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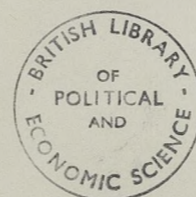
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# Business Monitor

## Report on the Census of Production

### Introductory notes



A publication of the Government Statistical Service

# PA 1001

# Business Monitor

A publication of the Government Statistical Service

## Report on the Census of Production 1979

### Introductory notes

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

Department of Industry  
Business Statistics Office

London: Her Majesty's Stationery Office

#### 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. Business Monitors have a code P (for production) followed first by A (indicating that it is an annual series) or O (occasional) or Q (quarterly) or M (monthly) or R (repetative — i.e. at regular intervals of less than one year but not monthly or quarterly): and then by a number indicating the minimum list heading, or sub-division of a minimum list heading, of the Standard Industrial Classification (revised 1968).

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

#### Government Statistical Service

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

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## INTRODUCTION

1. The Report on the Census of Production for 1979 comprises 167 separate Business Monitors in the PA series:

Introductory notes	PA1001
164 industry monitors	PA101-PA603
Summary tables	PA1002

Provisional estimates of some of the principal results for 1979 with comparative data for 1977 and 1978 were published in Business Monitor PA1000. A summary volume PA1002.1 showing results on the Standard Industrial Classification (revised 1980) will also be published.

For the construction industry, the special notes included in PA500 should also be consulted.

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

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

4. The Census for 1979 is in line with similar inquiries being conducted in other member countries of the European Community. The co-ordination of these annual inquiries into industrial activity is achieved by a directive (72/221) of the Council of the European Communities. Results are provided to the Statistical Office of the European Communities on the General Industrial Classification of Economic Activities within the European Communities (NACE). Data from the censuses of production are also used in the United Kingdom to meet the requirement of an earlier EEC directive (64/475) on capital expenditure.

## BURDEN OF FORM FILLING

5. Proposals for all Government statistical inquiries are scrutinised very carefully to ensure that it is necessary to seek the information and that it is sought in an economic manner. The Survey Control Unit in the Central Statistical Office considers all proposals for new statistical inquiries and any changes to existing inquiries. In recent censuses all manufacturing establishments employing fewer than 20 have been excluded altogether. For the 1978 and 1979 Censuses an important development has been the introduction of sampling for larger establishments. As in earlier years, selected units employing fewer than 100 receive a shorter form. The BSO accepts reasonable estimates where contributors find it difficult to provide exact figures.

6. The subjects to be covered for the Censuses for 1975-1979 were decided after consultation with the Production Statistics Advisory Committee appointed under the Statistics of Trade Act, 1947. This Committee includes members from industry, the trade unions, the accountancy profession, universities and the public services. A list of members is given on page 22 of these notes. Additionally, for the construction industry the Working Group on Construction Statistics of the National Consultative Council for the Building and Civil Engineering Industries was consulted in respect of 1979.

## OBJECTIVES

7. The main objective of the series of annual censuses is to provide summary information about the structure of industry in the

United Kingdom, which will be useful to industry, economic analysts and Government alike and to facilitate international comparisons with other member states of the European Community. The censuses make possible the comparisons of the characteristics of an industry either between years or with other industries in the same year.

## CHANGES COMPARED WITH 1978

8. The 1979 census differed from the 1978 census in three respects. A question on the leasing of capital assets was removed from the form and a question on road transport costs was added.

The sample of units in the 10 to 19 employment size band included for the 1978 census was not repeated.

## COVERAGE

9. The Census for 1979 covered some 26 thousand establishments in the United Kingdom. The Channel Islands and the Isle of Man were excluded. Estimates for the not selected establishments are included in the results. The construction industry for 1979 covered some 105 thousand undertakings, of which 98 thousand were small units represented by a sample.

10. The Census covered United Kingdom establishments engaged in manufacturing, mining and quarrying, construction, electricity, gas and water supply (Orders II to XXI of the Standard Industrial Classification (revised 1968) (SIC)). In recent censuses returns have been required from all establishments employing 20 or more. For the 1978 and 1979 Censuses in 68 selected manufacturing industries coverage of establishments in the 20 to 49 employment size band has been reduced to a 1 in 2 sample. This change relieved some 5,800 firms of the need to complete a census return. In the construction industry, where firms employing fewer than 20 persons account for a relatively high proportion of total employment and output, a sample was taken of establishments employing fewer than 20 employees.

## INDUSTRIAL CLASSIFICATION

11. The 1979 census is being conducted on the 1968 SIC, but a supplementary volume showing results on the 1980 SIC will be published (PA1002.1).

The United Kingdom SIC was first issued in 1948 and revised in 1958, 1968 and 1980. It exists to promote uniformity and comparability in the official statistics of the United Kingdom. Prior to the 1980 revision the general principles followed were those of the International Standard Industrial Classification of all Economic Activities of the United Nations Statistical Office but the United Kingdom SIC has reflected the organisation and structure of industry and trade as it existed in the United Kingdom. For the 1980 revision an attempt was made to align the United Kingdom classification as closely as practicable with NACE, the classification in use by the Statistical Office of the European Community. The SIC is a classification by activity and is not a commodity classification. An index, based on the 1968 SIC for all commodity headings for which sales data are provided in the Quarterly Business Monitors is published in Business Monitor PO 1000.

## STATISTICAL UNITS

12. The statistical unit for the purpose of the census is the establishment which is defined in the SIC as the smallest unit which can provide the information normally required for an economic census, for example, employment, expenses, turnover, capital formation. Usually the principle activities carried on in an establishment fall within a single heading of the classification (e.g. steel making or sugar refining). Typically the establishment embraces all the activities carried on at a single address e.g. a mine or a factory, including those which are ancillary to the principal activities. Frequently distinct activities characteristic of different

industries are carried on at one address, but normally these are not classified separately and the whole establishment is classified according to the main activity. If, however, the required range of data can be provided for each activity, each is taken to constitute a separate establishment. Sometimes activities which are conducted as a single business are carried on at a number of addresses. Where this is so, businesses are asked to provide the full range of information in respect of each address, whether or not the activities are different. Their activities may, however, be integrated to such an extent that they constitute a single establishment. In the latter case the establishment is defined to cover the combined activities at these addresses (termed local units). Separate figures are obtained of employment and net capital expenditure at each unit in order to compile regional tables.

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

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

15. Particulars relating to head offices 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.

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

#### PERIOD COVERED

17. 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 1979 to 5 April 1980 was accepted. An analysis of the periods covered for 1979 is shown in Table 6 in each industry monitor. Returns covering less than twelve months were accepted in those cases where businesses had started or ceased trading during the year. The figures of total sales may differ from comparable annual totals published in the Quarterly (PQ) Business Monitors. In the quarterly inquiries, an establishment makes returns on a calendar quarter (or near calendar quarter) basis.

#### SUPPRESSION OF INFORMATION RELATING TO INDIVIDUAL UNDERTAKINGS

18. Section 9(5)(b) of the Statistics of Trade Act, 1947 states — "The following provisions shall have effect with respect to any report, summary or other communication to the public of information obtained under the foregoing provisions of this Act —

in compiling any such report, summary or communication the competent authority shall so arrange it as to prevent any particulars published therein from being identified as being particulars relating to any individual person or undertaking except with the previous consent in writing of that person or the person carrying on that undertaking, as the case may

be; but this provision shall not prevent the disclosure of the total quantity or value of any articles produced, sold or delivered; so, however, that before disclosing any such total the competent authority shall have regard to any representations made to them by any person who alleges that the disclosure thereof would enable particulars relating to him or to an undertaking carried on by him to be deduced from the total disclosed."

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

#### FORM OF BUSINESS MONITORS

20. A Business Monitor is published in respect of each industry separately distinguished in the 1979 Census. Each industry monitor is prefaced by a brief description of the activity of the industry — where necessary an account is given of any non-standard features and any changes which affect comparability between the years 1975—1979. Each industry monitor includes the essential notes for interpreting the census figures and also a list of all the Business Monitors which form the complete Census Report. Business Monitor PA1002 summarises information contained in the industry monitors at establishment level, together with enterprise analyses.

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

#### SYMBOLS USED

22. The following symbols are used throughout the PA series of Business Monitors;

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

#### ROUNDING OF FIGURES

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

#### THE REGISTER

24. A register of about 120,000 manufacturing units throughout the United Kingdom is held at the BSO. This register is used as a basis for selecting mailing lists for all BSO inquiries directed to manufacturing industry.

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

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

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

28. New additions to the register are obtained from various sources including the Department of Employment and HM Customs and Excise. The 1973 Finance Act allows the latter to pass lists of businesses registered for VAT to the BSO. Where necessary details are sought directly from new businesses. Units which cease to trade are removed from the live register.

#### COLLECTION OF DATA

29. In principle, the information collected in the census is the same for all industries. To achieve consistency of reporting between industries, the BSO has standardised the questionnaire as far as possible and establishments received either the standard form (see Part VIII) or a shorter version according to their employment recorded on the Production Register.

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

31. The receipt of all returns is recorded by the computer as soon as possible so that reminders are not sent to those contributors who have provided information. Computer generated reminder letters are sent at intervals to establishments which have not submitted a return. For the 1979 Census reminder action was taken in May, June and August, 1980. If reminders fail to produce a response establishments whose figures are of particular importance to an inquiry ("Key" contributors) are sent telex messages or telephoned. Every effort is made to persuade establishments to provide returns promptly and visits are paid to late or non-responding key contributors. Persistent non-responders are sent a final cautionary letter after a suitable period and if this fails to elicit a response the matter is referred to the Departments' legal advisors. Section 4 of the Statistics of Trade Act, 1947 provides penalties for offences relating to returns.

32. Returns are given a preliminary clerical scrutiny to ensure that the information they contain is sufficiently clear and complete for computer processing. In the course of processing a census, more than half a million items of information go through a series of computer tests. These check the completeness of the return, the credibility of the figures and the internal consistency of the return. Information which passes these tests is recorded on magnetic tape and provides the basis for further processing. Information which fails the tests is printed out for clerical checking. Any queries which may have arisen as a result of desk examination are investigated and resolved — in consultation if necessary with contributors — after which the amended or authenticated data is again passed to the computer to be recorded.

#### ESTIMATION

33. All published census results (described in paragraph 1) include estimates for non-respondents, unsatisfactory returns and establishments not selected for the Census. Estimates are also made for items not covered on the shorter form sent to smaller establishments.

34. For employment size groups in each industry, the computer estimation system calculates ratios of totals returned to total returned employment, thus deriving "average per head" values. The products of these ratios and the last known employment of each non-responding or not selected establishment yield estimated values for that establishment. Estimates of items not collected on the shorter form are made in a similar way using returned employment. Derived items are calculated for each establishment. The end result of this estimation process is the creation of a data file containing estimates with separate values for each item in respect of all manufacturing establishments. For a limited range of data estimates are also made in respect of local units of multi-unit establishments.

#### AGGREGATION

35. The main establishment analyses are obtained by aggregating the values held on the data file for each establishment. These basic tabulations are supplemented by analyses of the data accumulated within enterprises and analyses based on local units. Strict checks are made to ensure that no disclosure of information relating to individual enterprise groups arises.

#### COMPILATION OF BUSINESS MONITOR TABLES

36. Tables for publication are prepared from those tabulations provided from the computer, suppressing items where there is a risk of disclosure. These tables, together with Table 7 giving data provided by the Department of Employment, are pre-printed within the BSO and passed to Her Majesty's Stationery Office for publication.

#### REVISIONS

37. Revisions between the compilation of provisional and final results may be attributed to a number of factors: higher response at the later stage; the longer preparation time for final results allows more rigorous credibility checking of aggregates and returns; better estimation methods which are possible for final results. An indication of the extent of these revisions is given in Table 3 of Business Monitor PA1000.

**INTERPRETATION**

38. In interpreting census statistics the following points should be kept in mind:

- a. Establishments are removed from the census if they cease production. The effect of this may be balanced by new establishments coming into the production sector e.g. new companies, firms transferred from the distribution sector and improvements in coverage. The structure of an industry can also be affected by the movement of establishments between industries following the annual reclassification of establishments.
- b. To the extent that sales of products of one establishment incorporate the output of other establishments, total sales figures include an element of "duplication".
- c. The figures in the monitors exclude sales of products manufactured by establishments whose main activity is outside manufacturing unless they keep separate accounts covering their manufacturing activity. Where the turnover of a manufacturer arises from receipts for "work done on materials supplied by a customer", sales of the finished product are not included in that manufacturer's return.
- d. Transfers between establishments within an enterprise group are recorded in the same way as sales to an independent purchaser.
- e. Figures for net output and gross value added are adjusted to a factor cost basis by deducting the net amount of all taxes, duties, levies, subsidies, etc.

**CONGRUENCE WITH QUARTERLY INQUIRIES**

39. As far as possible the figures collected from individual establishments in the annual censuses are congruent with those collected in the quarterly inquiries into manufacturers' sales (see "Guide to short term statistics of manufacturers' sales" PQ1001 in the Business Monitor series). There are, however, some differences which are described below.
40. If a change in the reporting structure of a company or in the way it keeps its accounts occurs during the year, this change is reflected during that year by the quarterly inquiries. The figures reported to the annual census for the whole year are generally based on the structure of the company at the end of the year.
41. Because annual returns can be accepted from establishments for their business year, they may differ from the aggregation of four quarterly returns for a calendar year. Although in some cases figures for individual establishments may be up to 9 months out of phase, these differences usually tend to cancel out at industry level. There can also be differences between the information establishments provide quickly for the quarterly inquiries and the information for the annual census which often comes from audited accounts.
42. There are three other differences usually of a minor nature. Firstly, canteen takings are excluded from the quarterly inquiries but they are collected in the annual census of production. Secondly, quarterly inquiry sales figures do not have to be adjusted for cash discounts, quantity rebates and allowances for returned goods, as these may not be known at the time of completion of the questionnaire and cannot always be apportioned between products. They are, however, reflected in the annual census figures. Thirdly, more small firms are exempt from the quarterly inquiries than from the annual census.

**III EXPLANATION OF TERMS USED**

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

**TERMS USED IN THE CENSUS REPORT****AVERAGE NUMBER EMPLOYED**

44. Establishments were required to state the average number of persons on the payroll during the year of return. Separate figures were required for:

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

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

**WORKING PROPRIETORS**

45. 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**

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

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

**CAPITAL EXPENDITURE**

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

**a. New building work**

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

**b. Land and existing buildings**

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

**c. Plant, machinery and vehicles**

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

**COST OF INDUSTRIAL SERVICES**

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

**COST OF NON-INDUSTRIAL SERVICES**

50. This includes rents of industrial and commercial buildings, hire of plant, machinery and vehicles (excluding vehicles hired with drivers), commercial insurance premiums, bank charges and amounts paid for professional services, post office services, transport (within the United Kingdom), advertising etc. Amounts payable on royalties for the right to use patents, trademarks, copyrights etc., manufacturing and quarrying rights and technical "know-how" are also included.

**GROSS OUTPUT**

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

**NET OUTPUT**

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

**NET OUTPUT PER HEAD**

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

**GROSS VALUE ADDED AT FACTOR COST**

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

**GROSS VALUE ADDED AT FACTOR COST PER HEAD**

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

**PURCHASES**

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

**SALES OF GOODS PRODUCED**

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

included irrespective of when the goods were manufactured.

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

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

**RECEIPTS FOR WORK DONE AND INDUSTRIAL SERVICES RENDERED**

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

61. Industrial services rendered include repairs and maintenance, installation work, and technical research and studies for other organisations.

**CAPITAL GOODS PRODUCED FOR ESTABLISHMENTS' OWN USE**

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

**NON-INDUSTRIAL SERVICES RENDERED**

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

**GOODS MERCHANTED OR FACTORED**

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

**STOCKS AND WORK IN PROGRESS**

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

66. Work in progress is defined as materials which have been partially processed by the establishment but which are not usually sold or transferred to another establishment without further processing. The values include the cost of materials consumed and labour used. Progress payments made to sub-contractors are

excluded and progress payments received from other organisations are not deducted.

**WAGES AND SALARIES**

67. These are amounts paid during the year to operatives and to administrative, technical and clerical employees. Payments to working proprietors, whether called salaries or not, are excluded. The values shown include all overtime payments, bonuses and commissions, whether paid regularly or not, and no deduction is made for income tax, insurances, contributory pensions etc. The value of redundancy payments less any amounts reimbursed from Government sources is included. The value of any payments in kind, travelling expenses etc. is excluded.

**REMUNERATION PAID TO OUTWORKERS**

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

**EMPLOYERS' INSURANCE AND WELFARE CONTRIBUTIONS**

69. This item includes employers' contributions to national insurance under the Social Security Pensions Act, 1975 as well as

commercial insurance premiums to provide pensions, superannuation or other retirement benefits, sickness benefits, personal accident benefits, disability or death benefits for employees or former employees or their dependants.

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

**OPERATING RATIOS**

71. The operating ratios shown were obtained by dividing the estimate of the industry total for the quantity shown in the numerator by the corresponding estimate for the quantity shown in the denominator. These estimates cover all establishments classified to each industry, including not selected establishments and non-respondents. Within an industry, it is possible to compare ratios for an individual firm with the ratios shown for the relevant industry. However, it is important to bear in mind that various factors may affect the results — for example, differences in definitions, treatment of depreciation (which is not identified in the census data) and varying practice with regard to stock valuation, may affect comparability in some respects.



This part shows the standard tables used in the industry monitors

Table No	Title
1	Output and costs, 1975-1979
2	Capital expenditure, 1975-1979
3	Stocks and work in progress, 1975-1979
4	Analysis of establishments by size, 1979
5	Regional distribution of employment, net capital expenditure, net output and gross value added at factor cost, 1979
6	Percentage analysis of twelve-month periods covered by returns received from United Kingdom establishments, 1979
7	Percentage analysis of employees, by full and part-time employment and sex, 1977
8	Operating ratios, 1978-1979

TABLE 1

Output and costs, 1975-1979  
All United Kingdom establishments classified to the industry (a)

	Unit	1975	1976	1977	1978	1979
Enterprises	Number					
Establishments	"					
Sales of goods produced	£ thousand					
Receipts for work done and industrial services rendered	"					
Capital goods produced for establishments' own use	"					
Non-industrial services rendered	"					
Goods merchanted or factored	"					
<b>Total sales and work done (c)</b>	"					
Increase during the year, work in progress and goods on hand for sale	"					
<b>Gross output</b>	"					
Purchases of materials for use in production, and packaging and fuel	"					
Purchases of goods for merchenting or factoring	"					
Increase during the year, stocks of materials, stores and fuel	"					
Cost of industrial services received	"					
<b>Net output</b>	"					
Total employment (d)	Thousands					
<b>Net output per head</b>	£					
Payments for non-industrial services						
Hire of vehicles, plant and machinery	£ thousand					
Rents of industrial and commercial buildings	" (e)					
Commercial insurance premiums	"					
Bank charges	"					
Other non-industrial services (f)	"					
Licensing of motor vehicles	"					
Rates, excluding water rates	"					
<b>Gross value added at factor cost</b>	"					
<b>Gross value added at factor cost per head</b>	£					

(a) Including estimates for establishments not making satisfactory returns, non-response and establishments not selected for the Census. Satisfactory returns accounted for per cent of employment within the industry.

(b) Included in sales of goods produced.

(c) Details of manufacturers' quarterly sales of principal products are published regularly in Business Monitor PQ.

(d) Average number employed, including full and part-time employees (see table 7) and working proprietors.

(e) For 1975 rents of industrial and commercial buildings were not recorded separately, but included in hire of vehicles, plant and machinery.

(f) For 1975-1978 transport of goods by road (within the United Kingdom) was not recorded separately. For 1979 the amount payable was £ thousand.

TABLE 2

PA1001

Capital expenditure, 1975-1979  
All United Kingdom establishments classified to the industry (a)(b)

	£ thousand				
	1975	1976	1977	1978	1979
Land and buildings					
New building work					
Land and existing buildings					
Acquisitions					
Disposals					
Vehicles					
Acquisitions					
Disposals					
Plant and machinery					
Acquisitions					
Disposals					
<b>Total net capital expenditure</b>					

- (a) Including estimates for establishments not making satisfactory returns, non-response and establishments not selected for the Census.  
(b) Capital expenditure in respect of manufacturing establishments where production had not commenced before the end of the year, is included.

TABLE 3

Stocks and work in progress, 1975-1979  
All United Kingdom establishments classified to the industry (a)

	£ thousand				
	1975	1976	1977	1978	1979
					Value at end of year
			Increase		
Materials, stores and fuel					
Work in progress					
Goods on hand for sale					
<b>Total</b>					

- (a) Including estimates for establishments not making satisfactory returns, non-response and establishments not selected for the Census.

TABLE 4

Analysis of establishments by size, 1979  
All United Kingdom establishments classified to the industry (a)

Size group (b)	Establishments	Enterprises (c)	Employment			Wages and salaries (f)			
			Total (d)	Operatives	Others (e)	Operatives		Others (e)	
						Total	per head	Total	per head
Number	Number	Number	Number	Number	Number	£ thousand	£	£ thousand	£

Total sales and work done (g)	Gross output	Net output		Gross value added at factor cost		Net capital expenditure (h)	Total stocks and work in progress at end of year
		Total	per head	Total	per head		
£ thousand	£ thousand	£ thousand	£	£ thousand	£	£ thousand	£ thousand

**Total**

- (a) Including estimates for establishments not making satisfactory returns, non-response and establishments not selected for the Census.
- (b) Average number employed, including full and part-time employees (see table 7) and working proprietors.
- (c) The count of enterprises shown in each row represents the number of enterprises, irrespective of size, owning the establishments shown in the previous column, i.e. the number of enterprises owning the establishments within the size group indicated by the row heading. It should be noted that because an enterprise may own establishments in more than one size group, the sum of the individual enterprise counts may exceed the total for the industry.
- (d) Including working proprietors.
- (e) Administrative, technical and clerical employees.

- (f) The cost of employers' contributions to national insurance, pensions and welfare schemes and the running costs of canteens, is estimated for the industry at £                      thousand. The remuneration of outworkers on returns received was £                      thousand.
- (g) Sales of goods produced, capital goods manufactured and buildings constructed by establishments for their own use, work done, industrial and non-industrial services rendered and merchant goods.
- (h) New building work plus acquisitions less disposals of land and existing buildings, vehicles and plant and machinery.
- (j) Gross value added data relate to establishments employing 1-199.

TABLE 5

PA1001

Regional distribution of employment, net capital expenditure, net output and gross value added at factor cost, 1979  
All United Kingdom establishments classified to the industry (a)

Area	Total employment (b)		Net capital expenditure (c)		Net output (d)	Gross value added at factor cost (d)	Gross value added at factor cost returned by establishments with 80 per cent or more of their employment in the region as a proportion of total gross value added at factor cost in the region
	Thousands	per cent of United Kingdom	£ thousand	per cent of United Kingdom	£ thousand	£ thousand	percentage
Standard regions of England							
North							
Yorkshire and Humberside							
East Midlands							
East Anglia							
South East							
South West							
West Midlands							
North West							
England							
Wales							
Scotland							
Great Britain							
Northern Ireland							
United Kingdom							

- (a) Including estimates for establishments not making satisfactory returns, non-response and establishments not selected for the Census.
- (b) Average number employed, including full and part-time employees (see table 7) and working proprietors.
- (c) New building work plus acquisitions less disposals of land and existing buildings, vehicles and plant and machinery.
- (d) Where a census return covered addresses in two or more regions, an estimate of the net output attributable to each address was made by assuming that net output was proportionate to employment. An estimate for each region was obtained by aggregating estimates of net output for addresses located in that region. Gross value added at factor cost is treated similarly.

TABLE 6

PA1001

Percentage analysis of twelve-month periods covered by returns received from United Kingdom establishments, 1979

Accounting year ended	Percentage of total returns received	Percentage of total number employed
	per cent	per cent
1979 April (a)		
May		
June		
July		
August		
September		
October		
November		
December		
1980 January		
February		
March (b)		

(a) From 6th April.

(b) Including returns made for twelve-month period ended 1st to 5th April 1980.

TABLE 7

Percentage analysis of employees, by full and part-time employment and sex, 1977(a)

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

Source: Department of Employment

†(a) The percentages relate to the numbers employed (excluding working proprietors) in the United Kingdom at mid-June, 1977, the latest date for which information is available.

†(a) The percentages relate to the numbers employed (excluding working proprietors) in the United Kingdom in minimum list heading at mid-June, 1977, the latest date for which information is available. In the 1977 Census of Production the employment of the industry represented per cent of the employment of minimum list heading as a whole.

† Delete as appropriate

TABLE 8

PA1001

Operating ratios, 1978-1979  
All United Kingdom establishments classified to the industry (a)

	Unit	1978	1979
Gross output per head	£		
Net output per head	£		
Gross value added per head	£		
Gross value added as a percentage of gross output	%		
Ratio of gross output to stocks (b)			
Wages and salaries as a percentage of gross value added	%		
Ratio of operatives to administrative, technical and clerical employees			
Wages and salaries per administrative, technical and clerical employee	£		
Wages and salaries per operative	£		
Net capital expenditure per head	£		
Net capital expenditure as a percentage of gross value added	%		

(a) Including estimates for establishments not making satisfactory returns, non-response and establishments not selected for the Census.

(b) Stocks include materials, stores and fuel, work in progress and goods on hand for sale at the end of the business year.

## V LIST OF INDUSTRY REPORTS, ETC.

PA1001

Business Monitor No.

PA1001 Introductory notes

Standard Industrial  
Classification Reference

## MINING AND QUARRYING

II

PA101	Coal mining	101
PA102	Stone and slate quarrying and mining	102
PA103	† Chalk, clay, sand and gravel extraction	103
PA104	Petroleum and natural gas	104
PA109	Miscellaneous mining and quarrying	109/1/2/3 and 4

## FOOD, DRINK AND TOBACCO

III

PA211	Grain milling	211
PA212	† Bread and flour confectionery	212
PA213	Biscuits	213
PA214	† Bacon curing, meat and fish products	214
PA215	† Milk and milk products	215
PA216	Sugar	216
PA217	Cocoa, chocolate and sugar confectionery	217
PA218	Fruit and vegetable products	218
PA219	† Animal and poultry foods	219
PA221	Vegetable and animal oils and fats	221
PA229.1	Margarine	229/1
PA229.2	Starch and miscellaneous foods	229/2
PA231	Brewing and malting	231
PA232	† Soft drinks	232
PA239.1	Spirit distilling and compounding	239/1
PA239.2	British wines, cider and perry	239/2
PA240	Tobacco	240

## COAL AND PETROLEUM PRODUCTS

IV

PA261	Coke ovens and manufactured fuel	261
PA262	Mineral oil refining	262
PA263	Lubricating oils and greases	263

## CHEMICALS AND ALLIED INDUSTRIES

V

PA271.1	Inorganic chemicals	271/1
PA271.2	Organic chemicals	271/2
PA271.3	† Miscellaneous chemicals	271/3
PA272	Pharmaceutical chemicals and preparations	272
PA273	Toilet preparations	273
PA274	Paint	274
PA275	Soap and detergents	275
PA276	† Synthetic resins and plastics materials and synthetic rubber	276
PA277	Dyestuffs and pigments	277
PA278	Fertilizers	278
PA279.1	Polishes	279/1
PA279.2	Formulated adhesives, gelatine, etc.	279/2
PA279.3	Explosives and fireworks	279/3

PA279.4	Formulated pesticides, etc.	279/4
PA279.5	Printing ink	279/5
PA279.6	Surgical bandages, etc.	279/6
PA279.7	Photographic chemical materials	279/7

## METAL MANUFACTURE

## VI

PA311	† Iron and steel (general)	311
PA312	Steel tubes	312
PA313	† Iron castings, etc.	313
PA321	† Aluminium and aluminium alloys	321
PA322	† Copper, brass and other copper alloys	322
PA323	Miscellaneous base metals	323

## MECHANICAL ENGINEERING

## VII

PA331	† Agricultural machinery (except tractors)	331
PA332	† Metal-working machine tools	332
PA333.1	Pumps	333/1
PA333.2	Valves	333/2
PA333.3	Compressors and fluid power equipment	333/3 and 4
PA334	Industrial engines	334
PA335	† Textile machinery and accessories	335
PA336	Construction and earth-moving equipment	336
PA337	† Mechanical handling equipment	337
PA338	Office machinery	338
PA339.1	† Mining machinery	339/1
PA339.2	Printing, bookbinding and paper goods machinery	339/2
PA339.3	† Refrigerating machinery, space-heating, ventilating and air-conditioning equipment	339/3 and 4
PA339.5	Scales and weighing machinery and portable power tools	339/5 and 6
PA339.7	Food and drink processing machinery and packaging and bottling machinery	339/7 and 8
PA339.9	† Miscellaneous (non-electrical) machinery	339/9
PA341	† Industrial (including process) plant and steelwork	341
PA342	Ordnance and small arms	342
PA349.1	Ball, roller, plain and other bearings	349/1
PA349.2	† Precision chains and other mechanical engineering	349/2 and 3

## INSTRUMENT ENGINEERING

## VIII

PA351	Photographic and document copying equipment	351
PA352	Watches and clocks	352
PA353	† Surgical instruments and appliances	353
PA354	† Scientific and industrial instruments and systems	354

## ELECTRICAL ENGINEERING

## IX

PA361	† Electrical machinery	361
PA362	Insulated wires and cables	362
PA363	Telegraph and telephone apparatus and equipment	363
PA364	† Radio and electronic components	364
PA365.1	Gramophone records and tape recordings	365/1
PA365.2	Broadcast receiving and sound reproducing equipment	365/2
PA366	Electronic computers	366
PA367	† Radio, radar and electronic capital goods	367
PA368	Electrical appliances primarily for domestic use	368

PA369.1	Electrical equipment for motor vehicles, cycles and aircraft	369/1
PA369.2	Primary and secondary batteries	369/2 and 3
PA369.4	† Electric lamps, electric light fittings, wiring accessories, etc.	369/4 and 5

## SHIPBUILDING AND MARINE ENGINEERING

## X

PA370	† Shipbuilding and marine engineering	370
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## VEHICLES

## XI

PA380	Wheeled tractor manufacturing	380
PA381.1	† Motor vehicle manufacturing	381/1
PA381.2	† Trailers, caravans and freight containers	381/2
PA382	Motor cycle, tricycle and pedal cycle manufacturing	382
PA383	† Aerospace equipment manufacturing and repairing	383
PA384	Locomotives, railway track equipment, railway carriages, wagons and trams	384,385

## METAL GOODS NOT ELSEWHERE SPECIFIED

## XII

PA390	† Engineers' small tools and gauges	390
PA391	Hand tools and implements	391
PA392	Cutlery, spoons, forks and plated tableware, etc.	392
PA393	† Bolts, nuts, screws, rivets, etc.	393
PA394	† Wire and wire manufactures	394
PA395	Cans and metal boxes	395
PA396	† Jewellery and precious metals	396
PA399.1	† Metal furniture	399/1
PA399.5	Drop forgings, etc.	399/5
PA399.6	† Metal hollow-ware	399/6 and 7
PA399.8	† Miscellaneous metal manufacture	399/2,3 and 4 and 399/8,9,10,11 and 12

## TEXTILES

## XIII

PA411	Production of man-made fibres	411
PA412	Spinning and doubling on the cotton and flax systems	412
PA413	Weaving of cotton, linen and man-made fibres	413
PA414	† Woollen and worsted	414
PA415	Jute	415
PA416	Rope, twine and net	416
PA417.1	† Hosiery and other knitted goods	417/1
PA417.2	Warp knitting	417/2
PA418	Lace	418
PA419	Carpets	419
PA421	Narrow fabrics	421
PA422.1	† Household textiles and handkerchiefs	422/1
PA422.2	Canvas goods and sacks and other made-up textiles	422/2
PA423	† Textile finishing	423
PA429.1	Asbestos	429/1
PA429.2	Miscellaneous textile industries	429/2

## LEATHER, LEATHER GOODS AND FUR

## XIV

PA431	† Leather (tanning and dressing) and fellmongery	431
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LEATHER, LEATHER GOODS AND FUR CONTINUED

PA1001

PA432	Leather goods	432
PA433	Fur	433

CLOTHING AND FOOTWEAR

XV

PA441	† Weatherproof outerwear	441
PA442	† Men's and boys' tailored outerwear	442
PA443	† Women's and girls' tailored outerwear	443
PA444	† Overalls and men's shirts, underwear, etc.	444
PA445	† Dresses, lingerie, infants' wear, etc.	445
PA446	Hats, caps and millinery	446
PA449.1	† Corsets and miscellaneous dress industries	449/1,3 and 4
PA449.2	Gloves	449/2
PA450	† Footwear	450

BRICKS, POTTERY, GLASS, CEMENT, ETC.

XVI

PA461.1	Refractory goods	461/1
PA461.2	† Building bricks and non-refractory goods	461/2
PA462	† Pottery	462
PA463	† Glass	463
PA464	Cement	464
PA469.1	Abrasives	469/1
PA469.2	† Miscellaneous building materials and mineral products	469/2

TIMBER, FURNITURE, ETC.

XVII

PA471	† Timber	471
PA472	† Furniture and upholstery	472
PA473	† Bedding, etc.	473
PA474	Shop and office fitting	474
PA475	Wooden containers and baskets	475
PA479	Miscellaneous wood and cork manufactures	479

PAPER, PRINTING AND PUBLISHING

XVIII

PA481	Paper and board	481
PA482.1	† Cardboard boxes, cartons and fibre-board packing cases	482/1
PA482.2	Packaging products of paper and associated materials	482/2
PA483	† Manufactured stationery	483
PA484.1	Wallcoverings	484/1
PA484.2	Miscellaneous manufactures of paper and board	484/2
PA485	† Printing, publishing of newspapers and periodicals	485,486
PA489	† General printing and publishing	489

OTHER MANUFACTURING INDUSTRIES

XIX

PA491	† Rubber	491
PA492	Linoleum, plastics floor-covering, leathercloth, etc.	492
PA493	Brushes and brooms	493
PA494.1	Toys, games and children's carriages	494/1 and 2
PA494.3	Sports equipment	494/3
PA495	Miscellaneous stationers' goods	495

OTHER MANUFACTURING INDUSTRIES CONTINUED

PA1001

PA496	† Plastics products	496
PA499.1	Musical instruments	499/1
PA499.2	† Miscellaneous manufacturing industries	499/2

CONSTRUCTION

XX

PA500	Construction	500
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GAS, ELECTRICITY AND WATER

XXI

PA601	Gas	601
PA602	Electricity	602
PA603	Water supply	603

PA1002	Summary tables	
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† Industries in which coverage of establishments in the 20 to 49 employment size band has been reduced to a 1 in 2 sample.

Section 8 of the Statistics of Trade Act, 1947, requires that an Advisory Committee should advise on the preparation of the forms and instructions necessary for the taking of a census; and of advising with regard to such matters as may be referred to it. The following list gives the names of the current members of the Production Statistics Advisory Committee, appointed for a period of three years from 1 January 1979, and the name of the organisation to which they belong.

Mr R. Ash	Business Statistics Office
Professor R H Barback	Confederation of British Industry
Mr P A Bayliss	Association of Independent Businesses
Dr R L Butchart	Department of Industry
Mr C A Davies	Computer Technology Limited
Mr J Hanna	Trades Union Congress
Mr J Hibbert	Central Statistical Office
Mr C D Hughes	Renold Limited
Mr R A Husain	National Economic Development Office
Miss D Mills	MLH Consultants Limited
Mr A M Millwood	John Laing Construction Limited
Dr B Mitchell	Business Statistics Office
Mr W A Newsome	Association of British Chambers of Commerce
Mr G F Regan	Iron and Steel Statistics Bureau
Mr A Wilson	Price Waterhouse and Company
Mr E G Wood	Sheffield City Polytechnic Centre for Innovation and Productivity

The joint secretaries of the Committee are Mr D R Lewis and Mr G M Tann of the Business Statistics Office, Cardiff Road, Newport, Gwent.

## STATUTORY INSTRUMENTS

1978 No. 1573

## STATISTICS OF TRADE

The Census of Production (1979) (Returns and Exempted  
Persons) Order 1978

Made - - - - 26th October 1978

Laid before Parliament 1st November 1978

Coming into Operation 31st December 1978

The Secretary of State, in exercise of powers conferred by sections 2 and 11 of the Statistics of Trade Act 1947(a) (hereinafter referred to as "the Act") and now vested in him(b) and of 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 (1979) (Returns and Exempted Persons) Order 1978 and shall come into operation on 31st December 1978.

(2) "the Standard Industrial Classification" means the edition thereof published by Her Majesty's Stationery Office in 1968, as amended by Amendment List No. 1 so published in 1977 together with the alphabetical list of industries so published in 1968 as amended by Amendment Lists Nos. 1 and 2 so published in 1970 and 1977 respectively.

*Matters to which returns may relate*

2. The matters about which a person carrying on a 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 1979 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 exploration for and extraction of petroleum on land and offshore (being activities falling within minimum list heading 104 (as amended) of Order II of the Standard Industrial Classification) shall be exempted from the obligation to furnish returns for the purposes of the said Census.

26th October 1978.

Eric Varley,  
Department of Industry

(a) 1947 c. 39.

(b) S.I. 1970/1537.

(c) S.I. 1963/1329.





An Inquiry conducted by the Government Statistical Service  
IN CONFIDENCE

VIII SPECIMEN CENSUS FORM

FV		
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PA1001

PA920

← Please quote  
in any enquiry

Please amend  
where appropriate  
the name, address  
and postcode

Department of Industry  
BUSINESS STATISTICS OFFICE Newport Gwent NPT 1XG  
Telephone: Newport (0633) 56111 ext 2695  
Telex: 497121 Answer Back BSONPT G

**ANNUAL CENSUS OF PRODUCTION FOR 1979**

Dear Contributor

Under Section 2 of the Statistics of Trade Act, 1947, you are required to complete this form and return it to the Business Statistics Office. In accordance with the Act all information supplied in this return will be treated as confidential. Please forward your completed return to this office by 31 March 1980 or as soon as possible thereafter and in any case not later than 6 July 1980.

Yours faithfully

R. ASH  
Director

**PURPOSE OF THE CENSUS**

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

The Census has been discussed with the Advisory Committee on the Census of Production appointed under the Statistics of Trade Act, 1947.

**PUBLICATION OF RESULTS OF THE CENSUS**

A Business Monitor (PA 1000), containing provisional results for the 1978 Census, is to be published early in 1980. This publication may be obtained from the above address.

PA1001

**IMPORTANT: PLEASE READ THESE NOTES BEFORE COMPLETING YOUR RETURN**

**A - GENERAL NOTES**

1. **COVERAGE.** Your return should relate only to production units located in Great Britain (see note 3 below for treatment of non-production units) and cover:
  - a. the unit named, or at the address shown on page 1 of this form;
  - b. the units named in any attached list;
  - c. where separate records are not kept, any additional production units including those which commenced business during the census year. If separate records are kept you should complete separate returns for any additional units which have been in production for three months or more. Forms may be obtained by either writing to the Business Statistics Office, or telephoning the number shown on the front of this form.
  - d. capital expenditure in respect of any production units at which production has not yet commenced.

If you receive more than one form, please complete each form only for the unit(s) to which it is applicable. Other forms can only be combined with this form by prior agreement with the Business Statistics Office, and this is possible only when the establishments concerned are in the same industry and in the same country (England, Scotland or Wales). If the rendering of a combined return has been agreed it is essential that a breakdown of detail is recorded, as appropriate, for each column in Section B1 (page 4).

Forms addressed to other units, which it has been agreed may be included in a combined return, should be marked with the reference number of the return in which they have been included and sent to the Business Statistics Office.

2. **HEAD OFFICES.** If there is a Head Office and its staff are mainly engaged in the administration of the production units covered by this return, details of the Head Office should be included in this return. If your Head Office is mainly engaged in administering production units for which two or more separate returns are being made, please arrange in concert with your Head Office for the apportionment of its details between returns. If your Head Office is not mainly engaged in the administration of production units, an estimate of the Head Office costs should be included in J2(vi).
3. **NON-PRODUCTION ACTIVITIES.** Departments not engaged in production (e.g. merchandising or factoring, warehouses, laboratories and other ancillary departments, selling and transport departments, departments engaged in packaging or manufacturing containers for your own use, building and engineering maintenance departments, and canteens operated by you) should be excluded from all appropriate sections of the return. If however, there are some non-production activities which CANNOT be excluded (for example, because no separate records are kept) then include details of these activities in all applicable sections of the return.
4. **VALUES.** All amounts should be to the nearest £ thousand.
5. **ESTIMATION.** Although the information you are asked to provide is of a kind that is generally readily available from your accounts there may be cases where estimation is necessary. For instance, where completion of the return would be considerably delayed because your accounts are not finalised, please use reasonable estimates; estimates should also be given where figures of accounting accuracy are not available. Whilst credibility checks on returns will ensure that no distortion of census figures will result from the provision of unreliable estimates, the use of estimates where exact figures are not available makes possible the prompt rendering of returns and, therefore, the provision of timely results.

**B1 - MULTI - UNIT RETURNS** (See General Notes).

Please complete each column for each unit included in the return.

1	2	3	4		5	6
Address of unit (including postal code)	Nature of work carried on	Average total number of employees (Sections D&E; page 7)	NET CAPITAL EXPENDITURE		Reference number or expected Date of commencement of production if a new unit	
			Land and Existing Buildings (Section H1 less H2; page 11)	Other (Sections H3+ H4+H6 less H5+H7; page 11)		
			(If negative please indicate) £ thousand	£ thousand		
Production units (include units where production has not yet commenced)						
Head Office (see note 2)						
Other non-production departments						
	TOTAL ALL UNITS					

**B2 - UNITS NO LONGER IN PRODUCTION -**

To be included above if the unit was in production for three months or more of the Census Year

Address	Date production ceased	Reference number

**C1 - VALUE ADDED TAX REGISTRATION NUMBER**

The Business Statistics Office is compiling a Central Register of Businesses from information from HM Customs and Excise about units registered for Value Added Tax (VAT). The Register will make it possible to reduce the number of questionnaires which businesses at present have to complete. We require the following information to check your entry in the Central Register.

No figures you supply on the questionnaire will be sent to HM Customs and Excise but if the industry to which you are classified on the basis of the information held at the Business Statistics Office differs from the industry shown on your VAT registration, the Business Statistics Office may notify HM Customs and Excise of the difference. This will help to ensure that the statistics HM Customs and Excise compiles by aggregating VAT returns, are comparable with those the Business Statistics Office compiles.

Your Value Added Tax registration number is shown in the label on the front of the form. If this number is incorrect please state the correct number in the box opposite. If the entry on the label shows 'VAT NO. NOT KNOWN' please insert your registration number in the box opposite. If your firm is unregistered please insert 'NONE'

14										
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Does the establishment to which this return relates have more than one VAT registration? Please indicate 'YES' or 'NO' in the box opposite.

15	
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**C2 - PERIOD COVERED BY THE RETURN**

Your return should relate to the calendar year 1979. 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 1979 to 5 April 1980. All figures should relate to the same twelve month period. Please state the year of the return in the box opposite.

Period covered by the return . . . . .

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

If your return is for a business year you are nevertheless particularly asked to return the asset details of capital expenditure (Section H) for the calendar year 1979. If you cannot do this please give the asset details for your business year and also a single figure of net capital expenditure, estimated if necessary, for the calendar year.

**D - WORKING PROPRIETORS**

Code	number
201	

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

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

**F - EXPENDITURE ON EMPLOYEES DURING THE YEAR**

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

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

	STOCKS VALUED AT CONSTANT STANDARD COSTS		STOCKS VALUED BY OTHER METHODS	
	A	B	C	
	Beginning and end year values at Standard Costs using the SAME standards, EXCLUDING ANY VARIANCE ADJUSTMENTS	Book values (including any variance adjustment) of the stocks included in Column A.	Any stocks not valued on a standard cost system and/or stocks which were valued on such a system but where the standards used changed between the beginning and end of the year, so that they cannot be given on the basis required in column A.	
	Code    £ thousand	Code    £ thousand	Code	£ thousand
<b>1. MATERIALS, STORES AND FUEL</b>				
(i) Value at beginning of year	485	471	421	
(ii) Value at end of year	486	472	422	
<b>2. WORK IN PROGRESS</b>				
(i) Value at beginning of year	487	473	423	
(ii) Value at end of year	488	474	424	
<b>3. GOODS ON HAND FOR SALE</b>				
(i) Value at beginning of year	497	483	433	
(ii) Value at end of year	498	484	434	
4. If the values given above are NOT for the calendar year 1979, please give:				
<b>TOTAL STOCKS</b>				
			1 January 1979	31 December 1979
			Code    £ thousand	Code    £ thousand
(i) Stocks valued at Standard Costs: book values as at Col. B but relating to the Calendar Year			456	
(ii) Stocks valued by other methods for the calendar year			458	

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

See note A opposite

The information given at H1 to H7 is for the year ending

Code	day	month	year
17	/	/	

**LAND AND EXISTING BUILDINGS**

		Units in production £ thousand	Units not yet in production £ thousand
1.	COST OF LAND AND EXISTING BUILDINGS PURCHASED	502	
2.	PROCEEDS FROM LAND AND BUILDINGS DISPOSED OF	503	

**NEW BUILDINGS**

3.	COST OF NEW BUILDING WORK	501	
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**VEHICLES**

4.	COST OF NEW AND SECOND-HAND VEHICLES PURCHASED	504	
5.	PROCEEDS FROM VEHICLES DISPOSED OF	505	

**PLANT MACHINERY AND OTHER CAPITAL EQUIPMENT (exclusive of VAT)**

6.	COST OF NEW AND SECOND-HAND EQUIPMENT PURCHASED	517	
7.	PROCEEDS FROM EQUIPMENT DISPOSED OF	518	

PLEASE COMPLETE HEADING 8 ONLY IF H1 TO H7 ARE NOT ON A CALENDAR YEAR BASIS (see note A on top of opposite page)

8.	TOTAL NET CAPITAL EXPENDITURE FOR CALENDAR YEAR 1979 (i.e. cost of acquisitions less proceeds from disposals)	519	
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**J - OTHER ITEMS OF EXPENDITURE (exclusive of V.A.T.)**

	Code	£ thousand
1. COST OF INDUSTRIAL SERVICES RECEIVED (inclusive of amounts paid for work given out and for repairs and maintenance, excluding any amounts charged to capital account which should be included in Section H)	623	

**2. COST OF NON-INDUSTRIAL SERVICES RECEIVED**

(i) AMOUNTS PAYABLE FOR HIRING, LEASING OR RENTING PLANT, MACHINERY AND VEHICLES (exclude vehicles hired with drivers)	655	
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(ii) AMOUNTS PAYABLE FOR RENT OF INDUSTRIAL AND COMMERCIAL BUILDINGS	656	
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(iii) COMMERCIAL INSURANCE PREMIUMS PAID	625	
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(iv) BANK CHARGES (excluding interest)	626	
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(v) AMOUNTS PAID TO OTHER ORGANISATIONS FOR TRANSPORT BY ROAD WITHIN THE UNITED KINGDOM	629	
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(vi) COST OF OTHER NON-INDUSTRIAL SERVICES	630	
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**K - PURCHASES (exclusive of V.A.T.)**  
(Do not include amounts returned at J1 and J2 on page 13)

	Code	£ thousand
1. COST OF PURCHASES OF MATERIALS AND FUEL (Including value of materials given out to other firms)	734	
2. COST OF GOODS PURCHASED FOR RESALE WITHOUT PROCESSING	733	

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

	Code	£ thousand
1. SALES OF GOODS OF YOUR OWN PRODUCTION	261	
2. RECEIPTS FOR WORK DONE AND INDUSTRIAL SERVICES RENDERED (including repairs and maintenance, installation work and technical research and studies rendered to other organisations)	262	
3. WORK OF A CAPITAL NATURE CARRIED OUT BY YOUR OWN STAFF AND RECORDED IN SECTION H	252	
4. SALES OF GOODS BOUGHT AND RESOLD WITHOUT PROCESSING (i.e. goods merchanted or factored)	266	
5. RECEIPTS FOR NON-INDUSTRIAL SERVICES RENDERED TO OTHER ORGANISATIONS (include rents for industrial buildings and amounts charged for hiring out, leasing or renting of plant, machinery, vehicles and other goods)	267	

State values to the nearest £ thousand

0 - INDIRECT TAXES

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

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