

Commissioning Project

Website Development – Local Case Studies and Local Resources

The idea behind the case studies is to populate the website with stories from the area that others can learn from at the same time as bringing the website more alive. The idea behind the local resources is to share models and templates so that others can learn from them and use and adapt them.

Website page	Local Case studies	Local Resources	Progress
Commissioning project			
Training Intro I	n.a	Commissioning Training Needs Analysis template Commissioning Project <u>Results of the Training Needs Analysis</u> undertaken in 2010, Commissioning Project Training Programme (not yet produced) 2011, Commissioning Project Procurement and Public Service Delivery CVC Information Sheets http://www.wcva-ids.org.uk/vamt/1127	done
Analyse Stage - Checklist 1 Project Management			
Project steering group 1b	Example of local commissioning project steering group	Case study on how a local commissioning project steering group was put together MTCBC?	To identify
Project management plan 1c	Example of commissioning project management plan(MTCBC?)	Local template (MTCBC?)	To identify
Commissioning Project monitoring and evaluation 1e	Example of commissioning project evaluation	Local template for evaluating a commissioning project (MTCBC?)	To identify
Model of successful partnership working 1h		<u>[2] Partnership Working Code of Practice, Merthyr Tydfil Compact</u> http://www.vamt.net/publications&information/compact.html <u>Terms of Reference, Merthyr Tydfil Local Service Board</u> http://www.merthyr.gov.uk/Home/Community/Local+Service+Board.htm	
Strategic partnership structures 1i		Example of local partnership structures	To identify
Defining partnership roles j		Examples of partnership role descriptions Code of conduct for third sector	To identify

		representatives VAMT	
Dealing with conflict of interest on strategic partnerships 1k	An example of this being done successfully on a strategic partnership	<u>Mediation and Disputes Resolution Process 2010</u> , Merthyr Tydfil Compact http://www.vamt.net/publications&information/compact.html	To identify an example
Skills for strategic partnerships 1l	An example of skills being developed - RBA in RCT?	An example of a skills audit or a template	To identify
Communication and involvement on strategic partnerships 1m	An example of how communication was improved in a strategic partnership	An example of an internal communication plan	To identify
Measuring and reviewing success in partnerships 1n	An example of how a partnership has done it	A written review of a partnership	To identify
Local strategic partnerships 1o		Map of Merthyr Tydfil and RCT partnerships - to be produced or identified	To identify
Analyse Stage - Checklist 2 Service Mapping and Resource Analysis			
Provider mapping and analysis 1p	A case study of how this has been done locally	Example of a service mapping/ analysis exercise	To identify
Resource Analysis 2o	A case study of how resources were analysed for a specific project	Example of a resource analysis	To identify
Third sector features and values 2b		Some examples of values statements from local third sector organisations	To identify
Models for understanding third sector organisations 2bb	An case study of a local organisation that has started off small and has gone on to be an employer and deliver local services and generate income		To identify
Social enterprises 2e	RCT Homes?		To identify
Social Firms 2f	Vision Products? Value Wales article	Report of a social firms workshop held in Merthyr Tydfil in February 2010	To identify
Added Value of the third sector 2i	Gellideg Foundation Group? Penrhys Partnership?		To confirm
Third sector organisations working together 2j	Mental Health Forum? Others?	<u>Working with others</u> , CVC Information Sheets http://www.wcva-ids.org.uk/vamt/1142	To confirm
Whole local third sector 2l		VAMT Directory (to be produced) Interlink Directory (to be produced)	To confirm

Providers and potential providers 2m		Engagement Gateway MT? Engagement Gateway RCT? Others	To confirm
Who is funded to deliver services 2n		MT CBC Business Enterprise database (work in progress) Others?	To confirm
Analyse Stage - Checklist 3 Analysing Needs			
Needs Analysis 3a	Case study of how one was undertaken – possibly use the Disability Forum (MT and RCT) event to feed stakeholder views into the HSCWB strategy	Examples of needs analyses	To confirm
Data and intelligence sources 3b		Local sources?	To clarify
Stakeholder Analysis 3d	Case study of undertaking a stakeholder analysis	Example of a stakeholder analysis	To identify
Information 3f	Case study of producing accessible information CYPP?	Example of user friendly and accessible information	To identify
Consultation 3g	Example of a consultation process we are proud of – Cracking the Code ?	Cracking the code report? Commissioning Code of Practice consultation analysis? Others?	To confirm
Involvement approaches and methods 3h	Case study to illustrate use of a range of involvement approaches – workshops, public meetings etc..	A report or study of a local involvement process	To identify
Stakeholders 3i		Map of local networks and forums (not only 3 rd sector) (not yet available)	Identify who is producing it
Service users 3j	A piece of service user involvement we are proud of - Mental health forum and Cwm Taf HB ?		To confirm
Children and young people 3k	Election of youth mayor?		To confirm
Carers 3l	Involvement in Carers Strategy Network in MT?		To confirm
Third sector	Case study from one of		To identify

organisations 3m	more of the networks in local strategies		
Service providers and potential providers 3p	Good experience of providers being involved in planning Example of an event or meeting with potential providers	How to do business with guide.. (is there one?)	To identify
Communities 3q	A positive example of local communities influencing service development – Valleys Kids in RCT? Communities First? Penrhys Partnership	Local community development strategy?	To identify
Citizens 3r	Good example of wider citizen engagement and how it was done – community strategy in MT?	Ask MT RCT community website? Citizens juries?	To identify
Representative 3s	Positive story re third sector or other representative involvement in strategic partnerships – how do they help?	Third sector representatives code of conduct VAMT – is it finished?	To identify and confirm
Analyse Stage - Checklist 4 Designing Services			
Establishing and prioritising outcomes 4c	Local example ? workshop?		To identify
Benefits and challenges of outcomes 4b	Local example of joining up outcomes across services and departments		To identify
RBA 4f	Local example of where it is being used and to what effect		To identify
Sustainable Commissioning Model 4g	Any local examples of wider social, economic and environmental benefits being incorporated early on in the process?		To identify
Measuring impact on service users 4i	Examples of where local tools or tools used locally and especially where commissioners and providers have	Examples of Measurement tools used? Merthyr/ Blaenau Gwent Mentro Allan project's measuring tool – the Warwick Edinburgh mental wellbeing scale	To identify

	agreed them together?		
Measuring preventive impacts? 4j	Examples of anyone measuring prevention and how?	Examples of methods used to measure preventive impacts	To identify
Measuring organisational effectiveness 4k	Examples of approaches third sector organisations use: Awards? PQASSO liP	VAC has an organisational health check that it might be useful to reference – not sure	To identify
Cost benefit analysis 4l	An example of a local organisation having completed a Value Added Facts Questionnaire or similar – calculated the value of volunteering (CAB?)	Value Added Facts Questionnaire from the project	To confirm
Social Return on Investment SROI 4m	RCT homes?		To identify anyone who has done SROI
LM3 4n	?		To identify anyone who has done LM3
Gap Analysis 4o	Case study of how one was done?	Example of a gap analysis MTCBC Commissioning Framework?	To identify
Service Options Appraisal 4p	Example of deciding to outsource?		To identify
“Third sector solutions” 4q	<ul style="list-style-type: none"> - Volunteering project - Co-production example with service users and communities - Third sector consultant (Turning Point?) - Social enterprise - Prevention - Valuing local knowledge – demonstrate an understanding of service users’ needs 	Report of cooperation event to be held under the auspices of the Disability Forum (MT and RCT) CAB volunteers Turning Point (James McMann HB) Shaping the future of care report about cooperation WCVA and Network 3	To identify

	<ul style="list-style-type: none"> - Sustainable commissioning representing value for money - Example of undertaking a pilot project and why? 		
Business case		Example of a Business Case MTCBC?	To identify
Plan Stage - Checklist 5 Producing a Commissioning Plan			
Commissioning Plan 5a		MT Commissioning Plan for services for disabled children MTCBC template?	To confirm
Change management plan 5b		?	To identify
Exit strategy 5c		Third sector organisation examples	To identify
Plan Stage - Checklist 6 Developing a Procurement Plan			
6a Procurement Plan			
6b			
Plan Stage - Checklist 7 Producing a Service Specification			
Service specification 7a		Local examples	To identify
Social clauses 7b	Case studies of where they have been used – MTCBC integrated adult services perhaps		