

# 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>	To Extend the Highway Winter Maintenance Term Service Contract 2025-2028
<b>2. Date of the decision:</b>	11 July 2025
<b>3. The decision maker:</b>	Executive Director for Economic Growth and Neighbourhood Services

## 4. Decision details:

The Council currently has a contract in place with JH Cresswell & Son Limited for the Highways Winter Maintenance Term Services. This contract was in effect from 1<sup>st</sup> November 2022 and expired on 31<sup>st</sup> October 2025. The contract included an option to extend for a further period of three (3) years, based on satisfactory performance.

This decision is to grant authority to extend the original agreement for a period of 3 years from 1<sup>st</sup> November 2025 to 31<sup>st</sup> October 2028 (year 4 to year 6).

## 5. Reasons for the decision:

An official Open Tender was conducted by RBC in 2022, and JH Cresswell & Son Ltd was awarded the contract.

JH Cresswell & Son Ltd specialises in providing Precautionary Salting, Post Salting, Spot Salting, Snow Clearance, Salt Storage, Grit Bins and Winter Maintenance Services on the public Highway within the Reading Borough area during the Winter season.

The Highways Team are satisfied that overall performance, noting 100% achievement against the KPIs for both 'Response Time to Start Salting' and 'Treatment Response Time'.

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

1.Re-procurement / Re-Tender: this has been discounted due to the satisfactory performance of the incumbent contractor, and time constraints to retender.

2. Join the existing framework: discounted due to the access fee resulting in a more expensive contract.

Highways Team will initiate an open tender process for the next 3 + 3 years (2028/29-2031/34) in Q1 2028.

**6. List of open Background Papers:**  
N/A

**7. List of confidential or exempt Background Papers:**  
N/A

**8. 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 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"/> Equality Impact Assessment
<input type="checkbox"/> Corporate Parenting	<input checked="" 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:**

RBC are legally required to maintain public safety under the Highways Act 1980.

**9. Legal considerations:**  
Highways Act 1980.

**10. Financial considerations:**

An average annual budget £456,900 (for 3yrs + 3yrs) is allocated within the Revenue programme for the Winter Maintenance Term Contract 2022-2028. Scheme Approval is already in place; this ODN grants Contract Extension.

**11. Internal consultations**

Procurement and Contract Hub  
Highways Asset Maintenance  
Street Works

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

<b>12. The name of the Committee:</b>	Housing Neighbourhoods & Leisure Committee
<b>13. Date of the meeting:</b>	29 June 2022
<b>14. Minute number:</b>	13(2)
<b>15. The delegation given by the Committee:</b>	<b>That the Executive Director for Economic Growth &amp; Neighbourhood Services in consultation with the Lead Councillor for Environmental Services &amp; Community Safety, the Assistant Director of Legal &amp; Democratic Services and the Director of Finance be authorised to enter into relevant contracts required to undertake the Winter Maintenance Service Programme, as set out in the report</b>
<b>16. The name of any member of the committee who declared a conflict of interest in relation to the decision:</b>	N/A
<b>17. Any councillor or officer required to be consulted prior to the exercise of this delegation and details of their response.</b>	Lead Councillor for Environmental Services & Community Safety, AD of Legal & Democratic Services Director of Finance