

Title of Report:	Direct Award Contracts (DAC)
Committee Report Submitted To:	Audit Committee
Date of Meeting:	12 June 2024
For Decision or For Information	For Information
To be discussed In Committee YES/NO	No

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

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

Legal Considerations			
Input of Legal Services Required		YES/NO	
Legal Opinion Obtained		YES/NO	
Screening Requirements	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 November 2023.

1.2 Detail

The revised policy had addressed 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 contract 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 eight of these required Council approval at the point of award which was granted, there have been three DAC's awarded since the last Audit Committee in March.

Table 1 – Direct Award Contracts since 1 January 2021

Department	Estimated Value	Awarded to	Date of Award	Description
Community and Culture	£4,000	Community Places 2 Downshire Place, 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 Emerald House East Street Epsom Surrey 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.

Finance	£15,000	Bank of Ireland	1 March 2022	6 month extension to transactional banking contract up to 30 September 2022.
Department	Estimated Value	Awarded to	Date of Award	Description
Environmental Services	£1,000	Individual – details redacted under GDPR	February 2022	Externally funded through Historic Environment Fund Revival Stream 21/22: Causeway Coast and Glens Borough Council - Unearthing Graveyard History at Walworth Cemetery.
Environmental Services	£990	Wolfhound Media	February 2022	Externally funded through Historic Environment Fund Revival Stream 21/22: Causeway Coast and Glens Borough Council - Unearthing Graveyard History at Walworth Cemetery.
Finance	£7,000	J2BTC	March 2022	External support for the implementation of new Finance and Payroll system, in particular assistance with data migration
Performance	£9,995	Individual – details redacted under GDPR	April 2022	EQIA on NI100 Stained Glass Window
Prosperity & Place	£90,420	Vestre Ltd Profile West, Suite 2, Floor 1 950 Great West Road Brentford TW8 9ES	30 June 2022	Project is part of the Covid Recovery Revitalisation Programme 100% funded through DfI. Programme approved through Council. This quotation would allow purchase of up to 6nr Parklets and therefore increase the scope of the project

Tourism & Recreation	£15,000	Arbutus Catering 176 Curragh Road Aghadowey Coleraine	4 August 2022	NI INTERNATIONAL AIR SHOW - HOSPITALITY CATERING
Environmental Services	£9,000	Individual – details redacted under GDPR	September 2022	Independent Advisory work in connection with the Extraordinary Audit
Finance	£36,500 pa for five years	Land & Property Services	January 2023	Asset valuation services in compliance with accounting regulations for preparation of year end accounts
Prosperity & Place	£7,917.74	Springboard Libra House Sunrise Parkway Milton Keynes MK14 6PH	February 2023	Town centre footfall counter system - current supplier for this system contract ending on 31 March 2023 - 12 week extension
Operations	£33,549.00	A Farlow Engineering Ltd	March 2023	Emergency repairs to landfill site weighbridge
Finance	£38,572.00	TotalMobile	April 2023	Extended software support for existing Payroll system during implementation of new payroll system to facilitate installation of annual HMRC updates
Infrastructure	£41,120.00	Foyle Port Port Road Lisahally Londonderry BT47 6FL	June 2023	Seabed levels are monitored at Councils Harbour and Marina facilities by means of Bathymetric Surveys. Survey information has highlighted a significant depth reduction at Ballycastle and Portrush Harbours.
Estates	£12,000.00	AECOM Limited Cleaver House	January 2024	Cemeteries Strategy – Ballymoney and Coleraine

		1 – 3 Donegall Square North Belfast BT1 5YE		
ODHR	£3,500.00	Individual – details redacted under GDPR	January 2024	Mentor programme for incoming Director
Procurement	£12,447.00	Inspire Wellbeing 10 – 20 Lombard Street Belfast BT1 2NF	January 2024	12 month extension to the employee assistance package
Community & Culture	£1,391.85	Ulster University Conferencing and Events	February 2024	Catering at a GR project – Pupil Voice finale
Finance	£77,144	Total Mobile	April 2024	Extended software support for existing Payroll system during implementation of new payroll system to facilitate installation of annual HMRC updates
Tourism & Recreation	£1,400	Individual – details redacted under GDPR	April 2024	Appointment of band for concert at Causeway Coast and Glens Borough Council, NW200 Concert and Fireworks 2024.
Tourism & Recreation	£875	Individual – details redacted under GDPR	April	Walkabout Musicians participatiin at Ballymoney Spring Fair