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# Business Monitor

A publication of the Government Statistical Service

## Report on the Census of Production

### Office machinery



Department of Industry  
Business Statistics Office

HMSO



PA338

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A publication of the Government Statistical Service

## Report on the Census of Production 1972

### Office machinery

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 1975

#### 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 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.

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List of Industry Reports, etc.

- PA1001 Introductory notes
- PA101 Coal mining
- PA102 Stone and slate quarrying and mining
- PA103 Chalk, clay, sand and gravel extraction
- PA104 Petroleum and natural gas
- PA109 Miscellaneous mining and quarrying
- PA211 Grain milling
- PA212 Bread and flour confectionery
- PA213 Biscuits
- PA214 Bacon curing, meat and fish products
- PA215 Milk and milk products
- PA216 Sugar
- PA217 Cocoa, chocolate and sugar confectionery
- PA218 Fruit and vegetable products
- PA219 Animal and poultry foods
- PA221 Vegetable and animal oils and fats
- PA229.1 Margarine
- PA229.2 Starch and miscellaneous foods
- PA231 Brewing and malting
- PA232 Soft drinks
- PA239.1 Spirit distilling and compounding
- PA239.2 British wines, cider and perry
- PA240 Tobacco
- PA261 Coke ovens and manufactured fuel
- PA262 Mineral oil refining
- PA263 Lubricating oils and greases
- PA271.1 Inorganic chemicals
- PA271.2 Organic chemicals
- PA271.3 Miscellaneous chemicals
- PA272 Pharmaceutical chemicals and preparations
- PA273 Toilet preparations
- PA274 Paint
- PA275 Soap and detergents
- PA276 Synthetic resins and plastics materials and synthetic rubber
- PA277 Dyestuffs and pigments
- PA278 Fertilizers
- PA279.1 Polishes
- PA279.2 Formulated adhesives, gelatine, etc.
- PA279.3 Explosives and fireworks
- PA279.4 Formulated pesticides, etc.
- PA279.5 Printing ink
- PA279.6 Surgical bandages, etc.
- PA279.7 Photographic chemical materials
- PA311 Iron and steel (general)
- PA312 Steel tubes
- PA313 Iron castings, etc.
- PA321 Aluminium and aluminium alloys
- PA322 Copper, brass and other copper alloys
- PA323 Miscellaneous base metals
- PA331 Agricultural machinery (except tractors)
- PA332 Metal-working machine tools
- PA333 Pumps, valves and compressors
- PA334 Industrial engines
- PA335 Textile machinery and accessories
- PA336 Construction and earth-moving equipment
- PA337 Mechanical handling equipment
- PA338 Office machinery
- PA339.1 Mining machinery
- PA339.2 Printing, bookbinding and paper goods machinery
- PA339.3 Refrigerating machinery, space heating, ventilating and air-conditioning equipment
- PA339.7 Food and drink processing machinery and packaging and bottling machinery
- PA339.9 Miscellaneous (non-electrical) machinery Scales and weighing machinery and portable power tools
- PA341 Industrial (including process) plant and steelwork Process plant engineering contractors
- PA342 Ordnance and small arms
- PA349.1 Ball and roller bearings
- PA349.2 Precision chains and other mechanical engineering
- PA351 Photographic and document copying equipment
- PA352 Watches and clocks
- PA353 Surgical instruments and appliances
- PA354 Scientific and industrial instruments and systems
- PA361 Electrical machinery
- PA362 Insulated wires and cables
- PA363 Telegraph and telephone apparatus and equipment
- PA364 Radio and electronic components
- PA365 Gramophone records and tape recordings Broadcast receiving and sound reproducing equipment
- PA366 Electronic computers
- PA367 Radio, radar and electronic capital goods
- PA368 Electrical appliances primarily for domestic use
- PA369 Electrical equipment for motor vehicles, cycles and aircraft Primary and secondary batteries Electric lamps, electric light fittings, wiring accessories, etc.
- PA370 Shipbuilding and marine engineering
- PA380 Wheeled tractor manufacturing
- PA381 Motor vehicle manufacturing Trailers, caravans and freight containers Motor cycle, tricycle and pedal cycle manufacturing
- PA382
- PA383 Aerospace equipment, manufacturing and repairing
- PA384 Locomotives, railway track equipment, railway carriages, wagons and trams
- PA390 Engineers' small tools and gauges
- PA391 Hand tools and implements
- PA392 Cutlery, spoons, forks and plated tableware, etc.
- PA393 Bolts, nuts, screws, rivets, etc.
- PA394 Wire and wire manufactures
- PA395 Cans and metal boxes
- PA396 Jewellery and precious metals
- PA399.1 Metal furniture
- PA399.5 Drop forgings, etc.
- PA399.6 Metal hollow-ware
- PA399.8 Miscellaneous metal manufacture
- PA411 Production of man-made fibres
- PA412 Spinning and doubling on the cotton and flax systems
- PA413 Weaving of cotton, linen and man-made fibres
- PA414 Woollen and worsted
- PA415 Jute
- PA416 Rope, twine and net
- PA417 Hosiery and other knitted goods Warp knitting
- PA418 Lace
- PA419 Carpets
- PA421 Narrow fabrics
- PA422.1 Household textiles and handkerchiefs
- PA422.2 Canvas goods and sacks and other made-up textiles
- PA423 Textile finishing
- PA429.1 Asbestos
- PA429.2 Miscellaneous textiles
- PA431 Leather (tanning and dressing) and fellmongery
- PA432 Leather goods
- PA433 Fur
- PA441 Weatherproof outerwear
- PA442 Men's and boys' tailored outerwear
- PA443 Women's and girls' tailored outerwear
- PA444 Overalls and men's shirts, underwear, etc.
- PA445 Dresses, lingerie, infants' wear, etc.
- PA446 Hats, caps and millinery
- PA449.1 Corsets and miscellaneous dress industries
- PA449.2 Gloves
- PA450 Footwear
- PA461.1 Refractory goods
- PA461.2 Building bricks and non-refractory goods
- PA462 Pottery
- PA463 Glass
- PA464 Cement
- PA469.1 Abrasives
- PA469.2 Miscellaneous building materials and mineral products
- PA471 Timber
- PA472 Furniture and upholstery
- PA473 Bedding, etc.
- PA474 Shop and office fittings
- PA475 Wooden containers and baskets
- PA479 Miscellaneous wood and cork manufactures
- PA481 Paper and board
- PA482.1 Cardboard boxes, cartons and fibre-board packing cases
- PA482.2 Packaging products of paper and associated materials
- PA483 Manufactured stationery
- PA484.1 Wallcovering
- PA484.2 Miscellaneous manufactures of paper and board
- PA485 Printing and publishing of newspapers and periodicals
- PA489 General printing, publishing, etc.
- PA491 Rubber
- PA492 Linoleum, plastics floor-covering, leathercloth, etc.
- PA493 Brushes and brooms
- PA494.1 Toys, games and children's carriages
- PA494.3 Sports equipment
- PA495 Miscellaneous stationers' goods
- PA496 Plastics products
- PA499.1 Musical instruments
- PA499.2 Miscellaneous manufacturing industries
- PA601 Gas
- PA602 Electricity
- PA603 Water supply
- PA1002 Summary tables

PA338 OFFICE MACHINERY

The information in this report relates to establishments classified to the Office machinery industry, minimum list heading 338 in the Standard Industrial Classification (revised 1968). The activities of the industry include:-

*Manufacturing office machinery and parts thereof including typewriters, duplicating (including small offset litho) machines, adding machines, calculating and tabulating machines, cash registers, electronic desk calculators and other machinery for office use. Dictating machines and electronic computers are excluded.*

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

LIST OF CONTENTS

Table No	Title	Page
	United Kingdom establishments classified to the industry	
1	Input and output, 1970, 1971 and 1972	PA338 2
2	Capital expenditure and stocks, 1970, 1971 and 1972	PA338 3
3	Analysis of establishments by size, 1972	PA338 4
4	Regional distribution of employment, net capital expenditure and net output, 1972	PA338 5
5	Percentage analysis of twelve-month periods covered by returns received from establishments employing 25 or more persons, 1972	PA338 6
6	Percentage analysis of employees by full and part time employment and sex, 1972	PA338 6
7	Sales of principal products of the industry by establishments employing 25 or more persons, including sales by establishments classified to other industries, 1972	PA338 7



TABLE 1

PA338 2

Input and output, 1970, 1971 and 1972

All United Kingdom establishments classified to the industry (a)

	Unit	1970	1971	1972
Enterprises	Number	100	84	72
Establishments	"	115	104	82
Sales of goods produced and work done	£'000	159,458	143,168	103,418
Services rendered to other organisations (b)	"	3,114	6,139	7,081
Goods merchanted or factored	"	20,860	16,181	17,809
Canteen takings	"	478	904	200
<b>Total sales and work done</b>	"	183,910	166,392	128,508
Increase during the year, work in progress and goods on hand for sale	"	6,835	- 413	- 3,639
<b>Gross output</b>	"	190,745	165,980	124,869
Cost of purchases	"	97,858	78,506	48,328
Increase during the year, stocks of materials, stores and fuel	"	9,812	1,772	- 1,276
Payments to other organisations for work done on materials given out	"	3,828	2,828	623
for transport by road	"	722	791	596
for transport by rail, water, air and Post Office parcel services	"	217	133	166
<b>Total costs</b>	"	92,813	80,486	50,990
<b>Net output</b>	"	97,932	85,494	73,879
Total employment (including working proprietors) (c)	Thousands	37.8	32.9	26.9
<b>Net output per head</b>	£	2,588	2,602	2,749

(a) For 1972, estimates for establishments not making satisfactory returns and for establishments employing less than 25 persons, accounted for 10 per cent of the total figures in which they were incorporated: of this unsatisfactory returns accounted for 9 per cent.

(b) Amounts charged for hiring out plant, machinery or other goods, for providing transport, or for any technical or other services rendered.

(c) Average number employed (full and part time; see table 6) during the year (including working proprietors) by the establishment.

TABLE 2

PA338 3

Capital expenditure and stocks, 1970, 1971 and 1972

All United Kingdom establishments classified to the industry (a)

	1970	1971	1972	
Capital expenditure (b)				
New building work	1,975	1,836	284	
Land and existing buildings				
Acquisitions	} 358 (c)	- 759 (c)	- 443 (c)	
Disposals				
Plant and machinery				
Acquisitions	8,159	7,079	4,864	
Disposals	102	164	317	
Vehicles				
Acquisitions	354	308	337	
Disposals	54	77	94	
<b>Total net capital expenditure (c)</b>	10,690	8,223	4,630	
Increase in stocks and work in progress, 1970, 1971 and 1972 and value of stocks and work in progress at end of 1972	Increase	Increase	Increase	Value at end of year
Materials, stores and fuel	9,812	1,772	-1,276	16,619
Work in progress	4,860	-3,911	-3,985	24,037
Goods on hand for sale	1,975	3,498	346	13,310
<b>Total</b>	16,647	1,359	-4,916	53,966

(a) Including estimates for establishments not making satisfactory returns and for establishments employing less than 25 persons.

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

(c) Acquisitions less disposals.



TABLE 3

Analysis of establishments by size, 1972

All United Kingdom establishments classified to the industry (a)

Size group (b)	Estab-lish-ments	Enter-prises (c)	Total employment (b)	Employees		Wages and salaries		Wages and salaries per head		Total sales and work done (e)	Gross output	Net output	Net output per head	Capital expend-iture (net) (f)	Total stocks and work in progress at end of year
				Operatives	Others (d)	Operatives	Others (d)	Operatives	Others (d)						
	Number	Number	Number	Number	Number	£'000	£'000	£	£	£'000	£'000	£'000	£	£'000	£'000
1-10	21	21	115	} 545	329	665	526	1,220	1,599	3,856	3,707	1,917	2,046	- 522	1,968
11-24	21	20	304												
25-99	8	8	518												
100-299	11	11	1,757	1,149	608	1,502	1,141	1,307	1,877	7,099	7,132	3,042	1,731	329	3,641
300-999	11	10	6,438	4,302	2,134	5,418	3,496	1,259	1,637	24,309	23,133	11,380	1,768	719	9,059
1,000 and over	10	9	17,744	10,385	7,359	15,721	13,756	1,514	1,870	93,244	90,897	57,540	3,243	4,103	39,297
<b>Total</b>	<b>82</b>	<b>72</b>	<b>26,876</b>	<b>16,381</b>	<b>10,430</b>	<b>23,307</b>	<b>18,919</b>	<b>1,423</b>	<b>1,814</b>	<b>128,508</b>	<b>124,869</b>	<b>73,879</b>	<b>2,749</b>	<b>4,630</b>	<b>53,966</b>

(a) Including estimates for establishments not making satisfactory returns and for establishments employing less than 25 persons.

(b) Average number employed (full and part time; see table 6) 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 will therefore exceed the total for the industry.

(d) Administrative, technical and clerical employees.

(e) Including sales of goods merchanted or factored, canteen takings and services rendered to other organisations (amounts charged for hiring out plant, machinery or other goods, for providing transport, or for any technical or other services rendered).

(f) Acquisitions less disposals.



Regional distribution of employment, net capital expenditure and net output, 1972  
All United Kingdom establishments classified to the industry

Area	Average number employed (a)		Net capital expenditure (b)		Net output and employment in the region of establishments with more than 80 per cent of their employment in the region (c)		
	Thousands	per cent of United Kingdom	£'000	per cent of United Kingdom	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
Standard regions of England							
North	*	*	*	*	*	*	*
Yorkshire and Humberside	*	*	*	*	*	*	*
East Midlands	*	*	*	*	*	*	*
East Anglia	-	-	-	-	-	-	-
South East	12.8	47.6	2,389	51.6	33,976	92.8	46.0
South West	0.6	2.1	56	1.2	697	97.3	1.0
West Midlands	1.6	6.1	144	3.1	1,738	49.9	2.4
North West	*	*	*	*	*	*	*
England	20.1	74.9	3,348	72.3	42,009	83.2	56.9
Wales	*	*	*	*	*	*	*
Scotland	*	*	*	*	*	*	*
Great Britain	*	*	*	*	*	*	*
Northern Ireland	*	*	*	*	*	*	*
Unallocated (d)	-	-	-	-	9,626	-	13.0
United Kingdom	26.9	100.0	4,630	100.0	73,879		100.0

- (a) Average number employed (full and part time; see table 6) during the year (including working proprietors) by the establishment.
- (b) New building work plus acquisitions less disposals of land and existing buildings, plant and machinery and vehicles.
- (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 25 employees, and unallocated net output of establishments covering addresses in two or more regions.



TABLE 5

PA338 6

Percentage analysis of twelve-month periods covered by returns received from United Kingdom establishments employing 25 or more persons, 1972

Accounting year ended	Percentage of total returns received	Percentage of total number employed
	per cent	per cent
1972 April (a)	0.0	0.0
May	0.0	0.0
June	14.7	31.6
July	0.0	0.0
August	0.0	0.0
September	8.8	1.9
October	0.0	0.0
November	14.7	23.9
December	44.1	25.0
1973 January	0.0	0.0
February	0.0	0.0
March(b)	17.7	17.6
	100.0	100.0

(a) From 6th April

(b) Including returns made for twelve-month period ended 1st to 5th April 1973

TABLE 6

Percentage analysis of employees, by full and part time employment and sex, 1972 (a)

Sex	Full time	Part time	All employees
	per cent	per cent	per cent
Male	72	-	72
Female	25	3	28
	97	3	100

Source: Department of Employment

(a) The percentages relate to the numbers employed (excluding working proprietors) in the United Kingdom at mid-June, 1972

TABLE 7

PA338 7

Sales of principal products of the industry by establishments employing 25 or more persons, including sales by establishments classified to other industries, 1972 (a)

	1972		
DATA PROCESSING AND HANDLING EQUIPMENT (OTHER THAN ELECTRONIC) (b)	£ THOUS	33,009	
DUPLICATORS (IE MACHINES USING A MASTER):			
SPIRIT/STENCIL	NUMBER	98,590	
	£ THOUS	8,761	
OFFSET-LITHO WEIGHING LESS THAN 2,000 LBS	NUMBER	11,759	
	£ THOUS	10,064	
PARTS	£ THOUS	5,069	
TYPEWRITERS (INCLUDING ELECTRIC):			
PORTABLE	}	NUMBER 486,536 (c)	
STANDARD			£ THOUS 22,077
PARTS			
ACCOUNTING AND SIMILAR MACHINERY (INCLUDING ADDING, LISTING, CALCULATING AND CHEQUE WRITING MACHINES):			
ELECTRO-MECHANICAL	NUMBER	107,475	
	£ THOUS	9,162	
ELECTRONIC	NUMBER	27,497	
	£ THOUS	12,448	
CASH REGISTERS	NUMBER	50,387	
	£ THOUS	6,348	
TICKET ISSUING MACHINES	NUMBER	13,045	
	£ THOUS	2,996	
PARTS FOR ACCOUNTING AND SIMILAR MACHINERY, CASH REGISTERS AND TICKET ISSUING MACHINES	£ THOUS	3,305	
ADDRESSING MACHINES	NUMBER	34,730	
	£ THOUS	2,259	
DOCUMENT HANDLING MACHINES (INCLUDING FOLDERS, INSERTERS, ENVELOPE SEALERS, COLLATORS, BURSTERS, LETTER OPENERS, SHREDDERS, DOCUMENT DESTROYERS, FRANKING/POSTAGE METER MACHINES AND SIMILAR ITEMS)	£ THOUS	2,631	
OTHER OFFICE MACHINERY (INCLUDING COIN HANDLING AND COUNTING MACHINES AND CHANGE GIVING MACHINES)	£ THOUS	5,189	
PARTS FOR ADDRESSING MACHINES, DOCUMENT HANDLING MACHINES AND OTHER OFFICE MACHINERY	£ THOUS	1,156	
RIBBON SPOOLS, WITH OR WITHOUT INKED RIBBONS AND PARTS THEREOF, FOR USE IN OFFICE MACHINERY OR IN TIME RECORDERS, SOLD SEPARATELY	£ THOUS	1,243	
UNCLASSIFIED SALES	£ THOUS	380	
WASTE PRODUCTS	£ THOUS	54	
WORK DONE	£ THOUS	1,839	
TOTAL SALES OF PRINCIPAL PRODUCTS OF MLH 338 (OFFICE MACHINERY) AND WORK DONE	£ THOUS	127,990	

Source: Business Monitor (PQ338) - Quarterly Statistics

- (a) Sales are deliveries on sale for home or abroad. Forward sales are excluded. Values are net selling values; purchase tax, trade discounts and commissions are excluded.
- (b) Statistical machines of the kind operated in conjunction with punch cards e.g. sorting, accounting, calculating and tabulating machines. Auxiliary machines such as card punching machines and verifiers are included.
- (c) Numbers are for complete typewriters only.

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## 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 PA 1001 of the Report on the Census of Production for 1972).

### GENERAL INFORMATION *Changes made for 1972*

There were only minor changes in the scope of certain industry reports compared with 1971. Any such changes are explained in the introductions to the industry reports concerned or by footnotes to the tables.

### *Industrial classification*

The Annual Censuses of Production are conducted on the Business Statistics Office's Production Register. Normally establishments on the Register are classified to industries on the basis of major activity in conformity with the Standard Industrial Classification (revised 1968). Generally an establishment is classified to an industry if its sales of the principal products of that industry accounts for a greater proportion of its total sales than its sales of the principal products of any other industry; classification is generally based on an establishment's returns to the quarterly production inquiry. Where this is not possible—for example where a quarterly production inquiry has not been introduced—the classification of an establishment reflects its return to the Census of Production, 1968. Establishments for which information is not available either from the quarterly inquiries or the 1968 Census are classified on the basis of the description of the business given by the establishments to the Business Statistics Office, for instance, in the course of registration.

### *Coverage*

Detailed census returns were generally sought only from establishments employing on average 25 or more persons, but in some 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 dispatch.

### 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 merchandising 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 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, viewiers and similar workers; maintenance workers and cleaners. Operatives engaged in outside work of erecting, fitting etc. are also included, but out-workers are excluded.

#### *Capital expenditure*

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 both 1970, 1971 and 1972. Establishments were asked to include in the value of capital expenditure, amounts received under the Local Employment Acts, 1960 to 1971 and any investment grants received under the Industrial Development Act, 1966 or regional development grants under the Industry Act, 1972.

#### (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.

#### *Enterprise*

The term enterprise is used in this report to mean one or more establishments under common ownership or control (as defined in the Companies Act 1948) making returns to the census. An enterprise may consist of a single establishment, or of more than one establishment owned by one legal unit, usually a company, or of a number of establishments owned by a parent company and subsidiary company or 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.

#### *Establishment*

The definition of an establishment in 1970, 1971 and 1972 was that of the Standard Industrial Classification (revised 1968): "the smallest unit which can provide the information normally required for an economic census, for example, employment, expenses, turnover, capital formation". Sometimes activities which are conducted as a single business are carried on at a number of addresses, termed local units. Where the activities of such a business are closely integrated, and detailed census information is not available for each unit, it is treated as a multi-unit establishment and a single return accepted. Separate figures are obtained, however, of employment and net capital expenditure at each unit.



#### 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 merchanding 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 for a number of industries contain significant 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 HM 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 merchanding 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 out

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 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

Figures in the tables have, where necessary, been rounded to the nearest final digit; there may be an apparent slight discrepancy between the sum of the constituent items and the total shown.



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