



Cabinet Office

Human Resources  
Resourcing and Recruitment Team



**PERSONAL**

Oliver Dowden



15 December 2014

Dear Oliver,

Thank you for your business appointment application seeking permission to accept a part-time, paid appointment as an external consultant for Policy Exchange.

I can confirm that Richard Heaton, Permanent Secretary, on the advice of the Advisory Committee on Business Appointments (ACOPA) has approved your application subject to the conditions that:-

- you should not draw on privileged information available to you as a Crown servant; and
- for two years from your last day of service, you should not become personally involved in lobbying the UK Government on behalf of your new employer or its clients.

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."

This recommendation is made on the understanding that, if you have not already done so, you must confirm in writing to me that you recognise that you continue to be bound by the provisions of the criminal law (including the Official Secrets Act), which protect certain categories of information, and by your duty of confidentiality owed to the Crown.

Please ensure that you inform ACOPA when you take up this post or, if earlier, when it is announced that you will do so. I have enclosed a separate form for this purpose. They will not otherwise be able to deal with any enquiries, since they do not release information about appointments that have not been taken up or announced, and this could lead to a false assumption being made about whether you had complied with the

Rules. In line with usual practice, brief details will then be published on the ACOBA website <http://acoba.independent.gov.uk>

Finally, I should be grateful if you would inform ACOBA if you propose to extend or otherwise change your role with Policy Exchange because, depending on the circumstances, it may be necessary for you to make a fresh application.

I wish you every success in your new role and should you have any questions about the Business Appointment Rules please do get in touch.

Yours sincerely

A handwritten signature in black ink, appearing to read 'P. Massini', with a long horizontal flourish at the end.

Paul Massini  
Cabinet Office Resourcing and Recruitment Manager