

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 which materially affects that relevant local government body's financial position.

1. Title of decision:	Capita One Revenues and Benefits Software as a Service Contract Award Novation
2. Date of the decision:	21 October 2024
3. The decision maker:	Director of Finance

4. Decision details:

It is the decision of the Director of Finance to agree a contract novation following the transfer of the Capita One business from Capita Business Services Ltd to subsidiary, Capita One Limited.

5. Reasons for the decision:

Following an internal reorganisation within Capita, a request to transfer the contract was submitted. The transfer was of the Capita One business from Capita Business Services Ltd to their subsidiary, Capita One Limited (the "Capita New Party").

To transfer all rights, obligations and liabilities under the Contract to Capita New Party on the following terms:

- all services will be provided solely by Capita New Party; they will continue to be provided as before without disruption.
- Capita New Party is entitled to enjoy all our rights, title, interest, and benefits in and to the Contract.
- Capita New Party will comply with all our obligations under the Contract and be bound by the terms of the Contract in every way.
- Capita New Party is responsible for all our liabilities under the Contract, whether they arise before, on or after the Effective Date.
- you and Capita New Party will be parties to the Contract and be bound by the terms of the Contract as if Capita New Party had at all times been party to the Contract in place of Capita Original Party; and
- the Contract will in all other respects continue on its existing terms.

Accordingly, Capita sought consent to such terms via a deed of novation.

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

N/A

7. List of open Background Papers:

None

8. List of confidential or exempt Background Papers:

N/A

9. Any other matters taken into consideration:

<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:

10. Legal considerations

Legal has reviewed the novation and is satisfied with the terms in line with our CPRs - *Assignment or novation of contracts shall only be permitted with the prior consent of the Monitoring Officer, who must be satisfied that an effective vetting procedure of assignees or subcontractors has been implemented.*

11. Financial considerations

N/A

12. Internal consultations

Procurement gave initial advice on the novation and steps required.

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:	Click or tap to enter a date.
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.	