Unit: CPC 429 Contribute to and influence policy and strategy development within and beyond your own organisation (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 429 A Prepare and present information and arguments within your organisation
CPC 429 B Contribute to development of strategy and policy outside your own organisation

About this unit

Public organisation policies and practices are continually being developed and this unit addresses the contributions a commissioner makes to that development. Active involvement of this kind by contract, procurement and commissioning professionals is essential to the robust policy and practice development of the organisation and can include all members of staff.

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.

> **Contributions:** verbal; written; in response to a request; unsolicited
>
> **Communication channels**: face to face; small groups; organisational meetings; networks; telephone; e-mail; web based; information leaflets; informal channels ('water cooler')
>
> **Constraints:** finance; personnel availability; workload commitment; organisation requirements and plans
>
> **Obstacles:** organisational; legal; regulatory; resource availability; resistance to change

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
>
> **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 language

CPC 429 A Prepare and present information and arguments within your organisation

Performance Criteria

You must show that you:

1. **Contribute** to the progress and development of your organisation through suggesting new ideas and approaches
2. Offer information and supporting arguments which are based on the development needs and potential of your **organisation**
3. Make contributions which are consistent with the available information and which will move your organisation forward

4. Make clear and constructive contributions to identify the methods, timescales, roles and resources from which developments and initiatives can be achieved
5. Make clear and constructive contributions to help establish aims and objectives for development
6. Establish **channels of communication** and effective working relationships with relevant parties
7. Identify and acknowledge conflicting interests, **constraints** and any **obstacles** to progress

CPC 429 B Contribute to development of strategy and policy outside your own organisation

Performance Criteria

You must show that you:

1. Take opportunities to contribute to, and influence, consultations, forums and policy making at a local, regional or national level
2. Offer new ideas and innovative approaches to organisations outside your own
3. Establish and maintain effective networks outside your own organisation
4. Use networks and other opportunities to extend your opportunities to influence strategy, policy and service delivery developments
5. Share the knowledge and experience which forms the basis of your views and ideas
6. Provide clear, accurate and **accessible** information which is within your own organisation's policies on information and knowledge sharing
7. Ensure that your own organisation is aware of, and supports your contributions

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 contributing to policy and strategy
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, those who use services, partners, providers and staff
4. 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

5. Legal and organisational requirements about safeguarding children and vulnerable adults
6. 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 and the roles, responsibilities, accountability and duties of others when formulating policy and strategy
8. Current local, UK and European legislation and organisational requirements, procedures and practices for developing policy and strategy for commissioning
9. Key government initiatives which affect the organisational practices on commissioning based on outcomes
10. How to access, evaluate and influence organisational and workplace policies, procedures and systems for the development of outcomes-based commissioning

11. How different philosophies, principles, priorities and codes of practice can impact on outcomes-based commissioning
12. Policies, procedures, guidance and protocols with the other organisations and professions with which you work that are relevant to outcomes based commissioning

Theory and practice

13. How and where to access information and support on knowledge and best practice relevant to your area of work, the organisation and networks with which you work and the skills and knowledge you need to contribute effectively
14. Principles underpinning policy and strategy development
15. How to work in partnership with individuals, key people and others to enable you to develop and contribute to new thinking
16. Networking opportunities that can extend your influence
17. Lessons learned from successful and unsuccessful policy developments