

ROTHERHAM METROPOLITAN BOROUGH COUNCIL

RECORD OF OFFICER EXECUTIVE DECISION

Date of Decision:	17 th August 2026
Title:	Replacement Contract for Civica EDRMS
Decision Maker: (Including Job Title)	Judith Badger Section 151 Officer Executive Director Corporate Services
Details of Specific Delegation or Delegation contained in the relevant Sub-Scheme of Delegation.	The Executive Director Corporate Services has delegated functions, as set out within the Council's Constitution, Responsibility for Functions (Appendix 9), section 4C5 – 3. And within the sub-delegations: “In respect of procurement, contract administration and best value: • In accordance with Financial and Procurement Procedure Rules, matters relating to the specification for works, goods and services, the seeking of estimates, quotations and tenders, the evaluation of the same and acceptance of tenders relating to contracts for works, goods and services in accordance with approved budgets or supplementary estimates.”
Decision:	The Executive Director Corporate Services grants approval to procure a new contract for the Civica EDRMS system
Reasons for the Decision:	The Council's existing call-off contract with Civica UK Limited for the provision of Revenues and Benefits-related software and associated services is due to expire on 31 July 2026, with no further options to extend. A replacement contractual arrangement is therefore required to ensure the continued delivery of critical system functionality supporting statutory service provision.
Details of alternative options considered and rejected:	As part of the procurement business case various routes to market were considered and this was deemed to be the best approach for the council.
Conflicts of interest declared by any Cabinet Member consulted by the decision maker which relates to the decision:	None
Dispensations Granted:	None

(If any)	
Conflicts of interest declared by the Decision Maker if they sit as a Cabinet appointed representative to an outside body which relates to the decision:	None
Dispensations Granted: (If any)	None
Reports or parts of reports considered	Procurement Business Case

I certify that this is a true record of the executive decision to:

Grant approval to procure a new contract for the Civica EDRMS system.

I confirm that in making this decision, due regard was given to the seven principles of public life.

Signed by the Decision Maker:



Dated: 17th August 2026

Name: Judith Badger

Job Title: Executive Director, Corporate Services, S151 Officer

If you require any assistance in the completion of the decision record please contact the Governance Team governance@rotherham.gov.uk