| DECISION NO: | |
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| Concurrence No: | 066439 |
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| Action under delegated authority of Chief Executive | |
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| **Action under delegated authority of Director of Finance and Cabinet Member for Finance** | **X** |
| **Action taken by Chief Executive in consultation with Cabinet Member(s)** | |

Subject:    Building Management System (BMS) Urgent Server Upgrade

Signature and designation of officer(s) taking action:

| 15/02/2021 | | 12/02/2021 |
|---|---|---|
| Chief Executive                    Date | Director of Finance                    Date | |

| | 12/02/2021 |
|---|---|
| | Head of Finance                    Date |

| **Name of Cabinet Member(s) Consulted:** | I have been consulted and concur with the proposals set out below: |
|---|---|
| Councillor P Mason | 18/02/2021 |
| Cabinet Member for Finance & Business Services | Signature:                    Date: |
| Councillor | |
| Cabinet Member | Signature:                    Date: |

Name of any member who has declared a
conflict of interest in relation to this decision:

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**THIS DOCUMENT WILL BE PUBLISHED ON THE COUNCIL'S WEBSITE**

**The report overleaf sets out the decision to be taken, the reasons for the decision, and the details of alternative options, if any, considered and rejected.**

**Officer decisions are available for public inspection, both at the Borough Offices and on the Council's website.  Officer decisions are kept for a period of six years at the Borough Offices and for six months on the website after the decision is made. Background papers are available for four years.**

> **RECOMMENDED that:**
>
> a) A virement for £5,423.00 from the 2020/21 Energy Saving and Environmental Projects budget for the upgrade of the building management system is agreed;
> b) An exception to the Council's contract standing orders be approved due to the specialist and urgent nature of these works

**Purpose**

To expedite the upgrade of the building management system to meet IT security requirements.

**The Project**

The IT team have to upgrade, replace or shut down all Windows Servers that are no longer supportable. This is required for the Council to maintain its Public Services Network accreditation, which allows staff to access Central Government systems.

The Council has a building management system (BMS) that is run on an outdated and unsupported virtual computer running Windows Server 2003. Current software for the BMS is Trend 963 which only has a single licence. The plan is to update this to the latest version which is now Trend IQ Vision.

This upgrade will also allow the Council to cloud host through its current BMS contractor Boss Controls and remove any requirements for IT to create another virtual machine to run it on.

The building management system (BMS) controls almost all mechanical plant equipment including boilers, air handling units and hot water calorifiers across multiple sites including Laura Trott Leisure Centre, John Warner Sports Centre, The Spotlight and Bishops College. It is essential for the efficient running of the buildings due to their complex nature.

An exception to the contract standing orders is requested due to the specialist and bespoke nature of the work. This will allow the Council's approved contractor – Boss Controls – to complete the project and continue providing the maintenance contract for the building management system after a previous contractor failed to resolve issues experienced at John Warner Sports Centre.

Once the upgrade and transfer has taken place the Council will still own the content and have the right to host the IQ vision server with another company in the future.

Along with the need to replace the outdated virtual machine with a cloud hosted solution the BMS software requires the upgrade to correct long standing issues with the Trend 963 software. Historic upgrades over the years with different companies has meant that there is not the same functionality across all Council buildings with some sites having different hardware versions of Trend BMS that does not communicate correctly using the old 963 software.

By updating to IQ vision these issues can be resolved and an improvement programme can be undertaken.

Capital expenditure to start this project is £4,930 for the upgraded BMS system and all hardware requirements with a total cost of £5,423which includes a 10% contingency of £493and it is proposed to use the Energy Saving and Environmental Projects budget which currently has a budget of £43,621.

**Works Programme**

To upgrade the building management system to IQ vision and remove the redundant virtual server. The programmed works are over nine days upon confirmation of order with further time allocated for training and setup.

**Financial, Legal and Risk Management Implications**

The current Trend 963 software is run on a virtual server operating on Windows Server 2003. This is unsupported and needs to be shut down once the software is upgraded and moved to a hosted solution.

The works, costing £5,423, have not been forecast in the current 2020/21 financial year and funding is required from the Energy Saving and Environmental Projects budget which currently has a budget of £43,621.

**Alternative Options Considered and Rejected**

The Council has no option but to migrate the software from the current server. It could choose to not upgrade but this would not resolve the issues of not having consistent functionality across all Council sites.

**Contribution to the Council's Objectives**

Promote development that is adaptable to a changing climate and also reduces greenhouse gas emissions.

Manage the Council's assets efficiently to maximise returns and contribute to Council priorities.

Improve the energy efficiency of Council-owned buildings.

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| Contact Officer: Adam Bradford | Ext: 5408 | Date: 05/01/2021 | |

Action reported to the Cabinet on: