

## Asset Register vs Asset Management

An asset register is a list of what an organisation owns, it may also capture information such as acquisition date, value and location.

Asset management is the broader, active process of tracking and maintaining the assets. This will include regulatory compliance and risk management.

Today we have two asset registers:

1. Tanya maintains the asset register in scribe (see attached report) its prime purpose is for end of year regulatory reporting
2. A spreadsheet inventory of all the hall equipment which only records the numbers of each item

We, the CHC do the following asset management tasks:

- Annual risk review – usually Mark & Sarah walking round using a checklist to identify risk to users of the Hall and site. We then need to track the completion of any necessary actions
- Regulatory compliance – managed by Lynda on a spreadsheet; six monthly checks of the fire alarm system and extinguishers, annual PAT tests
- Regular servicing – managed by Lynda on a spreadsheet e.g. heating system, intruder alarm system

What we/the council don't have:

- One central single system to register and maintain assets
- Photographic evidence of the assets and their condition and location
- Task and workflow management linked to safety regulations
- Audit trail to evidence duty of care