

# THE QUEEN'S PRINTER FOR SCOTLAND

**Report covering the period  
1 April 2002 to  
31 March 2003**

Laid before the Scottish Parliament  
by the Scottish Ministers  
September 2003

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## THE QUEEN'S PRINTER FOR SCOTLAND

The office of Queen's Printer for Scotland (QPS) was established by section 92 of the Scotland Act 1998. The Act sets out the responsibilities:

1. to exercise the Queen's Printer responsibilities in relation to the printing of Acts of the Scottish Parliament and subordinate legislation; and
2. on behalf of Her Majesty to exercise Her rights and privileges in connection with:
  - Crown copyright in Acts of the Scottish Parliament,
  - Crown copyright in subordinate legislation,
  - Crown copyright in any existing or future works (other than subordinate legislation) made in the exercise of a function which is exercisable by any office-holder in, or member of the staff of, the Scottish Administration (or would be so exercisable if the function had not ceased to exist) and
  - other copyright assigned to Her Majesty in works made in connection with the exercise of functions by any such office-holder or member.

Section 92(5) of the Scotland Act specifies that the Queen's Printer of Acts of Parliament shall hold the office of Queen's Printer for Scotland.

The QPS was specified, in the Scottish Administration (Offices) Order 1999 (S.I. 1999 No. 1127), as a non-ministerial office-holder and member of the staff of the Scottish Administration with effect from 1 July 1999.

The QPS, who also holds the position as Controller of Her Majesty's Stationery Office is supported in her role by the staff of Her Majesty's Stationery Office.



## Office of the Queen's Printer for Scotland

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Your ref:

Our ref:

Date: 21 August 2003

Dear Minister

I have the honour to present to you a report of the activities of the Queen's Printer for Scotland covering the period 1 April 2002 to 31 March 2003.

Yours sincerely

CAROL TULLO  
Queen's Printer for Scotland

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## **1. THE QUEEN'S PRINTER RESPONSIBILITIES IN RELATION TO STATUTORY PUBLISHING**

- 1.1 Under Section 92 of the Scotland Act 1998 the Queen's Printer for Scotland is responsible for the printing of Acts of the Scottish Parliament and subordinate legislation.

### **Acts of the Scottish Parliament**

- 1.2 The Scotland Act 1998 (Transitory and Transitional Provisions) (Publication and Interpretation etc. of Acts of the Scottish Parliament) Order 1999 (S.I. 1999 No.1379) sets out the detailed provisions for the publication and citation of Acts of the Scottish Parliament by or under the authority of the Queen's Printer for Scotland. Article 3 of the Order provides that once an Act has received Royal Assent the Clerk of Parliament shall make a copy of the official print of the Act which he shall certify as a true copy. The Clerk shall send that copy to the Queen's Printer for Scotland who shall, as soon as possible after receiving it, cause copies of it to be printed and sold by or under her authority; and may make other arrangements for its publication.

### **Scottish Statutory Instruments**

- 1.3 The Scotland Act 1998 (Transitory and Transitional Provisions) (Statutory Instruments) Order 1999 (S.I. 1999 No. 1096) sets out the detailed provisions in relation to Scottish statutory and other statutory instruments or documents which are required by any enactment to be laid before the Scottish Parliament and made provision corresponding to that made by or under the Statutory Instruments Act 1946 Act relating to the numbering, printing and publishing of Scottish statutory instruments.

Article 5 of the Order provides that immediately after the making of any Scottish statutory instrument, the responsible authority shall send it to the Queen's Printer who shall number it in a series of the calendar year in which they are made.

Article 7 provides that as soon as possible after the Queen's Printer has allocated and numbered any Scottish statutory instrument in accordance with article 5(2), copies of it shall be printed and sold by, or under the authority of, the Queen's Printer.

Article 8 provides that the Queen's Printer shall from time to time cause to be published a list to be known as the "Scottish Statutory Instruments Issue List", showing the number and short title of each Scottish statutory instrument which has been issued for the first time by, or under the authority of, the Queen's Printer during the period to which that list relates and the date on which each such instrument was so issued.

Article 9 provides that the Queen's Printer shall prepare an annual edition of Scottish statutory instruments which shall be printed and published by or under her authority including:

- (a) a copy of all Scottish statutory instruments as have, at the time of the completion of the annual edition, been printed in compliance with the requirements of article 7 and not been included in any previous annual edition;
- (b) an Annual Numerical and Issue List of Scottish statutory instruments;
- (c) a classified list of local instruments;
- (d) tables showing the effect on enactments and previous statutory rules or statutory instruments (whether Scottish or not) of the Scottish statutory instruments included in that edition; and
- (e) an index.

### **Printing and Publishing Arrangements**

- 1.4 The Queen's Printer has in place a contract with TSO (The Stationery Office Limited) for the printing, publication and distribution of legislation to cover the arrangements for printing and publication of Acts of the Scottish Parliament and Scottish statutory instruments under her authority. That contract runs from 1 October 2000 to 30 September 2005.

### **Acts of the Scottish Parliament**

- 1.5 The contract requires that the contractor should print and publish Acts of the Scottish Parliament within 5 working days of them receiving the authority to print. Tables showing the page extents and time taken for the publication of Acts of the Scottish Parliament (ASPs) which received Royal Assent between 1 April 2002 and 31 March 2003 are attached at Annex A.
- 1.6 The Office of the Queen's Printer for Scotland (OQPS) also co-ordinates the arrangements for the production and publication of the Explanatory Notes to ASPs. Explanatory Notes are produced for all Acts which have resulted from Executive sponsored Bills with the exception of Budget Acts, and most other Acts resulting from Bills sponsored by Members of the Scottish Parliament and Parliamentary Committees. A table at Annex B records details of the Explanatory Notes produced for Acts which gained Royal Assent between 1 April 2002 and 31 March 2003

### **Scottish Statutory Instruments**

- 1.7 The OQPS is responsible for the registration and numbering of Scottish Statutory Instruments (SSIs) and for their subsequent printing and publishing under contract. Responsibility for the speed at which SSIs are registered and subsequently printed and published is a matter for the Scottish Executive. The printing contract requires that SSIs

are printed and published within 3 working days of receipt of the press proof, for SSIs up to 16 pages in extent, and within 4 working days for those up to 96 pages in extent. For SSIs above 96 pages an additional day is allowed for each additional 32 pages.

- 1.8 The target is for all SSIs to be registered within 3 days of their being made and for printing to be undertaken within a week of registration. The following tables detail those SSIs registered from July 1999 to the end of March 2003; record the steady growth in the number of instruments which have been made since devolution; and the time taken from being made to registration. The tables also illustrate that over 88% of SSIs are being registered within 3 working days as compared with 46% in 1999.

#### 1.8.1 Scottish Statutory Instruments Registered 1999 – 2003

|            | 1999  |            | 2000  |            | 2001  |            | 2002  |            | 2003  |            |
|------------|-------|------------|-------|------------|-------|------------|-------|------------|-------|------------|
|            | Total | Cumulative | Total | Cumulative | Total | Cumulative | Total | Cumulative | Total | Cumulative |
| <b>Jan</b> |       |            | 20    | 20         | 23    | 23         | 32    | 32         | 53    | 53         |
| <b>Feb</b> |       |            | 16    | 36         | 27    | 50         | 38    | 70         | 69    | 122        |
| <b>Mar</b> |       |            | 60    | 96         | 77    | 127        | 92    | 162        | 106   | 228        |
| <b>Apr</b> |       |            | 28    | 124        | 38    | 165        | 44    | 206        |       |            |
| <b>May</b> |       |            | 35    | 159        | 34    | 199        | 56    | 262        |       |            |
| <b>Jun</b> |       |            | 60    | 219        | 54    | 253        | 65    | 327        |       |            |
| <b>Jul</b> | 17    | 17         | 45    | 264        | 23    | 276        | 29    | 356        |       |            |
| <b>Aug</b> | 22    | 39         | 39    | 303        | 20    | 296        | 40    | 396        |       |            |
| <b>Sep</b> | 48    | 87         | 36    | 339        | 36    | 332        | 49    | 445        |       |            |
| <b>Oct</b> | 47    | 134        | 41    | 380        | 69    | 401        | 41    | 486        |       |            |
| <b>Nov</b> | 26    | 160        | 53    | 433        | 47    | 448        | 39    | 525        |       |            |
| <b>Dec</b> | 44    | 204        | 22    | 454        | 46    | 494        | 50    | 575        |       |            |

#### 1.8.2 General Scottish Statutory Instruments – Speed of Registration

| From Date of Making    | 1999 | 2000 | 2001 | 2002 | Jan-March 2003 |
|------------------------|------|------|------|------|----------------|
| <b>Within 48 hours</b> | 50   | 136  | 152  | 223  | 123            |
| <b>3 Days</b>          | 11   | 33   | 58   | 50   | 19             |
| <b>4 Days</b>          | 8    | 19   | 59   | 28   | 9              |
| <b>5 Days</b>          | 14   | 23   | 14   | 18   | 4              |
| <b>6 Days</b>          | 2    | 16   | 18   | 10   | 1              |
| <b>7 Days</b>          | 2    | 9    | 21   | 8    | 0              |
| <b>8 Days</b>          | 1    | 14   | 8    | 8    | 0              |
| <b>9 Days</b>          | 0    | 1    | 14   | 6    | 0              |
| <b>10 Days</b>         | 2    | 4    | 8    | 4    | 0              |
| <b>Over 10 Days</b>    | 9    | 12   | 45   | 23   | 0              |

### 1.8.3 Local Scottish Statutory Instruments – Speed of Registration

| From Date of Making    | 1999 | 2000 | 2001 | 2002 | Jan-March 2003 |
|------------------------|------|------|------|------|----------------|
| <b>Within 48 hours</b> | 23   | 64   | 46   | 124  | 44             |
| <b>3 Days</b>          | 11   | 34   | 14   | 30   | 15             |
| <b>4 Days</b>          | 20   | 40   | 8    | 13   | 9              |
| <b>5 Days</b>          | 17   | 14   | 10   | 4    | 3              |
| <b>6 Days</b>          | 12   | 13   | 5    | 4    | 0              |
| <b>7 Days</b>          | 0    | 4    | 5    | 7    | 1              |
| <b>8 Days</b>          | 0    | 5    | 4    | 2    | 0              |
| <b>9 Days</b>          | 0    | 0    | 0    | 0    | 0              |
| <b>10 Days</b>         | 0    | 0    | 0    | 1    | 0              |
| <b>Over 10 Days</b>    | 6    | 4    | 5    | 3    | 0              |

1.9 In last year's report<sup>1</sup> attention was drawn to the delays occurring between an SSI being made and its eventual publication. During the last year much effort has been made to reduce delays and as a result the following table records a significant improvement. Over 52% of SSIs are now published within 10 working days of being made with just 9% of SSIs taking over 15 working days. This contrasts with the position in 1999 when 18% were published within 10 days, and over 81% were taking over 15 working days. Use of a standardised SSI template will be introduced during 2003 when further improvements are anticipated.

#### 1.9.1 Scottish Statutory Instruments - Published

| From Date of Making  | 1999 | 2000 | 2001 | 2002 | Jan-March 2003 |
|----------------------|------|------|------|------|----------------|
| <b>Within 5 Days</b> | 0    | 0    | 2    | 4    | 2              |
| <b>6 Days</b>        | 0    | 1    | 0    | 11   | 7              |
| <b>7 Days</b>        | 0    | 2    | 1    | 33   | 4              |
| <b>8 Days</b>        | 2    | 7    | 15   | 46   | 21             |
| <b>9 Days</b>        | 4    | 6    | 33   | 38   | 24             |
| <b>10 Days</b>       | 15   | 10   | 31   | 40   | 19             |
| <b>11 Days</b>       | 5    | 11   | 21   | 34   | 12             |
| <b>12 Days</b>       | 11   | 15   | 15   | 16   | 15             |
| <b>13 Days</b>       | 7    | 19   | 13   | 50   | 15             |
| <b>14 Days</b>       | 9    | 24   | 19   | 22   | 8              |
| <b>15 Days</b>       | 6    | 10   | 8    | 16   | 5              |
| <b>Over 15 Days</b>  | 57   | 152  | 241  | 78   | 14             |

<sup>1</sup> SE/2002/222

## **Scottish Statutory Instruments – Subjects Covered**

- 1.10 Scottish Statutory Instruments cover a wide range of subjects reflecting the breadth of responsibilities which have been devolved to the Scottish Administration. OQPS produced an analysis of SSIs which had been made during 2001 and 2002 which was published on the OQPS website:

[http://www.oqps.gov.uk/scotlegislation/ssi\\_statistics.htm](http://www.oqps.gov.uk/scotlegislation/ssi_statistics.htm)

These statistics will be updated on a regular basis and coverage extended to include information about all SSIs made since devolution in 1999.

## **Production of Annual Bound Volumes and Editions**

- 1.11 The first of the Annual Bound Volumes of Acts of the Scottish Parliament covering 1999 and 2000 and the Annual Bound Editions of Scottish Statutory Instruments for 1999 were published in September 2002. The ASP Annual Volume for 2001 and the SSI Annual Edition for 2000 will publish in August 2003. The ASP Annual Volume for 2002 and the SSI Annual Edition for 2001 are due for publication before the end of 2003.
- 1.12 The Table of Acts of the Scottish Parliament was included as a new Section III in the reference work the *Chronological Tables of Statutes 1235 – 2000*. The Table lists the Acts of the Scottish Parliament from 1999 to the end of 2000 in chronological order and reflects the effects of all new legislation on those Acts.

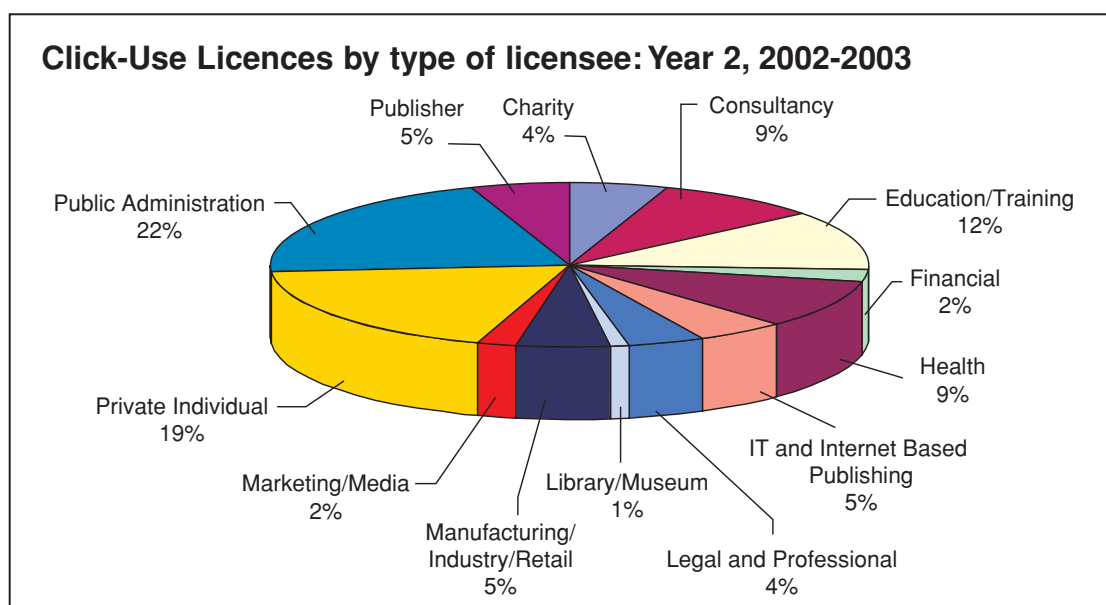
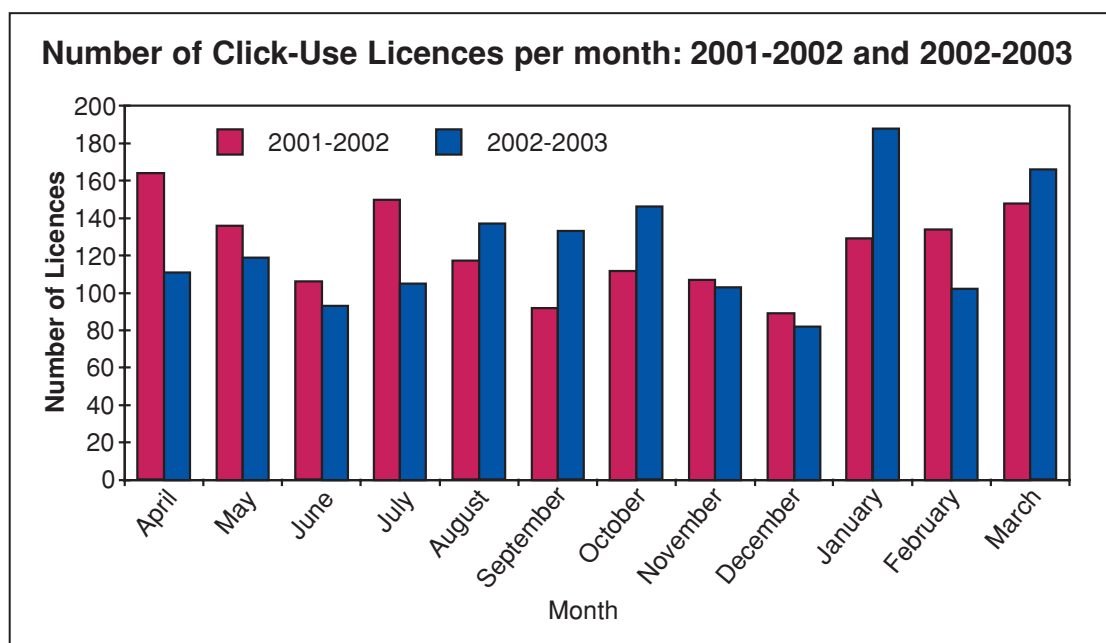
## **The Advisory Committee on Statute Law**

- 1.13 The QPS has continued to report to the meetings of the Advisory Committee on Statute Law about the arrangements for production and publication of legislation and other statutory publications and to take their advice on specific issues. Membership of the Advisory Committee, of which the Lord Chancellor is the Chairman, includes the Solicitor to the Scottish Executive, the Legal Secretary to the Lord Advocate, the First Scottish Parliamentary Counsel, the Chairman of the Scottish Law Commission and the Head of Publishing Services at HMSO.

## 2. MANAGEMENT AND ADMINISTRATION OF CROWN COPYRIGHT

### Policy

2.1 The Click-Use Licence (launched 1 April 2001) covering re-use of core government information continues to be a success. As at 31 March 2003, there were 2969 holders of Click-Use Licences. This licence covers all UK core government information. The introduction of the Click-Use Licence has seen a reduction in the number of individual licensing transactions as applicants only require a single licence in order to re-use a wide range of core Crown copyright material. Most of the material originated by the Scottish Executive falls within the scope of the Click-Use Licence and formerly would have been licensed by individual licences or permissions. The charts below show how many licences were taken out each month during year 1 and year 2 and the types of licensees.



## Licensing

- 2.2 Separate licensing arrangements are available to cover the re-use of value-added information, and other material, originated by the Scottish Executive Departments and agencies which falls outside the scope of the core Click-Use Licence. During the period covered by this report 14 licences were issued for the re-use of General Registers for Scotland (GROS) Census data. Most of the re-users are producing family research databases. Two licences were issued for listed building information created by Historic Scotland. Detailed discussions also took place between the OQPS, GROS, the Office of National Statistics (ONS) and the Economic and Social Research Council (ESRC) on the licensing arrangements for the re-use of information from the 2001 Census.
- 2.3 The Registers of Scotland, Historic Scotland and the Royal Commission on the Ancient and Historical Monuments in Scotland hold delegated authority from the Queen's Printer for Scotland to license the re-use of some of the material they originate. In issuing licences these departments are required to ensure fairness and transparency for all re-users. It is planned to bring the Registers of Scotland, a trading fund, into the scope of the Information Fair Trader Scheme<sup>2</sup>.

## Guidance Notes

- 2.4 The QPS, working in consultation with officials in the Scottish Executive, has issued a revised version of OQPS Guidance Note 1: Reproduction of Acts of the Scottish Parliament, Explanatory Notes to Acts of the Scottish Parliament and Scottish Statutory Instruments (revised 15 October 2002). Copies can be downloaded from the OQPS website at:

[http://www.hmso.gov.uk/copyright/guidance/scotland/gn\\_01.htm](http://www.hmso.gov.uk/copyright/guidance/scotland/gn_01.htm)

## Regular Liaison

- 2.5 As well as providing general advice to applicants and licensees on copyright and licensing issues, the OQPS has had regular contact with officials within the Scottish Executive:
- at the Scottish Working Group on Official Publications seminar on Aspects of Government Information held 18 April 2002, OQPS staff gave presentations on licensing and information policy issues
  - meeting with representatives of the Registers of Scotland to discuss licensing and information policy issues relating to their delegation of authority.
- 2.6 OQPS officials have also kept Scottish Executive officials up to date on the approach being taken by HMSO and DTI officials relating to the draft EU Directive on the Re-use and Commercial Exploitation of Public Sector Documents<sup>3</sup>. The current expectation is that the Directive will be adopted in November 2003 and the QPS will be recommending to Scottish Ministers the basis for a public consultation as to how the Directive should be implemented in respect of the devolved public sector in Scotland.

<sup>2</sup> The Information Fair Trader Scheme is designed so that re-users of Government information, whether in the voluntary, professional or commercial sectors can be confident that they will be treated reasonably and fairly by public sector information providers, and is the means by which OQPS/HMSO regulates Crown bodies which have delegated authority to license the re-use of Crown copyright information. See [http://www.hmso.gov.uk/about/ifts/info\\_fair\\_trader.htm](http://www.hmso.gov.uk/about/ifts/info_fair_trader.htm)

<sup>3</sup> [www.cordis.lu/econtent/psi/pubsec.htm](http://www.cordis.lu/econtent/psi/pubsec.htm)

## Regulation

- 2.7 The result of the public consultation on the regulation of Crown copyright was published on 24 July 2002 following Ministerial agreement, including that of the Deputy First Minister<sup>4</sup>. The focus has been on developing the Information Fair Trader Scheme (IFTS) and setting up the Advisory Panel on Crown Copyright<sup>5</sup>.
- 2.8 The IFTS looks at the Chief Executive's commitment to fair, open and transparent trading in information. The verification process was piloted on OQPS/HMSO's licensing activities and has since been used at the UK Hydrographic Office and the Ordnance Survey. The Met Office is currently undergoing verification. A seminar to explain how the Scheme could be extended to other Trading Funds, including Registers of Scotland, will be held in September 2003.
- 2.9 The members for the independent APCC were recruited during the year although the Panel was not formally launched until 14 April 2003. Professor Richard Susskind, of the Centre for Law, Computing and Technology at University of Strathclyde, will Chair the Panel. Scottish interests will be specifically represented by the Head of Information Services, Scottish Executive. The Panel meets for the first time in June 2003.

<sup>4</sup> [www.hmso.gov.uk/archives/policy/consultation.htm](http://www.hmso.gov.uk/archives/policy/consultation.htm)

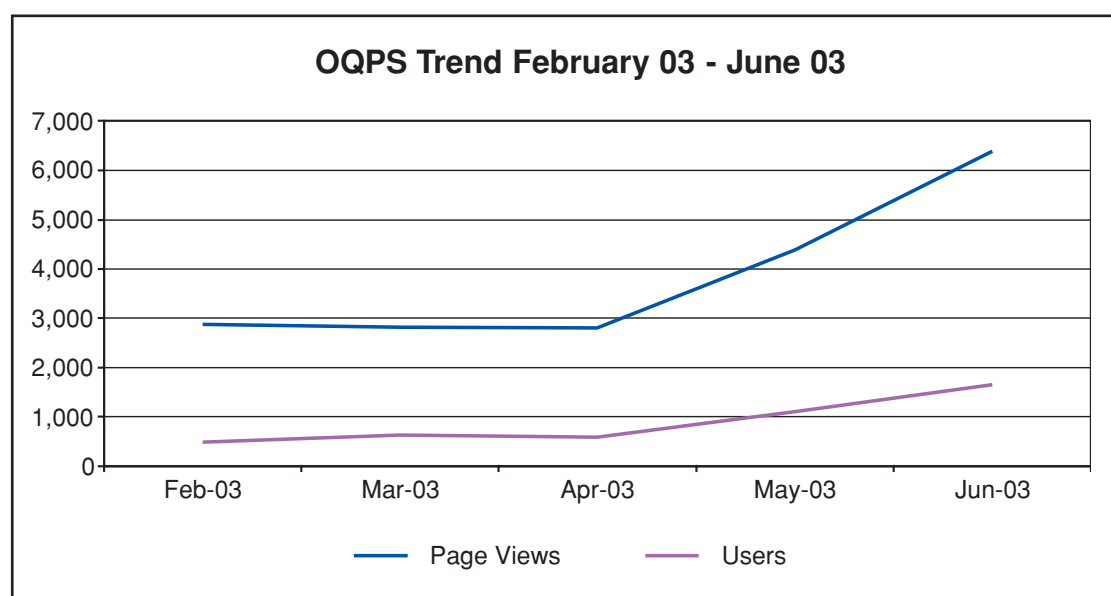
<sup>5</sup> [www.hmso.gov.uk/apcc/about\\_apcc.htm](http://www.hmso.gov.uk/apcc/about_apcc.htm)

### 3. OQPS WEBSITE

3.1 The new OQPS website <http://www.oqps.gov.uk> was launched in February 2003. The site was developed with a new design consistent with the look and feel of the HMSO website. Enhanced features include changes to the main and subnavigation, improving access to information and mobility around the site. In addition there is a “What’s New” feature which links users directly to all recent Scottish legislation.

#### OQPS Website Page Views and Users February 2003 – June 2003

3.2 Since the site went live the OQPS website page views and users have increased well over twofold and threefold respectively. This activity is represented in the graph below.



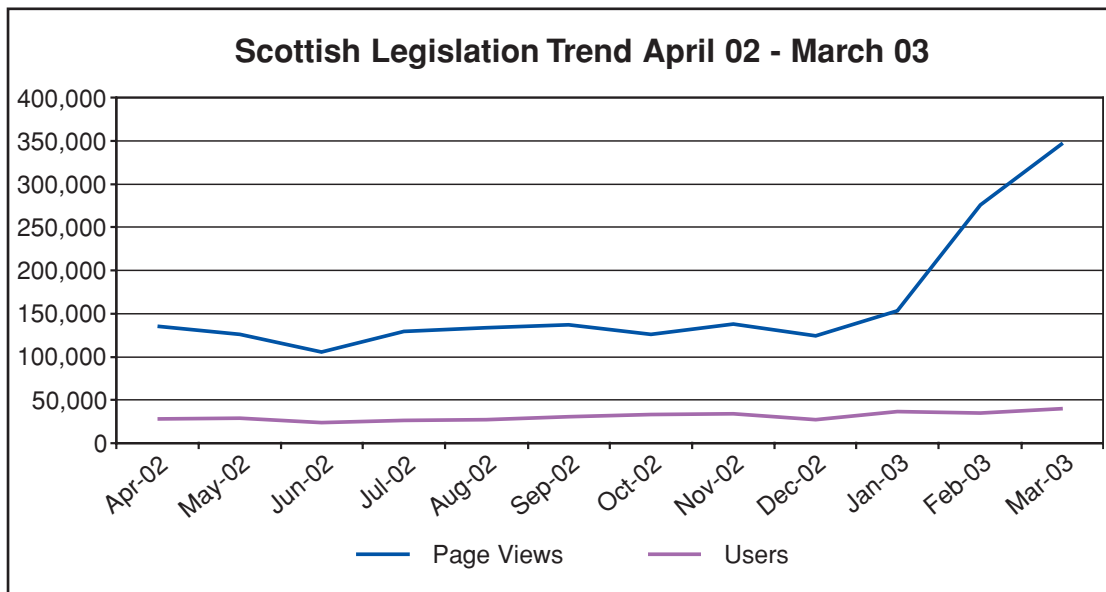
3.3 All Scottish legislation, including Acts of the Scottish Parliament (ASPs), Explanatory Notes to ASPs and Scottish Statutory Instruments can be accessed from the new site. The site also contains publishing and copyright guidance notes relating to Crown copyright material produced by the Scottish Administration and the Scottish Parliament. As a service to users, it includes links to other UK legislation and to further information on publishing, licensing and re-use of government information.

3.4 Since its launch, the site has continued to meet the 99.9% target of simultaneous publication with print editions of items published.

### Scottish Legislation Page Views and Users April 2002 – March 2003

3.5 In this reporting period, Scottish legislation page views and users have continued to rise with a dramatic increase since the launch of the OQPS site (shown as shaded figures in the table below).

|           | Page Views | Users  |
|-----------|------------|--------|
| Apr 2002  | 135,182    | 28,176 |
| May 2002  | 126,058    | 28,787 |
| June 2002 | 105,749    | 23,640 |
| July 2002 | 129,504    | 26,096 |
| Aug 2002  | 133,607    | 26,870 |
| Sep 2002  | 136,922    | 30,301 |
| Oct 2002  | 125,774    | 32,768 |
| Nov 2002  | 137,734    | 34,703 |
| Dec 2002  | 124,024    | 26,843 |
| Jan 2003  | 153,214    | 36,659 |
| Feb 2003  | 275,774    | 35,025 |
| Mar 2003  | 347,812    | 39,856 |



#### 4. FINANCING THE OFFICE OF THE QUEEN'S PRINTER FOR SCOTLAND

4.1 Under the terms of the Scotland Act the Queen's Printer of Acts of Parliament is automatically the Queen's Printer for Scotland. The Queen's Printer is the Controller of Her Majesty's Stationery Office (HMSO) and by agreement with the Scottish Executive HMSO provides the necessary resources to undertake the work of the Office of the Queen's Printer for Scotland. In consideration of this the Scottish Executive has agreed to pay to HMSO an annual management charge covering the period 1 April to 31 March (inclusive) each year.

4.2 The management charge for 2002/03 was £55,161 (exc. VAT) and was based on the anticipated level of work undertaken in the year. An analysis of the management charge (exc. VAT) between staff costs and non-pay costs is shown below:

| Period Covered               | Staff Costs | Non – Pay Costs | Total Charge |
|------------------------------|-------------|-----------------|--------------|
| 1 April 2002 – 31 March 2003 | £28,643     | £26,517         | £55,161      |

4.3 The 2002/03 charge is accounted for as follows:

##### Staff Costs

The total cost of staff resources was £28,643, this represents 1.11 whole time equivalents and is made up of a number of different staff across various disciplines. The areas of activity included:

- Management of Scottish Publications and Scottish Statutory Instruments (SSIs)
- Registration and numbering of SSIs
- Contract Monitoring
- Marking up Acts and SSIs
- Production of Annual Editions of SSIs, Annual Volume of Acts of the Scottish Parliament and the Chronological Table of Acts of Scottish Parliament
- Management of Information Asset Register
- Management of Scottish Legislation Website
- Management of Scottish Explanatory Notes
- Managing of QPS Licensing Policy
- Licensing of Scottish Material
- Regulation of QPS Licensing Activity

## Non-Pay Costs

Non-pay costs totalled £26,517, analysed across:

|  | <b>Total</b>  |
|--|---------------|
| Website running costs and simultaneous publication | 11,609        |
| Cost of Setting up OQPS Website                    | 5,000         |
| IT equipment support and update to QPS systems     | 3,090         |
| Stationery and postage                             | 630           |
| Table of Effects – Cost of Production              | 3,000         |
| Travel Costs                                       | 3,188         |
| <b>Total</b>                                       | <b>26,517</b> |

- 4.4 The 2002/03 management charge increased by 32% compared to the 2001/02 charge. The increase in staff costs was £3,324 (13%) and was due to an additional 0.09 whole time equivalent resource within the Regulation and e-Services Division of HMSO undertaking QPS work and some inflationary increases. Non-pay costs increased by £9,986 (60%). This increase was due to the costs of establishing the separate OQPS website, the increased costs of running the website, the simultaneous publication of a increasing volume of Scottish legislation; and an increase in the cost of the production of the Table of Effects of Legislation which are produced for the QPS under a contract with Lexis-Nexis UK.

## **5. OTHER ACTIVITIES OF THE OFFICE OF THE QUEEN'S PRINTER FOR SCOTLAND**

- 5.1 The OQPS has continued to maintain strong links with those in Scotland who have an interest in official publishing with an OQPS representative attending meetings of the Scottish Working Group on Official Publications (SWOP). The membership of SWOP includes representatives from Scotland's university libraries, the two major public reference libraries in Glasgow and Edinburgh, the National Library of Scotland, special libraries, representatives from the Scottish Executive and the Scottish Parliament and other bodies concerned with access and availability of official materials in Scotland. An OQPS speaker has also spoken at seminars organised by SWOP. A major briefing on Aspects of Government Information organised by SWOP at Historic Scotland on 18 April 2002 featured keynote presentations by staff from the OQPS.
- 5.2 OQPS staff also attend regular meetings with staff in the Scottish Executive and with other Scottish Agencies to discuss various aspects of the application of Crown Copyright policies. One of these initiatives is the Information Asset Register (IAR) accessible via the inforoute gateway at [www.hmso.gov.uk](http://www.hmso.gov.uk) and launched in 1999. This is a listing of unpublished UK Government data holdings designed to provide a central official government information point. The Scottish Executive is represented on the IAR, as are an increasing number of its Executive Agencies. The e-Services team at OQPS is active in providing guidance on creating an IAR and are currently assisting a number of Scottish departments in creating their own IARs including the Accountant in Bankruptcy (Scotland), the General Registers for Scotland and Her Majesty's Inspectorate of Education (Scotland). Six colleagues from Scottish departments are also members of UKIAR, an online Yahoo! discussion forum for all those with an interest in the IAR. The group mailing list enables parties to contact others to share information and discuss common issues or problems. As part of the continuing development of IAR, Scottish colleagues attended a seminar held in February 2003 to review options.
- 5.3 OQPS staff also join with colleagues in the Scottish Executive in meetings with external bodies to discuss the application of policies in relation to both Crown Copyright and the arrangements for publication and updating of legislation.
- 5.4 The OQPS has also provided input to the Scottish Executive in relation to the implementation of the Freedom of Information (Scotland) Act, particularly as to the policy for re-use by individuals of the information which is to be made available under the terms of the Act. The Office is also making preparations for production of its own Publication Scheme and will meet the requirements for submission to the Scottish Information Commissioner.
- 5.5 OQPS staff have attended regular meetings with representatives of the Scottish Parliament and the Office of the Scottish Parliamentary Counsel to discuss issues surrounding the production arrangements for Bills, Acts and the Explanatory Notes to Acts and the possible impact on these of moves to adopt common data standards based on the Extensible Mark-Up Language (XML) for all United Kingdom legislation.



| Acts of the Scottish Parliament which received Royal Assent between 1 April 2002 and 31 March 2003 |  |                           |                      |                    |                           |                  |                                       |         |   |         |  |
|--|--|---------------------------|----------------------|--------------------|---------------------------|------------------|---------------------------------------|---------|---|---------|--|
| ASP No   | Title  | Page content (incl cover) | Date of Royal Assent | Date rec'd by OQPS | Authority to TSO to print | Publication Date | Days from Royal Assent to Publication |         | Days from Authority to Print to Publication |         |  |
|  |  |                           |                      |                    |                           |                  | Working                               | Elapsed | Working                                     | Elapsed |  |
| <b>2002</b>  |  |                           |                      |                    |                           |                  |                                       |         |   |         |  |
| 8  | Marriage (Scotland)  | 8                         | 04/04/02             | 05/04/02           | 08/04/02                  | 17/04/02         | 9                                     | 11      | 7   | 9       |  |
| 9  | Sexual Offences (Procedure and Evidence) (Scotland)                          | 24                        | 11/04/02             | 12/04/02           | 12/04/02                  | 19/04/02         | 6                                     | 8       | 5   | 7       |  |
| 10   | Fur Farming (Prohibition) (Scotland)   | 8                         | 11/04/02             | 12/04/02           | 12/04/02                  | 19/04/02         | 6                                     | 8       | 5   | 7       |  |
| 11   | Scottish Public Services Ombudsman   | 44                        | 23/04/02             | 29/04/02           | 29/04/02                  | 03/05/02         | 8                                     | 10      | 4   | 4       |  |
| 12   | Education (Disability Strategies and Pupils' Educational Records) (Scotland) | 12                        | 30/04/02             | 01/05/02           | 01/05/02                  | 09/05/02         | 6                                     | 9       | 5   | 8       |  |
| 13   | Freedom of Information (Scotland)  | 56                        | 28/05/02             | 06/06/02           | 06/06/02                  | 13/06/02         | 10                                    | 16      | 5   | 7       |  |
| 14   | Scottish Qualifications Authority  | 8                         | 06/06/02             | 10/06/02           | 10/06/02                  | 17/06/02         | 7                                     | 11      | 5   | 7       |  |
| 15   | University of St Andrews (Postgraduate Medical Degrees)                      | 4                         | 30/07/02             | 31/07/02           | 31/07/02                  | 06/07/02         | 5                                     | 7       | 4   | 6       |  |
| 16   | Scottish Parliamentary Standards Commissioner                                | 20                        | 30/07/02             | 31/07/02           | 31/07/02                  | 06/07/02         | 5                                     | 7       | 4   | 6       |  |
| 17   | Debt Arrangement and Attachment (Scotland)                                   | 56                        | 17/12/02             | 19/12/02           | 19/12/02                  | 30/12/02         | 7                                     | 13      | 5   | 11      |  |
| <b>2003</b>  |  |                           |                      |                    |                           |                  |                                       |         |   |         |  |
| 1  | Local Government in Scotland   | 52                        | 11/02/03             | 12/02/03           | 12/02/03                  | 19/02/03         | 6                                     | 8       | 5   | 7       |  |
| 2  | Land Reform (Scotland)   | 84                        | 25/02/03             | 26/02/03           | 26/02/03                  | 05/03/03         | 6                                     | 8       | 5   | 7       |  |
| 3  | Water Environment and Water Services (Scotland)                              | 52                        | 05/03/03             | 10/03/03           | 10/03/03                  | 17/03/03         | 8                                     | 12      | 5   | 7       |  |
| 4  | Public Appointments & Public Bodies etc (Scotland)                           | 40                        | 11/03/03             | 13/03/03           | 13/03/03                  | 20/03/03         | 7                                     | 9       | 5   | 7       |  |
| 5  | Protection of Children (Scotland)  | 28                        | 19/03/03             | 21/03/03           | 24/03/03                  | 04/04/03         | 12                                    | 16      | 9   | 11      |  |
| 6  | Budget (Scotland)  | 28                        | 19/03/03             | 21/03/03           | 24/03/03                  | 04/04/03         | 12                                    | 16      | 9   | 11      |  |
| 7  | Criminal Justice (Scotland)  | 100                       | 26/03/03             | 28/03/03           | 28/03/03                  | 03/04/03         | 6                                     | 8       | 3   | 5       |  |
| 8  | Building (Scotland)  | 60                        | 26/03/03             | 28/03/03           | 28/03/03                  | 03/04/03         | 6                                     | 8       | 3   | 5       |  |



## ANNEX B

| <b>Explanatory Notes to Acts of the Scottish Parliament which received Royal Assent between 1 April 2002 and 31 March 2003</b> |  |                     |                      |                      |
|--|--|---------------------|----------------------|----------------------|
| <b>ASP No</b>  | <b>Title</b>   | <b>Royal Assent</b> | <b>Act Published</b> | <b>ENs Published</b> |
| <b>2002</b>  |  |                     |                      |                      |
| 8  | Marriage (Scotland)  | 04/04/02            | 16/04/02             | 29/04/02             |
| 9  | Sexual Offences (Procedure and Evidence) (Scotland)                          | 11/04/02            | 19/04/02             | 15/05/02             |
| 10   | Fur Farming (Prohibition) (Scotland)   | 11/04/02            | 19/04/02             | 24/06/02             |
| 11   | Scottish Public Services Ombudsman   | 23/04/02            | 03/05/02             | 08/05/02             |
| 12   | Education (Disability Strategies and Pupils' Educational Records) (Scotland) | 29/04/02            | 09/05/02             | 10/05/02             |
| 13   | Freedom of Information (Scotland)  | 28/05/02            | 13/06/02             | 07/10/02             |
| 14   | Scottish Qualification Authority   | 06/06/02            | 17/06/02             | 04/07/02             |
| 15   | University of St Andrews (Postgraduate Medical Degrees)                      | 30/07/02            | 06/08/02             | 09/08/02             |
| 16   | Scottish Parliamentary Standards Commissioner                                | 30/07/02            | 06/08/02             | 09/08/02             |
| 17   | Debt Arrangement and Attachment  | 17/12/02            | 30/12/02             | 06/02/03             |
| <b>2003</b>  |  |                     |                      |                      |
| 1  | Local Government in Scotland   | 11/02/03            | 19/02/03             | 21/03/03             |
| 2  | Land Reform (Scotland)   | 25/02/03            | 05/03/03             | 10/04/03             |
| 3  | Water Environment & Water Services (Scotland)                                | 05/03/03            | 17/03/03             | 28/03/03             |
| 4  | Public Appointments & Public Bodies etc (Scotland)                           | 11/03/03            | 20/03/03             | 26/03/03             |
| 5  | Protection of Children (Scotland)  | 19/03/03            | 04/04/03             | 04/04/03             |
| 6  | Budget (Scotland)  | 19/03/03            | 04/03/03             | No ENs               |
| 7  | Criminal Justice (Scotland)  | 26/03/03            | 03/04/03             | 16/05/03             |
| 8  | Building (Scotland)  | 26/03/03            | 03/04/03             | 14/04/03             |

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