

The 1997 Workplace Employee Relations Survey

Carried out for the
Department of Trade and Industry*

Employee profile questionnaire

It would be of great help if this form 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.



Serial No.

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 and definitions on the back page.

If you need to clarify any of the information you give, use the space on the bottom of the page opposite.

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: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

Total should be the same as Question 1

3 For each of the above groups of employees, how many are in each of the following occupational groups? Definitions of occupational groups are set out on the back page.

	Full time		Part time		Total
	Male	Female	Male	Female	
Managers and senior administrative	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Professional	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Technical	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Clerical and secretarial	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Craft and skilled services	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Protective and personal services	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Sales	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Operative and assembly	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Routine unskilled	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

4 How many employees (full and part time) were on the payroll at this establishment...

12 months ago?

5 years ago?

5 During the last twelve months how many permanent employees (full and part time) stopped working here, because they...

left or resigned voluntarily?

were dismissed?

were made redundant?

had some other reason (eg retirement)?

6 During the last twelve months how many permanent employees (full and part time) started work at this establishment? Please include any who started and subsequently left.

7 Of those currently employed here, how many...

are aged 20 or under?

are aged 51 or over?

have a disability?

are from a non-white ethnic group?

8 How many employees at this establishment are members of a trade union or independent staff association – whether recognised by management or not?

9 How many employees at the workplace are currently paid...

	Full time	Part time
	Male and female	Male and female
less than £3.50 per hour	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
£3.50 to less than £4.00 per hour	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

10 How many full time employees have annual earnings (including bonuses and overtime) in the specified bands? Please show men and women separately.

	Full time	Full time
	Male	Female
Less than £9,000	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
£9,000 to less than £12,000	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
£12,000 to less than £16,000	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
£16,000 to less than £22,000	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
£22,000 to less than £29,000	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
£29,000 or more	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

11 Over the last 12 months what percentage of work days was lost through employee sickness or absence at this establishment? Please exclude authorised leave of absence, employees away on secondment or courses, or days lost through industrial action.

%

Thank you for completing this form. Please keep it and hand it to the SCPR interviewer

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.

Definitions of occupational groups

A *Managers and senior administrative occupations*

Managers and senior administrators head government, industrial, commercial and other establishments, organisations or departments within such organisations. They determine policy, direct and co-ordinate functions, often through a hierarchy of subordinate managers and supervisors. Occupations included are: general managers, works managers, production managers, marketing or sales managers, directors of nursing, catering managers and bank managers.

This group does not include supervisors or foremen. These employees should be grouped within their skill base e.g. an office manager supervising clerical workers would be grouped with them. A fitter and turner acting as a supervisor or foreman would be classified as a craft or skilled worker.

B *Professional occupations*

Professionals perform analytical, conceptual and creative tasks that require a high level of experience and a thorough understanding of an extensive body of theoretical knowledge. They research, develop, design, advise, teach and communicate in their specialist fields.

The specialist fields include: science, building and engineering, health, social sciences. Occupations include professionals in the above fields, lecturers and teachers, doctors, lawyers and accountants.

C *Technical occupations*

Employees in this group perform complex technical tasks requiring the understanding of a body of theoretical knowledge and significant practical skills. Technicians in medical, scientific, engineering, building, entertainment and transport industries are included in this group. This occupational group includes registered nurses, computer analysts, insurance underwriters, artists and designers.

D *Clerical and secretarial occupations*

Clerical workers gather, record, order, transform, store and transmit information on paper or electronic media and require moderate literacy and numeracy skills. The main occupations covered in this group include civil service and local government clerical officers; data processing and business machine operators; accounting, insurance and broking clerks; filing and mail clerks; production and transport clerks; and receptionists, typists, secretaries and storekeepers.

E *Craft and skilled service occupations*

Employees in this group perform complex physical tasks. They apply a body of trade-specific technical knowledge requiring initiative, manual dexterity and other practical skills. Trades in metal fitting and machining, motor mechanics, electrical and electronics, building, printing, vehicle production, food preparation, hairdressing and other recognised apprenticeship trades are included in this group. Trade apprentices and trainees are also to be included in this group.

F *Protective and personal service occupations*

Employees in this group include police, prison and fire service officers, customs and excise officers, traffic wardens, security guards and other similar occupations. Included under personal services are cooks, waiters, care assistants, child carers, assistant auxiliary nurses, domestic staff and undertakers.

G *Sales occupations*

This group includes all employees engaged in buying (wholesale or retail), broking and selling. Included are sales representatives, sales assistants, till operators, roundsmen, garage forecourt attendants.

H *Operative and assembly occupations*

Plant and machine operators and drivers operate vehicles and other large equipment to transport passengers and goods, move materials, generate power, and perform various agricultural and manufacturing functions. Some of the occupations covered include bus, truck and locomotive drivers; excavator, forklift and tractor drivers; boiler, chemical plant, crane and furnace operators as well as packers and machinists (including metal press or casting operators, sewing machinists, yarn or fabric manufacturing machine operators and food processing machine operators).

I *Routine unskilled occupations*

Workers in this group perform routine tasks, either manually or using hand tools and appliances. The group includes such occupations as factory hands, cleaners, construction and mining labourers, shelf fillers, postal workers and mail sorters, caretakers, kitchenhands and porters, car park attendants and messengers.