

Process to collect the information the Electoral Commission require under the Lobbying Act.

Information about staff members

Our first step is to put together a list of any staff member who may have worked on areas of work which could potentially fall under the remit of the Act. This list covers approximately 35 staff members.

We ask HR to provide us with the following information for each staff member:

- Start date (if they did not work the whole year)
- End date (if they did not work the whole year)
- Date of any change in hours
- Date of any change in role
- Number of hours worked per week
- Salary (an amount is added to reflect NI and pension contributions)

Breakdown of work by individual staff member

We arrange meetings with each member of staff individually, and ask them to broadly describe their work. As result other meeting, each staff member agrees with us a basic breakdown of their time. It may look like this (this information is for illustration only, and is not accurate):

Project work	Time
Committee secretariat work	20%
Organising action against DSEI arms fair	15%
Workshops with Quakers	30%
Blog posts	10%
Trident campaign	25%

For each line of that, we then need to judge how much falls under the public test and how much under the process test.

In the example above, we may say that committee secretariat work is entirely internal, therefore scores 0% on the public test. Workshops with Quakers is also a strand of work which scores 0% on the public test, as these are for Quakers (our committed supporters).

We may judge that organising action against the arms fair is around 80% public. We may take that decision by looking at the campaigning and networking we do, and suggest that 20% of the people we reach are Quakers. We may judge it as 50% process, because while high profile Labour figures such as the Mayor of London have actively spoken against the arms fair, and the leader of the Labour Party is perceived to be against arms sales, it is not a manifesto pledge.

Blog posts may be judged to be 100% public as they are published online. However, depending on the specific posts over the period, we may decide that they are 40% process.

We may judge the Trident campaign to be around 60% public. Much of this work is about speaking to Quakers, who we estimate to be 40% of the audience. We may judge it as 80% process, because the manifesto commitments from the parties are different, even if neither of the two main parties supports complete disarmament. We speak clearly about influencing political parties and ask members of the public to quiz their elected representatives and hold them to their promises.

Project work	Time	Public	Process
Committee secretariat work	20%	0%	0%
Organising action against DSEI arms fair	15%	80%	50%
Workshops with Quakers	30%	0%	0%
Blog posts	10%	100%	40%
Trident campaign	25%	60%	80%

We then need to balance those public and process scores for the amount of time. We have, in this staff member, these figures:

Public - 80% of 15% time, 100% of 10% time, 60% of 25% time.

Process - 50% of 15% time, 40% of 10% time, 80% of 25% time.

This works out as:

Public - 12%, 10%, 15% = a total of 37%

Process - 7.5%, 4%, 20% = a total of 31.5%

Project work	Public	Process
Organising action against DSEI arms fair	12%	7.5%
Blog posts	10%	4%
Trident campaign	15%	20%
Total	37%	31.5%

These totals form the basis of our staff time calculation.

Changes over the regulated period

We ask our staff members how this breakdown varied over the year, and whether there were differences of workload on particular issues. In general, our work stays consistent, and we would not expect to find significant change. Our programmes of work run for many years, and while the exact nature of the work may vary (for example between research for a briefing paper and writing the briefing paper), the degree to which the programme passes the public or process tests has little variation across a year.

Separating the work into categories

The Electoral Commission also asks us to separate the work out into the following categories:

- Election Material
- Canvassing or Market Research

- Press Conferences and Media Events
- Transport
- Public Rallies and Events
- Staff and Overheads

We have not undertaken work involving Canvassing or market research, transport, or public rallies and events in either the 2015 nor the 2017 election.

The vast majority of our work is campaigning, and usually comes under research. We research an issue, write a leaflet on it, and then publish that leaflet. Publishing is usually online, with paper copies being for Quakers rather than the general public. (The exception to this is any leaflet produced specifically for the general election, which we want to get to a wider audience.) After informal discussion with Electoral Commission staff we have counted this as election material. A small amount of work counts as media, and a small amount of senior staff time counts as staff and overheads.

Separating the work into countries

The vast majority of our work counts equally across England, Wales and Scotland. However, we have one member of staff who works in Scotland on a specific Scottish advocacy project. We therefore counted this work as being Scotland only.

Producing figures

We enter the details of the public and process tests into our spreadsheet, along with the details of employment provided by HR. This produces a cost to report.

Staff member: Jessica Metherringham

<i>Spine point (salary)</i>	<i>Hours per week</i>	<i>Days worked</i>	<i>Time on project</i>	<i>Total cost</i>	<i>Public</i>	<i>Process</i>	<i>Cost to report</i>
23	35.00	137	90%	£17,105	54%	25%	£2,309

We divide this into months, based on the information about working patterns and working hours. Unless a member of staff specifically pointed out a hot spot, we allocate the work equally across all months. If there is a change to be made (for example, a staff member was on leave for three or four weeks, or a project was dormant for six months) then we make the change manually. The months are based on number of days, including weekends.

We collate all these amounts together, across the entire 35 staff. Different projects, as originally divided into the categories of election material, press and media, or staff and overheads, are collated together. It is divided into three categories: 2016, 2017 before registering, and 2017 after registering.

Invoices

Invoices for suppliers are added. In 2017 we only submitted one invoice, which was for printing an election guide.

		Britain	Scotland	
2016 Total	Election Material	£30,742.00	£508.00	
2016 Total	Press Conferences and Media Events	£3,600.00		
2016 Total	Staff and Overheads	£527.00		
			TOTAL	£35,377.00
09 June 2016	Election Material	£3,283.13	£54.25	
09 June 2016	Press Conferences and Media Events	£384.47		
09 June 2016	Staff and Overheads	£56.28		
01 July 2016	Election Material	£4,626.22	£76.45	
01 July 2016	Press Conferences and Media Events	£541.75		
01 July 2016	Staff and Overheads	£79.31		
01 August 2016	Election Material	£4,626.22	£76.45	
01 August 2016	Press Conferences and Media Events	£541.75		
01 August 2016	Staff and Overheads	£79.31		
01 September 2016	Election Material	£4,476.99	£73.98	
01 September 2016	Press Conferences and Media Events	£524.27		
01 September 2016	Staff and Overheads	£76.75		
01 October 2016	Election Material	£4,626.22	£76.45	
01 October 2016	Press Conferences and Media Events	£541.75		
01 October 2016	Staff and Overheads	£79.31		
01 November 2016	Election Material	£4,476.99	£73.98	
01 November 2016	Press Conferences and Media Events	£524.27		
01 November 2016	Staff and Overheads	£76.75		
01 December 2016	Election Material	£4,626.22	£76.45	
01 December 2016	Press Conferences and Media Events	£541.75		
01 December 2016	Staff and Overheads	£79.31		
		Britain	Scotland	
2017 pre Total	Election Material	£28,394.22	£388.17	
2017 pre Total	Press Conferences and Media Events	£5,406.50		
2017 pre Total	Staff and Overheads	£371.07		
			TOTAL	£34,559.96
01 January 2017	Election Material	£6,424.97	£87.83	
01 January 2017	Press Conferences and Media Events	£1,223.37		
01 January 2017	Staff and Overheads	£83.96		
01 February 2017	Election Material	£5,803.20	£79.33	
01 February 2017	Press Conferences and Media Events	£1,104.98		
01 February 2017	Staff and Overheads	£75.84		
01 March 2017	Election Material	£6,424.97	£87.83	
01 March 2017	Press Conferences and Media Events	£1,223.37		
01 March 2017	Staff and Overheads	£83.96		

01 April 2017	Election Material	£6,217.71	£85.00
01 April 2017	Press Conferences and Media Events	£1,183.91	
01 April 2017	Staff and Overheads	£81.26	
01 May 2017	Election Material	£3,523.37	£48.17
01 May 2017	Press Conferences and Media Events	£670.88	
01 May 2017	Staff and Overheads	£46.05	

		Britain	Scotland
2017 post Total	Election Material	£4,713.79	£65.83
2017 post Total	Press Conferences and Media Events	£1,018.50	
2017 post Total	Staff and Overheads	£62.93	

		TOTAL	£5,861.05
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18 May 2017	Election Material	£2,999.68	£41.89
18 May 2017	Press Conferences and Media Events	£648.14	
18 May 2017	Staff and Overheads	£40.05	
01 June 2017	Election Material	£1,714.10	£23.94
01 June 2017	Press Conferences and Media Events	£370.36	
01 June 2017	Staff and Overheads	£22.88	

Britain Yearly Meeting of the Religious Society of Friends (Quakers)

Programmes and projects which fell under the Lobbying Act during 2016-17

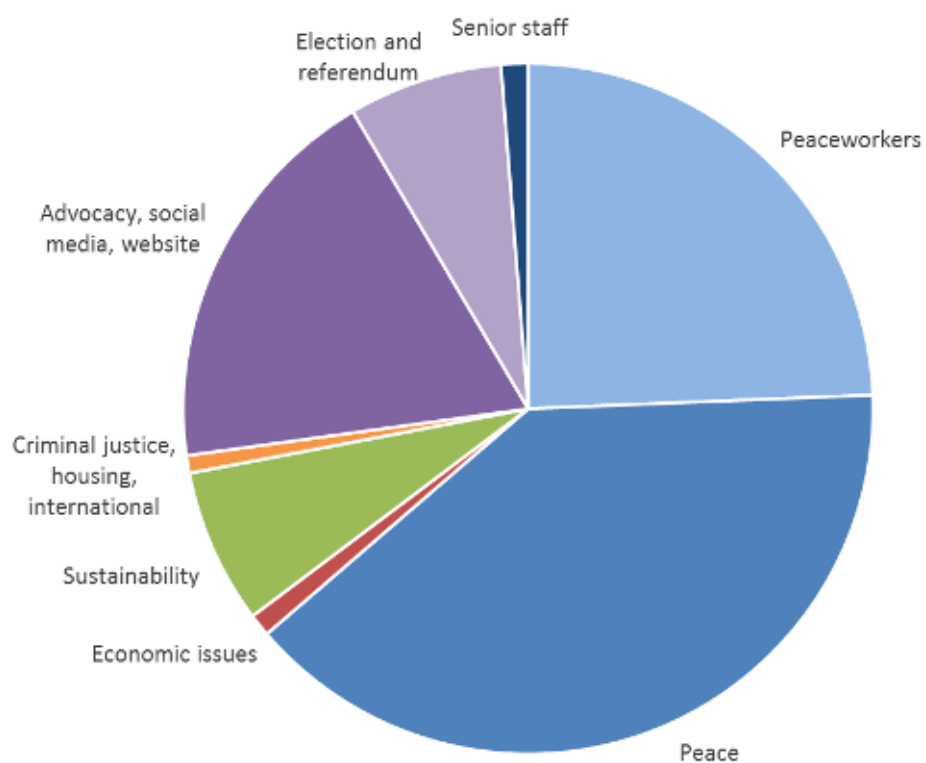
Project or programme name	Staff costs (pre registration)	Staff costs (post registration)	Total to report
Peace education and anti-militarisation	£17,406	£1,232	£18,638
Peaceworker placements	£17,324	£1,233	£18,557
Advocacy (including election)	£11,617	£1,386	£13,003
Peace and disarmament	£10,555	£754	£11,309
Media, social media, website, and publications	£5,800	£563	£6,363
Sustainability	£5,053	£481	£5,534
Senior staff time	£898	£63	£961
Economic issues	£713	£92	£805
EAPPI	£357	£24	£381
Forced migration	£215	£32	£247

Totals	£69,937	£5,861	£75,798
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Project or programme name	Other costs (pre registration)	Other costs (post registration)	Total to report
Advocacy (including election)		£587	£587

Grand total	£76,385
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2017 election: £76,385 over twelve months



2015 election: £79,383 over seven and a half months

