

# Public Document Pack

**Democratic Services Section  
Legal and Civic Services Department  
Belfast City Council  
City Hall  
Belfast  
BT1 5GS**



**Belfast**  
City Council

## **MEETING OF THE STRATEGIC POLICY AND RESOURCES COMMITTEE** **-REPORT TO FOLLOW**

Dear Alderman/Councillor,

The above-named Committee will meet both online and in-person, in the Lavery Room, City Hall on Friday, 19th December, 2025 at 9.30 am, for the transaction of the business noted below.

You are requested to attend.

Yours faithfully,

John Walsh

Chief Executive

### **AGENDA:**

#### **5. Finance, Procurement and Performance**

- (a) Contracts Update (Pages 1 - 12)





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

<b>Restricted Reports</b>									
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>								
<p><b>Please indicate the description, as listed in Schedule 6, of the exempt information by virtue of which the council has deemed this report restricted.</b></p> <p>Insert number <input style="width: 40px;" type="text"/></p> <ol style="list-style-type: none"> <li>1. Information relating to any individual</li> <li>2. Information likely to reveal the identity of an individual</li> <li>3. Information relating to the financial or business affairs of any particular person (including the council holding that information)</li> <li>4. Information in connection with any labour relations matter</li> <li>5. Information in relation to which a claim to legal professional privilege could be maintained</li> <li>6. Information showing that the council proposes to (a) to give a notice imposing restrictions on a person; or (b) to make an order or direction</li> <li>7. Information on any action in relation to the prevention, investigation or prosecution of crime</li> </ol>									
<p><b>If Yes, when will the report become unrestricted?</b></p> <table style="width: 100%;"> <tr> <td style="width: 70%;">After Committee Decision</td> <td style="width: 30%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>After Council Decision</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Sometime in the future</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Never</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		After Committee Decision	<input type="checkbox"/>	After Council Decision	<input type="checkbox"/>	Sometime in the future	<input type="checkbox"/>	Never	<input type="checkbox"/>
After Committee Decision	<input type="checkbox"/>								
After Council Decision	<input type="checkbox"/>								
Sometime in the future	<input type="checkbox"/>								
Never	<input type="checkbox"/>								

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

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
	<p>The purpose of this report is to:</p> <ul style="list-style-type: none"> <li>Seek approval from members for tenders, contract modifications to contract term and Single Tender Actions (STA) of up to 1000</li> </ul>

	<p>And to ask members to</p> <ul style="list-style-type: none"> <li>• Note retrospective Single Tender Actions (STAs) and non-procurement expenditure</li> <li>• Note the update regarding STA and Contracts &lt;£30k Reporting set out in Section 5.</li> </ul>
<b>2.0</b>	<b>Recommendations</b>
	<p>The Committee is asked to:</p> <ul style="list-style-type: none"> <li>• Approve the public advertisement of tenders as per Standing Order 37a detailed in Appendix 1 (<b>Table 1</b>)</li> <li>• Approve the award of STAs in line with Standing Order 55 exceptions as detailed in Appendix 1 (<b>Table 2</b>)</li> <li>• Approve the modification of the contract as per Standing Order 37a detailed in Appendix 1 (<b>Table 3</b>)</li> <li>• Note the award of retrospective STAs in line with Standing Order 55 exceptions as detailed in Appendix 1 (<b>Table 4</b>)</li> <li>• Note the non-procurement expenditure (<b>Table 5</b>)</li> </ul>
<b>3.0</b>	<b>Competitive Tenders</b>
	<p>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.</p> <p>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.</p> <p>Standing Order 54 states that every contract shall comply with the relevant requirements of national and European legislation.</p> <p>The Committee is asked to approve the public advertisement of tenders as per Standing Order 37a detailed in Appendix 1 (<b>Table 1</b>).</p>
<b>4.0</b>	<b>Single Tender Actions (STAs)</b>
	<p>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).</p> <p>To support Officers understanding and to build capability, CPS offer support training and guidance on the STA process.</p>

	<p>In line with Standing Order 55 the Committee is asked to approve the award of the STAs in Appendix 1 <b>(Table 2)</b>.</p> <p>In line with Standing Order 55 the Committee is asked to note the award of the retrospective STAs Appendix 1 <b>(Table 4)</b>.</p>
<b>5.0</b>	<b>Modification to Contract</b>
	The Committee is asked to approve the following modification of the contract as per Standing Order 37a as set out in Appendix 1 <b>(Table 3)</b> .
<b>6.0</b>	<b>Tender pipeline</b>
	<p>To support transparency and assist supplier planning, Members should note that <b>Future Tendering Opportunities</b> are published bi-annually on the Councils website. The current update <a href="#">Tendering opportunities</a> covers future tendering opportunities up to 31<sup>st</sup> March 2027.</p> <p>Note: CPS consult with Departments to help populate this procurement pipeline and are reliant on Departments sharing their available procurement plans.</p>
<b>7.0</b>	<b>Financial &amp; Resource Implications</b>
	The financial resources for these contracts are within approved corporate or departmental budgets.
<b>8.0</b>	<b>Equality or Good Relations Implications / Rural Needs Assessment</b>
	None
<b>9.0</b>	<b>Appendices – Documents Attached</b>
	<p>Appendix 1</p> <ul style="list-style-type: none"> <li>• Table 1 - Competitive Tenders</li> <li>• Table 2 - Single Tender Actions</li> <li>• Table 3 - Modification to Contract</li> <li>• Table 4 – Retrospective Single Tender Actions</li> <li>• Table 5 – Non-Procurement Expenditure</li> </ul>

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Table 1: Competitive Tenders

Title of Tender	Proposed Contract Duration	Est. Max Contract Value	SRO	Short description of goods / services	On published pipeline (Y/N)	Prior Committee approval (Y/N) If Y name Committee & Date	External Funding (Y/N)
Renewal of Eploy online recruitment system	Up to 4 years	£124,800	S McNicholl	Required to maintain the provision of the online recruitment system for the Council	N	N	N
Online security awareness training and provision of phishing tests	Up to 3 years	£69,000	P Gribben	Increasing need to ensure staff awareness and help reduce the risk of security events	N	N	N
Procurement of annual insurance contracts	Up to 1 year	£1,262,000	T Wallace	Annual insurance premiums covering employer's liability, public liability, crime, environmental legal liability, property (excess of loss city hall) and motor fleet.  Current annual policies expire on 31st March 2026.	N	Included in annual financial estimates	N
Procurement of the Cisco Secure Connect Service	Up to 5 years	£130,410	S McNicholl	The Belfast WiFi service requires a secure DNS facility to protect users and devices. Cisco Secure Connect is a security product with a focus on DNS-layer security which will add layered protection to all Public Belfast WiFi users and devices and protect BCC from possible reputational damage.	N	N	N
The provision of a new regulatory case management solution for	Up to 10 years	£2,162,000	S McNicholl	The objective is to replace our current systems (APP/Flare, IDOX – Public Protection Portal – NIHMO and Animal Welfare (IDOX) with a single modern and	N	Outline business case previously approved	N

Title of Tender	Proposed Contract Duration	Est. Max Contract Value	SRO	Short description of goods / services	On published pipeline (Y/N)	Prior Committee approval (Y/N) If Y name Committee & Date	External Funding (Y/N)
City & Neighbourhood Services				<p>intuitive case management solution designed to embed mobile technology and digitally transform how we plan, manage and monitor our service delivery across the core areas.</p> <p>This project aligns with the CNS Transition &amp; Improvement Programme by improving customer service, removing duplication, making long-term cost savings, services more sustainable, empowering staff and to improve decision-making. Furthermore, it fits with the strategic themes Customer and Performance in the CNS Business Plan. We also have alignment with the Digital Strategy in terms of Digital Transformation, improved Data &amp; Analytics and reduction of cyber security risk.</p> <p>The existing contracts for current systems will be aligned to the go live date of the new case management system.</p> <p>Capital Year 1: £665,000 &amp; Revenue Years 2-10: £1,497,000</p>		through the Capital Programme - Physical Programmes update, S,P&R June 2024	
Hire of Grounds Machinery with Operator	Up to 3 years	£130,000	D Sales	To complete flail arm work, fraise mowing, overseeding and herbicide application and spiking across the OSS Estate. This supports in house teams/ operations.	N	N	N



Title of Tender	Proposed Contract Duration	Est. Max Contract Value	SRO	Short description of goods / services	On published pipeline (Y/N)	Prior Committee approval (Y/N) If Y name Committee & Date	External Funding (Y/N)

**Table 2: Single Tender Actions**

Title	Duration	Est. Max Contract Value	SRO	Description	Supplier	STA Reason	Other Committee approval (Y/N) If Y name Committee & Date	External Funding (Y/N)
Hire of Ulster University Belfast Campus (York Street) for use during Fleadh Cheoil na hÉireann 2026 inclusive of setup and de-rig.	Up to 8 days	£200,000	D Martin	Ulster University Belfast Campus has been designated as a central competition and educational hub in the Fleadh operational plan, developed jointly by Comhaltas Ceoltóirí Éireann and Belfast City Council. It provides the only feasible location capable of supporting the complex requirements of Scoil Éigse and All-Ireland competitions	Ulster University Belfast Campus	3	Fleadh budget agreed at S,P&R	N
Hire of the MAC Arts Centre, Belfast, as a core competition and cultural venue for Fleadh Cheoil na hÉireann 2026	Up to 8 days	£45,000	K Forster	The MAC is uniquely positioned as the Irish Language and Cultural Hub within the Fleadh 2026 delivery plan and was identified through joint planning with Comhaltas Ceoltóirí Éireann (CCÉ) and Belfast City Council as a core competition and programming venue	The Mac	3	Fleadh budget agreed at S,P&R	N
Hire of The Belfast SOS Bus for Fleadh Cheoil na hÉireann 2026	Up to 8 days	£49,000	K Forster	The Belfast SOS Bus provides a mobile, non-judgemental safe space on the streets, offering a range of support including first aid, mental health intervention, and harm reduction. It offers practical assistance like refreshments, transport home, and referrals to	The Belfast SOS Bus	3	Fleadh budget agreed at S,P&R	N

## Appendix 1

Title	Duration	Est. Max Contract Value	SRO	Description	Supplier	STA Reason	Other Committee approval (Y/N) If Y name Committee & Date	External Funding (Y/N)
				other services. There is no other provider of this service for Belfast.				
Upgrade and contract extension of the Content Management System (CMS) which supports all BBC websites	Up to 4 years	£350,000	S McNicholl	<p>There has been an urgent, unforeseen and essential need to upgrade the current CMS platform to ensure continuity of service. This can only be actioned by the existing supplier.</p> <p>A longer-term procurement strategy to procure a new CMS will be developed to align with the expiry of this requirement.</p> <p>£200k- Capital &amp; £150k - Revenue</p>	Simply Zesty	7	N	N
Hire 2 x 7.5T Glass Collect vehicles	Up to 8 months	£21,333	S Leonard	<p>Stewart Commercial are the only supplier within N. Ireland to supply the hire of these specialist glass collect vehicles. These 2 vehicles will ensure continuity of supply until the new vehicles are delivered in August 26.</p> <p>The current T2048 contract expired on 31.05.25 therefore retrospective</p>	Stewart Commercials	1	N	N

## Appendix 1

Title	Duration	Est. Max Contract Value	SRO	Description	Supplier	STA Reason	Other Committee approval (Y/N) If Y name Committee & Date	External Funding (Y/N)
				STA approval is required – see below.				

Table 3: Modification to Contract

Title of Contract	Duration	Modification	SRO	Description	Supplier
Provision of Drama, Puppetry and Script writing CNS 2412	Up to 1 year	Additional £1,584  Original quotation value - £30k	J Girvan	Additional cost for writing a new script for anti-litter/ waste roadshow to be performed in primary schools 2025/26. The supplier was the only respondent to the original quotation process.  Being reported as quotation value now exceeds £30k.	Cre8 Theatre Ltd

Table 4: Retrospective Single Tender Actions

Title of Contract	Duration	Est. Max Contract Value	SRO	Description	Supplier	STA Reason	Other Committee approval (Y/N) If Y name Committee & Date	External Funding (Y/N)
Hire 2 x 7.5T Glass Collect vehicles	Up to 7 months	£18,667	S Leonard	Further to STA request above this is retrospective STA approval to cover hire of these vehicles 01 June 2025 to 31 <sup>st</sup> December 2025.	Stewart Commercials	1	N	N

**Table 5: Non-Procurement Expenditure**

Title of Contract	Duration	Est. Max Contract Value	SRO	Description	Supplier
Hire of the ICC Belfast, Waterfront Hall and Ulster Hall	Up to 7 days	£400,000	D Martin	The spaces available across three sites were identified during the initial planning and bid for Fleadh 2026 in conjunction with the Comhaltas team. Given occupancy of all other viable sites across the city centre there are no other venues available that offer the same level of occupancy/production support required to successfully deliver Fleadh core events alongside multiple competition and performance spaces.	Belfast Waterfront and Ulster Hall

**STA/ Direct Award Reasons**

STA Number	Full description
1. Switching to a Direct Award	Switching to a Direct Award: No response or no suitable response following advertised procurement exercise.
2. Single Supplier for Art or Artistic Performance	Single Supplier for Art or Artistic Performance: the creation or acquisition of a unique work of art or artistic performance
3. Single Supplier Absence of Competition for Technical Reasons	Single Supplier Absence of Competition for Technical Reasons: only a particular supplier can supply the goods, services or works required and there are no reasonable alternatives to those goods, services or works
4. Single Supplier Intellectual Property Rights (IPR)	Single Supplier Intellectual Property Rights (IPR): only particular supplier can supply the goods, services or works required due to that particular supplier having IPR or other exclusive rights and there are no reasonable alternatives to those goods, services or works.
5. Urgency	Urgency: Where the goods, services or works to be supplied under the public contract are strictly necessary for reasons of extreme and unavoidable urgency which is not attributable to any act or omission of and could not have been foreseen by the council, and as a result the public contract cannot be awarded on the basis of a competitive tendering procedure using the reduced 10 day period for 'urgent procurements'
6. Prototypes and Development	Prototypes and Development: the production of a prototype, or supply of other novel goods or services (i.e. goods or services designed or developed at the request of BCC), for the purpose of testing the suitability of the goods or services, researching the viability of

Appendix 1

STA Number	Full description
	producing or supplying the goods or services at scale and developing them for that purpose, or other research, experiment, study or development.
7. Additional or Repeat Goods Services or Works	Additional or Repeat Goods Services or Works: Extension or Partial Replacement concerns the supply of goods, services or works by the existing supplier (includes supplier that the council no longer has a contract with) which are intended as an extension to, or partial replacement of, existing goods, services or works in circumstances where a change in supplier would result in the council receiving goods, services or works that are different from, or incompatible with, the existing goods, services or works, and the difference or incompatibility would result in disproportionate technical difficulties in operation or maintenance.
8. Commodity	Commodity: Supplies quoted and purchased on a commodity market
9. Advantageous time-limited	Advantageous time-limited: Supplies or services on particularly time-limited advantageous terms e.g. supplier winding up its business activities
10. Additional or Repeat Goods Services or Works	Additional or Repeat Goods Services or Works: Similar to Existing Goods Services or Works, concerns the supply of goods, services or works by the existing supplier (includes supplier that the councils no longer has a contract with) that are similar to existing goods, services or works where the existing goods, services or works were supplied under a public contract that was awarded following a competitive procedure within the period of five years ending with the day on which the transparency notice is published, and the tender notice or any tender document in respect of the earlier contract set out the Council's intention to carry out a subsequent procurement of similar goods, services or works in reliance on this direct award justification, and any other information specified in Section 95.
11. Other	Other: Reason not in line with Procurement Act 2023
12. To Protect Life	To Protect Life: where a Minister of the Crown has by Regulations provided that specified contracts may be awarded to protect human animal or plant life or health or protect public order or safety
13. Schedule 2– Exempted Contract	Schedule 2– Exempted Contract: Requirement not considered procurement spend but use of STA process to document and approve spend. <a href="https://www.legislation.gov.uk/ukpga/2023/54/schedule/2">https://www.legislation.gov.uk/ukpga/2023/54/schedule/2</a>