

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- It is important that departments do not publish any information until the applicant has taken up the appointment or employment, or it has been publicly announced.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	Tom Kennedy
Title of Former Civil Service Role	Special Adviser - Media
Date Left/Retired from the Civil Service	6 th September 2022
New Employer	Policy Exchange
New Appointment/Employment (including when taken up)	Director of Communications 3 rd October 2022
Department's Decision on Application (including details of any waiting period or other conditions or restrictions applied)	<p>Approved;</p> <p>Tom must not draw on any privileged information which was available to him as a Crown Servant, nor use contacts gained during his time as a special adviser, to further his private interest or the interests of others. In this respect, privileged means any restricted, sensitive or unannounced information of policy.</p> <p>Tom must inform the Permanent Secretary's office if he wishes to undertake any new appointments (whether paid or unpaid) within 2 years following his last day of service, and we will advise him on whether a further BARs is required. He must do this before accepting any new offer of employment</p>

	<p>or appointment.</p> <p>In addition a lobbying ban of one-year applies from Tom's last day of crown service, during which he must not lobby HM Government.</p>
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Full Name of Applicant	Emma Dean
Title of Former Civil Service Role	Special Adviser to the Chancellor of the Exchequer
Date Left/Retired from the Civil Service	6 th July 2022
New Employer	Portland PR Ltd.
New Appointment/Employment (including when taken up)	Managing Director 14 th November 2022
Department's Decision on Application (including details of any waiting period or other conditions or restrictions applied)	<p>Approved;</p> <p>Emma must not draw on any privileged information which was available to her as a Crown Servant, nor use contacts gained during her time as a special adviser, to further her private interest or the interests of others. In this respect, privileged means any restricted, sensitive or unannounced information of policy.</p> <p>Emma must inform the Permanent Secretary's office if she wishes to undertake any new appointments (whether paid or unpaid) within 2 years following her last day of service, and we will advise her on whether a further BARs is required. She must do this before accepting any new offer of employment or appointment.</p>

	<p>In addition the following restrictions apply:</p> <ol style="list-style-type: none"><li data-bbox="855 174 1406 277">1. A lobbying ban until January 2024 during which Emma must not lobby HM Government.<li data-bbox="855 286 1406 427">2. A ban on working on health and social care issues relating to HM Government for one year after leaving DHSC (until January 2023)<li data-bbox="855 436 1406 501">3. A ban on working on government contracts until January 2024
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Full Name of Applicant	Olivia Booth-Smith
Title of Former Civil Service Role	Special Adviser to the Chief Secretary to the Treasury
Date Left/Retired from the Civil Service	6 th September 2022
New Employer	St James's Place
New Appointment/Employment (including when taken up)	Head of Public Affairs 1 st December 2022
Department's Decision on Application (including details of any waiting period or other conditions or restrictions applied)	<p>Approved;</p> <p>Olivia must not draw on any privileged information which was available to her as a Crown Servant, nor use contacts gained during her time as a special adviser, to further her private interest or the interests of others.</p> <p>Olivia must inform the Permanent Secretary's office if she wishes to undertake any new appointments (whether paid or unpaid) within 2 years following her last day of service, and we will advise her on whether a further BARs is required. She must do this before accepting any new offer of employment or appointment.</p> <p>In addition a lobbying ban of six-months applies from Olivia's last day of crown service, during which she must not lobby</p>

	HM Government.
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