

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.

1. Title of decision:	End-User Workspace, IT Service Management and Service Desk
2. Date of the decision:	10 July 2025
3. The decision maker:	Assistant Director Digital and IT

4. Decision details:

To approve the cost of an additional three months under the existing contract with Agilisys Limited. This decision for a three month extension will provide sufficient mobilisation period for a new contract.

5. Reasons for the decision:

The expenditure previously approved under the contract with Agilisys Limited for End-User Workspace, IT Service Management, and Service Desk services covers Reading Borough Council until 15 December 2025. This decision will extend the contract's provision through to March 2026.

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

Reading Borough Council has explored alternative options, including not extending the contract. However, this is not the recommended course of action due to the Council's significant reliance on Agilisys Limited for End-User Workspace, IT Service Management, and Service Desk services.

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**

Reading Borough Council's Legal Services have been consulted throughout the process. The additional expenditure required to cover the final three months of the contract has been reviewed and approved by Legal.

11. Financial considerations

This cost is catered for within the current 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.	
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