



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

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**INDEPENDENT CONSULTANCY – NEW COMMISSION**

Dear Ms Swinson,

The Committee has considered your application to undertake a paid project for Portland Communications on workplace diversity, which you expect to involve several days' work.

**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 should 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. Once the commission has been publicly announced or taken up, we will publish this letter on the Committee's website and include the main details of the commission, together with the Advisory Committee's advice, in the regularly updated consolidated list on our website and in the next annual report.

Yours sincerely

Nicola Richardson  
Committee Secretariat