IGR and Greater Independence
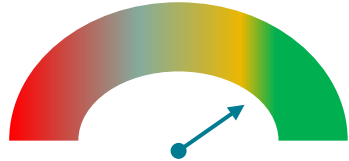
Overall Programme Status: GREEN

The focus of the past few months has been on IGR implementation. There has been a significant amount of work to undertake but we are now in a strong position ahead of the compliance deadline. We have finalised the key documents which form the foundation of IGR compliance and implementation: the Protocols and Service Level Agreement, and we have held workshops to consider the complex areas of CILEx/CRL interaction which needed to be addressed.

The project management approach has been to focus on the most complex issues first. This strategy has paid off, and now the majority of the remaining work is relatively straightforward, although still time-consuming, particularly for the Working Group leads due to the level of specialist knowledge required that only they can input.

Currently, the immediate focus is on the roll-out of the organisation-wide IGR training programme.

Status Dashboard

IGR

Excellent progress. All activities are on track and are being recorded via the Action Plan and monitored via regular Working Group communications and meetings. CRL/CILEx will meet the IGR compliance deadline. The last remaining significant piece of work is the training 'roll-out'.

INDEPENDENCE

IGR implementation is still taking precedence and the Greater Independence work will recommence once compliance has been achieved. As we progress with IGR implementation 'greater independence' points are becoming apparent and being logged to address when time allows.

RISK MANAGEMENT

To monitor existing or identify new risks:
- Waiver update – no identified requirement
- Potential risk to note – overloading of IGR leads – this risk has become more acute recently due to the additional business continuity work caused by Covid-19.

Key:
- On track
- Needs support to get back on track
- Needs significant support to get back on track

Project Highlights: Key deliverables

Past reporting period Q1 2020

- Produced updates for both Boards
- Attended Working Group meetings
- Organised a workshop to discuss the education protocol annexure
- Maintained the IGR action plan
- Ongoing project management responsibilities and support
- Designing IGR training module for all staff

Next reporting period Q2 2020

- Produce updates for both Boards
- Help with training 'roll-out'
- Finalise IGR implementation work and prepare to present certificate of compliance at the June CRL Board
- Continue to log Greater Independence issues to be dealt with at a later date – but IGR compliance remains the priority and must not be jeopardised.

Exception reporting: Issues mitigation

IGR
- We continue to monitor IGR outstanding actions via the 'Action Plan' project management tool.
- The project management leads have weekly project update calls, in addition to the monthly Working Group meetings and NED calls.
- The project management leads have nominated 'back-up' support in response to the risk posed by Covid-19.

Greater Independence
- IGR compliance should be complete by June, this still leaves time within our contract to consider the greater independence topic and produce recommendations looking at the potential next steps for CILEx and CRL. It should be noted too that within the Action Plan we have been capturing examples of actions that CRL/CILEx could take in order to move towards Greater Independence which may make sense to tackle alongside, or soon after, IGR implementation.

Outstanding key actions

Task	Details	Deadline
Implement HR requirements	Finalise wording for role descriptions, update HR system	End of April
Roll out training	Finalise content and start roll-out via e-learning	Early-May
Finalise procurement issues	Procurement policy, obtain quotes for shared services comparison	Mid-May
Finalise issue resolution process	Design process	End of May
Complete compliance documentation	Boards sign-off compliance certificates for the LSB Finalise templates and IGR evidence plan	Mid-June [23 July is the LSB's deadline]