

Completed Equality Impact Assessment	Key findings	Future actions
<p><b>Directorate / Division:</b> Resources /Procurement</p> <p><b>Function or policy name:</b> Joint Procurement</p> <p><b>Officer completing assessment:</b> Procurement Support Officer</p> <p><b>Date of assessment:</b> 22 Aug 2011</p>	<p>The procurement function is a shared service between Crawley, Horsham and Mid Sussex authorities. It exists to guide councils in value-for-money legally compliant procurement process and decision making.</p> <p>The service is responsible for the maintenance and review of the internal regulations governing the procurement of goods and services as provided by: The Procurement Code (Crawley), the Procurement Procedure Rules (Mid Sussex), and Contract Standing Orders (Horsham). It also provides advice on the availability of, and access to, national and regional frameworks. These agreements offer cost effective options for high-quality, compliant contracts tendered by third parties in a way that enables others, not involved in the tender, to access the contract.</p> <p>The majority of procurements are undertaken outside of the procurement team, with the service providing day-to-day advice and guidance to divisions on remaining compliant with the procurement and equality regulatory frameworks. In addition the procurement function advises colleagues on supporting the achievement of other corporate objectives, for example, supporting small, medium and where lawful, local enterprises to win council contracts.</p>	<ul style="list-style-type: none"> <li>• Ensure that ‘supporting the SME agenda’ is accompanied by a consideration of supporting younger people in the marketplace to access opportunities- thinking about events we attend and where we place adverts</li> <li>• Carry out sampling of the current low value suppliers for baseline data on the diversity of the supplier base</li> <li>• Add a positive statement about alternatives/adjustments for people unable to access e-tendering because of a disability</li> <li>• Add an ‘alternative formats/Easyread’ notice on procurement documentation</li> </ul>

--	--	--