

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:	Award of contract to Weller Centre for the delivery of VCS Front Door – Community Activator Service
2. Date of the decision:	03 November 2025
3. The decision maker:	Assistant Director Commissioning, Transformation & Performance

4. Decision details:

Award of Contract to the Weller Centre for the delivery of Community Activator Service, which is part of the VCS Front Door project and will run as a pilot for 18 months at a total value of £124K

5. Reasons for the decision:

Following completion of the RFQ Lite tender, Weller Centre was identified as the successful bidder by the evaluation panel.

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

N/A

7. List of open Background Papers:

VCS Front Door - Community Activator Service Specification.
RFQ Lite Quality Questionnaire
Evaluation Criteria and Scoring Guide

8. List of confidential or exempt Background Papers:

Evaluation Panel Scoring Summary
Bidder Submissions (Weller Centre and others)

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 checked="" type="checkbox"/> Privacy Impact Assessments
<input type="checkbox"/> Human Rights Act Duties	<input checked="" 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:

An Equality Impact Assessment has been identified as necessary and will be completed to ensure the service is inclusive and does not disproportionately impact any protected groups. This will inform implementation and ongoing monitoring of the Community Activator Service. The service will also involve the handling of personal data, and a Data Protection Impact Assessment (DPIA) will be completed to ensure compliance with the Data Protection Act 2018 and UK GDPR.

10. Legal considerations

The procurement process was conducted in accordance with the Council's Contract Procedure Rules and the requirements of the Procurement Act 2023. The process adhered to the principles of transparency, fairness, and proportionality. The decision also takes into account the Council's duties under the Local Government Act 1999 to secure best value, and the Equality Act 2010 to have due regard to the need to eliminate discrimination and advance equality of opportunity. No additional regulatory or statutory obligations were identified as being triggered by this contract award.

11. Financial considerations

The total contract value of £124,000 is within the allocated budget for the VCS Front Door project (Lot 2). Funding has been confirmed through the relevant commissioning budget for the 18-month pilot period. No additional financial pressures or commitments beyond the agreed contract value are anticipated.

12. Internal consultations

Finance and Legal Services were consulted and confirmed that the procurement process and budget arrangements are in order. Procurement Strategy (below threshold) and Award Sign Off report have been approved by Commercial Assurance Panel.

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.	