



MODEL CONTRACT FOR SPECIAL ADVISERS

Adam Smith

**Cabinet Office
June 2010**

MODEL CONTRACT FOR SPECIAL ADVISERS APPOINTED BY UK MINISTERS

2010

MODEL CONTRACT FOR SPECIAL ADVISERS

This document sets out your principal terms and conditions of employment. It incorporates the written particulars required by the Employment Rights Act 1996 and, together with your offer letter, the *Code of Conduct for Special Advisers* and the *Civil Service Code* (except for those aspects of the Code which are set out at Clause 15c below) and the Staff Guide, constitutes your contract of employment with the Crown.

Names of Parties

Adam Smith (the employee)

Jeremy Hunt MP as the appointing authority for the Crown.

1. Commencement of employment

Your employment begins on 12 May 2010

2. Job title and duties

2a. You are appointed in accordance with Article 3(2) of the Civil Service Order in Council 1995 (as amended) as a special adviser to Jeremy Hunt MP in the Department for Culture, Media and Sport for the purpose of providing assistance to the Minister.

2b. A description of the role and duties of special advisers is set out in the *Code of Conduct for Special Advisers* at Schedule 1 to this contract. You will

carry out your duties in accordance with the *Code of Conduct for Special Advisers* so as to serve the objectives of the Government and the Department in which you are employed.

3. Staff Handbook

The details of your terms and conditions are set out in the A-Z Staff Guide on The Hub.

4. Salary

4a. Your salary is per annum within special adviser pay band 2. You will be paid monthly in arrears by credit transfer to your bank or building society.

4b. There is no entitlement to an annual increase in pay. Any annual increase awarded to you will be paid from 1 April, and will be linked to any movement of the mid-point of the Senior Civil Service pay ranges.

4c. You are not entitled to the payment of any overtime.

5. Performance management and appraisal

Your employment requires performance consistent with the high standards expected of senior members of the Civil Service. Your performance will be subject to regular review, with an opportunity to discuss that performance with Jeremy Hunt MP.

6. Hours of work

6a. You are required to work a minimum (over a 5 day week) of 41 hours, including daily meal breaks of one hour;

6b. You will be required to work additional hours as may from time to time be reasonable and necessary for the efficient performance of your duties.

7. Annual Leave

7a. Your annual leave allowance is 30 days. The detailed rules relating to annual leave are set out in the attached Schedule 2.

7b. Your leave year runs from 12 May to 11 May.

8. Public and privilege holidays

Entitlement to public and privilege holidays is set out in Schedule 2.

9. Sickness

The rules relating to sickness and injury are to be found in the Staff Handbook. These provide for absence on full pay and on half pay, depending on the length of absence and subject to a ceiling on total paid absence within a given period.

10. Pensions

10a. Your appointment is pensionable under the Civil Service pension arrangements from the outset. Your pension choices are:

- **nuvos** - a defined benefit occupational pension scheme that currently has a 3.5% member contribution rate; your employer meets the rest of the cost of the scheme; or
- a **partnership** pension account - this is a stakeholder pension with an employer contribution based on your age. You do not have to contribute, but if you do, your employer will also match your contributions up to 3% of pensionable earnings. You may choose to have the employer contribution under the **partnership** pension account paid to your existing pension account rather than to one of the stakeholder pension providers listed in the starter pack.

10b. You will find full information on your pension choices in the Starter Pack which our distributors will send you shortly. To enable them to send you your Starter Pack we will provide them with your name and home address. The distributors will not use this information for any other purpose. If you do not receive your pack within one week of taking up appointment please contact DWP. They can be contacted on or by emailing

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10c. We will automatically enter you into **nuvos** on appointment unless you return your PensionChoices form at or before your start date. We will deduct contributions from your salary with effect from your start date. If you wish to open a **partnership** pension account and you make your choice within 3 months, we will backdate your choice to your start date. If we do not receive your form within 3 months, you will remain as a member of **nuvos**, unless you subsequently opt out.

10d. You do not have to join the Civil Service pension arrangements. If you opt out, you will build up benefits in the State Second Pension Scheme (S2P) instead. But if you are considering opting out, we strongly recommend that you read the Starter Pack before you make any decision.

10e. Please contact our pensions administrators, who are DWP on 08700 100 597 if you have any questions about the pension arrangements or visit the Civil Service Pensions' website at www.civilservice.gov.uk/my-civil-service/pensions.

10f. Please return your PensionChoices form and the partnership pension application form, if applicable, to Sohll Beeharry in the HR Directorate.

10g. Irrespective of whether you join the Civil Service pension arrangements or opt out, you will be covered by the provisions of the Civil Service Injury Benefit Scheme in the event that your death or an impairment of earning capacity results from a qualifying injury.

10h. You will not be covered during your appointment as a special adviser by the provisions of the Civil Service Compensation Scheme irrespective of whether you join the Civil Service pension arrangements or opt out.

10i. Ill health retirement: in the event that you join either **nuvos** or **partnership** and your health subsequently becomes such that our medical adviser agrees that you should be medically retired, you will be entitled to the ill health retirement benefits provided by the relevant pension arrangement. For this purpose, if you are a member of **nuvos**, you will be treated as serving for a fixed term, expiring at the latest date at which the Administration that appointed you must end (see clause 4 of Schedule 1 to this contract). If you have a **partnership** pension account, the maximum benefits payable cannot exceed the amount that you would have earned had your appointment continued until the date defined above for the purposes of determining the end of the fixed term.

11. Maternity Leave, Paternity and Parental Leave

Details of the provision for maternity, paternity and parental leave are set out in the Staff Guide. The provisions of paragraph 14 will continue to apply if you are on maternity, paternity or parental leave.

12. Special Leave

Details of provision for special leave are set out in the Staff Guide.

13. Place of work

Your place of employment is:

Department for Culture, Media and Sport, 2-4 Cockspur Street, London SW1Y 5DH.

14. Notice and Severance Pay

14a. Because of the power of the Crown to dismiss at will, you are not entitled to a period of notice terminating your employment. However, unless your employment is terminated by agreement, results from any of the circumstances in 14b below or results from disciplinary proceedings, inefficiency or grounds justifying summary dismissal at common law, you will in practice normally be given not less than 3 months' notice in writing terminating your employment. On the expiration of such notice, your employment will terminate.

14b. Your employment will terminate:

- i. at the end of the present Administration; or
- ii. when Jeremy Hunt MP leaves the Government or moves to another appointment; or
- iii. in the event of a UK General Election on the day after Polling Day.

If your employment automatically terminates in any of the circumstances set out in paragraph 14b(i-iii) above, or if you resign on the announcement of a UK General Election, you are entitled to a severance payment calculated in accordance with paragraph 14d. This is subject to your agreement that, should you be reappointed as a special adviser you will receive only a severance payment of an amount equivalent to the pay that you would have received during the period of any gap between the two periods of employment.

- iv. in order to comply with the provisions of the Servants of the Crown (Parliamentary, European Assembly and Northern Ireland Assembly Candidature) Order 1987, as amended, special advisers must resign on becoming publicly identified as a candidate or prospective candidate for election.

14c. If your employment terminates under paragraph 14b (i-iii), or you resign on the announcement of a UK General Election and are subsequently re-appointed as a special adviser, you are required to repay any excess severance set out in paragraph 14b above. If, following re-appointment, your contract is subsequently terminated, and there is entitlement to severance pay, the amount payable in the first year of service will be the amount of severance repaid on re-appointment. For each additional completed year of service following re-appointment you will receive an additional month's pay, subject to a maximum of six months' pay in total. If the amount repaid on re-appointment is less than 3 months' pay, your entitlement will be as set out in paragraph 14d (a).

14d. Severance pay will be calculated as follows:

- (a) if termination occurs at any time during the first year of service, you will receive three months' pay. For each additional completed year of service you will receive a month's pay, subject to a maximum of six months' pay;
- (b) but if you resign on the announcement of UK General Election within 6 months of the commencement of your employment, you will only be entitled to one month's severance pay (unless you are covered by the circumstances in paragraph 14c).

14e. Any severance payment paid under paragraph 14d is non-pensionable.

14f. You may terminate your appointment by giving not less than 5 weeks' notice in writing to Jeremy Hunt MP.

15. Conduct and Confidentiality

15a. You are a servant of the Crown and you owe duties of confidentiality and loyal service to the Crown. You are required to exercise care in the use of official information acquired in the course of official duties and not to disclose, without the specific authorisation of Jeremy Hunt MP information which is held in confidence. An account of the constitutional position is set out in the Staff

Guide The rules governing confidentiality and the use of official information are set out in the Staff Guide. You will be subject to the provisions of the Official Secrets Act 1989. An explanatory leaflet summarising the provisions of the Act has been provided to you.

15b. You are required to abide by the conduct provisions of the Staff Guide including those relating to the declaration of conflicts of interests. The rules which apply to you relating to involvement in political activities are set out in the *Code of Conduct for Special Advisers*.

15c. You are required to conduct yourself in accordance with the provisions of the *Code of Conduct for Special Advisers* and the *Civil Service Code*, except for those aspects which relate to the impartiality and objectivity of the Civil Service and of civil servants. Copies of both Codes have been provided to you.

15d. If you wish to take part in any outside activity where information or experience gained in the course of your work is likely to be relevant, you must first seek permission from the Head of Department.

15e. You will not be entitled to have access to sensitive, security or intelligence reports unless you have been security cleared to the appropriate level. You will not have access to papers relating to civil servants personally. You will also be subject to the rules which apply to Ministers as regards access to papers of a previous Administration. Subject to these exceptions, you may, at the discretion of Jeremy Hunt MP, have access to all papers submitted to Ministers.

15f. You must comply with the rules on the publication of personal memoirs and books based on official experience set out in the Staff Guide. You must not publish or broadcast personal memoirs reflecting your experience in Government, or enter into commitments to do so, while in Crown employment. The permission of the Head of Department and the Cabinet Secretary must be sought before entering into a contractual commitment to publish such memoirs after leaving the Service. You must submit any manuscripts for comment to the Head of Department and the Cabinet Secretary in good time in advance of publication.

15g. Special adviser positions are designated as sensitive posts within departments. As such, you will, as a condition of taking up such a post, be taken to have assigned to the Crown, copyright in any future work which relates to your employment and/or which contains or relies upon official information which came into your possession by virtue of your employment as a special adviser. Where permission to publish the work (or parts of it) is provided by the Head of the Department and/or the Cabinet Secretary, the Crown will reassign copyright in the relevant part of the work. Detailed rules are set out in section 4.2 of the *Civil Service Management Code* and in the Staff Guide.

16. Disciplinary and grievance procedures

16a. Disciplinary matters are dealt with in accordance with the Department's disciplinary procedures, which are set out in the Staff Guide. The inefficiency procedures set out in the Staff Guide do not apply to you.

16b. If you have any grievances relating to your employment, or if you wish to appeal against any decisions or actions which affect you adversely, you must bring this in writing to the attention of Jeremy Hunt MP or the Permanent Secretary.

17. Acceptance of outside appointments

17a. After leaving your employment, you are covered by the Business Appointment Rules which can be found in section 4.3 of the *Civil Service Management Code*, and in the Staff Guide. Under the Rules, you are required to submit an application to the Head of your former Department for any appointment or employment you wish to take up within two years of leaving the Civil Service. All applications are considered by the independent Advisory Committee on Business Appointments. Decisions on applications are made by the Head of Department, based on advice from the Advisory Committee. In addition, any offers of employment while employed as a special adviser should be reported to the Head of Department. It is important that you familiarise yourself with the Rules. Further advice can be obtained from the Head of Department, or the Head of Human Resources.

17b. The further particulars of terms of employment not contained in the body of this contract which must be given to you in compliance with the Employment Rights Act 1996 are given in the attached Schedule 2.

Signed

On behalf of Jeremy Hunt MP

Date 15 July 2010

Signed

Adam Smith

Date 19 July 2010

SCHEDULE 1

CODE OF CONDUCT FOR SPECIAL ADVISERS

1. The employment of special advisers adds a political dimension to the advice and assistance available to Ministers while reinforcing the political impartiality of the permanent Civil Service by distinguishing the source of political advice and support.
2. Special advisers are employed to help Ministers on matters where the work of Government and the work of the Government Party overlap and where it would be inappropriate for permanent civil servants to become involved. They are appointed to serve the Government as a whole and not just their appointing Minister. They are an additional resource for the Minister providing assistance from a standpoint that is more politically committed and politically aware than would be available to a Minister from the permanent Civil Service.
3. The sorts of work a special adviser may do if their Minister wants it are:
 - i. reviewing papers going to the Minister, drawing attention to any aspect which they think has party political implications, and ensuring that sensitive political points are handled properly. They may give assistance on any aspect of departmental business, and give advice to their Minister when the latter is taking part in party political activities;
 - ii. "devilling" for the Minister, and checking facts and research findings from a party political viewpoint;
 - iii. preparing speculative policy papers which can generate long-term policy thinking within the Department, including policies which reflect the political viewpoint of the Minister's Party;
 - iv. contributing to policy planning within the Department, including ideas which extend the existing range of options available to the Minister with a political viewpoint in mind;
 - v. liaising with the Party, to ensure that the Department's own policy reviews and analysis take full advantage of ideas from the Party, and encouraging presentational activities by the Party which contribute to the Government's and Department's objectives;
 - vi. helping to brief Party MPs and officials on issues of Government policy;
 - vii. liaising with outside interest groups including groups with a political allegiance to assist the Minister's access to their contribution;

- viii. speechwriting and related research, including adding party political content to material prepared by permanent civil servants;
- ix. representing the views of their Minister to the media including a Party viewpoint, where they have been authorised by the Minister to do so;
- x. providing expert advice as a specialist in a particular field;
- xi. attending Party functions (although they may not speak publicly at the Party Conference) and maintaining contact with Party members;
- xii. taking part in policy reviews organised by the Party, or officially in conjunction with it, for the purpose of ensuring that those undertaking the review are fully aware of the Government's views and their Minister's thinking and policy.

Status and conduct as temporary civil servants

4. Special advisers are temporary civil servants appointed under Article 3 of the Civil Service Order in Council 1995. They are exempt from the general requirement that civil servants should be appointed on merit and behave with impartiality and objectivity so that they may retain the confidence of future governments of a different political complexion. They are otherwise required to conduct themselves in accordance with the *Civil Service Code*, attached at Annex A. As set out in the *Ministerial Code*, all appointments of special advisers require the prior written approval of the Prime Minister, and no commitments to make such appointments should be entered into in the absence of such approval. Their appointment ends at the end of the Administration which appointed them or when the appointing Minister leaves the Government or moves to another appointment. The responsibility for the management and conduct of special advisers, including discipline, rests with the Minister who made the appointment. It is, of course, also open to the Prime Minister to terminate employment by withdrawing his consent to an individual appointment.

5. Special advisers should conduct themselves with integrity and honesty. They should not deceive or knowingly mislead Parliament or the public. They should not misuse their official position or information acquired in the course of their official duties to further their private interests or the private interests of others. They should not receive benefits of any kind which others might reasonably see as compromising their personal judgement or integrity. They are required to declare details of gifts and hospitality received in accordance with the rules set out in their departmental staff handbooks. Departments will publish on a quarterly basis, information about gifts and hospitality received by their departmental special advisers. Special advisers should not, without authority, disclose official information which has been communicated in confidence in Government or received in confidence from others. The principles

of public life set down by the Committee on Standards in Public Life, at Annex B, provide a framework for all public servants.

6. Special advisers should not use official resources for party political activity. They are employed to serve the objectives of the Government and the Department in which they work. It is this which justifies their being paid from public funds and being able to use public resources, and explains why their participation in party politics is carefully limited. They should act in a way which upholds the political impartiality of civil servants and does not conflict with the *Civil Service Code*. They should avoid anything which might reasonably lead to the criticism that people paid from public funds are being used for party political purposes. The highest standards of conduct are expected of special advisers and, specifically, the preparation or dissemination of inappropriate material or personal attacks has no part to play in the job of being a special adviser as it has no part to play in the conduct of public life. Any special adviser ever found to be disseminating inappropriate material will automatically be dismissed by their appointing Minister.

Relations with the Permanent Civil Service

7. In order to provide effective assistance to Ministers, special advisers should work closely with the ministerial team and with permanent civil servants, and establish relationships of confidence and trust. Special advisers may, on behalf of their Ministers:

- i. convey to officials Ministers' views and work priorities, including on issues of presentation. In doing so, they must take account of civil servants' workloads and any priorities Ministers have set;
- ii. request officials to prepare and provide information and data, including internal analyses and papers;
- iii. hold meetings with officials to discuss the advice being put to Ministers.

But special advisers must not:

- iv. ask civil servants to do anything which is inconsistent with their obligations under the *Civil Service Code*;
- v. behave towards permanent civil servants in a way which would be inconsistent with the standards set by the employing department for conduct generally;
- vi. authorise the expenditure of public funds, have responsibility for budgets, or any involvement in the award of external contracts;
- vii. exercise any power in relation to the management of any part of the Civil Service (except in relation to another special adviser);

- viii. otherwise exercise any statutory or prerogative power;
- ix. suppress or supplant the advice being prepared for Ministers by permanent civil servants although they may comment on such advice.

8. Where any permanent civil servant has concerns about any request coming from a special adviser, they should discuss that concern with their line manager, the special adviser concerned, the Minister's Principal Private Secretary or their Permanent Secretary. If a civil servant feels for whatever reason that he or she is unable to do this then they may wish to raise the concern with departmental nominated officer(s) within the department or direct with the Cabinet Secretary or the Civil Service Commissioners.

9. In order to enable special advisers to work effectively, departments may allocate permanent civil servants to provide support of a non-political nature. Special advisers should not be involved in issues affecting a permanent civil servant's career such as recruitment, promotion, reward and discipline, though their views may be sought as an input to performance appraisals provided these are written by permanent civil servants.

Contacts with the media

10. Special advisers are able to represent Ministers' views on Government policy to the media with a degree of political commitment that would not be possible for the permanent Civil Service. Briefing on purely party political matters must be handled by the Party machine.

11. All contacts with the news media should be authorised by the appointing Minister and be conducted in accordance with the Government Communication Network's *Propriety Guidance - Guidance on Government Communications*.

12. Special advisers must not take public part in political controversy whether in speeches or letters to the Press, or in books, articles or leaflets; must observe discretion and express comment with moderation, avoiding personal attacks; and would not normally speak in public for their Minister or the Department.

Relations with the Government Party

13. Special advisers provide assistance to Ministers on the development of Government policy and its presentation. It is in these two areas of activity that Government and Party may overlap.

14. The Civil Service has no monopoly of policy analysis and advice. The Government takes account of views from many sources of which the Government Party is legitimately one. Although public funds and resources must not be used to support the contribution of such views, the Government may need to liaise with the Party, as it does with others, to obtain a full and accurate understanding of the Party's policy analysis and advice.

15. The Government needs to present its policies and achievements to the public in order to aid understanding and so maximise the effectiveness of its policies, and this is a legitimate use of public funds and resources. It would be damaging to the Government's objectives if the Party took a different approach to that of the Government, and the Government therefore needs to liaise with the Party to make sure that Party publicity is factually accurate and consistent with Government policy. To secure this consistency, the Government will also want to make sure that Party MPs and officials are briefed on issues of Government policy.

16. In providing a channel of communication in these areas of overlap, special advisers paid from public funds have a legitimate role in support of the Government's interest, which they can discharge with a degree of party political commitment and association which would not be permissible for a permanent civil servant. In all contacts with the Party, special advisers must observe normal Civil Service rules on confidentiality unless specifically authorised, in a particular instance, by their appointing Minister.

17. Special advisers must not take part in the work of the Party's national organisation. Most special advisers will resign on the announcement of a General Election. Those who remain in office to work on Government business must take special care to ensure that they do not use official resources for Party political purposes or take any active part in the Election campaign.

18. Subject to the rules on involvement in political activities (paragraphs 19 to 23), where a special adviser wishes to undertake work for a political party which does not arise out of Government business they may do this either in their own time, outside office hours, or under a separate contract with the Party, working part-time for the Government (subject to paragraph 17 above). Detailed rules on their involvement in political activities are set out below.

Involvement in politics in a private capacity: national political activities

19. Special advisers must not take part in national political activities, which are: holding, in a party political organisation, office which impinges wholly or mainly on party politics in the field of Parliament, the Scottish Parliament, the National Assembly for Wales, the Northern Ireland Assembly or the European Parliament; speaking in public on matters of national political controversy; expressing views on such matters in letters to the Press, or in books, articles or leaflets; being announced publicly as a candidate or prospective candidate for Parliament, the Scottish Parliament, the National Assembly for Wales, the Northern Ireland Assembly or the European Parliament; and canvassing on behalf of a candidate for the institutions or on behalf of a political party.

20. In particular:

- i. before a special adviser is publicly identified as a candidate or prospective candidate for Parliament, the Scottish Parliament,

the National Assembly for Wales, the Northern Ireland Assembly or the European Parliament, either by adoption by a political party or in any other way, he/she must first resign their appointment¹;

- ii. if they wish to take part in a General, European or by-election campaign, or to help in a party headquarters or research unit during such a campaign, they must first resign their appointment. If they wish their appointment to carry on during a campaign, they may continue to give assistance to their Minister as before, but they must be careful not to take any active part in the campaign. They should not, for example, take part in public meetings or accompany their Minister to party political engagements which are related to the Election campaign;
- iii. if, with the approval of their Minister, they wish to assist with other party political matters such as a leadership campaign, they may do so while on paid or unpaid leave or at times which do not interfere with their normal duties, for example, out of office hours.

Involvement in politics in a private capacity: local political activities

21. With the approval of their Minister, special advisers may undertake, or continue to undertake, all forms of local political activity, but not local activities in support of national politics. They must comply with any conditions laid down by their Department.

22. Local political activities are: candidature for, or co-option to, local authorities; holding, in a party political organisation, office impinging wholly or mainly on party politics in the local field; speaking in public on matters of local political controversy; expressing views on such matters in letters to the Press, or in books, articles or leaflets; and canvassing on behalf of candidates for election to local authorities or a political organisation.

23. If special advisers take part in local political activities, they must at all times observe discretion, take care to express comment with moderation and avoid personal attacks. In particular, if they serve on a local authority they must adhere to the following points:

- i. they should not speak publicly or in the Council, or vote, on matters for which their Minister has responsibility;

¹ The Servants of the Crown (Parliamentary, European Assembly and Northern Ireland Assembly Candidature) Order 1987, as amended, states that civil servants (apart from those in the "politically free" group) must not issue an address to electors or in any other manner publicly announce themselves or allow themselves to be publicly announced as candidates or prospective candidates for election to Parliament or the European Parliament. Therefore, civil servants must resign from the Civil Service on their formal adoption as a Parliamentary candidate or prospective candidate by a political party.

- ii. they should not serve on any committee considering such matters;
- iii. they should not take part in deputations or other representations to Ministers;
- iv. they should declare an interest in relation to any case or application which comes before the Council in which their Department is involved;
- v. they should observe discretion in relation to policies for which other Ministers are responsible, in order to avoid causing them embarrassment;
- vi. they should not disclose to the Council privileged information obtained in the course of their duties.

Leaving the Civil Service

24. Special advisers are subject to the Business Appointment Rules. Under the Rules, they are required to submit an application to the Head of their former Department for any appointments or employment they wish to take up within two years of leaving the Civil Service. Applications submitted by special advisers are considered by the independent Advisory Committee on Business Appointments. Decisions on applications are taken by the Head of Department based on advice from the Advisory Committee. Details are set out in Section 4.3 of the *Civil Service Management Code*.

25. Civil servants, including special advisers, must not publish or broadcast personal memoirs reflecting their experience in Government, or enter into commitments to do so, while in Crown employment. The permission of the Head of Department and the Cabinet Secretary must be sought before entering into a contractual commitment to publish such memoirs after leaving the Service. They must submit any manuscripts for comment to the Head of the Department and the Cabinet Secretary in good time in advance of publication. Detailed rules are set out in Section 4.2 of the *Civil Service Management Code*.

26. Under the terms of the *Civil Service Code*, special advisers must continue to observe their duties of confidentiality after they have left their employment as a special adviser

June 2010

THE CIVIL SERVICE CODE

Civil Service values

1. The Civil Service is an integral and key part of the government of the United Kingdom¹. It supports the Government of the day in developing and implementing its policies, and in delivering public services. Civil servants are accountable to Ministers, who in turn are accountable to Parliament².

2. As a civil servant, you are appointed on merit on the basis of fair and open competition and are expected to carry out your role with dedication and a commitment to the Civil Service and its core values: integrity, honesty, objectivity and impartiality. In this Code:

- 'integrity' is putting the obligations of public service above your own personal interests;
- 'honesty' is being truthful and open;
- 'objectivity' is basing your advice and decisions on rigorous analysis of the evidence; and
- 'impartiality' is acting solely according to the merits of the case and serving equally well Governments of different political persuasions.

3. These core values support good government and ensure the achievement of the highest possible standards in all that the Civil Service does. This in turn helps the Civil Service to gain and retain the respect of Ministers, Parliament, the public and its customers.

4. This Code³ sets out the standards of behaviour expected of you and all other civil servants. These are based on the core values. Individual departments may also have their own separate mission and values statements based on the core values, including the standards of behaviour expected of you when you deal with your colleagues.

¹ This Code applies to all Home civil servants. Those working in the Scottish Executive and the National Assembly for Wales, and their Agencies, have their own versions of the Code. Similar Codes apply to the Northern Ireland Civil Service and the Diplomatic Service.

² Constitutionally, civil servants are servants of the Crown. The Crown's executive powers are exercised by the Government.

³ The respective responsibilities placed on Ministers and special advisers in relation to the Civil Service are set out in their Codes of Conduct: www.cabinetoffice.gov.uk/propriety_and_ethics.

Standards of behaviour

Integrity

5. You must:

- fulfil your duties and obligations responsibly;
- always act in a way that is professional⁴ and that deserves and retains the confidence of all those with whom you have dealings;
- make sure public money and other resources are used properly and efficiently;
- deal with the public and their affairs fairly, efficiently, promptly, effectively and sensitively, to the best of your ability;
- handle information as openly as possible within the legal framework; and
- comply with the law and uphold the administration of justice.

6. You must not:

- misuse your official position, for example by using information acquired in the course of your official duties to further your private interests or those of others;
- accept gifts or hospitality or receive other benefits from anyone which might reasonably be seen to compromise your personal judgement or integrity; or
- disclose official information without authority. This duty continues to apply after you leave the Civil Service.

Honesty

7. You must:

- set out the facts and relevant issues truthfully, and correct any errors as soon as possible; and
- use resources only for the authorised public purposes for which they are provided.

⁴Including taking account of ethical standards governing particular professions.

8. You must not:

- deceive or knowingly mislead Ministers, Parliament or others; or
- be influenced by improper pressures from others or the prospect of personal gain.

Objectivity

9. You must:

- provide information and advice, including advice to Ministers, on the basis of the evidence, and accurately present the options and facts;
- take decisions on the merits of the case; and
- take due account of expert and professional advice.

10. You must not:

- ignore inconvenient facts or relevant considerations when providing advice or making decisions; or
- frustrate the implementation of policies once decisions are taken by declining to take, or abstaining from, action which flows from those decisions.

Impartiality

11. You must:

- carry out your responsibilities in a way that is fair, just and equitable and reflects the Civil Service commitment to equality and diversity.

12. You must not:

- act in a way that unjustifiably favours or discriminates against particular individuals or interests.

Political Impartiality

13. You must:

- serve the Government, whatever its political persuasion, to the best of your ability in a way which maintains political impartiality and is in line

with the requirements of this Code, no matter what your own political beliefs are;

- act in a way which deserves and retains the confidence of Ministers, while at the same time ensuring that you will be able to establish the same relationship with those whom you may be required to serve in some future Government; and
- comply with any restrictions that have been laid down on your political activities.

14. You must not:

- act in a way that is determined by party political considerations, or use official resources for party political purposes; or
- allow your personal political views to determine any advice you give or your actions.

Rights and responsibilities

15. Your department or agency has a duty to make you aware of this Code and its values. If you believe that you are being required to act in a way which conflicts with this Code, your department or agency must consider your concern, and make sure that you are not penalised for raising it.

16. If you have a concern, you should start by talking to your line manager or someone else in your line management chain. If for any reason you would find this difficult, you should raise the matter with your department's nominated officers who have been appointed to advise staff on the Code.

17. If you become aware of actions by others which you believe conflict with this Code you should report this to your line manager or someone else in your line management chain; alternatively you may wish to seek advice from your nominated officer. You should report evidence of criminal or unlawful activity to the police or other appropriate authorities.

18. If you have raised a matter covered in paragraphs 15 to 17, in accordance with the relevant procedures⁵, and do not receive what you consider to be a reasonable response, you may report the matter to the Civil Service Commissioners⁶. The Commissioners will also consider taking a complaint direct.

⁵The whistleblowing legislation (the Public Interest Disclosure Act 1998) may also apply in some circumstances. The Directory of Civil Service Guidance gives more information: www.cabinetoffice.gov.uk/propriety_and_ethics.

⁶The Civil Service Commissioners' Appeals leaflet gives more information: www.civilservicecommissioners.gov.uk. This Code does not cover HR management issues.

Their address is:

If the matter cannot be resolved using the procedures set out above, and you feel you cannot carry out the instructions you have been given, you will have to resign from the Civil Service.

19. This Code is part of the contractual relationship between you and your employer. It sets out the high standards of behaviour expected of you which follow from your position in public and national life as a civil servant. You can take pride in living up to these values.

June 2006

ANNEX B

The Seven Principles of Public Life

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

SCHEDULE 2

EMPLOYMENT RIGHTS ACT 1996 - PART 1

The following information is given to supplement the information given in the body of the contract in order to comply with the requirements of Part 1 of the Act.

1. Continuous employment

Your period of continuous employment began on 12 May 2010.

2. Annual leave

The number of days' annual leave you are allowed each year depends on your grade and your total length of service. You are entitled to 30 days annual leave per annum.

3. Public and privilege holidays

3.a. The privilege holidays are:

- i) Maundy Thursday (half day).
- ii) Christmas/New Year period (one day)
- iii) The Queen's Birthday holiday (ie either the Friday preceding or the Tuesday after the Spring Bank Holiday).

3.b. You may be required to work on a public holiday or privilege day. If so, you are entitled to time off in lieu.

4. Collective Agreements

There are no service-wide collective agreements in force which affect your terms and conditions.

5. Pensions

A contracting out certificate pursuant to the provisions of the Pension Schemes Act 1993 is in force in respect of your employment.

Department for Culture, Media and Sport

2-4 Cockspur Street
London SW1Y 5DH
www.culture.gov.uk

Tel
Fax

PERSONAL

Adam Smith
Special Adviser
Department for Culture, Media and Sport



department for
culture, media
and sport

host government
department

15 July 2010

Dear Adam,
Appointment as Special Adviser

I am writing to inform you that we have completed the review of your Special Advisor role. The review was conducted in line with Cabinet Office guidance in order to determine the correct pay band and salary level for your post. The evaluation has recommended that your role should be placed at Pay Band 2.

The evidence you have provided shows that your role covers the activities required for a Band 2 role such as commissioning and directing work on new policy thinking, giving direct advice on a range of issues and providing input on behalf of the Secretary of State on senior policy making groups.

Your starting salary will be amended and will be per annum. This will be backdated to your start date of 12 May 2010 and will be paid with arrears in your July salary.

I have also attached your contract and terms of employment and also a Special Advisers Code of Conduct, which the Constitutional Reform and Governance Act 2010 now requires.

Please do feel free to contact me if you have any further queries.

Yours,

Jonathan Stephens
Permanent Secretary



improving
the quality
of life for all

Adam Smith Job Description

Adam's primary role will be to advise the Secretary of State and other departmental Ministers on the political implications of policy development and implementation. He will also play a key part in shaping the Ministerial team's long-term political and policy strategy. His work will cover all aspects of the Secretary of State's portfolio but will be particularly focused on implementing his main policy priorities. He will have regular contact with internal stakeholders, external bodies and colleagues from across Government representing the views and objectives of the Secretary of State.

His role will cover following areas of work –

- Reviewing all submissions to Ministers for issues of a political nature. Highlighting and advising on potential areas of concern and carrying out further research into areas of political sensitivity.
- Producing policy papers on behalf of the Secretary of State that ensure that his key long-term objectives are implemented.
- Representing the views of the Secretary of State with key external stakeholders including industry representatives. Explaining Secretary of State's position on policy issues to the Department's key sponsored sectors.
- Actively involved in policy discussions with other departments, including regular contact with political officials within number 10 and HM Treasury, to ensure that the Secretary of State's priorities are reflected across Government.
- Advising senior officials in the drafting of submissions and policy documents to ensure that the Secretary of State gets all the information he needs and that they reflect the Secretary of State's priorities. This will include giving policy and political steers on issues as required.
- Key role in the drafting of speeches to ensure that they reflect Party positions and include relevant party political content.
- Briefing Secretary of State and other Ministers ahead of Parliamentary appearances.
- Liaising with Parliamentary and coalition colleagues on Departmental policy including providing explanations on policy positions.

Adam will act as a key source of political advice to the Secretary of State on all issues and provide similar support to other Departmental Ministers.

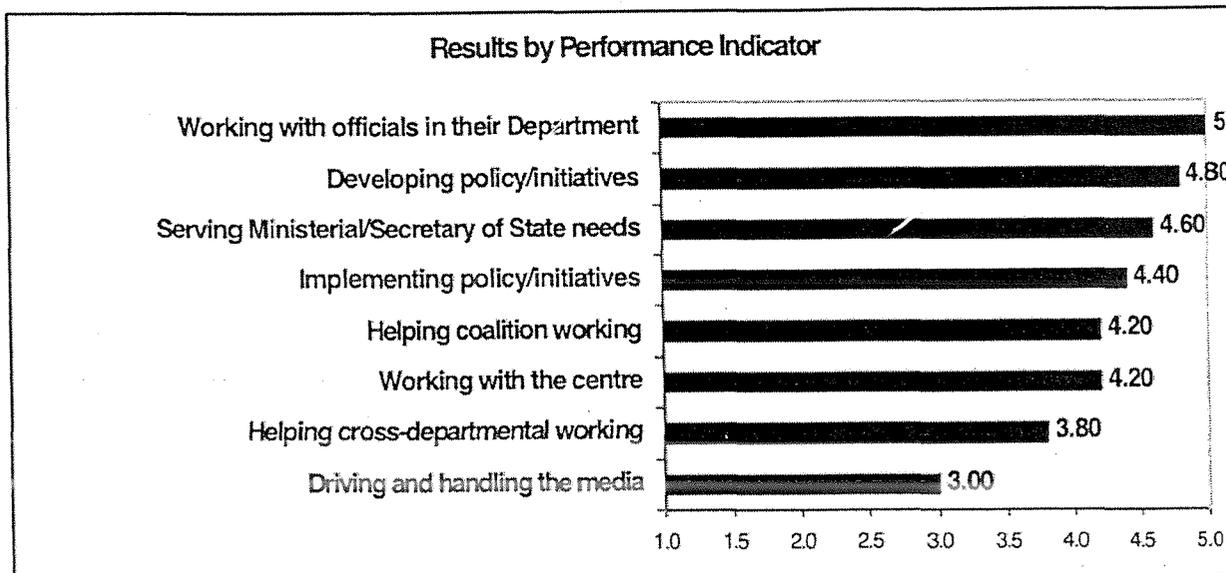
RESTRICTED – STAFF

360° Feedback Report: Adam Smith

Average rating	4.37
Average for all advisers (at 19/01)	4.05
Variation from all adviser average	8%
Number of feedback responses received	5

Key to feedback ratings
 □1 = Needs Improvement
 □2 = Adequate
 □3 = Meets Expectations
 □4 = Strength
 □5 = Exceptional Strength

An impressive report with a majority of commenters rating Adam as exceptionally strong in working with officials, developing policy and serving Ministerial needs. Whilst still often rated as strong, feedback suggest potential opportunity for improvement in cross-departmental working. The score for media work is based on a single feedback as most respondents did not feel able to comment or considered this was not part of Adam's role.



Key successes

“Adam is an effective operator; bright, articulate, insightful, extremely well briefed and an effective communicator. He sees his main task as “getting things done”. To date he has been very effective at achieving it.”

“He is able to be my eyes and ears at meetings I cannot attend and knows exactly what I would want to happen. He is brilliant at handling difficult situations in a civilised way without compromising on core objectives.”

RESTRICTED – STAFF

"An ideal bridge between the department and Ministers, consistently adds value, and has been particularly adept at handling issues between Ministers."

"Adam is an exceptionally strong performer in my view. He provides SoS with really excellent support, and has played a crucial role in the development and implementation of policy. Adam works incredibly constructively with the department – something which is universally recognised and admired internally and has been pivotal in negotiating and liaising with OGDs – particularly No 10 and HMT. He also takes a leading role in working with Lib Dems in a department that doesn't have a Lib Dem ministers and works closely with Don Foster to secure good cross party relationships."

"Overall I don't think we could ask for a SpAd who is more dedicated to his minister or the department, and who makes a real difference across Whitehall. Some of the areas in which I've found Adam's contribution particularly valuable have been:

- managing sensitive and potentially tricky discussions with the BBC around funding and governance*
- working with us, No.10 and HMT in shaping new initiatives around broadband and mobile infrastructure*
- playing a key role sensitive discussions with all DCMS Ministers on Departmental priorities and trade-offs*
- more widely, being an invaluable sounding board on emerging ideas and reactive issues."*

Key areas for improvement

"By his own admission; learn to show interest in topics for which he has none."

"I don't have a huge amount I think he could improve on. He is an invaluable part of my team and both DCMS and the government are lucky to have him."

"No specific areas of concern but his ability to call on a cross Whitehall network, supporting the SoS in his role as Chair of COBR, will be critical as the Department moves in to the Olympic year."

"No major areas. As noted above, I think Adam has steadily developed his contacts and influence across other parts of Government and could look to continue doing that."

Additional feedback by Performance Indicator (where received)

(1) Developing policy/initiatives

"Adam is always available when needed, extremely co-operative in relation to LibDem initiatives and fully engages in debate on them. More generally, Adam has played an important role in the Department in offering effective and informed advice on a wide range of policies and initiatives and in ways of ensuring that they are implemented. He is excellent at engaging with

RESTRICTED – STAFF

external individuals and bodies to gather information, gauge opinions and seek support for government plans."

"He has a brilliant policy mind which he uses over the many different areas DCMS covers. He understands the importance of detail but also gets the big picture."

"Good combination of analytical, evidence-based with good politics. Perhaps best demonstrated through his involvement in the development of broadband proposals."

"Adam brings excellent political and strategic awareness to our policy discussions. He has been extremely astute in reading how Ministers in DCMS and beyond are likely to view proposals, which has been a great help to policy colleagues in shaping recommendations."

(2) Implementing policy/initiatives

"On those occasions where I have seen Adam in action, he plays an important role in ensuring that policy initiatives are driven forward. He liaises well with Departmental officials and those in other Departments and with other appropriate colleagues as well as with external individuals and bodies. Because of his wide range of contacts, he brings useful insights into the problems that others may see with proposed policies or initiatives and can often suggest ways of resolving them to ensure a successful outcome."

"This year in particular has been about implementation. He acts as my eyes and ears in "making things happen." I am very proud of the progress achieved but know it would not have been possible without him."

"Practical and receptive to alternative ways of implementing – demonstrated ability to adapt to circumstance whilst retaining focus on outcome. Particularly important around the sale of the Tote and Olympic Stadium legacy."

"Adam's role is less directly involved with day-to-day implementation but at strategic level he contributes the same kind of constructive, well-judged advice as he does to policy development."

(3) Driving and handling the media

"Not main area of focus but adept and straight when he does."

"Adam provides very helpful advice on communications strategies, as on the substance of policy, although media handling per se has not, as far as I'm aware, been a central part of his role."

(4) Serving Ministerial/Secretary of State needs

"Adam is always available when needed, always has detailed knowledge of issues under discussion and of the key players and is thoughtful, straightforward, frank and, seemingly, unflappable. Other parliamentarians in the DCMS LibDem Parliamentary Policy committee (including the other co-Chair, Baroness Bonham-Carter) speak highly of the help, support and advice offered by Adam."

RESTRICTED – STAFF

"Very good – relied on, listened to, able to challenge when needed."

"It is clear to me that the Secretary of State has a high level of trust in Adam. Adam, in turn, shows a great understanding of the Secretary of State's views which is invaluable in helping us to ensure that we're meeting his objectives."

(5) Working with officials in their Department

"I know officials have found him a pleasure to work with. Clear, decisive and an excellent communicator – but also a nice person people like working with"

"Also very good – good working relations with all, able to convey SofS' agenda and objectives, but listens to advice and intelligently engages with alternative approaches. Got to grips quickly with the civil service 'machine'."

"Adam works extremely cooperatively with officials, operating very much as part of the team. He gives clear and well-judged feedback: he is not afraid to challenge officials' thinking when he has doubts about it, which I welcome, and always does so in a constructive way geared towards achieving shared goals."

(6) Helping cross-departmental working

"While my direct experience of this is limited, on those occasions when I have seen him at work, he is extremely effective. Examples of effective working include in relation to broadband roll-out, the establishment (with BIS) of the Creative Industries Council and on a wide range of Olympic and Paralympic issues."

"Where we have needed to work with other departments, Adam has been very helpful, particularly through the SPAD network."

"His collaborative working style has been key in helping us to manage (and communicate effectively) the challenging messages around the spending review – both to our ALBs and internally (we are delivering a 50% reduction on our own admin budget). This has also been key in managing sensitive cross Government issues such as working with the Wales Office on S4C and supporting John Penrose in securing DEFRA agreement to/delivery of entertainment licensing consultation."

"Internally, his cross department working is also particularly strong – he continues to support officials understanding of how to work with our Ministers, and has engaged closely with recent work getting Ministers to identify their priorities, allowing us to align reducing resource accordingly."

"My perception is that Adam has steadily developed in this area as he has gained experience of working in Government. He seems to have a good network of contacts across Whitehall and has on several occasions used these successfully to help unblock inter-departmental discussions and/or improve our understanding of other Ministers' perspectives."

(7) Working with the centre

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"Again, my direct experience of this is limited but my relevant colleagues in No10 and the Cabinet office speak highly of him and his relationship with them."

"Good relations with key players who trust and like him."

"Again, has demonstrated sound ability to balance needs/interests of the centre with those of the Department, and has played key role in getting us to hugely positive outcomes (with HMT in particular) on both broadband and the Great campaign."

"Adam seems to me to have good relations with counterparts in the Centre and has played a particularly helpful role with No.10 and HMT in shaping various recent announcements around communications infrastructure."

(8) Helping coalition working

"Adam works in a Department with no LibDem Minister. However, he has fully embraced the importance of ensuring that both parties in the coalition are fully briefed and involved in key decisions. He recognises the importance of there being "no surprises" and ensures that all major speeches and announcements are discussed in advance of delivery or publication with relevant "key" players."

"Don Foster enjoys dealing with him!"

"The Dept does not have a Lib Dem Ministers which means in some ways Adam has had to work harder to demonstrate our engagement – he has done through primarily through positive engagement with Don Foster, and has maintained very good relations with the wider Lib Dem spad network."

"From my perspective Adam has built up good contacts with Lib Dem counterparts and has played a key role in making coalition arrangements work in the context of a Department whose Ministers are all Conservatives."

Permanent Secretary
2-4 Cockspur Street
London
SW1Y 5DH
www.culture.gov.uk



jonathan.stephens@
culture.gsi.gov.uk

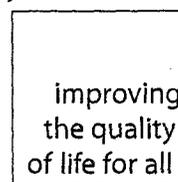


department for
culture, media
and sport

25 April 2012

Dear Adam,

I am so sorry that you
resigned and in these circumstances.
In 30 years in the civil service,
I've seen many special advisors -
you have undoubtedly been the best
and the straightest. You've worked
smoothly and professionally with the
department, people here have
genuinely valued your ideas, insight
and input and, in particular, how



you have presented them and worked so co-operatively. You have given great service to Jeremy. Many people around the department today have said to me how much they have valued working with you and how sorry they are.

How you left today was characteristic of the selfless & self-effacing way you've approached the role. I am so sorry it was inevitably so traumatic. We are thinking of you, and if there is anything I can do to help please do not hesitate to contact me.

With very best wishes,



[Redacted]

From: Adam Smith [Redacted]
Sent: 16 May 2012 10:15
To: Keith Ashby
Subject: Fwd: draft statement

Begin forwarded message:

From: Permanent Secretary <[Redacted]>
Date: 15 May 2012 14:23:34 GMT+01:00
To: "Adam Smith" <[Redacted]>
Subject: FW: draft statement

1/5

[Redacted]
Permanent Secretary
DCMS
[Redacted]

From: [Redacted]
Sent: 25 April 2012 10:52
To: 'Rachel.Hopcroft' <[Redacted]>, Sue.Gray <[Redacted]>
Jeremy.Heywood <[Redacted]>
Cc: OLDFIELD PAUL
Subject: RE: draft statement

All changes agreed except for the first 'I believed'. This is the version we're going with. We're going to issue imminently:

'While it was part of my role to keep News Corporation informed throughout the BskyB bid process the content and extent of my contact was done without direct authorisation from the Secretary of State. I do not recognise all of what Fred Michel said, but nonetheless I appreciate that my activities at times went too far and have, taken together, created the perception that News International had too close a relationship with the department, contrary to the clear requirements set out by JH and the Permanent Secretary. However, I firmly believe that the process was conducted scrupulously fairly, and as a result it is only right for me to step down as Special Adviser to Jeremy Hunt.'

[Redacted]

From: Rachel.Hopcroft <[Redacted]>
Sent: 25 April 2012 10:30
To: [Redacted], Sue.Gray <[Redacted]>, Jeremy.Heywood <[Redacted]>
Subject: RE: draft statement

Do you want to insert "while I believed it was part of my role..." at the beginning?

16/05/2012

From: [redacted]
Sent: 25 April 2012 10:31
To: Hopcroft, Rachel [redacted] Gray Sue - Propriety and Ethics Team
(Cabinet Office); Heywood Jeremy - [redacted]
Subject: FW: draft statement
Importance: High

From: HUNTER, Lisa
Sent: 25 April 2012 10:30
To: [redacted]
Subject: draft statement
Importance: High

While it was part of my role to keep News Corporation informed throughout the BskyB bid process the content and extent of my contact was done without direct instruction from the Secretary of State. I do not recognise all of what Fred Michel said, but nonetheless I appreciate that my activities at times went too far and could be perceived as influencing the process inappropriately. However, I firmly believe that the process was conducted scrupulously fairly, and as a result it is only right for me to step down as Special Adviser to Jeremy Hunt.

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[Redacted]

From: Adam Smith [Redacted]
Sent: 16 May 2012 10:15
To: Keith Ashby
Subject: Fwd: amended statement

Begin forwarded message:

From: [Redacted]
Date: 15 May 2012 15:02:52 GMT+01:00
To: "Adam Smith" [Redacted]
[Redacted]
Subject: FW: amended statement

2/5

[Redacted]
Private Secretary to Jonathan Stephens
Permanent Secretary
DCMS
[Redacted]

From: [Redacted]
Sent: 25 April 2012 10:53
To: 'Rachel.Hopcroft' [Redacted] Permanent Secretary;
'ELlewellyn' [Redacted] 'CMartin' [Redacted] 'SField' [Redacted]
'jheywood' [Redacted]
'sgray' [Redacted] 'COLiver' [Redacted]
Subject: RE: amended statement

Final version from this side (which we will issue shortly):

“While it was part of my role to keep News Corporation informed throughout the BskyB bid process the content and extent of my contact was done without authorisation from the Secretary of State. I do not recognise all of what Fred Michel said, but nonetheless I appreciate that my activities at times went too far and have, taken together, created the perception that News Corporation had too close a relationship with the department, contrary to the clear requirements set out by Jeremy Hunt and the Permanent Secretary that this needed to be a fair and scrupulous process. Whilst I firmly believe that the process was in fact conducted scrupulously fairly, as a result of my activities it is only right for me to step down as Special Adviser to Jeremy Hunt.”

From: Rachel.Hopcroft [Redacted]
[Redacted]
Sent: 25 April 2012 10:47
To: Permanent Secretary; [Redacted] ELlewellyn [Redacted]
CMartin [Redacted] SField [Redacted] jheywood [Redacted]

16/05/2012

Jeremy.Heywood [redacted] sgray [redacted] Coliver [redacted]

Subject: amended statement
Importance: High

All ok with this?

While I believed it was part of my role to keep News Corporation informed throughout the BskyB bid process the content and extent of my contact was done without authorisation from the Secretary of State. I do not recognise all of what Fred Michel said, but nonetheless I appreciate that my activities at times went too far and have, taken together, created the perception that News Corporation had too close a relationship with the department, contrary to the clear requirements set out by Jeremy Hunt and the Permanent Secretary that this needed to be a fair and scrupulous process. Whilst I firmly believe that the process was in fact conducted scrupulously fairly, as a result of my activities it is only right for me to step down as Special Adviser to Jeremy Hunt."

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16/05/2012

MOD300009166

[redacted]

From: Adam Smith [redacted]
Sent: 16 May 2012 10:16
To: Keith Ashby
Subject: Fwd: draft statement

Begin forwarded message:

From: [redacted]
Date: 15 May 2012 14:24:01 GMT+01:00
To: "Adam Smith" [redacted]
Subject: FW: draft statement

3/5

[redacted]
Permanent Secretary
DCMS
[redacted]

From: [redacted]
Sent: 25 April 2012 10:52
To: 'Rachel.Hopcroft' [redacted] Sue.Gray [redacted]
Jeremy.Heywood [redacted]
Cc: OLDFIELD PAUL
Subject: RE: draft statement

All changes agreed except for the first 'I believed'. This is the version we're going with.
We're going to issue imminently:

"While it was part of my role to keep News Corporation informed throughout the BskyB bid process the content and extent of my contact was done without direct authorisation from the Secretary of State. I do not recognise all of what Fred Michel said, but nonetheless I appreciate that my activities at times went too far and have, taken together, created the perception that News International had too close a relationship with the department, contrary to the clear requirements set out by JH and the Permanent Secretary. However, I firmly believe that the process was conducted scrupulously fairly, and as a result it is only right for me to step down as Special Adviser to Jeremy Hunt."

[redacted]

From: Rachel.Hopcroft [redacted]
Sent: 25 April 2012 10:30
To: [redacted] Sue.Gray [redacted] Jeremy.Heywood [redacted]
[redacted] jheywood [redacted]
Subject: RE: draft statement

Do you want to insert "while I believed it was part of my role..." at the beginning?

16/05/2012

MOD300009167

From: [redacted]
Sent: 25 April 2012 10:31
To: Hopcroft, Rachel - Private Offices Group (Cabinet Office); Gray Sue - Propriety and Ethics Team (Cabinet Office); Heywood Jeremy - Private Offices Group (Cabinet Office)
Subject: FW: draft statement
Importance: High

From: HUNTER, Lisa
Sent: 25 April 2012 10:30
To: [redacted]
Subject: draft statement
Importance: High

While it was part of my role to keep News Corporation informed throughout the BskyB bid process the content and extent of my contact was done without direct instruction from the Secretary of State. I do not recognise all of what Fred Michel said, but nonetheless I appreciate that my activities at times went too far and could be perceived as influencing the process inappropriately. However, I firmly believe that the process was conducted scrupulously fairly, and as a result it is only right for me to step down as Special Adviser to Jeremy Hunt.

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[Redacted]

From: Adam Smith
Sent: 16 May 2012 10:16
To: Keith Ashby
Subject: Fwd: draft statement

Begin forwarded message:

From: [Redacted]
Date: 15 May 2012 14:24:12 GMT+01:00
To: "Adam Smith"
Subject: FW: draft statement

4/5

[Redacted]
Permanent Secretary
DCMS

From: [Redacted]
Sent: 25 April 2012 10:44
To: HUNTER, Lisa
Cc: OLDFIELD PAUL
Subject: draft statement
Importance: High

Some requested changes from Heywood

While I believed it was part of my role to keep News Corporation informed throughout the BskyB bid process the content and extent of my contact was done without authorisation from the Secretary of State. I do not recognise all of what Fred Michel said, but nonetheless I appreciate that my activities at times went too far and have, taken together, created the perception that News International had too close a relationship with the department, contrary to the clear requirements set out by JH and the Permanent Secretary. However, I firmly believe that the process was conducted scrupulously fairly, and as a result it is only right for me to step down as Special Adviser to Jeremy Hunt."

I think JS is on his way up...

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16/05/2012

[Redacted]

From: Adam Smith [Redacted]
Sent: 16 May 2012 10:16
To: Keith Ashby
Subject: Fwd: draft statement

Begin forwarded message:

[Redacted]

Date: 15 May 2012 14:24:28 GMT+01:00
To: "Adam Smith" [Redacted]
[Redacted]
Subject: FW: draft statement

5/5

[Redacted]
[Redacted]
Permanent Secretary
DCMS
[Redacted]

From: [Redacted]
Sent: 25 April 2012 10:31
To: Rachel.Hopcroft([Redacted]); Sue.Gray([Redacted])
Jeremy.Heywood([Redacted])
Subject: FW: draft statement
Importance: High

From: HUNTER, Lisa
Sent: 25 April 2012 10:30
To: [Redacted]
Subject: draft statement
Importance: High

While it was part of my role to keep News Corporation informed throughout the BskyB bid process the content and extent of my contact was done without direct instruction from the Secretary of State. I do not recognise all of what Fred Michel said, but nonetheless I appreciate that my activities at times went too far and could be perceived as influencing the process inappropriately. However, I firmly believe that the process was conducted scrupulously fairly, and as a result it is only right for me to step down as Special Adviser to Jeremy Hunt.

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