

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- It is important that departments do not publish any information until the applicant has taken up the appointment or employment, or it has been publicly announced.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	Adam Memon
Title of Former Civil Service Role	Special Adviser to the Chancellor of the Exchequer
Date Left/Retired from the Civil Service	26 th January 2024
New Employer	NHS England
New Appointment/Employment (including when taken up)	Director of Demand Insights February 2024
Department's Decision on Application (including details of any waiting period or other conditions or restrictions applied)	<p>Approved; Adam must be immediately removed for all work relating to the NHS and the labour market in the upcoming Spring Budget in March. In addition he should not have access to or be involved in work relating to health spending.</p> <p>Adam 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>Adam 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</p>

	<p>will advise him on whether a further BARs is required. He must do this before accepting any new offer of employment or appointment.</p> <p>Adam must not lobby or engage with HM Treasury on the Spring Budget 24. In addition, a lobbying ban of six-months applies from Adam's last day of Crown Service, during which he must not lobby HM Treasury.</p>
--	--