

# Asset Management Policy



Date: May 2024

Review Date: May 2027

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Policy Information	
<b>Policy Title</b>	Asset Management Policy 2024-2027
<b>Policy Number:</b>	POL 72
<b>Version</b>	0.3
<b>Policy Sponsor</b>	Director of Business Support
<b>Policy Owner</b>	Asset Manager
<b>Committee and date recommended for approval</b>	Business Support
<b>Date approved by the Board</b>	27 June 2024
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<b>Rural Needs Impact Assessment Status</b>	1. Rural Needs Impact Assessed: 17 April 2019 2. RNIA Reviewed: March 2024
<b>Date Set For Review</b>	May 2027
<b>Related Policies</b>	<ul style="list-style-type: none"> <li>• Health &amp; Safety</li> <li>• Sustainability and Environmental Management</li> </ul>

## **Libraries NI**

### **Policy Name**

#### **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 The purpose of this policy is to set 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.

#### **3. Policy**

- 3.1 Libraries NI will apply the following principles to underpin our approach to asset management;
  - We will strive to create and maintain physical environments 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 make such representations as are required to the Department for Communities to seek and secure sufficient funding to allow our assets to be adequately maintained, to safeguard the investment already made in the public library infrastructure and to develop our estate to meet our future service needs.

- We will make best use of the resources made available by Government and will prioritise, plan and develop our activities with a view to obtaining value for money from the investment in the public library infrastructure

#### **4. Authority**

**Policy Sponsor:** The Director of Business Support has responsibility for the policy.

**Policy Owner:** The Assets Manager will be responsible for managing and implementing the policy

#### **5. Related Documents**

##### **Policies**

- Libraries NI Health and Safety Policy
- Libraries NI Sustainability and Environmental Management Policy

##### **Guidance**

- The Financial Memorandum – appendix 6 Management of Capital Works – Memorandum of Guidance
- The Northern Ireland Guide to Expenditure Appraisal and Evaluation