

**RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER PURSUANT TO
REGULATION 13 OF THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)
(MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012 &
THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014**

<u>SUBJECT OF DECISION</u>	
Accept a quotation and award a contract for the provision of language and interpretation services (including translation).	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc.
DO/10/2025 (MW)	Constitution - 3D OFFICER DELEGATIONS - Part A - General Delegations 3D.2 Financial Resources a) Incur normal expenditure up to the limit of provision within the budgets under his/her control, subject to compliance with contract standing orders, financial standing orders, financial regulations and financial instructions. b) Invite and accept tenders or quotations for contracts, subject to contract standing orders, financial standing orders, financial regulations and financial instructions.
<u>DATE OF DECISION</u>	<u>DECISION MAKER (Name and Job Title)</u>
27/06/2025	Assistant Director – Democracy & Governance
<u>RECORD OF THE DECISION</u>	
a) The issue The Council currently does not have a comprehensive service provision for language and interpretation services.	
b) The Decision To award a contract via the Procurement Services Language Services framework agreement (ref: Y23031) for the provision of interpretation and translation services for any Council service where it is required, for a 3 year term with the option to extend for up to two 12 month periods.	

REASON FOR THE DECISION

The Council currently does not have a comprehensive service provision for language and interpretation services. The supplier (AA Global Language Services Ltd) is the 1st ranked supplier on the framework agreement allowing a direct award route to market.

This limits risk and exposure against the Council and mitigates risk of failure to comply with the Public Sector Equality Duty in the event a customer, tenant and/or member of the public requires translation services.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION

Not to procure a new solution – this was rejected due to the risk that the Council would be exposed to for failing to have this service option available.

Undertake own tender/quote process – Given the relatively low value expected during the term of the contract (estimated £1,000) based on previous requirements, the resource required for a formal quote process would be more than cost of the service in terms of staff to procure. Framework agreements provide an efficient and effective route to market.

WARD RELEVANCE

This decision doesn't impact a specific Ward directly.

FINANCIAL AND BUDGET IMPLICATIONS

Met with existing budget.

Please note, historically, the Council has had to pay a standing charge even when the service wasn't required. This arrangement is a 'pay as you go' arrangement using rates agreed by the supplier on the Framework Agreement.

Estimated to be £1,000 over the term of the contract, but this is subject to demand which will be monitored.

CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS

Strategic Director – Finance & Governance
Equality and Safeguarding Officer
Procurement Team
Portfolio Holder – Resources and Central Services

ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED

None.

IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE (Note if the decision is a non-executive decision, no dispensation can be given).

Not applicable.

EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)

The implementation of the translation/interpretation service should go ahead as proposed. There are positive impacts on the characteristics of disability (e.g. sign language, braille) and race whereby English isn't the first language.

HUMAN RESOURCES IMPLICATIONS

None.

FINANCIAL IMPLICATIONS

Being met by existing budgets.

HEALTH EQUALITIES IMPLICATIONS

No negative impacts but by implementing access to effective interpretation services improves communication, enhance residents' engagement, and could lead to better health outcomes with the reduction of barriers to services.

SECTION 17 CRIME & DISORDER IMPLICATIONS

None directly related to this decision.

RISK MANAGEMENT IMPLICATIONS

This decision mitigates risk by having this contract in the event translation and/or interpretation services are required.

SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS

It is noted that the proposed supplier is not a local company.

ENVIRONMENTAL IMPLICATIONS

None directly however, it is noted from a service delivery perspective that the services can be undertaken remotely limiting travel to and from Council buildings when the service is required.

LEGAL IMPLICATIONS

Compliance with the Contract Procedure Rules, Public Contract Regulations 2015 and Equality Act.

ANY OTHER COMMENTS

None.

PLEASE RETURN TO THE MONITORING OFFICER AS SOON AS A DECISION IS MADE OR AS REASONABLY PRACTICABLE THEREAFTER