

Self-assessment guide to engaging with commissioning: Questions for Archive Services

This document will help you review your current position in terms of engaging with the commissioning process and help you identify what you need to do to better engage. It also indicates where in the resources you can find further information.

Question	Where are we now?	What actions can I take?	Link to Resource Pack
<p>Are your services actively engaged in commissioning?</p> <p>Have your services been contracted by health, adult social care, community services, education, corporate services, or children’s services to help address local needs and contribute towards improving local outcomes?</p>			<p>See</p> <ul style="list-style-type: none"> • Lessons Learned 3: It’s about better outcomes for communities and individuals – understand the outcomes that commissioners are striving for.
<p>If there is current engagement is it based on working in partnership and sharing funding?</p> <p>Are you working with these services through short term time limited contracts to provide activity e.g. Spot purchasing, or are you engaged strategically in the whole commissioning process?</p>	<p>The current relationship takes the form of....</p>		<p>See</p> <ul style="list-style-type: none"> • Lessons Learned 2: Engage as a strategic player and creative partner – not just as a provider.
<p>If you are not currently engaged in commissioning are you looking to get involved?</p> <p>Do you have the capacity to engage?</p>		<p>We would need to</p>	<p>See</p> <ul style="list-style-type: none"> • Step by step guide.

<p>Are there other cultural sector partners with whom you could undertake joint commissioning?</p> <p>Are there comparator examples that you can learn from?</p> <p>Is there political support for you to engage with commissioning strategically?</p> <p>Is your Cabinet lead involved in arrangements for commissioning in other service areas and able to make the case for archives?</p>			
<p>Do you and your staff understand the commissioning process enough to engage with it?</p> <p>What more support and training might you need to develop the required competencies?</p> <p>What concerns do you have about getting engaged with commissioning?</p>		<p>The training/support required is...</p>	<p>See</p> <ul style="list-style-type: none"> • Step 2 of the step by step guide: understand commissioning process.
<p>Are you aware of the local needs and key strategic outcomes commissioners are seeking to address locally?</p>		<p>To identify the commissioning processes going on locally we need to</p>	<p>See</p> <ul style="list-style-type: none"> • Step 4 in the step by step guide; mapping the landscape. • The working example of mapping local commissioning opportunities. • Lessons Learned 1: Engagement in commissioning starts from a sophisticated understanding of need.

<p>Have you considered how your services could contribute to them?</p>			<ul style="list-style-type: none"> Lessons Learned 2: Engage as a strategic player and creative partner – not just as a provider.
<p>Do you know who is responsible for commissioning in health, adult social care, community services, education, corporate and children's services in your area?</p> <p>Have you built relationships with any of these key individuals?</p> <p>Have these relationships created opportunities for your services to be procured?</p> <p>What is happening locally in terms of personalisation?</p>		<p>To build relationships with commissioners we need to.....</p>	<p>See</p> <ul style="list-style-type: none"> Step 3 in the step by step guide: Who's who in commissioning. Step 5 in the step by step guide: Ways into the process. Lessons Learned 4: Engaging in commissioning is about developing relationships.
<p>Can you evidence the impact your services are currently making on people's lives and in communities which can help you make a case for being commissioned?</p> <p>Have you presented the evidence for the contribution your services could make to local outcomes to commissioners?</p> <p>Have you accessed national evidence that could be relevant to local priorities?</p>	<p>We have the following data/evidence of impact.....</p>	<p>We need to collate more information about.....</p>	<p>See</p> <ul style="list-style-type: none"> Lesson Learned 7: Evidence – collect it and use it. Lessons Learned 8: Understand the cost benefit ratios – to demonstrate value for money and reduced dependency on other services. A guide to developing a local outcomes framework for archives.
<p>Do you have accreditation systems in terms of health and safety, child</p>		<p>We would need to....</p>	<p>See</p> <ul style="list-style-type: none"> Lessons Learned 9: Challenges of

<p>protection, working with vulnerable adults and management competence?</p> <p>Have you considered how you would get the capacity and skills to deliver contracts?</p>			<p>communication, collaboration and capacity.</p>
<p>Have you considered how you would measure and evaluate your performance in terms of delivering contracts and achieving impact?</p> <p>Do you understand the comparative cost of your services and can you demonstrate that the interventions you can offer are value for money?</p>		<p>We will measure performance by.....</p> <p>We can demonstrate value by.....</p>	<ul style="list-style-type: none"> • Lessons 6 & 7: Ways of demonstrating outcomes and impact.