

ADHS DECISION – 12

Communications and Engagement Printing Costs 2025

Executive summary

Decision notice to cover printing costs for key communications and engagement collateral to support both internal and external events.

Decision

That the Interim Director of Communications and Engagement approves:
an increase to the previous Decisions (DAR10 for £10,000) to a new cumulative total value of £30,000, with an increase of up to £20,000 for the purpose of printing material for marketing and external communications for the financial year 2025-26.

Interim Director of Communications, Engagement & Strategy – Matthew Neylan

I do not have any disclosable interest in the proposed Decision. It is consistent with OPDC's priorities and has my approval.

Signature: 

Date: 17/07/2025

PART 1: NON-CONFIDENTIAL FACTS AND ADVICE

1. Background and context

- 1.1 OPDC's Communications and Engagement team is requesting an increase in printing-related expenditures for up to the sum of £20,000 for the purpose of producing marketing materials and external communications documents throughout the course of 2025-26. This authority encompasses, but is not limited to, the following:
- Brochures, flyers, and leaflets
 - Posters, banners and reports
 - Newsletters and press releases
 - Branded stationery and promotional items
 - Key strategies and documents to be printed for distribution at public events
 - Any other printed materials required for external communication with clients, partners, or the general public including material needed for consultations.
- 1.2 OPDC produces and prepares engaging materials and makes these available in a variety of formats to include, inform and involve the local community, in line with our Community Engagement Strategy and Equity, Diversity and Inclusion Strategy and action plan.

2. The proposal and how it will be delivered

- 2.1 Over the course of the 2025-26 financial year, OPDC has organised a programme of key community, stakeholder and industry engagements, consultations and events. This includes site visits, large scale industry conferences, community events and extensive public engagement including around the Old Oak illustrative masterplan and framework, public realm projects, small grants programme and other engagement activities that occur during 2025-26.
- 2.2 Additional expenditure of up to £20,000 is requested to pay a number of printers including Friars Print and the Document Centre, who will print content provided by the OPDC Communications and Engagement, Delivery and Planning teams. They will follow OPDC's brand guidelines to ensure that the materials meet our print specifications. We will also use other specialised printers where necessary but will ensure that they are competitive and provide value for money.
- 2.3 Friars Print and The Document Centre are trusted suppliers we have used in the past and have consistently delivered a high-quality service often within very short timeframes, demonstrating good value for money against other comparable companies. OPDC will ensure the procurement of printers will be completed in line with the standard procurement practices to ensure best

value for money.

3. Objectives and expected outcomes

- 3.1 This proposal will take the cumulative spend from £10,000 (authorised in DAR 10) to up to £30,000. This is required to cover the remainder of the financial year, ensuring that the Communications and Engagement team can respond to ongoing printing needs across the business for various large-scale consultation and engagement events.
- 3.2 At present this will cover:
- 3.3 Materials needed for Old Oak Place Labs in Summer and Autumn
- 3.4 Any meanwhile strategy engagement
- 3.5 Ongoing work with public realm projects
- 3.6 Other important communications to our community such as bespoke newsletters, community updates, posters and leaflets.
- 3.7 Communications materials that may be required for the launch of the developer procurement
- 3.8 Printing for industry events such as UKREiiF (May 2026) and the London Real Estate Forum (September 2025).
- 3.9 For each of the above this will cover leaflets, consultation materials such as exhibition boards, feedback forms and signage. This will also include printing of any strategies that are needed for events such as UKREiiF.

4. Strategic fit

- 4.1 The printing of communications and engagement materials fits within our strategic aims particularly.
 - Collaboration - maximising opportunities for all residents to have their say in ongoing consultation and engagement projects.
 - Inclusivity – ensuring that those who are unable to attend events we hold and those who may not have access to the internet are not excluded from having their say.
 - Integrity - ensuring that our messages reach all those who may be interested and that we keep residents up to date with our latest news and events in a transparent and informative way.
- 4.2 This links with OPDC's Pillars by:
 - Delivery – allowing residents to have their say in the changes that are ongoing in the area.
 - Community – a place for everyone, reflecting local needs and aspirations and communicating the changes that are happening in the area.

5. Project governance and assurance

- 5.1 The Senior Responsible Officers for the procurement and delivery of printing will be the Interim Director of Communications, Engagement and Strategy, the Communications and External Relations Manager and the Senior Engagement Officer will provide day-to-day support and quality control on the documents, ensuring that deadlines are met.

6. Risk, Issues and Opportunities

6.1

Risk description	Inherent score	Mitigations	Target score
As OPDC further increases its engagement with broad audiences, it is important to ensure that we have high-quality materials that reflect the organisation's role as a credible and serious delivery agent.	Likelihood: [4] Impact: [4] Total: [16]	Utilising the services of a professional printer to provide high-quality print.	Likelihood: [4] Impact: [2] Total: [8]
OPDC have unexpected additional printing costs which are not covered by a purchase order.	Likelihood: [5] Impact: [4] Total: [20]	We have worked with the wider team to understand the programme of consultations, events and documents planned during 2025/26.	Likelihood: [5] Impact: [2] Total: [15]

7. Equity, Diversity and Inclusion Comments

- 7.1 Under Section 149 of the Equality Act 2010, as a public authority, OPDC must have 'due regard' to the need to eliminate unlawful discrimination, harassment and victimisation as well as to the need to advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.ⁱ
- 7.2 OPDC also has a duty to run fair and open tenders where established contracts are not in place. We use a variety of printers that are already on the TfL system and use the most appropriate at the time of the printing need.
- 7.3 Printing copies of posters, flyers, strategies and documents will enable those who are digitally excluded to have a fair opportunity to be made aware of the OPDC's

consultations and events. All printing will align with the GLA's accessibility guidelines.

8. Social Value and Environment

- 8.1 Community Engagement – meaningful and participative long-term engagement to inform, involve and empower the communities and businesses we serve. This will allow communities to participate in our ongoing work in the area.

9. Other considerations

- 9.1 There are no other considerations that need to be considered in the taking of this decision.

10. Conflicts of interest

- 10.1 No one involved in the preparation or clearance of the form has any conflicts of interest.

11. Financial comments

- 11.1 There is currently £20k budget for 25/26 under PA.0110.002 for Printing and Design costs which will take us over budget by £10k, however, there is budget for general marketing materials under the same WBS which will mean there is enough funding for the proposed £30k.

Appendices

- None

Other supporting papers

- DAR10 for £10,000

PUBLIC ACCESS TO INFORMATION

Information in this Form (Part 1) is subject to the Freedom of Information Act 2000 (FoIA). OPDC aims to publish the Form within three working day of approval.

If immediate publication risks compromising the implementation of the Decision (for example, impacting a procurement process), it can be deferred until a specific date (when it will be published). Deferral periods are kept to the shortest length strictly necessary.

Part 1 – Deferral

Publication of this Part 1 is to be deferred: **No**

The deferral is until: N/A.

This is because: N/A.

Part 2 – Confidential information

Only the facts or advice that would be exempt from disclosure under FoIA should be included in or attached to any separate Part 2 Form, together with the rationale for withholding the information at this time.

There is a separate and confidential Part 2 Form: **No**

DECLARATIONS

Drafting officer: Claire Callow has drafted this Form in accordance with OPDC procedures, including for handling conflicts of interests, and confirm that:



Advice: The Governance and Finance teams have commented on the proposal.



CONFIRMATIONS

Section 106 funding: This use of S106 to fund the expenditure proposal was approved via a Section 106 spend proposal form on N/A

Review: This Decision was circulated for **Senior Review** on 16/07/2025.

HEAD OF FINANCE – PHILIP HALL

Financial and legal implications have been appropriately considered in the preparation of this Form.

Signature: 

Date: 16/07/2025

ⁱ The protected characteristics and groups are: age, disability, gender reassignment, pregnancy and maternity, race, gender, religion or belief, sexual orientation and marriage/ civil partnership status. Fulfilling this duty involves having due regard to: the need to remove or minimise any disadvantage suffered by those who share a protected characteristic or one that is connected to that characteristic; taking steps to meet the different needs of such people; and encouraging them to participate in public life or in any other activity where their participation is disproportionately low. Compliance with the Equality Act may involve treating people with a protected characteristic more favourably than those without the characteristic. The duty must be exercised with an open mind and at the time a Decision is taken in the exercise of the OPDC's functions.