
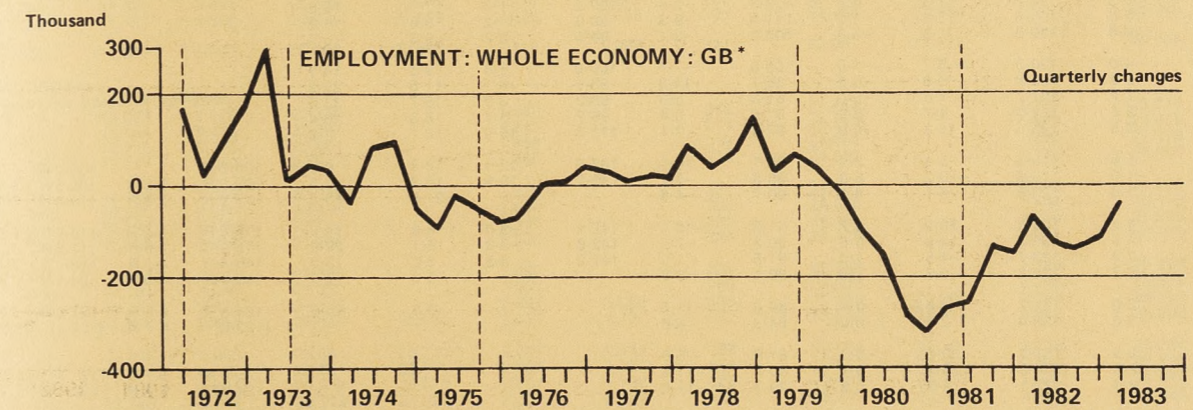
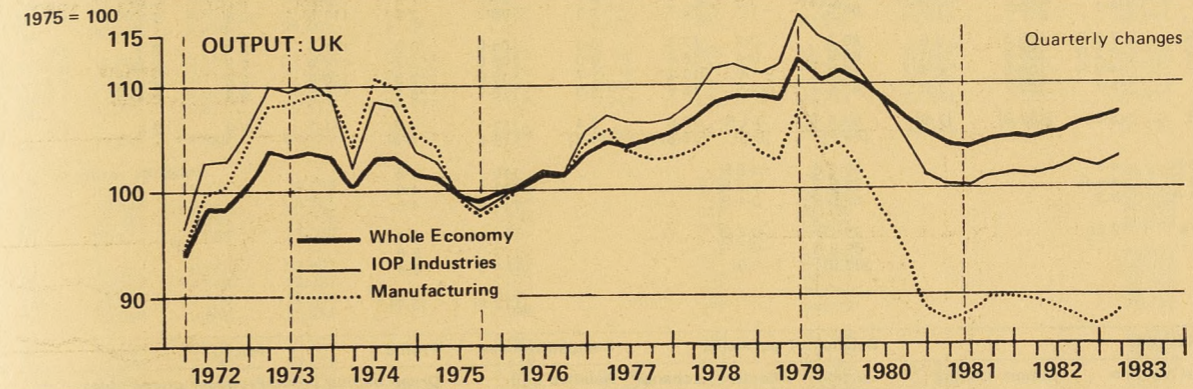
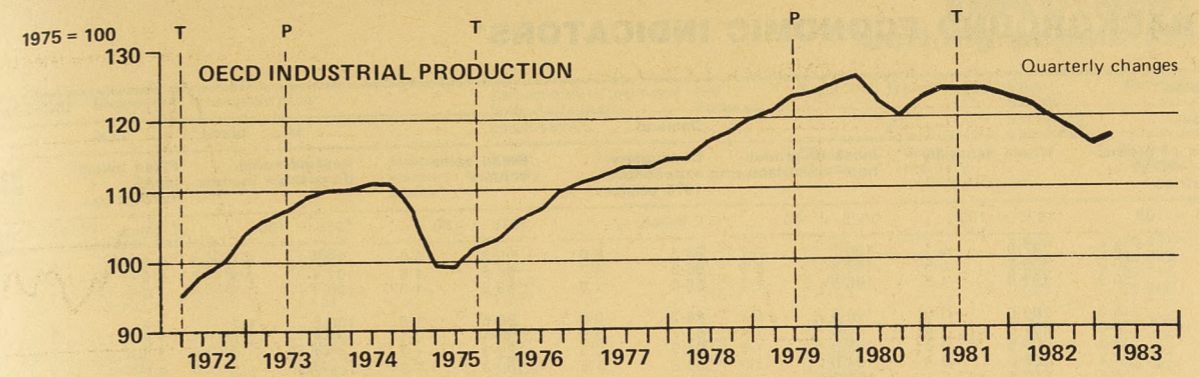




The vertical lines indicate peaks and troughs in the economy as given by the CSO Index of coincident indicators.  
All data is seasonally adjusted unless otherwise stated.

- 1 Notified to Jobcentres
- 2 Operatives only
- 3 Not seasonally adjusted

Note: Unemployment figures are on the new (claimant) basis. See notes to table 2.1



The vertical lines indicate peaks and troughs in the economy as given by the CSO Index of coincident indicators.  
All data is seasonally adjusted unless otherwise stated.

\*This chart uses the supplementary series of employees in employment. See footnotes and table 1.2.







# 1.6 EMPLOYMENT

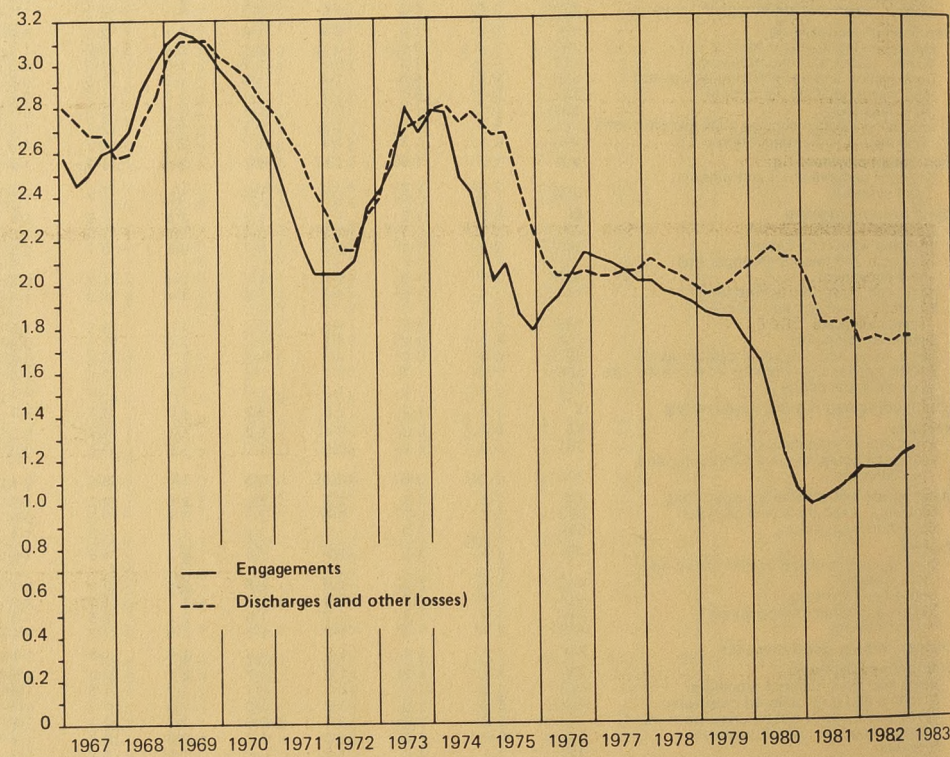
## Labour turnover: manufacturing industries: March 1983 and June 1983

Four quarter moving average of total engagement rates and leaving rates: manufacturing industries in Great Britain

Year	Reference month*	Engagement rate	Leaving rate
1982	Feb	1.15	1.73
	May	1.15	1.75
	Aug	1.15	1.73
	Nov	1.20	1.75
1983	Feb	1.23	1.75

\* On which the moving average is centred.

Engagements and discharges (and other losses): manufacturing industries in Great Britain



\* The four quarter moving average has been compiled from the number of engagements and discharges (and other losses) in a period of four weeks expressed as a percentage of the estimated numbers of employees in employment.

# EMPLOYMENT 1.8

## Indices † of output, employment and productivity

seasonally adjusted (1975 = 100)

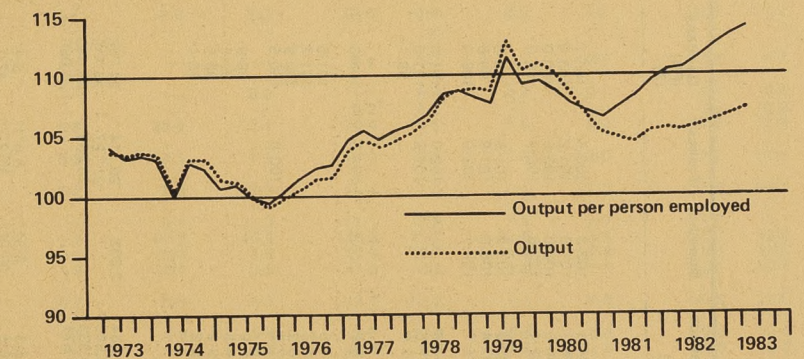
UNITED KINGDOM	Whole economy				Index of production industries				Manufacturing industries					
	including MLH104‡		excluding MLH 104‡		including MLH 104‡		excluding MLH 104‡		including MLH 104‡		excluding MLH 104‡			
	Output‡	Employed labour force*	Output per person employed*	Employed labour force*	Output‡	Employed labour force*	Output per person employed*	Employed labour force*	Output‡	Employed labour force*	Output per person employed*	Output per person hour		
1973	103.6	100.1	103.6	103.5	103.5	109.7	104.6	104.8	109.5	104.6	104.7	108.8	104.3	101.3
1974	102.0	100.5	101.5	102.0	101.5	105.7	104.2	101.4	105.7	104.2	101.5	107.5	104.6	101.9
1975	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
1976	101.8	99.3	102.6	101.3	99.3	102.1	102.5	97.1	105.5	101.1	97.1	104.1	102.0	105.3
1977	104.6	99.3	105.3	102.9	99.3	103.6	106.8	96.7	110.5	102.6	96.7	106.1	103.9	106.1
1978	108.0	100.0	108.0	105.5	100.0	105.5	110.6	96.6	114.5	104.5	96.5	108.3	104.5	107.9
1979	110.7	101.1	109.5	107.1	101.1	106.0	114.0	96.2	118.5	105.2	96.1	109.5	104.6	109.4
1980	107.6	100.1	107.5	104.0	100.1	103.9	106.2	92.1	115.3	97.2	92.0	105.7	95.1	105.2
1981	105.1	96.5	108.9	101.1	96.5	104.8	100.8	84.3	119.7	90.9	84.1	108.1	89.0	109.1
1982	106.1	94.8	112.0	101.5	94.7	107.2	101.9	80.0	127.5	90.7	79.7	113.8	88.4	114.7
1980 Q1	110.1	101.2	108.8	106.4	101.1	105.3	111.2	94.8	117.3	102.0	94.6	107.9	100.8	107.5
Q2	108.4	100.7	107.7	104.8	100.7	104.1	108.0	93.4	115.7	99.1	93.3	106.3	97.6	106.2
Q3	106.7	99.9	106.9	103.2	99.8	103.4	104.6	91.3	114.6	96.0	91.2	105.2	93.3	104.5
Q4	105.3	98.7	106.6	101.4	98.7	102.8	101.0	88.9	113.7	91.6	88.7	103.3	88.7	102.6
1981 Q1	104.9	97.7	107.4	100.9	97.6	103.4	100.2	86.7	115.6	90.3	86.5	104.4	87.9	104.5
Q2	104.6	96.7	108.2	100.7	96.7	104.1	100.1	84.9	117.9	90.4	84.7	106.7	88.3	107.6
Q3	105.4	96.1	109.6	101.4	96.1	105.5	101.4	83.3	121.8	91.7	83.1	110.3	89.8	111.4
Q4	105.6	95.6	110.5	101.3	95.6	106.0	101.6	82.3	123.4	91.1	82.1	110.9	89.8	112.8
1982 Q1	105.5	95.4	110.6	101.2	95.3	106.2	101.5	81.2	125.0	91.1	81.0	112.4	89.5	113.9
Q2	105.8	95.0	111.4	101.3	94.9	106.7	101.9	80.5	126.6	90.7	80.2	113.1	89.0	114.5
Q3	106.3	94.5	112.5	101.7	94.5	107.6	102.4	79.5	128.8	91.0	79.2	114.9	88.1	115.2
Q4	106.7	94.1	113.4	101.8	94.0	108.3	102.0	78.6	129.7	89.9	78.4	114.7	87.0	115.3
1983 Q1	107.2	94.0	114.0	102.3	93.9	108.9	103.6 R	77.6	133.5 R	91.5 R	77.4	118.3 R	89.3 R	120.2 R

† MLH 104 consists of the extraction of mineral oil and natural gas.

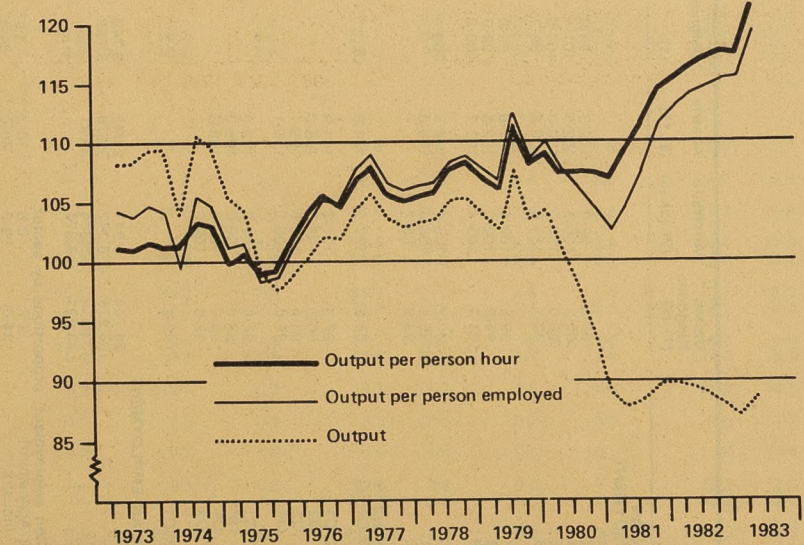
‡ Gross domestic product for whole economy.

\* Since the second half of 1981 the provisional estimates of the employed labour force may have been understating the level of employment, mainly in service industries (see article on page 242 of *Employment Gazette* June 1983). Data used in this table are those inclusive of an allowance for underestimation.

Output and productivity  
Whole economy



Manufacturing industries



Seasonally adjusted  
(1975 = 100)

# EMPLOYMENT 1.9

## Selected countries: national definitions

	United Kingdom (1) (2)	Australia (2) (3) (4)	Austria (2) (5)	Belgium (1)	Canada (2)	Denmark	France	Germany (FR) (2)	Irish Republic (6)	Italy (2)	Japan (2) (5)	Netherlands (7)	Norway (2) (5)	Spain (5) (8)	Sweden (2)	Switzerland (2)	United States (2)
Indices: 1975 = 100																	
<b>CIVILIAN EMPLOYMENT</b>																	
<b>Years</b>																	
1973	100.0	99.0	102.3	99.9	94.4	102.3	100.5	105.7	99.0	97.3	100.7	100.6	96.9	101.3	95.5	106.2	99.1
1974	100.3	100.3	102.3	101.4	98.3	101.0	101.2	103.6	99.8	99.4	100.3	100.7	97.2	101.8	97.5	105.6	101.1
1975	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
1976	99.1	101.0	100.2	99.2	102.1	102.6	100.7	99.0	99.1	100.8	100.9	100.0	104.8	98.8	100.6	96.7	103.4
1977	99.3	102.6	101.6	99.0	103.9	103.5	101.6	98.8	100.9	101.8	102.3	100.6	106.9	98.0	100.9	96.7	107.2
1978	99.9	102.2	102.5	99.0	107.4	106.0	101.9	99.6	103.5	102.3	103.5	101.2	108.6	95.3	101.3	97.3	111.9
1979	101.2	103.4	103.7	100.2	111.7	107.1	102.0	100.9	106.7	103.4	104.9	102.4	109.7	93.3	102.9	98.2	115.1
1980	100.7	106.4	104.3	100.1	114.8	..	102.0	101.8	108.5	104.9	106.0	102.7	112.1	89.7	104.2	100.0	115.7
1981	96.4	108.5	105.0	..	117.8	..	101.2	101.0	..	105.3	106.9	..	113.2	87.1	104.0	101.2	117.0
1982	93.9	108.7	..	..	113.9	..	..	99.1	..	104.8	107.9	..	114.0	86.6	103.9	..	115.9
<b>Quarters</b>																	
1980 Q4	98.3	107.3	104.8	..	116.2	..	101.6	101.8	..	105.6	106.3	..	113.3	89.7	104.0	99.9	115.9
1981 Q1	97.3	107.8	104.9	..	117.5	..	..	101.5	..	105.9	106.8	..	113.9	88.6	104.6	100.7	116.7
Q2	96.3	108.5	105.0	..	118.2	..	..	101.2	..	105.1	106.7	..	112.7	87.9	103.5	101.1	117.4
Q3	95.8	108.8	105.1	..	118.2	..	..	100.9	..	104.7	106.8	..	113.1	87.8	104.4	101.4	117.1
Q4	95.0	108.9	105.1	..	117.2	..	100.9	100.5	..	105.2	107.3	..	113.1	87.1	103.6	101.3	116.6
1982 Q1	94.6	109.2	109.0	..	115.9	..	..	99.9	..	104.9	107.9	..	113.6	86.8	103.6	101.1	116.1
Q2	93.9	109.0	108.0	..	114.5	..	..	99.5	..	105.5	107.7	..	115.0	86.8	103.9	101.1	116.2
Q3	93.1	108.6	108.3	..	113.2	..	..	98.9	..	104.3	107.5	..	114.0	86.7	104.0	100.3	116.0
Q4	92.5	108.0	..	..	112.2	..	..	98.4	..	104.5	108.8	..	113.5	86.6	104.0	..	115.5
1983 Q1	92.2	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
<b>CIVILIAN EMPLOYMENT</b>																	
1975	24,704	5,841	2,942	3,748	9,284	2,332	20,714	24,798	1,058	19,594	52,230	4,547	1,707	12,692	4,062	3,017	85,846
1980	24,870	6,242	3,070	3,751	10,655	..	21,127	25,745	1,148	20,551	55,360	4,669	1,914	11,254	4,232	3,016	99,303
1981	23,819	6,364	3,091	..	10,933	..	20,959	25,548	..	20,623	55,810	..	1,932	10,931	4,225	3,054	100,397
1982	23,221	6,376	..	..	10,574	..	..	25,066	..	20,542	56,380	..	1,946	10,869	4,219	..	99,526
<b>Civilian employment: proportions by sector</b>																	
1982 Agriculture†	2.7	6.5	10.3***	3.0*	5.3	8.3**	8.6***	5.5	19.2*	12.4	9.7	6.0*	8.0	18.3	5.6	7.0***	3.6
Industry††	34.6	29.8	40.0***	34.8*	26.5	30.0**	35.2***	42.7	32.4*	37.0	34.9	31.9*	29.4	33.9	30.3	39.3***	28.4
Services	62.7	63.7	49.8***	62.3*	68.2	61.7**	56.2***	51.8	48.4*	50.6	55.4	62.1*	62.5	47.8	64.1	53.6***	68.0
All	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
<b>Manufacturing</b>																	
1971	34.0	26.6	29.7	32.3	21.8	..	28.0	..	20.4	..	27.0	26.0	..	..	27.3	36.4	24.7
1972	32.9	25.5	29.7	31.9	21.8	24.9	28.1	36.6	..	..	27.0	25.1	23.8	..	27.1	35.5	24.3
1973	32.3	25.6	..	31.8	22.0	24.7	28.3	36.4	20.7	..	27.4	24.7	23.5	..	27.5	35.0	24.8
1974	32.4	25.2	30.2	31.5	21.7	23.6	28.4	36.6	21.0	..	27.2	24.6	23.6	..	28.3	34.8	24.2
1975	30.9	23.4	30.1	30.1	20.2	22.7	27.9	35.8	21.2	..	25.8	23.9	24.1	..	28.0	33.7	22.7
1976	30.2	23.5	29.6	29.1	20.3	22.5	27.4	35.8	20.8	..	25.5	22.9	23.2	24.0	26.9	32.8	22.8
1977	30.3	23.1	29.8	28.1	19.6	21.6	27.1	35.7	21.2	27.5	25.1	22.8	22.4	24.1	25.9	32.7	22.7
1978	30.0	21.8	29.7	27.0	19.6	21.5	26.6	35.4	21.1	27.1	24.5	22.1	21.3	24.1	24.9	32.6	22.7
1979	29.5	22.2	29.5	25.9	20.0	21.3	26.1	35.1	21.2	26.7	24.3	21.6	20.5	23.7	24.5	32.3	22.7
1980	28.4	30.9	29.5	25.4	19.8	..	25.7	35.1	21.2	26.7	24.7	21.3	20.3	23.7	24.2	32.2	22.1

Main Source: OECD—Labour Force Statistics.

- Notes: [1] Annual data relate to June.  
 [2] Quarterly figures seasonally adjusted.  
 [3] Annual data relate to August.  
 [4] Employment in manufacturing includes electricity, gas and water.  
 [5] Civilian employment figures include armed forces.

- [6] Annual figures relate to April.  
 [7] Data in terms of man-years.  
 [8] Annual data relate to the 4th quarter.  
 \* 1980.  
 \*\* 1979.  
 \*\*\* 1981.  
 † Including hunting, forestry and fishing.  
 †† 'Industry' includes manufacturing, construction, mining and quarrying, electricity, gas and water.  
 — Break in series



# EMPLOYMENT 1.11

## Overtime and short-time operatives in manufacturing industries

GREAT BRITAIN	OVERTIME					SHORT-TIME								
	Operatives (Thou)	Percentage of all operatives	Hours of overtime worked			Stood off for whole week		Working part of week			Stood off for whole or part of week			
			Average per operative working overtime	Actual (million)	Seasonally adjusted	Operatives (Thou)	Hours lost (Thou)	Operatives (Thou)	Hours lost		Operatives (Thou)	Percentage of all operatives	Hours lost (Thou)	Average per operative on short-time
									Operatives (Thou)	Average per operative working part of the week				
1977	1,801	34.6	8.7	15.58		13	495	35	362	10.2	48	0.9	857	17.4
1978	1,793	34.8	8.6	15.50		5	199	32	355	11.0	37	0.7	554	15.1
1979	1,724	34.2	8.7	14.90		8	317	42	455	10.6	50	1.0	772	15.0
1980	1,399	29.5	8.3	11.58		20	810	253	3,129	12.1	274	5.9	3,938	14.3
1981	1,122	26.7	8.2	9.26		15	599	310	3,608	11.3	325	7.7	4,206	12.5
1982	1,189	30.1	8.4	9.97		8	304	125	1,335	10.7	132	3.4	1,600	12.4
<b>Week ended</b>														
1981 Mar 14	1,054	24.7	8.1	8.51	8.29	19	771	494	6,059	12.3	513	12.0	6,829	13.3
June 13	1,133	27.1	8.1	9.23	8.89	10	389	293	3,277	11.2	303	7.2	3,667	12.1
Sep 12	1,175	28.1	8.5	9.98	10.07	8	320	183	1,960	10.7	191	4.6	2,280	11.9
Dec 12	1,255	30.6	8.4	10.59	9.96	6	247	142	1,516	10.7	148	3.6	1,763	11.9
1982 Mar 20	1,254	31.1	8.3	10.36	10.17	11	433	145	1,545	10.6	156	3.9	1,978	12.7
1982 June 19	1,241	31.1	8.5	10.54	10.14	5	201	113	1,233	10.9	118	3.0	1,434	12.2
July 17	1,193	29.9	8.6	10.23	9.98	4	171	83	853	10.2	87	2.2	1,024	11.8
Aug 14	1,095	27.6	8.6	9.44	10.24	5	209	92	981	10.6	97	2.4	1,190	12.2
Sep 11	1,170	30.1	8.4	9.79	9.88	7	277	107	1,121	10.5	114	2.9	1,399	12.3
Oct 16	1,211	31.4	8.3	10.03	10.05	8	332	121	1,305	10.8	130	3.3	1,637	12.7
Nov 13	1,189	31.1	8.3	9.90	9.58	12	464	144	1,582	11.0	156	4.1	2,045	13.2
Dec 11	1,190	31.2	8.4	10.01	9.45	7	287	137	1,403	10.3	144	3.8	1,690	11.8
1983 Jan 15	1,051	27.9	7.9	8.25	9.41	6	254	134	1,441	10.8	141	3.7	1,696	12.1
Feb 12	1,128	30.1	8.3	9.36	9.38	11	431	124	1,336	10.8	134	3.6	1,768	13.2
Mar 12	1,170	31.3	8.3	9.68	9.50	6	230	116	1,226	10.6	122	3.3	1,456	12.0
Apr 16 R	1,125	30.2	8.3	9.23	9.21	10	380	94	1,039	11.0	104	2.8	1,420	13.6
May 14 R	1,214	32.7	8.3	10.12	9.84	7	265	75	770	10.2	82	2.2	1,035	12.6
June 11	1,150	31.0	8.4	9.71	9.28	7	290	66	691	10.4	74	2.0	981	13.3
<b>SIC 1968</b>			(Thou)											
<b>Week ended June 11 1983</b>														
<b>Food, drink and tobacco 153.0</b>	<b>35.0</b>	<b>9.3</b>		<b>1,417.9</b>		<b>0.8</b>	<b>32.0</b>	<b>4.2</b>	<b>45.1</b>	<b>10.8</b>	<b>5.0</b>	<b>1.1</b>	<b>77.1</b>	<b>15.5</b>
Food industries (211-229)	126.6	35.7	9.5	1,201.0		0.7	29.4	1.7	18.7	11.3	2.4	0.7	48.1	20.2
Drink industries (231-239)	23.2	36.0	8.7	202.6		0.1	2.6	2.5	26.5	10.4	2.6	4.0	29.1	11.2
Tobacco (240)	3.2	18.5	4.5	14.4		—	—	—	—	—	—	—	—	—
<b>Coal and petroleum products 3.9</b>	<b>24.8</b>	<b>9.8</b>		<b>37.7</b>		<b>—</b>	<b>—</b>	<b>—</b>	<b>0.2</b>	<b>7.7</b>	<b>—</b>	<b>0.2</b>	<b>0.2</b>	<b>7.7</b>
<b>Chemical and allied industries 62.1</b>	<b>28.3</b>	<b>9.0</b>		<b>561.3</b>		<b>—</b>	<b>—</b>	<b>0.2</b>	<b>1.1</b>	<b>6.4</b>	<b>0.2</b>	<b>0.1</b>	<b>1.1</b>	<b>6.4</b>
General chemicals (271)	19.1	27.5	9.7	185.9		—	—	—	0.2	8.2	—	—	0.2	8.2
<b>Metal manufacture 69.1</b>	<b>35.8</b>	<b>9.1</b>		<b>628.2</b>		<b>0.6</b>	<b>23.0</b>	<b>7.1</b>	<b>74.4</b>	<b>10.5</b>	<b>7.6</b>	<b>4.0</b>	<b>97.5</b>	<b>12.8</b>
Iron and steel (general) (311)	22.0	29.4	8.3	183.3		0.3	13.1	1.9	19.0	9.8	2.3	3.0	32.0	14.1
Other iron and steel (312-313)	25.3	43.3	9.7	246.1		0.2	9.6	3.9	44.4	11.5	4.1	7.0	53.9	13.1
Non-ferrous metals (321-323)	21.7	36.5	9.2	198.8		—	0.4	1.3	11.1	8.8	1.3	2.1	11.5	9.1
<b>Mechanical engineering 145.3</b>	<b>34.6</b>	<b>8.4</b>		<b>1,216.2</b>		<b>1.7</b>	<b>67.0</b>	<b>16.8</b>	<b>188.5</b>	<b>11.2</b>	<b>18.5</b>	<b>4.4</b>	<b>255.5</b>	<b>13.8</b>
Instrument engineering	21.0	28.3	7.4	155.6		—	0.3	1.8	18.9	10.7	1.8	2.4	19.1	10.8
Electrical engineering	108.1	29.3	8.0	859.6		1.9	74.1	3.8	41.0	10.8	5.6	1.5	115.1	20.4
Electrical machinery (361)	18.9	29.3	7.9	149.7		0.2	6.3	1.1	13.7	12.2	1.3	2.0	20.0	15.6
<b>Shipbuilding and marine engineering 43.8</b>	<b>45.2</b>	<b>10.8</b>		<b>471.0</b>		<b>0.1</b>	<b>5.8</b>	<b>0.6</b>	<b>6.7</b>	<b>10.9</b>	<b>0.8</b>	<b>0.8</b>	<b>12.5</b>	<b>16.4</b>
Vehicles	90.4	25.5	7.4	665.3		—	—	—	6.3	60.0	9.5	1.8	60.0	9.5
Motor vehicle manufacturing (381)	59.2	27.0	7.4	436.0		—	—	5.8	55.4	9.5	5.8	2.7	55.4	9.5
Aerospace equipment manufacturing and repairing (383)	22.2	26.3	7.1	156.8		—	—	0.5	4.6	9.6	0.5	0.6	4.6	9.6
<b>Metal goods 92.8</b>	<b>32.0</b>	<b>7.9</b>		<b>734.1</b>		<b>0.5</b>	<b>19.2</b>	<b>6.9</b>	<b>71.7</b>	<b>10.4</b>	<b>7.4</b>	<b>2.5</b>	<b>90.9</b>	<b>12.3</b>
Textiles	63.2	27.7	8.6	544.5		0.3	13.2	3.9	38.4	9.8	4.3	1.9	51.7	12.1
Production of man-made fibres (411)	4.1	36.6	11.5	46.9		—	—	—	—	—	—	—	—	—
Spinning and weaving of cotton, flax linen and man-made fibres (412-413)	8.8	26.3	8.0	70.2		—	0.6	0.5	4.4	9.2	0.5	1.5	5.0	10.2
Woollen and worsted (414)	15.6	41.0	10.3	160.9		—	1.8	0.3	4.1	12.5	0.4	1.0	5.9	15.8
Hosiery and other knitted goods (417)	10.3	14.9	6.1	63.4		—	1.6	2.1	19.9	9.3	2.2	3.2	21.5	9.8
<b>Leather, leather goods and fur 5.0</b>	<b>21.8</b>	<b>7.4</b>		<b>36.7</b>		<b>0.1</b>	<b>5.5</b>	<b>0.7</b>	<b>9.9</b>	<b>13.6</b>	<b>0.9</b>	<b>3.8</b>	<b>15.4</b>	<b>17.8</b>
Clothing and footwear	21.3	9.9	5.1	108.6		0.7	27.9	5.8	51.9	8.9	6.5	3.1	79.8	12.2
Clothing industries (441-449)	13.3	7.7	5.3	70.8		0.6	25.9	2.0	21.7	11.1	2.6	1.5	47.7	18.3
Footwear (450)	8.0	18.9	4.7	37.8		—	2.0	3.9	30.2	7.8	3.9	9.3	32.1	8.2
<b>Bricks, pottery, glass, cement, etc 59.5</b>	<b>40.8</b>	<b>9.3</b>		<b>554.5</b>		<b>—</b>	<b>0.4</b>	<b>1.5</b>	<b>14.3</b>	<b>9.7</b>	<b>1.5</b>	<b>1.0</b>	<b>14.7</b>	<b>9.9</b>
Timber, furniture, etc	62.4	40.9	7.5	469.2		0.2	9.8	2.8	37.5	13.2	3.1	2.0	47.3	15.3
<b>Paper, printing and publishing 100.9</b>	<b>32.5</b>	<b>8.5</b>		<b>854.0</b>		<b>0.3</b>	<b>12.1</b>	<b>0.8</b>	<b>9.1</b>	<b>11.0</b>	<b>1.1</b>	<b>0.4</b>	<b>21.2</b>	<b>18.7</b>
Paper and paper manufactures (481-484)	37.1	34.2	9.5	351.6		0.1	2.6	0.6	7.2	12.0	0.7	0.6	9.8	14.7
Printing and publishing (485-489)	63.8	31.6	7.9	502.3		0.2	9.5	0.2	1.9	8.3	0.5	0.2	11.4	24.4
<b>Other manufacturing industries 48.2</b>	<b>28.7</b>	<b>8.2</b>		<b>397.0</b>		<b>—</b>	<b>0.1</b>	<b>3.0</b>	<b>22.0</b>	<b>7.3</b>	<b>3.0</b>	<b>1.8</b>	<b>22.2</b>	<b>7.3</b>
Rubber (491)	13.0	28.3	7.9	103.0		—	—	1.7	15.2	8.9	1.7	3.7	15.2	8.9
<b>All manufacturing industries 1,149.8</b>	<b>31.0</b>	<b>8.4</b>		<b>9,711.6</b>		<b>7.3</b>	<b>290.4</b>	<b>66.3</b>	<b>690.8</b>	<b>10.4</b>	<b>73.6</b>	<b>2.0</b>	<b>981.2</b>	<b>13.3</b>

Notes: Figures from October 1981 are provisional.  
 Figures in brackets after the industrial headings show the Standard Industrial Classification minimum list numbers of the industries included.

# 1.12 EMPLOYMENT Hours of work—Operatives: manufacturing industries

Seasonally adjusted 1962 AVERAGE = 100

GREAT BRITAIN	INDEX OF TOTAL WEEKLY HOURS WORKED BY ALL OPERATIVES*					INDEX OF AVERAGE WEEKLY HOURS WORKED PER OPERATIVE				
	All manu- facturing industries	Engineering allied industries (except vehicles)	Vehicles	Textiles, leather, clothing	Food, drink tobacco	All manu- facturing industries	Engineering allied industries (except vehicles)	Vehicles	Textiles, leather, clothing	Food, drink, tobacco
	Orders III-XIX	Orders VII-X and XII	Order XI	Orders XIII-XV	Order III	Orders III-XIX	Orders VII-X and XII	Order XI	Orders XIII-XV	Order III
1959	100.9	96.3	104.9	108.6	99.1	103.3	102.8	104.9	104.5	102.0
1960	103.9	99.4	107.9	110.1	100.1	102.4	101.7	101.7	104.8	101.7
1961	102.9	101.9	102.9	104.7	100.1	101.0	101.3	100.6	101.1	100.4
1962	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
1963	98.4	97.6	99.1	98.2	98.4	99.9	99.6	100.2	100.5	99.9
1964	100.7	101.7	99.1	98.8	97.3	100.7	100.7	100.8	101.4	99.9
1965	99.8	101.9	96.2	95.6	96.6	99.4	98.8	98.4	100.3	99.0
1966	97.3	101.0	91.5	91.7	95.2	97.8	97.4	95.7	98.5	98.1
1967	92.4	96.8	86.1	84.4	92.8	97.1	96.6	95.7	97.3	98.0
1968	91.5	94.6	87.0	83.3	90.4	97.9	96.8	96.9	98.3	98.3
1969	92.4	96.1	88.3	83.6	90.8	98.0	97.3	97.4	97.7	98.4
1970	90.2	94.3	86.7	78.3	89.3	97.0	96.1	95.4	96.9	97.5
1971	84.4	87.2	82.1	74.0	85.9	95.1	93.4	93.2	96.3	96.6
1972	81.3	82.7	79.8	71.7	84.5	94.7	92.6	92.8	95.6	96.7
1973	83.2	85.8	82.6	71.2	85.4	96.5	94.9	95.1	96.7	97.6
1974	81.0	84.7	79.3	66.1	87.2	93.8	92.4	91.8	94.8	96.8
1975	75.4	80.2	75.1	60.9	82.0	92.8	91.3	92.5	93.7	95.4
1976	73.8	76.7	74.6	58.9	79.8	93.0	91.3	93.0	93.8	95.2
1977	74.5	77.7	76.4	58.9	78.6	93.7	91.9	93.2	94.0	95.6
1978	73.6	77.2	75.9	56.6	77.9	93.5	91.9	92.2	94.0	95.6
1979	72.1	75.4	74.5	53.9	78.4	93.4	91.4	92.7	93.8	95.9
1980	65.0	68.0	65.2	44.6	74.7	90.3	88.5	87.0	90.0	94.6
1981	57.7	60.3	56.0	39.6	70.5	89.1	87.3	85.4	91.5	93.8
1982	54.6	57.1	50.6	37.9	67.7	90.7	88.9	86.8	93.5	94.0
<b>Week ended</b>										
1979 June 9	72.5	75.9	74.9	54.7	78.5	93.6	91.8	92.7	94.1	95.9
July 7	72.3					93.5				
Aug 4	71.5					92.5				
Sep 8	71.1	73.9	72.4	53.8	78.5	92.3	89.6	90.5	93.9	95.9
Oct 13	71.1					93.2				
Nov 10	71.6					93.7				
Dec 8	71.2	75.1	75.0	51.7	78.3	93.5	92.2	94.1	93.1	95.7
1980 Jan 12	70.7					93.3				
Feb 16	69.9					93.0				
Mar 15	68.6	72.7	71.0	48.8	76.5	92.2	91.1	90.8	91.8	95.1
April 19	67.7					91.6				
May 17	66.9					91.3				
June 14	66.1	70.6	68.3	46.1	75.7	90.9	89.8	89.0	90.4	95.0
July 12	64.8					90.1				
Aug 16	63.6					89.6				
Sep 13	62.3	66.2	63.1	42.7	73.7	88.8	87.5	85.9	89.0	94.3
Oct 11	60.6					87.8				
Nov 15	59.7					87.5				
Dec 13	59.1	62.4	58.4	40.8	72.7	87.4	85.7	82.5	88.7	93.9
1981 Jan 17	58.5					87.3				
Feb 14	58.0					87.1				
Mar 14	57.8	60.7	57.2	39.7	71.5	87.5	85.4	83.2	89.0	93.6
April 11	57.9					88.3				
May 16	57.7					88.6				
June 13	57.5	60.2	56.7	39.5	70.3	89.0	86.9	85.4	91.3	93.4
July 11	57.5					89.5				
Aug 15	57.8					90.1				
Sep 12	57.9	60.9	56.3	39.7	70.5	90.4	88.5	87.0	92.5	94.1
Oct 10	57.7					90.6				
Nov 14	57.1					90.2				
Dec 12	56.6	59.4	53.8	39.2	69.8	90.3	88.2	86.0	93.1	94.2
1982 Jan 16	56.4					90.5				
Feb 13	56.2					90.8				
Mar 20	55.9	59.0	53.0	38.7	69.0	90.8	89.0	87.0	93.2	94.0
April 24	55.3					90.4				
May 22	55.1					90.8				
June 19	54.6	57.5	50.6	38.1	68.4	90.6	88.8	86.1	93.2	94.1
July 17	54.3					90.6				
Aug 14	54.0					90.7				
Sep 11	53.7	56.6	50.0	37.5	67.3	90.7	88.8	86.9	93.4	94.0
Oct 16	53.6					91.0				
Nov 13	53.1					91.1				
Dec 11	52.8	55.3	48.9	37.2	66.1	91.0	88.9	87.4	94.1	94.0
1983 Jan 15	52.4					91.0				
Feb 12	52.2					91.0				
Mar 12	52.2	54.5	48.3	37.3	66.2	91.1	88.9	87.7	94.6	94.4
April 16	51.7					90.8				
May 14	51.7					91.1				
June 11	51.4	53.4	47.3	37.0	64.8	90.8	88.5	86.6	94.9	94.1

\* The index of total weekly hours worked is subject to revision from October 1981.

Note: Figures from 1976 use a revised methodology. See article on page 240 of *Employment Gazette* June 1983.

# Overtime and Short-time 1.13 Operatives in manufacturing industries: Regions

Week ended	OVERTIME			SHORT-TIME									
	Operatives (Thou)	Percent- age of all opera- tives	Average per opera- tive working over- time (Thou)	Hours of overtime worked		Stood off for whole week		Working part of week		Stood off for whole or part of week			
				(Thou)	Average per opera- tive working part of the week (Thou)	Hours lost (Thou)	Average per opera- tive working part of the week (Thou)	Hours lost		Average per opera- tive on short- time (Thou)			
								Operatives (Thou)	Percent- age of all opera- tives		Operatives (Thou)	Percent- age of all opera- tives	
June 11, 1983													
<b>Analysis by region</b>													
South East	298.3	32.1	8.3	2,485.6	0.2	8.0	10.5	102.9	9.8	10.8	1.2	110.9	10.3
Greater London *	105.6	29.4	8.5	901.2	—	1.8	1.5	14.1	9.2	1.6	0.4	15.9	10.0
East Anglia	44.6	37.0	8.5	377.4	0.5	18.2	1.1	10.6	9.7	1.5	1.3	28.8	18.6
South West	78.4	34.5	8.3	648.0	0.5	22.0	1.9	25.1	12.9	2.5	1.1	47.0	18.9
West Midlands	149.5	30.5	8.0	1,201.4	0.5	18.2	13.8	140.8	10.2	14.3	2.9	159.0	11.1
East Midlands	101.8	29.6	8.2	833.3	0.6	25.2	9.8	98.4	10.1	10.4	3.0	123.6	11.9
Yorkshire and Humberside	118.1	31.2	8.8	1,040.6	1.6	62.8	6.8	77.0	11.4	8.3	2.2	139.8	16.8
North West	166.5	31.9	8.5	1,411.2	0.5	19.8	7.6	72.0	9.5	8.1	1.5	91.7	11.3
North	55.2	24.6	8.7	481.3	0.2	6.8	3.8	37.4	9.9	3.9	1.8	44.2	11.2
Wales	40.7	25.6	8.8	359.2	1.8	73.0	1.8	17.6	9.7	3.6	2.3	90.6	24.9
Scotland	96.8	30.7	9.0	873.7	0.9	36.5	9.2	109.0	11.9	10.1	3.2	145.5	14.4

\* Included in South East.

# 2.1 UNEMPLOYMENT\* UK Summary

THOUSAND

UNITED KINGDOM	MALE AND FEMALE											UNEMPLOYED EXCLUDING SCHOOL LEAVERS			UNEMPLOYED BY DURATION									
	UNEMPLOYED				Actual				Seasonally adjusted			Up to 4 weeks	Over 4 weeks aged under 60	Over 4 weeks aged 60 and over										
	Number	Per cent	School leavers included in unemployed	Non-claimant school leavers †	Number	Per cent	Change since previous month	Average change over 3 months ended	Number	Per cent	Change since previous month													
												Number	Per cent	Change since previous month										
1977	1,402.7	5.8	89.7		1,313.0	5.6																		
1978	1,382.9	5.7	83.9		1,299.1	5.5																		
1979	1,295.7	5.3	68.3		1,227.3	5.1																		
1980	1,664.9	8.8	104.1		1,560.8	6.4																		
1981	2,520.4	10.5	100.6		2,419.8	10.0																		
1982	2,916.9	12.2	123.5		2,793.4	11.7																		
1978 July 6	1,470.8	6.1	214.2		1,256.6	5.5	-6.4	-5.9																1978 July 6
Aug 10	1,499.6	6.2	197.2		1,302.4	5.5	5.4	-1.3																Aug 10
Sep 14	1,418.4	5.9	120.8		1,297.6	5.4	-14.4	-5.1																Sep 14
Oct 12	1,335.8	5.5	69.1		1,266.7	5.4	-13.9	-7.6																Oct 12
Nov 9	1,303.0	5.4	47.3		1,255.7	5.3	-21.7	-16.7																Nov 9
Dec 7	1,280.2	5.3	34.7		1,245.5	5.2	-13.2	-16.3																Dec 7
1979 Jan 11	1,372.8	5.6	36.9		1,335.9	5.2	9.2	-8.6																1979 Jan 11
Feb 8	1,369.2	5.6	29.5		1,339.7	5.3	22.6	6.2																Feb 8
Mar 8	1,320.3	5.4	22.7		1,297.6	5.3	-4.5	9.1																Mar 8
April 5	1,260.9	5.2	18.8		1,242.2	5.1	-35.9	-5.9																April 5
May 10	1,218.9	5.0	29.3		1,189.6	5.1	0.1	-13.4																May 10
June 14	1,234.5	5.1	114.8		1,119.7	5.1	-20.8	-18.9																June 14
July 12	1,347.3	5.5	186.4		1,160.9	5.0	-5.7	-8.8																July 12
Aug 9	1,344.9	5.5	158.2		1,186.7	5.0	-13.1	-13.2																Aug 9
Sep 13	1,292.3	5.3	96.7		1,195.6	5.0	-2.1	-7.0																Sep 13
Oct 11†	1,267.5	5.2	56.5		1,211.0	5.0	10.5	-1.6																Oct 11†
Nov 8	1,258.7	5.2	39.8		1,219.0	5.0	-6.5	0.6																Nov 8
Dec 6	1,260.9	5.2	30.5		1,230.4	5.0	8.4	4.1																Dec 6
1980 Jan 10	1,373.7	5.6	34.6		1,339.1	5.1	25.2	9.0																1980 Jan 10
Feb 14	1,388.6	5.7	28.2		1,360.3	5.3	40.3	24.6																Feb 14
Mar 13	1,375.6	5.6	22.7		1,353.0	5.4	31.5	32.3																Mar 13
April 10	1,418.1	5.8	39.3		1,378.8	5.6	46.3	39.4																April 10
May 8	1,404.4	5.8	36.3		1,368.1	5.8	46.0	41.3																May 8
June 12	1,513.0	6.2	142.8		1,370.1	6.0	55.3	49.2																June 12
July 10	1,736.5	7.1	251.0		1,485.6	6.3	66.4	55.9																July 10
Aug 14	1,846.1	7.6	227.4		1,618.8	6.7	96.1	72.6																Aug 14
Sep 11	1,890.6	7.8	176.7		1,714.0	7.0	81.8	81.4																Sep 11
Oct 9	1,916.4	7.9	121.9		1,794.5	7.4	93.6	90.5																Oct 9
Nov 13	2,016.0	8.3	91.5		1,924.5	7.9	112.2	95.9																Nov 13
Dec 11	2,099.9	8.6	77.1		2,022.8	8.3	95.5	100.4																Dec 11
1981 Jan 15	2,271.1	9.4	80.5		2,190.6	8.7	79.6	95.8																1981 Jan 15
Feb 12	2,312.4	9.6	68.9		2,243.5	9.0	72.0	82.4																Feb 12
Mar 12	2,333.5	9.7	58.1		2,275.4	9.3	72.1	74.6																Mar 12
April 9	2,372.7	9.8	53.3		2,319.4	9.5	63.0	69.0																April 9
May 14	2,407.4	10.0	82.7		2,324.7	9.8	66.9	67.3																May 14
June 11	2,395.2	9.9	77.5		2,317.7	10.0	49.4	59.8																June 11
July 9§	2,511.8	10.4	76.5		2,435.3	10.3	59.1	58.5																July 9§
Aug 13§	2,586.3	10.7	85.5		2,500.8	10.4	37.7	48.7																Aug 13§
Sep 10§	2,748.6	11.4	178.8		2,569.9	10.6	40.4	45.7																Sep 10§
Oct 8§	2,771.6	11.5	179.4		2,592.2	10.7	28.2	35.4																Oct 8§
Nov 12	2,769.5	11.5	143.8		2,625.8	10.9	32.7	33.8																Nov 12
Dec 10	2,764.1	11.5	122.2		2,642.0	10.9	13.5	24.8																Dec 10
1982 Jan 14	2,896.3	12.1	127.3		2,769.0	11.2	41.5	29.2																1982 Jan 14
Feb 11	2,870.2	12.0	111.3		2,758.9	11.2	9.3	21.4																Feb 11
Mar 11	2,820.8	11.8	94.9		2,725.9	11.3	8.1	19.6																Mar 11
April 15	2,818.5	11.8	86.9		2,731.6	11.4	27.2	14.9																April 15
May 13	2,800.5	11.7	104.5		2,695.9	11.5	24.7	20.0																May 13
June 10	2,769.6	11.6	99.0	120.2	2,670.6	11.6	32.9	28.3																June 10
July 8	2,852.5	12.0	99.4	196.9	2,753.2	11.8	41.1	32.9																July 8
Aug 12	2,898.8	12.1	102.5	193.7	2,796.3	11.9	18.6	30.9																Aug 12
Sep 9	3,066.2	12.9	203.8		2,862.3	12.0	34.0	31.2																Sep 9
Oct 14	3,049.0	12.8	174.2		2,874.6	12.1	19.0	23.9	361	2,468	220													Oct 14
Nov 11	3,063.0	12.8	147.5		2,915.6	12.2	20.1	24.4	330	2,511	220													Nov 11
Dec 9	3,097.0	13.0	130.6		2,966.4	12.4	43.3	27.5	298	2,571	228													Dec 9
1983 Jan 13	3,225.2	13.5	137.8		3,087.4	12.5	33.9	32.4	310	2,682	233													1983 Jan 13
Feb 10	3,199.4	13.4	123.8		3,075.6	12.6	17.9	31.7	295	2,670	234													Feb 10
Mar 10	3,172.4	13.3	112.2		3,060.2	12.7	25.1	25.6	272	2,662	238													Mar 10
April 14††	3,169.9	13.3	134.5		3,035.4	12.7	-4.6(24.8)	12.8(22.6)	321	2,634	215													April 14††
May 12††	3,049.4	12.8	125.6		2,923.7	12.4	-51.2(23.0)	-10.2(24.3)	274	2,629	146													May 12††
June 9††	2,983.9																							

# 2.2 UNEMPLOYMENT\* GB summary

THOUSAND

GREAT BRITAIN	MALE AND FEMALE												
	UNEMPLOYED				UNEMPLOYED EXCLUDING SCHOOL LEAVERS				UNEMPLOYED BY DURATION				
	Number	Percent	School leavers included in unemployed	Non-claimant school leavers†	Actual	Seasonally adjusted	Number	Percent	Change since previous month	Average change over 3 months ended	Up to 4 weeks	Over 4 weeks aged under 60	Over 4 weeks aged 60 and over
1977	1,344.9	5.7	84.7	..	1,260.2	..	5.5	..	..	..	..	..	..
1978	1,320.7	5.6	78.6	..	1,242.0	..	5.4	..	..	..	..	..	..
1979	1,233.9	5.2	63.6	..	1,170.3	..	5.0	..	..	..	..	..	..
1980	1,590.5	6.7	97.8	..	1,492.7	..	6.3	..	..	..	..	..	..
1981	2,422.4	10.3	94.0	..	2,328.4	..	9.9	..	..	..	..	..	..
1982	2,808.5	12.1	117.3	..	2,691.3	..	11.5	..	..	..	..	..	..
1978 July 6	1,401.4	6.0	203.7	..	1,197.7	1,261.8	5.4	-6.5	-5.9	..	..	..	..
Aug 10	1,429.3	6.1	186.8	..	1,242.5	1,266.9	5.4	5.1	-1.6	..	..	..	..
Sep 14	1,350.8	5.7	112.8	..	1,238.0	1,252.5	5.3	-14.4	-5.3	..	..	..	..
Oct 12	1,274.3	5.4	63.9	..	1,210.5	1,240.0	5.3	-12.5	-7.3	..	..	..	..
Nov 9	1,244.7	5.3	43.3	..	1,201.4	1,219.9	5.2	-20.1	-15.7	..	..	..	..
Dec 7	1,222.0	5.2	31.6	..	1,190.4	1,206.1	5.1	-13.8	-15.5	..	..	..	..
1979 Jan 11	1,311.6	5.5	34.1	..	1,277.5	1,214.6	5.1	8.5	-8.5	..	..	..	..
Feb 8	1,307.7	5.5	27.0	..	1,280.8	1,236.0	5.2	21.4	5.4	..	..	..	..
Mar 8	1,260.7	5.3	20.6	..	1,240.1	1,231.8	5.2	-4.2	8.6	..	..	..	..
April 5	1,202.9	5.1	17.0	..	1,185.9	1,196.9	5.0	-34.9	-5.9	..	..	..	..
May 10	1,160.8	4.9	26.4	..	1,134.4	1,196.4	5.0	-0.5	-13.2	..	..	..	..
June 14	1,174.9	4.9	108.8	..	1,066.1	1,176.6	5.0	-19.8	-18.4	..	..	..	..
July 12	1,279.0	5.4	176.1	..	1,102.9	1,169.9	5.4	-6.7	-9.0	..	..	..	..
Aug 9	1,276.9	5.4	148.7	..	1,128.2	1,156.9	4.9	-13.0	-13.2	..	..	..	..
Sep 13	1,226.3	5.2	89.1	..	1,137.2	1,154.7	4.9	-2.2	-7.3	..	..	..	..
Oct 11†	1,206.0	5.1	51.7	..	1,154.4	1,165.2	4.9	10.5	-1.6	..	..	..	..
Nov 8	1,199.1	5.0	35.9	..	1,163.1	1,159.0	4.9	-6.2	0.7	..	..	..	..
Dec 6	1,200.7	5.1	27.3	..	1,173.4	1,166.4	4.9	7.4	3.9	..	..	..	..
1980 Jan 10	1,310.8	5.5	31.6	..	1,279.2	1,191.4	5.0	25.0	8.7	..	..	..	..
Feb 14	1,325.1	5.7	25.5	..	1,299.5	1,230.3	5.2	38.9	23.8	..	..	..	..
Mar 13	1,312.9	5.5	20.4	..	1,292.5	1,261.0	5.3	30.7	31.5	..	..	..	..
April 10	1,353.4	5.7	36.0	..	1,317.4	1,305.8	5.5	44.8	38.1	..	..	..	..
May 8	1,340.3	5.6	32.9	..	1,307.3	1,350.8	5.7	45.0	40.2	..	..	..	..
June 12	1,444.3	6.1	135.8	..	1,308.5	1,404.6	5.9	53.8	47.9	..	..	..	..
July 10	1,656.9	7.0	238.9	..	1,417.9	1,468.1	6.2	63.5	54.1	..	..	..	..
Aug 14	1,763.2	7.4	215.7	..	1,547.5	1,561.0	6.6	92.9	70.1	..	..	..	..
Sep 11	1,806.4	7.6	166.7	..	1,639.8	1,639.9	6.9	78.9	78.4	..	..	..	..
Oct 9	1,831.6	7.7	114.1	..	1,717.5	1,729.6	7.3	89.7	87.2	..	..	..	..
Nov 13	1,929.4	8.1	84.8	..	1,844.7	1,838.3	7.7	108.7	92.4	..	..	..	..
Dec 11	2,011.3	8.5	70.8	..	1,940.5	1,931.3	8.1	93.0	97.1	..	..	..	..
1981 Jan 15	2,177.5	9.3	74.5	..	2,103.1	2,008.6	8.5	77.3	93.0	..	..	..	..
Feb 12	2,218.1	9.4	63.2	..	2,154.9	2,079.0	8.8	70.4	80.2	..	..	..	..
Mar 12	2,239.1	9.5	53.1	..	2,186.0	2,149.1	9.1	70.1	72.6	..	..	..	..
April 9	2,279.2	9.7	48.9	..	2,230.3	2,211.7	9.4	62.6	67.7	..	..	..	..
May 14	2,311.5	9.8	76.5	..	2,235.1	2,276.3	9.7	64.6	65.8	..	..	..	..
June 11	2,299.3	9.8	71.5	..	2,227.8	2,324.8	9.9	48.5	58.6	..	..	..	..
July 9§	2,413.9	10.3	70.8	..	2,343.1	2,383.4	10.1	58.6	57.2	..	..	..	..
Aug 13§	2,488.3	10.6	80.2	..	2,408.2	2,421.0	10.3	37.6	48.2	..	..	..	..
Sep 10§	2,643.2	11.2	167.8	..	2,475.4	2,460.9	10.5	39.9	45.4	..	..	..	..
Oct 8§	2,667.7	11.3	169.9	..	2,497.8	2,488.5	10.6	27.6	35.0	..	..	..	..
Nov 12	2,667.7	11.3	136.1	..	2,531.6	2,520.7	10.7	32.2	33.2	..	..	..	..
Dec 10	2,663.0	11.3	115.3	..	2,547.6	2,534.1	10.8	13.4	24.4	..	..	..	..
1982 Jan 14	2,790.5	12.0	120.7	..	2,669.8	2,573.7	11.0	39.6	28.4	..	..	..	..
Feb 11	2,765.5	11.9	105.2	..	2,660.3	2,582.9	11.1	9.2	20.7	..	..	..	..
Mar 11	2,717.6	11.7	89.9	..	2,627.7	2,590.1	11.1	7.2	18.7	..	..	..	..
April 15	2,714.3	11.6	81.9	..	2,632.4	2,615.6	11.2	25.5	14.0	..	..	..	..
May 13	2,695.3	11.6	98.4	..	2,596.9	2,638.8	11.3	23.2	18.6	291	2,201	203	..
June 10	2,663.8	11.4	93.1	117.4	2,570.6	2,670.0	11.5	31.2	26.6	264	2,196	205	..
July 8	2,744.4	11.8	93.5	..	2,650.8	2,710.8	11.6	40.8	31.7	344	2,190	210	..
Aug 12	2,789.7	12.0	97.0	187.6	2,692.7	2,728.7	11.7	17.9	30.0	298	2,282	210	..
Sep 9	2,950.3	12.7	193.3	..	2,757.0	2,761.8	11.9	33.1	30.6	429	2,307	214	..
Oct 14	2,935.3	12.6	166.5	..	2,768.7	2,779.6	11.9	17.8	22.9	352	2,366	217	..
Nov 11	2,950.8	12.7	141.7	..	2,809.1	2,798.5	12.0	18.1	23.3	321	2,411	219	..
Dec 9	2,984.7	12.8	125.8	..	2,858.9	2,840.7	12.2	42.2	26.3	290	2,469	225	..
1983 Jan 13	3,109.0	13.3	133.4	..	2,975.6	2,873.4	12.3	32.7	31.0	302	2,577	231	..
Feb 10	3,084.7	13.2	119.8	..	2,964.8	2,891.1	12.4	17.7	30.9	287	2,567	230	..
Mar 10	3,058.7	13.1	108.8	..	2,950.0	2,915.7	12.5	24.6	25.0	265	2,559	235	..
April 14††	3,053.3	13.1	129.8	..	2,923.7	2,909.2	12.5	-6.5(22.9)	11.9(21.7)	311	2,530	212	..
May 12††	2,934.4	12.6	121.6	..	2,812.8	2,857.3	12.3	-51.9(22.3)	-11.3(23.3)	266	2,526	143	..
June 9††	2,870.5	12.3	115.3	125.6	2,755.2	2,856.8 R	12.3	-0.5(22.4)	-19.6(22.5)	256	2,496	118	..
July 14††	2,903.5	12.5	112.2	206.6	2,791.3	2,849.2	12.2	-7.6(8.1)	-20.0(17.6)	342	2,461	100	..

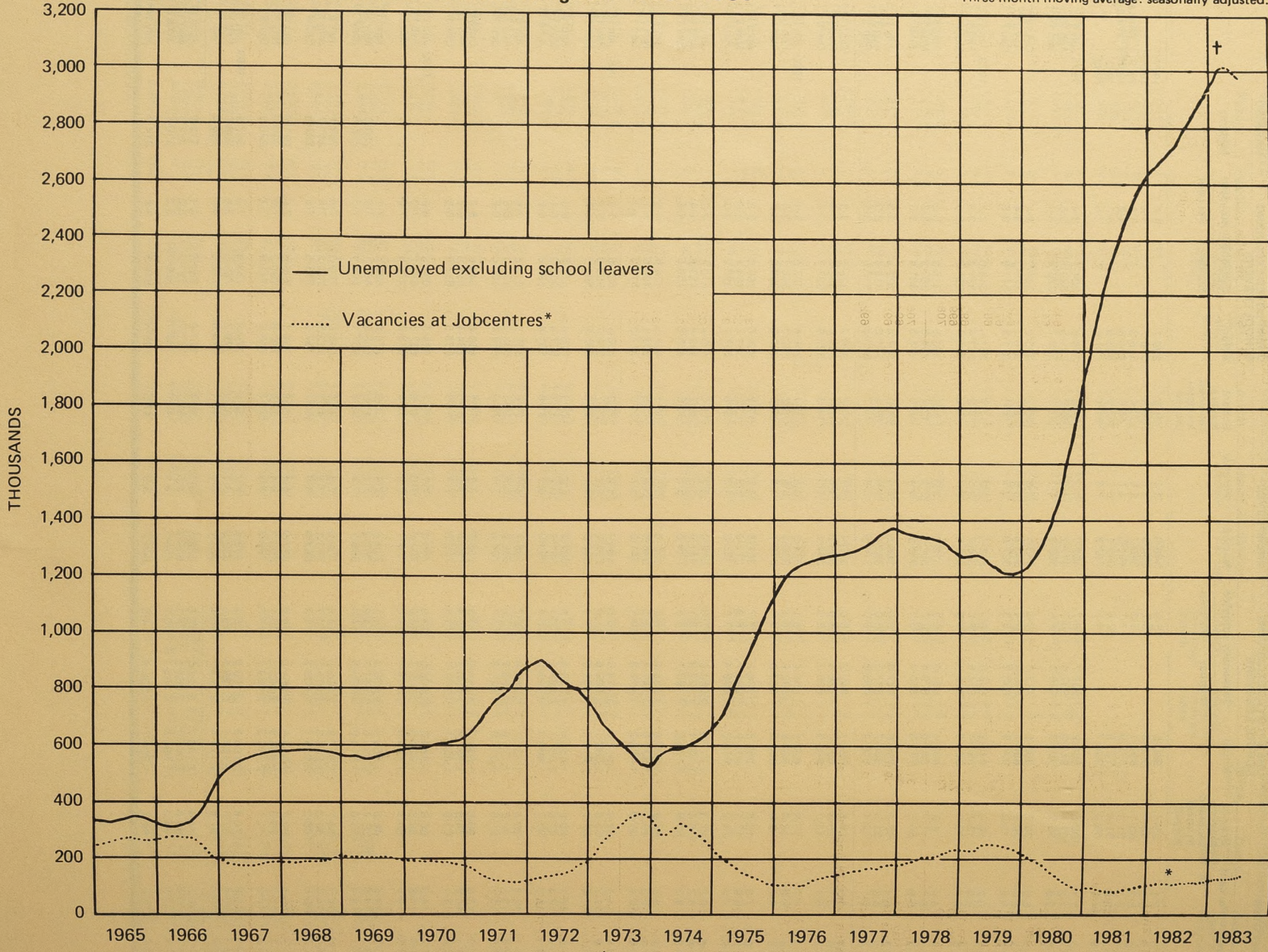
See footnotes to table 2.1.

# UNEMPLOYMENT\* GB summary 2.2 THOUSAND

GREAT BRITAIN	MALE AND FEMALE												
	UNEMPLOYED				UNEMPLOYED EXCLUDING SCHOOL LEAVERS				UNEMPLOYED BY DURATION				
	Number	Percent	School leavers included in unemployed	Non-claimant school leavers†	Actual	Seasonally adjusted	Number	Percent	Change since previous month	Average change over 3 months ended	Up to 4 weeks	Over 4 weeks aged under 60	Over 4 weeks aged 60 and over
1977	1,004.0	7.1	43.4	..	960.5	..	6.9	..	..	..	..	..	..
1978	965.7	6.9	40.4	..	925.3	..	6.7	..	..	..	..	..	..
1979	887.2	6.3	33.1	..	854.1	..	6.2	..	..	..	..	..	..
1980	1,129.1	8.1	51.2	..	1,077.9	..	7.7	..	..	..	..	..	..
1981	1,773.3	12.8	51.4	..	1,721.9	..	12.4	..	..	..	..	..	..
1982	2,055.9	15.0	66.2	..	1,989.7	..	14.5	..	..	..	..	..	..
1978 July 6	997.7	7.1	108.8	..	888.9	937.7	6.7	403.7	4.3	94.9	308.8	324.1	3.4
Aug 10	1,012.1	7.2	101.1	..	911.0	937.4	6.7	417.2	4.4	85.7	331.5	329.5	3.5
Sep 14	961.0	6.8	55.7	..	905.3	926.3	6.6	389.8	4.1	57.1	332.7	326.2	3.4
Oct 12	916.2	6.5	30.7	..	885.5	915.3	6.5	358.1	3.8	33.2	325.0	324.7	3.4
Nov 9	901.3	6.4	20.6	..	880.7	899.6	6.4	343.4	3.6	22.7	320.7	320.3	3.4
Dec 7	894.1	6.4	15.2	..	878.9	888.2	6.3	327.9	3.5	16.4	311.5	317.9	3.3
1979 Jan 11	963.1	6.9	16.9	..	946.2	896.6	6.4	348.5	3.6	17.1	331.3	318.0	3.3
Feb 8	967.1	6.9	13.7	..	953.4	914.6	6.5	340.7	3.5	13.3	327.4	321.4	3.3
Mar 8	934.9	6.7	10.3	..	924.5	910.1	6.5	325.8	3.3	10.2	315.6	321.7	3.3
April 5	890.9	6.4	8.6	..	882.4	881.							

# Unemployment and vacancies : United Kingdom 1965—1983

Three-month moving average: seasonally adjusted.



\* Vacancies at Jobcentres are only about a third of total vacancies.

† Figures affected by Budget provisions for men aged 60 and over.

# UNEMPLOYMENT\* Regions 2.3

THOUSAND

	NUMBER UNEMPLOYED				PER CENT			UNEMPLOYED EXCLUDING SCHOOL LEAVERS						
	All	Male	Female	School leavers included in un-employed	All	Male	Female	Seasonally adjusted				Male	Female	
								Actual	Number	Per cent	Change since previous month			Average change over 3 months ended
<b>SOUTH EAST</b>														
1978	296.0	222.3	73.7	11.0	3.9	5.0	2.4	285.0		3.8			220.7	70.3
1979†	257.7	192.3	65.4	7.8	3.4	4.3	2.0	249.9		3.3			191.2	63.1
1980	328.1	241.0	87.1	14.6	4.2	5.4	2.8	313.5		4.1			233.1	80.5
1981	547.6	407.5	140.1	16.5	7.1	9.1	4.3	531.0		6.5			398.1	132.9
1982	664.6	490.8	173.8	22.4	8.7	11.1	5.4	642.3		8.4			477.9	164.2
Annual averages														
1982 July 8	649.2	480.4	168.8	16.9	8.5	10.9	5.3	632.2	643.2	8.4	6.9	6.1	478.6	164.6
Aug 12	664.5	487.6	176.9	16.9	8.7	11.0	5.5	647.7	649.5	8.5	6.3	6.4	482.5	167.0
Sep 9	699.6	507.6	192.0	37.7	9.2	11.5	6.0	661.9	657.8	8.6	8.3	7.2	488.0	169.8
Oct 14	701.3	509.8	191.5	35.8	9.2	11.5	6.0	665.5	664.2	8.7	6.4	7.0	491.9	172.3
Nov 11	704.1	513.9	190.3	29.9	9.2	11.6	5.9	674.2	673.0	8.8	8.8	7.8	498.4	174.6
Dec 9	711.0	522.8	188.2	26.1	9.3	11.8	5.9	684.9	684.9	9.0	11.9	9.0	507.6	177.3
1983 Jan 13	739.3	542.4	196.9	24.9	9.7	12.3	6.1	714.3	693.2	9.1	8.3	9.7	512.1	181.1
Feb 10	738.2	540.9	197.3	22.4	9.7	12.2	6.2	715.8	699.9	9.2	6.7	9.0	515.1	184.8
Mar 10	734.6	539.1	195.5	20.2	9.6	12.2	6.1	714.5	708.7	9.3	8.8	7.9	521.3	187.4
April 14††	731.3	533.6	197.6	23.2	9.6	12.1	6.2	708.0	706.6	9.3	-2.1(4.3)	4.5(6.6)	516.3	190.3
May 12††	704.8	509.6	195.2	22.5	9.2	11.5	6.1	682.3	693.6	9.1	-13.0(4.7)	-2.1(5.9)	500.5	193.1
June 9††	689.8	496.4	193.4	21.2	9.0	11.2	6.0	668.6	695.1 R	9.1	1.5(7.4)	-4.5(5.5)	499.7 R	195.4 R
July 14††	702.3	497.3	205.0	20.3	9.2	11.2	6.4	682.1	692.6	9.1	-2.5(1.5)	-4.7(4.5)	493.1	199.5
<b>GREATER LONDON (included in South East)</b>														
1978	142.9	109.6	33.3	4.7	3.7	4.8	2.1	138.1		3.7			109.2	32.0
1979†	126.0	96.1	29.9	3.4	3.4	4.3	1.9	122.6		3.3			95.9	29.0
1980	157.5	117.1	40.4	6.0	4.2	5.4	2.6	151.5		4.1			114.0	37.6
1981	263.5	195.8	67.6	9.0	7.0	8.8	4.4	254.5		6.7			190.4	64.0
1982	323.3	238.5	84.8	10.7	8.6	10.8	5.5	312.6		8.3			232.3	80.3
Annual average														
1982 July 8	320.0	236.8	83.2	8.4	8.5	10.7	5.4	311.6	316.9	8.5	4.7	4.6	235.5	81.4
Aug 12	329.4	241.6	87.8	8.3	8.8	10.9	5.7	321.1	320.1	8.5	3.2	4.0	237.4	82.7
Sep 9	341.9	248.6	93.3	16.0	9.1	11.2	6.1	325.9	321.9	8.6	1.8	3.2	238.6	83.3
Oct 14	341.5	248.5	93.1	16.8	9.1	11.2	6.1	324.7	324.7	8.7	2.8	2.6	240.4	84.3
Nov 11	341.1	249.0	92.1	14.6	9.1	11.3	6.0	326.5	326.7	8.7	2.0	2.2	241.6	85.1
Dec 9	343.8	252.5	91.4	13.0	9.2	11.4	6.0	330.8	332.4	8.9	5.7	3.5	246.1	86.3
1983 Jan 3	354.9	260.2	94.6	12.2	9.5	11.8	6.2	342.7	335.7	9.0	3.3	3.7	247.8	87.9
Feb 10	357.4	261.9	95.5	11.0	9.5	11.8	6.2	346.4	341.3	9.1	5.6	4.9	251.3	90.0
Mar 10	357.8	262.7	95.1	10.0	9.6	11.9	6.2	347.9	346.4	9.3	5.1	4.7	254.9	91.5
April 14††	359.9	263.2	96.8	10.9	9.6	11.9	6.3	349.0	349.2	9.3	2.8(5.4)	4.5(5.4)	225.7	93.5
May 12††	353.4	257.1	96.3	11.0	9.4	11.6	6.3	342.4	345.6	9.2	-3.6(3.0)	1.4(4.5)	250.9	94.7
June 9††	348.6	253.0	95.5	10.5	9.3	11.4	6.2	338.1	347.3 R	9.3	1.7(3.9)	0.3(4.1)	251.8 R	95.5 R
July 14††	355.8	255.0	100.8	10.2	9.5	11.5	6.6	345.7	350.0	9.3	2.7(4.7)	0.3(3.9)	252.0	98.0
<b>EAST ANGLIA</b>														
1978	34.1	25.7	8.4	1.5	4.8	5.9	3.0	32.6		4.7			25.4	7.9
1979†	30.8	22.7	8.1	1.1	4.2	5.2	2.8	32.6		4.1			22.4	7.7
1980	39.2	28.5	10.7	2.0	5.3	6.5	3.6	37.2		5.0			27.5	9.7
1981	61.4	45.9	15.5	2.0	8.4	10.4	5.3	59.4		8.1			44.9	14.5
1982	72.2	53.2	19.0	2.4	9.9	12.1	6.4	69.8		9.5			51.9	17.9
Annual averages														
1982 July 8	68.5	50.4	18.1	1.9	9.4	11.5	6.1	66.6	69.0	9.4	0.4	0.5	51.2	17.8
Aug 12	69.4	51.1	18.3	1.8	9.5	11.7	6.2	67.6	69.6	9.5	0.6	0.6	51.8	17.8
Sep 9	73.8	53.7	20.2	4.2	10.1	12.3	6.8	69.6	71.3	9.7	1.7	0.9	53.0	18.3
Oct 14	75.6	54.8	20.8	3.8	10.3	12.5	7.1	71.9	72.7	9.9	1.4	1.2	54.0	18.7
Nov 11	77.3	56.4	20.9	3.1	10.5	12.9	7.1	74.1	74.5	10.2	1.8	1.6	55.3	19.2
Dec 9	78.7	57.9	20.8	2.7	10.7	13.2	7.0	76.0	75.6	10.3	1.1	1.4	56.1	19.5
1983 Jan 13	82.7	60.4	22.2	2.6	11.3	13.8	7.5	80.1	77.0	10.5	1.4	1.4	56.7	20.3
Feb 10	82.6	60.3	22.3	2.4	11.3	13.8	7.6	80.2	76.8	10.5	-0.2	0.8	56.2	20.6
Mar 10	81.9	60.0	21.9	2.2	11.2	13.7	7.4	79.8	77.2	10.5	0.4	0.5	56.5	20.7
April 14††	81.8	59.4	22.4	2.8	11.2	13.6	7.6	79.0	77.2	10.5	—(0.7)	0.1(0.3)	56.2	21.0
May 12††	77.3	55.3	22.0	2.6	10.6	12.6	7.4	74.7	75.1	10.2	-2.1(-0.1)	-0.6(0.3)	53.8	21.3
June 9††	73.6	52.3	21.3	2.4	10.0	12.0	7.2	71.1	74.4 R	10.2 R	-0.7(0.2)	-0.9(0.3)	53.0 R	21.4
July 14††	73.2	51.4	21.8	2.3	10.0	11.7	7.4	70.9	73.5	10.0	-0.9(-0.3)	-1.2(-0.1)	52.1	21.4

\* See footnotes to table 2.1.













# UNEMPLOYMENT

## Selected countries: national definitions

2.18

THOUSAND

	United Kingdom†		Austra- lia xx	Austria*	Bel- gium‡	Canada xx	Den- mark§	France*	Germany (FR)*	Greece*	Irish Republic*	Italy	Japan¶	Nether- lands**	Norway*	Spain*	Sweden*	Switzer- land*	United Statesxx
	Incl. school leavers	Excl. school leavers																	
<b>NUMBERS UNEMPLOYED</b>																			
<b>Annual averages</b>																			
1978	1,383	1,299	402	59	282	911	190	1,167	993	31	99	1,529	1,240	206	20.0	817	94	10.5	6,047
1979	1,296	1,227	405 **	57	294	838	159	1,350	876	32	90	1,653	1,170	210	24.1	1,037	88	10.3	5,963
1980	1,665	1,561	406	53	322	867	180	1,451	900	37	101	1,778	1,140	248	22.3	1,277	86**	6.2	7,449
1981	2,520	2,420	390	69	392	898	241	1,773	1,296	41	128	1,979	1,259	385	28.4	1,566	108	5.9	8,211
1982	2,917	2,793	491	105	457	1,305	258	2,008	1,855	51	157	2,375	1,360	—	41.4	1,873	137	13.2	10,678
<b>Quarterly averages</b>																			
1982 Q2	2,796	2,699	445	81	445	1,259	245	1,894	1,669	41	149	2,308	1,380	—	33.5	1,793	120	10.3	10,267
Q3	2,939	2,804	472	72	460	1,372	230	1,981	1,792	33	159	2,340	1,320	—	40.3	1,834	158	12.2	10,814
Q4	3,070	2,919	588	130	475	1,440	266	2,156	2,061	61	172	2,543	1,360	735	52.8	2,061	134	20.0	11,349
1983 Q1	3,199	3,074	724	172	504	1,614	310	2,076	2,470	84	188	2,726	1,660	774	67.4	2,192	150	27.2	12,259
Q2	3,068	2,941	—	111	496	1,505	—	1,913	2,177	—	188	2,688	—	768	—	—	138	—	11,123
<b>Monthly</b>																			
1982 Nov	3,063	2,916	552	128	474	1,438	265	2,161	2,038	62	170	2,551	1,340	730	50.2	2,065	134	20.3	11,476
Dec	3,097	2,966	674	156	484	1,494	277	2,131	2,223	83	180	2,585	1,350	765	62.9	2,151	140	23.6	11,628
1983 Jan	3,225	3,087	692	182	497	1,598	319	2,130	2,487	91 R	187	2,690	1,620	776	67.3	2,196	147	27.9	12,517
Feb	3,199	3,076	747	181	509	1,585	310	2,080	2,536	86	188	2,746	1,650	779	67.5	2,208	155	27.8	12,382
Mar	3,172	3,060	732	152	506	1,658	302	2,017	2,387	75	189	2,742	1,720	768	67.4	2,172	149	25.9	11,879
Apr	3,170	3,035	707	133	502	1,570	297	1,950	2,254	65	188	2,706	1,700	757	61.4	2,175	122	25.9	11,035
May	3,049	2,924	—	110	495	1,493	271	1,913	2,149	50	187	2,678 R	1,580	753	56.0	2,128	135	26.4	10,765
June	2,984	2,865	—	91	491	1,452	—	1,878	2,127	—	189	2,680	—	793	—	—	158	—	11,570
July	3,021	2,905	—	—	511	—	—	—	2,202	—	192	—	—	—	—	—	—	—	10,707
<b>Percentage rate</b> latest month	12.7	—	10.3	3.2	18.6	11.7	10.3	9.8	8.9	3.1	15.1	11.9	2.7	17.0	2.9	16.3	3.5	0.9	9.4
<b>NUMBERS UNEMPLOYED, SEASONALLY ADJUSTED</b>																			
<b>Quarterly averages</b>																			
1982 Q2	—	2,743	450	107	459	1,244	251	2,003	1,786 R	49	150	2,097	1,360	—	36.8	1,803	131	—	10,369
Q3	—	2,838	490	122	471	1,452	250	2,043	1,917 R	48	162	1,986	1,370	—	42.9	1,876	149	—	11,025
Q4	—	2,913	603	113	461	1,520	261	2,038	2,065 R	58	172	2,083	1,410	722	52.0	2,045	137	—	11,839
1983 Q1	—	3,003	670	116	492	1,498	273 R	2,018	2,202 R	63	184	2,245 R	1,580	757	62.3	2,156	145	—	11,439
Q2	—	2,987	—	147 e	511 e	1,497	—	2,024	2,316 R	—	190	—	—	796	—	—	150	—	11,222
<b>Monthly</b>																			
1982 Nov	—	2,906	601	112	457	1,515	262	2,039	2,073	57	171	—	1,390	722	50.5	2,040	138	—	11,906
Dec	—	2,949	638	113	460	1,533	263	2,028	2,089 R	67	176	—	1,420	736	58.5	2,129	144	—	12,036
1983 Jan	—	2,983	640	104	477	1,481	270	2,019	2,131	65	181	2,245 R	1,600	745	59.9	2,160	128	—	11,446
Feb	—	3,001	670	112	496	1,497	274	2,020	2,216 R	64	184	—	1,600	756	62.3	2,172	153	—	11,490
Mar	—	3,026	702	131	503	1,515	277 R	2,014	2,259 R	61	187	—	1,530	769	64.6	2,138	155	—	11,381
Apr	—	3,021	715	139	510	1,507	284	2,004	2,294 R	63	187	—	1,580	783	60.8	2,152	135	—	11,328
May	—	2,970	721	145	510 R	1,500	282	2,029	2,317	63	190	—	1,580	793	60.6	2,141	153	—	11,192
June	—	2,969 R	—	158 e	513 e	1,485	—	2,038	2,336 R	—	192	—	—	810	—	—	163	—	11,146
July	—	2,963	—	—	517 e	—	—	—	2,341	—	194	—	—	—	—	—	—	—	10,590
<b>Percentage rate:</b> latest month	—	12.4	10.3	5.5 e	18.8 e	12.2	10.7	10.6	9.6	3.9	15.3	9.8	2.7	17.3	3.1	16.4	3.6	—	9.5
latest three months change on previous three months	—	-0.2(+0.3)+0.9	—	+1.1	+0.4	-0.2	+0.5	—	+0.3	-0.1	+0.5	+0.7	—	+0.8	+0.1	-0.1	+0.1	—	-0.4

Notes: (1) It is stressed that the figures are not directly comparable owing to national differences in coverage, concepts of unemployment and methods of compilation (described in an article on pages 833-840 of the August 1980 issue of *Employment Gazette*). There are two main methods of collecting unemployment statistics:

(i) by counts based on registration or insurance systems;

(ii) by conducting a labour force survey from a sample number of households.

(2) Source: SOEC Statistical telegram for Italy, OECD Main Economic Indicators for remainder, except United Kingdom, supplemented by labour attaché reports. In some instances estimates of seasonally adjusted levels have been made from the latest unadjusted data.

\* Numbers registered at employment offices. Rates are calculated as percentages of total employees. Irish rate published by SOEC, calculated as a percentage of the civilian labour force.

† New basis (claimants) - see footnotes to table 2.1.

‡ Insured unemployed. Rates are calculated as percentages of total insured population.

¶ Labour force sample survey. Rates are calculated as percentages of total labour force.

\*\* Average of 11 months.

|| Registered unemployed published by SOEC. The rates are calculated as percentages of the civilian labour force. Seasonally adjusted figures are available only for the first month of each quarter and taken from OECD sources.

§ Numbers registered at employment offices. From 1977 includes unemployed insured for loss of part-time work. From January 1979 includes an allowance for persons partially unemployed during the reference period. Rates are calculated as percentages of the total labour force.

XX Labour force sample survey. Rates are calculated as a percentage of the civilian labour force.

(3) Netherlands the definition of registered unemployment has changed as of Jan 1983. The new series is not available for the past and there is a break in the series.

# UNEMPLOYMENT AND VACANCIES Flows 2.19

THOUSAND

GREAT BRITAIN		UNEMPLOYMENT									VACANCIES		
		Inflow			Outflow			Excess of inflow over outflow			Inflow	Outflow	Excess of inflow over outflow
		Male	Female	All	Male	Female	All	Male	Female	All			
<b>Seasonally adjusted<sup>‡</sup>; average of 3 months ended.</b>													
1978	July 6	192	89	280	198	88	286	-6	0	-6	225	219	5
	Aug 10	190	89	279	196	88	284	-6	1	-5	227	222	5
	Sep 14	187	89	276	196	90	285	-9	-1	-9	229	224	5
	Oct 12	186	90	276	196	90	286	-10	0	-10	232	225	7
	Nov 9	184	90	275	197	92	288	-12	-2	-14	234	228	6
	Dec 7	183	90	273	196	92	287	-12	-1	-14	234	230	4
1979	Jan 11	186	89	275	192	91	282	-6	-2	-7	226	227	-1
	Feb 8	189	88	277	184	89	272	5	-1	4	219	222	-3
	Mar 8	188	88	276	182	87	269	7	1	7	215	217	-3
	April 5	182	88	270	184	87	271	-2	1	-1	223	221	2
	May 10	177	88	264	190	88	278	-13	0	-13	231	225	7
	June 14	176	89	265	190	89	279	-14	0	-14	238	230	8
	July 12	176	90	266	188	89	276	-12	1	-11	238	234	4
	Aug 9	177	91	268	186	90	276	-9	1	-8	236	238	-2
	Sep 13	176	92	268	184	90	274	-8	2	-6	232	237	-4
	Oct 11 †	176	93	269	179	91	270	-3	2	-1	228	234	-6
	Nov 8 †	176	93	268	175	90	265	3	3	3	225	230	-5
	Dec 6 †	179	95	274	176	90	267	2	5	7	224	233	-9
1980	Jan 10	184	97	280	177	90	267	7	7	13	214	227	-13
	Feb 14	190	100	290	175	91	266	15	9	24	207	222	-15
	Mar 13	194	102	296	174	92	266	20	10	31	202	215	-14
	April 10	199	105	303	173	94	267	25	11	36	201	212	-11
	May 8	202	106	308	173	95	268	29	11	40	197	208	-11
	June 12	204	107	311	169	95	263	36	12	48	188	199	-11
	July 10	210	110	320	168	95	263	42	15	58	181	194	-13
	Aug 14	217	112	328	169	94	263	47	17	65	171	183	-11
	Sep 11	226	114	340	171	94	265	55	20	75	167	176	-10
	Oct 9	233	115	348	174	95	270	59	20	78	160	168	-8
	Nov 13	242	117	359	176	97	273	65	21	86	154	161	-7
	Dec 11	245	117	362	176	97	274	69	20	88	149	152	-4
1981	Jan 15	243	117	360	179	98	276	65	20	84	154	155	-1
	Feb 12	238	117	356	179	99	278	60	18	78	152	153	-1
	Mar 12	232	116	348	177	100	277	55	16	71	148	151	-3
	April 9	229	115	343	176	101	277	53	14	66	140	143	-3
	May 14	227	113	340	176	101	277	51	12	63	139	142	-3
	June 11 e	228	114	341	182	103	285	46	11	56	142	147	-5
	July 9 e §	220	110	331	175	99	274	45	12	57	143	144	-1
	Aug 13 e §	209	105	314	172	91	263	38	14	52	147	144	3
	Sep 10 §	202	104	305	168	87	254	34	17	51	151	145	6
	Oct 8 §	204	108	312	176	90	266	28	18	46	155	151	4
	Nov 12 §	212	115	325	191	102	293	21	13	33	157	154	3
	Dec 10 §	216	118	334	203	111	314	13	7	20	158	155	4
1982	Jan 14 §	222	118	340	208	113	321	15	4	19	163	161	2
	Feb 11 §	221	118	339	208	114	322	13	5	18	166	165	1
	Mar 11	218	118	337	210	112	322	9	6	15	166	167	-1
	April 15	214	120	333	210	114	324	3	6	9	163	164	-1
	May 10	215	120	335	206	114	319	9	6	15	162	164	-2
	June 10	220	122	342	201	114	315	19	7	26	162	164	-2
	July 8	224	127	350	204	119	324	19	7	26	163	162	1
	Aug 12	224	127	351	208	118	327	16	8	25	165	161	3
	Sep 9	227	130	357	209	118	327	18	12	31	163	162	1
	Oct 14	227	127	354	210	113	323	18	13	31	161	160	2
<b>Unadjusted*</b>													
	Oct 14	262	134	395	257	144	401	5	-10	-6	161	160	2
	Nov 11	248	120	368	217	117	334	31	3	34	161	160	1
	Dec 9	227	102	329	180	102	282	47	0	47	165	161	4
1983	Jan 13	208	108	316	142	79	221	66	29	95	169	168	1
	Feb 10	217	110	327	232	113	345	-15	-3	-19	173	171	2
	Mar 10	205	100	305	221	107	328	-16	-7	-23	172	171	1
	April 14 ††	209	102	311	235	103	338	-27	-1	-28	171	171	0
	May 12 ††	201	101	302	316	114	430	-115	-14	-128	169	171	-2
	June 9 ††	196	97	293	254	108	362	-58	-11	-69	176	176	0
	July 14 ††	237	134	371	242	105	346	-4	29	25	184	177	7

‡ The unemployment flow statistics, old basis (registrations), and the vacancies flows statistics are described in *Employment Gazette*, June 1980, pp. 627-635; they relate to Jobcentres only. While the coverage of the flow statistics differs from the published totals of unemployed excluding school leavers, and of vacancies notified to Jobcentres, the movements in the respective series are closely related.

\* The figures for unemployment flows on the new basis (claimants) exclude school leavers and a minority still covered by clerical counts in Benefit offices. A seasonally adjusted series cannot yet be estimated.

† Flow figures are collected for four or five-week periods between unemployment or vacancy count dates; the figures in this table are converted to a standard 4½ week month.

‡ The October 1979 monthly figures for those leaving the register have been increased to allow for the effect of fortnightly payment of benefit.

§ See footnote to table 2.1.

†† See footnote to table 2.1.



### 3.4 VACANCIES Occupation: notified to Jobcentres

UNITED KINGDOM	Managerial and professional	Clerical and related	Other non-manual occupations	Craft and similar occupations, including foremen, in processing, production, repairing, etc	General labourers	Other manual occupations	All occupations
							Thousand
1980 June	19.4	27.4	17.6	32.1	5.5	63.4	165.3
Sep	16.6	18.2	15.6	21.2	3.7	44.1	119.3
Dec	14.4	13.7	12.3	11.7	2.0	29.4	83.5
1981 Mar	14.5	16.2	13.8	12.0	2.4	31.8	90.7
June	15.6	17.5	15.3	13.0	3.4	38.3	103.0
Sep	14.9	17.2	16.9	15.6	3.5	36.8	104.9
Dec	14.0	14.5	15.2	13.6	2.4	32.6	92.2
1982 Mar	14.9	17.5	15.9	15.4	3.6	38.3	105.6
June	16.5	20.1	18.6	17.4	4.3	46.8	123.7
Sep	15.7	18.2	18.4	18.1	3.4	40.8	114.6
Dec	14.6	17.2	16.4	15.4	2.8	36.1	102.5
1983 Mar	16.4	22.0	16.7	18.4	4.5	43.1	121.1
June†	10.4	26.0	19.4	21.0	4.4	55.6	136.8
	Proportion of vacancies in all occupations						Per cent
1980 June	11.7	16.6	10.6	19.4	3.3	38.4	100.0
Sep	13.9	15.3	13.1	17.8	3.1	37.0	100.0
Dec	17.2	16.4	14.7	14.0	2.4	35.2	100.0
1981 Mar	16.0	17.9	15.2	13.2	2.6	35.1	100.0
June	15.1	17.0	14.9	12.6	3.3	37.2	100.0
Sep	14.2	16.4	16.1	14.9	3.3	35.1	100.0
Dec	15.2	15.7	16.5	14.8	2.6	35.4	100.0
1982 Mar	14.1	16.6	15.1	14.6	3.4	36.3	100.0
June	13.3	16.2	15.0	14.1	3.5	37.8	100.0
Sep	13.7	15.9	16.1	15.8	3.0	35.6	100.0
Dec	14.2	16.8	16.0	15.0	2.7	35.2	100.0
1983 Mar	13.5	18.2	13.8	15.2	3.7	35.6	100.0
June†	7.6	19.0	14.2	15.4	3.2	40.6	100.0

Note: About one-third of all vacancies are notified to jobcentres. The figures represent only the number of vacancies notified to jobcentres and remaining unfilled on the day of the count.  
† Figures do not include vacancies notified to PER offices or Community Programme vacancies; in June 1983 these totalled 20,940.

### VACANCIES 3.6 Regions: occupations Notified to Jobcentres: June\*\* 1983

	South East	Greater London*	East Anglia	South West	West Midlands	East Midlands	Yorkshire and Humber-side	North West	North	Wales	Scotland	Great Britain	Northern Ireland	United Kingdom
<b>Table 1 Summary</b>														
Managerial and professional	3,504	1,369	351	1,058	839	404	605	1,034	459	683	1,303	10,240	181	10,421
Clerical and related	10,469	5,660	757	2,355	1,653	1,236	1,466	2,586	1,068	1,138	3,097	25,825	223	26,048
Other non-manual occupations	7,804	3,497	591	1,803	1,308	1,024	1,140	1,830	864	1,059	1,846	19,269	156	19,425
Craft and similar occupations, including foremen, in processing, production, repairing, etc	6,399	2,696	813	1,737	1,535	1,624	1,383	2,126	990	975	3,215	20,797	197	20,994
General labourers	1,088	347	143	327	257	310	223	365	202	218	1,069	4,202	160	4,362
Other manual occupations	21,379	9,436	2,029	6,266	3,061	2,921	3,112	5,575	2,179	2,485	6,089	55,096	463	55,559
<b>All occupations</b>	<b>50,643</b>	<b>23,005</b>	<b>4,684</b>	<b>13,546</b>	<b>8,653</b>	<b>7,519</b>	<b>7,929</b>	<b>13,516</b>	<b>5,762</b>	<b>6,558</b>	<b>16,619</b>	<b>135,429</b>	<b>1,380</b>	<b>136,809</b>

Table 2 Occupational groups

	South East	Greater London*	East Anglia	South West	West Midlands	East Midlands	Yorkshire and Humber-side	North West	North	Wales	Scotland	Great Britain	Northern Ireland	United Kingdom
I Managerial (General management)	2	1	1	—	—	—	—	—	—	1	1	5	2	7
II Professional and related supporting management and administration	165	87	21	28	43	19	19	28	16	36	43	418	49	467
III Professional and related in education, welfare and health	1,558	500	131	602	293	143	295	526	247	310	723	4,828	68	4,896
IV Literary, artistic and sports	266	136	21	78	69	53	59	99	25	50	65	785	12	797
V Professional and related in science, engineering technology and similar fields	382	114	86	104	200	53	61	114	61	87	189	1,337	26	1,363
VI Managerial (excluding general management)	1,131	531	91	246	234	136	171	267	110	199	282	2,867	24	2,891
VII Clerical and related	10,822	5,866	770	2,424	1,718	1,264	1,476	2,612	1,082	1,165	3,128	26,461	234	26,695
VIII Selling	7,270	3,137	587	1,780	1,280	1,001	1,117	1,751	811	1,058	1,704	18,359	138	18,497
IX Security and protective services	946	545	41	161	118	92	117	175	125	87	230	2,092	28	2,120
X Catering, cleaning, hairdressing and other personal service	14,416	6,520	1,317	4,580	1,783	1,838	2,243	4,137	1,589	1,824	3,993	37,720	238	37,958
XI Farming, fishing and related	640	132	115	196	118	122	73	105	42	100	189	1,700	36	1,736
XII Materials processing (excluding metal), (Hides, textiles, chemicals, food, drink, and tobacco, wood, paper and board, rubber and plastics)	424	179	81	167	112	174	161	187	98	58	362	1,824	15	1,839
XIII Making and repairing (excluding metal and electrical) (Glass, ceramics, printing, paper products, clothing, footwear, woodworking, rubber and plastics)	2,803	1,441	280	633	641	920	552	1,179	415	407	1,125	8,955	83	9,038
XIV Processing, making, repairing and related (metal and electrical) (iron, steel and other metal, engineering (including installation and maintenance), vehicles and shipbuilding)	3,291	1,174	384	886	846	537	539	747	400	391	1,455	9,476	55	9,531
XV Painting, repetitive assembling, product inspecting, packaging and related	1,537	650	173	390	341	268	185	394	116	124	485	4,013	37	4,050
XVI Construction, mining and related not identified elsewhere	1,299	476	200	409	236	225	286	338	187	217	835	4,232	81	4,313
XVII Transport operating, materials moving and storing and related	2,513	1,124	217	498	328	338	324	448	202	200	666	5,734	73	5,807
XVIII Miscellaneous	1,178	392	168	364	293	336	251	409	236	244	1,144	4,623	181	4,804
<b>All occupations</b>	<b>50,643</b>	<b>23,005</b>	<b>4,684</b>	<b>13,546</b>	<b>8,653</b>	<b>7,519</b>	<b>7,929</b>	<b>13,516</b>	<b>5,762</b>	<b>6,558</b>	<b>16,619</b>	<b>135,429</b>	<b>1,380</b>	<b>136,809</b>

\* Included in South East.

\*\* The above figures do not include vacancies notified to PER offices or Community Programme vacancies; these totalled 20,940.

Note: About one-third of all vacancies are notified to Jobcentres. The figures represent only the number of vacancies notified to Jobcentres and remaining unfilled on the day of the count. Figures for careers offices are not included in this table.











5.8

WAGE RATES AND HOURS see note below
Indices of basic national wage rates and normal weekly hours: manual workers: by industry

Table with columns for industry (Agriculture, Mining, Food, etc.), year (1978-1983), and metrics (Wage rates, Normal weekly hours, Adjusted wage rates).

\* The indices will reflect delays in making new national agreements or the situation where a national agreement is initially in abeyance. Industry groups which are significantly affected by agreements remaining outstanding more than 6 months after their normal settlement date are indicated from the earliest month affected.

NOTE: Calculation of these indices will be discontinued after December 1983.

WAGE RATES AND HOURS 5.8
Indices of basic national wage rates and normal weekly hours: manual workers: by industry

Table with columns for industry (Paper, printing, construction, gas, etc.), year (1978-1983), and metrics (Wage rates, Normal weekly hours, Adjusted wage rates).

The figures relate to changes in a representative selection of basic wage rates or minimum entitlements, and in normal weekly hours, for full-time manual workers, which are the outcome of centrally determined arrangements, usually national collective agreements or statutory wages orders.

# EARNINGS

## Selected countries: wages per head: manufacturing (manual workers)

5.9

	Great Britain	Australia	Austria	Belgium	Canada	Denmark	France	Germany (FR)	Greece	Irish Republic	Italy	Japan	Netherlands	Norway	Spain	Sweden	Switzerland	United States
	(1) (2)	(3) (4)	(2) (5) (6)	(7) (8)	(2) (8)	(6) (8)	(4)	(8)	(8)	(8)	(4)	(2) (5)	(4)	(3) (8)	(2) (8) (9)	(6) (8)	(5)	(8) (10)
<b>Annual averages</b>																		
1973	67.8	65.8	76.2	69	76	69.1	71.5	84	64	65	64.5	71.1	74	71	61.8	78.4	81.8	85
1974	79.4	83.8	88.2	83	86	83.9	85.3	92	80	78	78.9	89.7	88	83	77.8	87.1	93.1	92
1975	100.0	100.0	100.0	100	100	100.0	100.0	100	100	100	100.0	100.0	100	100	100.0	100.0	100.0	100
1976	116.5	114.4	109.0	111	114	112.7	114.1	107	129	117	120.9	112.3	109	117	130.3	117.9	101.6	108
1977	128.5	127.6	118.4	121	126	124.3	128.5	114	156	135	154.6	121.9	117	129	169.8	125.8	103.3	118
1978	147.1	136.6	125.1	130	135	137.1	145.2	120	193	155	179.6	129.1	123	139	214.2	136.6	106.9	128
1979	169.9	147.1	132.4	140	147	152.6	164.1	127	232	179	213.7	138.5	128	143	264.8	147.2	109.2	139
1980	200.3	163.2	142.8	153	162	169.8	188.8	135	295	217	261.7	148.8	134	157	313.8	160.2	114.8	151
1981	226.7	179.8	151.7	168	181	185.9 R	216.2	142	376	252	323.6	157.2	138	173	375.1	177.0	120.6	165
1982	251.9	209.6	161.0	179	203 R	204.2 R	249.2	149	501	..	379.1	164.8	148	190 R	430.8	191.0	128.2	176
<b>Quarterly averages</b>																		
1981 Q4	238.1	186.1	155.5	178	190	194.5 R	224.4	145	399	263	345.6	159.7	141 R	178	390.8	181.1	121.4	170
1982 Q1	243.9	197.0	159.3	175	196	196.3 R	234.0 R	145	436	271	358.0	161.1	146	178	410.6	185.5	128.3	173
Q2	248.6	203.7	161.6	177	200	203.3 R	224.9 R	149	501	286	371.0	163.5	146	188	420.0	192.7	127.5	175
Q3	255.1	217.7	160.5	178	205	205.7 R	252.2 R	150	523	293	386.1	166.8	148 R	198	440.2	192.3	127.9	177
Q4	260.0	219.8	162.4	186	208	213.0	252.8 R	150	545	..	401.3	166.7	149 R	..	452.5	193.3	128.9	178
1983 Q1	264.0	..	165.0	181	212	212.9	263.5 R	..	..	..	415.8	169.0	148 R	..	..	194.7	..	181
<b>Monthly</b>																		
1982 Dec	260.0	220.8	161.9	186	210	216.5	..	..	..	..	406.4	167.6	149 R	..	..	194.8	..	180
1983 Jan	262.4	221.1	160.8	..	212 R	210.4	263.5 R	..	..	..	406.8	167.7	148 R	..	..	195.6	..	180
Feb	264.2	..	165.4	..	212 R	211.5	..	..	..	..	420.2	168.6	148 R	..	..	194.6 R	..	181
Mar	265.5	..	168.7	181	213	216.7	..	..	..	..	420.5	170.6	148 R	..	459.8	193.7	..	181
Apr	269.7	..	..	..	..	..	..	..	..	..	..	170.6	148	..	..	199.4	..	182
May	268.4	..	..	..	..	..	..	..	..	..	..	..	148	..	..	..	..	182
<b>Increases on a year earlier</b>																		
<b>Annual averages</b>																		
1973	13	13	13	17	9	19	15	11	16	20	24	23	12	11	19	8	..	8
1974	17	27	16	20	13	21	19	10	26	20	22	26	19	18	26	11	14	8
1975	26	19	13	20	16	19	17	9	25	28	27	11	14	20	29	15	7	9
1976	17	15	9	11	14	13	14	7	29	17	21	12	9	17	30	18	2	8
1977	10	11	9	9	11	10	13	7	21	15	28	9	7	10	30	7	2	9
1978	14	7	6	7	7	10	13	5	24	15	16	6	5	8	26	9	3	8
1979	15	8	6	8	9	11	13	6	20	15	19	7	4	3	24	8	2	9
1980	18	11	8	9	10	11	15	6	27	21	22	7	5	10	19	9	5	9
1981	13	10	6	10	12	9	15	5	27	16	24	6	3	10	20	11	5	9
1982	11	17	6	11	12	10	15	5	33	..	17	5	7	10	15	8	6	7
<b>Quarterly averages</b>																		
1981 Q4	13	11	5	11	12	10	15	5	28	13	23	6	4	8	15	8	5	8
1982 Q1	13	13	8	9	13	10	16	5	24	14	20	6	7	7	17	8	6	7
Q2	13	14	7	5	12	11	18	6	37	14	17	6	7	11	14	9	7	7
Q3	10	20	6	7	12	10	17	4	36	14	15	5	5 R	11	14	8	6	6
Q4	9	18	4	4	9	10	13 R	4	37	..	16	4	6	..	16	7	6	5
1983 Q1	8	..	4	3	8	9	13 R	..	..	..	16	5	1 R	..	..	5	..	5
<b>Monthly</b>																		
1982 Dec	10	15	3	4	9	9	..	..	..	..	16	4	6	..	..	7	..	5
1983 Jan	9	14	4	..	9 R	9	13 R	..	..	..	16	4	1 R	..	..	5	..	5
Feb	8	..	4	..	9 R	9	..	..	..	..	16	5	1 R	..	13	5 R	..	5
Mar	8	..	3	3	8	8	..	..	..	..	16	6	1 R	..	..	4	..	5
Apr	9	..	..	..	..	..	..	..	..	..	..	5	1	..	..	4	..	4
May	8	..	..	..	..	..	..	..	..	..	..	..	1	..	..	..	..	4

Source: OECD—Main Economic Indicators.

3 Males only.

7 Including mining and transport.

Notes: 1 Wages and salaries on a weekly basis (all employees).

4 Hourly wage rates.

8 Hourly earnings.

2 Seasonally adjusted.

5 Monthly earnings.

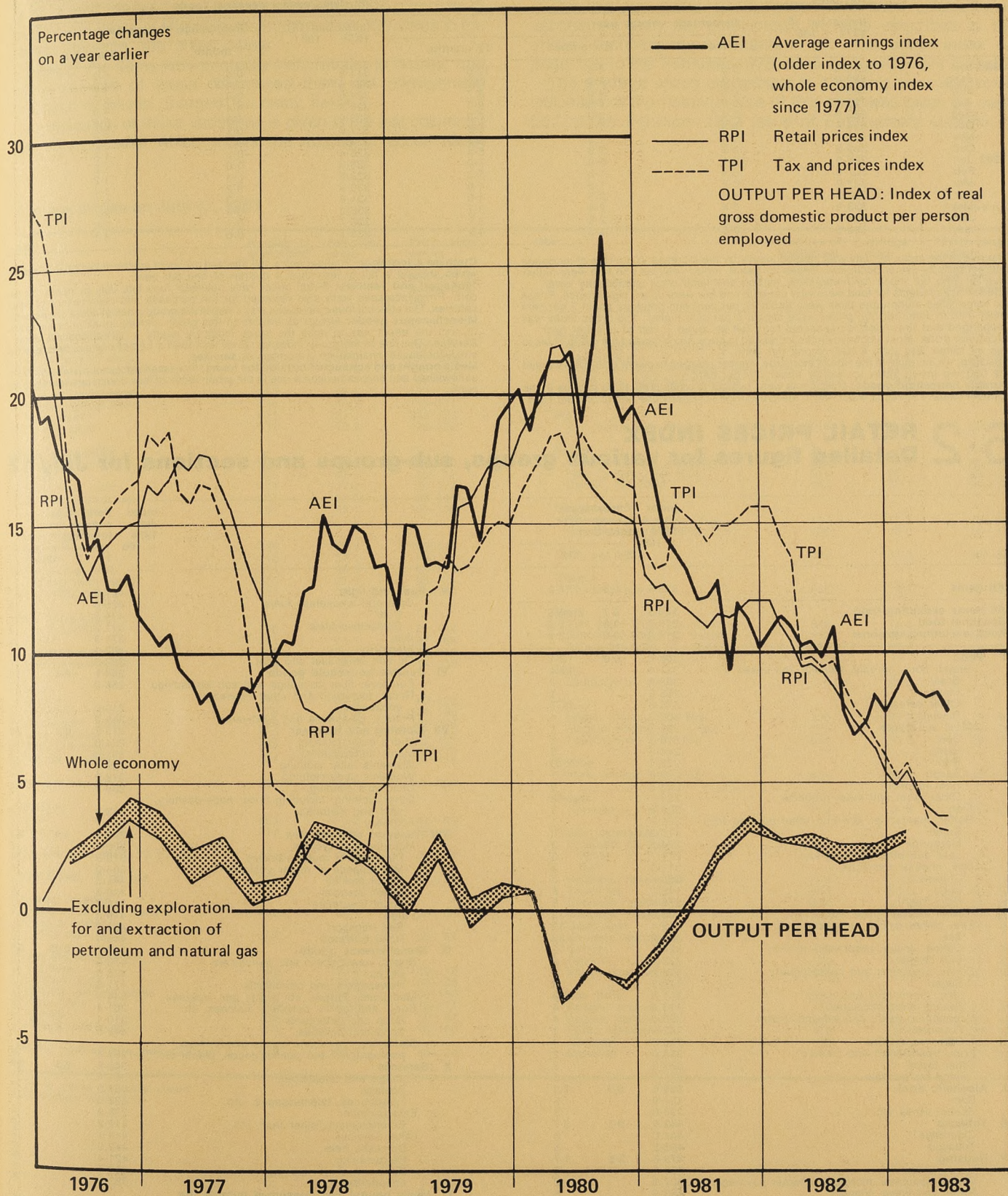
9 All industries.

6 Including mining.

10 Production workers.

# EARNINGS C3

## Earnings, prices, output per head









# 6.5 RETAIL PRICES

## General index of retail prices: Percentage increases on a year earlier

UNITED KINGDOM	Per cent												
	All items	Food	Alcoholic drink	Tobacco	Housing	Fuel and light	Durable household goods	Clothing and footwear	Transport and vehicles	Miscellaneous goods	Services	Meals bought and consumed outside the home	Goods and services mainly produced by nationalised industries*
1974 Jan 15	12	20	2	0	10	6	10	13	10	7	12	21	5
1975 Jan 14	20	18	18	24	10	25	18	19	30	25	16	19	20
1976 Jan 13	23	25	26	31	22	35	19	11	20	22	33	23	44
1977 Jan 18	17	23	17	19	14	18	12	13	14	16	8	18	15
1978 Jan 17	10	7	9	15	7	11	12	10	11	13	12	16	11
1979 Jan 16	9	11	5	4	16	6	7	8	10	9	8	10	7
1980 Jan 15	18	13	21	17	25	19	15	12	23	20	22	22	17
1981 Jan 13	13	9	15	10	20	28	7	5	12	13	17	15	27
1982 Jan 12	12	11	16	32	23	13	4	0	10	7	13	7	11
July 13	9	7	11	16	14	13	2	1	7	9	11	7	14
Aug 17	8	7	11	12	14	13	2	1	4	9	11	8	14
Sep 14	7	6	11	9	10	13	2	1	4	9	11	8	14
Oct 12	7	5	11	9	8	13	2	1	6	9	10	8	15
Nov 16	6	5	10	9	4	15	2	1	6	9	7	8	14
Dec 14	5	4	9	9	-1	16	3	2	7	9	4	8	14
1983 Jan 11	5	2	10	9	-1	16	3	2	7	8	4	7	15
Feb 15	5	2	10	9	1	14	3	2	9	8	3	7	13
Mar 15	5	1	8	9	1	14	3	2	8	7	3	7	12
Apr 12	4	1	7	9	0	12	3	2	7	6	3	7	7
May 17	4	0	7	7	0	9	3	2	7	7	4	0	6
June 14	4	2	8	6	-1	6	3	2	6	6	4	7	3
July 12	4	3	7	6	2	5	3	2	6	6	3	6	3

\*These are coal, coke, gas, electricity, water (from August 1976), rail and bus fares, postage and telephones.

# 6.6 Indices for pensioner households: all items (excluding housing)

UNITED KINGDOM	One-person pensioner households				Two-person pensioner households				General index of retail prices			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
	1974	199.4	207.5	214.1	225.3	199.5	208.8	214.5	225.2	190.7	201.9	JAN 16, 1962 = 100 208.0 218.1
1974	101.1	105.2	108.6	114.2	101.1	105.8	108.7	114.1	101.5	107.5	JAN 15, 1974 = 100 110.7 116.1	
1975	121.3	134.3	139.2	145.0	121.0	134.0	139.1	144.4	123.5	134.5	140.7	145.7
1976	152.3	158.3	161.4	171.3	151.5	157.3	160.5	170.2	151.4	156.6	160.4	168.0
1977	179.0	186.9	191.1	194.2	178.9	186.3	189.4	192.3	176.8	184.2	187.6	190.8
1978	197.5	202.5	205.1	207.1	195.8	200.9	203.6	205.9	194.6	199.3	202.4	205.3
1979	214.9	220.6	231.9	239.8	213.4	219.3	233.1	238.5	211.3	217.7	233.1	239.8
1980	250.7	262.1	268.9	275.0	248.9	260.5	266.4	271.8	249.6	261.6	267.1	271.8
1981	283.2	292.1	297.2	304.5	280.3	290.3	295.6	303.0	279.3	289.8	295.0	300.5
1982	314.2	322.4	323.0	327.4	311.8	319.4	319.8	324.1	305.9	314.7	316.3	320.2
1983	331.1	334.3			327.5	331.5			323.2	328.7		

# 6.7 Group indices: annual averages

UNITED KINGDOM	All items (excluding housing)	Food	Alcoholic drink	Tobacco	Fuel and light	Durable household goods	Clothing and footwear	Transport and vehicles	Miscellaneous goods	Services	Meals bought and consumed outside the home
INDEX FOR ONE-PERSON PENSIONER HOUSEHOLDS											JAN 15, 1974 = 100
1974	107.3	104.0	110.0	115.9	109.9	108.5	109.5	109.0	114.5	106.7	108.8
1975	135.0	129.5	135.8	147.8	145.5	131.0	124.9	144.0	147.7	134.4	133.1
1976	160.8	156.3	160.2	171.5	179.9	145.2	137.7	178.0	171.6	155.1	159.5
1977	187.8	187.5	185.2	209.8	205.2	169.0	155.4	204.6	201.1	168.7	188.6
1978	203.1	199.6	197.9	226.3	224.8	184.8	168.3	228.0	221.3	185.3	209.8
1979	226.8	222.4	219.0	247.8	251.2	205.0	186.6	262.0	250.6	206.0	243.9
1980	264.2	248.1	263.8	290.5	316.9	230.6	206.1	322.5	298.4	248.8	288.3
1981	294.3	269.2	307.5	358.9	381.6	241.4	208.0	363.3	333.6	276.6	313.6
1982	321.7	291.5	341.6	414.1	430.6	248.2	211.6	398.8	370.8	305.5	336.3
INDEX FOR TWO-PERSON PENSIONER HOUSEHOLDS											
1974	107.4	104.0	110.0	116.0	110.0	108.2	109.7	111.0	113.3	106.7	108.8
1975	134.6	128.9	135.7	148.1	146.0	132.6	126.4	145.4	144.6	135.4	133.1
1976	159.9	155.8	160.5	171.9	180.7	146.3	139.7	171.4	168.2	157.1	159.5
1977	186.7	184.8	186.3	210.2	207.7	170.3	158.5	194.9	197.4	171.2	188.6
1978	201.6	196.9	199.8	226.6	226.0	186.1	172.7	211.7	217.8	188.5	209.8
1979	225.6	220.0	221.5	247.8	252.8	206.3	191.7	246.0	246.1	210.3	243.9
1980	261.9	244.6	268.3	289.9	319.0	231.2	212.8	301.5	292.8	254.8	288.3
1981	292.3	265.5	314.5	358.1	383.4	242.3	216.8	343.9	327.3	284.1	313.6
1982	318.8	287.8	350.7	413.1	430.5	249.4	219.9	369.6	362.3	314.1	336.3
GENERAL INDEX OF RETAIL PRICES											
1974	108.9	106.1	109.7	115.9	110.7	107.9	109.4	111.0	111.2	106.8	108.2
1975	136.1	133.3	135.2	147.7	147.4	131.2	125.7	143.9	138.6	135.5	132.4
1976	159.1	159.9	159.3	171.3	182.4	144.2	139.4	166.0	161.3	159.5	157.3
1977	184.9	190.3	183.4	209.7	211.3	166.8	157.4	190.3	188.3	173.3	185.7
1978	200.4	203.8	196.0	226.2	227.5	182.1	171.0	207.2	206.7	192.0	207.8
1979	225.5	228.3	217.1	247.6	250.5	201.9	187.2	243.1	236.4	213.9	239.9
1980	262.5	255.9	261.8	290.1	313.2	226.3	205.4	288.7	276.9	262.7	290.0
1981	291.2	277.5	306.1	358.2	380.0	237.2	208.3	322.6	300.7	300.8	318.0
1982	314.3	299.3	341.4	413.3	433.3	243.8	210.5	343.5	325.8	331.6	341.7

Note: The General Index covers almost all goods and services purchased by most households, excluding only those for which the income of the head of household is in the top 3-4 per cent and those one-and-two person pensioner households of limited means covered by separate indices. For these pensioners, national retirement and similar pensions account for at least three-quarters of income.









growing interdependence of the world economy, the need for special measures for disadvantaged groups, the need to facilitate the adjustment of employment to technological change, regional development policies and public investment and public works programmes. The UK Government expressed reservations on some aspects of the proposed text, mainly because they ranged beyond the responsibilities of the ILO. The text will, however, be the subject of further discussion and redrafting in the committee next year.

The Committee on Vocational Rehabilitation, which was meeting this year for its second Conference session, had before it a draft recommendation proposed as a result of last year's discussions. However, after much debate the committee decided to disregard last year's decision to support a single instrument in the form of a recommendation, and proceeded instead to prepare drafts of a convention and a supplementary recommendation. Both of these instruments, which were formally adopted by the conference, supplement Recommendation No 99 on the Vocational Rehabilitation of Disabled Persons which was adopted in 1955, but add a further aim to vocational rehabilitation—that of enabling a disabled person to advance in employment. They also establish the principle of providing other employment services and employment opportunities for disabled people. The UK Government adviser in the committee voted against the proposal for a convention, but after the committee's report had been adopted in plenary the UK Government delegation voted in favour of the adoption of the text of the convention and explained the Government's position in a short statement. This indicated reservations about the inclusion in the convention of provisions inappropriate for a form of instrument intended to set clear and binding standards, and also about the unduly short time devoted to its preparation.

The Committee on the Maintenance of Rights in Social Security adopted a recommendation on this subject which is subsidiary to the Convention No 157 adopted at last year's conference. It incorporates model texts for agreements on benefits and contributions for workers moving from one country to another.

The fourth "technical committee" was devoted to a general discussion on the Social Aspects of Industrialisation, a subject primarily of interest to developing countries. The discussion was not aimed at the preparation of a convention or recommendation, and ranged widely over a great number of issues. The report included conclusions on the roles of the ILO and of Governments on this subject, in particular stressing the need for the ILO to continue its activities in the field of industrial training.

### Applications Committee

As in previous years, a central feature of the conference proceedings was its monitoring of the compliance of member states with the international labour standards adopted by the organisation in earlier years. This is undertaken by the Committee on the Application of Conventions and Recommendations (Applications Committee), whose work is based on a report by a committee of experts which comments on the reports on ratified conventions submitted by member states. During the

discussions, it quickly became apparent that the socialist countries of eastern Europe and elsewhere were determined to continue their attacks on the operation of the ILO's supervisory machinery. This year's attack was initiated in an early plenary session when the Government member of East Germany introduced a memorandum proposing the setting up of an ad hoc working group to review the ILO's supervisory machinery. This proposal was not, however, accepted either by the conference in plenary session or by the Applications Committee where some members also raised it.

As in previous years, the committee devoted most of its discussions to considering the detailed report of the Committee of Experts on the application by member states of conventions which they have ratified. In the course of these discussions the record of the UK Government in respect of its application of Convention No 122: Employment Policy gave rise to a long debate in which several members of the committee participated. Criticisms of Government policy were expressed by the TUC representative on the committee, Mr K R Thomas, and others, and the chief Government delegate made a detailed and comprehensive reply. The conclusions adopted by the committee at the end of the debate made a number of comments on the position of the UK in regard to the convention, but did not find the Government to be in breach of its obligations.

The report which the committee eventually adopted included conclusions relating to many member states, noting both their shortcomings and their progress towards meeting their obligations. It also included special paragraphs, noting persistent failure to meet obligations, in the cases of Chile and Turkey, and also, despite determined opposition to such paragraphs, of Czechoslovakia. When the committee's report was considered in the plenary session, the socialist countries argued strongly against it, but the conference decided by secret ballot in favour of its adoption.

### Resolutions Committee

The work of the Resolutions Committee centred around an attempt by the Arab countries to secure the adoption of a resolution condemning Israel. After long and difficult debate the committee adopted this resolution and also another on youth employment. However, although the committee's report was adopted in plenary the Conference decided, again by a secret ballot, not to adopt the anti-Israel resolution. The youth employment resolution was adopted by consensus.

### Plenary Sessions

The central theme of this year's report of the director general was child labour and this was also a major theme of most of the speeches in the plenary sessions. However, in view of the attacks made by the socialist countries on the ILO's supervisory machinery, several delegates from Western countries included passages in their speeches rebutting these criticisms. In his speech on June 18 the chief Government delegate, addressing the Conference in the absence of a UK minister, supported the remarks of these delegates and emphasised the importance which the Government continued to attach to the ILO's standard-setting activities and supervisory machinery. ■

## SPECIAL FEATURE

# Unemployment flows: new statistics

New information about flows into and out of unemployment and about the duration of unemployment have become available following the introduction of the computerised count of unemployed claimants\*. This article gives examples of the new analyses. The data available and the methods of compilation are described in later sections together with the few limitations in the data.

Changes between one month and the next in the monthly unemployment total are the net result of large movements in the numbers becoming unemployed each month (the inflow) and the numbers ceasing to be unemployed, whether to go into jobs, training, or out of the labour force, for example into retirement (the outflow). For the first time, figures for outflows can be analysed to provide data on the length of completed spells of unemployment; until now it has been possible to provide only figures for uncompleted duration of unemployment of those still in the "count". Also for the first time, flow figures are available for different age groups; and in addition, flow statistics can now be provided systematically for local areas.

A summary of some initial results follows:

- Monthly flows of persons becoming or ceasing to be unemployed both average about 350,000 to 370,000 against an average unemployed level of 2.9 million in Great Britain over the 12 months to May 1983.
- Fifty per cent of unemployed persons who ceased to be unemployed in the period October 1982 to January 1983 had a completed spell of unemployed which was under 11 weeks; among those who left unemployment in the next three months, half had completed spells under 14 weeks.
- High unemployment rates for young people are associated with a high inflow rate of people becoming unemployed but with comparatively short durations of unemployment. For those approaching retirement age, the converse is true.
- Variation in unemployment rates between Travel to Work Areas is due both to differences in the rate of people becoming unemployed and to differences in the average duration of unemployment.

These new analyses enable the discussions in earlier *Employment Gazette* articles, using registrant data and other data sources, to be extended. When account can be taken of seasonal variations, it will be possible to assess any association of the flow figures with turning points in unemployment.

In addition, details of all spells of unemployment for a five per cent sample of claimants are being recorded. This will provide data on the frequency of repeated spells of unemployment.

### Interpretation of analyses

The *Employment Gazette* articles referred to above were by Peter Hughes (*Flows on and off the unemployment register*, December 1982, pp 527-530) and Jon Stern (*Who becomes unemployed?—Unemployment inflow rates in Great Britain for 1978*, January 1983, pp 21-23). Both articles discussed the contribution of inflows (such as numbers becoming unemployed) and duration of unemployment to increased unemployment rates.

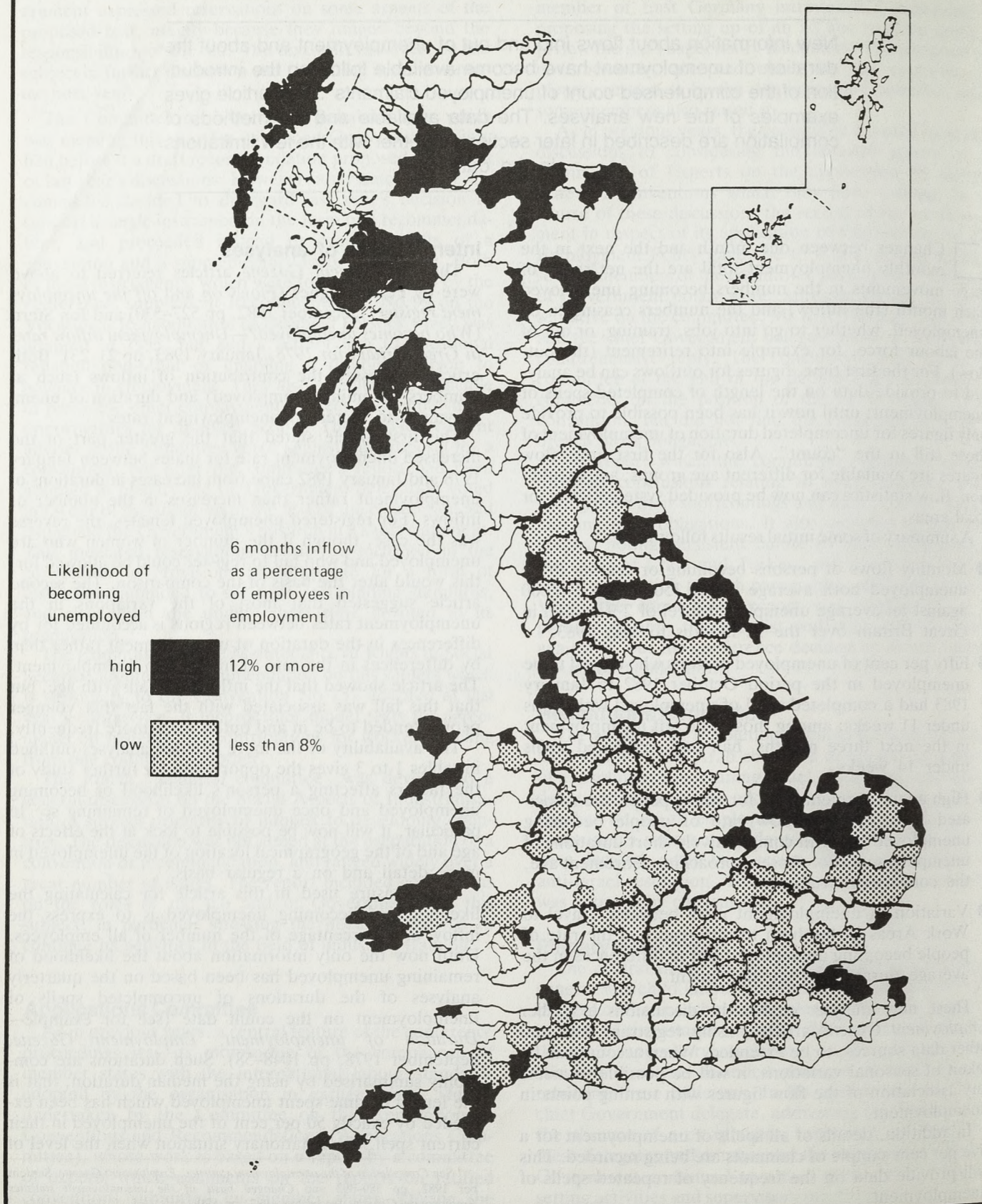
The first article stated that the greater part of the increased unemployment rate for males between January 1978 and January 1982 came from increases in durations of unemployment rather than increases in the number of inflows. For registered unemployed females, the reverse was the case, though if the number of women who are unemployed and who fail to register could be allowed for, this would alter the basis of the comparison. The second article suggested that most of the variations in the unemployment rates between regions is accounted for by differences in the duration of unemployment rather than by differences in the rate of inflow into unemployment. The article showed that the inflow rate falls with age, but that this fall was associated with the fact that younger people tended to be in and out of work more frequently.

The availability of the more detailed analyses outlined in tables 1 to 3 gives the opportunity for further study of the factors affecting a person's likelihood of becoming unemployed and once unemployed of remaining so. In particular, it will now be possible to look at the effects of age and of the geographical location of the unemployed in more detail and on a regular basis.

The measure used in this article for calculating the likelihood of becoming unemployed is to express the inflow as a percentage of the number of all employees. Until now the only information about the likelihood of remaining unemployed has been based on the quarterly analyses of the durations of uncompleted spells of unemployment on the count date (see for example—*Duration of unemployment*, *Employment Gazette*, September 1978, pp 1048-58). Such durations are commonly summarised by using the median duration, that is the length of time spent unemployed which has been exceeded by exactly 50 per cent of the unemployed in their current spell. (In a stationary situation when the level of

\* See *Compilation of the unemployment statistics*, *Employment Gazette*, September 1982, pp 389-393 and *Changed basis of the unemployment statistics*, *Employment Gazette*, December 1982, pp S20.

**Chart 1** Likelihood of becoming unemployed in individual travel to work areas during winter 1982/83 (October to April)



**Table 1** Unemployment flows in Great Britain, by month

Standardised, not seasonally adjusted

Month ending	Male and female		Male		Female		
	All	School leavers	All	School leavers	All	Married	School leavers
	Thousand						
<b>Inflow 1982</b>							
Jun 10	318.6	19.1	216.0	10.7	102.6	..	8.3
Jul 8	402.2	19.5	262.7	10.8	139.5	..	8.7
Aug 12	369.3	20.8	243.4	12.0	125.9	..	8.9
Sep 9	483.9	110.4	301.7	59.6	182.2	..	50.9
Oct 14	449.0	53.8	291.1	29.3	157.9	46.7	24.4
Nov 11	391.2	23.2	261.0	13.0	130.1	46.6	10.2
Dec 9	347.5	18.6	237.6	10.5	109.9	41.4	8.1
<b>1983</b>							
Jan 13	346.2	30.1	224.2	16.2	122.0	42.4	14.0
Feb 10	351.4	24.5	230.0	13.4	121.4	45.6	11.1
Mar 10	323.9	19.0	215.9	10.6	108.0	42.9	8.4
Apr 14	350.8	40.2	231.6	23.0	119.2	43.9	17.2
May 12	323.6	21.5	214.0	12.6	109.6	44.2	8.9
<b>12 month average</b>	<b>371.5</b>	<b>33.4</b>	<b>244.1</b>	<b>18.5</b>	<b>127.4</b>	<b>..</b>	<b>14.9</b>
<b>Outflow 1982</b>							
Jun 10	352.7	20.5	238.7	11.4	114.0	..	9.1
Jul 8	315.0	14.9	214.6	8.2	100.4	..	6.7
Aug 12	330.0	13.0	221.7	7.1	108.2	..	5.9
Sep 9	309.9	14.6	203.5	8.3	106.4	..	6.3
Oct 14	462.1	61.2	291.1	33.8	171.0	46.7	27.4
Nov 11	374.3	40.7	239.1	22.2	135.2	44.0	18.5
Dec 9	310.8	29.0	195.6	15.5	115.2	39.9	13.5
<b>1983</b>							
Jan 13	238.4	17.9	151.2	9.7	87.2	32.2	8.2
Feb 10	377.7	31.8	249.4	16.9	128.3	44.8	14.9
Mar 10	352.0	24.0	233.9	13.0	118.1	42.4	11.0
Apr 14	355.3	17.2	244.6	9.2	110.8	40.8	8.0
May 12	452.6	22.2	328.9	12.6	123.7	45.1	9.5
<b>12 month average</b>	<b>352.6</b>	<b>25.6</b>	<b>234.3</b>	<b>14.0</b>	<b>118.2</b>	<b>..</b>	<b>11.6</b>

unemployment remains constant, the completed spells would be double the length of uncompleted spells.)

In tables 4 and 5 the latter information is given together with two related measures:

- Outflow figures expressed as a proportion of the average number unemployed in each of the two periods.
- Median duration of completed spells of unemployment in the period October 1982 to April 1983. This can be calculated directly only for computerised records. For the regional analysis and for age groups up to and including 45-54, the inclusion of cases for which the duration is not readily available would alter the estimates by a maximum of  $\pm 2$  weeks. For the 55-59, and 60+ age groups, the median duration is substantially under estimated, because these age groups are less likely to be counted by the computerised records (see later).

All these measures give only an approximate guide to the prospects of becoming or remaining unemployed. The choice of alternative periods or denominators may give slightly different results.

*Turnover of the unemployed*

One of the main features to note about tables 1 to 3 is that there is a considerable turnover among the unemployed, with an average inflow for males and females combined of 371,500 over the twelve months to May 1983 and an average outflow of 352,600 or 12.7 per cent and 12.1 per cent respectively of the average unemployment level over the period (these monthly figures are based on a

standardised period of 4 1/3 weeks). Thus the unemployment count does not relate to an unchanging group of people, even though this total shows only relatively small changes each month (an average increase of 19,900 over May 1982 to May 1983).

Median length of spells of unemployment completed during the period October 1982 to January 1983 was 11.3 weeks and for January to April 1983 was 14.3 weeks. This difference between the two quarters, possibly reflects seasonal effects caused by more jobs being available before rather than after Christmas.

The high turnover rate produces a possibly surprising result (see tables 4 and 5) in that the duration of uncompleted spells on a given date seems longer than duration of completed spells ending during a given period. This arises partly because the former does not include the 50,000 or so people who have begun and then terminated a short claim between successive monthly count dates and are thus included only in the measure for completed spells; and partly because people who remain unemployed for the relatively long durations are more likely to be included in the measure for uncompleted spells. Thus a snap-shot of the numbers unemployed at any one point in time will pick up more people with long durations and fewer with short durations\*.

*Effects of age*

Provisional figures for the estimated quarterly unemployment rates by age for October 1982, January 1983 and April 1983 are given in table 4. Highest rates occur for the

\* A similar result holds, if the arithmetic average of spell lengths is used, viz completed spells—22 weeks (October 1982 to January 1983), uncompleted spells—47 weeks (October 1982), 50 weeks (January 1983). For a fuller discussion of methods of summarising the duration of unemployment, see the article by B. Main—*The Length of Employment and Unemployment in Great Britain*, Scottish Journal of Political Economy, June 1981.

**NEWS RELEASES AND PICTURES**

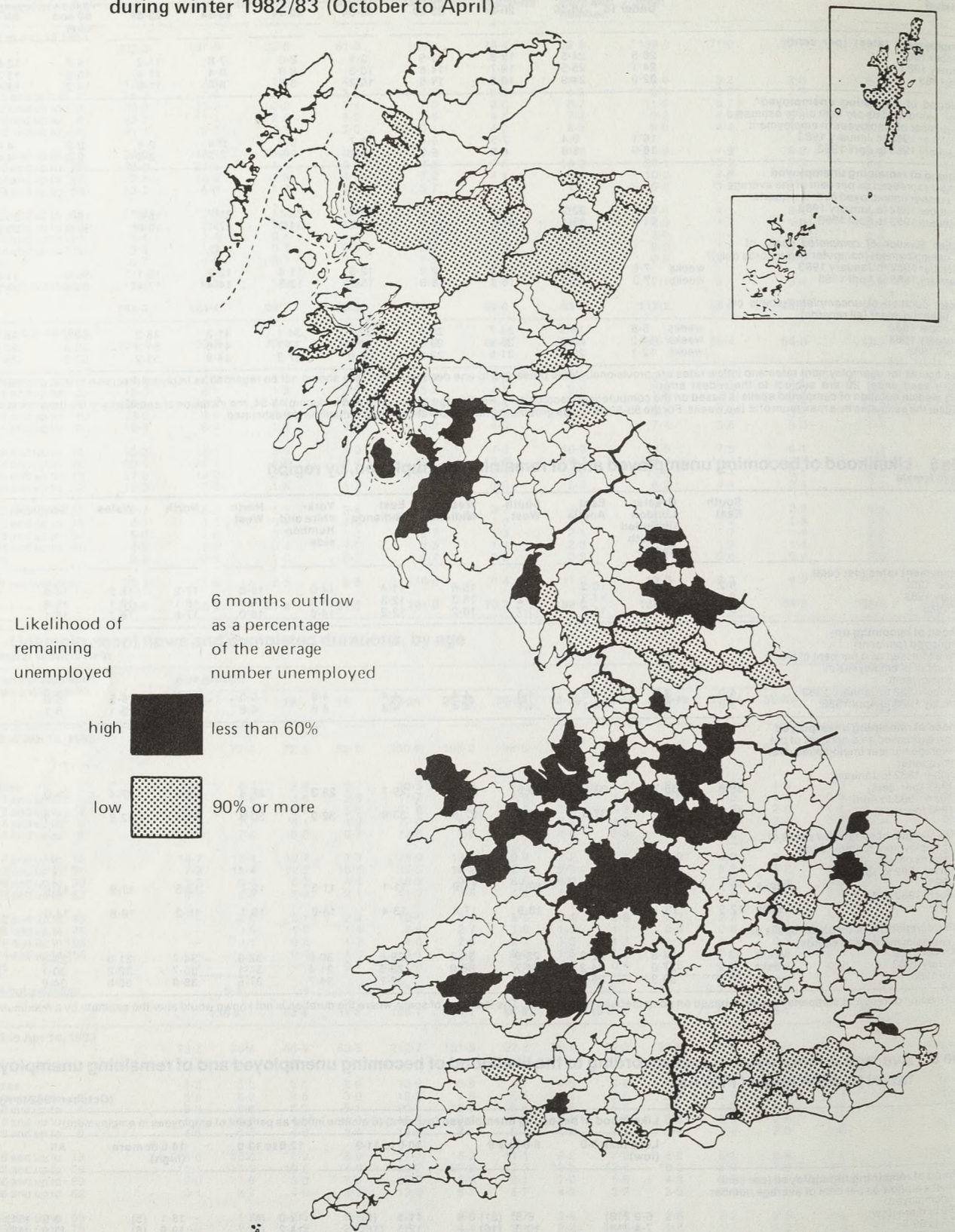
from your organisation should be addressed to

The Editor  
Employment Gazette  
Department of Employment  
Caxton House Tothill Street  
London SW1H 9NA  
01-213 7483





**Chart 2** Likelihood of remaining unemployed in individual travel to work areas during winter 1982/83 (October to April)



youngest age groups, with a steady decline with age until the 45-54 age group when the rate rises for those approaching retirement.

Three distinctive age groups emerge in table 4 which shows estimated inflow rates by age and length of completed spells of unemployment:

- *Those aged under 18* who have a very high probability of becoming unemployed, about three to four times the average, but who remain unemployed for comparatively short periods averaging about 7 or 8 weeks.
- *Those aged 18 to 54* who once unemployed remain so for very roughly the same length of time—about 11 to 14 weeks in October 1982 to January 1983 and 13 to 16 weeks in the following three months. The decline in unemployment rates reflects the falling inflow rates.
- *Those aged 55 and over* whose higher unemployment rates are due to the substantially longer periods of unemployment. This is despite having inflow rates which are only about half the average.

#### Regional and local variations

Table 5 gives a similar analysis to table 4, but this time for each of the standard regions and Greater London. Main points to note are that even though variations in the combined male and female inflow rates and lengths of completed spells of unemployment are not as great as those due to age, a pattern emerges of higher unemployment rates being associated with both higher inflow rates and longer completed spells of unemployment. The exception is the West Midlands, where the inflow rate is around the national average, but where there are longer spells of unemployment. (This contrasts to some extent with the suggestion, relating to an earlier period, put forward in Mr Stern's article mentioned earlier.)

To see how far such results hold for smaller geographical areas, calculations for each Travel to Work Area (TTWA) have been made and are summarised in table 6. For convenience, the unemployment rates are summarised for all TTWAs with selected ranges of values for the inflow rate as a proportion of all employees and the outflow as a proportion of the number unemployed. The ranges selected, and the choice of ranges for indicating high and low likelihoods of becoming and remaining unemployed, are to some extent arbitrary.

The conclusion to be drawn from this table is that the variation in local unemployment rates between Travel to Work Areas is due both to differences in the inflow rate and to differences in the length of time persons remain unemployed. The effect of these differences is illustrated by the examples given below:

Likelihood of becoming unemployed	Likelihood of remaining unemployed	Examples of TTWAs (with their unemployment percentage rates in April 1983)
low	low	Alton (5.5), High Wycombe (6.3);
low	high	Chesterfield (12.7), Derby (11.3);
high	low	Peterhead (12.7), Nairn (14.2);
high	high	Hartlepool (23.3), Irvine (24.1).

Chart 1 shows TTWAs where the likelihood of becoming unemployed was relatively high in the winter months, October 1982 to April 1983. These are concentrated in holiday resorts and other areas on the coast (for example Clacton-on-Sea, Chatham, Blackpool, Southport, parts of

the coastal areas of Devon, Cornwall, Norfolk, Lincolnshire, North Yorkshire, north and west Wales and north east and west Scotland). In many of these areas the figures could look very different during the summer. Other areas include the Consett, South Tyne, Corby, Bathgate and North Lanarkshire TTWAs. Areas where the likelihood of becoming unemployed were low are London and the majority of the surrounding TTWAs in the S East region and the adjoining TTWAs in East Anglia and the S West.

Certain areas with heavy industries (eg the West Midlands Metropolitan Area, Merseyside, Wearside, Teesside, Hartlepool, Consett, Workington) are among the TTWAs in chart 2 where the likelihood of remaining unemployed is relatively high. The TTWAs to the south and west of London are the main areas where the likelihood of remaining unemployed is relatively low. Other such areas are in north Yorkshire and northern Scotland.

#### Flows analyses now available

The use of computerised records enables the production of far more detailed analyses of inflows and outflows than was possible under the clerical system for registrations, where the inflows were counted clerically. At present, data are not available for Northern Ireland.

Table 1 gives a monthly series for Great Britain in the period up to May 1983, standardised to a 4½ week basis, with separate identification of school leavers and married females. The monthly variation is particularly noticeable, especially in the school and other full-time education leaver series. This reflects those school and other full-time education leavers first claiming between June and July (ie generally aged 19 and over) and in early September (ie generally aged 18 and under and not entitled to claim benefit until then) and also those joining and leaving the Youth Opportunities Programme (YOP) and other special employment and training schemes.

Table 2 gives a regional analysis for the intervening quarterly periods between the October 1982, January 1983 and April 1983 count dates, where the outflows are analysed by the length of completed spells of unemployment. It can be seen that the proportion of the total outflow where the completed duration is not known, because the claim was at that point operated clerically, averages 6.1 per cent in the first period and 10.0 per cent in the second. The increase in the second period is partly due to the 1983 Budget provisions described below.

Table 3 gives a similar analysis to table 2, but this time for Great Britain as a whole by age. Estimates of the age distribution of those persons whose claims were clerically operated when their unemployment ceased could not be calculated directly in the same manner as the outflows in tables 1 and 2 (described below); estimates had also to be made of the number of 16 year olds becoming 17, 17 year olds becoming 18 and so on during the 13 week periods covered by the table. In general the duration of completed spells of unemployment is not known for the clerically operated cases. Although it is not possible to provide estimates for those aged over 55, the substantial majority will have been unemployed for over a year.

The high proportion of clerically operated claims in the outflows for the over 55 age groups (combined figures of 27 per cent in the first quarter and 50 per cent in the

second) arises because these are the age groups offered quarterly attendance at the Unemployment Benefit Office (UBO) (see below). These *quarterly attenders* were also more likely to have their claims terminated in the second quarter as a result of the 1983 Budget provisions described below.

Tables 4 to 6 use the above data, with other information, to derive measures of the likelihood of becoming and remaining unemployed. The appendix gives a description of the analyses available to interested users, together with methods of obtaining them.

#### Methods used to calculate flow statistics

The new series giving data on flows consists of counts of the number of people making a claim (inflow) or ceasing to make a claim (outflow) during a specified period. As the figures are based on the computerised records of claims, they exclude those spells of unemployment which are operated wholly clerically by the Unemployment Benefit Office (UBO) throughout their spell. Allowance also has to be made for those transferring to clerical operation before their claim ceases.

Because the computerised records would exclude some outflows the figures for the latter published in table 2.19 of *Labour Market Data* and elsewhere in this article are calculated by deduction, ie by subtracting the change in successive monthly counts of the numbers unemployed on the statistics day from the corresponding inflow figure. The exception to this is for school leavers for whom a direct count from the computerised records is taken, because there are no school leavers who are also *quarterly attenders* (see below) and also to overcome the difficulties in estimating accurately the number of 17 year olds reaching their 18th birthday between successive counts.

Only a very small proportion of claims are dealt with wholly clerically and these spells have comparatively short durations. So the computerised records provide a reliable indication of the overall number of new claimants each month. However in very busy periods for UBOS, for example when a substantial number of school leavers make claims for benefit in early September, there may be delays in computerising some claims, which will be reflected in the inflow series.

The transfer to clerical operation of claims for currently unemployed people includes a substantial number of cases for people who have become *quarterly attenders* ie they are required to attend the UBO every three months, rather than the normal fortnightly. The great majority are aged 50 or over and have been unemployed for over a year; some are occupational pensioners; others are disabled people. In the March 1983 count they numbered 287,700. However their numbers have decreased in subsequent months because of the recent Budget provisions, that from April 6 1983 men aged between 60 and 65 will be automatically awarded National Insurance credits without the need to sign on at a UBO and that from May 30 1983, the long term scale rate of supplementary allowance will be available to unemployed men aged 60 and over without any qualifying period on supplementary allowance, again without signing on at a UBO.

Seasonally adjusted flow series on the new basis cannot yet be estimated, because so far there are not sufficient

data available to obtain a clear indication of seasonal movements, which may be significantly different from those exhibited by the former series of flows of registrants at Jobcentres.

The age of unemployed persons in the detailed analyses of in and out flows relates to their age on the first and last days of their claims, respectively. Detailed analyses by age and completed duration are only available for computerised claims; they will not therefore be fully representative of outflows for the older age groups, as a substantial proportion of records for those aged 50 and over and unemployed for longer than a year are handled clerically.

Some of the flows relate to people who make a claim and then cease their claim between two adjacent count dates and thus do not appear in the monthly counts at all. They number approximately 50,000 each month. Further, a person may make a claim more than once in a limited period which means that the inflow is a count of claims made during a quarter (say) which will be somewhat greater than the number of individuals involved. An indication of the proportion of these repeated spells and their duration will become available in due course from a sample of records which is being kept updated with details of all spells of unemployment for five per cent of claimants (see below).

#### Appendix

The analyses outlined in tables 1 to 3 are available from computer print-outs for various geographical levels of aggregation ranging from individual jobcentre areas upwards to Great Britain. The following points should be noted:

- Monthly analysis given in table 1 is not available for sub-national aggregations for months ending June to September 1982.
- Analysis given in table 2 is available monthly (starting with month ending October 1982) and with additional breakdowns for those aged 16 and under, 17, 18, 19, 20-24 and whether or not they are a school or other full-time education leaver.
- Analysis given in table 3 is available quarterly (starting with the quarter ending January 1983).
- All the outflow figures given on the print-outs are based on the computerised claims records, so do not correspond exactly with the outflow figures given in table 1 nor show the figures for claimants with durations not available, as given in tables 2 and 3.
- The data are not standardised to the average 4½ weeks.
- Separate analyses are available for males and females.

Requests for these analyses should be addressed to either Mr G R Swan, Department of Employment (Stats C1), Orphanage Road, Watford, Hertfordshire, WD1 1PJ or the Manpower Intelligence Unit in one of Manpower Service Commission's regional offices. Copies of the above are available on magnetic computer tape, together with analyses of the count in January, April, July and October by age and duration. Enquiries should be initially addressed to the SSRC Data Archive, University of Essex, Wivenhoe Park, Colchester, Essex, CO4 3SO.

In due course analyses will also be available from a special *cohort* file, which consists of details of all spells of unemployment for a five per cent anonymised sample of claimants (any period of clerical operation of a claim in an Unemployment Benefit Office will be excluded). The main forms of analysis will be counts of the number of spells of unemployment experienced over a period; counts of the total number of weeks of unemployment experienced in a given period in one or more spells, and analyses of the length of time between spells of unemployment. ■

## SPECIAL FEATURE

# A "culture of change" in the electronics industry

The Employment and Technology Task Force, a tripartite committee, was set up by the Electronics Economic Development Committee (EEDC) of the National Economic Development Office (NEDO) as a means of facilitating and improving the management of change. John Pugh summarises a recent NEDO report\* which examines the degree of consultation and range of information available to the workforce in the electronics industry.

Many of those employed in the electronics industry are convinced that their futures are dependent upon continuous and rapid technological change. Because of the pace at which change has occurred it is also recognised that the industry is the first to be affected by its own technology; first to reap the potential benefits of new technologies and first to experience some of the problems associated with change. Although a "culture of change" has permeated that part of the industry accustomed to living with the high growth associated with sophisticated technologies, for much of the industry there remains a lack of planning for change.

The Task Force reviewed the methods and arrangements under which new technology is introduced into the industry. The aim was to establish the extent to which the industry engages in open flows of communication and consultation in relation to technological change and to identify the costs and benefits. Guidelines for introducing new technology, based upon the Task Force's discussion of the research results, have been prepared for consideration by those in the industry hoping to facilitate technological change.

While there is no legal requirement on companies in the UK to provide industrial or commercial information to employees in all circumstances, improvements witnessed in industrial relations among those firms that both inform and consult is a strong argument in its favour†. The commitment of the workforce in accepting the necessity for change and working towards that end is therefore helped by improved flows of information.

Employee involvement is seen by an increasing number of firms as vital to recovery and future prosperity. Such firms are actively seeking to improve both the degree of consultation on issues important to the firms and the quality of consultation by improving flows of information.

#### Established arrangements

The first survey (A) examined the range of established procedures "conventionally" used for introducing new technology. Personnel managers were asked to supply information on the issues covered by consultation; the stage at which consultation typically occurs; and the type and form in which information was made available to the workforce or their representatives.

Sixteen companies were invited to reply at the level of

the establishment or, where more appropriate, at the group level. Responses were received from 46 individual plants which employ approximately 14 per cent of those working in the industry. Group responses were also received from a further three of the industry's larger companies. Overall 12 of the 16 firms approached participated in the survey, either at the group or plant level. Because of the methodological difficulties involved in a statistical analysis of replies from combined group and individual establishments, those figures referred to in this report represent the response at the plant level. Responses from the group level have been incorporated into the more qualitative analysis.

Of the 46 establishments represented, half were from the electronic capital equipment sector, just over one quarter from the components sector and the remaining quarter from the information technology and the consumer electronics sectors. A wide range of "new technologies" were listed by respondents and fall into three distinct categories:

- (a) Design, manufacture and test technologies
- (b) Office technologies
- (c) Warehousing and stock control technologies.

#### New technology agreements

A second survey (B) was conducted for the Task Force by the Technology Policy Unit at the University of Aston. This was designed to complement the survey of well established consultative mechanisms through an examination of collective agreements in the electronics industry specifically designed for the introduction of technological change. The experience of both managers and trade union representatives who were party to "new technology agreements" are compared with the formal provisions of these agreements. As with the first survey the research focused on the timing and scope of consultation and on information provision. Postal surveys were followed where possible with in-company interviews.

\* "The introduction of new technology" available free of charge from NEDO, Books, Millbank Tower, Millbank, London SW1P 4QX.

† Broadly, the Employment Protection Act 1975 obliges an employer to disclose to recognised independent trade unions any information without which they would be materially impeded in collective bargaining.

Eighteen technology agreements have been identified in the electronics industry, several of which were too recent for inclusion in the survey and two of which are no longer in force.

The nine agreements surveyed included typically related to single plants and have been signed by firms in defence electronics, telecommunications, and computers and office systems.

As well as new products, a wide range of production and administrative technologies have been introduced in the plants surveyed. In the last three years computer controlled production equipment, office systems, and computer based stock control have been installed into the majority of workplaces. A smaller proportion had also introduced computerised testing, word processing, automatic assembly and computer aided design.

### Consultative arrangements

The large majority of electronics firms participating in the research agree that employee involvement is central to the efficient introduction of new technology. The commitment to both technological change and to employee involvement is indicated by the high proportion of respondents (nearly 90 per cent of Survey A) who adopted some form of consultation during the process of change.

While accepting the need for consultation many managers strongly questioned the desirability of specially designed arrangements to discuss new technology, preferring the issues to be dealt with as part and parcel of overall consultation on business issues. However, no single model of consultation emerged from the surveys. Practices vary according to the size, nature and needs of each business, the type of technology employed, as well as the prior history of industrial relations.

Formal consultative arrangements were found to exist, in the form of "joint consultative committees", "works committees", and "joint staff-union councils", which bring trade union representatives and management together on a regular basis be it quarterly, bi-monthly, or monthly. In addition "briefing groups", often at the departmental level or "participation meetings", usually on a company basis, are held once or twice each year in many firms. On a less formal basis companies referred to liaison with shop stewards, discussion groups, and meetings with those individuals directly affected by change. Several firms, both large and small, mentioned a "reasonably open" style of management as part of building an atmosphere where consultation is the rule rather than the exception.

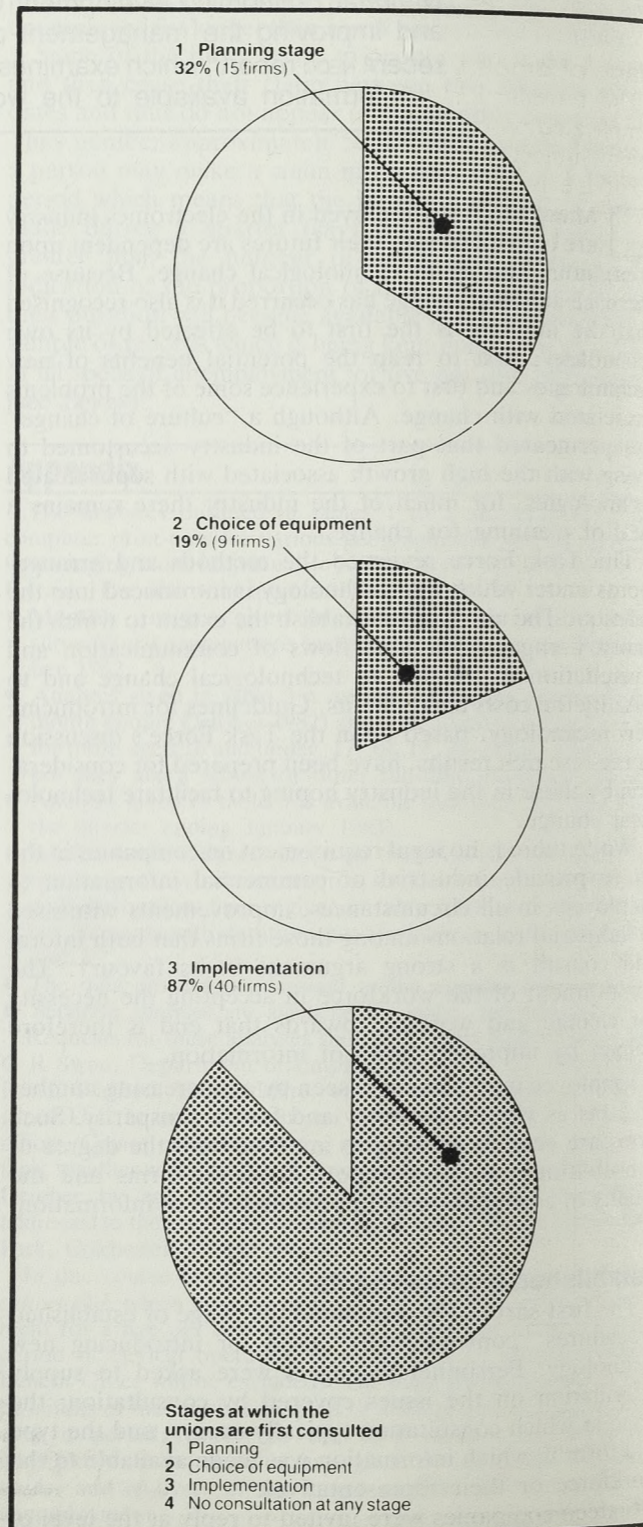
### Two categories

In addition to the wide range of established consultation arrangements a limited, but growing number of technology agreements have been signed in the electronics industry. These fall into two broad categories including "one-off" agreements related to a specific technological change and "procedural" agreements concerned with establishing consultative arrangements for technological change in general.

The survey of technology agreements (survey B) reveals significantly different approaches to consultation taken by

different occupational groups within the workforce, largely as a result of their industrial relations tradition. Among production workers, for example, consultative mechanisms for discussing change were well established, with

**Chart 1 The extent of employee involvement at different stages during the introduction of technological change**



substantial changes subject to formal or informal arrangements, which had many similarities with the "one-off" agreements. "Procedural" agreements, however, have been signed predominantly by clerical workers with whom consultative mechanisms for change had previously been less well developed. In contrast to many production and clerical workers, computer and electronic specialists, whose work has been concerned with the design and programming of electronic equipment, were not generally covered by collective procedures of either type for introducing technological change.

### Stage of employee involvement

The introduction of technological change can be a complicated process with proposals concerning new technology subject to review and reassessment at many stages.

For the purpose of assessing the extent of employee involvement the Task Force has attempted to divide the process of introducing technological change in stages. These are: the initial planning for technological change (stage 1), followed by the choice of equipment or systems (stage 2), and the final stage resulting in the implementation of the chosen technology (stage 3). It is recognised that this is a simplified model of a very complex process where in practice it is often difficult to separate out these three stages.

As seen in chart 1, nearly 90 per cent of the sample in survey A indicated a degree of consultation. One-third of the firms encouraged employee involvement or representation beginning at the initial planning stage, with approximately 20 per cent including the actual choice of techniques. Only 13 per cent of those replying to the survey had reported consultative arrangements which covered the full process of introducing new technology.

As indicated in chart 2 technology agreements resulted in consultation taking place at an earlier stage in the process of change than had previously been the case.

The shift towards employee involvement at the earlier stages of the introduction of new technology was, as shown in chart 3, primarily the result of "procedural" agreements.

### Issues covered

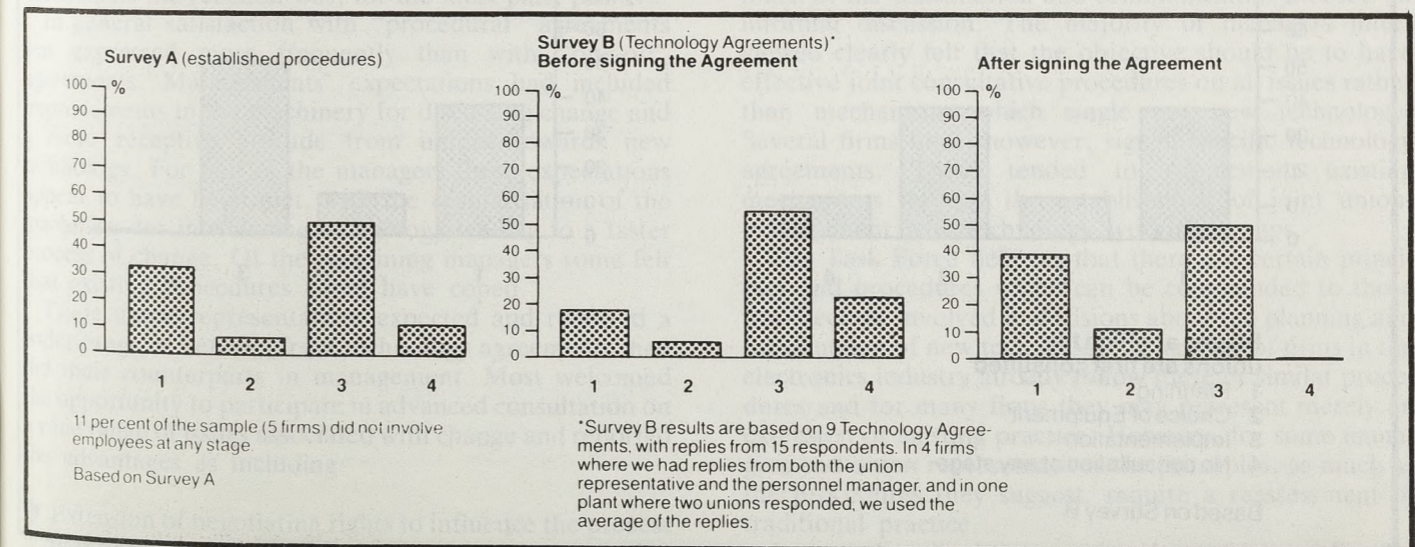
While a large number of firms encouraged employee involvement the range of issues covered by jointly agreed procedures differs widely between plants. There does not appear to be any greater consistency between plants within the same group than exists between groups. "Health and safety", "job content", "remuneration", "redundancy", and "the monitoring of the introduction of new technology" were all listed as topics for conventional consultation by over 50 per cent of the plants surveyed. The "pacing of work" was least often subject to consultation. The pattern of coverage by those firms which had signed technology agreements is broadly comparable with those surveyed on established practices. The most frequently cited issue was "health and safety" while the pacing of work was rarely mentioned. The research indicates that on average a wider range of issues were covered under technology agreements (69.4 per cent) than under established arrangements (55.4 per cent) although once again there exists considerable differences between categories of agreement. "One-off" agreements, for example, were twice as likely as "procedural" agreements to cover "monitoring the introduction of new equipment and systems". "Remuneration", on the other hand, was less likely to be the subject of consultation resulting from "procedural" agreements than would be the case in "one-off" agreements.

### Information provided

Efficient consultation must be based upon the widespread provision of information to the workforce and their representatives. Survey A, on established practices, examined the extent to which information relating to the introduction of new technology was made available and at which stage during the process of change this occurred.

Information on "Health and safety" was most frequently made available to the workforce. As might be expected considering legislation in this area, more than 90 per cent of the sample of firms which operated established mechanisms disseminated information on this topic, half providing the information at the planning stage and half

**Chart 2 At what stage are unions first consulted?**



during implementation. The category least often referred to at either stage was "costing" with dissemination practised by only 24 per cent of responding firms.

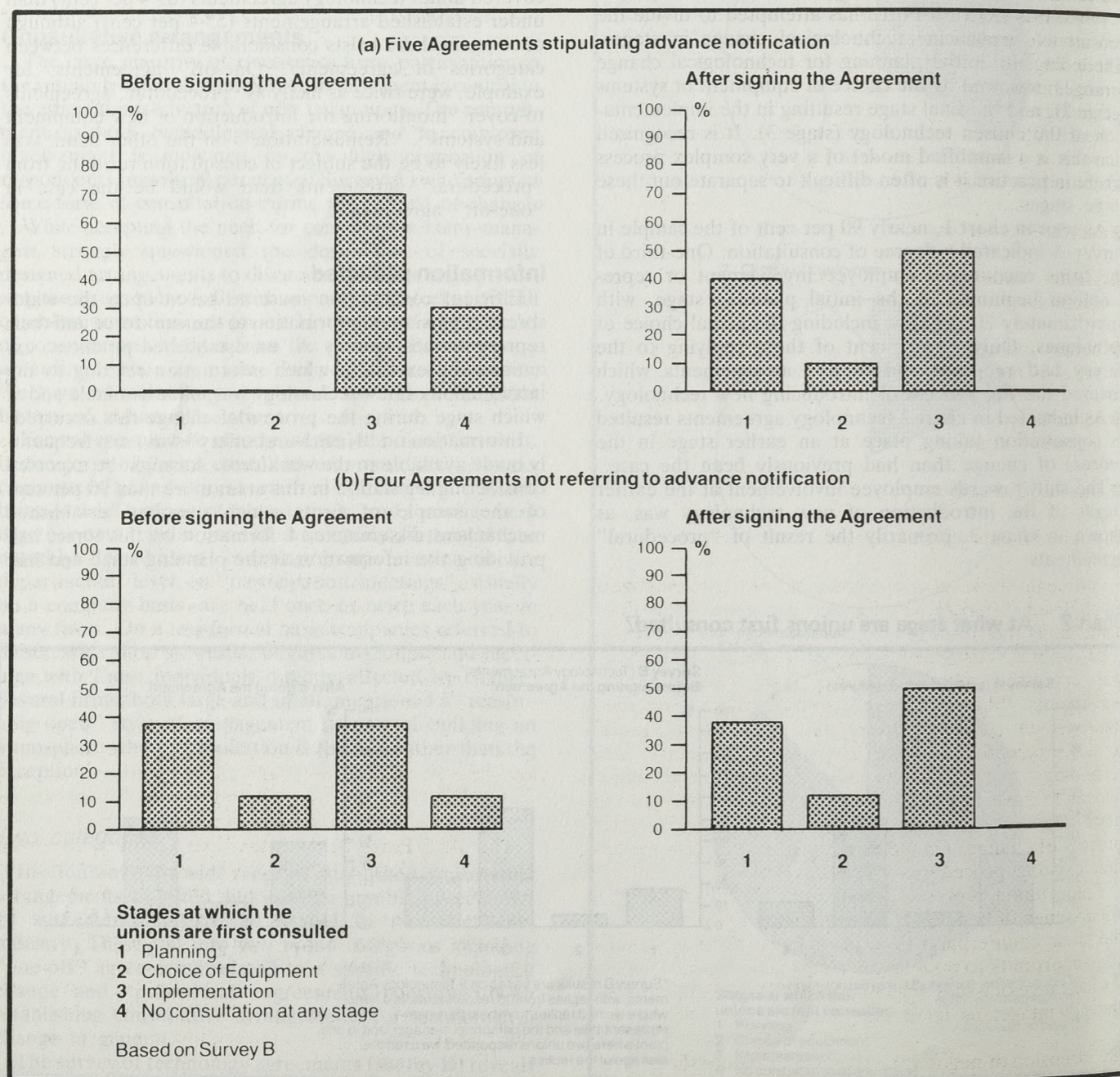
Most of the information made available was of a technical nature with financial information being of a more general nature related to company performance in general. The principal means of conveying the information is through union/management meetings with other forms of communication including management meetings with those directly affected, departmental meetings, newsletters, and noticeboards somewhat less frequently employed.

Those firms which have signed technology agreements

provide a range of information similar to that available under established practices. Once again information on "health and safety" is most often disseminated while "costings" are referred to infrequently. The signing of agreements has, however, significantly increased the number of topics on which information was available.

In general in those firms with "procedural" agreements the range of topics covered was subsequently extended and is now on a par with good practice in the electronics industry. For these firms the signing of an agreement which includes clauses on information provision may have been a response to a previously inadequate concern for the dissemination of information in the workplace. Those

**Chart 3 The effects of 'advance notification clauses' in technology agreements on the stage at which unions are first consulted**



firms with "one-off" agreements were found to have previously provided a wide range of information. This continued after the signing of the agreement even though information provision was not specifically referred to.

The quality of information is as important as the number of topics covered. In one firm it was found that the procedural agreement had not actually increased the range of topics but instead had led to an increase in the degree and quality of information provided. While union signatories of technology agreements expressed satisfaction with the provision of information subsequent to the agreement there remains concern that information on the long-term implications of technological change and the possibilities of future extensions or linking of systems was not made available.

### Benefits

While it is difficult to quantify the costs or benefits of consultative arrangements the large majority of managers responding to Survey A indicated that their current arrangements had facilitated the introduction of new technology.

Nearly all firms referred to improved industrial relations as a result of consultation and specific benefits attributed to consultative arrangements included:

- increased commitment through involvement
- greater understanding of commercial and technical decisions by those on the shopfloor
- better understanding by managers of the issues that arise in the process of rapid change
- reductions in the amount of time involved in introducing new techniques
- increased readiness to accept redeployment
- improvements to the design of the product.

Although trade union representatives and managers emphasised different benefits accruing from technology agreements the reaction was, for the most part, positive.

In general satisfaction with "procedural" agreements was expressed more frequently than with "one-off" agreements. Managements' expectations had included improvements in the machinery for discussing change and a more receptive attitude from unions towards new technology. For half of the managers these expectations appear to have been met, with the regularisation of the machinery for introducing technology leading to a faster process of change. Of the remaining managers some felt that existing procedures could have coped.

Trade union representatives expected and reported a wider range of benefits from technology agreements than did their counterparts in management. Most welcomed the opportunity to participate in advanced consultation on a wide range of issues associated with change and reported the advantages as including:

- Extension of negotiating rights to influence the process of introducing change, especially advance consultation

with the company before it makes final decisions on system introduction and the possibility of monitoring its extension.

- The introduction of change on an agreed planned basis.
- Increase in pay for new skills.
- To stop or slow job loss, and especially to prevent redundancies.
- To protect and improve working conditions, especially health and safety, and skill levels.
- Improved productivity.

Where dissatisfaction was expressed on the part of union representatives it mainly concerned the perception of management commitment to the agreement.

Representatives of both management and trade unions appeared satisfied with the contribution made by the "procedural" agreements towards early consultation and information provision.

Technology agreements were not however, seen as a universal panacea for all industrial relations problems. Occasional tensions were reported between technical staff and electricians, for example, over maintenance of equipment. The existing format of technology agreements were not thought adequate to overcome tensions as long as consultations remain between management and individual unions.

### Conclusions

The research indicates that a significant amount of consultation and disclosure of information is practised by the electronics industry. It indicates, however, that while practices vary widely between firms and within company groups both consultation and information disclosure do not in general embrace the planning stage. Involvement in the introduction of new technology is for the most part not distinguishable from traditional methods of consultation, including works committees and consultative councils and much of the consultation and communication is based on informal discussion. The majority of managers interviewed clearly felt that the objective should be to have effective joint consultative procedures on all issues rather than mechanisms which single out new technology. Several firms have, however, signed specific technology agreements. These tended to supplement existing mechanisms through the establishment of joint union-management new technology working groups.

The Task Force believes that there are certain principles and procedures which can be commended to those who become involved in decisions about the planning and introduction of new technology. A number of firms in the electronics industry already follow these or similar procedures and for many firms they may represent merely an extension of existing practice. However, for some managers and union representatives the principles, as much as the procedures they suggest, require a reassessment of traditional practice.

It is believed that consideration of the following

suggestions can lead to improvements in the management of change.

- (a) Securing important changes in the operation and organisation of company activities is not an easy task, and the point in time when ideas, and perhaps partly formulated proposals, should be communicated to formal consultative or negotiating bodies sometimes requires the exercise of fine judgement. Nevertheless, complex changes are handled most effectively when all available talents in the workforce are harnessed and utilised, when consultation enhances real choices.
- (b) Companies should therefore engage in widely based consultation (including the workforce most directly affected, and their representatives) at the earliest practicable stage.
- (c) Companies should also bear in mind that the co-operation of the workforce is linked to their perception of what action is planned to secure employment security generally as well as the firm's well-being.
- (d) Companies should be willing to discuss with the unions the conditions for maintaining stable employment. Improvements in consultative processes might for example take the following forms:
- (e) The use of company-wide plant, shop and department consultative processes to enable discussion of the reasons for the introduction of new technologies, the implications for employment and skills,

and an understanding of how the human consequences of technological change can be handled.

- (f) To enlist the knowledge and experience of employees at every level in planning and implementing the introduction of change, *ad hoc* groups comprising members of departments/activities most directly involved in the change, could be established with the task of reviewing and recommending the most effective ways of proceeding. Such an extension of the consultative process would need to be accepted by the formal consultative mechanisms, where they exist, and to be co-ordinated with them and with established negotiating machinery where matters arise which bear on terms and conditions of employment. The potential of new technology to cut across traditional boundaries suggests that these groups should also embrace all the recognised unions as well as other interests.
- (g) Management must be prepared to provide representatives and the *ad hoc* groups with a wide range of business, technical and manpower information as a basis for these talks.
- (h) Employees who are to be involved in consultation about new technology need training and advice, perhaps from bodies outside the company, as a background preparation for the task.
- (i) The information needs of employees generally should also be provided for by the publication of special newsletters or information bulletins to all employees at regular intervals.

## EMPLOYERS OF GRADUATES

**ARE YOU HAVING DIFFICULTY RECRUITING THE SCIENCE AND ENGINEERING GRADUATES YOU NEED?**

**DO YOU FORSEE FUTURE SHORTAGES?**

IF SO the Department of Employment's Unit for Manpower Studies would like to hear from you!

The UMS is looking into the extent of any current or future (over the next 5 years) shortages of graduates in Science and Engineering.

This information will be used in the planning and funding of courses at first degree and post-graduate level.

Over the next 6 months the Unit is planning to interview up to 100 employers of graduates to ask them about shortages. Areas of questioning will cover:

- what are the skills in shortage?
- why is your organisation facing shortages?
- what is their effect on output, research etc?
- what are you doing to deal with shortages?
- what more can the higher education system do?

The UMS is now assembling its interview sample and would be glad to hear from any employer who is experiencing or foresees shortages of graduate recruits however specialised their skills. In the first instance please write to:

**Jason Tarsh**  
**Unit for Manpower Studies**  
**Department of Employment**  
**Caxton House**  
**Tothill Street**  
**London SW1H 9NF**

## QUESTIONS IN PARLIAMENT

A selection of Parliamentary questions put to Department of Employment ministers on matters of interest to readers of *Employment Gazette* between July 14 and 25 is printed on these pages. The questions are arranged by subject matter, and the dates on which they were answered are given after each answer. An asterisk after the date denotes that the question was answered orally.

### Closed shop

*Mr Michael B Forsyth (Stirling) asked, how many employees had not yet been given the opportunity to vote on closed shop agreements affecting them since the passage of the Employment Act 1982; and what proportion of employees compelled to remain in union membership this represented.*

*Mr Forsyth went on to ask the Secretary of State for Employment, if he would bring forward to November 1983 the date for compliance with the balloting provisions of section 7(3) of the Employment Act 1980 in view of the number of employees whose jobs were dependent on their membership of trade unions.*

Mr Gummer: We do not know if any ballots on closed shop agreements have yet been carried out in accordance with section 3 of the Employment Act 1982. The Act does not require the holding of such ballots; but in the absence of a ballot any employee, even if he is now a trade union member, will be assured of protection against future dismissal for not holding a union card. There is therefore nothing to be gained by a trade union or employer refusing to hold a ballot. Some may decide, as for example Birmingham City Council have already done, simply to end their closed shop agreement. We have already made it clear that we are prepared to bring forward the date of implementation of the relevant balloting provision if there is further evidence of closed shop abuses.

(July 25)



### Truck Acts

*Mr James Pawsey (Rugby and Kenilworth) asked the Secretary of State for Employment, whether the Government had reached any decision in connection with the future of the Truck Acts; and if he would make a statement.*

Mr Tebbit: After considering the responses made to the recent consultative document on updating the law relating to the payment of wages, and to separate consultations with the TUC and the CBI

about the possible denunciation of International Labour Convention No 95 concerning the protection of wages, the Government has decided that in due course it will invite Parliament to repeal the Truck Acts and associated legislation and replace them by up to date provisions concerning deductions from wages. There will first be full consultation on the form and content of the new provisions.

In order to clear the way for the necessary reforms, the Government proposes to denounce ILO Convention No 95 at an early date. Denunciation takes effect 12 months after the date on which the Government's denunciation is registered by the ILO.

(July 21)

### Department of Employment Ministers

Secretary of State: **Norman Tebbit**

Minister of State: **Peter Morrison**

Parliamentary Under-Secretaries of State: **John Selwyn Gummer**  
**Alan Clark**

### Skillcentres

*Mr Graham Bright (Luton South) asked the Secretary of State for Employment what progress had been made in arranging for the staff in the Skillcentres funded by the Manpower Services Commission to enlarge class sizes to permit the youth training scheme to operate.*

Mr Morrison: Agreement has recently been reached that young people's classes in Skillcentres should operate with up to 16 places. This will help the newly established Skillcentre Training Agency to provide places for young people within the funding available for the Youth Training Scheme.

(July 22)

### Job splitting

*Mr David Madel (South West Bedfordshire) asked the Secretary of State for Employment, whether he was proposing to make any modifications to the job splitting scheme.*

Mr Clark: We have been monitoring the Scheme closely since it opened for applications on January 3, 1983, and propose to provide greater flexibility in the rules by making the following modifications, which will come into effect immediately:

- Applications will be accepted within three months of the conditions of the Scheme being satisfied.
- A gap of up to six weeks will be allowed between the day the full-time job was last occupied and filling the part-time jobs.
- People leaving the Youth Training Scheme or the Youth Opportunities Programme will be able to go directly into a split job at either their present or another establishment.
- People leaving the Community Programme will be able to move directly into a split job.
- The total hours of the two part-time jobs may be up to ten hours more than those of the full-time job which is split. The requirement that they should not be more than five hours less than those of the full-time job is not changed.
- The two part-timers may work alongside each other for up to ten days of initial training.

A revised leaflet incorporating these changes will be issued as soon as possible. (July 18)

### Asbestos

*Mr Frank Field (Birkenhead) asked the Secretary of State for Employment when he expected to publish the mortality study of asbestos workers which was being undertaken by the Employment Medical Advisory Service.*

Mr Gummer: Information held in the EMAS Asbestos Survey is currently being analysed, and the results should be published within the next few months.

(July '22)

## QUESTIONS IN PARLIAMENT

### Youth Opportunities

Mrs Renee Short (Wolverhampton North East) asked how many young people had suffered injury during their work on youth opportunity programme schemes; how many had returned to work; and what compensation they had received.

Mr Morrison: During the period April 1980 to December 1982, 7,910 accidents involving young people on Youth Opportunities Programme schemes were reported to the Commission. In about half of these cases the young person was fit to resume training within three weeks.

Those trainees who were not able to resume training within three weeks were paid benefits equal to those available to employed persons under the Industrial Injuries Scheme. Information is not available on how many of these subsequently resumed training.

(July 21)

Mr Bryan Gould (Dagenham) asked the Secretary of State for Employment what responsibility he accepted for the health and safety of those placed under the youth opportunities programmes and youth training programmes.

Mr Gould also asked what statutory or contracted liability the Manpower Services Commission undertook to take reasonable steps to guarantee the health and safety of those placed under the youth opportunities programmes and youth training schemes.

Mr Morrison: It is the responsibility of employers, under the Health and Safety at Work Act 1974, to ensure as far as reasonably practicable the health and safety of trainees who are placed in their premises both on the Youth Training Scheme and the Youth Opportunities Programme. Managing Agents in the Youth Training Scheme have a contractual responsibility to take necessary steps to secure the health, safety and welfare of all young people participating in the programme to the same extent and in the same manner as an employer is required to do in relation to his employees.

(July 19)

### Youth training

Mr Bryan Gould (Dagenham) asked what efforts were being made to ensure that those found places under the youth training scheme go into factories which were registered under the Health and Safety at Work Act.

Mr Gummer: It is the responsibility of a person who occupies premises for use as a

factory to notify the Factory Inspectorate in accordance with Section 137 of the Factories Act. The Manpower Services Commission takes positive steps to remind employers providing places under the Youth Training Scheme of their responsibilities under health and safety legislation.

(July 19)\*

Mr Tom Arnold (Hazel Grove) asked the Secretary of State for Employment, if he would make a statement on preparations for the introduction of the youth training scheme.

Mr Morrison: There has been a most encouraging response from people wishing to provide places under the Scheme. I am particularly pleased with the interest shown by employers. Some 95 per cent of the total places required have now been identified. I expect a large number of schemes will be approved by Area Manpower Boards in the next few weeks. Over 200,000 places have been approved and some of these are already occupied by Easter school leavers.

(July 14)

### Apprenticeships

Mr Mark Fisher (Stoke-on-Trent Central) asked how many young people were receiving apprenticeships; and what were the comparable figures for 1979, 1980, 1981 and 1982.

Mr Morrison: The numbers of people undertaking apprenticeships in manufacturing industry (excluding shipbuilding) in each of the years 1979-83 are estimated to be as follows:

1979	153,100
1980	149,500
1981	147,600
1982	114,100
1983	93,400

Figures for the non-manufacturing sector are not available.

(July 14)

### Training for skills

Mr Mark Fisher (Stoke-on-Trent Central) asked the Secretary of State for Employment if he would list the industries which had applied for grants under the training for skills programme.

Mr Morrison: I understand that applica-

tions for grants under the Training for Skills Programme for the 1982-83 training year have been made on behalf of the following industries:

Air Transport	Man Made Fibres
Atomic Energy	Merchant Navy
British Rail	Mineral Extraction and Processing
British Telecom	Paper
Carpet	Petroleum
Chemicals	Pharmaceuticals
Construction	Plastics
Cotton	Ports
Electricity	Printing
Engineering	Publishing
Food and Drink	Road Transport
Forestry	Rubber
Freight Forwarding	Sea Fishing
Furniture	Shipbuilding
Gas	Standby Ship Operators
Health Service	Timber
Hotel and Catering	Tobacco
Iron and Steel	Wool
Local Government	

(July 14)

### Married women

Sir Dudley Smith (Warwick and Leamington) asked how the current number of married women registered as unemployed compared with the figure for 1980, 1975, 1970 and 1960.

Mr Gummer: The following is the information for the United Kingdom for June in each of the years specified and for June 1983.

### Unemployed married women

Registered unemployed	
June 1960	51,059
June 1970	32,010
June 1975	61,666
June 1980	219,131
Unemployed claimants	
June 1983	323,929

(July 25)

### Weight limits

Mr Michael Shersby (Uxbridge) asked the Secretary of State for Employment, what consideration he had given to the establishment of human weight limits covering all forms of employment to reduce the incidence of back problems at work.

Mr Gummer: The Health and Safety Commission published a consultative document in May 1982 which contained proposals for comprehensive general Regulations and guidance on the manual handling of loads at work. I understand that the Commission will be giving further consideration to those proposals in the light of the many comments received from interested organisations and individuals. I shall consider the question of mandatory weight limits in the light of their considered advice.

(July 18)

## Employment topics

### Redundancies: confirmed as due to occur

The numbers of redundancies confirmed by the Manpower Services Commission as due to occur in recent months are given in the table below. Provisional numbers reported by August 1 for June and July 1983 are 20,900 and 21,900 respectively. After allowing for further reports and revisions, the

final totals are likely to be around 23,000 in June and 29,000 in July. This brings the projected monthly average in the latest 3 months to around 25,600 compared with 29,000 in the previous three months and 33,000 confirmed redundancies per month on average during 1982.

### Redundancies confirmed as due to occur\*: Great Britain

	All	Jan to May		1982	1983
1977	158,400	65,100	Jan	26,800	30,000
1978	172,600	79,900	Feb	30,000	27,400
1979	186,800	67,200	Mar	38,600	29,400
1980	493,800	156,600	Apr	37,200	28,800
1981	532,000	256,300	May	30,300	24,900
1982	398,000	163,000	Jun	29,300	23,000 <sup>†</sup>
1983	—	140,400	Jul	35,400	29,000 <sup>†</sup>
			Aug	29,800	
			Sep	29,000	
			Oct	36,400	
			Nov	32,600	
			Dec	42,400	

\* Figures are based on reports (ES955's) which follow up notifications of redundancies under Section 100 of the Employment Protection Act 1975 shortly before they are expected to take place. The figures are not comprehensive as employers are only required to notify impending redundancies involving ten or more workers. A full description of these Manpower Services Commission figures is given in an article on page 245 in the June 1983 issue of *Employment Gazette*.

<sup>†</sup> Projection.

### Too many deaths

There are far too many avoidable deaths on farms. This tragic toll can and must be prevented said Mr John Selwyn Gummer, Parliamentary Under-Secretary of State for Employment and the Minister directly responsible for health and safety at work, speaking in Peterborough recently.

Mr Selwyn Gummer deplored the fact that 69 people had been killed on farms during 1982. The figure included 13 children.

"A fatal accident to a child is one of the greatest tragedies which can occur. Young children and farm machinery do not mix. Children should not play in areas where work is taking place. We must see that young lives are not put at risk by the complicated and powerful machinery in use on the majority of farms."

Mr Selwyn Gummer said that there were regulations which prohibited children from riding on tractors. Yet parents still ignored them. One single risk taken could mean a lifetime of regret. "Everyone working on a farm should remember that cutting corners not only endangers

the farmworker, but puts at risk the lives of children and the future of whole families."

The Agricultural Inspectorate were producing a Guidance Note on Child Safety on Farms giving advice on how higher standards of safety could save lives.

"But children are not the only victims. There have been some horrific accidents in the past few weeks involving adult workers using hay-balers. The Agricultural Inspectorate is working with the baler manufacturers to see what needs to be done to prevent such accidents in the future," he said.

"However we all know that lives would not have been lost if a safe work system had been followed. A worker should ensure that when he is working on a baler—carrying out maintenance or clearing a blockage—the tractor engine is stopped, brakes are applied, the drive between the tractor and baler is disengaged and the machinery has stopped revolving. Of course farm machinery ought to be made safe by the manufacturer but any sensible worker looks after his own life. It may be too late to blame the manufacturer after an accident. Too late even to shout at the boss!

"Yet much more must be done to improve the safety of agricultural machines. It is the responsibility of the manufacturers, importers, suppliers and installers to ensure that a new machine is as safe as reasonably practicable.

"Most agricultural accidents could be prevented if farmers and their workers adopted a safe system of work," the Minister said. "It is specially important now during this busy period to make sure that every job on the farm is carefully planned, particularly those involving the use of powerful equipment."

"There are already too many people spending a lifetime regretting a few minutes carelessness."

### Analysis of strikes

International studies of industrial disputes are all too rare despite the considerable interest in comparisons of strike activity across countries. *Strikes in Europe and the United States: Measurement and Incidence*\* by Kenneth Walsh, a research fellow at the Institute of Manpower Studies, attempts to fill this gap.

It provides a thorough analysis and explanation of the measurement systems in use in Belgium, Denmark, France, Germany, Ireland, Italy, the Netherlands and the UK as well as the United States. There are individual chapters on each. There is also an examination of the efforts at an international level to co-ordinate the measurement systems in different countries.

In 1926 the International Labour Office considered the problem and issued a series of recommendations on what should be collected. But little had been done with no two countries of the nine covered in this book actually compiling their statistics of strikes on a similar basis.

*Strikes in Europe and the United States*\* compares strike records across countries and goes on to explore carefully the measured strike record of the nine countries from 1972-81, a decade of changing economic fortunes. The book also covers such key aspects as their cause, duration, and industrial spread. One chapter is also devoted to the trade union and industrial relations structures to be found in each country.

Some interesting conclusions derive from this analysis of the data. For example, it is clear that no mat-

ter what measure is used, Italy, Ireland, and the UK come out worst among the nine countries studied. In particular their strike record over the decade shows alarming fluctuations of activity which tend to point to their unpredictable nature, always an added difficulty for an employer. Further, in this book Kenneth Walsh also points out that the most apparently strike-prone countries also tend to be those with the most varied trade union structure, the least formalised industrial relations procedures and the most flexible labour law.

The mitigating circumstances are there in that the most strike-prone countries also have the best measurement systems, which could mean that more strikes are counted in the statistics.

Finally, *Strikes in Europe and the United States* points out that underlying all the analyses of strike-proneness is the fact that even in those countries with a comparatively high strike record, working days lost only constitute a small proportion of total working time, much less than absenteeism for example.

\* Copies of the books are available from the publishers, Frances Pinter (Publishers) Ltd, 5 Dryden Street, London WC2E 9NW (telephone: 01-240 2430) price £15.75.

### Service sector jobs

In 1981, 56 per cent of Europeans were employed in the services sector. About 36.8 per cent were working in industry and 7.2 per cent in agriculture.

The figures are based on national estimates submitted to Eurostat, the European Community Statistical Office. They cover the whole working population, including wage-earners, the military, employers, the self-employed and domestics.

The importance of the services sector is steadily growing in the Community. It includes trade, catering, hotels, repairs, transport, communications, credit institutions, insurance, business services, rentals, administration and so on.

In future employment in this sector is expected to expand even further. For in the United States services account for a large share of GNP, employing more than 70 per cent of American workers.

These facts are given in *Europe 83*\*

\* *Europe 83* is published 10 times a year and is available free of charge from the EC offices at 8 Storey's Gate, London SW1P 3AT.



## Workplace communications

□ A revised edition of the ACAS Advisory Booklet *Workplace Communications* is aimed at helping companies who now have to describe in their directors' reports the steps taken to improve employee involvement. The revised edition of the booklet includes a paragraph explaining what is required in respect of communications with employees.

Mr Pat Lowry, chairman of ACAS said: "These days employees expect to be well informed about the organisation for which they work. Unless workplace communications are good, managers will not secure employee commitment to the objectives of the undertaking. Considerable improvements have taken place over the past few years but much still remains to be done".

From 1 January 1984 companies with more than 250 employees will be required under the 1982 Employment Act to include a statement in their annual reports describing action taken on employee

involvement, including communications. This, together with the longer term EC developments towards increased employee participation, has led to increasing awareness of the benefits of effective workplace communications which is reflected in the level of requests coming to ACAS for practical advisory assistance in this field.

ACAS believes that *Workplace Communications* provides a sound introduction to the subject and offers valuable practical advice to any organisation wishing to review its communications policies and practices to bring them up to date.

*Workplace Communications* Advisory booklet No 8 available free from any ACAS office.

Other titles in the series are: *Job Evaluation, Introduction to Payment Systems, Personnel Records, Labour Turnover, Absence, Recruitment and Selection, Induction of New Employees.*

## Accident reporting

□ A new scheme for reporting accidents, dangerous occurrences and cases of ill health arising at work is outlined in a consultative document published recently by the Health and Safety Commission (HSC).

The arrangements, which are intended to replace the Notification of Accidents and Dangerous Occurrences Regulations 1980 (NADOR), include two novel features. Firstly, a proposal for the systematic reporting of occupational diseases and medical conditions and secondly, an arrangement whereby the Commission can authorise additional follow-up information on incidents of special interest or of particular relevance to policy concerns.

Under the new proposals all incidents would be reported directly to the enforcing authority, unlike NADOR which relied mainly on information supplied to the Department of Health and Social Security for the purposes of processing claims for the now defunct industrial injuries benefit scheme.

The following types of incident will be reportable if they arise out of, or in connection with, work:

- a fatal or major injury to any person;
- an injury causing an employee, self-employed person or trainee to be unable to attend work for more than a specified number of consecutive days (the number of days is subject to consultation);

- any of the dangerous occurrences listed in Schedule 1 of the draft regulations;
- any instances of specified diseases or medical conditions in the occupational circumstances listed in Schedule 6 of the draft regulations.

The task of safeguarding standards of health and safety in the workplace requires a comprehensive, accurate and timely flow of information about the causes of, and circumstances surrounding, accidents and occupational ill health. But the provision and transmission of information to the authorities imposes costs on industry and it is essential therefore to ensure that the information sought will be directly relevant to the Commission's work, particularly in regard to the prevention of accidents and ill health. In developing its proposals the Commission have tried to avoid placing unreasonable demands upon employers and have taken on board the lessons learnt from previous reporting arrangements.

The proposals, which have been developed after extensive informal consultations with both sides of industry, include a number of options on the precise nature and extent of the injuries which should be reported. The Commission are therefore specifically seeking views on whether:

- to record and report incidents causing more than three days absence from work;
- to record and report incidents causing more than seven days absence from work;
- to report seven day absences but still require employers to keep records of incidents involving more than three days absence.

Comments on the Consultative Document should be sent to Ms J Manson, Safety Policy Division B1, Health and Safety Executive, Baynards House, 1 Chepstow Place, London W2 4TF by 31 October 1983.

*Consultative Document: Proposals for Revised Arrangements for Reporting Accidents, Ill Health and Dangerous Occurrences at Work.* Available from HMSO or booksellers, price £3.00 plus postage.

## Radioactive materials

□ Eighty-seven per cent of the radiation dose to workers during the transport of radioactive materials is due to the need to transport radioisotopes for medical and industrial use, according to a study by the National Radiological Protection Board for the Health and Safety Executive.

Forty-nine per cent occurs during the transport of 'technetium generators' for hospital use in the diagnosis of cancer and 38 per cent comes from other radioactive materials transported for medical and industrial use. Thirteen per cent can be attributed to transport associated with the nuclear industry.

The study is described in an article in *Radiological Protection Bulletin* No 53 (July 1983), published by the Board. The study covered radiation exposure during all normal transport operations but not the potential consequences of accidents. HSE and the Department of Transport have jointly asked the Board to study these separately, with a view to publication early next year.

Although mainly concerned with exposure of workers the study included the exposure of the public from the transport of irradiated Magnox fuel from the first generation of nuclear power stations. The current evaluation, which is based on measurements, shows that the public exposure is much lower than the calculated maximum based on pessimistic assumptions.

A few hundred workers have duties solely involved with the transport of radioactive material. In addition, some tens of thousands of workers are occasionally associated with the movements of such material. Most individual radiation doses are low although a few road trans-

port workers receive annual doses of 20 millisieverts (2 rem). The collective annual occupational dose to all transport workers is about 1 man Sv (100 man rem) which is a small fraction of the annual collective dose of 500 man Sv (50,000 man rem) from all occupational exposure to ionising radiation in the UK.

The study was carried out to provide information which will assist in the formulation of future statutory requirements and in the provision of guidance.

## Radiation exposure

□ Sources of exposure of workers and the public to microwave and radiofrequency radiations in the UK are described in a comprehensive survey\* published by the National Radiological Protection Board.

NRPB recently published a consultative document† relating to radiation protection standards for these radiations; although the published deadline for comments has passed they are still being accepted.

In the new survey, information is presented in the context of the existing guidelines for restricting exposure to such fields and also in relation to the proposed new guidelines. The types of equipment covered include those used for broadcasting and telecommunications, radar and heating.

The survey has led to the conclusion that the proposed guidelines could be exceeded by the use of radiofrequency radiation in industrial heating processes and by some portable and mobile communications transmitters, unless account is taken of 'time averaging' relaxations and of possible modifying factors relating to energy absorption by the human body in certain circumstances. Time averaging allows high exposures for short periods by averaging the radiation dose over a longer period, subject to certain limitations.

\* *Sources of exposure to radiofrequency and microwave radiations in the UK.* NRPB-R144, by S. G. Allen and F. Harlen (HMSO, £3.00).

† *Proposals for the health protection of workers and members of the public against the dangers of extra low frequency, radiofrequency and microwave radiations: a consultative document* (HMSO, £2.00).

## European Commission moves

□ The London Office of the Commission of the European Communities has moved.

The new address will be 8 Storey's Gate, London SW1P 3AT. The telephone number will be: 01-222 8122.

# CASE STUDY

## Japanese working methods

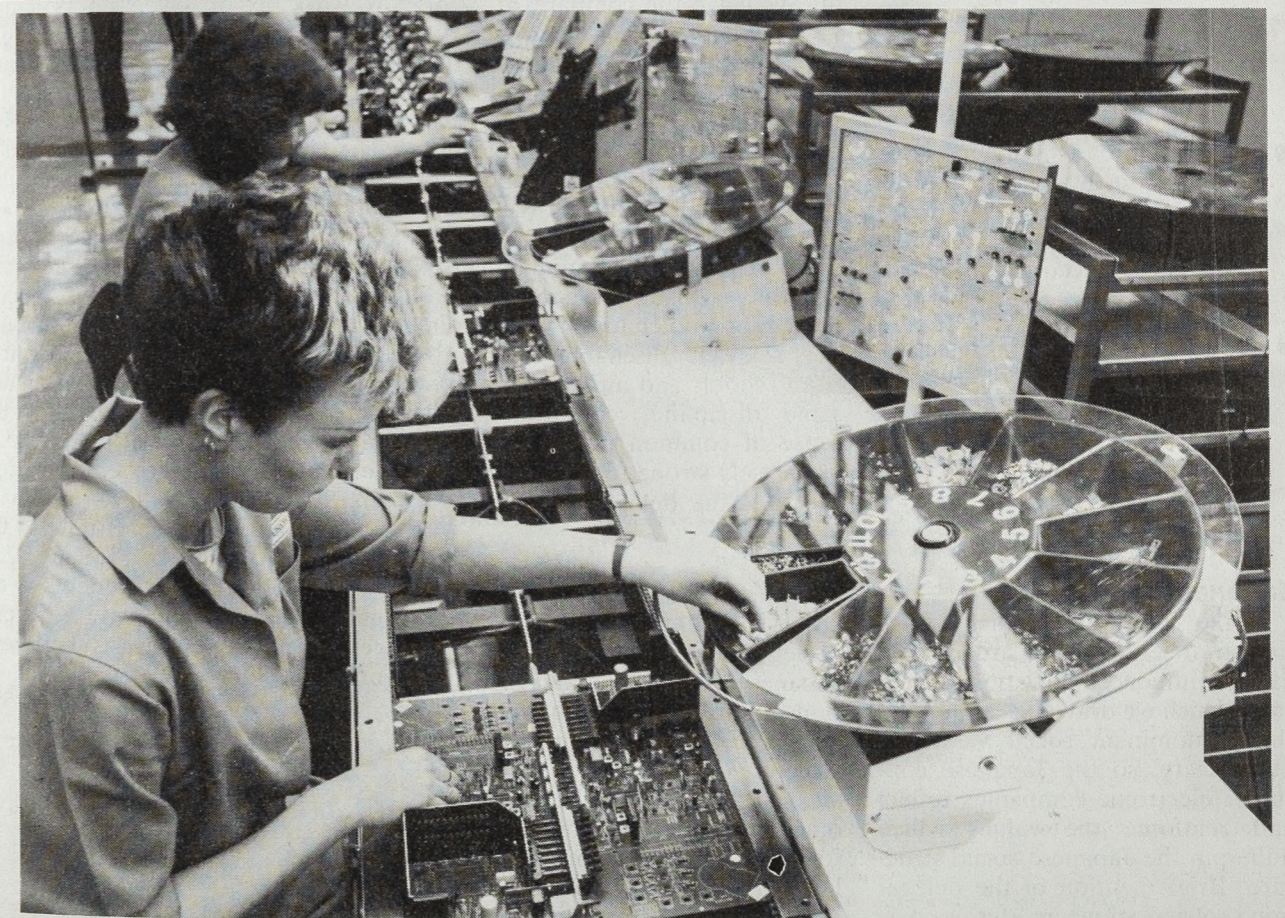
□ In November last year a joint management/union delegation from Thorn EMI Ferguson visited Japan. Led by the company's personnel director, Mr Jim Donovan, the group also contained two works directors, a chief engineer, two personnel executives and seven trade union officials from Enfield and Gosport. Their purpose, writes Patricia Tydeman, was to study the latest production techniques in colour television manufacturing and the structure of Japanese employment. The party also looked

closely at how Japanese firms achieved their employees much vaunted commitment, how their unions were organised, and how they are coping with the introduction of robotics. In June, Mr Donovan described the visit to an audience of distinguished industrialists at an Industrial Society Action lunch.

There had been an earlier visit. In 1978 Thorn Consumer Electronics (now Thorn EMI Ferguson), like the rest of the UK consumer electronics industry, was wilting under the pressure of competition

from Japan. A joint management/union delegation went to Japan and in their subsequent report highlighted areas of performance in which radical improvements would be necessary if the company was to survive. In particular the report emphasised the need to substantially extend automation and mecha-

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Ferguson's Gosport plant which compares favourably with Japanese production technology.



## → CASE STUDY

nisation and significantly improve the quality of the working environment.

The subsequent four years saw the demise of most of the British colour television manufacturers in the face of Japanese competition. Ferguson, in contrast, implemented the recommendations of its 1978 delegation and in the period from autumn 1980 went on to introduce the highly successful TX range of colour television with the extensive promotional support which has been an important element of its commercial success. Such change was however achieved at no small cost in terms of jobs and reorganisation.

Against this background, the 1982 delegation visited Japan with the following objectives:

- To review the relative status of the company against Japanese standards in respect of the principal observations and recommendations of the 1978 visit.
- To develop a greater joint appreciation of the direction of technological change in manufacturing methods and in particular advanced mechanical handling.
- To make recommendations arising from the above and to jointly report back to the company, its employees and other interested parties in the UK.

### Japanese society

In the same way in which British industrial enterprises are significantly influenced by the society from which we draw our labour and the predominant social values of our society, so the Japanese consumer electronic companies reflect and reinforce the values which underpin the Japanese social structure. Brief mention of the delegation's observations in this area is important in appreciating the reasons, motivations and rationale

behind many of their human relations practices.

Japan is a country of intensely dense population and unified by a unique language and lack of any nationality dilution such as has occurred in the UK and most western countries. It is a country in which the social ideals of harmony, loyalty, hierarchy and egalitarianism dominate. The individual good is thoroughly subordinate to the collective good. Consensus dominates conflict. Men are regarded as the bread-winners, and in employment the role of women is secondary. Women dominate the family and household and in that environment the man is secondary.

In response to questions about Japanese women at the lunch, Mr Donovan said that female managers were almost totally non-existent. It was considered undignified for Japanese girls to become involved with trade unions. Female workers always leave the company at 22 or 23 years on marriage.

Arising from these values and the physical/geographical parameters of the country is a powerful drive towards discipline and conformity. Discipline is apparent in schoolchildren and adolescents, in the trains and on the streets. Educational standards in schools and universities are very high as are the proportions of schoolchildren who attain the relevant discharge standards from schools and universities. That same discipline, conformity and sense of common purpose was an immensely strong force in all of the factories the delegation visited.

### Structure of employment

Before commenting on the Japanese ways of handling reductions in direct labour requirements, it is relevant to understand the structure of employment in the television factories. All companies operated "lifetime" employment for their "regular" workers. Regular workers are recruited direct from high school or university and are the only normal source of recruitment into the organisation.

The companies take in, each April, a very small proportion of men and a high proportion of girls. Both are guaranteed lifetime employment, but in practice it is only relevant for the men as social values dictate that the girls leave employment when they marry. Accordingly, it was normal to find the average age of female staff as being 20 or 21 and male staff 27 to 30. One company quoted a female turnover figure of approaching 20 per cent per annum and a nil male turnover figure. The managing director of Sony Ichinomiya told the delegation that his company positively prepared girls for marriage through classes on flower arranging and the tea ceremony!

In contrast to the "regular" workers, all the companies visited, except Matsushita, employed "part-timers". To avoid confusion it should be understood that a part-timer in this context would normally work six or seven hours a day against a regular worker's eight hours a day. Part-timers do not belong to the labour union and do not have lifetime employment. Their wage rates and conditions of employment are inferior to regular workers and they are employed on temporary contracts of between three and 12 months. They are normally given the most menial tasks to perform. They are female, normally housewives, with a typical average age of 38. Significant numbers of such part-timers are employed; for example at JVC, of 2,520 female workers 900 were part-timers, and at Sony, of 1,900 female workers 700 were part-timers. Of the 700 part-timers at Sony, 250 were high school students who guaranteed the company a 50 per cent turnover per year as they were on a specific two year course.

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### Production technology

Unlike the delegation of 1978, this group saw no factory with plant and equipment more advanced than that in the company's factories. Indeed, it can be stated with some certainty that its Gosport and Enfield plants would compare very favourably in simple production technology terms with every factory visited.

This may, of course, mean that much of that equipment which was new in 1978 is approaching the end of its normal working life and will be replaced over the next few years. Matsushita at Ibaraki, claimed to have under development a new TV assembly line which would be "almost completely" automated. The Hitachi factory at Gifu, which in 1978 looked so impressive, seemed no more than normal by 1982 standards, notwithstanding its enormous volumes and concentrated efforts on final TV assembly.

Nowhere did the delegation either find complacency or acceptance that the Japanese companies had exhausted the potential efficiencies available from new and better assembly methods. All claimed to be devoting resources in this area and all claimed to be investigating the potential impact of robotics on manufacture. In practice, very few robotic applications were to be seen outside of the JVC video factory at Yokohama in which a very impressive series of in-line Hirata robots were employed on mechanical assembly.

### Design technology

With only one engineer in the party it was unable to assess the status of design technology of the companies visited. However, through the simplistic criteria of component counts, "back off" visual appearance and cables and sub-assemblies, it did appear that the Ferguson TX range remains a

highly competitive design even though it is two years old.

All the Japanese companies visited placed a very high priority on the quality of the components and showed extensive resources allocated to component testing.

What did make great impact on the delegation was the priority placed on the importance of good and innovative design and the resources allocated to design. None of the companies visited claimed less than five per cent of turnover invested in research and development, and some as high as eight per cent. Sharp at Tochigi were said to have a research and development section employing 720 people.

### Handling reductions

It was clear that all the Japanese companies visited had experienced reducing requirements for direct labour arising from improved design and manufacturing technology in much the same way as Ferguson have over recent years. Hitachi spoke of having reduced direct labour by half over ten years with most others in similar order.

When asked how Japanese companies catered for such reductions, and at the same time maintained lifetime employment, the dominant answer was by redeployment on new and developing products. Clearly this has been the answer in some considerable measure. Sharp and Sony have both introduced video production into factories formerly dedicated exclusively to colour television. Hitachi have concentrated all colour television manufacture at Gifu and introduced personal computers and video disc at Yokohama. Toshiba have attempted to introduce, unsuccessfully, video disc at Fukaya. In fact, a number of the companies, Matsushita and Sony in particular, professed themselves unable to recruit sufficient good quality labour.

Nonetheless, it was the delegation's view that in addition to real-locating labour with lifetime employment on new products, the companies used the disposability of

part-time labour, the natural wastage of single female labour and the disposability of sub-contractors to offset their direct labour surplus problems.

### Organisation of manufacturing

With the sole exception of Toshiba, all the manufacturers devoted their principal resources to auto-insertion and television final assembly. Indeed Sharp even sub-contracted auto-insertion with 50 machines rented or leased to sub-contractors. As Sharp explained, they believed in greater proficiency of operations if the range of manufacturing activities in one operation is limited, specialised and in high volume. It was noted with interest the significant contrast between the highly specialised nature of TV assembly in the factories visited with their extensive concentration on final assembly against that in Ferguson's factories in the UK where a highly diverse range of activities are undertaken. The volumes in all of the Japanese factories was exceptionally high by UK standards. The Japanese companies planned their manufacturing output on an annual basis and that once an annual manufacturing plan had been put into operation it was fixed and unassailable. All the factories had a significant dependence on export. Ranges of models varied enormously from 23 to 150 with receivers as small as four inches up to projection television at 50 inches.

None of the factories visited appeared to have reached the stage of advancement on integrated management information systems of the type which Ferguson are currently introducing. The delegation was particularly struck by the very small

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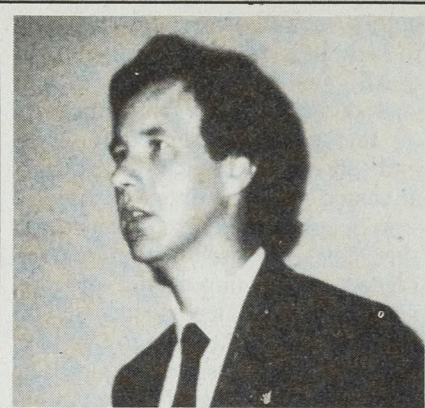
## → CASE STUDY

diversity of models in the factories visited. It was rare to see more than five different models in production in the factory at any one time, and although the potential range of models stretched up to 150, the predominant model diversity was of a much, much lower order. This position, of course, contrasts significantly with that predominant in the UK.

### Trade union structure and role

Unlike UK trade union organisations, labour unions in Japan reflect the company organisation and are effectively company unions. The unions in the Consumer Electronics Industry are mostly affiliated to and coordinated by the Denki Roren (Electrical Machine Workers Union). Within all the factories visited union membership is obligatory for all regular employees below management level. Once an individual is promoted to management, he will leave the union. In contrast to the UK, there is no debate in the companies visited about the morality or ethics of the closed shop—it is accepted without question.

All the organisations held consultative sessions with labour union representatives—normally every three months. Typically those sessions would cover: sales, profits, production schedules and overtime requirements. At Matsushita, dual meetings take place locally with local representation and at corporate level with corporate union representatives. By and large, discussions on new technology did not appear to have a high priority at these meetings as the introduction of new technology did not adversely affect the regular employee—the union member. Indeed, Sony said that it did not feature in their discussions at all. Sharp, on the other hand, professed a policy of agreeing with the labour union the most effective way of introducing new technology.



Mr Jim Donovan.

Negotiations, as we would recognise them in the UK, appeared to be restricted to the spring offensive and the annual bonus negotiations.

A variety of arrangements existed in respect of the provision of facilities and time off for union duties. At Hitachi, the local official's salary was paid by the union, and at JVC the company or the union paid officials according to whether the greater proportion of time was spent on the union's business or working for the company. At Sony all union activities were paid at 60 per cent of normal rate. Toshiba provided office facilities for the union but charged them rent on the square footage.

By and large communications between labour unions and their members were by out of hours meetings or by broadsheets.

Industrial action was rare in the extreme, principally because it conflicted with the labour union objectives of strengthening the company to strengthen themselves and the security of regular employees. When pressed, the union official at JVC said that if industrial action was absolutely unavoidable, the union would look first of all at refusing to work overtime, then at refusing to work holidays and finally at striking.

However, because of an accident of timing, the delegation were in Japan at a time of the annual bonus negotiations, and were able to see all the union members wearing armbands supporting the union position and seeking good bonus payments. The management and

union at JVC said that the armbands were to show solidarity, and that the management felt pressurised by the fact that armbands were being worn and would potentially lose face if agreement could not be reached with the union.

The delegation met a local union convenor at Hitachi, Gifu, the general secretary of the JVC at JVC, and a full meeting with executive council members of Denki Roren. From these meetings elicited a number of views and opinions from the labour movement.

The delegation pressed the general secretary of JVC on his attitude to part-timers and their non-union status. It was clear that the union's principal interest was in regular employees and that they had no interest in part-timers at all. They stated that such people were only interested in employment for one or two years and thus were of much lesser importance than regular employees. In contrast, Denki Roren stated that it was their objective to encourage unionisation of part-timers and extension to them of life-time employment. The delegation felt that they were paying lip service only to this objective.

On new technology, the delegation found that, in significant measure, the union shared the management's bullishness about the desirability of new technology as a method of creating growth in the economy and new jobs. The Denki Roren showed us their policy on new technology but by and large they regarded its introduction as a blessing even where job numbers were concerned.

The delegation felt that some apprehension was shown by the local union representative at Hitachi and by the General Secretary of the JVC on the subject of the impact on jobs of new technology.

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### Human relations

It was in the field of Japanese human relations that made the most striking impact on the delegation.

Where in the UK "personnel policy" will normally be seen as either practices from the workforce or organisational controls/mechanisms in respect of terms and conditions of employment, in Japan it is a positive policy for the maximisation of the individual commitment and contribution to the good of the organisation. The higher the level of individual commitment, the more secure the employees. Enlightened self-interest.

Most of the organisations had written and public statements of "personnel policy". Backed up by reinforcing techniques of slogans, induction training, departmental job rotation, counselling, personal development, individual commitments to quality/productivity/effort recorded in the personnel department or in writing in front of operator—the overall impact is one of enormously impressive co-ordinated common commitment to the strength and growth of the organisation. In particular, Sony and Matsushita impressed with their commitment and efforts in this field. At Sony the delegation felt an exceptional high level of morale and commitment from a very young workforce notwithstanding a disciplinary approach.

Supportive to this fundamental orientation of "personnel policy" it is worth noting practices in a number of areas:

(a) *Safety* Very low or non-existent accident figures are reported by the companies and supported by Denki Roren, although the delegation was in some doubt about whether the basis on which figures on accidents are recorded in Japan is comparable with the standards which we use in the UK. The figures are despite low levels of machine

guarding by UK standards. Safety receives considerable propaganda support and is inculcated as an individual responsibility through induction, action groups and campaigns. The strong onus is on individual responsibility for safety.

(b) *Job organisation* Operators do not rotate in normal day-to-day terms but job rotation is used in some organisations for personal development, particularly for men. There is no distinction recognised between mechanical and electrical crafts. Distinctions are drawn between normal and sophisticated maintenance. The companies seek to progress normal maintenance staff through training to the level of sophisticated maintenance staff.

(c) *Discipline* All the organisations worked to clear rule books—expected and received very high level of compliance with rules. No organisation visited or managers met had experience of a dismissal for misconduct. Discipline did not appear to be enforced by stringent supervision but rather by group pressures and self-discipline.

(d) *Environment* The operators take responsibility for their immediate physical environment, keeping it clean, very organised and tidy. The cumulative effect is one of well organised efficiency and cleanliness and a work-conducive environment. Protective clothing is worn in all organisations, and with the exception only of Toshiba, protective shoes for indoor use to keep the floors clean and tidy.

(e) *Absenteeism* Including holidays and sickness the companies claimed absence levels of between two per cent and six per cent.

(f) *Holidays* Entitlements were normally nine to 20 days of which usually no more than nine to ten days would be actually taken.

(g) *Salary structure* All regular employees are paid their salaries monthly and salary is made up of two elements:

- (a) basic pay
- and (b) an annual bonus paid in two parts: summer and winter.

In contrast to the widely held view in the UK, salary levels appear to be quite high, although the real value of such salaries must be looked at in the context of the cost of living in Japan.

(h) *Sporting facilities* Consistent with developing a young, hard-working and company oriented workforce, extensive sporting and social facilities were provided by the companies to ensure fit bodies and full occupation of spare time.

(i) *Suggestion schemes* Suggestion schemes of enormous size are operated. With very low rewards as normal practice, Sharp claimed that they had received 15,000 suggestions in the year to date. Provision of suggestions by employees is expected and seen as part of their commitment to the betterment of the company.

(j) *Quality circles* With different names and with different emphasis, quality circles, involving all employees and operating out of hours were in evidence at most of the factories.

### Recommendations

The principal recommendations by the delegation are given over. The timescales for implementing these recommendations vary from the short to long term and involve a

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commitment to change from all levels of management and employee.

- (1) *Production engineering* Notwithstanding a current competitive position in this field, it is of fundamental importance that Ferguson keep abreast of the latest developments in production technology and maintain a manufacturing capability to rival our Japanese competitors. There must be no complacency.
- (2) *Design technology* In view of the extensive resources allocated to design engineering in the Japanese companies and the high priority they place on good design, Ferguson must maintain its record of excellence in basic chassis design and in high technology developments.
- (3) *Factory loading* In view of the likely effect on the scale of the company's manufacturing activities arising from improvements in production engineering and design technology over the next few years, the company should look carefully at product diversification both to maintain loading in the factories, added value and stable employment levels. In parallel with the stability which should arise from ensuring that the company does not continue to reduce its labour employed, management and unions must find ways of coping with short-term peaks and troughs in labour demand without having to resort to recruitment leading to redundancy or redundancy followed by recruitment.
- (4) *Employee commitment* As important as the quality of our equipment and the quality of our designs is the quality of the contribution of employees at all levels to the growth of the company. In this respect a number of areas need attention if

real unity of purpose is to be achieved.

- (a) The elimination of artificial status barriers.
  - (b) The development of an approach to work organisation which allows for employees to undertake meaningful roles and make a positive contribution to the success of the company.
  - (c) The introduction of an approach to management development which allows for managerial resources to be developed in a broad and rounded fashion in-house to cater for the company's immediate and long-term managerial needs.
  - (d) Improvements in two-way communications in the company's performance, policies and future.
  - (e) Greater individual responsibility for work, quality and environment.
  - (f) Major improvements in the standards of house-keeping in our factories.
- (5) *Industrial relations* Management and unions must work together towards a logical and structured approach to this and bargaining within a multi-union environment, seeking to eliminate duplication of effort and competition between sectional interests.
  - (6) *Absenteeism* Efforts must continue to eliminate the blight of casual absenteeism which has a detrimental effect on the organisation and the common good.
  - (7) *Training* Redoubled efforts must be applied to utilise training to:
    - (a) Develop our skilled craftsmen into multi-skilled craftsmen and sophisticated machinery technicians.
    - (b) Develop a company-committed young employee prepared to make a career within the firm.
    - (c) Develop new skills for

new roles in the face of technological change.

- (d) Achieve significantly higher levels of individual safety consciousness and an improved safety record.
  - (e) Develop sound labour relations based on formal industrial relations training.
- (8) *Factory presentation* At all the factories visited in Japan the delegation were enormously impressed by the standards of the reception they received and the attention to detail when handling visitors. All sites visited had very impressive product displays, guests were clearly expected and greeted on arrival. Security guards were standing to attention and all in all an impression of welcome was made on the visitor.

It is the delegation's view that the company can make significant improvements in the standards it applies to the reception of visitors at both of its sites. Such improvements could include physical arrangements related to the presentation of our products as well as environmental arrangements associated with the standards of reception that we provide.

### Conclusion

The delegation's report was designed to highlight aspects of colour television production in Japan, the knowledge of which is relevant to the continued strengthening of Thorn EMI Ferguson operations. The delegation hopes the report will stimulate discussion and action within the company in order to achieve an even stronger position. However it was felt that few of the human relations practices, which were so impressive in Japan, can be transferred to Britain for the benefit of either company or its employees. But the delegation believe that the company's performance on human relations matters must be as advanced as its performance in design technology and production methods. ■

# DE Research papers

The Department of Employment carries out a considerable programme of research, both internally and through external commissions with academic researchers and research institutes, on employment and industrial relations issues. The results of much of this research are published in the Department's Research Papers Series. A list of publications expected in the next 6 months is listed below.

Copies of research papers can be obtained, free of charge, on request from: Department of Employment, Research Administration, Steel House, 11 Tothill Street, London SW1H 9NF (telephone 01-213 4662). Papers will be sent as soon as they are available.

## Forthcoming titles

### **Research 1982-83**

The annual report on Department of Employment research in the period 1 April 1982 - 31 March 1983 lists the research projects in progress during the year and reviews the main areas of research activity in the Department. *July 1983*

### **Screening in the recruitment of young workers**

R Livock, Centre for Criminological and Socio-Legal Studies, University of Sheffield  
Based on local labour market analysis the extent and characteristics of the methods used by employers to 'screen' young people for recruitment and the implications for young people's employment are examined, along with various aspects of screening procedures. *September 1983*

### **The relative pay and employment of young people**

W Wells, Department of Employment

A study of how and why the earnings of young people relative to those of adults have moved over the post-war period, and what effect this might have had on the employment prospects of young people. The study uses evidence drawn from national statistics. *October 1983*

### **Employers' use of outwork: A study based on the 1980 Workplace Industrial Relations Survey**

Dr C Hakim, Department of Employment and Ms J Field, Social and Community Planning Research

An analysis of data on employers' use of outworkers collected in the 1980 Workplace Industrial Relations Survey, setting the results in the context of other studies in the Department's research programme on homeworking. *December 1983*