

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:	Enhanced Environmental Enforcement Partnership
2. Date of the decision:	29 July 2025
3. The decision maker:	Assistant Director for Environmental & Commercial Services

4. Decision details:

The Council's strategic aim of ensuring that Reading is a clean, green, and safe place to live, work and visit is impacted by the behaviours of the town's residents, visitors, and business operators. Monitoring and regulating those behaviours relating to waste can ensure environmentally conscious practices. This initiative secures the additional resources required to meet this objective in a financially sustainable manner.

The Council will enter a limited twelve-month contract via an established procurement framework to trial this approach. The services will be provided at no cost to the local authority, with the Partner covering the cost of enforcement resources through the receipt of an agreed share of fixed penalty payments. This arrangement places no financial risk with the local authority as cost recovery risk would sit entirely with the Council's enforcement partner.

5. Reasons for the decision:

The Council's current resources are unable to deliver the full range of discretionary environmental enforcement activity desired by our residents, as well as delivering education to improve waste behaviours and achieve increased rates of recycling to meet statutory strategic objectives

Where prioritisation is required, the Council's statutory obligations are prioritised over discretionary activity, limiting the team's capacity to provide environmental enforcement activity.

The Council's current and forecast future budget position does not permit additional resource to be directly employed in discretionary service functions. The Council therefore has the choice of either accepting resource limitations, or to partner with the private sector in the delivery of its enforcement activity, delivering all activities to an enhanced, high-profile, standard at no additional cost.

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

Business as usual – all recycling and enforcement activity covered by Council's existing in-house team.

7. List of open Background Papers:

Enhanced Environmental Enforcement – HNL Committee Report

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 type="checkbox"/> Public Health implications	<input type="checkbox"/> Environmental or Climate Change
<input checked="" type="checkbox"/> Health and Safety	<input checked="" type="checkbox"/> Risk Management implications
<input checked="" type="checkbox"/> Transparency of Information (FOI etc)	<input checked="" 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 consideration:**Health & Safety –**

Partner Officers shall follow all relevant H&S procedures and local safety practices.

Transparency of Information (FOI) - Local authorities are required to report information on fly-tipping incidents and actions taken through [Gov.uk statistical reporting](#) which is published by the Department for Environment, Food and Rural Affairs.

Risk Management implications –

Managed risk around partner officer conduct.

Managed risk around public perception/opinion via structured comms plan & robust complaint procedure.

Privacy Impact Assessment – existing [Environmental Enforcement data privacy notice](#).

Equality Impact Assessment – considered in Appendix 3.

10. Legal considerations

Contractual arrangements have been subject to Legal review.

Any enforcement action considered for prosecution will be subject to review by Legal Services in accordance with the Council's Enforcement Policy. Instigation of proceedings sits with Legal Services and decisions would be made by Legal Services in consultation with the Council's Senior Recycling Enforcement Officer.

Partner Officers will ensure all evidence (including body worn camera footage), and witness statements provided meet the standard of proof in accordance with the provisions of Police and Criminal Evidence Act 1984, the Criminal Procedure Rules, Criminal Justice Act 1967, and Magistrates' Courts Act 1980.

11. Financial considerations

There is no change to current revenue budget. Any reduction in direct in-house FPN receipts is expected to be balanced by the Council's share of the FPN receipts received from the Council's partner, presenting a budget neutral position. Any surplus income received from enhanced enforcement will be reported via monthly budget monitoring.

12. Internal consultations

Legal services (contracts)

Legal services (planning & regulatory services section)

Procurement

Finance

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.