

Title of Report:	Direct Award Contracts (DAC)
Committee Report Submitted To:	Audit Committee
Date of Meeting:	16 September 2026
For Decision or For Information	For Information
To be discussed In Committee YES/NO	No

Linkage to Council Plan (2026-31)	
Strategic Theme	Governance, Quality and Continuous Improvement
Outcome	Value For Money
Lead Officer	Chief Finance Officer

Estimated Timescale for Completion	
Date to be Completed	

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 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 last Audit committee in June 2026, there have been three DAC's awarded since then.

Table 1 – Direct Award Contracts since March 2026 committee

Department	Estimated Value	Awarded to	Date of Award	Description
Tourism & Recreation	£43,300	Tourism Northern Ireland	April 2026	3 Year Licence Agreement for Destination Website www.visitcausewaycastandglens.gov.uk
Community & Culture	£12,000	Vineyard Compassion Coleraine	June 2026	Provision of essential support and services for Asylum Seekers in CCGBC
OD/HR	£6,000	APSE	July 2026	Independent consultant to deal with a grievance investigation
Leisure & Development	£6,000	Individual Name redacted under GDPR	September 2026	Appointment of independent consultant to support discussions with Taste Causeway.