

# 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 enter a works contract with Woodlands Corporate Interiors Ltd to refurbish 134 Northumberland Avenue for RBC Children's Homes
<b>2. Date of the decision:</b>	21 October 2025
<b>3. The decision maker:</b>	AD Property and Asset Management

## 4. Decision details:

- a) To seek approval to appoint Woodland Corporate Interiors Ltd to carry out refurbishment works to 134 Northumberland Avenue for the use of a Children's Home.
- b) To provide an update on the now concluded compliant procurement and evaluation process.

## 5. Reasons for the decision:

- a) Procurement under the 2015 Public Contract Regulations has been concluded.
- b) Quality (Technical) and Price (Commercial) evaluation have been concluded and moderated by the procurement team.
- c) The market has offered costs that are within our existing budget, and a programme that suggests completion by the end of this financial year, ready for Children's Services to use this from the start of the new financial year.
- d) We have procured this through the Westworks DPS to give us confidence that all contractors have the skills and experience to carry out the works required.
- e) This decision is required to enable us to inform the contractors of our intentions to appoint them as soon as internal governance approvals are concluded.

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

- The option to continue housing children out of borough was rejected.
- Tenders were received from 7 bidders.
- All submissions were considered and clarifications sought and reviewed.
- One contractor withdrew their submission, and one other was found to be non-compliant.
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**7. List of open Background Papers:**

N/A

**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 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:**

N/A

**10. Legal considerations**

- Three works contracts will be entered, on for each home.

**11. Financial considerations**

- The combined tendered sums for all three homes are within budget with £39k savings.

Total combined value of award for the **3 homes is £751,560.**

- **134 Northumberland Avenue- £200,592**
- 59 Honey End Lane- £222,855
- 35 Alexandra Road £328,115

**12. Internal consultations**

- a. Project being delivered for Children's Services.
- b. Facilities
- c. Procurement
- d. Planning
- e. Legal

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.**