

ASHFIELD DISTRICT COUNCIL: OFFICER DECISION RECORD

Please use this form to record those executive decisions which are taken by officers and are **not** designated as 'Key Decisions' – or in other words those decisions which are **not** included in the Forward Plan. There is a separate form for recording Key Decisions.

You should also use this form to record decisions about those functions which are reserved to the Council or to its committees. The Constitution explains what these reserved functions are and who is responsible for them.

1. Title / Subject Matter:

Sutton Academy – Tender for Theatre consultant

The procurement of consultant services for the Sutton Academy theatre project.

2. Decision Reference No:

Each Directorate maintains its own decision records/reference system to number its decisions. Please make sure that you use this system

PW-2021-FHSF02

3. Decision Taken:

- i. To publish tender documentation seeking a theatre consultant for the Sutton Academy Theatre refurbishment and extension project.
- ii. To appoint the procurement unit to publish an open tender.

4. Reasons for the Decision:

To progress the refurbishment and extension of the Sutton Community Academy (SCA) Theatre space and associated accommodation to enhance the theatre offering for the academy and the wider community. The extension will enable the Theatre to have a dedicated box office, café/bar and reception area whilst making the necessary improvements to the theatre, the external surroundings, accessibility, and public realm. The appointment will support the project delivery under the Future High Street Fund Programme.

Given the complexity of the project and the requirement to satisfy a number of varying stakeholder objectives, the theatre consultant would be appointed to carry out the following:

- Phase 1 (RIBA 0-3)
 1. Full Feasibility assessment including demand, multiuse opportunities, fit out, programming and management suitable for this venue.
 2. Redefine objectives and outputs in line with MHCLG requirements to best accommodate all stakeholders including the Academy and Council.
 3. Assisting the Academy to develop a business model appropriate for the academy use with a focus around community use and in line with the developed feasibility, outputs and objectives developed in the above item.
 4. Develop tender pack for the design competition and lead the tender process to successful appointment of architect in accordance with Ashfield District Councils Contract procedure rules.

- Phase 2 (RIBA 4-7)
 1. Provide specialist consultancy advice to assist the design team to develop detailed designs including but not limited to layout, size, scale, systems and equipment specifications (Anticipated outline designs and detailed designs 6 month programme).
 2. Provide specialist consultancy advice to assist the design team throughout construction. As a minimum this will include a bi-weekly design team meeting and weekly meeting with the Project Manager (Anticipated construction programme of 10 months).
 3. Provide specialist consultancy advice in relation to the equipment, its use and possible training for staff/volunteers on project handover.

5. Alternative Options Considered / Rejected:

- 1) **Do not tender for a theatre consultant** – failure to appoint a suitably qualified / experience consultant will increase risks of the project not fulfilling the outputs set out by the funding agreement.
- 2) **Publish tender**– Publish tender documentation to invite submissions for the consultancy services.

Option 2 is the recommended option and the option taken outlined in this Officer Decision record.

6. Implications

- a) **Legal** - The Council has the power to enter into contracts in order discharge its functions (Local Government Act 1972, s111 and the Local Government (contract) Act 1997, s1). The Local Government Act 1972 requires the Council to have regulations for how it enters into contracts. In addition to complying with all relevant UK and EU legislation every contract entered into on behalf of the Council must also comply with the Council's Contract Procedure Rules and the Council's Financial Regulations. The works have been tendered through the Council's procurement process and in line with Council rules and procedures

- b) **Financial** –The project budget C00263 is approved on the Capital Programme. The contract value will be covered by the project budget. The Funding is secured from central government for the Future High Streets Programme.

c) **Human Resources** – No impact or implications for the Council to consider.

Name / Title of the officer taking the Decision:

Use your own name and title. Do not 'pp' for a more senior officer who has asked you to take the decision.

David Lawrence - Director Place and Communities

Signed:



Date: 23.11.2021

Name / Title of the relevant Lead Cabinet Member consulted (if appropriate)

(This decision is not subject to call-in and is circulated for information only). **If a Cabinet Member has a conflict of interest relating to this decision, then this should be declared and a request for dispensation will be considered.**

Date:

Name / Title of the relevant Committee Chairman consulted (if appropriate)

(for non Executive/Council side function decisions)

Date:

The completed form should be emailed to the Democratic Services Team:

democratic.services@ashfield.gov.uk

They will arrange for it to be published on the Council's web site.

EXEMPT OR CONFIDENTIAL BACKGROUND INFORMATION IN SUPPORT OF THE DECISION

Use this section to share any confidential information that would not be published or placed on the Council's web site. The information will only be shared within the Authority, as appropriate.

For further support or guidance please contact Ruth Dennis, Director of Legal and Governance (and Monitoring Officer) r.dennis@ashfield.gov.uk or any member of the Democratic Services Team.