



Commissioning Policy Development Project Training Needs Analysis

You may be a commissioner or procurement officer or you may be from a third sector organisation that is interested in delivering public services. Below are questions and lists of topics that relate to commissioning and procurement. Your responses will assist the Commissioning Policy Development Project in putting together its training programme in 2010-2011.

1. About you

Name:	
Job title:	
Organisation:	
E-mail:	Telephone:

2. Previous commissioning training

Please list below any previous commissioning training you have attended (in the recent past)	Provider	Would you recommend it? Yes/No

3. Please indicate below which topic/s you would be interested in receiving training on

Training to support commissioning and procurement generally		
Topic	Comments Essential (E) Desirable (D) Not a priority (N)	In house training available? Yes/No/ Don't Know
Introduction to the Public Sector Code of Practice for Commissioning Third Sector Services in Merthyr Tydfil and Rhondda Cynon Taff		
Fulfilled Lives - Supportive Communities Commissioning Guidance and the Procurement Route Planner for social care		
Understanding the commissioning cycle and the contributions that can be made by organisations at the different stages		
Models for commissioning teams		
Collaborative approaches to commissioning and procurement		
Effective partnership working		
Citizen/ stakeholder involvement in service planning – potential benefits and perceived barriers		
Models for user/ carer engagement (such as Appreciative Enquiry)		
Commissioning for better outcomes (for example, using Results Based Accountability)		
Handling conflict in the commissioning relationship		
Training to support the Analyse Stage		
Topic	Comments Essential (E) Desirable (D) Not a priority (N)	In house training available? Yes/No/ Don't Know
Producing a communication plan		
Understanding the third sector (including social enterprises and social firms)		
Building relationships with the third sector (including the role of networks and forums)		
Using Daffodil (demand forecasting system for Wales) to support commissioning and planning		
Gap Analysis (including needs analysis and service mapping)		
Understanding the options to secure services		
Service design – working in partnership (including co-production, community-led commissioning, consortia)		
Service design – personalised services and implications for commissioning		
Understanding the cost of services		

Measuring and evidencing value (for example using the Social Return on Investment model; and understanding the added value that many third sector organisations bring)		
Training to support the Plan Stage		
Topic	Comments Essential (E) Desirable (D) Not a priority (N)	In house training available? Yes/No/ Don't Know
Project management		
Change management		
Budget setting and management		
Understanding the role of grants for a healthy local voluntary and community sector (introduction to Audit Office toolkit in determining a commissioning method)		
Understanding what resources are available to third sector organisations (Funding for Sustainability)		
Introduction to TUPE Regulations and implications for commissioning services		
Producing a commissioning plan		
Understanding contracting options and producing a procurement plan		
Supporting providers to improve their business model		
Understanding different models of consortia		
Sub contracting and developing supply chains		
Developing service specifications		
Use of social clauses in service specifications and contracts		
Training to support the Secure Services Stage		
Topic	Comments Essential (E) Desirable (D) Not a priority (N)	In house training available? Yes/No/ Don't Know
Introduction to EU Procurement Regulations and Public Contract Law		
Understanding EU tender processes		
Tendering for the terrified		
Tender evaluation		
Negotiation skills		
Developing contracts that are fit for purpose		
Developing a market management plan		
Engaging with providers (Meet the Buyers' Events, procurement portals, providing feedback etc...)		
Marketing your organisation and developing good relations with commissioners		

Quality Assurance Frameworks (such as PQASSO)		
Good governance		
Financial management		
Developing a business plan		
Training to support the Review Stage		
Topic	Comments Essential (E) Desirable (D) Not a priority (N)	In house training available? Indicate Yes/No/ Don't Know
Developing a performance management framework		
Developing a contract monitoring and risk assessment/ mitigation framework		
Contract monitoring methodology		
Establishing a lead funder arrangement		
How to secure and record benefits		
How to incentivise good quality services		
Developing a programme of service review		
Monitoring outputs and outcomes		
The role of local government scrutiny processes		

4. Have you any other ideas for commissioning training?

Topic

Thank you for completing this Training Needs Analysis. Please return to: Margaret McLaughlin, Commissioning Policy Development Officer, Voluntary Action Merthyr Tydfil and Interlink

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