

Case study: Executive Agency and NDPB Annual Report and Accounts



“The Government-wide Command and House Papers contract was awarded to TSO after demonstrating the best value solution in an extensive competitive tendering process in 2006. It means you can place any production and publication work for Command and House of Commons Papers with TSO without further procurement work.”

Alan Pawsey,
Head of Publishing Services, OPSI

Each year, Her Majesty’s Treasury requires Executive Agencies and Non-Departmental Public Bodies (NDPBs) to publish their Annual Report and Accounts as House of Commons Papers after formal audit by the National Audit Office.

TSO has published House of Commons papers since the trading functions of Her Majesty’s Stationery Office (HMSO) were privatised in 1996, ensuring the retention of HMSO’s extensive experience.

The challenge

Annual Reports and Accounts, like all House of Commons papers, are produced and published according to long-established and sophisticated Parliamentary procedures, with adherence to strict rules regarding the laying and subsequent publication of the completed document.

The solution

TSO’s specialised knowledge and experience in Parliamentary procedures offers clients a production and publishing partner with a thorough understanding of the intricacies of producing Annual Reports.

In addition to publishing Annual Reports, TSO can provide production services right through from typesetting and design to printed copies. These services are available separately or combined, for both monochrome or full-colour reports.

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TSO's Command and House Paper team offers effective liaison and project management expertise to keep clients fully informed of their report's progress, and ensures that even tight deadlines are met.

Service mix

As part of the contract TSO provides the following services:

- Printing
- Print on demand
- Design
- Typesetting
- Warehousing and fulfilment
- Order-taking and customer service

Key facts

TSO publishes and maintains stocks of hundreds of Annual Reports in its warehouse facility in Normanton, West Yorkshire.

Stock levels are managed to ensure there is a minimum of two year's stock. In addition, TSO's London print on demand capability ensures that selected documents are always available.

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