



**OFFICE OF THE ADVISORY COMMITTEE ON BUSINESS APPOINTMENTS**

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Sir Simon Fraser  
Foreign and Commonwealth Office  
King Charles Street  
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**BUSINESS APPOINTMENT APPLICATION: ALAN CHARLTON**

The Committee has been asked to consider an application from Alan Charlton, the former HM Ambassador to Brasilia, who is seeking permission to set up as an independent consultant.

Mr Charlton's proposed consultancy would help the UK public, private and third sectors in the fields of education, science and research in pro-bono and remunerated roles, especially with international affairs. The Committee also considered Mr Charlton's proposed commissions with Universities UK, Nottingham University and De Montfort University.

When considering this application, the Committee noted that Mr Charlton had had official contact with his prospective employers while in post, but that this had been to promote stronger partnerships with Brazil and existing policy, and that he had had similar contact with dozens of other organisations. The Committee noted that Mr Charlton had not had any contractual dealings with his prospective employers or their competitors, had not been involved in the development or administration of any policy relating to them, and had not had access to commercially sensitive information about any competitors. The Committee also took into account the fact that Mr Charlton was aware of the standard six month ban on Ambassadors giving advice on their country of last posting and that he has already agreed not to lobby Government within two years of leaving Crown service.

Taking into account all the circumstances, the Committee's advice to the Foreign Secretary is that the application be approved subject to the conditions that:

- Mr Charlton should not draw on privileged information available to him as a Crown servant;

- for two years from his last day in Crown service, he should not become personally involved in lobbying the UK Government Ministers or Crown servants, including Special Advisers, on behalf of any of his employers/clients;
- for 12 months from his last day of service, Mr Charlton should not undertake any work as a consultant which involves providing advice to any company or organisation on the terms of any bid or contract relating directly to the work of the FCO; and
- once he has received approval to set up as an independent consultant, for two years from his last day of service he must seek confirmation from the **Committee directly** that each individual commission is permissible under the terms of his consultancy before taking it up. If, after enquiry, the Committee takes the view that a commission is, or may be, outside the terms of the consultancy he will be expected to submit a fresh application.

The Business Appointment Rules define lobbying in the following way: "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".

I would be grateful if you would let us know whether the Foreign Secretary is content to approve the application in line with the Committee's recommendation, and copy us into the final decision. I should also be grateful if you would ensure that we are informed as soon as Mr Charlton takes up these appointments, or if it is announced that he will do so (I enclose a form for this purpose). We shall otherwise not be able to deal with any enquiries, since we do not release information about appointments which have not been taken up or announced. This could lead to a false assumption being made about whether Mr Charlton complied with the rules.

Similarly, should Mr Charlton wish to extend or otherwise change the nature of his roles under his consultancy, he should inform the Committee as, depending on the circumstances, it may be necessary for him to make a fresh application.

Once the work has been taken up or announced we will then we will publish the FCO's final letter to Mr Charlton on the Advisory Committee's website and include the main details of his consultancy, together with the Committee's advice, in both the regularly updated consolidated list on the website and in the next annual report.

Yours sincerely



Catherine Millington  
Committee Secretariat