

RESTRICTED – PERSONAL
Mr William Morgan

Date: 29 November 2012

Dear *Mr Morgan*

APPLICATION TO ACCEPT AN OUTSIDE APPOINTMENT

I am writing to confirm the outcome of your application to accept a part-time appointment as an Adviser to MHP Communications.

The Department has accepted the advice of the Advisory Committee on Business Appointments (ACOPA) to the Prime Minister that your application be approved subject to the condition that:

- for 12 months from your last day of service, you should not provide advice to your new employer or its clients on any bid or contract directly relating to the work of the Department of Health;
- for two years from your last day of service, you should not become personally involved in lobbying UK Government on behalf of your new employer. In addition, you should make clear in any dealings you have with other organisations with which MHP Communications has or is seeking work involving the health sector, that you are not representing the Department of Health and that you have no special access to the Department.

ACOPAs annual report includes details of the appointments that the Committee has considered. I would, therefore, be grateful if you could let us know when you take up this appointment, or earlier if it is announced, so that ACOPA are able to update their records and deal with any enquiries.

The Business Appointment Rules define lobbying in the following way: "Lobbying in this context means that the former civil servant 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 their own interests, or the interests of the organisation by which they are employed, or to whom they are contracted".

You can also find further information from ACOPA's website - www.acoba.independent.gov.uk

This clearance relates solely to the above appointment, and if you propose to extend or change your role with MHP Communications it may be necessary to seek further permission. Similarly, if you wish to take up any other appointment, within the two years of you leaving the Department, you will need to submit a new application.

As with all Special Advisers, you are required to confirm in writing to the Department that you recognise that you will continue to be bound by the provisions of the criminal law which protect certain categories of information, including the Official Secrets Act, and by your duty of confidentiality owed to the Crown. Please sign and return one copy of this letter as your agreement.

Yours sincerely



STUART VAN-HORNE
HR Operations - Senior Civil Service Unit

Signed _____
William Morgan

Date _____