

Permanent Secretary
Sir Peter Housden KCB



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19 April 2013

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Thank you for your business appointment application seeking permission to take up the appointment as the Executive Vice President of the Institute for Healthcare Improvement (IHI). As you know under the Advisory Committee on Business Appointments (ACOBA) approval process any applications from Directors General regarding the acceptance of appointments on leaving the Civil Service require formal approval by the First Minister.

In reaching a decision on your application the First Minister had helpful guidance from ACOBA. The considerations took into account that you had not had any direct contractual dealings and had not been responsible for people who have had contractual dealings with IHI during your last two years in the Scottish Government. Nor have you been involved in the development or administration of any policy or decisions (including the award of grants) that could have affected IHI or its competitors and that you have no commercially sensitive information about any of IHI's competitors.

It is noted that your proposed role with IHI is likely to include contact/dealings with the Scottish Government and that there is an existing contract, awarded through the Official Journal of the European Union, under which IHI has been appointed as the 'technical partner' for NHS Scotland's patient safety programme. The services that they have provided include programme development, working with participating hospitals to make improvements in safety, as well as building improvement skills and capability within Scotland. You have confirmed however that you did not play any part in the procurement of the contract (which concludes in June 2013 before you take up your new appointment). The contract is currently being re-tendered although you have played no part in the process and the contract could be awarded to any number of bidders.

It is also noted that you have had official contact with IHI and have spoken at a number of conferences organised by IHI (as well as speaking at conferences organised by other providers) and co-chaired their international forum in 2011. You have also met some of IHI's staff as part of their delivery of the above mentioned contract as IHI convened a number of learning sessions for NHS staff.



Taking all these circumstances into account I can confirm that the First Minister has approved your application to take up the Executive Vice President role with IHI subject to the following conditions:-

- for 2 years from your last day in Crown service that you should not provide advice to your new employer on the terms of any bid or contract directly relating to the Scottish Government;
- you should not draw on any privileged information available to you from your time in Crown service; and
- for 2 years from your last day of service, you should not become personally involved in lobbying* the Scottish Government or the UK Government (on non-devolved matters) on behalf of your new employer or its clients.

* Lobbying in this context means that the former Crown 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.

You will wish to be aware that this letter will be included in the regularly updated list on the ACOBA website (<http://acoba.independent.gov.uk>).

Finally ACOBA has asked that you inform them if you propose to change your role as Executive Vice president of IHI within the next 2 years because depending on the circumstances it may be necessary for you to make a fresh business appointment application.

I am copying this letter to Claire Hanna at ACOBA for information.

Yours sincerely

I wish you all good wishes

Peter

Peter Housden