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COMISIYNYDD
HEDDLU A THROSEDDU
DYFED-POWYS
POLICE AND CRIME
COMMISSIONER

SUMMARY DECISION SHEET

Purpose: Commissioner Decision -Ref.DLI 120

Timing: Urgent – decision required in order to publish report for summer show period

Title: Design company for Commissioner's 2018/19 Annual Report

Category of Decision / Business Area Impact: Governance / finance

Executive Summary:

The Police and Crime Commissioner is required to produce an annual report of his activities against his Police and Crime Plan priorities and delivery of statutory functions. The report has previously been designed by OPCC staff and printed by the police service, however in order to produce a professional product in time for distribution at summer shows and engagement events, approval is sought to outsource the design and printing for the 2018/19 report.

Quotes were received from four companies. The chosen company has demonstrated that they can provide the service required at a reasonable cost and will provide the required flexibility to make amendments throughout the development of the product. Only one company provided a slightly cheaper quote, however would add additional charges for each amendment, which could not be predicted. The chosen company's ability to provide a bilingual service also meets the needs of the project.

Recommendation:

To approve that the design of the Commissioner's 2018/19 Annual Report be undertaken by Celf Calon at a total cost of £1,000.

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: 07/06/19