

OFFICER DECISION NOTICE



Reading
Borough Council
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This notice is to be used for the following types of officer decisions. (Select one option).

- ☐ A. Decisions taken by officers under a specific express delegation from Council or a Committee.
- ☒ B. Decisions taken by officers under a general delegation from Council or a Committee, which relates to (i) a permission or a licence, or (ii) the rights of an individual, or (iii) a contract or expenditure over £100,000.

1. Title of decision:	Invotra Intranet Platform re-Procurement
2. Date of the decision:	02 October 2024
3. The decision maker:	Ade Marques, Interim Assistant Director Digital Technology and Change (Digital and ICT Delivery)

4. Decision details:

This is a decision to enter into a 1+1year agreement, awarded under a compliant framework, for the re-procurement of the current intranet for Reading Borough Council and Brighter Futures for Children. This contract will run from 30th November 2024 to 29th November 2025 comprising of 2600 licences split across both organisations.

5. Reasons for the decision:

Continuity of a business-critical system

The current agreement for Invotra expires on 29th October 2024. This platform provides the capability of holding internal information for the council and Brighter Futures For Children. It also serves as a critical space for internal news communication campaigns and repository for organisational policies and procedures.

6. Alternative options considered (if any) and rejected:

The council and BFfC have considered a move from the current platform into alternative platforms and determined that in the long-run there is an opportunity to utilise parts of the council's Microsoft suite for intranet services. This re-procurement gives the council and BFfC the opportunity to carry out this migration. The option of doing nothing was considered and dismissed as the expiration of the existing contract implies an absence of the solution.

7. List of open Background Papers:

None

8. List of confidential or exempt Background Papers: N/A

None

9. Any other matters taken into consideration: N/A	
<input type="checkbox"/> Legitimate expectation of consultation	<input type="checkbox"/> Procedural requirements
<input type="checkbox"/> Public Health implications	<input type="checkbox"/> Environmental or Climate Change
<input type="checkbox"/> Health and Safety	<input type="checkbox"/> Risk Management implications
<input type="checkbox"/> Transparency of Information (FOI etc)	<input type="checkbox"/> Privacy Impact Assessments
<input type="checkbox"/> Human Rights Act Duties	<input type="checkbox"/> Equality Impact Assessment
<input type="checkbox"/> Corporate Parenting	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Regulatory duties	<input type="checkbox"/> EU withdrawal
<input type="checkbox"/> Armed Forces Covenant	<input type="checkbox"/> Other
Details of the matters taken into account: None	

10. Legal considerations The terms for this agreement will be based on a call off order from the G Cloud framework and reviewed by our legal team.
11. Financial considerations The value of this decision is £115,440.00 for a 1+1 year contract and will be funded by the DTaC Revenue budget and have been budgeted for in the MTFP.
12. Internal consultations The corporate procurement team and the finance team- as part of the budget setting process have been consulted

Sections 13- 18: To be completed only for Decision A (express delegation from a Committee)	
13. The name of the Committee:	
14. Date of the meeting:	
15. Minute number:	
16. The delegation given by the Committee:	
17. The name of any member of the committee who declared a conflict of interest in relation to the decision:	
18. Any councillor or officer required to be consulted prior to the exercise of this delegation and details of their response.	