



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

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Samantha Whalley  
Department for Education

September 2015

Dear Ms Whalley,

**Business Appointments Applications: Sir Tom Jeffrey CB**

The Advisory Committee on Business Appointments has considered an application from Sir Tom Jeffrey CB, a former Director General at the Department for Education, who is seeking permission to accept an unpaid role with National Development Team for Inclusion (NDTi). As you know, Sir Tom's last day in Crown Service was 5 December 2014.

Sir Tom's proposed role with NDTi will involve being a board member and meeting four times a year to support and advise the organisation. The Committee noted that in relation to his proposed appointment, Sir Tom has been responsible for people who have had contractual dealings with the NDTi and the awarding of contracts. The Committee, after seeking the views of the DfE, have taken into account that Sir Tom played no part in the awarding of these contracts although that responsibility lied with his directorate.

Taking into account all the circumstances, including the knowledge and experience he will have gained as a senior civil servant at DfE, the fact the NDTi role is unpaid, and the views of his former department, the Committee does not believe this appointment could reasonably be perceived as a reward for actions or decisions he took while in Crown service.

The Prime Minister has accepted the Committee's advice that there is no reason why Sir Tom should not take up this appointment, subject to the conditions that:

- Sir Tom should not draw on (disclose or use for the benefit of himself or the organisation to which this advice refers) privileged information available to him as a Crown servant; and
- for two years from his last day in service, Sir Tom should not become personally involved in lobbying the UK Government on behalf of NDTi, their partners, subsidiaries, or clients.

By 'privileged information' we mean official information to which a Crown servant has had access as a consequence of his or her 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".

I should be grateful if **you could also ensure that we are told when Sir Tom takes up this post or, if earlier, when it is announced that he will do so.** 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, and this could lead to a false assumption being made about whether he had complied with the Rules. In line with our usual practice, we will then publish brief details on our website ([www.gov.uk/acoba](http://www.gov.uk/acoba)).

**Alex Young**