

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:	Office Furniture – Deed of Variation
2. Date of the decision:	26 March 2026
3. The decision maker:	Director for Culture - DEGNS

4. Decision details:

This decision relates to an extension of the existing contract with the current supplier - Showcase PSR Portsdown Limited, who provides interior design services, furniture planning, and the supply of furniture for Reading Borough Council. The value of this extension is £640,000 including VAT, covering a period of two years.

5. Reasons for the decision:

The existing contract includes an option to extend, and we intend to exercise this clause. The current contract is due to expire in September 2026, and the supplier has confirmed their agreement to continue delivering services under the current terms and pricing for a further two years. Extending the contract ensures continuity, avoids disruption, and represents best value for the Council at this stage.

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

We did not consider any other option.

7. List of open Background Papers:

NA

8. List of confidential or exempt Background Papers:

NA

9. Equality Considerations:

NA

10. Any other matters taken into consideration:

<input type="checkbox"/> Legitimate expectation of consultation	<input type="checkbox"/> Procedural requirements
<input checked="" type="checkbox"/> Public Health implications	<input checked="" type="checkbox"/> Environmental or Climate Change
<input checked="" 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"/> Armed Forces Covenant
<input type="checkbox"/> Corporate Parenting	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Regulatory duties	<input type="checkbox"/> EU withdrawal
<input type="checkbox"/> Other	

Details of the matters taken into account:

NA

11. Legal considerations

As the overarching ESPO framework agreement is due to expire on **31 March 2026**, Legal Services have advised that this contract extension must be completed before that date to ensure continued compliance and avoid any procurement risk.

12. Financial considerations

There are **no changes** to the contract terms or pricing previously agreed. As the extension is being delivered under the existing contractual terms, the Council's financial interests remain fully safeguarded

13. Internal consultations

The Service Manager has confirmed satisfaction with the supplier's performance and supports the proposed extension

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

14. The name of the Committee:

15. Date of the meeting:

Click or tap to enter a date.

16. Minute number:

17. The delegation given by the Committee:

18. The name of any member of the committee who declared a conflict of interest in relation to the decision:	
19. Any councillor or officer required to be consulted prior to the exercise of this delegation and details of their response.	