

Circles London Implementation Plan

Tasks	Activities	Responsible Leads	Mobilisation Milestones	Status & Timeline
CUK Accreditation Secured	Maintain National Standards, updates, and training requirements	QA/Compliance Trustee & Staff Lead	CUK Compliance Report verifies accreditation secured	Completed Approved Provider since 2010
Communication & Information Sharing Protocols (ISA) – Annex 1 Privacy Policy	Review existing ISA agreement and supporting documents for Circles London and agreement of any amendments	CEO QA & Compliance Management Lead Mobilisation Manager	ISA agreed; MOU signed with all partnership agencies supporting delivery. Privacy Policy verified.	ISA approved and signed by MOJ Review and re-signing of documents 2.12.22
Staff & Volunteer Policies and Procedures	Policies & Procedures- Staff and Volunteer Code of Conduct reviewed	Designated Senior Manager & Circle Coordinator	CUK Compliance Report verifies all P&P to acceptable standard	Completed
Safeguarding & Risk Management Policies, Procedures and Training	Safeguarding Policies & Procedures/Whistleblowing Policy/Incident Reporting Procedure/template reviewed	Trustee and Staff Designated Safeguarding Leads Safeguarding subgroup	Volunteers and staff completed mandatory training/Quarterly incident reports to CEO/Board	Completed Verified and approved by Contract Manager (CM) 2.12.22
H&S Policies, Risk Register & RAID	Review and amend in line with new contracts secured	CEO & Finance Manager Chair of Board	Quarterly report templates to CEO and Board in place.	Completed Verified and approved by CM 2.12.22
Equality, Diversity & Inclusion Policy	Review policies and procedures	EDI Trustee and Staff lead/subgroup	EO monitoring form and dashboard established	Completed
Evaluation Measurement Tools	Administered at appropriate review point. Probation made aware of measurement tools being utilised in Circle through Introduction Presentations.	Circle Coordinator	Strengths Development Review (CUK) Wellbeing & Satisfaction Questionnaire ready for implementation	Completed Established ready for implementation
Premises Selection and Risk Assessment Process	Review CUK Approved Circle Risk Assessment template for secured premises	Designated Mobilisation Manager & Circle Coordinator	Appropriate premises secured.	Completed List of suitable premises available and ready for service delivery
Identification of Staff and appropriate vetting to contract	Check staff have appropriate vetting requirements/Review Vetting policy. Commitment	Designated Mobilisation Manager & Contract Manager	Appropriate DBS & Security check completed	DBS Completed. Vetting verified in CUK compliance report Verified by CM 2.12.22

specification requirements	to comply with any additional vetting requirements.		Staff vetting policy and training in place and available for approval	
Identification of existing trained volunteers	Review of existing pool of volunteers available	Circle Coordinator and Administration Team	Sufficient Volunteer availability confirmed for commencement.	Completed Verified by CM 30.11.22
Appropriate Vetting of Volunteers	DBS Checks & Post Training Interviews (PTI) undertaken	Circle Coordinator Administration Team	All vetting systems in place. Vetted volunteers recorded on database.	Established Verified CUK compliance report
Volunteer Training, Management and Supervision Process	Initial & Supplementary training programme re-established.	Administration Team and Circle Coordinator	Delivery of Initial Training Supplementary training schedule	Implementation of new training schedule from 14.12.22
QA & KPI Reporting Format & Performance Framework established	Existing KPI Performance Template reviewed/Quarterly Report template reviewed Dashboard/Outcome Template reviewed	Designated Mobilisation Manager & Probation Contract Manager	KPI Performance Indicators format agreed Contract Report Dashboard template agreed in line with contract requirements	Completed subject to review and identified adjustments Reviewed and Approved by CM 2.12.22
Referral Pathway (RP) & Assessment Process Established	Referral Pathway Criteria TOR for Panel reviewed and agreed in line with contract. Professional Assessment & Suitability Criteria and Report template reviewed Introduction Presentations to Probation staff arranged	Designated Mobilisation Manager and Circle Coordinator	Referral Pathway live Referral Panel active with Assessment Process implemented. SUs assessed for allocation to Circle. Probation staff attended Circles SE Introduction presentation	RP live by 5.12.22 Re-establishment of Referral Panel and re-instatement of Referral and assessment process Completion by 5.12.22 Assessments commence by 12.12.22
Reporting Requirements	Weekly minutes/quarterly reports & dashboard data established. Existing End of Service report template reviewed. Circle Review schedule agreed	Designated Mobilisation Manager & Circle Coordinator	Delivery within appropriate and agreed timeframe	Completed All templates ready following review and approval by CM 2.12.22
Contract Management & Reporting Requirements implemented	Weekly mobilisation /Quarterly Contract Report Meetings schedule agreed/Dashboard	CEO & Designated Mobilisation Manager	Call off contract signed Meeting Schedule agreed Reporting template and Dashboard approved	Completion by 2.12.22

	and Contract Report Template reviewed.			First Contract Management Meeting by W/C 5.12.22
Cyber/Security Accreditation and Security Requirements	Secure Cyber Essentials Compliance with NCSC Cloud Security Principles	Finance & Mobilisation Manager	Cyber Essentials Basic Certificate Obtained	Completion 1.02.23 Verified by CM 1.02.23
Security Requirements Third Party	Review of Responds security arrangements	QA & Compliance Lead	Verification of third-party security arrangements	Completion by 1.02.23 Verified by CM 1.02.23
Information Security Management Plan (ISP)compliance	Complete and verify compliance with GDPR and DP Act 2018	Finance Manager QA & Compliance Lead GDPR Consultant	ISP plan compliant with requirements	Verified and approved by CM 1.02.23
Financial Systems established	Review of Cost Centre, Payment Schedule and existing Expense policies	Finance Manager	Cost Centres & Payment Schedule established, Expense Policies agreed	Completion by 5.12.22
Training of Staff	Review staff training record against contract requirements	Designated Training Manager	Circle Coordinator trained to required contract standard. Training record completed	Additional training completed by 9.12.22 Record verified by CM 16.12.22
Promotion & Dissemination of Information	Presentations to Probation Teams arranged. Provide agreed referral pack to Probation for uploading onto their systems. Re-establish contact with Probation Teams	Circle Coordinators	Referral Pack uploaded onto Probation system. Presentations delivered Appropriate Referrals received	Completion by 9.12.22
Volunteer Recruitment Strategy Implemented (in line with EDI policy) for new Volunteers	Recruitment Strategy implemented. Volunteer adverts go live. Presentations with established links arranged (eg Universities)	Administration Team and Circle Coordinator	Enquiries processed, pre training interviews undertaken. Applications approved and vols allocated to training	Recruitment Strategy Implementation by 14.12.22 Training delivered from 09.01.23
Allocation of Volunteers and SU to Circle	Matching of volunteers to suitable SU. Initial Circle Meetings arranged. Action Plan template reviewed and approved	Circle Coordinator Offender Manager	Volunteer Briefing Document completed/Set up of Circles with approved Action Plan and Review schedule	Commencement of new Circle starts TBC by Contract Manager