

# 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.

<b>1. Title of decision:</b>	Royal Berkshire Archives Extension Spend Approval
<b>2. Date of the decision:</b>	15 August 2024
<b>3. The decision maker:</b>	Donna Pentelow, Assistant Director of Culture

**4. Decision details:** To provide spend approval to enable West Berkshire Council to start the works to extend the Royal Berkshire Archives.

**5. Reasons for the decision:**

- This project has Scheme Approval having been agreed as part of the 2024/25 Budget & Medium-Term Financial Strategy 2024/25 that went to Policy Committee in February 2024 and to Full Council on 27 February 2024.
- The original proposal and budget was approved by the six Berkshire Chief Executives on 22 July 2021, with further agreement to uplift the budget taken by the six Berkshire chief financial officers on 2 June 2023.
- £402,000 is available in the capital programme for the Berkshire Record Office (now Royal Berkshire Archives) - extension of storage space. This is the Council's proportion of the total project budget.
- The project will deliver a two-storey extension to the existing Royal Berkshire Archives building, which is the base for the joint archives service.
- The proposal is led by West Berkshire Council, who own the building and who will manage construction then recover expenditure from the other five Berkshire councils. Expenditure will be apportioned by Council Tax base for the year it is recovered, in accordance with the terms of the joint agreement for archives.

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

A detailed options appraisal was completed in summer 2018, and the options reviewed in April 2021. Extending the current building was identified as the best value option to achieve the necessary outcome to provide long term storage for the County's archives.

**7. List of open Background Papers:** None.

**8. List of confidential or exempt Background Papers:** None.

**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:**

None.

**10. Legal considerations**

None.

**11. Financial considerations**

£402,000 is available in the capital programme for the Berkshire Record Office (now Royal Berkshire Archives) - extension of storage space. Scheme Approval is in place, this ODN grants Spend Approval.

**12. Internal consultations**

N/A.

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:**

<b>16. The delegation given by the Committee:</b>	
<b>17. The name of any member of the committee who declared a conflict of interest in relation to the decision:</b>	
<b>18. Any councillor or officer required to be consulted prior to the exercise of this delegation and details of their response.</b>	