

**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- It is important that departments do not publish any information until the applicant has taken up the appointment or employment, or it has been publicly announced.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	Poppy Trowbridge
Title of Former Civil Service Role	Special Adviser
Date Left/Retired from the Civil Service	30 April 2019
New Employer	Hawthorn Advisers
New Appointment/Employment (including when taken up)	18 November 2019
Department's Decision on Application (including details of any waiting period or other conditions or restrictions applied)	<p>Approved, standard conditions applied. Poppy must not draw on any privileged information which was available to her as a Crown servant, nor use the contacts gained during her time as a crown servant, to further her private interests or the interests of others.</p> <p>In addition, Poppy must inform the Permanent Secretary's office if she wishes to undertake any new appointments (whether paid or unpaid) during the 2-year following her last day of service, and we will advise her on whether a further BARs are required. She must do this before accepting any new offer of employment or appointment.</p>

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Full Name of Applicant	Tim Pitt
Title of Former Civil Service Role	Special Adviser
Date Left/Retired from the Civil Service	6 September 2019
New Employer	Flint Global
New Appointment/Employment (including when taken up)	6 November 2019
Department's Decision on Application (including details of any waiting period or other conditions or restrictions applied)	<p>Approved, standard conditions applied.</p> <p>Tim must not draw on any privileged information which was available to him as a Crown servant, nor use the contacts gained during his time as a Crown servant, to further his private interests or the interests of others.</p> <p>In addition, Tim must inform the Permanent Secretary's office if he wishes to undertake any new appointments (whether paid or unpaid) during the 2 year following his last day of service, and we will advise him on whether a further BARs are required. He must do this before accepting any new offer of employment or appointment.</p>

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Full Name of Applicant	Duncan McCourt
Title of Former Civil Service Role	Special Adviser / Chief of Staff
Date Left/Retired from the Civil Service	24 July 2019
New Employer	Brunswick
New Appointment/Employment (including when taken up)	30 September 2019
Department's Decision on Application (including details of any waiting period or other conditions or restrictions applied)	<p>Approved, standard conditions applied.</p> <p>Duncan must not draw on any privileged information which was available to him as a Crown servant, nor use the contacts gained during his time as a Crown servant, to further his private interests or the interests of others.</p> <p>In addition, Duncan must inform the Permanent Secretary's office if he wishes to undertake any new appointments (whether paid or unpaid) during the 2 year following his last day of service, and we will advise him on whether a further BARs are required. He must do this before accepting any new offer of employment or appointment.</p>

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Full Name of Applicant	Philip Graham
Title of Former Civil Service Role	Chief Executive, National Infrastructure Committee
Date Left/Retired from the Civil Service	5 January 2020
New Employer	Greater London Authority
New Appointment/Employment (including when taken up)	5 January 2020
Department's Decision on Application (including details of any waiting period or other conditions or restrictions applied)	<p>Approved, standard conditions applied. To safeguard propriety of this appointment, we have imposed a 2-year ban on lobbying central government on any major infrastructure project with Great London area, or which materially affects the GLA.</p> <p>Philip must not draw on any privileged information which was available to him as a Crown servant, nor use the contacts gained during his time as a Crown servant, to further his private interests or the interests of others.</p> <p>In addition, Philip must inform the Permanent Secretary's office if he wishes to undertake any new appointments (whether paid or unpaid) during the 2 year</p>

	<p>following his last day of service, and we will advise him on whether a further BARs are required. He must do this before accepting any new offer of employment or appointment.</p>
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