

"A PRACTICE USED BY DIFFERENT COMPANIES TO REDUCE COSTS BY TRANSFERRING PORTIONS OF WORK TO OUTSIDE SUPPLIERS RATHER THAN COMPLETING IT INTERNALLY."

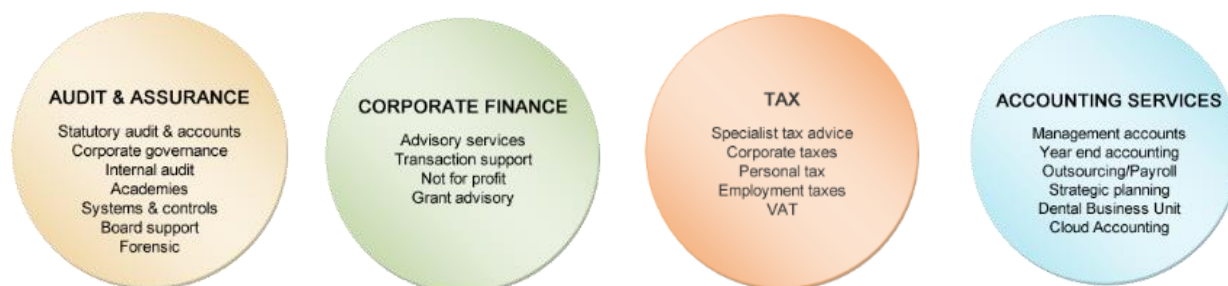


Top tips

- **PUT RISK MANAGEMENT FIRST** – weigh up the risks of not doing vs doing whatever it might be;
- **MAKE SURE YOU UNDERSTAND WHAT YOU NEED**, even if it's not your field – at the end of the day, no-one understands your organisation better than you;
- **DOCUMENT PROS & CONS** in the decision making process – good procurement and decision making always has a clear "paper trail" to support the decision, remembering that the factors to consider will not always be financial;
- **RETAIN CONTROL** – providers are just that – providing a service to you and should not dictate to you what that service is or how it runs. Keep it on your terms.

Further information **Good Governance** – A code for the voluntary and community sector

<http://www.governancecode.org/summary-code-of-governance/>



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