

**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- It is important that departments do not publish any information until the applicant has taken up the appointment or employment, or it has been publicly announced.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.

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)

Full Name of Applicant	James Slack
Title of Former Civil Service Role	Director, Cabinet Secretary's Group* (Mar 2021 – Mar 2021) Director of Communications (Nov 2020 - Mar 2021)
Date Left/Retired from the Civil Service	19 th March 2021
New Employer	The Sun Newspaper
New Appointment/Employment (including when taken up)	Deputy Editor-in-Chief 23 rd June 2021
Department's Decision on Application (including details of any waiting period or other conditions or restrictions applied)	James should not draw on privileged information available to him as a Crown servant. Two year lobbying ban. *To avoid any perception of conflict with the future role, upon the offer being made, James was immediately transferred from his original role to another role as outlined above. A three month waiting period, applicable from James' last day in the Civil Service.

**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.

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)

Full Name of Applicant	Shevaun Haviland
Title of Former Civil Service Role	Deputy Director, Business Partnerships
Date Left/Retired from the Civil Service	28 th April 2021
New Employer	British Chambers of Commerce
New Appointment/Employment (including when taken up)	Director General 29 th April 2021
Department's Decision on Application (including details of any waiting period or other conditions or restrictions applied)	Shevaun should not draw on privileged information available to her as a Crown servant. Two year lobbying ban.