



Democratic Services

Location: Phase II

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**To: COUNCILLOR MARTIN GODDARD
CABINET MEMBER FOR FINANCE**

**COUNCILLOR DOUGLAS MILLS
CABINET MEMBER FOR CORPORATE SERVICES**

c.c. All Members of the Finance and Corporate Services Select Committee
c.c. Michael Clarke – Central Services Directorate
c.c. Matt Smith – Central Services Directorate
c.c. Dan Kennedy – Corporate Director of Central Services

Date: 12 October 2023

Non-Key Decision request

Form D

CAPITAL RELEASE REPORT (September 2023)

DEPARTMENT: CENTRAL SERVICES

SERVICE AREA / PROGRAMME: Corporate Technology & Innovation 2023/24 Capital Release - Remote Sites UPS Devices Replacements

RELEASE NO: 4

Dear Cabinet Members,

Attached is a report requesting that a decision be made by you as an individual Cabinet Member. Democratic Services confirm that this is not a key decision, as such, the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 notice period does not apply.

You should take a decision **on or after Friday 20 October 2023** in order to meet Constitutional requirements about publication of decisions that are to be made. You may wish to discuss the report with the Corporate Director before it is made. Please indicate your decision on the duplicate memo supplied and return it to me when you have made your decision. I will then arrange for the formal notice of decision to be published.

Rebecca Reid
Democratic Services Apprentice

Title of Report: CAPITAL RELEASE REPORT (September 2023)

DEPARTMENT: CENTRAL SERVICES

SERVICE AREA / PROGRAMME: Corporate Technology & Innovation 2023/24 Capital Release - Remote Sites UPS Devices Replacements

RELEASE NO: 4

Decision made:

Reasons for your decision: (e.g. as stated in report)

Alternatives considered and rejected: (e.g. as stated in report)

Signed Date.....

Cabinet Member for Finance / Cabinet Member for Corporate Services

CAPITAL RELEASE REPORT (September 2023)

DEPARTMENT: CENTRAL SERVICES

SERVICE AREA / PROGRAMME: Corporate Technology & Innovation 2023/24 Capital Release - Remote Sites UPS Devices Replacements

RELEASE NO: 4

Cabinet Members	Councillor Martin Goddard Councillor Douglas Mills
Cabinet Portfolios	Cabinet Member for Finance Cabinet Member for Corporate Services
Officer Contact	Michael Clarke – Central Services Directorate Matt Smith – Central Services Directorate
Papers with report	Appendix A – Capital release requests for approval

HEADLINES

Summary	This report asks for agreement to a capital release for the full replacement of ICT UPS (Uninterruptable Power Supply) devices, which protect network and infrastructure equipment from short-term electrical power failures, at various remote sites.
Putting our Residents First Delivering on the Council Strategy 2022-2026	This report supports our ambition for residents / the Council of: An efficient, well-run, digital-enabled Council working with partners to deliver services to improve the lives of all our residents. This report supports our commitments to residents of: A Digital-Enabled, Modern, Well-Run Council.
Financial Cost	This report seeks the release of £60k from the 2023/24 ICT budget for UPS-related work, comprising of full replacement (including removal and WEEE disposal of the existing equipment) of the UPS (Uninterruptable Power Supply) devices, which protect network and infrastructure equipment from short-term electrical power failures, at key remote sites. The works will commence upon release of the funds and are due for completion at the earliest availability of the supplier.
Relevant Select Committee	Finance and Corporate Services Select Committee.

Ward(s) affected	Not Ward Related.
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RECOMMENDATIONS

That the Cabinet Member for Finance and the Cabinet Member for Corporate Services agree to the capital release request of £60k from the 2023/24 Corporate Technology & Innovation Programme budget to fund the provision of replacement UPS devices at various locations listed across the borough (Appendix A).

Reasons for recommendation

Key remote sites across the borough have their network infrastructure protected by an Uninterruptable Power Supply (UPS) device, which ensures the network continues to function for a period should the mains power develop a fault.

The existing UPS devices were manufactured over 10 years ago and their current complement of battery units are over 5 years old. This has resulted in degraded performance and a shortened support period and even failure in some cases. This is in addition to the devices being past the vendor-recommended age and therefore unsupported.

Recent Power Supply issues in the borough resulted in the full depletion of some battery units at several sites such as Uxbridge Library, and they will no longer hold a charge. The on-premise network infrastructure in Uxbridge Library is therefore currently running with a direct connection to the incoming electrical power supply. If the electrical supply to the network communications room fails, all equipment will switch off immediately, meaning a loss of service until power is restored and infrastructure is brought back online and could result in potential lasting damage to unprotected electrical equipment.

This situation is multiplied across various sites that provide services for residents, including Libraries, Theatres, and Harefield Amenities and Recycling Centre. Further sites at risk include those that perform critical Council roles such as Heathrow Imported Food Office, Breakspear Crematorium, and the Repairs Services based at Harlington Road Depot.

Alternative options considered / risk management

1. Do nothing: The UPS equipment would continue to operate in a degraded state and be immediately susceptible to any power failures or surges. This option is **not recommended**.
2. Replace all batteries in the existing UPS devices. Whilst this option may initially appear to be less costly in the short-term, it is not a recommended solution as the existing UPS devices are 10 years old, meaning support for other components within the UPS devices will be difficult / costly to arrange as technologies reach end of production lifecycles. This option is **not recommended**.

3. Remove the UPS devices and run the network infrastructure on mains power directly. This would incur no cost but would leave the network infrastructure kit exposed to any form of fluctuation and fault, with no surge protection at all. This option is **not recommended**.

Select Committee comments

None at this stage.

SUPPORTING INFORMATION

The UPS equipment used at remote sites protects ICT Network and Infrastructure components for a short period upon detection of a power failure and automates the transition back to standard power once it has been restored.

Recent power issues across the borough have lasted longer than some UPS devices were able to provide battery power. This resulted in the powering down of all protected equipment and full depletion of the batteries. Since the batteries are beyond their recommended shelf life, they are no longer able to hold a charge once fully depleted, even once electrical power is restored. Following recent power outages, the result was that power was not restored automatically to the network infrastructure, requiring intervention by Council ICT engineers to manually power up the equipment.

Following approval of the Capital Release, ICT will work with the incumbent supplier, KeySource, to arrange the following schedule of works:

- Supply of 18 new APC Smart-UPS SRT2200X UPS devices
- Supply of 18 APC Smart-UPS network monitoring cards
- Delivery, offload & position of the above equipment during normal hours

The breakdown of the costs is provided in the table below:

Description	Amount (£)
Replacement of 18 APC Smart-UPS devices	43,000
Supply 18 APC Smart-UPS Network cards	7,000
Internal Fees	5,000
Contingency	5,000
Total	£60,000

Financial Implications

Corporate Technology & Innovation Programme 2023/24 Budget £1,873k, Previously Released / Pending Release £773k, Capital Release Requested £60k – Appendix A

The 2023/24 revised capital programme budget for Corporate Technology & Innovation revised budget totals £1,873k funded from Council resources.

Previously released budget consists of £373k rephased budget from 2022/23 into 2023/24 for schemes completing this financial year and a further £400k pending release for the Oracle Cloud project.

The report requests the capital release of £60k from the Corporate Technology & Innovation programme budget towards the replacement of UPS devices at remote sites.

The cost plan of £60k is based on quotations from KeySource supplier and includes internal fees and contingency at 10% each of quoted costs.

The remaining £1,040k of the 2023/24 Corporate Technology & Innovation budget is subject to the capital release process.

RESIDENT BENEFIT & CONSULTATION

The benefit or impact upon Hillingdon residents, service users and communities

Replacement of the remote sites UPS devices will mean an uninterrupted availability of services in the event of a short power failure and will help to protect against larger interruptions to service should a power failure damage unprotected ICT electrical equipment.

Should a power failure damage unprotected ICT and Network equipment, longer interruptions to the service provided to Council officers may be expected whilst ICT staff source and rebuild any damaged components.

Consultation carried out or required

Both KeySource and Schneider Electric Products (manufacturer) have deemed the existing UPS devices are beyond their normal operational lifetime due to their age and are unsupported or would prove exceedingly difficult to source parts for repair.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance has reviewed this report and concurs with the financial implications set out above, noting that the £60k for the replacement of UPS devices at remote sites will be funded from the approved 2023/24 Corporate Technology and Innovation Programme budget, financed from Council resources.

Legal

Safeguarding power supply and preventing power failures are functions arising from the Council's responsibilities pursuant to Section 2 of the Occupiers Liability Act 1957, Section 2 of the Health and Safety at Work Act 1974, and the Provision and Use of Work Equipment Regulations 1998.

Provided the existing supply contract with KeySense complies with the Council's Procurement and Contract Standing Orders, Legal Services confirm there are no legal impediments in the Council authorising the capital release recommended in the body of this report.

Capital Release Protocol

The release of all capital funds, and certain revenue funds, held by the Council is to be made by a formal democratic decision. No expenditure can be placed or committed by officers until this formal approval is given by Democratic Services. Release of funds must be for identified projects only and strictly not for the general release of funds for projects to be identified at a later date. No block releases of capital or funding will be allowed, except if authorised by the Leader of the Council in advance to Corporate Finance. The release of funds will only be made if previous Council, Cabinet or Cabinet Member agreement has been given to the project and only if there is an approved budget.

BACKGROUND PAPERS

NIL.

APPENDIX A – Capital release requests for approval

Corporate Technology & Innovation Programme 2023/24: UPS Devices Replacement at Key Remote Sites (Release No 4)

Location	Project / Expenditure Title	Information	Funds Release Sought £000s	Approve	Hold	More Information Required
Various Remote Sites	Replacement of 14 APC Smart-UPS devices	Replacement of failed UPS devices in Key remote sites (e.g. Libraries, Theatres, Imported Food Office)	43			
	UPS Network card	Network Monitoring cards for UPS	7			
	Fees & contingency	Fees & contingency	10			
Total seeking release			60			
Previously released / pending release			773			
Budget			1,873			
Remaining budget			1,040			