

Assets Management Policy

Date: December 2020

Review Date: March 2024



Policy Information	
Policy Title	Asset Management Policy 2020-2024
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Version	0.1
Policy Sponsor	Director of Business Support
Policy Owner	Asset Manager
Committee and date recommended for approval	Business Support Committee 26 November 2020
Date approved by the Board	<i>10 December 2020</i>
Equality Screening Status	1. Screened: 17 April 2019
Rural Needs Impact Assessment Status	1. Rural needs impact assessed: 17 April 2019
Date Set For Review	March 2024
Related Policies	Health & Safety Sustainability and Environmental Management

1. Introduction

- 1.1 Libraries NI is committed to providing high quality public library services in environments which encourage and enhance the experience of users and employees.
- 1.2 We have developed and maintain a network of physical assets to support provision of and access to services including permanent library locations (land/property), mobile libraries, Homecall and stock delivery vehicles. So that we can maximise the potential of these assets we have adopted and embedded a best practice approach to asset management within the organisation.

2. Purpose

- 2.1 This Policy sets out Libraries NI's approach to the management and development of our physical assets and is intended to provide the framework within which we can develop specific asset management strategies and plans. It forms the basis for a continual improvement process in terms of our property, facilities and vehicle fleet.
- 2.2 The scope of this policy excludes material, collections and library stock items which for the purposes of financial accounting are defined or referred to as 'Heritage Assets'.

3. Policy

- 3.1 The following principles will underpin our approach to asset management;
 - we will strive to create and maintain library spaces which are safe, inviting and stimulating for both users and staff
 - we will develop and maintain fixed physical assets and vehicles which are accessible to all sections of the community
 - we will ensure our physical assets (land/property and vehicles) are capable of supporting the objectives of Government and the organisation in the delivery of public library services
 - we will develop an overarching Asset Management Strategy/Plan detailing the priorities and action required to deliver a sustainable, suitable and sufficient network of fixed and mobile assets
 - we will seek to take advantage of opportunities to improve the sustainability of our physical infrastructure and to reduce the environmental impact of our operations

- we will make best use of the resources made available by Government to maintain and invest in the public library infrastructure.

4. Authority

4.1 Policy Sponsor

The Director of Business Support has responsibility for the policy.

4.2 Policy Owner/Contact

The Assets Manager will be responsible for managing and implementing the policy.

5. Related Documents

5.1 The procedures associated with this strategy are specified in:

- Libraries NI Management Statement and Financial Memorandum – Appendix 6 Management of Capital Works – Memorandum of Guidance
- Better Business Cases NI (DoF NI)
- Libraries NI policies on Health & Safety, Sustainability and Environmental Management.