



OFFICE OF THE ADVISORY COMMITTEE ON BUSINESS APPOINTMENTS

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March 2022

BUSINESS APPOINTMENT APPLICATION: Peter Jones CMG, former Chief Operating Officer at the Foreign & Commonwealth Office, appointment with the Centre for Political and Diplomatic Studies

1. Mr Jones, former Chief Operating Officer at the Foreign & Commonwealth Office (FCO), sought advice from the Advisory Committee on Business Appointments (the Committee) under the government's Business Appointments Rules for former Crown servants (the Rules) on taking up a role with the Centre for Political and Diplomatic Studies (CPDS) as a Course Director. The material information taken into consideration by the Committee is set out in the annex.
2. The purpose of the Rules is to protect the integrity of the government. Under the Rules, the Committee's remit is to consider the risks associated with the actions and decisions made during Mr Jones' time in office, alongside the information and influence he may offer CPDS, based on the information provided by his former department.
3. The Rules¹ set out that Crown servants must abide by the Committee's advice. It is an applicant's personal responsibility to manage the propriety of any appointment. Former Crown servants are expected to uphold the highest standards of propriety and act in accordance with the 7 Principles of Public Life.

The Committee's consideration of the risk presented

4. As Chief Operating Officer, Mr Jones had responsibility for the operation of the Diplomatic Academy. He notes that for the last two years he was in this role, CPDS had no contracts with the FCO. Though there was a contract in December 2021, he and the FCDO confirmed he had no involvement in this (whilst he was working on project assignments). He did meet with CPDS's founder and Chairman, Dr John Hemery OBE, once, several years ago, in the context of a training course then running at the FCO, and had no subsequent contact with Dr Hemery or CPDS whilst in government service. Therefore, the

¹ Which apply by virtue of the Civil Service Management Code, The Code of Conduct for Special Advisers, The Queen's Regulations and the Diplomatic Service Code.

Committee² considered there is no reason it might be perceived this appointment is a reward for decisions made or actions taken from his time in office.

5. This appointment has a generic overlap with Mr Jones' time at the FCDO, and he would have had access to privileged information which may be seen to be of general use to any organisation, particularly those with an interest in working with the diplomatic services. However, the risk associated with his access to information is limited; it has been 5 months since he left office and last had access to information, and it is relevant that he has an ongoing duty of confidentiality.
6. Mr Jones may deliver training courses to participants from government departments, possibly including the FCDO. Mr Jones will be providing training in policy, strategy and diplomacy. The Committee recognised this is possible whilst using his general knowledge, skills and experience and would not rely on privileged insight, which he is prevented from making use of. As any government officials participating would be doing so at the request of government departments, this contact with officials would be consistent with the Committee's advice and the conditions below.
7. There is a risk associated with Mr Jones' potential influence via his contacts within government, which could be perceived to offer CPDS an unfair advantage.

The Committee's advice

8. The risks above are limited given there is no direct overlap with Mr Jones' policy, regulatory or commercial decision making in office. Though there remains a risk he may be seen to offer CPDS an unfair advantage, particularly in relation to future bids and contracts CPDS may seek with government. The conditions below prevent him from making improper use of his access to information and/or contacts, and the Committee would draw his attention to the condition which prevents him from advising on bids and contracts.
9. The Committee advises, under the government's Business Appointment Rules, that Mr Jones' appointment with the **Centre for Political and Diplomatic Studies** be subject to the following conditions:
 - He should not draw on (disclose or use for the benefit of himself or the persons or organisations to which this advice refers) any privileged information available to him from his time in Crown service;
 - for two years from his last day in Crown service, he should not become personally involved in lobbying the UK government on behalf of the Centre for Political and Diplomatic Studies (including parent companies, subsidiaries, partners and clients); nor should he make use, directly or

² This application for advice was considered by Jonathan Baume; Andrew Cumpsty; Isabel Doverty; Sarah de Gay; Dr Susan Liautaud; The Rt Hon Lord Pickles; Richard Thomas; Mike Weir; and Lord Larry Whitty.

indirectly, of his contacts in the government and/or Crown service to influence policy, secure business/funding or otherwise unfairly advantage the Centre for Political and Diplomatic Studies (including parent companies, subsidiaries, partners and clients); and

- for two years from his last day in Crown service, he should not provide advice to the Centre for Political and Diplomatic Studies (including parent companies, subsidiaries, partners and clients) on the terms of, or with regard to the subject matter of, a bid with, or contract relating directly to the work of the UK government.
10. The advice and the conditions under the government's Business Appointment Rules relate to your previous role in government only; they are separate to rules administered by other bodies such as the Office of the Registrar of Consultant Lobbyists or the Parliamentary Commissioner for Standards. It is your personal responsibility to understand any other rules and regulations you may be subject to in parallel with this Committee's advice.
 11. 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.
 12. 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*'. This Rule is separate and not a replacement for the Rules in the House.
 13. I should be grateful if you would inform us as soon as Mr Jones takes up employment with this organisation, or if it is announced that he will do so by emailing the office at the above address. We shall otherwise not be able to deal with any enquiries, since we do not release information about appointments that have not been taken up or announced. This could lead to a false assumption being made about whether Mr Jones has complied with the Rules.
 14. Please also inform us if Mr Jones proposes to extend or otherwise change the nature of his role as, depending on the circumstances, it may be necessary for him to make a fresh application. Once the appointment has been publicly announced or taken up, we will publish this letter on the Committee's website, and where appropriate, refer to it in the relevant annual report.

Yours Sincerely,

Annex - Material information

The role

1. Mr Jones said he has been offered a paid, part-time appointment with CPDS as a Course Director.
2. Mr Jones described the nature of CPDS's business as '*Training in diplomatic practice, negotiation skills and related areas*'. The company's website says it provides bespoke training, drawing on a global network of expert leaders with decades of hands-on experience. CPDS trains diplomats, civil servants, corporate executives and politicians from organisations and companies around the world.
3. Mr Jones confirmed CPDS delivers professional development courses to a number of government departments including FCDO, BEIS, DEFRA and DIT. These courses are accessed directly through Civil Service Learning (part of the Cabinet Office), for which KPMG is the framework contract holder. Mr Jones said none of these courses are the result of or subject to lobbying by anyone employed by or contracted to CPDS.
4. Mr Jones said his proposed duties would include the following:
 - Serving with colleagues as a self-employed Course Director to deliver online, face-to-face and hybrid training courses in policy, strategy and diplomatic tradecraft for government and devolved administration officials, civil society organisations, academic institutions and corporate entities. Mr Jones said he would be paid on a daily basis for this aspect of the role.
 - Creating and developing new course materials in the fields of his own expertise and interest. Mr Jones said he would be paid on a daily basis for this aspect of the role.
 - Serving on a four-person board of management being created to oversee the current work and future development of CPDS. Mr Jones said these meetings would be held quarterly, and he will receive an honorarium for this aspect of the role.
5. Mr Jones said he may deliver courses to participants from government departments, possibly including FCDO participants. He said participation in course direction for CPDS is limited to the delivery of professional skills development, and that although courses address the skills of effective policy process, they do not offer policy advice.

Dealings in office

6. Mr Jones said CPDS has not conducted any training for the FCO or FCDO in the last 2 years, between 2019 and December 2021. He said CPDS previously

delivered training courses to FCO, having won public tenders over many years from 1993. Following the foundation of the Diplomatic Academy (part of FCO), CPDS liaised with its staff in the preparation, delivery and reporting of a range of courses including political analysis, reporting and briefing, working in the United Nations, human rights diplomacy and crisis management.

7. Mr Jones said he met CPDS's founder and Chairman, Dr John Hemery OBE, once, many years ago, in the context of a training course then running at the FCO. He said he had no subsequent contact with him or CPDS until autumn 2021, after his retirement from the civil service.
8. Prior to this, Mr Jones said Dr Hemery dealt with the Director of the Diplomatic Academy, who reported to him as Chief Operating Officer. This was for the development of earlier CPDS courses for FCO staff under a contract awarded at public tender. He said CPDS administrative staff dealt directly with their FCO contracts in the management and delivery of the training. Mr Jones said he had no involvement in FCO decisions relating to CPDS contracts.
9. Mr Jones said CPDS would be running a new course (Negotiation Skills for Chapter Leads) for FCDO in December 2021. He said this would be via KPMG and was expected to run monthly. PJ said he had no connection with this contract.
10. FCDO confirmed CPDS is currently contracted by KPMG to deliver training to the department's Trade Policy Unit.

Department Assessment

11. The FCDO confirmed the details Mr Jones provided and said it has no reservations about this appointment. The FCDO recommended that this appointment be subject to the standard conditions.