

Kent, Surrey & Sussex Implementation & Transition Plan

If successful with new contract the mobilisation period will be used to implement a 2 staged 'Implementation & Transition Plan'. This is in recognition of an established project moving to new contract terms and conditions.

Stage 1- Existing Project & Delivery Arrangements

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 SE and agreement of any amendments	CEO QA & Compliance Management Lead Mobilisation Manager	ISA agreed and signed MOU signed with all partnership agencies supporting delivery. Privacy Policy verified.	ISA approved and signed by MOJ Sept 22 Review and re-signing of documents 2.12.22 if required.
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/Whistleblowing Policies & Procedures /Incident Reporting Procedure/template reviewed	Staff Designated Safeguarding Leads & Safeguarding subgroup	CUK Compliance Report verifies all P&P and staff training to acceptable standard	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 in place.	Completed 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 Verified by CM 2.12.22
Evaluation Measurement Tools	Administrated at appropriate review point. Probation made aware of measurement tools utilised in Circle through Introduction Presentations.	Circle Coordinator	Strengths Development Review (CUK) Wellbeing & Satisfaction Questionnaire ready for implementation	Completed Established ready for implementation
Review of existing trained volunteers	Up to date review of current pool of volunteers.	Circle Coordinator	Sufficient trained Volunteer available	CM verifies volunteer pool 01.02.23

Stage 2- Review & Development of Additional Project Requirements (in line with new contract)

Tasks	Activities	Responsible Leads	Mobilisation Milestones	Status & Timeline
QA & KPI Reporting Format & Performance Framework established	KPI Performance Template reviewed/ amended. Dashboard/Outcome Template reviewed/amended	Designated Mobilisation Manager & Probation Contract Manager	KPI Performance Indicators format agreed Dashboard template agreed as per contract	Reviewed and Approved by CM 2.12.22
Contract Management & Reporting Requirements implemented	Weekly mobilisation /Quarterly Contract Report Meetings schedule agreed/Contract Report Template reviewed.	CEO & Designated Mobilisation Manager	Call off contract signed Meeting Schedule agreed Reporting template agreed	Completion by 02.12.22 Scheduled Contract Management Meeting for 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
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	Payment Schedule and existing Expense policies	Finance Manager	Payment Schedule and Expense Policies agreed	Completion by 21.11.22
Referral Pathway (RP) & Assessment Process Established	Referral Pathway Criteria & TOR for Panel reviewed & amended in line with new contract. Introduction Presentations to Probation staff arranged	Designated Mobilisation Manager and Circle Coordinator	Referral Pathway live Referral Panel active with Assessment Process implemented. Probation staff attended Circles SE Introduction presentation	RP Pathway live by 5.12.22 Assessments commence by 12.12.22
Review of previous contract caseload and pending referrals and assessments	Review existing Circles operational and pending referrals & assessment prior to commencement of new contract.	Designated Mobilisation Manager and Probation Contract Manager	Agreement on arrangements for SUs from previous contract and transition to new contract specification.	Completion by 21.11.22
Reporting Requirements	Weekly minutes/quarterly reports established. Existing End of Service report template reviewed. Circle Review schedule agreed	Designated Mobilisation Manager & Circle Coordinator	Delivery within appropriate and agreed timeframe. All existing templates fully reviewed and ready for approval.	Completed All templates ready following review and approval by CM 2.12.22

Premises Selection and Risk Assessment Process	Review Circle Risk Assessment template for premises. Venues identified and assessed.	Designated Mobilisation Manager & Circle Coordinator	CUK approved Risk Assessment template in place. Venues approved and ready.	List of Premises distributed to CM by 2.12.22
Identification of staff	Current Circles SE staff allocated to new contract supported by experienced Senior Manager	CEO Designated Mobilisation Manager	KSS Coordinators in post with agreed caseload.	Immediate availability 15.11.22
Vetting of staff to contract specification requirements	Verify staff have appropriate vetting requirements/Review Vetting policy. Commitment to comply with any additional vetting requirements	Designated Mobilisation Manager & Contract Manager	DBS & Security check completed and verified Vetting policy available for approval	Vetting verified in CUK compliance report
Training of Staff	Review staff training record against contract requirements	Designated Mobilisation Manager	Circle Coordinator trained to required contract standard.	Additional training completed by 9.12.22 CUK Training date TBC
Promotion & Dissemination of Information	Presentations to Probation Teams arranged. Provide updated referral pack for uploading to system.	Mobilisation Manager and Circle Coordinator	Referral Pack uploaded onto Probation system. Presentations delivered	Completion by 9.12.22
Volunteer Recruitment Strategy Implemented (in line with EDI policy) for new Volunteers	Vol Recruitment Strategy implemented. Volunteer adverts go live. Presentations arranged	Administration Team and Circle Coordinator	Pre training interviews undertaken, applications approved and vols allocated to training	Recruitment Strategy live 15.11.22
Volunteer Training, Management and Supervision Process	Initial Volunteer training programme established. Delivery of supplementary training for existing volunteers.	Administration Team and Circle Coordinator	Delivery of Initial Training & Supplementary schedule agreed.	Implementation of schedule from 14.12.22 Training delivered from 09.01.23
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.	Systems established Verified by CM 21.11.22
Allocation of Volunteers and SU to Circle	Matching of volunteers to suitable SU. Action Plan template reviewed and approved.	Circle Coordinator Offender Manager	Volunteer Briefing Document completed Initial Circle Meetings arranged.	CM confirms start date for new Circles starts at scheduled meeting TBC

