

Employment Gazette

December 1986

Department of Employment

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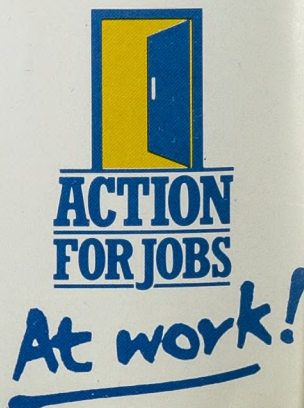
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December 1986 Volume 94 No 11
Department of Employment
pages 469-516

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● Cover picture

One of the more delightful ways to spend money. The Report of the 1985 Family Expenditure Survey (FES) details other ways on page 485.

Photo: Ace Photos

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Communications about the contents of this journal should be addressed to the Editor, Employment Gazette, Department of Employment, Caxton House, Tothill Street, London SW1H 9NF.

SUBSCRIPTION AND SALES

Annual subscriptions inclusive of postage £35.00

HMSO subscription inquiries 01-211 8667.

All communications concerning subscriptions and sales of Employment Gazette should be addressed to Her Majesty's Stationery Office at any of the following addresses: 49 High Holborn, London WC1V 6HB; Chichester Street, Belfast BT1 4JY; 13a Castle Street, Edinburgh EH2 3AR; 258 Broad Street, Birmingham B1 2HE; Southey House, Wine Street, Bristol BS1 2BQ; 9/21 Princess Street, Manchester M60 8AS.

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EDITOR

John Roberts

DEPUTY EDITOR

Bob Reid

ASSISTANT EDITORS

Evelyn Smith

Sean Gough

STUDIO

Christine Holdforth

EDITORIAL OFFICE

Margery Bircham

Editorial: 01-213 3562

Statistical inquiries: 01-213 5551



Helping unemployed people to find jobs is the role of Jobclubs. An article on page 479 looks at their success.



The Department of Employment's Action for Jobs stand was part of the exhibition of the IPM conference held in Harrogate in October.

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Free Department of Employment leaflets

The following is a list of leaflets published by the Department of Employment. Though some of the more specialised titles are not stocked by local offices, most are available in small quantities, free of charge from employment offices, Jobcentres, unemployment benefit offices and regional offices of the Department of Employment.

In cases of difficulty or for bulk supplies (10 or more) orders should be sent to **General Office, Information 4, Department of Employment, Caxton House, Tothill Street, London SW1H 9NF.**

Note: This list does not include the publications of the Manpower Services Commission or its associated divisions nor does it include any priced publications of the Department of Employment.

General information

Action for jobs
Details of the extensive range of DE and MSC employment and training programmes and business help PL782

Cutting red tape
Government action to free business and enterprise from regulations and red tape.

The way across—building a bridge between earning and learning
A concise and readable outline of Government strategy to bring education and training closer together PL807

Employment legislation

A series of leaflets giving guidance on current employment legislation.

- Written statement of main terms and conditions of employment** PL700 (1st rev)
- Procedure for handling redundancies** PL756 (2nd rev)
- Employee's rights on insolvency of employer** PL718 (3rd rev)*
- Employment rights for the expectant mother** PL710 (1st rev)*
- Suspension on medical grounds under health and safety regulations** PL705
- Facing redundancy? Time off for job hunting or to arrange training** PL703
- Union membership rights and the closed shop including the union labour only provisions of the Employment Act 1982** PL754 (1st rev)*
- Itemized pay statement** PL704
- Guarantee payments** PL724 (2nd rev)*
- Employment rights on the transfer of an undertaking** PL699 (1st rev)
- Rules governing continuous employment and a week's pay** PL711
- Time off for public duties** PL702
- Unfairly dismissed?** PL712 (2nd rev)

14 Rights to notice and reasons for dismissal PL707 (2nd rev)

15 Union secret ballots PL701 (1st rev)

16 Redundancy payments PL808

A guide to the Trade Union Act 1984 PL752

Industrial action and the law A brief guide taking account of the employment Acts 1980 and 1982 and the Trade Union Act 1984 PL753

The law on unfair dismissal—guidance for small firms PL715

Fair and unfair dismissal—a guide for employers PL714

Individual rights of employees—a guide for employers PL716

Offsetting pensions against redundancy payments—a guide for employers RPLI (1983)

Recoupment of benefit from industrial tribunal awards—a guide for employers PL720

Code of practice—picketing

Code of practice—closed shop agreements and arrangements

Industrial tribunals

Industrial tribunals procedure—for those concerned in industrial tribunal proceedings ITL1 (1985)

Industrial tribunals—appeals against levy assessments ITL5

Industrial tribunals—appeals concerning improvement or prohibition notices under the Health and Safety at Work, etc, Act 1974 ITL19

Overseas workers

Employment of overseas workers in the UK
Information on the work permit scheme—not applicable to nationals of EC member states or Gibraltarians OW5 1982(rev)

Employment of overseas workers in the UK
Training and work experience schemes OW21(1982)

A guide for workers from abroad
Employment in the UK OW17

Employers and employees covered by Wages Councils

Statutory minimum wages and holidays with pay
The Wages Council Act briefly explained WCL1(rev)

Other wages legislation

The Truck Acts
Describes the provisions of the Truck Acts 1831-1940, which protect workers from abuses in connection with the payment of wages PL725

Payment of Wages Act 1960
Guide to the legislation on methods of payment of wages for manual workers (in particular those to whom the Truck Acts apply) PL673

Special employment measures

Job Release Scheme
For women aged 59, disabled men aged 60 to 64, and men aged 64 in full-time employment PL761

New Workers Scheme
A scheme for employers designed to create more employment opportunities for young people. An application form is included. PL793

Job Splitting Scheme
To create more part-time jobs PL760 (rev)

Advice for people interested in part-time work
What you should know about working in a split job PL758

Employment agencies

The Employment Agencies Act 1973
General guidance on the Act, and regulations for use of employment agency and employment business services PL594 (4th rev)

Equal pay

Equal Pay
A guide to the Equal Pay Act 1970 PL743

Equal pay for women—what you should know about it
Information for working women PL739

Race relations

The Race Relations Employment Advisory Service. A specialist service for employers PL748

Background information about some ethnic groups in Britain PL738

Miscellaneous

The European Social Fund
A guide for possible applicants for help from the fund which seeks to improve employment opportunities through training, retraining and resettlement in EC member states

* DENOTES NEW EDITION

EMPLOYMENT BRIEF



Keeping afloat with YTS

The skills needed by London's workforce of the future were featured in the Lord Mayor's Show this year on a float carrying more than 20 young people from eight London-based youth training schemes.

The brightly-clad trainees, bearing large-scale replicas of their tools of the trade, promoted some of the many youth training schemes which are equipping school-leavers for work in the capital.

The schemes, all from the central London area, will reflect many of the activities which make up the working life of the area. Trainees from the Royal School of Needlework rode alongside clerical and administrative trainees from the Abbey National Building Society while young people training in information technology on a Camden scheme joined forces with those from the

Westminster Chamber of Commerce scheme. This offers a wide range of training in skills required by London's employers such as the film and video industry and the tourist trade.

With the theme "Building for Tomorrow—Training for Skills", the float featured a silhouette of the London skyline and giant alphabet blocks representing various trades and professions.

YTS provides 16-year-old school leavers with two years of training and 17-year-old leavers with one year. The programme involves at least 20 weeks off-the-job training, in a college or training centre in addition to on-the-job training and planned work experience. The second year builds on the first year's foundations by providing skills training, leading to vocational qualifications.

VAT and small businesses

The publication of *VAT Small Business Review*, a consultative document issued by HM Customs and Excise, has been welcomed by Lord Young, Secretary of State for Employment.

"Customs and Excise have produced an excellent paper," he said, "opening up for discussion a number of important possibilities which will assist small businesses."

"I would urge everyone affected to make their views on the proposals known to Customs and Excise. It is only through a wide response to the document that the Government can assess whether these proposals will meet the needs of small businesses in reducing the burden of administering VAT," he said.

The Government's intention to review VAT and small business was announced in the White Paper "Building Businesses . . . Not Barriers" (Cmd 9794) published on May 22. It said: "The Department (Customs and Excise) is to set up a major review of VAT policy towards small businesses to see whether special arrangements can be set up to reduce the burdens on them. This review will be undertaken in close consultation with small businesses and their representatives, with the Enterprise and Deregulation Unit and with other Government Departments."

Employment Gazette Publication dates, 1987

January	Thursday, January 8	July	Thursday, July 9
February	Thursday, February 5	August	Thursday, August 6
March	Thursday, March 5	September	Thursday, September 3
April	Thursday, April 9	October	Thursday, October 8
May	Thursday, May 7	November	Thursday, November 5
June	Thursday, June 4	December	Thursday, December 3

The Community Programme 1985-86

The Community Programme has helped 700,000 people back into work since it started four years ago. And in the current year £1 billion will be spent on projects benefiting the community, bringing together the people who need work and the work that needs doing.

"This is a remarkable success story", said MSC Chairman, Bryan Nicholson on the publication of a new report, "The Community Programme in 1985-86".

"The Programme is having a marked effect on improving the job prospects of long term unemployed people and on their ability to compete in the labour market. Results of the latest survey of Community Programme participants taken at ten months after leaving the programme show that 54 per cent have had at least one job since leaving CP.

"Long term unemployment has a powerful negative effect on people. Once they have been unemployed for over a year their chances of finding a job worsen considerably. The Community Programme gives large numbers of them renewed confidence and motivation, real wages and a better chance to compete for jobs afterwards.

Updating skills

"We are also trying to give people the necessary new skills to compete in the labour market, and to up-date existing skills. The survey shows that 66 per cent of CP participants had on-the-job training and 20 per cent formal off-the-job training. In addition, some 20,000 CP workers took advantage of MSC's training schemes. This will all help to make them more suitable for a wider range of jobs."

Mr Nicholson said that in the coming year the Commission would aim to improve the quality of the Programme. Particular targets would be the greater involvement of the private sector, the development of projects which create new businesses, and the continuing development of national initiatives which combine the resources of other Government Departments with the Community Programme on such themes as energy efficiency, crime prevention, improving the urban and rural environment, and tourism.



Helping people back to work. A still from the cameo TV commercial featuring the Community Programme in action.

Europe tackles red tape

The European Commission has announced details of a Central Task Force to reduce the burdens, particularly on small and medium sized companies, of red tape stemming from European legislation.

Commenting on the announcement, Lord Young, Secretary of State for Employment, said: "The Central Task Force parallels our own approach. Cutting red tape is a major Community task, and over the coming months we will continue working with the Commission and our partners in Europe to ensure its success."

European Commissioner Mr Abel Matutes gave details to the Council of Ministers in Luxembourg of how directorates within the Commission are being made to evaluate the cost to business of

complying with new proposals for EC legislation. Reporting to Commissioner Matutes himself, the Task Force will look at ways of helping small and medium sized businesses. In particular, it will oversee the system of assessing compliance costs for business and will carry key responsibilities for furthering the drive to cut red tape:

Lord Young continued: "The European Community has recognised that unnecessary burdens affect the ability of businesses of all sizes to flourish and create jobs. No one has sought to place barriers in the path of business. But as a Community, and as individual member states, we are increasingly aware that action to lighten the burden will encourage enterprise, innovation and jobs.

Open Learning for tutors

Open learning—learning at your own pace, in your own time and in your own place. Student-centred learning in other words. Ideal for training, re-training and picking up new skills for today's fast-changing job market.

But you still need support, encouragement and understanding. Not to mention technical advice. And for this you turn to your tutor. But where does the tutor turn?

The Manpower Services Commission has published a new booklet to help tutors in open learning systems—*Tutor Competencies for Open Learning*. Based on two years of research by the Industrial Training Research Unit, it is aimed at providers of tutor training, tutors in open learning systems and managers of open learning programmes.

Its main guidelines describe the skills and knowledge tutors need to give support to their open learners—from pre-course advice and induction, to assessment and post-course counselling. Preparing open learning materials and managing open learning courses are also covered.

A further section deals with the selection of tutors and their training needs—it lists common problems they encounter in the course of their work. Interestingly, many tutors interviewed found that their most useful experience had been studying on open learning courses themselves.

Copies of the booklet are available, price £2.50 including postage and carriage, from the Sales Manager, Dept PP2CW, MSC, ISCO5, The Paddock, Frizinghall, Bradford BD9 4HD.

Inner city insurance

A new initiative to help businesses in certain inner city areas overcome difficulties in arranging insurance came into effect on November 1.

Announcing this new initiative, Kenneth Clarke, Paymaster General, said: "I have frequently been told that the availability of suitable insurance cover is a significant problem for new and existing businesses in the eight inner city districts where the Government's new Task Forces are working. Insurers and the Government have therefore agreed that we should discover the extent of real difficulty and how the insurance market can resolve it.

Last result

"Businesses with severe difficulties in obtaining insurance will be able to contact one of our five City Action Teams or our eight Inner City Task Forces. These teams will then consult a nominated representative of the Association of British Insurers (ABI). The ABI representative will be able to advise a business with a real problem. This will only be available as a last resort and after conventional means have been tried. Of course, the owner of the business

and their broker or other agent must first try the facilities in the normal insurance market and will only turn to us if for some reason they have been unable to sort things out in the usual way.

Fresh approach

"In the main, ABI expect to be able to help with problems encountered with existing policies with companies who are members of ABI. They will also give advice on placing new insurance business if it cannot be placed through normal channels, including insurance brokers and other intermediaries.

"This is a fresh approach to the problem of attracting and retaining business in these difficult areas. The revival of the inner cities will require efforts to make them more attractive to investors, employers and businesses in many other ways. On the question of inner city insurance however, my officials and I will be having further discussions with the British Insurance Brokers Association and Lloyds. At this stage I would like to say how grateful I am to the ABI for their interest and help."

Britain on the box

Television lovers throughout the world will soon have the chance of enjoying a series of 13 programmes about Britain, highlighting cities and counties, pageantry and history, countryside and industrial heritage.

The British Tourist Authority launched the series, "A View of Britain", at The London Market, a multi-media fair held at the Gloucester Hotel. The distribution to international buyers for satellite, cable and broadcast television will be handled on BTA's behalf by Dandelion Distribution Ltd.

Fresh exposure

Michael Medlicott, BTA Chief Executive, said: "This is a major breakthrough in bringing together six and a half hours of material as a saleable series, and will give Britain fresh exposure to massive international audiences. This is the first time any national tourist organisation has been able to offer such coverage world-wide."

The 30-minute films include BTA's latest, "Staffordshire", narrated by Lord Lichfield. Narrators of other films in the series include HRH The Prince of Wales, Sean Connery and the late Richard Burton.

Chunnel vision

"The channel tunnel project presents a major opportunity for the future growth of tourism to Britain," said Mr Duncan Bluck, Chairman of the British Tourist Authority (BTA), after the recent meeting of the BTA-sponsored Channel Tunnel Tourism Working Party.

BTA has set up the working party to examine the national implications for tourism of the opening of the channel tunnel in 1993 and to assess how best to realise the full tourism potential of the project for the country as a whole.

Membership of the Working Party includes tourist boards, local authorities, government departments, British Rail and Eurotunnel.

Specific tourism issues such as product deficiencies, marketing and further research needs will be examined.

Mr George Hill, BTA board member and chairman of this National Tourism Working Party, said: "Although the tunnel is not due to open to traffic until 1993, many issues need to be resolved well in advance of that date. Our working party will aim to provide answers to the many questions which will be asked about the opportunities the tunnel will offer for tourism development."



Lower limit on Career Development Loans

"Training for success is being made easier by the new lower limit of £300 for Career Development Loans," said David Trippier, Employment Minister recently.

"The loans are to help people get into vocational training. People select courses to suit their own training needs, then apply to one of the banks for a loan of up to 80 per cent of the course fee and, in some cases, for living expenses. If their application is successful, the Government will pay all the interest on the loan during training and for up to three months afterwards. Trainees do not have to make any repayments while on the course.

Easier to borrow

"Career Development Loans make it easier for people to borrow money for vocational training of their choice," said Mr Trippier, "with a growing number of people taking advantage of this way of improving their job prospects.

"The new £300 lower limit will enable the banks," he said, "to build on an encouraging response to the new initiative."

Three banks

The training loan initiative was launched in Greater Manchester, Aberdeen, Bristol, Bath, Reading and Slough in April this year. Anyone who lives or wants to train in one of these four pilot areas can apply for a loan of between £300 and £5,000, from one of the three commercial banks, Barclays, Clydesdale and the Co-operative, taking part in the scheme.

Further information about Career Development Loans is available from the Department of Employment on 01-213 3471 or from the Jobcentres in each of the four pilot areas.

EAS breeds success

The Enterprise Allowance Scheme is proving successful in generating new jobs, said Manpower Services Commission Chairman, Bryan Nicholson.

A survey that looked at how EAS participants were faring six months after their allowance ended showed that 91 new jobs had been created for every 100 existing businesses, said Mr Nicholson. And 76 per cent of businesses completing 12 months on the scheme are still trading six months after the allowance came to an end.

Encouraging

"This is very encouraging", he continued. "The latest survey confirms how successful EAS is in assisting unemployed people to set up their own businesses and create jobs for others. It shows the willingness of unemployed people to 'have a go' on their own."

"Since it was launched nationally on August 1, 1983, over 173,000 people have seized the opportunity to become self-employed rather than be on the dole. In the next financial year there will be support for 100,000 people on the scheme."

Participants

This is the first survey to provide information about EAS participants 18 months after entry to the national scheme. The postal survey was conducted among 1,300 participants and achieved a response rate of 60 per cent. Other findings included:

- A quarter of continuing businesses were run by people who had been unemployed for more than a year.
- 59 per cent were aged between 25 and 44 years of age and ten per cent were under 25.

The survey revealed that five industries accounted for over two-thirds of all businesses still trading at the 18 month point: manufacturing accounted for 17 per cent; construction, 16 per cent; retail distribution, 12.5 per cent; repair of consumer goods and vehicles, 10.6 per cent; and business services, 10.8 per cent.

However, the more unusual entrepreneurs recently launched with the help of EAS have included a herbalist, a teacher of rock climbing, a parachute instructor and a wholefood baker.



Enterprise in action. The EAS is featured in a cameo TV commercial as part of the Action for Jobs programme.

Improving the Careers Service

The Government would like to see more careers officers from the ethnic minorities, Employment Minister David Trippier said in a message to the first meeting of the Careers Service Consultative Group.

"From over 3,000 careers officers there are only about 55 from the ethnic minorities," said Mr Trippier. "Quite simply, such a low figure is one which the Government, who are firmly committed to equal opportunities, cannot accept without question". He asked the Group to give priority consideration to the issue, and to invite the Local Government Training Board and the Commission for Racial Equality to tell it what steps might be taken to improve the position.

Mr Trippier stressed he needed to improve the standing and performance of the Careers Service, and welcomed the setting up of the Group as a forum in which Careers Service matters could be fully discussed. "I shall be particularly interested," he said, "in the progress of the working groups set up by the Group to look at particular issues". One such, on recruitment to the Inspectorate, has already ensured that Inspectorate posts will be advertised within the local authority careers service as well as in the Department of Employment, in an effort to recruit people with recent experience in the field. "Our young people", said Mr Trippier, "represent all our futures and deserve the best Careers Service we can give them."

Greater success for small firms

More small firms are succeeding under the Government's Loan Guarantee Scheme (LGS) than ever before and figures for 1984/85 indicate a success rate of more than three in four.

Responding to these figures, Small Firms Minister, David Trippier, said that, "these are successful small firms generating wealth and employment at a relatively modest cost to the taxpayer and I believe the scheme has proved an outstanding success".

The figures of three in four indicate a steady improvement during the lifetime of the LGS with loans issued in 1983 showing a success rate of two in three—in line with the average for small businesses—and an improvement on loans issued in the first two years of the scheme.

"This is only the start," said Mr Trippier who was addressing delegates from more than 40 countries at the International Small Business Congress in London. "I want bank managers and other local advisers to take a more positive view of viable propositions where security may not be available."

According to Mr Trippier the net growth of the small firms sector in the UK has averaged nearly 500 a week during the past six to seven years.

"Overall, a changing population of small businesses, with a positive balance each year, represents encouraging evidence of an economy where enterprise is thriving and many people think it worth taking the chance of going into business," he said.

Boost for Thames Valley skill shortage

Efforts to ease the Thames Valley's critical shortage of skilled workers have received a major boost from the Government.

The Manpower Services Commission (MSC) and the Department of Education and Science (DES) have granted £100,000 for a "local collaborative project" to the Thames Action and Resource Group for Education and Training. "TARGET" was launched in April with European Community backing to promote training in new technologies in Berkshire, Buckinghamshire and Oxfordshire, where many firms report problems in recruiting skilled staff.

Endorsed

The contract for this major project has now been endorsed by MSC Chairman Bryan Nicholson and TARGET patrons and Euro-MPs Baroness Elles and James Elles.

"MSC and DES had previously funded a feasibility study by Buckinghamshire College of Further Education that showed that small firms in the Thames Valley are keen to be more involved in training but feel disadvantaged due to lack of time, expertise, resources and the small numbers of employees requiring training at any given time," said TARGET Director Roger Petts.

The purpose of the project, which is led by industry and commerce, is to make and improve contacts with firms, advise on the

availability of training in liaison with its providers, and help identify precise training needs within companies.

The project will be managed from an office in Slough and the funding will enable each of the three counties to have its own co-ordinator. Another co-ordinator will deal specifically with employment and training problems of disabled people.

The co-ordinators will work closely with the existing network of similar, smaller local collaborative projects in the Thames Valley area. They will amass much information on existing provision, in-house training, new courses, and skill specifications for particular jobs. A computer data base of new-tech training, in both the private and public sectors and embracing further, higher and vocational education and training, is being established.

Partners

Partners in the project are Rank Xerox, Panasonic UK, Slough Estates, Buckinghamshire College of Higher Education, British Telecom, National Westminster Bank and South Bucks and East Berks Chamber of Commerce and Industry, all of which are contributing resources—cash, staff, office space and equipment. Smaller firms will make staff available for investigations, consultancy and secondments to education, as well as providing specialised equipment.

£1 million for North West training

A further £1 million is to be made available for adult training in north west England. More than half of it will go directly to the Local Grants for Employers Scheme.

According to the MSC, demand for support by employers in Lancashire is very strong and resources have been switched from other parts of the country to meet it.

"In general terms this means help for the expansion of the north west area's manufacturing base," said Employment Minister, David Trippier. "Adult training staff in the Lancashire area are now turning their attention to the backlog of applications and their aim will be to deal with outstanding applications first on the basis of locally determined labour market priorities."

Mr Trippier pointed out however, that under the Local Grants for Employers Scheme the MSC does not set out to contribute to all the needs of all employers.

"Its aim is to target our limited support on those sections of industry and those employers who most need to learn that training is good for business."

"There are many employers coming forward with good quality and effective training programmes for their staff who will not be eligible for grant support simply because they already have a proven commitment to training."

"Part of my aim is to convince them of going ahead with those plans even when MSC grant support is unavailable," he said.

European social fund must fight unemployment

UK Employment Minister, Kenneth Clarke, has urged the European Parliament and the Council of Ministers to back the "Edinburgh strategy" with its package of employment measures and to undertake a basic review of the Social Fund.

Speaking to the Plenary session of the European Parliament in Strasbourg on November 11, Mr Clarke said:

"With nearly 16 million people out of work in Europe there is now a wider measure of agreement than ever before in Europe, between Governments of very different political complexions, on the practical measures needed to tackle 'the present crisis of unemployment' in the 12-nation Community."

Mr Clarke continued: "As a long-standing supporter of Britain's membership of the community I have always believed that the peoples of the countries of the Community should expect their Governments to act within the Community to tackle their major social and economic problems together. Too often my hopes have been

frustrated by the tortuous, indecisive process of the Community institutions.

"As a community we should devote more attention to the problem of unemployment. That is why the UK Government took the decision to make this a major theme of the

UK Presidency. Our Presidency gives us our main opportunity to lead our partners into agreement on a practical strategy to create more jobs and help the jobless.

"I believe that the creation of a completely free internal market will have a very valuable effect on employment growth in Britain and elsewhere. I also believe that the Commission's recently adopted programme on small and medium sized enterprises will help to stimulate the kind of business that will create most of the new jobs. The decision the Community has taken to examine carefully the likely effects on employment of new Community instruments before they are introduced is a particular priority of my own Government—in future new Community directives should only be those which tend to create new jobs and not destroy them."

"But these approaches cannot provide the whole solution. In my opinion the battle against unemployment requires a policy to improve the way in which the labour market operates in Europe."



Mr Kenneth Clarke

Photo: Craig Smith

BRIEF

Training for Europe's future

Two Cabinet Ministers and two Vice Presidents of the European Commission headed a list of top speakers and participants at the People and Technology Conference and Exhibition in the new Queen Elizabeth II Conference Centre in Westminster.

This major European event combined an important conference with an exhibition of the best in new technology training. It was opened by the Employment Secretary, Lord Young of Graffham, and Education Secretary Kenneth Baker spoke at the beginning of the second conference day. Other speakers included Bryan Nicholson, Chairman of the Manpower Services Commission (MSC), its Director, Geoffrey Holland, Dr E Piehl, Director of the European Centre for the Development of Vocational Training (CEDEFOP). Britain's senior Commissioner in Brussels, Vice President Lord Cockfield was the chairman for the first conference day, which was closed by a speech from the EEC Commissioner responsible for education, training and employment, Vice President Manuel Marin.

Largest event

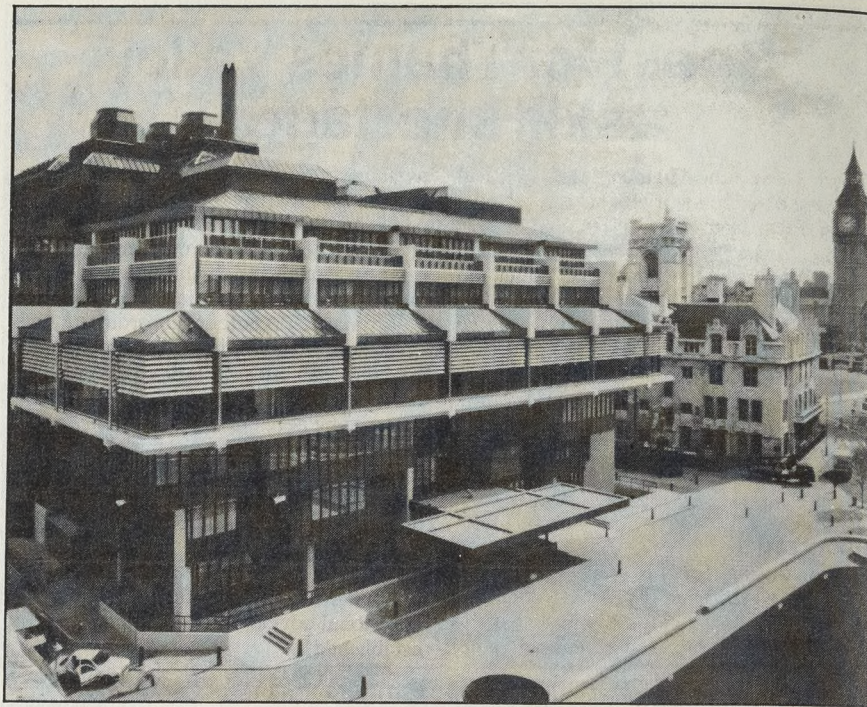
The two-day conference jointly sponsored by the European Commission and the Manpower Services Commission attracted delegates from across Europe, representing the worlds of industry, training, education and national and local government.

People and Technology is the largest public event staged during the British Presidency of the EEC. It is also the largest training event ever held by the EEC or organised by the MSC and the occasion that Britain and the EEC have co-operated in arranging a major conference and exhibition on training.

Sharing views

Alongside the conference was a three day exhibition of the best and the newest in technology training.

Commenting on People and Technology Lord Young said: "I am committed to improving Britain's performance in developing the skills of our workforce, and hope that everyone concerned with training and technology will benefit from sharing views and experience with our European partners."



The Queen Elizabeth II Conference Centre was the venue for the People and Technology conference and exhibition. The centre, in Broad Sanctuary, Westminster, provides flexible meeting areas and high security.

1986 'Fit for Work' Awards

Littlewoods Pools, Jaguar Cars and Fox's Biscuits are some of the well-known names among the 100 winners of the Manpower Services Commission's (MSC) "Fit for Work" Award for 1986.

Now in its seventh year, the award is given in recognition of companies' achievements in employing disabled people; this year eight employers are receiving the award for the second time.

Companies of all sorts and sizes are represented in the list of winners, which was announced by Lady Plowden DBE, Chairman of the National Judging Committee. From fish processors in Cornwall to boat builders in Scotland, companies committed to the employment of disabled people are to be found in all areas of the country. Several local authorities have also won an award.

Example

Mr Bryan Nicholson, MSC Chairman, has warmly welcomed the excellent example set by the award-winning employers: "It is good to see so many employers 'thinking disabled'," he said. "They have proved that disability need be no handicap in the workplace. So many of the apparent problems can be overcome by determination and goodwill. The MSC through its Disability Advisory Service is eager to give employers advice and encouragement, in addition to cash grants for equipment or conversion of premises.

"Over and over again I hear employers singing the praises of their disabled staff: how hard-working and committed they are—rarely absent, hardly ever ill, never late.

"In a time of high unemployment it is doubly difficult for disabled people to find work. The MSC's 'Code of Good Practice on the Employment of Disabled People' offers guidance for directors and senior management, and we have this year produced a video, 'It Worked Fine', aimed at helping junior managers and supervisors to deal with the practical aspects of managing disabled people on a day-to-day basis. The video has been very warmly received."

Capable

Last year the MSC found jobs for a record 77,700 disabled people and there was an encouraging increase in the number of disabled people registering for employment—from 83,321 in 1984-85 to 92,136 in 1985-86. 2,740 special items of employment equipment were loaned to disabled people and 165 employers were given grants for adapting premises.

"Our disabled employees are as capable as able-bodied people in the jobs they do," says Gerald Bawcombe, Production Director of award-winning Bowling Mills Company Ltd, in Bradford. "They are hard-working and loyal and they have learned skills that make them an asset to the mill and their colleagues.

The Sex Discrimination Act 1986

An important day dawned for women when the Sex Discrimination Act received Royal Assent according to Employment Minister John Lee. He said: "This Act aims to extend equal opportunities and to remove unnecessary bureaucracy. We are unreservedly against sex discrimination. Not only is discrimination unfair, but it is in the interests of the economy for jobs to go to the people best able to do them irrespective of their sex.

"The Act will ensure that employers will no longer be able to assume that women want to retire from the labour market at a younger age than men. They will have the right to work until the same age as their male colleagues.

"I am glad that a number of major firms are already taking steps to achieve an equal retirement age for men and women. I understand, for example, that Mecca, the Prudential and Securicor have been able to do so. I hope that many more will follow this lead during the next few months without waiting until the last moment before the requirement comes into operation in a year's time.

"When the outdated and discriminatory restrictions on the hours women may work in manufacturing are removed, women will have the same freedom as men to decide for themselves whether to work shifts and overtime. Lifting these restrictions will also save employers unnecessary, time-wasting bureaucracy. The Act will also repeal legislation which regulates the amount of night baking men may undertake.

"Where women or men are seriously under-represented in jobs or where they want to return to work after a spell at home looking after their families, we are making it easier to run special training for women or men only.

"We are also extending the coverage of the 1975 Sex Discrimination Act to remove the exemption for firms and five or fewer employees and partnerships of five or fewer from the requirement not to discriminate in employment.

"In addition the Act will narrow the exemption for private households. Finally, it makes void unlawfully discriminatory terms in collective agreements whether or not they are legally binding."

BRIEF

Open College team

Sheila Innes, Controller of BBC Educational Broadcasting, is to be the first Chief Executive of the Open College. John Whitney, Director General of the Independent Broadcasting Authority, and Jeremy Isaacs, Chief Executive of Channel Four, are to be directors.

Announcing the appointments, Michael Green, chairman of the Open College said, "I am absolutely delighted that three such experienced and expert people have agreed to join the College."

"John Whitney and Jeremy Isaacs will bring to the College not only their enormous and valuable experience in broadcasting, but also their deep commitment to making learning accessible and fulfilling. We are very fortunate to have people of their stature on the Board.

"Sheila Innes has a first-class background of more than 20 years in educational broadcasting. It's an enormous task, but I know that she will transform our vision of the College into a reality that will bring exciting learning opportunities to anyone and everyone."

"What is unique about the College," said Ms Innes, "is that in harnessing the power of broadcasting to the task of learning, it

will be in partnership with all the broadcasters—the Independent Companies, the BBC, Channel 4 and the Independents—in a bid to reach out to all sectors of the population. The whole should be significantly greater than the sum of the parts. It sounds like Utopia, but given the right team it's certainly the right time."

Among Ms Innes' first tasks will be building up the College's professional team, and reaching agreements with the broadcasting organisations. At the same time she will be taking part in discussions with the various educational and training bodies who will be providing support to Open College students.

Following the announcement, Mr Isaacs said: "Channel Four will back the Open College all the way, because it stands for something we very much believe in; helping this country, by helping people get more out of their lives."

Mr Whitney, who played an active part in the inception of the College, said: "The great strength of the independent broadcasting federal system, and its experience in local community education, can provide a central contribution to this exciting new venture."

Voters should be watchdogs in union polls

The Industrial Society's Director, Alistair Graham has called on union members to become more involved in the conduct of polls and campaigning to get both employers and trade unions to adopt a new balloting code.

Mr Graham publicised the new Industrial Society balloting guidelines in a series of speeches around the country, beginning in Leeds and Southampton, as well as sending a message to the Industrial Society's 16,000 member employers and trade unions.

Speaking about the guidelines, Mr Graham said "The purpose of this Government's laws was to give union power back to their members through increased balloting, but in practice this has meant that activists have often had a disproportionate influence in the running of polls. Balloting is now too important to be left to the activists alone who can sometimes be highly motivated towards one particular candidate, or in favour of one particular viewpoint."

The guidelines explain different types of ballot—fully postal, part postal and workplace. Workplace ballots should only be used, it says, when organisers can guarantee that everyone will be able to vote and not lose pay in the process. Postal votes should be issued to those unable to vote in

person, and votes cast in branches and at the workplace should ideally be counted centrally.

The guidelines also call on employers to offer union members reasonable time off for election meetings and facilities for the poll itself.

A checklist for voters urges them to make particular efforts to ensure secure voting arrangements and that the returning officer or scrutineers counting the votes are independent.

Commenting on the checklist for voters, Mr Graham said: "This is a checklist to stop union members from being conned. Union elections can often go wrong, not because of national rules or organisation but as a result of how they are conducted at local level. This checklist will help union members to be on their guard."

Although the guidelines are available now, the Industrial Society has produced them as an interim document, to meet an urgent need as a result of the rapid growth in the number of ballots taking place.

Ballots—guidelines for managers and trade unionists. Price £3.00 from Industrial Relations Unit, The Industrial Society, 3 Carlton House Terrace, London SW1Y 5DG. The checklist for voters is available free of charge from the same address.

BRIEF

Women's talent wasted

Successful businesswomen no longer belong on the feature pages of women's magazines but on the business pages of the national newspapers if their potential is to be fully realised.

This was the message from Small Firms Minister, David Trippier, in his address to the Institute of Directors Women's Conference in London. Mr Trippier said that although women make up some 40 per cent of the working population only two per cent of directors in UK firms are female.

"That is a waste," he said. "In recent years we have seen a dramatic and heartening increase in self-employment, and women have been prominent in that increase. Between 1981 and 1984 there was an increase of 42 per cent in the number of women setting up in business.

"But many women tell me that they still face scepticism on the part of those with whom they deal. The notion that there is something unfeminine in entrepreneurship is demonstrably daft, but dies hard in some quarters.

"So how can we help? I believe that we can and should offer practical support to the



Small Firms Minister, David Trippier points out Department of Employment measures to Small Firms Service counsellors, Mrs Jeanette Johnson, East Midlands (left) and Mrs Anne Neil, North West (right). Mr Trippier is actively encouraging more business women to become counsellors. At present there are only three throughout the country.

budding entrepreneurs by showing them what other women have overcome.

"Today I am appealing to those businesswomen who have counselling skills and can make some time available, to get in touch

with the many Local Enterprise Agencies, or my own Department's Small Firms Service, and contribute something to other women entrepreneurs. I can assure them of an open armed welcome."

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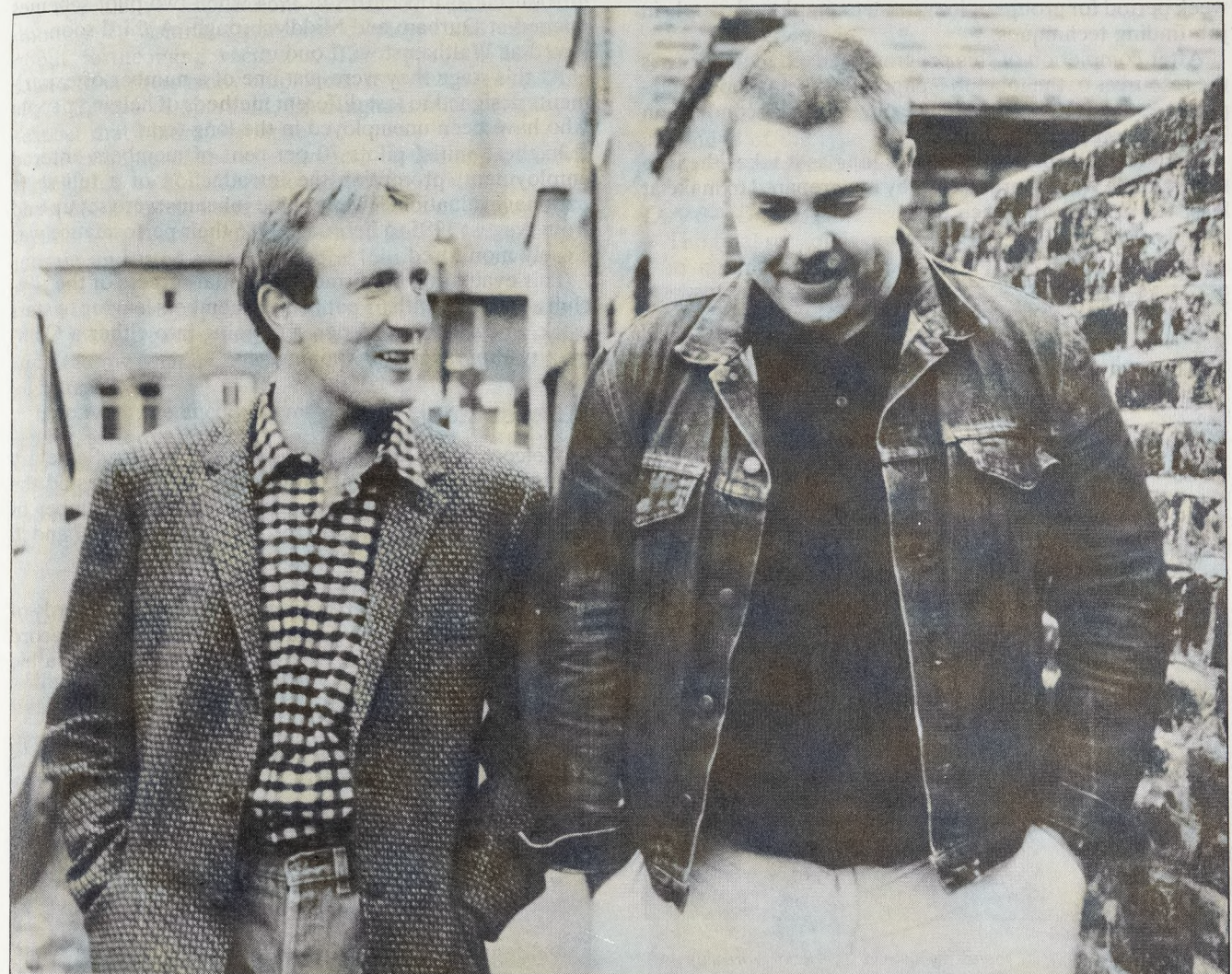


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Jobclubs:

Helping people help themselves

by Barry Mortimer

Jobclubs are a great success story. They help unemployed people find jobs for themselves. This article traces their development and uncovers the secret of their success.

"Jobclubs are the best thing to have happened to the unemployed for many years," says Glenroy Small from Manchester, "and they are the best thing that happened to me. I found that the time I spent there was really invaluable."

Glenroy, 27, had been unemployed for over a year when he joined a jobclub—one of the several options available to the long-term unemployed through the Manpower Services Commission's (MSC) new Restart programme.

Within two months Glenroy had found a job which he really enjoys—working for "Community Transport" helping the elderly and disadvantaged with their transport needs.

The aim of jobclubs, which are run by Jobcentre staff, is to help long-term unemployed people find a job. Membership is restricted to those who have been unemployed for at least six months. In addition, members must be prepared to attend the jobclub regularly, have some idea of

the type of work they want and have the reading and writing skills necessary to follow the jobclub programme.

The jobclub programme provides coaching over a two-week period for groups of long-term unemployed people in job finding techniques.

After completion of this programme each member uses the resources of the jobclub—paper, pens, envelopes, telephone, stamps, photocopier, typewriter—to conduct an intensive job search.

Members stay in the jobclub as long as it takes them to find suitable work—provided they are prepared to make at least ten applications each day.



Photo: Crown Copyright

Glenroy Small (right): "I found my time at the jobclub invaluable."

Simple concept

The concept behind jobclubs is simple. Everyone who enters a jobclub shares the same objective. Each wants to get "the best possible job in the shortest possible time". This judgement is made by the members themselves. They decide—by drawing upon the expert guidance of the jobclub leader—what is right for themselves.

Although relatively new in Britain the jobclub approach of providing unemployed people with the skills and resources to conduct an extensive job search has been successfully developed in countries such as the USA, Canada and New Zealand.

In a highly competitive labour market job hunting is now a skill in itself. Often it is unemployed people who have failed to develop these skills or, through constant rejection, lack the necessary motivation to effectively compete for jobs.

This is especially evident in areas of high unemployment. As Keith Brown, Manager of Sparkhill Jobcentre, Birmingham has observed:

"We find that if many unemployed people are left to their own devices their job hunting efforts tend to trail off and they use the Jobcentre less and less. As long as jobclub members are prepared to attend the jobclub regularly we will offer an open ended commitment of support for as long as it takes them to find a job."

Pilot schemes

With this thought in mind, the jobclub concept was first introduced to Jobcentres in 1984 when two pilot schemes opened at Durham and Middlesbrough. A third soon followed at Walthamstow, London.

At this stage they were just one of a number of experiments designed to test different methods of helping people who have been unemployed in the long-term.

In these initial pilots 70 per cent of members entered employment, prompting the introduction of a full scale national evaluation. Twenty-nine jobclubs were set up and from August 1985 to February 1986 their performance was closely monitored.

This evaluation confirmed the initial success of the jobclub approach, with 63 per cent of members leaving to start work, and a further 15 per cent going into either a Community Programme or training.

Success story

Welcoming these achievements, Lord Young, Secretary of State for Employment, in October 1986 requested the MSC to implement a major expansion in the number of jobclubs from 250 at present to 1,000 by March 1987 and to 2,000 by September, if the need continues.

In his announcement Lord Young said: "Jobclubs are a great success story. . . . Two-thirds of people leaving jobclubs go into employment. That record speaks for itself. And that is why we are going for a big expansion."

Jobclub results

- Over 60 per cent of members find a job (other than on a Community Programme).
- A further 13 per cent start temporary work on a Community Programme or start a training course.
- Members stay in a jobclub for an average of four to five weeks.
- Jobclubs can succeed with a range of jobseekers in a range of job markets.
- Jobclub members usually get the jobs they want at the wages they want.

Two significant factors have emerged to account for this success story. First, the level of motivation instilled into the members by the jobclub leader is critical. Evidence clearly indicates that job seeking activity declines as length of unemployment increases. Jobclubs aim to reverse this trend by significantly increasing motivation and therefore job search activity.

To achieve this, members are guided toward a set of targets. Each member is expected to follow up ten new job leads a day.

In essence, the jobclub, through offering its facilities and support—is helping people to help themselves.

Second, jobclubs have shown members how to tap the "hidden" element of the labour market.

Research suggests that up to 70 per cent of job vacancies are unadvertised. The extent to which members are encouraged to seek out these "hidden" vacancies is a key factor behind the excellent performance of the most successful jobclubs.

Initiative

The majority of those leaving jobclubs do so after making speculative applications—either by sending a CV, phoning or visiting a potential employer and enquiring about forthcoming vacancies. This approach has been found to impress many employers, as jobclub leader Margaret Craven of Sparkhill, Birmingham said: "employers respect that kind of initiative".

An example of the effectiveness of this approach was highlighted by Eric Woodcock from Sheffield.

At 56, Eric felt there was little chance of finding a job again. Two years of unemployment had left him low on morale and tired of applying for jobs and receiving few replies.

An invitation to join a jobclub soon helped change this. "The jobclub gave me more confidence. When I first went I didn't know what a CV was, but the jobclub put me on the right track."

Eric, with the encouragement of the group and jobclub leader, sent out 63 letters and received over 30 replies. It was just the boost to his confidence he needed.

He now works as a porter in a top Sheffield hotel. This job has brought back his self-esteem. "Jobclub brings you out of your shell and builds up your confidence again," he said.

Training programme

This type of success is only possible if the members are willing and committed to work through an intensive two-week training programme, spread over eight half-day sessions—four per week.

These sessions are designed to increase motivation, restore confidence, introduce members to a range of job-search techniques, improve performance at interview and build a group identity.

This programme is as follows:

Day 1—Introduction

The first session helps members to understand how jobclub works and introduces members to each other. It also starts the process of looking for a job by establishing members' job goals, and asks the important question, "What have I got to offer?"

Day 2—Compiling a CV

Producing a good CV is a major step towards effective job search. In this session members are taken through the theory of the CV and produce a first draft themselves.

Day 3—Finding job leads

Jobclub opens up a wider labour market to members and encourages them to seek out vacancies which have not been advertised. Members are introduced to the concept of job leads and where to find them.

Day 4—Grapevine phone calls

A large number of jobs are filled by word of mouth or through the grapevine. Members now compile a list of friends, family, former colleagues, etc and contact them to inform them that they are seeking work.

Day 5—Speculative approaches

Few long-term unemployed people think about the speculative method of job search. This session demonstrates to members the skills and techniques required to make effective approaches to employers to enquire about vacancies—whether by phone, letter or visit.

Day 6—Applying for known vacancies

This session covers techniques on how to reply to advertised vacancies and concentrates on how best to complete employers' application forms.

Day 7—Interviews

Training on how to approach an interview is of great importance. In applying for jobs people need to be reminded of the type of questions likely to be asked and advised on presentation techniques.

Day 8—Discussion

The final session is devoted to practising interviews and to talking through and sorting out any problems the members may have.

During the following week members spend their time at the jobclub—any individual problems not yet fully tackled can be cleared up. By the end of this week members should be able to conduct their own job search with the minimal involvement of the jobclub leader—although his or her help and advice is always on-call if required.

On average each jobclub will aim to have a new intake of 12 to 16 new members every month. They can stay in the jobclub as long as it takes them to find a job. The average length of stay before they do so is 4-8 weeks.



Photo: Crown Copyright

Eric Woodcock: "Jobclub put me on the right track."

Performance

The performance of jobclubs has been very encouraging since the first three opened on a pilot basis in November 1984. MSC evaluations indicate that jobclubs are cost effective and compare very favourably with other ways Jobcentres help long-term unemployed people.

Good results do not seem to depend on whether there is high or low unemployment in the local area. Jobclubs can achieve impressive results in both types of area.

In order to give unemployed people a positive opportunity of getting back to work a major expansion of jobclubs is currently underway, and for the first time the private sector will be invited to help run them.

Any organisation interested in running a jobclub should contact the local area office of the MSC Employment and Enterprise Group.

Patterns of pay: Early results of the 1986 New Earnings Survey

The first summary results of the 1986 New Earnings Survey, the Department's annual survey of the structure of earnings held each April were published by HMSO in New Earnings Survey 1986, Part A, "Streamlined Analyses and Key Analyses by Agreement" on December 4. Some summary results and features of the 1986 Survey are described in this article.

The New Earnings Survey is the only regular source which gives comprehensive information on the structure of earnings in Great Britain*. The survey has been conducted in a similar form since 1970 and collects information on the hours of work, the composition of earnings and characteristics of the employee such as age, occupation, industry, place of work, and collective bargaining arrangements. Information is obtained from employers from a one per cent sample of individual employees, although the returns are anonymous and are treated as strictly confidential.

The survey information normally relates to earnings for a pay period in April each year: in 1986 it was the pay period which included April 16, 1986. Earnings data relate to gross pay, before tax and national insurance contributions have been deducted. Payments in kind are generally excluded. Where employees receive periodical payments covering more than one pay period (for example, quarterly or half-yearly bonuses), the corresponding amount for one pay period is included in total earnings reported for the survey.

For some groups of employees, increases in pay operative in or before the survey period were not paid until later because the pay settlements was delayed. In general, the reported figures relate to earnings actually received at the time of the survey and exclude back payments made later.

Changes in average earnings between successive surveys for particular groups of employees may reflect changes in the timing of pay settlements, and in some cases the change from one year to the next will reflect more than one settlement, or no settlement. These factors should be taken into account when different years' earnings are compared. Part A of the New Earnings Survey describes any unusual features about the timing of pay settlements for particular major groups of employees.

The structure of earnings

Most of the summary analyses from the 1986 survey relate to full-time male and female employees on adult rates whose pay was not affected by absence during the

survey period. These results thus do not reflect the earnings of those not working a full week whose earnings were reduced because of sickness, short-time working, voluntary absenteeism and other reasons. Nor do they include the earnings of young people (not on adult rates of pay) or part-time workers. The published reports, however, do include some information relating to young people, part-time employees and all full-time employees. For example, some analyses relating to the earnings of young people are given in the analysis of earnings by age in tables 10 and 11 of Part A.

Table 1 presents a summary of the average gross weekly earnings of full-time adult employees in April 1986, distinguishing the principal components of pay (such as overtime and incentive pay). It also shows average gross hourly earnings and levels of hours. Table 2 presents a summary distribution of the gross weekly earnings and also shows the percentage of employees earning less than specified amounts.

About a quarter of all full-time adult employees earn less than £121 a week and ten per cent earned less than £94 a week. In contrast ten per cent earned over £290 per week. The earnings of manual workers and earnings of women show less dispersion than those of non-manual workers and men. The variation of earnings from the average is considerable. For adult men average gross weekly earnings, as shown in table 1, are nearly £208 but the median level of earnings in table 2 (that is, the level below which 50 per cent of employees' earnings lie) is £185 per week and ten per cent of employees earn over £320 per week. The average levels of earnings are higher than the median because a relatively small number of highly paid employees have a larger effect on the average than the median.

The level of average weekly earnings will reflect the incidence of overtime working. For manual men over 14 per cent of gross earnings were from overtime pay. Incentive payments (including payment-by-results schemes, bonuses etc) and shift premia accounted for a further 11 per cent of manual men's weekly earnings. These figures emphasise the importance of not identifying average weekly earnings as minimum basic pay rates.

* A similar survey is carried out in Northern Ireland by the Department of Economic Development Belfast.

Table 1 Levels of pay and hours

Full-time employees on adult rates, whose pay for the survey pay-period was not affected by absence

April 1986

	Males			Females			Males and females		
	Manual	Non-manual	All	Manual	Non-manual	All	Manual	Non-manual	All
Average gross weekly earnings (£)	174.4	244.9	207.5	107.5	145.7	137.2	163.2	200.9	184.7
of which:									
overtime payments	25.1	9.0	17.6	5.1	2.7	3.2	21.8	6.2	12.9
PBR etc payments	13.1	8.1	10.8	9.0	1.7	3.4	12.4	5.3	8.4
shift etc, premium payments	5.9	2.0	4.1	2.5	2.0	2.1	5.3	2.0	3.4
Average gross hourly earnings (p)									
including overtime pay and overtime hours	392.6	627.3	488.9	273.0	390.6	362.5	374.8	522.1	450.8
excluding overtime pay and overtime hours	380.8	625.8	486.6	269.2	388.8	360.7	362.8	519.1	446.8
Average total weekly hours	44.5	38.6	41.8	39.5	36.7	37.3	43.6	37.7	40.4
of which: overtime hours	5.4	1.5	3.6	1.4	0.6	0.8	4.7	1.1	2.7

Table 2 Distribution of gross weekly earnings

Full-time employees on adult rates, whose pay for the survey pay-period was not affected by absence

April 1986

	Males			Females			Males and females		
	Manual	Non-manual	All	Manual	Non-manual	All	Manual	Non-manual	All
Distribution of gross weekly earnings									
10 per cent earned less than	105.5	124.6	111.4	69.9	85.0	80.3	91.6	95.9	94.0
25 per cent earned less than	130.2	165.9	141.8	83.3	102.9	97.0	117.4	124.3	120.8
50 per cent earned less than	163.4	219.4	185.1	101.1	131.5	123.4	152.7	176.6	163.8
25 per cent earned more than	205.5	289.2	243.7	124.6	175.3	163.8	196.3	242.1	220.6
10 per cent earned more than	253.9	383.2	320.8	151.3	219.7	209.8	245.0	327.4	292.2
Percentage earning less than									
£50	0.1	0.1	0.1	1.1	0.3	0.5	0.2	0.2	0.2
£60	0.2	0.3	0.2	3.4	0.8	1.4	0.7	0.5	0.6
£70	0.7	0.6	0.6	9.6	2.4	4.0	2.1	1.4	1.7
£80	1.7	1.3	1.5	20.4	6.3	9.4	4.8	3.5	4.1
£90	3.9	2.4	3.2	34.2	13.6	18.1	9.0	7.4	8.1
£100	7.3	3.9	5.7	48.3	22.1	27.9	14.2	12.0	12.9
£110	12.1	6.1	9.3	60.2	31.2	37.7	20.1	17.2	18.5
£120	17.8	8.6	13.5	70.6	39.9	46.7	26.7	22.5	24.3
£130	24.7	11.7	18.6	79.3	48.8	55.6	33.8	28.1	30.6
£150	39.7	18.4	29.7	89.5	62.5	68.5	48.0	38.0	42.3
£170	54.5	26.6	41.4	94.5	72.5	77.4	61.2	46.9	53.1
£200	72.2	40.9	57.5	98.0	84.8	87.7	76.5	60.4	67.3
£250	89.2	63.0	76.9	99.5	94.7	95.8	90.9	77.1	83.0
£300	95.8	77.7	87.3	99.9	97.9	98.3	96.5	86.6	90.9

Table 3 Distribution of gross hourly earnings including overtime pay and overtime hours

Full-time employees on adult rates, whose pay for the survey pay-period was not affected by absence

April 1986
pence

	Males			Females			Males and females		
	Manual	Non-manual	All	Manual	Non-manual	All	Manual	Non-manual	All
Distribution of gross hourly earnings including overtime pay and overtime hours									
10 per cent earned less than	256.2	319.9	271.6	188.0	226.8	213.1	232.4	252.8	241.7
25 per cent earned less than	305.9	424.3	334.6	217.7	274.8	255.9	284.2	325.1	301.7
50 per cent earned less than	373.3	567.1	433.0	259.1	349.1	324.0	353.2	456.5	394.5
25 per cent earned more than	457.2	761.7	581.5	313.1	466.9	428.0	439.3	643.3	537.6
10 per cent earned more than	546.4	1,012.3	806.5	366.6	635.9	589.2	530.2	873.3	739.1
Percentage earning less than									
140p	0.1	0.1	0.1	1.2	0.3	0.5	0.3	0.2	0.2
160p	0.3	0.2	0.3	2.8	0.7	1.2	0.7	0.5	0.6
180p	0.8	0.4	0.6	7.1	1.7	2.9	1.8	1.0	1.4
200p	1.8	0.9	1.4	15.4	3.6	6.3	4.0	2.1	3.0
220p	3.6	1.7	2.8	26.3	8.3	12.3	7.3	4.7	5.9
240p	6.7	2.9	5.0	38.5	13.7	19.3	12.0	7.8	9.7
260p	10.9	4.3	8.0	50.6	19.5	26.5	17.4	11.2	14.0
280p	16.3	5.9	11.7	60.5	26.8	34.4	23.6	15.4	19.1
300p	23.0	7.9	16.3	70.2	33.5	41.8	30.8	19.6	24.6
340p	37.6	12.6	26.5	84.1	47.2	55.6	45.3	28.4	36.0
400p	59.1	20.9	42.1	93.8	63.3	70.2	64.8	40.3	51.3
500p	83.8	38.5	63.6	98.7	79.1	83.5	86.2	57.1	70.1
600p	94.3	55.3	76.9	99.6	87.8	90.4	95.2	70.1	81.4
700p	97.9	68.6	84.8	99.9	93.0	94.5	98.2	79.7	88.0

Table 4 Percentage increases in earnings, April 1985 to April 1986

	Full-time employees on adult rates, whose pay for the survey pay-period was not affected by absence									per cent
	Males			Females			Males and females			
	Manual	Non-manual	All	Manual	Non-manual	All	Manual	Non-manual	All	
Complete 1985 and 1986 samples										
Increase in average gross weekly earnings, 1985 to 1986	6.6	8.8	7.9	6.2	8.9	8.6	6.7	8.8	8.0	
Increase in average gross hourly earnings, including overtime pay and overtime hours, 1985 to 1986	6.7	9.1	8.0	6.4	8.8	8.6	6.7	8.9	8.2	
Increase in average gross hourly earnings, excluding overtime pay and overtime hours, 1985 to 1986	6.8	9.1	8.2	6.6	8.7	8.5	6.8	9.0	8.3	

Table 5 Women's earnings relative to men's

Average gross hourly earnings, including overtime, of full-time employees aged 18 and over, whose pay was not affected by absence: women's as a percentage of men's

Year	1970	1975	1976	1977	1978	1979	1980	1981	1982	1983	1984	1985	1986
per cent	63.1	72.1	75.1	75.5	73.9	73.0	73.5	74.8	73.9	74.2	73.5	74.0	74.2

Table 3 gives a summary of the distribution of gross hourly earnings and shows the percentage of employees earning less than specified amounts on a hourly basis.

The growth of earnings (table 4)

The increase in earnings between successive surveys cannot be directly linked with the outcome of successive pay rounds conventionally measured from August. Although April is some way through the conventional "pay round" it cannot be assumed that changes in earnings between the 1985 and 1986 survey reflect the corresponding proportions of the 1984-85 and 1985-86 pay round settlements because of the lag between when settlements become operative and when they are paid. It should also be noted that changes in average earnings will reflect several factors other than the direct effect of new pay settlements.

As well as changes arising from overtime working, bonus arrangements, and so on, changes in average earnings will reflect changes in the composition of the work force. Later information on the growth of average earnings during the 1985-86 pay round as a whole is given by the monthly average earnings index (figures up to September 1986 appear in "Labour Market Data" on pp S47-S49). For the economy as a whole it is estimated that the increase in average earnings for the period September 1985 to September 1986 was about 7½ per cent. This is slightly lower than the annual change to April 1986 shown by full-time adult employees by the New Earnings Survey figures in table 4.

Earnings of men and women

Table 5 shows that, while the average earnings of women relative to those of men rose appreciably in the early 1970s at the time when the effects of the Equal Pay Act were seen, since 1975 it has fluctuated around a relatively stable position. Comparisons of men's and women's average earnings reflect the different employment patterns and other labour force characteristics, such as level of skill and experience. Differences between average earnings do not therefore correspond to differences in rates of pay for comparable jobs. However, the detailed results enable the effects on earnings of the main differences in the structure of men's and women's employment to be assessed. The trend of gross hourly earnings excluding overtime, which removes the effect of different hours but not of different employment patterns, give some indication of any developments.

The overall trend is more significant than figures for single years, because each year's results may reflect delays in settlements which generally affect the average earnings of one sex more than the other.

Further results

The release of the more detailed results of the survey start off with Part A, New Earnings Survey 1986 "Streamlined Analyses and Key Analyses by Agreement" published on December 4. The contents of the six parts of the NES are:

- Part A Streamlined analyses giving selected results for full-time employees in particular wage negotiation groups, industries, occupations etc; Key results for particular wage negotiation groups.
- Part B Further streamlined analyses giving combined results for full-time adults of both sexes; Summary analyses for broad categories of employees irrespective of their particular industries, occupations etc; Other results for particular wage negotiation groups; Description of survey method, classifications, terminology etc.
- Part C Earnings and hours for particular industries.
- Part D Earnings and hours for particular occupations
- Part E Earnings and hours in regions, counties and age groups.
- Part F Hours; Earnings and hours of part-time women employees; Size of organisation.

Parts B to F should become available early in 1987.

SPECIAL FEATURE



Photo: Jim Staggs

Pattern of household spending in 1985

The Report of the 1985 Family Expenditure Survey (FES)* provides detailed information on the way households in the UK spend their money. It also provides data on the sources of their income and the characteristics of the households, such as their size and composition. This article presents a selection of results from the report.

Summary results on the pattern of average household spending in 1985 from the Family Expenditure Survey, together with corresponding results for 1983 and 1984, were published in the September 1986 issue of *Employment Gazette***.

This article draws attention to a few of the aspects of household finances on which the FES throws light. Table 1 analyses the extent to which total expenditure and income vary according to the size and family composition of households. Patterns of household expenditure and their variation with household size and composition are examined in Table 2. Table 3 shows how household expenditure and income vary with the current employment status of the head of the household. Yet

* Copies of the Family Expenditure Survey 1985 (to be published shortly) will be available from HMSO, PO Box 276, London SW8 5DT or from Government Bookshops. An order form can be found on page 492 of this issue.

** pp 561, 62 and 389—see also pp S61 and S62 of this issue.

another factor affecting the pattern of household expenditure and income is whether married women are working or not and Table 4 illustrates this issue.

Although the FES is primarily a record of the current spending and income of households, it also collects information on the availability of certain durable goods and Table 5 shows how the availability of durables varied between households of different size and composition and between different regions. The variation in the pattern of household expenditure and income according to region is presented in Table 6, based on results for the two years 1984 and 1985.

Household composition and levels of spending (Table 1)

The average number of persons per household in the 1985 survey was 2.60, compared with 2.62 in the previous

married woman was not working. The additional weekly income attributable to the wife at work averaged £69.18, some 30 per cent of household income where the married woman was not working. For households with children, this additional weekly income was on average lower, £57.25 (24 per cent), while for households without children, the corresponding figure was £81.69 (36 per cent).

Availability of durable goods (Table 5)

The durable goods and facilities illustrated in Table 5 comprise a selection of those most frequently found in households. The categories in which there was a sizeable increase in availability in 1985 were telephones and central heating, which were present in 81 per cent and in 69 per cent of households respectively, compared with 78 per cent and 66 per cent respectively in 1984 and with 62 per cent and 54 per cent respectively in 1978. The proportion of households with the use of a car (or van) was 63 per cent in 1985 with 18 per cent having the use of two or more vehicles (compared with figures of 61 per cent and 16 per cent respectively in 1984). Households least likely to have a television are in the one adult non-retired category. The lowest incidence of a telephone was among one adult low income pensioner and one adult and one child households. Even so, the availability of a telephone has still increased considerably in one adult low income pensioner households (to 60 per cent in 1985 from 53 per cent in 1984).

Within the overall figure of car availability, just three per cent of one adult low income pensioners had a car or van, while 82 per cent of one man and one woman non-retired households and 84 per cent of one man, one woman and two children households had this facility. In households comprising four or more adults, 35 per cent had the use of three or more vehicles.

Availability of video recorders was measured for the first time in the 1985 survey. Households showing the highest incidence of this item were those comprising four or more adults (60 per cent). Conversely, only two per cent of one man one woman low income pensioner households had a video recorder while none were recorded in the one adult low income pensioner households. Taking all UK households together, video recorders were present in 30 per cent of households.

The regional analysis in Table 5 is based on averages of the 1984 and 1985 survey results (to reduce the random variation due to sampling). As in previous years there are marked variations in availability. For example, in the Northern region, 49 per cent of households had the use of a car (or van), whereas in the South East (excluding Greater London) the figure was 74 per cent. Central heating was most widespread in the South East (excluding Greater London) and least in use in Northern Ireland. However, the Northern Ireland figure of 57 per cent of households with central heating in 1984-85 has increased from 43 per cent in 1981-82.



Photo: Crown Copyright

Table 6 Average household expenditure and income in the two years 1984 and 1985 by region

	North	Yorkshire and Humberside	North West	East Midlands	West Midlands	East Anglia	South East	Greater London
Number of households in sample	865	1,376	1,526	1,075	1,339	521	3,982	1,442
Average number of persons per household								
All persons	2.60	2.57	2.58	2.64	2.71	2.55	2.57	2.39
Adults	1.92	1.90	1.89	1.96	1.93	1.92	1.91	1.83
Children	0.68	0.67	0.70	0.68	0.78	0.63	0.66	0.56
Under 2	0.07	0.07	0.08	0.06	0.06	0.07	0.08	0.08
2 and under 5	0.11	0.11	0.12	0.10	0.11	0.12	0.11	0.11
5 and under 18	0.50	0.49	0.49	0.52	0.61	0.45	0.41	0.37
Persons working	1.08	1.10	1.09	1.27	1.20	1.21	1.27	1.17
Persons not working	1.52	1.41	1.30	1.37	1.51	1.35	1.29	1.22
Average age of head of household	52	51	51	51	50	53	50	50
Average weekly household expenditure (£)	131.16	142.17	142.79	154.61	148.13	148.50	181.53	173.37
Commodity or service								
Housing—Gross	22.87	24.85	26.69	28.54	28.00	27.95	35.12	33.82
Net	17.86	21.24	22.10	25.69	23.79	24.95	32.27	31.61
Fuel, light and power	8.93	9.30	9.22	9.10	9.39	10.49	9.53	9.02
Food	29.51	29.61	30.37	31.60	31.33	30.95	34.41	33.60
Alcoholic drink	8.08	7.44	7.83	7.48	7.42	6.17	7.94	8.16
Tobacco	4.98	4.12	4.75	4.51	4.17	3.63	4.00	4.48
Clothing and footwear	10.79	10.58	10.69	10.48	10.38	9.81	13.04	13.19
Durable household goods	9.24	10.02	9.38	11.85	10.96	10.43	14.04	12.53
Other household goods	9.89	10.40	10.41	12.22	10.86	12.19	14.96	13.70
Transport and vehicles	17.78	20.68	21.27	23.22	20.86	23.52	28.58	24.37
Services	13.69	18.35	16.08	17.99	18.22	15.85	21.81	21.82
Miscellaneous	0.41	0.43	0.45	0.48	0.56	0.52	0.95	0.90
Average weekly income (£)	170.40	179.13	183.21	203.16	192.40	204.77	248.00	239.73
Gross income of household members:								
Head	122.04	129.31	129.96	144.90	137.95	146.16	181.06	172.42
Wife	26.45	29.86	30.44	34.49	32.95	32.47	39.55	36.40
Others	21.92	19.96	22.81	23.78	21.49	26.14	27.39	30.91
Sources of income:								
Wages and salaries	105.88	114.55	117.69	134.63	129.57	125.04	168.62	164.26
Social security benefits	33.56	29.58	31.87	26.54	29.05	28.09	23.65	24.68
Other	29.96	35.00	33.64	41.99	33.78	51.64	55.73	50.79

* Figures by region are based on the averages of 1984 and 1985 survey results. National figures are also shown for 1985.

Table 6 (cont'd) Average household expenditure and income in the two years 1984 and 1985 by region

Rest of South East	South West	Wales	Scotland	Northern Ireland	United Kingdom* (1984-85) (1985)		
2,540	1,091	764	1,260	294	14,093	7,012	Number of households in sample
							Average number of persons per household
2.66	2.60	2.68	2.60	2.89	2.61	2.60	All persons
1.95	1.93	1.98	1.89	1.94	1.92	1.91	Adults
0.72	0.67	0.70	0.71	0.95	0.69	0.68	Children
0.08	0.08	0.05	0.08	0.07	0.07	0.08	Under 2
0.12	0.11	0.10	0.12	0.18	0.11	0.11	2 and under 5
0.52	0.48	0.55	0.51	0.70	0.51	0.50	5 and under 18
1.33	1.22	1.12	1.15	1.00	1.19	1.19	Persons working
1.33	1.38	1.57	1.46	1.88	1.42	1.40	Persons not working
50	51	52	50	52	51	51	Average age of head of household
186.16	157.55	146.01	152.47	147.72	156.87	161.87	Average weekly household expenditure (£)
							Commodity or service
34.72	27.56	22.77	24.18	20.64	28.47	29.55	Housing—Gross
32.64	25.39	19.66	20.32	17.05	25.03	26.00	Net
9.81	10.43	10.44	9.84	14.10	9.69	9.95	Fuel, light and power
34.88	31.39	31.83	32.43	35.61	32.07	32.70	Food
7.81	6.64	7.49	8.48	4.98	7.60	7.95	Alcoholic drink
3.72	3.64	4.90	5.77	5.08	4.40	4.42	Tobacco
12.96	10.51	11.08	12.42	14.26	11.51	11.92	Clothing and footwear
14.90	11.87	10.97	12.02	6.80	11.59	11.61	Durable household goods
15.68	12.96	11.08	11.35	10.75	12.23	12.59	Other household goods
30.96	25.10	21.95	21.35	24.47	23.66	24.56	Transport and vehicles
21.80	18.77	16.08	17.64	14.10	18.44	19.14	Services
0.99	0.86	0.52	0.65	0.53	0.66	0.68	Miscellaneous
252.15	208.83	187.07	198.33	172.90	206.75	216.23	Average weekly income (£)
							Gross income of household members:
185.68	151.86	126.99	141.55	115.34	148.56	156.23	Head
41.19	32.69	35.06	32.58	36.58	34.04	35.10	Wife
25.29	24.38	25.01	24.20	20.99	24.15	24.90	Others
							Sources of income:
170.45	134.27	111.68	136.80	105.77	136.10	141.26	Wages and salaries
23.06	26.19	33.61	29.73	36.32	28.17	28.90	Social security benefits
58.65	48.37	41.78	31.80	30.81	42.48	46.07	Other

Likewise, the availability of washing machines has risen in Northern Ireland, the percentage of households having one having increased in 1984-85 to 78 per cent from 72 per cent in 1983-84. The regions with the highest proportions of households having a telephone in 1984-85 were the South East and South West where availability rose to 87 per cent and 83 per cent respectively from 86 per cent and 79 per cent in 1983-84.

Figures on the availability of a freezer or fridge/freezer are published for the first time in 1984-85. The highest incidence recorded was in the South East (77 per cent), closely followed by the South West (74 per cent), lowest incidence being in Northern Ireland (38 per cent).

Regional expenditure (Table 6)

The regional analysis of household characteristics, expenditure and income in Table 6 is also based on averages of the 1984-85 survey results: national figures for 1985 are, however, included. Average household size ranged from 2.39 persons in Greater London to 2.71 in West Midlands and 2.89 in Northern Ireland. The average number of children was greatest in Northern Ireland (0.95 per household), next highest in West Midlands (0.78) and least in Greater London and East Anglia (0.56 and 0.63 respectively).

The lowest average weekly expenditure per household was reported in the Northern region (£131.17), some 16 per cent less than the national average of £156.87. The highest average weekly expenditures were found in Greater London (£173.37) and the rest of the South East (£186.16), about 11 and 19 per cent respectively above the national average. Housing expenditure was comparatively low in the North, Northern Ireland, Wales and Scotland and high in the South East. Spending on fuel, food and clothing and footwear in Northern Ireland was higher than elsewhere, though to some extent this reflects the higher average household size.

As in 1983-84 and 1982-83, expenditure on transport and vehicles was highest in the South East (particularly

outside Greater London) but comparatively low in the North. Spending on services was also highest in the South East.

Table 6 also analyses average weekly household income by region (for the two year period 1984-85), showing both the contribution made by different household members and the average amounts derived from different sources. In the UK as a whole, the head of household's contribution to total household income was some 72 per cent, the remainder coming from the wife of the head of household (16 per cent) and from other members of the household (12 per cent). In cash terms, the head of household's contribution was highest (£185.68 per week) in the South East (excluding Greater London) and lowest in Northern Ireland (£115.34). The income from the wife of head of household varied between £26.45 per week in the North and £41.19 per week in the South East (excluding Greater London). The contribution of other members of the household ranged from £19.96 per week in Yorkshire and Humberside to £30.91 per week in Greater London. In percentage terms, however, there was comparatively little regional variation in the contributions to total income made by the head of household, the wife of head and other members. For example, the head of household's average percentage contribution (excepting in Wales and Northern Ireland) was within two percentage points of the national average in each of the regions: those for Wales and Northern Ireland were within four and five percentage points respectively.

In the UK as a whole, wages and salaries accounted for just under two-thirds of average total household income but the proportion (in the two year period 1984-85) ranged from 69 per cent in Greater London and Scotland to 60 per cent in Wales and 61 per cent in Northern Ireland. Income from social security benefits was greatest in Northern Ireland (21 per cent of the total compared with 14 per cent for the UK as a whole) while, in East Anglia, income from other sources (for example, self-employment, investments and annuities) made a particularly large contribution (25 per cent, compared with 21 per cent for the UK as a whole).

The Family Expenditure Survey 1985

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LABOUR MARKET DATA

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Publication dates of main economic indicators 1986-1987

Labour Market Statistics: Unemployment, employment, vacancies, earnings, hours, unit wage costs, productivity and industrial disputes	Retail Prices Index	Tourism
Dec 18, Thursday Jan 15, Thursday	Dec 12, Friday Jan 16, Friday	Jan 14, Wednesday
After 11.30 am on each release date, the main figures are available from the following telephone numbers:		
Unemployment and vacancies: 01-213 5662 (Ansafone Service) /6572	Employment and hours: 0928 715 151 ext. 423 [Ansafone Service].	Average Earnings Index: 0923 28500 ext. 408 or 412
Retail Prices Index: 0923 28500 ext. 456 (Ansafone Service).	Tourism: 01-215 6142	

Trends in labour statistics

Commentary

Summary

The Chancellor, in his Autumn Statement, stated that he expected the economy to grow by 2½ per cent in 1986, slightly below the Budget forecast; but that the prospect for 1987 was for faster growth in GDP of 3 per cent, coupled with continued low inflation.

Provisional estimates indicate that GDP (output) in the UK increased by about 1 per cent in the third quarter of the year, compared with the previous quarter, and was nearly 3 per cent above the level of a year earlier.

Output of the production industries in the three months to September 1986 increased by 1½ per cent from the level of the previous quarter and was 2 per cent higher than the level of the corresponding period a year earlier. Manufacturing output in the latest quarter was 1 per cent higher than in both the previous three months, and the same period a year earlier.

The employed labour force in Great Britain has continued to rise, the increase of 21,000 (seasonally adjusted) in the second quarter of 1986 contributing to an overall increase of 203,000 in the year ending June 1986. The latest figures for employees in manufacturing industry show a decrease of 20,000 in the three months ending September. So far this year the number of employees in the manufacturing industry has reduced at a rate faster than in the middle of 1985 but considerably slower than between 1980 and 1983.

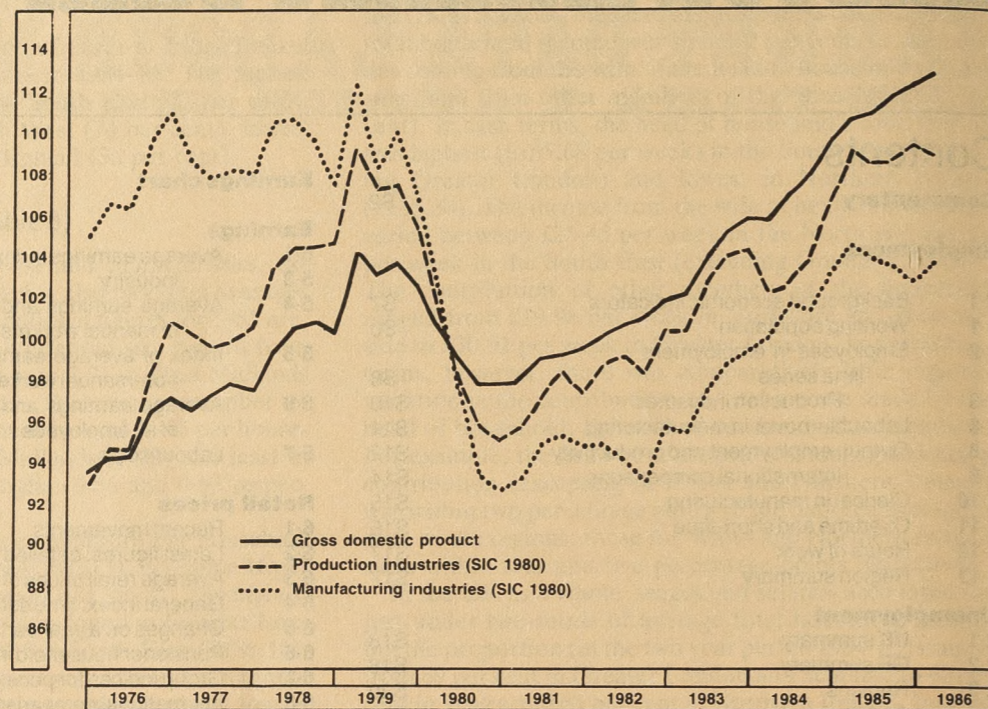
The seasonally adjusted level of unemployment (excluding school leavers) fell sharply again, by 25,000 between September and October. This is the third successive monthly fall, contributing to the largest fall in a three month period since 1973, and confirming a downward trend in adult unemployment. The latest figures on long-term unemployment indicate that those unemployed over 12 months have contributed to the reduction.

The stock of vacancies at jobcentres (seasonally adjusted) has continued to rise, and remains at the highest level since 1979. Flows of notified vacancies and placing have also been increasing and are similarly at their highest levels since 1979.

The underlying annual increase in average weekly earnings in the year to September was about 7½ per cent. The annual increase has not changed significantly since the middle of 1984. In production and manufacturing industries, the

OUTPUT INDICES

Seasonally adjusted (1980 = 100)



underlying increases in the year to September were both 7¼ per cent whilst in the services sector the increase was 7¼ per cent.

The rate of inflation in October, as measured by the 12 month change in the retail prices index, remained at 3.0 per cent, the same level as in September. The Chancellor, in his Autumn Statement, forecast that inflation would be 3¼ per cent in the fourth quarter of 1986 and 3¾ per cent for the fourth quarter of 1987.

A provisional total of 2.2 million working days were lost through stoppages of work due to industrial disputes in the twelve months to September. The current level of working days lost is at its lowest level since 1967.

The number of overseas visitors to the United Kingdom in the three months to August 1986 was 11 per cent lower than in the corresponding period a year earlier. The number of visits abroad by UK residents in the three months to August was 16 per cent higher than a year ago.

Economic background

The Chancellor of the Exchequer forecast in his Autumn Statement that the economy would grow by 2½ per cent in 1986 and 3 per cent in 1987. This forecast assumed that oil prices would average \$15 a barrel over the period, that fiscal and monetary policies would be as

in the medium term financial strategy and that the sterling index remains broadly at its present level. He also forecast that inflation would remain low and that a rise in productivity growth should lead to a lower increase in unit labour costs in the non-oil private sector next year.

The October results of the CBI quarter industrial trends enquiry suggest an improvement in business optimism, with export optimism, in particular, improving significantly. However, increased activity was not expected to create more jobs in manufacturing, as productivity was expected to improve.

Gross Domestic Product (Output) in the third quarter of 1986 was about 1 per cent higher than in the previous quarter and 3 per cent higher than in the corresponding quarter of a year earlier.

On provisional estimates output of the production industries increased by 1½ per cent in the three months to September 1986 from the level of the previous quarter, and was 2 per cent higher than in the same period a year earlier. Manufacturing output in the three months to September was 1 per cent higher than in both the previous three months and the corresponding period a year ago. Within manufacturing, the output of chemicals increased between the two latest three month periods by 3 per cent, the output of engineering and allied industries by 2 per cent, and that of food,

drink and tobacco, of textiles and clothing by 1 per cent and of other manufacturing industry by ½ per cent. The production of the metals industry and other minerals and mineral products, however, fell by 2 per cent. Output in the energy and water supply industries in the third quarter was 2 per cent higher than in the previous three months and 4½ per cent higher than a year earlier.

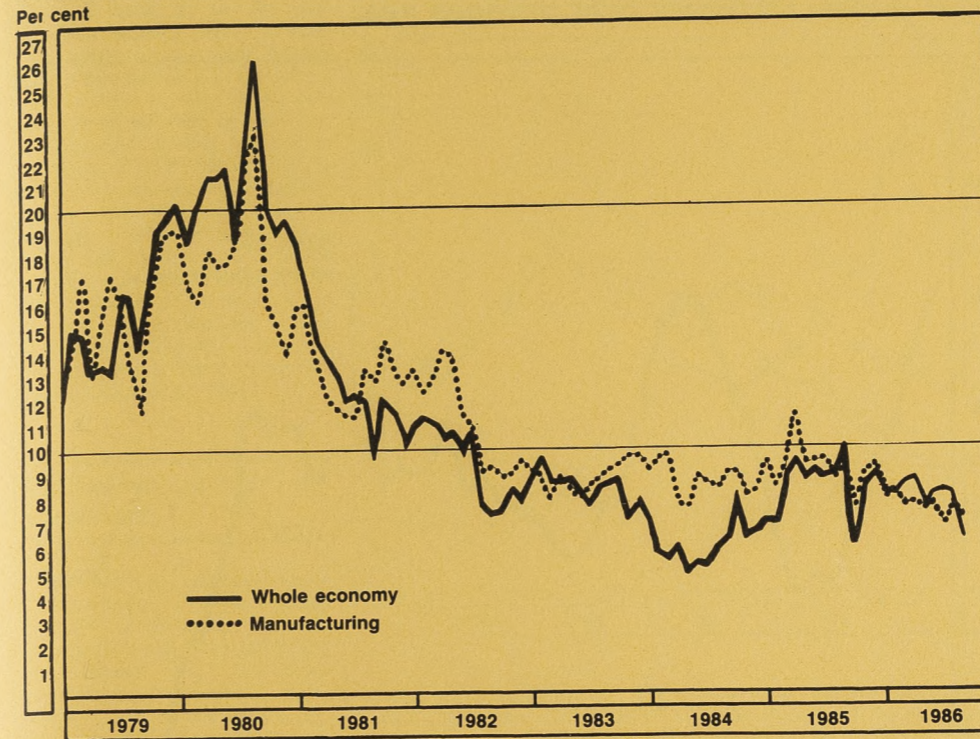
The preliminary estimate of consumer expenditure was about 1½ per cent higher in the third quarter of 1986 in volume terms than the level in the previous quarter, and about 5 per cent higher than a year earlier. The volume of retail sales in October, on provisional estimates, was about the same as in September but higher than in previous months; the level in the three months to October was 2 per cent higher than in the previous three months and 6 per cent higher than in the corresponding period a year earlier.

Real personal disposable income increased by 1½ per cent in the second quarter of 1986 to a level almost 4 per cent higher than a year earlier.

Revised estimates indicate that manufacturers' and distributors' stocks fell by about £270 million in the third quarter of 1986, compared with a rise of about £50 million in the previous quarter. Within the total, stocks held by manufacturing industries fell by about £10 million. The reduction in

EARNINGS: Average earnings index: increases over previous year

Per cent



the wholesalers' stocks of about £220 million in the third quarter of 1986 partially offset the sharp stockbuilding earlier in the year. The fall in retailers' stocks of around £45 million followed seven successive quarters of stockbuilding in the industry.

During the banking month to mid-October, money supply information indicates that M0 was about flat and sterling M3 rose by about ¼ per cent. Over the twelve months to mid-October M0 and sterling M3 are estimated to have risen by about 5 per cent and 18½ per cent respectively. The target growth ranges for the 1986-87 financial year are 2-6 per cent for M0 and 11-15 per cent for sterling M3.

The Public Sector Borrowing Requirement (not seasonally adjusted) in October is estimated to be £9 million, bringing the total so far this financial year to £5.7 billion compared with £5.3 billion in the first seven months of the 1985-86 financial year. The forecast of the PSBR for the financial year 1986-87 given in the Autumn Statement was around £7 billion.

Sterling's effective exchange rate in October fell by 3¾ per cent to average 67.8 with a slightly smaller fall against the dollar and larger decreases against other major currencies; the index was 16 per cent lower than in the same month a year earlier, reflecting an overall fall in this period against European currencies while sterling held steady against the dollar. In the week ending November 20 sterling's effective exchange rate averaged 67.9. UK base rates rose from 10 per cent to 11 per cent on October 14.

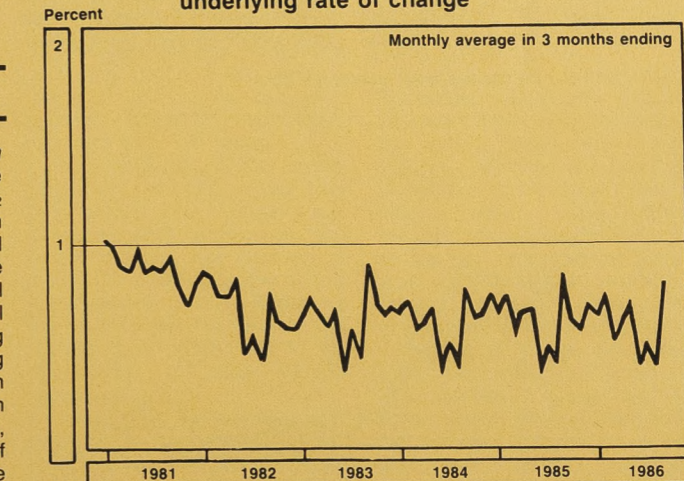
The current account of the

balance of payments in the third quarter of 1986 is estimated to have been in deficit by £1.2 billion following a surplus of £0.3 billion in the previous quarter. Visible trade was in deficit by £3.0 billion in the third quarter of 1986 compared with a deficit of £1.6 billion in the previous three months. Within the total, the surplus on trade in oil remained steady at £0.8 billion, while the deficit on non-oil trade rose by £1.4 billion to £3.7 billion. In the three months to September 1986, the volume of exports grew by 2½ per cent compared with the previous three months, to a level 6 per cent higher than a year earlier. The underlying level of non-oil export volume continues to show signs of having increased in recent months. The volume of imports rose by 8½ per cent in the quarter and was 12 per cent higher than a year ago. The underlying level of non-oil import volume has recently been growing rapidly.

effect of each factor has remained unchanged, although over the past two years variations arising from these factors have broadly offset each other. The actual increase in the year to September of 6.2 per cent was below the estimated underlying increase because of temporary factors. Back pay in September 1986 was below the level in September 1985, depressing the actual increase by over ¾ per cent. Changes in the timing of bonus payments for some employees in the metal manufacture, banking, finance and insurance sectors meant that the level of these payments in September 1986 was lower than in September 1985, depressing the actual increase by over ¼ per cent.

The underlying monthly rate of increase in average weekly

EARNINGS: Average earnings index: underlying rate of change *



* Adjusted for seasonal and temporary factors: for description see Employment Gazette, April 1981, pages 193-6

earnings averaged about ¾ per cent in the three months ending September. Further details concerning recent trends in average earnings are given in a note in the Employment Topics section of this edition of Employment Gazette.

In production industries, the underlying increase in average weekly earnings in the year to September was about 7¼ per cent, similar to the increase in the year to August. Within this sector, in manufacturing industries, the underlying increase in average weekly earnings in the year to September was about 7¼ per cent, similar to the increase in the year to August. The actual increase for production industries and manufacturing industries in the year to September were 6.9 per cent and 7.0 per cent respectively and were depressed by both of the temporary factors described above.

In service industries, the underlying increase in average weekly earnings in the year to September was about 7¼ per cent, similar to the increase in the year to August. The actual increase, 5.7 per cent, was also depressed by the effect of back pay and bonus payment timing.

In the three months ending September, wages and salaries per unit of output in manufacturing industries were 4.4 per cent higher than a year earlier, with an increase in actual average weekly earnings of 7.2 per cent being partly offset by an improvement in productivity of 2.7 per cent. This rise in unit wage costs is the lowest since the last quarter of 1984, the improvement in recent figures being due to the recovery in productivity.

Retail prices

The annual rate of inflation in October, as measured by the 12-month change in the retail price index, was 3.0 per cent: the same as that recorded in September.

Between September and October the increase in the overall level of prices matched that recorded between the corresponding months last year: 0.2 per cent. There were small price increases for a range of goods and services, notably for clothing and draught beer, and seasonal falls in the price of some fresh fruit.

In his Autumn Statement the Chancellor of the Exchequer forecast that inflation would be 3¼ per cent for the fourth quarter of this year (lower than his Budget forecast of 3½ per cent), and 3¾ per cent for the fourth quarter 1987. He anticipated that the pattern of price increases this year and that expected next year means that the annual rate of inflation may rise slightly in the middle of next year before resuming its downward path towards the end of the year.

The seasonally adjusted price index for material and fuels purchased by manufacturing industry has shown small increases in August, September and October, largely due to increased prices for imports following the falling value of sterling over the period. Previously there had been an almost uninterrupted decline from early last year and these prices are still more than 5 per cent lower than they were a year ago.

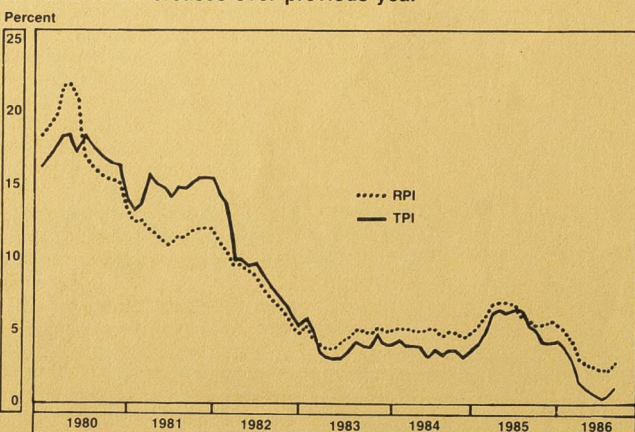
The annual increase in the prices for home sales of manufactured products has been just under 4½ per cent over the period from June to October. It has shown a fairly steady decline from around 5 per cent at the beginning of this year and 6 per cent at the beginning of 1985.

The tax and prices index increased by 1.5 per cent in the year to October compared with 1.2 per cent recorded for September. This increase reflects the last year's reduction in national insurance contributions dropping out of the calculation.

Employment

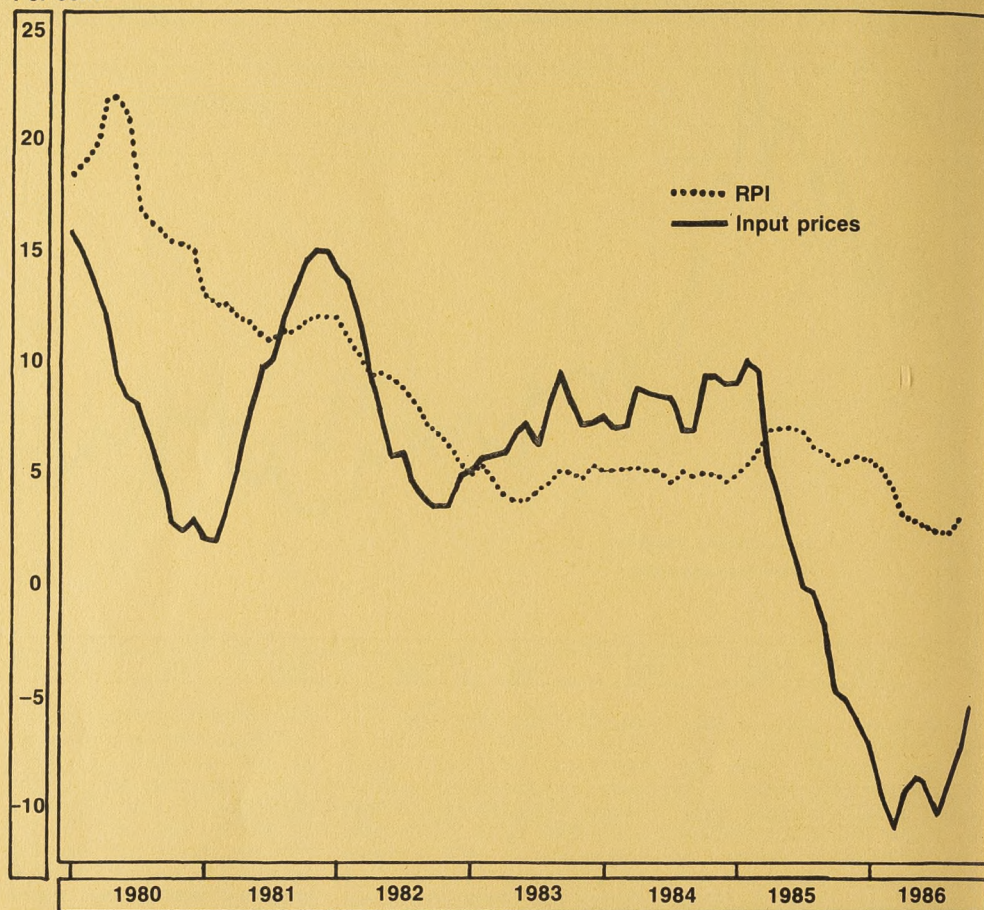
The number of employees in employment in manufacturing industries in Great Britain

RPI and TPI: increases over previous year



The Retail Prices Index and movements in manufacturers' input prices: increases over previous year

Per cent



decreased by 1,000 in September 1986 (seasonally adjusted). The average for the three months ending September was a decrease of 7,000 per month. This compares with an average decrease of 13,000 per month in the three months (ending June) and no net change during the three months ending September 1985. Although the fluctuations from month to month tend to confuse the picture, the average rate of decrease so far this year has been considerably faster than in the middle of last year when there was only a very slow downward drift. While the rate of reduction appears to have been

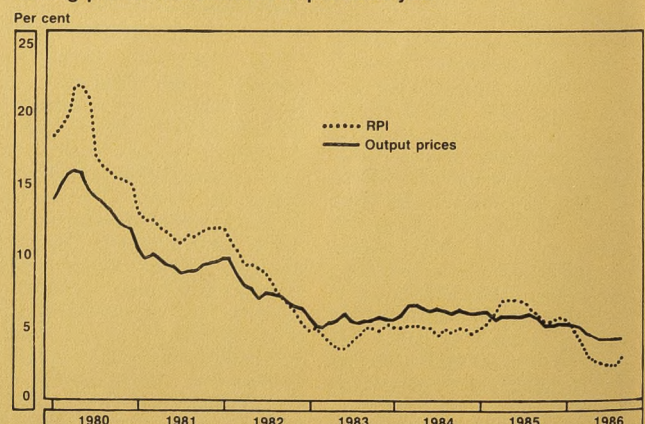
slower in the September quarter than in the first half of the year, given the variability of the monthly figures, this slowdown would need to be confirmed by figures for a further one or two months before being confident that it indicates a change of trend.

The latest period for which employees' estimates for the whole economy and figures for the employed labour force (which comprises employees in employment, the self-employed and HM Forces) are available is June 1986. These estimates have been slightly revised in the light of

more recent information. They now show that the employed labour force increased by 21,000 in the second quarter of 1986 compared with 38,000 in the first quarter. The revised estimate of the increase over the year to June is now 203,000 (compared with the previous estimate of 199,000) and the increase between March 1983 and June 1986 is estimated at 1,047,000.

Overtime working by operatives in manufacturing industries was 11.76 million hours a week in September and the average over the three months ending

The Retail Prices Index and movements in manufacturers' selling prices: increases over previous year



September was 11.59 million hours a week. So far this year overtime working has averaged 11.5 million hours a week, slightly below the peak level of around 12 million hours a week which was maintained for most of 1985.

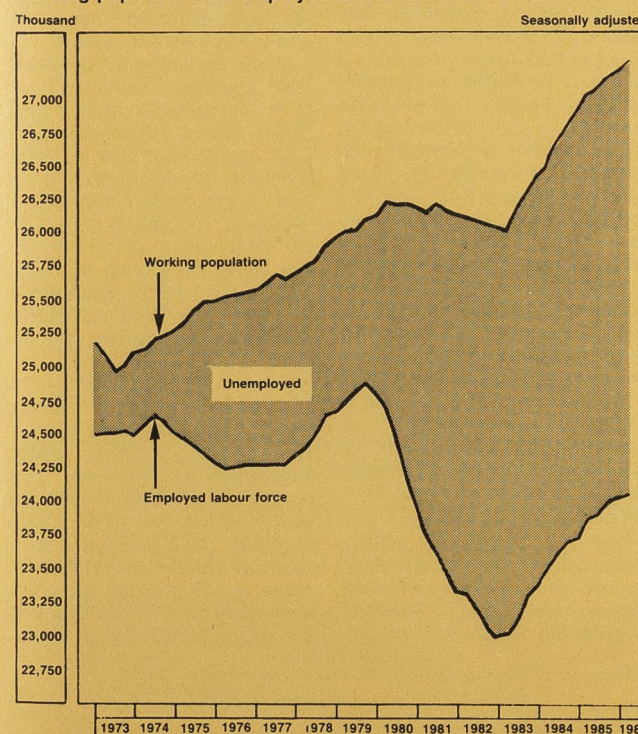
Short-time working resulted in the loss of 0.38 million hours a week in manufacturing industries in September 1986 which made an average of 0.36 million hours per week lost for the three months ending September. This compares with averages of 0.50 million hours per week lost in the three months ending June and 0.40 million hours per week lost in the three months ending September 1985.

Unemployment and vacancies

The seasonally adjusted level of unemployment in the United Kingdom (excluding school leavers) fell by 25,000 in the month to October, to 3,168,000. Unemployment among men fell by 16,000 in the month and among women by 9,000. Over the last six months, on average, the overall level has fallen by over 5,000 per month. Within this period, there has been an average fall of nearly 19,000 per month over the past three months following a rise of nearly 8,000 per month over the previous three months to July.

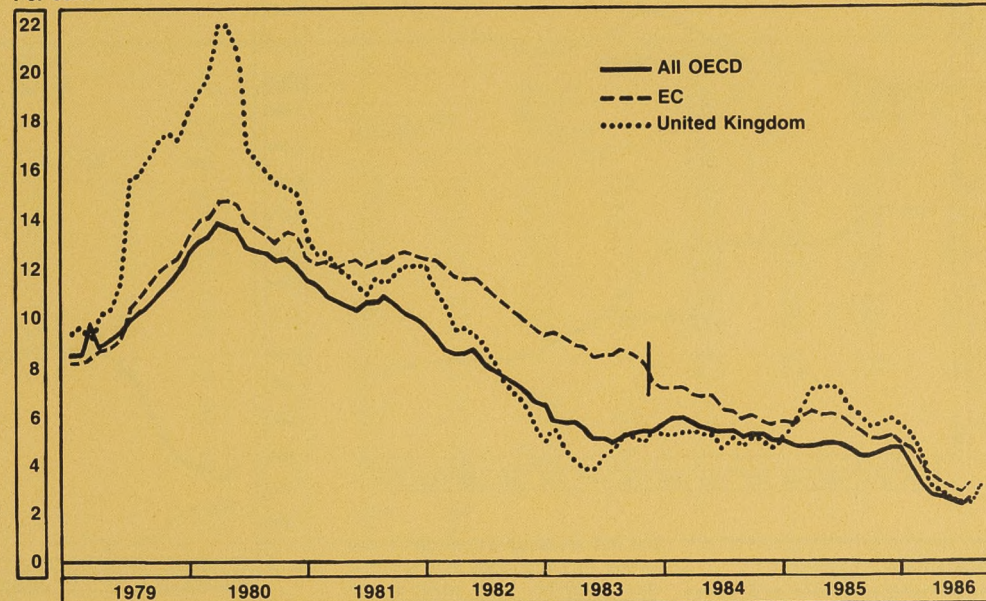
The sharp fall of 25,000 in the seasonally adjusted series follows falls of 26,000 and 4,000 in the previous two months indicating that the trend in unemployment is now downward. Restart and employment schemes have helped reduce unemployment.

Working population and employed labour force: Great Britain



Consumer prices indices: increase over previous year

Per cent



Total unemployment in the United Kingdom (unadjusted, including school leavers) fell by 96,000 between September and October to 3,237,000 (11.7 per cent of the working population). This fall resulted from a fall of over 72,000 in adult unemployment and a fall of over 23,000 among school leavers. The fall among adults compares with an estimated fall from seasonal influences of over 47,000; hence the seasonally adjusted fall among adults of 25,000. The October total included 117,000 school leavers aged under 18, approximately 10,000 less than in October last year.

The recent falls in unem-

ployment have been spread across most regions, with the exception of Scotland, and particularly in Northern Ireland where unemployment is still rising quite strongly.

Over a longer period, the regional pattern in October compared with October 1985 showed that Northern Ireland had the largest increase in the seasonally adjusted unemployment rate (1.8 percentage points), Yorkshire and Humberside and Scotland both had increases of 0.5 percentage points and East Anglia an increase of 0.3 percentage points. Greater London, the South West and the East Midlands had increases of 0.2 percentage points, the same as for the United Kingdom as a whole. There was no change in the rate for the West Midlands, and falls of 0.1 percentage points in the North West, and 0.3 in the North and Wales.

The latest figures on unemployment by duration, up to October show that the number of long-term unemployed people (those unemployed for more than a year) has begun to fall, although there is still some continuing growth among people unemployed for more than five years.

In October, the number unemployed for more than a year was 1,341,000, a fall of 7,000 since July during a quarter in which the total would normally rise because of seasonal influences. This improvement, which follows a period in which the number had stabilised, is mainly due to the introduction of the Restart programme.

The number of claimants aged under 25 was 1,146,000 in October, over 60,000 lower than in October last year allowing for the change in the compilation of the count in March.

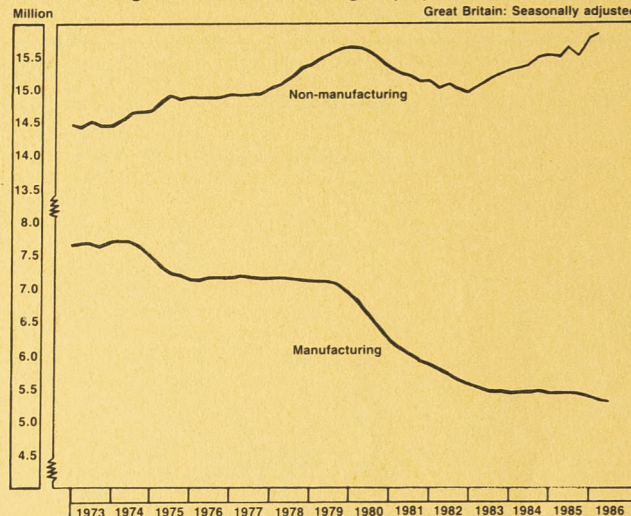
The stock of unfilled vacancies at Jobcentres (seasonally adjusted and excluding Community Programme vacancies) increased further by 6,000 in the month to October, to 213,000. This is the highest level since the end of 1979. Flows of notified vacancies and placings also continued to rise and are similarly at their highest levels since 1979.

Productivity

After allowing for the coal dispute, whole economy productivity (that is, output per head) was broadly flat during 1985 but has increased in both the first and second quarters of 1986. In the second quarter of 1986 recorded output per head was ½ per cent higher than in the first quarter of 1986 and 1 per cent higher than in the second quarter of 1985. Over the longer term output per head has shown a marked improvement since the trough in 1980, with growth of 17 per cent since the fourth quarter of 1980.

In the three months to September manufacturing productivity was 1.7 per cent higher than in the previous three month period (ending June) and 2.7 per cent higher than in the same period a year ago. Manufacturing employment has fallen compared with a year ago whereas output, after a decline, has now recovered. Output declined more than employment in the second half of 1985 indicating that there was some deterioration in productivity. The provisional figures for this year, however, suggest that output has increased from the low level of the first quarter whereas employment has continued to decrease, thus suggesting an increase in productivity.

Manufacturing and non-manufacturing employees in employment



Industrial disputes

It is provisionally estimated that 141,000 working days were lost through stoppages of work due to industrial disputes in September 1986. This compares with 66,000 in August 1986, 286,000 in September last year and an average of 1,858,000 for September during the ten year period 1976 to 1985. It is the lowest for any September since September 1966, when 60,000 working days were lost.

Of the days lost in September 1986, just under two-thirds were due to four strikes; in shipbuilding and repairing two stoppages accounted for 36,000 and 13,000 lost days, whilst in the mechanical engineering another two stoppages accounted for 23,000 and 14,000 lost days.

During the twelve months to September 1986, a provisional total of 2.2 million working days were lost. This compares with 13.9 million in the twelve months to September 1985, and a ten year average—to September 1985—of 11.1 million days. The twelve monthly totals have been below a level of 3 million days lost since the period ending February 1986. The current level of days lost is at its lowest since the 2.1 million days lost during the year to September 1967.

During the twelve months to September 1986, a provisional total of 941 stoppages have been recorded as being in progress. This compares with 942 in the twelve months to September 1985 and a ten year average—to September 1985—of 1,710 stoppages in progress. However, the figure of 941 stoppages in the year to September, which will almost certainly be revised upwards when more information becomes available, is higher than

the 903 stoppages recorded in the twelve month periods to November and December 1985, which in turn were the lowest figures for any twelve months period since 1940. Too much weight should not be given to the comparison of the number of stoppages between years, as some small strikes go unrecorded.

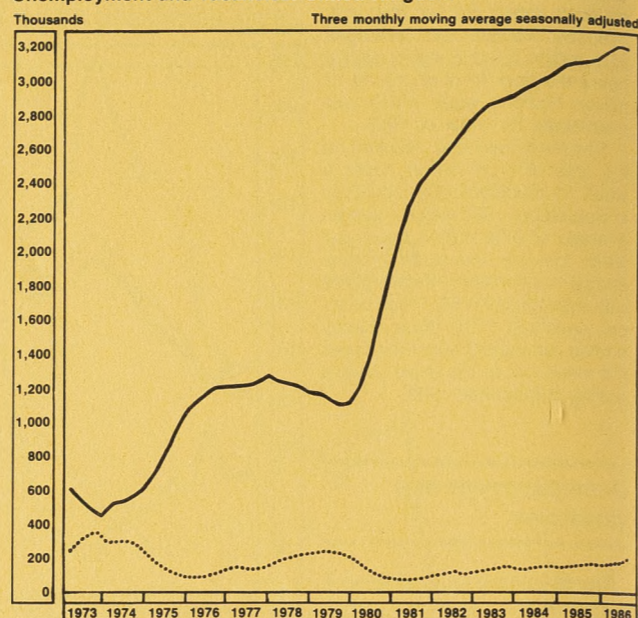
Overseas travel and tourism

The number of overseas visitors to the UK in August was 2,010,000—6 per cent less than in August 1985, with North America visits 23 per cent lower. For the three months, June to August, the number of overseas visits was 11 per cent less than a year earlier; the expenditure of overseas visitors in this period was 6 per cent less than a year earlier, implying a higher expenditure per visit. These figures reflect the position following the recent concern about the effects of terrorism on tourism numbers, especially from the United States. However, there were already some signs that the strong growth in tourism numbers during 1984 and most of 1985 was beginning to level off around the turn of the year, probably reflecting exchange rate movements.

The number of visits abroad by UK residents in August 1986 was 3,610,000, 14 per cent more than in August 1985. For the three months, June to August, the number of visits was 16 per cent higher than a year earlier. The average expenditure per visit overseas by UK residents increased, so that expenditure abroad by UK residents rose by 31 per cent.

The travel account of the balance of payments showed a

Unemployment and vacancies: United Kingdom



deficit of £185 million in August, compared with a surplus of 146 million a year earlier. Although the surplus in 1985 (£574 million) was the largest since 1979, it had begun to move to a lower level towards the end of the year.

World outlook

Civilian employment in the seven major OECD countries has been increasing. Canada, however, is the only one in which employment rose in all three major sectors, agriculture, industry and services in the three years up to the second quarter of 1986. Apart from Canada (up to 4.5 per cent) employment in agriculture has fallen over the three years by up to 10.8 per cent (Italy), and only 5.5 per cent of civilian employment within the groups is now within this sector (only 2.6 per cent in the UK). Industrial employment has increased markedly in North America (US up 8.9 per cent and Canada up 8.8 per cent) and has risen slightly in Japan (up 0.8 per cent), but has continued to decline in Europe (for example, UK down 2.2 per cent and Italy down 8.6 per cent). Employment in the services sector has been rising throughout the group, by between 3.8 per cent in Germany and 10.2 per cent in US; the UK figure was up 8.0 per cent. Services now account for more than half the civilian employment in all seven countries (63.1 per cent over the group).

Over recent months unemployment has been rising in a number of countries, including France and Italy. Countries experiencing a fall included the

United States and Germany as well as the United Kingdom. Comparisons of unemployment indicate that seasonally adjusted unemployment rates in the three months to August compared with the previous three months—unless otherwise stated—rose by 0.5 per cent in Australia (to September), by 0.3 in Ireland (to September), by 0.2 per cent in France (to September), Norway and Italy, and by 0.1 per cent in Japan (to July), and Canada (to September). There was no change in Sweden (to December) and Denmark. There were falls of 0.1 per cent in the United Kingdom (to October), Spain and Austria, 0.2 per cent in the United States and Germany (to October), 0.4 per cent in Belgium (to September) and Netherlands, and 0.5 per cent in Greece.

In the 12 months to September 1986 consumer prices increased by 4.1 per cent in Canada, 2.3 per cent in France, 1.8 per cent in the USA and 0.2 per cent in Japan; consumer prices fell by 0.4 per cent in the Federal Republic of Germany. The rate in the UK for the same period, at 3.0 per cent was above the average for OECD countries (2.5 per cent) but similar to that for the European Community as a whole (3.1 per cent).

For manufacturing industry, the underlying increase in average weekly earnings in Great Britain in the twelve months ending September of 7.4 per cent compares unfavourably with the latest figures for other OECD countries. The figures for 10 out of 19 of the OECD countries lie in the range of 1½ per cent (for hourly earnings in the USA) to 5 per cent (for hourly wage rates in Italy).

BACKGROUND ECONOMIC INDICATORS* 0.1

UNITED KINGDOM

Seasonally adjusted	GDP average measure ²		Output GDP ^{3,4}				Index of output U.K. ⁵		Index of production OECD countries ¹		Income		Real personal disposable income		Gross trading profits of companies ⁸	
	1980 = 100		1980 = 100		1980 = 100		1980 = 100		1980 = 100		1980 = 100		£ billion			
	1980	1981	1982	1983	1984	1985	1980	1981	1982	1983	1984	1985	1980	1981	1982	1983
1980	100.0	-2.3	100.0	-2.9	100.0	-6.7	100.0	-8.8	100.0	-0.7	100.0	1.3	18.7	-1.4	18.5	-1.1
1981	98.7	-1.3	98.5	-1.5	96.6	-3.4	94.0	-6.0	100.1	0.1	97.8	-2.2	18.5	-1.1	18.5	-1.1
1982	100.3	1.6	100.3	1.8	98.4	1.9	94.2	0.2	96.6	-3.5	98.1	0.3	21.2	14.4	21.2	14.4
1983	103.8	3.5	103.3	3.0	101.9	3.6	96.9	2.9	99.6	3.1	100.5	2.5	25.3	19.6	25.3	19.6
1984	106.7	2.8	106.7	3.3	103.2	1.3	100.7	3.9	106.9	7.3	103.0	2.5	31.3	23.9	31.3	23.9
1985	110.5	3.6	110.7	3.8	108.2	4.8	103.9	3.2	110.4	3.3	105.8	2.7	40.5	29.3	40.5	29.3
1985 Q2	110.8	4.9	110.7	4.5	109.1	6.7	104.5	4.3	110.1	4.1	105.5	3.4	10.0	37.2	10.0	37.2
1985 Q3	110.7	3.5	110.9	3.6	108.4	5.8	103.9	2.4	110.8	2.5	105.8	3.6	10.6	25.2	10.6	25.2
1985 Q4	110.9	2.8	111.7	3.4	108.5	4.5	103.7	2.0	111.2	2.5	107.6	1.1	10.8	30.6	10.8	30.6
1986 Q1	112.1	2.4	112.3	2.5	109.2	2.3	102.7	-0.9	111.4	2.0	108.0	3.4	11.4	24.0	11.4	24.0
1986 Q2	112.3	1.4	[112.9]	2.0	108.9	-0.2	103.5	-1.0	111.4	2.0	109.6	3.9	11.1	11.3	11.1	11.3
1986 Feb	109.8	2.8	102.8	0.2	111.5	2.2
1986 Mar	109.5	2.3	102.9	-0.9	111.0	2.0
1986 Apr	110.7	2.1	104.1	-0.8	111.6	1.8
1986 May	108.4	0.7	103.1	-1.0	110.5	1.1
1986 June	107.5	-0.2	103.4	-1.0
1986 July	109.8	-0.0	104.4	-0.6
1986 Aug	110.4	1.0	104.1	-0.2
1986 Sep
1986 Oct

Notes: * For each indicator two series are given, representing the series itself in the units stated and the percentage change in the series on the same period a year earlier. † Not seasonally adjusted. (1) The percentage change series for the monthly data is the percentage change between the three months ending in the month shown and the same period a year earlier. (2) For details of GDP measures see Economic Trends November 1981. (3) For details of the accuracy of this series see Economic Trends, July 1984 p. 72. (4) GDP at factor cost. (5) Output index numbers include adjustments as necessary to compensate for the use of sales indicators. (6) Production Industries: sic divisions 1 to 4. (7) Manufacturing Industries: sic divisions 2 to 4. (8) Industrial and commercial companies excluding North Sea oil companies net of stock appreciation. (9) Gross domestic fixed capital formation. (10) All industries. (11) Including leased assets. (12) Construction distribution and financial industries: sic divisions 5, 6 and 8. (13) No percentage change series is given as this is not meaningful for series taking positive and negative values. (14) Base lending rate of the London clearing banks on the last Friday of the period shown. (15) Series show the percentage changes over the 12-months to the end of the period shown. (16) Averages of daily rates. (17) IMF index of relative unit labour costs (normalised). Downward movements indicate an increase in competitiveness. For further details see Economic Trends 304, February 1979 p. 80. (18) Annual and quarterly figures are averages of monthly indices. (19) Replaces Wholesale Price Index. R = Revised.

EMPLOYMENT

Selected countries: national definitions

	United Kingdom (1)(2)(3)	Australia (4)	Austria (2)(5)	Belgium (3)(6)(7)	Canada	Denmark (6)	France (8)	Germany (FR) (6)(7)	Greece (6)(7)	Irish Republic (6)(9)	Italy (10)	Japan (5)	Netherlands (6)(11)	Norway (5)	Spain (12)	Sweden (5)	Switzerland (2)(5)	United States
QUARTERLY FIGURES: seasonally adjusted unless stated																		
Civilian labour force																		
1984 Q1	26,768	7,048	3,356	..	12,283	27,029	22,902	58,926	..	2,040	13,260	4,373	3,174	112,536
Q2	26,886	7,107	3,343	..	12,350	27,066	22,712	59,168	..	2,027	13,378	4,366	3,174	113,541
Q3	27,033	7,131	3,375	..	12,460	27,126	22,784	59,435	..	2,023	13,463	4,411	3,176	113,812
Q4	27,154	7,151	3,377	..	12,492	27,165	22,867	59,526	..	2,035	13,504	4,412	3,184	114,235
1985 Q1	27,251	7,192	3,353	..	12,535	27,231	22,866	59,670	..	2,053	13,530	4,420	3,186	115,024
Q2	27,367	7,218	3,355	..	12,622	27,272	22,893	59,514	..	2,039	13,475	4,401	3,185	115,206
Q3	27,398	7,283	3,346	..	12,638	27,357	23,085	59,729	..	2,076	13,557	4,436	3,202	115,468
Q4	27,495	7,405	3,367	..	12,753	27,400	23,091	59,686	..	2,090	13,635	4,439	3,216	116,158
1986 Q1	27,551 R	7,432	12,883	27,461	23,318	60,137	..	2,102	13,698	4,387	3,201	117,027
Q2	27,619 R	7,514	12,886	27,480	23,274	59,991	..	2,108	13,729	4,382	3,215	117,671
Civilian employment																		
1984 Q1	23,652	6,372	3,217	..	10,881	24,772	20,416	57,312	..	1,977	10,592	4,233	3,136	103,671
Q2	23,741	6,472	3,217	..	10,949	24,819	20,305	57,553	..	1,966	10,678	4,225	3,138	105,024
Q3	23,821	6,501	3,254	..	11,054	24,827	20,449	57,835	..	1,961	10,689	4,278	3,142	105,368
Q4	23,943	6,533	3,252	..	11,108	..	20,826	24,881	20,502	57,938	..	1,977	10,566	4,280	3,148	105,959
1985 Q1	24,011	6,589	3,230	..	11,140	24,914	20,419	58,119	..	1,993	10,536	4,290	3,151	106,618
Q2	24,074	6,612	3,235	..	11,287	24,966	20,495	57,991	..	1,995	10,574	4,270	3,154	106,804
Q3	24,123	6,686	3,226	..	11,333	25,036	20,598	58,181	..	2,021	10,596	4,318	3,173	107,200
Q4	24,221	6,815	3,247	..	11,455	..	20,946	25,101	20,520	58,029	..	2,040	10,623	4,322	3,185	107,996
1986 Q1	24,254 R	6,842	11,629	25,188	20,666	58,511	..	2,061	10,650	4,267	3,172	108,768
Q2	24,273 R	6,924	11,653	25,241	20,573	58,327	..	2,071	10,767	4,261	3,188	109,225
LATEST ANNUAL FIGURES: 1985 unless stated																		
Civilian Labour Force: Male																		
1985	16,134	4,461	2,031	2,425	7,257	1,450	13,346	16,543	2,491	914	15,338	35,960	3,807	1,165	9,424	2,341	2,016	64,411
Female	11,134	2,814	1,324	1,650	5,382	1,238	9,986	10,772	1,320	386	8,249	23,670	1,980	898	4,211	2,083	1,185	51,050
All	27,268	7,274	3,355	4,125	12,639	2,688	23,331	27,315	3,811	1,300	22,982	59,634	5,787	2,064	13,635	4,424	3,201	115,461
Civilian Employment: Male																		
1985	13,937	4,108	1,957	2,225	6,508	1,338	12,214	15,254	2,341	757	13,678	35,030	3,252	1,141	7,489	2,277	1,999	59,891
Female	10,152	2,568	1,277	1,354	4,804	1,118	8,702	9,757	1,160	339	6,831	23,040	1,713	871	3,134	2,022	1,172	47,259
All	24,090	6,676	3,235	3,579	11,311	2,457	20,916	25,011	3,501	1,096	20,509	58,070	4,965	2,012	10,623	4,299	3,171	107,150
Civilian employment: proportions by sector																		
Male:																		
Agriculture	3.6	7.4	8.0	3.7	6.8	4.7	24.5	..	10.9	7.6	..	8.9	18.5	6.8	7.7	4.5
Industry	42.9	35.7	48.8	39.6	34.2	33.3	33.3	..	38.1	39.1	..	39.5	38.1	43.7	47.0	37.2
Services	53.5	56.9	43.2	56.7	59.1	44.9	42.2	..	50.6	53.4	..	51.5	43.3	49.5	45.3	58.3
Female:																		
Agriculture	1.1	4.3	10.5	1.7	3.1	6.8	39.3	..	11.9	10.6	..	4.7	15.2	2.7	4.8	1.4
Industry	18.1	14.7	21.8	14.9	13.7	26.3	16.7	..	23.8	28.4	..	12.4	16.7	14.3	21.8	16.4
Services	80.8	81.0	67.7	83.3	83.2	66.9	44.0	..	64.3	61.0	..	82.7	68.1	83.1	73.4	82.1
All:																		
Agriculture	2.6	6.2	9.0	3.0	5.2	6.7	7.6	5.5	29.4	16.6	11.2	8.8	5.0	7.2	17.6	4.8	6.6	3.1
Industry	32.4	27.7	38.1	30.3	25.5	26.8	32.0	41.0	27.8	29.1	33.6	34.9	26.9	27.8	31.8	29.9	37.7	28.0
Services	65.0	66.2	52.9	66.8	69.3	66.4	60.4	53.5	42.8	54.3	55.2	56.4	68.1	65.0	50.6	65.3	55.7	68.8

Sources and definitions: The international data are taken from publications of the *Organisation for Economic Co-operation and Development* ("Labour Force Statistics" and "Quarterly Labour Force Statistics") and the *Statistical Office of the European Communities* ("Employment and Unemployment"). They are intended to conform to the internationally agreed definitions, namely: **Civilian Labour Force:** Employees in employment; the self-employed, employers and some family workers; and the unemployed. **Civilian Employment:** Civilian Labour Force excluding the unemployed. **Agriculture, Industry and Services:** Major divisions 1, 2-5, and 6-0 respectively of the International Standard Industrial Classification. However, differences exist between countries in general concepts, classification and methods of compilation, and international comparisons must be approached with caution. Some of the differences are indicated in the footnotes below, but for details of the definitions, and of the national sources of the data, the reader is referred to the OECD and SOEC publications.

Notes: [1] For the UK, the Civilian Labour Force figures refer to working population excluding HM Forces, civilian employment to employed labour force excluding HM Forces, and industry to production and construction industries. See also footnotes to table 1.1.

- [2] Quarterly figures relate to March, June, September and December.
- [3] Annual figures relate to June.
- [4] Quarterly figures relate to February, May, August and November.
- [5] Civilian labour force and employment figures include armed forces.
- [6] Annual figures relate to 1984.
- [7] Annual figures relate to second quarter.
- [8] Civilian employment figures include apprentices in professional training.
- [9] Annual figures relate to April.
- [10] Quarterly figures relate to January, April, July and October.
- [11] Annual figures relate to January.
- [12] Quarterly figures not seasonally adjusted, annual figures relate to fourth quarter.

EMPLOYMENT 1.10

Administrative, technical, clerical and operative: manufacturing industries: September 1986

GREAT BRITAIN		Employees in employment (Thou)									Administrative, technical and clerical staff as a percentage of all employees (per cent)		
		Operatives			Administrative, technical and clerical			All employees					
		Male	Female	All	Male	Female	All	Male	Female	All	Male	Female	All
SIC 1980													
Metal manufacturing	22	150.0	5.4	155.4	41.6	4.5	46.1	191.6	9.9	201.5	21.7	46.0	22.9
Non-metallic mineral products	24	133.9	16.9	150.7	30.2	7.1	37.3	164.1	24.0	188.1	18.4	29.8	19.8
Chemical industry	25	149.3	55.5	204.8	80.8	44.2	125.0	230.1	99.7	329.8	35.1	44.3	37.9
Production of man-made fibres	26	9.5	0.9	10.3	3.1	1.0	4.1	12.6	1.9	14.4	24.5	54.2	28.4
Metal goods not elsewhere specified	31	244.3	58.3	302.5	55.8	24.1	79.9	300.1	82.4	382.4	18.6	29.2	20.9
Mechanical engineering	32	468.3	61.1	529.4	183.9	61.3	245.2	652.2	122.4	774.6	28.2	50.1	31.7
Office machinery, data processing equipment	33	27.4	10.7	38.1	31.2	7.5	38.7	58.6	18.2	76.8	53.2	41.3	50.4
Electrical and electronic engineering	34	263.1	145.1	408.2	187.4	57.8	245.2	450.5	202.9	653.4	41.6	28.5	37.5
Motor vehicles and parts	35	185.7	20.6	206.3	51.5	11.0	62.5	237.2	31.6	268.8	21.7	34.9	23.3
Other transport equipment	36	160.1	11.9	172.0	83.6	16.8	100.4	243.7	28.7	272.4	34.3	58.7	36.9
Instrument engineering	37	51.0	24.7	75.7	28.5	11.0	39.5	79.5	35.7	115.2	35.8	30.9	34.3
Food, drink and tobacco	41/42	282.0	201.2	483.3	71.0	47.8	118.8	353.0	249.0	602.1	20.1	19.2	19.7
Textiles	43	92.8	90.0	182.8	22.5	16.0	38.5	115.3	106.0	221.3	19.5	15.1	17.4
Leather and leather goods	44	11.2	8.0	19.2	2.5	1.0	3.5	3.7	9.0	22.7	18.2	11.2	15.4
Footwear and clothing	45	50.7	174.2	224.9	15.4	16.6	32.0	66.1	190.8	256.9	23.3	8.7	12.5
Timber and wooden furniture	46	137.0	25.6	162.6	26.5	15.2	41.7	163.5	40.8	204.3	16.2	37.2	20.4
Paper, printing and publishing	47	237.4	105.9	343.3	81.2	65.4	146.6	318.6	171.3	489.9	25.5	38.2	29.9
Rubber and plastics	48	92.3	36.7	129.0	26.3	12.2	38.5	118.6	48.9	167.5	22.2	24.9	23.0
Other manufacturing	49	28.8	29.2	58.1	9.1	7.7	16.8	37.9	36.9	74.9	24.0	20.8	22.4
All manufacturing industries*		2,812.2	1,091.9	3,904.1	1,034.8	420.4	1,455.2	3,847.0	1,512.3	5,359.3	26.9	27.8	27.2

Note: Administrative, technical and clerical employees cover such groups as directors (except those paid by fee only); managers, superintendents and works or general foremen (i.e. foremen with other foremen under their control); professional, scientific, technical and design staff; draughtsmen and tracers; sales representatives and salesmen; and office (including works office) staff. All other employees are regarded as operatives.
* Estimates for SIC Classes 21 and 23 are not separately available, but are included in the all manufacturing industries totals.

EMPLOYMENT 1.10

Administrative, technical, clerical and operative: manufacturing industries: September 1985

GREAT BRITAIN		Employees in employment (Thou)									Administrative, technical and clerical staff as a percentage of all employees (per cent)		
		Operatives			Administrative, technical and clerical			All employees					
		Male	Female	All	Male	Female	All	Male	Female	All	Male	Female	All
SIC 1980													
Metal manufacturing	22	151.9	7.4	159.3	39.9	6.0	45.9	191.8	13.4	205.2	20.8	45.1	22.4
Non-metallic mineral products	24	131.1	20.2	151.2	32.1	9.1	41.2	163.2	29.3	192.4	19.7	31.2	21.4
Chemical industry	25	145.4	56.6	202.0	81.1	43.4	124.5	226.5	100.0	326.5	35.8	43.4	38.1
Production of man-made fibres	26	9.0	0.9	9.9	3.0	1.0	4.0	12.0	1.9	13.9	25.2	53.1	29.0
Metal goods not elsewhere specified	31	238.3	60.9	299.2	58.8	24.5	83.3	297.1	85.4	382.5	19.8	28.7	21.8
Mechanical engineering	32	478.4	63.7	542.1	179.6	60.4	240.0	658.0	124.1	782.1	27.3	48.7	30.7
Office machinery, data processing equipment	33	25.8	10.3	36.1	30.7	8.6	39.3	56.5	18.9	75.4	54.3	45.3	52.0
Electrical and electronic engineering	34	262.0	148.0	410.0	179.8	59.0	238.8	441.8	207.0	648.8	40.7	28.5	36.8
Motor vehicles and parts	35	192.1	20.6	212.8	53.3	12.7	66.0	245.4	33.3	278.8	21.7	38.1	23.7
Other transport equipment	36	163.8	12.3	176.2	83.7	18.0	101.7	247.5	30.3	277.9	33.8	59.3	36.6
Instrument engineering	37	48.1	26.0	74.0	28.9	10.0	38.9	77.0	36.0	112.9	37.5	27.8	34.4
Food, drink and tobacco	41/42	275.5	201.3	476.8	76.3	51.3	127.6	351.8	252.6	604.4	21.7	20.3	21.1
Textiles	43	94.5	94.8	189.2	23.0	16.1	39.1	117.5	110.9	228.3	19.6	14.5	17.1
Leather and leather goods	44	11.6	8.0	19.6	2.7	1.3	4.0	14.3	9.3	23.6	19.1	13.5	16.9
Footwear and clothing	45	49.7	182.8	232.5	17.0	19.4	36.4	66.7	202.2	268.9	25.5	9.6	13.5
Timber and wooden furniture	46	133.6	25.7	159.3	27.4	15.3	42.7	161.0	41.0	202.0	17.0	37.4	21.1
Paper, printing and publishing	47	238.4	102.5	340.9	85.5	66.7	152.2	323.9	169.2	493.1	26.4	39.4	30.9
Rubber and plastics	48	92.7	36.9	129.7	25.5	12.3	37.8	118.2	49.2	167.5	21.6	24.9	22.6
Other manufacturing	49	27.1	27.1	54.2	10.0	10.0	20.0	37.1	37.1	74.2	27.0	26.9	27.0
All manufacturing industries		2,803.7	1,113.9	3,917.6	1,042.3	439.7	1,482.0	3,846.0	1,553.6	5,399.6	27.1	28.3	27.4

Note: Administrative, technical and clerical employees cover such groups as directors (except those paid by fee only); managers, superintendents and works or general foremen (i.e. foremen with other foremen under their control); professional, scientific, technical and design staff; draughtsmen and tracers; sales representatives and salesmen; and office (including works office) staff. All other employees are regarded as operatives.

UNEMPLOYMENT Age and duration: October 9, 1986 Regions

Table with columns for Duration of unemployment in weeks, Male/Female, and various age groups (Under 25, 25-54, 55 and over, All) for regions: South East, Greater London, East Anglia, South West, West Midlands, East Midlands, Northern Ireland, Yorkshire and Humberside, North West, North, Wales, and Scotland.

* Included in South East.

Table with columns for Duration of unemployment in weeks, Male/Female, and various age groups (Under 17, 17-19, 19-20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60 and over, Total) for Great Britain and United Kingdom.

Note: The duration figures have been affected by industrial action in 1981 and consequential emergency computer procedures. In October 1982 it was estimated that this caused an increase in the numbers in the 39 to 52 weeks category by about 40,000 and an increase of about 10,000 in the 52 to 65 weeks category; with offsetting reductions of about 25,000 in each of the 65 to 78 and 78 to 104 weeks categories. By January 1983, the 39 to 52 weeks group was unaffected but any residual effect will have been carried forward to the longer duration categories.

UNEMPLOYMENT 2.19

Flows: standardised, not seasonally adjusted*

THOUSAND

UNITED KINGDOM Month ending	INFLOW†												
	Male and Female				Male				Female				
	All	School leavers‡	Excluding school leavers	Change since previous year††	All	School leavers‡	Excluding school leavers	Change since previous year††	All	Married	School leavers‡	Excluding school leavers	Change since previous year††
1985 Oct 10	457.5	29.7	427.8	+13.5	285.0	16.8	268.2	+4.9	172.5	62.2	12.9	159.6	+8.6
Nov 14	403.0	14.3	388.7	+12.7	255.9	8.2	247.7	+6.1	147.1	60.1	6.1	141.0	+6.6
Dec 12	367.6	10.6	357.0	+13.9	241.2	6.1	235.2	+9.6	126.4	53.6	4.5	121.9	+4.3
1986 Jan 9	378.7	15.0	363.7	+34.1	238.3	8.3	230.0	-20.1	140.4	57.6	6.7	133.7	+13.9
Feb 6	389.8	14.5	375.4	+11.4	245.2	8.1	237.1	-2.2	144.7	61.8	6.3	138.3	+13.6
Mar 6	367.3	10.0	357.4	+41.0	241.0	5.7	235.3	+31.6	126.4	56.8	4.3	122.1	+9.4
Apr 10	392.1	38.2	353.9	+20.8	247.0	22.0	225.0	+11.0	145.1	60.9	16.2	128.9	+9.8
May 8	358.6	21.5	337.1	+13.4	228.2	12.2	216.0	+10.1	130.4	57.0	9.3	121.1	+3.3
Jun 12	364.6	21.0	343.6	+24.0	229.9	11.7	218.2	+15.1	134.7	55.7	9.3	125.4	+9.0
Jul 11	476.1	22.5	453.6	+25.9	286.3	12.1	274.3	+13.2	189.7	62.4	10.4	179.3	+12.7
Aug 14	406.3	15.1	391.2	+2.3	250.2	8.9	241.3	+1.3	156.1	62.9	6.1	149.9	+0.9
Sep 11	528.9	85.9	443.0	+17.4	315.8	49.0	266.8	+8.9	213.1	64.8	36.8	176.3	+8.7
Oct 9	459.5	24.7	434.8	+7.0	286.9	13.8	273.1	+4.9	172.7	65.1	10.9	161.7	+2.1
UNITED KINGDOM Month ending	OUTFLOW‡												
	Male and Female				Male				Female				
	All	School leavers‡	Excluding school leavers	Change since previous year††	All	School leavers‡	Excluding school leavers	Change since previous year††	All	Married	School leavers‡	Excluding school leavers	Change since previous year††
1985 Oct 10	532.6	47.0	485.6	+30.5	322.5	26.7	295.7	+15.3	210.1	62.3	20.2	189.9	+15.1
Nov 14	418.6	24.7	393.9	+30.8	258.7	14.1	244.5	+16.5	159.9	59.0	10.6	149.3	+14.2
Dec 12	352.2	15.5	336.7	+0.1	216.1	8.8	207.3	-2.3	136.1	52.1	6.7	129.3	+2.4
1986 Jan 9	232.8	7.3	225.5	-3.3	139.0	4.1	134.9	-5.3	93.8	41.0	3.2	90.6	+2.1
Feb 6	417.8	15.6	402.2	+25.1	265.1	8.7	256.4	+12.6	152.7	62.7	6.9	145.9	+12.6
Mar 6‡‡	381.4	11.8	369.6	-4.4	242.7	6.7	236.0	-10.0	138.7	65.3	5.1	133.6	+5.6
Apr 10	391.0	9.6	381.4	+53.4	254.7	5.6	249.1	+36.3	136.4	56.7	4.1	132.3	+17.0
May 8	417.3	16.7	400.5	+12.2	270.0	9.6	260.4	+7.8	147.3	61.0	7.1	140.2	+4.5
Jun 12	400.6	18.1	382.5	+3.5	259.3	10.1	249.2	+2.2	141.3	57.0	8.0	133.3	+1.3
Jul 11	421.6	22.6	399.0	+28.9	271.2	12.5	258.7	+16.9	150.5	57.2	10.2	140.3	+12.0
Aug 14	405.8	17.2	388.7	+3.9	258.4	9.4	249.0	+1.4	147.4	53.6	7.8	139.6	+2.4
Sep 11	471.7	28.9	442.8	+57.6	284.0	16.8	267.2	+30.0	187.7	69.6	12.1	175.6	+27.6
Oct 9	563.2	41.8	521.4	+35.8	342.6	24.0	318.7	+23.0	220.6	70.4	17.9	202.7	+12.8

* The unemployment flow statistics are described in *Employment Gazette*, August 1983, pp 351-358. A seasonally adjusted series cannot yet be estimated. Flow figures are collected for four or five week periods between count dates; the figures in the table are converted to a standard 4½ week month.

† The flows in this table are not on quite the same basis as those in table 2.20. While table 2.20 relates to computerised records only for GB, this table gives estimates of total flows for the UK. It is assumed that computerised inflows are the best estimates of total inflows, while outflows are calculated by subtracting the changes in stocks from the inflows.

‡ The change in the count of school leavers between one month and the next reflects some of them reaching the age of 18 as well as the excess of their inflow over their outflow.

†† Change since the same month in the previous year gives the best indication of the trend of the series' excluding school leavers.

‡‡ Comparisons of outflows for the month to March 6, 1986 and later, with previous outflows are only slightly affected by the change in the compilation of the unemployment figures from March 1986.

xx Labour force sample survey. Rates are calculated as a percentage of the civilian labour force. † Estimated.

SOEC, calculated as a percentage of the civilian labour force.

6.5

RETAIL PRICES

General index of retail prices: Percentage increases on a year earlier

Per cent

UNITED KINGDOM	All items	Food	Alcoholic drink	Tobacco	Housing	Fuel and light	Durable household goods	Clothing and footwear	Transport and vehicles	Miscellaneous goods	Services	Meals bought and consumed outside the home	Goods and services mainly produced by nationalised industries*
1974 Jan 15	12	20	2	0	10	6	10	13	10	7	12	21	5
1975 Jan 14	20	18	18	24	10	25	18	19	30	25	16	19	20
1976 Jan 13	23	25	26	31	22	35	19	11	20	22	33	23	44
1977 Jan 18	17	23	17	19	14	18	12	13	14	16	8	18	15
1978 Jan 17	10	7	9	15	7	11	12	10	11	13	12	16	11
1979 Jan 16	9	11	5	4	16	6	7	8	10	9	8	10	7
1980 Jan 15	18	13	21	17	25	19	15	12	23	20	22	22	17
1981 Jan 13	13	9	15	10	20	28	7	5	12	13	17	15	27
1982 Jan 12	12	11	16	32	23	13	4	0	10	7	13	7	11
1983 Jan 11	5	2	10	9	-1	16	3	2	7	8	4	7	15
1984 Jan 10	5	6	6	10	10	1	3	0	5	5	4	7	1
1985 Jan 15	5	3	6	13	9	4	2	0	5	7	5	6	5
1985 Oct 15	5	3	7	7	9	5	3	6	4	7	7	6	6
Nov 12	5	3	7	7	9	4	4	6	4	7	6	6	5
Dec 10	6	4	6	8	11	4	3	4	4	7	6	6	5
1986 Jan 14	6	3	7	7	11	4	3	4	4	6	6	6	6
Feb 11	5	3	7	7	9	4	3	4	2	6	7	6	5
Mar 11	4	3	6	8	8	3	3	3	0	5	6	6	4
Apr 15	3	3	4	9	5	2	2	3	-2	5	5	6	4
May 13	3	3	4	11	5	1	2	3	-4	4	4	6	4
Jun 10	2	3	4	11	2	1	2	3	-2	4	5	6	3
Jul 15	2	3	5	11	2	1	1	2	-3	4	5	6	3
Aug 12	2	4	4	11	2	1	0	3	-2	4	5	6	3
Sep 16	3	4	4	11	4	0	-1	2	-1	4	5	6	3
Oct 14	3	4	3	11	5	0	-1	2	0	4	5	6	3

*These are coal, coke, gas, electricity, water (from August 1976), rail and bus fares, postage and telephones. Excluding telephones from December 1984.

6.6

Indices for pensioner households: all items (excluding housing)

UNITED KINGDOM	One-person pensioner households				Two-person pensioner households				General index of retail prices (excl. housing)			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1974	101.1	105.2	108.6	114.2	101.1	105.8	108.7	114.1	101.5	107.5	110.7	116.1
1975	121.3	134.3	139.2	145.0	121.0	134.0	139.1	144.4	123.5	134.5	140.7	145.7
1976	152.3	158.3	161.4	171.3	151.5	157.3	160.5	170.2	151.4	156.6	160.4	168.0
1977	179.0	186.9	191.1	194.2	178.9	186.3	189.4	192.3	176.8	184.2	187.6	190.8
1978	197.5	202.5	205.1	207.1	195.8	200.9	203.6	205.9	194.6	199.3	202.4	205.3
1979	214.9	220.6	231.9	239.8	213.4	219.3	231.1	238.5	211.3	217.7	233.1	239.8
1980	250.7	262.1	268.9	275.0	248.9	260.5	266.4	271.8	249.6	261.6	267.1	271.8
1981	283.2	292.1	297.2	304.5	280.3	290.3	295.6	303.0	279.3	289.8	295.0	300.5
1982	314.2	322.4	323.0	327.4	311.8	319.4	319.8	324.1	305.9	314.7	316.3	320.2
1983	331.1	334.3	337.0	342.3	327.5	331.5	334.4	339.7	323.2	328.7	332.0	335.4
1984	346.7	353.6	353.8	357.5	343.8	351.4	351.3	355.1	337.5	344.3	345.3	348.5
1985	363.2	371.4	371.3	374.5	360.7	369.0	368.7	371.8	353.0	361.8	362.6	365.3
1986	378.4	382.8	382.6		375.4	379.6	379.9		367.4	371.0	372.2	

JAN 15, 1974 = 100

6.7

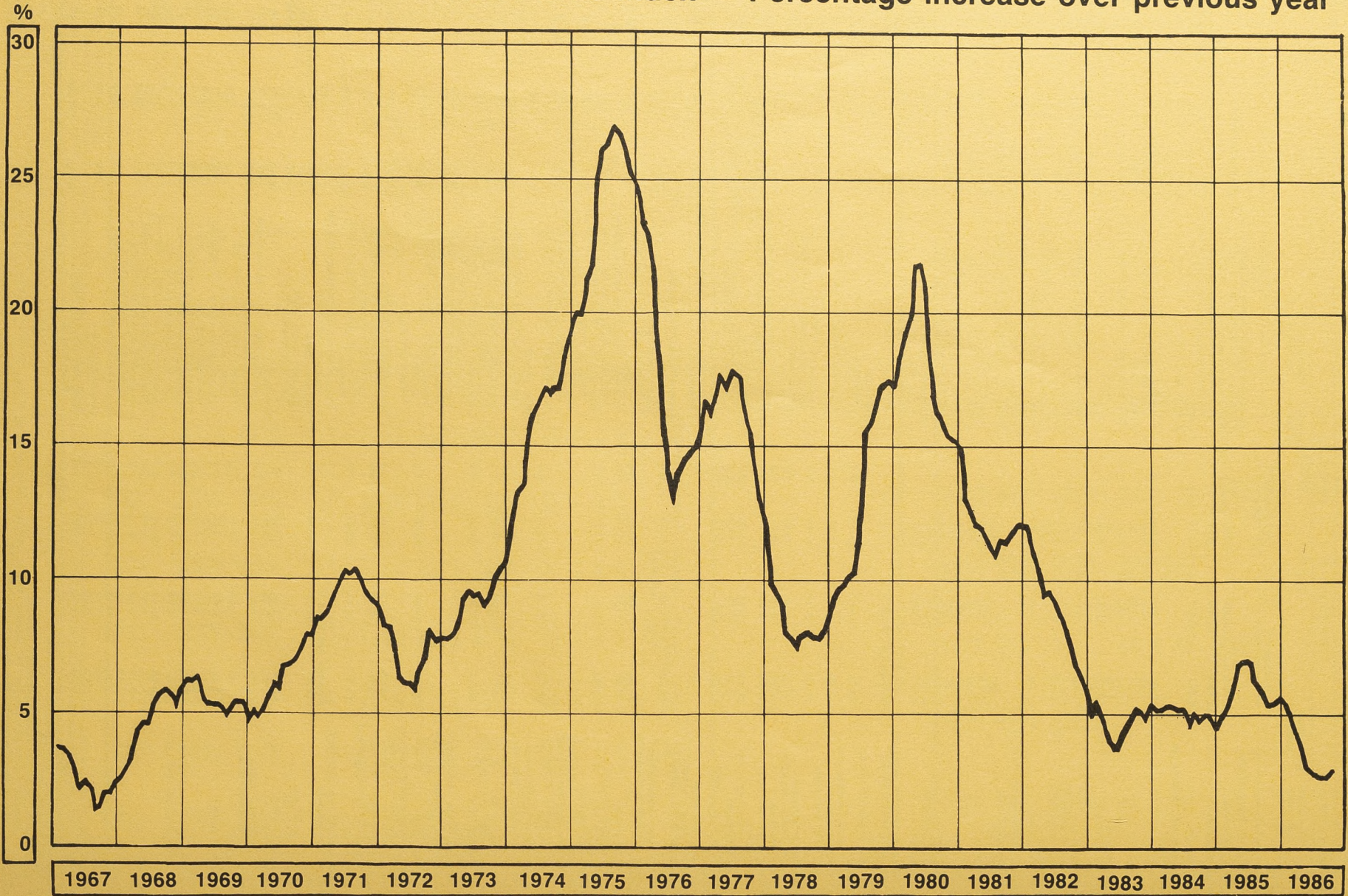
Group indices: annual averages

UNITED KINGDOM	All items (excluding housing)	Food	Alcoholic drink	Tobacco	Fuel and light	Durable household goods	Clothing and footwear	Transport and vehicles	Miscellaneous goods	Services	Meals bought and consumed outside the home
INDEX FOR ONE-PERSON PENSIONER HOUSEHOLDS											
1981	294.3	269.2	307.5	358.9	381.6	241.4	208.0	363.3	333.6	276.6	313.6
1982	321.7	291.5	341.6	414.1	430.6	248.2	211.6	398.8	370.8	305.5	336.3
1983	336.2	300.7	366.7	441.6	462.3	255.3	215.3	422.3	393.9	311.5	358.2
1984	352.9	320.2	386.6	489.8	479.2	263.0	215.5	438.3	417.3	321.3	384.3
1985	370.1	330.7	410.2	533.3	502.4	274.3	223.4	458.6	451.6	343.1	406.8
INDEX FOR TWO-PERSON PENSIONER HOUSEHOLDS											
1981	292.3	265.5	314.5	358.1	383.4	242.3	216.8	343.9	327.3	284.1	313.6
1982	318.8	287.8	350.7	413.1	430.5	249.4	219.9	369.6	362.3	314.1	336.3
1983	333.3	296.7	377.3	440.6	461.2	257.4	223.8	393.1	383.9	320.6	358.2
1984	350.4	315.6	399.9	488.5	479.2	263.3	223.9	407.0	405.8	331.1	384.3
1985	367.6	325.1	425.5	531.6	503.1	275.8	232.4	429.9	438.1	353.8	406.7
GENERAL INDEX OF RETAIL PRICES											
1981	291.2	277.5	306.1	358.2	380.0	237.2	208.3	322.6	300.7	300.8	318.0
1982	314.3	299.3	341.0	413.3	433.3	243.8	210.5	343.5	325.8	331.6	341.7
1983	329.8	308.8	366.5	440.9	465.4	250.4	214.8	366.3	345.6	342.9	364.0
1984	343.9	326.1	387.7	489.0	478.8	256.7	214.6	374.7	364.7	357.3	390.8
1985	360.7	336.3	412.1	532.5	499.3	263.9	222.9	392.5	392.2	381.3	413.3

Note: The General Index covers almost all goods and services purchased by most households, excluding only those for which the income of the head of household is in the top 3-4 per cent and those one-and-two person pensioner households of limited means covered by separate indices. For these pensioners, national retirement and similar pensions account for at least three-quarters of income.

Retail Prices Index — Percentage increase over previous year

C2





ADVISORY BOOKLETS

- 1 Job evaluation
- 2 Introduction to payment systems
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- Improving Industrial Relations – a Joint Responsibility
- Conciliation, Arbitration, Mediation in Trade Disputes
- The ACAS Role in Conciliation, Arbitration and Mediation
- Conciliation by ACAS in complaints by individuals to Industrial Tribunals
- Industrial Relations Handbook (HMSO price £5)

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- 1 Disciplinary practice and procedures in employment
- 2 Disclosure of information to trade unions for collective bargaining purposes
- 3 Time off for trade union duties and activities (Codes of Practice are available from HMSO)

WORK RESEARCH UNIT

WRU Publicity leaflet

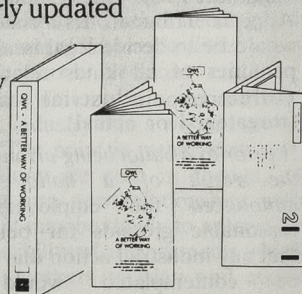
Meeting the Challenge of Change: Guidelines for the successful implementation of changes in organisations

Meeting the Challenge of Change: Summaries of case-study reports produced as a result of monitoring change in twelve British organisations

Alternative views of people at work

Summary of publications: a listing of WRU published papers and other literature, regularly updated

Video: QWL – A Better Way of Working.



Advisory, Conciliation and Arbitration Service – 11-12 St. James Square London SW1Y 4LA Telephone: 01-210 3600
ACAS Work Research Unit – St. Vincent House 30 Orange Street London WC2H 7HH Telephone: 01-839 9381

'The winner takes all' in arbitration

British companies must have regard to the industrial relations practices of foreign companies. This was the message of Peter Parker of ACAS.

Available research, he said, showed up some interesting differences in the management, organisation, philosophy and practice in industrial relations of foreign-owned companies. "Their distinctive feature is the priority given to an employee-centred approach. This has also been adopted by Japanese companies operating in the UK, but in their case it is part of a 'no strike' package agreement. It is still too early to evaluate the success of this innovative package", said Mr Parker. "In particular, experience in the use of pendulum arbitration in these agreements remains limited; some development from the initial concept seems likely to be necessary if it is to meet the needs of the parties.



Peter Parker, ACAS.

"Pendulum arbitration is commonly employed for the final resolution of disagreements. This is usually preceded by a joint approach to ACAS for independent conciliation in the hope that it may be able to help the parties to find their own solution to the problem. "If that is unsuccessful," he said, "we will make arrangements for 'pendulum' or 'final offer' arbitration. This is a procedural 'sword of democles' whereby the winner take all. It is more commonly used in the USA but has also been used in the UK for many years, both for disputes of right and

disputes of interest.

"In disputes of interest, the intention is that the parties will be forced to moderate their claims and seek out the middle ground. Somewhat paradoxically, therefore, 'pendulum' arbitration will be most successful if it is never used. Experience so far in the 'no strike' agreement context is too limited to justify any conclusions. It will be interesting to see how the 'winner takes all' solution can be reconciled with the participative approach, and whether the system can cope successfully with a multi-issue problem."

The "no-strike" approach

"ACAS has naturally taken a keen interest in the issue of 'no strike' agreements and has undertaken some internal studies. "The first point to be made", he said, "is that these agreements cannot guarantee that there will be no strikes. Like all UK collective agreements they are morally but not legally binding. We in ACAS have termed them 'new style' agreements, however, because they comprise a package of measures which in composite are designed to create pressures for consensus and to obviate any need for industrial action. Individually, few if any of these measures are entirely novel—the novelty lies in their interrelationship in a mutually re-enforcing package."

The distinctive components of the 'new style' agreements are summarised as follows.

Single union recognition

Clearly more readily practicable on a greenfield site, single union recognition simplifies communications, consultative and bargaining structures. The potential advantages for the union are the security, stability and membership which may follow.

Single status

Harmonisation of terms and conditions can help to reduce artificial social barriers to the development of team spirit, motivation and commitment at work. To this end the Japanese companies have equalised terms and conditions in a number of key areas, for example, holiday and sickness entitlements, pensions, cloakrooms and restaurant facilities, and car parking. The company uniform is a constant visible manifestation of this policy.

Participation

By traditional British standards many of the Japanese companies are highly

participative, offering levels of information disclosure and employee involvement well beyond the UK norm. Matters commonly discussed on their joint representative bodies include business plans and investment policy, trading performance, operating efficiency and manpower plans, in addition to the normal range of terms and conditions of employment. Employees also participate directly, through quality circles or similar small group mechanisms, in shaping their immediate working methods and environment. Regular appraisal of every employee helps to reinforce their involvement and sense of being valued by their employer.

Flexibility

Flexibility is crucial to the successful economic performance of the Japanese companies—more easily achieved on a greenfield site, but also greatly assisted by single union recognition, single status and a genuine participative system. The remarkable degree of flexibility—by UK standards—which these Japanese companies exemplify is also reinforced through extensive training and retraining provision so that employees can adapt to change.

"No strike" provisions are one of the most publicised but in themselves the least novel feature of the package. Their wording is not unlike the forms of words employed for many years in UK collective agreements, whereby the parties undertake to avoid industrial action until procedures are exhausted, and like all UK collective agreements, they are binding in honour but not in law. They differ, however, in the intention that the procedure will be 'inexhaustible'.

"The pace of industrial change is quickening," he concluded. "British industry must be able to innovate at least as rapidly and successfully as the international competition if it is to survive. The successful introduction of information technology, and advanced manufacturing systems necessitates a participative approach to change. Joint experimentation by employers and trade unions is to be encouraged in the quest for lower unit costs and higher real wages without stoking up inflation. ACAS will be watching with close interest future developments in the industrial relations of foreign-owned companies operating in the UK."

"No-strike Agreements and Pendulum Arbitration", by Giles Burrows, published by The Institute of Personnel Management, £6.25 + 40p, postage and packing.



Karen Howard.

Alcohol abuse costs employers £1,350m a year

"Alcohol abuse costs UK employers an estimated £1,350 million a year". This figure was given by management consultant Karen Howard of Howard Affiliates Ltd who said that it covered sickness absence, unemployment and premature death. The true cost of alcohol abuse was far greater, however, because the estimate did not cover the cost of replacement staff, lost production or the individual's lost earnings.

Karen Howard, together with Douglas Allsop, Executive Director of The Scottish Council of Alcohol, claimed that stress at work often manifested itself as alcohol abuse and was more widespread than many people realised. But the workplace, they suggested, was one of the places the problem could best be identified.

Growing evidence

"The evidence is growing," said Karen Howard, "that when people go for counselling in a work-related situation, they have a greater chance of success than they would where their work was not involved. This is because they are closer to seeing the consequences of their actions and the effects upon their livelihood, so their motivation is greater," she said.

Karen Howard and Douglas Allsop were taking part in a seminar on Coping with Stress at Work and presented case histories demonstrating ways in which the problem of alcohol abuse had been successfully tackled. Both speakers would welcome contact from organizations concerned about the problem.

Exploding the myths of British industrial relations

The image and the reality of industrial relations in Britain are poles apart, John Foden, International Chief Executive, PA consulting group, told the conference.

The PA's survey of the modern role of UK trade unions is very different from the myth of confrontational industrial relations with management abdicating their responsibilities, commonly called the British disease.

In particular, the survey explodes three ingrained myths. First, British industrial relations, in terms of days lost through strikes, are far better, not worse, than those of many developed countries. Second, British trade unions, far from being resistant to change, have undergone more change during the past five years than possibly at any time in their history. Third, Britain remains the prime choice for inward investment in Europe. Overseas companies have not been deterred by fears of industrial disruption.

Changing structures

British trades unions in the main are not implacably opposed to change. Under the pressure of declining membership, new patterns of employment and new social pressures, attention has been focused on the role and structure of the union organisation, and on the necessity for change as an element of survival.

One result has been the rush of mergers. In 1960, there were 180 unions affiliated to the TUC. By 1983 this was down to 98. Within another ten years the figure could be down to 30.

In the process many of the problems of multi-unionism are vanishing of their own accord—a point often better understood by the unions than by senior industrialists.

Changing attitudes

The acceptance that structural change is necessary is leading to a much more flexible approach to old and new industrial relations issues—helped by the decline in the influence of militant minority groups.

The survey found four changes in attitude:

A greater economic realism, with the confrontational stance taken by some unions in the face of technological advances replaced by a more active participation in the management of change.

A willingness to experiment with new forms of agreement, including flexible new ways of working with management. This has been most apparent in agreements with subsidiaries of overseas companies, where one union represents all staff employees.

A new and positive and participative style of leadership, with union leaders reasserting their leadership with their own members, and paying closer attention to their members' wishes. A direct result of this has been the decline of the strike as a weapon of anything but last resort.

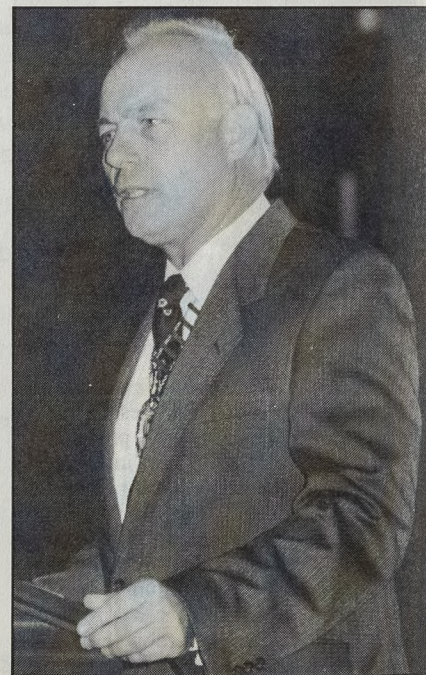
Less politics, with union leaders perceiving the modern role of their organisations as representing the work interests of all their members, rather than being some form of "alternative government".

The Way Forward

With changes in attitude on the part of both unions and management, a working compromise between managers' and workers' rights may have been reached.

It is clear from the survey that new problems are arising, such as groups of workers outside the union structure, the growth of women in work, union underfunding and decentralisation.

Nevertheless the overall impression which emerges from the PA survey is one of cautious optimism and a surprising amount of agreement on the way forward. The survey's conclusion is that: "The future of industrial relations in Britain promises to be a continuation of the trend towards positive, collaborative interaction between unions and management."



John Crosby, President of IPM, chairman of the conference.

Brightness is better than niceness

"Top companies invest heavily in assessing people for senior jobs—then ignore the results", said psychologist Dr Steve Blinkhorn. "What is more, they don't realise they are doing it". Dr Blinkhorn revealed that even when British companies employ the best techniques for assessing high-fliers, they often ignore most of the results and pay too much attention to social skills at the expense of other indications of potential.

"Changes in the birthrate mean there will be fewer top quality graduates, but industry wants to recruit more and more of them. Many companies have adapted the methods pioneered in the Civil Service for their own recruitment and promotion systems. They could avoid shortages by careful matching of individuals to training programmes", he said.

"But they throw away their advantages.



Steve Blinkhorn.

People are at the heart of wealth creation

"Britain's prosperity depends on the people in industry and commerce who will create our future wealth," said Dr John Nicholls, Director of Arlington Associates. "How well this is done depends almost equally on two things. First, how creative, innovative and open to change people can be. Second, how efficiently, conscientiously and with what quality they perform. These two—innovation and performance—are the key people requirements in

the decades ahead.

"That is why leadership is of such importance and so much in the news these days," he said. "We need to do a better job of equipping our managers to be leaders.

"This increasing emphasis on the importance of leadership is part of the revolution in management thinking that is taking place in the western world. This revolution puts people at the heart of the wealth-producing process," said Dr Nicholls.

DE Action for Jobs Stand



Department of Employment's Action for Jobs stand at IPM exhibition.

Often they treat niceness as more important than brightness, and rank how candidates behave face to face as the most important factor. They mistake social polish for management potential", Dr Blinkhorn told conference delegates. "This is not deliberate—it's just that companies don't monitor the outcomes carefully enough, so they don't realise what they're missing."

"It's rather like kerb drill", he said. "Companies think they're safe so long as they go through the motions. But it's not whether you look that matters, it's whether you notice what's there to be seen and then take appropriate action".

Steve Blinkhorn is Principal Lecturer in Psychology at the Hatfield Polytechnic and Managing Director of Psychometric Research and Development Ltd, St Albans.

How to get your own way

All managers need negotiating skills, whether dealing with trades unions or in their working contacts with suppliers, customers, or each other.

Effective Negotiations, a new book published by the Institute of Personnel Management, is a practical guide designed to help managers improve these skills.


The book is claimed to be unique in the literature on negotiation in its discussion not just of face-to-face bargaining but also of negotiation by other means such as correspondence and the telephone. It also examines the impact on some forms of negotiation of the media and the law.

Negotiations do not always succeed, so the book looks at the management of breakdown and the nature and role of third party intervention through conciliation, mediation and arbitration.

With its concluding descriptions of intermanagerial, commercial and legal negotiation, the book is of value to managers of all kinds in all types of organisation, public or private sector. It is also of special interest to industrial relations practitioners, whether on the management or trade union sides.

Alan Fowler is the County Manpower Services Officer for Hampshire County Council and a monthly columnist on personnel matters in *Local Government Chronicle*.

Effective negotiation by Alan Fowler IPM members—£6.80 + .70 p & p, Non IPM members—£8.50 + .70 p & p. ISBN 0 85292 312 0



6 Facing redundancy? -time off for job hunting or to arrange training

2 Procedure for handling redundancies

16 Redundancy payments

14 Rights to notice and reasons for dismissal

1986 DEPARTMENT OF EMPLOYMENT

Recent trends in redundancies

In 1985 the number of redundancies confirmed as due to occur fell slightly from the 1984 level, continuing the declining trend of recent years. This article presents statistics of confirmed redundancies for 1985 by industry and region.

The total number of confirmed redundancies in 1985, at 235,000, was slightly lower than in 1984, continuing, albeit more gradually, the declining trend in the level of confirmed redundancies which began in mid-1981. The redundancy rate also fell slightly from just under 12 per thousand employees in 1984 to just over 11 per thousand in 1985.

The basis of redundancy statistics

There are three series of data on redundancies, based on advance notifications of redundancies, redundancies confirmed as due to occur and the number of redundancy payments made after the redundancies have taken place. Under the Employment Protection Act 1975, employers are required to provide the Secretary of State for Employment with advance notification of impending redundancies involving only ten or more employees and the series,

therefore, will underestimate the total number of redundancies in the economy. On the other hand, many of the redundancies notified in advance are averted in one way or another and do not actually take place. The statistics of confirmed redundancies are compiled by staff of the Manpower Services Commission, who contact employees nearer the time when the redundancies are expected to occur. As the confirmed figures are based on original notifications of redundancies, this series will also underestimate the number of redundancies in the economy, but is considered to be the most reliable guide to trends.

The third series relates to the number of employees receiving redundancy payments under the Employment Protection (Consolidation) Act 1978 and earlier legislation and includes only cases where rebates or direct payments are made from the Redundancy Fund. Coverage is not restricted to groups of ten or more workers, but since

Table 1 Redundancy statistics, 1977-85

	1977	1978	1979	1980	1981	1982	1983	1984	1985	Thousand Annual average 1977-85
Advance notification: HR1	607	548	574	1,547	1,058	770	551	405	423	720
Confirmed as due to occur: ES955	158	173	187	494	532	400	327	245	235	306
Redundancy payments	267	255	255	491	810	635	608	425	391	460

Note: There have been some revisions to previously published figures.

some categories of employees do not qualify for redundancy payments, this series also understates the actual number of redundancies taking place. A more detailed description of these series can be found in the article on p. 202 of the May 1985 edition of *Employment Gazette*.

Table 1 shows details of the number of redundancies in recent years, as measured by each of the three different series for each of the years 1977 to 1985.

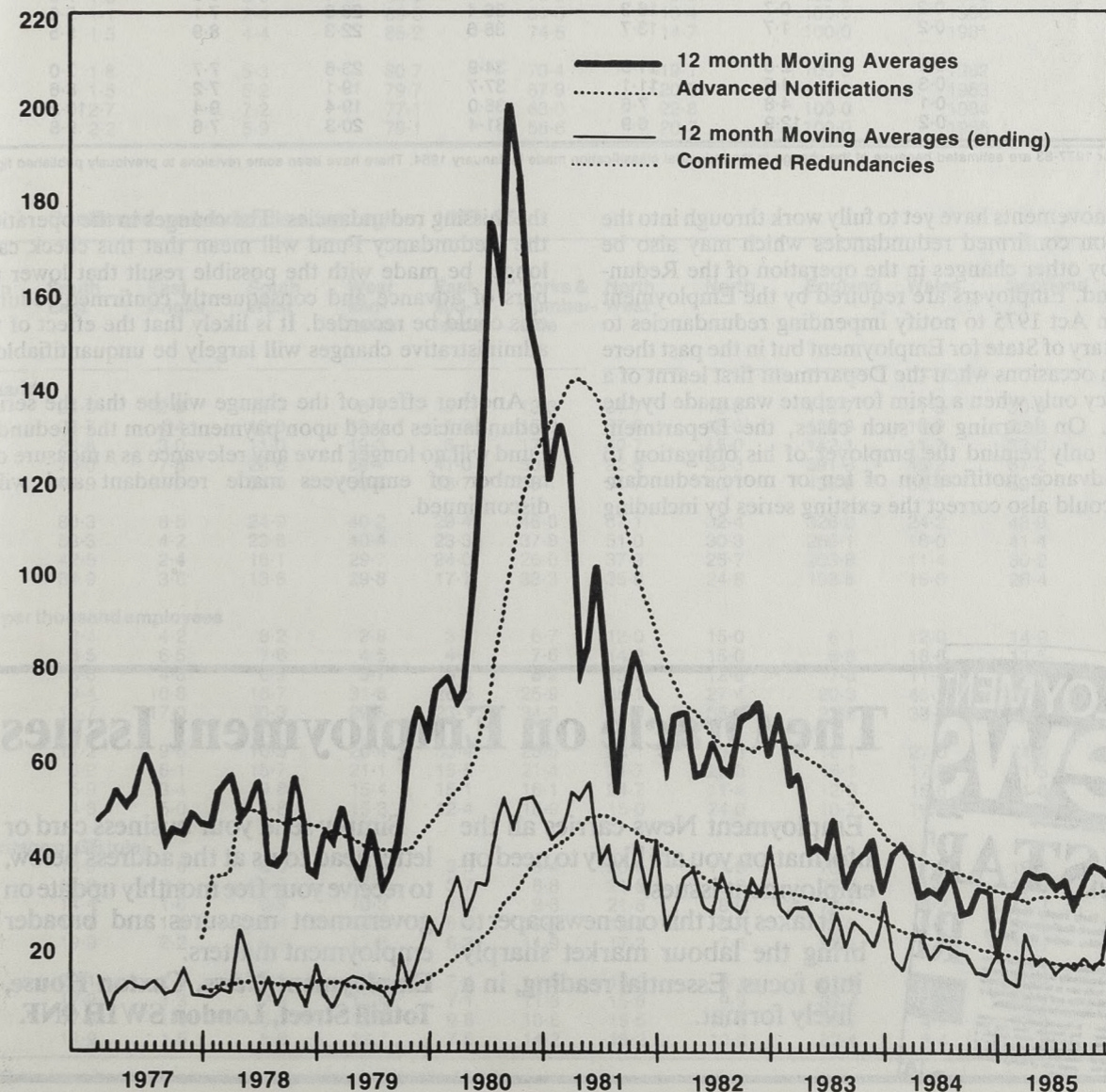
The other tables concentrate on the series of redundancies confirmed as due to occur, which is considered to be best indicator of trends and which provides the most reliable industrial and regional disaggregation. However, as indicated above, it must be borne in mind when looking at the tables that, because of the threshold for the notification of redundancies, the figures do not represent all the redun-

dancies occurring in the economy. In particular, the extent to which small firms are represented in particular regions or industry groups will be a factor in explaining any differences.

Changes in the administration of the Redundancy Fund

From August 1, 1986, employers' rebates from the Redundancy Fund have been limited to firms employing fewer than ten persons. It appears that there may have been a bringing forward of redundancies as a consequence of the limitation of the rebate. The rise has been concentrated in the second quarter of the year and early evidence indicates a sharp fall in advance notifications in August.

Chart 1 Redundancies in Great Britain





YTS leavers survey

Mr Barry Sheerman (Huddersfield) asked the Paymaster General to publish in the Official Report the information available from the 100 per cent YTS leavers surveys about: (a) the range and average wages earned, (b) the hours worked and (c) the types of jobs done by those leavers; (i) in full-time work with the same employer, (ii) in full-time work with a different employer (iii) in part-time work.

Mr David Trippier: The tables below update the information provided in my previous reply to the hon Member on July 25, 1986 at column 593. The information relates to young people who left YTS schemes between April 1985 and March 1986. Information is not available on the hours worked. The earnings data is provided by young people themselves and may be subject to some error.



Kenneth Clarke

Weekly take home pay of YTS leavers April 1985 to March 1986

Percentage of leavers earning	Full-time jobs with same employer	Full-time jobs with different employer	Part-time jobs
Less than £20	less than 1%	less than 1%	5%
£20-£39.99	26%	21%	64%
£40-£59.99	55%	56%	24%
£60-£79.99	17%	18%	5%
£80-£99.99	2%	3%	2%
£100 or more	1%	1%	1%
Average weekly take-home pay	£50	£51	£39

Source: YTS follow up questionnaires addressed to a 10 per cent sample of leavers between April 1985 and March 1986.

Occupation of jobs of YTS leavers April 1985-March 1986

Occupational Training Family	Full-time job with same employer	Full-time job with different employer	Part-time job
Administrative/clerical	24	25	7
Agriculture	3	2	3
Craft/Design	8	4	1
Maintenance/Repair	14	8	2
Technical/Scientific	3	3	1
Manufacturing	10	17	4
Processing	1	2	1
Food			
Preparation	4	6	14
Sales/Personal Service	15	12	35
Community/Health	2	3	8
Transport	1	1	1
Other Occupation	9	10	13
No answer given	8	8	11

Source: YTS Follow up questionnaires addressed to 100 per cent of leavers between April 1985 and March 1986.

(October 31)

QUESTIONS IN PARLIAMENT

EC action programme for SME

Mr Robert Hayward (Kingswood) asked the Paymaster General to make a statement on the European Commission Action Programme for Small and Medium Sized Enterprises.

Mr John Lee: My hon Friend the Minister of State for Industry in a written answer to my hon Friend the Member for Wirral South (Mr Porter) on October 23 at columns 936-7, announced the adoption on October 20 by the EC Industry Council of a resolution approving the broad strategy of the European Commission's action programme for small and medium sized enterprises (SMEs). The aims of the programme are the creation of a favourable environment for SMEs, including control and reduction of administrative burdens on business and specific assistance to improve their flexibility and access to capital. The programme should in due course be of significant benefit to the United Kingdom. Fuller details are in the explanatory memorandum on document 8992/86.

Unfortunately the commission's action programme did not become available until after the House went into recess, and the related resolution reached the industry council before the select committee on European legislation had had an opportunity to consider it. They have since done so and made no recommendation for further consideration by the House.

In the government's view it would have been prejudicial to the interests of the United Kingdom to have withheld agreement, on account of the absence of parliamentary scrutiny, to the resolution in question at the industry council. In reaching this decision the Government took into account both that the action programme was in part a response to a UK initiative and that our position as president of the community requires us to do everything possible to facilitate the taking forward of community business. It was also the case that the resolution sought agreement only to the broad strategy of the commission's action programme. Individual measures arising therefrom, other than those which the European commission can implement administratively, will depend on specific proposals being put forward by the commission, and will of course be subject to parliamentary scrutiny in the normal way.

I regret that the normal parliamentary procedure was not followed on this occasion but in the circumstances, I hope the House will understand why it was felt necessary, in the overall UK interest, to act in this way.

(November 5)

YTS skills

Mr Ron Leighton (Newham North East) asked the Paymaster General to give a breakdown of the numbers of YTS by skill being learned; and if there is any intention of giving YTS trainees a contract.

Mr David Trippier: The most recent figures available giving a breakdown of the numbers of young people on YTS by skill being learned are for the period April to December 1985. The number of young people starting on one year YTS by occupational training family (OTF) in Great Britain are shown in the table below.

Occupational Training Family	Starters April-December 1985 (Male & Female, All YTS1 Schemes)
Administrative, clerical, office	67,687
Agriculture, horticulture, forestry, fishing	16,417
Craft, design	17,152
Installation, maintenance, repairs	52,208
Technical, scientific	7,085
Manufacture, assembly	54,081
Processing	1,951
Food processing	15,319
Personal services, sales	68,505
Community and health service	15,694
Transport	6,668
Unclassified starters	26,129
Unclassified places	14,287
All training families	363,183

Figures for 2 year YTS are not yet available

Managing Agents must issue to all YTS trainees a training agreement which gives information on their training programme and the terms and conditions which apply. Contracted status is not essential for that purpose but Managing Agents are free to give such status to their training agreements if they so wish.

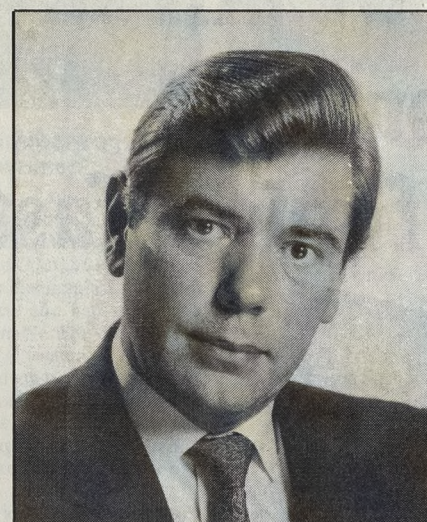
(October 29)

Availability for work

Mr John Prescott (Kingston upon Hull East) asked the Paymaster General, to publish details and results of the strengthened availability for work test pilot exercise run from June 16 in 12 Unemployment Benefit Offices.

Mr John Lee: The availability for work experiments were conducted in 12

(November 3)



David Trippier



John Lee

Unemployment Benefit Offices. In half the offices an experimental questionnaire was issued to all new claimants and in the other half the questionnaire was issued after 6 weeks unemployment. This was supplemented by interviews in some cases. The results were measured against a group of 12 "control" offices.

The results were:

	Experimental offices	Control offices
a) New Claims Experiments		
Number of initial claim enquiries	14,059	14,467
Number of claims not pursued	1,077	586
b) Six week experiments		
Number of Claimants reaching 6 weeks unemployment	4,731	6,317
Claims withdrawn within 2 weeks of issue of questionnaire	514	330
c) Claims disallowed by the independent adjudication authorities on availability grounds (both experiments)	543	53
d) Appeals against disallowance	59	4
e) Appeals allowed	25	1

Some of those who did not pursue or withdrew their claims transferred to other benefits and in addition some claimants were helped towards re-employment opportunities through Jobcentres.

Restart interviews

Mr Tony Marlow (Northampton North) asked the Paymaster General what the latest figures available for each economic region of the UK of the numbers invited to attend Restart interviews; how many have attended interviews so far in each region and how many of those invited has ceased to claim benefit in each region.

Mr David Trippier: Figures are only available for Manpower Services Commission administrative regions. The information requested is given in the table below and relates to the period May 12-October 9, 1986.

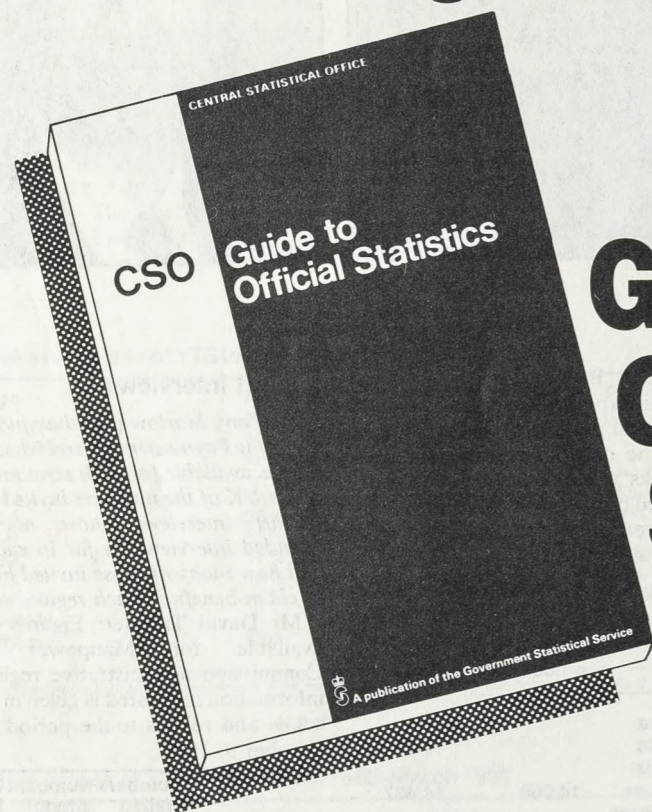
	Numbers invited to attend	Numbers attending	Numbers invited ceasing to claim benefit
South East	44,038	28,647	9,594
London	77,100	46,530	7,822
South West	24,239	16,925	4,975
West Midlands	52,672	38,778	6,429
East Midlands	39,394	26,336	7,586
Yorks and Humberside	49,884	34,359	8,703
North West	99,877	74,134	15,993
Northern	45,404	34,469	8,161
Wales	31,219	22,049	6,943
Scotland	58,841	44,224	10,005
Total	522,668	366,451	86,211

The numbers invited ceasing to claim benefit will include a proportion who would have ceased to claim benefit in any case.

(November 5)

QUESTIONS IN PARLIAMENT

Why waste time searching
for what we already have
When you need
facts & figures fast get the



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CSO
books

Employment topics

Trends in retirement and pensions

□ Company pension and other retirement-related policies are in a state of flux, with a number of major changes heralded to be on the way.

This is the conclusion of a survey published by Reward Retirement Services, which investigates retirement and pension practice among 225 employers from a wide variety of sectors.

Occupational pensions

On the pensions front, among the most notable findings were: a spectacular increase in the provision of widowers' benefits, inclusion of more part-timers in company schemes, better escalators and more generous treatment of early leavers—with removal of actuarial reductions being the single most widely reported improvement for this group.

Early retirement

Close on 79 per cent of companies surveyed allow—or positively encourage—early retirement. Over the last two years provision has spiralled with, since 1985 alone, eight per cent of companies introducing (or extending) a scheme.

Overmanning or an alternative to redundancy was given as a reason for the existence of the policy by four out of five companies, with 54 per cent giving it as their sole reason.

The second most frequently mentioned aim (45 per cent) was to remove blockages from promotion lines or to retire individuals whose performance was no longer up to the mark.

Equal retirement ages for men and women

This is one of the big trends to watch. "Marshallisation" (referring to the Helen Marshall case in which the European Court of Justice ruled unlawful the dismissal of a woman solely because she had reached a state pensionable age different to that applicable to men) is the growing buzzword among personnel and pension managers. Eleven per cent of companies had already equalised retirement ages and a further 8.5 per cent were actively considering doing so.

On the evidence, it seems likely that most companies will eventually move to a common retirement age of 62 to 63.

Retirement preparation

Pre-retirement counselling is fast becoming established good practice and was found to be nearly universal among large companies. Fifty-seven per cent of the sample offered this training, with eight per cent having introduced it since 1984. Over 90 per cent of these companies provide the facility for all grades, with 72 per cent concentrating assistance during the final year.

In contrast, phased retirement has failed to capture corporate imagination, with only 12 per cent of organisations offering this flexibility. All stated that it was highly popular with employees.

A happy finding was that 68 per cent of companies tried to maintain contact with their retired staff. Invitations to Christmas parties and other reunions were the favourite means of keeping in touch.

Appointment to the HSC

□ Lord Young, Secretary of State for Employment, has appointed Mr Alan Tuffin as a member of the Health and Safety Commission. The appointment completes the reconstruction of the HSC.

Mr Tuffin is a member of the TUC General Council and General Secretary of The Union of Communication Workers. He has been a member of the Commission's Advisory Committee on Toxic Substances since March 1985. He is also chairman of the TUC's Social Insurance and Industrial Welfare Committee.

Appointments to ACAS council

□ Lord Young, Secretary of State for Employment, has announced the appointment of the following members of the Council of the Advisory, Conciliation and Arbitration Service (ACAS) for a 2½ year period to April 30, 1989: Mr H G de Ville CBE, Mr R A Farrance BSc FIPM ABIM, Mr R H Price, Mr D C Jenkins, Mr J G Russell, Mr J S Monks, Sir John S Wordie, Mrs O L Aikin LLB.

Apart from Sir John Wordie these are all re-appointments. One Council place remains vacant for the time being.

Alarm at farm accidents to elderly

□ Agricultural safety experts are worried about an alarming increase in deaths of old people working on farms.

Fatal accidents involving people above retirement age have trebled in three years to 15 deaths in 1985 from five in 1983. Ten died in 1984 in an industry which claims the lives of more elderly people than any other job.

"The trend is very alarming," says the Health and Safety Executive's Deputy Chief Inspector of Agriculture, John Summerscales.

"We are worried not only about the increase in deaths but also that the victims are getting older. The oldest person to die in 1983 was 72. In 1984 a farmer of 79 was killed but in 1985 the oldest victim was 85 . . . that's 20 years past retirement age."

"The fact is that in an emergency there may be a delay in reaction time which is the difference between escaping unscathed or being

injured or killed. It may hurt an older person's pride to accept that he is no longer as fit as he was to do certain jobs. But it is better to lose face than to lose a life."

Mr Summerscales recognises that farming can provide employment and interest to older people which they may not otherwise have. But he stresses everyone in agriculture must be aware of the dangers of their work and that older people should take extra special care.

Engulfed in straw

One farmer of 76 jumped from a trailer and landed on a pitch fork which speared him through the chest; another was engulfed in straw and a third was killed loading cattle into a trailer. A 79 year old man accidentally shot himself in the face with a shotgun, a 71 year old man drowned in grain and a 73 year old man drowned in slurry.

New code to counter discrimination

□ Investigation shows that "a considerable and unacceptable level of racial discrimination in employment still exists" and "sex discrimination is dwindling only very slowly" says the introduction to a new *Equal Opportunities Code* published today by the Institute of Personnel Management.

The regrettable results, says the Institute, "are increasingly apparent in disillusionment among minorities."

The new Code covers sex and racial discrimination in employment but also includes sections on two other kinds of discrimination—against disabled people and on grounds of age.

The IPM hopes employers and personnel managers will apply the Code for two practical reasons: to ensure compliance with the "statutory" codes; and because the policies should promote an environment which enables the organisation to tap the widest possible sources of talent.

"It is also hoped," says the Institute, "that the Code will energise any personnel managers who have done little or nothing about discrimination on the grounds that they have 'no problem here'—a common, but usually mistaken, view."

NCVQ members announced

□ The names of the 13 members who have been appointed to serve on the National Council for Vocational Qualifications under the Chairmanship of Oscar DeVill have been announced by Employment Secretary Lord Young. The appointments are for a period of three years.

The members are:

Mr Derek Birley—Vice-Chancellor, University of Ulster; Mr Clive Brain—Principal, Swindon College; Mr Gerald Brinson—Director of Education, Sandwell Metropolitan Borough Council; Mr Robert Cant—Chairman, Education Committee, Staffordshire County Council; Mr Harvey Davies—Executive Director Administration, British Aerospace (Chester) plc; Mr Ken Graham—Deputy General Secretary, TUC; Mrs Sheila Green—Group Head of Personnel, Unigate plc; Professor Geoffrey Hall—Director, Brighton Polytechnic; Mr William Hughes—Chairman and Chief Executive, Grampian Holdings plc; Mr Peter Reay—Group Personnel Director, Cadbury Schweppes plc; Mrs Steve Shirley—Group Managing Director, F International Group plc; Mr Owen Thomas—Director of Personnel Services, J Sainsbury plc; Mr John Walkerdine—Chairman and Managing Director, William Walkerdine Ltd.

Publications



Competitive tendering in the public sector

□ Since the election of the Conservative government in 1979, there has been active encouragement of contracting-out of services in the public sector. This has involved public sector Personnel Managers in difficult negotiations with their employees that have often been outside their previous experience.

A new book, produced by the IDS Public Sector Unit for the Institute of Personnel Management, examines this development and looks at the implications for personnel managers in the public sector. *Competitive Tendering in the Public Sector*, the first book to cover this difficult area, gives an impartial account of what has happened so far and why, and provides guidance for negotiators on how to tackle the difficulties which arise.

Competitive Tendering in the Public Sector is published by the IDS Public Sector Unit. Price £8 from Incomes Data Services Ltd Public Sector Unit, 193 St John Street, London EC1V 4LS.

Don't do. Delegate!

□ What separates management winners from management losers? What secret enables successful managers to meet great expectations with limited resources? What skill virtually defines the successful manager? It is the ability to delegate.

Delegation reduces stress and pressure, and removes time-consuming tasks and trivia from managers' jobs.

This new book provides practical guidance on delegation—choosing which tasks to delegate, picking the right delegatee, and following through the jobs delegated.

Don't do. Delegate! The Secret Power of Successful Managers, by M Jenks & J M Kelly. ISBN 1 85091 190 8. Price £12.95 from Kogan Page Ltd, 120 Pentonville Road, London N1 9JN.

Working in wellies

□ Nature conservation is news. But are there careers to be had in it? Most definitely, according to a new booklet in the "Working In" series from the Careers & Occupational Information Centre of the Manpower Services Commission. "Conservation is a young and rapidly growing profession."

If being a field scientist, countryside ranger or conservation adviser does not appeal, you could always consider working in tourism, home economics or the world of books. Self-employment is another option which is proving increasingly popular.

Clearly written and illustrated, the booklets are designed to give the reader an insight into daily working life in the various occupations. Methods of entry and training are given, together with sources of further information, and people actually doing the jobs talk about their work and careers.

The *Working In* series covers a wide range of popular occupational areas. These latest publications are available price £1.95 each (plus 30p carriage charge) from COIC, Sales Department, Moorfoot, Sheffield S1 4PQ.

Work experience workbooks

□ There are a bewildering number of ways that pupils can document their experiences "at work" in work experience workbooks.

Now at last, there is a much needed guide through the maze of documentation, to help teachers, industrialists, trade unions and other interested parties to realise the scope and rationale of work experience workbooks.

The book is clearly set out, with practical examples and interesting pointers, many of which could save people from wading through a quagmire of different techniques.

Work experience workbooks: a critical review, by Ian Jamieson, Bob Newman and Jack Pefers. Price £2.95 from Longman Resources Unit, 62 Hallfield Road, Layerthorpe, York YO3 7XQ.

Robots in British industry

□ A mass of important new facts on the use of industrial robots in Britain is provided by the latest report from the Policy Studies Institute (PSI). It gives the findings of a research project undertaken by PSI on the initiative of the British Robot Association. Consisting of plant case studies and survey of 248 robots users (about a third of the UK total) and 326 potential users, the report gives grounds for both encouragement and concern, and makes a number of suggestions for the future.

Still few users

The report finds that 81 per cent of the firms using robots in Britain found them worthwhile, compared with only three per cent which did not. Seventy per cent of the firms with robots installed for production have found they made their operations more profitable, compared with only 23 per cent who did not.

Despite this, there are still well under a thousand firms at present using robots in Britain—about one factory in 40. The total number of robots in Britain at the beginning of 1986 was less than the increase in 1985 alone in West Germany.

Two out of three existing users of robots have plans to get more in the next two years and many non-users have plans to start using robots in the future. If all these plans were

carried out, the total numbers of robots and robot users would both more than double in two years.

However, recently sales have fallen back sharply and the actual increases may turn out to be only a quarter of the amounts firms previously expected.

Before they introduced robots, 31 per cent of existing users expected opposition from shopfloor workers and their unions, but in the event only two per cent of them have actually experienced it. Seventeen per cent of plants report better labour relations as one of the benefits resulting from the use of robots. Before the introduction of robots, 42 per cent of user plants say the attitude of workers affected was favourable, and only nine per cent that it was unfavourable. After the robots were brought in 71 per cent of plants say that workers' attitudes have been favourable, and only four per cent that they have been unfavourable.

The main benefits experienced by robot users have been about twice as common as the difficulties. They include improved product quality, lower labour costs, greater output volume, better work conditions, increased technical expertise and closer management control.

Robots in British industry: expectations and experience by Jim Northcott and others. Price £39.95 from PSI, 100 Park Village East, London NW1 3SR.

Managerial moxie

□ So what is "moxie"? It's a North American slang expression meaning native shrewdness or common sense. "Smarts", "chutzpah" and "pizzaz", are similar in meaning. "Management moxie" is a collection of leadership and management skills used by entrepreneurs who run turbo-charged organisations.

In *Managerial Moxie* the author tells us that managers with "moxie" function with a balanced left and right brain hemisphere; "they are just as comfortable with analytical, rational and logical thinking processes (left hemisphere) as they are with spatial, intuitive and creative thinking processes (right hemisphere)".

The book is based on the author's 15 year stewardship of Manpower PLC (UK), during which he led the growth of the struggling UK corporation from a handful of employees and \$1 million in annual revenue to 72,000 employees in

over 100 offices worldwide and over \$100 million in annual revenue. He also researched some 350 other companies to find out how they operated (some of their stories, such as the John Lewis Partnership and American Express are included in the book).

If the driving ambition of corporate leaders is the building of great management teams to build great organisations, why do the cancers of bureaucracy, administration and red tape inexorably bury this dream?

Lance Secretan calls this the "entrepreneur's paradox" or the "graying of the corporation" or even "large companyitis". *Managerial Moxie* shares the author's experiences of how this paradox is resolved or, even better, avoided.

Managerial Moxie: A Basic Strategy for the Corporate Trenches, by Lance H K Secretan. Price £12.95 from Kogan Page Ltd, 120 Pentonville Road, London N1 9JN.

DE Research papers

The Department of Employment carries out a considerable programme of research, both internally and through external commissions with academic researchers and research institutes, on employment and industrial relations issues. The results of much of this research are published in The Department's Research Papers Series. Some recent titles are listed below.

Copies of research papers can be obtained, free of charge, on request from: Department of Employment, Research Administration, Steel House, 11 Tothill Street, London SW1H 9NF (telephone 01-213 4662).

No. 55: Young adults in the labour market

D N Ashton and M J Maguire, University of Leicester

This paper reports on the results of a survey of 1,800 young adults aged 18-24 in four contrasting local labour markets and on a small scale survey of employers, carried out in 1982-83. It investigates the experiences of employment and unemployment of young people as they move into the adult labour market, with particular reference to the impact of initial entry points, training, and local labour market structure.

No. 54: Codetermination, communication and control in the workplace: A study of participation in four Midlands companies

Ray Loveridge, Paul Lloyd and Geoffrey Broad, Aston University Management Centre

The research paper reports on a study of the attitudes of shop-floor employees and management and on the role of stewards in four companies where participative initiatives had been introduced alongside a traditional collective bargaining structure. The study examined the awareness of and commitment to the existing industrial relations arrangements and the impact on management and employees' frames of reference of the participative innovations.

No. 44: Employers' use of outwork: A study based on the 1980 Workplace Industrial Relations Survey and the 1981 National Survey of Homeworking

Dr C Hakim, Department of Employment

An analysis of data from two surveys on employers' use of outworkers and home-based workers, setting the results in the context of other studies and the Department's research programme on homeworking.

No. 56: New technology and industrial relations: a review of the literature

Paul Willman, London Business School

This paper attempts to assess the contribution of the available literature to our understanding of the industrial relations consequences and implications of the introduction of new microelectronics technology. The approach adopted is to define industrial relations as being concerned with the overall process of job regulation, including arrangements for collective bargaining, joint consultation and employee relations, and takes a broad view of the sorts of research findings which might be relevant to those concerned with its analysis.

No. 50: Graduate Shortages in Science and Engineering

J Tarsh, Department of Employment

This paper reports the results of a survey of employers with shortages of graduate employees in science and engineering. The survey consisted of interviews with around 100 employers drawn from the full range of sizes and various activities. The report assesses the extent and reasons for shortages, and sets out the background to this part of the graduate labour market. The final chapter reports a follow-up telephone survey of these same companies some 12 months later in mid-1984.

No. 53: Unfair dismissal law and employment practices in the 1980's

S Evans, Professor J Goodman, L Hargreaves, University of Manchester Institute of Science and Technology

Based on case studies conducted in three localities this paper explores the recruitment, discipline and dismissal practices of 81 private sector firms of different sizes. It considers the effect of unfair dismissal legislation, including the changes made in 1979-80, and the factors affecting the way employers deal with unfair dismissal claims and industrial tribunal cases.

THIS BOOKLET SHOWS WAYS TO OPEN MORE DOORS TO MORE JOBS.

Here is a booklet which brings together details of the whole range of schemes designed to get more people into work. It's called 'Action for Jobs' — and brings together initiatives in the fields of training, employment and enterprise.

The booklet shows the number of schemes in operation — probably far more than you thought. It explains how they relate to each other to create conditions in which employment and businesses can grow and flourish.

Training for today and tomorrow

There is an important range of schemes to enable people to acquire the skills, and firms to acquire the skilled workforce, essential for tomorrow's industry and commerce.

The booklet emphasises the right vocational training for school-leavers, schemes for adult workers to be trained and re-trained, and includes details of help for industry — especially small firms — to enable them to train their workforce. And keep them trained.

Creating new work opportunities

There are also schemes which help those who have been out of work for a long time to get back into work again on projects which benefit them and the communities in which they live.

Encouraging enterprise

The creation of flourishing small businesses is a major factor in the development of our economy, and for generating new employment opportunities.

This booklet explains the various ways in which enterprise is being helped and encouraged to overcome the many difficulties and obstacles.

One thing is common to all: they are designed to help people help themselves and create jobs for the future.

For your copy of the 'Action for Jobs' booklet pick one up here or at your main Post Office, your local Jobcentre or local Unemployment Benefit Office.



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To: Action for Jobs, FREEPOST, Curzon House, 20-24 Lonsdale Road, London NW6 1YP. Please send me the 'Action for Jobs' booklet.

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ISBN 011 727932 3

ISSN 0309-5045

