

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

1. Title of decision:	Closing the Gap 2 – Permission to Award
2. Date of the decision:	28 August 2025
3. The decision maker:	Executive Director of Communities and Adult Social Care

4. Decision details:

Following a competitive procurement process for Closing the Gap 2, 17 contracts totalling £1,439,143 were awarded based on evaluation criteria. These contracts will support the delivery of preventative and early intervention services aimed at reducing demand and alleviating future pressures on Adult Social Care, Housing, and Health services.

These contracts will be for an initial 3-year period commencing 1st November 2025 and ending on 31st October 2028.

Each contract has the option of being extended for an additional 2 years.

5. Reasons for the decision:

The decision to award contracts to each bidder is based on the evaluation criteria outlined within the tender pack.

Procurement Evaluation Reports (PERs) were created for each tender. These keep a record of the bids we have received, including how they scored against the evaluation criteria. They include justifications for the scores awarded and serve as the basis for the decision.

The PERs were then reviewed by the Head of Procurement to ensure they are compliant. These were then shared with the Council's Corporate Management Team and with the Leader of the Council alongside a proposal to award each contract, which was approved.

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

Do not Award

The Council could decide to abandon the procurement due to economic issues (cost) and the current financial climate faced by the Council.

This option is **not** recommended, to ensure that residents have access to necessary preventative and early intervention support, which reduces demand and prevents future strain on ASC, Housing and Health services.

Reduce cost of contracts

Some contracts could be reduced due to economic pressures and the current financial climate faced by the Council.

This option is **not** recommended due to the increase and complexity in need being experienced by Reading residents and the importance of the early help offer in preventing the escalation of needs and reducing demand.

7. List of open Background Papers:

- N/A

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:

As Public Health are the majority funder of Closing the Gap 2, they were consulted throughout to ensure services being procured align with Public Health Outcomes and the needs within Reading.

An Equality Impact Assessment was completed as part of the procurement process.

10. Legal considerations

The Procurement Team's advice has informed the development of this project to ensure the appropriate contractual guidelines are adhered to.

The Legal Team have been involved with all decisions to date and will continue to be involved as we proceed to signing the terms and conditions with the successful bidders.

11. Financial considerations

All contracts are recommended for award. Therefore the entire budget is spent. Due to a change in funding allocation within the Better Care Fund and amount contributed by Brighter Futures for Children, there is now a £20,000 shortfall in the budget.

The Hardship fund is funding 1 year of the Debt Support contract. An MTFS bid has been completed for the remainder of this contract.

12. Internal consultations

As part of the governance requirements of this project, approval was received from the following:

- Directorate Management Team
- Corporate Management Team
- Commissioning Board
- Lead Councillor Briefing
- Policy Committee
- Strategic Briefing
- Procurement - CAP

We also ensured as part of our working group that we had representatives from all internal stakeholders present to inform the development of the procurement.

Sections 13- 18: To be completed only for Decision A (express delegation from a Committee)

13. The name of the Committee:	Policy Committee – 17 March 2025
14. Date of the meeting:	17 March 2025
15. Minute number:	68 (3)
16. The delegation given by the Committee:	That the Executive Director of Communities & Adult Social Care, in consultation with the Leader of the Council, be authorised to enter into contracts with the successful organisations for three years with the option to extend for up to two years, commencing on 1 November 2025.
17. The name of any member of the committee who declared a conflict of interest in relation to the decision:	N/A
18. Any councillor or officer required to be consulted prior to the exercise of this delegation and details of their response.	Leader of the Council