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# Business Monitor

Report on the  
Census of Production

Introductory notes

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A publication of the Government Statistical Service

### PRICE INCREASES

Prices of Business Monitors in 1983 have been set to make some contribution to the costs incurred at the Business Statistics Office in the preparation of Monitors.

### SPECIAL NOTE FOR PURCHASERS

Reports on the Census of Production for separate industries are being published in the Business Monitor series. These Monitors have a code P (for production) followed by A (indicating an annual series) and then by a number indicating the industry covered by the report.

Commencing with the 1980 census, the first Annual Census of Production to be conducted on the Standard Industrial Classification (Revised 1980), separate reports will in general appear for each 3 digit Group of the new classification. Results for 1980 include 1979 back data but more detailed 1979 figures based on the new classification have been published as a single separate Business Monitor (PA1002.1). This includes the results of the 1979 Purchases Inquiry. Reports on the Census of Production for the years prior to 1980 are available at the Minimum List Heading, or sub division of a Minimum List Heading, of the Standard Industrial Classification (Revised 1968).

The Census of Production (PA) reports are available on standing order from HMSO, PO Box 569, London, SE1 9NH, Tel No: 01-928-6977. A standing order ensures that selected titles in the annual series are supplied automatically on publication. A £25 deposit will open an account.

Additionally single copies of the reports can be obtained from HMSO Bookshops and are individually priced.

### GOVERNMENT STATISTICAL SERVICE

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

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# PA 1001

# BUSINESS MONITOR

A publication of the Government Statistical Service

## Report on the Census of Production 1981

### Introductory notes

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

Department of Industry  
Business Statistics Office

London: Her Majesty's Stationery Office

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## I. GENERAL OUTLINE OF THE CENSUS OF PRODUCTION

## INTRODUCTION

1. The report on the Census of Production for 1981 comprises 114 separate Business Monitors in the PA series:

Introductory notes	PA1001
112 Industry Monitors	PA111-PA500
Summary tables	PA1002

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

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

3. The Census of Production forms part of a system of industrial statistics that also includes selected monthly inquiries, quarterly inquiries into detailed product sales and less frequent inquiries into detailed purchases.

## OBJECTIVES

4. The census is conducted primarily to meet the statistical needs of Government, including the provision of capital formation and stocks data for use in compiling national accounts, weights for construction of the index of production and wholesale price index, and information on industrial structure for use in assessing a variety of policy issues.

5. The Census for 1981 is in line with similar inquiries being conducted in other member countries of the European Community. The co-ordination of these annual inquiries into industrial activity is achieved by a directive (72/221) of the Council of European Communities. Results are provided to the Statistical Office of the European Communities on the General Industrial Classification of Economic Activities within the European Communities (NACE). Data from the censuses of production are also used in the United Kingdom to meet the requirement of an earlier EEC directive (64/475) on capital expenditure.

6. Census results also provide valuable information for use by the business community, local authorities and the universities.

## BURDEN OF FORM FILLING

7. Proposals for all Government statistical inquiries are scrutinised to ensure that it is necessary to seek the information and that it is sought in an economic manner. The Survey Control Unit of the Central Statistical Office considers all proposals for new statistical inquiries and any changes in existing inquiries. The burden of form filling associated with the census has been kept to a minimum by the exclusion of all small units, the use of a shortened version of the census form for medium size units, the acceptance of estimates where exact figures are not readily available, and the introduction of sampling methods. The increased use of sampling over recent years has resulted in a fall in total numbers of forms mailed from 34,000 for 1977 to 28,600 for 1978, 26,200 for 1979, 19,000 for 1980 and 18,670 for 1981. For details relating to the 1981 sampling arrangements see para 16. The subjects to be covered for the censuses were decided after consultation with the Production Statistics Advisory Committee (para 20).

## INDUSTRIAL CLASSIFICATION

8. The 1981 census is being conducted on the SIC (Revised 1980). The United Kingdom SIC was first issued in 1948 and revised in 1958, 1968 and 1980. It exists to promote uniformity and comparability in the official statistics of the United Kingdom. Prior to the 1980 revision the general principles followed were those of the International Standard Industrial Classification of all Economic Activities of the United Nations Statistical Office but for the 1980 revision an attempt was made to align the United Kingdom classification as closely as practicable with NACE, the classification in use by the Statistical Office of the European Community. The SIC is a classification by activity and not a commodity classification.

## STATISTICAL UNIT

9. The statistical unit for the purpose of the census is the establishment, which is defined in the SIC as the smallest unit which can provide the information normally required for an economic census, for example, employment, expenses, turnover and capital formation. Usually the principal activities carried on in an establishment fall within a single heading of the classification (e.g. steel making or sugar refining). Typically the establishment embraces all the activities carried on at a single address e.g. a mine or factory, including those which are ancillary to the principal activities. Frequently distinct activities characteristic of different industries are carried on at one address, but normally these are not classified separately and the whole establishment is classified according to the main activity. If, however, the required range of data can be provided for each activity, each is taken to constitute a separate establishment. Sometimes activities which are conducted as a single business are carried on at a number of addresses. Where this is so, businesses are asked to provide the full range of information in respect of each address, whether or not the activities are different. Their activities may, however, be intergrated to such an extent that they constitute a single establishment. In the latter case the establishment is defined to cover the combined activities at these addresses (termed local units). Separate figures of employment and net capital expenditure are obtained for each local unit in order to compile regional tables. Efforts are made by the BSO to ensure, by negotiating with respondents, that the return from an establishment does not cover local units in more than one of the countries of the United Kingdom.

10. Establishments are asked to exclude from their returns particulars relating to any department not engaged in production e.g. merchandising, transport or warehousing, for which they keep a separate set of accounts. Transfers of goods produced to such departments are treated as sales and respondents are asked to value them as far as possible as if sold to an independent purchaser. Where separate accounts are not kept, respondents are asked to include details of all these activities in their return. Particulars relating to head offices mainly engaged in the administration of the production units within the scope of the census are included. Where more than one return is made the information in respect of the head office is apportioned among them.

11. For certain purposes in the censuses of production (e.g. for disclosure testing and the preparation of the enterprise analyses shown in Business Monitor PA1002) related establishments are combined to enterprise level. An enterprise group is defined as a business consisting of either a single establishment or two or more establishments under common ownership or control. Information about relationships between establishments, the changing structure of groups of companies and about common ownership links is obtained from many sources, including the Stock Exchange Year Book, company reports, press reports, and information supplied by individual establishments.

**THE REGISTER**

12. A computerised register of about 120,000 production units throughout the United Kingdom is held in the BSO. This register provides the basis for a wide range of BSO inquiries mailed to the production sector. For each production unit the register contains identification particulars and information about a unit's eligibility for inclusion in an inquiry; its relationship with other units in common ownership; industrial classification; nationality of parent company if foreign owned and location indicators permitting regional analyses. Regional and size analyses of manufacturing local units are published each year in Business Monitor PA1003 (Analyses of United Kingdom Manufacturing (local) units by employment size).

13. The inquiries provide a major source of information for keeping the register continuously up-to-date and act as a check on its structure. For the establishments on the register making returns to the quarterly inquiries into manufacturers' sales, industrial classification is derived from an analysis of their commodity sales and is reviewed annually. For any other establishments for which no up-to-date information was available classification to SIC Revised 1980 was made on a pro-rata basis in line with the reclassification pattern by industry of establishments for which actual product sales data was held. Employment data are entered on the register from the quarterly inquiries and the censuses of production. Where establishments do not make a return to these inquiries the employment data are based on information provided by the Department of Employment from censuses of employment.

14. New additions to the register are obtained from various sources including Value Added Tax records, the Census of Employment and register proving forms.

**COVERAGE**

15. The census covers United Kingdom establishments engaged in production and construction industries (Divisions 1 to 5 of the SIC (Revised 1980)). The Channel Islands and the Isle of Man are excluded.

16. Under the sampling arrangements agreed for the 1981 census, forms were despatched to samples of 1 in 4 and 1 in 2 for the 20 to 49 and 50 to 99 employment size bands respectively for most production industries. For a limited number of production industries, where there were very few units in the sample size bands, all establishments with employment of 20 or more were included. Units employing fewer than 20 continued to be exempt from selection. All units employing 100 or more were subject to a full coverage. The total number of forms mailed was 18,670.

17. In the construction industry forms were despatched to a 1 in 2 sample of undertakings employing 20 to 49 and all undertakings employing 50 or more. The total number of forms mailed was 6,300.

**PERIOD COVERED**

18. Establishments were asked to make returns in respect of the calendar year 1981 but, where this was not possible, a return for a business year ending between 6 April 1981 to 5 April 1982 was accepted. An analysis of periods covered for 1981 is shown in Table 5 in each industry monitor and in Table 9 of the Summary Volume (Business Monitor PA1002). Returns covering less than twelve months were accepted in those cases where businesses had started or ceased trading during the year.

**CHANGES COMPARED WITH 1980**

19. The 1981 census differed from the 1980 census in one respect. Questions relating to capital expenditure on motor cars were removed from the questionnaire.

**CENSUS PREPARATORY WORK**

20. Outline proposals for each census are considered by the Production Statistics Advisory Committee, a body appointed under the Statistics of Trade Act, 1947, which includes members from industry, the trade unions, the accountancy profession, universities and the public services. A list of these members is given in Appendix C. Changes in the form design or contents are agreed in consultation with the Survey Control Unit of the Central Statistical Office, Scottish Office, Welsh Office, Department of Economic Development, Northern Ireland and sponsoring Government Departments for particular industries e.g. Ministry of Agriculture, Fisheries and Food. Legal authority for conducting the inquiry must be obtained in the form of a Statutory Order signed by the Secretary of State for Industry (Appendix D).

**QUESTIONNAIRE**

21. Examples of the standard form type used for establishments employing 100 or more (PA920) and under 100 (PA922) appear as Appendices E and F. Minor variations in the range of information requested apply for certain industries e.g. coal mining, process plant contractors and the electricity and gas industries.

**COLLECTION OF DATA**

22. Questionnaires are mailed to each selected establishment shortly after the end of the year to which the census relates. For the 1981 census, return of the completed forms was required not later than 15 June 1982. Reminder action takes the form of reminder letters, phone calls, telex reminders and visits. Outstanding cases may then be the subject of legal action under Section 4 of the Statistics of Trade Act, 1947.

23. Returns are given preliminary clerical scrutiny to ensure that the information is sufficiently clear and complete for computer processing. In the course of processing subsequent checks by the computer include those for completeness of the return, the credibility of the figures and the internal consistency of the return. Information which fails the tests is printed out for clerical checking. Any queries which may have arisen as a result of desk examination are investigated and resolved — in consultation if necessary with contributors.

**ESTIMATION**

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

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

**AGGREGATION**

26. Tables appearing in each industry report are based on the aggregation of establishment values held in the data file. Summary Volume (PA1002) tables show aggregates based on establishment data, enterprise data and local unit data.

**SUPPRESSION OF INFORMATION RELATING TO INDIVIDUAL UNDERTAKINGS**

27. Subsection 9(5)(b) of the Statistics of Trade Act, 1947 states that:

"The following provisions shall have effect with respect to any report, summary or other communication to the public of information obtained under the foregoing provisions of this act —

in compiling any such report, summary or communication the competent authority shall so arrange it as to prevent any particulars published therein from being identified as being particulars relating to any individual person or undertaking except with the previous consent in writing of that person or the person carrying on that undertaking, as the case may be; but this provision shall not prevent the disclosure of the total quantity or value of any articles produced, sold or delivered; so, however, that before disclosing any such total the competent authority shall have regard to any representations made to them by any person who alleges that the disclosure thereof would enable particulars relating to him or to an undertaking carried on by him to be deduced from the total disclosed."

28. Where the publication of any figure is likely to disclose particulars relating to an individual undertaking, either the contributor is approached to seek consent for publication or the figure is suppressed. Where convenient, suppression takes the form of combining the disclosive figure with adjacent cells. Steps are also taken to avoid the release of figures which may lead to disclosure by deduction when compared with other census results.

**PUBLICATION OF REPORTS**

29. A Business Monitor is published in respect of each industry separately distinguished in the 1981 census. For the 1981 census 112 monitors covering separate industries are being published. Each industry monitor is prefaced by a brief description of the activity of the industry and, where necessary, an account is given of any non-standard features and any changes which affect comparability between the years 1980 and 1981. Each industry monitor includes notes on interpreting the census figures and also a list of all the Business Monitors which form the complete Census Report. Business Monitor PA1002 summarises information contained in the industry monitors at establishment level, together with enterprise analyses. The publication and sale of the Business Monitors is arranged by Her Majesty's Stationery Office.

30. As in previous censuses, respondents were asked to state whether or not they were willing to have the name and address of the business included in a Classified List of Businesses. The consents given to date have permitted the preparation of a Classified List of Manufacturing Businesses. Further information about the List may be obtained from the Librarian, Business Statistics Office, Telephone Newport (0633) 56111, Ext 2973.

**COST OF INDUSTRIAL SERVICES**

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

**SYMBOLS USED**

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

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

**ROUNDING OF FIGURES**

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

**INTERPRETATION**

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

- Year on year comparisons of census results may be affected by the reclassification of units between industries, the removal of units no longer in production, the addition of new units, and by improvements in coverage of the production register.
- To the extent that sales of products of one establishment incorporate the output of other establishments, total sales figures include an element of duplication.
- Census results exclude establishments where predominant activity is outside manufacturing unless they keep separate accounts covering their manufacturing activity. Where the turnover of a manufacturer arises from receipts for "work done on materials supplied by a customer", sales of the finished product are not included in that manufacturer's return.
- Transfers between establishments within an enterprise group are recorded in the same way as sales to an independent purchaser.
- Figures for net output and gross value added are adjusted to a factor cost basis by deducting the net amount of all taxes, duties, levies, subsidies, etc.

**CONGRUENCE WITH QUARTERLY INQUIRIES**

34. As far as possible the figures collected from individual establishments in the annual censuses are congruent with those collected in the quarterly inquiries into manufacturers' sales (see Guide to short term statistics of manufacturers' sales, in the Business Monitor series (PQ1001)). There are, however, some differences which are described below:

- The results of the quarterly inquiries into manufacturers' sales will not adopt the Standard Industrial Classification (Revised 1980) until the first quarter of 1983.
- If a change in the reporting structure of a company or in the way it keeps its accounts occurs during the year, this change is reflected during that year by the quarterly inquiries. The figures reported to the annual census for the whole year are generally based on the structure of the company at the end of the year.

c. Because annual returns can be accepted from establishments for their business year, they may differ from aggregation of four quarterly returns for a calendar year. Although in some cases figures for individual establishments may be up to 9 months out of phase, these differences usually tend to cancel out at industry level. There can also be differences between the information establishments provide quickly for the quarterly inquiries and the information for the annual census which often comes from audited accounts.

d. There are three other differences, usually of a minor nature. Firstly, canteen takings are excluded from the quarterly inquiries but they are collected in the annual census of production. Secondly, quarterly inquiry sales figures do not have to be adjusted for cash discounts, quantity rebates and allowances for returned goods, as these may not be known at the time of completion of the questionnaire and cannot always be apportioned between the various headings. They are, however, reflected in the annual census figures. Thirdly, more small firms are exempt from the quarterly inquiries than from the annual census.

## II. EXPLANATION OF TERMS USED IN THE CENSUS REPORT

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

### CAPITAL EXPENDITURE

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

#### a. New building work

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

#### b. Land and existing buildings

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

#### c. Plant, machinery and vehicles

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

### CAPITAL GOODS PRODUCED FOR AN ESTABLISHMENT'S OWN USE

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

### COST OF INDUSTRIAL SERVICES

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

### COST OF NON-INDUSTRIAL SERVICES

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

### EMPLOYMENT:

#### AVERAGE NUMBER EMPLOYED

40. Establishments were required to state the average number of persons on the pay roll during the year of return. Separate figures were required for:

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

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

#### WORKING PROPRIETORS

41. These include all persons regarded as "self-employed" for national insurance purposes and members of their families who work in the business without receiving a wage or salary; but such persons who work less than half the normal number of working hours are excluded. Directors working in the business but not in receipt of a definite wage, salary, or commission are included under this heading; directors paid by fee only are not included.

#### EMPLOYEES

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

43. Operatives include all other classes of employees, that is, broadly speaking, all manual wage earners. They include operatives employed in power stations, inspectors, maintenance workers and cleaners. Staff engaged in transport (including roundsmen), or employed in warehouses, stores, shops and canteens, should be included only where separate accounts are not kept. Operatives engaged in outside work of erecting, fitting, etc. are also included, but outworkers are excluded.

#### EMPLOYERS' INSURANCE AND WELFARE CONTRIBUTIONS

44. This item includes employers' contributions to national insurance under the Social Security Pensions Act, 1975, as well as commercial insurance premiums to provide pensions, superannuation or other retirement benefits, sickness benefits, personal accident benefits, disability or death benefits for employees or former employees or their dependants.

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

**GROSS OUTPUT**

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

**GROSS VALUE ADDED AT FACTOR COST**

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

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

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

**NET OUTPUT**

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

**NET OUTPUT PER HEAD**

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

**NON-INDUSTRIAL SERVICES RENDERED**

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

**OPERATING RATIOS**

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

**PURCHASES**

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

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

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

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

**REMUNERATION PAID TO OUTWORKERS**

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

**SALES OF GOODS PRODUCED**

57. Sales for the purposes of the annual censuses means deliveries on sale of goods made by establishments in the United Kingdom covered by the inquiry. Sales of goods made for these establishments from materials given out to them and sales of waste products are included. Forward sales and canteen takings are excluded. All sales in the period of the inquiry are included irrespective of when the goods were manufactured.

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

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

**STOCKS AND WORK IN PROGRESS**

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

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

**WAGES AND SALARIES**

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



STATISTICAL TABLES TO BE PUBLISHED IN INDUSTRY MONITORS

This part shows the standard tables used in the industry monitors.

TABLE No	TITLE
1	Output and costs, 1979-81
2	Capital expenditure, 1979-81
3	Stocks and work in progress, 1979-81
4	Analysis of establishments by size, 1981
5	Percentage analysis of twelve-month periods covered by returns received from United Kingdom establishments, 1981
6	Operating ratios, 1979-81

NET OUTPUT

NON-INDUSTRIAL SERVICES

OPERATING RATIOS

The operating ratios are calculated on the basis of the returns received from establishments which have made satisfactory returns. The ratios are calculated on the basis of the returns received from establishments which have made satisfactory returns. The ratios are calculated on the basis of the returns received from establishments which have made satisfactory returns.

Goods produced in one establishment and transferred to another department or to another establishment of the same enterprise. Goods produced in one establishment and transferred to another establishment of the same enterprise.

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TABLE 1

Output and costs, 1979-1981  
All United Kingdom establishments classified to the industry (a)

	Unit	1979	1980	1981
Enterprises	Number			
Establishments	"			
Sales of goods produced	£ million			
Receipts for work done and industrial services rendered	"			
Capital goods produced for establishments' own use	"			
Non-industrial services rendered	"			
Goods merchanted or factored	"			
<b>Total sales and work done</b>	"			
Increase during the year, work in progress and goods on hand for sale	"			
<b>Gross output</b>	"			
Purchases of materials for use in production, and packaging and fuel	"			
Purchases of goods for merchenting or factoring	"			
Increase during the year, stocks of materials, stores and fuel	"			
Cost of industrial services received	"			
<b>Net output</b>	"			
Total employment (b)	Thousand			
<b>Net output per head</b>	£			
Payments for non-industrial services				
Hire of vehicles, plant and machinery	£ million			
Rents of industrial and commercial buildings	"			
Commercial insurance premiums	"			
Bank charges	"			
Other non-industrial services	"			
Licensing of motor vehicles	"			
Rates, excluding water rates	"			
<b>Gross value added at factor cost</b>	"			
<b>Gross value added at factor cost per head</b>	£			

- (a) Including estimates for establishments not making satisfactory returns, non-response and establishments not selected for the Census. Satisfactory returns accounted for per cent of employment within the industry.
- (b) Average number employed, during the year, including full and part-time employees and working proprietors.

PA471	Film, paper and board	431
PA472	Conversion of silver and board	428
PA475	Printing and publishing	425

Capital expenditure, 1979-1981  
All United Kingdom establishments classified to the industry (a)

	Unit	1979	1980	1981
Enterprises	Number			
Establishments	"			
Sales of goods produced	£ million			
Receipts for work done and industrial services rendered	"			
Capital goods produced for establishments' own use	"			
Non-industrial services rendered	"			
Goods merchanted or factored	"			
<b>Total sales and work done</b>	"			
Increase during the year, work in progress and goods on hand for sale	"			
<b>Gross output</b>	"			
Purchases of materials for use in production, and packaging and fuel	"			
Purchases of goods for merchenting or factoring	"			
Increase during the year, stocks of materials, stores and fuel	"			
Cost of industrial services received	"			
<b>Net output</b>	"			
Total employment (b)	Thousand			
<b>Net output per head</b>	£			
Payments for non-industrial services				
Hire of vehicles, plant and machinery	£ million			
Rents of industrial and commercial buildings	"			
Commercial insurance premiums	"			
Bank charges	"			
Other non-industrial services	"			
Licensing of motor vehicles	"			
Rates, excluding water rates	"			
<b>Gross value added at factor cost</b>	"			
<b>Gross value added at factor cost per head</b>	£			

- (a) Including estimates for establishments not making satisfactory returns, non-response and establishments not selected for the Census. Satisfactory returns accounted for per cent of employment within the industry.
- (b) Average number employed, during the year, including full and part-time employees and working proprietors.

PA471	Film, paper and board	431
PA472	Conversion of silver and board	428
PA475	Printing and publishing	425

TABLE 2

Capital expenditure, 1979-1981  
All United Kingdom establishments classified to the industry (a)(b)

	£ million		
	1979	1980	1981
Land and buildings			
New building work			
Land and existing buildings			
Acquisitions			
Disposals			
Plant and machinery			
Acquisitions			
Disposals			
Vehicles			
Acquisitions			
Disposals			
<b>Total net capital expenditure</b>			

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

TABLE 3

Stocks and work in progress, 1979-1981  
All United Kingdom establishments classified to the industry (a)

	£ million		
	1979	1980	1981
Materials, stores and fuel			
Work in progress			
Goods on hand for sale			
<b>Total</b>			

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

Business Monitor No.	MEMBERS OF THE ADVISORY COMMITTEE	Standard Industrial Classification Revised 1980 Reference
	OTHER MANUFACTURING INDUSTRIES	4
	FOOD, DRINK AND TOBACCO MANUFACTURING INDUSTRIES	41/42
PA411	Organic oils and fats	411
PA412	Processing of bacon, meat and poultry	4122/4123
PA413	Preparation of milk and milk products	413
PA414	Processing of fruit and vegetables	414
PA415	Fish processing	415
PA416	Grain milling	416
pa419	Bread, biscuits and flour confectionery	419
PA420	Sugar and sugar by-products	420
PA421	Ice cream, cocoa, chocolate and sugar confectionery	421
PA422	Animal feeding stuffs	422
PA423	Starch and miscellaneous foods	418/423
PA424	Spirit distilling and compounding	424
PA426	Wines, cider and perry	426
PA427	Brewing and malting	427
PA428	Brewing and malting	428
PA429	Tobacco industry	429
	TEXTILE INDUSTRY	43
PA431	Woollen and worsted industry	431
PA432	Cotton and silk industries	432
PA433	Throwing, texturing, etc. of continuous filament yarn	433
PA434	Spinning and waving of flax, hemp and ramie	434
PA435	Jute and polypropylene yarns and fabrics	435
PA436	Hosiery and other knitted goods	436
PA437	Textile finishing	437
PA438	Carpets and other textile floor coverings	438
PA439	Miscellaneous textiles	439
	MANUFACTURE OF LEATHER AND LEATHER GOODS	44
PA441	Leather (tanning and dressing) and fellmongery	441
PA442	Leather goods	442
	FOOTWEAR AND CLOTHING INDUSTRIES	45
PA451	Footwear	451
PA453	Clothing, hats and gloves	453
PA455	Household textiles and other made-up textiles	455
PA456	Fur goods	456
	TIMBER AND WOODEN FURNITURE INDUSTRIES	46
PA461	Sawmilling, planing, etc. of wood	461
PA462	Manufacture of semi-finished wood products and further processing and treatment of wood	462
PA463	Builder's carpentry and joinery	463
PA464	Wooden containers	464
PA465	Miscellaneous wooden articles	465
PA466	Articles of cork and plaiting materials, brushes and brooms	466
PA467	Wooden and upholstered furniture and shop and office fittings	467
	MANUFACTURE OF PAPER AND PAPER PRODUCTS; PRINTING AND PUBLISHING	47
PA471	Pulp, paper and board	471
PA472	Conversion of paper and board	472
PA475	Printing and publishing	475

Business Monitor No.	Standard Industrial Classification Revised 1980 Reference	Other Manufacturing Industries
		<b>PROCESSING OF RUBBER AND PLASTICS</b>
PA481	Rubber products	481/482
PA483	Processing of plastics	483
		<b>OTHER MANUFACTURING INDUSTRIES</b>
PA491	Jewellery and coins	491
PA492	Musical instruments	492
PA494	Toys and sports goods	494
PA495	Miscellaneous manufacturing industries	495
		<b>CONSTRUCTION</b>
PA500	Construction	500/1/2/3/4

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

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

The joint secretaries of the Committee are Mr D R Lewis and Mr J H Jenkins of the Department of Industry, Business Statistics Office, Government Buildings, Cardiff Road, Newport, Gwent.

Dear Contributor

The activities referred to in Article 4 are:

(a) the exploration for and extraction of petroleum or coal and other mineral substances (including the processing of such substances) and the production of electricity and other forms of energy from nuclear power, wind, water, solar, geothermal, tidal, wave or other sources, and the production of other forms of energy from any source;

(b) the production of iron and steel, and the production of other forms of metal, and the production of other forms of metal products, and the production of other forms of metal products from any source;

(c) the production of other forms of metal products from any source;

(d) the production of other forms of metal products from any source;

(e) the production of other forms of metal products from any source;

(f) the production of other forms of metal products from any source;

(g) the production of other forms of metal products from any source;

(h) the production of other forms of metal products from any source;

(i) the production of other forms of metal products from any source;

(j) the production of other forms of metal products from any source;

(k) the production of other forms of metal products from any source;

(l) the production of other forms of metal products from any source;

(m) the production of other forms of metal products from any source;

(n) the production of other forms of metal products from any source;

(o) the production of other forms of metal products from any source;

(p) the production of other forms of metal products from any source;

(q) the production of other forms of metal products from any source;

(r) the production of other forms of metal products from any source;

(s) the production of other forms of metal products from any source;

(t) the production of other forms of metal products from any source;

(u) the production of other forms of metal products from any source;

(v) the production of other forms of metal products from any source;

(w) the production of other forms of metal products from any source;

(x) the production of other forms of metal products from any source;

(y) the production of other forms of metal products from any source;

(z) the production of other forms of metal products from any source;

R. Ash  
Director

STATUTORY INSTRUMENTS

1981 No. 1487

STATISTICS OF TRADE

The Census of Production Order 1981

Made - - - 16th October 1981  
Laid before Parliament 27th October 1981  
Coming into Operation 31st December 1981

The Secretary of State, in exercise of powers conferred by sections 2 and 11 of the Statistics of Trade Act 1947(a) (hereinafter referred to as "the Act") and now vested in him(b), and of all other powers enabling him in that behalf, hereby orders as follows:—

Citation, commencement and interpretation

- 1.—(1) This Order may be cited as the Census of Production Order 1981 and shall come into operation on 31st December 1981.
- (2) "the Standard Industrial Classification" means the 'Revised 1980' edition thereof published by Her Majesty's Stationery Office in 1979.

Undertakings to which the census is confined

2. A census of production taken by the Secretary of State under the Act in 1982 and in each subsequent year shall be confined to undertakings the carrying on of which include any of the activities mentioned in Divisions 1 to 5 (inclusive) of the Standard Industrial Classification.

Matters to which returns relate

3. The matters about which a person carrying on an undertaking may be required to furnish returns for the purposes of the Census of Production taken under the Act by the Secretary of State in 1982 and in each subsequent year shall be all the matters set out in the Schedule to the Act(c).

Exempted persons

4. Any person carrying on an undertaking which includes any of the activities mentioned in Article 5 is exempted from the obligation to furnish returns about those activities for the purpose of any such census.

5. The activities referred to in Article 4 are:—

- (a) the exploration for and extraction of petroleum on land and offshore (being the activity falling within Activity heading 1300 of the Standard Industrial Classification);
- (b) the slaughtering of animals for meat for human consumption (being the activity falling within Activity heading 4121 of the Standard Industrial Classification);
- (c) animal by-product processing (being the activity falling within Activity heading 4126 of the Standard Industrial Classification);
- (d) developing and printing photographic and cinematographic films (being the activity falling within Activity heading 4930 of the Standard Industrial Classification).

Patrick Jenkin,  
Secretary of State for Industry.

16th October 1981.

(a) 1947 c. 39. (b) S.I. 1970/1537. (c) The Schedule was amended by S.I. 1963/1329.

PA920



A Compulsory Inquiry conducted by the Government Statistical Service IN CONFIDENCE

FV [ ]

Please amend where appropriate the name, address and postcode

[Large empty box for return details]

Please quote in any enquiry

NOTICE UNDER SECTION 3 OF THE STATISTICS OF TRADE ACT, 1947

The Secretary of State for Industry hereby requires you by law to provide to the Business Statistics Office the information called for in this inquiry form. Your return should be made for the year ended 31 December 1981, unless no figures are available for that period when the return may be made for your business year which ends between 6 April 1981 and 5 April 1982. The return should be completed and returned to the Business Statistics Office as soon as possible but, in any event, not later than 15 June 1982.

NB The information given by you will be treated as confidential in strict accordance with the Act and subject to the further restriction that information about individual businesses will be used and disclosed under Ministerial direction to other government departments for statistical purposes only, except that the names and addresses of individual businesses, their industrial classification and the numbers of persons of different descriptions employed by them may, if a Minister so directs, be made available to Ministers and officials of government departments who need them for carrying out their functions.

Department of Industry  
BUSINESS STATISTICS OFFICE  
Newport Gwent NPT 1XG

Telephone: Newport (0633) 56111 Ext 2695  
Telex: 497121 Answer Back BSONPT G

ANNUAL CENSUS OF PRODUCTION FOR 1981

Dear Contributor

We conduct this Annual Census to obtain up-to-date statistical information about the structure and development of industry in the United Kingdom. Census results are used in the construction of national accounts, the index of production and other statistical indicators. They also provide measures of industrial performance for use in industry and government departments. Comparisons may be made with results of similar inquiries that are being conducted in other countries of the European Community. The census has been designed in consultation with the Production Statistics Advisory Committee which is appointed under the Statistics of Trade Act 1947 and includes members from industry, the trade unions, the accountancy profession and the public services.

Forms are sent to all larger establishments but sampling methods are used for medium sized establishments in most industries. All smaller units are excused from the obligation to complete the form.

Census results consisting of individual industry reports and a summary volume will be available from Her Majesty's Stationery Office or from the above address.

Notes to help you complete your return are enclosed. If you have any difficulties or would like further information my staff will be pleased to help you. The telephone extension of the appropriate enquiry point is given above.

Yours faithfully

R. Ash

R. ASH  
Director

**1. PERIOD COVERED BY THE RETURN**

Your return should relate to the calendar year 1981. If no figures are available for the calendar year, the return may be made for a business year, ending on any date from 6 April 1981 to 5 April 1982.

Period covered by the return from 

Code	day	month	year
11	/	/	

 to 

Code	day	month	year
12	/	/	

**2. EMPLOYMENT (average number employed)**

Working proprietors	Administrative, technical and clerical employees	All other employees (Operatives)
201	202	205

**3. SALES, WORK DONE AND SERVICES RENDERED (exclusive of VAT; i.e. net selling value as invoiced)**

	£ thousand
3.1 Sales of goods of your own production	261
3.2 Work done and industrial services rendered	262
3.3 Sales of goods bought and resold without processing (i.e. merchanted or factored goods)	266
3.4 Other services rendered	267

**4. EXPENDITURE (exclusive of VAT)**

	£ thousand
4.1 Gross wages and salaries paid to:	
(a) Administrative, technical and clerical employees	301
(b) All other employees (operatives)	304
(c) Remuneration paid to outworkers	314
4.2 Employers' national insurance contributions and contributions to other pension and welfare schemes	315
4.3 Purchases of materials and fuel	734
4.4 Goods purchased for resale without processing (i.e. for merchenting or factoring)	733
4.5 Amounts payable to other organisations for repairs and maintenance, and for work given out	623
4.6 Hiring, leasing or renting plant, machinery and vehicles	655
4.7 Rent paid for industrial and commercial buildings	656
4.8 Commercial insurance premiums paid	625
4.9 Bank charges (exclude interest)	626
4.10 Cost of other services (include e.g. amounts payable to accountants, auditors, solicitors, surveyors, etc., postage, telephone, telex etc., market research, advertising, etc., travelling, accommodation, etc., amounts paid to other organisations for transport within UK)	630

£ thousand

4.11 Road Vehicle Licences (including those relating to passenger vehicles)	276
4.12 Rates (exclude water rates)	277

**5. STOCKS (exclusive of VAT)**

	Materials, stores and fuel £ thousand	Work in progress £ thousand	Goods on hand for sale £ thousand
5.1 Value at beginning of year	401	403	413
5.2 Value at end of year	402	404	414

5.3 If the values given above are not for the calendar year 1981 please give a combined stocks total (corresponding to the total of all the three categories shown above) for the calendar year

	1 January 1981 £ thousand	31 December 1981 £ thousand
5.3	450	

**6. CAPITAL EXPENDITURE IN THE YEAR (exclusive of deductible VAT; do not make any deductions for depreciation)**

Note: You are particularly asked to give the information at Questions 6.2 to 6.9 for the calendar year 1981. If this is not possible please provide information for your business year in 6.2 to 6.9 and also a single figure at 6.10 of net capital expenditure, estimated if necessary, for the calendar year 1981.

6.1 The information given at 6.2 to 6.9 is for the year ending 

day	month	year
17	/	/

	Units in production	Units not yet in production
	£ thousand	£ thousand
ACQUISITIONS Cost of:		
6.2 New building work	501	
6.3 Land and existing buildings	502	
6.4 New and second-hand plant, machinery, office equipment and other capital equipment	517	
6.5 New and second-hand vehicles (include Customs and Excise Car Tax)	504	

	Units in production	Units not yet in production
	£ thousand	£ thousand
DISPOSALS Proceeds from disposal of:		
6.6 Land and buildings	503	
6.7 Plant, machinery and other capital equipment	518	
6.8 Vehicles	505	
6.9 Work of a capital nature carried out by your own staff and included in Questions 6.2 to 6.5 above	252	

To be completed **only** if capital expenditure figures given above are **not** on a calendar year basis.

6.10 Total net capital expenditure for calendar year 1981 (i.e. cost of acquisitions less proceeds from disposals)	519
--	-----

**7. LIST OF UNITS COVERED BY THE CENSUS RETURN**

A list, CRIA, is enclosed for completion if your return is thought to cover more than one unit (e.g. factory, workshop or site). If your return covers more than one unit and no CRIA is enclosed, see Note 7.

**8. VALUE ADDED TAX REGISTRATION NUMBER**

If the number is not already correctly shown on the front of the form, please enter your Value Added Tax (VAT) registration number. This information will be used for improving efficiency in the collection of business statistics and as an aid to achieving comparability between statistical series. If you are not registered for VAT write "NONE" and if the establishment covered by this return has more than one VAT number, write "MORE THAN ONE" in the box.

Value Added Tax registration number

**9. CLASSIFIED LISTS OF BUSINESSES**

To assist industry, classified lists of manufacturing businesses compiled by the Business Statistics Office have been published from time to time. The latest list was published by HMSO as Business Monitor PO1007.

The lists show only the names and addresses of manufacturing units and the industrial classification of the businesses to which they belong. If you are willing for the business to which this return relates to appear in future lists made available to the public, please give your consent below. If you do not wish this limited information to be made available please delete the statement.

I agree that the name(s) and address(es) of the business to which this return relates may be included in any classified lists of businesses made available to the public.

Signature ..... Date .....

Position in business .....

**10. NAME AND ADDRESS OF PERSON WHO SHOULD BE CONSULTED IF QUESTIONS ARISE ABOUT THIS RETURN (BLOCK CAPITALS PLEASE)**

.....  
 .....  
 .....

Telephone No. .... Ext. .... Telex No. ....

<b>FOR OFFICIAL USE ONLY</b>			<input type="text" value="8"/>
<input type="text" value="2"/>	<input type="text" value="5"/>	<input type="text" value="10"/>	
<input type="text" value="3"/>	<input type="text" value="7"/>	<input type="text" value="13"/>	
<input type="text" value="4"/>	<input type="text" value="9"/>		

ACTION	INIT. and date
Received	
Data take-on	
Examined	
P.A. check	

PA922



A Compulsory Inquiry conducted by the Government Statistical Service IN CONFIDENCE

FV

*(Large empty box for business details)*

Please quote in any enquiry

Please amend where appropriate the name, address and postcode

**NOTICE UNDER SECTION 3 OF THE STATISTICS OF TRADE ACT, 1947**

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NB The information given by you will be treated as confidential in strict accordance with the Act and subject to the further restriction that information about individual businesses will be used and disclosed under Ministerial direction to other government departments for statistical purposes only, except that the names and addresses of individual businesses, their industrial classification and the numbers of persons of different descriptions employed by them may, if a Minister so directs, be made available to Ministers and officials of government departments who need them for carrying out their functions.

Department of Industry  
 BUSINESS STATISTICS OFFICE  
 Newport Gwent NPT 1XG

Telephone: Newport (0633) 56111 Ext 2695  
 Telex: 497121 Answer Back BSONPT G

**ANNUAL CENSUS OF PRODUCTION FOR 1981**

Dear Contributor

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Forms are sent to all larger establishments but sampling methods are used for medium sized establishments in most industries. All smaller units are excused from the obligation to complete the form.

Census results consisting of individual industry reports and a summary volume will be available from Her Majesty's Stationery Office or from the above address.

Notes to help you complete your return are enclosed. If you have any difficulties or would like further information my staff will be pleased to help you. The telephone extension of the appropriate enquiry point is given above.

Yours faithfully

*R. Ash*

R. ASH  
 Director

**1. PERIOD COVERED BY THE RETURN**

Your return should relate to the calendar year 1981. If no figures are available for the calendar year, the return may be made for a business year, ending on any date from 6 April 1981 to 5 April 1982.

Period covered by the return from 

Code	day	month	year
11	/	/	

 to 

Code	day	month	year
12	/	/	

**2. EMPLOYMENT (average number employed)**

Working proprietors	Administrative, technical and clerical employees	All other employees (Operatives)
201	202	205

**3. SALES, WORK DONE AND SERVICES RENDERED (exclusive of VAT; i.e. net selling value as invoiced)**

	£ thousand
3.1 Sales of goods of your own production	261
3.2 Work done and industrial services rendered	262
3.3 Sales of goods bought and resold without processing (i.e. merchanted or factored goods)	266

**4. EXPENDITURE (exclusive of VAT)**

4.1 Gross wages and salaries paid to:

	£ thousand
(a) Administrative, technical and clerical employees	301
(b) All other employees (operatives)	304
(c) Remuneration paid to outworkers	314

4.2 Purchases of materials and fuel 734

4.3 Goods purchased for resale without processing (i.e. for merchenting or factoring) 733

4.4 Amounts payable to other organisations for repairs and maintenance, and for work given out 623

**5. STOCKS (exclusive of VAT).**

	Materials, stores and fuel £ thousand	Work in progress £ thousand	Goods on hand for sale £ thousand
5.1 Value at beginning of year	401	403	413
5.2 Value at end of year	402	404	414

**6. CAPITAL EXPENDITURE IN THE YEAR (exclusive of deductible VAT; do not make any deductions for depreciation).**

NOTE: You are particularly asked to give the information at Questions 6.2 to 6.8 for the calendar year 1981. If this is not possible please provide information for your business year.

6.1 The information given at 6.2 to 6.8 is for the year ending 

day	month	year
17	/	/

ACQUISITIONS Cost of:

	£ thousand
6.2 New building work	501
6.3 Land and existing buildings	502
6.4 New and second-hand plant, machinery office equipment and other capital equipment	517
6.5 New and second-hand vehicles (include Customs and Excise Car Tax)	504

DISPOSALS Proceeds from disposal of:

6.6 Land and buildings	503
6.7 Plant, machinery and other capital equipment	518
6.8 Vehicles	505

**7. LIST OF UNITS COVERED BY THE CENSUS RETURN**

A list, CRIA, is enclosed for completion if your return is thought to cover more than one unit (e.g. factory, workshop or site). If your return covers more than one unit and no CRIA is enclosed, see Note 7.

**8. VALUE ADDED TAX REGISTRATION NUMBER**

If the number is not already correctly shown on the front of the form, please enter your Value Added Tax (VAT) registration number. This information will be used for improving efficiency in the collection of business statistics and as an aid to achieving comparability between statistical series. If you are not registered for VAT write "NONE" and if the establishment covered by this return has more than one VAT number, write "MORE THAN ONE" in the box.

Value Added Tax registration number . . . . . 

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**9. CLASSIFIED LISTS OF BUSINESSES**

To assist industry, classified lists of manufacturing businesses compiled by the Business Statistics Office have been published from time to time. The latest list was published by HMSO as Business Monitor PO1007.

The lists show only the names and addresses of manufacturing units and the industrial classification of the businesses to which they belong. If you are willing for the business to which this return relates to appear in future lists made available to the public, please give your consent below. If you do not wish this limited information to be made available please delete the statement.

I agree that the name(s) and address(es) of the business to which this return relates may be included in any classified lists of businesses made available to the public.

Signature ..... Date .....

Position in business .....

**10. NAME AND ADDRESS OF PERSON WHO SHOULD BE CONSULTED IF QUESTIONS ARISE ABOUT THIS RETURN (BLOCK CAPITALS PLEASE)**

.....  
.....  
.....

Telephone No. .... Ext. .... Telex No. ....

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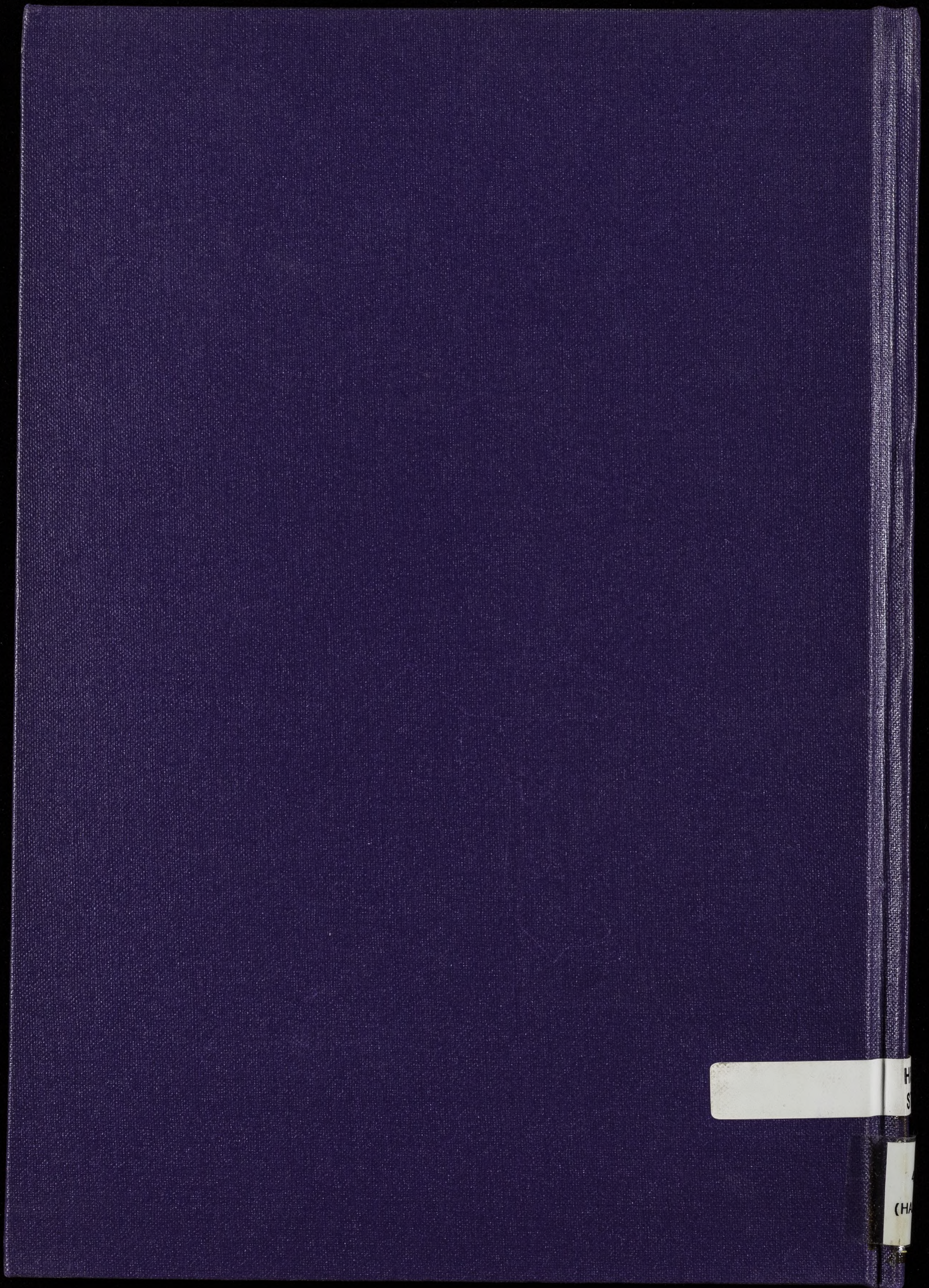
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