

From: [REDACTED]
Subject: Re: A few last questions
Date: 05 May 2021 10:10:00

Hi [REDACTED]

Aw, how lovely! Sounds like you had a lovely weekend. I stayed local but managed to go on a few long walks which is always good.

Aw, no need to apologise, I admire how keen you are so that's absolutely fine. Just to let you know, I wasn't able to directly reply to your email as it 'lost the formatting' and it wouldn't allow me to paste any screen-prints so I'm replaying to your email from 03/05/2021 'A few last questions'.

In terms of [REDACTED] and where to download the **electronic form**, please follow these steps:

1. Go to the Portal
2. Search for the participant
3. Once you found participant's record → View Details → View This Enquiry
4. At the bottom of the page, you can see all Tasks related to this participant and the electronic form is right at the bottom (I don't think this is always the case, I think it can appear at random within this list).

Target Date	Completed Date	Task Type	Time Spent (Hrs)	Notes	expand	Partner	Contact Details	Staff Details	Attachments	Alert	Edit
28-04-2021	28-04-2021	Evidence - Right to Live & Work in UK	0	PP Verified VP 29/04/2021		The Recruitment Junction					
28-04-2021	28-04-2021	Evidence - Age	0	PP Verified VP 29/04/2021		The Recruitment Junction					
28-04-2021	28-04-2021	Evidence - Unemployment	0	POA but not economic status - DWP referral con confirm address, DOB and status eg what reg...		The Recruitment Junction					
28-04-2021	28-04-2021	Evidence - Address	0	POA included in DWP referral (not certified) VP 29/04/2021		The Recruitment Junction					
28-04-2021	28-04-2021	Participant Registration Form	0	Need signed form		The Recruitment Junction					
Total: 0											

[REDACTED]

[Add New Task / Stages](#)

[Back to Interactions](#)

[Alert](#)

5. Open 'form2.pdf' and download it on your drive. You will then need to log in on [REDACTED], upload the form and mark the sections you want to be completed by the participant.
6. Once the signed form is returned, you can upload it on [REDACTED] by clicking on 'Add New Task/Stages' button and choosing 'STAGES' and then Signed Participant Reg. Form from the drop-down menu:

Task details

Task Type:^{*}

Make Private

Type of Task:^{*}

Date of Task:^{*}

Date of Completion:

Time Spent (Hrs)

Contact:

Notes:

Task

Stages

-- No Selection --

- Participant Registration Form
- Participant Result Form
- Evidence - Right to Live & Work in UK
- Evidence - Age
- Evidence - Address
- Evidence - Unemployment
- Evidence - Inactive
- Evidence - Employment Gained
- Evidence - Self Employment Gained
- Evidence - Education/Training
- Evidence - Job Search
- Signed Participant Registration Form
- Signed Participant Result Form

Attachment:

Hope this makes sense, if not- let me know and perhaps we can have a chat .

With regards to the 'jobless household' question – here's how I understand it:

Ex. If a household comprises of just 1 adult who is unemployed/inactive, then we would record them as → jobless household (plus they would also fall under the other disadvantage sub-set categories: lone parent and participant who lives in a jobless household with dependent children (if applicable); Ex. If a household comprises of 2 adults where 1 party is unemployed/inactive and the other is in employment, then I would tick 'no' → participant does not live in a jobless household.

Table 14 – Indicators related to household situation – does say that a 'jobless household' is defined as: no household member is in employment, i.e. all members are either unemployed or inactive.

In terms of my phone number, I don't have a work phone hence no contact number is currently listed in my signature. The projects tend to call me on Teams (you don't need to set up a meeting, there's a call functionality and you can just give me a call any time you would like to speak to me). If I can pick up due to a meeting etc, send me a quick message on chat and I'll get back to you as soon as I can.

Alternatively, you can give me a ring on my personal number [REDACTED]

Just to let you know, I'm on a tight deadline to complete programme wide reporting, so I might be a bit slow on reply till the end of the week. Hope that's okay. End of the quarter is always a mad rush with paperwork...

Cheers,

[REDACTED]

[REDACTED]

Phone:

E-mail: [REDACTED]

Newcastle City Council
City Futures Directorate
Economic Development Unit
Civic Centre, 9th floor
Newcastle upon Tyne, NE1 8QH www.newcastle.gov.uk



European Union

European Structural
and Investment Funds