

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:	Provision of Document Management System
2. Date of the decision:	09 July 2025
3. The decision maker:	Ade Marques, Assistant Director Digital and IT

4. Decision details:

To approve the decision to award contract for 5 Years to NEC (UK) Limited for provision of Document Management System for Reading Borough Council commencing on 01/10/2025

5. Reasons for the decision:

The existing contract for provision of document management system is expiring 30 September 2025. It is therefore, mandatory to put a new contract in place. The document management system has been used extensively by the Council over the years, and the Council's reliance on this system remains high due to its critical role in managing, storing, and securing vital documents. The system's deep integration with existing workflows and IT infrastructure means it supports many core business functions.

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

Due to this extensive dependency and the complexity involved in migrating large volumes of data and retraining staff, it is currently not feasible for the council to discontinue or consider alternative platform without significant disruption to operations and considerable cost implications. It is therefore rejected to consider either discontinuation or consider an alternative platform.

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 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**

RBC Legal Services have been consulted throughout the process. The contract has been reviewed and drafted based on their input, and the final version has now been agreed and approved

11. Financial considerations

The ongoing provision of this application will be funded by the Digital and IT Revenue budget.

12. Internal consultations

All relevant stakeholders 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:**

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.