

<b>Committee:</b>	<b>Date:</b>	<b>Item no.</b>
Culture, Heritage and Libraries	28th May 2012	
<b>Subject:</b> Use of London Metropolitan Archives as a Corporate Disaster Recovery Centre.	<b>Public</b>	
<b>Report of:</b> The Chamberlain	<b>For Decision</b>	
<div><p style="text-align: center;"><b><u>Summary</u></b></p><p>The City of London’s contracted disaster recovery (DR) facility is due to expire in December 2012. A project is in progress to review options and make a recommendation for the future provision of the City’s DR service. At present, there are two short-listed options both of which include use of the London Metropolitan Archives (LMA) public work space and PCs for use by City staff in the event of a major emergency. One of these options includes the building of a new computer room within the LMA.</p><p>The use of the LMA offers a number of benefits to the organisation including a lower whole life cost when compared to procuring a similar service from a 3<sup>rd</sup> party hosting company. It maximises use of existing corporate assets and would be undertaken at no cost to the LMA.</p><p><b>Recommendations</b></p><p><b>It is recommended that:-</b></p><p>Subject to the Outline &amp; Detailed Options Appraisal approval of the Project Sub Committee and Resource Allocation Sub-Committee, the Committee endorse the use of the London Metropolitan Archives as part of the City’s critical DR infrastructure.</p></div>		

## **Main Report**

### **Purpose of Report**

1. This report details work to relocate the City's disaster recovery (DR) facility. Having identified a number of potential options for the City's DR facility this report seeks approval to use the London Metropolitan Archives building (LMA) for the re-location of c100 staff in the event of a major

emergency and optionally the use of the LMA to accommodate a new computer room.

## **Background**

2. The City of London's main corporate disaster recovery (DR) site is based at IBM Harbour Exchange, Docklands. The City contracts for a computer room for City IT equipment and a recovery suite able to accommodate c120 City staff with access to 100 PCs.
3. The contract with IBM has been in place since 2007 and is due to expire in December 2012.
4. Security & Contingency Planning have been tasked with reviewing the City's DR requirements with a view to ensuring they are;
  - a. adequate as opposed to gold-plated
  - b. as inexpensive as they reasonably can be

## **Consideration of Options**

5. A project group formed of Town Clerk's, Chamberlain's and City Surveyor's staff has been considering a number of options to meet the City's DR requirements once the existing contract with IBM expires in December 2012. These have included; a tendered contract for the provision of a computer room and a recovery suite, use of City buildings<sup>1</sup> for an in-house service and a shared service with another London Authority.
6. Having considered the alternatives the options have been narrowed to two, both of which propose the use of existing space and facilities at the London Metropolitan Archives (LMA).
7. Option 1 consists of building a computer room of approximately 50m<sup>2</sup> adjacent to the LMA's existing IT computer room. This would accommodate the City's DR IT infrastructure. The LMA's public PC terminals and work space would be used to accommodate the City's critical users in the event of the City's DR plan being invoked.
8. Option 2 consists of tendering for a hosted 3<sup>rd</sup> party computer room to accommodate the City's DR IT infrastructure. This would be connected by fibre cabling to the LMA and potentially other City buildings. As per Option 1, the LMA's public PC terminals and work space would be used to accommodate critical users.

---

<sup>1</sup> A number of City properties were considered including Walbrook Wharf and Billingsgate Market.

9. Full details of the options appraisal will be submitted to Project Sub-Committee in due course.

### **Consideration of Benefits**

10. The main benefit of using the LMA is the corporate efficiency achieved through re-using an existing City asset in the form of the public work area and PCs, the main alternative being to continue to pay a 3<sup>rd</sup> party to provide a recovery suite.
11. If option 1 is assessed to be the preferred option then LMA will benefit from having the new computer room on-site as local LMA server equipment could be located alongside the City's DR IT infrastructure, the new computer room providing a clean environment, fire suppression and a degree of power resilience, none of which are available in the existing LMA computer room.

### **Impact & Implications**

12. Enabling Works  
Significant building works will only arise if option 1 is selected. The City Surveyor's department will oversee these works and are aware of the importance of minimising disruption on both staff and public service. A benefit of building a new computer room rather than extending the existing room is that LMA IT services should not be adversely affected whilst work is in progress.
13. DR Testing  
In order to ensure the availability of the DR environment regular testing will be required. Tests take two forms;
  - i) technical tests which can be conducted on spare IT equipment and without affecting the public service,
  - ii) an annual user test. This would likely require two consecutive test days. Options to conduct the annual test on Friday/Saturday to avoid disruption to the public will be considered.
14. DR Invocation  
Were the City to invoke its DR facility then the public would need to be excluded from the LMA for the duration of the invocation. Whilst this would have a significant impact on the LMA's public service it should be noted that the likelihood of the City invoking is small.
15. Costs  
The option selection and funding are subject to approval of the Project Sub-Committee and Resource Allocation Sub-Committee. Should option 1 be approved it will be recommended that costs for the new computer room and

the necessary enabling works, including reasonable relocation costs for existing staff or work space to alternative areas, should be funded from the Capital Allocations for New Schemes.

16. On-going revenue costs for power and maintenance of the proposed computer room will be separately monitored and budgeted for, as would on-going costs arising from the use of LMA facilities for the purposes of corporate DR, to ensure that this is implemented at no cost to the LMA.
17. This project aligns with the corporate efficiency requirements and seeks to maximise corporate resources with any reduction in revenue requirement being used to pay-back the capital implementation costs.

### **Corporate & Strategic Implications**

18. The proposal reflects the Corporation's policy towards maintaining services whilst looking for ways to reduce expenditure. The two options under consideration use existing City infrastructure and assets to mitigate a low frequency high impact risk.

### **Conclusion**

19. This report provides a summary of two options under consideration for the provision of the City's DR facility after December 2012 at which time the existing arrangements are due to cease.
20. Both of the options under consideration would utilise the LMA's existing public work space and PCs for staff use in the event of a major emergency requiring the City to invoke its IT DR plan.
21. The project is subject to; approval by the Corporate Project Sub-Committee, the completion of detailed design analysis and whole life costing and approval of capital funding by Resource Allocation Sub-Committee.
22. The Committee is asked to consider the options and benefits of using LMA as a key component of the City's DR infrastructure and to approve its use for the purpose described.

### **Contact:**

*Chris Anderson / Chris.Anderson@cityoflondon.gov.uk / 020 7332 3275*