
CORPORATE DATA BACKUP

Relevant Portfolio Holder	Cllr Del Booth
Portfolio Holder Consulted	Yes
Relevant Head of Service	Deb Poole – Head of Business Transformation
Wards Affected	N/A
Ward Councillor Consulted	No
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 The device used to backup electronic information held on the corporate network is now six years old. The device is coming to 'end of life' and requires replacing due to technical problems. The device is no longer able to backup and store the large amounts of data held by the authority. In addition the amount of storage available for departments to store their information is becoming critically low and needs to be increased within the next three months. This is due to the increasing demand to store information electronically.

2. RECOMMENDATIONS

- 2.1 That Cabinet recommend the Council to approve an increase in the 2011/12 Capital Programme of £55k to be funded from ICT reserves of £10k and current revenue underspends of £45k to fund the back up and additional electronic storage.

3. KEY ISSUES

Financial Implications

- 3.1 The cost of a user backup device is £10,000. This is already available in the existing ICT replacement reserve.
- 3.2 The cost of an additional electronic storage device is £45,000. This is available from existing budgets within the IT service.

Legal Implications

- 3.3 Legal implications may arise under the Civil Contingencies Act if Bromsgrove District Council fail to maintain a sufficient disaster recovery service for the authorities data. The authority is also legally required to ensure financial information is held and available for inspection for six years.

Service / Operational Implications

- 3.5.1 The backup device provides a service to all departments of the Council by securing information against accidental loss. Should data be lost, by accidental deletion, fire, flood or any other unforeseen problem, services to our customers would be seriously affected.
- 3.5.2 Operationally, departments will not be able to store additional emails, word documents, spreadsheets or customer records in databases, if the current storage capacity is not increased within the next three months.

Customer / Equalities and Diversity Implications

- 3.7 None.

4. RISK MANAGEMENT

- 4.1 The current backup facility has been used on many occasions to restore information that has been lost. Data may be lost by someone accidentally deleting it or technical failure of the storage medium. There is a high risk to the services of the Council if the data restore capability is not replaced. If the device is not replaced departments will not be able to store additional emails, word documents, spreadsheets or customer records in databases.

5. APPENDICES

None.

6. BACKGROUND PAPERS

None.

7. KEY

AUTHOR OF REPORT

Name: Mark Hanwell - ICT Transformation Manager
E Mail: M.Hanwell@bromsgroveandredditch.gov.uk
Tel: 01527 881248