

## **Unit: CPC 313 Contribute to decision making (Commissioning, Procurement and Contracting)**

### **Key Purpose of commissioning, procurement and contracting**

Specify, shape and secure quality services, responses and projects that deliver improving outcomes for individuals, families and communities within the strategic objectives of the organisation

### **Elements of competence**

<b>CPC 313 A Contribute to discussions to solve problems and make decisions</b>
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<b>CPC 313 B Provide information and advice</b>
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<b>CPC 313 C Obtain and report on feedback about proposed decisions</b>
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### **About this unit**

This unit is about making contributions to the process of making decisions through providing expertise and information. Your contribution can be made in a range of ways; through giving verbal advice, through contributing at a meeting, by providing a written report or through e-mail or telephone contact. Your expertise could be about the market and supply side, information about the levels of need or demand for particular services or about the local issues in a particular community. Decisions may be being taken within your organisation or by a partner organisation, but you may still have to provide information and opinion to support the process.

### **Scope**

The scope helps to make sure that you provide evidence related to the work you do. Terms in this section give you options related to the words in bold in the performance criteria. Your evidence for this unit should cover any option that is part of your work.

**Contribution:** verbal in person; verbal by video or telephone conference; on-line; written

**Others:** individuals, families and communities; partner organisations; service providers; colleagues; advisors

**Decision makers:** individuals, families and communities; elected members, steering groups; board members; managers; partner agencies; government

**Provide information/advice:** written (electronic or paper), verbal (face to face or telephone), directly to decision makers, or indirectly via a line manager or other person. Directly to

those concerned or indirectly through website, forum, newsletter etc

**Risks:** risks to people, risks to property, health and safety risks, actions that may make adults or children vulnerable to harm from others, risks of legal action, risks to reputation, risks of poor performance, risk of financial loss

### Values

The values underpinning this unit have been derived from the values and principles statement, relevant service standards and codes of practice for health and social care in the four UK countries.

### Key words and concepts

This section provides explanations of the key words and concepts used in this unit. In occupational standards it is quite common to find familiar words or phrases used, which, in the detail of the standards, may be used in a very particular way. **Therefore we would encourage you to read this section carefully before you begin working with the standards and to refer back to this section as required.**

**Accessible:** something that people can understand regardless of the level or way in which they communicate, this may mean translating information, or providing it in large print or on audio tape, or just in plain English

**Organisation:** The organisation/company/local authority for whom you work or volunteer, the organisation/company you own or run, if you receive direct payments or fund your own services it means you and the people who work for you

### CPC 313 A Contribute to discussions to solve problems and make decisions

#### Performance Criteria

You must show that you:

- 1 Prepare sufficiently to make a useful **contribution** to the discussion
- 2 Present contributions clearly, accurately and at an appropriate time
- 3 Direct contributions at clarifying problems and identifying and assessing solutions
- 4 Acknowledge and constructively discuss the contributions and viewpoints of others

- 5 Represent any views from **others** effectively
- 6 Reflect on your performance in contributing to discussions and identify any areas for further development

### **CPC 313 B Provide information and advice**

#### **Performance Criteria**

You must show that you:

1. Respond promptly to requests from **decision makers** for advice and **information**
2. Prepare and present information and advice in an **accessible** format
3. Give information that is accurate, current and relevant
4. Give advice clearly and in line with **organisational** policies
5. Identify any **risks** arising from the advice you provide and recommend how they should be managed
6. Ensure that any information and advice that you provide is evidence based and can be justified

### **CPC 313 C Obtain and report on feedback about proposed decisions**

#### **Performance Criteria**

You must show that you:

1. Seek feedback on proposed decisions from all **relevant people**
2. Collate feedback and analyse the responses accurately
3. Prepare an accessible report with an analysis and summary of feedback
4. Provide decision makers with the results of the feedback and any supporting evidence
5. Advise those who gave feedback of any changes and amendments to decisions resulting from their comments

### **Knowledge specification for the whole of this unit**

Competent practice is a combination of the application of skills and knowledge informed by principles and values. This specification details the knowledge and understanding required to carry out competent practice in the performance described in this unit.

When using this specification **it is important to read the knowledge requirements in relation to the expectations and requirements of your job role**

You need to show that you know, understand and can apply in practice:

### **Values**

1. Legal and organisational requirements on equality, diversity, discrimination, rights, confidentiality and sharing of information when supporting decision-making.
2. How to ensure that decision making protects the rights and the interests of individuals
3. How to deal with any ethical dilemmas and conflicts that may arise during the decision making process
4. How to make contributions to try to ensure that decisions result in best possible value for the public pound
5. How to provide advice and information so that any decisions are sustainable and cause minimal damage to the environment
6. Methods of consultation with relevant people as part of the decision making process

### **Legislation and organisation policy and procedures**

7. Codes of practice and conduct, and standards and guidance and the roles, responsibilities, accountability and duties of others when taking decisions
8. Current local, UK and European legislation and organisational requirements, procedures and practices for commissioning, procurement and contracting
9. The governance arrangements in your organisation and the decision making process
10. How different philosophies, principles, priorities and codes of practice can impact on decision-making processes in different organisations.
11. Policies, procedures, guidance and protocols with the other organisations and professions with whom you work that are relevant to how and when decisions are made

### **Theory and practice**

12. Theories about the decision making process and the role of information and advice
13. Theories about participating in group discussions
14. Methods of gathering and analysing information
15. Ways to gain agreements and to deal with any conflict
16. Approaches to involving individuals, families and communities in the decision making process
17. Methods of undertaking risk assessments
18. Ways to access professional development opportunities