



The Scottish Parliament
Pàrlamaid na h-Alba

Lobbying Register | Clàr-coiteachaidh

Lobbying (Scotland) Act 2016

Information Returns – good practice examples for different scenarios



Quick Guide

The Lobbying Register Team review all Information Returns, prior to publication on the Register.

This experience has helped us to develop the attached document, providing ‘model examples’ you can draw upon when preparing your returns, in a variety of different scenarios.

By making use of this new document, we hope you’ll find it helpfully instructive and time-saving.

You will find these examples in the following pages.

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Meeting

This box requires to be ticked otherwise you will not be able to submit the information return.

☒ I declare that my account details are up to date

If you need to update your account details select Update account / Edit Account details before submitting your lobbying activity

☐ I declare that for the relevant six month period no engagement in regulated lobbying has taken place. 

All fields below must be completed unless marked optional

Date of lobbying activity

Time (optional)

06/06/2019



13:00

Role of person lobbied-1

MSP

Name of the person lobbied-1

McArthur, Liam

Add another lobbied person

The correct address when lobbying instances take place at the Scottish Parliament.

Location where person was lobbied: Line 1

Scottish Parliament

Line 2 (optional)

Edinburgh

Line 3 (optional)

Line 3

Line 4 (optional)

Line 4

Postcode

EH99 1SP

Description of meeting, event or other circumstances

Meeting with Liam McArthur MSP, Member for Orkney Islands.

Correct style for description box
– Meeting with followed by the
name of the Member(s) and
their constituency or region.

Communication type

Face to face

These can be found at:
<http://www.parliament.scot/msps/current-msps.aspx>

Name of individual who carried out the communication

John Smith

Add another name

Was the lobbying undertaken on the registrant's own behalf?

☒ Yes

☐ No

Full Bill titles are required.
These can be found at:
<https://www.parliament.scot/parliamentarybusiness/bills.aspx>

Purpose of the lobbying

We informed the Member of the definition of terminal illness and to influence the Social Security (Scotland) Bill to change the definition of terminal illness that is included on the face of the Bill. The lobbying was undertaken with the intent of removing the time-based existing or change the current definition from 6 months to two years.

This box is really the key area for all readers of the Register to understand what actual regulated lobbying was undertaken by your organisation, with the MSPs/Minister, and what that lobbying was seeking to achieve (where possible).

Speech

Date of lobbying activity



Time (optional)

Role of person lobbied-1

Name of the person lobbied-1

Role of person lobbied-2

Name of the person lobbied-2

Role of person lobbied-3

Name of the person lobbied-3

Add another lobbied person

To add more than one lobbied person, if they were lobbied in the same instance.

Location where person was lobbied: Line 1

Line 2 (optional)

Line 3 (optional)

Line 4 (optional)

Postcode

Description of meeting, event or other circumstances

Speech made at Parliamentary Reception where Lewis Macdonald MSP, Member for North East Scotland, Jamie Hepburn MSP, Minister for Business, Fair Work and Skills, and Alexander Burnett MSP, Member for Aberdeenshire West, were present.

Communication type

Face to face

Name of individual who carried out the communication

Anna Leigh

Was the lobbying undertaken on the registrant's own behalf?

☒ Yes

☐ No

Purpose of the lobbying

We used the speech to encourage Members to support a strong Warm Homes Bill and to put forward the case for housing associations to be supported by Scottish Government investment in the infrastructure and energy efficiency technologies they install to support tenants out of fuel poverty.

We also took the chance to highlight rural issues and the need for recognition of the additional challenges rural housing associations need to address in supporting the people they house.

Whether a speech, or a part of a speech, amounts to regulated lobbying will depend on individual circumstances. One factor is whether anything in the speech is targeted at (say) an MSP in the audience; this would point towards that part being registrable.

Photo-op

Date of lobbying activity

Time (optional)

04/03/2019



10:00

Role of person lobbied-1

MSP

Name of the person lobbied-1

Kelly, James

Role of person lobbied-2

MSP

Name of the person lobbied-2

Marra, Jenny

When lobbying two Members simultaneously.

Location where person was lobbied: Line 1

Scottish Parliament

Line 2 (optional)

Edinburgh

Line 3 (optional)

Line 3

Line 4 (optional)

Line 4

Postcode

EH99 1SP

Description of meeting, event or other circumstances

Photo-call with James Kelly MSP, Member for Glasgow and Jenny Marra MSP, Member for North East Scotland, in recognition of our fundraising campaign for XXX.

Communication type

Face to face

Name of individual who carried out the communication

David Hart

Was the lobbying undertaken on the registrant's own behalf?

☒ Yes

☐ No

Purpose of the lobbying

We asked the Members to take part in the photo-shoot to help promote our campaign XX to the Scottish Parliament and the media. We also highlighted to the Members the success of our partnership with XX.



Explain how the photo was regulated lobbying i.e. "using the opportunity to inform or influence decisions on behalf of your organisation".

Q&A/Roundtable

Date of lobbying activity

Time (optional)

09/05/2019



15:00

Role of person lobbied-1

Minister ▼

Name of the person lobbied-1

Matheson, Michael ▼

Location where person was lobbied: Line 1

St Andrew's House

The correct address when lobbying instances take place at St. Andrew's House.

Line 2 (optional)

Regent Road

Line 3 (optional)

Edinburgh

Line 4 (optional)

Line 4

Postcode

EH1 3DG

Ministerial title and brief description of the meeting circumstances. Titles can be found here: <https://www.gov.scot/about/who-runs-government/cabinet-and-ministers/>

Description of meeting, event or other circumstances

Question directed at Michael Matheson MSP, Cabinet Secretary for Transport, Infrastructure and Connectivity, during business roundtable.

Name of individual who carried out the communication

Mhairi Collins

Add another name

Was the lobbying undertaken on the registrant's own behalf?

☒ Yes

☐ No

Purpose of the lobbying

To ascertain the Cabinet Secretary's views on the proposed solution for the XX and whether it would be delivered in its current form.

We highlighted organisations which may be interested in tendering for the design and build of the proposed solution if it sits within the company's skills set.

We were interested in seeking the Cabinet Secretary's views as to whether it would be possible and highlight our organisations views.



The *Purpose* box should only detail the lobbying directly carried out by your organisation. It may just require a change to the wording (We raised, we discussed, we highlighted, etc...).

Meeting only partly covered by Communications made on request

Date of lobbying activity

18/05/2018 

Role of person lobbied-1

Special Adviser ▼

Name of the person lobbied-1

Miller, David ▼

Location where person was lobbied: Line 1

Scottish Government

Line 2

St Andrew's House

Line 3

Edinburgh

Line 4

Line 4

Postcode

EH1 3DG

Description of meeting, event or other circumstances

Pre-arranged meeting with David Miller, Special Adviser, requested by the Scottish Government.

Description
box format
when
lobbying
Special
Advisers.

Communication type

Face to face ▼

Name of individual who carried out the communication

Joanna Loe

Was the lobbying undertaken on the registrant's own behalf?

☒ Yes

☐ No

Purpose of the lobbying

Discussion regarding the general views of small businesses in relation to climate change policy. In addition to the original request, Federation of Small Businesses highlighted concerns and recommendations regarding the forthcoming introduction of Low Emission Zones in Scotland; including the importance of a phased approach, consistent national criteria and rules, introduction of scrappage schemes, careful consideration of exemption rules and engagement with smaller firms based out with Low Emission Zones.



“In addition to the original request” – This makes it clear that this additional topic was outwith the scope of the original meeting request, you instigated this topic, and why the exemption would not apply to this part of the meeting.

Exhibition Stand

Date of lobbying activity

02/05/2019



Role of person lobbied-1

MSP

Name of the person lobbied-1

Arthur, Tom

Add another lobbied person

Location where person was lobbied: Line 1

Scottish Parliament

Line 2 (optional)

Edinburgh

Line 3 (optional)

Line 3

Line 4 (optional)

Line 4

Postcode

EH99 1SP

Description of meeting, event or other circumstances

Discussion with Tom Arthur MSP, Member for Renfrewshire South, at the XX exhibition.

Communication type

Face to face

Name of individual who carried out the communication

John Mock

Was the lobbying undertaken on the registrant's own behalf?

☒ Yes

☐ No

Purpose of the lobbying

We provided the Member with an overview of our work, specifically raising the issue of the decline in local environmental quality in Scotland and asking for recognition that this is a cross-cutting issue.

Submit Information return

Save Information return

Create Copy

Cancel

Use the 'Create copy' function when lobbying many Members individually during an event or exhibition.

An information return should be submitted of each instance of regulated lobbying.

The create copy function would only require changing the 'Name of lobbied' person and the details in the description if the script was the same when lobbying each Member.

Submit one return to us as a test before creating all the copies.

Consultant lobbying on behalf of client

Date of lobbying activity

Time (optional)

01/03/2019



9:30

Role of person lobbied-1

Minister ▼

Name of the person lobbied-1

Wheelhouse, Paul ▼

Location where person was lobbied: Line 1

Scottish Parliament

Line 2 (optional)

Edinburgh

Line 3 (optional)

Line 3

Line 4 (optional)

Line 4

Postcode

EH99 1SP

Description of meeting, event or other circumstances

Meeting with Paul Wheelhouse MSP, Minister for Business, Connectivity and the Islands, on behalf of our client XX.

Communication type

Face to face ▼

Was the lobbying undertaken on the registrant's own behalf?

☐ Yes

☒ No

Name of the person on whose behalf the lobbying was undertaken

Name of clients organisation|

If lobbying on behalf of another organisation e.g. a third-party organisation on behalf of a client.

Lobbying on the registrants own behalf (remember this is an organisational account).

Purpose of the lobbying

To inform and introduce XX as XX new investor, and to discuss concerns over the spread of wild land zone of influence, community engagement, turbine scale, shared ownership and the wider political landscape including impacts of Brexit.

Inquorate Cross-Party Group

Date of lobbying activity

Time (optional)

22/05/2019



18:00

Role of person lobbied-1

MSP

Name of the person lobbied-1

Doris, Bob

Location where person was lobbied: Line 1

Scottish Parliament

Line 2 (optional)

Edinburgh

Line 3 (optional)

Line 3

Line 4 (optional)

Line 4

Postcode

EH99 1SP

Description of meeting, event or other circumstances

Discussions during inquorate Cross Party Group (CPG) with Bob Doris MSP, Member for Glasgow Maryhill and Springburn.

Be sure to highlight the Cross-Party Group (CPG) is inquorate.

Quorate CPGs are exempt. More about this on page 20 of our [Guidance](#).



Communication type

Face to face

Name of individual who carried out the communication

Katy Reilly

Was the lobbying undertaken on the registrant's own behalf?

☒ Yes

☐ No

Purpose of the lobbying

The meeting was inquorate and so the interaction with the Member became a regulated activity.

The aim of the meeting was to explore in depth how Scottish palliative care organisations and individuals had developed collaborations with organisations in low and middle income countries to improve palliative care in those locations.

We highlighted the very positive impact which international volunteering has on NHS Scotland – chiefly by the personal development experienced by volunteers and impact on morale and turnover.