

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 £100,000.

1. Title of decision:	Direct Award via G Cloud Framework for Electoral Services Software
2. Date of the decision:	03 December 2025
3. The decision maker:	Assistant Director Legal and Democratic Services

4. Decision details:

To approve the award of Contract for the Direct Award via G Cloud Framework for Electoral Services Software. RM1557.14 Lot 2.

5. Reasons for the decision:

Civica UK Limited were identified as the only single supplier capable of providing the Authority's Electoral Services requirements using the G Cloud Framework. The contract will commence on 1st January 2026.

Civica UK Limited are the current Electoral Services supplier. Civica UK Limited also provide associated printing services via a separate contract and Reading Borough Council Procurement Board agreed to Civica providing both services to enable cost efficiency synergies coming from the delivery of combined service provision. This decision is only for the provision of the Electoral Services Software.

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

The Procurement Strategy outlined potential alternatives but decided to use the G Cloud framework process to identify the most suitable supplier. In completing the long and shortlisting process found Civica to be the only suitable supplier to meet the Councils specification. Automatic Household Response (AHR) would only be beneficial to Reading Borough Council if Civica Printing contract was aligned to the Software contract with Civica and could not be replicated by another provider. This is one of the key benefits of the decision to continue to use Civica for Software and Printing. Reading Borough Council recognises this continuity removes implementation risks and timescales with using another unknown supplier. This includes training and testing of systems. To follow an

open tender process would have potentially created implementation risks and for this reason this route to market was rejected.

7. List of open Background Papers:

None

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: The IT product assessment questionnaire

10. Legal considerations

The contract award has been prepared in accordance with the Council's procurement contract procedural rules. Legal have confirmed that, in accordance with the Council's contract procedural rules an Officer Decision Notice is required in order for the contract to be signed.

Legal provided advice on the framework terms and condition within the call off contract.

11. Financial considerations

The quotation for the provision of service remains within budget and was approved. There were no additional financial implications required.

12. Internal consultations

I.T, Procurement, Finance and Legal

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.	