## 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.

Throughaut 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 Ceneral 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).

## List of tables

## Table No. Title

SECTION I - Eetint for
1 Industry summary 1963 ald 1 establishments in the industry
2 Analysis by size of establishment within the industry, 1968
3 Percentage analysis of employees, by age and sex, 1969

## SECTION II - Analysis of returns received

4 Analysis of larger establ ishments, 1963 and 1968
5 Sales of principal product s of the industry by larger establishment s, including sal es by establishments classified to other industries,
1963 and 1968
1063 1068
6 Sales of principal products of the industry by larger establishments
7 Classified to other industries, 1963 and 1968
Sales of other than principal products by 1 arger establishments in the
industry, 1963 and 1968
8 Production of certain principal products of the industry by 1 arger establ i shments, 1963 and 1968
9 Purchases by 1 arger establishments of sel ected principal products of the
industry, 1968
10 Purchases by larger establ i shments in the industry, 1963 and 1968
11 Transport costs and employment of 1 arger establishments, 1963 and 1968
12 Payments for certain services, etc by larger establishments, 1963 and 1968 Percentage analysis of twelve-month periods covered by returns from $\begin{aligned} & \text { arger } \\ & \text { establi ishment } s, 1968\end{aligned}$

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

(a) For 1968, estimates for establishments not making satisfactory returns and for small establishments 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 For 1963 small establishments from whi
There were no unsatisfactory returns.
There were no unsatisfactory returns. The following information relates an estimate for small establishments not making satisfactory returns
Number of establishments
Average number employed:
Working proprietors

Average number employe
Working proprietors
Other persons employed

1963
22

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 est abl i shment (a) | Est abmen't s | $\begin{gathered} \text { Enter- } \\ \text { prises } \\ \text { (b) } \end{gathered}$ | Total number employed on average during the year (a) | Gross output | $\underset{\text { Net }}{\mathrm{Net}}$ output | Net output per head |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | 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 |  | 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 |
| $1,000-1,999$ | 5 | 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 sal aries

All establishments: United Kingdom

| Number employed on average during the est abl i shment (a) | Employees |  | Wages and salaries |  | Wages and sal aries |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Openatives | Others (d) | Oper- | 0thers (d) | $\begin{aligned} & \text { Oper- } \\ & \text { atives } \end{aligned}$ | 0 thers (d) |
|  | Number | Number | £'000 | £ 000 | £ | £ |
| 6-10 | . | . | . | .. |  | . |
| 11-24 |  |  |  | . | . | . |
| 25-49 | 227 | 41 | 186 | 51 | 819 | . |
| 50-99 | 638 | 213 | 610 | 51 | 819 | 1,237 |
| 100-199 | 911 | 621 | 873 | 275 | 957 | 1,292 |
| 200-399 | 771 | 301 | 873 581 | 751 | 959 | 1,210 |
| 400-749 | 2,097 | 675 | 581 1,936 | 392 830 | 754 | 1,301 |
| 750-999 | 2,166 | 1,391 | 1,936 1,985 | 830 1.464 | 923 | 1,230 |
| 1,000-1,999 | 4,555 | 4,078 | 4,645 | 1,464 5,514 | 916 | 1,053 |
| 2,000 and over | 8,280 | 3,321 | 4,645 8,534 | 5,514 4,101 | 1,020 | 1,352 |
| Unsatisfactory returns | 8,280 | 3,321 | 8,534 | 4,101 | 1,031 | 1,235 |
| Total |  |  |  |  |  |  |
|  | 19,931(c) | 10,779(c) | 19,628(c) | 13,557(c) | 985(c) | 1,258(c) |

(a) Including working proprietors
(b) The sum of the figures for the size groups exceeds the total for the industry to the extent
size group.
(c) Including estimates for establiishments employing fewer than 25 persons and for
(d) Adninistrative, technical and clerical employees.

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

| All establishments: United Kingdom |  |  |  |
| :--- | :---: | :---: | :---: |
| Ages | Mal es | Fenales | All employees |
| Under 18 | Per cent. | Per cent. | Per cent. |
|  | 2 | 1 | 3 |
|  | 69 | 28 | 97 |
|  | 71 | 29 | 100 |

Source: Department of Employment
(a) The percentages rel ate to the numbers employed (exctudis wring proprietors) at June 1969, the earliest date for 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 (amount 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 less disposals.

TABLE 4 Analysis of larger establishments, 1963 and 1968
Establishments employing 25 or more persons: Analysis of returns received
United Kingdom (a)


[^0]TABLE 5 Sales of principal products of the industry by larger establishments, including Sales of principal products of the industry by larger establishments,
sales by establishments classified to other industries, 1963 and 1968

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

|  |
| :--- | ---: | ---: | ---: | ---: | ---: | ---: |

TABLE 5 (continued)

(a) Included in the 1968 report on Electronic computers (Part 76).
(b) Litho and litho-offset machines weighing over $2,000 \mathrm{lbs}$ are included in the 1968 report on
Printing, bookbinding, and paper goods making machinery (Part 59).
(c) This figure represents the total number of rachinery (Part 59).
industry which is less than the total number of establishments shown in Table then in this
of combined returns covering
of combined returns covering more than one establishment.

TABLE 7 Sales of other than principal products by larger establishments in the industry, 1963 and 1968
Establishments employing 25 or more persons:
Analysis of returns received, United Kingdom

|  | 1963 | 1968 |
| :---: | :---: | :---: |
|  | 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 |
| 0 ther 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 providin
or other services rendered to other organisations.

TABLE 8 Production of certain principal products of the industry by larger establ ishments, 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

TABLE 10 Purchases by larger establishments in the industry, 1963 and 1968 Establishments employing 25 or more persons: Analysis of returns received, United Kingdom

|  | 1963 |  | 1968 |  |
| :---: | :---: | :---: | :---: | :---: |
|  | Quant ity | Cost | Quantity | Cost |
| Materials for use in production | Th. tons | £’000 | Th.tons | £'000 |
| Iron castings | . | 364 | . | 251 |
| Steel |  |  |  |  |
| Ingots, blooms, billets, slabs (including sheet/plate mill slabs and sheet bars) |  |  | 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 |  |  | 0.9 | 50 |
| Hoop and strip (including tape of all thicknesses) | 6.2 | 542 | 10.0 | ${ }^{50} 8$ |
| Sheets under 3 mm . thick (including electrical sheets) |  | 244 | 3.3 | 252 52 |
| Iron and steel not el sewhere specified except finished parts, wire and scrap |  |  |  |  |
| Wrought tubes and fittings for wrought tubes (including welded, seamless, conduits, etc) | .. | 6 | 0.1 | 19 |
| 0 ther | . | 123 |  |  |
| Precision chain (eg transmission and timing) |  | 11 |  | 531 |
| Springs, laminated and other types |  | 148 |  | 172 |
| 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 | 3.0 | 1,008 |
| Brass and other copper alloys (including nickel silver and cupro nickel, but excluding all other nickel alloys and cadmium copper) (a) | 0.2 | ${ }_{11}^{92}$ | 0.3 | 1,008 185 |
| Copper (including cadmium copper) (b) |  |  |  |  |
| Zinc and alloys of zinc |  | 14 |  | 15 |
| Solder, soft | 1.8 | 216 | 2.3 | 399 |
| Glass in all forms (including finished parts) |  | 10 |  | 33 |
| Metal powders |  | 11 |  | 14 |
| General chemicals (c) | . | 130 | .. | 123 |
| Paint and varnish (including lacquers and stains) |  | 132 | $\begin{gathered} \text { Th. gal. } \\ 127 \end{gathered}$ | 185 |
| Synthetic resins and plastics materials (excluding leathercloth and reinforced plastics) | $\begin{gathered} \text { Th. } \mathrm{cwt} . \\ 6.0 \end{gathered}$ | 111 |  | 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 |  |  |  |  |
| Timber (other than for use as packing materials) |  | 130 | .. | 128 |
| Insulated wires, cables, strips and materi |  | 15 |  | 14 |
|  | . | 200 | .. | 682 |
| cks, etc |  | 209 |  | 278 |

TABLE 10 (cont inued)
$-$

Vaterials for use in production (continued)
Purchased components for incorporation in firms, own Purchased
products
Ball and roller bearings and parts thereof
Electric motors
of less than 1 h.p
of $1 \mathrm{~h} . \mathrm{p}$. and over
Gears and gear wheels of metal
Measuring instruments and gauges and parts
Plastic goods moulded and fabricated
Other components not elsewhere specified (excluding Other components not elsewhere
those of rubber and asbestos)

Lubricating oils and greases (including cutting oils and emulsions
Replacement parts for firms' own machinery, plant and vehicles, and accessories and consumable tools bought

Tyres and other spare parts for firms' own road good
Tyres and
vehicles
0 ther
All other materials for use in production
Packaging materials
Paper and board
Boxes, cartons, drums and canisters (with or without ard cardboard
Fibreboard packing cases
Wrapping and packing paper (including paper coated with plastics and any laminates incorporating paper
but not metal)

Other packaging materials of paper and paperboard (including moulded pulp units and labels, but
excluding bags, multiwall paper sacks and paper and Timber

Containers wholly or mainly of wood (including ply
wood boxes and drums) baskets and wickerwork rater
Timber (sawn or planed) for manufacture into packing cases, etc

All other packaging materials
Fuel and electricity (d)
Coal
Coke (including screenings) and manufactured fuel
Derv fuel and motor spirit for use in road vehicles 0ther liquid fuels (including creosote/pitch mixtures, etc and liquefied petroleum gases)


TABLE 10 (cont inued)

|  | 1963 |  | 1968 |  |
| :---: | :---: | :---: | :---: | :---: |
|  | Quantity | Cost | Quant ity | Cost |
| Fuel and electricity (d) (continued) | Th. kWh | £ 000 | Th. kWh | £ ${ }^{\prime} 000$ |
| Electricity | 48,897 | 310 119 | 47,747 | 349 236 |
| All other fuels |  | (e) |  | 15 |
| Total cost of materials and fuel |  | 23,125 |  | 39,621 |
| Goods purchased for merchanting |  | 1,676 |  | 5,023 |
| Canteen purchases |  | 254 |  | 337 |
| Total cost of purchases |  | 25,055 |  | 44,981 |

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

TABLE 11 Transport costs and employment of larger establishments, 1963 and 1968
Establishments employing 25 or more persons:
Analysis of returns received, United Kingdom


[^1]TABLE 12 Payments for certain services, etc by larger establishments, 1963 and 1968 (a)

Est ablishments employing 25 or more persons

|  | 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 (a) No deduction is made for these paymer
of net output given in this report.
(b) For details see Table 11 .
(c) Excluding telex for 1963 .

TABLE 13 Percentage analysis of $t$ welve-month periods covered by returns from larger periods covered by re
establ ishments, 1968
Establishments employing 25 or more persons:

| Analysis of returns received, United Kingdom |  |  |
| :--- | :---: | :---: |
| Year ended | of <br> of <br> Percentage <br> total returns <br> received | Percentage <br> of <br> total number <br> 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 |

(a) From 6 April
(b) To 5 April.


[^0]:    For notes to this table - see page $57 / 5$.

[^1]:    (a) Excluding tyres and other spare parts for road goods vehicles
    not collected separately for 1963 .

