

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

From: [Redacted]
Sent: 07 September 2021 14:25
To: [Redacted]
Cc: [Redacted]
Subject: RE: Advice on shortlisting 387-[Redacted]-4590-LH

[Redacted]

I have had a chat with [Redacted] and we have agreed to tweak the eligibility criteria in the advert text as per the attached and then re-advertise for a further 2 weeks.

We have agreed that we will email the existing candidates with the following message:-

It has been brought to our attention that there were some unforeseen consequences as a result of the advert text in the role that you have applied for which may have dissuaded older applicants from applying. As a result we have taken the opportunity to revise the advert text and re-advertise this vacancy for a further 2 weeks. Please be assured that your current application will be moved across to the new vacancy and you do not need to reapply for this role.

[Redacted]

From: [Redacted]
Sent: 07 September 2021 13:31
To: [Redacted]
Cc: [Redacted]
Subject: FW: Advice on shortlisting 387-WC-4590-LH

Dear [Redacted] I have spoken to [Redacted] and had further helpful additional advice to supplement that below. I think we need to re-advertise. I'd welcome an opportunity to speak to you as to how we might expedite this so that we can progress swiftly with the reworded advertisement. I would also like to find a way to reconcile this with our existing process, notify the candidates and indicate that they do not need to re-apply etc etc.

[Redacted]

[Redacted]

[Redacted]

From: [Redacted]
Sent: 07 September 2021 12:01
To: [Redacted]
Cc: [Redacted]

Cc: [REDACTED]
Subject: RE: Advice on shortlisting 387-WC-4590-LH

[REDACTED]

Can you send me the JD and person spec please? A number of assumptions being made [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Sent: 06 September 2021 16:03
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Advice on shortlisting 387-WC-4590-LH

[REDACTED]

Would you mind providing an update as this vacancy is currently on hold pending your advice?

From: [REDACTED]
Sent: 06 September 2021 15:09
To: [REDACTED]
Subject: RE: Advice on shortlisting 387-WC-4590-LH

[REDACTED], I wondered if we had any guidance on this. [REDACTED] is now on leave but I have picked this up and we are hoping to make progress following our shortlisting which has been complete for a couple of weeks now.

From: [REDACTED]
Sent: 01 September 2021 14:33
To: [REDACTED]
Subject: RE: Advice on shortlisting 387-WC-4590-LH

[REDACTED]

Our EDI lead was only back from leave yesterday, however [REDACTED] has committed to providing advice by the end of the week.

From: [REDACTED]
Sent: 01 September 2021 12:03
To: [REDACTED]
Subject: RE: Advice on shortlisting 387-WC-4590-LH

Hello [REDACTED], I am back from leave and just picking this up. I'm keen to make progress soon if we can proceed with our assessment or indeed if we have to start again from scratch. Have you been able to get any definitive advice on whether we can go ahead?

[REDACTED]

From: [REDACTED]
Sent: 26 August 2021 12:52
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: Advice on shortlisting 387-WC-4590-LH

Thank you - that's great! Completely understand - we want this to be a fair process

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

A close up of a sign Description automatically generated



From: [REDACTED]
Sent: 26 August 2021 12:46 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Advice on shortlisting 387-WC-4590-LH

[REDACTED]

Yes of course [REDACTED] can email and just say that the we are looking to reschedule the date and will be in contact in due course.

With regards to the specific challenge it does require some fairly complex HR advice. Unfortunately, [REDACTED] the Trusts EDI lead is on leave this week but will be on Tuesday and will be able to advise at that point.

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: 26 August 2021 12:42
To: [REDACTED]; [REDACTED]
Cc: [REDACTED]
Subject: Re: Advice on shortlisting 387-WC-4590-LH
Importance: High

[REDACTED]

Following on from my last email, I have had a chance to discuss this with [REDACTED] and we have decided not to go ahead on 03-SEP-2021. This date was not advertised anywhere so should not be problematic.

We wondered though whether it would be possible to send a message to all candidates acknowledging the delay and telling them not to assume they have not been shortlisted but that we will aim to let people know as soon as possible? Is that something that could be managed your end?

[REDACTED]

