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| <b>Title of Report:</b>                | <b>Direct Award Contracts (DAC)</b> |
| <b>Committee Report Submitted To:</b>  | <b>Audit Committee</b>              |
| <b>Date of Meeting:</b>                | <b>8 December 2021</b>              |
| <b>For Decision or For Information</b> | <b>For Information</b>              |

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|--|---|
| <b>Linkage to Council Strategy (2021-25)</b> |   |
| Strategic Theme                              | Cohesive Leadership   |
| Outcome                                      | Council has agreed policies and procedures and decision making is consistent with them. |
| Lead Officer                                 | Chief Finance Officer   |

|                                    |                        |
|------------------------------------|------------------------|
| <b>Budgetary Considerations</b>    |                        |
| Cost of Proposal                   | Performance management |
| Included in Current Year Estimates | <b>YES/NO</b>          |
| Capital/Revenue                    | Revenue                |
| Code                               |                        |
| Staffing Costs                     |                        |

|  |  |        |       |
|--|--|--------|-------|
| <b>Screening Requirements</b>            | Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals. |        |       |
| Section 75 Screening                     | Screening Completed:   | Yes/No | Date: |
|  | EQIA Required and Completed:   | Yes/No | Date: |
| Rural Needs Assessment (RNA)             | Screening Completed  | Yes/No | Date: |
|  | RNA Required and Completed:  | Yes/No | Date: |
| Data Protection Impact Assessment (DPIA) | Screening Completed:   | Yes/No | Date: |
|  | DPIA Required and Completed:   | Yes/No | Date: |

## 1.1 Background

Causeway Coast and Glens Borough Council approved an updated Procurement Policy in March 2021.

## 1.2 Detail

The new policy addresses a number of recommendations that had been made in reference to the old policy. One such recommendation was the inclusion of guidance around single tender actions or Direct Award Contracts (DAC). The policy gives guidance and sets out a procedure to follow in such circumstances.

## 1.3 DAC Process

In all cases where council staff are considering the use of the award of a contract without competition, they must seek guidance from the procurement officer before proceeding as such an approach will be easily challenged in the courts unless rigorously supported by appropriate documentation and completed in accordance with the legislative requirements.

### Authorisation required

When a member of council staff has spoken with the procurement officer - and discussed all the alternative options available - and wishes to proceed with the award of a contract without competition the staff member should seek approval of their approach from the Senior Management Team before seeking Council approval to award.

A detailed report should be completed by the member of staff requesting the contract award explaining their rationale and the consideration given to all alternative options in conjunction with discussions between the staff member and the procurement officer. The template provided in **Annexe 6 – Direct Award Contract Form** should be fully completed by the member of staff requesting the contract award.

Once completed, this document will require authorisation from the Senior Management Team before proceeding to the relevant committee for consideration. Upon agreement from the Council the staff member should contact the procurement officer to assist with the contract award to the chosen supplier.

## 1.4 DAC Approvals

The purpose of this short report is to inform members of those DAC's which have been approved since 1 January 2021 and these are listed below, it should be noted that none of these required Council approval at the point of award:

**Table 1 – Direct Award Contracts since 1 January 2021**

| <b>Department</b>                         | <b>Estimated Value</b>           | <b>Awarded to</b>  | <b>Date of Award</b> | <b>Description</b>   |
|---|----------------------------------|--|----------------------|--|
| Community and Culture                     | £4,000                           | Community Places<br>2 Downshire Place,<br>Belfast, BT2 7JQ                 | 21 January 2021      | Mosside village collaboration project – Community Development Action Strategy and development of strategic outline case for Mosside Community Centre |
| Policing and Community Safety Partnership | £3,366                           | People Safe<br>Emerald House<br>East Street<br>Epsom<br>Surrey<br>KT17 1HS | 9 March 2021         | To provide Domestic abuse victims who are high risk of harm/death with PSNI 999 linked panic alarms to ensure they are safe. (10 units)              |
| Policing and Community Safety Partnership | £5,000                           | Causeway Older Active Team   | 9 March 2021         | Safer Home Programme through a variety of crime deterrent and prevention measures  |
| Leisure and Development                   | £7,680                           | R5 Air Displays Ltd  | 28 June 2021         | AIR SHOW AIR DISPLAY COORDINATOR / DIRECTOR TEAM   |
| Planning                                  | £6,125 + £500 disbursement costs | Nexus Planning   | June 2021            | Appointment of retail planning consultant to assist with retail appeal.  |
| Leisure and Development                   | £10,511                          | Eventsec   | October 2021         | Appointment of Stewarding and Security Services at Causeway Coast and Glens Borough Council, Halloween Fireworks Events 2021.                        |