



BOARD OF TRADE

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[HA 251]

# Report on the Census of Production 1963

111 Shop and office fittings



LONDON: HER MAJESTY'S STATIONERY OFFICE

Price 3s. 6d. net

111 Shop and office fittings

The figures include persons engaged in... (mirrored bleed-through text)

BOARD OF TRADE

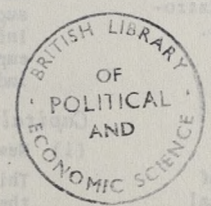
Report on the Census of Production 1963

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111 Shop and office fittings

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



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Notes - continued on pages iii and iv

## Notes

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

### GENERAL INFORMATION

#### Changes in the 1963 census

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

#### Industrial Classification

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

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

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

### TERMS USED IN THE CENSUS REPORT

#### Average number employed

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

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

#### Working Proprietors

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

#### Employees

- (i) Administrative, technical and clerical employees include managers, superintendents and works foremen; research, experimental, development, technical and design employees (other than operatives); draughtsmen and tracers; editorial staff, staff reporters, canvassers, competition and advertising staff; travellers; and office (including works office) employees. For Great Britain, but not for Northern Ireland, they include also managing and other directors in receipt of a definite wage, salary or commission.
- (ii) Operatives include all other classes of employees, that is, broadly speaking, all manual wage earners. They include those employed in and about the factory or works; operatives employed in power houses, transport work, stores, warehouses, shops and canteens; inspectors, viewers and similar workers; maintenance workers; and cleaners. Operatives engaged in outside work of erection, fitting, etc. are also included, but outworkers (i.e. persons employed by the firm who worked in their own homes, etc. on materials supplied by the firm) are excluded. Information about the numbers of outworkers employed was collected only for the gloves industry.

#### Capital Expenditure

- (i) New building work.

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

# 111 Shop and office fittings

This Report on the Shop and Office Fitting Industry relates to establishments engaged wholly or mainly in manufacturing office, shop, bank, bar and hotel fittings, show cases, display and exhibition stands, shop fronts, shop blinds, wood shutters, etc. Installation of these fittings is included when carried out by the manufacturers. Signwriting and lettering is also included.

This industry corresponds to minimum list heading 474 in the Standard Industrial Classification (Consolidated edition, 1963).

In this industry, where small firms account for a relatively large proportion of employment and output, a sample of firms employing fewer than twenty-five persons was asked to complete a simplified version of the full census form for 1963; estimates based on the information received from these small firms are given in Tables 2(ii) and 5(i).

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

Table 2(ii) and 5(i) - Data for small firms in the Shop and Office Fitting Industry, 1963. The table contains columns for various categories such as 'Number of firms', 'Number of employees', 'Value of output', and 'Value of sales'. The data is presented in a grid format with rows corresponding to different sub-categories of the industry.

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TABLE 1 Industry summary: United Kingdom  
Estimates for all firms, 1958 and 1963 (a)

	Unit	1958	1963
Number of enterprises	No.	852	1,037
Number of establishments	"	895	1,088
Gross output	£'000	39,520	65,588
Net output	"	20,776	38,374
Net output per head	£	929	1,331
Sales and work done	£'000	38,506	62,385(b)
		985	2,620
Purchases	"	17,015	20,597
	"		3,129
Payments to other organisations	"	1,229	3,123
	"	409	446
Stocks and work in progress			
Total stocks and work in progress	"	- 63	+ 666
	"	7,846	10,529
Goods on hand for sale	"	+ 36	- 56
	"	263	614
Work in progress	"	- 7	+ 639
	"	4,885	6,909
Materials, stores and fuel	"	- 92	+ 83
	"	2,698	3,006
Average number employed	Th.	22.4	28.8
	"	17.8	21.6
	"	4.4	5.8
Wages and salaries	£'000	10,993	17,413
	"	3,119	5,381
Employers' contributions to National Insurance and private pension schemes, etc. (d)	"	..	1,186
Capital expenditure (e)			
Total	"	..	1,406
New building work	"	216	469
Land and existing buildings (f)	"	..	53
Plant and machinery (f)	"	198	450
Vehicles (f)	"	201	434

(a) For 1963, estimates for firms not making satisfactory returns accounted for 2 per cent. of the total figures in which they were incorporated. (For 1958 the comparable figure was 3 per cent. But for items which no small firms were asked to report for 1958, estimates for small firms and for firms not making satisfactory returns accounted for 26 per cent. of the total figure in which they were incorporated.) A summary of the detailed returns received from larger firms is given in Table 2(i), and a summary for all small firms, based on information collected from a sample, is given in Table 2(ii).

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

(c) Administrative, technical and clerical employees.

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

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

(f) Acquisitions less disposals.

TABLE 2(i) Summary of returns received, 1958 and 1963

Firms employing 25 or more persons: United Kingdom (a)

	Unit	1958	1963
Number of enterprises	No.	161	195
Number of establishments	"	200	235
Gross output	£'000	29,923	48,517
Net output	"	15,726	28,834
Net output per head	£	957	1,396
Sales and work done	£'000	29,190	45,852(b)
	"	711	2,101
Index of specialisation (c)	Per cent.	89	87
Purchases	£'000	12,991	14,551
	"		2,211
Payments to other organisations	"	837	2,649
	"	301	335
Stocks and work in progress			
Goods on hand for sale	"	+ 27	- 60
	"	193	514
Work in progress	"	- 5	+ 623
	"	3,591	5,981
Materials, stores and fuel	"	- 68	+ 61
	"	1,983	2,370
Average number employed	No.	16,438	20,649
	"	13,183	16,159
	"	3,242	4,315
Wages and salaries	£'000	8,144	13,003
	"	2,310	4,018
Wages and salaries per head	£	618	805
	"	713	931
Employers' contributions to National Insurance (e)	£'000	..	630
Employers' contributions to private pension schemes, etc. (f)	"	..	255
Capital expenditure (g)			
New building work	"	159	426
Land and existing buildings	"	..	107
	"	..	81
Plant and machinery	"	158	373
	"	12	17
Vehicles	"	252	346
	"	104	134

For notes to this table - see page 111/7

TABLE 2(ii) Summary for small firms, 1958 and 1963

Firms employing fewer than 25 persons: United Kingdom (a)

	Unit	1958	1963
Number of firms	No.	684	844
Gross output	£'000	..	15,524
Net output	"	4,871(b)	8,622
Net output per head	£	868(b)	1,146
Sales and work done	£'000	8,766	15,071(c)
	"	260	452
Purchases of goods and fuel (d)	"	3,779	6,431
Payments to other organisations	"	376	390
	"	..	101
Stocks and work in progress			
Goods on hand for sale	"	..	+ 6
	"	..	84
Work in progress	"	..	- 4
	"	..	738
Materials, stores and fuel	"	..	+ 19
	"	..	560
Average number employed	No.	5,614	1,233
	"		6,291
Capital expenditure			
New building work	£'000	..	29
Land and existing buildings	"	..	31
	"	..	4
Plant and machinery	"	..	86
	"	..	3
Vehicles	"	..	306
	"	..	89

(a) Only a sample of firms supplied the full range of information, the remainder giving employment figures only. Except for employment, the figures are estimates based on the full returns made, which accounted for 19 per cent. of the employment shown for 1963, and 34 per cent. for 1958. Estimates are included for small firms not making satisfactory returns.

(b) For 1958 the net output of small firms was defined as the difference between the value of sales and the cost of purchases of materials and fuel, less payments for work done on materials given out.

(c) Including services rendered to other organisations (amounts charged for hiring out plant, machinery and other goods, for providing transport, or for technical or other services rendered) which amounted to £1,383,000 of which £1,194,000 was for receipts from exhibition stand hire.

(d) Including goods purchased for merchandising.

TABLE 3 Analysis of larger firms by size of enterprise within the industry, 1963

(i) Output, employment, capital expenditure and stocks

Firms employing 25 or more persons: United Kingdom

Average number employed by the enterprise in the industry (a)	Enterprises	Estab-lishments	Average number employed (a)	Gross output	Net output	Net output per head	Capital expenditure (b)	Total value of stocks and work in progress at end of year
	Number	Number	Number	£'000	£'000	£	£'000	£'000
25-49	72	76	2,712	6,589	4,026	1,484	95	815
50-99	61	66	4,133	10,358	6,229	1,507	155	1,401
100-199	43	57	5,936	13,828	8,222	1,385	294	3,170
200-299	8	12	1,966	4,361	2,464	1,253	61	774
300-399	3	3	1,141	2,663	1,486	1,302	41	806
400-499	4	4	1,721	3,532	2,044	1,188	255	418
500 and over	4	17	3,040	7,187	4,363	1,435	118	1,481
Total	195	235	20,649	48,517	28,834	1,396	1,019	8,865

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

Firms employing 25 or more persons: United Kingdom

Average number employed by the enterprise in the industry (a)	Employees		Wages and salaries		Employers' contributions		Wages and salaries per head	
	Oper-atives	Others (c)	Oper-atives	Others (c)	National Insurance (d)	Private pension schemes, etc. (e)	Oper-atives	Others (c)
	Number	Number	£'000	£'000	£'000	£'000	£	£
25-49	2,119	504	1,776	457	87	16	838	906
50-99	3,218	867	2,597	933	130	41	807	1,077
100-199	4,664	1,250	3,695	1,082	185	60	792	866
200-299	1,558	407	1,114	368	53	20	715	904
300-399	850	291	795	242	38	22	935	833
400-499	1,320	396	1,003	330	49	41	760	832
500 and over	2,430	600	2,023	606	87	55	832	1,010
Total	16,159	4,315	13,003	4,018	630	255	805	931

(a) Including working proprietors.

(b) Acquisitions less disposals.

(c) Administrative, technical and clerical employees.

(d) Including both flat rate and graduated contributions.

(e) Including pensions and gratuities paid other than from pension funds. These amounted in total to £35,000.

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

Ages	Males	Females	All employees
	Per cent.	Per cent.	Per cent.
Under 18	6	2	8
18 and over	79	13	92
All ages	85	15	100

Source: Ministry of Labour

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

Footnotes to Table 2(i).

(a) For small firms' summary see Table 2(ii).

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

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

(d) Administrative, technical and clerical employees.

(e) Including both flat rate and graduated contributions.

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

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

TABLE 5(i) Estimates of total sales of principal products of the industry, 1958 and 1963 (a)

All firms: United Kingdom

	All firms (b)		Small firms in the industry (c)	
	1958	1963	1958	1963
	£'000	£'000	£'000	£'000
SHOP AND OFFICE FITTINGS (excluding the amount charged for site-fixing)				
Built-in wooden and/or metal furniture and fittings for shops, offices (including banks), ships and other purposes (other than domestic)	16,355	26,141	3,814	7,130
Other products (d)	13,657(e)	16,279	3,131(e)	785
Total	30,012(e)	42,420	6,945(e)	7,915
Less the estimated value of shop fronts and other fittings included above and also included in the charges made by larger firms for shop and office site-fixing shown below	6,940	14,959	..	..
Net sales	23,072(e)	27,461	6,945(e)	7,915
WORK DONE				
Shop and office, etc., site-fixing (including the value of fittings)	15,474	27,648	1,822	3,063
Other work done, on commission, sub-contract work, etc.	(f)	5,191	(f)	2,710
Total	38,546	60,300	8,767	13,688

(a) Including estimated figures for firms not making satisfactory returns.

(b) Including sales of principal products of the industry by larger firms but not by small firms, classified to other industries. For a more detailed analysis of sales by larger firms see Table 5(ii).

(c) Estimates based on a sample of small firms which account for 19 per cent. of the total employment of small firms in the industry for 1963 and 34 per cent. for 1958.

(d) Including any sales by small firms of goods other than principal products of the industry (but excluding merchant goods and the value of services rendered to other organisations).

(e) Including work done other than shop and office, etc., site-fixing.

(f) Included with 'Other products'.

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

Firms employing 25 or more persons: United Kingdom

	1958	1963		
	Value	Value	Enter-prises	Entries
	£'000	£'000	Number	Number
SHOP AND OFFICE FITTINGS (excluding the amount charged for site-fixing)				
Shop fronts	4,144	7,921	105	108
Built-in wooden and/or metal furniture and fittings				
For shops and offices (including banks)	9,601	13,932	188	198
For ships	332	490	21	21
For other purposes (other than domestic)	885	4,087	97	99
Unclassified	1,546	-		
Exhibition and display stands	1,550	4,277	70	74
Show cases		872	57	57
Blinds, other than domestic blinds, including outside commercial blinds	2,127(a)	1,280	60	61
Other products	344	707	32	34
Waste products	14	10	23	24
Total	20,543	33,575	..	..
Less the estimated value of shop fronts and other fittings included above and also included in the charges made for shop and office site-fixing shown below	6,940	14,959	..	..
Net sales	13,604	18,615	..	..
WORK DONE				
Shop and office, etc., site-fixing (including the value of fittings)				
Shop fronts	6,841	9,112	97	99
Other shop and office site-fixing	6,689	12,971	108	111
Other site-fixing (including site-fixing on ships, etc. but excluding site-fixing of domestic furniture)	(b)	1,723	37	38
Unclassified	-	509	168	170
Signs and sign writing	762	1,480	59	59
Other work done on commission, sub-contract work, etc.	1,398	924	29	29
Total	29,294(c)	45,335	..	..
Sales in other industries (see Table 6)	3,368	5,253	..	..
Principal products of this industry sold by establishments in the industry	25,926(c)	40,082	195	206(d)

(a) Domestic blinds were included in 1958.

(b) Included with 'Other work done' in 1958.

(c) Revised figure. Exhibition stand hire and repair work included in this table in the 1958 report on this industry are now shown in Table 7.

(d) This figure represents the total number of returns made by larger firms in this industry, which is less than the total number of establishments in Table 2(i) on account of combined returns covering more than one establishment.

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

Firms employing 25 or more persons: United Kingdom

	1958		1963	
	Value	Value	Entries	Principal industries in which produced (a)
	£'000	£'000	Number	
SHOP AND OFFICE FITTINGS (excluding the amount charged for site-fixing)				
Built-in wooden and/or metal furniture and fittings				
For shops and offices (including banks)	1,854	1,470	87	108,109,113,126
For ships	91	123	11	108,109,113
For other purposes (other than domestic)	100	1,172	60	45,108,109,113
Unclassified	929	-		
Shop fronts, exhibition and display stands	232	1,068	42	74,109,118,126
Show cases		178	16	74,109,124,125
Blinds, other than domestic blinds, including outside commercial blinds	48(b)	380	12	47,74,110
<b>Total</b>	<b>3,254</b>	<b>4,391</b>	<b>..</b>	
Less the estimated value of shop fronts and other fittings included above and also included in the charges made for shop and office site-fixing shown below	36	221	..	
<b>Net sales</b>	<b>3,218</b>	<b>4,170</b>	<b>..</b>	
WORK DONE				
Shop and office, etc., site-fixing (including the value of fittings)				
Shop and office site-fixing	145	117	18	109,126
Other site-fixing (including site-fixing on ships, etc., but excluding site-fixing of domestic furniture)	(c)	465	13	109,126
Unclassified	-	500	*	126
Signs and signwriting	6	1	5	
<b>Total</b>	<b>3,368</b>	<b>5,253</b>	<b>..</b>	

(a) The references given are to the list of industries at the back of this report.

(b) Domestic blinds were included in 1958.

(c) Not recorded separately for 1958.

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

Firms employing 25 or more persons: United Kingdom

	1958		1963	
	Value	Value	Value	Value
	£'000	£'000	£'000	£'000
Miscellaneous metal manufactures	370		467	
Sawmill products, builders' woodwork and wooden containers	561		561	
Furniture and upholstery				
Upholstered furniture			33	
Furniture, wholly or mainly of wood				
Domestic furniture			623	
Office furniture	625		104	
School furniture			162	
Other (for ships, aircraft, public vehicles, railway carriages, etc.)			136	
Bedding and soft furnishings	25		361	
Other products	535		239	
Work done				
Repair work done			406	
Building and contracting work	143		502	
Other work done			230	
Services rendered to other organisations				
Exhibition stand hire (including erecting and dismantling)	1,004		1,725	
Other services (a)	..		222	
Total value of goods sold without having been subjected to any manufacturing process (merchanted or factored)	671		2,096	
Canteen takings	40		65	
<b>Total</b>	<b>3,975(b)(c)</b>		<b>7,872</b>	

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

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

(c) Revised figure. The 1958 report on this industry included repair work and exhibition stand hire in the principal products table.

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

This table is not applicable to this industry.

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

This table is not applicable to this industry.



TABLE 10 Purchases by larger firms in the industry, 1954 and 1963  
Firms employing 25 or more persons: United Kingdom

	1954		1963	
	Quantity	Cost	Quantity	Cost
Materials for processing	Th.stds.	£'000	Th.stds.	£'000
Timber				
Softwood				
Round or unsawn	{ 4.7 .. }	492 93	6.3	116
Sawn or planed, but not further prepared or manufactured			6.5	704
Hardwood	Th.cu.ft.		Th.cu.ft.	
Round or roughly squared	{ 884 .. }	763 106	91.5	114
Sawn or planed, but not further prepared or manufactured			533	835
Softwood and hardwood, manufactured or semi-manufactured (i.e. further prepared than sawn or planed)	..	(a)	..	367
	Th.sq.ft.		Th.sq.ft.	
Plywood, including blockboard, laminboard and battenboard	{ 7,634 .. }	542 101	19,102	1,362
Veneers and panelwood			4,331	227
			Th.tons	
Chipboard	..	(a)	0.6	42
Flaxboard	..	(a)	0.3	13
Manufactures of wood				
Furniture in the white, unpolished, for further processing	..	5	..	43
Component parts of furniture	..	8	..	46
Other descriptions	..	49	..	51
Glue and adhesives (including compound synthetic resin adhesives, but excluding synthetic resins bought as such)	..	24	..	103
Wax and other polishes	..	(a)	..	35
Paint and varnish (including lacquers and stains)				
Ready-mixed paints (including those containing synthetic resins)			Th.gal.	
Cellulose based paints	{		41.3	65
Other ready-mixed paints			89.1	174
Varnishes and lacquers (not pigmented)				
Cellulose ester and cellulose ether varnishes, lacquers and clear solutions	{	252	25.2	31
Other			5.3	8
			Th.cwt.	
Other paints not elsewhere specified			0.8	4
			..	28
			Th.tons	
Iron castings	..	(a)	0.1	14
			..	5

TABLE 10 (continued)

	1954		1963	
	Quantity	Cost	Quantity	Cost
Materials for processing (continued)		£'000	Th.tons	£'000
Steel				
Bars and rods (including wire rods), angles, shapes and sections, girders, beams, joists and pillars rolled (not fabricated), including tube rounds and squares	..	(a)	3.2	286
Sheets under 3 mm. thick (including electrical sheets)	..	(a)	1.7	122
Light metals and non-ferrous metals in all forms except finished parts, wire and scrap	Th.tons			
Aluminium and aluminium alloys	0.2	63	0.4	159
Brass and other copper alloys (including nickel silver and cupro-nickel, but excluding all other nickel alloys)	0.3	116	0.3	105
Wire and wire mesh	..	3	..	29
Springs	..	4	..	17
Metal frames	..	51	..	118
Other metal hardware and fittings, including door bolts, hasps, staples, hinges and metal cabinet handles	..	231	..	553
Furniture of metal, and parts thereof, not elsewhere specified	..	(a)	..	181
Bolts, rivets, nuts and washers, screws, nails, tacks, etc.	-	-	..	178
Narrow fabrics (including calico and hessian)	..	19	..	16
Woven piece goods (other than narrow fabrics) wholly or mainly of	Th.sq.yds.		Th.sq.yds.	
Cotton	699	270	332	75
Wool	15.0	13	25.0	17
Jute	23.0	5	5.4	1
Synthetic fibres (nylon, etc.)	4.6	1	24.1	11
Other man-made fibres (rayon, etc.)			16.7	9
Other (linen, etc.)	33.0	16	34.8	12
Stuffing and padding materials	..	11	..	28
Leather	..	10	..	10
Plate and sheet glass (including mirrors)	..	602	..	1,009
Abrasives (including glass paper and sandpaper)	..	(a)	..	33
Decorative thermoplastic sheet				
Thin gauge sheet, other than tiles (surfacing, upholstery, etc.)				
Supported	{	(a)	..	132
Unsupported			..	171
Leathercloth (whether or not supported) (b)	..	6	..	66
Supported thermoplastic sheet (non-decorative)	..	(a)	..	14
Plastic goods, moulded and fabricated (including components and fittings)	..	173	..	108

Continued on next page

TABLE 10 (continued)

	1954		1963	
	Quantity	Cost	Quantity	Cost
Materials for processing (continued)		£'000	Th.gal.	£'000
Lubricating oils and greases	..	(a) {	7.1	3
			..	2
Replacement parts for firms' own machinery, plant and vehicles, and accessories and consumable tools bought as replacement	..	126	..	185
All other materials for processing	..	2,632	..	4,207
Packaging materials				
Paper and board				
Boxes, cartons, packing cases, and drums and canisters (with or without metal ends) of paper, cardboard and fibreboard			..	20
Wrapping paper (including paper coated with plastics and any laminates incorporating paper but not metal), moulded pulp units, labels and other packaging materials of paper, cardboard and fibreboard (except multiwall sacks)			..	38
Timber				
Containers wholly or mainly of wood, including plywood boxes and drums, baskets and wickerwork crates	..	35	..	10
			Th.cu.ft.	
Timber (sawn or planed) for manufacture into packing cases, etc.			44.0	28
			Th.sq.ft.	
Plywood for manufacture into packing cases			1,323	33
Transparent cellulose film (including bags)			..	1
Sheet, film, foams, etc. wholly or mainly of polyethylene (including bags and lay flat tubing)			..	4
All other packaging materials			..	24
Fuel and electricity (c)	Th.tons		Th.tons	
Coal	4.8	23	6.6	43
Coke (including screenings) and manufactured fuel	{ 6.4	17	2.3	21
	..	2	..	6
	Th.gal.		Th.gal.	
Derv fuel and motor spirit for use in road vehicles	537	111 {	671	146
			..	62
Other liquid fuels (including creosote/pitch mixtures, etc., and liquefied petroleum gases)	209	9 {	844	44
			..	10
	Th.therms		Th.therms	
Gas	{ 564	35	538	50
	..	5	..	17
	Th.kWh		Th.kWh	
Electricity	{ 9,379	70	21,061	161
	..	22	..	96
Total cost of materials and fuel		7,359		14,551
Goods purchased for merchanting		..		2,141
Canteen purchases		..		70
Total cost of purchases		..		16,761

(a) Not recorded separately in 1954.

(b) Described in 1954 as 'Leathercloth (fabric backed)'. .

(c) The total quantity of electricity generated in firms' own establishments in this industry in 1963 was 1,973 thousand kWh. Owing to the risk of disclosure of information relating to individual firms the quantity for 1954 cannot be given.

TABLE 11 Transport costs and employment of larger firms, 1963

Firms employing 25 or more persons: United Kingdom

	Unit	1963
Average number employed mainly on transport	No.	417
Transport costs		
Wages and salaries	£'000	378
Derv fuel and motor spirit	"	209
Payments to other organisations for transport	"	335
Costs of operating road goods vehicles		
Insurance	"	37
Vehicle licences	"	27
Depreciation	"	149
Payments to other organisations for repairs and maintenance	"	90
Total	"	1,224

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

Firms employing 25 or more persons: United Kingdom

	Amounts payable
Repairs and maintenance to	£'000
Buildings	77
Road goods vehicles	90
Plant, machinery, and other capital equipment	94
Insurance, licensing and depreciation of road goods vehicles (b)	212
Rates, excluding water rates	368
Hire of plant and machinery	21
Postage, telephone, telegrams and cables	194
Total	1,056

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

(b) For details see Table 11.

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

Firms employing 25 or more persons:  
United Kingdom

Year ended	Percentage of total number employed	Year ended	Percentage of total number employed
1963	Per cent.	1963 (contd.)	Per cent.
April (a)	2.4	November	2.8
May	3.3	December	47.8
June	2.5	1964	
July	0.7	January	5.3
August	0.8	February	1.9
September	10.2	March	17.1
October	5.4	Total	100

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

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

This table is not applicable to this industry.

Notes - continued from page ii

*Capital Expenditure (continued)*

## (ii) Land and existing buildings.

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

## (iii) Plant, machinery and vehicles.

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

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

*Characteristic Products*

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

*Enterprise*

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

*Entries*

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

*Establishment*

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

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

*Gross Output*

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

*Larger Firms*

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

*Net Output*

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

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

*Net output per person employed*

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

*Principal Products*

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

*Production*

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

## Purchases

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

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

## Sales

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

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

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

## Services rendered

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

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

## Small Firms

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

## Stocks and Work in Progress

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

## Transport Payments

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

## Wages and Salaries

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

## Work given out

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

## Symbols used

The following symbols are used throughout the report:

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

## Rounding of Figures

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

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