



OFFICE OF THE ADVISORY COMMITTEE ON BUSINESS APPOINTMENTS

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7 March 2017

BUSINESS APPOINTMENT APPLICATION: TIMOTHY HITCHENS CMG, LVO

You asked the Committee to consider an application under the Business Appointment Rules on behalf of Timothy Hitchens, former HMA Ambassador to Tokyo. Mr Hitchens is currently CEO of The Commonwealth Heads of Government Meeting (CHOGM), a role he will hold until his retirement from the Diplomatic Service on 30 April 2018.

Mr Hitchens' appointment as president-elect of Wolfson College, Oxford University was announced on the website of Wolfson College on 24 January 2017.

First, I would like to register the Committee's concern that Mr Hitchens' application was submitted after his appointment had been announced. The Government's Business Appointment Rules for former Crown servants specify that retrospective applications will not normally be accepted. To fulfil the remit given to it by Government, the Committee needs to be able to consider an application fully and freely before offering its advice. It is impossible to do this in a way that will command public confidence if an appointment has already been announced and/or taken up. The Committee is therefore unwilling to give retrospective advice for this appointment.

However, the Committee would like to put in the public domain that:

1. Mr Hitchens has informed the Committee that he will take up the role of President of Wolfson College on 1 May 2018. This is a full-time, paid appointment.
2. Mr Hitchens has confirmed that he was appointed following an open application process.
3. Mr Hitchens has told the Committee that his role is unlikely to involve any contact with Government.

The Committee wishes to draw Mr Hitchens' attention to the normal restrictions it imposes

prohibiting lobbying and using privileged information obtained while in public office.

We will publish this letter on the Advisory Committee's website, and include the main details in both the regularly consolidated list on the website and in the next annual report.

Yours sincerely,

Nicola Richardson
Committee Secretariat