



Foreign & Commonwealth Office

Human Resources Directorate
King Charles Street
London SW1A 2AH

www.gov.uk/fco

Via email:
17 December 2015

Sir David Reddaway KCMG MBE
Via e-mail:

Dear David,

I am pleased to advise you that the Foreign Secretary has approved your Business Appointment application to work part-time and paid as Clerk of The Worshipful Company of Goldsmiths subject to the following conditions (which you have confirmed as acceptable):

- i) For two years from your last day of service (28 February 2014) you should not become personally involved in lobbying UK Government on behalf of your new employers; lobbying in this context means that the former civil servant should not engage in communication with Government (including Ministers, Special Advisers and officials) with a view to influencing a Government decision or policy in relation to their own interests, or the interests of the organisation by which they are employed, or to whom they are contracted. Please note that this does not preclude routine contact; and
- ii) You should not draw on privileged information available to you as a Civil Servant. By 'privileged information' we mean official information to which a minister or Crown servant has had access as a consequence of his or her office or employment and which has not been made publicly available. Applicants are also reminded that they may be subject to other duties of confidentiality, whether under the Official Secrets Act, the Civil Service Code or otherwise.

I would be grateful if you would inform the secretariat team at the Advisory Committee on Business Appointments (acoba@acoba.gsi.gov.uk) direct side copying me in as soon as you take up these appointments or, if earlier, when the appointments are announced (a form is enclosed for this purpose). This will enable ACOBA to deal with any enquires as it does not release information about appointments which have not been taken up or announced.

Once the appointments have been publicly announced or taken up, ACOBA will include the main details, together with the Advisory Committee's advice on it and the date on which it was taken up, in both the regularly updated consolidated list they put on their website at <http://acoba.independent.gov.uk> and in their next annual report.

Yours ever,

Jill Gallard

Jill Gallard
Director, Human Resources

Foreign and Commonwealth Office

cc: Advisory Committee on Business Appointments (acoba@acoba.gsi.gov.uk)
Clerk to the Prime Warden