

# OFFICER DECISION NOTICE Security & Key Holding Services



**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.

<b>1. Title of decision:</b>	Security & Key Holding Services Contract Award
<b>2. Date of the decision:</b>	01 May 2025
<b>3. The decision maker:</b>	Assistant Director Property and Asset Management

## 4. Decision details:

To award the contract following tendering exercise for Security & Key Holding Services through a framework, ESPO framework reference 347\_22

RBC had gone out to tender for the above contract through Further Competition on a framework. From this the successful bidder was awarded the contract based on their tender responses.

The objective was to procure quality & cost-effective Security & Key Holding Services which includes provision of manned guard, key holding, planned locking of buildings, emergency call out etc.

The successful bidder had provided the strongest response regarding service provision required that meets the council's security needs that align with RBC goals as well as good suggestions for social value and had submitted the lowest priced bid.

The contract is for potentially 5 years in total including extensions. Contract is anticipated to start on 1<sup>st</sup> June 2025.

## 5. Reasons for the decision:

RBC has a requirement under its standing orders to tender for services according to the value of the service.

The tender through Further Competition on a framework ensures a high quality & cost-effective solution is provided for the council's security services provision which meets the needs of building managers and supports staff and services across the whole Council. The successful bidder had provided the strongest response that aligned with RBC goals as well as good suggestions for social value and had submitted the lowest priced bid.

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

Due to the need to adhere to council standing orders and be transparent, fair due to the value of the services provided there was no other option but to go out to market and run a tender process.

**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 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 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:**

Supplier moving to electric fleet

**10. Legal considerations**

Legal to approve the framework and comment on the framework's terms and conditions.

**11. Financial considerations**

We aim to continue to deliver savings on this contract by entering into this framework with the further competition exercise.

The contract will allow the council to reduce services with being penalised.

The contract value is up to £1.1M made up of £220,000 per year for a 5 year if extensions are activated.

**12. Internal consultations**

The aim of this exercise was to use a centralised security approach where costs and service delivery is carefully managed to meet the needs of staff and building managers across the council.

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Sections 13- 18: To be completed only for Decision A (express delegation from a Committee)	
<b>13. The name of the Committee:</b>	
<b>14. Date of the meeting:</b>	Click or tap to enter a date.
<b>15. Minute number:</b>	
<b>16. The delegation given by the Committee:</b>	
<b>17. The name of any member of the committee who declared a conflict of interest in relation to the decision:</b>	
<b>18. Any councillor or officer required to be consulted prior to the exercise of this delegation and details of their response.</b>	