

**From:** [Name removed]@gatenbysanderson.com >  
**Sent:** 12 April 2021 16:25  
**To:** [Name removed]@gov.wales>  
**Cc:** [Name removed]@gatenbysanderson.com >; [Name removed]@gatenbysanderson.com >; [Name removed]@gov.wales >  
**Subject:** RE: Email 1: Follow up actions - timetable

Many thanks.

Do we know when we will be getting the material from the translator? It's going to be very tight indeed to make these live today at this late stage.

Thanks

[Gatenbysanderson Official]

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**From:** [Name removed]@gov.wales >  
**Sent:** 12 April 2021 16:23  
**To:** [Name removed]@gatenbysanderson.com >  
**Cc:** [Name removed]@gatenbysanderson.com >; [Name removed]@gatenbysanderson.com >; [Name removed]@gov.wales >  
**Subject:** RE: Email 1: Follow up actions - timetable

Good afternoon [Gatenbysanderson Official]

I've received confirmation from the panel members they can make the long list meeting on 10 May and short list meeting on 26 May. I will send you meeting organisers for these tomorrow. I'll also work on the interview dates.

[Welsh Government Official]

Rural Economy & Legislation / Yr Economi Wledig a Deddfwriaeth  
Environment and Rural Affairs Department / Adran yr Amgylchedd a Materion Gwledig  
Welsh Government / Llywodraeth Cymru

My usual working hours are Mon-Fri between 8am and 4pm / Fy oriau gwaith arferol yw Llun-Gwener rhwng 8am a 4pm

**From:** [Name removed]@gatenbysanderson.com >  
**Sent:** 09 April 2021 16:00  
**To:** [Name removed]@gov.wales >  
**Cc:** [Name removed]@gatenbysanderson.com >; [Name removed]@gatenbysanderson.com >;

[Name removed]@gov.wales >

**Subject:** RE: Email 1: Follow up actions - timetable

Thanks [Welsh Government Official]. There will be some quite tight points for us but all do-able. And if we find we have some flex later in the process, great. But yes, we can work to this. Will await your confirmation.

[Gatenbysanderson Official]

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**From:** [Name removed]@gov.wales >

**Sent:** 09 April 2021 12:49

**To:** [Name removed]@gatenbysanderson.com >

**Cc:** [Name removed]@gatenbysanderson.com >; [Name removed]@gatenbysanderson.com >;

[Name removed]@gov.wales

**Subject:** RE: Email 1: Follow up actions - timetable

Hi [Gatenbysanderson Official], my apologies for taking a little longer than I'd expected to get back to you on this.

I've reviewed your preferred timetable against ours, and have suggested dates below in blue which we feel able to accommodate. It's not quite where you would like but I have managed to extend the advert closing by a week. I've also worked in almost a week between advert close and long list meeting and almost two weeks between long list and short list meetings. I'm afraid we can't move it much more than this because until we know who the Minister is and their preferences for working etc, we will need to assume decision before summer recess is necessary. Of course, when we know more about the new government we can review the timetable again.

I'm awaiting confirmation from the panel members that the suggested new dates for meetings will be feasible. And will let you know as soon as I can about this.

I'll get back to you regarding the documents for translation and [Welsh Government Official] will be in touch about the media and contract.

[Welsh Government Official]

Rural Economy & Legislation / Yr Economi Wledig a Deddfwriaeth  
Environment and Rural Affairs Department / Adran yr Amgylchedd a Materion Gwledig  
Welsh Government / Llywodraeth Cymru

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**From:** [Name removed]@gatenbysanderson.com >  
**Sent:** 07 April 2021 15:58  
**To:** [Name removed]@gov.wales >; [Name removed]@gov.wales >  
**Cc:** [Name removed]@gatenbysanderson.com >; [Name removed]@gatenbysanderson.com >  
**Subject:** Email 1: Follow up actions - timetable

Many thanks for the call earlier. I found it really helpful to work through some of the questions we had around the Welsh language requirements and I feel we are in a good place after hearing your advice.

There are a number of things to follow up on and I've chunked these into three emails, hopefully to make it easier to action:

- Email 1 – timetable
- Email 2 – media options
- Email 3 – material for translation

## Timetable

As discussed, you will get best value for money from us if we are able to search for up to four weeks for you. We would certainly never recommend less than three weeks search. The timetable below is what we would see as an optimal timetable from our perspective. I hope I have captured the key elements from your side too in terms of looking at your current timetable and seeing how long you have allowed for subs and decisions. This may be wishful thinking on my part but, bearing in mind the potential for hiatus due to the election outcome, and if you are ok to formalise appointments in early August, this feels do-able and gives both breathing space and time for added value. Allowing the extra time at the start for applications may also go down well with candidates who are navigating emerging from lockdown and all that entails. If we needed to claw some time back, we could close on Friday 30 April and bring everything forward a week but we would just need to take account of Bank Holidays.

Activity	Week	Date
Advert closes	Week 1 (NB: election date)	Fri 7 May Fri 30 April
GatenbySanderson sift of applications (we need a full week from closing)	Week 2	w/c 10 May 4-7 May
Sift (longlist) report sent to Panel (minimum 48 hours reading time for Panel before LL)	Week 3	Mon 17 May 7 May
Longlist meeting	Week 3	Thurs or Fri 20/21 May 10 May
Prelim Interviews with GatenbySanderson (two weeks is optimal for interviews & reports)	Week 4 and 5 (NB: late May BH week)	w/c 24 & 31 May 11-21 May
Shortlist report sent to Panel (minimum 48 hours reading time for Panel before SL)	Week 5	Fri 4 June 24 May
Shortlist meeting	Week 6	w/c 7 June 26 May
Admin and submission prep	Week 7	w/c 14 June 27 May – 4 June
Ministerial approval and interview invites issued	Week 8	w/c 21 June 14 June

Due diligence and referencing	Weeks 9 & 10 (could be one week only providing two weeks of notice for interview)	w/c 28 & 5 July 27-28 May (needs to be done before advice to Min on who to invite to interview)
Interviews	Weeks 11 & 12 (could be one week depending on panel availability)	w/c 12 & 19 July w/c 21 and 28 June
Admin and submission	Week 13	w/c 26 July w/c 5 July
Ministerial approval and offers/rejections	Week 14	w/c 2 August 16 July

[Gatenbysanderson Official]  
Principal Consultant, Central Government

Mobile: [Number removed]

GatenbySanderson  
[www.gatenbysanderson.com](http://www.gatenbysanderson.com)



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