

Unit: CPC 510 Develop a joint strategic needs assessment and delivery strategy (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 510 A Aggregate information on outcomes required by each partner
CPC 510 B Aggregate information on supply available to deliver outcomes
CPC 510 C Prepare and implement a joint delivery strategy to meet the needs of the local population

About this unit

This unit is about undertaking a joint assessment of needs across two or more partners as a first step in joint commissioning. Following a needs assessment, there is an assessment of the capacity of the market to respond and finally a joint strategy for delivering the identified 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 items in the performance criteria. You need to provide evidence for any option related to your work area.

Relevant data: demographic; environmental; economic; wellness; social

Resources: financial; human; physical; time

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 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.

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 510 A Aggregate information on outcomes required by each partner

Performance Criteria

You must show that you:

1. Obtain and aggregate **relevant data** from each partner
2. Obtain and aggregate data on current met and unmet needs
3. Obtain and aggregate information on the outcomes required by individuals, families and communities
4. Collate and **analyse** information on priorities and **outcomes** for each partner
5. Project outcomes for 3-5 years ahead
6. Project demand for 3-5 years
7. Undertake an equality and **sustainability** impact assessment and use the analysed result to inform the joint delivery strategy
8. Prepare and gain agreement to a joint assessment of needs, priorities and outcomes

CPC 510 B Aggregate information on supply available to deliver outcomes

Performance Criteria

You must show that you:

1. Obtain accurate and current market information from each partner to establish the current capacity to deliver outcomes
2. Identify where further market development is needed in order to deliver outcomes
3. Identify new and innovative approaches to service design to improve delivery of outcomes
4. Identify where joint approaches to meeting outcomes can result in effective and efficient use of **resources**
5. Negotiate and agree joint approaches to market development in order to deliver outcomes

CPC 510 C Prepare and implement a joint delivery strategy to meet the needs of the local population

Performance Criteria

You must show that you:

1. Plan, with your partner, how services will be jointly designed and delivered
2. Develop a delivery strategy to deliver the identified priorities and outcomes from each partner
3. Undertake a **risk assessment** and produce a risk management plan for the joint delivery strategy
4. Include the workforce development needs in the joint delivery strategy
5. Propose, negotiate and gain agreement for governance arrangements for the joint delivery strategy
6. Plan appropriate contracting arrangements to meet identified outcomes and priorities
7. Develop and gain agreement to performance measures and indicators for the joint delivery strategy
8. Include clear plans for regular benchmarking of performance in order to establish the effectiveness of the delivery
9. Identify a monitoring and evaluation plan for the joint delivery strategy

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 joint working
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 arise in joint working.
4. How to ensure that joint working results in best 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 and how they can be carried out whilst working jointly
7. Why it is important to reflect on your own practice and identify areas for further development and how to do so
8. The differences in types, structures, governance and capacity of organisations, particularly voluntary sector and micro-providers, and the implications for joint strategies

Legislation and organisation policy and procedures

9. Codes of practice and conduct, and standards and guidance and the roles, responsibilities, accountability and duties of others when working jointly
10. Current local, UK and European legislation and organisational requirements, procedures and practices for working jointly
11. Key government initiatives which affect the organisational practices about joint working
12. Policies, procedures, guidance and protocols with the other organisations and professions with whom you work that are relevant to joint working.
13. Legal contracting requirements and any impact or additional considerations for joint working

Theory and practice

14. How to develop governance protocols
15. The strategic aims and objectives of different partners and how this can impact on the governance of the partnership
16. Why it is important to recognise the potential conflict between the aims of the partnership and the objectives of individual member organisations
17. The contributions that different partners can make to the work of the partnership including shared resources
18. The importance of partnership working and why it can improve service delivery and enhance public confidence
19. Changing factors and priorities nationally and locally that can impact on the partnership, its members and its strategic goals
20. Different types of contracts and how they can be used to meet different outcomes and priorities
21. The importance of benchmarking and how to undertake it for joint working
22. How to develop and use performance measures and indicators that are appropriate for joint working