

# GREATER LONDON AUTHORITY

## REQUEST FOR DIRECTOR DECISION – DD1275

**Title:** Additional Physical Communication Link into City Hall

### Executive Summary:

In order to support the objectives of the Mayor and Assembly, most IT equipment (including all PCs, laptops and WiFi devices) in City Hall have access to the internet. Internet access is used for communication and research purposes as well as enabling access to a variety of business systems. Currently, the communication links which enable these services connect to City Hall via a purpose built service tunnel running from the west side of the MoreLondon estate. This service tunnel has been identified as a potential single point of failure with regards to IT services within City Hall.

Following an options appraisal and pre-market testing, it has been established that the most cost effective option to address this risk is to commission the installation of an additional fibre optic telecommunications cable to run into City Hall from the east side of the MoreLondon estate (thereby avoiding the service tunnel) up to a maximum expenditure of £80,000.

### Decision:

That the Executive Director of Resources approves expenditure of up to £80,000 (made up of £30,000 capital outlay in year one only and £10,000 per annum over a five year period for technical support and maintenance of an alternative physical communications line into City Hall for access to the internet.

### AUTHORISING DIRECTOR

I have reviewed the request and am satisfied it is correct and consistent with the Mayor's plans and priorities.

It has my approval.

**Name:** Martin Clarke

**Position:** Executive Director (Resources)

**Signature:**



**Date:**

23.2.15

## **PART I - NON-CONFIDENTIAL FACTS AND ADVICE**

### **Decision required – supporting report**

#### **1. Introduction and background**

- 1.1 Currently all cabled communications links into City Hall enter the building via a purpose built service tunnel running across the west side of the MoreLondon estate. This service tunnel has been identified as a potential single point of failure with regard to IT operations within City Hall. Potential sources of failure could include fire, flood and structural failure where the building remains occupiable but the internet service becomes unavailable. The services that rely on these communication links are critical to the operation of City Hall.
- 1.2 Following an options assessment and pre-market testing, it has been established that the most cost effective option to address this risk is to commission a telecommunications company to install a new fibre optic cable along existing MoreLondon estate communication conduits running from Tooley Street, up Weavers Lane and then entering City Hall via a ventilation duct. It is proposed that a tender exercise following the GLA's Contracts and Funding Code and procurement procedures are conducted in order to commission the required service and achieve value for money.
- 1.3 A specific cost estimate of £80,000 over 5 years made up of a £30,000 capital outlay and £10,000 per annum for 5 years for technical support and maintenance was obtained from BT following pre-market engagement in June 2014. This option is for the installation of a fibre optic cable allowing up to 1Gbit data communications.

#### **2. Objectives and expected outcomes**

- Implementation of an alternative physical communications link into City Hall for risk management purposes.
- Achieve best value

#### **3. Equality comments**

- An equality impact assessment has been carried out. The proposals outlined in this report will result in additional network communications resiliency only and does not result in any changes in working practice or methods of service delivery. As a result no impact on any individuals with any protected characteristics has been identified as a result of the proposals outlined in this report.

#### **4. Other considerations**

- 4.1 Approval from More London estate is required for implementation work and access for support. Representatives of the More London estate landlord are included in this process.
- 4.2 This report addresses the GLA Business Plan 2014/15 to 2015/16 priority "Implement measures to strengthen business continuity of services at City Hall". This priority is addressed by working in partnership with TfL and thereby delivering cost savings.

## **5. Financial comments**

- 5.1 The installation of an additional fibre optic telecommunication cable into City Hall and any associated infrastructure works is capital expenditure (£30,000) and will be met from the existing 2015-16 Technology Group capital budget.
- 5.2 Ongoing maintenance and support of the service, costing £10,000 per annum, will include resolving service disruptions, equipment failures, bandwidth monitoring etc. This annual costs will be contained within the existing TG budget.
- 5.3 Any changes to this proposal will be subject to further approval via the Authority's decision-making process. All appropriate budget adjustments will be made.
- 5.4 Technology Group Unit within the Resources Directorate will be responsible for managing this project and ensuring that all associated expenditure adhere with the Authority's Financial Regulations and Contracts & Funding Code.

## **6. Legal comments**

- 6.1 The foregoing sections of this report indicate that:
  - 6.1.1 The decisions requested of the Executive Director (in accordance with the GLA's Contracts and Funding Code) fall within the GLA's statutory powers to do such things considered to further or which are facilitative of, or conducive or incidental to the promotion of economic development, social and environmental improvement in Greater London. In formulating the proposals in respect of which a decision is sought officers have complied with the GLA's related statutory duties to:
    - Pay due regard to the principle that there should be equality of opportunity for all people;
    - Consider how the proposals will promote the improvement of health of persons, health inequalities between persons and to contribute towards the achievement of sustainable development in the United Kingdom; and
    - Consult with appropriate bodies.
- 6.2 All services required will be procured by Transport for London Procurement (who will determine the detail of the procurement strategy to be adopted) in accordance with the GLA's Contracts and Funding Code. Officers must liaise with Transport for London Procurement in this regard.
- 6.3 Officers shall ensure that they liaise with legal Services in the preparation and execution of all contracts for services being procured.

## **7. Planned delivery approach and next steps**

- Procurement: Feb – March 2015
- Implementation: April 2015

**Appendices and supporting papers: None**

**Public access to information**

Information in this form (Part 1) is subject to the Freedom of Information Act 2000 (FOI Act) and will be made available on the GLA website within one working day of approval.

If immediate publication risks compromising the implementation of the decision (for example, to complete a procurement process), it can be deferred until a specific date. Deferral periods should be kept to the shortest length strictly necessary.

**Note:** This form (Part 1) will either be published within one working day after approval or on the defer date.

**Part 1 Deferral:****Is the publication of Part 1 of this approval to be deferred? Yes**

If YES, for what reason:

To be deferred until the procurement is complete as this decision contains budgetary information that could prejudice the procurement process.

Until what date: 28 March 2015

**Part 2 Confidentiality:** Only the facts or advice considered to be exempt from disclosure under the FOI Act should be in the separate Part 2 form, together with the legal rationale for non-publication.

**Is there a part 2 form – No**

**ORIGINATING OFFICER DECLARATION:**

Drafting officer to  
confirm the  
following (✓)

**Drafting officer:**

Tom Jackson has drafted this report in accordance with GLA procedures and confirms that:

✓

**Assistant Director/Head of Service:**

David Munn has reviewed the documentation and is satisfied for it to be referred to the Sponsoring Director for approval.

✓

**Financial and Legal advice:**

The Finance and Legal teams have commented on this proposal, and this decision reflects their comments.

✓

**EXECUTIVE DIRECTOR, RESOURCES:**

I confirm that financial and legal implications have been appropriately considered in the preparation of this report.

**Signature**

*m. d. alla*

**Date**

*23.2.15*