

Private & Confidential

Rory McCabe
Sent by Ofgem Email

Email: PeopleCentre@ofgem.gov.uk

Date: 7 January 2022

Dear Rory,

I refer to your email of **20 December 2021**, addressed to **Nicholas Blewden**.

I am very sorry to have to accept your resignation and on behalf of Ofgem I would like to thank you for the contribution you have made and wish you well for the future.

Your last day of service will be recorded as **23 January 2022** and your last working day will be **21 January 2022**.

Your annual leave entitlement up to your last day of service has been re-calculated and you have an entitlement of **14 days** including **6.5 days** you carried forward from the previous year between **13 August 2021 – 23 January 2022**. Any balance of unused leave or anticipated leave will be calculated in your final salary at the end of **January**.

Your **P45** will be sent to your home address. To receive your **final payslip**, you must log into **MyHR** before your last day in the office and redirect your e-payslips to your personal email address. If you wish to retain any previous payslips, these must also be re-directed. Please ensure your personal details are correct on **MyHR** including your postal address.

NOTE: you will not be able to access **MyHR** after your last day in the office.

The current details that we hold are as follows:

**13 Ballagan Place
Milngavie
Glasgow
G62 7RQ**

As a civil servant there are a number of on-going matters that you need to be aware of: -

- The Chief Executive of Gas and Electricity Markets is the holder of an office under the Crown. Staff working for his office, the Office of Gas and Electricity Markets, Ofgem, therefore, are subject to the Official Secrets Act 1911 and 1989 under which it is a criminal offence to disclose information without authority.
- Ofgem staff are additionally subject to the obligation in section 105 of the Utilities Act 2000 not to disclose information without authority. Information received by staff in

Internal Only

the course of working for Ofgem also may be subject to an obligation of confidentiality at common law. Breach of obligation could give rise to a claim against the individual in breach of it in damages and for an injunction. **If you need advice now or in the future you should contact Human Resources.**

- Former civil servants are required to seek permission, through Human Resources, before publishing anything, which draws on official information or experience. If you are in any doubt as to whether a particular issue might be caught by this obligation, you should seek the guidance of your HR Business Partner, or the Director of Human Resources.

Civil Service Business Appointment Rules (BAR)

Business Appointment Rules (BAR)

The Rules apply to all serving civil servants and to former civil servants for two years after the last day of paid service. The aim of the rules is to avoid any reasonable concerns that:

- A civil servant might be influenced in carrying out his or her official duties by the hope or expectation of future employment with a particular firm or organisation, or in a specific sector; or
- On leaving the Civil Service, a former civil servant might improperly exploit privileged access to contacts in Government or sensitive information; or
- A particular firm or organisation might gain an improper advantage by employing someone who, in the course of their official duties has had access to:
 - Information relating to unannounced or proposed developments in Government policy, knowledge of which may affect the prospective employer or any competitors; or
 - Commercially valuable or sensitive information about any competitors

You are therefore required to seek approval under the Civil Service Business Appointment Rules for any new appointment or employment for a period of one year after your last day of paid Civil Service employment where your circumstances match one or more of the following:

- You have been involved in developing policy affecting your prospective employer, or have had access to unannounced Government policy or other privileged information affecting your prospective employer, at any time in their last two years in the Civil Service
- You have been responsible for regulatory, or any other decisions, affecting your prospective employer, at any time in their last two years in the Civil Service
- You have had any official dealings with your prospective employer at any time in your last two years in the Civil Service
- You have had official dealings of a continued or repeated nature with your prospective employer at any time during your Civil Service career
- You have had access to commercially sensitive information of competitors of your prospective employer in the course of your official duties

- The proposed appointment or employment would involve making representations to, or lobbying the Government on behalf of a new employer
- The proposed appointment or employment is consultancy work, either self-employed or as a member of a firm, and you have had official dealings with outside bodies or organisations in your last two years in the Civil Service that are involved in your proposed area of consultancy work

Full details of the BAR can be found at: <https://www.gov.uk/guidance/crown-servants-new-jobs-and-business-appointments>.

Attached to this letter is a declaration you are required to sign indicating that you are aware of your obligations under the BAR.

My Civil Service Pensions (MyCSP)

My Civil Service Pensions (MyCSP) administer Ofgem's pension arrangements and if applicable they will be writing to you regarding your pension rights and the potential opportunities to transfer to other schemes. If you wish to contact them for information, their address is My Civil Service Pensions (MyCSP), PO Box 2017, Liverpool, L69 2BU: Telephone 0300 123 1040. If you wish you may also email them at: contactcentre@mycsp.co.uk.

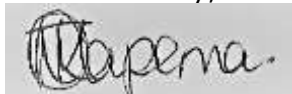
Please refer to: <http://www.civilservicepensionscheme.org.uk/members/what-to-expect/if-you-leave-before-normal-pension-age/> for information on the process for leaving a civil service pension scheme.

On your last day at Ofgem you must return all company property including confidential documents and papers, laptops/tablets/other hardware, mobile phones, office equipment, keys, credit cards/GP cards, security passes etc to the relevant departments. If you fail to do so, Ofgem reserves the right to withhold the whole or part of any wages due to you, up to the market value of the property not returned.

I will contact you closer to your last day to arrange an exit interview, if necessary.

Finally, I would like to take this opportunity to wish you all the very best and also good luck with your future work plans.

Yours sincerely,



Theresa Kapema
HR Administrator
Transformation/People Centre Team

Business Appointment Rules (BAR)
Employee leaving Ofgem and the Civil Service

The Civil Service, as an employer, may place restrictions on any appointment(s) or employment former employees are able to undertake following their employment (for a period of up to two years (normally one year for band A-E)).

The aim of these restrictions is to avoid any reasonable concerns that a Civil Servant may be influenced by outside organisations or provide such organisations with an improper advantage.

The relevant rules are covered in the Civil Service Management Code (section 4.3 and its annexes) at (<http://resources.civilservice.gov.uk/wp-content/uploads/2011/09/CSMC-July-2013.doc>).

You are therefore, under an obligation, to consider the Civil Service Business Appointment Rules for any new appointment or employment for a period of one year after the last day of paid Civil Service employment.

I am aware of my obligations under the Civil Service Business Appointment Rules and the relevant sections of the Civil Service Management Code.

SIGNED:

NAME:

DATE: