

## ERW JOINT COMMITTEE DATE 2 NOVEMBER 2016

### TRANSLATION SERVICES FOR ERW

**Purpose:** To ask the Joint Committee to make a decision on the future translation services for ERW.

#### RECOMMENDATIONS / KEY DECISIONS REQUIRED:

JC to decide course of action.

**Recommendation:** Translation services for ERW continue to be provided by the existing service provider.

#### REASONS:

To ask the Joint Committee to make a decision on the future translation services for ERW.

Report Author: Jon Haswell	Designation: S151 Officer	Tel No. 01437 775836  E. Mail: <a href="mailto:jonathan.haswell@pembrokeshire.gov.uk">jonathan.haswell@pembrokeshire.gov.uk</a>
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## Translation Services for ERW

### BRIEF SUMMARY OF PURPOSE OF REPORT

#### Translation Services for ERW

Translation services for ERW have been a cause of significant discussion for 18 months. A decision by the Joint Committee is necessary at this stage to allow the Central Team to proceed with business.

Estimated costs were approximately £100,000 per annum. It was agreed that as this was outsourced to a local company, it would be prudent for this ERW expenditure to be with one of the ERW six local authorities.

Therefore, following agreement at Joint Committee, expressions of interest were circulated to all six ERW local authorities asking them to express an interest in providing ERW with translation services.

Only three expressions of interest were returned for a two year contract (estimated value £200,000):

1. LA A only referred to written translation not simultaneous – which was clearly noted in the note circulated. Also their quote for written work was higher per word than both other quotes and also the current provider. They only quoted per 1000 words.
2. LA B - £114,237 per annum. Both aspects covered. They have noted regular reviews to SLA. This is sensible.
3. LA C - £113,313 per annum. Both aspects covered. They have also added travel costs for simultaneous translation - this is roughly based on a quoted rate of £108 per day. This could add approximately £3,000 per year to the quote, and is noted as a variable in the expression of interest.

There is no sense of quality from the expressions of interest, so there is only the price to go on. On this basis, ERW should opt for LA B.

Making the final decision should lay with Powys as the lead local authority for procurement, however, they have opted to only advise and support and not make the decision.

The value of the contract with LA B over two years would be £228,474, which is beyond the current delegation rate for the ERW Managing Director. Due to this, the decision was passed to the ERW S151 Officer.

As at July 2016, based on current requirements and costs, it was identified that there was no efficiency to be gained from contracting with LA B as the costs for the current provider of translation services for ERW was lower than all three bids from the local authorities, at £186,000 over two years.

It was agreed at the Joint Committee in July 2016 and at a subsequent Executive Board meeting to re-issue the request for expressions of interest, to ascertain whether further efficiency could be obtained from one of the ERW local authorities.

Only LA C presented a further expression of interest which, including travel costs, was £114,600 per annum, which was more costly than the current arrangements.



The current arrangements work well, and quality is consistently good, which was not the case in 2014 when LA services were used by ERW and numerous complaints were received.

Based on the above, the most effective and efficient option would be to remain with the existing service provider of translation services for ERW, with consideration of a further procurement exercise being undertaken during the next year to ensure that the current prices are competitive and quality good when compared to other providers in the private sector.

**DETAILED REPORT ATTACHED?**

**NO**  
(Delete as applicable)

## IMPLICATIONS

Policy, Crime & Disorder and Equalities	Legal	Finance	Risk Management Issues	Staffing Implications
<b>NONE</b> (Delete as applicable)	<b>NONE</b> (Delete as applicable)	<b>YES</b> (Delete as applicable)	<b>YES</b> (Delete as applicable)	<b>NO</b> (Delete as applicable)
<b>1. Finance</b> See summary report above.				
<b>2. Risk Management</b> Receiving higher cost and lower quality services.				

## CONSULTATIONS

Details of any consultations undertaken are to be included here

None

### Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

**THESE ARE DETAILED BELOW**

Title of Document	File Ref No.	Locations that the papers are available for public inspection
National Categorisation of Schools	<b>Xyz1</b>	County Hall, Carmarthen

