

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: A delay?
Date: 09 August 2021 12:41:29
Attachments: [image004.png](#)
[image005.png](#)
[image006.png](#)
[image008.png](#)

Hello [REDACTED]

Pleased to hear that you've started working on your first claim.

[REDACTED] is correct – you must provide evidence of actual costs and the eligible payment will be based on the fixed % rate that's been agreed in the budget. It's technically okay to claim more than what's in your forecast, however you need to bear in mind that you will run out of the money before the project finishes.

Alternatively, could revise the fixed percentage rates for each member of staff but you would then need to submit a revised budget + HR letters of appointment.

Hope [REDACTED]
[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



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From: [REDACTED]@newcastle.gov.uk>
Sent: 09 August 2021 11:59
To: [REDACTED]@therecruitmentjunction.com>; [REDACTED]
[REDACTED]@newcastle.gov.uk>
Cc: [REDACTED]@therecruitmentjunction.com>
Subject: Re: A delay?

Hi [REDACTED]

You assume correctly - you must provide evidence of actual costs - i.e. payslips and bank transfer which are then used to calculate the payment due based on the agreed fixed % for each member of the team.

I think the answer may be to play with the % time allocated for any staff on a fixed % but if there are members of the project on 100% we won't be able to adjust the costs - they

are what they are.

However, this is not my area of expertise - [REDACTED] (cc'ed) looks after the financial claims and will be able to provide you with more accurate advice and ensure you can submit an eligible claim.

Thanks

[REDACTED]
[REDACTED]

Newcastle City Council

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From: [REDACTED] <[\[REDACTED\]@therecruitmentjunction.com](mailto:[REDACTED]@therecruitmentjunction.com)>
Sent: 07 August 2021 13:26
To: [REDACTED] <[\[REDACTED\]@newcastle.gov.uk](mailto:[REDACTED]@newcastle.gov.uk)>
Cc: [REDACTED] <[\[REDACTED\]@therecruitmentjunction.com](mailto:[REDACTED]@therecruitmentjunction.com)>
Subject: RE: A delay?

Dear [REDACTED]

Further to the email chain below, we are now working on our claim for Q1, [REDACTED] [REDACTED] [REDACTED] [REDACTED]
[REDACTED]

In preparing this, we have realised that we have some discrepancies between the salaries submitted in our original project budget and the salaries actually paid. Since we submitted the budget, some staff have received pay rises, and some of our new staff have been recruited at salaries which were slightly different to the original budget. Obviously we have no intention of claiming more than the original budget, but could I seek your advice as to how to present these discrepancies on the Transaction List and Grant Claim form?

We need (I assume) to report actual salaries paid so that these can be traced back to payslips if required for audit purposes. But these values multiplied by the original apportionment percentages for each employee will result in an overclaim. Should I account for this by including a one-line adjustment to the claim to bring it down to the original value? Or is there another way you would like us to present this?

I hope all that makes sense! Please let me know if not.

Kind regards



www.therecruitmentjunction.com



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From: [REDACTED]@therecruitmentjunction.com>
Sent: 06 August 2021 19:24
To: [REDACTED]@newcastle.gov.uk>
Cc: [REDACTED]@therecruitmentjunction.com>
Subject: RE: A delay?

Thank you – and yes there is a heap of employer prospecting going on, and also a lot of intensive work with [REDACTED] we have signed up to CLLD so far – several of whom we’ve already placed into paid work, and others with training outcomes. So I am confident we’re not reassigning people the project is paying for at this stage.

Having gone through our files with more of a fine tooth comb this afternoon – I am slightly over my initial panic – in realising that with the ones awaiting missing pieces of ID, we are already at [REDACTED] sign-ups, and we have placed [REDACTED] these into paid work. So I’m not quite so far behind as I’d thought, if we are nudging the [REDACTED] outputs already.

September for a next review sounds sensible. Thank you!

From: [REDACTED]@newcastle.gov.uk>
Sent: 05 August 2021 20:22
To: [REDACTED]@therecruitmentjunction.com>
Cc: [REDACTED]@therecruitmentjunction.com>
Subject: Re: A delay?

[REDACTED]

We would expect you to give us an earlier warning of an underperformance and present a recovery plan as part of your quarterly monitoring reports rather than the first 'official' notice being the notice of underperformance at the end of your project as we would hope you were able to change tack and maximise alternative referral routes if the 'bulk ones' don't come off.

Please be aware claims are linked to outputs though and staff time funded through CLLD should be spent working with and supporting residents of the CLLD area. If you don't have any new/very few registrations over a period what are the staff doing...? I assume focusing on employers and recruiting/supporting new and existing CLLD participants - but that does need to be the case - they shouldn't be working on other projects/clients that we don't target.

But let's take it one step at a time, September first and then when we know if we get the extension, we can look at the delivery.

Any more questions you know where we are.

[REDACTED]
[REDACTED]
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From: [REDACTED] <[\[REDACTED\]@therecruitmentjunction.com](mailto:[REDACTED]@therecruitmentjunction.com)>
Sent: 05 August 2021 17:33
To: [REDACTED] <[\[REDACTED\]@newcastle.gov.uk](mailto:[REDACTED]@newcastle.gov.uk)>
Cc: [REDACTED] <[\[REDACTED\]@therecruitmentjunction.com](mailto:[REDACTED]@therecruitmentjunction.com)>
Subject: RE: A delay?

Thanks [REDACTED], this is very helpful, and also early September is not so very far away either.

We do have lots of inward referral routes outside of DWP/PCC, (including [REDACTED], who have sent us a first lady!) and I send out a fortnightly "hot jobs" list to about 10 local charities/institutions, and we are advertising daily on Indeed so that brings people in too. I think it's the bulk referrals from the former, that we had anticipated, rather than this regular trickle from all the others.

So do I conclude that we continue to add people as we go, piecemeal, then hopefully achieve a June time extension following a PCR, and failing that, give notice of an expected underperformance in the last quarter of the project if there is no extension permissible?

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

Sent: 04 August 2021 16:13

To: [REDACTED]@therecruitmentjunction.com>

Subject: Re: A delay?

Ok, currently the CLLD programme finishes on 31 March 2022 so projects are not able to deliver beyond that date, however, we have requested a time extension from DWP to 31 Dec 2022. We expect to hear about this extension in early September. If the extension is granted you could undertake a Project Change Request (PCR) for a time extension to June 2022 or a time extension with an uplift and increased outputs/results to Dec 2022 if you thought this would be viable. However, until this is confirmed we can't progress with either option.

When we know about the extension and implications for existing projects, we would let you know.

In terms of planning for a worst-case scenario of March 22 close have you looked at other referral routes to DWP and PCC? I am thinking organisations such as the

[REDACTED] would come into contact with people with ex-offenders

Thanks

[REDACTED]
Newcastle City Council

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From: [REDACTED]@therecruitmentjunction.com>

Sent: 04 August 2021 08:33

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

Subject: RE: A delay?

Dear [REDACTED]

Thanks for replying. The issue we are concerned about is that the slow start may make it difficult to achieve all of the outcomes by 31st March 2022, but we are confident that the outcomes could be achieved by a later date, say 30th June 2022.

So my question really is this: is there any mechanism by which the project close date could be extended? As I mentioned in my earlier email, we are fully staffed and ready to go, awaiting only the referrals from our partners. It would be shame to have to call everything to a halt on 31st March, when we have the team and (by then) the referrals for them to work on.

Does that make sense? I'm happy to explain further on a call if that's easier.

Thanks!

From: [REDACTED]@newcastle.gov.uk>
Sent: 02 August 2021 17:27
To: [REDACTED]@therecruitmentjunction.com>
Cc: [REDACTED]@therecruitmentjunction.com>
Subject: Re: A delay?

Hi [REDACTED]

Thanks for the email.

So easy answer is you have forecast a total budget and a total results/outputs and you have the duration of the project to spend the funding allocation and deliver the outputs/results i.e to March 2022. And beyond keeping us updated in your quarterly reports you don't need to worry and we are happy for you to manage your project in this way, reflecting the actual situation not the original application.

If you think you will need to reduce spend or outputs/results we have an official process to request a change. The level of your project change request would depend on how it was processed. A relatively small PCR (calculated on %) is processed by officers a larger PCR has to go to the [REDACTED] for approval. You can do this now or at a later point when you are better able to reforecast.

Does that help relieve any stress or make it worse?

Let me know

[REDACTED]
[REDACTED]
Newcastle City Council

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From: [REDACTED]@therecruitmentjunction.com>
Sent: 30 July 2021 09:07
To: [REDACTED]@newcastle.gov.uk>
Cc: [REDACTED]@therecruitmentjunction.com>
Subject: A delay?

Dear [REDACTED]

Hoping the summer is treating you well and you're managing a staycation - or more adventurous?! - at some point.

I'm writing because I'd value a discussion with you about whether there is scope to extend our deliverables period.

We are disappointed with the slow start with have made on our CLLD project - this is a direct result of a delay by our 2 main inward referral partners, [REDACTED] and the [REDACTED]. Both had indicated that we would receive candidates, in significant volumes, from June. This has been pushed back to mid August and mid September respectively.

Where I am encouraged is that the lower referral numbers coming through are all in the right proportions per geography/postcodes. This is entirely as I had expected, as our catchment groups do live where we need them to! So when volumes increase, they will definitely be able to be allocated into the right postcodes. I just need many more of them, as you can see.

Happily, we were still able to continue with our internal staff capacity building in lieu of numbers being sent to us. So I have a full capacity team, all trained, and poised to go. And chomping at the bit!

It's been a frustrating situation - not least as we also have significant numbers of employers entrusting us with vacancies for our ex offenders - we're thrilled to note that we have placed [REDACTED] into paid work in the past 9 months alone, across 2 lockdowns, and all the rest!

(Ironically) the [REDACTED] has already paid us for the people they've not yet sent!, and [REDACTED] has signed the pre-contract. So I have high confidence it will all come good as intended, referral numbers wise. But I am not confident that it can all be landed and delivered, in a scramble, by the end of the tax year.

Speaking frankly, this performance delay is giving me an increased degree of stress vis a vis the CLLD! What are your thoughts as to how we could mitigate things, at this juncture?

Thank you Victoria.

[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

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