

# OFFICER DECISION NOTICE



**Reading**  
Borough Council  
Working better with you

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.

<b>1. Title of decision:</b>	Fire Risk Assessment Tender Contract
<b>2. Date of the decision:</b>	20 February 2023
<b>3. The decision maker:</b>	Charan Dhillon, Assistant Director Property and Asset Management

#### 4. Decision details:

To award contract to FCS Live after a competitive tender process for Fire Risk Assessments across the Corporate Buildings and Schools Portfolio in Reading Borough Council, commencing 2024 – 2029.

#### 5. Reasons for the decision:

To ensure Reading Borough Council are compliant under the Fire Safety Order and in line with RBCs CBR.

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

N/A

#### 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:

Legitimate expectation of consultation

Procedural requirements

<input type="checkbox"/> Public Health implications	<input 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 checked="" 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:**

**Equalities Analysis Assessment**

Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to —

- eliminate discrimination, harassment, victimization and any other conduct that is prohibited by or under this Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Having carried out an initial assessment, this decision is not expected to have a differential impact on those with protected characteristics and therefore no Equality Impact Assessment is required for the Contract.

**Health and Safety**

The works required fall under Reading Borough Councils requirements to provide a safe workplace for staff, visitors, and the general public. this has been addressed with the regular servicing and maintenance of the assets within the tender documents.

**10. Legal considerations**

Legal has been consulted throughout the process.

The council are exposed to legal dispute if this work is not carried out.

**11. Financial considerations**

This forms part of the budget proposal under the Revenue budget and is accounted for per annum.

**12. Internal consultations**

N/A

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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.**