

Timetable

NRW Board Members 2021: Three new appointments and three re-appointments

Completed	ACTION	Date	Responsibility
Planning stage			
Publication stage (5 weeks)			
	Publish advert to WG and Cabinet Office website.	24 Mar	PBU
	Follow publicity plan.	24 Mar	PBU / Sponsor Team / NRW
	Pre-election period commences	25 March	
	Confirm independent assessment panel member.	25 Mar	PBU
	Agree arrangements with assessment panel members.	w/c 29 Mar	Sponsor Team / AAP
	Agree sift matrix and scoring against essential criteria with panel members. If possible to also agree interview questions at this stage.	w/c 19 Apr	Sponsor Team / AAP
	Advert closes	23 Apr	
Sift stage			
	Arrange translation of candidate applications/CVs as appropriate	On arrival	PBU
	Circulate candidate applications to Advisory Assessment Panel (max two working days after the closing date and at least one week before formal sift meeting).	w/c 26 Apr	Sponsor Team
	Election	6 May	
	Panel meeting to longlist potential candidates	tbc 7 May	Sponsor Team / AAP
	Write up longlist report; gain clearances from Panel	10 and 11 May	Sponsor Team
	Panel meeting to shortlist potential candidates	tbc 14 May	Sponsor Team / AAP
	Write up shortlist report and draft MA; gain clearances	w/c 17 May	Sponsor Team / AAP
	Due diligence on candidates proceeding to interview. The findings to be shared with the Minister and panel members as appropriate.	w/c 17 May	Sponsor Team / NRW
	MA and Sift Report to the Minister	w/c 24 May	Sponsor Team

Completed	ACTION	Date	Responsibility
	Approval from the Minister	w/c 24 May	Sponsor Team / PO
Interview stage			
	Invite candidates to interview (1 – 2 weeks before interview date), and issue unsuccessful sift emails, and feedback to those candidates requesting it.	w/c 24 May	PBU
	Agree arrangements with panel members, including interview questions if not already agreed.	w/c 31 May	Sponsor Team / NRW / AAP
	Interviews held	w/c 7, 14 and 21 June	Sponsor Team / NRW / AAP
	Write up panel report and MA; gain clearances	w/c 28 June	Sponsor Team / AAP
	MA and interview report to the Minister.	w/c 28 June	Sponsor Team
	Minister decision of preferred candidates	w/c 5 July	Sponsor Team / PO
APPOINTMENT STAGE			
	Minister writes to successful candidate and encloses terms and conditions (offers are made subject to satisfactory references being received).	w/c 5 July	Sponsor Team / PO
	Issue unsuccessful emails and feedback to those candidates requesting it.	w/c 5 July	PBU
	Acceptances received from successful candidates (including candidate pen picture)	w/c 12 July	Sponsor Team
	Press notice finalised (Liaise with press teams; include name of appointable candidate, remuneration level, political activity, term of appointment)	w/c 12 July	Sponsor Team / NRW
	Public announcement	? during RWS 19-22 July	Sponsor Team / WG Press / NRW
	Draw up Instrument of Appointment, submit to Minister and issue to candidates	July 2021	Sponsor Team
	Appointments Commence	1 Sept	NRW