

<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>18 June 2025</b>
<b>For Decision or For Information</b>	<b>For Information</b>
<b>To be discussed In Committee YES/NO</b>	<b>No</b>

<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>Estimated Timescale for Completion</b>	
Date to be Completed	

<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>Legal Considerations</b>	
Input of Legal Services Required	<b>YES/NO</b>
Legal Opinion Obtained	<b>YES/NO</b>

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

## 1.1 Background

Causeway Coast and Glens Borough Council approved an updated Procurement Policy in June 2025.

## 1.2 Detail

The revised policy had addressed the commencement of the Procurement Act which came into force in February 2025. The new policy still has inclusion of guidance around single tender actions or Direct Award Contracts (DAC) 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 **Appendix B – 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 the drafting of the March 2025 report to this committee and these are listed below, it should be noted that one of these required Council approval at the point of award which was granted, there have been four DAC's awarded since the last Audit Committee in March.

**Table 1 – Direct Award Contracts since March 2025 committee**

<b>Department</b>	<b>Estimated Value</b>	<b>Awarded to</b>	<b>Date of Award</b>	<b>Description</b>
Internal Audit	£12,840	Individual name redacted under GDPR	April 2025	Internal Audit services to allow completion of annual plan following notification from current tendered supplier of inability to complete the contract.
Finance	£6,600	Arlingclose Ltd The Clement Rooms 217 Strand London WC2R 1AT	May 2025	Extension of current contract for 1 year. A tender process on behalf of all eleven Councils had to be deferred due to the total value of the contract (over 4 years) was in excess of thresholds added to the impact of the new Procurement Act for which the tendering authority had not yet adopted a revised policy.
Infrastructure	£7,500	Sustainable NI 385 Springfield Road Belfast	May 2025	Advice and guidance on Climate Change to assist with production of Climate Change Strategy
Estates	£92,222.24	The Festive Lighting Company Ltd Blackmoor West Buckland Wellington Somerset TA21 9LQ	June 2025	Supply of Festive Lighting Spares for the festive lighting repairs across the Causeway Coast & Glens Borough, including spares associated with the planned town festive lighting refurbishments planned for Bushmills and Ballycastle. All requirements are bespoke and require purchase from the original manufacturer.