

OFFICER DECISION RECORD

CMT Officer: Dan Horn, Assistant Director	Service: Transformation
Lead Officer: Esme Johnson, Transform Implementation Team Lead	Delegated Power Being Exercised: Part 3 - Responsibilities for Functions; Tables 4 and 5
Subject of Decision: INTRAN Framework Agreement	

Decision Taken:

To affiliate to the INTRAN Framework on a year-by-year basis allowing FDC to access the Pricing Schedule and rates of the pooled services.

Reason for the Decision:

This is a group of public facing organisations operating in the East of England. Being able to access the framework will allow all services to pay cheaper rates to suppliers of translation communication services. The suppliers are similar to current suppliers so the service standard will maintain, but the overall cost to the Council will reduce. Services are most often required on demand which removed the freedom to procure on an ad hoc basis.

Alternative Options Considered (if appropriate):

Continue with existing processes, this will provide the same quality of service but will not achieve savings.

Background/Reports/Information considered and attached:

N/A

Legal and Procurement Implications

The group have data retention and privacy notices in place.
There are no procurement implications of accessing the framework.

Financial Implications

Affiliate Membership fee is £500 per financial year. They will waive the fee from now until 31 March 2026. The £500 invoice will be issued for the upcoming financial year. There is no obligation to continue beyond the first year.

Any Other Implications

Membership will allow us to use the pricing schedule which has been costed taking into account the membership fee and will save money based on the three most recent month comparison.

Officer's Signature:

Dan Horn, Assistant Director

Date:

4 March 2026

Please forward to Democratic Services upon completion

For Office Use Only

Implementation Date:

Date copy passed to Democratic Services	05/03/26	(if not called-in) 04/03/26 (Allow 5 clear working days after publication of decision)
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Circulation: Democratic Services, Portfolio Holder, Officer and Accountancy.