

Unit: CPC 504 Negotiate the agreement and implementation of sustainable commissioning strategies for positive (Commissioning, Procurement and Contracting) outcomes

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 504 A Collate and present evidence for a sustainable strategy to achieve outcomes
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CPC 504 B Negotiate agreement for strategic proposals
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CPC 504 C Ensure that the agreed strategy can be delivered and the outcomes achieved

About this unit

This unit is about gaining agreement for key strategic plans. It involves the skills for gathering and presenting supporting evidence, negotiating the agreement and then ensuring that the organisation can deliver the outcomes.

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.

Valid and reliable sources: national statistics; local authority statistics; public body; academic institution; primary sources

Resources: financial; human; physical; time

Key decision makers: individuals, families and communities; elected members; board members; management committee; senior managers/executives

Information and knowledge: data; processed data; analysed data; information; research; intelligence; expert opinion; feedback; confidential information; public information; personal information

Present (verb): verbally; verbally with visual support; written; electronic; in person; indirectly

Systems and processes: internal; external

Joint and collaborative working: public sector; voluntary sector; community partner; provider

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.**

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

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

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

Sustainable: an activity/intervention and/or service able to meet current needs without damaging the ability of future generations to meet their needs. This means thinking about what you do and making sure that you are not damaging the environment

CPC 504 A Collate and present evidence for a sustainable strategy to achieve outcomes

Performance Criteria

You must show that you:

1. Identify in a clear and logical way, the long-term aims, objectives and **outcomes** for a strategy proposal
2. Obtain, **analyse** and present evidence from **valid and reliable sources** about the nature and level of demand, the required outcomes and how this has been established
3. Obtain, analyse and present evidence from valid and reliable sources about the availability of supply to meet the level and nature of demand and how this has been established
4. Obtain, analyse and present evidence from valid and reliable sources about the market development necessary in order to achieve the identified outcomes
5. Obtain, analyse and present evidence from valid and reliable sources to demonstrate the social, environmental and economic impact of the strategy on the local community
6. Identify clearly how the strategy proposal reflects legislation, policy drivers and current thinking
7. Include a comprehensive risk assessment and risk management strategy
8. Identify and justify the level and type of **resources** necessary to deliver the proposed strategy
9. Include workable proposals for self-directed support, joint and collaborative working with partners and engagement with the voluntary and community sector

CPC 504 B Negotiate agreement for strategic proposals

Performance Criteria

You must show that you:

1. Make effective use of opportunities to inform and positively influence **key decision makers** in support of your proposal
2. Provide clear, concise **information** and supporting evidence to all decision makers in an **accessible** format and in good time for them to make use of it
3. **Present** the proposed strategy clearly and positively
4. Deal constructively with queries, concerns and objections
5. Provide clear and accurate information about the consequences of agreement and non-agreement of your proposals
6. Negotiate and make changes, if necessary, to achieve progress in the interests of individuals, families and communities

7. Record the agreement reached

CPC 504 C Ensure that the agreed strategy can be delivered and the outcomes achieved

Performance Criteria

You must show that you:

1. Develop useable implementation plans that are **sustainable**
2. Ensure that **systems and processes** enable the engagement of individuals, families and communities
3. Negotiate to ensure that the necessary resources are available to enable the delivery of the strategy
4. Ensure that a suitably qualified and experienced workforce is available to deliver the outcomes identified in the strategy
5. Make arrangements to recruit capable and effective staff to the key posts necessary to implement the strategy and achieve the identified outcomes
6. Put in place structures, systems and processes to enable the **joint and collaborative working** identified in the strategy
7. Put effective processes in place for full engagement of the voluntary and community sector
8. Put effective monitoring and evaluation plans in place

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 developing commissioning strategy
2. How to ensure that you and others for whom you are responsible protect the rights and the interests of individuals families and communities
 3. How to ensure that the commissioning strategy results in best possible value for the services
 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
 7. The differences in types, structures, governance and capacity of organisations, particularly voluntary sector and micro-providers, and the implications for working relationships

Legislation and organisational policy and procedures

8. Codes of practice and conduct, and standards and guidance and the roles, responsibilities, accountability and duties of others in relation to commissioning
9. Current local, UK and European legislation and organisational requirements, procedures and practices for planning commissioning
10. Key government initiatives which affect the organisational practices for commissioning strategies
11. Policies, procedures, guidance and protocols with the other organisations and professions with which you work that are relevant to commissioning strategies

Theory and practice

12. Current reports, research, studies and theoretical approaches to commissioning

13. The research and consultations necessary for the preparation of a commissioning strategy and how to undertake them
14. The requirements of joint working and commissioning and how to implement them
15. The importance of democratic oversight of public sector spending, its roles and how to judge its impact
16. The levels and types of outcomes that can be achieved through effective commissioning and the methods for doing so
17. The roles of the key bodies and organisations for commissioning, procurement and contracting
18. The different approaches to commissioning and procurement and the implications of each
19. Methods and techniques for successful negotiation and agreement
20. Ways to work effectively with key decision makers