

Statutory Instrument Practice

Circular No.3 (03)

Date of Issue: 28 August 2003

HER MAJESTY'S STATIONERY OFFICE CONTACTS AND DEPARTMENTAL LIAISON OFFICERS

Purpose

1. This Circular:
 - advises departments of the appropriate contact points at Her Majesty's Stationery Office (HMSO) in relation to the arrangements for registration, numbering and production of Statutory Instruments; and
 - reminds departments of their responsibility to advise HMSO of details of their liaison officer.

HMSO contact points

2. The following are details of the HMSO Publishing Services team with responsibility for Statutory Instruments and which is split between the following offices:

St Clements House
2-16 Colegate
Norwich
NR3 1BQ

Room G35
Admiralty Arch
North Side
The Mall
London
SW1A 2WH

Alan Pawsey – Head of Publishing Services (St Clements House and Admiralty Arch)

Tel: 01603 723014 (St Clements Hse) or 020 7276 5200 (Admiralty Arch)
Fax: 01603 723018 (St Clements Hse) or 020 7276 5207 (Admiralty Arch)
or e-mail: alan.pawsey@cabinet-office.x.gsi.gov.uk

Overall management of the arrangements for the registration, production and publication of Statutory Instruments and editorial responsibility for *Statutory Instrument Practice*

Lesley Torun – Contracts Performance Manager (St Clements House)

Tel: 01603 723017

Fax: 01603 723018

or e-mail: lesley.torun@cabinet-office.x.gsi.gov.uk

Day to day responsibility for managing the arrangements with TSO (The Stationery Office Limited) under which that company undertakes the production, publishing and distribution of Statutory Instruments.

Lynda Marshall – Contracts Officer (St Clements House)

Tel: 01603 723020

Fax: 01603 723018

or e-mail: lynda.marshall@cabinet-office.x.gsi.gov.uk

Responsible for ensuring that Statutory Instruments are published correctly on the HMSO Website and maintains the distribution list *for Statutory Instrument Practice*.

John Marks – Publishing Services Manager and SI Registrar (Admiralty Arch)

Tel: 020 7276 5209

Fax: 020 7276 5207

or e-mail: john.marks@cabinet-office.x.gsi.gov.uk

Responsible for the day to day management of the London team responsible for the registration of all Statutory Instruments and the production of the *Annual Edition of Statutory Instruments, the Annual Edition of Statutory Instruments made by the National Assembly for Wales and the Annual Edition of Scottish Statutory Instruments*.

First point of contact in relation to queries about SIs for the following departments:

Inland Revenue
Customs and Excise
HM Treasury
Privy Council Office

David Hall – Publishing Services Officer (Admiralty Arch)

Tel: 020 7276 5212

Fax: 020 7276 5207

or e-mail: david.hall@cabinet-office.x.gsi.gov.uk

Responsible for the registration of Statutory Instruments and editorial responsibility for *the Annual Edition of Scottish Statutory Instruments*.

First point of contact in relation to queries about SIs for the following departments:

Department for Constitutional Affairs
Department for Culture, Media and Sport
Home Office
Northern Ireland Office
Department for Education and Skills
Department for Trade and Industry
Office of the Deputy Prime Minister
Office for National Statistics
Department for Transport
Scotland Office
Scottish Executive

Jane Reid – Publishing Services Officer (Admiralty Arch)

Tel: 020 7276 5210

Fax: 020 7276 5207

or e-mail: jane.reid@cabinet-office.x.gsi.gov.uk

Responsible for the registration of Statutory Instruments and editorial responsibility for *the Annual Edition of Statutory Instruments* and *the Annual Edition of Statutory Instruments made by the National Assembly for Wales*.

First point of contact in relation to queries about SIs for the following departments:

Attorney General's Office
Cabinet Office
Department for Environment, Food and Rural Affairs
Department for International Development
Electoral Commission
Foreign and Commonwealth Office
Forestry Commission
General Synod of the Church of England
Ministry of Defence
Department for Work and Pensions
Department of Health
National Assembly for Wales
Wales Office

3. Departments are reminded though that SIs for registration should not be addressed to named individuals, but to:

The SI Registrar
Room G35
Admiralty Arch
North Side
The Mall
London
SW1A 2WH

or e-mail: siregistrar@cabinet-office.x.gsi.gov.uk.

Departmental Liaison Officers

4. Departments are reminded of their responsibility¹, to appoint a liaison officer whose role is to act as the channel of communication between the Department and the Joint (or Commons) Committee on Statutory Instruments and whose duties include liaison with HMSO. Departments are requested to advise HMSO of the name and contact details of their current liaison officer who will be the first point of contact in relation to queries regarding the department's Statutory Instruments. Any changes in the name, official address or telephone number should in future be notified to both:

The Commons Clerk to the Joint Committee on Statutory Instruments
Delegated Legislation Office
House of Commons
7 Millbank
London
SW1P 3JA

or e-mail: jcsi@parliament.uk

and

The Statutory Instruments Registrar
Her Majesty's Stationery Office
Room G35
Admiralty Arch
North Side
The Mall
London
SW1A 2WH

or e-mail: siregistrar@cabinet-office.x.gsi.gov.uk.

¹ SI Practice 3rd edition, para 5.4.28

Enquiries

5. Any enquiries regarding the content of this circular should be addressed to:

Alan Pawsey
Head of Publishing Services
Her Majesty's Stationery Office
St Clements House
2-16 Colegate
Norwich
NR3 1BQ

Tel: 010603 723014, Fax: 010603 723018

or e-mail: alan.pawsey@cabinet-office.x.gsi.gov.uk