|  |  |
| --- | --- |
| Overview | This standard is about developing an options appraisal for commissioning priorities. It involves knowing the strategic context and resources available to meet the needs and outcomes required for your area of work, working in partnership to identify commissioning priorities and negotiating for agreement and resources to support the identified commissioning priorities.This NOS is relevant to an individual undertakingcommissioning, procurement and contracting in relation to care services. |
| Performance criteriaYou must be able to:You must be able to:You must be able to: |  **Identify resources to meet demand**1. collate a range of information about the current and future levels of demand on services to meet identified outcomes
2. calculate the financial commitment necessary to meet current and anticipated demand
3. collate accurate information on the financial and other **resources** known to be available
4. analyse the impact of any variance between demand and resources
5. assess the viability of opportunities for additional financial resources

**Develop an options appraisal for commissioning priorities** 1. analyse the impact of the **strategic context** on your organisation’s commissioning activities
2. share information with **individuals, key people** and **stakeholders** about current and future outcomes and any recommendations for meeting them
3. analyse the potential for innovation, service re-design, re-configuration or de-commissioning to meet required outcomes
4. encourage individuals, key people and communities to draw up innovative suggestions and draft priorities
5. analyse the resources available to meet required outcomes
6. provide accurate information about the availability of resources and the impact of commissioning decisions on other resources
7. develop the criteria which will apply to the allocation of financial and other resources
8. consider ways in which resources can be used most effectively in order to meet demand and improve outcomes
9. collaborate with **commissioning partners**, individuals, key people and stakeholders to develop **sustainable** commissioning priorities in accordance with the policies and strategies of your organisation
10. work with commissioning partners, individuals, key people and stakeholders to assess the risks associated with the priorities
11. store accurate, legible and complete records of the process
12. develop an **options appraisal** for commissioning priorities to meet current and future required outcomes

 **Negotiate agreement and resources to for commissioning priorities**1. present your options appraisal to the **relevant people** in an **accessible** way
2. provide further explanation to support your appraisal where necessary
3. negotiate budgets in a manner likely to maintain good relationships and within agreed time scales
4. negotiate agreements that balance the overall needs of the organisation with the demands of your area of responsibility
5. seek clarification where there is uncertainty or disagreement over the proposed budget
6. inform all relevant people of budget decisions in a manner and at a time which is likely to ensure their co-operation and confidence
 |
|  |  |

|  |  |
| --- | --- |
| Knowledge and understandingYou need to know and understand:You need to know and understand:You need to know and understand:You need to know and understand:You need to know and understand:You need to know and understand:You need to know and understand:You need to know and understand:You need to know and understand:You need to know and understand:You need to know and understand:You need to know and understand: | **Specific to this NOS**1. how to access information about trends and developments in commissioning
2. principles that underpin the financial management of your organisation
3. the importance of adequate resources to achieving improved outcomes
4. best practice in finance and resource planning
5. theories of public sector financial management and effective resource generation and deployment
6. how to organise and present financial information to support a proposal for expenditure
7. how to define budget heads and using virement
8. use financial analysis tools
9. how to planning and scheduling financial flows over budgetary periods

**Rights**1. legal and work setting requirements for equality, diversity, discrimination and rights
2. legal and work setting requirements for complaints and whistle blowing
3. your role and the roles of others in promoting **co-productive** commissioning
4. the role of service providers and partner agencies in promoting the rights, choices, wellbeing and active participation of **individuals**, **key people** and communities
5. how to address conflicts and dilemmas about rights and discrimination
6. your duty to report any acts or omissions poor or discriminatory practice, resources or operational difficulties that could infringe the rights of individuals, key people and communities

**Safeguarding**1. legislation, national policy, frameworks, local systems and multi-disciplinary procedures relating to the safeguarding and protection of children, young people and adults
2. the responsibility that everyone has to raise concerns about possible harm or abuse, poor or discriminatory practices
3. indicators of potential harm or abuse
4. how and when to escalate any concerns about harm or abuse, including whistleblowing
5. how to support others who have expressed concern about harm or abuse
6. what to do if you have reported concerns but no action is taken to address them

**Sustainability**1. how to evaluate the benefits of working in a **politically, economically, sociologically, technologically, legally and environmentally** sustainable way
2. how to promote your **organisation**'s political, economic, sociological, technological, legal and environmental responsibilities
3. how to evaluate thesustainability of commissioned services
4. how to develop sustainable new ideas in your area of responsibility

Partnership working1. how **collaborative and integrated working** can be used to maximise resources
2. how to promote co-productive commissioning
3. how to work with individuals, key people and communities through co-productive commissioning, procurement and contracting
4. how to support the interests of individuals and other stakeholders
5. how to engage with social care and procurement professionals during commissioning, procurement and contracting activities
6. how to analyse the **priorities, interests** and contributions of **stakeholders** and their impact on partnership working
7. how to analyse the drivers and constraints that impact on businesses and third sector organisations
8. the **business processes** and **operational realities** of service providers
9. how to influence the work of the partnership to meet agreed **outcomes**
10. how to use and develop integrated policies, procedures, guidance and protocols with others involved in partnerships
11. the statutory and financial constraints for **agreeing budgets** to support partnership working
12. how to evaluate effective partnership working

**Risk management**1. how to analyse the risks involved in commissioning, procurement and contracting for your area of responsibility
2. methods of managing and mitigating the risks involved in commissioning, procurement and contracting for your area of responsibility
3. how to develop practice that facilitates positive risk-taking

**Your practice**1. European, UK and country specific legislation, statutory codes, standards, regulations, frameworks and guidance relevant to commissioning, procurement and contracting relevant to your area of responsibility
2. European, UK and country specific legislation, statutory codes, standards, frameworks and guidance relevant to service providers and partner agencies
3. how to access accurate interpretations of legal and regulatory requirements
4. how to use analysis from lessons learned from government reports, research and inquiries into serious failures of health or social care practice and from successful interventions
5. how your role fits within your organisation and where you can go to for support
6. how to identify priorities and contribute to priority setting
7. how to evaluate the impact of commissioning, procurement and contracting activities on individuals, key people and communities
8. how to evaluate different methods and approaches of measuring the achievement of outcomes
9. how to evaluate the importance of preventative and community based provision
10. how to manage agreed transformations for service provision
11. techniques for problem solving and innovative thinking
12. how to manage budgets and resources
13. how to identify and manage ethical conflicts and dilemmas in your work
14. your own background, experiences and beliefs that may have an impact on your practice
15. how to use **evidence based practice** to justify your actions and decisions
16. how to contribute to the development of systems, practices, policies and procedures

**Theory for practice**1. how to evaluate the impact of  **social, medical and business models** on the achievement of outcomes
2. how to evaluate the impact of organisational structure and culture upon how flexibly and innovatively resources can be used
3. how to evaluate theories and approaches to management relevant to your area of responsibility

**Personal and professional development**1. how to promote reflective, person centred, evidence based practice
2. your role in sharing and developing knowledge and practice with others, including individuals, key people and communities
3. how to manage time and workload
4. how to provide constructive feedback
5. how to identify and access opportunities for professional development
6. how to develop professional knowledge and practice through reflective supervision and appraisal

**Communication**1. how to use communication as a foundation for co-productive commissioning
2. how to manage and promote effective communication with **colleagues**, individuals and other stakeholders

**Handling information**1. legal requirements, policies, procedures and protocols for the security and confidentiality of information, taking account of commercial sensitivity and procurement practice
2. legal and work setting requirements for recording information and producing reports within timescales
3. how to identify, collect, analyse, measure and assess data
4. methods of making data, information and analysis accessible for individuals, key people and other stakeholders including decision makers
5. how and where electronic communications can and should be used

**Health and Safety**1. legal and work setting requirements for health, safety and security in the work environment
 |
|  |  |
| Additional information  |
| Scope / range related to performance criteria: | The details in this field are explanatory statements of scope and/or examples of possible contexts in which the NOS may apply; they are not to be regarded as range statements required for achievement of the NOS.Where an individual finds it difficult or impossible to express their own preferences and make decisions about their life, achievement of this standard may require the involvement of advocates or others who are able to represent the views and best interests of the individual. Where there are language differences within the work setting, achievement of this standard may require the involvement of interpreters or translation services.**Resources** include financial, human and physical resources as well as time.**Strategic context** refers to the broad aims of the commissioning organisation and the aims of others that affect the commissioning environment.**Information** may be any form of communication from and about individuals, key people, communities and other stakeholders, people and organisations. Information might be about legislation or working practices which should be passed on and for which your organisation may have procedures set in place. It includes performance information, previous contractual information, confidential and public information.The **individual** is the adult, child or young person receiving a service.**Key people** are those who are important to an individual and who can make a difference to his or her well-being. Key people may include family, friends, carers and others with whom the individual has a supportive relationship.**Stakeholders** are individuals and other people who have an interest in or are in some way affected by your work. They include service providers from the statutory, third or business sectors; regulators; colleagues and other professionals whose work contributes to the individual’s well-being and who enable you to carry out your role; commissioning partners or those who commission services from the same provider, whether or not they are joint arrangements.**Commissioning partners** are individuals or representatives of groups and organisations who are involved in making commissioning decisions for your organisation. They can include individuals, key people and other stakeholders as well as organisations with whom you undertake joint commissioning activities or who deliver services.For services to be **sustainable**, they must deliver the current specified outcomes and be able to meet longer term desired social outcomes. This means taking account of any factors that might limit the outcomes that services can deliver in the future, in particular financial, social or environmental factors. It is particularly important in a climate where social care needs are forecast to increase more than available funding.**Risks** can be influenced by a wide range of factors and include risks to people, property and organisations through reputation or ability to fulfil their roles and responsibilities.An **options appraisal** sets out the choices and implications for action or inaction, together with reasoned recommendations about the most suitable course of action. **Relevant people** include decision makers, individuals, key people, communities, service providers and others and will vary depending on the issues and circumstances.For something to be **accessible**, it should be able to be used by all people whatever their levels and types of ability, for example something that people can understand regardless of the level or way in which they communicate. |
| Scope / range related to knowledge and understanding:Values: | The details in this field are explanatory statements of scope and/or examples of possible contexts in which the NOS may apply; they are not to be regarded as range statement required for achievement of the NOS.**All knowledge statements must be applied in the context of this standard.**The process of **co-production** involves developing relationships to collaborate with individuals, local people, community groups and organisations. It involves using and developing people’s skills and abilities throughout all commissioning, procurement and contracting activities, including designing and delivering services. It places individuals, key people and communities at the centre of decision making and control, taking account of the roles that people want to take.The **individual** is the adult, child or young person receiving a service.**Key people** are those who are important to an individual and who can make a difference to his or her well-being. Key people may include family, friends, carers and others with whom the individual has a supportive relationship.The **political, economic, sociological, technological, legal and environmental** model (also known as the PESTLE model) is used to analyse the influences that an organisation has on its environment, both now and in the future. It is used to inform decisions and enable the organisation to respond to change.An **organisation** is used to mean the organisation for which you work or volunteer, or which you own or run. For people funding their own services or using other self directed support, it means you and the people who may work for you.**Collaborative and integrated working** describes a range of ways in which two or more organisations can work together, for example health and social services working together or regional collaboratives. They can be formal or informal, temporary or permanent and may include the agreement of budgets.The **priorities and interests** of stakeholders encompass the outcomes sought and are influenced by different philosophies, principles, priorities and codes of practice and are affected by their differences in size, structure, governance and capacity. They may change over time in response to national and local factors.**Stakeholders** are individuals and other people who have an interest in or are in some way affected by your work. They include service providers from the statutory, third or business sectors; regulators; colleagues and other professionals whose work contributes to the individual’s well-being and who enable you to carry out your role; commissioning partners or those who commission services from the same provider, whether or not they are joint arrangements.**Business processes** describe the systems and tasks that organisations undertake to be able to provide the required service.The **operational realities** of service providers are the factors that impact on how they are able to run their services, in particular where there is competition for funding and customers.**Outcomes** are the desired result of the activity for individuals, key people and communities. They move the focus from the processes, transactions and performance management to the differences that provision can actually make to people’s lives. It underpins citizen centred commissioning by placing individuals in a central role in evaluating the effectiveness of commissioning.**Agreeing budgets** involves combining or pooling budgets within or between organisations, for example using local authority and continuing healthcare funding, for joint commissioning or regional/collaborative purchasing.**Evidence based** **practice** uses systems, processes and ‘practice wisdom’ that has been proved to be effective in supporting the achievement of positive outcomes. Evidence may have been drawn from a variety of sources: research, both formal and informal, and the views and opinions of individuals, key people and other stakeholders involved in the delivery of care services.The **social model** describes disability as a series of barriers located in society and not an individual, for example attitudes towards people in need or physical barriers.The **medical model** described illness or disability as an inherent part of the individual, and as such would attempt to treat or cure the person. **Business models** refers to an organisation’s need to function as a business within financial constraints and in some cases to make profit, for example social enterprises and private businesses. **Colleagues** are people who you work with in your own or other organisations, including your team, managers, service providers, other teams, other departments and other organisations.Adherence to codes of practice or conduct where applicable to your role and the principles and values that underpin your work setting, including the rights of children, young people and adults. These include the rights:To be treated as an individualTo be treated equally and not be discriminated againstTo be respectedTo have privacyTo be treated in a dignified wayTo be protected from danger and harmTo be supported and cared for in a way that meets their needs, takes account of their choices and also protects themTo communicate using their preferred methods of communication and languageTo access information about themselvesAll aspects of commissioning, procurement and contracting should seek to build on these underpinning values and should:Respect the inherent worth and dignity of all peopleRespect the human rights of children, young people and adultsRespect people’s right to take positive risksBe transparentBe accountableBe proportionalBe consistentBe targetedBe impartialEnable providers |

|  |  |
| --- | --- |
| Developed by | Skills for Care and Development |
| Version number | 2 |
| **Date approved** | February 2014 |
| Indicative review date | February 2019 |
| **Validity** | Current |
| **Status** | Original |
| Originating organisation | Skills for Care and Development |
| **Original URN** | CPC409 |
| Relevant occupations | Contract Manager; Managers and leaders with responsibility for interagency working; Childcare and Related Personal Services; Health and Social Care; Planning Officer; Strategy Officer |
| **Suite** | Commissioning, Procurement and Contracting for Care Services |
| **Key words** | Options; appraisal; priorities; agreement; resources; partnership  |