**PRO FORMA FOR TRANSPARENCY INFORMATION ABOUT OUTSIDE APPOINTMENTS OR EMPLOYMENT TAKEN UP BY FORMER MEMBERS OF THE DEPARTMENT AT SCS1 AND SCS2 LEVEL AND EQUIVALENTS INCLUDING SPECIAL ADVISERS OF EQUIVALENT STANDING**

* Transparency about the advice given on individual applications under the Business Appointment Rules helps to ensure the maintenance of a high level of compliance.
* The Rules require departments to publish on their websites summary information about the advice they give to applicants at SCS2 and SCS1 level and equivalents, including special advisers of equivalent standing.
* This follows the approach adopted by the Advisory Committee on Business Appointments which publishes information on the advice it gives on applications from SCS3 level and above and equivalents, including special advisers of equivalent standing – see <http://acoba.independent.gov.uk/>
* Published information should include the following details:
	+ Full name of the applicant, and title of their former Civil Service role;
	+ Date applicant left/retired from the Civil Service;
	+ The applicant’s new employment or appointment, including when taken up;
	+ Summary of the department’s decision on the applicant’s application, including details of any waiting period or other conditions or restrictions applied.
* Departments may wish to use the pro forma overleaf for this purpose.
* It is important that departments do not publish any information until the applicant has taken up the appointment or employment, or it has been publicly announced.
* No information should be published where the applicant does not take up a proposed appointment or employment.
* Applicants should be informed about publication and be given the opportunity to check the text before it goes live on the website.

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| Full Name of Applicant  | Liam Maxwell |
| Title of Former Civil Service Role  | DCMS April 2016 - November 2018National Technology Adviser HM GovernmentCabinet Office Dec 2012 - March 2016 Chief Technology Officer, HM Government |
| Date Left  | 2 November 2018 |
| New Employer | Amazon Web Services EMEA SARL |
| New Appointment/Employment (including when taken up) | Director, Government TransformationStarted - 5 November 2018 |
| Department’s Decision on Application (including details of any waiting period or other conditions or restrictions applied) | Business Appointments Application was approved based on the information provided with the following restrictions:* Liam should undertake not to lobby HMG on behalf of AWS for two years. Liam should also contact the department about any contractual business between AWS and HMG during the two years following his departure from HMG.  For these purposes Government and HMG means Whitehall Departments. These are not restrictions that could or should apply to the wider public sector (local government, NHS etc).
* He has had access to commercially valuable information from competitors. These are subject to confidentiality agreements which he is bound to keep beyond his service in government.
* He should not share this insight internally in the company until a time period has elapsed when it is no longer private to government.
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| Full Name of Applicant  | Lottie Dominiczak |
| Title of Former Civil Service Role  | DCMS - Special Adviser to Secretary of State 12/02/2018 - 30/9/2018 |
| Date Left/Retired from the Civil Service  | 30/9/2018 |
| New Employer | Uber |
| New Appointment/Employment (including when taken up) | Head of Communications, UK and IrelandStarted - October 2018 |
| Department’s Decision on Application (including details of any waiting period or other conditions or restrictions applied) | Approved subject to the following restrictions:1. Lottie Dominiczak should not draw on privileged information available to her as a Crown servant. 2. For two years from Lottie Dominiczak last paid day of service [30/09/18], she should not become personally involved in lobbying the UK Government on behalf of Uber directly or indirectly, or make use of her contacts in Government and/or Crown service to influence policy or secure business on behalf of Uber. |