

# OFFICER DECISION NOTICE



**Reading**  
Borough Council  
*Working better with you*

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.

<b>1. Title of decision:</b>	Digital Traffic Regulation Orders
<b>2. Date of the decision:</b>	14/04/2025
<b>3. The decision maker:</b>	Assistant Director for Environmental and Commercial Services

## 4. Decision details:

B(iii) award of a contract with lifetime expenditure over £100,000

To award a contract to AppyParking Ltd for the provision of:

- a fully digitised and web-published TRO management system,
- a borough-wide ground survey and interpretation of the resulting data to inform the construction of borough-wide TROs to separately and holistically cover themed restriction types with standardised Articles and publicly accessible, dynamic, map-based schedules.

## 5. Reasons for the decision:

The proposed option is to enter into a 3 year contract (with a 1 year extension) with AppyParking Ltd using the G Cloud 14 Framework and make a direct award. The terms of the framework only allow for a direct award following a defined 6-step buying process.

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

Procurement of the system and ground survey separately was considered but discounted due to cost and timescales. Procurement via mini competition was also considered but discounted for the same reasons. In-house development of a management system was considered but discounted due to capacity and cost.

## 7. List of open Background Papers:

None

**8. List of confidential or exempt Background Papers:**

None

**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 checked="" 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:**

Requirement to provide specified information to the Department for Transport in a specified format under the Automated Vehicles Act 2024.

**10. Legal considerations**

Legal services have been consulted on the specification for software and on the terms of the call-off contract.

**11. Financial considerations**

Total contract value £265,050+VAT, spend approved by the Strategic Business Partner for Finance and the Director of Finance.

**12. Internal consultations**

Procurement (procurement method), IT (technical specification), Customer Fulfilment Centre (specification)

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:**

<b>16. The delegation given by the Committee:</b>	
<b>17. The name of any member of the committee who declared a conflict of interest in relation to the decision:</b>	
<b>18. Any councillor or officer required to be consulted prior to the exercise of this delegation and details of their response.</b>	