

EMPLOYMENT POLICY

Lobbying Compliance

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1. Scope & Purpose

- 1.1. The Lobbying (Scotland Act) legislates that certain types of lobbying activity is to be recorded on a new statutory online register which will be audited and overseen by the Lobbying Registrar. The aim of the Act and Register is to provide a long term approach to political engagement in Scotland which will encourage a more ethical, transparent approach to lobbying. Lobbying means – in a professional capacity, attempting to influence, or advising those who wish to influence. This policy defines the protocol by which Lothian will comply with the legislation.
- 1.2. The Act in Scotland applies to all representatives of companies, trade associations, trade unions, charities and public affairs consultants who engage in “regulated lobbying” with MSP’s, Scottish Government Ministers, Scottish Government Special Advisers or the Scottish Government Permanent Secretary.
- 1.3. This policy applies to all colleagues working for the Lothian Group.

- 1.4. This policy is for guidance only and does not form part of your contract of employment and may be amended from time to time.
- 1.5. It is important to the business that any meaningful and relevant discussions are recorded accordingly. Proven non-compliance of legislation is a criminal act and could be subject to an individual liability in terms of financial penalty of up to £5000.
- 1.6. Failure to report relevant business will be duly reported and properly dealt with.
- 1.7. The company therefore encourages all individuals to adopt best practice and be mindful at all times of conversations which could be relevant (Appendix 1).
- 1.8. This policy sets out the way in which individuals should report conversations for submission to the register.

2. Key Definitions

- 2.1. Lobbying means - in a professional capacity, attempting to influence, or advising those who wish to influence.

2.2. The legislation covers communication that is:

- Oral (including speeches and events)
- Face to face (or via video conference)
- With MSP's, Scottish Government Ministers, Scottish Government Special Advisors or the Scottish Government Permanent Secretary

2.3. Colleagues should take note of all conversations and report them for submission to the register. If a colleague is not sure whether or not a conversation is relevant they should contact the Communications Director for further advice.

3. Terms

3.1. Lobbying

Lobbying means - in a professional capacity, attempting to influence, or advise those who wish to influence.

3.2. Information Return

Online form to be completed and submitted with details of the relevant conversation.

3.3. Communications Director

The Communications Director will have overall responsibility for the Company's policy for compliance of The Lobbying (Scotland) Act.

4. Procedure

4.1. Political Meetings

Where an employee (most likely to be a member of the Exec and/or a member of the senior management team) has a meeting with an MSP or Minister regarding a policy issue. This will need to be registered and every employee present will be listed on the Information Return.

4.2. Visits/Local engagement (Non- Minister)

Where a local MSP visits the business which is based in their constituency to meet with management or another

member of staff this does not need to be registered, even if the discussion goes beyond local topics. This exemption does not include communications with MSP's who are also Scottish Ministers.

4.3. Events and Speeches

Where an employee attends a dinner/ event any meaningful conversations had with an MSP have to be individually registered. Where the business hosts a parliamentary event, records need to be produced of the meaningful conversations that take place between employees and MSP's in attendance, including speeches. This will require all employees in attendance to be aware of to whom they are speaking/presenting.

4.4. Limits

The Act does not limit where or when regulated lobbying may take place. It is the type of conversation that counts, not the formality of where or when the discussion took place.

4.5. Exemptions

Where an individual raises an issue on their own behalf or in an unpaid capacity.

If the communication is with the business' constituency/ regional MSP who is not a Scottish Government Minister.

If the conversation is in response to a request for information/views on a particular topic by MSP/Minister.

Where the contact is specifically about terms and conditions of employment.

5. Compliance

- 5.1. On a quarterly basis the employee should complete the Lothian Lobbying information return and submit to lobbying@lothianbuses.co.uk for input through the registration process.
- 5.2. The Executive Directors will be responsible for reviewing and implementing these recommendations in the future following agreement with the Audit and Risk Committee.

6. Assurance

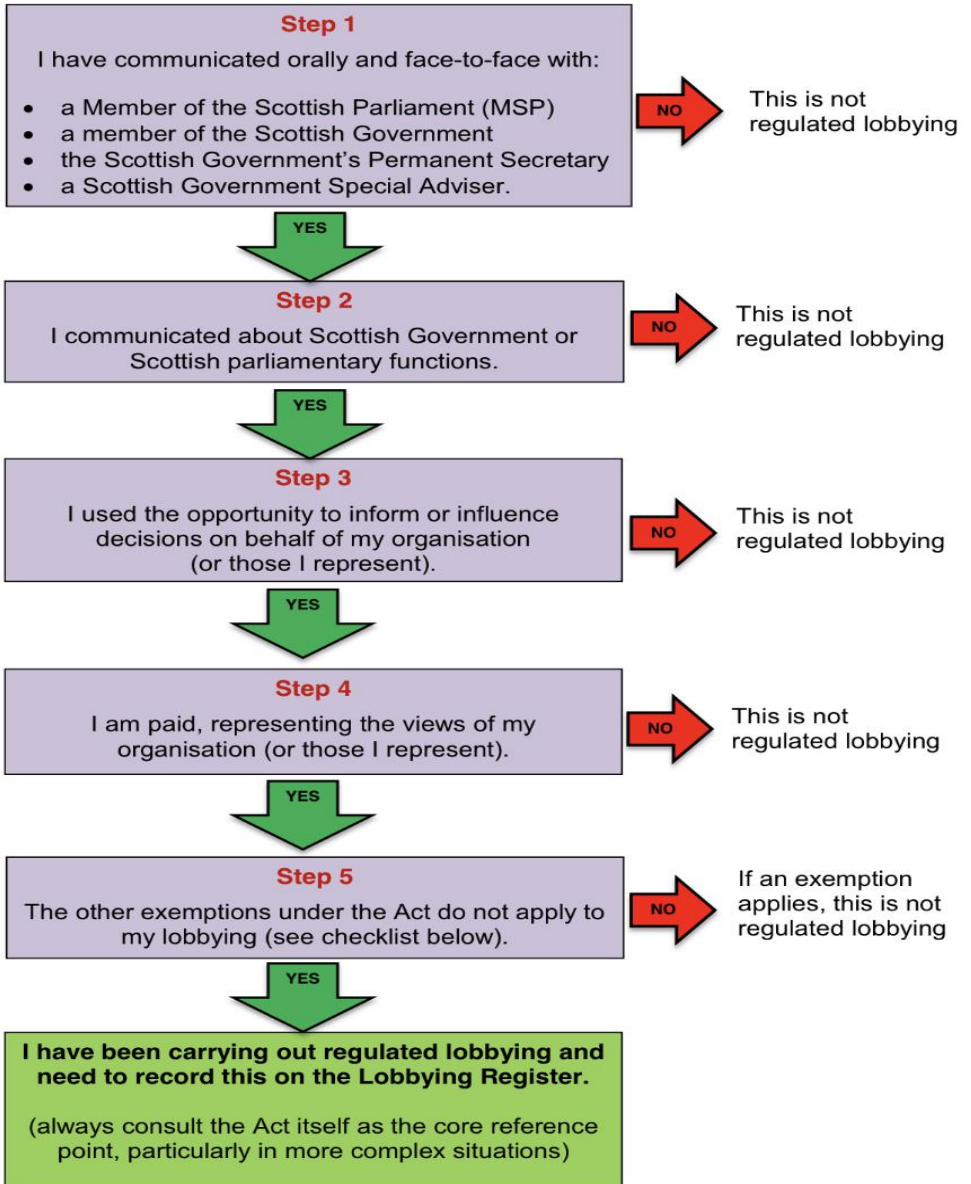
6.1. Compliance with this Procedure will be measured by the Board, notably the Audit and Risk Committee to assure compliance with and to monitor this.

7. Version Control

Version No.	Date of Change	Change made by:	Key Amendments
V1.0	16/02/2018	G Marshall	Published
V2.0	07/09/2023	G Marshall	No Change

Appendix 1 – Scottish Government Lobbying Register 5 Key Steps

Lobbying Register | Clàr-coiteachaidh



LOBBYING ACT REGISTER - FORM

Please refer to Compliance of the Lobbying Act Policy for full details.

This form should be completed and returned to lobbying@lothianbuses.co.uk for input through the registration process.

Registrant Name (Company Name)	Lothian
Role/Title	
Date of Lobbying	
Location	
Role of Person Lobbied	
Name of Person Lobbied	
Insert Names of additional Persons Lobbied	
Lobbying Activity/Purpose of Lobbying	
Further Details	

I hereby certify that the above information given is true and correct to the best of my knowledge.

Signed by: _____

Registrant: _____

Director: _____