**EOI FORM**

**Interpretation and translation service co-design expert advisory group**

**Intro and project summary**

We are recruiting a small co-design expert advisory group focused on improving interpretation and translation services, to better meet the language and communication needs of people when accessing NHS primary care services in the Black Country.

We are seeking applications from experts with lived and learned experience, to review and shape a new specification as part of a re-procurement of the service, with people and communities at its heart, through their insights, experiences and ideas.

Applicants will be local organisations, community groups, or leaders who are trusted voices in the community, who work closely with people experiencing language and communication barriers, or who have good knowledge of the needs and challenges experienced by the community, when accessing primary care.

Successful candidates will be expected to take part in up to 4 x half day advisory group meetings. Successful applicants will be compensated for their involvement at the rate of £75 per half day meeting.

We will also explore the scope of other opportunities with advisory group members, to potentially deliver community conversations (in late-May/ early-July) on behalf of the ICB, if the need arises due to gaps in our insight and intelligence.

Furthermore, there may be an opportunity to nominate one member of the advisory group to join the procurement panel as a lay representative.

You should complete and return the below EOI form by no later than 11.59pm on- Thursday 8 May 2025, though we would encourage you to complete at your earliest convenience as applications could be closed early if there are a high number of responses.

If you want to discuss your EOI during the application process or if you need any support, you can:

* Contact [kathryn.meredith@nhs.net](mailto:kathryn.meredith@nhs.net) or
* Register to attend our [virtual briefing session on 30 April 2025](https://re-url.uk/WLPI).

Please also get in touch if you would like this form in another language or format.

**IMPORTANT*:*** *Please note that if you are selected for the codesign expert advisory group, your organisation (if applicable) will not be eligible to engage in the procurement exercise as a potential bidder. There will however, be a separate opportunity for potential bidders to feedback on the service specification at a later stage, during market engagement.*

**Expression of Interest**

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| --- | --- |
| Organisation or group name |  |
| Key Contact |  |
| Telephone number |  |
| Email Address |  |
| Organisation Address |  |

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| **1. Which area(s) of the Black Country does your work cover (please highlight)** |

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| --- | --- | --- | --- |
|  | Dudley | Wolverhampton |  |
|  | Sandwell | Black Country-wide |  |
|  | Walsall |  |  |

We are keen to hear about the lived and living experiences of the people and communities who are most likely to benefit from interpretation and translation services (now or in the future).

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| **Which people and communities are you engaged with from this list? (please highlight)** |

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| --- | --- | --- | --- |
|  | People whose first language is in the top ten in the Black Country: | People who speak another language not listed (Please describe): |  |
|  | Punjabi | People with sensory impairment: |  |
|  | Polish | Hearing loss/ people using BSL |  |
|  | Urdu | Sight loss |  |
|  | Romanian | People with neurodiversity experiencing barriers to communication: |  |
|  | Bengali | Learning disabilities |  |
|  | Kurdish | Autism |  |
|  | Arabic | Individuals with multiple communication needs |  |
|  | Gujurati |  |  |
|  | Pakistani Pahari |  |  |
|  | Lithuanian |  |  |

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| **Other (please describe):** |

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| Please give an overview of your understanding of the communication needs and barriers of the audience and communities you would represent when accessing primary care services.  (400 words max) |
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| Being a trusted voice for the community you will represent is key. What experience do you have of listening to and engaging people and communities who might benefit from Interpretation and translation services? (400 words max) |
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| **Are you available to attend all four advisory group meetings on the following dates? (These may be in person across the Black Country or virtual):** | **Please tick** |
| Tuesday 3 June 2025, 1.00pm – 4.00pm |  |
| Wednesday 11 June 2025, 2.00pm - 5.00pm |  |
| Thursday 19 June 2025, 2.00pm – 5.00pm |  |
| Monday 23 June 2025, 1.00pm – 4.00pm |  |
| If there are any workshops that you cannot cover, please indicate if you have any alternative availability during those weeks. (We will only rearrange where necessary for the majority): | |

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| **Do you have a community-based meeting space in the Black Country we could potentially use for the advisory group meetings? (optional)** |
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| **Do you have any accessibility, or support needs to enable you to fully take part?**    NB If you require an interpreter, they will need to be independent of the ICB’s current providers of interpretation and translation services and organisations who could potentially compete for the new contract. |
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If the advisory group were to determine a need for further conversations with people and communities, we will explore options together and consider the best approach to take.

We would need to mobilise this quite quickly around late-May or early-July.

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| Would you consider the opportunity to deliver these conversations on behalf of the Black Country ICB, if this was the agreed approach? | |
| Yes |  |
| No |  |

|  |  |
| --- | --- |
| Would you be interested in the possible opportunity to sit on the procurement panel as a lay representative? | |
| Yes |  |
| No |  |

**IMPORTANT - If you are selected to become a member of the advisory group, you (and any interpreters present) will be required to complete a declarations of interest form and sign a confidentiality agreement.**

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| **Do you or your organisation have any interests to declare that could potentially influence impartiality or be perceived as having an unfair advantage, when reviewing the service specification?**  NB - Examples could include association with an organisation providing interpretation and translation services in primary care that is commissioned by the Black Country ICB or an organisation that could be in the market to compete for the new contract. |
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**Payments**

To speed up the payment process, please complete the following details required to set you up as a new supplier on our system.

**Please copy and paste this onto your own company letterhead** and include with your form:

|  |  |
| --- | --- |
| Company or Individual name |  |
| Address line 1 |  |
| Address line 2 |  |
| City/Town |  |
| County |  |
| Post code |  |
| Telephone number |  |
| Fax number |  |
| Purchase order email address |  |
| Remittance advice email address |  |
| VAT registration number |  |
| Bank name |  |
| Bank branch name |  |
| Sort code |  |
| Bank account number |  |
| Bank account name |  |
| BIC/SWIFT |  |
| IBAN |  |

**Once completed, submit your EOI form and your letterheaded supplier form by 11.59pm on 8 May 2025 to** [**Involve.blackcountry@nhs.net**](mailto:Involve.blackcountry@nhs.net)