**Subject:** Contracts Update  
**Date:** 22 November 2019  
**Reporting Officer:** Ronan Cregan, Deputy Chief Executive and Director of Finance and Resources  
**Contact Officer:** Noleen Bohill, Head of Commercial and Procurement Services

<table>
<thead>
<tr>
<th>Restricted Reports</th>
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<tr>
<td>Is this report restricted?</td>
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<td>If Yes, when will the report become unrestricted?</td>
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<td>After Committee Decision ☐</td>
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<td>After Council Decision ☐</td>
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<td>Some time in the future ☐</td>
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<td>Never ☑</td>
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### 1.0 Purpose of Report or Summary of main Issues

#### 1.1 The purpose of this report is to:
- seek approval from members for tenders, direct award contracts and contract extensions relating to contracts over £30,000.

### 2.0 Recommendations

#### 2.1 The Committee is asked to:
- Approve the public advertisement of tenders as per Standing Order 37a detailed in 4.0 Appendices (Table 1).
- Approve the contract extensions as detailed in 4.0 Appendices (Table 2)
- Approve the direct award contracts in line with Standing Order 55; Exceptions, as detailed in 4.0 Appendices (Table 3)
- Note that the Committee has delegated authority in relation to the award of contracts.
### Key Issues

**3.1** Section 2.5 of the Scheme of Delegation states Chief Officers have delegated authority to authorise a contract for the procurement of goods, services or works over the statutory limit of £30,000 following a tender exercise where the council has approved the invitation to tender.

**3.2** Standing Order 60(a) states any contract that exceeds the statutory amount (currently £30,000) shall be made under the Corporate Seal. Under Standing Order 51(b) the Corporate Seal can only be affixed when there is a resolution of the Council.

**3.3** Standing Order 54 states that every contract shall comply with the relevant requirements of national and European legislation.

**3.4** Single Tender Actions (STA)

A review by the Food Standard Agency of Belfast Port Health Unit recommended the utilisation of electronic system to assist data capture, processing and storage. It will conform to the government's digital strategy and ensure the required functionality for Brexit. Secured funding for the purchase of the capital elements of the system must be spent by the end of the financial year. Also following market research by the Digital Services team the proposed Port Health Interactive Live Information System (PHILIS) is the only suitable system available in the market. For these reasons the Director recommended a direct award to Suffolk Coastal District Council who developed the PHILIS in house.

**3.5** Financial & Resource Implications

The financial resources for these contracts are within approved corporate or departmental budgets.

**3.6** Equality or Good Relations Implications/Rural Needs Assessment

None

### Appendices – Documents Attached

- Appendix 1 – Table 1 Tenders to be Advertised
  - Table 2 Table 2 Contract Extensions
  - Table 3 Single Tender Actions