08/42(419251)



Publication of the Government Statistical Service

# Business Monitor

DEPARTMENT OF TRADE AND INDUSTRY BUSINESS STATISTICS OFFICE

# Report on the Census of Production 1970

C133 Bedding and soft furnishing

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Publication of the Government Statistical Service

## **Business Monitor**

DEPARTMENT OF TRADE AND INDUSTRY BUSINESS STATISTICS OFFICE

# Report on the Census of Production 1970

C133 Bedding and soft furnishing

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

LONDON: HER MAJESTY'S STATIONERY OFFICE 1973

Petroleum and natural gas

Bread and flour confectionery

Fruit and vegetable products

Margarine Starch and miscellaneous foods

Spirit distilling and compounding

Coke ovens and manufactured fuel

C29 General chemicals (other than inorganic

Soap and detergents Synthetic resins and plastics materials and synthetic rubber

Formulated adhesives, gelatine, etc.

Formulated pesticides and disinfectants

Iron castings, etc.
Aluminium and aluminium alloys
Copper, brass and other copper alloys

Agricultural machinery (except tractors) Metal-working machine tools

Construction and earth moving equipment

Printing, bookbinding and paper goods

Refrigerating machinery (except domestic

Explosives, fireworks and matches

Photographic chemical materials Iron and steel (general)

Pharmaceutical chemicals and preparations

British wines, cider and perry

Mineral oil refining Lubricating oils and greases

General chemicals (organic)

General chemicals (inorganic)

Animal and poultry foods Vegetable and animal oils and fats

mining and quarrying

Milk and milk products

Brewing and malting

Soft drinks

Tobacco

and organic)

Fertilizers

Printing ink

Steel tubes

Polishes

Toilet preparations

Dyestuffs and pigments

Surgical bandages, etc.

Miscellaneous base metals

Industrial engines

Office machinery

Mining machinery

making machinery

type refrigerators)

steelwork

and systems

conditioning equipment

Ordnance and small arms

General mechanical engineering

Watches and clocks Surgical instruments and appliances

Scientific and industrial instruments

Radio and electronic components

Broadcast receiving and sound

reproducing equipment

Electronic computers

Electrical machinery Insulated wires and cables Telegraph and telephone apparatus and

Radio, radar and electronic capital goods

Pumps, valves and compressors

Mechanical handling equipment

Space heating, ventilating and air-

Food and drink processing machinery

Miscellaneous (non-electrical) machinery

Photographic and document copying equipment

Industrial (including process) plant and

Textile machinery and accessories

Grain milling

Biscuits

Sugar

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C17

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Coal mining
Stone and slate quarrying and mining

Metalliferous mining and quarrying

Bacon curing, meat and fish products

Cocoa, chocolate and sugar confectionery

Chalk, clay, sand and gravel extraction

Salt and miscellaneous non-metalliferous

Introductory Notes

C78	Electric appliances primarily for
	domestic use

liscellaneous electrical goods Shipbuilding and marine engineering Wheeled tractor manufacturing Motor vehicle manufacturing

Motor cycle, tricycle and pedal cycle manufacturing

Aerospace equipment manufacturing and repairing

Locomotives and railway track equipment Railway carriages, wagons and trams
Engineers' small tools and gauges
Hand tools and implements
Cutlery, spoons, forks and plated tableware, etc.

C90 Bolts, nuts, screws, rivets, etc.

Wire and wire manufactures Cans and metal boxes Jewellery and precious metals

C94 Metal furniture Drop forgings, etc. Metal hollow-ware

C97 Miscellaneous metal goods Production of man-made fibres Spinning and doubling on the cotton

Weaving of cotton, linen and man-made fibres Woollen and worsted

C103 Rope, twine and net Hosiery and other knitted goods C104 Lace

C106 Carpets Narrow fabrics Made-up household textiles and handkerchiefs C107

C109 Canvas goods and sacks, etc. C110 Textile finishing

Asbestos Miscellaneous textiles

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Leather (tanning and dressing) and

fellmongery Leather goods

Waterproof outerwear Men's, and boys' tailored outerwear C116

Women's and girls' tailored outerwear Overalls and men's shirts, underwear, etc. Dresses, lingerie, infants wear, etc.

Hats, caps and millinery

Corsets and miscellaneous dress industries C123 Gloves Footwear

C125 Bricks, fireclay and refractory goods C126 Pottery

C127 Glass C128 Cement

C129 C130 Abrasives Miscellaneous building materials and mineral products

C131 C132 Timber Furniture and upholstery Bedding and soft furnishing

Shop and office fittings
Wooden containers and baskets
Miscellaneous wood and cork manufacturers Paper and board

Cardboard boxes, cartons and fibre-board packing cases

Packaging products of paper and associated materials (other than board)

Manufactured stationery C141 Wallcovering

Miscellaneous manufactures of paper and board Printing, publishing of newspapers and

periodicals General printing, publishing, etc.

C144 Rubber Linoleum, plastics floor covering, C145 leathercloth, etc.

Brushes and brooms C147 Toys, games and children's carriages

Sports equipment Miscellaneous stationers' goods C149 Plastics products

C150 Musical instruments Miscellaneous manufacturing industries

C151 C152 C153 Electricity Water supply Summary tables C133 Bedding and soft furnishing

This report on the Bedding and Soft Furnishings Industry relates to establishments engaged wholly or mainly in making up curtains, blinds (other than shop blinds) and loose covers, and manufacturing cushions, feather beds and pillows, mattresses (not wire mattresses), divan beds and similar goods, but not quilts. The manufacture of covered rubber or plastics foam mattresses, pillows and cushions are also included.

The industry corresponds to minimum list heading 473 in the Standard Industrial Classification (revised 1968) which was used for the first time as a basis of classification in the 1968 census, when it was reported as part 133. The definition of the industry is the same for the 1968 and 1970 censuses. The figures given for 1963 have been reclassified as far as possible according to the Standard Industrial Classification (revised 1968).

In this industry establishments employing less than 25 persons account for a relatively large proportion of employment and output and therefore for 1970 the full range of information was requested from all establishments employing 11 or more persons.

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

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Net output, 1963, 1968 and 1970

TABLE 1

All United Kingdom establishments classified to the industry (a)

24 MEG 2 2 1963 2 1978 (82	Unit	1963	1968	1970
Enterprises	Number	388	340	375
Establishments (b)	11	438	404	397
Sales of goods produced and work done Services rendered to other organisations (c)	£,000	40,467	73,056	81,084
Goods merchanted or factored	11	4,818	7,279	7,161 88
Total sales and work done	11	45,285	80,335	88,526
Change during the year, goods on hand for sale	п	+ 93	+ 767	55
Change during the year, work in progress	- 11	+ 21	+ 131	+ 148
Gross output	п	45,399	81,234	88,619
Cost of purchases	11	27,124	49,878	54,378
Change during the year, stocks of materials, stores and fuel	п	+ 76	+ 1,130	+ 1,079
Payments to other organisations		050	550	307
for work done on materials given out	11	352	556 782	1,150
for transport by road  for transport by rail, water, air and  Post Office parcel services (d)	11	510	209	352
980 B A 880 B 880 B			For sale	Guide on Sind
Total costs	11	27,910	50,295	55,108
Net output	11	17,489	30,938	33,511
Total employment (including working proprietors) (e)	Thousands	15.2	17.7	19.0
Net output per head	£	1,154	1,749	1,766

<sup>(</sup>a) Including estimates for establishments not making satisfactory returns and for establishments employing less than 11 persons.

<sup>(</sup>b) See definition of establishments in notes on page (iii).

<sup>(</sup>c) Amounts charged for hiring out plant, machinery or other goods, for providing transport, or for any technical or other services rendered.

<sup>(</sup>d) For 1963 and 1968, payments for postal services are excluded.

<sup>(</sup>e) Average number of persons employed during the year.

Capital expenditure and stocks, 1963, 1968 and 1970

All United Kingdom establishments classified to the industry (a)

2001 tour on I senderward, for attention of the production	1963	1968	1970 (b)
Capital expenditure	£,000	£,000	£'000
New building work	200	700	483
Land and existing buildings	words a	as ban becarbora	about to sele
Acquisitions	38	518	416(c)
Disposals	24	532	416(6)
Plant and machinery		N. A. C. S. C. T. V. S. C.	mainer oppler
Acquisitions	382	979	873
Disposals	24	43	77
Vehicles	анетдого.	t Krov . yesy s	Benge during
Acquisitions	382	548	652
Disposals	112	217	203
Total net capital expenditure (c)	843	1,953	2,143
Stocks and work in progress at end of year		nollmatemagroupo	ite of Eldness
Materials, stores and fuel	3,351	5,879	6,958
Work in progress	659	1,208	1,497
Goods on hand for sale	1,245	3,096	3,096
Total stocks	5,255	10,183	11,551

<sup>(</sup>a) Including estimates for establishments not making satisfactory returns and for establishments employing less than 11 persons.

<sup>(</sup>b) Capital expenditure in respect of manufacturing establishments where production had not commenced before the end of the year, is included for 1970.

<sup>(</sup>c) Acquisitions <u>less</u> disposals.

TABLE 3

Analysis of establishment by size, 1970

All United Kingdom establishments classified to the industry (a)

				Employ	ees	Wages and	salaries	Wages and s		Total sales and	Gross	Net	Net	Capital	Total stocks and work in
Size group (b)	Enterprises (c)	Estab- lishments (d)	Total employment (b)	Operatives	Others (e)	Operatives	Others (e)	Operatives	Others (e)	work done	output	output	output per head	expenditure (net) (g)	progress at end of year
	Number	Number	Number	Number	Number	£,000	£'000	£	£	£,000	£,000	£,000	£	£,000	£,000
1-10	150	150	1,001	2,227	518	1,768	597	794	1,153	11,995	11,879	4,314	1,511	208	1,733
11-24	104	104	1,855											1 38	
25-49	58	62	2,388	1,915	400	1,584	506	827	1,266	10,229	10,309	3,731	1,562	250	1,451
50-99	39	41	2,781	2,172	581	1,792	699	825	1,204	12,100	11,936	4,612	1,658	126	1,774
100-199	22	22	3,032	2,395	625	1,916	837	800	1,339	13,438	13,499	4,704	1,551	709	1,784
200-299	6	7	1,750	1,372	378	1,143	529	833	1,401	8,961	8,916	3,012	1,721	337	1,260
300-499	7	7	2,402	1,559	843	1,462	743	938	880	13,555	13,545	5,602	2,332	226	1,518
500 and over	r 4	4	3,762	2,746	1,010	2,991	1,351	1,089	1,337	18,246	18,536	7,535	2,002	287	2,031
Total	375	397	18,971	14,386	4,355	12,656	5,262	880	1,208	88,526	88,619	33,511	1,766	2,143	11,551

- (a) Including estimates for establishments not making satisfactory returns and for establishments employing less than 11 persons.
- (b) Average number employed during the year (including working proprietors) by the establishment.
- (c) The sum of the figures for the size groups exceeds the total for the industry to the extent that enterprises made returns for establishments in more than one size group.

- (d) See definition of establishments in notes on page (iii).
- (e) Administrative, technical and clerical employees.
- (f) Including sales of goods merchanted or factored and canteen takings. Also includes services rendered to other organisations (amounts charged for hiring out plant, machinery or other goods, for providing transport, or for technical or other services rendered).
- (g) Acquisitions <u>less</u> disposals.

C133.6

TABLE 5

Percentage analysis of employees, by age and sex, 1970 (a)

All United Kingdom establishments classified to the industry

Ages	371	Males	Females	All employees
	THE REST	per cent	per cent	per cent
Under 18	9 9 7	3	4	7
18 and over	100	49	44	93
All ages	1 1 1 2 -	52	48	100.0

Source: Department of Employment

(a) The percentages relate to the numbers employed (excluding working proprietors) at mid-June, 1970.

Regional distribution of employment, net capital expenditure and net output, 1970 All United Kingdom establishments classified to the industry

Area		e number ved (a)		apital ture (b)	Net output and employment in the region of establishments with more than 80 per cent of their employment in the region (c)				
	104 ,000 1070 U		000'3		Estimated net output	Average number employed as a percentage of total average number employed in the industry in the region	Net output as percentage of total of the industry in the United Kingdom		
Richard Colober	Thousands	per cent of United Kingdom	£,000	per cent of United Kingdom	£'000	aged street bein sel	rates during		
Standard Regions of England	:11	list.	4		eserguig	si show , solde kata	Change during		
North	1.0	6.8	34	1.6	1,415	94.2	4.2		
Yorkshire and	100,00	280,29				13 (80)	clared to Ject		
Humberside	3.8	15.5	436	20.3	3,428	53.5	10.2		
East Midlands	1.1	6.4	207	9.7	1,623	80.7	4.8		
East Anglia	0.4	2.2	122	5.7	269	33.3	0.8		
South East	5.2	27.7	447	20.9	5,858	56.0	17.5		
South West	0.7	3.7	59	2.7	1,028	64.2	3.1		
West Midlands	2.2	13.7	124	5.8	3,493	84.3	10.4		
North West	2.4	10.7	579	27.0	1,917	55.1	5.7		
England	16.8	86.7	2,009	93.8	19,030	62.6	56.8		
Wales	0.4	2.6	45	2.1	551	84.6	1.6		
Scotland	1.5	8.7	66	3.1	1,480	80.7	4.4		
Great Britain	18.6	98.0	2,120	98.9	21,061	64.5	62.9		
Northern Ireland	0.3	2.0	23	1.1	415	79.3	1.2		
Unallocated (d)	118.1-	70E-1	_	-	12,035	bu-i ros im	35.9		
United Kingdom	19.0	100.0	2,143	100.0	33,511		100.0		

- (a) Including working proprietors.
- (b) New building work plus acquisitions less disposals of land and existing buildings, plant and machinery and vehicles: including capital expenditure at establishments not yet in production.
- (c) 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 proportionate to employment at the address. The establishment's residual net output was included in unallocated net output.
- (d) Includes estimates of net output for establishments not making satisfactory returns and establishments employing less than 11 employees, and unallocated net output of establishments covering addresses in two or more regions.

Analysis of net output of returns received from United Kingdom establishments employing 11 or more persons, 1963, 1968 and 1970

		Unit		1963 (a)	1968 (a)	1970
Enterprises	committee (and	Numbe	r	88	98	141
Establishments (b)		11		138	158	160
Sales of goods produced and wor	k done	£,000			(	58,656
Services rendered to other orga	nisations (c)	11		33,568	66,483	119
Goods merchanted or factored		11				5,804
Canteen takings		11		3,936	6,676	68
Total sales and work done		11	00013	37,504	73,159	64,648
Change during the year, goods o	n hand for sale	11		+ 96	+ 742	- 36
Change during the year, work in	progress	н		+ 19	+ 115	+ 111
Gross output		11		37,619	74,016	64,723
Cost of purchases		11	201	22,282	45,982	39,602
Change during the year, stocks materials, stores and fuel	of	11	702	_ 14	+ 1,105	+ 747
Payments to other organisations						selyth res
for work done on materials gi	ven out	11	65	289	466	194
for transport by road		B 11	587		741	847
for transport by rail, water, Post Office parcel services (		0.33	478	471	100	0.70
Tost office parcer services (	000	8.14	FREE	,	192	279
Total costs		11		23,056	46,276	40,175
Net output		11	100	14,563	27,740	24,548
Total employment (including wordproprietors)(e)	king	Thousar	nds	11.9	15.3	13.6
Net output per head		£		1,226	1,817	1,800

<sup>(</sup>a) For 1963 and 1968, the analysis relates to returns received from establishments employing 25 or more persons.

Percentage analysis of twelve-month periods covered by returns received from United Kingdom establishments employing 11 or more persons, 1970

Accounting year ended	Percentage of total returns received	Percentage of total numbers employed
	per cent	per cent
1970 April (a)	0.6	0.3
May	1.3	1.1
June	2.5	2.1
July	3.1	10.8
August	2.5	0.6
September	5.0	1.9
October	1.9	0.5
November	3.1	4.8
December	48.1	44,8
1971 January	10.6	20.0
February	1.3	0.5
March (b)	20.0	12.6
	100.0	100.0

<sup>(</sup>a) From 6th April.

TABLE 7

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<sup>(</sup>b) See definition of establishments in notes on page (iii).

<sup>(</sup>c) Amounts charged for hiring out plant, machinery or other goods, for providing transport, or for any technical or other services rendered.

<sup>(</sup>d) For 1963 and 1968, payments for postal services are excluded.

<sup>(</sup>e) Average number of persons employed during the year.

<sup>(</sup>b) Including returns made for twelve-month period ending 1st to 5th April 1971.

## 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 C1 of the Report on the Census of Production for 1970).

#### GENERAL INFORMATION

#### Changes compared with 1968

The questions asked in the 1970 census were similar to those in the 1968 census with certain exceptions. In particular the 1970 census returns did not ask for details of:—

- (i) purchases or sales by commodities
- (ii) payments of rates
- (iii) payments for repairs and maintenance
- (iv) costs of operating road goods vehicles.

The amounts payable to other organisations for transport of goods however, did include the cost of the Post Office parcel services.

Other changes concern the treatment of firms employing less than 25 persons and the rules used for classifying establishments to industry. Any such changes are explained in the following paragraphs, or in the introductions to the industry reports, or by footnotes to the tables.

#### Industrial classification

Establishments were classified to industries on the basis of major activity in conformity with the third edition of the Standard Industrial Classification (Revised 1968). 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 in its sales of the principal products of any other industry. Classification of an establishment in this census was based on the establishment's return to the Census of Production, 1968.

Establishments added to the register subsequent to the 1968 census were classified on the basis of the description of the business given by the respondent.

#### Coverage

Detailed census returns were generally sought only from establishments employing on average 25 or more persons, but in industries where firms employing less than 25 persons account for a relatively high proportion of total employment and output the exemption limit was lowered to 11. Census returns were also sent to establishments whose employment was not known to the Business Statistics Office at the time of despatch; if their employment was below the exemption limit for their industry establishments were asked to supply figures only of total employment and total sales.

#### TERMS USED IN THE CENSUS REPORT

## Average number employed

Establishments 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) all other employees (operatives). Averages could be calculated from 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 establishments) are excluded.

The figures include persons engaged on 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 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

Administrative, technical and clerical employees include managing and other directors in receipt of a definite wage, salary or commission, 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.

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 (including roundsmen), stores, warehouses, shops and canteens; inspectors, viewers and similar workers; maintenance workers, and cleaners. Operators engaged in outside work of erecting, fitting etc. are also included, but outworkers are excluded.

#### Capital expenditure

#### (a) New building work

This represents the cost incurred during the year of new building and other constructional 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 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 of 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 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, amortization 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 from the figures for both 1963 and 1968 but is included in the figures for 1970.

#### Enterprise

The term enterprise is used in this report to mean one or more establishments under common ownership or control. An enterprise normally consists of a single establishment, more than one establishment owned by the same firm, or a number of establishments owned by a parent company and its subsidiary companies. Information about the relationship between constituent companies of enterprises was obtained mainly from published sources such as the Stock Exchange Year Book supplemented by information from company reports and information supplied by establishments. The information available is not complete but covers the largest and most important groups of industrial establishments and is believed sufficient to provide a worthwhile basis for analysis.

#### Establishmen

The definition of the establishment differed between the Censuses for 1963, 1968 and 1970. The definitions used were as follows:—
1963: the establishment was normally the premises under the same ownership or management at a particular address.

1968: the establishment was defined, in accordance with Standard Industrial Classification (Revised 1968), as being the smallest unit which could provide the information normally required for an economic census, for example, employment, expenses, turnover and capital formation. Sometimes activities which are conducted as a single business are carried on at a number of addresses. In 1968 where the activities of such a business were closely integrated and the addresses, termed local units, were in close proximity the establishment was defined to cover the combined activities and a single return was accepted. When the activities were closely integrated but the addresses were not in close proximity a combined return was accepted but the individual addresses were treated—in the count of establishments in an industry, for instance—as separate establishments.

1970: the practice of treating as multi-unit establishments those businesses with closely integrated activities at a number of addresses in close proximity was extended to all those businesses where the local units were at more than one geographical location and detailed census information was not available for each unit. Separate figures were obtained, however, of employment and capital expenditure at each unit. The effect of this change is to reduce somewhat the number of establishments as compared with 1968.

#### Gross output

Gross output measures the total value of production (including work done) by establishments during the year. It is calculated as follows:—

Value of sales and work done

Plus/Less: Increase/decrease in value of stocks of goods on hand for sale

Plus/Less: Increase/decrease in value of work in progress

Gross output.

### Net output

Net output represents the value added to materials by the process of production (including the margin on selling any merchanted or factored goods). It is calculated as follows:—

Gross output

Less: Purchases adjusted for change in value of stocks of fuel and raw materials

Less: Payments for work given to other establishments

Less: Payments for transport

Less: Net amount of any duties, subsidies, allowances and levies payable

= Net output.

#### Net output per person employed

The figures of 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.

### Purchases

Purchases include the cost of materials and components bought for use in production; of fuel and electricity for all purposes; of packaging materials including the cost of returnable cases and containers when first purchased; of workshop materials, office materials and materials for repairs to establishment's own buildings, plants and vehicles when carried out by their own work people included in the returns; 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 merchanting or factoring and canteen supplies are included. Materials supplied by customers for processing are excluded, as are all purchases charged to capital account.

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 an establishment's own separate transport organisations for delivery of materials and fuel are, therefore, excluded. Materials purchased overseas are included at the 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 delivery cost if invoiced "carriage paid home". Materials and fuel transferred from another department of the establishment 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 establishments 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 establishment's asset accounts. Goods sold without being subjected to any manufacturing process (i.e. merchanted or factored) and canteen takings are included.

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 excluding any trade discounts, agents' commissions, allowances for returnable cases, purchase tax, etc.; the net amount charged for packaging materials is included. Goods charged on a delivered basis to customers overseas are included at the f.o.b. value.

Goods produced in one establishment and transferred to another establishment of the same firm not covered by the return were 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 were kept were valued on the same basis.

To the extent that sales of finished products of one establishment constitute the materials purchased by another, total figures of the value of sales (and of materials and fuel purchased) include an element of duplication. In some industries, e.g. motor vehicle manufacturing, and woollen and worsted, this duplication is substantial; and aggregates of the figures for a number of industries contain significantly greater amounts of duplication. For work done on commission, sub-contract work, etc., the value shown is the total amount charged for the work, including the value of any materials bought and used in such work.

#### 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 establishments of the same enterprise not covered by the return.

## Standard Industrial Classification

Industry classification is based on the Standard Industrial Classification (Revised 1968). It is published by H M Stationery Office together with a separate index in the form of an alphabetical list of industries.

#### Stocks and work in progress

Values are given of stocks of goods on hand for sale, and of materials and fuel, at the end of the year of return, including any stocks of goods held for merchanting or factoring. Values of the change during the year are also shown. The values include duty in the case of dutiable goods held out of bond.

The value of work in progress at the end of, and the change during, the year are 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 payment to other establishments, and to any separate transport organisation of the same establishment 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, coastwise shipping, air, etc. Payments made for sea and air freight on goods sold to customers overseas and on materials and fuel purchased from overseas suppliers are excluded.

#### Wages and salaries

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 any payments in kind, travelling expenses, lodging allowances, etc. and employers' contributions to national insurances and pension schemes is excluded.

#### Work given ou

The figures shown represent the total amount paid for work done by other establishments (whether part of the same enterprise or not) on materials supplied to them. 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 last significant figure)
- \* figures cannot be shown owing to risk of disclosing information about individual enterprises.

## ROUNDING OF FIGURES

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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