



OFFICE OF THE ADVISORY COMMITTEE ON BUSINESS APPOINTMENTS

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BUSINESS APPOINTMENT APPLICATION: Sir Martin Donnelly KCB CMG

The Committee has been asked to consider an application from Sir Martin Donnelly, the current Permanent Secretary at the Department for International Trade and previously Permanent Secretary at the Department of Business, Innovation and Skills, in relation to an appointment with the Royal Academy of Dramatic Arts (RADA). His last day of Crown service will be 7 April 2017.

This is an unpaid role as a board member and will involve advising RADA on their commercial contracts for business training, with the proceeds going to their charitable work. The appointment has a time commitment of six to eight days per year. Sir Martin has made clear that the role will not involve any lobbying of Government.

When considering this application, the Committee took into account that RADA is a small supplier of some training courses to Government and that some staff in the Departments for which he was responsible have attended courses run by RADA. The Committee also took into account that the Department for International Trade has raised no concerns about the appointment.

The Prime Minister accepted the Committee's advice that, in accordance with the Government's Business Appointment Rules, this appointment be subject to the following conditions:

- A waiting period of three months from his last day in Crown Service;
- he should not draw on (disclose or use for the benefit of himself or the organisations to which this advice refers) privileged information available to him from his time in Crown service; and
- for two years from his last day in service, he should not become personally involved in lobbying the UK Government on behalf of RADA or make use, directly or indirectly, of his contacts in Government and/or Crown service to influence policy or secure business on behalf of RADA.

The Committee is content for Sir Martin to attend the June board meeting on an informal basis, as an observer, prior to the expiry of the waiting period.

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.

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 ensure that we are informed as soon as Sir Martin takes up this position, or if it is announced that he will do so (I enclose a form for this purpose). We shall otherwise not be able to deal with any enquiries, since we do not release information about appointments which 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.

I should also be grateful if you would ask that Sir Martin informs us if he proposes to extend or otherwise change the nature of his/ her role as, depending on the circumstances, it may be necessary for him to make a fresh application.

Once these appointments have 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.

Yours sincerely

Alex Morrow
Committee Secretariat