

EAST HERTS COUNCIL

EXECUTIVE – 4 FEBRUARY 2014

REPORT BY EXECUTIVE MEMBER FOR HEALTH, HOUSING AND
COMMUNITY SUPPORT

HERTFORD THEATRE SEATING REFURBISHMENT TENDER

WARD(S) AFFECTED: ALL

Purpose/Summary of Report

- **To update the Executive on progress made in seeking the refurbishment of the seating at Hertford Theatre.**

RECOMMENDATION FOR EXECUTIVE: That:

(A)	The tender price for seating refurbishment at Hertford Theatre, as contained in the report, is approved, and capital provision of up to £109,000 is made available for this project.
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1.0 Background

1.1 Following consideration of a project initiation document (PID) at its meeting of 28/05/13, the council's corporate management team agreed to support a proposal to seek Executive approval for investment of up to £164,500 of capital to upgrade the technical equipment and seating in the theatre's main auditorium. The case for such investment was agreed in order to enable continued growth in the business within the context of better than anticipated performance against original business plan targets.

1.2 The Executive of 23/ 7/13 approved capital of £64,000 for technical, lightening and audio equipment and, in response to a request for capital of approximately £100,000 to refurbish the seating at Hertford Theatre, resolved that: 'a further report be submitted following the tendering process'.

2.0 Report

- 2.1 Following consultation with the council's Procurement Officer, the council's Chief Executive and the Director of Financial and Support Services agreed to a single negotiated tender procurement route for the seating refurbishment with Hussey Seatway the company that installed the existing seats and structure.
- 2.2 A tender of £99,066 (including the two additional options for LED lights) has subsequently been negotiated with Hussey Seatway for a specification as set out at **Essential Reference Paper B**.
- 2.3 In order to allow for any additional enabling electrical and other peripheral works and for project management costs, it is recommended that a 10% contingency is added, bringing the capital provision to up to £109,000
- 2.4 Should the Executive approve the capital provision as requested then it would be the intention to have the works carried out during the summer closedown period in 2014 from late July through to the end of August.
- 2.5 The Executive is informed that the seating works will coincide sequentially with the installation of a new floor in the auditorium under a separate contract. The replacement floor in the auditorium is required as a result of flood damage incurred in January 2013 and will be funded through an agreed insurance claim. It is critical that these two contracts are coordinated and synchronised within a constrained time period and it is the intention that appropriate project management arrangements are put in place to ensure this; the costs for which will be met from the 10% contingency sum identified in 2.3 above.
- 2.6 The Executive is reminded that, in the summary, the seating refurbishment is designed to achieve:
- Powered automated retraction and set up facility - saving on expenditure associated with set up time and providing additional flexibility to hirers
 - More sense of stability to the structure and permanence to the rear stairs
 - Acoustic dampening – a quieter unit

- Semi-fixed flat floor seating to match tiered seats
- Improved look and feel – new seat coverings in Hertford Theatre brand colour

3.0 Implications/Consultations

3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

None

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