**Specific Point of Contact, (SPOC) Form**

##### This document should be retuned during the contract clarification stage to ensure that communications being sent by the South Tyneside Works are received by the relevant person within your organisation. It is the responsibility of the provider to ensure that South Tyneside Works holds the correct SPOC details. Any changes to the details held within this form must be communicated to your Employment and Skills Officer.

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| --- | --- | --- | --- | --- | --- |
| Provider Name |   | Completed By |   | Date Submitted |   |
| Business Area | Overview | Name | Position | Email | Direct Telephone Number | Please tick to confirm the person/people listed are happy to receive this information as part of GDPR opt in requirements.  |
| Head of Organisation | This person would receive contract documents, responses to formal reconciliation, and escalation of provider risk management if necessary.  |   |   |   |   |[ ]
|  |  |   |   |   |   |[ ]
| Contract Management | This person/people would receive communications in relation to contract management meetings, automatic reconciliation, and key operational updates |   |   |   |   |[ ]
|  |  |   |   |   |   |[ ]
| Administration | This person/people would receive communications in relation to paperwork submissions and compliance |   |   |   |   |[ ]
|  |  |   |   |   |   |[ ]
| Finance/Payments | This person would receive communications in relation to invoicing and payments. |   |   |   |   |[ ]
|  |  |   |   |   |   |[ ]
| Quality Assurance | This person/people would receive communications in relation to quality assurance activities |   |   |   |   |[ ]
|  |  |   |   |   |   |[ ]
| Safeguarding and PREVENT | This would be the designated safeguarding lead/s for your organisation |   |   |   |   |[ ]
|  |  |   |   |   |   |[ ]