

**UK Lobbying Register – Recognising a Code of Conduct**

The UKLR lobbying register is a voluntary lobbying register which is open, universal and free.

Individuals and organisations registered with UKLR are accountable, usually through membership of a professional body or trade association, to a recognised code of conduct. Because the Register is open, some registrants will not be a member of an organisation which holds them accountable to a code of conduct. Where this arises, they will automatically be accountable to the CIPR Code of Conduct.

Codes are recognised on the basis of relevance (i.e. they apply directly to lobbyists and lobbying activity) and effective governance (which relates to the way the code is administered).

To apply to have a code of conduct recognised by UKLR, the following questionnaire should be completed by the organisation responsible for its administration:

**Name of Organisation** (e.g. Chartered Institute of Public Relations, Association of Professional Political Consultants)

.....

**Type of Organisation:**

- Professional Institution (individual membership)
- Trade Association (Corporate membership)
- Other (please specify)

.....

**Relevance:**

To be relevant, you must answer YES to one or both of these questions:

1. The Code of Conduct in question regulates the activity of lobbying

YES

NO

2. The code of conduct in question regulates the professional conduct of lobbyists

YES

NO

Please attach a copy of the code of conduct.

**Effectiveness:**

To be considered effective, a code must be publicly accessible, administered with due regard to natural justice and conflicts of interest, with an element of independent or lay involvement in the process of hearing complaints.

3. Is the Code of Conduct in question publicly accessible? (i.e. published on a website and available anyone to read?)

YES  
NO

4. Can anyone use the Code of Conduct in question to make a complaint about the individuals or organisations accountable to it?

YES  
NO

If NO:

Who can make a complaint?

Why is the complaints process restricted?

5. Are complaints under the Code of Conduct in question administered in accordance with a published set of regulations?

YES  
NO

If YES, please include a link.

6. Under the regulations, is a person or organisation which is the subject of a complaint allowed to present a defence, either in person or through representation?

YES  
NO

7. In the process of dealing with complaints, are lay or independent people involved in the hearings?

YES  
NO

8. Once a complaint has been discharged, is the subject of the complaint allowed to appeal the decision?

YES  
NO

If YES, are appeals handled by a different group of people to those who reached the original verdict?

9. Can an individual or organisation be expelled from your organisation?

YES  
NO

10. Can the public access information about the outcome of a complaint, where the subject of the complaint has been expelled from membership?  
YES  
NO
11. Briefly outline what steps the organisation takes to manage or remove potential conflicts of interest between the handling of complaints and the objectives of the organisation administering it. (E.g. are the people involved in hearing complaints also members of governance committees, Boards or Councils elsewhere in the organisation?)
12. How many valid complaints has your organisation received in the past two years?
13. How many valid complaints have been successfully completed (regardless of the outcome) in the past two years?
14. Who is responsible for administering the code?  
Name  
Position  
Contact details:

Where a code is recognised by the UK Lobbying Register, the organisation responsible for its administration agrees to share with the CIPR, relevant information relating to the outcome of complaints which have been referred to it through the UK Lobbying Register, or by other means about a registered individual or organisation. Unless the outcome of the complaint requires a registered individual or organisation to be struck from the register, the CIPR will observe a duty of confidentiality in relation to information shared.

Signed:

Print Name:

Date:

Application Process:

Applications should be sent to Phil Morgan, Deputy Chief Executive

The Applications Panel will consist of

Alastair McCapra, CIPR Chief Executive  
Martin Horrox, CIPR Regulatory Consultant  
Paul Beckford, CIPR Public Affairs Group Chair

Appeals to decisions will be considered by the Chair of the CIPR Professional Standards Panel