



# Foreign & Commonwealth Office

Human Resources Directorate  
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[www.gov.uk/fco](http://www.gov.uk/fco)

28 January 2016

*Dear Peter,*

I am pleased to tell you that the Foreign Secretary has approved your application for permission to take up a part-time and paid outside appointment as a public speaker at Harry Walker Agency, subject to the following conditions:

- For two years from your last day of service you should not become personally involved in lobbying UK Government on behalf of your new employer. Please note that this does not preclude routine contact;
- Not to draw on privileged information available to you as a Civil Servant; and
- There must be a three-month waiting period between your last day of service and taking up this outside appointment.

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.

The Business Appointment Rules explain that the restriction on lobbying 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 [including applications for awards or grants] in relation to their own interests, or the interests of the organisation by which they are employed, or to whom they are contracted".

You have confirmed to ACOBA that you understand and are content with the conditions put to you above. Please ensure that ACOBA are informed as soon as it is announced that you have joined the Harry Walker Agency (form already sent to you for this purpose). We shall otherwise not be able to deal with any enquiries, since we do not release information about appointments that have not been taken up or announced. Once the appointment has 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.

I should also be grateful if you would inform us if you propose to extend or otherwise change your role as, depending on the circumstances, it may be necessary to make a fresh application.

I wish you all the best in your future role.

Yours ever,

*Jess Glover*

Jess Glover  
Head of Talent & Capability, HRD  
Foreign and Commonwealth Office

cc:  
Advisory Committee on Business Appointments ([acoba@acoba.gsi.gov.uk](mailto:acoba@acoba.gsi.gov.uk))