Record of Administrative Decision made by an Officer

Decision Maker	Decision Type	Date
TBC **(Executive Director / Director with delegated authority)**	**Administrative Decision between £5k and £100k**	**09/10/2026**

Procurement of UiPath Unattended Robot and Associated RPA Platform Licensing [1]

Exempt/Confidential Report **Please delete as appropriate** **And include the relevant exemption**	~~**Yes**~~	**No**

Decision(s) [2]

To approve the procurement of UiPath Robotic Process Automation (RPA) platform licensing, including the UiPath Unattended Robot, at an indicative cost of approximately £18,000 per annum.

The licensing proposed in the UiPath comprises the UiPath Unified Platform, including:

- 1 x Unified Unattended Robot
- 2 x Unified Developer Licences
- 1 x Unified Test Robot

Cost: approximately £18,000 per annum (excluding VAT).

Term: A three-year term is agreed, the total cost would be approximately £54,000 (£18,000 x 3), subject to confirmation of pricing for years two and three.

Additional Costs: This is based on a one robot solution, should the programme scale up additional robots might need to be purchased.

Funding: year one is proposed to be funded from the IT Capital Programme, which already includes an allowance for RPA. Funding for subsequent years (revenue) this is to be confirmed by Finance.

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[1] A brief title should be inserted here.

[2] Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding on the chosen option, although care must be taken not to disclose any confidential or exempt information. Please include proposed timescales for commencement and / or completion of implementation as appropriate.

The decision is within an approved budget	**Yes**	
Does the Directorate Scheme of Delegation authorise the Decision Maker to make this decision	**Yes**	
Does the decision raise new issues of policy		**No**
*** Please refer to constitutional.services@oldham.gov.uk**		

Reasons for the decision(s)[3]

The Council faces sustained financial pressure, increasing service demand and workforce capacity challenges. Many internal processes remain manual, repetitive and time-consuming, including data entry, reconciliations, case updates, document handling and cross-system checks.

RPA offers a proven way to reduce this administrative burden by automating repetitive, rules-based tasks through the same system screens staff use, without major system replacement. UiPath provides the technology platform on which these automations are built, scheduled, run and monitored. Unattended robots process work without a member of staff present, which is what allows automations to run on a schedule, work through queues of transactions and operate outside normal working hours.

The platform is needed for the Council to:

- Run automations of repetitive, rules-based processes unattended, at volume and on a schedule
- Operate automations safely and supportably, with central scheduling, monitoring, alerting and exception handling through Orchestrator
- Apply governance and control, including a secure credential vault, role-based access and separate development, test and production use
- Provide auditability, with logging of every transaction processed and status reports for service owners
- Support service continuity, with exceptions referred to staff and documented fallback to manual processing
- Deploy automation across different Council services and systems, such as social care, revenues and benefits, finance and environmental health, without needing APIs

[3] Reasons for the decision must be given.

UiPath is a leading RPA platform widely adopted across UK public services. It was used to deliver the automations recorded in the RPA Project List at another local authority, including high-volume social care referrals, revenues and benefits transactions, and data extraction that supported the decommissioning of legacy systems. Equivalent opportunities in Oldham will be confirmed through discovery.

Without the platform, the Council cannot run production automations. Benefits will be baselined and tracked for each automation as part of the RPA benefits management process, and further licensing will only be sought where benefits are evidenced.

Options/Alternatives considered [4]

Option 1: Do nothing. No RPA platform would be available, so manual processes would continue and the Council would not be able to run unattended automations. This would not address capacity pressures or backlogs and would give no opportunity to realise efficiency savings. Rejected.

Option 2: Continue with manual processes and add administrative capacity. This could relieve pressure in specific services but faces recruitment challenges and would increase ongoing salary and training costs. It would not address the underlying inefficiencies or system limitations. Rejected as a general solution.

Option 3: Commission bespoke system integrations. This could improve interoperability between systems but is a high-cost option with long delivery times and limited feasibility with legacy systems. Vendor support would be required, and it is not flexible when processes change. It remains appropriate where a supplier offers a suitable integration, but rejected as the general route.

Option 4: Adopt an alternative RPA platform. Other platforms exist (e.g. Blue Prism, Automation Anywhere) and have been considered, with demonstrations received. Microsoft Power Automate is also an option for simpler workflows, though unattended operation at scale needs additional licensing (TBC). UiPath offers stronger ease of use, wider public-sector adoption and more flexible licensing, and its document understanding and AI capabilities are more mature. Rejected.

Option 5: Procure UiPath licensing including the Unattended Robot (Recommended). This gives rapid deployment and early benefits, works with existing systems without requiring APIs, can scale across service areas and provides strong governance, audit and security features. Licensing starts at a modest level and is only scaled when benefits are evidenced.

Finance comments Error! Bookmark not defined.

Capital Implications

The proposed scheme represents both capital and revenue expenditure. The capital expenditure will be a charge against the Information Technology (IT) capital programme.

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[4] Options must be given.

The estimated total cost of the capital scheme is £18,000 (excluding VAT) and will be defrayed in 2026/27, this represents the initial costs defrayed in relation to the establishing the Specialist Robotic Process Automation (RPA) project.

Provision exists within the capital programme against which this scheme will be a charge. (Jit Kara Senior Accountant)

Revenue Comments

Procurement comments Error! Bookmark not defined.

TBC – comments to be provided by Procurement, including the name of the officer providing them.

HR comment Error! Bookmark not defined.

TBC – comments to be provided by HR, including the name of the officer providing them.

Legal comments[5]

TBC – comments to be provided by Legal Services, including the name of the officer providing them.

……[6]

(Signature of Executive Director/Director)

Decision made pursuant to:

a) **Section 14.3.6 of Part 2 Articles of the Constitution (Administrative Decisions)**
b) **Section 11 of Part 3 Responsibility for Functions of the Constitution**
c) **General delegation under the Council's officer scheme of delegation**

[5]The name of the officer providing comments must be included and these MUST NOT be amended

[6]The signatory must be duly authorised by Executive Director to make a decision in accordance with the relevant sub-delegation scheme. It is not acceptable for the signature to be 'pp' for the authorised signatory.