

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:	Decision to procure 425 laptops from Misco under Framework Call-Off
2. Date of the decision:	29 October 2025
3. The decision maker:	Assistant Director Digital and IT

4. Decision details:

This decision is to award the contract to procure 425 HP laptops from Misco under a direct award using the NHS Tech Devices – Link 4 Framework.

5. Reasons for the decision:

This decision is made as part of the council's ongoing IT infrastructure and security maintenance protocols.

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

The council had considered keeping existing laptops for longer, which has been done for as long as is safe to do so. This decision is to ensure that the council maintains an acceptable level of compliance with regard to laptops used by officers.

7. List of open Background Papers:

2025/26 Medium Term Financial Plan in relation to the procurement of Hardware for council workers.

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

Care has been taken to ensure this procurement is carried out using NHS Tech Devices – Link 4 Framework which is an approved framework for public sector.

11. Financial considerations

The total value of this award is £274,432.50 and includes a warranty period of one year.

12. Internal consultations

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.