

# 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.

<b>1. Title of decision:</b>	Allotment Implementation System
<b>2. Date of the decision:</b>	23 October 2025
<b>3. The decision maker:</b>	Assistant Director of Environmental and Commercial Services

**4. Decision details:**

The decision is to award a contract to Abavus for procurement and implementation of an Allotment Management System.

**5. Reasons for the decision:**

Currently allotment is being done manually via Excel sheets, and this system will streamline and automate the administration of allotment plots.

**Alternative options considered (if any) and rejected:**

Alternative products were considered which did not meet the needs of the service. Having been through a compliant procurement process the decision has been made to award.

The Gcloud 14 engagement was conducted and only 1 supplier meets the functional needs and the IT security criteria.

**6. List of open Background Papers:** None

**7. List of confidential or exempt Background Papers:** None

**8. Any other matters taken into consideration:**

<input type="checkbox"/> Legitimate expectation of consultation	<input type="checkbox"/> Procedural requirements
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<input type="checkbox"/> Public Health implications	<input checked="" 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 checked="" type="checkbox"/> Privacy Impact Assessments
<input type="checkbox"/> Human Rights Act Duties	<input type="checkbox"/> Equality Impact Assessment
<input type="checkbox"/> Corporate Parenting	<input checked="" 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:**

**9. Legal considerations:**

Framework contract that has been previously reviewed and signed off by Legal.

**Financial considerations: Funding for this contract is as follows**

This contract is being entered into for two + one years at a total contract value of £27,910.00 + VAT

**10. Internal consultations:**

Decision made through procurement of tender evaluated Commercial Services

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

**11. The name of the Committee:**

**12. Date of the meeting:**

**13. Minute number:**

**14. The delegation given by the Committee:**

**15. The name of any member of the committee who declared a conflict of interest in relation to the decision:**

**16. Any councillor or officer required to be consulted prior to the exercise of this delegation and details of their response.**