

# 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>	Private Rented Sector Licensing and Inspection Tender
<b>2. Date of the decision:</b>	17 December 2025
<b>3. The decision maker:</b>	Acting Assistant Director, Planning, Transport & Public Protection

## 4. Decision details:

To award a contract to deliver discretionary licensing processing and compliance checks in the private rented sector to Home Safe Delivery Partners Ltd.

The contract is for a period of 5 years with the option to extend for a further 2 years.

## 5. Reasons for the decision:

Housing, Neighbourhoods and Leisure Committee on 13th November, 2024, approved a phased implementation of discretionary licensing schemes consisting of a Boroughwide Additional Licensing Scheme alongside the phased implementation of a Selective Licensing Scheme commencing with Battle ward

Policy Committee on 17 March 2025 approved a tender exercise to seek a delivery partner to assist in the delivery of licence processing and compliance checks.

A tender exercise has been completed and a delivery partner selected, which represents value for money and enables the Council to implement the phased introduction of discretionary licensing, commencing with boroughwide additional (HMO) licensing.

The supplier demonstrated sufficient capacity and ability to deliver the requirements of the specification.

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

To implement the scheme by recruiting additional officers and necessary resources as determined within the November 2024 HNL report.

These options were rejected for the reasons set out in the Policy Committee report. In summary this was difficulties in recruitment risking the Council being unable to effectively implement the licensing schemes.

**7. List of open Background Papers:**

There are none

**8. List of confidential or exempt Background Papers:**

There are 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 applicable, beyond those considered at committee.

**10. Legal considerations**

Legal implications are detailed in the Housing Neighbourhood and Leisure Committee report of the 13<sup>th</sup> November 2024 and the Policy Committee report of 17<sup>th</sup> March 2025.

**11. Financial considerations**

The scheme is designed to be self-financing with income from application fees financing the delivery partner's fees and Council officers time on implementing the scheme. The contract has been set on the basis of a fee per application/inspection which reduced the financial risk on the Council.

**12. Internal consultations**

None

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

<b>13. The name of the Committee:</b>	Policy Committee
<b>14. Date of the meeting:</b>	17 March 2025
<b>15. Minute number:</b>	69(1) & (2)
<b>16. The delegation given by the Committee:</b>	<p>That the Assistant Director for Planning Transport and Public Protection be authorised to procure a delivery partner to support the processing and compliance checks for the Council's agreed Discretionary Licensing scheme; and</p> <p>That the Assistant Director for Planning, Transport and Public Protection, in consultation with the, Director of Finance, Executive Director for Environment, Growth and Neighbourhood Services and Lead Councillor for Housing, to enter into a 5-year contract plus 2 years to support the delivery of the licence processing and compliance checks element of the Discretionary licensing in the private rented sector scheme.</p>
<b>17. The name of any member of the committee who declared a conflict of interest in relation to the decision:</b>	None
<b>18. Any councillor or officer required to be consulted prior to the exercise of this delegation and details of their response.</b>	Lead Councillor for Housing Director of Finance Executive Director of Environment, Growth and Neighbourhood Services