**Template for Lobbying Act Returns**

Please fill in this template and return to lobbying@barnardos.org.uk. Separate returns must be filled in for each individual communication with an MSP, Government Minister, Government Special Adviser or the Permanent Secretary, as per the Lobbying (Scotland) Act 2016.

Examples have been used to indicate the information required, please delete and replace with correct information.

**Lobbying Organisation**

Barnardo’s Scotland

**Date of lobbying activity**

D/M/Y

**Role of person lobbied**

Choose an item.

**Name of the person lobbied**

e.g. James Dornan MSP

**Location where person was lobbied – Full address including postcode**

e.g. Scottish Parliament, EH99 1SP

**Lobbying Activity**

e.g. Introductory meeting with Mr Dornan in his role as Convenor of the Education and Skills Committee.

e.g. Local service visit for Mr Dornan

**Meeting type**

Choose an item.

**Name of Barnardo’s Staff who carried out the communication – Please list all members of staff involved**

e.g. Nicki Wray and Kirsten Hogg

**Purpose of the lobbying – Slight expansion on ‘lobbying activity’**

e.g. To brief Mr Dornan MSP on Barnardo’s Scotland’s position on the Education (Scotland) Bill proposals.

e.g. To show Mr Dornan around his local Barnardo’s service, meet staff, volunteers and service users and discuss national priorities.

Please direct any questions to Nicki Wray at lobbying@barnardos.org.uk