

Sign Language Interpreter Service Charging Policy

1. Introduction

- 1.1 The Sign Language Interpreter Service has been operating a charging policy for some time. This policy document formalises these arrangements and lays out in summary, details fully explored in the Sign Language Interpreter Service Operational Procedures and Health and Safety Guidelines
- 1.2 The charging policy is aimed specifically at agencies whether within or outwith Glasgow City Council. This will include recharging to other Council services
- 1.3 No individual Deaf user will be charged directly for a service

2. Interpreting charges

- 2.1 In Scotland the Scottish Association of Sign Language Interpreters publishes nationally agreed guidelines for Sign Language Interpreter (SLI) fees. Current recommendations are as follows:

Hourly Rate	Day Rate	Half Day Rate
Registered SLI - £20.00 (minimum 2 hours)	Registered SLI - £120.00 (maximum 6 hours) *	Registered SLI - £60.00 (maximum 3 hours) **
Trainee SLI - £16.50 (minimum 2 hours)	Trainee SLI - £99.00 (maximum 6 hours) *	Trainee SLI - £49.50 (maximum 3 hours) **

(* inclusive of lunch and breaks ** inclusive of breaks)

- 2.2 An administration fee of 7.5% is charged on all assignments
- 2.3 Sign Language Interpreters are allocated assignments relative to their skills and experience



3. Assignments

3.1 Depending on the complexity or length of an assignment it may be necessary for more than one Sign Language Interpreter to be present. The following formula should apply:

3.2 Assignment type:

Simultaneous and continuous interpreting – for example, conferences.

Duration	Number of interpreters
20 to 30 minutes	1 (minimum)
30 to 60 minutes	1 to 2
1 to 4 hours	2 (minimum)
4 hours or longer	3 (minimum)

3.3 Assignment type:

Consecutive or simultaneous interpreting with recovery periods – for example, liaison or one to one situations

Duration	Number of interpreters
Up to 4 hours	1

3.4 Assignment type:

Hands on / deafblind manual / visual frame - simultaneous / continuous / consecutive

Duration	Number of interpreters
30 minutes	1
30 minutes to 2 hours	2
More than 2 hours	By negotiation

4. Travel and subsistence expenses

4.1 Travel will be charged at second class public transport rates or essential car users rate

4.2 Subsistence will be charged at Glasgow City Council's standard rates

5. Travel and waiting time

- 5.1 Travel time is charged in 1 hour increments. No charge is made for total return journeys of less than 30 minutes
- 5.2 Waiting time is charged at the standard hourly rate

6. Preparation time

- 6.1 Preparation time for assignments, carried out in the office is charged in 30-minute increments, pro rata
- 6.2 Where preparation takes place outwith the office, a special rate is negotiated, dependent on the nature of the assignment

7. Cancellations

- 7.1 Less than 24 hours, the full fee is charged
- 7.2 Under 7 days, a half fee is charged
- 7.3 Where an alternative assignment is available, no charge will be made

8. Video translation

- 8.1 Video translation onto audio tape in 30-minute increments pro rata
- 8.2 Word-processed transcripts available at £7.00 per A4 Page

9. Video production

- 9.1 At this time video material is filmed in house and prices are negotiable
- 9.2 Sign Language Interpreters for external professional productions are charged at the standard rate including preparation time

10. Awareness training

- 10.1 Training in the use of the Sign Language Interpreter Service can be provided at £250.00 per day including presentation, role-plays, Sign Language Interpreters where appropriate and workshops
- 10.2 Shorter customised sessions can be provided at a negotiated rate

11. Communication assessment

- 11.1 Assessment of communication skills and appropriate communication provision can be undertaken at the hourly rate
- 11.2 An additional charge of £40 for a word-processed assessment report will be charged

12. Comments

- 12.1 The Sign Language Interpreter Service recognises that not all users will be able to meet these basic charges particularly in relation to small voluntary agencies. Therefore a flexible approach will be taken to negotiate fees.
- 12.2 The fundamental basis of the service is that it will not charge Deaf people directly for a service where finance has not been identified
- 12.3 However the user agency will be advised that:
- They should seek a budget to fund Sign Language Interpreting provision
 - The Sign Language Interpreter Service will provide advice in identifying funding sources
- 12.4 All charges will be reviewed annually and made widely available.