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## SUMMARY DECISION SHEET

**Purpose:** Commissioner Decision – Ref. DLI156

**Timing:** Routine

**Title:** Video Production of 2019/2020 Annual Report: Contract Awarded

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

**Executive Summary:** The Police and Crime Commissioner (PCC) has a statutory duty to publish an Annual Report; a summary of the PCC's work during the financial year; including progress against Police and Crime Plan priorities, financial information and key decisions. The Report must be published and made available to the public. All of our previous PCC Annual Reports are available as hard paper copies and on our website as downloadable PDFs.

For the 2019-2020 Report, we propose to adopt a different approach to how it is currently published and presented to the public. Alongside our traditional PDF version, we would like to present it as video footage: An approach we believe will entice and encourage more people to read the PCC's Annual Report.

We do not however have the expertise in-house to develop this approach. Approval was therefore sought to bring in an external video production company to work with us to produce a video version of the Report.

We have since been out to tender for this project and positively, we received 12 applications. The applications went through the rigorous procurement process and Geek Media Ltd scored the highest.

Approval is therefore sought to offer the company the contract and to commence work as soon as possible with the team.

**Recommendation:**

To offer the contract to Geek Media Ltd and to commence work on the video production of the 2019-2020 Annual Report as soon as possible.

**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:**

17/01/2020