

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

**Sent:** 01 May 2021 09:36

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

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

**Subject:** Re: NRW Board recruitment: long listing

Thanks [Welsh Government Official].

Sent from my iPhone

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On 1 May 2021, at 09:06, [Name removed]@gov.wales wrote:

Good morning [Gatenbysanderson Official]

I've reviewed the folders and can confirm no further CVs or PSs have been uploaded by the Public Appointments Team since I emailed you yesterday. Today I'll start to load them for the panel, but will copy you and [Gatenbysanderson Official] in case there are any queries.

[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 Llyn-Gwener rhwng 8am a 4pm

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

**Sent:** 30 April 2021 18:04

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

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

**Subject:** RE: NRW Board recruitment: long listing

Thanks so much [Welsh Government Official]. I do hope there isn't too much for you to do tomorrow.

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

**Sent:** 30 April 2021 17:45

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

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

**Subject:** RE: NRW Board recruitment: long listing

[Gatenbysanderson Official]

My colleagues in the Public Appointments Team have been uploading applications today, which I have shared to the portal. The team isn't online now, so I think we have everything we're expecting. However, they work around family so may log on again later today to upload so I'll check again in the morning.

I have updated the spreadsheets and double checked all the applicants are recorded in there and applications are shared with you. For information, there are:

Role 1 Cymraeg – 16 applications (no further Welsh language only applications)

Role 2 Sub Ctte Chair – 31 applications

Role 3 – 34 applications

Each role has one application outside of the system, but this is noted on the spreadsheet. I'll confirm in the morning whether there are any further applications.

Speak soon

[Welsh Government Official]

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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:** 30 April 2021 11:21  
**To:** [Name removed]@gov.wales>; [Name removed]@gatenbysanderson.com >  
**Cc:** [Name removed]@gatenbysanderson.com >; [Name removed]@gov.wales>; [Name removed]@gov.wales>  
**Subject:** RE: NRW Board recruitment: long listing

Sorry [Welsh Government Official] – you are absolutely right. We will rely on the portal for the sharing of application material as we will not be downloading to put into reports. ([Gatenbysanderson Official] reminded me!)  
[Gatenbysanderson Official]

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**From:** [Gatenbysanderson Official]>  
**Sent:** 30 April 2021 11:18  
**To:** [Name removed]@gatenbysanderson.com >; [Name removed]@gatenbysanderson.com >  
**Cc:** [Name removed]@gatenbysanderson.com >; [Gatenbysanderson Official]; [Gatenbysanderson Official]  
**Subject:** RE: NRW Board recruitment: long listing

Hi [Gatenbysanderson Official]

Thanks for this. I'll keep you posted on the number of documents we receive in Welsh only. Thank you also for the explanation of the sift. You did indeed go through this as the meeting, my apologies.

It looks like I can stop worrying about papers for the long list meeting – you have it all covered. I don't have access to the applications, other than CVs and personal statements. I have asked the Public Appointments Team to send me on Tuesday, the list of those applying under the guaranteed interview scheme. I have asked for the D&I data by Wednesday. I will load them for you as soon as I receive them.

When we have the full set of applications, I was intending to load them onto the panel's portal for early sight whilst you are working on them. I don't want to complicate or confuse matters - do you have any concerns about this?

[Welsh Government Official]

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Welsh Government / Llywodraeth Cymru

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Llun-Gwener rhwng 8am a 4pm

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

**Sent:** 30 April 2021 10:38

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

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

**Subject:** RE: NRW Board recruitment: long listing

Thanks [Welsh Government Official], that would be really appreciated. It's a tight turnaround next week so the sooner we know the numbers we are dealing with the better. I really appreciate you making the commitment to making these available to us so quickly.

With regard to the application material in Welsh, if it remains at just two candidates I think we will be ok to receive these on Thursday. If we get a late flurry of 20 that may be different!

With regard to longlist sift criteria, we only refer to the criteria in the role description in our sift so there is no additional criteria to share. I think we explained this in the briefing meeting. Each candidate's application will be reviewed against the required criteria and we will write a narrative summary highlighting key aspects of their background, skills and experience and a summary of how we see that reflecting the criteria (or not). My sense was that the panel were very familiar with this process. It is not a mechanistic 'scored' process.

In terms of material we will provide the panel with, we would provide a report for each role comprising:

- The role description/candidate pack
- The aggregate D&I data (*which we don't have – will we be provided with this?*)
- A list of all applicants showing grading
- The sift summaries we write
- Each applicants CV and statement

One other piece of information that we don't have is whether any candidate is applying under the Guaranteed Interview Scheme as that will be included on the online form which we don't have access to. It would also be really helpful to know if we do have any candidates, and which, through that scheme. We will need this to make sure we sift appropriately and also to make sure we are prepared to make any adjustments at the next stage.

With thanks

[Gatenbysanderson Official]

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

**Sent:** 30 April 2021 10:18

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

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

**Subject:** NRW Board recruitment: long listing

Good morning both

As you will have seen, we currently have 55 applications across the three roles. When the advertisement closes this evening, our Public Appointments Team will download them and give me access. Unfortunately, I don't think this will be done before the end of my day, so as discussed with [Gatenbysanderson Official] yesterday I will log on in early tomorrow morning and upload them to the portal.

We currently have one CV and two personal statements in Welsh. As you will expect, we don't have any feeling for the number of further applications we will receive in Welsh. However, due to the sensitivity of data, our Public Appointments Team will need to contact the applicants to seek permission to translate (if they haven't already given permission within in the application). The contract with the translators is set so they receive the applications on Tuesday, with translations due back on Thursday 6 May. I know that is very tight for you, but the translation contract is held centrally. As soon as I receive the translations, I'll upload them. This will be subject to further confirmation from the applicant they are content with the translation. The confirmation can take up to 48 hours to gain, but we do not expect changes to be more than the odd word, rather than changes to the content. Again, I'll confirm back to you as soon as I receive advice from the applicant.

I'm just putting together the plan for papers for the long list meeting. Is it possible you could share with us your long listing sift criteria please? I will include it in the papers for the panel.

Regards

[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  
Cathays Park / Parc Cathays  
Cardiff / Caerdydd  
Tel / Ffon [Number removed]  
Email / Ebst [Name removed]@gov.wales

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