57 Office machinery

This Report on the Office Machinery Industry relates to establishments engaged wholly or mainly in manufacturing office machinery and parts thereof including typewriters, duplicating (including small offset litho) machines, adding machines, calculating and tabulating machines, cash registers, electronic desk calculators and other machinery for office use. Dictating machines and electronic computers are excluded.

This industry corresponds to minimum list heading 338 in the Standard Industrial Classification (Revised 1968) which has been used for the first time as a basis of classification in the 1968 Census. The definition of this industry however is unchanged from the last detailed Census of Production for 1963 in which it was reported (Part 48), but the treatment of parts has been altered considerably for 1968 for this and other mechanical engineering industries. The distinction made in the 1963 reports between parts sold in association with the sale of complete machines, and other parts sold, has been discontinued for 1968 and all parts are now treated in the same way as the complete machines for classification ie as principal products of their respective mechanical engineering industries and shown in Table 5.

Throughout this Report, the figures given for 1963 have been reclassified, as far as possible, according to the Standard Industrial Classification (Revised 1968) and to take account of the different treatment of parts adopted for 1968 so that data for 1963 and 1968 are on the same industrial basis. However, the reclassification of small firms, which provided limited information only, has been arbitrary.

METHOD OF CLASSIFICATION

In classifying returns to this industry the value of unspecified work done (other than structural and installation work), including repair work, was not taken into account unless it amounted to 80 per cent. or more of the total output of the return in which case the return was classified to General Mechanical Engineering (Part 66). The amount charged for erecting and installing machinery and plant (other than air conditioning, heating and ventilating plant) was treated as part of the selling value of these items in determining the industrial classification of the returns. The standard classification procedure as outlined in the notes on page (i) was further modified where a return would have been classified to one of the mechanical engineering industries relating to a specific class of machinery (viz Parts 50 to 66) but where the sales of the principal products of the industry concerned (including parts) accounted for less than 20 per cent. of the total output: in such cases the return was classified to the residual sub-division of the General Mechanical Engineering Industry (Part 66).

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

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- (c) Including services rendered to other organisations (amounts charged for hiring out plant, machinery or other goods, for providing transport, or for technical or other services
- (d) Administrative, technical and clerical employees.
- (e) Excluding expenditure for establishments not yet in production.
- (f) Acquisitions <u>less</u> disposals.

ARLE 1 Industry summary, 1963 and 1968 United Kingdom (a) (b)

		Unit	All estab	olishments
	Anna nudava levet	Unit	1963	1968
ber of enterprises	and tag linging legiture systems and	No.	50	71
ther of establishments	(1) 1272	н	71	95
oss output	constitution of the second sec	£.000	63, 261	109,096
t output	The state of the s	п	35,176	60,014
t output per head	All	£	1,167	1,951
	goods produced and work done (c)	£.000	62,608	96,544
les and work done	merchanted goods and canteen takings	п	3,021	7,885
	materials for use in production and packaging and fuel	п	23,272	40,104
rchases	goods for merchanting and canteen purchases	H	1,942	5,426
	for work done on materials given out	11	1,023	3,593
yments to other ganisations	for transport by road	"		440
	by rail and other means excluding postal services	ıı	246	308
ocks and work in progres	5		and the second second	
Total stocks and work in	change during year	"	- 3,970	+ 5,454
progress	at end of year	"	29,461	43,508
0 1 1 01 -	change during year	н	+ 90	+ 473
Goods on hand for sale	at end of year	п	6,042	7, 574
	change during year	n i	- 2,457	+ 4,193
Work in progress	at end of year		16,237	23,729
	change during year	н	- 1,602	+ 788
Materials, stores and fu		n T	7,182	12,205
	total, including working proprietors	Th.	30.1	30.8
mber employed on average		n	21.3	19.9
iring the year	other employees (d)	"	8.8	10.8
		£"000	14,863	19,628
ages and salaries	of operatives of other employees (d)	"	7,967	13,557
mil.1	(of other approyees (a)		1,000	10,001
pital expenditure (e)		ii ii	0 500	0.211
Total		"	2,568	6,311
New building work	0.00	9	453	928
Land and existing buildi		,,	- 76	313
Plant and machinery (f)		11	2,124	4,855
Vehicles (f)	The state of the s	a decide	67	215

(a) For 1968, estimates for establishments not making satisfactory returns and for small establishments, from which only employment data were collected, accounted for 1 per cent. of the total figures in which they were incorporated: of this, unsatisfactory returns accounted for less than 1 per cent. For 1963 small establishments from which only employment data were collected accounted for 1 per cent. There were no unsatisfactory returns.

(b) The following information relates to small establishments (employing fewer than 25 persons) in this industry. For 1968 it includes an estimate for small establishments not making satisfactory returns.

g all estimate for small estimate	1963	1968
Number of establishments	22	38
Average number employed: Working proprietors	28	41
Other persons employed	251	327

Footnotes continued on page 57/2.

TABLE 2 Analysis by size of establishment within the industry, 1968

(i) Output and employment

All establishments: United Kingdom

Number employed on average during the year by the establishment (a)	Estab- lish- ments	Enter- prises (b)	Total number employed on average during the year (a)	Gross output	Net output	Net output per head
The late of the la	Number	Number	Number	£,000	£,000	£
1-5	9	9	30			
6-10	12	12	99			
11-24	13	12	220			
25-49	7	7	269	722	404	1,503
50-99	12	12	860 .	3,844	1,842	2,142
100-199	12	9	1,535	4,387	2,759	1,798
200-399	4	3	1,073	2,299	1,367	1,274
400-749	5	5	2,772	5,316	3,003	1,083
750-999	4	4	3,557	9,555	6,125	1,722
1,000-1,999	7	7	8,633	43,563	18,360	2,127
2,000 and over	5	4	11,602	37,847	25,262	2,178
Unsatisfactory returns	5	5	118			
Total	95	71	30,768	109,096(c)	60,014(c)	1,951(c)

(ii) Employees, wages and salaries

All establishments: United Kingdom

Number employed on average during the	Emp l	oyees	Wages and	d salaries	Wages and salaries per head	
year by the establishment (a)	Oper- atives	Others (d)	Oper- atives	Others (d)	Oper- atives	Others (d)
	Number	Number	£,000	£'000	£	£
1-5						
6-10						
11-24		1.107				••
25-49	227	41	186	51	819	1 00=
50-99	638	213	610	275	957	1,237
100-199	911	621	873	751	959	1,292
200-399	771	301	581	392	754	1,210
400-749	2,097	675	1,936	830		1,301
750-999	2,166	1,391	1,985	1,464	923	1,230
1,000-1,999	4,555	4,078	4,645		916	1,053
2,000 and over	8,280	3,321		5,514	1,020	1,352
nsatisfactory returns	CONTRACTOR OF	0,021	8,534	4,101	1,031	1,235
J - STATAB	Harris de la		of Judicine	and the file		
Total	19,931(c)	10,779(c)	19,628(c)	13,557(c)	985(c)	1,258(c)

(a) Including working proprietors.

TABLE 3 Percentage analysis of employees, by age and sex, 1969 (a)

All establishments: United Kingdom

Ages	Males	Females	All employees
	Per cent.	Per cent.	Per cent.
Under 18	2	1	3
18 and over	69	28	97
All ages	71	29	100

Source: Department of Employment

(a) The percentages relate to the numbers employed (excluding working proprietors) at June 1969, the earliest date for which the information is available on the basis of the Standard Industrial Classification, (Revised 1968).

Footnotes to Table 4.

- (a) Some establishments employing fewer than 25 persons were included in returns for larger establishments. These amounted to 5 establishments in 1968 and 7 in 1963.
- (b) Including services rendered to other organisations (amounts charged for hiring out plant, machinery or other goods, for providing transport, or for technical or other services rendered).
- (c) This is the ratio of total sales of principal products by the industry to total sales of goods produced and work done.
- (d) Owing to the risk of disclosure of information relating to individual firms particulars of progress payments received for work in progress at the beginning and the end of 1968 cannot be given. Similar information was not collected for 1963.
- (e) Administrative, technical and clerical employees.
- (f) Excluding expenditure for establishments not yet in production.
- (g) Acquisitions <u>less</u> disposals.

⁽b) The sum of the figures for the size groups exceeds the total for the industry to the extent that enterprises made returns for establishments in more than one size group.

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

⁽d) Administrative, technical and clerical employees.

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TABLE 4 Analysis of larger establishments, 1963 and 1968

Establishments employing 25 or more persons: Analysis of returns received, United Kingdom (a)

The second control of the second	The state of the s	Unit	1963	1968
Number of enterprises		No.	35	39
Number of establishments		n	56	61
Gross output		£,000	62,862	107,780
Net output		п	34,954	59, 290
Net output per head		£	1,167	1,951
Sales and work done	goods produced and work done (b)	£,000	62,214	95, 380
	merchanted goods and canteen takings	ıı ıı	3,002	7,790
Index of specialisation (c)		Per cent.	94	72
D. I	materials for processing and packaging, and fuel	01000	00 10-	
Purchases	goods for merchanting and canteen	£'000	23,125	39,621
	purchases	n	1,930	5,360
	for work done on materials given out	"	1,017	
Payments to other	for transport		1,017	3,549
organisations	by road	"	1	434
	by rail and other means excluding		244	101
Stocks and work in progress	postal services	"	J	304
and work in progress	Cohoner			
Goods on hand for sale	change during year	п	+ 89	+ 468
	at end of year	11	6,004	7,483
Work in progress (d)	change during year		- 2,442	+ 4,142
	at end of year	п	16,135	23,443
Materials, stores	change during year	"		
and fuel	at end of year	11	- 1,592	+ 778
	total, including working proprietors		7,137	12,058
Number employed on	operatives	No.	29,957	30,397
average during the year	other employees (e)	п	21,179	19,717
	Cother emproyees (e)	11	8,766	10,663
ages and salaries	of operatives	£'000	14,773	19,417
	of other employees (e)	п	7,927	13, 411
ages and salaries per head	\[\int \text{operatives} \]	£		
ages and salaries per head	other employees (e)	"	698	985
apital expenditure (f)	The life of the second of the		904	1,258
New building work	State transfer occupancy in the first policy development of the state	6,000		
	Cacquisitions	£'000	450	916
Land and existing buildings	disposals	"	346	310(g)
	Cognicities		421]
Plant and machinery	acquisitions	п	2,315	4,963
	disposals	"	205	166
Vehicles	acquisitions	"	97	277
A CONTRACTOR OF THE PARTY OF TH	disposals	11	30	65

For notes to this table - see page 57/5.

TABLE 5 Sales of principal products of the industry by larger establishments, including sales by establishments classified to other industries, 1963 and 1968

Establishments employing 25 or more persons: Analysis of returns received, United Kingdom

	19	63		1968			
	Quantity	Value	Quantity	Value	Enter- prises	Entries	
ffice machinery (excluding photographic and projection equipment)	Number	£,000	Number	£,000	Number	Number	
Cash registers, complete	48,608	3,471	58,879	6,449	6	6	
Electronic desk calculators, complete		(a)	5,430	1,140	*	*	
Adding and listing machines, complete	39,238	2,243	42,724	2,526	5	5	
Other calculating machines (excluding electronic computers), complete	8,939	693	15,676	841	*	*	
Accounting, book-keeping, billing or posting machines (or any combination thereof not being machines operated in conjunction with punched cards, including typewriters incorporated therein), complete	15,599	9,167	19,135	13,708	40 is 8	*	
Parts for cash registers, calculating and accounting machines, etc		1,260		2,078	12	12	
Data processing and handling equipment (other than electronic) including card punching machines and verifiers	Section Company of the Company of th			-60072 [2000 Lwedlin - (48)	er behan has er	al (8)	
Complete	green do.	19,354		11,318	7	8	
Parts		2,639		2,778	13	14	
Duplicators (excluding litho-offset machines)					_H(4)83	30	
Complete	71,294	4,089	90,581	5,968	6	6	
Parts		886		1,754	8	8	
Litho-offset sheet-fed machines weighing less than 2,000 lb. (b)						a 1.12	
Complete		3,053		5,386	5	5	
Parts		286		1,010	10	10	
Typewriters	anti-rel	Lating D		ones are assured	glanA		
New, complete	A CONTRACTOR OF THE PARTY OF TH		PLANE TO THE TAXABLE	Communication (
Other than electric							
Not exceeding 22 lb. in weight	175, 434	2,231	222,433	2,598	*	*	
Exceeding 22 lb. in weight	97,018	3,920	66,049	2,520	*	*	
Electric including reconditioned				a enthulas	1 27501	0004 00	
typewriters of all kinds and parts of typewriters		1,580		1,288	5	8	
Addressing machines, complete		2,562	and pulled	2,471	*	*	
Letter opening, coin sorting, counting and wrapping, letter sealing, stamp affixing, postage franking,			new heat of	iquen fare	Lignos :	agn \$00 ag 03 G 14 J	
perforating, automatic typewritten correspondence machines (excluding typewriters) and cheque writing	13,938	848 {	61,722	3,037	} 7	8	
machines, complete	10,300	1		309	1		
Other office machinery, complete	38.I ·· ·	1,627		4,715	24	26	
Parts of addressing, letter opening, etc machines and other office machinery	199	1,257	25 miles	2,213	26	27	
Ribbon spools, with or without inked ribbons, and parts thereof, for use in office machinery, cash registers and time	18,8	8,8			Leit		
recorders and other products		295	ATT WAR.	518	7	7	

TABLE 5 (continued)

		19	963	Land order	1968		
With the way to the same and th		Quantity	Value	Quantity	Value	Enter- prises	Entrie
Waste products		Th. tons	£'000	Th. tons	£'000	Number	
Scrap metals				111. 00115	2 000	Number	Numbe
Iron and steel	{	6.5	37 5	3.7	24 10	} 11	12
Brass			12		14	7	
Copper			1		The state of the s		7
Other scrap metals				And Single	2	6	6
	30.10		99		31	10	10
Other waste products			8	Sim.	1	*	*
Total			61,623		74,708		
Sales in other industries (see Table 6)			3,371		5,574	DAT TON	
Principal products of this industry sold by establishments in the industry		0 (000	58,252		69,133	39	43(c)

(a) Included in the 1968 report on Electronic computers (Part 76).

(b) Litho and litho-offset machines weighing over 2,000 lbs. are included in the 1968 report on Printing, bookbinding, and paper goods making machinery (Part 59).

(c) This figure represents the total number of returns made for larger establishments in this industry which is less than the total number of establishments shown in Table 4 on account of combined returns covering more than one establishment.

Sales of principal products of the industry by larger establishments classified to other industries, 1963 and 1968

Establishments employing 25 or more persons: Analysis of returns received, United Kingdom

		1968	
Value	Value	Entries	Principal industries in which produced (a)
£'000	£'000	Number	r-saucea (a)
767	100	6	79,82
116	2,164	13	70,72,76,97
1,971	1,957	21	67,70,73,82
2 071		22	59,63,64,94
	£'000 767 116 1,971	£'000 £'000 767 100 116 2,164 1,971 1,957 516 1,354	£'000 £'000 Number 767 100 6 116 2,164 13 1,971 1,957 21 516 1,354 22

(a) The references given are to the list of industries at the front of this report.

Sales of other than principal products by larger establishments in TABLE 7 the industry, 1963 and 1968

Establishments employing 25 or more persons: Analysis of returns received, United Kingdom

complete the proof to the proof of the proof	1963	1968
and the property of the state o	Value	Value
	£,000	£,000
Printing and bookbinding machinery	128	171
Other mechanical engineering products	86	453
Electrical machinery, electronic data processing and handling equipment and parts thereof	} 1,356(a) {	17,797
Other products		4,751
Work done		
Repair and jobbing work	822	1,470
Other work done on commission	455	253
Services rendered to other organisations and research and development work for customers (b)	1,114	1,350
Total value of goods sold without having been subjected to any manufacturing process (merchanted or factored)	2,723	7,439
Canteen takings	278	351
Total	6,963	34,037

(a) Excluding electronic data processing and handling equipment.

(b) Services rendered to other organisations comprises amounts charged for hiring out plant, machinery or other goods, for providing transport or for technical or other services rendered to other organisations.

TABLE 8 Production of certain principal products of the industry by larger establishments, 1963 and 1968

This table is not applicable to this industry.

TABLE 9 Purchases by larger establishments of selected principal products of the industry, 1968

This table is not applicable to this industry.

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TABLE 10 Purchases by larger establishments in the industry, 1963 and 1968

Establishments employing 25 or more persons: Analysis of returns received, United Kingdom

	0000 00 81	1963	1	968
	Quant ity	Cost	Quantity	Cost
Materials for use in production	Th. tons	£,000	Th. tons	£,000
Iron castings		364		251
Steel	their merbury	Marie Land		201
Ingots, blooms, billets, slabs (including sheet/plate mill slabs and sheet bars)		- Continuing	0.7	64
Bars and rods (including wire rods), angles, shapes and sections, girders, beams, joists and pillars rolled (not fabricated), including tube rounds and squares	6.7	603	7.0	669
Plates, 3mm.thick and over	1		0.9	50
Hoop and strip (including tape of all thicknesses)	6.2	542	10.0	
Sheets under 3 mm. thick (including electrical sheets)		244	3.3	806 252
Iron and steel not elsewhere specified except finished parts, wire and scrap		n to pylo		52
Wrought tubes and fittings for wrought tubes (including welded, seamless, conduits, etc)				
Other		6	0.1	19
Precision chain (eg transmission and timing)	• •	123	0 0	531
Springs, laminated and other types		11		21
Steel wire and wire manufactures (excluding insulated wires and cables)		148		172
Light metals and non-ferrous metals in all forms except finished parts, wire and scrap		66	*	59
Aluminium and aluminium alloys	1.6	474	0.0	
Brass and other copper alloys (including nickel silver and cupro nickel, but excluding all other nickel alloys and cadmium copper) (a)	0.2	92	3.0	1,008
Copper (including cadmium copper) (b)		11	0.3	185
Zinc and alloys of zinc		14		15
Solder, soft	1.8	216	2.3	399
TOTAL TOTAL CONTROL OF THE CONTROL O	5 70 10 10	10	MAXT.	33
Glass in all forms (including finished parts) Metal powders		11		14
General chemicals (c)	}	130		123
Paint and varnish (including lacquers and stains)		132	Th.gal. 127	185
Synthetic resins and plastics materials (excluding leathercloth and reinforced plastics)	Th.cwt. 6.0	111 31	}	321
Manufactures wholly or mainly of rubber (including synthetic rubber), balata and gutta-percha, including sheeting, but excluding replacement parts for firms' own machinery, plant, vehicles, etc				021
Timber (other than for use as packing materials)		130	••	128
Insulated wires, cables, strips and strands	e industry	15	useri.	14
Bolts, rivets, nuts and washers, screws, nails,		200		682
The state of the same of the state of the st	on alterna	209		278

ABLE 10 (continued)

	190	1963		1968	
	Quantity	Cost	Quantity	Cost	
aterials for use in production (continued)		£,000	1	£,000	
Purchased components for incorporation in firms' own products					
Ball and roller bearings and parts thereof		146		181	
Electric motors	Louis Sept. of	and the Year	te to to		
Of less than 1 h.p.		884		1,446	
Of 1 h.p. and over]	004		75	
Gears and gear wheels of metal		51		220	
Measuring instruments and gauges and parts		59	town frage	138	
Plastic goods moulded and fabricated		414		1,268	
Other components not elsewhere specified (excluding	and settled to		of the support of the support		
those of rubber and asbestos)		13,552		25,842	
	Th.gal.		Th.gal.		
Lubricating oils and greases (including cutting oils and emulsions)	$\begin{cases} 237 \\ \vdots \end{cases}$	65 5	284	97	
Replacement parts for firms' own machinery, plant and vehicles, and accessories and consumable tools bought as replacement	111000				
Tyres and other spare parts for firms' own road goods vehicles]	588 {		17	
Other		l		766	
All other materials for use in production	g pt 2 g (2)	1,991		1,136	
ackaging materials	H DECEMBER OF				
Paper and board					
Boxes, cartons, drums and canisters (with or without metal ends) of paper and cardboard]	179		212	
Fibreboard packing cases				71	
Wrapping and packing paper (including paper coated with plastics and any laminates incorporating paper but not metal)				37	
Other packaging materials of paper and paperboard (including moulded pulp units and labels, but excluding bags, multiwall paper sacks and paper and	}	37	and so has		
board for converting into packaging materials)	J	Total Silver	ersus tests	11	
Timber					
Containers wholly or mainly of wood (including plywood boxes and drums) baskets and wickerwork crates	a ment les bond	238	restin	481	
Timber (sawn or planed) for manufacture into packing cases, etc	Th.cu.ft.	8	111	10	
All other packaging materials		72		119	
uel and electricity (d)	Th. tons	1.2	Th. tons	110	
Coal	10.8	65	7.2	46	
Coke (including screenings) and manufactured fuel	0.3	3	0.6	8	
Derv fuel and motor spirit for use in road vehicles	Th.gal. 210	46		134	
Other liquid fuels (including creosote/pitch mixtures,			To.	201	
etc and liquefied petroleum gases)	5,498	220		209	
	A string of	171- 7-101 Mz	Th. therms	0.5	
Gas	1.	179	975	97 65	

Continued on next page.

TABLE 10 (continued)

	19	1963		1968	
	Quantity	Cost	Quantity	Cost	
Fuel and electricity (d) (continued)	Th.kWh	£'000	Th.kWh	£'000	
Electricity	{ 48,897	310 119	47,747	349 236	
All other fuels		(e)	of soling	15	
Total cost of materials and fuel		23,125	510100	39,621	
Goods purchased for merchanting		1,676		5,023	
Canteen purchases		254	one soon hi	337	
Total cost of purchases		25,055	eses using w	44,981	

⁽a) Cadmium copper was not specifically excluded for 1963.

TABLE 11 Transport costs and employment of larger establishments, 1963 and 1968

Establishments employing 25 or more persons: Analysis of returns received, United Kingdom

	Unit	1963	1968
Average number mainly employed on transport	No.	155	126
Transport costs			
Wages and salaries	£,000	125	135
Derv fuel and motor spirit	n n	46	
Tyres and other spare parts for road goods vehicles	100	46	134
by road	n ,e		17
Payments to other organisations by rail and other means excluding	н	244	434
Costs of operating road goods vehicles	"]	304
Insurance	,,		100
Vehicle licences		11	14
	"	10	21
Depreciation	11	65	78
Payments to other organisations for repairs and maintenance	11	24	24
Total	audada	526(a)	. 1,161

⁽a) Excluding tyres and other spare parts for road goods vehicles, not collected separately for 1963.

Payments for certain services, etc by larger TABLE 12 establishments, 1963 and 1968 (a)

Establishments employing 25 or more persons: Analysis of returns received, United Kingdom

	Amounts	Amounts payable	
	1963	1968	
Repairs and maintenance to	£,000	£,000	
Buildings	149	247	
Road goods vehicles	24	24	
Plant, machinery and other capital equipment	171	610	
Insurance, licensing and depreciation of road goods vehicles (b)	86	112	
Rates, excluding water rates	437	730	
Hire of plant and machinery	63	68	
Postage, telephone, telegrams, cables and telex (c)	207	520	
Total	1,136	2,311	

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

TABLE 13 Percentage analysis of twelve-month periods covered by returns from larger establishments, 1968

Establishments employing 25 or more persons: Analysis of returns received, United Kingdom

Year ended	Percentage of total returns received	Percentage of total number employed
1968	Per cent.	Per cent.
April (a)	4.7	0.8
May	0.0	0.0
June	11.6	19.2
July	2.3	0.3
August	0.0	0.0
September	4.7	2.0
October	2.3	0.1
November	7.0	31.4
December	39.5	25.7
1969		
January	2.3	5.0
February	0.0	0.0
March	20.9	7.4
April (b)	4.7	8.1
	100	100

⁽a) From 6 April.

⁽b) Blister was specifically excluded for 1963.

⁽c) Described as 'Heavy chemicals' for 1963.

⁽d) There were no entries recorded for electricity generated in firms' own establishments in this industry in 1963 and 1968.

⁽e) Not recorded separately for 1963.

⁽b) For details see Table 11.

⁽c) Excluding telex for 1963.

⁽b) To 5 April.