

# Translation and Interpretation Service

**REPORT TO:** Rachel Joyce, Assistant Chief Executive for Localities

**DECISION DATE:** 5<sup>th</sup> June 2023

**SUPPORTING ANNEX;** None

## PROPOSED RECOMMENDATION

To undertake a procurement exercise for Translation and Interpretation services.

## BACKGROUND TO SUPPORT THE RECOMMENDATION

The Council's existing contract is due to expire 31st March 2024 and as such a re-procurement exercise is required to establish a new contract.

The council have contracts for language and interpretation services to ensure that provision is equitable, accessible and of sufficient quality across the council. The contracts enable a cost-efficient service that can meet demand.

The current contracts provide:

- Face to face interpreting of community languages
- Telephone and video Interpreting of community languages
- Written translations including braille
- British Sign Language (including video interpreting and face-to-face)

The procurement process is programmed to begin in June 2023 with a consideration of needs and requirements. The aim is to go out to the market in October to appoint providers in December so that providers can be in place for when the existing contracts cease.

## LEGAL AND GOVERNANCE COMPLIANCE

The procurement exercise will be undertaken in accordance with the Council's Procurement and Contract Procedure Rules and the Public Contracts Regulations 2015.

## RECOMMENDATION

It is recommended that the Authority undertakes a procurement exercise for Translation and Interpretation services.