

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:	To enter a works contract with HP Contracts Ltd to refurbish 35 Alexandra Road for RBC Children's Homes.
2. Date of the decision:	21 October 2025
3. The decision maker:	Charan Dhillon, AD Property and Asset Management

4. Decision details:

- To seek approval to appoint HP Contracts Ltd to carry out refurbishment works to 35 Alexandra Road for the use of a Children's Home.
- To provide an update on the now concluded compliant procurement and evaluation process.

5. Reasons for the decision:

- Procurement under the 2015 Public Contract Regulations has been concluded.
- Quality (Technical) and Price (Commercial) evaluation have been concluded and moderated by the procurement team.
- 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.
- 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.
- 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 9 contractors, some of whom priced for all three and some for two.
- 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, one for each home.

11. Financial considerations

- The total of the tendered sums for all three homes is within budget with £39k savings.
- Total value of award for the **3 homes: £751,560.**
 - 35 Alexandra Road- £328,115**
 - 59 Honey End Lane- £222,855**
 - 134 Northumberland Avenue- £200,592**

12. Internal consultations

- Project being delivered for Children's Services.
- Facilities
- Procurement
- Planning
- 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.	