

From: Jones, Leighton (OFMCO - HR-Expert Services)
Sent: 06 November 2015 15:06
To: Watkins, John (ESNR-Environment-Land Nature & Forestry); Melanie Doel; Caerwyn Roberts (Eryri npa); Ruth Hall
Cc: Kennedy, Emily (ESNR-Environment-Land Nature & Forestry)
Subject: Appointment of Members to Brecon Beacons & Snowdonia National Parks Authorities

Panel members

We have received a total of 62 applications and are broken down below.

Brecon Beacons – 40

Snowdonia – 22

The applications are all available on-line.

Brecon Beacons - 37 were made on line but 3 were received by email – candidate numbers 9673, 9675 & 9676 – these will be sent by hard copy post.

Snowdonia - 20 were made on line but 2 were received by email / hard copy– candidate numbers 9674 - this will be sent by hard copy post.

Snowdonia only - 6 applications, for candidate numbers 9511, 9582, 9493, 9568, 9619, 9532 & 9336, were submitted in Welsh. They are being translated and will be sent to you once this has been completed.

You will have received your user name and password from myself.. When you first log in, you will be asked to enter a new password. Your username is your email address.

A guide for panel members on carrying out the sift process on the on-line public appointments system was sent to you by Ingrid Watson of Eliesha – please contact her on 029 2066 3890 or email ingrid.watson@elieshawales.com if you have any queries about the e-learning module.

If you need help or have any questions regarding accessing the Appoint system please contact the Appoint team on 029 2082 5454 or email Appoint@wales.gsi.gov.uk.

One benefit of the on-line system is a reduction in the amount of paper used. The applications can be viewed on-line and Public Appointments Unit (PAU) will not provide hard copies for the sift. However the panel will probably want access to one set of application forms at the sift meeting. If you want PAU to provide a set of applications please let us know in plenty of time. However if a panel member has already printed off a set those copies should be used at the meeting to save paper.

We also expect panel members to print off copies of the sift matrix attached to this email as we will not provide hard copies. Again if this creates any difficulty, please let us know as soon as possible.

I also attach:

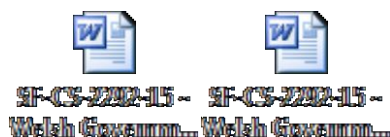
- sift matrices for the posts



(Doc 1a)

(Doc 1b)

- the Information for Candidates, which includes the role descriptions and person specifications



(Doc 1c)

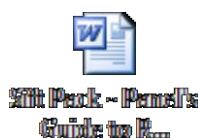
(Doc 1d)

- the advert



(Doc 1e)

- and a guide to the sift panel's responsibilities



(Doc 1f)

The Commissioner for Public Appointments has also produced an Aide Memoire for Panel Members. Although it is written from the perspective of making chair appointments, where the panel is chaired by a Public Appointments Assessor, much of the information is also relevant member appointments. Here is a copy.



(Doc 1g)

The sift meeting will take place on Tuesday 10 November (Snowdonia) and Friday 13 November (Brecon Beacons).

Candidates are asked to provide the names of two referees. References are often of limited value and there are a number of options available. The panel will wish to consider whether;

- references should be requested for all shortlisted candidates prior to interview;
- should be requested only for the appointed candidate/s (and the appointment/s made subject to satisfactory references; or
- references are not required; and

PAU will need too be informed so that appropriate action can be taken.

The Code requires that, if you know any of the candidates, this fact must be declared (together with the nature and extent of any relationship with a candidate). These declarations should be made at the sift meeting and entered on-line. If you, or the candidate, is concerned about the closeness of the connection or the connection may be perceived as constituting a conflict of interest, then you must **not** take an active part in any sifting process relating to, or interview of, the particular candidate or step down from the sift panel. Any declarations must also be noted in the sift report.

The Code also states that no panel member should have any private discussions or meetings with individual candidates (whether private or public, for example, for the purpose of providing information about the appointment) in the intervening time between the application for appointment and the interview in case there is any suggestion or perception of impropriety, such as canvassing or soliciting favours, or trying to gain any advantage.

Regards

Leighton

Leighton Jones

[Yr Uned Penodiadau Cyhoeddus](#) / Public Appointments Unit

[Swyddfa'r Prif Weinidog a Swyddfa'r Cabinet](#) / Office of the First Minister and Cabinet Office

[Llywodraeth Cymru](#) / Welsh Government

[Parc Cathays](#) / Cathays Park

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