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**PERSONAL**  
Stephen Gethins



30 May 2013

Dear Stephen

## **BUSINESS APPOINTMENTS APPLICATION**

Thank you for your business appointment application which you sent to the Senior Staff HR Team regarding your plans to set yourself up as an independent consultant. I understand that you intend to provide strategic advice on politics and public affairs to companies and not-for-profit organisations, mainly focused on political public affairs. You already have some work planned with Greenhaus communications, the RSPB and 2020 Renewables.

As you know, under the Advisory Committee on Business Appointments (ACOBA) approval process any applications from former Special Advisers regarding the acceptance of appointments on leaving the Civil Service are referred to the Advisory Committee. The Advisory Committee provides advice to the relevant Permanent Secretary, who makes the final decision based on that advice.

Following advice received from the Advisory Committee, the Permanent Secretary is content to approve your application provided that you observe the following conditions.

- You should not draw on any privileged information that would have been available to you as a Special Adviser.
- A 2 year lobbying ban should apply from your last day of service. As you resigned on 1 January 2013 there are effectively 19 months remaining. Lobbying in this context means that you should not engage in communication with Government - including Ministers, Special Advisers and officials – with a view to influencing a Government decision or policy in relation to your own interests or the interests of the organisation by which you are employed or to whom you are contracted.
- For 6 months from your last day of service (1 month remaining) you should submit a fresh ACOBA application for any commission you accept that would have been within your remit as a Special Adviser.
- For 2 years after your last day of service you must seek confirmation from the Committee that each individual commission is permissible under the terms of your

consultancy before taking it up. If the Committee has concerns you will be asked to submit a fresh application for consideration.

I understand that these conditions have already been mentioned to you and that you indicated that were content in principle.

The Committee has asked that you let them know when you commence the independent consultancy work; a form is attached at Annex A for you to complete and send to them. In line with their usual practice they will then publish brief details and a copy of this letter on the Committee's website at <http://acoba.independent.gov.uk> The Committee has also asked that you let them know if you propose to extend or otherwise change your proposed role as an independent consultant or your commissions with Greenhaus communications, the RSPB or 2020 Renewables because, depending on the circumstances they may ask you to make a fresh application.

I am copying this letter to Claire Hanna at ACOBA for information.

Yours sincerely



**BARBARA ALLISON**  
Director, HROD