

Ref	KEY IMPLEMENTATION MILESTONE	Year		2022		2023		Already in place Sept 22
		Month		Nov	Dec	Jan	Feb	
	<u>Contractual</u>							
	Contract award decision from MOJ							
	Contract agreed and signed							
	Weekly implementation progress report provided to the Customer							
	Weekly mobilisation meetings with the Customer							
	Work with the Customer's Information Security function to ensure security of data is compliant with GDPR & Data Protection Act 2018							
	Provide the Authority/Customer with evidence of achievement of key milestone implementation and completion of required mobilisation activity							
	Call-Off contract commencement							
	<u>Personnel</u>							
	Select and induct mobilisation manager (already selected Sept22)							
	Advertise, recruit volunteers. Recruitment of volunteers is a rolling activity (some volunteers already in place Sept22)							
	Advertise, recruit circles coordinator(s) - some capacity sourced from existing employees (Transferring Former Supplier Employees) to meet geographical demands, depending on location of referrals							
IM12	Vet (or re-vet) all personnel to the required vetting level							
IM5	Circles Coordinator induction and briefing on this MOJ contract requirements							
	including 2 residential core training and assessment events (November and January) for prospective new volunteers (training events already in place. Some volunteers already in place)							
IM5	and child safeguarding, diversity (EDI), extremism, organised crime, risk awareness, challenging behaviour, substance misuse (with some training packages provided by MOJ as indicated in clarification response). Some training already in place; some personnel already trained							
	Supplementary volunteer training programme begins - rolling programme - some already in place							
	CoSA meeting premises risk & suitability assessed in accordance with agreed process (see below) - many venues already used have been assessed							
	<u>Operational and reporting</u>							
IM1	Detailed and robust referral process proposed in accordance with 'Circles Process Flowchart' (TC 001 attachment), setting out how we will ensure delivery within required timescales. This will include referral form template, PoP consent forms and Service User (PoP) Privacy Notice; process agreed at mobilisation meeting, including clarification of requirements of PP referrer							

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	KEY IMPLEMENTATION MILESTONE (cont'd)	Year	2022		2023		Already in place Sept 22
Ref		Month	Nov	Dec	Jan	Feb	
	<u>Operational and reporting (cont'd)</u>						
IM1	Robust referral process in place (refer to 'Circles Process Flowchart' TC 001) attachment setting out how we will ensure delivery within required timescales)						
IM3	Detailed Key Performance Indicators reporting format proposed (for submission by the 10th of each month from the Call Off Commencement date); to be agreed with Customer at mobilisation meeting						
IM4	Reporting set templates proposed - to include CoSA meeting minutes template, end of service report, PoP satisfaction survey, incident/accident form - to be agreed with Customer at mobilisation meeting						
IM6	CoSA meeting premises detailed risk and suitability assessment process proposed; to be agreed with Customer at mobilisation meeting, to including health and safety, accessibility, security considerations						
	<u>Compliance with cyber, information and data processing standards</u>						
IM7	Engagement with Customer's Information Security Function to ensure personal Authority data complies with GDPR and DPA 2018						
IM10	Information Security Management Plan complete and submitted for approval by the Authority, includes:						
	* incident management						
	* records, information management and retention						
	* business continuity framework						
	* information sharing						
	* protective measures						
IM12	Vetting process for personnel proposed and agreed with the Authority/Customer, including identification of Vetting Point of Contact (VPC)						
	<u>Accreditation</u>						
IM2	Circles UK CoSA Accreditation						
IM8	CAS secure email i.e. CJSM accounts for all relevant staff						
IM9	Compliance with NCSC Cloud Security Principles demonstrated (via Cloud Provider HUK i.e. ISO 27 001; Cyber Essentials and GDPR registration)						
IM8	Information Commissioner's Officer (ICO) registration as Data Protection Officer (DPO); details provided to the Authority/Customer						
	Environmental Standards: IT Provider, HUK, is ISO 14001 Registered						
IM8	Cyber Essentials Basic achieved; certification provided to the Authority/Customer						