

Property & Assets

Compliance Policy – Property & Physical Assets

(Statement of Intent)

PROPERTY and PHYSICAL ASSETS

WEST LINDSEY DISTRICT COUNCIL

Nov 2018

It is incumbent on West Lindsey District Council, as 'Duty Holders' to ensure that they comply with their legislative and statutory obligations and ensure that all physical assets [buildings; premises and associated assets] are operationally safe and secure. This will be achieved by:-

- ❖ A regime of Inspection, maintenance, servicing and testing in accordance with legislation, statutory requirements and approved codes of practice (ACOP's)
- Appointment of 'responsible person(s)' to ensure that such inspections, maintenance and testing are carried out in accordance with approved sub-policy and statute.
- Ensuring that detailed records of 'Compliance' activity are maintained & fully visible.

Application

This policy applies to all property assets [fixed and mobile] held and / or controlled by West Lindsey District Council and will include:-

- All operational properties, whether owned or leased, from which the services provided by the authority are delivered.
- All property assets held for commercial gain and for which the authority may have, by way of statute or contract [implied or direct] responsibility for safe operation and use.
- Equipment [fixed or mobile] which supports the operation and use of the property asset and the delivery of services from the asset.

The policy has been developed having reference to relevant statutory directives (legislation); codes of practice; guidance notes and industry best practice.

The policy is intended to inform, any and all interested and affected parties, the scope; nature and intent of the authority in respect of the safe use; operation and maintenance of physical assets within their portfolio and to identify the structure, strategic and operational procedures which will be applied in fulfilling its obligation and intent.

Effective date 1st February 2018

Revision date 1st February 2019 (Earlier where statute or ACOP dictate)

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;-

- **Solution** 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
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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
 - o 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