

THE QUEEN'S PRINTER FOR SCOTLAND

**Report covering the period
1 April 2003 to
31 March 2004**

Laid before the Scottish Parliament
by the Scottish Ministers
September 2004

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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: 30 July 2004

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 2003 to 31 March 2004.

This report details a flavour of another constructive year of close collaboration on the range of statutory, legislative and information policy responsibilities that fall within the portfolio of the Queen's Printer for Scotland.

Building on the close working arrangements with the Scottish Executive we shall be working with them in the coming year to ensure that the European Directive on the re-use of Public Sector Information can be implemented across the UK by the deadline of 1 July 2005.

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 receipt of 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 2003 and 31 March 2004 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 2003 and 31 March 2004

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 April 2000 to the end of March 2004 and record the steady growth in the number of instruments which have been made since devolution. The tables demonstrate that the percentage of general SSIs registered within 3 working days continues to increase, and the percentage taking longer than 6 working days has dropped to 4% compared with 12% in 2000.

1.8.1 Scottish Statutory Instruments Registered 1999 – 2003

	2000		2001		2002		2003		2004	
	Total	Cumulative	Total	Cumulative	Total	Cumulative	Total	Cumulative	Total	Cumulative
Jan	20	20	23	23	32	32	53	53	31	31
Feb	16	36	27	50	38	70	69	122	48	79
Mar	60	96	77	127	92	162	106	228	91	170
Apr	28	124	38	165	44	206	14	242		
May	35	159	34	199	56	262	27	269		
Jun	60	219	54	253	65	327	75	344		
Jul	45	264	23	276	29	356	35	379		
Aug	39	303	20	296	40	396	24	403		
Sep	36	339	36	332	49	445	67	470		
Oct	41	380	69	401	41	486	53	523		
Nov	53	433	47	448	39	525	65	588		
Dec	22	454	46	494	50	575	36	624		

1.8.2 General Scottish Statutory Instruments – Speed of Registration

From Date of Making	2000	2001	2002	2003	Jan-March 2004
Within 48 hours	136	152	223	259	96
3 Days	33	58	50	32	17
4 Days	19	59	28	58	10
5 Days	23	14	18	24	4
6 Days	16	18	10	12	0
7 Days	9	21	8	3	2
8 Days	14	8	8	4	1
9 Days	1	14	6	1	0
10 Days	4	8	4	1	0
Over 10 Days	12	45	23	5	1

1.8.3 Local Scottish Statutory Instruments – Speed of Registration

From Date of Making	2000	2001	2002	2003	Jan-March 2004
Within 48 hours	64	46	124	129	38
3 Days	34	14	30	28	0
4 Days	40	8	13	19	1
5 Days	14	10	4	18	0
6 Days	13	5	4	16	0
7 Days	4	5	7	5	0
8 Days	5	4	2	2	0
9 Days	0	0	0	1	0
10 Days	0	0	1	1	0
Over 10 Days	4	5	3	3	0

1.9 During the last year efforts have continued to reduce delays between an SSI being made and its subsequent publication. The following table demonstrates the success of these efforts. Over 63% of SSIs are now published within 10 working days of being made with just 7.5% 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. Introduction of a standardised SSI template will be introduced during 04-05 when further improvements in speed of publication can be anticipated.

1.9.1 Scottish Statutory Instruments - Published

From Date of Making	2000	2001	2002	2003	Jan-March 2004
Within 5 Days	0	2	4	11	0
6 Days	1	0	11	33	4
7 Days	2	1	33	44	29
8 Days	7	15	46	72	17
9 Days	6	33	38	52	17
10 Days	10	31	40	47	14
11 Days	11	21	34	29	16
12 Days	15	15	16	28	11
13 Days	19	13	50	29	14
14 Days	24	19	22	13	6
15 Days	10	8	16	13	1
Over 15 Days	152	241	78	35	6

Subjects covered by Scottish Statutory Instruments

- 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 has produced an analysis of SSIs which have been made between 1999 and 2003 and which will be updated at periodic intervals. It is available on the OQPS website at:

www.oqps.gov.uk/scotlegislation/ssi_statistics.htm

The table covering the period 1999 – 2003 is reproduced as Annex C to this report.

Production of Annual Bound Volumes and Editions

- 1.11 The Annual Bound Volume of Acts of the Scottish Parliament covering 2001 was published in August 2003 and the Annual Volume for 2002 published in March 2004. The Annual Volume for 2003 is scheduled to publish in August 2004.
- 1.12 The Annual Bound Edition of Scottish Statutory Instruments for 2000 published in June 2003 and the Annual Edition for 2001 published at the end of May 2004. The Annual Edition for 2002 is scheduled to publish in October 2004 and the 2003 edition in January 2005.
- 1.13 In subsequent years OQPS expects to publish the Annual Bound Volume of ASPs in August each year and the Annual Edition of SSIs in September each year.
- 1.14 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. An updated table to the end of 2001 is scheduled to publish in October 2004.

The Advisory Committee on Statute Law

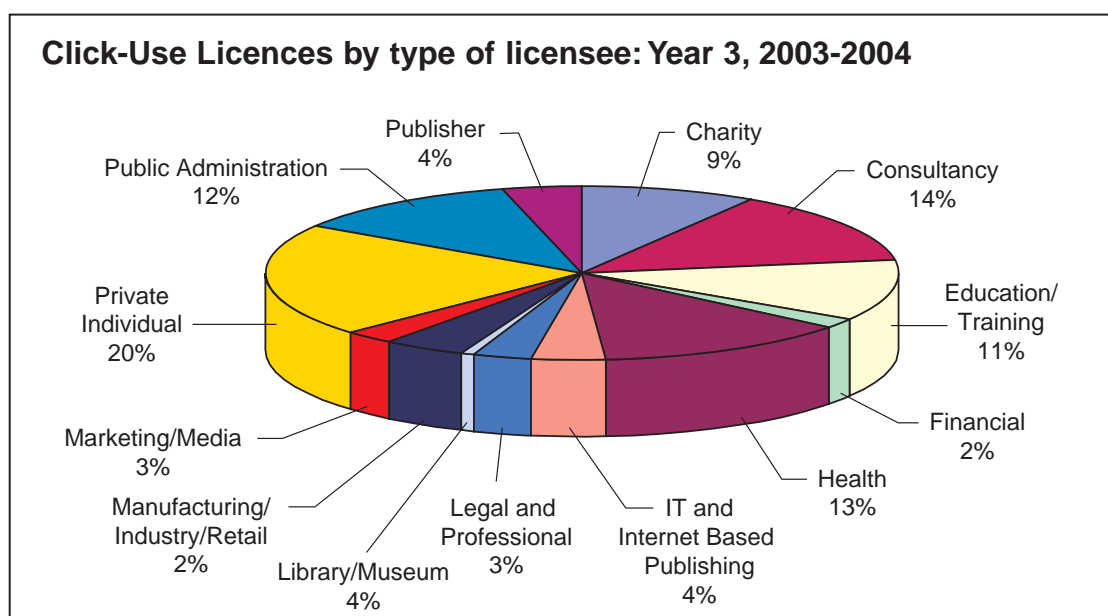
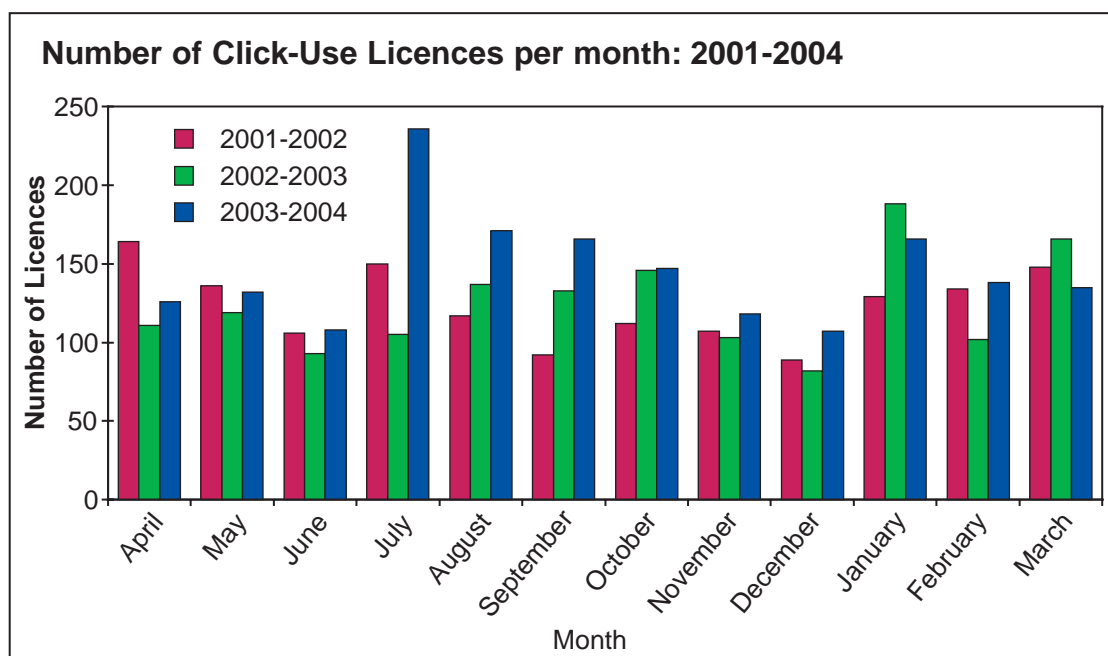
- 1.15 The QPS has continued to report to meetings of the Advisory Committee on Statute Law about the arrangements for production and publication of legislation and other statutory publications and to take their advice on specific issues. Membership of the Advisory Committee includes the Solicitor to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

2. MANAGEMENT AND ADMINISTRATION OF CROWN COPYRIGHT

Click-Use Licences

2.1 The Click-Use on-line licensing system, launched in April 2001, continues to provide a successful and streamlined approach to licensing the re-use of government information. In the context of encouraging the re-use of public sector information across the European Union, the Click-Use Licence is a model that several other member states are likely to adopt. Through the OQPS, material produced by Scottish Executive departments falls within the Click-Use Licence system covering core government information. As at 31 March 2004, 4,718 Click-Use Licences for core information had been issued.

The first chart below shows the number of licences issued each month for the last three years. The second chart provides an analysis of the licensee type.



- 2.2 A separate Click-Use Licence is in place to cover the re-use of value added information. These licences are based on a standard template and are tailored to meet the specific requirements of the application.

During the period covered by this report 11 licences were issued for the re-use of information originated by Scottish Executive departments and agencies. Nine of these licences were for the re-use of historical Census data originated by the General Registers for Scotland (GRO). One licence was for the re-use of listed building information originated by Historic Scotland. After lengthy discussions with GRO officials the tripartite licence for the re-use of information from the 2001 Census by the Economic and Social Research Council (ESRC) was concluded on 31 December 2003.

Provision of Detailed Advice

- 2.3 During the last twelve months the OQPS has been in regular contact with the Office of the Solicitor to the Scottish Executive to discuss the transfer of ownership and rights by assignation in various Crown intellectual property rights. One of the most significant activities involved the conclusion of an assignation of ownership in the Safecode Software programs, which are used widely through the National Health Service Scotland, to Vantage Technologies. Under the terms of the assignation provision was made for the ongoing use, including IT support, of Safecode throughout the Health Service.
- 2.4 OQPS provided advice and support on licensing issues to the University of Glasgow which helps deliver the *Looking after Children* policy on behalf of the Scottish Executive. The focus of this support and guidance was the formulation of non-commercial licences granted to local authorities and on commercial licences granted to software companies that use *Looking after Children* forms.
- 2.5 OQPS has also provided detailed advice on:
- the transfer of rights from the Government Scientist's Office for Scotland to the University of Edinburgh;
 - on legal issues relating to an agreement covering the computer software programs known as the *Glasgow Programs*;
 - licensing and ownership issues relating to the Automated Title to Land, as produced by the Registers of Scotland

Policy Guidance

- 2.6 Over the last year OQPS has, with HMSO, revised a range of policy advice on copyright licensing issues in order to ensure that policy is applied consistently and fairly across the UK. The revised guidance includes:
- *Guidance for Departments – New Policy Arrangements on the Licensing of Government Information.*
www.hmso.gov.uk/copyright/guidance/departments.htm

- *Guidance on the Copying of Birth, Death and Marriage Certificates* (HMSO Guidance Note 7). Officials in the General Register Office for Scotland were consulted about the revisions made to this document.
www.hmso.gov.uk/copyright/guidance/gn_07.htm
- *Copyright and Publishing Notices* (HMSO Guidance Note 12)
www.hmso.gov.uk/copyright/guidance/gn_12.htm
- the production of a template official publishing agreement
www.oqps.gov.uk/copyright/publishing_agreement.htm

Client Support

- 2.7 OQPS has regularly provided advice to officials working for the Scottish Executive and its departments and agencies throughout the year. The subject matter has been very wide and has included advice about use of the Royal Arms, trade marks, assignments of copyright, the re-use of geographical information and data supply issues. The OQPS also provided input to the re-tendering exercise for the new Scottish Executive Publishing contract. Much of this advice has been provided by telephone or by e-mail. In addition, the OQPS also ran a half day seminar on 20 November 2003 in Edinburgh for staff of the Scottish Executive and other Scottish Agencies on the subject of publishing and licensing the re-use of government information.

European Issues

- 2.8 OQPS/HMSO share the joint policy lead with the Department for Trade and Industry on negotiating the European Directive on the re-use of public sector information. The Directive was published in the Official Journal of the European Community on 31 December 2003 and must be implemented in all member states by 1 July 2005.
- 2.9 OQPS has worked closely with officials in Scotland to ensure that there is an awareness of the policy and legal issues that are raised by the Directive across Scotland. This process will continue during the months leading up to implementation under UK law. Legal advisers in the Scottish Executive are actively involved in the drafting of the implementing legislation. As part of this process, a UK wide consultation in the form of a Partial Regulatory Impact Assessment (RIA) was published on 12 September. The Scottish consultation document was published on the OQPS website http://www.oqps.gov.uk/copyright/ria_consultation_03_archive.htm). There were 27 responses to the UK wide consultation and a summary of the responses can be viewed on the OQPS website at:

www.oqps.gov.uk/copyright/ria_responses.htm

Advisory Panel on Crown Copyright

- 2.10 The Advisory Panel on Crown Copyright, renamed from 1 April 2004 as the Advisory Panel on Public Sector Information to reflect the wider public sector information remit, was established on 14 April 2003. Its role is:

- to advise Ministers on how to encourage and create opportunities in the information industry for greater re-use of Government information;
 - to advise the Controller of Her Majesty's Stationery Office and the Queen's Printer for Scotland about changes and opportunities in the information industry, so that the licensing of Crown copyright information is aligned with current and emerging developments; and
 - to advise on the impact of the complaints procedures under the Information Fair Trader Scheme.
- 2.11 The Panel consists of a Chair, six impartial expert members and twelve representatives of producers, re-users and end users of public sector information and the devolved regions. Its secretariat is provided by Her Majesty's Stationery Office/The Office of the Queen's Printer for Scotland.
- 2.12 The members include representatives of the devolved regions. The representative for Scotland is Professor Hector MacQueen, who was appointed in January 2004. Professor MacQueen is Professor of Private Law and Director of the AHRB Research Centre for Studies in Intellectual Property and Technology Law at Edinburgh University (where he has taught since 1979). He was Dean of the Edinburgh Law School 1999-2003 and has also held visiting appointments at the Universities of Cornell (USA) and Utrecht (Netherlands). He is a member of the DTI Intellectual Property Advisory Committee, the Advisory Council of the Intellectual Property Institute, and the Law Society of Scotland Working Party on Intellectual Property. He is also Chair of the Scottish Records Advisory Council, and a member of the Legal Advisory Board of Creative Commons UK. He has published extensively in the field of intellectual property, notably *Copyright, Competition and Industrial Design* the Intellectual Property chapter of *The Laws of Scotland: Stair Memorial Encyclopaedia*.
- 2.13 Following its first meeting in June 2003 the Panel identified ten programmes of work for its first three years and six shorter term priorities for completion in 2004. During 2003 the Panel submitted a response to a government consultation on the European Directive on the reuse of public sector information. In March 2004 it held its first Annual Seminar at which it discussed the economics of public sector information. Initial work began on the measurement of public sector information and on the impact of emerging techniques and technologies and the Panel hopes to publish papers on these areas in the coming year.
- 2.14 More information on the Panel and its work can be found at: www.hmsso.gov.uk/appsi.

The Information Fair Trader Scheme

- 2.15 The Information Fair Trader Scheme was established in 2000 to ensure that re-users of public sector information can be confident that they will be treated reasonably and fairly by public sector information providers. All Crown bodies that have a licensing delegation from OQPS, such as Registers of Scotland, must join the Scheme, but it is open to most public sector organisations to join voluntarily.

- 2.16 To be recognised as an Information Fair Trader, a Chief Executive will make a commitment that their organisation will trade in information openly, transparently and fairly. In essence this means that all information created by the organisation will be licensed for any use, by any customer; that there will be clear and simple licensing and pricing policies and systems in place, and; all applicants and licensees should be treated alike for the same type of licence.
- 2.17 Chief Executives agree to test their organisations by an independent verification to find out whether they have the infrastructure to deliver their commitments to openness, transparency and fairness. The verification tests whether the administrative processes are actually followed in practice.
- 2.18 In September 2003 OQPS held a seminar in London reviewing the experience of the first trading funds to undergo Information Fair Trader Scheme (IFTS) verification. Representatives from Ordnance Survey, United Kingdom Hydrographic Office and the Met Office spoke about how their verifications had gone and the lessons the Scheme could take on board for the future. The IFTS methodology and process has since been revised to take these views into account. The seminar was well attended by representatives from UK trading funds and major information traders including Registers of Scotland.
- 2.19 During 2003/04, the OQPS Standards Division continued its programme of IFTS verifications, visiting the Met Office, HM Land Registry and the Environment Agency. At the end of the year OQPS started preparing for the verification of Registers of Scotland commitment to fair trading and this subsequently took place in May 2004.
- 2.20 OQPS carried out reviews of the licensing activities of the Royal Commission on Ancient and Historic Monuments of Scotland (RCAHMS), and the Historic Scotland Photographic Library. This was part of a programme of reviews linked to the monitoring of how departments discharge their responsibilities under delegations of authority granted by the Queen's Printer for Scotland. The focus of the reviews was to ensure that departments license the re-use of material in accordance with the principles of IFTS. Historic Scotland impressed by the way in which they carried out their obligations under delegated authority OQPS was able to identify several areas where there was scope for improvement, such as setting up a more robust complaints procedure and publishing standard licence and charging documents.

3. OQPS WEBSITE

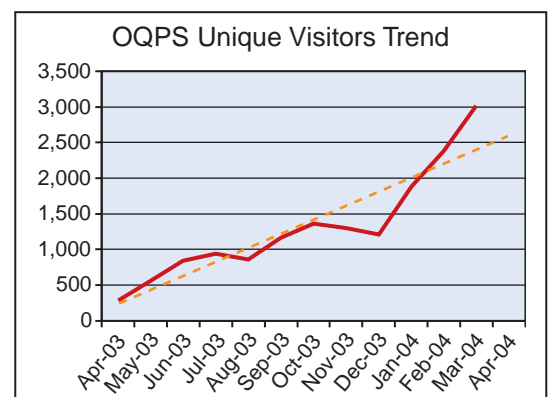
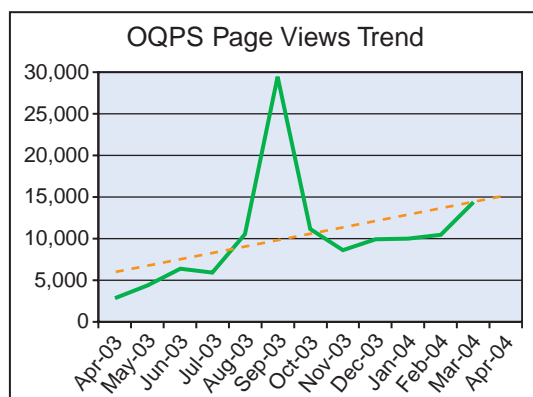
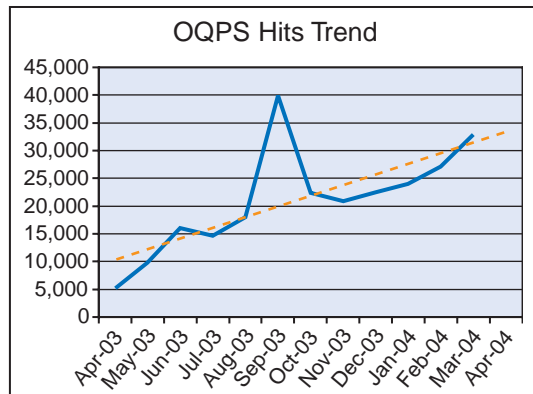
3.1 The OQPS website has been regularly updated with new information throughout the year. Details of the European Directive on the re-use of public sector information were added to the site in September 2003 including the responses received during the consultation period. A link to the Directive was added in February and March 2004 respectively. In November, all guidance notes issued relating specifically to material issued by the Scottish Administration were transferred from HMSONline to the OQPS site. The second OQPS annual report was added to the site in September 2003. The new Freedom of Information section was added to OQPS in February 2004 and includes guidance for Crown Bodies and other Public Authorities and the OQPS Publication Scheme.

OQPS Website Activity April 2003 – March 2004

3.2 The OQPS website has continued to enjoy a period of growth in all areas of user activity, with hits increasing 6 fold since last year, page views increasing 5 fold, users growing 8 fold and unique visitors escalating 9 fold on last year's figures. The table below shows actual figures:

	Hits	Page Views	Users	Unique Visitors
Increase on 2003 figures	27,717	11,570	4,586	2,726
% increase	531%	412%	783%	947%

The following graphs present an annual trend analysis for hits, page views, users and unique visitors.



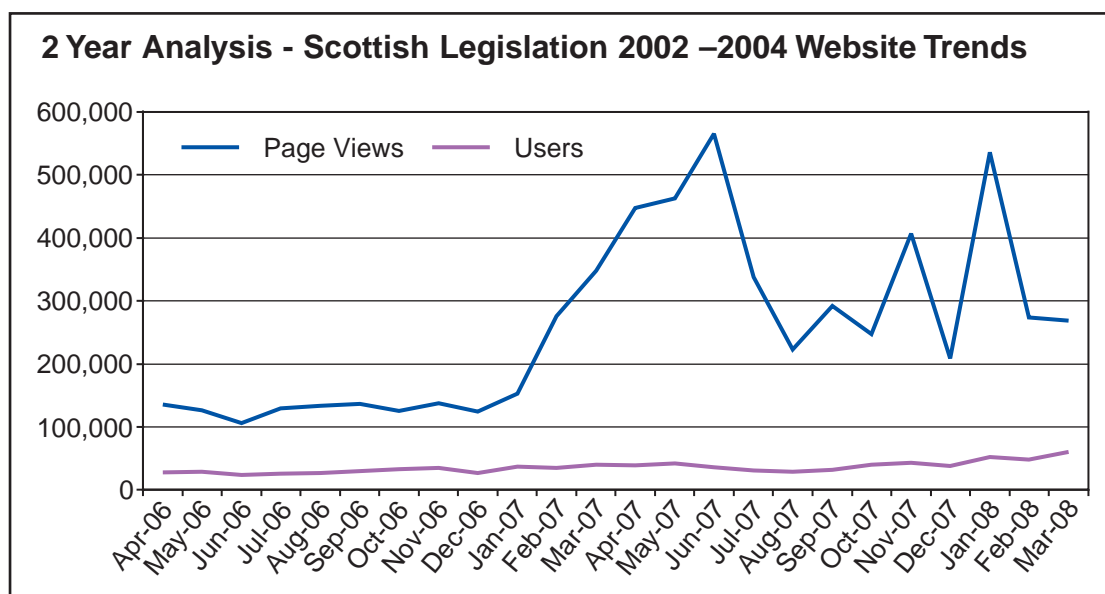
- 3.3 All Scottish legislation, including Acts of the Scottish Parliament (ASPs), Explanatory Notes to ASPs and Scottish Statutory Instruments can be accessed from the site. The site also contains publishing and copyright guidance notes relating to Crown copyright material produced by the Scottish Administration 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 legislation.

Scottish Legislation Page Views and Users April 2003 – March 2004

- 3.5 In this reporting period, Scottish legislation page views and users have continued to rise in a staggered fashion as the table and graph outline below:

Scottish Legislation 2003 – 2004 Page Views and Users Statistics

Month	Page Views	Users
Apr-03	447,647	39,357
May-03	462,676	42,201
Jun-03	565,488	36,077
Jul-03	337,898	30,572
Aug-03	222,913	28,778
Sep-03	292,201	32,077
Oct-03	247,835	39,796
Nov-03	406,745	43,111
Dec-03	208,353	38,062
Jan-04	536,131	52,570
Feb-04	273,459	48,463
Mar-04	268,824	60,703



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 £53,365 (exc. VAT) and is based on the actual 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 with the previous year's costs included for comparison:

Period Covered	Staff Costs	Non – Pay Costs	Total Charge
1 April 2003 – 31 March 2004	£30,420	£22,945	£53,365
1 April 2002 – 31 March 2003	£28,643	£26,517	£55,161

4.3 The 2003/04 charge is accounted for as follows:

Staff Costs

The total cost of staff resources was £30,420, this represents 193.5 days resource across a number of different staff and disciplines. The areas of activity included:

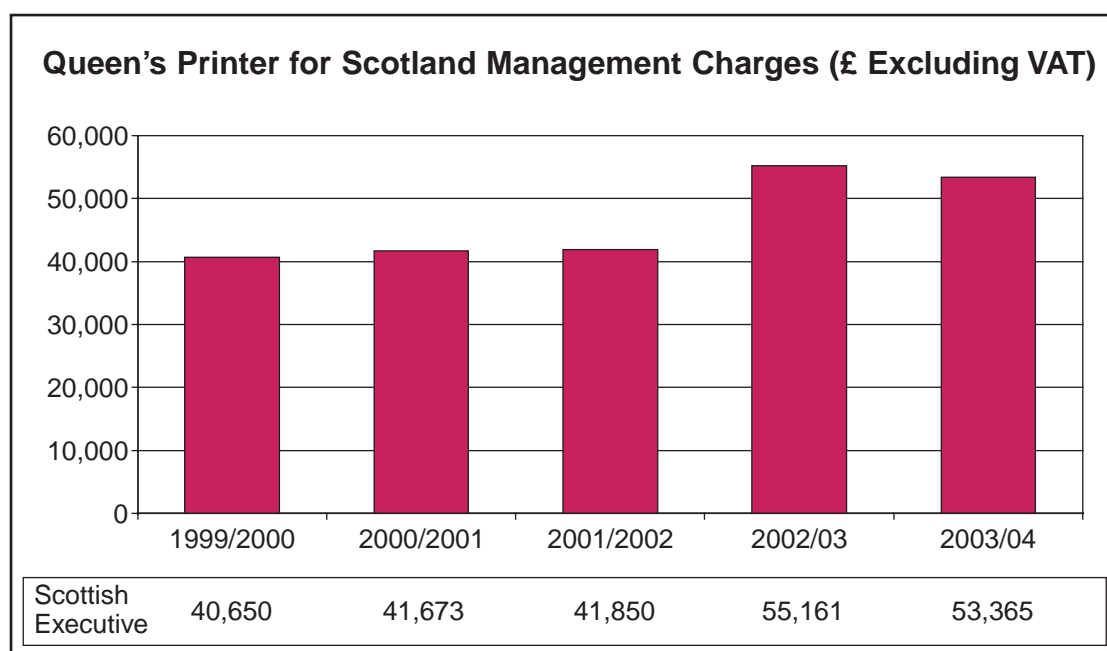
- Management of Scottish Statutory Publishing
- Registration and numbering of SSIs
- Contract Monitoring
- Production of Annual Editions of SSIs, Annual Volume of Acts of the Scottish Parliament and the Chronological Table of Effects for Acts of the Scottish Parliament
- Management of Information Asset Register
- Management of Scottish Legislation Website
- Management of Explanatory Notes to ASPs
- Managing of QPS Licensing Policy including EU negotiations on PSI Directive....
- Advice on contractual and copyright matters
- Licensing of Scottish Material, including development of the Click-Use online licensing website
- Regulation of QPS Licensing Activity, and Scottish delegations of authority
- Management of the Office of the Queen's Printer for Scotland

Non-Pay Costs

Non-pay costs totalled £22,945, analysed across:

	Total
Website running costs and simultaneous publication	14,301
Click-Use on-line licensing development costs	3,200
Stationery and postage	608
Table of Effects – Cost of Production	3,840
Travel and Expenses Costs	996
Total	22,945

- 4.4 The Management charge for the Office of the Queen’s Printer for Scotland during the last five financial years is shown below. The slight decrease in 2003/04 from the previous year is due to incurring set up costs for the OQPS website in 2002/03 which were not required this year.



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

The Freedom of Information (Scotland) Act 2002

5.1 The QPS consulted with the FOI team within the Scottish Executive and the Scottish Information Commissioner regarding the need for a range of specific guidance to be issued, primarily aimed at Crown bodies but which would also be relevant to other Public Bodies, as an aid to preparation of the Publication Schemes which they were required to produce under the Act. The guidance which was aimed at ensuring some consistency in the treatment of various categories of information within Publication Schemes was to be read alongside that produced by the Scottish Information Commissioner and which was available on the Commissioner's website. The guidance which is available on the OQPS website at www.oqps.gov.uk/foi/guidance_cbodies.htm covered:

- Legislative materials and the Edinburgh Gazette
- Copyright and Licensing
- Charging
- Lists of Publications and other Information Assets

5.2 Senior staff from the OQPS also spoke alongside colleagues from the Scottish Executive and the Scottish Information Commissioner's Office at the Understanding Freedom of Information Seminar held at the University of Edinburgh on 16 October.

5.3 Like other public authorities in Scotland, the OQPS has also been required to produce its own Publication Scheme under the Act. This was submitted to the Scottish Information Commissioner and was subsequently approved. The OQPS Publication Scheme is available on the OQPS website at: www.oqps.gov.uk/foi/pub_scheme.htm.

The Information Asset Register

5.4 OQPS manages and supports the redevelopment of the Information Asset Register (IAR). The IAR is a listing of primarily unpublished government information accessible via the *inforoute* gateway at www.hmsso.gov.uk. A recent consultation on the wider redevelopment of the IAR and its subsequent report was published on HMSOnline at http://www.inforoute.hmsso.gov.uk/inforoute/redev_project03.htm. There are currently 8 Scottish organisations represented on the IAR, including Historic Scotland, Registers of Scotland, Royal Commission on the Ancient and Historical Monuments of Scotland, Scottish Agricultural Science Agency, Scottish Court Service, Scottish Environment Protection Agency and the Scottish Executive in addition to OQPS. This equates to some 230 IAR records.

Links with other bodies

5.5 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 for 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.

- 5.6 SWOP and its members take a keen interest in the development of policy in regard to access to Public Sector Information and have been keen to ensure that access is maintained to the growing volume of official materials which are only published online. OQPS with HMSO is working with interested parties including the Legal Deposit Libraries and the National Archives to ensure that the Legal Deposit Libraries Act 2003 is implemented in such a way that it will ensure that these materials are archived for future use by researchers and others interested in the development of official policies.
- 5.7 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 legislation.
- 5.8 OQPS staff have maintained close contact 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 the development of a common data standard based on the Extensible Mark-Up Language (XML) for all United Kingdom legislation.

30 July 2004

Acts of the Scottish Parliament which received Royal Assent between 1 April 2003 and 31 March 2004										
ASP No	Title	Page content (incl cover)	Date of Royal Assent	Date rec'd in 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
2003										
9	Title Conditions (Scotland)	124	03/04/03	04/04/03	07/04/03	14/04/03	7	11	5	7
10	Homelessness Etc (Scotland)	20	09/04/03	10/04/03	10/04/03	17/04/03	6	8	5	7
11	Agricultural Holdings (Scotland)	84	22/04/03	23/04/03	24/04/03	01/05/03	7	9	5	7
12	Dog Fouling (Scotland)	16	22/04/03	23/04/03	24/04/03	01/05/03	7	9	5	7
13	Mental Health (Care and Treatment) (Scotland)	300	25/04/03	30/04/03	30/04/03	08/05/03	8	13	5	8
14	Council of the Law Society of Scotland	8	01/05/03	02/05/03	02/05/03	13/05/03	7	12	6	11
15	Salmon and Freshwater Fisheries (Consolidation) (Scotland)	56	01/05/03	02/05/03	02/05/03	13/05/03	7	12	6	11
16	National Galleries of Scotland	4	01/05/03	02/05/03	02/05/03	13/05/03	7	12	6	11
17	Commissioner for Children and Young People (Scotland)	16	01/05/03	02/05/03	02/05/03	13/05/03	7	12	6	11
18	Education (School Meals) (Scotland)	4	07/07/03	09/07/03	09/07/03	16/07/03	7	9	5	7
19	Robin Rigg Offshore Wind Farm (Navigation and Fishing) (Scotland)	12	01/08/03	04/08/03	04/08/03	11/08/03	6	10	5	7
2004										
1	Primary Medical Services (Scotland)	24	27/01/04	28/01/04	28/01/04	04/02/04	6	8	5	7
2	Budget (Scotland)	28	23/03/04	26/03/04	26/03/04	02/04/04	8	10	5	7

ANNEX B

Explanatory Notes to Acts of the Scottish Parliament which received Royal Assent between 1 April 2003 and 31 March 2004									
ASP Number	Title	Royal Assent	ASP Published	Date rec'd by OQPS	Date sent to TSO	EN Page Content (inc Cover)	ENs Published		
2003									
9	Title Conditions (Scotland)	03/04/03	14/04/03	22/04/03	22/04/03 ¹	104	06/05/03		
10	Homelessness Etc (Scotland)	09/04/03	17/04/03	09/04/03	10/04/03	12	17/04/03		
11	Agricultural Holdings (Scotland)	22/04/03	01/05/03	²					
12	Dog Fouling (Scotland)	22/04/03	01/05/03	23/04/03	24/04/03	12	01/05/03		
13	Mental Health (Care and Treatment) (Scotland)	25/04/03	08/05/03						
14	Council of the Law Society of Scotland	01/05/03	13/05/03	06/05/03	14/05/03	12	21/05/03		
15	Salmon and Freshwater Fisheries (Consolidation) (Scotland)	01/05/03	13/05/03	02/05/03	14/05/03	32	21/05/03		
16	National Galleries of Scotland	01/05/03	13/05/03	01/05/03	12/05/03	8	19/05/03		
17	Commissioner for Children and Young People (Scotland)	01/05/03	13/05/03	01/05/03	13/05/03	20	20/05/03		
18	Education (School Meals) (Scotland)	07/07/03	16/07/03						
19	Robin Rigg Offshore Wind Farm (Navigation and Fishing) (Scotland)	01/08/03	11/08/03						
2004									
1	Primary Medical Services (Scotland)	27/01/04	04/02/04	³					
2	Budget (Scotland)	23/03/04	02/04/04				No ENs		

¹ Mistakes were discovered in the Parliamentary History requiring that the ENs be returned to the Executive for correction

² ENs are expected to be available by July 2004

³ ENs are expected to be available by July 2004

Subjects Covered by Scottish Statutory Instruments

The following tables record the subjects to which the Scottish Statutory Instruments made during 2001 - 2003 relate and the number of instruments covering each subject. The total will be greater than the total number of Scottish Statutory Instruments as some instruments will have carried a range of Subject Headings.

General Scottish Statutory Instruments

Subject	1999	2000	2001	2002	2003
Acquisition of Land	0	0	1	0	2
Adults with Incapacity	2	0	7	11	7
Agriculture	0	18	31	16	20
Animal Health	0	0	0	0	1
Animals	2	9	79	23	16
Betting, Gaming and Lotteries	0	1	2	1	1
Building and Buildings	1	0	1	1	0
Census	0	4	0	0	0
Charities	0	1	0	0	0
Children and Young Persons	0	3	7	4	4
Cinemas and Films	0	0	0	0	1
Civil Defence	0	0	1	0	0
Clean Air	1	1	2	1	1
Constitutional Law	2	1	0	0	0
Consumer Protection	0	0	1	1	2
Contracts	0	0	0	3	0
Contamination of Food	1	0	1	0	3
Council Tax	1	2	0	2	5
Countryside	0	1	0	4	2
Court of Session	3	10	8	8	7
Cremation	0	0	0	0	1
Criminal Law	0	2	5	3	12
Crofters, Cottars and Small Landholders	0	0	1	0	0
Damages	0	0	0	1	0
Defamation	0	0	1	0	0
Devolution	1	0	0	0	0
Diligence	0	1	0	0	0
District Courts	0	0	1	0	1
Education	3	14	18	12	12
Electricity	0	1	1	5	0
Employment & Training	0	0	1	0	0
Energy Conservation	0	0	1	0	2
Enforcement	0	1	1	0	0
Environmental Protection	0	11	2	7	21
Ethical Standards	0	0	0	0	6
European Communities	0	1	2	0	0
Family Law	0	5	1	0	1
Feudal Tenure	0	0	0	0	3
Fire Services	0	0	0	2	0
Food	7	21	11	24	32
Forestry	1	0	0	0	0
Freedom of Information	0	0	0	1	1
Harbours, Docks, Piers and Ferries	0	0	2	0	0
High Court of Justiciary	1	2	1	4	3

Subject	1999	2000	2001	2002	2003
Housing	0	3	9	24	15
Human Rights	0	1	0	0	0
Income Tax	0	0	0	0	2
International Criminal Court	0	0	1	0	0
Investigatory Powers	0	3	1	3	4
Land Drainage	1	0	0	1	1
Land Reform	0	0	0	0	1
Landlord and Tenant	0	0	0	0	5
Land Registration	1	1	1	1	0
Lands Tribunal	0	0	0	0	3
Legal Aid and Advice	1	6	13	16	11
Legal Profession	0	1	0	0	0
Legal Services	0	0	0	1	0
Licences and Licensing	0	0	0	3	2
Licensing (Housing)	0	1	0	0	0
Licensing (Liquor)	0	0	1	0	0
Local Government	4	10	7	8	12
Marriage	0	0	0	2	1
Medical Profession	0	1	0	0	0
Mental Health	0	0	0	0	1
National Assistance Services	0	1	4	1	5
National Health Service	42	24	45	18	33
National Lottery	0	1	0	0	0
Nurses, Midwives and Health Visitors	0	0	2	2	0
Partnership	0	0	1	0	0
Pensions	0	6	7	2	3
Pesticides	0	1	5	5	3
Plant Health	2	2	3	4	1
Police	0	2	2	9	3
Prisons	0	1	2	2	1
Prisons Young Offenders Institutions	0	1	0	0	0
Proceeds of Crime	0	0	0	1	4
Protection of Wrecks	0	1	2	0	0
Public Bodies	0	0	0	0	4
Public Finance and Accountability	0	4	3	7	4
Public Health	28	49	51	51	44
Public Passenger Transport	0	0	3	1	0
Race Relations	0	0	0	1	1
Radioactive Substances	0	1	0	0	0
Rating and Valuation	0	16	3	5	7
Registers and Records	0	0	1	0	2
Registration of Births, Deaths, Marriages etc	1	1	0	2	2
Rehabilitation of Offenders	0	0	0	0	1
Representation of the People	0	0	0	3	1
Residential and Other Establishments	0	1	1	0	0
River	0	1	2	3	2
Road Traffic	4	4	1	14	6
Roads and Bridges	1	0	0	4	6
Scottish Public Services Ombudsman	0	0	0	3	1
Sea Fisheries	2	15	8	6	15
Seeds	0	7	0	3	1
Shellfish	0	0	0	1	0
Sheriff Court	3	10	9	20	17
Social Care	0	0	3	20	15
Social Work	0	1	1	0	1
Sports Grounds and Sporting Events	0	0	1	1	0
Summary Jurisdiction	1	0	0	0	0

Subject	1999	2000	2001	2002	2003
Terms and Conditions of Employment	0	0	2	0	1
Title Conditions	0	0	0	0	4
Town and Country Planning	1	1	3	2	2
Transport	0	0	2	8	3
Water	0	1	0	4	6
Water Resources	0	0	0	0	1
Water Supply	1	3	4	6	3
Wildlife	0	0	1	0	0
Young Offenders Institutions	0	0	0	1	0
Zoos	0	0	0	0	1

Local Scottish Statutory Instruments Made

Subject	1999	2000	2001	2002	2003
Railways, Tramways and Trolley Vehicles	0	0	0	1	1
Rivers and Inland Waterways	2	0	1	2	2
Roads, Bridges, Road Traffic and Rights of Way	78	172	95	181	212
Shipping, Harbours, Docks, Ports etc	7	3	1	6	5
Town and Country Planning, Open Spaces, Access to Countryside	0	0	1	0	0
Water Supply	2	4	1	0	2
Sea Fisheries	1	0	0	0	0

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