

## Notice of Non-key Executive Decision

<b>Subject Heading:</b>	Contract Award for Digital Signatures
<b>Decision Maker:</b>	Paul Fisher, Transformation Programme Director
<b>Cabinet Member:</b>	Cllr Paul Middleton, Cabinet Member - Corporate, Culture & Leisure Services
<b>SLT Lead:</b>	Sandy Hamberger - Director of Policy, Strategy and Transformation
<b>Report Author and contact details:</b>	Manjula Pindoria Manjula.pindoria@havering.gov.uk
<b>Policy context:</b>	- Vision & Corporate Plan 'Council is digitally enabled' - Digital Strategy
<b>Financial summary:</b>	The proposed solution will cost £69,060 over 3 years in licences and a one-off implementation cost of £66,000 in the first year. Year 1 (2023/24) - £89,020 (inclusive of implementation cost) Year 2 (2024/25) - £23,020 Year 3 (2025/26) - £23,020
<b>Relevant OSC:</b>	Overview and Scrutiny Board
<b>Is this decision exempt from being called-in?</b>	Yes, the decision will be exempt from call in as it is a Non key Decision

**Non-key Executive Decision**

**The subject matter of this report deals with the following Council Objectives**

People - Things that matter for residents

Place - A great place to live, work and enjoy

Resources - A well run Council that delivers for People and Place

**Part A – Report seeking decision**

<b>DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION</b>
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## **Non-key Executive Decision**

It is recommended that the Council agrees to use the Crown Commercial Service (CCS) G-Cloud framework to procure and award a contract for a web-based Digital Signatures Solution.

Netbuilder Digital Limited, an Adobe Sign reseller, has been selected via G-Cloud as it is the only supplier that meets all our requirements, therefore, it is recommended that the contract is awarded to Netbuilder Digital Limited.

The cost of the contract will be £69,060 over 3 years.

### **AUTHORITY UNDER WHICH DECISION IS MADE**

Para 3.4 of Part 3 [Responsibility for Functions] of the Constitution – Powers of Second Tier Managers.

#### **Contract powers**

To approve commencement of a tendering process for, and to award all contracts below a total contract value of £500,000 but above the EU Threshold for Supplies and Services.

### **STATEMENT OF THE REASONS FOR THE DECISION**

#### **Problem statement**

A lot of time and effort is being spent on using traditional methods of printing, posting, signing and approving physical documents which can be very time consuming, result in delayed responses, time spent chasing for wet signatures, as well as prone to errors. Havering colleagues are facing significant challenges when trying to efficiently and securely manage the signing and approval process for various documents needed for them to carry out their roles.

#### **What is a Digital Signature?**

Digital signatures are commonly used in electronic transactions, such as online contracts, financial transactions, and legal documents. They provide a high level of security and are often legally binding, making them a trusted and reliable way to sign and authenticate electronic documents.

Digital Signatures will support the outcomes set out in Havering's Corporate Vision - 'The Council is digitally enabled', and Mission 2 within the Digital Strategy - 'Modern tools for the job', by replacing a very manual, resource intensive process with an easy to use, online digital signatures tool that can be shared internally and externally.

#### **What are the potential benefits of Digital Signatures?**

Reduction in printing costs;  
Reduction in postage costs;  
Cost saving on time spent sending out documents;  
Cost saving on time spent chasing documents;  
Speedier receipt of signed documents in a digital format instead of paper;  
Reduced carbon footprint.

**Non-key Executive Decision**

**OTHER OPTIONS CONSIDERED AND REJECTED**

A soft market testing exercise was undertaken on the three market leaders for Digital Signatures (DocuSign, AdobeSign, and E-Sign).

AdobeSign is the preferred supplier as they are well established across the public sector and a market leader in the Digital Signature industry. They offer a fully hosted web solution that allows users of the product to securely upload and distribute key documents to multiple recipients for signage.

AdobeSign offer a competitive pricing model which provides more value for money compared to its competitors. Their contract offers an extensive support model which includes technical support, a customer success manager, a project manager and training through the lifecycle of the contract.

AdobeSign is also available on Microsoft 365's suite of applications, and as Havering is a MS house, this offers opportunities to provide greater efficiencies as the sending and signing of documents can be managed via MS Teams.

**PRE-DECISION CONSULTATION**

No formal consultation.

**NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER**

Name: Manjula Pindoria

Designation: Project Manager, Digital Portfolio

Signature: M.Pindoria

Date: 19.04.2023

## Non-key Executive Decision

### Part B - Assessment of implications and risks

#### LEGAL IMPLICATIONS AND RISKS

No identified legal implications or risks relating to the proposed decision.

#### FINANCIAL IMPLICATIONS AND RISKS

The ongoing annual licence cost of £23,060 per annum over 3 years will be met from existing revenue budgets within the Transformation Service. The one-off implementation costs of £66,000 in year one will be met from the Transformation Capital programme.

The revenue and capital cost are shown below:

Expenditure Type	2023/24	2024/25	2025/26	Total
Revenue	£23,020	£23,020	£23,020	£69,060
Capital	£66,000	-	-	£66,000
<b>Total</b>	<b>£89,020</b>	<b>£23,020</b>	<b>£23,020</b>	<b>£135,060</b>

The one-off implementation cost of £66,000 has been identified to be funded from the following capital budget:

Funding Source	Code	Project Name	Amount of funding available
Capital	C36070	Smart Working Plus	£1,047,839

Although a decision was agreed with SLT in December of 2022 to close the Smart Working Plus capital project, it was acknowledged that the remaining capital budgets would be used to support other transformation initiatives such as Digital Signatures.

#### HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)

The recommendations made in this report do not give rise to any identifiable HR risks or negative implications that would affect either the Council or its workforce.

#### EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

An EQIA has been completed and reviewed by the READI team and an Action Plan has been drafted with recommended actions to mitigate the potential impact on protected characteristics as a result of the implementation of Digital Signatures.

#### ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS

No direct implications relating to the environment or climate change relating to the introduction of Digital Signatures.

## **Non-key Executive Decision**

The council will embrace the Environment and Climate Agenda both strategically and globally through its development of footprint reduction initiatives, Climate Action plans and externally delivered services. The council will strive to minimise negative impacts and optimise positive opportunities delivering our Climate change action plan.

### **BACKGROUND PAPERS**

None.

### **APPENDICIES**

**Appendix A**      EqHIA



Digital  
Signatures\_EqHIA.doc

**Non-key Executive Decision**

**Part C – Record of decision**

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

**Decision**

Proposal agreed

**Details of decision maker**

Signed: P.Fisher

Name: Paul Fisher

Cabinet Portfolio held:

CMT Member title:

Head of Service title

Other manager title: Transformation Programme Director

Date: 18.05.2023

**Lodging this notice**

The signed decision notice must be delivered to Democratic Services, in the Town Hall.

**For use by Committee Administration**

This notice was lodged with me on \_\_\_\_\_

Signed \_\_\_\_\_