

ASHFIELD DISTRICT COUNCIL: EXECUTIVE FUNCTIONS DECISION RECORD

Please use this form to record any Executive Decision taken by an Executive Lead Member or Chief Officer.

TO BE COMPLETED BY THE DECISION TAKER:	
1.	<p>Civica W2 / W360 Contract Extension:</p> <p>Decision to extend the agreement with Civica for the supply of the Enterprise Electronic Document Management Solution (Civica W2 EDM) until 31 March 2025, in accordance with the delegated powers granted by the EDR from 11 August 2022.</p>
2.	<p>Is this a Key Decision:</p> <p>A Key Decision</p>
3.	<p>Decision Taken:</p> <p>To extend the existing agreement with Civica for the supply of the Enterprise Electronic Document Management Solution (EEDMS) until 31 March 2025</p>
4.	<p>Reasons for the Decision:</p> <p>The Authority currently utilises the Civica Enterprise Electronic Document Management Solution (Civica W2 / W360 EDM) to provide document and image storage for the NEC Planning software (ASSURE / iLAP) and Civica Revenues software (Open Revenues). The solution also provides workflow automation capability for the Civica Open Revenues and is integrated with the web-based Victoria Forms solution for Revenues and Benefits applications.</p> <p>At present projects are underway reviewing the EEDMS, the Civica Revenues software and the NEC Planning software, all of which are scheduled to continue beyond 31 March 2024. Therefore, the recommendation is to exercise the contractual 12-month extension clause with Civica; which was negotiated under CCS Framework RM3821 Lot 1a.</p>
5.	<p>Copy of the Report or Briefing Note setting out the information which was used as the basis for the Decision:</p> <p>Report Attached (Exempt)</p>

6. Was the Decision classed as exempt? If so, what were the reasons for this:

The report contains financial information that, if in the public domain, could adversely affect the Council's ability to achieve value for money services.

7. Alternative Options Considered / Rejected:

- **Option 1: Do nothing** – cease the agreement with Civica on 31 March 2024

This option is not recommended as it will not provide the Authority with sufficient time to undertake a full review of the EEDMS, Planning solution and complete the current procurement of a Revenues & Benefits solution.

- **Option 2: Contract Extension** – extend the agreement until on 31 March 2025

This option is recommended as the major benefit being delivered is the security of the storage of documents and avoidance in being faced with a de-support issue that may lead to major incident where documents are not accessible for a continued length of time thus significantly disrupting services which rely on access to documents and images. Furthermore, the extension of the agreement for 12-months will provide the Authority with sufficient time to undertake a full review of the Planning solution and complete the current procurement of a Revenues & Benefits solution.

8. Declarations of Interest and Dispensations – if applicable:

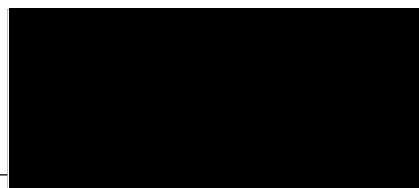
Not applicable

9. Name / Title of the relevant Executive Lead Member(s) consulted (if appropriate):

Councillor Samantha Deakin

10. Name / Title of the decision taker:

Craig Bonar
Executive Director-Transformation



Date: 18 April 2024

TO BE COMPLETED BY DEMOCRATIC SERVICES

1. **Date that the decision was notified to Members:**

N/A – Overview and Scrutiny Procedure Rule 13 in place

2. **Date and time when the Call-In period for this decision ends:**

3. **Date when the decision can be implemented (five clear working days following publication):**

4. **Decision Reference Number (if applicable):**

The completed form should be emailed to the Democratic Services Team:

democratic.services@ashfield.gov.uk

They will arrange for it to be published on the Council's web site.

EXEMPT OR CONFIDENTIAL BACKGROUND INFORMATION IN SUPPORT OF THE DECISION:

Use this section to share any confidential information. **This will not be published or placed on the Council's web site.** It will only be shared within the Authority, as appropriate.

