

From: [REDACTED]
Subject: RE: Continued, [REDACTED]
Date: 24 May 2021 15:41:00

Hi [REDACTED]

Would you have 15min tomorrow for a quick chat on Teams? I'm free any time between 11am-2:30pm. I just wanted to discuss the certification and thought it might be easier to do it on Teams. I've already answered most of your queries below (see in blue).

Let me know if it's any good and I'll send out an invite.

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

From: [REDACTED]@therecruitmentjunction.com>
Sent: 21 May 2021 14:32
To: [REDACTED]@newcastle.gov.uk>
Subject: Continued, [REDACTED]

[REDACTED] – gosh, this is a tricky one. I agree with [REDACTED] that a confirmation from HMPO is not sufficient. If you could perhaps [REDACTED] and ask them to confirm his identity (and how they're satisfied that [REDACTED]) via email that would be great and should make any auditor happy (I hope).

So unless it's a passport, we are not to accept HMPO saying that they have issued a passport? We need to see the physical passport, or try something else? Yes, we cannot accept HMPO as it's not a proof of identity/right to live and work in the UK. It's either a physical passport/birth certificate/biometric card/residence permit etc – if you obtain anything other than 'preferred' evidence, you will also need to provide a justification. So you could use the HMPO letter + a justification to make this work.

In terms of the uncertified evidence – unfortunately, ESF doesn't make it easy for us and they require all evidence to be certified as a true copy of the original document regardless whether the evidence is a screenshot of UC account, email

confirmation or any other document. I have not come across any relaxation around the certification requirement. I'm only aware of ESF not requiring a justification if a third party confirmation is provided by someone from institutions like DWP, National Careers Service etc;

The second part of this sentence confuses me, as we start by talking about certifications, and then talk about justifications – which I had understood to be different things – the justification is the form to explain why we couldn't provide the evidence in its "best" format, is that right?

Basically are we saying that ALL emails or screenshots that provide evidence of status of any sort, need to be printed, certified and scanned? (Even when they have obviously come from the DWP adviser or are a screenshot of their DWP Universal Credit page?!). I've had a look if there's been any change to this requirement and I haven't managed to find anything that would suggest any relaxation of this rule. I had a chat with [REDACTED] about it, and we both admit that the ESF guidance don't really reflect the current situation (and fail to acknowledge that a lot of evidence now exist in an electronic format such as UC and it's impractical to keep printing original electronic evidence...

So, if you have seen evidence in person i.e. UC account and took a screenshot – you could paste it in a word document and certify it as a true copy **of the original electronic evidence**. Please sign the certification (use either a scanned wet signature or an electronic one and include: date/name, organisation name) and upload it on [REDACTED]. This would save you having to print out the evidence and re-upload it. Not sure if this would save you time, but it'll definitely save the trees.

In a situation where you are sent a piece of evidence and you've not seen it in person – you wouldn't be able to certify 'as a true copy of the original' document – you would need to complete a justification form explaining why you weren't able to see and certify the docs as a true copy of the original....- this sounds like a death by paperwork, I admit - however, we need to ensure that the evidence that you've gathered is correct and would satisfy ESF. **I understand in the case of a passport etc I can't certify a true copy of an original doc I haven't seen, otherwise that is certifying a 'copy', not an original.**

Can I accept a screenshot by email (typically the UC page showing their claimant commitment) or are we saying I need them to physically come here, to point their phone at me, so I can certify having seen the electronic version in person?!



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