



STATUTORY MANPOWER AND PAYROLL RETURN 2007/08

ESTABLISHMENT BEING ASSESSED

This form is required only for the establishment which is wholly or mainly engaged in the engineering construction industry during the year to 5 April 2008. The accompanying guidance notes define the meaning of an establishment.

The establishment being assessed is shown below. You should inform the ECITB if the establishment has been incorrectly identified, or if there are any other establishments engaged in engineering construction activities within the company or organisation.

| | |
|--|---|
| Name, address and reference number of the establishment being assessed | <p>This form must be completed and returned to the above address by</p> <h1 style="margin: 0;">30 JUNE 2008</h1> |
|--|---|

EMPLOYEES

| | |
|---------------------|---|
| Employees | All full and part-time employees who were employed at any time during the year by the establishment being assessed including directors, trainees and staff who were on the payroll and working in Great Britain. |
| All other employees | All employees engaged in related, incidental or ancillary activities or who were providing managerial or administrative support. Do not include staff who work in a fabrication shop if the shop operates as a separate establishment or business unit. |
| Sites | Sites where activities described on page 2 of the accompanying guidance notes are carried out. |
| Great Britain | England, Scotland, Wales and their offshore waters. |
| Total gross wages | All salaries, fees, wages, gratuities or other profits or incidental benefits of any kind obtained by an employee other than pension contributions. |

| | No. of employees | Wages |
|--|------------------|-------|
| 1) Please state the total number of the establishment's employees who mainly worked on sites in Great Britain at any time during the year to 5 April 2008 and their total gross wages. | | |
| 2) Please state the total number of all other employees at the establishment who mainly worked in Great Britain at any time during the year to 5 April 2008 and their total gross wages. | | |

LABOUR-ONLY PERSONNEL

| | |
|---------------------------------|--|
| Labour-only personnel | All contractors, self employed workers and agency personnel who were hired by the establishment under labour-only agreements at any time during the year under a contract which did not involve the supply of materials. People working for another establishment to which a task has been sub-contracted should not be included. |
| All other labour-only personnel | All personnel engaged in related, incidental or ancillary activities or who were providing managerial or administrative support. Do not include personnel who work in a fabrication shop if the shop operates as a separate establishment or business unit. |
| Labour-only agreements | Any written or verbal agreements or arrangements made between an employer and any other person for the supply of that person's services (this includes any incidental use of tools). |
| Total payments | The total cost to the establishment of purchasing the services of labour-only personnel. Gross payments should be declared before national insurance contributions and tax has been deducted and should include payments to self-employed workers who hold tax exemption certificates or who operate under IR35 rules. Do not include VAT. |

| | No. of personnel | Payments |
|--|------------------|----------|
| 3) Please state the total number of the establishment's labour-only personnel hired under labour-only agreements who mainly worked on sites in Great Britain at any time during the year to 5 April 2008 and the total payments made in respect of such personnel. | | |
| 4) Please state the total number of all other labour-only personnel at the establishment hired under labour-only agreements who mainly worked in Great Britain at any time during the year to 5 April 2008 and the total payments made in respect of such personnel. | | |

LABOUR-ONLY RECEIPTS

If any of the establishment's employees or labour-only personnel have been hired out to other employers who are themselves wholly or mainly engaged in engineering construction activities in Great Britain, and payments have been received in respect of these individuals, please provide the information requested below. Do not include VAT. (A summary definition of engineering construction activities is shown on page 2 of the accompanying guidance notes).

| Name and address of employer engaged in engineering construction activities | Total payments received during the year to 5 April 2008 in respect of individuals hired out and working on site | Total payments received during the year to 5 April 2008 in respect of all other individuals hired out |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total | | |

Please continue on a separate sheet if necessary

ACTIVITIES OF THE ESTABLISHMENT

Please briefly describe the main activities of the establishment that is being assessed.

EMPLOYER ASSOCIATION MEMBERSHIP

Please tick to show if you belong to any of these employer associations.

| | | | |
|--|--------------------------|---|--------------------------|
| Engineering Construction Industry Association (ECIA) | <input type="checkbox"/> | British Constructional Steelwork Association (BCSA) | <input type="checkbox"/> |
| Offshore Contractors Association (OCA) | <input type="checkbox"/> | Electrical Contractors Association (SELECT in Scotland) | <input type="checkbox"/> |
| British Chemical Engineering Contractors Association (BCECA) | <input type="checkbox"/> | Other (please state) | <input type="checkbox"/> |

DECLARATION

Please sign to confirm that you are authorised to complete this Return and that the information given has been verified and is complete to the best of your knowledge. The declaration must be signed by a Director, Company Secretary or someone in a similar position of authority. The figures declared on pages 1 and 2 will form the basis of the levy to be paid. Giving false information is a criminal offence. ECITB reserves the right to audit the information that has been declared in this form.

| | |
|---|----------------|
| Signed _____ | Date _____ |
| Name _____ | Position _____ |
| Phone number (in case there is a query with the information declared) _____ | _____ |
| E-mail address (in case there is a query with the information declared) _____ | _____ |

USING A SPOT DATE OF 3 APRIL 2008

TABLE 4 Please list the occupations of all other employees and labour-only personnel (other than those staff working on sites) who were working in Great Britain on the above spot date.

| | No. of males | No. of females |
|--|--------------|----------------|
| Directors and managers | | |
| Professional engineers, scientists, technologists | | |
| Incorporated engineers, engineering and business technicians | | |
| Administration, professional and clerical staff | | |
| Supervisors | | |
| Fabrication shop staff (if these staff are not working for a separate establishment) | | |
| Any other staff | | |
| Totals | | |

TABLE 5 Please indicate the ethnic backgrounds of the employees and labour-only personnel who have been declared in Table 4.

| | No. of | | No. of |
|------------------------|--------|-------------------------|--------|
| White | | Black or Black British | |
| Mixed background | | Other ethnic background | |
| Asian or Asian British | | Total | |

TABLE 6 - OVERSEAS WORKERS

| | |
|---|--|
| Please indicate the total number of British Nationals employed and working overseas on the spot date of 3 April 2008. | |
|---|--|

TABLE 7 - EMPLOYEE TURNOVER

| | |
|---|---|
| If possible, please provide an estimate of annual employee turnover as a percentage of annual headcount | % |
|---|---|

NOTES

| | |
|---------------------------------|--|
| Why you must complete this form | Under The Industrial Training Act 1982, all employers working in the engineering construction industry are required by law to complete this form and submit it to the ECITB. The Secretary of State has approved the ECITB's right to obtain this information and to audit the supporting records. The form is needed so that ECITB can correctly assess the establishment for levy or confirm that no levy needs to be paid. The form also gives ECITB information on employment levels in the industry. Employers who fail to complete this form may be liable on summary conviction to a fine. |
| Fraudulent Returns | Employers who knowingly or recklessly furnish false information or who wilfully make a false entry may, under Section 6 (5) and (6) of The Industrial Training Act 1982, be liable on summary conviction to up to 3 months imprisonment. |
| Confidentiality | All information declared on this form is kept confidential and will only be disclosed if there is a legal requirement to do so. |
| Queries | In case of query regarding completion of this form, please telephone 01923 402134. Alternatively, enquiries can be e-mailed to Returns@ecitb.org.uk. Please note however that ECITB cannot give legal advice and therefore if employers are in any doubt as to their position, independent legal assistance should be sought. |