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BOARD OF TRADE

# Report on the Census of Production 1963

1 Introductory notes

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BOARD OF TRADE

# Report on the Census of Production 1963

## 1 Introductory notes

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

LONDON: HER MAJESTY'S STATIONERY OFFICE  
1968

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## I GENERAL DESCRIPTION OF THE CENSUS

## INTRODUCTION

1. For publication purposes the Report on the Census of Production for 1963 is split into 133 Parts:

Part 1	Introductory Notes
Parts 2-129	Industry Reports (listed in section V)
Part 130	Index of Products
Parts 131-133	Summary Tables

Preliminary estimates of some of the principal results for 1963 were published in the Board of Trade Journal of 24th December, 1965.

2. Censuses of production for Great Britain are taken annually by the Board of Trade under the Statistics of Trade Act, 1947, the first census taken under the Act being for the year 1948. Censuses of production for Northern Ireland are taken annually by the Northern Ireland Government under the Statistics of Trade Act (Northern Ireland), 1949, the first census taken under the Act being for the year 1949. The information collected separately for Northern Ireland is included in the United Kingdom totals in this report.

3. The Census of Production for 1963 was a detailed census in which questions were asked about particular items of output. Detailed censuses were also taken for 1948, 1951, 1954 and 1958; for the intervening years the censuses were confined to the collection of information of a simple character and from 1952 onwards these intermediate censuses covered only a sample of firms.

4. The subjects to be covered for 1963 were decided after consultation with the Census of Production Advisory Committee, appointed under the Statistics of Trade Act. This committee included members from industry, the trade unions, the accountancy profession, the universities and the public service. In addition, the Board of Trade consulted other Government Departments and trade associations on the detailed purchases and sales headings in order to ensure that the definitions used were in line with trade practice and that the information collected would be in a useful and practicable form.

## MAIN USES OF THE CENSUS

5. A detailed census of production, such as the 1963 census, is taken periodically to provide a reliable framework on which more up-to-date monthly and quarterly statistical inquiries 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.

6. Besides being used by Central Government, the census results are also used by the business community, local authorities and economic research workers. Where more detailed information is required than appears in the census report, special analyses can be undertaken within the limits of available resources, on payment of a fee to cover the cost of the work involved. However, such special analyses must always be subject to strict observance of the rules preventing the disclosure of information relating to individual undertakings; these rules prevent the Board from supplying classified lists of industrial firms to outside inquirers.

## CHANGES MADE FOR 1963

7. There were few changes resulting from amendments to the Standard Industrial Classification and only minor changes in the scope of certain industry reports compared with 1958. Any such changes are explained in the introductions to the industry reports concerned or by footnotes to the tables.

8. There were a number of differences in the information collected compared with 1958, the most important being the detailed coverage of purchases in this census. (See paragraphs 27-33.)

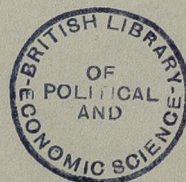
9. Production of coal tar products, for which there was a separate industry report in 1958, is now included in the report on the general chemicals industry.

## SCOPE OF THE CENSUS

10. The census for 1963 covered all industries listed in Orders II-XVIII of the Standard Industrial Classification i.e. manufacturing industries, mines and quarries, construction, and gas,

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electricity and water supply. Private firms, nationalised undertakings and central and local government establishments were included.

11. Particulars from establishments wholly or mainly engaged in textile converting were not collected in the census. However, details of sales of such firms were collected in the Inquiry into the Distributive and Service Trades for 1963 and these are included in supplementary tables and notes in relevant industry reports in order to provide comparable figures with those published in 1958. The main industry reports affected are Weaving of Cotton, Linen and Man-made Fibres (Part 77) (in which sales of finished cloth are now reported) and Household Textiles and Handkerchiefs (Part 85).

#### UNIT FOR WHICH RETURNS WERE MADE

12. 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 a mine); but firms were asked to exclude from all sections of their returns particulars relating to any department not engaged in production for which they kept a separate set of accounts. Where separate accounts were not kept, they were asked to include 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. Building and engineering maintenance departments and selling and transport departments were treated similarly.

13. A single return was accepted covering two or more establishments in the same census industry except that separate returns were required for establishments situated in England, Scotland and Wales. The number of operatives employed was required to be given for each establishment. This was in line with the instructions governing the making of combined returns adopted in 1958.

14. Separate returns were also required for separate departments of a single works, in each of which 25 or more persons were employed, if they were engaged in different census industries and separate records were kept for them.

15. 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. However, as in 1958 particulars for head offices of large enterprises with very diverse activities were not included.

#### INDUSTRIAL CLASSIFICATION

16. Establishments were classified to industries on the basis of major activity in conformity with the second edition of the Standard Industrial Classification (Consolidated Edition 1963, incorporating Amendment 1). Each industry is basically defined in terms of its principal products (see paragraph 95). Normally, an establishment was classified to an industry if its sales of the principal products of that industry accounted for a greater proportion of its total sales than did its sales of the principal products of any other industry. However, where the application of this rule would have resulted in a change of classification between 1958 and 1963, the establishment was reclassified only if the sales of principal products of the newly predominant industry was more than one third greater than the sales of principal products of the previously predominant industry. This modification of the general rule was introduced for 1958 to avoid discontinuities which would result from marginal changes in sales between successive censuses.

17. The principle of classification by major output was also normally followed in compiling the analysis by sub-divisions of an industry.

18. In certain industries, classification was dealt with in a different way. Details of any non-standard treatment are given in the introductions to the relevant industry reports.

19. The industrial classification of a small firm (see paragraph 106) was based on the respondent's description of the business except in the case of returns made on short forms (see paragraph 20) which were classified on the basis of the sales returned.

#### TREATMENT OF SMALL FIRMS

20. In all industries except Construction, information was sought from every small firm. Most small firms were asked to give no more than a statement of the nature of the work done and the average numbers of persons employed but in those industries where small firms account for a relatively large proportion of employment and output, a sample of firms below the exemption limit were asked to complete a simplified version of the full census form (referred to as a short form). In Construction, only a 1 in 12 sample of small firms were approached and these were required to complete a short form, reliance being placed on comprehensive data collected by the Ministry of Public Building and Works in making estimates for the industry as a whole. The industries in which short forms were issued are indicated in section V.

#### ESTIMATION OF FIGURES

21. 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 any 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.

22. Acceptance 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.

23. 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 paragraph 52.

24. In addition to these particular instances of estimating firms were asked to give reasonable estimates in all cases where exact figures were not readily available.

#### AREA COVERED

25. 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

26. Firms were asked to make returns in respect of the calendar year but a return for a business year ending on any date from 6th April, 1963 to 5th April, 1964 was accepted. An analysis by year of return is shown in Table 13 in each industry report. Returns covering less than twelve months were accepted in those cases where business had started or ceased during the year.

#### SUBJECTS ON WHICH INFORMATION WAS OBTAINED

27. Information was collected on the following subjects:

1. Working proprietors
2. Employment
3. Wages and salaries
4. Employers' contributions to National Insurance
5. Employers' contributions to private pension schemes, etc.
6. Stocks
7. Capital expenditure
8. Work given out
9. Payments for repairs and maintenance
10. Transport payments
11. Costs of operating road goods vehicles
12. Rates
13. Hire of plant and machinery
14. Postage, telephones, telegrams and cables
15. Purchases of materials, fuel and electricity
16. Sales and work done

28. The information about payments for repair and maintenance (of buildings, plant, machinery and vehicles), for the hire of plant and machinery, for local rates and for postage, telephones, telegrams and cables was not collected in the 1958 census. Additional information was also collected on transport costs; larger firms (see paragraph 88) which were unable to exclude their transport departments were asked for the first time to provide information about the cost of running their own transport.

29. The principal difference however in the information collected in the Census of Production for 1963 compared with the previous full census for 1958 is in the coverage of purchases. For 1958, a single figure for the total cost of purchases of materials and fuel was collected from larger firms; for 1963, these larger firms were asked to provide details of their purchases within three broad categories in much the same form as for the 1954 census - materials for processing; packaging materials; and fuel and electricity. This detailed information about purchases will be used, *inter alia*, to provide 'weights' for indices of wholesale prices, information about the industrial usage of particular commodities, as the basis for making estimates of the extent of duplication in different industries' figures for sales, and for the purpose of preparing input-output tables. Separate figures were collected for purchases of goods for merchandising or factoring and for purchases of canteen supplies.

30. Larger firms were asked to provide information about employers' National Insurance contributions, their contributions to superannuation and other private pension schemes and pensions paid (including lump sum and *ex gratia* payments) to former employees or their dependants. Information about National Insurance was last collected in the 1951 census and information about private pension schemes in the 1954 census.

31. There was also a change in the 1963 census in the information collected from small firms. This was the inclusion of a question about working proprietors on the form sent to small firms. It has therefore been possible to give figures in the Report for small firms' employees and thence to obtain better estimates for small firms' wages and salaries; for the 1958 census small firms were asked to include working proprietors in their figures for total employment.

32. Additional information about payments for certain services was obtained from a sample of enterprises in a supplementary inquiry into business expenses and receipts. This was in respect of payments for advertising, market research, royalties, etc., and commercial insurance premiums. Receipts from royalties, etc. were also collected in the supplementary inquiry. The

information is incorporated with census data in summary tables 9 and 11 (Part 131).

33. For the 1963 census the questions on sales were curtailed in a number of industries for which detailed monthly or quarterly statistics are available. For the industries where such limited 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

34. A separate Part of the census report is published in respect of each industry. Each individual industry report is prefaced by a brief description of the products of the industry. Where necessary, an account is given of any non-standard features and of any changes which affect comparability between 1958 and 1963. The tables are presented so far as possible in a standard form (described in section III) but with some variations for particular industries. Each Part also includes notes which give the main information needed for interpreting the census figures and also a list of all Parts forming the complete census report.

#### DISCLOSURE OF INFORMATION

35. The tables in the reports have been prepared in such a way as to conform 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 report:

- .. Not available
- Nil or negligible (less than half the final digit shown)
- \* Figures cannot be shown owing to the risk of disclosing information about individual enterprises.

#### 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 information for the fuel and power industries.

#### PLANNING AND PREPARATORY WORK

39. An Advisory Committee was appointed in June, 1961 and meetings were held during that year. The taking of the census was announced in the Press at the end of August, 1962 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 explanatory notes, together with a description of the main purposes of the census.

40. Preparations for the census continued through 1963 including the allocation of codes and preparation of computer programmes for the processing of returns.

#### THE CENSUS FORMS

41. To cover the 124 industries for which information was collected by the Board of Trade, 101 different types of forms were used. In 26 industries short forms were issued to a sample of small firms (see paragraph 20).

#### REGISTER OF ESTABLISHMENTS

42. The basic information used in compiling the register for 1963 was the 1958 Census of Production register amended to take account of subsequent additions and deletions to the register of Limited Companies held by the Registrar of Companies; of changes notified by the Ministry of Labour Factory Inspectors; and of information supplied by individual firms included in the sample censuses for 1959, 1960, 1961 and 1962. The register was recorded on magnetic tape, and included a series of reference numbers and codes indicating, among other things, the type of form to be despatched, and the size of the establishment, where known. The reference number incorporated a system for showing the linkage where more than one establishment belonged to the same enterprise.

#### COLLECTING THE CENSUS DATA

43. The census was conducted as a postal inquiry, no field staff being employed.

44. Some 51,000 forms, requiring simply a statement of the nature of the business, the number of working proprietors and the average number of persons employed during the twelve months ended 30th September, 1963 were sent on the 1st October, 1963 to firms believed to employ fewer than 25 persons. These forms were not sent, however, to those small firms selected in certain industries to complete short forms nor to any small firms in the Bread and Flour Confectionery, Gloves, and Construction industries. Firms that employed fewer than 25 persons and completed the form satisfactorily were not required to make any further returns in connection with the 1963 census.

45. At the beginning of 1964, census forms were issued in respect of 57,000 establishments of larger firms and also to 20,000 firms whose size was not known (i.e. new additions to the census register and firms who had not replied to the approach made to small firms in October, 1963). Simplified versions of the form (short forms) were issued at the same time to 8,000 selected small firms in the construction industry and to 8,000 selected small firms in certain mining and manufacturing industries.

46. A period of three months was allowed for the completion and return of the forms. Reminder letters were sent at the beginning of April to all firms except those noted on the register as having a business year ending later than 31st December, 1963 to whom reminders were sent in May. Reminders were issued on three subsequent occasions before final application was made during October and November, 1964 to about 17,500 known larger firms whose returns were still outstanding.

#### PROCESSING THE CENSUS DATA

47. Many, but not all, of the processing stages were dealt with on a Leo III computer. As returns were received in the Census Office, they were subjected to a simple clerical scrutiny to ensure that figures were sufficiently clear and

complete to enable perforation to proceed economically. They were then perforated on to paper tape and taken on to the computer. Thereafter all data was held on magnetic tape. Once the data had been taken on it was passed through a series of computer processes including a further, more detailed, scrutiny to check for a complete and balanced return, data coding, classification to industries and sub-divisions of industries, examination for credibility and thence to the compilation of report tables. Brief notes on the different stages are given in the following paragraphs.

#### DATA CODING

48. After the returns had been processed through the computer scrutiny and any necessary amending action had been taken, it was necessary for all entries to be identified by a previously prepared unique code. For the most part the coding of the entries was effected by a translation process on the computer, which converted the heading numbers to their appropriate codes. However, in the case of a relatively small number of entries, notably those which had been 'written-in' to the output section of the form by the respondents, the allocation of unique codes was made manually. The coding of other items, e.g. for size and industrial classification, was performed on the computer at a later stage.

#### CLASSIFICATION

49. Once the unique code had been allocated to individual sales entries, returns were classified to industries and sub-divisions of industries in accordance with the method of classification outlined in paragraphs 16 and 17. Arrangements were made for the computer to print out information dockets for all cases where classification had changed since 1958 and also to print out details of doubtful cases, to allow further verification to be undertaken.

#### EXAMINATION

50. The purpose of the examination was to prevent seriously incorrect information from entering the subsequent compilation processes at which time errors would be more difficult to trace: further checks were also made at the report compilation stage as an added precaution. The main examination, however, was carried out in two stages. In the first the information about the value of output on individual returns was subjected to a series of credibility checks based on ratios between items returned for 1963 and comparisons of these ratios with the corresponding ratios for 1958. Gross output and net output were calculated at this stage. At the second stage, the quantity data on the returns was checked for credibility, by calculating the unit value of each entry and comparing all the unit values for a particular item. Any unit value falling outside a specified range was printed out by the computer for further clerical investigation.

#### COMPILATION OF REPORTS

51. The aggregated figures required for the report tables were compiled on the computer which reported out all cases in which there was a risk of disclosure of information relating to individual enterprises.

52. Except for industries with short forms, the estimates for the industry as a whole (i.e. including estimates for small firms and unsatisfactory returns) were normally obtained by increasing the data returned by larger firms in the same proportion as total employment. For industries (except Construction) in which short forms were completed by a sample of small firms, the figures returned for the sample were grossed up on the basis of employment. For Construction, the figures obtained from a one in twelve sample of small firms were grossed up by using employment data covering all firms supplied by the Ministry of Public Building and Works.

### III NOTES ON THE TABLES

53. 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 each individual report of any tables not applicable to that particular industry. The tables relate to the United Kingdom except where otherwise stated.

TABLE 1: INDUSTRY SUMMARY: UNITED KINGDOM. ESTIMATES FOR ALL FIRMS, 1958 and 1963

54. This table contains the principal aggregates for the industry as a whole, including estimated figures for small firms which were not required to complete detailed returns and for unsatisfactory returns. Comparisons are made between 1958 and 1963.

TABLE 2: ANALYSIS OF LARGER FIRMS BY SUB-DIVISIONS WITHIN THE INDUSTRY, 1958 and 1963

55. This table gives the principal aggregates of data returned by establishments of larger firms classified to the industry. For most industries aggregates are also given for sub-divisions of the industry. The sub-division 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 follows the general rules for classifying to industries. Where these are non-standard they are set out in the introduction to the industry report. Comparisons are made between 1958 and 1963.

56. For industries which have no sub-divisions an alternative version of the table gives a summary of the principal results for larger firms. Comparisons are made between 1958 and 1963.

57. For those industries where short forms were issued to a sample of small firms, an additional table is given showing, in some cases for 1963 only, estimates of certain items for all small firms.

TABLE 3: ANALYSIS OF LARGER FIRMS BY SIZE OF ENTERPRISE WITHIN THE INDUSTRY, 1963

58. Some of the principal results for 1963 for larger firms are analysed according to the size of the enterprise within the industry.

TABLE 4: PERCENTAGE ANALYSIS OF EMPLOYEES, BY AGE AND SEX, ALL FIRMS, 1963: UNITED KINGDOM

59. This table gives a percentage analysis of the employment in the industry at mid-June 1963, according to age (under 18, and 18 and over) and sex, based on Ministry of Labour statistics.

TABLE 5: SALES OF PRINCIPAL PRODUCTS OF THE INDUSTRY BY LARGER FIRMS, INCLUDING SALES BY ESTABLISHMENTS CLASSIFIED TO OTHER INDUSTRIES, 1958 and 1963

60. 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 1958 and 1963.

61. An additional table, containing estimates, in some cases for 1963 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 (see paragraph 20).

TABLE 6: SALES OF PRINCIPAL PRODUCTS OF THE INDUSTRY BY ESTABLISHMENTS CLASSIFIED TO OTHER INDUSTRIES, 1958 and 1963

62. This table shows separately the amounts included in Table 5 which were returned by establishments classified to other industries. Comparisons are made between 1958 and 1963.

TABLE 7: SALES OF OTHER THAN PRINCIPAL PRODUCTS BY LARGER FIRMS IN THE INDUSTRY, 1958 and 1963

63. This table shows the sales by larger firms in the industry of products other than principal products of the industry. Comparisons are made between 1958 and 1963.



TABLE 8: PRODUCTION OF CERTAIN PRINCIPAL PRODUCTS OF THE INDUSTRY BY LARGER FIRMS, INCLUDING PRODUCTION BY ESTABLISHMENTS CLASSIFIED TO OTHER INDUSTRIES, 1958 and 1963

64. This table shows the total quantities of certain products of larger firms made on their own account (whether for sale or for further processing by the same firm) or made 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. Comparisons are made between 1958 and 1963 where comparable 1958 figures are available.

TABLE 9: PURCHASES OF SELECTED PRINCIPAL PRODUCTS OF THE INDUSTRY BY LARGER FIRMS, 1963

65. This table shows the quantities and values of selected principal products of the industry purchased by larger firms in other industries, with separate figures for the main purchasing industries.

TABLE 10: PURCHASES BY LARGER FIRMS IN THE INDUSTRY, 1954 and 1963

66. This table shows the cost and, where applicable, the quantity of materials, fuel and electricity purchased by larger firms in the industry, with separate figures for the main classes recorded. Comparisons are made with 1954 which was the last census in which details of purchases were collected. The detailed figures for purchases published in the census report for 1954 were in respect of firms employing 11 persons or more. These figures have been revised and the 1954 figures shown for comparison purposes are in respect of firms employing 25 or more persons.

TABLE 11: TRANSPORT COSTS AND EMPLOYMENT OF LARGER FIRMS, 1963

67. This table shows the main items of transport costs incurred by larger firms and the total average number of persons employed on firms' own transport. It excludes particulars of persons employed on a firm's own transport where the firm maintained a separate set of accounts for its transport organisation and was able to exclude information in respect of that organisation from the return. In such cases, the firm's transport costs are included in the amount shown for payments made to other organisations for transport.

TABLE 12: PAYMENTS FOR CERTAIN SERVICES, ETC. BY LARGER FIRMS, 1963

68. This table gives aggregates of some of the additional data collected in 1963 from larger firms including payments for repairs and maintenance; for rates; for the hire of plant and machinery; and for postage, telephones, etc.

TABLE 13: PERCENTAGE ANALYSIS OF TWELVE-MONTH PERIODS COVERED BY RETURNS FROM LARGER FIRMS, 1963

69. This table shows the percentage of the total employment of large firms accounted for by returns falling within each specified twelve-month period, as determined by the end month of the period for which the return was made.

TABLE 14: SALES OF ALL PARTS OF MACHINERY AND PLANT BY LARGER FIRMS, INCLUDING SALES BY ESTABLISHMENTS CLASSIFIED TO OTHER INDUSTRIES, 1958 and 1963

70. This table is included in the reports covering the manufacture of non-electrical machinery and plant. Separate figures are given for (a) parts sold in association with the sale of those complete machines which are characteristic of the industry and (b) other parts sold.

#### IV EXPLANATION OF TERMS USED

71. 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. 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 of the industry concerned.

##### AVERAGE NUMBER EMPLOYED

72. Firms were required to state the number of persons on the payroll (i.e. whose National Insurance cards were held by them) on the average during the year of return, whether full-time or part-time employees. Separate figures were required for (a) administrative, technical and clerical employees (see paragraph 75) and (b) operatives (see paragraph 76). Averages could be calculated from figures relating to the last week of each calendar month; figures shown in respect of the average number employed relate to the sum of these averages. Firms were also required to state the number of working proprietors (see paragraph 74) where appropriate and these are included in total employment figures. Outworkers (i.e. persons, employed by firms, who worked in their own homes, etc. on materials supplied by the firm) are excluded.

73. The figures include persons engaged in merchanting or factoring and canteen workers where particulars in respect of these activities could not be excluded from the return (see paragraph 12).

##### WORKING PROPRIETORS

74. These include all persons regarded as 'self-employed' for National Insurance purposes, and members of their families who worked in the business without receiving a fixed wage or salary; but persons who worked less than half the normal number of working hours are excluded. For Great Britain, directors working in the business but not in receipt of a definite wage, salary or commission are included under this heading for 1963, but are excluded for 1958. For Northern Ireland,

directors of limited companies, other than those paid by fee only, are included for both years. (Directors paid by fee only are not included in any of the employment figures for either year.)

##### EMPLOYEES

75. Administrative, technical and clerical employees include managers, superintendents and works foremen; research, experimental, development, technical and design employees (other than operatives); draughtsmen and tracers; editorial staff, staff reporters, canvassers, competition and advertising staff; travellers; and office (including works office) employees. For Great Britain, but not for Northern Ireland, they include also managing and other directors in receipt of a definite wage, salary or commission.

76. 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, shops and canteens; inspectors, viewers and similar workers; maintenance workers; and cleaners. Operatives engaged in outside work of erection, fitting, etc. are also included, but outworkers are excluded. Information about the numbers of outworkers employed was collected only for the gloves industry.

##### CAPITAL EXPENDITURE

###### (i) New building work

77. 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; it includes expenditure on new buildings or on the extension or reconstruction of old buildings, 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 include any legal charges, stamp duties, agents' commissions, etc.

## CAPITAL EXPENDITURE (continued)

## (ii) Land and existing buildings

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

## (iii) Plant, machinery and vehicles

79. 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.

80. Capital expenditure during the year in respect of manufacturing establishments where production had not started before the end of the year is excluded in this report for both 1958 and 1963.

## CHARACTERISTIC PRODUCTS

81. The characteristic products of a sub-division are those in terms of which the sub-division is defined. They are products commonly associated in production and are usually similar in nature or manner of production. The characteristic products of each sub-division are indicated in Table 5 of the industry reports. For those industries for which an analysis by sub-divisions has been made, Table 2 shows the total sales of such 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 110.)

## COMBINED RETURN

82. A combined return covers 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 by the return was required to be given.

## ENTERPRISE

83. The term enterprise is used in this report to mean one or more firms under common ownership or control. An enterprise normally consists either of a single firm, or of a parent company together with its subsidiary companies. Information about the relation between 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

84. The number of entries shown in Tables 5, 6 and 8 against a particular output or production heading is the number of returns on which figures were recorded for that item.

## ESTABLISHMENT

85. See paragraph 12.

## FIRM

86. 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. The firm is used as a unit of analysis only in so far as it is the unit to which the exemption limit for completing a detailed census form was applied (see paragraph 20).

## GROSS OUTPUT

87. The gross output of an industry is the aggregate value of goods made and other work done during the year by the establishments classified to the industry. It is derived by subtracting from the value of sales and work done the value of stocks of goods on hand for sale and work in progress at the beginning of the year, and adding the value at the end of the year.

## LARGER FIRMS

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

## NET OUTPUT

89. The net output of an industry represents the value added to materials by the process of production. It includes the gross margin on any merchanted or factored goods sold; it constitutes the fund from which wages, salaries, insurance, pensions, hire of plant and machinery, payments for repairs and maintenance, costs of operating road vehicles, 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.

90. Net output has been obtained by deducting from the gross output (see paragraph 87) the cost of purchases adjusted for stock changes, payments for work given out to other firms, and payments for transport.

91. Normally any customs or excise duty on materials purchased is included in the cost of materials. Similarly, finished goods sold have been valued as they were sold, duty paid or duty free. The amounts of duty, subsidies, allowances and levies receivable or payable, where of substantial importance in the industry were required to be stated separately, and these items were taken into account when calculating net output.

92. For 1963, the net output for small firms in industries in which short forms were issued has been calculated on the same basis as for larger firms but for 1958 it 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 from small firms for that year about stock changes or payments for transport.

## 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) on all activities covered by the returns, including operatives, administrative, technical and clerical employees and working proprietors, but excluding outworkers.

## OPERATIVES

94. See paragraph 76.

## PRINCIPAL PRODUCTS

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

## PRODUCTION

96. This means the total quantity of a product made during the year, whether sold in the year, added to stock, transferred to another department of the same firm, or used in the manufacture of other products within the business covered by the return. It includes goods produced for customers from materials supplied by them.

## PURCHASES

97. Purchases include the cost of materials and components bought for use in production; of fuel and electricity for all purposes; of packaging materials, including the full cost of returnable cases and containers when first purchased; of workshop materials, office materials and materials for repairs to firms' own buildings, plant and vehicles when carried out by their own workpeople included in the return; of consumable tools; and of parts for machinery purchased during the year as replacements. Water charges are also included. In general, purchases of goods for merchandising or factoring and canteen supplies are included. Materials supplied by customers for processing are excluded.

98. The values shown include any duty paid (less rebate, etc.) but exclude trade discounts allowed. The cost of transport is 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 are included at their c.i.f. cost plus any duty payable if the cost of transport from the docks was not included in the invoiced price, but at their full delivered cost if invoiced 'carriage paid home'. Materials and fuel transferred from another department of the firm not covered by the same return are included at the estimated selling value recorded by the other department (see paragraph 101).

## SALES

99. Sales are in respect of goods made by the business covered by the return, goods 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. Any machinery or other capital items produced for use in the business covered by the return are included, the value being that adopted in the firm's capital asset accounts. Goods sold without being subjected to any manufacturing process (merchanted or factored) and canteen takings are included as in 1958 (but see paragraph 12).

100. 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 packaging materials is included. Goods charged on a delivered basis to customers overseas are included at the f.o.b. value.

101. Where goods produced in one department were transferred to another department of the same firm not covered by the return these transfers were treated as sales by the producing department 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 were kept were valued on the same basis. Estimations of a similar kind were also sometimes necessary in valuing transfers between different firms belonging to the same enterprise.

102. To the extent that the sales of finished products of one establishment may 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.

103. For work done on commission or for the trade the value shown is the net amount charged.

## SERVICES RENDERED

104. This represents the amounts charged for hiring out plant, machinery and other goods, providing transport, or for any technical or other services rendered to other organisations. It includes amounts credited for similar services rendered to other departments of the same firm not covered by the return.

## SHORT FORM

105. 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 account 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 20.)

## SMALL FIRMS

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

## STANDARD INDUSTRIAL CLASSIFICATION

107. Industry classification is based on the second (1958) edition of the Standard Industrial Classification reprinted in 1963 in a consolidated edition, incorporating Amendment 1. It is published by Her Majesty's Stationery Office together with a separate index in the form of an alphabetical list of industries. In each industry report there is a reference to the headings of the Standard Industrial Classification covered (shown also in the list of industry reports in section V).

## STOCKS AND WORK IN PROGRESS

108. Values are given of stocks of goods on hand for sale, and of materials and fuel, at the beginning and end of the year of return, including any stocks of goods held for merchanting or factoring. The values include duty in the case of dutiable goods held out of bond.

109. 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

110. 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 81.)

## TRANSPORT PAYMENTS

111. 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, i.e. 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

112. 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. and employers' contributions to National Insurance and pension schemes is excluded.

## WORK DONE

113. See paragraph 103.

## WORK GIVEN OUT

114. 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.

## WORKING PROPRIETORS

115. See paragraph 74.

## V LIST OF INDUSTRY REPORTS, ETC.

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

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

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

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

## VI MEMBERS OF THE ADVISORY COMMITTEE

Proposals for a detailed census were considered by the Advisory Committee on the Censuses of Production for 1963, 1964 and 1965, to which the following members were appointed by the President of the Board of Trade.

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

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

Mr. J. E. C. Bailey, C.B.E.

Mr. R. D. R. Bateman, M.B.E.

Mr. R. E. Beales

Mr. E. R. Beecher

Mr. Duncan Burn

Mr. H. J. Gray, C.M.G.

Mr. A. C. F. Hey

Sir Norman Kipping, J.P.

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

Mr. L. W. Robson

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

Mr. H. C. Stanton

Mr. L. T. Wright

Secretary: Mr. L.S. Berman

VII THE CENSUS OF PRODUCTION (1964) (RETURNS AND EXEMPTED PERSONS) ORDER, 1963

STATUTORY INSTRUMENTS

1963 No. 1768

STATISTICS OF TRADE

The Census of Production (1964) (Returns and Exempted Persons) Order 1963

Made - - - - 24th October 1963  
 Laid before Parliament 31st October 1963  
 Coming into Operation 31st December 1963

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

Matters to which returns may relate

1. The matters about which a person carrying on an undertaking may be required to furnish returns for the purposes of the census of production being taken under the said Act by the Board of Trade in 1964 shall be all the matters set out in the Schedule to the said Act as amended(b).

Exempted persons

2. 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 shall be exempted from the obligation to furnish returns for the purposes of the said census.

Interpretation, citation and commencement

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

(2) This Order may be cited as the Census of Production (1964) (Returns and Exempted Persons) Order 1963 and shall come into operation on 31st December 1963.

Dated 24th October 1963.

David Price,  
 Parliamentary Secretary to the  
 Board of Trade.

(a) 10 & 11 Geo. 6. c. 39. (b) See S.I. 1963/1329 (1963 II, p. 2310).  
 (c) 52 & 53 Vict. c. 63.

EXPLANATORY NOTE

(This Note is not part of the Order, but is intended to indicate its general purport.)

This Order prescribes the matters about which a person carrying on an undertaking may be required to furnish returns for the purposes of the Census of Production being taken in 1964 and exempts from the obligation to furnish such returns 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.

VIII SPECIMEN CENSUS FORM

CENSUS OF PRODUCTION FOR 1963

CARPETS

4190



For

This reference should be quoted in any correspondence

Board of Trade,  
 Census Office,  
 Lime Grove,  
 Eastcote, Ruislip,  
 Middlesex.

Telephone enquiries:  
 PINner 8771 Ext.125

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If the name or address shown above is incorrect in any respect, please correct it.  
 TO BE COMPLETED AND RETURNED BY 31st MARCH, 1964  
 (unless the return relates to a business year ending after 31st December, 1963)

**A** DETAILS OF BUSINESS

To be completed by ALL FIRMS

1. State the principal trade or business carried on at the establishment(s) covered by this return .....
2. Is the business carried on by a company registered under the Companies Acts? (Answer "Yes" or "No") .....
3. State the year of return (see note 9)  
 Twelve months ended ..... 196
4. If you have ceased to carry on business at the establishment(s) covered by this return, state here the date when you ceased .....

**B** SMALL FIRMS

To be completed by firms that employed FEWER THAN TWENTY-FIVE PERSONS on the average during 1963  
 Average number of persons employed during 1963 (see notes 12 to 16)

5. Working proprietors .....
6. All other persons employed, including clerical staff, but excluding outworkers working in their own homes, etc. ....
7. State approximately how many persons included against heading 6 were mainly employed in merchandising (i.e. in wholesaling or retailing purchased goods). (If none, state "None".) .....

**C** ESTABLISHMENT TABLE—TO BE COMPLETED IF THIS RETURN COVERS MORE THAN ONE ESTABLISHMENT ENGAGED IN PRODUCTION

In the table below list all establishments engaged in production including ancillary establishments (e.g. any establishments manufacturing containers), but do not list warehouses, garages, offices, etc. (See notes 7, 10 and 11.)

Reference No.	Address	Nature of work carried on	Average number of operatives employed
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

All returns must be signed at the end, but the details in the rest of the return should be completed only by firms that employed TWENTY-FIVE OR MORE PERSONS on the average during 1963.

- (i) Please refer to the notes sent with the form when completing your return.
- (ii) All figures should relate to the same period.
- (iii) State values to the nearest £.
- (iv) Do not leave blanks: where none state "None".

D CONFIDENTIAL		V. CAPITAL EXPENDITURE (see notes 29 to 35)	
I. WORKING PROPRIETORS (see notes 12 to 14)		<u>Land and buildings</u>	
8. Number	8	24. Cost of new building work, or other constructional work of a capital nature	£..... 24
II. EMPLOYMENT <sup>(a)</sup> (see notes 15 to 19)		<u>Vehicles</u>	
Average number of persons on the pay-roll during the year		25. Cost of land and of existing buildings acquired in the year	£..... 25
9. Operatives	9	26. Proceeds of land and buildings disposed of	£..... 26
10. Administrative, technical and clerical employees	10	<u>Plant, machinery, and other capital equipment</u>	
11. Persons employed mainly on transport work (who are already included against headings 9 and 10)	11	27. Cost of new and second-hand vehicles acquired	£..... 27
III. WAGES AND SALARIES, ETC. (see notes 20 to 22)		28. Proceeds of vehicles disposed of	£..... 28
Wages and salaries paid during the year to:		VI. WORK DONE BY OTHER FIRMS, TRANSPORT EXPENSES, ETC.	
12. Operatives	£..... 12	29. Cost of new and second-hand items acquired	£..... 29
13. Administrative, technical and clerical employees	£..... 13	30. Proceeds of items disposed of	£..... 30
14. Persons employed mainly on transport work (whose wages and salaries are already included against headings 12 and 13)	£..... 14	31. Amount payable for work given out (see notes 36 to 38)	
Other payments		Amounts payable to other organisations for repairs and maintenance (see notes 39 and 40):	
15. Employers' National Insurance contributions (including graduated contributions)	£..... 15	32. To buildings	£..... 32
16. Employers' contributions to superannuation and other private pension funds	£..... 16	33. To road goods vehicles (see note 44)	£..... 33
17. Pensions paid (including lump sum and ex gratia payments) to former employees or their dependants, other than under arrangements included against heading 16	£..... 17	34. To plant, machinery, and other capital equipment	£..... 34
IV. STOCKS (see notes 23 to 28)		35. Amount payable to other organisations for transport (see notes 41 to 43)	£..... 35
<u>Materials, stores and fuel</u>		Costs of operating road goods vehicles (see notes 44 and 45):	
18. At beginning of year	£..... 18	36. Insurance	£..... 36
19. At end of year	£..... 19	37. Vehicle licences	£..... 37
<u>Work in progress</u>		38. Depreciation	£..... 38
20. At beginning of year	£..... 20	39. Rates (excluding water rates) payable in the year	£..... 39
21. At end of year	£..... 21	40. Amount payable for the hire of plant and machinery (see note 46)	£..... 40
<u>Goods on hand for sale</u>		41. Postage, telephones, telegrams and cables	£..... 41
22. At beginning of year	£..... 22		
23. At end of year	£..... 23		

<sup>(a)</sup> Canteen workers and persons engaged in merchandising or factoring should be included (unless these activities are excluded from this return as provided in note 6).

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VII. PURCHASES  
(See notes 47 to 49)

- (i) State quantities to the nearest unit and cost to the nearest £.
- (ii) Do not bracket headings: give estimates where you cannot give an exact figure for each of a group of headings.

E		Quantity	Cost
			£
<b>MATERIALS FOR PROCESSING<sup>(b)</sup></b>			
Wool: virgin (including wool obtained from skins):			
51.	In greasy state when purchased		51
52.	Scoured, carbonised or slipped when purchased		52
53.	Woolen yarn, including mixtures if known as woolen	(cost only)	53
54.	Worsted yarn, including mixtures if known as worsted		54
55.	Mohair, alpaca, vicuna, llama and camels' hair yarn		55
56.	Cotton yarn (including cotton waste yarn)	lb.	56
57.	Jute yarn		57
58.	Paper yarn	(cost only)	58
Man-made fibre (rayon, nylon, etc.) continuous filament yarn:			
59.	Synthetic (nylon, etc.) yarn <sup>(c)</sup>	lb.	59
60.	Other (rayon, etc.) yarn <sup>(c)</sup>	lb.	60
Man-made fibre (rayon, nylon, etc.) spun yarn including spun yarn doubled with continuous filament yarn:			
61.	Synthetic (nylon, etc.) yarn <sup>(c)</sup>	lb.	61
62.	Other (rayon, etc.) yarn <sup>(c)</sup>	lb.	62
63.	Woven piece goods (other than narrow fabrics) wholly or mainly of jute (including hessian)	sq.yds.	63
64.	Interlining materials including rubberised "non-slip" felt		64
65.	Dyestuffs	(cost only)	65
66.	Rubber in all forms, including latex and latex-based proprietary compounds		66
67.	Polyvinyl chloride (including co-polymers) solutions, emulsions, and dispersions, including P.V.C.-based proprietary compounds for backing tufted carpets, etc.	cwt.	67

<sup>(b)</sup> So far as possible, you should include under "Materials for processing" only those goods purchased which were to be used in manufacture (making estimates where necessary). Materials purchased for your own packaging should be excluded from "Materials for processing" and included under "Packaging materials". Goods for re-sale without processing should be shown against "Goods for merchandising or factoring". If some goods purchased were in part for use in manufacture and in part for re-sale without processing, and the division between the two cannot be estimated, they should be included against the appropriate heading under "Materials for processing".

<sup>(c)</sup> **Definitions of man-made fibres**

The term "Synthetic fibres" includes nylon and fibres such as those known as Acrilan, Courlène, Courlene, Dynel, Orlon and Terylene; it is defined as "extruded filaments or fibre produced from substances obtained by chemical synthesis".

The term "Other man-made fibres" includes rayon, acetate and fibres such as those known as Fibrolane and Tricel; it is defined as "extruded filaments or fibres of substances derived from cellulose, protein, algae, or similar animal or vegetable material".

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VII. PURCHASES (continued)  
(See notes 47 to 49)

- (i) State quantities to the nearest unit and cost to the nearest £.
- (ii) Do not bracket headings: give estimates where you cannot give an exact figure for each of a group of headings.

	Quantity	Cost	
MATERIALS FOR PROCESSING <sup>(b)</sup> (continued)		£	
68.	Glues and adhesives (including compound synthetic resin adhesives, but excluding synthetic resins bought as such which should be included against heading 73) (cost only)	.....	68
69.	Starch	.....	69
70.	Lubricating oils and greases	..... gal.	70
71.		..... cwt.	71
72.	Replacement parts for your own machinery, plant and vehicles, and accessories and consumable tools bought as replacement	.....	72
73.	All other materials for processing <sup>(d)</sup> (see note 48(h)):	.....	73
	(cost only)	.....	
PACKAGING MATERIALS <sup>(b)</sup> (see note 48(d))			
74.	Jute and hessian piece goods, sacks and bags	.....	74
75.	All other packaging materials	.....	75
F	FUEL AND ELECTRICITY (see note 48(b))		
76.	Coal	..... tons	76
77.	Coke (including screenings) and manufactured fuel	..... tons	77
78.	Derv fuel and motor spirit for use in road vehicles	..... gal.	78
79.	Other liquid fuels (including creosote/pitch mixtures, etc., and liquified petroleum gases)	..... gal.	79
80.	Gas	..... therms	80
81.	Electricity	..... kWh ..... thousands	81
82.	GOODS FOR MERCHANTING OR FACTORING <sup>(b)</sup> (that is, goods bought for re-sale without having to undergo any manufacturing process)	.....	82
83.	CANTEEN PURCHASES (see note 48(i))	.....	83
84.	TOTAL COST OF PURCHASES (headings 51 to 83)	£.....	84.

(b) So far as possible, you should include under "Materials for processing" only those goods purchased which were to be used in manufacture (making estimates where necessary). Materials purchased for your own packaging should be excluded from "Materials for processing" and included under "Packaging materials". Goods for re-sale without processing should be shown against "Goods for merchanting or factoring". If some goods purchased were in part for use in manufacture and in part for re-sale without processing, and the division between the two cannot be estimated, they should be included against the appropriate heading under "Materials for processing".

(d) Separate particulars should be given for any class of goods of which your purchases amounted to £10,000 or more. The cost should be stated for each class.

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VIII. SALES AND WORK DONE  
(See notes 50 and 51)

- (i) State quantities to the nearest unit and values to the nearest £.
- (ii) Do not bracket headings: give estimates where you cannot give an exact figure for each of a group of headings.

G		Quantity	Net selling value
GOODS OF YOUR OWN PRODUCTION			£
CARPETS, CARPETING AND FLOOR RUGS			
201.	Woven (including knotted pile) carpets, carpeting and carpet floor rugs faced with yarn wholly or mainly of wool <sup>(e)</sup>	.....	201
202.	Other woven carpets, carpeting and carpet floor rugs (other than those of jute and pile fabric rugs)	.....	202
Tufted carpets, carpeting and carpet floor rugs:			
203.	Faced with woollen, worsted or mixture yarns containing 50 per cent. or more of wool	.....	203
204.	Other (e.g. faced with man-made fibres, etc.)	.....	204
Pile fabric (including knitted pile fabric) rugs:			
205.	Faced wholly or mainly with mohair, wool, etc.	.....	205
206.	Faced wholly or mainly with man-made fibres	.....	206
207.	Other (including pegged and woven cloth types)	.....	207
OTHER GOODS			
208.	Carpet underfelt of needlefelt, including needlefelt with a backing of other materials	..... sq.yds.	208
209.	Products not specified above <sup>(f)</sup> :	.....	209
WASTE PRODUCTS			
210.			210
WORK DONE			
211.	Backing carpets with rubber or plastic underlay	.....	211
212.	Other work done, on commission, sub-contract work, etc.	.....	212
213.	SERVICES RENDERED TO OTHER ORGANISATIONS (see note 51(e))	.....	213
Net selling value			
£			
214.	GOODS MERCHANTED OR FACTORED (that is, goods sold without having been subjected to any manufacturing process) (see note 51(f))	.....	214
215.	CANTEEN TAKINGS (see note 51(g))	.....	215
216.	TOTAL VALUE OF SALES AND WORK DONE (headings 201 to 215)	£.....	216

(e) Containing 50 per cent. or more of wool in the pile.

(f) Separate particulars should be given for any class of goods of which your sales amounted to £10,000 or more. The net selling value should be stated for each class and the quantity where practicable.



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IX. ELECTRICITY GENERATED  
(See note 52)

H	951. State below the total amount of electricity generated at the establishment(s) covered by this return	
	..... thousand kWh	951

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

.....  
 Telephone No. ....

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

Date..... 196.... Signature.....

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