

Screening checklist for VCS commissioning		See explanatory notes at base	
Department		Date completed	Lead officer
What is the purpose of the service to be commissioned?			
Stage 1 - Budget screening			
No.	Question	Yes / No	Additional information
1	What is the budget?		
2	Summary of the financial background assessed?		
3	Is a budget reduction required on existing commitment?		
Stage 2 - Strategic screening			
4	Is providing the service a statutory requirement? If yes, note statute and key details		
5	If not statutory does it provide an essential community benefit?		
6	if existing service is it delivered in-house or externally?		
7	If funded from an external source does the funder have any requirements as to how the money is spent?		
8	Is service redesign needed?		
9	Could the service be commissioned collaboratively -e.g. another funder/local authority?		
10	What council plan objectives are met through the services? E.g. social value; apprenticeships; inward investment if externally provided		
11	Which areas of the Common Outcomes Framework will be delivered?		
12	Is an Equality Impact Assessment needed? To address both positive discrimination and assess negative impacts http://thesource.southwark.gov.uk/tools-and-resources/equality/		
13	Is a risk assessment required?		

14	Are there any other risk factors?		
15	Is the timeframe critical?		
16	Additional information/next steps/mitigation		
Stage 3 - Routes to be taken in commissioning/procurement		Refer to grant or contract guidance:	
http://thesource.southwark.gov.uk/tools-and-resources/contracts/service-contracts/third-sector-procurement/contracts-grants/			
16	Is the current service grant or contract? And why?		
17	Is the service known to be needed for a specific length of time?		
18	What is the total budget for the length of time?		
19	Is the service required to deliver measurable specified outcomes?		
20	Is the service for a more general purpose e.g. for broader outcomes?		
21	State preferred route and reasons.		
22	What is needed internally for council staff to commission the service - people, systems, anything else?		
Stage 4 - Sustainability post contract award			
23	Planning the next commissioning cycle - 18 months before the service ends. What steps need to be taken to start the process again?		

Explanatory notes for background and context

1. This checklist is a resource to support good commissioning practice in Southwark.
2. It has been produced by commissioners working with procurement to improve coordination of commissioning across the council.
3. Use of the checklist is not mandatory. It does not replace the current decision making process for grant making or the procurement process.
4. It would be good practice to complete the checklist at the start of the commissioning cycle and attach as appendix to the commissioning report.
5. This report would be either the commissioning plan and award of grants report for grant making or the gateway reports for a procurement process.