

Commissioning induction framework: Reflective checklist

There is no one way to do commissioning and good commissioning can look different in each local authority or integrated setting. However, there are some key questions you can ask yourself to help you feel confident that you're making the right decisions. You're welcome to revisit this reflective checklist after your first three months; whenever the questions are helpful for reflecting, re-assessing, and boosting your confidence.

Reflective question When thinking about an initiative, project, question or decision, ask yourself:	Space to answer	Space to record actions, targets, or next steps
1. What do you want to achieve? What is your goal?		
2. Is your goal clear? Do you know why you want to achieve your goal, why now, and what impact you'll have? Do you have clearly defined success measures?		
3. How will achieving this goal contribute to positive outcomes for people who draw on care and support?		
4. Have you got a clear and SMART plan to deliver this goal? Have you planned how you will measure, monitor, and evaluate impact?		

<p>5. What values are you living here? What broader organisational or community values are you aligned with?</p>		
<p>6. Who have you involved, collaborated and coproduced with? Who is missing from your stakeholder map who can influence or support delivery? Who is missing from your stakeholder map who would be impacted by delivery?</p>		
<p>7. Have you considered how the impact of delivery might be experienced differently for different people or groups? Think about equity, equality, diversity and inclusion.</p>		
<p>8. Have you considered potential implications for the market, for the workforce, and financial implications?</p>		
<p>9. Have you analysed relevant qualitative and quantitative evidence and data? Have you consulted relevant legislation and guidance?</p>		
<p>10. What assumptions have you made? How can you challenge any assumptions?</p>		
<p>11. After answering the above questions, are there still areas you're less confident in?</p>		
<p>12. What can you do to mitigate and address any doubts to boost your confidence?</p>		