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Business Monitor

A publication of the Government Statistical Service

Report on the Censuses of Production

Introductory notes



Department of Industry
Business Statistics Office

2776/6

Special Note for Purchasers

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

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

Government Statistical Service

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

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PA1001

Business Monitor

A publication of the Government Statistical Service

Report on the Censuses of Production 1974 & 75

Introductory notes

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

Department of Industry
Business Statistics Office

London: Her Majesty's Stationery Office

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INTRODUCTION

1. The Report on the Censuses of Production for 1974 and 1975 comprises 164 separate Business Monitors in the PA series:

Introductory notes	PA1001
162 industry monitors	PA101-PA603
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Provisional estimates of some of the principal results for 1975 with comparative data for 1970-1974 were published in Business Monitor PA1000.

In order to improve timeliness the two reports are being published together.

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

3. The Census of Production for 1974 is the fifth and for 1975 the sixth in the annual series, which forms part of a system of industrial statistics which was mainly brought into operation between 1970 and 1973. The rest of the system comprises selected monthly inquiries into manufacturers' sales, orders and production, quarterly inquiries into the product sales of manufacturing industries and less frequent inquiries into additional subjects including details of purchases of goods and services by industry.

4. The Censuses for 1974 and 1975 are in line with similar inquiries being conducted in other member countries of the European Economic Communities (EEC). The co-ordination of these annual inquiries into industrial activity is achieved by a directive (72/221) of the Council of the European Communities. Results are provided on the General Industrial Classification of Economic Activities within the European Communities (NACE) to the Statistical Office of the European Communities. The United Kingdom also meets the requirement of an earlier EEC directive (64/475) for capital expenditure data from the censuses of production.

BURDEN OF FORM FILLING

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

6. The subjects to be covered for the Censuses for 1971-1975 were decided after consultation with the Census of Production Advisory Committee appointed under the Statistics of Trade Act, 1947. This committee includes members from industry, the trade unions, the accountancy profession, universities and the public services. A list of members is given on page 24 of these notes. Additionally, for the construction industry the Standing Consultative Committee on Construction Statistics of the National Consultative Council for the Building and Civil Engineering Industries was consulted in respect of 1974 and 1975.

OBJECTIVES

7. The main objective of the series of annual censuses is to provide summary information about the structure of industry which will be useful to industry, economic analysts and

Government alike e.g. measures of gross and net output, aggregated figures of sales, purchases, capital expenditure, stocks, employment and wages and salaries. The censuses make possible the comparison of the characteristics of an industry either between years or with other industries in the same year. The annual censuses provide better coverage of capital expenditure and stocks than the former simplified censuses, the last of which was taken in 1969. Estimates of net output are available annually from 1970 and from 1973 estimates of gross value added are also available.

CHANGES COMPARED WITH 1973

8. Since 1974, the construction industry has been included in the full Annual Census of Production. The industry was included in the 1968 quinquennial census, and for the years 1969 to 1973 there was a limited annual inquiry covering capital expenditure and stocks from a small sample of large undertakings. In some respects these notes do not apply to the construction industry for which the special notes to PA500 should be consulted.

9. For 1975, the monitor PA333 shows separate tables for Pumps, Valves, Compressors and fluid power equipment.

10. For 1974 only, establishments with 300 or more employees were asked to provide a fuller breakdown of the cost of industrial services received and the cost of non-industrial services received; see the form reproduced at Part VIII.

11. In a separate inquiry for 1974, larger firms in each industry were also asked to provide a breakdown of the figure of total purchases, other than purchases of goods for merchandising or factoring (see "Purchases" paragraph 64). The results of this inquiry are published in the industry monitors.

COVERAGE

12. The Census for 1974 covered some 37 thousand establishments and for 1975 about 34 thousand establishments in the United Kingdom of Great Britain and Northern Ireland. The Channel Islands and the Isle of Man were excluded. Estimates for over 60 thousand exempted establishments are included in the results for each year. The construction industry for 1974 covered some 94 thousand undertakings and for 1975 about 90 thousand undertakings, of which 84 thousand in 1974 and 80 thousand in 1975 were small units represented by a sample.

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

14. Since 1973, establishments (defined in paragraph 16) with less than 20 employees were exempt. The standard length form was used for establishments with 100 or more employees, with a shorter form for establishments with 20 to 99 employees. A specimen of the form is included at Part VIII. Each establishment is classified to an industry, as defined in the SIC, whose principal products form the major part of the establishment's sales. In the construction industry, where firms employing less than 20 persons account for a relatively high proportion of total employment and output, a sample was taken of undertakings with less than 20 employees.

INDUSTRIAL CLASSIFICATION

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

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STATISTICAL UNITS

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

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

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

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

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

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

PERIOD COVERED

22. Establishments were asked to make returns in respect of the calendar year but a return for a business year ending on any date from 6 April 1974 to 5 April 1975 and 6 April 1975 to 5 April 1976 was accepted. An analysis of the period covered for 1975 is shown in Table 6 in each industry monitor. Returns covering less than twelve months were accepted in those cases where businesses had started or ceased during the year.

The figures of total sales may differ from comparable totals published in the Quarterly (PQ) Business Monitors as in the quarterly inquiries an establishment makes returns on a calendar quarter (or near calendar quarter) basis. See paragraph 49 on "Quarterly".

SUPPRESSION OF INFORMATION RELATING TO INDIVIDUAL UNDERTAKINGS

23. The Statistics of Trade Act 1947 provides that - "No individual estimates or returns, and no information relating to an individual undertaking, obtained under the foregoing provisions of this Act, shall, without the previous consent in writing of the person carrying on the undertaking which is the subject of the estimates, returns or information be disclosed except -

- a. In accordance with the directions given by the Minister in charge of the Government department in possession of the estimates, returns or information to a government department or to the Import Duties Advisory Committee for the purposes of the exercise by that department or Committee of any of their functions; or
- b. For the purposes of any proceedings for an offence under this Act or any report of those proceedings."

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

FORM OF BUSINESS MONITORS

25. A separate Business Monitor is published in respect of each industry separately distinguished in the 1974 and 1975 Censuses; in some cases the industry monitor will contain a set of tables for the industry together with another set for a broader sector of industry. Each industry monitor is prefaced by a brief description of the activity of the industry - where necessary an account is given of any non-standard features and any changes which affect comparability between the years 1971-1975. Each industry monitor includes the essential notes for interpreting the census figures and also a list of all the Business Monitors which form the complete Census Report. The concluding Business Monitor (PA1002) of the Census Report includes tables summarising data from the industry monitors together with various analyses by enterprise.

26. As in previous annual censuses, respondents were asked to state whether or not they were willing to have the name and address of the business included in a Classified List of Businesses. The consents given have permitted the preparation of a Classified List of Manufacturing Businesses which was assembled from information available at October 1975. Arrangements can be made for the List to be supplied on magnetic tape in ICL 1900 format. For the systems other than the ICL 1900 the purchaser would have to arrange the necessary conversion. Further information about the Lists may be obtained from the Librarian, Business Statistics Office, telephone (Newport 0633) 56111, ext 2973.

SYMBOLS USED

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

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

ROUNDING OF FIGURES

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

PLANNING

29. At the introduction of the series of annual censuses it was decided that the content of the Censuses for 1970 to 1972 should remain the same. However, from the 1973 Census changes of coverage of establishments and of content of census forms were made to meet the United Kingdom's obligations to align its censuses with the annual industrial inquiries conducted by other member countries of EEC (see paragraph 4). These changes were discussed by the Census of Production Advisory Committee. Further changes in the questions for 1974 were also considered by the Committee and establishments thought to be affected were given advance notice of the need for, and details of the changes to be made.

30. For 1974 and 1975 the full range of information was collected from establishments with 100 or more employees, except that additional questions were asked in 1974 of establishments with 300 or more employees: see the form reproduced at Part VIII. Data on employment and capital expenditure for the local units of multi-unit establishments was obtained in Section B1 of the form.

31. In principle, the information collected in the censuses is the same for all industries. To achieve consistency of reporting between industries, the BSO has standardised the questionnaire as far as possible and establishments in 131 of the 162 industries for which the BSO collected information received either the standard form (see Part VIII) or a shorter version according to their employment recorded on the Production Register. In 31 industries the characteristics of the industry were such (e.g. construction) that it was decided to use 9 non-standard forms.

THE REGISTER

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

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

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

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

36. New additions to the register are obtained from various sources including Companies Registration Office, Department of Employment and the administration of Value Added Tax by HM Customs and Excise. Where necessary information is sought directly from new businesses. Units which cease to trade are removed from the live register.

37. Establishments with 20 or more employees are included in the censuses each year and the information they supply to the census is supplemented by the returns that those of them with 25 or more employees provide to the quarterly inquiries. Information about establishments with less than 20 employees in most industries is less securely based, but increasing use has been made of data on these small establishments supplied by the Department of Employment. One benefit of using this information is an improvement in the estimates of the number of smaller establishments and enterprises, but there is little effect on other aggregates (e.g. employment, output, net capital expenditure).

COLLECTION OF DATA

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

39. The receipt of all returns is immediately recorded by a computer so that reminders are not sent to those contributors who have provided information. Computer generated reminder letters are sent at intervals to establishments which have not submitted a return. For the 1974 Census reminder action was taken in June, July and August, 1975 and for the 1975 Census in May, July and September, 1976. If reminders fail to produce a response establishments whose figures are of particular importance to an inquiry ("Key" contributors) are sent telex messages or telephoned. Every effort is made to persuade establishments to provide returns promptly and visits are paid to late or non-responding key contributors. Persistent non-responders are sent a final cautionary letter after a suitable period and if this fails to elicit a response the matter is referred to the Departments' legal advisors. Section 4 of the Statistics of Trade Act, 1947 provides penalties for offences relating to returns.

40. Returns are given a preliminary clerical scrutiny to ensure that the information they contain is sufficiently clear and complete for computer processing. In the course of processing a census in excess of some half a million items of information go through a series of computer tests. These check the completeness of the return e.g. that the sum of net capital expenditure for local units equals the total net capital expenditure for the multi-unit establishment, the credibility of the figures compared with ratios calculated for all establishments in the same industry and the internal consistency of the returns. Information which passes these tests is recorded on magnetic tape and provides the basis for further processing, leading to the production of summary information used in the compilation of the monitor tables. Information which fails the tests is printed out for checking. All such information, together with any queries which may have arisen as a result of desk examination, are investigated and resolved - in consultation if necessary with contributors - after which the amended or authenticated data is again passed to the computer to be recorded.

ESTIMATION

41. The provisional and final published results, Business Monitor PA1000 and the complete Report, described in paragraph 1, include estimates for non-respondents, unsatisfactory returns and establishments with less than 20 employees not required to make returns. In addition, it is necessary to estimate for all establishments with less than 100 employees for those items included only on forms sent to establishments with 100 or more employees e.g. cost of non-industrial services received, (J2). For 1974, it was also necessary to estimate for establishments employing fewer than 300 in respect of those items asked only of larger establishments.

42. For each industry average values for each item e.g. purchases of materials per head, are calculated within the computer estimation system for two strata (based on employment size of

establishments) from returned data after a first pass through the data file has excluded atypical averages on returns; these excluded averages may reflect some abnormal factors or atypical characteristics of the establishment (for example in its production process or pattern of output) which are unlikely to have been typical of the non-responding and exempted establishments. The product of the calculated averages and the last known employment of each non-responding or exempted establishment yields the estimate of that item for the establishment. Estimates for respondents of items not collected on the shorter form (e.g. J2) are similarly made using returned employment. Derived items (e.g. gross value added at factor cost) are calculated for each establishment. The end result of this estimation process is the creation of an extended data file including data (returned or estimated) of each item for each establishment, responding, non-responding or exempted. This system was first used for the 1973 Census.

AGGREGATION

43. When the extended data file is obtained the computer aggregates the estimated and actual values of each item by size group of establishment and in total for each industry, and of employment, net capital expenditure and securely based net output (see paragraph 60) of local units by region for each industry. These basic tabulations are supplemented by analyses of the data accumulated within enterprises (see paragraph 21) and of sub-sects of the data e.g. the 100 largest enterprises and overseas controlled enterprises - Business Monitor PA1002. For each item on these tabulations there is an indication where a risk of disclosure of information relating to individual enterprise groups arises.

COMPILATION OF BUSINESS MONITOR TABLES

44. Tables for publication are prepared from the tabulations provided from the computer, suppressing items as necessary (see paragraphs 23, 24 and 43). These tables, together with tables 7 and 9 giving data not included in the annual census, are pre-printed within the BSO and passed to Her Majesty's Stationery Office for publication.

REVISIONS

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

INTERPRETATION

46. In interpreting the statistics in the Annual Census Business Monitors the following points should be kept in mind:

- a. Establishments are removed from the census if they cease production. The effect of this may be balanced by new establishments coming into the production sector e.g. new companies, firms transferred from the distribu-

tion sector and improvements in coverage. The structure of an industry can also be affected by the movement of establishments between industries following the annual reclassification of establishments mentioned in paragraph 35.

- b. A product of one establishment incorporated in another product of the same establishment is included in the sales value of the second product but if the establishment sells the first product to an independent purchaser it will be included in the sales heading for that product. To the extent that sales of products of one establishment incorporate the output of other establishments, total sales figures include an element of "duplication".
- c. The figures in the monitors exclude sales of products manufactured by establishments whose main activity is outside manufacturing unless they keep separate accounts covering their manufacturing activity. Where the turnover of a manufacturer arises from receipts for "work done on materials supplied by a customer", sales of the finished product are not included in that manufacturer's return.
- d. Transfers between establishments within an enterprise group are recorded in the same way as sales to an independent purchaser.

CONGRUENCE WITH QUARTERLY INQUIRIES

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

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

49. Because annual statistics are accepted from an establishment for its business year they may differ from the aggregation of four quarterly returns for a calendar year (see paragraph 22) although in some cases figures for individual establishments may be up to 9 months out of phase these differences usually tend to cancel out at industry level. There can also be differences between the information an establishment provides quickly for the quarterly inquiries and the information for the annual census which often comes from audited accounts.

50. There are three other differences usually of a minor nature. First, canteen takings are excluded from the quarterly inquiries but they are collected in the annual census of production (see Part VIII heading L4). Secondly, quarterly inquiry sales figures do not have to be adjusted for cash discounts, quantity rebates and allowances for returned goods as these may not be known at the time of completion of the questionnaire and cannot always be apportioned between products. They are, however, reflected in the annual census figures. Thirdly, more small firms are exempt from the quarterly inquiries.

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

TERMS USED IN THE CENSUS REPORT

AVERAGE NUMBER EMPLOYED

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

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

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

WORKING PROPRIETORS

53. These include all persons regarded as "self-employed" for national insurance purposes and members of their families who worked in the business without receiving a wage or salary; but such persons who worked less than half the normal number of working hours are excluded. Directors working in the business but not in receipt of a definite wage, salary or commission are included under this heading: directors paid by fee only are not included.

EMPLOYEES

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

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

CAPITAL EXPENDITURE

56. Capital expenditure during the year in respect of manufacturing units where production had not started before the end of the year is included in the figures for 1971 to 1975. Establishments were asked not to deduct from the value of capital expenditure amounts received or expected to be received in grants or allowances from the Government or any statutory body or local authority. From 1973, establishments with 100 or more employees were asked to include a total net capital expenditure figure for each calendar year.

- a. New building work

This represents the cost incurred during the year of new building and other constructional work to be used in connection with the

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

- b. Land and existing buildings

The items shown are the capital cost of freeholds purchased and the capital cost or premium payable for leaseholds acquired (excluding the value of 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.

- c. Plant, machinery and vehicles

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

COST OF INDUSTRIAL SERVICES

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

COST OF NON-INDUSTRIAL SERVICES

58. Includes rent of industrial buildings and capital equipment, commercial insurance premiums, bank charges and amounts paid for professional services, postal etc. services, transport, advertising etc. Amounts payable on royalties for the right to use patents, trademarks, copyrights etc., manufacturing and quarrying rights; and technical "know-how" are also included.

GROSS OUTPUT

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

NET OUTPUT

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

NET OUTPUT PER HEAD

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

GROSS VALUE ADDED AT FACTOR COST

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

GROSS VALUE ADDED AT FACTOR COST PER HEAD

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

PURCHASES

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

65. Information was obtained in an inquiry carried out as a supplement to the Census of Production for 1974, in which the larger firms in each industry were asked to provide a breakdown of the figure of total purchases (other than purchases of goods for merchanting or factoring) that they contributed to the Census. No establishment with fewer than 25 employees was asked to contribute to the inquiry; and this exemption limit was raised to exclude establishments with fewer than 50 or 100 employees, in those industries in which exempted establishments were estimated to account for less than 15 per cent of the industry's total purchases. A breakdown of purchases similar to that sought in the 1974 inquiry was previously obtained as part of the Censuses of Production for 1963 and 1968, and results were published in Table 10 of the Industry Reports of those Censuses.

SALES OF GOODS PRODUCED, WORK DONE AND INDUSTRIAL SERVICES RENDERED

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

67. Goods produced in one establishment and transferred either to ancillary departments not engaged in production and for which there are separate accounts, or to another establishment of the same firm not covered by the return, are treated as sales by the producing establishment and valued as far as possible as if they had been sold to an independent purchaser. Goods transferred to wholesale or retail selling organisations, for which separate accounts are kept are valued on the same basis.

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

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

70. Industrial services rendered includes repairs and maintenance, installation work, and technical research and studies rendered to other organisations.

CAPITAL GOODS PRODUCED FOR ESTABLISHMENTS' OWN USE

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

NON-INDUSTRIAL SERVICES RENDERED

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

GOODS MERCHANTED OR FACTORED

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

STOCKS AND WORK IN PROGRESS

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

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

WAGES AND SALARIES

76. These are amounts paid during the year to operatives and to administrative, technical and clerical employees. Payments to working proprietors, whether called salaries or not, are excluded. The values shown include all overtime payments, bonuses and commissions, whether paid regularly or not, and no deduction is

made for income tax, insurances, contributory pensions etc. The value of redundancy payments less any amounts reimbursed from Government sources is included. The value of any payments in kind, travelling expenses etc. is excluded.

REMUNERATION PAID TO OUTWORKERS

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

EMPLOYERS' INSURANCE AND WELFARE CONTRIBUTIONS

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

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

This part shows the standard tables used in the industry monitors

Table No	Title
1	Output and costs, 1971-1975
2	Capital expenditure, 1971-1975
3	Stocks and work in progress, 1971-1975
4	Analysis of establishments by size, 1975
5	Regional distribution of employment, net capital expenditure and net output, 1975
6	Percentage analysis of twelve-month periods covered by returns received from United Kingdom establishments employing 20 or more persons, 1975
7	Percentage analysis of employees, by full and part-time employment and sex, 1975
8	Sales of principal products of the industry by establishments employing 25 or more persons, including sales by establishments classified to other industries, 1974-1975
9	Purchases by establishments employing 25 or more persons, classified to the industry, 1974 Analysis of returns received, United Kingdom
10	Payments to other organisations for certain services received by returns received in respect of establishments with 300 or more employees, 1974

TABLE 1

Output and costs, 1971-1975
All United Kingdom establishments classified to the industry (a)

	Unit	1971	1972	1973	1974	1975
Enterprises	Number					
Establishments	"					
Sales of goods produced, work done and industrial services rendered (b)	£ thousand					
Capital goods produced for establishments' own use (c)	"					
Non-industrial services rendered (d)	"					
Goods merchanted or factored	"					
Total sales and work done (b)(d)	"					
Increase during the year, work in progress and goods on hand for sale	"					
Gross output (b)(d)	"					
Purchases of materials for use in production, and packaging and fuel (e)	"					
Purchases of goods for merchenting or factoring (c)	"					
Increase during the year, stocks of materials, stores and fuel	"					
Cost of industrial services received (e)	"					
Net output	"					
Total employment (f)	Thousands					
Net output per head	£					
Payments for non-industrial services (g)						
Rents, hire of plant and machinery (h)	£ thousand					
Commercial insurance premiums	"					
Bank charges	"					
Other non-industrial services	"					
Licensing of motor vehicles (j)	"					
Rates, excluding water rates (j)	"					
Gross value added at factor cost	"					
Gross value added at factor cost per head	£					

(a) For 1975, estimates for establishments employing less than 20 persons accounted for per cent of the total employment of the industry. Estimates for unsatisfactory returns and non-response accounted for per cent. For 1974, the comparable figures were per cent and per cent respectively.

(b) The figures for 1971-1972 do not include receipts for repairs and maintenance.

(c) Not recorded separately for 1971-1972.

(d) The figures for 1971-1972 do not include revenue from rents for industrial buildings.

(e) The figures for 1971-1972 exclude the amounts payable for repairs and maintenance.

(f) Average number employed (full and part-time; see table 7) during the year (including working proprietors) by the establishment.

(g) Not collected for 1971-1972 except for amounts payable to other organisations for transport of goods within the United Kingdom.

(h) For 1973, the figures include hire of vehicles.

(j) Not collected for 1971-1972.

TABLE 2

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Capital expenditure, 1971-1975

All United Kingdom establishments classified to the industry (a) (b)

	£ thousand				
	1971	1972	1973	1974	1975
Land and buildings					
New building work					
Land and existing buildings					
Acquisitions					
Disposals					
Vehicles					
Acquisitions					
Motor cars (c)					
Other vehicles (c)					
Disposals					
Motor cars (c)					
Other vehicles (c)					
Plant and machinery					
Acquisitions					
Disposals					
Total net capital expenditure (d)					

(a) Including estimates for establishments not making satisfactory returns, non-response, and establishments exempted by virtue of size.

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

(c) Not recorded separately for 1971, 1972 and 1975.

(d) New building work plus acquisitions less disposals of land and existing buildings, vehicles and plant and machinery.

TABLE 3

Stocks and work in progress, 1971-1975

All United Kingdom establishments classified to the industry (a)

	£ thousand				
	1971	1972	1973	1974	1975
Materials, stores and fuel					
Work in progress					
Goods on hand for sale					
Total					
		Increase			Value at end of year

(a) Including estimates for establishments not making satisfactory returns, non-response, and establishments exempted by virtue of size.

TABLE 4

Analysis of establishments by size, 1975

All United Kingdom establishments classified to the industry (a)

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

(f) Comprises sales of goods produced (including capital goods manufactured, buildings constructed by establishments for their own use), work done, industrial and non-industrial services rendered, goods merchanted or factored.

(g) New building work plus acquisitions less disposals of land and existing buildings, vehicles and plant and machinery.

(h) Gross value added data relates to establishments employing 1-199 persons.

(i) The estimates of total wages and salaries for the industry in 1974 were:

£'000

Operatives

Others

(a) Including estimates for establishments not making satisfactory returns, non-response, and establishments employing less than 20 persons.

(b) Average number employed (full and part-time, see table 7) during the year (including working proprietors) by the establishment.

(c) Some enterprises control establishments in more than one size group; the sum of the figures for the size groups therefore exceeds the total for the industry.

(d) Administrative, technical and clerical employees.

(e) Another important component of labour costs, employers' national insurance contributions, graduated pensions, contributions to other pensions and welfare schemes and the running costs of canteens, is estimated for the industry at £ thousand. For 1974, the comparable figure was £ thousand.

TABLE 5

PA1001 14

Regional distribution of employment, net capital expenditure and net output, 1975
All United Kingdom establishments classified to the industry

Area	Employment (a)		Net capital expenditure (b)(c)		Net output and employment in the region of establishments with more than 80 per cent of their employment in the region (d)	
	Thousands	per cent of United Kingdom	£ thousand	per cent of United Kingdom	Estimated net output £ thousand	Average number employed as a percentage of total average number employed in the industry in the region
Standard regions of England						
North						
Yorkshire and Humberside						
East Midlands						
East Anglia						
South East						
South West						
West Midlands						
North West						
England						
Wales						
Scotland						
Great Britain						
Northern Ireland						
United Kingdom						(e)

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

TABLE 6

PA1001 15

Percentage analysis of twelve-month periods covered by returns received from United Kingdom establishments employing 20 or more persons, 1975

Accounting year ended	Percentage of total returns received		Percentage of total number employed	
	per cent		per cent	
1975 April (a)				
May				
June				
July				
August				
September				
October				
November				
December				
1976 January				
February				
March (b)				
		100.0		100.0

(a) From 6th April.

(b) Including returns made for twelve-month period ended 1st to 5th April 1976.

TABLE 7

Percentage analysis of employees, by full and part-time employment and sex, 1975(a)

Sex	Full-time		Part-time		All employees	
	per cent		per cent		per cent	
Male						
Female						100

Source: Department of Employment

† (a) The percentages relate to the numbers employed (excluding working proprietors) in the United Kingdom at June, 1975.

† (a) The percentages relate to the numbers employed (excluding working proprietors) in the United Kingdom in minimum list heading industry at June, 1975. In the 1975 Census of Production the employment of the represented per cent of the employment of minimum list heading as a whole.

† Deleted as appropriate

TABLE 8

PA1001 16

Sales of principal products of the industry by establishments employing 25 or more persons, including sales by establishments classified to other industries, 1974-1975

Manufacturers' sales of the principal products of an industry are published regularly in PQ Business Monitors. Details of sales for 1974 will normally be found in the monitors for the third quarter 1976 and for 1975 in the third quarter 1977.

Quarterly Business Monitors are available from HMSO by annual subscription.

TABLE 9 (Extract from PA4330)

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Purchases by establishments employing 25 or more persons, classified to the industry, 1974
Analysis of returns received, United Kingdom

	Quantity	Value
		£ thousand
Materials for use in production		
Raw or undressed skins and furs		
Dressed or dressed and dyed skins and furs; sacs, strips, plates, shells and the like (i.e. furskins sewn together for use as linings, trimmings, etc.)		
Spun yarn and woven fabrics not containing wool		
Dyestuffs and pigments		
Stationery		
Packaging materials (including materials for the manufacture of the firms' own packaging)		
Fuel and electricity		
Fuel oil		
Electricity		
All other fuels		
Replacement parts for the firms' own machinery, plant and equipment		
Other purchases		
TOTAL VALUE OF PURCHASES (other than for merchandising or factoring)		

TABLE 10

PA1001 18

Payments to other organisations for certain services received, 1974
Returns received in respect of establishments with 300 or more employees

	£ thousand
Industrial services received	
Repairs and maintenance to	
Buildings	
Road goods vehicles	
Plant and machinery	
Work done on materials given out	
Other	
Non-industrial services received	
Rent of buildings, hire of plant and machinery	
Commercial insurance premiums	
Bank charges	
Postage, telephone, telegrams, cables and telex	
Transport	
Road	
Rail and other means (excluding postal services)	
Other	

V LIST OF INDUSTRY REPORTS, ETC.

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Business Monitor No.

PA1001 Introductory notes

Standard Industrial
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PA102	Stone and slate quarrying and mining	102
PA103	Chalk, clay, sand and gravel extraction	103
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FOOD, DRINK AND TOBACCO**III**

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PA215	Milk and milk products	215
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PA218	Fruit and vegetable products	218
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COAL AND PETROLEUM PRODUCTS**IV**

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PA262	Mineral oil refining	262
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PA272	Pharmaceutical chemicals and preparations	272
PA273	Toilet preparations	273
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PA275	Soap and detergents	275
PA276	Synthetic resins and plastics materials and synthetic rubber	276
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PA278	Fertilizers	278
PA279.1	Polishes	279/1
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PA279.3	Explosives and fireworks	279/3

PA279.4	Formulated pesticides, etc.	279/4
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PA336	Construction and earth-moving equipment	336
PA337	Mechanical handling equipment	337
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PA339.1	Mining machinery	339/1
PA339.2	Printing, bookbinding and paper goods machinery	339/2
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PA339.5	Scales and weighing machinery and portable power tools	339/5 and 6
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PA339.9	Miscellaneous (non-electrical) machinery	339/9
PA341	Industrial (including process) plant and steelwork	341
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VIII

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PA366	Electronic computers	366
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PA368	Electrical appliances primarily for domestic use	368

PA369.1	Electrical equipment for motor vehicles, cycles and aircraft	369/1
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X

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XI

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PA381.2	Trailers, caravans and freight containers	381/2
PA382	Motor cycle, tricycle and pedal cycle manufacturing	382
PA383	Aerospace equipment manufacturing and repairing	383
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METAL GOODS NOT ELSEWHERE SPECIFIED

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PA399.1	Metal furniture	399/1
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LEATHER, LEATHER GOODS AND FUR CONTINUED

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XV

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PA443	Women's and girls' tailored outerwear	443
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OTHER MANUFACTURING INDUSTRIES CONTINUED

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Section 8 of the Statistics of Trade Act, 1947, requires that an Advisory Committee should advise on the preparation of the forms and instructions necessary for the taking of a census; and of advising with regard to such matters as may be referred to it. The following list gives the names of the current members of the Advisory Committee on the Census of Production, appointed for a period of three years from 1st January 1976, and the name of the organisation to which they belong.

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

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

STATUTORY INSTRUMENTS

1975 No. 1760

STATISTICS OF TRADE

The Census of Production (1976) (Returns) Order 1975

Made - - - 28th October 1975
Laid before Parliament 6th November 1975
Coming into Operation 31st December 1975

The Secretary of State, in exercise of powers conferred by Sections 2 and 11 of the Statistics of Trade Act 1947(a) (hereinafter referred to as "the Act") and now vested in him by the Secretary of State for Trade and Industry Order 1970(b) and all other powers enabling him in that behalf, hereby orders as follows:—

Citation, commencement and interpretation

1.—(1) This Order may be cited as the Census of Production (1976) (Returns) Order 1975 and shall come into operation on 31st December 1975.

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

Matters to which returns may relate

2. The matters about which a person carrying on an undertaking may be required to furnish returns for the purposes of the Census of Production being taken under the Act by the Secretary of State in 1976 shall be all the matters set out in the Schedule to the Act, as amended(d).

Eric Varley,
Secretary of State for Industry.

28th October 1975.

EXPLANATORY NOTE

(This Note is not part of the Order.)

This Order prescribes the matters about which a person carrying on an undertaking may be required to furnish returns for the purposes of the Census of Production being taken in 1976.

(a) 1947 c. 39.
(c) 1889 c. 63.

(b) S.I. 1970/1537 (1970 III, p. 5293).
(d) S.I. 1963/1329 (1963 II, p. 2310).

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BUSINESS STATISTICS OFFICE Newport Gwent NPT 1XG
Telephone: Newport (0633) 56111 ext 2955 Telex: 497121/2

FV



Department of Industry

← Please quote in any inquiry

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

IN CONFIDENCE

CENSUS OF PRODUCTION FOR 1974

Dear Sir(s)

Under Section 2 of the Statistics of Trade Act, 1947, you are required to complete this form and return it to the Business Statistics Office. In accordance with the Act all information supplied in this return will be treated as confidential. Please forward your completed return to this office not later than 31 March 1975 or within three months after the end of your business year.

Yours faithfully

M C FESSEY
Director

PURPOSE OF THE CENSUS

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

The Census for 1974 contains additional questions in Section J which will be asked from time to time to assist the Central Statistical Office, by identifying industries providing certain services, in constructing input/output tables which show the interdependence and cost structure of British industry. The Census has been discussed with the Advisory Committee on the Census of Production appointed under the Statistics of Trade Act, 1947.

PUBLICATION OF RESULTS OF THE CENSUS

The provisional results for the 1973 Census have recently been published in a Business Monitor (PA1000). Publication in the Business Monitor series of the final industry results for the 1971 Census was completed during 1974 and those for the 1972 Census are in course of publication. Details of these publications may be obtained from the above address or telephone number.

Data Perf.

IMPORTANT: PLEASE READ THESE NOTES BEFORE COMPLETING YOUR RETURN

A - GENERAL NOTES

- 1. COVERAGE.** Your return should cover the production activities of the establishment whose name and address is given on the front of this form.
- 2. RETURNS COVERING MORE THAN ONE PRODUCTION UNIT.** If you have two or more production units in the same industry and the same country (England, Scotland or Wales) and you cannot give separate figures for each unit, you may make a combined return on one form. Any forms addressed to other units which you have included in a combined return should be marked with the reference number of the return in which they have been included and sent with the completed return to the Business Statistics Office; the details of all units covered by this return should be included in Section B1 of the return. Please note a combined return should relate only to units that are all located in one country (England, Scotland or Wales) and are engaged in only one industry; otherwise separate returns should be made.
- 3. HEAD OFFICES.** If there is a Head Office and its staff are mainly engaged in the administration of the production units covered by this return, details of the Head Office should be included in this return. If your Head Office is mainly engaged in administering production units for which two or more separate returns are being made, please arrange in concert with your Head Office for the apportionment of its details between returns. If your Head Office is not mainly engaged in the administration of production units its details should be excluded from all sections of the return. (For example, ensure that Head Office costs are not reflected in your value of total sales and work done).
- 4. NON-PRODUCTION ACTIVITIES.** Departments not engaged in production (e.g. merchanting, transport, warehousing, retail shops) should be excluded from all sections of the return. If, however, there are some non-production activities which CANNOT be excluded (for example, because no separate records are kept) then include details of these activities in all sections of the return.
- 5. ESTIMATION.** Although the information you are asked to provide is of a kind that is generally readily available from your accounts there may be cases where estimation is necessary. For instance, where completion of the return would be considerably delayed because your accounts are not finalised, we would ask that you give reasonable estimates; estimates should also be given where figures of accounting accuracy are not available. Whilst credibility checks on returns will ensure that no distortion of census figures will result from the provision of unreliable estimates, the use of estimates where exact figures are not available makes possible the prompt rendering of returns and, therefore, the provision of timely results.

B1 - MULTI-UNIT RETURNS

If production at any unit covered by this return commenced during the year you should make the return for that part of the year during which production was carried on and give the details in columns 1 to 5 of box B1 as required. In column 6 give the date on which production commenced.

B2 - UNITS NO LONGER IN PRODUCTION

If production at any unit covered by this return ceased during the year you should make the return for that part of the year during which production was carried on and in box B2 (page 5) give the reference number, address of the unit and the date on which production ceased.

B1 - MULTI-UNIT RETURNS

Complete this section if:

(1) this return covers more than one production unit OR (2) this return covers a Head Office (including an apportioned part of a Head Office) or any non-production departments such as warehouses, garages, offices, etc. (See notes 3, 4 and 5 page 3)

A list of production and non-production units is attached if the rendering of combined returns has been agreed with the Business Statistics Office. It should be amended and returned with the census form if there have been any changes within your organisation. If there are any additions to the list, please give details in columns 1 to 6 below as required. In the case of a new unit give in column 6 the date the unit commenced production in lieu of reference number.

If you do not keep records of capital expenditure and employment at separate addresses please estimate the figures.

PLEASE LIST SEPARATELY each unit included in the return (whether production or not).

Note:

- (a) The total of column 3 should agree with the total employment shown in Sections D and E.
- (b) The total of column 4 should agree with the total net capital expenditure on land and existing buildings as recorded in Section H (i.e. H2 - H3).
- (c) The total of column 5 should agree with the total of other net capital expenditure as recorded in Section H (i.e. [H1 + H4 + H6 + H8] - [H5 + H7 + H9]).
- (d) The reference number to be shown in column 6 is the 7 digit number on the left-hand side of the attached list.

1	2	3	4	5	6
Address of unit (including postal code)	Nature of work carried on	Average total number of persons employed (including working proprietors) at each unit	Net capital expenditure on land and existing buildings (acquisitions less disposals) at each unit £	Other net capital expenditure at each unit £	Reference number (if known)
Units in production					

Continued on facing page

1	2	3	4	5	6
Address of unit (including postal code)	Nature of work carried on	Average total number of persons employed (including working proprietors) at each unit	Net capital expenditure on land and existing buildings (acquisitions less disposals) at each unit £	Other net capital expenditure at each unit £	Reference number (if known)
Units in production (con't.)					
Head Office (see note. 3)					
Other non-production departments					
TOTAL ALL UNITS					

B2 - UNITS NO LONGER IN PRODUCTION. If you have ceased to carry on business at any of the units covered by this return please state below: the relevant reference number(s), address(es) and the date(s) on which production ceased.

Reference number	Address	Date production ceased

C - PERIOD COVERED BY THE RETURN

Period covered by the return from

Code	day	month	year
11	/	/	
12	/	/	

 to

D - WORKING PROPRIETORS

Code	number
201	

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

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

F - EXPENDITURE ON EMPLOYEES DURING THE YEAR

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

This question was not asked of establishments with fewer than 100 employees.

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

	I(a)	I(b)	II
	STOCKS VALUED AT STANDARD COSTS		STOCKS VALUED BY OTHER METHODS
	Beginning and end year values at Standard Costs using the same standards, EXCLUDING ANY VARIANCE ADJUSTMENTS (see note G1)	Book values	
	Code	Code	Code
1. MATERIALS, STORES AND FUEL			
(i) Value at beginning of year	485	471	421
(ii) Value at end of year	486	472	422
2. WORK IN PROGRESS			
(i) Value at beginning of year	487	473	423
(ii) Value at end of year	488	474	424
3. GOODS ON HAND FOR SALE			
(i) Value at beginning of year	497	483	433
(ii) Value at end of year	498	484	434
4. If the values given above are NOT for the calendar year 1974, please give:			
TOTAL STOCKS		1 January 1974	31 December 1974
(i) Stocks valued at Standard Costs; book values as at I(b) but relating to the Calendar Year	456		
(ii) Stocks valued by other methods	458		
5. At about what point in time would the Standard Costs used in column I(a) most nearly approximate to the actual costs?	499		

This question was not asked of establishments with fewer than 100 employees.

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

See note A opposite

The information given at H1 to H9 is for the year ending

day	month	year

	Code	£
NEW BUILDINGS		
1. COST OF NEW BUILDING WORK	501	
LAND AND EXISTING BUILDINGS		
2. COST OF LAND AND EXISTING BUILDINGS PURCHASED	502	
3. PROCEEDS FROM LAND AND BUILDINGS DISPOSED OF	503	
VEHICLES		
MOTOR CARS (inclusive of V.A.T.)		
4. COST OF NEW AND SECOND-HAND MOTOR CARS PURCHASED	513	
5. PROCEEDS FROM MOTOR CARS DISPOSED OF	514	
OTHER VEHICLES (exclusive of V.A.T.)		
6. COST OF OTHER NEW AND SECOND-HAND VEHICLES PURCHASED	515	
7. PROCEEDS FROM OTHER VEHICLES DISPOSED OF	516	
PLANT, MACHINERY AND OTHER CAPITAL EQUIPMENT (exclusive of V.A.T.)		
8. COST OF NEW AND SECOND-HAND EQUIPMENT PURCHASED	517	
9. PROCEEDS FROM EQUIPMENT DISPOSED OF	518	
TO BE COMPLETED ONLY IF H1 TO H9 ARE NOT ON A CALENDAR YEAR BASIS (See Note A on top of opposite page):		
10. TOTAL NET CAPITAL EXPENDITURE FOR CALENDAR YEAR 1974 (i.e. cost of acquisitions less proceeds from disposals)	519	

This question was not asked of establishments with fewer than 100 employees.

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

1. COST OF INDUSTRIAL SERVICES RECEIVED

(i) AMOUNTS PAYABLE TO OTHER ORGANISATIONS FOR REPAIRS AND MAINTENANCE (excluding any amounts charged to capital account which should be included in Section H):

	Code	£
(a) TO BUILDINGS	636	
(b) TO ROAD GOODS VEHICLES	637	
(c) TO PLANT, MACHINERY AND OTHER CAPITAL EQUIPMENT	638	
(ii) AMOUNTS PAYABLE FOR WORK GIVEN OUT	639	
(iii) AMOUNTS PAYABLE FOR OTHER INDUSTRIAL SERVICES	640	

2. COST OF NON-INDUSTRIAL SERVICES RECEIVED

(i) AMOUNTS PAYABLE FOR HIRE OF PLANT AND MACHINERY AND FOR RENT OF INDUSTRIAL AND COMMERCIAL BUILDINGS RELATING TO THE ACTIVITIES COVERED BY THE RETURN

	624	
(ii) COMMERCIAL INSURANCE PREMIUMS PAID	625	
(iii) BANK CHARGES	626	
(iv) AMOUNTS PAID FOR POSTAGE, TELEPHONES, TELEGRAMS, CABLES AND TELEX	641	
(v) AMOUNTS PAID TO OTHER ORGANISATIONS FOR TRANSPORT WITHIN THE UNITED KINGDOM:		
(a) BY ROAD	642	
(b) BY RAIL OR OTHER MEANS (excluding postal services)	643	
(vi) COST OF OTHER NON-INDUSTRIAL SERVICES	644	

This question was not asked of establishments with fewer than 100 employees.
 ⊕ These questions were not asked of establishments with fewer than 300 employees.

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

1. **COST OF GOODS PURCHASED FOR RESALE WITHOUT PROCESSING.**

Code	£
733	

2. **COST OF PURCHASES OF MATERIALS AND FUEL (including value of materials given out to other firms)**

734	
-----	--

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

1. **SALES OF GOODS OF YOUR OWN PRODUCTION AND RECEIPTS FOR WORK DONE AND INDUSTRIAL SERVICES RENDERED (including repairs and maintenance, installation work and technical research and studies rendered to other organisations)**

Code	£
251	

2. **WORK OF A CAPITAL NATURE CARRIED OUT BY YOUR OWN STAFF AND RECORDED IN SECTION H**

252	
-----	--

3. **SALES OF GOODS BOUGHT AND RESOLD WITHOUT PROCESSING (i.e. goods merchanted or factored)**

266	
-----	--

4. **RECEIPTS FOR NON-INDUSTRIAL SERVICES RENDERED TO OTHER ORGANISATIONS (includes rents for industrial buildings and amounts charged for hiring out plant, machinery and other goods; canteen takings)**

267	
-----	--

These questions were not asked of establishments with fewer than 100 employees.

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

- | | Code | £ |
|--|------|---|
| # 1. V.A.T. ON SALES OF GOODS OF YOUR OWN PRODUCTION, MERCHANTED GOODS, WORK DONE AND SERVICES RENDERED (OUTPUT TAX ON THE V.A.T. [CUSTOMS AND EXCISE] RETURN) | 274 | |
| # 2. V.A.T. ON PURCHASES OF GOODS AND SERVICES (including V.A.T. on purchases of capital goods) (DEDUCTIBLE INPUT TAX ON THE V.A.T. [CUSTOMS AND EXCISE] RETURN) | 275 | |

0 - OTHER INDIRECT TAXES

- | | Code | £ |
|--|------|---|
| # 1. MOTOR ROAD VEHICLE LICENCES | 276 | |
| # 2. RATES (excluding water rates) | 277 | |

These questions were not asked of establishments with fewer than 100 employees

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