

# 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>	BFfC Transition of Staff and Pension
<b>2. Date of the decision:</b>	01 October 2025
<b>3. The decision maker:</b>	Louise Duffield, Executive Director of Resources

## 4. Decision details:

To enable the transfer of children's services back in-house to the Council on 1 October 2025, a series of decisions were made over the transition period to ensure the timely, compliant and smooth TUPE transfer of staff and resultant changes to the pension arrangements. All of these changes came into effect on 1 October 2025 when BFfC staff became RBC staff.

## 5. Reasons for the decision:

Council approved (inter alia) the following resolution in relation to the Brighter Futures for Children Ltd service contract:

*2. That by 1 April 2026, services currently provided by BFfC, including all remaining support services, be brought in house to be delivered directly by the Council;*

*3. That the Executive Director of Resources, in consultation with the Leader of the Council, the Lead Councillors for Children and Education, the relevant statutory officers and Chair of the Board, be authorised to:*

- i. **Transfer all staff from BFfC to the Council;***
- ii. **Remove the secure designated pension arrangements between BFfC, the Council and the Pension Fund;***
- iii. **Novate all BFfC contracts to the Council;***
- iv. **Take all steps legally required to close the BFfC Company;***
- v. **Make any changes required to the Terms of References for Committees to reflect the change of delivery model and remove reference to the Company and contract within the Lead Councillor portfolios;***
- vi. **Make any other necessary amendments to the Council's Constitution and Scheme of Officer Delegation to reflect the changes of the delivery model;***

**This ODN refers to Recommendations 3(i) and 3(ii).** A specialist TUPE Lead was brought in to manage the transfer of BFfC staff and all associated requirements, including pension. The TUPE lead reported to the Assistant Director HR & OD and worked closely with the wider team. The programme board, including the relevant statutory officers and former Chair of the Board, advised and were consulted throughout the transition process. Councillors were kept informed and consulted via Members Briefings, Lead Councillors briefings, and Leadership Briefings.

BFfC Staff transferred on 1 October 2025, when the necessary changes to the pension arrangements also came into effect.

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

None.

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

None.

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

None.

**9. Any other matters taken into consideration:**

☐ Legitimate expectation of consultation

☐ Procedural requirements

☐ Public Health implications

☐ Environmental or Climate Change

☐ Health and Safety

☐ Risk Management implications

☐ Transparency of Information (FOI etc)

☐ Privacy Impact Assessments

☐ Human Rights Act Duties

☐ Equality Impact Assessment

☐ Corporate Parenting

☐ Community Safety

☐ Regulatory duties

☐ EU withdrawal

☐ Armed Forces Covenant

☐ Other

**Details of the matters taken into account:**

None.

**10. Legal considerations**

Legal advice was taken through the Programme Board.

**11. Financial considerations**

Financial advice was taken through the Programme Board.

**12. Internal consultations**

A formal TUPE consultation was conducted for both BFfC and RBC staff.  
All other relevant services were consulted via the Programme Board.

Sections 13-18: To be completed only for Decision A (express delegation from a Committee)	
<b>13. The name of the Committee:</b>	Council
<b>14. Date of the meeting:</b>	28 January 2025
<b>15. Minute number:</b>	32(3)
<b>16. The delegation given by the Committee:</b>	<p>That the Executive Director of Resources, in consultation with the Leader of the Council, the Lead Councillors for Children and Education, the relevant statutory officers and Chair of the Board, be authorised to:</p> <ul style="list-style-type: none"> <li>i. <b>Transfer all staff from BFfC to the Council;</b></li> <li>ii. <b>Remove the secure designated pension arrangements between BFfC, the Council and the Pension Fund;</b></li> <li>iii. Novate all BFfC contracts to the Council;</li> <li>iv. Take all steps legally required to close the BFfC Company;</li> <li>v. Make any changes required to the Terms of References for Committees to reflect the change of delivery model and remove reference to the Company and contract within the Lead Councillor portfolios;</li> <li>vi. Make any other necessary amendments to the Council's Constitution and Scheme of Officer Delegation to reflect the changes of the delivery model;</li> </ul>
<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>	Those listed below were regularly consulted throughout the transition process to ensure their support and/or approval (as required) for the various decisions required related to the TUPE transfer of staff – e.g. the transfer timeline, the consultation documents, agreeing new structures, making any changes to posts, and agreeing any changes to policies or contracts. Due to the scale of the programme, different individuals were given different levels of detail, but support was indicated at each stage of consultation.

	<p><b>Leader of the Council</b> – consulted via Leadership Briefings</p> <p><b>Lead Councillors for Children and Education and Public Health</b> – consulted via Lead Councillor briefings</p> <p><b>Monitoring Officer</b> – Consulted at least monthly via Programme Board between January – October.</p> <p><b>Chief Finance Officer</b> – Consulted at least monthly via Programme Board between January – October.</p> <p><b>Chief Executive</b> – Consulted at least every 6 weeks via Transformation and Efficiency board between January – October.</p> <p><b>Chair of the Board:</b> Consulted at least monthly via Programme Board between January – September. Resigned 30/09/25.</p>
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