

**ADVISORY COMMITTEE ON BUSINESS APPOINTMENTS**

**Minutes of the meeting held on Wednesday 27 June 2012**

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**Present**

Lord Lang of Monkton (Chairman)  
Mr Mark Addison  
Lord Dholakia  
Ms Mary Jo Jacobi  
Sir Hugh Stevenson  
Lord Walker

Secretariat

Ms Geraldine Alexander (Secretary)  
Mr Ekpe Attah  
Ms Claire Hanna  
Dr Richard Jarvis  
Ms Maggie O'Boyle  
Ms Beth Watson

**Apologies**

1. There were apologies from Sir Colin Budd and Lord Macdonald.

**Welcome new members**

2. The Chairman welcomed the two new Committee members, Mark Addison and Mary Jo Jacobi. It was suggested that at the next meeting of the Committee in the autumn there should be an opportunity for all members to share their thoughts on the operation of the Committee.

**Case considerations**

3. An applicant met with the Committee to discuss the provisional recommendation on his case.
4. The Committee considered and agreed its advice on four ongoing cases.

**Minutes of last meeting**

5. The minutes of the previous meeting on 25 April 2012 were agreed.

**Chairman's update**

6. The Chairman introduced the incoming Secretary to the Committee, Ekpe Attah, who would be taking up the post from 1 July.
7. It was agreed that the quorum for the Committee should remain at five.
8. The Chairman and two members of PASC visited the Committee's offices and secretariat on 21 May. The Select Committee's report on the Business Appointment Rules was expected to be published before the summer recess.
9. The Committee's annual report was being drafted and copies would be circulated to members shortly.

10. The Secretary had spoken to the Permanent Secretary of DCMS regarding the departure of senior staff following the Olympics.
11. Mary Jo Jacobi would be attending the Committee on Standards in Public Life seminar on ethical regulation in the civil service and central government, on behalf of the Committee, on 19 July.

**Compliance update**

12. The paper on the Committee's compliance regime was noted.
13. It was agreed that in the few cases where departments had not yet returned the certificate despite being reminded, any further reminder letters should be copied to the Head of the Civil Service.
14. The Committee asked to be kept informed of the progress of the compliance process, and in particular to be alerted if the secretariat had concerns about the availability of resources to carry it out fully.

**Discussion of lobbying ban**

15. The Committee agreed that it would maintain its current approach to the lobbying ban.

**Communications**

16. A "frequently asked questions" page on the Committee's website had been published.
17. The Press Officer updated the Committee on recent press coverage.

**Freedom of Information**

18. The secretariat updated the Committee on recent FOI cases.

**Any other business**

19. The next meeting would be at 2pm on 17 October at 1 Horse Guards Road.

Committee Secretariat  
June 2012