

EXECUTIVE DECISION

made by a Council Officer



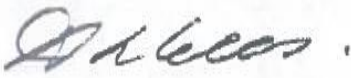
REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER

Executive Decision Reference Number – COD20 22/23

Decision	
1	Title of decision: Contract Award: Translation and Interpretation Services
2	Decision maker (Council Officer name and job title): Anna Coles, Service Director of Integrated Commissioning
3	Report author and contact details: Emma Crowther, Strategic Commissioning Manager, emma.crowther@plymouth.gov.uk , 01752 304009
4a	Decision to be taken: Award of contract to Oncall Interpreters Ltd to supply the Council with interpretation and translation services over 5 years at an estimated cost of £475,000
4b	Reference number of original executive decision or date of original committee meeting where delegation was made: N/A
5	Reasons for decision: Plymouth City Council requires a translation and interpretation service to support the needs of clients working with or contacting the local authority. This is required to meet the needs of a broad range of clients, from Childrens Social Care to Coroners, providing an agile response to written and verbal translation including face to face and virtual means. This supports the Council in delivering its equality duties.
6	Alternative options considered and rejected: The current contract was due to expire and a number of options were considered: Do nothing – rejected as this would leave the Council without an essential service to support equality of access, increase spot purchase, potentially at higher cost, lead to a lack of a co-ordinated service offer to staff, leaving officers to have to make ad hoc arrangements, risk of a drop in quality and consistency of services Extend current contract – rejected as this would have missed the opportunity to refresh the specification and pricing for the service. There was also an urgent need to ensure that the provision of British Sign Language (BSL) was built into the service, as this has historically been spot purchased by departments, which can lead to inconsistency of service.
7	Financial implications and risks:

	<p>The value of this contract is estimated as £475,000 over a 5 year period, including the provision of BSL.</p> <p>The overall spend for this service is monitored in Strategic Commissioning but the budgets are held in each service area. As part of their management information the service provider will deliver reports on departmental level spend and the type of service being commissioned, for example face to face or virtual services. This enables localised conversations about spend and usage of the service to take place.</p> <p>The financial implications of the tender are set out in the Part 2 paper.</p>			
8	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			X	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
			X	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million
		X		is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
8b	If yes, date of publication of the notice in the Forward Plan of Key Decisions	Not applicable		
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	This decision is linked to the Corporate Plan in caring for people and communities, and ensuring that our citizens have equality of access to Council services through the provision of translation and interpretation services, available face to face, virtually or via written means.		
10	Please specify any direct environmental implications of the decision (carbon impact)	The intention is to reduce the reliance on face to face support unless necessary, and maximise the use of virtual translation and interpretation, building on the new ways of working during the Covid-19 pandemic. This should in turn reduce the amount of travel for interpreters, lowering the number of journeys taken and also the cost of travel for the public purse.		
Urgent decisions				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support for advice)
		No	X	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair signature:		Date	

Scrutiny Committee name:				
Print Name:				
Consultation				
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes	<input checked="" type="checkbox"/>	
		No	<input type="checkbox"/>	(If no go to section 14)
13b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Dr John Mahony		
13c	Date Cabinet member consulted	9 August 2022		
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes	<input type="checkbox"/>	If yes, please discuss with the Monitoring Officer
		No	<input checked="" type="checkbox"/>	
15	Which Corporate Management Team member has been consulted?	Name	Craig McArdle	
		Job title	Strategic Director for People	
		Date consulted	10 August 2022	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS38 22/23	
		Finance (mandatory)	djn.22.23.97	
		Legal (mandatory)	MS/15.08.22	
		Human Resources (if applicable)	N/A	
		Corporate property (if applicable)	N/A	
		Procurement (if applicable)	PB/SC/013/ED/0822	
Appendices				
17	Ref.	Title of appendix		
	A	Contract Award – Translation and Interpretation – Part I		
	B	Equalities Impact Assessment		
Confidential/exempt information				
18a	Do you need to include any confidential/exempt information?	Yes	<input checked="" type="checkbox"/>	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below.
		No	<input type="checkbox"/>	

		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title: Contract Award – Translation and Interpretation Part 2			X				
Background Papers								
19	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Council Officer Signature								
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.							
Signature				Date of decision		10 August 2022		
Print Name	Anna Coles							