

**PRO FORMA FOR TRANSPARENCY INFORMATION ABOUT OUTSIDE  
APPOINTMENTS OR EMPLOYMENT TAKEN UP BY FORMER MEMBERS OF THE  
DEPARTMENT AT SCS1 AND SCS2 LEVEL AND EQUIVALENTS INCLUDING  
SPECIAL ADVISERS OF EQUIVALENT STANDING**

- Transparency about the advice given on individual applications under the Business Appointment Rules helps to ensure the maintenance of a high level of compliance.
- The Rules require departments to publish on their websites summary information about the advice they give to applicants at SCS2 and SCS1 level and equivalents, including special advisers of equivalent standing.
- This follows the approach adopted by the Advisory Committee on Business Appointments which publishes information on the advice it gives on applications from SCS3 level and above and equivalents, including special advisers of equivalent standing – see <http://acoba.independent.gov.uk/>
- Published information should include the following details:
  - Full name of the applicant, and title of their former Civil Service role;
  - Date applicant left/retired from the Civil Service;
  - The applicant's new employment or appointment, including when taken up;
  - Summary of the department's decision on the applicant's application, including details of any waiting period or other conditions or restrictions applied.
- Departments may wish to use the pro forma overleaf for this purpose.
- It is important that departments do not publish any information until the applicant has taken up the appointment or employment, or it has been publicly announced.
- No information should be published where the applicant does not take up a proposed appointment or employment.
- Applicants should be informed about publication and be given the opportunity to check the text before it goes live on the website.

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Full Name of Applicant	Nil return
Title of Former Civil Service Role	
Date Left/Retired from the Civil Service	
New Employer	
New Appointment/Employment (including when taken up)	
Department's Decision on Application (including details of any waiting period or other conditions or restrictions applied)	