

**From:** [Name removed]@gov.wales  
**Sent:** 16 April 2021 10:13  
**To:** [Name removed]@gatenbysanderson.com; [Name removed]@gov.wales>;  
**Cc:** [Name removed]@gatenbysanderson.com>  
**Subject:** RE: Email 3: follow up - material for translation

Excellent, many thanks [Gatenbysanderson Official]

[Welsh Government Official]

Datblygu Gwledig & Deddfwriaeth / Rural Economy & Legislation  
Ffôn/Tel: [Number removed]

E-bost: | E-mail: [Name removed]@gov.wales [Name removed]@llyw.cymru

**From:** [Name removed]@gatenbysanderson.com  
**Sent:** 16 April 2021 10:08  
**To:** [Name removed]@gov.wales; [Name removed]@gov.wales>  
**Cc:** [Name removed]@gatenbysanderson.com>  
**Subject:** RE: Email 3: follow up - material for translation

Good morning [Welsh Government Official] and [Welsh Government Official].

Further to my email below, this is now live too:  
<https://www.linkedin.com/jobs/view/2485103937/?capColoOverride=true>

Kind regards  
[Gatenbysanderson Official]

Senior Project Co-ordinator

Direct Dial: [Number removed]

GatenbySanderson  
12 Appold Street, London, EC2A 2AW  
[www.gatenbysanderson.com](http://www.gatenbysanderson.com)



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**From:** [Name removed]@gatenbysanderson.com>  
**Sent:** 15 April 2021 15:57  
**To:** [Name removed]@gov.wales; [Name removed]@gov.wales  
**Cc:** [Name removed]@gatenbysanderson.com  
**Subject:** RE: Email 3: follow up - material for translation

Good afternoon [Welsh Government Official] and [Welsh Government Official].

Please see the below links for advertising for these roles:

GatenbySanderson website

<https://www.gatenbysanderson.com/job/GSe73520>

<https://www.gatenbysanderson.com/job/GSe73523>

<https://www.gatenbysanderson.com/job/GSe73434>

Media links

<https://www.fish4.co.uk/job/10827219/-non-executive-directors/>

<https://swyddi.360.cymru/2021/cyfarwyddwyr-anweithredol-2/>

Diversity Network

<https://www.ethnicjobsite.co.uk/job/20149362/>

<https://www.diversityjobsite.co.uk/jobs/20151176/-Non-Executive-Directors/>

<https://www.disabilityjobsite.co.uk/job-display.php?JobID=20150644>

<https://www.lgbtequality.co.uk/job/7241/>

<https://www.overlookedtalent.co.uk/job/4220/ Non- Executive Directors>

<https://www.disabilitynetwork.co.uk/employment/job/8101/>

<https://www.asianjobsite.co.uk/job/10211/>

Socials

[https://www.linkedin.com/feed/update/urn:li:sponsoredContentV2:\(urn:li:share:6788471077048745984,urn:li:sponsoredCreative:129347674\)?actorCompanyId=46696&viewContext=REVIEWER](https://www.linkedin.com/feed/update/urn:li:sponsoredContentV2:(urn:li:share:6788471077048745984,urn:li:sponsoredCreative:129347674)?actorCompanyId=46696&viewContext=REVIEWER)

<https://twitter.com/GatenbyS/status/1382706753469550600>

Our LinkedIn job postings are not working so this has been escalated, and details will follow as soon as the issue is resolved.

Many thanks

[Gatenbysanderson Official]

Senior Project Co-ordinator

—

Direct Dial: [Number removed]

—

GatenbySanderson

12 Appold Street, London, EC2A 2AW

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

—



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

**Sent:** 14 April 2021 15:13

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

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

**Subject:** RE: Email 3: follow up - material for translation

Hi [Gatenbysanderson Official], please find attached the amended Chair Sub Committee information pack. These have been tweaked to add that we are seeking a Chair for the Finance Sub Committee. They are being uploaded to the WG and Cabinet Office websites this afternoon.

[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

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

**Sent:** 14 April 2021 13:33

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

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

**Subject:** RE: Email 3: follow up - material for translation

Hi [Gatenbysanderson Official], thank you for this. I'll ensure the changes are made to the text of the candidate information pack rather than the title. I'll get the amended one to you soon.

[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:** 13 April 2021 18:14

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

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

**Subject:** RE: Email 3: follow up - material for translation

Thanks [Welsh Government Official]. It may be challenging for us to retitle this on all of the paid-for advertising as it may be a chargeable amend. Do you want us to explore?

We should be able to change on our website at least if you are able to send amended text for us to use?

[Gatenbysanderson Official]

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

**Sent:** 13 April 2021 17:39

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

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

**Subject:** RE: Email 3: follow up - material for translation

Hi [Gatenbysanderson Official], they are all live now. However, we've received a request from NRW to retitle the Sub Committee Chair to reflect the fact that it's the Finance Committee. I'm waiting for the Welsh translation but will get the updated info pack to you asap.

[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:** 13 April 2021 11:57

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

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

**Subject:** RE: Email 3: follow up - material for translation

Wonderful thank you. And we will send the links to the paid for media once they are live too.

[Gatenbysanderson Official]

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**From:** [Name removed]@[gov.wales](mailto:gov.wales)

**Sent:** 13 April 2021 11:53

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

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

**Subject:** RE: Email 3: follow up - material for translation

Hi [Gatenbysanderson Official], please find attached the candidate information packs. I'll let you know when the adverts are live online.

[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](mailto:gatenbysanderson.com)>

**Sent:** 13 April 2021 10:28

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

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

**Subject:** RE: Email 3: follow up - material for translation

Thanks. We want to put the packs on our site as well as linking to yours so that will be great.  
[Gatenbysanderson Official]

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**From:** [Name removed]@[gov.wales](mailto:gov.wales)

**Sent:** 13 April 2021 10:27

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

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

**Subject:** RE: Email 3: follow up - material for translation

Good morning [*Gatenbysanderson Official*], please find attached the final versions of the text for your website and emails etc. I'm sorry I didn't manage to get these over to you sooner.

I need to make some amendments to the Welsh version of the candidate packs and will get these to you as soon as I can, and will let you know when they have been updated on the WG website.

[*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](mailto:[Name removed]@gatenbysanderson.com)>

**Sent:** 13 April 2021 09:16

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

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

**Subject:** RE: Email 3: follow up - material for translation

Hi [*Welsh Government Official*],

I know you are waiting in colleagues to confirm the proofing of these documents but we would like to get them live on our site this morning and the advertising placed as we don't want to lose any more time if we can avoid it? If you can get us the revised candidate packs and the confirmed text asap we would be very grateful.

Thanks

[*Gatenbysanderson Official*]

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

**Sent:** 12 April 2021 18:24

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

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

**Subject:** RE: Email 3: follow up - material for translation

Just to confirm that we are good to go as soon as we get the final material and candidates packs.  
Julie

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

**Sent:** 12 April 2021 16:27

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

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

**Subject:** RE: Email 3: follow up - material for translation

[Gatenbysanderson Official]

I've received the translations for the documents, but need confirmation of the change to the line about the location. I'm trying to find someone to proof read them as soon as possible. However, in the meantime I thought you would wish to receive what I have so far. I've left the tracked changes in so you can see what I've done.

As we have a full panel agreed now, and a change to the closing date, our Public Appointments Team will need to upload the adjusted candidate information packs. I'm also awaiting the proof read changes on the candidate information documents. I'll let you know when they are done.

[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 15:58  
**To:** [Name removed]@gov.wales>  
**Cc:** [Name removed]@gatenbysanderson.com>; [Name removed]@gatenbysanderson.com>;  
[Name removed]@gov.wales>  
**Subject:** RE: Email 3: follow up - material for translation

This is fine, thank you. We will wait to receive.  
[Gatenbysanderson Official]

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**From:** [Name removed]@gov.wales  
**Sent:** 09 April 2021 12:55  
**To:** [Name removed]@gatenbysanderson.com>  
**Cc:** [Name removed]@gatenbysanderson.com>; [Name removed]@gatenbysanderson.com>;  
[Name removed]@gov.wales  
**Subject:** RE: Email 3: follow up - material for translation

Hi [Gatenbysanderson Official]

To confirm, I've sent the documents to our translators, asking for the work to be completed on Monday. I hope that is OK for you.

We've reviewed the language around the location, and agreed some changes with [Welsh Government Official]. I'm working on an amended version of the candidate information pack and advert, to include your mailbox address and the extended deadline, so I'll review the documents you sent over to reflect these changes.

Please let me know if you need anything further.

[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 Llundun-Gwener rhwng 8am a 4pm

**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 3: follow up - material for translation

**And finally....**

### **Material for translation**

Thank you so much for arranging this for us. All of the material we require translating is in the attached Word documents as follows:

- One short automated response for the mailbox we will use to promote contact and three short emails that our search team will use when proactively contacting candidates. (file: *Emails for translation x 4*)
- Three 'role summaries' for use on the GatenbySanderson website – each of these will link to the corresponding Welsh Gov role page and will also contain the candidate packs. **Please also review and confirm you agree the copy or advise of amends for this.** (file: *GSe73523 Draft web text Board sub*)
- One advertisement which would be used for any paid for media if you opt for that. **Please also review and confirm you agree the copy or advise of amends:** (file: *NRW 3 x NEDS Draft*)

### **Query**

In drafting the web text, just one final query arose. The candidate pack and role pages state “The role can be located anywhere in Wales”. I know we clarified when we spoke that candidates do not need to live or be based in Wales but wanted to double-check this as the text risks implying the candidate does need to be based in Wales? Please can you confirm? Thanks

[Gatenbysanderson Official]

Principal Consultant, Central Government

Mobile: [Number removed]

GatenbySanderson

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



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