



OFFICE OF THE ADVISORY COMMITTEE ON BUSINESS APPOINTMENTS

G/8 Ground Floor, 1 Horse Guards Road SW1A 2HQ

Telephone: 020 7271 0839

Email: acoba@acoba.gov.uk

Website: <http://www.gov.uk/acoba>

Ref: 1617/90M

March 2017

The Committee has now considered your application to become a member of the Advisory Board of the Sunday Times Short Story Award.

In considering your application the Committee noted the Sunday Times Short Story Award is open to any novelist or short story writer, from around the world, who is published in the UK. It offers a prize of £30,000 to the winner. Your role will be part-time and unpaid and involve discussions on how the prize may evolve, and advice on possible future sponsors.

The Committee took into consideration that as the Minister of State for Culture, Media and Sport, this appointment is related to the area for which you had responsibility whilst in office. However, it also took note that this is an unpaid role and it has been eight months since you left office. It also considered your assurance that you had no contact with the Sunday Times Short Story Award while in office, and that the role will not involve any contact with Government. The views of the Department for Culture, Media and Sport's were also sought, and they had no concerns over this appointment.

In accordance with the Government's Business Appointment Rules, the Committee advises the appointment be subject to the following conditions:

- you should not draw on (disclose or use for the benefit of yourself or the persons or organisations to which this advice refers) any privileged information available to you as a Minister; and
- for two years from your last day in Ministerial office, you should not become personally involved in lobbying the UK Government on behalf of the Sunday Times Short Story Award or make use, directly or indirectly, of your contacts in Government and/or Crown service to secure funding on behalf of the Sunday Times Short Story Award.

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.

As you know, the Business Appointment Rules explain that the restriction on lobbying means that the former Crown servant/Minister *"should not engage in communication with Government (Ministers, civil servants, including special advisers, and other relevant officials/public office holders) – wherever it takes place - with a view to influencing a Government decision, policy or contract award/grant in relation to their own interests or the interests of the organisation by which they are employed, or to whom they are contracted or with which they hold office."*

I should be grateful if you would inform us as soon as you take up employment with this organisation, or if it is announced that you will do so, either by returning the enclosed form or by emailing the office at the above address. 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. This could lead to a false assumption being made about whether you had complied with the Rules and the Ministerial Code.

Please also inform us if you propose to extend or otherwise change the nature of this role as, depending on the circumstances, it may be necessary for you to make a fresh application.

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

The Baroness Browning

Ed Vaizey MP