

Civil Service Commission – advice under the Business Appointment Rules

Points applying to all advice issued by the Civil Service Commission

1. The Commission's advice is not an endorsement of the appointment.
2. The advice and the conditions under the government's Business Appointment Rules relate to the applicant's previous work in government only.
3. The advice and conditions are separate from rules administered by other bodies such as the [Office of the Registrar of Consultant Lobbyists](#).
4. It is an applicant's personal responsibility to understand any other rules and regulations they may be subject to in parallel with the Commission's advice.
5. Former civil servants are also expected to uphold the highest standards of propriety and act in accordance with the Seven Principles of Public Life.
6. Applicants may also be subject to other duties of confidentiality, whether under the Official Secrets Act, the Civil Service Code or otherwise.

Glossary of terms

Terminology	Definition
Business Appointment Rules	See the Business appointment rules for Crown servants .
Lobbying	The former civil servant should not engage in communication with government (including ministers, special advisers and 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 whom they hold office. This does not prohibit contacts, including at a social or party political level which is unrelated to such lobbying. In certain cases, due to the nature of the proposed appointment or employment, the Commission may, at its discretion, recommend that the lobbying ban need not prevent communications with government on matters that are an integral part of the normal course of business for the organisation concerned. The application form prompts applicants to provide the relevant details about the proposed employment or appointment that will assist with the formulation of an appropriate lobbying

	condition.
Privileged information	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.
Level 1 Applications	<p>A less detailed application form and process will be used where the prospective employment or appointment falls into one or more of the following categories:</p> <ul style="list-style-type: none"> • Any unpaid roles. (Roles are not unpaid if there is any reasonable expectation of remuneration – such as salary, bonuses and share options – including where the remuneration will be waived or donated to charity or other recipients in lieu of you receiving it). • Non-executive charitable roles, e.g. trusteeships. (Roles in an executive capacity do not fall into this category and will require a Level 2 application form). • Academic roles, such as teaching, research or peer review. (Paid non-academic roles in educational institutions do not fall into this category and will require a Level 2 application form). • Journalism, e.g. writing a newspaper column. (Corporate or management roles do not fall into this category and will require a Level 2 application form). • Series of media appearances, e.g. television, radio or podcasts. (One-off media appearances do not require any application). • Joining speaking agencies. (One-off speaking engagements do not require any application).
Level 2 Applications	For all other paid roles not covered under Level 1 applications, including proposals to establish consultancies.