

Policy and Finance Committee

Date: 18 January 2021

Title: Data storage on server.

Purpose of the Report: To seek Committee endorsement for use of earmarked reserve funds to purchase additional storage capacity.

Contact Officer: Sarah Sandiford, Deputy Town Clerk

Corporate Objective/s	LLTC Five Year Plan – Aim: 1 (Operational Efficiency) - To ensure value for money, operational efficiency and a structure which will underpin current and future service delivery by the Town Council.	
Implications:		
Financial	Yes	Use of £1,268 from earmarked reserves
Human Resources	None	
Operational/Service delivery	Yes	To ensure the Council has adequate data storage capacity
Procedural/Legal	None	
Risk/Health and Safety	None	

1. RECOMMENDATION

Should Members be minded, the proposals is to:

- 1.1 To endorse expenditure of £1,268 from the IT/Modern.gov earmarked reserve 9060/920 (£3,360 available) for the purchase of 4 x disks for server, providing an additional 2.4TB of storage capacity (double the current capacity).

2. BACKGROUND

- 2.1 The Town Council replaced its server in 2017 as part of an investment in technology which included the move to paperless meetings by use of the Modern.gov application.
- 2.2 Prior to this upgrade, consideration was given to a move to cloud (internet) storage. This was discounted for various reasons at the time. Upon moving to

Modern.gov, consideration was also given to whether to host the necessary software ourselves or pay an ongoing hosting fee to the supplier. Again, for various reasons it was agreed to host internally. The server upgrade was undertaken with this in mind.

- 2.3 The four year warranty on the server expires in November 2021 and at the last account management meeting with our IT support provider, an extension to the warranty for a further 1-2 years was suggested, before considering again (in the longer term) a move towards cloud based storage, which is now much more commonplace and has many advantages.

3. CURRENT STATUS

- 3.1 During 2020 it became apparent that server space was nearing capacity and an exercise was undertaken to delete duplicated or particularly large files which did not need to be kept (in accordance with statutory requirements and the Council's retention policy).
- 3.2 Despite these measures, towards the end of December it became clear that space is now very limited.
- 3.3 The primary reason for the use of space is the greater use of digital images in many areas of our work and in particular for communications including the newsletter, social media and website. Images are retained so that they can be used again or revised in future, rather than re-creating from scratch. From a position of one post per day on one social media channel just a few years ago, we now post several times per day across numerous profiles and platforms, all requiring images of different sizes and specifications.
- 3.4 2020 has also seen the Council creating more video footage than ever before in our communications and for online events to replace the usual community events which could not take place.
- 3.5 As the above factors are not likely to change other than to only increase further, it is recommended that we increase our server storage capacity with immediate effect.
- 3.6 Purchasing 4x disc RAID 6 array of 600GB disks will provide an additional 2.4TB of storage capacity – effectively doubling our current capacity.
- 3.7 In addition to the above, further work will be done on protocols and procedures regarding file retention.

End.