

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 internal exemption process for Electoral Services Printing
2. Date of the decision:	04 December 2025
3. The decision maker:	Assistant Director Legal and Democratic Services

4. Decision details:

To approve the award of Contract via the internal exemption process for Electoral Services Printing in compliance with the Procurement Act 2023 and its transparency requirements.

5. Reasons for the decision:

Civica Electoral Services are Reading Borough Council's current Electoral Services printing provider which combined with our contract for Civica UK Limited Software services we receive greater synergies which the market cannot replicate elsewhere. Therefore, Reading Borough Council has approved the use of a direct award process and has followed the Procurement Act requirements to ensure its full compliance with this procurement.

The contract will commence on 1st January 2026.

Civica Electoral Services are the current Electoral Services supplier. Civica UK Limited also provide associated software 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 Printing.

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

The Procurement Strategy outlined potential alternatives but decided to use the available direct award approach to secure the most suitable supplier. An advantage of the combined approach for Civica is the Automatic Household Response (AHR) which is only be beneficial to Reading Borough Council if Civica Software contract was aligned to the

Printing contract with Civica. This situation cannot be efficiently replicated by another provider. This is one of the key benefits of the decision to continue to use Civica for Printing and Software. Reading Borough Council recognises this continuity removes implementation risks and timescales with using another unknown supplier. 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:

☐ Legitimate expectation of consultation	☐ Procedural requirements
☐ Public Health implications	☐ Environmental or Climate Change
☐ Health and Safety	☐ Risk Management implications
☐ Transparency of Information (FOI etc)	☐ Privacy Impact Assessments
☐ Human Rights Act Duties	☐ Equality Impact Assessment
☐ Corporate Parenting	☐ Community Safety
☐ Regulatory duties	☐ EU withdrawal
☐ Armed Forces Covenant	☐ 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 and sealed.

Legal provided advice on the Civica Election Services terms and conditions.

11. Financial considerations

The schedule of rates 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.**