Emergency Powers Decision Report

Robotic Process Automation - Contract Award

Decision Maker: Chief Executive

Service Area: Resources
Directorate: Technology and Data Services
Report Author: David Cooper
Email: David.Cooper@oldham.gov.uk

Date of Decision: 30th November

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1. Power to make the decision

The decision is being taken under the authorisation contained in Section 9C – Delegations to Specific Officers of Part 3 (Responsibility for Functions) of the Council Constitution for the Chief Executive to take any emergency decisions in respect of the Council's executive functions which cannot be delayed until the next Cabinet meeting.

2. Decision Sought

To seek approval to procure specialist Robotic Process Automation (RPA) consultancy support, up to a £194.000 (excluding VAT), to establish, accelerate and embed an internal RPA capability within the Council.

3. Reason for urgency

The expiry of the existing contract and the continuity of service

4. Risk(s) of not taking the decision

Without a renewed service, the Council would lose the existing tested recovery capability when the current arrangement expires, increasing the risk of data loss, prolonged service disruption and indefinite recovery following a cyber incident or major failure.

5. Financial impact if decision not taken forward

N/A

6. Statutory Officer clearances

a. Section 151 Officer

Name Lee Walsh
Date 5 November 2026
Comments

The proposed scheme represents capital expenditure and will be funded from the Council's approved Information Technology (IT) Capital Programme. The estimated cost of the scheme is up to £194,000 (excluding VAT), with expenditure anticipated to be incurred across 2026/27 and 2027/28.

Sufficient provision exists within the approved Capital Programme to meet the cost of the scheme, and no additional capital funding is required. The investment will be subject to the Council's established capital monitoring and governance arrangements to ensure expenditure remains within the approved budget.

b. Monitoring Officer

Name Alex Bougatef
Date 10.11.26
Comments

The exercise of emergency powers should be undertaken in consultation with the Leader or Deputy Leader of the Council. However, the Council has not yet appointed a Leader or Deputy Leader for the current municipal year so it is not possible to consult them. In addition, there is no certainty about when a Leader or Deputy Leader will be appointed as the Council has failed at successive meetings to do so. For the reasons given in the report an urgent decision relating to the report is required and it cannot await the appointment of a Leader and Deputy Leader at some undetermined future date.