

From: [REDACTED]
Subject: RE: Continued....! [REDACTED]
Date: 24 May 2021 09:24:00

Hi [REDACTED]

Hope you had a lovely weekend.

I agree, going one by one seems like a good idea

I've responded below in blue. Let me know if any of my comments don't make sense.

Cheers,

[REDACTED]
[REDACTED]
[REDACTED]

Phone: [REDACTED]

E-mail: [REDACTED]

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City Futures Directorate
Economic Development Unit
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European Union

European Structural
and Investment Funds

From: [REDACTED] @therecruitmentjunction.com>

Sent: 21 May 2021 14:25

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

Subject: Continued....! [REDACTED])

Hi [REDACTED]

I think if I take these person by person, I feel less muddled. So – my replies/questions in red:

[REDACTED] – well done for obtaining a signed form from [REDACTED]. Glad that [REDACTED] worked. When sending forms [REDACTED] please ensure that you or whoever sends it also **signs** the form (you can assign yourself as a party and then you'd be required to sign the form once you received it from the participant). **So do I need to go back and sign the document he already signed, is that possible? Or redo the signing process for us both?** You could perhaps use the signed registration form, upload it on [REDACTED] and put yourself as a party for signature (there's no need to send this again to [REDACTED]). Or alternatively, if it's easier – you could just print it out in the office, sign it and re-upload. Whichever is easier.

- Tenancy Agreement – please certify it if you've seen it (if not, you'll need to provide a justification) He only received it by email from the lettings agent, and he forwarded the email to me. So can I certify that email, or do I need to justify why there is no other form of "original"? If you could provide a brief justification and also mention why you weren't able to certify the document, it would then cover both requirements and should be accepted by auditors in case they select this record.

Unemployment – I'm a little confused with the screenshot of My Commitments – as you [REDACTED] says that 'he'll attend his appointment with advisor from [REDACTED] to discuss steps towards finding work by [REDACTED] (he didn't give himself a lot of time to find employment...ha!) and then it says: 'I'll spend **0 hours** a week looking and preparing for work?!' – I assume this is an error, but it might be good to get a confirmation from the work coach as to his 'labour regime' if possible. Also, the evidence should be certified. It IS confusing. His claimant commitment per se has been set to zero – so this makes him "inactive", right? However, he has been referred by them to us for the job finder service. But if doesn't change the commitment. So shall I change the status to inactive? The way [REDACTED] Commitments are set out is quite confusing and I don't recall seeing similar conditions before. Since he's been assigned a work coach and referred to your organisation, indicates that he's unemployed. However, [REDACTED]

[REDACTED]. I'm confused. It'd be best if you could get a clarification from the work coach about his labour regime status. Do you think it's possible? Once you find out, could you please let me know?

- ID – was the passport sent to you via email or did you see it in person and then email it to yourself? I saw the original passport and took a photo of it on my phone and then emailed that to myself to print it, certified it, and scanned it. What seemed wrong here, such that you are asking this question? My apologies if I offended you, that was not my intention. However, my job is to ask questions if I'm unclear how certain evidence was obtained (just like auditors would question us). We've had instances where projects used to certify evidence when it was not actually seen in person and this became apparent later on down the line. I'm not suspecting you of anything dishonest, I simply asked for a clarification, that's all.

Your explanation is absolutely fine and makes sense. I have no further queries with regards to [REDACTED]

Thank you!

[REDACTED]



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