

## **The Vale of Glamorgan Council**

### **Cabinet Report: 20 February, 2017**

#### **Report of the Leader**

### **Welsh Language Translation - Extension of Current Arrangements**

#### **Purpose of the Report**

1. To obtain Cabinet approval for the extension of the current Welsh language translation service provided for the Vale of Glamorgan Council by Cardiff Council.

#### **Recommendation**

1. That the current one-year agreement with Cardiff Council for a translation service, due to expire at the end of March 2017, is extended until the end of August 2017 pending a formal procurement process in respect of the service.

#### **Reason for the Recommendation**

1. To ensure that the Council is able to continue to benefit from a comprehensive translation service while the tender exercise is being conducted.

#### **Background**

2. Cabinet in its meeting of 11 April 2016 resolved to enter into a one-year agreement with Cardiff Council to provide a Welsh language translation service (the service had previously been delivered in house). That service is regulated by a Service Level Agreement between the two Councils, with the arrangement to expire on 31 March 2017.
3. The arrangement was an interim measure, with the Council's contract standing orders requiring the service to be subject to tender going forward. For the future, Cabinet resolved "that delegated authority be granted to the Head of Performance and Development, in consultation with the Leader and the Head of Finance, to undertake a formal procurement process for a Welsh language translation service to commence from April 2017, and for the contract to be awarded to the most economically advantageous provider" (Cabinet minute C3136 refers).

## **Relevant Issues and Options**

4. The agreement with Cardiff Council to provide all the Vale of Glamorgan Council's Welsh language translation commenced in July 2016, the necessary preparatory arrangements having taken two months to put in place.
5. At the time of the commencement of the agreement it was not known what the volume of the material needing to be translated was. One consequence of implementing the Welsh language standards, it has become apparent, has been to increase substantially the material that is required to be translated. On the basis of 6 months' data it is likely that the number of words to be translated annually is in the order of 1.66 million, which equates to approximately £133,000 in translation costs. Over the length of a potential contract this exceeds the European contract threshold for services and will entail the Council undertaking a formal procurement exercise, with the statutory timescales needing to be observed.
6. It should be noted that the Council would normally use a relevant National Procurement Service (NPS) framework. However, the current NPS Welsh language translation framework is not suitable for the Council's needs. The Council wishes to appoint one provider for the range of possible written translation services required over a period of time. This is not possible under the current NPS structure as all individual defined written jobs must be quoted for and larger projects must be mini tendered. (It is however probable that NPS Welsh translation framework will still be used where required for simultaneous translation services).
7. It is therefore proposed, based upon the previous volume and value and having regard to the potential process efficiencies, to run a fully compliant EU procurement process.
8. For that reason it will not be possible to introduce new arrangements in time for April 2017, which is the timetable Cabinet previously set. Cabinet is accordingly requested to extend the current arrangements with Cardiff Council, who are prepared to continue to provide the service until August 2017 at the current cost. Cabinet approval is requested to extend the current arrangements until then; however, if new arrangements following the tender exercise can be introduced sooner then they will be.

## **Resource Implications (Financial and Employment)**

9. It is estimated that the annual cost of the translation service is £133,000. This is included in the Performance and Development revenue budget. The extension of the current arrangement with Cardiff Council up to August 2017 will be on the basis of existing charges.

## **Sustainability and Climate Change Implications**

10. One of the Wellbeing Goals included in the Wellbeing of Future Generations Act is "a Wales of vibrant culture and thriving Welsh language". The Welsh language standards are intended to contribute to that goal, integral to the achievement of Sustainable Development, and an effective translation service is essential to the delivery of the standards.

## **Legal Implications (to Include Human Rights Implications)**

11. The translation service currently provided by Cardiff Council (including its potential extension) is regulated by a Service Level Agreement between the two Councils.

Delegated authority has already been given by Cabinet in respect of the procurement exercise - see paragraph 3 above. It will be necessary in the meantime to formalise the recommended extension by appropriate documentation.

### **Crime and Disorder Implications**

12. There are no Crime and Disorder implications.

### **Equal Opportunities Implications (to include Welsh Language issues)**

13. The translation service is intended to enable the Vale Council to discharge many aspects of its responsibilities in relation to the Welsh Language Act 2011.

### **Corporate/Service Objectives**

14. The Council's Corporate Plan for 2016-2020 has "Valuing culture and diversity" as one of its objectives (Objective 8), and includes "Implement the Welsh language standards to improve access to services and information" as an action. The proposals in this report will enable the Council to achieve these things.

### **Policy Framework and Budget**

15. This is a matter for Executive decision by Cabinet.

### **Consultation (including Ward Member Consultation)**

16. Not applicable.

### **Relevant Scrutiny Committee**

17. Corporate Performance and Resources

### **Background Papers**

None.

### **Contact Officer**

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### **Officers Consulted**

Mike Walsh, Principal Lawyer  
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### **Responsible Officer:**

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