

Unit: CPC 428 Assess the impact of commissioning activity on social, economic and environmental sustainability (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

CPC 428 A Plan a sustainability impact assessment
CPC 428 B Carry out a sustainability impact assessment
CPC 428 C Report on a sustainability impact assessment

About this unit

Public sector procurement has a legal obligation to consider the effects of its spending on local social, economic and environmental circumstances. Commissioning strategies will need to consider issues of sustainability and will have to assess how any purchasing will impact. This unit is about undertaking an impact assessment on a local scale, but clearly the impacts will have national and global implications. Your organisation will have a policy about organisational responsibility, and being able to assess social, economic and environmental impact of commissioning locally, nationally and globally is a key part of acting responsibly.

Sustainability is defined as: **the ability of an activity/intervention and/or service to meet current needs without damaging the ability of future generations to meet their needs**

Scope

The scope is here to give you guidance on possible areas to be covered in this unit. The terms in this section give you a list of options linked with words highlighted in bold in the performance criteria. You need to provide evidence for any option related to your work area.

Purpose: establish impact prior to commissioning; establish impact following commissioning; standard commissioning procedure; specific issue; public interest

Scope: local; regional; national; global
Legal basis: organisational policy/governance; local policy; national legislation; EU regulation
Audience: own organisation; regulator/inspector; public; special interest group; national/international project
Tools/templates: in-house; national government; EU template; UN template; special interest group template
Data: demographic; employment; income; economic activity; health; social; crime; exclusion; CO2 emissions; pollution index; whole-life costs; food miles; recycling
Measures: E.g : carbon (buildings); carbon (transport); wildlife habitats; water; land and food; materials; housing; health; social; recreational; accessibility; travel; air quality; noise; built environment; job creation; participation
Appropriate people: individuals, families and communities; decision makers; managers; special-interest groups; elected members; service providers
Contract: existing; potential
Assessment target: overall commissioning strategy; specific commissioning strategy; general commissioning activity; specific commissioning activity; single project

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.**

Analyse: to explore and examine the data you have collected and to find out and interpret what it tells you. Once you have interpreted the data it becomes information

CPC 428 A Plan a sustainability impact assessment

Performance Criteria

You must show that you:

1. Establish the **purpose, scope** and **target** of the impact assessment
2. Confirm accurately the **legal basis** for the assessment
3. Identify the **audience** for the impact assessment
4. Identify and agree any **standard tools or templates** you will use for the assessment
5. Identify the source and location of any **data** you will need and confirm that you will have access to it
6. Confirm the **measures** and indicators that you will use to carry out the assessment
7. Communicate clearly to ensure that **appropriate people** are aware of the impact assessment
8. Plan to undertake the assessment at a level appropriate to the size and risk level of the **contract**

CPC 428 B Carry out a sustainability impact assessment

1. Collect and record the relevant data against each of the measures you have identified for the **assessment target**
2. **Analyse** the data accurately against the indicators/criteria you are using
3. Refer to previous assessments, if appropriate, and identify any trends
4. Return to your original sources and recheck the data if results appear unusual, or there are anomalies
5. In the case of anomalies or unusual results, confirm the data by using alternative sources
6. Ensure that all interested parties are kept informed of the progress of the assessment
7. Reach conclusions about the level and nature of impact based on valid and reliable evidence

CPC 428 C Report on an impact assessment

Performance Criteria

You must show that you:

1. Record the results of the impact assessment separately for social, economic and environmental impacts
2. Evaluate the results against identified measures and indicators
3. Report the results of the impact assessment to the appropriate people
4. Present the results to different audiences, if necessary
5. Prepare recommendations for future actions based on the results of the impact assessment
6. Recommend any changes to commissioning strategies and plans as a result of the impact assessment

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 making an impact assessment
2. How to ensure that you and others for whom you are responsible protect the rights and the interests of individuals
3. How to manage ethical dilemmas and conflicts that may arise during impact assessments.
4. How to ensure that impacts assessments result in best

- possible value for the services
5. Methods and ways of working that:
 - a. support equality and diversity
 - b. support the rights of people to communicate in their preferred way, media and language
 - c. support the development of sustainable new ideas
 - d. are ethical and adhere to any codes of practice relevant to your work
 - e. respect other people's ideas, values and principles
 6. Legal and organisational requirements about safeguarding children and vulnerable adults
 7. Why it is important to reflect on your own practice and identify areas for further development and how to do so

Legislation and organisational policy and procedures

7. Codes of practice and conduct, and standards and guidance in relation to impact assessments and sustainable procurement
8. Current local, UK and European legislation and organisational requirements, procedures and practices for sustainable procurement
9. Key government initiatives which affect the organisational practices to assess the impact of commissioning policy
10. How different philosophies, principles, priorities and codes of practice can impact on sustainable procurement

Theory and practice

11. Current and emerging publications, research and reviews about sustainable procurement and the ways in which public-sector spending affects social, economic and environmental factors in a local area
12. Theoretical and evidence-based approaches to sustainability and why it is important
13. Approaches and methodology to be used when undertaking an impact assessment
14. The tools and templates that are available to support the process and where to obtain them
15. The strategies that can be used to increase sustainable procurement and how to apply them in your organisation

16. The outcomes that can be achieved through sustainable procurement
17. How to record and present the results of an impact assessment