

Audit Committee

10 November 2011

Single Asset Register



Joint Report of Stuart Timmiss Head of Planning and Assets and Jeff Garfoot Head of Finance

Purpose of the Report

- 1 The purpose of the report is to provide an update on the development of a Single Asset Register.

Background

- 2 At a meeting of this Committee held on 29 September 2011, Members were advised that the Council would have a single Asset Register in place by 31 December 2011.
- 3 A joint scoping meeting between Assets and Finance was convened at the beginning of October and the main tasks were agreed as follows:-
 - The Asset Register would reflect the Financial Accounts by 31 December 2011
 - Assets and Finance would work together to achieve that goal over the coming months.
 - Assets and Finance would agree a strategy for working together and produce a work plan.
- 4 It was also agreed that:
 - Two Database Officers from Assets would be placed within Finance to assist in an advisory capacity to complete the CIPFA spreadsheets which have been used to collate the relevant property information. These will be loaded into the Asset Manager.Net system to give the Council a Single Asset Register.
 - Assets would liaise with CIPFA to agree a data loading schedule.
 - Any changes to the spreadsheets would be logged for auditing purposes.
 - Finance would complete the former Teesdale District spreadsheet which would be completed first and used as a test case.
- 5 The Database Officers commenced working within Finance on 6 October and have looked to identify any major issues and assess resource requirements. They are now working with Finance colleagues on the validation of the spreadsheets in preparation for data loading.

- 6 A comprehensive work plan outlining each specific task and potential timescale has been prepared and attached at Appendix 2. The work plan will be reviewed at weekly Project Team meetings as the basis of assessing progress and identifying risks where the project timescale may be in jeopardy. The work plan has been provided to CIPFA and ICT to assist them in scheduling in the specific data loading tasks.
- 7 Assets have also worked with Corporate Risk Management to identify the risks attached to delivering this project. Five key risks associated with this action plan have been identified and are listed in Appendix 3 together with mitigating actions in place to monitor and reduce the likelihood of the risks occurring.
- 8 Internal Audit will also be providing some data checking support in terms of resolving any Cost Centre queries with the Service Accountants and assurance that reconciliations are carried out prior to transfer. The ICT Project Lead for a Single Asset Register is also assisting with the project.

Recommendations and reasons

- 9 Members are asked to note work in progress to establish a single asset register by 31 December 2011 to gain assurance that the risks arising from problems encountered this year in preparing the Statement of Accounts are being managed effectively.

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Appendix 1: Implications

Finance -

None

Staffing -

None

Risk -

None

Equality and Diversity / Public Sector Equality Duty -

None

Accommodation -

None

Crime and Disorder -

None

Human Rights -

None

Consultation -

None

Procurement -

None

Disability Issues -

None

Legal Implications -

None

