

Yorkshire and Humber COSA Implementation milestones and mobilisation Jan – April 2023

Key personnel: NPS (NPS Director Leads or those delegated to have oversight of delivery), Nepacs Project Manager (NPM); Humbercare Deputy Chief Officer (DCO), Head of Services (HoS), AHS (AHS), COSA Volunteer Coordinators (VC)

Call of Contract Mobilisation Milestone Activities and responsibilities	Action required	Lead	Planned timescale	Back up lead/plan	Status
Outcome of tender slippage	Reamend timeline of activities in line with contract outcome date	NPS DCO HoS	04/11/2022	NPM AHS	Unknown
The following activities will be met prior to the Service Commencement Date if not already completed		DCO HoS VC	Jan 2023 until April 2024 start	NPM AHS	
Attend weekly mobilisation meetings and if additional meetings are required to ensure the service is mobilised in line PIP. Provide the customer with a weekly written report. Submit evidence of achievement concerning achievement of mobilisation activities	Agree meeting dates and times. Assign back up staff also. Agree format of weekly report.	NPS DCO HoS VC	Jan 2023 completion date to run until April 2023	AHS	Ongoing
Develop new NPS contacts within West, South and North Yorkshire to establish working group like the one in Humber – already established.	Acquire key contacts of NPS colleagues. Set up meetings to	NPS DCO HoS VC	Jan 2023 or before for the lifetime of the contract	AHS NPM	Ongoing
Refresh existing promotional materials to include the full Yorkshire region	Meet with comms teams to devise new materials and agree with NPS.	NPS DCO VC	Dec 2022	HoS AHS	Ongoing
Develop new volunteer recruitment events and pathways within West, South and North Yorkshire	Volunteer coordinators to establish new links	DCO HoS AHS VC	Dec 2022 Ongoing for the lifetime of the contract	AHS	Ongoing
Circles UK Accreditation to deliver this service	Already in place since 2020. Fully accredited last audit score 97% out of 100% as of 2021	Deputy Chief Officer	Non applicable	HoS	Completed already
Increase number of COSA volunteers from 28 existing numbers as of 08/09/2022 - to new number of 54 across the Y&H region.	6 per month or more to ensure we can deliver 14 Circles from April to increase from 8 – 14 in line with budget.	DCO HoS Vco	April 2023	AHS VC	Ongoing
Job advert for new posts in line with specification requirements	Already in place since 2022.compliant with CIRCLES UK	HR DCO HoS	December 2022	AHS VC	Completed already

Provide a Directory of Services to the Authority, electronic format, input information from Directory of Services into Customer Approved System	Already in place since 2022 just need to agree revised format and update and upload.	DCO HoS	Jan 2023	AHS VC	Completed already
Key Performance Indicators Reporting Format in place, as agreed by the Authority;	All report formats to be completed in line with the specification	DCO HoS	Feb 2023	NPM AHS VC	
To have a robust Referral process in place, with a clear understanding of the Requirements of all parties;	Already in place since 2012 , just need to extend to wider Yorkshire areas.	DCO HoS	Jan 2023	AHS VC	Completed already
All templates of the required reporting set on Schedule 2.1 Clause 7 and 7.5 of the Call-off Contract in place to be finalised	All report formats to be completed in line with the specification	DCO HoS	Jan 2023	AHS VC	
To have all report template of the required reporting including <ul style="list-style-type: none"> number of CoSA sessions delivered. number of active Person(s) on Probation receiving CoSA at which stage number of planned and unplanned CoSA that have ended (detailing the reason for an unplanned ending) Number of referrals received Number of referrals outstanding Total number of active Volunteers trained 	Already in place since 2022 , which is provided to NPS Director and working group as part of formal reporting and discussing any issues at steering and working group. Same approach to be rolled out across Y&H region if approved by the NPS leads.	DCO HoS Vco	Jan 2023	AHS	Completed already
Sufficient and appropriately trained staff and volunteers are in place to be able to deliver the services;	Increase numbers of volunteers to 54 and 4 staffing based on the model proposed	DCO HoS Vco	Dec 2022 -April 2023	AHS	Ongoing
To have an established process to carry out risk assessments of identified premises and ensure suitability for the individual Person(s) on Probation's identified risks, needs and limitations;	Already in place since 2012 in line with specification and Code of Practice.	DCO HoS Vco	Jan 2023	AHS	Completed already
(2) weeks prior to Call-Off Commencement date					
have met the relevant cyber, information assurance and data processing standards as set out in Schedules 2.3 (Standards), 2.4 (Information Security and Assurance) and 10 (Processing Personal Data), being;	Already in place since 2020.	DCO HoS	Jan 2023	AHS	Completed already
Engagement with Customer's Information Security function ensuring security of any personal Authority data held in line delivery of Service, will comply with (GDPR) and the Data Protection Act 2018.	Already in place since 2020.	DCO HoS	Dec 2022	AHS	Completed already
Copy of Cyber Essentials Basic;	Already in place since 2020.	DCO HoS	Cert to be submitted Jan 2023	AHS	Completed already
Demonstrate compliance with NCSC Cloud Security Principles (where hosting Customer Data);	Already possess copy of compliant NCSC security principles for	NPS DCO HoS	To be submitted in call off contract period Jan 2023	AHS	Completed already amended in 2022 with

	current service delivery				NPS Humber LDU.
Copy of Information Security Management Plan provided and approved by the Customer;	Already possess copy of Information Security in place since 2020 meets the requirements of new specification.	NPS DC0 HoS	To be submitted in call off contract period Jan 2023	AHS	Completed already amended in 2022 with NPS Humber LDU.
Supplier to provide assurance that all Sub-contractors, sub-processes, supply chain and any other relevant third parties have the appropriate Security requirements in place in line	Non applicable we use no sub-contractors for this service.	NPS DC0 HoS	Jan 2023	AHS	Completed already amended in 2022 with NPS Humber LDU.
(2) days prior to Call-Off Commencement date					
1.1.1.1. Demonstrate that the Suppliers staff have the appropriate vetting or re-vetting	Already in place since 2012.	NPS DC0 HoS	To be submitted in call off contract period Feb 2023	AHS	Completed already amended in 2022 with NPS Humber LDU.
Provide details of how we will remain compliant and how we shall ensure Personnel understand that they must advise their employer of changes which may affect their vetting.	Already in place for existing staff since 2012, discussed during supervision	NPS DC0 HoS	To be submitted in Jan 2023	AHS	Completed already amended in 2022 with NPS Humber LDU.
Evidence that sufficient staff and volunteers for the Call-Off Commencement Date have been recruited and trained;	Already in place for existing staff since 2012.	NPS DC0 HoS	To be submitted in call off contract period March 2023	AHS	Procedure already in place to evidence all specification requirements.
A record evidencing that training has been completed by the Suppliers existing and newly recruited staff;	Already in place for existing staff since 2012.	NPS DC0 HoS	submitted March 2023	AHS	Procedure already in place to evidence all specification requirements.
The record must evidence recruitment and training of sufficient staff to enable Service delivery to commence on the Call-Off Commencement Date;	Personal development plans in place for existing staff since 2012.	NPS DC0 HoS	submitted March 2023	AHS	Procedure already in place to evidence all specification requirements.
Training for all completed staff.	Already in place for existing staff since 2012.	NPS DC0 HoS	To be submitted March 2023	AHS	Procedure already in place to evidence all specification requirements.
Accept new referrals from April 2023				AHS	
Quarterly basis: updating Directory of Services, Customer Approved System within (5) Working Days when removal, addition, or alteration sessions.	To assess monthly and amend accordingly	DC0 HoS	As and when required in line with specification	AHS	