

## WEST SUSSEX COUNTY COUNCIL

## CFA FULL ASSESSMENT

Directorate	Capital Unit	Section	Supplies	Person Responsible for the assessment	Roy Hawkins-Dady– Supplies Contract Manager		
Name of the Policy/Strategy/Service/ Function to be assessed		Tender for the Provision of Potable Appliance testing at Educational and Non Educational Establishments in West Sussex	New or Existing	Existing	Date of the assessment	2nd September 2008	
1. What are the objectives for the service or proposal?		<ul style="list-style-type: none"> <li>To enable establishments to meet their legal obligations to protect staff and pupils from using faulty electrical equipment. A centrally managed contract to be implemented which all establishments can subscribe to.</li> </ul>					
2. Who are the main customers for or who will be most affected by the proposal? What are the main sources of data you considered to reach this conclusion?		<ul style="list-style-type: none"> <li>At present approximately 280 schools use the Service together with County Council offices, youth centres, libraries and fire stations.</li> <li>The effect of the proposal will provide a safer working environment for all concerned.</li> </ul>					
3. How have you engaged with customers to understand their views of the proposal?		<ul style="list-style-type: none"> <li>Email sent to main users of the existing contract principally all schools to obtain information on whether they would recommend any changes to the format of the existing contract for the Pat Testing Service.</li> </ul>					
4. From that engagement (or any other data) is there any evidence that particular customers will find it harder to access the service or will be disadvantaged by the proposal? Are there any key groups of customers that you want to attract to the service or whose involvement the policy needs to be a success?		<ul style="list-style-type: none"> <li>There is no evidence that any customer will find it harder to access the service, any West Sussex County Council establishment within the County can access the service</li> </ul>	List date(s) when engagement occurred, where appropriate.	Not applicable			
5. What adaptations to the proposal have you considered to ensure all customers can fully benefit from the proposal? Are there any adaptations you have considered but have rejected, e.g. on grounds of cost?		<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>					
6. How will you monitor the affect of the proposal to ensure it benefits all customers and particularly those you want to attract to the service?		<ul style="list-style-type: none"> <li>To ensure the appointed contractor undertakes testing at all relevant establishments on an annual basis and develops an inventory of items to be tested. Contractor will be encouraged to provide electronic lists of establishments where testing has taken place.</li> </ul>					
7. What are the arrangements for reviewing the proposal in the light of this monitoring?		<ul style="list-style-type: none"> <li>Quarterly review meetings with the appointed contractor will take place to discuss aspects of the contract.</li> </ul>					
Signed (completing officer)	Roy Hawkins-Dady	Signed (Strategic Director)		Date:	Comments:		