

## Notice of Non-Key Executive Decision

<b>Subject Heading:</b>	Adobe Sign for Enterprise Extension
<b>Decision Maker:</b>	Mark Duff
<b>Cabinet Member:</b>	Cllr Paul Middleton
<b>ELT Lead:</b>	Kathy Freeman
<b>Report Author and contact details:</b>	Hannah Smith 01708 431291 <a href="mailto:Hannah.smith@havering.gov.uk">Hannah.smith@havering.gov.uk</a>
<b>Policy context:</b>	IT & Digital Strategy Customer Services Strategy Commercial Strategy
<b>Financial summary:</b>	Five-month extension quoted by Adobe as: £8,889.71 NET of VAT To be funded from A50220 Business Systems
<b>Relevant Overview &amp; Scrutiny Sub Committee:</b>	Overview & Scrutiny Board
<b>Is this decision exempt from being called-in?</b>	<i>The decision will be exempt from call in as it is a Non key Decision</i>

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

People - Supporting our residents to stay safe and well

Place - A great place to live, work and enjoy

Resources - Enabling a resident-focused and resilient Council X

***Place an X as appropriate***

## Part A – Report seeking decision

### DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

To agree to extend the contract with NETbuilder Digital Ltd for Adobe Sign for Enterprise (Digital Signatures) contract for five months from 1<sup>st</sup> June to 22<sup>nd</sup> October 2026 at a cost of £8,889.71.

### AUTHORITY UNDER WHICH DECISION IS MADE

Part 3.3.3

4.2 To award all contracts with a total contract value of below £1,000,000 other than contracts covered by Contract Procedure Rule 16.3. This delegation shall include the ability to extend or vary a contract up to and including a value of £1,000,000 (provided that the extension is in line with the existing contractual provisions.)

### STATEMENT OF THE REASONS FOR THE DECISION

The Council's current contract with NETbuilder Digital Ltd ends 31<sup>st</sup> May 2026 and has provision for a 12-month extension if required. NETbuilder Digital Ltd have quoted the extension at £8,889.71 net. And agreed that the extension may be for 5 rather than the full 12 months. This extension will be funded from the cost centre A50220 Business Systems.

Extension was presented to the Resources Spend Panel on 2<sup>nd</sup> February 2026 and agreed (RES 52). Extension period aligns with the Adobe VIP contract that ends on 22<sup>nd</sup> October 2026. Aligning the end dates of both Adobe contracts provides Havering with the opportunity to explore bringing all Adobe products under one Enterprise contract for greater security and support.

A further project over the next five months will explore options for electronic signatures post October 2026 that could include one single Adobe contract.

### OTHER OPTIONS CONSIDERED AND REJECTED

Other options considered:

1. **Allow the current contract to expire with no replacement digital signature solution**

This option was rejected as Adobe Sign is now embedded within several business-as-usual processes across the Council following the move to remote and hybrid working. Removing the service would have a direct negative operational impact on teams that rely on digital signatures to deliver statutory and time-critical services, particularly within Social Care and Housing.

2. **Procure an alternative digital signature solution via a new tender exercise**

This option was rejected at this time as the current digital signature capability has not

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yet been consistently embedded across the wider Council. Issues relating to product ownership, governance, and user onboarding mean that the full organisational requirements and benefits of digital signatures are not yet fully understood. Further time is required to assess the potential impact and value of expanded use across additional services such as HR, Legal, Governance, and Procurement. Maintaining the existing arrangement allows the Council to stabilise current usage and provides an opportunity to explore whether there would be greater value in the future through a single, consolidated contract covering Adobe products already in use across the organisation.

**PRE-DECISION CONSULTATION**

No formal consultation undertaken

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

Name: Hannah Smith

Designation: Business Analyst

Signature:   
[Hannah Smith \(Apr 16, 2026 10:26:19 GMT+1\)](#)

Date: 16/04/2026

## Part B - Assessment of implications and risks

### LEGAL IMPLICATIONS AND RISKS

The Council has a general power of competence under Section 1 of the Localism Act 2011 to do anything an individual may generally do subject to any statutory limitations. Additionally, the Council has a power under Section 111 of the Local Government Act 1972, to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions. The recommendations in this report are in accordance with its powers and duties.

The original contract was a call off from the G Cloud 13 framework for a term of 3 years plus 1 optional extension with a maximum value of £90,015. The contract is governed by the Public Contracts Regulations 2015 (PCR 2015) and below the relevant threshold. Any variation is not caught by the full PCR 2015 regime.

The extension is within the permitted available extension, which may be varied to reduce its length. A change control notice should be issued to put the variation into effect.

For the reasons set out above the Council may vary and extend the contract.

### FINANCIAL IMPLICATIONS AND RISKS

This decision proposes a five-month extension of the Adobe Sign for Enterprise contract from 1 June 2026 to 22 October 2026 at a cost of £8,889.71 net of VAT.

The costs will be met from A50220:Business Systems which is a reserve funded revenue cost centre. The extension period of 5 months has been designed to bring about the co-terminus of a number of Adobe contracts with a view to re-procuring an amalgamated offer in order to deliver better value for money. The review of digital signatures across the council in the intervening period will need to include the identification of ongoing revenue budget for the newly procured contract.

The contract is a block contract based on a certain number of signatures per year (prorated for the 5 year extension period). It is very unlikely that the number of signatures used during the extension period will exceed this figure. The upcoming review will assess digital signatures usage across the council and consider whether the amount that is reprocured could be reduced based on an assessment of current usage data. There is no uplift in cost applied for the extension period.

Adobe Sign is embedded within several business critical and statutory council processes. Extending the contract ensures continuity of service and avoids operational disruption, without giving rise to additional implementation, training, or onboarding costs. The financial risks associated with this decision are considered low.

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

There are no HR risks or implications arising as a result of this decision.

**EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS**

The extension does not introduce a new policy, system, or materially different way of working, and therefore is considered low risk from an equality and health perspective.

Overall, the continuation of Adobe Sign is assessed as having a neutral to positive equality impact, with no identified disproportionate adverse impact on individuals with protected characteristics, provided existing accessibility and support arrangements continue.

**ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS**

While environmental impact is not the primary objective of this decision, the continuation of a digital signing solution is assessed as having a positive environmental impact when compared to traditional paper-based and face-to-face processes.

The proposal supports the Council's commitment to reducing carbon emissions, minimising waste, and future-proofing services, in line with Havering's ambition to become carbon neutral by 2040 or sooner

**HEALTH AND WELLBEING IMPLICATIONS AND RISKS**

Havering Council is committed to protecting and promoting the health and wellbeing of residents. There are no direct health and wellbeing implications arising from the proposed contract extension.

**BACKGROUND PAPERS**

*None*

**APPENDICES**

**None**

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**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

Proposal NOT agreed because

**Details of decision maker**

Signed 

Name: Mark Duff

Cabinet Portfolio held:

CMT Member title:

Head of Service title: Director of IT, Digital & Customer Service

Other manager title:

Date: 16/04/2026

**Lodging this notice**

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

**For use by Committee Administration**

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

Signed \_\_\_\_\_









# NON-Key Decision Adobe Sign Extension Mar 2026

Final Audit Report

2026-04-16

Created:	2026-04-16 (British Summer Time)
By:	Hannah Smith (Hannah.Smith@havering.gov.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAcI0KRGa0iVPI-cgh4vv0u2l6vXVn0SK

## "NON-Key Decision Adobe Sign Extension Mar 2026" History

-  Document created by Hannah Smith (Hannah.Smith@havering.gov.uk)  
2026-04-16 - 10:20:40 GMT+1
-  Document emailed to Hannah Smith (Hannah.Smith@havering.gov.uk) for signature  
2026-04-16 - 10:25:58 GMT+1
-  Document e-signed by Hannah Smith (Hannah.Smith@havering.gov.uk)  
Signature Date: 2026-04-16 - 10:26:19 GMT+1 - Time Source: server
-  Document emailed to mark.duff@havering.gov.uk for signature  
2026-04-16 - 10:26:21 GMT+1
-  Email viewed by mark.duff@havering.gov.uk  
2026-04-16 - 17:08:54 GMT+1
-  Signer mark.duff@havering.gov.uk entered name at signing as Mark Duff  
2026-04-16 - 17:11:06 GMT+1
-  Document e-signed by Mark Duff (mark.duff@havering.gov.uk)  
Signature Date: 2026-04-16 - 17:11:08 GMT+1 - Time Source: server
-  Agreement completed.  
2026-04-16 - 17:11:08 GMT+1