**Commissioning Glossary**

**The Chest: -** The Chest has been created with funding from the North West Centre of Excellence to bring together buyers and suppliers making it easier for businesses to find out about new sources of potential revenue and to grow and develop to the benefit of the local economy. Suppliers can register online via the Suppliers’ Area to receive email updates on opportunities that match their capabilities. Suppliers can reduce tendering costs by registering their interest in opportunities online.

**EIA:- Equality Impact Assessment.** Equality Impact Assessments (EIAs) are a risk assessment that we carry out across all our services, to make sure that we are not disadvantaging anyone with a ‘protected characteristic’. We call these negative impacts; the role of the EIA is to mitigate these negative impacts/disadvantages.

Wherever we find a negative impact we have to:

* Check whether we can take action to address it;
* Set objectives to address it in our annual Service Plans;
* Make sure that it is being built into staff appraisal objectives

**MEAT : -** Most Economically Advantageous Tender. Includes factors other than price e.g. Quality

**Outcome: -** An outcome describes the benefit for service users and communities that will occur as a result of a change in behaviour or condition. Outcomes can be linked directly to the council plan and priorities.

**Outcome Based Commissioning:-** Investment in services that are designed and delivered by Providers that result in the achievement of:

Activity based service user milestones that are catalysts of positive change in services users’ behaviour, circumstances and or satisfaction. That collectively produces a positive impact on the population’s everyday lives.

**Outputs: -** Outputs can be defined as the interventions you make to bring about the achievement of benefits/changes (outputs) for your service users e.g. number of contacts made, the number of service delivery hours or the number of individuals engaging with service.

**Risk Register: -** The risk register details all risks identified at the beginning and during the life of the project and scores them in terms of likelihood and severity of impact on the commissioning of the service.

**Service Delivery Plan: -** means the plan approved by the Council, specifying the services to be delivered, the intended benefits and how these will be measured and identified.

**Service Specification: -** A document which informs the provider what is required from the service. The document will help in the structuring of how the service will be delivered and will provide a basis upon which to measure quality and outcomes.

**Social Value: -**Social value is about maximizing the impact of public expenditure. It looks at what is created, and sometimes what is forsaken, through a commissioning process. It is therefore also about what we value in the public realm.

Social value considers more than just the financial transaction. It includes, but certainly isn't limited to:

* Happiness
* Wellbeing
* Health
* Inclusion
* Empowerment
* and much more

**Stakeholder: -** a person or group that has an investment, share, or interest in the service being commissioned.

**Value for Money: -** Value for money is the consideration of not only the minimum purchase [price](http://www.businessdictionary.com/definition/labor-rate-price-variance.html), but also on the maximum [efficiency](http://www.businessdictionary.com/definition/efficiency.html) and [effectiveness](http://www.businessdictionary.com/definition/effectiveness.html) of the service.