



BOARD OF TRADE

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[HA 251]

Report on the Census of Production 1963

127 Gas

LONDON: HER MAJESTY'S STATIONERY OFFICE
THREE SHILLINGS NET

These notes give the main information needed for interpreting the figures in the industry reports. They are intended to help the reader to understand the figures and to see the reasons for any changes in the figures.

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Report on the Census of Production 1963

127 Gas

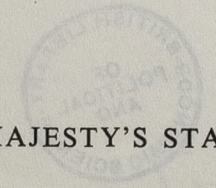
Presented by the Board of Trade to Parliament in pursuance of the Statistics of Trade Act 1947 (10 & 11 Geo. 6 Cha. 39 Sec. 7)

TERMS USED IN THE CENSUS REPORT

Wherever possible, the number of employees employed in the industry is given in the reports. This number is based on the number of employees employed in the industry during the year of the census. It includes all employees, whether full-time or part-time, employed in the industry during the year of the census.

Capital expenditure is the amount spent on the acquisition of new buildings and other new construction work (including office buildings, canteens and the like) and on the replacement of worn-out plant and machinery. It includes expenditure on new buildings or the extension or reconstruction of old buildings, the purchase of new plant and machinery, and the cost of any newly constructed buildings.

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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 1 of the Report on the Census of Production for 1963.)

GENERAL INFORMATION

Changes in the 1963 census

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

Industrial Classification

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

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

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

TERMS USED IN THE CENSUS REPORT

Average number employed

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

The figures include persons engaged in 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 fixed wage or salary; but persons who worked less than half the normal number of working hours are excluded. For Great Britain, directors working in the business but not in receipt of a definite wage, salary or commission are included under this heading for 1963, but are excluded for 1958. For Northern Ireland, directors of limited companies, other than those paid by fee only, are included for both years. (Directors paid by fee only are not included in any of the employment figures for either year.)

Employees

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

Capital Expenditure

- (i) New building work.

This represents the cost incurred during the year of new building and other new 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 work of a capital nature carried out by firms' own staff, and the cost of any newly constructed buildings purchased. The figures shown include any legal charges, stamp duties, agents' commissions, etc.

127 Gas

This Report on the Gas Industry relates to establishments engaged wholly or mainly in the production and distribution of gas for public supply. Showrooms are included. Establishments (other than transport undertakings) producing gas primarily for their own use are excluded, being included in the industries covering the major output of the parent works. Crude coal tar is now classified to the Coke Ovens and Manufactured Fuel Industry but was formerly treated as a principal product of this industry.

This industry corresponds to minimum list heading 601 in the Standard Industrial Classification (Consolidated edition, 1963).

This report covers all undertakings of the twelve Area Gas Boards together with the Gas Council, and gas undertakings in Northern Ireland.

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



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TABLE 1 Industry summary: United Kingdom

Estimates for all undertakings, 1958 and 1963

	Unit	1958 (a)	1963	
Number of gas works	No.	555	287	
Gross output	£'000	387,240	480,556	
Net output	"	161,471	215,989	
Net output per head	£	1,194	1,708	
Sales and work done	{ gas, etc. sold and work done (b) merchanted goods and canteen takings	£'000	346,725	405,559
	"	39,318 (c)	68,826	
Cost of materials and fuel used (d)	"	194,858	211,750	
Cost of merchanted goods and canteen purchases	"	26,137	42,394	
Payments to other organisations	{ for work done on materials given out for transport (d)	"	1,257	7,402
	"	3,517	3,020	
Stocks				
Total stocks	{ change during year at end of year	"	+ 1,244 (e)	+ 7,061 (f)
	"	49,011 (e)	58,146 (f)	
Goods on hand for sale	{ change during year at end of year	"	+ 1,197 (e)	+ 6,171 (f)
	"	17,291 (e)	29,584 (f)	
Materials, stores and fuel	{ change during year at end of year	"	+ 47	+ 890
	"	31,720	28,562	
Average number employed	{ total, including working proprietors operatives other employees (g)	No.	135,258	126,461
	"	97,380	82,573	
	"	37,878	43,883	
Wages and salaries	{ of operatives of other employees (g)	£'000	58,264	62,353
	"	26,834	38,803	
Wages and salaries per head	{ operatives other employees (g)	£	598	755
	"	708	884	
Employers' contributions to National Insurance (h)	£'000	..	3,683	
Employers' contributions to private pension schemes, etc. (i)	"	..	7,778	
Capital expenditure (j)				
Total	"	..	89,345	
New building work	"	4,144	6,256	
Land and existing buildings	{ acquisitions disposals	"	..	445
	"	..	912	
Plant and machinery	{ acquisitions (k) disposals	"	22,752	43,964
	"	433	2,193	
Mains and services	{ acquisitions disposals	"	17,075	39,849
	"	68	17	
Ships and barges	{ acquisitions disposals	"	250	-
	"	30	30	
Vehicles and mobile plant	{ acquisitions disposals	"	1,437	2,370
	"	204	387	

For notes to this table - see page 127/4

TABLE 2 Analysis by sub-divisions within the industry, 1958 and 1963

No sub-divisions of this industry were distinguished.

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

This table is not applicable to this industry.

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

Ages	Males	Females	All employees
	Per cent.	Per cent.	Per cent.
Under 18	3	1	4
18 and over	85	11	96
All ages	88	12	100

Source: Ministry of Labour

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

Footnotes to Table 1.

- (a) Particulars of canteens are excluded.
- (b) Including sales of gas and other products, charges for work done, rents received, and work of new construction. For details see Tables 5(A), 5(B) and 7.
- (c) Described as sales of gas appliances in 1958.
- (d) Payments for transport inwards are included in the cost of purchased materials and fuel used, and excluded from payments for transport to other organisations. They amounted to £8,861,000 in 1963 and £10,663,000 in 1958.
- (e) Excluding stocks of appliances.
- (f) Including stocks of appliances for England, Scotland and Wales.
- (g) Administrative, technical and clerical employees.
- (h) Including both flat rate and graduated contributions.
- (i) Including pensions and gratuities paid other than from pension funds.
- (j) Including expenditure for establishments not yet in production.
- (k) Including appliances for hire and meters.

TABLE 5(A) Sales of principal products of the industry, charges for work done and rents received, 1958 and 1963

All undertakings in the industry: United Kingdom

	1958		1963	
	Quantity	Value	Quantity	Value
Gas sold (a)	Th.therms 2,582,733	£'000 226,150	Th.therms 2,951,315	£'000 281,397
Coke (b)	Th. tons 9,210	£'000 69,076	Th. tons 7,839	£'000 71,290
Coke breeze (b)	1,747	5,586	1,727	5,893
	Value		Value	
	£'000		£'000	
Work done for which a direct charge was made	7,304		11,536	
Rents received				
Meter rents and prepayment supplements	4,328		2,151	
Hire of appliances (excluding hire purchase payments)	2,931		1,702	
Total sales of principal products, charges for work done and rents received	315,375		373,969	

(a) Excluding gas supplied in bulk to other Boards (61 thousand therms valued at £4,000 in 1958, and 630 thousand therms valued at £38,000 in 1963).

(b) Sales of coke and coke breeze produced at coke ovens are included in the report on the Coke Ovens and Manufactured Fuel Industry, Part 22.

TABLE 5(B) Work of new construction and repair and maintenance carried out by employees of gas undertakings, 1958 and 1963

All undertakings in the industry: United Kingdom

	Value of work done (a)	
	1958	1963
	£'000	£'000
New construction		
On depots, workshops, offices and other buildings	284	344
On plant and machinery	2,043	4,106
On mains and services	7,348	8,775
On ships and barges	-	-
On vehicles and mobile plant	4	4
Repair and maintenance		
On depots, workshops, offices and other buildings	2,216	2,081
On plant and machinery	10,646	11,201
On mains and services	4,238	4,593
On ships and barges	-	-
On vehicles and mobile plant	-	-
Total work of new construction and repair and maintenance	26,779	31,104
Less work of repair and maintenance	17,100	17,875
Total new construction	9,679	13,229

(a) These values represent sums calculated to cover wages, salaries and cost of materials used.

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

This table is not applicable to this industry. See Table 5(A), footnote (b).

TABLE 7 Sales of other than principal products, 1958 and 1963
All undertakings in the industry: United Kingdom

	1958		1963	
	Quantity	Value	Quantity	Value
	Th. tons	£'000	Th. tons	£'000
Sulphate of ammonia (a)	70.0	1,175	59.7	896
Ammonium hydrate (a)	73
Ammoniacal liquor (a)	114	321	21.6	219
Sulphuric acid (a)	21.0	178	13.2	112
Crude coal tar	1,339	10,215	1,279	8,873
Coal tar products	Th. gal.		Th. gal.	
Creosote oils (including anthracene oils)	14,141	807	10,206	493
	Th. tons		Th. tons	
Creosote/pitch mixtures	128	1,139	138	1,196
Pitch	94.0	1,133	83.6	778
Naphthalene	9.0	294	13.6	332
Refined coal tar (b)	94.0	1,050	113	1,066
Tar acids				
Crude tar acids	2.0	90	4.4	153
Other (including tar bases and crude oil gas tar)	..	1,017	..	871
	Th. gal.		Th. gal.	
Crude benzole (c)	8,576	802	10,738	700
Benzole products	Th. tons		Th. tons	
Refined benzole (a)	48.0	1,752	45.5	1,447
	Th. gal.		Th. gal.	
Other benzole products	3,701	562	3,128	311
Other by-products (including spent oxide)	..	1,104	..	817
	Th. kWh		Th. kWh	
Electricity	11,595	32	5,616	25
Total value of goods sold without having been subjected to any manufacturing process (merchanted or factored) including sales of gas appliances (d)		39,318		68,418
Canteen takings		..		409
Total		60,989		87,189

(a) Undertakings were requested to return their figures in terms of the following equivalents:

Sulphate of ammonia in terms of 20.8 per cent. nitrogen.
Ammonium hydrate and ammoniacal liquor in terms of 100 per cent. ammonia.
Sulphuric acid as 100 per cent. acid.
Benzole refined in terms of motor benzole.

(b) Including mixtures containing not more than 10 per cent. of bitumen.

(c) Including light oils distilling not less than 90 per cent. at 200°C.

(d) Including hire purchase interest.

TABLE 8 Total make of gas and intermediate products, 1958 and 1963
All undertakings in the industry: United Kingdom

	Returned in this industry			
	1958		1963	
Gas (a)	Mn.cu.ft.	Th.therms	Mn.cu.ft.	Th.therms
Coal gas	380,757	1,876,114	340,120	1,661,642
Oil gas	8,277	41,564	44,660	197,393
Water gas	91,056	400,818	96,306	459,381
Producer gas	9,695	19,178	7,620	9,420
Other (including Lurgi)	1,379	4,901	17,000	58,422
Total	491,164	2,342,575	505,706	2,386,258
Intermediate products (b)	Th.tons		Th.tons	
Coke	10,871		9,687	
Coke breeze	2,555		2,353	
Crude coal tar	1,739		1,587	
Crude benzole	Th.gal.	25,339	Th.gal.	26,326
Sulphate of ammonia	Th.tons	66.0	Th.tons	56.1
Ammonium hydrate	4.0
Ammoniacal liquor	..	267	..	68.0
Sulphuric acid	..	17.0	..	56.6
Refined benzole	..	43.0	..	42.5
Naphthalene	..	9.0	..	12.6
Other benzole products	Th.gal.	4,512	Th.gal.	3,839
Creosote oils	..	22,859	..	32,928
Creosote/pitch mixtures	Th.tons	131	Th.tons	154
Pitch	..	106	..	176
Refined coal tar	..	109	..	131
Oil gas tar crude	..	94.0	..	57.7
Tar bases	Th.gal.	39.0	Th.gal.	42.9
Other tar products	Th.tons	..	Th.tons	2.2
Crude tar acids	..	12.0	..	13.5
Other tar acids	Th.gal.	..	Th.gal.	867
Spent oxide	Th.tons	227	Th.tons	213
Naphtha	Th.gal.	526
Other by-products	Th.tons	8.4
Electricity generated	Mn.kWh	153	Mn.kWh	173

(a) Gas made before benzole extraction, including gas used in the works in which it was made.

(b) Great Britain only for 1958.

TABLE 9 Purchases of selected principal products of the industry, 1963

This table is not applicable to this industry.

TABLE 10 Materials and fuel purchased and used, 1954 and 1963
All undertakings in the industry: United Kingdom

	1954		1963	
	Quantity	Cost	Quantity	Cost
	Th.tons	£'000	Th.tons	£'000
Materials				
Coal for gas making (a)	27,713	119,341	22,100	132,623
Coke, coke breeze and other by-products	..	387	..	3,729
Light oils for gas making	922	8,742
Gas oils for gas making	526	7,332	98.5	1,173
Heavy oils for gas making	26.0	226	269	1,866
Other fuels for gas making	58
Gas purifying materials	..	699	..	974
Iron castings	184	5,935	170	9,328
Wrought iron pipes and tubes and fittings for wrought iron pipes and tubes including welded, seamless, conduits, etc.	..	2,150	174	11,503
Iron and steel in other forms except finished parts, wire and scrap	17.0	784	20.8	1,043
Light metals and non-ferrous metals in all forms except finished parts, wire and scrap	4.5	1,506
			Th.stds.	
Softwood sawn or planed, but not further prepared	0.9	114
Refractory materials	..	640	..	602
Protective clothing and footwear	274
			Th.gal.	
Paint and varnish, including lacquers and stains	234	325
Stationery and printing	1,217
			727	154
			Th.cwt.	
Lubricating oils and greases	5.3	25
Replacement parts for undertakings' own machinery, plant and vehicles, and accessories and consumable tools bought as replacement	3,589
Other purchased materials	..	18,698	..	10,796
Packaging materials				
Jute and hessian sacks and bags	78
Paper and board	146

Continued on next page

TABLE 10 (continued)

	1954		1963	
	Quantity	Cost	Quantity	Cost
	Th.gal.	£'000	Th.gal.	£'000
Fuel and electricity (b)				
Motor spirit	6,508	1,202	3,944	748
Derv fuel			2,875	500
Other liquid fuels (including creosote/pitch mixtures)	..	237	21,794	875
	Th.therms		Th.therms	
Gas purchased from coke ovens and other sources	369,508	6,803	919,768	26,588
	Th.kWh		Th.kWh	
Electricity	270,827	1,447	653,431	3,854
All other purchased fuels	..	21	..	321
Total cost of materials and fuel used		165,902		222,751
Less cost of materials supplied to contractors for capital work		2,286		11,001
Net total cost of materials and fuel used		163,616		211,750
Goods purchased for merchandising (including cost of appliances, etc.)		26,322(c)		42,068
Canteen purchases		..		327
Total cost of purchases		..		254,144

(a) Described in 1954 as 'coal for all purposes'.

(b) The total quantity of electricity generated by undertakings in the Gas industry was 108,381 Th.kWh in 1954 and 173,396 Th.kWh in 1963.

(c) Cost of appliances only in 1954.

TABLE 11 Transport costs and employment, 1963

All undertakings in the industry: United Kingdom

	Unit	1963
Average number mainly employed on transport	No.	5,407
Transport costs		
Wages and salaries	£'000	3,937
Derv fuel and motor spirit	"	1,248
Payments to other organisations for transport	"	3,020
Costs of operating road goods vehicles		
Insurance	"	153
Vehicle licences	"	328
Depreciation	"	1,141
Payments to other organisations for repairs and maintenance	"	452
Total		10,279

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

All undertakings in the industry: United Kingdom

	Amounts payable
Repairs and maintenance to	£'000
Buildings	1,417
Road goods vehicles	452
Plant, machinery, and other capital equipment	6,281
Insurance, licensing and depreciation of road goods vehicles (b)	1,621
Rates, excluding water rates	5,642
Hire of plant and machinery	616
Postage, telephone, telegrams and cables	1,826
Total	17,855

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

(b) For details see Table 11.

Capital Expenditure (continued)

(ii) Land and existing buildings.

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

(iii) Plant, machinery and vehicles.

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

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

Characteristic Products

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

Enterprise

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

Entries

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

Establishment

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

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

Gross Output

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

Larger Firms

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

Net Output

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

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

Net output per person employed

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

Principal Products

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

Production

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

Purchases

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

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

Sales

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

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

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

Services rendered

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

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

Small Firms

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

Stocks and Work in Progress

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

Transport Payments

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

Wages and Salaries

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

Work given out

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

Symbols used

The following symbols are used throughout the report:

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

Rounding of Figures

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

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- 48 Office Machinery
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Part No. and title

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