

**NOTICE OF DELEGATION OF DECISION TO CABINET MEMBER BY STRONG LEADER**

Section 15(4) of the Local Government Act 2000, the senior executive member may discharge any of the functions that are the responsibility of the Cabinet or may arrange for them to be discharged by another member of the Cabinet or Officer. On 1<sup>st</sup> December 2010, the Council adopted the Strong Leader Model for Corporate Governance 2011 as required under Part 3 of The Local Government and Public Involvement in Health Act 2007 (The 2007 Act).

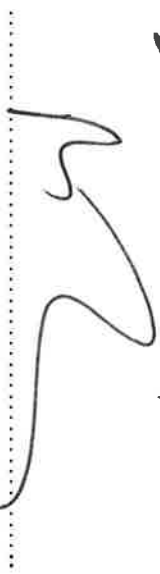
I, Cllr Marcus Hart, as Strong Leader, delegate the decision for the Decoration and Refurbishment of Kilderrinst Town Hall, as detailed in the Forward Plan to the Cabinet Member detailed below:

Cabinet Member for Health, Well-being and Housing

Dated:

22<sup>nd</sup> December, 2015

Signed:



Leader of the Council

**FORM 2**

**NOTICE OF DECISION OF CABINET MEMBER**

Pursuant Section 15(4) of the Local Government Act 2000, as amended by section 63 of the Local Government and Public Involvement in Health Act 2007, the senior executive member may discharge any of the functions that are the responsibility of the Cabinet or may arrange for them to be discharged by another member of the Cabinet or Officer. On 1<sup>st</sup> December 2010, the Council adopted the Strong Leader Model for Corporate Governance 2011 as required under Part 3 of The Local Government and Public Involvement in Health Act 2007 (The 2007 Act).

In accordance with the authority delegated to *by the Leader*, I have made the following decision:

<b>Subject</b>	<b>Decision</b>	<b>Reason for decision</b>	<b>Date for Decision to be taken</b>
Decoration and Refurbishment of Kidderrinster Town Hall	Delegated authority be given to the Director Community Well-being and Environment in consultation with the relevant Cabinet Member to: a) finalise the evaluation model for the procurement of decoration, flooring and curtains on the basis of the principles set out in the report b) award the contract to the successful tenderer following evaluation of the bids  That an exception to the Contract procedure Rules("CPR") be agreed pursuant to paragraph 6.6.1 of the CPR to procure 400 chairs from Race Furniture Limited and 25 round tables from HF Ltd	To address the fact that the Town hall requires refurbishment, acknowledging the need for very specific workmanship and materials because of the sensitive building and the uses to which it is put	22 <sup>nd</sup> December 2015

**I confirm that the appropriate statutory officer consultation has taken place with regard to this decision.**

Dated: 22/12/15

Signed: 

Councillor S Chambers.....  
Cabinet Member

**WYRE FOREST DISTRICT COUNCIL**

**STRONG LEADER CABINET REPORT**

**December 2015**

**Provision of decoration, flooring, curtains, tables and chairs  
for Kidderminster Town Hall**

<b>OPEN</b>	
<b>CABINET MEMBER:</b>	Cllr Sally Chambers
<b>RESPONSIBLE OFFICER</b>	Director of Community Wellbeing and Environment
<b>CONTACT OFFICER:</b>	Lesley Fox ext 2976
<b>APPENDIX:</b>	

**1. PURPOSE OF REPORT**

- 1.1 To seek delegated authority for the Director for Community Wellbeing and Environment in consultation with the relevant Cabinet Member to finalise the tender evaluation model and to procure a contract for works for the decoration, flooring and curtains for Kidderminster Town Hall. The works will upgrade public areas in the Town Hall so that the management team can meet the aims of the facility in providing a quality civic and cultural venue for public hire and entertainment.
- 1.2 To seek authority for the Director of Community, Wellbeing and Environment to award contract for the works to be completed competitive tender exercise.
- 1.3 To seek an exception to the contract procedure rules to allow for the direct procurement of new chairs and tables for the Town Hall.

**2. RECOMMENDATION**

- 2.1 Delegated authority be given to the Director Community Wellbeing and Environment in consultation with the relevant Cabinet Member to:
  - a) finalise the evaluation model for the procurement of decoration, flooring and curtains on the basis of the principles set out in this report
  - b) award the contract to the successful tenderer following evaluation of the bids.
- 2.2 That an exception to the Contract procedure Rules("CPR") be agreed pursuant to paragraph 6.6.1 of the CPR to procure 400 chairs from Race Furniture Limited and 25 round tables from HF Ltd.

**3. BACKGROUND**

- 3.1 Kidderminster Town Hall is the principal venue in Kidderminster for cultural and civic events and activities
- 3.2 A programme of general maintenance is undertaken annually. A number of fixtures, fittings and furnishings have now reached the end of their useful life and a more significant investment is required. This includes decorating, flooring, and curtains.
- 3.3 The 5 year CIPFA Report identifies a 5 year plan for the building maintenance which also includes decoration.

- 3.4 The decoration and refurbishment programme of works is essential if Kidderminster Town Hall is to retain its civic and cultural place in the market. The Town Hall is a multi use facility and is providing a unique, centrally located venue which has a wide reach across the district and further afield.
- 3.5 Lot 2 in the tender will be for the refurbishment of the wooden floor in the Music Room and around the bar in the Corn Exchange. This will involve the sanding and sealing with layers of new varnish to suit the heavy commercial use.
- 3.6 The need for new chairs and tables has been desirable for the past 3 years with a programme of ongoing repairs being carried out. It is now uneconomical to continue with repairing units and complete replacement is essential. The existing stock is heavy and with the constant moving of furniture is a consideration for Health & Safety and manual handling. In addition the chairs and tables are problematic to store as storage is limited at the Town Hall. Modern chairs and tables are made of lighter materials and stack higher in a safer system with trolleys making the operational management much more efficient. Replacement of the chairs in particular will help to modernise the overall look and presentation of the facility improving the customer experience and encouraging business. The variety of tables are being rationalised to enhance the overall complement of furniture ensuring that there is a cohesive look and presentation.
- 3.7 The Town Hall is an important factor in the regeneration of Kidderminster town centre and the Town Hall must be competitive with other venues as well as providing a trigger for the night time economy.
- 3.8 The venue is already heavily used by community groups and has a varied entertainments programme; the Town Hall has the opportunity to develop the 'wedding offer' as well as widening the audience appeal and customer satisfaction.
- 3.9 Kidderminster Town Hall will be transferred to Kidderminster Town Council on 1<sup>st</sup> April 2016, but the intention is that the District Council will continue to manage the facility on a day to day basis.

#### **4. KEY ISSUES**

- 4.1 The requirements for the Town Hall in terms of fixtures, fittings and decor, are specific due to the heritage building and the cultural and civic functions it delivers.
- 4.2 The procurement of chairs and tables to replace existing stock will also be part of the refurbishment but will be from a different contractor to the one who will carry out the decoration and soft furnishing work due to the specific type of furniture selected after research.
- 4.3 An Exception is sought under paragraph 6.6.1 "*For any reason there would be no genuine competition*" of the CPR in that a chair and table are required from specific manufacturers, for the following reasons:
  - 400 linking theatre style chairs finished in vinyl with chrome legs and 25 x 5' round folding tables with grey laminate top and chrome legs are needed.
  - A detailed process has been undertaken to research and select the most suitable theatre chairs to replace the existing stock.
  - Samples and quotes have been sought. Visits to venues and manufacturers.
  - Chairs and tables must meet technical standards as well as suit the heritage style of the venue. In addition the chairs and tables must be suitable for multiple uses and be easy to store and handle safely.
  - All suppliers on ESPO and CCS have been approached for prices and those that came back were either unsuitable or more expensive than the preferred chair.

- No similar chair has been sourced from across the internet or from direct contact with a number of suppliers.
- The preferred chair is made in the factory in Bourton-on-the Water, Gloucestershire by Race Furniture Limited.
- The preferred table at the time of writing the report is made by HF Ltd, Stourbridge West Midlands. With one further sample in transit the final choice of table may be from the Framework so procurement will be direct.

4.4 The Evaluation Model for the tender is yet to be finalised as the weightings need to be agreed due to the sensitive nature of the building. The extract from the Tender document follows:

All submissions will be evaluated on the quality criteria listed below. Tenderers are requested to **format any response in line with the below criteria** e.g. use the criteria as headings for the various sections of any submission.

Tenderers may submit prices for individual or all Lots.

All Tenders will be evaluated on a **50/50** split Price/Quality.

The Quality Criteria will include considering the: quality of the curtain fabric, paints and varnishes being used; type and length of guarantees; Method Statements for each Lot and if quoting for all Lots an overall Method Statement.

4.5 Finalisation of the Evaluation Model will be agreed with the Procurement Officer and Legal Officer and in consultation with the Cabinet Member before the Invitation to Tender is published.

## 5. FINANCIAL IMPLICATIONS

5.1 This will be funded from an Ear Marked Reserve of £86,250 and up to £20,000 from existing budgets.

Soft market testing has been carried out and estimates have been obtained to ensure there is an adequate budget available for this contract.

## 6. LEGAL AND POLICY IMPLICATIONS

6.1 There are no identifiable legal or policy implications.

## 7. RISK MANAGEMENT

7.1 If the refurbishment does not go ahead there is a significant risk that going forward bookings and therefore income would be lost.

7.2 There is a commitment to Kidderminster Town Council that these works will be carried out as part of the transfer of assets.

7.3 There is a risk that the works cannot be carried out during the specified dates within the contract (29<sup>th</sup> March – 15<sup>th</sup> April). To mitigate the contract will be awarded by the 2<sup>nd</sup> week in February at the latest. In addition site visits by the Tenderers will be essential during the tender process and work will be permitted evenings and weekends during the timeframe.

**8. EQUALITY IMPACT ASSESSMENT**

8.1 An EIA is not considered necessary for this project.

**9. CONSULTEES**

9.1 Cabinet Member for Community Wellbeing

9.2 CLT

9.3 All Members for Strong Leader Report

**10. BACKGROUND PAPERS**

10.1 None