

DWP Central Freedom of Information Team

e-mail: [freedom-of-information-request@dwp.gsi.gov.uk](mailto:freedom-of-information-request@dwp.gsi.gov.uk)

Our Ref: VTR4840

DATE: 7 December 2015

Dear Mr Jordan,

Thank you for your Freedom of Information request of 14 November. You asked:

*With regards to UC claimants in the all work related requirement group Please provide the relevant procedural guidance which deals with:*

*-Selecting claimant's to attend / take part in employment programmes -notifying and mandating claimant's to attend / take part in employment programmes  
- when a claimant fails to attend / take part in an employment programme ( please provide both work coach, provider and sanction decision makers guidance ) Please also provide the relevant legislation.*

*I would be very grateful if you could be specific about this and point out the particular section or regulation which applies in the Welfare Reform Act 2012 or the Universal Credit Regulations 2013*

I can confirm that we hold information falling within the description specified in your request. However, we estimate that the cost of complying with your request would **exceed the appropriate limit for central Government, set by regulations at £600**. This represents the estimated cost of one person spending 3½ working days in determining whether the Department holds the information, and locating, retrieving and extracting it.

Under section 12 of the Freedom of Information Act the Department is not therefore obliged to comply with your request and we will not be processing it further.

Under section 16 of the Act we should assist you in helping you narrow your request so that it may fall beneath the cost limit.

Your request involves searching numerous databases to identify the relevant information as each request is not straightforward. Here is some related information which can be found in the attached documents marked "content 1" and "content 2".

Once you've reviewed this material you may want to refine your request accordingly

We will consider afresh any revised request however we cannot guarantee that any revised request will fall within the cost limit.

If you have any queries about this letter please contact me quoting the reference number above.

Yours sincerely,

DWP Strategy Fol Team

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**Your right to complain under the Freedom of Information Act**

If you are not happy with this response you may request an internal review by e-mailing [freedom-of-information-request@dwp.gsi.gov.uk](mailto:freedom-of-information-request@dwp.gsi.gov.uk) or by writing to DWP, Central Fol Team, Caxton House, Tothill Street, SW1H 9NA. Any review request should be submitted within two months of the date of this letter.

If you are not content with the outcome of the internal review you may apply directly to the Information Commissioner's Office for a decision. Generally the Commissioner cannot make a decision unless you have exhausted our own complaints procedure. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF [www.ico.gov.uk](http://www.ico.gov.uk)