

# **Assets Policy**

## **IT Policies**

## Scope

The Global Information Systems Commercials and Contracts team (GISCC) are the official procurement wing of Global Information Systems (GIS). The GISCC team will be responsible for the maintenance of a departmental assets register.

- This is a statement of policy about the updating and maintenance of the Global Information Systems (GIS) assets register
- There is a requirement for guidelines on updating and maintaining the GIS assets register to ensure that all teams within GIS update the assets register at regular intervals. This includes checking all the assets each team owns and ensuring that the GISCC team is aware of their location and status i.e. whether they are in use, broken, lost, returned etc.
- Implementing these guidelines will enable all staff to access the GIS assets register electronically and update it as and when necessary.
- Assets over £3,000 include items such as production/development servers, work stations etc which are owned by individual GIS departments are included in this policy.
- Assets over £50 include items such as; laptops, mobile telephones, USB disks, projectors, scanners and adapters owned by Global Information Systems are included in this policy.

## Policy

- Managers should be familiar with Chapter 14 of Essential Finance and GIS delegated authorities which set out the corporate policy for recording and disposing of assets and those powers delegated to managers within GIS by Chris for purchase and disposal of fixed assets of £2,000 and over
- Where fixed assets have been purchased as part of a project it is the responsibility of the receiving unit to ensure that all correct accounting procedures have been carried out and to ensure that regular checks are made on the equipment to ensure all is in order
- The Global IS Assets register needs to include SAP and other hardware purchased/belonging to Global IS as part of a project
- Initial population of the GIS assets data is done through GIS management group lines
- Global Information Systems Contracts and Commercials (GISCC) team will verify the data and create a master file of all assets over £50 and £3,000 within GIS
- Up to date information on the GIS assets will be maintained on the Global IS intranet site
- GIS assets data will need to be updated by individual departmental managers on a quarterly basis
- GIS assets register will be a vital source of information for the GIS department in terms of keeping track of all assets and having up to date information
- This document is intended for the GIS department and the departmental line managers who will be responsible for the enforcement of this policy. The departmental managers outlined below should ensure that the standard asset checks

are completed on a quarterly basis

- Business Solutions – Majella Mclvor
  - Infrastructure Development – Merlin Mann
  - SAP Business Process Development – Majella Mclvor/Jeff Carvell
  - SAP Data Management – Eleanor Hart
  - Business Application Development – Kshipra Singhvi
  - SAP Service Management – Majella Mclvor
- Business Relationship Management – Lucy Pearson
- Programme Management – Sarah Chambers
- Commercial Management – Alex Chaplin
- Deputy Director Global IS – Ann Bailes
- IS Strategy – Terry Pyle
- Information Knowledge Management – David Bruce
- This will allow departmental managers to have an up to date list of all assets within GIS
- If an item is lost/stolen each individual department is responsible for the cost
- Once an asset is no longer required by one user we will be able to reuse it or dispose of it, if it is no longer usable/required
- If an asset is no longer required the assets register should be updated and your Departmental IT Administrator (DITA) must ensure that the asset is returned to one of the following;
  - Laptops – LogicaCMG
  - Mobile Telephones – William French, GIS, Spring Gardens

For all other assets please contact your Departmental IT Administrator (DITA). Further information is available on support and help.