

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.

1. Title of decision:	Closing the Gap 2 Infrastructure Support Contract – Permission to Award
2. Date of the decision:	22 January 2026
3. The decision maker:	Executive Director of Communities and Adult Social Care

4. Decision details:

Following a competitive procurement process for Closing the Gap 2, Infrastructure Support contract totalling £650.000 the decision was made to award the contract to Reading Voluntary Action (RVA) and Connect Reading, (CA) this was based on the procurement evaluation criteria.

The contract will support the Voluntary and Community Sector within the Borough, enabling the sector to provide essential services and opportunities for the wellbeing of our residents. The service requirements were developed with engagement from stakeholders including the VCS organisations.

This contract will be for an initial 3-year period commencing 1 April 2026 and ending on 31 March 2029.

The contract has the option of being extended for an additional 2 years only.

5. Reasons for the decision:

RVA and Connect Reading were awarded the contract following the completion of the tender process and demonstrating within their bidding that they could deliver the service.

A Procurement Evaluation Report (PER) was written, which kept highlights how the bid from RVA and CR scored against the evaluation criteria. The PER includes the justification for the score awarded.

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

Do not Award

The Council could have decided not to award.

This option was **not** recommended, to ensure that residents have access to necessary preventative and early intervention support, which reduces demand and prevents future strain on ASC, Housing and Health services.

Reduce cost of contracts

The contract could have been reduced the contract cost.

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 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:

An Equality Impact Assessment was completed as part of the procurement process.

10. Legal considerations

The Procurement Team's advice has informed the development of this project to ensure the appropriate contractual guidelines are adhered to.

The Legal Team have been involved with all decisions to date and will continue to be involved as we proceed to signing the terms and conditions with the successful bidder

11. Financial considerations

The contract has been awarded; and is fully funded by the Council within budget

12. Internal consultations

As part of the governance requirements of this project, approval was received from the following:

- Directorate Leadership Team
- Commissioning Board
- Leadership briefing
- Policy Committee
- Procurement - CAP

We also ensured as part of our working group that we had representatives from all internal stakeholders present to inform the development of the procurement.

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

13. The name of the Committee:	Policy Committee – 17 March 2025
14. Date of the meeting:	17 March 2025
15. Minute number:	68 (3)
16. The delegation given by the Committee:	That the Executive Director of Communities & Adult Social Care, in consultation with the Leader of the Council, be authorised to enter into a contracts with the successful organisation for three years with the option to extend for up to two years, commencing on 1 st April 2026
17. The name of any member of the committee who declared a conflict of interest in relation to the decision:	N/A
18. Any councillor or officer required to be consulted prior to the exercise of this delegation and details of their response.	Leader of the Council