

**REPORT TO: PORTCHESTER CREMATORIUM JOINT COMMITTEE -  
18 JUNE 2012**

**REPORT BY: MANAGER AND REGISTRAR**

## **REPLACEMENT OF OFFICE IT SYSTEM**

### **Purpose**

1. The purpose of the report is to inform members of the proposed updating of the office computer hardware.

### **RECOMMENDATION**

**Members are asked to receive and note the report.**

### **Background**

2. The current 4 user office network was installed at the last software update in early 2004, and whilst it still continues to function well it is starting to show its age technology wise. I am informed by our hardware maintenance supplier that the current operating system (XP) is likely to become unsupported by Microsoft later in the year, which would necessitate an upgrade.
3. The original cost of the current hardware when installed was in the region of £10,000 including installation and training and I would anticipate a similar cost in this upgrade.

### **Proposed updates**

4. The proposed upgrade would be to the existing hardware, including 4 work stations and associated servers. In addition, I will be investigating the provision of a remote backup service which would mirror the data to a secure off site server. This would be similar to the service currently used by Fareham BC and would ease recovery in the event of any system failure.
5. We are at the current time in the process of replacing the out of hours booking service for funeral directors and this would be a much faster service with modern servers.
6. I will also investigate at the same time the possibility of an upgrade of our website. I will be using the same template but with a new platform that will make access and uploading of information easier.
7. All being well these changes should be implemented in the autumn of this year.

**James Clark**  
**Manager and Registrar**

*Background List of Documents –  
Section 100D of the Local Government Act 1972 - None*