

Publication of the Government Statistical Service



Business Monitor

DEPARTMENT OF TRADE AND INDUSTRY
BUSINESS STATISTICS OFFICE

42
(HA 251)

Report on the Census of Production 1970

C1 Introductory Notes

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)



Special Note for Purchasers

Commencing with the 1970 Census, the Census of Production reports will in future be published annually as part of the Business Monitor series. They will continue to be available on standing order from HMSO, but 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 divisions 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.

Enquiries:
Business Statistics Office
Cardiff Road
Newport, Mon
NPT 1XG
Newport 56111 (STD code 0633) ext 2455



Publication of the Government Statistical Service

Business Monitor

DEPARTMENT OF TRADE AND INDUSTRY
BUSINESS STATISTICS OFFICE

Report on the Census of Production 1970

C1 Introductory Notes

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)

CONTENTS

I	GENERAL OUTLINE	Page	Paragraph
	Introduction	C1.3	1 - 5
	Objectives of the Censuses	C1.3	6
	Changes compared with 1968	C1.3	7 - 8
	Coverage	C1.3	9
	Unit for which returns were made	C1.3-C1.4	10 - 14
	Industrial Classification	C1.4	15 - 16
	Estimation of Figures	C1.4	17 - 20
	Area Covered	C1.4	21
	Period Covered	C1.4	22
	Subjects on which information was obtained	C1.4	23 - 24
	Form of Industry Reports	C1.4	25 - 26
	Disclosure of Information	C1.5	27
	Symbols Used	C1.5	28
	Rounding of Figures	C1.5	29
II	METHODS USED IN TAKING THE CENSUS	C1.6	30 - 40
III	NOTES ON THE TABLES	C1.7	41 - 48
IV	EXPLANATION OF TERMS USED	C1.8-C1.10	49 - 75
V	LIST OF INDUSTRY REPORTS, ETC	C1.11-C1.14	
VI	MEMBERS OF THE ADVISORY COMMITTEE	C1.15	
VII	THE CENSUS OF PRODUCTION (1971) (RETURNS AND EXEMPTED PERSONS) ORDER, 1970	C1.16	
VIII	SPECIMEN CENSUS FORM	C1.17-C1.23	

I. GENERAL OUTLINE

INTRODUCTION

1. The Report on the Census of Production for 1970 comprises 154 separate parts.

Introductory Notes
(reference number C1)
152 Industry Reports
(reference number C2 - C153)
Summary Tables
(reference number C154)

Provisional estimates of some of the principal results for 1970 with comparative data for 1963 and 1968 for many items, were published in 'Trade and Industry' dated 23 December 1971.

2. Censuses of production are taken annually for Great Britain by the Department of Trade and Industry under the Statistics of Trade Act 1947 and for Northern Ireland by the Northern Ireland Government under the Statistics of Trade Act (Northern Ireland) 1949. The information collected separately for Northern Ireland is included in the United Kingdom totals in this report.

3. The Census of Production for 1970 is the first of the new annual series, which forms part of the new integrated system of industrial statistics being introduced by the Government Statistical Service. The complete system comprises quarterly inquiries into sales of products, annual censuses and less frequent inquiries into additional subjects, including details of purchases of goods and services by industry. It replaces the various short-period inquiries conducted by different Government departments and the detailed censuses which have been taken fairly regularly since 1907. The last detailed quinquennial census was for 1968.

4. The Census of Production for 1969 was similar in scope and content to the annual business unit censuses taken for each of the years 1964 to 1967, which were of a simple nature and provided information only on industry's capital expenditure and stock building. The preliminary estimates of this Census were published in 'Trade and Industry' of 30 December 1970 and in Tables 57, 67, 68 and 69 of 'National Income and Expenditure, 1971', a Report is being presented to Parliament.

5. The subjects to be covered for the 1970 Census were decided after consultation with the Census of Production Advisory Committee appointed under the Statistics of Trade Act. 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 C1.15 of these notes. The headings in the 1970 Census form were substantially the same as in the corresponding sections of the forms for the quinquennial censuses where experience had shown that the information collected was in a useful form and practical for the respondents to supply.

OBJECTIVES OF THE CENSUSES

6. The main objective of the new 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, and aggregated figures of sales, purchases, capital expenditure, stocks, employment and wages and salaries. The censuses will make possible the comparison of the characteristics of an industry either between years or with other industries in the same year. The new censuses will provide better coverage of capital expenditure and stocks than the former simplified annual censuses; estimates of net output will be available every year instead of every fifth year.

CHANGES COMPARED WITH 1968

7. There were a number of differences in the information collected compared with 1968 the most important being the absence of detailed coverage of sales and purchases in this census (see para 3).

8. Reports are now given for some sections of industry which have not been separately distinguished before. These include Wallcovering, Sports Equipment and Musical Instruments.

COVERAGE

9. The census covered establishments in Great Britain engaged in manufacturing, mining and quarrying, electricity, gas and water supply (Orders II - XIX and XXI of the Standard Industrial Classification, revised 1968 (SIC)). The Ministry of Commerce, Northern Ireland, have provided data for all industries, with the exception of mining and quarrying, and this has been incorporated in the tables which thus relate to the United Kingdom. Generally census returns were required from establishments employing on average 25 or more persons during the census year but in industries where establishments with fewer employees made an important contribution to output, the coverage was extended to establishments with 11 or more employees. 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 in fact below the exemption limit for their industry establishments were asked to supply figures only of total employment and total sales.

UNIT FOR WHICH RETURNS WERE MADE

10. The census was based on the establishment, defined as the smallest unit which can provide the information normally required for an economic census. In some cases respondents were unable to provide separate information for separate addresses, because accounts were integrated. One return was made covering several addresses. These were defined as a single establishment. In 1968 some such cases were treated as combined returns. In general the establishment covers a single address, (e.g. a factory or a mine). However, where processing at several addresses is integrated to such an extent that it is virtually impossible to make a separate return for each address, the establishment is defined as covering the combined activities of the separate addresses.

11. Establishments were asked to exclude from all section of their returns particulars

relating to any department not engaged in production e.g. merchanting, transport, warehousing, for which they kept a separate set of accounts. Where separate accounts were not kept they were asked to include details of all those activities in all sections of their returns.

12. Separate returns were required for separate departments of a single works which were engaged in different census industries provided 25 or more persons were employed in those departments (11 or more persons in certain industries: (see para 9)) and the required range of data could be provided for each department.

13. A single return was accepted covering two or more production units in cases where the required data could not be supplied separately (see para 10) provided the establishments were all situated in the same country: in England, or in Scotland, or in Wales.

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

INDUSTRIAL CLASSIFICATION

15. 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.

16. In a very small number of industries, classification was not based on an analysis of sales. Details of this non-standard treatment are given in the introductions to the relevant industry reports.

ESTIMATION OF FIGURES

17. The use of the establishment as the reporting unit means that the figures for sales do not always represent the value of goods coming on to the market. Where separate returns were made for more than one establishment belonging to the same enterprise the establishments were asked to estimate the value of goods transferred to another establishment within the enterprise, valuing them so far as possible as if they had been sold to another purchaser.

18. Acceptance of returns, covering more than one address involved estimation by the Business Statistics Office for the purpose of detailed geographical analysis of Net Output. The problems inherent in this approach are discussed in an article entitled 'The Statistical Unit in Business Inquiries' by M C Fessey and H E Browning in Statistical News, No.13, May 1971 published by HMSO.

19. Estimates were also made in the Business Statistics Office in respect of unsatisfactory returns and for establishments below the exemption limit in order to obtain totals for industries as a whole. The estimates were obtained by scaling up the data aggregated from satisfactory returns by the ratio of estimated total employment of the industry to the employment recorded on the returns.

20. In addition to these particular instances of estimation, establishments were asked to give reasonable estimates in all cases where exact figures were not readily available.

AREA COVERED

21. The figures in the industry reports generally relate to the United Kingdom of Great Britain and Northern Ireland. The Isle of Man and the Channel Islands were not covered.

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 1970 to 5 April 1971 was accepted. An analysis by year of return is shown in Table 7 in each industry report. Returns covering less than twelve months were accepted in those cases where businesses had started or ceased during the year.

SUBJECTS ON WHICH INFORMATION WAS OBTAINED

23. Information was collected on the following subjects:

- i Working proprietors
- ii Employment
- iii Wages and Salaries
- iv Stocks
- v Capital expenditure
- vi Work given out
- vii Transport payments and P.O. parcel services
- viii Purchases of materials and fuel
- ix Sales and work done

24. Additional information about capital expenditure at establishments not yet in production was obtained in a supplementary inquiry; this has been included in the Tables for 1970.

FORM OF INDUSTRY REPORTS

25. A separate part of the Census Report is published in respect of each industry. Each individual industry report is prefaced by a brief description of the products of the industry. Where necessary an account is given of any non-standard features and any changes which affect comparability between 1963, 1968 and 1970. Each part includes notes which give the main information needed for interpreting the census figures and also a list of all parts forming the complete Census Report.

26. As in 1968, respondents were asked to state whether or not they were willing to have the name and address of the business included in the classified list of businesses which the Business Statistics Office propose to compile. The list of establishments in each industry will not be published but will be made available on application to the Business Statistics Office on payment of a fee to cover costs of production.

DISCLOSURE OF INFORMATION

27. The tables in the reports have been prepared in conformity with the disclosure provisions of the Statistics of Trade Act 1947. In order to avoid disclosing information about individual enterprises it has in some cases not been possible to publish information in the full detail in which it was collected.

SYMBOLS USED

28. 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 the risk of disclosing information about individual enterprises.

ROUNDING OF FIGURES

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

II METHODS USED IN TAKING THE CENSUS

PLANNING AND PREPARATORY WORK

30. The Advisory Committee on Censuses of Production for 1968, 1969, 1970, 1971 and 1972, met in 1969 to discuss the Census of Production for 1970. The taking of the Census was announced in the Press early in 1970 and at the same time a letter was sent to firms advising them of the subjects to be covered in the census. Work on the design and preparation of forms, and on writing computer programs continued through 1970.

THE CENSUS FORMS

31. In principal, the information collected in this census is the same for all industries. In order, therefore, to achieve consistency of reporting between industries, the Business Statistics Office has standardised the form of return as far as possible and firms in 121 of the 151 industries for which the Business Statistics Office collected census information received the standard form PA 925 which is shown on pages C1.17 to C1.23 of this report. In 30 industries, special circumstances necessitated a departure from this approach, and 7 special non-standard forms were used.

32. Information about the 5 remaining industries (coal mining, petroleum and natural gas, mineral oil refining, gas and electricity) was collected on behalf of the Business Statistics Office by the Fuel and Energy Statistics Division of the Department of Trade and Industry. For the coal, gas and electricity industries total summarised information only was supplied to the Business Statistics Office, but for petroleum and natural gas and mineral oil refining, individual returns were compiled and these were subjected to the normal processing arrangements for returns collected by the Business Statistics Office.

REGISTER OF ESTABLISHMENTS

33. The information used in compiling the register for the census came from a number of sources. The register used for the 1968 census was amended to take account of additions to and deletions from the registers held by the Registrars of Companies; many changes were notified by the Department of Employment. The register was recorded on magnetic tape and included a series of reference numbers and codes indicating, among other things, the type of form to be despatched and the size of the establishment, where known. Provision was also made for linking establishments to the enterprise to which they belonged.

COLLECTING THE CENSUS DATA

34. The census was conducted as a postal inquiry, no field staff being employed.

35. Census forms were issued in respect of 51,000 establishments including establishments whose size was not known (i.e. new additions to the census

register and establishments which had not replied to a standard letter from the Business Statistics Office asking for their employment).

36. A period of 3 months was allowed for the completion and return of the forms. Reminder letters were sent to non-responding establishments in the middle of April 1971. Further reminders were issued in mid July and again during August/September 1971 to some 18,000 establishments whose returns were still outstanding. In addition to the issue of reminder letters, telephone follow-up of non-responding establishments was undertaken on a continuing basis.

PROCESSING THE CENSUS DATA

37. As returns were received at the Business Statistics Office they were subjected to a clerical scrutiny to ensure that figures were sufficiently clear and complete to enable perforation of paper tape to proceed. Thereafter all data was transferred to disc. Once the data had been taken on, it was passed through a series of computer processes including a further, more detailed, vetting of the completeness and credibility of the figures on the return and the compilation of report tables. Brief notes of the examination and report compilation stages are given in the following paragraphs.

EXAMINATION

38. The purpose of the examination was to prevent seriously incorrect information from entering the subsequent compilation processes: further checks were also made at the report compilation stage as an added precaution. The main examination, however, was carried out in two stages. In the first, the information on individual returns within industry was subjected to a series of credibility checks including the comparison of ratios against pre-set limits. The final stage was to compile drafts of the tables which would appear in the industry reports. This enabled the data to be examined in aggregate rather than on an individual return basis and proved useful in identifying areas where the data looked suspect.

COMPILATION OF REPORTS

39. Having completed the examination of returns and amended the data file as necessary, the aggregated figures required for the report tables were compiled on the computer which reported out all cases in which there was a risk of disclosure of information relating to individual enterprises.

40. The estimates for the industry as a whole (i.e. including estimates for establishments below the exemption limit and unsatisfactory returns) were obtained by scaling up the data.

III NOTES ON THE TABLES

41. The following paragraphs describe briefly the standard tables in the industry reports. The numbering of these tables is the same in all the industry reports and all tables relate to the United Kingdom. Of the tables compiled from census data numbers 1, 2, 3 and 5 relate to the industry as a whole and include estimates for establishments below the exemption limit and unsatisfactory returns: tables 6 and 7 are based on returns received only.

TABLE 1: NET OUTPUT, 1963, 1968 AND 1970

42. This table shows the values of each of the items which are used to calculate the net output of the industry.

TABLE 2: CAPITAL EXPENDITURE AND STOCKS, 1963, 1968 AND 1970

43. This table shows the capital expenditure on each type of asset together with the value of each category of stocks at the end of the year (changes during the year are shown in Table 1). The 1970 figures of capital expenditure, contain estimates of capital expenditure at establishments not yet in production, obtained in a supplementary inquiry.

TABLE 3: ANALYSIS OF ESTABLISHMENTS BY SIZE, 1970

44. The structure of industry is analysed for 1970 by the size of establishment within the industry. For 1970 the establishment is the reporting unit, so that what would have been in the 1968 census a combined return for two or more establishments would in 1970 have been treated as a return for a single multi-unit establishment (see para 58).

TABLE 4: PERCENTAGE ANALYSIS OF EMPLOYEES, BY AGE AND SEX, 1970

45. This table analyses, in percentage terms, total employment at June 1970 by age (under 18 and over 18) and sex, based on Department of Employment statistics.

TABLE 5: REGIONAL DISTRIBUTION OF EMPLOYMENT, NET CAPITAL EXPENDITURE AND NET OUTPUT, 1970

46. This table shows the regional distribution for each industry of employment, net capital expenditure and net output. Where a 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 net output estimates are accompanied by comparable figures of employment expressed as a percentage of total employment in the region (see para 18 and the footnotes to this table in the Industry Reports).

TABLE 6: ANALYSIS OF NET OUTPUT OF RETURNS RECEIVED FROM ESTABLISHMENTS, 1963, 1968 AND 1970

47. This table relates solely to returns received and shows the values of each of the items which are used to calculate net output.

TABLE 7: PERCENTAGE ANALYSIS OF TWELVE MONTH PERIODS COVERED BY RETURNS RECEIVED, 1970

48. This table shows the percentage of the total returns received accounted for by returns falling within each specified twelve month period, as determined by the last month of the period for which the return was made. The analysis also gives the percentage of total employment on these returns.

49. 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.

AVERAGE NUMBER EMPLOYED

50. 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.

51. 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

52. 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

53. 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.

54. 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

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

56. 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

57. 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 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 worth-while basis for analysis.

ESTABLISHMENT

58. 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. An effect of this change is to reduce somewhat the number of larger establishments as compared with 1968.

GROSS OUTPUT

59. 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

60. 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 out 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

61. 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

62. 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.

63. 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 their c.i.f. cost plus any duty payable if the cost of transport from the docks was not included in the invoiced price, but at their full 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

64. 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.

65. 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.

66. 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.

67. 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.

68. 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

69. 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

70. 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

71. 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 merchandising 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.

72. The value of work in progress at the end of, and the charge 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

73. 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

74. 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 OUT

75. 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.

V LIST OF INDUSTRY REPORTS, ETC

The symbol # indicates a report in which establishments with less than 25 persons were of importance and where establishments with 11 or more persons engaged in the business were asked to complete a census return.

Report Part No

C1 Introductory Notes

Standard Industrial Classification Reference

MINING AND QUARRYING

II

- C2 Coal mining
- C3 # Stone and slate quarrying and mining
- C4 # Chalk, clay, sand and gravel extraction
- C5 Petroleum and natural gas
- C6 Salt and miscellaneous non-metalliferous mining and quarrying
- C6 Metalliferous mining and quarrying

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

FOOD, DRINK AND TOBACCO

III

- C7 Grain milling
- C8 # Bread and flour confectionery
- C9 Biscuits
- C10 Bacon curing, meat and fish products
- C11 Milk and milk products
- C12 Sugar
- C13 Cocoa, chocolate and sugar confectionery
- C14 Fruit and vegetable products
- C15 Animal and poultry foods
- C16 Vegetable and animal oils and fats
- C17 Margarine
- C18 Starch and miscellaneous foods
- C19 Brewing and malting
- C20 # Soft drinks
- C21 Spirit distilling and compounding
- C22 British wines, cider and perry
- C23 Tobacco

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

COAL AND PETROLEUM PRODUCTS

IV

- C24 Coke ovens and manufactured fuel
- C25 Mineral oil refining
- C26 Lubricating oils and greases

- 261
- 262
- 263

CHEMICALS AND ALLIED INDUSTRIES

V

- C27 General chemicals (inorganic)
- C28 General chemicals (organic)
- C29 General chemicals (other than inorganic and organic)
- C30 Pharmaceutical chemicals and preparations
- C31 Toilet preparations
- C32 Paint
- C33 Soap and detergents
- C34 Synthetic resins and plastics materials and synthetic rubber
- C35 Dyestuffs and pigments
- C36 Fertilizers
- C37 Polishes

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

CHEMICALS AND ALLIED PRODUCTS CONTINUED

C38	Formulated adhesives, gelatine, etc	279/2
C39	Explosives, fireworks and matches	279/3
C40	Formulated pesticides and disinfectants	279/4
C41	Printing Ink	279/5
C42	Surgical bandages, etc	279/6
C43	Photographic chemical materials	279/7
METAL MANUFACTURE		VI
C44	Iron and steel (general)	311
C45	Steel tubes	312
C46	Iron castings, etc	313
C47	Aluminium and aluminium alloys	321
C48	Copper, brass and other copper alloys	322
C49	Miscellaneous base metals	323
MECHANICAL ENGINEERING		VII
C50	Agricultural machinery (except tractors)	331
C51	Metal-working machine tools	332
C52	Pumps, valves and compressors	333
C53	Industrial engines	334
C54	Textile machinery and accessories	335
C55	Construction and earth moving equipment	336
C56	Mechanical handling equipment	337
C57	Office machinery	338
C58	Mining machinery	339/1
C59	Printing, bookbinding and paper goods making machinery	339/2
C60	Refrigerating machinery (except domestic type refrigerators)	339/3
C61	Space heating, ventilating and air-conditioning equipment	339/4
C62	Food and drink processing machinery	339/7
C63	Miscellaneous (non-electrical) machinery	339/5,6,8 and 9
C64	Industrial (including process) plant and steelwork	341
C65	Ordnance and small arms	342
C66	General mechanical engineering	349
INSTRUMENT ENGINEERING		VIII
C67	Photographic and document copying equipment	351
C68	Watches and clocks	352
C69	Surgical instruments and appliances	353
C70	Scientific and industrial instruments and systems	354
ELECTRICAL ENGINEERING		IX
C71	Electrical machinery	361
C72	Insulated wires and cables	362
C73	Telegraph and telephone apparatus and equipment	363
C74	Radio and electronic components	364
C75	Broadcast receiving and sound reproducing equipment	365
C76	Electronic computers	366
C77	Radio, radar and electronic capital goods	367
C78	Electric appliances primarily for domestic use	368
C79	Miscellaneous electrical goods	369

SHIPBUILDING AND MARINE ENGINEERING

C80	Shipbuilding and marine engineering	370
VEHICLES		XI
C81	Wheeled tractor manufacturing	380
C82	Motor vehicle manufacturing	381
C83	Motor cycle, tricycle and pedal cycle manufacturing	382
C84	Aerospace equipment manufacturing and repairing	383
C85	Locomotives and railway track equipment	384
C86	Railway carriages, wagons and trams	385
METAL GOODS NOT ELSEWHERE SPECIFIED		XII
C87	Engineers' small tools and gauges	390
C88	# Hand tools and implements	391
C89	Cutlery, spoons, forks and plated tableware, etc	392
C90	Bolts, nuts, screws, rivets, etc	393
C91	Wire and wire manufactures	394
C92	Cans and metal boxes	395
C93	# Jewellery and precious metals	396
C94	Metal furniture	399/1
C95	Drop forgings, etc	399/5
C96	Metal hollow-ware	399/6 and 7
C97	Miscellaneous metal goods	399/2,3' and 4 and 399/8,9,10, 11 and 12
TEXTILES		XIII
C98	Production of man-made fibres	411
C99	Spinning and doubling on the cotton and flax systems	412
C100	Weaving of cotton, linen and man-made fibres	413
C101	Woollen and worsted	414
C102	Jute	415
C103	Rope, twine and net	416
C104	Hosiery and other knitted goods	417
C105	# Lace	418
C106	Carpets	419
C107	Narrow fabrics	421
C108	Made-up household textiles and handkerchiefs	422/1
C109	# Canvas goods and sacks, etc	422/2
C110	Textile finishing	423
C111	Asbestos	429/1
C112	# Miscellaneous textiles	429/2
LEATHER, LEATHER GOODS AND FUR		XIV
C113	Leather (tanning and dressing) and fellmongery	431
C114	# Leather goods	432
C115	Fur	433
CLOTHING AND FOOTWEAR		XV
C116	Waterproof outerwear	441
C117	Men's and boys' tailored outerwear	442
C118	Women's and girls' tailored outerwear	443
C119	Overalls and men's shirts, underwear, etc	444

CLOTHING AND FOOTWEAR CONTINUED

C120	# Dresses, lingerie, infants wear, etc	445
C121	# Hats, caps and millinery	446
C122	Corsets and miscellaneous dress industries	449/1,3 and 4
C123	# Gloves	449/2
C124	Footwear	450

BRICKS, POTTERY, GLASS, CEMENT, ETC

XVI

C125	Bricks, fireclay and refractory goods	461
C126	Pottery	462
C127	Glass	463
C128	Cement	464
C129	Abrasives	469/1
C130	# Miscellaneous building materials and mineral products	469/2

TIMBER, FURNITURE, ETC

XVII

C131	# Timber	471
C132	Furniture and upholstery	472
C133	# Bedding and soft furnishing	473
C134	# Shop and office fittings	474
C135	# Wooden containers and baskets	475
C136	# Miscellaneous wood and cork manufactures	479

PAPER, PRINTING AND PUBLISHING

XVIII

C137	Paper and board	481
C138	Cardboard boxes, cartons and fibre-board packing cases	482/1
C139	Packaging products of paper and associated materials (other than board)	482/2
C140	Manufactured stationery	483
C141	Wallcovering	484/1
	Miscellaneous manufactures of paper and board	484/2
C142	Printing, publishing of newspapers and periodicals	485,486
C143	# General printing, publishing, etc	489

OTHER MANUFACTURING INDUSTRIES

XIX

C144	Rubber	491
C145	Linoleum, plastics floor covering, leathercloth, etc	492
C146	# Brushes and brooms	493
C147	Toys, games and children's carriages	494/1 and 2
	Sports equipment	494/3
C148	Miscellaneous stationers' goods	495
C149	Plastics products	496
C150	# Musical instruments	499/1
	# Miscellaneous manufacturing industries	499/2

GAS, ELECTRICITY AND WATER

XXI

C151	Gas	601
C152	Electricity	602
C153	Water supply	603
C154	Summary tables	

VI MEMBERS OF THE ADVISORY COMMITTEE

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. Proposals for the Annual Census of Production for 1970 were considered by the Advisory Committee on the Censuses of Production for 1968, 1969, 1970, 1971 and 1972. The following list gives the names of forms and current members of the committee and for former members the name of the organisation to which they belonged at the time of appointment and for current members the name of their present organisation.

	Mr J Stafford, CB (Chairman)	Department of Trade and Industry
	Mr R D R Bateman, MBE, FCA	Bass Charrington Limited
	Mr R E Beales, CBE	Central Statistical Office
	Mr E R Beecher, FACCA	John Laing and Son Limited
	Mr J A Bound	Quaker Oats Limited
(a)(b)	Dr J B Bracewell-Milnes	Confederation of British Industry
(b)	Mr H E Browning	Department of Trade and Industry
(a)	Mr N W Cullen	Tate and Lyle Refineries Limited
(a)	Mr M C Fessey	Department of Trade and Industry
(b)	Mr G N Gaball, FCIS	English Electric Company Limited
	Mr A C F Hey	The Association of British Chambers of Commerce
(a)	Mr C D Hughes	Renold Limited
(b)	Mr A W Knight	Courtaulds Limited
(a)	Mr D Lea	Trades Union Congress
	Professor K S Lomax, BSc, MA	University of Manchester
	Mr A B Lucas, FCA	Price Waterhouse and Company
(a)	Dr B Mitchell	Department of Trade and Industry
	Mr E T Sara	The British Steel Corporation
(a)	Mr C E K Scouller	Confederation of British Industry
(b)	Mr A A Shenfield	Confederation of British Industry
(b)	Mr L T Wright, CBE	Amalgamated Weavers' Association
	Mr P D Dworkin (Joint Secretary)	Department of Trade and Industry
	Mr K G Forecast (Joint Secretary)	Department of Trade and Industry
	Mr H Hochfelder (Joint Secretary)	Department of Trade and Industry
(c)	Miss H G Morgan (Joint Secretary)	Department of Trade and Industry
(c)	Mr R C Woods (Joint Secretary)	Department of Trade and Industry
(a)	Members appointed subsequent to the creation of the Advisory Committee on 31 December 1965	
(b)	Members who have resigned	
(c)	Present secretariat	

VII The Census of Production (1971)
(Returns and Exempted Persons) Order 1970

STATUTORY INSTRUMENTS

1970 No. 1779

STATISTICS OF TRADE

The Census of Production (1971) (Returns and Exempted Persons) Order 1970

Made	30th November 1970
Laid before Parliament	7th December 1970
Coming into Operation	31st December 1970

The Secretary of State, in exercise of his powers under sections 2 and 11 of the Statistics of Trade Act 1947(a) (hereinafter referred to as 'the Act') 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 (1971) (Returns and Exempted Persons) Order 1970 and shall come into operation on 31st December 1970.

(2) The Interpretation Act 1889(b) 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 1971 shall be all the matters set out in the Schedule to the Act as amended(c).

Exempted persons

3. Any person carrying on an undertaking in the field of production of coal, gas, electricity, or crude or refined petroleum shall be exempted from the obligation to furnish returns for the purposes of the said census.

John Eden,

Minister of State,
Department of Trade and Industry.

30th November 1970.

(a) 1947 c. 39. (b) 1889 c. 63. (c) S.I. 1963/1329 (1963 II. p. 2310).

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 purpose of the Census of Production being taken in 1971, and exempts from the obligation to furnish such returns any person carrying on an undertaking in the field of production of coal, gas, electricity, or crude or refined petroleum.

VIII SPECIMEN CENSUS FORM

PA/925

BUSINESS STATISTICS OFFICE

Chartist Tower Dock Street NEWPORT Mon NPT IXG

FV



Please quote
in any
correspondence

Telephone
Newport 56111
Ext
STD Code 0633

CONFIDENTIAL

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

CENSUS OF PRODUCTION FOR 1970

UNDER THE STATISTICS OF TRADE ACT, 1947, YOU ARE REQUIRED TO COMPLETE THIS FORM AND RETURN IT TO THE BUSINESS STATISTICS OFFICE OF THE BOARD OF TRADE. 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 1971, OR WITHIN THREE MONTHS AFTER THE END OF YOUR BUSINESS YEAR.

COVERAGE OF THE RETURN

- Your return should cover the production activities of the establishment whose name and address is at the head of this form.
- Separate returns should be made for each individual establishment in England, Scotland and Wales. Where actual figures are not available please supply estimates.

If however you have two or more establishments in the SAME CENSUS INDUSTRY AND IN THE SAME COUNTRY (i.e. England, Scotland or Wales) and separate figures relating to the activities of the different establishments cannot be provided, a combined return may be made on one form.

Where a combined return is submitted you must complete SECTION B1 on page 2 of this form.
- Any forms addressed to the other establishments which have been included in the combined return should be forwarded with the combined return to the Business Statistics Office. You should notate the other forms with the reference number of the return in which they have been included.
- Separate returns must also be made where separate production departments of a single establishment, in each of which 25 persons or more are employed, are engaged in different census industries and separate records are kept for them. If you do not keep separate accounts you should include details for ALL production departments in ALL sections of the return.
- You should EXCLUDE from all sections, details of any department NOT engaged in production, (e.g. merchandising, transport, warehousing, etc.) for which you keep a separate set of accounts. If however there are any non-production activities for which you do not keep separate accounts, you should INCLUDE details of all these activities in ALL sections of the return.
- HEAD OFFICES. If your Head Office staff are mainly engaged in the administration of the establishment(s) for which you are making one or more returns, ALL details of your Head Office should be included; otherwise these particulars should be excluded from all sections of the return.

Where details of the Head Office are being included and more than one return is being made, the information should be apportioned among them.

Receipt perf.

Data perf.

A - DETAILS OF BUSINESS

PERIOD COVERED BY RETURN

1. Your return should be made for the calendar year 1970, estimated figures being supplied where actual figures are not available. If no figures are available for the calendar year, the return may be made for a business year ending on any date from 6 April 1970 to 5 April 1971 inclusive. All figures in all sections of the return should relate to the same period of twelve months.
2. If production at the establishment(s) covered by this return commenced or ceased during the year, you should make the return for that part of the year during which production was carried on, and should state the period in the boxes in section B2 on page 3.
3. If you have ceased to carry on business at any of the establishments covered by this return please state below the relevant establishment reference number, address and the date(s) when you ceased operations.

Establishment number ≠	Address	Date ceased

B -

1. ESTABLISHMENTS

Complete this section if the return covers more than one address

List all establishments engaged in production, and warehouses, garages, offices, etc.

Address (including postal code)	Nature of work carried on	Establishment number (if known)≠	Net capital expenditure* £	Average total number of persons employed

*Net capital expenditure = Acquisitions less disposals. For detailed notes, see section H, page 6.
 ≠The establishment number is the 7 digit number to the left of '7012' on the address label.

B -

2. PERIOD COVERED BY RETURN

	Code	day	month	year
from	11	/	/	
to	12	/	/	

C - SMALL ESTABLISHMENTS

TO BE COMPLETED WHERE THE TOTAL AVERAGE EMPLOYMENT DURING 1970 AT THE ESTABLISHMENT(S) COVERED BY THIS RETURN WAS FEWER THAN 25 PERSONS

AVERAGE NUMBER OF PERSONS EMPLOYED DURING 1970

	Code	number
1. WORKING PROPRIETORS	101	
2. ALL OTHER EMPLOYEES, excluding outworkers	103	
3. State approximately how many persons included against heading 2 were mainly employed in merchandising purchased goods. If none, write 'None'	104	

	Code	£
4. TOTAL VALUE OF SALES AND WORK DONE IN 1970	105	

SECTION N MUST BE READ AND SECTION O COMPLETED IN ALL CASES. IF YOU EMPLOYED LESS THAN 25 PERSONS YOU DO NOT HAVE TO COMPLETE SECTIONS D TO M

	Code	number
D - WORKING PROPRIETORS	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	
3. CASUAL EMPLOYEES (JOBBER) - PRINTERS ONLY	206	

F - WAGES AND SALARIES PAID DURING THE YEAR

	Code	£
1. ADMINISTRATIVE, TECHNICAL AND CLERICAL EMPLOYEES	301	
2. ALL OTHER EMPLOYEES (OPERATIVES)	304	
3. CASUAL EMPLOYEES (JOBBER) - PRINTERS ONLY	305	

G - STOCKS

	Code	£
MATERIALS, STORES AND FUEL		
1. VALUE AT BEGINNING OF YEAR	401	
2. VALUE AT END OF YEAR	402	
WORK IN PROGRESS		
3. VALUE AT BEGINNING OF YEAR	403	
4. VALUE AT END OF YEAR	404	
GOODS ON HAND FOR SALE		
5. VALUE AT BEGINNING OF YEAR	413	
6. VALUE AT END OF YEAR	414	

H - CAPITAL EXPENDITURE

	Code	£
LAND AND BUILDINGS		
1. COST OF NEW BUILDING WORK	501	
2. COST OF LAND AND EXISTING BUILDINGS PURCHASED	502	
3. PROCEEDS OF LAND AND BUILDINGS DISPOSED OF	503	
VEHICLES		
4. COST OF NEW AND SECOND-HAND VEHICLES PURCHASED	504	
5. PROCEEDS OF VEHICLES DISPOSED OF	505	
PLANT, MACHINERY AND OTHER CAPITAL EQUIPMENT		
6. COST OF NEW AND SECOND-HAND EQUIPMENT PURCHASED	506	
7. PROCEEDS OF EQUIPMENT DISPOSED OF	507	

J - OTHER SELECTED ITEMS OF EXPENDITURE

	Code	£
1. AMOUNTS PAYABLE FOR WORK GIVEN OUT	601	
2. AMOUNTS PAYABLE TO OTHER ORGANISATIONS FOR TRANSPORT OF GOODS WITHIN THE UNITED KINGDOM		
(i) AMOUNTS PAYABLE FOR TRANSPORT BY ROAD	602	
(ii) AMOUNTS PAYABLE FOR TRANSPORT BY RAIL, WATER, AIR AND G.P.O. PARCELS SERVICE	603	

K - PURCHASES OF MATERIALS AND FUEL AND GOODS FOR MERCHANTING OR FACTORING

	Code	£
TOTAL COST OF ALL PURCHASES	701	

L - SALES AND WORK DONE

	Code	£
1. SALES OF GOODS OF YOUR OWN PRODUCTION AND WORK DONE	801	
2. SERVICES RENDERED TO OTHER ORGANISATIONS	813	
3. GOODS MERCHANTED OR FACTORED Exclude canteen takings which should be shown in heading 4 below	814	
4. CANTEEN TAKINGS	815	
5. TOTAL VALUE OF ALL SALES AND WORK DONE (TOTAL OF HEADINGS 1 TO 4)	816	

M - EXCISE AND SPECIAL MANUFACTURING LEVIES, DUTIES, ALLOWANCES AND GRAMOPHONE RECORD ROYALTIES, ETC.

	Code	£
1. AMOUNTS PAYABLE	830	
2. AMOUNTS RECEIVABLE	831	

© *Crown copyright* 1973

HER MAJESTY'S STATIONERY OFFICE
Government Bookshops

To be purchased from
49 High Holborn, London WC1V 6HB
13a Castle Street, Edinburgh EH2 3AR
109 St Mary Street, Cardiff CF1 1JW
Brazennose Street, Manchester M60 8AS
50 Fairfax Street, Bristol BS1 3DE
258 Broad Street, Birmingham B1 2HE
80 Chichester Street, Belfast BT1 4JY

*Government publications are also available
through booksellers*