



OFFICE OF THE ADVISORY COMMITTEE ON BUSINESS APPOINTMENTS

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INDEPENDENT CONSULTANCY – NEW COMMISSION

Dear Ms Swinson,

The Committee has considered your request to accept the position of Chair of the CIPD's policy forum. The forum's aim is to bring senior HR directors together, from all sectors, to explore topical issues and inform the policy thinking and direction of the CIPD. As Chair, you would contribute towards policy reports, events and media discussions. The role is paid and part time with a start date likely in January 2016.

The Committee noted that you spoke at one of the CIPD's conferences as a minister and took part in roundtable discussions with them; having sought the opinion of your former department, the Committee is content that this was done in the normal course of your ministerial duties. The Committee does not believe that this appointment could reasonably be perceived as a reward for your actions while in ministerial office.

The Committee agrees that this commission is permissible within the terms of your independent consultancy.

The conditions that apply to your independent consultancy are:

- you should not draw on (disclose or use for the benefit of yourself or the organisation to which this advice refers) privileged information available to you from your time in Government;
- for two years from your last day in ministerial office, you should not become personally involved in lobbying the UK Government on behalf of your clients or those you advise;
- once you have received approval to set up as an independent consultant, you must seek confirmation from the **Committee directly** that each subsequent individual commission is permissible under the terms of your 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 you will be expected to submit a fresh application.

As you know, the Business Appointment Rules explain that the restriction on lobbying means that former Ministers "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”.

I would be grateful if you would let me know when you take up this commission, or if it is announced that you are to do so. This will enable the Committee to publish brief details on the regularly updated consolidated list on its website and in its next annual report. This letter may also be published (with relevant redaction of personal information).

Yours sincerely

Alex Newton

Committee Secretariat