Q1 Part 1 Background This is a tool to help CCGs and their partners to reflect on their decision-making processes, with the aim to help improve the commissioning process. We will ask you to reflect back on the commissioning processes that you have been involved in and identify one that has been particularly challenging. We will ask questions about your own experience, your experience with partners in the commissioning network and the colleagues whom you work with. We focus mainly on knowledge sharing and knowledge use. The results will be reported back to your CCG in an aggregated form only. Your responses are fully confidential and no individual will be identifiable in the report. The survey is distributed to every member of a CCG and its partner organisations. Participation is entirely voluntary. You can skip questions if you do not know how to respond, or withdraw at any time without giving a reason. The tool is free of charge and openly available to all CCGs. By ticking the "I agree" option below, you consent to take part in this study.

O I agree (1)

O I do not agree (2)

If I do not agree Is Selected, Then Skip To End of Survey

Q2 First, think about the commissioning processes that you have been personally involved in the commissioning processes that you have been personally involved in the commission of the commissi
Which one ticks the most of the criteria listed below? The commissioning process that you
have chosen as an example is one that (please tick one or more):
☐ Involved the most discussions and negotiations (1)
☐ Was the most difficult process you have been involved in (2)
☐ Presented the most obstacles to overcome (3)
☐ Involved taking into account different types of evidence (4)
☐ Involved many stakeholders (5)
☐ Was the only commissioning you have been involved in (6)

Q3 In the remainder of this survey, we will ask a number of questions about the commissioning process that you have identified in the previous question. Please provide a label or name for it to remind you of the particular commissioning process you have identified. This label can be the real name or a label only known to yourself. Please write a label or name for the commissioning process that ticks the most of the above boxes:

Q4]	How many days per week do you work for the CCG on average?
O]	Do you have a managerial position in the CCG? I don't manage anyone. (1) I am the general/most senior manager of the CCG. (3) I have managerial responsibilities at the CCG. (4)
	Which group do you belong to? (Please tick one or several) Nurse (1) Doctor (2) PPI (3) Other (please specify) (4)

Q7 In your view, what triggered the commissioning of \${q://QID4/ChoiceTextEntryValue}? (please write in the box below)

_	Q8 Part 2 \${q://QID4/ChoiceTextEntryValue} Which groups were involved in the commissioning of \${q://QID4/ChoiceTextEntryValue}?									
O	Primary care (1)									
O	Secondary care (2)									
O	Tertiary care (3)									
O	Social service (4)									
O	Public health (5)									
O	Local authority (6)									
O	Others (please specify) (7)									

Q9 In the following section, we ask questions about your collaboration with your partners in the commissioning process. Please identify and differentiate between the partner your CCG worked with most frequently during the commissioning of \${q://QID4/ChoiceTextEntryValue}, the partner that was most crucial to the outcome of \${q://QID4/ChoiceTextEntryValue}, and the partner which - in hindsight - you should have worked with more closely during the commissioning of \${q://QID4/ChoiceTextEntryValue}. In your view, who was the partner your CCG worked with most frequently during \${q://QID4/ChoiceTextEntryValue} and why?

Q10 Who was the partner that in your view was the most crucial to the outcome of \${q://QID4/ChoiceTextEntryValue} and why? Please note your answer in the box provided:

Q11 Who was the partner, which - in hindsight - you should have worked with more closely during \${q://QID4/ChoiceTextEntryValue} and why?

Q12 Here is the space for you if you wish to comment on the three questions above.

Q13 To what degree do you agree with the following statements about the partners in

commissioning of \$\{q://QID4/ChoiceTextEntryValue\}?

		Partner m	nost crucial	ome	Partner we should have worked with more closely					
	Strongly disagree (1)	Disagree (2)	Neither disagree nor agree (3)	Agree (4)	Strongly agree (5)	Strongly disagree (1)	Disagree (2)	Neither disagree nor agree (3)	Agree (4)	Strongly agree (5)
The relation ship with this partner was mutually trusting.	0	0	O	0	•	O	•	•	•	O
This partner kept their promises to our CCG.	O	0	O	0	O	O	O	•	O	O
Our CCG was sure what this partner said was true. (3)	0	0	O	O	•	O	O	•	O	O

Q14 Here is the space for you if you wish to comment on the question above.

Q15 How frequently did you exchange relevant information or knowledge with your colleagues in the CCG involved in the commissioning of

\${q://QID4/ChoiceTextEntryValue}?

	Never (1)	Very rarely (2)	Occasionally (3)	Frequently (4)	Very frequently (5)
I was kept informed of what my CCG colleagues knew about \${q://QID4/ChoiceTextEntryValue}. (1)	0	•	O	0	O
When I needed certain information about \$\{q://QID4/ChoiceTextEntryValue\}, I asked my CCG colleagues. (2)	0	O	O	•	•
I informed my CCG colleagues of what I was working on related to \$\{q://QID4/ChoiceTextEntryValue}\}. (3)	0	O	O	•	0
When I learnt something new related to \$\{q://QID4/ChoiceTextEntryValue}\}, I made sure my CCG colleagues learnt about it too. (4)	0	O	O	O	0

Q16 Here is the space for you if you wish to comment on the question above.

Q17 How frequently did your colleagues in the CCG involved in the commissioning of q:/QID4/ChoiceTextEntryValue exchange relevant information or knowledge with each other?

cach other:					
	Never (1)	Very rarely (2)	Occasionally (3)	Frequently (4)	Very frequently (5)
colleagues shared relevant information or knowledge with one another. (1)	O	O	•	•	•
If a colleague in the CCG had some relevant information or knowledge, he or she was not likely to tell the others about it. (2)	O	•	•	•	•
CCG colleagues provided each other with hard-to- find relevant information or knowledge. (3)	O	O	•	•	•

Q18 Here is the space for you if you wish to comment on the question above.

Q19 Think about your colleagues in the CCG who were involved in the commissioning of \${q://QID4/ChoiceTextEntryValue} when making decisions about \${q://QID4/ChoiceTextEntryValue}. To what extent do you agree with each of the following?

ionowing.					
	Strongly Disagree (1)	Disagree (2)	Neither disagree nor agree (3)	Agree (4)	Strongly agree (5)
They helped me if I had difficulties with my CCG related job. (1)	0	O	O	0	0
They took my interests into account. (2)	0	•	•	•	0
They kept me informed. (3)	O	O	O	O	O
They kept their word. (4)	O	0	O	O	O
They had the best interest of service users at heart. (5)	•	0	•	•	•
They had the best interest of their own practice/organisation at heart. (6)	O	O	O	•	O
They had the best interest of their professional group at heart. (7)	O	0	O	0	O

Q20 Here is the space for you if you wish to comment on the question above.

Q21 How often did you feel each of the following during the commissioning process of q:/QID4/ChoiceTextEntryValue?

	Never (1)	Very rarely (2)	Occasionally (3)	Frequently (4)	Very frequently (5)
Angry (1)	0	0	O	0	O
Frustrated (2)	O	O	O	O	O
Disappointed (3)	•	•	0	•	•
Anxious (4)	O	O	O	O	O
Fed up (5)	O	O	O	O	O
Let down (6)	O	O	O	O	O
Happy (7)	O	O	O	O	O
Surprised (8)	O	O	O	O	O
Excited (9)	O	O	O	O	O
Proud (10)	O	O	O	•	O
Satisfied (11)	O	O	O	O	O
Pleased (12)	O	O	O	O	O

Q22 Here is the space for you if you wish to comment on the question above.

Q23 During the commissioning process of q:/QID4/ChoiceTextEntryValue, how frequently did you try to do the following in your CCG?

requently and you try to do the following in your CCG?										
	Never (1)	Very rarely (2)	Occasionally (3)	Frequently (4)	Very frequently (5)					
I tried to bring about improved procedures. (1)	0	O	0	•	•					
I tried to correct a faulty procedure or practice. (2)	0	0	0	O	0					
I tried to eliminate redundant or unnecessary procedures. (3)	•	•	•	O	0					
I tried to change organisational rules, procedures, and policies that were non-productive or counter productive. (4)	O	O	•	O	O					
I spoke up with ideas for changes in work procedures of the CCG. (5)	0	0	•	O	0					
I communicated opinions about CCG related work issues to others even if my opinions differed or others disagreed. (6)	•	O	•	O	O					
I developed and made recommendations on CCG related work issues. (7)	•	•	•	O	0					

Q24 Here is the space for you if you wish to comment on the question above.

Q25 Please indicate the extent to which you agree with the following statements for yourself and your professional group during the commissioning

of \${q://QID4/ChoiceTextEntryValue}.

	My voice						The voice of my professional group			
	Strongly disagree (1)	Disagree (2)	Neither disagree nor agree (3)	Agree (4)	Strongly agree (5)	Strongly disagree (1)	Disagree (2)	Neither disagree nor agree (3)	Agree (4)	Strongly agree (5)
was heard by the CCG general manager (1)	O	O	O	O	0	0	0	0	O	0
had influence over commissi oning decision (2)	O	•	0	O	•	O	0	•	O	0
should have had more influence (3)	O	0	O	O	0	0	0	0	O	0

Q26 Here is the space for you if you wish to comment on the question above.

Answer If Do you have a managerial position in the CCG? I don't manage anyone. Is Selected Or Do you have a managerial position in the CCG? I have managerial responsibilities. Is Selected

Q27 How frequently did the CCG general manager engage in the following behaviours with the CCG colleagues involved in the commissioning of \${q://QID4/ChoiceTextEntryValue}?

the east concugates	Never (1)	Very rarely (2)	Occasionally (3)	Frequently (4)	Very frequently (5)
Encouraged us to express ideas/suggestions.	0	0	0	O	0
Listened to our ideas and suggestions. (2)	0	0	0	0	0
Used our suggestions to make decisions. (3)	0	O	0	O	•
Gave us a chance to voice their opinions. (4)	•	•	O	0	0
Considered our ideas when he/she disagreed with them. (5)	0	•	O	O	0
Made decisions that were based only on his/her own ideas. (6)	•	•	0	O	•

Answer If Do you have a managerial position in the CCG? I am the general/most senior manager of the CCG. Is Selected

Q28 How frequently did you engage in the following behaviours with your CCG staff involved in the commissioning of \${q://QID4/ChoiceTextEntryValue}?

	Never (1)	Very rarely (2)	Occasionally (3)	Frequently (4)	Very frequently (5)
Encouraged them to express ideas/suggestions. (1)	•	O	•	•	•
Listened to their ideas and suggestions. (2)	•	•	O	0	•
Used their suggestions to make decisions. (3)	0	O	•	•	•
Gave them a chance to voice their opinions. (4)	•	•	O	0	0
Considered their ideas when he/she disagreed with them. (5)	O	O	O	•	•
Made decisions that were based only on my own ideas. (6)	•	O	O	•	•

Q29 Here is the space for you if you wish to comment on the question above.

Q30 How frequently did you engage in the following to help the commissioning decision making of q:/QID4/ChoiceTextEntryValue?

making of \$\forall q.//	QID-1/CHOICCI	CALLINITY V and	· 5 ·		
	Never (1)	Very rarely (2)	Occasionally (3)	Frequently (4)	Very frequently (5)
I used the IT system in place. (1)	0	0	0	0	0
I actively participated in meetings where end service users were involved. (2)	0	•	•	•	•
I actively participated in public and community events. (3)	O	O	O	0	•
I searched for relevant information. (4)	O	O	O	0	•
I acquired relevant information. (5)	O	O	0	•	•
I used the standardised national statistics for information. (6)	0	O	•	•	•
I identified gaps in existing information.	O	0	0	•	0

Q31 Here is the space for you if you wish to comment on the question above.

Q32 Looking back on the commissioning process of \${q://QID4/ChoiceTextEntryValue},

how frequently did your CCG team engage in the following?

	Never (1)	Very rarely (2)	Occasionally (3)	Frequently (4)	Very frequently (5)
Checked how satisfied partner \$\{q://QID10/ChoiceTextEntryValue\} was with the commissioning process. (1)	O	0	O	0	•
Checked how satisfied partner \$\{q://QID11/ChoiceTextEntryValue\} was with the commissioning process (2)	•	0	O	•	•
Checked how satisfied partner \$\{q://QID12/ChoiceTextEntryValue\} was with the commissioning process (3)	•	0	O	•	0
Asked for feedback from internal and external customers on the results. (4)	0	O	•	0	0
Checked how well we performed as a team. (5)	0	O	•	O	O

Q33 Here is the space for you if you wish to comment on the question above.

Q34 How frequently did your CCG carry out the following activities in relation to the commissioning of q:/QID4/ChoiceTextEntryValue?

	Never (1)	Very rarely (2)	Occasionally (3)	Frequently (4)	Very frequently (5)
Reviewed the feasibility of our objectives. (1)	O	O	0	•	0
Discussed the methods used to get the job done. (2)	•	O	•	•	•
Discussed whether we were working effectively together. (3)	•	O	•	•	•
Modified our objectives in light of changing circumstances. (4)	O	O	O	0	0
Reviewed our approach to getting the job done. (5)	O	O	O	O	0
Adopted new ways of doing things from other CCGs. (6)	O	O	•	•	•
Tried new ways of doing things and sought unusual, novel solutions. (7)	O	O	O	•	0
Encouraged people to think and behave in original and novel ways. (8)	0	O	0	•	•

Q35 Here is the space for you if you wish to comment on the question above.

Q36 Looking back on the commissioning process of \${q://QID4/ChoiceTextEntryValue},

how frequently did you carry out the following activities in the CCG?

	Never (1)	Very rarely (2)	Occasionally (3)	Frequently (4)	Very frequently (5)
I communicated ideas across the CCG. (1)	O	O	0	•	•
I appreciated support from other colleagues in the CCG to solve problems. (2)	O	O	•	•	•
I communicated knowledge I obtained promptly to all other colleagues in the CCG. (3)	O	O	•	•	•
I met other colleagues in the CCG periodically to interchange new developments, problems, and achievements. (4)	O	O	•	•	•

Q37 Here is the space for you if you wish to comment on the question above.

Q38 Looking back on the commissioning process of q:/QID4/ChoiceTextEntryValue, how frequently did you engage in the following?

new frequentry		111 0110 10110 1111	-81		
	Never (1)	Very rarely (2)	Occasionally (3)	Frequently (4)	Very frequently (5)
I used the collected information. (1)	O	O	•	•	0
I prepared new knowledge for future use. (2)	O	O	O	O	•
I linked existing knowledge with new insights. (3)	O	O	O	O	•
I applied new knowledge in my practical work. (4)	O	O	O	O	0

Q39 As a consequence of \${q://QID4/ChoiceTextEntryValue}, how often did you engage in

the following activities?

	Never (1)	Very rarely (2)	Occasionally (3)	Frequently (4)	Very frequently (5)
I supported the development of new practices/technologies in the CCG. (1)	O	O	0	O	0
I incorporated feedback in my CCG work. (2)	0	0	0	•	•
When a new idea met resistance within the CCG, I put in a great deal of effort to guarantee the idea was brought to fruition. (3)	0	0	•	O	•

Q40 Here is the space for you if you wish to comment on the two questions above.

Q41 How would you rate different aspects of the quality of the commissioning process of

\${q://QID4/ChoiceTextEntryValue}?

(4),,, (2)	Poor (1)	Acceptable (2)	Average (3)	Good (4)	Excellent (5)
The decision of what services were needed. (1)	O	O	0	O	0
Ensuring needed services were provided. (2)	O	0	0	O	•
Comparing to other CCGs that you are familiar with.	O	O	O	O	•
Use of resources (4)	O	•	•	O	•
Ability to meet objectives (5)	O	O	O	O	0

Q42 Considering the resources available, how acceptable was the outcome of the commissioning of \${q://QID4/ChoiceTextEntryValue}?

How acceptable was your outcome? (1)

Q43 Here is the space for you if you wish to comment on the two questions above.

Q44 How much influence do you think each of the following groups had in the
commissioning of \${q://QID4/ChoiceTextEntryValue}?
Managers (1)
Doctors (2)
Nurses (3)
Local authority (4)
PPI (5)
Other (please specify) (6)

Q45 Here is the space for you if you wish to comment on the question above.

Q46 Click YES if you wish your response to the next two questions to be only seen by
researchers from the University of Warwick, but not to appear in the anonymised summary to
your CCG.
\bigcirc V (1)

O Yes (1)O No (2)

Q47 What were the barriers and facilitators of \${q://QID4/ChoiceTextEntryValue}? (For example, structure, process, people)Barriers (please write in the box below)

Q48 What are the facilitators (please write in the box below)? (For example, structure, process, people)

Answer If Do you have a managerial position in the CCG? I don't manage anyone. Is Selected Or Do you have a managerial position in the CCG?

I
have managerial responsibilities. Is Selected

Q49 Part 3 General questions about your CCG Now think about your CCG in general, to what extent do you agree with the following statements?

	Strongly Disagree (1)	Disagree (2)	Neither disagree nor agree (3)	Agree (4)	Strongly agree (5)
I wish I had more influence over the manager's decision. (1)	0	0	0	•	•
I share my opinion about sensitive issues with the manager even if my opinion may be unpopular. (2)	•	•	•	•	•
If the CCG manager asks why a problem happened, I speak freely even if I am partly to blame. (3)	O	0	0	•	•
My manager and I have mutual trust. (4)	O	O	O	0	•
I do not feel a strong sense of belonging to my CCG. (5)	O	0	O	•	•
I do not feel personally attached to my CCG. (6)	O	0	0	0	0
Working at my CCG has a great deal of personal meaning to me. (7)	O	O	O	O	O

I really feel that problems faced by my CCG are also my problems. (8)	O	0	•	O	•
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Answer If Do you have a managerial position in the CCG? I am the general/most senior manager of the CCG. Is Selected

Q50 Part 3 General questions about your CCG Now think about your staff in the CCG and your CCG in general, to what extent do you agree with the following statements?

	Strongly Disagree (1)	Disagree (2)	Neither disagree nor agree (3)	Agree (4)	Strongly agree (5)
My staff wish they had more influence over the decision. (1)	•	0	•	O	•
They share their opinion about sensitive issues with me even if their opinion may be unpopular. (2)	•	•	•	O	•
If I ask why a problem happened, they speak freely even if they are partly to blame. (3)	•	•	•	O	•
My staff and I have mutual trust. (4)	•	•	0	O	0
I do not feel a strong sense of belonging to my CCG. (5)	0	O	O	O	0
I do not feel personally attached to my CCG. (6)	•	•	•	O	•
Working at my CCG has a great deal of personal meaning to me. (7)	•	•	•	•	•

I really feel that problems faced by my CCG are also my problems. (8)	•	•	•	O	0
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Q51 Here is the space for you if you wish to comment on the question above.

Q52 Think about your CCG in general. Please indicate the extent to which you agree with each of the following.

	Strongly Disagree (1)	Disagree (2)	Neither disagree nor agree (3)	Agree (4)	Strongly agree (5)
When someone criticises the CCG, it feels like a personal insult. (1)	O	•	0	0	•
I am very interested in what others think about my CCG. (2)	O	•	•	•	•
When I talk about this CCG, I usually say 'we' rather than 'they'. (3)	O	•	•	•	•
When someone praises the CCG, it feels like a personal compliment. (4)	O	•	0	•	•
An efficient IT system is in place to help our decision-making. (5)	O	•	O	O	•
We involve end users to inform our . (6)	O	•	•	•	0
I am required to attend meetings/events where end users are involved.	O	•	O	O	•
Community and other public sector events are held to help with our decision making. (8)	O	•	0	0	•

I am required to attend community and other public sector events.	0	O	O	O
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Q53 Here is the space for you if you wish to comment on the question above.

Q54 Think about your CCG, please indicate the extent to which you agree with the following statements.

statements.	Strongly Disagree (1)	Disagree (2)	Neither disagree nor agree (3)	Agree (4)	Strongly agree (5)
I know the functions of other colleagues in my CCG. (1)	•	0	O	O	•
People in my CCG know each other's job/function. (2)	•	•	•	O	•
I regularly have interactions with other colleagues in my CCG. (3)	•	•	•	O	•
People in my CCG regularly have interactions with each other. (4)	•	•	•	0	•
We hardly ever meet other colleagues in my CCG. (5)	•	•	•	O	•

Q55 Here is the space for you if you wish to comment on the question above.

Ó	6 Part 4 Demographic questions Are you: gender Male (1) Female (2)
Q5	7 What is your age?
O	20 or younger (1)
\mathbf{O}	21-25 (2)
O	26-30 (3)
O	31-35 (4)
0	36-40 (5)
O	41-45 (6)
O	46-50 (7)
O	51-55 (8)
O	56-60 (9)
0	61-65 (10)
0	66 and over (11)
Q5	8 What is your ethnicity?
O	Arab (1)
O	Asian or Asian British (2)
O	Black or Black British (3)
O	Chinese (4)
O	Mixed - White and Asian (6)
\mathbf{O}	Mixed - White and Black (7)
O	White - British (8)
O	Not known (9)
\mathbf{O}	Information refused (5)
\mathbf{O}	Other (please specify) (10)

Q59 Part 5 Feedback and comments Thanks very much for your time! You have reached the end of the tool. As members of the pilot project, may we ask your feedback on the tool, please? How clear were the questions in general?

Q60 Here is the space for you if you wish to comment on the question above.

Q61 How relevant were the questions for the commissioning decision-making process?

Q62 What in your view are we missing?

Q63 Was it clear to you who we meant with the following terms?

	Yes (1)	Not entirely sure (2)	No (3)
Partner (1)	O	0	0
Your colleagues in the CCG who were involved in the commissioning of \$\{q://QID4/ChoiceTextEntryValue\}\(2\)	O	O	•
Your professional group (3)	O	O	O
The CCG general manager (4)	O	O	0
Your CCG team (5)	O	O	O

Q64 Here is the space for you if you wish to comment on the question above.

Q65 If you would like to make any other comments about the CCG, here is the space for you: