



## Property & Assets

# Compliance Policy – Property & Physical Assets



## POLICY

**To keep customers; clients; employees and the general public safe and ensure that buildings and premises are compliant with current laws & regulations.**

*It is the policy of the 'Executive; Members; Responsible Officers and all Staff' of West Lindsey District Council to ensure that all property, premises and buildings (and supporting infrastructure) under the control of the council are safe to use, meet, and where agreed exceed, all statutory requirements in terms of Health & Safety; Sustainability and Value.*

*The council will achieve this objective by ensuring that all assets under their control are:-*

- ❖ Fully inspected at prescribed intervals to ensure that they are structurally safe, sound and fit for purpose.*
- ❖ Fully inspected to ensure that all supporting systems and associated infrastructure elements are safe and compliant.*
- ❖ Able to support and sustain safe and legally compliant operations.*

*The executive and responsible person(s) will remove any concerns in respect of any element of Health & Safety and Statutory Compliance by ensuring that they develop and support robust governance and demonstrate effective leadership and by:-*

- ❖ Ensuring that they fully understand the impact of level 1 and 2 compliance.*
- ❖ Develop, support and maintain effective Policy; Procedures and Processes.*
- ❖ Constantly review actions, activities and responsibilities.*
- ❖ Be certain that they can verify 'assurance'.*
- ❖ Place 'compliance' at the centre of Strategic Asset Management planning.*

### **Management Structure.**

The authority will develop and maintain a strategic and operational compliance management system to ensure effective control which will support the development and delivery of a comprehensive approach to compliance.

### **Guidance Notes.**

A complete set of guidance notes and accompanying matrix will be developed, managed and maintained by the asset management team.

Revision Summary	Revision Number	Current Issue Date	File Name	Page of Total Pages
Original	Original V1	13 <sup>th</sup> Nov 2018	Compliance Policy	1

## Policy Addendum

The guidance notes with identify;

- ❖ The responsible persons and duty holders.
- ❖ The compliance structure and approach to be followed by the Authority.
  - Management structure
  - Document management and review procedures
  - The requirement for building manuals
  - Property schedules
  - Compliance levels
  - Inspection schedules
  - Gap analysis
  - Approved contractor lists
  - The primary elements of compliance
- ❖ Health & Safety Legislation; Obligations and General Requirements
- ❖ Processes to follow when initiating inspections; testing; reporting and effecting remedial works where required. (*work to be initiated following sub-policy approval*)

### **Level 1 and Level 2 Compliance. [Physical assets; buildings & premises]**

**Level 1** compliance is considered to be all those elements of compliance which are statutorily considered to be applicable to the safe operation and management of physical assets [buildings; premises and associated assets] and which support safe occupation and operation.

Level 1 compliance is obligatory for all organisations within the United Kingdom who control; manage and who are responsible for buildings, premises and physical assets.

**Level 2** compliance constitutes strategic and operational requirements; procedures and processes relevant to the subject matter and which are specific to individual organisations and the organisations governance and set by that organisation. Level 2 compliance may exceed or extend the obligations of the organisation, direct actions associated with level 1 compliance or, where specific approval has been secured, modify level 1 obligations.

The level of compliance will be clearly identified in the operational matrix, reporting and action planning.

### **Responsible Persons.**

As a Local Authority, West Lindsey District Council hold, manage or are otherwise responsible for a wide portfolio of buildings; premises and supporting infra-structure. In this position, they become statutory “Duty Holders” responsible for Health & Safety (compliance) across that portfolio / estate

Responsibility exists both corporately and via responsible persons. The principal responsible persons and duty holders are identified below and, assume full responsibility, for property compliance across the estate and should be regarded as principle points of contact for the Authority

- Executive Director of Economic and Commercial Growth
- Executive Director of Resources and S151 Officer
- Executive Director of Operations and Head of Paid Service
- Team Manager Property & Assets
- Health & Safety Coordinator