



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. DLI177

**Timing:** Urgent - decision to publish report in time for Police and Crime Panel July '20

**Title:** Design company for Commissioner's 2019/2020 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 is written by OPCC staff, and last year, the report was designed by an external company to ensure a professional and prompt service, within time constraints.

In order to produce a professional Report for 2019/2020, in time for its presentation to the Police and Crime Panel in July 2020, approval is sought for design by an external company.

Quotes were requested from a number of local companies, and quotes were received from 3. The chosen company demonstrated 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; meeting our timeline for publication. 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 2019/2020 Annual Report be undertaken by Elgan Griffiths at a cost of £20 per page designed in the first version (English), and £10 per page designed in the 2nd version (Welsh).

### 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:** 03/06/2020