

SCDCPC428

Assess the impact of commissioning activity on social, economic and environmental sustainability (Commissioning, Procurement and Contracting)



Overview

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”.

The elements of competence are:

1. Plan a sustainability impact assessment
2. Carry out a sustainability impact assessment
3. Report on a sustainability impact assessment

About this unit

Public sector procurement has a legal obligation to consider the effects of its spending on local social, economic and environmental circumstances. Commissioning strategies will need to consider issues of sustainability and will have to assess how any purchasing will impact. This unit is about undertaking an impact assessment on a local scale, but clearly the impacts will have national and global implications. Your organisation will have a policy about organisational responsibility, and being able to assess social, economic and environmental impact of commissioning locally, nationally and globally is a key part of acting responsibly.

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Performance criteria

Plan a sustainability impact assessment

You must be able to:

- P1 establish the **purpose, scope** and **target** of the impact assessment
- P2 confirm accurately the **legal basis** for the assessment
- P3 identify the **audience** for the impact assessment
- P4 Identify and agree any **standard tools or templates** you will use for the assessment
- P5 identify the source and location of any **data** you will need and confirm that you will have access to it
- P6 confirm the **measures** and indicators that you will use to carry out the assessment
- P7 communicate clearly to ensure that **appropriate people** are aware of the impact assessment
- P8 plan to undertake the assessment at a level appropriate to the size and risk level of the **contract**

Carry out a sustainability impact assessment

You must be able to:

- P9 collect and record the relevant data against each of the measures you have identified for the **assessment target**
- P10 **analyse** the data accurately against the indicators/criteria you are using
- P11 refer to previous assessments, if appropriate, and identify any trends
- P12 return to your original sources and recheck the data if results appear unusual, or there are anomalies
- P13 in the case of anomalies or unusual results, confirm the data by using alternative sources
- P14 ensure that all interested parties are kept informed of the progress of the assessment
- P15 reach conclusions about the level and nature of impact based on valid and reliable evidence

Report on an impact assessment

You must be able to:

- P16 record the results of the impact assessment separately for social, economic and environmental impacts
- P17 evaluate the results against identified measures and
- P18 report the results of the impact assessment to the appropriate people
- P19 present the results to different audiences, if necessary
- P20 prepare recommendations for future actions based on the results of the impact assessment
- P21 recommend any changes to commissioning strategies and plans as a result of the impact assessment

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Knowledge and understanding

You need to know and understand:

Values

- K1 legal and organisational requirements on equality, diversity, discrimination, rights, confidentiality and sharing of information when making an impact assessment
- K2 how to ensure that you and others for whom you are responsible protect the rights and the interests of individuals
- K3 how to manage ethical dilemmas and conflicts that may arise during impact assessments
- K4 how to ensure that impacts assessments result in best
- K5 Methods and ways of working that:
 - K5.1 support equality and diversity
 - K5.2 support the rights of people to communicate in their preferred way, media and language
 - K5.3 support the development of sustainable new ideas
 - K5.4 are ethical and adhere to any codes of practice relevant to your work
 - K5.5 respect other people's ideas, values and principles
- K6 legal and organisational requirements about safeguarding children and vulnerable adults
- K7 why it is important to reflect on your own practice and identify areas for further development and how to do so

Legislation and organisational policy and procedures

You need to know and understand:

- K8 codes of practice and conduct, and standards and guidance in relation to impact assessments and sustainable procurement
- K9 current local, UK and European legislation and organisational requirements, procedures and practices for sustainable procurement
- K10 key government initiatives which affect the organisational practices to assess the impact of commissioning policy
- K11 how different philosophies, principles, priorities and codes of practice can impact on sustainable procurement

Theory and practice

You need to know and understand:

- K12 current and emerging publications, research and reviews about sustainable procurement and the ways in which public-sector spending affects social, economic and environmental factors in a local area
- K13 theoretical and evidence-based approaches to sustainability and why it is important
- K14 approaches and methodology to be used when undertaking an impact

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assessment

- K15 the tools and templates that are available to support the process and where to obtain them
- K16 the strategies that can be used to increase sustainable procurement and how to apply them in your organisation
- K17 the outcomes that can be achieved through sustainable procurement
- K18 how to record and present the results of an impact assessment

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Additional Information

Scope/range related to performance criteria

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 words highlighted in bold in the performance criteria. You need to provide evidence for any option related to your work area.

Purpose: establish impact prior to commissioning; establish impact following commissioning; standard commissioning procedure; specific issue; public interest

Scope: local; regional; national; global

Legal basis: organisational policy/governance; local policy; national legislation; EU regulation

Audience: own organisation; regulator/inspector; public; special interest group; national/international project

Tools/templates: in-house; national government; EU template; UN template; special interest group template

Data: demographic; employment; income; economic activity; health; social; crime; exclusion; CO2 emissions; pollution index; whole-life costs; food miles; recycling

Measures: e.g. carbon (buildings); carbon (transport); wildlife habitats; water; land and food; materials; housing; health; social; recreational; accessibility; travel; air quality; noise; built environment; job creation; participation

Appropriate people: individuals, families and communities; decision makers; managers; special-interest groups; elected members; service providers

Contract: existing; potential

Assessment target: overall commissioning strategy; specific commissioning strategy; general commissioning activity; specific commissioning activity; single project

Scope/range related to knowledge and understanding

Competent practice is a combination of the application of skills and knowledge informed by principles and values. This specification details the knowledge and understanding required to carry out competent practice in the performance described in this unit.

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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.

Glossary

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

Sustainability is defined as: the ability of an activity/intervention and/or service to meet current needs without damaging the ability of future generations to meet their needs

External Links

When using this specification it is important to read the knowledge requirements in relation to the expectations and requirements of your job role.

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