

DECISION NUMBER: PCCG-2019-007

OFFICE OF THE POLICE AND CRIME COMMISSIONER
OFFICE OF CHIEF CONSTABLE

LEAD CHIEF OFFICER **Nigel Stephens, Assistant Chief Officer - Resources**

TITLE: **Asset Management Strategy 2019-2022**

DATE: **6th March 2019**

TIMING: **Every Three Years**

PURPOSE: **For approval**

1. RECOMMENDATION

1.1 This report is submitted for approval.

2. INTRODUCTION & BACKGROUND

2.1 The Police and Crime Commissioner has responsibility for approving the overall framework of accountability and control in relation to asset management as detailed in the Manual of Governance paragraph 1.1.4.

2.2 The Asset Management Strategy provides the framework within which officers and staff operate. This report has been revised following consideration by the Joint Audit Committee on 4th March 2019.

3. ISSUES FOR CONSIDERATION

3.1 The Police and Crime Commissioner owns assets in the form of land, property, vehicles, equipment and other items. The Asset Management Strategy aims to support the planning process by facilitating the allocation of resources in a way that is consistent with priorities. This also ensures that value for money is achieved in the use of those assets.

3.2 The Asset Management Strategy provides the overarching framework from which the following strategies are being developed.

- Estate strategy
- Vehicle fleet strategy
- ICT strategy
- Procurement strategy

3.3 A key component underpinning any Asset Management Strategy is the maintenance of up to date asset registers by departments and their reconciliation to financial records. Internal audit reports have identified good control in relation to assets.

3.4 The Asset Management Strategy is provided at Annex 1 and confirms arrangements for the safeguarding of assets and the governance and

	financing framework.
4.	<u>NEXT STEPS</u>
4.1	The four strategies each have delivery plans to ensure achievement of the planned outcomes, to support the delivery of the Police and Crime Plan.
4.2	The integrated Fixed Asset Register is being implemented as part of the FIRMS project in 2018/19.
5.	<u>FINANCIAL CONSIDERATIONS</u>
5.1	The financial issues regarding asset management are presented through the medium-term financial plan where resources are identified and reported on an annual basis within the annual accounts.
6.	<u>PERSONNEL CONSIDERATIONS</u>
6.1	There are no personnel considerations within this report.
7.	<u>LEGAL IMPLICATIONS</u>
7.1	Legal advice is sought on procurement and disposal of assets.
8.	<u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u>
8.1	This report has been considered against the general duty to promote equality, as stipulated under the Strategic Equality Plan and has been assessed not to discriminate against any particular group.
8.2	In preparing this report, consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998.
9.	<u>RISK</u>
9.1	The Asset Management Strategy seeks to minimise risk in the use of assets by ensuring they are fit for purpose.
10.	<u>PUBLIC INTEREST</u>
10.1	This strategy will be made available following Commissioner approval.
11.	<u>CONTACT OFFICER</u>
11.1	Nigel Stephens, Assistant Chief Officer – Resources.
12.	<u>ANNEXES</u>
	Annex 1: Asset Management Strategy.

For OPCC use only

Office of the Chief Constable

I confirm that the **Asset Management** report has been discussed and approved at a formal Chief Officers' meeting.

It is now forwarded to the OPCC for **monitoring purposes**.

Signature:



Date: 06.03.19

Police and Crime Commissioner for Gwent

I confirm that I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct.

The above request has my approval.

Signature:



Date:

6/3/19

POLICE AND CRIME COMMISSIONER FOR GWENT

Asset Management Strategy 2019 - 2022

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1. Introduction

1.1 Aim

The Police and Crime Commissioner holds assets in the form of land, property, vehicles, equipment, furniture and other items; the net book value of these assets is currently £43m. The Asset Management Strategy considers how best the assets can be efficiently deployed in service delivery, as well as ensuring that there are arrangements for the security of both assets and information required for service operations, and that proper arrangements exist for the disposal and replacement of assets.

1.2 Objectives

The Police and Crime Commissioner's Asset Management Strategy aims to:

- Support the planning process by facilitating the allocation of resources in a way that is consistent with the Police and Crime Commissioner's priorities;
- Facilitate the development of appropriate strategies to address future financial issues; and
- Assist in ensuring that the Police and Crime Commissioner provides value for money and continues to achieve efficiency gains.

The Police and Crime Commissioner's Asset Management Strategy aims to treat property and other assets as a corporate resource linked to corporate objectives and priorities. The Asset Management Strategy supports core policing services and is integral in the achievement of one of the priorities which is to ensure Effective Service Delivery.

- By implementing a set of customer service principles, Gwent Police aims to provide a clearly defined quality of service focused on the needs of the community.
- The Force's service improvement is enhanced by the use of technology-led assets such as Digital technology and improved call centre telecommunications equipment, which assist in enabling staff to deal with customer issues in an efficient manner.
- The provision of equipment to staff which is technically current and in well-maintained surroundings helps to create this environment, and shows another way in which the Asset Management Strategy is aligned to the Police and Crime Commissioner's strategic priorities.

The Police and Crime Commissioner's Asset Management Strategy should be reviewed every three years to ensure that it is effective and reflects developments in the Police and Crime Commissioner's objectives and best asset management.

The strategy operates alongside the Capital Strategy that provides the framework for the capital programme and is informed by this strategy as to the acquisition, maintenance and replacement programme.

2. The Strategy

2.1 Efficient Asset Management

A key element in the Police and Crime Commissioner's Asset Management Strategy is to ensure that assets are used efficiently and effectively in service delivery. In practical terms this means that:

- Assets are available for use when required; and
- Assets no longer required are disposed of appropriately.

As property represents significant capital value on the Police and Crime Commissioner's balance sheet, there is a need for the Asset Management Strategy to ensure that the property portfolio is well utilised, it is fit-for-purpose, needed, well maintained and efficient to run. In order to help assess this, an asset management process is needed to collect, analyse and report data relevant to support an asset management strategy. An inherent part of the Police and Crime Commissioner's Asset Management Strategy is to ensure that best value is obtained on property disposals.

The effective management of the property portfolio should be central to the delivery of efficient services and also towards funding those services.

2.2 The Scope of the Strategy

The overarching nature of this document requires reference to be made to a number of existing strategies, plans, policies and procedures. This Strategy brings together:

- The Estate Strategy;
- The Vehicle Fleet Strategy;
- The ICT Strategy;
- The Statutory Accounting policy for, and treatment of, capital assets; and
- The Procurement Strategy.

The procedures that apply are the Capital Accounting Procedure, the Inventory Registers procedure and the Disposal of Force Assets.

2.3 Safeguarding Assets

Another key area of the Police and Crime Commissioner's Asset Management Strategy is ensuring assets are safeguarded. This is achieved by ensuring that:

- Assets are used only for the purposes of Gwent Police and are properly

accounted for via the maintenance of the Force's asset register. All capital expenditure on tangible assets is included on the asset register maintained by the Finance Department. Control is evidenced by regular reconciliations to the general ledger as well as sample verification audits conducted both by internal personnel and External Audit.

- All employees are aware of their responsibilities with regard to safeguarding assets (from being a part of the induction programme to ongoing training and regular communication updates throughout the period of employment).
- Attractive and portable items such as computers are identified with security markings (and asset numbers) as belonging to Gwent Police.

2.4 Governance

Governance of the asset management strategy is provided for each asset type via both Force led and Police and Crime Commissioner led Boards and committees as detailed in the Governance Matrix below:

ASSET TYPE	GOVERNANCE BODY & REPORTING LINE		
	FORCE	POLICE AND CRIME COMMISSIONER	EXECUTIVE
FLEET	FSG	JAC	ACO-R
ESTATE	ESB	JAC	ACO-R
IT	SRS GB DSD GB	JAC	ACO-R

KEY

FSG = Fleet Strategy Group

ESB = Estate Strategy Board

JAC = Joint Audit Committee

SRS GB = SRS Governance Board

DSD GB = Digital Services Division Gold Board

2.5 Financing Assets

The Police and Crime Commissioner funds assets using Capital Grants, Supported Borrowing, Reserves and the Private Finance Initiative. The CIPFA Prudential Code also allows consideration to be given to unsupported external borrowing.

Financial due diligence is exercised through a rigorous approval process to prioritise expenditure, a process led through budget setting and considers the prioritisation criteria which includes:

- Mandatory legal requirement to provide the service or asset;

- Meets one or more strategic objectives;
- Demonstrable priority to replace the asset; and
- Yields best value.

2.6 Collaboration

The Force and Police and Crime Commissioner recognise that collaboration can provide benefits to the delivery of policing services and also to the wider public services. It is for this reason that collaboration is supported where this is cost effective, efficient and will improve the outcomes for the residents of Gwent.

A collaborative model is already functioning through the ICT strategy with integration between Gwent Police, Blaenau Gwent County Borough Council, Newport City Council, Torfaen County Borough Council and Monmouthshire County Council.

In addition, there is ICT integration with police services across England & Wales including the Single On Line Home, Automated Number Plate Recognition, National Enabling Programmes (O365) and locally with South Wales Police through the Digital Services Division, including mobile data. These integrations have enabled the ICT asset base to be rationalised and for the infrastructure to be delivered through a shared provision.

The estate strategy is currently being delivered through the re-provisioning of services across the estate. This includes integration with other Blue Light services with the shared use of premises with the fire service and local councils.

The fleet strategy includes using the new national police fleet procurement as the basis on which fleet purchase and maintenance arrangements are rationalised to deliver economies of scale.

2.7 Sustainability

The Police and Crime Commissioner is actively involved in sustainable solutions to the management of assets. The focus has been on ensuring the estate is carbon efficient in its delivery of services for policing.

Furthermore, work has progressed relating to travel plans, groups of staff driving to work together, reduction in use of business travel by utilizing smarter ways of working and fleet vehicle purchase taking consideration of carbon emissions.

2.8. Key Performance Indicators

The Key Performance Indicators that are used to support the Asset Management Strategy are summarized below and are used within business

cases to inform the need to change as well as support the appraisal of options.

- Service Availability
- Economic Asset Life
- Utilisation Rate

3. The Future

In the long-term, the effectiveness of the asset management strategy will be evaluated by the extent to which it has helped achieve the Police and Crime Commissioner's strategic objectives.