

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:	Decision to award a contract for CCTV Enforcement System – Annual Maintenance and Support Contract (current assets)
2. Date of the decision:	18 August 2026
3. The decision maker:	Interim Director of Environmental and Commercial Services

4. Decision details:

It has been decided to award a three-year maintenance commitment to Tyco Fire and Integrated Solutions Ltd address the ongoing annual Maintenance and Support Contract (current assets)

Provision of ongoing maintenance, repair, software support, and compliance upgrades for the Council's CCTV enforcement infrastructure, including camera assets, communications systems, and integration with back-office PCN processing systems.

5. Reasons for the decision:

The Council operates a CCTV enforcement infrastructure that supports the delivery of civil traffic and parking enforcement. The system underpins statutory enforcement activities and contributes approximately £2 million per annum in income whilst supporting compliance with traffic management regulations.

The infrastructure has been in place for over 16 years and has evolved incrementally to meet operational and legislative requirements. The current system comprises:

- CCTV cameras and associated hardware manufactured by Yunex;
- Proprietary communications and data transmission infrastructure;
- Integration with the Council's Unity 5 back-office system for Penalty Charge Notice (PCN) processing and evidential management.

Maintenance and support arrangements have historically been commissioned via annual purchase orders rather than through a formally procured contract. As a result, the service has operated as a rolling arrangement and there is a limited historic contractual audit trail.

The Council requires ongoing maintenance and support to ensure system reliability, evidential integrity and continuity of enforcement operations.

The proposed contract relates solely to the ongoing maintenance and support of the existing infrastructure and does not represent the procurement of a replacement system.

The proposed approach will provide contractual certainty, improve governance and contract management arrangements, and ensure the continued operation of a business-critical enforcement system whilst the Council considers its longer-term technology strategy.

Due to the additional cameras that are added, a large number of cameras came out of warranty increasing the annual costs. Council were aware of this when introducing Moving Traffic Enforcement.

Due to aged camera operating systems and support for windows 10 devices being officially withdrawn 14 October 2025, and the extended security updates option to provide patches until October 2026 ending 2 thirds of our stock requires to be updated to remove risk of hacked, accessing cameras manipulation of data. Cameras being taken offline, would impact income to council due to cameras no longer being compliant to be able to issue secure evidence packs. GDPR breaches due to unauthorised access to vehicle data. This maintenance costs include airtime, for sending the data securely.

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

None.

7. List of open Background Papers:

ERF 26-S-042

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:

10. Legal considerations

Legal support for this project has been provided by Legal Services. All relevant legal matters have been taken into account.

11. Financial considerations Existing budget for maintenance of cameras will be increased through revenue generated by cameras.	
12. Internal consultations The following internal teams/people have been consulted and involved during the development of the specification, sourcing strategy and contract: Legal Services Procurement Hub	
Sections 13 - 18: To be completed only for Decision A (express delegation from a Committee)	
13. The name of the Committee:	NA
14. Date of the meeting:	NA
15. Minute number:	NA
16. The delegation given by the Committee:	NA
17. The name of any member of the committee who declared a conflict of interest in relation to the decision:	NA
18. Any Councillor or officer required to be consulted prior to the exercise of this delegation and details of their response.	NA