

CONFIDENTIAL BY EMAIL

Michael Grade  
Chair

30<sup>th</sup> August 2023

The Rt Hon Michelle Donelan MP  
Secretary of State, Department of State for Digital,  
Innovation and Science  
100 Parliament Street  
London SW1A 2BQ

*Dear Secretary of State,*

**Extension of Non-Executive term of office**

I am writing to request an extension to Ben Verwaayen's second term of office as a Non-Executive Member on the Ofcom Board for a period of up to nine months starting on 1<sup>st</sup> January 2024.

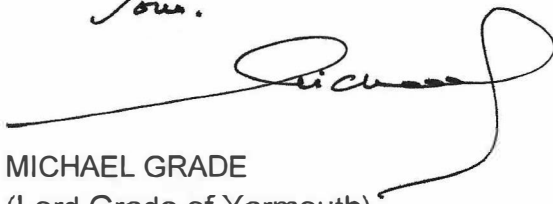
In addition to the three Ofcom Non-Executive roles DSIT are recruiting for currently, the Welsh Government is also running a search supported by Ofcom to appoint a representative for Wales to the Ofcom Board and Maggie Carver will step down as Deputy Chair and Content Board Chair in January. Over the next few months five new Non-Executives will join the Ofcom Board and we will have two Committee Chair roles to fill.

Ben chairs the People Committee and is a telecommunications expert, having been CEO of Alcatel- Lucent and then of BT. He brings extensive business experience and understanding of leading major corporations which is invaluable to Board thinking on strategic issues as well as helping to shape our people strategies.

Extending Ben's term of office would give us cover and stability, including chairing our People Committee, should it not be possible to appoint to all the Ofcom Non-Executive roles by the end of January 2024. Ben is happy to stay on if needed and to step down at the end of December 2023 if not.

We are envisaging a particularly busy year with the Online Safety duties coming on stream so I want to make sure that the Board transition arrangements can be managed smoothly, allowing attention to be focussed on oversight of the organisation and steering it strategically.

*Yours,*



MICHAEL GRADE  
(Lord Grade of Yarmouth)