

B) Implementation Plan

Introduction

From experience, we know that every mobilisation period will face a series of risks and challenges unique to that contract. Our experienced HR, Finance and Operational teams can mitigate risks and overcome barriers, working together to bring a service to the point of successful delivery, within the agreed mobilisation period. Adferiad are confident that our networks, resources, and local partnerships will support a smooth mobilisation and implementation of this service. Implementation of a new service takes meticulous planning, strong leadership, a clear vision, and managed communication. Implementation will be guided by a measured programme of actions that:

- Clearly identifies actions to be taken, timescales and expected outcomes.
- Identifies responsibilities and indications of who are the key staff involved.
- Includes regular collaborative monitoring of progress.
- Provides an assessment of the resource implications; and
- Outlines the processes for risk management.

Implementation

We will establish a Contract Mobilisation Team led by on contract award date. has more than 13 years' experience managing services for Adferiad Recovery including: Peer Mentoring; Education and Training; Veterans; Supporting People; and Criminal Justice projects. She has extensive experience in Substance Misuse, Mental Health, Domestic Violence, and housing. oversees all our Housing Support / supported accommodation services in North Wales (over 10 different schemes many of which are 24/7 including Lake Avenue in Denbighshire. Naomii has completed an ILM level 5 in leadership and management and is currently completing a Master's in Business Admin.

Implementation of the contract will focus on the following objectives:

- Establishing a clear vision
- Minimising the impacts on continuity of operations
- Maintain communication with staff, service user and affected communities
- Identifying key tasks and reacting to potential issues
- developing a resource-loaded project management schedule

Timetable and Critical Path for Service Implementation

Upon notification of award, an internal working group will meet weekly to discuss all areas of working; HR (Recruitment); Property Management; Data & IT; Service User Involvement; Volunteering; Training; Marketing; Finance; Communication; Covid-19 protocols; and Administration. A two-weekly standing report will be produced and distributed to all key stakeholders with regular updates on the areas mentioned above. The plan will be a live document, regularly updated to support any changing circumstances. Each area of the mobilisation process will have its own set of timescales.

Mobilisation Period – Year Zero – No earlier than 14/11/2022 to No later than 14/2/2023

Mobilisation Implementation Plan Year Zero – 14.11.2022 to 14.2.2023

Week 1	<ul style="list-style-type: none">• Arrange Initial Meetings with Commissioners and Circles UK to ensure that delivery of Circles of Support and Accountability to People on Probation is compliant with Circles UK Code of Practice - update throughout the duration of the Call-Off Contract• Convene Internal Working Group for Circles Provision• Begin preparing application for Circles UK post• Prepare Job Description and Person Specification for Coordinators & Volunteers
Week 2	<ul style="list-style-type: none">• Assign a Coordinator to supervise the CoSA and ensure that this is the same individual throughout the duration of the CoSA• Scope possibility of additional hours within team and amongst Volunteers.• Assign senior manager to work closely on the implementation of the project.
Week 3	<ul style="list-style-type: none">• Ensure existing IT systems are ready and prepared to meet the monitoring needs of the contract• Attend and/or run any professionals' meetings as required by the Authority such as but not limited to MAPPA L1/2/3• Conduct Risk Analysis on the Service for potential clients (Client Risk Management; Referrals; Emergency)• Submit Application for Circles UK Membership
Week 4	<ul style="list-style-type: none">• Review service specific Safeguarding Policies & Procedures• Conduct Risk Analysis on building environments (Control of Infection, Fire Risk Assessment; Building Risks; Hazardous Substances etc.)• Conduct Protection needs and co-design Data Protection Impact Assessment & Cloud Based Impact Assessment.• Purchase of any additional office systems, mobiles etc• Shortlist job applicants / volunteer applications (recruitment for volunteering to be ongoing)
Week 5	<ul style="list-style-type: none">• Interview for coordinators /volunteers (volunteer recruitment ongoing)• Finalise all paperwork for use in the service• Discuss each individual Person(s) on Probation with the Probation Practitioner to agree the intended outcomes/ambitions of the CoSA and how it supports social reintegration and produce an Action Plan for everyone.
Week 6	<ul style="list-style-type: none">• Appointment of successful volunteers / coordinators• Apply for references and DBS checks for new staff and volunteers• Conduct staff training needs analysis to identify any gaps in existing staff expertise• Follow up on actions identified within the risk analysis• Begin Volunteer training with Circles UK

	<ul style="list-style-type: none"> Co-ordinate a meeting between relevant professionals/outer circle members, including the Probation Practitioner, Volunteers and Co-ordinator, prior to the commencement of the CoSA to ensure that relevant risk information is shared, and an appropriate Action Plan is created and agreed. The Person(s) on Probation can attend this meeting; however, this is on a voluntary basis, and it is not compulsory.
Week 7-10	<ul style="list-style-type: none"> New volunteers and co-ordinators in post Induction of staff, training needs analysis, mandatory training delivered
Week 12	<ul style="list-style-type: none"> New staff, with full DBS checks, references and mandatory training completed will begin delivery. Other staff return to substantive posts. Engage with the Person(s) on Probation if we receive a referral for a Person(s) on Probation in custody and deem it appropriate to commence the CoSA prior to the Person(s) on Probation's release from Prison. The Authority must be able to enable face-to-face access to Person(s) on Probations within custody, and we must plan the delivery of a full CoSA on the assumption that this access may not be possible. Prepare to Commence each CoSA as soon as is possible upon deeming a Person(s) on Probation as eligible for a CoSA, and no later than 3 months from receiving the referral (except where the Person(s) on Probation more than 3 months has left to serve in custody). Inform Probation Practitioner of any changes to planned Sessions and ensure this is recorded. Assign and ensure a minimum of 4 and up to 6 Volunteers to each CoSA
Call Off Commencement Plan Year One – 14.2.2023 to 14.11.2023	
Stage 1	<ul style="list-style-type: none"> Comprehensive assessment of each core members including all risk assessments associated with their individual needs Ensure Circles accreditation is now in place No staff member to be assigned a circle until training on safeguarding, extremism, organised crime, risk awareness, dealing with challenging behaviour, substance misuse and diversity is completed and signed off by a manager.
Stage 2	<ul style="list-style-type: none"> Initial contact with each core member to draft a package of potential aims and goals for the project
Stage 3	<ul style="list-style-type: none"> Assign and ensure a minimum of 4 and up to 6 Volunteers to each CoSA. Introduce Core Member to their Circle via face-to-face assessment with a suitably trained and experienced manager – this will result in: Completion of ongoing risk assessments, creation of a new, outcome focussed Circle of Support and Accountability.
Stage 4	<ul style="list-style-type: none"> Engagement with partner organisations to support with Circle support plans, such as probation practitioners, community groups, medical professionals, and the police.
Stage 5	<ul style="list-style-type: none"> Review all Staff Personnel including Volunteers have sufficient training and plan supplementary training if needed

