

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.

1. Title of decision:	Falls Reconditioning Programme
2. Date of the decision:	19 March 2025
3. The decision maker:	Assistant Director for Commissioning and Transformation, Co-Chair Reading Integration Board

4. Decision details:

To authorise the award of a contract to Get Berkshire Active as part of the Falls Prevention programme.

5. Reasons for the decision:

- This service is part of the Falls Prevention programme and a Waiver has been agreed as there were no alternative suppliers identified following a market testing exercise.
- The scheme is funded through the Better Care Fund 2025/26 with a contribution from the Public Health Grant.
- The Reading Integration Board agreed that this service formed a core part of the Falls Prevention programme and should be commissioned as a priority.
- The Reading Integration Board Terms of Reference outline the governance for decisions to be taken at the Integration Board in respect of the Better Care Fund expenditure to ensure agreement with the ICB on proposed expenditure.

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

- a. Request for Quote (RFQ) Lite considered but only one provider identified following market testing. Subsequent Waiver approved through Procurement Board on 30th May 2025.
- b. Not to commission a service: the need for this programme has been identified to support people at risk of falls and reduce the likelihood of falls. To achieve project aims of falls reduction, this programme is considered necessary.

7. List of open Background Papers:

GBA Reconditioning programme Proposal
Waiver (Approved 30/05/2025)

8. List of confidential or exempt Background Papers:

N/A

9. Any other matters taken into consideration:

<input type="checkbox"/> Legitimate expectation of consultation	<input type="checkbox"/> Procedural requirements
<input checked="" type="checkbox"/> Public Health implications	<input type="checkbox"/> Environmental or Climate Change
<input type="checkbox"/> Health and Safety	<input checked="" 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:

Market testing completed with a view to undertaking RFQ Lite procurement process but only one feasible provider identified. Waiver process followed and approved.

10. Legal considerations

In accordance with the Constitution of Reading Borough Council – 16 October 2018 - Contract Procedure Rules 18.1 provides authority for Assistant Directors to award contracts up to £100k. As this is a non-key decision. The following authority is required:

Section 18 - Tender Acceptance

(4) Acceptance of quotes or tenders with a value less than £100,000 may be authorised by the relevant Head of Service or Director

11. Financial considerations

£81,376 (total value 2 + 2 yrs)

£20,340 per annum.

- Full value of the contract over two years would be £40,688, with potential for extensions up to a further two years £40,688, so total contract value for contract period of 2 years (+2) would be £81,376

12. Internal consultations

Reading Integration Board – expenditure agreed March 2025

Procurement – Waiver agreed 30/05/2025

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:	
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.	