

# 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>	Surrender of Brighter Future for Children Lease of Part of Dunsfold Youth & Community Centre, 1 Dunsfold Road, Reading, RG30 4NP
<b>2. Date of the decision:</b>	02 July 2025
<b>3. The decision maker:</b>	Emma Gee, Executive Director of Economic Growth and Neighbourhood Services.

#### 4. Decision details:

To transfer all property held by Brighter Futures for Children under lease arrangements back to the Council and arrange for the leases to be surrendered.

#### 5. Reasons for the decision:

BFfC contract being determined

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

None

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

Minute 42 of the Policy Committee held on 18 December 2024

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

Appendix 2

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

Legitimate expectation of consultation

Procedural requirements

Public Health implications

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
<b>Details of the matters taken into account:</b> Contract being determined – service to be retained in house	

<p><b>10. Legal considerations</b></p> <p>We have sought legal advice from Legal Services as to the legal arrangements required and Legal Services have advised that the leases should be surrendered in the form of a Deed of Surrender to extinguish the lease and any associated rights and liabilities.</p>
<p><b>11. Financial considerations</b></p> <p>We have sought advice from the Finance Business Partner who has advised that there are no financial considerations to be taken into account which would prevent us from proceeding with the Deed of Surrender of the lease.</p>
<p><b>12. Internal consultations</b></p> <p>Leader of the Council, Lead Councillors for Children and Education and Chair of the Board</p>

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
<b>16. The delegation given by the Committee:</b>	That the Executive Director of Economic Growth and Neighbourhood Services, in consultation with the Leader of the Council, the Lead Councillor for Children, the Lead Councillor for Education and Public Health and the Chair of the BFfC Board, be authorised to transfer all property held by BFfC under lease arrangements back to the Council and arrange for the leases to be surrendered.
<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</b>	Leader of the Council Lead Councillor for Children

**this delegation and details of their response.**

Lead Councillor for Education and Public  
Heath  
Chair of the BFfC Board