

**DECISION UNDER DELEGATED POWERS**

Subject	Acceptance of contract change notice from Civica re the CX Housing Management System.
Officer Requesting Decision	Housing Services Manager
Officer Making the Decision	Chief Officer – Homes & Communities
Authority for Decision	Delegated authority under paragraph 2.5 (i) of Part 2B of the Rugby Borough Council's Constitution: Each Chief Officer is authorised to – Invite & accept tenders or quotations for contracts, subject to contract standing orders, financial standing orders, financial regulations & instructions.
Recommendation	To agree to the CCN as requested
Alternatives considered and rejected	Do not agree to the CCN. As a result to not purchase the service days requested.
Decision	Approve
Reason	The service days are required to carry out the Civica end of making the Tenant Portal Live, introducing SMS messaging & upgrading the current live system. Without service days we cannot go ahead.
Date	13.01.2026
Background Papers	CCN
Decision record kept until	13.01.2032
Background papers kept until	13.01.2030

Signed...  .....

Dated ... 13 January 2026.....