

The Lucy Faithfull Foundation – CoSA implementation plan 2022/23 – based on 13 weeks (3 calendar month mobilisation period)

Task	Who	How will it be done?	Start(week)	Finish(week)	Progress
1.Set up partnership approach with statutory agencies – probation, MAPPA strategic management boards and contract managers	Coordinator D. of Ops	1. Set up zoom/Teams conference call with stakeholders to agree key contacts, schedule and hold senior manager briefing to include timetable to delivery, implementation plan and briefing sheet. 2. Agree and schedule meetings with contract management team. 3. Agree roll out priorities with statutory partners based on anticipated demand. 4. Set up steering group.	1  1 1 1	6  1 6 6	
2. Recruit volunteers	Coordinator D. of Ops	1. Initiate contact with faith groups, VSCs, universities, community groups. 2. Complete non-statutory briefing sheet. 3. Prepare leaflets/promotional material. 4. Secure advertising for volunteers through community groups, social media, radio and press. 5. Run CoSA roadshows in collaboration with partners. 6. Link into Task 4. 7. Set up interviews in response to enquiries.	1  1 1 2  4 4	1  2 2 3  8 8	
3. Secure Circles UK accreditation	Coordinator D. of Ops	1. Establish contact points. 2. Review LFF policy in light of CoSA delivery and Circles UK code of practice. 3. Attend coordinator training.	1 2  6	1 10  12	
4. Establish volunteer recruitment materials and infrastructure	Coordinator HR	1. Preparation of volunteer policy. 2. Have application forms/links, leaflets and procedures around reference checks/DBS available for roadshow and in response to potential volunteer enquiry. Document recruitment process with HR.	2 2  2	4 4  4	

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		3. Create interview/assessment materials in readiness for applications. 2. 4. HR to ensure compliance with relevant probation instructions.	3 4	4 10	
5. Establish LFF CoSA delivery infrastructure	Coordinator Administrator	1. Design and refresh existing CoSA LFF templates. 2. Design and implement SharePoint database to house PoP information (e.g. core member agreements), processes and templates, volunteer details, supervision and CPD logs. 3 Work with partners and the market to establish list of suitable community venues and prepare template venue risk assessment.	2  2  3	4  4  12	
6. Create PoP referral system to meet contract requirements	Coordinator Administrator	Work with probation/MAPPA/contract managers to agree 'fit for purpose' referral pathway, document process and agree templates.	3	6	
7. Implement data, contract and performance reporting systems in line with required content and frequency	Coordinator Administrator	Work with partners to design and refresh data and performance reporting	3	10	
8. Secure Cyber Essentials Basic	D. of Ops Coordinator IT lead	1. Commission third party support company (subject to information security due diligence) to advise and implement successful Cyber Essentials Basic accreditation, meeting all relevant cyber, information assurance and data processing standards in line with schedules 2.3 and 2. 4. 2. Set up necessary secure email system (cjsm, egress) for project staff in collaboration with probation colleagues.	1  4	13  8	
9. Carry out Data Privacy Impact Assessment (DPIA) and	D. of Ops Coordinator IT lead	1. Create record of processes that detail lawful purpose for processing, where data will	8	10	

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Record of Processing Activity (RPA)		be housed and how long data will be kept in line with contract requirements. 2. Conduct DPIA to ensure project complies with UK GDPR/Data+ Protection Act 2018, NCSC Cloud Security Principles and falls in line with contract/Circles UK requirements.	10	11	
10. Create evaluation and satisfaction processes	Assistant psychologists	Design and upload both content and process for LFF CoSA evaluation/satisfaction surveys	4	8	
11. Publicise LFF CoSA delivery and open referral pathway	Coordinator D. of Ops	1. Attend local probation team/delivery unit meetings to explain referral pathways and share supporting materials. 2. Target those areas likely to have most needs (Birmingham, Wolverhampton, Coventry, Stoke) for initial CoSA delivery.	8 8	12 12	
12. Run first volunteer training event post recruitment	Coordinator D. of Ops	1. Risk assess and schedule venues. 2. Finalise volunteer manual. 3. Secure attendees. 4. Finalise training material. 5. Set up post training de briefs. 6. Update LFF volunteer records. 7. Deliver training.	2 2 6 8 8 8 10	4 6 8 10 10 10 12	
12. Create on boarding system for volunteers	Coordinator HR	Map out induction processes and set up LFF accounts and procure requisite number of mobile phones in light of expected use/referral location.	8	12	
13. Produce final set of compliance documents for the authority prior to call off commencement date	Coordinator D. of Ops Administrator	Create portfolio of evidence to secure compliance through mobilisation	10	13	