

Statutory Instrument Practice

Circular No.5 (03)

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EXPLANATORY NOTES AND REFERENCES TO REGULATORY IMPACT ASSESSMENTS

1. Paragraph 2.13.8 of Statutory Instrument Practice (SIP) requires that Explanatory Notes should contain a statement referring to any Regulatory Impact Assessment (RIA) that has been produced and advising from where copies are available. It has now been decided that where an RIA is not required then the Explanatory Note should clearly state that there is no impact on business. This should be in the following form:

“A full regulatory impact assessment has not been produced for this instrument as it has no impact on the costs of business.”

2. This change will be reflected in an updated version of SIP, which will be released early in December.

SI TEMPLATE (VERSION 2.41)

3. Departments are advised that a new version of the SI template has now been released. This is available for downloading from the HMSO website at www.hmso.gov.uk/si/template. The User name and password remain unchanged as follows:

User name: sitemplate
Password: carr3t :

4. This release of the template mostly affects the validation routine and error reporting. No changes have been made to the template's menus and toolbars and no changes have been made to the User Guide and Reference Guide. The following notes provide details of the improvements that have been made:

- **Soft Carriage Returns**

The electronic version of an SI does not allow soft carriage returns (created using RETURN+SHIFT), and these must be replaced using 'hard' carriage returns.

On finding the first soft carriage return, the following error message is reported:

‘ SOFT CARRIAGE RETURN detected.

No soft carriage returns are allowed within an SI document. Please remove any occurrences, and replace with alternative methods.

The paragraph containing the first soft carriage return can be found on page x line x.'

- **Change to 'Nested Long Quotes' warning message**

The validation produces a 'Warnings document' identifying potential problems that need special attention. These warnings do NOT mean a validation failure. The warning for Nested Long Quotes now reads:

'Nested Long Quotes detected.

Please ensure that any nested Long Quotes (Long Quotes within Long Quotes) have been closed correctly using the LQ_Close Quote function within Long Quote Mode as this is a common cause of error.'

- **Complete – document is valid.**

The message for completion of validation has been changed to allow for the fact that validation cannot identify all errors within an SI. It now reads:

'Complete – document is valid.

Please note that the validation can only check certain functions of the SI Template. It does not guarantee that the document is free from error. If you have any concerns about the quality of your document, please contact the SI Template Help Desk.'

5. It is recommended that all users should replace their existing template with the newly released version and that this should be used in future. Completed and partially finished documents created using older versions of the template will function correctly with the new version. The website contains detailed instructions as to how to replace the existing template with the new release.

6. Queries regarding use of the SI template should be addressed to the SI Template Help Desk at: sisupport@theso.gsisup.co.uk.