

13 April 2026

Estates Operations and Estates Risk & Environment Departments

Could you please provide details on the following matters concerning the Estates Operations and Estates Risk & Environment Departments?

- 1. Approval Workflow: How are contractor works orders raised and approved? Please include a breakdown of approval limits for Grade 8A and higher, including any necessary "sign-offs" from senior leadership.**

Contractor work orders are raised by the instructing Estates officer through a software system called Mainsaver. Approvals in Mainsaver are set up in accordance with the Scheme of Delegation.

- Band 8A - No approval
- Band 8b - £2k Approval threshold
- Band 8c - £20k Approval threshold
- Band 8d - £100k Approval threshold
- Director - £5m Approval threshold
- Chief Executive - £10m Approval threshold

- 2. Payment Validation: How does the person who raised the order confirm the job is done to a satisfactory standard before the contractor is paid?**

Instructing Estates Officer confirms that the works are complete and of acceptable quality. Other checks include validation by Belfast Trust appointed Quantity Surveyor, works completion docket and payment certificates

Does this rule apply across the board for all payments?

Depending on the works, one or all of the above apply

Have any concerns been raised to the Trust about current Estates processes in this area, and the opportunity for fraudulent activity?

Belfast Trust do not comment on protected disclosures or any associated ongoing investigations."

- 3. Integrity & Disclosures: Have any senior managers (Divisional Managers up to the Head of Estates) declared a conflict of interest or received gifts/benefits/benefits in kind from contractors or consultants in the last 7 years? If so, please list the relevant contractors or consultants, and confirm if this has prevented the Trust employee(s) carrying out any tasks on behalf of the Trust (e.g. raising orders, initiating contracts).**

Conflicts of interest are noted on the register
No records of gifts/benefits/benefits in kind noted

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No known instances where Belfast Trust employees have been prevented carrying out tasks on behalf of the Trust.

- 4. Conference Costs: What was the total spend on staff attendance at conferences, and/or professional institute events, including all travel, food, and hotel costs in 23/24, 24/25, 25/26 financial years? Please provide this information as an annual total, and broken down per senior management role per annum (8A and above). Note: It is widely understood Belfast Trust Estates senior staff spend a significant time on professional institute events (attending, organising, planning, delivering, promoting, securing attendance (at cost) by third parties/contractors/consultants etc.), hence the legitimate public interest, and the potential for conflicts of interest to develop.**

Please see attached excel

- 5. Conference Costs (others): Have any Estates Department senior management staff (8A and above) represented the Trust at conferences or professional institute events where travel, food, or hotel costs were paid for by a third party (contractor, consultants etc.)? If yes, has this led to any conflicts of interest being declared?**

No records of this kind noted