

Committee	Date of meeting	Minute number	Item title	Decision	Officer delegated to	Lead Councillor	Expected timescale for decision
Policy Committee	20/01/25 55(6)		Local Authority New Build Programme Update	That the Executive Director of Communities and Adult Social Care, in consultation with the Director of Finance, the Assistant Director for Procurement and the Assistant Director of Legal and Democratic Services, be authorised to enter into contract with relevant parties to enable delivery of the schemes listed at paragraph 2.1 of the report;	Exec Director of Community and Adult Social Care Services	Housing	The LANB schemes listed in 2.1 of the report are expected to complete by 2028. We will need to reserve this delegation until then, with contracts for each scheme coming forward as required.
Policy Committee	20/01/25 55(7)		Local Authority New Build Programme Update	That the latest position on Dee Park be noted and that the Executive Director of Communities and Adult Social Care, in consultation with the Director of Finance, be authorised to procure an appropriate multi-disciplinary team as set out in the report;	Exec Director of Community and Adult Social Care Services	Housing	This delegation refers specifically to the procurement of an multi-disciplinary team to develop and submit a planning application for Dee Park Phase 3. Decision on this expected to be required Q2 2025/26.
Policy Committee	20/01/25 55(9)		Local Authority New Build Programme Update	That the Executive Director of Communities and Adult Social Care, in consultation with the Assistant Director of Legal and Democratic Services, be authorised to enter into collateral warranties as required on all phases of the LANB programme.	Exec Director of Community and Adult Social Care Services	Housing	The LANB schemes linked to this delegation are expected to complete by 2028. We will need to reserve this delegation until then, with CWS for each scheme coming forward as required.
Policy Committee	17/03/25 69 (1)		Discretionary Licensing in the Private Rented Sector - Implementation Proposal	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;	AD of Planning, Transport & Public Protection Services	Housing	Tender application deadline passed in early October with a decision expected by the end of the month.
Policy Committee	17/03/25 69 (2)		Discretionary Licensing in the Private Rented Sector - Implementation Proposal	That the Assistant Director for Planning, Transport and Public Protection, in consultation with the Director of Finance, Executive Director for Economic Growth and Neighbourhood Services and Lead Councillor for Housing, be authorised 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.	AD of Planning, Transport & Public Protection Services	Housing	Tender application deadline passed in early October with a decision expected by the end of the month.
Policy Committee	09/06/25 5(3)		Appointments to Outside Bodies	That the Monitoring Officer, in consultation with the Leader of the Council and the relevant Group Leader (if applicable), be authorised to appoint to any vacancies not appointed to at this meeting or arising mid-year;	AD of Legal & Democratic Services/Monitoring Officer/Returning Officer	Leadership	Delegation may be required at any point during the Municipal Year. Any appointments made using this delegation will be reported under Chair's Announcements at the next available meeting of the Committee and recorded in the Minutes.
Policy Committee	07/04/25 79 (1)		Disposal of Yeomanry House	That authority be delegated to the Assistant Director of Property and Asset management to sell the property to Bidder A on the terms set out in confidential appendix;	AD of Property & Asset Management	Leadership;# Planning and Assets	(July 2025) The sale is currently being progressed, documentation is with Legal Services and sale should complete in the next few months.
Policy Committee	07/04/25 79 (2)		DISPOSAL OF YEOMANRY HOUSE	That if the purchaser did not perform to an acceptable timescale the Executive Director for Economic Growth and Neighbourhood Services be given delegated authority, in consultation with the Leader of the Council and the Lead Councillor for Planning & Assets, to: a) Agree a revised offer price and terms where appropriate which secure Best Consideration; b) Re-engage with other bidders as appropriate or remarket the property for disposal at Best Consideration.	Exec Director of Economic Growth and Neighbourhood Services	Leadership;# Planning and Assets	This delegation is only required if purchaser does not perform to an acceptable timescale.
Policy Committee	21/07/25 10		Simpler Recycling - Glass Collections from Kerbside	That the Assistant Director of Environmental and Commercial Services be authorised to undertake a tender exercise including, in consultation with the Director of Finance, an award of contract of the required vehicles as set out in paragraph 10.2 of the associated report.	AD of Environmental and Commercial Services	Environmental Services and Community Safety	A report is being prepared for the December policy committee, seeking approval for the detailed implementation of the service.
Policy Committee	21/07/25 12		Insurance Contract Tender	That the Director of Finance in consultation with the Lead Councillor for Corporate Services and Resources and the Assistant Director for Legal and Democratic Services be authorised to make relevant decisions regarding policy cover, levels of deductibles and award the contract at the end of the tender process to the winning tenderer/s.	Director of Finance/s151 officer;#AD of Legal & Democratic Services/Monitoring Officer/Returning Officer	Corporate Services and Resources	Evaluation end of November and aim to award in the middle of February 2026, for the contract to be in place by the 1 April 2026.
Policy Committee	21/07/25 12		Insurance Contract Tender	That the Director of Finance be authorised to approve the runoff insurance cover where appropriate for the decommissioned Children's Company 'Brighter Futures for Children'. That the Executive Director of Communities and Adult Social Care, in consultation with the Lead Councillor for Housing, the Director of Finance, and the Assistant Director of Legal and Democratic Services be authorised to: (a) Procure and award a contract with the successful tenderer(s) for the Managed Stores contract. The contract would be for up to 7 years (5 initial years and then up to 2 further years). (b) Negotiate with the successful tenderer to mobilise the contract, vary the contract, extend the contract at the appropriate time, and otherwise contract manage the contract throughout its lifecycle.	Director of Finance/s151 officer	Corporate Services and Resources	From 1 October 2025
Policy Committee	21/07/25 14		Managed Stores Procurement 2025	That the Chief Executive be authorised to undertake all necessary activities to inform and evidence the request, in line with the initial proposal as set out in Appendix 3 of the report, and consultation with the Leader of the Council.	Exec Director of Community and Adult Social Care Services;#AD of Legal & Democratic Services/Monitoring Officer/Returning Officer;#Director of Finance/s151 officer	Housing	Out for tender October 2025, expect to award in November 2025 so would exercise the delegation then.
Policy Committee	21/07/25 15		Implications of Oxfordshire Local Government Reorganisation Proposals	That the Assistant Director for Legal and Democratic Services be authorised to act as the shareholder representative with full authority to approve the Board resolution for the formal closure of Reading Hampshire Property Partnership Ltd and to deal with all miscellaneous and consequential matters.	Chief Executive	Leadership	November 2025
Policy Committee	21/07/25 17		Reading Hampshire Property Partnership Ltd - Company Closure	That the Executive Director of Resources, be authorised to act on behalf of Policy Committee (as the representative of the sole member of the Company) from 1 October 2025 and deal with all company closure matters which were the responsibility of the members of the Company, in particular, to agree to the closure of the Company following the signing of the final accounts	AD of Legal & Democratic Services/Monitoring Officer/Returning Officer	Leadership	Awaiting confirmation from Hampshire CC
Policy Committee	21/07/25 18		Brighter Futures for Children Ltd - Waiver for Articles		Exec Director of Resources	Leadership	From 1 October 2025

Policy Committee	21/07/25 18	Brighter Futures for Children Ltd - Waiver for Articles	<p>That the Executive Director of Resources, be authorised to act on behalf of Policy Committee (as representative of the sole member of the Company) from 1 October 2025 in consultation with the Leader of the Council and the Lead Councillors for Children's Services and Education, to deal with any other miscellaneous matters, including Reserved Matters, which arose whether about the closure of the Company or otherwise.</p> <p>(1) That the Executive Director for Economic Growth and Neighbourhood Services, in consultation with the Lead Councillor for Climate Strategy and Transport, Assistant Director of Legal and Democratic Services, and Director of Finance be authorised to:</p> <ul style="list-style-type: none"> a. Commence a procurement exercise independently or in partnership with other councils for parking enforcement, permits, Penalty Charge Notice processing and postal services; b. Terminate, if appropriate, the existing contract for parking enforcement with Trellint (part of the Modaxo Group) by mutual agreement at a date that allowed an orderly handover to new contract arrangements; c. Enter into a suitable agreement with another council or councils to undertake the necessary procurement exercises on behalf of Reading Borough Council; d. Enter into an agreement with a company individually or jointly procured to provide on street and off-street parking enforcement services; e. Enter into an agreement with a company individually or jointly procured to deliver Penalty Charge Notice processing, issue permits for residents and businesses and provide postal services for same; f. Undertake any required contract modifications (to include extension / variation) as might be required from time to time to ensure effective operational management of the contract, subject to that impact not exceeding key decision thresholds. 	Exec Director of Resources	Leadership	From 1 October 2025
Policy Committee	17/09/25 25	Joint Procurement for Parking Enforcement Services	<p>(4) That authority be delegated to the Executive Director of Economic Growth and Neighbourhood Services, in consultation with the Leader of the Council, Lead Councillor for Planning and Assets, Assistant Director of Legal and Democratic Services, Director of Finance, and Assistant Director of Property and Asset Management, to:</p> <ul style="list-style-type: none"> (a) Negotiate and conclude terms with relevant parties in respect of the Heads of Terms for the surrender and the Construction and Management Agreement; (b) Negotiate and conclude terms for disposals and acquisitions in accordance with sections 123 and 120 of the Local Government Act 1972; (c) Negotiate to enter into any required and/or ancillary documentation and agreements to facilitate the Broad Street Mall development, and; (d) Procure commercial, professional technical and legal advisors and consultants as necessary, to facilitate the Broad Street Mall development. 	Exec Director of Economic Growth and Neighbourhood Services;#AD of Legal & Democratic Services/Monitoring Officer/Returning Officer;#Director of Finance/s151 officer	Climate Strategy and Transport	<p>Detailed procurement discussions have now commenced with Oxfordshire CC we expect to issue the Invitation to Tender at the beginning of November, with a short list being produced in January 2026 and an award being made in April 2026.</p>
Policy Committee	17/09/25 27	Broad Street Mall Redevelopment	<p>(a) Target for Conditional Exchange of Carpark Surrender Agreement – June 2026</p> <p>ii.Target for agreeing Construction and Management Agreement (CMA) – Oct 2026</p> <p>(b). Target for Conditional Exchange of Carpark Surrender Agreement – June 2026</p> <p>(c). This would be in parallel to and following agreement of the CMA and would continue up to BSM starting on site in Q3 of 2027; there may also be requirements to enter in to agreements following works starting on site, this is TBD.</p> <p>(d).Procurement process commencing Oct 2025</p>	Exec Director of Economic Growth and Neighbourhood Services;#Director of Finance/s151 officer;#AD of Legal & Democratic Services/Monitoring Officer/Returning Officer;#AD of Property & Asset Management	Leadership;#Planning and Assets	