

DORSET & WILTSHIRE FIRE AND RESCUE AUTHORITY

Asset Management Policy

The Dorset & Wiltshire Fire and Rescue Authority (DWFRA) is the combined fire and rescue authority for its area as defined within Sections 1 and 2 of the Fire and Rescue Services Act 2004. This document contains the Authority's policy on how it will manage its physical assets such as estate, vehicles, work wear and equipment. Through this policy DWFRA will meet its legal requirements under the Fire and Rescue Services Act 2004 and Civil Contingencies Act 2004 to secure the provision of services and equipment necessary to meet all normal requirements. We will also take all reasonable measures to secure an adequate supply of water for the Authority's use in the event of fire. The policy is underpinned by a set of procedures.

Our premises, fleet, equipment and information delivery systems need to operate to maximum efficiency at all times, often in situations that place them under duress. It is therefore essential that we manage our assets in an integrated, efficient, and effective way so we maximise value for money for all asset classes across each stage of the life cycle. The policy will also ensure that we deliver best value and secure continuous improvement in the use of our assets.

Effective asset management information systems will be established, embedded and managed throughout the organisation. These systems will directly support our strategic intent and the need to ensure compliance against a range of statutory requirements. Through this policy and its associated procedures, we will ensure that our assets have the capabilities required to deliver our vision and to meet the requirements set out in our Community Safety Plan and that they are suitable and safe to be used by our diverse workforce.

We will follow the principles of PASS55-1:2008 and the Royal Institution of Chartered Surveyors (RICS) guidance on Public Sector Property Asset Management. This will enable us to ensure that our assets are managed in a way that reduces their impact on the environment, contributes to reducing our carbon footprint and preserves their long term viability and value. Through following the principles and guidance, we will ensure that we balance quality and cost to secure value for money in all our procurement decisions and that this results in transparency in the use of public assets.

We will collaborate with other public sector and third sector/ voluntary sector partners, seeking to maximise value and community use of publicly-funded assets and the achievement of economies of scale in purchasing.

Asset Management Policy Statement

Part One	Purpose, Process & Outcomes	Detailed Info
Part Two	Document References	Detailed Info

Ref No:	WS4 P8	FRS:	DWFRS
Date of Issue:	16/10/2015	Review Due:	16/10/2018
Version No:	V1.0	Review Completed:	DD/MM/YYYY

Part One – Purpose, Process & Outcome

The reason(s) for which something is done, created or exists; individuals involved and what we wish to achieve as an end result.

Purpose
Why is this policy needed?

We need to make sure:

- we have the assets required to deliver our vision
- we comply with all relevant statutory and regulatory requirements
- we achieve the highest possible standards of health, safety and sustainability
- we maximise value for money
- we maximise the use of our facilities and increase efficiency (including addressing under-utilisation)
- we achieve high standards of stewardship and identify opportunities for continuous improvement across all our services
- we have robust and resilient asset management arrangements in place
- we respond dynamically to external factors; such as changes in technology or best practice which affect our asset management
- as far as reasonably possible, all of our assets are secure from attack or interference
- our assets are suitable and safe to be used by our diverse workforce/communities.

Process
How we will meet the above requirements?

We will adopt the principles of PASS 55-1:2008, which is an internationally recognised standard setting out the specification for an effective asset management system.

Asset Management Policy Statement

We will follow the Royal Institution of Chartered Surveyors (RICS) guidance for Public Sector Property Asset Management.

Our property assets will be re-valued periodically by category, such as, 20% of each asset category (for example, wholetime stations, on-call stations, other assets) will be valued each and every year, over a five year period as part of our on-going strategic assessment. The results will feed into our Community Safety Plan and our Medium Term Finance Plan. Through our Asset Management Group chaired by the Brigade Manager for Support Services, we will ensure that this policy is implemented effectively and efficiently. This will enable us to ensure that our asset management system is:

- consistent with all our organisational policies and overall risk management framework
- documented, implemented and maintained
- communicated to all relevant stakeholders, including contracted service providers
- periodically reviewed to make sure it remains relevant.

Outcome
Success of the Policy? (How will this Policy be assured?)

We will separate our objectives into targets for each asset class, covering all four stages of the asset life cycle.

Each objective has measures for monitoring and reporting performance:

1. **Effectiveness** – We will:

- continually assess the effectiveness, safety and suitability of our assets, in terms of their ability to deliver our vision. We will consult with those that use them and monitor feedback loops; such as, those for reporting operational effectiveness and reporting accidents and near misses.
- monitor and report on the availability of our assets and our defect rectification performance.

2. **Legislative compliance** – We will:

- maintain a register of our statutory/regulatory duties and record our compliance against each one
- monitor and report on our planned maintenance procedures.

3. **Value for money** – We will:

- measure value for money in terms of economy and efficiency, by looking at the cost of inputs and the use of inputs in delivering outputs
- monitor and report on the costs of our services
- benchmark ourselves against other fire and rescue services.

4. **Stewardship** – We will monitor and report:

- on the condition of our assets and the value of work identified to keep them in good order
- on our consumption of utilities and our carbon production.

Asset Management Policy Statement

The Finance and Audit Committee will scrutinise our performance in delivering this policy and its associated Asset Management Strategy.

Part Two – Document References, Document Management & Version Control

This Policy is linked to the following:

Document References:

A comprehensive suite of procedure that supports our asset management system, are sub divided into the following asset classes:

- Fleet
- Equipment
- Estates
- Water supplies.

These procedures cover each stage of the asset life cycle:

- acquisition
- utilisation
- maintenance
- disposal.

There will be individual polices and aligned procedures if a particular statutory or regulatory requirement dictate one; for example, asbestos management and legionella.

Supporting Information:

PASS 55-1:2008 Asset Management. Part 1: Specification for the optimised management of physical assets

Legislation References:

The Road Traffic Act 1988

The Road Traffic Act (Driver Licensing and Information System) Act 1989

The Road Traffic Act (New Drivers) Act 1995

The Highways Act 1980 (Highway Code)

Road Vehicles (Construction and Use) Regulation 1986 (SI 1078/1986)

Goods Vehicles (Plating and Testing) Regulations 1986 (CFOA Best Practice)

Road Vehicles Lighting Regulation 1989

Road Vehicles (Authorised Weight) Regulation 1998

Disposal of Vehicles (Asset Disposal)

The Goods Vehicles (Licensing of Operators) Act 1995

The Goods Vehicles (Licensing of Operators) Regulations 1995 (SI 1995/2869) (As amended)

Asset Management Policy Statement

The Goods Vehicle Operators (Qualifications) Regulations 1999 (SI 1999/2430) (As amended)

The Road Transport Operator Regulations 2011 (SI 2011/2632)

The Goods Vehicle (Community Licences) Regulations 2011 (SI 2011/2633)

Traffic Management Act 2004

Drivers Hours

EU Working CFA Best practice manual Times Directive

Dept Of Transport Approved codes of practice

New Roads and Street Works Act 1991

Fire and Rescues Services Act 2004

The Construction Design & Management Regulations 2007 (2015)

Safety, Health & Welfare at Work (Construction) Regulations 2013

The Building Regulations 2010 & supporting Approved Documents

Control of Asbestos Regulations 2012

The Electricity at Work Regulations 1989

The Gas Safety (Installation and Use) Regulations 1998

The Confined Spaces Regulations 1997

The control of legionella bacteria in water systems L8 2013

Display Energy Certificates & Energy Performance Certificates

The Water Supply (Water Fittings) Regulations 1999

The Regulatory Reform (Fire Safety) Order 2005

The Control of Pollution (Oil Storage) (England) Regulations 2001

Manufacturers Operation & Maintenance manuals

The Health and Safety at Work Act 1974

The Management of Health and Safety at Work Regulations 1999

The Work at Height Regulations 2005

The Manual Handling Operations Regulations 1992

The Confined Spaces Regulations 1997

The Control of Noise at Work Regulations 2005

The Control of Substances Hazardous to Health 2002 (COSHH)

The Personal Protective Equipment Regulations 1992

The Provision and Use of Work Equipment Regulations 1998 (PUWER)

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

ACOPs, British Standards & HSE Guidance

Manufacturer's/Suppliers recommendations

Professional Chartered & Non Chartered association guides

Public Contract Regulations (2015)

Asset Management Policy Statement

The Data Protection Act 1998

The Equalities Act 2010

Document Management:

Policy Reference: Asset Management			
Owner	Review Date	Author	Status
John Aldridge	01/04/2016 - This policy is reviewed at least every three years or brought back to Members if requirements change.	John Aldridge	Published

Version Control:

Version	Page & Par Ref	Date	Changes Made	Authorised By
V1.0	Entire document	01/12/2015	Converted back to Policy Framework format after detail signed off by DWFRS	T Saben
TCV0.2	Page 2 Header	16/10/2015	Removed reference to Workstream numbering but kept it within the table on Page 2	M. Gaskarth/T. Saben
TCV0.2	Page 1	16/10/2015	Removed the wording from within the colour band	M. Gaskarth/T. Saben
TCV0.2	Page 1 Header	16/10/2015	Updated badge to DWFRA from DWFRS	M. Gaskarth/T. Saben
TCV0.1	Entire Document	14/10/2015	Accepted all suggested tracked changes	
TCV	Entire Document	14/10/2015	Tracked Changes suggestions for Plain English and Formatting	Tonya Saben
V0.1	Various changes to policy to reflect policy owner's direction	07/10/2015	Various	John Aldridge
V0.2 V0.3	Various changes	08/10/2015	Alterations to provide consistency with other policies and to refine	Mark Gaskarth

Asset Management Policy Statement

			wording, such as to remove any duplication within the document.	
--	--	--	---	--

[Top of doc](#)