



Mae'r ddogfen hon ar gael yn Gymraeg yn ogystal â Saesneg.

This document is available in Welsh as well as English.

## SUMMARY DECISION SHEET

**Purpose:** Commissioner Decision – Ref. DL 220

**Timing:** Routine

**Title:** Design Company for 2020-2021 Annual Report

**Category of Decision / Business Area Impact:** Governance / Finance

**Executive Summary:**

The Police and Crime Commissioner (PCC) is required to produce an Annual Report of his activities against his Police and Crime Plan priorities and delivery of statutory functions.

The report is written by staff at the Office of the Police and Crime Commissioner (OPCC), and for the last two years has been designed by external companies to ensure a professional and prompt service, within time restraints.

The OPCC has approached local designer, Elgan Griffiths, whom has previously undertaken design work for the PCC - including the 2019-2020 Annual Report and 2021-2022 Precept Notice – to request a quote for designing the 2020-2021 Annual Report. This will help to ensure consistency across the PCC's published and public documents.

As per the 'Dyfed-Powys Police Procurement Information and Guidelines: Procurement Procedures – Level of Spend', it is confirmed that the spend level associated with this piece of work does not meet the threshold requiring quotations to be acquired from organisations.

Therefore, just one quotation is required, which has been obtained from local designer, Elgan Griffiths, and which is deemed fair and cost effective for this piece of work.

**Recommendation:**

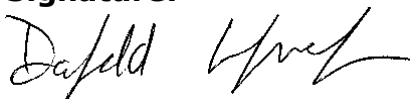
That local designer, Elgan Griffiths, be asked to design the PCC's 2020-2021 Annual Report, at a cost of £22.50 per English page, and £11.25 per Welsh page.

**Police and Crime Commissioner for Dyfed-Powys**

I confirm I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Nolan Principles for Conduct in Public Life.

The above request has my approval.

**Signature:**



**Date:** 29/06/2021