

## The 1997 Workplace Employee Relations Survey

Carried out for the  
Department of Trade and Industry\*

# Basic workforce data sheet

It would be of great help if this sheet could be completed before the interviewer's visit and available at the beginning of the interview.

Thank you for your help.

\*In collaboration with the Advisory, Conciliation and Arbitration Service,  
the Economic and Social Research Council and the Policy Studies Institute.



Notes

A 'Establishment' refers to the premises indicated by the address on the covering letter. It does not include any other premises that may belong to your organisation or to establishments different and separate from yours.

B Workforce data refer to the employees of a single employer at that establishment only. They should relate to the time at which you complete the data sheet. There are no questions on seasonal variations.

C 'Employees' should be understood in its strict sense: people with a contract of employment. The term excludes any free-lance workers, home or out workers, and casual workers who do not have a contract of employment. Representatives, salesmen and similar employees should be included if this is the establishment to which they principally report.

D 'Part time' employees are those who work fewer than 30 hours per week.

E 'Non-manual' occupations are those of a managerial, professional or clerical nature.

Occupations involved in selling (other than roundsmen and garage forecourt attendants) are included as non-manual.

Security service occupations (including police, fire service officers, traffic wardens, but not including security guards and patrolmen) are to be counted as non-manual.

Salesmen, laboratory assistants should be included as junior technical employees, unless they have supervisory responsibilities.

Nurses without supervisory responsibilities and trainee medical staff should be included as junior technical/professional; supervising nurses and qualified medical professional staff as senior. Teachers and academic staff at universities should be included as technical/professional staff, being categorised as junior or senior according to the level of their responsibility.

Administrative staff should only be included with clerical/secretarial staff when they have no supervisory or managerial responsibility.

All supervisors of manual workers (including foremen) and of clerical/secretarial staff are to be classified as non-manual.

F All occupations not included in non-manual, are to be counted as manual.

A 'skilled worker' is one who has received formal training through an apprenticeship or its equivalent.

Working charge-hands are to be counted as skilled employees.

G In Question 5 please check the figure entered against this year's total (Question 1) to make sure it is on the same basis.

Please give best estimates if you don't have exact data.  
Write NIL if you have no employees in a category.  
If you have queries, please refer to the notes opposite.  
If you need to clarify any of the information you give, use the back of this sheet.

1 Currently how many employees do you have on the payroll at this establishment? Total

2 (a) How many of these work full time (30 hours or more per week)? Please show males and females separately. (b) How many work part time (fewer than 30 hours per week)? Please show males and females separately.

	Full time		Part time		Total
	Male	Female	Male	Female	
	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>
	Total should be the same as Question 1				

3 Of the manual employees in this establishment how many are...

	Full time		Part time		Total
	Male	Female	Male	Female	
unskilled?	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>
semi-skilled?	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>
skilled?	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>

4 Of the non-manual employees in this establishment how many are...

	Full time		Part time		Total
	Male	Female	Male	Female	
clerical/administrative /secretarial?	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>
supervisors/ foremen?	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>
junior technical/ professional?	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>
senior technical/ professional?	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>
middle/senior managers?	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>

5 This time last year, how many employees did you have on the payroll at this establishment (full and part time)? Total employees 12 months ago