

DECISION RECORD ¹

Officer Key Decisions are subject to the Council's Call-In Procedure (Part 4 of the Council's Constitution <http://www.stevenage.gov.uk/content/committees/96416/Part4E-Overview-and-Scrutiny-Procedure-Rules-updated-October-2016.pdf>)

Subject: Award of contract for LED lighting for the Theatre	
Staff Contact: Steve Dupoy	Executive Member: Myla Arceno
Tel: 01438-242833	Portfolio: Leisure, Culture & Wellbeing

1. **Decision**

Contract Award for the good supply of new LED lighting for the Gordon Craig Theatre

2. **Reasons for the decision**

To upgrade the current stage lighting from tungsten lighting to LED lighting to modernise and future proof the stage lighting.

3. **Alternative options considered and rejected ²**

4. **Consultation**

(a) Comments of Executive Member ^{3 4}

Executive Member has been informed and is happy to support this contract.

(b) Comments of other consultees ⁵

5. **Following consultation with, and the concurrence of the Executive Member, I am proceeding with the proposed decision.**

Signed: ...STEVE DUPOY.....

Title: Director of Environment & Leisure Date: 29 July 2026

6. **PLEASE RETURN COMPLETED/SIGNED FORM TO CONSTITUTIONAL SERVICES FOR PUBLICATION**

¹ for guidance see Borough Solicitor's note "Taking Decisions"

² details of any alternative options considered and rejected by the officer at the time the decision was made

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³ record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Borough Solicitor

⁴ If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Executive Member before proceeding. In some cases it will be necessary to consult more than one Executive Member, and in some cases the Leader of the Council will need to be consulted

⁵ If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by e mail) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.