

## EXECUTIVE DECISIONS TAKEN BY CABINET PORTFOLIO HOLDER OR DELEGATED OFFICER NOTICE OF DECISION

*THIS SECTION TO BE COMPLETED BY THE PORTFOLIO HOLDER AND CONTACT OFFICER*

<b>TITLE OF DECISION:</b>	
<b>TENDER FOR DESIGN AND FIT-OUT OF LANCASTER VISITOR INFORMATION CENTRE</b>	
<b>NAME OF DECISION TAKER:</b>	<b>MARK CULLINAN</b>
<b>POSITION AND RESPONSIBILITY HELD:</b>	<b>CHIEF EXECUTIVE</b>
<b>CONTACT OFFICER:</b>	<b>JIM TROTMAN</b>
<b>TELEPHONE:</b>	01524 582811
<b>E-MAIL:</b>	jtrotman@lancaster.gov.uk
<b>Details of Decision:</b>	
(1) That Apple display and shop fitting Limited be the chosen contractor for the design and fit-out of Lancaster Visitor Information Centre as highlighted in the Capital Programme report to Full Council dated 27 <sup>th</sup> February 2008.	
<b>Reasons for the decision (continue on separate sheet or append relevant papers as necessary):</b>	
<p>The Lancaster Tourist Information Centre is due to move out of 29 Castle Hill at the end of 2008 and is to be established as a regional Visitor Information Centre in the Storey Creative Industries Centre. As a result of the enhanced regional role, 50% external funding has been secured for this project.</p> <p>Tenders were sought from suppliers with known VIC expertise and design work will be finalised with the successful contractor and with the VIC style consultant to the Lancashire and Blackpool Tourist Board. The new Lancaster VIC is scheduled to open on 5<sup>th</sup> January 2009 and is integral to the success of The Storey.</p> <p>The main contract for The Storey is now underway and a start needs to be made as soon as possible on the mechanical and electrical work for the VIC so as not to cause delays to the main contract. This first phase of the work, including finalisation of the designs, needs to start soon and the fit-out can then take place during October and November 2008. Completion of the new Lancaster VIC needs to take place on time to fit with the closure of the existing TIC and with the opening of The Storey.</p> <p>It was recommended that Apple display and shop fitting Limited should, therefore, be appointed as the Council's contractor for the design and fit-out of Lancaster Visitor Information Centre as outlined in the client brief.</p>	
<b>IS THE DECISION URGENT <del>Yes</del>/NO PLEASE DELETE AS APPROPRIATE AND GIVE REASONS FOR URGENCY BELOW:</b>	
<b>N/A</b>	
<b>I CONFIRM THAT I HAVE BEEN CONSULTED ON THE ABOVE DECISION AND THAT IT IS URGENT AND REASONABLE IN ALL THE CIRCUMSTANCES. (IN ACCORDANCE WITH SECTION 17 OF THE OVERVIEW &amp; SCRUTINY PROCEDURE RULES)</b>	
<b>SIGNATURE OF THE OVERVIEW &amp; SCRUTINY CHAIRMAN:</b>	<b>N/A</b>
<b>I confirm that I have taken account of the options proposed by officers, the various implications set out in the report and the comments of the Monitoring and Section 151 Officers and am authorising the decision as set out above.</b>	
<b>SIGNATURE OF DECISION TAKER:</b>	M. Cullinan
<b>DATE:</b>	08.05.08

# LANCASTER CITY COUNCIL

*Promoting City, Coast & Countryside*

<i>THIS SECTION TO BE COMPLETED BY DEMOCRATIC SERVICES</i>		REF NO.	OD44
<b>DATE DECISION TAKEN:</b>	08/05/08	<b>DATE RECEIVED BY DEMOCRATIC SERVICES:</b>	09/05/08
<b>DATE DECISION PUBLISHED:</b>	15/05/08	<b>IMPLEMENTATION DATE ( publication day + 5 working days):</b>	23/05/08

*A copy of the report considered by the decision taker should be appended to this form and forwarded immediately to Democratic Services on completion.*