

SCHEDULE 4 PART 12



HOUSE OF LORDS

Specification for Printing

House of Lords

Vellum copies of Acts of Parliament

PRINTING SPECIFICATION

1. Background

Two record copies of every Act (including Private Acts) are produced, which after examination in the Public (or Private) Bill Office of the House of Lords, become the official copies of the Act. One copy is endorsed with the words by which the Royal Assent was signified, and is signed by the Clerk of the Parliaments. This copy is held in the House of Lords Record Office. The other copy is sent for custody to the Public Record Office.

Provisional Order Confirmation Acts and Private Acts are currently printed by TSO under contract to the current Act printer, who remains responsible for their production to the specification and timetable of the Private Bill Office, House of Lords. The Company will remain responsible for contracting or producing the record copy of such Acts under this specification. These copies are printed on archival quality paper within a vellum cover.

The remainder of this specification deals only with Public General Acts, which are printed throughout on vellum.

No record copies of Measures are produced.

2. Size

297 x 210mm (A4)

3. Format

A record copy may consist of any number of single leaves, enclosed by a wrap around cover, and tied with a red ribbon through three holes at the left-hand edge.

4. Operations

- Amend as necessary from existing database (as used in the production of Chapters and Bound Volumes).
- Cover and arrangement pages to be deleted, together with Tables of Derivations and Destinations.
- New cover page to be set, the wording on the cover being taken by the Company from the existing database and set as specified in paragraph 7 below.
- Print both sides in black throughout, cut to single leaves.
- Gather with wrap around cover, drill 3 holes at left-hand edge, trim to size, tie with red ribbon.

Where mistakes are found in record copies the Public Bill Office will authorise the issue of a correction slip or the reprint of a whole page or pages of the record copy.

5. Page Content

The page content of a Public Act can vary from one page upwards (excluding cover) and the number of Acts produced will vary from year to year. Over recent years the number of record copy pages produced annually has averaged approximately 2700, representing between 40 and 70 Public Acts. There is considerable annual variation in the page content.

6. Proofing Requirements

Proofs, printed on paper not vellum, will be required of any Act pages, which have been amended following the production of the Royal Assent copy and of any correction slip or reprinted pages of the record copy. Proofs are to be delivered to:

Public Bill Office

House of Lords

London

SW1A 0PW

7. Page Layout, Type Faces and Type Sizes

Cover page:

- Act title: 24 pt Book Antiqua (Parliamentary) bold upper and lowercase, centred over text
- Title cross rule: 9.75 em rule of 1.5pt weight set on a 2.5pt body, centred over text
- "AN ACT": 32pt Book Antiqua (Parliamentary) bold uppercase, letterspaced, centred over text
- "TO": 10pt Book Antiqua (Parliamentary) bold uppercase, centred over text
- Long title: 14pt Book Antiqua (Parliamentary) bold upper and lowercase, justified
- Chapter No and date: 14pt Book Antiqua (Parliamentary) bold upper and lowercase, Chapter No ranged left, date ranged right

Otherwise the page layout and type follows that of the Act copy.

8. Ink

Record copies are to be printed throughout in black ink.

9. Material

True vellum. Thin grade is to be used except with the express authorisation of the Public Bill Office. Corrections are also printed on vellum.

10. Quantity and Frequency

Two record copies are produced in respect of every Act that is published, six months after Royal Assent. It is the duty of the Company to monitor the time that has elapsed since Royal Assent and to set in hand arrangements for printing record copies.

11. Copy

No copy is usually supplied, the Company being required to take the text from the Framemaker text of the Act supplied with PostScript Act text and to produce the wording on the cover (see paragraph 4). Where any additional amendments are to be incorporated, or where corrections or reprinted pages are required, copy will be supplied by the Public Bill Office, House of Lords.

12. Delivery

All copies are to be delivered to:

Public Bill Office

House of Lords

London

SW1A 0PW

13. Delivery timetable

All record copies are to be delivered within a period beginning six calendar months after Royal Assent, and ending seven months after Royal Assent, unless otherwise agreed with the Public Bill Office. Vellum copies must be delivered to, and signed for by, a member of the Public Bill Office staff.

14. Quality standards

Typeset image to meet a minimum standard of 1100 dpi at all times. Printing must be sharp and clear throughout the supply, and associated finishing operations shall be performed to a consistently high quality, the arbiter of acceptability in all instances being the customer.

15. Performance and monitoring arrangements

Delivery requirements must be fully met to ensure that the quality of service is maintained. Performance will be closely monitored by the customer or his designated representative, who must be allowed access at all times.

16. Contingency provisions

The producer must ensure that sufficient staff, equipment and facilities are available to maintain an uninterrupted supply of record copies.

17. Supplementary

To maintain effective use of the information produced by the House of Lords it is essential that all documents covered by this specification (including proofs) are available for supply back to the House of Lords in a wordprocessing or other format specified by the House, regardless of the package or format used by the producer for production purposes.