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BOARD OF TRADE

THE REPORT ON THE
CENSUS OF PRODUCTION
FOR 1958

Parts 1-68

LONDON: PUBLISHED BY HER MAJESTY'S STATIONERY OFFICE

1960-61

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BOARD OF TRADE

THE REPORT ON THE CENSUS OF PRODUCTION FOR 1958

Part I

INTRODUCTORY NOTES

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

LONDON: HER MAJESTY'S STATIONERY OFFICE

1960

THREE SHILLINGS NET



BOARD OF TRADE

THE REPORT ON THE CENSUS OF PRODUCTION FOR 1958

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LONDON: HER MAJESTY'S STATIONERY OFFICE
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I GENERAL DESCRIPTION OF THE CENSUS

INTRODUCTION

1. The Report on the Census of Production for 1958 consists of 130 booklets containing detailed figures for the industries listed in Section V, together with these Introductory Notes, a separate Index of Products, and a supplementary series of Summary Volumes.

2. The censuses for Great Britain were taken under the Statistics of Trade Act, 1947, which provided that the Board of Trade should take a census of production each year starting with the census for 1948. The Northern Ireland Government have taken censuses for 1949 and each subsequent year under the Statistics of Trade Act (Northern Ireland), 1949. Information collected separately in the censuses for Northern Ireland is included in the United Kingdom totals in this report.

3. The Census of Production for 1958 was a detailed census (i.e. it included questions about particular items of industrial output), and covered all firms engaged in productive industry except small firms in Construction (see paragraph 22). Detailed censuses were also taken for 1948, 1951 and 1954; for the intervening years the censuses were confined to information of a simple character, and from 1952 onwards covered only a sample of firms.

4. The subjects to be covered for 1958 were decided after consultation with the Census of Production Advisory Committee, as provided for in the Statistics of Trade Act. This Committee, appointed by the President of the Board of Trade, included members from industry and the trade unions, the accountancy profession, the universities and the public service. In addition the Board of Trade consulted trade associations and other Government Departments on the detailed headings in the output sections to ensure that the information collected would be in a useful and practicable form.

5. Some preliminary results for 1958 were published in the Board of Trade Journal of the 15th January, 1960. The figures then published have been revised where necessary.

MAIN USES OF THE CENSUS

6. A detailed census of production, such as the 1958 Census, is taken periodically to provide a reliable framework on which more up-to-date monthly and quarterly statistical series can be based. The census is also one of the sources of

basic statistical information used in compiling the official accounts of national income and expenditure.

7. Use is made of the census also outside the Government service, principally by business firms and by economic research workers. Special analyses are prepared (on payment of a fee to cover the cost of the work involved) where the information required cannot be obtained from the census reports, subject always to strict observance of the rules preventing the disclosure of information relating to individual undertakings; these rules prevent the Board from supplying lists of industrial firms to outside enquirers.

CHANGES MADE FOR 1958

8. A number of changes were introduced in the Census of Production for 1958; these included some which were recommended by the Committee on the Censuses of Production and Distribution, whose report (Cmd.9276), published in 1954, could not be fully taken into account in the census for that year.

9. Some of the main changes resulted from the adoption of the revised Standard Industrial Classification (published in 1958) in place of the original (1948) edition used previously. This involved changes in the definitions of individual industries, which are described in the reports relating to them. The number of industry reports was reduced from 154 for 1954 to 130 for 1958, but reports are now given for some sections of industry (in particular, sections of the engineering and clothing industries) which have not been separately distinguished before. The scope of the census, and the unit for which census returns were made, were also subject to changes, which are described in paragraphs 13-18.

10. The other major change concerned the treatment of small firms, full particulars being required for 1958 only from firms employing twenty-five persons or more in all instead of from firms employing eleven persons or more on productive work as previously. The treatment of small firms is described more fully in paragraphs 21-23.

11. The comparisons with 1954 given in many of the tables of the reports are affected by these changes, and particularly by the changes in classification. For the purpose of this report the 1954 returns for larger firms have been re-

classified on the revised basis, but it was not possible to re-classify the 1954 forms for small firms. (The method of estimation used in consequence is described in paragraph 53.) Although the figures prepared for 1954 correspond as closely as possible with those for 1958, the correspondence is not always exact.

SCOPE OF THE CENSUS

12. The census for 1958 covered undertakings in the field of industrial production, including construction, gas, electricity and water supply, and mines and quarries; private firms, nationalised undertakings, and central and local government establishments were included.

13. As a result of their removal from the manufacturing sector of the revised Standard Industrial Classification the following activities, included in the census for 1954, were excluded for 1958: bake-houses attached to retail shops; fish curing by wholesalers or retailers; milk processing and bottling; wholesale bottling except for manufacturers' bottling of their own products; scrap metal processing by dealers; flax processing; the processing of cotton rags and cotton and rayon waste; retail bespoke tailoring and dressmaking, and workrooms operated by retail shops; the production and processing of cinematograph films; and the civil engineering activities of railway, tram, trolleybus, omnibus, canal, dock and harbour undertakings. The reporting of separate figures for merchanted goods led to the exclusion of some firms who proved to be merchants with only minor productive activities. Establishments specialising in repairing certain kinds of goods, (e.g. footwear, motor cars and cycles, watches and clocks, jewellery and plate, sports requisites, musical instruments), included for 1954 if they worked mainly 'for the trade', were excluded for 1958.

UNIT FOR WHICH RETURNS WERE MADE

14. The coverage of firms' returns for 1958 was in many cases rather wider than for 1954. In both years the census was based on the establishment, comprising in most cases the whole of the premises under the same ownership or management at a particular address (e.g. a factory or mine); but offices, warehouses, laboratories, etc. at addresses separate from the works were treated as part of the establishment. For 1958, but not for 1954, firms were asked to include also, in all sections of their returns, particulars relating to merchenting or factoring, canteens operated by them, and other ancillary activities, such as

bottling, packing, and the manufacture of containers for packing their own products, whether or not these activities were carried on at the same address as the works, unless they were conducted by a separate company, or by a separate department with a separate set of accounts; building and engineering maintenance departments were treated similarly. Selling and transport departments were treated in this way both for 1954 and 1958. Firms engaged in certain industries were asked for 1958 to include particulars of specific ancillary activities which had been excluded or made the subject of separate returns for 1954. These were tree felling by sawmillers; chalk, limestone, clay, brick earth, fireclay, etc. quarrying by cement manufacturers, brick makers, etc.; slaughtering by manufacturers of meat products; and fish curing by manufacturers of fish products.

15. Changes made for 1958 in the instructions governing the making of returns for two or more establishments operated by the same firm permitted combined returns to be made more freely than in previous censuses. Combined returns were accepted covering establishments in the same census industry, and situated in the same country (i.e. England, Scotland or Wales); the number of operatives employed was required to be given for each establishment. Separate returns were required as previously for establishments situated in England, Scotland and Wales, estimates being accepted where necessary.

16. Separate returns were also required for separate departments of a single works, in each of which twenty-five or more persons were employed, which were engaged in different census industries.

17. Particulars relating to 'common service' departments such as head offices or research departments were either to be included on the return for the firm's main establishment, or an appropriate proportion was to be included on the return for each establishment. For the head offices of large enterprises with very diverse activities, a separate heading is provided in the revised industrial classification among business services, and particulars for head offices of this kind were not included in the census returns.

18. The net result of the various changes described in paragraphs 13-17 was to reduce the coverage in the census of manufacturing industry by about 5 per cent. in terms of employment. The coverage of construction, mining and quarrying and gas, electricity and water supply was relatively little affected.

INDUSTRIAL CLASSIFICATION

19. Establishments were classified to industries according to the nature of their output, in conformity with the second edition of the Standard Industrial Classification. Each industry was basically defined in terms of its principal products, these being of a similar nature or commonly associated in production. The principle of classification normally followed was that an establishment was classified to an industry if its output of the principal products of that industry accounted for a greater proportion of its total output than did its output of the principal products of any other industry; a similar principle was also normally followed in classifying to sub-divisions of an industry. Where the application of this rule would have resulted in a change of classification between 1954 (on the revised basis) and 1958, however, the 1954 classification was used for both years unless the output of principal products in the new industry was one-third more than that in the old. This modification of the general rule was introduced for 1958 to avoid introducing discontinuities as the result of marginal changes in output between successive censuses.

20. The industrial classification of small firms was based on the respondent's description of the business except in the case of returns made on short forms (see paragraph 23), which were classified on the basis of the output returned.

TREATMENT OF SMALL FIRMS

21. For 1958 returns in full detail were required only from firms employing on the average twenty-five or more persons, and most of the tables in the industry reports relate only to these larger firms; in previous post-war censuses full returns were required (except in Construction) from firms employing on the average eleven persons or more on productive work. This change resulted in a reduction, compared with 1954, of some 30 per cent. in the number of establishments for which full returns were made. In manufacturing industry, firms exempted from making full returns for 1958 accounted for about 6 per cent. of total employment, roughly half of which was due to the raising of the exemption limit.

22. In all industries except Construction, information was sought from every small firm, though in most cases it was limited to a statement of the nature of the work done and the average number of persons employed. In Construction, returns were required only from one in ten of small firms where fewer than twenty-five

persons were employed, reliance being placed on comprehensive data collected by the Ministry of Works in making estimates for the industry as a whole.

23. In those industries where small firms accounted for a relatively large proportion of employment and output, a sample of firms below the exemption limit was asked to complete a simplified version of the full census form (referred to as a 'short form'). The sample consisted of all those belonging to multi-establishment enterprises, those where twenty-five persons or more had been employed in 1954, and one in five of the remainder. This was the first time that sampling methods had been used in connection with a detailed census of production. Short forms were issued to a wider range of industries for 1958 than for 1954, but the use of sampling meant that the number of returns made by small firms which included some detailed information was in mining and manufacturing only about 8,000 compared with 23,000 for 1954, and in Construction only about 9,000 compared with over 80,000 for 1954. The industries in which short forms were issued are indicated in Section V.

RESPONSE

24. Taking large and small firms together, satisfactory returns were obtained from 91 per cent. of those to whom forms were sent who were within the field covered by the census, representing 98 per cent. of employment in the establishments concerned.

ESTIMATION OF FIGURES

25. The use of the establishment as the reporting unit means that the figures for sales do not always represent the value of goods coming on to the market. Where separate returns were made for more than one establishment belonging to the same firm, the firm was asked to estimate the value of goods transferred from one of its establishments to another, valuing them so far as possible as if they had been sold to an independent purchaser.

26. The making of combined returns involved estimation by the Census Office for the purpose of any detailed geographical analysis or any analysis by size of establishment. For these purposes, the figures returned were apportioned to the individual establishments in proportion to the number of operatives.

27. Estimates were also made in the Census Office in respect of small firms and unsatisfactory returns in order to obtain totals for industries as a whole; the method of estimating is described in paragraphs 53-55.

AREA COVERED

28. The figures in the industry reports generally relate to the United Kingdom of Great Britain and Northern Ireland. The Isle of Man and the Channel Islands were not covered.

PERIOD COVERED

29. Firms were required to make returns in respect of the calendar year, but if the calendar year was not their year of account a return for a business year ending on any date from the 6th April, 1958, to the 5th April, 1959, was accepted. A similar concession was made at previous censuses. An analysis by years of return is not being made for this census. (The last analysis of this kind was made for 1948 and 1951 and is to be found in Table 16 of the Census of Production Summary Tables for 1951, Part II). Returns covering less than twelve months were accepted in some cases where business had started or ceased during the year.

SUBJECTS ON WHICH INFORMATION WAS OBTAINED

30. Information was collected on the following subjects:

1. Working proprietors
2. Employment
3. Wages and salaries
4. Materials and fuel purchased (total cost only)
5. Work given out
6. Transport payments
7. Stocks
8. Capital expenditure
9. Sales and work done (usually in detail)

Similar subjects were covered in the forms for 1951 and 1954. For 1954, detailed questions about materials and fuel purchased were also included, and the industry reports for 1954 include detailed analyses of materials and fuel purchased. For 1951, information was also obtained about power equipment, and an analysis of the data collected was included in Part II of the Summary Tables for 1951.

31. For the 1958 census the questions on sales were curtailed in a number of industries for which detailed monthly or quarterly statistics are available. For a few industries where little or no detail of output was obtained in the census,

a summary of the short period statistics has been included in the census report.

FORM OF THE INDUSTRY REPORTS

32. Each report is prefaced by a brief description of the industry and a description of the methods of classification employed, which are preceded by a set of notes, including an account of the principal changes which affect comparability between 1958 and 1954. The tables are presented so far as possible in a standard form (described in Section III) but with some variations for particular industries.

33. The reports for 1958 present the information not only in terms of establishments, the customary mode of presentation in the reports on previous censuses, but also in terms of enterprises. An enterprise, as the term is used in these reports, consists of one or more firms under common ownership or control. (A fuller definition is given in paragraph 79.)

34. Figures for Scotland and Wales are brought together in the summary volumes and separate figures are not given in the reports on individual industries.

DISCLOSURE OF INFORMATION

35. The reports have been prepared in conformity with the disclosure provisions of the Statistics of Trade Act, 1947. In order to avoid disclosing information about individual enterprises, it has in some cases not been possible to publish information in the full detail in which it was collected; in particular, figures for the sales of particular items have sometimes been grouped together for this reason.

SYMBOLS USED

36. The following symbols are used throughout the reports:

- .. for not available
- for nil or negligible (less than half the final digit shown)

ROUNDING OF FIGURES

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

II METHODS USED IN TAKING THE CENSUS

38. The description that follows relates to the work carried out by the Board of Trade, and is not fully applicable to the returns collected by the Northern Ireland Ministry of Commerce, or to those collected by the Ministry of Power, who obtained and compiled information for the fuel and power industries.

PLANNING AND PREPARATORY WORK

39. An Advisory Committee was appointed in February, 1955, and meetings were held in 1955 and 1956. The taking of the census was announced in the Press in September, 1957, and shortly afterwards individual notice was given to firms who were to be asked to complete detailed forms by the issue to them of specimen copies of the census forms and notes, with which was an explanation of the main purposes of the census.

40. Preparations for the census continued throughout 1958, including the writing of computer programmes, the allocation of codes and the design of punched cards. Two additional elements in the preparatory work for this census were the retabulation of the 1954 census data in accordance with the revised industrial classification; and the complete re-numbering of the register of establishments incorporating a coding for the enterprise.

THE CENSUS FORMS

41. To cover the 126 industries for which census reports were prepared by the Board of Trade 110 different types of form were used. In twenty-six industries, and in parts of four others short forms were issued to a sample of small firms (see paragraph 23).

REGISTER OF ESTABLISHMENTS

42. The basic information used in compiling the register for 1958 was the 1954 Census of Production register amended to take account of changes reported by individual firms included in the sample censuses for 1955, 1956 and 1957, and of changes notified in reports made by the factory inspectors of the Ministry of Labour. The register was on punched cards containing the name and address of the firm and (where different) the address of the particular establishment covered by the registration, together with a series of reference numbers and codes indicating the type of form to be despatched for the 1958

census and the size of the establishment, where known, in terms of the number of persons employed there in 1954. The reference numbers incorporate a code for the enterprise where there is more than one establishment belonging to the same enterprise.

METHOD OF CANVASS

43. The census was conducted by correspondence, no local staff or enumerators being employed by the Census Office.

44. Some 70,000 forms, requiring simply a statement of the nature of the business and the average number of persons employed during the 12 months ended 30th September, 1958, were sent on the 1st October, 1958, to firms believed to employ fewer than twenty-five persons and not to form part of larger enterprises. These forms were not sent, however, to those small firms selected in certain industries to complete short forms, nor to small firms in Construction. Firms that employed fewer than twenty-five persons and completed the form satisfactorily were not required to make any further returns in connection with the 1958 census.

45. At the beginning of 1959 statutory forms were issued in respect of all the establishments of larger firms, and to all small firms who had not responded to the approach made to them in October 1958. About 100,000 forms altogether were issued in 1959, but some 18,000 of these were found to relate to businesses which were not engaged in productive work. The remainder consisted of 48,000 sent to larger firms, 8,000 sent to selected small firms in mining and manufacturing, 9,000 sent to selected small firms in Construction, and 17,000 to firms whose size was not known, and to small firms who had not replied to the October inquiry. Three months were allowed for the completion and return of the forms. Reminder letters were sent in March to firms not known to be reporting for a business year ending later than 31st December, 1958, and in April to those who were believed to be reporting for a later business year. Second reminders were issued in May. Final application was made by registered post to about 9,000 of the larger among those whose returns were still outstanding towards the end of July 1959. Other firms whose returns were outstanding were sent a further copy of the census form with a demand for its immediate completion and return.

46. The main stages in processing the data received were screening, coding, punching, classification, examination, and the compilation of report tables. They were largely carried out mechanically, with the help of a National-Elliott 405 computer, and of Hollerith machines supplied by International Computers and Tabulators Limited. Brief notes on the different stages are given in the following paragraphs.

SCREENING, CODING AND PUNCHING

47. Screening involved a simple clerical scrutiny of each return to ensure that the figures were sufficiently complete to be transferred to punched cards.

48. As mentioned in paragraph 42 above, some codes, including a code for multi-establishment enterprises, were incorporated in the revised numbering of the Census of Production register. Area codes also were recorded in the register cards. Other codes, notably the codes for particular kinds of output, were incorporated wherever possible in the printed forms, so that the punch operators could punch them directly from the entries. The relatively small number of items to which this treatment was not appropriate, e.g. products 'written-in' to the output section of forms by the respondent, were identified at the screening stage and coded clerically. Codes assigned by the computer, i.e. codes for size and industrial classification of the return, were punched (together with the reference number of the return) on to paper tape, which was then immediately converted into another set of cards.

CLASSIFICATION

49. In classifying returns to industries and sub-divisions of industries, the computer made use of the code numbers allocated to each of over 5,000 different output headings. When the output cards for a return were fed into the computer, it read the commodity codes and accumulated the corresponding values in stores for each industry and sub-division. In most cases, it then simply ascertained the code of the industry and of the sub-division for which the greatest values were stored; but in some industries more complex rules of classification were adopted. The computer next checked to see that the industry classification agreed with that for the 1954 return (on the revised basis) and, if it did not, made further calculations to see whether the change was only marginal, in which case the 1954 classification was retained. While it was classifying a return the computer also calculated and punched out total employment and net output, together with the size and classification codes.

It also printed out particulars in doubtful cases requiring investigation and checked the arithmetical consistency of the figures returned.

EXAMINATION

50. The purpose of examination was to prevent seriously incorrect information from entering the subsequent compilation processes where errors would be more difficult to trace; further checks were made at the report stage. The main principle followed in the computer programmes for examination was to calculate the ratios of certain of the items returned for 1958 and to compare these ratios with the corresponding ratios for 1954. Extreme values were identified for investigation. The figures were, however, accepted if an abnormal ratio for 1958 was matched by a similar extreme value for 1954.

51. The examination programme was carried out in two stages. The first dealt with the items relating to the whole establishment (or group of establishments where a combined return was made), and the second with individual output items. At the second stage, another part of the programme indicated cases of disclosure of information relating to individual enterprises, so that these cases could be dealt with in advance of the preparation of the industry report.

COMPILATION OF REPORTS

52. The figures were compiled partly on Hollerith tabulators and partly on the computer.

53. Except for industries with short forms, the estimates for the industry as a whole given in Table 1 of the report were normally obtained by increasing the data for larger firms shown in Table 2 in the same proportion as total employment; since it was not possible to re-classify the 1954 returns for small firms, the 1954 estimates for industries as a whole were made by using the 1958 employment ratios. Employment in establishments for which satisfactory returns had not been received was estimated on the basis of a supplementary inquiry carried out at the beginning of 1960, during which contact was made with some 700 of those whose returns were then outstanding.

54. For those industries (except Construction) in which short forms were completed by a sample of small firms, the figures returned by the one in five sample were grossed up in proportion to employment.

55. For Construction, the figures obtained from a one in ten sample of small firms were grossed up by using Ministry of Works employment data covering all firms.

III DESCRIPTION OF THE TABLES

56. The following paragraphs contain a brief description of the standard tables in the industry reports. The numbering of these tables is the same in all the industry reports, an indication being given in the reports of any tables which are not applicable to particular industries. The tables relate to the United Kingdom except where otherwise stated.

TABLE 1: INDUSTRY SUMMARY

57. This table contains estimates of the principal aggregates for the industry as a whole, including estimated figures for small firms who were not required to complete detailed returns and for unsatisfactory returns. Comparisons are made between 1954 and 1958.

TABLE 2: ANALYSIS BY SUB-DIVISIONS OF THE INDUSTRY AND SUMMARY OF RETURNS RECEIVED FROM LARGER FIRMS

58. This table gives aggregates of the principal data collected from firms employing twenty-five or more persons, analysed for most industries by sub-divisions of the industry. This analysis shows the extent to which these larger firms specialised in the production of certain groups of products, the degree of specialisation being indicated by the relationship between the value of characteristic products sold and total sales. The method of classifying firms to sub-divisions is described in the notes at the beginning of each industry report. Comparisons are made between 1954 and 1958.

59. For industries which have no sub-divisions an alternative version of the table gives a summary of the principal results for firms employing twenty-five or more persons. Comparisons are made between 1954 and 1958.

60. For those industries for which short forms were issued to a sample of small firms, an additional table is given showing, in most cases for 1958 only, estimates of certain items for small firms that made satisfactory returns. The figures for net output are not exactly comparable with those given for larger firms (see paragraph 91).

TABLE 3: ANALYSIS BY SIZE OF ENTERPRISE WITHIN THE INDUSTRY, 1958

61. Some of the principal results for 1958 for firms employing twenty-five or more persons are analysed according to the size of enterprise within the industry.

TABLE 4: SALES OF PRINCIPAL PRODUCTS OF THE INDUSTRY BY LARGER FIRMS, INCLUDING SALES BY ESTABLISHMENTS CLASSIFIED TO OTHER INDUSTRIES

62. This table shows the total sales by larger

firms, by value, and in most cases by quantity, of the principal products of the industry. It includes, therefore, the sales of these products returned by establishments classified to other industries. Comparisons are made between 1954 and 1958.

63. An additional table, containing estimates, in most cases for 1958 only, of sales of principal products of the industry by all firms and by small firms, is given for those industries in which short forms were issued to a sample of small firms.

TABLE 5: SALES OF PRINCIPAL PRODUCTS OF THE INDUSTRY BY ESTABLISHMENTS CLASSIFIED TO OTHER INDUSTRIES

64. This table shows separately the amounts included in Table 4 which were returned by establishments classified to other industries, references being given to the principal of these. Comparisons are made between 1954 and 1958.

TABLE 6: SALES OF OTHER THAN PRINCIPAL PRODUCTS BY LARGER FIRMS IN THE INDUSTRY

65. This table shows the sales by larger firms in the industry of products other than principal products of the industry. Comparisons are made between 1954 and 1958.

TABLE 7: TOTAL MAKE OF INTERMEDIATE PRODUCTS, 1958

66. This table shows, for 1958 only, the total quantities of certain products made by larger firms, whether for sale, for further processing by the same firm, or for other firms on materials supplied by them. Separate figures are given, where appropriate, for the quantities made in the industry covered in the report and those made in all industries.

TABLE 8: EMPLOYMENT AND SALARIES, ETC. FOR THE WEEK ENDED OCTOBER 25, 1958

67. This table shows the number of working proprietors, operatives and administrative, technical and clerical employees employed in the week ended October 25, 1958, by firms employing twenty-five or more persons; and the salaries, etc. paid per head to administrative, technical and clerical employees for that week, males and females being shown separately. The questions relating to this last item were sometimes misunderstood, figures for the whole year being commonly given; since some degree of incompleteness does not detract seriously from the accuracy of the average salaries etc. calculated, no attempt was made to correct erroneous figures, and the results published are based on those figures found acceptable.

IV EXPLANATION OF TERMS USED

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

CAPITAL EXPENDITURE

(i) Plant, machinery and vehicles

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

(ii) New building work

70. This represents the cost incurred during the year of new building and other new constructional work (including office buildings, canteens and the like used in connection with the business covered by the return but not dwelling houses for employees). The value is that charged to capital account during the year of return excluding all expenditure so charged before the beginning of the year; it includes expenditure on new buildings or on the extension or reconstruction of old buildings, the cost of replacing any buildings destroyed by fire or war damage, the value of work of a capital nature carried out by firms' own staff, and the cost of any newly constructed buildings purchased. The figures shown for 1958 include, but those for 1954 exclude, any legal charges, stamp duties, agents' commissions, etc.; the cost of land and existing buildings purchased was excluded for both years. Information about capital expenditure during the year in respect of

manufacturing establishments in Great Britain where production had not started before the end of the year was obtained by means of a supplementary inquiry.

CHARACTERISTIC PRODUCTS

71. This term indicates products which are characteristic of a particular sub-division of an industry; the characteristic products which define each sub-division are indicated in Table 4 of the industry reports. For those industries for which an analysis by sub-divisions has been made, Table 2 shows the total sales of characteristic products for each sub-division. The totals include, besides the products which define the sub-division, other items of output assumed to be closely related to them, e.g. waste products and work done. (See also paragraph 105.)

COMBINED RETURN

72. This is a return covering two or more establishments in the same census industry and in the same country (England, Scotland or Wales); the number of operatives employed in each of the establishments covered was required to be given.

EMPLOYMENT

(i) Working proprietors

73. These include all persons regarded as 'self-employed' for National Insurance purposes, and members of their families who worked in the business without receiving fixed wages or salaries; but persons working less than half the normal hours are excluded. For Northern Ireland, but not for Great Britain, they include also directors of limited companies, other than those paid by fee only. (Directors paid by fee only were not included in any census returns.)

(ii) Employees

74. Employees are classified under the two main headings of (a) administrative, technical and clerical employees and (b) operatives. The figures relate to persons on the pay-roll (i.e. whose National Insurance cards were held by employers), whether full-time or part-time employees. The figures for 1958 include, but those for 1954 exclude, persons engaged in merchanting or factoring, and canteen workers. Persons engaged in activities not covered by a firm's return were excluded for both years.

75. Firms were required to state the numbers employed in the pay-week ended on or about October 25, 1958, distinguishing males and females. Firms were also required to state the average numbers of operatives and of administrative, technical and clerical employees on the pay-roll during the year of return; averages could be calculated from figures relating to the last week of each calendar month.

76. **Administrative, technical and clerical employees** include managers, superintendents, and works foremen; research, experimental, development, technical and design employees (other than operatives); draughtsmen and tracers; travellers; and office (including works office) employees. For Great Britain, but not for Northern Ireland, they include also directors, other than those paid by fee only.

77. **Operatives** include all other classes of employees, that is, broadly speaking, all manual wage earners. They include those employed in and about the factory or works; operatives employed in power houses, transport work, stores, warehouses and, for 1958, canteens; inspectors, viewers and similar workers; maintenance workers; and cleaners. Operatives engaged in outside work of erection, fitting, etc. are also included, but outworkers (i.e. persons employed by the firm who worked on materials supplied by the firm in their own homes, etc.) are excluded. Information about the numbers of outworkers employed in 1958 was collected only for the gloves industry; for 1954 it was collected for all industries, and is shown in the Census of Production report for that year.

(iii) Total employment

78. This is the sum of the average number of employees and the number of working proprietors; outworkers are excluded.

Note: The next four items relate to four different kinds of unit used in the reports.

In the commonest case where a business is carried on at one address and is not connected with any other business, the three industrial units (the enterprise, the firm, and the establishment) are the same. Where they are different, the enterprise is the largest, followed by the firm, and then by the establishment, which is the smallest unit. (It may be noted that another unit - the 'business unit' - which comes between the enterprise and the firm, is being introduced in the Census of Production from 1959 onwards.)

ENTERPRISE (See preceding note)

79. The term enterprise is used in this report to mean one or more firms under common ownership or control as defined in the Companies Act, 1948. An enterprise normally consists either of a

single firm, or of a holding company together with its subsidiary companies. Information about the constituent companies of enterprises was obtained mainly from published sources, such as the Stock Exchange Year Book, supplemented by information from company reports and information supplied by firms. The information available is not absolutely complete, but covers the largest and most important groups of industrial firms, and is believed sufficient to provide a worthwhile basis for analysis.

ENTRIES

80. The number of entries shown in Tables 4, 5 and 7 is the number of returns on which figures against a particular output or production heading were recorded. The number of entries is less than the corresponding number of establishments to the extent that combined returns were made covering more than one of the establishments concerned.

ESTABLISHMENT (See note preceding paragraph 79)

81. In most cases an establishment comprises the whole of the premises under the same ownership or management at a particular address (e.g. a factory or mine). Offices, warehouses, laboratories etc. at addresses separate from the works were treated as part of the establishment.

82. For 1958, but not for 1954, firms were asked to include also, in all sections of their returns, particulars relating to merchanting or factoring, canteens operated by them, and other ancillary activities, such as bottling, packing, and the manufacture of containers for packing their own products, whether or not these activities were carried on at the same address as the works, unless they were conducted by a separate company or a separate department with a separate set of accounts; building and engineering maintenance departments were treated similarly. Selling and transport departments were treated in this way for both 1954 and 1958.

FIRM (See note preceding paragraph 79)

83. In the sense in which the term is used in this report, a firm means one or more productive establishments operated under the same trading name. It is most commonly a limited company. The information given in the report relates mainly to larger firms employing twenty-five or more persons on the average during the year; small firms are those where on the average fewer than twenty-five persons were employed. Though the firm is used in defining the exemption limit, it is not used as a unit of analysis.

INTERMEDIATE PRODUCTS

84. For some industries figures are given showing

the total quantities made during the year of important intermediate products, i.e. products which may be further processed in the establishments in which they are produced, whether or not they are also sometimes sold. They include also goods produced from materials supplied by other firms.

LARGER FIRMS

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

MATERIALS AND FUEL

86. The totals shown include the cost of all purchases of materials and components for use in production, and of fuel (including oil, gas and electricity) for all purposes including heating, lighting and transport (where carried out by firms' own staff included in the return); all packing materials, including the full cost of returnable cases and containers when first purchased; workshop materials; office materials; water charges; materials for repairs to firms' own buildings, plant and vehicles when carried out by their own workpeople included in the return; consumable tools; and parts for machinery purchased during the year as replacements. Purchases of goods for merchanting or factoring, and canteen supplies, are included for 1958 but not for 1954. Materials supplied by customers for processing are excluded for both years.

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

NET OUTPUT

88. The net output of an industry represents the value added to materials by the process of production and includes for 1958 the gross margin on any merchanted or factored goods sold; it constitutes the fund from which wages, salaries, rents, rates and taxes, advertising and other selling expenses, and all other similar charges

have to be met, as well as depreciation and profits. There is no appreciable duplication in net output.

89. For larger firms, net output was obtained by taking the total value of sales and work done (including, for 1958, the value of merchanted goods sold and canteen takings); adding the value of stocks at the end of the year and deducting their value at the beginning of the year; and deducting also the cost of materials and fuel purchased (including, for 1958, the value of goods purchased for merchanting and canteen supplies), payments for work given out to other firms, and payments for transport.

90. Normally any customs or excise duty on materials purchased was included in the cost of materials. Similarly, finished goods sold were valued as they were sold, duty paid or duty free. The amounts of duty, subsidies, allowances and levies receivable or payable on goods withdrawn from bond, produced or sold, where of substantial importance, were required to be stated separately, and the net amount of duty paid was deducted, and the net amount of subsidy received added, in arriving at net output.

91. For small firms in industries in which short forms were issued, the value of net output shown is the value of sales and work done, less the cost of materials and fuel purchased, and any payments for work given out to other firms (no information having been collected about stock changes or payments for transport).

92. Gross output is not included in the tables of this report, since figures for stocks of products on hand for sale, exclusive of merchanted goods, which would be required for its calculation, were not obtained for 1958.

NET OUTPUT PER PERSON EMPLOYED

93. The figures for net output per person employed are derived by dividing the net output by the average number of persons employed (full-time and part-time) including operatives, administrative, technical and clerical employees and working proprietors, but excluding outworkers. Persons engaged in merchanting or factoring and canteen workers, as well as the gross margin on merchanted or factored goods, were taken into account for 1958 but excluded for 1954.

PRINCIPAL PRODUCTS

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

paragraph 19). They are shown in Table 4 of the report on the industry.

SALES

95. Sales include goods made by the business covered by the return, those made for it by outworkers or by other firms from materials given out to them (sometimes described as goods made on commission), and waste products sold. Any machinery or other capital items produced for use in the business covered by the return are also included the value being that adopted in the firm's capital account for income tax purposes. Goods sold without being subjected to any manufacturing process (merchanted or factored) and canteen takings are included for 1958 but not for 1954; where the total sales of merchanted or factored goods were less than £5,000, firms were permitted to include them with the figures for sales of goods of their own production. For Construction and Shipbuilding, in which the productive processes are complex and extend over long periods, a return of the value of work done during the year was required.

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

97. Where separate returns were made for different departments of the same firm, and goods produced in one department were used in another, the value of the goods is included in the sales of the first (producing) department, and in the materials of the second (using) department, on the common basis of the charge that would have been made to an independent purchaser. Goods transferred to a separate selling organisation under the same control are valued on the same basis. Estimation of a similar kind was also sometimes entailed in valuing transfers between different firms belonging to the same enterprise. To the extent that transfers of these kinds were included, the figures for sales do not represent the value of goods coming on to the market.

98. For work done on commission or for the trade the value shown is the net amount charged. With a few exceptions, receipts for business and other services are not included.

99. To the extent that the finished products of one establishment constitute the materials purchased by another, total figures of the value of

sales (and of materials and fuel purchased) include an element of duplication. In some industries, e.g. Motor Vehicle Manufacturing and Woollen and Worsted, this duplication is substantial; and aggregates of the figures for a number of industries contain significantly greater amounts of duplication. A full analysis of gross output free from duplication was last made for 1948 and is included in Table 5 of the Census of Production Summary Tables for 1951, Part II.

SHORT FORM

100. This term is used to mean the simplified version of the full census form sent to a sample of small firms in industries where small firms accounted for a relatively high proportion of total employment. The industries concerned are indicated in the list of industry reports in Section V. (See also paragraph 23.)

SMALL FIRMS

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

STANDARD INDUSTRIAL CLASSIFICATION

102. The industrial classification used was the second edition of the Standard Industrial Classification, published by Her Majesty's Stationery Office in 1958 together with an alphabetical list of industries which provides an index to it. The industry reports indicate the sections of the Standard Industrial Classification covered, which are shown also in the list of industry reports in Section V.

STOCKS AND WORK IN PROGRESS

103. The values shown are the income tax values of stocks of products on hand for sale, and of materials and fuel, at the beginning and end of the year of return. For 1958, but not for 1954, they include any stocks of goods held for merchanting or factoring.

104. The value of work in progress at the two dates is also usually shown. This excludes any progress payments made to sub-contractors, and no deduction is made on account of progress payments received.

SUB-DIVISIONS OF THE INDUSTRY

105. Where sub-divisions of an industry are shown, they represent sections of the industry concerned with particular groups of products. The establishments classified to a particular sub-division are normally those whose major output consisted of the characteristic products of the sub-division; when other methods of classification

were used, they are described in the report on the industry. (See also paragraph 71.)

TOTAL MAKE

106. This means the total quantity of intermediate products made (see paragraph 84).

TRANSPORT PAYMENTS

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

WAGES AND SALARIES

108. These are the amounts paid during the year to operatives and to administrative, technical and clerical employees. Payments to working proprietors, whether called salaries or not, are excluded; in Northern Ireland this exclusion extends also to payments to directors of limited

companies. The values shown include all overtime payments, bonuses and commissions, whether paid regularly or not, and no deduction is made for income tax, insurances, contributory pensions, etc. The value of any payments in kind, travelling expenses, lodging allowances, etc. is excluded.

109. Figures are also shown for average salaries etc. paid per head for the week ended 25th October, 1958, to administrative, technical and clerical employees, distinguishing males and females. For staff paid monthly, the figures are based on payments made in October, 1958. Where payments related to periods other than a week or month, an appropriate proportion was returned. Only those bonuses and commissions actually paid in the period are included. The questions relating to this item were sometimes misunderstood and the averages published are based only on the figures found acceptable (see paragraph 67).

WORK DONE

110. See paragraph 98.

WORK GIVEN OUT

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

V LIST OF INDUSTRY REPORTS, ETC.

The symbol * indicates a report including additional tables containing particulars for small firms. In the reports marked # the additional analysis for small firms relates to a part of the industry only.

Standard Industrial Classification Reference	INDUSTRY	Report Part No.
	INTRODUCTORY NOTES	1 ✓
II	MINING AND QUARRYING	
101	Coal Mining	2 ✓
102	*Stone and Slate Quarrying and Mining	3 ✓
103	*Chalk, Clay, Sand and Gravel Extraction	4 ✓
109/1 and 2	Metalliferous Mining and Quarrying	5 ✓
109/3,4 and 5	Salt and Miscellaneous Non-metalliferous Mining and Quarrying	6 ✓
III	FOOD, DRINK AND TOBACCO	
211	✓ Grain Milling	7 ✓
212	*Bread and Flour Confectionery	8 ✓
213	Biscuits	9 ✓
214	Bacon Curing, Meat and Fish Products	10 ✓
215	Milk Products	11 ✓
216	Sugar	12 ✓
217	Cocoa, Chocolate and Sugar Confectionery	13 ✓
218	Fruit and Vegetable Products	14 ✓
219	*Animal and Poultry Foods	15 ✓
229/1	Margarine	16 ✓
229/2	Starch and Miscellaneous Food Industries	17 ✓
231	Brewing and Malting	18 ✓
239/1	*Spirit Distilling and Compounding	19 ✓
239/2 and 3	*Soft Drinks, British Wines, Cider and Perry	20 ✓
240	Tobacco	21 ✓
IV	CHEMICALS AND ALLIED INDUSTRIES	
261	Coke Ovens and Manufactured Fuel	22 ✓
262	Mineral Oil Refining	23 ✓
263	Lubricating Oils and Greases	24 ✓
271/1	Dyestuffs	25 ✓
271/2	Fertilizers and Chemicals for Pest Control	26 ✓
271/3 (part)	Coal-tar Products	27 ✓
271/3 (part)	Chemicals (General)	28 ✓
272/1	Pharmaceutical Preparations	29 ✓
272/2	Toilet Preparations	30 ✓
273	Explosives and Fireworks	31 ✓
274	Paint and Printing Ink	32 ✓
275/1	*Vegetable and Animal Oils and Fats	33 ✓
275/2	Soap, Detergents, Candles and Glycerine	34 ✓
276	Synthetic Resins and Plastics Materials	35 ✓
277/1	Polishes	36 ✓
277/2	Gelatine, Adhesives, etc.	37 ✓
V	METAL MANUFACTURE	
311	Iron and Steel (General)	38 ✓
312	Steel Tubes	39 ✓
313	Iron Castings, etc.	40 ✓
321 and 322	Non-ferrous Metals	41 ✓

Standard Industrial Classification Reference	INDUSTRY	Report Part No.
VI	ENGINEERING AND ELECTRICAL GOODS	
331	Agricultural Machinery (except Tractors)	42
332	Metal-working Machine Tools	43
333	Engineers' Small Tools and Gauges	44
334	Industrial Engines	45
335	Textile Machinery and Accessories	46
336	Contractors' Plant and Quarrying Machinery	47
337	Mechanical Handling Equipment	48
338	Office Machinery	49
339	Miscellaneous (Non-electrical) Machinery	50
341	Industrial Plant and Steelwork	51
342	Ordnance and Small Arms	52
349	General Mechanical Engineering	53
351	Scientific, Surgical and Photographic Instruments, etc.	54
352	Watches and Clocks	55
361	Electrical Machinery	56
362	Insulated Wires and Cables	57
363	Telegraph and Telephone Apparatus	58
364	Radio and Other Electronic Apparatus	59
365	Domestic Electrical Appliances	60
369	Miscellaneous Electrical Goods	61
VII	SHIPBUILDING AND MARINE ENGINEERING	
370	Shipbuilding and Marine Engineering	62
VIII	VEHICLES	
381	Motor Vehicle Manufacturing	63
382	Motor Cycle, Three-wheel Vehicle and Pedal Cycle Manufacturing	64
383	Aircraft Manufacturing and Repairing	65
384	Locomotives and Railway Track Equipment	66
385	Railway Carriages and Wagons and Trams	67
389	Perambulators, Hand-trucks, etc.	68
IX	METAL GOODS NOT ELSEWHERE SPECIFIED	
391	Tools and Implements	69
392	Cutlery	70
393	Bolts, Nuts, Screws, Rivets, etc.	71
394	Wire and Wire Manufactures	72
395	Cans and Metal Boxes	73
396	*Jewellery, Plate and Refining of Precious Metals	74
399	Miscellaneous Metal Manufactures	75
X	TEXTILES	
411	Production of Man-made Fibres	76
412	Spinning and Doubling of Cotton, Flax and Man-made Fibres	77
413	Weaving of Cotton, Linen and Man-made Fibres	78
414	Woollen and Worsted	79
415	Jute	80
416	Rope, Twine and Net	81
417	Hosiery and Other Knitted Goods	82
418	*Lace	83
419	Carpets	84
421	Narrow Fabrics	85
422/1	Household Textiles and Handkerchiefs	86
422/2	*Canvas Goods and Sacks	87
423	Textile Finishing	88
429/1	Asbestos	89
429/2	Miscellaneous Textile Industries	90
XX	DISTRIBUTIVE TRADES	
810/4 (part)	Textile Converting	91

Standard Industrial Classification Reference	INDUSTRY	Report Part No.
XI	LEATHER, LEATHER GOODS AND FUR	
431	*Leather (Tanning and Dressing) and Fellmongery	92
432	*Leather Goods	93
433	*Fur	94
XII	CLOTHING AND FOOTWEAR	
441	*Weatherproof Outerwear	95
442	*Men's and Boys' Tailored Outerwear	96
443	*Women's and Girls' Tailored Outerwear	97
444	*Overalls and Men's Shirts, Underwear, etc.	98
445	*Dresses, Lingerie, Infants' Wear, etc.	99
446	*Hats, Caps and Millinery	100
449/1, 3 and 4	*Corsets and Miscellaneous Dress Industries	101
449/2	Gloves	102
450	Footwear	103
XIII	BRICKS, POTTERY, GLASS, CEMENT, ETC.	
461	Bricks, Fireclay and Refractory Goods	104
462	Pottery	105
463	Glass	106
464	Cement	107
469/1	Abrasives	108
469/2	*Miscellaneous Building Materials, etc.	109
XIV	TIMBER, FURNITURE, ETC.	
471	*Timber	110
472	*Furniture and Upholstery	111
473	*Bedding, etc.	112
474	*Shop and Office Fitting	113
475	*Wooden Containers and Baskets	114
479	Miscellaneous Wood and Cork Manufactures	115
XV	PAPER, PRINTING AND PUBLISHING	
481	Paper and Board	116
482	Cardboard Boxes, Cartons and Fibre-board Packing Cases	117
483	Miscellaneous Manufactures of Paper and Board	118
486	Printing and Publishing of Newspapers and Periodicals	119
489	*General Printing, Publishing, Bookbinding, Engraving, etc.	120
XVI	OTHER MANUFACTURING INDUSTRIES	
491	Rubber	121
492	Linoleum, Leathercloth, etc.	122
493	*Brushes and Brooms	123
494	Toys, Games and Sports Equipment	124
495	Miscellaneous Stationers' Goods	125
496	Plastics Moulding and Fabricating	126
499	*Miscellaneous Manufacturing Industries	127
XVII	CONSTRUCTION	
500	*Construction	128
XVIII	GAS, ELECTRICITY AND WATER	
601	Gas	129
602	Electricity	130
603	Water Supply	131
	INDEX OF PRODUCTS	132
	SUMMARY VOLUMES	133, 134 and 135

VI MEMBERS OF THE ADVISORY COMMITTEE

Plans for a detailed census were considered by the Advisory Committee on the Censuses of Production for 1956 and 1957, and subsequently reviewed by the Advisory Committee on the Census of Production for 1958. These two Committees, though formally distinct, had the same membership except where indicated in the list which follows.

Mr. J. Stafford, C.B (Chairman)

Professor R. G. D Allen, C.B.E.

Mr. J. L. Armstrong

Professor F. Sewell Bray

Mr. Duncan Burn

Mr. Leonard Cooke, O.B.E., J.P.

Mr. Harry Douglass (1956/57 Committee only)

Sir Norman Kipping, J.P.

Mr. A. R. Knowles, C.B.E.

Mr. Philip Lyle (1956/57 Committee only)

Colonel E. R. Mayer, T.D., D.L.

Mr. T. A. Mitchell

Mr. C. T. Saunders, C.M.G.

Mr. H. C. Stanton

Mr. C. F. V. Williams, C.I.E.

Mr. W. T. Winterbottom, C.B.E.

Mr. L. T. Wright (1958 Committee only)

Mr. P. O. Young

Secretary: Miss J. M. N. Milne (1956/57 Committee)

Mr. V. P. Johnson (1958 Committee)

VII THE CENSUS OF PRODUCTION (1959) (RETURNS AND EXEMPTED PERSONS) ORDER, 1958

STATUTORY INSTRUMENTS

1958 No. 1731

STATISTICS OF TRADE

The Census of Production (1959) (Returns and Exempted Persons) Order, 1958

Made - - - - 20th October, 1958

Laid before Parliament 28th October, 1958

Coming into Operation 31st December, 1958

The Board of Trade, in pursuance of the powers conferred upon them by Section 2 of the Statistics of Trade Act, 1947(a), (hereinafter referred to as "the Act"), and all other powers in that behalf enabling them, hereby order as follows:—

Exempted persons

1. Any person carrying on an undertaking in the field of production of coal, gas, electricity, oil-shale, crude or refined petroleum or shale oil products during any period in relation to which, but for the provisions of this Article, a return or returns in respect of that undertaking would be required to be furnished for the purposes of the census of production being taken under the Act by the Board of Trade in the year 1959 shall be exempted from the obligation to furnish any such return to the extent to which information required to be included therein in respect of that undertaking is furnished, in respect of that undertaking:—

(a) to the Minister of Power in pursuance of, and within such time as is specified in—

(i) a notice served upon that person before the 31st day of March, 1959, by the said Minister under Section 1 of the Act; or

(ii) a requirement duly made of that person before the 31st day of March, 1959, by the said Minister under Section 3 of the Coal Industry Nationalisation Act, 1946(b), Section 7 of the Gas Act, 1948(c), or Section 8 of the Electricity Act, 1957(d); or

(b) to the Secretary of State in pursuance of, and within such time as is specified in, a requirement duly made of that person before the 31st day of March, 1959, by the Secretary of State under Section 23 of the Hydro-Electric Development (Scotland) Act, 1943(e), as amended by the Electricity Act, 1947(f), and adapted by the Electricity Reorganisation (Scotland) Act, 1954(g).

Matters to which returns may relate

2. The matters about which a person may be required to furnish returns for the purposes of the said census shall be all the matters set out in the Schedule to the Act.

Interpretation, citation and commencement

3.—(1) The Interpretation Act, 1889(h), shall apply to the interpretation of this Order in like manner as it applies to the interpretation of an Act of Parliament.

(a) 10 & 11 Geo. 6. c. 39. (b) 9 & 10 Geo. 6. c. 59. (c) 11 & 12 Geo. 6. c. 67.
(d) 5 & 6 Eliz. 2. c. 48. (e) 6 & 7 Geo. 6. c. 32. (f) 10 & 11 Geo. 6. c. 54.
(g) 2 & 3 Eliz. 2. c. 60. (h) 52 & 53 Vict. c. 63.

- (i) Please read the notes sent with the form before completing the return
- (ii) All figures should relate to the year of return
- (iii) State values to the nearest £
- (iv) Do not leave blanks : where none state " none "

CONFIDENTIAL

I WORKING PROPRIETORS (see notes 10 and 11)		Machine codes	V WORK GIVEN OUT (see notes 21-23)		Machine codes
1. Number : Male	01.36.5		16. Total amount paid £.....	02.41.10	
2. Female	01.41.5		VI TRANSPORT PAYMENTS (see notes 24-26)		
II EMPLOYMENT* (see notes 12-15)			17. Total amount paid (or credited) £.....	02.51.10	
A. Number of persons employed in the pay-week ended on or about 25th October, 1958 :			VII STOCKS (see notes 27-33)		
(i) Operatives :			Materials and Fuel :		
3. Male	08.31.5		18. At beginning of year £.....	02.61.10	
4. Female	08.36.5		19. At end of year £.....	02.71.10	
(ii) Administrative, technical and clerical employees :			Work in progress :		
5. Male	08.41.5		20. At beginning of year £.....	03.31.10	
6. Female	08.46.5		21. At end of year £.....	03.41.10	
B. Average number of persons on the pay-roll :			Products on hand for sale :		
7. Operatives	01.46.5		22. At beginning of year £.....	03.51.10	
8. Administrative, technical and clerical employees	01.51.5		23. At end of year £.....	03.61.10	
III WAGES & SALARIES (see notes 16 and 17)			VIII CAPITAL EXPENDITURE (see notes 34-40)		
A. Paid during the year to :			Plant, Machinery and Vehicles		
9. Operatives £.....	01.61.10		Cost of items acquired:		
10. Administrative, technical and clerical employees £.....	01.71.10		24. Plant and machinery £.....	04.31.10	
B. Salaries, etc. paid to administrative, technical and clerical employees in October, 1958 :			25. Vehicles £.....	04.41.10	
(i) Staff paid monthly : amount paid for October, 1958.			Proceeds of items disposed of:		
11. Male £.....	08.51.5		26. Plant and machinery £.....	04.51.10	
12. Female £.....	08.56.5		27. Vehicles £.....	04.61.10	
(ii) Staff paid weekly : amount paid for week ended on or about 25th October, 1958.			New Building Work		
13. Male £.....	08.61.5		28. Cost of new building or other construction work of a capital nature charged to capital account during the year		
14. Female £.....	08.66.5		£.....		04.71.10
IV MATERIALS AND FUEL PURCHASED (see notes 18-20)					
15. Total cost £.....	02.31.10				

*Canteen workers and persons engaged in merchanting or factoring should generally be included (see note 6).

CONFIDENTIAL

IX. SALES
(see notes 41 and 42)

	Sold as such during the year		Machine codes
	Quantity	Net selling value	
	6.51.10	6.71.10	6.31.10
	lb.	£	
<u>Goods of your own production</u>			
29. Dressed bristles for brushmaking	cwt.		4930100010
Prepared animal hair :			
30. For brushmaking			4930100020
31. For other purposes			4292200070
32. Dressed fibres for brushmaking	doz.		4930100030
33. Artists' brushes and brushes of fine hair			4930600060
Paint, paste, distemper, whitewash and similar brushes :			
Overall width of filling at mouth of ferrule or other binding :			
34. Not exceeding 3 inches			4930200070
35. Exceeding 3 inches			4930200080
Brushes for use as part of a machine :			
36. Filled with wire			4930500100
37. Other... ..			4930600110
All brushes filled with wire, other than for use as part of a machine, for which see heading 36 :			
38. Toilet			4930500120
39. Other... ..			4930500130
Toilet brushes :			
Tooth and dental plate brushes :			
40. Filled with synthetic fibres			4930300150
41. Other			4930300160
42. Shaving brushes			4930300170
43. Nail brushes... ..			4930300180
44. Hair brushes			4930300190
45. Other toilet brushes except shoe brushes, which should be included in headings 52 and 53			4930300200
Brooms :			
46. Machine stapled and other machine made			4930400220
47. Hand made			4930600230
Banister and hearth brushes :			
48. Machine stapled and other machine made			4930400240
49. Hand made			4930600250
50. Scrubbing and laundry brushes			4930400260

IX. SALES (continued)
(see notes 41 and 42)

	Sold as such during the year		Machine codes
	Quantity	Net selling value	
	6.51.10	6.71.10	6.31.10
	doz.	£	
<u>Goods of your own production (continued)</u>			
51. Painting rollers			4930600270
<u>Other brushes, including household types :</u>			
52. Machine stapled and other machine made			4930400280
53. Hand made			4930600290
54. Mops, domestic or household			4930600300
55. Industrial polishing mops (buffs, bobs, etc.) excluding circular brushes			4930600310
	cwt.		
<u>Polishes (black, white, metal and similar cleaning, dressing and polishing preparations) :</u>			
56. Floor and furniture			2771100020
57. Metal, stove and other polishes			2771100040
58. Products not specified above† :			
			4930040010
			4930040020
			4930040030
59. Waste products not included above			4930050010
		Amount charged	
		£	
<u>Work done on commission, sub-contract work, etc. :</u>			
60. Dressing of bristles, hair and fibre			4930600360
61. Other (the nature of each class of work done and the amount charged for each class should be shown separately) :			
			4930040110
			4930040120
			4930040130
		Net selling value	
		£	
62. Total value of goods sold without being subjected to any manufacturing process (merchanted or factored) (see note 42(d))			4930070010
63. Canteen takings (see note 42(e))			4930080010
64. TOTAL VALUE OF ALL GOODS SOLD AND WORK DONE			03.71.10

†The quantity should be stated where practicable as well as the net selling value. Separate particulars should be given for any class of goods of which your sales in the year amounted to £10,000 or more.

PART B

TO BE COMPLETED BY FIRMS THAT EMPLOYED FEWER THAN TWENTY-FIVE PERSONS ON THE AVERAGE (INCLUDING WORKING PROPRIETORS AND CLERICAL STAFF) DURING 1958.

I EMPLOYMENT* (see notes 10-15)	Machine codes	II MATERIALS AND FUEL PURCHASED (see notes 18-20)	Machine codes
Average number of persons employed :		3. Total cost £.....	41.51.10
1. Males.....	41.41.5	III WORK GIVEN OUT (see notes 21-23)	
2. Females.....	41.46.5	4. Total amount paid £.....	41.61.10
*Canteen workers and persons engaged in merchenting or factoring should generally be included (see note 6).			
IV. SALES (See notes 41 and 42) Where necessary estimated figures may be given.			
		Value of goods sold or amount charged for work done	Machine codes
		47.71.10	47.31.10
<u>Goods of your own production sold as such</u>			
5. Dressed bristles and fibres			4930000010
6. Prepared animal hair			4930000020
7. Artists' brushes and brushes of fine hair			4930000030
8. Paint, paste, distemper, whitewash and similar brushes			4930000040
9. Brushes of all descriptions filled with wire, except toilet brushes			4930000050
10. Toilet brushes of all descriptions			4930000060
11. Other brushes, including household types			4930000070
12. Painting rollers			4930000080
13. Mops, domestic or household			4930000090
14. Other products			4930000100
15. Work done on commission, sub-contract work, etc....			4930060010
16. Total value of goods sold without being subjected to any manufacturing process (merchanted or factored) (see note 42(d))			4930070010
17. TOTAL VALUE OF ALL GOODS SOLD AND WORK DONE			41.71.10

PART C

Name and address of person who should be consulted if questions arise about this return :

.....
.....

Telephone No.....

I hereby declare that the information contained in this return is complete and correct to the best of my knowledge and belief.

Date.....195..... Signature.....

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