



## BUSINESS CASE

### (FORM B & Priority Assessment)

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**Project name** Disaster Recovery Backups

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**Release** 30<sup>th</sup> December 2011

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 Purpose
 

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Improve the efficiency of the efficiency of the backups required for disaster recovery. Increase the efficiency and capacity of admin staff by reducing the burden of changing backup tapes.

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## Contents

Topic	See Page
Reasons	
Options	
Benefits expected	
Risks	
Cost	
Timescales	
Investment appraisal	
Evaluation	
Consultation	
Equalities Impact Assessment	

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## Reasons

The move to Parkside has changed the Council's disaster recovery backup requirements.

There is no secure storage facility for tapes at Parkside. This has meant that tapes have to be transported on a daily basis to the fire safe at Phoenix House. This is utilising a considerable amount of staff time to transport the tapes.

It is considered best practice to store backups required for disaster recovery purposes offsite.

In the next few years it is likely that it will not be possible to backup all of the Council's data within 24 hours. Should this occur it will be necessary to mirror the data offsite in real time.

It is therefore considered necessary for the Council to implement a real time offsite backup facility.

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**Options**

There are three potential options.

Create an offsite backup facility at a Council premises in Melton at an estimated cost of £60,000 over 5 years.

Create an offsite backup facility at Leicestershire County Council at an estimated cost of £183,000 over 5 years.

Use an online backup to a facility hosted in the cloud at an estimated cost of £480,000 over 5 years.

**Benefits expected**

Establish an offsite real time backup facility, to ensure that no data is lost in the event of a disaster.

Ensure that the return to operations time in the event of a disaster is acceptable.

**Risks**

The main risk to this project is the availability of skilled staff from Dell and Logicalis to implement the solution.

**Funding Source** (delete as appropriate):

- (i) General Fund

This project will need to be funded by a supplementary estimate from the general fund.

A contribution to the WAN will be made from Melton special expenses.

**External Funding**

- (i) Source and Quantity:

<b>Committee:</b>	PFA (delete as appropriate)					
<b>Capital/Revenue</b> (delete as appropriate)						
Spending profile/ method of funding	Spend to 31/3/12 £	2012/13 £	2013/14 £	2014/15 £	Later Years £	Total £
Internal Funding	40,000	5,000	5,000	5,000	5,000	60,000
External Funding						
Total Cost/savings	40,000	5,000	5,000	5,000	5,000	60,000

**Costs****Financial appraisal**

Financial Appraisal (Capital Schemes only)	(i)	Has the proposal been subjected to any form of financial appraisal?
	(ii)	
	(iii)	

**Timescales**

The project is to be completed by March 2011.

**Investment appraisal**

The cheapest option over 5 years is to create an offsite backup facility within Melton.

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**Evaluation**

Creating an offsite backup facility within Melton is the cheapest solution and has the added benefit of installing a high speed WAN link to the Cove which improve both user and customer experiences.

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**Consultation**

Dell, Logicalis, Leicestershire County Council and ICM Disaster Recovery have been consulted regarding this proposal.

**Interfaces (internal/external)**

Melton ICT Services, Dell, Logicalis.

**Impact on other services**

Melton ICT resource is required to manage the install and reconfigure equipment as appropriate.

**Dependencies**

This project requires a 100Mb/sWAN connection to be established to the Cove and for air conditioning to be installed.

**Completion criteria/ exit strategy**

Regular backups securely stored offsite.  
Secure Offsite backup facility established.

**Sensitivity to key assumptions**

The project assumes that it is possible to undertake the necessary works at The Cove to allow remote backup equipment to be installed at this site. If this is not possible the project will require reworking.

**Other approvals required**

None

**Equalities  
Impact  
Assessment**

Equalities are not directly affected by this proposal.