

AS

Butts, Hywel (ESNR-Planning)

From: Correspondence mail - HB
Sent: 13 July 2018 15:27
To: Bolton, Helen (NR - Planning Directorate); Hemington, Neil (ESNR-Planning);
Ministerial Correspondence - Planning
Subject: HB/00699/18 Ministerial Correspondence Due 25/07/2018 Drafting required
ScannedMail linked to
Attachments: LG0133918_Incoming_0.msg; LG0133918_Other_0.msg; HB Ministerial
Template.docx

To note this has been transferred from an LG to a HB.

Please find attached correspondence dated 11/07/2018 about Drafting required from Max Wallis

Will you please provide a cleared draft reply for the Minister as an iShare reference to **Correspondence Mail (E-MAIL SENT TO ANY OTHER E-MAIL ADDRESS DOES NOT COUNT AS RETURNED)** using the attached template only by 5pm on 25/07/2018

This correspondence is linked to the following previous correspondence (PLEASE NOTE, IF NOTHING IS LISTED, WE HAVE NOT IDENTIFIED ANY PREVIOUS CORRESPONDENCE)

Please refer to the following guidance if you require any help:

GDPR and the handling of personal data :

<https://intranet/English/Information/Protecting/PersonalAndPrivacy/General-Data-Protection-Regulations/Pages/Welcome.aspx>

General correspondence Guidance <https://documents.hf.wales.gov.uk/id:A711383>

Style guide and help with drafting <https://documents.hf.wales.gov.uk/id:A706768>

If the correspondence is not for you <https://documents.hf.wales.gov.uk/id:A707144>