



Subject:	Contracts Update
Date:	19 September 2025
Reporting Officer:	Sharon McNicholl, Deputy Chief Executive / Director of Corporate Services
Contact Officer:	Noleen Bohill, Head of Commercial and Procurement Services

Restricted Reports	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.	
Insert number <input type="checkbox"/>	
<ol style="list-style-type: none">1. Information relating to any individual2. Information likely to reveal the identity of an individual3. Information relating to the financial or business affairs of any particular person (including the council holding that information)4. Information in connection with any labour relations matter5. Information in relation to which a claim to legal professional privilege could be maintained6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction7. Information on any action in relation to the prevention, investigation or prosecution of crime	
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Sometime in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

Call-in	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

1.0	Purpose of Report or Summary of main Issues
1.1	The purpose of this report is to:

1.2	<ul style="list-style-type: none"> Seek approval from members for tenders, contract modifications to contract term and Single Tender Actions (STA) over £30,000. <p>And to ask members to:</p> <ul style="list-style-type: none"> Note retrospective Single Tender Actions (STAs) and non-procurement expenditure. Approve an amendment to the current funding agreement with Visit Belfast.
2.0	Recommendations
2.1	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> Approve the public advertisement of tenders as per Standing Order 37a detailed in Appendix 1 (Table 1) Approve the award of STAs in line with Standing Order 55 exceptions as detailed in Appendix 1 (Table 2) Approve the modification of the contract as per Standing Order 37a detailed in Appendix 1 (Table 3) Approve an amendment to the current funding agreement with Visit Belfast as detailed in section 6.0.
3.0	Competitive Tenders
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	The Committee is asked to approve the public advertisement of tenders as per Standing Order 37a detailed in Appendix 1 (Table 1).
4.0	Single Tender Actions (STAs)
4.1	The Council's current Single Tender Action (STA) process, which has been in place since 2020, provides assurance that the Council continues to comply with its obligations under the Procurement Act 2023 'the Act' and internal governance arrangements including required controls and approvals. It mirrors the Act setting out the exceptional and specific circumstances when a STA can be used (see STA/ Direct Award Reasons Table in Appendix 1).
4.2	To support Officers understanding and to build capability, CPS offer support training and guidance on the STA process.

4.3	In line with Standing Order 55 the Committee is asked to approve the award of the STAs in Appendix 1 (Table 2) .
5.0	Modification to Contract
5.1	The Committee is asked to approve the following modification of the contract as per Standing Order 37a as set out in Appendix 1 (Table 3) .
6.0	Visit Belfast funding agreement amendment
6.1	The Council has a longstanding partnership with Visit Belfast that is managed through an overarching 10 year management agreement in place to 2033 and a supporting annual funding agreement with ongoing monitoring against business plan KPIs.
6.2	Visit Belfast was established in 1998, following a widespread consultation process undertaken by the Council, which identified the need for a collective and collaborative approach to marketing within the city. The company was formally incorporated on 8th October 1998 and officially launched on 21st April 1999.
6.3	The company operates as a public/private partnership with a core purpose to create demand and service visitors for Belfast and Northern Ireland generating economic benefit for the city region.
6.4	The current funding agreement covers the financial year of 2025/26 but is aligned to delivery against Visit Belfast's 3 year strategy 2024-2027
6.5	To date the management agreement has not included an annual indexation to cover price increases. Council contracts are typically linked to the Consumer Price Index 'CPI which is a fair reflection of market price movements.
6.6	Members are therefore requested to approve that the management agreement with Visit Belfast is amended to include a CPI index linked clause for the financial year 2026/27 and onwards.
6.4	Annual funding of Visit Belfast (agreed by Council April 2025 for 25/26) is £2,076,356. This is paid in two instalments; 50% May and 50% October 2025.
7.0	Financial & Resource Implications
7.1	The financial resources for these contracts are within approved corporate or departmental budgets.
8.0	Equality or Good Relations Implications / Rural Needs Assessment
8.1	None
9.0	Appendices – Documents Attached
	Appendix 1

	<ul style="list-style-type: none">• Table 1 - Competitive Tenders• Table 2 - Single Tender Actions• Table 3 - Modification to Contract
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