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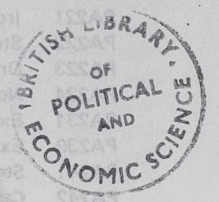
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BUSINESS MONITOR

A publication of the Government Statistical Service



Report on the Census of Production 1988

Introductory notes

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

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PA314	Metal doors, windows, etc.	PA456	Fur goods
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INTRODUCTION

1. The Report of the 1988 Census of Production is made up of 115 separate Business Monitors in the PA series:

Introductory notes	PA 1001
113 Industry Reports	PA 111-PA500
Summary Volume	PA 1002

2. The Census of Production is conducted by the Business Statistics Office (BSO), part of the Department of Trade and Industry. It is a statutory inquiry carried out for Great Britain under the Statistics of Trade Act 1947 and for Northern Ireland under the Statistics of Trade and Employment (Northern Ireland) Order 1988. Information for both Great Britain and Northern Ireland is included in the Industry Reports and Summary Volume.

3. The Census is part of a comprehensive system of industrial statistics which also includes quarterly inquiries on product sales and inquiries at less frequent intervals on purchases.

OBJECTIVES

4. The Census is conducted to meet the Statistical Directives of the European Community and the varied needs of Government. Government needs include the provision of weights for the Index of Production and the provision of capital expenditure and stocks data for use in compiling the national accounts. The results of the Census are also used as a benchmark for the Purchases Inquiry as well as for information on industrial structure which is used in turn in assessing a variety of policy issues.

5. The Census is similar to inquiries conducted by other members of the European Community. Information on production is supplied to the Statistical Office of the European Communities (SOEC) under two Directives: 64/475/EEC relating to capital expenditure and 72/221/EEC relating to economic activity data. Information is supplied to the Organisation for Economic Co-operation and Development (OECD) and the United Nations (UN). Results are also of interest to the business community, economic analysts, universities, local authorities and market researchers.

CENSUS PREPARATORY WORK

6. 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, trades unions, the accountancy profession and public services. A list of members is given in Appendix A. Significant changes in form design or content are agreed in consultation with the Survey Control Unit of the Central Statistical Office, the Scottish Office, the Welsh Office, the Northern Ireland Department of Economic Development and sponsoring government departments for particular industries. There is a statutory obligation on the Department of Trade and Industry and on the Northern Ireland Department of Economic Development to conduct a Census each year.

INDUSTRIAL CLASSIFICATION

7. Since 1980, Censuses have been conducted on the Standard Industrial Classification Revised 1980 (SIC(80)). The Standard Industrial Classification exists to promote uniformity and comparability in the official statistics of the United Kingdom. The SIC(80) is the result of an attempt to align the United Kingdom classification with the General Industrial Classification of Economic Activities within the European Communities (NACE). It is based on activity rather than on commodities produced. A full description of SIC(80) is given in Standard Industrial Classification Revised 1980, obtainable from Her Majesty's Stationery Office, price £4.25. Figures for 'All manufacturing industries' on the 1968 classification can be calculated by adding information for Activity Headings 1115, 1200, 1401, 1402 and 1520 to, and deducting information for Activity Headings 2100, 2310, 2330 and 2396 from, information for Divisions 2 to 4 of SIC(80).

REPORTING UNIT

8. From the earliest censuses of production until that for 1986 the reporting unit to the census was the establishment. This was defined as the smallest unit which could provide the full range of data required for an economic census. Establishments were asked, where possible, to exclude from their returns to the census any non-production activity.

9. In 1987, for a number of administrative and statistical reasons, a new system of company-based reporting was introduced. Under the new system the reporting unit to the census is, generally, the company, but there are some exceptions. These arise, for example, for large mixed activity companies which are asked to make separate returns to the census for each of their production activities on an establishment basis. Throughout this monitor this mixture of reporting units are referred to as "businesses". These businesses are no longer asked to exclude non-production activities.

10. In practice, since most businesses, both before and after the change, reported for the company as a whole, little difference to the main economic series has resulted from the change.

11. For most businesses, the returned data are appropriate to a single activity heading of SIC(80) and fall within a single geographical region. Where information covers a mixture of activities, the business is classified according to the main activity. Where the business operates at a number of different addresses then, in order to enable regional data to be compiled, separate information on employment and capital expenditure is sought for each address.

12. For construction, coal extraction and manufacture of solid fuels, extraction of mineral oil and natural gas, production and distribution of electricity and gas and water supply industries, the reporting unit is referred to as the undertaking. An undertaking need not be a single geographical location and cannot be broken down into local units. Because of this, regional data are not available for undertakings.

13. For certain tables in the Summary Volume, related businesses are combined to enterprise level. An enterprise is defined as one or more businesses under common ownership or control. Information about relationships between businesses, the changing structure of groups of companies and common ownership links is obtained from various, mainly published, sources.

THE REGISTER

14. A register of businesses throughout the United Kingdom is held on the BSO computer and provides the basis for BSO inquiries. For each business the register contains identification particulars and information about its eligibility for inclusion in an inquiry, its relationship with other businesses in common ownership, its industrial classification, the nationality of its parent and location indicators for regional analyses. Regional and size analyses of manufacturing units are published in Business Monitor PA1003 - Size analyses of United Kingdom businesses. During 1984, for production inquiries, the BSO moved to an updated register which makes fuller use of information obtained from HM Customs and Excise VAT records.

15. The annual Census and other inquiries provide a major source of information for updating and checking the register. For businesses on the register making returns to the Quarterly Sales Inquiry, industrial classification is reviewed annually and is derived from an analysis of their commodity sales. Employment data are provided by the Quarterly Sales Inquiry and the Census of Production. Where businesses on the register do not make returns to these inquiries, employment is based mainly on information provided by the Department of Employment from Censuses of Employment. New additions to the register are obtained from various sources including HM Customs and Excise VAT records and Censuses of Employment.

16. The register for construction units is created each year from the Department of the Environment's Builders' Address File of private sector undertakings in Great Britain engaged in construction activities. To this are added undertakings in the public sector (usually the direct labour departments of local authorities) and undertakings in Northern Ireland.

COVERAGE

17. The Census covers United Kingdom businesses engaged in industrial production, i.e. mining and quarrying, manufacturing, construction, and gas, electricity and water supply industries (Divisions 1 to 5 of SIC(80)). Businesses in the Channel Islands and the Isle of Man are excluded.

18. Under the sampling arrangements agreed for the 1988 Census, forms were despatched to all businesses with 100 or more employed and, for most production industries, samples of 1 in 4 and 1 in 2 respectively being taken for businesses in the 20 to 49 and 50 to 99 employment size bands. It was necessary to increase the sample in those industries where there were few businesses in the sample size band or where response in earlier years was poor. In the construction industries forms were despatched to all undertakings with 50 or more employed and to a 1 in 2 sample of undertakings in the 20 to 49 employment size band. The sampling scheme is reviewed each year in the light of experiences in previous Censuses.

19. The increased use of sampling over recent years has led to a fall in the number of forms mailed for successive Censuses. For production industries excluding construction, these fell from 34,000 for 1977 to 16,128 for 1987 and 16,050 for 1988. For 1984, however, a benchmark census was conducted, resulting in 24,200 forms mailed. For construction industries the number of forms mailed fell from 13,000 for 1977 to 6,100 for 1984, 4,117 for 1986, rose to 4,234 for 1987 but fell to 4,225 for 1988.

QUESTIONNAIRE

20. Examples of the standard form used for establishments in production industries excluding construction employing 100 or more and employing 20 to 99 are given in Appendices B and C. In the 1988 Census there were 11 other form types for industries like those of water and electricity where the standard range of questions is not appropriate. A copy of the standard form for the construction industries is given in Appendix D.

COLLECTION OF DATA

21. Forms are mailed to each selected business shortly after the end of the year to which the Census relates. Return of the completed forms for the 1988 Census was required by 31 March 1989. Up to four written reminders were sent to non-responders followed if necessary by telex and telephone calls and, for larger persistent non-responders, personal visits. Outstanding cases can be the subject of legal action under Section 4 of the Statistics of Trade Act 1947.

22. Returns are given preliminary clerical scrutiny to ensure that the form is legible and sufficiently complete for computer 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. Any queries which arise from these checks are investigated and, if necessary, contributors are consulted.

PERIOD COVERED

23. Businesses were asked to make returns for the calendar year 1988 but, where this was not possible, returns for business years ending between 6 April 1988 and 5 April 1989 were accepted. Returns covering fewer than twelve months were accepted for businesses which had started or ceased trading during the year. An analysis of periods covered by returns for the 1988 Census is shown in Table 5 of each Industry Report (except construction (PA 500) where the analysis is shown in Table 4) and in Table 9 of the Summary Volume.

ESTIMATION

24. All published Census results include estimates for non-responders, unsatisfactory returns and businesses not selected for the Census. Estimates are also made for items not covered on the shorter form sent to smaller businesses.

25. Within employment size groups in each industry, the "average per head" is calculated for each census variable by dividing the total returned value for each variable by the total returned employment. This value is multiplied by the employment thought to exist in each non-responding or non-selected business to yield an estimated value for that business. Estimates for items not collected on the shorter form are made in a similar way using returned employment.

26. The accuracy of the totals produced by adding together estimates and returned data is mainly dependent on two measures. The first of these is the extent to which businesses making satisfactory returns account for the overall total for any heading. In practice a measure of this is normally taken to be the employment of businesses making satisfactory returns expressed as a percentage of the total estimated employment (this is given in a footnote to Table 1 in each Industry Report). Thus the accuracy of data published in an Industry Report where 95 per cent of the employment in the industry is covered by returns made, will, in general, be better than that in an Industry Report where the coverage is only 70 per cent.

27. The second measure is the extent to which individual headings in an Industry Report are related to employment. Thus an estimate of total earnings which bears a close relationship to total employment is likely to be more accurate than an estimate of capital expenditure where the relationship to employment is not so clearly marked.

SUPPRESSION OF INFORMATION RELATING TO INDIVIDUAL UNDERTAKINGS

28. Sub-section 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."

29. Figures which would be likely to disclose particulars relating to an individual undertaking are not published unless the contributor has given written consent for their publication.

PUBLICATION

30. Data obtained from the 1988 Census are being published at both the 3 digit Group level and where possible the 4 digit Activity Heading level of SIC(80) in individual Industry Reports except for construction where publication is at the 2 digit Class level. Each report is prefaced by a brief description of the activity of the industry including any non-standard features and any changes which affect comparability with data for earlier years shown in the report. Each report also includes a list of all the Business Monitors which make up the complete Census Report. The Summary Volume includes information for regions and enterprise analyses. The publication and sale of Business Monitors is arranged by Her Majesty's Stationery Office. (A mock up of the 1988 Industry Reports excluding the notes is given in Appendix E.)

31. As in previous Censuses, businesses were asked to state whether or not they were willing to have their names and addresses included in a Directory of Manufacturing Businesses. Further information about the Directory can be obtained from the Business Statistics Office Librarian.

CONGRUENCE WITH QUARTERLY INQUIRIES

32. As far as possible, figures collected in the Census are congruent with those collected in the Quarterly Sales Inquiry. (See the Guide to Short Term Statistics of Manufacturers' Sales - Business Monitor P01001.) There are, however, some differences which are described below.

a. If a business changes its reporting structure or the way it keeps its accounts during the year, the change is reflected during the year in the Quarterly Inquiry. The figures reported to the Census are generally based on the structure of the business at the end of the Census year.

b. Because a Census return can be for a business year, it may differ from the aggregation of four quarterly returns making up a calendar year. In some cases figures may be as much as nine months out of phase, but these differences usually cancel out at the industry level.

c. The remaining differences are usually of minor significance. For example Quarterly Inquiry figures do not have to be adjusted for quantity rebates and allowances for returned goods as the value of these may not be known at the time of completion of returns and cannot always be apportioned between the various headings. Their values are, however, reflected in Census returns. No adjustments are made in either inquiry for cash discounts.

INTERPRETATION

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

a. Year on year comparisons of Census results may be affected by the reclassification of businesses between industries, the removal of businesses no longer in production, the addition of new businesses, and by changes in coverage of the production register.

b. To the extent that sales of products of one business incorporate the output of other businesses, total sales figures include an element of duplication.

c. Where the turnover of a business arises from receipts for work done or materials supplied by a customer, sales of the finished product are not included in that business's return.

Figures for manufacturing industries in the 1988 Census are calculated by adding information for Activity Headings 1145, 1200, 1401, 1402 and 1230 to, and deducting information for Activity Headings 2100, 2310, 2330 and 2390 from, information for Divisions 2 to 4 of SIC(80).

d. Transfers between businesses within an enterprise group are recorded as if they were transfers to or from independent businesses.

e. Figures for net output and gross value added are adjusted to a factor cost basis by taking account of the net amount of all taxes, duties, levies, subsidies, etc.

CHANGES MADE FOR 1988

34. The 1988 Census, like that for 1987, was a slimline one. Additional questions were asked for numbers of computer employees, costs of computer equipment purchased and, for larger businesses only, costs of hiring, leasing or renting computer equipment and amounts paid for computing services. Additional questions were also asked for the cost of assets leased under finance leasing arrangements.

SYMBOLS USED

35. The following symbols are used throughout the PA series of Business Monitors:

.. not available
 - nil or less than half the final digit shown
 * information suppressed to avoid disclosure
 R revised

ROUNDING OF FIGURES

36. Figures in the tables have been rounded to the nearest final digit where necessary and, in these instances, the sum of the constituent items may not always agree exactly with the total shown.

EXPLANATION OF TERMS USED IN THE CENSUS REPORT

37. The notes and definitions given in this section are based on the instructions given to respondents as to the way in which returns were to be completed. In some industries it was necessary to amend or supplement these instructions in order to fit the special circumstances of the particular industry. Where these supplementary instructions effect the basis of the published figures, an explanation is included in the appropriate Industry Report.

CAPITAL EXPENDITURE

38. This represents the value charged to capital account together with any other amounts which ranked as capital items for taxation purposes during the year to which each return related. The value is inclusive of any amounts received or expected to be received in grants and/or allowances from government sources, statutory bodies or local authorities. Where expenditure is spread over more than one Census year, payments are included in the years in which they were made. Capital expenditure during the year in respect of production units where production had not started before the end of the year and the value of CAPITAL GOODS PRODUCED FOR USE WITHIN THE BUSINESS by its own staff are included. The value of any assets acquired in taking over an existing business are excluded. The figures include non-deductible VAT but exclude deductible VAT. No allowance is made for depreciation, amortisation or obsolescence.

a. on LAND AND EXISTING BUILDINGS

39. This represents the value of freeholds and the value or premium payable or receivable for leaseholds acquired or disposed of. The figures for acquisitions include architects' and surveyors' fees, legal fees, stamp duties, agents' commissions and Land Registry fees. The figures for disposals are net of any such professional fees payable.

b. on NEW BUILDING WORK

40. This represents the value of new building and other constructional work such as the extension and reconstruction of old buildings, and the value of any newly constructed buildings acquired. The figures include architects' and surveyors' fees, legal fees, stamp duties, agents' commissions and Land Registry fees.

c. on PLANT AND MACHINERY, VEHICLES

41. This represents the value of new and second hand plant and machinery and vehicles acquired or disposed of. The figures for acquisitions are net of any discounts received but include the cost of transport and installation and Customs and Excise car tax. The figures for disposals exclude amounts written off for capital assets which are scrapped.

CAPITAL GOODS PRODUCED FOR USE WITHIN THE BUSINESS

42. This represents the value of all work of a capital nature carried out during the year by the staff of, and for use in, the businesses covered by the returns.

COST OF INDUSTRIAL SERVICES RECEIVED

43. This includes amounts payable to other organisations for work done on materials supplied by the business completing the return, for repairs and maintenance including those in respect of rented buildings, and for contracts which have been sublet. Direct payments to outworkers and amounts charged to capital account are excluded.

COST OF NON-INDUSTRIAL SERVICES RECEIVED

44. This includes commercial insurance premiums, bank charges and amounts payable to other organisations for the hire of vehicles, plant and machinery, for the rent of industrial and commercial buildings, for the services of accountants, auditors, agents, solicitors and surveyors other than in connection with the acquisition or disposal of capital assets, for postal and telecommunications services, for carriage by all forms of transport within the United Kingdom, for advertising, market research etc, for the right to use patents, trade-marks, copyrights etc, for manufacturing and quarrying rights and technical know-how. Interest payments and amounts payable for sea and air freight on goods exported and materials and fuel imported are excluded.

EMPLOYERS' NATIONAL INSURANCE CONTRIBUTIONS ETC.

45. This includes employers' national insurance contributions under the Social Security Pensions Act 1975, commercial insurance premiums for policies providing pensions, superannuation or other retirement benefits, sickness benefits, personal accident benefits, disability benefits or death benefits for employees, including former employees, or their dependants. Also included are contributions to canteens, social centres, children's and holiday homes etc. and the cost of supplying luncheon vouchers.

EMPLOYMENT

46. This is the average number of ADMINISTRATIVE, TECHNICAL AND CLERICAL EMPLOYEES and OPERATIVES on the payroll and the number of WORKING PROPRIETORS employed during the year of return. Full-time and part-time employees are included but outworkers (i.e. people who worked in their own homes on materials supplied by the business) and casual employees such as jobbers are excluded. The average number of employees returned by individual businesses may have been calculated by, for example, the average of the number of employees on the payroll for the last week of each calendar month.

a. ADMINISTRATIVE, TECHNICAL AND CLERICAL EMPLOYEES

47. This includes directors who received a definite wage, salary or commission, managers, foremen, draughtsmen, editorial and advertising staff, travellers, all office employees and research and design employees except operatives.

b. OPERATIVES

48. This includes all manual wage earners including operatives in power stations, operatives engaged in outside work of erecting, fitting, etc, inspectors, maintenance workers and cleaners. Staff engaged in transport (including roundsmen) and employed in warehouses, stores, shops and canteens are included.

c. WORKING PROPRIETORS

49. These are people who are regarded as self-employed for national insurance purposes, members of their families who worked in the business without receiving a definite wage or salary for at least half the normal working hours and directors who worked in the business but did not receive a definite wage, salary or commission. Part-time directors paid by fee only and directors who received a definite wage, salary or commission are excluded.

GROSS OUTPUT

50. This is calculated by adjusting the value of TOTAL SALES AND WORK DONE by the changes during the year of WORK IN PROGRESS and GOODS ON HAND FOR SALE.

GROSS VALUE ADDED AT FACTOR COST

51. This is calculated by deducting from NET OUTPUT the COST OF NON-INDUSTRIAL SERVICES RECEIVED, RATES and the cost of LICENSING OF MOTOR VEHICLES. This estimate of gross value added approaches more closely than NET OUTPUT the definition of net output or value added in national accounts statistics.

GROSS VALUE ADDED AT FACTOR COST PER HEAD

52. This is calculated by dividing GROSS VALUE ADDED AT FACTOR COST by total EMPLOYMENT.

NET CAPITAL EXPENDITURE

53. This is calculated by adding to the value of NEW BUILDING WORK acquisitions less disposals of LAND AND EXISTING BUILDINGS, VEHICLES and PLANT AND MACHINERY.

NET OUTPUT

54. This is calculated by deducting from GROSS OUTPUT the cost of PURCHASES OF MATERIALS FOR USE IN PRODUCTION AND PACKAGING AND FUEL and PURCHASES OF GOODS FOR MERCHANTING OR FACTORING, the COST OF INDUSTRIAL SERVICES RECEIVED and is adjusted for net duties and levies etc. where applicable. Purchases are adjusted for changes during the year of STOCKS OF MATERIALS, STORES AND FUEL.

NET OUTPUT PER HEAD

55. This is calculated by dividing NET OUTPUT by total EMPLOYMENT.

NON-INDUSTRIAL SERVICES RENDERED

56. This includes amounts charged for the hire of vehicles, plant and machinery, for the rent of industrial and commercial buildings, for the right to use patents, trade-marks, copyrights etc. for manufacturing and quarrying rights, for technical know-how and for the provision of transport to other organisations. It also includes revenue from staff facilities such as canteens.

OPERATING RATIOS

57. These ratios are calculated using industry totals, i.e. including the estimates for businesses not responding to or not selected for the Census. Respondents are able to compare the ratios for their own businesses with those for the industry as a whole.

PURCHASES OF MATERIALS FOR USE IN PRODUCTION, AND PACKAGING AND FUEL. PURCHASES OF GOODS FOR MERCHANTING OR FACTORING

58. These include the cost of raw materials, components, semi-manufactured goods and workshop materials, replacement parts and consumable tools not charged to capital account, packaging materials of all types, stationery and printed matter, fuel, electricity and water, materials of all types used by the business or given out to others, for the production of machinery or other capital items used in the business and materials used when working on goods supplied by customers. The figures exclude VAT, purchases of machinery and plant, which are included in CAPITAL EXPENDITURE, and amounts payable to transport firms or credited to the business's own transport departments for delivery of materials. The figures are net of the value of goods or packaging materials returned to suppliers and trade discounts receivable. Materials purchased duty-paid are included at their duty-paid value less drawbacks, rebates etc. Imported goods are included at their full delivered cost. If the transport from docks or airport of imported goods is not included in the cost of goods purchased, the cost is entered at cif plus duty, if applicable. Transfers of goods from other departments of the business not covered by the return are included at the estimated selling value recorded by the other departments.

REMUNERATION PAID TO OUTWORKERS

59. This represents amounts paid to outworkers, i.e. people who do work in their own homes generally on a piece-work basis, whose names appear on the payroll. Amounts paid to outworkers by subcontractors are included in the COST OF INDUSTRIAL SERVICES RECEIVED. Estimates are not made for remuneration of outworkers for businesses not completing Census returns.

SALES OF GOODS PRODUCED

60. This represents sales of goods during the year, irrespective of whether or not they were produced in the year of return. It also includes sales of goods made from materials given out to other firms or to outworkers and sales of waste products and residues. The value of sales is the 'net selling value', i.e. the amount charged to customers whether valued 'ex-works' or 'delivered' less VAT, trade discounts, agents' commissions, etc. and allowances on returned goods. Where products attract Excise duty, the value includes duty if goods are sold 'duty-paid', but excludes it if they are sold in bond or exported. The cost of packaging materials less allowances for returnable containers is included. Sales of fixed assets and exceptional receipts are excluded. Transfers of goods produced by a business to departments not covered by the return (including other businesses in the same enterprise group) are treated as sales, valued as if sold to an independent purchaser.

STOCKS

61. This represents the value of goods on hand for sale, including goods for merchanting or factoring and of materials, stores and fuel held by businesses, whether held in the United Kingdom or abroad. Values include any duty payable but exclude VAT.

WAGES AND SALARIES

62. This represents amounts paid during the year to ADMINISTRATIVE, TECHNICAL AND CLERICAL EMPLOYEES and to OPERATIVES. All overtime payments, bonuses, commissions, holiday pay and redundancy payments less any amounts reimbursed for this purpose from government sources are included. No deduction is made for income tax or employees' national insurance contributions etc. Payments to WORKING PROPRIETORS, payments in kind, travelling expenses, lodging allowances etc. and EMPLOYERS' NATIONAL INSURANCE CONTRIBUTIONS ETC. are excluded.

WORK DONE AND INDUSTRIAL SERVICES RENDERED

63. This includes amounts charged for work carried out including that done by sub-contractors on customers' materials and amounts charged for materials supplied in the course of such work. Industrial services such as repairs and maintenance, installation work and technical research and studies rendered to other organisations is also included. For certain industries this heading covers a wide variety of activities, for example, butter packed on commission in the food industries, making up of garments, fur dressing and textile finishing in the textile industries, and preparatory work on type-setting, block making and binding in the printing and publishing industries. Work done is an important part of the activities of the electrical machinery and heavy engineering industries, and includes erection, installation and repair and jobbing work.

WORK IN PROGRESS

64. This represents materials which have been partially processed and are awaiting further processing before being sold or transferred. Progress payments made to sub-contractors are excluded and progress payments received from other organisations are not deducted.

STANDARD REGIONS

65. The list below gives the definitions of the standard regions used in tables in the Summary Volume. Metropolitan counties are marked by an *.

South East

Greater London, Bedfordshire, Berkshire, Buckinghamshire, East Sussex, Essex, Hampshire, Hertfordshire, Isle of Wight, Kent, Oxfordshire, Surrey, West Sussex.

East Anglia

Cambridgeshire, Norfolk, Suffolk.

South West

Avon, Cornwall, Devon, Dorset, Gloucestershire, Somerset, Wiltshire.

West Midlands

West Midlands*, Hereford and Worcester, Shropshire, Staffordshire, Warwickshire.

East Midlands

Derbyshire, Leicestershire, Lincolnshire, Northamptonshire, Nottinghamshire.

Yorkshire and Humberside

South Yorkshire*, West Yorkshire*, Humberside, North Yorkshire.

North West

Greater Manchester*, Merseyside*, Cheshire, Lancashire.

North

Tyne and Wear*, Cleveland, Cumbria, Durham, Northumberland.

Wales

Clwyd, Dyfed, Gwent, Gwynedd, Mid Glamorgan, Powys, South Glamorgan, West Glamorgan.

Scotland

Borders, Central, Dumfries and Galloway, Fife, Grampian, Highland, Lothian, Strathclyde, Tayside, and the Orkney Islands, Shetland Islands and the Western Isles.

Northern Ireland

Antrim, Armagh, Belfast CB, Down, Fermanagh, Londonderry, Londonderry CB, Tyrone.

ASSISTED AREAS

66. Assisted areas are areas for which government grants and other help are available. There are two classes of assisted areas: development and intermediate.

NON-INDUSTRIAL SERVICES RENDERED

56. This includes amounts charged for the hire of vehicles, plant and machinery, for the rent of industrial and commercial buildings, for the right to use business trade-marks, copyrights and for manufacturing and engineering rights, for technical know-how and for the provision of transport services for the work. It also includes revenue from light facilities as contained.

OPERATING RATIOS

57. These ratios are calculated using industry totals, i.e. including the additions for businesses not responding to or not returned for the Census. Respondents are able to compare the ratios for their own business with those for the industry as a whole.

PURCHASES OF MATERIALS FOR USE IN PRODUCTION, AND PACKAGING AND FUEL; PURCHASES OF GOODS FOR WAREHOUSING OR FACTORING

58. These include the cost of raw materials, components, sub-assemblies, new goods and working materials, replacement parts and consumables, tools, fixtures, jigs, dies, patterns, moulds, etc. and materials of all kinds, including electrical materials, which are used by the business for the production of other goods or for the production of machinery or other capital equipment used in the business and materials used when working on goods ordered by customers. The figures include VAT, purchases of machinery and plant, which are included in CAPITAL EXPENDITURE, and amounts payable to transport firms or credited to the business's own transport departments for delivery of materials. The figures are of the value of goods or packaging materials returned to suppliers and trade discounts received. Materials purchased duty paid are included at their duty-paid value less drawbacks received. Imported goods are included at their full landed cost if the transport from ports or airports of imported goods is not included in the cost of goods or payments for the goods is not payable. If applicable, transfers of goods from one business to another are not covered by the return and included at the estimated selling value recorded by the other business.

REMUNERATION PAID TO OUTWORKERS

59. This represents amounts paid to outworkers, i.e. people who do work at their own homes generally on a piece-work basis, whose names appear on the payroll. Amounts paid to outworkers by subcontractors are included in the COST OF INDUSTRIAL SERVICES RECEIVED. Estimates are not made for remuneration of outworkers for businesses not completing Census returns.

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61. This represents the value of stocks at the beginning and end of the year. Stocks include raw materials, components, sub-assemblies, new goods and working materials, replacement parts and consumables, tools, fixtures, jigs, dies, patterns, moulds, etc. and materials of all kinds, including electrical materials, which are used by the business for the production of other goods or for the production of machinery or other capital equipment used in the business and materials used when working on goods ordered by customers. The figures include VAT, purchases of machinery and plant, which are included in CAPITAL EXPENDITURE, and amounts payable to transport firms or credited to the business's own transport departments for delivery of materials. The figures are of the value of goods or packaging materials returned to suppliers and trade discounts received. Materials purchased duty paid are included at their duty-paid value less drawbacks received. Imported goods are included at their full landed cost if the transport from ports or airports of imported goods is not included in the cost of goods or payments for the goods is not payable. If applicable, transfers of goods from one business to another are not covered by the return and included at the estimated selling value recorded by the other business.

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STANDARD REGIONS

67. The list below gives the definitions of the standard regions used in tables in the Summary Volumes. Metropolitan counties are marked by an *.

- South East
 - Greater London, Dorsetshire, Berkshire, Buckinghamshire, East Sussex, Essex, Hampshire, Hertfordshire, Isle of Wight, Kent, Oxfordshire, Surrey, West Sussex.
- East Angles
 - Cambridgeshire, Norfolk, Suffolk.
- South West
 - Avon, Cornwall, Devon, Dorset, Gloucestershire, Somerset, Wiltshire.
- West Midlands
 - West Midlands*, Hereford and Worcester, Shropshire, Staffordshire, Warwickshire.

MEMBERS OF THE ADVISORY COMMITTEE

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 members of the Production Statistics Advisory Committee, as at 31 December 1988.

Mr R Ward	Business Statistics Office
Mr P A Bayliss	Association of Independent Businesses
Dr A Sentance	Confederation of British Industry
Mr D W Flaxen	Central Statistical Office
Mr N Beck	Trades Union Congress
Mr J McLaughlin	British Aggregate Construction Materials Industries
Mr J J Harris	Stuart Jones Limited
Mr C D Hughes	Industrial Consultant
Mr W S C Kennett	Profact Consulting and Planning Ltd

NOTICE UNDER SECTION 3 OF THE STATISTICS OF TRADE ACT 1947

The Secretary of State for Trade and Industry hereby requires you to complete and return to the Business Statistics Office the information requested on this inquiry form. Your return should be received by the Business Statistics Office on or before 31 December 1988, unless no figures are available for that period when the return may be made for the next business year which ends between 5 April 1989 and 31 March 1990.

Please complete the form to the Business Statistics Office after the business year for which you are required to supply information by your return, if that year ends within two months of the date of publication of this notice.

NOTE: The information supplied by you will be treated as confidential and subject to the provisions of the Statistics of Trade Act and subject to the further requirements of the Business Statistics Office. Information about individual businesses is not to be disclosed under Ministerial direction to other Government departments for statistical purposes. The names and addresses of individual businesses, their principal classification and the number of employees in their descriptions employed by them may, if a Home Office request, be made available to Ministers and other Government departments who need them for carrying out their duties.

The joint secretaries of the Committee were Mr D J Baskerville and Mr W R Gadd of the Department of Trade and Industry, Business Statistics Office, Government Buildings, Cardiff Road, Newport, Gwent.

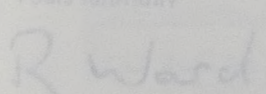
Dear Contributor

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 businesses but sampling methods are used for medium sized businesses in most industries. Units with an employment of less than twenty are excluded 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 our staff will be pleased to help you. The telephone extension of the appropriate enquiry point is given above.

Yours faithfully

 R G WARD
 Director

MEMBERS OF THE ADVISORY COMMITTEE

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 members of the Production Statistics Advisory Committee as at 31 December 1988.

- Business Statistics Office Mr R Ward
- Association of Independent Business Mr P A Bayliss
- Confederation of British Industry Dr A Sarantis
- Central Statistical Office Mr D W Ficker
- Trades Union Congress Mr N Beck
- British Aggregate Construction Materials Industries Mr J McLaurin
- Stuart Jones Limited Mr J J Hark
- Industrial Consultant Mr G D Hughes
- Protect Consulting and Planning Ltd Mr W S C Kenner
- National Economic Development Office Dr D G Meyer
- Department of Tobacco Industry Mr N Harvey
- Business Statistics Office Dr S Mitchell
- Association of British Chambers of Commerce Mr F E O'Brien
- Iron and Steel Statistics Bureau Mr D P Ragan
- Fyfe Waterhouse and Company Mr H J Cousins
- Management Consultant Mr E G Wood
- Business Statistics Office Mr C J Sallis
- Business Statistics Office Mr D R Lewis

The joint secretaries of the Committee were Mr D J Bakerlylle and Mr R Gadd of the Department of Trade and Industry, Business Statistics Office, Government Buildings, Cardiff Road, Newport, Gwent.



Government Statistical Service

IN CONFIDENCE

Business Statistics Office
Newport
Gwent NP9 1XG

Tel: Newport 0633 812695

Telex: 497121/2 BSONPT G

Fax: 0633 816086

Please amend the name, address and postcode if necessary

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

The Secretary of State for Trade and 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 1988, unless no figures are available for that period when the return may be made for your business year which ends between 6 April 1988 and 5 April 1989.

Please complete and return this form to the Business Statistics Office by 31 MARCH 1989 or within two months after the business year covered by your return, if that year ends after 31 January 1989.

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.

ANNUAL CENSUS OF PRODUCTION FOR 1988

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.

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Yours faithfully

R Ward

R G WARD
Director

IMPORTANT: PLEASE WRITE LEGIBLY AND READ THE ENCLOSED NOTES

1. PERIOD COVERED BY THE RETURN

Your return should relate to the calendar year 1988. 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 1988 to 5 April 1989.

Period covered by the return from

11	/	/	
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 to

12	/	/	
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2. EMPLOYMENT (average number employed during the year)

	Working proprietors (excluding salaried directors)	Administrative, technical and clerical employees (including salaried directors)	All other employees (Operatives)
2.1	201	202	205
2.2	Number of employees, included in 2.1 , who spend all of their time on the provision of computer and associated data communications facilities, services and support		207

3. SALES, WORK DONE AND SERVICES RENDERED (excluding VAT, ie the 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 (merchanted or factored goods)	266
3.4 Other services rendered (eg rents for industrial buildings and amounts received for hiring out plant and machinery, provision of transport, advertising revenue)	267

4. EXPENDITURE (excluding VAT)

	£ THOUSAND
4.1 Gross wages and salaries paid to:	
(a) Administrative, technical, clerical employees and salaried directors	301
(b) All other employees (operatives)	304
(c) Remuneration paid to outworkers (homeworkers)	314
4.2 Employers' national insurance contributions and contributions to other pension and welfare schemes	315
4.3 Purchases of materials, fuel and water	734
4.4 Goods purchased for resale without processing (for merchandising or factoring)	733
4.5 Amounts payable for work given out (subcontracted) and for repairs and maintenance	623
4.6 Hiring, leasing or renting plant, machinery and vehicles	655
i. Amounts, included in 4.6 , for hiring, leasing or renting computer and associated data communications equipment	657
4.7 Rent paid for industrial and commercial buildings	656
4.8 Rates (exclude water rates and sewerage charges)	277
4.9 Commercial insurance premiums paid	625
4.10 Bank charges (exclude interest)	626
4.11 Road vehicle licences (include those for passenger vehicles)	276
4.12 Amounts paid for computing services	635
4.13 Other services received (eg professional, postal, telecommunications, transport, travel, research, advertising, publicity etc, services from other organisations)	630

5. DUTIES, SPECIAL LEVIES, SUBSIDIES, ALLOWANCES ETC. This section does not apply.

6. STOCKS (excluding VAT)

	Materials, stores and fuel £ THOUSAND	Work in progress £ THOUSAND	Goods on hand for sale £ THOUSAND	Total value of all stocks £ THOUSAND
Value at:				
6.1 Beginning of year	401	403	413	176
6.2 End of year	402	404	414	177
6.3	If the values given above are not for the calendar year 1988 please give a combined stocks total (corresponding to the total of all the three categories shown above) for the calendar year			
	450			

7. CAPITAL EXPENDITURE IN THE YEAR (excluding deductible VAT; do not make any deductions for depreciation)

Please note: You are particularly asked to give the information at Questions 7.2 to 7.12 for the calendar year 1988. If this is not possible please provide information for your business year in 7.2 to 7.12 and also a single figure at 7.13 of your net capital expenditure, estimated if necessary, for the calendar year 1988.

7.1 The information given at 7.2 to 7.12 is for the year ending

17	/	/	
----	---	---	--

ACQUISITIONS Cost of:

	£ THOUSAND
7.2 New building work	501
i. Amounts, included in 7.2 , for assets leased under finance leasing arrangements	561
7.3 Land and existing buildings	502
7.4 New and second-hand plant, machinery, office equipment and other capital equipment	517
i. Amounts, included in 7.4 , for assets leased under finance leasing arrangements	567
ii. Amounts, included in 7.4 , for computer and associated data communications equipment	511
7.5 New and second-hand vehicles (include Customs and Excise Car Tax)	504
i. Amounts, included in 7.5 , for assets leased under finance leasing arrangements	564
7.6 Question not applicable to this form.	
7.7 Total of 7.2, 7.3, 7.4 and 7.5 above	528
7.8 Work of a capital nature carried out by your own staff and included in questions 7.2 to 7.5 above	252

DISPOSALS Proceeds from disposal of:

	£ THOUSAND
7.9 Land and buildings	503
7.10 Plant, machinery and other capital equipment	518
7.11 Vehicles	505
7.12 Total of 7.9, 7.10 and 7.11 above	529

Only complete 7.13 if the capital expenditure figures given above are **not** for the calendar year 1988.

7.13 Total net capital expenditure for calendar year 1988 (the cost of acquisitions less proceeds from disposals)

519			
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UNITS NOT YET IN PRODUCTION

Have you any additional capital expenditure at sites not covered by this return and at which production has not yet started

Please state yes or no

8. LIST OF UNITS COVERED BY THE CENSUS RETURN

A list, CR1, is enclosed. If your return is thought to relate to more than one unit, details of these have been entered in column 1. Please enter any additional units not listed. In each case complete columns 2 to 6 as appropriate.

9. DIRECTORY OF MANUFACTURING BUSINESSES

Contributors to the Annual Census of Production can have their name, address and industrial classification included, free of charge, in the UK Directory of Manufacturing Businesses which provides a valuable source of information for buyers. **PLEASE TICK** the box below to confirm that you would like an entry in this publication.

PLEASE TICK

8	1	<input type="checkbox"/>
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The directory is published by HMSO as Business Monitor PO 1007 and is also available on magnetic tape from the Business Statistics Office.

Signature Date

Position in business

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

.....

.....

Telephone No Ext

Telex No Answer Back

FOR OFFICIAL USE ONLY

RECEIPTED	DATA TAKE-ON	EXAMINED	P.A. CHECK



Government
Statistical Service

IN CONFIDENCE

Business Statistics Office
Newport
Gwent NP9 1XG

Tel: Newport 0633 812695

Telex: 497121/2 BSONPT G

Fax: 0633 816086

Please amend the name, address and postcode if necessary

Please quote in any enquiry

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Yours faithfully

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R G WARD
Director

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Period covered by the return from

day	month	year
11	/	/

 to

day	month	year
12	/	/

2. EMPLOYMENT (average number employed during the year).

	Working proprietors (excluding salaried directors)	Administrative, technical and clerical employees (including salaried directors)	All other employees (Operatives)
2.1	201	202	205

2.2 Number of employees, **included in 2.1**, who spend all of their time on the provision of computer and associated data communications facilities, services and support

207

3. SALES, WORK DONE AND SERVICES RENDERED (excluding VAT, ie the 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 (merchanted or factored goods)	266

4. EXPENDITURE (excluding VAT)

4.1 Gross wages and salaries paid to:

	£ THOUSAND
(a) Administrative, technical, clerical employees and salaried directors	301
(b) All other employees (operatives)	304
(c) Remuneration paid to outworkers (homeworkers)	314
4.2 Purchases of materials, fuel and water	734
4.3 Goods purchased for resale without processing (for merchenting or factoring)	733
4.4 Amounts payable for work given out (subcontracted) and for repairs and maintenance	623

5. DUTIES, SPECIAL LEVIES, SUBSIDIES, ALLOWANCES, ETC. This section does not apply.

6. STOCKS (excluding VAT)

	Materials, stores and fuel	Work in progress	Goods on hand for sale	Total value of all stocks
Value at:	£ THOUSAND			
6.1 Beginning of year	401	403	413	176
6.2 End of year	402	404	414	177

7. CAPITAL EXPENDITURE IN THE YEAR (excluding deductible VAT; do not make any deductions for depreciation)

Please note: You are particularly asked to give the information at Questions 7.2 to 7.12 for the calendar year 1988. If this is not possible please provide information for your business year.

7.1 The information given at 7.2 to 7.12 is for the year ending

day	month	year
17	/	/

ACQUISITIONS Cost of:

	£ THOUSAND
7.2 New building work	501
i. Amounts, included in 7.2 , for assets leased under finance leasing arrangements	561
7.3 Land and existing buildings	502
7.4 New and second-hand plant, machinery, office equipment and other capital equipment	517
i. Amounts, included in 7.4 , for assets leased under finance leasing arrangements	567
ii. Amounts, included in 7.4 , for computer and associated data communications equipment	511
7.5 New and second-hand vehicles (include Customs and Excise Car Tax)	504
i. Amounts, included in 7.5 , for assets leased under finance leasing arrangements	564
7.6 Question not applicable to this form.	528
7.7 Total of 7.2, 7.3, 7.4 and 7.5 above	528
7.8 Question not applicable to this form.	

DISPOSALS Proceeds from disposal of:

	£ THOUSAND
7.9 Land and buildings	503
7.10 Plant, machinery and other capital equipment	518
7.11 Vehicles	505
7.12 Total of 7.9, 7.10 and 7.11 above	529

UNITS NOT YET IN PRODUCTION

Have you any additional capital expenditure at sites not covered by this return and at which production has not yet started

--

 Please state yes or no

8. LIST OF UNITS COVERED BY THE CENSUS RETURN

A list, CR1, is enclosed. If your return is thought to relate to more than one unit, details of these have been entered in column 1. Please enter any additional units not listed. In each case complete columns 2 to 6 as appropriate.

9. DIRECTORY OF MANUFACTURING BUSINESSES

Contributors to the Annual Census of Production can have their name, address and industrial classification included, free of charge, in the UK Directory of Manufacturing Businesses which provides a valuable source of information for buyers. **PLEASE TICK** the box below to confirm that you would like an entry in this publication.

PLEASE
TICK

8	1
---	---

The directory is published by HMSO as Business Monitor PO1007 and is also available on magnetic tape from the Business Statistics Office.

Signature Date

Position in business

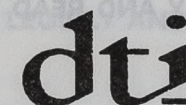
10. NAME AND ADDRESS OF THE PERSON WHO SHOULD BE CONSULTED IF QUESTIONS ARISE ABOUT THIS RETURN (BLOCK CAPITALS PLEASE)

Telephone No. Ext.

Telex No. Answer Back

FOR OFFICIAL USE ONLY

RECEIPTED	DATA TAKE-ON	EXAMINED	P.A. CHECK



FV	1	
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←
Please
quote
in any
enquiry

A compulsory inquiry conducted by the Government Statistical Service
IN CONFIDENCE

Business Statistics Office
Newport
Gwent NP9 1XG

Tel. Newport 0633 812097
Telex 497121/2 BSONPT G
Fax. 0633 816086

Please amend the name, address and postcode if necessary

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

The Secretary of State for Trade and 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 1988, unless no figures are available for that period when the return may be made for your business year which ends between 6 April 1988 and 5 April 1989.

Please complete and return this form to the Business Statistics Office by 31 MARCH 1989 or within two months after the business year covered by your return, if that year ends after 31 January 1989

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.

ANNUAL CENSUS OF PRODUCTION FOR 1988 - CONSTRUCTION INDUSTRY

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.

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 person dealing with this inquiry is shown above.

Yours sincerely

R. G. WARD
Director

JA570/MC007A

JA570

1. PERIOD COVERED BY THE RETURN

from	11	/	/
to	12	/	/

Your return should relate to the calendar year 1988, or if no figures are available for that year, the return may be made for a business year ending on any date between 6 April 1988 and 5 April 1989. If the business to which this form is addressed commenced or ceased during the year, you should make the return for that part of the year during which the business was in operation, and should state the period in the box provided.

2. DETAILS OF BUSINESS

Please tick the most appropriate description of the main activity of your business.

	Tick only one box	
2.1 Construction, improvement and repair of both residential and non-residential buildings. Specialist activities of construction work such as bricklaying, building maintenance and restoration, carpentry, roofing, scaffolding, and the erection of steel and concrete structures for building.....	6	501
2.2 Building completion, including plastering, on-site joinery, painting and decorating, glazing, paperhanging, tiling and flooring, and other such specialised activities relating directly to the completion of buildings.....	6	504
2.3 Civil engineering, including construction of roads, bridges, railways, tunnels, shaft drilling, earth moving, fixed concrete oil production platforms, construction work relating to irrigation, drainage, water supply, rivers, harbours, sewerage, etc.....	6	502
2.4 Installation of fixtures and fittings, including gas fitting, plumbing sanitary equipment, heating, ventilating, insulation, electrical wiring and fittings; installation of aerials, lightning conductors, telephone, etc.....	6	503
2.5 Demolition; general construction; plant hire (with operators). Use this heading only if your activities during the year were mainly demolition or plant hire, or included both building and civil engineering and were of such a general nature that you are unable to classify the main part of your output to one of the other headings.....	6	500

3. EMPLOYMENT

Average number of persons on the payroll during the year.....

34

Average employment may be estimated, for example, from the average of the figures for the last week of each calendar month.

Include all persons on your payroll, whether full-time or part-time, except for casual workers. Include administrative, professional, technical and clerical employees (on-site and off-site), and salaried directors, as well as all manual wage-earners, apprentices and working foremen.

Exclude working proprietors, part-time directors paid by fee only, casual employees; and persons taking part in government training schemes paid from government sources.

R. G. WARD
Director
MC007B

JA570

4. TURNOVER (exclusive of VAT)

Value of work (including sub-contract work) done during the period, sales of goods and receipts for services rendered to other organisations (including hiring out of plant, machinery and scaffolding and rents for industrial buildings).....

512

For more detail, please see accompanying notes.

5. COSTS (exclusive of VAT)

5.1 Gross wages and salaries paid, employers' National Insurance contributions and contributions to other pension and welfare schemes for all employees including directors who receive a salary.....

54

Include all

- overtime payments
- bonuses
- commissions
- holiday pay
- redundancy payments (less amounts reimbursed from government sources)
- insurance premiums for policies providing pensions and other staff benefits
- contributions to running costs of canteens, social centres, etc

Exclude travelling expenses, lodging allowances, etc which should be included in 5.3.

5.2 Purchases.....

400

Include

- construction materials
- stationery
- packaging materials
- goods purchased for resale without processing
- canteen purchases
- fuel (including petrol and DERV fuel)
- electricity
- water charges
- materials for use by you for producing capital items for your own use
- replacement parts for your own machinery, plant and road vehicles
- accessories and consumable tools bought as replacements
- any transfers of goods to you from other departments of your firm that are not covered by this return

Exclude land and buildings acquired for development and subsequent disposal.

5.3 Other expenditure (except capital expenditure, which should be entered in Section 6).....

360

Include

- the value of work done for you by sub-contractors
- amounts payable to other organisations for repairs and maintenance to your buildings (including rented buildings), vehicles, plant and machinery
- amounts payable for the rent of industrial buildings
- amounts payable for the hiring, leasing or renting of plant (including scaffolding), machinery and vehicles
- commercial insurance premiums payable
- bank charges (other than interest on loan capital)
- amounts payable to accountants, solicitors, surveyors, etc. excepting those amounts covered by Section 6
- amounts payable for technical and market research and advertising
- amounts paid for postage (including parcel services), telephones, telemessages and telex
- amounts payable to other organisations for transport within UK

Exclude rates and vehicle licences
hire purchase repayments and finance leasing payments (see note 6)

MC007C

JA570

6. CAPITAL EXPENDITURE IN THE YEAR (exclusive of deductible VAT)

Do not make any deductions for depreciation, amortisation or obsolescence.

For more detail please see accompanying notes.

ACQUISITIONS

£ THOUSAND (exclusive of VAT)

6.1 New building work or other constructional work of a capital nature for your own use 201

i. Amounts in 6.1 for capital assets leased under finance leasing arrangements 801

6.2 Land and existing buildings for your own use 202

6.3 Vehicles 213

i. Amounts in 6.3 for capital assets leased under finance leasing arrangements 813

6.4 Plant, machinery and other capital equipment 231

i. Amounts in 6.4 for capital assets leased under finance leasing arrangements 831

DISPOSALS

6.5 Land and existing buildings for your own use 203

6.6 Vehicles 214

6.7 Plant machinery and other capital equipment 232

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

Telephone No Ext Telex No

Signature Date

Position in the organisation

MC007D

PA BUSINESS MONITOR

A publication of the Government Statistical Service

Report on the Census of Production 1988

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

Department of Trade and Industry Business Statistics Office

London: Her Majesty's Stationery Office

BUSINESS MONITORS MAKING UP THE COMPLETE CENSUS REPORT

PA1001
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PA1001	Introductory notes	PA372	Medical and surgical equipment and orthopaedic appliances
PA111	Coal extraction and manufacture of solid fuels	PA373	Optical precision instruments and photographic equipment
PA120	Coke ovens	PA374	Clocks, watches and other timing devices
PA130	Extraction of mineral oil and natural gas	PA411	Organic oils and fats
PA140	Mineral oil processing	PA412	Slaughtering of animals and production of meat and by products
PA161	Production and distribution of electricity	PA413	Preparation of milk and milk products
PA162	Public gas supply	PA414	Processing of fruit and vegetables
PA170	Water supply industry	PA415	Fish processing
PA210	Extraction and preparation of metalliferous ores	PA416	Grain milling
PA221	Iron and steel industry	PA419	Bread, biscuits and flour confectionery
PA222	Steel tubes	PA420	Sugar and sugar by-products
PA223	Drawing, cold rolling and cold forming of steel	PA421	Ice-cream, cocoa, chocolate and sugar confectionery
PA224	Non-ferrous metals industry	PA422	Animal feeding stuffs
PA231	Extraction of stone, clay, sand and gravel	PA423	Starch and miscellaneous foods
PA239	Extraction of miscellaneous minerals (including salt)	PA424	Spirit distilling and compounding
PA241	Structural clay products	PA426	Wines, cider and perry
PA242	Cement lime and plaster	PA427	Brewing and malting
PA243	Building products of concrete, cement or plaster	PA428	Soft drinks
PA244	Asbestos goods	PA429	Tobacco industry
PA245	Working of stone and other non-metallic minerals	PA431	Woollen and worsted industry
PA246	Abrasive products	PA432	Cotton and silk industries
PA247	Glass and glassware	PA433	Throwing, texturing, etc. of continuous filament yarn
PA248	Refractory and ceramic goods	PA434	Spinning and weaving of flax, hemp and ramie
PA251	Basic industrial chemicals	PA435	Jute and polypropylene yarns and fabrics
PA255	Paints, varnishes and printing ink	PA436	Hosiery and other knitted goods
PA256	Specialised chemical products mainly for industrial and agricultural purposes	PA437	Textile finishing
PA257	Pharmaceutical products	PA438	Carpets and other textile floorcoverings
PA258	Soap and toilet preparations	PA439	Miscellaneous textiles
PA259	Specialised chemical products mainly for household and office use	PA441	Leather (tanning and dressing) and fellmongery
PA260	Production of man-made fibres	PA442	Leather goods
PA311	Foundries	PA451	Footwear
PA312	Forging, pressing and stamping	PA453	Clothing, hats and gloves
PA313	Bolts, nuts, etc.; springs; non-precision chains; metals treatment	PA455	Household textiles and other made-up textiles
PA314	Metal doors, windows, etc.	PA456	Fur goods
PA316	Hand tools and finished metal goods	PA461	Sawmilling, planing, etc. of wood
PA320	Industrial plant and steelwork	PA462	Manufacture of semi-finished wood products and further processing and treatment of wood
PA321	Agricultural machinery and tractors	PA463	Builders' carpentry and joinery
PA322	Metal-working machine tools and engineers' tools	PA464	Wooden containers
PA323	Textile machinery	PA465	Miscellaneous wooden articles
PA324	Machinery for the food, chemical and related industries; process engineering contractors	PA466	Articles of cork and plaiting materials, brushes and brooms
PA325	Mining machinery, construction and mechanical handling equipment	PA467	Wooden and upholstered furniture and shop and office fittings
PA326	Mechanical power transmission equipment	PA471	Pulp, paper and board
PA327	Machinery for printing, paper, wood, leather, rubber, glass and related industries: laundry and dry cleaning machinery	PA472	Conversion of paper and board
PA328	Miscellaneous machinery and mechanical equipment	PA475	Printing and publishing
PA329	Ordnance, small arms and ammunition	PA481	Rubber products
PA330	Manufacture of office machinery and data processing equipment	PA483	Processing of plastics
PA341	Insulated wires and cables	PA491	Jewellery and coins
PA342	Basic electrical equipment	PA492	Musical instruments
PA343	Electrical equipment for industrial use, and batteries and accumulators	PA493	Photographic and cinematographic processing laboratories
PA344	Telecommunication equipment, electrical measuring equipment, electronic capital goods and passive electronic components	PA494	Toys and sports goods
PA345	Miscellaneous electronic equipment	PA495	Miscellaneous manufacturing industries
PA346	Domestic-type electric appliances	PA500	Construction
PA347	Electric lamps and other electric lighting equipment	PA1002	Summary volume
PA351	Motor vehicles and their engines		
PA352	Motor vehicle bodies, trailers and caravans		
PA353	Motor vehicle parts		
PA361	Shipbuilding and repairing		
PA362	Railway and tramway vehicles		
PA363	Cycles and motor cycles		
PA364	Aerospace equipment manufacturing and repairing		
PA365	Miscellaneous vehicles		
PA371	Measuring, checking and precision instruments and apparatus		

PA

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The information in this report relates to establishments classified to the industry, Group in the standard Industrial Classification Revised 1980. The industry Group covers the following Activity Heading:—

For a full description of the 1980 classification see Standard Industrial Classification Revised 1980, obtainable from Her Majesty's Stationery Office, price £4.25.

In interpreting the data in the tables it is essential to bear in mind the notes and definitions which commence on page 5.

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Table 2	Capital expenditure, 1984—1988
Table 3	Stocks and work in progress, 1984—1988
Table 4	Employment, labour costs, output, net capital expenditure and stocks and work in progress by size of total employment, 1988
Table 5	Percentage analysis of twelve-month periods covered by returns received for the 1988 Census by number of returns and total employment
Table 6	Operating ratios, 1984—1988
Table 7	Regional distribution of employment, net capital expenditure, net output and gross value added at factor cost, 1988
Table 8	Output and costs by activity heading, 1988
Table 9	Capital expenditure by activity heading, 1988
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Table 11	Operating ratios by activity heading, 1988

TABLE 1

Output and costs, 1984-1988
All United Kingdom businesses classified to the industry (a)

	Unit	1984	1985	1986	1987	1988
Enterprises	Number					
Businesses	"					
Sales of goods produced	£ million					
Work done and industrial services rendered	"					
Capital goods produced for establishments' own use	"					
Non-industrial services rendered	"					
Goods merchanted or factored	"					
Total sales and work done	"					
Increase during the year, work in progress and goods on hand for sale	"					
Gross output	"					
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	"					
Net output	"					
Total employment	Thousand					
Net output per head	£					
Cost of non-industrial services received						
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	"					
Gross value added at factor cost	"					
Gross value added at factor cost per head	£					

- (a) Satisfactory returns accounted for per cent of employment within the industry in 1988.
- (b) Use of a new register from 1984 has affected the number of enterprises and businesses. This has led to the estimated total employment being increased by in this industry. Estimates for other variables are dependent upon employment and the change should be taken into account when interpreting the figures in this publication. Further information is given on page 2.

TABLE 2

Capital expenditure, 1984-1988
All United Kingdom businesses classified to the industry

	1984	1985	1986	1987	1988
Total net capital expenditure					
Land and buildings					
New building work					
Land and existing buildings					
Acquisitions					
Disposals					
Net					
Plant and machinery					
Acquisitions					
Disposals					
Net					
Vehicles					
Acquisitions					
Disposals					
Net					

TABLE 3

Stocks and work in progress, 1984-1988
All United Kingdom businesses classified to the industry

	1984	1985	1986	1987	1988	Value at end of 1988
Total						
Materials, stores and fuel						
Work in progress						
Goods on hand for sale						

Increase during year

- (a) The count of enterprises shown in each row represents the number of enterprises irrespective of size, owning the business shown in each row. Because an enterprise may own more than one size group, the sum of individual enterprise counts may exceed the total for the industry.
- (b) The cost of employees' contributions to the national insurance, pensions and welfare schemes and the running costs of centres are excluded from the table but were estimated for the industry at £ million. The remuneration of operatives on returns received - also excluded from the table - was £ million.

TABLE 4

Employment, labour costs, output, net capital expenditure and stocks and work in progress by size of total employment, 1988
All United Kingdom businesses classified to the industry (a)

Size group	Busin-esses	Enter-prises (b)	Employment			Wages and salaries (c)			
			Total, including working proprietors	Opera-tives	Admin-istrative, technical and clerical	Operatives		Administrative, technical and clerical	
						Total	per head	Total	per head
Number	Number	Thousand	Thousand	Thousand	£ million	£	£ million	£	
Total									

- (a) Businesses employing fewer than 20 persons are not required to complete census returns. Because of this, data for these businesses should be regarded merely as the best estimates available and used with caution.
- (b) The count of enterprises shown in each row represents the number of enterprises, irrespective of size, owning the businesses shown in each size group. Because an enterprise may own businesses in more than one size group, the sum of individual enterprise counts may exceed the total for the industry.
- (c) The cost of employers' contributions to the national insurance, pensions and welfare schemes and the running costs of canteens are excluded from the table but were estimated for the industry at £million. The remuneration of outworkers on returns received — also excluded from the table — was £ thousand.

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Total sales and work done	Gross output	Net output	Gross value added at factor cost	Net capital expenditure	Total stocks and work in progress at end of year
Total					
England					
North					
Yorkshire and Humberside					
East Midlands					
East Angles					
South East					
South West					
West Midlands					
North West					
Wales					
Scotland					
Great Britain					
Northern Ireland					
United Kingdom					

- (a) Gross output per head
- (b) Net output per head
- (c) Where a census return covered more than one region, an average of the regions is used. An average of the regions is used by assuming that net output is proportional to employment. An average of the regions is used by assuming that net output is proportional to employment.

TABLE 5

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Percentage analysis of twelve-month periods covered by returns received for the 1988 Census by number of returns and total employment

Accounting year ended	Percentage of total returns received			Percentage of total employment		
	Total including working proprietors	Operatives	Administrative, technical and clerical	Operatives	Administrative, technical and clerical	Total
1988 6-30 April						
May						
June						
July						
August						
September						
October						
November						
December						
1989 January						
February						
1 March-5 April						

TABLE 6

Operating ratios, 1984-1988
All United Kingdom businesses classified to the industry

	Unit	1984	1985	1986	1987	1988
Gross output per head	£					
Net output per head	£					
Gross value added per head	£					
Gross value added as a percentage of gross output	%					
Ratio of gross output to stocks						
Wages and salaries as a percentage of gross value added	%					
Ratio of operatives to administrative, technical and clerical employees						
Wages and salaries per operative	£					
Wages and salaries per administrative, technical and clerical employee	£					
Net capital expenditure per head	£					
Net capital expenditure as a percentage of gross value added	%					

TABLE 7

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Regional distribution of employment, net capital expenditure, net output and gross value added at factor cost, 1988
All United Kingdom businesses classified to the industry

Area	Total employment (a)		Net capital expenditure (b)		Net output (c)		Gross value added at factor cost (c)	
	Thousands	per cent of United Kingdom	£ million	per cent of United Kingdom	£ million	per cent of United Kingdom	£ million	per cent of United Kingdom
Standard regions of England								
North								
Yorkshire and Humberside								
East Midlands								
East Anglia								
South East								
South West								
West Midlands								
North West								
England								
Wales								
Scotland								
Great Britain								
Northern Ireland								
United Kingdom								

- (a) Average number employed during the year, including full and part-time employees and working proprietors.
- (b) New building work plus acquisitions less disposals of land and existing buildings, vehicles and plant and machinery.
- (c) Where a census return covered addresses in two or more regions, an estimate of the net output attributable to each address was made by assuming that net output was proportionate to employment. An estimate of each region was obtained by aggregating estimates of net output for addresses located in that region. Gross value added at factor cost was treated similarly.

TABLE 8

Output and costs, 1988
All United Kingdom businesses classified to each activity heading within the industry

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	Unit
Enterprises	Number
Businesses	"
Sales of goods produced	£ million
Work done and industrial services rendered	"
Capital goods produced for establishments' own use	"
Non-industrial services rendered	"
Goods merchanted or factored	"
Total sales and work done	"
Increase during the year, work in progress and goods on hand for sale	"
Gross output	"
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	"
Net output	"
Total employment	Thousand
Net output per head	£
Cost of non-industrial services received	"
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	"
Gross value added at factor cost	"
Gross value added at factor cost per head	£

TABLE 9

Capital expenditure, 1988
All United Kingdom businesses classified to each activity heading within the industry

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£ million

Land and buildings
New building work
Land and existing buildings
Acquisitions
Disposals
Net
Plant and machinery
Acquisitions
Disposals
Net
Vehicles
Acquisitions
Disposals
Net
Total net capital expenditure

TABLE 10

Stocks and work in progress, 1988
All United Kingdom businesses classified to each activity heading within the industry

£ million

10a. Increase during year
Materials, stores and fuel
Work in progress
Goods on hand for sale
Total
10b. Value at end of year
Materials, stores and fuel
Work in progress
Goods on hand for sale
Total

TABLE 11

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Operating ratios, 1988
All United Kingdom businesses classified to each Activity Heading within the industry

	Unit	
Gross output per head	£	
Net output per head	£	
Gross value added per head	£	
Gross value added as a percentage of gross output	%	
Ratio of gross output to stocks		
Wages and salaries as a percentage of gross value added	%	
Ratio of operatives to administrative, technical and clerical employees		
Wages and salaries per operative	£	
Wages and salaries per administrative, technical and clerical employee	£	
Net capital expenditure per head	£	
Net capital expenditure as a percentage of gross value added	%	

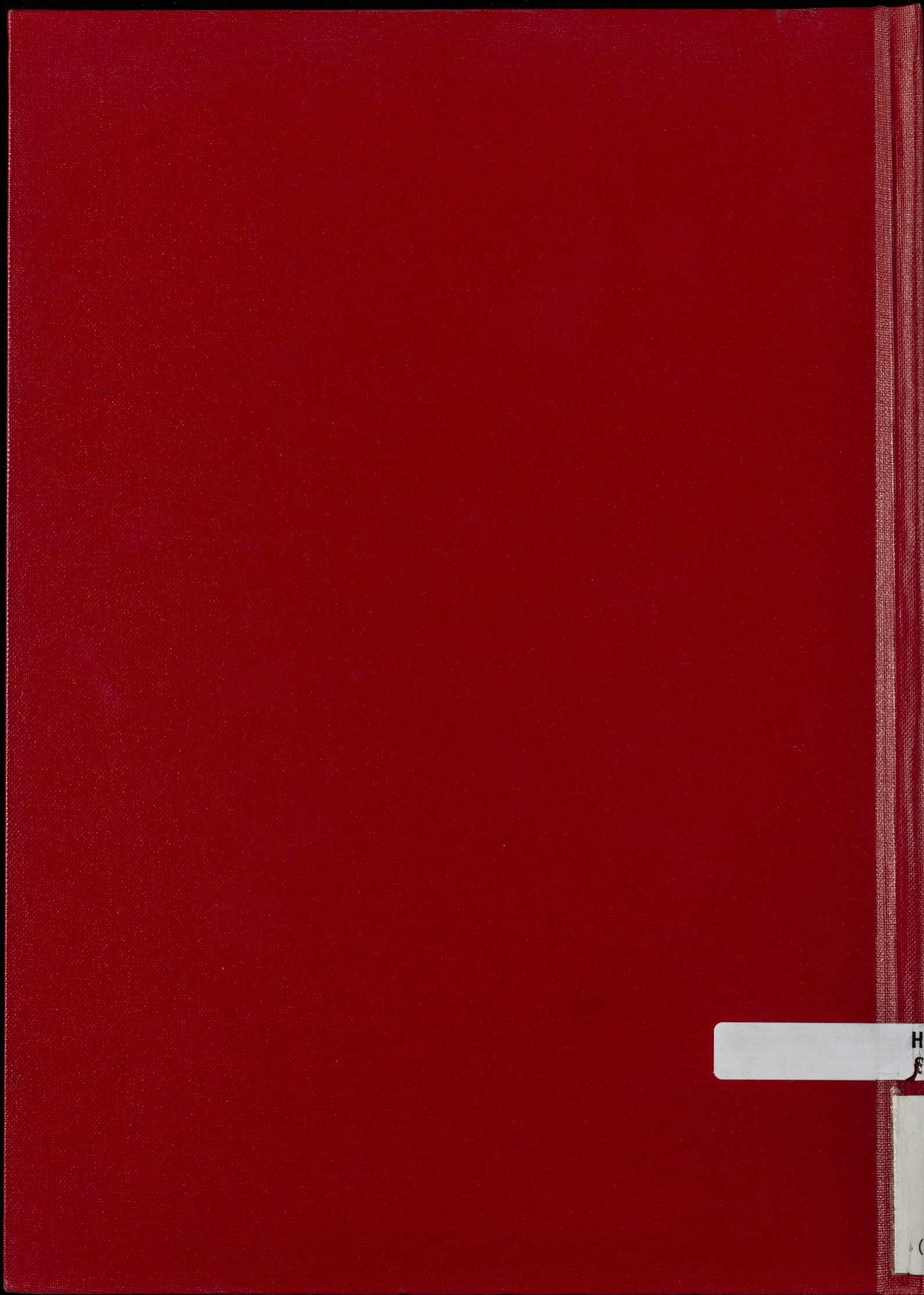
Purchases of goods for merchandising or stockpiling		
Increase during the year, stocks of materials, stores and fuel		
Cost of industrial services received		
Net output		

Total employment	Thousands	
Net output per head	£	
Cost of non-industrial services received		

Cost of vehicles, plant and machinery	£ million	
Rents of industrial and commercial buildings		
Commercial insurance premiums		
Bank charges		
Other non-industrial activities		

Licensing of motor vehicles		
Rates, excluding water rates		
Gross value added at factor cost		
Gross value added at basic price per head	£	

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C