

From: [REDACTED]
To: [REDACTED]
Subject: RE: CLLD PIV
Date: 30 March 2021 09:24:00
Attachments: [image007.png](#)

Hi [REDACTED]

Just to let you know, I've added you and the rest of the colleagues (except [REDACTED] to Teams – you will have received an email from Teams asking you to accept Terms and Conditions. Once it's done, you'll get access to the project Team.



[REDACTED]
Programme Support Officer
Economic Development Team

Newcastle City Council • Website: [REDACTED]
9th Floor Civic Centre • Phone: [REDACTED]
Barras Bridge • e-mail: [REDACTED]
Newcastle upon Tyne
NE1 8QH

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From: [REDACTED] @therecruitmentjunction.com>
Sent: 29 March 2021 15:47
To: [REDACTED] @newcastle.gov.uk>
Subject: RE: CLLD PIV

Thanks [REDACTED]. All of them would be part of the Team except [REDACTED] and all their emails follow the same format of firstname.lastname@therecruitmentjunction.com

Thank you!

From: [REDACTED] @newcastle.gov.uk>
Sent: 29 March 2021 15:45
To: [REDACTED] @therecruitmentjunction.com>
Subject: RE: CLLD PIV

Hi [REDACTED],

Thanks for accepting the invitation. I'm in the process of setting up a Team for the Recruitment Junctions and once this is complete, I'll add you and [REDACTED] to your project team. I'll upload all the templates and user guides to Teams so you'll get access to all the paperwork, this is also the place where all the financial claims should be uploaded for me to review.

Can you please confirm if [REDACTED], [REDACTED] and [REDACTED]
[REDACTED] need access to the Team as well as Evolutive? If so, can you please send
me their email addresses?

Cheers,
[REDACTED]

[REDACTED]
[REDACTED]
Economic Development Team

Newcastle City Council • Website: <http://www.newcastle.gov.uk>
9th Floor Civic Centre • Phone: [REDACTED]
Barras Bridge • e-mail: [REDACTED]
Newcastle upon Tyne
NE1 8QH

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From: [REDACTED] [@therecruitmentjunction.com>
Sent: 29 March 2021 14:23
To: \[REDACTED\] \[@newcastle.gov.uk>
Subject: RE: CLLD PIV\]\(mailto:@newcastle.gov.uk\)](mailto:@therecruitmentjunction.com)

Thanks [REDACTED]

For [REDACTED] access, it would be [REDACTED]
and [REDACTED].

Could we take an appointment at 2pm on Wednesday 7th please – and it will be [REDACTED] and myself.

As we start to familiarise ourselves in advance, can I confirm we have the latest documents already – I attach here the candidate registration form [REDACTED] sent over that needs completing, and the Handbook gives details of which forms of ID they need to provide. If there are any additional sign-up forms, it would be good to already receive those by 1st April.

Many thanks

[REDACTED] y

From: [REDACTED] [@newcastle.gov.uk>](mailto:@newcastle.gov.uk)

Sent: 29 March 2021 12:43

To: [REDACTED] [@therecruitmentjunction.com>; \[REDACTED\]](mailto:@therecruitmentjunction.com)

[REDACTED] [@therecruitmentjunction.com>](mailto:@therecruitmentjunction.com)

Cc: [REDACTED] [@newcastle.gov.uk>; \[REDACTED\]](mailto:@newcastle.gov.uk)

[REDACTED] [@newcastle.gov.uk>](mailto:@newcastle.gov.uk)

Subject: RE: CLLD PIV

Hello [REDACTED],

My name is [REDACTED] and I'll be your [REDACTED] on your project – I'll be your first point of contact in terms of the paperwork required for claims and outputs, payments and any project queries you may have. I'll cover all the relevant paperwork and claim processes during the PIV and will schedule a separate meeting to introduce you to our CRM system, [REDACTED]. In the meantime, you could perhaps send me names and email addresses for those who require access to [REDACTED]/Teams and I'll set them up on the systems.

In terms of the PIV, the meeting will take between 1h-1:30h. Let me know if the below times and dates are convenient, if not- I'll have another look at my calendar:

- Wednesday, 7th April – from 10am onwards
- Thursday, 8th April - 9:30-11am and 2pm-3pm
- Friday, 9th April – from 10am onwards
- Monday 12 & Tuesday 13th April – from 10am onwards

I'm looking forward to meeting you and the team and start working on this exciting project

Let me know if you need anything else.

Cheers,

[REDACTED]
[REDACTED]
Economic Development Team

Newcastle City Council • Website: <http://www.newcastle.gov.uk>
9th Floor Civic Centre • Phone: [REDACTED]
Barras Bridge • e-mail: [REDACTED]
Newcastle upon Tyne
NE1 8QH

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From: [REDACTED] @theresruitmentjunction.com>

Sent: 29 March 2021 10:13

To: [REDACTED]
[REDACTED]
[REDACTED]

Subject: RE: CLLD - your draft app and some forms

That's great thank you – it's really just the reporting we are keen to nail as soon as possible, and the rest can follow!

From: [REDACTED] @newcastle.gov.uk>

Sent: 29 March 2021 10:06

To: [REDACTED] @theresruitmentjunction.com>; [REDACTED]
[REDACTED]
[REDACTED]

Subject: Re: CLLD - your draft app and some forms

Hello [REDACTED],

[REDACTED] will need to arrange a Project Initiation Visit (PIV) with you to go through all the paperwork and processes etc. [REDACTED] our [REDACTED] and will be able to take you through all of the relevant paperwork and processes as well as setting up on the CRM system.

I am starting on the paperwork we need to get the grant agreement issued and signed at our side and [REDACTED] will be able to send a draft grant agreement to you to check through fill in the blanks edge monthly or quarterly payment, signatory etc.

Generally, projects start activity (please be aware this is at risk) when they are ready and then keep a record of costs incurred etc in order to submit the first claim. Which cant be submitted without the signed agreement. This normally allows the project to start, get the systems in place and then 'ramp up' delivery when the processes are in place.

Hope that makes sense? Any more questions let me know and in the meantime [REDACTED] will arrange a PIV at a mutually convenient time

[REDACTED]

[REDACTED]
[REDACTED]
Newcastle City Council



From: [REDACTED] [@therecruitmentjunction.com>](mailto:@therecruitmentjunction.com)

Sent: 25 March 2021 16:13

To: [REDACTED] [@newcastle.gov.uk>; \[REDACTED\]](mailto:@newcastle.gov.uk)

[REDACTED] [@gov.uk>](mailto:@gov.uk)

Subject: RE: CLLD - your draft app and some forms

Hi [REDACTED]

We're just conscious that we are "live" within 5 working days and that there's a lot of reporting/admin to cover off before then – we're less nervous about seeing a signed contract, we know you are good for that!

Could we schedule a call as soon as possible please to cover off these aspects, get us trained up on Signal, etc>

Many thanks

From: [REDACTED] [@newcastle.gov.uk>](mailto:@newcastle.gov.uk)

Sent: 08 March 2021 17:38

To: [REDACTED]

[REDACTED]
[REDACTED]
Subject: CLLD - your draft app and some forms

Hi [REDACTED]

Thank you very much for today's meeting. As discussed, please see attached your:

- Application Form
- Output table
- Budget Table

And also our monitoring forms:

- Participant Registration Form (for outputs)
- Participant result form

- Claim and transaction list
- Quarterly Progress Report template

Demo version of [REDACTED] be [REDACTED]
[REDACTED]

Regards,
[REDACTED]

Phone: [REDACTED]

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



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2014-20

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