

## LOBBYING REGISTER WORKING GROUP: TERMS OF REFERENCE

### Purpose

The role of the Lobbying Register Working Group is to provide information and assistance for the implementation and establishment of a lobbying register under the Lobbying (Scotland) Act 2016.

### Governance

The Group will be established by the Scottish Parliament from April 2017. Expressions of interest will be sought through:

- Public Appointments Scotland: [www.appointed-for-scotland.org/](http://www.appointed-for-scotland.org/)
- Women on Boards: [www.womenonboards.net/en-GB/Home](http://www.womenonboards.net/en-GB/Home)
- Changing the Chemistry [www.changingthechemistry.org/](http://www.changingthechemistry.org/)

It will also be announced through Scottish Parliament social media channels and by information issued directly to registered stakeholders of the Lobbying Register website at [www.parliament.scot/lobbying](http://www.parliament.scot/lobbying).

The Clerk of the Scottish Parliament has the duty to implement and administer the new Lobbying Register. The Working Group will be chaired by the Lobbying Registrar, a non-political official of the Scottish Parliament, who is accountable to the Clerk of the Scottish Parliament.

### Membership

In order to make for a manageable process, we are seeking to appoint up to 12 Working Group members for specific positions, in order to secure the disparate skills and backgrounds needed for the Group.

The applications will be assessed by the Lobbying Register Team and Officeholder Liaison Team in the Parliament. There will be no interviews for these positions, unless required to further assess suitability or where the number requires two leading applicants to be further assessed for one available space.

The members sought are shown below. In all cases the individual must have the confidence of the people in the organisation concerned (1 to 9) or the field concerned (10 to 12) and be able to articulate their interests in the context of lobbying.

#### Third sector (posts 1 to 3)

One individual each from:

- a third sector focussed membership body with lobbying interests
- a small (less than 20 persons) third sector organisation with lobbying interests
- a medium or large (more than 20 persons) third sector organisation with lobbying interests.

### **Public Affairs/Consultant Lobbyist (posts 4 to 6)**

One individual each from:

- a public affairs/consultancy focussed membership body with lobbying interests
- a small company (up to 49 employees) specifically focussed on public affairs/consultancy work with lobbying interests
- a medium or large company (50 plus employees) specifically focussed on public affairs/consultancy work with lobbying interests.

### **Business/enterprise (posts 7 to 9)**

One individual each from:

- a business focussed membership body with lobbying interests
- a small enterprise (up to 49 employees) with lobbying interests
- a medium or large enterprise (50 plus employees) with lobbying interests.

### **Transparency promoter (post 10)**

An individual with an active interest in the promotion of openness and transparency.

### **Journalism (post 11)**

A journalist with knowledge of lobbying related matters.

### **Legal sector (post 12)**

An individual from the legal sector with experience of lobbying related matters.

### **General criteria**

All of the following criteria for selection apply to the positions to be filled:

- Effective communication skills
- Ability to work cooperatively and collaboratively
- Reliability and integrity.

### **Role and Responsibilities**

- Reviewing draft Parliamentary Guidance for clarity and usefulness.
- Offering practical feedback and assisting with the testing of the new online Lobbying Register (before the user familiarisation period later this year and the 'go live' date early next year).
- Informing and assisting with implementation of the Lobbying Register Communications and Outreach Plan.
- Contributing to forum discussions on any practical issues that arise about the Lobbying Register or associated guidance.

### **Accountability**

- Members will be expected to provide input as individuals, using their areas of specialism and knowledge to inform the overall work of the Group.
- It would be helpful if Members could use their own networks to generate interest in, and awareness of, the Lobbying Register and its responsibilities.
- Members will need to be mindful of the budgets available and existing project timescales, when providing input.

- Any Member with a potential conflict of interest will have been required to declare this in the initial application. If appointed, relevant declarations and questions about declaration must be discussed with the Chair.

## Meetings

- The Scottish Parliament will provide the Secretariat and arrange meetings, which may be in various venues across Scotland.
- An agenda and papers will be produced one week in advance for Members and minutes of each meeting will be prepared by the Secretary to the Working Group and published online.
- The Group will aim to meet from May in most months until the end of 2017, before commencement of the Act in early 2018.
- It will meet for approximately 1-2 hours duration. It may meet for a further 6 month review meeting thereafter in mid-2018.
- Working Group members are unpaid but acceptable travel and subsistence costs are covered (only 2<sup>nd</sup> class travel fares apply). Appropriate receipts are necessary for reimbursement.
- The Group will receive presentations on draft guidance from the Lobbying Register team and view the developing online Lobbying Register.

## Review

The Group may meet to review the progress of implementation in mid-2018. This will be a decision for the Group at its final meeting.

## Sharing of information and resources (including confidential materials)

Members will be expected to work collaboratively and respect the confidentiality of any views expressed by other Members of the Working Group.

## Definition of terms

- **Lobbying (Scotland) Act:** the Act which introduces 'regulated' lobbying as law within Scotland. The Act received Royal Assent in April 2016. It was envisaged a Lobbying Register would then be in place before April 2018. A review of the Act is required after 2 full years of operation of the Lobbying Register, by a Committee of the Scottish Parliament.
- **Lobbying Register:** the online website and database which will host all lobbying 'returns' from registrants and guidance. It will be free to use and access is for anyone.
- **Parliamentary Guidance:** the generic term for all guidance that has to be produced in advance of the register going live.