

CAIRNGORMS NATIONAL PARK AUTHORITY

FOR DECISION

Title: ASSET TAGGING POLICY

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Purpose

This paper presents proposals on the Authority's approach to asset tagging, following up the action point in Audit Scotland's 2015/16 Annual Audit Report to Members.

Recommendations

The Committee is asked to:

- a) Consider the proposed approach to asset tagging;**
- b) Subject to any agreed amendments, approve the proposed policy on asset register and asset tagging.**

Executive Summary

1. Audit Scotland, the Authority's external auditors for the audit of the 2015/16 accounts, raised a single action point in their annual report to members following their 2015/16 audit. The action point highlighted that, while progress had been made by the Authority on asset tagging, not all assets in the asset register were tagged with a unique reference number. The Audit & Risk Committee it would consider a proposed approach to future asset tagging in order to seek to formalise the Authority's agreed policy on this matter and help close off this action point.
2. The proposed approach to asset tagging is set out at points 3 to 9 below.

Asset Register and Tagging Policy

3. The Authority's agreed Statement of Accounting Policies, set out each year in the audited accounts, sets out the approved minimum level of expenditure for capitalisation of non-current assets. All assets created under this policy will be entered into the asset register.
4. Assets created will be diverse in nature – items of property, plant and equipment are all likely to be established as non-current assets from time to time.
5. All assets created will be entered separately in the Authority's Asset Register, in order to provide a comprehensive overview of asset holdings and their value, and to support

strategic and tactical management decisions on maintenance and replacement of assets.

6. Where assets are relatively portable, of relatively high value and at relatively great risk of loss, theft or misappropriation, those assets will be tagged with a unique reference number in order to support security of asset holdings through easier monitoring of assets and their location.
7. The asset tagging policy will not require duplication - assets with existing unique references such as vehicles will not require a duplicate CNPA reference number in addition to their vehicle registration number.
8. Where assets are relatively static and at reduced risk of loss, theft or misappropriation, there is no requirement for a unique reference tag to be assigned.
9. This asset tagging policy approach seeks to focus staff time invested in asset tagging and reconciliation in a manner commensurate with the Authority's risk appetite and to support effective, efficient and economical administrative systems. It is management's responsibility to undertake appropriate risk assessment and determine whether assets should be tagged given their nature and likely use.

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