

## **Unit: CPC 412 Work with partners to jointly commission services (Commissioning, Procurement and Contracting)**

### **Key Purpose**

The key purpose identified for those working in commissioning, procurement and contracting is to: "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 412 A Identify and agree positive outcomes from commissioning jointly</b>
<b>CPC 412 B Take joint commissioning decisions</b>
<b>CPC 412 C Evaluate the effectiveness of joint commissioning in achieving outcomes</b>

### **About this unit**

This unit is about working with partners in health, education, early years, play work, etc., in order to better achieve positive outcomes by working in an integrated way, and by commissioning services jointly. The unit covers the practical agreements that need to be reached before entering into any joint activity and the processes involved in commissioning the services, but this is more focused on commissioning activity than on making general arrangements in principle for joint working.

### **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 highlighted in bold in the performance criteria. Your evidence for this unit should cover any option that is part of your work.

**Agreements:** formal; informal

**Resources:** financial; human; physical; time

**Obtain feedback:** from individuals, families and communities who use services; from service providers; from partners; from agencies and organisations who have an interest in what you do. In written form; electronic feedback; by telephone; through forums; through public meetings and consultations; through individual contact

## Values

The values underpinning this unit have been derived from the key purpose statement, the values and principles statement, relevant service standards and codes of practice for health and social care in the four UK countries. The values and principles statement is at the start of these units:

## 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.**

**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

**Outcome:** desired result of activities, interventions and / or services

**Criteria:** factors that can be used to measure and make a judgement about: whether or not an outcome has been achieved; how much progress has been made; or how well something has been done

**Communications strategy:** plan for how everyone will keep in touch. Plan will include: what will be shared; how often; by whom; with whom; in what format

## CPC 412 A Identify and agree positive outcomes from commissioning jointly

### Performance Criteria

You must show that you:

1. Identify and clearly explain the priorities and required **outcomes** for your **organisation**
2. Respond positively to the priorities and required outcomes of your partner organisation
3. Discuss and agree common outcomes that can be effectively achieved by joint commissioning

4. Clearly identify differences and similarities in commissioning systems and processes between partner organisations
5. Discuss and agree the process and the key responsibilities for jointly commissioning services
6. Ensure that **agreements** are within the legal and regulatory framework for your organisation
7. Ensure that **resources** are in place in a way that reflects agreed governance arrangements and the split of responsibility
8. Confirm that any agreements reached are within your authority and that of the other people involved
9. Agree **criteria** to measure the effectiveness of joint commissioning process and decisions
10. Identify and act upon any workforce development needs arising from working with a partner organisation

### **CPC 412 B Take joint commissioning decisions**

#### **Performance Criteria**

You must show that you:

1. Agree a **communications strategy** with all organisations involved
2. Make decisions on the most effective means of designing and obtaining services to meet the required outcomes of all organisations involved
3. Jointly take market soundings for new or innovative approaches
4. Agree responsibilities for preparing specifications for jointly commissioned services
5. Agree responsibilities for tendering and awarding contracts for jointly commissioned services
6. Agree responsibility for contract monitoring and compliance
7. Ensure that colleagues in all organisations are aware of any changes in familiar approaches, systems and procedures for jointly commissioned services
8. Implement joint commissioning decisions within the agreed terms

### **CPC 412 C Evaluate the effectiveness of joint commissioning in achieving outcomes**

## Performance Criteria

You must show that you:

1. Gather and collate any data or information necessary for evaluation
2. Obtain **feedback** from all those involved in the joint commissioning process
3. Measure progress towards outcomes resulting from jointly commissioned services
4. Evaluate the extent to which joint commissioning has improved outcomes for individuals, families and communities
5. Provide feedback on the evaluation, in a range of formats, for all those involved in joint commissioning

## Knowledge specification for the whole of this unit

Competent practice is a combination of the application of skills and knowledge informed by values and ethics. 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 commissioning jointly with another organisation
2. How to ensure that you and others for whom you are responsible protect the rights and the interests of individuals, taking account of any limitations on the individuals' rights
3. How to manage ethical dilemmas and conflicts for individuals, families and communities
4. How to ensure that joint commissioning results in best value for the services

## **Legislation and organisational policy and procedures**

5. Codes of practice and conduct, and standards and guidance and the roles, responsibilities, accountability and duties of others when jointly commissioning services
6. Current local, UK and European legislation and organisational requirements, procedures and practices for joint commissioning
7. Key government initiatives which affect the organisational practices for joint commissioning
8. How different philosophies, principles, priorities and codes of practice can impact on joint commissioning
9. Policies, procedures, guidance and protocols with the other organisations and professions with which you work that are relevant to joint commissioning

## **Theory and practice**

10. Theories of commissioning, procurement and managing supply
11. Theories of market development and management
12. The potential benefits of joint commissioning and how to take advantage of them
13. The potential disadvantages and difficulties of joint commissioning and how to deal with them
14. How to set up and maintain an effective communications strategy for a joint venture
15. The importance of planning responsibilities for each part of the commissioning cycle before starting the process
16. The limitations of your authority and how to recognise when you have to refer decisions to others
17. Why you need to ensure that the required outcomes of your partner organisation are compatible with your organisational responsibilities, e.g. sustainable ways of working, working that values diversity, etc.
18. The reasons why resources should be split according to the responsibility for the joint project