

Checklist: preparing for implementation

This checklist outlines some key steps clusters should take as they prepare for the implementation phase of their regional recruitment support hubs. This checklist won't be exhaustive but should be used by clusters to consider key stakeholders they need to engage and processes that need to be set up so that implementation can start promptly.

Completed?

- 1

Engage with DCS' to ensure they understand the next steps and requirements of implementation.
- 2

Draft job descriptions for staff you need to recruit to support implementation e.g., Programme Manager, Service Manager.
- 3

Set-up project governance including a project board, including identifying attendees and deputies that have appropriate levels of authority to make decisions as required at pace.
- 4

Identify key legal contacts to support collaboration agreement/ partnership agreement.
- 5

Identify operational staff in each LA that you will need to engage in the implementation phase of the hub. Key roles include Fostering Service Managers and legal, commercial, communications, finance, ICT and HR representatives.
- 6

Schedule engagement sessions (or introductory emails) with contacts in each LA identified in key roles set out above to ensure they 1) understand the programme 2) understand how they will support the implementation phase.
- 7

Conversations with your MV coach about how they can support your cluster during implementation e.g., workshops, templates, technical advice.