

## South Central 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
<b>CUK Accreditation Secured</b>	Maintain National Standards, updates, and training requirements	QA/Compliance Trustee & Staff Lead	CUK Compliance Report verifies accreditation secured	Completed Approved Provider since 2010
<b>Communication &amp; Information Sharing Protocols (ISA) – Annex 1 Privacy Policy</b>	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 for area/MOU signed with all partnership agencies supporting delivery. Privacy Policy verified.	ISA approved and signed by MOJ Sept 22 <b>Review and re-signing of documents 21.11.22 if required.</b>
<b>Staff &amp; Volunteer Policies and Procedures</b>	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
<b>Safeguarding &amp; Risk Management Policies, Procedures and Training</b>	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 <b>Verified and approved by Contract Manager (CM) by 2.12.22</b>
<b>H&amp;S Policies, Risk Register &amp; RAID</b>	Review and amend in line with new contracts secured	CEO & Finance Manager, Chair of Board	Quarterly report templates in place.	Completed <b>Approved by CM 2.12.22</b>
<b>Equality, Diversity &amp; Inclusion Policy</b>	Review policies and procedures	EDI Trustee and Staff lead/subgroup	EO monitoring form and dashboard established	Completed <b>Verified by CM 2.12.22</b>
<b>Evaluation Measurement Tools</b>	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
<b>Review of existing trained volunteers</b>	Review of existing pool of volunteers available	Circle Coordinator	Sufficient trained Volunteer available	<b>CM verifies volunteer pool 01.02.23</b>

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

Tasks	Activities	Responsible Leads	Mobilisation Milestones	Status & Timeline
<b>QA &amp; KPI Reporting Format &amp; Performance Framework established</b>	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	<b>Reviewed and Approved by CM 2.12.22</b>
<b>Contract Management &amp; Reporting Requirements implemented</b>	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	<b>Completion by 21.11.22 scheduled Contract Management Meeting</b>
<b>Cyber/Security Accreditation and Security Requirements</b>	Secure Cyber Essentials Compliance with NCSC Cloud Security Principles	Finance & Mobilisation Manager	Cyber Essentials Basic Certificate Obtained	<b>Completion 1.02.23 Verified by CM 1.02.23</b>
<b>Information Security Management Plan (ISP)compliance</b>	Complete and verify compliance with GDPR and DP Act 2018	Finance Manager QA & Compliance Lead GDPR Consultant	ISP plan compliant with requirements	<b>Verified and approved by CM 1.02.23</b>
<b>Financial Systems established</b>	Payment Schedule and existing Expense policies	Finance Manager	Payment Schedule and Expense Policies agreed	<b>Completion by 21.11.22</b>
<b>Referral Pathway (RP) &amp; Assessment Process Established</b>	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	<b>RP Pathway live by 5.12.22</b>  <b>Assessments commence by 12.12.22</b>
<b>Review of previous contract caseload and pending referrals and assessments</b>	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 SU's from previous contract and transition to new contract specification.	<b>Completion by 21.11.22</b>
<b>Reporting Requirements</b>	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.	<b>Completed All templates ready following review and approval by CM 21.11.22</b>

<b>Premises Selection and Risk Assessment Process</b>	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.	<b>List of Approved Premises available for CM 2.12.22</b>
<b>Identification of staff</b>	Current Circles SE Coordinators allocated to new contract supported by experienced Senior Manager	CEO Designated Mobilisation Manager	SC Coordinators in post with agreed caseload.	<b>Immediate availability 15.11.22</b>
<b>Vetting of staff to contract specification requirements.</b>	Verify staff have appropriate vetting requirements/Review Vetting policy & staff training 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  <b>Verified by CM by 2.12.22</b>
<b>Training of Staff</b>	Review staff training record against contract requirements	Designated Mobilisation Manager	Circle Coordinator trained to required contract standard.	<b>Additional mandatory training completed by 9.12.22</b>
<b>Promotion &amp; Dissemination of Information</b>	Presentations to Probation Teams arranged. Agreed referral pack uploaded to systems.	Mobilisation Manager and Circle Coordinator	Referral Pack uploaded onto Probation system. Presentations delivered	<b>Completion by 9.12.22</b>
<b>Volunteer Recruitment Strategy Implemented (in line with EDI policy) for new Volunteers</b>	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	<b>Recruitment Strategy live 15.11.22 Training delivered from 5.12.22</b>
<b>Volunteer Training, Management and Supervision Process</b>	Initial Volunteer training programme established. Delivery of supplementary training for existing volunteers.	Administration Team and Circle Coordinator	Delivery of Initial Training & Supplementary schedule agreed.	<b>Implementation of schedule from 14.12.22</b>
<b>Appropriate Vetting of Volunteers</b>	DBS Checks & Post Training Interviews (PTI) undertaken	Circle Coordinator Administration Team	Vetted volunteers recorded on database.	Systems established <b>Verified by CM 21.11.22</b>
<b>Allocation of Volunteers and SU to Circle</b>	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 on 21.11.22

