

# Commissioning induction framework: Induction action plan

Things to think about before you start this action plan:

- Who can help you answer these questions?
- Where can you look for additional information?
- How have you filled gaps in your knowledge, skills and understanding in the past? How can you utilise those tools here?

Each role in commissioning is different. Don't worry if you find some questions easier to answer or more relevant than others. You can refer back to the 'Commissioning induction framework' at any time to support you.



Section	Key question	Space to reflect and record your answer, including any actions required	Space to review actions and progress, and record who can help you.
<b>Starting with you</b>			
Understanding your new role	1. How can you describe the scope and remit of your role in a few sentences?		
Your strengths and values	2. What professional and personal skills and experiences are you bringing to your commissioning role?		
Your strengths and values	3. What professional and personal values led you to a career in commissioning?		

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<b>Values in commissioning</b>			
Values in commissioning	4. Consider all the values that are relevant to your role. How can these values guide your practice in your role?		
Values in commissioning	5. How might you approach a situation where your values may be challenged in commissioning?		
Equity, equality, diversity and inclusion	<p>6. How can you understand the diversity of communities in your local area, including seldom-heard communities?</p> <p>Think about where you can access specialist knowledge. For example, from internal employee forums, engagement workers, local area coordinators, community and neighbourhood workers, community catalysts, VCFSE organisations, people who draw on care and support, and their families and advocates.</p>		

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## Working with others: Commissioning relationships

Internal and external partners	7. Create your own stakeholder map of key internal and external relationships.  There are templates you can use for this online, including an influence/interest stakeholder matrix or a RACI grid (Responsible, Accountable, Consulted, Informed).		
Internal and external partners	8. From your stakeholder map, which partners do you need to meet in your first three months and develop your relationship with?		
Internal and external partners	9. How can you approach collaborative working with confidence, transparency, and authenticity?		
Working with adult social care providers	10. How does your organisation or system already work with providers? How can you learn from what is already happening?		

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Working with adult social care providers	11. How can you spend time with providers in your first three months to understand their needs, challenges and successes in more depth?		
Coproduction	12. How does your organisation or system already coproduce commissioning? How can you learn from what is already happening?		
Coproduction	13. How can you spend time with people in your first three months to understand their experiences in more depth?		
Reflecting on ways of working	14. How can you access information about how past relationships have been experienced to support the development of current relationships with partners?		

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<b>Commissioning legislation, statutory duties and regulatory frameworks</b>			
Statutory duties, legislation, and regulatory frameworks	15. Which areas of legislation and regulation do you feel most confident with? Which areas of legislation and regulation are a priority for you to fill gaps in your knowledge or confidence in?		

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<b>A whole systems approach to commissioning</b>			
Market shaping	<p>16. How can you develop your understanding of the local care market?</p> <p>Think about what you already know about the market. Read local market shaping strategies and market position statements to help you consider the opportunities and challenges the local market faces.</p>		
Strategic workforce planning	<p>17. How can you develop your understanding of the local workforce?</p> <p>Read your workforce strategy or strategies and their associated implementation plans.</p>		
Financial planning	<p>18. How can you develop your financial intelligence across your remit?</p> <p>Consider how finance flows in the area and how information on impact and value for money is captured.</p>		

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<b>The commissioning cycle</b>			
Elements of commissioning cycles	19. Which elements of the commissioning cycle that you use in your organisation or system do you feel most confident with? Which elements of the commissioning cycle are a priority for you to increase confidence in?		
<b>Supporting you</b>			
Peer support	20. How can you find out about additional peer support in your new role? How can you protect time to access this support and other professional development activities?		